

**LAKE FOREST LIBRARY BOARD OF TRUSTEES****Lake Forest Library, 360 East Deerpath Road, Lake Forest, IL 60045****Tuesday, December 14, 2021, 7:30 p.m.****Regular Meeting**

**Due to programs at the Library, the meeting is being held at the:  
The History Center of Lake Forest-Lake Bluff, 509 E Deerpath Road, Lake Forest, IL**

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. In-person meetings are not currently recorded. Current and past meeting information is available at: [www.lakeforestlibrary.org/board-meetings](http://www.lakeforestlibrary.org/board-meetings).

**Agenda**

1. Call Meeting of the Lake Forest Library Board to order.
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)-7(d)):
  - a. Approval of the December 14, 2021 Agenda
  - b. Approval of the November 9, 2021 Regular Meeting Minutes
  - c. Approval of the November 4, 2021 Finance Committee Meeting Minutes
  - d. Approval of the November 2021 Financial Report
8. Committee Reports and Actions

Discussion and approval of a recommendation from the Building Committee to authorize the Library Board President, on behalf of the Library, to enter into a Professional Services Agreement with Wiss, Janney, Elstner Associates for investigation and design services for the repair and restoration of the dome.
9. No action item: Report on Per Capita Grant Requirements – Serving Our Public 4.0 Standards for Illinois Public Libraries.
10. No action item: Library Operations Report.
11. Unfinished Business.
12. New Business.
13. Adjournment.

**Upcoming Meeting: Regular Board Meeting, January 11, 2022**

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 December 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.*

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**Select Comments from patrons.**

11.06.2021. Irma Martinez called with effusive praise for the help she received from the Media Lab to develop her website for her new business. She wanted Library administration to know that Patrick Villanueva, Media Lab Instructor, was knowledgeable in helping her find the right website solution and praised his patience and ability to work with people. She is hoping the Library will open the Media Lab for more hours.

11.08.2021. When an Adult Services Librarian helped Rommy Lopat locate the Comprehensive Plans for the City of Lake Forest, her response was “when you need to know something ask a librarian.”

11.10.2021. Adult Services Librarian responded to a request from the Osage Historical Society Museum, Pawhuska, OK, for a Lake Forest obituary from 1969. Copies of the obituary from the *Chicago Tribune* database and *The Lake Forester* microfilm were sent in addition to the contact information for the Lake Forest Cemetery and The History Center. The response from the museum, “We want to thank you so much for taking the time to look this up. We appreciate you!”

11.11.2021. Books on 1920s fashion were pulled ahead of time for Marlene Lieb to come in and review. She came in, reviewed the books, and signed up for a library card. She was thrilled with the selection, impressed with the Library’s collection on the topic, and thought the building was beautiful.

11.15.2021. Jim Burke noted with appreciation that the advice given him by Adult Services Librarian regarding the scanner eliminated hours of struggling.

11.15.2021. Margo Newtown (LF schools) “Wow!! Thank you so much! I picked up the bags of books over the weekend and the teachers are thrilled!!”


11.15.2021 Kelly Guerrero. “I’m glad the library is back. A total joy! I am such a fan of libraries.”

11.18.2021: Patron after using computer, scanner, and copy machine: “Thank you so much you guys are great. You have saved my life so many times. I am in the military, and I always need to scan and send documents. You have literally saved me.”

11.19.2021. Patron called and wanted me to choose 10 Playaway's for her elderly mother. Said that Krista had helped her a few weeks ago and picked our great titles. I picked out 10 more and then told her about our easy-to-use CD player she could check out as there are more Audio CD's than Playaway's. She was super excited and was going to go ahead and buy her mom the same CD player. She said several times how great our staff is, everyone is helpful and friendly. She said when she picks up the library items, she wants to give the package a big hug. 11.29.2021 follow-up: Patron came in and again thanked Krista for

the Playaway selections. She said her mother loved the titles and the device was easy to use. Per Kate's suggestion, she purchased a CD player for her mother and is excited to have even more access to audiobooks.

11.20.2021. Patron reported Tutor.com (one of the Library's databases) was "super helpful and supportive!!"

11.22.2021 Email: Loved the books you recommended. I am checking out the last one. I would love to more recommendations. These are exactly the reads I like. Happy Thanksgiving!!

11.23.2021. Sally Coyle, a resident of Lake Forest, called regarding the article [How Memphis Created the Nation's Most Innovative Public Library](#) (Memphis Public Library) in the November 2021 issue of *Smithsonian Magazine*. She found it interesting and wanted to let the Library Director know about the article in case she wasn't aware of the article. 11.29.2021. Sally Coyle called to say she had just received *Beyond Words*, the Library's quarterly newsletter. Her response, "I think we have almost as much going on as Memphis and you are all doing a great job and it's wonderful." [Note sent to Ms. Coyle.]

11.30.2021. Jennifer Greene came to the Library with concerns regarding the Remisoff murals. She had heard that they had been painted over. Director and Ms. Greene met and discussed the murals in question - the four-season mural that was in the garden room prior to its conversion to office spaces in the 1990s. As a follow-up, photos were sent to Ms. Greene of the murals and other information about the decisions that were made at the time due to content of the murals. 12.1.2021: Ms. Greene responded "I so enjoyed our chat!! Thank you for forwarding these onto me. I am delighted to be able to see them! I do hope that you had a truly beautiful Thanksgiving and wish you a holiday filled with the spirit of the season! Cheers to 2022...may it be a better year for everyone! Thank you again for following up!"

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### **Suggestion Box**

11.12.2021 Susan Noble. [Sbnoble@comcast.net](mailto:Sbnoble@comcast.net). Today our girl scout troop enjoyed 1½ hour coding session in the children's library meeting room. The librarians were super helpful – Mrs. Kathy and Miss Michelle were knowledgeable and engaging. We earned an important badge and look forward to coming back soon! Thank you for having us! [Note sent to Ms. Noble.]

11.20.2021 Eva Nelson. [Enelson1@depaul.edu](mailto:Enelson1@depaul.edu). Stars for aesthetic, book selection, location, and being clean and nice space.

### **Anonymous Cards in the Suggestion Box**

#### **Financial**

11.10.2021. To Trustees. The library has over \$5.0 million PLUS in unused taxpayer funds. Please do not take any mor tax payer money until you spend what you have. Lake Forest needs high school improvements, turf fields, new lighting, and MANY things. Please be responsible and don't hord tax payer money. Thank you!

11.10.2021. Isn't it about time to have a forensic audit to see where our tax payer dollars have been spent. No real programs at the library and no maintenance on the building until now just starting on the dome after wrapping four times in plastic. Let's have a careful look. Curious taxpayer.

11.12.2021 Please forward to Library Board Members. Thank you for the time you spend serving on the Lake Forest board. I am writing as I am distressed that you seem to be running the library as if it were a for-profit business. I reviewed the library's financials and listened to the recording of your finance meeting. I fear you are forgetting that the library's goal is NOT to generate a profit. Reserves are fine, but the library's balance sheet current has millions of dollars, which are well over reserve targets. Year after year you have generated "surplus" and put it in another reserve – a "capital reserve". I beg of you to please either use the money or let us Lake Forest residents use it for other very needed projects around town. I am in my 80s. I fear the way the library is operating that I will never see the significant tax dollars that I have paid for the library used. Please do your fiduciary duty and do not take more tax dollars until you use what you have.

11.23.2021. It is time the board takes a look at what Ms. Lemmer is doing. Why should she be allowed to hire out of state fund raisers when we have local people to do this job – if it is even necessary at all. Our tax dollars would go to out of state to pay. Keep things local. Board wake up.

[Note: The Library Board, not the Library Director, retained The Hodge Group. A Request for Proposal (RFP) was released on August 17, 2018 by the Library Board. The Request for Proposal, and any addenda, are on the Library's website at: [Requests: RFPs & RFQs](#). The RFP was distributed locally, regionally, and nationally via email and website publication. Eleven firms responded to the RFP. The submissions were reviewed and scored by the Library Board. Four firms were invited for interviews. The interviews were conducted at properly agenda-ed open-to-the-public Library Board meetings on October 9, 2018 and October 10, 2018. At the request of the City, the Library Board delayed moving forward with the winning proposal until 2019.]

11.23.2021. When is the library board going to wake up and tell Ms. Lemmer to move on back to a law library. She has not communicated at all well with our community organizations and cannot seem to create the welcoming environment our library had with the previous librarian to all purposes the library is not open since almost all programs are still virtual – no other libraries are doing this???

11.23.2021. I called the City to see how much library gets from my taxes. They showed me over \$4 million a year/year. Lots of this money has not been used for years. Will endowment lower my taxes? I like that idea! The library has too much money already. The library should stop stockpiling money. West Lake Forest resident.

11.30.2021. Why does Ms. Lemmer insist on finding out of state groups to raise money for an endowment fund. This project should go to in state groups since it is for a state tax funded library. Our tax money and donations should go to local businesses. [Note: see above.]

11.30.2021. As a taxpayer we do not see why a tax funded library needs an endowment fund where there is no project. The money for the dome is already available through tax money.

## **Furniture**

Undated. It would certainly be nice if we could have chairs back in the reading rooms and more tables in the audio room. If kids are in school surrly they can sit in the library – then the foyer does not have to be so messy. It used to be so elegant – not now.

Undated. Can't we have our nice furniture back so that spaces are more available for public use. Also it is sad when have very good quality furniture to use unattractive plastic chairs.

Undated. Art Miller's suggestions about period furniture and display cases are right on! Please put the display cases back ASAP. Library's excuses are tripe. We LF residents pay and, therefore, should get to decide. [Note: Jim Opsitnik, Past President and current board member of the Lake Forest Preservation Foundation, examined the cases and agreed that the cases are in need of repair and, in particular, that the use of non-tempered single pane glass is problematic.]

November 2021. Where are the display cases that used to be in the foyer? It was always interesting to see what various groups were doing, whether CROYA, scouts, or H.S. art classes. Why were they removed? Are you planning to put them back?

11.30.2021. Thank you for restoring parts of the foyer. We really appreciate the efforts! Kudos to the staff! I'm an old-timer and look forward to the cases back in place showing our L.F. students' artwork. Thank you.

## **Building and Operations**

11.16.2021. Please forward to Trustees. Fellow residents – 1. L.B. lib is back to in-person in-building, when will you get L.F. lib back? 2. L.B. lib still has fines. Fines teach responsibility. Reinstate fines.

Undated. Why have hundreds of books been taken out of the children's collection – Really we could use step stools or the staff help but sad to take out so many books out of the collection.

Undated. I saw on the website the director is asking if people want a new library – I certainly do not. We have a beautiful historic library. It would be nice if this librarian would take good care of it and keep the elegant welcoming invironment that we have had.

Undated. Isn't it about time the library board sends Ms. Lemmer back to a law library where she will be more at home and let Lake Forest have a real community librarian who understands our history and values communications with our town. Ms. Lemmer has been very poor at both.

Undated. So sad that this director does not understand or seem to care about the history of this library. Instead of the traditional quiet reading places – All the classic furniture is hiding away and in its place crummy plastic chairs – even in the entry, which should be a welcoming space.

Undated. Why is adult offering all virtual? I can find online stuff myself. I enjoyed the inperson military and bagpiper and other stuff. It would be great if they were brought back.

## **Friends of Lake Forest Library**

We are delighted to hear the friends are collecting again.

43 HIGHWOOD AVE  
HIGHWOOD, IL 60040  
(847) 945-5200

108 B STATE HOUSE  
SPRINGFIELD, IL 62706  
(217) 782-3650



ILLINOIS STATE SENATE

**LEADER JULIE A. MORRISON**

STATE SENATOR • 29<sup>TH</sup> DISTRICT

**COMMITTEES:**

APPROPRIATIONS  
ENVIRONMENT & CONSERVATION  
ETHICS  
HEALTH APPROPRIATIONS- CHAIR  
HEALTH- CHAIR  
FINANCIAL INSTITUTIONS  
SPECIAL ISSUES SUBCOMMITTEE- CHAIR  
STATE LAW ENFORCEMENT APPROPRIATIONS

December 1, 2021

Kate Buckardt  
Reference Manager  
Lake Forest Public Library  
360 East Deerpath Road  
Lake Forest, IL 60045

Dear Kate,

When I had the idea earlier this fall to hold a clothing drive for children in foster care, I hoped we might be able to fill a few boxes with pajamas, socks, hats and mittens. At that time there was no way I could have imagined the tremendous outpouring of support - or the volume of new clothing - we would collect. The generosity of residents in our community is truly amazing!

My deepest thanks to you and the Lake Forest Public Library's patrons and staff for participating in our clothing drive and for the many contributions you collected. I know the children in foster care will appreciate your thoughtfulness and delight in the comfort and warmth these new clothes will bring.

It is my honor to represent the wonderful, kind, generous people of the 29<sup>th</sup> District.

With my deep appreciation and best wishes for a joyous holiday season.

A handwritten signature in cursive script that reads "Julie Morrison".

Julie Morrison  
State Senator 29<sup>th</sup> District

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

CALL TO ORDER

President John F. Johnson called the meeting to order at 7:30 p.m. in the Kasian Room of the Lake Forest Library and asked Trustee Desmond to serve as secretary *pro tem* and take the minutes of the meeting.

ROLL CALL

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

Absent: Elizabeth Grob.

7 trustees in attendance, a quorum is present

Staff Present: Catherine Lemmer, Executive Director; Ed Finn, Director of Operations; Sameer Notta, Finance Officer; and Chris Wheeler, Facilities Manager.

PRESIDENT'S REMARKS

President Johnson welcomed everyone, including the Friends of the Lake Forest Library and their co-President Tish Borkowski who was in attendance to share a Friends Report at the meeting.

President Johnson reported that although there was no Building Committee report at this meeting, the Building Committee is hard at work reviewing all the qualified RFQ responses and conducting interviews. Further details will be forthcoming.

President Johnson indicated that the meeting's Finance Committee report and discussion will be the first of several that the Board will have regarding the FY2023 budget.

He then shared that he has begun reading the minutes from the Library Board since its inception in 1898 starting with a letter to the City Council from Mayor Edward F. Gorton nominating the first nine Board members. The first meeting of the Library Board was held in City Council Chambers on July 6, 1898.

Regular Meetings of the Library Board were subsequently held on Saturday evenings in the home of President Halsey until the Library was established on the second floor of City Hall. The Opening Night of the Library on June 24, 1899 was filled with music, speeches, and inspections of all the books! During the early 1900's library visitors averaged 900 to 1000 per month in the winter with 60% of the visitors during the day and 40% during the evenings. The number of monthly visitors in the summer months dropped down to approximately 600.



On January 2, 1906 Mayor Gade attended the Library Board meeting where Sunday hours were discussed. The Library Board approved Sunday afternoons and requested a larger appropriation from the City Council to fund this need.

Of special note in 1906 was at the meeting on November 13, the Librarian spoke of the need for adding to the reference lists books about certain questions as well as special books on mechanical engineering, blacksmithing, electricity, and other useful arts and sciences to attract working men to come to the library. Special reading and reference lists were prepared for home reading by students, for teachers, and for the Women's Club.

At the same meeting the Board authorized the Librarian to hire an "expert organizer to put the books in a perfect running order...on a working basis at this point in its history so that it may not be a dead mass of books but a living and working organization from now on." The purchase of a typewriter was also approved.

At a Special Meeting of the Library Board on December 17, 1929, the Library Board voted to accept a gift of \$250,000 from Helen Shedd Reed and Laura Shedd Schweppe to be used for a library building as a memorial to Kersey Coates Reed. At a Special Meeting of the Library Board on February 18, 1930, the suitable site for the Library provided by the City was approved for purchase at an estimated cost of \$70,000.

In the Annual Report for 1930 these were interesting statistics:

- Population Served: 6,627 (including students)
- Total number of volumes at the Library: 27,825 (Because of crowded shelves, 500 volumes were withdrawn and sent to state institutions, State Penitentiary Library, and Geneva School for Girls)
- Total number of registered borrowers: 2,631 Adults, 716 Juvenile, Totaling 3,347
- Total number of volumes lent: 51,538
- Cash on Hand April 30, 1929: \$554.05
- Total Annual Receipts: \$11,000 from local taxation
- Total Annual Expenditures: \$10,613.51

At the Board Meeting on September 24, 1935, it was announced that the Library would be known as the Lake Forest Library. In the minutes from November 29, 1939, there were references to "conditions of the roof and frequent repairs."

President Johnson indicated that the meeting minutes in the first five decades were filled with discussions about budget, books to be added, shelf space and types of shelving required, personnel matters, and maintenance. Also, there were many considerations discussed about accepting various book collections from a variety of private libraries.

He has now completed Volume 1 of the Library Board Minutes for this formative period from July 1898 to May 1951 and is moving on to Volume 2!

CALL FOR ADDITIONS TO THE AGENDA

None

OPPORTUNITIES FOR THE PUBLIC TO ADDRESS THE BOARD

None

CORRESPONDENCE REPORT

The Board received all correspondence in the board packet and there no questions or comments.

CONSENT AGENDA

President Johnson asked if any Trustee wished to remove an item from the consent agenda. There being none, President Johnson then asked if there were any questions. There being none, Trustee Arnson made a motion, seconded by Trustee Lemke, to approve the Consent Agenda items as follows:

1. the November 9, 2021 Agenda;
2. the October 12, 2021 Regular Meeting Minutes;
3. the October 19, 2021 Building Committee Meeting Minutes;
4. the October 2021 Financial Report; and
5. the Illinois Libraries Present: Intergovernmental Agreement for Joint Purchasing of Library Programming, Events and Services.

Motion passed on roll call vote with 8 yea votes.

COMMITTEES REPORTS AND RECOMMENDATIONS

Building Committee: None

Finance Committee: Trustee Lemke and Trustee Clifton, members of the Finance Committee, provided background on the Committee recommendations. Trustee Lemke reported that the Library had received the Baker Tilly Virchow Krause, LLP audit of the Lake Forest Library's financial statements. The Library's audit is part of the overall City audit and reflects a fiscally well managed institution. The audit process did not reveal internal accounting actions that differed from the audit findings. Trustee Lemke reported that the auditor had issued an unmodified opinion dated as of October 21, 2021 and that the Finance Committee recommended the Library Board accept and acknowledge receipt of the audit.

Trustee Clifton and Ed Finn walked the Library Board through Finance Committee's recommendation regarding the levy process. The Library's levy is subject to the 1991 Property Tax Extension Limitation Act (the "Act"). The Act limits the annual increase in property tax

extensions to the lesser of 5% or the increase in the CPI, plus allowances for new construction and voter-approved increases. The City of Lake Forest and the Library follow the Act by choice as the City is a Home Rule municipality. Mr. Finn provided an explanation of the Library's FY2023 preliminary forecasting and how it supports the Finance Committee's recommendation for the levy. The Finance Committee recommended a 2021/FY2023 Levy of 1.4% CPI plus growth. The proposed 1.4% levy plus new growth estimated at \$27,310 would generate funds for FY2023 of \$4,022,273 for Library operations and \$435,009 for Building/Site operations, for a total of \$4,484,592 representing a change of \$88,681 over FY2022. In response to questions from Trustee Strong and Trustee Desmond, Ms. Lemmer clarified that under the Local Library Act, an Illinois state law, the Library is an autonomous unit of local government. The Local Library Act vests the power to set the Library levy in the Library Trustees. The Local Library Act also requires the City to implement the mechanics of the Library levy. Even though the Library levy is presented as part of the City levy, similar to the park district and school district levy, City Council does not approve the Library levy.

Trustee Lemke explained the rationale for the transfer of \$1.2M from the general operation fund to the capital improvement account to pay for the dome repair and other building improvements. Trustee Clifton explained this action would not impact the Library's policy to maintain a 35% fund balance for operations and more importantly, provided financial flexibility for the Library.

After discussion, President Johnson called for a vote on the Finance Committee recommendations. Trustee Bertola made a motion, seconded by Trustee Shattock, to approve the recommendations of the Finance Committee to:

1. Accept and acknowledge receipt of the FY2021 audit of the Library's financial statements by Baker Tilly Virchow Krause LLP;
2. Approve a 2021/FY2023 levy of 1.4% plus growth that would generate funds of \$4,022,273 for Library operations and \$435,009 for Building/Site operations, with estimated growth of \$27,310 for a total of \$4,484,592 representing a change of \$88,681 over FY2022.
3. Transfer \$1.2 million in funds from the general operating fund to the capital improvement account for building needs.

Motion passed on roll call vote with 8 yea votes.

#### REPORT FROM FRIENDS OF LAKE FOREST LIBRARY

Co-President Tish Borkowski thanked the Board for permitting book donations again. She shared that the volunteers are very excited and that they are pleased with the number of books being donated. The Friends provided the Board with an update for the meeting packet and emphasized that the Book Sale was a resounding success with over 2,600 people in attendance and generating approximately \$94,000 in gross sales.

Ms. Borkowski also informed the Board that the City of Lake Forest invited the Friends to again join the pop-up holiday shop at the East Train Station. The Friends are scheduled to staff the pop-

up shop on the afternoon of December 19. She invited the Board and Library staff to attend to share information about the Library.

REPORT ON PER CAPITA GRANT REQUIREMENTS – SERVING OUR PUBLIC 4.0 STANDARDS FOR ILLINOIS PUBLIC LIBRARIES

There were no Trustee questions on the comprehensive report in the Board packet about how the Library addresses and meets the Standards for Illinois Public Libraries.

LIBRARY OPERATIONS REPORT

President Johnson commended Chris Wheeler, Facilities Manager, for his leadership and work on the Kasian Room roof leak and other building repairs. Trustee Shattock reflected that she was impressed with the programs being offered, in particular, the youth coding classes. She noted it was a great idea that the coding programs complement and go beyond the school curriculum. Ms. Lemmer noted that adding STEM programming, especially for young women, was made a priority by the Library starting in 2017. She also reflected that at the Library the learning happens outside of the pressure of academic competition and performance making it more fun to try something new. Trustee Arnson also noted how pleased she was that the Library keeps evolving and offering new ideas and programs for the community.

In response to President Johnson’s question about the status of RFID, Ed Finn provided an update noting that the collection is tagged except for items being returned and that the equipment delays will likely push off the RFID roll-out to year end. He also confirmed that the current gates in the Rotunda and Children’s Library would be replaced with new RFID gates in response to Trustee Strong’s question.

UNFINISHED BUSINESS

No unfinished business.

NEW BUSINESS

No new business.

ADJOURNMENT

There being no other business, Trustee Desmond made a motion, seconded by Trustee Shattock, to adjourn the meeting at 8:17 p.m. Motion carried by voice vote.

**Upcoming Meeting: Regular Board Meeting, December 14, 2021**

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JoAnn Desmond, *Secretary pro tem*.

Minutes approved by the Board on December 14, 2021.

**Lake Forest Library Board of Trustees  
360 East Deerpath Road, Lake Forest, IL 60045**

**Finance Committee Meeting (Remote Access) Minutes  
7:30 p.m., November 4, 2021**

**Call meeting to order.**

Chair Trustee Andrea Lemke called the meeting of the Lake Forest Library Board Finance Committee to order on Thursday, November 4, 2021, at 7:30 p.m., with the following statement:

*Please be advised that the members of the Lake Forest Library Board Finance Committee will be attending remotely this meeting by electronic means, in compliance with the recent amendments to the Illinois Open Meetings Act. The Mayor of the City of Lake Forest has determined that it is not prudent or practical to conduct an in-person meeting due to the COVID-19 pandemic. Members of the public are invited to participate.*

**Roll call.**

Trustee Andrea Lemke and Trustee Jim Clifton, the members of the Finance Committee, were present. Also attending from the Library Board were President John F. Johnson and Trustee JoAnn Desmond. The following Library Staff were present: Catherine Lemmer, Executive Director, Ed Finn, Director of Operations, and Sameer Notta, Finance Officer. Chair Lemke noted the presence of a quorum for the record.

**Appointment of secretary pro tem.**

Catherine Lemmer was appointed to serve as secretary and record the minutes of the meeting.

**Call for Additions to the Agenda.**

None.

**Opportunity for the Public to Address the Finance Committee.**

None.

**Correspondence Report.**

None.

**Review and make recommendation to Library Board regarding FY2021 audit.**

Chair Lemke noted that the first order of business was the FY2021 Baker Tilly Verchow Krause LLP audit and asked Ms. Lemmer to present the background on this agenda item.

Ms. Lemmer thanked Trustees Lemke and Clifton for their work and thoughtful input over the last week on all the agenda items. She also noted that 2021 is the first year that the Library has a fully staffed administrative finance team and that the addition of Ed Finn, Director of Operations, and Sameer Notta, Finance Officer, has enabled the Library to make tremendous steps forward in its reporting and in its forecasting and planning efforts.

Ms. Lemmer then noted that the FY2021 audit covers the period from May 1, 2020 to April 30, 2021 and while it reflects an institution that was financially well managed, she wanted to take a moment to reflect on the work that was done, especially in those highly stressful early days of COVID. To put it in perspective, the building was closed for the month of May, yet the Library staff continued to deliver programs, e-resources, and reference and reader's services to the community. Starting in June 2020, the Library opened curbside on the back dock and after that the Library has been restoring services and programming as circumstances allowed. She encouraged everyone to read the Library's annual report on the Library website because the numbers are only a part of the story.

As noted in the committee packet, the audit reflects an institution that was fiscally well managed. Baker Tilly issued an unmodified audit opinion and noted there were no internal unaudited accounting actions that differed from those of the auditors.

The changes in financial position resulted because the Library took steps right from the start of the fiscal year to insulate the Library in the event there were dramatic impacts on its revenue resources due to COVID. A 2% reserve against the tax levy was already in place, but the Library took additional steps. The Library froze salaries for the first quarter of FY2021. On June 1, unlike many of our peer libraries, the Library moved to using full time staff for all services and reduced its part-time staff wages to hours actually worked.

