

**LAKE FOREST LIBRARY BOARD OF TRUSTEES****Lake Forest Library, 360 East Deerpath Road, Lake Forest, IL 60045****Kasian Room, Lower Level****Tuesday, March 8, 2022, 7:30 pm****Regular Meeting**

The Lake Forest Library provides members of the public present at the meetings with an opportunity to participate in the meeting. No prior registration is necessary. 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 March 8, 2022 Agenda
  - b. Approval of February 8, 2022 Regular Meeting Minutes
  - c. Approval of February 15, 2022 Building Committee Meeting Minutes
  - d. Approval of the February 2022 Financial Report
  - e. Approval of 2022 Mariani Commercial Landscape Management Agreement
8. Committee Reports: None.
9. No action item: Update on FY2023 Library Budget.
10. No action item: Library Operations Report (includes new library technology).
11. Unfinished Business.
12. New Business.
13. Adjournment.

**Upcoming Meetings: Regular Board: April 12, 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 March 8, 2022 Board Meeting

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

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### 02.27.2022 email from M. B. Raffles ([mraff15@gmail.com](mailto:mraff15@gmail.com))

Dear Board members

Thank you so much for the great idea of featuring Lake Forest authors at our wonderful library. We are blessed to have such a talented community and it's important to highlight the fabulous books written here.

I spoke recently with Kate Buckardt and expressed my appreciation for the special section, but wanted to share my thoughts with the board, as well.

Best, Mark Raffles

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### 02.28.2022 In person comment from Grandmother of 3-year-old boy

My grandson loved the Imagination Magnets Kit! He was so engaged and it kept him busy for a long time. The *Shapes* book in the kit was the perfect tie in. It was fascinating to see the connections he made between the kit, the real world (objects around the house), and a previous shapes activity we had done together. It's wonderful what you can find at the library today.

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### 02.28.2022 email from Amy Lee ([amy.l.lee@gmail.com](mailto:amy.l.lee@gmail.com)), Wild Rose Lane, Lake Forest

Hi Emmy,

Thank you so much for teaching the Safe@Home class this past Saturday. I'm glad my son, Adam, got to review these practical topics, and he told me it went by more quickly than he expected. :) This is a big plus in my book since he ended up greatly disliking remote learning during the pandemic. I really appreciate this offered class to help prepare our kids for more independence and responsibility, along with the booklet that was provided. All that to say, thank you for your time and effort!

We are grateful for all the great programming Lake Forest Library offers, esp. for teens/middle schoolers during these last couple of years w/the pandemic. Btw, we loved the candy sushi take-home DIY, and enjoyed other take-home crafts. Keep up the great work!

Best regards, ~Amy Lee

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**02.23.2022 In person comment to Lorie Rohrer**

Comment from a patron after the Book Babies Storytime:

How long have you been working here?

Almost 33 years.

I thought so! I grew up in Lake Forest and went to your Storytimes. All my fond memories of this Library are wrapped up with you.

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**02.18.2022 In person patron comment to Emmy Neal**

Christine Gowski (1162 Ash Lawn Drive, Lake Forest; [christine.gowski@gmail.com](mailto:christine.gowski@gmail.com))

Wanted to share how proud she is of our library and the diverse collection we have on the shelf-- "It means the world to our family to be able to come in and see such a diverse selection, and the different displays. We are so proud of the work you do here."

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**02.15.2022 Blind Date with a Book Comments**

*Chicago* by Brian Doyle - "One of the best books I've ever read."

*Save Me the Plums* by Ruth Reichl - "Love the juxtaposition of food, life, and humor! As a foodie, this is my type of book!"

*Stardust* by Neil Gaiman - "This book was one of the most unique I've read."

*The Orphan of Florence* by Jeanne Kalogridis - "I really enjoyed the book. After I finished, I was so interested in the background that I researched the area and the conflict and the historical characters. Thanks!"

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**02.11.2022 in person patron comment**

Patron came in looking for a book, said this Library was one of the most beautiful buildings he had seen, couldn't believe that this was his neighborhood library!

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**02.10.2022 email from Nicole Cooper ([ncooper@lfschools.net](mailto:ncooper@lfschools.net))**

Hi Lorie,

Jen Mulloy passed along that the library is creating this collection. You guys are the best! I'm the Speech Language Pathologist at Cherokee and also a LF resident. We are very happy and frequent library customers! I'd be happy to help in any way I can as you curate this collection. Let me know if I can be of any help.

Nicole Cooper

Nicole Cooper MS CCC-SLP  
Speech Language Pathologist  
Cherokee Elementary School  
847-295-5215

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**02.08.2022 email from Kelly Guerero ([kellyaguerrero@gmail.com](mailto:kellyaguerrero@gmail.com)) (re restarting of Storytimes)**

What wonderful news! Thanks, Kelly

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**02.08.2022 email from Ann Kiesling ([thekieslings@gmail.com](mailto:thekieslings@gmail.com))**

Hi! This was an incredible event! Thank you for allowing Maddie to participate! ♥

Maddie Kiesling, age 10 (4th Cherokee) "My dogs are dear to my heart"

Happy Valentine's Day! Ann Kiesling

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This came in the chat line today. She is going to share our list on her Facebook page. I thanked her for her kind words. Kate

Name : Elizabeth

Email : [Egeyer1970@gmail.com](mailto:Egeyer1970@gmail.com)

Question : Hello, just a note of warm appreciation from Sydney Australia. In these insane world times, so many of the books you FEATURE in your annual banned book celebration are the path of wisdom and the way through. I stumbled upon your website. Thank you for standing up for what is right and refusing to be part of the dumbing down. Warm wishes, Elizabeth Geyer

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**02.02.2022 in person comment from Veda Levin**

Long time participant of Great Books Discussion, which has been meeting virtually. Ms. Levin comes to the Library and the staff helps her set up her laptop and login so she can participate the discussion while sitting in the Media Lab. She appreciated the staff helping her connect and for troubleshooting her technology difficulties.

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**02.02.2022 Arthur Frame**

Mr. Frame called to let us know that he was impressed that he received an auto renewal email for his current book. He said it was a difficult book and he appreciated the extended time to get into the book.

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**02.02.2022 in person comment from Katherine Wood ([katherineo.wood@yahoo.com](mailto:katherineo.wood@yahoo.com))**

We LOVE to come to the library! Patron said that they drive by every day to go to school, and her daughter asks every day if they can go to the library. Katherine encouraged a new Lake Forest resident (with young children) to check out the Lake Forest Library. The now new patron was amazed at all the fabulous resources available in the Children's Library.

See also attached correspondence.

410 E. WOODLAND RD.  
LAKE FOREST, IL 60045  
(847) 922-0437  
weedpatch@gmail.com

Hello! Enclosed for your library is a complimentary copy of Montelona Farm: The Story of Pioneer William A McConnell's Homestead in Richmond, Illinois."

This is the story of northern Illinois pioneer William A. McConnell and his rural Illinois farm, but it is also a fascinating look at how the 19th century unfolded across time and geography. The authors—one of whom owns McConnell's farm—discovered that McConnell took a leading part in many of the 19th century's key events: creating a "frontier" town, Methodist church building, railroading, wildcat banking and mortgage lending, the Civil War, and the rise of Illinois' dairy business in the 1860's. In addition, Montelona Farm presents both William and his wife, Elizabeth Bodine's, interesting genealogies which offer readers insight into the Dutch Huguenot settlement of Manhattan in the 1600's, Quaker immigration via William Penn's ships to Pennsylvania, and the Scots-Irish diaspora of the 1700's to New Jersey and Pennsylvania.

The book contains detailed information and maps of interest to: McHenry and Lake Counties, IL; early Chicago; Elgin, IL; Jackson, MI; Muncy, PA and the canal system stretching from PA to the Erie to Indiana and Chicago; Dutch New York and New Jersey; Geneva Lake, WI; Rockford, IL; Kenosha, WI; Chico, CA and Panama/NY ship routes; and c1600 Netherlands.

The book also describes the creation of Hackmatack National Wildlife Refuge, created in 2012. The NWR is largely centered on the land adjacent to Montelona Farm in McHenry County.

The book is available at [lulu.com](http://www.lulu.com/spotlight/montelonafarm) <http://www.lulu.com/spotlight/montelonafarm> for \$59.89. It contains 204 pages and hundreds of color illustrations, maps, and photographs. It is highly footnoted and indexed.

Its authors are Rommy Lopat, a resident of Lake Forest, IL and owner of Montelona Farm; and Michelle Wilson, a resident of Long Grove, IL. Both women are lifelong amateur genealogists. Michelle is a DAR Registrar and DNA lecturer, and Rommy is an 18<sup>th</sup> c Revolutionary War/Philadelphia historian, among other pursuits.

Please contact Ms. Rommy Lopat with any concerns or questions. Thank you. Enjoy!

Hi, Lake Forest -  
This book started in The LF Library. I was walking in one morning when I noticed a DAR seminar - thought I'd take a look + see what they presented. That led me to talking with a DAR member who had, on her table, a book she wrote about her ancestors. I had been stymied by how (what software?) to use. When Michelle said Powerpoint, I was amazed - that's doable! Anyway, I hired Michelle + we are still collaborating - including writing/power-pointing visual histories of the houses of LF families -  
So Thanks for the inspiration! Rommy

February 14, 2022

Ms. Rommy Lopat  
410 E Woodland Road  
Lake Forest, IL 60045

Dear Rommy,

Thank you for the copy of your book *Montelona Farm: The Story of Pioneer William A. McConnell's Homestead in Richmond, Illinois*. It is a much-appreciated addition to the Library's collection and one that many Lake Foresters will find of interest.

The Library is in the final process of organizing and displaying together works by Lake Forest authors. Your work will be cataloged as part of this Lake Forest Author Collection, which will be housed in the Reference Annex.

Congratulations on the completion of this interesting and unique work. Undoubtedly you have many stories to tell from your research and publishing adventures and I hope you will share them with us on your visits to the Library.

Sincerely,

Catherine A. Lemmer  
Executive Director

cc: Lake Forest Library Board of Trustees



**Lake Forest Library Board of Trustees**  
360 E Deerpath Road, Lake Forest IL 60045  
Regular Meeting Minutes  
7:30 p.m., February 8, 2022

CALL TO ORDER

President John F. Johnson called the meeting to order at 7:33 p.m., on Tuesday, February 8, 2022.

The Trustees of the Library Board attended 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 were invited to attend this meeting, as well as provide public comment at the meeting. Members of the public participated remotely in the meeting via the link in the agenda.

ROLL CALL

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

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

PRESIDENT'S REMARKS

President Johnson welcomed us to the Library Board Meeting with the following remarks.

As all of you know, I've been reading the Library Board Minutes since the founding date in 1898 and have finished up until 1975. Here are some highlights of interest that may offer some perspective for our budget and meeting discussions this evening.

