



## LAKE FOREST LIBRARY BOARD OF TRUSTEES

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

Tuesday, February 8, 2022, 7:30 pm

Regular Meeting (Virtual)

Please be advised that the Trustees of the Library Board will be remotely attending this meeting by electronic means, in compliance with the recent amendments to the 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 and that it is not feasible to have the Trustees or members of the public physically present at the meeting due to the pandemic disaster. Members of the public are invited to attend this meeting, as well as provide public comment at the meeting. Members of the public can participate remotely in the meeting via Microsoft Teams by clicking the link below which will provide both video and audio means to attend the meeting: [Join Microsoft Teams Meeting](#). Or by calling: [+1 872-240-4516](tel:+18722404516). Conference ID: 600 812 684#.

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](http://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(e)):
  - a. Approval of the February 8, 2022 Agenda
  - b. Approval of the December 14, 2021 Regular Meeting Minutes
  - c. Approval of the December 2021 Financial Report
  - d. Approval of the January 2022 Financial Report
  - e. Approval of 2022 Annual Calendar
8. Committee Reports: Building Committee announcement of February 15, 2022 meeting.
9. No action item: Update on FY2023 Library Budget.
10. No action item: Library Operations Report.
11. Unfinished Business.
12. New Business.
13. Executive Session pursuant to 5 ILCS 120/2(c)(1): *The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.*
14. Adjournment.

**Upcoming Meetings: Building Committee: February 15, 2022; Regular Board: March 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.

INSPIRATION ♦ IDEAS ♦ COMMUNITY

## **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 February 8, 2022 Board Meeting

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

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### Comments from patrons

January 26, 2022, Gretchen Athas, [gretchen.m.cooper@gmail.com](mailto:gretchen.m.cooper@gmail.com)

Thanks for being open! Thanks for requiring masks! We LOVE the Library!

January 19, 2022, Marion Stainkamp. "I live out of your area but found your library by chance. A general thank you to the Library and Librarians for all you have done during this "time"." [program feedback]

January 12, 2022, Eleanor McMurrin. Dear Kate, If I had been a librarian. I would have loved to have been like you. Thanks, Eleanor

January 9, 2022 Bruce Wasser, Lake Bluff patron, called asking if we had some books he wanted. I pulled them for him to pick up and he thanked me, then added that the reference desk librarians are the nicest and most helpful.

January 7, 2022 Patron remarked that her family is really enjoying the Wonderbooks. A good alternative to watching television.

**Lake Forest Library Board of Trustees**  
365 Deerpath Road, Lake Forest, IL 60045  
Regular Meeting Minutes  
7:30 p.m., December 14, 2021

CALL TO ORDER

President John F. Johnson called the meeting to order at 7:30 p.m. on December 14, 2021, at the Lake Forest Lake Bluff History Center.

ROLL CALL

Trustees Present: Germaine Arnson, Bryan Bertola, Jim Clifton, JoAnn Desmond Elizabeth Grob, John F. Johnson, Andrea Lemke, Sue Shattock, and Heather Strong  
9 trustees in attendance, a quorum is present

Staff Present: Catherine Lemmer, Library Director; Ed Finn, Director of Operations; Emmy Neal, Teen Librarian; Sameer Notta, Finance Officer; Lorie Rohrer, Head of Youth Services; Joy Schmoll, Communications Officer, and Chris Wheeler, Facilities Manager. Joy Schmoll, Communications Officer.

PRESIDENT'S REMARKS

President Johnson welcomed us to this last Library Board Meeting of calendar year 2021. His remarks follow-

We appreciate The History Center and the hospitality they have extended to us to use this special space for our meeting. As many of you know, the Kasian Room tonight is being used along with other areas of the Library by our high school teens for exam study preparation. We wish for all our teens to have success in these challenging exams.

On our agenda tonight we have an important action item regarding the Dome Repair and Restoration Project from the Building Committee. They have provided an extensive report and recommendation for us to consider later in our meeting.

The Trustees received a Personnel Report requested by Trustee Strong. You may have questions and want clarification on some of the details. We will have that report on the Board agenda in January along with continued updates on the Budget Planning for our next fiscal year.

Last meeting, I gave some highlights of our Library Board History from Volume 1 which covered the founding of the Library established on July 4, 1898 through 1951. In July 2023 we will be celebrating our 125th year and perhaps some Trustees and community members would be interested in helping to plan a celebration.

This past weekend I completed reading Volume 2 of the Library Board Meeting Minutes covering the period 1952 to 1963. Here are some highlights of interest.

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- On May 10, 1952, at the Annual Meeting President Alfred E. Hamill announced his resignation after serving 27 years from 1926 to 1952. At that same meeting it was mentioned that it would be wise to investigate the installation of electric cables to control ice in the gutters. At the Board meeting on September 20, 1952, it was reported that the ice melting cables had been installed by Huber Electric in four sections.
- On May 9, 1953, starting a new Summer Reading Program was discussed at length. It was reported that "Highland Park had great success with their program in the previous year. It was decided that the LF Children's Librarian would visit Halsey, Gorton, Everett, Bell, Day School and St Mary's and an assistant was requested, preferably a Library Board Member." There was also a reference to a "dampness situation" but no source was identified. Decorators thought that it might be due to the need of tuckpointing.
- On July 11, 1953, it was reported that the first Summer Reading Program was a success.
- During the October 10, 1953, Buildings and Grounds Committee reported repairs to the roof were under consideration. Also repatching of the entire roof was under review. Repairs to the Court Walls were postponed.
- On February 20, 1954, it was reported that "one set of blueprints was badly worn, and a Trustee Dangler was appointed to investigate the possibility of a duplicate set being acquired."
- On July 10 of that year special repairs to the Court Walls that had been deferred in previous years were approved. As of October, repair work had not started since "contractors were too busy to undertake the work." In the Spring of 1955, it was determined that the stone columns which were blocks on the outside, were solid on the inside. Ornamental fencing was considered, but in May 1956, Edwin Clark was asked to provide a report and assessment of the design review. In May 1957 the Board asked Stanley Anderson for an opinion regarding removing the Court Walls down to 42 inches and remodeling the iron gates. This work was completed by October 1957.
- In February 1957 Clauson & Winter provided an estimate of \$315 to repair the lobby couches in plastic. It was also noted that "parking had become somewhat of a problem." Roof repairs were again needed due to heavy rains. Suggestion was made to install two copper downspouts and modify the ornamental gutters.
- In the summer of 1957, it was noted that popular adult fiction and non-fiction books were in high demand, but expensive and purchases should be made for a rental collection charging twenty-five cents per week and ten cents daily for those kept over.
- Dome Repair of interior tuckpointing work and gutter repairs were completed in October 1959 but in February 1960 small leaks still existed.
- In October 1960 there was a drawing of the front entrance terrace where repair work was necessary due to the settling of the bluestone causing an uneven walkway puddle with limited drainage.
- In April 1961 the City of Lake Forest began providing Financial Services to the Library utilizing the City IBM computer accounting system. This was approved and resolved that

“The Library Board would continue to have control of financial activities” just as we do today.

- On July 16, 1963, Hermon Dunlap Smith was recognized for his service by the Library Board. He had served as a Trustee from 1936 and served 11 years as President since 1952.
- And to conclude Volume 2, the Auditorium seats were donated to the Lake Forest College in November 1963 to begin the preparation for the children’s library in the lower level.

Thanks for listening. Have a safe and joyous holiday season!

#### CALL FOR ADDITIONS TO THE AGENDA

None

#### OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD

Susan Athenson, President of the Lake Forest Preservation Foundation, requested that the Board consider televising, via Zoom or recording, the monthly Board meetings. She suggested that this would increase the trust within the community and decrease the possibility of false rumors.

Art Miller, representing the Lake Forest Preservation Foundation, expressed reservations about hiring the large national firm, Wiss, Janney, Elster Associates, Inc. He submitted questions to the Library Director before the meeting:

1. Is the phase 1 stand-alone, in case a more design focused firm might be needed if the work is extensive?  
The selection process seems again to favor large national firms, for their depth, etc. This did not work with the earlier planning; show how can we be sure it will work this time? Lake Forest College has also had trouble over national firms with relevant experience, but not sending appropriate team member or leadership to handle the project.
2. Given the Wiss, Janney expertise nationally in domes, does the contract guarantee involvement by the dome experienced people?
3. With the earlier planning team chosen, the job was transferred from the group that won the contract to another team. How do we know that this national firm will not bait and switch either from those who won the project or away from the dome experienced team members?
4. It’s great to hear about the dome expertise in the Wiss Janney organization. How can we be assured that the expertise will be available to work on this particular job?

#### CORRESPONDENCE REPORT

President Johnson mentioned a thank you letter from State Senator Julie Morrison to Kate Buckardt, Adult Services Manager, thanking her and the community for the generosity it displayed in donating pajamas, socks, hats, and mittens to children in foster care. Also, President Johnson mentioned that the Library may have a skilled craftsperson to build furniture for the Library. There will be more details in the future.

#### APPROVAL OF THE CONSENT AGENDA

- 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 Financial Committee Meeting Minutes
- D. Approval of the November 2021 Financial Report

Trustee Lemke made a motion and Trustee Arnson seconded the Approval of the Consent Agenda as presented. 9 yeas votes. Motion passed on a roll call vote.

#### COMMITTEE REPORTS: BUILDING COMMITTEE

Trustee Bertola led the discussion of the 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. He began by thanking Trustee Strong, the Library staff, President Johnson and previous Library Board members for their assistance with this project. Trustee Bertola gave a timeline overview from July through November 2021.

-7/15/21 Board President Johnson and Vice President Bertola, Director Lemmer, and Ed Finn, Director of Operations met with Mayor George Pandaleon, Jason Wicha, City Manager, and Cathy Czerniak, Director of Community Development staff 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.

- 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 on Library website.

- 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. Developed a rubric to score individual firms on their RFQ Submission and Interview based on criteria in the RFQ. Wiss, Janney was a high scorer on the Overall Combined Scores. In addition to this data, references were contacted, and more information was requested to evaluate the firms.

