



LAKE FOREST LIBRARY BOARD OF TRUSTEES
Lake Forest Library, 360 East Deerpath Road, Lake Forest, IL 60045
Kasian Room, Lower Level
Tuesday, December 13, 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 are 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: [Board Meetings & Minutes | Lake Forest Library](#)

Agenda

1. Welcome and call meeting 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 and Information Report.
7. Consent Agenda (omnibus vote on matters 7(a)-7(e)):
 - a. Approval of the December 13, 2022 Agenda
 - b. Approval of the November 8, 2022 Regular Meeting Minutes
 - c. Approval of the October 29, 2022 Special Meeting Minutes
 - d. Approval of the 2022 Year Library Calendar
 - e. Approval of the November 2022 Financial Report
8. Building Committee: Discuss and approve:
 - a. An owner construction reserve of \$100,000 for the Dome Repair and Restoration Project and authorize the Building Committee to administer the owner construction reserve; and
 - b. Proposal for Construction Administration Services from Wiss, Janney, Elstner Associates, Inc. in the amount of \$48,000.
9. No action item: Library Operations report.
10. Search Committee Update: 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.
11. Approval of actions recommended in Executive Session.
12. Unfinished Business.
13. New Business.
14. Adjournment.



Upcoming Meetings: January 10, 2023

Special meetings may be called at any time with proper notice pursuant to the Library's bylaws. Individuals with disabilities who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meetings or the facilities are requested to contact the Library Director at 847.810.4602 promptly to allow the Library to make reasonable accommodations.

INSPIRATION ♦ IDEAS ♦ COMMUNITY

PUBLIC COMMENT AT BOARD MEETINGS POLICY

The Illinois Open Meetings Act provides in Section 2.06 that at meetings of public bodies, “any person shall be permitted an opportunity to address public officials under the rules established and recorded by the public body.” 5 ILCS 120/2.06(g).

The Board of Trustees welcomes public participation. This policy provides the following rules and guidelines for public participation at its meetings.

Individuals attending board meetings must conduct themselves with respect and civility toward others. Abusive, profane, threatening, or harassing language and/or personal attacks will not be permitted. The Board President or presiding officer may prohibit further comment at the meeting by a speaker whose remarks violate this rule.

Public comments are permitted during the time designated on the Board of Trustees meeting agenda, unless otherwise directed by the Board President.

The Board President determines the order in which speakers will be recognized.

When recognized by the Board President, the speaker should begin by stating his or her name and address.

Public comments will ordinarily be limited to three (3) minutes per speaker. The Board President shall have discretion to modify this time limit, as well as to limit repetitive comments.

Members of the public will not be allowed to speak a second time until all members of the public who wish to speak have been allowed to do so. The Board President will determine whether second public comments will be permitted, and if so, the appropriate amount of time for public discussion, and will end public comment at his/her discretion.

Board members are not obligated to respond to comments from the public. Issues requiring possible action by the board may be added to a future meeting agenda, and issues that can be addressed by library administration will be noted.

A copy of these guidelines will be placed next to the sign-in sheet made available to members of the public at the entrance to board meetings.

Petitions or written correspondence directed to the board shall be presented to the board by the Board President or Secretary at the next regularly scheduled board meeting.

Minutes are a summary of the board’s discussion and actions. Speaker requests to append written statements or correspondence to the minutes are not favored. Generally, written materials presented to the board will be included in the library’s files rather than in the minutes. The Board President shall have the authority to determine procedural matters regarding public participation not otherwise defined in these guidelines.

(Approved by the Library Board of Trustees January 9, 2018.)

Correspondence and Information Report for December 13, 2022 Board Meeting

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

12.05.2022

David Murphy came to the reference desk and said that he checked out one of the wifi hotspots for his trip. He said it worked great and was he able to use be connected to internet the whole time. He's happy it's part of our circulating collection.

12.02.2022

I really enjoyed Emmy's collection of manga and have enjoyed re-reading the *Promised Neverland* Series. Please buy more series.

12.01.2022 Eleanor McMurrin (via email) about book talk at LF Place on November 30, 2022

Dear Kate and Krista, It took way too long at the Clinic ... but I got to the Vail Room before you left and I got the LIST. Great ideas! I feel like a swimmer ready to dive into the water. I've finished reading "..."; it'll be at the desk. I'm halfway through writing my memoir about the summer we spent in the center of France; I'll share it with you. Eleanor McMurrin

11.23.2022 LF Facebook post

A HUGE thanks to the librarians at Lake Forest Library. I wanted to take a moment to share my thanks and appreciation for the children's librarians at the Lake Forest library. Thanks to you and your suggestions and passion for reading you have created two kids in my house who read voraciously. Every time my kids go to the library in search of a book, the librarians are quick to know several different series that beautifully align to their interests. I cannot thank you all enough for all you have done for my children.

And for any new parents or just any parents I encourage you to visit the library with your kids and tap into this fantastic resource of wonderful people with a thirst for reading.

11.16.2022 LF Facebook post (Katie Vermylen Hartman)

. . . Searching for a story time or drop in music class since the library doesn't start back up until January and BeeBoppers is no more. [Patron referred to Big Thinkers program. Note the Children's Library is always open for caretakers and children to come and enjoy doing a craft from the design center together and/or reading a book together.]

11.08.20 22 webform submission regarding the *Attic Treasures* program by Jamie Novak PLEASE have her back. She's great and I'd like to learn more from her. I enjoyed the program, she had some very helpful tips. Thank you for arranging this. Jamie Novak is always a great event!

11.08.2022 Sandra Sommers (noted with gift to the Lake Forest Library Foundation)
Dear Tory and Amazing Staff – You outshine any other Library Staff! You are gracious, knowledgeable, and courteous! Wonderful having a Beautiful Historic Landmark in Lake Forest.
Sandra Sommers

11.08.2022 Krista Kosar, Adult Services Librarian
Just wanted to share that I attended the Dementia Friendly IL Zoom meeting today. Susan Frick from Rush gave the Lake Forest Library a shoutout because she saw the number of Dementia Friends certificates our staff received. In her words, "your library's efforts did not go unnoticed."

