

LAKE FOREST LIBRARY BOARD OF TRUSTEES

Kasian Room, Lake Forest Library, 360 East Deerpath Road, Lake Forest, IL 60045

Tuesday, September 14, 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 of the Lake Forest Library Board
2. Board of Trustees Roll Call.
3. President's Remarks.
4. Call for Additions to the Agenda.
5. Opportunity for the Public to Address the Board.
6. Correspondence Report.
7. Consent Agenda (omnibus vote on matters 7(a) - (d))
 - a. Approval of the Agenda
 - b. Approval of the August 10, 2021 Meeting Minutes
 - c. Approval of the August 30, 2021 Building Committee Meeting Minutes
 - d. Approval of August 2021 Financial Report
8. Committees Reports and Recommendations
 - a. Building Committee: discussion and approval of next steps
9. Library Operations Report.
10. Unfinished Business.
11. New Business.
12. Adjournment.

Upcoming Meeting: Regular Board Meeting, October 12, 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 September 14, 2021 Meeting

Patron Comments/Suggestions: Comments are transcribed verbatim from the “How are we doing?” 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 channel to comment on library operations. Comments also come via phone, email, and U.S. post. *All comments that contain contact information receive a response.*

Capital Improvement Project

August 21, 2021 anonymous comment card

Is there a time frame for the white tarp to come off of the dome of the building. It is an embarrassment to our city.

I used to regularly drop off my books for the friends of the library. Now I don't know what to do with them. I thought their sale was one of the best community events in town.

Undated anonymous comment card

Finally the Dome is being addressed. It is sad the director did not do this four years ago. It would have been less costly and there would have been less damage – Is this neglect or incompetence on the director's part.

Undated anonymous comment card

Finally the dome project is being addressed – about time (leaking for years) There should be a forensic audit to see where all our tax dollars have gone in the last four years. Certainly the building has not been maintained. As citizens we need an accounting. [Note: the Library's audited financials are publicly available on the Library website at: <https://www.lakeforestlibrary.org/financial>].

August 14, 2021 anonymous comment card

We are incredibly disappointed the dome is still wrapped. Please fix the dome ASAP! Also, please provide an in-person, in-building drop-in session at least once a week for the library staff to educate the LF residents on the various beautiful, historic, artwork within the library. Start with a 30-minute drop in session about the murals, then the marble foyer, the rotunda, etc. Instead of letting the library deteriorate further, please have the staff be active in engaging the public and educating us about this beautiful building. I see the staff standing around and chatting among themselves. Let's put them to work and accomplish some good at the same time. P.S. Do not require reservations as that is too tedious. Set the time and people can plan to drop in if interested. Thank you, Long-time multi-generational LF resident [Note: Library tours are available at any time. The Library has had a [form on its website](#) for many months that enables an individual to request a tour. The tour is at the time and date convenient to the requestor.]

General Operations

September 3, 2021 Carla J. comment card

Why was the fine for overdue books discontinued? I try and teach my children to be responsible and I found the penalty to helpful in showing that there are consequences for irresponsible behavior. It's a privilege to have access to a good local library and with privilege comes responsibility. The fines were never exorbitant – anyone who may claim them burdensome should remember they are “self-inflicted.” [Note: the Library Board studied this issue and eliminated fines in December 2019.]

September 1, 2021 anonymous comment card

Why isn't the library board meeting at the library? Is the library in such disrepair that the board can not hold their meetings in the building? Who do we need to call at the City to get the library operating? Board meetings should be at the library. TAXPAYER

September 1, 2021 anonymous comment card

How many years do we have to wait to get the Kasian Room repaired – is this incompetence or just neglecte. The director and the board should see the building maintained. [Note: the Library solicited bids for the Kasian Room HVAC repair and the Board approved the repair in August 2021. The contractor is seeking replacement parts that are difficult to locate given the age of the system.]

September 1, 2021 anonymous comment card

PLEASE PUT BOOKS HELD FOR PICK UP BEHIND THE FRONT DESK AS IT HAS ALWAYS BEEN. FIRST, THE LIBRARIANS ARE BEING PAID TO DO NOTHING BEHIND THE FRONT DESK AS PATRONS USE SELF-CHECK. SECOND, THIS WOULD BE A NICE WAY FOR THE COMMUNITY TO ENGAGE WITH LIBRARIANS. THIRD, THE FOYER COULD HAVE ITS USUAL FURNITURE SO PEOPLE CAN SIT AND CHAT. PLEASE DO THIS ASAP!

August 24, 2021 Sue W. comment card

Please put the hold book items behind the rotunda as they always have been for years and years. Please get them out of the foyer. We need the furniture (benches, large cabinets, etc.) BACK to foyer. People want to talk and look at what it in the cabinets. Plus, please put the bookshelf back with the free to “borrow and return” books from the Friends. The foyer looks very bad now. Please return it to the way it used to look . . . don't change what works well. Thank you.

August 14, 2021 anonymous comment card

It is 2021 and you can't provide wifi in the teens space?!?! Teens need wifi to connect with other teens. When will wifi be put in the teens space? -- an upset LF Teen [Note: the installation of the new wifi routers has been completed. This action should ensure more stable and expansive wifi service in the Teen Area.]

