

**LAKE FOREST LIBRARY BOARD OF TRUSTEES**  
**Lake Forest Library, 360 East Deerpath Road, Lake Forest, IL 60045**  
**Kasian Room, Lower Level**  
**Tuesday, February 14, 2023, 6:30 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's minutes 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 Report
7. Consent Agenda (omnibus vote on matters 7(a)-7(d)):
  - a. Approve February 14, 2023 Agenda
  - b. Approve December 13, 2022 Regular Meeting Minutes
  - c. Approve December 2022 Financial Report
  - d. Approve January 2023 Financial Report
8. Finance Committee Discussion
  - a. Budget Narrative
  - b. Draft Budget for FY 2024
9. Building Committee Discussion
  - a. Dome Project
  - b. Other Projects
10. Ad hoc 125<sup>th</sup> Anniversary Celebration Committee Discussion
11. Strategic Planning Committee Discussion
12. Settlement agreement regarding parking spaces (No Action)
13. Library Operations Report (No Action)
14. Search Committee Update and Discussion
15. Unfinished Business
16. New Business
17. Adjournment

## **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.)*



January 6, 2023

Via email

Mr. John H. Dick, Jr.  
President and Treasurer  
The Dick Family Foundation  
6407 31<sup>st</sup> St NW  
Washington, DC 20015

Dear John and Brenda,

This is to acknowledge the generous gift of \$3,000 from The Dick Family Foundation for the Lake Forest Library. A tax receipt is attached. The gift will be used to support the Library's book club initiatives, including an author event. We look forward to seeing you at the event.

Thank you for the Foundation's continued support of the Library. Your support enables the Library to offer outstanding library resources, programming, and services to the Lake Forest community.

The Board of Trustees, Staff, and Lake Forest community are grateful for the continued support from The Dick Family Foundation.

Sincerely,

A handwritten signature in blue ink, appearing to read "Catherine A. Lemmer", with a horizontal line extending to the right.

Catherine A. Lemmer  
Executive Director

Attachment

cc: Lake Forest Library Board of Trustees



December 28, 2022

Mr. and Mrs. James J. Glasser  
464 Mayflower Road  
Lake Forest, IL 60045

Dear Mr. and Mrs. Glasser,

This is to acknowledge your generous gift of \$2,000 to the Lake Forest Library's Annual Fund. A receipt is enclosed.

Thank you for your support of the Library. Donors make it possible for the Library to offer outstanding library resources, programming, and services to the Lake Forest community and update the library building.

The Board of Trustees, Staff, and Lake Forest community are grateful for your support.

Sincerely,

Catherine A. Lemmer  
Executive Director

Enclosure

cc: Lake Forest Library Board of Trustees



December 28, 2022

Mary F. Grumhaus and David D. Grumhaus Fund  
197 N. Green Bay Road  
Lake Forest, IL 60045

Dear Mr. and Mrs. Grumhaus,

This is to acknowledge the check from the Mary F. Grumhaus and David D. Grumhaus Fund for \$200 for the Lake Forest Library. A receipt is enclosed. Thank you for your continued support of the Library. Your support enables the Library to offer outstanding library resources, programming, and services to the Lake Forest community.

The Board of Trustees, Staff, and Lake Forest community are grateful for the continued support from the Grumhaus Fund.

Sincerely,

Catherine A. Lemmer  
Executive Director

Enclosure

cc: Lake Forest Library Board of Trustees



December 7, 2022

Mr. Charles F. Kane, Jr., Treasurer  
The Buchanan Family Foundation  
222 Wisconsin Avenue  
Suite 308  
Lake Forest, IL 60045

Dear Mr. Kane,

This is to acknowledge the check from The Buchanan Family Foundation for \$25,000 for the Lake Forest Library's Capital Improvement Project. A receipt is enclosed. The Library will be pleased to continue to update you on the Capital Improvement Project.

Thank you for the Foundation's continued and generous support of the Library. Donors make it possible for the Library to offer outstanding library resources, programming, and services to the Lake Forest community and update the Library Building.

The Board of Trustees, Staff, and Lake Forest community are grateful for the continued support from The Buchanan Family Foundation.

Sincerely,

John F. Johnson  
President, Board of Trustees, Lake Forest Library

Enclosure

cc: Lake Forest Library Board of Trustees

## **LAKE FOREST LIBRARY BOARD OF TRUSTEES**

360 East Deerpath Road, Lake Forest, IL 60045

Tuesday, December 13, 2022

Minutes -- Regular Meeting

### CALL TO ORDER

President John Johnson welcomed all and called the meeting to order on Tuesday, December 13, 2022, at 7:30 p.m. in the Kasian Room, Lake Forest Library.

### ROLL CALL

Trustees present: Jim Clifton, JoAnn Desmond, Josh Jackson, Andrea Lemke, John F. Johnson, Sue Shattock, Bob Shaw, and Heather Strong. Trustee Bertola was absent. Eight Trustees in attendance; a quorum was present.

Library Staff present: Catherine Lemmer, Executive Director, and Sameer Notta, Finance Officer.

### PRESIDENT'S REMARKS

President Johnson noted that this would be the last meeting with Catherine Lemmer who is retiring from her position as Executive Director at the end of this year. Her six-year tenure was marked by a broad expansion of Library programs for patrons of all ages, an increase in Library staff and their professional development, massive upgrades in technology for Library operations and patrons, continuing operations during COVID and prudent financial management. She will be missed.

President Johnson offered the following proclamation:

Whereas, Executive Director Catherine Lemmer has performed with excellence;

Whereas, she has shown exceptional professionalism each day;

Whereas, our Library has advanced with her strong forward thinking;

We are very grateful she chose the Lake Forest Library along her path for these six years.

### CALL FOR ADDITIONS TO THE AGENDA

None.

### OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD

Romy Lopat followed up on a letter she had written to the Library Board regarding the recent settlement agreement between the City and the developer of the 705 Building (adjacent to the Library to the north), approved by the City Council at their October 17, 2022 meeting. A prior agreement between the parties allocated land/parking spaces to be conveyed to the Library following completion of Condo 2. The new agreement removed that conveyance, and Ms. Lopat requested the Library seek a legal opinion to see if there is any recourse for the Library.

The Library Board had already requested an opinion from Library counsel prior to the start of the meeting.

### CORRESPONDENCE AND INFORMATION REPORT

No comments.

### APPROVAL OF THE CONSENT AGENDA

Trustee Jackson made a motion, seconded by Trustee Desmond, to approve the 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 2023 Year Library Calendar
- e. Approval of the November 2022 Financial Reports

The motion passed unanimously on a roll call vote.

### COMMITTEE REPORTS

Trustee Strong of the Building Committee, presented a status report on the dome replacement project, and requested approval of a construction reserve of \$100,000 for the project. Additionally, another installment is due to Wiss, Janney, Elstner and Associates, in the amount of \$48,000. The Dome repair is projected to be completed by July 2023.

Trustee Shattock made a motion, seconded by Trustee Desmond, to approve both proposed expenditures. The motion passed unanimously on a roll call vote.

### LIBRARY OPERATIONS REPORT

There was discussion regarding recent lower level flooding (Children's Library) and a solution proposed by Pasquesi Plumbing to install sump pumps in the outside window well in the affected area. Trustee Shaw suggested that sometimes cutting the slab below the area to dig trenches can be a cheaper long term solution, not as disruptive to the structure as it might sound, and not susceptible to power outages as sump pumps would be. Trustee Johnson agreed but was concerned that undertaking this activity while the dome was being repaired might not be possible, and might also not be as quick a solution before spring rains. President Johnson recommended that the Facilities Manager seek another opinion.

There was discussion about whether the murals were part of the recently completed inventory of the Library's art collection. Director Lemmer noted they were not included, but they will be assessed once the Dome repair is completed.

Director Lemmer announced that the Library was awarded four stars by Library Journal for the 2020-21 year. Only two hundred fifty-eight public libraries out of over 9,000 public libraries in the U.S. were awarded three to five stars. It is a wonderful acknowledgement of the work of the Library Team during a time of unprecedented challenges post-Covid.

### INTERIM DIRECTOR

The Search committee recommended offering a contract to David J. Seleb to act as Interim Director until a permanent replacement for Executive Director Lemmer can be found. Mr Seleb has served as Executive Director or Director of numerous public libraries since 2005, most recently for 9 years as Executive Director of the Oak Park Public Library (until February 2022). He is also a Lake Forest resident. Mr Seleb's first day will be January 9, 2023, and he will work with Director Lemmer to ensure a smooth transition.



Trustee Desmond made a motion, seconded by Trustee Shattock, to approve the offering of a contract to Mr Seleb. The motion passed unanimously on a roll call vote.

#### UNFINISHED BUSINESS

None.

#### NEW BUSINESS

There was brief discussion around the Library's 125<sup>th</sup> anniversary in 2023, which is fast approaching. Trustee Strong reminded the Board that the Dome is scheduled to be completed in July, the same time as the official anniversary, and its unveiling could be a central part of the festivities. President Johnson urged the Board and Library staff to think about multiple activities to celebrate the anniversary that would appeal to all constituencies.

Trustee Johnson reminded the Board that the Library's long term planning (including a close look at all budget categories starting February, with the total Budget finalized in April), should broadly address what the Library's priorities should be going forward, and include ideas on how the space could be used to better address staff and patron needs, once the Dome is completed.

One final request from President Johnson, was to ask Trustees to respond to him with preferences for monthly Board meeting start times: Keep the start time the same or move earlier to either 6:30 or 7 p.m.

#### ADJOURNMENT

Trustee Desmond made a motion, seconded by Trustee Shattock to adjourn. The motion passed unanimously on a voice vote. The meeting was adjourned at 8:41 p.m.

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Sue Shattock, Secretary  
Minutes approved by the Board on February 14, 2023



## FY2023 Revenue & Expenditure Statement

For the YTD December - 2022

Revenues	YTD	Budget	Budget Realized
Tax Based	4,419,785	4,394,900	101%
Non-Tax-Based	104,451	53,000	197%
Gifts & Grants	27,300	2,500	1092%
Library Generated*	213,689	88,260	242%
Total Revenues	\$4,765,226	4,538,660	105%

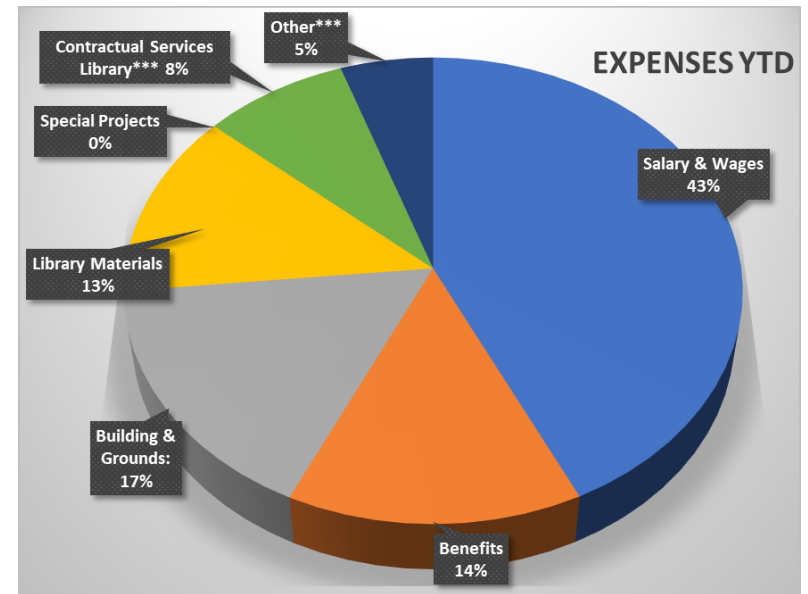
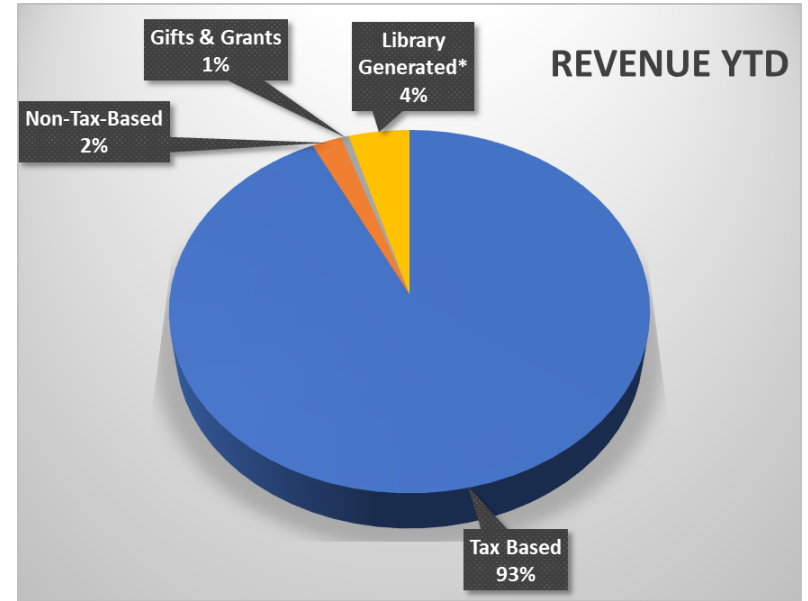
Expenses	YTD	Budget	Budget Utilized
Salary & Wages	1,087,317	1,954,260	56%
Benefits	358,931	791,831	45%
Building & Grounds:	417,623	898,675	46%
- Dome Repair**	39,004		
- Contractual Services Building***	5,154	22,550	23%
Library Materials	327,343	625,260	52%
Special Projects	-	82,000	0%
Contractual Services Library***	211,576	316,800	67%
Other***	134,571	262,864	51%
Total Expenses	2,537,361	4,931,690	51%