12.05.2022 FOIA Request from Rommy Lopat attached.

Rec'd
12/5/2022

**LAKE FOREST LIBRARY
REQUEST FOR PUBLIC RECORDS**

To: Library Director/FOIA Officer
Lake Forest Library
360 E Deerpath Rd
Lake Forest IL 60045

Date: Dec 1 2022

I. **Request for Records** Describe in detail the public records that you wish to inspect or to have copied or certified. Use a separate sheet if necessary. Indicate whether you wish only to inspect the public records at the Library or to have the public records copied or certified by checking the appropriate box to the right of each record described.

Records Requested	inspect	copied	certified
<u>See attached request</u>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<u>(If #3 item is a file, I will inspect before copies made)</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

II. **Agreement to Pay Fees**

- A. Unless I have requested and received a waiver of fees, I agree to pay in advance of receiving copies of any public records the copying and certification fees as set forth on the Library website at www.lakeforestlibrary.org/foia.
- B. I request a waiver of the fees. (IF APPLICABLE) In support of my request, I certify and represent that I will gain no significant personal or commercial benefit from the records requested and that my principal purpose is to benefit the general public by disseminating information concerning the health, safety, welfare, or legal rights of the general public in the following specific manner:

Signature of Requester

III. **Purpose of Request** Indicate the purposes for your request for public records:

- Noncommercial Purpose
- Commercial Purpose

A "commercial purpose" is defined as the use of any part of a public record or records, or information derived from public records, in any form for sale, resale, or solicitation or advertisement for sales or services. Misrepresentation of the purpose of a Request is a violation of the Act.

IV. Request for Delivery

- I request that copies of the requested public records be sent to me by e-mail at the e-mail address in Section V. below.
- I request that copies of the requested public records be mailed to me at the address in Section V. below. I will pay the actual postage for mailing before the records are mailed.
- I do not request delivery of the requested public records. I will pick up the records at the Library.

Signature of Requester

V. Identification of Requester You must provide the information requested in Section V.

- A. Name of Requester: Rommy Lopat
- B. Address: 410 E Woodland Rd. LF
- C. Telephone Number: 847-922-0437
- D. Email Address: weedpatch@gmail.com

VI. Signature of Requester I acknowledge and represent that I have reviewed and understand the Library's FOIA Policy and that the information I have provided in this request is true and accurate.

RomaldaLopat

Signature of Requester

12/1/2022

Date

The Library will disclose the public records requested on this Request Form within 5 business days after the receipt of this Request Form (or such other time as permitted by the Act for Commercial Purpose, Recurrent, and Voluminous Requests), unless the time period is extended as provided by law or the request is denied. All extensions and denials will be in writing and will state the reasons therefor. A denial may be appealed to the Public Access Counselor within 60 business days after the date of the Notice of Denial. Judicial review is available under Section 11 of the Illinois Freedom of Information Act, 5 ILCS 140/1 et seq.

FOR LIBRARY USE ONLY

Received by the Library:

Date: December 5, 2022 Time: 5:00 pm

Response Due: December 12, 2022

(5 business days after receipt unless commercial, recurrent, or voluminous request)

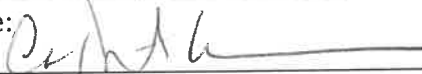
Method of Delivery:

- Personal Delivery Email
 Mail Delivery Other _____

Library employee receiving request:

Name: Catherine Lemmer

Title: Executive Director

Signature: 

- Date unknown 2015-2018(?): Letter from City of LF to Library re: "Notice of Intent to Sell adjoining property" (PINs 12-33-109-024 and 12-33=109-025) or 361 or 371 E Westminster
- Date unknown 2015-2018(?): Certified Letter from City of LF to Library re: Notice of Intent to Vacate adjoining property (PINs 12-33-109-024 and 12-33=109-025) or 361 or 371 E Westminster.
- Date unknown 2015-2018(?): Letters, emails or other correspondence from staff or Board of Library to City of Lake Forest in response to above notices and meetings
- Date unknown 2015-2021: Letters, emails or other correspondence to/from City of Lake Forest regarding Master Plan or Planned Development for 711 McKinley and/or 361/371 E Westminster properties including possible offers or negotiations to purchase 361/371 E Westminster properties

Voice Mail (54 seconds)

LOPAT ROMALDA <+18479220437>

Wed 12/7/2022 10:42 AM

To: Catherine Lemmer <CLemmer@lakeforestlibrary.org>

 1 attachments (419 KB)

audio.mp3;

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.**

Catherine, it's Ronnie. I should have turned right around the other day and told you to just sit on that Foya request for awhile. I will go to Kathy's journey at first she should have that information pretty handy. Also, the City Council voted for the development the other night and but I'm still trying to figure out why the library is not getting its parking as it was in the PSA, the purchase sale agreement. And one of the Alderman said that was ironclad agreement. So I'm gonna call him and see what I can get, but and I'll talk to JJ too. OK. Thank you very much. Bye.

You received a voice mail from [LOPAT ROMALDA](#).

Thank you for using Transcription! If you don't see a transcript above, it's because the audio quality was not clear enough to transcribe.

[Set Up Voice Mail](#)

Lake Forest Library Board of Trustees
360 East Deerpath Road, Lake Forest, Illinois 60045
Tuesday, November 8, 2022
Regular Meeting

CALL TO ORDER:

President John Johnson welcomed and called the meeting to order on Tuesday, November 8, 2022 at 7:30 p.m. in the Kasian Room, Lake Forest Library. President Johnson asked Trustee Jackson to serve as Secretary and record the minutes of the meeting.

ROLL CALL:

Trustees present: Bryan Bertola, Jim Clifton (attending virtually due to employment commitment), JoAnn Desmond, Josh Jackson, Andrea Lemke, John F. Johnson, Bob Shaw, and Heather Strong. Trustee Shattock was absent. Eight Trustees in attendance; a quorum was present.

Library Staff Present: Catherine Lemmer, Executive Director; Ed Finn, Director of Operations; and Sameer Notta, Finance Officer, and Heidi Krueger, Director of Patron Services.

President's Remarks:

President Johnson welcomed all and reflected that the ownership of the Library building resides in the Trustees. He further noted the library building is not for sale despite rumors in the community. The Library property is not for sale, has not been a subject of discussion for trustees, and is not currently a subject of discussion. He also noted that the Library obtains annual appraisals both for insurance and borrowing purposes.

Call for Additions to the Agenda:

None.

Opportunity for the public to address the board:

Susan R. Athenson, President, Lake Forest Preservation Foundation, announced the Foundation has produced a new guidebook book *Architectural Lake Forest* and it is for sale for \$25 at the Foundation's office and other locations in the community.