In the February 1964 it was noted that Circulation had doubled in the ten-year period 1954-64. Book prices had doubled for fiction and tripled for non-fiction.

An engineering report was received about a new air-conditioning system which would also need a power system upgrade. In June 1964 the Library Board approved raising the tax rate to afford the new air-conditioning system. It was also noted the following summer in 1965 that borrowing funds would be necessary to complete the installation.

In June of 1965, the Lake Forest population was more than 10,000 and total library volumes were 58,000 books. There were 8,000 Library patrons and circulation was over 90,000 books. Renovation of the Children's lower level was completed.

During the mid-1960's there were several Trustees who retired from the Library Board after long term significant service and contributions. Richard Bentley retired after serving 40 years, a skilled lawyer with a deep interest in literature. Pauline Christie left the board after 12 years and had

chaired the Book Committee. Paul Le Roi left the Board after 15 years and had chaired the Building & Grounds Committee. John Shedd Reed retired after serving nine years and was chair of the Budget Committee. John Reed was the son of Kersey Coates Reed in whose memory the Library Building was given. Edward Arpee, well known Lake Forest historian, retired after six years, after completion of the by-law revisions. William Dunn retired after serving 11 years including three as President.

On July 18, 1966, there was a special meeting of the Board called to reaffirm joining the new North Suburban Library System, subject to being able to give 90-day notice to leave if the Library ever wanted to exit. This was the result of Illinois State Law HB563 passed in February and approved by the governor on August 17 of that year to begin creating regional library systems. Lake Forest Library was one of the founding members.

In September 1969 a completed building needs assessment included a proposed drawing of a new addition. In Fiscal Year 1971-72 the Tax Levy was \$150,320. A new Building Fund was created in anticipation of a future building addition.

In the Fall 1970 there were unfortunate vandalism matters of interest. "Culprits had been shooting bee-bees at men painting the exterior building of the building and had been caught and turned over to the police. Students had removed screens and were throwing books out of the building. Plants grown from seeds were confirmed by the police as marijuana."

In July 1971 there were reports of extensive book loss, exhibit cases were broken and a silver display stolen. In September there were some payments received "from the boys who had been responsible for the vandalism in March." In November 1971 there were more reported losses of books and magazines exiting through the back door. In January 1972 the building was broken into and money was taken from the main desk.

In May of 1972 discussion about paying Library Board Members was discussed and decided that it "was not a good idea."

On July 18, 1972 the Board approved borrowing \$20,000 since tax money was not coming in until August.

In December of that year John T. McCutcheon retired after nine years. He was a Board President but also served on the first North Suburban Library System Board.

At the January 1973 meeting Librarian Kasian reported that some of the Library's historical holdings had been turned over to the newly formed Lake Forest-Lake Bluff Historical Society.

There were more thefts reported including a large fern taken from the foyer which was on loan from the Church of the Holy Spirit. In October of 1973 vandalism continued with rocks thrown

through the front door. Mixing up on shelves was a new pastime reported from some individuals. In December of the following year vandals did serious damage to the sofa in the foyer.

In November 1974 providing materials for the blind and handicapped was discussed. It was also reported that a large fire screen in the Art Room was stolen and graffiti again appeared on the murals in the Garden Room.

In January of 1974 the Board discussed the 75th Anniversary celebration and decided to hire a consultant for direction and review. The event was held at the Library on June 2. Mr. Russell Kohr mentioned that a Friends group could have helped but it did not exist at the time. He volunteered to do some investigating. Minimum wage for student helpers at the Library was established at \$1.90/hr.

In July 1974 it was approved to add Fine Arts Insurance to the policy but that did not include any of the fine books locked in cases. Annual theft rate was estimated at 6-7%.

In September of 1974 the authorized book audit was completed. It was found that 1,544 books were taken. That was three times the theft rate when the last inventory was completed in 1971. Reference books were also reported as "heavily stolen."

A new volunteer program was successfully started in 1974. Gorton Community Center requested that the Library participate in a series of talks beginning in January 1975.

#### CALL FOR ADDITIONS TO THE AGENDA

None

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

No members of the public addressed the Board.

#### CORRESPONDENCE REPORT

Trustee Strong requested a discussion about the Personnel Report for the month of March. President Johnson stated that a staffing discussion will occur later in the meeting or may be continued next month if questions are not answered. Trustee Strong requested information regarding the employees who left the Library in 2021 by the end of the meeting. Director Lemmer provided that information and will any provide additional information of staff retention when requested.

#### APPROVAL OF THE CONSENT AGENDA

There were no comments or questions on the consent agenda. Trustee Desmond made a motion, seconded by Trustee Arnson, to approve the Consent Agenda as presented.

- 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

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

#### COMMITTEE REPORTS: BUILDING COMMITTEE

Trustee Bertola updated the Board on the progress of the dome repair. The architectural contract to employ Wiss, Janney, Elstner Associates (“WJE”) was signed on December 16, 2021 by Board President Johnson.

Between December 25, 2021 and January 1, 2022, the HGA dome report was reviewed along with additional documents, photos, and drawing supplied to WJE by the Library. After January 1, WJE visited the Library to take measurements of the interior rotunda and to meet with the roofing specialists to evaluate the dome under the tarp.

A special Building Committee meeting is scheduled for Tuesday, February 15, 2021, at 7:30 p.m. to introduce WJE to the community, provide detailed updates, share what WJE has discovered in their process to date, and to answer any questions from the Board and the community. This meeting will be held virtually. HGA provided Trustee Strong with digital scans of some blueprints which have been transferred to the Library’s SharePoint network. The Historic Preservation Foundation invited the Building Committee to their board meeting to discuss the dome repair updates and answer any questions. Trustee Bertola appreciates the working partnership that has developed with the Historic Preservation Foundation. Trustee Bertola thanked the Library staff for accommodating WJE’s onsite visits and information needs.

#### UPDATE OF FY2023 LIBRARY BUDGET

Trustee Lemke, Chair of the Finance Committee, provided an update on the FY2023 budget process. There was no vote taken on the budget as this was only an update and additional work is being completed to finalize the numbers. The final budget will be voted on at the April Library Board meeting. Ed Finn, Director of Operations, walked through the budget draft, and encouraged everyone to ask questions at any time.

Mr. Finn introduced the Preliminary Budget 2023 Revenue lines. Director Lemmer discussed the Tax-Based, Impact Fees, and Per Capita Grant lines. The next line discussed was Library Revenues. The other two Revenue lines were Friends of Lake Forest Library Grant and Other Gifts & Grant Income. Trustee Grob asked about the increase to Photocopying line and was informed that it is a cyclical expense. The increase looks larger than FY21 and FY22 because the Library did not provide photocopying services during COVID restrictions. However, the small amount earned was also small due to making copies from the “Print Form Afar” service that the Library provided free of charge to patrons during the COVID closures.

Trustee Arnson asked about the assumption that the Library would receive money from the Friends of Lake Forest Library each year. Director Lemmer noted that the Friends are a separate 501(c)(3) organization and that the Library Board does not control their distributions. Trustee Strong reported that she was asked to serve on the Friends of the Lake Forest Library Board in January and has been looking into this matter. Trustee Strong reflected that the FY2022 grant request attached to the FY2023 budget discussion (see page 30 of the board packet) reflected that the Friends had declined to fund the FY2022 grant. Trustee Strong objected to the use of "Declined to Fund."

Trustee Strong read into the record an email exchange (see attached) regarding the FY2022 Library Grant Request (May 2021-April 2022 period) to the Friends and follow up on the FY2021 grant award (May 2020-April 2021). Director Lemmer agreed that the FY2022 Grant Request which was submitted November 19, 2020 was withdrawn when no action was taken by the Friends by March 2021 and on the understanding that the Friends would fund a gift to the Library for capital improvements. A capital improvement pledge was approved in April 2021 (as publicly announced) but the Friends have not yet executed a pledge agreement nor delivered any funds under the Friends' Board approved \$800,000 pledge.

Director Lemmer further noted that the Friends FY2021 Final Grant Report detailing the use of funds was delivered to the Friends on June 19, 2021 and that a copy is in the Trustee SharePoint site along with the other Friends' documents (see attached). President Johnson stated that the Friends' Grant Committee is meeting on the FY2023 Grant Request and a decision to fund or not to fund will be made prior to the Library Board's vote on the final FY2023 budget in April.

Mr. Finn discussed the Operating and Capital Expenditures for FY2023. The increase in Salaries/Wages, is primarily due to benchmark salary increases, and merit and cost of living expense increases. Trustee Desmond raised questions about the difference in the budgeted and forecasted yearend numbers. Mr. Finn said this is attributed to retirements, departures and some positions not being filled over the fiscal year. The numbers will change over the coming year. President Johnson summarized that this FY2023 budget will allow the Library to pay the Library staff fairly at competitive rates in the marketplace. Mr. Finn then discussed Print, Audiovisual, and Electronic Media line increases. The Contractual Services line includes regular recurring charges and includes Bibliotheca RFID contract service. Special Projects line may be enhanced depending on what projects the Board determines to fund. Mr. Finn answered President Johnson inquiry about if the line item included a new, community survey being conducted in 2023. Since the last survey was taken about 5 years ago, money has been budgeted to conduct the survey should the Library Board decide to take such actions in FY2023. Trustee Strong inquired about breakout information on these line items and Mr. Finn referred to the FY2022 Forecast with FY2023 Budget Building Maintenances chart. He explained this breakout of information on Janitorial Supplies, Custodial Services, Contractual Services, Liability Insurance, Building/Equipment/Ground Maintenance and Water line items. Director Lemmer said some that the levy is designed and structured to levy two separate amounts, one for the building and

grounds and a separate amount for operations. Staff salaries and benefits are levied separately for building and operations, but for budget purposes all salary and benefits appear as one line.

In response to a question, Director Lemmer noted the monthly financial information is made available in the Board member packets and on the Trustee website. Trustee Strong suggested breakouts in more of the expense line items moving forward. Director Lemmer will confirm that the detailed spreadsheet on the Capital Improvement Project is available on the Trustee SharePoint site. President Johnson again inquired about the availability of money is sufficient to administer another community survey in the coming year. Director Lemmer assured him that other libraries on the Northshore are engaging in this process and there are routine requests among senior staff for which companies the Libraries are using and what the dollar ranges are for completing a community survey. If the Board decides to move forward with this project, then the budget can be adjusted. Trustee Desmond inquired about the line-item location for the dome repair. Mr. Finn and Director Lemmer are working with the City on how to best move those funds out of the Reserves. The Total Capital and Technology Expenditures lines may be supplemented from the Reserves to undertake the dome and larger technology projects. The \$1.2M surplus from last year was moved into the Capital Reserve line for this purpose. The City personnel who manage the Library's investments know that funds will need to be moved to pay for the dome project. Mr. Finn said the Programming line is increasing due to some anticipated projects the Library would like to undertake. The FY2023 Capital Expenditures budget line is a primarily a placeholder as of now. Trustee Clifton wanted more detail on Programming and Other Expenses line. Director Lemmer stated the increase is due to a plan of developing two of the Library's signature programs in a much more significant way, 125<sup>th</sup> anniversary expenses, costs associated with the Library's newsletter, and other general cost increases. Mr. Finn added that the city uses Other Expenses to include small discrete items. Director Lemmer addressed Trustee Desmond's inquiry about a monthly check ledger included in the Board packets. She said this will be included starting in March. Mr. Finn addressed questions about purchasing computers for the Library and that the Library is evaluating the purchase or lease based on the metrics for usage and space.

