

CANCELLED

LAKE FOREST LIBRARY BOARD OF TRUSTEES

Lake Forest Library, 360 East Deerpath Road, Lake Forest, IL 60045
Tuesday, January 11, 2022, 7:30 pm
Regular Meeting

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-minutes.

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(c)):
 - a. Approval of the January 11, 2022 Agenda
 - b. Approval of the December 14, 2021 Regular Meeting Minutes
 - c. Approval of the December 2021 Financial Report
8. Committee Reports and Actions: None
9. No action item: Library Operations Report.
10. Unfinished Business.
11. New Business.
12. Adjournment.

Upcoming Meeting: Regular Board Meeting, February 8, 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 January 11, 2022 Board Information Package as Meeting Cancelled

Patron Comments/Suggestions: Comments also come via phone, email, and U.S. post. *All comments that contain contact information receive a response.*

Comments from patrons

12.2021 The note in a Christmas card given to Kate Buckardt, Adult Services Librarian, when delivering books to a patron's home as part of the Library's HomeBound Service. Dear Kate,

Thank you for throughout the year you bring me my books. Thank you for your thoughtfulness. Everyday seems like Christmas to me because of your generosity and you take the time to listen to me. Love, (patrons name)

12.23.2021 Kathy Prazenka, onekjp@gmail.com. Leslie [Goddard, PhD,] did a wonderful job presenting *Remembering Marshall Fields*. It brought back many memories. Merry Christmas to all!

12.19.2021 Mary Kong marylkong@gmail.com. *In praise of Patrick Villanueva and the Media Lab for Lake Forest*. I am so blessed at being able to learn new ways of technology locally. Patrick [Villanueva, Media Lab] has shown me how to archive many old family pictures, some of which are over 100 years old. Many from the old West during the pioneering days when photography was in early development. Many from old Chinatown San Francisco and 1800s China. My husband's great grandfather was the first Chinese in Chicago during the Civil War. My side of the family goes back to the Oregon Territory in the Pacific Northwest before Portland and Seattle were cities and when San Francisco was expanding during the gold rush of 1849. Spent several days cataloging pictures from the Klondike gold rush and 1890s Seattle. So needless to say many of these photos have great significance for family history. Am still cataloging my father's U.S. Army World War II campaigns with the 442nd Infantry division. Including several battle plan maps for the invasion of Sicily after the Northern Africa campaign of WWII. I donated my mother's WWII military uniform to a historical library with photos. Some of the old photos will be used for cultural centers. I combined photos and music to family historical videos. I could not do this without using the Media Lab.

The Media Lab is limited by its hours and size, but hopefully it can be expanded. This is such a great facility and Patrick is such a patient and knowledgeable teacher. I plan to continue to use this lab as often as possible.

I attended a class program that Patrick gave Saturday afternoon doing design on a t-shirt. It was great and everyone in the class enjoyed it.

Please keep up the good work. I have much to learn from all the new media developments.

I have donated hundreds of books each year for the annual library book sale. I think that the Lake Forest Library is the most valuable asset of my property tax payments. I only wish more of the local tax funds were going to the library.

Mary Kong, 1011 Fairview Ave, Lake Forest, IL 60045

Online Comment Form

12.29.2021 Ron K. One of the Library's web site pages says its architect is HGA, but on the first page of the web site it says the architect is WJE. Which is it? Also, I get confused as the web site says the children's section is moving and there is a new north wing, but then the first web page says just the dome is going

to be repaired. What has been voted on and approved to happen? There is so much construction going on in town that it is difficult to keep track of. Thank you for keeping the web site information up to date. [Note: The Library's Communication's Team is updating the website. The goal is to make available all the work that has been done to date as well as continue to update the Lake Forest Community on the new phased in approach to the improvement of the Library building. Unable to respond directly to comment as the commenter did not provide contact information.]

