



LAKE FOREST LIBRARY BOARD

JANUARY 2018

Minutes • Agendas • Board Packets

**Finance Committee Meeting
Regular Monthly Board Meeting
January 29 Special Meeting**

LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045
Finance Committee Meeting Minutes
6:45 p.m., January 9, 2018

1. Call to Order.

Chairperson Travers called the meeting to order at 6:50 p.m.

2. Roll Call.

Board Members present: Carrie Travers, Chair; Todd Puch, President; Ron Levitsky, Vice President; and Trustee Andrea Lemke. Guests present: Catherine A. Lemmer, Library Director, and Felicia Song, Assistant Director.

3. Secretary Pro Tem.

Ms. Lemmer agreed to serve as secretary for the meeting.

4. Additions to the Agenda.

There were no additions to the agenda.

5. Approval of the Agenda.

Upon motion by Trustee Levitsky and seconded by Trustee Lemke, the Agenda was unanimously approved.

6. Opportunity to Address the Board Committee.

There was no request to address the Committee.

7. Approval of the Minutes.

Trustee Levitsky made a motion, seconded by Trustee Travers, to approve the following meeting minutes. The motion was unanimously carried.

November 14, 2017 Finance Committee Minutes.

8. Executive Session.

Trustee Travers made a motion, seconded by Trustee Lemke, to move the Finance Committee into Executive Session in accordance with 5 ILCS 120/2(c)1: The appointment,

employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body.

At 6:52 p.m., the Committee voted unanimously with a roll call vote to go into Executive Session.

At 7:25 pm, on motion by Trustee Puch, seconded by Trustee Travers, the Committee ended the Executive Session with a unanimous roll call vote.

9. Roll Call.

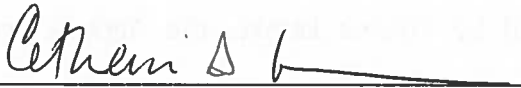
Roll call was taken upon return to open session, the following were present: Carrie Travers, Chair; Todd Puch, President; Ron Levitsky, Vice President; and Trustee Andrea. Also present, Catherine A. Lemmer, Library Director, and Felicia Song, Assistant Director.

10. Recommendation of the FY2018 (December 2017) Sick Leave Pay Out.

Upon motion by Trustee Travers, seconded by Trustee Levitsky, the committee unanimously voted with a roll call vote to recommend to the full board the Sick Leave payout for FY2018 (December 2017).

11. Adjournment.

There being no unfinished business nor new business, Trustee Travers made a motion, seconded by Trustee Puch, to adjourn the meeting at 7:30 pm. Motion unanimously carried.



Catherine A. Lemmer, Secretary Pro Tem

Minutes Approved by the Finance Committee on March 13, 2018.

LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045
Tuesday, January 9, 2018
6:45 p.m., Reed Room – Main Floor

Finance Committee Meeting Agenda

1. Call Finance Committee Meeting to Order
2. Appointment of a Secretary Pro Tem
3. Board of Trustees Roll Call
4. Additions to the Agenda
5. For action: Approval of the Agenda
6. Opportunity for the Public to Address the Board Committee
7. For action: Approval of the November 14, 2017 Finance Committee Meeting Minutes
8. Executive Session: Pursuant to 5 ILCS 120/2(c)1 The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body
9. New Business
10. Unfinished Business
11. Adjournment

Next Regular Board Meeting: February 13, 2018

Individuals with disabilities who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meetings or the facilities are requested to contact the Library Director at 847.810.4602 promptly to allow the Library to make reasonable accommodations.

**LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045
January 9, 2018
6:45 p.m., Reed Room – Main Floor**

Finance Committee Meeting Board Packet

1. January 9, 2018 Agenda
2. November 14, 2017 Meeting Minutes

LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045
Tuesday, January 9, 2018
6:45 p.m., Reed Room – Main Floor

Finance Committee Meeting Agenda

1. Call Finance Committee Meeting to Order
2. Appointment of a Secretary Pro Tem
3. Board of Trustees Roll Call
4. Additions to the Agenda
5. For action: Approval of the Agenda
6. Opportunity for the Public to Address the Board Committee
7. For action: Approval of the November 14, 2017 Finance Committee Meeting Minutes
8. Executive Session: Pursuant to 5 ILCS 120/2(c)1 The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body
9. New Business
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Next Regular Board Meeting: February 13, 2018

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Lake Forest Library Board of Trustees
360 East Deerpath Road, Lake Forest, IL 60626
Finance Committee Meeting Minutes
6:30 p.m., November 14, 2017

1. Call to Order
Chairperson Travers called the meeting to order at 6:30 p.m.
2. Roll Call
Present Board Members: Carrie Travers, Chair, Todd Puch Board President; Ron Levitsky, Vice President, and Trustee Andrea Lemke. Guest: Trustee David Rose. Staff: Catherine Lemmer, Library Director.
3. Secretary Pro Tem
Ms. Lemmer agreed to serve as secretary for the meeting.
4. Additions to the Agenda
There were no additions to the agenda.
5. Approval of the Agenda
Trustee Puch made a motion, seconded by Trustee Levitsky, to approve the agenda. Motion unanimously carried.
6. Opportunity for the Public to Address the Board Committee
There was no request to address the Board Committee.
7. Approval of the Minutes
Trustee Lemke made a motion, seconded by Trustee Puch, to approve the minutes of the October 10, Finance Committee. Motion unanimously carried.
8. Ms. Lemmer informed the Committee that the City's Administrative Service Fee would increase by 2.5% in FY2019 and explained the services provided under the arrangement. Ms. Lemmer reported that legal services were not included and was asked to ascertain if the City of Lake Forest had Victor Filippini on retainer.
9. Discussion and Approval of the FY2017 Audit
Chair Travers introduced the audit, noted that Baker Tilly had issued an unqualified opinion, and noted some highlights. Ms. Lemmer reported that the auditor had found no discrepancies or required any changes of the Library's year-end unaudited financials. Each committee member received a copy of the Baker Tilly audit prior to the meeting. After review and discussion, Trustee Levitsky made a motion, seconded by Trustee Puch, to accept the FY2017 audit as prepared by Baker Tilly and to recommend that the full Board do the same. The motion carried unanimously with a roll call vote.

10. Discussion and Approval of Transfer of FY2017 Surplus to the Reserve Fund

Ms. Lemmer reported that FY2017 audited financials reflected a surplus. The surplus was due in part to salary management, use of less overtime due to a less harsh winter, and deferral of capital improvements. She explained the City of Lake Forest maintains a 35% cash-on-hand fund and that with the surplus the Library had a 41% cash-on-hand fund. Ms. Lemmer presented information on how various transfer amounts would impact the cash-on-hand fund. After a lengthy discussion, Trustee Lemke made a motion, seconded by Trustee Puch, to recommend to the full Board to transfer \$350,000 to the capital improvements reserve. The motion carried unanimously with a roll call vote.

11. Discussion and Approval of the FY2019/2017 levy

Ms. Lemmer reported that at the November 13, 2017 City Council's Finance Committee Meeting, the committee had decided to address the police and fire pension deficit by increasing the levy over the 2.1% CPI, but not over 5%. Since the Library Board approved the 2.1% CPI levy at the October 12, 2017 meeting there was no action needed on this agenda item.

12. Discussion and Approval of Actions with Respect to the Edmund J. Valonis Family Trust Gift

Ms. Lemmer noted that the Valonis Gift had been added to the agenda at the start of the October 12, 2017 Board meeting. Under the Open Meetings Act, an item added at the start of the meeting may be discussed but no action may be taken. Therefore, the Committee needed to reaffirm its decision to accept the gift and any actions taken with respect to the gift. The Committee discussed the gift and decided it was best to wait until the funds became available to determine where to allocate the funds. After discussion, Trustee Levitsky made a motion, seconded by Trustee Puch, that the Committee recommend to the full Board to accept the Edmund J. Valonis Family Trust Gift, direct Northern Trust as the trustee to liquidate the securities, and authorize the Library Director to take all actions necessary to accept the gift. The motion carried unanimously with a roll call vote.

13. New Business

There was no new business.

14. Old Business.

There was no old business.

15. Adjournment

There being no further business, Trustee Lemke made a motion, seconded by Trustee Levitsky, to adjourn at 6:52 p.m. Motion was unanimously carried.

Minutes approved by the Finance Committee on _____, 2018.

Lake Forest Library Board of Trustees
360 E Deerpath Road, Lake Forest, IL 60045
Regular Meeting Minutes
7:30 p.m. January 9, 2018

1. CALL TO ORDER

The meeting was called to order at 7:32 p.m.

2. ROLL CALL

Present Board members: Germaine Arnson, Wendy Darling, Secretary, Elizabeth Grob, Andrea Lemke, Ron Levitsky, Vice President, Beth Parsons, Todd Puch, President, David Rose, and Carrie Travers, Treasurer.

Absent: None.

Staff: Library Director Catherine Lemmer, Assistant Director/Head of Adult Services Felicia Song, and Administrative Assistant Judy Grasmick.

3. ADDITIONS TO THE AGENDA

No additions to the agenda.

4. APPROVAL OF THE AGENDA

Trustee Arnson made a motion, seconded by Trustee Parsons, to approve the agenda. Motion unanimously carried.

5. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD and
CORRESPONDENCE

No request to address the Board. A written summary of public correspondence received in December was distributed.

6. APPROVAL OF MINUTES

Trustee Travers made a motion, seconded by Trustee Rose, to approve the following meeting minutes. Motion unanimously carried.

December 12, 2017 Regular Board Meeting

7. MONTHLY FINANCIAL REPORT

The Board discussed the December 2017 financial report.

Trustee Parsons made a motion, seconded by Trustee Grob, to approve the December 2017 financial report. Motion unanimously carried with a roll call vote.

8. LIBRARY DIRECTOR REPORT

Ms. Lemmer mentioned gifts received and asked the board to consider how to word thank you letters. Trustee Puch suggested adding an insert with the thank you to bring attention to library needs. Trustee Arnson suggested that the library might consider contacting The Negaunee Foundation. Trustee Rose suggested reaching out again to previous donors. Ms. Lemmer is looking into donors of other area organizations. Trustee Puch again suggested a thank you with an insert, but no direct fundraising.

Articles from the January 3 and January 4, 2018 issues of *The Lake Forest Leader*, titled *LF library helps children ring in the new year* and *Year in Review 2017: The Lake Forest Library invites residents to visit often in person, online* were distributed.

The library is enjoying good program attendance. The Google AR program had great attendance even though the short-notice opportunity limited marketing to a press release and social media announcements. The media lab is holding more tech classes.

The Security Guidelines and Procedures manual is nearly completed. A copy was distributed to trustees. The police department will arrange an after-hours tactical visit. The library is considering having Narcan on hand. It is relatively easy to administer and the Lake Forest police department has used it to treat 5 overdose cases. AEDs (automated external defibrillators) are less feasible because they require training and the agreement of staff to be trained in CPR.

The library needs an updated personnel manual. Policies required by statute such as an anti-harassment policy and drug & alcohol policy need to be formally adopted by the library. A draft copy of an updated personnel manual was distributed. A lawyer will review the finalized copy. Trustees may contact Ms. Lemmer with any questions or concerns. She is still gathering information.

The Request for Architectural Qualifications (RFQ) was discussed. Trustees were asked to hold the following dates and times for potential special meetings:

Monday, January 29 7:00 p.m. (levy)
Monday, February 5, 7:00 p.m. (2 interviews)
Tuesday, February 6, 7:00 p.m. (2 interviews)

Trustee Rose inquired if the firms were asked to consider managing costs of infrastructure needs in a building that is nearly 100-years-old. A list of potential architectural firm interview questions was distributed. Another addendum was added to the Requests for Proposals section of the library website. Trustee Lemke asked about having architects investigate increased CCTV coverage in the library.

Part of the Friends FY 2018 grant was \$10,000 to purchase tables and chairs for the Reed room. Chairs have been ordered for a cost of \$3,600. The Library is not going to purchase tables as this time. The library will purchase 5-10 laptops for teaching tech classes and the Girls Who Code program. Trustee Levitsky asked if the Friends were okay with the change in spending. Ms. Lemmer said that they were as she was going to use program funds also given from the Friends because the laptops will be used for programs. Trustee Arnson asked if the board was going to see the new logo before it was approved. Ms. Lemmer replied that she had signed off on the logo and that an informational packet was being prepared for the board. There was discussion of the Trustee information posted on the library's website. Trustee Darling suggested removal of trustee addresses and phone numbers. Trustee Puch suggested that mailings could be sent to board members in care of the library. He also suggested that trustee email addresses remain on the website. Ms. Lemmer agreed to have the changes made on both the existing and the future site.

9. FRIENDS REPORT

A summary of Friends activity and a list of the 2018 book sale dates was included in the board packet. There was no discussion.

10. DISCUSSION AND APPROVAL OF FY2019 BOARD MEETING DATES

Ms. Lemmer stated that holding meetings on the second Tuesday of the month can sometimes make it challenging to prepare monthly statistics and financial reports in time for inclusion in the mailed board meeting packets. She asked if the board would consider moving the meetings to the third Tuesday. Some trustees would have conflicts on the third Tuesday. Trustee Puch asked Ms. Lemmer to do a poll to find an alternate day, if possible, and to table the discussion until the next meeting.

11. DISCUSSION AND APPROVAL OF AMENDMENTS TO THE BY-LAWS

Proposed amendments to the by-laws were discussed. Changes would be made to clarify and to reflect current practices. Ms. Lemmer will amend the by-laws as the board directs. Trustee Rose stated that a limit of some type for authorization of capital expenses makes sense. Ms. Lemmer suggested requiring the signature of the board President or Vice-president for expenditures over \$10,000. Trustee Levitsky questioned whether it would be a hardship for vendors to wait for a monthly board meeting to receive approval and release of payment. Trustee Puch suggested that a call to the President or Vice-president to stop in the library to sign and approve the occasional check would be an easy solution. Further discussion was tabled until the next meeting.

12. DISCUSSION AND APPROVAL OF PUBLIC COMMENT AT BOARD MEETINGS
POLICY

Ms. Lemmer asked the board if they thought public comment guidelines should be included in the by-laws or adopted as a separate policy. There was discussion of the time to be allocated per speaker. Trustee Parsons felt that a separate policy allowed more flexibility and was clearer. Trustee Travers agreed and thought it also more closely followed how City Council operates. Ms. Lemmer will revise the policy and the board will revisit next month.

13. DISCUSSION AND APPROVAL OF ANTI-HARRASSMENT POLICY

A revised version of the anti-harassment policy was distributed and discussed. Trustee Levitsky asked who had the authority to bar/ban patrons. There was discussion about whether the Library Director should have the authority to bar/ban patrons without board approval. Trustee Arnson asked what the benchmarks for barring/banning were. Ms. Lemmer replied that the library has practices in place. She will research how other libraries handle barring/banning.

Trustee Puch suggested adoption of the policy to meet the State of Illinois mandate. The board can then amend the policy as needed. Ms. Lemmer said the anti-harassment policy is part of the personnel manual and that the manual will be revised in the future. Trustee Grob asked about including a deadline for a response to an employee who has reported harassment. There was discussion of this possibility. Trustee Rose asked if there would be staff training on how to define and inform on unwelcome behavior. Trustee Puch said the standard of unwelcome behavior is defined in the document and the Library Director uses judgment to decide how to proceed. He suggested adopting the policy as written and then revisiting the topic next month. Trustee Levitsky asked what procedures would be followed after a report of harassment. Ms. Lemmer stated that she would contact the City's Human Resources Director for guidance. Trustee Puch asked what the City's HR department would do in the case of direct employee contact. Ms. Lemmer said that the library pays for HR advice, but library employees are not City employees.

Trustee Levitsky made a motion, seconded by Trustee Travers, to approve and adopt the Anti-Harassment Policy. Motion unanimously carried.

14. EXECUTIVE SESSION: PURSUANT TO 5 ILCS 120/2(c)1 THE APPOINTMENT, EMPLOYMENT, COMPENSATION, DISCIPLINE, PERFORMANCE, OR DISMISSAL OF SPECIFIC EMPLOYEES OF THE PUBLIC BODY OR LEGAL COUNSEL FOR THE PUBLIC BODY

Trustee Lemke made a motion, seconded by Trustee Darling, to enter executive session at 8:36 p.m. Motion unanimously carried with a roll call vote.

At 8:36 p.m., Ms. Judy Grasmick left the room.

At 9:56 p.m., on motion by Trustee Puch, seconded by Trustee Travers, the Executive Session ended with a unanimous roll call vote.

At return to open session, roll call was taken: Todd Puch, President; Ron Levitsky, Vice President; Carrie Travers, Treasurer; Wendy Darling, Secretary; and Trustees Arnson, Grob, Lemke, Parsons, and Rose were present. Also present, Catherine A. Lemmer, Library Director.

15. APPROVAL OF THE FY2018 SICK LEAVE PAY OUT

Upon motion by Trustee Parsons, seconded by Trustee Darling, the Board unanimously approved with a roll call vote the Sick Leave payout for FY2018 (December 2017).

16. UNFINISHED BUSINESS

None.

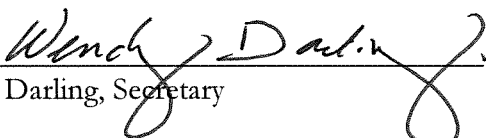
17. NEW BUSINESS

None.

18. ADJOURNMENT

There being no unfinished business nor new business, Trustee Levitsky made a motion, seconded by Trustee Grob, to adjourn the meeting at 9:59 p.m. Motion unanimously carried.

Upcoming meetings: **Special Meeting** – January 29, 2018 at 7:00 p.m., Reed Room
Special Meeting – February 5, 2018 at 7:00 p.m., Reed Room
Special Meeting – February 6, 2018 at 7:00 p.m., Reed Room
Regular Board – February 13, 2018 at 7:30 p.m., Reed Room


Wendy Darling, Secretary

Minutes approved by the Board on February 13, 2018.

LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045
January 9, 2018
7:30 p.m. Reed Room – Main Floor
Regular Monthly Meeting Agenda

1. Call Regular Meeting to Order
2. Board of Trustees Roll Call
3. Additions to the Agenda
4. For action: Approval of the Agenda
5. Opportunity for the Public to Address the Board and Correspondence
6. For action: Approval of the December 12, 2017 General Meeting Minutes
7. For action: Discussion and approval of the December 2017 Financial Report
8. Library Director Report
9. Friends Report
10. For action: Discussion and approval of FY2019 Board meeting dates
11. For action: Discussion and approval of amendments to the By-Laws
12. For action: Discussion and approval of Public Comment at Board Meetings Policy
13. For action: Discussion and approval of Anti-Harassment Policy
14. Executive Session: Pursuant to 5 ILCS 120/2(c)1 The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body
15. Unfinished Business
16. New Business
17. Adjournment

Upcoming Board Meetings

Special Meeting: January 29, 2018, 7:00 pm, Reed Room

Regular Board Meeting: February 13, 2018, 7:30 pm, Reed Room

Individuals with disabilities who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meetings or the facilities are requested to contact the Library Director at 847.810.4602 promptly to allow the Library to make reasonable accommodations.

LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045
January 9, 2018
7:30 p.m. Reed Room – Main Floor

Regular Monthly Meeting Board Packet

1. January 9, 2018 Agenda
2. December 12, 2017 General Meeting Minutes
3. Amendments to the By-Laws
4. Public Comment at Board Meetings Policy
5. Anti-Harassment Policy

Lake Forest Library Board of Trustees
360 East Deerpath Road, Lake Forest, IL 60045
Regular Meeting Minutes
7:30 pm, December 12, 2017

1. CALL TO ORDER

The meeting was called to order at 7:30 p.m.

2. ROLL CALL

Present Board members: Wendy Darling, Secretary, Elizabeth Grob, Andrea Lemke, Ron Levitsky, Vice President, Todd Puch, President, David Rose, and Carrie Travers, Treasurer.

Absent: Germaine Arnson and Beth Parsons.

Staff: Library Director Catherine Lemmer and Administrative Assistant Judy Grasmick.

3. ADDITIONS TO THE AGENDA

No additions to the agenda.

4. APPROVAL OF THE AGENDA

Trustee Rose made a motion, seconded by Trustee Levitsky, to approve the agenda. Motion unanimously carried.

5. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD, and CORRESPONDENCE

No request to address the Board. A written summary of public correspondence received in November was distributed.

6. APPROVAL OF MINUTES

Trustee Levitsky made a motion, seconded by Trustee Lemke, to approve the following meeting minutes. Motion unanimously carried.

November 14, 2017 Regular Board Meeting

7. MONTHLY FINANCIAL REPORT

The Board discussed the November 2017 financial report. Ms. Lemmer stated that the transfer to the capital improvements reserve fund will happen in December, so it is not reflected in the November financials. Fine/fee income continues to drop, but is currently being offset by an increase in impact fees and investment income. A \$2,000 gift was received from the Dick Family Foundation and will be used for the spring book club workshop. The gift was in response to a \$12,000 grant request. Trustee Levitsky asked about the credits showing in the adult and juvenile programming accounts. Ms. Lemmer replied that Friends programming gifts were received after the adoption of the FY18 budget so the deposits increased the value of the accounts over the initial budgeted amount. In FY19 the Friends gifts will be accounted for in the budget process in a more transparent manner.

Trustee Darling made a motion, seconded by Trustee Travers, to approve the November 2017 financial report. Motion unanimously carried with a roll call vote.

8. LIBRARY DIRECTOR REPORT

An article titled *From the Medici to Middle America: The Evolution of Patronage* from the December 2017 issue of *ILA Reporter* was distributed.

An article from the February 20, 1997 issue of the *Lake Forester*, titled *Over six decades of grime cleaned from library murals*, was distributed.

An article titled *The four questions to ask when serving on a nonprofit board* from the December 2017 issue of *McKinsey Quarterly* was distributed.

In speaking with other library directors about levies, budgets, etc., Ms. Lemmer received a recommendation for an accountant that works with libraries. That firm, Zabinski Consulting Services, Inc., could work with the library to navigate the levy process with the City. Ms. Lemmer suggested inviting Kelly Zabinski to do a presentation for the board at a meeting in January or February on the levy process so the Board better understands its role in the process. Ms. Zabinski's consulting fee is \$75.00 per hour. Ms. Lemmer will contact her to see if she is available to do a presentation in January or February.

The City is increasing its levy above the 2.1% it recommended to the library. Ms. Lemmer stated a public meeting on the library levy is not required unless the levy is above 5%. One TIF district will be closing next year and the library needs to make a request to access those funds. Trustee Rose asked about the proposed property tax freeze and its potential impact. Ms. Lemmer stated that Lake Forest is a home rule municipality and although not subject to the tax freeze, it is anticipated that the City Council will implement any state approved tax freeze.

Ms. Lemmer reached out by letter to two law firms for information about their library experience and fees: Victor Filippini and Roger Ritzman. Victor Filippini did not respond. Roger Ritzman of Peregrine, Stine, Newman, Ritzman & Bruckner, Ltd. responded and had a lengthy conversation with Ms. Lemmer. Mr. Ritzman works with Evanston Public Library, Cary Public Library, and other North Shore libraries. He provided good advice on the phone and knows library law. His fee is \$210.00 per hour and he bills quarterly. Ms. Lemmer asked if the board would like Mr. Ritzman to do a presentation. Trustee Rose stated that if Mr. Ritzman is well recommended and Ms. Lemmer approves, he didn't see a need for a meeting. Trustee Lemke asked if Mr. Ritzman could give the board an overview on what they could expect down the road. Trustee Darling replied that the board should weigh what that would cost against what we would learn. Ms. Lemmer will discuss a possible meet and greet with Mr. Ritzman.

Senate Bill 402, as enrolled as Public Act 100-0554, requires every governmental unit to adopt either an ordinance or resolution establishing a policy to prohibit sexual harassment by January 15, 2018. At the January meeting, the board will review the Employee Manual and add a formal anti-sexual harassment policy. Ms. Lemmer recommends that over the course of 2018 the entire employee manual be reviewed and updated as necessary.

The Request for Qualifications for Architectural Services resulted in ten site visits so far. Ms. Lemmer expects that there will be at least twelve submissions. Felicia Song, assistant director, participated in all the on-site visits as well. We learned a great deal during the visits. Ms. Lemmer asked the board to consider how many firms they would like to interview and who they would like to attend the interviews.

A copy of a proposed Addendum 2 for Request for Qualifications for Architectural Services for Lake Forest Library was discussed. Some questions arose later in the process and are addressed in the proposed addendum. The addendum will be posted on the library website so that information is available

to anyone considering making a submission. Trustee Travers asked about the difference between a RFP (request for proposal) and a RFQ (request for qualifications). Ms. Lemmer replied that with a RFP, you are requesting costs for a specific project and the cost is usually the main focus and with a RFQ you choose by expertise and

project fit. A RFP was not the best course of action for the library because we have multiple issues and the Library is looking for advice on identifying and prioritizing projects. The RFQ allows the board to rank the submissions based on qualifications. The board will then engage in negotiations with the top ranked firm. If an agreement cannot be reached, the board will move on to the second highest ranked firm and so on.

Selected firms will do a 30-minute presentation followed by a 30-minute period for questions. Ms. Lemmer will send trustees an email with proposed meeting dates and times so everyone can block out the times. Trustee Levitsky asked if the meetings need to be open to the public. Ms. Lemmer will check on meeting requirements. Trustee Levitsky then inquired about setting guidelines for areas of importance such as space usage, accessibility, etc. Ms. Lemmer stated that this is what we hope to accomplish with the RFQ and that all the firms were given a copy of the community survey and the strategic plan. Trustee Rose asked if Ms. Lemmer would revisit and pull together the priorities that came out of the community survey as a starting point for the board.

9. DISCUSSION AND APPROVAL OF THE FY2018 PER CAPITA GRANT APPLICATION

The Per Capita Grant application was discussed. The library is still waiting to receive last year's payment. This year the grant focus is on safety. The library is wrapping up a Security Guidelines and Procedures manual. The safety standards checklist from chapter 12 of *Serving Our Public 3.0: Standards for Illinois Public Libraries*, was reviewed at the December 11th library management meeting. The library meets all the standards with one exception; the library does not have an automated external defibrillator. Trustee Levitsky asked about the possibility of the library getting an automated external defibrillator and asked that Ms. Lemmer check on pricing and training requirements. At the December 14th all staff meeting the staff will view and discuss the video *Trends in Safety and Security in Libraries* by Steve Albrecht. The prior year's grant money was spent on electronic databases.

Trustee Levitsky asked about the trustee requirement concerning formal orientations and suggested looking into that process when bringing on new trustees. He also suggested a board review of the materials selection policy. Ms. Lemmer stated that a Board Policy Manual review is needed and should be added to the to-do list for 2018. Staff training in May will address dealing with challenging patrons. Trustee Grob asked if the police do library walk-throughs and if there are panic buttons at service desks. The library does not have panic buttons installed. Ms. Lemmer stated that in the past police walk-throughs have not been considered necessary as library maintenance staff also serve as security and respond to staff calls for assistance.

Trustee Levitsky moved to approve and file the FY2018 Per Capita Grant Application. Trustee Darling seconded. Motion carried.

10. UPDATE ON STRATEGIC PLAN INITIATIVES

The first quarterly update on progress made in implementing the strategic plan was distributed. Ms. Lemmer asked trustees to let her know if they have any questions after they review the quarterly update.

11. UNFINISHED BUSINESS

a. Discussion and Approval of Renaissance Roofing, Inc. dome wrap

The dome wrap could not be completed today due to ice formation. Renaissance Roofing hopes to continue the process on Monday, December 18. There is a cost increase due to the inclusion of the dome substructure. Trustee Lemke moved to accept the revised proposal from Renaissance Roofing, Inc. to cover the dome with a protective tarp for an amount of \$8,900.00 (the originally approved \$7,500.00 plus a \$1,400.00 increase). Trustee Rose seconded. Motion unanimously carried with a roll call vote.

12. NEW BUSINESS

The library has been named a 4-star library by *Library Journal* for the 6th year in a row. Ms. Lemmer asked trustees to make note of committee meetings scheduled for next month.

13. ADJOURNMENT

Trustee Darling made a motion, seconded by Trustee Travers, to adjourn the meeting at 8:47 p.m. Motion unanimously carried.

Upcoming meetings: **Regular Board** – January 9, 2017 at 7:30 p.m.

Finance Committee – January 9, 2017 at 6:45 p.m.

Services Committee – January 9, 2017 at 6:00 p.m.

Wendy Darling, Secretary

Minutes approved by the Board on January 9, 2017.

FY2019 Board Meeting Dates

The Board currently meets on the second Tuesday of the month. Depending on how the week falls, it is often time challenging to prepare the monthly statistics and financial report for the previous month in time to include the information in the mailed meeting packets.

The question: Would the Board consider moving to the third week starting in May 2019?

Agenda Item 11

Amendments to the By-laws

The by-laws were reviewed as part of the Per Capita Grant Application and were found to be in compliance with all requirements. However, the review did reveal some disorganization and out-of-date information.

The proposed revised and bylaws a red-line showing the changes are attached.

The following lists the significant changes. The most significant is the in-budget spending authorization in Article II, Section 4 and the Article IV, Section 6 Citizen Participation.

Article I: adds the name of the Library

Article II: Section 3: deletes requirement that a report be given to the City Council 60 days after the fiscal year end because the requirement no longer exists.

Article II, Section 4: added appointment of library director and lists the standard responsibilities. Note, there is a \$10,000 spending authorization which may be changed.

Article III, Section 2: states that the officers for serve a term of one year.

Article III, Section 3: provides for the removal of officer for missing three consecutive meetings.

Article IV, Section 2: added a general order of business

Article IV, Section 5: states that a majority is required to pass the action and states that President has the ability to vote, move, or second a proposal.

Article IV, Section 6: adds clarification regarding citizen participation. Given the upcoming activities, it is important that the Board have a structure in place. [Note although the "Meetings" article is new, it is primarily pieced together from parts that were in other sections of the by-laws.]

Article V: amended to reflect what is currently being done. Currently two authorized city employees sign Library checks. Checks over the amount of \$3,500 are also signed by the Library Director. The prior language required signatures from Board members, which was not being done and is somewhat impractical.

BY-LAWS OF THE LAKE FOREST LIBRARY
ARTICLE I: NAME

The name of the library shall be Lake Forest Library.

ARTICLE II: TRUSTEES

Section 1. General Powers

The Library shall be governed and regulated by the Board of Trustees in harmony with the spirit and intent of the Illinois statute in such case made and provided and the City of Lake Forest ordinances, and shall have such powers as are conferred by statute.

Section 2. Special Powers

The Board of Trustees may exclude from the use of the Library and reading room any and all persons who willfully violate the rules of the Library. The Board may extend the privileges and use of the Library and reading room to persons residing outside of Lake Forest upon such terms and conditions as it may from time to time prescribe.

Section 3. Duties

The finances, business affairs, and regulations of the Library shall be managed by the Board of Trustees of the Library.

Section 4. Appointment of Library Director

The Board of Trustees shall have the power to appoint a Library Director, who as the technical expert, shall:

- (a) have full responsibility for services, programs, material selection, personnel matters, and facilities management;
- (b) attend all Board meetings (including executive sessions unless specifically excluded) and make reports to the Board in such form and on such subjects as the Board may direct;
- (c) serve as an advisor to the Board on library matters;
- (d) authorize capital expenditures not to exceed \$10,000 for any one item;
- (e) be responsible for the Library's financial operation within the limits of the budgeted appropriations.

The Board of Trustees also shall have the power to remove appointees.

ARTICLE III: OFFICERS

Section 1. Designation.

The officers of the Lake Forest Library shall be President, a Vice-President, a Secretary, and a Treasurer, and such other officers as the Board of Trustees may from time to time deem necessary and elect.

Section 2. Tenure and Filling of Vacancies

The officers of Lake Forest Library shall be elected at the Annual Meeting of the Board of Trustees and serve a term of one year. All officers shall hold office until the next annual election or until their respective successors shall have been duly elected and qualified. Vacancies occurring between annual elections of officers may be filled by the Board of Trustees at any meeting of the Board.

Section 3. Removal

Any officer of the Lake Forest Library may be removed by the Board of Trustees whenever in the judgment of the Trustees the best interest of the Library will be served thereby. Officers may be subject to forfeiture of office if they miss more than three consecutive regularly scheduled meetings of the Board.

Section 4. President

The President shall be the principal executive officer of the Library. He or she shall preside at all meetings of the Board of Trustees. He or she shall sign all papers and documents to which his signature may be necessary or appropriate. In general, he or she shall perform all duties incident to the office of President and such other duties as may from time to time be prescribed by the Board of Trustees.

Section 5. Vice-President

In the absence of the President or in the event of his or her inability to act, the Vice-President shall perform the duties and shall have all the power of the President. In general, he or she shall perform all duties incident to the office of Vice-President, and such other duties as may from time to time be assigned to him or her by the President or be prescribed by the Board of Trustees.

Section 6. Secretary

The Secretary shall keep the minutes of all meetings of the Board of Trustees, shall be custodian of the Corporate records, shall sign all papers and documents to which his or her signature shall be necessary or appropriate. In general, he or she shall perform all duties incident to the office of Secretary and such other duties as may from time to time be assigned to him or her by the President or prescribed by the Board of Trustees.

Section 7. Treasurer

The Treasurer shall oversee the books of account for the Library, and shall in general perform all duties incident to the office of Treasurer and such other duties as may from time to time be assigned to him or her by the President or prescribed by the Board of Trustees. The Board shall annually employ a certified public accountant to perform an audit of the Library's records.

ARTICLE IV: MEETINGS

Section 1. Regular Meetings

Regular meetings of the Board of Trustees shall be held monthly at a time and place to be determined by the President or Vice-President and specified in the notice of the meeting. At the beginning of each fiscal year, the Board shall specify regular meeting dates and times for except that the Board of Trustees may determine different meeting dates when necessary. The first meeting date after July 1 of each year shall be the Annual Meeting of the Board of Trustees.

Section 2. Order of Business

The order of business for a regular meeting shall include, but not be limited to, the following items:

1. Call to Order/Roll Call
2. Approval of the agenda
3. Opportunity for Public Comment and Correspondence
4. Approve of the minutes of previous meeting
5. Financial Report
6. Library Director's Report

7. Committees
8. Unfinished Business
9. New Business
10. Adjournment

Section 3. Special Meetings

Special meetings may be called by the President, Vice-President, or any three members of the Board of Trustees.

Section 4. Notice of Meetings

The Secretary shall be responsible for seeing that written notice of all meetings is given to all members of the Board of Trustees not less than three days in advance of each regular meeting.

Section 5. Quorum and Manner of Acting

A majority of the Board of Trustees shall constitute a quorum at any meeting. An affirmative vote of the majority of the Board present at the time shall be necessary to approve any action before the Board. The President may vote upon, may move, or second a proposal before the Board.

Section 6: Citizen Participation

The Board shall provide a period not to exceed 15 minutes for citizen comment during each meeting. Prior to the beginning of the meeting, interested citizens should indicate their desire to speak by signing their name and address on the sign-up sheet available at the meeting. The President will allocate the 15-minute period equally among those persons. A person addressing the Board shall limit comments to items within the jurisdiction of the Library Board. The Board President shall be allowed to terminate the public comment for repetitive, irrelevant, or disruptive commentary.

The total time allotted for public comment may be extended by a vote of a majority of the Trustees present at the meeting.

ARTICLE V: FINANCES

The Board of Trustees shall have the exclusive control of the expenditures of all monies to the credit of the Library fund. Such fund may be drawn upon for any proper Library purposes by check. All checks shall bear the facsimile signature of two authorized officers of the City of Lake Forest. The Library Director, or in the absence of the Library Director, the Assistant Director, shall also sign any check over \$3,500. A petty cash account shall be kept by the Library Director in an amount to be determined from time to time by the Board of Trustees.

ARTICLE VI: AMENDMENT OF BYLAWS

These Bylaws may be altered, amended or repealed and alterations, amendments of new Bylaws adopted, as the case may be, by the Board of Trustees at any regular Meeting of the Board or at any Special Meeting if the notice of such meeting shall indicate that alteration, amendment or repeal of these Bylaws may be submitted to such meeting.

(Adopted January 4, 1971 as amended June 9, 1979, September 10, 1979, January 19, 1981, July 15, 1985, November 19, 1985, January 16, 1990, November 20, 1990, March 13, 2007, August 13, 2013, October 14, 2014, January 9, 2018)

Review and Approval of a Public Comment at Board Meetings Policy

If the board prefers not to include a citizen participation provision in the by-laws. The agenda includes the alternative, adoption of a Public Comment at Board Meetings Policy.

A proposed policy is attached.

LAKE FOREST LIBRARY

PUBLIC COMMENT AT BOARD MEETINGS POLICY

The Illinois Open Meetings Act provides in Section 2.06 that at meetings of public bodies, “any person shall be permitted an opportunity to address public officials under the rules established and recorded by the public body.” 5 ILCS 120/2.06(g).

This policy provides the following rules and guidelines for public participation at its meetings.

Individuals attending board meetings must conduct themselves with respect and civility toward others. Abusive, profane, threatening, or harassing language and/or personal attacks will not be permitted. The Board President or presiding officer may prohibit further comment at the meeting by a speaker whose remarks violate this rule.

Public comments are permitted during the time designated on the library board agenda, unless otherwise directed by the Board President.

The Board President determines the order in which speakers will be recognized.

When recognized by the Board President, the speaker should begin by stating his or her name and address.

Public comments will ordinarily be limited to five (5) minutes per speaker. The Board President shall have discretion to modify this time limit, as well as to limit repetitive comments.

Board members are not obligated to respond to comments from the public. Issues requiring possible action by the board may be added to a future meeting agenda, and issues that can be addressed by library administration will be noted.

A copy of these guidelines will be placed next to the sign-in sheet made available to members of the public at the entrance to board meetings.

Petitions or written correspondence directed to the board shall be presented to the board by the Board President or secretary at the next regularly scheduled board meeting.

Minutes are a summary of the board’s discussion and actions. Speaker requests to append written statements or correspondence to the minutes are not favored. Generally, written materials presented to the board will be included in the library’s files rather than in the minutes . The Board President shall have the authority to determine procedural matters regarding public participation not otherwise defined in these guidelines.

Adopted by the Lake Forest Library Board of Trustees, _____

Review and Approval of the Anti-Harassment Policy

The State of Illinois has mandated that all municipal units adopt a sexual harassment policy. The Library already had in place “by association with the City” an anti-harassment policy that addresses sexual harassment.

At the meeting, the Board will officially adopt an Anti-Harassment Policy. The policy is the policy the Library has been relying on to date, with updating to meet the new state requirements.

The State of Illinois requires that a harassment policy be adopted by all government units by January 15, 2018. Adopting it at the meeting will bring the Library in compliance as it works to finalize the rest of the manual.

LAKE FOREST LIBRARY ANTI-HARASSMENT POLICY

It is the policy and practice of the Library to provide a professional working environment for its employees so that they may carry out their duties in productive and positive surroundings. A professional work environment includes, at a minimum, a workplace that is free of unlawful harassment. But the Library's policy goes further. Any conduct of a harassing nature that adversely affects the work environment is unacceptable, even if that conduct does not rise to the level of being unlawful.

Actions, words, jokes or comments based on an individual's race, color, religion, sex, sexual orientation, national origin, citizenship, ancestry, age, marital status, military status, veteran status, disability, genetic information or other legally protected characteristic will not be tolerated. Harassment of the Library's employees by non-employees, such as residents, public officials, suppliers and vendors, contractors and other third parties with whom our employees interact while performing their job duties, also is strictly prohibited.

Harassment does not include the reasonable statements and actions of supervisors and other managerial level employees intended to provide performance feed or corrective action, such as performance evaluations, deficiency notices, warnings, counselings, reprimands, performance improvement plans and other actions intended to promote desired work performance.

Scope

This policy applies to conduct in or connected to the workplace, whether it is physical or verbal, and whether public officials, managers, supervisors, fellow employees, or other non-employees (such as vendors, suppliers, business invitees, contractors or residents of the Library) commit it. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, discharge, leaves of absence, and access to benefits and training.

All employees are responsible for cooperating in any investigation of alleged harassment, and for participating in periodic training regarding this policy.

The Library is committed to vigorously enforcing its policy against harassment at all levels. All employees must conduct themselves in a way that ensures they do not engage in acts of harassment. All supervisors and managers are responsible for making sure that the employees who report to them are aware of this policy, ensuring that their personnel decisions comply with this policy, and taking corrective actions (after consultation with the Library Director) when inappropriate behavior occurs.

Forms of Harassment

Sexual Harassment

"Sexual harassment" means any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment is unlawful and prohibited regardless of whether it is between or among members of the same sex or opposite sexes.

The following *non-exclusive* list sets forth examples of the conduct that violate the Library's policy against sexual harassment:

- Physical assaults of a sexual nature, such as rape, sexual battery, molestation or other unwelcome physical contact (e.g., touching, pinching, patting, grabbing, unwelcome hugging or kissing, rubbing or brushing against another employee's body);
- Unwelcome sexual advances, propositions or other sexual comments, such as sexually-oriented gestures, sounds, remarks, jokes or comments about a person's sex, sexuality or sexual experiences;
- Preferential treatment or promises of preferential treatment to an employee for submitting to sexual conduct; or subjecting or threatening to subject an employee to more onerous terms or conditions of employment because of that employee's sex or rejection of sexual advances, propositions or comments; and
- Sexual or discriminatory displays or publications anywhere in the workplace, such as displays of pictures, posters, calendars, graffiti, objects, books or other materials that are sexually suggestive, demeaning or pornographic and viewing pornographic material or websites.
- Sexually explicit letters, memos, poems, instant messages, texts, e-mail or voice-mail messages.
- Textual/Electronic: "sexting" (electronically sending messages with sexual content, including pictures and video), the use of sexually explicit language, harassment, cyber stalking and threats via all forms of electronic communication (e-mail, text/picture/video messages, intranet/on-line postings, blogs, instant messages and social network websites like Facebook and Twitter).
- Repeated requests for dates.

The most severe and overt forms of sexual harassment are easier to determine. On the other end of the spectrum, some sexual harassment is more subtle and depends, to some extent, on individual perception and interpretation. The courts will assess sexual harassment by a standard of what would offend a "reasonable person."

Other Forms of Harassment

The Library prohibits slurs or other verbal or physical conduct, relating to an individual's race, color, religion, sex, sexual orientation, national origin, citizenship, ancestry, age, marital status, military status, veteran status, disability, genetic information or other legally protected characteristic when

1. such conduct may have the purpose or effect of unreasonably interfering with an individual's work performance; or
2. such conduct may have the purpose or effect of creating an intimidating, hostile, or offensive working environment working environment.

Reporting and Investigating Alleged Harassment

Harassment Complaints

If an employee observes or experiences any job-related harassment or believes that he or she has been treated in an unlawful or discriminatory manner, the employee should promptly report the incident, preferably in writing.

Such incident should be reported either:

1. to his or her supervisor or anyone higher in the chain-of-command, who shall promptly report the matter to the Library Director; or
2. if the supervisor is the subject of the complaint or the employee believes that it would be inappropriate to communicate with the supervisor, the employee should report the incident directly to the Library Director. (In this event, each step of this policy that would involve the supervisor will be instead performed by the Library Director or by a person designated by the Library Director); or
3. if the Library Director is the subject of the complaint, the employee should report the incident to the President of the Board of Trustees of the Library.

The Library Director shall conduct or shall designate a qualified person to conduct an objective and impartial investigation of the allegations of a complaint, which investigation will be made as soon as practicable. Consistent with the need to conduct a thorough and complete investigation, to the extent practicable, confidentiality will be maintained. If the investigation leads to a determination that a complaint is well-grounded and true, appropriate corrective action shall be taken. This may include discharge or other discipline of the guilty employee. In the case of unlawful harassment by a non-employee, the company will notify the person of the company's policy against harassment and take such other action as may be appropriate under the circumstances. If the complaint is not substantiated, the matter will be closed. In either case, however, the complaining employee will be advised of the results of the investigation and the decision reached by the City.

Retaliation Complaints

It is Library policy that no adverse action shall be taken against any employee for resisting or making a good faith report of harassment, filing a complaint or charge, or participating in any related investigation or proceeding. If an employee believes that he or she has been retaliated against for resisting or reporting harassment, the employee should report such retaliation in the same manner as set forth above for employees who have complaints of harassment. The same procedures will be followed in investigating and responding to such reports.

For the purposes of this policy, retaliatory action means the reprimand, discharge, suspension, demotion, denial of promotion or transfer, or change in the terms or conditions of employment of any municipal employee that is taken in retaliation for a municipal employee's involvement in protected activity pursuant to this policy.

No individual making a report will be retaliated against even if a report made in good faith is not substantiated. In addition, any witness will be protected from retaliation.