Overall, the change in the Library's financial position resulted from significant savings on the expenditure side. Generally, approximately \$430,000 in salaries and benefits due to changes in duties as assigned, reduced use of part-time staff, and allowing five unfilled positions to remain unfilled; approximately \$97,000 because print and av vendors could not deliver ordered items for the collection; and \$35,000 in legal, admin, and office expenses. Last the Library always budgets for significant capital repairs given the age of the building and \$56,000 remained in the capital improvements/repair account for future repairs. No services were halted and those that were delivered were more costly due to the COVID-19 pandemic, but overall there were savings. On the expense side, there was a FEMA – Cares Act reimbursement of \$50,600 that helped pay for PPE, plexiglass shields, and the ionization system; and other income lines other than the tax revenue overperformed. Expenditures were under budget about \$722,000 and revenues were over budget by about \$129,000 resulting in the Library's change in financial position.

At the conclusion of the presentation and discussion, the Committee unanimously agreed to recommend to the Library Board to accept and acknowledge receipt of the Baker Tilly Verchow Krause LLP audit.

**Review and make recommendation to Library Board regarding the FY2021 surplus.**

Chair Lemke introduced the agenda item and asked Ms. Lemmer to provide background for the discussion.

Ms. Lemmer noted that the Library's unassigned reserves are currently at 62% of its forecasted FY2023 operating expenditures due to the performance of the Library over the last two fiscal years. The Library's fiscal policy requires a minimum reserve of 35% in unassigned operating reserves. Although the City is moving its reserve requirements higher to insulate the City from potential reductions in state-shared revenues, the City did not recommend the Library make a similar move.

There is currently \$3.4 million in restricted capital account reserves. The capital reserves were built over the years when surplus amounts resulted due to revenue lines over-performing or savings in expense lines

due to outside funding. For example, if the Library received philanthropic funding or a share of the RAILS consortium distribution from the Illinois State Library. The reserves are for capital improvements and repairs, capital equipment, and technology improvements. The investment of these funds is managed for the Library by the City of Lake Forest. As a municipal unit, the Library's investment choices are narrowly prescribed. The City is aware that the restricted account funds will need to be accessed in coming months for the dome repair and restoration if there are no philanthropic funds forthcoming. Near the end of this calendar year Library Staff and the Finance Committee will meet with City Finance Director Elizabeth Holleb to discuss the investment of these funds.

No transfer was made to the capital funds at the end of FY2020 due to the uncertainty around revenue lines arising out of the COVID-19 pandemic. An allocation of \$1.2 million from the unrestricted operating fund to the capital accounts sustains an operating reserve of 35%. The current FY2022 revenue lines are performing as anticipated and the FY2022 budget contemplated a 2% loss reserve in the revenue lines upfront. These circumstances make a 35% operating reserve more than adequate.

The \$1.2 million allocation increases the restricted capital accounts to \$4.6 million. Trustee Clifton noted there had been considerable discussion with Library Staff about the appropriateness about the amount of the allocation and that moving the funds to the capital accounts was prudent in light of the forthcoming dome work. Trustee Lemke noted that the development of the capital reserves is reflective of the Board's plans for various sources of financing to fund the necessary capital improvements and that the community is fortunate that the Library's fiscally responsible management over the last years has enabled the reserves to be built for the needed capital projects.

At the conclusion of the discussion, the Committee unanimously agreed to make a recommendation to the Library Board to approve a transfer of \$1.2 million from the operating fund into the capital improvement account.

**Review and make recommendation to Library Board regarding 2021/FY2023 levy.**

Chair Lemke introduced the 2021/FY2023 levy as the next order of business and asked Ed Finn, Director of Operations, to present the background information for the discussion. Mr. Finn provided an introduction to the levy, noting that even though the City of Lake Forest is a home rule community, the City and Library abide by the 1991 Property Tax Extension Limitation Act for the levy. The PTELL Act limits the annual increase in property tax extensions to the lesser of 5% or the increase in the CPI, plus allowances for new construction and voter-approved increases. If the Library were to decide to exceed 5%, the Library be required to hold a public hearing. The PTELL Act CPI limit is 1.4% plus estimated growth for the 2021 levies.

A proposed levy of 1.4% CPI with an estimated growth of \$27,310 would result in the following estimated amount of funds to be raised. The Library levies for operations (inclusive of SSN and IMRF) and for the building separately.

<b>Levy</b>	<b>Operations</b>	<b>Site</b>	<b>Growth</b>	<b>Total Levy</b>	<b>Change</b>
2021	\$4,022,273	\$435,009	\$27,310	\$4,484,592	\$88,681

To assist the Finance Committee in evaluating a proposed levy of 1.4% CPI with an estimated growth of \$27,310, the Library prepared and shared a preliminary FY2023 budget. Mr. Finn then reviewed the preliminary financial forecasting for the next fiscal year. On the revenue side he noted that the proposed tax-based revenue line reflected a 2% reserve and that the other revenue lines remained fairly static with the exception of the Library generated line which anticipates some RAILS distributions and other revenue options. Grants from supporting organizations or other granting organizations are included in the budget only if they are known by January/February when the budget becomes more formal.

On the Expenditures side, Mr. Finn noted that the Personnel expenses are the most in flux right now as (i) the 2018 salary benchmarking needs to be brought current with the goal of bringing most staff to the mid-point of their salary range, (ii) the final benefit costs are being negotiated by the City, and (iii) the general competitiveness of the labor market. The Library has made some shifts from full-time to part time staff in the past years resulting in some savings going forward. The Library estimates a conservative 2.5% increase for salaries and wages at this time. The Special Projects line is available for projects under consideration. In the past, the line was used for, among other things, architectural, HR consultants, strategic planning, feasibility studies, and RFID projects. There are a wide range of options for the Library Board to discuss and evaluate for FY2023 including options for enhanced services on the west side. The annual capital account also anticipates some enhanced services for the west side as well.

Trustee Clifton reflected on the differences in revenues and expenses as currently reported for FY2022 which gives an impression of a surplus. Mr. Finn noted that that the Library's primary revenue line, the property tax, funds in the first half of the year and the expenditures are paid throughout the year and that Trustee Clifton was correct in noting that there is no large pending surplus for FY2022 at this time. Trustee Lemke noted the preliminary forecasting represented a healthy financial picture that reflected thought for future needs as the current RFID project wraps up, such as enhanced west side services. Trustee Clifton noted that there was a lot of financial flexibility.

At the end of the discussion, the Finance Committee unanimously agreed to make a recommendation to the Library Board to approve the 2021/FY2023 levy of 1.4% CPI plus growth.

**Unfinished Business.**

None.

**New Business.**

None.

**Adjournment.**

There being no other matters to discuss the Chair adjourned the meeting at 7:52 p.m.

**Upcoming Meeting: Regular Board Meeting: November 9, 2021**

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Catherine A. Lemmer, Secretary *pro tem*

Approved by the Library Board of Trustees on December 14, 2021.





## FY2022 Revenue & Expenditure Statement

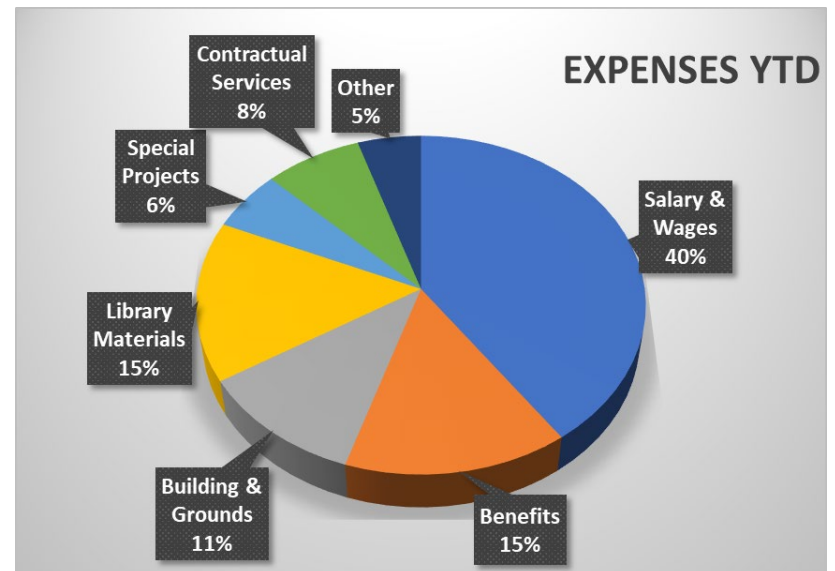
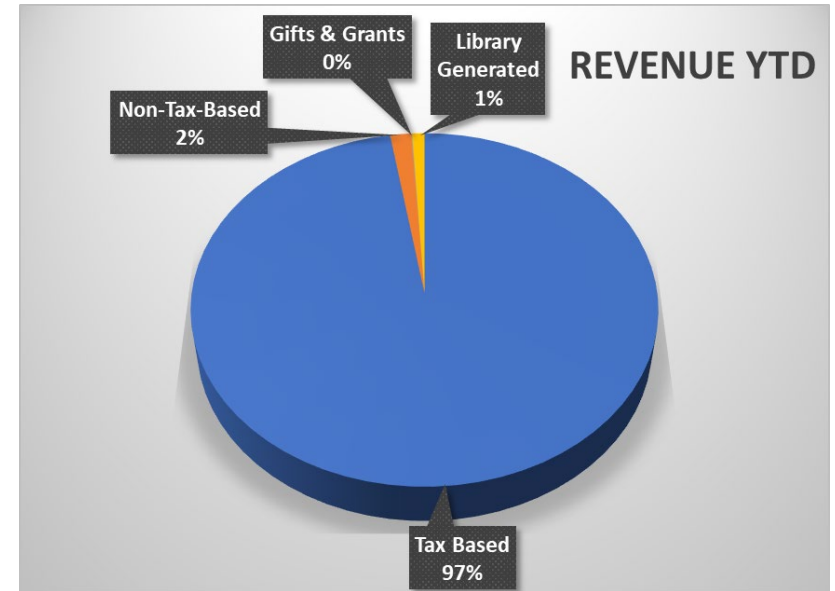
For the YTD November - 2021

Revenues	YTD	Budget	Budget Utilized
Tax Based	4,251,038	\$ 4,307,816	99%
Non-Tax-Based	69,803	\$ 49,000	142%
Gifts & Grants	2,870	\$ 2,500	115%
Library Generated	40,435	\$ 28,450	142%
<b>Total Revenues</b>	<b>\$ 4,364,147</b>	<b>\$ 4,387,766</b>	<b>99%</b>

Expenses	YTD	Budget	Budget Utilized
Salary & Wages	849,156	\$ 1,810,504	47%
Benefits	313,091	\$ 790,310	40%
Building & Grounds	237,950	\$ 463,000	51%
Library Materials	323,076	\$ 604,500	53%
Special Projects	122,682	\$ 200,000	61%
Contractual Services	162,304	\$ 245,650	66%
Other	105,678	\$ 267,407	40%
<b>Total Expenses</b>	<b>\$ 2,113,938</b>	<b>\$ 4,381,371</b>	<b>48%</b>

<b>Total Net Income</b>	<b>\$ 2,250,209</b>
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Reserves	
Reserve - Capital Improvements	4,000,000
Reserve - Technology Improvements	300,000
Capital Equipment	300,000
Fund Balance - Unassigned	1,550,419
<b>Total Reserve Amount</b>	<b>\$ 6,150,419</b>





## FY2022 Revenue & Expenditure Statement

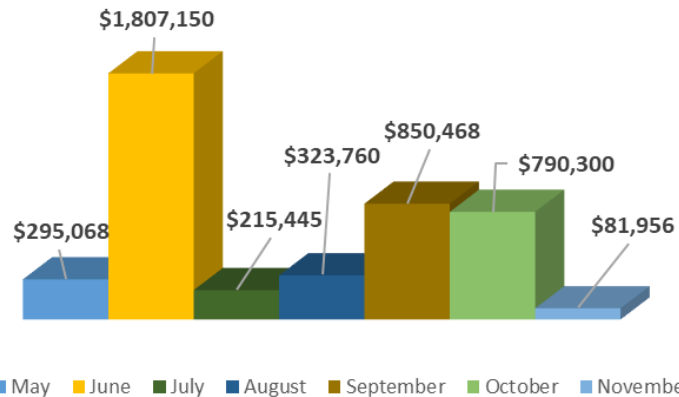
For the YTD November - 2021

Revenues	May	June	July	August	September	October	November	YTD	Budget
Tax Based	278,237	1,790,977	202,043	290,721	847,162	767,702	74,197	4,251,038	\$ 4,307,816
Non-Tax-Based	13,581	-	9,897	29,837	-	16,489		69,803	\$ 49,000
Gifts & Grants	1,245	1,500	50	-	75	-		2,870	\$ 2,500
Library Generated	2,005	14,673	3,456	3,202	3,231	6,109	7,759	40,435	\$ 28,450
<b>Total Revenues</b>	<b>\$ 295,068</b>	<b>\$ 1,807,150</b>	<b>\$ 215,445</b>	<b>\$ 323,760</b>	<b>\$ 850,468</b>	<b>\$ 790,300</b>	<b>\$ 81,956</b>	<b>\$ 4,364,147</b>	<b>\$ 4,387,766</b>

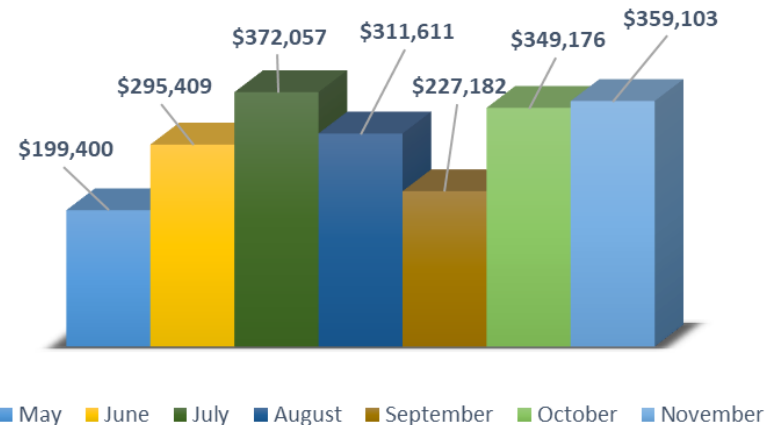
Expenses	May	June	July	August	September	October	November	YTD	Budget
Salary & Wages	83,864	111,456	119,291	114,487	116,722	181,323	122,013	849,156	\$ 1,810,504
Benefits	43,407	47,801	49,034	43,073	29,750	54,832	45,194	313,091	\$ 790,310
Building & Grounds	7,521	33,104	28,740	29,444	18,160	32,986	87,995	237,950	\$ 463,000
Library Materials	42,594	49,215	75,210	40,368	27,152	24,792	63,746	323,076	\$ 604,500
Special Projects	-	25,000	20,000	40,158	12,500	12,524	12,500	122,682	\$ 200,000
Contractual Services	10,522	26,909	57,129	16,978	1,646	32,509	16,612	162,304	\$ 245,650
Other	11,493	1,924	22,654	27,102	21,252	10,210	11,043	105,678	\$ 267,407
<b>Total Expenses</b>	<b>\$ 199,400</b>	<b>\$ 295,409</b>	<b>\$ 372,057</b>	<b>\$ 311,611</b>	<b>\$ 227,182</b>	<b>\$ 349,176</b>	<b>\$ 359,103</b>	<b>\$ 2,113,938</b>	<b>\$ 4,381,371</b>

<b>Total Net Income</b>	<b>\$ 95,668</b>	<b>\$ 1,511,741</b>	<b>\$ (156,612)</b>	<b>\$ 12,149</b>	<b>\$ 623,286</b>	<b>\$ 441,124</b>	<b>\$ (277,146)</b>	<b>\$ 2,250,209</b>	
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### REVENUE BY MONTH



### EXPENSES BY MONTH



**Lake Forest Library  
Financial Notes and Variance Report  
For the Month of November 2021 (Month 7) FY2022**

**Funds on Hand:** \$1,550,419 (unrestricted/unaudited).

**General Operations - Revenues**

**Property Tax:** As of November 30, the Library received \$4,251,038 in property tax distributions which is 99% of the annual budget. This percentage is in alignment with pre-COVID fiscal years.

**Non-Tax-Based:** As of November 30, the Library received \$69,803 in non-tax-based revenues. \$41,225 reflects three installments of the replacement of personal property tax payment and the \$28,578 per capita grant. Non-tax-based income has exceeded 42% of FY budget.

**Library-Generated:** As of November 30, the Library received \$40,435 in library generated income. This is income from copiers, RAILS ALSIP payments, and miscellaneous fee income. Overall Library generated income has exceeded 42% of FY budget.

**Gifts:** As of November 30, the Library received \$2,870 in cash gifts. Non-cash gifts are not valued by the library. Overall gift income exceeds 15% 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.

**General Operations - Expenditures**

**Salaries, wages, and benefits:** As of November 30, \$849,156 for salaries and wages: 47% of FY budget; \$168,253 for fringes: 36% of FY budget. \$63,234 for SSN: 46% of FY budget; \$81,603 for IMRF: 44% of FY budget. Vacation and sick leave buy outs due to retirements/resignations reflected.

**Materials: Books, AV, and Electronic Services:** As of November 30, \$323,076: 53% of FY budget. Annual payments for periodical and database subscriptions paid. Book and AV vendors are again experiencing delays due to COVID and supply chain issues.

**Other Operating Expenditures:** As of November 30, \$390,666: 55% of FY budget. Consortia fees, technology leases, equipment, services, software, and contractual fees reflected here. Includes \$122,682 in special project work.

**Building and Grounds:** As of November 30, \$237,950: 53% of FY budget. Reflects the contracts and service calls for the cleaning service, elevator, repairs for HVAC, and other systems. Annual liability/casualty insurance premium of \$31,595 paid in June and July.

**Capital:** As on November 30, \$92,890: 48% of FY budget has been spent on RFID implementation and infrastructure repairs.

**Reserves**

\$1,550,419 - Operating cash reserve (fund balance-unassigned). The Library's restricted reserves are currently \$4,600,000: capital equipment (\$300,000), capital improvements (\$4,000,000), and technology (\$300,000).

Year to Date FY2022: 48% of budget expenses; 99% budget revenues.

## Agenda Item 8

**Discussion and approval of a recommendation from the Building Committee to authorize the Library Board President, on behalf of the Library, to enter into a Professional Services Agreement with Wiss, Janney, Elstner Associates, Inc. for investigation and design services for the repair and restoration of the dome for the fee of \$37,500 as forth in the attached proposal.**

**Background:** On July 15, 2021, John F. Johnson, Library Board President, Bryan Bertola, Library Board Vice President, Catherine Lemmer, Library Director, and Ed Finn, Director of Operations, met with Mayor George Pandaleon, City Manager Jason Wicha, and Cathy Czerniak, Community Development Officer, to discuss next steps regarding the library building and seek City input on the concept of phasing the needed capital improvements, starting with the restoration and repair of the dome and related components. Corresponding to the actions taken at the August 10, 2021 Lake Forest Library Board meeting, the Building Committee (a committee of Lake Forest Library Board) was given the approval to prioritize work on the historic dome and interior rotunda on the existing library building (See [August 10, 2021 Library Board Minutes](#) (page 2) and [related press release](#)). Immediately following this approval, the Building Committee began a process to encourage input from community stakeholders and develop a method for soliciting and evaluating interested and qualified professionals to be considered to undertake the repair and restoration of the library dome, including appropriate interior work deemed essential to the work required on the dome. The following document outlines a timeline for actions taken, processes, evaluation, and resulting recommendation by the Building Committee to execute on the approved action stated above.

### **Timeline:**

- 8/30/21 Building Committee holds public meeting to answer questions about the actions taken at the 8/10/21 Lake Forest Library Board meeting and to encourage patrons and community organizations to express their opinions on the critical qualities sought after in the hiring of a prospective firm for professional services regarding the dome and interior rotunda
- 9/27/21 Request For Qualifications for architectural and engineering services (“RFQ”) released. See [RFQ and addendum](#).
- 10/1 - 10/5/21 site visits by prospective firms
- 10/15/21 RFQ submissions due
- 10/19/21 Building Committee holds public meeting to engage patrons and community organizations in helping to develop interview questions
- 10/25 - 10/28/21 Interview period for all RFQ candidates
- 11/1/21 Commencement of evaluation process by Building Committee

**Process & Evaluation:** The [RFQ](#) was created by the Building Committee after soliciting feedback from the Lake Forest Library Board and community stakeholders. The RFQ was distributed via email and posted on the Library website. A quantitative evaluation for the RFQ was created from the Evaluation Process and Criteria section of the RFQ.

All of the firms that produced a RFQ submittal were invited to interviews with the Building Committee. The Building Committee developed interview questions after holding a public meeting on 10/19/21 to solicit questions and criteria from Lake Forest Library Board members and community members/organizations. The resulting questions were asked of each interviewing firm and provided the basis for the quantitative analysis for the interview portion of the analysis. The RFQ Submission and Interview scores were combined to create overall quantitative score for each firm resulting from the Building Committee’s analysis of the RFQ and interview. The firms that participated and the results of the quantitative analysis are as follows (the fully detailed analysis form that was used in the process and the results can be found in supplemental documents pages 1-4):

Overall Combined Scores			
Firm	Submission Score	Interview Score	Total Score
Wiss, Janney, Elstner Associates, Inc.	17	17	34
AltusWorks, Inc.	14	20	34
JLK Architects	13	17	30
Harboe Architects	9	14	23
HGA	12	0*	12

*\*declined invitation to participate in interview process*

The Building Committee also used supplemental qualitative information to support the above quantitative analysis. This was done through contacting at least one of the prospective firms supplied client references and asking additional follow-up questions or requesting additional information on an as needed basis after the qualitative analysis of the RFQs and interviews had taken place.

**Recommended Firm:** After careful consideration the Building Committee requested a written scope of work, terms and conditions, including fees and schedules, from Wiss, Janney, Elstner Associates, Inc. (or WJE) as the next step in the process. This decision was based on the following parameters:

- WJE met and/or exceeded all qualifications outlined in their request for qualifications submittal. The firm exhibited a thorough understanding of and provided a detailed response for the dome project and interior issues.
- WJE was a top scorer in the quantitative analysis process for the RFQ submission and interview process as implemented by the Building Committee.
- WJE was able to successfully address, as demonstrated through their RFQ submission and interview performance, the Library’s and Lake Forest Community’s criteria for a prospective firm as gathered at the Building Committee meeting on 10/19/21.

Furthermore, the Building Committee requested additional information regarding the firm's history with dome specific projects and previous work experience in the City of Lake Forest. WJE has demonstrated

extensive credentials in historically significant and existing infrastructure with their portfolio of work. The supplemental documentation provided further support for the decision to engage WJE as the prospective firm (see supplemental documents pages 5-6).

The WJE's proposal anticipates a phased approach. Phase one estimated to be completed by end of February 2022 with an overall preliminary schedule that aligns with the Library and community's desire to move the dome repair and restoration project forward to conclusion by year end 2022.

Additionally, reference calls to prospective firms were made by President of the Lake Forest Library Board, John Johnson. The feedback provided about WJE confirmed their ability to execute technically and at a reasonable cost for their clients. As a further display of their competency, WJE was referred to other prospective firm's reference checks as an organization that was contacted as a consultant due to WJE's investigative abilities and success at executing solutions to complex issues facing existing and historic structures (see supplemental documents pages 7-8).

The Building Committee has reviewed WJE's scope of work and fee proposal of \$37,500 along with the terms and conditions for the investigation and design services. The proposal is under review by the Library's legal counsel. If the WJE proposal is approved, the WJE professional fee and the funds to complete the repair and restoration of the library dome and interior rotunda project will come from Library's Capital Improvement Reserve Fund which was created specifically for building repairs and improvements.

**Recommendation & Action Required:** The Building Committee recommends, subject to legal review, that the Board authorize the Library Board President, on behalf of the Library, to enter into the attached Professional Services Agreement with Wiss, Jannery, Elstner Associates, Inc. for investigation and design services for the repair and restoration of the dome for the fee of \$37,500 as set forth in the attached proposal. See supplemental documents starting at page 9.

#### Supplemental Documents

Pages 1-4: Scoring and analysis form and results

Pages 5-6: Additional Information regarding WJE

Pages 7-8: Client Reference Information

Pages 9-30: Professional Services Agreement with Wiss, Jannery, Elstner Associates, Inc.

## Firm Being Evaluated:

1. Please Select the Architectural Firm You are Evaluating
  - JLK Architects
  - Wiss, Janney, Elstner Associates, Inc.
  - Harboe Architects
  - AltusWorks, Inc.
  - HGA
2. Submission Scoring Rubric

Criteria	Ratings		
<b>Strength of RFQ:</b> Responsiveness and completeness of the Statement of Qualification	0	1	2
<b>Strength of Project Team:</b> Experience and Qualifications of architect and management team: demonstrated knowledge of planning, management, evaluation skills, and experience.	0	1	2
<b>Understanding of the Lake Forest Library Dome Project:</b> objectives and scope	0	1	2
<b>Strength of the firm:</b> Examples of completed projects, specifically those similar in scope and complexity to that of the LFL Dome, and the firm's demonstration of their ability to execute the LFL Project	0	1	2
<b>Schedule &amp; Project Management:</b> Overall evaluation of the architect's ability to accomplish a project of this nature within the proposed time schedule	0	1	2

Submission Comments [form provided for comments on each section outside the numeric score]

3. **Strength of RFQ:** Responsiveness and completeness of the Statement of Qualification
4. **Strength of Project Team:** Experience and Qualifications of architect and management team: demonstrated knowledge of planning, management, evaluation skills, and experience.
5. **Understanding of the Lake Forest Library Dome Project:** objectives and scope
6. **Strength of the firm:** Examples of completed projects, specifically those similar in scope and complexity to that of the LFL Dome, and the firm's demonstration of their ability to execute the LFL Project
7. **Schedule & Project Management:** Overall evaluation of the architect's ability to accomplish a project of this nature within the proposed time schedule

## 8. Interview Scoring Rubric:

Criteria	Ratings		
<b>Introduction:</b> Evaluate their introduction, qualifications, and rapport during the interview.	0	1	2
<b>Most Challenging Aspect of the Project:</b> Evaluate their answers as to what is the most challenging aspect of our project? Did they describe specific things that might be challenging, or unforeseen issues?	0	1	2
<b>Historical Integrity and Innovation:</b> Evaluate their approach to maintaining historic integrity, while fixing any underlying issues with the best possible solution? (New materials, detailing, etc.)? Did they describe similar projects or scope, and outline innovative approaches implemented?	0	1	2
<b>Project Timeline and Schedule:</b> Did they walk through their project timeline, explain the schedule, and explain why they feel like it is going to take as suggested? Did they explain what the first thing they would do after being awarded the job and why?	0	1	2
<b>Bid Process and Construction Management:</b> Did they describe their approach to the bid process and their vision for construction management?	0	1	2
<b>Typical Project Size, Scope of Work, and Available Resources:</b> Did they explain where the scale of the library's project fits into their typical project type and how the Library Board would be integrated into their current workload? Did they describe their team and each team member's role/time involved working on the project?	0	1	2
<b>Civic Relationships and Conflicts of Interest:</b> Did they describe their relationship with the City of Lake Forest (past/current projects, presenting to boards and commissions, etc.)? Did they disclose any conflicts of interest that the Library Board should be aware of?	0	1	2

Interview Comments [form provided for comments on each section outside the numeric score]

9. **Introduction:** Evaluate their introduction, qualifications, and rapport during the interview.
10. **Most Challenging Aspect of the Project:** Evaluate their answers as to what is the most challenging aspect of our project? Did they describe specific things that might be challenging, or unforeseen issues?
11. **Historical Integrity and Innovation:** Evaluate their approach to maintaining historic integrity, while fixing any underlying issues with the best possible solution? (New materials, detailing, etc.)? Did they describe similar projects or scope, and outline innovative approaches implemented?

