



LAKE FOREST LIBRARY BOARD OF TRUSTEES

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

Kasian Room, Lower Level

Tuesday, May 10, 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 meeting will be recorded. The minutes of the meeting will be available on the Library website after they are approved by the Library Board of Trustees. Current and past meeting information, including recordings, is available at: www.lakeforestlibrary.org/board-minutes.

Agenda

1. Welcome and call meeting of the Lake Forest Library Board to order.
2. Board of Trustees roll call.
3. Call for Additions to the Agenda.
4. Opportunity for the Public to Address the Board.
5. Correspondence and Information Report.
6. Consent Agenda (omnibus vote on matters 6(a)-6(e)):
 - a. Approval of the May 10, 2022 Agenda
 - b. Approval of April 12, 2022 Regular Meeting Minutes
 - c. Approval of the April 2022 Financial Report
 - d. Approval of renewal contract with Outsource IT Solutions Group (OSG)
 - e. Approval of FY2023 non-resident card fee of \$628.17
7. Discussion and approval of increase in liability coverage
8. Committees:
 - a. Nominating Committee: announce committee members to develop FY2023 Officer Slate.
 - b. Building Committee: Presentation by Wiss, Janney, Elstner Associates, Inc. and approval of dome repair and restoration project recommendation.
9. No action item: Library Operations report.
10. 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.
11. Approval of actions recommended in Executive Session.
12. Unfinished Business.
13. New Business.
14. Adjournment.

Upcoming Meetings: Regular Board: June 14, 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 and Information Report for May 10, 2022 Board Meeting

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

05.02.2022 Alan Champ (and Carol Champ)

Sent the Library a picture of one of the Library's Grab-n-Go Creative Bug kits he made with the following note:

"Here is a picture of my colorful wreath. It is on Carol's room door at memory care." Al Champ



04.28.2022 Rommy Lopat (weedpatch@gmail.com)

June 20-26—a great thing for our Library to celebrate. Light up the building in yellow and orange! Tshirts! Replant flower beds! Kids programs! City's "Dialogue" could say where residents can view pollinator gardens (i.e., Belvedere Gdn at FP Beach) or include stories about residents who plant for beauty—and pollinators... more ideas?
<https://www.pollinator.org/pollinator-week>

I'm going to see if garden clubs can all participate too. Best, Rommy
Editor Note: Ms. Lopat also sent a list of individuals who would be interested in serving as a guide for the Library on its landscaping work.

04.27.2022 Hollis Blume Hollis@watermewell.com

Ms. Blume comes in regularly to pick up audiobooks (chosen carefully by librarians using reader advisory discretion) for her blind and elderly mother. Ms. Blume communicated her sincere gratitude and thank you to our team for assisting her mother. We get an "A+" for a job well done.

04.25.2022 Mary E. O'Donnell

After placing a book for Mary, she stated that, "Someone from the library dropped off my books at my house and I was so thankful! I was waiting for [test results] so it was really wonderful to have my books dropped off since I couldn't go to the library at that time." She also recommended the Judy Levin program, stating that, "Judy Levin can take even a mediocre book and make you think about the topics in a way that makes you very interested in the book. She is very talented."

04.21.2022

Thank you for your hospitality - and very warm welcome - yesterday. It was great being back doing library outreach for the Senator and I was so pleased to have the opportunity to visit your lovely facility. I had several people stop by the table and three women came to talk about an issue because they'd read that the Senator's staff would be at the Lake Forest Library! The location of the table was perfect

As we discussed, and if it works with your schedule, we would like to arrange to have a "State of Illinois table" at the Library every month, on the second Wednesday morning. Our office would alternate months with Representative Bob Morgan's staff, Jessica Scott and Stephanie Hallgren, who are copied on this email. Representative Morgan's district, like Senator Morrison's, includes all of Lake Forest Please feel free to contact me with any questions.

Again, thank you, Ginny Hotaling

State Senator Julie Morrison, 29th District
District Office (847) 945-5200; 43 Highwood Avenue, Highwood, IL 60040
Springfield Office (217) 782-3650; 108B State House, Springfield, IL 62706

04.19.2022 Patron comments on "Picking the Right Medicare Supplement Insurance Plan" hosted by the Library and facilitated by Michelle Doshi, Adult Services Librarian.

"I'm 64 and learning as much as I can about Medicare. This presentation was very timely for me as I was still unsure of going with Original Medicare and a Medigap plan, or going with Medicare Advantage. I was leaning towards a Medigap plan and this presentation helped to lock that preference in for me.

Now, about the Weiss Ratings database...what a wonderful tool! [database provided by the Library] I don't have to rely on individual insurance company guidance, nor do I have to call a "medicare expert" that will guide my choice from a select group of insurance companies. I can see with this tool that I will have the choice of every insurance company in my area. And, I loved how the presenter emphasized the vast difference in premiums and we can find the lowest premium for highly rated insurers.

Tom Kilkenny's presentation and slides were easy to follow and very helpful. Also, thanks to the library facilitator! Great presentation!" Mary T. Wenzel Bloemker

04.19.2022

A patron stopped by the Reference desk and said, "I was just working with Patrick and I needed *extra* help. He gave me extra help today and I was amazed. He made an appointment for me to come back. Patrick is absolutely fantastic!

04.19.2022

Patron [reported that he] and his wife love the new system. They place holds from home and then wait for their email and they just can run in and grab the book. He is hoping we keep this great service even after Covid times.

04.11.2022 Gail Duberchin gduberchin@gmail.com

Dear Library board:

Not only is it unconscionable to be told your building is handicap accessible when it is clearly not so, it is against the law for a public building that is for the public good, such as a library, to be inaccessible to any person who is deemed to be part of "the public." And, surely, a disabled person is part of the public and a deserving human being.

I called ahead before coming to a library program to find out if the building is handicap accessible. I was assured that it is handicap accessible. This is absolutely not true.

The definition of handicap accessible is: Entry by a person who is disabled, meaning using a walking assist device such as a cane, walker, or wheelchair without assistance. Handicap accessible means such a person can enter and leave the building without outside help...meaning on their own. This is absolutely not true.

The handicap parking spaces are farther from the entrance than street parking. There is no entry visible from those spaces. Further, the basement entry has a ramp that is too steep to allow entry without assistance and...the railing is too short and too far from the ramp to be helpful.

I did not attempt to use the front ramp, advised that it has no railing. Using my walker, I could not enter or exit the building without assistance and I was just fortunate that I could find someone kind enough to help so I did not get injured on my way in or out.

I was told many people have complained and asked for changes. Surely, a town such as Lake Forest does not lack the funds to make such changes. In my view, such changes would be more practical and fiscally responsible than having to pay hospital bills for an injury or funeral fees and compensation to a family that has lost a loved one due to a fall on your property.

I thank you for taking the time to consider this matter. I would be more than happy to talk with you about the experience of my visit Sunday, April 10th, 2022.

Sincerely, Gail Duberchin gduberchin@gmail.com 630-263-7040 [Director and Ms. Duberchin had a conversation on Tuesday, April 18.]

04.09.2022 Michael Levine <mlevine1435@yahoo.com>

To: Tori Sergel <tsergel@lakeforestlibrary.org>

Hello Tori:

I was in the library yesterday afternoon; I don't have a card for Lake Forest (I'm in Deerfield) and you helped me to register at your library and take out a few books. You couldn't have been more helpful; you made sure that I knew which libraries I could use, you made the registration process painless and you even gave me a carry bag for the books. To say the least, I'm not used to service like that; our local library is a bit less cooperative in that regard. It's nice to come across someone who's very pleasant and very competent; a rare combination these days.

Thanks again for your help, Michael Levine

04.07.2022

Patron came in and asked for help with his business club at Lake Forest College. I gave him some ideas and suggested he contact Michelle Doshi. I followed up with an email containing links to several area organizations that I thought would be useful.

Hi Kate,

Every-time I visit your library, I am astonished by the amount of help I receive from your staff. I have lived in 5 countries and had businesses almost in all 5 and this quality of service is rare. This is a truly an example of great training and I wonder what other factors. However, that's a conversation for another time. I am

honored by your help Miss Kate, I will reach out to these local organizations and also email Michelle to see if my club and your library can collaborate for our students to utilize the resources.

Warm regards, Taqiul Ghani Lake Forest College' 25

04.07.2022

Patron called in a panic as her computer failed and she had an important zoom call in an hour. We were able to set her up in the Media Lab with one of our classroom laptops. She was so grateful, so complimentary of the library for saving her.

04.05.2022

Krista received a thank you in the acknowledgments of Lake Forest Library patron Lydia D. Sawyer's book: [*No Limits to Striving and Thriving after Rejection of a Relationship: Secret formulas on How to Recover from a Setback.*](#) Krista helped her many times with tech/computer questions. The patron donated a copy of the title to the library.