Similar to the prohibition against retaliation contained herein, the State Officials and Employees Ethics Act (5 ILCS 430/15-10) provides whistleblower protection from retaliatory action such as reprimand, discharge, suspension, demotion, or denial of promotion or transfer that occurs in retaliation for an employee who does any of the following:

1. Discloses or threatens to disclose to a supervisor or to a public body an activity, policy, or practice of any officer, member, State agency, or other State employee that the State employee reasonably believes is in violation of a law, rule, or regulation,
2. Provides information to or testifies before any public body conducting an investigation, hearing, or inquiry into any violation of a law, rule, or regulation by any officer, member, State agency or other State employee, or
3. Assists or participates in a proceeding to enforce the provisions of the State Officials and Employees Ethics Act.

Pursuant to the Whistleblower Act (740 ILCS 174/15(a)), an employer may not retaliate against an employee who discloses information in a court, an administrative hearing, or before a legislative commission or committee, or in any other proceeding, where the employee has reasonable cause to believe that the information discloses a violation of a State or federal law, rule, or regulation. In addition, an employer may not retaliate against an employee for disclosing information to a government or law enforcement agency, where the employee has reasonable cause to believe that the information discloses a violation of a State or federal law, rule, or regulation. (740 ILCS 174/15(b)).

According to the Illinois Human Rights Act (775 ILCS 5/6-101), it is a civil rights violation for a person, or for two or more people to conspire, to retaliate against a person because he/she has opposed that which he/she reasonably and in good faith believes to be sexual harassment in employment, because he/she has made a charge, filed a complaint, testified, assisted, or participated in an investigation, proceeding, or hearing under the Illinois Human Rights Act.

An employee who is suddenly transferred to a lower paying job or passed over for a promotion after filing a complaint with Illinois Department of Human Rights (IDHR) or Equal Employment Opportunity Commission (EEOC), may file a retaliation charge – due within 180 days (IDHR) or 300 days (EEOC) of the alleged retaliation.

Malicious Accusations

Malicious accusations of harassment can have serious effects on innocent persons. Malicious accusations are accusations of harassment that were known by the accuser to be false. Malicious accusations of harassment do not refer to charges made in good faith that cannot be proven or are deemed unfounded. If an investigation results in a finding that a person who has accused another of harassment has maliciously made the accusations, the accuser will be subject to discipline, up to and including immediate termination.

Discipline

Any Library employee who is determined, after an investigation, to have engaged in conduct that violates this policy will be subject to disciplinary action up to and including termination. If any Library employee engages in conduct that violates this policy, appropriate remedial and corrective action shall be taken with respect to that individual. In the case of unlawful harassment by any other nonemployee,

the Library will notify the person of the Library's policy against harassment and take such other action as may be appropriate under the circumstances.

In addition to any and all other discipline that may be applicable pursuant to Library policies, employment agreements, procedures, employee handbooks and/or collective bargaining agreement, any person who violates this policy or the Prohibition on Sexual Harassment contained in 5 ILCS 430/5-65, may be subject to a fine of up to \$5,000 per offense, applicable discipline or discharge by the municipality and any applicable fines and penalties established pursuant to local ordinance, State law or Federal law. Each violation may constitute a separate offense. Any discipline imposed by the municipality shall be separate and distinct from any penalty imposed by an ethics commission and any fines or penalties imposed by a court of law or a State or Federal agency.

7.4 External Procedures

The Library is committed to promptly responding to and resolving sexual or other harassment complaints in a prompt and fair manner. It is hoped that such complaints of sexual or other harassment can be resolved within the Library through the internal procedures outlined above.

All Library employees, however, have the right to file formal harassment charges with the Illinois Department of Human Rights ("IDHR") and/or the United States Equal Employment Opportunity Commission ("EEOC"). Such charges must be filed within a certain time period, usually within 180 days of the alleged harassing incident, if filed with the IDHR, or within 300 days, if filed with the EEOC. Under certain circumstances, these deadlines may be extended for continuing offenses under applicable law.

It is unlawful for an employer to retaliate against an employee for filing a charge of harassment with the IDHR or the EEOC. An employee who feels that she or he has been retaliated against after filing a charge with the IDHR or EEOC has 180 days (IDHR) or 300 days (EEOC) from the alleged retaliation to file a retaliation charge.

To contact the IDHR write or call its Chicago or Springfield office. To contact the EEOC, write or call its Chicago office.

Illinois Department of Human Rights

217.785.5100 Springfield 312/814-6200

Chicago Illinois Human Rights Commission

217.785.4350 Springfield 312/814-6269

Chicago Equal Employment Opportunity Commission

800.669.4000

Adopted by the Board of Trustee on January 8, 2018.

Lake Forest Library Board of Trustees
360 E Deerpath Road, Lake Forest, IL 60045
Special Meeting Minutes
7:00 p.m. January 29, 2018

1. CALL TO ORDER

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

2. ROLL CALL

Present Board members: Germaine Arnson, Wendy Darling, Secretary, Elizabeth Grob, Andrea Lemke, Ron Levitsky, Vice President, Todd Puch, President, Elizabeth Parsons, David Rose, and Carrie Travers, Treasurer.

Staff: Library Director Catherine Lemmer.

3. ADDITIONS TO THE AGENDA

No additions to the agenda.

4. APPROVAL OF THE AGENDA

Trustee Travers made a motion, seconded by Trustee Parsons, to approve the agenda. Motion unanimously carried.

5. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD, and
CORRESPONDENCE

No request to address the Board.

6. PRESENTATION BY ZABINKSI CONSULTING SERVICES, INC.

Kelly Zabinski, Owner/Principal, of Zabinski Consulting Services, Inc. presented an overview of the levy and budget process. Ms. Lemmer agreed to follow up on the Laurel/Western Avenue TIF.

7. DISCUSSION OF RFQ SUBMISSIONS AND APPROVAL OF SHORT LIST OF
ARCHITECTURAL FIRMS FOR INTERVIEWS

The Library received 11 submissions to the Request for Qualifications for Architectural Services. The submissions and scoring sheets were delivered to each Trustee. Each Trustee scored each submission and identified his or her three top choices. Ratings were completed by noon on Monday, January 29, 2018, and assembled into a spreadsheet for the meeting by Ms. Lemmer.

The Trustees discussed the highest scoring firms. The lengthy discussion focused on finding the most qualified team that best fit the Library's needs. The Board decided by consensus that each firm would have 10 minutes to present followed by 35 minutes of Q&A. Each Trustee will be able to ask questions. The interviews will be recorded. Trustee Puch requested that each Trustee send their preferred questions to Ms. Lemmer to organize for the interview process. Trustee Lemke suggested that all discussion following each of the interviews be held until the February 13 Board meeting.

On motion by Trustee Arson, seconded by Trustee Parsons, the Board voted unanimously to interview five architectural firms on Monday, February 5, and Tuesday, February 6. The firms chosen for interviews are (in alphabetical order): Engberg Anderson/Johnson Lasky Kindelin, HGA Architects and Engineers, Sheehan Nagle Hartray Architects, Wight & Company, and Williams Architects.

8. EXECUTIVE SESSION: PURSUANT TO 5 ICLS 120/2(C)1: THE APPOINTMENT, EMPLOYMENT, COMPENSATION, DISCIPLINE, PERFORMANCE, OR DISMISSAL OF SPECIFIC EMPLOYEES OF THE PUBLIC BODY OR LEGAL COUNSEL FOR THE PUBLIC BODY.

At 8:56 p.m., upon motion made by Trustee Levitsky and seconded by Trustee Arnson, it was moved that the Board go into Executive Session in accordance with 5 ILCS 120/2(c)1: The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body.

The Board voted unanimously with a roll call vote to go into Executive Session.

At 9:10 p.m., on motion by Trustee Levitsky, seconded by Trustee Lemke, the Executive Session was ended with a unanimous roll call vote.

At return to open session, roll call was taken: Todd Puch, President; Ron Levitsky, Vice President; Carrie Travers, Treasurer; Wendy Darling, Secretary; and Trustees Arnson, Grob, Lemke, Parsons, and Rose were present. Also present, Catherine A. Lemmer, Library Director.

9. UNFINISHED BUSINESS

None.

10. NEW BUSINESS

None.

11. ADJOURNMENT

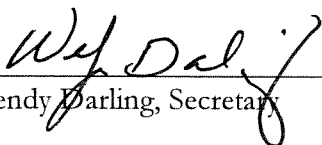
Trustee Levitsky made a motion, seconded by Trustee Lemke, to adjourn the meeting at 9:10 p.m. Motion unanimously carried.

Upcoming meetings:

Special Board Meeting, February 5, 7:00 pm

Special Board Meeting, February 6, 7:00 pm

Regular Board Meeting, February 13, 7:30 pm



Wendy Darling, Secretary

Minutes approved by the Board on February 13, 2018.

LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045
Monday, January 29, 2018
7:00 p.m. Reed Room – Main Floor
Special Meeting Agenda

1. Call Regular Meeting to Order
2. Board of Trustees Roll Call
3. Additions to the Agenda
4. For action: Approval of the Agenda
5. Opportunity for the Public to Address the Board and Correspondence
6. Presentation by Zabinski Consulting Services, Inc. (Kelly M. Zabinski)
7. For action: Request for Architectural Qualifications: discussion, ranking, and selection of firms for interviews
8. Executive Session: Pursuant to 5 ILCS 120/2(c)1: The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body.
9. Unfinished Business
10. New Business
11. Adjournment

Upcoming Board Meetings

Special Meeting: February 5, 2018, 7:00 pm, Reed Room

Special Meeting: February 6, 2018, 7:00 pm, Reed Room

Regular Board Meeting: February 13, 2018, 7:30 pm, Reed Room

Individuals with disabilities who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meetings or the facilities are requested to contact the Library Director at 847.810.4602 promptly to allow the Library to make reasonable accommodations.



LAKE FOREST LIBRARY BOARD

FEBRUARY 2018

Minutes • Agendas • Board Packets

**February 5 Special Meeting
February 6 Special Meeting
Regular Monthly Board Meeting**

Lake Forest Library Board of Trustees
360 E Deerpath Road, Lake Forest, IL 60045
Special Meeting Minutes
6:30 p.m. February 5, 2018

1. CALL TO ORDER

The meeting was called to order at 6:30 p.m.

2. ROLL CALL

Present Board members: Germaine Arnson, Wendy Darling, Secretary, Elizabeth Grob (joined the meeting at 6:37 p.m.), Andrea Lemke, Ron Levitsky, Vice President, Todd Puch, President, Elizabeth Parsons, David Rose, and Carrie Travers, Treasurer.

Staff: Library Director Catherine Lemmer, Assistant Director/Head of Adult Services Felicia Song, Tori Sergel, Head of Circulation, Joy Schmoll, Marketing Coordinator, and Administrative Assistant Judy Grasmick.

3. ADDITIONS TO THE AGENDA

No additions to the agenda.

4. APPROVAL OF THE AGENDA

Trustee Levitsky made a motion, seconded by Trustee Travers, to approve the agenda. Motion unanimously carried.

5. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD, and
CORRESPONDENCE

No request to address the Board.

6. PRESENTATION BY ENBERG ANDERSON ARCHITECTS AND JOHNSON LASKY
KINDELIN ARCHITECTS

Joseph Huberty, Partner, of Enberg Anderson Architects introduced the firm's professional team, Meg Kindelin, Mark Nussbaun, and Anders Dahlgren. Mr. Huberty then presented an overview of the services the firm can provide. A question and answer discussion period followed the presentation. Enberg Anderson Architects and Johnson Lasky Kindelin Architects left the meeting at 7:29 p.m.

7. PRESENTATION BY SHEEHAN NAGLE HARTRAY ARCHITECTS

At 7:36 p.m., Donald McKay, AIA, Principal, of Sheehan Nagle Hartray Architects introduced the firm's professional team, Eric Penney and Amy Schmieding. Mr. McKay then presented an overview of the services the firm can provide. A question and answer discussion period followed the presentation. Sheehan Nagle Hartray Architects left the meeting at 8:34 p.m.

8. PRESENTATION BY WIGHT ARCHITECTS

At 8:39 p.m., Michael C. Barnes, AIA, LEED AP, Design Principal, Library Practice Leader of Wight Architects introduced the firm's professional team, Lisa Schmidt, John Lucas, and James Nagle. Mr. Barnes then presented an overview of the services the firm can provide. A question and answer discussion period followed the presentation. Wight Architects left the meeting at 9:39 p.m.

9. UNFINISHED BUSINESS

None.

10. NEW BUSINESS

None.

11. ADJOURNMENT

Trustee Levitsky made a motion, seconded by Trustee Parsons, to adjourn the meeting at 9:41 p.m. Motion unanimously carried.

Upcoming meetings:

Special Board Meeting, February 6, 7:00 pm

Regular Board Meeting, February 13, 7:30 pm



Wendy Darling, Secretary

Minutes approved by the Board on February 13, 2018.

LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045
Monday, February 5, 2018
6:30 p.m. Reed Room – Main Floor
Special Meeting
Agenda

1. Call Regular Meeting to Order
2. Board of Trustees Roll Call
3. Additions to the Agenda
4. For action: Approval of the Agenda
5. Opportunity for the Public to Address the Board and Correspondence
6. Presentation by: Engberg Anderson Architects and Johnson Lasky and Kindelin Architects
7. Presentation by: Sheehan Nagle Hartray Architects
8. Presentation by: Wight Architects
9. Unfinished Business
10. New Business
11. Adjournment

Upcoming Board Meetings

Special Meeting: February 6, 2018, 7:00 pm, Reed Room

Regular Board Meeting: February 13, 2018, 7:30 pm, Reed Room

Individuals with disabilities who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meetings or the facilities are requested to contact the Library Director at 847.810.4602 promptly to allow the Library to make reasonable accommodations.

Lake Forest Library Board of Trustees
360 E Deerpath Road, Lake Forest, IL 60045
Special Meeting Minutes
7:00 p.m. February 6, 2018

1. CALL TO ORDER

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

2. ROLL CALL

Present Board members: Wendy Darling, Secretary, Elizabeth Grob, Andrea Lemke, Ron Levitsky, Vice President, Todd Puch, President, Elizabeth Parsons, David Rose, and Carrie Travers, Treasurer. Absent: Trustee Germaine Arnson.

Staff: Library Director Catherine Lemmer, Assistant Director/Head of Adult Services Felicia Song, Tori Sergel, Head of Circulation, Joy Schmoll, Marketing Coordinator, and Lorie Rohrer, Head of Children's Library.

3. ADDITIONS TO THE AGENDA

No additions to the agenda.

4. APPROVAL OF THE AGENDA

Trustee Levitsky made a motion, seconded by Trustee Rose, to approve the agenda. Motion unanimously carried.

5. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD, and
CORRESPONDENCE

No request to address the Board.

6. PRESENTATION BY HGA ARCHITECTS AND ENGINEERS

Jane Dederling, AIA, IIDA, of HGA Architects and Engineers, introduced the firm's professional team, Victor Pechaty, Ginny Lackovic, and Jim Knoerr. The team then presented an overview of the services the firm can provide. A question and answer discussion period followed the presentation. HGA Architects and Engineers left the meeting at 8:11 p.m.

7. PRESENTATION BY WILLIAMS ARCHITECTS

At 8:18 p.m., Andrew Dogan, AIA, Managing Architect, of Williams Architects, introduced the firm's professional team, Stacy Joswiak and Carrie Kotera. Mr. Dogan then presented an overview of the services the firm can provide. A question and answer discussion period followed the presentation. Williams Architects left the meeting at ~~8:29~~ 9:29 p.m.

At the conclusion of the presentations, President Puch distributed a ranking sheet and asked the Trustees to complete it for the February 13th Board meeting.

8. UNFINISHED BUSINESS

None.

9. NEW BUSINESS

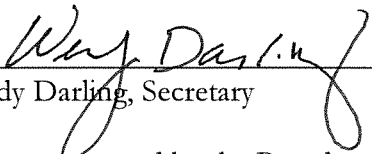
None.

10. ADJOURNMENT

Trustee Levitsky made a motion, seconded by Trustee Travers, to adjourn the meeting at 9:39 p.m. Motion unanimously carried.

Upcoming meetings:

Regular Board Meeting, February 13, 7:30 pm



Wendy Darling, Secretary

Minutes approved by the Board on February 13, 2018.

LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045
Tuesday, February 6, 2018
7:00 p.m. Reed Room – Main Floor
Special Meeting
Agenda

1. Call Regular Meeting to Order
2. Board of Trustees Roll Call
3. Additions to the Agenda
4. For action: Approval of the Agenda
5. Opportunity for the Public to Address the Board and Correspondence
6. Presentation by: HGA Architects and Engineers
7. Presentation by: Williams Architects
8. Unfinished Business
9. New Business
10. Adjournment

Upcoming Board Meetings

Regular Board Meeting: February 13, 2018, 7:30 pm, Reed Room

Individuals with disabilities who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meetings or the facilities are requested to contact the Library Director at 847.810.4602 promptly to allow the Library to make reasonable accommodations.

Lake Forest Library Board of Trustees
360 E Deerpath Road, Lake Forest, IL 60045
Regular Meeting Minutes
7:30 p.m. February 13, 2018

1. CALL TO ORDER
The meeting was called to order at 7:30 p.m.
2. ROLL CALL
Present Board members: Germaine Arnson, Wendy Darling, Secretary, Elizabeth Grob, Andrea Lemke, Ron Levitsky, Vice President, Beth Parsons, Todd Puch, President, and David Rose.
Absent: Carrie Travers, Treasurer
Staff: Library Director Catherine Lemmer, Assistant Director/Head of Adult Services Felicia Song, and Administrative Assistant Judy Grasmick.
3. ADDITIONS TO THE AGENDA
No additions to the agenda.
4. APPROVAL OF THE AGENDA
Trustee Levitsky made a motion, seconded by Trustee Arnson, to approve the agenda. Motion unanimously carried.
5. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD, and CORRESPONDENCE
No request to address the Board.
6. APPROVAL OF MINUTES
Trustee Levitsky made a motion, seconded by Trustee Rose, to approve the following meeting minutes as corrected. Motion unanimously carried.
 - a. January 9, 2018 Regular Board Meeting
 - b. January 29, 2018 Special Board Meeting
 - c. February 5, 2018 Special Board Meeting
 - d. February 6, 2018 Special Board Meeting—Item 7, last sentence, time corrected from 8:29 p.m. to 9:29 p.m.
7. MONTHLY FINANCIAL REPORT
The Board discussed the January 2018 financial report.

Trustee Parsons made a motion, seconded by Trustee Grob, to approve the January 2018 financial report. Motion unanimously carried with a roll call vote.
8. LIBRARY DIRECTOR REPORT
The building experienced leaks in the lobby, adult reference, and two areas in the Children's Library due to ice dams caused by gutter tape failure.
9. DISCUSSION AND APPROVAL OF DON FIORI, INC. LANDSCAPING SERVICES CONTRACT
The Board discussed the contract as presented. In response to Trustee Rose's question about the amount of the contract, Ms. Lemmer confirmed that this was the second year of the arrangement. The contract was put out to bid in early 2017 and the bids were all comparable. Grounds maintenance services will go out for bid again in December 2018/January 2019. At the conclusion of the discussion, Trustee Darling made a motion, seconded by Trustee Parsons, to approve the *don fiori company, inc.* landscaping services contract as presented to the Board. Motion unanimously carried with a roll call vote.

10. DISCUSSION AND APPROVAL OF AMENDMENTS TO THE BY-LAWS

The Board fully discussed the proposed bylaw amendments, continued from the January meeting, regarding the role of the Library Director (Article II); officers and terms and term limits (Article III), annual audit (Article III); conduct of meetings (Article VI); check signatories (Article V); and modernizing references, such as changing Administrative Librarian to Library Director. At the conclusion of the discussion, Trustee Levitsky made a motion, seconded by Trustee Parsons, to amend the bylaws as presented to the Board. Motion unanimously carried.

11. DISCUSSION AND APPROVAL OF PUBLIC COMMENT AT BOARD MEETINGS POLICY

The Board discussed, continued from the January meeting, the Public Comment at Board Meetings Policy. Trustee Levitsky made a motion to adopt the Public Comment at Board Meetings Policy with one change, modifying the speaking period in paragraph 7 from five (5) minutes to three (3) minutes. Trustee Rose seconded the motion. Motion unanimously carried.

12. DISCUSSION AND APPROVAL OF SELECTION OF ARCHITECTURAL FIRM

The Board discussed at length the merits of each of the proposals from the five firms that interviewed on February 5, 2018 and February 6, 2018. At the conclusion of the discussion, based on the merits of the proposal and the needs of the Library, Trustee Rose made a motion identifying HGA Architects and Engineers as the first choice of the board and directing Ms. Lemmer to check references and follow up with site visits and additional questions and then report back at the March 13 meeting. Trustee Levitsky seconded the motion. Motion unanimously carried.

13. UNFINISHED BUSINESS

None

14. NEW BUSINESS

Trustee Arnson asked about the new logo and how it was created. Ms. Lemmer described the creation process of the logo and its related font. Trustee Arnson suggested that trustees consider sharing and liking posts on the library's Facebook page.

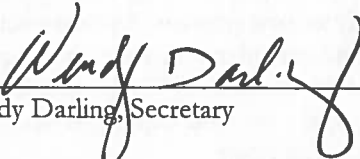
Trustee Rose asked about the DVD2GO statistics that were distributed. He wondered about possible approaches to increasing usage. Ms. Lemmer replied that the library is investigating ways to increase usage.

Ms. Lemmer will inform Trustee Travers about the architectural firm selection.

15. ADJOURNMENT

Trustee Darling made a motion, seconded by Trustee Levitsky, to adjourn the meeting at 8:21 p.m. Motion unanimously carried.

Upcoming meetings: **Finance Committee Meeting** – March 13, 2018 at 6:00 p.m., Reed Room
Regular Board Meeting – March 13, 2018 at 7:30 p.m., Reed Room



Wendy Darling, Secretary

Minutes approved by the Board on March 13, 2018.

LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045
February 13, 2018
7:30 p.m. Reed Room – Main Floor
Regular Monthly Meeting Agenda

1. Call Regular Meeting to Order
2. Board of Trustees Roll Call
3. Additions to the Agenda
4. For action: Approval of the Agenda
5. Opportunity for the Public to Address the Board and Correspondence
6. For action:
 - a. Approval of the January 9, 2018 General Meeting Minutes
 - b. Approval of the January 29, 2018 Special Meeting Minutes
 - c. Approval of the February 5, 2018 Special Meeting Minutes
 - d. Approval of the February 6, 2018 Special Meeting Minutes
7. For action: Discussion and approval of the January 2018 Financial Report
8. Library Director Report
9. For action: Discussion and approval of *don fiori inc.* landscaping services contract
10. For action: Discussion and approval of amendments to the By-Laws
11. For action: Discussion and approval of Public Comment at Board Meetings Policy
12. For action: Discussion and approval of selection of architectural firm
13. Unfinished Business
14. New Business
15. Adjournment

Upcoming Meetings

Finance Committee Meeting, March 13, 2018, 6:00 pm, Reed Room

Regular Board Meeting: March 13, 2018, 7:30 pm, Reed Room

Individuals with disabilities who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meetings or the facilities are requested to contact the Library Director at 847.810.4602 promptly to allow the Library to make reasonable accommodations.

LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045
February 13, 2018
7:30 p.m. Reed Room – Main Floor

Regular Monthly Meeting Board Packet

1. February 13, 2018 Agenda
2. January 9, 2018 General Meeting Minutes
3. January 29, 2018 Special Meeting Minutes
4. February 5, 2018 General Meeting Minutes
5. February 6, 2018 General Meeting Minutes
6. *don fiori company, inc.* Grounds Maintenance Contract
7. Amendments to the By-Laws
8. Public Comment at Board Meetings Policy

LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045
February 13, 2018
7:30 p.m. Reed Room – Main Floor
Regular Monthly Meeting Agenda

1. Call Regular Meeting to Order
2. Board of Trustees Roll Call
3. Additions to the Agenda
4. For action: Approval of the Agenda
5. Opportunity for the Public to Address the Board and Correspondence
6. For action:
 - a. Approval of the January 9, 2018 General Meeting Minutes
 - b. Approval of the January 29, 2018 Special Meeting Minutes
 - c. Approval of the February 5, 2018 Special Meeting Minutes
 - d. Approval of the February 6, 2018 Special Meeting Minutes
7. For action: Discussion and approval of the January 2018 Financial Report
8. Library Director Report
9. For action: Discussion and approval of *don fiori inc.* landscaping services contract
10. For action: Discussion and approval of amendments to the By-Laws
11. For action: Discussion and approval of Public Comment at Board Meetings Policy
12. For action: Discussion and approval of selection of architectural firm
13. Unfinished Business
14. New Business
15. Adjournment

Upcoming Meetings

Finance Committee Meeting, March 13, 2018, 6:00 pm, Reed Room
Regular Board Meeting: March 13, 2018, 7:30 pm, Reed Room

Individuals with disabilities who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meetings or the facilities are requested to contact the Library Director at 847.810.4602 promptly to allow the Library to make reasonable accommodations.

Lake Forest Library Board of Trustees
360 E Deerpath Road, Lake Forest, IL 60045
Regular Meeting Minutes
7:30 p.m. January 9, 2018

1. CALL TO ORDER

The meeting was called to order at 7:32 p.m.

2. ROLL CALL

Present Board members: Germaine Arnson, Wendy Darling, Secretary, Elizabeth Grob, Andrea Lemke, Ron Levitsky, Vice President, Beth Parsons, Todd Puch, President, David Rose, and Carrie Travers, Treasurer.

Absent: None.

Staff: Library Director Catherine Lemmer, Assistant Director/Head of Adult Services Felicia Song, and Administrative Assistant Judy Grasmick.

3. ADDITIONS TO THE AGENDA

No additions to the agenda.

4. APPROVAL OF THE AGENDA

Trustee Arnson made a motion, seconded by Trustee Parsons, to approve the agenda. Motion unanimously carried.

5. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD and
CORRESPONDENCE

No request to address the Board. A written summary of public correspondence received in December was distributed.

6. APPROVAL OF MINUTES

Trustee Travers made a motion, seconded by Trustee Rose, to approve the following meeting minutes. Motion unanimously carried.

December 12, 2017 Regular Board Meeting

7. MONTHLY FINANCIAL REPORT

The Board discussed the December 2017 financial report.

Trustee Parsons made a motion, seconded by Trustee Grob, to approve the December 2017 financial report. Motion unanimously carried with a roll call vote.

8. LIBRARY DIRECTOR REPORT

Ms. Lemmer mentioned gifts received and asked the board to consider how to word thank you letters. Trustee Puch suggested adding an insert with the thank you to bring attention to library needs. Trustee Arnson suggested that the library might consider contacting The Negaunee Foundation. Trustee Rose suggested reaching out again to previous donors. Ms. Lemmer is looking into donors of other area organizations. Trustee Puch again suggested a thank you with an insert, but no direct fundraising.

Articles from the January 3 and January 4, 2018 issues of *The Lake Forest Leader*, titled *LF library helps children ring in the new year* and *Year in Review 2017: The Lake Forest Library invites residents to visit often in person, online* were distributed.

The library is enjoying good program attendance. The Google AR program had great attendance even though the short-notice opportunity limited marketing to a press release and social media announcements. The media lab is holding more tech classes.

The Security Guidelines and Procedures manual is nearly completed. A copy was distributed to trustees. The police department will arrange an after-hours tactical visit. The library is considering having Narcan on hand. It is relatively easy to administer and the Lake Forest police department has used it to treat 5 overdose cases. AEDs (automated external defibrillators) are less feasible because they require training and the agreement of staff to be trained in CPR.

The library needs an updated personnel manual. Policies required by statute such as an anti-harassment policy and drug & alcohol policy need to be formally adopted by the library. A draft copy of an updated personnel manual was distributed. A lawyer will review the finalized copy. Trustees may contact Ms. Lemmer with any questions or concerns. She is still gathering information.

The Request for Architectural Qualifications (RFQ) was discussed. Trustees were asked to hold the following dates and times for potential special meetings:

Monday, January 29 7:00 p.m. (levy)
Monday, February 5, 7:00 p.m. (2 interviews)
Tuesday, February 6, 7:00 p.m. (2 interviews)

Trustee Rose inquired if the firms were asked to consider managing costs of infrastructure needs in a building that is nearly 100-years-old. A list of potential architectural firm interview questions was distributed. Another addendum was added to the Requests for Proposals section of the library website. Trustee Lemke asked about having architects investigate increased CCTV coverage in the library.

Part of the Friends FY 2018 grant was \$10,000 to purchase tables and chairs for the Reed room. Chairs have been ordered for a cost of \$3,600. The Library is not going to purchase tables as this time. The library will purchase 5-10 laptops for teaching tech classes and the Girls Who Code program. Trustee Levitsky asked if the Friends were okay with the change in spending. Ms. Lemmer said that they were as she was going to use program funds also given from the Friends because the laptops will be used for programs. Trustee Arnson asked if the board was going to see the new logo before it was approved. Ms. Lemmer replied that she had signed off on the logo and that an informational packet was being prepared for the board. There was discussion of the Trustee information posted on the library's website. Trustee Darling suggested removal of trustee addresses and phone numbers. Trustee Puch suggested that mailings could be sent to board members in care of the library. He also suggested that trustee email addresses remain on the website. Ms. Lemmer agreed to have the changes made on both the existing and the future site.

9. FRIENDS REPORT

A summary of Friends activity and a list of the 2018 book sale dates was included in the board packet. There was no discussion.

10. DISCUSSION AND APPROVAL OF FY2019 BOARD MEETING DATES

Ms. Lemmer stated that holding meetings on the second Tuesday of the month can sometimes make it challenging to prepare monthly statistics and financial reports in time for inclusion in the mailed board meeting packets. She asked if the board would consider moving the meetings to the third Tuesday. Some trustees would have conflicts on the third Tuesday. Trustee Puch asked Ms. Lemmer to do a poll to find an alternate day, if possible, and to table the discussion until the next meeting.

11. DISCUSSION AND APPROVAL OF AMENDMENTS TO THE BY-LAWS

Proposed amendments to the by-laws were discussed. Changes would be made to clarify and to reflect current practices. Ms. Lemmer will amend the by-laws as the board directs. Trustee Rose stated that a limit of some type for authorization of capital expenses makes sense. Ms. Lemmer suggested requiring the signature of the board President or Vice-president for expenditures over \$10,000. Trustee Levitsky questioned whether it would be a hardship for vendors to wait for a monthly board meeting to receive approval and release of payment. Trustee Puch suggested that a call to the President or Vice-president to stop in the library to sign and approve the occasional check would be an easy solution. Further discussion was tabled until the next meeting.

12. DISCUSSION AND APPROVAL OF PUBLIC COMMENT AT BOARD MEETINGS
POLICY

Ms. Lemmer asked the board if they thought public comment guidelines should be included in the by-laws or adopted as a separate policy. There was discussion of the time to be allocated per speaker. Trustee Parsons felt that a separate policy allowed more flexibility and was clearer. Trustee Travers agreed and thought it also more closely followed how City Council operates. Ms. Lemmer will revise the policy and the board will revisit next month.

13. DISCUSSION AND APPROVAL OF ANTI-HARRASSMENT POLICY

A revised version of the anti-harassment policy was distributed and discussed. Trustee Levitsky asked who had the authority to bar/ban patrons. There was discussion about whether the Library Director should have the authority to bar/ban patrons without board approval. Trustee Arnson asked what the benchmarks for barring/banning were. Ms. Lemmer replied that the library has practices in place. She will research how other libraries handle barring/banning.

Trustee Puch suggested adoption of the policy to meet the State of Illinois mandate. The board can then amend the policy as needed. Ms. Lemmer said the anti-harassment policy is part of the personnel manual and that the manual will be revised in the future. Trustee Grob asked about including a deadline for a response to an employee who has reported harassment. There was discussion of this possibility. Trustee Rose asked if there would be staff training on how to define and inform on unwelcome behavior. Trustee Puch said the standard of unwelcome behavior is defined in the document and the Library Director uses judgment to decide how to proceed. He suggested adopting the policy as written and then revisiting the topic next month. Trustee Levitsky asked what procedures would be followed after a report of harassment. Ms. Lemmer stated that she would contact the City's Human Resources Director for guidance. Trustee Puch asked what the City's HR department would do in the case of direct employee contact. Ms. Lemmer said that the library pays for HR advice, but library employees are not City employees.

Trustee Levitsky made a motion, seconded by Trustee Travers, to approve and adopt the Anti-Harassment Policy. Motion unanimously carried.

14. EXECUTIVE SESSION: PURSUANT TO 5 ILCS 120/2(c)1 THE APPOINTMENT, EMPLOYMENT, COMPENSATION, DISCIPLINE, PERFORMANCE, OR DISMISSAL OF SPECIFIC EMPLOYEES OF THE PUBLIC BODY OR LEGAL COUNSEL FOR THE PUBLIC BODY

Trustee Lemke made a motion, seconded by Trustee Darling, to enter executive session at 8:36 p.m. Motion unanimously carried with a roll call vote.

At 8:36 p.m., Ms. Judy Grasmick left the room.

At 9:56 p.m., on motion by Trustee Puch, seconded by Trustee Travers, the Executive Session ended with a unanimous roll call vote.

At return to open session, roll call was taken: Todd Puch, President; Ron Levitsky, Vice President; Carrie Travers, Treasurer; Wendy Darling, Secretary; and Trustees Arnson, Grob, Lemke, Parsons, and Rose were present. Also present, Catherine A. Lemmer, Library Director.

15. APPROVAL OF THE FY2018 SICK LEAVE PAY OUT

Upon motion by Trustee Parsons, seconded by Trustee Darling, the Board unanimously approved with a roll call vote the Sick Leave payout for FY2018 (December 2017).

16. UNFINISHED BUSINESS

None.

17. NEW BUSINESS

None.

18. ADJOURNMENT

There being no unfinished business nor new business, Trustee Levitsky made a motion, seconded by Trustee Grob, to adjourn the meeting at 9:59 p.m. Motion unanimously carried.

Upcoming meetings: **Special Meeting** – January 29, 2018 at 7:00 p.m., Reed Room
Special Meeting – February 5, 2018 at 7:00 p.m., Reed Room
Special Meeting – February 6, 2018 at 7:00 p.m., Reed Room
Regular Board – February 13, 2018 at 7:30 p.m., Reed Room

Wendy Darling, Secretary

Minutes approved by the Board on February 13, 2018.

Lake Forest Library Board of Trustees
360 E Deerpath Road, Lake Forest, IL 60045
Special Meeting Minutes
7:00 p.m. January 29, 2018

1. CALL TO ORDER

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

2. ROLL CALL

Present Board members: Germaine Arnson, Wendy Darling, Secretary, Elizabeth Grob, Andrea Lemke, Ron Levitsky, Vice President, Todd Puch, President, Elizabeth Parsons, David Rose, and Carrie Travers, Treasurer.

Staff: Library Director Catherine Lemmer.

3. ADDITIONS TO THE AGENDA

No additions to the agenda.

4. APPROVAL OF THE AGENDA

Trustee Travers made a motion, seconded by Trustee Parsons, to approve the agenda. Motion unanimously carried.

5. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD, and
CORRESPONDENCE

No request to address the Board.

6. PRESENTATION BY ZABINKSI CONSULTING SERVICES, INC.

Kelly Zabinski, Owner/Principal, of Zabinski Consulting Services, Inc. presented an overview of the levy and budget process. Ms. Lemmer agreed to follow up on the Laurel/Western Avenue TIF.

7. DISCUSSION OF RFQ SUBMISSIONS AND APPROVAL OF SHORT LIST OF
ARCHITECTURAL FIRMS FOR INTERVIEWS

The Library received 12 submissions to the Request for Qualifications for Architectural Services. The submissions and scoring sheets were delivered to each Trustee. Each Trustee scored each submission and identified his or her three top choices. Ratings were completed by noon on Monday, January 29, 2018, and assembled into a spreadsheet for the meeting by Ms. Lemmer.

The Trustees discussed the highest scoring firms. The lengthy discussion focused on finding the most qualified team that best fit the Library's needs. The Board decided by consensus that each firm would have 10 minutes to present followed by 35 minutes of Q&A. Each Trustee will be able to ask questions. The interviews will be recorded. Trustee Puch requested that each Trustee send their preferred questions to Ms. Lemmer to organize for the interview process. Trustee Lemke suggested that all discussion following each of the interviews be held until the February 13 Board meeting.

On motion by Trustee Arson, seconded by Trustee Parsons, the Board voted unanimously to interview five architectural firms on Monday, February 5, and Tuesday, February 6. The firms chosen for interviews are (in alphabetical order): Engberg Anderson/Johnson Lasky Kindelin, HGA Architects and Engineers, Sheehan Nagle Hartray Architects, Wight & Company, and Williams Architects.

8. EXECUTIVE SESSION: PURSUANT TO 5 ICLS 120/2(C)1: THE APPOINTMENT, EMPLOYMENT, COMPENSATION, DISCIPLINE, PERFORMANCE, OR DISMISSAL OF SPECIFIC EMPLOYEES OF THE PUBLIC BODY OR LEGAL COUNSEL FOR THE PUBLIC BODY.

At 8:56 p.m., upon motion made by Trustee Levitsky and seconded by Trustee Arnson, it was moved that the Board go into Executive Session in accordance with 5 ILCS 120/2(c)1: The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body.

The Board voted unanimously with a roll call vote to go into Executive Session.

At 9:10 p.m., on motion by Trustee Levitsky, seconded by Trustee Lemke, the Executive Session was ended with a unanimous roll call vote.

At return to open session, roll call was taken: Todd Puch, President; Ron Levitsky, Vice President; Carrie Travers, Treasurer; Wendy Darling, Secretary; and Trustees Arnson, Grob, Lemke, Parsons, and Rose were present. Also present, Catherine A. Lemmer, Library Director.

9. UNFINISHED BUSINESS

None.

10. NEW BUSINESS

None.

11. ADJOURNMENT

Trustee Levitsky made a motion, seconded by Trustee Lemke, to adjourn the meeting at 9:10 p.m. Motion unanimously carried.

Upcoming meetings:

Special Board Meeting, February 5, 7:00 pm
Special Board Meeting, February 6, 7:00 pm
Regular Board Meeting, February 13, 7:30 pm

Wendy Darling, Secretary

Minutes approved by the Board on February 13, 2018.

Lake Forest Library Board of Trustees
360 E Deerpath Road, Lake Forest, IL 60045
Special Meeting Minutes
6:30 p.m. February 5, 2018

1. CALL TO ORDER

The meeting was called to order at 6:30 p.m.

2. ROLL CALL

Present Board members: Germaine Arnson, Wendy Darling, Secretary, Elizabeth Grob (joined the meeting at 6:37 p.m.), Andrea Lemke, Ron Levitsky, Vice President, Todd Puch, President, Elizabeth Parsons, David Rose, and Carrie Travers, Treasurer.

Staff: Library Director Catherine Lemmer, Assistant Director/Head of Adult Services Felicia Song, Tori Sergel, Head of Circulation, Joy Schmoll, Marketing Coordinator, and Administrative Assistant Judy Grasmick.

3. ADDITIONS TO THE AGENDA

No additions to the agenda.

4. APPROVAL OF THE AGENDA

Trustee Levitsky made a motion, seconded by Trustee Travers, to approve the agenda. Motion unanimously carried.

5. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD, and
CORRESPONDENCE

No request to address the Board.

6. PRESENTATION BY ENBERG ANDERSON ARCHITECTS AND JOHNSON LASKY
KINDELIN ARCHITECTS

Joseph Huberty, Partner, of Enberg Anderson Architects introduced the firm's professional team, Meg Kindelin, Mark Nussbaun, and Anders Dahlgren. Mr. Huberty then presented an overview of the services the firm can provide. A question and answer discussion period followed the presentation. Enberg Anderson Architects and Johnson Lasky Kindelin Architects left the meeting at 7:29 p.m.

7. PRESENTATION BY SHEEHAN NAGLE HARTRAY ARCHITECTS

At 7:36 p.m., Donald McKay, AIA, Principal, of Sheehan Nagle Hartray Architects introduced the firm's professional team, Eric Penney and Amy Schmieding. Mr. McKay then presented an overview of the services the firm can provide. A question and answer discussion period followed the presentation. Sheehan Nagle Hartray Architects left the meeting at 8:34 p.m.

8. PRESENTATION BY WIGHT ARCHITECTS

At 8:39 p.m., Michael C. Barnes, AIA, LEED AP, Design Principal, Library Practice Leader of Wight Architects introduced the firm's professional team, Lisa Schmidt, John Lucas, and James Nagle. Mr. Barnes then presented an overview of the services the firm can provide. A question and answer discussion period followed the presentation. Wight Architects left the meeting at 9:39 p.m.

9. UNFINISHED BUSINESS

None.

10. NEW BUSINESS

None.

11. ADJOURNMENT

Trustee Levitsky made a motion, seconded by Trustee Parsons, to adjourn the meeting at 9:41 p.m. Motion unanimously carried.

Upcoming meetings:

Special Board Meeting, February 6, 7:00 pm

Regular Board Meeting, February 13, 7:30 pm

Wendy Darling, Secretary

Minutes approved by the Board on February 13, 2018.

Lake Forest Library Board of Trustees
360 E Deerpath Road, Lake Forest, IL 60045
Special Meeting Minutes
7:00 p.m. February 6, 2018

1. CALL TO ORDER

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

2. ROLL CALL

Present Board members: Wendy Darling, Secretary, Elizabeth Grob, Andrea Lemke, Ron Levitsky, Vice President, Todd Puch, President, Elizabeth Parsons, David Rose, and Carrie Travers, Treasurer. Absent: Trustee Germaine Arnson.

Staff: Library Director Catherine Lemmer, Assistant Director/Head of Adult Services Felicia Song, Tori Sergel, Head of Circulation, Joy Schmoll, Marketing Coordinator, and Lorie Rohrer, Head of Children's Library.

3. ADDITIONS TO THE AGENDA

No additions to the agenda.

4. APPROVAL OF THE AGENDA

Trustee Levitsky made a motion, seconded by Trustee Rose, to approve the agenda. Motion unanimously carried.

5. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD, and
CORRESPONDENCE

No request to address the Board.

6. PRESENTATION BY HGA ARCHITECTS AND ENGINEERS

Jane Dederling, AIA, IIDA, of HGA Architects and Engineers, introduced the firm's professional team, Victor Pechaty, Ginny Lackovic, and Jim Knoerr. The team then presented an overview of the services the firm can provide. A question and answer discussion period followed the presentation. HGA Architects and Engineers left the meeting at 8:11 p.m.

7. PRESENTATION BY WILLIAMS ARCHITECTS

At 8:18 p.m., Andrew Dogan, AIA, Managing Architect, of Williams Architects, introduced the firm's professional team, Stacy Joswiak and Carrie Kotera. Mr. Dogan then presented an overview of the services the firm can provide. A question and answer discussion period followed the presentation. Williams Architects left the meeting at 8:29 p.m.

At the conclusion of the presentations, President Puch distributed a ranking sheet and asked the Trustees to complete it for the February 13th Board meeting.

8. UNFINISHED BUSINESS

None.

9. NEW BUSINESS

None.

10. ADJOURNMENT

Trustee Levitsky made a motion, seconded by Trustee Travers, to adjourn the meeting at 9:39 p.m. Motion unanimously carried.

Upcoming meetings:

Regular Board Meeting, February 13, 7:30 pm

Wendy Darling, Secretary

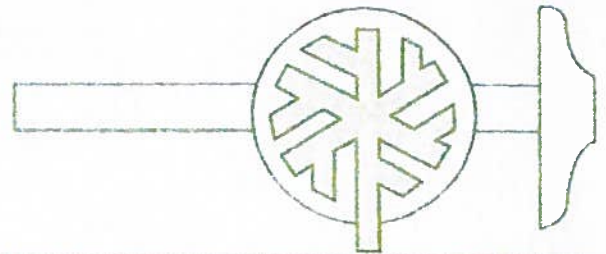
Minutes approved by the Board on February 13, 2018.

Agenda Item 9

Discussion and approval of the don fiori, inc. grounds maintenance contract

This is the second year of this contract. The project was bid out last year and the bids were all comparable. The grounds maintenance will be bid out again next year.

The FY2019 contract represents a 3% increase for the general services; and a 4.5% increase for the optional services. The optional services are on a need-to-do depending on weather, insects, and disease.



don fiore company inc

landscape architects • contractors •
maintenance • golf course contractors •
sprinkler systems installation & service

28846 Nagel Court
Lake Bluff, IL 60044
(847) 234-0020
FAX (847) 234-0922
www.donfiore.com

January 17, 2018

Lake Forest Library
Attn: Catherine Lemmer
360 E. Deerpath Road
Lake Forest, IL 60045

2018 Grounds Management Agreement

The following are recommended services custom designed by the don fiore company, inc. for the particular needs of your grounds.