August 20, 2021 Mary K

Please DO NOT Politicize our LIBRARY. It seems to me that the Library has decided to push every "WOKE" idea, from the teen book choice by Racist Ibham Kendi to 1619 project. The "BINGO" Reading lists suggests choosing a book based on the color of the author's skin or his sexual proclivities—Why? If a book is well written, such info is of no concern. In fact, wouldn't it show narrow-mindedness and prejudice to select or reject a book on that basis?

August 18, 2021, anonymous comment card

Dear Library, Please be aware that your new take-a-way crafts hurt my downtown Lake Forest business. People go get one for free from you instead of buying it in my store, which provides sales tax for the town. Would you consider going back to your in-person, in-building programs? If you could return to that the people would still buy from my store. A local libraries literary events are wonderful for the community. However, take-away crafts hurts my business. Thank you for considering my suggestion. [Note: the Library works very hard to support local businesses. Crafts are assembled from scratch. The goal is to introduce a topic and then encourage participants to further explore the concept with other resources. The Library uses gift cards and other prizes purchased from local Lake Forest businesses for reading prizes.]

Undated, anonymous comment card

Honestly, in my nearly 60 years of annoying library rules you all really take the prize. Monday morning – staff out numbers users about 2:1. People are talking all over the library. The reference librarian is taking calls. But apparently taking a Zoom call is different?? It's 2021. Perhaps in your gigantic and largely unnecessary expansion you can offer private rooms for TAXPAYERS who need to use the Internet to do calls on an emergency basis? Happy to be moving and not paying \$700 a year for this.... [Note: patron was frustrated when at the conclusion of his call, the library staff asked him to request the use of the Media Lab or Reed Room if he needed to do a two-way conversation call in the future so as not to disturb the rest of the computer users.]

August 13, 2021 anonymous comment card

Winnetka lib just launched a community survey of all taxpayers in conjunction with the caucus. LF needs to do this. It doesn't cost the taxpayers and let's all community members provide their views. Let's do this! A disappointed LF tax payer

Undated, anonymous comment card

City told the library to engage public to get input. Survey showed 70% of LF does not know what is going on at the library. So, library, listen to the public. We want OPEN – not “fake open” but real OPEN = no masks, in-person/in-building literary programs, chairs and free books back in foyer so we can talk, friends back 24/7 at the back door. We want our library back. [Note: the Library has been open since June 2020; seating, workspaces, and computers were restored in February and April 2021. The Library follows CDC and Illinois Department of Health guidelines regarding masks and social distancing.]

Undated comment card. Emily C.

How many books are purchased each year? Who selects these books? Is there a group/committee who reviews them before purchase? What criteria are used to judge which books to include? Is a list of these books available for residents of LF to peruse. Thank you. [Note: The Library’s Collection Management Policy is available on the Library website. In addition to the Collection Management Policy, the Library manages its collection in compliance with standards established by the American Library Association and the Illinois Library Association. The selected materials are in the Library catalog.]

Undated, anonymous comment card

As a taxpayer and parent, I was very disturbed that the director has introduced a political theme in the summer programs for both adult and childrens. This is a public library and racism, transgenderism and socialism should not be forced choices for these programs.

August 1, 2021 anonymous comment card

Very disappointed in Closure of Library During Covid. Unfair to Tax Payers as other Libraries on the North Shore Remain Open. [Note: the Lake Forest Library has been open since June 2020; the hours of operation and services were comparable with (and in some cases, exceeded) those of the other north shore libraries.]

Friends of Lake Forest Library

August 21, 2021 anonymous comment card

WHERE ARE THE FRIENDS? Please bring them back. This is a huge service to our community – and it is missed. We want the friends BACK!

August 21, 2021 Hollis Blume (phone number included)

I am curious to know why The Friends has almost no presence anymore. Can you please respond. Thank you. [Note: Director reached out to Hollis Blume by phone to discuss the comment. Call was not returned.]

August 20, 2021 anonymous comment card

I have no where to donate my books. Can you please bring the FRIENDS back. I'm not sure where they went.

Undated anonymous comment card

Our family strongly supports the Friends of the library and we love the book sale. It is sad that the Director only allows the friends to collect for six hours a week. Also the volunteers are made to work outside subject to the vagaries of the weather. This will not be possible in winter. The community would like to have more flexibility for donations.

Undated anonymous comment card

Our family is so looking forward to the book sale. We were sorry to have so few opportunities to donate books. Why did this happen. Please make that process more convenient. Also the sale is a great community volunteer event. Keep it coming.

August 11, 2021 anonymous comment card

Congratulations to the Friends!!! We are so excited they are able to have a Sept. 2021 sale. We love recycling our books with the Friends. Thank you for your great community involvement Friends!

August 11, 2021 anonymous comment card

Wondering when I can drop my books at the back bay? So thankful the FRIENDS are there to take them. Thank you LF Library for supporting the FRIENDS!!

Selection of Other Patron Comments

August 30, 2021 Email from: Margaret Coleman, Adjunct Prof. Graphic Design, mcolem@lakeforest.edu

Prof. Coleman teaches the Digital Learning class at Lake Forest College. She instructs the students to use Link'd in Learning (Lynda.com). She was very grateful that Lake Forest Library provides the LFC students with Library cards that allows them to access the Library's databases, including Lynda.com.

August 30, 2021 Patron call to Library Staff.

Parent who is part of a LF parent group looking for ways to combat racism asked if the LF Reads programs are appropriate for children (yes) and how would they sign up (on calendar). She was asking about bringing in a group. I pointed her to the website for LF Reads and to the discussion questions and list of read-alikes, many of the read- alikes are children's books. I explained that this is our fall community-wide read and if she wanted to bring in a group to look at book titles, she should contact children's to ensure proper staffing and so that they could pull some titles ahead of time for her.