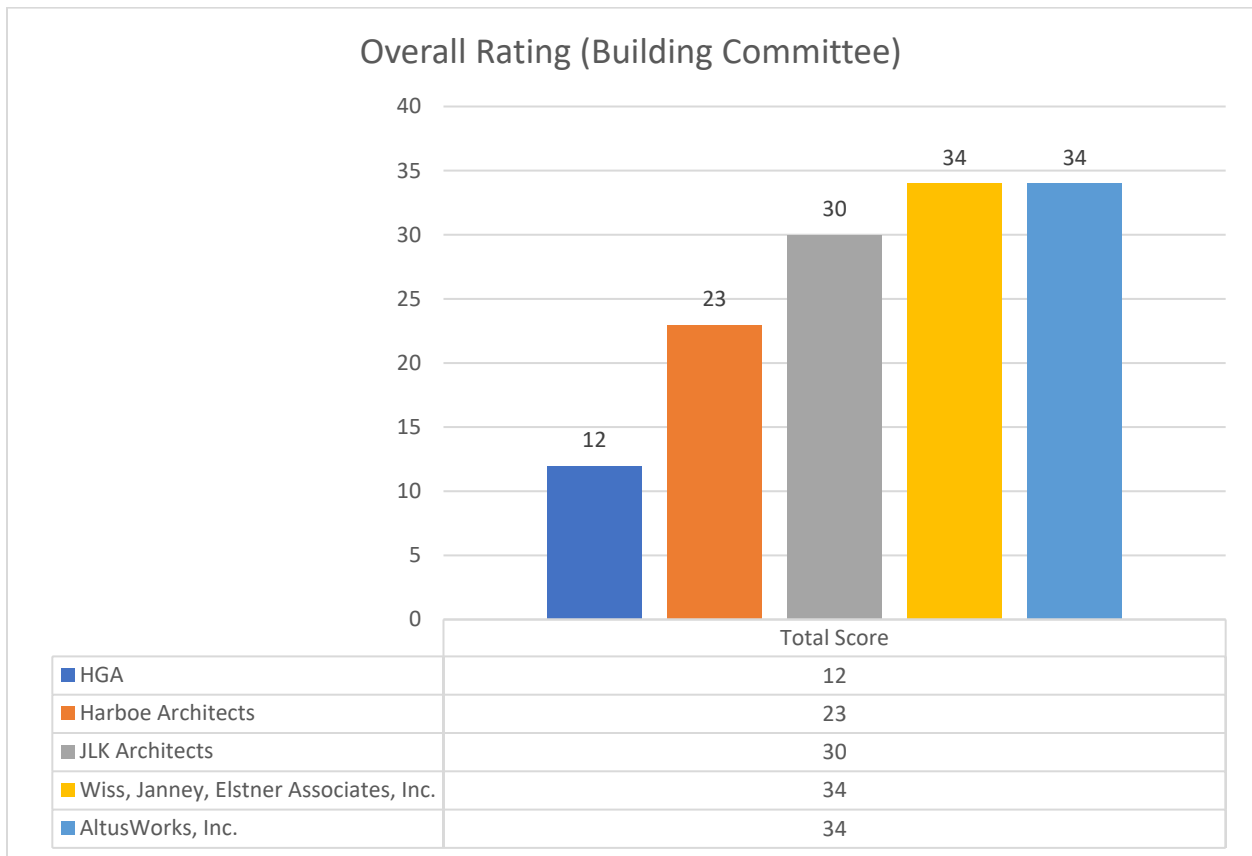


12. **Project Timeline and Schedule:** Did they walk through their project timeline, explain the schedule, and explain why they feel like it is going to take as suggested? Did they explain what the first thing they would do after being awarded the job and why?
13. **Bid Process and Construction Management:** Did they describe their approach to the bid process and their vision for construction management?
14. **Typical Project Size, Scope of Work, and Available Resources:** Did they explain where the scale of the library's project fits into their typical project type and how the Library would be integrated into their current workload? Did they describe their team and each team member's role/time involved working on the project?
15. **Civic Relationships and Conflicts of Interest:** Did they describe their relationship with the City of Lake Forest (past/current projects, presenting to boards and commissions, etc.)? Did they disclose any conflicts of interest that the Library should be aware of?

Preference

16. Is this one of your top two architects?
  - Yes
  - No
17. Please select your preference
  - 1
  - 2

Overall Combined Scores			
Firm	Submission Score	Interview Score	Total Score
AltusWorks, Inc.	14	20	34
Wiss, Janney, Elstner Associates, Inc.	17	17	34
JLK Architects	13	17	30
Harboe Architects	9	14	23
HGA	12	0	12



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## WJE Projects with Domes

In our nationwide historic preservation practice, WJE has had the opportunity to work on the investigation and repair/restoration of numerous roof domes.

Representative projects involving domes on historic structures have included the following:

- Assumption of the Theotokos Cathedral, Denver, Colorado: repair of sheet metal roofing at dome
  - Bahá'í House of Worship, Wilmette, Illinois: repair and restoration of historic concrete dome
  - Cudahy Science Hall, Loyola University, Chicago, Illinois: replacement of copper roofing at dome
  - Garfield Park Fieldhouse, Chicago, Illinois: repair of gilded terra cotta dome
  - Kentucky State Capitol, Frankfort, Kentucky: repair and restoration of terra cotta dome
  - Metropolitan Museum of Art, New York, New York: repairs and modifications to dome at Great Hall
  - Mississippi State Capitol, Jackson, Mississippi: repair and restoration of three domes, including stone, terra cotta, and art glass
  - Missouri State Capitol, Jefferson City, Missouri: repairs to dome and cupola as part of facade restoration
  - Nebraska State Capitol, Lincoln, Nebraska: repair and restoration of gilded dome
  - Old Illinois State Capitol, Springfield, Illinois: assessment and repair design for recoating of terne-plated sheet metal dome
  - Old Iowa State Capitol, Iowa City, Iowa: investigation of gilding, sheet metal, and wood trim at dome and cupola
  - Old MacLean County Courthouse, Bloomington, Illinois: replacement of copper roof cladding at dome
  - Old Mississippi State Capitol, Jackson, Mississippi: repair and restoration of copper sheet metal dome
  - San Francisco City Hall, San Francisco, California: assessment and repair of sheet metal dome roof
  - St. Mary of the Angels Church, Chicago, Illinois: investigation and repair of terra cotta dome
  - Westmoreland County Courthouse, Greensburg, Pennsylvania: investigation and repair of terra cotta dome
  - Wisconsin State Capitol, Madison, Wisconsin: repairs to granite dome and cupola as part of facade restoration
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## **WJE Projects in the City of Lake Forest**

In the last twenty-five years, WJE has completed nearly 300 assignments in the City of Lake Forest. Our clients have included commercial and residential property owners, other professional firms, institutions, and governmental agencies, including the City of Lake Forest.

Representative projects have included the following:

- Church of St. Mary: exterior masonry assessment, copper roof assessment, entrance repairs and remodeling
  - Deerpath House Condominium: building enclosure assessment, exterior masonry repairs
  - Deerpath Inn: waterproofing consulting
  - Elm Tree Road Pedestrian Bridge Rehabilitation
  - Ferry Hall Bridge Viaduct Replacement
  - Halas Hall, Chicago Bears: investigation of concrete structure
  - Lake Forest College, Hixon Hall Theater: timber truss evaluation and repairs
  - Lake Forest North Condominium: assessment and repairs to entrance canopy
  - Lake Forest Place: investigation and water leakage repairs
  - Market Square: exterior condition assessment
  - Old Elm Road Bridge Rehabilitation
  - Regents Row: limestone stair investigation
  - Trustmark Plaza: plaza repairs; garage repairs; roof assessment
  - Villa Turicum: condition assessment of lake terraces
-

Date: 11/1/2021

By: John F Johnson

Firm: **WJE**

Reference: **St Mary of the Angels**

Gary Bilinovich  
St. Mary of the Angels Business Manager  
1850 North Hermitage Avenue  
Chicago, Illinois 60622  
Tel: (773) 278-2644 x228  
M: (773) 653-8065  
Email: busmgr@sma-church.org

*Please confirm the work that was done by WJE.*

Main Dome was leaking since 1991 but had continued to get worse. WJE was hired in 2008 to assess the structure and waterproof the Dome. WJE completed that project in 2010 and was hired to the South Tower and then the North Tower which was completed in October 2021. WJE does a “fantastic job, highly recommend them and worth the money”. Gary has been there for the entire duration of these Dome projects from start to finish.

*Would you hire this firm again?*

Yes

*Please describe the project.*

St. Mary of the Angels was built in 1920 and has had leaking Dome issues for a long time. The Church was closed in 1988 but the restoration of the Church and Dome started in 1991 after the Archdiocese of Chicago decided to re-open the Church. But the Dome continued to have some leaking which became progressively worse during severe heavy rains. However, raising funds had been challenging for the Parish, even with help from the Diocese. WJE was hired in 2008 to assess the root causes and recommend a long-term solution. Joe Zale was the key WJE engineer and did a fantastic job documenting all the cracks and water sources by personally hanging off the side and taking pictures. He then recommended the design of the three-layer water proofing system. After the installation of the recommended WJE waterproofing system the interior under the Dome has remained dry since the completion in 2010. The Terra Cotta Dome

was a real challenge because of all the cracks. WJE recommended a rubber boot, stainless steel under the ribs and tuckpointing and waterproofing the exterior cracks. The first Dome project was started in 2008 and completed in 2010. Subsequently WJE redid the South Tower and then the North Tower, which was completed last month, October 2021. Part of that work included taking out a stairway which took a longer time. The Archdiocese of Chicago has their own personnel to follow construction, but WJE kept an eye on everything. Bully and Andrews and Ward Construction did the construction work under the direction of WJE. One of the challenges was the final color of the large, finished Dome. The original shipment had a “pinkish” tone which would not have looked good. The supplier had mentioned a weather beaten “patina” would appear after a time. However, there was a concern that the color was not correct and would look very different in the neighborhood. WJE brought in a color expert who analyzed the color on the tiles and required replacements before they were installed. This was another example of the attention to detail by WJE and the extra effort required in a Dome project.

*Would you be open to receiving any inquiries by our Building Committee Members and Library Board Trustees, Bryan Bertola or Heather Strong?*

Yes.

# AIA<sup>®</sup> Document B104<sup>™</sup> – 2017

## **Standard Abbreviated Form of Agreement Between Owner and Architect**

**AGREEMENT** made as of the thirteenth day of December in the year 2021  
*(In words, indicate day, month and year.)*

**BETWEEN** the Architect’s client identified as the Owner:  
*(Name, legal status, address and other information)*

Board of Trustees of the Lake Forest Library  
360 East Deerpath Road  
Lake Forest, IL 60045

and the Architect:  
*(Name, legal status, address and other information)*

Wiss, Janney, Elstner Associates, Inc.  
330 Pfingsten Road  
Northbrook, IL 60062  
(847) 272-7400

for the following Project:  
*(Name, location and detailed description)*

Lake Forest Library - Dome Restoration (WJE No. 2021.5121)  
360 East Deerpath Road  
Lake Forest, IL 60045

The Owner and Architect agree as follows.

**ADDITIONS AND DELETIONS:**  
The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

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## TABLE OF ARTICLES

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### ARTICLE 1 INITIAL INFORMATION

§ 1.1 This Agreement is based on the Initial Information set forth below:

*(State below details of the Project's site and program, Owner's contractors and consultants, Architect's consultants, Owner's budget for the Cost of the Work, and other information relevant to the Project.)*

Refer to the attached WJE proposal, dated December 10, 2021.

§ 1.2 The Owner and Architect may rely on the Initial Information. Both parties, however, recognize that such information may materially change and, in that event, the Owner and the Architect shall appropriately adjust the schedule, the Architect's services and the Architect's compensation. The Owner shall adjust the Owner's budget for the Cost of the Work and the Owner's anticipated design and construction milestones, as necessary, to accommodate material changes in the Initial Information.

§ 1.3 The parties shall agree upon protocols governing the transmission and use of Instruments of Service or any other information or documentation in digital form. The parties will use AIA Document E203™–2013, Building Information Modeling and Digital Data Exhibit, to establish the protocols for the development, use, transmission, and exchange of digital data.

§ 1.3.1 Any use of, or reliance on, all or a portion of a building information model without agreement to protocols governing the use of, and reliance on, the information contained in the model and without having those protocols set forth in AIA Document E203™–2013, Building Information Modeling and Digital Data Exhibit, and the requisite AIA Document G202™–2013, Project Building Information Modeling Protocol Form, shall be at the using or relying party's sole risk and without liability to the other party and its contractors or consultants, the authors of, or contributors to, the building information model, and each of their agents and employees.

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## ARTICLE 2 ARCHITECT'S RESPONSIBILITIES

§ 2.1 The Architect shall provide the professional services set forth in this Agreement consistent with the professional skill and care ordinarily provided by architects practicing in the same or similar locality under the same or similar circumstances. The Architect shall perform its services as expeditiously as is consistent with such professional skill and care and the orderly progress of the Project.

§ 2.2 The Architect shall maintain the following insurance until termination of this Agreement. If any of the requirements set forth below are in addition to the types and limits the Architect normally maintains, the Owner shall pay the Architect as set forth in Section 11.8:

*(Identify types and limits of insurance coverage, and other insurance requirements applicable to the Agreement, if any.)*

- |  |                           |
|--|---------------------------|
|  | .1 General Liability      |
|  | \$1,000,000               |
|  | .2 Automobile Liability   |
|  | \$2,000,000               |
|  | .3 Workers' Compensation  |
|  | \$1,000,000               |
|  | .4 Professional Liability |
|  | \$1,000,000               |

## ARTICLE 3 SCOPE OF ARCHITECT'S BASIC SERVICES

§ 3.1 The Architect's Basic Services consist of those described in this Article 3 and include usual and customary structural, mechanical, and electrical engineering services. Services not set forth in this Article 3 are Supplemental or Additional Services.

§ 3.1.1 The Architect shall coordinate its services with those services provided by the Owner and the Owner's consultants. The Architect shall be entitled to rely on (1) the accuracy and completeness of the services and information furnished by the Owner and (2) the Owner's approvals. The Architect shall provide prompt written notice to the Owner if the Architect becomes aware of any error, omission, or inconsistency in such services or information.

§ 3.1.2 As soon as practicable after the date of this Agreement, the Architect shall submit for the Owner's approval a schedule for the performance of the Architect's services. Once approved by the Owner, time limits established by the schedule shall not, except for reasonable cause, be exceeded by the Architect or Owner. With the Owner's approval, the Architect shall adjust the schedule, if necessary, as the Project proceeds until the commencement of construction.

§ 3.1.3 The Architect shall assist the Owner in connection with the Owner's responsibility for filing documents required for the approval of governmental authorities having jurisdiction over the Project.

### § 3.2 Design Phase Services

§ 3.2.1 The Architect shall review the program and other information furnished by the Owner, and shall review laws, codes, and regulations applicable to the Architect's services.

§ 3.2.2 The Architect shall discuss with the Owner the Owner's program, schedule, budget for the Cost of the Work, Project site, and alternative approaches to design and construction of the Project. The Architect shall reach an understanding with the Owner regarding the Project requirements.

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§ 3.2.3 The Architect shall consider the relative value of alternative materials, building systems and equipment, together with other considerations based on program, aesthetics, and any sustainable objectives, in developing a design for the Project that is consistent with the Owner's schedule and budget for the Cost of the Work.

§ 3.2.4 Based on the Project requirements, the Architect shall prepare Design Documents for the Owner's approval consisting of drawings and other documents appropriate for the Project and the Architect shall prepare and submit to the Owner an estimate of the Cost of the Work prepared in accordance with Section 6.3.

§ 3.2.5 The Architect shall submit the Design Documents to the Owner, and request the Owner's approval.

### § 3.3 Construction Documents Phase Services

§ 3.3.1 Based on the Owner's approval of the Design Documents, the Architect shall prepare for the Owner's approval Construction Documents consisting of Drawings and Specifications setting forth in detail the requirements for the construction of the Work. The Owner and Architect acknowledge that in order to construct the Work the Contractor will provide additional information, including Shop Drawings, Product Data, Samples and other similar submittals, which the Architect shall review in accordance with Section 3.4.4.

§ 3.3.2 The Architect shall incorporate the design requirements of governmental authorities having jurisdiction over the Project into the Construction Documents.

§ 3.3.3 The Architect shall submit the Construction Documents to the Owner, update the estimate for the Cost of the Work and advise the Owner of any adjustments to the estimate of the Cost of the Work, take any action required under Section 6.5, and request the Owner's approval.

§ 3.3.4 The Architect, following the Owner's approval of the Construction Documents and of the latest estimate of the Cost of the Work, shall assist the Owner in obtaining bids or proposals and awarding and preparing contracts for construction.

### § 3.4 Construction Phase Services

#### § 3.4.1 General

§ 3.4.1.1 The Architect shall provide administration of the Contract between the Owner and the Contractor as set forth below and in AIA Document A104™–2017, Standard Abbreviated Form of Agreement Between Owner and Contractor. If the Owner and Contractor modify AIA Document A104–2017, those modifications shall not affect the Architect's services under this Agreement unless the Owner and the Architect amend this Agreement.

§ 3.4.1.2 The Architect shall advise and consult with the Owner during the Construction Phase Services. The Architect shall have authority to act on behalf of the Owner only to the extent provided in this Agreement. The Architect shall not have control over, charge of, or responsibility for the construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Work, nor shall the Architect be responsible for the Contractor's failure to perform the Work in accordance with the requirements of the Contract Documents. The Architect shall be responsible for the Architect's negligent acts or omissions, but shall not have control over or charge of and shall not be responsible for, acts or omissions of the Contractor or of any other persons or entities performing portions of the Work.

§ 3.4.1.3 Subject to Section 4.2, the Architect's responsibility to provide Construction Phase Services commences with the award of the Contract for Construction and terminates on the date the Architect issues the final Certificate for Payment.

#### § 3.4.2 Evaluations of the Work

§ 3.4.2.1 The Architect shall visit the site at intervals appropriate to the stage of construction, or as otherwise required in Section 4.2.2, to become generally familiar with the progress and quality of the portion of the Work completed, and to determine, in general, if the Work observed is being performed in a manner indicating that the Work, when fully completed, will be in accordance with the Contract Documents. However, the Architect shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the Work. On the basis of the site visits, the Architect shall keep the Owner reasonably informed about the progress and quality of the portion of the Work completed, and promptly report to the Owner (1) known deviations from the Contract Documents, (2) known deviations

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from the most recent construction schedule submitted by the Contractor, and (3) defects and deficiencies observed in the Work.

§ 3.4.2.2 The Architect has the authority to reject Work that does not conform to the Contract Documents and has the authority to require inspection or testing of the Work.

§ 3.4.2.3 The Architect shall interpret and decide matters concerning performance under, and requirements of, the Contract Documents on written request of either the Owner or Contractor. The Architect's response to such requests shall be made in writing within any time limits agreed upon or otherwise with reasonable promptness.

§ 3.4.2.4 When making such interpretations and decisions, the Architect shall endeavor to secure faithful performance by both Owner and Contractor, shall not show partiality to either, and shall not be liable for results of interpretations or decisions rendered in good faith.

§ 3.4.2.5 The Architect shall render initial decisions on Claims between the Owner and Contractor as provided in the Contract Documents.

#### § 3.4.3 Certificates for Payment to Contractor

§ 3.4.3.1 The Architect shall review and certify the amounts due the Contractor and shall issue certificates in such amounts. The Architect's certification for payment shall constitute a representation to the Owner, based on the Architect's evaluation of the Work as provided in Section 3.4.2 and on the data comprising the Contractor's Application for Payment, that, to the best of the Architect's knowledge, information and belief, the Work has progressed to the point indicated, the quality of the Work is in accordance with the Contract Documents, and that the Contractor is entitled to payment in the amount certified.

§ 3.4.3.2 The issuance of a Certificate for Payment shall not be a representation that the Architect has (1) made exhaustive or continuous on-site inspections to check the quality or quantity of the Work, (2) reviewed construction means, methods, techniques, sequences or procedures, (3) reviewed copies of requisitions received from Subcontractors and suppliers and other data requested by the Owner to substantiate the Contractor's right to payment, or (4) ascertained how or for what purpose the Contractor has used money previously paid on account of the Contract Sum.

#### § 3.4.4 Submittals

§ 3.4.4.1 The Architect shall review and approve, or take other appropriate action, upon the Contractor's submittals such as Shop Drawings, Product Data and Samples, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. Review of such submittals is not for the purpose of determining the accuracy and completeness of other information such as dimensions, quantities, and installation or performance of equipment or systems, which are the Contractor's responsibility. The Architect's review shall not constitute approval of safety precautions or any construction means, methods, techniques, sequences or procedures.

§ 3.4.4.2 If the Contract Documents specifically require the Contractor to provide professional design services or certifications by a design professional related to systems, materials or equipment, the Architect shall specify the appropriate performance and design criteria that such services must satisfy. The Architect shall review and take appropriate action on Shop Drawings and other submittals related to the Work designed or certified by the Contractor's design professional, provided the submittals bear such professional's seal and signature when submitted to the Architect. The review shall be for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. The Architect shall be entitled to rely upon, and shall not be responsible for, the adequacy and accuracy of the services, certifications, and approvals performed or provided by such design professionals.

§ 3.4.4.3 The Architect shall review and respond to written requests for information about the Contract Documents. The Architect's response to such requests shall be made in writing within any time limits agreed upon, or otherwise with reasonable promptness.

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### § 3.4.5 Changes in the Work

The Architect may order minor changes in the Work that are consistent with the intent of the Contract Documents and do not involve an adjustment in the Contract Sum or an extension of the Contract Time. Subject to Section 4.2.3, the Architect shall prepare Change Orders and Construction Change Directives for the Owner's approval and execution in accordance with the Contract Documents.

### § 3.4.6 Project Completion

The Architect shall conduct inspections to determine the date or dates of Substantial Completion and the date of final completion; issue Certificates of Substantial Completion; forward to the Owner, for the Owner's review and records, written warranties and related documents required by the Contract Documents and received from the Contractor; and issue a final Certificate for Payment based upon a final inspection indicating that, to the best of the Architect's knowledge, information, and belief, the Work complies with the requirements of the Contract Documents.

## ARTICLE 4 SUPPLEMENTAL AND ADDITIONAL SERVICES

§ 4.1 Supplemental Services are not included in Basic Services but may be required for the Project. The Architect shall provide the Supplemental Services indicated below, and the Owner shall compensate the Architect as provided in Section 11.2. Supplemental Services may include programming, site evaluation and planning, environmental studies, civil engineering, landscape design, telecommunications/data, security, measured drawings of existing conditions, coordination of separate contractors or independent consultants, detailed cost estimates, on-site project representation beyond requirements of Section 4.2.2, value analysis, interior architectural design, tenant related services, preparation of record drawings, commissioning, sustainable project services, and any other services not otherwise included in this Agreement. *(Identify below the Supplemental Services that the Architect is required to provide and insert a description of each Supplemental Service, if not further described in an exhibit attached to this document.)*

Refer to the attached WJE proposal, dated December 10, 2021.

§ 4.2 The Architect may provide Additional Services after execution of this Agreement without invalidating the Agreement. Upon recognizing the need to perform Additional Services, the Architect shall notify the Owner. The Architect shall not provide the Additional Services until the Architect receives the Owner's written authorization. Except for services required due to the fault of the Architect, any Additional Services provided in accordance with this Section 4.2 shall entitle the Architect to compensation pursuant to Section 11.3.

§ 4.2.1 The Architect shall provide services necessitated by a change in the Initial Information, changes in previous instructions or approvals given by the Owner, or a material change in the Project including size; quality; complexity; the Owner's schedule or budget for Cost of the Work; or procurement or delivery method as an Additional Service.

§ 4.2.2 The Architect has included in Basic Services zero ( 0 ) visits to the site by the Architect during construction. The Architect shall conduct site visits in excess of that amount as an Additional Service.

§ 4.2.3 The Architect shall, as an Additional Service, provide services made necessary by a Contractor's proposed change in the Work. The Architect shall prepare revisions to the Architect's Instruments of Service necessitated by Change Orders and Construction Change Directives as an Additional Service.

§ 4.2.4 If the services covered by this Agreement have not been completed within twelve ( 12 ) months of the date of this Agreement, through no fault of the Architect, extension of the Architect's services beyond that time shall be compensated as Additional Services.

## ARTICLE 5 OWNER'S RESPONSIBILITIES

§ 5.1 Unless otherwise provided for under this Agreement, the Owner shall provide information in a timely manner regarding requirements for and limitations on the Project, including a written program which shall set forth the Owner's objectives, schedule, constraints and criteria, including space requirements and relationships, flexibility, expandability, special equipment, systems and site requirements.