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

\*Includes Friends amount of \$25,44.97

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

\*\*\*Detail on Last page of the Report





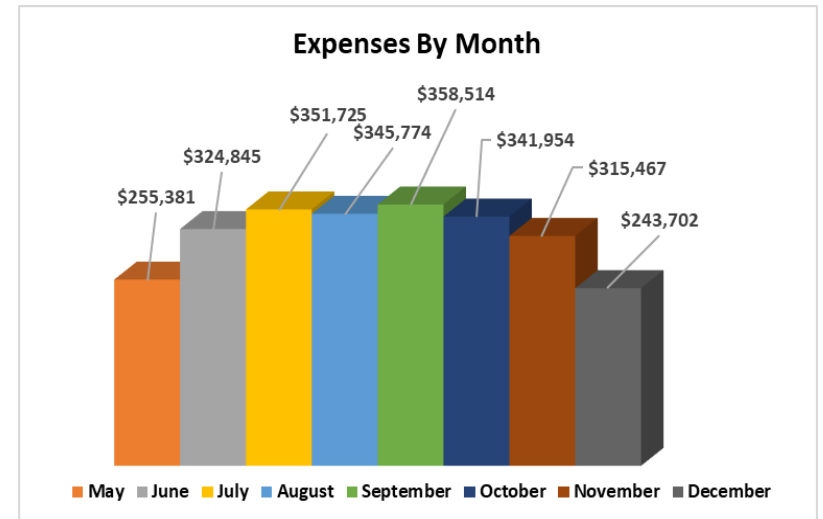
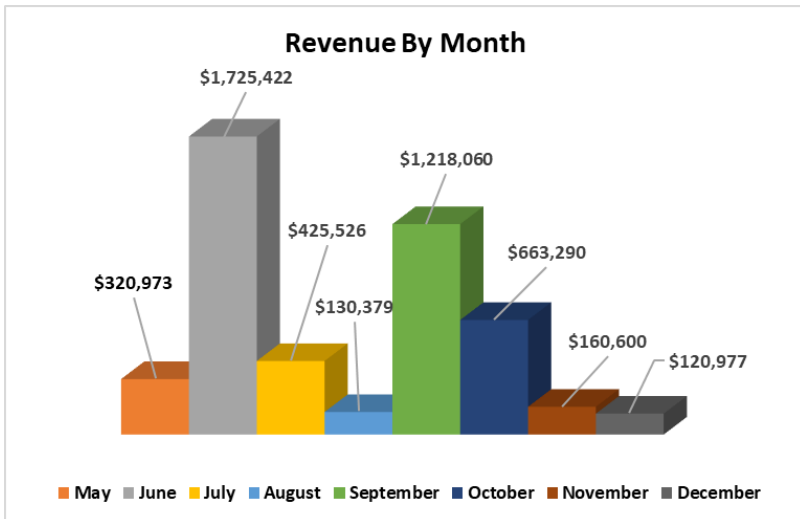
## FY2023 Revenue & Expenditure Statement

For the YTD December - 2022

Revenues	May	June	July	August	September	October	November	December	YTD	Budget
Tax Based	295,420	1,708,122	390,060	107,714	1,166,082	602,763	128,938	20,688	4,419,785	4,394,900
Non-Tax-Based	24,562	-	17,684	2,019	28,566	23,819	-	7,800	104,451	53,000
Gifts & Grants	-	-	-	100	-	-	-	27,200	27,300	2,500
Library Generated	991	17,300	17,782	20,546	23,412	36,708	31,662	65,288	213,689	88,260
<b>Total Revenues</b>	<b>\$320,973</b>	<b>\$1,725,422</b>	<b>\$425,526</b>	<b>\$130,379</b>	<b>\$1,218,060</b>	<b>\$663,290</b>	<b>\$160,600</b>	<b>\$120,977</b>	<b>\$4,765,226</b>	<b>\$4,538,660</b>

Expenses	May	June	July	August	September	October	November	December	YTD	Budget
Salary & Wages	93,274	124,116	122,832	133,310	201,873	140,223	145,577	126,112	1,087,317	1,954,260
Benefits	41,390	41,072	38,768	46,102	55,663	51,080	41,124	43,731	358,931	791,831
Building & Grounds	25,568	41,013	104,215	69,919	46,392	66,541	42,064	21,912	417,623	898,675
Dome Repair	-	9,375	-	-	22,216	38	-	7,375	39,004	
Contractual Services Building	2,539	250	438	448	344	344	448	344	5,154	22,550
Library Materials	45,710	65,668	43,188	46,157	25,297	35,130	47,344	18,849	327,343	625,260
Special Projects	-	-	-	-	-	-	-	-	-	82,000
Contractual Services Library	31,006	46,165	30,433	28,576	13,944	24,160	15,267	22,026	211,576	316,800
Other	18,433	6,811	12,289	21,710	15,346	24,820	24,091	11,072	134,571	262,864
<b>Total Expenses</b>	<b>\$255,381</b>	<b>\$324,845</b>	<b>\$351,725</b>	<b>\$345,774</b>	<b>\$358,514</b>	<b>\$341,954</b>	<b>\$315,467</b>	<b>\$243,702</b>	<b>2,537,361</b>	<b>4,931,690</b>

<b>Total Net Income</b>	<b>\$65,592</b>	<b>\$1,400,577</b>	<b>\$73,802</b>	<b>(\$215,395)</b>	<b>\$859,545</b>	<b>\$321,335</b>	<b>(\$154,867)</b>	<b>(\$122,725)</b>	<b>2,227,865</b>	
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**Lake Forest Library**  
**Financial Notes and Variance Report**  
**For the Month of December 2022 (Month 08) 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 December 31, the Library received \$4,419,785 in property tax distributions which is 1% more than of annual budget.

**Non-Tax-Based:** As of December 31, the Library received \$104,451 in non-tax-based revenues. \$75,885 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 97%.

**Library-Generated:** As of December 31, the Library received \$213,689 in Library generated income. \$148,546 is interest on investments, \$9,882 in impact fees, \$10,341 Covid-19 reimbursement from November 2020 to April 2022, \$25,449 reimbursement from Friends of Lake Forest and \$19,471 in other revenue such as CCS refunds, and copier and other fees. Overall, the Library generated income exceeds FY budget by 142%.

**Gifts:** As of December 31, the Library received \$27,300 gifts and grants which exceeds 992% of FY Budget. \$25,000 is given by Buchanan Family Foundation for Dome. Gifts to The Lake Forest Library Foundation are reported separately.

**General Operations - Expenditures**

**Salaries, wages, and benefits:** As of December 31, \$1,087,317 for salaries and wages: 56% of FY budget; \$358,931 for benefits: 45% of FY budget. \$81,279 for SSN: 55% of FY budget; \$73,724 for IMRF: 37% of FY budget and \$1,905 worker's compensation: 25% of FY budget.

**Materials: Books, AV, and Electronic Services:** As of December 31, \$327,343: 52% of FY budget, this includes payments for periodical and database subscriptions.

**Other Operating Expenditures:** As of December 31, \$346,147: 52% of FY budget. Includes \$211,576 in library contractual services, including first payment of RFID lease of \$24,041 to Bibliotheca.

**Building and Grounds:** As of December 31, \$417,623: 46% 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 December 31, \$177,837: 32% of FY budget has been spent on the purchase of new computers and warranties, APC rack mountable smart UPS, APC network card, and WJE \$39,004 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: 51% of budget expenses; 105% budget revenues.

## Account Details

### Contractual Services Library

Description	May	June	July	August	September	October	November	December	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)	\$ 120	\$ 9,340	\$ 15,000
LAN, WAV, and Support (MSP)	8,477	8,480	-	17,496	\$ 9,675	\$ -	\$ 10,821	\$ 17,431	\$ 72,379	\$ 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	\$ 1,890	\$ 15,009	\$ 20,000
Other: Web Calendar Subscription, Software Licenses & Web hosting and maintenance	-	9,331	4,335	1,949	\$ 70	\$ -	\$ 140	\$ 1,195	\$ 17,019	\$ 27,400
Technology Leased & Warranty Renewals	1,532	2,634	2,515	5,019	\$ 1,408	\$ 3,475	\$ 1,390	\$ 1,390	\$ 19,362	\$ 40,000
<b>Total</b>	<b>\$31,006</b>	<b>\$46,165</b>	<b>\$ 30,433</b>	<b>\$ 28,576</b>	<b>\$ 13,944</b>	<b>\$24,160</b>	<b>\$ 15,267</b>	<b>\$ 22,026</b>	<b>\$211,576</b>	<b>\$316,800</b>

\*Lease expired in July 2022

### Contractual Service Building

Description	May	June	July	August	September	October	November	December	YTD	Budget
Water Treatment	250	250	250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 2,000	
Alarm System	2,185	-	-		\$ -	\$ -	\$ -	\$ -	\$ 2,185	
Inner Security System	104	-	-	\$ 104	\$ -	\$ -	\$ 104	\$ -	\$ 311	
Rose Pest	-	-	188	\$ 94	\$ 94	\$ 94	\$ 94	\$ 94	\$ 658	
<b>Total</b>	<b>\$ 2,539</b>	<b>\$ 250</b>	<b>\$ 438</b>	<b>\$ 448</b>	<b>\$ 344</b>	<b>\$ 344</b>	<b>\$ 448</b>	<b>\$ 344</b>	<b>\$ 5,154</b>	<b>\$ 22,550</b>

**Others**

Description	May	June	July	August	September	October	November	December	YTD	Budget
Administrative Services - Fees to City of Lake Forest	2,201	-	4,402	2,201	2,201	2,201	2,201	2,201	\$ 17,608	\$ 26,401
Personnel Recruitment - Background Check	-	-	-	170	57	-	59	-	\$ 286	\$ 500
Training and Development	47	930	185	771	4,551	510	6,929	105	\$ 14,028	\$ 15,000
Membership Dues	2,035	-	630	150	486	911	740	1,232	\$ 6,184	\$ 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	6,111	\$ 70,592	\$ 137,000
Online Banking Fees	-	138	131	140	137	144	142	142	\$ 974	\$ 1,500
Insurance - Liability	-	-	1,510	4,858	(174)	-	-	-	\$ 6,194	\$ 8,000
Telephone	66	306	289	302	297	49	545	297	\$ 2,151	\$ 8,713
Office Supplies	50	151	96	329	184	548	285	519	\$ 2,163	\$ 26,875
Postage	798	7	229	839	864	-	1,045	(2)	\$ 3,779	\$ 6,150
Vending Beverages	114	187	99	561	(19)	132	27	468	\$ 1,567	\$ 3,500
<b>Total</b>	<b>\$ 18,433</b>	<b>\$ 6,811</b>	<b>\$ 12,289</b>	<b>\$ 21,710</b>	<b>\$ 15,346</b>	<b>\$ 24,820</b>	<b>\$ 24,091</b>	<b>\$ 11,072</b>	<b>\$ 134,571</b>	<b>\$ 262,864</b>



## FY2023 Revenue & Expenditure Statement

For the YTD January - 2023

Revenues	YTD	Budget	Budget Realized
Tax Based	4,419,785	4,394,900	101%
Non-Tax-Based	122,908	53,000	232%
Gifts & Grants	30,650	2,500	1226%
Library Generated*	251,045	88,260	284%
<b>Total Revenues</b>	<b>\$4,824,389</b>	<b>4,538,660</b>	<b>106%</b>

