



LAKE FOREST LIBRARY BOARD OF TRUSTEES
Lake Forest Library, 360 East Deerpath Road, Lake Forest, IL 60045
Kasian Room, Lower Level
Tuesday, September 12, 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. Welcome new trustee Emily Van Bel
7. Correspondence Report and Patron Comments
8. Staff Presentation – Chad Clark, Head of Digital and Innovation Services
9. Consent Agenda (omnibus vote on matters 7(a)-7(d)):
 - a. Approve September 12, 2023 Agenda
 - b. Approve July 11, 2023 Regular Meeting Minutes
 - c. Approve July 2023 Financial Report
 - d. Approve August 2023 Financial Report
10. Building Committee
 - a. Dome Restoration Project Update
11. Draft Goals for Executive Director
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.)

**PATRON COMMENTS
July and August 2023**

[Adult • Patron Comment • In person#13763](#)

Answered by: *KW08/31/2023 8:53pm*

Mother commented how delighted she was with our growing Youth graphic novel collection. Glad it wasn't just comics, but books containing empowering female characters and storylines.

[Child • Patron Comment • In person#13752](#)

Answered by: **RO08/31/2023 6:40pm*

Patron complimented the M & M dispenser

[Adult • Patron Comment • In person#13480](#)

Answered by: *en08/29/2023 11:09am*

Her kids absolutely love the Grab 'n' Go craft kits, they always look forward to them.

[Adult • Patron Comment • In person#13401](#)

Answered by: **LR08/28/2023 11:24am*

You ladies must feel like you work in heaven! I am a literacy teacher, and I could move in with my sleeping bag and enjoy all the collections. Thanks for all the organization and displays.

[Adult • Patron Comment • In person#12549](#)

Answered by: *tsergel@lakeforestlibrary.org08/15/2023 8:15pm*

Patron really enjoyed the flower arrangement program

[Adult • Patron Comment • In person#12063](#)

Answered by: *cmacnaughton@lakeforestlibrary.org08/10/2023 4:04pm*

Shary Costello loves the audiobooks especially when she's spending time on an island 6 months of the year!

[Adult • Patron Comment • In person#12051](#)

Answered by: *cmacnaughton@lakeforestlibrary.org08/10/2023 3:05pm*

Patron doesn't like the music that he hears while waiting on the phone--we should be playing Led Zeppelin (I think?) or some other tunes.

[Adult • Patron Comment • In person#12049](#)

Answered by: *cmacnaughton@lakeforestlibrary.org08/10/2023 3:01pm*

Kathleen Burns says she gave us highest praise in the City's survey; she thinks we do a fantastic job.

[Adult • Patron Comment • In person#12045](#)

Answered by: *cmacnaughton@lakeforestlibrary.org08/10/2023 2:38pm*

Sharon Eklund loves the audiobooks on her way to and from Door County during the summer. She really enjoyed Elin Hilderbrand's The Hotel Nantucket.

Adult • Patron Comment • In person#12044

Answered by: *cmacnaughton@lakeforestlibrary.org*08/10/2023 2:35pm

Nancy Sheahan said Libby is a godsend and that both she and her husband love it!

Adult • Patron Comment • Phone#12041

Answered by: *KK*08/10/2023 2:13pm

Patron "could not stand another minute of that awful music playing" while waiting on hold for a staff member to pick up. I explained that we have no control over the sound that plays and he said "well I hope someone does because they need to be told it should be changed."

Adult • Patron Comment • In person#11908

Answered by: *ya*08/08/2023 6:42pm

Estimate date of when the dome would be done? Is there going to be an event or celebration to mark the completion of the dome? Why wouldn't the completion of the dome be made into a grand celebration? I will relay these questions and concerns to management.

Adult • Patron Comment • Phone#11907

Answered by: *lf*08/08/2023 6:37pm

"I love Libby and I'm so glad we have it."

Adult • Patron Comment • In person#11821

Answered by: *CC*08/08/2023 10:47am

About the 1,000 Books Before Kindergarten: A great party!