This year's LF Reads is *Hotel on the Corner of Bitter and Sweet* by Jamie Ford, and the main author event is Thursday Oct 7th at 7:00. In September we have many programs reflecting the themes in the book including origami, art history, a writing contest, and US History. Here is the link to the website: <https://www.lfreads.org>.

August 28, 2021 Patron was disappointed to have missed the "Walking Tour of St. Petersburg" virtual program. The Library was able to send her the link for a post-viewing option.

Thank you so much for sending this. I am embarrassed that I forgot to tune in on Monday, and I will enjoy watching this. Thank you again.

August 27, 2021 Anne Gieser Hunt (phone number excluded)

Anne came in person looking for her family history. Her family lived in Lake Forest for a long time and donated some books to either Lake Forest Library or Highland Park Library. She was looking for those books. Michelle and Felicia spent time with her and suggested other organizations and resources to explore. Professor Arpee's *Lake Forest Illinois* was mentioned and patron checked it out and was happy with our help.

August 24, 2021 Ari Bass

The girls loved the bee hotel craft and had a wonderful time. He wanted to make sure we thanked the librarian again, it was a wonderful last day before school started activity. [Note: the Children's Library created and assemble a home-made kit for program participants.]

August 20, 2021 Patron to Library Staff

Patron has not read a book in several years. So excited to come in after watching Bridgerton series and find that we own all the books. She checked out two!

August 16, 2021 Patron to Library Staff

Patron said she is retired and that she loves the Creative Bug database. Also, because of our digital offerings, she is listening to seven audiobooks a month. I signed her up for three LF Reads programs.

August 16, 2021 Homebound Patron, 90 years young

We delivered a book on football to a 90-year-old-patron. She enjoys the social aspect of watching the game and would like to be able to join in the conversation and understand what is going on. Another LF lifelong learner!

August 14, 2021 Ann Therese Palmer Anntheresepalmer@gmail.com

Our copy of the Library Annual Report was in the mail today. The picture of Alec is lovely! Thank you! xoxoxo Grandma

August 5, 2021, Patron (JM) to Library Staff

Thank you for offering her books that she could use to talk about transgender individuals with her child, as they know someone who has just transitioned.

August 2, 2021, Patron shared completed craft works she did with her family using the Library's *Creative Bug* database and supplies in a take-away-craft kit.



Lake Forest Library Board of Trustees
360 E Deerpath Road, Lake Forest, IL 60045
Regular Meeting Minutes
7:30 p.m., August 10, 2021

CALL TO ORDER

President John F. Johnson called the meeting to order at 7:30 p.m.

ROLL CALL

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

9 trustees in attendance, a quorum is present

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

PRESIDENT'S REMARKS

President Johnson shared stories of his friends who expressed appreciation for the work of the staff at the Lake Forest Library. He thanked all the Library staff for participating in the Lake Forest Day Parade with energy and enthusiasm.

CALL FOR ADDITIONS TO THE AGENDA

None

APPROVAL OF THE AGENDA

Trustee Arnson made a motion and Trustee Desmond seconded to approve the Agenda. Motion carried by voice vote.

OPPORTUNITIES FOR THE PUBLIC TO ADDRESS THE BOARD

None

CORRESPONDENCE REPORT

President Johnson noted that much of the negative correspondence and comment cards remain anonymous, while positive correspondence is signed. He hoped that misinformation can be addressed and clarified by any of the Library Trustees or the Library staff.

CONSENT AGENDA

- A. Approval of the July 13, 2021 Meeting Minutes.
- B. Approval of July 2021 Financial Report.
- C. Approval of Library Photography and Recording Policy.

Trustee Desmond made a motion, seconded by Trustee Arnson, to approve the Consent Agenda as presented. 9 yeas votes. Motion passed on roll call vote.

COMMITTEES AND LIAISON UPDATES

A. Building Committee

Trustee Bertola read the Building Committee Update dated August 10, 2021, included in the Board packet. Trustee Desmond thanked Trustee Bertola and Trustee Strong for their work on this committee.

Trustee Shattock asked if additional analysis of the dome is needed since the 2018 Dome Study by HGA was comprehensive. Trustee Bertola agreed that the previous analysis is very detailed but replied that the Building Committee will investigate other possibilities. Trustee Strong stated that the Library was in the investigation stage and now the Building Committee is on an Implementation Plan. Trustee Clifton questioned the need for more expertise. Trustee Bertola replied that the Building Committee is moving forward in determining the correct action that should be taken. He views the motion before the Board to be a steppingstone to completing the CIP. The prioritizing of the dome and interior rotunda can be done in a timely manner to revitalize and enhance the Library. The Building Committee will solicit a proposal in the disciplines and with the expertise that they think are necessary. Trustee Desmond made a motion, and Trustee Shattock seconded, for the Board to approve the recommendation to prioritize the dome and the interior rotunda as a first step of the CIP. 9 yeas votes, motion passed with a roll call vote.

B. Friends of the Lake Forest Library Report

No report was presented but President Johnson reminded everyone of the Annual Book Sale of the Friends of the Lake Forest Library on September 16-19, 2021.

C. The Lake Forest Library Foundation Report

President Johnson explained that there will be a quarterly update from the Foundation moving forward. Trustee Arnson is the Library Board Liaison to the Foundation Board. The Foundation report is included in the Board packet.