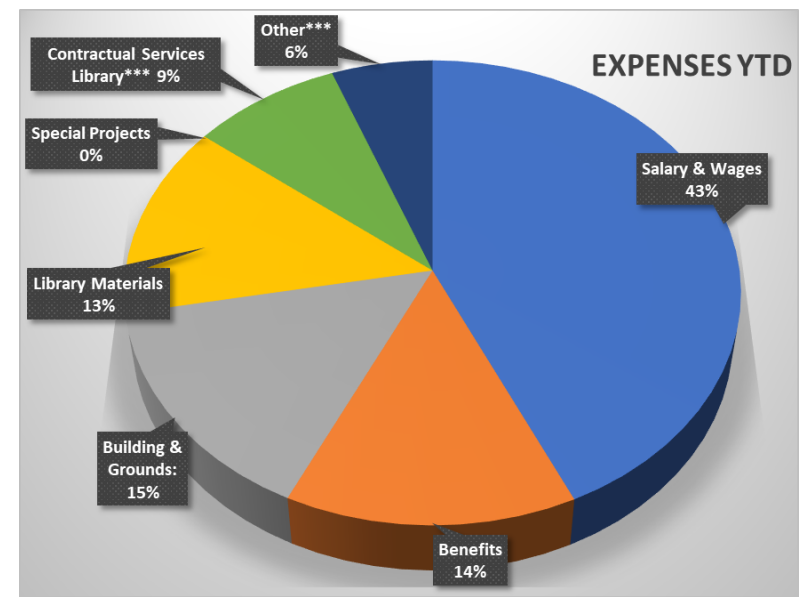
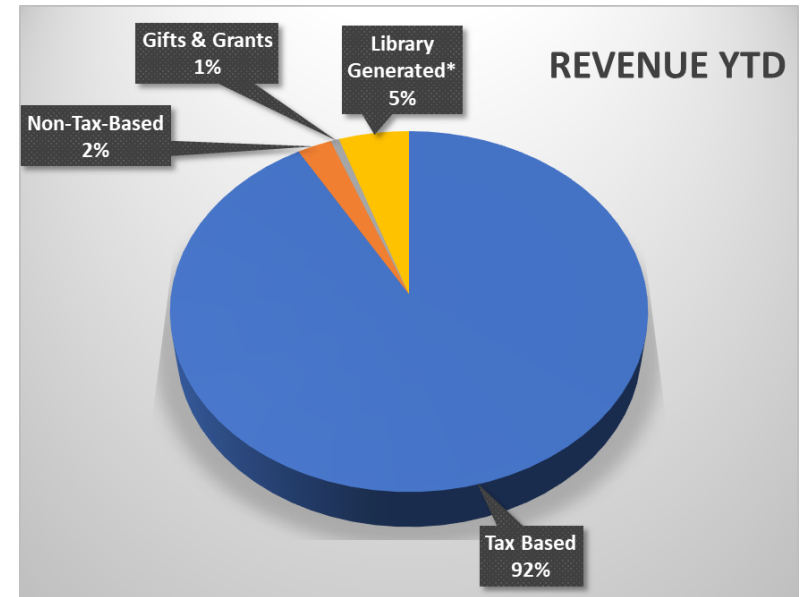
Expenses	YTD	Budget	Budget Utilized
Salary & Wages	1,227,226	1,954,260	63%
Benefits	399,566	791,831	50%
Building & Grounds:	426,613	898,675	47%
- Dome Repair**	39,004		
- Contractual Services Building***	6,387	22,550	28%
Library Materials	384,604	625,260	62%
Special Projects	-	82,000	0%
Contractual Services Library***	245,573	316,800	78%
Other***	165,521	262,864	63%
<b>Total Expenses</b>	<b>2,849,103</b>	<b>4,931,690</b>	<b>58%</b>

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

\*Includes Friends amount of \$25,44.97

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

\*\*\*Detail on Last page of the Report





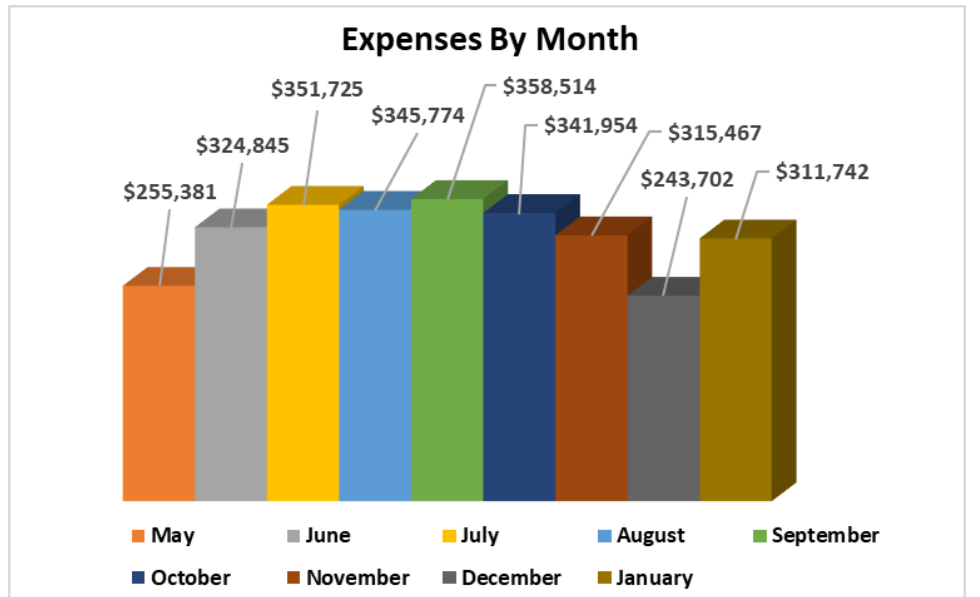
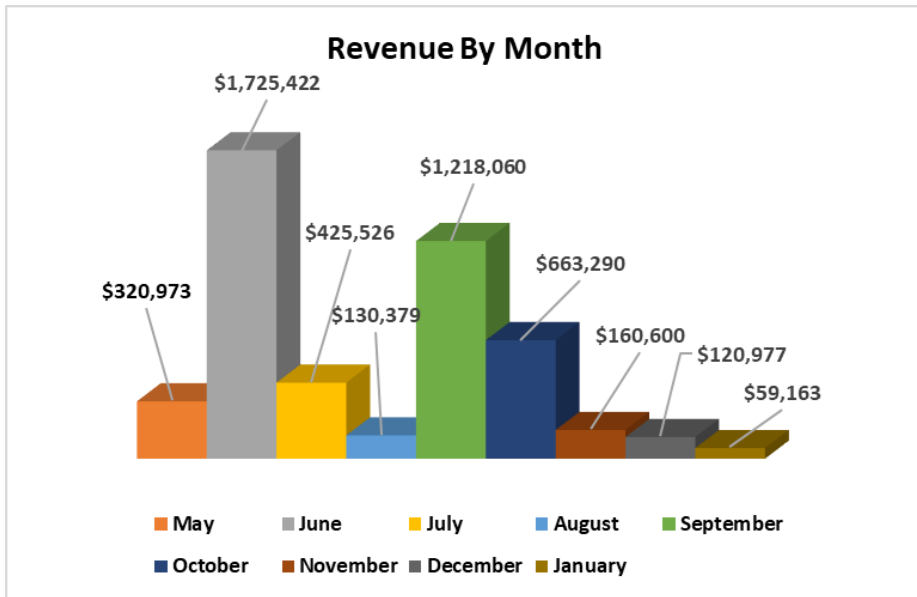
## FY2023 Revenue & Expenditure Statement

For the YTD January - 2023

Revenues	May	June	July	August	September	October	November	December	January	YTD	Budget
Tax Based	295,420	1,708,122	390,060	107,714	1,166,082	602,763	128,938	20,688	-	4,419,785	4,394,900
Non-Tax-Based	24,562	-	17,684	2,019	28,566	23,819	-	7,800	18,457	122,908	53,000
Gifts & Grants	-	-	-	100	-	-	-	27,200	3,350	30,650	2,500
Library Generated	991	17,300	17,782	20,546	23,412	36,708	31,662	65,288	37,356	251,045	88,260
<b>Total Revenues</b>	<b>\$320,973</b>	<b>\$1,725,422</b>	<b>\$425,526</b>	<b>\$130,379</b>	<b>\$1,218,060</b>	<b>\$663,290</b>	<b>\$160,600</b>	<b>\$120,977</b>	<b>\$59,163</b>	<b>\$4,824,389</b>	<b>\$4,538,660</b>

Expenses	May	June	July	August	September	October	November	December	January	YTD	Budget
Salary & Wages	93,274	124,116	122,832	133,310	201,873	140,223	145,577	126,112	139,909	1,227,226	1,954,260
Benefits	41,390	41,072	38,768	46,102	55,663	51,080	41,124	43,731	40,635	399,566	791,831
Building & Grounds	25,568	41,013	104,215	69,919	46,392	66,541	42,064	21,912	8,990	426,613	898,675
Dome Repair	-	9,375	-	-	22,216	38	-	7,375	-	39,004	-
Contractual Services Building	2,539	250	438	448	344	344	448	344	1,233	6,387	22,550
Library Materials	45,710	65,668	43,188	46,157	25,297	35,130	47,344	18,849	57,261	384,604	625,260
Special Projects	-	-	-	-	-	-	-	-	-	-	82,000
Contractual Services Library	31,006	46,165	30,433	28,576	13,944	24,160	15,267	22,026	33,997	245,573	316,800
Other	18,433	6,811	12,289	21,710	15,346	24,820	24,091	11,072	30,950	165,521	262,864
<b>Total Expenses</b>	<b>\$255,381</b>	<b>\$324,845</b>	<b>\$351,725</b>	<b>\$345,774</b>	<b>\$358,514</b>	<b>\$341,954</b>	<b>\$315,467</b>	<b>\$243,702</b>	<b>\$311,742</b>	<b>2,849,103</b>	<b>4,931,690</b>

<b>Total Net Income</b>	<b>\$65,592</b>	<b>\$1,400,577</b>	<b>\$73,802</b>	<b>(\$215,395)</b>	<b>\$859,545</b>	<b>\$321,335</b>	<b>(\$154,867)</b>	<b>(\$122,725)</b>	<b>(\$252,579)</b>	<b>1,975,286</b>	
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**Lake Forest Library**  
**Financial Notes and Variance Report**  
**For the Month of January 2023 (Month 09) FY2023**

**Funds on Hand:** \$2,471,607 (unrestricted/unaudited).

**General Operations - Revenues**

**Property Tax:** As of January 31, the Library received \$4,419,785 in property tax distributions which is 1% more than of annual budget.

**Non-Tax-Based:** As of January 31, the Library received \$122,908 in non-tax-based revenues. \$94,342 reflects four installments of the replacement of personal property tax payment and the \$28,566 per capita grant. Non-tax-based income exceeds FY budget by 132%.

**Library-Generated:** As of January 31, the Library received \$251,045 in Library generated income. \$184,284 is interest on investments, \$10,780 in impact fees, \$10,341 Covid-19 reimbursement from November 2020 to April 2022, \$25,449 reimbursement from Friends of Lake Forest and \$20,191 in other revenue such as CCS refunds, and copier and other fees. Overall, the Library generated income exceeds FY budget by 184%.

**Gifts:** As of January 31, the Library received \$30,650 gifts and grants which exceeds 1126% of FY Budget. \$25,000 is given by Buchanan Family Foundation for Dome. Gifts to The Lake Forest Library Foundation are reported separately.

**General Operations - Expenditures**

**Salaries, wages, and benefits:** As of January 31, \$1,227,226 for salaries and wages: 63% of FY budget; \$399,566 for benefits: 50% of FY budget. \$91,771 for SSN: 62% of FY budget; \$80,305 for IMRF: 40% of FY budget and \$1,905 worker's compensation: 25% of FY budget.

**Materials: Books, AV, and Electronic Services:** As of January 31, \$384,604: 62% of FY budget, this includes payments for periodical and database subscriptions.

**Other Operating Expenditures:** As of January 31, \$411,094: 62% of FY budget. Includes \$245,573 in library contractual services, including first payment of RFID lease of \$24,041 to Bibliotheca.

**Building and Grounds:** As of January 31, \$426,613: 47% 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 January 31, \$177,837: 32% of FY budget has been spent on the purchase of new computers and warranties, APC rack mountable smart UPS, APC network card, and WJE \$39,004 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: 58% of budget expenses; 106% budget revenues.

