

**LAKE FOREST LIBRARY BOARD OF TRUSTEES**  
**360 East Deerpath Road, Lake Forest, IL 60045**  
**Tuesday, April 13, 2021, 7:30 p.m.**  
**Regular Meeting by Remote Access (Virtual)**

The Library Trustees will be remotely attending this regularly scheduled Board of Trustees meeting by electronic means, in compliance with Governor's Executive Order 2020-07, issued on March 16, 2020, that suspended certain Open Meetings Act provisions relating to in-person attendance by members of a public body. Specifically, the Governor's Order: (1) suspends the requirement in Section 2.01 that "members of a public body must be physically present:" and (2) suspends the limitations in Section 7 on when remote participation is allowed. This Executive Order is effective the duration of the Gubernatorial Disaster proclamation. The Library provides members of the public with an opportunity to participate in the meeting.

Members of the public can participate remotely in the meeting via Microsoft Teams by clicking the following link: [Join Microsoft Teams Meeting](#). Or by calling: +1 872-240-4516. Conference ID: 119 745 79#.

Alternatively, members of the public may email comments to Catherine Lemmer, Library Director, at [clemmer@lakeforestlibrary.org](mailto:clemmer@lakeforestlibrary.org), before **noon** on the date of the meeting and the comments will be entered into the meeting minutes. The minutes of the meeting will be available on the Library's website after they are approved at the next meeting of the Library Board of Trustees. Current and past meeting information is available at: [www.lakeforestlibrary.org/board-meetings](http://www.lakeforestlibrary.org/board-meetings).

### **Agenda**

1. Call Meeting to Order.
2. President's Remarks:

This meeting of the Lake Forest Library Board is being held as a virtual meeting because the Illinois Governor has declared the COVID-19 pandemic a disaster and it is not practical or prudent for in-person meetings. The Library Director is on-site at the Library for this meeting and may be reached by calling 847.810.4602. This meeting is being recorded and the recording will be posted on the Library's website.
3. Board of Trustees Roll Call/Confirmation that can hear the discussion.
4. Opportunity for the Public to Address the Board and correspondence.
5. Call for Additions to the Agenda.
6. Consent Agenda (omnibus vote on matters 6(a) - 6(i))

- a. Approval of the Agenda
  - b. Approval of the March 9, 2021 Meeting Minutes
  - c. Approval of March 2021 Financial Report
  - d. Approval of FY2022 Insurance Proposal
  - e. Approval of Commercial Landscape Management 2021 Proposal
  - f. Approval of FY2022 non-resident card fee
  - g. Approval of FY2022 Board of Trustee Meeting Calendar
  - h. Approval of FY2022 Library Calendar
  - i. Approval of invoice for work related to Capital Improvement Project listening sessions and upcoming City Council meeting
7. President's appointment of members to the Nominating Committee
  8. Technology and Facilities Update
    - a. Fiber, RFID
    - b. Discussion and approval of proposal from The Hill Group regarding the install of ionization filters on the five HVAC systems
  9. April 2021 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. Approval of FY2021 and FY2022 library director compensation.
  12. Unfinished Business
  13. New Business
  14. Adjournment

**Upcoming Meeting: Regular Board Meeting, May 11, 2021, 7:30 pm**

Special meetings may be called at any time with proper notice pursuant to the Library's bylaws.

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.

## **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 three (3) 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.

(Approved January 9, 2018.)

INSPIRATION ♦ IDEAS ♦ COMMUNITY

## March Correspondence etc. for April 13, 2021 Meeting

**Patron Comments/Suggestions:** Comments are transcribed from the “How are we doing? Share your comments, suggestions, compliments, or complaints” cards in the foyer of the Library. Comments also come via phone, email, and U.S. post. This does not include program evaluation comments. Contact information removed.

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### General

Date: April 8, 2021

Resident: Happi Datt (Library cc'd)

Honorable Mayor, As one of many Sikh's who are residents of Lake Forest, we appreciate Lake Forest Library's link to a blog on Sikh Awareness and Appreciation Month on its home page! Thank you!

Following up on my earlier letter, what can I do to petition the City of Lake Forest to recognize residents such as myself with a proclamation and/or a recognition designation? Attached is additional information and a suggested proclamation.

I look forward to hearing from you, Happie Datt

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### Classes

Date: April 8, 2021

Patron: Julie Mielzynski

Thank you for conducting the coding classes. Ethan very much enjoyed it. We look forward to the next class in the fall.

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### Read Between the Ravines

**Date: April 8, 2021**

Patron: Patricia Kreischer

[Re: *Read Between the Ravines* interview with Michelle Kuo, author of *Reading with Patrick*"]

Wonderful book, wonderful discussion. Thank you Lake Forest Library!

**Date: April 5, 2021**

Patron: John F. Johnson

Michelle, Thank you for having the courage and experience to suggest *Reading with Patrick* this year for the *Read Between the Ravines* Program. While I am an active reading tutor with Reading Power, this is not a book that I would have added to my reading list, unless recommended by a trusted friend. After finishing this book over the past weekend and reflecting on the message, the story is profound at many levels and I look forward to hearing Michelle Kuo later this week. Thanks again for all you do to help make our Lake Forest Library a very special place!

**March 23, 2021**

Patron: Lynn Miller

This was a great program! I learned about the Jim Crow era! Very good speaker and very informative!

**March 16, 2021**

Just finished *Reading with Patrick*.

Oh my. I can't thank you enough; had to text you to tell you how profound and awesome that book is and her writing is amazing... maybe because of acquaintance with education and the art of teaching and always concerns about the unseen un-helped in our culture; books and libraries it really touched me!!!

All if it... the race issues history etc. perfect reading so relevant

The author is an amazing person! Thank you. Great book choice.

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**1000 Books Before Kindergarten**

**Date: March 12, 2021**

Patron: Marty Preiss mpreiss@preissco.com

Thank you for reaching out to invite us to the Lake Forest Children's Library. Since enrolling Molly in the *1,000 Books Before Kindergarten* program last week, Molly, her parents, and I have visited the library. Last Saturday, 3/6/21, Molly was introduced to the Children's Library. On our Saturday visit her parents picked up her tote bag, chose several books to bring home for the weekend, then read her *The Hungry Caterpillar* while at the library. I'm attaching two photos of our Happy Little Reader on 3/6/21 at the Lake Forest Children's Library. Thank you for providing such a meaningful young child's reading program. Her mother is keeping track of the number of books read to her. Over the coming years you will see Molly many, many times!

Gratefully, Marty Preiss

Molly's Grandma

**March 10, 2021**

Resident: John F. Johnson

Please share with Michelle how pleased we were to hear about the "1000 Books" Initiative at the LF Library Board meeting last evening. It's always challenging to present to people in a video media where you see only some of the people and many do not share their video! Michelle gave a very effective presentation and handled a variety of questions really well.

While I've lived here since 1987 and raised our family here, our son now lives in Seattle area. We have three grandchildren there and the two youngest are kindergarten and third grade. I've been reading "digital books" via Zoom and having fun. After the 1000 Books is officially launched, you may have a few grandparents interested in involving their remote grandchildren. You might consider some "appropriate donation opportunity" where some of the materials are provided to the grandparents in a way they could engage with their "remote" grandchildren who will also be coming to visit them after the "Covid Era" is past us. **Keep up all the great work in the Children's Program.**

I also recall all the time you spent with me personally as we were planning our ***My Book from Rotary Program***. You were extremely helpful in orienting us to an entire genre of children's literature very helpful to early readers.

Due to Covid restrictions we began providing books for birth to 5 year old's through the Boys & Girls Club of Lake County (BGCLC) in Waukegan and Beacon Place in Waukegan. In addition we have held

two evening “Parents Reading Sessions” with the BGCLC parents and older siblings. We will be expanding to other locations in the future and we’ll keep you updated!

**Thanks to the entire TEAM for your tireless work!**

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### Other Programs

Date: March 31, 2021

Patron: Margo Newtown, Sheridan Elementary School Librarian



**Date: March 23, 2021**

Patron shared that she loves all our book recommendations; she starts with our displays and then asks at reference if there is anything new she should be reading and we always find her the best books. She and her adult daughter enjoying reading the same book and discussing. She said that we got her through the winter and that we are the most essential workers! I suggested that she sign up for our E newsletter and some of our online suggestions, she said that she will and that she watches our Instagram and reads our blogs.

**Date: March 27, 2021**

Patron: Monica Lynn Pearson (preschool teacher)

I am so thankful to be back at the Library and all the new books!

**Date: March 17, 2021**

Patron: Megan Prince

Thanks for such a fun storytime. We especially enjoyed The Very Hungry Caterpillar flannel board! 🐛🦋

**Date: March 17, 2021**

Patron: Suzanne Brunner, Director at First Presbyterian Preschool



Thank you for all your wonderful stories. We love our time with you!!

**Date: March 5, 2021**

Re: Stanley Anderson architecture program. It was excellent – just got the book and enjoyed hearing some of the details from the author.

**Date: March 3, 2021**

Patron: Kelly Zonghetti

You guys have been doing an incredible job picking out books for our family! THANK YOU!

**Date: March 1, 2021**

Patron: Katherine Kamp Collins

Lorie, I can't thank you enough!! So excited for our new books. With much appreciation, Katy

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### **Capital Improvement Project**

**Date: April 7, 2021**

Resident: Laurie Rose, President of the LF/LB League of Women Voters posted her comment and the video she mentions to the LF/LB News Group on Facebook. (Sent to Library Board by email)

I am very displeased by the recent rancor directed against the Library Board, the Plan Commission and the City Council. I posted this video on FB as a way to show what is possible in an affluent town with even more history than Lake Forest. I will attend a listening session soon but I support what the Library Board has done and am willing to do what I can to facilitate the process with the current architects. I cannot believe that people hired their architect to create an alternative plan which pleases them more than the current design. The boards were duly appointed to represent the community and the community should respect the hours of study and preparation that the members of boards utilize in the execution of their duties. PS I lived in Greenwich and served in the town legislature there. It was many years ago but there was a civility that is lacking in Lake Forest today. Good luck! Happy Spring! The video is titled Greenwich Library Renewed, on YouTube)

**Date: April 6, 2021**

Commentor: Syd Mellinger, former library director

Thanks for your prompt response. I totally missed the fact that you are on CDT and I am on EDT. Enjoyed it [listening session] immensely. So glad that you are considering removing the two -or possibly the three wings. I have a lot of background as to why they were chosen. If you want any info



on that, please let me know. I applaud what you are doing and look forward to how you proceed in the future. Best regards, Syd

**All were encouraged to attend the community listening sessions.**

**Date: April 8, 2021**

Resident: Kim Robb

Dear Lake Forest Library Board,

I am getting in touch today to voice my support for the beautiful plans/renderings submitted by James Shearron, link below. I think it looks exactly like what we need. The style is the same as the current library and it would flow beautifully from the existing building. It wouldn't even look like an addition.

**Date: April 8, 2020**

Commenter: Patricia Ferguson

This Library is the heart of the academic and cultural landscape of Lake Forest. It's classic presence is a reminder to all that classic architecture and classic values go hand in hand. It reflects the tradition of excellence on which this community was founded. Lake Forest is an architectural and cultural landscape treasure, and it is important to maintain this special character over time. The Library is the place which holds many quiet memories of inspiration and understanding for so many of us who have grown in wisdom within it's walls. It is the spirit of the place that connects us through time and place. It should continue to do so. By maintaining the original character of the building through the addition, the traditional values which the architecture of this community reflects, will be preserved while creating a constant and unified style maintaining the spirit of the place.

It is my hope that the Board will understand the rare and rich cultural value of this building, and institution, in our community. That cultural heritage is best continued by maintaining the classic architecture of the original Library building in the design of the new addition. Please follow the design plans from Mr. Rutledge's architectural firm. There should be no question about it.