FACILITIES AND TECHNOLOG UPDATES

A. Discussion of Kasian Room HVAC Replacement

Ed Finn presented updated information on HVAC unit and coil unit. He answered questions pertaining to costs and the vendor's relationship to the Library. Trustee Lemke made the motion, and Trustee Shattock seconded, to replace the HVAC unit with a cost not to exceed \$16,500 with work to be completed by Hill Mechanical, commencing as soon as it can be scheduled. 9 yeas votes, motion passed with a roll call vote.

B. Status of RFID Implementation and Upgrades

Ed Finn updated the Board on the progress of implementation of RFID, Wi-Fi upgrades, and the phone system upgrade.

LIBRARY DIRECTOR REPORT

Director Lemmer discussed some of the highlights in her monthly Director Report which is included in the Board packet. The Library's entry won "Most Creative" in the 2021 Lake Forest

Day Parade and the experience in preparing for the event was a positive experience for staff and a good team effort. The Summer Reading Program, "Reading Colors Your World," has been a success and the statistics will be available at the end of the month. The Library is in communication with the groups that use the Library facilities to gauge their interest in coming back into the building versus continuing their programs virtually. She continues to communicate with other North Shore libraries to share ideas and program resources as well as monitor and share organizational responses to the COVID pandemic. She is excited about the Library's new technology possibilities and how they will help the Library better serve the public. Also, Director Lemmer shared examples of "Wonder Books," a well-received new reading and literacy resource.

UNFINISHED BUSINESS

No unfinished business.

NEW BUSINESS

No new business.

ADJOURNMENT

Trustee Grob made a motion, seconded by Trustee Bertola, to adjourn the meeting at 8:10 p.m. Motion carried by voice vote.

Upcoming Meeting: Regular Board Meeting, September 14, 2021

Elizabeth Grob, Secretary
Minutes approved by the Board on September 14, 2021.

Lake Forest Library Board of Trustees

Kasian Room, 360 E Deerpath Road, Lake Forest, Illinois 60045

Building Committee Meeting Minutes

6:30 p.m., August 30, 2021

Call to Order

Trustee Bryan Bertola, Committee Chair, called the meeting to order at 6:33 p.m. in the Kasian Room, Lake Forest Library. Committee members Trustee Bryan Bertola and Trustee Heather Strong were present. Library Board Members present: Trustee Elizabeth Grob, Board President John Johnson, and Trustee Andrea Lemke. Library Staff present: Catherine Lemmer, Executive Director; Ed Finn, Director of Operations.

Appointment of Secretary Pro Tem

Trustee Bertola asked Catherine Lemmer to serve as secretary for the meeting.

Building Committee Items

Trustee Bertola introduced the members of the Building Committee. He welcomed the many members of the public, including representatives of the Lake Forest Preservation Foundation, the Friends of the Library, and The Lake Forest Library Foundation noting that the purpose of the meeting was to update the public on the Committee and its role in leading the dome and rotunda prioritization project.

The HGA Dome Report (available on the Library's website) was shared with the attendees. Trustees Bertola and Strong noted the work by HGA was well done, comprehensive, and is serving as a starting point for additional investigation for the dome and rotunda prioritization project.

Trustee Bertola emphasized that the work is just beginning, and the Committee was here to listen to the public's concerns and questions and gather input on the dome and rotunda prioritization project.

Opportunity for the Public to Address the Committee, Ask Questions, and Discussion

The rest of the meeting was conducted as a workshop with open dialogue with the attendees. Trustee Strong outlined the scope of the project and noted that the influencing factors of any architectural project are fast, cheap, and quality. She then noted the old architecture joke, that no one project can deliver all three. These criteria can, however, be used to define project priorities.

Trustee Strong asked attendees to share their questions and comments around three main topics: *Cost; Process and Timing; and Materials and Methods.*

The following is a summary of the public comments and questions, grouped under the topics:

Cost

- How you plan to cover the cost? Taxpayers? Private funds?
- When will we know the cost for repairing the dome?
- Is it more cost effective to put the restoration/addition project together with the dome?
- Will it be a prevailing wage project?

Process and Timing

- When will the project scope and process be determined?
- What is the relationship to the dome project to the addition/renovation project?
- Are there architects that specialize in historic dome preservation, and could we attract them given the construction boom?
- Do you have a timeline for the project?
- Do you have the original 1931 architectural drawings?
- Do you have City approval to do this project?
- Since the project may take awhile, will the current wrap last another season?
- Timing is important and needs to be determined. When would you like to start the project?
- How are you selecting the architectural consultant?
- Will you have a “supervising” architect that focuses on the details (architect that bird dogs the details versus using construction manager)?
- Do we need further testing to know the extent of the repairs? Do we need a second opinion on the HGA Dome Report?
- Do you envision a role for the Lake Forest Preservation Foundation?

Materials and Methods

- How will we make the dome last 100 years?
- Do you need to move out of the Library to fix the dome?
- What is on the agenda to fix the murals? Is it restore or protect?
- Dome is made of leaded copper. How will you match mortar and other historic features? Do you intend to replace with the same materials?
- Does the dome just need to be repaired every 30 years? Is a dome the type of structure that is simply prone to leaks?
- Do we know the deterioration situation inside?
- From the HGA Dome Report it appears that drainage is very important. Are you considering redesigning or addressing material failures?

