



LAKE FOREST LIBRARY BOARD OF TRUSTEES
Lake Forest Library, 360 East Deerpath Road, Lake Forest, IL 60045
Kasian Room, Lower Level
Tuesday, April 11, 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 to Order
2. 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 and Patron Comments
7. Consent Agenda (omnibus vote on matters 7(a)-7(c)):
 - a. Approve April 11, 2023 Agenda
 - b. Approve March 14, 2023 Regular Meeting Minutes
 - c. Approve March 2023 Financial Report
8. Finance Committee
 - a. Approve Budget for Fiscal Year 2024
9. Discuss and Approve Employment Offer to New Library Executive Director
10. Building Committee
 - a. Dome Restoration Project Update and Discussion
11. Discuss and Approve Request for Qualifications for Architectural Professional Services
12. Library Operations Report
13. Unfinished Business
14. New Business
15. 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.)

March 17, 2023

Dear Friends of Lake Forest Library,

We at the Lake Forest Library are always grateful and thankful for your commitment to the services that the library provides to the people of our community and for the funding you provide that assists us to continue and to grow our important work.

We request your consideration of the following projects for FY2024 (May 1, 2023 – April 30, 2024).

A. Library Art and Architecture

\$500,000 – support to restore *Poets and Writers of Antiquity*, the Nicolai Remisoff oil-on-canvas mural.

Heather Strong, library trustee and Friends board member, is collaborating with staff of The Art Objects Conservation Lab of Oak Park, Illinois to complete this project. We expect restoration work to begin at the Dome construction project's end.

B. Programs

\$20,000 – partial sponsorship of the annual *Lake Forest Reads*, one book one community fiction read events. Support would go to author fees and expenses, related events around an author visit, and promotions.

\$15,000 – partial sponsorship of the annual *Read Between the Ravines*, one book community non-fiction read. We plan to work again with the Lake Bluff Library on this project. Support would go to author fees and expenses, related events around an author visit, and promotions.

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

\$1,250 – partial sponsorship of the Adult Summer Reading Program. This would help to cover the cost of the weekly drawing for gift cards from local retailers, the grand prize from Lake Forest Book Store, and the paperback book awarded to each person who completes the program.

\$7,500 – partial sponsorship of the Children's Summer Reading Program. This would help to cover the cost of program presenters, entertainers, materials, and prizes.

C. The Library's 125 Anniversary

The library's 125th anniversary is July 4, 2023. On Saturday, July 8, the library will host a special fun, family event on the lawn to feature activities, entertainment, and food for all ages. Our request of the Friends is:

\$5,000 – partial sponsorship of this celebratory, family event.

D. Community History

\$10,000 – retention of an archivist to accession and prepare finding lists of the library's historical documents in connection with the transfer to The History Center. We made this request in the previous fiscal year, but the library was unable to complete the project. We expect to complete it in Fiscal Year 2024.

\$2,500 – partial sponsorship of the digitization and indexing of the *Lake Forester*. This is a continuing project for which the library has requested Friends funding in previous years.

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

Regards,



John F. Johnson, Library Board President

cc: Lake Forest Library Board of Trustees
Lake Forest Library

Recent Patron Comments

Via in person

4/7/2023 to Lydia F.

Patron visiting from out of town: "This is truly the nicest library I've ever been in. We have a wonderful library back where I live in New Jersey, and this is way better. It's so great for kids."

3/29/2023 in person (child) Lorie Rohrer

Isabella Kranz

I LOVE going to the library!

Via in person

3/28/23 to Lydia F.

Patron expressed enthusiastic appreciation for the 2023 Spring Reads handout. She said she loves our reading recommendations and finds the handouts very helpful and well put together.

3/23/2023 Via in person

Patron spoke with Lorie Rohrer about the adult books on the yellow book cart in the Children's Library. This is a cart that Adult Services curates.

A patron just told me that she is so happy about the adult books on the yellow cart. She said that you would not believe the number of books that she read in the last 3 years due to the cart being in the Children's Library. She also told me that she told all her friends to check out the cart when they come to the library. She loves the variety of selections. A book that she forgot that she wanted to read was on the cart. Also, she hopes that you will never get rid of the cart.

3/23/23

Kudos to Joy for putting together this prize

Picture a Library Contest

A thank you email from the winner:

Thank-you for the prize bag that I picked up yesterday. I was so pleasantly surprised to find that the bag designed with date stamps of checked out library book due dates and the items that it contained inside to be such a well thought out library/book lover selection of items - Props to the person who came up with the choice of items selected.

Monica Cardestam

3/23/23 via email

Hi Patrick,

I just wanted to say thank you on behalf of my family for the wonderful T shirt design class this weekend. You are an excellent and patient teacher! We really appreciate your time and expertise. Your class definitely exceeded our high expectations.

thank you again!

patron

3/21/23 via email

Chad

We really enjoyed your class. I think everyone left with new information and felt demystified. The iPhone is so powerful!
patron

3/1/23 via email

Chad,

As you might infer from this message, Outlook opened very quickly when I got home and plugged in the computer. All seems good.

Thank you for your time and expertise. More than a fair trade in my judgment, one jar of honey for your time.

patron

3/11/23 via phone call

Thanks, Chad! Took hotspot on vacation. Worked beautifully! What a great addition to the take-out-tech collection. - patron

3/11/23 via phone call to Krista

Hi, Krista. This is [patron's name] at Lake Forest Place. I just want to thank you for the lovely service that you provide for all the residents here. And also I'm very appreciative of the large print books that you delivered. I'm looking forward to reading them. So thanks a lot. That's all I wanted to say. Have a nice weekend.

3/2/2023

A patron came in with a postcard from a friend in Germany and it was written in German. The patron asked how he could get it translated and Erin, our Adult Services librarian was able to translate it for him. It was a birthday invitation for next October, in Germany, no gifts please. What great service.

3/1/2023 Reported by Kate Buckardt

Lake Forest Library Board of Trustees
360 East Deerpath Road, Lake Forest, Illinois 60045
Tuesday, March 14, 2023
Regular Meeting

CALL TO ORDER

President John Johnson welcomed and called the meeting to order on Tuesday, March 23, 2023 at 7:05 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, JoAnn Desmond, Josh Jackson, Andrea Lemke, John F. Johnson, Bob Shaw, and Heather Strong. Eight Trustees in attendance; a quorum was present.