Trustee Bertola addressed Mr. Miller's questions about expertise of team members on the dome projects. The firms were evaluated on who will be attending meetings, who is going to perform the work, are they historically trained, and who is going to be "the face" of the project. Trustee Bertola described Wiss, Janney as a local firm having national credentials. While compiling



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additional information from other firms, Wiss, Janney was often mentioned as “the experts.” Wiss, Janney is familiar with the Lake Forest community. Trustee Bertola noted that the RFQ stresses the importance of completing the project from deliverables to execution. He was confident that the firm wants to take the project to completion. He feels comfortable in recommending Wiss, Janney.

Trustee Strong thanked Trustee Bertola for handling this project, especially during the challenges of doing business during COVID. Trustee Strong sees Wiss, Janney as a solid partner going forward to the next phase of this project. She addressed more of Mr. Miller’s concerns about historic preservation. She evaluated the responses from all the firms that were submitted. She noted that Wiss, Janney spent the most time in and around the Library building as compared to the other firms. She was confident that our Library dome project would not be ignored as being too small of a project and that historic preservationists and specialists would be called in to provide expertise as needed.

Trustee Shattock asked why Wiss, Janney was chosen when another firm had the same Overall Combined Total Score. Trustee Bertola stated that the narrative included many historically, significant dome projects, being known as experts in this field and, their projects completed within Lake Forest. Trustee Clifton asked about the scope of this Phase 1 of the project. Trustee Bertola explained that this initial phase is to do investigative research and testing, develop a schematic design package outlining recommended plan and budget estimate before services for Phase 2 can be determined. We can take this Phase 1 documentation and knowledge to the City and the Historic Preservation Committee to get feedback and direction on Phase 1 services so we have a clear understanding of what it will require to complete Phase 2 services. Trustee Desmond, based on her experience, supported the decision to choose Wiss, Janney. Trustee Arnsen thanked Trustee Bertola and Trustee Strong for all their time, effort, and expertise on this project.

Trustee Arnsen made a motion and seconded by Trustee Desmond 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 for a fee of \$37,500. Motion passed on roll call vote with 9 yeas votes.

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

Trustee Strong and President Johnson discussed the importance of signage in the Library building.

Trustee Arnsen questioned how the Library evaluates programming events with COVID dictating the format of many of the programs. Besides counting the number of participants, how else can the Library evaluate the patron’s response to the event? Director Lemmer responded that evaluating programming is one of the priorities in 2022. The staff is developing ways to assess the outcomes of programs. The Librarians are developing programs that meet the Library’s

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mission and include core items to evaluate. Following up with participants for opinions on the programs should not be burdensome.

Trustee Lemke commended the Library in its integration of both in person and online programming simultaneously. She realizes how difficult this is to accomplish and being able to offer this type of programming is a very positive step to continue in the future.

#### LIBRARY OPERATIONS REPORT

Ed Finn updated the Board that the RFID gates, self-checkout machines and RFID pads are delayed again and should be available at the beginning of the year. Ninety percent of the volumes have been tagged and the others are being tagged once they return from checkout.

Director Lemmer recognized Emmy Neal, Teen Librarian for involving the teens of the community in evaluating the YA collection. The Young Adult Collection Diversity Audit was an important educational experience for the teens that participated.

#### UNFINISHED BUSINESS

President Johnson explained that a Leadership meeting took place with two members from the Board, two members from the Lake Forest Library Foundation, and two members from the Friends of the Lake Forest Library for a collaborative discussion on how we can work together and keep each group informed. Board schedules were shared, and several general items were discussed. This meeting took place in November as part of the Memorandum of Understanding (MOU) that the Board and the Foundation agreed to in July of 2021, but the Friends have not yet agreed to. The Friends were not ready to provide any further comments on the MOU until after their January meeting. The Friends will report back to the Library Board for the February meeting.

President Johnson intends to present a termination notice to The Hodge Group for their Capital Campaign assistance to the Library for 2022. The Foundation will assume the Endowment Campaign and will not need The Hodge Group going forward. A transition plan will be presented at the January Board meeting.

#### NEW BUSINESS

Director Lemmer discussed the Library participation in the Saturday Market at the West Train Station on December 11<sup>th</sup>. Over 100 people stopped by the table to play Plinko to earn books and gifts, sign up for new membership cards, and register for Library programs. The next occurrence is Saturday, December 18<sup>th</sup>. The Friends are participating at the east Train Station Pop-up Shop. They are selling used books, puzzles, and Friends of the Lake Forest Library memberships through December.

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Regular Meeting Minutes  
December 14, 2021

ADJOURNMENT

Trustee Desmond made a motion, seconded by Trustee Shattock, to adjourn the meeting at 8:44 p.m. Motion was unanimously carried by a voice vote.

**Upcoming Meeting: Regular Board Meeting, February 8, 2022**

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Elizabeth Grob, Secretary

Minutes approved by the Board on February 8, 2022.



## FY2022 Revenue & Expenditure Statement

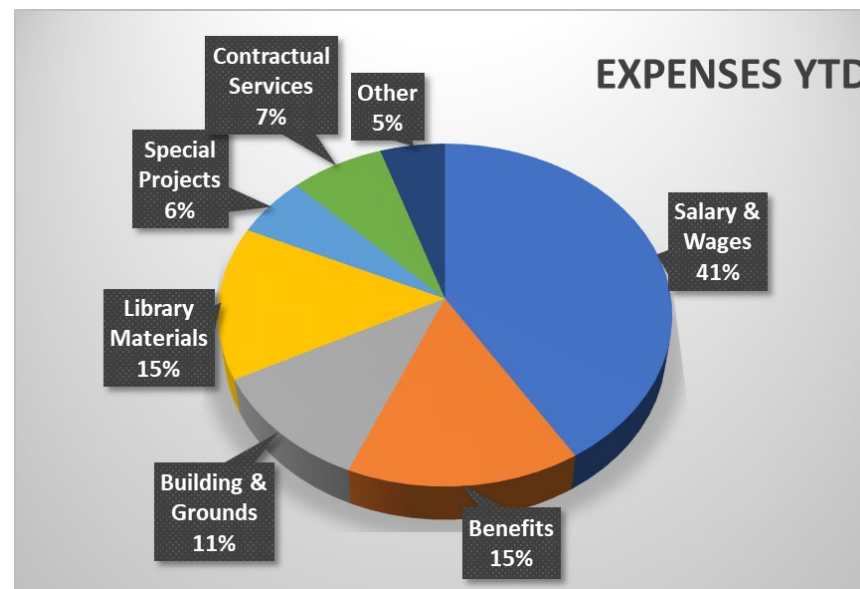
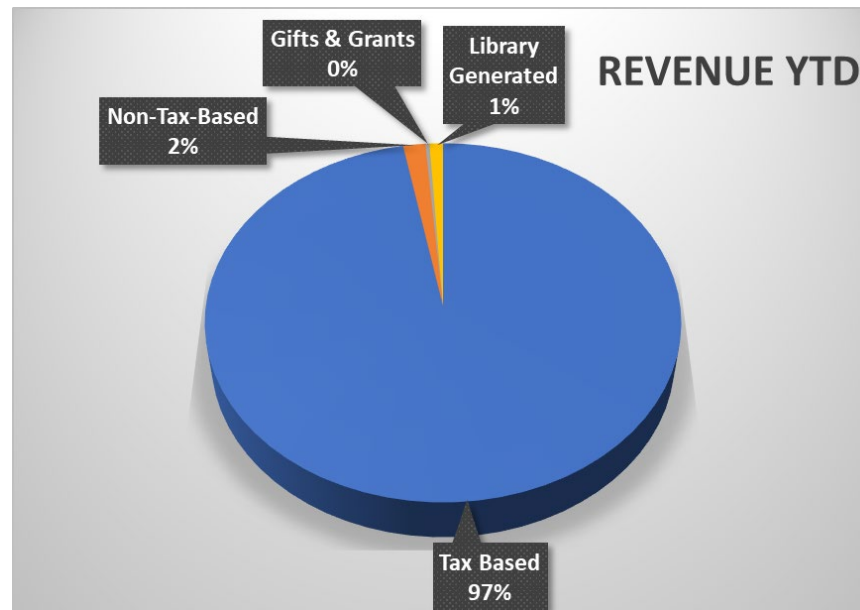
For the YTD December - 2021

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%
<b>Total Revenues</b>	<b>\$ 4,422,019</b>	<b>\$ 4,387,766</b>	<b>101%</b>

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%
<b>Total Expenses</b>	<b>\$ 2,369,217</b>	<b>\$ 4,381,371</b>	<b>54%</b>

<b>Total Net Income</b>	<b>\$ 2,052,802</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>





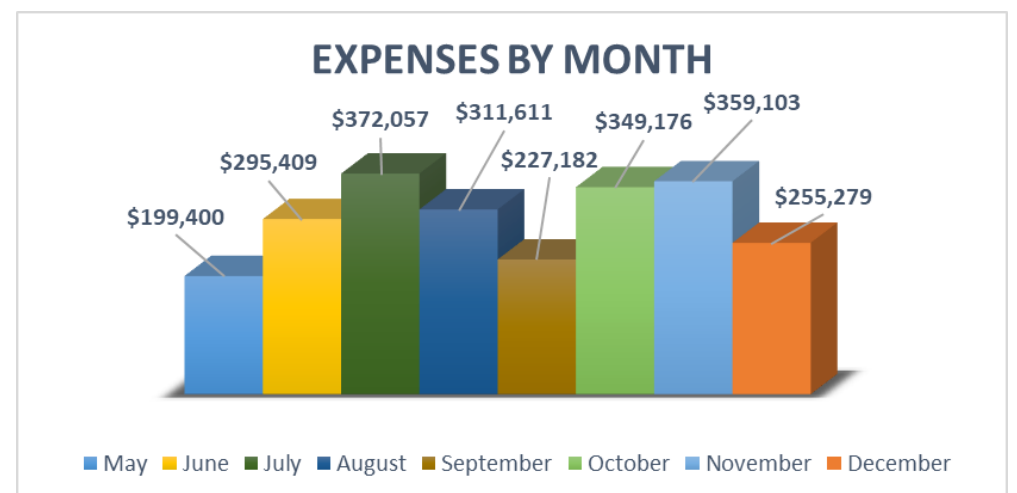
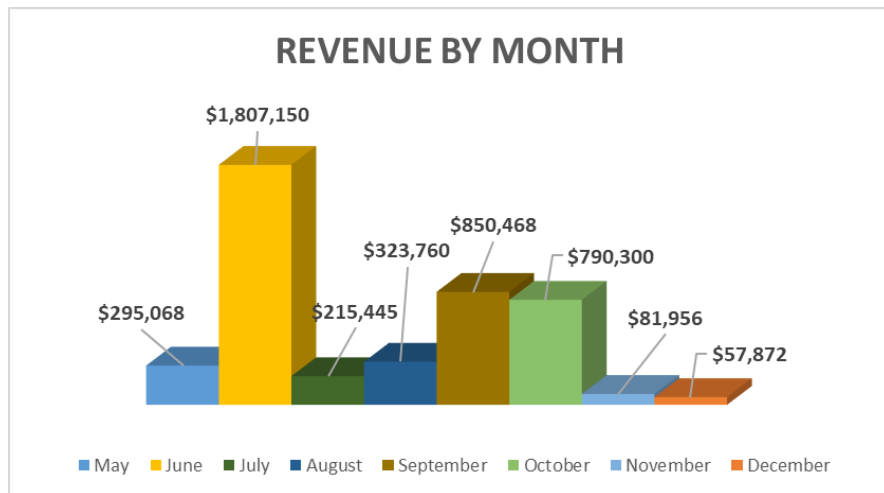
## FY2022 Revenue & Expenditure Statement

For the YTD 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
<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>\$57,872</b>	<b>\$4,422,019</b>	<b>\$4,387,766</b>

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
<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>\$255,279</b>	<b>\$2,369,217</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>(\$197,407)</b>	<b>\$2,052,802</b>	
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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 benefits: 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.