Rommy Lopat, resident, urged the Board to be an active part of the on-going meetings and discussions around the McKinley Road Development. She indicated that the Library Board has been good champion of themselves and hopes that continues.

Trustee Strong thanked Ms. Lopat for information provided in the Trustee packet and asked if document labeled "Approved Master Plan Jan 2017" was approved by City Council – Ms. Lopat indicated it was approved by Plan Commission and City Council.

Correspondence and Information Report:

No comments. Trustee Desmond asked President Johnson about the letter from the Library Board, dated November 8, 2022 regarding the McKinley Road Development. The letter was addressed to Mayor

Pandaleon, City Council, Historic Preservation Commission and Plan Commission Commissioners, Jason Wicha, City Manager, Cathy Czerniak, Director of Community Development, and Lake Forest Residents. President Johnson read correspondence into the record. All Trustees were provided copy of the correspondence in advance and offered opportunity for input before finalization.

Approval of Consent Agenda:

Trustee Shaw made a motion, seconded by Trustee Desmond, to approve the Consent Agenda (omnibus vote on matters 7(a) – 7(d):

- a. Approval of the November 8, 2022 Agenda
- b. Approval of the October 11, 2022 Regular Meeting Minutes
- c. Approval of the October 2022 Financial Report
- d. Acknowledge and accept receipt of FY Annual Audit Report from Baker & Tilly

The motion passed unanimously on a roll call vote.

COMMITTEES

Building Committee

Trustee Bertola recapped the dome repair project. He noted that the Library had retained Wiss, Jenney, Elstner Associates, Inc. (“WJE”) and had relied on WJE’s expertise to develop the bid specifications, manage the bid process, compare and analyze the submissions, and make a recommendation of which firm to use for the dome project.

Trustee Bertola introduced Kenneth Itle, Associate Principal of WJE, for presentation of the bid process and recommendation of firm for the dome repair project.

Mr. Itle recapped the bid process and the considerations WJE used to evaluate the submitted bids. He reported there were five bids and detailed the bid amounts and scheduled completion dates for each bidder. The five bidders and their bids were L. Marshall (\$978,000), Tu Construction (\$1,042,491), Berglund Construction (\$1,350,000), Renaissance Roofing (\$1,435,000), and G.E. Riddiford Co. (\$2,299,977). Mr. Itle recommended the Library proceed with a contract with L. Marshall.

A lengthy question and answer session between the Trustees and Mr. Itle included discussion around qualifications, work experience, bid prices, change orders, staffing considerations, potential problems around labor and supply chains, potential owner reserves, and scheduling. Building Committee chair Trustee Strong indicated she had investigated L. Marshall and received positive feedback. Trustee Bertola indicated that WJE was highly recommended, and would be managing work on the project, and that he relied on their expertise.

The Board decided to discuss further a decision around owner construction reserves at the December 2022 board meeting. The Board also asked WJE to prepare and send the terms and conditions of the next stage of WJE’s contract to manage the construction for discussion at the December 2022 board meeting.

Trustee Desmond made a motion, seconded by Trustee Lemke, to enter into a contract with L. Marshall Roofing & Sheet Metal, Inc. to complete the dome repair project in an amount not to exceed \$978,000

and authorizing the President to sign the contract with L. Marshall Roofing & Sheet Metal, Inc. The motion passed unanimously on a roll call vote.

Search Committee:

President Johnson announced the need to form a Search Committee and engage an executive search firm as Executive Director Catherine Lemmer will be retiring at calendar year end. After discussion regarding the committee’s membership and scope of the committee’s work, Trustee Johnson made a motion, seconded by Trustee Bertola, establishing a Search Committee with Trustees Clifton, Desmond, Jackson, Lemke, and Shaw as the members, authorizing the Search Committee to interview and select an executive search firm, and authorizing President Johnson to execute a contract with the selected firm. The motion passed unanimously on a roll call vote.

Tax Levy:

Treasurer Clifton introduced and led a discussion of the FY2024/2022 Library levy. A FY24/22 levy of 5% of \$4,708,495 and estimated growth of \$17,233 is detailed below:

Levy	Operations	Site	Growth	Total Levy	Change
2022	\$4,251,719	\$456,776	\$17,223	\$4,725,718	\$224,214

He noted that City of Lake Forest City Council had reviewed the overall City levy, which included the proposed 5% increase for the Library. After discussion, Trustee Shaw made a motion, seconded by Trustee Lemke, to approve a 2022 5% levy for the FY2024 budget. The motion passed unanimously on a roll call vote.

Amendment of FY 2023 Budget:

Trustee Clifton presented FY 2023 budget and detailed reasoning for need to utilize funds from surplus to fund planned repairs and regarding proposed amendments to budget. Trustee Clifton in response to question from Trustee Strong noted that at this time, the Library is able to amend impacted operating expense lines up to 10% of its FY2023 operating budget, \$430,169, because each year a 10% contingency is built into the Appropriation Ordinance. If additional funds are needed as the HVAC and dome repair projects progress, additional amendments may be done with guidance from the City Finance Team. The good news is that the Library has sufficient funds to do both projects and still maintain healthy reserves.

At the end of the discussion, Trustee Jackson, seconded by Trustee Desmond, made a motion to approve the following amendments to the FY2023 budget:

- Reduce Computer Lease, Contractual Services line, by \$35,000 to reflect the termination/non-renewal of the computer lease when the Library moved from leasing to purchase option.
- Increase Technology Upgrades line by \$85,000 for the computer replacement project. \$35,000 is from the lease cancellation and \$50,000 from the FY2022 surplus. The project was approved by the Board on June 14, 2022, for \$133,000. The actual total project cost was \$130,755.

Lake Forest Library Board of Trustees
Regular Meeting Minutes
November 8, 2022

- Increase Building & Grounds, Maintenance of Equipment line by \$70,000 to cover repairs to the current chiller and other boiler systems incurred year to date.
- Increase by \$137,000 the Capital Equipment Line for the HVAC – chiller repair by Hill Mechanical to occur in March-April 2023. (The amount not to exceed \$183,040 was approved by the Board on September 13, 2022.)
- Increase by \$168,000 the Capital Improvement line to cover initial costs of the dome occurring before end of FY2023.

Library Operations Report:

President Johnson introduced the Library Operations Report by noting the success of Lake Forest Reads. He praised Kate Buckardt, Head of Adult Services, for her hard work in developing and implementing the Lake Forest Reads program and her outstanding efforts at community building.