§ 5.2 The Owner shall establish the Owner's budget for the Project, including (1) the budget for the Cost of the Work as defined in Section 6.1; (2) the Owner's other costs; and, (3) reasonable contingencies related to all of these costs. The Owner shall update the Owner's budget for the Project as necessary throughout the duration of the Project until

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final completion. If the Owner significantly increases or decreases the Owner's budget for the Cost of the Work, the Owner shall notify the Architect. The Owner and the Architect shall thereafter agree to a corresponding change in the Project's scope and quality.

§ 5.3 The Owner shall furnish surveys to describe physical characteristics, legal limitations and utility locations for the site of the Project; a written legal description of the site; and services of geotechnical engineers or other consultants, when the Architect requests such services and demonstrates that they are reasonably required by the scope of the Project.

§ 5.4 The Owner shall coordinate the services of its own consultants with those services provided by the Architect. Upon the Architect's request, the Owner shall furnish copies of the scope of services in the contracts between the Owner and the Owner's consultants. The Owner shall require that its consultants and contractors maintain insurance, including professional liability insurance, as appropriate to the services or work provided.

§ 5.5 The Owner shall furnish tests, inspections and reports required by law or the Contract Documents, such as structural, mechanical, and chemical tests; tests for air and water pollution; and tests for hazardous materials.

§ 5.6 The Owner shall furnish all legal, insurance and accounting services, including auditing services, that may be reasonably necessary at any time for the Project to meet the Owner's needs and interests.

§ 5.7 The Owner shall provide prompt written notice to the Architect if the Owner becomes aware of any fault or defect in the Project, including errors, omissions or inconsistencies in the Architect's Instruments of Service.

§ 5.8 The Owner shall endeavor to communicate with the Contractor through the Architect about matters arising out of or relating to the Contract Documents.

§ 5.9 The Owner shall provide the Architect access to the Project site prior to commencement of the Work and shall obligate the Contractor to provide the Architect access to the Work wherever it is in preparation or progress.

§ 5.10 Within 15 days after receipt of a written request from the Architect, the Owner shall furnish the requested information as necessary and relevant for the Architect to evaluate, give notice of, or enforce lien rights.

## ARTICLE 6 COST OF THE WORK

§ 6.1 For purposes of this Agreement, the Cost of the Work shall be the total cost to the Owner to construct all elements of the Project designed or specified by the Architect and shall include contractors' general conditions costs, overhead and profit. The Cost of the Work also includes the reasonable value of labor, materials, and equipment, donated to, or otherwise furnished by, the Owner. The Cost of the Work does not include the compensation of the Architect; the costs of the land, rights-of-way, financing, or contingencies for changes in the Work; or other costs that are the responsibility of the Owner.

§ 6.2 The Owner's budget for the Cost of the Work is provided in Initial Information, and shall be adjusted throughout the Project as required under Sections 5.2, 6.4 and 6.5. Evaluations of the Owner's budget for the Cost of the Work, and the preliminary estimate of the Cost of the Work and updated estimates of the Cost of the Work prepared by the Architect, represent the Architect's judgment as a design professional. It is recognized, however, that neither the Architect nor the Owner has control over the cost of labor, materials or equipment; the Contractor's methods of determining bid prices; or competitive bidding, market or negotiating conditions. Accordingly, the Architect cannot and does not warrant or represent that bids or negotiated prices will not vary from the Owner's budget for the Cost of the Work, or from any estimate of the Cost of the Work, or evaluation, prepared or agreed to by the Architect.

§ 6.3 In preparing estimates of the Cost of Work, the Architect shall be permitted to include contingencies for design, bidding and price escalation; to determine what materials, equipment, component systems and types of construction are to be included in the Contract Documents; to recommend reasonable adjustments in the program and scope of the Project; and to include design alternates as may be necessary to adjust the estimated Cost of the Work to meet the Owner's budget. The Architect's estimate of the Cost of the Work shall be based on current area, volume or similar conceptual estimating techniques. If the Owner requires a detailed estimate of the Cost of the Work, the Architect shall provide such an estimate, if identified as the Architect's responsibility in Section 4.1, as a Supplemental Service.

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§ 6.4 If, through no fault of the Architect, construction procurement activities have not commenced within 90 days after the Architect submits the Construction Documents to the Owner the Owner's budget for the Cost of the Work shall be adjusted to reflect changes in the general level of prices in the applicable construction market.

§ 6.5 If at any time the Architect's estimate of the Cost of the Work exceeds the Owner's budget for the Cost of the Work, the Architect shall make appropriate recommendations to the Owner to adjust the Project's size, quality or budget for the Cost of the Work, and the Owner shall cooperate with the Architect in making such adjustments.

§ 6.6 If the Owner's current budget for the Cost of the Work at the conclusion of the Construction Documents Phase Services is exceeded by the lowest bona fide bid or negotiated proposal, the Owner shall

- .1 give written approval of an increase in the budget for the Cost of the Work;
- .2 authorize rebidding or renegotiating of the Project within a reasonable time;
- .3 terminate in accordance with Section 9.5;
- .4 in consultation with the Architect, revise the Project program, scope, or quality as required to reduce the Cost of the Work; or
- .5 implement any other mutually acceptable alternative.

§ 6.7 If the Owner chooses to proceed under Section 6.6.4, the Architect shall modify the Construction Documents as necessary to comply with the Owner's budget for the Cost of the Work at the conclusion of the Construction Documents Phase Services, or the budget as adjusted under Section 6.6.1. If the Owner requires the Architect to modify the Construction Documents because the lowest bona fide bid or negotiated proposal exceeds the Owner's budget for the Cost of the Work due to market conditions the Architect could not reasonably anticipate, the Owner shall compensate the Architect for the modifications as an Additional Service pursuant to Section 11.3; otherwise the Architect's services shall be without additional compensation. In any event, the Architect's modification of the Construction Documents shall be the limit of the Architect's responsibility under this Article 6.

## ARTICLE 7 COPYRIGHTS AND LICENSES

§ 7.1 The Architect and the Owner warrant that in transmitting Instruments of Service, or any other information, the transmitting party is the copyright owner of such information or has permission from the copyright owner to transmit such information for its use on the Project.

§ 7.2 The Architect and the Architect's consultants shall be deemed the authors and owners of their respective Instruments of Service, including the Drawings and Specifications, and shall retain all common law, statutory and other reserved rights, including copyrights. Submission or distribution of Instruments of Service to meet official regulatory requirements or for similar purposes in connection with the Project is not to be construed as publication in derogation of the reserved rights of the Architect and the Architect's consultants.

§ 7.3 The Architect grants to the Owner a nonexclusive license to use the Architect's Instruments of Service solely and exclusively for purposes of constructing, using, maintaining, altering and adding to the Project, provided that the Owner substantially performs its obligations under this Agreement, including prompt payment of all sums when due pursuant to Article 9 and Article 11. The Architect shall obtain similar nonexclusive licenses from the Architect's consultants consistent with this Agreement. The license granted under this section permits the Owner to authorize the Contractor, Subcontractors, Sub-subcontractors, and suppliers, as well as the Owner's consultants and separate contractors, to reproduce applicable portions of the Instruments of Service, subject to any protocols established pursuant to Section 1.3, solely and exclusively for use in performing services or construction for the Project. If the Architect rightfully terminates this Agreement for cause as provided in Section 9.4, the license granted in this Section 7.3 shall terminate.

§ 7.3.1 In the event the Owner uses the Instruments of Service without retaining the authors of the Instruments of Service, the Owner releases the Architect and Architect's consultant(s) from all claims and causes of action arising from such uses. The Owner, to the extent permitted by law, further agrees to indemnify and hold harmless the Architect and its consultants from all costs and expenses, including the cost of defense, related to claims and causes of action asserted by any third person or entity to the extent such costs and expenses arise from the Owner's use of the Instruments of Service under this Section 7.3.1. The terms of this Section 7.3.1 shall not apply if the Owner rightfully terminates this Agreement for cause under Section 9.4.

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§ 7.4 Except for the licenses granted in this Article 7, no other license or right shall be deemed granted or implied under this Agreement. The Owner shall not assign, delegate, sublicense, pledge or otherwise transfer any license granted herein to another party without the prior written agreement of the Architect. Any unauthorized use of the Instruments of Service shall be at the Owner's sole risk and without liability to the Architect and the Architect's consultants.

§ 7.5 Except as otherwise stated in Section 7.3, the provisions of this Article 7 shall survive the termination of this Agreement.

## ARTICLE 8 CLAIMS AND DISPUTES

### § 8.1 General

§ 8.1.1 The Owner and Architect shall commence all claims and causes of action against the other and arising out of or related to this Agreement, whether in contract, tort, or otherwise, in accordance with the requirements of the binding dispute resolution method selected in this Agreement and within the period specified by applicable law, but in any case not more than 10 years after the date of Substantial Completion of the Work. The Owner and Architect waive all claims and causes of action not commenced in accordance with this Section 8.1.1.

§ 8.1.2 To the extent damages are covered by property insurance, the Owner and Architect waive all rights against each other and against the contractors, consultants, agents, and employees of the other, for damages, except such rights as they may have to the proceeds of such insurance as set forth in AIA Document A104–2017, Standard Abbreviated Form of Agreement Between Owner and Contractor. The Owner or the Architect, as appropriate, shall require of the contractors, consultants, agents, and employees of any of them, similar waivers in favor of the other parties enumerated herein.

§ 8.1.3 The Architect and Owner waive consequential damages for claims, disputes or other matters in question, arising out of or relating to this Agreement. This mutual waiver is applicable, without limitation, to all consequential damages due to either party's termination of this Agreement, except as specifically provided in Section 9.6.

### § 8.2 Mediation

§ 8.2.1 Any claim, dispute or other matter in question arising out of or related to this Agreement shall be subject to mediation as a condition precedent to binding dispute resolution. If such matter relates to or is the subject of a lien arising out of the Architect's services, the Architect may proceed in accordance with applicable law to comply with the lien notice or filing deadlines prior to resolution of the matter by mediation or by binding dispute resolution.

§ 8.2.2 Mediation, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Mediation Procedures in effect on the date of this Agreement. The parties shall share the mediator's fee and any filing fees equally. The mediation shall be held in the place where the Project is located, unless another location is mutually agreed upon. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof.

§ 8.2.3 If the parties do not resolve a dispute through mediation pursuant to this Section 8.2, the method of binding dispute resolution shall be the following:

*(Check the appropriate box.)*

- Arbitration pursuant to Section 8.3 of this Agreement
- Litigation in a court of competent jurisdiction
- Other: *(Specify)*

If the Owner and Architect do not select a method of binding dispute resolution, or do not subsequently agree in writing to a binding dispute resolution method other than litigation, the dispute will be resolved in a court of competent jurisdiction.

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### § 8.3 Arbitration

§ 8.3.1 If the parties have selected arbitration as the method for binding dispute resolution in this Agreement, any claim, dispute or other matter in question arising out of or related to this Agreement subject to, but not resolved by, mediation shall be subject to arbitration which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Arbitration Rules in effect on the date of the Agreement.

§ 8.3.1.1 A demand for arbitration shall be made no earlier than concurrently with the filing of a request for mediation, but in no event shall it be made after the date when the institution of legal or equitable proceedings based on the claim, dispute or other matter in question would be barred by the applicable statute of limitations. For statute of limitations purposes, receipt of a written demand for arbitration by the person or entity administering the arbitration shall constitute the institution of legal or equitable proceedings based on the claim, dispute or other matter in question.

§ 8.3.2 The foregoing agreement to arbitrate, and other agreements to arbitrate with an additional person or entity duly consented to by parties to this Agreement, shall be specifically enforceable in accordance with applicable law in any court having jurisdiction thereof.

§ 8.3.3 The award rendered by the arbitrator(s) shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof.

### § 8.3.4 Consolidation or Joinder

§ 8.3.4.1 Either party, at its sole discretion, may consolidate an arbitration conducted under this Agreement with any other arbitration to which it is a party provided that (1) the arbitration agreement governing the other arbitration permits consolidation; (2) the arbitrations to be consolidated substantially involve common questions of law or fact; and (3) the arbitrations employ materially similar procedural rules and methods for selecting arbitrator(s).

§ 8.3.4.2 Either party, at its sole discretion, may include by joinder persons or entities substantially involved in a common question of law or fact whose presence is required if complete relief is to be accorded in arbitration, provided that the party sought to be joined consents in writing to such joinder. Consent to arbitration involving an additional person or entity shall not constitute consent to arbitration of any claim, dispute or other matter in question not described in the written consent.

§ 8.3.4.3 The Owner and Architect grant to any person or entity made a party to an arbitration conducted under this Section 8.3, whether by joinder or consolidation, the same rights of joinder and consolidation as the Owner and Architect under this Agreement.

§ 8.4 The provisions of this Article 8 shall survive the termination of this Agreement.

## ARTICLE 9 TERMINATION OR SUSPENSION

§ 9.1 If the Owner fails to make payments to the Architect in accordance with this Agreement, such failure shall be considered substantial nonperformance and cause for termination or, at the Architect's option, cause for suspension of performance of services under this Agreement. If the Architect elects to suspend services, the Architect shall give seven days' written notice to the Owner before suspending services. In the event of a suspension of services, the Architect shall have no liability to the Owner for delay or damage caused the Owner because of such suspension of services. Before resuming services, the Owner shall pay the Architect all sums due prior to suspension and any expenses incurred in the interruption and resumption of the Architect's services. The Architect's fees for the remaining services and the time schedules shall be equitably adjusted.

§ 9.2 If the Owner suspends the Project, the Architect shall be compensated for services performed prior to notice of such suspension. When the Project is resumed, the Architect shall be compensated for expenses incurred in the interruption and resumption of the Architect's services. The Architect's fees for the remaining services and the time schedules shall be equitably adjusted.

§ 9.3 If the Owner suspends the Project for more than 90 cumulative days for reasons other than the fault of the Architect, the Architect may terminate this Agreement by giving not less than seven days' written notice.

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§ 9.4 Either party may terminate this Agreement upon not less than seven days' written notice should the other party fail substantially to perform in accordance with the terms of this Agreement through no fault of the party initiating the termination.

§ 9.5 The Owner may terminate this Agreement upon not less than seven days' written notice to the Architect for the Owner's convenience and without cause.

§ 9.6 In the event of termination not the fault of the Architect, the Architect shall be compensated for services performed prior to termination, Reimbursable Expenses incurred, and all costs attributable to termination, including the costs attributable to the Architect's termination of consultant agreements.

§ 9.7 In addition to any amounts paid under Section 9.6, if the Owner terminates this Agreement for its convenience pursuant to Section 9.5, or the Architect terminates this Agreement pursuant to Section 9.3, the Owner shall pay to the Architect the following fees:

*(Set forth below the amount of any termination or licensing fee, or the method for determining any termination or licensing fee.)*

.1 Termination Fee:

zero

.2 Licensing Fee if the Owner intends to continue using the Architect's Instruments of Service:

zero

§ 9.8 Except as otherwise expressly provided herein, this Agreement shall terminate one year from the date of Substantial Completion.

#### ARTICLE 10 MISCELLANEOUS PROVISIONS

§ 10.1 This Agreement shall be governed by the law of the place where the Project is located excluding that jurisdiction's choice of law rules. If the parties have selected arbitration as the method of binding dispute resolution, the Federal Arbitration Act shall govern Section 8.3.

§ 10.2 Terms in this Agreement shall have the same meaning as those in AIA Document A104–2017, Standard Abbreviated Form of Agreement Between Owner and Contractor.

§ 10.3 The Owner and Architect, respectively, bind themselves, their agents, successors, assigns and legal representatives to this Agreement. Neither the Owner nor the Architect shall assign this Agreement without the written consent of the other, except that the Owner may assign this Agreement to a lender providing financing for the Project if the lender agrees to assume the Owner's rights and obligations under this Agreement, including any payments due to the Architect by the Owner prior to the assignment.

§ 10.4 If the Owner requests the Architect to execute certificates or consents, the proposed language of such certificates or consents shall be submitted to the Architect for review at least 14 days prior to the requested dates of execution. The Architect shall not be required to execute certificates or consents that would require knowledge, services or responsibilities beyond the scope of this Agreement.

§ 10.5 Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action in favor of, a third party against either the Owner or Architect.

§ 10.6 The Architect shall have no responsibility for the discovery, presence, handling, removal or disposal of, or exposure of persons to, hazardous materials or toxic substances in any form at the Project site.

§ 10.7 The Architect shall have the right to include photographic or artistic representations of the design of the Project among the Architect's promotional and professional materials. However, the Architect's materials shall not include

Init.

information the Owner has identified in writing as confidential or proprietary. The Owner shall provide professional credit for the Architect in the Owner’s promotional materials for the Project. This Section 10.7 shall survive the termination of this Agreement unless the Owner terminates this Agreement for cause pursuant to Section 9.4.

§ 10.8 The invalidity of any provision of the Agreement shall not invalidate the Agreement or its remaining provisions. If it is determined that any provision of the Agreement violates any law, or is otherwise invalid or unenforceable, then that provision shall be revised to the extent necessary to make that provision legal and enforceable. In such case the Agreement shall be construed, to the fullest extent permitted by law, to give effect to the parties’ intentions and purposes in executing the Agreement.

**ARTICLE 11 COMPENSATION**

*(Paragraphs deleted)*

§ 11.5 Where compensation for Basic Services is based on a stipulated sum or percentage of the Cost of the Work, the compensation for each phase of services shall be as follows:

Design Phase	\$37,500	percent (	N/A	%)
Construction Documents Phase	T.B.D.	percent (		%)
Construction Phase	T.B.D.	percent (		%)
<b>Total Basic Compensation</b>	<b>one hundred</b>	<b>percent (</b>	<b>100</b>	<b>%)</b>

§ 11.6 When compensation identified in Section 11.1 is on a percentage basis, progress payments for each phase of Basic Services shall be calculated by multiplying the percentages identified in this Article by the Owner’s most recent budget for the Cost of the Work. Compensation paid in previous progress payments shall not be adjusted based on subsequent updates to the Owner’s budget for the Cost of the Work.

§ 11.6.1 When compensation is on a percentage basis and any portions of the Project are deleted or otherwise not constructed, compensation for those portions of the Project shall be payable to the extent services are performed on those portions. The Architect shall be entitled to compensation in accordance with this Agreement for all services performed whether or not the Construction Phase is commenced.

§ 11.7 The hourly billing rates for services of the Architect and the Architect’s consultants, if any, are set forth below. The rates shall be adjusted in accordance with the Architect’s and Architect’s consultants’ normal review practices. *(If applicable, attach an exhibit of hourly billing rates or insert them below.)*

See rate table in the attached WJE proposal, dated December 10, 2021.

Employee or Category	Rate
----------------------	------

**§ 11.8 Compensation for Reimbursable Expenses**

§ 11.8.1 Reimbursable Expenses are in addition to compensation for Basic, Supplemental, and Additional Services and include expenses incurred by the Architect and the Architect’s consultants directly related to the Project, as follows:

- .1 Transportation and authorized out-of-town travel and subsistence;
- .2 Long distance services, dedicated data and communication services, teleconferences, Project web sites, and extranets;
- .3 Permitting and other fees required by authorities having jurisdiction over the Project;
- .4 Printing, reproductions, plots, and standard form documents;
- .5 Postage, handling, and delivery;
- .6 Expense of overtime work requiring higher than regular rates if authorized in advance by the Owner;
- .7 Renderings, physical models, mock-ups, professional photography, and presentation materials requested by the Owner or required for the Project;

Init.

- .8 Expense of professional liability insurance dedicated exclusively to this Project or the expense of additional insurance coverage or limits requested by the Owner in excess of that normally maintained by the Architect and the Architect's consultants;
- .9 All taxes levied on professional services and on reimbursable expenses;
- .10 Site office expenses; and
- .11 Other similar Project-related expenditures.

§ 11.8.2 For Reimbursable Expenses the compensation shall be the expenses incurred by the Architect and the Architect's consultants plus ten percent ( 10 %) of the expenses incurred.

### § 11.9 Payments to the Architect

#### § 11.9.1 Initial Payment

An initial payment of zero (\$ 0 ) shall be made upon execution of this Agreement and is the minimum payment under this Agreement. It shall be credited to the Owner's account in the final invoice.

#### § 11.9.2 Progress Payments

§ 11.9.2.1 Unless otherwise agreed, payments for services shall be made monthly in proportion to services performed. Payments are due and payable upon presentation of the Architect's invoice. Amounts unpaid thirty ( 30 ) days after the invoice date shall bear interest at the rate entered below, or in the absence thereof at the legal rate prevailing from time to time at the principal place of business of the Architect.

*(Insert rate of monthly or annual interest agreed upon.)*

2 % two percent

§ 11.9.2.2 The Owner shall not withhold amounts from the Architect's compensation to impose a penalty or liquidated damages on the Architect, or to offset sums requested by or paid to contractors for the cost of changes in the Work unless the Architect agrees or has been found liable for the amounts in a binding dispute resolution proceeding.

§ 11.9.2.3 Records of Reimbursable Expenses, expenses pertaining to Additional Services, and services performed on the basis of hourly rates shall be available to the Owner at mutually convenient times.

## ARTICLE 12 SPECIAL TERMS AND CONDITIONS

Special terms and conditions that modify this Agreement are as follows:

*(Include other terms and conditions applicable to this Agreement.)*

N/A

## ARTICLE 13 SCOPE OF THE AGREEMENT

§ 13.1 This Agreement represents the entire and integrated agreement between the Owner and the Architect and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both the Owner and Architect.

§ 13.2 This Agreement is comprised of the following documents identified below:

- .1 AIA Document B104™–2017, Standard Abbreviated Form of Agreement Between Owner and Architect
- .2 AIA Document E203™–2013, Building Information Modeling and Digital Data Exhibit, dated as indicated below:  
*(Insert the date of the E203–2013 incorporated into this agreement.)*
- .3 Exhibits:  
*(Clearly identify any other exhibits incorporated into this Agreement, including any exhibits identified in Section 4.1.)*

Init.

WJE proposal dated December 10, 2021.

- .4 Other documents:  
*(List other documents, if any, including additional scopes of service forming part of the Agreement.)*

This Agreement entered into as of the day and year first written above.

---

**OWNER** *(Signature)*

---

**ARCHITECT** *(Signature)*

---

*(Printed name and title)*

---

Ken M. Itle, AIA Associate Principal

---

*(Printed name, title, and license number, if required)*

Init.

# Additions and Deletions Report for AIA® Document B104™ – 2017

This Additions and Deletions Report, as defined on page 1 of the associated document, reproduces below all text the author has added to the standard form AIA document in order to complete it, as well as any text the author may have added to or deleted from the original AIA text. Added text is shown underlined. Deleted text is indicated with a horizontal line through the original AIA text.

Note: This Additions and Deletions Report is provided for information purposes only and is not incorporated into or constitute any part of the associated AIA document. This Additions and Deletions Report and its associated document were generated simultaneously by AIA software at 11:24:16 ET on 12/10/2021.

**PAGE 1**

**AGREEMENT** made as of the thirteenth day of December in the year 2021

...

Board of Trustees of the Lake Forest Library  
360 East Deerpath Road  
Lake Forest, IL 60045

...

Wiss, Janney, Elstner Associates, Inc.  
330 Pfingsten Road  
Northbrook, IL 60062  
(847) 272-7400

...

Lake Forest Library - Dome Restoration (WJE No. 2021.5121)  
360 East Deerpath Road  
Lake Forest, IL 60045

**PAGE 2**

Refer to the attached WJE proposal, dated December 10, 2021.

**PAGE 3**

\$1,000,000

...

\$2,000,000

...

\$1,000,000

...

\$1,000,000

**PAGE 6**

Refer to the attached WJE proposal, dated December 10, 2021.

...

§ 4.2.2 The Architect has included in Basic Services zero ( 0 ) visits to the site by the Architect during construction. The Architect shall conduct site visits in excess of that amount as an Additional Service.

...

§ 4.2.4 If the services covered by this Agreement have not been completed within twelve ( 12 ) months of the date of this Agreement, through no fault of the Architect, extension of the Architect's services beyond that time shall be compensated as Additional Services.

PAGE 9

Litigation in a court of competent jurisdiction  
PAGE 11

zero

...

zero

PAGE 12

~~§ 11.1 For the Architect's Basic Services described under Article 3, the Owner shall compensate the Architect as follows:~~

~~.1 Stipulated Sum  
(Insert amount)~~

~~.2 Percentage Basis  
(Insert percentage value)~~

~~( ) % of the Owner's budget for the Cost of the Work, as calculated in accordance with Section 11.6.~~

~~.3 Other  
(Describe the method of compensation)~~

~~§ 11.2 For Supplemental Services identified in Section 4.1, the Owner shall compensate the Architect as follows:  
(Insert amount of, or basis for, compensation. If necessary, list specific services to which particular methods of compensation apply.)~~

~~§ 11.3 For Additional Services that may arise during the course of the Project, including those under Section 4.2, the Owner shall compensate the Architect as follows:  
(Insert amount of, or basis for, compensation.)~~

~~§ 11.4 Compensation for Supplemental and Additional Services of the Architect's consultants when not included in Section 11.2 or 11.3, shall be the amount invoiced to the Architect plus percent ( - %), or as follows:~~

Design Phase	<u>\$37,500</u>	percent (	<u>N/A</u>	%)
Construction Documents Phase	<u>T.B.D.</u>	percent (		%)
Construction Phase	<u>T.B.D.</u>	percent (		%)

...

See rate table in the attached WJE proposal, dated December 10, 2021.

**PAGE 13**

§ 11.8.2 For Reimbursable Expenses the compensation shall be the expenses incurred by the Architect and the Architect's consultants plus ten percent ( 10 %) of the expenses incurred.

...

An initial payment of zero (\$ 0.) shall be made upon execution of this Agreement and is the minimum payment under this Agreement. It shall be credited to the Owner's account in the final invoice.

...

§ 11.9.2.1 Unless otherwise agreed, payments for services shall be made monthly in proportion to services performed. Payments are due and payable upon presentation of the Architect's invoice. Amounts unpaid thirty ( 30.) days after the invoice date shall bear interest at the rate entered below, or in the absence thereof at the legal rate prevailing from time to time at the principal place of business of the Architect.