INCLUSIVE BASIC PROGRAM

1) CLEAN-UP (April - May)

To Include:

- Turf Dethatching..... Removal of Dead and Matted Grasses
- Removal of Leaves & Landscape Debris from site to a Licensed E.P.A. Approved Composting Facility
- Selective Pruning of Winter Damaged Plants up to a 15' Height
- Prune and Remove Dead Foliage from Perennials
- Edging of all Plant Beds and Light Cultivating as Necessary
- Uncover and Prune Dead Growth from Roses (where applicable)
- Raking of Gravel Areas as Necessary to Establish a Manicured Appearance

Program Fee\$ 1,968.00

2) WEEKLY GROUNDS MANAGEMENT (Approx. April 30 – November 23) Thirty Weeks

To Include:

- Turf Mowing
- Weeding as Necessary
- Cultivating as Necessary
- Plant Bed Edging as Necessary
- Pruning and Deadheading of Annuals, Perennials and Roses as Necessary
- General Light Pruning as Necessary (after heavy summer pruning)
- Monitoring of Irrigation Needs
- Consultations with Marcos Levy as Necessary

Landscape Debris Removal: Current costs associated with dumping fees at an E.P.A. approved composting facility will apply and are included in program fee.

Program fee is based on crew hours allocated per weekly visit and monthly refuse removal fees.

Program Fee (includes refuse removal fee)\$ 6,540.00

- 3) TURF FERTILIZER PROGRAM
 4 Applications Per Year
 Fee per application\$ 425.00
Program Fee\$ 1,700.00

- 4) TURF WEED CONTROL PROGRAM
 2 Applications Turf Weed Control
 Fee Per Application.....\$ 425.00
Program Fee\$ 850.00

- 5) SUMMER PRUNING (TYPICALLY COMPLETED IN TWO VISITS – ONE EARLY SUMMER AND ONE LATE SUMMER, DEPENDING ON SEASONAL GROWTH)
 The proper naturalistic pruning of heavy spring and early summer growth, including removal of clippings and landscape debris.
Program Fee\$ 2,000.00

- 6) FALL LEAF REMOVAL AND FINAL CLEAN UP (PERFORMED DURING OCTOBER AND NOVEMBER)
 An additional service over and above the weekly services necessary to gather and remove leaves. Removal of annuals flowers, pruning down of perennials. Mowing of turf to a minimum height of 1 ½" – 2" to minimize winter turf diseases. Also included are landscape debris dumping fees at an E.P.A. approved composting facility.
Program Fee\$ 1,660.00

OPTIONAL PROGRAMS SPECIFIC TO YOUR PROPERTY NEEDS:

- 7) CORE AERATION (complete program for healthy root growth)
 The coring of weak, as well as healthy lawns to be completed in Fall. This includes a Cal-sul soil conditioner application, pulverizing of cores and any removal of landscape debris.
Program Fee\$ 1,625.00

- 8) STRUCTURAL WINTER PRUNING
 This procedure is to be completed when the plant is dormant and without leaves in order to retain and/or restore the plant's naturalistic character and beauty. E.P.A. approved dumping facility fees will apply and are included in program fee.
Program Fee\$ 808.00

- 9) DORMANT OIL APPLICATION (Non-Chemical)
 A cost efficient early spring only application to smother & eliminate pests prior to eggs hatching.
Fee Per Application.....\$ 715.00

- 10) PLANT BED FERTILIZER PROGRAM
 2 Applications per year - Spring & Fall for enhanced seasonal growth and plant health protection.
 Fee Per Application.....\$ 185.00
Program Fee\$ 370.00

11) <u>TURF INSECTICIDE PROGRAM (ADDED A SECOND APPLICATION)</u>	
2 Application for underground Grub and Sod Webworm prevention.	
Fee per application	\$ 488.00
Program Fee	\$ 976.00
12) <u>ROSE FUNGICIDE PROGRAM – 3 APPLICATIONS</u>	
Fee per application	\$ 75.00
Program Fee	\$ 225.00
13) <u>ROSE FERTILIZER PROGRAM – 3 APPLICATIONS</u>	
Fee per application	\$ 75.00
Program Fee	\$ 225.00
14) <u>PLANT PESTICIDE (SLUG CONTROL) – 3 APPLICATIONS</u>	
Fee per application	\$ 65.00
Program Fee	\$ 195.00
15) <u>RHODODENDRON AND AZALEA FERTILIZER – 3 APPLICATIONS</u>	
Fee per application	\$ 135.00
Program Fee	\$ 405.00
16) <u>MULCH INSTALLATION</u>	
Including:	
•Installation of triple ground shredded bark mulch in planting beds for trees and shrubs	
•Installation of leaf mulch in planting beds for perennials and groundcovers	
Program Fee	\$ 4,391.00

NOTE: The don fiore company is proud to serve the Lake Forest Library for many years, which we consider to be the “diamond” of Lake Forest. We have been pleased to, and will continue to donate “seasonal flower displays”.

Thank you...

THE ABOVE AGREEMENT IS CUSTOM DESIGNED TO SPECIFICALLY MEET THE NEEDS OF YOUR PROPERTY, HOWEVER REVISIONS ARE WELCOMED AND MAY BE MADE PRIOR TO YOUR APPROVAL.

THIS DOCUMENT IS THE SOLE PROPERTY OF DON FIORE COMPANY, INC. ANY USE OR REPRODUCTION OF THIS DOCUMENT WITHOUT PERMISSION OF THE DON FIORE COMPANY, INC. IS PROHIBITED BY LAW.

The Management Division of the *don fiore company, inc.* is a "Total Concept" Grounds Management Division. Additional enhancement services available include:

- | | |
|---|--------------------------------------|
| ANNUAL FLOWER INSTALLATIONS | SPRING BULB INSTALLATIONS |
| SEASONAL CONTAINER DISPLAYS | WATERING |
| PERENNIAL FLOWER INSTALLATIONS | BARK, MULCH OR COMPOST INSTALLATIONS |
| PESTICIDE, HERBICIDE & FUNGICIDE APPLICATIONS | WINTER TREE WRAP PROTECTION |
| SLITSEEDING, OVERSEEDING & SPOT SEEDING | SNOW PLOWING AND REMOVAL |
| SPRINKLER SYSTEM REVISIONS AND SERVICE | SEASONAL HOLIDAY OUTDOOR DECORATIONS |

“GREEN SINCE 1973”

GROUNDS MANAGEMENT - TERMS AND CONDITIONS

A) Standards of Performance

1. *don fiore company, inc.* will perform all services in a professional and workman-like manner in accordance with standard high quality horticulture practices as outlined by the Illinois Landscape Contractors Association, Professional Grounds Management Society and the Professional Landcare Network.
2. *don fiore company, inc.* shall furnish all necessary supervision, labor, supplies, materials and equipment required in performing the above mentioned services on a timely basis.
3. *don fiore company, inc.* shall make every reasonable effort to perform the said services so as to avoid any inconvenience to the Owner. Weekly services will normally be performed on the same day(s) each week. However, in the event of holidays, rain or other factors, *don fiore company, inc.* may need to re-schedule the work, as soon as possible. This contract does not include watering which is critical to the health and condition of all plant care. We urge you to maintain adequate watering of your plants at all times. *don fiore company, inc.* can supply you with a watering chart, or supply custom watering services. Our sprinkler division is available for system design, installation and service.
4. *don fiore company, inc.* shall not be responsible or liable to Owner for any damage or loss which might arise out of any act or cause beyond *don fiore company, inc.* control including, but not limited to, damage or loss resulting from vandalism, insects, disease, storm, flood, fire, wind, drought, hail, rain, snow, freezing or other natural causes or acts of persons other than *don fiore company, inc.* employees or agents.
5. *don fiore company, inc.* obligations under this contract and the delivery of service and materials hereunder is contingent upon strikes, accidents, shortages of materials, inclement weather, acts of God and unforeseen delays.

B) Natural, Organic and Chemical Applications

1. *don fiore company, inc.* shall use natural or organic products whenever possible.
2. *don fiore company, inc.* shall only use products which are approved by the State of Illinois Department of Agriculture and are considered to be effective. Chemicals will be used only when necessary.
3. By state law and Environmental Protection Agency regulations, all restricted pesticides must be applied by a licensed applicator or a licensed operator under the supervision of a licensed applicator. ***don fiore company, inc.* IS LICENSED BY THE STATE OF ILLINOIS AS AN AUTHORIZED SPRAY APPLICATOR AND SPRAY OPERATOR.**
4. The product, timing and rate of all applications will be adjusted to meet the needs of the grasses and plants in conjunction with horticultural practices, conditions, weather, manufacturers' recommendations and governmental regulations.

C) Utilities/Unknown Factors

1. For safety reasons gas, phone and electric utilities will be located and marked by a representative of the utility companies on your property at the request of *don fiore company, inc.* However, *don fiore company, inc.* is not responsible for the accuracy of any marking done by the utility companies.
2. **It is the owner's responsibility for marking any other underground cables, tile, plumbing, irrigation, private utilities such as barbecue lines, cable TV, lighting, invisible pet fencing, etc. Any delays in crew time and cost involved for repairing unmarked systems is the responsibility of the owner.**

D) Owners Responsibilities

In addition to locating underground utilities described above it is your responsibility as owner to provide the following:

1. **Water Supply:** An adequate water supply (i.e. standard silcox that will accommodate a standard garden hose with at least 30 lbs. of head pressure at 200 ft.) shall be readily available on site within 200 ft. of watering needs of this contract. If this supply is not available and/or dependable, it would result in an added charge and loss of plant guarantee.
2. **Watering:** Other than initial watering at the time of new plant installation, *don fiore company, inc.* is not responsible for watering unless otherwise stated in writing or verbal agreement.

“GREEN SINCE 1973”

3. Insurance: It is the owner's responsibility to carry fire, tornado and other necessary insurance. Our workers are fully covered by workman's compensation insurance and general liability insurance. By entering into this contract, you agree to indemnify and hold *don fiore company, inc.* harmless from all loss, cost, liability and expense arising from any and all injury or loss sustained by you, your family, guests, invitees or third parties other than *don fiore company, inc.* employees or agents in, on, under or around your property in connection with any of the work performed or materials used under this contract.

4.

E) Site Drainage

The *don fiore company, inc.* is not responsible for existing site drainage or damage to plants caused by existing poor site drainage conditions.

F) Employment

don fiore company, inc. is an equal opportunity employer.

GROUNDS MANAGEMENT PAYMENT PROGRAMS

Grounds management payments are due in full upon receipt of your monthly statement, for services rendered. Invoices not paid in full within 30 days will be charged interest at the rate of 2% per month on any amount unpaid. Invoices not paid in full within 45 days will cause disruption in services, until payment is received in full, including finance charges.

Any alteration or deviation from the above specifications involving extra cost of material or labor will only be executed upon verbal or written orders for same, and will become an extra charge over the sum mentioned in this contract. If for any reason this contract is desolved prior to its completion date, all services contained within the scope of this contract and completed to date shall be paid in full upon receipt of final statement.

The contractor agrees to carry Worker's compensation and Public Liability Insurance. Furthermore, the contractor agrees to pay all unemployment compensation taxes on the labor furnished under this contract as required by the United States Government and the state in which this work is performed.

We appreciate your trust in the quality services provided by *don fiore company, inc.*

Respectfully submitted,


Donald V. Fiore, ASLA
President

Lisa Fiore
Operations Manager

ACCEPTANCE

You are hereby authorized to furnish all materials and labor to complete the work mentioned in the above proposal for which the undersigned agrees to pay the amount mentioned in said agreement, and according to the terms thereof. Pricing reflects fuel prices up to and including \$ 3.50 per gallon. If and when fuel prices rise above \$3.50 per gallon, fuel surcharges will apply and be added accordingly, at \$.50 per gallon increase increments.

_____ I would like to pay for services as rendered each month.

_____ I would like you to revise the services as I have indicated and send a revised agreement.

“GREEN SINCE 1973”

Note: Our sprinkler systems and irrigation department is always available for Spring turn-ons, service, repairs and Fall blow-outs.

_____ I would like to provide my email address for
correspondence only.

Date: _____ Signature: _____

If accepted, please sign and return one copy as soon as possible. Thank you!

Discussion and approval of changes to the Bylaws

The changes are hi-lighted in yellow.

Article III. Section 1 and Section 2. Amended to:

- that each office must be held by a different trustee; and
- limit the term of the Trustee serving as President to two consecutive one-year terms.

The Board has not in the recent past allowed one person to hold more than one office so this suggestion is a simple statement of current practices. The current bylaws are ambiguous as to whether an officer may serve more than one term. The suggestion clarifies the situation by limiting the holder of the office of President to two consecutive one-year terms. This would give the Library some flexibility during the coming years if the Board deemed it prudent given the scope of a project to keep the same person in the role of President.

Article V. Amended to add the requirement that any check over \$10,000 be signed by one of the following, in the order given, President, Vice President or Secretary.

BY-LAWS OF THE LAKE FOREST LIBRARY

ARTICLE I: NAME

The name of the library shall be Lake Forest Library.

ARTICLE II: TRUSTEES

Section 1. General Powers

The Library shall be governed and regulated by the Board of Trustees in harmony with the spirit and intent of the Illinois statute in such case made and provided and the City of Lake Forest ordinances, and shall have such powers as are conferred by statute.

Section 2. Special Powers

The Board of Trustees may exclude from the use of the Library and reading room any and all persons who willfully violate the rules of the Library. The Board may extend the privileges and use of the Library and reading room to persons residing outside of Lake Forest upon such terms and conditions as it may from time to time prescribe.

Section 3. Duties

The finances, business affairs, and regulations of the Library shall be managed by the Board of Trustees of the Library.

Section 4. Appointment of Library Director

The Board of Trustees shall have the power to appoint a Library Director, who as the technical expert, shall:

- (a) have full responsibility for services, programs, material selection, personnel matters, and facilities management;
- (b) attend all Board meetings (including executive sessions unless specifically excluded) and make reports to the Board in such form and on such subjects as the Board may direct;
- (c) serve as an advisor to the Board on library matters;
- (d) authorize capital expenditures not to exceed \$10,000 for any one item;
- (e) be responsible for the Library's financial operation within the limits of the budgeted appropriations.

The Board of Trustees also shall have the power to remove appointees.

ARTICLE III: OFFICERS

Section 1. Designation.

The officers of the Lake Forest Library shall be President, a Vice-President, a Secretary, and a Treasurer, and such other officers as the Board of Trustees may from time to time deem necessary and elect. **Each office shall be held by a different Trustee.**

Section 2. Tenure and Filling of Vacancies

The officers of Lake Forest Library shall be elected at the Annual Meeting of the Board of Trustees and serve a term of one year. **The same Board member may hold the office of President for not more than two consecutive one-year terms.** All officers shall hold office until the next annual election or until their respective successors shall have been duly elected and qualified. Vacancies occurring between annual elections of officers may be filled by the Board of Trustees at any meeting of the Board.

Section 3. Removal

Any officer of the Lake Forest Library may be removed by the Board of Trustees whenever in the judgment of the Trustees the best interest of the Library will be served thereby. Officers may be subject to forfeiture of office if they miss more than three consecutive regularly scheduled meetings of the Board.

Section 4. President

The President shall be the principal executive officer of the Library. He or she shall preside at all meetings of the Board of Trustees. He or she shall sign all papers and documents to which his signature may be necessary or appropriate. In general, he or she shall perform all duties incident to the office of President and such other duties as may from time to time be prescribed by the Board of Trustees.

Section 5. Vice-President

In the absence of the President or in the event of his or her inability to act, the Vice-President shall perform the duties and shall have all the power of the President. In general, he or she shall perform all duties incident to the office of Vice-President, and such other duties as may from time to time be assigned to him or her by the President or be prescribed by the Board of Trustees.

Section 6. Secretary

The Secretary shall keep the minutes of all meetings of the Board of Trustees, shall be custodian of the Corporate records, shall sign all papers and documents to which his or her signature shall be necessary or appropriate. In general, he or she shall perform all duties

incident to the office of Secretary and such other duties as may from time to time be assigned to him or her by the President or prescribed by the Board of Trustees.

Section 7. Treasurer

The Treasurer shall oversee the books of account for the Library, and shall in general perform all duties incident to the office of Treasurer and such other duties as may from time to time be assigned to him or her by the President or prescribed by the Board of Trustees. The Board shall annually employ a certified public accountant to perform an audit of the Library's records.

ARTICLE IV: MEETINGS

Section 1. Regular Meetings

Regular meetings of the Board of Trustees shall be held monthly at a time and place to be determined by the President or Vice-President and specified in the notice of the meeting. At the beginning of each fiscal year, the Board shall specify regular meeting dates and times for except that the Board of Trustees may determine different meeting dates when necessary. The first meeting date after July 1 of each year shall be the Annual Meeting of the Board of Trustees.

Section 2. Order of Business

The order of business for a regular meeting shall include, but not be limited to, the following items:

1. Call to Order/Roll Call
2. Approval of the agenda
3. Opportunity for Public Comment and Correspondence
4. Approve of the minutes of previous meeting
5. Financial Report
6. Library Director's Report
7. Committees
8. Unfinished Business
9. New Business
10. Adjournment

Section 3. Special Meetings

Special meetings may be called by the President, Vice-President, or any three members of the Board of Trustees.

Section 4. Notice of Meetings

The Secretary shall be responsible for seeing that written notice of all meetings is given to all members of the Board of Trustees not less than three days in advance of each regular meeting.

Section 5. Quorum and Manner of Acting

A majority of the Board of Trustees shall constitute a quorum at any meeting. An affirmative vote of the majority of the Board present at the time shall be necessary to approve any action before the Board. The President may vote upon, may move, or second a proposal before the Board.

ARTICLE V: FINANCES

The Board of Trustees shall have the exclusive control of the expenditures of all monies to the credit of the Library fund. Such fund may be drawn upon for any proper Library purposes by check. All checks shall bear the facsimile signature of two authorized officers of the City of Lake Forest. The Library Director, or in the absence of the Library Director, the Assistant Director, shall also sign any check over \$3,500. Any check over \$10,000 shall also be signed by the President, or in absence of the President, the Vice President or Treasurer. A petty cash account shall be kept by the Library Director in an amount to be determined from time to time by the Board of Trustees.

ARTICLE VI: AMENDMENT OF BYLAWS

These Bylaws may be altered, amended or repealed and alterations, amendments of new Bylaws adopted, as the case may be, by the Board of Trustees at any regular Meeting of the Board or at any Special Meeting if the notice of such meeting shall indicate that alteration, amendment or repeal of these Bylaws may be submitted to such meeting.

(Adopted January 4, 1971 as amended June 9, 1979, September 10, 1979, January 19, 1981, July 15, 1985, November 19, 1985, January 16, 1990, November 20, 1990, March 13, 2007, August 13, 2013, October 14, 2014, February 13, 2018.)

Agenda Item 11

Discussion and approval of the Public Comment at Board Meetings Policy

The proposed policy governs public comment at board meetings. One change was made to the policy that was presented at the last meeting. Paragraph 8 was added to address a situation when a member of the public may wish to speak a second time at a meeting.

For your information, the City of Lake Forest allows three (3) minutes per speaker and similarly limits a person from speaking a second time until all have spoken, and then, at the discretion of the Chairperson. Each speaker must sign in and complete a form similar to the one in the suggested policy.

PUBLIC COMMENT AT BOARD MEETINGS POLICY

The Illinois Open Meetings Act provides in Section 2.06 that at meetings of public bodies, "any person shall be permitted an opportunity to address public officials under the rules established and recorded by the public body." 5 ILCS 120/2.06(g).

The Board of Trustees welcomes public participation. This policy provides the following rules and guidelines for public participation at its meetings.

Individuals attending board meetings must conduct themselves with respect and civility toward others. Abusive, profane, threatening, or harassing language and/or personal attacks will not be permitted. The Board President or presiding officer may prohibit further comment at the meeting by a speaker whose remarks violate this rule.

Public comments are permitted during the time designated on the Board of Trustees meeting agenda, unless otherwise directed by the Board President.

The Board President determines the order in which speakers will be recognized.

When recognized by the Board President, the speaker should begin by stating his or her name and address.

Public comments will ordinarily be limited to five (5) minutes per speaker. The Board President shall have discretion to modify this time limit, as well as to limit repetitive comments.

Members of the public will not be allowed to speak a second time until all members of the public who wish to speak have been allowed to do so. The Board President will determine whether second public comments will be permitted, and if so, the appropriate amount of time for public discussion, and will end public comment at his/her discretion.

Board members are not obligated to respond to comments from the public. Issues requiring possible action by the board may be added to a future meeting agenda, and issues that can be addressed by library administration will be noted.

A copy of these guidelines will be placed next to the sign-in sheet made available to members of the public at the entrance to board meetings.

Petitions or written correspondence directed to the board shall be presented to the board by the Board President or secretary at the next regularly scheduled board meeting.

Minutes are a summary of the board's discussion and actions. Speaker requests to append written statements or correspondence to the minutes are not favored. Generally, written materials presented to the board will be included in the library's files rather than in the minutes. The Board President shall have the authority to determine procedural matters regarding public participation not otherwise defined in these guidelines.

The following example may be used:

Opportunity to Address the Board of Trustees of Lake Forest Library

Name: _____

Address: _____ Telephone _____

City/State/Zipcode: _____

I represent _____

General topic or concern: _____

I have read, understand and will abide by the Public Comment at Meetings Policy governing my participation at this meeting.

Signature: _____ Date: _____

Adopted by the Board of Trustees on February 13, 2018.



LAKE FOREST LIBRARY BOARD

MARCH 2018

Minutes • Agendas • Board Packets

**Finance Committee Meeting
Finance Committee Executive Session
Regular Monthly Board Meeting
Regular Board Meeting Executive Session**

LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045
Finance Committee Meeting Minutes
6:00 p.m., March 13, 2018

CALL TO ORDER

Chairperson Travers called the meeting to order at 6:06 p.m.

ROLL CALL

Board Members present: Carrie Travers, Chair; Todd Puch, President; Ron Levitsky, Vice President; and Trustee Andrea Lemke. Guests present: Catherine A. Lemmer, Library Director.

SECRETARY PRO TEM

Ms. Lemmer agreed to serve as secretary for the meeting.

ADDITIONS TO THE AGENDA

There were no additions to the agenda.

APPROVAL OF THE AGENDA

Upon motion by Trustee Lemke and seconded by Trustee Puch, the Agenda was unanimously approved.

OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD COMMITTEE

There was no request to address the Committee.

APPROVAL OF THE MINUTES

Trustee Levitsky made a motion, seconded by Chair Travers, to approve the January 9, 2018 meeting minutes. The motion was unanimously carried.

RECOMMENDATION TO THE BOARD TO APPROVE THE FY2019 BUDGET

Chair Travers introduced the budget and asked Ms. Lemmer to present the budget. Ms. Lemmer reported that the Library was presenting a balanced budget and in preparing the budget the Library had engaged in zero based budgeting. At that point, she walked the Committee through the revenues and operating expenses. In reviewing the revenue lines, she noted that this year known grant funds were included in the budget. Expenses for upcoming architectural and legal fees are coming out of annual operating funds. Salaries and fringe benefit costs are in line with similarly situated institutions. The Library allocated \$205,000 into the capital accounts and continues to maintain a 33% reserve. Last, the Committee discussed the introduction to the budget and found it appropriate in light of upcoming building needs.

Trustee Levitsky, seconded by Trustee Puch, made a motion to approve the budget and recommend it to the full board. The motion was passed unanimously with a roll call vote.

LAKE FOREST LIBRARY BOARD OF TRUSTEES

Finance Committee Meeting Minutes

6:45 p.m., March 13, 2018

EXECUTIVE SESSION

At 6:33 pm, upon motion made by Trustee Travers and seconded by Trustee Levitsky, it was moved that the Finance Committee go into Executive Session in accordance with 5 ILCS 120/2(c)1: The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body.

The Committee voted unanimously with a roll call vote to go into Executive Session to discuss longevity pay and retirement and anniversary payments.

At 7:32 pm, on motion by Trustee Puch, seconded by Trustee Levitsky, the Committee ended the Executive Session with a unanimous roll call vote.

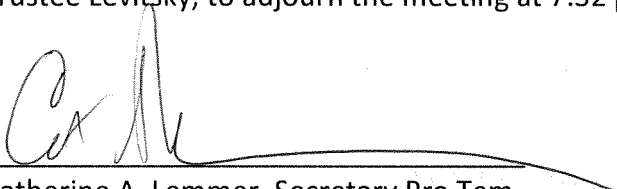
Roll call was taken upon return to open session, the following were present: Carrie Travers, Chair; Todd Puch, President; Ron Levitsky, Vice President; and Trustee Andrea. Also present, Catherine A. Lemmer, Library Director.

RECOMMENDATION REGARDING LONGEVITY, ANNIVERSARY, AND RETIREMENT PAYMENTS.

Upon motion by Trustee Puch, seconded by Trustee Levitsky, the committee unanimously passed a recommendation that the full board review the longevity, anniversary, and retirement payments and seek legal counsel's advice what actions, if any, the Library can take to modify or phase out the payments.

ADJOURNMENT

There being no unfinished business nor new business, Trustee Puch made a motion, seconded by Trustee Levitsky, to adjourn the meeting at 7:32 pm. Motion unanimously carried.



Catherine A. Lemmer, Secretary Pro Tem

Minutes Approved by the Finance Committee on November 13, 2018.

LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045
Finance Committee Meeting Executive Session Minutes
6:45 p.m., March 13, 2018

Call to Order

Chairperson Travers called the meeting to order at 6:06 p.m.

Executive Session

At 6:33 pm, upon motion made by Trustee Travers and seconded by Trustee Levitsky, it was moved that the Finance Committee go into Executive Session in accordance with 5 ILCS 120/2(c)1: The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body.

The Committee voted unanimously with a roll call vote to go into Executive Session.

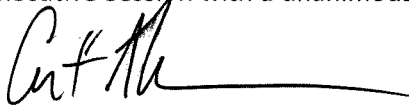
Roll call was taken at the start of the Executive Session, the following were present: Carrie Travers, Chair; Todd Puch, President; Ron Levitsky, Vice President; and Trustee Andrea Lemke. Also present was Catherine Lemmer, Library Director.

The Chair then stated the reason for the Executive Session was to discuss the Library's retirement payments, longevity payments, and anniversary payments

Ms. Lemmer reported that in preparing the updated personnel policies and practice she did a peer institution comparison to see what other libraries were offering for benefits. As part of this comparison, she learned that the Library's benefit offerings are comparable with the exception of the retirement gift, longevity payment, and anniversary gift. Ms. Lemmer explained the three payments.

The Committee engaged in a lengthy and thorough discussion of the retirement, longevity, and anniversary payments and concluded that although there is some value in rewarding longevity, these programs do not function as merit programs. The Committee then discussed possible phase out options and asking legal counsel for clarification.

At 7:32 pm, on motion by Trustee Puch, seconded by Trustee Levitsky, the Committee ended the Executive Session with a unanimous roll call vote.



Catherine A. Lemmer, Secretary Pro Tem

Minutes approved by the Board on January 8, 2019

LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045
Tuesday, March 13, 2018
6:00 p.m., Reed Room – Main Floor

Finance Committee Meeting Agenda

1. Call Finance Committee Meeting to Order
2. Appointment of a Secretary Pro Tem
3. Board of Trustees Roll Call
4. Additions to the Agenda
5. For action: Approval of the Agenda
6. Opportunity for the Public to Address the Board Committee
7. For action: Approval of the January 9, 2018 Finance Committee Meeting Minutes
8. For action: Discussion and approval of a recommendation to the Board regarding the FY2019 Budget
9. Executive Session: Pursuant to 5 ILCS 120/2(c)1 The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body
10. For action: Discussion and approval of a recommendation to the Board regarding retirement payments
11. New Business
12. Unfinished Business
13. Adjournment

Next Regular Board Meeting: March 13, 2018

Individuals with disabilities who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meetings or the facilities are requested to contact the Library Director at 847.810.4602 promptly to allow the Library to make reasonable accommodations.

**LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045
Tuesday, March 13, 2018
6:00 p.m., Reed Room – Main Floor**

Finance Committee Meeting Board Packet

1. Agenda
2. January 9, 2018 Finance Committee Meeting Minutes
3. FY2019 Budget

LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045
Tuesday, March 13, 2018
6:00 p.m., Reed Room – Main Floor

Finance Committee Meeting Agenda

1. Call Finance Committee Meeting to Order
2. Appointment of a Secretary Pro Tem
3. Board of Trustees Roll Call
4. Additions to the Agenda
5. For action: Approval of the Agenda
6. Opportunity for the Public to Address the Board Committee
7. For action: Approval of the January 9, 2018 Finance Committee Meeting Minutes
8. For action: Discussion and approval of a recommendation to the Board regarding the FY2019 Budget
9. Executive Session: Pursuant to 5 ILCS 120/2(c)1 The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body
10. For action: Discussion and approval of a recommendation to the Board regarding retirement payments
11. New Business
12. Unfinished Business
13. Adjournment

Next Regular Board Meeting: March 13, 2018

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LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045
Finance Committee Meeting Minutes
6:45 p.m., January 9, 2018

1. Call to Order.

Chairperson Travers called the meeting to order at 6:50 p.m.

2. Roll Call.

Board Members present: Carrie Travers, Chair; Todd Puch, President; Ron Levitsky, Vice President; and Trustee Andrea Lemke. Guests present: Catherine A. Lemmer, Library Director, and Felicia Song, Assistant Director.

3. Secretary Pro Tem.

Ms. Lemmer agreed to serve as secretary for the meeting.

4. Additions to the Agenda.

There were no additions to the agenda.

5. Approval of the Agenda.

Upon motion by Trustee Levitsky and seconded by Trustee Lemke, the Agenda was unanimously approved.

6. Opportunity to Address the Board Committee.

There was no request to address the Committee.

7. Approval of the Minutes.

Trustee Levitsky made a motion, seconded by Trustee Travers, to approve the following meeting minutes. The motion was unanimously carried.

November 14, 2017 Finance Committee Minutes.

8. Executive Session.

Trustee Travers made a motion, seconded by Trustee Lemke, to move the Finance Committee into Executive Session in accordance with 5 ILCS 120/2(c)1: The appointment,

employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body.

At 6:52 p.m., the Committee voted unanimously with a roll call vote to go into Executive Session.

At 7:25 pm, on motion by Trustee Puch, seconded by Trustee Travers, the Committee ended the Executive Session with a unanimous roll call vote.

9. Roll Call.

Roll call was taken upon return to open session, the following were present: Carrie Travers, Chair; Todd Puch, President; Ron Levitsky, Vice President; and Trustee Andrea. Also present, Catherine A. Lemmer, Library Director, and Felicia Song, Assistant Director.

10. Recommendation of the FY2018 (December 2017) Sick Leave Pay Out.

Upon motion by Trustee Travers, seconded by Trustee Levitsky, the committee unanimously voted with a roll call vote to recommend to the full board the Sick Leave payout for FY2018 (December 2017).

11. Adjournment.

There being no unfinished business nor new business, Trustee Travers made a motion, seconded by Trustee Puch, to adjourn the meeting at 7:30 pm. Motion unanimously carried.

Catherine A. Lemmer, Secretary Pro Tem

Minutes Approved by the Finance Committee on March 13, 2018.



LAKE FOREST LIBRARY

FY2019 Budget

Introduction

The Lake Forest Library presents its budget for FY2019 (May 1, 2018 – April 30, 2018) with an annual operating and capital budget totaling \$4,207,165. The FY2019 budget reflects the Library team's ability to weigh options, innovate, and think broadly in order to live within our financial means without either compromising the level of services and resources necessary to fulfill our mission or failing to responsibly plan for future needs.

Reflecting the Library's unwavering commitment to fiduciary responsibility, the FY2019 budget is a balanced budget with expenses fully funded from current revenues. In addition, the Library maintains a reserve fund of \$1,348,746 (33%) against operating expenses.

Preparation and Planning

In FY2018, the Library was recognized as a "Star Library" for the sixth consecutive year by *Library Journal*, an award based on the annual number of library visits, materials checked out, electronic circulation, public internet use, and program attendance. The Library ranked 19th in its category of over 1,400 public libraries nationwide with budgets between \$1 million and \$4.9 million. This award and the many generous and appreciative comments we hear every day from Lake Foresters set a high standard for us to meet in FY2019.

In preparing the FY2019 budget, the Library engaged in a process that examined each aspect of our operation to determine the best and most cost-efficient method for providing Library services without compromising the high level of service we provide and the Lake Forest community deserves. As a result, the FY2019 budget is a fiscally responsible budget that focuses on providing the best library resources, programming, and services for the Lake Forest community.

Budget in Review

In fall 2017, the Library Board approved a levy subject to the 1991 Property Tax Extension Limitation Act. The Act limits the annual increase in property tax extensions to the lesser of 5% or the increase in the consumer price index (CPI), plus allowances for new construction and voter-approved increases. The FY2019 budget reflects an increase in revenues based on a 2.1% CPI-based levy increase and an estimated growth value of \$23,500. Together, these provide a revenue increase of \$106,776 over FY2018. In line with our continued commitment to transparency, known grant awards are now reflected as revenue in the Library's budget.

The budget anticipates a slight increase in interest revenue given the market shift and the increased reserve balances. However, it is anticipated that revenue lines dependent on state funding and library-generated fees will be adversely impacted as explained within. Overall, inclusive of grant funds, the Library anticipates a 4% increase in revenues.

Operating expenses are expected to increase by 3%. The budget maintains a robust materials account, a healthy programming account, and a well-funded building maintenance and improvements account. All expense lines were evaluated on a line item basis for efficiency and relevance.

Salaries and wages for a staff of FTE 32, due in part to longevity and market-comparable benefits, are a large part of the budget. The FY2019 budget anticipates merit increases of up to 3% and market adjustments. This is on par with similarly situated libraries and as advised by Management Association. In FY2018, merit increases for Library staff were held to 2.0%, less than the percentage awarded by similarly situated libraries and the 2.5% that the City of Lake Forest awarded its employees. Medical insurance increases and IMRF issues impact this line item significantly.

The Library continues to develop partnerships and collaborations with other community organizations and governmental departments to stretch our dollars. Recent strategic planning meetings with the City of Lake Forest stressed the growing importance of public-private partnerships to support budgets. Going forward, the Library will continue to investigate collaborative programming and funding opportunities that support and advance the Library's mission.

History

In 2018, the Library celebrates the 120th anniversary of its chartering on July 4, 1898. The Library moved from its original location on the second floor of City Hall to its current building and location in 1931. The building, designed by architect Edwin H. Clark (who also designed the Brookfield Zoo and the Village Hall in Winnetka, Illinois), was dedicated on June 7, 1931. Mrs. Charles H. Schweppe and Mrs. Stanley Keith funded the building of the Library in memory of Mrs. Keith's first husband, Kersey Coates Reed. Then library president, Alfred E. Hamill, a wealthy book collector, poet, investment banker, and friend of David Adler (designer of Hamill's Centaurs estate), oversaw the building and siting of the Library.

Designed in the *Grecian Moderne* style popular in the 1920s and 1930s, the Library is located in a National Register of Historic Places District. The building follows a classic symmetrical plan around a central domed rotunda, similar to the 1929 Shedd Aquarium in Chicago, Illinois. The building, its landscape, and its art are an excellent example of the Chicago Renaissance, the period from the 1893 World's Columbian Exposition to the start of World War II.

The Library added three wings in 1978. In 1991, the three-level stack area was renovated (glass floors removed, skylight added, and stacks opened to the public) and the first floor restrooms and circulation office were added. The Children's Library underwent significant renovations in 2000 and 2009. The Library installed a DVD media bank on the west side of Lake Forest in 2011 and added a digital media lab in 2014.

The rotunda houses the Kersey Coates Reed memorial stone relief of *The Archer* by Oskar J. W. Hansen (1892–1971) and the extraordinary Nicolai Remisoff (1887–1975) murals. The archer's face is a likeness of Mr. Reed. The inscription reads: "In memory of Kersey Coates Reed, eighteen hundred and eighty—nineteen hundred and twenty-nine—who was much loved in Lake Forest—where he lived—and who cared greatly for good books—this building has been erected." The twelve murals painted by Remisoff depict the great authors of antiquity.

The Library owns and stewards an extensive and valuable art collection in addition to the Hansen stone relief and the twelve murals by Remisoff. Ten first edition original prints by John James Audubon line the paneled walls of the Friends Reading Room; other first floor art includes watercolors by local artists Franklin and Mark McMahon as well as a set of Joseph Pennell lithographs representing classical sites. The Children's Library and the Library grounds include stained glass works, murals, and sculptures in bronze, marble, and wood.

Capital Equipment and Building Improvements

In 2017, the Library dome was inspected when unusual buckling was noticed on one of the historic 1931 Nicolai Remisoff mural panels that line the Library's rotunda. Replacement of the leaded-copper dome and restoration of the dome's masonry substructure is required. In addition, the building has other structural and systems issues.

In November 2017, the Library Board issued a Request for Qualifications for Architectural Services to obtain the needed expertise and counsel to examine and assess the building, its historic significance, components, and use in view of the current and future needs of the community. In March 2018, the Library Board selected Hammel, Green and Abrahamson, Inc. to prepare a feasibility study. The feasibility study will assess the building's structural issues and provide recommendations on how to respond to emerging service demands and the future needs of the Lake Forest community. The Library anticipates receipt of the feasibility study in July/August 2018.

The FY2019 budget provides for the legal and architectural expenses associated with the feasibility study as operating expenses. The FY2019 budget also includes \$210,000 for capital equipment and building improvements. A total reserve balance of \$2,798,746, of which \$1,450,000 is restricted (\$850,000 capital improvements; \$300,000 capital equipment; and \$300,000 technology improvements), is also reflected in the FY2019 budget.

The Library does not anticipate that the capital improvement and capital equipment lines in the FY2019 budget and the restricted reserves will cover the upcoming necessary capital equipment and building improvements. Funding for such extraordinary capital equipment and building improvements will need to come from fund raising or increased revenues in the FY2020 levy.

Conclusion

Although much is unknown about the Library's ultimate course of action while we await the feasibility study, our work continues. Which means that every day, Library staff come to work energized by our mission to inspire life-long learning, promote the free and respectful exchange of ideas, and build community.

LAKE FOREST LIBRARY FY2019 Budget Summary

<u>PROGRAM/CATEGORY</u>	<u>AMOUNT</u>	<u>COMMENT</u>
Personnel	\$2,655,790	1% increase FY2018 budget due to staff restructuring and reduced positions. Merit increases averaging 0-3%
Print, Audiovisual & Electronic Media	\$580,000	Exceeds the state requirement of 12% of operating budget.
Other Objects of Expenditure*	\$570,375	Up 16%; includes grant funded and special projects.
Building Maintenance	\$196,000	Up 6%; based on estimated actual FY2018.
Capital Equipment	\$100,000	Up 25% in view of reserves and pending work.
Capital Improvements	\$105,000	Up 5% in view of reserves and pending work.
Identified Reserves	\$1,450,000	Continue to build reserve for needed capital projects.
Cash Reserves	\$1,348,746	Estimated, unaudited; reflect a 33% reserve against operating expenses.

Reserve Detail

Capital Equipment:	\$ 850,000
Capital Improvements:	\$ 300,000
Technology Improvements:	\$ 300,000
Operating: Balance of Funds on Hand	<u>\$1,348,746</u>

TOTAL \$2,798,746

*Source of Outside Funding

The Friends of Lake Forest Library provide grant funds to support and advance the Library's mission. The Friends awarded \$55,000 (\$53,000 for programming and \$2,000 for digitization projects) for use in FY2019.

Lake Forest Library
Summary of Revenues and Expenditures by Major Object
FY2019

	FY15	FY16	FY17	FY18	FY19	%
	Audited	Audited	Actual	Budget	Budget	Change
Funds on Hand 5/1	\$1,395,132	\$1,831,118	\$1,456,774	\$1,456,774	\$1,348,747	
Current Revenue						
Tax-Based	\$3,828,758	\$3,898,557	\$3,947,663	\$3,965,539	\$4,072,315	3
TIF Surplus	\$0	\$0	\$0	\$0	\$0	0
Non Tax-Based	\$99,837	\$118,734	\$94,628	\$75,500	\$64,850	(14)
Gifts	\$166,268	\$26,400	\$20,075	\$10,000	\$15,000	50
Grant Funds					\$55,000	100
Total Revenues	\$4,094,863	\$4,043,691	\$4,062,366	\$4,051,039	\$4,207,165	4
Total Funds Available	\$5,489,995	\$5,874,809	\$5,519,140	\$5,507,813	\$5,555,912	1
Operating Expenditures						
Personnel Services	\$2,425,262	\$2,516,111	\$2,440,398	\$2,624,153	\$2,655,790	1
Print, A/V & Electronic Media	\$546,466	\$474,950	\$524,186	\$580,000	\$580,000	0
Other Objects of Expenditure	\$353,787	\$389,921	\$361,462	\$481,886	\$570,375	18
Building Maintenance	\$126,924	\$139,674	\$121,572	\$185,000	\$196,000	6
Total Operating Expenditures	\$3,452,439	\$3,520,656	\$3,447,618	\$3,871,039	\$4,002,165	3
Capital Equipment	\$93,698	\$66,918	\$5,443	\$80,000	\$100,000	25
Capital Improvements	\$112,739	\$50,272	\$47,491	\$100,000	\$105,000	5
Total Other	\$206,437	\$117,190	\$52,934	\$180,000	\$205,000	14
Grand Total Expenditures	\$3,658,876	\$3,637,846	\$3,500,552	\$4,051,039	\$4,207,165	4
Difference in Revenues and Expenditures	\$435,987	\$405,845	\$561,814	\$0	\$0	
Funds on Hand*	\$1,831,119	\$2,236,963	\$2,236,963	\$2,236,963	\$2,798,746	

\$1,348,746 unrestricted
 \$1,450,000 restricted funds
 \$850,000 capital improvements
 \$300,000 capital equipment
 \$300,000 technology imp.

**Lake Forest Library
Revenue and Income
FY2019**

	FY15 Audited	FY16 Audited	FY17 Actual	FY18 Budget	FY19 Budget	% Change	\$ Change
Property Tax	\$3,793,925	\$3,871,122	\$3,910,955	\$3,965,539	\$4,072,315	3	\$106,776
Illinois Municipal Retirement Fund	\$0	\$0	\$0	\$0	\$0	0	\$0
Tax Replacement	\$34,833	\$27,435	\$35,980	\$15,000	\$10,000	(33)	(\$5,000)
TIF Surplus	\$0	\$0	\$0	\$0	\$0	0	\$0
Photocopy	\$8,344	\$7,646	\$8,231	\$7,500	\$5,500	(27)	(\$2,000)
Book Rental/Book Bags	\$387	\$299	\$299	\$250	\$100	(60)	(\$150)
Charge plate/cards	\$412	\$380	\$318	\$250	\$250	0	\$0
Library fines	\$42,364	\$38,626	\$36,746	\$32,000	\$10,000	(69)	(\$22,000)
Interest earned	\$10,076	\$15,717	\$27,573	\$12,500	\$25,000	100	\$12,500
Other revenues	(\$32)	\$35,124	\$0	\$0	\$2,000	0	\$0
Per Capita Grant	\$24,219	\$0	\$14,935	\$0	\$0	0	\$0
Gifts	\$168,142	\$26,400	\$20,075	\$10,000	\$15,000	50	\$5,000
Grants					\$55,000	100	\$55,000
Impact Fee	\$12,193	\$20,942	\$6,556	\$8,000	\$12,000	50	\$4,000
TOTAL	\$4,094,863	\$4,043,691	\$4,061,668	\$4,051,039	\$4,207,165	4	\$156,126

**REVENUE and INCOME
FY2019**

Notes

Tax-Based: In fall 2017, the Library Board approved a levy subject to the 1991 Property Tax Extension Limitation Act. The Act limits the annual increase in property tax extensions to the lesser of 5% or the increase in the consumer price index (CPI), plus allowances for new construction and voter approved increases. The FY2019 budget reflects an increase in revenues based on a 2.1% CPI-based levy increase and an estimated growth value of \$23,500. Together, these provide a revenue increase of \$106,776 over FY2018.

Personal Property Tax Replacement: declining revenue line reflects a 50% reduction based on FY2018 estimated actual. State continues to retain these funds; City of Lake Forest reflects planning for a 10% shortfall in FY2018.

Photocopy: reduced 27% based on FY2018 estimated actual. Scan service is replacing photocopy.

Book Rental/Replacement cards: reduced 60% based on FY2018 estimated actual and possible discontinuation of the rental program in FY2019.

Library Fines: reduced 63% based on FY2018 estimated actual. Reduction due to increased lending periods, May 2018 move to auto renewals, increased use of due date email notification, and online renew feature.

Interest: increased 100% based on FY2018 estimated actual. Conservative in the event reserves are utilized in capital improvement and restoration projects.