## Account Details

### Contractual Services Library

Description	May	June	July	August	September	October	November	December	January	YTD	Budget
CCS (Integrated Library System)	12,412	-	18,798	-	\$ -	\$ 18,795	\$ -	\$ -	\$ 18,792	\$ 68,797	\$ 76,400
CIT Computer Equipment Lease*	4,167	1,679	2,923	-	\$ 924	\$ -	\$ (474)	\$ 120	\$ -	\$ 9,340	\$ 15,000
LAN, WAV, and Support (MSP)	8,477	8,480	-	17,496	\$ 9,675	\$ -	\$ 10,821	\$ 17,431	\$ 8,706	\$ 81,085	\$ 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	\$ 1,890	\$ 1,890	\$ 16,899	\$ 20,000
Other: Web Calendar Subscription, Software Licenses & Web hosting and maintenance	-	9,331	4,335	1,949	\$ 70	\$ -	\$ 140	\$ 1,195	\$ 3,220	\$ 20,239	\$ 27,400
Technology Leased & Warranty Renewals	1,532	2,634	2,515	5,019	\$ 1,408	\$ 3,475	\$ 1,390	\$ 1,390	\$ 1,390	\$ 20,752	\$ 40,000
<b>Total</b>	<b>\$31,006</b>	<b>\$46,165</b>	<b>\$ 30,433</b>	<b>\$ 28,576</b>	<b>\$ 13,944</b>	<b>\$24,160</b>	<b>\$ 15,267</b>	<b>\$ 22,026</b>	<b>\$33,997</b>	<b>\$245,573</b>	<b>\$316,800</b>

\*Lease expired in July 2022

### Contractual Service Building

Description	May	June	July	August	September	October	November	December	January	YTD	Budget
Water Treatment	250	250	250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 2,250	
Alarm System	2,185	-	-		\$ -	\$ -	\$ -	\$ -	\$ 983	\$ 3,169	
Inner Security System	104	-	-	\$ 104	\$ -	\$ -	\$ 104	\$ -	\$ -	\$ 311	
Rose Pest	-	-	188	\$ 94	\$ 94	\$ 94	\$ 94	\$ 94	\$ -	\$ 658	
<b>Total</b>	<b>\$ 2,539</b>	<b>\$ 250</b>	<b>\$ 438</b>	<b>\$ 448</b>	<b>\$ 344</b>	<b>\$ 344</b>	<b>\$ 448</b>	<b>\$ 344</b>	<b>\$1,233</b>	<b>\$ 6,387</b>	<b>\$ 22,550</b>

**Others**

Description	May	June	July	August	September	October	November	December	January	YTD	Budget
Administrative Services - Fees to City of Lake Forest	2,201	-	4,402	2,201	2,201	2,201	2,201	2,201	14,021	\$ 31,629	\$ 26,401
Personnel Recruitment - Background Check	-	-	-	170	57	-	59	-	-	\$ 286	\$ 500
Training and Development	47	930	185	771	4,551	510	6,929	105	800	\$ 14,828	\$ 15,000
Membership Dues	2,035	-	630	150	486	911	740	1,232	1,585	\$ 7,769	\$ 9,000
Meeting & Expenses	-	-	-	-	-	-	71	-	535	\$ 606	\$ 2,500
Legal	-	-	-	-	-	1,575	-	-	1,913	\$ 3,488	\$ 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	6,111	7,269	\$ 77,861	\$ 137,000
Online Banking Fees	-	138	131	140	137	144	142	142	144	\$ 1,118	\$ 1,500
Insurance - Liability	-	-	1,510	4,858	(174)	-	-	-	-	\$ 6,194	\$ 8,000
Telephone	66	306	289	302	297	49	545	297	297	\$ 2,448	\$ 8,713
Office Supplies	50	151	96	329	184	548	285	519	3,838	\$ 6,001	\$ 26,875
Postage	798	7	229	839	864	-	1,045	(2)	219	\$ 3,998	\$ 6,150
Vending Beverages	114	187	99	561	(19)	132	27	468	329	\$ 1,896	\$ 3,500
<b>Total</b>	<b>\$ 18,433</b>	<b>\$ 6,811</b>	<b>\$ 12,289</b>	<b>\$ 21,710</b>	<b>\$ 15,346</b>	<b>\$ 24,820</b>	<b>\$ 24,091</b>	<b>\$ 11,072</b>	<b>\$ 30,950</b>	<b>\$ 165,521</b>	<b>\$ 262,864</b>

## **FY2024 Budget**

### **Revenue and Income**

The library's primary revenue source is the tax levy. The FY2024 levy is approximately 5.0% with anticipated tax revenue of \$4,631,204. The total of other anticipated revenue including personal property replacement tax (PPRT), interest, fees, and donations is \$119,500.

We are also showing an additional \$1,200,000 of revenue as a reserve fund transfer *if* the expenditure of reserve funds in FY2024 is needed to complete certain capital projects, such as the Dome renovation.

Including the allowance of reserve funds, the anticipated revenue for FY2024 is \$5,950,704.

Total funds on hand at the beginning of FY2024 are anticipated to be \$2,078,577. The total funds available to the library for the fiscal year with that amount included is then \$8,029,281.

### **Expenditures**

#### **Salaries and Wages**

Personnel Services expenditures, including all salaries, wages, and benefits are anticipated to be \$3,071,678. That figure is for the organization at "full strength" including a full-time Executive Director, a full-time Human Resources Manager, and a full-time Assistant Facilities Manager. The figure also anticipates 3 to 5 percent salary and wage increases for staff members according to recent salary benchmarks.

#### **Collections**

Library collections expenditures are anticipated at \$632,000. That figure is 13.6 percent of the library operating expenses, which satisfies Illinois state standards for collections expenditures.

#### **Contractual Services**

Contractual services for the year anticipated to total \$329,000 includes membership payments to CCS, the library's collections and catalog consortium; lease and maintenance payments to Bibliotheca (RFID and self-checkout); payments to Outsource Solutions Group (OSG) for computer and software support; and lease payments for library printers and scanners.

#### **Special Projects**

Total anticipated special projects expenditures of \$35,000 would include 125<sup>th</sup> Anniversary events and programs.

#### **Programming**

The total expenditure for all library programs is anticipated to be \$139,000.

### **Building Maintenance**

Building maintenance expenditures of \$304,500 include all custodial supplies and services; liability insurance; and all building, equipment, and grounds maintenance contracts.

### **Other Expenditures**

The broad category of other expenditures -- \$139,900 -- includes legal and audit fees, membership fees, office supplies, human resources recruitment, certain professional development expenses, and postage and banking fees among other expenses.

### **Capital Expenditures**

Capital equipment and improvement expenditures for the next fiscal year include

- The Dome: If expenditures for this project are not realized and paid in FY2023, we have budgeted \$1,045,000 for those expenses in FY2024.
- Chiller: We expect an expenditure of \$73,916 for the library building's new chiller.
- Mechanical, Electrical and Plumbing (MEP) Study: We are reserving \$80,000 to complete an MEP study, a comprehensive, professional assessment of the library's systems to use for current and future planning.

	FY23 Budget	FY23 Amended Budget	FY23 As of Jan 31	FY23 Forecasted as of April 30	FY24 Budget
<b>Funds on Hand 5/1*</b>	<b>\$1,550,419</b>	<b>\$1,550,419</b>	<b>\$2,471,607</b>	<b>\$2,471,607</b>	<b>\$2,471,607</b>
Add: Audited Surplus FY 2022	\$0	\$921,188	\$0	\$0	(\$393,030)
<b>Total Funds on Hand</b>	<b>\$1,550,419</b>	<b>\$2,471,607</b>	<b>\$2,471,607</b>	<b>\$2,471,607</b>	<b>\$2,078,577</b>
Current Revenue					
Transfer From Reserve Funds	\$0	\$0	\$0	\$0	\$1,200,000
Tax-Based**	\$4,394,900	\$4,394,900	\$4,419,785	\$4,419,785	\$4,631,204
TIF Payout***	\$0	\$0	\$0	\$0	\$0
Other Revenue	\$58,000	\$58,000	\$133,688	\$133,688	\$78,000
Library Revenue	\$23,000	\$23,000	\$214,816	\$214,816	\$40,500
Gifts	\$2,500	\$2,500	\$30,650	\$30,650	\$1,000
Friends of LF Library Grant	\$60,260	\$60,260	\$25,449	\$25,449	\$0
<b>Total Revenues</b>	<b>\$4,538,660</b>	<b>\$4,538,660</b>	<b>\$4,824,389</b>	<b>\$4,824,389</b>	<b>\$5,950,704</b>
<b>Total Funds Available</b>	<b>\$6,089,079</b>	<b>\$7,010,267</b>	<b>\$7,295,995</b>	<b>\$7,295,995</b>	<b>\$8,029,281</b>
Operating Expenditures					
Personnel Services	\$2,746,091	\$2,746,091	\$1,626,792	\$2,415,792	\$3,071,678
Collections: Print, A/V, E-Resources	\$625,260	\$625,260	\$384,603	\$522,804	\$632,000
Contractual Services	\$351,800	\$316,800	\$245,573	\$305,359	\$329,000
Special Projects	\$82,000	\$82,000	\$0	\$82,000	\$35,000
Programming	\$137,000	\$137,000	\$77,861	\$118,815	\$139,000
Other Expenditures	\$125,864	\$125,864	\$87,660	\$146,880	\$139,900
Building & Grounds	\$268,675	\$338,675	\$248,776	\$331,701	\$304,500
<b>Total Operating Expenditures</b>	<b>\$4,336,690</b>	<b>\$4,371,690</b>	<b>\$2,671,264</b>	<b>\$3,923,351</b>	<b>\$4,651,078</b>
Total Capital and Technology					
Capital Equipment	\$50,000	\$187,000	\$2,179	\$210,000	\$100,000
Technology Upgrades	\$50,000	\$135,000	\$136,654	\$136,654	\$50,000
Capital Improvements and Dome Project	\$70,000	\$238,000	\$39,004	\$278,000	\$1,125,000
<b>Total Capital and Technology</b>	<b>\$170,000</b>	<b>\$560,000</b>	<b>\$177,837</b>	<b>\$624,654</b>	<b>\$1,275,000</b>
<b>Total Expenditures</b>	<b>\$4,506,690</b>	<b>\$4,931,690</b>	<b>\$2,849,101</b>	<b>\$4,548,005</b>	<b>\$5,926,078</b>
Difference in Revenues and Expenditures	\$31,970	(\$393,030)	\$1,975,287	\$276,384	\$24,626
Reserve Funds****	\$4,600,000	\$4,600,000	\$4,600,000	\$4,600,000	\$3,400,000
Funds on Hand	\$1,550,419	\$2,471,607	\$2,471,607	\$2,471,607	\$2,078,577
<b>Total Funds</b>	<b>\$6,217,389</b>	<b>\$6,678,577</b>	<b>\$9,046,894</b>	<b>\$7,347,991</b>	<b>\$5,503,203</b>

#### Budget Amended for FY2023

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

\*\*Tax Revenue based on 2022 levy of 5% maximum plus growth.

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

\*\*\*\*Reserve Funds will be used to fund the repair and restoration of the dome and other significant improvement projects as directed by the Library Board.