There were no questions from the public for the Finance Committee.

#### LIBRARY OPERATIONS REPORT

Director Lemmer, in response to Trustee Strong's request, noted the full-time, part-time, retired, and resigned staff numbers in 2021 and noted there is a total of 47 employees at the Library currently. Mr. Finn gave an update on RFID progress. The first RFID self-checkout kiosk has been assembled and is being programmed in the lower-level expansion area. Once the programming is completed and tested, the remaining self-check kiosks will be assembled and programmed. A set of RFID gates will be delivered within the week, and these gates will be assembled as soon as all the parts are available. President Johnson shared that he enjoyed the surprise selection of a graphic novel that was offered through the Library's February offering called "Blind Date With a Book."

UNFINISHED BUSINESS

None

NEW BUSINESS

Director Lemmer discussed the Read Between the Ravines event that is occurring around the book title, "Unraveled: The Life and Death of a Garment" by Maxine Bédard. The Library is working with the Lake Bluff Public Library, Rotary, the Gordon Center, the Lake Forest Book Store, and other organizations to bring this high-caliber author to our community.

EXECUTIVE SESSION

At 9:10 p.m., President Johnson requested a motion for the Board to enter an 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.

Trustee Arnson made a motion, seconded by Trustee Grob, to enter Executive Session. 9 yeas. Motion passed unanimously on a roll call vote.

President Johnson reopened the regular session of the meeting at 10:10 p.m. President Johnson took a visual roll call.

ADJOURNMENT

Trustee Arnson made a motion, seconded by Trustee Shattock, to adjourn the meeting. President Johnson adjourned the meeting by a visual vote at 10:11 p.m.

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

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Elizabeth Grob, Secretary  
Minutes approved by the Board on March 8, 2022.

## answer to your question

Friends of LF Library <friendslflibrary@gmail.com>

Sun 2/6/2022 10:54 PM

To: Heather Strong <hstrong@lakeforestlibrary.org>

Cc: Patricia Borkowski <tish\_borkowski@msn.com>

**CAUTION:** Think Security! This email is not from someone at Lake Forest Library. **Do not click any links or open any attachments you are not expecting.**

Hi Heather,

Thanks for your question. I reviewed the Friends' minutes and found the following in the March 6, 2021 board minutes referencing the Library's grant request letter dated November 19, 2020. The short answer is that the library director withdrew the library's grant request for FY2022. Here is the exact wording from the 3/6/2021 Friends' minutes:

"It is important to note that in the interim, due to the pending "kick-off" to the Capital Campaign, the Library has withdrawn any requests for funding for programs in the current fiscal year (and likely for the next couple of years); with the intent that any available funding during the next few years should be applied to the Capital Campaign. Given this situation the FY2022 grant requests for operating items are now moot."

Just prior to the library's withdrawal of the FY2022 grant request, the Friends' Grant Committee sent the following email to the library requesting backup for FY2021 grant dollars given COVID had eliminated many of the approved grant items. Therefore, the Friends' wanted to understand what the grant dollars had been spent on since the approved uses never happened. Following is the email from the Friends to the library:

"and we would like to correlate the monies spent to what we approved. We realize this has been an unusual year with limited program activity and that it's very possible that much of the grant money from our last donation has not yet been spent.

Could you take the approved grant list from FY2021 and identify the following for each grant:

— Program names, program dates, amount spent per program during FY2021 (to date and for the remainder of the fiscal year).

Thank you for your cooperation with our requests."

The Friends never received the backup information requested in the above email.

Please let me know any other questions.

Thanks,

Tish

Friends' Co-President

Figure 2. Email From Friends of LFL (Yellow highlights by Trustee Strong)



## FY2021 Yearend Grant Report to Friends of Lake Forest Library

### Introduction

The Lake Forest Library (the “Library”) submitted its FY2021 grant request in a manner that aligned its fiscal year with that of the Friends of Lake Forest Library (“Friends”). Payment of the awarded FY2021 grant funds occurred in May 2020 to be used for programs, resources, and services during the period of May 2020 through April 2021.

The Library received a FY2021 grant of \$74,000 from the Friends for:

- \$61,500 for adult, teen, and children’s programming
- \$5,000 for partial funding of *Lake Forest Reads: Ragdale*, fall community one-book (fiction) read program
- \$5,000 for partial funding of *Read Between the Ravines*, spring community one-book (non-fiction read)
- \$2,500 for the continued digitization and indexing of the *Lake Forester*

### Programming

In FY2021, the Library hosted 906 programs and events, attended by 43,262 individuals as compared to 897 programs attended by 34,941 individuals in FY2020. In FY2021, 19,738 adults attended or participated in 361 adult programs, 1,374 teens attended or participated in 145 programs, and 22,133 children attended or participated in 400 children’s programs and storytimes.

To enhance a participant’s virtual program experience, the Library created Grab&Go teen and children’s kits. For example, storytime kits were developed to replicate the sensory experiences children would have if attending the storytime in-person at the Library. The kits provided the full experience even though the program was delivered virtually. In addition, the Library hosted nearly two dozen virtual storytimes and other programs at offsite daycare and school facilities after these organizations resumed operations in late FY2021.

The ability to record and host many of the online programs enabled Lake Foresters to participate at their convenience or in the case of the Library’s younger patrons, view a loved storytime more than once. The Library plans to carry this practice forward whenever possible to extend the reach of its programs. Similarly, the Library plans to continue to host virtual programs in those months of the year that are challenging for members of our community with mobility and other conditions that make it difficult to come to the Library.

689 children, 125 teens (YA), and 215 adults participated in the Summer Reading program. Children and teens (YA) completed another 875 additional Summer Reading challenges after completing the Summer Reading program requirements. The success of the Summer Reading program prompted the Library to develop and deliver a Winter Reading program for all ages from December 2020 through February 2021. 148 children, 34 teens (YA), and 176 adults participated in the Winter Reading program. Books and gift cards to local businesses were used as prizes in both the Summer and Winter Reading programs.

The Library increased and expanded its technology courses to go beyond its standard offerings. New offerings included courses on using virtual platforms and ways of staying connected and creative during the COVID-19

pandemic. Additional offerings for the business community were developed and delivered on topics such as marketing, business development, and use of the Library's research databases.

The 8<sup>th</sup> annual *Lake Forest Reads: Ragdale* discussed and explored Jean Kwok's novel *Searching for Sylvie Lee*. 192 individuals attended one of four virtual events with Ms. Kwok. These events, as well as the lead-up events, received compliments from attendees. A.J. Bullough won the writing contest with her entry, *Five Demands, Not One Less*, which is posted on the Library's blog.

The FY2021 selection for the Library's third annual non-fiction community read, *Read Between the Ravines (RBR)*, was *Reading with Patrick* by Michelle Kuo. The programming around this work began after the first of the year, culminating with an interview with Ms. Kuo in April 2021. The interview was viewed by 540 participants. This relevant and important read continued the success of the earlier RBR programs. *The Death and Life of the Great Lakes* by Dan Egan (2019) and *American Overdose: The Opioid Tragedy in Three Acts* by Chris McGreal (2020) were highly praised by the community. Chris McGreal's presentation was delayed from April 2020 to July 2020 and had over 2,100 viewers.

The Library launched its long-planned *1000 Books Before Kindergarten* in Spring 2021. This early literacy program already has over 80 children enrolled. The Library also launched StoryTime Walks in April 2021. The three selected children's works have already engaged Lake Foresters at Deerpath Community Park, Sheridan School, Northcroft Park, South Park, and School of St. Mary, as well as on the Library lawn.

The Library costs for programming in FY2021 remained constant. There were author and presenter fees as well as the usual promotion, supplies, and technology costs. In addition, the move to virtual programming required the purchase of various software platforms (e.g., Zoom, SquareSpace, ReadSquared, etc.) to host and deliver programs. These purchases were funded in part by the Library and other grant funds.

At the conclusion of FY2021, the remaining grant fees were used to fund a portion of the FY2022 summer reading program – *Reading Colors Your World*.

### **Digitization and Indexing of the *Lake Forester***

The Library coordinates the annual digitization and indexing as the issues become free of copyright limitations. There is no other free online option for this historical resource. The requested grant funds are used to microfilm, digitize, and index issues from 1934 forward. The resource is accessible from the Library's website at: [www.lakeforestlibrary.org/research-learn](http://www.lakeforestlibrary.org/research-learn). This is a highly used and valuable resource. In FY2021, there were 15,139 uses of the digitized *Lake Forester*.

### **Conclusion**

The Library's work in FY2021 reflects the efforts, creativity, and tenacity of the Library Team. Over the course of the year, the Library expertly and seamlessly executed a half-dozen different service shifts in response to the Covid-19 pandemic. The Library's services, resources, and programs were a life-line for many Lake Forest residents and families this last year. We hope that many Friends took the opportunity to take in some of the outstanding programs and events and utilize the Library's services and resources over the course of this uniquely challenging year.

The Library continues to evaluate opportunities to improve the services, resources, and programs delivered to the Lake Forest community. The Library also continues to assess and discuss the future of the current library facility with the goal of providing equal access to its programs, resources, and services to all members of the Lake Forest community.

In evaluating and assessing the Library's work for this report, the generosity of the Friends of Lake Forest Library, whose ongoing support and dedication is greatly appreciated, enhanced the Library's ability to deliver outstanding programming in a challenging pandemic year. This year-end report expresses the appreciation of the Library Board and the Lake Forest community for the Friends' continued commitment to the Library.

Catherine A. Lemmer, Executive Director

Submitted June 19, 2021 to the Board of the Friends of Lake Forest Library

**Lake Forest Library Board of Trustees**  
360 E Deerpath Road, Lake Forest, IL 60045  
Building Committee Meeting Minutes  
7:30 p.m., February 15, 2022

Chair Bryan Bertola called the meeting of the Building Committee to order at 7:30 p.m. on Tuesday, February 15, 2022. Committee member Trustee Heather Strong was present. Library Trustees Arnsen, Desmond, Grob, and Johnson were also in attendance. The meeting was held virtually and Catherine Lemmer was asked to serve as secretary and take the minutes of the meeting.