...

2 % two percent

...

N/A

**PAGE 14**

WJE proposal dated December 10, 2021.

...

Ken M. Itle, AIA Associate Principal

## **Certification of Document's Authenticity**

*AIA® Document D401™ – 2003*

I, Kenneth M. Itle, hereby certify, to the best of my knowledge, information and belief, that I created the attached final document simultaneously with its associated Additions and Deletions Report and this certification at 11:24:16 ET on 12/10/2021 under Order No. 3104236190 from AIA Contract Documents software and that in preparing the attached final document I made no changes to the original text of AIA® Document B104™ – 2017, Standard Abbreviated Form of Agreement Between Owner and Architect, as published by the AIA in its software, other than those additions and deletions shown in the associated Additions and Deletions Report.

---

*(Signed)*

---

*(Title)*

---

*(Dated)*





December 10, 2021

Mr. Bryan Bertola  
Lake Forest Library  
360 East Deerpath Road  
Lake Forest, Illinois 60045

## Lake Forest Library - Investigation and Schematic Design for Dome Roof

WJE No. 2021.5121

Dear Mr. Bertola:

As requested, Wiss, Janney, Elstner Associates, Inc. (WJE) is pleased to provide this proposal for investigation and design services for the repair and reroofing of the dome of the Lake Forest Library. As discussed, this proposal addresses the initial investigation, preliminary analysis, and schematic design phases of the project. At the conclusion of schematic design, when the project scope is better defined, we will be available to provide a proposal for development of construction documents for bidding of the work. This revised proposal supersedes our letter of December 6, 2021.

### BACKGROUND

The Lake Forest Library was completed in 1931 to designs by the architect Edwin H. Clark. The original lead-coated copper roofing of the dome was removed and replaced in 1984. Recent moisture issues at the dome and skylight led to the installation of a temporary covering, which has been in place for several years. The condition of the dome and skylight in 2018 was documented in the report "Lake Forest Library: Dome and Pedestal Repair Recommendations" by HGA, Inc. We understand that the goal of the current project is to implement comprehensive and permanent repairs to address water infiltration and moisture issues at the dome and rotunda. Prior to submitting our qualifications in response to the recent RFQ, Kenneth Itle and Tim Penich of WJE visited the library on October 5, 2021. We appreciated the opportunity to share our qualifications and interest with you via teleconference on October 28, 2021.

### SCOPE OF SERVICES

As discussed, we propose completing the initial investigation, analysis, and schematic design work as a first phase. At the completion of schematic design, the scope of work for the dome repair project can be confirmed, and we are available to prepare a proposal for additional services, leading to preparation of construction documents and bidding of the work for construction.

### Investigation and Schematic Design Phase

1. **Document Review and Baseline Drawing Preparation.** Review drawings, photographs, and previous reports related to the dome and adjacent portions of the building that are made available to us. We have previously received the 2019 HGA report and documentation of the 1984 project. We understand

that original 1930s drawings of the dome are also available. Based on the reference drawings, we will prepare new AutoCAD baseline drawings of the dome for our use on the project.

2. **Investigation on site.** Perform an investigation of existing conditions to supplement the information available in the 2018 report and to record present-day conditions. We anticipate that the investigation will include the following tasks:
  - Remove portions of the temporary dome protection to document the existing condition of the masonry, sheet metal roofing, and skylight with notes and photographs. We anticipate that small, localized test cuts will be made through the sheet metal roofing to allow for inspection of concealed conditions and the structural substrate. Test cuts will be made by a roofing contractor engaged by WJE. Patching of the sheet metal roofing is not anticipated; rather, the existing temporary cover will be reinstalled upon completion of the inspections. Depending upon the conditions observed, samples of underlayment or other materials may be collected for possible future laboratory analysis.
  - Document the condition of the masonry walls supporting the dome and the condition of the internal steel structure of the dome with notes and photographs. We understand that the dome attic is accessible from an exterior door on the north side; we will reposition wood planks in the attic as feasible to obtain access to different areas of the dome.
  - Document the condition of adjacent interior materials, including plaster walls and ceilings and the glass skylight. We anticipate that a ladder will be used for close-up access to higher areas of wall and ceiling. Locations of previous water infiltration on the interior that are under or adjacent to the dome will be documented. During this initial phase, conservation assessment of the rotunda murals or other interior artwork is not included; however, we will make note of the visually apparent extent of distress on the murals.
  - Review field conditions and available drawings to understand current configuration and operation of the existing ductwork in the attic below the dome.
  - Measure temperature and humidity within attics, the skylight light shaft, and interior spaces. Since we anticipate this work being performed in the winter season, the readings of existing conditions during the heating season will be a valuable guide to understanding the risk of condensation associated with the dome assembly. We may also use an infrared camera to identify locations of potential thermal bridging in the existing dome assembly.
3. **Thermal Analysis.** Develop a preliminary THERM analysis to understand risk of wintertime condensation on the skylight and adjacent surfaces, using field measured values to define ambient conditions in the model. THERM is a two-dimensional, conduction heat-transfer analysis software developed at Lawrence Berkeley National Laboratory. THERM analysis can evaluate an assembly's energy efficiency and local temperature patterns, which may relate to problems with condensation.
4. **Library Building Committee Working Meeting.** Meet with building committee representatives of the library board to review the findings of our investigation and analysis, and to discuss scope options for the dome project. Although the feasibility of various options is yet to be determined, conceptually some of the issues to be discussed include the appropriate approach to the skylight (repair or

replacement), the extent of work for the masonry walls below the dome, the potential to insulate and/or condition the interior environment of the dome, and the type and extent of interior finishes work to be included in the project. Depending upon our findings and the outcome of our discussions, we may include alternates and options in the schematic design to determine the budget impact of various approaches.

5. **Schematic Design.** Based on the results of the field investigation, analysis, and discussions with library board representatives, develop schematic-level design drawings depicting the recommended approach. The schematic design drawings will likely include plan, section, and elevation views of the dome as well as a preliminary list of materials. We will work with a general contractor to develop a preliminary budget estimate for the scope depicted in the schematic design drawings.
6. **City Review and Library Board Approval.** After review of the schematic design drawings by the library building committee, we will meet with City of Lake Forest preservation staff to discuss the project scope and approach. Following the meeting, we will prepare a memorandum for the library board summarizing the discussion and any issues of particular interest to city staff. If needed, revisions to the schematic design drawings will be made. We are available to then present the project to the library Board of Trustees if desired. Following approval of the schematic design by the library board, we will present the project at a public meeting of the City of Lake Forest Historic Preservation Commission.

Upon completion of schematic design, we will prepare a proposal for WJE services to develop construction documents and specifications, based on the scope of the project approved by the library board.

### Assumptions and Clarifications

- The current effort is limited to the dome and rotunda portion of the library. Assessment of other portions of the building roof (primarily slate shingle and membrane roofing) or other areas of the building envelope (e.g., the masonry facade) or interior (other than as noted above) is not included in our scope of services.
- We do not anticipate performing water testing to identify specific leakage pathways, laboratory materials studies, or art conservation study as part of this current phase of work. If relevant, we may recommend some or all of these additional services during a future phase of the project.
- The current phase of work concludes with schematic design drawings and a budget estimate. Additional professional services will be required to develop drawings and specifications for bidding.
- The professional architectural services defined above will be performed in-house by WJE. We anticipate involving the following subconsultants in this phase: a roofing contractor to assist in removing and reinstalling temporary protection, and making inspection probes through the dome roofing; and a cost estimator.

## Additional Services

If requested by the library board, we can complete Additional Services on an hourly billing basis in accordance with the rate schedule below.

**Table 1. Hourly Billing Rates (effective January 1, 2022)**

Professional Staff		Professional Support Staff	
Senior Principal	\$370.00	Senior Specialist	\$165.00
Principal	\$300.00	Specialist	\$145.00
Associate Principal	\$250.00		
Senior Associate	\$225.00	Senior Technician	\$125.00
Associate III	\$195.00	Technician II	\$110.00
Associate II	\$175.00	Technician I	\$95.00
Associate I	\$140.00		

## BUDGET AND SCHEDULE

We propose to complete the above Scope of Services for the Investigation and Schematic Design phase for a fixed fee of \$37,500. The fixed fee includes the services of a cost estimator working as subconsultant to WJE. We have also included an allowance of \$5,000 in this fixed fee for the assistance of a roofing contractor for three days to remove/reinstall the temporary protection and make inspection openings, as described above. All WJE services will be performed under the terms a mutually agreed AIA document B104, *Standard Abbreviated Form of Agreement between Owner and Architect*.

Pending agreement of a contract and notice to proceed not later than December 31, 2021, we anticipate completion of the investigative and schematic design work by mid-February 2022. The schedule for the remainder of the project will be developed in consultation with the library board.

Thank you for inviting us to provide this proposal. Let us know if you have any questions, and we look forward to the opportunity to assist in the repair of this important landmark building.

Sincerely,

**WISS, JANNEY, ELSTNER ASSOCIATES, INC.**



Kenneth Itle  
Associate Principal

**Discussion of Per Capita Grant Requirements.**

The [Public Library Per Capita Grants Program](#) was established to assist public libraries to improve and increase library services within their service areas. Grant amounts of up to \$1.25 per person served are available, on an annual basis, to all Illinois local public libraries. The Library received \$28,578.13 in grant funds in response to its January 2021 Public Library Per Capita Grant application.

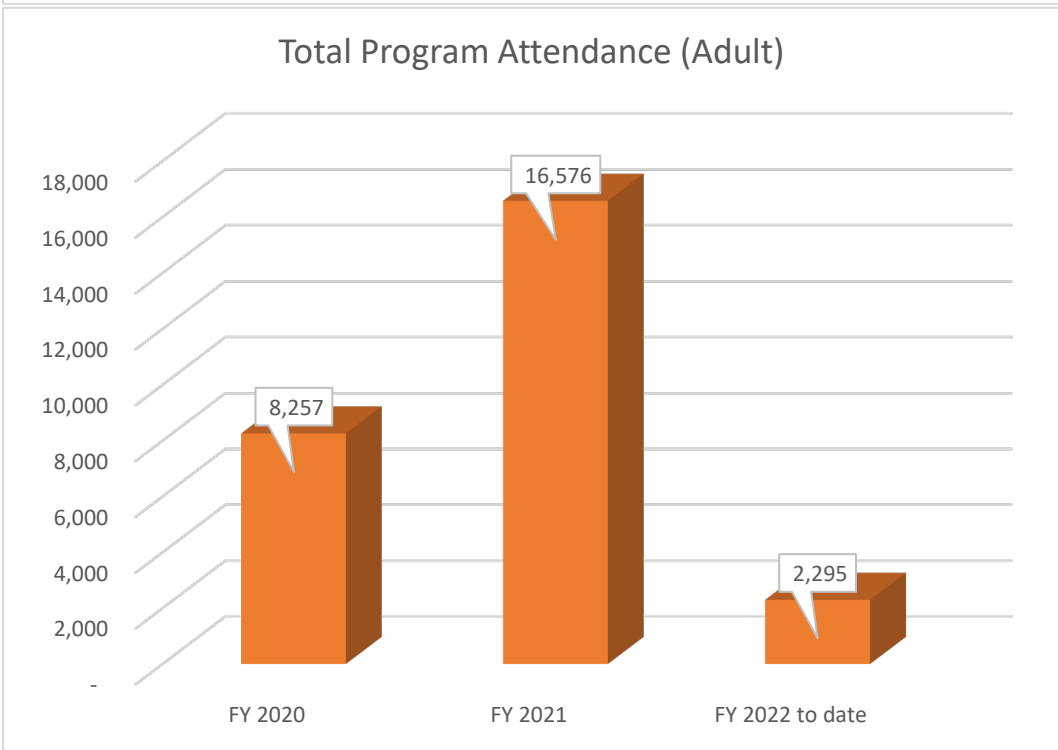
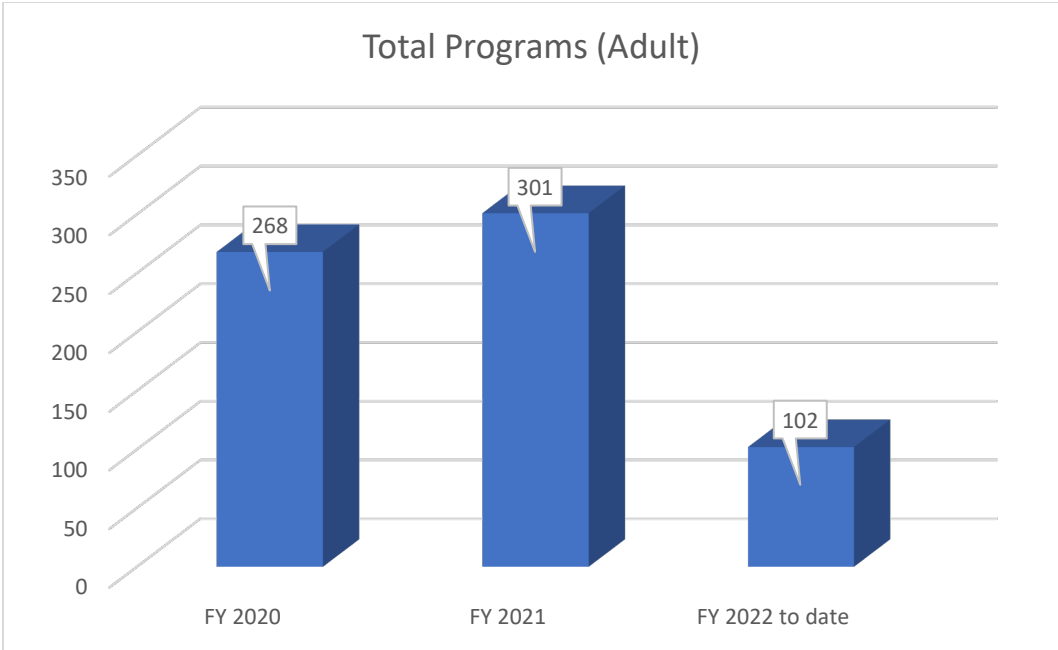
The next cycle grant application is due in January 2022. Library Trustees and Staff are required to review *Serving Our Public – Standards for Illinois Public Libraries* (the “Standards”) as part of the grant application. Each chapter deals with one standard and concludes with a checklist. Library Staff will review the checklists and note any areas of concern at the Board meetings in October, November, and December in anticipation of filing the grant application in January 2022.

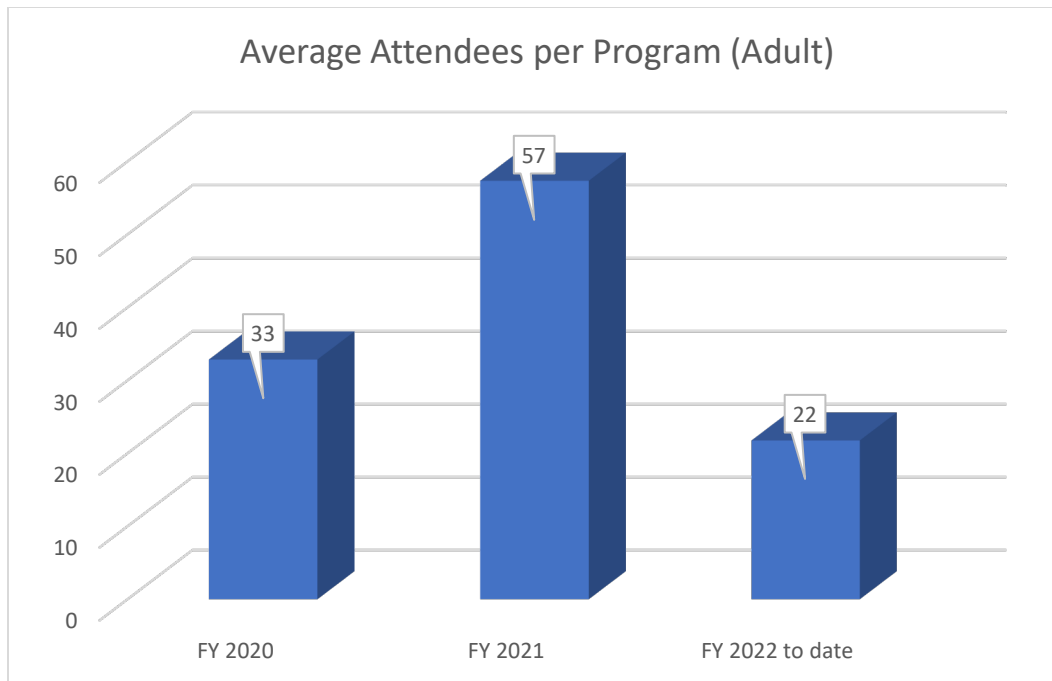
The Library Board was provided with reports on Chapters 1-9 of *Serving Our Public – Standards for Illinois Public Libraries* at the October and November 2021 Board meetings. Reports on Programming, Youth/Young Adult Services, Technology, and Marketing, Promotion, Collaboration, chapters 10-13 (pages 31-44), in *Serving Our Public – Standards for Illinois Public Libraries* are attached for discussion at the December meeting.

**Chapter 10. Programming.** The Library is in full compliance with the Chapter 10 checklist in the Standards. This report on programming incorporates a discussion of the Library’s programming efforts over the last three years. Although adult programming is a relatively new service starting in 2016, Adult Services staff have continued to experiment with different programs and collaboration partners to engage the Lake Forest community. Averaging 20+ programs offered each month with 200+ participants, today’s Library programs for adults range from literature, art, and cultural events to family programs, to technology and digital educational offerings. Youth programming has always been a mainstay of the Library, including storytimes, book talks, STEM programs, pre-K literacy, the new story walks, and many other programs. Young Adult programs are designed to promote and build community through book groups, author visits, and opportunities for critical thinking and growth. Regardless of age, all Library programs are designed to promote the values of life-long learning, respectful dialogue, diversity, equity, and inclusion. Library programs are funded with grants and provided free of charge to the public. The Library strives to provide greater access to programs by adapting to the ever-changing demands from patrons to tailor their experiences, in a sometimes-challenging historic structure.

Adult Programming

The Standards promote Library programming as an effective way to enrich and expand a library user’s world view. Programming falls into several categories: cultural, educational, informational, literacy, and recreational. Using a 30-month comparison, the data shows the Library has consistently provided quality programs to patrons with an emphasis on literary and informational content even during the COVID closures. Beginning with FY 2020 (May 2019 – April 2020), the Library has hosted 671 adult programs with a total attendance of 27,128. The following charts provide more detail for this period:



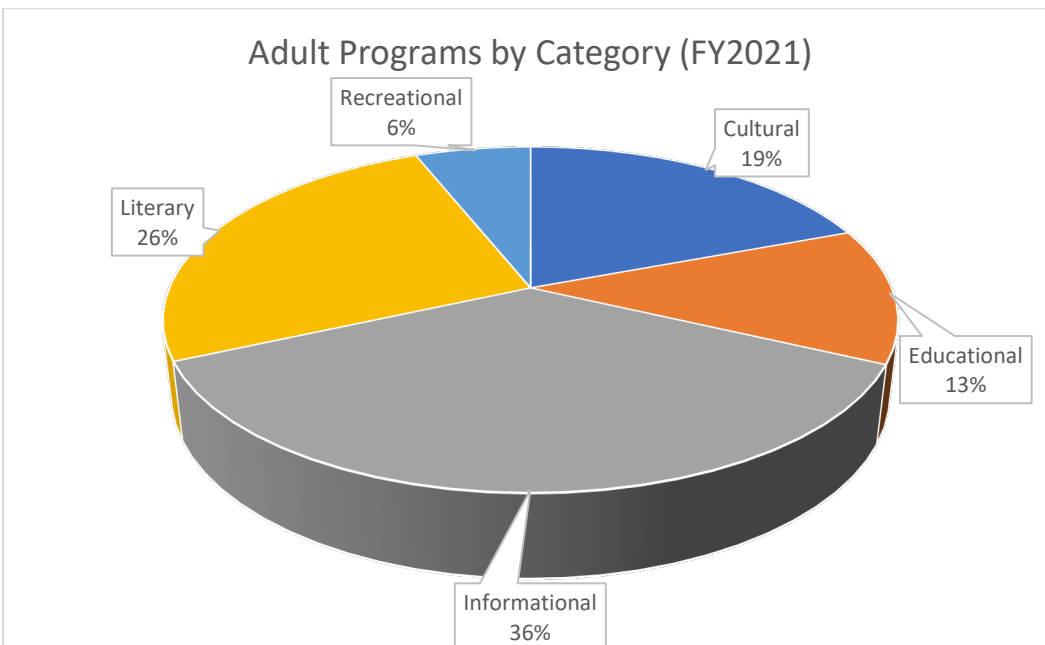
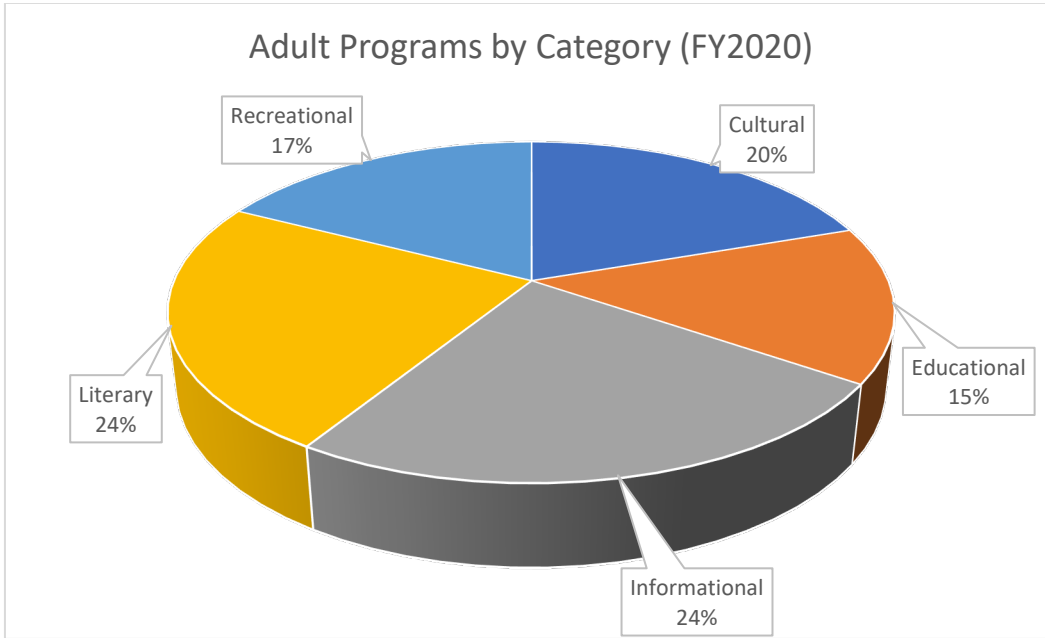


It is no understatement to say that COVID-19 ushered in change, both at work and in life. The Library industry was reflective of this change in the form of closed buildings, adaptations in procedures, reduced and/or modified services, and delays in publishing and delivery. However, throughout the period the Library staff worked in creative and thoughtful ways to deliver and improve the Library’s services to the Lake Forest community.

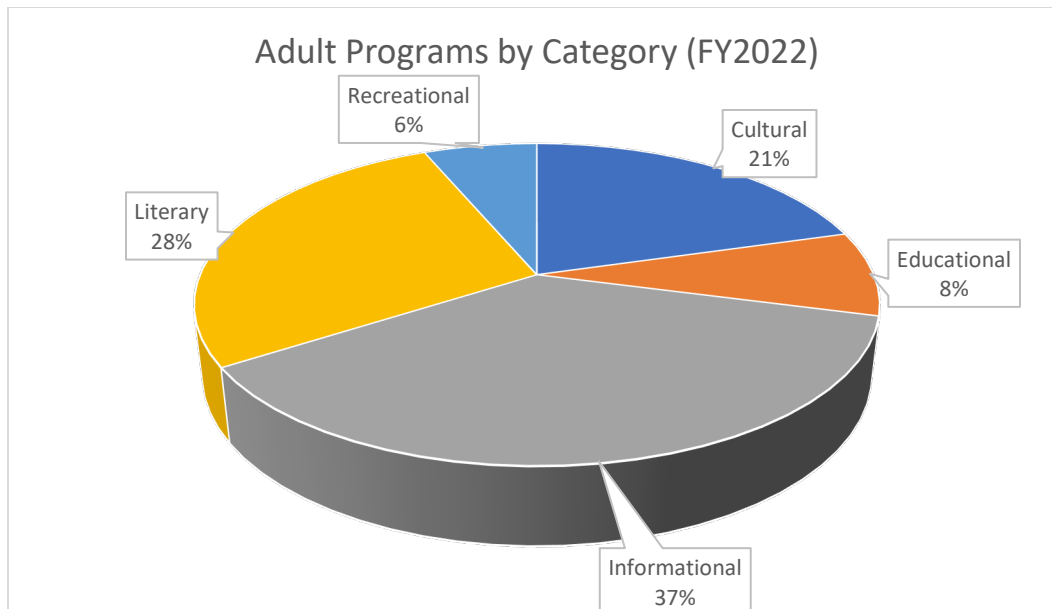
Given the difficult task of staying connected with patrons at home, Library staff researched, created, and brainstormed many different strategies to maintain important connections with the public. Using social media, Reader’s Advisory and reference work never stopped. Library staff created book bundles, implemented *Curbside Collect*, and communicated instructions for online reading and listening. Librarians answered reference questions from home, including information on staying safe during a pandemic, explaining rules for playing poker, and providing information on small business loans and government grant programs. Tax forms were researched, printed, and available for patrons to safely pickup. Library staff connected with patrons by sharing favorite recipes, movies, books, and other at home activities. Instagram, Facebook, phone calls, and blogging were just a few of the social media platforms that Library staff used to stay connected with the Lake Forest community. When possible books and materials were delivered directly to patron’s homes.