	FY19 Audited	FY20 Audited	FY21 Audited	FY22 Audited	FY23 Budget	FY23 Amended Budget	FY23 As of Jan 31	FY24 Budget
<b>Funds on Hand 5/1*</b>	<b>\$1,727,562</b>	<b>\$1,537,906</b>	<b>\$1,895,491</b>	<b>\$1,895,491</b>	<b>\$1,550,419</b>	<b>\$2,471,607</b>	<b>\$2,471,607</b>	<b>\$2,078,577</b>
<b>Current Revenue</b>								
Tax-Based**	\$4,063,010	\$4,158,792	\$4,260,835	\$4,375,174	\$4,394,900	\$4,394,900	\$4,419,785	\$4,631,204
TIF Payout***	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Revenue	\$82,936	\$72,729	\$90,210	\$161,737	\$58,000	\$58,000	\$133,688	\$78,000
Library Revenue	\$157,169	\$139,846	\$101,646	\$65,582	\$23,000	\$23,000	\$214,816	\$40,500
Transfer from Capital Reserve (Dome)								\$1,200,000
Gifts	\$28,939	\$41,442	\$36,707	\$16,320	\$2,500	\$2,500	\$30,650	\$1,000
Friends of LF Library Grant	\$62,000	\$73,000	\$74,000	\$0	\$60,260	\$60,260	\$25,449	\$0
<b>Total Revenues</b>	<b>\$4,394,054</b>	<b>\$4,485,809</b>	<b>\$4,563,398</b>	<b>\$4,618,813</b>	<b>\$4,538,660</b>	<b>\$4,538,660</b>	<b>\$4,824,389</b>	<b>\$5,950,704</b>
<b>Total Funds Available</b>	<b>\$6,121,616</b>	<b>\$6,023,715</b>	<b>\$6,458,889</b>	<b>\$6,514,304</b>	<b>\$6,089,079</b>	<b>\$7,010,267</b>	<b>\$7,295,995</b>	<b>\$8,029,281</b>
<b>Operating Expenditures</b>								
Personnel Services	\$2,280,743	\$2,357,309	\$2,191,636	\$2,193,050	\$2,746,091	\$2,746,091	\$1,626,792	\$3,071,678
Collections: Print, A/V, E-Resources	\$578,759	\$548,618	\$502,430	\$508,435	\$625,260	\$625,260	\$384,603	\$632,000
Contractual Services	\$217,701	\$231,453	\$250,193	\$278,563	\$351,800	\$316,800	\$245,573	\$329,000
Special Projects	\$83,388	\$60,107	\$293,532	\$150,308	\$82,000	\$82,000	\$0	\$35,000
Programming	\$85,264	\$85,277	\$102,705	\$63,602	\$137,000	\$137,000	\$77,861	\$139,000
Other Expenditures	\$105,719	\$106,835	\$90,049	\$87,225	\$125,864	\$125,864	\$87,660	\$139,900
Building & Grounds	\$148,771	\$160,449	\$199,282	\$242,705	\$268,675	\$338,675	\$248,776	\$304,500
<b>Total Operating Expenditures</b>	<b>\$3,500,345</b>	<b>\$3,550,048</b>	<b>\$3,629,827</b>	<b>\$3,523,888</b>	<b>\$4,336,690</b>	<b>\$4,371,690</b>	<b>\$2,671,264</b>	<b>\$4,651,078</b>
<b>Total Capital and Technology</b>								
Capital Equipment	\$104,056	\$1,073	\$0	\$19,553	\$50,000	\$187,000	\$2,179	\$100,000
Technology Upgrades	\$0	\$0	\$0	\$126,029	\$50,000	\$135,000	\$136,654	\$50,000
Capital Improvements & Dome Project	\$0	\$16,760	\$78,643	\$28,155	\$70,000	\$238,000	\$39,004	\$1,125,000
<b>Total Capital and Technology</b>	<b>\$104,056</b>	<b>\$17,833</b>	<b>\$78,643</b>	<b>\$173,737</b>	<b>\$170,000</b>	<b>\$560,000</b>	<b>\$177,837</b>	<b>\$1,275,000</b>
<b>Total Expenditures</b>	<b>\$3,604,401</b>	<b>\$3,567,881</b>	<b>\$3,708,470</b>	<b>\$3,697,625</b>	<b>\$4,506,690</b>	<b>\$4,931,690</b>	<b>\$2,849,101</b>	<b>\$5,926,078</b>
<b>Difference in Revenues and Expenditures</b>	<b>\$789,653</b>	<b>\$917,928</b>	<b>\$854,928</b>	<b>\$921,188</b>	<b>\$31,970</b>	<b>(\$393,030)</b>	<b>\$1,975,287</b>	<b>\$24,626</b>
<b>Reserve Funds*****</b>	<b>\$2,650,000</b>	<b>\$2,650,000</b>	<b>\$2,650,000</b>	<b>\$2,650,000</b>	<b>\$4,600,000</b>	<b>\$4,600,000</b>	<b>\$4,600,000</b>	<b>\$3,400,000</b>
<b>Funds on Hand</b>	<b>\$1,727,562</b>	<b>\$1,537,906</b>	<b>\$1,895,491</b>	<b>\$1,895,491</b>	<b>\$1,550,419</b>	<b>\$2,471,607</b>	<b>\$2,471,607</b>	<b>\$2,078,577</b>
<b>Total Funds</b>	<b>\$5,167,215</b>	<b>\$5,105,834</b>	<b>\$5,400,419</b>	<b>\$5,466,679</b>	<b>\$6,182,389</b>	<b>\$6,678,577</b>	<b>\$9,046,894</b>	<b>\$5,503,203</b>

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

\*\*Tax Revenue based on 2022 levy of 5% maximum plus growth.

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

\*\*\*\*\*Reserve Funds will be used to fund the repair and restoration of the dome and other significant improvement projects as directed by the Library Board.

**Revenue**

	FY19 Audited	FY20 Audited	FY21 Audited	FY22 Audited	FY23 Budget	FY23 Amended Budget	FY23 As of Jan 31	FY24 Budget
<b>Property Tax Revenue</b>								
Property Tax*	\$4,063,010	\$4,158,792	\$4,260,835	\$4,375,174	\$4,484,592	\$4,484,592	\$4,419,785	\$4,725,718
Reserve for Tax Loss					(\$89,692)	(\$89,692)		(\$94,514)
<b>Total Property Tax</b>	<b>\$4,063,010</b>	<b>\$4,158,792</b>	<b>\$4,260,835</b>	<b>\$4,375,174</b>	<b>\$4,394,900</b>	<b>\$4,394,900</b>	<b>\$4,419,785</b>	<b>\$4,631,204</b>
<b>Laurel &amp; Western TIF Payout**</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Other Revenue</b>								
PP Tax Replacement	\$36,944	\$39,040	\$48,298	\$101,341	\$25,000	\$25,000	\$94,342	\$40,000
Impact Fee	\$21,773	\$9,470	\$17,693	\$31,818	\$5,000	\$5,000	\$10,780	\$10,000
Per Capita Grant	\$24,219	\$24,219	\$24,219	\$28,578	\$28,000	\$28,000	\$28,566	\$28,000
<b>Total Other Revenue</b>	<b>\$82,936</b>	<b>\$72,729</b>	<b>\$90,210</b>	<b>\$161,737</b>	<b>\$58,000</b>	<b>\$58,000</b>	<b>\$133,688</b>	<b>\$78,000</b>
<b>Library Revenue</b>								
Photocopy	\$8,731	\$6,476	\$2,024	\$5,869	\$5,000	\$5,000	\$5,198	\$5,000
Book Rental/Book Bags	\$0	\$0	\$4	\$1,000	\$0	\$0	\$0	\$0
Library Cards	\$279	\$168	\$38	\$0	\$0	\$0	\$0	\$0
Library fines	\$15,772	\$8,959	\$1,715	\$2,895	\$500	\$500	\$2,819	\$500
Interest earned	\$131,744	\$111,477	\$28,464	\$37,505	\$10,000	\$10,000	\$184,284	\$35,000
Other revenues	\$643	\$12,766	\$18,777	\$18,313	\$7,500	\$7,500	\$12,174	\$0
Covid Fema Reimbursement			\$50,624		\$0	\$0	\$10,341	\$0
<b>Total Library Revenue</b>	<b>\$157,169</b>	<b>\$139,846</b>	<b>\$101,646</b>	<b>\$65,582</b>	<b>\$23,000</b>	<b>\$23,000</b>	<b>\$214,816</b>	<b>\$40,500</b>
Friends of LFLibrary Grant	\$62,000	\$73,000	\$74,000	\$0	\$60,260	\$60,260	\$25,449	\$0
Other Gifts & Grant Income****	\$28,939	\$41,442	\$36,707	\$16,320	\$2,500	\$2,500	\$30,650	\$1,000
<b>TOTAL</b>	<b>\$4,394,054</b>	<b>\$4,485,809</b>	<b>\$4,563,398</b>	<b>\$4,618,813</b>	<b>\$4,538,660</b>	<b>\$4,538,660</b>	<b>\$4,824,389</b>	<b>\$4,750,704</b>

\*Tax Revenue based on 2022 levy of 5% maximum plus growth.

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

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



**Expenditure**

		FY19	FY20	FY21	FY22	FY23	FY23	FY23	FY24
	Category	Audited	Audited	Audited	Audited	Budget	Amended Budget	As of Jan 31	Budget
1-Compensation	Salaries/Wages	\$1,704,069	\$1,716,885	\$1,572,140	\$1,628,870	\$1,952,260	\$1,952,260	\$1,227,226	\$2,190,781
	Benefits	\$576,674	\$640,424	\$619,496	\$564,180	\$793,831	\$793,831	\$399,565	\$880,897
2-Material	Print, Audiovisual, and Electronic Media	\$578,759	\$548,618	\$502,430	\$508,435	\$625,260	\$625,260	\$384,603	\$632,000
3-Others	Contractual Services	\$217,701	\$231,453	\$250,193	\$278,563	\$351,800	\$316,800	\$245,573	\$329,000
	Special Projects	\$83,388	\$60,107	\$293,532	\$150,308	\$82,000	\$82,000	\$0	\$25,000
	Programming	\$85,264	\$85,277	\$102,705	\$63,602	\$137,000	\$137,000	\$77,861	\$153,000
	Other Expenses	\$105,719	\$106,835	\$90,049	\$87,225	\$125,864	\$125,864	\$87,660	\$135,900
4-Building Maintenance	Building Maintenance	\$148,771	\$160,449	\$199,282	\$242,705	\$268,675	\$338,675	\$248,776	\$304,500
	<b>Sub-Total</b>	<b>\$3,500,345</b>	<b>\$3,550,048</b>	<b>\$3,629,827</b>	<b>\$3,523,888</b>	<b>\$4,336,690</b>	<b>\$4,371,690</b>	<b>\$2,671,264</b>	<b>\$4,651,078</b>
	<b>Capital Expenditures</b>								
	Capital Equipment	\$104,056	\$1,073	\$0	\$19,553	\$50,000	\$187,000	\$2,179	\$50,000
	Technology Upgrades				\$126,029	\$50,000	\$135,000	\$136,654	\$50,000
	Capital Improvement & Dome Project	\$0	\$16,760	\$78,643	\$28,155	\$70,000	\$238,000	\$39,004	\$1,175,000
	<b>Sub-Total</b>	<b>\$104,056</b>	<b>\$17,833</b>	<b>\$78,643</b>	<b>\$173,737</b>	<b>\$170,000</b>	<b>\$560,000</b>	<b>\$177,837</b>	<b>\$1,275,000</b>
	<b>Total</b>	<b>\$3,604,401</b>	<b>\$3,567,881</b>	<b>\$3,708,470</b>	<b>\$3,697,625</b>	<b>\$4,506,690</b>	<b>\$4,931,690</b>	<b>\$2,849,101</b>	<b>\$5,926,078</b>

**Compensation**

	<b>FY19 Audited</b>	<b>FY20 Audited</b>	<b>FY21 Audited</b>	<b>FY22 Audited</b>	<b>FY23 Budget</b>	<b>FY23 Amended Budget</b>	<b>FY23 As of Jan 31</b>	<b>FY24 Budget</b>
<b>Current Employees</b>								
Full Time Equivalent	31	31	32	28	30	30	31	31
Salaries & Wages	\$1,689,085	\$1,709,540	\$1,572,140	\$1,628,870	\$1,952,260	\$1,952,260	\$1,227,226	\$2,190,781
Longevity	\$14,984	\$7,345	\$0	\$0			\$0	\$0
<b>Sub-Total</b>	<b>\$1,704,069</b>	<b>\$1,716,885</b>	<b>\$1,572,140</b>	<b>\$1,628,870</b>	<b>\$1,952,260</b>	<b>\$1,952,260</b>	<b>\$1,227,226</b>	<b>\$2,190,781</b>
<b>Benefits</b>								
IMRF	\$147,509	\$143,960	\$161,309	\$139,094	\$200,081	\$200,081	\$80,305	\$218,522
Social Security	\$128,031	\$128,006	\$116,914	\$121,691	\$149,026	\$149,026	\$91,771	\$190,893
Worker's Compensation*	\$976	\$5,159	\$4,775	\$5,737	\$7,500	\$7,500	\$1,905	\$7,875
Insurance, Life	\$1,955	\$2,163	\$2,059	\$1,790	\$2,963	\$2,963	\$1,445	\$3,086
Insurance, Medical	\$283,878	\$345,220	\$319,107	\$281,427	\$412,410	\$412,410	\$214,072	\$438,238
Insurance, Dental	\$10,786	\$12,599	\$11,808	\$11,056	\$15,251	\$15,251	\$8,757	\$15,483
Insurance, Unemployment			\$864	\$0	\$2,000	\$2,000		\$2,000
Flexi-Benefits	\$3,539	\$3,317	\$2,660	\$3,385	\$4,600	\$4,600	\$1,310	\$4,800
<b>Sub-Total</b>	<b>\$576,674</b>	<b>\$640,424</b>	<b>\$619,496</b>	<b>\$564,180</b>	<b>\$793,831</b>	<b>\$793,831</b>	<b>\$399,565</b>	<b>\$880,897</b>
<b>GRAND TOTAL</b>	<b>\$2,280,743</b>	<b>\$2,357,309</b>	<b>\$2,191,636</b>	<b>\$2,193,050</b>	<b>\$2,746,091</b>	<b>\$2,746,091</b>	<b>\$1,626,792</b>	<b>\$3,071,678</b>

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

\*Premium plus allowance for year end audit results.