Summary of comments and responses from two question engagement survey on pollinator gardens. (Someone could fill out both the eNews and the website survey)

April eNews mini survey

35 submissions

- 25 "Yes, I'm very interested"
- 6 "I'm interested"
- 2 "I'm not very interested"
- 1 "No, I wouldn't enjoy one"

Website form open February 20 to April 20, 2022

24 submissions, 13 of which included comments

- 22 "Yes, I'm very interested"
- 1 "I'm interested"
- 0 "I'm not very interested"
- 1 "No, I wouldn't enjoy one"

Please share any ideas or desires you have for a Library pollinator garden.

Wonderful idea! Yes, please! Excellent source of teachable moments for kids and adults. Bring science together beautifully.

- A Mason bee house. It is a collection of tubes they use to lay their larvae using mud. Mason bees are solitary "friendly" bees that aren't territorial and don't sting. They are excellent pollinators, 3x more effective than honeybees!
- It would be great to give the community a chance to help with it and learn from it - gardening tips? A lesson on bees? Butterfly identification tips?
- Please do not pursue this. Elawa, Open Lands, the D67 and 115 schools, and the Lake Forest Garden Club all excel at this type of endeavor. Our library is a lending library. Please do not

encroach on other local non-profits area of expertise. There are so many literary type things our library could do - town writes a story, script writing lessons, how to research and write, learn about the library's art works and many more. Please do not step on other community groups.

- Start the plants from seed! A lot of native plants in nurseries are clones, but if you start from seed it helps have more genetic diversity which in turn is great for the pollinators and plants themselves (:
- Would like to see a colorful garden on the Library campus.
- How about a "build a bee house" craft project?
- I feel this would be a good idea, not only for the present and all the benefits that come from pollinators, but also as a good learning opportunity for our young people ...
- My only concern is that this pollinator garden will be an isolated island for pollinators. Pollinators need more than an island here and an island there with little connectivity. And in order to be successful, pollinators need habitat and the right plant species to complete their life cycle, their metamorphosis. That may be a tall order for the location of this well-intentioned pollinator garden.

Also, I wonder if this garden will support blooms over time with a range of plants that offer food (nectar and pollen) from late April - early November.

- Perhaps this garden could provide a showcase of pollinator friendly plants with clear plant labels. Library patrons can see what the plants look like from their emergence to their full bloom to their winter "look". And get ideas for appropriate pollinator friendly plants in their own yards. All those yards added together would create pollinator pathways, connectivity for pollinator and provide needed habitat for pupae to overwinter, etc
- Extension.illinois.edu/pollinator-pockets has a lot of information on designing this type of garden. I am an Extension Master Gardener for Lake County.
- Black eyed susan, purple coneflower, Joe Pye weed, zinnias (annuals), clethra, coreopsis, yarrow, milkweed (native plants)
- This is a brilliant idea!
- What a great idea!
- The idea sounds lovely and I would really enjoy seeing this here :)

Lake Forest Library Board of Trustees
360 East Deerpath Road, Lake Forest Illinois 60645
Regular Meeting Minutes
7:30 p.m., April 12, 2022

CALL TO ORDER

In the absence of President John F. Johnson, Vice President Bryan Bertola welcomed and called the meeting to order at 7:32 p.m.

ROLL CALL

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

President John F. Johnson was absent.

8 trustees in attendance, a quorum was present.

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

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

There were no comments on the Correspondence Report.

APPROVAL OF THE CONSENT AGENDA

Consent Agenda (omnibus vote on matters 6(a)-6(d)):

- a. Approval of the April 12, 2022 Agenda
- b. Approval of March 8, 2022 Regular Meeting Minutes
- c. Approval of the March 2022 Financial Report
- d. Authorize the Library Director to execute contract with Author Unbound Agency for Fall 2022 Lake Forest Reads program

Questions and comments on the individual items are as follows:

Trustee Desmond commented on the meeting minutes from March 2022. The March 8th Board Meeting minutes as written-

President Johnson asked to amend the minutes to remove the following text on page 5, "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" because the Friends of the Library report to the Library

Board will reflect that the Friends have not sent any contributions to the Library for FY2022.

Trustee Desmond stated that she believes that the Friends of Lake Forest Library did not contribute funds to the Library for FY2022 because the request for funds was removed and, the Friends of Lake Forest Library would have contributed \$800,000 to the Library but did not do so because the Capital Improvement Project did not move forward in FY2022.

Trustee Lemke made a motion, seconded by Trustee Shattock, for the Approval of the Consent Agenda as presented. 8 yeas votes. Motion passed unanimously on a roll call vote.

COMMITTEE REPORTS

Trustee Bertola gave an update on the Building Committee. At the May 10 Regular Board Meeting, Wiss, Janney, Elstner Associates, Inc. will present their findings and recommendations for the next steps in the project. Their presentation will be an opportunity to ask any questions on the progress.

DISCUSSION AND APPROVAL OF FY2023 INSURANCE COVERAGE

George Hill and Debbie Christiansen from Hill & Stone Insurance Agency presented insurance coverage recommendations for FY2023. Mr. Hill shared information on the history of the insurance company. He presented a packaged proposal with Cincinnati Insurance and Hartford Insurance providing coverage. He discussed Commercial Property and Liability Locations, Commercial General Liability, Cyber Liability, Workers Compensation, and Umbrella Liability Proposals.

Trustee Grob asked if the amount of coverage was sufficient at \$2,000,000 for the Directors & Officers Liability coverage and if coverage extends to past, present, and future Trustees. Mr. Hill commented that it covers this range of Trustees, and he will provide premium information for an increase in the limit and report back to the board. Trustee Desmond asked if the Library is protected against lawsuits because of the high standards needed to prove "willful and wanton" conduct by volunteers in a non-profit. Mr. Hill said it would be best to ask an attorney, but the Trustees are covered for alleged wrongful acts. Trustee Desmond asked why many insurance companies declined covering the Library. Mr. Hill responded that insurance companies look at the age of the building, property limits, and the class of business. Insurance companies understand the risk and they cannot meet the low premiums or do not want to write the class of a library. Trustee Strong mentioned the claims against the Library over the past years. Mr. Hill said the Library will manage risk better in the future. Trustee Grob asked what Professional Liability is and why it is listed as None-Available. Mr. Hill stated that this insurance covers lawyers or doctors making mistakes in their profession, and he believes that the library staff does not need this coverage. It is uncommon for libraries to carry this coverage.

Trustee Grob asked about the Extortion coverage under Cyber Liability. Director Lemmer responded there is limited risk as the financial and employee records reside within the City of

Lake Forest operations. The Library does not retain any patron private personally identifiable information on its servers. The Library does not require Driver's License information, SSN, or birthdates for patrons, so there is low risk for the Library. Any information that the Library has regarding patrons is in the provider databases and it is the responsibility of the provider to report to the CCS consortium their data management every year.

Mr. Hill suggested he may investigate a Cyber Liability Policy for the Friends of Lake Forest Library. Trustee Clifton asked if the Friends are a legal entity covered under the Library's policy. Mr. Hill responded yes, and that the Friends also have their own Directors and Officer (D&O) liability policy. He will also investigate a general liability policy for the Friends and removing it from the Library's policy. Trustee Desmond asked if the Library's policy covers the Lake Forest Library Foundation. Mr. Hill responded that the Foundation has its own D&O policy. Trustee Strong inquired about patron usage of the Library's computers. Director Lemmer responded that the Library has an outside MSP service that constantly monitors the computers. Mr. Hill stated that if the computers were involved in a ransomware attack, then it would be covered under the Cyber Liability policy. Coverage costs are increasing in this area. Mr. Hill discussed the premium summary and the coverage of the Library being in an Historic District and the age of the Library building. He believes that the policy the Board is considering is quite comprehensive.

Trustee Arnson made a motion, seconded by Trustee Desmond, to approve the purchase of the Insurance Policy presented by Hill and Stone for \$46,812. 8 yea votes. Motion passed unanimously on a roll call vote.

UPDATE OF FY2023 LIBRARY BUDGET

Trustee Lemke, Chair of the Finance Committee, presented the final report on the FY2023 Library budget. The following discusses the significant changes to the FY2023 Budget from the version previously reviewed at the March 8, 2022, Board meeting. The members of the Finance Committee have reviewed the changes with the Library. The changes to the FY2023 budget are as follows.

On April 2, 2022, the Friends of Lake Forest Library announced approval of the following amounts towards Library programs and projects in FY2023. The Friends have reinstated a reimbursement method. The funds will be paid to the Library on a quarterly basis upon submission of receipts and evidence of payment. The full award document is attached to the budget in the Board Meeting Packet. The Library will acknowledge the grant funds in marketing materials.