12.21.2021 Anne. Board members - I believe the library should disclose the specifics of the approximate \$500,000+ it has spent on HGA, space consultant, and fund raising consultant since 2017. Since the library is now asking for more tax dollars and money for an endowment, the people should know the exact amount spent on these professional service firms since 2017 when this began. Our town has always prided itself on transparency. I would like to see disclosure in the financial statements of these amounts historically and going forward. Being transparent about our money would be appreciated. [Note: This information is (and has been) provided on the Library website. The Library's monthly financial reports are approved by the Library Board. The Board Meeting materials are online at [Board Materials and Meetings](#). The Library's audited financial statements are on the Library website at: [Financial Information and Annual Report](#). Unable to respond directly to comment as the commenter did not provide contact information.]



FY2022 Revenue & Expenditure Statement

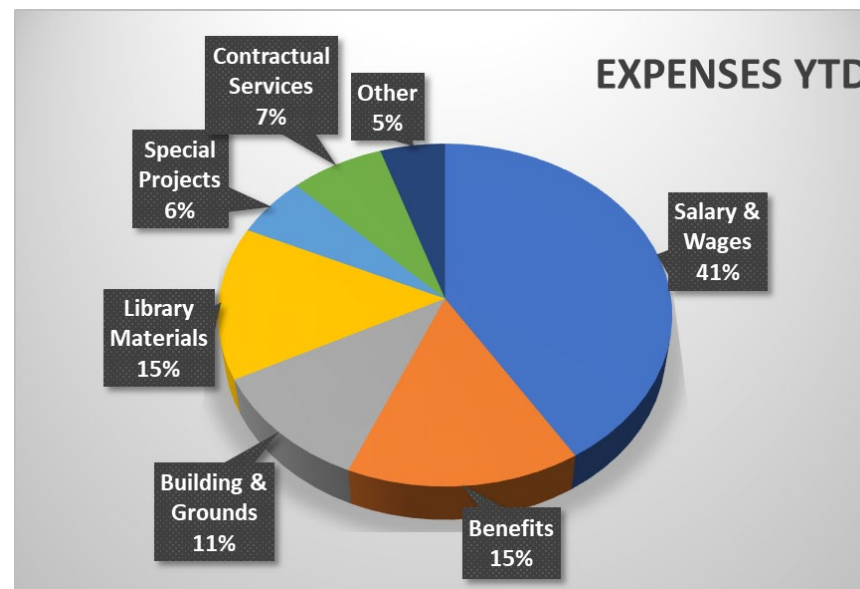
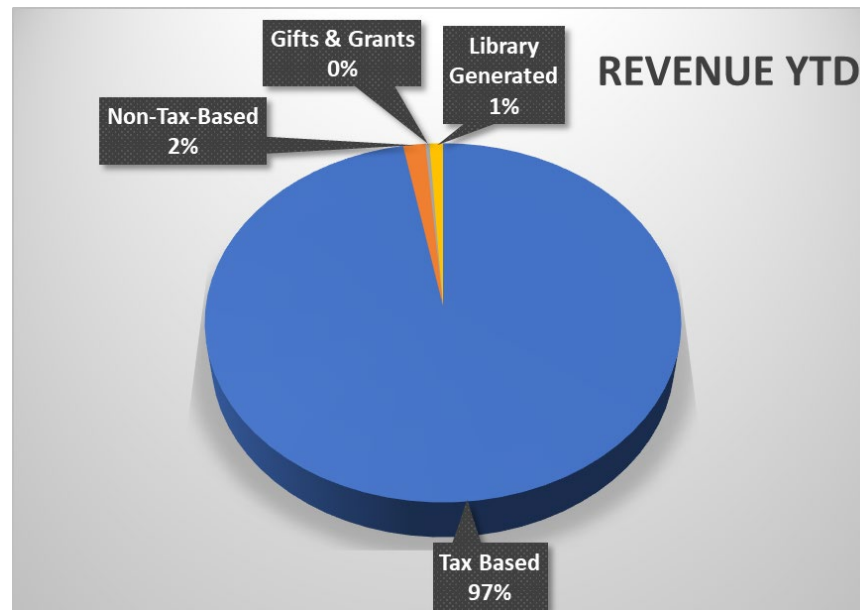
For the YTD December - 2021