## **Materials**

<b>Item</b>	<b>FY19 Audited</b>	<b>FY20 Audited</b>	<b>FY21 Audited</b>	<b>FY22 Audited</b>	<b>FY23 Budget</b>	<b>FY23 Amended Budget</b>	<b>FY23 As of Jan 31</b>	<b>FY24 Budget</b>
Print	\$267,173	\$208,672	\$170,398	\$214,172	\$233,900	\$233,900	\$131,860	\$235,000
Nonprint	\$219,307	\$266,885	\$261,816	\$229,484	\$295,060	\$295,060	\$204,759	\$300,000
Audiovisual	\$92,279	\$73,061	\$70,216	\$64,779	\$96,300	\$96,300	\$47,984	\$97,000
<b>Total</b>	<b>\$578,759</b>	<b>\$548,618</b>	<b>\$502,430</b>	<b>\$508,435</b>	<b>\$625,260</b>	<b>\$625,260</b>	<b>\$384,603</b>	<b>\$632,000</b>

ISL recommended materials budget is 8-12% of operating budget; currently proposed is 13.59%.

Additional materials purchased with grant funds may not be reflected herein.

Cancellation of print reference resources.

## Others

Item	FY19 Audited	FY20 Audited	FY21 Audited	FY22 Audited	FY23 Budget	FY23 Amended Budget	FY23 As of Jan 31	FY24 Budget
<b>Contractual Services</b>	\$217,701	\$231,453	\$250,193	\$278,563	\$351,800	\$316,800	\$245,573	\$329,000
<b>Special Projects</b>	\$83,388	\$60,107	\$293,532	\$150,308	\$82,000	\$82,000	\$0	\$35,000
<b>Programming</b>								
Total Department Programming	\$52,976	\$58,275	\$52,968	\$41,728	\$60,000	\$60,000	\$56,555	\$84,000
Programming - Comm	\$18,570	\$20,103	\$42,018	\$21,874	\$27,000	\$27,000	\$21,306	\$40,000
Programming - Support	\$13,718	\$6,899	\$7,719	\$0	\$15,000	\$15,000	\$0	\$15,000
Programing - Signature Programs**					\$35,000	\$35,000	\$0	\$0
<b>Total</b>	<b>\$85,264</b>	<b>\$85,277</b>	<b>\$102,705</b>	<b>\$63,602</b>	<b>\$137,000</b>	<b>\$137,000</b>	<b>\$77,861</b>	<b>\$503,000</b>
<b>Other Expenses</b>								
Administrative Services	\$24,996	\$24,526	\$25,139	\$25,767	\$26,401	\$26,401	\$31,629	\$29,500
Art Work (purchased)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Audit	\$6,785	\$6,995	\$7,205	\$7,205	\$7,725	\$7,725	\$7,400	\$9,000
Auto Allowance***	\$1,383	\$632	\$440	\$0	\$0	\$0	\$0	\$0
Binding	\$1,027	\$167	\$0	\$0	\$0	\$0	\$0	\$0
Insurance, D & O Liability	\$3,372	\$6,540	\$4,890	\$7,278	\$8,000	\$8,000	\$6,194	\$8,800
Legal	\$11,760	\$1,168	\$1,350	\$3,825	\$10,000	\$10,000	\$3,488	\$20,000
Maintenance of Equipment	\$2,018	\$6,735	\$0	\$0	\$0	\$0	\$0	\$0
Meetings Expense	\$592	\$1,130	\$121	\$0	\$2,500	\$2,500	\$606	\$2,500
Membership Dues	\$7,506	\$7,449	\$7,367	\$8,306	\$9,000	\$9,000	\$7,769	\$11,000
Office Supplies	\$17,889	\$24,376	\$28,240	\$4,551	\$26,875	\$26,875	\$6,001	\$15,000
Online Banking Fee (fine)	\$585	\$495	\$669	\$1,590	\$1,500	\$1,500	\$1,118	\$1,650
Personnel Recruitment (background checks)	\$507	\$617	\$170	\$563	\$500	\$500	\$286	\$700
Postage	\$4,374	\$5,219	\$2,899	\$4,348	\$6,150	\$6,150	\$3,998	\$6,500
Professional Development****	\$11,106	\$12,162	\$6,061	\$16,282	\$15,000	\$15,000	\$14,828	\$23,000
Telephone	\$6,602	\$5,177	\$5,498	\$6,429	\$8,713	\$8,713	\$2,448	\$8,750
Vending/events	\$5,217	\$3,447	\$0	\$1,080	\$3,500	\$3,500	\$1,897	\$3,500
<b>Total</b>	<b>\$105,719</b>	<b>\$106,835</b>	<b>\$90,049</b>	<b>\$87,225</b>	<b>\$125,864</b>	<b>\$125,864</b>	<b>\$87,660</b>	<b>\$139,900</b>
<b>Total Other Expend</b>	<b>\$492,072</b>	<b>\$483,672</b>	<b>\$736,479</b>	<b>\$579,698</b>	<b>\$696,664</b>	<b>\$661,664</b>	<b>\$411,094</b>	<b>\$642,900</b>

\*\*Prior to FY2023 these costs were part of the general programming line.

\*\*\*amended FY2021

\*\*\*PLA Conference (biannual) and Online Module Training

## Library Contractual Service

Item	FY19	FY20	FY21	FY22	FY23	FY23	FY23	FY24
	Audited	Audited	Audited	Audited	Budget	Amended Budget	As of Jan 31	Budget
CCS (Integrated Library System)	\$67,426	\$65,646	\$62,515	\$76,709	\$76,400	\$76,400	\$68,797	\$84,000
CIT Computer Equipment Lease	\$37,377	\$42,645	\$41,770	\$35,078	\$50,000	\$15,000	\$9,340	\$0
LAN, WAV, and Support (MSP)	\$71,230	\$78,251	\$100,374	\$91,184	\$103,000	\$103,000	\$81,085	\$120,000
EZ Proxy & Collection HQ	\$9,414	\$10,900	\$5,436	\$750	\$4,000	\$10,000	\$4,420	\$10,000
Bibliotheca				\$0	\$25,000	\$25,000	\$24,041	\$25,000
Online/Internet (fiber)	\$7,199	\$8,441	\$10,930	\$22,117	\$20,000	\$20,000	\$16,899	\$25,000
Other: equipment, copiers,Technology DVD2G0, misc.	\$25,055	\$23,720	\$29,168	\$34,546	\$50,000	\$40,000	\$20,239	\$35,000
Other: Web Calendar Subscription & web hosting and maintenance		\$1,850	\$0	\$18,179	\$23,400	\$27,400	\$20,751	\$30,000
<b>Total</b>	<b>\$217,701</b>	<b>\$231,453</b>	<b>\$250,193</b>	<b>\$278,563</b>	<b>\$351,800</b>	<b>\$316,800</b>	<b>\$245,573</b>	<b>\$329,000</b>

OCLC: Online Computer Library Center

RAILS: Reaching Across Illinois Library System

ISL: Illinois State Library

Online: (website hosting and related online database expenses)

CCS: Cooperative Computer Services, ILS consortium

LAN: Local Area Network: based on

FY20 estimated actual; Computer View manages LAN and wireless;

Other: based on FY20 estimated actual and move to LibraryMarket for web support & calendar

Other: equipment include copier contract  
Computer Equipment Lease (CIT Finance):  
Contract finished

## Building Maintenance

Item	FY19 Audited	FY20 Audited	FY21 Audited	FY22 Audited	FY23 Budget	FY23 Amended Budget	FY23 As of Jan 31	FY24 Budget
Janitorial Supplies	\$18,715	\$20,349	\$38,508	\$16,839	\$32,800	\$32,800	\$9,436	\$25,000
Custodial Services		\$31,809	\$34,408	\$40,752	\$45,000	\$45,000	\$28,234	\$45,000
Contractual Services	\$12,271	\$11,516	\$12,332	\$7,200	\$22,550	\$22,550	\$8,150	\$25,000
Insurance (liability)	\$28,974	\$33,783	\$36,776	\$31,617	\$45,000	\$45,000	\$34,934	\$49,500
Building Maintenance	\$26,881	\$41,822	\$1,424	\$80,602	\$40,000	\$40,000	\$42,629	\$60,000
Equipment Maintenance	\$23,808	(\$5,023)	\$51,408	\$28,915	\$40,000	\$110,000	\$92,053	\$50,000
Grounds Maintenance	\$31,081	\$19,475	\$16,664	\$28,924	\$34,100	\$34,100	\$28,106	\$40,000
Water	\$7,041	\$6,718	\$7,762	\$7,856	\$9,225	\$9,225	\$5,234	\$10,000
<b>Total</b>	<b>\$148,771</b>	<b>\$160,449</b>	<b>\$199,282</b>	<b>\$242,705</b>	<b>\$268,675</b>	<b>\$338,675</b>	<b>\$248,776</b>	<b>\$304,500</b>

## Lake Forest Library Strategic Planning – 2/14/23 Meeting

The last Library Strategic Plan was adopted at the 3/9/2021 board meeting. It built upon the previous 2017-2019 Plan, which was apparently stretched to 2020. It anticipated that the Library Capital Improvement Project would be completed in 2023, which drove 5 principal goals:

- 1 – Enhance the user experience
- 2 - Ensure access to technology and related educational opportunities
- 3 – Improve Library spaces to ensure accessibility and desired functionality
- 4 – Enhance awareness of the Library’s role as a community connector
- 5 – Invest in Library Employees

The foundation for the 2017-19 plan was social/consumer research. It was conducted during the spring of 2017. A community needs assessment to solicit community feedback and evaluate trends regarding current and future uses of the library was performed. This process included a community survey, series of focus groups with library stakeholders, and conversations with library administration and the Board of Trustees.

Given that the current Plan matures about the end of 2023 and that significant capital improvements will be undertaken this year, it may be time to obtain updated consumer research feedback, solicit professional input regarding library trends and emerging technologies with other opportunities.

We might also discuss a Capital Reserve Study, focused on equipment life (eg., HVAC, plumbing and lighting). We might also review the most recent space planning and utilization.

May I also encourage discussion about establishing an expanded ad hoc or standing board committee – consisting of 2 board members and a few area residents drawn from the library profession, Friends of the Library and educational institutions.

Subsequently, a recommended plan could be developed and presented to the board at the May meeting.

Respectfully submitted,

Bob Shaw

Member Strategic Planning Committee (aka Long Range Planning Committee)

2/5/23 rgs

**TO: BOARD OF DIRECTORS OF LAKE FOREST LIBRARY**  
**FROM: Rommy Lopat, 410 E. Woodland Rd, Lake Forest**  
**DATE: 12 December 2022**

As a taxpayer in the City of Lake Forest, I urge the Lake Forest Library to use its powers and resources to obtain the Parking Area which was promised to it beginning in 2017 by the City of Lake Forest and a local Developer in their 2017 Master Plan, their 2018 Purchase & Sale Agreement [PSA], and in a Planned Development approved for Phase 2 of condominiums proposed and already built adjacent to the Library.

As you know, the City has agreed to enter into a Settlement agreement adopting a new Planned Development for a Phase 3 Condo to be built on city-owned land located immediately north of the Library. The Settlement would end a lawsuit brought by 361 Westminster LLC against the City regarding Phase 3.

Unfortunately, the Board and the public officially learned only during the October 17, 2022 City Council meeting that the Settlement deleted "Part III Section 4G Improvement and Conveyance of the Parking Area." When questioned by Alderman Buschmann based on my submitted research it was revealed by the City that the obscure reference deleted the long-standing commitment of eight designed and constructed parking spaces promised to the Library in 2017, along with public open space. This land will presumably be returned to the Developer or the homeowners' association of Condo 2.

Upon publicly learning of the possible parking spaces' deletion at City Council and after considering the issue as a group, the Library Board wrote a letter of objection to the City. Library Board President Johnson testified about the negative impacts to the Plan Commission and the HPC. While Mr. Johnson did not verbally testify at the December 5, 2022 City Council meeting, the Board's previous letter was made part of the City Council packet/record, according to Ms. Czerniak, so the City Council should have been fully aware of the Board's concerns. Alderman Buschmann read an excerpt from the Library's letter and asked if the City staff had responded. It had not. The City staff also implied there would be no need to respond if the City Council would vote for the Settlement, but that "the Library had been involved all along..."

I find Ms. Czerniak's remark to the City Council to be outrageous because it implied that the ever-changing Library Board as a group somehow concurred "all along" with all the City's plans for Condo 2, the acquisition of the Church property by the Developer, and various plans for a new condominium 2 or 3 to be constructed just feet from the Library's fence. Nonetheless, **I believe the Settlement cannot exclude the Library's promised parking because it was conditioned not on Condo 3, but on the completion of the Phase 2 Condo, and Phase 2 has been constructed and occupied for almost two years.**

In my opinion, the Library has an excellent case to make to the City Council:

- 1) The Library is an adjoining neighbor to Phases [Condos] 1, 2, and a future 3. The developer's and the Library's property line is contiguous, so the Library (a unit of government quasi-independent of the City) has standing in this land use matter. As I understand it, the Library may also be an intended third-party beneficiary of the PSA



and has relied in architectural renderings on the PSA's promise of parking and a pedestrian path through the Planned Development out to Westminster.