The Lake Forest Preservation Foundation offered to collaborate and suggested the Library engage the city in a community engagement process.

Trustee Strong summarized the public's questions and comments. Trustees Strong and Bertola again noted that the goal is to approach the project holistically, gather all the information, and make the right decisions. The Library Board knows that there is lots of work to be done and the dome and rotunda are a starting point. Trustee Strong responded that the intent is to focus on the dome, but to keep the restoration/expansion project moving forward as the dome project advances. President Johnson noted that the Library and City are in close communication and that there is support for starting with the dome restoration.

Trustee Bertola thanked the attendees for their comments and noted that the Library will continue to keep the public informed and update the Library website. As the investigation continues, the Library will be able to answer more of the questions.

There being no new business, Trustee Bertola adjourned the meeting at 7:51 p.m.

Upcoming meetings: Regular Board Meeting, September 14, 2021

Catherine A. Lemmer, Secretary pro tem
Minutes approved by the Library Board on September 14, 2021.

**Lake Forest Library
Financial Notes and Variance Report
For the Month of August 2021 (Month 4) 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 August 31, the Library received \$2,561,978 in property tax distributions which is 59% of the annual budget. This percentage is in alignment with pre-COVID fiscal years.

Non-Tax-Based: As of August 31, the Library received \$53,314 in non-tax-based revenues. The \$53,314 reflects three installments of the replacement of personal property tax payment and the \$28,578.13 per capita grant. Overall non-tax-based income has exceeded 9% of FY budget.

Library-Generated: As of August 31, the Library received \$23,334 in library generated income. This is income from copiers, RAILS ALSIP payments, and miscellaneous fee income. Overall non-tax-based income at 82% of FY budget.

Gifts: As of August 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, \$429,098 for salaries and wages: 24% of FY budget; \$109,787 for fringes: 23% of FY budget. \$31,806 for SSN: 23% of FY budget; \$41,669 for IMRF: 23% of FY budget. Vacation and sick leave buy outs due to retirements/resignations reflected.

Materials: Books, AV, and Electronic Services: As of August 31, \$207,387: 34% 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 August 31, \$251,455: 35% of FY budget. Consortia fees, technology leases, equipment, services, software, and contractual fees reflected here. Includes \$85,158 in special project work.

Building Maintenance: As of August 31, \$98,810: 21% of FY budget. Reflects cleaning service contract, service calls and repairs for HVAC, elevator, and other systems. Annual liability/casualty insurance premium of \$31,595 paid in June and July.

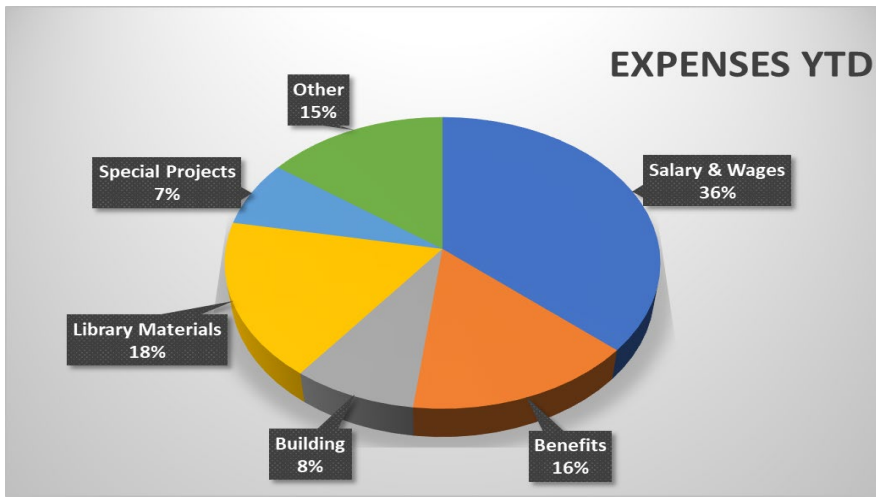
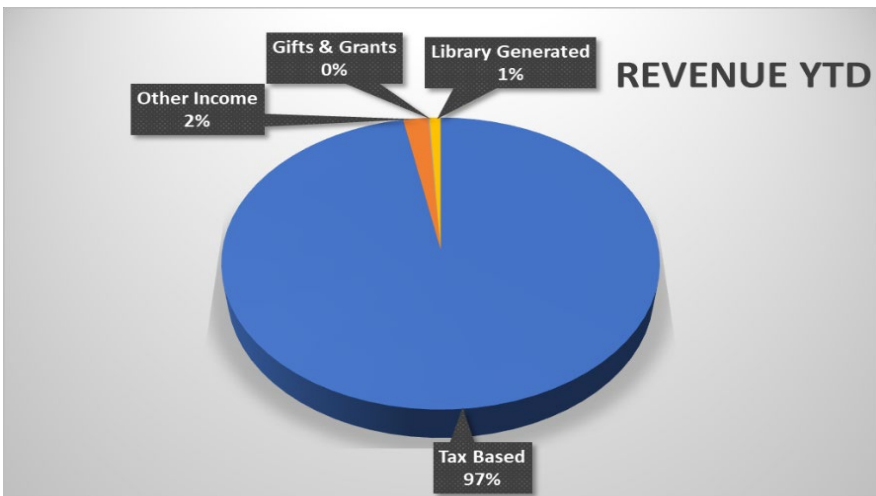
Capital: No capital expenses incurred.

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: 60% of budgeted revenues; 27% of budget expenses.