- \$12,000 for Media Lab furniture
- \$20,000 for the 10th annual *Lake Forest Reads* in October 2022
- \$15,000 for the 5th annual *Read Between the Ravines* in March/April 2023
- \$8,260 for the digitization of the historic Lake Forester
- \$20,000 for live Children's programming in the summer of 2022
- \$7,500 towards archivist fees; and
- \$40,000 towards an art expert to catalog and value the Library's art collection.

A \$60,260 Friends revenue line has been added to the FY2023 budget. The full amount of the approved funding is not reflected in the revenue line for two reasons. First, the Library is working closely with Jan Gibson, Chair of the Friends grant committee, to determine if it would be easier for the Friends to contract with and pay the archivist and art expert directly. Jan Gibson has graciously agreed to help the Library coordinate these projects and work closely with any retained consultants. Second, only a portion of the \$20,000 for live programming has been added to the budget for programming as it is unlikely that at this late date in the planning cycle this amount can be expended. Many summer program performers have already committed to dates. The Library will work with the Friends to determine if the time period to expend the funds may also include the fall months. Inputting the full amount would not present an accurate picture of planned expenses.

Other changes to the draft of the FY2023 Budget last presented include:

On the Revenue side:

- The total revenue line increases from \$4,478,400 to \$4,538,660.

On the Expenditure side:

- Collections: Print, A/V, E-resources increase from \$617,000 to \$625,260 due to the \$8,260 grant for the continued digitation of the Lake Forester.

- Special Projects: Increase from \$70,000 to \$82,000 due to the \$12,000 grant for Media Lab furniture

- Programming: Increase from \$127,000 to \$137,000 to accommodate an additional \$5,000 for children's programming and \$5,000 for the signature programs. *Read Between the Ravines* and *Lake Forest Reads* were already in the budget.

The ending difference between revenues and expenses is \$31,970.

Not related to the Friends gift, the Library increased the Capital Improvement account to \$70,000 to be available to address additional projects that may arise in the coming year as the Board looks at different strategies to address issues in the building. Additional funds may also be drawn down from the capital reserves.

Trustee Grob made a motion, seconded by Trustee Shattock, to approve the FY 2023 budget. 8 yea votes. Motion passed unanimously on a roll call vote.

LIBRARY OPERATIONS REPORT

Director Lemmer commented on the success of *Read Between the Ravines*. Over 125 people attended the in-person presentation at the Gordon Center for the discussion with author, Maxine Bédard on her book, *Unraveled: The Life and Death of a Garment*. The Library is starting to use of the building for more elegant presentations in the Reading Room, the Foyer, and the Rotunda. The Library hosted Margot McMahon on Sunday, April 10. Her artwork was on display in the Foyer, and she graciously signed books for those in attendance after her presentation. Paul

Bergmann will be presenting his book, *The Architecture of Stanley D. Anderson*, on May 20. She feels that the community is happy to be back to in-person programs and events.

Trustee Arnson asked about the reception and usage of the patrons of the self-check. Director Lemmer reported that patrons are using the system and like it. The staff is considering eliminating barriers to using the self-checkout such as removing security cases around the movie collection and unlocking the orange cases for the Children's computers. The self-checkout can be used with your physical library membership card, an image of the card on your phone, or by supplying your name in the system. Trustee Lemke inquired about the library conferences that some staff attend. Director Lemmer explained the Public Library Association (PLA) conferences are held every other year and this year three junior Librarians attended. They returned very excited and enthusiastic about the experience and the professional educational opportunity.

UNFINISHED BUSINESS

None

NEW BUSINESS

None

ADJOURNMENT

Trustee Desmond made a motion, seconded by Trustee Shattock, to adjourn the meeting. Vice President Bertola adjourned the meeting by a visual vote at 8:27 p.m.

Upcoming Meeting: Regular Board Meeting, May 10, 2022

Elizabeth Grob, Secretary

Minutes approved by the Board on May 10, 2022.



FY2022 Revenue & Expenditure Statement

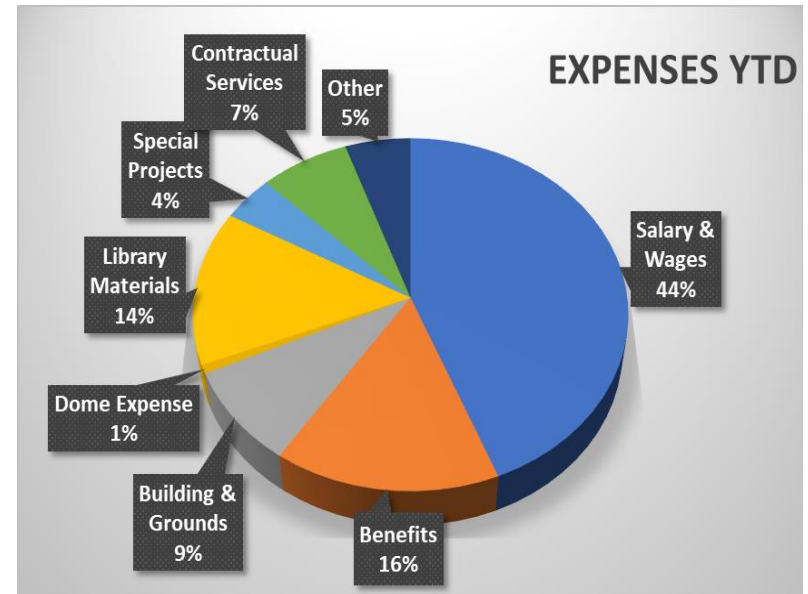
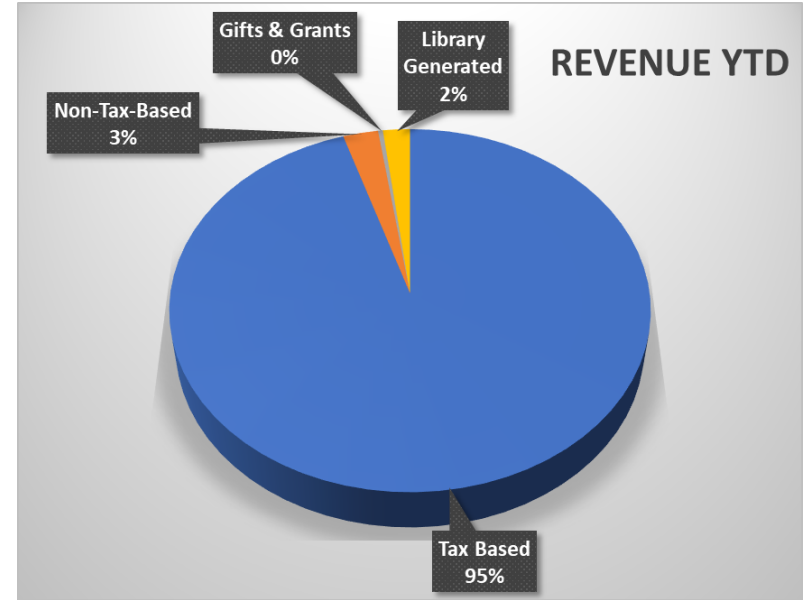
For the YTD April - 2022

Revenues	YTD	Budget	Budget Realized
Tax Based	4,375,174	\$ 4,307,816	102%
Non-Tax-Based	118,938	\$ 49,000	243%
Gifts & Grants	16,320	\$ 2,500	653%
Library Generated	91,218	\$ 28,450	321%
Total Revenues	\$ 4,601,651	\$ 4,387,766	105%

Expenses	YTD	Budget	Budget Utilized
Salary & Wages	1,568,723	\$ 1,810,504	87%
Benefits	549,374	\$ 790,310	70%
Building & Grounds:	312,880	\$ 463,000	68%
- Dome Repair	28,155	\$ -	
Library Materials	507,196	\$ 604,500	84%
Special Projects	150,308	\$ 200,000	75%
Contractual Services	259,575	\$ 245,650	106%
Other	190,002	\$ 267,407	71%
Total Expenses	\$ 3,566,214	\$ 4,381,371	81%

Total Net Income	\$ 1,035,436
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Reserves	
Reserve - Capital Improvements	4,000,000
Reserve - Technology Improvements	300,000
Capital Equipment	300,000
Fund Balance - Unassigned	1,550,419
Total Reserve Amount	\$ 6,150,419