### FY2022 Revenue & Expenditure Statement

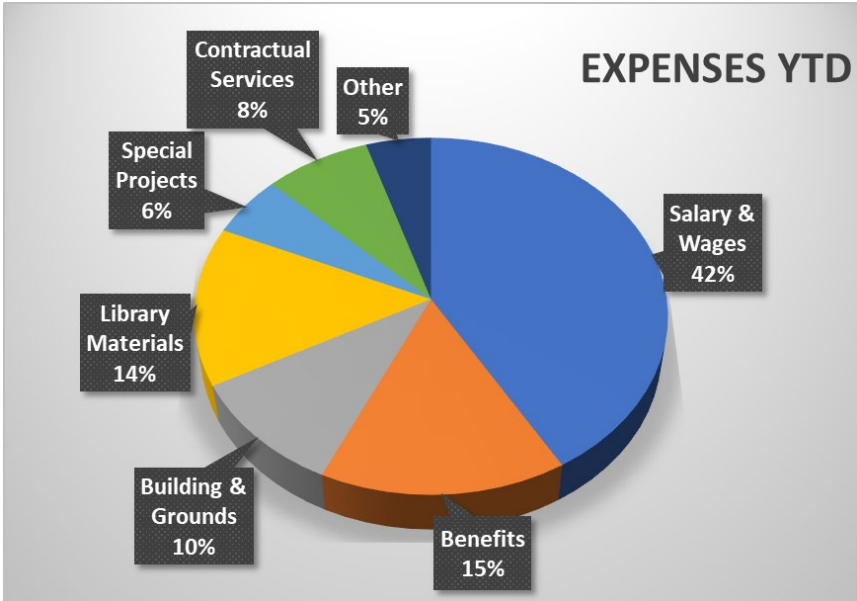
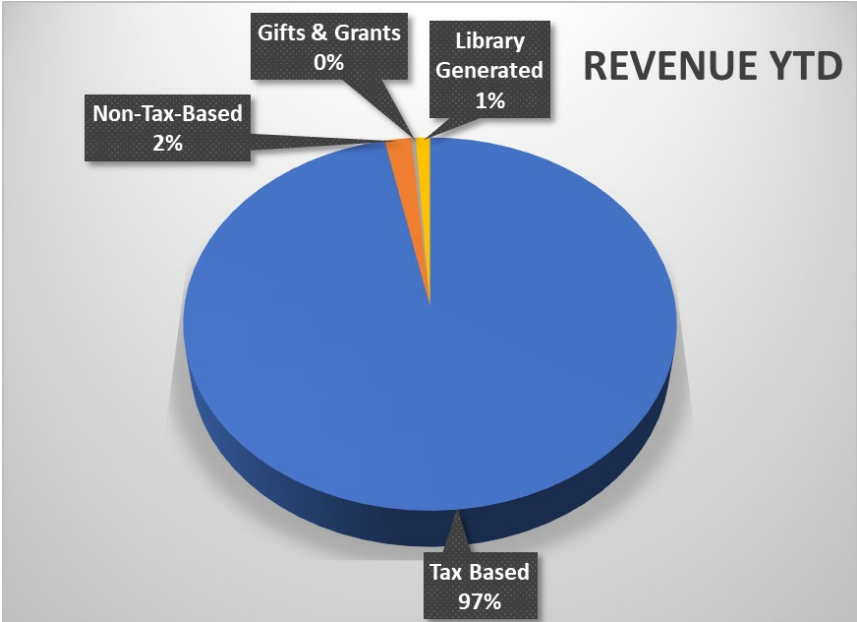
For the YTD January - 2022

Revenues	YTD	Budget	Budget Utilized
Tax Based	4,291,358	\$ 4,307,816	100%
Non-Tax-Based	85,074	\$ 49,000	174%
Gifts & Grants	13,220	\$ 2,500	529%
Library Generated	45,519	\$ 28,450	160%
<b>Total Revenues</b>	<b>\$ 4,435,172</b>	<b>\$ 4,387,766</b>	<b>101%</b>

Expenses	YTD	Budget	Budget Utilized
Salary & Wages	1,098,513	\$ 1,810,504	61%
Benefits	409,472	\$ 790,310	52%
Building & Grounds	272,687	\$ 463,000	59%
Library Materials	380,957	\$ 604,500	63%
Special Projects	147,808	\$ 200,000	74%
Contractual Services	209,839	\$ 245,650	85%
Other	128,915	\$ 267,407	48%
<b>Total Expenses</b>	<b>\$ 2,648,191</b>	<b>\$ 4,381,371</b>	<b>60%</b>

<b>Total Net Income</b>	<b>\$ 1,786,981</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 January - 2022

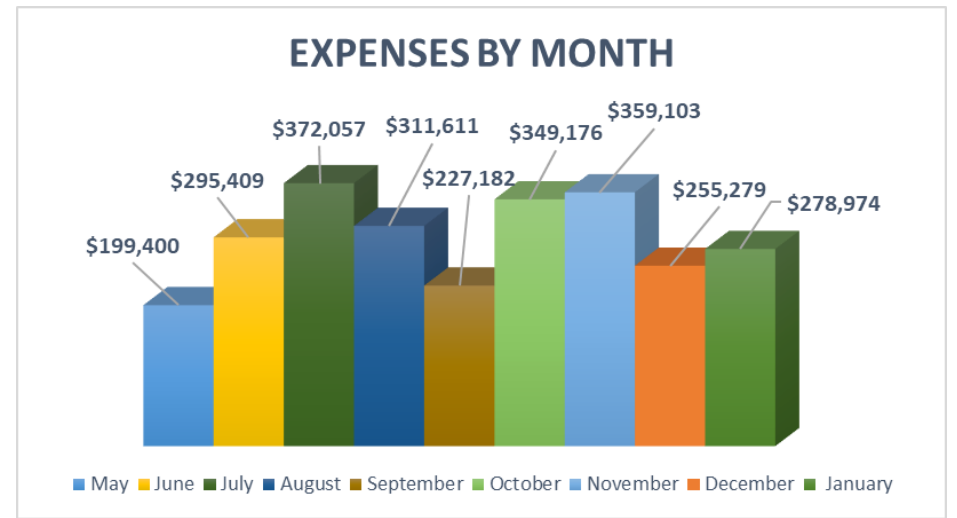
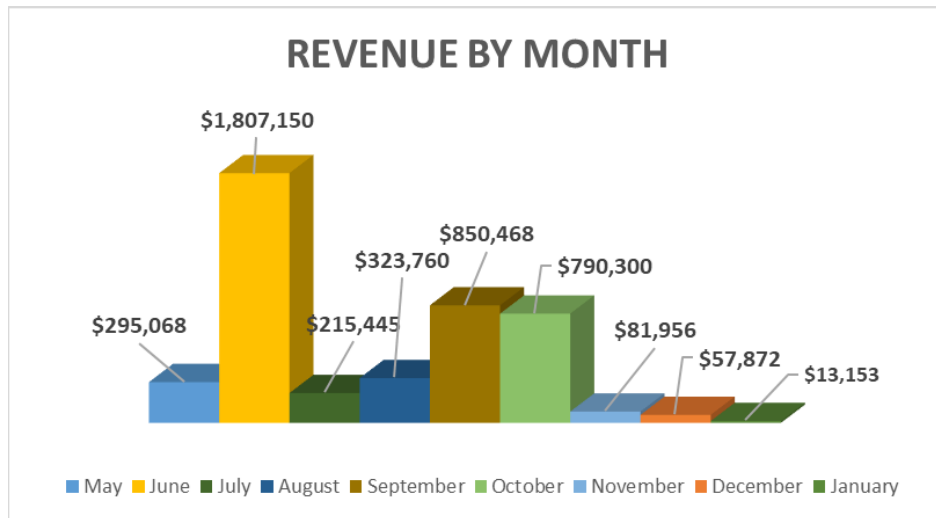
Revenues	May	June	July	August	September	October	November	December	January	YTD	Budget
Tax Based	278,237	1,790,977	202,043	290,721	847,162	767,702	74,197	40,320	-	4,291,358	4,307,816
Non-Tax-Based	13,581	-	9,897	29,837	-	16,489	-	3,421	11,849	85,074	49,000
Gifts & Grants	1,245	1,500	50	-	75	-	-	10,300	50	13,220	2,500
Library Generated	2,005	14,673	3,456	3,202	3,231	6,109	7,759	3,830	1,254	45,519	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>\$57,872</b>	<b>\$13,153</b>	<b>\$4,435,172</b>	<b>\$4,387,766</b>