Adult • Patron Comment • Email#11721

Answered by: *RO*08/06/2023 1:12pm

"Thank you for checking and for always providing such wonderful service at the Lake Forest Library! The library is such a treasure, we are very fortunate to have it! I was able to spend a happy hour there with my two year old granddaughter on a rainy Sunday! "

Adult • Patron Comment • In person#11647

Answered by: **LR*08/04/2023 3:58pm

Our grandchildren feel like the Lake Forest Library is the best place. Thank God for the Library!

Adult • Patron Comment • In person#11577

Answered by: **LR*08/04/2023 9:41am

From Morris Taylor, the magician that performed at the Lake Forest Library on July 27, 2023: Thank you for inviting me to be a part of your 2023 programming. I thoroughly enjoyed performing for your youngest patrons and their families last week and it was a pleasure working with you and the other library staff members.

Child • Patron Comment • In person#11369

Answered by: **LR*08/02/2023 1:30pm

A patron let me know that from our Spring Break Scavenger Hunt, they received packs of carrot seeds...and grew 3 carrots!

Child • Patron Comment • In person#11289

Answered by: *LR08/01/2023 3:15pm

The former director Kaye Grabbe commented on Lit Lorie Loves – Travel the World Through Picture Books: wonderful, amazing Lorie doing what she does so well-getting kids involved and loving books.

Adult • Patron Comment • Phone#11267

Answered by: MD08/01/2023 12:27pm

Patron Comment via Voicemail: "Thank you so much and thank you for running such a sweet and wonderful program for the kids this summer. It was very motivating to him and I say thank you."

Adult • Patron Comment • In person#11254

Answered by: EM08/01/2023 9:17am

Not happy with the lack of security on the printer. She said that anyone can print something that isn't theirs. I thanked her for letting me know and told her that we're very lucky in the regard that people here are honest.

Adult • Patron Comment • In person#11227

Answered by: en07/31/2023 2:11pm

Just wanted to let us know how wonderful they think the Summer Reading Program is and the programs we have on offer. They live in Phoenix during the school year and the library here is on a whole other level compared to what they're used to.

Adult • Patron Comment • In person#10991

Answered by: MD07/28/2023 12:16pm

We were at the Elawa storytime and signed up for the 1000 Books Before Kindergarten program. We love the Beanstack app and have downloaded it on many of our devices! Thank you!

Adult • Patron Comment • In person#10906

Answered by: *LR07/27/2023 4:56pm

About Jim Gill Concert on July 19, 2023: Was a great concert! My daughter is addicted to his music and they are constantly playing his tunes.

Adult • Patron Comment • In person#10570

Answered by: MD07/24/2023 12:57pm

Thanks for the Grab'n Go Kit! They are great for my grandchildren and they love them!

Adult • Patron Comment • In person#10659

Answered by: *LR07/22/2023 1:49pm

Thank you very much for inviting me to Summer Storytime last Thursday. I especially enjoyed watching the children play the instruments. What could be more fun than music and books! I also appreciated the behind-the-scenes tour of the Children's department. I was surprised by the large collection of toys, stuffed animals, and other props that are kept for the various library programs.

Adult • Patron Comment • In person#10470

Answered by: *en07/21/2023 5:40pm*

"Thank you for such a fun game and the decks. We had a great time learning. You also did a great job with the Percy Jackson Party and the Glow Hunt was awesome last night." From Sam, a Magic the Gathering Night participant!..

Adult • Patron Comment • Phone#10393

Answered by: *LR07/20/2023 3:38pm*

Shop owner in Market Square saw my name tag and said "We love the Library!"

Adult • Patron Comment • In person#10448

Answered by: *cgoebel@lakeforestlibrary.org07/21/2023 2:37pm*

Patron suggested that South Park makes electrical outlet available for moms who are working from home and would like to bring their computer there while watching their kid play at park. Also interested in offering to teach breathing and inquire if we have a 12 step program. Suggested to her to fill out the City survey (www.lakeforestsurvey.org).

Adult • Patron Comment • Phone#10320

Answered by: *LR07/20/2023 9:41am*

This is amazing (about toys back out by the puppet stage)! I'm going to let all my friends know.

