



LAKE FOREST LIBRARY BOARD OF TRUSTEES
City Council Chambers, 220 East Deerpath Road, Lake Forest, IL 60045
Tuesday, August 10, 2021, 7:30 p.m.
Regular Meeting

The Lake Forest Library provides members of the public present at the meeting with an opportunity to participate in the meeting. No prior registration is necessary. Members of the public may email comments to Catherine Lemmer, Executive Director, at clemmer@lakeforestlibrary.org, before **noon** on the date of the meeting and the comments will be entered into the record of the meeting. In-person meetings are not recorded. The meeting agenda and materials are available on the Library website. The minutes of the meeting will be available on the Library website after they are approved by the Library Board of Trustees. Current and past meeting information is available at: www.lakeforestlibrary.org/board-meetings.

Agenda

1. Call Meeting to Order.
2. Board of Trustees Roll Call.
3. President's Remarks.
4. Call for Additions to the Agenda.
5. Approval of the Agenda.
6. Opportunity for the Public to Address the Board.
7. Correspondence Report.
8. Consent Agenda (omnibus vote on matters 8(a) - (c))
 - a. Approval of the July 13, 2021 Meeting Minutes.
 - b. Approval of July 2021 Financial Report.
 - c. Approval of Library Photography and Recording Policy.
9. Committees and Liaison Updates
 - a. Building Committee: discussion and approval of next steps recommendation
 - b. Friends of Lake Forest Library Report
 - c. The Lake Forest Library Foundation Report
10. Facilities and Technology Updates
 - a. Discussion and approval of Kasian Room HVAC repair
 - b. Status of RFID implementation and phone, fiber and WIFI upgrades
11. Library Director Report.
12. Unfinished Business.
13. New Business.
14. Adjournment.

Upcoming Meeting: Regular Board Meeting, September 14, 2021

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 by the Library Board of Trustees January 9, 2018.)

Correspondence Report for August 10, 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. Staff encourage patrons to leave comments if the patron has a concern. The comment cards were added in 2018, prior to that time, there was no official option to leave a comment. Comments also come via phone, email, and U.S. post.

Summer reading programs.

Notes to comments on summer reading program: The Library hosts summer reading programs for four age groups: adult, teen, youth, and pre-K. The summer reading program bingo cards are available at this link: <https://www.lakeforestlibrary.org/node/23165>. Patrons completing a bingo row on the summer reading card may select from a free new book from a variety of fiction and non-fiction books. The “Reading Colors Your World Theme” was created by [iRead](#), a program developed by the Illinois Library Association. The non-profit organization provides reading themes, graphics, and other themed materials to assist libraries in developing reading programs. In summer 2021 “patrons young and old [are encouraged] to be creative, try new things, explore art, and find beauty in diversity.”

As of July 5, 2021, there are 120 adults, 57 teens, 194 youth, and 62 pre-K individuals participating in the summer reading programs. Many have completed the first level of the program and are completing extra reading to earn additional raffle entries for the grand prize drawings.

August 5, 2021 PREFER NOT TO SAY (comment card in suggestion box)

The children and adult summer reading programs were insulting. If you were a real “librarian” instead (instead of a lawyer) with a degree in library science, you would understand that authors often write under pseudonyms (aka pen names) so that people do NOT know their gender, race, or other facts. However, perhaps you were unaware of this as you centered your summer reading programs around forcing people to dig to judge authors by their race and sexual preference. The fact that you would do this would be construed by some politicians as “racist”. And you never include my race! Please stop bringing politics into our library. Give us the library we loved for years prior to 2016!

July 27, 2021 Long Time Lake Forest Resident (comment card in suggestion box)

Stop presenting your political agenda at the library. The reading programs make people read authors of another race, but NOT read an author of our own race. That is political and divisive. You should be ashamed!

Undated anonymous comment card in suggestion box.

I was very disappointed in your reading program this summer. All liberal politics. No quality. Very, very poor program. Our library used to be so much better under old leadership.

General Programs, Classes, and Services

July 27, 2021 Richard Alt (alt@displayspecialists.com)

Please reestablish the “Pass along books” @ the library. Greatly missed by us “slow” readers who like to take a long time to finish a book. You have this at the beach, however, sometimes we cannot get our card into this area because of parking problems on weekends. Please restart this feature. Thanks. Richard Alt, LF Resident. [Note: Director reached out and offered suggestion that the Friends also place give away books at the train stations and also noted that the Library routinely gives extended due dates on materials. We do this for those readers who go on extended vacations. Generally, even without the extended due dates most print materials renew up to 9 weeks.]

July 20, 2021, Michelle E. Naffziger-Hirsch, michellenaff@gmail.com

Thank you for another great program. When I asked my kids what their favorite part of their day was at dinner, they both said the STEAM program at the library!

I know it's a lot of work to prepare for all of us. Please know that all of your efforts are appreciated!

July 15, 2021. Sandra Sommers (sommerinparis@yahoo.com)

Your reference staff --- Karen and the other great members are always gracious and helpful. LFL is a Beautiful Historic Landmark. Don't change anything! Gratefully,

July 14, 2021. Laura Weise (guttingwedding@gmail.com)

Re: Bullet Journaling for Beginners (Virtual). Thanks for putting this on youtube! I couldn't join on Monday, as my internet at the hotel was too slow and spotty. But I just watched it. Love it! Thanks, Michelle D!