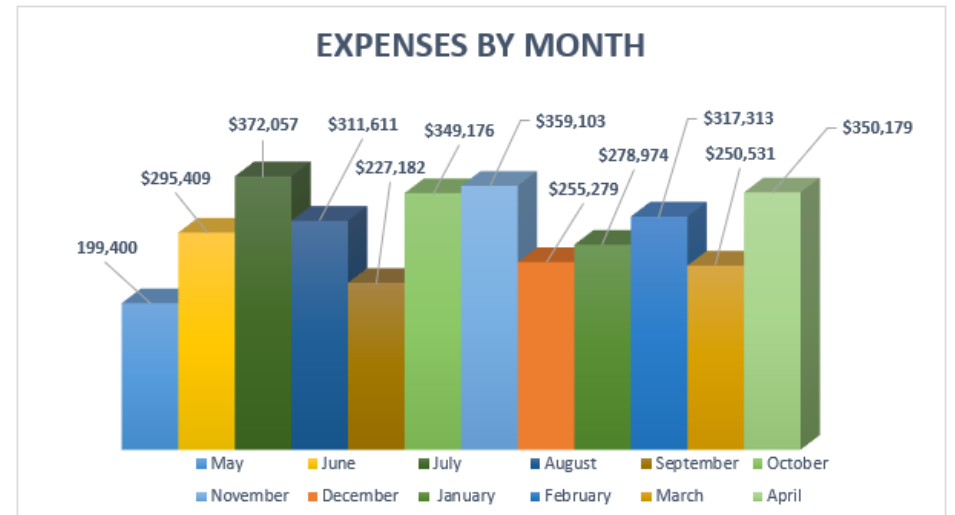
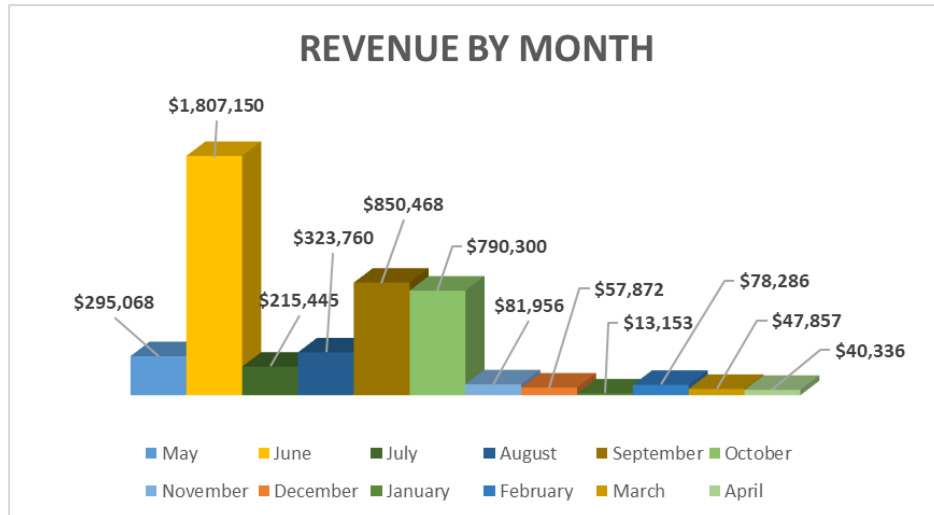
FY2022 Revenue & Expenditure Statement

For the YTD April - 2022

Revenues	May	June	July	August	September	October	November	December	January	February	March	April	YTD	Budget
Tax Based	278,237	1,790,977	202,043	290,721	847,162	767,702	74,197	40,320	-	47,444	36,372	-	4,375,174	4,307,816
Non-Tax-Based	13,581	-	9,897	29,837	-	16,489	-	3,421	11,849	-	-	33,864	118,938	49,000
Gifts & Grants	1,245	1,500	50	-	75	-	-	10,300	50	75	3,000	25	16,320	2,500
Library Generated	2,005	14,673	3,456	3,202	3,231	6,109	7,759	3,830	1,254	30,767	8,484	6,447	91,218	28,450
Total Revenues	\$295,068	\$1,807,150	\$215,445	\$323,760	\$850,468	\$790,300	\$81,956	\$57,872	\$13,153	\$78,286	\$47,857	\$40,336	4,601,651	\$4,387,766

Expenses	May	June	July	August	September	October	November	December	January	February	March	April	YTD	Budget
Salary & Wages	83,864	111,456	119,291	114,487	116,722	181,323	122,013	125,268	124,088	142,788	129,149	198,274	1,568,723	1,810,504
Benefits	43,407	47,801	49,034	43,073	29,750	54,832	45,194	48,158	48,223	44,948	42,873	52,082	549,374	790,310
Building & Grounds	7,521	33,104	28,740	29,444	18,160	32,986	87,995	24,689	10,018	19,185	9,428	11,610	312,880	463,000
Dome Repair	-	-	-	-	-	-	-	-	30	18,750	-	9,375	28,155	-
Library Materials	42,594	49,215	75,210	40,368	27,152	24,792	63,746	18,634	39,247	35,122	47,611	43,506	507,196	604,500
Special Projects	-	25,000	20,000	40,158	12,500	12,524	12,500	12,626	12,500	12,500	(10,000)	-	150,308	200,000
Contractual Services	10,522	26,909	57,129	16,978	1,646	32,509	16,612	11,755	35,780	15,755	15,936	18,045	259,575	245,650
Other	11,493	1,924	22,654	27,102	21,252	10,210	11,043	14,149	9,088	28,266	15,534	17,287	190,002	267,407
Total Expenses	199,400	\$295,409	\$372,057	\$311,611	\$227,182	\$349,176	\$359,103	\$255,279	\$278,974	\$317,313	\$250,531	\$350,179	3,566,214	\$4,381,371

Total Net Income	\$95,668	\$1,511,741	(\$156,612)	\$12,149	\$623,286	\$441,124	(\$277,146)	(\$197,407)	(\$265,821)	(\$239,027)	(\$202,674)	(\$309,843)	1,035,436	
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Lake Forest Library
Financial Notes and Variance Report
For the Month of April 2022 (Month 12) FY2022

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

General Operations - Revenues

Property Tax: As of April 30, the Library received \$4,375,174 in property tax distributions which exceeds annual budget by 2% as we received the reserve for tax loss.

Non-Tax-Based: As of April 30, the Library received \$118,938 in non-tax-based revenues. \$90,360 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 143%.

Library-Generated: As of April 30, the Library received \$91,218 in library generated income. This is income from copiers, impact fee, RAILS ALSIP payments, and miscellaneous fee income. Overall Library generated income exceeds FY budget by 221%.

Gifts: As of April 30, the Library received \$16,320 in cash gifts. Non-cash gifts are not valued by the Library. Overall gift income exceeds 553% of budget as it was anticipated that gifts, other than small memorial book gifts, would go be directed to The Lake Forest Library Foundation.

General Operations - Expenditures

Salaries, wages, and benefits: As of April 30, \$1,568,723 for salaries and wages: 87% of FY budget; \$297,588 for benefits: 64% of FY budget. \$117,133 for SSN: 85% of FY budget; \$134,653 for IMRF: 73% of FY budget. Anticipated annual sick leave buyouts, and vacation and sick leave buyouts due to retirements reflected in budget.

Materials: Books, AV, and Electronic Services: As of April 30, \$507,196: 84% of FY budget. Annual payments for periodical and database subscriptions paid. Delays due to COVID and supply chain issues are occurring less often.

Other Operating Expenditures: As of April 30, \$599,886: 84% of FY budget. Consortia fees, technology leases, equipment, services, software, and contractual fees are reflected here. Includes \$150,308 in special project work, which includes a \$10,000 repayment of a September 21, 2020 start-up loan to The Lake Forest Library Foundation.

Building and Grounds: As of April 30, \$341,035: 74% 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 \$31,617 paid in June and July.

Capital: As of April 30, \$153,594: 79% of FY budget has been spent on RFID implementation, infrastructure repairs, and dome repair and restoration project, including payments totaling \$28,125 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: 81% of budget expenses; 105% budget revenues.

Discussion and Approval of MSP renewal contract with Outsource IT Solutions Group

Purpose and action requested: The staff of the Lake Forest Library (Library) requests renewal of the Outsource IT Solutions Group, Naperville, IL (OSG) managed service contract reflecting a monthly fee of \$7,857.01 or annual fee of \$94,284. OSG also manages various backup and security system software licenses at a cost of \$386.63 a month or \$4,640 annually. Under the current contract, OSG's monthly service fees are \$7,598.66 or \$91,184 annually. The new contract for services reflects an annual increase of \$3,100 or 3.4%. The contract continues to provide all daily operations support as well as full project development support.

Background/discussion: OSG has been the Library's Managed IT Service provider since August 1, 2020. OSG was retained as part of the February 2020 Request for Proposals (RFP) for Managed IT Services. The RFP reflected the Library's desire to move in a new direction regarding technology and OSG has been an important partner over the last the year and nine months.