President's Remarks

President Johnson welcomed all in attendance and apologized for the late start the meeting on account of matters being conducted in closed session.

Call for Additions to the Agenda

None.

Opportunity for the public to address the board

None.

Correspondence and Information Report

No additional comments.

Approval of Consent Agenda

Trustee Lemke 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 eh 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

Finance Committee

Trustee Clifton provided overview of reports. Trustees Strong and Desmond asked questions about the draft budget. Interim Director Seleb discussed the expense of the mural restoration, and it was discussed that the Friends of the Lake Forest Library are expected to reimburse that cost.

Building Committee

Trustee Bertola provided an update on the dome project, including procedures to ensure the dome is watertight. Also discussed filming progress with drones.

Search Committee

Trustee Desmond provided an update on the search from a new Executive Director and reported that the search was in progress.

Long Range Strategy Continuing Discussion

Trustee Shaw presented on the topic of long-range planning. In conducting long range planning, the Trustees are seeking community feedback. Trustee Shaw discussed the potential need for a study on space planning, and that a consultant may be used. Trustee Shaw suggested forming a committee on Long Range Planning. President Johnson indicated that this topic would be discussed further in the future.

Settlement Agreement Regarding Parking Spaces

Trustee Jackson discussed that the Library's attorney, Mark Ritzman, had provided advice on these matters, and that it was recommended that matters be discussed in closed session under 5 ILCS 120/2(c)(ii).

Library Fee – Non-resident

Trustee Desmond moved, and Trustee Strong seconded a motion to approve the non-resident Library Card Resolution and Fee Determination; the motion passed unanimously on a roll call vote.

Library Foundation MOU

Trustee Jackson reported on the Memorandum of Understanding between the Library and the Lake Forest Library Foundation and recommended that President Johnson execute the MOU. There was a discussion where Trustee Desmond asked about the Library's rights to the funds and Trustee Strong inquired about financial reporting. President Johnson thanked the Foundation for its contributions to, and support of, the Library.

Trustee Shaw made a motion, seconded by Trustee Lemke, for President Johnson to execute the MOU with the Library Foundation. Trustees Bertola, Clifton, Desmond, Jackson, Johnson, Lemke, and Shaw voted in favor of the Motion. Trustee Strong abstained from voting on the motion. The motion passes.

Authorize bid for return boiler pump assembly replacement

Facilities Manager Jim Lee provided an overview of the needs for the boiler system. Trustees inquired about budgeting for the boiler, longevity, etc.

Trustee Desmond made a Motion, seconded by Trustee Shaw, to authorize bid for return boiler pump assembly replacement. The motion passed unanimously.

Authorization for Board President to Execute Contract

Mr. Lee provided additional comments regarding the HVAC steam boiler and indicated that there is variability in the heating in the Library. There is a one-year warranty for the boiler. Trustees

asked questions about servicing, and Mr. Lee indicated that the Library has a regular service schedule for the boiler.

Trustee Desmond made a Motion, seconded by Trustee Jackson, to authorize President Johnson to execute a contract for the replacement of the Library's boiler under the Emergency Provision; the Motion passed unanimously.

Unfinished Business

None.

New Business

None.

Trustee Desmond moved to close the meeting, and on a voice recorded vote, the motion passed unanimously. The meeting adjourned at 8:35 p.m.

Joshua Jackson, Secretary *pro tem*



FY2023 Revenue & Expenditure Statement

For the YTD March - 2023

Revenues	YTD	Budget	Budget Realized
Tax Based	4,464,369	4,394,900	102%
Non-Tax-Based	132,051	53,000	249%
Gifts & Grants	30,900	2,500	1236%
Library Generated*	321,644	88,260	364%
Total Revenues	\$4,948,964	4,538,660	109%

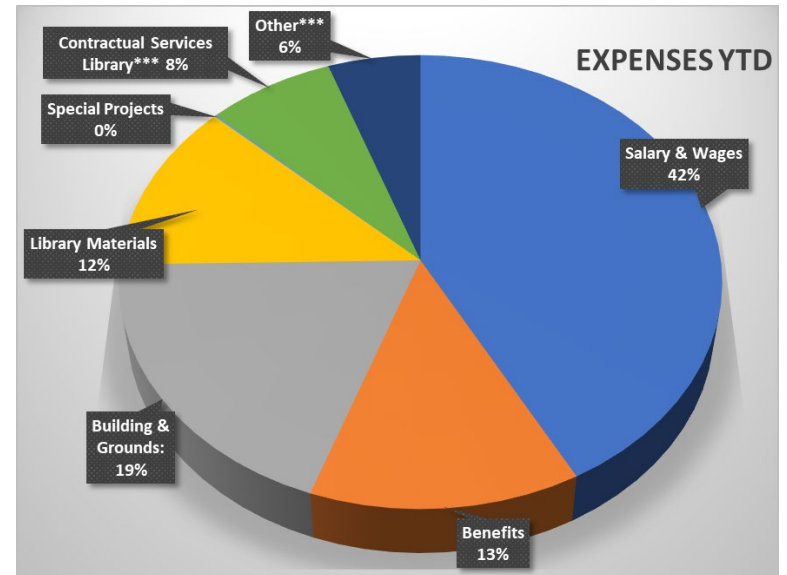
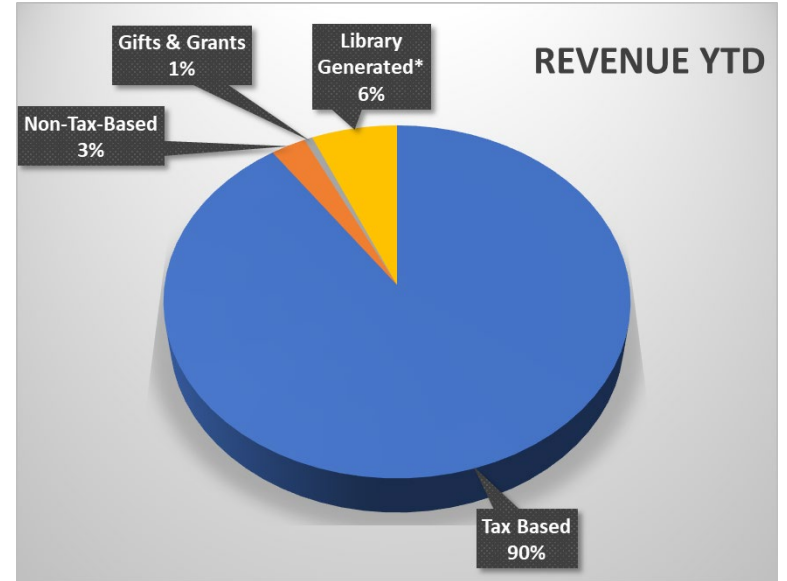
Expenses	YTD	Budget	Budget Utilized
Salary & Wages	1,543,823	1,954,260	79%
Benefits	488,187	791,831	62%
Building & Grounds:	706,996	898,675	79%
- Dome Repair**	291,004		
- Contractual Services Building***	7,758	22,550	34%
Library Materials	449,137	625,260	72%
Special Projects***	4,940	82,000	6%
Contractual Services Library***	273,913	316,800	86%
Other***	199,375	262,864	76%
Total Expenses	3,666,370	4,931,690	74%