July 12, 2021 Jessica Schubert

We recently moved to Lake Forest and have loved visiting our new library. My 4-year old says it is “magical.” Our old public library (Glen Ellyn, IL) has a wonderful and much larger selection of

board books for young children. I would love to see the selection expanded. Also, our Friends at the old library had a book nook set up with books for sale (honor system or pay at circulation desk). This allowed them to generate revenue between book sales; great for seasonal books and best sellers! Thanks for all you do!

Lorie Rohrer, Head of Childrens, followed up with Ms. Schubert about the board book collection and received this response.

Jessica Phifer - Schubert jsphifer@gmail.com Thanks so much for responding to my comment. I can tell the board books are a popular selection! I'm excited to see the new additions to your collection. Thanks for all you guys do!

July 13, 2021 Kristel Bauer

Episodes take the form of interviews with CEOs, experts, and elite athletes to get their perspective on these topics. New for 2021, every Friday, they release a shorter two-minute show in which Kristel offers support via tools for your personal development journey.

This mission is something I can relate to, as it really aligns with my own *Awaken Your Alpha* podcast.

It is worth noting that coming into podcasting, Kristel had zero experience in audio or media. She was still seeing patients full-time before her foray into the medium.

"I was clueless, but I knew I had a message, and I wanted to share it."

To start, Kristel ended up reaching out to local successful podcasters for tips and connection.

"I got all this help from our local media lab just north of Chicago, and that got me started. Then I tapped into those relationships that I had built. I began talking to people I knew to share these different messages."

After about a month's preparation, Kristel released the *Live Greatly* podcast in late February of 2020. By average standards, that's a pretty quick timeline.

"If I knew then what I know now, it probably would have taken me a lot longer. I didn't overthink it, and that worked out really well. I have tweaked as I have gone about it, and now, I have a team who helps me edit."

However, Kristel's biggest surprise was not realizing early on how slow growth can be. At the time, she was doing it all on her own, and she didn't start with an audience. She was only just starting to build up her social media platforms when she launched everything.

"I started my own Instagram account after I launched my podcast. I wasn't on LinkedIn, or any social networking, so that was challenging."

Podcasting is a long game, and Kristel admits to being a little impatient in those early days while things were building. So, she made sure to remind herself of why

EDUCATION

Hi Patrick! I wanted to let you know that I was featured in podcast magazine (page 38) and my show jumped to the top 1% globally today. Pretty neat!! Thanks again for your help in getting me started! Note from Patrick: If you look at the article, the Media Lab gets a brief mention. A proud moment for me, I'm really happy that what Kristel Bauer was taught has helped her reach where she is now. Kristel started her podcast "Live Greatly" at the Media Lab, where I helped her understand podcast fundamentals and taught her how to use Audacity. I also provided some other podcast advice and initial website assistance for her Squarespace account. Kristin Ashley (library staff) helped with her logo before addressing podcast things. Starting just before the pandemic, Kristel has been hard at work to further develop her show and brand. It's really paying off, and her show is going on to what will be her 70th episode.

https://podcastmagazine.com/wp-content/uploads/2021/07/PodcastMagazine_July2021_FINAL_condensed.pdf

Comments regarding Library's operations under COVID.

July 31, 2021 LF RESIDENT (anonymous comment card in suggestion box)

STOP QUARANTINING BOOKS! THERE IS ZERO SCIENCE THAT SUPPORTS THIS! YOU ARE WASTING OUR TAXPAYER MONEY PAYING THE PART TIME MAINTENANCE PEOPLE TO DO THIS! YOUR A RUNNING A FISCALLY IRRESPONSIBLE LIBRARY. TIME FOR NEW LEADERSHIP! [Note: the Library ceased quarantining books at the start of July. The emptying of the outside book drop boxes has been a Facilities Team task since the exterior boxes were installed in the 1990s.]

July 30, 2021 Longtime LF resident (anonymous comment card in suggestion box)

WHY ARE YOU MAKING IT SO DIFFICULT FOR PEOPLE TO DONATE BOOKS TO THE FRIENDS? I WANT TO BE ABLE TO DONATE MY BOOKS ALL THE TIME LIKE I USED TO! [Note: If someone reaches out to the Library and remarks that Saturday and Sunday are not convenient times, Library staff direct the individual to the Friends to set a mutually convenient donation time.]

July 30, 2021 (anonymous comment card in suggestion box)

PLEASE STOP PUSHING THE FRIENDS OUT OF THE LIBRARY. THE FAMILY THAT DONATED THE LIBRARY TO LAKE FOREST WILL BE VERY DISTRESSED TO LEARN OF THIS. THE FRIENDS CONTINUE TO GET SQUEEZED MORE AND MORE. PLEASE STOP THIS! THE BACK BAY IS EMPTY EVERY DAY AS I CHECK. YET I AM TOLD I CAN" T DROP MY DONATED BOOKS IN THIS UNUSED SPACE. YOUR PETTY EFFORTS TO END THE FRIENDS IS MEAN-SPIRITED AND VERY DISTRESSFUL TO ME. Sincerely, A LONG-TIME LAKE FOREST TAXPAYER

July 28, 2021 M. Larson (comment card in suggestion box)

What are you afraid of? Everyone else is fully open. The Library is PUBLIC and should be open to the public to the same extent that every other public space is open. [Note: The Library is fully open and has been for some time.]

July 27, 2021 LF TAXPAYOR (anonymous comment card in suggestion box)

I'm sorry to tell you that you are doing very poorly! The library is the most UN-FRIENDLY place in town. If you don't want to work in a public place, then please leave and let someone who is not a germ-a-phobe and actually likes people do a better job. [Note: Patrons do approach staff members and asked why staff continue to wear masks. Library staff respond that the Library follows the recommendations of the CDC and IDPH regarding mask wearing and social distancing.]