Through networking, the Library staff has developed relationships with other libraries around sharing programming ideas and costs. Doing so enabled the Library to provide patrons with more popular high profile author events, while also taking advantage of joint promotion. Combined programs also conserve staff time related to the time-consuming tasks, such as scheduling, developing contracts, and promotion. Carl Hiaasen, John Sandford, and Chris Bohjalian are a few of the award-winning authors that have recently graced a registered patron’s home. At home in Lake Forest or visiting their children on the East Coast, adding author talks and staff-led programs on Zoom has provided Library patrons easy and safe access to quality programming. Lake Forest Library is part of a group that spearheaded *Illinois Libraries Present*, a 6-month pilot effort to bring NYT Best Seller Authors to patron’s living rooms. The Library’s

communication team has done an outstanding job with the Library webpage and newsletter, making it easy for patrons to learn about and register for Library programs. The following charts illustrate the diversity of adult programming, highlighting an increase in informational and literary programming due to the pandemic and increased communication strategies referenced earlier:







Access to Zoom has also enabled the Library to offer quality programs without incurring the cost of travel for presenters. No longer limited to the Chicago area, presenters from across the country may be part of Library programming, such as the presenter of the Library’s popular program on Moscow, who resides in California. Librarians can preview and evaluate the presenter by viewing past performances online and research experts who live anywhere on topics relevant and of interest to Lake Forest residents.

Zoom presentations also enable the public to view the presentation on-demand. By recording the presentation, a patron may revisit, share, or view a program when a conflict prevents them from attending the live virtual performance. Presenters often share book lists, resources, and even personal recipes. These personal author attributes as well as a chat feature that provides an interactive experience for the viewer create a meaningful program experience. The high number of post-performance views of recorded programs reflect the quality of and interest in these programs.

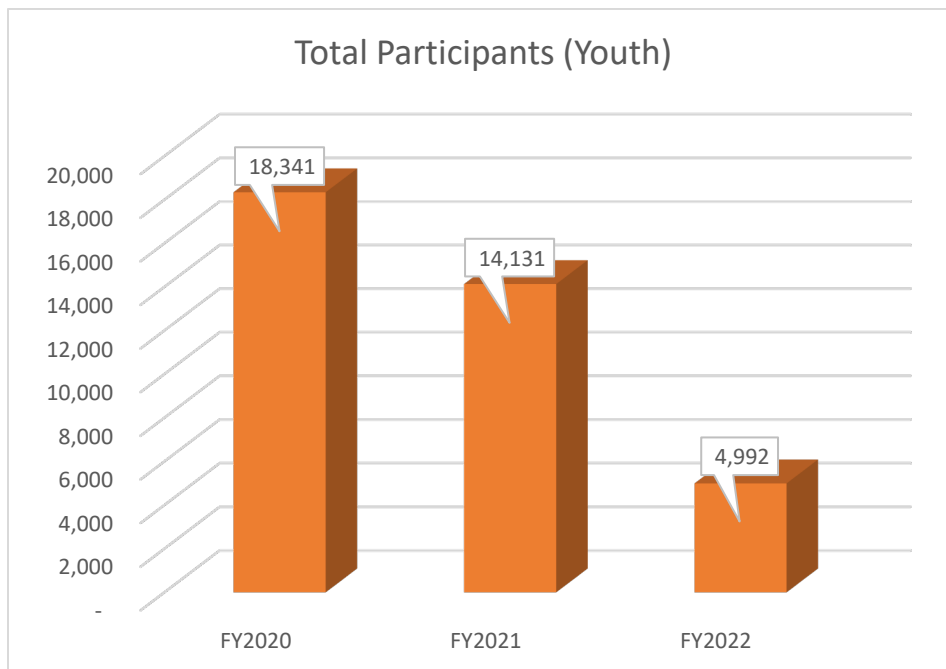
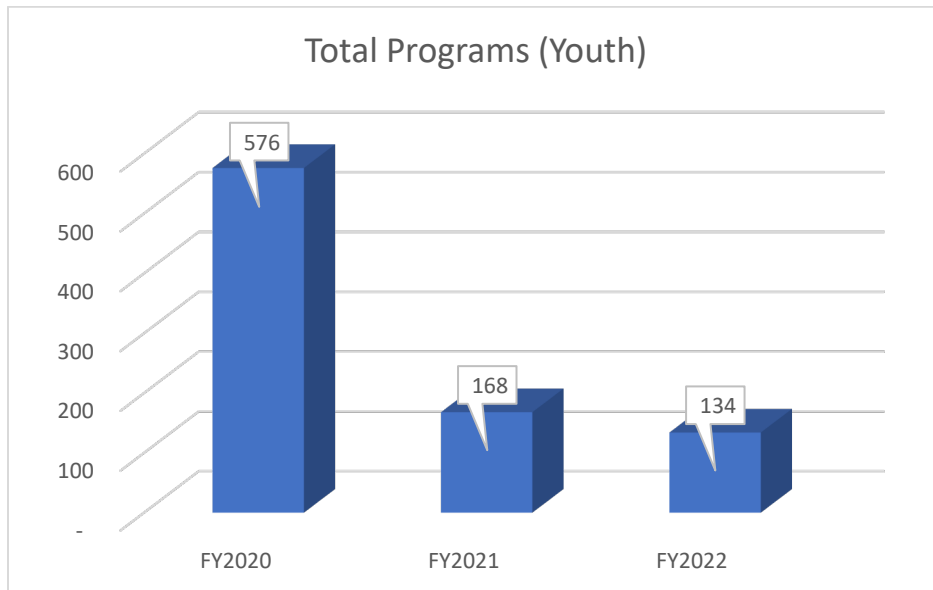
However, as Zoom has become more prevalent, some patrons have tired of this in-home experience. Because of the ease of registering online, recent research indicates that many have enthusiastically signed up for programs at libraries nationally, while actual attendance declined. Similarly, area libraries are reporting that of those that registered an average of 40-50 percent actually attend programs. Although the Library has not seen this level of disconnect yet for its more popular programs, it is preparing for this likelihood.

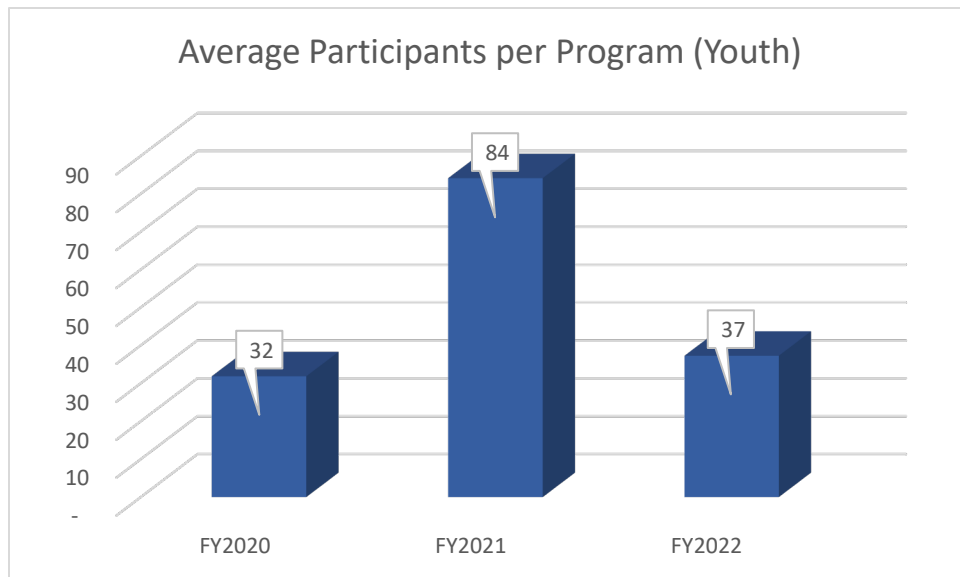
As vaccination percentages rise and there is a return to more indoor activities, libraries are exploring how best to provide in-house programming safely. Many patrons have come to prefer the ease of at home programming and find comfort in partaking without an increased health risk, while others miss the human interaction that is part of the library community. Further exploration of hybrid programming platforms to provide desired options for participants is a popular topic in library forums. The Library’s book discussions that have been offered as an in-library/at home hybrid have revealed that our patrons have preferred to Zoom from home. With the approach of winter and as snowbirds travel to Florida and Arizona, the Zoom trend will likely be the preferred option through spring 2022. This gives the Library an opportunity to provide proper sound and visuals to make distance attendance a positive experience.

In addition to the Library's day to day programming efforts, the Library's signature programs, Lake Forest Reads and Read Between the Ravines, are evident of its ability to plan and execute high quality literacy programs around important cultural issues with a variety of community partners. The Library's success with these programs is underlying its current investigation into hosting a literary festival in 2023.

### Youth Programming

Between May 2019 and October 2021, the Youth Services has hosted 878 programs, serving 37,464 children, parents, caregivers, and teachers. Programs were hosted on-site, off-site, and virtually in response to the COVID-19 pandemic. The charts below provide a summary for FY2020 through FY 2022 as of October:





Youth Services offers literacy services including collections and programs that serve the needs of a wide range of individuals. Between May 2019 through October 2021 offered:

- 273 in-person Storytimes held at the Lake Forest Library with 5,725 children and caregivers in attendance.
- 62 offsite Storytimes at area elementary and preschools with 1,812 students and teachers present. Requests for offsite Storytimes increased in November 2019 with 11 Storytimes and 221 children and teachers attending. Starting in March 2020 virtual Storytimes were offered to preschool and elementary schools in Lake Forest via Zoom and Google Meet. In Fall 2021, the Library is again doing numerous storytimes offsite at area elementary and preschools.
- 87 Storytimes offered on Facebook Live with 583 families in virtual attendance. The archived Storytimes received 11,145 views.

The Youth Services team will continue to host Storytime in-person, offsite, and virtual. The goal is to increase the Library's reach for more children and teachers through the continued development of partnerships with local preschools and schools.

Three passive literacy programs were added in 2021:

- 1,000 Books Before Kindergarten Program started in March 2021.
  - 132 children are currently registered.



- StoryWalk™ was launched at two Lake Forest parks in May and June 2021. Eight StoryWalk™ events were led by a Youth Services Librarian on the Lake Forest Library lawn with 50 children and caregivers in attendance. Four StoryWalk™ events were hosted at area elementary schools with 355 children viewing the selection.
- Monthly virtual book recommendations by Librarians started May 2020 on Facebook Live.
- 39 book talks on new fiction, nonfiction, and picture books have been hosted in the last year. 229 subscribers to Facebook watched the monthly selections. The videos were archived and received 3,799 views.

Youth Services will add developmentally appropriate programs, supported with collections and resources, as needed, including new accessibility-supported collections of print materials, therapeutic toys, and STEAM kits.

Youth Services will continue to evaluate reading programs for popularity, effectiveness, and patron ease-of-use in virtual platforms.

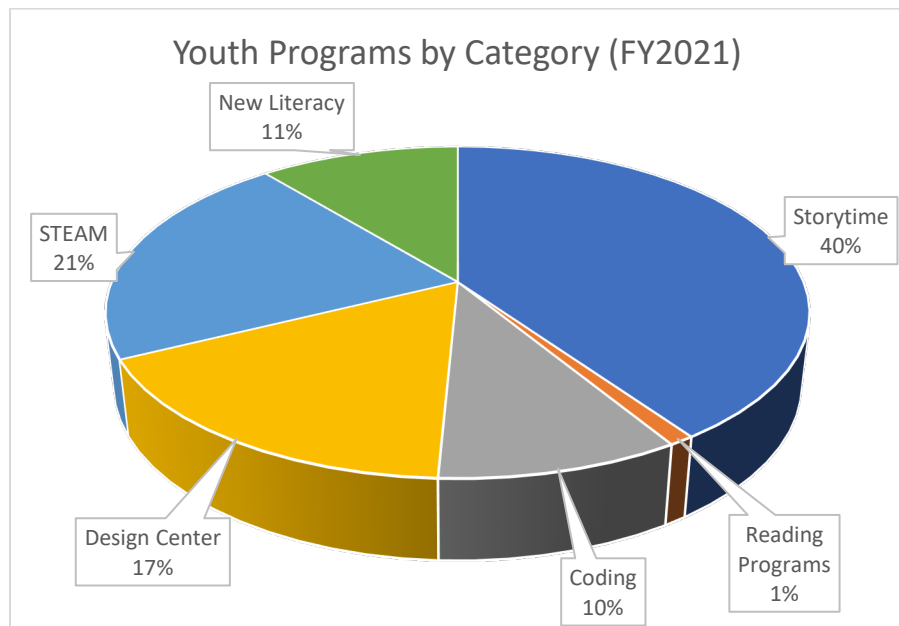
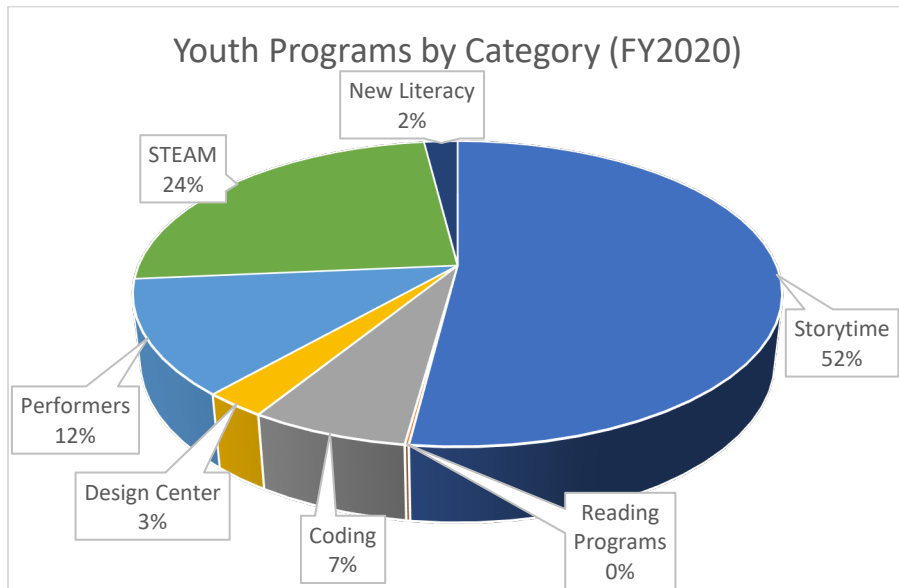
- In-person Summer Reading 2019 Program “Ride Bikes, Read Books” had 858 children from birth to grade 6 registered, 590 children completed the program, and 616 extra challenges were completed.
- Summer Reading 2020 was the first program launched on the electronic platform READsquared. The virtual sign-up had 689 children registered, 306 children completed the program, 860 extra challenges were completed. Participants decreased for Summer Reading 2021 Program, 278 children registered, 130 children completed the program, and 6 extra challenges were completed. The lower numbers were due in part to the complexity of using READsquared.
- The Library’s first Winter Reading Program was held in January and February 2020. 77 children registered, and 31 children completed the program.
- The Youth Services team has decided to go to a hybrid summer reading program for 2022. Patrons will register on a new electronic more user-friendly platform option, Beanstack, which should make it easier for patrons to access and track progress. The Library has also chosen to eliminate hiring in-person performers for the summer reading program, due to COVID-19, and focus on staff-led programs.

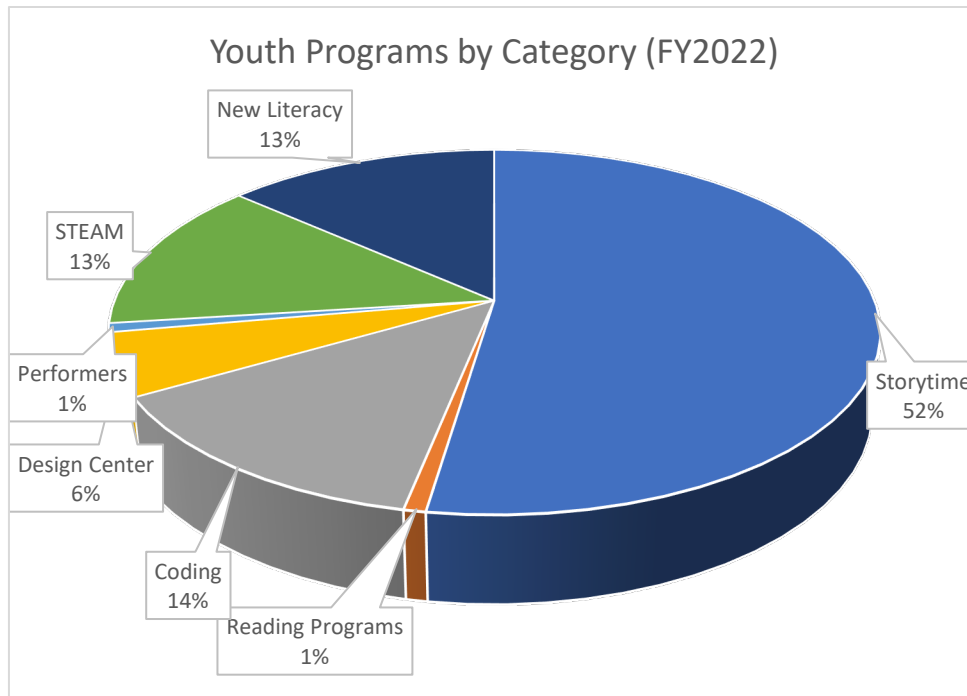
Youth Services presents a variety of programs year-round with a focus of meeting the needs, interests, and goals of all children, and their caregivers in a welcoming atmosphere.

- A range of coding classes was offered from Coding Club Jr., Breakoutedu, and LEGO Stop Motion Animation between May 2019 and February 2020. Hosted 53 in-house coding classes with 343 children participating. Switched to virtual coding in April 2020.
- 19 coding classes was offered on Zoom with 89 children participating. Youth Services librarians went back to in-person coding classes in September 2021.
- Many in-house and virtual STEAM (science technology engineering art math) have increased in popularity with diverse subjects from Big Thinkers, Cooking with Kids, Science Junior, LEGO Club

Bridge Building, STEAM Storytime, Exploration Kits, Exciting Experiments and Explosions, Science Junior, and Full STEAM Ahead. May 2019 through October 2019 offered 160 in-house programs with 2,484 participants. 48 virtual programs offered on Facebook Live with 280 families in virtual attendance. The archived STEAM programs received 3,171 views.

Youth Services will continue to evaluate programs to ensure that they are meeting the needs and interests of the youth of Lake Forest. In FY2023 fewer performers will be booked, focusing more on hands-on educational themed programs. Programming funds will be used to provide educational tools that will be used for multiple projects over the years. The following charts illustrate the major categories of programs offered by Youth Services:





Youth Services continues to provide space for use by children and families to facilitate play and fun and strives to provide toys and other interactive materials for use in the library, during programs, and at home.

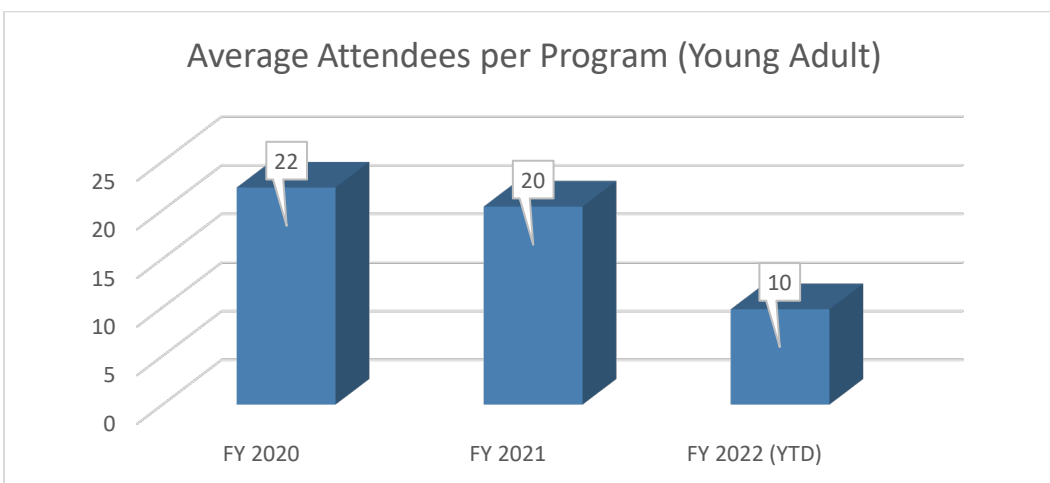
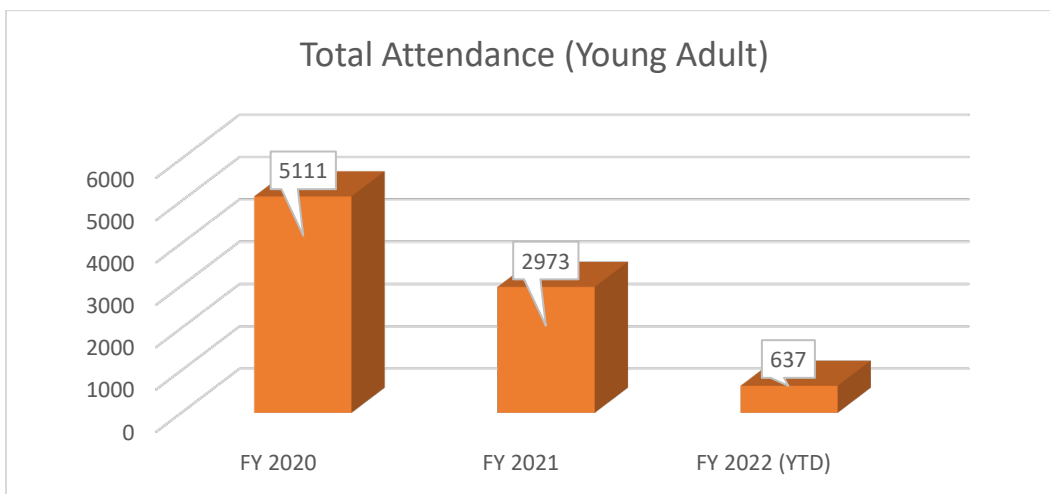
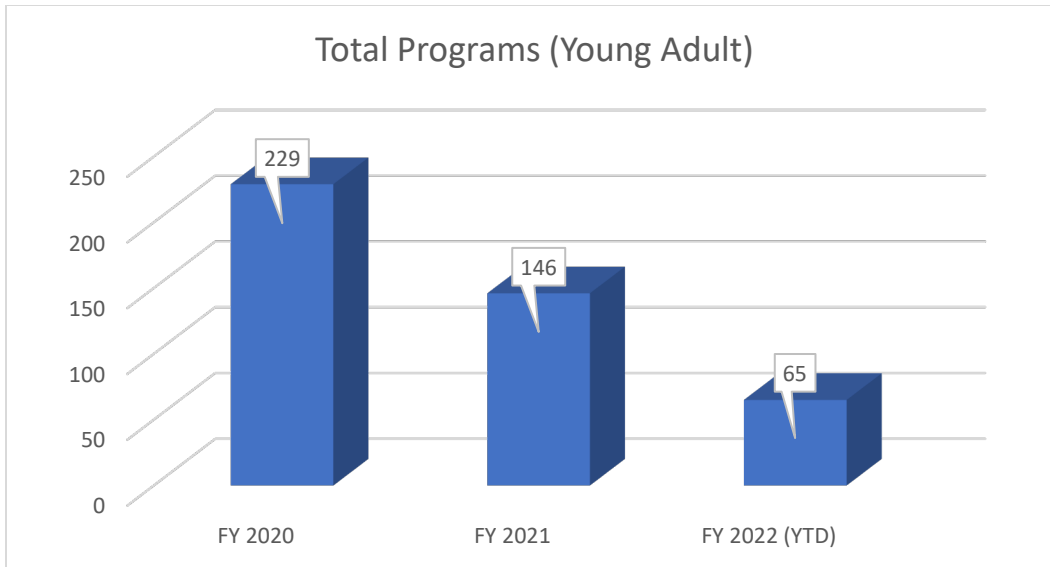
- 10,801 craft kits, coloring pages, and loads of materials to inspire children in self-expression were produced for the Design Center between May 2019 through October 2021.

Youth Services plans to provide new developmentally appropriate stations throughout the department for children and caregivers to grow together.

The Youth Services team continues to develop technology and educational and knowledge skills to enhance collections and programs in-house, virtual, and at Lake Forest partner organizations. Youth services at the Lake Forest Library will continue to focus on the Lake Forest Library mission of inspiring lifelong learning, promoting the free and respectful exchange of ideas, and building community.