Expenses	May	June	July	August	September	October	November	December	January	YTD	Budget
Salary & Wages	83,863.94	111,456.20	119,290.54	114,487.48	116,721.55	181,323.44	122,013.00	125,268.45	124,088	1,098,513	1,810,504
Benefits	43,407.00	47,801.00	49,034.00	43,073.05	29,750.00	54,832.00	45,194.00	48,157.85	48,223	409,472	790,310
Building & Grounds	7,521.04	33,104.12	28,740.00	29,444.00	18,160.00	32,986.00	87,995.00	24,689.15	10,048	272,687	463,000
Library Materials	42,593.68	49,215.11	75,210.00	40,368.00	27,152.00	24,791.69	63,746.00	18,633.67	39,247	380,957	604,500
Special Projects	-	25,000.00	20,000.00	40,158.24	12,500.00	12,523.95	12,500.00	12,626.00	12,500	147,808	200,000
Contractual Services	10,521.81	26,908.94	57,128.51	16,978.02	1,645.98	32,508.97	16,611.82	11,754.87	35,780	209,839	245,650
Other	11,493.00	1,924.00	22,654.00	27,102.00	21,252.00	10,210.00	11,043.00	14,149.00	9,088	128,915	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>\$255,279</b>	<b>\$278,974</b>	<b>\$2,648,191</b>	<b>\$4,381,371</b>

Total Net Income	May	June	July	August	September	October	November	December	January	YTD
	\$95,668	\$1,511,741	(\$156,612)	\$12,149	\$623,286	\$441,124	(\$277,146)	(\$197,407)	(\$265,821)	\$1,786,981





**Lake Forest Library  
Financial Notes and Variance Report  
For the Month of January 2022 (Month 9) FY2022**

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

**General Operations - Revenues**

**Property Tax:** As of January 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 January 31, the Library received \$85,074 in non-tax-based revenues. \$56,496 reflects four installments of the replacement of personal property tax payment and the \$28,578 per capita grant. Non-tax-based income has exceeded 74% of FY budget.

**Library-Generated:** As of January 31, the Library received \$45,519 in library generated income. This is income from copiers, RAILS ALSIP payments, and miscellaneous fee income. Overall Library generated income has exceeded 60% of FY budget.

**Gifts:** As of January 31, the Library received \$13,220 in cash gifts. Non-cash gifts are not valued by the library. Overall gift income exceeds 429% 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 January 31, \$1,098,513 for salaries and wages: 61% of FY budget; \$225,442 for benefits: 48% of FY budget. \$81,873 for SSN: 59% of FY budget; \$102,157 for IMRF: 56% of FY budget. Vacation and sick leave buy outs due to retirements/resignations reflected in budget.

**Materials: Books, AV, and Electronic Services:** As of January 31, \$380,957: 63% 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 January 31, \$486,562: 68% of FY budget. Consortia fees, technology leases, equipment, services, software, and contractual fees are reflected here. Includes \$147,808 in special project work.

**Building and Grounds:** As of January 31, \$272,687: 59% 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 January 31, \$113,549: 58% 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: 60% of budget expenses; 101% budget revenues.

## LIBRARY HOURS

### January 2022 – December 2022

**Monday – Thursday: 9:00 am – 9:00 pm**

**Friday: 9:00 am – 6:00 pm**

**Saturdays: 9:00 am – 5:00 pm**

**Sundays: 1:00 pm – 5:00 pm**

### Library Closures

Sunday Closing	Sunday, April 17, 2022
Memorial Day Weekend	Sunday, May 29 – Monday, May 30, 2022
Independence Day	Sunday, July 3, 2022 – Monday, July 4, 2022
Lake Forest Day	Wednesday, August 3, 2022 (closed parade hours)
Labor Day	Sunday, September 4 – Monday, September 5, 2022
Thanksgiving Eve	Wednesday, November 23, 2022 (close at 5:00 pm)
Thanksgiving Day	Thursday, November 24, 2022
Christmas Observance	Friday, December 23 – Monday, December 26, 2022
New Year's Observance	Sunday, January 1, 2023 – Monday, January 2, 2023

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

Approved: February 8, 2022

**No action Item: Update on FY2023 Budget**

A preliminary FY2023 Budget and forecasting to end of current FY2022 year will be presented for discussion. Attached for the budget discussion is information regarding the unfunded Friends grant in FY2022 and the open Friends grant for FY2023. The FY2022 grant request was intentionally kept low because Friends did not have a book sale in September 2020 due to COVID. The FY2023 grant request provides a wide variety of options for funding, both in value and in the nature of the projects.

Under the current grant relationship, the Library submits a grant request in the fall as the Library commences its budget process. The Friends advise the Library which items it will fund and transfers the funds to the Library at the start of the Library's fiscal year. The Library provides a grant report at year end. Once the Library has confirmation of funding, the Friends grant funds are factored into the budget. Prior to the grant process, the Friends did not appear in the Library budget as the funds were paid on a reimbursement basis and went back into the lines from which expenses were paid. In FY2018, the Friends gift, received after the completion of the budget process, was approximately \$79,000.

There will be no vote on the FY2023 budget. The budget will be reviewed again at the March 8, 2022 Board meeting. Many projects are under consideration and estimates around projects, including the dome repair and restoration, are in process. The February 8 review will serve both as an information and input session.

## Lake Forest Library Preliminary Budget FY2023

	FY18 Audited	FY19 Audited	FY20 Audited	FY21 Audited	FY22 Budget	FY22 As of Jan 31	FY23 Budget	% Change	\$ Change
<b>Funds on Hand 5/1*</b>	\$1,348,747	\$1,727,562	\$1,537,906	\$1,895,491	\$1,895,491	\$1,550,419	\$1,550,419		
<b>Current Revenue</b>									
Tax-Based**	\$3,948,139	\$4,063,010	\$4,158,792	\$4,260,835	\$4,307,816	\$4,291,358	\$4,394,900	2.0%	\$87,084
TIF Payout***	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.0%	\$0
Other Revenue	\$87,701	\$82,936	\$72,729	\$90,210	\$59,000	\$91,819	\$58,000	-1.7%	(\$1,000)
Library Revenue	\$106,880	\$157,169	\$139,846	\$101,646	\$18,450	\$38,773	\$23,000	24.7%	\$4,550
Gifts	\$167,773	\$28,939	\$41,442	\$36,707	\$2,500	\$13,220	\$2,500	0.0%	\$0
Friends of LF Library Grant****	\$0	\$62,000	\$73,000	\$74,000	\$0	\$0	\$0		\$0
<b>Total Revenues</b>	<b>\$4,310,493</b>	<b>\$4,394,054</b>	<b>\$4,485,809</b>	<b>\$4,563,398</b>	<b>\$4,387,766</b>	<b>\$4,435,171</b>	<b>\$4,478,400</b>	<b>2.1%</b>	<b>\$90,634</b>
<b>Total Funds Available</b>	<b>\$5,659,240</b>	<b>\$6,121,616</b>	<b>\$6,023,715</b>	<b>\$6,458,889</b>	<b>\$6,283,257</b>	<b>\$5,985,590</b>	<b>\$6,028,819</b>		
<b>Operating Expenditures</b>									
Personnel Services	\$2,476,227	\$2,280,743	\$2,357,309	\$2,191,636	\$2,618,814	\$1,513,720	\$2,746,841	4.9%	\$128,027
Collections: Print, A/V, E-Resources	\$516,348	\$578,759	\$548,618	\$502,430	\$604,500	\$380,957	\$617,000	2.1%	\$12,500
Contractual Services	\$198,220	\$217,701	\$231,453	\$250,193	\$286,400	\$230,614	\$351,800	22.8%	\$65,400
Special Projects	\$43,357	\$83,388	\$60,107	\$293,532	\$200,000	\$147,808	\$70,000	-65.0%	(\$130,000)
Programming	\$5,300	\$85,264	\$85,277	\$102,705	\$75,000	\$41,090	\$127,000	69.3%	\$52,000
Other Expenditures	\$107,426	\$105,719	\$106,835	\$90,049	\$133,657	\$61,313	\$124,364	-7.0%	(\$9,293)
Building & Grounds	\$127,333	\$148,771	\$160,449	\$199,282	\$268,000	\$159,139	\$268,675	0.3%	\$675
<b>Total Operating Expenditures</b>	<b>\$3,474,211</b>	<b>\$3,500,345</b>	<b>\$3,550,048</b>	<b>\$3,629,827</b>	<b>\$4,186,371</b>	<b>\$2,534,642</b>	<b>\$4,305,680</b>	<b>2.8%</b>	<b>\$119,309</b>
<b>Total Capital and Technology</b>									
Capital Equipment	\$3,009	\$104,056	\$1,073	\$0	\$40,000	\$15,800	\$50,000	25.0%	\$10,000
Technology Upgrades	\$0	\$0	\$0	\$0	\$125,000	\$97,719	\$50,000	-60.0%	(\$75,000)
Capital Improvements	\$51,923	\$0	\$16,760	\$78,643	\$30,000	\$30	\$50,000	66.7%	\$20,000
<b>Total Capital and Technology</b>	<b>\$54,932</b>	<b>\$104,056</b>	<b>\$17,833</b>	<b>\$78,643</b>	<b>\$195,000</b>	<b>\$113,549</b>	<b>\$150,000</b>	<b>-23.1%</b>	<b>(\$45,000)</b>
<b>Total Expenditures</b>	<b>\$3,529,143</b>	<b>\$3,604,401</b>	<b>\$3,567,881</b>	<b>\$3,708,470</b>	<b>\$4,381,371</b>	<b>\$2,648,191</b>	<b>\$4,455,680</b>	<b>1.7%</b>	<b>\$74,309</b>
<b>Difference in Revenues and Expenditures</b>	<b>\$781,350</b>	<b>\$789,653</b>	<b>\$917,928</b>	<b>\$854,928</b>	<b>\$6,395</b>	<b>\$1,786,981</b>	<b>\$22,720</b>		
<b>Reserve Funds*****</b>	<b>\$1,450,000</b>	<b>\$2,650,000</b>	<b>\$2,650,000</b>	<b>\$2,650,000</b>	<b>\$2,650,000</b>	<b>\$4,600,000</b>	<b>\$4,600,000</b>		
<b>Funds on Hand</b>	<b>\$1,348,747</b>	<b>\$1,727,562</b>	<b>\$1,537,906</b>	<b>\$1,895,491</b>	<b>\$1,895,491</b>	<b>\$1,550,419</b>	<b>\$1,550,419</b>		
<b>Total Funds</b>	<b>\$3,580,097</b>	<b>\$5,167,215</b>	<b>\$5,105,834</b>	<b>\$5,400,419</b>	<b>\$4,551,886</b>	<b>\$7,937,400</b>	<b>\$6,173,139</b>	<b>35.6%</b>	<b>\$1,621,253</b>

\*Unrestricted fund maintained at 35%; year end surplus transferred to capital improvement accounts

\*\*Tax Revenue based on 2021 levy of 1.4% CPI plus growth.