Since retaining OSG, they have provided support to the Library to implement Microsoft Office 365, high-speed fiber, RFID, Microsoft (Teams) Phones, and extensive upgrades to the Library's patron laptops and desktops, servers, and Wi-Fi infrastructure. Additionally, their status as a Microsoft Gold Partner provides enhanced access to Microsoft support and engineering resources. OSG is currently working with the Library to design the best purchase/lease model as the Library nears the end of its computer lease in August 2022. Through a quarterly business review process, OSG assists the Library is managing priorities, offering suggestions, and overall IT administration.

The help desk model provided by OSG allows for multiple entry points, individual level support, and creates a single point of access to report issues with any library system. Additionally, their experience in the library environment and with the CCS consortium illustrates their understanding of the uniqueness of public libraries.



Statement of Work

Hassle Free Secure Projects Included Manged Services for



Hassle Free Secure Projects Included Scope of Services

Outsource Solutions Group, Inc. **Hassle Free** framework is designed to measure, alert, and maintain the key network elements needed to provide IT services. This includes help desk services to address end user challenges; emergency production support on the servers and supporting infrastructure, whereas OSG will return services, switches, firewalls, access points, and other key network elements to their last known available good state in the event of a failure.

Remote Connection

Customer will, at Customer's expense, provide for OSG's exclusive use a connection to Customer's systems for the purposes of monitoring Customer's systems or otherwise performing the Services. Such connection may be, at OSG's election, a port or other access through Customer existing Internet connection, or a separate Internet connection.

IT Governance

Dedicated Account Manager will be assigned to ensure long term IT Roadmap is established, goals defined, and progress tracked

- Quarterly business review of strategic IT plan with Account Manager
- Assist with creating a lifecycle for all IT equipment to support annual budget preparation for IT capital expenses

Event Management

Events defined as detectable or discernible occurrences that may affect IT services, are tracked 24x7 with OSG's Hassle Free Services. These events include but are not limited to:

- CPU, Memory, Disk usage events
- Windows Services
- Virus/Spyware events

OSG will monitor each covered computer remotely and will alert Customer by e-mail or other commercially reasonable means if any standard operating characteristic of a covered computer falls out of normal ranges.

Incident Management

In the event of a system failure, OSG will work (with vendors if necessary) to restore service delivery of that system to the last known operational state in the shortest timeframe possible. Devices that fall under this section include:

- Servers
- Network Storage
- Firewall
- Switches
- Access Points

Service Desk and On-Site Support

- Unlimited remote support excluding projects
- Unlimited onsite support excluding projects
- Unlimited access to the OSG Hassle Free Support Portal for service tickets and quotes
- Remote monitoring and management tools deployed to all endpoints for fast remote assistance
- Access to OSG's on call services for any afterhours or weekend emergency support needs at no additional cost
- Employee onboarding and remote workstation setups

Workstation Configuration Lockdown

Customer will enforce a uniform configuration across the workstations subject to support under this SOW and will prohibit by policy the introduction or loading of nonstandard software or other applications onto supported workstations. Customer will permit OSG to load and operate software on the supported workstations designed to prevent the operation of unauthorized or nonstandard software or other applications on each supported workstation. Customer and OSG will agree in good faith on a standard configuration and pre-approve any departures from the standard configuration (such as the operation of job-specific applications on designated workstations). OSG is not obligated or required under this SOW to support any workstation that materially departs from the standard configuration. Customer will pay OSG at the Standard Rate for any services that OSG renders in connection with any workstation whose configuration departs from the standard configuration under a separate SOW. Customer will notify OSG of any proposed change to the standard configuration and any proposed departures from the standard configuration regarding any supported workstation.

Patch Management

Regular, controlled patching of operations systems is a key necessity in maintaining predictable service delivery. OSG's managed services includes the execution of the following:

- Monthly assessment and application of *critical* and *security* Windows operating system patches
- Monthly assessment and application of supported third party applications
- On Saturday's OSG will reboot any computer that is online and in need of a reboot to finish applying security updates.

Backup and Disaster Recovery

Recovery is an often-overlooked aspect of successful IT service management. As a managed services customer, OSG will:

- Perform daily reviews of backup jobs for successful completion and remediate any failures that occur
- Quarterly Disaster Recovery testing of key systems and establish a recovery time objective for key applications and systems

Asset Management and Vendor Management

With the goal of controlling the purchasing costs of hardware and software, ensuring compliance, and providing the highest experience to the end users OSG will:

- Maintain an inventory of all key network elements
 - Build a lifecycle strategy
 - Track software licensing and renewals to ensure licensing compliance
- Customer hereby authorizes OSG to do so. OSG may show to third party vendors this SOW as proof of OSG's authority and customer authorized each third-party vendor to rely upon this authorization.

Knowledge Management

To improve efficiency, OSG will maintain a repository of:

- Customer specific documentation that will support efficient service delivery
- Network and technical diagrams
- Administrator Passwords

Assumptions

- **Customer Cooperation** - All time commitments contained in this SOW assume reasonable access and Customer assistance when requested and/or necessary. Failure of Customer to grant reasonable access or render reasonable assistance will delay the time for performance by OSG for the duration of Customer's failure. OSG is not liable for any delays caused by Customer or delays not within OSG's direct control.

Exclusions

- **Hardware/Software Purchasing** - OSG will supply a quote for any of your hardware/software needs, but the cost of the hardware/software is not included in your monthly Managed Service investment.
- **Unsupported Hardware/Software/Operating systems** – OSG's support of hardware or software/operating systems not covered by a warranty or service agreement from manufacturer will be best effort. Additionally, OSG may not be able to install its remote monitoring and management (RMM) software on these end points.
- **Website development** – OSG can provide referrals but does not perform web site development.
- **Software development** – OSG can provide referrals but does not perform software development.
- **Cabling** – OSG can provide referrals but does not pull or terminate cables.
- **Equipment Mounting** - OSG can provide referrals but does not mount equipment to walls or ceilings.
- **Office Move** – OSG does not physically move equipment or furniture. OSG will assist with planning and configuration and has an Office Move checklist to help the process run smoothly.
- **Home Network Equipment** – Without a signed PSA from Customer's employee, OSG cannot work on devices that are not owned by Customer.

Service Level Agreement

OSG will use commercially reasonable efforts to meet the following service levels with the frequency stated in the specifications above.

Severity	Description	Response Time	Commitment
Severity 1	Covered system unavailable or unusable for normal Operations by substantially all users.	Initial assessment within one hour after ticket opened.	Work continuously 24/7 until resolved.
Severity 2	(1) Covered system performance substantially degraded, but normal operations possible, even if substantially slowed or (2) key user(s) (e.g., VIP users, system-console-level operators) are unable to use the covered system for normal operations.	Initial assessment within two hours after ticket opened.	Work continuously during business hours until resolved.
Severity 3	Covered system available and usable for normal operations by substantially all users, but with minor or technical departures from normal operations.	Initial assessment within four business hours after ticket opened.	Workaround with plan for final resolution within 5 business days constitutes resolution.

Pricing

Monthly Services				
Hassle Free Secure	Measurement	Unit	Rate	Monthly Fee
Monthly Fee	Monthly	1	\$7,857.01	\$7,857.01
Unlimited Remote Support (excluding projects)	Included			
Unlimited Onsite Support (excluding projects)	Included			
24x7 Event Management	Included			
IT Governance	Included			
Patch Management	Included			
Backup Review and Remediation	Included			
Asset Management	Included			
Assist with Hardware and Software Procurement	Included			
Vendor Management	Included			
Network Diagram (If Applicable)	Included			
Dedicated Account Manager	Included			
Development of an ongoing Technology Plan	Included			
Annual Recycling	Included			
Quarterly IT Meeting	Included			
			Subtotal	\$7,857.01
Additional Security and Backup Services				
KnowBe4 Phishing and Security Awareness Training (1)	Per User	0	\$2.36	\$0.00
Webroot Standard Anti-Virus (1)	Per Computer	0	\$1.70	\$0.00
Sentinel One Advanced Endpoint Defense (1)	Per Computer	76	\$3.23	\$245.48
ID Agent Dark Web Monitoring	Per Domain	0	\$44.55	\$0.00
Perch Security (Security Information and Event Management) (1)	Per Email Box	0	\$17.15	\$0.00
Proofpoint Advanced Threat Protection for Email (1)	Per Email Box	0	\$2.99	\$0.00
Duo Security Dual Authentication Software (1)	Per User	1	\$4.14	\$4.14
StorageCraft Server Backup Software (1)	Per Server	5	\$25.85	\$129.25
StorageCraft Workstation Backup Software (1)	Per Computer	1	\$7.76	\$7.76
Offsite Backup Storage (1)	Per GB		\$0.00	\$0.00
Dropsuite Standard Backup for Office 365 (1)	Per Mail Box		\$4.00	\$0.00
Dropsuite Enhanced Backup for Office 365 (1)	Per Mail Box		\$5.50	\$0.00
			Subtotal	\$386.63
			Monthly Fee	\$8,243.64

(1) Items may be adjusted monthly based on actual usage.