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





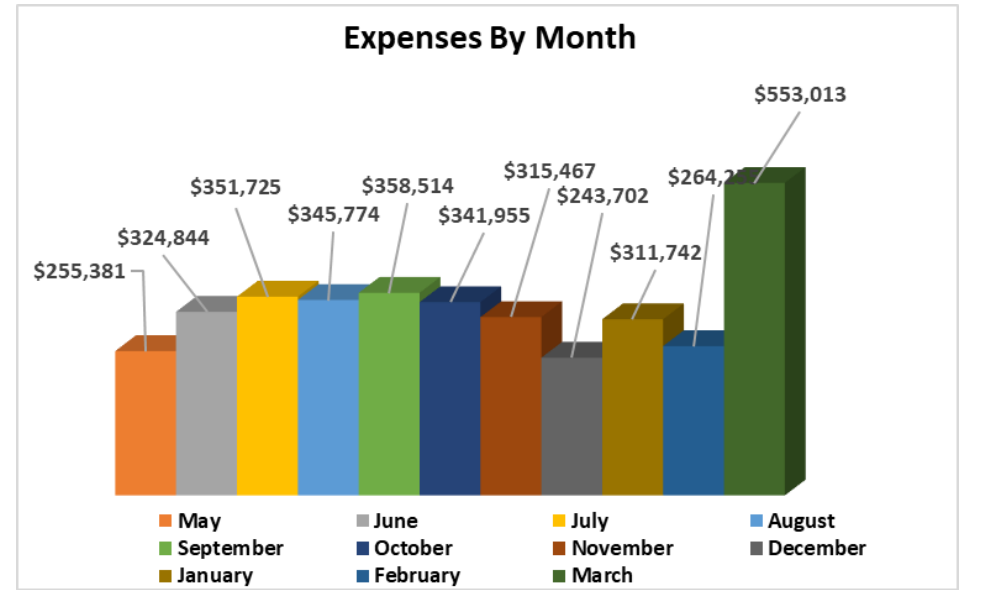
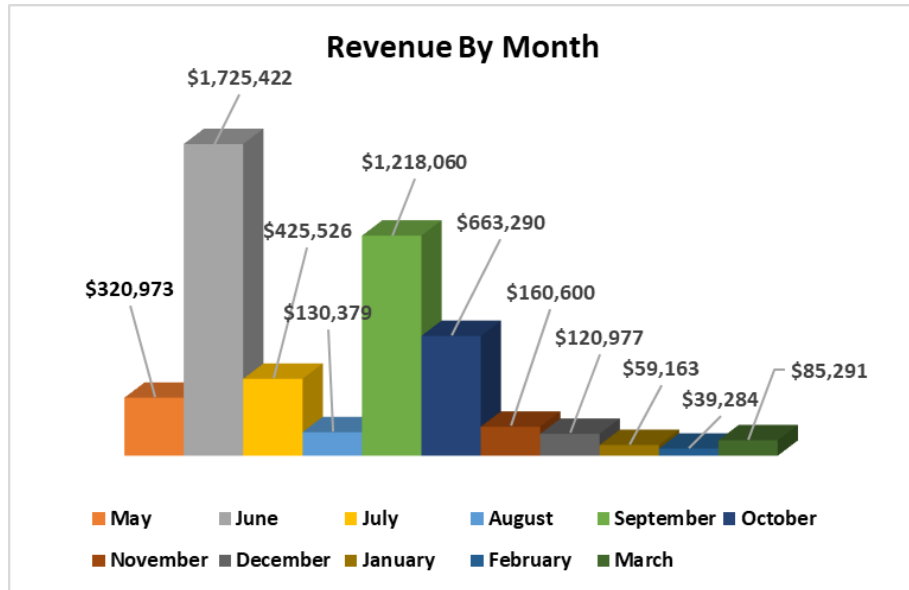
FY2023 Revenue & Expenditure Statement

For the YTD March - 2023

Revenues	May	June	July	August	September	October	November	December	January	February	March	YTD	Budget
Tax Based	295,420	1,708,122	390,060	107,714	1,166,082	602,763	128,938	20,688	-	-	44,584	4,464,369	4,394,900
Non-Tax-Based	24,562	-	17,684	2,019	28,566	23,819	-	7,800	18,457	-	9,143	132,051	53,000
Gifts & Grants	-	-	-	100	-	-	-	27,200	3,350	250	-	30,900	2,500
Library Generated	991	17,300	17,782	20,546	23,412	36,708	31,662	65,288	37,356	39,034	31,564	321,644	88,260
Total Revenues	\$320,973	\$1,725,422	\$425,526	\$130,379	\$1,218,060	\$663,290	\$160,600	\$120,977	\$59,163	\$39,284	\$85,291	\$4,948,964	\$4,538,660

Expenses	May	June	July	August	September	October	November	December	January	February	March	YTD	Budget
Salary & Wages	93,274	124,116	122,832	133,310	201,873	140,223	145,577	126,112	139,909	124,012	192,584	1,543,823	1,954,260
Benefits	41,390	41,072	38,768	46,102	55,663	51,080	41,124	43,731	40,635	40,125	48,496	488,187	791,831
Building & Grounds	25,568	41,013	104,215	69,919	46,392	66,541	42,064	21,912	8,990	17,244	263,140	706,996	898,675
Dome Repair	-	9,375	-	-	22,216	38	-	7,375	-	-	252,000	291,004	-
Contractual Services Building	2,539	250	438	448	344	344	448	344	1,233	451	920	7,758	22,550
Library Materials	45,710	65,668	43,188	46,157	25,297	35,130	47,344	18,849	57,261	38,501	26,033	449,137	625,260
Special Projects	-	-	-	-	-	-	-	-	-	-	4,940	4,940	82,000
Contractual Services Library	31,006	46,165	30,433	28,576	13,944	24,160	15,267	22,026	33,997	16,391	11,948	273,913	316,800
Other	18,433	6,811	12,289	21,710	15,346	24,820	24,091	11,072	30,950	27,982	5,872	199,375	262,864
Total Expenses	\$255,381	\$324,844	\$351,725	\$345,774	\$358,514	\$341,955	\$315,467	\$243,702	\$311,742	\$264,255	\$553,013	3,666,370	4,931,690