July 26, 2021 Anonymous comment card in suggestion box.

I am very disappointed there are no in-person summer reading programs for myself and my children. I participated in one virtual event and it was very boring. All the other North Shore libraries are open and have in-person events. Why are we so behind the times??? PS Will I get a tax refund because your not using my tax dollars to operate the library? [Note: Patron reported to Children's Librarian that she was frustrated that the "usual" big summer reading events such as the petting zoo, magician, snake and reptile show, etc. did not happen. The Library was unable to host large events because it could not comply with the suggested three/six feet social distancing recommendations, the Kasian Room AC was not working, and when the summer

reading events were planned, many performers were not scheduling onsite programs. The Library choose not to host these types of events in the parking lot or on the front lawn as other libraries are doing to avoid undermining Gorton's parking lot programming.]

July 25, 2021 Anonymous comment card in suggestion box.

I saw your recent IG post stating you have events for everyone, but where are the events for those who want in-person events?? I do not see any in-person. In order for your statement to be accurate, please quickly schedule in-person events for all. [Note: there Library hosted in-person Children's storytime and STEAM events in the courtyard and family escape box events this summer.]

Undated anonymous comment card in suggestion box.

The last few times we visited the children's section there was not a very caring energy among the staff downstairs. It is upsetting to say the least.

Undated anonymous comment card in suggestion box. I am VERY disturbed at the lack of in-person programming this summer. We taxpayers PAY for a library. Winnetka, LB & many other local North Shore libraries have IN PERSON programs. WHY ARE WE SO BEHIND? Plus, this ridiculous quarantining of books HAS TO STOP! Please give us the Library we pay for! [Note: see the August library report for an environmental scan of the programming at peer libraries.]

General Operations & Capital Improvement Project

August 1, 2021 anonymous comment card in suggestion box.

I am disappointed that the Library is no longer transparent as it used to be 5+ years ago. The recording for the recent board meeting held at City Hall Council Chambers has not been uploaded. The City posts its public meeting recordings very quickly after public meetings. Why can't the Library? [Note: prior to the recording requirement for virtual meetings under the emergency COVID legislation, the Library Board did not record its meetings and did not record the July meeting as it was an in-person meeting open to the public. Prior to 2016, the Library did not post its agenda/board packages prior to the Board meetings. All board packages are now posted on the Library website with the agenda prior to the meeting.]

Also, when are you going to post the survey results? \$15,000 of taxpayer money was spent on a recent survey. The public deserves to see all the details that were collected as many of us think it was fiscally irresponsible decision to spend such a large amount of money using a national firm for a survey that could have been done by the library. The schools and City send out surveys all the time and never spend ridiculous amounts of money such as \$15,000. A disappointed tax payer. [Note: the library was directed by the City to conduct a resident survey to assess the public's perception around the CIP. The Library does not have the capability to conduct a poll

that meets the requirements for a statistically valid poll. In addition, the Library Board chose a reputable outside firm to conduct the poll to preserve the integrity of the survey and prevent any claim that the Library skewed or manufactured the results. The survey results were presented at the July Library Board meeting which was open to the public. The survey results are summarized in the July Board minutes which will be posted on the Library website once approved by the Library Board.]

Lake Forest Library Board of Trustees
360 E Deerpath Road, Lake Forest Illinois 60045
Regular Meeting Minutes
7:30 p.m., July 13, 2021

CALL TO ORDER

President John F. Johnson called the meeting to order at 7:30 p.m. in the City Council Chambers, City Hall, 220 E. Deerpath Road, Lake Forest, IL.

ROLL CALL

Trustees Present: Germaine Arnson, Bryan Bertola, Jim Clifton, Elizabeth Grob, John F. Johnson, Andrea Lemke, Sue Shattock, and Heather Strong.

Trustees Absent: JoAnn Desmond

8 trustees in attendance, a quorum is present

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

PRESIDENT'S REMARKS

President Johnson welcomed the Board back to in-person meetings. He reminded us of our strategy and goals for the year:

1. Enhance user experience at the Library
2. Ensure access to technology and related educational opportunities
3. Improve Library spaces to insure accessibility and desired functionality
4. Enhance the awareness of the Library's role as a community connector
5. Invest in our Library employees

CALL FOR ADDITIONS TO THE AGENDA

None

APPROVAL OF THE AGENDA

Trustee Arnson made a motion, and Trustee Grob seconded, to approve the Agenda. Motioned carried by unanimous voice vote.

OPPORTUNITIES FOR THE PUBLIC TO ADDRESS THE BOARD

Romy Lopat, resident, expressed her interest in continuing her support of the Capital Improvement Project and the formation of an independent building committee. Susie Athenson, President, Lake Forest Preservation Foundation, offered assistance and guidance to the Capital Improvement Project.

CORRESPONDENCE REPORT

No comments on the Correspondence Report

CONSENT AGENDA

- A. Approval of the June 8, 2021 Meeting Minutes.
- B. Approval of June 2021 Financial Report.
- C. Approval of board meeting remote attendance bylaw amendment.

Trustee Lemke made a motion, and Trustee Arnson seconded, to approve the Consent Agenda as presented. Trustees Arnson, Bertola, Grob, Johnson, Lemke, and Shattock voted to approve the motion (6 yeas votes), and Trustees Clinton and Strong abstained (2 abstention votes). Motion carried with a roll call vote.