Authorization

This is a “Statement of Work” or “SOW” under the Professional Services Agreement dated 6/30/2020 between Outsource Solutions Group, an Illinois corporation whose address for notices is 1730 Park Street Suite 225 Naperville IL 60563 (“Vendor”) and Lake Forest Library whose address for notices is 360 E Deerpath Road Lake Forest, IL 60045 (“Customer”) (each of Vendor and Customer, a “Party”; together, the “Parties”).”

OSG agrees to provide, upon Customers’ request, skilled and/or certified professional services and resources, including materials if requested, for the purpose of servicing and maintaining Customers’ computer networks, related business applications, or other services. OSG will make a good faith effort to satisfy Customers’ regular and emergency needs in a timely manner.

The effective date of this SOW is 5/1/2022 (the “SOW Effective Date”).

The initial term of this SOW begins on the Effective Date and ends April 30th, 2023. (5/1/202 – 4/30/2023) The monthly contract amount is based on the current number of customer employees. If customers number of employees has increased or decreased the monthly contract amount may be adjusted and invoiced accordingly. An annual price increase of 3.4% will take place each year on the contract anniversary date.

If the SOW is terminated without cause during the first year Customer is responsible for the balance of the first-year term. After the first-year term of the SOW, if Customer wishes to terminate the SOW, Customer must notify OSG of its intention to terminate with 90 days written notice and will be responsible for all billing through the notice period. If neither party notifies the other of its intention to terminate the term of this SOW at least 90 days prior to the end of the then-current term, the term of this SOW will automatically renew for a one-year term.

AGREED:

Lake Forest Library	Outsource Solutions Group, Inc.
Signature	Signature
Name	Name
Title	Title
Date	Date

Approval of FY2023 Non-Resident Card Fee

Purpose and action requested: the staff of the Lake Forest Library requests approval of the FY2023 Non-Resident Card Fee of \$628.17.

Library services are similar to other municipal services such as police, fire, and trash removal, as they are paid for via the real estate tax bill. Illinois residents that live in areas that are not served by a library, that is, the resident does not pay taxes to a library, have the ability to purchase a non-resident card from a library that is adjacent to the non-served community in which they reside. The cost of the non-resident card approximates what a Lake Forest resident pays on their tax bill for library services.

The Library Board has the authority to extend the use of the Library to a non-resident for an annual fee at least equal to the cost paid by the residents. A non-resident is defined as “an individual residing in Illinois who does not have his or her principal residence within a public library service area.” [23 Ill. Adm. Code 3020.10]

Under Illinois State Library rules approved as part of the Illinois Administrative Code [23 Ill. Adm. Code 3050], a public library establishes a fee that is equitable and proportionate to the fee paid by a resident through local tax sources such as residential property tax.

Non-residents who qualify for the State of Illinois “Cards for Kids” exception are exempt from the non-resident fee. Illinois law provides that nonresident fees for the privilege and use of a library shall not be charged to a nonresident in an unincorporated area in Illinois who is a student and meets the poverty income guidelines.

The Library Board is required by law to set the fee each fiscal year. The Library uses the following mathematical formula to determine a fee that approximates what a Lake Forest resident pays for library services:

Formula for Calculating the
FY2023 Non-Resident Fee

(Tax income divided by population) multiplied by average household size

tax income (FY23):	\$4,394,000
population:	/ 19,376
cost per capita:	= \$226
average household size =	x 2.77 (population/number of households 7,005)
non-resident fee	= \$628.17

In FY2021 and FY2022, the fee was \$616.90 and \$625.49, respectively.

Discussion and Approval of increased insurance coverage

At its May 10, 2022 Library Board meeting, the Library Board approved insurance coverage for commercial property liability, cyber liability, workers' compensation, management liability, and umbrella coverage as proposed and advised by Hill & Stone Insurance Agency, Inc. The Library Board requested premium information to increase the coverage from \$2 million to \$3 million under the management liability policy which includes D&O, employment practices, and fiduciary liability. Hill & Stone reports that the increase in the premium is as follows:

- To increase only the Directors and Officer's coverage the additional premium is \$493.
- To increase all lines of coverage under the management liability policy the additional premium is \$1,440.



The Cincinnati Insurance Company

A Stock Insurance Company

Headquarters: 6200 S. Gilmore Road, Fairfield, OH 45014-5141

Mailing address: P.O. Box 145496, Cincinnati, OH 45250-5496

www.cinfin.com ■ 513-870-2000

PILLAR COMMON POLICY DECLARATIONS

Policy Number: EMN 039 53 10

Named Insured: LAKE FOREST LIBRARY

Mailing Address: 360 E DEERPATH
LAKE FOREST, IL 60045-2252

Principal Address: 360 E DEERPATH
LAKE FOREST, IL 60045-2252

Previous Policy Number: EMN0395310

Policy Period: (At 12:01 AM standard time at your principal address shown above.)

FROM: 07-01-2019

TO: 07-01-2022

Agency: HILL & STONE INSURANCE AGENCY, INC. 12-220
City, State: LAKE BLUFF, IL

Shared Annual Aggregate Limit of Liability: N/A

Applicable to all **claims** under the following liability coverage parts:

In return for the payment of the premium and subject to all the terms and conditions of this policy, we agree with you to provide the insurance as stated in this policy.

Forms applicable to all coverage parts:

ML101	01/18	GENERAL PROVISIONS
ML400	01/16	SUMMARY OF PREMIUMS CHARGED
IA4234	01/15	POLICYHOLDER NOTICE TERRORISM INSURANCE COVERAGE
ML458	01/16	CAP ON LOSSES FROM CERTIFIED ACTS OF TERRORISM
ML487IL	01/18	ILLINOIS CHANGES - PILLAR POLICY PROGRAM

ML488IL 03/16 ILLINOIS CHANGES - CANCELLATION AND NONRENEWAL
IA4427 02/13 NOTICE OF LOSS CONTROL SERVICES
IA4433IL 03/17 IMPORTANT POLICYHOLDERS NOTICE - ILLINOIS
IP409IL 01/91 IMPORTANT INFORMATION TO POLICYHOLDERS ILLINOIS
IP446 08/01 NOTICE TO POLICYHOLDERS
IA4338 05/11 SIGNATURE ENDORSEMENT

Coverage part declarations:

ML505 01/16 NONPROFIT ORGANIZATION DIRECTORS AND OFFICERS LIABILITY COVERAGE
PART DECLARATIONS
ML512 01/16 EMPLOYMENT PRACTICES LIABILITY COVERAGE PART DECLARATIONS
ML513 01/18 FIDUCIARY LIABILITY COVERAGE PART DECLARATIONS

06-18-2019 13:51

The Cincinnati Insurance Company

A Stock Insurance Company

NONPROFIT ORGANIZATION DIRECTORS AND OFFICERS LIABILITY COVERAGE PART DECLARATIONS

THIS COVERAGE PART PROVIDES CLAIMS-MADE COVERAGE, WHICH APPLIES ONLY TO CLAIMS FIRST MADE DURING THE POLICY PERIOD OR ANY APPLICABLE EXTENDED REPORTING PERIOD. TO THE EXTENT IT IS NOT OTHERWISE INDICATED, THE LIMIT OF INSURANCE TO PAY DAMAGES OR SETTLEMENTS WILL BE REDUCED AND MAY BE EXHAUSTED BY DEFENSE COSTS, AND DEFENSE COSTS WILL BE APPLIED AGAINST THE DEDUCTIBLE. IN NO EVENT WILL WE BE LIABLE FOR DEFENSE COSTS OR THE AMOUNT OF ANY JUDGMENT OR SETTLEMENT IN EXCESS OF THE LIMIT OF INSURANCE. READ THE ENTIRE POLICY CAREFULLY.

Policy Number: **EMN 039 53 10**

Named Insured is the same as it appears in the Common Policy Declarations unless another entry is made here.