Total Net Income	\$65,592	\$1,400,578	\$73,801	(\$215,395)	\$859,545	\$321,335	(\$154,867)	(\$122,725)	(\$252,579)	(\$224,971)	(\$467,721)	1,282,594	
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**Lake Forest Library
Financial Notes and Variance Report
For the Month of March 2023 (Month 11) FY2023**

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

General Operations - Revenues

Property Tax: As of March 31, the Library received \$4,464,369 in property tax distributions which is 2% more than of annual budget.

Non-Tax-Based: As of March 31, the Library received \$132,051 in non-tax-based revenues. \$103,485 reflects the replacement of personal property tax payment and the \$28,566 per capita grant. Non-tax-based income exceeds FY budget by 149%.

Library-Generated: As of March 31, the Library received \$321,644 in Library generated income. \$250,025 is interest on investments, \$12,577 in impact fees, \$10,341 Covid-19 reimbursement from November 2020 to April 2022, \$25,448 reimbursement from Friends of Lake Forest and \$23,253 in other revenue such as CCS refunds, and copier and other fees. Overall, the Library generated income exceeds FY budget by 264%.

Gifts: As of March 31, the Library received \$30,900 gifts and grants which exceeds 1136% 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 March 31, \$1,543,823 for salaries and wages: 79% of FY budget; \$488,187 for benefits: 62% of FY budget. \$115,573 for SSN: 78% of FY budget; \$94,905 for IMRF: 47% of FY budget and \$1,905 worker's compensation: 25% of FY budget.

Materials: Books, AV, and Electronic Services: As of March 31, \$449,137: 72% of FY budget, this includes payments for periodical and database subscriptions.

Other Operating Expenditures: As of March 31, \$478,227: 72% of FY budget. Includes \$4,940 Special project and \$273,913 in library contractual services, including first payment of RFID lease of \$24,041 to Bibliotheca.

Building and Grounds: As of March 31, \$706,996: 79% of FY budget. Reflects the capital improvement, 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 March 31, \$429,837: 77% of FY budget has been spent on the purchase of new computers and warranties, APC rack mountable smart UPS, APC network card, WJE \$39,004 and L. Marshall \$252,000 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: 74% of budget expenses; 109% budget revenues.

Account Details

Contractual Services Library

Description	May	June	July	August	September	October	November	December	January	February	March	YTD	Budget
CCS (Integrated Library System)	12412	0	18798	0	0	18795	0	0	18792	0	0	\$ 68,797	\$ 76,400
CIT Computer Equipment Lease*	4167	1679	2923	0	924	0	(474)	120	0	0	(113)	\$ 9,228	\$ 15,000
LAN, WAV, and Support (MSP)	8477	8480	0	17496	9675	0	10821	17431	8706	8819	8701	\$ 98,606	\$ 103,000
EZ Proxy & Collection HQ	670	0	0	2250	0	0	1500	0	0	0	0	\$ 4,420	\$ 10,000
Bibliotheca (RFID) Lease	0	24041	0	0	0	0	0	0	0	0	0	\$ 24,041	\$ 25,000
Online/Internet (fiber)	3747	0	1863	1863	1867	1890	1890	1890	1890	1890	1890	\$ 20,679	\$ 20,000
Other: Web Calendar Subscription, Software Licenses & Web hosting and maintenance	0	9331	4335	1949	70	0	140	1195	3220	4293	80	\$ 24,612	\$ 27,400
Technology Leased & Warranty Renewals	1532	2634	2515	5019	1408	3475	1390	1390	1390	1390	1390	\$ 23,531	\$ 40,000
Total	\$ 31,006	\$ 46,165	\$ 30,433	\$ 28,576	\$ 13,944	\$ 24,160	\$ 15,267	\$ 22,026	\$ 33,997	\$ 16,391	\$ 11,949	\$ 273,913	\$ 316,800

*Lease expired in July 2022

Contractual Service Building

Description	May	June	July	August	September	October	November	December	January	February	March	YTD	Budget
Water Treatment	250	250	250	250	250	250	250	250	250	250	250	\$ 2,750	
Alarm System	2185	0	0		0	0	0	0	983	0	0	\$ 3,169	
Inner Security System	104	0	0	104	0	0	104	0	0	104	0	\$ 414	
Rose Pest	0	0	188	94	94	94	94	94	0	97	97	\$ 852	
AED (CINTAS)	0	0	0	0	0	0	0	0	0	0	573	\$ 573	
Total	\$ 2,539	\$ 250	\$ 438	\$ 448	\$ 344	\$ 344	\$ 448	\$ 344	\$ 1,233	\$ 451	\$ 920	\$ 7,758	\$ 22,550

Others

Description	May	June	July	August	September	October	November	December	January	February	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	14,891	\$ 46,520	\$ 26,401
Personnel Recruitment - Background Check	-	-	-	170	57	-	59	-	-	59	\$ 344	\$ 500
Training and Development	47	930	185	771	4,551	510	6,929	105	800	596	\$ 15,425	\$ 15,000
Membership Dues	2,035	-	630	150	486	911	740	1,232	1,585	472	\$ 8,241	\$ 9,000
Meeting & Expenses	-	-	-	-	-	-	71	-	535	38	\$ 644	\$ 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	10,243	\$ 88,105	\$ 137,000
Online Banking Fees	-	138	131	140	137	144	142	142	144	280	\$ 1,399	\$ 1,500
Insurance - Liability	-	-	1,510	4,858	(174)	-	-	-	-	-	\$ 6,194	\$ 8,000
Telephone	66	306	289	302	297	49	545	297	297	262	\$ 2,710	\$ 8,713
Office Supplies	50	151	96	329	184	548	285	519	3,838	83	\$ 6,084	\$ 26,875
Postage	798	7	229	839	864	-	1,045	(2)	219	898	\$ 4,897	\$ 6,150
Vending Beverages	114	187	99	561	(19)	132	27	468	329	158	\$ 2,054	\$ 3,500
Total	\$ 18,433	\$ 6,811	\$ 12,289	\$ 21,710	\$ 15,346	\$ 24,820	\$ 24,091	\$ 11,072	\$ 30,950	\$ 27,982	\$ 193,503	\$ 262,864