LAKE FOREST LIBRARY		Balance Statement		
		For the YTD August -2021 - Fiscal Year 2021-2022		
Revenues		YTD	Budget	Budget Utilized
Tax Based		2,561,978	\$ 4,307,816	59%
Other Income		53,314	\$ 49,000	109%
Gifts & Grants		2,795	\$ 2,500	62%
Library Generated		23,334	\$ 28,450	57%
Total Revenues		\$ 2,641,421	\$ 4,387,766	60%
Expenses		YTD	Budget	Budget Utilized
Salary & Wages		429,098	\$ 1,810,504	24%
Benefits		183,315	\$ 790,310	21%
Building		98,810	\$ 463,000	18%
Library Materials		207,387	\$ 604,500	34%
Special Projects		85,158	\$ 200,000	43%
Other		174,712	\$ 513,057	34%
Total Expenses		\$ 1,178,480	\$ 4,381,371	27%
Total Net Income		\$ 1,462,941		



Reserves		
Reserve For Capital Improvements		2,800,000
Reserve - Technology Improvements		300,000
Capital Equipment		300,000
Fund Balance - Unassigned		1,895,491
Total Reserve Amount		\$ 5,295,491



Balance Statement

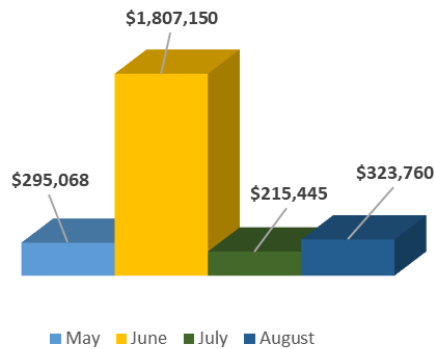
For the Month Ending - Fiscal Year 2021-2022

Revenues	May	June	July	August	YTD	Budget
Tax Based	278,237	1,790,977	202,043	290,721	2,561,978	\$ 4,307,816
Other Income	13,581	-	9,897	29,837	53,314	\$ 49,000
Gifts & Grants	1,245	1,500	50	-	2,795	\$ 2,500
Library Generated	2,005	14,673	3,456	3,202	23,336	\$ 28,450
Total Revenues	\$ 295,068	\$ 1,807,150	\$ 215,445	\$ 323,760	\$ 2,641,423	\$ 4,387,766

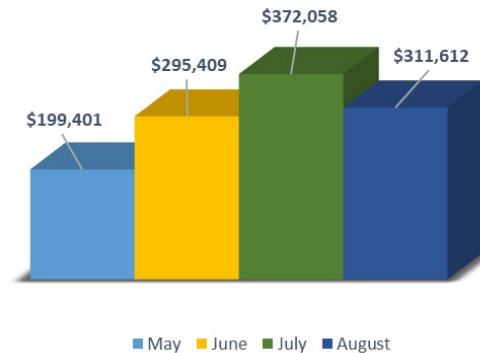
Expenses	May	June	July	August	YTD	Budget
Salary & Wages	83,864	111,456	119,291	114,487	429,098	\$ 1,810,504
Benefits	43,407	47,801	49,034	43,073	183,315	\$ 790,310
Building	7,521	33,104	28,740	29,444	98,809	\$ 463,000
Library Materials	42,594	49,215	75,210	40,368	207,387	\$ 604,500
Special Projects	-	25,000	20,000	40,158	85,158	\$ 200,000
Other	22,015	28,833	79,783	44,081	174,712	\$ 513,057
Total Expenses	\$ 199,401	\$ 295,409	\$ 372,058	\$ 311,612	\$ 1,178,479	\$ 4,381,371

Total Net Income	\$ 95,668	\$ 1,511,741	\$ (156,612)	\$ 12,148	\$ 1,462,944
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REVENUE BY MONTH



EXPENSES BY MONTH

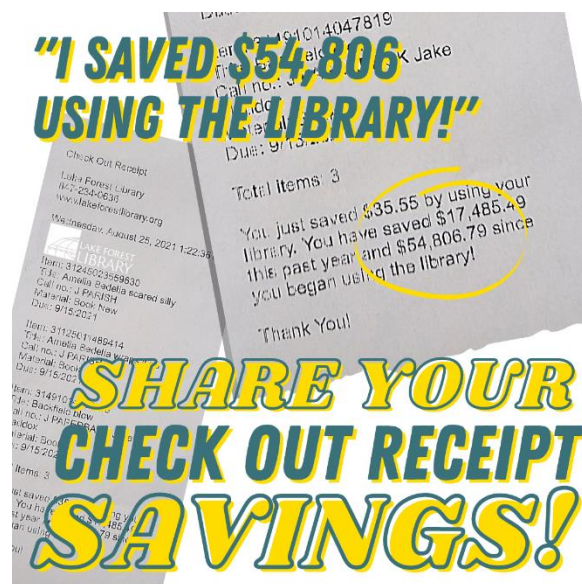


Library Operations Report

September 14, 2021

The Library is transitioning from summer reading to back-to-school. We continue to adjust services and spaces. Sunday hours will resume on September 12 and there has been a noticeable uptick in the numbers of tutors in the building.

September is Library Card Sign-up month. The Library has asked patrons to post their check-out receipts on social media outlets to show how much one saves using the Library.



It's Library Card Sign-Up Month and we're celebrating old and NEW library card holders! Did you know your Lake Forest Library checkout receipt tells you how much money you've saved by using the library?