**Date: April 8, 2021**

Commenter: Elizabeth Covington

I no longer live in Lake Forest, so I have no vested taxpayer interest in what happens to Lake Forest Library. I did, however, grow up there and used the library quite often over my childhood and teen years. Even though I was probably oblivious of a lot of important things at the time, the beauty and atmosphere of the library's rooms made quite an impression upon me. I have visited since and have always pointed out the Library as a cherished local icon.

Lake Forest is a city that has long honored its roots in many areas, education and architecture being two of those. Art Deco is a far more fitting style for structures close to downtown rather than brutalist efficiency. In my opinion, efficiency can be more beautiful, and beauty has a positive effect on the user. Whatever plan is chosen to enlarge and renovate this precious building, the resulting impression should be of a growing family rather than a parent with a really ugly child.

Please consider not only what you think will work today, but also what visitors will see decades from now. Will it appear to be a cohesive, welcoming place or just another mish-mash of whatever was fashionable or least expensive at the time of construction? Thank you for your consideration.

**Date: April 8, 2021**

Commenter: Carole Duggan Mahoney (LF Resident 1960-1980)

Dear Sir or Madam - It is my understanding that you are considering different options for the renovation of the library. While I no longer live in Lake Forest, my family's roots in the city are 40+ years deep. I spent hours and hours and hours in that beautiful building. I won't say I studied the whole time, but I do know I loved each and every inch of that building.

My dear friend, and former classmate James Shearron, along with his partner Dick Bories, have produced beautiful plans for the library's expansion and improvement. I do so hope you will consider their plans above all others. They care about the history, the community, the building. I cannot imagine any other candidate having the same level of passion and talent. It is simply impossible. Many thanks for your time and consideration Carole Duggan Mahoney LF resident from 1960 – 1980

**Date: April 8, 2021**

Commenter: Jane O'Neill

70 years ago on a hot humid spring day, my mom took me to get my library card. I remember how cool and magnificent the whole experience was-the artwork, the marble floors and the smell of old books. During my youth I spent almost every day there and participated in the reading programs. One year they had all the mythology books rebound in neon colours so I learned about that. Another year it was all the biographies. At age 16 we got our driver's licenses and met at the library to do our homework. I moved away after college but returned for every holiday and was welcomed to the warm familiarity of "my" library. When the world expanded with internet the library let me keep in touch and pay bills since we didn't have WiFi at home.

The library was a place to learn, escape, meet new people, and to enjoy the ambience of beauty not normally enjoyed by middle class families. I was sad when the horse chestnut trees were removed and the new sculptures were not necessarily my taste but I learned to accept them.

Now I see they feel the need to expand. Haven't the new Lake Foresters learned from the whole mess at the lake? Some things are worth extended research and the perspective of long time residents. New is not always better. Our family has had a presence in LF for over 100 years and we are proud to say we grew up in a very special place. We benefitted from and appreciated the gifts of our wealthy neighbours as well as providing for people of more moderate means. Not being hugely progressive is fine with me. I enjoy the history of our town and wish that any new improvements would blend in and honor that history. Sincerely, S. Jane O'Neill Formerly of 139 E. Woodland Rd. and O'Neill Hardware

**Date: April 7, 2021**

Commenter: Wendy Kendrick

Please consider a more historical renovation like the Bories and Shearron proposal @savethelakeforestlibrary for our beloved library. Please preserve the city's heritage! Being more sensitive to this issue will preserve history for our future Lake Foresters.

Thank you for your consideration on this matter. Wendy Kendrick, LFHS alumni and former resident my mother Rae Hansen Kendrick, Ferry Hall/LFA alumni, my grandparents Alice Charlotte Hansen Pettengill of former McCormick gardens at 300 Bluffs Edge Drive; Arthur Stedry Hansen formerly ASH Actuaries on Green Bay Rd. LB.

**Date: April 5, 2021**

Resident: Thea C

Here is what I'd like to see:

- 3D printers and laser cutters as part of a makers lab
- A drive-through window for pick-up/drop-off of books, 3D printed objects, tech rentals, etc.,

Thanks for your consideration. Please let us know if we need to submit this input another way. Best wishes in your quest and project.

**Date: April 5, 2021**

Resident: Kelly Rapaport

Please can you add a Maker's Lab with a 3D printer and other tools/machines? This is a great STEM activity and has been a trend of other libraries in the area. This GUARANTEED would keep my family visiting the library often for YEARS to come!

**Date: April 1, 2021**

Resident: Judy Kernahan

Thank you so much! I've forwarded it to many of the members that I believe would be interested. I also wanted to send you the attached link with some architectural renderings that I think you might have seen, but I wanted to make sure. The look of these drawings is so much more in line with the current architecture of our beautiful library, and I know these drawings are being circulated in our community. Perhaps they could comment on them at the sessions. Again, thank you so much for including us in the discussion.

**Date: March 30, 2021**

Resident: Arthur Miller

Members of the Lake Forest Library board,

Yesterday Bories & Shearron, NYC and LF architects, shared finally their classical option for the building. They plan to give more detail. But this plan would allow the children's dept to return to the main level north of the rotunda, with offices above and an enabled and stroller entry from the west. Parking and all will be for later discussion. I am passing it on to you, encouraging you to engage Bories & Shearron in discussion of their option that prioritizes design along with program needs, budget, and building and neighborhood compatibility. Thank you for your patience, Art

**Date: March 13, 2021**

Resident: Edmond Russ

The moment we saw the tentative plans in the library newsletter we thought it was way overdone. Too large, too expensive and not at all in keeping with the architecture of Lake Forest. Please take to heart the comments of the LF Preservation people.

Thank you. Ed and Tena Russ 635 E Illinois Rd

**Date: March 21, 2021**

Resident: Norma Finkel

We still need the tacticalness of books and the need to preserve the past with an eye to the present and future of an e-commerce direction of learning, research and entertainment. Although the need for a

space to provide for new technology is imminent, it SHOULD NOT infringe upon the integrity of the historical architecture of the present library. COMPLETE the dome ...maintain its presence. House the books, have lectures, meetings. Suggestion; The E-commerce technology could be where the History Center is located and move the history center to the current library with a small addition to accommodate. The current History Center could house e-commerce technology with a smaller scale new addition. Norma Finkel, 1400 Arbor Lane, Lake Forest, IL 60045

**Date: March 19, 2021**

Resident: Alice Moulton-Ely

Hi, does the library have one design in mind for the proposed additions at this point? If so, why wasn't it shown at the recent City Council meeting 3/15/21?

Follow Up: I look forward to the listening sessions and have one last question: who owns the library? I've heard/read that "the library owns the library." If so, how does that work? In the 1929 contract between the original library donors and the City, it says "Said building shall belong to the City when completed." There again, on the City's website, the library is listed as a "City Service" rather than as a "City Facility." Any clarification would be appreciated!

**Date: March 10, 2021**

Resident: Nancy Coolley

Dear Mayor and Aldermen

Because there is now a model to view on the library, I must share an opinion shaped by the past. I was a partner at Hewitt Associates and we owned a mansion in Connecticut that we used as an east coast office. The mansion was a beautiful old stone county house for the "Milk of Magnesia" family, with a large piece of land. We quickly outgrew the space and in keeping with the latest fad at the time (early 1980s) - we "stuck" a modern wing on it, designed by some big name architect. From the day it was completed we were sorry. We could have matched the original house. It looked temporary and jarring. Don't make the same mistake. This will look cheap and out of place. Please reconsider the path you are taking. I was very impressed when I moved to Lake Forest 20 years ago by the history and preservation that was going on. I love touring stately old homes and properties. Don't destroy this.

Nancy Coolley, 1751 Stanford Court, Lake Forest, IL 60045

**Date: March 9, 2021**

Resident: Liz Moore

Dear Lake Forest Library Board:

I have tried to stay current on your expansion plans and also the plans of the property north of the library. I'd like to know, what is your stance on the city owned property adjoining the library building? Were you offered the property (some or all of it?) Was this before or after you considered expanding? If you turned it down before expansion, then shouldn't you revisit that decision? I know from going to the library throughout my twenty six years as a resident of Lake Forest that parking is tight and can't imagine that having the city lot (even for the far distant future 10-50 years out) wouldn't give the Library a lot more space for both the expansion and parking. If this was for sale by the city did you or maybe Friends of the Library consider purchasing the property from the city? Were most of you on the Board then? Or since this is city land does the library even need to purchase it from themselves? I'd really like reassurance from you and the City Council that there is more need to develop this property with condo's than there is to landbank it until the Library is sure of its future--even its 100 year future. If this isn't on the agenda for tonight's meeting (perhaps it is going to be covered under item #9?) could you please address my questions under item #4 public comments?

Thank you and I look forward to watching on Teams tonight and hearing your answers and thoughts. Liz Moore 261 Vine Ave

**Date: March 8, 2021**

Resident: Rommy Lopat

Dear Library Board: I re-listened to the 2/1/21 City Council meeting re McKinley/Altounian/Witmer. This is what Alderman Rummel said: "I've heard repeatedly from the public tonight that this [planning effort] should take the Library into consideration. Well, I think that the Library could use some more parking and some green space, but here's the deal. The Library has not voiced an opinion on this [McKinley] project. They've not asked for more parking on this parcel. If they did, I'm sure we'd be glad to take that into consideration. But as of now, that party has been pretty silent. So I find it difficult to go to bat for them if they aren't stepping forward now in this process, although I would be sensitive to them if they did."

Now, first, I must say that there is no excuse on the part of the Mayor, the City Council, Jason Wicha, or Ms. Czerniak for not making sure that you were both aware and would speak at the meeting. If you were on the Zoom, you should have been introduced, or introduced yourself.

Ald. Rummel's insightful but painful-to-me statement leads me to ask: Is the Board completely satisfied that you have exhaustively analyzed all possibilities for using the city-owned lot(s) to your north for anything *possibly* imagined by the Library in the future? I say this because as a resident, I am not at all satisfied that you have.

The Library is the most important neighbor to this Planned Development--indeed, the southerly transition to the historic district begins with the Library. I feel that you need to be a major player at the table of what to do with the CITY OWNED land. And here are some issues that I think you should be asking the City Council, Plan Commission and HPC about:

- Is there a hurry to approve Altounian? I think we should put the Library's needs first. Why not ask the City Council for a moratorium on selling the parcels until we know what is absolutely best for...the Library?
- The eight parking spaces reserved in the "Land Swap" evaporate if the Library expands as proposed in 2020. The Plan Commission and the Library need to take a very close look at how much parking is required per the City Code. The Library has a need for more than 8 parking spaces esp if the Feasibility Study is correct in its estimate of 250+ people in its new meeting rooms. How could the 1/4 acre City land accommodate more parking and an expanded Library?
- The Library has said that it would use Witmer's proffered "public open space" for events. However, would this 40 x 70' lawn actually be accessible and meaningful given a twisting roadway, a fence, and a locked gate? Would your patrons safely walk up the roadway, bring chairs with them? Would it be quiet enough for an event?
- What is the architectural compatibility between the Library and Condo's 1, 2, and 3? (This is one of the Special Use criteria.) We should see both side by side before approving either one. What is the "user experience" of the Library looking at the side of a 2-3 story condo just 60' apart?
- The proposal to the Library's north is a Special Use. There are criteria to be met. For example, how will the combined construction of a 26,000 sq ft condo and a 10,000 sq ft Library addition affect stormwater drainage in the neighborhood? Does Condo 3 impede the improvement of the Library's property in any way?

- The Library Board can suggest to Mayor Pandaleon that it wishes to direct its consultant to consider the use of the city-owned lot beyond what Czerniak/Altounian has offered (open space, parking but Library plan negates that). What could the 1/4 acre be used for--even down to a new spot for the Library's jewel of a tool shed?
- Did the Library's property become smaller as a result of Altounian's surveys or did it not? I have heard both. Who should I believe?
- Have you discussed with your Board (ie the public) or asked the Plan Commission to discuss how to use the City land for Library construction staging?
- The north-south circulation route was dismissed early on. Should it be revisited especially now that the Westminster neighbors see that they might get a 26,000 sq ft condo?