Special Project

Description	May	June	July	August	September	October	November	December	January	February	March	YTD	Budget
Demco Furniture For Media Lab	0	0	0	0	0	0	0	0	0	0	4940	\$ 4,940	
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,940	\$ 4,940	\$ 82,000

	FY23 Budget	FY23 Amended Budget	FY23 As of Mar 31	FY23 Forecasted as of April 30	FY24 Budget
Funds on Hand 5/1*	\$1,550,419	\$1,550,419	\$2,471,607	\$2,471,607	\$2,471,607
Add: Audited Surplus FY 2022	\$0	\$921,188	\$0	\$0	\$0
Total Funds on Hand	\$1,550,419	\$2,471,607	\$2,471,607	\$2,471,607	\$2,471,607
Current Revenue					
Transfer From Reserve Funds	\$0	\$0	\$0	\$0	\$950,000
Tax-Based**	\$4,394,900	\$4,394,900	\$4,464,369	\$4,464,369	\$4,631,204
TIF Payout***	\$0	\$0	\$0	\$0	\$0
Other Revenue	\$58,000	\$58,000	\$144,628	\$144,628	\$78,000
Library Revenue	\$23,000	\$23,000	\$283,618	\$283,618	\$40,500
Gifts	\$2,500	\$2,500	\$30,900	\$30,900	\$1,000
Friends of LF Library Grant	\$60,260	\$60,260	\$25,449	\$25,449	\$81,250
Total Revenues	\$4,538,660	\$4,538,660	\$4,948,964	\$4,948,964	\$5,781,954
Total Funds Available	\$6,089,079	\$7,010,267	\$7,420,571	\$7,420,571	\$8,253,561
Operating Expenditures					
Personnel Services	\$2,746,091	\$2,746,091	\$2,032,010	\$2,371,140	\$3,071,555
Collections: Print, A/V, E-Resources	\$625,260	\$625,260	\$449,137	\$499,968	\$657,000
Contractual Services	\$351,800	\$316,800	\$273,913	\$305,359	\$329,000
Special Projects	\$82,000	\$82,000	\$4,940	\$16,000	\$35,000
Programming	\$137,000	\$137,000	\$90,667	\$113,909	\$139,000
Other Expenditures	\$125,864	\$125,864	\$108,708	\$143,590	\$139,900
Building & Grounds	\$268,675	\$338,675	\$277,159	\$324,356	\$304,500
Total Operating Expenditures	\$4,336,690	\$4,371,690	\$3,236,533	\$3,774,322	\$4,675,955
Total Capital and Technology					
Capital Equipment	\$50,000	\$187,000	\$2,179	\$232,000	\$125,000
Technology Upgrades	\$50,000	\$135,000	\$136,654	\$136,654	\$130,000
Capital Improvements and Dome Project	\$70,000	\$238,000	\$291,004	\$500,000	\$835,000
Total Capital and Technology	\$170,000	\$560,000	\$429,837	\$868,654	\$1,090,000
Total Expenditures	\$4,506,690	\$4,931,690	\$3,666,370	\$4,642,976	\$5,765,955
Difference in Revenues and Expenditures	\$31,970	(\$393,030)	\$1,282,594	\$305,989	\$15,999
Reserve Funds****	\$4,600,000	\$4,600,000	\$4,600,000	\$4,600,000	\$3,650,000
Funds on Hand	\$1,550,419	\$2,471,607	\$2,471,607	\$2,471,607	\$2,471,607
Total Funds	\$6,182,389	\$6,678,577	\$8,354,201	\$7,377,596	\$6,137,606

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 Mar 31	FY24 Budget
Funds on Hand 5/1*	\$1,727,562	\$1,537,906	\$1,895,491	\$1,895,491	\$1,550,419	\$2,471,607	\$2,471,607	\$2,471,607
Current Revenue								
Tax-Based**	\$4,063,010	\$4,158,792	\$4,260,835	\$4,375,174	\$4,394,900	\$4,394,900	\$4,464,369	\$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	\$144,628	\$78,000
Library Revenue	\$157,169	\$139,846	\$101,646	\$65,582	\$23,000	\$23,000	\$283,618	\$40,500
Transfer from Capital Reserve (Dome)								\$950,000
Gifts	\$28,939	\$41,442	\$36,707	\$16,320	\$2,500	\$2,500	\$30,900	\$1,000
Friends of LF Library Grant****	\$62,000	\$73,000	\$74,000	\$0	\$60,260	\$60,260	\$25,449	\$81,250
Total Revenues	\$4,394,054	\$4,485,809	\$4,563,398	\$4,618,813	\$4,538,660	\$4,538,660	\$4,948,964	\$5,781,954
Total Funds Available	\$6,121,616	\$6,023,715	\$6,458,889	\$6,514,304	\$6,089,079	\$7,010,267	\$7,420,571	\$8,253,561
Operating Expenditures								
Personnel Services	\$2,280,743	\$2,357,309	\$2,191,636	\$2,193,050	\$2,746,091	\$2,746,091	\$2,032,010	\$3,071,555
Collections: Print, A/V, E-Resources	\$578,759	\$548,618	\$502,430	\$508,435	\$625,260	\$625,260	\$449,137	\$657,000
Contractual Services	\$217,701	\$231,453	\$250,193	\$278,563	\$351,800	\$316,800	\$273,913	\$329,000
Special Projects	\$83,388	\$60,107	\$293,532	\$150,308	\$82,000	\$82,000	\$4,940	\$35,000
Programming	\$85,264	\$85,277	\$102,705	\$63,602	\$137,000	\$137,000	\$90,667	\$139,000
Other Expenditures	\$105,719	\$106,835	\$90,049	\$87,225	\$125,864	\$125,864	\$108,708	\$139,900
Building & Grounds	\$148,771	\$160,449	\$199,282	\$242,705	\$268,675	\$338,675	\$277,159	\$304,500
Total Operating Expenditures	\$3,500,345	\$3,550,048	\$3,629,827	\$3,523,888	\$4,336,690	\$4,371,690	\$3,236,533	\$4,675,955
Total Capital and Technology								
Capital Equipment	\$104,056	\$1,073	\$0	\$19,553	\$50,000	\$187,000	\$2,179	\$125,000
Technology Upgrades	\$0	\$0	\$0	\$126,029	\$50,000	\$135,000	\$136,654	\$130,000
Capital Improvements & Dome Project	\$0	\$16,760	\$78,643	\$28,155	\$70,000	\$238,000	\$291,004	\$835,000
Total Capital and Technology	\$104,056	\$17,833	\$78,643	\$173,737	\$170,000	\$560,000	\$429,837	\$1,090,000
Total Expenditures	\$3,604,401	\$3,567,881	\$3,708,470	\$3,697,625	\$4,506,690	\$4,931,690	\$3,666,370	\$5,765,955
Difference in Revenues and Expenditures	\$789,653	\$917,928	\$854,928	\$921,188	\$31,970	(\$393,030)	\$1,282,594	\$15,999
Reserve Funds*****	\$2,650,000	\$2,650,000	\$2,650,000	\$2,650,000	\$4,600,000	\$4,600,000	\$4,600,000	\$3,650,000
Funds on Hand	\$1,727,562	\$1,537,906	\$1,895,491	\$1,895,491	\$1,550,419	\$2,471,607	\$2,471,607	\$2,471,607
Total Funds	\$5,167,215	\$5,105,834	\$5,400,419	\$5,466,679	\$6,182,389	\$6,678,577	\$8,354,201	\$6,137,606