Enter our Share Your Savings contest by September 30 for a chance to win a Lake Forest Book Store gift card. We're rewarding both an old and a new card holder in the youth, teen, and adult age groups. That's six winners!
lakeforestlibrary.org/savings

July 2021 Select Stats

- In July 2021 there were 20,080 visitors to the Library.
- 28,976 items circulated to library users as compared to 20,660 in July 2020.
- In July 2021, 5,248 e-media resources circulated as compared to 5,551 in July 2020.
- In July 2021, 847 participants attended 31 programs synchronously or in-person; and 1,875 participants attended asynchronously 16 virtual programs.
- There were 69 one-on-one e-tutorials or tech help sessions, 14 media lab sessions, and 3,692 reference and reader's advisory help desk questions answered.
- 158 library cards were issued; and 2 museum passes used.
- From June – August, there were 319 adult, 114 teen, and 688 youth participants in the summer reading program and its extended challenges.
- July and August programs included summer reading and a variety of literary, travel, business, and children's programs.

See attached sheet for additional statistics.

Impact of COVID-19 on library operations

Lake County, Illinois remains an area of high [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 requiring all staff and all visitors over the age of 2 to wear masks regardless of vaccination status. Adult and child-size masks are provided in the Library foyer. The Library continues to monitor the COVID-19 situation and its impact on programming and patron preferences.

Literary Events

The *Lake Forest Reads*, the Library's 2021 one-book, one-community read has launched. The program will conclude with a visit by Jamie Ford to discuss his work, "Hotel on the Corner of Bitter and Sweet," on October 7, 2021. Davis Schneiderman, Krebs Provost and Dean of Faculty, Lake Forest College, will be the interviewer. There are several events in the weeks leading up to the author interview/visit. Information about the program and related events is detailed at: [Lake Forest Reads](#).

Read Between the Ravines, the one-book, two-community non-fiction read, jointly sponsored by Lake Forest Library and Lake Bluff Library is excited to announce that [Unraveled: The Life and Death of a Garment](#) by Maxine Bédard has been selected for the spring nonfiction program. General information about the program and past programs is available at: [Read Between the Ravines](#).



The Lake Forest Library StoryWalk™ traveled to Sheridan Elementary School from August 31, 2021, through September 3, 2021, and was immensely popular with the students.

The Children's Library Staff continues to work with area schools and pre-schools to provide programs at the schools.

Personnel Matters

- The Library welcomed Krista Kosar, as a new Adult Services Librarian on August 30. On September 9, Tony Robinson rejoined the part-time Facilities Team. The Circulation and Adult Services Teams anticipate filling their remaining open positions in September. These positions

became open during the height of COVID and the remainder of the Staff stretched to complete the work until it was evident the Library would return to full operations. No new positions were created.

- All staff have completed the onsite annual safety and security training. The small group training is led by Chris Wheeler, Facilities Manager.
- The State of Illinois requires that every employee and Trustee complete annual anti-harassment training by December 2021. This online training will be delivered by Traliant in the last quarter of 2021.

Status of RFID project, phone and Wi-Fi upgrades

RFID

- The implementation work with Bibliotheca around defining policies and procedures, self-checkout screens, and hardware and software configuration is in the final stages.
- Backstage Library Works will be on-site beginning on September 20 to begin pre-production with RFID tagging beginning on September 27. Backstage has posted the job description for anyone interested in working on the project (<https://tinyurl.com/LFLRFID>). All interview and hiring decisions are made by Backstage and all are encouraged to apply.
- The Library has contracted with Illinois Business Communications to complete wiring for the upcoming RFID conversion and new wireless access points in the Library courtyards and Tech Services area. Installation is expected to begin after the Friends of Library boxes have been removed from the expansion area, as the cabling is located above the box cube.

Phones & Internet Upgrades

- The new phones have been installed in most locations and on-site testing will begin on Tuesday, September 14. The new integrated system replaces the Vertical Wave platform, a first-generation internet phone system.
- Ten new Meraki wireless access points have been installed and the new modem has arrived that will upgrade the internet speed to 250/250 MBPS. This will greatly enhance connectivity throughout the building.

Impact of RFID implementation on Library Foyer

About 1,800 holds are placed for pick-up at the Library each month. Holds are currently processed and made available for pickup in the foyer. Although it does create clutter, patrons appreciate (and have become accustomed to) this contactless and convenient service. The holds volume exceeds the capacity to house the process at the circulation desks.

The Library is evaluating where to place the held materials on the first floor, e.g., where shelving can be installed (or otherwise reclaimed from the collection) that provides easy patron access. Implementation of RFID, and the related self-check option, will enable the Library to continue to provide this “preferred” contactless service. Some seating will be restored to the foyer. The goal is to restore some seating and display cases while preventing the foyer from becoming a cluttered entrance resembling a discount marketplace.

Facilities Update

The dome wrap was adversely impacted by the storm on August 10. Belfor Restoration replaced the dome wrap on September 9 – 10. The \$34,100 cost, less a \$5,000 deductible, was covered by Cincinnati Insurance, the Library's insurer.

The Kasian Room HVAC repair has been delayed due an issue with locating parts because of the age of the system. It is anticipated the work will be completed in September.

The HVAC system has an external compressor set up with an air dryer. Due to the age of the system, an external system is being used to remove moisture (condensate build-up) from the system. The compressor is set up with a main and backup system. A failed piston bearing caused the piston to fail which drove the piston rod into the casing of the compressor causing it to blow out. The only solution for repair is to replace the entire compressor as it is a single unit.