FACILITIES: DISCUSSION OF KASIAN ROOM HVAC REPAIR

Ed Finn presented updated information on the HVAC unit and coil unit replacement for the Kasian Room. A third bid did not arrive by the Board meeting time, so no action was taken by the Board. He answered questions pertaining to effects on other parts of the building, and location/size of unit. The action was delayed to the August meeting to give the Library Staff more time to gather additional bids.

COMMITTEE AND LIAISON ASSIGNMENTS

President Johnson presented Committee and Board Liaison appointments for 2021-2022.

- Finance Committee: Andrea Lemke, Treasurer, Jim Clifton
- Friends of Lake Forest Library Liaison: Elizabeth Grob, Secretary
- The Lake Forest Library Foundation Liaison: Germaine Arnson
- West Side Study Group: JoAnn Desmond

DISCUSSION OF CAPITAL IMPROVEMENT PROJECT

Ed Finn presented a "Capital Improvement Project Poll Results Overview" that summarized the work done by Burges & Burges. His summary included a brief overview of the sampling process of 400 adults in Lake Forest from May 11-16, 2021. The key findings from the poll centered around the 5 major topics of usage, awareness of Library needs, priorities, cost, and support of an expansion.

Usage and Awareness:

More than half use the Library, but a noteworthy 42% do not

More than half consider themselves to be informed about the Library

Priorities:

Continued remediation of mold

ADA compliance

New, unified HVAC

Restore historic spaces and artwork

Upgrade technology

Cost:

Project viewed favorably if 40% of funding comes from private donations
Estimated cost of the project (\$6.25/month for 20 years) considered manageable
Support for architecturally appropriate addition to the Library

Support of an expansion:

Beginning of Survey: 59% were “Definitely For” or “Probably For” the Library Repair and Expansion Project

End the Survey the percentage for increased to 65%

Beginning of Survey: 30% were “Undecided” on the Library Repair and Expansion Project

End of Survey the percentage decreased to 22%

Beginning of Survey: 6% were “Definitely Against” the Library Repair and Expansion Project

End of Survey the percentage increased to 7%

Trustee Clifton asked for more information on the definition of “usage of the Library” and the age of Lake Forest residents completing the survey. Trustee Strong wanted clarification on the content of the survey and the demographics of the participants. Trustee Shattock thought the survey was a good starting point in understanding public opinion around the Library project. Director Lemmer stated the next step in the process is to conduct an educational campaign. Discussion will continue on this topic.

President Johnson established a Building Committee to continue discussions on this complex project. Trustees include Bryan Bertola, Vice President, and Heather Strong.

LIBRARY DIRECTOR REPORT

In the Board packet, Director Lemmer provided the Fiscal Year 2021 Year End Report. She discussed the positive actions the Library took to enable the community to “use” the Library during the COVID pandemic. She noted the Library was closed for only 5 weeks during the early stages of the pandemic, and that the Library staff has continued to work creatively to provide service during the rest of the pandemic stages. The Library statistics are returning to pre-COVID numbers. Director Lemmer suggested to Cathy Czerniak, Director of Community Development for the City of Lake Forest, that the Executive Directors of Lake Forest organizations meet to discuss the opportunity for a large, signature community event and other collaborations.

Trustee Grob asked about the damage of the sculpture on the front lawn. Trustee Arnson asked about the acceptance of art and sculpture donations to the Library. Director Lemmer stated that the Board decides the acceptance and continued ownership of donated items. She will be presenting more information to the Board in the near future.

Lake Forest Library Board of Trustee
Regular Meeting Minutes
July 13, 2021

UNFINISHED BUSINESS

No unfinished business.

NEW BUSINESS

No new business.

ADJOURNMENT

Trustee Arnson made a motion, seconded by Trustee Grob, to adjourn the meeting at 8:28 p.m. Motion carried by unanimous voice vote.

Upcoming Meeting: Regular Board Meeting, August 10, 2021

Elizabeth Grob, Secretary
Minutes approved by the Board on August 10, 2021.

Lake Forest Library
Year-to-Date Monthly Financial Report
July 2021
Unaudited Month 3
FY2022

Agenda Item 8(b)

	Current Month Actual	Year to Date Actual	Year to Date Budget	Annual Budget	Over/(Under) Variance	% of Annual Budget
Unassigned Funds on Hand 5/1	\$1,895,491	\$1,895,491	\$1,895,491	\$1,895,491		
REVENUES						
Tax Based (Levy, SSN, IMRF)	\$202,043	\$2,271,257	\$2,153,908	\$4,307,816	\$117,349	52.72%
Non Tax Based	\$9,897	\$23,478	\$12,250	\$49,000	\$11,228	47.91%
Library Generated	\$767	\$17,444	\$7,113	\$28,450	\$10,332	61.32%
Gifts	\$50	\$2,795	\$625	\$2,500	\$2,170	111.81%
TOTAL REVENUES	\$212,756	\$2,314,974	\$2,173,896	\$4,387,766	\$141,079	52.76%
TOTAL FUNDS ON HAND	\$2,108,248	\$4,210,465	\$4,069,387	\$6,283,257	\$141,079	
EXPENDITURES						
Salaries & Wages	\$119,291	\$314,611	\$417,347	\$1,808,504	(\$102,736)	17.40%
Fringes	\$24,601	\$81,986	\$117,037	\$468,147	(\$35,051)	17.51%
SSN	\$8,875	\$23,352	\$17,294	\$138,351	\$6,058	16.88%
IMRF	\$11,467	\$30,813	\$22,977	\$183,812	\$7,837	16.76%
Materials (print, AV, tech, online)	\$70,947	\$162,755	\$151,125	\$604,500	\$11,630	26.92%
Other Operating Expenses	\$98,281	\$176,047	\$178,764	\$715,057	(\$2,718)	24.62%
Building Maintenance	\$25,736	\$66,361	\$67,000	\$268,000	(\$639)	24.76%
Sub Total	\$359,196	\$855,925	\$971,543	\$4,186,371	(\$115,619)	20.45%
Capital	\$0	\$0	\$48,750	\$195,000	(\$48,750)	0.00%
TOTAL	\$359,196	\$855,925	\$1,020,293	\$4,381,371	(\$164,369)	19.54%
BALANCE		\$3,354,541	\$3,049,094	\$1,901,886		
RESERVES						
Capital Improvements	\$2,800,000					
Technology Improvements	\$300,000					
Capital Equipment	\$300,000					
	\$3,400,000					