Other Revenue: small increase in anticipation of successful grant applications.

Per Capita Grant: Grant application submitted in January 2018; no guarantee of funding given State of Illinois financial situation. FY2018 grant (filed January 2017) not funded as of February 20, 2018.

Gifts: based on FY2018 estimated actual. This line reflects other than extraordinary gifts.

Impact fee: implemented in October 1994; based on FY18 estimated actual. City's growth estimate in FY18 was .56%; but overall market remains slow. The budget line for FY2018 was \$8,000, with unexpected revenues of \$33,000 in late 2017. The line reflects a 50% increase given the new residential developments.

Although the Library will receive an increase in the tax levy due to the increased CPI and growth lines, other revenue streams are reduced. Overall revenue increase is an estimated 4%, inclusive of awarded grant funds for FY2019.

**Lake Forest Library
Operating and Capital Expenditures
FY2019**

Category	FY15 Actual	FY16 Actual	FY17 Actual	FY18 Budget	FY 19 Budget	% Change	\$ Change
Salaries/Wages	\$1,780,957	\$1,858,651	\$1,778,891	\$1,848,323	\$1,882,049	2	\$33,726
Fringes	\$644,305	\$657,460	\$661,507	\$769,290	\$773,741	1	\$4,451
Print, Audiovisual, and Electronic Media	\$546,466	\$474,950	\$524,186	\$580,000	\$580,000	0	\$0
Other Objects of Expenditure	\$353,787	\$389,921	\$361,462	\$481,886	\$570,375	18	\$88,489
Building Maintenance	\$126,924	\$139,674	\$121,572	\$185,000	\$196,000	6	\$11,000
Sub-Total	\$3,452,439	\$3,520,656	\$3,447,618	\$3,864,499	\$4,002,165	4	\$137,666
Capital Expenditures							
Capital Equipment	\$93,698	\$66,918	\$5,443	\$80,000	\$100,000	25	\$20,000
Capital Improvement	\$112,739	\$50,272	\$47,491	\$100,000	\$105,000	5	\$5,000
Reserves	\$0	\$0	\$0	\$0	\$0		
Sub-Total	\$206,437	\$117,190	\$52,934	\$180,000	\$205,000	14	\$25,000
Total	\$3,658,876	\$3,637,846	\$3,500,552	\$4,044,499	\$4,207,165	4	\$162,666

**Lake Forest Library
Compensation Package
FY2019**

	FY15 Audited	FY16 Audited	FY17 Actual	FY18 Budget	FY19 Budget	% Increase	\$ Increase
Current Employees							
Full Time Equivalent	30	30	30	30	32		
Salaries & Wages	\$1,765,968	\$1,841,643	\$1,761,858	\$1,830,323	\$1,861,528	2	\$31,205
Longevity	\$14,989	\$17,007	\$17,033	\$18,000	\$20,521	14	\$2,521
Sub-Total	\$1,780,957	\$1,858,650	\$1,778,891	\$1,848,323	\$1,882,049	2	\$33,726
Fringe Benefits							
ERI Liability	\$0	\$0	\$0	\$0	\$0	0	\$0
IMRF (retirement)	\$188,972	\$193,348	\$180,369	\$240,282	\$244,666	2	\$4,384
Social Security	\$130,667	\$138,133	\$132,842	\$141,397	\$143,977	2	\$2,580
Worker's Comp	\$16,080	\$10,747	\$11,450	\$15,000	\$12,000	(20)	(\$3,000)
Insurance, Life	\$1,928	\$1,888	\$1,912	\$2,625	\$2,700	3	\$75
Insurance, Medical*	\$292,495	\$300,612	\$320,364	\$361,260	\$352,674	(2)	(\$8,586)
Insurance, Dental	\$10,256	\$10,534	\$10,890	\$12,266	\$13,324	9	\$1,058
Flexi-Benefits	\$3,907	\$1,195	\$3,680	\$3,000	\$4,400	47	\$1,400
Sub-Total	\$644,305	\$656,457	\$661,507	\$775,830	\$773,741	(0)	(\$2,089)
GRAND TOTAL	\$2,425,262	\$2,515,107	\$2,440,398	\$2,624,153	\$2,655,790	1	\$31,637

*Increase in Medical offset by reduction in number of employees carrying family coverage.

**COMPENSATION PACKAGE
FY2019**

Notes

Salaries & Wages

Salary:	\$1,830,323
Salary Adjustments:	\$31,205
Longevity:	<u>\$20,521</u>
TOTAL	\$1,882,049

Based on current staffing. In FY2018, the Library restructured one department, reduced staffing on Sundays, negotiated salary reductions, and evaluated the use of part-time staff. In FY2019, the Library will continue to focus on restructuring to fill positions that best serve the Library's needs and a managed use of outsourcing and overtime. The budget anticipates merit increases of 0-3.0%; which is reflective of similarly situated libraries and recommendations from Management Association. As in FY2018, City of Lake Forest employees are budgeted to receive an across-the-board 2.5% increase with additional merit increases in FY2019.

Longevity: length of service award; paid annually in December.

IMRF Retirement: 13% of all fulltime and eligible part-time salaries and wages.

Social Security: direct relationship to payroll; 7.65% per \$100 in salaries and wages.

Unemployment Compensation: based on FY2018 estimated actual.

Worker's Compensation: a direct relationship to payroll and state-mandated costs based on FY2018 estimated actual. Change in insurer resulted in lower premium in FY2018.

Insurance, Life: premiums for calendar year are included with an estimated increase for the first quarter of 2019. The life insurance benefit is provided as part of the IMRF package.

Insurance, Dental: premiums for calendar year are included with an estimated increase for the first quarter of 2019.

Insurance, Medical: premiums for calendar year are included with an estimated increase for the first quarter of 2019. The increase is offset by a reduction in the number of employees carrying family coverage.

Flex-Benefits: \$200 per each fulltime employee that carries health insurance and earns the *ThinkHealthy* points throughout the year; includes an administrative service charge.

**Lake Forest Library
Print and NonPrint Materials
FY2019**

Item	FY15 Audited	FY16 Audited	FY17 Actual	FY 18 Budget	FY19 Budget	% Change	\$ Change
Print	\$255,003	\$219,491	\$239,031	\$245,000	\$245,000	0	\$0
Nonprint	\$194,416	\$177,317	\$203,177	\$220,000	\$220,000	0	\$0
Audiovisual	\$97,047	\$78,142	\$81,978	\$115,000	\$115,000	0	\$0
Total	\$546,466	\$474,950	\$524,186	\$580,000	\$580,000	0	\$0

ISL recommended materials budget is 12% of operating budget; currently proposed is 14.5%.
Additional materials are purchased with grant funds that are not reflected herein.

**MATERIALS
FY2019**

Notes

Materials budget exceeds the Illinois State Library recommendation of 12% of operating budget for materials. The Library continues to balance the interests of those patrons that prefer print with those that prefer streaming and download options.

Print: books, newspapers, and periodicals; ongoing evaluation of overall print collection. Newspaper and periodical collection is under constant evaluation for use; new titles are added and unused titles removed. Print materials are also added outside of this budget line with special grants and gifts.

Non-print materials: electronic online databases, services, and materials.

Audiovisual: cds, DVDs, Great Courses, video games, audiobooks, Launchpads, and Playaways.

**Lake Forest Library
Other Objects of Expenditure
FY2019**

Item	FY15 Audited	FY16 Audited	FY17 Actual	FY18 Budget	FY19 Budget	% Change	\$ Change
Administrative Services	\$12,600	\$23,508	\$23,553	\$23,575	\$25,000	6	\$1,425
Adult Programs*	(\$164)	\$336	\$9,501	\$5,000	\$19,500	290	\$14,500
Art Work	\$0	\$1,723	\$0	\$200	\$0	(100)	(\$200)
Audit	\$6,898	\$7,430	\$6,400	\$7,000	\$7,200	3	\$200
Auto Allowance	\$826	\$1,003	\$1,472	\$1,500	\$1,600	6	\$100
Binding	\$4,607	\$3,770	\$2,437	\$3,500	\$3,000	(17)	(\$500)
Contractual Services	\$225,081	\$232,856	\$215,363	\$260,000	\$266,850	3	\$6,850
Insurance, D & O Liability	\$2,435	\$1,564	\$3,080	\$3,100	\$4,100	24	\$1,000
Juvenile Programs*	(\$1,144)	(\$4,524)	\$10,307	\$5,000	\$33,500	85	\$28,500
Legal					\$10,000	100	\$10,000
Maintenance of Equip	\$1,530	\$1,775	\$1,014	\$3,000	\$4,000	25	\$1,986
Meetings Expense	\$1,633	\$5,797	\$1,847	\$8,000	\$8,000	0	\$0
Membership Dues	\$9,244	\$6,484	\$3,676	\$9,500	\$10,500	10	\$1,000
Office Supplies	\$31,186	\$28,352	\$26,157	\$40,000	\$36,125	(11)	(\$3,875)
Personnel Recruitment	\$0	\$14,475	\$4	\$1,000	\$500	(100)	\$996
Postage	\$6,488	\$8,971	\$6,508	\$10,500	\$10,000	(5)	(\$500)
Printing	\$13,310	\$15,601	\$16,155	\$17,000	\$20,000	15	\$3,000
Professional Development	\$3,409	\$7,957	\$5,642	\$10,000	\$11,500	13	\$1,500
Promotion	\$9,956	\$12,895	\$9,314	\$17,500	\$12,500	(40)	(\$5,000)
Special Projects	\$0	\$0	\$0	\$40,000	\$70,000	43	\$30,000
Telephone	\$18,644	\$13,291	\$6,303	\$7,511	\$7,500	(0)	(\$11)
Vending	\$7,248	\$7,659	\$7,706	\$9,000	\$9,000	0	\$0
Total	\$353,787	\$390,924	\$356,439	\$481,886	\$570,375	16	\$90,971

**Lake Forest Library
Contractual Services Detail
FY2019**

Item	FY15 Audited	FY16 Audited	FY17 Actual	FY18 Budget	FY19 Budget	% Change	\$ Change
CCS (Integrated Library System)	\$67,935	\$66,524	\$68,064	\$79,000	\$82,000	0	\$3,000
CIT Computer Equipment Lease	\$39,549	\$32,176	\$32,318	\$46,000	\$40,000	(13)	(\$6,000)
LAN	\$64,433	\$77,004	\$66,326	\$70,000	\$72,000	0	\$2,000
OCLC/RAILS/ISL	\$8,729	\$9,412	\$9,213	\$10,000	\$12,000	0	\$2,000
Online/Internet	\$6,700	\$8,140	\$7,275	\$10,000	\$14,000	0	\$4,000
Other: equipment, misc.	\$37,735	\$39,600	\$32,167	\$45,000	\$45,000	0	\$0
Other: Website Calendar Subscription					\$1,250	100	\$1,250
Other: Website hosting & maintenance					\$600	100	\$600
Total	\$225,081	\$232,856	\$215,363	\$260,000	\$266,850	0	\$6,850

OCLC: Online Computer Library Center

RAILS: Reaching Across Illinois Library System

ISL: Illinois State Library

Online: (website hosting and related online database expenses)

CCS: Cooperative Computer Services, ILS consortium

LAN: Local Area Network: based on FY18 estimated actual; Computer View manages LAN and wireless; Contract out for RFP in January 2018

Other: based on FY18 estimated actual and FY19 move to LibraryMarket for web support & calendar

Computer Equipment Lease (CIT Finance): new (3 year) lease started in FY16

**OTHER OBJECTS OF EXPENDITURE
FY2019**

Notes

Administrative Services: charged by City of Lake Forest for services such as human resources, payroll, financial accounting system, audit assistance, and snow removal. Fee increased 6% in FY2019.

Art Work: copyrighted graphic design images for promotional efforts.

Audit: \$7,200 fee already bid for FY2019 by City of Lake Forest. Fee increased 3% in FY2019.

Contractual Services: see line item detail, page 11.

Meetings Expense: cost of meetings, meals; based on FY2018 estimated actual. Staff attend ALA, PLA, and ILA conferences as well as specialized library, technology, instruction, and programming seminars.

Insurance, D & O Liability: based on increased cost in FY2018 for D&O insurance.

Legal: line item added in light of pending special building projects.

Maintenance of Equipment: varies from year to year; based on FY2018 estimated actual.

Membership Dues: American Library Association, Illinois Library Association, local non-profits, and Management Association; based FY2018 estimated actual.

Office Supplies: based on FY2018 estimated actual.

Phone: No longer part of City of Lake Forest service. Based on FY2018 estimated actual.

Postage: based on FY2018 estimated actual and anticipated mailing of notice for expiring library cards. May be favorably impacted by new auto-renewal system.

Printing: based on FY2018 estimated actual and increased costs for new newsletter format.

Programs (Adult and Juvenile): The Friends of Lake Forest Library awarded grant funds for programming in FY2019 which will be paid May 1, 2018. In the past, known awarded grant funds were not reflected in the Library's financials.

Promotion: based on FY2018 estimated actual.

Professional Development: continuing education, use of webinars and online training to manage costs.

Special Projects: FY2018 line reflected website and logo redesign. FY2019 line reflects architectural fees.

Vending: coffee, tea, and other supplies; based on FY2018 estimated actual.

**Lake Forest Library
Building Maintenance
FY2019**

Item	FY15 Audited	FY16 Audited	FY17 Actual	FY18 Budget	FY19 Budget	% Change	\$ Change
Janitorial Supplies	\$20,946	\$18,638	\$12,892	\$25,000	\$25,000	0	\$0
Contractual Services	\$12,045	\$11,335	\$11,706	\$17,000	\$22,000	29	\$5,000
Insurance	\$24,297	\$27,219	\$25,953	\$30,000	\$33,000	10	\$3,000
Building Maintenance	\$5,007	\$23,728	\$15,099	\$35,000	\$35,000	0	\$0
Equip Maintenance	\$17,130	\$14,194	\$11,423	\$25,000	\$25,000	0	\$0
Grounds Maintenance	\$41,960	\$38,894	\$38,108	\$45,000	\$46,500	3	\$1,500
Water	\$5,539	\$5,667	\$6,391	\$8,000	\$9,500	19	\$1,500
Total	\$126,924	\$139,674	\$121,572	\$185,000	\$196,000	6	\$11,000

**BUILDING MAINTENANCE
FY2019**

Notes

Janitor Supplies: based on estimated actual FY2018.

Contractual Services: for elevator maintenance, HVAC service, sprinkler, and other contracts.

Insurance: based on estimated actual FY2018.

Building Maintenance: varies from year to year depending on needs. An older building requires continued maintenance and upgrades to lighting and other features.

Equipment Maintenance: based on estimated actual FY2018.

Grounds Maintenance: second year of *don fiori company, inc.* contract and usual tree and other treatments.

Water: based on estimated actual FY2018. Increase for FY2019 due to new surcharge on usage imposed by the City of Lake Forest on personal and commercial properties to offset police and fire pension liabilities.

CAPITAL EXPENDITURES

Equipment & Improvement FY2019

Notes

The budget provides for \$205,000 in capital expenditures. No significant capital improvements were undertaken in FY2018 as the Library wanted to complete the Community Needs Assessment and Strategic Plan process and gain a better understanding of the Library's infrastructure and building needs.

Lake Forest Library Board of Trustees
360 E Deerpath Road, Lake Forest, IL 60045
Regular Meeting Minutes
7:30 p.m. March 13, 2018

1. CALL TO ORDER

The meeting was called to order at 7:36 p.m.

2. ROLL CALL

Present Board members: Germaine Arnson, Wendy Darling, Secretary, Elizabeth Grob, Andrea Lemke, Ron Levitsky, Vice President, Beth Parsons, Todd Puch, President, David Rose, and Carrie Travers, Treasurer.

Staff: Library Director Catherine Lemmer and Administrative Assistant Judy Grasmick.

3. ADDITIONS TO THE AGENDA

No additions to the agenda.

4. APPROVAL OF THE AGENDA

Trustee Arnson made a motion, seconded by Trustee Darling, to approve the agenda. Motion unanimously carried.

5. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD, and
CORRESPONDENCE

No request to address the Board. A written summary of public correspondence received in February was distributed.

6. APPROVAL OF MINUTES

Trustee Parsons made a motion, seconded by Trustee Arnson, to approve the following meeting minutes as corrected. Motion unanimously carried.

February 13, 2018 Regular Board Meeting

7. MONTHLY FINANCIAL REPORT

The Board discussed the February 2018 financial report.

Trustee Travers made a motion, seconded by Trustee Lemke, to approve the February 2018 financial report. Motion unanimously carried with a roll call vote.

8. DISCUSSION AND APPROVAL OF HGA ARCHITECTS AND ENGINEERS
CONTRACT

Ms. Lemmer reported on the Library's senior staff meeting with HGA in Milwaukee on the March 2 and that HGA's references spoke very highly of HGA's personnel, work, and ability to listen to community and library advocates. The pros and cons of adding a library consultant to the project were discussed at length. The Board then discussed the HGA contract. At the conclusion of the discussion, Trustee Levitsky made a motion, seconded by Trustee Darling, to enter into a contract for a feasibility study with HGA Architects and Engineers for an amount not to exceed \$70,000, with work to be completed by August 31, 2018, and authorizing Trustee Puch and Trustee Levitsky to sign the contract. Motion unanimously carried with a roll call vote.

9. FINANCE COMMITTEE REPORT

Ms. Lemmer presented the FY2019 Budget and gave a summary report. The Board thoroughly reviewed and discussed the budget. Following the discussion, the Finance Committee recommended approval of the FY2019 budget. Trustee Levitsky moved, seconded by Trustee Travers, to approve the FY2019 budget. Motion unanimously carried with a roll call vote.

10. EXECUTIVE SESSION: PURSUANT TO 5 ILCS 120/2(c)1 THE APPOINTMENT, EMPLOYMENT, COMPENSATION, DISCIPLINE, PERFORMANCE, OR DISMISSAL OF SPECIFIC EMPLOYEES OF THE PUBLIC BODY OR LEGAL COUNSEL FOR THE PUBLIC BODY

Trustee Arnson made a motion, seconded by Trustee Grob, to enter executive session at 8:24 p.m. Motion unanimously carried with a roll call vote.

At 8:24 p.m., Ms. Judy Grasmick left the meeting.

At 8:49 pm, Trustee Travers made a motion, seconded by Trustee Rose, to end the Executive Session. Motion unanimously carried with a roll call vote.

At return to open session, roll call was taken: Todd Puch, President; Ron Levitsky, Vice President; Carrie Travers, Treasurer; Wendy Darling, Secretary; and Trustees Arnson, Grob, Lemke, Parsons, and Rose were present. Also present, Catherine A. Lemmer, Library Director.

11. DISCUSSION AND APPROVAL OF ANNIVERSARY, LONGEVITY, AND RETIREMENT PROGRAMS

The Board thoroughly reviewed and discussed the anniversary, longevity, and retirement programs and the Library's liability with respect to such programs. Trustee Rose made a motion, seconded by Trustee Levitsky, to consult with legal counsel regarding the Library's ability to modify and/or terminate the anniversary, longevity, and retirement payments and asking Ms. Lemmer to report back to the Board with recommendations. Motion unanimously carried.

12. ESTABLISH A NOMINATING COMMITTEE

The Board discussed the formation of a nominating committee. Trustee Parsons made a motion, seconded by Trustee Darling, to establish a nominating committee charged with developing the slate of officers for FY2019 and to appoint Trustees Puch and Rose to the committee. Motion unanimously carried.

13. LIBRARY DIRECTOR REPORT

Ms. Lemmer updated the Board on the many recent programming successes and the plans for the upcoming summer reading program. Trustee Rose inquired if the Girls Who Code program accepts boys and if the Library would consider adding a summer co-ed coding class. Ms. Lemmer confirmed that boys are allowed to take the current coding class and that she will talk with the staff working on the summer programming about the addition of coding classes.

14. UNFINISHED BUSINESS

None

15. NEW BUSINESS

The board reviewed the proposed press release regarding the retention of HGA. The board also discussed the importance of working with the press on this project and agreed that Todd Puch, as President, should serve as the spokesperson.

16. ADJOURNMENT

Trustee Parsons made a motion, seconded by Trustee Travers, to adjourn the meeting at 9:06 p.m. Motion unanimously carried.

Upcoming meetings: **Regular Board Meeting** – April 10, 2018 at 7:30 p.m., Reed Room



Wendy Darling, Secretary

Minutes approved by the Board on April 10, 2018.

Lake Forest Library Board of Trustees
360 E Deerpath Road, Lake Forest, IL 60045
Regular Board Meeting Executive Session Minutes
7:32 p.m. March 13, 2018

Call to Order

The meeting was called to order at 7:36 p.m.

At 8:25 p.m., upon motion made by Trustee Arnson and seconded by Trustee Grob, it was moved that the Board go into Executive Session in accordance with 5 ILCS 120/2(c)1: The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body.

The Board voted unanimously with a roll call vote to go into Executive Session.

1. Roll Call

Roll call was taken: Todd Puch, President; Ron Levitsky, Vice President; Carrie Travers, Treasurer; Wendy Darling, Secretary; and Trustees Arnson, Grob, Lemke, Parsons, and Rose were present. Also present, Catherine A. Lemmer, Library Director.

2. Approval of Minutes.

Trustee Arnson made a motion, seconded by Trustee Grob, to approve the minutes of the Executive Session of the January 9, 2018 Board Meeting. Motion unanimously carried.

Trustee Arnson made a motion, seconded by Trustee Parson, to approve the minutes of the Executive Session of the January 29, 2018 Special Board Meeting. Motion unanimously carried.

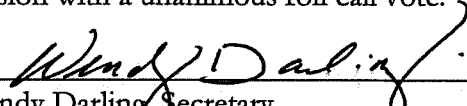
3. Discussion of anniversary, longevity, and retirement benefits.

The Chair then stated the reason for the Executive Session was to discuss the Library's retirement payments, longevity payments, and anniversary payments and the Library's liability under these payments given the Library's current financial situation.

Ms. Lemmer reported that in preparing the updated personnel policies and practices manual she did a peer institution comparison to see what other libraries were offering for benefits. As part of this comparison, she learned that the Library's benefit offerings are comparable with the exception of the retirement gift, longevity payment, and anniversary gift. Ms. Lemmer explained the three payments.

The Committee engaged in a lengthy and thorough discussion of the retirement, longevity, and anniversary payments and concluded that although there is some value in rewarding longevity, these programs do not function as merit programs. The Committee then discussed possible phase out options and asked Ms. Lemmer to talk with legal counsel for clarification.

At 8:49 pm, on motion by Trustee Travers, seconded by Trustee Rose, the Committee ended the Executive Session with a unanimous roll call vote.


Wendy Darling, Secretary

Minutes approved by the Board on April 10, 2018.

LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045
March 13, 2018
7:30 p.m. Reed Room – Main Floor
Regular Monthly Meeting Agenda

1. Call Regular Meeting to Order
2. Board of Trustees Roll Call
3. Additions to the Agenda
4. For action: Approval of the Agenda
5. Opportunity for the Public to Address the Board and Correspondence
6. For action:
 - a. Approval of the February 13, 2018 General Meeting Minutes
7. For action: Discussion and approval of the February 2018 Financial Report
8. For action: Discussion and approval of contract with HGA Architects and Engineers
9. Report of Finance Committee
 - For action: Discussion and approval of the FY2019 Budget
10. Executive Session: Pursuant to 5 ILCS 120/2(c)1 The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body
11. For action: Discussion and approval of anniversary, longevity, and retirement programs
12. For action: Establish a nominating committee
13. Library Director Report
14. Unfinished Business
15. New Business
16. Adjournment

Upcoming Meetings

Regular Board Meeting: April 10, 2018, 7:30 pm, Reed Room

Individuals with disabilities who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meetings or the facilities are requested to contact the Library Director at 847.810.4602 promptly to allow the Library to make reasonable accommodations.

LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045
March 13, 2018
7:30 p.m. Reed Room – Main Floor

Regular Monthly Meeting Board Packet

1. Agenda
2. February 13, 2018 General Meeting Minutes
3. FY2019 Budget

LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045
March 13, 2018
7:30 p.m. Reed Room – Main Floor
Regular Monthly Meeting Agenda

1. Call Regular Meeting to Order
2. Board of Trustees Roll Call
3. Additions to the Agenda
4. For action: Approval of the Agenda
5. Opportunity for the Public to Address the Board and Correspondence
6. For action:
 - a. Approval of the February 13, 2018 General Meeting Minutes
7. For action: Discussion and approval of the February 2018 Financial Report
8. For action: Discussion and approval of contract with HGA Architects and Engineers
9. Report of Finance Committee
 - For action: Discussion and approval of the FY2019 Budget
10. Executive Session: Pursuant to 5 ILCS 120/2(c)1 The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body
11. For action: Discussion and approval of anniversary, longevity, and retirement programs
12. For action: Establish a nominating committee
13. Library Director Report
14. Unfinished Business
15. New Business
16. Adjournment

Upcoming Meetings

Regular Board Meeting: April 10, 2018, 7:30 pm, Reed Room

Individuals with disabilities who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meetings or the facilities are requested to contact the Library Director at 847.810.4602 promptly to allow the Library to make reasonable accommodations.

Lake Forest Library Board of Trustees
360 E Deerpath Road, Lake Forest, IL 60045
Regular Meeting Minutes
7:30 p.m. February 13, 2018

1. CALL TO ORDER

The meeting was called to order at 7:30 p.m.

2. ROLL CALL

Present Board members: Germaine Arnson, Wendy Darling, Secretary, Elizabeth Grob, Andrea Lemke, Ron Levitsky, Vice President, Beth Parsons, Todd Puch, President, and David Rose.

Absent: Carrie Travers, Treasurer

Staff: Library Director Catherine Lemmer, Assistant Director/Head of Adult Services Felicia Song, and Administrative Assistant Judy Grasmick.

3. ADDITIONS TO THE AGENDA

No additions to the agenda.

4. APPROVAL OF THE AGENDA

Trustee Levitsky made a motion, seconded by Trustee Arnson, to approve the agenda. Motion unanimously carried.

5. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD, and CORRESPONDENCE

No request to address the Board.

6. APPROVAL OF MINUTES

Trustee Levitsky made a motion, seconded by Trustee Rose, to approve the following meeting minutes as corrected. Motion unanimously carried.

- a. January 9, 2018 Regular Board Meeting
- b. January 29, 2018 Special Board Meeting
- c. February 5, 2018 Special Board Meeting
- d. February 6, 2018 Special Board Meeting—Item 7, last sentence, time corrected from 8:29 p.m. to 9:29 p.m.

7. MONTHLY FINANCIAL REPORT

The Board discussed the January 2018 financial report.

Trustee Parsons made a motion, seconded by Trustee Grob, to approve the January 2018 financial report. Motion unanimously carried with a roll call vote.

8. LIBRARY DIRECTOR REPORT

The building experienced leaks in the lobby, adult reference, and two areas in the Children's Library due to ice dams caused by gutter tape failure.

9. DISCUSSION AND APPROVAL OF DON FIORI, INC. LANDSCAPING SERVICES CONTRACT

The Board discussed the contract as presented. In response to Trustee Rose's question about the amount of the contract, Ms. Lemmer confirmed that this was the second year of the arrangement. The contract was put out to bid in early 2017 and the bids were all comparable. Grounds maintenance services will go out for bid again in December 2018/January 2019. At the conclusion of the discussion, Trustee Darling made a motion, seconded by Trustee Parsons, to approve the *don fiori company, inc.* landscaping services contract as presented to the Board. Motion unanimously carried with a roll call vote.

10. DISCUSSION AND APPROVAL OF AMENDMENTS TO THE BY-LAWS

The Board fully discussed the proposed bylaw amendments, continued from the January meeting, regarding the role of the Library Director (Article II); officers and terms and term limits (Article III), annual audit (Article III); conduct of meetings (Article VI); check signatories (Article V); and modernizing references, such as changing Administrative Librarian to Library Director. At the conclusion of the discussion, Trustee Levitsky made a motion, seconded by Trustee Parsons, to amend the bylaws as presented to the Board. Motion unanimously carried.

11. DISCUSSION AND APPROVAL OF PUBLIC COMMENT AT BOARD MEETINGS POLICY

The Board discussed, continued from the January meeting, the Public Comment at Board Meetings Policy. Trustee Levitsky made a motion to adopt the Public Comment at Board Meetings Policy with one change, modifying the speaking period in paragraph 7 from five (5) minutes to three (3) minutes. Trustee Rose seconded the motion. Motion unanimously carried.

12. DISCUSSION AND APPROVAL OF SELECTION OF ARCHITECTURAL FIRM

The Board discussed at length the merits of each of the proposals from the five firms that interviewed on February 5, 2018 and February 6, 2018. At the conclusion of the discussion, based on the merits of the proposal and the needs of the Library, Trustee Rose made a motion identifying HGA Architects and Engineers as the first choice of the board and directing Ms. Lemmer to check references and follow up with site visits and additional questions and then report back at the March 13 meeting. Trustee Levitsky seconded the motion. Motion unanimously carried.

13. UNFINISHED BUSINESS

None

14. NEW BUSINESS

Trustee Arnson asked about the new logo and how it was created. Ms. Lemmer described the creation process of the logo and its related font. Trustee Arnson suggested that trustees consider sharing and liking posts on the library's Facebook page.

Trustee Rose asked about the DVD2GO statistics that were distributed. He wondered about possible approaches to increasing usage. Ms. Lemmer replied that the library is investigating ways to increase usage.

Ms. Lemmer will inform Trustee Travers about the architectural firm selection.

15. ADJOURNMENT

Trustee Darling made a motion, seconded by Trustee Levitsky, to adjourn the meeting at 8:21 p.m. Motion unanimously carried.

Upcoming meetings: **Finance Committee Meeting** – March 13, 2018 at 6:00 p.m., Reed Room
 Regular Board Meeting – March 13, 2018 at 7:30 p.m., Reed Room

Wendy Darling, Secretary

Minutes approved by the Board on March 13, 2018.



LAKE FOREST LIBRARY

FY2019 Budget

Introduction

The Lake Forest Library presents its budget for FY2019 (May 1, 2018 – April 30, 2018) with an annual operating and capital budget totaling \$4,207,165. The FY2019 budget reflects the Library team's ability to weigh options, innovate, and think broadly in order to live within our financial means without either compromising the level of services and resources necessary to fulfill our mission or failing to responsibly plan for future needs.

Reflecting the Library's unwavering commitment to fiduciary responsibility, the FY2019 budget is a balanced budget with expenses fully funded from current revenues. In addition, the Library maintains a reserve fund of \$1,348,746 (33%) against operating expenses.

Preparation and Planning

In FY2018, the Library was recognized as a "Star Library" for the sixth consecutive year by *Library Journal*, an award based on the annual number of library visits, materials checked out, electronic circulation, public internet use, and program attendance. The Library ranked 19th in its category of over 1,400 public libraries nationwide with budgets between \$1 million and \$4.9 million. This award and the many generous and appreciative comments we hear every day from Lake Foresters set a high standard for us to meet in FY2019.

In preparing the FY2019 budget, the Library engaged in a process that examined each aspect of our operation to determine the best and most cost-efficient method for providing Library services without compromising the high level of service we provide and the Lake Forest community deserves. As a result, the FY2019 budget is a fiscally responsible budget that focuses on providing the best library resources, programming, and services for the Lake Forest community.

Budget in Review

In fall 2017, the Library Board approved a levy subject to the 1991 Property Tax Extension Limitation Act. The Act limits the annual increase in property tax extensions to the lesser of 5% or the increase in the consumer price index (CPI), plus allowances for new construction and voter-approved increases. The FY2019 budget reflects an increase in revenues based on a 2.1% CPI-based levy increase and an estimated growth value of \$23,500. Together, these provide a revenue increase of \$106,776 over FY2018. In line with our continued commitment to transparency, known grant awards are now reflected as revenue in the Library's budget.

The budget anticipates a slight increase in interest revenue given the market shift and the increased reserve balances. However, it is anticipated that revenue lines dependent on state funding and library-generated fees will be adversely impacted as explained within. Overall, inclusive of grant funds, the Library anticipates a 4% increase in revenues.

Operating expenses are expected to increase by 3%. The budget maintains a robust materials account, a healthy programming account, and a well-funded building maintenance and improvements account. All expense lines were evaluated on a line item basis for efficiency and relevance.

Salaries and wages for a staff of FTE 32, due in part to longevity and market-comparable benefits, are a large part of the budget. The FY2019 budget anticipates merit increases of up to 3% and market adjustments. This is on par with similarly situated libraries and as advised by Management Association. In FY2018, merit increases for Library staff were held to 2.0%, less than the percentage awarded by similarly situated libraries and the 2.5% that the City of Lake Forest awarded its employees. Medical insurance increases and IMRF issues impact this line item significantly.

The Library continues to develop partnerships and collaborations with other community organizations and governmental departments to stretch our dollars. Recent strategic planning meetings with the City of Lake Forest stressed the growing importance of public-private partnerships to support budgets. Going forward, the Library will continue to investigate collaborative programming and funding opportunities that support and advance the Library's mission.

History

In 2018, the Library celebrates the 120th anniversary of its chartering on July 4, 1898. The Library moved from its original location on the second floor of City Hall to its current building and location in 1931. The building, designed by architect Edwin H. Clark (who also designed the Brookfield Zoo and the Village Hall in Winnetka, Illinois), was dedicated on June 7, 1931. Mrs. Charles H. Schweppe and Mrs. Stanley Keith funded the building of the Library in memory of Mrs. Keith's first husband, Kersey Coates Reed. Then library president, Alfred E. Hamill, a wealthy book collector, poet, investment banker, and friend of David Adler (designer of Hamill's Centaurs estate), oversaw the building and siting of the Library.

Designed in the *Grecian Moderne* style popular in the 1920s and 1930s, the Library is located in a National Register of Historic Places District. The building follows a classic symmetrical plan around a central domed rotunda, similar to the 1929 Shedd Aquarium in Chicago, Illinois. The building, its landscape, and its art are an excellent example of the Chicago Renaissance, the period from the 1893 World's Columbian Exposition to the start of World War II.

The Library added three wings in 1978. In 1991, the three-level stack area was renovated (glass floors removed, skylight added, and stacks opened to the public) and the first floor restrooms and circulation office were added. The Children's Library underwent significant renovations in 2000 and 2009. The Library installed a DVD media bank on the west side of Lake Forest in 2011 and added a digital media lab in 2014.

The rotunda houses the Kersey Coates Reed memorial stone relief of *The Archer* by Oskar J. W. Hansen (1892–1971) and the extraordinary Nicolai Remisoff (1887–1975) murals. The archer's face is a likeness of Mr. Reed. The inscription reads: "In memory of Kersey Coates Reed, eighteen hundred and eighty—nineteen hundred and twenty-nine—who was much loved in Lake Forest—where he lived—and who cared greatly for good books—this building has been erected." The twelve murals painted by Remisoff depict the great authors of antiquity.

The Library owns and stewards an extensive and valuable art collection in addition to the Hansen stone relief and the twelve murals by Remisoff. Ten first edition original prints by John James Audubon line the paneled walls of the Friends Reading Room; other first floor art includes watercolors by local artists Franklin and Mark McMahon as well as a set of Joseph Pennell lithographs representing classical sites. The Children's Library and the Library grounds include stained glass works, murals, and sculptures in bronze, marble, and wood.

Capital Equipment and Building Improvements

In 2017, the Library dome was inspected when unusual buckling was noticed on one of the historic 1931 Nicolai Remisoff mural panels that line the Library's rotunda. Replacement of the leaded-copper dome and restoration of the dome's masonry substructure is required. In addition, the building has other structural and systems issues.

In November 2017, the Library Board issued a Request for Qualifications for Architectural Services to obtain the needed expertise and counsel to examine and assess the building, its historic significance, components, and use in view of the current and future needs of the community. In March 2018, the Library Board selected Hammel, Green and Abrahamson, Inc. to prepare a feasibility study. The feasibility study will assess the building's structural issues and provide recommendations on how to respond to emerging service demands and the future needs of the Lake Forest community. The Library anticipates receipt of the feasibility study in July/August 2018.

The FY2019 budget provides for the legal and architectural expenses associated with the feasibility study as operating expenses. The FY2019 budget also includes \$210,000 for capital equipment and building improvements. A total reserve balance of \$2,798,746, of which \$1,450,000 is restricted (\$850,000 capital improvements; \$300,000 capital equipment; and \$300,000 technology improvements), is also reflected in the FY2019 budget.

The Library does not anticipate that the capital improvement and capital equipment lines in the FY2019 budget and the restricted reserves will cover the upcoming necessary capital equipment and building improvements. Funding for such extraordinary capital equipment and building improvements will need to come from fund raising or increased revenues in the FY2020 levy.

Conclusion

Although much is unknown about the Library's ultimate course of action while we await the feasibility study, our work continues. Which means that every day, Library staff come to work energized by our mission to inspire life-long learning, promote the free and respectful exchange of ideas, and build community.

LAKE FOREST LIBRARY FY2019 Budget Summary

<u>PROGRAM/CATEGORY</u>	<u>AMOUNT</u>	<u>COMMENT</u>
Personnel	\$2,655,790	1% increase FY2018 budget due to staff restructuring and reduced positions. Merit increases averaging 0-3%
Print, Audiovisual & Electronic Media	\$580,000	Exceeds the state requirement of 12% of operating budget.
Other Objects of Expenditure*	\$570,375	Up 16%; includes grant funded and special projects.
Building Maintenance	\$196,000	Up 6%; based on estimated actual FY2018.
Capital Equipment	\$100,000	Up 25% in view of reserves and pending work.
Capital Improvements	\$105,000	Up 5% in view of reserves and pending work.
Identified Reserves	\$1,450,000	Continue to build reserve for needed capital projects.
Cash Reserves	\$1,348,746	Estimated, unaudited; reflect a 33% reserve against operating expenses.
<u>Reserve Detail</u>		
Capital Equipment:	\$ 850,000	
Capital Improvements:	\$ 300,000	
Technology Improvements:	\$ 300,000	
Operating: Balance of Funds on Hand	<u>\$1,348,746</u>	
TOTAL	\$2,798,746	

*Source of Outside Funding

The Friends of Lake Forest Library provide grant funds to support and advance the Library's mission. The Friends awarded \$55,000 (\$53,000 for programming and \$2,000 for digitization projects) for use in FY2019.

Lake Forest Library
Summary of Revenues and Expenditures by Major Object
FY2019

	FY15	FY16	FY17	FY18	FY19	%
	Audited	Audited	Actual	Budget	Budget	Change
Funds on Hand 5/1	\$1,395,132	\$1,831,118	\$1,456,774	\$1,456,774	\$1,348,747	
Current Revenue						
Tax-Based	\$3,828,758	\$3,898,557	\$3,947,663	\$3,965,539	\$4,072,315	3
TIF Surplus	\$0	\$0	\$0	\$0	\$0	0
Non Tax-Based	\$99,837	\$118,734	\$94,628	\$75,500	\$64,850	(14)
Gifts	\$166,268	\$26,400	\$20,075	\$10,000	\$15,000	50
Grant Funds					\$55,000	100
Total Revenues	\$4,094,863	\$4,043,691	\$4,062,366	\$4,051,039	\$4,207,165	4
Total Funds Available	\$5,489,995	\$5,874,809	\$5,519,140	\$5,507,813	\$5,555,912	1
Operating Expenditures						
Personnel Services	\$2,425,262	\$2,516,111	\$2,440,398	\$2,624,153	\$2,655,790	1
Print, A/V & Electronic Media	\$546,466	\$474,950	\$524,186	\$580,000	\$580,000	0
Other Objects of Expenditure	\$353,787	\$389,921	\$361,462	\$481,886	\$570,375	18
Building Maintenance	\$126,924	\$139,674	\$121,572	\$185,000	\$196,000	6
Total Operating Expenditures	\$3,452,439	\$3,520,656	\$3,447,618	\$3,871,039	\$4,002,165	3
Capital Equipment	\$93,698	\$66,918	\$5,443	\$80,000	\$100,000	25
Capital Improvements	\$112,739	\$50,272	\$47,491	\$100,000	\$105,000	5
Total Other	\$206,437	\$117,190	\$52,934	\$180,000	\$205,000	14
Grand Total Expenditures	\$3,658,876	\$3,637,846	\$3,500,552	\$4,051,039	\$4,207,165	4
Difference in Revenues and Expenditures	\$435,987	\$405,845	\$561,814	\$0	\$0	
Funds on Hand*	\$1,831,119	\$2,236,963	\$2,236,963	\$2,236,963	\$2,798,746	

\$1,348,746 unrestricted
 \$1,450,000 restricted funds
 \$850,000 capital improvements
 \$300,000 capital equipment
 \$300,000 technology imp.

**Lake Forest Library
Revenue and Income
FY2019**

	FY15 Audited	FY16 Audited	FY17 Actual	FY18 Budget	FY19 Budget	% Change	\$ Change
Property Tax	\$3,793,925	\$3,871,122	\$3,910,955	\$3,965,539	\$4,072,315	3	\$106,776
Illinois Municipal Retirement Fund	\$0	\$0	\$0	\$0	\$0	0	\$0
Tax Replacement	\$34,833	\$27,435	\$35,980	\$15,000	\$10,000	(33)	(\$5,000)
TIF Surplus	\$0	\$0	\$0	\$0	\$0	0	\$0
Photocopy	\$8,344	\$7,646	\$8,231	\$7,500	\$5,500	(27)	(\$2,000)
Book Rental/Book Bags	\$387	\$299	\$299	\$250	\$100	(60)	(\$150)
Charge plate/cards	\$412	\$380	\$318	\$250	\$250	0	\$0
Library fines	\$42,364	\$38,626	\$36,746	\$32,000	\$10,000	(69)	(\$22,000)
Interest earned	\$10,076	\$15,717	\$27,573	\$12,500	\$25,000	100	\$12,500
Other revenues	(\$32)	\$35,124	\$0	\$0	\$2,000	0	\$0
Per Capita Grant	\$24,219	\$0	\$14,935	\$0	\$0	0	\$0
Gifts	\$168,142	\$26,400	\$20,075	\$10,000	\$15,000	50	\$5,000
Grants					\$55,000	100	\$55,000
Impact Fee	\$12,193	\$20,942	\$6,556	\$8,000	\$12,000	50	\$4,000
TOTAL	\$4,094,863	\$4,043,691	\$4,061,668	\$4,051,039	\$4,207,165	4	\$156,126

**REVENUE and INCOME
FY2019**

Notes

Tax-Based: In fall 2017, the Library Board approved a levy subject to the 1991 Property Tax Extension Limitation Act. The Act limits the annual increase in property tax extensions to the lesser of 5% or the increase in the consumer price index (CPI), plus allowances for new construction and voter approved increases. The FY2019 budget reflects an increase in revenues based on a 2.1% CPI-based levy increase and an estimated growth value of \$23,500. Together, these provide a revenue increase of \$106,776 over FY2018.

Personal Property Tax Replacement: declining revenue line reflects a 50% reduction based on FY2018 estimated actual. State continues to retain these funds; City of Lake Forest reflects planning for a 10% shortfall in FY2018.

Photocopy: reduced 27% based on FY2018 estimated actual. Scan service is replacing photocopy.

Book Rental/Replacement cards: reduced 60% based on FY2018 estimated actual and possible discontinuation of the rental program in FY2019.

Library Fines: reduced 63% based on FY2018 estimated actual. Reduction due to increased lending periods, May 2018 move to auto renewals, increased use of due date email notification, and online renew feature.

Interest: increased 100% based on FY2018 estimated actual. Conservative in the event reserves are utilized in capital improvement and restoration projects.

Other Revenue: small increase in anticipation of successful grant applications.

Per Capita Grant: Grant application submitted in January 2018; no guarantee of funding given State of Illinois financial situation. FY2018 grant (filed January 2017) not funded as of February 20, 2018.

Gifts: based on FY2018 estimated actual. This line reflects other than extraordinary gifts.

Impact fee: implemented in October 1994; based on FY18 estimated actual. City's growth estimate in FY18 was .56%; but overall market remains slow. The budget line for FY2018 was \$8,000, with unexpected revenues of \$33,000 in late 2017. The line reflects a 50% increase given the new residential developments.

Although the Library will receive an increase in the tax levy due to the increased CPI and growth lines, other revenue streams are reduced. Overall revenue increase is an estimated 4%, inclusive of awarded grant funds for FY2019.