The skylights in the 1978 east wing developed numerous leaks during the August and early September rains. The intrusion is likely due to bad flashing as the water does not leak into the building with every rainstorm. Our roofing contractor (NIR) will be on-site Wednesday, September 15, to do an inspection of the area. As NIR will be performing a full-service roof inspection at the same time any minor repairs should be handled at no additional cost.

Gifts Received

The Library received the following gifts in July and August:

- Margaret Abel, in memory of the Mandahl Family
- The Frolichstein Family, in memory of Jane Rumel Arvetis
- Camille and Keith Stohlgren, in memory of Ed Kronkowski

Acknowledgements are sent to the donor and to the honoree's family. When donors request that the Library use the gift to purchase books, a book plate recognizing the donor and honoree is placed in each book purchased with the memorial or honoree gift. [How to make a gift to the Library](#) is available on the Library website. Gifts to The Lake Forest Library Foundation are reported separately by the Foundation.

Other News and Updates

- The Library received its 2021 per capita grant award of \$28,578.13. The grant award is to be used for technology purchases prior to December 31, 2022. The 2022 per capita grant application will be due in January 2022. The 2022 application requires the review of *Serving Our Public: Standards for Illinois Public Library*. This work will start in September and continue through December. Monthly reports will be made to the Trustees in October, November, and December.
- The Library is now live on [Explore More Illinois](#). See Lake Forest Library in the drop down. Unlike the Museum Pass program, this is a self-service option. See the [Library Website - under the Research Tab](#) - for more information.
- Senior staff have delayed vacations to deal with projects and COVID matters. The goal is to get those vacations completed in the coming months.

- The Library has a growing collection of *Exploration Kits*. The kits focus on learning and experiencing science, technology, engineering, art, and mathematics through high engagement, hands-on activities, and games. Children can explore new, sometimes unfamiliar topics at their own pace. Many kits also facilitate family interaction. Circulating kits are low risk and high reward for patrons, enabling caregivers to test drive different activities with their children, encourage their children to explore a wide variety of interests, and instill a spirit of discovery and open-mindedness. Patrons can search for Exploration Kits in the Library catalog (call number: J STEAM KIT). The most requested Exploration Kits are the robot/coding packs and the backpacks for children aged two and younger.



The Facilities Team converted shelving to a grab & go display area for the Exploration Kits.



Examples of Exploration Kits.

**Lake Forest Library
FY 2022 Select Statistics**

July 2021 Monthly Statistics	FY 2022	FY2021	Change
Circulation: Adult	11,221	8,847	26.8%
Circulation: Children's	11,630	5,585	108.2%
Circulation: YA	847	658	28.7%
e-Media	5,248	5,551	-5.5%
DVD2G0	30	28	na
Total	28,976	20,669	40.2%
West Book Box	197	298	-33.9%
Patron Visits	20,080	3,569	na
Interlibrary Loan to Lake Forest	1,095	0	na
Interlibrary Loan From Lake Forest	1,530	0	na
Reference/Reader's Advisory	3,761	1,286	192.5%
Materials Added	1,275	1,154	10.5%
Materials Withdrawn	638	1,730	-63.1%
Volunteer Hours (program assistance)	15	21	-28.6%
Programs (2020 - active/passive)	31	39	-20.5%
Program Attendance	847	7,137	-88.1%
Passive Programs	16	0	na
Passive Program Attendance	1,875	0	na
Electronic Resources	6,144	9,221	-33.4%
Staff Development and Training Hours	75.8	38	99.3%
SM Followers	5,272	4,775	10.4%
SM Engagement	18,595	36,885	-49.6%
Website Pageviews	48,194	66,212	-27.2%
Website Users	6,715	7,242	-7.3%
Patrons Registered	158	44	259.1%
Media Lab (Individual sessions)	14	0	na
E-tutorials/Tech Help	55	0	na
Media Lab Classes (Attendees)	0	0	na
Museum Passes Used	2	0	na
E-Media Total	5,248	5,551	-5.5%
Freegal (music)	130	189	-31.2%
Hoopla (ebook, music, film)	803	871	-7.8%
3M Cloud Library	215	355	-39.4%
Kanopy (film)	360	409	-12.0%
Illinois Digital Library*	3,740	3,727	0.3%

*includes RB digital merge

**Lake Forest Library
FY 2022 Select Statistics**

Library 2.0	FY 2022	FY 2021	Change
Facebook Followers	2,068	1,862	11.1%
Facebook Reach	7,926	19,910	-60.2%
Facebook Engagement	497	1,507	-67.0%
Facebook Video Views	774	3,618	-78.6%
Instagram Followers	1,812	1,604	13.0%
Instagram Likes (Engagement)	218	443	-50.8%
Instagram Video & Story Views	390	1,305	-70.1%
Instagram Impressions	2,636	4,966	-46.9%
Twitter Followers	1,392	1,365	2.0%
Twitter Profile Visits	1,412	139	915.8%
Twitter Impressions (Reach)	4,742	4,997	-5.1%
Total Social Media Followers	5,272	4,775	10.4%
Total Engagement Activity/Impact	18,595	36,885	-49.6%

Website	FY2022	FY2021
Users	6,715	7,242
New Users	5,833	6,545
Sessions	12,722	14,923
Pageviews	48,194	66,212