\*\*\*City Attorney determined that the Library was not eligible for payments under the Laurel and Western TIF

\*\*\*\*Friends of LF Library reimbursed the Library directly for program expenses in FY18; approximately \$79,000

\*\*\*\*\*Reserve Funds will be used to fund the repair and restoration of the dome and other improvement projects

**Lake Forest Library  
Revenue and Income  
FY2023**

	<b>FY18 Audited</b>	<b>FY19 Audited</b>	<b>FY20 Audited</b>	<b>FY21 Audited</b>	<b>FY22 Budget</b>	<b>FY22 As of Jan 31</b>	<b>FY23 Budget</b>	<b>% Change</b>	<b>\$ Change</b>
<b>Property Tax Revenue</b>									
Property Tax*	\$3,948,139	\$4,063,010	\$4,158,792	\$4,260,835	\$4,395,731	\$4,291,358	\$4,484,592	2.0%	\$88,861
Reserve for Tax Loss					(87915)		(89,692)		
<b>Total Property Tax</b>	<b>\$3,948,139</b>	<b>\$4,063,010</b>	<b>\$4,158,792</b>	<b>\$4,260,835</b>	<b>\$4,307,816</b>	<b>\$4,291,358</b>	<b>\$4,394,900</b>	<b>2.0%</b>	<b>\$87,084</b>
<b>Laurel &amp; Western TIF Payout**</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
<b>Other Revenue</b>									
PP Tax Replacement	\$37,364	\$36,944	\$39,040	\$48,298	\$25,000	\$56,496	\$25,000	0.0%	\$0
Impact Fee	\$35,293	\$21,773	\$9,470	\$17,693	\$10,000	\$6,745	\$5,000	-50.0%	(\$5,000)
Per Capita Grant	\$15,044	\$24,219	\$24,219	\$24,219	\$24,000	\$28,578	\$28,000	16.7%	\$4,000
<b>Total Other Revenue</b>	<b>\$87,701</b>	<b>\$82,936</b>	<b>\$72,729</b>	<b>\$90,210</b>	<b>\$59,000</b>	<b>\$91,819</b>	<b>\$58,000</b>	<b>-1.7%</b>	<b>(\$1,000)</b>
<b>Library Revenue</b>									
Photocopy	\$8,204	\$8,731	\$6,476	\$2,024	\$1,200	\$4,159	\$5,000	316.7%	\$3,800
Book Rental/Book Bags	\$397	\$0	\$0	\$4	\$1,000	\$0	\$0	-100.0%	(\$1,000)
Library Cards	\$318	\$279	\$168	\$38	\$50	\$0	\$0	-100.0%	(\$50)
Library fines	\$28,192	\$15,772	\$8,959	\$1,715	\$200	\$1,777	\$500	150.0%	\$300
Interest earned	\$69,186	\$131,744	\$111,477	\$28,464	\$10,000	\$16,657	\$10,000	0.0%	\$0
Other revenues	\$583	\$643	\$12,766	\$18,777	\$6,000	\$16,180	\$7,500	25.0%	\$1,500
Covid Fema Reimbursement				\$50,624					
<b>Total Library Revenue</b>	<b>\$106,880</b>	<b>\$157,169</b>	<b>\$139,846</b>	<b>\$101,646</b>	<b>\$18,450</b>	<b>\$38,773</b>	<b>\$23,000</b>	<b>24.7%</b>	<b>\$4,550</b>
Friends of LFLibrary Grant***	\$0	\$62,000	\$73,000	\$74,000	\$0	\$0	\$0	0.0%	\$0
Other Gifts & Grant Income****	\$167,773	\$28,939	\$41,442	\$36,707	\$2,500	\$13,220	\$2,500	0.0%	\$0
<b>TOTAL</b>	<b>\$4,310,493</b>	<b>\$4,394,054</b>	<b>\$4,485,809</b>	<b>\$4,563,398</b>	<b>\$4,387,766</b>	<b>\$4,435,171</b>	<b>\$4,478,400</b>	<b>2.1%</b>	<b>\$90,634</b>

\*Tax Revenue based on 2021 levy of 1.4% CPI plus growth.

\*\*City Attorney determined that the Library was not eligible for payments under the Lau

\*\*\*Friends of LF Library reimbursed the Library directly for program expenses in FY18; approximately \$79,000.

\*\*\*\*Most gifts are now to the Lake Forest Library Foundation for the endowment and capital improvements.

**Lake Forest Library  
Operating and Capital Expenditures  
FY2023**

Category	FY18 Audited	FY19 Audited	FY20 Audited	FY21 Audited	FY22 Budget	FY22 As of Jan 31	FY23 Budget	% Change	\$ Change
Salaries/Wages	\$1,825,308	\$1,704,069	\$1,716,885	\$1,572,140	\$1,808,504	\$1,098,512	\$1,952,260	8%	\$143,756
Benefits	\$650,919	\$576,674	\$640,424	\$619,496	\$810,310	\$415,208	\$794,581	-2%	(\$15,729)
Print, Audiovisual, and Electronic Media	\$516,348	\$578,759	\$548,618	\$502,430	\$604,500	\$380,957	\$617,000	2%	\$12,500
Contractual Services	\$198,220	\$217,701	\$231,453	\$250,193	\$286,400	\$230,614	\$351,800	23%	\$65,400
Special Projects*	\$43,357	\$83,388	\$60,107	\$293,532	\$200,000	\$147,808	\$70,000	-65%	(\$130,000)
Programming	\$5,300	\$85,264	\$85,277	\$102,705	\$75,000	\$41,090	\$127,000	\$1	\$52,000
Other Expenses	\$107,426	\$105,719	\$106,835	\$90,049	\$133,657	\$61,313	\$124,364	-7%	(\$9,293)
Building Maintenance	\$127,333	\$148,771	\$160,449	\$199,282	\$268,000	\$159,139	\$268,675	0%	\$675
<b>Sub-Total</b>	<b>\$3,474,211</b>	<b>\$3,500,345</b>	<b>\$3,550,048</b>	<b>\$3,629,827</b>	<b>\$4,186,371</b>	<b>\$2,534,642</b>	<b>\$4,305,680</b>	<b>3%</b>	<b>\$119,309</b>
<b>Capital Expenditures**</b>									
Capital Equipment*	\$3,009	\$104,056	\$1,073	\$0	\$40,000	\$15,800	\$50,000	25.0%	\$10,000
Technology Upgrades					\$125,000	\$97,719	\$50,000	-60.0%	(\$75,000)
Capital Improvement	\$51,923	\$0	\$16,760	\$78,643	\$30,000	\$30	\$50,000	66.7%	\$20,000
<b>Sub-Total</b>	<b>\$54,932</b>	<b>\$104,056</b>	<b>\$17,833</b>	<b>\$78,643</b>	<b>\$195,000</b>	<b>\$113,549</b>	<b>\$150,000</b>	<b>-23.1%</b>	<b>(\$45,000)</b>
<b>Total</b>	<b>\$3,529,143</b>	<b>\$3,604,401</b>	<b>\$3,567,881</b>	<b>\$3,708,470</b>	<b>\$4,381,371</b>	<b>\$2,648,191</b>	<b>\$4,455,680</b>	<b>1.7%</b>	<b>\$74,309</b>

\*FY2023 Special Projects - 125th anniversary, strategic planning/community engagement, art documentation project,

\*\*Planned repairs and upgrades that are above and beyond general building, grounds, and equipment maintenance.

**Lake Forest Library  
Compensation Package**

**FY2023**

	<b>FY18 Audited</b>	<b>FY19 Audited</b>	<b>FY20 Audited</b>	<b>FY21 Audited</b>	<b>FY22 Budget</b>	<b>FY22 As of Jan 31</b>	<b>FY23 Budget</b>	<b>% Change</b>	<b>\$ Change</b>
<b>Current Employees</b>									
Full Time Equivalent	30	31	31	32	28	31	30		
Salaries & Wages	\$1,807,844	\$1,689,085	\$1,709,540	\$1,572,140	\$1,808,504	\$1,098,512	\$1,952,260	7.9%	\$143,756
Longevity	\$17,464	\$14,984	\$7,345	\$0	\$0	\$0	\$0		\$0
<b>Sub-Total</b>	<b>\$1,825,308</b>	<b>\$1,704,069</b>	<b>\$1,716,885</b>	<b>\$1,572,140</b>	<b>\$1,808,504</b>	<b>\$1,098,512</b>	<b>\$1,952,260</b>	<b>7.9%</b>	<b>\$143,756</b>
<b>Benefits</b>									
IMRF	\$179,509	\$147,509	\$143,960	\$161,309	\$183,812	\$102,157	\$200,082	8.9%	\$16,270
Social Security	\$136,623	\$128,031	\$128,006	\$116,914	\$138,351	\$81,873	\$149,026	7.7%	\$10,675
Worker's Comp	\$2,810	\$976	\$5,159	\$4,775	\$8,000	\$5,737	\$8,250	3.1%	\$250
Insurance, Life	\$2,050	\$1,955	\$2,163	\$2,059	\$2,840	\$1,332	\$2,963	4.3%	\$123
Insurance, Medical	\$314,975	\$283,878	\$345,220	\$319,107	\$441,330	\$212,751	\$412,410	-6.6%	(\$28,920)
Insurance, Dental	\$11,074	\$10,786	\$12,599	\$11,808	\$14,577	\$8,198	\$15,251	4.6%	\$674
Insurance, Unemployment				\$864	\$2,000	\$0	\$2,000	0.0%	\$0
Flexi-Benefits	\$3,878	\$3,539	\$3,317	\$2,660	\$4,400	\$3,160	\$4,600	4.5%	\$200
Emp Assistance Program*					\$5,000	\$0	\$0	-100.0%	(\$5,000)
Education Assistance*					\$10,000	\$0	\$0	-100.0%	(\$10,000)
<b>Sub-Total</b>	<b>\$650,919</b>	<b>\$576,674</b>	<b>\$640,424</b>	<b>\$619,496</b>	<b>\$810,310</b>	<b>\$415,208</b>	<b>\$794,581</b>	<b>-1.9%</b>	<b>(\$15,729)</b>
<b>GRAND TOTAL</b>	<b>\$2,476,227</b>	<b>\$2,280,743</b>	<b>\$2,357,309</b>	<b>\$2,191,636</b>	<b>\$2,618,814</b>	<b>\$1,513,720</b>	<b>\$2,746,841</b>	<b>4.9%</b>	<b>\$128,027</b>

\*Includes annual sick leave buyout; and retirement with IMRF sick leave and vacationleave.