Revenues	YTD	Budget	Budget Utilized
Tax Based	4,291,358	\$ 4,307,816	100%
Non-Tax-Based	73,225	\$ 49,000	149%
Gifts & Grants	13,170	\$ 2,500	527%
Library Generated	44,265	\$ 28,450	156%
Total Revenues	\$ 4,422,019	\$ 4,387,766	101%

Expenses	YTD	Budget	Budget Utilized
Salary & Wages	974,425	\$ 1,810,504	54%
Benefits	361,249	\$ 790,310	46%
Building & Grounds	262,639	\$ 463,000	57%
Library Materials	341,710	\$ 604,500	57%
Special Projects	135,308	\$ 200,000	68%
Contractual Services	174,059	\$ 245,650	71%
Other	119,827	\$ 267,407	45%
Total Expenses	\$ 2,369,217	\$ 4,381,371	54%

Total Net Income	\$ 2,052,802
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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
Total Reserve Amount	\$ 6,150,419





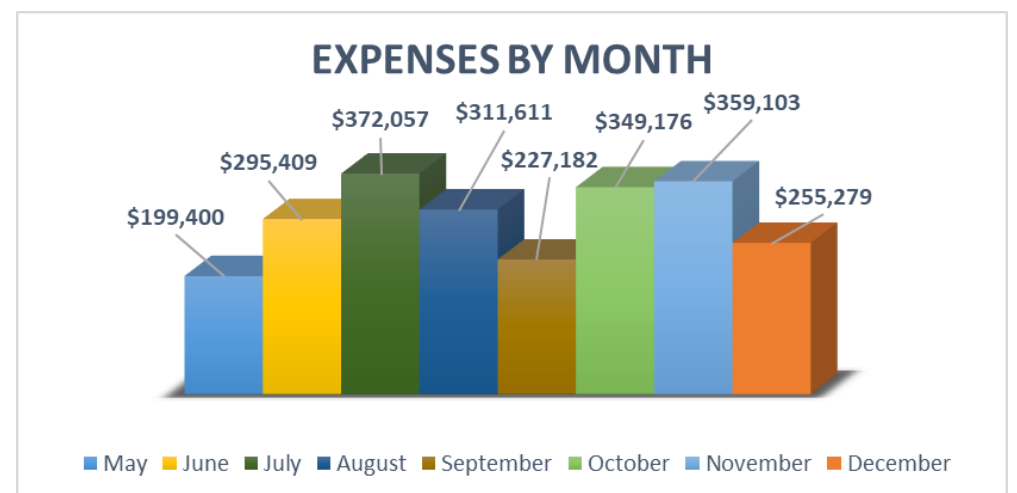
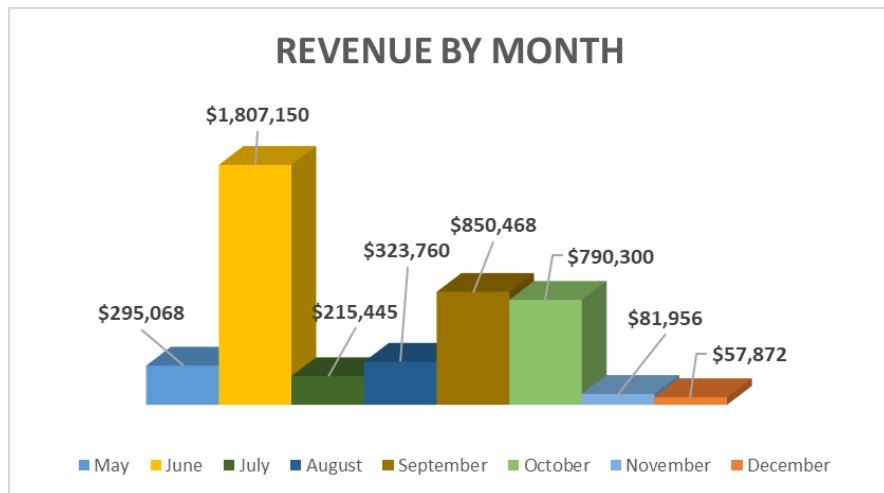
FY2022 Revenue & Expenditure Statement