Trustee Strong reflected that the sidewalk repairs should be considered temporary and that an RFP for new lighting should be considered if the exterior lights cannot be repaired.

Heidi Krueger, Director of Patron Services, answered Trustee Strong's question regarding lending hot spots as part of the Takeout Tech collection.

Unfinished Business.

None.

New Business.

None.

ADJOURNMENT

Trustee Desmond made a motion, seconded by Trustee Jackson, to adjourn. The motion passed unanimously on a voice vote. The meeting was adjourned at 9:05 p.m.

Joshua Jackson, Secretary *pro tem*
Minutes approved by the Board on December 13, 2022.

LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045
Saturday, October 29, 2022
Special Meeting

CALL TO ORDER

President John Johnson welcomed all and called the meeting to order on Saturday, October 29, 2022, at 9:10 a.m., in the Reed Room at the Lake Forest Library.

ROLL CALL

Trustees present: Bryan Bertola, JoAnn Desmond, Andrea Lemke, John F. Johnson, Sue Shattock, Bob Shaw, and Heather Strong. Trustees Clifton and Joshua Jackson were not present. Seven Trustees in attendance; a quorum was present. Library Staff were not present.

OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD

No public present.

Trustee Desmond made a motion, seconded by Trustee Shattock to adjourn to 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.
- 5 ILCS 120/2(c)(11): Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting.

All were in favor, and the President called the Executive Session to order at 9:13 a.m. (At approximately 9:45 am Trustee Bertola left the meeting).

(At 10:10 a.m., Trustee Shattock left the meeting. Trustee Johnson took over as secretary to record the minutes.)

The Executive Session closed at 10:39 a.m. Back in Public Session, Trustees Desmond, Lemke, Johnson, Shaw, and Strong were present. No Action taken.

ADJOURNMENT

Trustee Desmond offered a motion to adjourn, seconded by Trustee Lemke. All Trustees present voted in favor of closing the Special Meeting. Meeting closed at 10:40 a.m.

Sue Shattock, Secretary

Minutes approved by the Board on December 13, 2022.

LIBRARY HOURS

January 2023 – December 2023

Monday – Thursday: 9:00 am – 9:00 pm

Friday: 9:00 am – 6:00 pm

Saturdays: 9:00 am – 5:00 pm

Sundays: 1:00 pm – 5:00 pm

Library Closures

Sunday Closing	Sunday, April 9, 2023
Memorial Day Weekend	Sunday, May 28 – Monday, May 29, 2023
Independence Day Eve	Monday, July 3, 2023, close at 5:00 pm
Independence Day	Tuesday, July 4, 2023
Lake Forest Day	Wednesday, August 2, 2023 (closed parade hours)
Labor Day	Sunday, September 3 – Monday, September 4, 2023
Thanksgiving Day Eve	Wednesday, November 22, 2023, close at 5:00 pm
Thanksgiving Day	Thursday, November 23, 2023
Christmas Observance	Sunday, December 24 – Monday, December 25, 2023
New Year's Observance	Sunday, December 31, 2023 – Monday, January 1, 2024

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

Approved by the Board of Trustees on _____, 2022.



FY2023 Revenue & Expenditure Statement

For the YTD November - 2022

Revenues	YTD	Budget	Budget Realized
Tax Based	4,399,097	4,394,900	100%
Non-Tax-Based	96,651	53,000	182%
Gifts & Grants	100	2,500	4%
Library Generated	148,401	88,260	168%
Total Revenues	\$4,644,249	4,538,660	102%

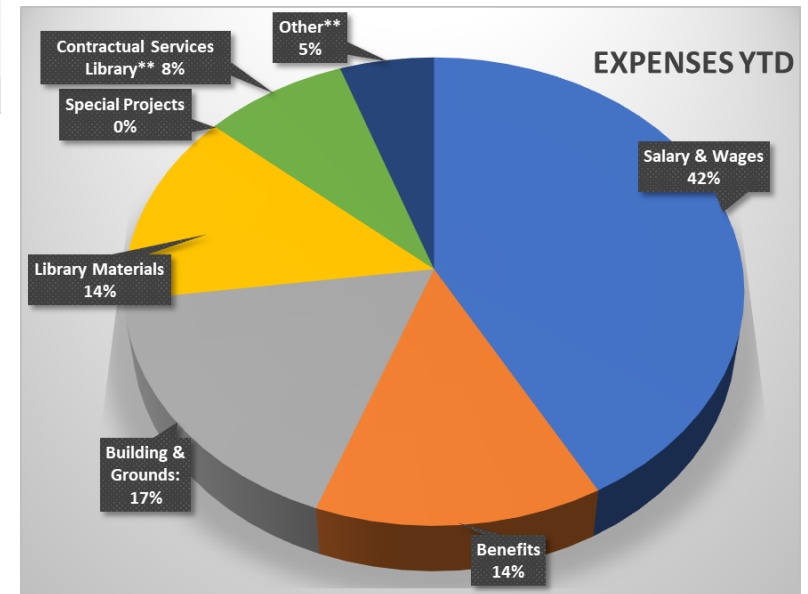
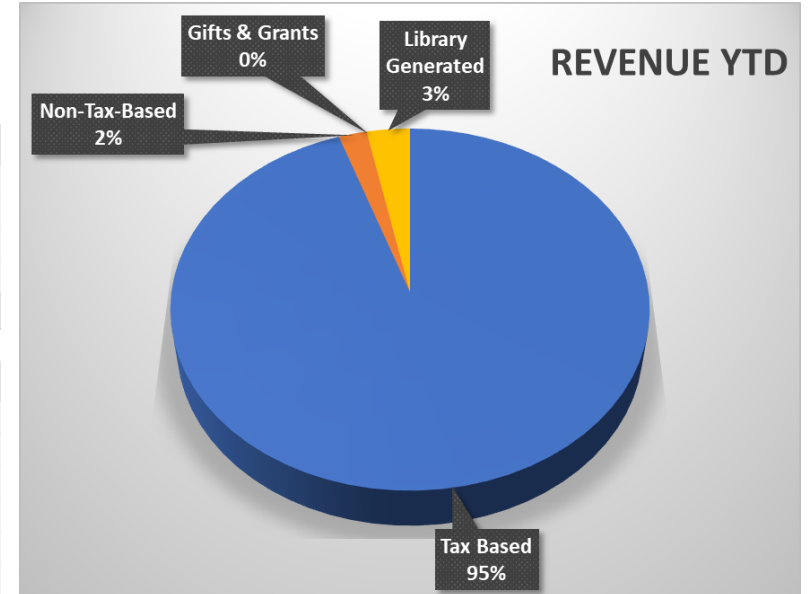
Expenses	YTD	Budget	Budget Utilized
Salary & Wages	961,206	1,954,260	49%
Benefits	315,200	791,831	40%
Building & Grounds*:	395,711	898,675	44%
- Dome Repair**	31,629		
- Contractual Services Building***	4,810	22,550	21%
Library Materials	308,494	625,260	49%
Special Projects	-	82,000	0%
Contractual Services Library***	189,550	316,800	60%
Other**	123,499	262,864	47%
Total Expenses*	2,293,659	4,931,690	47%