Adult • Patron Comment • In person#10658

Answered by: **LR07/19/2023 1:47pm*

Thanks so much for EVERYTHING this afternoon...inviting me back, gathering a wonderful group of families, the setting and the weather! 😊 from: Jim Gill

Adult • Patron Comment • In person#10250

Answered by: *abrown@lakeforestlibrary.org07/19/2023 10:50am*

Patron asked if we had a banned book list/if we banned books at LFL. I told her no, we do not ban any books and do not have such a list. She said that word has been going around town that LFL DOES ban books, and her friends have been warning her to not come here anymore. Not a good or informative image of the library. (I also believe Illinois passed a law in June that prevents public libraries from banning books).

Adult • Patron Comment • In person#10245

Answered by: **LR07/19/2023 10:09am*

Thank you for providing the Design Center. My child really enjoys coming to the Library and creating. We never had anything like this when I was a kid!

Adult • Patron Comment • In person#10222

Answered by: *lf07/18/2023 8:37pm*

Patron in program held in Kasian Room commented that the speaker was hard to hear, even with the microphone and sound system. She said the speaker sounded "mumbly" with the microphone.

Adult • Patron Comment • In person#10225

Answered by: *lf07/18/2023 8:23pm*

Re: Habitat Guide to Birding Program: "Thank you so much for having the bird program! It was really great and we really enjoyed it."

Adult • Patron Comment • In person#10216

Answered by: *LR07/18/2023 6:43pm

The soap program was so wonderful that I signed up for it again.

Teen • Patron Comment • In person#10122

Answered by: *cmacnaughton@lakeforestlibrary.org*07/17/2023 4:45pm

I always enjoy what I check out. You have a great selection here I think. Its always fun to come in and look around.

Adult • Patron Comment • In person#9995

Answered by: *LR07/16/2023 2:54pm

We just discovered the Wonderbooks last week. We LOVE them!

Adult • Patron Comment • In person#9862

Answered by: *KK07/14/2023 12:29pm*

I attended the Motown program and absolutely loved it!

Adult • Patron Comment • In person#9756

Answered by: *KK07/12/2023 8:09pm*

"Love your presentations!!! Please invite Steven [Frenzel] back again!" Comment from patron at the Chicago in the Movies program

Adult • Patron Comment • In person#9358

Answered by: *MD07/10/2023 3:57pm*

What a great show! - comment from a patron about Juggling Funny Stories with Chris Fascione

Adult • Patron Comment • In person#9345

Answered by: *cmacnaughton@lakeforestlibrary.org*07/10/2023 1:41pm

Patron found The Cruel Sea by Nicholas Monsarrat spellbinding and recommended that we buy it and display it in Too Good to Miss.

Adult • Patron Comment • In person#9285

Answered by: *kbuckardt@lakeforestlibrary.org*07/09/2023 2:58pm

Patron thanked us, the staff for a wonderful celebration on the front lawn. He commented that it was fun to see the children so full of joy and he thinks that the library event created lasting memories for the attendees. He and his wife both enjoyed the hot dogs.

Adult • Patron Comment • In person#9281

Answered by: *KW07/09/2023 2:40pm

Really likes the self check-out. Convenient and hopefully frees librarians to do other things "more important" Appreciated his hoping we had more free time, but said we also like interacting with patrons and seeing what items are popular.

Adult • Patron Comment • In person#9253

Answered by: *KW07/08/2023 3:45pm

Love the Steam Kits!

Adult • Patron Comment • In person#8693

Answered by: CC07/02/2023 2:13pm

The Children's Department is so amazing and beautiful :)

Adult • Patron Comment • In person#8686

Answered by: LR07/01/2023 4:21pm

We feel so lucky to have the Lake Forest Library to visit. It is such a happy place for my family. We particularly appreciate the Saturday and Sunday hours year-round.

COMMUNITY SPOTLIGHT

Lake Forest Library

360 E Deerpath Road
LakeForestLibrary.org

Chartered in 1898, Lake Forest Library is celebrating its 125th anniversary. Originally on the second floor of City Hall, the Library moved to 360 East Deerpath Road in 1931. The building was designed by architect Edwin H. Clark and given to the City by Shedd sisters Mrs. Charles H. Schweppe and Mrs. Stanley Keith. Murals by artist Nicolai Remisoff line the Rotunda, and the courtyards and Reading Room provide inviting spaces to read by the flowers or the fireplace.