For the YTD December - 2021

Revenues	May	June	July	August	September	October	November	December	YTD	Budget
Tax Based	278,237	1,790,977	202,043	290,721	847,162	767,702	74,197	40,320	4,291,358	4,307,816
Non-Tax-Based	13,581	-	9,897	29,837	-	16,489	-	3,421	73,225	49,000
Gifts & Grants	1,245	1,500	50	-	75	-	-	10,300	13,170	2,500
Library Generated	2,005	14,673	3,456	3,202	3,231	6,109	7,759	3,830	44,265	28,450
Total Revenues	\$295,068	\$1,807,150	\$215,445	\$323,760	\$850,468	\$790,300	\$81,956	\$57,872	\$4,422,019	\$4,387,766

Expenses	May	June	July	August	September	October	November	December	YTD	Budget
Salary & Wages	83,864	111,456	119,291	114,487	116,722	181,323	122,013	125,268	974,425	1,810,504
Benefits	43,407	47,801	49,034	43,073	29,750	54,832	45,194	48,158	361,249	790,310
Building & Grounds	7,521	33,104	28,740	29,444	18,160	32,986	87,995	24,689	262,639	463,000
Library Materials	42,594	49,215	75,210	40,368	27,152	24,792	63,746	18,634	341,710	604,500
Special Projects	-	25,000	20,000	40,158	12,500	12,524	12,500	12,626	135,308	200,000
Contractual Services	10,522	26,909	57,129	16,978	1,646	32,509	16,612	11,755	174,059	245,650
Other	11,493	1,924	22,654	27,102	21,252	10,210	11,043	14,149	119,827	267,407
Total Expenses	\$199,400	\$295,409	\$372,057	\$311,611	\$227,182	\$349,176	\$359,103	\$255,279	\$2,369,217	\$4,381,371

Total Net Income	\$95,668	\$1,511,741	(\$156,612)	\$12,149	\$623,286	\$441,124	(\$277,146)	(\$197,407)	\$2,052,802	
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Lake Forest Library
Financial Notes and Variance Report
For the Month of December 2021 (Month 8) FY2022

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

General Operations - Revenues

Property Tax: As of December 31, the Library received \$4,291,358 in property tax distributions which is almost 100% of the annual budget. This percentage is in alignment with pre-COVID fiscal years.

Non-Tax-Based: As of December 31, the Library received \$73,225 in non-tax-based revenues. \$44,647 reflects three installments of the replacement of personal property tax payment and the \$28,578 per capita grant. Non-tax-based income has exceeded 49% of FY budget.

Library-Generated: As of December 31, the Library received \$44,265 in library generated income. This is income from copiers, RAILS ALSIP payments, and miscellaneous fee income. Overall Library generated income has exceeded 56% of FY budget.

Gifts: As of December 31, the Library received \$13,170 in cash gifts. Non-cash gifts are not valued by the library. Overall gift income exceeds 427% 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 December 31, \$974,425 for salaries and wages: 54% of FY budget; \$195,155 for fringes: 42% of FY budget. \$72,560 for SSN: 52% of FY budget; \$93,533 for IMRF: 51% of FY budget. Vacation and sick leave buy outs due to retirements/resignations reflected.

Materials: Books, AV, and Electronic Services: As of December 31, \$341,710: 57% 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 December 31, \$429,194: 60% of FY budget. Consortia fees, technology leases, equipment, services, software, and contractual fees reflected here. Includes \$135,308 in special project work.

Building and Grounds: As of December 31, \$262,639: 57% 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 December 31, \$97,719: 50% 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: 54% of budget expenses; 101% budget revenues.

Library Operations Report

January 11, 2022 Board Meeting Cancelled

November 2021 Select Stats

- 14,986 visitors to the Library
- 27,699 items circulated to library users as compared to 28,058 in November 2020.
- 5,514 e-media resources circulated as compared to 5,038 in November 2020.
- 6,988 database uses were recorded with World Book Encyclopedia and Value Line having the highest uses at 2,259 and 1,650 respectively.
- 542 participants attended 42 programs in-person; and 2113 participants attended asynchronous virtual programs.
- Patrons received 87 one-on-one e-tutorials/tech help sessions and asked 3,646 reference and reader's advisory help desk questions.
- Lake Foresters registered for 31 individual media lab sessions.
- 82 library cards were issued; and 6 museum passes used.
- 27,079 Wi-Fi sessions were recorded, and 684 public computer sessions.