*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.

****Friends of LF Library approved funds on a reimbursement basis for FY2024.

*****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 Mar 31	FY24 Budget
Property Tax Revenue								
Property Tax*	\$4,063,010	\$4,158,792	\$4,260,835	\$4,375,174	\$4,484,592	\$4,484,592	\$4,464,369	\$4,725,718
Reserve for Tax Loss					(\$89,692)	(\$89,692)		(\$94,514)
Total Property Tax	\$4,063,010	\$4,158,792	\$4,260,835	\$4,375,174	\$4,394,900	\$4,394,900	\$4,464,369	\$4,631,204
Laurel & Western TIF Payout**	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Transfer from Reserves								\$950,000
Other Revenue								
PP Tax Replacement	\$36,944	\$39,040	\$48,298	\$101,341	\$25,000	\$25,000	\$103,485	\$40,000
Impact Fee	\$21,773	\$9,470	\$17,693	\$31,818	\$5,000	\$5,000	\$12,577	\$10,000
Per Capita Grant	\$24,219	\$24,219	\$24,219	\$28,578	\$28,000	\$28,000	\$28,566	\$28,000
Total Other Revenue	\$82,936	\$72,729	\$90,210	\$161,737	\$58,000	\$58,000	\$144,628	\$78,000
Library Revenue								
Photocopy	\$8,731	\$6,476	\$2,024	\$5,869	\$5,000	\$5,000	\$5,889	\$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	\$3,308	\$500
Interest earned	\$131,744	\$111,477	\$28,464	\$37,505	\$10,000	\$10,000	\$250,024	\$35,000
Other revenues	\$643	\$12,766	\$18,777	\$18,313	\$7,500	\$7,500	\$14,056	\$0
Covid Fema Reimbursement			\$50,624		\$0	\$0	\$10,341	\$0
Total Library Revenue	\$157,169	\$139,846	\$101,646	\$65,582	\$23,000	\$23,000	\$283,618	\$40,500
Friends of LFLibrary Grant	\$62,000	\$73,000	\$74,000	\$0	\$60,260	\$60,260	\$25,449	\$81,250
Other Gifts & Grant Income****	\$28,939	\$41,442	\$36,707	\$16,320	\$2,500	\$2,500	\$30,900	\$1,000
TOTAL	\$4,394,054	\$4,485,809	\$4,563,398	\$4,618,813	\$4,538,660	\$4,538,660	\$4,948,964	\$5,781,954

*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 Friends of LF Library approved funds on a reimbursement basis for FY2024.

****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 Mar 31	Budget
1-Compensation	Salaries/Wages	\$1,704,069	\$1,716,885	\$1,572,140	\$1,628,870	\$1,952,260	\$1,952,260	\$1,543,823	\$2,190,658
	Benefits	\$576,674	\$640,424	\$619,496	\$564,180	\$793,831	\$793,831	\$488,187	\$880,897
2-Material	Print, Audiovisual, and Electronic Media	\$578,759	\$548,618	\$502,430	\$508,435	\$625,260	\$625,260	\$449,137	\$657,000
3-Others	Contractual Services	\$217,701	\$231,453	\$250,193	\$278,563	\$351,800	\$316,800	\$273,913	\$329,000
	Special Projects	\$83,388	\$60,107	\$293,532	\$150,308	\$82,000	\$82,000	\$4,940	\$35,000
	Programming	\$85,264	\$85,277	\$102,705	\$63,602	\$137,000	\$137,000	\$90,667	\$139,000
	Other Expenses	\$105,719	\$106,835	\$90,049	\$87,225	\$125,864	\$125,864	\$108,708	\$139,900
4-Building Maintenance	Building Maintenance	\$148,771	\$160,449	\$199,282	\$242,705	\$268,675	\$338,675	\$277,159	\$304,500
	Sub-Total	\$3,500,345	\$3,550,048	\$3,629,827	\$3,523,888	\$4,336,690	\$4,371,690	\$3,236,533	\$4,675,955
	Capital Expenditures								
	Capital Equipment	\$104,056	\$1,073	\$0	\$19,553	\$50,000	\$187,000	\$2,179	\$125,000
	Technology Upgrades				\$126,029	\$50,000	\$135,000	\$136,654	\$130,000
	Capital Improvement & Dome Project	\$0	\$16,760	\$78,643	\$28,155	\$70,000	\$238,000	\$291,004	\$835,000
	Sub-Total	\$104,056	\$17,833	\$78,643	\$173,737	\$170,000	\$560,000	\$429,837	\$1,090,000
	Total	\$3,604,401	\$3,567,881	\$3,708,470	\$3,697,625	\$4,506,690	\$4,931,690	\$3,666,370	\$5,765,955