The Plan Commission meets on 3/10, the day after your Board 3/9 meeting, to revisit McKinley in its entirety. I hope you know that the City Council declared that it wants "the best possible project with the best possible transition." The Library is our primary "transition." I would encourage you to attend and show the Plan Commission your 2020 plans and your 2021 Plans. Ask them and the City Council to hold off any decisions while we look again thru a public workshop process at the Master Plan for the combined sites.

The public and all your Westminster neighbors are on the side of the Library. It has never come first in the City's process, but it should.

I am happy to show you a combined, same scale site plan and to help the Board write up and articulate items that the Plan Commission should consider. The Library cannot get this opportunity for 1/4 acre of land again. Ever. Thank you. Rommy Lopat

**Date: March 5, 2021**

Resident: Kim Robb

Would it be possible to offer at least one more option for the addition? in the photo you have published the addition looks disproportionate to the existing library. It looks like a big box slapped on the back (or side - I can't tell from the photo) of a beautiful, historic building. Is it possible to create a design that is more in consistent in size and design with the original structure? Perhaps the \$ should be spent on a west side branch of the library instead of adding something that is too big to the already existing library? more options would be better than the proposed idea. thank you - kim robb

**Date: March 5, 2021**

Resident: Laura Flynn

I would like to see at least one other architectural option for the library buildout. The current plan does not seem to address the design that matches the current facade of the building. (It looks like a giant box slapped on back, not attractive at all). This is a large financial undertaking and the result will be with the library for a long time. Please take the time to get the architectural feel right!

**Date: March 5, 2021**

Resident: Hollis Blume

I don't feel that the proposed addition to the library is in keeping with the feel/look/architecture of the original building. It sticks out like a sore thumb and is quite unattractive. I urge you please to revisit the architecture and try to more closely match the original building. Thank you.

**Lake Forest Library Board of Trustees**  
360 E Deerpath Road, Lake Forest, IL 60045  
Regular Meeting (Remote Access) Minutes  
7:30 p.m. March 9, 2021

CALL TO ORDER

President Wendy Darling called the meeting to order at 7:31 p.m. with the following statement:

This meeting of the Lake Forest Library Board is being held as a virtual meeting because the Illinois Governor has declared the COVID-19 pandemic a disaster and it is not practical or prudent for in-person meetings. The Library Director is on-site at the Library for this meeting and may be reached by calling 847.810.4602. This meeting is being recorded and the recording posted on the Library website.

ROLL CALL/CONFIRMATION OF ABILITY TO HEAR PROCEEDINGS

Trustees Present: Germain Arnson, Bryan Bertola, Wendy Darling, JoAnn Desmond, Elizabeth Grob, John F. Johnson, Andrea Lemke, David Rose, and Carrie Travers. All yeas. 9 trustees in attendance, a quorum is present.

Staff Present: Catherine Lemmer, Library Director; Ed Finn, Head of Operations

OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD AND CORRESPONDENCE

Rommy Lopat (410 E. Woodland) addressed the Board by reviewing an email she sent to board members March 8, 2021 regarding City Councilman Melanie Rummel's public comments in a Council meeting. Ms. Lopat expressed concern that the Library was not involved in the use of the City owned parcel or the large condo development immediately to the north of the Library. She requested the Library attend the Plan Commission on March 10<sup>th</sup> and pose questions regarding the condo development to the north. Her email is in the record of the meeting.

President Darling also acknowledged an email from Liz Moore that will be entered into the record. In response to Ms. Lopat and other questions regarding the McKinley Condo Project, President Darling indicated she was pleased that so many Lake Foresters value the Library and are looking out for the Library's best interests. She made the following comments in response to the many questions received about the McKinley Road Development Project: 1) The City property was not offered for sale to the Library or to the Friends of the Library; 2) The small piece of land designated for the Library in the land swap as part of Phase III of the McKinley Road Project will make the new ring road possible; 3) The City land is not available to develop into a parking lot; 4) The location of the land does not make it ideal for the library plan; and 5) The Library Board will make a presentation at the March 15<sup>th</sup> City Council Meeting and is moving forward with the restoration and renovation project within the current site. The project is in the pre-design stage and the public will be engaged as it moves forward.

LIBRARY PRESENTATIONS

- A. Read Between the Ravines, Michelle Doshi, Librarian. Ms. Doshi reviewed the successful Read Between the Ravines program offered in partnership with Lake Bluff Library and

other community organizations that started in 2019. The program is made possible in part with support from the Friends of Lake Forest Library. She shared the 2021 book selection of *Reading with Patrick* by Michelle Kuo and provided a summary of the book and biography of its author. Ms. Doshi described the upcoming activities in March and April related to this reading and encouraged participation in these events and the author interview with Northwestern University Professor David Smith on April 7<sup>th</sup> via Facebook.

- B. 1000 Books before Kindergarten, Michelle Frigo, Librarian. Ms. Frigo described this new motivational reading (literacy) program for pre-kindergarten children funded in part with support from the Friends of Lake Forest Library. Consistent with the research on early literacy and school success the program goals are to support early literacy for kindergarten readiness and to develop lifelong readers.

#### ADDITIONS TO THE AGENDA

None

#### CONSENT AGENDA

- A. Approval of the Agenda
- B. Approval of the February 1, 2021 Special Meeting Minutes
- C. Approval of the January 2021 and February 2021 Financial Reports

Director Lemmer indicated that they are carefully monitoring the Library's revenue as well as expenditures and no issues are expected. In response to a question from Trustee Johnson about personnel and maintenance cost being underbudget, Ms. Lemmer responded that one full-time position was not filled and there was a less use of part-time hours due to the reduced operating hours under the Covid-19 pandemic. She also indicated that we were fortunate that there were no costly maintenance issues thus far and everything that is broken that can be fixed has been addressed.

Trustee Rose made a motion, and Trustee Travers seconded to approve the Consent Agenda as presented. 9 yeas, motion carried with a roll call vote.

#### DISCUSSION AND APPROVAL OF CHANGES TO EMPLOYMENT BENEFIT MATTERS

1. **Employee Classifications.** Director Lemmer explained the rationale for recommending that Shelters be reclassified from Temporary employees to Regular Part-Time employees to accurately reflect their job status and length of employment with the Library. Although Shelters start at minimum wage, the reclassification would entitle them to earn *pro rata* sick and vacation time as part-time employees with minimal budget impact.
2. **Employee Work Week.** Director Lemmer recommends adjusting the work week from 37 hours to 37.5 hours per week. With the Library using the City's BS&A platform, this would allow the Library to be consistent with the City work week of 75 hours per payroll period.



3. **Aligning Work Week Across all Departments.** Ms. Lemmer explained that in the past, the Facilities Manager was an hourly position, and the 40-hour work week was maintained for continuity. However, with the reclassification of this position to a full-time exempt position, accruals for part-time Facilities staff should be brought in line with the rest of based on a 37.5-hour work week. This aligned schedule would allow for a single system for vacation and sick time accruals.
4. **Vacation Accruals.** Director Lemmer explained that in 2018, the Library adopted a policy limiting vacation accruals to address the looming adverse financial impact caused by excess vacation banks. Currently Library employees may carry into the new fiscal year no more than one week plus leave earned from January to April 30. The amount a part-time staff can carry over is a cumbersome formula based on number of hours worked and years of service. Ms. Lemmer recommends that the Library move to the following system effective May 1, 2021:
  - Full time staff may carry over no more than 75 hours without a waiver.
  - Part time staff may carry over no more than 25 hours without a waiver.

After discussion and a request for additional information about recommendations related to **Paid Parental Leave, EAP Plan, and Staff Training and Development**, President Darling indicated that these employment benefit changes would be placed on a future agenda for a vote when the Board has had more time to evaluate them. Director Lemmer was asked to provide additional information.

Trustee Johnson made a motion and Trustee Darling seconded to accept the staff recommendations for Employee Classification, Employee Work Week, Aligning Work Week Across all Departments, and the Vacation Accrual Plan, as presented. 9 yeas, Motion passed with a roll call vote.

#### DISCUSSION AND APPROVAL OF 2021-2023 STRATEGIC PLAN

Following a Board workshop on January 21, 2021 and input from all board members in the development of the 2021-2023 Strategic Plan, Director Lemmer presented a revised version incorporating all feedback. In a question by Trustee Rose under **Goal 3: Improve Library spaces to ensure accessibility and desired functionality**, he expressed a desire to see less focus on research to determine if there is a gap in service on the west side and more a focus on action to do something about a problem that is known to exist. After further discussion, Trustee Johnson suggested a revision of the wording from *Undertaking meaningful research to measure service usage to determine and respond to “service gaps” based on geographic locations* to *“Develop plans to identify and address “service gaps” based on geographic location.”* There was Board consensus that this was preferred wording.

There was also a discussion about the use of metrics and assuring that we are looking at the right data so, that when identified, problems can be adequately addressed.

Trustee Rose made a motion, second by Trustee Desmond to approve the 2021-2023 Strategic Plan, as edited. 9 yeas, Motion passed on a roll call vote.

#### DISCUSSION AND APPROVAL OF FY2022 LIBRARY BUDGET

Director Lemmer explained the zero-based budgeting process used when developing the Library budget. She explained the improvement in reporting and managing the budget that would result from now having access to the City's BS&A budgeting tool. The FY2022 budget was based on the 2.3% CPI factor plus growth resulting in a \$4.387M revenue estimate. The revenue reflects the decreases in Library-generated revenue from interest and gifts. Expenses are generally flat; with planned technology improvements such as installation of fiber and implementation of RFID.

Ms. Lemmer responded to Board questions and indicated that personnel raises, one retirement expense, potential bonuses, and some additional part-time staff (to be added if needed were included in the proposed budget.

Trustee Johnson made the motion, seconded by Trustee Grob, to approve the FY2022 Library Budget, as presented. 9 yeas, Motion passed on a roll call vote.

#### LIBRARY DIRECTOR REPORT

In the interest of time, Director Lemmer referred the Trustees to the Board packet where she provided updates on services, administration and operations, technology, program highlights, and performance metrics.

#### UNFINISHED BUSINESS

No unfinished business.

#### NEW BUSINESS

No new business.

#### ADJOURNMENT

Trustee Travers made a motion, seconded by Trustee Desmond, to adjourn the meeting at 9:14 p.m. 9 yeas, motion carried.

Upcoming Meetings: **Regular Board Meeting: April 13, 2021 7:30 p.m., Remote Access**

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JoAnn Desmond, Secretary  
Minutes approved by the Board on April 13, 2021.