Limit of Insurance:	\$ <u>2,000,000</u>	in the aggregate
Investigative Costs Sublimit:	\$ <u>100,000</u>	in the aggregate
Excess Benefit Transaction Tax Sublimit:	\$ <u>20,000</u>	sublimit per organizational manager

Additional Defense Limit of Insurance:	\$ <u>NOT COVERED</u>	in the aggregate
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Excess Side A Limit of Insurance:	\$ <u>NOT COVERED</u>	in the aggregate
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Deductibles:	\$ <u>0</u>	each claim under Insuring Agreement A (Insured Persons)
	\$ <u>5,000</u>	each claim under Insuring Agreement B (Indemnification)
	\$ <u>5,000</u>	each claim under Insuring Agreement C (Organization)

Retroactive Date:	<u>N/A</u>
Prior or Pending Date:	<u>07-01-2013</u>
Continuity Date:	<u>07-01-2013</u>

Forms and endorsements applicable to this coverage part:

ML105 01/18 NONPROFIT ORGANIZATION DIRECTORS AND OFFICERS LIABILITY COVERAGE

The Cincinnati Insurance Company

A Stock Insurance Company

EMPLOYMENT PRACTICES LIABILITY COVERAGE PART DECLARATIONS

THIS COVERAGE PART PROVIDES CLAIMS-MADE COVERAGE, WHICH APPLIES ONLY TO CLAIMS FIRST MADE DURING THE POLICY PERIOD OR ANY APPLICABLE EXTENDED REPORTING PERIOD. TO THE EXTENT IT IS NOT OTHERWISE INDICATED, THE LIMIT OF INSURANCE TO PAY DAMAGES OR SETTLEMENTS WILL BE REDUCED AND MAY BE EXHAUSTED BY DEFENSE COSTS, AND DEFENSE COSTS WILL BE APPLIED AGAINST THE DEDUCTIBLE. IN NO EVENT WILL WE BE LIABLE FOR DEFENSE COSTS OR THE AMOUNT OF ANY JUDGMENT OR SETTLEMENT IN EXCESS OF THE LIMIT OF INSURANCE. READ THE ENTIRE POLICY CAREFULLY.

Policy Number: **EMN 039 53 10**

Named Insured is the same as it appears in the Common Policy Declarations unless another entry is made here.

Limit of Insurance:	\$ <u>2,000,000</u>	in the aggregate
Optional Third Party Liability Sublimit	\$ <u>2,000,000</u>	in the aggregate
Wage and Hour Defense Sublimit	\$ <u>100,000</u>	in the aggregate
Immigration Defense Sublimit	\$ <u>100,000</u>	in the aggregate

Additional Defense Limit of Insurance:	\$ <u>NOT COVERED</u>	in the aggregate
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Deductibles:	\$ <u>5,000</u>	each claim under Insuring Agreement A (Employment Practices)
	\$ <u>5,000</u>	each claim under Insuring Agreement B (Third Party)

Retroactive Date:	<u>N/A</u>
Prior or Pending Date:	<u>07-01-2013</u>
Continuity Date:	<u>07-01-2013</u>

Forms and endorsements applicable to this coverage part:

ML112	01/18	EMPLOYMENT PRACTICES LIABILITY COVERAGE
ML4195	09/18	NOTICE OF POST-EVENT SERVICES - WORKPLACE VIOLENCE EXPENSE COVERAGE
ML205	01/18	WORKPLACE VIOLENCE EXPENSE COVERAGE ENDORSEMENT

The Cincinnati Insurance Company

A Stock Insurance Company

FIDUCIARY LIABILITY COVERAGE PART DECLARATIONS

THIS COVERAGE PART PROVIDES CLAIMS-MADE COVERAGE, WHICH APPLIES ONLY TO CLAIMS FIRST MADE DURING THE POLICY PERIOD OR ANY APPLICABLE EXTENDED REPORTING PERIOD. TO THE EXTENT IT IS NOT OTHERWISE INDICATED, THE LIMIT OF INSURANCE TO PAY DAMAGES OR SETTLEMENTS WILL BE REDUCED AND MAY BE EXHAUSTED BY DEFENSE COSTS, AND DEFENSE COSTS WILL BE APPLIED AGAINST THE DEDUCTIBLE. IN NO EVENT WILL WE BE LIABLE FOR DEFENSE COSTS OR THE AMOUNT OF ANY JUDGMENT OR SETTLEMENT IN EXCESS OF THE LIMIT OF INSURANCE. READ THE ENTIRE POLICY CAREFULLY.

Policy Number: **EMN 039 53 10**

Named Insured is the same as it appears in the Common Policy Declarations unless another entry is made here.

Limit of Insurance:	\$ <u>2,000,000</u>	in the aggregate
Voluntary Settlement Program Sublimit	\$ <u>250,000</u>	in the aggregate
HIPAA Sublimit	\$ <u>150,000</u>	in the aggregate
Pension Protection Act Sublimit	\$ <u>50,000</u>	in the aggregate
ERISA 502(c) Sublimit	\$ <u>50,000</u>	in the aggregate
Healthcare Reform Sublimit	\$ <u>50,000</u>	in the aggregate
Section 4975 Sublimit	\$ <u>50,000</u>	in the aggregate

Additional Defense Limit of Insurance:	\$ <u>NOT COVERED</u>	in the aggregate
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Deductible:	\$ <u>1,000</u>	each claim
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Retroactive Date:	<u>N/A</u>
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Prior or Pending Date:	<u>07-01-2013</u>
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Continuity Date:	<u>07-01-2013</u>
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Forms and endorsements applicable to this coverage part:
ML113 01/18 FIDUCIARY LIABILITY COVERAGE

Nominating Committee

The Board President will announce the members of the nominating committee at the meeting. The committee membership will be reflected in the meeting minutes. The nominating committee is responsible for developing and presenting the officer slate to be voted on at the June 14, 2022 regular board meeting. The slate consists of the President, Vice President, Secretary, Treasurer, and such other officers as the Board of Trustees may deem necessary (Article III, Section 1, of the Library's Bylaws).

Under Article III, Section 2, of the Library's Bylaws, officers are elected by the Board of Trustees and serve a term of one year. The same Board member may hold the office of President for not more than two consecutive one-year terms. All officers shall hold office until the next annual election or until their respective successors have been duly elected and qualified.

At the June 14, 2022 regular meeting, officers will be elected for a one-year term starting on July 1, 2022 and ending June 30, 2023.

Agenda Item 8(b)

Presentation by Wiss, Janney, Elstner Associates, Inc.

On August 10, 2021, the Library Board authorized the prioritization of the repair and restoration of the Library dome and interior rotunda (the “dome project”). At the May 10, 2022 Board meeting, Wiss, Janney, Elstner Associates, Inc. (“WJE”) will present its preferred solution for the dome project to the Library Board for its review and consideration.

The Building Committee requests the Library Board authorize the submission of an Application to the Historic Preservation Commission for a Certificate of Appropriateness based on WJE’s recommendations on the dome project.

Background. On August 30, 2021, the Library Board Building Committee held a public meeting to gather public input on the dome project. On October 15, 2021 the Library issued a Request for Qualifications for Architectural and Engineering Services (“RFQ”). On October 19, 2021, the Building Committee provided an opportunity for the public to engage with the Building Committee on the RFQ process. On December 14, 2021, the Library retained WJE for investigation and design services for the dome project. On February 15, 2022, Kenneth M. Itle, Architect and Associate Principal, WJE, presented, at a public Building Committee meeting, preliminary findings from the investigatory stage and outlined the next steps of the dome project. Schematic concepts have been studied with the Building Committee. Recordings for some meetings and the minutes of all public meetings are available on the Library website at: <https://www.lakeforestlibrary.org/board-meetings>.

**Library Operations Report
May 10, 2022 Board Meeting**

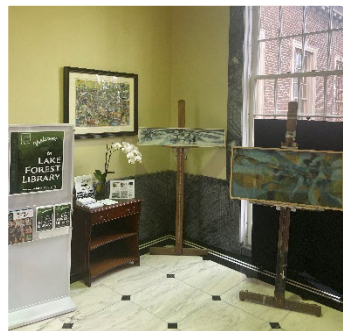
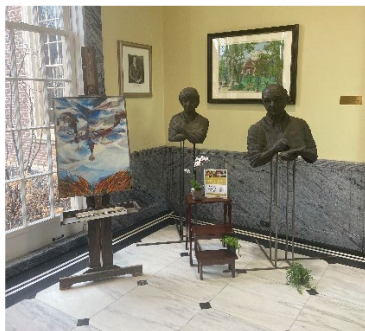
March 2022 Select Stats

- 13,486 visitors to the Library (March 2021 the Library was open only for holds pickup)
- 29,893 items circulated to library users as compared to 27,545 in March 2021.
- 6,157 e-media resources circulated as compared to 6,289 in March 2021. The most used platforms were Illinois Digital Library (OverDrive/Libby) were 4,442 uses and Hoopla with 830 uses.
- 5,598 database uses were recorded with the highest use reporting from Value Line, S&P Net Advantage, and Morningstar, with 1,210, 690, and 530 users, respectively. Digital Illinois Archives was the most used non-business database with 397 uses.
- 696 participants attended 42 in-person programs; and 1,705 participants attended 6 asynchronous programs or used post-live viewing options.
- Patrons received 108 one-on-one e-tutorials/tech help sessions and asked 3,605 reference, information, reader's advisory, and library use questions.
- Lake Foresters registered for 22 individual media lab sessions.
- 134 library cards were issued or renewed.
- 27,444 Wi-Fi sessions were recorded, and 1,055 public desk top computer sessions (annual comparative monthly 2021 stats will be available starting May 2022).