Reserves	
Reserve - Capital Improvements	4,000,000
Reserve - Technology Improvements	300,000
Capital Equipment	300,000
Fund Balance - Unassigned	2,471,607
Total Reserve Amount	\$ 7,071,607

*Reflects budget amendments approved on November 8, 2022 which will be funded with FY2022 surplus, from Fund Balance - Unassigned (cash in hand)

**In FY 2022 Dome Repair Amount was \$28,155

***Detail on Last page of the Report





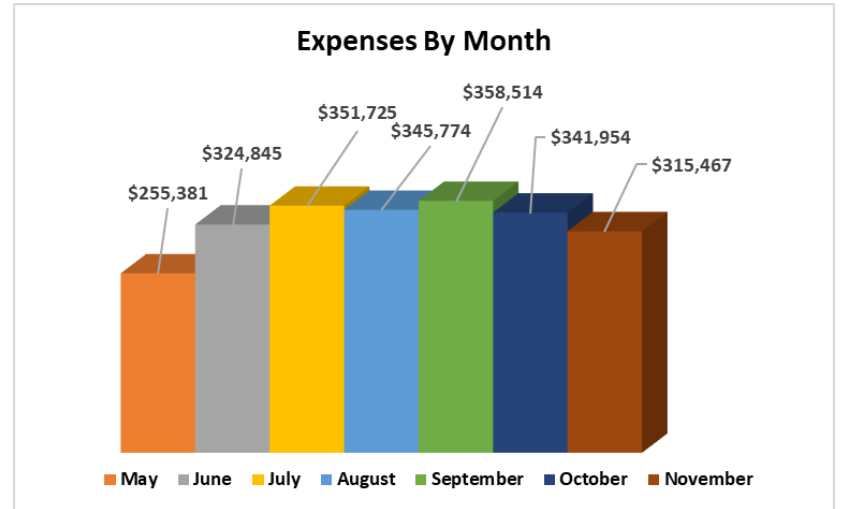
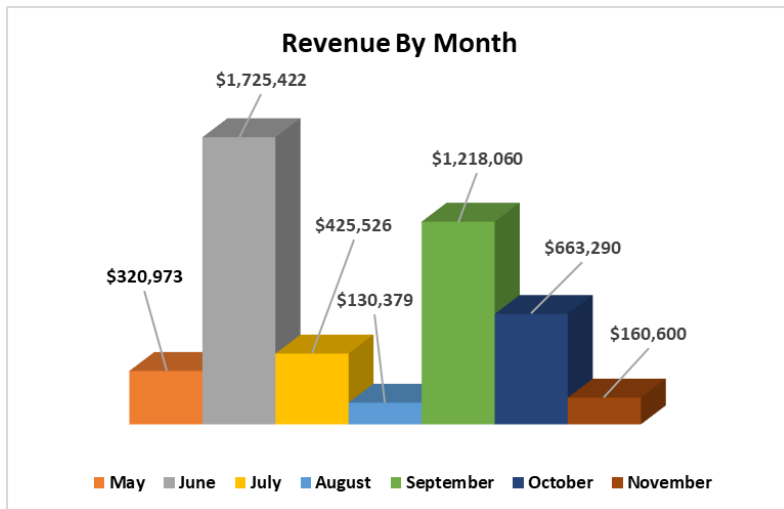
FY2023 Revenue & Expenditure Statement

For the YTD November - 2022

Revenues	May	June	July	August	September	October	November	YTD	Budget
Tax Based	295,420	1,708,122	390,060	107,714	1,166,082	602,763	128,938	4,399,097	4,394,900
Non-Tax-Based	24,562	-	17,684	2,019	28,566	23,819	-	96,651	53,000
Gifts & Grants	-	-	-	100	-	-	-	100	2,500
Library Generated	991	17,300	17,782	20,546	23,412	36,708	31,662	148,401	88,260
Total Revenues	\$320,973	\$1,725,422	\$425,526	\$130,379	\$1,218,060	\$663,290	\$160,600	\$4,644,249	\$4,538,660

Expenses	May	June	July	August	September	October	November	YTD	Budget
Salary & Wages	93,274	124,116	122,832	133,310	201,873	140,223	145,577	961,206	1,954,260
Benefits	41,390	41,072	38,768	46,102	55,663	51,080	41,124	315,200	791,831
Building & Grounds	25,568	41,013	104,215	69,919	46,392	66,541	42,064	395,711	898,675
Dome Repair	-	9,375	-	-	22,216	38	-	31,629	
Contractual Services Building	2,539	250	438	448	344	344	448	4,810	22,550
Library Materials	45,710	65,668	43,188	46,157	25,297	35,130	47,344	308,494	625,260
Special Projects	-	-	-	-	-	-	-	-	82,000
Contractual Services Library	31,006	46,165	30,433	28,576	13,944	24,160	15,267	189,550	316,800
Other	18,433	6,811	12,289	21,710	15,346	24,820	24,091	123,499	262,864
Total Expenses	\$255,381	\$324,845	\$351,725	\$345,774	\$358,514	\$341,954	\$315,467	2,293,659	4,931,690

Total Net Income	\$65,592	\$1,400,577	\$73,802	(\$215,395)	\$859,545	\$321,335	(\$154,867)	2,350,589	
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**Lake Forest Library
Financial Notes and Variance Report
For the Month of November 2022 (Month 07) FY2023**

Funds on Hand: \$2,471,607 (unrestricted/unaudited). This account now reflects the FY2022 surplus of \$921,188 as the FY2022 audit has concluded.