Gifts to the Library

- In December the Library received a \$10,000 gift from the Buchanan Family Foundation to fund the Library's new adult and youth accessibility collection.
- The Library also received a \$3,000 gift from the Dick Family Foundation for continued funding of the Book Club Collection and the spring after-hours author reception on Friday, May 20.



General Operations

- With the completion of the three-month review of *Serving Our Public 4.0: Standards for Illinois Public Libraries* by Library staff and Trustees, the Library submitted its 2022 per capita grant application on January 6, 2022. In FY2022, the Library received \$28,000 in support of technology and the e-resource collection.
- In alignment with other libraries and community organizations, the Library is returning much of its programming to virtual due to the impact of COVID.

December Highlights - Events and Programs

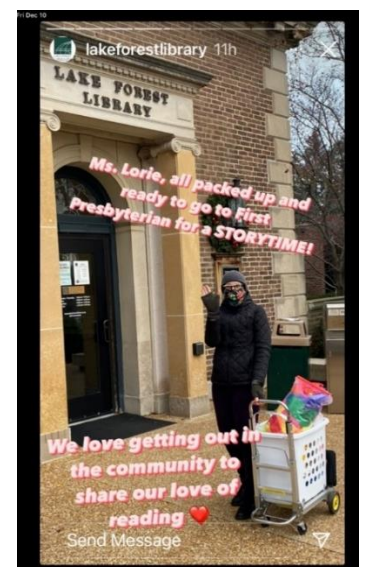
- Although modified a bit from past years, 781 students came to the Library to study for their final exams during Exam Escape. 62 Exam Escape Grab 'n' Go kits with study supplies and destress materials for teen patrons to enjoy at home were distributed. The energy and good will in the Library building during Exam Escape is always an enjoyment.
- The Winter Reading Challenge for all ages kicked off on December 1. This year's theme is [Conquer a Genre](#). At the end of December, 1 teen had already conquered 2 genres, 37 youngsters conquered 19 genres, and 41 youth conquered 19 genres, 1 youth finished. The program ends at the end of February.

- During the month-long LEGO ornament challenge, 117 LEGO kits, assembled by Library staff from donations from our amazing and generous patrons, were picked up. Thirty-five children turned in their LEGO creations to be entered into a raffle for a LEGO kit. Joel Rasmussen won a LEGO City Kit for his LEGO oven ornament. The entries are on display in the Children’s Library.
- The Library held its first (and planned annual) Gingerbread STEAM Challenge for children in grades Kindergarten through 4th and their families. Participants challenged themselves to use their math, engineering, and financial skills to create and decorate a sturdy gingerbread house on a budget.
- The Teen Writing Contest celebrating National Novel Writing Month had nine entries. Nelli Sandor and Braden Henry won this year, both with elaborate fantasy stories! Nelli Sandor’s “The Galaxy Above” followed the rise and fall of a villainous queen and Braden Henry’s “The Mystical World of Rift” chased the hero through the multiverse to try and save the world. Their stories, as well as the runners-up, can be found [on the library blog](#).
- *Remembering Marshall Fields* with host Leslie Goddard, Ph.D., was one of our most popular adult programs of 2021 with 54 participants attending live and over 217 viewing a recording of the program on the LF Library YouTube channel.
- Other popular December adult programs included *Happy Christmas at Home UK Style* by Claire Evans with recipes and food traditions that were especially appreciated by our patrons; *To Read and To Give: Top Books of 2021* with Librarians Krista Kosar and Kate Buckardt; and Pauline Droege from Green Minds Lake Forest/Lake Bluff presented a program on *Solutions to Food Waste in Lake County* with tips on composting and recycling.
- Patrick Villanueva from the Library’s Media Lab instructed an enthusiastic group in an overview of Silhouette Studio Basics and Heat Transfer Vinyl. The class created their own t-shirt to wear for the holiday season.