Program Highlights from April 2022

The FY2022 year ended with these program highlights.

- Local artist and author Margot McMahon presented to over 40 attendees in the Reading Room. Ms. McMahon discussed her art and writing and advised the audience of the importance of recording our own lives and journeys. There was an exhibit of Ms. McMahon's art in the foyer in the weeks leading up to the visit.



- *Read Between the Ravines*, coordinated by Michelle Doshi, Adult Services Librarian, Lake Forest Library, and Jillian Campbell, Community Engagement Coordinator, Lake Bluff Public Library, was nominated for the Illinois Library Association 2022 Hugh G. Atkinson Memorial Award for Interlibrary Cooperation. In April, *Read Between the Ravines* completed its fourth successful season.
- The Library hosted a joint discussion led by Erin Murray, Adult Services Librarian, and Green Minds Jennifer Turner of the title *Saving Us: A Climate Scientist's Case for Hope and Healing in a Divided World* by Katherine Hayhoe. The lively hybrid discussion went well over the allotted hour and the group has asked to expand to a regular quarterly book discussion group.
- The Library donated a custom-themed one-hour storytime for up to 25 children to the Spirit of 67 auction. Kelly Murphy was the auction winner and Cecelia, her daughter, picked a princess storytime theme to celebrate her 5th birthday. The family is allowed to bring their own treats and celebrate anything their child would like, a birthday, a sports win, or have a play date.



Upcoming Events and News

- *Beyond Words*, the Library's quarterly newsletter, for the period June, July, and August will arrive in Lake Forest homes in the third week of May.
- The Library is again supporting awareness around Mental Health Awareness Month and a local partner organization, [Paws for Patrick](#). Bright green ribbons will adorn the Library trees, as well as trees from Glencoe to Lake Bluff, in private yards and on school campuses and city parks. Paws for Patrick is a non-profit organization dedicated to connecting young people to emotional support animals (ESAs) to accompany them as they live with mental illness. Patrick Roemer struggled with depression and anxiety throughout his life, and this disease took him from his family, friends and community just months before he would have

graduated from Lake Forest High School in May of 2020. Paws for Patrick was founded by his family to offer help and support to other young people struggling with this disease.

- The Library has contracted with Marie Benedict for the 11th annual *Lake Forest Reads*. Her book *Her Hidden Genius* about Rosalind Franklin and her work with DNA is the selected one book one community read. The Library has begun program planning and anticipates working with Lake Forest College, The History Center, Dickinson Hall, Ragdale, Gorton Community Center, Lake Forest Book Store, The Rosalind Franklin University Health Center in North Chicago, and other local organizations. This program is provided with support from Friends of Lake Forest Library.

Collection News

The Youth and Adult Accessibility Collections were launched on May 1. Michelle Frigo, Children's Librarian, and Krista Kosar, Adult Services Librarian, introduced the collection at the all-staff meeting on April 27. *Beyond Words*, the Library's quarterly newsletter, includes an introduction and description of the collection and asks for community feedback. Additional materials will be added to the collection with the full launch of the collection in September. Programming around the Accessibility Collection is in planning. The collection was made possible with a grant from The Buchanan Family Foundation.



Friends of Lake Forest Library

The Friends plan to host a children's book sale in the Library foyer June 9-11, 2022. Information and details are included in the Library Events Calendar.

Personnel Matters

- The Library is pleased to announce that Kate Buckardt has been promoted to Head of Adult Services. Kate has been with the Library since 2005 and has served as Manager of Adult Services since 2015. Among her many reference, reader's advisory, collection and programming duties, Kate's successes include creating and managing *Lake Forest Reads*, homebound and outreach work, and the creation of the book club collection and related programming, including the spring after-hours event.
- An all-staff meeting was held at 8:00 am on April 28, 2022. These are quick one-hour monthly meetings to keep staff informed and up to date. The meetings are recorded and posted on the Staff Information Hub for those staff that are unable to attend. The April meeting covered year-end matters and introduced the Accessibility Collection.
- The FY2022 year-end performance evaluation process is complete. Open Meetings Act and other disclosures regarding employee salaries, wages, and benefits have been updated on the Library website.
- Michelle Frigo, Children's Librarian, was nominated for the Illinois Library Association 2022 Youth Librarian of the Year.
- Emmy Neal, YA Librarian, was nominated for the Illinois Library Association 2022 YA Librarian of the Year.
- Steve Bero presented his preliminary findings and recommendations from his interviews and staff group meetings with Library staff to President Johnson and Library staff on April 5. Based on his recommendations on staffing and organizational structure, the Library reviewed its needs around technology, facilities, admin support, and patron services. Technology, facilities, and patron services positions will be posted later this month. These positions were anticipated in the FY2023 budget. The technology position will manage the Media Lab and focus on patron technology support and classes. The patron services position fills Felicia Song's assistant director patron services role and seeks to bring needed outcome assessment and evaluation skills. The facilities position will support facilities and library technology. The admin support role will be further studied before any action is taken.

Operations

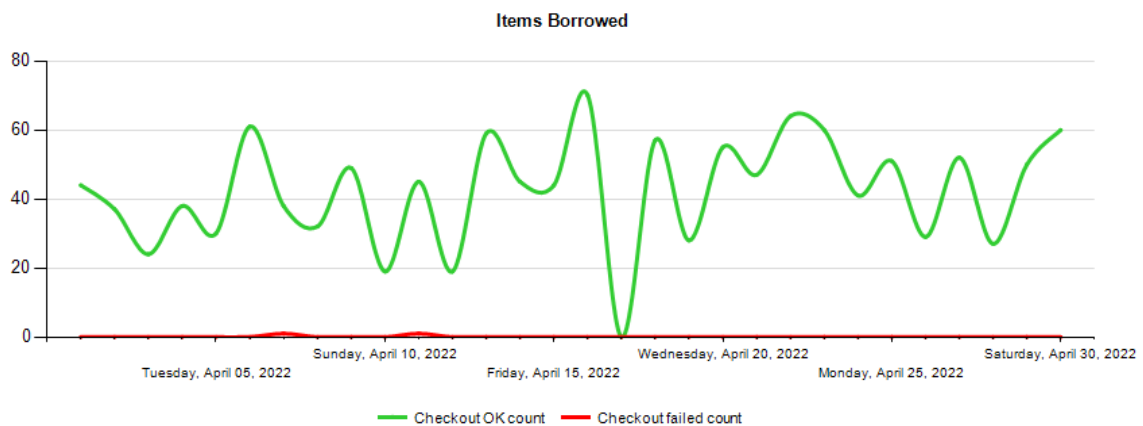
- On April 18, 2022, the Library responded to a FOIA request from Cannon Solutions America, Inc., regarding copier and print equipment and managed print services, including the provision of six months of invoices.
- On April 25, 2022, FEMA approved the Library's grant application of \$10,341.10 for Covid-19 reimbursement for FY2022 expenses. It is anticipated that the grant funds will be received in June 2022.

Technology News

- The Library's most recent AV upgrade includes three Jabra Panacast 50 videoconferencing systems. The system is designed for larger groups, including 180 degrees of capture up to 15 feet. This most recent all-in-one system offering from Jabra is compatible with all virtual meeting platforms and has been used for hosting hybrid and virtual programming. Judy Levin, book club discussion leader at several north shore libraries, reports it is the easiest to use and provides the best quality. This technology was also used to record the April Board of Trustees meeting and the recent all staff meeting.



- The Library's self-checkout machines are gaining in popularity. In the first full month, there were a total of 1,275 items checked out in the month of April, accounting for 5.9 percent of all physical items circulating in the Library. Adult circulation checked out 757 items, while Children's checked out 518 items.



- The Library is upgrading Microsoft Licensing to further move towards hosted cloud solutions. This will be cost neutral in not having to purchase yearly server maintenance agreements, new servers (nearing end of life), and reducing the on-premises footprint to only software for public facing services (e.g., public computer management). Finally, the upgrades will increase availability of software products and services to all Library staff and Board of Trustee members.

Facilities Projects

- Chris Wheeler, Facilities Manager, is exploring custom shielding for lights on the north side of the building. It is possible that an in-house solution can be fabricated.
- Belfor Property Restoration installed scaffolding for the replacement of the wrap around the dome on May 4-5. They estimate completion of the dome wrap by May 10, weather permitting.

Agenda Items 10 & 11

The Library Board will adjourn into 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. Any action taken on recommendations arising in the Executive Session will be called for by motion and voted on in open session at the conclusion of the Executive Session.