General Operations - Revenues

Property Tax: As of November 30, the Library received \$4,399,097 in property tax distributions which is 100% of annual budget.

Non-Tax-Based: As of November 30, the Library received \$96,651 in non-tax-based revenues. \$68,085 reflects three installments of the replacement of personal property tax payment and the \$28,566 per capita grant. Non-tax-based income exceeds FY budget by 82%.

Library-Generated: As of November 30, the Library received \$148,401 in Library generated income. \$113,096 is interest on investments, \$8,984 in impact fees, \$10,341 Covid-19 reimbursement from November 2020 to April 2022 and \$15,980 in other revenue such as CCS refunds, and copier and other fees. Overall, the Library generated income exceeds FY budget by 68%.

Gifts: As of November 30, the Library received \$100 gifts and grants which is 4% of FY budget. Gifts to The Lake Forest Library Foundation are reported separately.

General Operations - Expenditures

Salaries, wages, and benefits: As of November 30, \$961,206 for salaries and wages: 49% of FY budget; \$315,200 for benefits: 40% of FY budget. \$71,855 for SSN: 48% of FY budget; \$65,461 for IMRF: 33% of FY budget; and \$1,905 worker's compensation: 25% of FY budget.

Materials: Books, AV, and Electronic Services: As of November 30, \$308,494: 49% of FY budget, this includes payments for periodical and database subscriptions.

Other Operating Expenditures: As of November 30, \$313,049: 47% of FY budget. Includes \$189,550 in library contractual services, including first annual payment of RFID lease of \$24,041 to Bibliotheca.

Building and Grounds: As of November 30, \$395,711: 44% 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 \$34,934 has been paid.

Capital: As of November 30, \$168,531: 30% of FY budget has been spent on the purchase of new computers and warranties, APC rack mountable smart UPS, APC network card, and WJE \$31,629 for Dome repair and restoration project.

Reserves Audit

\$2,471,607 - Operating cash reserve (fund balance-unassigned) reflects the FY2022 surplus of \$921,188 as the FY2022 has concluded. 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 FY2023: 47% of budget expenses; 102% budget revenues.

Account Details

Contractual Services Library

Description	May	June	July	August	September	October	November	YTD	Budget
CCS (Integrated Library System)	12,412	-	18,798	-	\$ -	\$ 18,795	\$ -	\$ 50,005	\$ 76,400
CIT Computer Equipment Lease*	4,167	1,679	2,923	-	\$ 924	\$ -	\$ (474)	\$ 9,220	\$ 15,000
LAN, WAV, and Support (MSP)	8,477	8,480	-	17,496	\$ 9,675	\$ -	\$ 10,821	\$ 54,948	\$ 103,000
EZ Proxy & Collection HQ	670	-	-	2,250	\$ -	\$ -	\$ 1,500	\$ 4,420	\$ 10,000
Bibliotheca (RFID) Lease	-	24,041	-	-	\$ -	\$ -		\$ 24,041	\$ 25,000
Online/Internet (fiber)	3,747	-	1,863	1,863	\$ 1,867	\$ 1,890	\$ 1,890	\$ 13,120	\$ 20,000
Other: Web Calendar Subscription, Software Licenses & Web hosting and maintenance	-	9,331	4,335	1,949	\$ 70	\$ -	\$ 140	\$ 15,824	\$ 17,400
Technology Leased & Warranty Renewals	1,532	2,634	2,515	5,019	\$ 1,408	\$ 3,475	\$ 1,390	\$ 17,972	\$ 50,000
Total	\$ 31,006	\$ 46,165	\$ 30,433	\$ 28,576	\$ 13,944	\$ 24,160	\$ 15,267	\$ 189,550	\$ 316,800

*Lease expired in July 2022

Contractual Service Building

Description	May	June	July	August	September	October	November	YTD	Budget
Water Treatment	250	250	250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 1,750	
Alarm System	2,185	-	-		\$ -	\$ -		\$ 2,185	
Inner Security System	104	-	-	\$ 104	\$ -	\$ -	\$ 104	\$ 311	
Rose Pest	-	-	188	\$ 94	\$ 94	\$ 94	\$ 94	\$ 564	
Total	\$ 2,539	\$ 250	\$ 438	\$ 448	\$ 344	\$ 344	\$ 448	\$ 4,810	\$ 22,550

Others

Description	May	June	July	August	September	October	November	YTD	Budget
Administrative Services - Fees to City of Lake Forest	2,201	-	4,402	2,201	2,201	2,201	2,201	\$ 15,407	\$ 26,401
Personnel Recruitment - Background Check	-	-	-	170	57	-	59	\$ 286	\$ 500
Training and Development	47	930	185	771	4,551	510	6,929	\$ 13,923	\$ 15,000
Membership Dues	2,035	-	630	150	486	911	740	\$ 4,952	\$ 9,000
Meeting & Expenses	-	-	-	-	-	-	71	\$ 71	\$ 2,500
Legal	-	-	-	-	-	1,575	-	\$ 1,575	\$ 10,000
Auditing Service	-	-	-	-	-	7,725	(325)	\$ 7,400	\$ 7,725
Programming	13,122	5,093	4,718	11,389	6,762	11,025	12,373	\$ 64,481	\$ 137,000
Online Banking Fees	-	138	131	140	137	144	142	\$ 832	\$ 1,500
Insurance - Liability	-	-	1,510	4,858	(174)	-	-	\$ 6,194	\$ 8,000
Telephone	66	306	289	302	297	49	545	\$ 1,854	\$ 8,713
Office Supplies	50	151	96	329	184	548	285	\$ 1,643	\$ 26,875
Postage	798	7	229	839	864	-	1,045	\$ 3,782	\$ 6,150
Vending Beverages	114	187	99	561	(19)	132	27	\$ 1,099	\$ 3,500
Total	\$ 18,433	\$ 6,811	\$ 12,289	\$ 21,710	\$ 15,346	\$ 24,820	\$ 24,091	\$ 123,499	\$ 262,864

Agenda Item 8(a) & 8(b)

Building Committee

On November 8, 2022, the Library approved a contract with L. Marshall Roofing & Sheet Metal, Inc. in the amount of \$978,000 to repair the Library dome.

Action item: Approve an owner construction reserve of \$100,000 for the Dome Repair and Restoration Project and authorize the Building Committee to administer the owner construction reserve; and

Action item: Approve the proposal from Wiss, Janney, Elstner Associates, Inc. for Construction Administration Services in the amount of \$48,000.