**Lake Forest Library**  
**Year-to-Date Monthly Financial Report**  
**March 2021**  
**Unaudited Month 11**

**FY2021**

<b>REVENUES</b>	<b>Current Month Actual</b>	<b>Year to Date Actual</b>	<b>Year to Date Budget</b>	<b>Annual Budget</b>	<b>(Over)/Under Variance</b>	<b>% of Annual Budget</b>
Unassigned Funds on Hand	\$1,895,491	\$1,895,491	\$1,895,491	\$1,895,491		
Tax Based (Levy, SSN, IMRF)	\$0	\$4,160,213	\$4,253,537	\$4,253,537	-\$93,324	97.81%
Non Tax Based	\$3,332	\$165,132	\$89,100	\$97,200	\$76,032	169.89%
Gifts (includes Friends)	\$0	\$110,707	\$77,000	\$84,000	\$33,707	131.79%
<b>TOTAL REVENUES</b>	<b>\$3,332</b>	<b>\$4,436,052</b>	<b>\$4,419,637</b>	<b>\$4,434,737</b>	<b>\$16,415</b>	<b>100.03%</b>
<b>TOTAL FUNDS ON HAND</b>	<b>\$1,898,824</b>	<b>\$6,331,543</b>	<b>\$6,315,128</b>	<b>\$6,330,228</b>		
<b>EXPENDITURES</b>						
Salaries & Wages	\$113,212	\$1,342,134	\$1,661,987	\$1,800,486	\$319,853	74.54%
Fringes	\$27,972	\$307,972	\$430,346	\$466,208	\$122,374	66.06%
SSN	\$8,337	\$99,603	\$143,075	\$154,998	\$43,472	64.26%
IMRF	\$11,647	\$137,466	\$184,720	\$200,113	\$47,254	68.69%
Materials (print, AV, tech, e-res)	\$40,134	\$494,353	\$590,333	\$644,000	\$95,980	76.76%
Other Operating Expenses	\$49,927	\$613,775	\$724,444	\$790,303	\$110,669	77.66%
Building Maintenance	\$12,530	\$149,972	\$220,000	\$240,000	\$70,028	62.49%
Sub Total	\$263,758	\$3,145,276	\$3,954,905	\$4,296,108	\$809,630	73.21%
Capital	\$3,410	\$78,643	\$112,500	\$135,000	\$33,857	58.25%
<b>TOTAL</b>	<b>\$267,168</b>	<b>\$3,223,918</b>	<b>\$4,067,405</b>	<b>\$4,431,108</b>	<b>\$843,487</b>	<b>72.76%</b>
<b>BALANCE</b>		<b>\$3,107,624</b>	<b>\$2,247,723</b>	<b>\$1,899,120</b>		
<b>RESERVES</b>						
Capital Improvements	\$2,800,000					
Technology Improvements	\$300,000					
Capital Equipment	\$300,000					
	\$3,400,000					

**Lake Forest Library  
March 2021 (Month 11) FY2021  
Financial Notes**

**Revenues**

Funds on Hand: \$1,895,491 (unrestricted/unaudited).

Tax-Based: \$4,160,213 payments typically received in June and September. \$93,324 in tax revenues are still outstanding. Currently at 97.8% of FY budget. February 2021 payment and tax sale proceeds not received as of this date. Budget reflects a \$64,247 as a potential reserve for loss tax revenue.

Non-Tax-Based: \$165,132 non-tax revenues; includes \$27,094 replacement of personal property tax payment, \$24,219 per capita grant; \$14,156 impact fees, \$24,389 investment income, and other income streams. Investment income is underperforming last year and budget. Small lines for Library generated income such as copying and other fees are down. The FEMA reimbursement of \$50,624 is included in this revenue line. Overall non-tax-based income at 100% of FY budget with the removal of the unbudgeted FEMA reimbursement.

Gifts: \$110,708; Includes Friends FY2021 grant of \$74,000. 132% of FY budget.

**Expenditures**

Salaries, Fringes: \$1,342,134 for salaries: 75% of FY budget; \$307,972 for fringes: 66% of FY budget. \$99,603 for SSN: 64% of FY budget; \$137,466 for IMRF: 69% of FY budget. Vacation and sick leave buy outs due to retirements/resignations occurring in April will be reflected in the April report.

Materials: Books, AV, and Electronic Services: \$494,353: 77% of FY budget. Annual payments for periodical and database subscriptions paid. Print materials on back order are now starting to be delivered.

Other Operating Expenditures: \$613,775: 77% of FY budget. Includes \$18,854 in administrative fee to City of Lake Forest, \$7,205 audit fees, \$71,592 in programming, \$57,974 CCS membership, and \$249,269 for special projects. Technology leases, equipment, services, software and contractual fees reflected here. All expenses are monitored and reduced where possible.

Building Maintenance: \$149,972: 63% of FY budget. Reflects cleaning service contract, service calls and repairs for HVAC, elevator, and other systems; and annual liability and casualty insurance premiums. COVID-19 expenses such as additional cleaning services and PPE impact reflected.

Capital: \$78,643 58% of FY budget. Payment of the work on switch gear approved in February and delayed due to COVID-19 and roof tarping in December.

**Reserves**

\$1,895,491 - Operating cash reserve (fund balance-unassigned). The Library's reserves are currently \$3,400,000: capital equipment (\$300,000), capital improvements (\$2,800,000), and technology (\$300,000).

Year to Date FY2021: 73% of budget expenses; 99% budget revenues.

**Discussion and Approval of FY2022 Insurance Coverage and Premiums**

**Recommendation: Approval of the Hill & Stone recommendation to proceed with coverage as detailed below.**

The Library has been working with Hill & Stone and our insurers to more accurately cover our needs. For example, the significant reduction in Worker’s Compensation is coverage is due to our management of facilities and other overtime. The Library will complete its FY2021 audit, which will likely result in a reimbursement of last year’s premium due to the reduction in facilities hours.

**Premium Summary**

**Hill and Stone recommend moving the package and umbrella from Hartford to Cincinnati and the workers compensation to AmTrust for the premium savings. The Cyber coverage will move from Lloyd’s to Cincinnati. The package represents a \$5,189 reduction in premiums over last year.**

Hill & Stone bid out the Library’s insurance coverage FY2022 as follows:

Premiums	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022
Worker's Comp	\$15,512	\$10,416	\$10,606	\$7,930	\$3,041	\$5,403	\$5,658	\$5,774
Umbrella	\$7,400	\$7,775	\$7,575	\$7,575	\$7,575	\$11,325	\$11,778	\$7,500
Package	\$17,763	\$19,444	\$18,378	\$18,871	\$19,799	\$20,086	\$23,300	\$22,345
M'ment Liability	\$2,435	\$2,575	\$3,080	\$3,080	\$3,372	\$3,372	\$3,372	\$4,890
Cyber							\$2,372	\$2,300
Total	\$43,110	\$40,210	\$39,639	\$37,456	\$33,787	\$40,186	\$46,480	\$42,809

Other carriers contacted:

- Philadelphia – Declined due to claims
- Liberty Mutual – Declined due to historical nature of building
- Hartford – Unable to match coverage
- Travelers – Unable to match coverage
- AmTrust – Declined due to property limits
- CNA – Unable to compete

***AN INSURANCE PROPOSAL  
PREPARED FOR:***



***PRESENTED BY:***

*GEORGE STONE, PRESIDENT  
DEBORAH CHRISTIANSEN, CISR, MLIS  
HILL AND STONE INSURANCE AGENCY, INC.  
900 NORTH SHORE DRIVE, SUITE 225  
LAKE BLUFF, IL 60044  
[www.HILLANDSTONE.COM](http://www.HILLANDSTONE.COM)*

05/01/2021

DISCLAIMER - The abbreviated outlines of coverage used throughout this proposal are not intended to express any legal opinion as to the nature of coverage. They are only visuals to a basic understanding of coverage. Please read your policy for specific details of coverage.

# ***INTRODUCTION OF THE AGENCY***

## **Agency Profile**

Currently, Hill and Stone Insurance Agency, Inc. serves the insurance needs of about 4,000 individuals and families, as well as the insurance needs of 2,000 businesses in Northern Illinois and throughout the United States.

Established in 1912 by Esther R. Stone, a woman pioneer in business, our company has grown from a North Shore insurance agency to a multi-line, worldwide provider of insurance coverage and risk management services.

Our office includes a state-of-the-art automation which provide instant rate comparisons from superior rated companies. Unlike agents that merely represent one insurance company we provide due diligence on your behalf to obtain the best coverage and pricing from several companies.

## **A Professional Agency with Personal Service**

Hill and Stone Insurance Agency, Inc. is a firm of proven professionals and caring and conscientious people; the kind of people you can depend on.

Our primary objectives are:

- ◆ To be honest and fair in all our dealings.
- ◆ To be helpful with people and their situations.
- ◆ To treat the needs of our clients as if they were our own.

We are committed to a high standard of excellence in all that we do and to establish a firm relationship of mutual trust and service with each of our clients.

## **The Services You Can Expect**

- ◆ A complete analysis of your insurance needs.
- ◆ We design a responsible protection program for you.
- ◆ We select the company or companies best suited to your situation.
- ◆ We represent you with a competitively priced proposal.
- ◆ We move quickly to get fair, prompt settlement of your claims.
- ◆ We periodically review the adequacy of your insurance program.

## ***INTRODUCTION OF THE SERVICING TEAM***

Our expertise is based on a well-trained, experienced professional staff and a serious conscientious attitude toward our clients. Shown below is a partial list of the Hill and Stone Insurance Agency, Inc. “family”:

George S. Stone, CLU  
President/Senior Account Executive, Life/Long-Term Care Insurance

Natalie Stone, MBA, CIC  
Vice President, Business/Personal Insurance

Patricia E. Stone, CPCU  
Vice President

Debbie L. Christiansen, CISR, MLIS  
Business Insurance Account Representative

Maria Miranda  
Business Insurance Account Manager

Maribel Saldana, CISR  
Business Insurance Account Manager

Trudy Rutkowski, CIC, CISR  
Personal Lines Account Manager

Kathryn McDermott  
Personal Lines Account Manager

Raelee Reed  
Personal Lines Account Manager

Jean Taggart  
Personal Lines Account Manager

Adrienne Estes  
Assistant to Agency Manager

Tom Terrill  
Health Insurance Specialist/Principal

Cody Terrill/ Jessica Fernandez  
Health Insurance Specialists



## ***WHEN TO NOTIFY HILL AND STONE***

It is very important that we are informed whenever a significant change in the insured operation takes place. Below are listed examples of situations we should be made aware of. There are many others as well. If you have any questions, please let us know.

### **We should be notified promptly of any change, such as:**

- ◆ Additional locations, new construction, new projects
- ◆ Change of ownership
- ◆ Change in operations
- ◆ Change in property values
- ◆ Sudden changes in sales, income or payroll
- ◆ Change in hazards (increase or decrease)
- ◆ Change in security or protection
- ◆ Change in product line
- ◆ New contractual obligations
- ◆ Change in shipment
- ◆ New leased, rented or borrowed equipment
- ◆ The addition of a new driver/operator (we always recommend prior screening with a motor vehicle record)
- ◆ New states in which employees live/work (note: there is no workers compensation coverage for any state not listed on your workers compensation policy)

## ***INSURANCE COMPANY INFORMATION***

The insurance companies providing coverage, by line are:

Package	Cincinnati Insurance
Umbrella	Cincinnati Insurance
Workers Compensation	AmTrust Insurance
Automobile	Cincinnati Insurance
Management Liability	Cincinnati Insurance
Cyber Liability	Cincinnati Insurance

### **Summary of Key Financial Ratings:**

The following is the key financial ratings of the insurance company that are providing coverage:

Insurance Company	A.M. Best Rating
Cincinnati Insurance	“A+” (Superior) XV
AmTrust Insurance	“A-” (Excellent) XV

## **Named Insured Schedule**

It is extremely important to properly schedule all legal entities past and present. These entities can be subject to litigation and if not properly scheduled no insurance coverage would be afforded. The entities often include more than just corporations or partnerships; Trusts, for example, often hold ownership to Real Property. Any entity not named in this proposal may not be an insured entity (including but not limited to corporations, partnerships joint ventures, trust, etc.). Please note also that no coverage for vehicles should be expected if title owners are not listed below.