- 2) In January 2016 the City Council approved a Policy for the Acquisition ...Sale...Retention of Public Property.<sup>1</sup> The Policy states that "adjoining property owners shall be sent by certified mail a Notice of Intent to sell surplus property...which shall inform the adjoining owners of the density and type of development that may occur...When the land is not readily marketable because of its odd shape, lack of area, is landlocked, or lacking in sales potential...[then] property may be sold by taking offers or by negotiation with adjoining landowners." Did the Library receive these notices and offers to purchase the south city parcel (361 Westminster)? Did the Library Board consider the offer and respond in writing?
- 3) The PSA, a contract executed in 2018 between the City and the Developer<sup>2</sup>, concerned the purchase of a City-owned parcel of land, "the south City parcel," on which a new condominium, "Phase 3," would be built. The purchase was contingent on the Developer meeting certain standards, obligations, and approvals of "all of the [City's] requisite regulatory agencies" governing the design and construction of Condo 3 in the City Code, but it also contained another condition (this was the one deleted in the Settlement):

***"Section 4) DEVELOPMENT CONDITIONS. G) Improvement and Conveyance of the Parking Area. ...Developer shall be required to design and construct, without cost to the City or the Lake Forest Library, the Parking Area. The design of the Parking Area shall be as set forth in Final PUD Plans approved by the City. No later than the earlier of (i) May 31, 2020 and (ii) the issuance of a certificate of occupancy for the second [Phase II] multi-family building within the Development, the Developer shall:***

- i) Cause the Parking Area to be completed...[with] asphalt or comparable surface, which improvements shall be sufficient for eight parking spaces and shall include striping of the eight new spaces.***
- ii) Convey fee simple title to the City without cost or expense..."***

It appears that the parking should have been conveyed to the Library by May, 2020.

- 4) The 2017 Master Plan diagram guiding the siting of the Developer's condominiums [Phase 1, 2 and 3] clearly shows that Parking will be conveyed to the Library [it

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<sup>1</sup> The Policy also contained a policy on "strategic properties" for land acquisitions by the City. Acquisitions should be prioritized for "transitional properties between two distinct areas which have the potential to be 'additive', enhancing the surrounding uses or a 'detractor,' having the potential for a negative impact of surrounding and established uses." In this case, the City already owned the transitional, strategic property to the north of the Library, now approved for Condo 3. City Council Resolution 2016-03 states that the area between Westminster and Illinois Roads, east of McKinley, was "identified as a strategic area."

<sup>2</sup> The developer [plaintiff] has worked under various corporate names: 751 McKinley LLC, 711 McKinley LLC, 361 Westminster LLC, and 705 N. McKinley Development LLC. In this letter, we refer to all of them as Developer.

states, “Convey to Library”, not “Convey to City”), along with Open Space for passive use by the public and Library events. The City staff and Developer reminded the requisite regulatory agencies (Plan Commission, Historic Preservation Commission, City Council) of this commitment at virtually every meeting for the last five years.

- 5) A pedestrian path from Westminster, which would imply the construction of a new fence, a new gate, and new landscaping between the two properties, has also been discussed over the years, but its fate is currently unknown. I hope that the Library Board will resolve its future as well.
- 6) The 2017 City Council Resolution approving the Master Plan included Exhibit E: Terms for Land Swap which was the basis for the PSA. It clearly stated that the purpose of the land swap of city-owned land [the “south City lot” and valuable [\$500,000] consideration (“such as when approved by normal City land use and other review and approval procedures”) will “result in eight parking spaces along the north boundary of the Library Parcel.” The Resolution also established an open space area adjacent to the parking spaces available for passive public use.
- 7) On April 1, 2019, the City Council approved with no discussion the much-enlarged 2<sup>nd</sup> Phase of the McKinley project as part of the larger Planned Development in its Omnibus vote. Condo 2 was enlarged after the “City urged” purchase of the rectory owned by the Church of the Covenants. The Phase 2 project was completed in February 2021 and a certificate of occupancy was also approved in 2021.

The obligation to provide Library parking was not tied to the possible future development of Phase 3. The 2018 obligation for Parking was tied instead to the completion of Condo 2 which is located on a land parcel adjoining the Library to its northwest, fronting McKinley Road.

- 8) Despite the land for the Library’s parking becoming available because construction of Phase 2 had been completed in early 2021, the Developer did not design, construct or convey the deed to the Parking Area to the Lake Forest Library as agreed.
- 9) The PSA was confidential until revealed by the Developer’s lawsuit against the City in 2021. However, the Library believed the promises of the City and Developer in the 2017 Master Plan and subsequent Final Planned Development petition for Phase 2 and proceeded to make necessary and important plans to improve and expand the Library and its roadway and parking system. The new northerly property line created by the addition of the new Parking Area is vital to the Library’s future. It is widely recognized that the library property is extremely constrained. Indeed, the Library property is so restricted that one alternative expansion rendering created by HGA Architects for the Library showed the Library’s north roadway literally running through the ground floor of the building. There is no other option but this for the Library to increase its parking on site or to reconfigure the roadway. If it had to buy more property off-site, it would be at a significant cost to the taxpayers of Lake Forest.

10) In its October 2021 lawsuit, the Developer stipulated (#46, p 6) that it agreed to design and construct a parking area for the City library located adjacent to 361 E Westminster and convey that land to the Library ["City"] for no additional expense.

I contend that the City and the Developer should not have unilaterally excluded the promise of parking for the Library to solve their lawsuit, and that they are obligated to fulfill their commitment to the Lake Forest Library. I think it is in the public's interest and your fiduciary responsibility to residents that you strongly argue in a letter<sup>3</sup> to and dialogue with the City of Lake Forest that the exclusion of parking in the Settlement be reversed and the long-standing obligation for parking, a pedestrian path with gate, fence and landscaping, and open space available to the public (ie Library patrons) be reinstated immediately.

Thank you for your consideration of this important matter.

Rommy Lopat, 410 E Woodland Rd, Lake Forest

Attachments:

Master Plan as approved by Plan Commission 12/2016

Master Plan as approved by City Council 1/2017

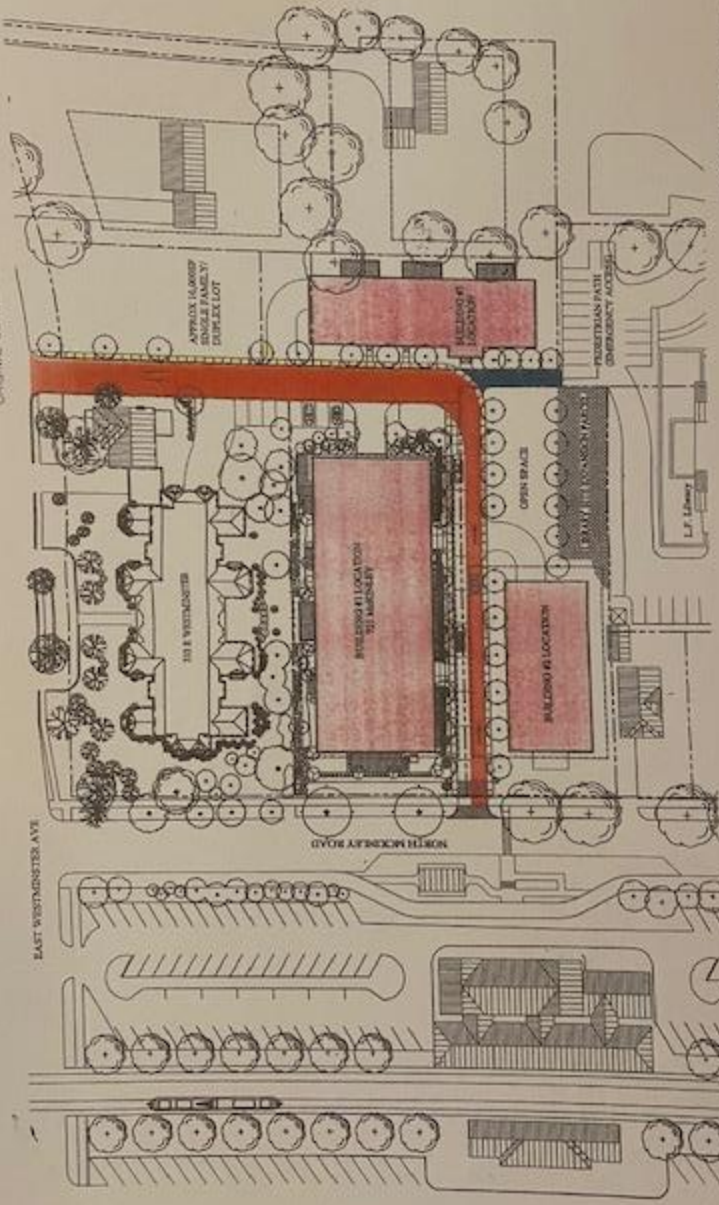
Master Plan as approved via Settlement 12/2022

Addendum: Start of Library-Centric Chronology of CoLF Reviews 2011-2022

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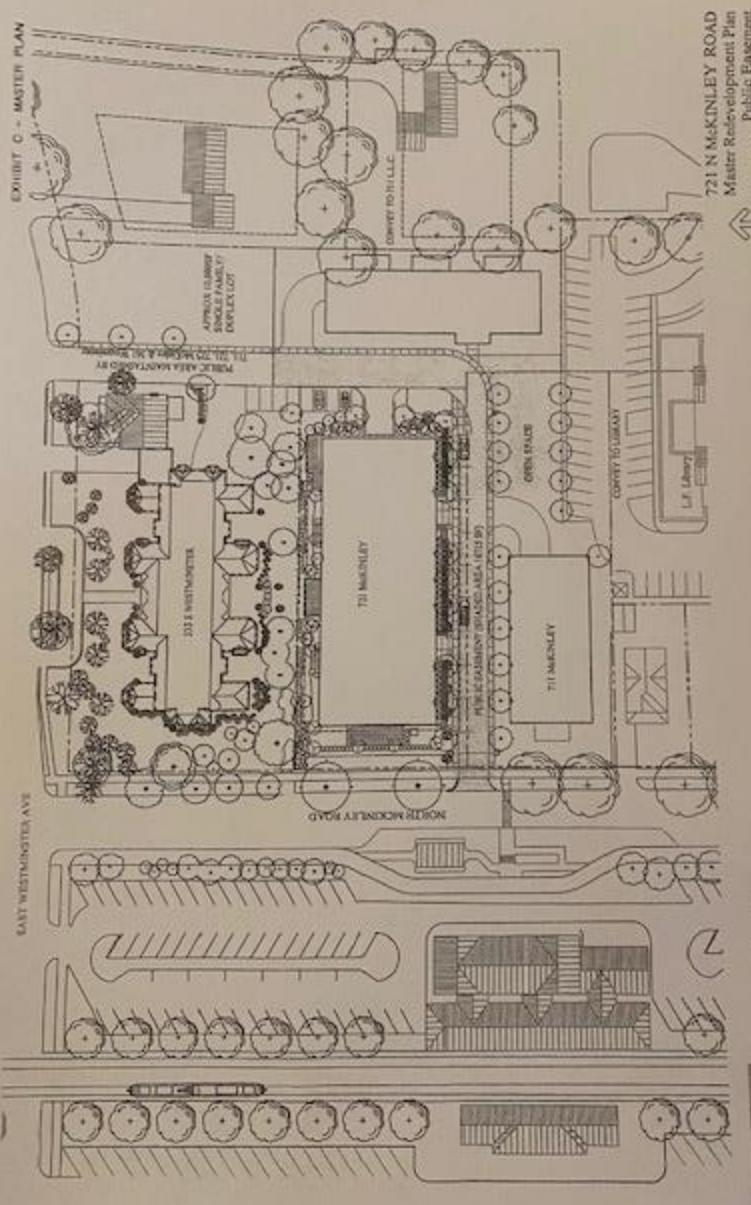
<sup>3</sup> If deterred by the City, as a separate unit of local government and through its powers in the City Code, the Library has the option to sue the City of Lake Forest under the Illinois Administrative Review Act within 35 days of the City Council's final administrative decision (December 5, 2022).

ORIGINAL CONCEPTUAL MASTER PLAN - 2016



721 N MCKINLEY ROAD  
Master Redevelopment Plan  
December 8, 2011  
SCALE 1" = 40'

W  
Witner & Associates  
Architecture and Interior Design  
witnerassociates.com



721 N MCKINLEY ROAD  
 Master Redevelopment Plan  
 Public Engagement  
 January 1, 2017  
 10:47:18  
 PAGE 13 OF 18

APPROVED MASTER PLAN  
 JAN 2017

Winters & Associates  
 Architects and Landscape Design  
 wintersandassociates.com



THIS INSTRUMENT, HEREBY, ACCORDS TO THE PART THEREOF RECORDED AUGUST 1, 1934 DOCUMENT  
NUMBER 1 IN LAKE COUNTY, ILLINOIS.