December 6, 2022

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

Lake Forest Library - Construction Administration

WJE No. 2021.5121

Dear Mr. Bertola:

As requested, Wiss, Janney, Elstner Associates, Inc. (WJE) is pleased to provide this proposal for construction administration services for the repair and reroofing project at the dome of the Lake Forest Library. As discussed, a contract for construction has recently been signed to implement the work designed by WJE. This proposal addresses the construction-phase services to be provided by WJE.

Scope of Services

- 1. Construction Phase Office Administration.** During construction, we will review contractor submittals, respond to contractor questions, and prepare supplemental details, if needed, to address unique field conditions identified during the work. We will review contractor applications for payment on a monthly basis. Upon substantial completion of major portions of the work, we will prepare punch lists for final completion by the contractor. At completion, we will review contractor warranty and close-out documentation.
- 2. Construction Phase Site Observation.** We will also periodically visit the site during construction to review the contractor's progress as well as any unique or unanticipated field conditions exposed during our visit. We will review contractor samples and mock-ups on site; we also anticipate site visit(s) to the contractor's shop in Glenview to review mock-ups and shop fabrication processes this winter. Our field observations and discussions will be documented with site visit reports. For purposes of this proposal, we anticipate weekly site visits during the active phase of work on site, which is expected to last approximately 12 weeks from mid-March to early June. While on site, we plan to attend construction progress meetings with the contractor and representatives of the library. Depending upon the actual schedule for the work, additional WJE construction phase services may be needed; we will review our scope of services with you as construction proceeds should any adjustments (e.g., additional site visits) be needed.
- 3. Meetings.** We anticipate occasional attendance by WJE at meetings of the library board or committees, as necessary to update the board and interested members of the public at key milestones during the project.
- 4. Record Drawings.** Based on as-built documentation provided by the contractor and our observations and sketches prepared during construction, we will update the existing AutoCAD drawings as Record

Drawings of the completed work. The final drawings will be provided as PDF and DWG files to the library.

Budget

We propose to complete the above Scope of Services for Construction Administration for a fixed fee of \$48,000. All WJE services will be performed in accordance with the previously signed AIA B104 agreement between WJE and the Board of Trustees of the Lake Forest Library.

We look forward to continuing to work with you and the rest of the library board and library staff for this important project.

Sincerely,

WISS, JANNEY, ELSTNER ASSOCIATES, INC.



Kenneth Itle
Associate Principal

**Library Operations Report
December 13, 2022 Board Meeting**

October 2022 Select Stats

- 12,033 Library visits and 534 offsite engagements.
- 28,127 items circulated to library users as compared to 28,552 in October 2021.
- 6,138 e-media resources circulated as compared to 6,240 in October 2021. The most used platforms were Digital Library of Illinois (Libby) and Freegal with 4,242 uses and 741 uses, respectively.
- 17,665 database uses were recorded as compared to 5,768 uses in October 2021. The most used databases were A–Z Reference, S&P Net Advantage, and ValueLine, with 9,906, 1,510 and 1,480 users, respectively. The Children’s World Book online encyclopedia had 1,380 uses. The Library offers 32 paid database subscriptions and links to a number of no-cost databases.
- 1,698 participants attended 71 active (in-person, hybrid, virtual) programs and 1,775 participants attended or participated in 15 passive asynchronous programs and activities including to-go and on-site craft projects and post-live viewing options.
- Patrons received 116 one-on-one e-tutorials/tech help sessions.
- 3,539 reference, information, reader’s advisory, and resource questions were answered.
- 35 individual Media Lab sessions were reserved as compared to 19 in October 2021.
- 92 library cards were issued or renewed and 995 items added to the collection.
- 24,196 Wi-Fi sessions were recorded as compared to 20,857 in October 2021, and 976 public desk top computer sessions as compared to 921 in October 2021.

October 2022 Select Program Stats*

During October the Library engaged 534 children and adults at 17 off-site programs. These included storytimes at parks and schools/pre-schools and programs at Dickinson Hall. The table details the Library’s program efforts during the month of October 2022:

	Number of Programs	Participants
Active Adult	24	314
Active Teen	7	27
Active Children (ages 0–5)	33	1181
Active Children (ages 6–11)	7	176
Total Active	71	1698
Passive Adult	2	169
Passive Teen	5	17
Passive Children (ages 0–5)	3	1299
Passive Children (ages 6–11)	15	290
Total Passive	18	1953

Program data uses the Illinois State Library definitions stated in question 15 of the IPLAR (Illinois Public Library Annual Report) previously distributed to the Board as part of the June 14, 2022 meeting materials (page 28 of the June 14, 2022 Board package).

National Library Journal Award



The Library was awarded four stars by *Library Journal* based on eight statistical outputs, including circulation of print and electronic materials, library visits, program attendance, public computer use, Wi-Fi sessions, electronic database uses, and library website visits for the 2020-21 year. Two hundred fifty-eight public libraries out of over 9,000 public libraries in the US were awarded three to five stars. It is a wonderful acknowledgement of the work of the Library Team during a time of unprecedented challenges.

Gifts to the Library

The Library received a \$25,000 gift from The Buchanan Family Foundation. The gift was directed to the Capital Improvement Project. Gifts to the Lake Forest Library Foundation are reported by the Foundation.

West Side December Holiday Markets

The Library is again participating in the Holiday Markets at the West Train Station on Saturday, December 10, and December 17. Residents are welcome to sign up for a Library card, learn more about the Library's collections, resources and services, or pick up a children's craft package.

Art Collection and Curation Project

The Leslie Hindman team was onsite on Monday, December 5, to view and make initial assessments regarding the art collection. The appraisal report is expected in first quarter of 2023.

Response to upcoming Comcast Internet Outages

In response to scheduled internet outages happening in Lake Forest, the Library prepared a social media post sharing a list of those local libraries which have available rooms to reserve for small to conference-sized meetings to direct those with meeting room needs to other public spaces.

This information is also readily available at the Adult Services Reference Desk for those coming into the Library and our Librarians are happy to help. The Library's Wi-Fi hotspots are available for checkout and will not be affected by the Comcast outage.



Need help finding a room to reserve during the planned Comcast internet outages this week?