The following is a summary of the legal entities that we are showing:

**Directors of the Lake Forest Library**

**Friends of the Lake Forest Library**

***Not For Profit***

## COMMERCIAL PROPERTY & LIABILITY LOCATIONS

- Special Form – subject to standard exclusions
- 90% Coinsurance – Agreed Amount
- Replacement Cost Valuation on Business Property
- Employee Dishonesty - \$50,000
- Back-up of Sewers or Drains - \$100,000
- Flood Insurance - \$1,000,000 (\$25,000 deductible)
- Business Income/Extra Expense - Actual Loss Sustained up to 12 mos.
- \$5,000 Deductible per Occurrence
- Equipment Breakdown – Included

### Property limits written on a Blanket Basis

<b>Location 1:</b>	<b>360 East Deerpath Lane Lake Forest, IL 60045 Building #1</b>
Building Property	\$14,528,744
Business Personal Property	\$9,160,133
Valuable Papers	\$4,527,131
Fine Arts – Museums, Galleries and Institutions Rare Book Collection	\$698,263
<b>Building #2</b>	
Building Property	\$5,624
Business Personal Property	\$6,841
<b>Location 2:</b>	<b>Beach Cart at Forest Park Beach Storage Shed Lake Forest, IL 60045</b>
Building Property	None
Business Personal Property	\$64,776
<b>Location 3:</b>	<b>911 Telegraph Road Lake Forest, IL 60045</b>
Misc. Property Floater for: Media Capacity Unit	\$41,000

***\*\*Please be sure to contact Hill and Stone Insurance Agency, Inc. if additional locations need to be added.***

## **COMMERCIAL GENERAL LIABILITY PROPOSAL**

### **COVERAGE**

### **LIMITS**

#### **LIABILITY:**

General Liability Each Occurrence	\$1,000,000
Personal/Advertising Injury Limit	\$1,000,000
General Aggregate Limit	\$1,000,000
Products/Completed Operations Aggregate Limit	\$1,000,000
Medical Expense Limit - Any One Person	\$10,000
Directors & Officers Liability – Aggregate Limit	\$2,000,000
	Retroactive Date 07/01/2013
Employment Practices Liability – Aggregate Limit	\$2,000,000
	Retroactive Date 07/01/2013
Employee Benefits Liability – Each Employee	\$1,000,000
Employee Benefits Liability – Aggregate Limit	\$3,000,000
Professional Liability	None/Available
Hired & Non-owned Auto Liability	\$1,000,000
Hired Auto Physical Damage (Higher Limit Available Upon Request)	\$50,000
Fiduciary Liability - Aggregate	\$2,000,000
	Retroactive Date 07/01/2013

## **CYBER LIABILITY PROPOSAL**

### **INCIDENT RESPONSE**

Limit of Liability	\$1,000,000
Legal and Regulatory Costs	\$1,000,000
Security and Forensic Costs	\$1,000,000
Crisis Communication Costs	\$1,000,000
Privacy Breach Costs	\$1,000,000
Third Party Privacy Breach Management Costs	\$1,000,000

### **CYBER CRIME**

Funds Transfer Fraud	\$250,000
Theft of Funds Held in Escrow	\$250,000
Theft of Personals Funds	\$250,000
Extortion	\$1,000,000
Corporate Identity Theft	\$250,000
Telephone Hacking	\$250,000
Push Payment Fraud	\$50,000
Unauthorized use of Computer Resources	\$250,000

### **SYSTEM DAMAGE AND BUSINESS INTERRUPTION**

System Damage and Rectification Costs	\$1,000,000
Income Loss and Extra Expense	\$1,000,000
Consequential Reputational Harm	\$1,000,000
Hardwar Replacement	\$1,000,000

**Deductible for Each and Every Claim \$2,500**

## **WORKERS COMPENSATION PROPOSAL**

The Workers Compensation contract is composed basically of two sections.

Section A - Assumes your obligations to your employees under the Workers Compensation Act of the state in which you operate for accidental injuries and occupational diseases sustained by employees during the course of their employment arising out of such employment.

Section B - Affords protection up to a limit of \$1,000,000 for these suits that are brought against you by common law on behalf of employees for injuries or disease suffered in the course of their duties.

<b>Code</b>	<b>Classification</b>	<b>Payroll</b>
IL: 8810	Public Library- Prof. and Clerical	\$1,562,500
IL: 9101	College – All Other Employees	\$98,900

\$1,000,000 by Accident, Per Employee

\$1,000,000 by Disease, Policy Limit

\$1,000,000 by Disease, Per Employee

Note - Policy will be audited. You will be asked to provide the actual remuneration for the past term. Keep in mind that remuneration is not limited to payroll and any persons who can be construed as employees will be charged for. **If you use independent contractors or subcontractors, a Certificate of Insurance must be kept on file showing that they have their own coverage or an additional premium charge will be made.**

**This policy does not provide coverage for employees working or residing in any state not listed on the policy.** To obtain coverage, please let us know in writing if you have employees in additional states not listed.

## **UMBRELLA LIABILITY PROPOSAL**

<b>COVERAGE</b>	<b>LIMIT</b>	<b>PER</b>
Limit of Liability	\$15,000,000	Each Occurrence
	\$15,000,000	Annual Aggregate
<b>REQUIRED PRIMARY COVERAGES:</b>		
Commercial Liability	\$1,000,000	Each Occurrence
	\$2,000,000	General Aggregate
	\$2,000,000	Products Aggregate
	\$1,000,000	Personal Injury
Auto Liability	\$1,000,000	Combined Single Limit
Employers Liability	\$1,000,000	B.I. Each Accident
	\$1,000,000	B.I. by Disease

\*Please consider the benefits of increasing your umbrella liability limits to properly protect your assets and hard work in our litigious society.



## ***PREMIUM SUMMARY***

	2020-2021 Hanover Hartford	2021-2022 Hanover Hartford	2021-2022 Cincinnati AmTrust	Auto- Owners AmTrust Cincinnati	Amtrust
Package	\$23,300	\$25,391	\$22,345	\$23,913	\$24,876
Umbrella	\$11,778	\$12,825	\$7,500	\$10,920	\$13,000
Workers Compensation	\$5,658	\$6,466	\$5,774	\$6,825	\$5,774
Management Liability	\$4,890	\$4,890	\$4,890	\$4,890	\$4,890
Cyber Liability	\$2,372	\$2,901	\$2,300	\$2,300	\$2,300
Total	\$47,998	\$52,473	\$42,809	\$48,848	\$50,840

**Additional Comments:**

Our recommendation is to move the package and umbrella to Cincinnati and the workers compensation to AmTrust for a premium savings. The cyber coverage will be moved from Lloyd's to Cincinnati. (The Cincinnati cyber quote is an indication and will require an application to be completed.)

- Other Carriers Pursued:
- Philadelphia – Declined due to claims
- Liberty Mutual – Declined due to the historical nature of the building
- Hartford – Unable to match coverage
- Travelers – Unable to match coverage
- CNA – Unable to compete

**Discussion and Approval of Commercial Landscape Management Contract**

**Recommendation: Approve the Commercial Landscape Management Contract with Mariani Landscape in the amount of \$15,677.31**

The scope of the Mariani Landscape proposal for the 2021 landscape season remains the same as that of the 2020 season: the robot mower will be reinstalled in spring; the (4) rotations for the pots and the entrance; and the basic plant health care treatments necessary for the perennials and flowering trees. The proposal cost is \$15,677.31, or \$57.29 over last year's contract of \$15,617.02.

There may be additional pruning and mulch needed, but that will be determined later in spring, and billed separately.

This is the Library's third year with Mariani Landscape. The work is comparable to what was provided by other service providers in the past, including the potential add-ons for mulch and pruning. Prior to the introduction of the robotic mower in 2018, the Library's basic grounds contract with a different service provider was \$20,037.



## Lake Forest Library Service Summary

360 E Deerpath, Lake Forest, IL 60045-2252

	2021	
<b>Maintenance Services</b>		
Commercial Landscape Management 2021	Total: 12,662.78	<input type="checkbox"/>
Total for Maintenance Services:	<b>\$12,662.78</b>	
<b>Additional Services</b>		
Spring Annuals 2021	Total: 301.18	<input type="checkbox"/>
Summer Annuals 2021	Total: 315.91	<input type="checkbox"/>
Fall Annuals 2021	Total: 280.69	<input type="checkbox"/>
Winter Display - Greens 2021	Total: 568.75	<input type="checkbox"/>
Winter Display Removal 2021	Total: 63.00	<input type="checkbox"/>
Sub - Plant Health Care 2021 R	Total: 1,482.00	<input type="checkbox"/>
Total for Additional Services:	<b>\$3,011.53</b>	
<b>Grand Total For All Services:</b>	<b><u><u>\$15,674.31</u></u></b>	

Chris Detweiler

4/6/2021

Date

Chris Wheeler

Date

By signing above you are acknowledging that you have received the Conditions of Contract and Contract Specifications and have agreed to the payment terms and information outlined in your contracts.

A copy of the Conditions of Contract can be found here: <https://www.marianilandscape.com/CoC.pdf>.

Please see the next page for the payment details of your contracts.



## **Lake Forest Library Service Summary**

360 E Deerpath, Lake Forest, IL 60045-2252

### **Maintenance Services**

#### **Payment Information:**

The total contract amount for your Maintenance Services is \$12,662.78.

- 8 installment payments of \$1,582.85 will be invoiced for 8 months starting in April and ending in November.  
*(Monthly Installment Payments do not reflect work performed within that specific month.)*

### **Additional Services**

#### **Payment Information:**

Payment of \$903.46, which is 30% of your total additional contracts totaling \$3,011.53, is due upon acceptance of these contracts.

*(Note: Remaining balance due upon completion of work.)*

# Commercial Landscape Management 2021

## Landscape Contract Specifications

Contract # 214090

**Submitted To: Lake Forest Library**  
c/o Chris Wheeler  
360 E Deerpath  
Lake Forest, IL 60045-2252

**Project: Lake Forest Library**  
360 E Deerpath  
Lake Forest, IL 60045-2252

**Sales Representative: Chris Detweiler**

("The above named party") agrees to contract with Mariani Enterprises, Inc. ("Mariani Landscape") for the project work described below for the Total Contract Price set forth on the contract summary page:

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### **Weekly Maintenance**

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#### **Weekly Maintenance:**

Weekly Maintenance will be completed throughout the growing season, April through November, as weather permits. Services include the following:

- **Pruning:** Hand pruning, shearing and deadheading techniques performed at appropriate times to remove dead, diseased and damaged branches, new seasonal growth, encourage flowering and improve plant vigor to achieve the intended design effect. This includes ground covers, ornamental trees (up to 15' in height), deciduous and evergreen shrubs.
- **Vines:** Vines shall be pruned as needed (up to 15' in height) to maintain size; keep clear of lighting fixtures, window frames, eaves and wood siding.
- **Plant Beds:** Initially remove weeds and landscape debris accumulated over the winter. Cultivate open soil beds and rake mulched beds for a neat and clean appearance. Hand spade edge all turf adjacent to planting beds and apply a balanced, granular fertilizer to applicable beds. Throughout the growing season hand weed open beds and ground cover, lightly cultivate and spade edge planting beds, as needed to maintain a neat and clean appearance. At the end of the season, remove fallen leaves, branches, annual flower plantings and apply a balanced, granular fertilizer to applicable beds. Please note that some leaves may be left in groundcover beds for winter protection.
- **Perennial Care:** Initially prune dead foliage and remove accumulated landscape debris. Spring ephemerals shall be cut back to ground level at the appropriate times. Throughout the growing season prune/deadhead applicable perennials as needed to maintain appearance and encourage desirable growth. Applicable plants shall be staked to support new growth. At the end of the season perennials will be cut back and accumulated debris removed. Perennials such as hydrangea, astilbe, sedum and ornamental grasses shall remain to provide winter interest where applicable.
- **Lawn Care:** Initially remove accumulated landscape debris from turf and rake lawn as needed. Throughout the growing season the turf shall be mowed to approximately 2" to 3" high, as site conditions permit. Mowing equipment and patterns shall be employed to allow recycling of clippings where possible, and to present a neat, healthy appearance. Excess clippings and debris shall be removed as needed. Blades on all mowers shall be sharp to prevent tearing of grass blades. At the end of the season remove fallen leaves and branches as needed. Mow turf to a minimum height of 1-1/2" to 2" to help minimize winter turf diseases.
- **Auto Mower Installation & Maintenance:** Maintain perimeter wiring and docking station for auto mower to encompass yard, utilizing electrical outlet. (1) Husqvarna commercial grade auto mower will be provided by Mariani Landscape for rental under this contract May - October along with monthly monitoring and maintenance as needed.
- **Gravel Areas:** Rake gravel areas as needed to redistribute gravel and collect accumulated debris in order to provide a level, well-manicured appearance.