**Lake Forest Library
Operating and Capital Expenditures
FY2019**

Category	FY15 Actual	FY16 Actual	FY17 Actual	FY18 Budget	FY 19 Budget	% Change	\$ Change
Salaries/Wages	\$1,780,957	\$1,858,651	\$1,778,891	\$1,848,323	\$1,882,049	2	\$33,726
Fringes	\$644,305	\$657,460	\$661,507	\$769,290	\$773,741	1	\$4,451
Print, Audiovisual, and Electronic Media	\$546,466	\$474,950	\$524,186	\$580,000	\$580,000	0	\$0
Other Objects of Expenditure	\$353,787	\$389,921	\$361,462	\$481,886	\$570,375	18	\$88,489
Building Maintenance	\$126,924	\$139,674	\$121,572	\$185,000	\$196,000	6	\$11,000
Sub-Total	\$3,452,439	\$3,520,656	\$3,447,618	\$3,864,499	\$4,002,165	4	\$137,666
Capital Expenditures							
Capital Equipment	\$93,698	\$66,918	\$5,443	\$80,000	\$100,000	25	\$20,000
Capital Improvement	\$112,739	\$50,272	\$47,491	\$100,000	\$105,000	5	\$5,000
Reserves	\$0	\$0	\$0	\$0	\$0		
Sub-Total	\$206,437	\$117,190	\$52,934	\$180,000	\$205,000	14	\$25,000
Total	\$3,658,876	\$3,637,846	\$3,500,552	\$4,044,499	\$4,207,165	4	\$162,666

**Lake Forest Library
Compensation Package
FY2019**

	FY15 Audited	FY16 Audited	FY17 Actual	FY18 Budget	FY19 Budget	% Increase	\$ Increase
Current Employees							
Full Time Equivalent	30	30	30	30	32		
Salaries & Wages	\$1,765,968	\$1,841,643	\$1,761,858	\$1,830,323	\$1,861,528	2	\$31,205
Longevity	\$14,989	\$17,007	\$17,033	\$18,000	\$20,521	14	\$2,521
Sub-Total	\$1,780,957	\$1,858,650	\$1,778,891	\$1,848,323	\$1,882,049	2	\$33,726
Fringe Benefits							
ERI Liability	\$0	\$0	\$0	\$0	\$0	0	\$0
IMRF (retirement)	\$188,972	\$193,348	\$180,369	\$240,282	\$244,666	2	\$4,384
Social Security	\$130,667	\$138,133	\$132,842	\$141,397	\$143,977	2	\$2,580
Worker's Comp	\$16,080	\$10,747	\$11,450	\$15,000	\$12,000	(20)	(\$3,000)
Insurance, Life	\$1,928	\$1,888	\$1,912	\$2,625	\$2,700	3	\$75
Insurance, Medical*	\$292,495	\$300,612	\$320,364	\$361,260	\$352,674	(2)	(\$8,586)
Insurance, Dental	\$10,256	\$10,534	\$10,890	\$12,266	\$13,324	9	\$1,058
Flexi-Benefits	\$3,907	\$1,195	\$3,680	\$3,000	\$4,400	47	\$1,400
Sub-Total	\$644,305	\$656,457	\$661,507	\$775,830	\$773,741	(0)	(\$2,089)
GRAND TOTAL	\$2,425,262	\$2,515,107	\$2,440,398	\$2,624,153	\$2,655,790	1	\$31,637

*Increase in Medical offset by reduction in number of employees carrying family coverage.

**COMPENSATION PACKAGE
FY2019**

Notes

Salaries & Wages

Salary:	\$1,830,323
Salary Adjustments:	\$31,205
Longevity:	<u>\$20,521</u>
TOTAL	\$1,882,049

Based on current staffing. In FY2018, the Library restructured one department, reduced staffing on Sundays, negotiated salary reductions, and evaluated the use of part-time staff. In FY2019, the Library will continue to focus on restructuring to fill positions that best serve the Library's needs and a managed use of outsourcing and overtime. The budget anticipates merit increases of 0-3.0%; which is reflective of similarly situated libraries and recommendations from Management Association. As in FY2018, City of Lake Forest employees are budgeted to receive an across-the-board 2.5% increase with additional merit increases in FY2019.

Longevity: length of service award; paid annually in December.

IMRF Retirement: 13% of all fulltime and eligible part-time salaries and wages.

Social Security: direct relationship to payroll; 7.65% per \$100 in salaries and wages.

Unemployment Compensation: based on FY2018 estimated actual.

Worker's Compensation: a direct relationship to payroll and state-mandated costs based on FY2018 estimated actual. Change in insurer resulted in lower premium in FY2018.

Insurance, Life: premiums for calendar year are included with an estimated increase for the first quarter of 2019. The life insurance benefit is provided as part of the IMRF package.

Insurance, Dental: premiums for calendar year are included with an estimated increase for the first quarter of 2019.

Insurance, Medical: premiums for calendar year are included with an estimated increase for the first quarter of 2019. The increase is offset by a reduction in the number of employees carrying family coverage.

Flex-Benefits: \$200 per each fulltime employee that carries health insurance and earns the *ThinkHealthy* points throughout the year; includes an administrative service charge.

**Lake Forest Library
Print and NonPrint Materials
FY2019**

Item	FY15 Audited	FY16 Audited	FY17 Actual	FY 18 Budget	FY19 Budget	% Change	\$ Change
Print	\$255,003	\$219,491	\$239,031	\$245,000	\$245,000	0	\$0
Nonprint	\$194,416	\$177,317	\$203,177	\$220,000	\$220,000	0	\$0
Audiovisual	\$97,047	\$78,142	\$81,978	\$115,000	\$115,000	0	\$0
Total	\$546,466	\$474,950	\$524,186	\$580,000	\$580,000	0	\$0

ISL recommended materials budget is 12% of operating budget; currently proposed is 14.5%.
Additional materials are purchased with grant funds that are not reflected herein.

**MATERIALS
FY2019**

Notes

Materials budget exceeds the Illinois State Library recommendation of 12% of operating budget for materials. The Library continues to balance the interests of those patrons that prefer print with those that prefer streaming and download options.

Print: books, newspapers, and periodicals; ongoing evaluation of overall print collection. Newspaper and periodical collection is under constant evaluation for use; new titles are added and unused titles removed. Print materials are also added outside of this budget line with special grants and gifts.

Non-print materials: electronic online databases, services, and materials.

Audiovisual: cds, DVDs, Great Courses, video games, audiobooks, Launchpads, and Playaways.

**Lake Forest Library
Other Objects of Expenditure
FY2019**

Item	FY15 Audited	FY16 Audited	FY17 Actual	FY18 Budget	FY19 Budget	% Change	\$ Change
Administrative Services	\$12,600	\$23,508	\$23,553	\$23,575	\$25,000	6	\$1,425
Adult Programs*	(\$164)	\$336	\$9,501	\$5,000	\$19,500	290	\$14,500
Art Work	\$0	\$1,723	\$0	\$200	\$0	(100)	(\$200)
Audit	\$6,898	\$7,430	\$6,400	\$7,000	\$7,200	3	\$200
Auto Allowance	\$826	\$1,003	\$1,472	\$1,500	\$1,600	6	\$100
Binding	\$4,607	\$3,770	\$2,437	\$3,500	\$3,000	(17)	(\$500)
Contractual Services	\$225,081	\$232,856	\$215,363	\$260,000	\$266,850	3	\$6,850
Insurance, D & O Liability	\$2,435	\$1,564	\$3,080	\$3,100	\$4,100	24	\$1,000
Juvenile Programs*	(\$1,144)	(\$4,524)	\$10,307	\$5,000	\$33,500	85	\$28,500
Legal					\$10,000	100	\$10,000
Maintenance of Equip	\$1,530	\$1,775	\$1,014	\$3,000	\$4,000	25	\$1,986
Meetings Expense	\$1,633	\$5,797	\$1,847	\$8,000	\$8,000	0	\$0
Membership Dues	\$9,244	\$6,484	\$3,676	\$9,500	\$10,500	10	\$1,000
Office Supplies	\$31,186	\$28,352	\$26,157	\$40,000	\$36,125	(11)	(\$3,875)
Personnel Recruitment	\$0	\$14,475	\$4	\$1,000	\$500	(100)	\$996
Postage	\$6,488	\$8,971	\$6,508	\$10,500	\$10,000	(5)	(\$500)
Printing	\$13,310	\$15,601	\$16,155	\$17,000	\$20,000	15	\$3,000
Professional Development	\$3,409	\$7,957	\$5,642	\$10,000	\$11,500	13	\$1,500
Promotion	\$9,956	\$12,895	\$9,314	\$17,500	\$12,500	(40)	(\$5,000)
Special Projects	\$0	\$0	\$0	\$40,000	\$70,000	43	\$30,000
Telephone	\$18,644	\$13,291	\$6,303	\$7,511	\$7,500	(0)	(\$11)
Vending	\$7,248	\$7,659	\$7,706	\$9,000	\$9,000	0	\$0
Total	\$353,787	\$390,924	\$356,439	\$481,886	\$570,375	16	\$90,971

**Lake Forest Library
Contractual Services Detail
FY2019**

Item	FY15 Audited	FY16 Audited	FY17 Actual	FY18 Budget	FY19 Budget	% Change	\$ Change
CCS (Integrated Library System)	\$67,935	\$66,524	\$68,064	\$79,000	\$82,000	0	\$3,000
CIT Computer Equipment Lease	\$39,549	\$32,176	\$32,318	\$46,000	\$40,000	(13)	(\$6,000)
LAN	\$64,433	\$77,004	\$66,326	\$70,000	\$72,000	0	\$2,000
OCLC/RAILS/ISL	\$8,729	\$9,412	\$9,213	\$10,000	\$12,000	0	\$2,000
Online/Internet	\$6,700	\$8,140	\$7,275	\$10,000	\$14,000	0	\$4,000
Other: equipment, misc.	\$37,735	\$39,600	\$32,167	\$45,000	\$45,000	0	\$0
Other: Website Calendar Subscription					\$1,250	100	\$1,250
Other: Website hosting & maintenance					\$600	100	\$600
Total	\$225,081	\$232,856	\$215,363	\$260,000	\$266,850	0	\$6,850

OCLC: Online Computer Library Center

RAILS: Reaching Across Illinois Library System

ISL: Illinois State Library

Online: (website hosting and related online database expenses)

CCS: Cooperative Computer Services, ILS consortium

LAN: Local Area Network: based on FY18 estimated actual; Computer View manages LAN and wireless; Contract out for RFP in January 2018

Other: based on FY18 estimated actual and FY19 move to LibraryMarket for web support & calendar

Computer Equipment Lease (CIT Finance): new (3 year) lease started in FY16

**OTHER OBJECTS OF EXPENDITURE
FY2019**

Notes

Administrative Services: charged by City of Lake Forest for services such as human resources, payroll, financial accounting system, audit assistance, and snow removal. Fee increased 6% in FY2019.

Art Work: copyrighted graphic design images for promotional efforts.

Audit: \$7,200 fee already bid for FY2019 by City of Lake Forest. Fee increased 3% in FY2019.

Contractual Services: see line item detail, page 11.

Meetings Expense: cost of meetings, meals; based on FY2018 estimated actual. Staff attend ALA, PLA, and ILA conferences as well as specialized library, technology, instruction, and programming seminars.

Insurance, D & O Liability: based on increased cost in FY2018 for D&O insurance.

Legal: line item added in light of pending special building projects.

Maintenance of Equipment: varies from year to year; based on FY2018 estimated actual.

Membership Dues: American Library Association, Illinois Library Association, local non-profits, and Management Association; based FY2018 estimated actual.

Office Supplies: based on FY2018 estimated actual.

Phone: No longer part of City of Lake Forest service. Based on FY2018 estimated actual.

Postage: based on FY2018 estimated actual and anticipated mailing of notice for expiring library cards. May be favorably impacted by new auto-renewal system.

Printing: based on FY2018 estimated actual and increased costs for new newsletter format.

Programs (Adult and Juvenile): The Friends of Lake Forest Library awarded grant funds for programming in FY2019 which will be paid May 1, 2018. In the past, known awarded grant funds were not reflected in the Library's financials.

Promotion: based on FY2018 estimated actual.

Professional Development: continuing education, use of webinars and online training to manage costs.

Special Projects: FY2018 line reflected website and logo redesign. FY2019 line reflects architectural fees.

Vending: coffee, tea, and other supplies; based on FY2018 estimated actual.

**Lake Forest Library
Building Maintenance
FY2019**

Item	FY15 Audited	FY16 Audited	FY17 Actual	FY18 Budget	FY19 Budget	% Change	\$ Change
Janitorial Supplies	\$20,946	\$18,638	\$12,892	\$25,000	\$25,000	0	\$0
Contractual Services	\$12,045	\$11,335	\$11,706	\$17,000	\$22,000	29	\$5,000
Insurance	\$24,297	\$27,219	\$25,953	\$30,000	\$33,000	10	\$3,000
Building Maintenance	\$5,007	\$23,728	\$15,099	\$35,000	\$35,000	0	\$0
Equip Maintenance	\$17,130	\$14,194	\$11,423	\$25,000	\$25,000	0	\$0
Grounds Maintenance	\$41,960	\$38,894	\$38,108	\$45,000	\$46,500	3	\$1,500
Water	\$5,539	\$5,667	\$6,391	\$8,000	\$9,500	19	\$1,500
Total	\$126,924	\$139,674	\$121,572	\$185,000	\$196,000	6	\$11,000

**BUILDING MAINTENANCE
FY2019**

Notes

Janitor Supplies: based on estimated actual FY2018.

Contractual Services: for elevator maintenance, HVAC service, sprinkler, and other contracts.

Insurance: based on estimated actual FY2018.

Building Maintenance: varies from year to year depending on needs. An older building requires continued maintenance and upgrades to lighting and other features.

Equipment Maintenance: based on estimated actual FY2018.

Grounds Maintenance: second year of *don fiori company, inc.* contract and usual tree and other treatments.

Water: based on estimated actual FY2018. Increase for FY2019 due to new surcharge on usage imposed by the City of Lake Forest on personal and commercial properties to offset police and fire pension liabilities.

CAPITAL EXPENDITURES

Equipment & Improvement FY2019

Notes

The budget provides for \$205,000 in capital expenditures. No significant capital improvements were undertaken in FY2018 as the Library wanted to complete the Community Needs Assessment and Strategic Plan process and gain a better understanding of the Library's infrastructure and building needs.



LAKE FOREST LIBRARY BOARD

APRIL 2018

Minutes • Agendas • Board Packets

**Notice of Quorum
Regular Monthly Board Meeting**

LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045

April 6, 2018

Notice of Quorum

The Trustees of the Lake Forest Library will be onsite at the Library for community stakeholder sessions with Hammel, Green and Abrahamson, Inc. (HGA) and members of the Lake Forest community as follows:

- 9:30 am – 10:30 am
- 11:00 am – 12:30 am
- 2:30 pm – 4:00 pm
- 4:30 pm – 5:30 pm

The purpose of these stakeholder sessions is to inform HGA's work in developing a feasibility plan for the Library.

Lake Forest Library Board of Trustees
360 E Deerpath Road, Lake Forest, IL 60045
Regular Meeting Minutes
7:30 p.m. April 10, 2018

1. CALL TO ORDER
The meeting was called to order at 7:30 p.m.
2. ROLL CALL
Present Board members: Germaine Arnson, Wendy Darling, Secretary, Elizabeth Grob, Andrea Lemke, Ron Levitsky, Vice President, Beth Parsons, Todd Puch, President, David Rose, and Carrie Travers, Treasurer.
Staff: Catherine Lemmer, Library Director and Felicia Song, Assistant Director
3. ADDITIONS TO THE AGENDA
No additions to the agenda.
4. APPROVAL OF THE AGENDA
Trustee Rose made a motion, seconded by Trustee Darling, to approve the agenda. Motion carried unanimously.
5. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD, and CORRESPONDENCE
No request to address the Board. A written summary of public correspondence received in March was distributed.
6. APPROVAL OF MINUTES
Trustee Levitsky made a motion, seconded by Trustee Travers, to approve the following meeting minutes. Motion carried unanimously.
March 13, 2018 Regular Board Meeting
7. MONTHLY FINANCIAL REPORT
The Board discussed the March 2018 financial report.

Trustee Arnson made a motion, seconded by Trustee Parsons, to approve the March 2018 financial report. Motion carried unanimously with a roll call vote.
8. LIBRARY DIRECTOR REPORT
Ms. Lemmer provided the Board with feedback regarding the HGA stakeholder meetings. Trustee Levitsky inquired about the reported program statistics. Ms. Lemmer indicated that these are monthly statistics and there is some inconsistency across department reporting. Events also occur at different times of the year so comparing month to month is not always the full story. At the end of the year all of the statistics are reviewed and recalculated to ensure there is consistency in how programs are counted, evaluated, and reported in the annual report to the Illinois State Library.
9. DISCUSSION AND APPROVAL OF COMPUTER VIEW, INC. CONTRACT
Ms. Lemmer reported on the RFP process and presented staff's recommendation of the Computer View, Inc. contract. Trustee Levitsky inquired about the short timeframe in which to make payment. Ms. Lemmer indicated it has not been a problem in the past as the payment is

known and queued up each month but she will request a longer payment timeframe. Trustee Arnson moved, seconded by Trustee Lemke, to approve the contract and authorize Trustee Puch and Trustee Levitsky to sign the contract. Motion carried unanimously with a roll call vote.

10. DISCUSSION AND APPROVAL OF FY2019 INSURANCE COVERAGE

Ms. Lemmer presented the casualty and liability insurance, including workmen's compensation, proposals from Hill & Stone and the recommendation from Hill & Stone that the Library remain with Hanover Insurance. After discussion, Trustee Levitsky made a motion, seconded by Trustee Parsons, to approve the Hanover Insurance coverage for FY2019 as presented. Motion carried unanimously with a roll call vote.

11. DISCUSSION AND APPROVAL OF E-COMMERCE SOLUTIONS

Ms. Lemmer explained that the migration to the Polaris ILS requires a change in the online payment processor and merchant transaction processor as the Library's current vendor for the online payment of fines and fees, ProPay, Inc., is not supported by Polaris. Trustee Rose asked about liability for data breaches and Ms. Lemmer agreed to look into the matter and report back. Trustee Rose made a motion, seconded by Trustee Levitsky, to approve the contracts with Comprise Technologies, Inc. and TYSY Merchant Solutions, Inc. and to terminate the contract with the current vendor ProPay, Inc. Motion carried unanimously with a roll call vote.

12. EXECUTIVE SESSION: PURSUANT TO 5 ILCS 120/2(c)1 THE APPOINTMENT, EMPLOYMENT, COMPENSATION, DISCIPLINE, PERFORMANCE, OR DISMISSAL OF SPECIFIC EMPLOYEES OF THE PUBLIC BODY OR LEGAL COUNSEL FOR THE PUBLIC BODY

Trustee Darling made a motion, seconded by Trustee Travers, to enter executive session at 8:07 p.m. Motion carried unanimously with a roll call vote.

At 9:41 pm, Trustee Levitsky made a motion, seconded by Trustee Grob, to end the Executive Session. Motion carried unanimously with a roll call vote.

At return to open session, roll call was taken: Todd Puch, President; Ron Levitsky, Vice President; Carrie Travers, Treasurer; Wendy Darling, Secretary; and Trustees Arnson, Grob, Lemke, Parsons, and Rose were present. Also present, Catherine A. Lemmer, Library Director, and Felicia Song, Assistant Director.

13. DISCUSSION AND APPROVAL OF ANNIVERSARY, LONGEVITY, AND RETIREMENT PROGRAMS

The Board thoroughly reviewed and discussed the Library's current anniversary, longevity, and retirement payment programs, the benefits and value of these programs, and the Library's liability with respect to each of these programs. Trustee Rose, made a motion seconded by Trustee Travers, to approve the following three recommendations discussed in the Executive Session:

The recommendation that the Board terminate the Library's current anniversary recognition program and adopt the following:

Anniversary Recognition. Subject to budgetary constraints, the Library recognizes service anniversaries of fulltime and part-time employees beginning at the tenth anniversary and every five years thereafter. Employees shall receive \$100 at the tenth anniversary, \$150 at the 15th anniversary, and \$200 at the 20th anniversary and each five-year anniversary thereafter. The amounts shall be pro-rated for part-time employees based on the number of hours worked per week. The payment shall be made in the pay period in which the anniversary occurs.

The recommendation that the Board discontinue the retirement and voluntary termination gifts based on length of service provided for under the Gifts/Flowers Provision of the personnel manual and Board Policy that reads:

There will be a gift (determined by the Administrative Librarian) for a staff member leaving, based on length of service.

A retirement gift (determined by the Administrative Librarian) will be given a staff member retiring after ten or more years.

The recommendation that the Board begin to phase out the Longevity Pay as follows:

Longevity Pay

In addition to regular compensation and in recognition of continued service to the Library, fulltime and part-time employees are eligible for longevity pay as follows: \$35 per year after five (5) years through nine (9) years; \$40 per year of service beginning ten (10) years through fourteen (14) years; \$45 per year of service beginning fifteen (15) years through nineteen (19) years. Employees with 20 or more years of service receive \$75 per year of service. The amounts shall be pro-rated for part-time employees based on the number of hours worked per week.

Subject to budgetary constraints as determined by the Board of Trustees, this sum shall be paid in a lump sum in the last pay period of December of each year; and years of service shall be calculated as of December 31 of the year in which the longevity pay is being paid. Longevity pay is subject to all normal withholding. Employees who leave employment prior to the last pay period in December will not receive the longevity bonus.

In December 2018, subject to budgetary constraints as determined by the Board of Trustees, Longevity Pay will be calculated as above and paid at 100%.

In December 2019, subject to budgetary constraints as determined by the Board of Trustees, Longevity Pay will be calculated as above and paid at 50%.

No Longevity Pay will be paid after January 1, 2020.

The motion was passed with Trustees Darling, Parsons, Grob, Arnson, Lemke, Travers, Levitsky, and Puch voting Yes on all three recommendations. Trustee Rose voting nay on the first recommendation and Yes on the second and third recommendation.

14. DISCUSSION AND APPROVAL OF DIRECTOR'S FY2019 COMPENSATION

Item tabled for May 8, 2018 meeting.

15. UNFINISHED BUSINESS

None

16. ADJOURNMENT

Trustee Parsons made a motion, seconded by Trustee Grob, to adjourn the meeting at 9:41 p.m.
Motion unanimously carried.

Upcoming meetings:

Regular Board Meeting – May 8, 2018 at 7:30 p.m., Reed Room


Wendy Darling, Secretary

Minutes approved by the Board on May 8, 2018.

LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045

April 10, 2018

7:30 p.m. Reed Room – Main Floor
Regular Monthly Meeting Agenda

1. Call Regular Meeting to Order
2. Board of Trustees Roll Call
3. Additions to the Agenda
4. For action: Approval of the Agenda
5. Opportunity for the Public to Address the Board and Correspondence
6. For discussion and action: Approval of the March 13, 2018 General Meeting Minutes
7. For action: Discussion and approval of the March 2018 Financial Report
8. Library Director Report
9. For action: Discussion and approval of contract with Computer View Inc. contract
10. For action: Discussion and approval of FY2019 insurance policy
11. For action: Discussion and approval of e-commerce solutions
12. Executive Session: Pursuant to 5 ILCS 120/2(c)1 The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body
13. For action: Discussion and approval of anniversary, longevity, and retirement programs
14. For action: Discussion and approval of Library Director's FY2019 compensation
15. Unfinished Business
16. New Business
17. Adjournment

Upcoming Meetings

Regular Board Meeting: May 8, 2018, 7:30 pm, Reed Room

Individuals with disabilities who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meetings or the facilities are requested to contact the Library Director at 847.810.4602 promptly to allow the Library to make reasonable accommodations.

LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045
April 10, 2018
7:30 p.m. Reed Room – Main Floor
Regular Monthly Meeting Board Packet

1. April 10, 2018 Agenda
2. March 13, General Meeting Minutes
3. March 2018 Financial Report
4. Computer View Inc. contract

LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045
April 10, 2018
7:30 p.m. Reed Room – Main Floor
Regular Monthly Meeting Agenda

1. Call Regular Meeting to Order
2. Board of Trustees Roll Call
3. Additions to the Agenda
4. For action: Approval of the Agenda
5. Opportunity for the Public to Address the Board and Correspondence
6. For discussion and action: Approval of the March 13, 2018 General Meeting Minutes
7. For action: Discussion and approval of the March 2018 Financial Report
8. Library Director Report
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13. For action: Discussion and approval of anniversary, longevity, and retirement programs
14. For action: Discussion and approval of Library Director's FY2019 compensation
15. Unfinished Business
16. New Business
17. Adjournment

Upcoming Meetings

Regular Board Meeting: May 8, 2018, 7:30 pm, Reed Room

Individuals with disabilities who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meetings or the facilities are requested to contact the Library Director at 847.810.4602 promptly to allow the Library to make reasonable accommodations.

Lake Forest Library Board of Trustees
360 E Deerpath Road, Lake Forest, IL 60045
Regular Meeting Minutes
7:30 p.m. March 13, 2018

1. CALL TO ORDER

The meeting was called to order at 7:36 p.m.

2. ROLL CALL

Present Board members: Germaine Arnson, Wendy Darling, Secretary, Elizabeth Grob, Andrea Lemke, Ron Levitsky, Vice President, Beth Parsons, Todd Puch, President, David Rose, and Carrie Travers, Treasurer.

Staff: Library Director Catherine Lemmer and Administrative Assistant Judy Grasmick.

3. ADDITIONS TO THE AGENDA

No additions to the agenda.

4. APPROVAL OF THE AGENDA

Trustee Arnson made a motion, seconded by Trustee Darling, to approve the agenda. Motion unanimously carried.

5. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD, and
CORRESPONDENCE

No request to address the Board. A written summary of public correspondence received in February was distributed.

6. APPROVAL OF MINUTES

Trustee Parsons made a motion, seconded by Trustee Arnson, to approve the following meeting minutes as corrected. Motion unanimously carried.

February 13, 2018 Regular Board Meeting

7. MONTHLY FINANCIAL REPORT

The Board discussed the February 2018 financial report.

Trustee Travers made a motion, seconded by Trustee Lemke, to approve the February 2018 financial report. Motion unanimously carried with a roll call vote.

8. DISCUSSION AND APPROVAL OF HGA ARCHITECTS AND ENGINEERS
CONTRACT

Ms. Lemmer reported on the Library's senior staff meeting with HGA in Milwaukee on the March 2 and that HGA's references spoke very highly of HGA's personnel, work, and ability to listen to community and library advocates. The pros and cons of adding a library consultant to the project were discussed at length. The Board then discussed the HGA contract. At the conclusion of the discussion, Trustee Levitsky made a motion, seconded by Trustee Darling, to enter into a contract for a feasibility study with HGA Architects and Engineers for an amount not to exceed \$70,000, with work to be completed by August 31, 2018, and authorizing Trustee Puch and Trustee Levitsky to sign the contract. Motion unanimously carried with a roll call vote.

9. FINANCE COMMITTEE REPORT

Ms. Lemmer presented the FY2019 Budget and gave a summary report. The Board thoroughly reviewed and discussed the budget. Following the discussion, the Finance Committee recommended approval of the FY2019 budget. Trustee Levitsky moved, seconded by Trustee Travers, to approve the FY2019 budget. Motion unanimously carried with a roll call vote.

10. EXECUTIVE SESSION: PURSUANT TO 5 ILCS 120/2(c)1 THE APPOINTMENT, EMPLOYMENT, COMPENSATION, DISCIPLINE, PERFORMANCE, OR DISMISSAL OF SPECIFIC EMPLOYEES OF THE PUBLIC BODY OR LEGAL COUNSEL FOR THE PUBLIC BODY

Trustee Arnson made a motion, seconded by Trustee Grob, to enter executive session at 8:24 p.m. Motion unanimously carried with a roll call vote.

At 8:24 p.m., Ms. Judy Grasmick left the meeting.

At 8:49 pm, Trustee Travers made a motion, seconded by Trustee Rose, to end the Executive Session. Motion unanimously carried with a roll call vote.

At return to open session, roll call was taken: Todd Puch, President; Ron Levitsky, Vice President; Carrie Travers, Treasurer; Wendy Darling, Secretary; and Trustees Arnson, Grob, Lemke, Parsons, and Rose were present. Also present, Catherine A. Lemmer, Library Director.

11. DISCUSSION AND APPROVAL OF ANNIVERSARY, LONGEVITY, AND RETIREMENT PROGRAMS

The Board thoroughly reviewed and discussed the anniversary, longevity, and retirement programs and the Library's liability with respect to such programs. Trustee Rose made a motion, seconded by Trustee Levitsky, to consult with legal counsel regarding the Library's ability to modify and/or terminate the anniversary, longevity, and retirement payments and asking Ms. Lemmer to report back to the Board with recommendations. Motion unanimously carried.

12. ESTABLISH A NOMINATING COMMITTEE

The Board discussed the formation of a nominating committee. Trustee Parsons made a motion, seconded by Trustee Darling, to establish a nominating committee charged with developing the slate of officers for FY2019 and to appoint Trustees Puch and Rose to the committee. Motion unanimously carried.

13. LIBRARY DIRECTOR REPORT

Ms. Lemmer updated the Board on the many recent programming successes and the plans for the upcoming summer reading program. Trustee Rose inquired if the Girls Who Code program accepts boys and if the Library would consider adding a summer co-ed coding class. Ms. Lemmer confirmed that boys are allowed to take the current coding class and that she will talk with the staff working on the summer programming about the addition of coding classes.

14. UNFINISHED BUSINESS

None

15. NEW BUSINESS

The board reviewed the proposed press release regarding the retention of HGA. The board also discussed the importance of working with the press on this project and agreed that Todd Puch, as President, should serve as the spokesperson.

16. ADJOURNMENT

Trustee Parsons made a motion, seconded by Trustee Travers, to adjourn the meeting at 9:06 p.m. Motion unanimously carried.

Upcoming meetings: **Regular Board Meeting** – April 10, 2018 at 7:30 p.m., Reed Room

Wendy Darling, Secretary

Minutes approved by the Board on April 10, 2018.

Lake Forest Library
Year-to-Date Monthly Financial Report
Month 11
March 2018

FY18

REVENUES	Current Month Actual	Year to Date Actual	Year to Date Budget	Annual Budget	Over/(Under) Variance	% of Annual Budget
Funds on Hand 5/1	\$1,348,747	\$1,348,747	\$1,348,747	\$1,348,747		
Tax Based (Levy, SSN, IMRF)	\$0	\$3,969,283	\$3,648,827	\$3,980,539	\$11,256	99.72%
Non Tax Based	\$1,020	\$121,484	\$55,458	\$60,500	\$66,025	200.80%
Gifts	(\$0)	\$167,448	\$9,167	\$10,000	\$158,281	1674.48%
TOTAL REVENUES	\$1,020	\$4,258,215	\$3,713,452	\$4,051,039	\$235,562	105.11%
TOTAL FUNDS ON HAND	\$1,349,767	\$5,606,962	\$5,062,199	\$5,399,786		
CASH RESERVE: 33%						
EXPENDITURES						
Salaries & Wages	\$68,397	\$1,533,740	\$1,635,055	\$1,848,323	(\$101,315)	82.98%
Fringes	\$30,990	\$557,709	\$686,311	\$775,830	(\$128,602)	71.89%
Materials (print, AV, online)	\$16,175	\$454,659	\$531,667	\$580,000	(\$77,008)	78.39%
O.O.E.*	\$6,619	\$270,832	\$441,729	\$481,886	(\$170,897)	56.20%
Building Maintenance	\$3,021	\$109,530	\$169,583	\$185,000	(\$60,053)	59.21%
Sub Total	\$125,202	\$2,926,470	\$3,464,345	\$3,871,039	(\$537,875)	75.60%
Capital*	\$0	\$51,258	\$165,000	\$180,000	(\$113,742)	28.48%
TOTAL	\$125,202	\$2,977,728	\$3,629,345	\$4,051,039	(\$651,617)	73.51%
BALANCE	\$1,224,564	\$2,629,234	\$1,432,854	\$1,348,747	\$651,617	
RESERVES						
Capital Improvements	\$850,000					
Technology Improvements	\$300,000					
Capital Equipment	\$300,000					
	\$1,450,000					

*Reflects Friends of Lake Forest Library FY2018 award of \$89,600.

**Lake Forest Library
March FY2018
Financial Notes**

Revenues.

Funds on Hand: \$1,348,747 (unrestricted)

Tax Based: \$3,969,283; payments received in June and September. 99% of FY budget; received \$11,000 less than expected for the year.

Non-Tax Based: \$121,484 non-tax revenues: 200% of FY budget (Library income from fines, fees, and investment income.) Investment income was \$56,142 against an annual budget of \$12,500. Fine income is \$23,443; down about 20% against an annual budget of \$32,000. Received \$33,889 impact fee against an \$8000 FY budget.

Gifts: \$167,448; >100% of FY budget. (Reflects Valonis Trust Gift of \$146,978)

Expenditures

Salaries, Fringes: \$1,533,740 for salaries: 83% of FY budget; \$526,719 for fringes: 68% of FY budget. 3 payroll periods to come in FY2018. School year Sunday hours reflected in overtime costs.

Books, AV and Electronic Services: \$454,659: 78% of FY budget. Additional annual database subscriptions and final year end buying push in first quarter 2018. Department expenditures for one-time wish list materials will be evaluated in April.

Other Operating Expenditures: \$270,832: 56% of FY budget. Reflects the allocation of the Friends FY2018 payment into program and special project accounts.

Building Maintenance: \$109,530: 59% of FY budget. Non-operating security camera replacements and final work on two exterior art pieces coming April.

Capital: \$51,258; 29% of FY budget. Includes new blinds in Reed Room, technology and lighting upgrades. Reflects a gift of \$10,500 from Friends for program furniture which has been ordered and be paid for in March. (Actual expenses closer to \$56,000.)

Reserves

\$2,798,747 from City's monthly account balance sheet confirmed by the FY2017 audit. Operating cash reserve currently at \$1,348,747 (33% of operating expenditures) plus reserves for capital equipment (\$300,000), capital improvements (\$850,000), and a technology (\$300,000).

In previous years, our increase in revenues was a percent or two higher than our increase in expenditures because of growth in Lake Forest. Now growth has slowed to well under 1% and the EAV (equalized assessed value) has declined for a number of years. We continue to see our revenues increase at less than 2% per year, while our expenditure increase is about 3-4% per year, with the increase in personnel costs, especially for medical and IMRF. It was in anticipation of little or no growth that we built our reserves. We anticipate future capital improvement costs for ADA compliance and building issues.

Year to Date FY2018: 73% of budget expenses; 100% budget revenues

Discussion and approval of the Computer View Inc. (CVI contract)

The Library issued a Request for Proposal for IT services in February 2018. Four firms requested on-site interviews with Library staff/management and responded to the RFP:

Computer View Inc. 2035 S. Arlington Heights Drive Suite 121 Arlington Heights, IL 60005

Gordon Flesch Company, Inc. One Corporate Drive, Suite 103 Lake Zurich, IL 60435

Outsource IT Solutions Group, Inc. 1730 Park Street, Suite 225 Naperville, IL 60563

Sikich Technology 1415 West Diehl Road, Suite 400 Naperville, IL 60548

After a thorough review, Library staff and management recommends the board approve the contract with Computer View Inc. In reaching this recommendation, the Library focused on responsiveness, experience with libraries and library consortiums, willingness to collaborate with Library staff, cost, and the company's overall experience and expertise.



LAKE FOREST LIBRARY BOARD

MAY 2018

Minutes • Agendas • Board Packets

Regular Monthly Board Meeting

Lake Forest Library Board of Trustees
360 E Deerpath Road, Lake Forest, IL 60045
Regular Meeting Minutes
7:30 p.m. May 8, 2018

1. CALL TO ORDER

The meeting was called to order at 7:30 p.m.

2. ROLL CALL

Present Board members: Germaine Arnson, Wendy Darling, Secretary, Elizabeth Grob, Andrea Lemke, Ron Levitsky, Vice President, Todd Puch, President, David Rose, and Carrie Travers, Treasurer. Absent: Trustee Parsons.

Staff: Catherine Lemmer, Library Director and Felicia Song, Assistant Director

Others: Laura Milnichuk, Kristi Lyons, Roger Ritzman

3. ADDITIONS TO THE AGENDA

No additions to the agenda.

4. APPROVAL OF THE AGENDA

Trustee Arnson made a motion, seconded by Trustee Lemke, to approve the agenda. Motion carried unanimously.

5. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD, and
CORRESPONDENCE

No request to address the Board. A written summary of public correspondence received in April was distributed.

6. EXECUTIVE SESSION

Pursuant to 5 ILCS 120/2(c)1 The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body.

Trustee Levitsky made a motion, seconded by Trustee Grob, to enter executive session at 7:32 p.m. Motion carried unanimously with a roll call vote.

At 9:59 p.m., Trustee Rose made a motion, seconded by Trustee Arnson, to end the Executive Session. Motion carried unanimously with a roll call vote.

At return to open session, roll call was taken: Todd Puch, President; Ron Levitsky, Vice President; Carrie Travers, Treasurer; Wendy Darling, Secretary; and Trustees Arnson, Grob, Lemke, and Rose were present. Also present, Catherine A. Lemmer, Library Director, and Felicia Song, Assistant Director.

7. APPROVAL OF MINUTES

Trustee Levitsky made a motion, seconded by Trustee Rose, to approve the following meeting minutes. Motion carried unanimously.

April 10, 2018 Regular Board Meeting

LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045
May 8, 2018
7:30 p.m. Reed Room – Main Floor
Regular Monthly Meeting Agenda

1. Call Regular Meeting to Order
2. Board of Trustees Roll Call
3. Additions to the Agenda
4. For action: Approval of the Agenda
5. Opportunity for the Public to Address the Board and Correspondence
6. Executive Session: Pursuant to 5 ILCS 120/2(c)1 The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body
7. For discussion and action: Approval of the April 10, 2018 General Meeting Minutes
8. For action: Discussion and approval of the April 2018 Financial Report
9. For action: Discussion and Approval of FY2019 matters and requirements
 - a. Board Meeting Calendar
 - b. Library Calendar and Hours
 - c. FY2019 Nonresident Card Fee
10. Library Director Report
11. Report of Nominating Committee
12. Unfinished Business
 - a. For action: Discussion and approval of Library Director's FY2018 performance and FY2019 compensation
13. New Business
14. Adjournment

Upcoming Meetings

Regular Board Meeting: June 12, 2018, 7:30 pm, Reed Room

Individuals with disabilities who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meetings or the facilities are requested to contact the Library Director at 847.810.4602 promptly to allow the Library to make reasonable accommodations.

**LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045**

May 8, 2018

7:30 p.m. Reed Room – Main Floor

Board Materials

1. Agenda
2. April 10, 2018 General Meeting Minutes
3. April 2018 Financial Report
4. Board Meeting Calendar for July 2018 – June 2019
5. FY2019 Library Calendar and Hours
6. FY2019 Nonresident Card Fee

LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045
May 8, 2018
7:30 p.m. Reed Room – Main Floor
Regular Monthly Meeting Agenda

1. Call Regular Meeting to Order
2. Board of Trustees Roll Call
3. Additions to the Agenda
4. For action: Approval of the Agenda
5. Opportunity for the Public to Address the Board and Correspondence
6. Executive Session: Pursuant to 5 ILCS 120/2(c)1 The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body
7. For discussion and action: Approval of the April 10, 2018 General Meeting Minutes
8. For action: Discussion and approval of the April 2018 Financial Report
9. For action: Discussion and Approval of FY2019 matters and requirements
 - a. Board Meeting Calendar
 - b. Library Calendar and Hours
 - c. FY2019 Nonresident Card Fee
10. Library Director Report
11. Report of Nominating Committee
12. Unfinished Business
 - a. For action: Discussion and approval of Library Director's FY2018 performance and FY2019 compensation
13. New Business
14. Adjournment

Upcoming Meetings

Regular Board Meeting: June 12, 2018, 7:30 pm, Reed Room

Individuals with disabilities who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meetings or the facilities are requested to contact the Library Director at 847.810.4602 promptly to allow the Library to make reasonable accommodations.

Lake Forest Library Board of Trustees
360 E Deerpath Road, Lake Forest, IL 60045
Regular Meeting Minutes
7:30 p.m. April 10, 2018

1. CALL TO ORDER

The meeting was called to order at 7:30 p.m.

2. ROLL CALL

Present Board members: Germaine Arnson, Wendy Darling, Secretary, Elizabeth Grob, Andrea Lemke, Ron Levitsky, Vice President, Beth Parsons, Todd Puch, President, David Rose, and Carrie Travers, Treasurer.

Staff: Catherine Lemmer, Library Director and Felicia Song, Assistant Director

3. ADDITIONS TO THE AGENDA

No additions to the agenda.

4. APPROVAL OF THE AGENDA

Trustee Rose made a motion, seconded by Trustee Darling, to approve the agenda. Motion carried unanimously.

5. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD, and
CORRESPONDENCE

No request to address the Board. A written summary of public correspondence received in March was distributed.

6. APPROVAL OF MINUTES

Trustee Levitsky made a motion, seconded by Trustee Travers, to approve the following meeting minutes. Motion carried unanimously.

March 13, 2018 Regular Board Meeting

7. MONTHLY FINANCIAL REPORT

The Board discussed the March 2018 financial report.

Trustee Arnson made a motion, seconded by Trustee Parsons, to approve the March 2018 financial report. Motion carried unanimously with a roll call vote.

8. LIBRARY DIRECTOR REPORT

Ms. Lemmer provided the Board with feedback regarding the HGA stakeholder meetings. Trustee Levitsky inquired about the reported program statistics. Ms. Lemmer indicated that these are monthly statistics and there is some inconsistency across department reporting. Events also occur at different times of the year so comparing month to month is not always the full story. At the end of the year all of the statistics are reviewed and recalculated to ensure there is consistency in how programs are counted, evaluated, and reported in the annual report to the Illinois State Library.

9. DISCUSSION AND APPROVAL OF COMPUTER VIEW, INC. CONTRACT

Ms. Lemmer reported on the RFP process and presented staff's recommendation of the Computer View, Inc. contract. Trustee Levitsky inquired about the short timeframe in which to make payment. Ms. Lemmer indicated it has not been a problem in the past as the payment is

known and queued up each month but she will request a longer payment timeframe. Trustee Arnson moved, seconded by Trustee Lemke, to approve the contract and authorize Trustee Puch and Trustee Levitsky to sign the contract. Motion carried unanimously with a roll call vote.

10. DISCUSSION AND APPROVAL OF FY2019 INSURANCE COVERAGE

Ms. Lemmer presented the casualty and liability insurance, including workmen's compensation, proposals from Hill & Stone and the recommendation from Hill & Stone that the Library remain with Hanover Insurance. After discussion, Trustee Levitsky made a motion, seconded by Trustee Parsons, to approve the Hanover Insurance coverage for FY2019 as presented. Motion carried unanimously with a roll call vote.

11. DISCUSSION AND APPROVAL OF E-COMMERCE SOLUTIONS

Ms. Lemmer explained that the migration to the Polaris ILS requires a change in the online payment processor and merchant transaction processor as the Library's current vendor for the online payment of fines and fees, ProPay, Inc., is not supported by Polaris. Trustee Rose asked about liability for data breaches and Ms. Lemmer agreed to look into the matter and report back. Trustee Rose made a motion, seconded by Trustee Levitsky, to approve the contracts with Comprise Technologies, Inc. and TYSY Merchant Solutions, Inc. and to terminate the contract with the current vendor ProPay, Inc. Motion carried unanimously with a roll call vote.

12. EXECUTIVE SESSION: PURSUANT TO 5 ILCS 120/2(c)1 THE APPOINTMENT, EMPLOYMENT, COMPENSATION, DISCIPLINE, PERFORMANCE, OR DISMISSAL OF SPECIFIC EMPLOYEES OF THE PUBLIC BODY OR LEGAL COUNSEL FOR THE PUBLIC BODY

Trustee Darling made a motion, seconded by Trustee Travers, to enter executive session at 8:07 p.m. Motion carried unanimously with a roll call vote.

At 9:41 pm, Trustee Levitsky made a motion, seconded by Trustee Grob, to end the Executive Session. Motion carried unanimously with a roll call vote.

At return to open session, roll call was taken: Todd Puch, President; Ron Levitsky, Vice President; Carrie Travers, Treasurer; Wendy Darling, Secretary; and Trustees Arnson, Grob, Lemke, Parsons, and Rose were present. Also present, Catherine A. Lemmer, Library Director, and Felicia Song, Assistant Director.

13. DISCUSSION AND APPROVAL OF ANNIVERSARY, LONGEVITY, AND RETIREMENT PROGRAMS

The Board thoroughly reviewed and discussed the Library's current anniversary, longevity, and retirement payment programs, the benefits and value of these programs, and the Library's liability with respect to each of these programs. Trustee Rose, made a motion seconded by Trustee Travers, to approve the following three recommendations discussed in the Executive Session:

The recommendation that the Board terminate the Library's current anniversary recognition program and adopt the following:

Anniversary Recognition. Subject to budgetary constraints, the Library recognizes service anniversaries of fulltime and part-time employees beginning at the tenth anniversary and every five years thereafter. Employees shall receive \$100 at the tenth anniversary, \$150 at the 15th anniversary, and \$200 at the 20th anniversary and each five-year anniversary thereafter. The amounts shall be pro-rated for part-time employees based on the number of hours worked per week. The payment shall be made in the pay period in which the anniversary occurs.