Community Outreach and Events

- Foyer Side Chats. On the second and fourth Thursday of each of December, January, and February, the public is invited to visit with the Library Director over coffee and ask questions about the Library. On December 23, Board President John Johnson brought chocolates and joined in the conversations with about a dozen patrons that stopped to chat. Topics included the beauty of the Library, appreciation of services, especially being able to place holds and pick up automatically checked out holds, a request for continued virtual programming options, book requests and recommendations, and general appreciation for the Library staff and hours, especially during COVID.
- The Youth Services Staff continues to expand its presence in the community with off-site Storytimes and programs with the goal of inspiring a love of literature and exploration in students and teachers. In December, Youth Services hosted nine Storytimes at three different Lake Forest schools, inspiring 163 students and teachers.
- The Library participated in the City of Lake Forest’s West Side Saturday Holiday Market on December 11 and 18. Library staff and the Director engaged with



over 254 individuals over the course of the two afternoons. Twelve new library cards were issued and 50 library surveys regarding west side services were completed. Last, every Plinko player was a winner as 227 prizes including adult and children’s books, carabiners, cowbells, bike bells, library bags, and flashlights left the Library booth with happy winners.



The survey data, although very preliminary, provides a starting point for further exploration and study regarding the library needs and desires of west side residents. The results of the survey are attached. Note the data has not filtered out non-west side residents that took the survey. An initial review, using addresses provided by participants, indicates that non-west side residents generally had no interest in expanded west-side services.

Personnel Matters

- The Library’s Staff Information Hub was further developed to house additional HR materials, including new COVID information and guidelines. The Library continues to monitor the recent legislation and pending litigation regarding vaccines and testing protocols and is prepared to respond as required by law if testing/vaccine mandates are implemented during the week of January 10. As of this time, the Library has been able to shift staff to continue to provide all services despite the impact of COVID on some employees. The Library staff continues to devise remote work and to step up and take on additional work to support colleagues who have been adversely impacted by COVID.

Status of technology projects

- **Self-Checkout Machines** are expected to be delivered to the Library the week of January 10. However, other RFID equipment (gates and RFID pads) are delayed due to ongoing supply chain

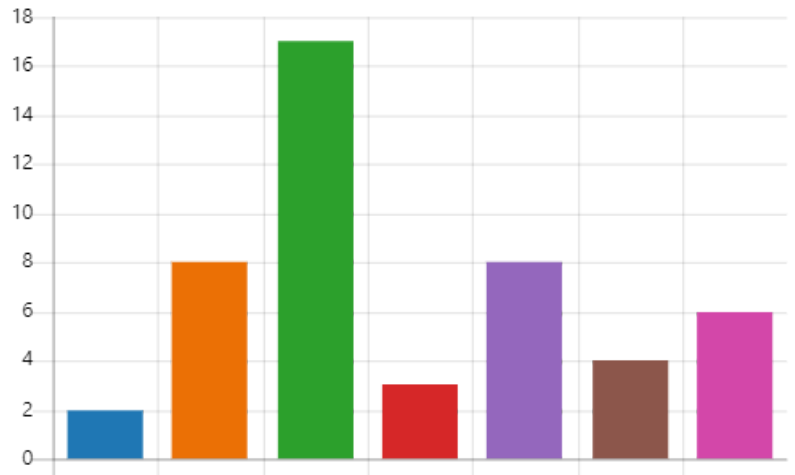
issues and expected not to arrive until the last week of January. Unfortunately, the system cannot go live until the RFID gates have arrived. The Library continues to tag returning and new materials using the tagging machines in the expansion area and Technical Services.

Facilities & Grounds Update

- The elevator was out of service for the day on December 29, 2021 due to a failed sump pump. The pump was replaced by Pasquesi Plumbing on an emergency call basis.
- The Library has acquired all necessary materials to deal with winter weather. All equipment was checked and tested prior to the season starting and enough salt to keep the sidewalks clear of ice and snow is on hand.
- 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.