- **Irrigation:** Recommendations will be made, as needed, to adjust the rate of water application to meet changing conditions. Time clock adjustments, repairs, and maintenance of the system shall be the responsibility of the owner. Mariani Landscape cannot be held responsible for damaged or improperly installed systems.
- **Refuse:** Sweep and/or blow off hard surfaces upon completion of work as local ordinances permit. Remove all associated landscape debris from site and deliver to a licensed composting center.
- **Communication:** Your Client Representative is available to meet at your convenience to discuss site issues and recommendations for improvements.
- **Please Note: Maintenance services that are required December through March shall be provided, as requested, and invoiced on a time and material basis at our current hourly rate.**

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## **Pruning - Dormant**

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### **Dormant Pruning:**

Designated plant material during the dormant season will be selected. This type of pruning establishes form, reduces size, rejuvenates and promotes overall plant vigor. During dormancy, the structure of deciduous plants is easily seen, insects and diseases are not active, and beds are clear and solid to support the activity with minimal disruption to the landscape.

Furnish supervision, labor and equipment required to complete the following:

- Various deciduous shrubs located on the property will be rejuvenated or reduced in size including many dogwoods, viburnum and hydrangeas.
- Remove all associated debris from site.
- Please note: Schedule work to occur January 16th as weather and site conditions permit.

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## **Turf Program - Basic**

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### **Basic - Fertilizer, Broadleaf Weed Control and Pre-Emergent:**

Furnish a licensed applicator, equipment and material required to complete the following:

- Two rounds of fertilizer
- Four rounds of herbicide
- One round preventative insecticide
- One round of pre-emergent
- Provide notification and flag site, driveway or parking lots and primary building entrances as needed.
- **Fertilizer:** A slow release, granular fertilizer applied to applicable lawn areas.
- **Preventative Insecticide:** Applied to applicable lawn areas in late April or early May, contingent on site and weather conditions, targeting grubs and billbugs.
- **Pre-Emergent:** Apply pre-emergent herbicide to all applicable lawn areas to help discourage weed seed germination.

### **Please note:**

- Additional late season treatment(s) may be necessary to achieve full spectrum control of crabgrass and/or undesirable insects.

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## **Rose Care Program - Basic**

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### **Rose Care Program - Basic:**

- Rose maintenance visits will occur on a 2-3 week interval, beginning in April and continuing through September for approximately 12 visits, as weather and site conditions permit.

### **Spring Cleanup:**

- Uncover roses in April as weather and site conditions permit.
- Inspect and prune roses in early spring (at bud break), and prune to remove dead or damaged tissue, reduce size, improve structure and prepare each plant for the growing season.
- Remove any accumulated debris and cultivate soil to present a neat appearance.

### **Pruning:**

- Inspect, prune and deadhead roses, beginning in June and continuing through October to remove faded blooms, maintain size, encourage desirable growth and bloom.

### **Bed Care:**

- Clean any accumulated debris from the planting bed to maintain a healthy environment and neat appearance. Weed beds as necessary and rake and refresh mulch as needed, (May - October).

### **Fertilization:**

- Furnish (2) applications of granular fertilizer to encourage plant health and vigor. Complete the first application in spring and a second application in early summer.

### **Integrated Pest Management:**

- Treat roses following inspection to suppress disease and insect activity to encourage plant health and vigor.

Note: Additional pest control applications beyond the scope of this program may be required based on weather, insect and disease activity and the tolerance of the homeowner.

### **Fall Service:**

- Prune roses in fall to reduce size as needed. Cover (mound) each plant with humus to provide winter protection.

Please note:

- Service will begin on or about April 15th and continue until the end of the season - approximately November 30th.
- Wildlife repellent is not included in this program but shall be offered as a separate proposal should the need arise.

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**Note: Please see attached Summary page for Prices, Terms & Conditions.**

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**Spring Annuals 2020**  
Landscape Contract Specifications  
Contract # 185227

**Submitted To: Lake Forest Library**  
c/o Chris Wheeler  
360 E Deerpath  
Lake Forest, IL 60045-2252

**Project: Lake Forest Library**  
360 E Deerpath  
Lake Forest, IL 60045-2252

**Sales Representative: Chris Detweiler**

("The above named party") agrees to contract with Mariani Enterprises, Inc. ("Mariani Landscape") for the project work described below for the Total Contract Price set forth on the contract summary page:

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**Spring Annuals - Planters**

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Furnish supervision, labor, equipment and material required to complete the following:

- Amend soil as needed and prepare containers for planting.
- Install a spring arrangement.
- Water and maintain arrangements once per week during the maintenance visit for the balance of the season.
- Remove all associated debris from site.

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**Note: Please see attached Summary page for Prices, Terms & Conditions.**

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**Summer Annuals 2021**  
Landscape Contract Specifications  
Contract # 211281

**Submitted To: Lake Forest Library**  
c/o Chris Wheeler  
360 E Deerpath  
Lake Forest, IL 60045-2252

**Project: Lake Forest Library**  
360 E Deerpath  
Lake Forest, IL 60045-2252

**Sales Representative: Chris Detweiler**

("The above named party") agrees to contract with Mariani Enterprises, Inc. ("Mariani Landscape") for the project work described below for the Total Contract Price set forth on the contract summary page:

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**Summer Annuals - Planters**

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Furnish supervision, labor, equipment and material required to complete the following:

- Amend soil as needed and prepare containers for planting.
- Install an arrangement comprised of large tropical, summer annual flowers and trailer in each pot.
- Water and maintain arrangements once per week during the maintenance visit for the balance of the season.
- Remove all associated debris from site.

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**Note: Please see attached Summary page for Prices, Terms & Conditions.**

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**Fall Annuals 2021**  
Landscape Contract Specifications  
Contract # 216799

**Submitted To: Lake Forest Library**  
c/o Chris Wheeler  
360 E Deerpath  
Lake Forest, IL 60045-2252

**Project: Lake Forest Library**  
360 E Deerpath  
Lake Forest, IL 60045-2252

**Sales Representative: Chris Detweiler**

("The above named party") agrees to contract with Mariani Enterprises, Inc. ("Mariani Landscape") for the project work described below for the Total Contract Price set forth on the contract summary page:

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**Fall Annuals - Planters**

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Furnish supervision, labor, equipment and material required to complete the following:

- Remove summer display and amend soil as needed.
- Install a fall mix in each planter.
- Water and maintain arrangements once per week during the maintenance visit for the balance of the season.
- Remove all associated debris from site.

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**Note: Please see attached Summary page for Prices, Terms & Conditions.**

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**Winter Display - Greens 2021**  
Landscape Contract Specifications  
Contract # 216798

**Submitted To: Lake Forest Library**  
c/o Chris Wheeler  
360 E Deerpath  
Lake Forest, IL 60045-2252

**Project: Lake Forest Library**  
360 E Deerpath  
Lake Forest, IL 60045-2252

**Sales Representative: Chris Detweiler**

("The above named party") agrees to contract with Mariani Enterprises, Inc. ("Mariani Landscape") for the project work described below for the Total Contract Price set forth on the contract summary page:

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**Winter Display - Planters**

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Furnish supervision, labor, equipment and material required to complete the following:

- Remove fall display and prepare planter for greens.
- Install mixed greens in the two pots.

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**Note: Please see attached Summary page for Prices, Terms & Conditions.**

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**Winter Display Removal 2022**  
Landscape Contract Specifications  
Contract # 216797

**Submitted To: Lake Forest Library**  
c/o Chris Wheeler  
360 E Deerpath  
Lake Forest, IL 60045-2252

**Project: Lake Forest Library**  
360 E Deerpath  
Lake Forest, IL 60045-2252

**Sales Representative: Chris Detweiler**

("The above named party") agrees to contract with Mariani Enterprises, Inc. ("Mariani Landscape") for the project work described below for the Total Contract Price set forth on the contract summary page:

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**Winter Display - Removal**

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Remove and dispose of winter décor and associated equipment.

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**Note: Please see attached Summary page for Prices, Terms & Conditions.**

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**Submitted To: Lake Forest Library**  
c/o Chris Wheeler  
360 E Deerpath  
Lake Forest, IL 60045-2252

**Project: Lake Forest Library**  
360 E Deerpath  
Lake Forest, IL 60045-2252

**Sales Representative: Chris Detweiler**

("The above named party") agrees to contract with Mariani Enterprises, LLC ("Mariani Landscape") for the project work described below for the Total Contract Price set forth on the contract summary page:

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**Blight & Needlecast Treatments (3)**

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Blight and Needle Cast Treatment - to all boxwood and spruce throughout the property to help suppress fungal problems. Perform three applications.

*Tip Blight and Needle Cast are common fungal diseases that affect many species of needled conifers. Infection occurs during candle emergence in spring, with tip dieback and needle death appearing later in the season. Repeated infection over several seasons will lead to limb loss and eventual tree death. A preventative fungicide can be applied at needle expansion in spring. Several applications may be required for superior control.*

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**Apple Scab Treatments (3)**

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Apple Scab and Cedar Apple Rust Treatment - to all crabapples and hawthorns throughout the property to help suppress fungal problems. Perform three applications.

*Apple Scab and Cedar-Apple Rust are two common fungal diseases that affect most crabapple and hawthorn cultivars. Symptoms include spots on the leaves, starting yellow and eventually progressing to blackened necrotic lesions. Severe infection can cause early leaf drop and twig dieback later in the season. A foliar fungicide can be applied at bud break in spring for preventative protection. Multiple applications throughout the spring are required for superior control.*

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**Note: Please see attached Summary page for Prices, Terms & Conditions.**

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**Approval of FY2022 Non-Resident Card Fee**

**Recommended action: Approve FY2022 Non-Resident Card Fee of \$625.49.**

Library services are similar to other municipal services such as police, fire, and trash removal, as they are paid for via the real estate tax bill. Illinois residents that live in areas that are not served by a library, that is, the resident does not pay taxes to a library, have the ability to purchase a non-resident card from a library that is adjacent to the non-served community in which they reside. The cost of the non-resident card approximates what a Lake Forest resident pays on their tax bill for library services.

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 establishes a fee that is equitable and proportionate to the fee paid by a resident through local tax sources such as residential property tax.

Non-residents who qualify for the State of Illinois “Cards for Kids” exception are exempt from the non-resident fee. Illinois law provides that nonresident fees for the privilege and use of a library shall not be charged to a nonresident in an unincorporated area in Illinois who is a student and meets the poverty income guidelines.

The Library Board is required by law to set the fee each year. The Library uses the following mathematical formula to determine a fee that approximates what a Lake Forest resident pays for library services:

Formula for Calculating the  
FY2022 Non-Resident Fee

(Tax income divided by population) multiplied by average household size

tax income (FY22):	\$4,381,555
population:	/ 19,375
cost per capita:	= \$226
average household size =	x 2.77 (population/number of households 7,005)
non-resident fee	= <b>\$625.49</b>

In FY2021, the fee was \$616.90.

**Agenda Item 6(g)**

Board of Trustee Meetings

FY2022 (May 2021 – April 2022)

The Library Board of Trustees meets regularly on the second Tuesday of the month. Special meetings may also be called pursuant to the Library's bylaws.

May 11, 2021

June 8, 2021

July 13, 2021

August 10, 2021

September 14, 2021

October 12, 2021

November 9, 2021

December 14, 2021

January 11, 2022

February 8, 2022

March 8, 2022

April 12, 2022

**LIBRARY HOURS**  
**May 2021 – April 2022**

**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**

**Library Closures**

Memorial Day Weekend	Sunday, May 30 – Monday, May 31, 2021
Independence Day	Sunday, July 4, 2021 – Monday, July 5, 2021
Lake Forest Day	Wednesday, August 3, 2021 (closed parade hours)
Labor Day	Sunday, September 5 – Monday, September 6, 2021
Thanksgiving Eve	Wednesday, November 24, 2021 (close at 5:00 pm)
Thanksgiving Day	Thursday, November 25, 2021
Christmas Observance	Friday, December 24 – Saturday, December 25, 2021
New Year's Observance	Friday, December 31, 2021 – Saturday, January 1, 2022
Sunday Closing	Sunday, April 17, 2022

TBD: Staff In-Service Day(s): Fall ½ day; Spring ½ day - full day.