\*\*Program under consideration but not funded.

**Lake Forest Library  
Building Maintenance  
FY2023**

Item	FY18 Audited	FY19 Audited	FY20 Audited	FY21 Audited	FY22 Budget	FY22 As of Jan 31	FY23 Budget	% Change	\$ Change
Janitorial Supplies	\$13,465	\$18,715	\$20,349	\$38,508	\$32,000	\$12,186	\$32,800	2.5%	\$800
Custodial Services*			\$31,809	\$34,408	\$58,000	\$31,755	\$45,000	-22.4%	(\$13,000)
Contractual Services	\$11,552	\$12,271	\$11,516	\$12,332	\$22,000	\$6,065	\$22,550	2.5%	\$550
Insurance (liability)*	\$27,996	\$28,974	\$33,783	\$36,776	\$41,000	\$31,595	\$45,000	9.8%	\$4,000
Building Maintenance	\$24,922	\$26,881	\$41,822	\$1,424	\$40,000	\$19,494	\$40,000	0.0%	\$0
Equipment Maintenance***	\$7,334	\$23,808	(\$5,023)	\$51,408	\$40,000	\$25,378	\$40,000	0.0%	\$0
Grounds Maintenance	\$34,910	\$31,081	\$19,475	\$16,664	\$26,000	\$25,798	\$34,100	31.2%	\$8,100
Water	\$7,154	\$7,041	\$6,718	\$7,762	\$9,000	\$6,867	\$9,225	2.5%	\$225
<b>Total</b>	<b>\$127,333</b>	<b>\$148,771</b>	<b>\$160,449</b>	<b>\$199,282</b>	<b>\$268,000</b>	<b>\$159,139</b>	<b>\$268,675</b>	<b>0.3%</b>	<b>\$675</b>

\*Custodial Services includes projected impact of day porter for COVID-19 cleanin, no longer in use.

\*\*FY2020 insurance covered Com Ed transformer fire expenses delayed past 4/31 due to COVID; expenses paid in FY2021.

\*\*\*FY2022 HVAC repairs completed in January 2022 not yet invoiced; estimated \$13,000.



**Lake Forest Library**  
**FY2022 Forecast with FY2023 Budget**  
**Revenue Expense Summary**

	FY22	FY22	FY22	FY22	FY23	FY22
	Budget	As of Jan 31	Forecasted Feb-Apr 30	Year End Forecasted	Budget	Difference FY22 Budget - FY22 Forecasted
<b>Funds on Hand 5/1</b>	\$1,895,491	\$1,550,419	\$0	\$1,550,419	\$1,550,419	
<b>Current Revenue</b>						
Tax-Based*	\$4,307,816	\$4,291,358	\$16,458	\$4,307,816	\$4,394,900	\$0
TIF Payout	\$0	\$0	\$0	\$0	\$0	\$0
Other Revenue	\$59,000	\$91,819	\$3,151	\$94,970	\$58,000	\$35,970
Library Revenue	\$18,450	\$38,773	\$9,345	\$48,118	\$23,000	\$29,668
Gifts	\$2,500	\$13,220	\$0	\$13,220	\$2,500	\$10,720
Friends of LF Library Grant*	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Revenues</b>	<b>\$4,387,766</b>	<b>\$4,435,171</b>	<b>\$28,954</b>	<b>\$4,464,125</b>	<b>\$4,478,400</b>	<b>\$76,359</b>
<b>Total Funds Available</b>	<b>\$6,283,257</b>	<b>\$5,985,590</b>	<b>\$28,954</b>	<b>\$6,014,544</b>	<b>\$6,028,819</b>	<b>\$268,713</b>
<b>Operating Expenditures</b>						
Personnel Services	\$2,618,814	\$1,513,720	\$700,087	\$2,213,807	\$2,746,841	\$405,007
Collections: Print, A/V, E-Resources	\$604,500	\$380,957	\$135,754	\$516,711	\$617,000	\$87,789
Contractual Services	\$286,400	\$230,614	\$58,106	\$288,720	\$351,800	(\$2,320)
Special Projects	\$200,000	\$147,808	\$30,500	\$178,308	\$70,000	\$21,692
Programming	\$75,000	\$41,090	\$15,893	\$56,983	\$127,000	\$18,017
Other Expenditures	\$133,657	\$61,313	\$39,133	\$100,446	\$124,364	\$33,211
Building & Grounds	\$268,000	\$159,139	\$56,782	\$215,921	\$268,675	\$52,079
<b>Total Operating Expenditures</b>	<b>\$4,186,371</b>	<b>\$2,534,642</b>	<b>\$1,036,254</b>	<b>\$3,570,896</b>	<b>\$4,305,680</b>	<b>\$615,475</b>
<b>Total Capital and Technology</b>						
Capital Equipment	\$40,000	\$15,800	\$7,700	\$23,500	\$50,000	\$16,500
Technology Upgrades	\$125,000	\$97,719	\$27,282	\$125,000	\$50,000	\$0
Capital Improvements	\$30,000	\$30	\$29,970	\$30,000	\$50,000	\$0
<b>Total Capital and Technology</b>	<b>\$195,000</b>	<b>\$113,549</b>	<b>\$64,952</b>	<b>\$178,500</b>	<b>\$150,000</b>	<b>\$16,500</b>
<b>Total Expenditures</b>	<b>\$4,381,371</b>	<b>\$2,648,191</b>	<b>\$1,101,205</b>	<b>\$3,749,396</b>	<b>\$4,455,680</b>	<b>\$631,975</b>
<b>Difference in Revenues and Expenditures</b>	<b>\$6,395</b>	<b>\$1,786,981</b>	<b>(\$1,072,252)</b>	<b>\$714,729</b>	<b>\$22,720</b>	<b>\$708,334</b>
<b>Committed Funds</b>	\$2,650,000	\$4,600,000	\$0	\$4,600,000	\$4,600,000	
<b>Funds on Hand**</b>	\$1,895,491	\$1,550,419	\$0	\$1,550,419	\$1,550,419	
<b>Total Funds</b>	<b>\$4,551,886</b>	<b>\$7,937,400</b>	<b>(\$1,072,252)</b>	<b>\$6,865,148</b>	<b>\$6,173,139</b>	

\*Friends of the Library did not fund the Library's grant request in FY2022.

\*\* Transfers to Committed Capital Funds

**Lake Forest Library**  
**FY2022 Forecast with FY2023 Budget**  
**Revenue**

	FY22	FY22	FY22	FY22	FY23	%	\$	FY22
	Budget	As of Jan 31	Forecasted Feb-Apr 30	Year End Forecasted	Budget	Change	Change	Difference FY22 Budget - FY22 Forecasted
<b>Property Tax Revenue</b>								
Property Tax	\$4,395,731	\$4,291,358	\$16,458	\$4,307,816	\$4,484,592	2%	\$88,861	\$87,915
Reserve for Tax Loss	(\$87,915)		\$0	\$0	(\$89,692)			(\$87,915)
<b>Total Property Tax</b>	<b>\$4,307,816</b>	<b>\$4,291,358</b>	<b>\$16,458</b>	<b>\$4,307,816</b>	<b>\$4,394,900</b>	<b>2%</b>	<b>\$87,084</b>	<b>\$0</b>
<b>Laurel &amp; Western TIF Payout</b>	\$0	\$0	\$0	\$0	\$0			\$0
<b>Other Revenue</b>								
PP Tax Replacement	\$25,000	\$56,496	\$3,151	\$59,647	\$25,000	0%	\$0	\$34,647
Impact Fee	\$10,000	\$6,745	\$0	\$6,745	\$5,000	-50%	(\$5,000)	(\$3,255)
Per Capita Grant	\$24,000	\$28,578	\$0	\$28,578	\$28,000	21%	\$5,000	\$4,578
<b>Total Other Revenue</b>	<b>\$59,000</b>	<b>\$91,819</b>	<b>\$3,151</b>	<b>\$94,970</b>	<b>\$58,000</b>	<b>0%</b>	<b>\$0</b>	<b>\$35,970</b>
<b>Library Revenue</b>								
Photocopy	\$1,200	\$4,159	\$315	\$4,474	\$5,000	317%	\$3,800	\$3,274
Book Rental/Book Bags	\$0	\$0	\$0	\$0	\$0	-100%	(\$1,000)	\$0
Library Cards	\$50	\$0	\$0	\$0	\$0	-100%	(\$50)	(\$50)
Library fines	\$200	\$1,777	\$730	\$2,507	\$500	150%	\$300	\$2,307
Interest earned	\$10,000	\$16,657	\$8,300	\$24,957	\$10,000	0%	\$0	\$14,957
Other revenues	\$6,000	\$16,180	\$0	\$16,180	\$7,500	25%	\$1,500	\$10,180
<b>Total Library Revenue</b>	<b>\$17,450</b>	<b>\$38,773</b>	<b>\$9,345</b>	<b>\$48,118</b>	<b>\$23,000</b>	<b>25%</b>	<b>\$4,550</b>	<b>\$30,668</b>
<b>Friends of LFLibrary Grant*</b>	\$0	\$0	\$0	\$0	\$0	0%	\$0	\$0
<b>Other Gifts &amp; Grant Income</b>	\$2,500	\$13,220	\$0	\$13,220	\$2,500	0%	\$0	\$10,720
<b>TOTAL</b>	<b>\$4,387,766</b>	<b>\$4,435,171</b>	<b>\$28,954</b>	<b>\$4,464,125</b>	<b>\$4,478,400</b>	<b>2%</b>	<b>\$90,634</b>	<b>\$76,359</b>

\*Friends of the Library did not fund the Library's grant request in FY2022.