Chair Bryan Bertola welcomed the members of the public to the meeting and announced that the meeting was being recorded. He noted that the recording and presentation would be posted on the Library website. There being no public comment on matters not on the agenda, Trustee Bertola introduced Kenneth M. Itle, Architect and Associate Principal, Wiss, Janney, Elstner Associates, Inc. ("WJE"), to provide an update on their work to date on the library dome repair and restoration project.

Mr. Itle's presentation is attached hereto and incorporated into these minutes. Mr. Itle introduced his firm and its architectural and engineering expertise. He first presented a brief history of the Library building and the changes over time. He then followed with a detailed explanation of the dome assembly and each of the related features and structures. Mr. Itle noted preliminary findings at each stage of the presentation. Last he outlined the next steps of the project.

At the conclusion of the presentation, the public was invited to ask questions. Nancy Mieling asked about the project timeline. Mr. Itle noted that WJE has concluded the investigatory stage and is in the stage of developing several schematic concepts that will be studied with the Building Committee, Library Board, and the Historic Preservation Commission. After this phase, construction drawings will be prepared for bid later in 2022. He concluded by noting that it makes sense to view the project as a 2023 construction project.

Trustee Bertola asked if the investigation phase had revealed any new issues or red flags. Mr. Itle noted none and then stated that Edwin Hill Clark made an interesting design choice in creating a dome in that the dome structure is separate from the underlying elements. Clark's design gives the team additional options in thinking about how to create solutions for the dome's issues. He noted that drainage pathways/water shedding is the most important and technical question that must be dealt with in the project. Trustee Bertola noted that the Library board minutes reflect a dome structure that has had many issues over the years and asked if there are modern techniques that can be used to address dome specific problems. Mr. Itle indicated that there are newer assembly techniques that do not impact on the aesthetics or historic look of the dome that can be utilized in the project. These new techniques work to create a two-layer defense system against water infiltration.

Laura Luce asked if the tarping of the dome had caused more damage. Mr. Itle noted that the tarp, while not attractive, is doing the job to stabilize the dome until the project can be done the right way. Mr. Itle and Trustee Strong reassured the attendees that the intent of the project is to retain the existing look of the structure.

There being no additional questions, and no unfinished business or new business, Chair Bertola adjourned the meeting at 8:04 pm.

**Upcoming meeting: Regular Board Meeting, March 9, 2022**

Lake Forest Library Board of Trustees  
Building Committee Meeting Minutes  
7:30 pm, February 15, 2022

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Catherine A. Lemmer, Secretary pro tem  
Minutes approved by the Library Board on March 9, 2022.

**Lake Forest Library**  
**Financial Notes and Variance Report**  
**For the Month of February 2022 (Month 10) FY2022**

Agenda Item 7(d)



**FY2022 Revenue & Expenditure Statement**

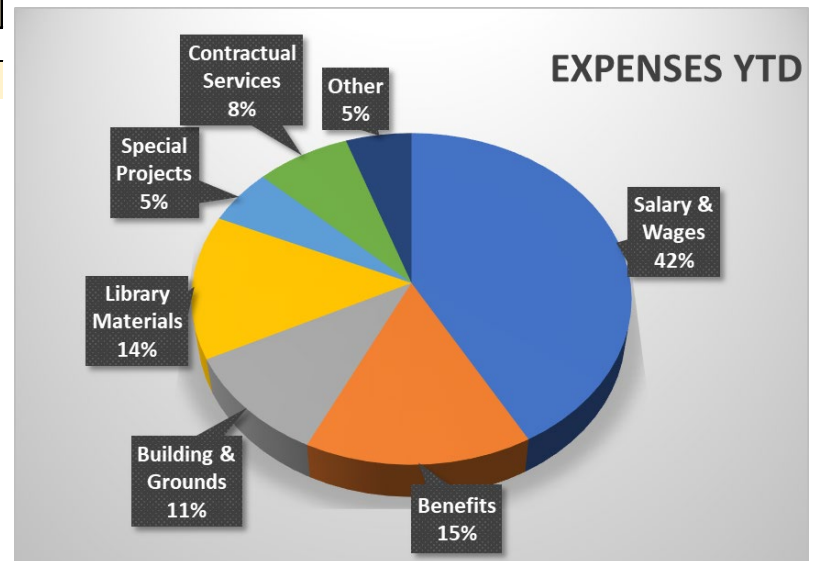
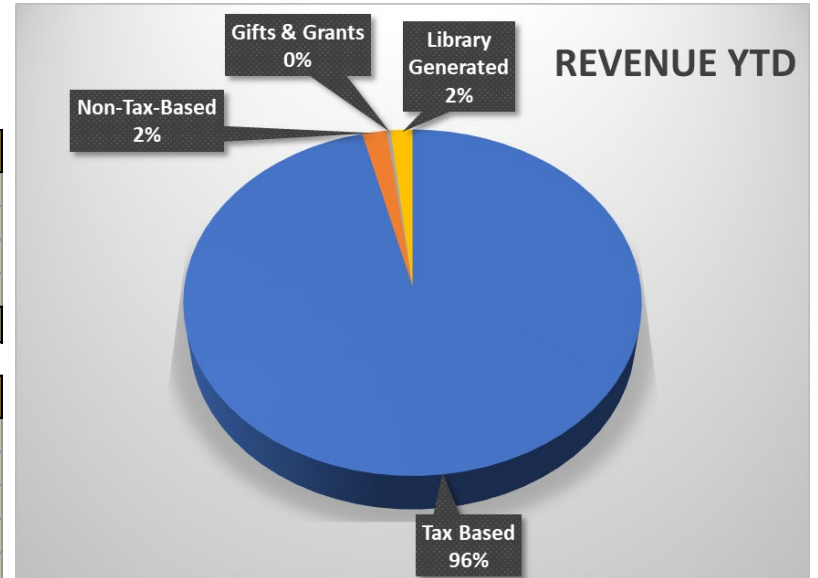
For the YTD February - 2022

Revenues	YTD	Budget	Budget Utilized
Tax Based	4,338,802	\$ 4,307,816	101%
Non-Tax-Based	85,074	\$ 49,000	174%
Gifts & Grants	13,295	\$ 2,500	532%
Library Generated	76,286	\$ 28,450	268%
<b>Total Revenues</b>	<b>\$ 4,513,458</b>	<b>\$ 4,387,766</b>	<b>103%</b>

Expenses	YTD	Budget	Budget Utilized
Salary & Wages	1,241,301	\$ 1,810,504	69%
Benefits	454,420	\$ 790,310	57%
Building & Grounds	310,622	\$ 463,000	67%
Library Materials	416,079	\$ 604,500	69%
Special Projects	160,308	\$ 200,000	80%
Contractual Services	225,593	\$ 245,650	92%
Other	157,181	\$ 267,407	59%
<b>Total Expenses</b>	<b>\$ 2,965,504</b>	<b>\$ 4,381,371</b>	<b>68%</b>

<b>Total Net Income</b>	<b>\$ 1,547,953</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>



**Lake Forest Library**  
**Financial Notes and Variance Report**  
**For the Month of February 2022 (Month 10) FY2022**

**FY2022 Revenue & Expenditure Statement**

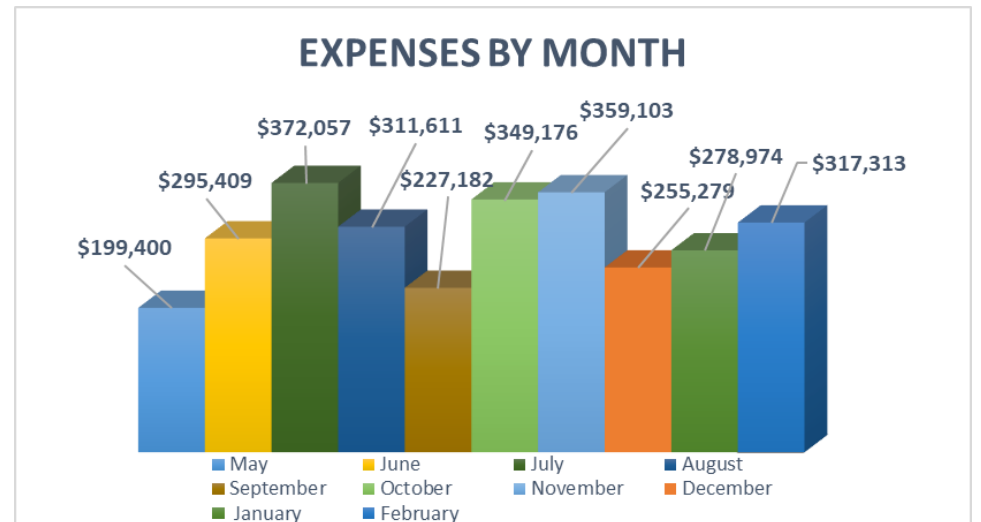
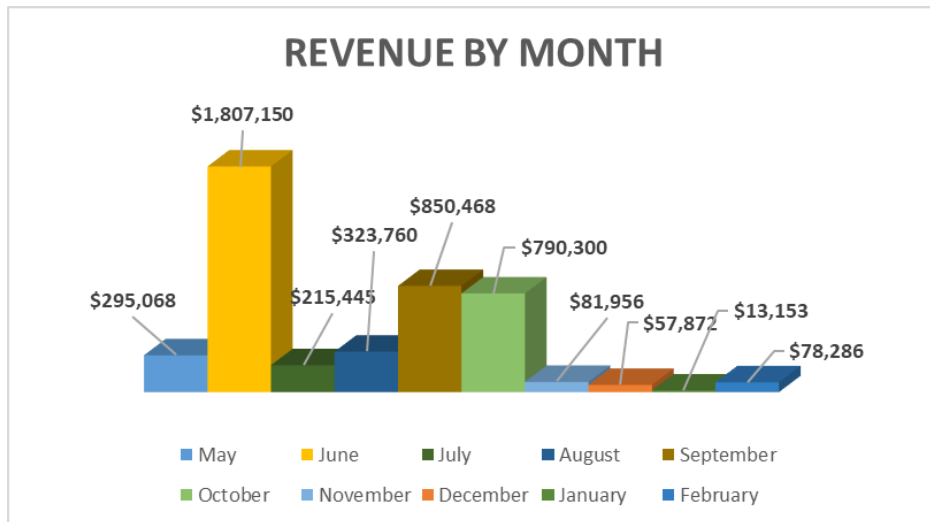
For the YTD February - 2022