Approved: April 13, 2021



## Agenda Item 9

**Approval of the invoice for the Capital Improvement Project listening sessions and work related to the upcoming City Council meeting.**

**Recommendation: Approve payment under the March 26, 2021 Letter Agreement.**

At the direction of City Council to gather additional community input, representatives and the Library Board and Library Staff worked with HGA to develop and deliver five listening sessions for the public. Upon completion of the listening sessions, the HGA will assist the Library in developing and delivering a community survey to Lake Forest residents. The results of the listening sessions and community survey will be shared with City Council.

The March 26, 2021 Letter Agreement provides for services not to exceed \$44,920 and to be completed by May 24, 2021. The Library will evaluate the needs for the services at age stage.

March 26, 2021

Writer's Direct Dial 414-278-3423

Ms. Catherine Lemmer  
Library Director  
Lake Forest Library  
360 East Deerpath Road  
Lake Forest, Illinois 60045

Re: Lake Forest Library  
Letter Agreement for Community Listening Sessions  
HGA Commission Number 4199-003-00

Dear Catherine:

Hammel, Green, and Abrahamson, Inc. (HGA) is pleased to submit to Lake Forest Library (Client) this Letter Agreement to provide professional services for the continuation of the Predesign Study for the renovation and expansion of the Lake Forest Library, located in Lake Forest, Illinois. We are providing you this Agreement to assure a clear understanding of this engagement and our mutual responsibilities. This scope of services includes preparation for and facilitation of five (5) Community Listening Sessions with the public. In advance of these meetings, HGA will assist Lake Forest Library in preparing preliminary questions, which will be issued in conjunction with the Community Listening Sessions invitations. HGA will facilitate these virtual meetings via Zoom, provide IT support services, document a written summary of meeting comments and issue the summary to Lake Forest Library.

As a follow-up to the Community Listening Sessions, HGA will help Lake Forest Library prepare a library use survey and review the survey findings. HGA will combine the presentation made with the Community Listening Sessions with feedback attained during these community meetings. Review the results from the needs and use survey and partner with Lake Forest Library to prepare a presentation for the Lake Forest City Council. HGA will help deliver the presentation to the City Council, with the timing of this meeting planned for Mid May 2021.

#### SCOPE OF BASIC SERVICES

Based upon our understanding of the Project, HGA will provide the following services:

1. Using various existing images, conceptual studies, plans, and area calculations curate a presentation describing the existing library's needs and proposed renovation and expansion. HGA architectural staff will prepare minor content and information to complete the story.
2. Work with Lake Forest Library to develop preliminary questions, which will be issued alongside the Community Listening Sessions invitation.
3. Facilitate five (5) public Community Listening Sessions, summarize and document public comments for use in future planning. HGA IT staff will host the virtual meetings and administrative staff will document and distribute public comments.
4. Work with Lake Forest Library to script the community survey of user preferences, and the library needs to be issued as a follow-up to the Community Listening Sessions. Upon

receipt of completed surveys, assist Lake Forest Library to review, summarize and categorize feedback for use in upcoming planning.

5. Provide ancillary support to Lake Forest Library: provide existing images and content for use in preparing video tours of the existing library spaces and surrounding site; intermediate meetings to recap community sessions; create minor modifications to presentation and questions to adapt content as community listening sessions move forward, etc.
6. After completing the Community Listening Sessions, summarize, prepare content and work in conjunction with the Lake Forest Library to develop the presentation, which will contain the input gathered during the various engagement methodologies, community meetings, survey and library tours, etc. Meet and refine the presentation with City staff's assistance and make a virtual presentation to City Council.
7. After presenting to City Council, finalize and edit presentation materials and package information as a final deliverable to Lake Forest Library for future use.

Please carefully review the Scope of Basic Services listed above to ensure that it is accurate and that there are no items or services omitted.

#### ASSUMPTIONS

This proposal assumes all meetings described above will be virtual.

HGA IT staff is included and will support hosting and facilitating each of the five (5) virtual Community Listening Sessions. HGA administrative staff shall assist in documenting, summarizing, and distributing information throughout the process.

Victor Pechaty and Jane Dederling will attend each of the five (5) Community Listening Sessions and the presentation to the City Council. Attendance by Ginny Lackovic is included for a possible meeting specific to preservation.

The services above will begin approximately March 29, 2021, with an estimated completion date of May 24, 2021.

#### COMPENSATION

Compensation to HGA for Basic Services, as provided in this Agreement, will be on an Hourly Rate basis at a multiple of 2.55 times Direct Personnel Expense (DPE) not to exceed \$44,920. The breakdown is as follows:

Items 1 – 3	\$22,800
Items 4 – 5	\$10,400
Items 6 – 7	\$11,720

Reimbursable Expenses are in addition to the amount stated above and shall be invoiced monthly at their cost to HGA. No travel expenses are anticipated for this scope of services.

DPE is defined as the salary of HGA personnel engaged in the Project plus the cost of their mandatory and customary contributions and benefits.

Reimbursable Expenses are defined as the actual expenditures made by HGA in the interest of the Project for expenses such as out-of-town travel and/or living expenses, long-distance communications, reproductions and mailing, data processing, and any state or local taxes imposed where the Project is located.

ADDITIONAL SERVICES

HGA may be requested by the Client to provide Additional Services or the services of outside consultants, as necessary, which are in addition to the Basic Services provided for in this Agreement. Additional Services beyond the Scope of Basic Services defined above shall be performed only upon written authorization by the Client, and compensation to HGA for such services shall be determined as part of any authorization to proceed. Additional Services may include, but are not be limited to, the following:

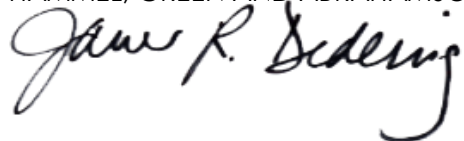
1. Additional meetings beyond those noted
2. Development of new plans, renderings, or concepts
3. Content creation related to video production, animations, etc.
4. Time-related to onsite visits
5. Sustainability checklist and cost coordination
6. Cost estimating by HGA or an outside consultant or general contractor
7. Additional onsite technical/forensic review of the existing building
8. Construction Documents for dome repairs
9. Preparation and attendance at meetings related to AHJ approvals

This Agreement has been signed by me on behalf of HGA. Terms and Conditions of this Agreement are attached. If this Agreement is satisfactory, please sign and date as indicated below. Once you have signed this Agreement, please return one copy to HGA and retain one copy for your records. Our receipt of the fully- executed copy will constitute our authorization to proceed.

Thank you for the opportunity to continue to work with you and the Lake Forest Library on this important Project.

Sincerely,

HAMMEL, GREEN AND ABRAHAMSON, INC. (HGA)



Jane R. Dederling, IIDA, Assoc. AIA, LEED AP  
Vice President

ACCEPTED FOR LAKE FOREST LIBRARY (Client)

By:

Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

Attachments: Terms And Conditions

cc: Victor Pechaty, HGA  
HGA Contract File

## TERMS AND CONDITIONS

The Client understands and acknowledges that in the evaluation, remodeling or repair of existing structures, certain design and technical decisions are made on assumptions based upon readily available documents and easily observed existing conditions. Unless specifically directed in writing by the Client, HGA shall not perform or have performed any destructive testing or open any concealed portions of the structure in order to ascertain actual conditions.

Where relevant, the Client agrees to provide the following information and/or Services, at its expense, and HGA shall be entitled to rely upon the accuracy and completeness thereof:

1. Any structural, mechanical, chemical, air and water pollution tests, tests for hazardous materials or other test inspection and reports required by code, regulation, law or the Contract Documents.
2. Legal, insurance and accounting services as may be necessary. The proposed language of certificates, assignments or agreements that require HGA's consent or signature shall be submitted for HGA's review at least 14 days prior to the date execution is needed. The time for review and/or negotiation of any such documents that HGA determines not to be a standard industry form shall be an Additional Service.
3. Provide answers to HGA's questions and attend meetings as required to accomplish the Project.
4. Provide the best available documentation and information regarding the existing conditions.

HGA will invoice monthly for Basic Services, and Additional Services and any Reimbursable Expenses. Payment is not conditional upon the happening of any other event and is due upon receipt of the invoice. Any invoiced amount not paid within thirty (30) days of the date of the invoice will include an interest and service charge of one percent (1%) per month. Objections not made to an HGA invoice in writing within thirty (30) days are deemed waived. If proper objection is not made, and you fail to pay HGA within sixty

(60) days of receipt of any invoice, HGA may, after giving seven (7) days' written notice, suspend services until the outstanding balances are paid.

The Client and HGA shall not be liable to each other for any consequential damages, including loss of use, loss of profit, or cost of financing.

HGA shall not have control over or charge of, and shall not be responsible for, construction means, methods, techniques, sequences, procedures, or for safety precautions and programs in connection with the Work, since these are solely the Contractor's responsibility. HGA shall not be responsible for the Contractor's schedules or failure to carry out the Work in accordance with the Contract Documents.

HGA and its consultants shall have no responsibility for the discovery, presence, handling, removal or disposal of, or exposure of persons to, hazardous materials in any form.

HGA shall retain all intellectual property rights to the drawings, specifications or other documents it prepares. The Client may retain copies, including reproducible copies of such documents for information and reference in connection with its use or occupancy of the Project.

This Agreement may be terminated by either party upon seven (7) days' written notice should the other fail substantially to perform in accordance with its terms, through no fault of the party that initiates the termination. In the event of termination, HGA shall be compensated for all services performed and expenses incurred to that date.

Nothing contained in this Agreement shall cause any third party to be a beneficiary of this Agreement.

This Agreement is intended to be the entire Agreement between us. Any changes or additions to this Agreement must be in writing and signed by both of us. The pre-printed terms and conditions of any Purchase Order issued for convenience that may be signed by both of us are not an addition or amendment to this Agreement and are of no force and effect.

**Nominating Committee Appointments**

The Library Board President will appoint one or more Library Trustees to serve with her as the Nominating Committee. The purpose of the Nominating Committee is to propose the slate of officers to serve from July 2021 to June 2022. The Nominating Committee will announce the slate of officers at either the May 11 or the June 8, 2021 meeting. Trustees are encouraged to reach out to the Nominating Committee with recommendations or expressions of interest for the role of President, Vice President, Secretary, and Treasurer.

**Technology and Facilities Report**

Technology

The Library continues to move forward with enhancing the technology infrastructure of the current building to provide a more pleasant patron experience, create systems that will allow mobility when the Library is expected to move off-site during the Capital Improvement Project, and that will easily integrate back to the original site once construction has concluded. Below is a summary of current and upcoming projects:

<b>Project</b>	<b>Status</b>
New internet connection (West train station)	Completed
Fiber internet at 360 E. Deerpath	Scheduled for completion, April 14th
SentinelOne final transition	Scheduled for completion, April 14th
RFID interviews	Scheduling for Late April
Movement of all individual user files to OneDrive	Expected completion end of May
Implementation of new phone system	Begin testing April/May, Completion June
New Phone Equipment	Researching, ordering in April

In addition to these specific projects, the Library continues to innovate and streamline processes using Office 365 and other technologies. One of these is the beta test for the self-checkout machine, currently in the rotunda. In March, patrons checked out 438 items by using the self-check.

Facilities

The library is looking to increase the quality of the air circulating by introducing an air purification system. There are two options which will help to create another mitigation factor for the spread of COVID and help patrons and staff to feel more comfortable as the library continues to make more of its services available. Listed below are two options.