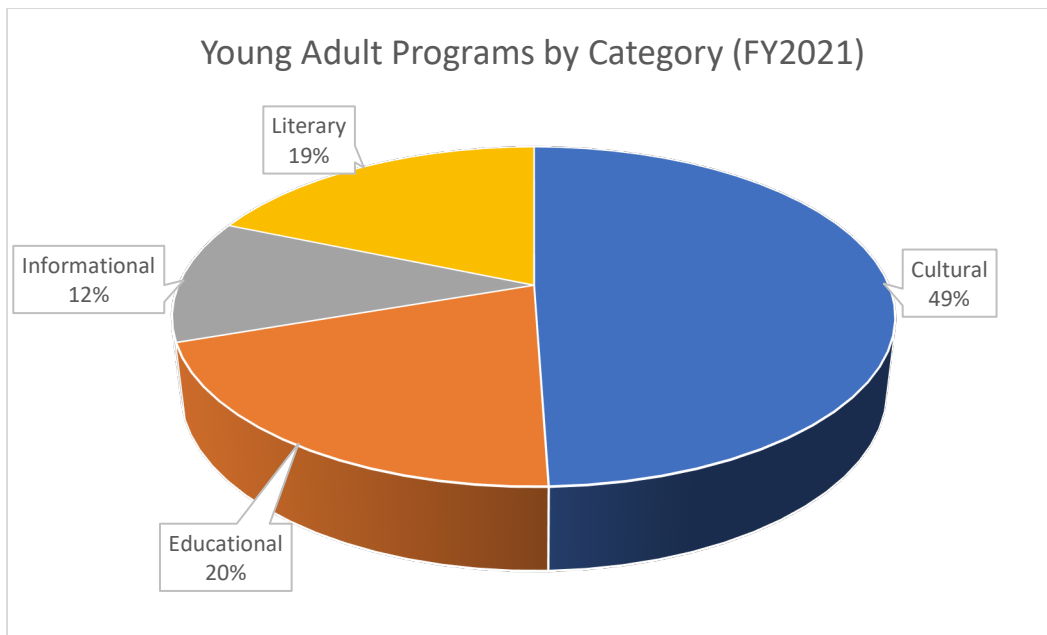
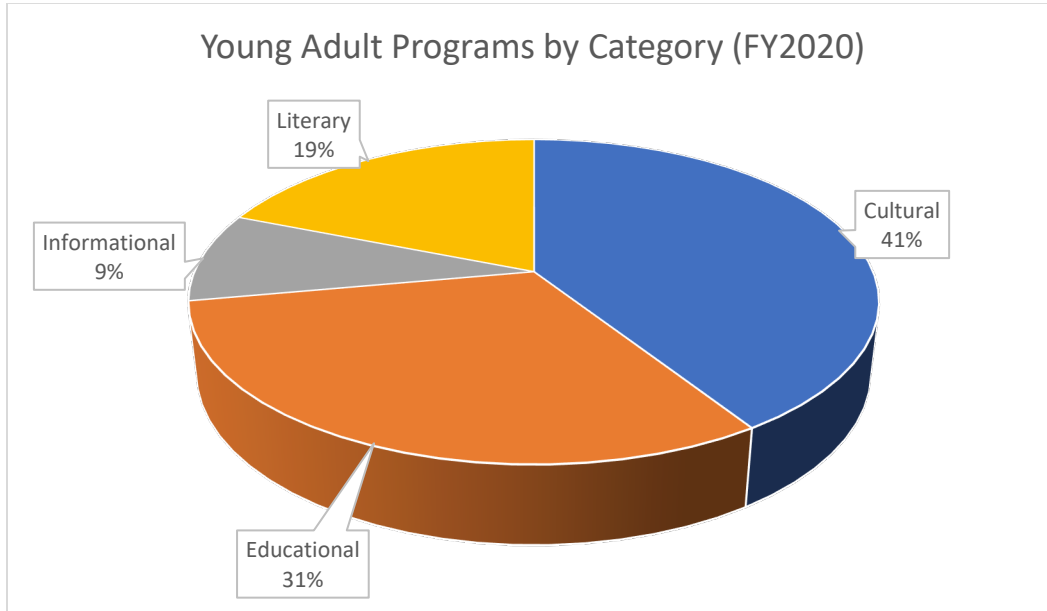
### Young Adult Programming

The goal of the Teen Library is to build a community in-person and virtually through programming that appeals to teen interests and needs as they strive to grow into more independent people. The Library offers a wide range of programming, including book groups, author visits, technology and coding classes, and life skills and resume workshops, all of which help facilitate growth. Teen book groups are a place to practice critical thinking skills and independent thought, regardless of whether hosted on-site or Library facilitated community events. Life skills classes give them confidence in their own leadership and identity, while the Library's volunteering opportunities teach responsibility and job skills. The Teen Library is constantly seeking out new events and programs that will engage our teens, but the Teen Library's primary goal is to provide the Lake Forest community with a safe place where teens can learn to self-identify and grow into the person they want to be. The following charts summarize total programs, participants and average participation between May 1, 2020 and October 2022:

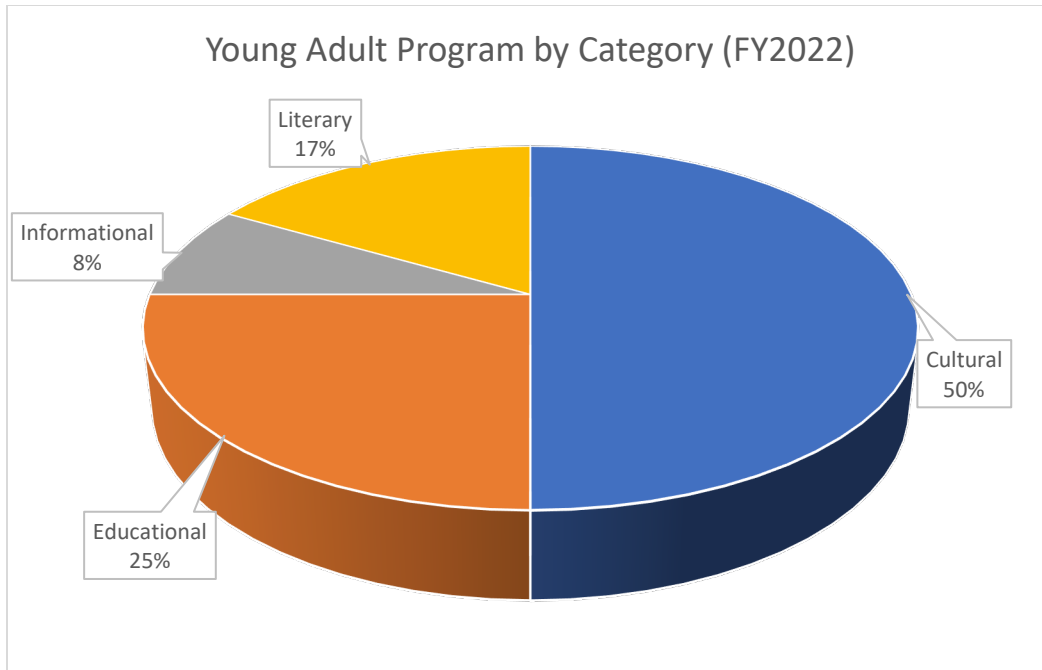


Teen programming began in earnest in 2019 with the hiring of a dedicated Teen Librarian, with programs choices guided by the 2017 Strategic Plan and Community Needs Assessment. The top five categories of interest were: 1. Summer Jobs 2. College Planning 3. Music/Film 4. New Technology 5. Young Adult

Literature and Author Visits. While the Library has sought to provide programming that met all the interests mentioned in the assessment, these top five were the primary focus. The Young Adult Advisory Board also has a voice in Teen Library programming, as they brainstorm ideas and lead events. The following charts provide a summary of programs by major category:







One programming need that did not appear in the assessment, but which comes up in every discussion with teens about their needs, is a space to volunteer throughout the year. This gap led to a new goal to create events that could count towards volunteering hours. The Library became a certified organization for the [President’s Volunteer Service Award Program](#) to help teens earn needed volunteer hours for National Honor Society and college applications. The members of the Young Adult Advisory Board also earn volunteer hours. Finally, the diversity audit of the YA collection was an important volunteer project completed in 2021. A report on the project was provided to the Library Board as part of the December 2021 Library Operations Report.

The Teen Library includes a wide range of grades, 5<sup>th</sup>-12<sup>th</sup>, overlapping with the Children’s Library. While children mature at different rates, it became important to make sure they were not being left out regarding library programming efforts. In 2019, the Library split programs into Tween (5<sup>th</sup> – 8<sup>th</sup> grades) and Teen categories (9<sup>th</sup>-12<sup>th</sup>), following the breakdown of the local public schools. The decision was eventually eliminated, as staff found patrons simply showed up to whatever program interested them, regardless of the intended age range. Although currently there are programs the Library believes to be of particular interest to certain grades, they are not marketed with a grade or age restriction.

The Teen Library provides programming year-round through monthly clubs and one-off events. However, YA programming does seem weighted to occur at the start of each quarter. The notable exception is September, with both Labor Day and the start of the school year. It is not surprising that large quantities of programming typically occur in June and July, when teens are out of school, and not as constrained in availability. FY2022 had a lesser number of programs due to low staffing in the Children’s Library, which has since been addressed.

While the teen creativity programs that took place in the library in 2019 and early 2020 had lower than expected attendance, the monthly Teen Grab ‘n’ Go craft kits have had a full registration and waitlist every quarter since their inception, allowing teens to try their hand at a wide range of hobbies from ceramics, cooking ramen, or orizomegami, while improving dexterity and fine motor skills. The kits are introductory

and encourage interested learners to continue exploring the topic through other avenues, including local non-profits and businesses.

Hybrid programming will be the model for the remainder of FY2022 to allow participants to attend in-person and virtually, allowing all teens to be included. The Library hopes to re-instate the CS First coding class as a Coding Boot Camp this spring to see if the interest in coding classes returns. There have been requests for a repeat of the resume workshop and Safe Sitter babysitter certification program and the Library is pleased to offer those as hybrid options. The YA advisory board and book clubs will continue, with added in-person sessions for the home craft kits for those who would like to work on their projects with others. The Library is excited to be able to welcome patrons to programs in the building again.

The *Conquer a Genre* Winter Reading Program is underway and will end in February using the Beanstack software. Beanstack has a more intuitive interface for both patrons and staff, as well as a larger support system in place for troubleshooting programs. Beanstack Reading Challenges will be introduced in the Spring of 2022, to get patrons involved with the platform prior to our Summer Reading Program.

It is anticipated that a Community Craft Exchange will be held in September of 2022, since this year's event was so well received by both donors and participants! It was a wonderful chance for the community to get rid of hobbies and supplies that no longer sparked joy and give others a chance to stretch their wings into a craft they may not have tried before.

The Library's first Accessibility Hour was planned for March of 2020 and had to be cancelled. The Library would like to reattempt that inclusive program aimed at removing sensory difficulties from the Library for our patrons with disabilities. Next Chapter Book Club is another organization we had hoped to get involved with in 2020 that was unable to launch, and the Teen Librarian would to have the chance next summer to team up with Adult Services and start such a club for older teens and transition adults who are on the autism spectrum.

**Chapter 11. Youth/Young Adult Services.** The Library is in full compliance with the Chapter 11 checklist in the Standards. Youth Services provides services to young people ages 0 through 18 and their families and caregivers in the Library and throughout the Lake Forest community. The Youth Department meets the recreation and education needs of young people with programs, print and digital collections, reader's advisory, reference, outreach, and offsite programs.

With a focus on the Library's mission to *Inspire lifelong learning, promote the free and respectful exchange of ideas, and build community*, Youth Services continues to improve the department's programming, collections, resources, and services with the following objectives in mind:

- The Youth Services and Young Adult staff will continue to educate themselves in the developmental needs of youth. A goal is to continue to increase our reach to more children and teachers through partnerships by hosting programs in-person, offsite, and virtual.
- Youth Services will add developmentally appropriate programs and resources as needed. The Staff will continue to develop technology skills to enhance collections and programs offered at the Library, virtually, and offsite.
- Youth Services will present a variety of programs year-round with a focus on the needs, interest, and goals of all children, and their caregivers in an inclusive, welcoming, and respectful library atmosphere that embraces diversity.

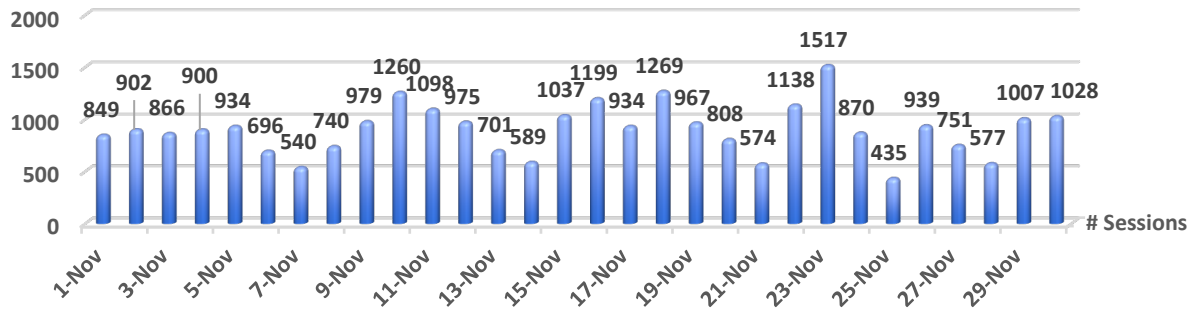
- Youth Services will provide space for use by children and families to facilitate play and fun and strive to provide toys and other interactive materials for use in the library, during programs, and at home.
- Youth Services will provide resources and materials that are current, relevant, and inclusive.
- Youth Services will continue to partner with and support all schools, teachers, school libraries, and students of all types in Lake Forest, including private schools and homeschooling families, to provide multifaceted educational opportunities for children.
- Youth Services will continue to partner with non-profits and other organizations with expertise in programming and collection development (e.g., development of a collection designed for you with mental and mobility challenges).
- Youth Services staff will continue to review and update Library policies regarding serving youth at least every two years.

The Youth Department staff does an exemplary job making materials and relevant programs available to patrons and creating a welcoming inclusive environment. Library programs are funded with grants and Library funds and provided free of charge to the public. Youth Services encourages the Lake Forest community to offer suggestions for programming, digital and print collections, and physical space.

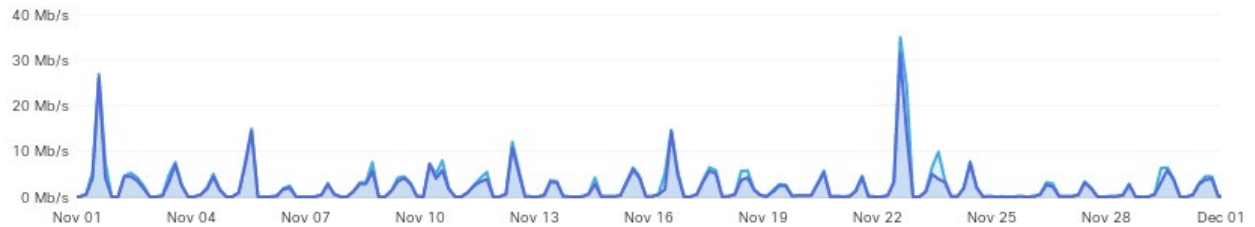
**Chapter 12. Technology.** The Library is in full compliance with the Chapter 12 checklist and constantly strives to improve its technological services and resources to ensure that patrons and staff are supported in an ever-expanding and connected environment. The Standards reference in-house, hybrid, and managed IT models. The Library employs a hybrid model, with limited in-house support from Operations, the Media Lab, and librarian expertise. Outsource Solutions Group (OSG) is the managed service provider for all help desk and engineering services. They also serve as a valued partner in long-term technology strategies from exploration and design to implementation.

In 2021, the Library made two significant technology improvements after reviewing its changing internet needs and its ability to provide support for library patrons and staff. In May 2021, the Library moved to a dedicated fiber internet connection to increase reliability and the speed of its online service offerings. The Library's current connection speeds are 250 megabits per second (mbps) for both uploads and downloads. To put this in perspective, the previous shared cable internet connection was 200mbps (download) and 25mbps (upload). In addition, the Library upgraded its Wi-Fi network with 14 new Cisco Meraki access points to eliminate dead service areas, boost signal in the courtyards, and overall provide more stable internet connectivity. The Meraki software provides the Library monthly usage reports, containing data to monitor and continue to improve services. Wi-Fi usage averages about 27,000 per month.

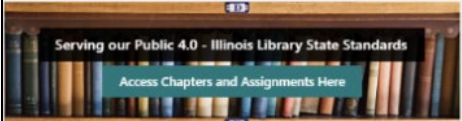
## Number of Sessions (November 2021)



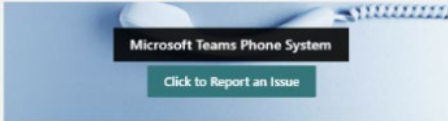
## Usage over time



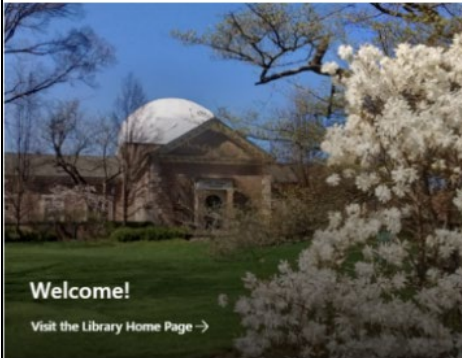
The introduction of SharePoint and Office 365 enabled the Library to create a staff intranet that provides an effective staff communications platform for news, updates, and training. The site is continually expanded and assists with deploying and managing professional development and training materials, houses HR materials (including a collaborative site with City HR and Finance), facilitates sharing of financial information, and serves as a repository for planning and programs. While the Staff Communications and Human Resource and Training & Development pages have been launched, the long-term strategy is to create department specific pages to increase transparency and communication throughout the organization. Below are some screen captures of the various sites and materials available for staff through SharePoint.



[Access Chapters and Assignments Here](#)



[Click to Report an Issue](#)



**Welcome!**  
[Visit the Library Home Page →](#)


Employee Information & Documents

Coffee with Catherine Recordings


Staff Suggestion Box

Professional Development and Education Log

**News** (See all)




**Suggestion Box Update**  
The Library's suggestion box is now online. Why? Pleas...  
Catherine Lemmer 2 days ago



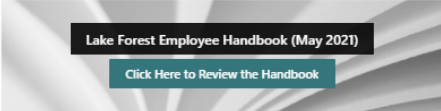
**Staff enews: December 4 - December 11**  
News & Notes Timesheets due; please complete by end ...  
Catherine Lemmer 5 days ago

## Human Resources

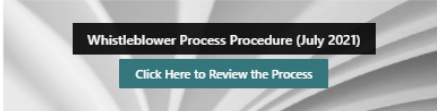
 **Ed Finn**  
Director of Operations

Welcome to the Library Human Resources site. While we share many of the same benefits and resources with the City, there are some differences regarding benefits. On this page, you will find Library specific personnel and human resource guidelines. Additionally, there are links to benefit providers, policy documents, a staff birthday list, and an organizational chart. If you have questions at any time, feel free to reach out to your supervisor or to Ed. If your question cannot be answered on-site, we will reach out to the appropriate City staff member.

### Descriptions and Policy Documents



[Click Here to Review the Handbook](#)



[Click Here to Review the Process](#)

**Medical, Dental, and Life Insurance**

[Information & Forms](#)

[Flexible Spending Account \(FSA\) Information](#)

[Life Insurance](#)

**Payroll**

[Access BS&A](#)

[Forms \(Direct Deposit & W4 Only\)](#)

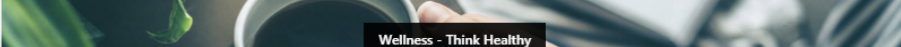
[Staff Holidays \(FY2022\)](#)

**Retirement**

[IMRF](#)

[Mission Square \(Formerly ICMA-RC\)](#)

[Retirement Information](#)




**Wellness - Think Healthy**

**Training & Development Resources**

Ed Finn  
Director of Operations

Serving our Public 4.0 - Illinois Library State Standards


[Access Chapters and Assignments Here](#)



**Pick Your Phone**

The Microsoft Phone System (based in Microsoft Teams) is almost here. This has been a long transition but will pay huge dividends for the Library as we move forward. On the left and right, you will see the two phones that will be used in the Library. Just click on the image that matches your phone for access to the complete user guide.

**Microsoft Phone MP54 Teams Edition**



**Microsoft Phone MP58 Teams Edition**

**Microsoft Teams Phone System**


[Report Issues Here](#)

**Radio Frequency Identification**

[Bibliotheca](#) is responsible for all of the equipment, training, and support moving forward. There will be a combination of live training, PowerPoint slides provided, and in-depth user guides. If you are into light reading (or just want a sneak peak at the equipment), you can find the implementation and user guides, as well as the procedure for processing returns below:

- [Bibliotheca Implementation Guides](#)
- [Bibliotheca User Guides](#)
- [RFID Returns Procedure](#)

If you have questions please reach out to Ed so they can be directed properly (either to Backstage or to Bibliotheca).



Example Self-Checkout Kiosk

**Other Microsoft Training Resources**

Microsoft is a behemoth full of complex software and seemingly endless tutorials. Below are some resources created by Microsoft. As a reminder, the Library also provides access to LinkedIn Learning, an excellent source for bite sized information on software innovations.

**Microsoft Training Portal**

[SharePoint](#)

[OneDrive](#)

[Word](#)

**Interesting Infographics**

[Teams](#)

[OneNote](#)

[Excel](#)

**Office Cheat Sheets**

[Outlook](#)

[Forms](#)

[PowerPoint](#)

**LinkedIn Learning**

[Click Here to Access LinkedIn Learning](#)

The Library also migrated to the Microsoft Phone system in November 2021. This implementation allowed the integration of Microsoft Teams as a complete unified communication system, leveraging the power of cloud computing and eliminating the need for on-site servers, switches, and other hardware

components. This allows the Library to be more adaptable and nimble. The Library has also invested in innovative portable technologies, facilitating quality hybrid program offerings. Resources include two Jabra Panacast 4K web cameras and four Jabra Speak 710 wireless Bluetooth speakers. This is a cost-effective solution in response to specific needs. The Library envisions a more holistic Audio-Visual solution in the future.

The Library is also exploring updates to the Media Lab, which already offering extensive resources surrounding digital media, video transfer, podcasting, Takeout Tech, and content creation tools. Enhancement under consideration include new and innovative makerspace type components, flexible seating to make the space more reconfigurable and conducive to group and one-on-one instructional sessions. Flexible furniture would also allow for the use of innovative technologies already owned by the Library, including green screen and virtual reality devices.

The implementation of RFID is well underway with over 90% of the collection successfully tagged. The remaining 10% are items currently in circulation. These items are tagged upon return by Library Staff. The final equipment implementation – self-check stations, USB pads for Technical Services, and gates – will occur in the first quarter of 2022. The Library chose Bibliotech's Software as Service option to give it the greatest flexibility for growth and innovation and is currently leveraging this approach to explore enhanced engagement and delivery options at the west train station.

The Library currently leases 75 staff and public computers under a lease that expires in August 2022. The Library and OSG are currently evaluating lease and purchase options as part of long-range technology planning. Flexible options under consideration include a partial buyout/partial lease continuation, purchase with lifecycle planning, and utilizing laptops that can be checked out.

**Chapter 13. Marketing, Promotion, and Collaboration.** The Communications Department's marketing, promotion, and collaboration efforts meet the Standards requirements. What follows is an overview of the department (with references to Marketing Standards) and a Communications Plan (**Standard 1**).

#### **The Communications Department:**

- Documents and shares the Lake Forest Library story and maintains and evolves the Library brand and voice
- Raises public awareness and engagement with collections, services, and programs
- Facilitates Library use by the community through communications and signage
- Supports Library staff in presenting clear and unified messages to the public

#### **Development of the Communications Department**

As internet access and usage increased in the early 2000s, libraries were no longer the only sources of information, and libraries began recognizing the need to actively promote themselves.

Lake Forest Library began investing in dedicated marketing around 2008 by hiring a part-time Graphic Designer. Some communications work including the website, blog, social media, email newsletter, and press/media relationships were primarily initiated and managed by librarians, however.

The increasing importance of proactively communicating with the community led to the creation of the Marketing Coordinator position (**Standard 13**) in 2017. In the fall of 2018, the Marketing Coordinator position evolved to Head of Communications and the Graphic Designer position became full time so that:







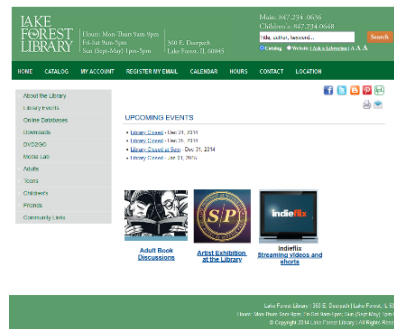
(Left) Large custom letters help identify spaces, (Middle) shelf edge signs and face-out books help patrons scan and find popular book topics, and (Right) placeholder signs help staff and patrons return items and provide an opportunity to promote related resources.

The Library website home page now features current happenings (**Standard 7**), eliminating the frustration of having to dig through multiple pages or remember special links to find information recently referenced in the newsletter, by word of mouth, or other communications efforts.

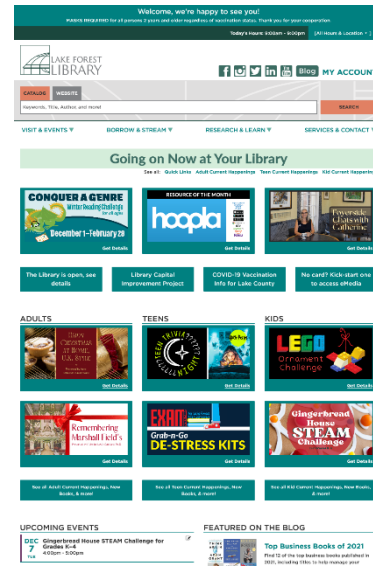
### Website in 2007



### 2012



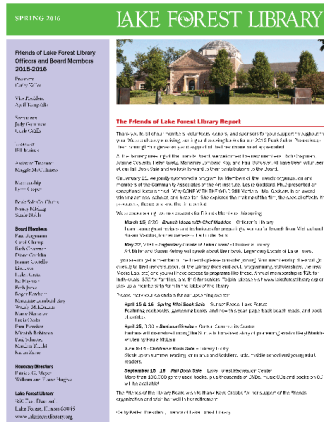
### 2018



Newsletter (Standard 5)  
2011



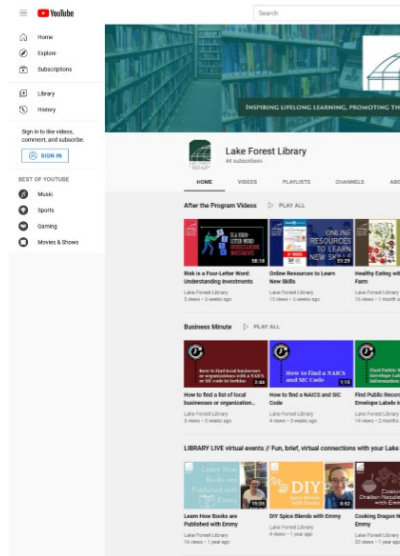
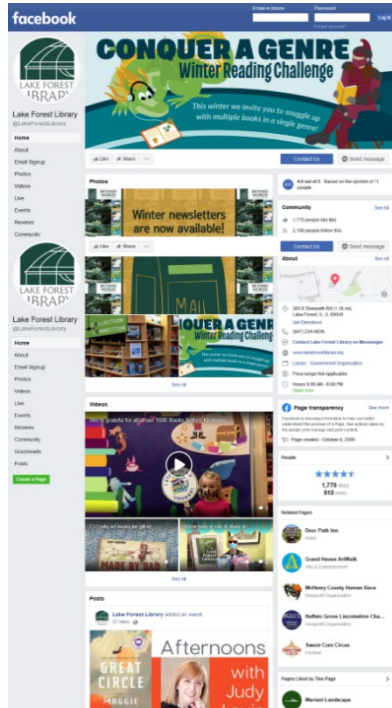
2016



2020



The Library maintains a presence on Facebook, YouTube (increasingly important since 2020), and (not shown) Instagram and Twitter. (Standard 4)



Library communications are relevant and encourage engagement because we create original content and graphics (**Standard 15**) whenever feasible, which enables us to effectively address the needs and desires of the Lake Forest community.