18 North 1st Street, Mt. Vernon, Ill.

**PARCEL 1**

LOTS 1 AND 2 OF MARION SUBDIVISION, BEING A RECONSTRUCTION OF THE WESTERLY HALF OF LOT 14  
OF ORIGINAL LAKE FOREST, BEING IN THE NORTHWEST QUARTER OF THE NORTHWEST 1/4 OF SECTION 36,  
TOWNSHIP 44 NORTH, RANGE 11 EAST, COUNTY OF LAKE, ILLINOIS, ACCORDING TO THE  
PLAN THEREOF RECORDED DECEMBER 22, 1928, AND DOCUMENT 11864, ALSO TO BEHOLD THE EAST 1/2  
WEST OF AND INCLUDING BEND LOTS 1 AND 2, IN LAKE COUNTY, ILLINOIS.

**PARCEL 2**

LOT 4 EXCEPT THE EASTERN HALF THEREOF IN A. HARRIS SUBDIVISION OF LOTS 11 AND 12  
OF LOT 130 AND 1/4 OF LAKE FOREST IN THE NORTH 1/2 OF SECTION 36, TOWNSHIP 44 NORTH, RANGE 11  
EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAN OF A. HARRIS, SUBMITT ELECTRIC  
INDUSTRIAL COMPANY, INC., IN SUBDIVISION NUMBER 11864, ILLINOIS.

**TOWNSHIP 44 NORTH**

BEING IN THE WESTERLY PART OF CONGRESSIONAL ACQUISITION OF PART OF LOT 14 IN LAKE  
FOREST, BEING IN THE NORTHWEST QUARTER OF SECTION 36, TOWNSHIP 44 NORTH, RANGE 11  
EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PART THEREOF RECORDED JUNE 24, 1917 AS DOCUMENT 40749, IN LAKE  
COUNTY, ILLINOIS.



CHICAGO AND NORTHWESTERN RAILWAY COMPANY

## **ADDENDUM:**

Below is a start of chronological “forensics” of how the Library and the City “negotiated” for how the highly constrained northside of the Library would be designed in the future. It is recommended that the Library Board continue this effort back to 2011 to understand how its dependence on the City to negotiate on its behalf on any matter led to an unwelcome outcome in this case and how the Library Board can avoid similar misunderstandings of the roles of each entity in the future.

**A) 2011 Cultural Corridor Task Force.** Among its recommendations were:

- pursue a joint use agreement between the Library and the Church of the Covenants
- establish east/west boulevard type space [north of the Library] to support residential development and improved access to the Library [from Market Square and the Train Station]
- create community greenspace north of the Library
- improve Library parking and circulation.

**B) In September 2016, Library Board President Lynn Casper testified to the Plan Commission.** “She stated that the Board would like to go on record with a request that the Library be provided with access to a minimum of 15 parking spaces behind the Library...She noted that the City has been aware of limited parking in this area for many years noting that several years ago the City approached the Church to discuss the possibility of sharing the Church parking lot but learned that was not an option...”

**C) On November 8, 2016 the Library Board** learned that “Ms. Lemmer met with Bob Kiely and Cathy Czerniak on November 7<sup>th</sup>. The City understands the importance of parking and traffic and wants the library board to be happy. City property could be swapped to push library property further north. There are no specific plans for the 2<sup>nd</sup> and 3<sup>rd</sup> buildings.”

**D) On December 14, 2016, developer Witmer told the Plan Commission** that the Library expansion parcel will be deeded over to the Library for parking and circulation improvements. He clarified the boundaries of the area that will be added to the Library site and the area intended as a common open space...Witmer stated that room for approximately 15 to 18 spaces will be able to be added to the Library site depending upon the desires of the Library...Ms. Czerniak confirmed that the Library could choose not to add parking and preserve the area as open space.” The Plan Commission approved the Master Plan (diagram shows parking “convey to Library” and “open space”) but included no specific conditions regarding the Library or its parking in its approval.

**From:** [John Johnson](#)

**Sent:** Tuesday, January 17, 2023 3:16 PM

**To:** [David Seleb](#)

**Cc:** [mritzman@psnrb.com](mailto:mritzman@psnrb.com)

**Subject:** Legal Opinion Regarding Settlement

See Mark's Legal comments below in bold blue:

**Per our discussion this morning, the Library is a third party beneficiary to the PSA.**

**However, that does not necessarily entitle us to legal recovery of the parking spaces. In brief, and as applied to our situation, Illinois case law is instructive:**

- **Contracting parties have the power to modify or discharge a third-party beneficiary's rights without the beneficiary's consent and may do so at any time until the beneficiary's rights have vested. *Olson v. Etheridge*, 177 Ill.2d 396, 686 N.E.2d 563, 569 – 570, 226 Ill.Dec. 780 (1997).**
- **Under the *Olson* rule, a third-party beneficiary's rights vest when the beneficiary, without notice of any prior modification or discharge, (a) materially changes position in justifiable reliance on the promise, (b) brings suit on the promise, or (c) manifests assent to the promise at the request of the promisor or promisee.**
- **The rationale underlying this vesting rule is that "parties to a contract should remain free to amend or rescind their agreement so long as there is no detriment to a third party who has provided no consideration for the benefit received." 686 N.E.2d at 569, quoting *Board of Education of Community School District No. 220 v. Village of Hoffman Estates*, 126 Ill.App.3d 625, 467 N.E.2d 1064, 1067, 81 Ill.Dec. 942 (1st Dist. 1984)**

**The *Olson* view is consistent with the Restatement (Second) of Contracts, §311 (1981). Thus, unless we have materially changed our position in reliance upon the promise of the parking spaces listed in the PSA, recovery as a third party beneficiary will be difficult.**

**Based on our discussion, I don't think we have materially changed our position in reliance upon the promise of the parking spaces.**

We are all disappointed in the Settlement Agreement but it is time to move ahead with our planning.

jj

John F Johnson (cell: 847-899-2375)

President, Lake Forest Library Board of Trustees

Bcc: OMA Trustees



## Library Operations Report February 14, 2023 Board Meeting

This month’s Operations Report includes selected statistics from November 2022. In the March Operations Report, I will include statistics for December 2022, January 2023, and any for February 2023 that might be available when the board packet is assembled.

David

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### November 2022 Selected Statistics

- 12,141 Library Visits
- 563 Offsite Engagements
- 18,773 physical items circulated compared to 22,185 in November 2021.
- 6,054 e-Media resources circulated compared to 5,806 in November 2021.
- 8,445 database uses were recorded. The most used were S&P Net Advantage, ValueLine, EBSCO, AtoZ Database, and the World Book Encyclopedia.
- 921 participants attended 53 active programs and 1,777 participants attended 11 passive, asynchronous programs and activities.
- 122 e-tutorial or Tech Help sessions were conducted for patrons.
- 3,593 reference, information, and readers’ advisory questions were answered.
- 30 Media Lab sessions were reserved.
- 27,024 Wi-Fi sessions were recorded.
- 94 library cards were registered or renewed.
- 774 items were added to the collection.

### November 2022 Selected Program Statistics\*

	Number of Programs	Participants
Active Adult	22	239
Active Teen	4	13
Active Children (ages 0–5)	19	544
Active Children (ages 6–11)	8	125
<b>Total Active</b>	<b>53</b>	<b>921</b>
Passive Adult	2	207
Passive Teen	4	78
Passive Children (ages 0–5)	3	1352
Passive Children (ages 6–11)	2	140
<b>Total Passive</b>	<b>11</b>	<b>1777</b>

*\*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).*

## Gifts to the Library

The Larry and Dawn Neal Charitable Fund gave a \$250.00 unrestricted gift to the library. The Library Foundation received several financial gifts in January all of which we have reported to the organization.

## DECEMBER PROGRAM AND COLLECTIONS NEWS YA Programs and Services

### Children's Programs and Services

The Children's Library rang in the Year of the Rabbit with a special Chinese New Year storytime, paper lantern craft, and more!



Fiero Coding is for children ages 8-10 to learn how to code and create cool projects using tablets, block coding, Makey Makey invention kits, Sphero Minis, and more!



## Adult Services

**Personnel:** In January, the Adult Service Department welcomed our new full-time Adult Services Librarian II, Lydia Frank. Lydia has a master's degree in Library and Information Science from the University of Illinois and has most recently been working in Ogden, Utah. Among her new responsibilities, Lydia will be helping with the Read Between the Ravines upcoming April events.

**Programming:** We had several successful programs this month including an in-person Agatha Christie reenactment for an at-capacity audience of mystery lovers. Online, we ended the month with a Zoom presentation by Leslie Goddard called *The Sweet Candy History of Chicago* with over 65 in virtual attendance.

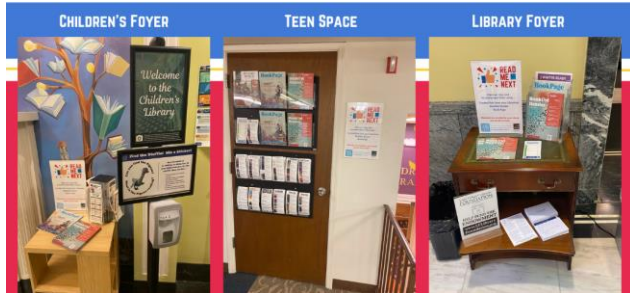


Our Winter Reading program is just finishing, and we are amid our Blind Date with a Book event, which fittingly wraps up on Valentine's Day. The January book discussion had record attendance and a lively discussion of *Edith: The Rogue Rockefeller McCormick*. The Lake Forest connection of the subject added to the enthusiastic discussion.

The Grab 'n Go kits continue to be very much in demand. The teacup bird feeders were especially popular and generated positive patron feedback.

Planning for spring programs has wrapped up, and spring newsletter writing and editing has concluded. The first two Summer Reading planning meetings were productive, and we are looking forward to having "Buckets of Fun" all summer and celebrating the library's 125<sup>th</sup> birthday.

**Collections:** Resources especially for readers added this month include *Booklist Reader* in print and online, a giveaway magazine from the creators of *Booklist* magazine, which includes quality book and audiobook recommendations and more for readers of all ages. Copies are available for patrons to take from three new "Read Me Next" displays created by the Communications Team in the Library, along with copies of *Book Page*. We have also set up new online access to *Book Page*. Finally, we also added *Booklist Online*, a professional review journal of best books for libraries, supplementing our print subscription, simplifying access for librarians, and making it available to our patrons online, too. Online access for these new resources is available on the "Get Reading Recommendations" page of the website, [www.lakeforestlibrary.org/rec](http://www.lakeforestlibrary.org/rec).



**Lifelong Learning:** The library purchased its first 3D Printer in January. In-library 3D modeling and CAD programs for adults will begin in April. Youth programs to follow.

### **Community Partnerships:**

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 30 planned programs in 2023. The Native Voices website, listing events and activities, is at: [Native Voices | Lake Forest Open Lands \(Ifola.org\)](https://www.ifola.org/). The Director of Patron Services attended the most recent meeting with community *Native Voices* participants via Zoom on January 11<sup>th</sup>.

Library representatives attended the Community Coalition's quarterly meeting and the Chamber of Commerce Breakfast featuring the City Managers of Lake Forest and Lake Bluff.

The Children's Library staff visited five preschools (Little Scouts, Gorton, St Mary, Episcopal, and First Presbyterian) in January and hosted thirteen Storytimes.

### **FACILITIES PROJECTS**

On January 06, 09 and 10, 2023 Hill Mechanical responded for emergency service to the condensate pumps attached to the boilers. The service solved water flow into the unfinished basement storage area and identified malfunctioning elements of the condensate pumps (float assemblies). The float repairs were ordered at \$3,440.00 and complete pump assembly replacement is to be budgeted for the FY2023/2024 at \$73,915.00. ETA for the float repair is TBD.

A loss control meeting was held January 24, 2023. The meeting was attended by Library Board President John Johnson, Interim Library Director David Seleb, Facilities Manager Jim Lee, George Stone of Hill and Stone Insurance and Jenny Welday of Cincinnati Insurance Co. The meeting and subsequent building inspection was extremely favorable without any formal recommendations or issues.

Alarm Detection Service completed the annual fire alarm and sprinkler system inspection on January 26, 2023, and found all systems to be 100% functional without issues.

Emergency service was needed on January 27, 2023 because boiler #1 was cycling on and off and would not maintain heat in the building. Hill Mechanical was requested, but the boiler resumed operation before their arrival. Hill Mechanical determined the malfunction was highly likely caused by the ongoing issues with the condensate pumps.

On January 30, 2023, Hill Mechanical repaired a leaking steam valve in the Children's Library ceiling for \$4,295.00.