The Children's Library is a beloved destination for storytimes, family events, and engaging materials. The Media Lab is a mainstay for classes and technology, including a new 3D printer. Wi-Fi and computers are available for copying, scanning, faxing, and more.



Director Ishwar and his wife Jayashree
Heidi Clifton/Cecily George Photography

Expert Librarians are pleased to assist you. In addition to traditional library materials, special collections include books by Lake Forest authors, accessibility and STEAM kits, hotspots, and video game consoles. Dozens of online resources for research, eBooks, streaming movies, and more are available anywhere with your library card.

The 12th annual Lake Forest Reads returns this fall when we all come together to read *The Seed Keeper* by Diane Wilson, a haunting novel about a Dakota family's struggle to preserve

their way of life. Enjoy book-related events throughout September and save the date for the author's visit October 19–20. Other signature programs include 1000 Books Before Kindergarten, Summer Reading, and Read Between the Ravines.

In May 2023, the Library welcomed our new Executive Director, Ishwar Laxminarayan. Ishwar brings wide experience with libraries in the United States and India. He is pleased to be part of Lake Forest Library's next chapter!

Featured Recipe

From the Kitchen of Library Director Ishwar Laxminarayan

"Cauliflower is my favorite vegetable! You can create magical dishes with cauliflower using a wide array of Indian spices. This recipe is simple, vegan, gluten free, and uses few ingredients. You can find the spices at an Indian grocery store (Desi Needs or Spice Bazaar) or contact me (ishwar@lakeforestlibrary.org) and I will bring you some. Let me know how your meal turns out, and check out the many Indian cookbooks available at Lake Forest Library! Enjoy!" - Library Director Ishwar Laxminarayan

CAULIFLOWER STIR FRY

Serves 2

INGREDIENTS:

2 cups cauliflower florets	2 tablespoon vegetable oil
1 medium chopped onion	Salt to taste
1 small chopped tomato	3 sprigs of cilantro/coriander leaves
1 teaspoon garam masala	
1 tablespoon lemon juice (optional)	

INSTRUCTIONS:

1. Wash cauliflower in warm water. Chop it into medium size florets, retaining their slender stems. Discard the thick stems.
2. In a pan, add oil. When the oil heats, add chopped onions and fry until onions turn pinkish.
3. Add chopped tomato and sauté until tomato turns mushy or bit soft.
4. Next add the cauliflower florets and fry for 10 minutes in a medium flame.
5. Add chili powder, turmeric powder, and garam masala and mix well so that all the cauliflower is well coated.
6. Add lemon juice if you prefer a tangy spicy taste.
7. Add salt to taste and mix well.
8. Turn off stove and garnish with chopped coriander leaves.

"Have a great recipe?"

Share it with your neighbors!
Send your recipes to cityhall@cityoflakeforest.com to be featured in a future Dialogue.

LAKE FOREST LIBRARY BOARD OF TRUSTEES

360 East Deerpath Road, Lake Forest, IL 60045

Tuesday, July 11, 2023

Regular Meeting

CALL TO ORDER

President Jim Clifton welcomed all and called the meeting to order on July 11, 2023, at 6:30 p.m. in the Kasian Room, Lake Forest Library.

ROLL CALL

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

Trustees absent: Bryan Bertola and Emily Van Bel

Library Staff present: Ishwar Laxminarayan, Executive Director, Heidi Krueger, Director of Patron Services, Joy Schmoll, Head of Communications, Jim Lee, Facilities Manager, Lori Rohrer, Head of Youth Services, and Bledian Ajroja, Assistant Facilities Manager.

PRESIDENT'S REMARKS

President Clifton started his term tonight, and reviewed the new slate of officers alongside him: Vice President JoAnn Desmond, Treasurer John F. Johnson and Secretary Sue Shattock. President Clifton shared his view of the role of Trustees which include policy development as they relate to patrons and staff, strategic planning (currently underway), working with staff, budgeting, hiring the Director (just completed), advocacy in the community, and legal and ethical oversight.