The recommendation that the Board discontinue the retirement and voluntary termination gifts based on length of service provided for under the Gifts/Flowers Provision of the personnel manual and Board Policy that reads:

There will be a gift (determined by the Administrative Librarian) for a staff member leaving, based on length of service.

A retirement gift (determined by the Administrative Librarian) will be given a staff member retiring after ten or more years.

The recommendation that the Board begin to phase out the Longevity Pay as follows:

Longevity Pay

In addition to regular compensation and in recognition of continued service to the Library, fulltime and part-time employees are eligible for longevity pay as follows: \$35 per year after five (5) years through nine (9) years; \$40 per year of service beginning ten (10) years through fourteen (14) years; \$45 per year of service beginning fifteen (15) years through nineteen (19) years. Employees with 20 or more years of service receive \$75 per year of service. The amounts shall be pro-rated for part-time employees based on the number of hours worked per week.

Subject to budgetary constraints as determined by the Board of Trustees, this sum shall be paid in a lump sum in the last pay period of December of each year; and years of service shall be calculated as of December 31 of the year in which the longevity pay is being paid. Longevity pay is subject to all normal withholding. Employees who leave employment prior to the last pay period in December will not receive the longevity bonus.

In December 2018, subject to budgetary constraints as determined by the Board of Trustees, Longevity Pay will be calculated as above and paid at 100%.

In December 2019, subject to budgetary constraints as determined by the Board of Trustees, Longevity Pay will be calculated as above and paid at 50%.

No Longevity Pay will be paid after January 1, 2020.

The motion was passed with Trustees Darling, Parsons, Grob, Arnson, Lemke, Travers, Levitsky, and Puch voting Yes on all three recommendations. Trustee Rose voting nay on the first recommendation and Yes on the second and third recommendation.

14. DISCUSSION AND APPROVAL OF DIRECTOR'S FY2019 COMPENSATION

Item tabled for May 8, 2018 meeting.

15. UNFINISHED BUSINESS

None

16. ADJOURNMENT

Trustee Parsons made a motion, seconded by Trustee Grob, to adjourn the meeting at 9:41 p.m.
Motion unanimously carried.

Upcoming meetings:

Regular Board Meeting – May 8, 2018 at 7:30 p.m., Reed Room

Wendy Darling, Secretary

Minutes approved by the Board on May 8, 2018.

Discussion and approval of April 2018 Financial Report

The unaudited FY2018 yearend financial report is attached. Final invoices from FY2018 are still in process. This is a very preliminary assessment of the yearend.

Revenues were above budgeted amounts due to:

- \$31,869 in personal proper tax replacement (\$15,000 budget)
- \$62,724 in investment income (\$12,500 budget)
- \$35,293 impact fee (\$8,000 budget)
- \$167,773 gifts

The budgeted amounts reflected the anticipated continued slow growth and the possibility that the reserve funds generating the investment income would need to be used to address building issues. These increases worked to offset declining revenues in the fine and fee line. The unexpected large Valonis Family Trust Gift of \$147,228 also favorably impacted revenues.

Salaries and fringe benefits make up the Library's largest expense. The year ended with a balance of about \$100,000 in the salary line. Savings in overtime pay occurred due to reduced staffing in circulation on Sundays and less severe weather.

The move in July 2017 from two fulltime to two part-time staff in maintenance resulted in savings of \$17,000 plus benefits. Cost savings are likely to increase as the part-time maintenance staff stabilizes in FY2019. Note, although the overall salary line reflects a balance, the temporary salary line shows a deficit because the budget was adopted with the two fulltime maintenance staffing model. As of April 30, the regular salary line reflects a \$36,600 balance and the temporary/part-time line reflects a deficit of \$19,500 in the maintenance department.

The year ended with a balance of about \$90,000 in the fringe benefits line due to employee changes in medical coverage, retirements, and IMRF settling in at 13% for the year.

Although we are still awaiting the final invoices, the lines for operating expenses should all come in at budget. Holding off on all upgrades and nonessential building repairs until we have direction from the architects resulted in a \$120,000 surplus in the building and capital accounts.

At the completion of the audit, the surplus funds will be available for transfer to the reserve funds for capital improvements.

Lake Forest Library
Year-to-Date Monthly Financial Report
Month 12
April 2018
Unaudited

FY18

REVENUES	Current Month Actual	Year to Date Actual	Year to Date Budget	Annual Budget	Over/(Under) Variance	% of Annual Budget
Funds on Hand 5/1	\$1,348,747	\$1,348,747	\$1,348,747	\$1,348,747		
Tax Based (Levy, SSN, IMRF)	\$10,725	\$3,980,008	\$3,980,539	\$3,980,539	\$531	99.99%
Non Tax Based	\$10,411	\$131,895	\$60,500	\$60,500	\$71,395	218.01%
Gifts	\$325	\$167,773	\$10,000	\$10,000	\$157,773	1677.73%
TOTAL REVENUES	\$21,461	\$4,279,676	\$4,051,039	\$4,051,039	\$229,699	105.64%
TOTAL FUNDS ON HAND	\$1,370,208	\$5,628,423	\$5,399,786	\$5,399,786		
CASH RESERVE: 33%						
EXPENDITURES						
Salaries & Wages	\$212,312	\$1,746,052	\$1,848,323	\$1,848,323	(\$102,271)	94.47%
Fringes	\$56,400	\$614,109	\$775,830	\$775,830	(\$161,721)	79.16%
Materials (print, AV, online)	\$53,485	\$508,144	\$580,000	\$580,000	(\$71,856)	87.61%
O.O.E.*	\$60,969	\$331,801	\$481,886	\$481,886	(\$150,085)	68.85%
Building Maintenance	\$42,480	\$152,011	\$185,000	\$185,000	(\$32,989)	82.17%
Sub Total	\$425,646	\$3,352,116	\$3,871,039	\$3,871,039	(\$518,923)	86.59%
Capital*	\$0	\$51,258	\$165,000	\$180,000	(\$113,742)	28.48%
TOTAL	\$425,646	\$3,403,374	\$4,036,039	\$4,051,039	(\$632,665)	84.01%
BALANCE	\$944,562	\$2,225,049	\$1,363,747	\$1,348,747	\$632,665	
RESERVES						
Capital Improvements	\$850,000					
Technology Improvements	\$300,000					
Capital Equipment	\$300,000					
	\$1,450,000					

*Reflects Friends of Lake Forest Library FY2018 award of \$89,600.

**Lake Forest Library
April FY2018 Unaudited
Financial Notes**

Revenues

Funds on Hand: \$1,348,747 (unrestricted)

Tax Based: \$3,980,539; payments received in June and September. 99% of FY budget; received \$17,225 less in levy property tax, but offset in \$16,869 increase in personal proper tax replacement.

Non-Tax Based: \$131,895 non-tax revenues: 218% of FY budget (Library income from fines, fees, and investment income.) Investment income was \$62,724 against an annual budget of \$12,500. Fine income is \$25,174, down against an annual budget of \$32,000. Received \$35,293 impact fee against an \$8000 FY budget.

Gifts: \$167,773; >100% of FY budget. (Reflects Valonis Trust Gift of \$147,228.)

Expenditures

Salaries, Fringes: \$1,746,052 for salaries: 95% of FY budget; \$614,109 for fringes: 80% of FY budget. Savings due to IMRF rate of 13% (budgeted higher due to unknowns). Savings in Overtime due to reduced staffing on Sundays and less severe weather. Move from two fulltime to two part-time in maintenance resulted in savings of \$17,000 plus benefit line. Cost savings likely to increase as part-time maintenance staff stabilizes in FY2019.

Books, AV and Electronic Services: \$508,144: 88% of FY budget. Additional annual database subscriptions and final year end buying still to be recorded in FY2018.

Other Operating Expenditures: \$331,801: 69% of FY budget. Reflects the allocation of the Friends FY2018 payment into program and special project accounts.

Building Maintenance: \$152,011: 82% of FY budget. Holding on all upgrades and nonessential repairs.

Capital: \$51,258; 29% of FY budget. Includes new blinds in Reed Room, technology and lighting upgrades. Reflects a gift of \$10,500 from Friends for program furniture. Holding on all upgrades and nonessential repairs.

Reserves

\$2,798,747 from City's monthly account balance sheet confirmed by the FY2017 audit. Operating cash reserve currently at \$1,348,747 (33% of operating expenditures) plus reserves for capital equipment (\$300,000), capital improvements (\$850,000), and a technology (\$300,000).

Year to Date FY2018: 87% of budget expenses; 100% budget revenues

LAKE FOREST LIBRARY BOARD OF TRUSTEE MEETINGS

July 2018 — June 2019

The Board meets at 7:30 pm on the second Tuesday of each month. Meetings are held in the Reed Room located on the first floor of the Library. The Library's fiscal year is May 1 through April 30. The Board year is July 1 through June 30.

July 10, 2018
August 14, 2018
September 11, 2018
October 9, 2018
November 13, 2018
December 11, 2018
January 8, 2019
February 12, 2019
March 12, 2019
April 9, 2019
May 14, 2019
June 11, 2019

The public is welcome to attend Board meetings. See our Public Comment at Board Meetings Policy at www.lakeforestlibrary.org/public-comment-board-meetings for guidance on how to participate.

LIBRARY HOURS
May 2018 – April 2019

Monday – Thursday: 9:00 am – 9:00 pm
Friday: 9:00 am – 6:00 pm
Saturdays: 9:00 am – 5:00 pm
Sundays: 1:00 pm – 5:00 pm (Labor Day through Memorial Day)

Library Closures

Memorial Day	Monday, May 28, 2018
Independence Day Eve	Tuesday, July 3, 2018 (close at 5:00 pm)
Independence Day	Wednesday, July 4, 2018
Lake Forest Day	Wednesday, August 1, 2018 (closed during parade hours)
Labor Day	Monday, September 3, 2018
Thanksgiving Eve	Wednesday, November 21, 2018 (close at 5:00 pm)
Thanksgiving Day	Thursday, November 22, 2018
Christmas Eve	Monday, December 24, 2018
Christmas Day	Tuesday, December 25, 2018
New Year's Eve	Monday, December 31, 2018 (close at 5:00 pm)
New Year's Day	Tuesday, January 1, 2019
Sunday Closing	Sunday, April 21, 2019

TBD: Staff In-Service Day(s): Fall ½ day; Spring ½ day - full day.

Establishing the Non-Resident Fee for FY2019

The Library Board has the authority to extend the use of the Library to a non-resident for an annual fee at least equal to the cost paid by the residents. A non-resident is defined as “an individual residing in Illinois who does not have his or her principal residence within a public library service area.” [23 Ill. Adm. Code 3020.10]

Under Illinois State Library rules approved as part of the Illinois Administrative Code [23 Ill. Adm. Code 3050], a public library has one of three options to use to determine its fee for a non-resident library card. The aim is to establish a fee that is equitable and proportionate to the fee paid by a resident through local tax sources such as residential property tax.

The Library must annually approve the participation in the non-resident card program and new non-resident fee.

The Library uses the following mathematical formula:

Formula For Calculating A Minimum Non Resident Fee

(Tax income divided by population) multiplied by average household size

tax income (FY19):	\$4,072,315
population:	/ 19,375
cost per capita:	= \$210.84
average household size =	x 2.86 (population/number of households 6,763)
non-resident fee	= \$602.15

Source of population is the 2010 Census and number of housing units (households) is from the United States Census Bureau (American Fact Finder – 2012-2016 American Community Survey 5-year Estimate).



LAKE FOREST LIBRARY BOARD

JUNE 2018

Minutes • Agendas • Board Packets

**Notice of Quorum
Regular Monthly Board Meeting
June 19 Special Meeting**

LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045

June 6, 2018

Notice of Quorum

The Trustees of the Lake Forest Library will be onsite at the Library for information gathering sessions with Hammel, Green and Abrahamson, Inc. (HGA). The purpose of these sessions is to inform HGA's work in developing a feasibility plan for the Library.

Lake Forest Library Board of Trustees
360 E Deerpath Road, Lake Forest, IL 60045
Regular Meeting Minutes
7:30 p.m. June 12, 2018

1. **CALL TO ORDER**
The meeting was called to order at 7:30 p.m.
2. **ROLL CALL**
Present Board members: Germaine Arnson, Wendy Darling, Secretary, Elizabeth Grob, Andrea Lemke, Ron Levitsky, Vice President, Todd Puch, President, Beth Parsons, David Rose, and Carrie Travers.
Staff: Catherine Lemmer, Library Director
3. **ADDITIONS TO THE AGENDA**
No additions to the agenda.
4. **APPROVAL OF THE AGENDA**
Trustee Arnson made a motion, seconded by Trustee Lemke, to approve the agenda. Motion carried unanimously.
5. **OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD, and CORRESPONDENCE**
No request to address the Board. A written summary of public correspondence received in April was distributed.
6. **APPROVAL OF MINUTES**
Trustee Levitsky made a motion, seconded by Trustee Grob, to approve the following meeting minutes. Motion carried unanimously.
 May 8, 2018 Regular Board Meeting
7. **MONTHLY FINANCIAL REPORT**
Trustee Parsons made a motion, seconded by Trustee Travers, to approve the May 2018 financial report. Motion carried unanimously with a roll call vote.
8. **REPORT OF THE NOMINATING COMMITTEE**
President Puch reported that the officer slate for July 2018-June 2019 year is as follows: President: Ron Levitsky; Vice President: Carrie Travers; Treasurer: Wendy Darling; and Secretary: Beth Parsons. The slate will be voted on at the July Board meeting.
9. **LIBRARY DIRECTOR REPORT**
Ms. Lemmer updated the Board on recent personnel changes and introduced the topic of bringing in a consultant to assist the Library to develop position descriptions, benchmark salaries, complete a payroll analysis, and create a performance evaluation system. The Board discussed the merits of improving HR systems in the Library and asked Ms. Lemmer to prepare and post an RFP for these services.
10. **UNFINISHED BUSINESS**
Discussion and approval of Director's FY2019 Compensation.

The Board discussed Ms. Lemmer's FY2018 performance at length. Based on her performance and accomplishments Trustee Levitsky made a motion, seconded by Trustee Arnson, to increase Ms. Lemmer's salary by 3.75% and give a \$2,000 merit bonus for FY2019. Motion carried with a roll call vote: Trustees Arnson, Grob, Lemke, Levitsky and Parsons voted in favor of the motion. Trustees Darling, Puch, Rose, and Travers voted against the motion.

11. ADJOURNMENT


Trustee Levitsky made a motion, seconded by Trustee Arnson, to adjourn the meeting at 8:57 p.m. Motion unanimously carried.

Upcoming meetings:

Special Board Meeting – June 19, 2018 at 6:30 p.m. Reed Room

Regular Board Meeting – July 10, 2018 at 7:30 p.m. Reed Room

Special Board Meeting – July 16, 2018 at 6:30 p.m. Reed Room



Wendy Darling, Secretary

Minutes approved by the Board on July 10, 2018.

LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045
June 12, 2018
7:30 p.m. Reed Room – Main Floor
Regular Monthly Meeting Agenda

1. Call Regular Meeting to Order
2. Board of Trustees Roll Call
3. Additions to the Agenda
4. For action: Approval of the Agenda
5. Opportunity for the Public to Address the Board and Correspondence
6. For discussion and action: Approval of the May 8, 2018 General Meeting Minutes
7. For action: Discussion and approval of the May 2018 Financial Report
8. Report of Nominating Committee on slate of officers (July 2018 -June 2019)
9. Library Director Report
10. Executive Session: Pursuant to 5 ILCS 120/2(c)1 The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body
11. Unfinished Business
 - a. For action: Discussion and approval of Library Director's FY2018 performance and FY2019 compensation
 - b. For action: Discussion and approval of employee agreement
12. New Business
13. Adjournment

Upcoming Meetings

Regular Board Meeting: July 10, 2018, 7:30 pm, Reed Room

Individuals with disabilities who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meetings or the facilities are requested to contact the Library Director at 847.810.4602 promptly to allow the Library to make reasonable accommodations.

LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045
June 12, 2018
7:30 p.m. Reed Room – Main Floor
Board Materials

1. Agenda
2. May 8, 2018 General Meeting Minutes
3. May 2018 Financial Report

LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045
June 12, 2018
7:30 p.m. Reed Room – Main Floor
Regular Monthly Meeting Agenda

1. Call Regular Meeting to Order
2. Board of Trustees Roll Call
3. Additions to the Agenda
4. For action: Approval of the Agenda
5. Opportunity for the Public to Address the Board and Correspondence
6. For discussion and action: Approval of the May 8, 2018 General Meeting Minutes
7. For action: Discussion and approval of the May 2018 Financial Report
8. Report of Nominating Committee on slate of officers (July 2018 -June 2019)
9. Library Director Report
10. Executive Session: Pursuant to 5 ILCS 120/2(c)1 The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body
11. Unfinished Business
 - a. For action: Discussion and approval of Library Director's FY2018 performance and FY2019 compensation
 - b. For action: Discussion and approval of employee agreement
12. New Business
13. Adjournment

Upcoming Meetings

Regular Board Meeting: July 10, 2018, 7:30 pm, Reed Room

Individuals with disabilities who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meetings or the facilities are requested to contact the Library Director at 847.810.4602 promptly to allow the Library to make reasonable accommodations.

Lake Forest Library Board of Trustees
360 E Deerpath Road, Lake Forest, IL 60045
Regular Meeting Minutes
7:30 p.m. May 8, 2018

1. CALL TO ORDER

The meeting was called to order at 7:30 p.m.

2. ROLL CALL

Present Board members: Germaine Arnson, Wendy Darling, Secretary, Elizabeth Grob, Andrea Lemke, Ron Levitsky, Vice President, Todd Puch, President, David Rose, and Carrie Travers, Treasurer. Absent: Trustee Parsons.

Staff: Catherine Lemmer, Library Director and Felicia Song, Assistant Director

Others: Laura Milnichuk, Kristi Lyons, Roger Ritzman

3. ADDITIONS TO THE AGENDA

No additions to the agenda.

4. APPROVAL OF THE AGENDA

Trustee Arnson made a motion, seconded by Trustee Lemke, to approve the agenda. Motion carried unanimously.

5. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD, and
CORRESPONDENCE

No request to address the Board. A written summary of public correspondence received in April was distributed.

6. EXECUTIVE SESSION

Pursuant to 5 ILCS 120/2(c)1 The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body.

Trustee Levitsky made a motion, seconded by Trustee Grob, to enter executive session at 7:32 p.m. Motion carried unanimously with a roll call vote.

At 9:59 p.m., Trustee Rose made a motion, seconded by Trustee Arson, to end the Executive Session. Motion carried unanimously with a roll call vote.

At return to open session, roll call was taken: Todd Puch, President; Ron Levitsky, Vice President; Carrie Travers, Treasurer; Wendy Darling, Secretary; and Trustees Arnson, Grob, Lemke, and Rose were present. Also present, Catherine A. Lemmer, Library Director, and Felicia Song, Assistant Director.

7. APPROVAL OF MINUTES

Trustee Levitsky made a motion, seconded by Trustee Rose, to approve the following meeting minutes. Motion carried unanimously.

April 10, 2018 Regular Board Meeting

8. MONTHLY FINANCIAL REPORT

Trustee Levitsky made a motion, seconded by Trustee Aronson, to approve the April 2018 financial report. Motion carried unanimously with a roll call vote.

9. DISCUSSION AND APPROVAL OF FY2019 MATTERS AND REQUIREMENTS

Trustee Rose made a motion, seconded by Trustee Lemke, to approve the FY2019 Board Meeting Calendar and the FY2019 Library Calendar and Hours. Motion carried unanimously.

Trustee Levitsky made a motion, seconded by Trustee Rose, to approve participation in the Illinois non-resident card program and set the FY2019 non-resident card fee at \$602.15. Motion carried unanimously with a roll call vote.

10. LIBRARY DIRECTOR REPORT

There were no questions on the report.

11. REPORT OF THE NOMINATING COMMITTEE

President Puch reported that the nominee for President is Trustee Levitsky and that the rest of the FY2019 officer's slate is still being developed. The full slate will be brought to the Board at the June meeting.

12. UNFINISHED BUSINESS

Discussion and approval of Director's FY2019 Compensation. Item tabled for June 12, 2018 meeting.

13. ADJOURNMENT

Trustee Travers made a motion, seconded by Trustee Grob, to adjourn the meeting at 10:03 p.m. Motion unanimously carried.

Upcoming meetings:

Regular Board Meeting – June 12, 2018 at 7:30 p.m. Reed Room

Wendy Darling, Secretary

Minutes approved by the Board on May 12, 2018.

Lake Forest Library
Year-to-Date Monthly Financial Report
May 2018
FY2019

Agenda Item 7

REVENUES	Current Month Actual	Year to Date Actual	Year to Date Budget	Annual Budget	Over/(Under) Variance	% of Annual Budget
Funds on Hand 5/1	\$2,134,844	\$2,134,844		\$1,650,000		
Tax Based (Levy, SSN, IMRF)	\$1,074,221	\$1,074,221	\$340,193	\$4,082,315	\$734,028	26.31%
Non Tax Based	\$2,972	\$2,972	\$4,571	\$54,850	(\$1,599)	5.42%
Gifts (includes Friends)	\$0	\$0	\$5,833	\$70,000	(\$5,833)	0.00%
TOTAL REVENUES	\$1,077,193	\$1,077,193	\$350,597	\$4,207,165	\$726,596	25.60%
TOTAL FUNDS ON HAND	\$3,212,036	\$3,212,037	\$350,597	\$5,857,165	\$726,596	
EXPENDITURES						
Salaries & Wages	\$59,650	\$59,650	\$142,179	\$1,848,323	(\$82,529)	3.23%
Fringes	\$36,573	\$36,573	\$59,519	\$773,741	(\$22,945)	4.73%
Materials (print, AV, online)	\$35,212	\$35,212	\$48,333	\$580,000	(\$13,122)	6.07%
O.O.E.	\$50,530	\$50,530	\$47,531	\$570,375	\$2,999	8.86%
Building Maintenance	\$9,977	\$9,977	\$16,333	\$196,000	(\$6,356)	5.09%
Sub Total	\$191,942	\$191,942	\$313,895	\$3,968,439	(\$121,953)	4.84%
Capital	\$4,330	\$4,330	\$17,083	\$205,000	(\$12,753)	2.11%
TOTAL	\$196,272	\$196,272	\$330,978	\$4,173,439	(\$134,707)	4.70%
BALANCE	\$3,015,765	\$3,015,765	\$19,619	\$1,683,726	\$861,303	179.11%
RESERVES						
Capital Improvements	\$850,000					
Technology Improvements	\$300,000					
Capital Equipment	\$300,000					
	\$1,450,000					

**Lake Forest Library
May FY2019
Financial Notes**

Revenues

Funds on Hand: \$2,134,844 (unrestricted), subject to FY2018 audit and transfers back. Some portion will be available to transfer to capital improvements account.

Tax Based: \$1,074,221; payments received in June and September. 26% of FY budget.

Non-Tax Based: \$2,972 non-tax revenues from Impact Fees, against a \$12,000 budget line: 5% of FY budget (Library income from fines, fees, and investment income).

Gifts: \$0; \$62,000 Friends grant has been received; does not appear in financials as the monthly bank reconciliation has not been completed by the City as of this date.

Expenditures

Salaries, Fringes: \$59,650 for salaries: 3% of FY budget; \$36,753 for fringes: 4.75% of FY budget.

Books, AV and Electronic Services: \$35,212: 6% of FY budget.

Other Operating Expenditures: \$50,530: 8.8% of FY budget. First monthly payment made to HGA.

Building Maintenance: \$9,977: 5% of FY budget. Reflects services calls for HVAC, elevator, sprinklers, and other systems.

Capital: \$4,330; 2% of FY budget. Includes technology and lighting upgrades.

Reserves

\$3,584,844. Operating cash reserve is currently at \$2,134,844; upon completion of the FY2018 audit this amount can be reduced to \$1,650,000 (35% of operating) with a transfer of surplus to increase reserves for capital equipment (\$300,000), capital improvements (\$850,000), and technology (\$300,000).

Year to Date FY2019: 5% of budget expenses; 25% budget revenues

Lake Forest Library Board of Trustees
360 E Deerpath Road, Lake Forest, IL 60045
Special Meeting Minutes
6:30 p.m. June 19, 2018

1. CALL TO ORDER

The meeting was called to order at 6:35 p.m.

2. ROLL CALL

Present Board members: Germaine Arnson, Wendy Darling, Secretary, Elizabeth Grob, Andrea Lemke, Ron Levitsky, Vice President, Todd Puch, President, Beth Parsons, David Rose, and Carrie Travers.
Guests: Jane Dederling and Victor Pechaty of HGA. Staff: Catherine Lemmer, Library Director

3. ADDITIONS TO THE AGENDA

No additions to the agenda.

4. APPROVAL OF THE AGENDA

Trustee Parsons made a motion, seconded by Trustee Arnson, to approve the agenda. Motion carried unanimously.

5. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD, and CORRESPONDENCE

No request to address the Board. A written summary of public correspondence received in April was distributed.

6. DISCUSSION AND APPROVAL OF NEXT STEPS FOR HGA

Ms. Dederling and Mr. Pechaty led the Board through a lengthy and thorough presentation and discussion of a proposed site plan and three potential building options. The Board stressed the need for robust ADA compliance, flexibility in the spaces, maintenance of the historic nature of the building while modernizing the building to make it more inviting and delivery of services more efficient, increased parking, and right-sizing the spaces. At the end of the presentation, the Board asked for cost analysis on various proposals for the July 16th meeting. In addition, the Board asked for assistance in creating deliverables to enable the Board to begin discussion with potential donors to judge the capacity in the community for the size of the proposed project.

7. UNFINISHED BUSINESS

None

8. NEW BUSINESS

None

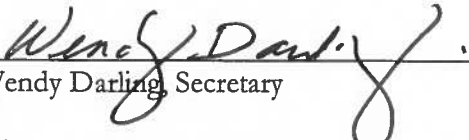
9. ADJOURNMENT

Trustee Levitsky made a motion, seconded by Trustee Parson, to adjourn the meeting at 9:30 p.m. Motion unanimously carried.

Upcoming meetings:

Regular Board Meeting – July 10, 2018 at 7:30 p.m. Reed Room

Special Board Meeting – July 16, 2018 at 6:30 p.m. Reed Room



Wendy Darling, Secretary

Minutes approved by the Board on July 10, 2018.

LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045
June 19, 2018
6:30 p.m. Reed Room – Main Floor
Special Meeting Agenda

1. Call Regular Meeting to Order
2. Board of Trustees Roll Call
3. Additions to the Agenda
4. For action: Approval of the Agenda
5. Opportunity for the Public to Address the Board and Correspondence
6. Discussion and approval of next steps for HGA, Inc.
7. Unfinished Business
8. New Business
9. Adjournment

Upcoming Meetings

Regular Board Meeting: July 10, 2018, 7:30 pm, Reed Room

Individuals with disabilities who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meetings or the facilities are requested to contact the Library Director at 847.810.4602 promptly to allow the Library to make reasonable accommodations.



LAKE FOREST LIBRARY BOARD

JULY 2018

Minutes • Agendas • Board Packets

**Regular Monthly Board Meeting
July 16 Special Meeting**

Lake Forest Library Board of Trustees
360 E Deerpath Road, Lake Forest, IL 60045
Regular Meeting Minutes
7:30 p.m. July 10, 2018

1. CALL TO ORDER

The meeting was called to order at 7:30 p.m.

2. ROLL CALL

Present Board members: Germaine Arnson, Wendy Darling, Secretary, Elizabeth Grob, Ron Levitsky, Vice President, Todd Puch, President, David Rose, and Carrie Travers.

Staff: Catherine Lemmer, Library Director

Absent: Trustees Andrea Lemke and Beth Parsons.

3. ADDITIONS TO THE AGENDA

President Puch added items to NEW BUSINESS.

4. APPROVAL OF THE AGENDA

Trustee Levitsky made a motion, seconded by Trustee Rose, to approve the agenda as amended. Motion carried unanimously.

5. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD, and CORRESPONDENCE

No request to address the Board. A written summary of public correspondence received in June was distributed.

6. APPROVAL OF MINUTES

Trustee Levitsky made a motion, seconded by Trustee Arnson, to approve the following meeting minutes. Motion carried unanimously.

June 12, 2018 Regular Board Meeting

Trustee Levitsky made a motion, seconded by Trustee Rose, to approve the following meeting minutes. Motion carried unanimously.

June 19, 2018 Special Board Meeting

7. MONTHLY FINANCIAL REPORT

Trustee Arnson made a motion, seconded by Trustee Darling, to approve the June 2018 financial report. Motion carried unanimously with a roll call vote.

8. ELECTION OF OFFICERS

President Puch thanked Trustee Rose for his work on the nominating committee and expressed his appreciation to the current officers of the board for their work over the last year. Trustee Darling thanked Trustee Puch for his service as President. Trustee Rose made an omnibus motion, seconded by Trustee Travers, to elect the July 2018 – June 2019 officer slate as presented: President: Ron Levitsky; Vice President: Carrie Travers; Treasurer: Wendy Darling; and Secretary: Beth Parsons. The motion carried unanimously.

9. COMMITTEE MEMBERSHIP

Committee descriptions for the Finance, Services, Long Range, and Fund Raising committees were distributed. Trustee Levitsky asked Trustees to send their committee interests to him.

10. APPROVAL OF THE FY2018 ILLINOIS PUBLIC LIBRARY ANNUAL REPORT

Ms. Lemmer updated the Board on the Library's FY2018 year-end statistics. She provided the Board with statistics from peer institutions. In FY2018, there was an increase in per capita program attendance from .96% to 1.50%; and use of the Library remains strong. On a state-wide comparison level (658 reporting libraries), the Library ranked 56th in circulation per capita; 25th in program attendance; 8th in reference transactions per capita; 37th in cardholders per capita; and 6th in library visits per capita. In FY2019, the Library plans to focus on weeding the collection, increasing the number of cardholders, and increasing circulation.

Trustee Levitsky made a motion, seconded by Trustee Grob, to approve the FY2018 Illinois Public Library Annual Report. Motion carried unanimously.

11. LIBRARY DIRECTOR REPORT

Ms. Lemmer updated the Board on recent personnel changes and community conversations regarding the building. She reported that the external legal review of the personnel handbook is nearly completed. A copy of the current draft of the personnel handbook was distributed. Ms. Lemmer reported that the HR RFP will close on July 13 and that she will bring that information to the Board at the next meeting. She also reported that the Library obtained six bids for custodial services and will bring the discussion of outsourcing custodial services to the Board at the August meeting.

12. UNFINISHED BUSINESS

None.

13. NEW BUSINESS

Trustee Puch read a letter from the Board to Ms. Lemmer commending her on her FY2018 performance.

Trustee Puch reported that the Caucus had contacted him regarding positions coming open on the Board. He indicated that he had informed the Caucus that there are no open positions in FY2019. A discussion followed with respect to suggestions to pass along to the Caucus about future trustees. Trustee Rose suggested that candidates should have a passion for and interest in libraries and their services. Trustee Travers further suggested it would be helpful if future candidates had skills or an interest in fundraising.

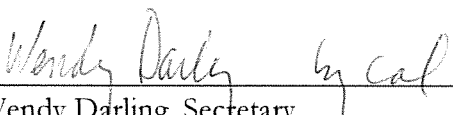
14. ADJOURNMENT

Trustee Arnsen made a motion, seconded by Trustee Travers, to adjourn the meeting at 8:19 p.m. Motion unanimously carried.

Upcoming meetings:

Special Board Meeting – August 6, 2018 at 6:30 p.m. Reed Room

Regular Board Meeting – August 14, 2018 at 7:30 p.m. Reed Room



Wendy Darling, Secretary

Minutes approved by the Board on July 16, 2018.

LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045
July 10, 2018
7:30 p.m. Reed Room – Main Floor
Regular Monthly Meeting Agenda

1. Call Regular Meeting to Order
2. Board of Trustees Roll Call
3. Additions to the Agenda
4. For action: Approval of the Agenda
5. Opportunity for the Public to Address the Board and Correspondence
6. For discussion and action:
 - a. Approval of the June 12, 2018 General Meeting Minutes
 - b. Approval of the June 19, 2018 Special Meeting Minutes
7. For action: Discussion and approval of the June 2018 Financial Report
8. For action: Election of officers (July 2018 - June 2019)
9. For discussion: Committee membership (July 2018 - June 2019)
10. For action: Review and Approval of FY2018 IPLAR
11. Library Director Report
12. Unfinished Business
13. New Business
14. Adjournment

Upcoming Meetings

Special Board Meeting: July 16, 2018, 6:30 pm, Reed Room

Regular Board Meeting: August 14, 2018, 7:30 pm, Reed Room

Individuals with disabilities who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meetings or the facilities are requested to contact the Library Director at 847.810.4602 promptly to allow the Library to make reasonable accommodations.

LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045
July 10, 2018
7:30 p.m. Reed Room – Main Floor
Board Materials

1. Agenda
2. June 12, 2018 General Meeting Minutes
3. June 19, 2019 Special Meeting Minutes
4. Officer Slate (May 2018 – June 2019)

**LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045**

July 10, 2018

7:30 p.m. Reed Room – Main Floor

Regular Monthly Meeting Agenda

1. Call Regular Meeting to Order
2. Board of Trustees Roll Call
3. Additions to the Agenda
4. For action: Approval of the Agenda
5. Opportunity for the Public to Address the Board and Correspondence
6. For discussion and action:
 - a. Approval of the June 12, 2018 General Meeting Minutes
 - b. Approval of the June 19, 2018 Special Meeting Minutes
7. For action: Discussion and approval of the June 2018 Financial Report
8. For action: Election of officers (July 2018 - June 2019)
9. For discussion: Committee membership (July 2018 - June 2019)
10. For action: Review and Approval of FY2018 IPLAR
11. Library Director Report
12. Unfinished Business
13. New Business
14. Adjournment

Upcoming Meetings

Special Board Meeting: July 16, 2018, 6:30 pm, Reed Room

Regular Board Meeting: August 14, 2018, 7:30 pm, Reed Room

Individuals with disabilities who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meetings or the facilities are requested to contact the Library Director at 847.810.4602 promptly to allow the Library to make reasonable accommodations.

Lake Forest Library Board of Trustees
360 E Deerpath Road, Lake Forest, IL 60045
Regular Meeting Minutes
7:30 p.m. June 12, 2018

1. CALL TO ORDER
The meeting was called to order at 7:30 p.m.
2. ROLL CALL
Present Board members: Germaine Arnson, Wendy Darling, Secretary, Elizabeth Grob, Andrea Lemke, Ron Levitsky, Vice President, Todd Puch, President, Beth Parsons, David Rose, and Carrie Travers.
Staff: Catherine Lemmer, Library Director
3. ADDITIONS TO THE AGENDA
No additions to the agenda.
4. APPROVAL OF THE AGENDA
Trustee Arnson made a motion, seconded by Trustee Lemke, to approve the agenda. Motion carried unanimously.
5. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD, and
CORRESPONDENCE
No request to address the Board. A written summary of public correspondence received in April was distributed.
6. APPROVAL OF MINUTES
Trustee Levitsky made a motion, seconded by Trustee Grob, to approve the following meeting minutes. Motion carried unanimously.
 May 8, 2018 Regular Board Meeting
7. MONTHLY FINANCIAL REPORT
Trustee Parsons made a motion, seconded by Trustee Travers, to approve the May 2018 financial report. Motion carried unanimously with a roll call vote.
8. REPORT OF THE NOMINATING COMMITTEE
President Puch reported that the officer slate for July 2018-June 2019 year is as follows: President: Ron Levitsky; Vice President: Carrie Travers; Treasurer: Wendy Darling; and Secretary: Beth Parsons. The slate will be voted on at the July Board meeting.
9. LIBRARY DIRECTOR REPORT
Ms. Lemmer updated the Board on recent personnel changes and introduced the topic of bringing in a consultant to assist the Library to develop position descriptions, benchmark salaries, complete a payroll analysis, and create a performance evaluation system. The Board discussed the merits of improving HR systems in the Library and asked Ms. Lemmer to prepare and post an RFP for these services.
10. UNFINISHED BUSINESS
Discussion and approval of Director's FY2019 Compensation.

The Board discussed Ms. Lemmer's FY2018 performance at length. Based on her performance and accomplishments Trustee Levitsky made a motion, seconded by Trustee Arnson, to increase Ms. Lemmer's salary by 3.75% and give a \$2,000 merit bonus for FY2019. Motion carried with a roll call vote: Trustees Arnson, Grob, Lemke, Levitsky and Parsons voted in favor of the motion. Trustees Darling, Puch, Rose, and Travers voted against the motion.

11. ADJOURNMENT

Trustee Levitsky made a motion, seconded by Trustee Arnson, to adjourn the meeting at 8:57 p.m. Motion unanimously carried.

Upcoming meetings:

Special Board Meeting – June 19, 2018 at 6:30 p.m. Reed Room

Regular Board Meeting – July 10, 2018 at 7:30 p.m. Reed Room

Special Board Meeting – July 16, 2018 at 6:30 p.m. Reed Room

Wendy Darling, Secretary

Minutes approved by the Board on July 10, 2018.

Lake Forest Library Board of Trustees
360 E Deerpath Road, Lake Forest, IL 60045
Special Meeting Minutes
6:30 p.m. June 19, 2018

1. CALL TO ORDER
The meeting was called to order at 6:35 p.m.
2. ROLL CALL
Present Board members: Germaine Arnson, Wendy Darling, Secretary, Elizabeth Grob, Andrea Lemke, Ron Levitsky, Vice President, Todd Puch, President, Beth Parsons, David Rose, and Carrie Travers.
Guests: Jane Dederling and Victor Pechaty of HGA. Staff: Catherine Lemmer, Library Director
3. ADDITIONS TO THE AGENDA
No additions to the agenda.
4. APPROVAL OF THE AGENDA
Trustee Parsons made a motion, seconded by Trustee Arnson, to approve the agenda. Motion carried unanimously.
5. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD, and CORRESPONDENCE
No request to address the Board. A written summary of public correspondence received in April was distributed.
6. DISCUSSION AND APPROVAL OF NEXT STEPS FOR HGA
Ms. Dederling and Mr. Pechaty led the Board through a lengthy and thorough presentation and discussion of a proposed site plan and three potential building options. The Board stressed the need for robust ADA compliance, flexibility in the spaces, maintenance of the historic nature of the building while modernizing the building to make it more inviting and delivery of services more efficient, increased parking, and right-sizing the spaces. At the end of the presentation, the Board asked for cost analysis on various proposals for the July 16th meeting. In addition, the Board asked for assistance in creating deliverables to enable the Board to begin discussion with potential donors to judge the capacity in the community for the size of the proposed project.
7. UNFINISHED BUSINESS
None
8. NEW BUSINESS
None
9. ADJOURNMENT
Trustee Levitsky made a motion, seconded by Trustee Parson, to adjourn the meeting at 9:30 p.m.
Motion unanimously carried.

Upcoming meetings:

Regular Board Meeting – July 10, 2018 at 7:30 p.m. Reed Room

Special Board Meeting – July 16, 2018 at 6:30 p.m. Reed Room

Wendy Darling, Secretary

Minutes approved by the Board on July 10, 2018.

Officer Slate (May 2018 – June 2019)

Nominees are as follows:

President – Ron Levitsky

Vice President – Carrie Travers

Treasurer – Wendy Darling

Secretary – Beth Parsons

Lake Forest Library Board of Trustees
360 E Deerpath Road, Lake Forest, IL 60045
Special Meeting Minutes
6:30 p.m. July 16, 2018

1. CALL TO ORDER

President Levitsky called the meeting to order at 6:30 p.m.

2. APPOINTMENT OF SECRETARY PRO TEM

Ms. Lemmer agreed to act as secretary and take the minutes of the meeting.

3. ROLL CALL

Present Board members: Germaine Arnson, Wendy Darling, Treasurer, Elizabeth Grob, Andrea Lemke, Ron Levitsky, President, David Rose, and Carrie Travers, Vice President.

Guests: Victor Pechaty and Ginny Lakovic, HGA

Staff: Catherine Lemmer, Library Director, Felicia Song, Assistant Director, and Joy Schmoll, Head of Marketing.

Absent: Trustees Beth Parsons, Secretary, and Todd Puch

4. ADDITIONS TO THE AGENDA

None.

5. APPROVAL OF THE AGENDA

Trustee Arnson made a motion, seconded by Trustee Lemke, to approve the agenda. Motion carried unanimously.

6. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD, AND CORRESPONDENCE

There was no request to address the Board and no correspondence.

7. APPROVAL OF MINUTES

Trustee Levitsky noted that the draft minutes incorrectly referenced that he was on the Nominating Committee. The secretary will make the change to the minutes. Trustee Lemke made a motion, seconded by Trustee Travers, to approve the following meeting minutes as revised. Motion carried unanimously.

July 10, 2018 Regular Board Meeting

8. PRESENTATION BY HGA

Victor Pechaty of HGA presented a site map detailing additional parking and reversing the traffic flow. Mr. Pechaty discussed the various options and related costs for making all the access points to the Library fully ADA compliant. Ginny Lakovic discussed reinstalling the original front walk and the effects on the historic nature of the property of the parking on the east side of the Library.

HGA then went on to present the Board with the five potential options. All five options included new systems and general fixing of other identified infrastructure problems—including the dome and glass roof over the Kasian Room.

In each scenario, the Library will most likely need to go offsite during construction. The proposed estimates include costs for reserves, relocation during construction, and items such as legal fees, permits, and architectural fees. There was some discussion about the level of reserves and perhaps the need to increase them in the final budget due to the historic nature of the building.

Option One: Increase the square footage to 40,976 by removing the existing north wing and replacing it with a two-story addition on the north side. This option includes the suppression of the interior core (wide crossing staircase in adult services) to remove both upper and mid-level mezzanines and use a less space demanding stairwell, and fixing all infrastructure and systems issues. Final square footage: 40,976.

Option Two: Fix all the infrastructure and systems issues. Square footage remains at 28,102.

Option Three (A): No change to existing footprint. Fix all the infrastructure and systems issues with the addition of the suppression of the interior core (wide crossing staircase in adult services) to remove both the upper and mid-level mezzanines and use a less space demanding stairwell. Square footage reduces to 26,458 due to lost mezzanines.

Option Three (B): No change to existing footprint. Fix all the infrastructure issues and systems issues with the addition of the suppression of the interior core (wide crossing staircase in adult services) to remove both the upper and mid-level mezzanines and use with a less space demanding stairwell. Rebuild upper mezzanine at higher ceiling height and recapture some square footage from lost mezzanines. Square footage 28,403.

Option Four: Remove existing north wing and build a new one story north wing with a basement, suppress the interior core (wide crossing staircase in adult services) to remove both the upper and mid-level mezzanines and use a less space demanding stairwell, and fix all the infrastructure and systems issues. Final square footage: 34,825.

Option Five: Demolish existing building and build new on same site.

Additional items and potential projects discussed include:

1. Snow melt systems for sidewalks
2. East side ADA compliant entrance
3. Courtyard renovations
4. Restore historic center sidewalk on front lawn

At the conclusion of the presentation and lengthy discussion, the Board decided it would continue to review all the options while making inquiries regarding potential public-private partnerships with the City of Lake Forest and investigating the potential for funding in the philanthropic community. The Board decided to meet again on August 6 to revisit the options after gathering the additional funding information.

9. UNFINISHED BUSINESS
None.

Lake Forest Library Board of Trustees
Special Meeting Minutes
July 16, 2018

10. NEW BUSINESS

None.

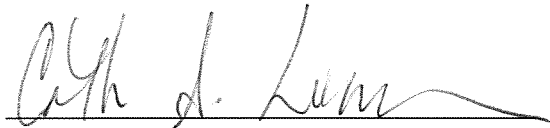
11. ADJOURNMENT

Trustee Darling made a motion, seconded by Trustee Grob, to adjourn the meeting at 8:54 p.m.
Motion unanimously carried.

Upcoming meetings:

Special Board Meeting – August 6, 2018 at 6:30 p.m. Reed Room

Regular Board Meeting – August 14, 2018 at 7:30 p.m. Reed Room



Catherine A. Lemmer, Secretary Pro Tem

Minutes approved by the Board on August 6, 2018.

LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045
July 16, 2018
6:30 p.m. Reed Room – Main Floor
Special Meeting Agenda

1. Call Regular Meeting to Order
2. Board of Trustees Roll Call
3. Additions to the Agenda
4. For action: Approval of the Agenda
5. Opportunity for the Public to Address the Board and Correspondence
6. For discussion and action: Approval of the July 10, 2018 Meeting Minutes
7. For discussion and approval: HGA, Inc. and other building related actions
8. Unfinished Business
9. New Business
10. Adjournment

Upcoming Meetings

Special Board Meeting: August 6, 2018, 6:30 pm, Reed Room

Regular Board Meeting: August 14, 2018, 7:30 pm, Reed Room

Individuals with disabilities who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meetings or the facilities are requested to contact the Library Director at 847.810.4602 promptly to allow the Library to make reasonable accommodations.

LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045
July 16, 2018
6:30 p.m. Reed Room – Main Floor
Board Materials

1. Agenda
2. July 10, 2018 Meeting Minutes

LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045
July 16, 2018
6:30 p.m. Reed Room – Main Floor
Special Meeting Agenda

1. Call Regular Meeting to Order
2. Board of Trustees Roll Call
3. Additions to the Agenda
4. For action: Approval of the Agenda
5. Opportunity for the Public to Address the Board and Correspondence
6. For discussion and action: Approval of the July 10, 2018 Meeting Minutes
7. For discussion and approval: HGA, Inc. and other building related actions
8. Unfinished Business
9. New Business
10. Adjournment

Upcoming Meetings

Special Board Meeting: August 6, 2018, 6:30 pm, Reed Room

Regular Board Meeting: August 14, 2018, 7:30 pm, Reed Room

Individuals with disabilities who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meetings or the facilities are requested to contact the Library Director at 847.810.4602 promptly to allow the Library to make reasonable accommodations.

Lake Forest Library Board of Trustees
360 E Deerpath Road, Lake Forest, IL 60045
Regular Meeting Minutes
7:30 p.m. July 10, 2018

1. CALL TO ORDER
The meeting was called to order at 7:30 p.m.
2. ROLL CALL
Present Board members: Germaine Arnson, Wendy Darling, Secretary, Elizabeth Grob, Ron Levitsky, Vice President, Todd Puch, President, David Rose, and Carrie Travers.
Staff: Catherine Lemmer, Library Director
Absent: Trustees Andrea Lemke and Beth Parsons.
3. ADDITIONS TO THE AGENDA
President Puch added items to NEW BUSINESS.
4. APPROVAL OF THE AGENDA
Trustee Levitsky made a motion, seconded by Trustee Rose, to approve the agenda as amended. Motion carried unanimously.
5. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD, and CORRESPONDENCE
No request to address the Board. A written summary of public correspondence received in June was distributed.
6. APPROVAL OF MINUTES
Trustee Levitsky made a motion, seconded by Trustee Arnson, to approve the following meeting minutes. Motion carried unanimously.
 June 12, 2018 Regular Board Meeting

Trustee Levitsky made a motion, seconded by Trustee Rose, to approve the following meeting minutes. Motion carried unanimously.
 June 19, 2018 Special Board Meeting
7. MONTHLY FINANCIAL REPORT
Trustee Arnson made a motion, seconded by Trustee Darling, to approve the June 2018 financial report. Motion carried unanimously with a roll call vote.
8. ELECTION OF OFFICERS
President Puch thanked Trustees Rose and Levitsky for their work on the nominating committee and expressed his appreciation to the current officers of the board for their work over the last year. Trustee Darling thanked Trustee Puch for his service as President. Trustee Rose made an omnibus motion, seconded by Trustee Travers, to elect the July 2018 – June 2019 officer slate as presented: President: Ron Levitsky; Vice President: Carrie Travers; Treasurer: Wendy Darling; and Secretary: Beth Parsons. The motion carried unanimously.
9. COMMITTEE MEMBERSHIP
Committee descriptions for the Finance, Services, Long Range, and Fund Raising committees were distributed. Trustee Levitsky asked Trustees to send their committee interests to him.

10. APPROVAL OF THE FY2018 ILLINOIS PUBLIC LIBRARY ANNUAL REPORT

Ms. Lemmer updated the Board on the Library's FY2018 year-end statistics. She provided the Board with statistics from peer institutions. In FY2018, there was an increase in per capita program attendance from .96% to 1.50%; and use of the Library remains strong. On a state-wide comparison level (658 reporting libraries), the Library ranked 56th in circulation per capita; 25th in program attendance; 8th in reference transactions per capita; 37th in cardholders per capita; and 6th in library visits per capita. In FY2019, the Library plans to focus on weeding the collection, increasing the number of cardholders, and increasing circulation.

Trustee Levitsky made a motion, seconded by Trustee Grob, to approve the FY2018 Illinois Public Library Annual Report. Motion carried unanimously.

11. LIBRARY DIRECTOR REPORT

Ms. Lemmer updated the Board on recent personnel changes and community conversations regarding the building. She reported that the external legal review of the personnel handbook is nearly completed. A copy of the current draft of the personnel handbook was distributed. Ms. Lemmer reported that the HR RFP will close on July 13 and that she will bring that information to the Board at the next meeting. She also reported that the Library obtained six bids for custodial services and will bring the discussion of outsourcing custodial services to the Board at the August meeting.

12. UNFINISHED BUSINESS

None.

13. NEW BUSINESS

Trustee Puch read a letter from the Board to Ms. Lemmer commending her on her FY2018 performance.

Trustee Puch reported that the Caucus had contacted him regarding positions coming open on the Board. He indicated that he had informed the Caucus that there are no open positions in FY2019. A discussion followed with respect to suggestions to pass along to the Caucus about future trustees. Trustee Rose suggested that candidates should have a passion for and interest in libraries and their services. Trustee Travers further suggested it would be helpful if future candidates had skills or an interest in fundraising.

14. ADJOURNMENT

Trustee Arnson made a motion, seconded by Trustee Travers, to adjourn the meeting at 8:19 p.m. Motion unanimously carried.

Upcoming meetings:

Special Board Meeting – August 6, 2018 at 6:30 p.m. Reed Room

Regular Board Meeting – August 14, 2018 at 7:30 p.m. Reed Room

Wendy Darling, Secretary

Minutes approved by the Board on July 16, 2018.



LAKE FOREST LIBRARY BOARD

AUGUST 2018

Minutes • Agendas • Board Packets

**August 6 Special Meeting
Regular Monthly Board Meeting**

Lake Forest Library Board of Trustees
360 E Deerpath Road, Lake Forest, IL 60045
Special Meeting Minutes
6:30 p.m. August 6, 2018

1. CALL TO ORDER

President Levitsky called the meeting to order at 6:30 p.m.

2. APPOINTMENT OF SECRETARY PRO TEM

Ms. Lemmer agreed to act as secretary and take the minutes of the meeting.

3. ROLL CALL

Present Board members: Germaine Arnson, Elizabeth Grob, Andrea Lemke, Ron Levitsky, President, David Rose, and Carrie Travers, Vice President.

Staff: Catherine Lemmer, Library Director

Absent: Trustees Wendy Darling, Treasurer, Beth Parsons, Secretary, and Todd Puch

4. ADDITIONS TO THE AGENDA

None.

5. APPROVAL OF THE AGENDA

Trustee Lemke made a motion, seconded by Trustee Rose, to approve the agenda. Motion carried unanimously.

6. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD, AND CORRESPONDENCE

There was no request to address the Board and no correspondence.

7. APPROVAL OF MINUTES

Trustee Arnson made a motion, seconded by Trustee Grob, to approve the following meeting minutes. Motion carried unanimously.

July 16, 2018 Regular Board Meeting

8. DISCUSSION OF HGA AND BUILDING RELATED ACTIONS

President Levitsky reported on the meeting he and Ms. Lemmer had with Bob Kiely, City Manager, and Cathy Czerniak, Community Development Officer. The Board discussed at length the five options presented by HGA with the goal of narrowing the list down to a shorter list of preferable options to bring to potential funders and the community at large.

9. DISCUSSION OF CAPITAL CAMPAIGN FEASIBILITY STUDY

The Board discussed at length the funds needed to move forward with any of the options and how best to raise the necessary funds. At the end of the discussion, Trustee Travers made a motion, seconded by Trustee Rose, to direct Ms. Lemmer to prepare a Request for Proposal for a Campaign Feasibility Study and bring it back to the board for discussion at the August 14, 2018 meeting. Motion carried unanimously.

10. UNFINISHED BUSINESS

President Levitsky distributed the committee rosters for FY2019 and thanked everyone for their willingness to serve on the various committees. The rosters for FY2019 are as follows:

Fundraising Committee: Beth Parsons and Carrie Travers (Co-Chairs). Every board member will serve on the Fundraising Committee.

Finance Committee: Wendy Darling (Chair), Andrea Lemke, and Todd Puch.

Long-Range Planning Committee: David Rose (chair), Germaine Arnson, and Carrie Travers

Services Committee: Elizabeth Grob (Chair), Ron Levitsky, and Beth Parsons

11. NEW BUSINESS

None.

12. ADJOURNMENT

Trustee Arnson made a motion, seconded by Trustee Travers, to adjourn the meeting at 7:33 p.m. Motion unanimously carried.

Upcoming meetings:

Regular Board Meeting – August 14, 2018 at 7:30 p.m. Reed Room



Catherine A. Lemmer, Secretary Pro Tem

Minutes approved by the Board on August 14, 2018.

LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045
August 6, 2018
6:30 p.m. Reed Room – Main Floor
Special Meeting Agenda

1. Call Regular Meeting to Order
2. Board of Trustees Roll Call
3. Additions to the Agenda
4. For action: Approval of the Agenda
5. Opportunity for the Public to Address the Board and Correspondence
6. For discussion and action: Approval of the July 16, 2018 Meeting Minutes
7. For discussion and approval: HGA, Inc. and other building related actions
8. For discussion and approval: capital campaign feasibility study
9. Unfinished Business
10. New Business
11. Adjournment

Upcoming Meetings

Regular Board Meeting: August 14, 2018, 7:30 pm, Reed Room

Individuals with disabilities who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meetings or the facilities are requested to contact the Library Director at 847.810.4602 promptly to allow the Library to make reasonable accommodations.

LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045
August 6, 2018
6:30 p.m. Reed Room – Main Floor
Board Materials

1. Agenda
2. July 16, 2018 Board Minutes

LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045
August 6, 2018
6:30 p.m. Reed Room – Main Floor
Special Meeting Agenda

1. Call Regular Meeting to Order
2. Board of Trustees Roll Call
3. Additions to the Agenda
4. For action: Approval of the Agenda
5. Opportunity for the Public to Address the Board and Correspondence
6. For discussion and action: Approval of the July 16, 2018 Meeting Minutes
7. For discussion and approval: HGA, Inc. and other building related actions
8. For discussion and approval: capital campaign feasibility study
9. Unfinished Business
10. New Business
11. Adjournment

Upcoming Meetings

Regular Board Meeting: August 14, 2018, 7:30 pm, Reed Room

Individuals with disabilities who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meetings or the facilities are requested to contact the Library Director at 847.810.4602 promptly to allow the Library to make reasonable accommodations.

Lake Forest Library Board of Trustees
360 E Deerpath Road, Lake Forest, IL 60045
Special Meeting Minutes
6:30 p.m. July 16, 2018

1. CALL TO ORDER

President Levitsky called the meeting to order at 6:30 p.m.

2. APPOINTMENT OF SECRETARY PRO TEM

Ms. Lemmer agreed to act as secretary and take the minutes of the meeting.

3. ROLL CALL

Present Board members: Germaine Arnson, Wendy Darling, Treasurer, Elizabeth Grob, Andrea Lemke, Ron Levitsky, President, David Rose, and Carrie Travers, Vice President.

Guests: Victor Pechaty and Ginny Lakovic, HGA

Staff: Catherine Lemmer, Library Director, Felicia Song, Assistant Director, and Joy Schmoll, Head of Marketing.

Absent: Trustees Beth Parsons, Secretary, and Todd Puch

4. ADDITIONS TO THE AGENDA

None.

5. APPROVAL OF THE AGENDA

Trustee Arnson made a motion, seconded by Trustee Lemke, to approve the agenda. Motion carried unanimously.

6. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD, AND CORRESPONDENCE

There was no request to address the Board and no correspondence.

7. APPROVAL OF MINUTES

Trustee Levitsky noted that the draft minutes incorrectly referenced that he was on the Nominating Committee. The secretary will make the change to the minutes. Trustee Lemke made a motion, seconded by Trustee Travers, to approve the following meeting minutes as revised. Motion carried unanimously.

July 10, 2018 Regular Board Meeting

8. PRESENTATION BY HGA

Victor Pechaty of HGA presented a site map detailing additional parking and reversing the traffic flow. Mr. Pechaty discussed the various options and related costs for making all the access points to the Library fully ADA compliant. Ginny Lakovic discussed reinstalling the original front walk and the effects on the historic nature of the property of the parking on the east side of the Library.

HGA then went on to present the Board with the five potential options. All five options included new systems and general fixing of other identified infrastructure problems—including the dome and glass roof over the Kasian Room.

In each scenario, the Library will most likely need to go offsite during construction. The proposed estimates include costs for reserves, relocation during construction, and items such as legal fees, permits, and architectural fees. There was some discussion about the level of reserves and perhaps the need to increase them in the final budget due to the historic nature of the building.

Option One: Increase the square footage to 40,976 by removing the existing north wing and replacing it with a two-story addition on the north side. This option includes the suppression of the interior core (wide crossing staircase in adult services) to remove both upper and mid-level mezzanines and use a less space demanding stairwell, and fixing all infrastructure and systems issues. Final square footage: 40,976.

Option Two: Fix all the infrastructure and systems issues. Square footage remains at 28,102.

Option Three (A): No change to existing footprint. Fix all the infrastructure and systems issues with the addition of the suppression of the interior core (wide crossing staircase in adult services) to remove both the upper and mid-level mezzanines and use a less space demanding stairwell. Square footage reduces to 26,458 due to lost mezzanines.

Option Three (B): No change to existing footprint. Fix all the infrastructure issues and systems issues with the addition of the suppression of the interior core (wide crossing staircase in adult services) to remove both the upper and mid-level mezzanines and use with a less space demanding stairwell. Rebuild upper mezzanine at higher ceiling height and recapture some square footage from lost mezzanines. Square footage 28,403.

Option Four: Remove existing north wing and build a new one story north wing with a basement, suppress the interior core (wide crossing staircase in adult services) to remove both the upper and mid-level mezzanines and use a less space demanding stairwell, and fix all the infrastructure and systems issues. Final square footage: 34,825.

Option Five: Demolish existing building and build new on same site.

Additional items and potential projects discussed include:

1. Snow melt systems for sidewalks
2. East side ADA compliant entrance
3. Courtyard renovations
4. Restore historic center sidewalk on front lawn

At the conclusion of the presentation and lengthy discussion, the Board decided it would continue to review all the options while making inquiries regarding potential public-private partnerships with the City of Lake Forest and investigating the potential for funding in the philanthropic community. The Board decided to meet again on August 6 to revisit the options after gathering the additional funding information.

9. UNFINISHED BUSINESS
None.

10. NEW BUSINESS

None.

11. ADJOURNMENT

Trustee Darling made a motion, seconded by Trustee Grob, to adjourn the meeting at 8:54 p.m.
Motion unanimously carried.

Upcoming meetings:

Special Board Meeting – August 6, 2018 at 6:30 p.m. Reed Room

Regular Board Meeting – August 14, 2018 at 7:30 p.m. Reed Room

Catherine A. Lemmer, Secretary Pro Tem

Minutes approved by the Board on August 6, 2018.

Lake Forest Library Board of Trustees
360 E Deerpath Road, Lake Forest, IL 60045
Regular Meeting Minutes
7:30 p.m. August 14, 2018

1. CALL TO ORDER

President Levitsky called the meeting to order at 7:30 p.m.

2. APPOINTMENT OF SECRETARY PRO TEM

Ms. Lemmer agreed to act as secretary and take the minutes of the meeting.

3. ROLL CALL

Board members present: Germaine Arnson, Wendy Darling, Treasurer, Andrea Lemke, Ron Levitsky, President, Todd Puch, David Rose, and Carrie Travers, Vice President.

Staff present: Catherine Lemmer, Library Director

Absent: Trustees Elizabeth Grob and Beth Parsons, Secretary.

4. ADDITIONS TO THE AGENDA

None.

5. APPROVAL OF THE AGENDA

Trustee Puch made a motion, seconded by Trustee Arnson, to approve the agenda. Motion carried unanimously.

6. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD, AND CORRESPONDENCE

There was no request to address the Board and no new correspondence.

7. APPROVAL OF MINUTES

Trustee Rose made a motion, seconded by Trustee Travers, to approve the following meeting minutes. Motion carried unanimously.

August 6, 2018 Special Board Meeting Minutes

8. MONTHLY FINANCIAL REPORT

After discussion, Trustee Puch made a motion, seconded by Trustee Darling, to approve the July 2018 financial report. Motion carried unanimously with a roll call vote.

9. EXECUTIVE SESSION

Pursuant to 5 ILCS 120/2(c)1 The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body.

No executive session was conducted.

10. APPROVAL OF AGREEMENT

After review, Trustee Darling made a motion, seconded by Trustee Lemke, to approve the agreement with Ronald Finch.

Motion carried unanimously with a roll call vote.

11. APPROVAL OF THE ISSUANCE OF AN RFP FOR CAPITAL CAMPAIGN CONSULTANT SERVICES

After lengthy discussion, Trustee Arnson made a motion, seconded by Trustee Rose, to approve the issuance of an RFP for capital campaign consultant services. Motion carried unanimously.

12. LIBRARY DIRECTOR REPORT

The Library Director updated the Board on various building matters and communication strategies regarding the on-going work with the architects.

13. UPDATE ON PERSONNEL MATTERS

The Library Director updated the Board on the progress of various personnel projects. The personnel manual will be brought to the Board for approval at the September meeting. The Library is still reviewing the submissions to the RFP for developing position descriptions, pay grades, and a performance evaluation system and will bring the final selection to the Board in September.

14. UNFINISHED BUSINESS

None.

15. NEW BUSINESS

None.

16. ADJOURNMENT

Trustee Darling made a motion, seconded by Trustee Rose, to adjourn the meeting at 8:54 p.m. Motion unanimously carried.

Upcoming meetings:

Regular Board Meeting – September 11, 2018 at 7:30 p.m. Reed Room



Catherine A. Lemmer, Secretary Pro Tem

Minutes approved by the Board on September 11, 2018.

LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045
August 14, 2018
7:30 p.m. Reed Room – Main Floor
Regular Monthly Meeting Agenda

1. Call Regular Meeting to Order
2. Board of Trustees Roll Call
3. Additions to the Agenda
4. For action: Approval of the Agenda
5. Opportunity for the Public to Address the Board and Correspondence
6. For action: Discussion and approval of the August 6, 2018 Special Meeting Minutes
7. For action: Discussion and approval of the July 2018 Financial Report
8. Executive Session: Pursuant to 5 ILCS 120/2(c)1 The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body
9. For action: Discussion and approval of employee agreement
10. Library Director Report
11. For action: Discussion and approval of personnel services contract
12. For action: Discussion and approval of RFP for capital campaign consulting services
13. Unfinished Business
14. New Business
15. Adjournment

Upcoming Meetings

Regular Board Meeting: September 11, 2018, 7:30 pm, Reed Room

Individuals with disabilities who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meetings or the facilities are requested to contact the Library Director at 847.810.4602 promptly to allow the Library to make reasonable accommodations.

LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045
August 14, 2018
7:30 p.m. Reed Room – Main Floor
Board Materials

1. Agenda
2. Agenda Item 6: August 6, 2018 Board Minutes
3. Agenda Item 7: July 2018 Financial Report
4. Agenda Item 12: Update on personnel matters

**LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045**

August 14, 2018

7:30 p.m. Reed Room – Main Floor

Regular Monthly Meeting Agenda

1. Call Regular Meeting to Order
2. Board of Trustees Roll Call
3. Additions to the Agenda
4. For action: Approval of the Agenda
5. Opportunity for the Public to Address the Board and Correspondence
6. For action: Discussion and approval of the August 6, 2018 Special Meeting Minutes
7. For action: Discussion and approval of the July 2018 Financial Report
8. Executive Session: Pursuant to 5 ILCS 120/2(c)1 The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body
9. For action: Discussion and approval of employee agreement
10. For action: Discussion and approval of RFP for capital campaign consulting services
11. Library Director Report
12. Update on personnel matters
13. Unfinished Business
14. New Business
15. Adjournment

Upcoming Meetings

Regular Board Meeting: September 11, 2018, 7:30 pm, Reed Room

Individuals with disabilities who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meetings or the facilities are requested to contact the Library Director at 847.810.4602 promptly to allow the Library to make reasonable accommodations.

Lake Forest Library Board of Trustees
360 E Deerpath Road, Lake Forest, IL 60045
Special Meeting Minutes
6:30 p.m. August 6, 2018

1. CALL TO ORDER

President Levitsky called the meeting to order at 6:30 p.m.

2. APPOINTMENT OF SECRETARY PRO TEM

Ms. Lemmer agreed to act as secretary and take the minutes of the meeting.

3. ROLL CALL

Present Board members: Germaine Arnson, Elizabeth Grob, Andrea Lemke, Ron Levitsky, President, David Rose, and Carrie Travers, Vice President.

Staff: Catherine Lemmer, Library Director

Absent: Trustees Wendy Darling, Treasurer, Beth Parsons, Secretary, and Todd Puch

4. ADDITIONS TO THE AGENDA

None.

5. APPROVAL OF THE AGENDA

Trustee Lemke made a motion, seconded by Trustee Rose, to approve the agenda. Motion carried unanimously.

6. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD, AND CORRESPONDENCE

There was no request to address the Board and no correspondence.

7. APPROVAL OF MINUTES

Trustee Arnson made a motion, seconded by Trustee Grob, to approve the following meeting minutes. Motion carried unanimously.

July 16, 2018 Regular Board Meeting

8. DISCUSSION OF HGA AND BUILDING RELATED ACTIONS

President Levitsky reported on the meeting he and Ms. Lemmer had with Bob Kiely, City Manager, and Cathy Czerniak, Community Development Officer. The Board discussed at length the five options presented by HGA with the goal of narrowing the list down to a shorter list of preferable options to bring to potential funders and the community at large.

9. DISCUSSION OF CAPITAL CAMPAIGN FEASIBILITY STUDY

The Board discussed at length the funds needed to move forward with any of the options and how best to raise the necessary funds. At the end of the discussion, Trustee Travers made a motion, seconded by Trustee Rose, to direct Ms. Lemmer to prepare a Request for Proposal for a Campaign Feasibility Study and bring it back to the board for discussion at the August 14, 2018 meeting. Motion carried unanimously.

10. UNFINISHED BUSINESS

President Levitsky distributed the committee rosters for FY2019 and thanked everyone for their willingness to serve on the various committees. The rosters for FY2019 are as follows:

Fundraising Committee: Beth Parsons and Carrie Travers (Co-Chairs). Every board member will serve on the Fundraising Committee.

Finance Committee: Wendy Darling (Chair), Andrea Lemke, and Todd Puch.

Long-Range Planning Committee: David Rose (chair), Germaine Arnson, and Carrie Travers

Services Committee: Elizabeth Grob (Chair), Ron Levitsky, and Beth Parsons

11. NEW BUSINESS

None.

12. ADJOURNMENT

Trustee Arnson made a motion, seconded by Trustee Travers, to adjourn the meeting at 7:33 p.m. Motion unanimously carried.

Upcoming meetings:

Regular Board Meeting – August 14, 2018 at 7:30 p.m. Reed Room

Catherine A. Lemmer, Secretary Pro Tem

Minutes approved by the Board on August 14, 2018.

Lake Forest Library
Year-to-Date Monthly Financial Report
July 2018
Month 3
FY2019

Agenda Item 7

REVENUES	Current Month Actual	Year to Date Actual	Year to Date Budget	Annual Budget	Over/(Under) Variance	% of Annual Budget
Funds on Hand 5/1	\$2,137,906	\$2,137,906	\$2,137,906	\$1,650,000		
Tax Based (Levy, SSN, IMRF)	\$286,211	\$2,557,223	\$1,020,579	\$4,082,315	\$1,536,644	62.64%
Non Tax Based	\$14,642	\$31,533	\$13,713	\$54,850	\$17,821	57.49%
Gifts (includes Friends)	\$1,620	\$63,754	\$17,500	\$70,000	\$46,254	91.08%
TOTAL REVENUES	\$302,473	\$2,652,510	\$1,051,791	\$4,207,165	\$1,600,719	63.05%
TOTAL FUNDS ON HAND	\$2,440,379	\$4,790,416	\$3,189,697	\$5,857,165	\$1,600,719	
Sug. Reserve: \$1,388,364 (33%)						
Actual: \$2,137,906 (51%)						
EXPENDITURES						
Salaries & Wages	\$121,123	\$376,305	\$426,536	\$1,848,323	(\$50,231)	20.36%
Fringes	\$42,961	\$138,391	\$178,556	\$773,741	(\$40,165)	17.89%
Materials (print, AV, online)	\$104,218	\$176,213	\$145,000	\$580,000	\$31,213	30.38%
O.O.E.	\$77,642	\$165,551	\$142,594	\$570,375	\$22,957	29.02%
Building Maintenance	\$12,933	\$59,424	\$49,000	\$196,000	\$10,424	30.32%
Sub Total	\$358,877	\$915,884	\$941,685	\$3,968,439	(\$25,801)	23.08%
Capital	\$0	\$0	\$51,250	\$205,000	(\$51,250)	0.00%
TOTAL	\$358,877	\$915,884	\$992,935	\$4,173,439	(\$77,051)	21.95%
BALANCE	\$2,081,502	\$3,874,532	\$2,196,762	\$1,683,726	\$1,677,770	
RESERVES						
Capital Improvements	\$850,000					
Technology Improvements	\$300,000					
Capital Equipment	\$300,000					
	\$1,450,000					

**Lake Forest Library
July 2018 (Month 3) FY2019
Financial Notes**

Revenues

Funds on Hand: \$2,137,906 (unrestricted), subject to completion of FY2018 audit

Tax Based: \$2,557,223; payments received in June and September. Includes \$13,044 in Replacement Personal Property Tax (\$10,000 budget). 63% of FY budget.

Non-Tax Based: \$31,533 non-tax revenues: 57% of FY budget (Library income from fines, fees, and investment income). Includes impact fee of \$7,270 (\$12,000 budget) and investment income of \$17,693 (\$25,000 budget).

Gifts: \$63,754 includes Friends grant of \$62,000.

Expenditures

Salaries, Fringes: \$376,305 for salaries: 20% of FY budget; \$138,391 for fringes: 19% of FY budget.

Materials; Books, AV and Electronic Services: \$176,213: 30% of FY budget. Includes annual database subscription payments.

Other Operating Expenditures: \$165,551: 29% of FY budget. Includes Legal and HGA payments (Special Project line).

Building Maintenance: \$59,424: 30% of FY budget. Reflects services calls for HVAC and other systems; and annual liability and casualty insurance.

Capital: \$0;

Reserves

\$3,587,906. Operating cash reserve is currently at \$2,137,906; upon completion of the FY2018 audit this amount can be reduced to \$1,650,000 (35% of operating expenditures) with a transfer of surplus to increase reserves for capital equipment (\$300,000), capital improvements (\$850,000), and technology (\$300,000).

Year to Date FY2019: 22% of budget expenses; 63% budget revenues

**Update on Personnel Matters
Personnel Manual**

The development of the personnel manual is in the final stage and will be brought to the board for approval at the September board meeting. An all staff meeting is tentatively scheduled for September 19 to distribute and discuss the manual with staff. Please send any comments to Catherine.

Personnel Services RFP

The Library issued an RFP for personnel services to develop position descriptions, salary benchmark and complete a payroll analysis, and create a performance evaluation system. The RFP closed on July 13. The RFP was posted on the Library website and on RAILS. The RFP was also sent to 17 firms.

The RFP contemplated three separate phases that might be purchased ala carte:

- Develop and prepare job descriptions
- Benchmark salaries and payroll analysis
- Develop a performance evaluation system

Three firms responded and the responses are under review. The Library is in the final stages of selecting the consultant for phase one it would like to recommend to the Board. We would like to move forward with stage one – developing position descriptions this fall. The contract for Phase One – Developing and Preparing Job Descriptions will be brought to the board at the September board meeting.



LAKE FOREST LIBRARY BOARD

SEPTEMBER 2018

Minutes • Agendas • Board Packets

**Regular Monthly Board Meeting
September 26 Special Meeting**

Lake Forest Library Board of Trustees
360 E Deerpath Road, Lake Forest, IL 60045
Regular Meeting Minutes
7:30 p.m. September 11, 2018

CALL TO ORDER

President Levitsky called the meeting to order at 7:26 PM, and asked for a moment of silence in memory of 9/11.

ROLL CALL

Board Members present: Germaine Arnson; Wendy Darling, Treasurer; Elizabeth Grob; Andrea Lemke; Ron Levitsky, President; Beth Parsons, Secretary; Todd Puch; David Rose; Carrie Travers, Vice President

Staff present: Catherine Lemmer, Library Director

ADDITIONS TO THE AGENDA

None

APPROVAL OF THE AGENDA

Trustee Puch made a motion, seconded by Trustee Arnson, to approve the agenda. Motion carried unanimously.

OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD, AND CORRESPONDENCE

No request to address the board, nor was there any new correspondence.

APPROVAL OF THE AUGUST 14, 2018 MINUTES

Trustee Grob requested an update to the minutes, as she was not present at the August 14 meeting to second the motion to adjourn. Trustee Arnson made a motion, seconded by Trustee Travers, to approve the amended meeting minutes. Motion carried unanimously.

APPROVAL OF THE MONTHLY FINANCIAL REPORT

Trustee Parsons made a motion, seconded by Trustee Grob, to approve the August 2018 financial report as presented. Motion carried unanimously.

LIBRARY DIRECTOR REPORT

The Library Director updated the board on various matters, including the suggestion to explore the elimination of late fines/fees at a future time.

APPROVAL OF THE PERSONNEL MANUAL

Trustee Rose made a motion, seconded by Trustee Arnson, to approve the updated personnel manual. Motion carried unanimously.

APPROVAL OF PERSONNEL SERVICES CONTRACT

Trustee Puch made a motion, seconded by Trustee Travers, to approve a contract with Christine Weber to assist the Library in preparing position descriptions. A unanimous roll call vote followed.

BUILDING REPORT

The Library Director indicated the need for tarp repairs to the dome. Trustees determined a new tarp might be more cost effective in the long term. Trustee Puch made a motion, seconded by Trustee Travers, to approve moving forward with a tarp replacement. A unanimous roll call vote followed.

CAPITAL PROJECTS UPDATE

The Library Director updated the board on the RFP responses to date, as well as requesting availability for a meeting to review the responses.

OLD BUSINESS

None

NEW BUSINESS

None

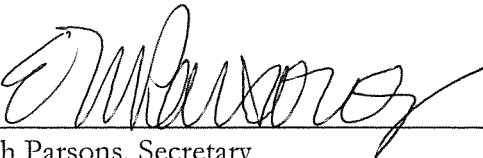
ADJOURNMENT

Trustee Travers made a motion, seconded by Trustee Rose, to adjourn the meeting at 8:26 pm. Motion carried unanimously.

Upcoming Meetings

Special Board Meeting – September 26, at 7:00 pm

Regular Board Meeting – October 9, at 7:30 pm



Beth Parsons, Secretary

Minutes approved by the Board on September 26, 2018.

LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045
September 11, 2018
7:30 p.m. Reed Room – Main Floor
Regular Monthly Meeting Agenda

1. Call Regular Meeting to Order
2. Board of Trustees Roll Call
3. Additions to the Agenda
4. For action: Approval of the Agenda
5. Opportunity for the Public to Address the Board and Correspondence
6. For action: Discussion and approval of the August 14, 2018 Meeting Minutes
7. For action: Discussion and approval of the August 2018 Financial Report
8. Library Director Report
9. For action: Discussion and approval of the personnel manual
10. For action: Discussion and approval of the personnel services contract
11. Building Report
 - a. For action: Discussion and approval of the dome tarp
12. Update on capital projects
13. Unfinished Business
14. New Business
15. Adjournment

Upcoming Meetings

Special Board Meeting: September 18, 2018 7:30 pm, Reed Room

Regular Board Meeting: October 9, 2018, 7:30 pm, Reed Room

Individuals with disabilities who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meetings or the facilities are requested to contact the Library Director at 847.810.4602 promptly to allow the Library to make reasonable accommodations.

**LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045
September 11, 2018
7:30 p.m. Reed Room – Main Floor
Regular Monthly Meeting
Board Materials**

1. Agenda
2. August 14, 2018 Meeting Minutes

Upcoming Meetings

Special Board Meeting: September 18, 2018 7:30 pm, Reed Room

Regular Board Meeting: October 9, 2018, 7:30 pm, Reed Room

LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045
September 11, 2018
7:30 p.m. Reed Room – Main Floor
Regular Monthly Meeting Agenda

1. Call Regular Meeting to Order
2. Board of Trustees Roll Call
3. Additions to the Agenda
4. For action: Approval of the Agenda
5. Opportunity for the Public to Address the Board and Correspondence
6. For action: Discussion and approval of the August 14, 2018 Meeting Minutes
7. For action: Discussion and approval of the August 2018 Financial Report
8. Library Director Report
9. For action: Discussion and approval of the personnel manual
10. For action: Discussion and approval of the personnel services contract
11. Building Report
 - a. For action: Discussion and approval of the dome tarp
12. Update on capital projects
13. Unfinished Business
14. New Business
15. Adjournment

Upcoming Meetings

Special Board Meeting: September 18, 2018 7:30 pm, Reed Room

Regular Board Meeting: October 9, 2018, 7:30 pm, Reed Room

Individuals with disabilities who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meetings or the facilities are requested to contact the Library Director at 847.810.4602 promptly to allow the Library to make reasonable accommodations.

Lake Forest Library Board of Trustees
360 E Deerpath Road, Lake Forest, IL 60045
Regular Meeting Minutes
7:30 p.m. August 14, 2018

1. CALL TO ORDER
President Levitsky called the meeting to order at 7:30 p.m.
2. APPOINTMENT OF SECRETARY PRO TEM
Ms. Lemmer agreed to act as secretary and take the minutes of the meeting.
3. ROLL CALL
Board members present: Germaine Arnson, Wendy Darling, Treasurer, Andrea Lemke, Ron Levitsky, President, Todd Puch, David Rose, and Carrie Travers, Vice President.
Staff present: Catherine Lemmer, Library Director
Absent: Trustees Elizabeth Grob and Beth Parsons, Secretary.
4. ADDITIONS TO THE AGENDA
None.
5. APPROVAL OF THE AGENDA
Trustee Puch made a motion, seconded by Trustee Arnson, to approve the agenda. Motion carried unanimously.
6. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD, AND CORRESPONDENCE
There was no request to address the Board and no new correspondence.
7. APPROVAL OF MINUTES
Trustee Rose made a motion, seconded by Trustee Travers, to approve the following meeting minutes. Motion carried unanimously.

August 6, 2018 Special Board Meeting Minutes
8. MONTHLY FINANCIAL REPORT
After discussion, Trustee Puch made a motion, seconded by Trustee Darling, to approve the July 2018 financial report. Motion carried unanimously with a roll call vote.
9. EXECUTIVE SESSION
Pursuant to 5 ILCS 120/2(c)1 The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body.

No executive session was conducted.
10. APPROVAL OF AGREEMENT
After review, Trustee Darling made a motion, seconded by Trustee Lemke, to approve the agreement with Ronald Finch.
Motion carried unanimously with a roll call vote.

11. APPROVAL OF THE ISSUANCE OF AN RFP FOR CAPITAL CAMPAIGN CONSULTANT SERVICES

After lengthy discussion, Trustee Arnson made a motion, seconded by Trustee Rose, to approve the issuance of an RFP for capital campaign consultant services. Motion carried unanimously.

12. LIBRARY DIRECTOR REPORT

The Library Director updated the Board on various building matters and communication strategies regarding the on-going work with the architects.

13. UPDATE ON PERSONNEL MATTERS

The Library Director updated the Board on the progress of various personnel projects. The personnel manual will be brought to the Board for approval at the September meeting. The Library is still reviewing the submissions to the RFP for developing position descriptions, pay grades, and a performance evaluation system and will bring the final selection to the Board in September.

14. UNFINISHED BUSINESS

None.

15. NEW BUSINESS

None.

16. ADJOURNMENT

Trustee Darling made a motion, seconded by Trustee Grob, to adjourn the meeting at 8:54 p.m. Motion unanimously carried.

Upcoming meetings:

Regular Board Meeting – September 11, 2018 at 7:30 p.m. Reed Room

Catherine A. Lemmer, Secretary Pro Tem

Minutes approved by the Board on September 11, 2018.

Lake Forest Library Board of Trustees
360 E Deerpath Road, Lake Forest, IL 60045
Special Meeting Minutes
7:00 p.m. September 26, 2018

CALL TO ORDER

President Ron Levitsky called the meeting to order at 7:00 pm

ROLL CALL

Trustees Present: Germaine Arnson; Wendy Darling, Treasurer; Elizabeth Grob; Andrea Lemke; Ron Levitsky, President; Beth Parsons, Secretary; David Rose; Carrie Travers, Vice President

Absent: Todd Puch

Staff present: Catherine Lemmer, Library Director; Felicia Song, Assistant Director

Guest: Brian Williams, Fundraising Advisor

ADDITIONS TO THE AGENDA

None

APPROVAL OF THE AGENDA

Trustee Arnson made a motion, seconded by Trustee Grob, to approve the agenda. Motion carried unanimously.

OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD, AND CORRESPONDENCE

No request to address the board, nor was there any new correspondence.

APPROVAL OF THE MINUTES

Trustee Rose made a motion, seconded by Trustee Arnson, to approve the following meeting minutes. Motion carried unanimously.

September 11, 2018 Board Meeting Minutes

LIBRARY DIRECTOR BUILDING REPORT

There was no update on elevator repairs nor the re-tarping of the dome.

APPROVAL OF THE VACATION AND HOLIDAY ACCRUAL POLICIES

Ms. Lemmer reported that the City's migration to the BS&A financial software requires modifications to the timing of the award and use of floating holidays and personal days and to the overall vacation accrual policy. After discussion, Trustee Parsons, made a motion, seconded by Trustee Darling, to:

1. Award personal days in January, March, and June.
2. Require that personal days and floating holidays (February, August, November) be used in the calendar year earned or forfeited.
3. Amend vacation accrual to permit employee to carry time earned in the current year plus one week. Any accrued vacation hours in excess will be forfeited on May 1 absent authorization from the Department Head and Library Director.
4. Direct the Library Director to amend employee handbook to reflect these changes.

Motion carried unanimously.

DISCUSSION AND RANKING OF SUBMISSIONS TO RFP FOR CAPITAL CAMPAIGN CONSULTANT

Ms. Lemmer provided the Board with each of the trustee's rankings and top selections. Brian Williams discussed various aspects of the eleven RFP submissions and fund raising in general with the Board. After a lengthy and thorough discussion, Trustee Lemke made a motion, seconded by Trustee Rose, to invite the top four consulting firms, CCS Fundraising, The Hodge Group, and Jerold Panas, Linzy Partners, and Library Strategies, for interviews with the Board. Motion carried unanimously

OLD BUSINESS

None

NEW BUSINESS

The discussion of fines by the Service Committee is deferred.

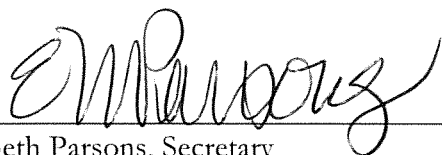
ADJOURMENT

Trustee Darling made a motion, seconded by Trustee Travers, to adjourn the meeting at 8:09 pm. Motion carried unanimously.

Upcoming Meetings

Regular Board Meeting – October 9, at 7:00 pm

Special Board Meeting – October 10, at 7:00 pm



Beth Parsons, Secretary

Minutes approved by the Board on October 9, 2018.

LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045
September 26, 2018
7:00 p.m. Reed Room – Main Floor
Special Meeting Agenda

1. Call Regular Meeting to Order
2. Board of Trustees Roll Call
3. Additions to the Agenda
4. For action: Approval of the Agenda
5. Opportunity for the Public to Address the Board and Correspondence
6. For action: Discussion and approval of the September 11, 2018 Meeting Minutes
7. Library Director Report on Building Matters
8. For action: Discussion and approval of vacation and holiday accrual procedures
9. For action: Discussion and ranking of submissions to the Request for Proposal for Capital Campaign Consultant
10. Unfinished Business
11. New Business
12. Adjournment

Upcoming Meetings

Regular Board Meeting: October 9, 2018, 7:30 pm, Reed Room

Individuals with disabilities who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meetings or the facilities are requested to contact the Library Director at 847.810.4602 promptly to allow the Library to make reasonable accommodations.

LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045
September 26, 2018
7:00 p.m. Reed Room – Main Floor
Special Meeting
Board Materials

1. Agenda
2. September 11, 2018 Meeting Minutes

LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045
September 26, 2018
7:00 p.m. Reed Room – Main Floor
Special Meeting Agenda

1. Call Regular Meeting to Order
2. Board of Trustees Roll Call
3. Additions to the Agenda
4. For action: Approval of the Agenda
5. Opportunity for the Public to Address the Board and Correspondence
6. For action: Discussion and approval of the September 11, 2018 Meeting Minutes
7. Library Director Report on Building Matters
8. For action: Discussion and approval of vacation and holiday accrual procedures
9. For action: Discussion and ranking of submissions to the Request for Proposal for Capital Campaign Consultant
10. Unfinished Business
11. New Business
12. Adjournment

Upcoming Meetings

Regular Board Meeting: October 9, 2018, 7:30 pm, Reed Room

Individuals with disabilities who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meetings or the facilities are requested to contact the Library Director at 847.810.4602 promptly to allow the Library to make reasonable accommodations.

Lake Forest Library Board of Trustees
360 E Deerpath Road, Lake Forest, IL 60045
Regular Meeting Minutes
7:30 p.m. September 11, 2018

CALL TO ORDER

President Levitsky called the meeting to order at 7:26 PM, and asked for a moment of silence in memory of 9/11.

ROLL CALL

Board Members present: Germaine Arnson; Wendy Darling, Treasurer; Elizabeth Grob; Andrea Lemke; Ron Levitsky, President; Beth Parsons, Secretary; Todd Puch; David Rose; Carrie Travers, Vice President

Staff present: Catherine Lemmer, Library Director

ADDITIONS TO THE AGENDA

None

APPROVAL OF THE AGENDA

Trustee Puch made a motion, seconded by Trustee Arnson, to approve the agenda. Motion carried unanimously.

OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD, AND
CORRESPONDENCE

No request to address the board, nor was there any new correspondence.

APPROVAL OF THE AUGUST 14, 2018 MINUTES

Trustee Grob requested an update to the minutes, as she was not present at the August 14 meeting to second the motion to adjourn. Trustee Arnson made a motion, seconded by Trustee Travers, to approve the amended meeting minutes. Motion carried unanimously.

APPROVAL OF THE MONTHLY FINANCIAL REPORT

Trustee Parsons made a motion, seconded by Trustee Grob, to approve the August 2018 financial report as presented. Motion carried unanimously.

LIBRARY DIRECTOR REPORT

The Library Director updated the board on various matters, including the suggestion to explore the elimination of late fines/fees at a future time.

APPROVAL OF THE PERSONNEL MANUAL

Trustee Rose made a motion, seconded by Trustee Arnson, to approve the updated personnel manual. Motion carried unanimously.

APPROVAL OF PERSONNEL SERVICES CONTRACT

Trustee Puch made a motion, seconded by Trustee Travers, to approve a contract with Christine Weber to assist the Library in preparing position descriptions. A unanimous roll call vote followed.

BUILDING REPORT

The Library Director indicated the need for tarp repairs to the dome. Trustees determined a new tarp might be more cost effective in the long term. Trustee Puch made a motion, seconded by Trustee Travers, to approve moving forward with a tarp replacement. A unanimous roll call vote followed.

CAPITAL PROJECTS UPDATE

The Library Director updated the board on the RFP responses to date, as well as requesting availability for a meeting to review the responses.

OLD BUSINESS

None

NEW BUSINESS

None

ADJOURMENT

Trustee Travers made a motion, seconded by Trustee Rose, to adjourn the meeting at 8:26 pm. Motion carried unanimously.

Upcoming Meetings

Special Board Meeting – September 26, at 7:00 pm

Regular Board Meeting – October 9, at 7:30 pm

Beth Parsons, Secretary

Minutes approved by the Board on September 26, 2018.



LAKE FOREST LIBRARY BOARD

OCTOBER 2018

Minutes • Agendas • Board Packets

**Regular Monthly Board Meeting
October 10 Special Meeting**

Lake Forest Library Board of Trustees
360 E Deerpath Road, Lake Forest, IL 60045
Regular Meeting Minutes
7:00 p.m. October 9, 2018

CALL TO ORDER

President Ron Levitsky called the meeting to order at 7:00 pm.