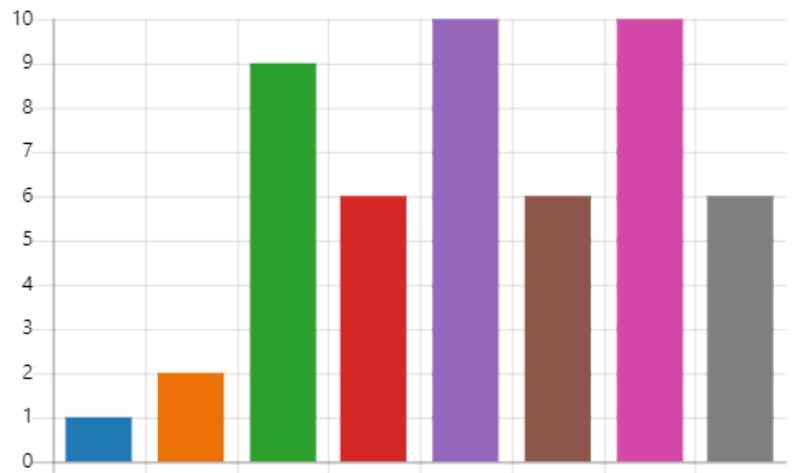
How often do you visit Lake Forest Library?

Multiple times per week	2
Once per week	8
Twice per month	17
Once per month	3
Several times per year	8
At least once per year	4
I don't visit the Library	6



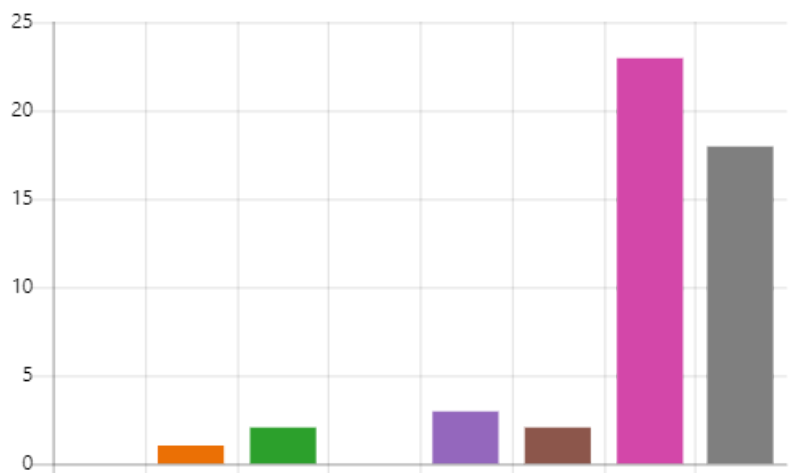
How often do you place holds/reserve items for pick-up at the Library?

Multiple times per week	1
Once per week	2
Twice per month	9
Once per month	6
Several times per year	10
At least once per year	6
I don't place holds	10
I don't borrow Library materials	6



How often do you use the DVD2GO machine at the West Train Station?

Multiple times per week	0
Once per week	1
Twice per month	2
Once per month	0
Several times per year	3
At least once per year	2
I don't use the DVD2GO mach...	23
I didn't know about the DVD2...	18



West Side Service Needs (2021)

2

Please rate the following based on your interest level. A **vending machine** like DVD2GO, but that also has a selection of books, audiobooks, and Children's items for you to choose from:

● 1 Not interested	15
● 2	8
● 3	12
● 4 Very interested	15



Please rate the following based on your interest level. A **locker system** at the West Train Station, enabling you to pick up reserved items/holds without coming to the Library building.

● 1 Not interested	16
● 2	7
● 3	10
● 4 Very interested	17



Please rate the following based on your interest level. More **Library programming** in West Lake Forest

● 1 Not interested	16
● 2	6
● 3	8
● 4 Very interested	19



Is there anything else you would like to tell us about how we can improve your access to Library materials and services?

- Like the "on hold" feature. Like that so many current releases are available. Don't see the need to enlarge the library but remodel as needed.
- I don't mind driving to east Lake Forest
- No 2 hour rules.
- I used it after my kids were "home" Library staff all do a GREAT JOB. Thank you! =)
- Visiting family—always stop by to get a book and read a magazine =)

Would you like us to follow up with you about your comments?

● Yes	5
● No	40