**Lake Forest Library**  
**FY2022 Forecast with FY2023 Budget**  
**Operating and Capital Expenditures**

	FY22	FY22	FY22	FY22	FY23	FY22
Category	Budget	As of Jan 31	Forecasted Feb-Apr 30	Year End Forecasted	Budget	Difference FY22 Budget - FY22 Forecasted
Salaries/Wages*	\$1,808,504	\$1,098,512	\$514,488	\$1,613,000	\$1,952,260	\$195,504
Benefits	\$810,310	\$415,208	\$185,599	\$600,807	\$794,581	\$209,503
Print, Audiovisual, and Electronic Media	\$604,500	\$380,957	\$135,754	\$516,711	\$617,000	\$87,789
Contractual Services	\$286,400	\$230,614	\$58,106	\$288,720	\$351,800	(\$2,320)
Special Projects**	\$200,000	\$147,808	\$30,500	\$178,308	\$70,000	\$21,692
Programming	\$75,000	\$41,090	\$15,893	\$56,983	\$127,000	\$18,017
Other Expenses	\$133,657	\$61,313	\$39,133	\$100,446	\$124,364	\$33,211
Building Maintenance	\$268,000	\$159,139	\$56,782	\$215,921	\$268,675	\$52,079
<b>Sub-Total</b>	<b>\$4,186,371</b>	<b>\$2,534,642</b>	<b>\$1,036,254</b>	<b>\$3,570,896</b>	<b>\$4,305,680</b>	<b>\$615,475</b>
<b>Capital Expenditures</b>						
Capital Equipment	\$40,000	\$15,800	\$7,700	\$23,500	\$50,000	\$16,500
Technology Upgrades***	\$125,000	\$97,719	\$27,282	\$125,000	\$50,000	\$0
Capital Improvement	\$30,000	\$30	\$29,970	\$30,000	\$50,000	\$0
Reserves	\$0	\$0	\$0	\$0	\$0	\$0
<b>Sub-Total</b>	<b>\$195,000</b>	<b>\$113,549</b>	<b>\$64,952</b>	<b>\$178,500</b>	<b>\$150,000</b>	<b>\$16,500</b>
<b>Total</b>	<b>\$4,381,371</b>	<b>\$2,648,191</b>	<b>\$1,101,205</b>	<b>\$3,749,396</b>	<b>\$4,455,680</b>	<b>\$631,975</b>

\*Include sick leave buyout for staff & retiring staff, as well as potential bonuses and mid-year correction due to benchmarking.

\*\*FY2023 Special Projects - 125th anniversary, strategic planning/community engagement, art documentation project

\*\*\*Depends on lease terms and actual delivery dates

**Lake Forest Library**  
**FY2022 Forecast with FY2023 Budget**  
**Compensation**

	FY22	FY22	FY22	FY22	FY23	FY22
	Budget	As of Jan 31	Forecasted Feb-Apr 30	Year End Forecasted	Budget	Difference FY22 Budget - FY22 Forecasted
<b>Current Employees</b>						
Full Time Equivalent	28	31	31	31	30	
Salaries & Wages*	\$1,808,504	\$1,098,512	\$514,488	\$1,613,000	\$1,952,260	\$195,504
Longevity	\$0	\$0	\$0	\$0	\$0	\$0
<b>Sub-Total</b>	<b>\$1,808,504</b>	<b>\$1,098,512</b>	<b>\$514,488</b>	<b>\$1,613,000</b>	<b>\$1,952,260</b>	<b>\$195,504</b>
<b>Benefits</b>						
IMRF*	\$183,812	\$102,157	\$52,323	\$154,480	\$200,082	\$29,332
Social Security*	\$138,351	\$81,873	\$38,562	\$120,435	\$149,026	\$17,916
Worker's Comp	\$8,000	\$5,737	\$0	\$5,737	\$8,250	\$2,263
Insurance, Life	\$2,840	\$1,332	\$644	\$1,976	\$2,963	\$864
Insurance, Medical	\$441,330	\$212,751	\$89,606	\$302,357	\$412,410	\$138,973
Insurance, Dental	\$14,577	\$8,198	\$3,419	\$11,617	\$15,251	\$2,960
Insurance, Unemployment	\$2,000	\$0	\$0	\$0	\$2,000	\$2,000
Flexi-Benefits	\$4,400	\$3,160	\$1,045	\$4,205	\$4,600	\$195
Emp Assistance Program**	\$5,000	\$0	\$0	\$0	\$0	\$5,000
Education Assistance**	\$10,000	\$0	\$0	\$0	\$0	\$10,000
<b>Sub-Total</b>	<b>\$810,310</b>	<b>\$415,208</b>	<b>\$185,599</b>	<b>\$600,807</b>	<b>\$794,581</b>	<b>\$209,503</b>
<b>GRAND TOTAL</b>	<b>\$2,618,814</b>	<b>\$1,513,720</b>	<b>\$700,087</b>	<b>\$2,213,807</b>	<b>\$2,746,841</b>	<b>\$405,007</b>

\*Includes annual sick leave buyout; and retirement with IMRF sick leave, vacation leave and potential bonuses.

\*\*Program considered but not funded.

**Lake Forest Library**  
**FY2022 Forecast with FY2023 Budget**  
**Building Maintenance**

	FY22	FY22	FY22	FY22	FY23	FY22
Item	Budget	As of Jan 31	Forecasted Feb-Apr 30	Year End Forecasted	Budget	Difference FY22 Budget - FY22 Forecasted
Janitorial Supplies	\$32,000	\$12,186	\$4,459	\$16,645	\$32,800	\$15,355
Custodial Services	\$58,000	\$31,755	\$11,340	\$43,095	\$45,000	\$14,905
Contractual Services	\$22,000	\$6,065	\$2,656	\$8,721	\$22,550	\$13,279
Insurance (liability)	\$41,000	\$31,595	\$0	\$31,595	\$45,000	\$9,405
Building Maintenance	\$40,000	\$19,494	\$20,506	\$40,000	\$40,000	\$0
Equipment Maintenance	\$40,000	\$25,378	\$8,778	\$34,156	\$40,000	\$5,844
Grounds Maintenance*	\$26,000	\$25,798	\$5,600	\$31,398	\$34,100	(\$5,398)
Water	\$9,000	\$6,867	\$3,444	\$10,311	\$9,225	(\$1,311)
<b>Total</b>	<b>\$268,000</b>	<b>\$159,139</b>	<b>\$56,782</b>	<b>\$215,921</b>	<b>\$268,675</b>	<b>\$52,079</b>

\*Includes tree trimming and additional landscaping that was delayed due to COVID-19.

## FY2022 Grant Request to the Friends of Lake Forest Library

Friends Declined to Fund January 2021

November 19, 2020

Dear Friends of Lake Forest Library,

The Lake Forest Library is requesting a grant of \$42,000 for FY2022 (May 1, 2021 – April 30, 2022). We make the request at this time to align with our FY2022 budget process. The award, if any, would be payable May 2, 2021.

We greatly appreciate your consideration of our request at your January 16, 2021 Board meeting. Your funding helps to raise the visibility of the Lake Forest Library and its important work during this crucial time of the capital campaign to restore and expand the Library's 1931 building to meet the current needs of the Lake Forest Community.

### Support for programming

\$9,500: support of Family and Children's programming, including summer reading

\$8,300: support Adult programming, including summer reading and Media Lab

\$8,000: partial funding of author fee and events for the 9<sup>th</sup> annual fall fiction one-community read (in FY2022 the program will seek authors from outside the Ragdale Foundation residency program)

\$8,000: partial funding of author fee and events for 4th annual spring nonfiction one-community read

\$5,700: support of Tween and Teen programming, including summer reading

\$2,500: continued digitization and indexing of the *Lake Forester*.

Please do not hesitate to reach out to me if you have questions. Thank you again for continued support and advancement of the Lake Forest Library.

Regards,



Catherine A. Lemmer, Library Director

cc: Lake Forest Library Board of Trustees

January 18, 2022

Dear Friends of Lake Forest Library,

We greatly appreciate your consideration of the projects on this grant request at your January 22, 2022 Board meeting. Your funding helps to raise the visibility of the Lake Forest Library, support innovative programming, and enhance the resources of the Library. We have announced the beginning of the important work to restore and rehabilitate the Library's 1931 building to meet the current needs of the Lake Forest Community. We would also like the Friends to indicate any future areas of interest as we proceed with the Library's planning process.

The Lake Forest Library requests your consideration for funding of the following projects for FY2023 (May 1, 2021 – April 30, 2022). Our Lake Forest Library Finance Committee is reviewing our FY2023 Budget needs with the Library Board at our next three meetings and approval of the FY2023 Budget is scheduled for our April 12, 2022 Board meeting. This is required prior to the Fiscal Year 2023 beginning on May 1, 2022. Written notice of any award for the 2023 Operating and Capital Budget is requested by April 1, 2022 with payment of any award to be made on May 2, 2022. The Library will provide the Friends special quarterly expenditure project updates on any grants funded by the Friends.

**A. Equipment and Technology Upgrades**

**\$12,000** – partial support for the purchase of new Media Lab furniture and expanded equipment

**\$60,000** – partial support for the purchase of new patron computers and a laptop dispensary.

**B. Programming Supported by the Friends**

**\$20,000** – partial sponsorship of 10<sup>th</sup> annual Lake Forest Reads, one book one community fiction read. Support would go to author fee and expenses, related events around author visit, and promotion. Event is October/November 2022. Author selection is underway.

**\$15,000** – partial sponsorship of 5<sup>th</sup> annual *Read Between the Ravines*, one book community non-fiction read. In past years, the Library has worked with Lake Bluff Library on this project. Event is March/April 2023. Support would go to author fee and expenses, related events around author visit, and promotion. The Library currently anticipates inviting an indigenous author.

**\$20,000** – partial sponsorship of *Beyond Words, News from under the Dome*, Library's quarterly newsletter. Content to be created and managed by the Library.

**\$2,500** – partial sponsorship of the continued digitization and indexing of the *Lake Forester*. In FY2022, there were over 15,000 uses of this valued resource.

**C. New Holiday Tradition provided by the Friends**

**\$8,500** – estimated sponsorship of acquiring Holiday lights decoration for Library grounds. This project could be managed directly by the Friends.