President Clifton shared the video of the 125th Anniversary celebration and noted that 756 attended.

CALL FOR ADDITIONS TO THE AGENDA

None.

OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD

None.

CORRESPONDENCE REPORT AND PATRON COMMENTS

Discussion centered around the success of the 125th Anniversary celebration, and the positive feedback Trustees heard at the event from patrons of all ages. It's clear from the attendees and comments the Library is treasured in the community and the staff was thanked accordingly.

APPROVAL OF THE CONSENT AGENDA

Trustee Desmond made a motion, seconded by Trustee Johnson, to approve the Consent Agenda (omnibus vote of matters 7(a)-7(d) with one revision: Paul Bergmann's name was spelled incorrectly.

COMMITTEE REPORTS

BUILDING COMMITTEE

Jim Lee shared the presentation given by the Contractor Larry Marshall at the public building committee meeting on June 21. The project is 90% complete although scaffolding is still needed for the limestone cleaning which requires a special solution. The Board asked about ongoing maintenance and learned the masonry contractor will annually inspect and treat where necessary. One challenge to be solved is gutter cleaning; available equipment can reach the height needed but not across the width of the structure. The good news is that during the latest storm the gutters directed the water off the dome even without the downspouts.

An update for the City Council is scheduled for Tuesday, September 5, 2023 (a change from Monday, August 7, 2023)

DVD2GO Vending Machine at Lake Forest west train station

This machine is dated and not heavily used but we are several months into the existing service contract so will not be able to cancel or renegotiate (\$4200 annually). Heidi Kruger shared that new self-serve machines exist that the Library could buy outright and can offer a variety of items beyond DVDs which can be put on hold, picked up at the unit and returned there when due. The unit can also be wrapped for marketing messages. The Board agreed this should be considered once we conclude the existing contract, and also explore other locations such as Lake Forest Place and the hospital.

LIBRARY OPERATIONS REPORT

Director Laxminarayan shared highlights from the IL Public Library Annual Report. He also pointed out some key statistics compared to 2022 which indicate usage has changed. About 30% of residents have a library card, down from 50%, which makes efforts to increase library card penetration a priority. Unexpired cards don't reflect actual users however, since often parents use one card for multiple family members. Meanwhile, program attendance is up 33% which may indicate interest in activities over borrowings, and indeed, total materials loaned are down 15%, with declines seen across every demographic.

Director Laxminarayan confirmed the staff will compare key statistics with other libraries and clearly this information will be useful as we develop the strategic plan. Overall, the Director believes the Library of the future must address changing requirements for space, collections, programs and overall experience. A key component will be engaging non-users.

FRIENDS OF LAKE FOREST LIBRARY

Trustee Desmond attended the most recent Friends meeting and announced the group had awarded three \$2K scholarships in May. The June Childrens' Book Sale earned \$8K. The

Lake Forest Library Board of Trustees
Regular Meeting Minutes
July 11, 2023

Friends approved \$55K in grants for Library programs and projects in FY2024, and up to \$250K for mural repair, restoration and cleaning.

UNFINISHED BUSINESS

None

NEW BUSINESS

Trustees debated the need to have a meeting in August. It was unanimously decided to cancel the August 8, 2023 meeting.

ADJOURNMENT

Trustee Desmond made a motion, seconded by Trustee Johnson, to adjourn. The motion passed unanimously on a voice vote. The meeting was adjourned at 8:00p.m.