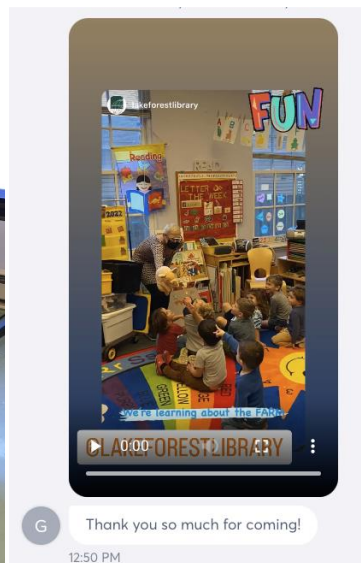
NOVEMBER PROGRAM AND COLLECTIONS NEWS

YA Programs and Services

Emmy Neal, YA Librarian, is coordinating Exam Escape from December 10 – December 14.

Children's Programs and Services

First Presbyterian Preschool students walked to Lake Forest Library for a storytime where they learned through movement, music, and stories. Other outreach opportunities included the Library's first storytime at the Children's Learning Center at Gorton; they were happy to have us!



The Library continues its partnership with The History Center of Lake Forest – Lake Bluff on special historical projects for children ages 6-10 and their families. In November, a lecture on architecture and Narcissa Thorne was given. The children assembled their own wooden furniture.



The 1000 Books Before Kindergarten continues to add new children and the current participants continue to make great progress. Below is a recent finisher featured in a celebration social media post. These congratulatory posts are featured throughout the year to celebrate our young readers and their accomplishments.



Adult Services

Mingle & Mocktails, a monthly event run by librarian Annalisa, was popular this month; the theme was games. *Nonfiction at Night*, led by Krista, featured “The Twelve Lives of Alfred Hitchcock.” She had a good group discussion which included a Hitchcock enthusiast patron zooming in from California. Erin continues to host the popular mystery discussion.

Librarians Kate and Krista hosted a Holiday Book Chat at Lake Forest Place. They discussed new books that are not only great reads but also books that make great gifts. In addition to hosting other library programs, the librarians are busy planning programs to tie into our city-wide *Native Voices* initiative including our *Read Between the Ravines* author events featuring Ursula Pike on April 14 and 15, 2023.

Chad Clark, Krista Kosar, and Choosri Goebel visited Lake Forest Place to lead a workshop instructing residents how to access, discover, and enjoy the library’s digital collections, including

eBooks, eAudiobooks, streaming movies and music, and more. In addition, 16 new library users were registered and issued cards at the event. The workshop was such a success the team was invited to return for an encore in early 2023.

Michelle Doshi resigned after five years in Adult Services; she plans to pursue part-time opportunities.

Native Voices 2023

The entire team has been working on the *Native Voices 2023* initiative with other non-profits and community organizations. To date, the Library has incorporated Native Voices into nearly 30 planned programs in 2023. The initiative launched with the Lake Forest/Lake Bluff Chamber Luncheon, *Local Native American Business Stories*, on November 4, 2022. The Native Voices website, listing events and activities, is at: [Native Voices | Lake Forest Open Lands \(ifola.org\)](https://www.ifola.org/).

Collections

Baker & Taylor, the Library's primary book vendor, experienced delays due to new technology attacks. When needed, the Library purchased a few materials from the Lake Forest Book Store or other online vendors.

FACILITIES PROJECTS

- On November 7, the Library closed for the water main replacement. Pasquesi Plumbing replaced the water main without any complications. The final bill for the work was \$2,978.00.
- Staff discovered a roof leak at opening on November 16. The leak was isolated to one section of Adult fiction (12 books were damaged beyond repair) and NIR Roofing responded for the repair. The findings revealed a roof drain that was blocked 10 feet below the surface of the roof. The blockage was cleared the same day and NIR Roofing returned the following day to seal the seals that had been compromised. The total cost of the repair was \$1,439.
- Current Electric and Krause Electric have both been asked to research a solution for the sidewalk lighting situation (existing lights are no longer supported). Krause Electric returned 3 possible options:
 - a complete fixture replacement at a cost of \$14,270;
 - retrofit all nineteen existing fixtures at a cost of \$4,560;
 - retrofit the five lights that are currently not functioning at a cost of \$1,200.

A response from Current Electric is still pending. The Library has reached out to the City to determine if the replacement fixture would be permitted. Although the proposed fixture is the same height and mass it provides 360-degree lighting. The Board will be updated when the additional information is available.

- Hill Mechanical repaired the condensate pump assembly on November 21 at a cost of \$3,990. Hill mechanical also replaced the steam boiler low water cut off switch on November 22 at a cost of \$4,864.
- On December 4 and 5, the elevator was out of service due to an electrical contact malfunction. The contacts were adjusted, and the elevator is back in service.



- Hill Mechanical will be servicing the steam pipe leaks in the ceiling of the Children’s Library on Dec. 12. The total cost is to be determined.
- Hill Mechanical reports the chiller order has been submitted to the factory and we expect manufacturing to be complete by end of February.
- In October and November, Pasquesi Plumbing performed exploratory rodding and televising of courtyard window wells drains and downspouts around the lower-level bathrooms that experienced flooding earlier in the year. Pasquesi identified blockage in the window well drain tiles in the west courtyard. A collapsed drainpipe was located beneath the Fine Arts Room (west wing) and it was determined that this damaged pipe was the major cause of the flooding. The affected drainpipe is under the foundation of the 1978 addition and access to repair the pipe would require demolition of the slab foundation.

Pasquesi Plumbing proposed a solution for the flooding of the Children’s Library in the lower level that involves installing alternating sump pumps in the outside window well in the affected area. The sump pumps would capture rainwater and run-off water and then divert the water into the storm sewer located in courtyard and in close proximity to the window well. The pumps would be housed in a custom fabricated fiberglass basin installed in the window well.

The proposal costs include \$24,670 for Plumbing labor, \$9,889 for pumps, basin and components and \$2,470 for third party electrical supply provided by Krause Electric. The total cost of the project was quoted at \$37,029.

20S SERIES - 2 HP

APPLICATIONS

Sewage and effluent wastewater transfer, dewatering

FEATURES

- Permanent Split Capacitor (PSC)
- Designed for continuous duty
- Capacitor and power cord connections are isolated from oil-filled motor housing for ease of field maintenance
- 2" FNPT (76.2 mm) discharge
- Handles solids up to 2" (51 mm) diameter
- 140 °F (60 °C) liquid temperature rating
- cCSAus listed



Search Committee Update

If needed, 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.