Revenues	May	June	July	August	September	October	November	December	January	February	YTD	Budget
Tax Based	278,237	1,790,977	202,043	290,721	847,162	767,702	74,197	40,320	-	47,444	4,338,802	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	75	13,295	2,500
Library Generated	2,005	14,673	3,456	3,202	3,231	6,109	7,759	3,830	1,254	30,767	76,286	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>\$78,286</b>	<b>4,513,458</b>	<b>\$4,387,766</b>

Expenses	May	June	July	August	September	October	November	December	January	February	YTD	Budget
Salary & Wages	83,864	111,456	119,291	114,487	116,722	181,323	122,013	125,268	124,088	142,788	1,241,301	1,810,504
Benefits	43,407	47,801	49,034	43,073	29,750	54,832	45,194	48,158	48,223	44,948	454,420	790,310
Building & Grounds	7,521	33,104	28,740	29,444	18,160	32,986	87,995	24,689	10,048	37,935	310,622	463,000
Library Materials	42,594	49,215	75,210	40,368	27,152	24,792	63,746	18,634	39,247	35,122	416,079	604,500
Special Projects	-	25,000	20,000	40,158	12,500	12,524	12,500	12,626	12,500	12,500	160,308	200,000
Contractual Services	10,522	26,909	57,129	16,978	1,646	32,509	16,612	11,755	35,780	15,755	225,593	245,650
Other	11,493	1,924	22,654	27,102	21,252	10,210	11,043	14,149	9,088	28,266	157,181	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>\$317,313</b>	<b>2,965,504</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>(\$265,821)</b>	<b>(\$239,027)</b>	<b>1,547,953</b>	
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**Lake Forest Library**  
**Financial Notes and Variance Report**  
**For the Month of February 2022 (Month 10) FY2022**

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

**General Operations - Revenues**

**Property Tax:** As of February 28, the Library received \$4,338,802 in property tax distributions which exceeds annual budget by 1%.

**Non-Tax-Based:** As of February 28, 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 exceeds FY budget by 74%.

**Library-Generated:** As of February 28, the Library received \$76,286 in library generated income. This is income from copiers, impact fee, RAILS ALSIP payments, and miscellaneous fee income. Overall Library generated income has exceeds FY budget by 168%.

**Gifts:** As of February 28, the Library received \$13,295 in cash gifts. Non-cash gifts are not valued by the library. Overall gift income exceeds 432% of budget as it was anticipated in the budget that gifts, other than small memorial book gifts, would go to The Lake Forest Library Foundation.

**General Operations - Expenditures**

**Salaries, wages, and benefits:** As of February 28, \$1,241,301 for salaries and wages: 69% of FY budget; \$249,816 for benefits: 53% of FY budget. \$92,559 for SSN: 67% of FY budget; \$112,045 for IMRF: 61% of FY budget. Anticipated annual sick leave buyouts, and vacation and sick leave buy outs due to retirements/resignations reflected in budget.

**Materials: Books, AV, and Electronic Services:** As of February 28, \$416,079: 69% 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 February 28, \$543,083: 76% of FY budget. Consortia fees, technology leases, equipment, services, software, and contractual fees are reflected here. Includes \$160,308 in special project work.

**Building and Grounds:** As of February 28, \$310,622: 67% 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 of February 28, \$135,797: 70% of FY budget has been spent on RFID implementation, infrastructure repairs, and dome repair and restoration project, including payment of \$18,750 to Wiss, Janney, Elstner Associates Inc.

**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: 68% of budget expenses; 103% budget revenues.



**Approval of Commercial Landscape Management 2022 Contract**

The Mariani Commercial Landscape Management 2022 contract provides general maintenance services of \$12,876.62. The services are detailed as weekly maintenance, basic turf care, and basic rose care. Additional services totaling \$3,683.70 include spring, summer, and fall annuals and the winter display as well as plant health care treatments to include blight and needle cast treatment, apple scab and cedar apple rust treatments, and scale treatment for the mugho pines. Additional optional services are detailed and discussed with Mariani throughout the year. The 2022 contract reflects an increase of \$886.01 or 5.7%.

The scope of the Mariani Landscape proposal for the 2022 landscape season remains the same as that of the 2021 season: the robot mower will be reinstalled in spring; basic turf care; the four rotations for the urns at the gate entrance; and the basic plant health care treatments necessary for the perennials, shrubs, and flowering trees.



## Lake Forest Library Service Summary

360 E Deerpath, Lake Forest, IL 60045-2252

2022

### Maintenance Services

Commercial Landscape Management 2022 Total: 12,876.62

Total for Maintenance Services: **\$12,876.62**

### Additional Services

Spring Annuals 2022 Total: 384.57

Summer Annuals 2022 Total: 358.01

Fall Annuals 2022 Total: 298.65

Winter Display - Greens 2022 Total: 628.12

Sub - Plant Health Care 2022 R Total: 2,014.35

Total for Additional Services: **\$3,683.70**

**Grand Total For All Services: \$16,560.32**

Chris Detweiler

3/3/2022

Date

John F. Johnson, President Board of Trustees

Date

By signing above you are acknowledging that you have received the Conditions of Contract and Contract Specifications and have agreed to the payment terms and information outlined in your contracts.

A copy of the Conditions of Contract can be found here: <https://www.marianilandscape.com/CoC.pdf>.

Please see the next page for the payment details of your contracts.



## **Lake Forest Library Service Summary**

360 E Deerpath, Lake Forest, IL 60045-2252

### **Maintenance Services**

#### **Payment Information:**

The total contract amount for your Maintenance Services is \$12,876.62.

- 8 installment payments of \$1,609.58 will be invoiced for 8 months starting in April and ending in November.  
*(Monthly Installment Payments do not reflect work performed within that specific month.)*

### **Additional Services**

#### **Payment Information:**

Payment of \$1,105.11, which is 30% of your total additional contracts totaling \$3,683.70, is due upon acceptance of these contracts.

*(Note: Remaining balance due upon completion of work.)*

# Commercial Landscape Management 2022

## Landscape Contract Specifications

Contract # 235079

**Submitted To: Lake Forest Library**  
c/o Chris Wheeler  
360 E Deerpath  
Lake Forest, IL 60045-2252

**Project: Lake Forest Library**  
360 E Deerpath  
Lake Forest, IL 60045-2252

**Sales Representative: Chris Detweiler**

("The above named party") agrees to contract with Mariani Enterprises, LLC ("Mariani Landscape") for the project work described below for the Total Contract Price set forth on the contract summary page:

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### **Weekly Maintenance**

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#### **Weekly Maintenance:**

Weekly Maintenance will be completed throughout the growing season, April through November, as weather permits. Services include the following:

- **Pruning:** Hand pruning, shearing and deadheading techniques performed at appropriate times to remove dead, diseased and damaged branches, new seasonal growth, encourage flowering and improve plant vigor to achieve the intended design effect. This includes ground covers, ornamental trees (up to 15' in height), deciduous and evergreen shrubs.
- **Vines:** Vines shall be pruned as needed (up to 15' in height) to maintain size; keep clear of lighting fixtures, window frames, eaves and wood siding.
- **Plant Beds:** Initially remove weeds and landscape debris accumulated over the winter. Cultivate open soil beds and rake mulched beds for a neat and clean appearance. Hand spade edge all turf adjacent to planting beds. Throughout the growing season hand weed open beds and ground cover, lightly cultivate and spade edge planting beds, as needed to maintain a neat and clean appearance. At the end of the season, remove fallen leaves, branches, annual flower plantings. Please note that some leaves may be left in groundcover beds for winter protection.
- **Perennial Care:** Initially prune dead foliage and remove accumulated landscape debris. Spring ephemerals shall be cut back to ground level at the appropriate times. Throughout the growing season prune/deadhead applicable perennials as needed to maintain appearance and encourage desirable growth. Applicable plants shall be staked to support new growth. At the end of the season perennials will be cut back and accumulated debris removed. Perennials such as hydrangea, astilbe, sedum and ornamental grasses shall remain to provide winter interest where applicable.
- **Lawn Care:** Initially remove accumulated landscape debris from turf and rake lawn as needed. Throughout the growing season the turf shall be mowed to approximately 2" to 3" high, as site conditions permit. Mowing equipment and patterns shall be employed to allow recycling of clippings where possible, and to present a neat, healthy appearance. Excess clippings and debris shall be removed as needed. Blades on all mowers shall be sharp to prevent tearing of grass blades. At the end of the season remove fallen leaves and branches as needed. Mow turf to a minimum height of 1-1/2" to 2" to help minimize winter turf diseases.
- **Auto Mower Installation & Maintenance:** Maintain perimeter wiring and docking station for auto mower to encompass yard, utilizing electrical outlet. (1) Husqvarna commercial grade auto mower will be provided by Mariani Landscape for rental under this contract May - October along with monthly monitoring and maintenance as needed.
- **Gravel Areas:** Rake gravel areas as needed to redistribute gravel and collect accumulated debris in order to provide a level, well-manicured appearance.
- **Irrigation:** Recommendations will be made, as needed, to adjust the rate of water application to meet changing conditions. Time clock adjustments, repairs, and maintenance of the system shall be the responsibility of the owner. Mariani Landscape cannot be held responsible for damaged or improperly installed systems.
- **Refuse:** Sweep and/or blow off hard surfaces upon completion of work as local ordinances permit. Remove all



associated landscape debris from site and deliver to a licensed composting center.

- **Communication:** Your Client Representative is available to meet at your convenience to discuss site issues and recommendations for improvements.
- **Please Note: Maintenance services that are required December through March shall be provided, as requested, and invoiced on a time and material basis at our current hourly rate.**

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### **Turf Program - Basic**

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#### **Basic - Fertilizer, Broadleaf Weed Control and Pre-Emergent:**

Furnish a licensed applicator, equipment and material required to complete the following:

- Two rounds of fertilizer
  - Six rounds of herbicide
  - One round preventative insecticide
  - One round of pre-emergent
  - Provide notification and flag site, driveway or parking lots and primary building entrances as needed.
- 
- **Fertilizer:** A slow release, granular fertilizer applied to applicable lawn areas.
  - **Herbicide:** Scout for and treat broadleaf weeds as needed to maintain a neat appearance including hardscape surfaces.
  - **Preventative Insecticide:** Applied to applicable lawn areas in late April or early May, contingent on site and weather conditions, targeting grubs and billbugs.
  - **Pre-Emergent:** Apply pre-emergent herbicide to all applicable lawn areas to help discourage weed seed germination.

#### **Please note:**

- Additional late season treatment(s) may be necessary to achieve full spectrum control of crabgrass and/or undesirable insects.

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## **Rose Care Program - Basic**

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### **Rose Care Program - Basic:**

- Rose maintenance visits will occur on a 2-3 week interval, beginning in April and continuing through September for approximately 12 visits, as weather and site conditions permit.