**Lake Forest Library
Financial Notes and Variance Report
For the Month of July 2021 (Month 3) FY2022**

Funds on Hand: \$1,895,491 (unrestricted/unaudited). The account value is reset at the end of the FY2021 audit when surplus funds are allocated to either this unrestricted reserve or the restricted reserve accounts.

General Operations - Revenues

Property Tax: As of July 31, the Library received \$2,271,257 in property tax distributions which is 53% of the annual budget. This percentage is in alignment with pre-COVID fiscal years.

Non-Tax-Based: As of July 31, the Library received \$23,478 in non-tax based revenues. The \$23,478 is the two installments of the replacement of personal property tax payment. Overall non-tax-based income at 48% of FY budget.

Library-Generated: As of July 31, the Library received \$17,444 in library generated income. This is income from copiers, RAILS ALSIP payments, and miscellaneous fee income. Overall non-tax-based income at 61% of FY budget.

Gifts: As of July 31, the Library received \$2,795 in cash gifts. Non-cash gifts are not valued by the Library. Overall gift income at 100% of budget as it was anticipated in the budget that gifts, other than small memorial book gifts, will go to The Lake Forest Library Foundation for the capital improvement project.

General Operations - Expenditures

Salaries, wages: As of July 31, \$314,611 for salaries: 18% of FY budget; \$81,986 for fringes: 18% of FY budget. \$23,352 for SSN: 17% of FY budget; \$30,813 for IMRF: 17% of FY budget. Vacation and sick leave buy outs due to retirements/resignations reflected.

Materials: Books, AV, and Electronic Services: As of July 31, \$162,755: 27% of FY budget. Annual payments for periodical and database subscriptions paid. Book and AV vendors are nearly back to pre-COVID release and shipping timeframes.

Other Operating Expenditures: As of July 31, \$176,047: 25% of FY budget. Consortia fees, technology leases, equipment, services, software, and contractual fees reflected here.

Building Maintenance: As of July 31, \$66,361: 25% of FY budget. Reflects cleaning service contract, service calls and repairs for HVAC, elevator, and other systems. Annual liability/casualty insurance premium of \$29,845 paid in June.

Capital: No capital expenses incurred.

Reserves

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

Year to Date FY2022: 20% of budget expenses; 53% budget revenues.

Approval of Library Photography and Recording Policy.

The Library has for the last several years included a “Photo Policy” on its written and virtual documents. This policy formally adopts the Library’s actions regarding photo and recordings and provides guidance to the public wishing to take photos and recordings. The policy follows best practices in protecting patron privacy and supporting the Library’s promotional efforts.

Action: Staff recommends the Library Board approve the Photography and Recording policy.

Lake Forest Library Photography and Recording Policy

Lake Forest Library is committed to maintaining an environment that:

- allows patrons to freely access Library information, resources, and events, and
- protects the privacy of its patrons and staff members and ensures their freedom from harassment, intimidation, and threats to their safety and well-being.

In order to provide appropriate safeguards against such behavior and enforce policies and procedures addressing that behavior when it occurs, the Library has adopted the following policy regarding the taking of photographs or recordings on Library property and during Library events at off-site venues.

I. General Policy

Permission is not required for taking photographs or recordings in exterior and interior public areas of the Library for personal, noncommercial use if no tripods, lights, or other specialized equipment is used. If tripods, lights, or other specialized equipment is to be used, requests must be made at least 24 hours in advance. However, there may be Library locations where the taking of photographs or recordings is restricted or prohibited (i.e., restrooms, lactation rooms, childcare areas, areas reserved for staff, and areas displaying museum or archival materials). In addition, persons taking photographs and recordings shall not (i) compromise a patron or staff member’s right to privacy, (ii) harass, intimidate, or threaten a patron or staff member, or (iii) block Library aisles, walkways, stairwells, doors, or exits.

II. Commercial Photography and Recordings

The Library may permit use of its facilities for the taking of commercial photographs or recordings if the project does not interfere with the mission of the Library and is in accordance with the rest of this policy. The Library will charge a fee to offset costs incurred by the Library to provide access to the facility and prior permission must be sought at least one week in advance.

III. Photography and Recordings of Materials and Resources

The Library permits the taking of photographs and recordings of its publicly available collections. However, persons taking photographs or recordings are solely responsible for obtaining consent or other permission regarding copyrighted materials.