Sue Shattock, Secretary

Minutes submitted for approval by the Board on September 12, 2023

Next meeting: September 12, 2023



FY2023 Revenue & Expenditure Statement

For the YTD July - 2023

Revenues	YTD	Budget	Budget Realized
Tax Based	2,462,815	4,631,204	53%
Non-Tax-Based	42,621	68,000	63%
Gifts & Grants	104	1,000	10%
Library Generated	74,363	131,750	56%
Total Revenues	\$2,579,903	4,831,954	53%

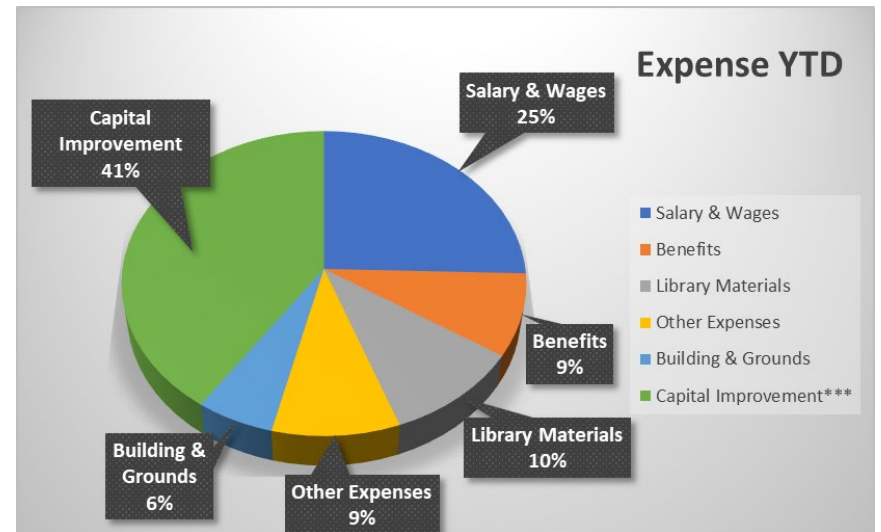
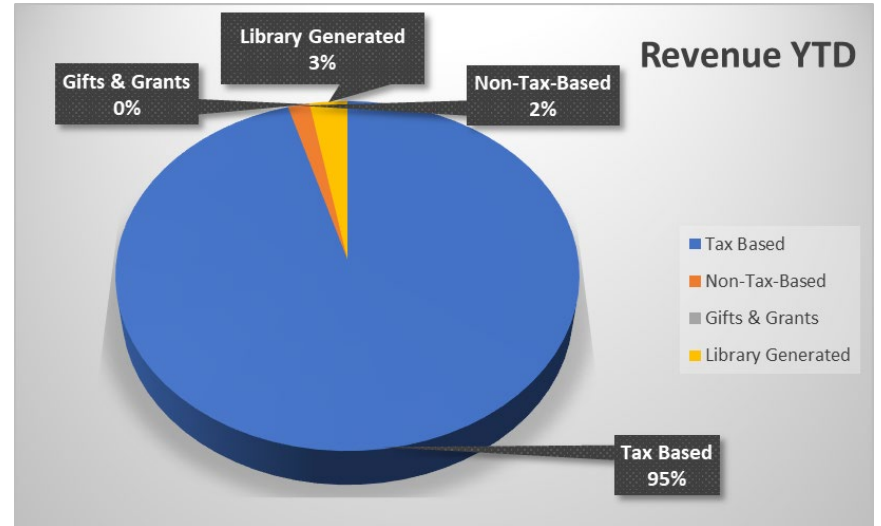
Expenses	YTD	Budget	Budget Utilized
Salary & Wages	389,698	2,192,658	18%
Benefits	133,423	878,897	15%
Library Materials	157,219	657,000	24%
Other Expenses	143,187	642,900	22%
Special Projects	-	35,000	0%
Contractual Services Library***	84,707	329,000	26%
Other***	58,480	278,900	21%
Building & Grounds	87,473	304,500	29%
Contractual Services Building***	4,074	25,000	16%
Capital Improvement***	619,793	1,090,000	57%
Dome Project*	498,300	626,000	80%
Total Expenses	1,530,793	5,765,955	27%

Reserves	
Reserve - Capital Improvements**	3,050,000
Reserve - Technology Improvements	300,000
Capital Equipment	300,000
Fund Balance - Unassigned**	3,421,607
Total Reserve Amount	\$ 7,071,607