### **Spring Cleanup:**

- Uncover roses in April as weather and site conditions permit.
- Inspect and prune roses in early spring (at bud break), and prune to remove dead or damaged tissue, reduce size, improve structure and prepare each plant for the growing season.
- Remove any accumulated debris and cultivate soil to present a neat appearance.

### **Pruning:**

- Inspect, prune and deadhead roses, beginning in June and continuing through October to remove faded blooms, maintain size, encourage desirable growth and bloom.

### **Bed Care:**

- Clean any accumulated debris from the planting bed to maintain a healthy environment and neat appearance. Weed beds as necessary and rake and refresh mulch as needed, (May - October).

### **Fertilization:**

- Furnish (2) applications of granular fertilizer to encourage plant health and vigor. Complete the first application in spring and a second application in early summer.

### **Integrated Pest Management:**

- Treat roses following inspection to suppress disease and insect activity to encourage plant health and vigor.

Note: Additional pest control applications beyond the scope of this program may be required based on weather, insect and disease activity and the tolerance of the homeowner.

### **Fall Service:**

- Prune roses in fall to reduce size as needed. Cover (mound) each plant with humus to provide winter protection.

Please note:

- Service will begin on or about April 15th and continue until the end of the season - approximately November 30th.
- Wildlife repellent is not included in this program but shall be offered as a separate proposal should the need arise.

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**Note: Please see attached Summary page for Prices, Terms & Conditions.**

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**Spring Annuals 2022**  
Landscape Contract Specifications  
Contract # 227674

**Submitted To: Lake Forest Library**  
c/o Chris Wheeler  
360 E Deerpath  
Lake Forest, IL 60045-2252

**Project: Lake Forest Library**  
360 E Deerpath  
Lake Forest, IL 60045-2252

**Sales Representative: Chris Detweiler**

("The above named party") agrees to contract with Mariani Enterprises, LLC ("Mariani Landscape") for the project work described below for the Total Contract Price set forth on the contract summary page:

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**Spring Annuals - Planters**

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Furnish supervision, labor, equipment and material required to complete the following:

- Amend soil as needed and prepare containers for planting.
- Install a spring arrangement.
- Water and maintain arrangements once per week during the maintenance visit for the balance of the season.
- Remove all associated debris from site.

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**Note: Please see attached Summary page for Prices, Terms & Conditions.**

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**Summer Annuals 2022**  
Landscape Contract Specifications  
Contract # 231754

**Submitted To: Lake Forest Library**  
c/o Chris Wheeler  
360 E Deerpath  
Lake Forest, IL 60045-2252

**Project: Lake Forest Library**  
360 E Deerpath  
Lake Forest, IL 60045-2252

**Sales Representative: Chris Detweiler**

("The above named party") agrees to contract with Mariani Enterprises, LLC ("Mariani Landscape") for the project work described below for the Total Contract Price set forth on the contract summary page:

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**Summer Annuals - Planters**

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Furnish supervision, labor, equipment and material required to complete the following:

- Amend soil as needed and prepare containers for planting.
- Install an arrangement comprised of large tropical, summer annual flowers and trailer in each pot.
- Water and maintain arrangements once per week during the maintenance visit for the balance of the season.
- Remove all associated debris from site.

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**Note: Please see attached Summary page for Prices, Terms & Conditions.**

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**Fall Annuals 2022**  
Landscape Contract Specifications  
Contract # 241650

**Submitted To: Lake Forest Library**  
c/o Chris Wheeler  
360 E Deerpath  
Lake Forest, IL 60045-2252

**Project: Lake Forest Library**  
360 E Deerpath  
Lake Forest, IL 60045-2252

**Sales Representative: Chris Detweiler**

("The above named party") agrees to contract with Mariani Enterprises, LLC ("Mariani Landscape") for the project work described below for the Total Contract Price set forth on the contract summary page:

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**Fall Annuals - Planters**

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Furnish supervision, labor, equipment and material required to complete the following:

- Remove summer display and amend soil as needed.
- Install a fall mix in each planter.
- Water and maintain arrangements once per week during the maintenance visit for the balance of the season.
- Remove all associated debris from site.

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**Note: Please see attached Summary page for Prices, Terms & Conditions.**

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**Winter Display - Greens 2022**  
Landscape Contract Specifications  
Contract # 241878

**Submitted To: Lake Forest Library**  
c/o Chris Wheeler  
360 E Deerpath  
Lake Forest, IL 60045-2252

**Project: Lake Forest Library**  
360 E Deerpath  
Lake Forest, IL 60045-2252

**Sales Representative: Chris Detweiler**

("The above named party") agrees to contract with Mariani Enterprises, LLC ("Mariani Landscape") for the project work described below for the Total Contract Price set forth on the contract summary page:

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**Winter Display - Planters**

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Furnish supervision, labor, equipment and material required to complete the following:

- Remove fall display and prepare planter for greens.
- Install mixed greens in the two pots.

Note: Winter decor, associated materials, and equipment shall be removed in early spring during a regular maintenance visit at no additional charge. If client request earlier removal, additional charges will apply.

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**Note: Please see attached Summary page for Prices, Terms & Conditions.**

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**Submitted To: Lake Forest Library**  
c/o Chris Wheeler  
360 E Deerpath  
Lake Forest, IL 60045-2252

**Project: Lake Forest Library**  
360 E Deerpath  
Lake Forest, IL 60045-2252

**Sales Representative: Chris Detweiler**

("The above named party") agrees to contract with Mariani Enterprises, LLC ("Mariani Landscape") for the project work described below for the Total Contract Price set forth on the contract summary page:

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### **Blight and Needle Cast Treatments**

Perform 3 Blight and Needle Cast treatments to all boxwood and spruce throughout the property to help suppress fungal problems.

Tip Blight and Needle Cast are common fungal diseases that affect many species of needled conifers. Infection occurs during candle emergence in spring, with tip dieback and needle death appearing later in the season. Repeated infection over several seasons will lead to limb loss and eventual tree death. A preventative fungicide can be applied at needle expansion in spring. Several applications may be required for superior control.

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### **Apple Scab & Cedar Apple Rust Treatment**

Perform 3 apple scab and cedar apple rust treatments to all crabapples and hawthorns throughout the property to help suppress fungal problems.

Apple Scab and Cedar-Apple Rust are two common fungal diseases that affect most crabapple and hawthorn cultivars. Symptoms include spots on the leaves, starting yellow and eventually progressing to blackened necrotic lesions. Severe infection can cause early leaf drop and twig dieback later in the season. A foliar fungicide can be applied at bud break in spring for preventative protection. Multiple applications throughout the spring are required for superior control.

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### **Scale Treatment**

Perform foliage treatments to the following plant to help suppress pine needle scale and Tortoise shell scale .

- Mugo Pines located at the front of the building

Provide 3 treatments

Estimated Treatment Date: early summer through late summer, dependent upon insect activity

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**Note: Please see attached Summary page for Prices, Terms & Conditions.**

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## Lake Forest Library Preliminary Budget FY2023

	FY18 Audited	FY19 Audited	FY20 Audited	FY21 Audited	FY22 Budget	FY22 As of Feb 28	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	\$4,338,802	\$4,394,900	2%	\$87,084
TIF Payout***	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%	\$0
Other Revenue	\$87,701	\$82,936	\$72,729	\$90,210	\$59,000	\$115,096	\$58,000	-2%	(\$1,000)
Library Revenue	\$106,880	\$157,169	\$139,846	\$101,646	\$18,450	\$46,264	\$23,000	25%	\$4,550
Gifts	\$167,773	\$28,939	\$41,442	\$36,707	\$2,500	\$13,295	\$2,500	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>\$4,513,457</b>	<b>\$4,478,400</b>	<b>2%</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>\$6,063,876</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	\$1,701,457	\$2,746,841	5%	\$128,027
Collections: Print, A/V, E-Resources	\$516,348	\$578,759	\$548,618	\$502,430	\$604,500	\$416,079	\$617,000	2%	\$12,500
Contractual Services	\$198,220	\$217,701	\$231,453	\$250,193	\$286,400	\$261,319	\$351,800	23%	\$65,400
Special Projects	\$43,357	\$83,388	\$60,107	\$293,532	\$200,000	\$160,308	\$70,000	-65%	(\$130,000)
Programming	\$5,300	\$85,264	\$85,277	\$102,705	\$75,000	\$48,626	\$127,000	69%	\$52,000
Other Expenditures	\$107,426	\$105,719	\$106,835	\$90,049	\$133,657	\$67,093	\$124,364	-7%	(\$9,293)
Building & Grounds	\$127,333	\$148,771	\$160,449	\$199,282	\$268,000	\$174,825	\$268,675	0%	\$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>\$2,829,707</b>	<b>\$4,305,680</b>	<b>3%</b>	<b>\$119,309</b>
<b>Total Capital and Technology</b>									
Capital Equipment	\$3,009	\$104,056	\$1,073	\$0	\$40,000	\$19,298	\$50,000	25%	\$10,000
Technology Upgrades	\$0	\$0	\$0	\$0	\$125,000	\$97,719	\$50,000	-60%	(\$75,000)
Capital Improvements	\$51,923	\$0	\$16,760	\$78,643	\$30,000	\$18,780	\$50,000	67%	\$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>\$135,797</b>	<b>\$150,000</b>	<b>-23%</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>\$2,965,504</b>	<b>\$4,455,680</b>	<b>2%</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>\$1,547,954</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>\$7,698,373</b>	<b>\$6,173,139</b>	<b>36%</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 the LF funded the Library's FY2018 grant request with a grant of \$79,100 in May 2017 and a subsequent grant of \$10,500 in September 2017.

\*\*\*\*\*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**

	FY18 Audited	FY19 Audited	FY20 Audited	FY21 Audited	FY22 Budget	FY22 As of Feb 28	FY23 Budget	% Change	\$ Change
<b>Property Tax Revenue</b>									
Property Tax*	\$3,948,139	\$4,063,010	\$4,158,792	\$4,260,835	\$4,395,731	\$4,338,802	\$4,484,592	2%	\$88,861
Reserve for Tax Loss					(\$87,915)		(\$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>\$4,338,802</b>	<b>\$4,394,900</b>	<b>2%</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
Impact Fee	\$35,293	\$21,773	\$9,470	\$17,693	\$10,000	\$30,022	\$5,000	-50%	(\$5,000)
Per Capita Grant	\$15,044	\$24,219	\$24,219	\$24,219	\$24,000	\$28,578	\$28,000	17%	\$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>\$115,096</b>	<b>\$58,000</b>	<b>-2%</b>	<b>(\$1,000)</b>
<b>Library Revenue</b>									
Photocopy	\$8,204	\$8,731	\$6,476	\$2,024	\$1,200	\$5,054	\$5,000	317%	\$3,800
Book Rental/Book Bags	\$397	\$0	\$0	\$4	\$1,000	\$0	\$0	-100%	(\$1,000)
Library Cards	\$318	\$279	\$168	\$38	\$50	\$0	\$0	-100%	(\$50)
Library fines	\$28,192	\$15,772	\$8,959	\$1,715	\$200	\$2,052	\$500	150%	\$300
Interest earned	\$69,186	\$131,744	\$111,477	\$28,464	\$10,000	\$22,673	\$10,000	0%	\$0
Other revenues	\$583	\$643	\$12,766	\$18,777	\$6,000	\$16,486	\$7,500	25%	\$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>\$46,264</b>	<b>\$23,000</b>	<b>25%</b>	<b>\$4,550</b>
Friends of LFLibrary Grant***	\$0	\$62,000	\$73,000	\$74,000	\$0	\$0	\$0	0%	\$0
Other Gifts & Grant Income****	\$167,773	\$28,939	\$41,442	\$36,707	\$2,500	\$13,295	\$2,500	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>\$4,513,457</b>	<b>\$4,478,400</b>	<b>2%</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 Laurel and Western TIF.