APPOINTMENT OF A SECRETARY PRO TEM

Ms. Lemmer agreed to serve as secretary and record the minutes of the meeting.

ROLL CALL

Trustees Present: Germaine Arnson; Wendy Darling, Treasurer; Elizabeth Grob; Andrea Lemke; Ron Levitsky, President; David Rose; Carrie Travers, Vice President.

Trustee Todd Puch joined the meeting at 7:26 pm.

Absent: Beth Parsons, Secretary.

Staff present: Catherine Lemmer, Library Director; Joy Schmoll, Head of Communications.

ADDITIONS TO THE AGENDA

None

APPROVAL OF THE AGENDA

Trustee Arnson made a motion, seconded by Trustee Darling, to approve the agenda. Motion carried unanimously.

OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD, AND
CORRESPONDENCE

No request to address the board, nor was there any new correspondence.

APPROVAL OF THE MINUTES

Trustee Arnson made a motion, seconded by Trustee Travers, to approve the following meeting minutes. Motion carried unanimously.

September 26, 2018 Board Meeting Minutes

APPROVAL OF THE SEPTEMBER FINANCIAL REPORT

Ms. Lemmer presented the highlights of the September financial report and updated the board on the upcoming levy schedule. She reminded the board that a Finance Committee meeting will be held prior to the start of the November 13 board meeting. After discussion, Trustee Darling, made a motion, seconded by Trustee Lemke, to approve the September financial report. Motion carried unanimously with a roll call vote.

LIBRARY DIRECTOR BUILDING REPORT

Ms. Lemmer provided an update on the dome wrap and elevator estimates.

RFP CAPITAL CAMPAIGN CONSULTANT PRESENTATIONS

Douglass E. Ray, Senior Consultant, with Jerod Panas, Linzy & Partners made a presentation to the Board regarding his firm's proposal. The presentation included a question and answer period following the presentation.

Peter E. Hoskow, Principal & Managing Director, Douglas H. Adolph, Senior Vice President; and Lindsay Marciniak, Senior Vice President, of CCS Fundraising made a presentation the Board regarding their firm's proposal. The presentation included a question and answer period following the presentation.

The Board held discussion of these two candidates until all four teams have presented.

OLD BUSINESS

None

NEW BUSINESS

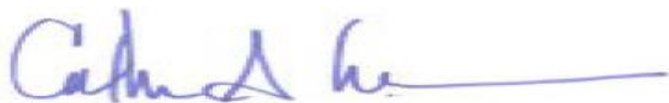
The Board decided, after discussion, to determine the next steps in the campaign consultant selection process at the October 10 Special Board Meeting.

ADJOURNMENT

Trustee Puch made a motion, seconded by Trustee Travers, to adjourn the meeting at 8:49 pm. Motion carried unanimously.

Upcoming Meetings

Special Board Meeting – October 10, at 7:00 pm
Finance Committee Meeting – November 13, at 7:00 pm
Regular Board Meeting – November 13, at 7:30 pm



Catherine A. Lemmer, Secretary Pro Tem

Minutes approved by the Board on October 10, 2018.

LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045
October 9, 2018
7:00 p.m. Reed Room – Main Floor
Regular Monthly Meeting Agenda

1. Call Regular Meeting to Order
2. Board of Trustees Roll Call
3. Additions to the Agenda
4. For action: Approval of the Agenda
5. Opportunity for the Public to Address the Board and Correspondence
6. For action: Discussion and approval of the September 26, 2018 Meeting Minutes
7. For action: Discussion and approval of the September 2018 Financial Report
8. Building Report
9. Capital Campaign Consultant Presentation: Jerold Panas, Linzy Partners
10. Capital Campaign Consultant Presentation: CCS Fundraising
11. Unfinished Business
12. New Business
13. Adjournment

Upcoming Meetings

Special Board Meeting: October 10, 2018 7:00 pm, Reed Room

Regular Board Meeting: November 13, 2018, 7:30 pm, Reed Room

Individuals with disabilities who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meetings or the facilities are requested to contact the Library Director at 847.810.4602 promptly to allow the Library to make reasonable accommodations.

LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045
October 9, 2018
7:00 p.m. Reed Room – Main Floor
Regular Monthly Meeting
Board Materials

1. Agenda
2. September 26, 2018 Meeting Minutes
3. September 2018 Financial Report

LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045
October 9, 2018
7:00 p.m. Reed Room – Main Floor
Regular Monthly Meeting Agenda

1. Call Regular Meeting to Order
2. Board of Trustees Roll Call
3. Additions to the Agenda
4. For action: Approval of the Agenda
5. Opportunity for the Public to Address the Board and Correspondence
6. For action: Discussion and approval of the September 26, 2018 Meeting Minutes
7. For action: Discussion and approval of the September 2018 Financial Report
8. Building Report
9. Capital Campaign Consultant Presentation: Jerold Panas, Linzy Partners
10. Capital Campaign Consultant Presentation: CCS Fundraising
11. Unfinished Business
12. New Business
13. Adjournment

Upcoming Meetings

Special Board Meeting: October 10, 2018 7:00 pm, Reed Room

Regular Board Meeting: November 13, 2018, 7:30 pm, Reed Room

Individuals with disabilities who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meetings or the facilities are requested to contact the Library Director at 847.810.4602 promptly to allow the Library to make reasonable accommodations.

Lake Forest Library Board of Trustees
360 E Deerpath Road, Lake Forest, IL 60045
Special Meeting Minutes
7:00 p.m. September 26, 2018

CALL TO ORDER

President Ron Levitsky called the meeting to order at 7:00 pm

ROLL CALL

Trustees Present: Germaine Arnson; Wendy Darling, Treasurer; Elizabeth Grob; Andrea Lemke; Ron Levitsky, President; Beth Parsons, Secretary; David Rose; Carrie Travers, Vice President

Absent: Todd Puch

Staff present: Catherine Lemmer, Library Director; Felicia Song, Assistant Director

Guest: Brian Williams, Fundraising Advisor

ADDITIONS TO THE AGENDA

None

APPROVAL OF THE AGENDA

Trustee Arnson made a motion, seconded by Trustee Grob, to approve the agenda. Motion carried unanimously.

OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD, AND
CORRESPONDENCE

No request to address the board, nor was there any new correspondence.

APPROVAL OF THE MINUTES

Trustee Rose made a motion, seconded by Trustee Arnson, to approve the following meeting minutes. Motion carried unanimously.

September 11, 2018 Board Meeting Minutes

LIBRARY DIRECTOR BUILDING REPORT

There was no update on elevator repairs nor the re-tarping of the dome.

APPROVAL OF THE VACATION AND HOLIDAY ACCRUAL POLICIES

Ms. Lemmer reported that the City's migration to the BS&A financial software requires modifications to the timing of the award and use of floating holidays and personal days and to the overall vacation accrual policy. After discussion, Trustee Parsons, made a motion, seconded by Trustee Darling, to:

1. Award personal days in January, March, and June.
2. Require that personal days and floating holidays (February, August, November) be used in the calendar year earned or forfeited.
3. Amend vacation accrual to permit employee to carry time earned in the current year plus one week. Any accrued vacation hours in excess will be forfeited on May 1 absent authorization from the Department Head and Library Director.
4. Direct the Library Director to amend employee handbook to reflect these changes.

Motion carried unanimously.

DISCUSSION AND RANKING OF SUBMISSIONS TO RPF FOR CAPITAL CAMPAIGN CONSULTANT

Ms. Lemmer provided the Board with each of the trustee's rankings and top selections. Brian Williams discussed various aspects of the eleven RFP submissions and fund raising in general with the Board. After a lengthy and thorough discussion, Trustee Lemke made a motion, seconded by Trustee Rose, to invite the top four consulting firms, CCS Fundraising, The Hodge Group, and Jerold Panas, Linzy Partners, and Library Strategies, for interviews with the Board. Motion carried unanimously

OLD BUSINESS

None

NEW BUSINESS

The discussion of fines by the Service Committee is deferred.

ADJOURMENT

Trustee Darling made a motion, seconded by Trustee Travers, to adjourn the meeting at 8:09 pm. Motion carried unanimously.

Upcoming Meetings

Regular Board Meeting – October 9, at 7:00 pm
Special Board Meeting – October 10, at 7:00 pm

Beth Parsons, Secretary

Minutes approved by the Board on October 9, 2018.

Lake Forest Library
Year-to-Date Monthly Financial Report
September 2018
Month 5
FY2019

Agenda Item 7

REVENUES	Current Month Actual	Year to Date Actual	Year to Date Budget	Annual Budget	Over/(Under) Variance	% of Annual Budget
Funds on Hand 5/1	\$2,137,906	\$2,137,906	\$2,137,906	\$1,650,000		
Tax Based (Levy, SSN, IMRF)	\$1,273,095	\$3,972,341	\$1,700,965	\$4,082,315	\$2,271,376	97.31%
Non Tax Based	\$38,623	\$83,504	\$22,854	\$54,850	\$60,650	152.24%
Gifts (includes Friends)	\$3,035	\$66,789	\$29,167	\$70,000	\$37,622	95.41%
TOTAL REVENUES	\$1,314,753	\$4,122,634	\$1,752,985	\$4,207,165	\$2,369,648	97.99%
TOTAL FUNDS ON HAND	\$3,452,659	\$6,260,540	\$3,890,891	\$5,857,165	\$2,369,648	
Sug. Reserve: \$1,388,364 (33%)						
Actual: \$2,137,906 (51%)						
EXPENDITURES						
Salaries & Wages	\$123,206	\$622,006	\$723,865	\$1,882,049	(\$101,859)	33.05%
Fringes	\$25,578	\$126,065	\$148,115	\$385,098	(\$22,050)	32.74%
SSN	\$37,559	\$46,782	\$27,688	\$143,977	\$19,094	32.49%
IMRF	\$11,315	\$58,634	\$47,051	\$244,666	\$11,583	23.96%
Materials (print, AV, online)	\$39,461	\$248,666	\$241,667	\$580,000	\$6,999	42.87%
O.O.E.	\$55,397	\$220,948	\$237,656	\$570,375	(\$16,709)	38.74%
Building Maintenance	\$10,520	\$80,662	\$81,667	\$196,000	(\$1,005)	41.15%
Sub Total	\$303,035	\$1,403,762	\$1,507,708	\$4,002,165	(\$103,946)	35.08%
Capital	\$0	\$0	\$85,417	\$205,000	(\$85,417)	0.00%
TOTAL	\$303,035	\$1,403,762	\$1,593,125	\$4,207,165	(\$189,363)	33.37%
<hr/>						
BALANCE	\$3,149,624	\$4,856,778	\$2,297,767	\$1,650,000	\$2,559,011	
RESERVES						
Capital Improvements	\$850,000					
Technology Improvements	\$300,000					
Capital Equipment	\$300,000					
	\$1,450,000					

Lake Forest Library
September 2018 (Month 5) FY2019
Financial Notes

Revenues

Funds on Hand: \$2,137,906 (unrestricted), subject to completion of FY2018 audit

Tax Based: \$3,972,341; payments received in June and September. Includes \$13,622 in Replacement Personal Property Tax (\$10,000 budget). 97% of FY budget.

Non-Tax Based: \$83,504 non-tax revenues: 152% of FY budget (Library income from fines, fees, and investment income). Includes impact fee of \$10,272 (\$12,000 budget); Illinois per capita grant of \$24,219; and investment income of \$38,011 (\$25,000 budget).

Gifts: \$66,789 includes Friends grant of \$62,000 and other small gifts.

Expenditures

Salaries, Fringes: \$622,006 for salaries: 33% of FY budget; \$231,481 for fringes: 30% of FY budget. Includes: \$46,782 for SSN: 33% of FY budget; \$58,634 for IMRF: 24% of FY budget.

Materials; Books, AV and Electronic Services: \$248,666: 43% of FY budget. Includes annual database subscription payments and robust e-resource purchasing.

Other Operating Expenditures: \$220,948: 39% of FY budget. Includes legal (\$3,675) and HGA payments (\$44,942.88) (Special Project line); audit fee of \$6,785; and quarterly installment of administrative fee of \$8,332.

Building Maintenance: \$80,662: 41% of FY budget. Reflects services calls for HVAC and other systems; and annual liability and casualty insurance.

Capital: \$0;

Reserves

\$3,587,906. Operating cash reserve is currently at \$2,137,906; upon completion of the FY2018 audit this amount can be reduced to \$1,650,000 (35% of operating expenditures) with a transfer of surplus to increase reserves for capital equipment (\$300,000), capital improvements (\$850,000), and technology (\$300,000).

Year to Date FY2019: 33% of budget expenses; 98% budget revenues

Lake Forest Library Board of Trustees
360 E Deerpath Road, Lake Forest, IL 60045
Special Meeting Minutes
7:00 p.m. October 10, 2018

CALL TO ORDER

President Ron Levitsky called the meeting to order at 7:00 pm.

ROLL CALL

Board Members present: Germaine Arnson; Wendy Darling, Treasurer; Elizabeth Grob; Andrea Lemke; Ron Levitsky, President; Beth Parsons, Secretary; Todd Puch; Carrie Travers, Vice President

Absent: David Rose, Trustee

Staff present: Catherine Lemmer, Library Director; Joy Schmoll, Head of Communications

ADDITIONS TO THE AGENDA

None

APPROVAL OF THE AGENDA

Trustee Travers made a motion, seconded by Trustee Arnson, to approve the agenda. Motion carried unanimously.

OPPORTUNITY FOR PUBLIC TO ADDRESS THE BOARD AND CORRESPONDENCE

No request to address the board, nor was there any new correspondence.

APPROVAL OF THE OCTOBER 9, 2018 MEETING MINUTES

Trustee Travers made a motion, seconded by Trustee Arnson, to approve the October 9, 2018 meeting minutes. Motion carried unanimously.

RFP CAPITAL CAMPAIGN CONSULTANT PRESENTATIONS

Russ Hodge, Principal, with The Hodge Group made a presentation to the Board regarding his firm's proposal. The presentation included a question and answer period following the presentation.

Stu Wilson, Director, with Library Strategies Consulting Group, made a presentation to the Board regarding his firm's proposal. The presentation included a question and answer period following the presentation.

The Board narrowed the selection to two firms. It was agreed that the Library Director would call references and gather additional information for the Board before a selection would be made.

BUILDING REPORT AND REPAIRS

The Library Director provided estimates to rewrap the dome, as well as costs to repair the elevator which has been out of operation since September 19. Trustee Puch made a motion, seconded by Trustee Travers, to approve expenditures of up to \$15,000 for dome tarp repair/replacement, and up to \$13,000 for Suburban Elevator to repair the elevator. The motion passed unanimously with a roll call vote.

OLD BUSINESS

None

NEW BUSINESS

None

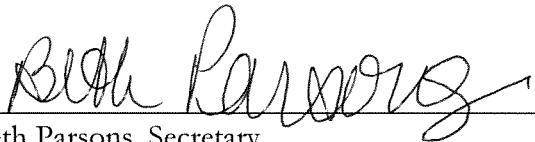
ADJOURNMENT

Trustee Puch made a motion, seconded by Trustee Grob, to adjourn the meeting at 9:26 pm.
Motion carried unanimously.

Upcoming Meetings

Finance Committee Meeting - November 13, 7:00 pm

Regular Board Meeting - November 13, 7:30 pm



Beth Parsons, Secretary

Minutes approved by the Board on November 13, 2018.

LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045
October 10, 2018
7:00 p.m. Reed Room – Main Floor
Special Meeting Agenda

1. Call Regular Meeting to Order
2. Board of Trustees Roll Call
3. Additions to the Agenda
4. For action: Approval of the Agenda
5. Opportunity for the Public to Address the Board and Correspondence
6. For action: Discussion and approval of the October 9, 2018 Meeting Minutes
7. Capital Campaign Consultant Presentation: The Hodge Group
8. Capital Campaign Consultant Presentation: Library Strategies
9. For action: Discussion and selection of Capital Campaign Consultant
10. For action: Discussion and approval of building and equipment repairs
11. Unfinished Business
12. New Business
13. Adjournment

Upcoming Meetings

Regular Board Meeting: November 13, 2018, 7:30 pm, Reed Room

Individuals with disabilities who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meetings or the facilities are requested to contact the Library Director at 847.810.4602 promptly to allow the Library to make reasonable accommodations.



LAKE FOREST LIBRARY BOARD

NOVEMBER 2018

Minutes • Agendas • Board Packets

**Finance Committee Meeting
Regular Monthly Board Meeting**

LAKE FOREST LIBRARY BOARD OF TRUSTEES

360 East Deerpath Road, Lake Forest, IL 60045

Finance Committee Meeting Minutes

7:00 p.m., November 13, 2018

CALL FINANCE COMMITTEE MEETING TO ORDER

The meeting was called to order by Chair Wendy Darling at 7:03 pm.

APPOINTMENT OF A SECRETARY PRO TEM

Ms. Lemmer agreed to take the minutes and serve as secretary for the meeting.

BOARD OF TRUSTEES ROLL CALL

Present Board Committee Members: Wendy Darling, Chair; and Trustee Lemke. Guests: Board Trustees Levitsky and Rose; and Catherine Lemmer, Library Director. Absent: Trustee Puch.

ADDITIONS TO THE AGENDA

None.

FOR ACTION: APPROVAL OF THE AGENDA

Trustee Lemke made a motion, seconded by Trustee Darling, to approve the agenda. Motion carried unanimously.

OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD COMMITTEE

None.

APPROVAL OF THE MARCH 13, 2018 FINANCE COMMITTEE MEETING MINUTES

Trustee Lemke made a motion, seconded by Trustee Darling, to approve the minutes of the March 13, 2018 Finance Committee. Motion carried unanimously.

APPROVAL OF A RECOMMENDATION REGARDING THE 2018 LEVY FOR FY2020

After discussion and review of the Library's proposed levy and a preliminary budget for FY2020, Trustee Lemke made a motion, seconded by Trustee Darling, to recommend to the full board to approve a 2018 levy of 2.1% (CPI) plus growth for the FY2020 year. Motion carried unanimously with a roll call vote.

NEW BUSINESS

None.

UNFINISHED BUSINESS

None.

ADJOURNMENT

Trustee Lemke made a motion, seconded by Trustee Darling, to adjourn the meeting at 7:23 pm. Motion carried unanimously.



Catherine A. Lemmer, Secretary Pro Tem

Minutes approved by the Board on January 8, 2019.

LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045
Tuesday, November 13, 2018
7:00 p.m., Reed Room – Main Floor

Finance Committee Meeting Agenda

1. Call Finance Committee Meeting to Order
2. Appointment of a Secretary Pro Tem
3. Board of Trustees Roll Call
4. Additions to the Agenda
5. For action: Approval of the Agenda
6. Opportunity for the Public to Address the Board Committee
7. For action: Approval of the March 13, 2018 Finance Committee Meeting Minutes
8. For action: Discussion and approval of a recommendation regarding the 2018 levy for FY2020
9. New Business
10. Unfinished Business
11. Adjournment

Next Regular Board Meeting: December 11, 2018

Individuals with disabilities who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meetings or the facilities are requested to contact the Library Director at 847.810.4602 promptly to allow the Library to make reasonable accommodations.

Lake Forest Library Board of Trustees
360 E Deerpath Road, Lake Forest, IL 60045
Regular Meeting Minutes
7:30 p.m. November 13, 2018

CALL TO ORDER

President Ron Levitsky called the meeting to order at 7:30 pm.

ROLL CALL

Trustees Present: Germaine Arnson; Wendy Darling, Treasurer; Elizabeth Grob; Andrea Lemke; Ron Levitsky, President; Beth Parsons, Secretary; David Rose; Carrie Travers, Vice President.

Absent: Trustee Todd Puch

Staff present: Catherine Lemmer, Library Director

ADDITIONS TO THE AGENDA

None

APPROVAL OF THE AGENDA

Trustee Darling made a motion, seconded by Trustee Arnson, to approve the agenda. Motion carried unanimously.

OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD, AND
CORRESPONDENCE

No request to address the board, nor was there any new correspondence.

APPROVAL OF THE MINUTES

Trustee Arnson made a motion, seconded by Trustee Rose, to approve the following meeting minutes. Motion carried unanimously.

October 10, 2018 Board Meeting Minutes

APPROVAL OF THE OCTOBER FINANCIAL REPORT

Ms. Lemmer presented the highlights of the October financial report. After discussion, Trustee Parsons, made a motion, seconded by Trustee Rose, to approve the October 2018 financial report. Motion carried unanimously with a roll call vote.

ACCEPTANCE OF THE FY2018 AUDIT

Ms. Lemmer presented the highlights of the FY2018 audit by Baker, Tilly. After discussion, Trustee Darling, made a motion, seconded by Trustee Lemke, to accept the FY2018 Audit. Motion carried unanimously with a roll call vote.

APPROVAL OF 2018 LEVY FOR FY2020

Trustee Darling reported that the Finance Committee was recommending approval of a levy of 2.1% for 2017 with projected growth of .45% (FY2020). After discussion, Trustee Levitsky made a motion, seconded by Trustee Travers, to accept and approve the Finance Committee's recommendation. Motion carried unanimously with a roll call vote. Ms. Lemmer will report the decision to the City.

PRESIDENT'S REPORT ON CAPITAL IMPROVEMENT PROJECT

Trustee Levitsky presented the results of the meeting with Mayor Bob Lansing, Alderman Jim Preschlack, 3rd Ward, Bob Kiely, City Manager, and Cathy Czerniak, Director of Community

Development. Two members of the City Council and a Blue Ribbon Committee of local experts are going to work with the Library on the capital improvement project. At this time, instead of moving forward with the retention of a capital campaign consultant, the Library will work with the City to develop a more comprehensive building and fund raising plan. The Library will continue to make necessary repairs to the building while the comprehensive plan is developed. The city staff felt that a consultant was not necessary at this time to raise private funds for improvements, so work will be geared toward creating the vision/case statement.

DISCUSSION AND APPROVAL OF BUILDING AND EQUIPMENT REPAIRS

The Library Director provided estimates for elevator repairs, dome wrapping, and Kasian Room roof repairs. Trustee Rose made a motion, seconded by Trustee Travers, to approve up to \$54,800 for the elevator repairs, up to \$25,000 for the dome wrap, and up to \$8,800 for the glass roof repairs. Motion passed unanimously via roll call vote.

LIBRARY DIRECTOR REPORT

The Library Director provided highlights of the past month, including the addition of a Young Adult librarian.

OLD BUSINESS

None

NEW BUSINESS

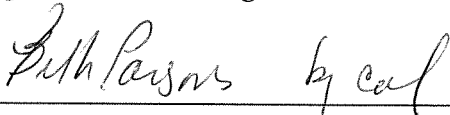
None

ADJOURNMENT

Trustee Travers made a motion, seconded by Trustee Darling, to adjourn the meeting at 8:40 pm. Motion carried unanimously.

Upcoming Meetings

Regular Board Meeting – December 11, 2018 at 7:30 pm



Beth Parsons, Secretary

Minutes approved by the Board on December 11, 2018.

LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045
November 13, 2018
7:30 p.m. Reed Room – Main Floor
Regular Meeting Agenda

1. Call Meeting to Order
2. Board of Trustees Roll Call
3. Additions to the Agenda
4. For action: Approval of the Agenda
5. Opportunity for the Public to Address the Board and Correspondence
6. For action: Discussion and approval of the October 10, 2018 Meeting Minutes
7. For action: Discussion and approval of October 2018 Financial Report
8. For action: Discussion and acceptance of FY2018 Audit
9. For action: Discussion and approval of 2018 levy for FY2020
10. President's Report on capital improvement project
11. For action: Discussion and approval of building and equipment repairs
12. Library Director Report
13. Unfinished Business
14. New Business
15. Adjournment

Upcoming Meetings

Regular Board Meeting: December 11, 2018, 7:30 pm, Reed Room

Individuals with disabilities who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meetings or the facilities are requested to contact the Library Director at 847.810.4602 promptly to allow the Library to make reasonable accommodations.

LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045
November 13, 2018
7:00 p.m. Reed Room – Main Floor
Regular Monthly Meeting
Board Materials

1. Agenda
2. October 10, 2018 Meeting Minutes
3. September 2018 statistics

LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045
November 13, 2018
7:30 p.m. Reed Room – Main Floor
Regular Meeting Agenda

1. Call Meeting to Order
2. Board of Trustees Roll Call
3. Additions to the Agenda
4. For action: Approval of the Agenda
5. Opportunity for the Public to Address the Board and Correspondence
6. For action: Discussion and approval of the October 10, 2018 Meeting Minutes
7. For action: Discussion and approval of October 2018 Financial Report
8. For action: Discussion and acceptance of FY2018 Audit
9. For action: Discussion and approval of 2018 levy for FY2020
10. President's Report on capital improvement project
11. For action: Discussion and approval of building and equipment repairs
12. Library Director Report
13. Unfinished Business
14. New Business
15. Adjournment

Upcoming Meetings

Regular Board Meeting: December 11, 2018, 7:30 pm, Reed Room

Individuals with disabilities who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meetings or the facilities are requested to contact the Library Director at 847.810.4602 promptly to allow the Library to make reasonable accommodations.

Lake Forest Library Board of Trustees
360 E Deerpath Road, Lake Forest, IL 60045
Special Meeting Minutes
7:00 p.m. October 10, 2018

CALL TO ORDER

President Ron Levitsky called the meeting to order at 7:00 pm.

ROLL CALL

Board Members present: Germaine Arnson; Wendy Darling, Treasurer; Elizabeth Grob; Andrea Lemke; Ron Levitsky, President; Beth Parsons, Secretary; Todd Puch; Carrie Travers, Vice President

Absent: David Rose, Trustee

Staff present: Catherine Lemmer, Library Director; Joy Schmoll, Head of Communications

ADDITIONS TO THE AGENDA

None

APPROVAL OF THE AGENDA

Trustee Travers made a motion, seconded by Trustee Arnson, to approve the agenda. Motion carried unanimously.

OPPORTUNITY FOR PUBLIC TO ADDRESS THE BOARD AND CORRESPONDENCE

No request to address the board, nor was there any new correspondence.

APPROVAL OF THE OCTOBER 9, 2018 MEETING MINUTES

Trustee Travers made a motion, seconded by Trustee Arnson, to approve the October 9, 2018 meeting minutes. Motion carried unanimously.

RFP CAPITAL CAMPAIGN CONSULTANT PRESENTATIONS

Russ Hodge, Principal, with The Hodge Group made a presentation to the Board regarding his firm's proposal. The presentation included a question and answer period following the presentation.

Stu Wilson, Director, with Library Strategies Consulting Group, made a presentation to the Board regarding his firm's proposal. The presentation included a question and answer period following the presentation.

The Board narrowed the selection to two firms. It was agreed that the Library Director would call references and gather additional information for the Board before a selection would be made.

BUILDING REPORT AND REPAIRS

The Library Director provided estimates to rewrap the dome, as well as costs to repair the elevator which has been out of operation since September 19. Trustee Puch made a motion, seconded by Trustee Travers, to approve expenditures of up to \$15,000 for dome tarp repair/replacement, and up to \$13,000 for Suburban Elevator to repair the elevator. The motion passed unanimously with a roll call vote.

OLD BUSINESS

None

NEW BUSINESS

None

ADJOURMENT

Trustee Puch made a motion, seconded by Trustee Grob, to adjourn the meeting at 9:26 pm.
Motion carried unanimously.

Upcoming Meetings

Finance Committee Meeting - November 13, 7:00 pm
Regular Board Meeting - November 13, 7:30 pm

Beth Parsons, Secretary

Minutes approved by the Board on November 13, 2018.

**Lake Forest Library
FY 2019 Select Statistics**

September 2018 Statistics	FY 2019	FY 2018	Change	Last Month
Circulation: Adult	15,236	13,285	14.7%	15,604
Circulation: Children's & YA	12,898	9,777	31.9%	14,722
e-Media	2,766	1,943	42.4%	2,874
Total	30,900	25,005	23.6%	33,200
AV% of circulation (includes DVD2GO)	5,969(19%)	5,593(22%)	17.3%	5,785(17%)
DVD2GO	211	193	9.3%	211
West Book Box	742	918	-19.2%	1,210
Patron Visits	28,999	30,776	-5.8%	36,185
Interlibrary Loan				
To: Lake Forest	661	596	10.9%	718
From: Lake Forest	1,273	1,424	-10.6%	1,496
Reference/Reader's Advisory	7,557	7,323	3.2%	7,710
Materials Added	1,452	984	47.6%	1,469
Materials Withdrawn	982	2,401	-59.1%	1,431
Volunteer Hours	1.5	18	-91.7%	281
Active Programs Offered (* 2018 Storytimes)	57	38	50.0%	30
Attendance	1,191	1,053	13.1%	1,043
WebSite Users (now using GA)	8,529	n/a	n/a	7,540
WebSite Hits	12,826	n/a	n/a	11,525
Electronic Resources (error in 2018 #s)	12,344	14,021	-12.0%	17,438
Library 2.0 (members/followers)	3,661	2,710	35.1%	3,632
New Patrons Registered	112	154	-27.3%	265
Media Lab (Individual sessions)	55	35	57.1%	57
E-tutorials (individual sessions)	24	16	50.0%	29
Media Lab Classes/Attendees	4(37)	1(7)	n/a	3(51)
Museum Passes Used	2	0	100.0%	12
E-Media Total	2,766	1,943	42.4%	2,874
Freegal	210	271	-22.5%	174
Hoopla	426	154	176.6%	411
3M Cloud Library	206	185	11.4%	301
MyMediaMall	1,707	1080	58.1%	1,712
RB Digital (Magazines/News)	130	253	-48.6%	202
Kanopy	87	0	100.0%	74

**Lake Forest Library
FY 2019 Select Statistics**

Library 2.0	Sept 2018	Sept 2017	Change	Last Month
Facebook Followers	1,324	1,161	14.0%	1,315
Facebook Reach	2,531	7,497	-66.2%	8,497
Facebook Engagement	1,243	1,457	-14.7%	4,634
Facebook Video Views	1,147			1,890
Instagram Followers	1,104	404	173.3%	1,088
Instagram Likes	384	590	-34.9%	523
Instagram Video Views	1,053			328
Instagram Story Views	399			331
Twitter Followers	1,233	1,145	7.7%	1,229
Twitter Profile Visits	252			180
Twitter Impressions (Reach)	9,038	7,425	21.7%	11,300
Wikipedia	181	124	46.0%	171
Google My Business (clicks)	1,190	999	19.1%	1,135
Google My Business (views)	11,737	4,188	180.3%	4,190
Total Social Media Followers	3,661	2,710	35.1%	3,632
Total Engagement Activity/Impact	16,047	16,969	-5.4%	27,683



LAKE FOREST
LIBRARY BOARD

DECEMBER 2018

Minutes • Agendas • Board Packets

Regular Monthly Board Meeting

Lake Forest Library Board of Trustees
360 E Deerpath Road, Lake Forest, IL 60045
Regular Meeting Minutes
7:30 p.m. December 11, 2018

CALL TO ORDER

President Ron Levitsky called the meeting to order at 7:30 pm and welcomed staff and guests.

APPOINTMENT OF SECRETARY PRO TEM

Catherine Lemmer agreed to take the minutes and serve as secretary for the meeting.

ROLL CALL

Trustees Present: Germaine Arnson; Wendy Darling, Treasurer; Elizabeth Grob; Andrea Lemke; Ron Levitsky, President; Todd Puch, and David Rose.

Absent: Beth Parsons, Secretary; and Carrie Travers, Vice President.

Guests: Jim Preschlack, 3rd Ward Alderman

Staff present: Catherine Lemmer, Library Director, Felicia Song, Assistant Director.

ADDITIONS TO THE AGENDA

None

APPROVAL OF THE AGENDA

Trustee Puch made a motion, seconded by Trustee Darling, to approve the agenda. Motion carried unanimously.

OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD, AND
CORRESPONDENCE

No request to address the board, nor was there any new correspondence.

APPROVAL OF THE MINUTES

Trustee Rose made a motion, seconded by Trustee Arnson, to approve the following meeting minutes. Motion carried unanimously.

November 13, 2018 Board Meeting Minutes

APPROVAL OF THE NOVEMBER FINANCIAL REPORT

Ms. Lemmer presented the highlights of the November financial report. After discussion, Trustee Arnson, made a motion, seconded by Trustee Grob, to approve the November 2018 financial report. Motion carried unanimously with a roll call vote.

LIBRARY DIRECTOR REPORT

The Library Director provided highlights of the past month, including the new Young Adult Librarian's goals and ideas; new STEAM kits; and updated circulation statistics. She also updated the Board on the move to BS&A. The Trustees discussed Chapters 6-10 of *Trustee Facts File, 4th edition*, and the various webinars they viewed that focused on meeting the needs of patrons with challenges or disabilities as part of the 2019 Per Capita Grant requirements. Trustee Rose agreed to lead the process to create an annual review process for the director.

STRATEGIC VISION 2050 DISCUSSION

Trustee Levitsky welcomed Jim Preschlack. Alderman Preschlack explained his role as a liaison to the City Council and noted all the work the board has undertaken to date. Ms. Lemmer and Mr. Preschlack presented an outline of a proposed plan for going forward to create a shared vision/case statement. The Board engaged in a lengthy and thorough discussion about its role in the Library's building project and working with a Blue Ribbon Committee to advance the project.

DISCUSSION AND APPROVAL OF BUILDING AND EQUIPMENT REPAIRS

Ms. Lemmer updated the board on potential delays with the elevator repair timeline. Ms. Lemmer then led the board through an analysis of the various options on how to approach the work on the dome. After a thorough discussion of the various options, the Board determined it to be in the best interests of the Library to engage HGA to assess the dome and provide good, better, and best options. These options will be then be evaluated and the project bid out for Summer 2019. In the interim, the dome will be rewrapped by Riddiford Roofing as approved at the November 13, 2018 meeting.

Trustee Arnson reported that she would abstain from the vote because of a potential conflict of interest. Trustee Levitsky made a motion, seconded by Trustee Puch, to approve up to \$25,000 for HGA to do the dome assessment and prepare the three options. Motion carried unanimously with a roll call vote, with Trustee Arnson abstaining. Alderman Preschlack exited the meeting at 8:44 pm.

DISCUSSION AND APPROVAL OF A FACILITIES CONTRACT

After discussion, Trustee Puch made a motion, seconded by Trustee Lemke, to enter into a month-to-month cleaning services contract with Imperial Service Systems, Inc. Motion carried unanimously with a roll call vote.

OLD BUSINESS

None

NEW BUSINESS

None

ADJOURNMENT

Trustee Puch made a motion, seconded by Trustee Arnson, to adjourn the meeting at 8:49 pm. Motion carried unanimously.

Upcoming Meetings

Regular Board Meeting – January 8, 2019 at 7:30 pm



Catherine A. Lemmer, Secretary Pro Tem

Minutes approved by the Board on January 8, 2019.

LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045
December 11, 2018
7:30 p.m. Reed Room – Main Floor
Regular Meeting Agenda

1. Call Meeting to Order
2. Board of Trustees Roll Call
3. Additions to the Agenda
4. For action: Approval of the Agenda
5. Opportunity for the Public to Address the Board and Correspondence
6. For action: Discussion and approval of the November 13, 2018 Meeting Minutes
7. For action: Discussion and approval of November 2018 Financial Report
8. Library Director Report
9. Strategic Vision 2050 Discussion
 - a. For action: Discussion and approval of building and equipment repairs
10. For action: Discussion and approval of facilities contract
11. Unfinished Business
12. New Business
13. Adjournment

Upcoming Meetings

Regular Board Meeting: January 8, 2018, 7:30 pm, Reed Room

Individuals with disabilities who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meetings or the facilities are requested to contact the Library Director at 847.810.4602 promptly to allow the Library to make reasonable accommodations.

**LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045
December 11, 2018
7:30 p.m. Reed Room – Main Floor
Regular Monthly Meeting
Board Materials**

1. Agenda
2. November 13, 2018 Meeting Minutes
3. November 2018 Financial Report

LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045
December 11, 2018
7:30 p.m. Reed Room – Main Floor
Regular Meeting Agenda

1. Call Meeting to Order
2. Board of Trustees Roll Call
3. Additions to the Agenda
4. For action: Approval of the Agenda
5. Opportunity for the Public to Address the Board and Correspondence
6. For action: Discussion and approval of the November 13, 2018 Meeting Minutes
7. For action: Discussion and approval of November 2018 Financial Report
8. Library Director Report
9. Strategic Vision 2050 Discussion
 - a. For action: Discussion and approval of building and equipment repairs
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11. Unfinished Business
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Upcoming Meetings

Regular Board Meeting: January 8, 2018, 7:30 pm, Reed Room

Individuals with disabilities who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meetings or the facilities are requested to contact the Library Director at 847.810.4602 promptly to allow the Library to make reasonable accommodations.

Lake Forest Library Board of Trustees
360 E Deerpath Road, Lake Forest, IL 60045
Regular Meeting Minutes
7:30 p.m. November 13, 2018

CALL TO ORDER

President Ron Levitsky called the meeting to order at 7:30 pm.

ROLL CALL

Trustees Present: Germaine Arnson; Wendy Darling, Treasurer; Elizabeth Grob; Andrea Lemke; Ron Levitsky, President; Beth Parsons, Secretary; David Rose; Carrie Travers, Vice President.

Absent: Trustee Todd Puch

Staff present: Catherine Lemmer, Library Director

ADDITIONS TO THE AGENDA

None

APPROVAL OF THE AGENDA

Trustee Darling made a motion, seconded by Trustee Arnson, to approve the agenda. Motion carried unanimously.

OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD, AND
CORRESPONDENCE

No request to address the board, nor was there any new correspondence.

APPROVAL OF THE MINUTES

Trustee Arnson made a motion, seconded by Trustee Rose, to approve the following meeting minutes. Motion carried unanimously.

October 10, 2018 Board Meeting Minutes

APPROVAL OF THE OCTOBER FINANCIAL REPORT

Ms. Lemmer presented the highlights of the October financial report. After discussion, Trustee Parsons, made a motion, seconded by Trustee Rose, to approve the October 2018 financial report. Motion carried unanimously with a roll call vote.

ACCEPTANCE OF THE FY2018 AUDIT

Ms. Lemmer presented the highlights of the FY2018 audit by Baker, Tilly. After discussion, Trustee Darling, made a motion, seconded by Trustee Lemke, to accept the FY2018 Audit. Motion carried unanimously with a roll call vote.

APPROVAL OF 2018 LEVY FOR FY2020

Trustee Darling reported that the Finance Committee was recommending approval of a levy of 2.1% for 2017 with projected growth of .45% (FY2020). After discussion, Trustee Levitsky made a motion, seconded by Trustee Travers, to accept and approve the Finance Committee's recommendation. Motion carried unanimously with a roll call vote. Ms. Lemmer will report the decision to the City.

PRESIDENT'S REPORT ON CAPITAL IMPROVEMENT PROJECT

Trustee Levitsky presented the results of the meeting with Mayor Bob Lansing, Alderman Jim Preschlack, 3rd Ward, Bob Kiely, City Manager, and Cathy Czerniak, Director of Community

Development. Two members of the City Council and a Blue Ribbon Committee of local experts are going to work with the Library on the capital improvement project. At this time, instead of moving forward with the retention of a capital campaign consultant, the Library will work with the City to develop a more comprehensive building and fund raising plan. The Library will continue to make necessary repairs to the building while the comprehensive plan is developed. The city staff felt that a consultant was not necessary at this time to raise private funds for improvements, so work will be geared toward creating the vision/case statement.

DISCUSSION AND APPROVAL OF BUILDING AND EQUIPMENT REPAIRS

The Library Director provided estimates for elevator repairs, dome wrapping, and Kasian Room roof repairs. Trustee Rose made a motion, seconded by Trustee Travers, to approve up to \$54,800 for the elevator repairs, up to \$25,000 for the dome wrap, and up to \$8,800 for the glass roof repairs. Motion passed unanimously via roll call vote.

LIBRARY DIRECTOR REPORT

The Library Director provided highlights of the past month, including the addition of a Young Adult librarian.

OLD BUSINESS

None

NEW BUSINESS

None

ADJOURNMENT

Trustee Travers made a motion, seconded by Trustee Darling, to adjourn the meeting at 8:40 pm. Motion carried unanimously.

Upcoming Meetings

Regular Board Meeting – December 11, 2018 at 7:30 pm

Beth Parsons, Secretary

Minutes approved by the Board on December 11, 2018.

Lake Forest Library
Year-to-Date Monthly Financial Report
November 2018
Month 7
FY2019

Agenda Item 7

REVENUES	Current Month Actual	Year to Date Actual	Year to Date Budget	Annual Budget	Over/(Under) Variance	% of Annual Budget
Funds on Hand 5/1	\$2,137,906	\$2,137,906	\$2,137,906	\$1,650,000		
Tax Based (Levy, SSN, IMRF)	\$47,434	\$4,081,800	\$2,381,350	\$4,082,315	\$1,700,450	99.99%
Non Tax Based	\$14,911	\$114,260	\$31,996	\$54,850	\$82,264	208.31%
Gifts (includes Friends)	\$0	\$66,789	\$40,833	\$70,000	\$25,956	95.41%
TOTAL REVENUES	\$62,346	\$4,262,850	\$2,454,180	\$4,207,165	\$1,808,670	101.32%
TOTAL FUNDS ON HAND	\$2,200,252	\$6,400,756	\$4,592,086	\$5,857,165	\$1,808,670	
Sug. Reserve: \$1,388,364 (33%)						
Actual: \$2,137,906 (51%)						
EXPENDITURES						
Salaries & Wages	\$192,477	\$942,025	\$1,158,184	\$1,882,049	(\$216,159)	50.05%
Fringes	\$15,481	\$167,114	\$236,983	\$385,098	(\$69,870)	43.40%
SSN	\$14,526	\$70,868	\$88,601	\$143,977	(\$17,733)	49.22%
IMRF	\$17,942	\$88,114	\$150,564	\$244,666	(\$62,450)	36.01%
Materials (print, AV, online)	\$32,863	\$316,359	\$338,333	\$580,000	(\$21,974)	54.54%
O.O.E.	\$24,568	\$297,910	\$332,719	\$570,375	(\$34,809)	52.23%
Building Maintenance	\$10,294	\$104,384	\$114,333	\$196,000	(\$9,950)	53.26%
Sub Total	\$308,151	\$1,986,774	\$2,419,718	\$4,002,165	(\$432,944)	49.64%
Capital	\$17,559	\$17,595	\$102,500	\$205,000	(\$84,905)	8.58%
TOTAL	\$325,710	\$2,004,369	\$2,522,218	\$4,207,165	(\$517,849)	47.64%
BALANCE	\$1,874,542	\$4,396,387	\$2,069,868	\$1,650,000	\$2,326,519	
RESERVES						
Capital Improvements	\$850,000					
Technology Improvements	\$300,000					
Capital Equipment	\$300,000					
	\$1,450,000					

**Lake Forest Library
November 2018 (Month 7) FY2019
Financial Notes**

Revenues

Funds on Hand: \$2,137,906 (unrestricted).

Tax Based: \$4,081,800; payments received in June and September. Includes \$18,792 in Replacement Personal Property Tax (\$10,000 budget). 99% of FY budget.

Non-Tax Based: \$99,349 non-tax revenues: 182% of FY budget (Library income from fines, fees, and investment income). Includes impact fee of \$12,984 (\$12,000 budget); Illinois per capita grant of \$24,219; and investment income of \$62,394 (\$25,000 budget).

Gifts: \$66,789 includes Friends grant of \$62,000 and other small gifts.

Expenditures

Salaries, Fringes: \$942,025 for salaries: 50% of FY budget; \$326,096 for fringes: 42% of FY budget. Includes: \$70,868 for SSN: 49% of FY budget; \$88,114 for IMRF: 36% of FY budget.

Materials; Books, AV and Electronic Services: \$316,359: 54% of FY budget. Includes annual database subscription payments and robust e-resource purchasing.

Other Operating Expenditures: \$297,910: 52% of FY budget. Includes legal (\$4,725) and HGA payments (\$44,942.88) (Special Project line); audit fee of \$6,785; and administrative fee of \$14,581.

Building Maintenance: \$104,384: 53% of FY budget. Reflects services calls for HVAC and other systems; and annual liability and casualty insurance.

Capital: \$17,595, reflects \$16,440 down payment to Suburban Elevator.

Reserves

\$3,587,906. Operating cash reserve (fund balance-unassigned) is currently at \$2,137,906 due to FY2018 year-end increase in fund balance arising out of gifts, capital savings, and fiscal management; this amount can be reduced to \$1,650,000 (35% of operating expenditures) with a transfer of surplus to increase reserves for capital equipment (\$300,000), capital improvements (\$850,000), and technology (\$300,000).

Year to Date FY2019: 48% of budget expenses; 99% budget revenues