**D. Collaborative Activities for the Library's 125 anniversary**

The Library's 125<sup>th</sup> anniversary is July 4, 2023. As part of the anniversary planning, the Library has gathered all its historical materials in anticipation of transferring them to The History Center to ensure the materials are properly stored and available for researchers. As part of The History Center collection, the Library's materials will be viewed in the greater context of the entire Lake Forest community's history. Similarly, the marking of the 125<sup>th</sup> anniversary provides the opportunity for the Library to catalogue, curate, and develop exhibits around its art collection. The Library is looking for committee members for its anniversary celebration project and would welcome Friends members.

**\$5,000** – partial sponsorship of activities around the Library's 125<sup>th</sup> anniversary.

**\$7,500** – retention of archivist to accession and prepare finding lists of the Library's historical documents in connection with the transfer to The History Center.

**\$48,000** – partial support for the retention of art and cataloguing experts to identify, value, catalogue, and curate the Library's art collection. This may include suggestions of where and when Library art should be displayed. In this request the Friends could contract the selected curator directly. Upon completion of work according to jointly agreed upon milestones, the Library would be the reporting party, the Friends could make the payments directly to the vendor when the Library and the Friends agree that the contracted work is satisfactory.

Please do not hesitate to reach out to me if you have questions. Thank you again for your generous and continued support and advancement of the Lake Forest Library.

Regards,



John F. Johnson, Library Board President

cc: Lake Forest Library Board of Trustees  
Lake Forest Library



**Library Operations Report**  
**February 8, 2022 Board Meeting**

**December 2021 Select Stats**

- 14,811 visitors to the Library
- 27,018 items circulated to library users as compared to 22,671 in December 2020.
- 5,841 e-media resources circulated as compared to 5,139 in December 2020.
- 5,208 database uses were recorded with Value Line and Morningstar having the highest uses at 2,259 and 648, respectively.
- 1,601 participants attended 36 programs in-person; and 1,406 participants attended asynchronous virtual programs.
- Patrons received 88 one-on-one e-tutorials/tech help sessions and asked 3,205 reference and reader's advisory help desk questions.
- Lake Foresters registered for 29 individual media lab sessions.
- 117 library cards were issued; and 3 museum passes used.
- 28,630 Wi-Fi sessions were recorded, and 884 public computer sessions.

**Grants**

- The Library submitted a grant to the Friends of the Library in January 2022 for FY2023. The grant will be discussed as part of the FY2023 budget presentation.
- The Library is working with The History Center on a National Archives and Records Administration Grant application on a shared project around architectural collections.

**General Operations**

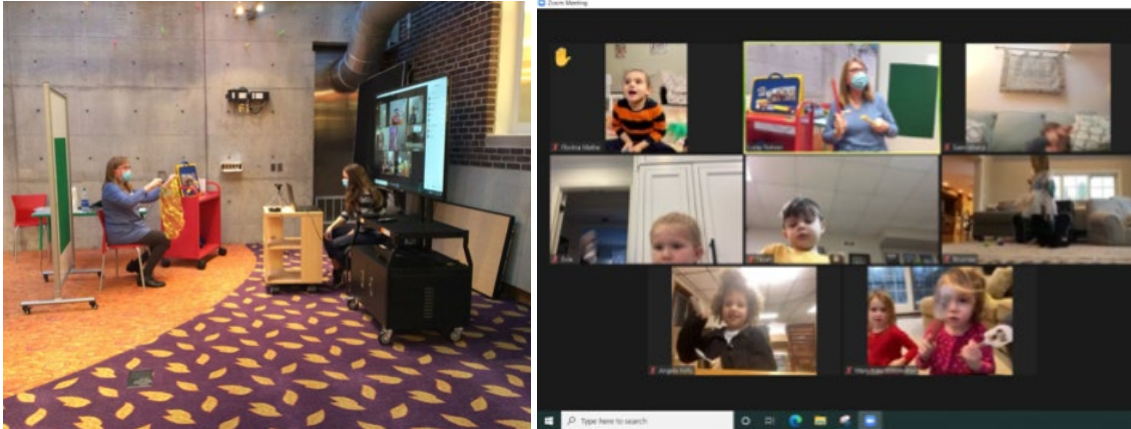
- In alignment with other libraries and community organizations, the Library returned all of its programming to virtual in January due to the impact of COVID. We anticipate restoring in-person programming starting the week of February 13.

**January Highlights - Events and Programs**

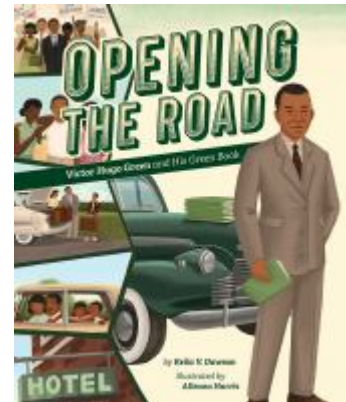
- The Children's Library celebrated the 100th anniversary of the Newbery Medal (awarded to the best children's book of the previous year) by wearing Newbery t-shirts and having children vote for their choice among six contenders. The winning book chosen by Children's Library patrons will be announced March 1.
- New Exploration Kits focused on phonics, reading, and literacy skills have been added to the collection. We look forward to seeing patrons explore and get hooked on reading using these new tools, games, wipe-off workbooks, and book packs featuring such favorites as Peppa Pig, Biscuit the dog, PAW Patrol, Pinkalicious, and LEGO Star Wars.



- For the safety of Library patrons during the Omicron surge, January storytimes were hosted virtually on Zoom. Librarians used the recently purchased cameras for hosting remote and hybrid programs and streamed the participant screens on the large TV to enable them to see and engage with their young patrons. Nothing beats being able to interact in person, but virtual events allow us to maintain valuable relationships between the librarians and their young patrons and reinforce progress in early literacy skills.



- Librarian Michelle Frigo hosted “Little Historians Storytime” via Zoom in partnership with The History Center. She shared the picture book “Opening the Road: Victor Hugo Green and His Green Book.” In the late 1930s when segregation was legal, Victor Hugo Green wrote and published a guide that listed places where his fellow Black Americans could be safe in New York City. Soon customers started asking Mr. Green to make a guide to help them travel and vacation safely across the nation too.
- The Teens had a highly competitive round of Percy Jackson Trivia this month! The winner was Sydney Keck, who took home a Lake Forest Book Store gift card.
- Adult Services reports that interest in all things British remains strong. *Elegant Indulgence: The History and Rituals of Afternoon Tea* had 156 registered, 87 attending that evening and 137 viewing the recording. More British themed events are planned for the future.
- Adult virtual programs continue to be extremely popular, especially travel programs. A Virtual Tour of Moscow entertained over 33 attendees. Patrons also traveled to England's Jurassic Coast to learn about Paleontologist Mary Anning with 37 attending and 62 viewing on our YouTube. The Library would not be able to accommodate these numbers if not for Zoom technology. The majority of these programs are recorded and available to view on the Library’s YouTube channel.
- The new 20’s and 30’s book club led jointly by an Adult Services librarian and our Teen librarian has a very enthusiastic following.
- Poetry, Mystery, Great Books, Great Decisions and our other book discussion participants have seamlessly transferred to virtual comfortably ensconced at home in Lake Forest or in a vacation home during these winter months.
- Blind date with a Book is again popular this year, with programs for all ages.



### Community Outreach and Events

- The Library will be celebrating its **125th anniversary** on July 4, 2023. The Library has received suggestions and is investigating a variety of celebratory options. The Library is seeking any interested residents that want to be a part of the celebration committee.
- The Library's quarterly newsletter will mail mid-February. The online option is available on the Library website at [www.lakeforestlibrary.org/newsletter](http://www.lakeforestlibrary.org/newsletter). The newsletter, page 4, includes an update on the Foundation's Endowment Fund.
- The Friends have announced their annual scholarship program. Joy Schmoll, Head of Communications, updated the Friends' page on the Library website. Information is available at [www.lakeforestlibrary.org/friends](http://www.lakeforestlibrary.org/friends).
- Adult Services continues its homebound services to Lake Forest Place and to registered card holders homes. The Library is coordinating with staff at Lake Forest Place to select and deliver a set of regular print, Large Print, and Audio Cd's monthly for their in-house book discussions.

### Personnel Matters

- The Library hosted two virtual "Benchmarking and Personnel Update" meetings on February 3<sup>rd</sup> and 4<sup>th</sup> for staff. A standalone recording with all relevant information will be posted on the Staff Information Hub. These meetings explained the benchmarking process, discussed the newly developed salary ranges, and reinforced the commitment of the Library to retaining and attracting top talent. The meeting also introduced staff to the new organizational structure assessment being spearheaded by Steve Bero. Steve is a long time Executive and Interim Executive Director in public libraries and brings strong expertise to this process. Additional information will be provided at the Board meeting.
- A recent article, [Work Make Visible: What's Lost When We Obscure Labor](#) in *American Libraries*, the professional journal of the American Library Association, discusses how libraries work to quantify their value and advocates that the true value of library resources and services needs to include the labor associated with such library services and resources. For example, a patron's library visit that includes a children's storytime, checking out two children's book, two adult books, and one movie, using the Wi-Fi, and asking a reference question would include services and resources valued at \$245. You might enjoy taking a [moment to calculate the value of your last library visit](#).

### Status of technology projects

- RFID. The **Self-Checkout Kiosks** were delivered on January 24 and are stored in the expansion area. Bibliotheca has been onsite to assemble and configure one kiosk for staff training in the expansion area. OSG and Bibliotheca will install all software on staff computers during the week of February 13. The gates, critical to implementation, are estimated to be delivered on February 7, and March 3, 2022. The initial training of senior staff and key personnel will start after the training kiosk is assembled. If delivery dates remain firm, the Library will open late one day in early March for software installs and testing and additional staff training. This measured approach outlined reflects the desire to launch RFID effectively and with the least amount of disruption for staff and patrons.

### Facilities & Grounds Update

- Hill Mechanical completed a significant diagnostic and repair project over the last three weeks on the heating system throughout the Library to create a more balanced and comfortable environment for staff and patrons. All overflow issues with the system have been diagnosed and

resolved by the replacement of a pump switch and new gaskets. The cost of this work was \$11,000 and will be reflected in the February financial report.

- Pasquesi Plumbing was on site to doing plumbing repairs. While completing the work, they noticed the main shut-off for the water supply to the building needs to be replaced. The Library is awaiting an estimate.