IV. Library Photography and Recordings

The Library reserves the right to document its services and the public's use of the Library building and grounds. The Library may take photographs and recordings of patrons using the Library or attending Library events to use in its publicity and communications materials. These photographs and recordings may be copied, displayed, televised, and published (including in the Library print and digital newsletters, website, and social media sites). Any individual that does not wish the Library to use a photograph or recording of them or their child should inform a Library staff member prior to or while such photographs or recordings are being taken.

V. Off-site Photography and Recordings of Library Events

Library staff will abide by any additional restrictions or policies of the hosting venue when photographing or recording off-site Library events.

VI. Library Board Meetings

Pursuant to Section 120/2.05 of the Illinois Open Meetings Act (5 ILCS 120/1 et seq.), any person may record the proceedings of the Library Board and other meetings required by the Act to be open to the public. The recordings may be made by tape, film, or other means and shall not disrupt the meeting or create a safety hazard.

VII. Liability

Persons involved in taking photographs or recordings are solely liable for any injuries to persons or property that result from their activities on Library property. They also have sole responsibility for obtaining all necessary releases and permissions required by law from persons who can be identified in any photograph or recording or for copyrighted materials. The Library undertakes no responsibility for obtaining these releases or permissions.

VIII. Information for the Public

The Library will have visible documentation throughout the building, on its website, and in its marketing and publicity materials stating that "Photographs and recordings may be taken of patrons and presenters using Lake Forest Library and during events. These photographs and recordings are for Library use only and may be published in print and digital materials. Please notify Library staff if you do not wish to be photographed or recorded."

Library staff will alert patrons prior to photographing or recording them using the Library or attending an event and give them the opportunity to opt out. “We will be photographing or recording today’s event. Please notify a member of the Library staff if you do not want to be photographed or recorded.”

If a patron opts out, non-identifiable photographs and recordings that don’t include faces, voices, or other identifiable features may still be taken and published in print and digital materials.

IX. Information for Library Staff

Photographs or recordings of Library staff engaged in normal work activities related to their job may be taken. Staff members may opt out of being photographed or recorded at any time. Non-identifiable photographs and recordings that don’t include faces, voices, or other identifiable features may still be taken and published in print and digital materials.

X. Members of the Media

Members of the media may photograph and record patrons and Library staff at events sponsored by the Library, following notification to a member of Library staff prior to the event.

Members of the media photographing or recording on Library premises have the sole responsibility for obtaining releases and permissions from persons who are photographed or recorded. Taking photographs or recordings of a minor requires the permission of the minor’s parent or guardian. The Library undertakes no responsibility for obtaining these releases.

XI. Right Subject to Compliance with Policy

The Library reserves the right to ask any individual or group violating this policy to cease the taking of photographs or recordings.

Friends of Lake Forest Library Report

The annual used book sale of the Friends of Lake Forest Library is September 16-19. The ¾ page ad shown below is in the Library's fall newsletter scheduled to arrive in Lake Forest homes in mid-August. Cards soliciting volunteers to work at the sale are available in the Library foyer. Additional information on the sale and how to volunteer is also available in [blog posts](#) prepared by Library staff and hosted on the Library's blog.

Donations are being accepted in the Library parking lot on Saturday and Sundays from 9 am – noon. The Friends are not planning on accepting donations in September. The next meeting of the Friends board is Saturday, August 21, 9:15 am, in the Kasian Room.



2021 FALL BOOK SALE

Lake Forest Rec Center
September 16-19

MEMBER PREVIEW

Memberships available at the door

THUR.....9:00 am-4:00 pm 20% mark-up

PUBLIC SALE

FRI.....9:00 am-8:00 pm

SAT.....9:00 am-4:00 pm Teachers 25% off

SUN.....9:00 am-5:00 pm Bargain day 50% off everything

MAJOR SPONSOR

The Grainger Foundation

SPONSORS

Sunset Foods
WestRock
Knauz
Uline

Friends of
Lake Forest
Library



FRIENDS NEWS

The Annual Book Sale is September 16-19. We look forward to seeing you there! For up-to-date information, visit lakeforestlibrary.org/friends.

The Friends are not accepting used book donations in September. For updates on when donations will resume, please check the Friends' Facebook and Instagram pages and lakeforestlibrary.org/friends.

Thank you all for your continued support and wonderful donations!



Agenda Item 9(c)

The Lake Forest Library Foundation Report

The Lake Forest Library Foundation reports on its activities to the Library Board on a quarterly basis. The report dated July 2021 follows.



To: The Lake Forest Library Board

From: The Lake Forest Library Foundation

Re: Board Report on behalf of The Lake Forest Library Foundation

Date: July 2021

The Lake Forest Library Foundation was officially registered as a 501(c)(3) private not-for-profit organization in December 2019, and our first meeting was held on September 14, 2020. Over the last three quarters (Q4 2020 – Q2 2021), we were fortunate to achieve a number of benchmarks. This report will be the first of regular quarterly formalized communications between The Lake Forest Library Foundation and the Library Board.

The Lake Forest Library Foundation Mission Statement:

The Foundation's mission is to support the Lake Forest Library through the creation and maintenance of an Endowment and to raise funds for special capital projects as deemed appropriate by the Library Board.

Accomplished to Date

1. The Foundation secured \$2.2 million in pledged gifts, which represents just over 20% of our goal. This includes a \$1 million pledge from the original donors: the Reed Family.
2. The \$2.2 million includes an \$800,000 pledge from the Friends of the Lake Forest Library that was publicly announced in the Library's most recent newsletter.
3. The Foundation Board is at 100% board giving. All pledges and gifts are pending until the Library Board receives community and City Council support for the Capital Improvement Project.
4. We presented to the Mayor and City Council on March 15, 2021, along with the Library Executive Board, to review the financing parameters of a public-private partnership and explain the role of the Foundation.