<b>Needlepoint Ionization Air Purification System</b>	
<b><u>Positive</u></b>	<b><u>Negative</u></b>
<ul style="list-style-type: none"> <li>• Requires no additional maintenance cost after installation.</li> <li>• Will be inspected as part of the HVAC PMs done by Hill Mechanical.</li> <li>• Cleans all the air circulating through the building.</li> <li>• More effective at reducing viruses due to Ionization.</li> <li>• Reusable in new HVAC installation.</li> </ul>	<ul style="list-style-type: none"> <li>• Higher upfront cost.</li> <li>• Cannot be transported to temporary location.</li> </ul>

<b>Standalone Purification Units</b>	
<p style="text-align: center;"><b><u>Positive</u></b></p> <ul style="list-style-type: none"> <li>• Able to be moved between locations as needed.</li> <li>• Lower up-front cost.</li> </ul>	<p style="text-align: center;"><b><u>Negative</u></b></p> <ul style="list-style-type: none"> <li>• Noise pollution created throughout library.</li> <li>• Lack of available electrical outlets make optimal placement difficult.</li> <li>• Units will impede movement due to narrow aisles and high traffic spaces. (H 24" x W 15" x D 16")</li> <li>• High bookshelves reduce ability to pull in air from blocked areas.</li> <li>• Requires Facilities staff to change filters and monitor operation more regularly.</li> <li>• Cost to effectiveness ratio is low.</li> <li>• Storage of 35+ units once no longer needed.</li> </ul>

<b>Vendor</b>	<b>Initial Cost</b>	<b>Yearly Maintenance</b>
Hill Mechanical	\$36,375.00	Included
IQAir Healthpro compact/ Blueair Classic 680i	\$16,176.00	\$3,800.00
<i>Note: Standalone purifier price only reflects main floor. Cost would increase by adding in Children's, Teens, staff workspaces, and the upper level.</i>		

**Staff recommendation is to pursue the Hill Mechanical Needlepoint solution at a cost of \$36,375.00. Upon board approval, Hill Mechanical has indicated work could be completed by May 1, 2021.**





11045 GAGE AVENUE  
FRANKLIN PARK, IL 60131  
P 847.451.4200  
www.hillgrp.com

March 9, 2021

Chris Wheeler  
Lake Forest Library  
360 East Deerpath Road  
Lake Forest, IL 60045

Re: Install (18) GPS-FC-3-BAS Needlepoint Bipolar Ionization Air Purification Systems

Dear Mr. Wheeler,

Hill Mechanical Services requests your review and approval for the following project. We propose to furnish the necessary labor, equipment and material to install (18) GPS needlepoint Ionizers for AHU 1 -8 (Model# GPS FC-3)

Scope of work:

1. Shut down system fan operation
2. Furnish and install (18) new GPS Needlepoint Bipolar Ionization Air Purification Systems for air handlers 1 - 8 (Equipment currently in stock)
3. All necessary electrical for power supply to each GPS device
4. Air testing before and after installation with report
  - Carbon Monoxide - CO
  - Carbon Dioxide - CO2
  - Temperature - Temp in Fahrenheit
  - Relative Humidity - RH%
  - Respirable Suspended Particulate - PM 2.5 & 10
  - Total Volatile Organic Compound - TVOC
  - Ion levels
5. Perform start up and test for proper operation
6. Furnish (1) year parts and labor warranty

Total Cost for the above scope of work: \$36,375.00

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Exclusions and clarifications:

1. Any additional system problems outside of the scope listed above are excluded
2. Overtime is excluded
3. Price valid for 30 days
4. Permits/Fees

If this proposal meets your approval, please sign, date and send back via fax or e-mail and we will schedule the work with you as soon as possible.

Sincerely,  
Hill Mechanical Services

Tim Kwiatkowski  
Senior Account Executive  
[Tim.kwiatkowski@hillgrp.com](mailto:Tim.kwiatkowski@hillgrp.com)

Customer Approval

\_\_\_\_\_  
By

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Purchase Order Number

## Library Director Report

April 13, 2021

### Services

On March 15, the Library restored one-hour computer use to browsing and short visits to the Library. The copiers and scanner are also available for use. Holds and requests are selected and processed for pick-up in the lobby. Most holds are processed the day placed by the patron. Grab&Go kits in support of children and teen programming are also distributed through the lobby.

The Library launched its self-built beta self-check option with the reopening in February and it is enjoying favorable feedback. 438 items (or 5% of adult materials) were checked out via self-check in March.

The hours are Monday through Friday, 11:00 am – 6:00 pm; and Saturday 10:00 am – 5:00 pm. The Library will slowly add back in additional hours. Programs through August are planned as virtual and/or as hybrid options.

The chart below summarizes how patrons used the Library during February (12 days) and March. This information is gathered by a greeter at the front door who maintains the in-building person count as the building is still under capacity limits due to COVID-19.

	Total	Holds pickup	Browse	Children's Library	Computer/ Scan	News Magazine	Library Card	Other
Feb	1,374	538	221	249	36	14	27	52
Mar	2,401	642	437	439	47	34	35	49

### Administration and Operations

- *Impact of Covid.* The Library continues to follow COVID travel restrictions; working with each employee to determine the best return to work option post vacation travel. To date, the Library has avoided any direct COVID exposures in the Library staff.
- *All Staff Meetings.* Weekly virtual weekly all staff meetings on TEAMS to help staff stay connected and aware of Library activities.
- The entire staff has completed ADA training focused on inclusion in the workplace and customer service and year-end performance evaluations will wrap up in April.
- In addition to ADA training, Library management reviewed a tutorial on unconscious bias in hiring as part of the Library's commitment to professional development.
- Work on right-sizing the print collection continues through the weeding of out-of-date and unused materials.

- Staff courses offered in March as part of the Library Staff Tech Competency program included Canva Graphic Design, Microsoft Sway, Introduction to Wordpress, and Introduction to Photoshop.
- Two staff members announced their retirements. Christine Axelson, Bookkeeper, will retire on April 30. Christine joined the Library in 2013. Carla Wier, Children’s Library Assistant, will retire on May 30 after 26 years with the Library.
- Two staff members resigned from the Library. Liz Poppenhouse, Digital Services Coordinator, who joined the Library in 2016 has accepted a similar position with Indian Trails Public Library District (Wheeling). Sally Guysinger, who joined the Library in 2012 as a shelver has sold her home and is moving out of state.
- Meetings with the City Finance and HR teams to implement the changes to the work week and other matters have been concluded and there are no issues.
- Repairs to the elevator to replace the cage rails were completed at a cost of \$3,350.00.

### Strategic Initiatives

- The Library is preparing a construction grant application to the Illinois State Library for a Live & Learn construction grant. Part one was filed on April 8 and Part two will be filed on or before April 15, 2021.
- We would like to form a small west side working group consisting of board members, staff, and community residents. We are determining how best to interview and select interested community residents. Interested board members are invited to reach out to volunteer or with community resident suggestions.
- Capital Improvement Listening Sessions wrap up on April 13. The recordings will be available to the public after that date.
- A community survey will follow shortly after the conclusion of the listening sessions.
- Additional information was added to the Library’s Capital Improvement webpage, including an opportunity for members of the community to request a tour.
- There will likely be a need for a special board meeting to discuss the results of the listening sessions, survey, and upcoming city council presentation. A poll will be sent at a later date.

### Selected Performance Measures through February 28

In February, 18,995 items circulated as compared to 30,075 items in February 2020. This was a 35% decrease compared to last year. Children’s circulation suffers the most from the inability to personally browse and select materials, reporting in at 61% decrease as compared to last year.

	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb
Compared to same month last year	-70%	-81%	-61%	-25%	15%	-10%	-9%	-21%	-35%	-37%

There was a 34% increase in the use of e-Media resources, 5,515 circulations versus 4,129 last year in the month of February. The use of the streaming/borrowing platforms Freegal, Hoopla, RB Digital, OverDrive (Libby), and Kanopy continues to outpace last year’s usage.

	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb
Compared to same month last year	81%	64%	42%	39%	31%	34%	30%	33%	42%	34%

Usage indicates a sustained and increased interest in e-Media. The e-magazine collection is now available in OverDrive (Libby). The Library continues to purchase “advantage” titles (*i.e.*, those titles available only to Lake Forest Library cardholders to shorten hold lists for Lake Forest residents).

The chart notes the percentage change in usage as compared to the same month last year.

	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb
Hoopla	+81	+102	+34	+16%	+18%	-10%	+29	+40	+54	+18
3M Cloud	+53	0	-13	+22%	-33%	-13%	-9	-22	-6	-12
OverDrive	+79	+70	+58	+54%	+47%	+53%	+50	+45	+50	+49
RBDigital	+26	+35	+44	+21%	+40%	+44%	+26	214	+43	+10
Kanopy	+368	+115	+27	+50	+44%	-12%	-14	+13	+14	+38

Use of the DVD2GO media bank in the West Train Station continues to decline. 55 movies were borrowed from the DVD2GO in February. Some of the decline is likely due to the lack of new movies released in this last year. This chart shows usage of the DVD2GO since it was put into service in 2012. Note the DVD2GO was offline April through mid-July due to COVID.

Fiscal Year	FY11	FY12	FY13	FY14	FY15	FY16	FY17	FY18	FY19	FY20	FY21
May	n/a	574	272	292	431	362	359	252	232	189	0
June	n/a	118	243	394	451	366	260	293	245	177	0
July	n/a	122	269	599	370	294	257	228	207	156	28
Aug	n/a	550	526	546	368	254	197	202	211	110	126
Sept	n/a	559	544	427	268	205	261	193	211	126	88
Octo	n/a	428	500	375	332	207	185	192	203	168	65
Nov	n/a	470	578	545	303	216	181	216	177	153	35
Dec	n/a	553	491	437	437	275	230	165	304	172	45
Jan	n/a	532	649	528	361	293	300	221	254	218	75
Feb	n/a	537	444	368	244	282	274	199	149	185	55
Mar	n/a	578	352	413	328	346	273	304	265	93	
Apr	399	657	385	399	323	390	277	256	239	0	
Total	399	5678	5253	5323	4216	3490	3054	2721	2697	1747	517

In February the use of the Library’s database collection was up 11% as compared to last year, reporting 7,264 uses as compared to 6,550 last February. The Library continues to evaluate

database renewals and will be discontinuing or replacing those databases that are no longer being used by the public. Education efforts (as part of programming) on how to use the databases continue.

In February, Reference and RA assists from all the departments totaled 2,050. Services are delivered via chat, email, in person, and through social media platforms. Homebound and outreach activities are on-going.

All Library programs remain virtual and we find that there is continued enthusiasm for evening and Saturday morning programs. There is tremendous variety in the programs, from online science projects, storytimes, and coding clubs to book clubs, history lectures, and author interviews on critical and important topics. The Children’s Library and YA department prepare and give out Grab&Go kits that support participation in virtual programs. Circulating tech options were added to support those families that want to participate in the technology classes. Attendance and viewing of the Library’s programs remain strong, as well as social media shares and comments.

	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb
Programs	30	45	46	39	35	46	54	44	45	72	53
View, Attendees	4840	5449	5163	7137	3153	1836	2002	1620	3950	2751	3389

### March Program Highlights

Teen Librarian, Emmy Neal reported that Teens were eager participants in this year’s Spring Break programming, including a Teen writing workshop with author E.K. Johnson to learn about writing, publishing, and pursuing a career as a professional writer, a fun virtual painting session, and expanded Dungeons & Dragons campaigns.

The Children’s reported 51 children signed up in the first month of *1000 Books Before Kindergarten* and that the program is receiving high praise!

Adult Services hosted a number of programs around *Read Between the Ravines* and is working on the selection of a book for the 10<sup>th</sup> annual *Lake Forest Reads*. Local author Paul Bergmann lectured on his new book, *The Architecture of Stanley D Anderson*. The program attracted residents that appreciate the life and work of this significant architect. Business Librarian, Michelle Doshi, taught Bullet Journaling and Google Analytics at the Lake Forest and Lake Bluff Chamber of Commerce. Both programs focused on helping entrepreneurs better manage tasks and understand their business web traffic.