\*\*\*Friends of the LF funded the Library's FY2018 grant request with a grant of \$79,100 in May 2017 and a subsequent grant of \$10,500 in September 2017.

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

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

<b>Category</b>	<b>FY18 Audited</b>	<b>FY19 Audited</b>	<b>FY20 Audited</b>	<b>FY21 Audited</b>	<b>FY22 Budget</b>	<b>FY22 As of Feb 28</b>	<b>FY23 Budget</b>	<b>% Change</b>	<b>\$ Change</b>
Salaries/Wages	\$1,825,308	\$1,704,069	\$1,716,885	\$1,572,140	\$1,808,504	\$1,241,300	\$1,952,260	8%	\$143,756
Benefits	\$650,919	\$576,674	\$640,424	\$619,496	\$810,310	\$460,156	\$794,581	-2%	(\$15,729)
Print, Audiovisual, and Electronic Media	\$516,348	\$578,759	\$548,618	\$502,430	\$604,500	\$416,079	\$617,000	2%	\$12,500
Contractual Services	\$198,220	\$217,701	\$231,453	\$250,193	\$286,400	\$261,319	\$351,800	23%	\$65,400
Special Projects*	\$43,357	\$83,388	\$60,107	\$293,532	\$200,000	\$160,308	\$70,000	-65%	(\$130,000)
Programming	\$5,300	\$85,264	\$85,277	\$102,705	\$75,000	\$48,626	\$127,000	69%	\$52,000
Other Expenses	\$107,426	\$105,719	\$106,835	\$90,049	\$133,657	\$67,093	\$124,364	-7%	(\$9,293)
Building Maintenance	\$127,333	\$148,771	\$160,449	\$199,282	\$268,000	\$174,825	\$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>\$2,829,707</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	\$19,298	\$50,000	25%	\$10,000
Technology Upgrades					\$125,000	\$97,719	\$50,000	-60%	(\$75,000)
Capital Improvement	\$51,923	\$0	\$16,760	\$78,643	\$30,000	\$18,780	\$50,000	67%	\$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>\$135,797</b>	<b>\$150,000</b>	<b>-23%</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>\$2,965,504</b>	<b>\$4,455,680</b>	<b>2%</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 Feb 28</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	\$1,241,300	\$1,952,260	8%	\$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>\$1,241,300</b>	<b>\$1,952,260</b>	<b>8%</b>	<b>\$143,756</b>
<b>Benefits</b>									
IMRF	\$179,509	\$147,509	\$143,960	\$161,309	\$183,812	\$112,045	\$200,082	9%	\$16,270
Social Security	\$136,623	\$128,031	\$128,006	\$116,914	\$138,351	\$92,559	\$149,026	8%	\$10,675
Worker's Comp	\$2,810	\$976	\$5,159	\$4,775	\$8,000	\$5,737	\$8,250	3%	\$250
Insurance, Life	\$2,050	\$1,955	\$2,163	\$2,059	\$2,840	\$1,488	\$2,963	4%	\$123
Insurance, Medical	\$314,975	\$283,878	\$345,220	\$319,107	\$441,330	\$235,919	\$412,410	-7%	(\$28,920)
Insurance, Dental	\$11,074	\$10,786	\$12,599	\$11,808	\$14,577	\$9,169	\$15,251	5%	\$674
Insurance, Unemployment				\$864	\$2,000	\$0	\$2,000	0%	\$0
Flexi-Benefits	\$3,878	\$3,539	\$3,317	\$2,660	\$4,400	\$3,240	\$4,600	5%	\$200
Emp Assistance Program*					\$5,000	\$0	\$0	-100%	(\$5,000)
Education Assistance*					\$10,000	\$0	\$0	-100%	(\$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>\$460,156</b>	<b>\$794,581</b>	<b>-2%</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>\$1,701,457</b>	<b>\$2,746,841</b>	<b>5%</b>	<b>\$128,027</b>

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

\*\*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 Feb 28	FY23 Budget	% Change	\$ Change
Janitorial Supplies	\$13,465	\$18,715	\$20,349	\$38,508	\$32,000	\$12,723	\$32,800	3%	\$800
Custodial Services*			\$31,809	\$34,408	\$58,000	\$31,755	\$45,000	-22%	(\$13,000)
Contractual Services	\$11,552	\$12,271	\$11,516	\$12,332	\$22,000	\$6,512	\$22,550	3%	\$550
Insurance (liability)**	\$27,996	\$28,974	\$33,783	\$36,776	\$41,000	\$31,617	\$45,000	10%	\$4,000
Building Maintenance	\$24,922	\$26,881	\$41,822	\$1,424	\$40,000	\$33,341	\$40,000	0%	\$0
Equipment Maintenance	\$7,334	\$23,808	(\$5,023)	\$51,408	\$40,000	\$25,535	\$40,000	0%	\$0
Grounds Maintenance	\$34,910	\$31,081	\$19,475	\$16,664	\$26,000	\$25,798	\$34,100	31%	\$8,100
Water	\$7,154	\$7,041	\$6,718	\$7,762	\$9,000	\$7,543	\$9,225	3%	\$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>\$174,825</b>	<b>\$268,675</b>	<b>0%</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.



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

	FY22	FY22	FY22	FY22	FY23	FY22
	Budget	As of Feb 28	Forecasted Mar-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	\$4,338,802	\$16,458	\$4,355,260	\$4,394,900	\$47,444
TIF Payout	\$0	\$0	\$0	\$0	\$0	\$0
Other Revenue	\$59,000	\$115,096	\$3,151	\$118,247	\$58,000	\$59,247
Library Revenue	\$18,450	\$46,264	\$9,345	\$55,609	\$23,000	\$37,159
Gifts	\$2,500	\$13,295	\$0	\$13,295	\$2,500	\$10,795
Friends of LF Library Grant	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Revenues</b>	<b>\$4,387,766</b>	<b>\$4,513,457</b>	<b>\$28,954</b>	<b>\$4,542,411</b>	<b>\$4,478,400</b>	<b>\$154,645</b>
<b>Total Funds Available</b>	<b>\$6,283,257</b>	<b>\$6,063,876</b>	<b>\$28,954</b>	<b>\$6,092,830</b>	<b>\$6,028,819</b>	<b>\$190,427</b>
<b>Operating Expenditures</b>						
Personnel Services	\$2,618,814	\$1,701,457	\$512,351	\$2,213,807	\$2,746,841	\$405,007
Collections: Print, A/V, E-Resources	\$604,500	\$416,079	\$100,632	\$516,711	\$617,000	\$87,789
Contractual Services	\$286,400	\$261,319	\$27,402	\$288,720	\$351,800	(\$2,320)
Special Projects	\$200,000	\$160,308	\$18,000	\$178,308	\$70,000	\$21,692
Programming	\$75,000	\$48,626	\$8,357	\$56,983	\$127,000	\$18,017
Other Expenditures	\$133,657	\$67,093	\$33,353	\$100,446	\$124,364	\$33,211
Building & Grounds	\$268,000	\$174,825	\$41,118	\$215,943	\$268,675	\$52,057
<b>Total Operating Expenditures</b>	<b>\$4,186,371</b>	<b>\$2,829,707</b>	<b>\$741,211</b>	<b>\$3,570,918</b>	<b>\$4,305,680</b>	<b>\$615,453</b>
<b>Total Capital and Technology</b>						
Capital Equipment	\$40,000	\$19,298	\$4,202	\$23,500	\$50,000	\$16,500
Technology Upgrades	\$125,000	\$97,719	\$27,282	\$125,000	\$50,000	\$0
Capital Improvements	\$30,000	\$18,780	\$11,220	\$30,000	\$50,000	\$0
<b>Total Capital and Technology</b>	<b>\$195,000</b>	<b>\$135,797</b>	<b>\$42,703</b>	<b>\$178,500</b>	<b>\$150,000</b>	<b>\$16,500</b>
<b>Total Expenditures</b>	<b>\$4,381,371</b>	<b>\$2,965,504</b>	<b>\$783,914</b>	<b>\$3,749,418</b>	<b>\$4,455,680</b>	<b>\$631,953</b>
<b>Difference in Revenues and Expenditures</b>	<b>\$6,395</b>	<b>\$3,098,373</b>	<b>(\$754,961)</b>	<b>\$792,993</b>	<b>\$22,720</b>	<b>\$786,598</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>\$9,248,792</b>	<b>(\$754,961)</b>	<b>\$6,943,412</b>	<b>\$6,173,139</b>	

\* Transfers to Committed Capital Funds

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

	FY22	FY22	FY22	FY22	FY23	%	\$	FY22
	Budget	As of Feb 28	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	\$4,338,802	\$16,458	\$4,355,260	\$4,484,592	2%	\$88,861	\$40,471
Reserve for Tax Loss	(\$87,915)		\$0	\$0	(\$89,692)			(\$87,915)
<b>Total Property Tax</b>	<b>\$4,307,816</b>	<b>\$4,338,802</b>	<b>\$16,458</b>	<b>\$4,355,260</b>	<b>\$4,394,900</b>	<b>2%</b>	<b>\$87,084</b>	<b>(\$47,444)</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	\$30,022	\$0	\$30,022	\$5,000	-50%	(\$5,000)	\$20,022
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>\$115,096</b>	<b>\$3,151</b>	<b>\$118,247</b>	<b>\$58,000</b>	<b>0%</b>	<b>\$0</b>	<b>\$59,247</b>
<b>Library Revenue</b>								
Photocopy	\$1,200	\$5,054	\$315	\$5,369	\$5,000	317%	\$3,800	\$4,169
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	\$2,052	\$730	\$2,782	\$500	150%	\$300	\$2,582
Interest earned	\$10,000	\$22,673	\$8,300	\$30,973	\$10,000	0%	\$0	\$20,973
Other revenues	\$6,000	\$16,486	\$0	\$16,486	\$7,500	25%	\$1,500	\$10,486
<b>Total Library Revenue</b>	<b>\$17,450</b>	<b>\$46,264</b>	<b>\$9,345</b>	<b>\$55,609</b>	<b>\$23,000</b>	<b>25%</b>	<b>\$4,550</b>	<b>\$38,159</b>
<b>Friends of LFLibrary Grant</b>	\$0	\$0	\$0	\$0	\$0	0%	\$0	\$0
<b>Other Gifts &amp; Grant Income</b>	\$2,500	\$13,295	\$0	\$13,295	\$2,500	0%	\$0	\$10,795
<b>TOTAL</b>	<b>\$4,387,766</b>	<b>\$4,513,457</b>	<b>\$28,954</b>	<b>\$4,542,411</b>	<b>\$4,478,400</b>	<b>2%</b>	<b>\$90,634</b>	<b>\$154,645</b>