5. The Foundation fully endorsed the MOU created to clearly delineate roles and responsibilities among the three Boards that support the Library.

Current Activity

1. We are actively engaged with our partners in the philanthropic community through targeted communications, which includes one-on-one meetings, small groups, and written outreach.
2. We are developing a website for the Foundation. This website will serve as a hub to promote the Foundation's philanthropic goals, namely advancing the Capital Improvement Project and establishing an endowment. This will be a private website, hosted separately from the Library and will provide a way for the community to donate to the Foundation and communicate directly with Foundation Board members if they want to be more involved in advancing our mission.
3. We hold monthly meetings with our Board to advance the Library's goals. Our membership includes a liaison from the Library Board to ensure that the Foundation's messaging is completely in sync with the Library Board.
4. The Foundation is in regular communication with City leaders, the Library Executive Board, and the Friends of the Lake Forest Library.

Future Activity

1. We have identified close to two dozen individuals and foundations for the project and are ready to move quickly once the community reaches consensus on the project.
2. We look forward to project scope being finalized in the coming months as the City learns more from the community about its needs and desires for the Library. City Council support will be vital for the Foundation's next steps.



Thank you all for your support of the Library and our shared goals. Please contact me if you have any further questions.

Respectfully submitted,

Diana Terlato

President – The Lake Forest Library Foundation

Facilities: Discussion and approval of Kasian Room HVAC repair

In 2000, the exterior east side courtyard was covered, enclosed, and renamed the Louise Wells Kasian Children’s Activity Center in memory of a prior library director (the “Kasian Room”). This lower-level room has a capacity of 130 and is used for adult, teen, and children’s programming. The Kasian Room is the primary programming space for children and teens.

HVAC Replacement Overview

The HVAC unit and coil unit supplying the Kasian Room require replacement. Upon inspection, the following was noted:

- The current units were manufactured and installed in 2001.
- The condenser unit has a major oil leak, and a large leak in the suction line from condenser unit to coil unit causing unit to lose all pressure.
- The unit is 21 years old and is an R-22 (refrigerant) unit. This refrigerant has been discontinued and is not compatible with modern HVAC units.

The following companies bid on the project.:

HVAC Vendor Quote Submissions		
Vendor	Address	Quote
Hill Mechanical	11045 Gage Ave, Franklin Park, IL 60131	\$15,800
Black Diamond	1400 Miller Pkwy, McHenry, IL 60050	\$29,836

Note: One other provider was unable to submit a completed bid. Additionally, six other contractors were disqualified for not using labor paid using the prevailing wage standard.

Facilities is recommending replacement of the condenser and condenser coil units with newer R-410A units. Replacement of the coil unit is required with the introduction of a unit that uses 410A refrigerant. Staff is requesting board approval for unit replacement with a cost not to exceed \$16,500 with work to be completed by Hill Mechanical, commencing as soon as it can be scheduled.

Agenda Item 10(b)

Status of RFID implementation and fiber, Wi-Fi, and phone upgrades

As the Library continues to improve internet access and realize an increase in online, wireless, and electronic services, we are pleased to update the Board on the following initiatives.

- **RFID** – The Library has received final numbers from both Bibliotheca and Library Works Backstage for the RFID conversion and leasing of equipment. In consultation with the Finance Committee members, the Library will be moving forward with payment in full of the conversion process (including the short-term required rental equipment) and entering a five-year lease with Bibliotheca for the capital equipment. This option is the most cost effective and includes a refresh of all equipment at the end of the lease term.
- **Fiber** – In anticipation of the introduction of RFID, increased use of online resources, and the move of a fully functional unified communication structure, the Library is in the process of increasing the fiber internet speed from 100/100mbps to 250/250mbps.
- **Wi-Fi** – The Library’s current wireless access points are at end of life and are only half the total number of radios per device at 2x2. These types of access points also rely on an on-premises controller. The new wireless access points have double the radios at 4x4 and are of the Wifi-6 standard which allows for better signal strength throughout the library for a faster and consistent wireless internet experience for our patrons. Two additional access points were ordered to increase coverage in the East and West courtyard for patrons and programs. This is an infrastructure step that will support the RFID as well as enhanced Wi-Fi access for patrons. The \$14,178.60 cost is part of the RFID budget and falls under the project reserve for necessary technology upgrades.
- **Phones** – While the physical phones have been delayed (estimated delivery is now August 30), the Library has been moving forward with OSG to replicate the current call groups, finalize licensing requirements, and is preparing to test movement to the Microsoft phone system. The anticipated completion date is now early September.

Library Director Report

August 10, 2021

Administration and Operations

The Library's *Reading Colors Your World* entry won "Most Original" in the 2021 Lake Forest Day parade. Our float, packed with our many literary friends, and parachute routine drew lots of smiles and shoutouts! The entire staff pitches in with ideas and in helping put the entry together. We have been participating in the parade since 2017 and much enjoy this opportunity to connect with the community!