Compensation

	FY19 Audited	FY20 Audited	FY21 Audited	FY22 Audited	FY23 Budget	FY23 Amended Budget	FY23 As of Mar 31	FY24 Budget
Current Employees								
Full Time Equivalent	31	31	32	28	30	30	30	30
Salaries & Wages	\$1,689,085	\$1,709,540	\$1,572,140	\$1,628,870	\$1,952,260	\$1,952,260	\$1,543,823	\$2,190,658
Longevity	\$14,984	\$7,345	\$0	\$0			\$0	\$0
Sub-Total	\$1,704,069	\$1,716,885	\$1,572,140	\$1,628,870	\$1,952,260	\$1,952,260	\$1,543,823	\$2,190,658
Benefits								
IMRF	\$147,509	\$143,960	\$161,309	\$139,094	\$200,081	\$200,081	\$94,905	\$218,522
Social Security	\$128,031	\$128,006	\$116,914	\$121,691	\$149,026	\$149,026	\$115,573	\$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	\$1,756	\$3,086
Insurance, Medical	\$283,878	\$345,220	\$319,107	\$281,427	\$412,410	\$412,410	\$261,795	\$438,238
Insurance, Dental	\$10,786	\$12,599	\$11,808	\$11,056	\$15,251	\$15,251	\$10,632	\$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	\$1,620	\$4,800
Sub-Total	\$576,674	\$640,424	\$619,496	\$564,180	\$793,831	\$793,831	\$488,187	\$880,897
GRAND TOTAL	\$2,280,743	\$2,357,309	\$2,191,636	\$2,193,050	\$2,746,091	\$2,746,091	\$2,032,010	\$3,071,555

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

*Premium plus allowance for year end audit results.

**Program under consideration but not funded.

Materials

Item	FY19 Audited	FY20 Audited	FY21 Audited	FY22 Audited	FY23 Budget	FY23 Amended Budget	FY23 As of Mar 31	FY24 Budget
Print	\$267,173	\$208,672	\$170,398	\$214,172	\$233,900	\$233,900	\$159,161	\$235,000
Nonprint	\$219,307	\$266,885	\$261,816	\$229,484	\$295,060	\$295,060	\$228,069	\$325,000
Audiovisual	\$92,279	\$73,061	\$70,216	\$64,779	\$96,300	\$96,300	\$61,907	\$97,000
Total	\$578,759	\$548,618	\$502,430	\$508,435	\$625,260	\$625,260	\$449,137	\$657,000

ISL recommended materials budget is 8-12% of operating budget; currently proposed is 14%.

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 Mar 31	FY24 Budget
Contractual Services	\$217,701	\$231,453	\$250,193	\$278,563	\$351,800	\$316,800	\$273,913	\$329,000
Special Projects	\$83,388	\$60,107	\$293,532	\$150,308	\$82,000	\$82,000	\$4,940	\$35,000
Programming								
Total Department Programming	\$52,976	\$58,275	\$52,968	\$41,728	\$60,000	\$60,000	\$64,259	\$84,000
Programming - Comm	\$18,570	\$20,103	\$42,018	\$21,874	\$27,000	\$27,000	\$26,408	\$40,000
Programming - Support	\$13,718	\$6,899	\$7,719	\$0	\$15,000	\$15,000	\$0	\$15,000
Programming - Signature Programs**					\$35,000	\$35,000	\$0	\$0
Total	\$85,264	\$85,277	\$102,705	\$63,602	\$137,000	\$137,000	\$90,667	\$139,000
Other Expenses								
Administrative Services	\$24,996	\$24,526	\$25,139	\$25,767	\$26,401	\$26,401	\$24,211	\$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	\$644	\$2,500
Membership Dues	\$7,506	\$7,449	\$7,367	\$8,306	\$9,000	\$9,000	\$8,391	\$11,000
Office Supplies	\$17,889	\$24,376	\$28,240	\$4,551	\$26,875	\$26,875	\$6,343	\$15,000
Online Banking Fee (fine)	\$585	\$495	\$669	\$1,590	\$1,500	\$1,500	\$1,537	\$1,650
Personnel Recruitment (background checks)	\$507	\$617	\$170	\$563	\$500	\$500	\$24,924	\$700
Postage	\$4,374	\$5,219	\$2,899	\$4,348	\$6,150	\$6,150	\$4,901	\$6,500
Professional Development****	\$11,106	\$12,162	\$6,061	\$16,282	\$15,000	\$15,000	\$15,596	\$23,000
Telephone	\$6,602	\$5,177	\$5,498	\$6,429	\$8,713	\$8,713	\$3,025	\$8,750
Vending/events	\$5,217	\$3,447	\$0	\$1,080	\$3,500	\$3,500	\$2,055	\$3,500
Total	\$105,719	\$106,835	\$90,049	\$87,225	\$125,864	\$125,864	\$108,708	\$139,900
Total Other Expend	\$492,072	\$483,672	\$736,479	\$579,698	\$696,664	\$661,664	\$478,227	\$642,900

**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 Mar 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	\$9,228	\$0
LAN, WAV, and Support (MSP)	\$71,230	\$78,251	\$100,374	\$91,184	\$103,000	\$103,000	\$98,606	\$120,000
EZ Proxy & Collection HQ	\$9,414	\$10,900	\$5,436	\$750	\$4,000	\$4,000	\$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	\$20,679	\$25,000
Other: equipment, copiers,Technology DVD2G0, misc.	\$25,055	\$23,720	\$29,168	\$34,546	\$50,000	\$50,000	\$23,531	\$35,000
Other: Web Calendar Subscription & web hosting and maintenance		\$1,850	\$0	\$18,179	\$23,400	\$23,400	\$24,612	\$30,000
Total	\$217,701	\$231,453	\$250,193	\$278,563	\$351,800	\$316,800	\$273,913	\$329,000

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 Mar 31	FY24 Budget
Janitorial Supplies	\$18,715	\$20,349	\$38,508	\$16,839	\$32,800	\$32,800	\$10,734	\$25,000
Custodial Services		\$31,809	\$34,408	\$40,752	\$45,000	\$45,000	\$35,160	\$45,000
Contractual Services	\$12,271	\$11,516	\$12,332	\$7,200	\$22,550	\$22,550	\$7,758	\$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	\$42,663	\$60,000
Equipment Maintenance	\$23,808	(\$5,023)	\$51,408	\$28,915	\$40,000	\$110,000	\$110,442	\$50,000
Grounds Maintenance	\$31,081	\$19,475	\$16,664	\$28,924	\$34,100	\$34,100	\$29,147	\$40,000
Water	\$7,041	\$6,718	\$7,762	\$7,856	\$9,225	\$9,225	\$6,320	\$10,000
Total	\$148,771	\$160,449	\$199,282	\$242,705	\$268,675	\$338,675	\$277,159	\$304,500