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

	FY22	FY22	FY22	FY22	FY23	FY22
Category	Budget	As of Feb 28	Forecasted Mar-Apr 30	Year End Forecasted	Budget	Difference FY22 Budget - FY22 Forecasted
Salaries/Wages*	\$1,808,504	\$1,241,300	\$371,700	\$1,613,000	\$1,952,260	\$195,504
Benefits	\$810,310	\$460,156	\$140,651	\$600,807	\$794,581	\$209,503
Print, Audiovisual, and Electronic Media	\$604,500	\$416,079	\$100,632	\$516,711	\$617,000	\$87,789
Contractual Services	\$286,400	\$261,319	\$27,402	\$288,720	\$351,800	(\$2,320)
Special Projects**	\$200,000	\$160,308	\$18,000	\$178,308	\$70,000	\$21,692
Programming	\$75,000	\$48,626	\$8,357	\$56,983	\$127,000	\$18,017
Other Expenses	\$133,657	\$67,093	\$33,353	\$100,446	\$124,364	\$33,211
Building Maintenance	\$268,000	\$174,825	\$41,118	\$215,943	\$268,675	\$52,057
<b>Sub-Total</b>	<b>\$4,186,371</b>	<b>\$2,829,707</b>	<b>\$741,211</b>	<b>\$3,570,918</b>	<b>\$4,305,680</b>	<b>\$615,453</b>
<b>Capital Expenditures</b>						
Capital Equipment	\$40,000	\$19,298	\$4,202	\$23,500	\$50,000	\$16,500
Technology Upgrades***	\$125,000	\$97,719	\$27,282	\$125,000	\$50,000	\$0
Capital Improvement	\$30,000	\$18,780	\$11,220	\$30,000	\$50,000	\$0
Reserves	\$0	\$0	\$0	\$0	\$0	\$0
<b>Sub-Total</b>	<b>\$195,000</b>	<b>\$135,797</b>	<b>\$42,703</b>	<b>\$178,500</b>	<b>\$150,000</b>	<b>\$16,500</b>
<b>Total</b>	<b>\$4,381,371</b>	<b>\$2,965,504</b>	<b>\$783,914</b>	<b>\$3,749,418</b>	<b>\$4,455,680</b>	<b>\$631,953</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 Feb 28	Forecasted Mar-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	\$1,241,300	\$371,700	\$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>\$1,241,300</b>	<b>\$371,700</b>	<b>\$1,613,000</b>	<b>\$1,952,260</b>	<b>\$195,504</b>
<b>Benefits</b>						
IMRF*	\$183,812	\$112,045	\$42,435	\$154,480	\$200,082	\$29,332
Social Security*	\$138,351	\$92,559	\$27,876	\$120,435	\$149,026	\$17,916
Worker's Comp	\$8,000	\$5,737	\$0	\$5,737	\$8,250	\$2,263
Insurance, Life	\$2,840	\$1,488	\$488	\$1,976	\$2,963	\$864
Insurance, Medical	\$441,330	\$235,919	\$66,438	\$302,357	\$412,410	\$138,973
Insurance, Dental	\$14,577	\$9,169	\$2,448	\$11,617	\$15,251	\$2,960
Insurance, Unemployment	\$2,000	\$0	\$0	\$0	\$2,000	\$2,000
Flexi-Benefits	\$4,400	\$3,240	\$965	\$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>\$460,156</b>	<b>\$140,651</b>	<b>\$600,807</b>	<b>\$794,581</b>	<b>\$209,503</b>
<b>GRAND TOTAL</b>	<b>\$2,618,814</b>	<b>\$1,701,457</b>	<b>\$512,351</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 Feb 28	Forecasted Mar-Apr 30	Year End Forecasted	Budget	Difference FY22 Budget - FY22 Forecasted
Janitorial Supplies	\$32,000	\$12,723	\$3,922	\$16,645	\$32,800	\$15,355
Custodial Services	\$58,000	\$31,755	\$11,340	\$43,095	\$45,000	\$14,905
Contractual Services	\$22,000	\$6,512	\$2,209	\$8,721	\$22,550	\$13,279
Insurance (liability)	\$41,000	\$31,617	\$0	\$31,617	\$45,000	\$9,383
Building Maintenance	\$40,000	\$33,341	\$6,659	\$40,000	\$40,000	\$0
Equipment Maintenance	\$40,000	\$25,535	\$8,621	\$34,156	\$40,000	\$5,844
Grounds Maintenance*	\$26,000	\$25,798	\$5,600	\$31,398	\$34,100	(\$5,398)
Water	\$9,000	\$7,543	\$2,768	\$10,311	\$9,225	(\$1,311)
<b>Total</b>	<b>\$268,000</b>	<b>\$174,825</b>	<b>\$41,118</b>	<b>\$215,943</b>	<b>\$268,675</b>	<b>\$52,057</b>

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

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

**January 2022 Select Stats**

- 13,821 visitors to the Library
- 29,937 items circulated to library users as compared to 19,377 in January 2021.
- 6,377 e-media resources circulated as compared to 5,822 in January 2021.
- 5,230 database uses were recorded with Morningstar and Illinois Digital Archives having the highest uses at 1,680 and 540, respectively.
- 759 participants attended 66 in-person programs; and 2,497 participants attended 11 virtual (asynchronous) programs.
- Patrons received 94 one-on-one e-tutorials/tech help sessions and asked 3,797 reference, information, and reader's advisory help desk questions.
- Lake Foresters registered for 31 individual media lab sessions.
- 96 library cards were issued.
- 29,891 wifi sessions were recorded, and 945 public computer sessions.

**February Select Highlights**

- 35 adults participated in the Library's Blind Date with a Book for adult readers. This is a fun program that entices readers to take a chance on a wrapped book. Here are some comments from participants:
  - *Chicago* by Brian Doyle - "One of the best books I've ever read."
  - *Save Me the Plums* by Ruth Reichl - "Love the juxtaposition of food, life, and humor! As a foodie, this is my type of book!"
  - *Stardust* by Neil Gaiman - "This book was one of the most unique I've read."
  - *The Orphan of Florence* by Jeanne Kalogridis - "I really enjoyed the book. After I finished, I was so interested in the background that I researched the area and the conflict and the historical characters. Thanks!"
- 7 tweens grades 4<sup>th</sup>–6<sup>th</sup> took the Library's Safe@Home class to learn the safety skills and emergency procedures to stay home alone!
- The Library participated in Congressman Brad Schneider's "Valentines for Vets" program to collect and distribute Valentine's Day cards to local Veterans. Library patrons turned in 32 handmade cards for Veterans created either in the Library lobby or at home. Maddie Wenc, Children's Library Assistant, prepared many craft options for families to use in creating their valentines.



- 54 children registered for the "Dear to Your Heart Art" project. 15 of the young artists emailed a picture of their entry for display at the Library. Ethan Hirsch, age 7, won the raffle for a supper stencil pack.



- The **Lake Forest Authors Collection** was featured in the Library's spring newsletter and March eNews. The selected works by Lake Forest authors have been gathered and given new prominence in the shelves by the Adult Information and Reference Desk. Previously, books authored by writers born and/or residing in Lake Forest were located throughout the building, shelved by topic including fiction, fine arts, business, history, and biography. Readers may consider this collection "your city on a shelf." As a result of the eNews feature, two local authors have donated their books to the collection.



- Adult Services Librarian Krista Kosar is attending **American Sign Language for Library Staff** offered by the American Library Association. This 6-week asynchronous course introduces the learner to basic sign communication and grammar, library-specific signs, and Deaf Culture. Every week, Ms. Kosar learns 20-30 new signs and completes various course assignments and activities. The final in this class will consist of a ten-sentence signed presentation related to the library and services offered at the Library, which she would be happy to demonstrate. The Library's support for this class is part of ensuring the Library can fully assist all patrons.

### Community Outreach and Events

- Librarians are working on the **accessibility collections** for youth and adults. More information and a call to the community to provide input is on the Library website at: [Accessibility Collection](https://www.lakeforestlibrary.org/node/28891) [https://www.lakeforestlibrary.org/node/28891]. The funding for this initiative came from The Buchanan Family Foundation. Community feedback has been positive.
- The Library's quarterly **newsletter** mailed and is available on the Library's website at [March-May 2022 print newsletter](#). The monthly **Library eNewsletter** for March was delivered this week.
- Library users may sign up on the [Library website](#) for the monthly eNews of upcoming events and the Business Quarterly eNews (<https://www.lakeforestlibrary.org/news>).
- Youth Services Librarians are back again hosting in-person storytimes at a number of local preschools and schools.

### Personnel Matters

- The Library's annual all staff workplace evaluation released to staff on March 2 and will close on March 18. The results of the staff workplace evaluation will be provided to the Library Board at the April meeting and be included in the Library Director's year-end evaluation package.
- The year-end staff evaluation process begins with each member of the staff submitting a self-evaluation by April 4. Supervisors review the self-evaluation with each staff member and complete a year-end performance evaluation. This work takes place through April 26.
- The new organizational structure assessment being spearheaded by Steve Bero is ongoing. Steve is a long-time library executive and Executive Director in public libraries and brings strong expertise to this process. Mr. Bero conducted 18 meetings with individual staff and will conduct group discussion sessions on March 15. It is anticipated that the results of this work will be available for the April meeting.

### Status of technology projects

- RFID. Initial training sessions for RFID have concluded. The Library has received all necessary equipment. Bibliotheca will be on-site to install equipment on March 10-11, with the Library closing on March 15 for final testing and staff training. OSG will be on-site, and Bibliotheca will have a dedicated virtual support technician to troubleshoot any final issues. CCS has also been advised of the cutover date. This measured approach reflects the desire to launch RFID effectively and with the least amount of disruption for staff and patrons.