June 2021 Select Stats (comparisons to 2019 for pre-COVID; comparisons to 2020 for YTD)

- In June 2021 there were 13,622 visitors to the Library.
- 28,984 items circulated to library users as compared to 30,669 in June 2019, reflecting a nearing return to pre-COVID levels.
- As expected, the significant increase in the use of e-resources during June 2020 when the library was open for curbside and virtual offerings, has leveled off. In June 2021, 5,024 e-media resources circulated as compared to 5,847 in June 2020. However, June 2021 reflects a 40% increase in e-media resource use over June 2019.
- In June 754 participants attended synchronously or in-person 41 programs and 1,378 participants attended asynchronously 19 virtual programs.
- There were 71 one-on-one e-tutorials or tech help sessions and 3,623 reference and reader's advisory help desk questions answered.
- 154 library cards were issued; and 7 museum passes used.
- As of August 1, there were 62 pre-K, 194 youth, 57 teens, and 120 adults registered in the summer reading programs. Many have completed the initial prize level and are earning additional raffle entries for grand prizes. A full summary of the programs will be included in the September report as the programs end on August 31.
- June programs included the start of summer reading and a variety of literary, business, and children's programs.

Update on COVID-19 impact on library operations.

- Lake County, Illinois is an area of [substantial transmission](#). The [CDC recommends](#) that all individuals, regardless of vaccination status, wear a mask in public indoor settings in areas of substantial or high transmission. Based on this data/information and CDC recommendation, the Library is now requiring all staff and all visitors over the age of 2 to wear masks regardless of vaccination status. Masks are provided in the Library foyer. Child-size masks are available in the Children's Library. We continue to monitor the situation.
- **Programming.** The Library continues to monitor the COVID-19 situation and its impact on the actions of our peer libraries on the Northshore. An environmental scan was completed around programming at the public libraries in Deerfield, Glencoe, Glenview, Highland Park, and Winnetka. These libraries reported they too are waiting and watching how the COVID situation develops and exploring how to offer programs in a hybrid format. No library is offering a full cadre of in-person programs. Most are doing some offsite or outside programs depending on their circumstances.

Generally, the Library's programming mirrors actions taken at other local libraries with a few exceptions. Although done by other libraries, the Library chose not to provide large outdoor music, movie, or family events to avoid undermining Gorton's efforts. Other communities offered in-person programming opportunities to libraries at local farmers markets and other community events. The Library is investigating whether participation at the proposed 3 pm - 7 pm Saturday night artisan/farmer's market on the westside during September is viable and meaningful.

The Library ability to offer on-site programming was limited due to the size of the Reed Room and the HVAC failure in the Kasian Room. One book group chose to meet in the courtyard and a number of STEAM and other storytimes for children were held in the courtyard and one event was held at the Forest Park Beach. There were also opportunities for families and small groups to tackle riddles and solve puzzles to solve the BreakoutEDU challenge boxes or complete a StoryWalk™ at the Library and other venues. The usual large summer reading programs such as the kick-off, magicians, music performers, and animal petting zoos did not occur due to the Kasian Room HVAC, and in some cases, the financial risk of losing deposits if the programs required cancellation due to COVID.



Summer Storytime and Family STEAM Lab in the courtyards.

As noted in the upcoming fall newsletter, more programs are moving to in-person utilizing registration. Many community-favorite presenters preferred to continue as virtual performances and we continue to work with them while watching the COVID situation. The Library is also investigating a hybrid option that would stream a program simultaneously while participants are on-site at the program at the Library.

Insurance Matters

The Library's insurer has been informed of the damage to the sculpture (Untitled) commissioned and donated in memory of Al Medica in 2007. The sculpture was funded with private donations. The insured value of the sculpture, as stated in the 2015 CBIZ asset appraisal report, is \$9,650. The Library has a \$5,000 insurance deductible and a coverage limit of \$25,000. Mr. Hessemer is

preparing an estimate to replace the damaged sculpture. The estimate will be given to the Board as part of its determination of next steps.

Other News and Updates

- The Chamber of Commerce “**Lunch with the Mayors**” event was attended by Board President John Johnson, Trustee Heather Strong, and members of the Library Staff.
- The Library’s **quarterly newsletter** covering the months of September, October, and November is set to arrive at Lake Forest residences the week of August 23. The FY2021 annual report is included in the newsletter and is also online on the Library’s website at: [A Year in Review](#).
- The Library is now participating in [Explore More Illinois](#), a cultural pass program that allows library cardholders to access discounts at museums, park districts, historical societies, zoos, arts centers, recreational facilities, and other attractions. Library cardholders may reserve free and discounted admission, parking, and gift store purchases using their library card. A [list of the participating institutions](#) is on the **Explore More Illinois** website. The Explore More Illinois program complements the Library’s [Museum Adventure Pass](#) service.
- On Friday, August 20, from 10:30 - 3:30 the Library will be participating in the **Lake Forest College New Student Orientation**. We will issue library cards and share information about library resources and services.
- The Library Director participated in the first Lake Forest **Community Coalition Meeting** led by Dana Olson, Communications Manager, City of Lake Forest. The goal is to meet quarterly to encourage collaboration among, and awareness of events hosted by the civic and non-profit organizations. Elawa Farm hosted the first meeting. In addition to Elawa, LF Parks & Rec, Dickinson Hall Senior Center, Open Lands, The History Center, and Gorton Community Center were in attendance.
- The Library Staff participated in Lake Forest’s **City Hall Selfie Day**. The Library’s entry will post on its social media channels on August 13.
- The Library’s flat bed scanner saw a fair bit of use producing vaccination cards for patrons going to Lollapalooza.
- The Library served as a “power” refuge the two days during July that there were significant power outages in Lake Forest. The power strips available for phone and device charging, as well as Wi-Fi and desktop internet access, were much appreciated.
- Senior staff have delayed vacations to deal with projects and COVID matters. The goal is to get those vacations completed in the coming months.