Projects

FY- 2023

- Lights for Sidewalk estimated amount \$22,000
- Boiler \$47,618
- HVAC Chiller estimated amount \$184,000
- Dome Total Project estimated \$452,000 (FY23)

FY- 2024

❖ Capital Equipment

- Heating pump HVAC estimated amount \$74,000
- Sump Pumps estimated amount \$38,000
- Storm Sewer Drainpipe repair \$8,600

❖ Technology Upgrade

- Security Camera \$80,000
- Server & IT Switch \$43,000

❖ Capital Improvement & Dome Project

- Sidewalk \$129,000
 - Mechanical, Electrical and Plumbing (MEP) assessment estimated amount \$80,000
 - Dome Project \$626,000
-

Library Operations Report

April 11, 2023 Board Meeting

February 2023 Selected Statistics

- 11,814 library visits (gate count) were recorded.
- 19,951 physical items circulated compared to 20,869 February 2022.
- 108 library cards were registered or renewed.
- 6,197 e-Media resources circulated.
- 7,233 database uses were recorded.
- 214 library programs were offered: 151 in Youth Services, 61 in Adult Services, and 2 other or special programs.
- 131 e-tutorial and Tech Help sessions were conducted for patrons.
- 1,417 reference, information, and readers' advisory questions were answered.
- 52 Media Lab sessions were reserved.
- 716 items were added to the collection and 701 were withdrawn.

March 2023 Selected Statistics

- 12,477 library visits (gate count) were recorded.
- 22,111 physical items circulated compared to 23,688 March 2022.
- 89 library cards were registered or renewed.
- 6,889 e-Media resources circulated.
- 8,385 database uses were recorded.
- 195 library programs were offered: 126 in Youth Services and 69 in Adult Services.
- 176 e-tutorial and Tech Help sessions were conducted for patrons.
- 1,711 reference, information, and readers' advisory questions were answered.
- 41 Media Lab sessions were reserved.
- 1,170 items were added to the collection and 697 were withdrawn.

**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).*

RECENT PROGRAMS AND COLLECTIONS NEWS

Children's Programs and Services

Not everyone goes away for Spring Break in Lake Forest! The Children's Library offered nine programs over the last week of March. 314 children and parents attended these events.

Elementary grade students joined us every week in March to learn about cool buildings and landmarks from around the world, then used our LEGO blocks to build them!



We have picked some of the best of the best in children's books and set up our brackets. Stop by the Children's Library and vote for your favorite book in each week's face-off! The title with the most votes that week will move on to the next round of March (Book) Madness. The winner: **Creepy Carrots!**



YA Programs and Services

Spring has sprung in Teen Services! We completed a round of deselection and replacement of YA Fiction, ensuring our collection was up to date with the needs of the community and replacing paperbacks that had become worn and grubby. The displays this month were curated by the YA Advisory Board, "Read Green" for St. Patrick's Day and "April Fool's" highlighting humor books. Our Teen Craft Kit this month was a bouquet of flower pens, while this month's Paint & Sip event has been rescheduled to April.

Adult Services

Krista Kosar did a book talk for P.E.O chapter KV with sixteen members in attendance. At some time in the past, a member “won” a book talk and we obliged on short notice. Members were complimentary and are hopeful for another one in the future.

The Library was represented at the Lake Forest Employee Health Fair, not only informing city workers about library resources for health, but showing off the new branding from Communications, including a new banner and branded tablecloth. Several workers were excited to find out about resources they did not know the library offered and started the process to get library cards.



The 125th Summer Party Planning committee met and solidified plans for our celebration.

As always, DIY kits for adults proved very popular, with such a long waiting list that we decided to provide more seed kits than originally planned.

The first event related to our Read Between the Ravines was a lively book discussion of Ursula Pike’s book, *An Indian Among Los Indígenas: A Native Travel Memoir*, with Judy Levin on March 16th. On March 23, we hosted a Bolivian art program presented by art educator Deb Levie. The author events will be held April 14 and 15th.



We launched two new online resources this month, *The New York Times* digital edition, including modules for games, cooking and athletics, and PressReader, featuring magazines and newspapers from 120 countries in 60 languages. Of local interest, included are *The Chicago Tribune*, *The Chicago Sun Times*, and *The Economist*. With PressReader, the entire publication is displayed in the original layout, including pictures, ads, recipes, etc.

FACILITIES PROJECTS

Hill Mechanical ordered the new Weil-McLain steam boiler on March 15, 2023 and it was received on March 20, 2023. Installation began immediately and the boiler was fully functional on March 30, 2023.

The Dome project is well under way, with the scaffolding being completed on March 29, 2023 and all mobilization and construction preparation completed on March 30, 2023. L. Marshall Roofing and Sheet Metal will be hosting a Project Status Meeting, tentatively scheduled for Thursday April 13 at 2 pm in the Reed Room.



On March 20, 2023, Hill Mechanical held a kick-off meeting in the Reed Room for the installation of the new Chiller project. Demolition of the old chiller, cooling tower and pump assemblies were scheduled to begin March 23, 2023. Demolition of all old equipment was completed on March 30, 2023 and the new concrete pad for the new chiller is expected to be installed the week of April 03, 2023. The new chiller is expected to be delivered on-site the following week, April 10, 2023, and fully functional the week of April 17, 2023.

NIR Roofing responded to a flat roof leak on Thursday March 23 during heavy rain fall. The leak caused damage to ceiling tiles on the main floor near the Reed Room and the Adult Fiction sections of the collection. The damage was limited to the ceiling tiles and none of the collection was impacted. A hole was located in the exterior field membrane that required patching. The cost of the repair was \$1,375.00.

Krause Electric reported on April 03, 2023, that they had received all nineteen replacement sidewalk bollard lights. Installation is expected to be complete by April 28, 2023.

Heavy rains on April 04, 2023 caused minor flooding in the lower-level Children's Library foyer. The south staircases and Children's restrooms were closed for 2 hours while Facilities addressed the standing rainwater.