(Left to right) Booksy identity and packaging design, Takeout Tech identity, 1000 Books Before Kindergarten identity and ten sea creature illustrations, Yard Sign illustration



(Left to right) Curbside Collect name and logo, new library card designs, Read Between the Ravines name and logo, Winter Reading illustration of dragon listening to a Wonderbook

The Communications Department will of course continue to evolve. Our immediate priorities moving forward are outlined in the following Communications Plan.

## 2021–23 Communications Plan

### Goal 1

#### Document and share Library happenings, good news, and patron stories.

**Desired outcome:** Continued or improved positive image of the Library and staff in the community. More patrons telling us about their experiences with the Library.

**Achieved when:** We share Library good news and patron stories regularly in the newsletter, website, and other communications channels. Greater numbers and more positive comments are submitted by patrons.

#### Strategies

- a. Embed ourselves throughout the building to witness staff and patron interactions. Identify patrons who are good sources for stories.
- b. Implement ways to effectively and regularly tell stories in all communications channels.

- c. Consider a webform or other vehicle for collecting and sharing stories from staff and patrons.

## **Goal 2**

### **Strengthen relationships with local community marketers.**

**Desired outcome:** A more collaborative spirit with neighboring organizations and more awareness by the public of Library offerings.

**Achieved when:** Library Communications Department contacts or meets occasionally with other Lake Forest organizations. Library info is shared by other community organizations on their channels.

#### **Strategies**

- a. Research opportunities for cross-promoting news, events, and services.
- b. Create space for shared promotions in Library communications.
- c. Schedule short meetings with community marketers to:
  - i. Introduce ourselves.
  - ii. Discover what marketing pain points and opportunities they have.
  - iii. Identify possible shared audiences or topics of interest.
  - iv. Understand how to ask them to promote specific Library info.

## **Goal 3**

### **Prioritize work and investment of staff time into communications with evidence of higher impact and effectiveness.**

**Desired outcome:** Create room for innovation.

**Achieved when:** Communications Department can schedule in time to work on innovative projects that we haven't been able to make room for in the past.

#### **Strategies**

- a. Schedule a regularly occurring audit of communications workload. The audit may:
  - i. List work that:
    - 1. is ongoing or recurring for the Communications Department, to understand the scope of the workload and look for opportunities to streamline.
    - 2. is delegated to other departments, to review and adjust as appropriate.
    - 3. has been added to the Communications Department at the last minute and identify ways to manage and mitigate the workflow issues it creates.
  - ii. Review stats, set standards for successful communication efforts, and identify points at which the communication needs to be reconsidered or eliminated.
  - iii. Conduct occasional patron surveys for feedback on Library communication efforts.

## **Goal 4**

### **Ensure Library staff has the tools and information needed to collaborate with the Communications Department.**

**Desired outcome:** Coworkers creating additional, more varied, and more effective content.

**Achieved when:** Staff has a shared calendar or other way of setting expectations and meeting deadlines for content creation. Library-wide themes are planned ahead of time.

**Strategies**

- a. Create a system to help synchronize themes and anticipate meetings/preparation for large/cross-department events.
- b. Facilitate coworker use of Canva and other software tools.
- c. Improve systems for making requests to the Communications Department.

## Library Operations Report

December 14, 2021

This December Operations Report is a lengthy one. In addition, to providing a general update, the report provides a Collection Feature and the results of the recently completed Young Adult Diversity Audit of the Teen Collection.

### October 2021 Select Stats

- 17,492 visitors to the Library
- 28,068 items circulated to library users as compared to 27,870 in October 2020.
- 5,756 e-media resources circulated as compared to 5,246 in October 2020.
- 919 participants attended 61 programs in-person; and 1,765 participants attended 16 asynchronous virtual programs.
- Patrons received 75 one-on-one e-tutorials/tech help sessions and asked 3531 reference and reader's advisory help desk questions.
- Lake Foresters registered for 19 individual media lab sessions (Media Lab closed two weeks for equipment upgrades).
- 77 library cards were issued; and 1 museum pass used.
- 20,587 Wi-Fi sessions were recorded, and 921 public computer sessions.

### Events and Programs

- Four teens participated in the nationally accredited Safe Sitter program, which teaches teens the safety and business skills that go into being a babysitter. All teens completed their certification requirements.
- The Library celebrated *National Novel Writing Month* with a short story writing competition for 5<sup>th</sup>-12<sup>th</sup> grades. First place winners, Nelli Sandor for "The Galaxy Above" and Bradon Henry for "The Mystical World of Rift" received a gift card to the Lake Forest Book Store.
- Every month Children's Librarians Kathy Wellington, Lorie Rohrer, and Michelle Frigo host Facebook Live events that recommend fiction, picture books, and nonfiction books. In October, Kathy highlighted new chapter books; Lorie was all about *purrfect* cat picture books; and Michelle went with spooky nonfiction books. The content for each live event is blogged and made available on the Library website. See [Kathy's Korner – October New Fiction for Grades 3 -8](#); [Lit Lorie Loves](#); and [Michelle's Real Reads: Children's Nonfiction Book Recommendations](#).
- First Presbyterian Preschool came to the Library for a special storytime event on Thursday, November 4. 54 children and 10 teachers enjoyed a lively and interactive storytime with Miss Lorie.
- Friday afternoon New Release movie showings restarted in November with about ½ dozen attendees at each showing. Attendees for the virtual programs *Politics of Tea* with Claire Evans and *Betty Crocker* by dramatist Leslie Goddard, were 41 and 21, respectively. Patrons continue to request hybrid or virtual book club and literary options.



- The Winter Reading Challenge for all ages kicked off on December 1. This year's theme is [Conquer a Genre](#).
- The Library invested in innovative portable technologies, facilitating quality hybrid program offerings. Resources include two Jabra Panacast 4K web cameras and four Jabra Speak 710 wireless Bluetooth speakers. This is a cost-effective solution in response to specific needs for hybrid programming. The technology allows patrons to do what they are most comfortable in light of their individual health and safety view. The Library's lectures and book clubs are attracting strong participation. In-person attendance reflects smaller numbers. The Library's ability to give patrons the choice is much appreciated.



*Krista Kosar and Erin Murray, Adult Services Librarians, hosting a hybrid book discussion.*

### Community Outreach and Events

- The Lake Forest Library Foundation endowment campaign is underway. The *Forest & Bluff* article about the Lake Forest Library Foundation and its work, [Securing the Future for Lake Forest Library](#), is in the December issue at pages 42-43.
- The Library received two boxes of American Legion videotapes that the Library will be digitizing for the Post over the next few months. Digital copies will be provided to The History Center.
- On the second and fourth Thursday of each of December, January, and February, there will be drop-in opportunities for the public to come to the foyer and visit with the Library Director over coffee and ask questions about the Library. The first occurrence was on Thursday, December 9, Patrons stopped by for coffee and to share their thoughts and express appreciation for all the Library does for the community. In particular, patrons expressed appreciation for the seating in the foyer, Sunday hours, the depth of the foreign film collection, the depth of the print newspaper collection, especially *The Financial Times*, and the many programs, especially those with a virtual or hybrid option.
- The Library had an informational meeting with Senator Julie Morrison on Wednesday, December 8, about programming, resources, and funding opportunities.
- On December 6, the Library added a [virtual comment/suggestion box](#) to its website replacing the cards in the Library. The option to leave a comment/suggestion links from bottom navigation panel of each website page. In addition, the service desks have information cards with a QR2 code to help users easily get to the site. The page also includes a FAQ section. The online option better manages the comments and responds.
- The Library is participating in the City of Lake Forest's West Side Saturday Holiday Market on December 11 and 18. The Library's information booth will distribute library information, offer library card sign-up, provide an opportunity to win books and prizes, and gather community input regarding Library services to the west side. Stop by from noon-4:00 pm and say hello!

<p><b>CONTACT</b>  <b>360 E Deerpath Rd</b>  <b>Lake Forest IL 60045</b></p> <p>Main  <b>847.234.0636</b></p> <p>Children's  <b>847.234.0648</b></p> <p>Ask your Librarian a question</p> <p>Share a comment with the Library Board and Library Staff</p>
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## Personnel Matters

- On November 26, 2021, Erin Murray joined the Adult Services Team as a Librarian. She holds a master's degree from University of Wisconsin - Milwaukee and was most recently at Northbrook Public Library.
- The Illinois state-required Discrimination and Harassment training for staff and trustees is nearly complete.
- The salary benchmarking and other work is ongoing and will be completed by the end of the year to provide the Library with information for the final FY2023 budget work in February 2022.
- The Library prepared a Library Staff Retention and Turnover report in response to an inquiry from Trustee Strong. The report was provided to the Trustees.

## Status of technology projects

- **RFID** equipment (gates, self-checkout machines, and RFID pads) are delayed due to ongoing supply chain issues and expected not to arrive until late December or early January. The Library continues to tag returning and new materials using the tagging machines in the expansion area and Technical Services. While some equipment has arrived, it is not possible to activate RFID at this time. Although Library staff would still like to launch before the new year, a successful implementation with the least amount of disruption to patrons is the top priority.
- **New Microsoft Teams Integrated Phone system** installation was successfully completed on Monday, November 15, 2021.
- **New Hybrid equipment** purchased to facilitate programs. Devices include two 4K web cameras with a 180-degree field of view and four Bluetooth enabled wireless speakers for high quality audio and video experiences. See photos above.

## Facilities & Grounds Update

- Hill Mechanical completed the repairs on the inoperable boiler that controls and supplies the radiator system, the heat source in the older parts of the Library building. The cost was \$11,269.
- The Facilities Team continues to address a wide range of interior building needs, such as patching and painting walls, wood touch-ups, organizing supplies and storage areas, and removing shelving that was blocking access to elevator call buttons.

## Collection Feature – Graphic Novels

Lake Forest Library has had a sizable graphic novel collection for Children and Young Adults (YA) for more than a decade. Despite their longevity and enjoyed literary status, Library staff are often asked “why do you buy comic books?” or “what are these?.” The following is a brief primer on this material type.

**Sequential art** is the form used in graphic novels. Sequential art uses images in a specific order for the purpose of graphic storytelling or conveying information and includes the formats of comics, graphic novels, and manga:

- **Comics** are serialized, meaning they are released one chapter at a time, which are then collected into volumes of several chapters. Libraries circulate these volumes and omnibuses (multiple volumes bound together).
- **Graphic novels** are complete, standalone stories. Sci-Fi and Fantasy are probably the most well-known topics for graphic novels, but today you can find graphic novels in every genre, including non-fiction, and for all ages.



- **Manga** are serialized stories, primarily from Japan. They feature an art style similar to anime TV programs and are read “back to front.”

**Graphic Novels are a valid literary form.** Graphic novels sometimes suffer from the misconception that they’re not “real books.” Fortunately, that misconception is changing, and graphic novels are increasingly recognized as a standard literary form.

- Critical reception of graphic novels is on the rise, with titles winning the National Book Award, the Newbery Medal, and more.
- The classics—such as “To Kill a Mockingbird,” “The Iliad,” and “The Secret Garden”—are being remade as graphic novels, introducing these stories to a new generation of readers in a way that feels fresh, relevant, and exciting.
- Celebrities and icons are seeing the value of publishing in the graphic novel genre: John Lewis' History of Civil Rights, “March;” George Takei’s autobiography, “They Called Us Enemy;” Jennifer Love Hewitt’s horror story, “Music Box;” and many more.

**The Value of Graphic Novels.** Teen Librarian Emmy Neal and Adult Services Librarian Krista Kosta note that the benefits of graphic novels are multifold:

- Graphic novels get children excited about reading.
- Children like to finish things, and the sense of accomplishment of finishing a graphic novel can encourage them to see reading traditional books as achievable, too.
- Because graphic novels are image-heavy and conversational, they are good segues for non-readers or reluctant readers. There is a natural through-line for readers to progress from comics to graphic novels to novels.
- By having the exposition in the images, graphic novels do a wonderful job of teaching subtext and literary themes to visual learners who otherwise might find textual descriptions too tedious or inaccessible.
- Graphic novels feature significant numbers of BIPOC, LGBTQ+, and other diverse voices as writers and artists, helping to make the Children’s, YA, and Adult collections more representative and inclusive. Having books that people see themselves in matters. Recently, a Lake Forest patron was looking for a particular graphic novel for her trans daughter. Although the title she was looking for wasn’t on the shelf, Teen Librarian Emmy Neal (*pictured right*) was able to make her day by pointing her to several other options that met her family’s needs.

**Collections & Book Groups.** Through collections, book discussions, and reader’s advisory services, libraries are well positioned to introduce graphic novels to



more readers, and therefore play a key role in reducing the stigma surrounding them.

The Library has had a sizable graphic novel collection for Children and Young Adults (YA) for more than a decade and in 2019 started to develop its adult collection more fully. The titles were originally interfiled (mixed in) with the Fiction collection to emphasize that “all books are books,” but the graphic novels are now gathered into their own shelving units in recognition of how patrons prefer to browse. Manga was added in the summer of 2019, and they have quickly become the most circulated titles in YA. One teen was so enthusiastic, they checked out all 30 volumes of “Attack on Titan” at once! Adult graphic novels were originally interfiled with the nonfiction Fine Arts books, but in the fall of 2019 the growing collection was pulled together and housed in the Adult Reference area. The collection was expanded and continues to grow. In the fall of 2021, the collection was moved to the Adult Fiction Annex near Mystery and Sci-Fi books. Adult Services Librarian Krista Kosar (pictured right) manages this collection. Krista is considering using a graphic novel in the Nonfiction at Night Book Group to introduce more adults to graphic novels.



In May 2020, the Teen Book Group read and discussed “New Kid” by Jerry Craft. Teen patrons later told Emmy Neal that they felt empowered to discuss the Black Lives Matter demonstrations and other social movements that occurred in the summer and beyond with their families after reading and discussing “New Kid.”

A display of graphic novels from across the Library’s collections will be on display at the Board meeting.

#### **Collection Feature – Young Adult Diversity Audit (Emmy Neal, Teen Librarian)**

The Teen Library’s services are targeted towards patrons in grades 5<sup>th</sup>-12<sup>th</sup> grades. The Teen Library has a wide range of goals geared towards serving our diverse community. While we regularly audit our programming and reader’s advisory materials to ensure they meet community needs and ethical standards, this year we undertook for the first time a diversity audit of the Teen Library’s fiction materials. While the Library actively promotes cultural diversity and inclusion, the purpose of this audit was to ensure that our collection development policies, when put into practice, were aligning with our goals by creating a baseline that future examinations can compare themselves against.

There are two kinds of diversity audits: the ones that examine collection content and the ones that examine collection voices. Industry research indicated that the latter would be a more useful long-term tool for our collection development. The majority of books with diverse main characters are still being written by white, cisgender, able-bodied heterosexual people (Diversity Gap). Doing an audit of the characters in our collection would only generate fictionalized statistics, rather than a true representation of what our collection represents.

Lee & Low Books is a publisher at the forefront of researching the diversity gap in the publishing industry and in children’s publishing more specifically. They conduct several biannual self-reporting surveys and continue to expand their lens. Their diversity surveys, which underwent years of refinement, served as the blueprint for Teen Library’s in the hope that we will be able to compare our work to their industry results.

The Categories are as follows:

**Race**

- White/Caucasian
- Asian/Native Hawaiian/Pacific Islander/South Asian/South East Indian
- Latinx/Latino/Mexican
- Black/Afro American/Afro Caribbean
- Biracial/Multiracial
- American Indian/Alaskan Native/First Nations/Native American
- Middle Eastern
- Other

**Gender**

- Cis woman
- Cis man
- Genderfluid/non-binary/genderqueer
- Trans Man
- Trans Woman
- Other

**Orientation**

- Straight/Heterosexual
- Gay
- Lesbian
- Bisexual/Pansexual
- Asexual
- Other

**Disability** (including mental health)

- Yes
- No

The Library outreach recruited teen volunteers from the National Honors Society, Young Adult Advisory Board, Lake Forest Academy, and Deer Path Middle School to do research into the authors in our YA collection. The audit is a full list of every book in our physical fiction collection by title and author, done on November 7<sup>th</sup>, 2020. Volunteers each received an Excel file of ten authors to research, with dropdown menus provided in the following columns to help assign values to our categories.

	A	B	C	D	E	F
1	Title	Author	Race	Gender	Orientation	Disability
2	A week of Mondays	Brody, Jessica, author.				
3	The chaos of standing still	Brody, Jessica, author.	White/Caucasian			
4	Hate list	Brown, Jennifer, 1972-	Asian/Native Hawaiian/Pacific Islander			
5	Stranger	Brown, Rachel Manija.	Latinx/Latino/Mexican			
6	XL	Brown, Scott, 1976- author.	Black/Afro American/Afro Caribbean			
7	A song of wraiths and ruin	Brown, Roseanne A., author.	Biracial/Multiracial			
8	Code talker : a novel about the Navajo Marines of World War Two	Bruchac, Joseph, 1942- author.	American Indian/Alaskan Native/First Middle Eastern			
9	Prince of Shadows : a novel of Romeo and Juliet	Caine, Rachel, author.	Other			
10	Honor among thieves	Caine, Rachel, author.				
11	Smoke and iron	Caine, Rachel, author.				
12	Paper and fire	Caine, Rachel, author.				

Information was gathered from author websites, social media profiles, interviews, and blogs and volunteers included their sources in the Notes columns of their spreadsheet. Because they were only searching for information the authors had chosen to make publicly available, this was not a deep dive research project, and our volunteers had the option to leave unavailable information blank. Each Excel file of 10 authors was equal to one volunteer hour.

## Results

For this inaugural audit of our collection, the most important part to us was that it get finished. This audit will be the baseline for subsequent collection audits of the Teen Library to measure themselves against and would allow any kinks to be worked about before we attempted to scale this audit to more a ambitious size.

While every category does have representation on our shelves, some do not have enough to make up a full percentile. We will be putting our efforts into targeted collection development to ensure our collection is representative while being held to our high collection development standards.

These results were generated with 2% of our spreadsheets still outstanding.

## RACE



White/Caucasian	1624
Asian/NativeHaw	489
Biracial/Multiraci	80
Black/Afro Ameri	95
American Indian/	12
Middle Eastern	15

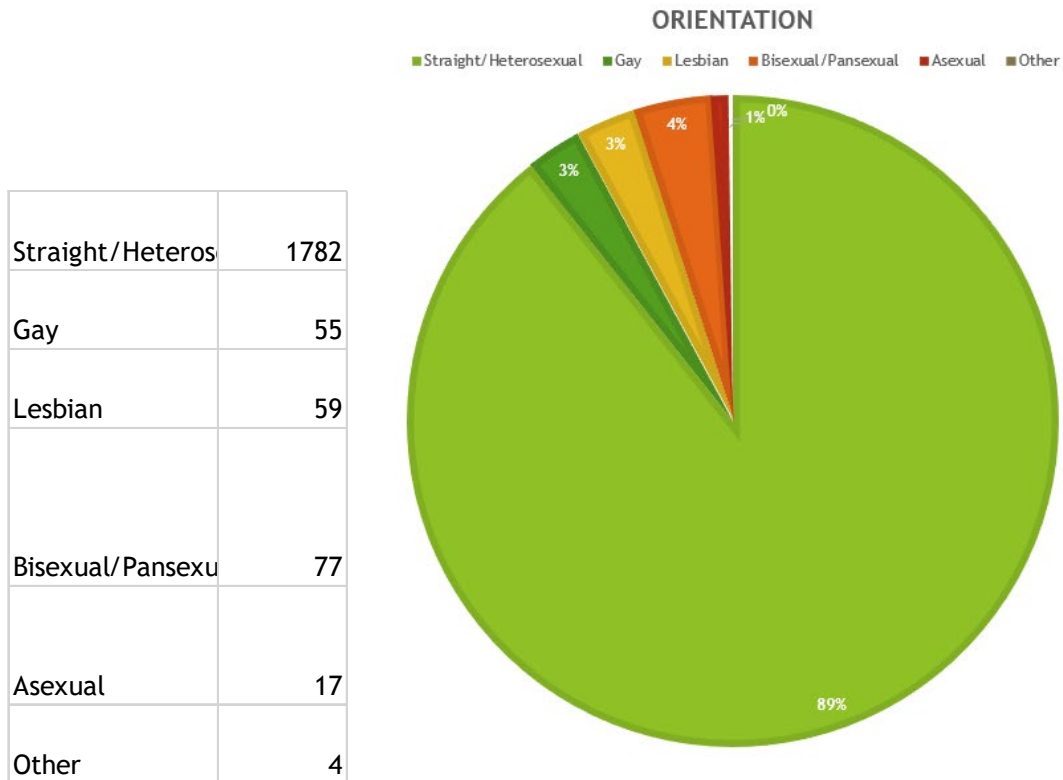
The weakest areas in our collection in the Race demographics are in the American Indian/Alaskan Native/First Nations/Native American and the Middle Eastern categories, which have 12 and 15 books on the Teen shelves, respectively. There are 4 Indigenous authors and 12 Middle Eastern authors in our Teen collection. There is a high percentage of Asian authors in our collection due to the manga series in the Teen Library which makes up 10% of the 21%. Manga is written and translated exclusively from Asian literature.

## GENDER



Cis woman	1548
Cis man	732
Genderfluid/non-	54
Trans woman	2
Trans man	1

The Gender demographics are an area where we found our expectations foiled. Trans men and trans women do not have enough books in our collection to make up a percentage point. However, our Teen Librarian knows books by at least four trans men were purchased for our YA collection, which begged the question: why did the audit only come up with one? During their research, our volunteers found evidence that encouraged them to count many trans masculine and trans feminine authors as genderfluid category. The authors were left in their volunteer-assigned categories.

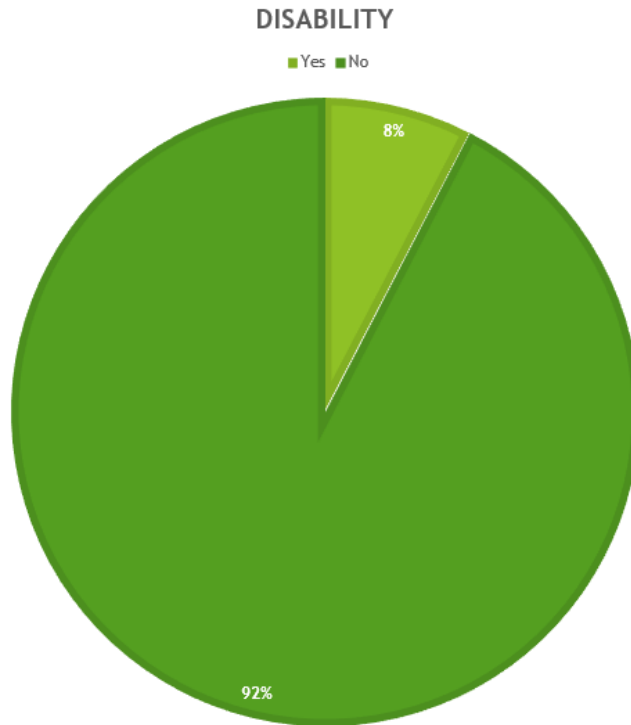


The orientation category will also benefit from targeted collection development. According to the CDC’s 2019 Youth Risk Behavior Survey of 15–17-year-olds, 11.7% identify as non-heterosexual. These teens, which includes trans teens who are often lumped into the orientation category, are at a higher risk of isolation, bullying, and domestic violence which create longstanding mental health issues. The Trevor Project, an international group specializing in crisis intervention and suicide prevention for non-heterosexual youth, conducts their own surveys that indicate teens consistently want information and language that can help them understand and articulate their identity. The Library providing books by authors of those identities both combats isolation in queer youth by giving them chances to see themselves in books and decreases stigmas associated with these identities through social emotional learning.

With 11% of our collection falling under the non-heterosexual umbrella, the Library is close to having a collection that matches our audience demographic. As noted at the beginning of this report, this audit is taking into account the diversity of authors and not characters; ultimately the Library’s goal is to cultivate a collection that provides both to patrons. The CDC notes that there have been slight increases in the non-

heterosexual demographic when their survey is collected, and so our goal for the future is not to arrive at 11.7% but rather a robust 15%.

Yes	186
No	2086



Disability is a huge category, and our scope was perhaps too undefined. This category included everything from Autism Spectrum Disorder to cancer to OCD. Volunteers were given a number of things to look out for that would indicate a yes, but many factors were left up to them to decide. Do prescription glasses count as a disability? Most volunteers picked no, but most people who need prescription glasses would find it difficult to survive long without them. As schools and families begin to focus more on empathy education and social emotional learning to build strong communities, it is important that our collection reflect the wide range of abilities present in society and encourage teens to view others as whole people, with lives as complex and interesting as their own, regardless of physical ability.

### Future Considerations

There were a number of missed opportunities in this audit, as well as a few which were deliberately passed by that we hope to revisit.

1. When collecting the list of graphic novels, we only grabbed authors and not illustrators. Everyone can agree that a graphic novel wouldn't be much without the illustration component, and our next audit will be collecting both.
2. The same thing occurred when pulling the audiobook spreadsheet: we did not pull the narrators.
3. When putting the audit together and practicing the research, Emmy Neal found it almost impossible to collect information on authors' religions, a diversity statistic that the Library would be very interested in collecting. It was determined that if a librarian, who has a master's degree in how to conduct research, could not find the religious affiliations of authors in their publicly available information, it would be too burdensome to assign the task to teenagers.

The Library is working on the scalability of the audit to examine other collections within the library, beginning with the Children’s Fiction collection. This creation, execution, and collation of this YA Diversity Audit for 2020 took 197 hours (about 1 week 1 day) of work split amongst the Teen Librarian and 15 teen volunteers.

### **Notable Sources**

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