*In FY 2022 & 2023 Dome Repair Total Amount was \$514,292

**\$950,000 has been transferred from the Reserves to Fund Balance to meet the Budget Deficit

***Detail on Last page of the Report



FY2024 Revenue & Expenditure Statement

For the YTD July - 2023

	May	June	July	YTD	Budget
Tax Based	211,496	2,057,828	193,492	2,462,815	4,631,204
Non-Tax-Based	-	23,567	19,053	42,621	68,000
Gifts & Grants	-	-	104	104	1,000
Library Generated	233	37,064	37,067	74,363	131,750
	\$211,728	\$2,118,459	\$249,716	\$2,579,903	\$4,831,954

	May	June	July	YTD	Budget
Salary & Wages	104,699	141,225	143,775	389,698	2,192,658
Benefits	40,396	47,852	45,175	133,423	878,897
Library Materials	34,795	74,714	47,709	157,219	657,000
Other Expenses	74,071	38,370	30,745	143,187	642,900
Special Projects	-	-	-	-	35,000
Contractual Services Library	55,626	16,301	12,779	84,707	329,000
Other	18,445	22,069	17,966	58,480	278,900
Building & Grounds	13,780	55,435	18,258	87,473	304,500
Contractual Services Building	2,837	643	595	4,074	25,000
Capital Improvement	44,679	253,074	322,041	619,793	1,090,000
Dome Project	-	219,300	279,000	498,300	626,000
	\$312,420	\$610,670	\$607,703	1,530,793	5,765,955

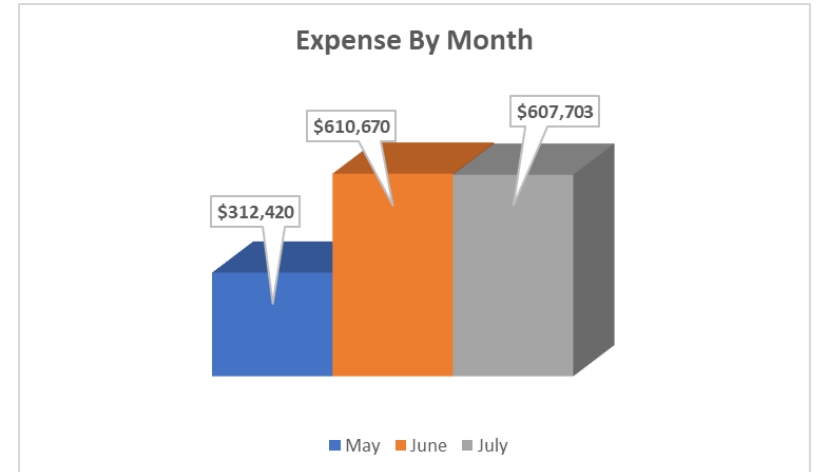
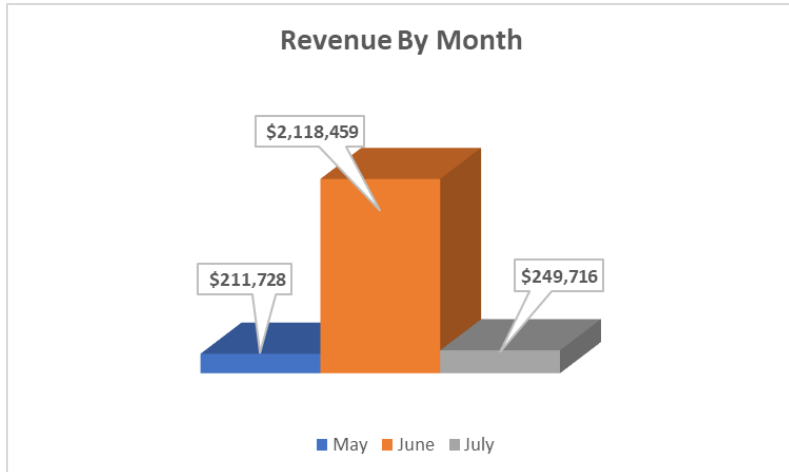
(\$100,692)

\$1,507,790

(\$357,987)

1,049,110

(\$934,001)



**Lake Forest Library
Financial Notes and Variance Report
For the Month of July 2023 (Month 03) FY2024**

Funds on Hand: \$3,421,607 (unrestricted/unaudited). \$950,000 has been transferred from Capital Improvements to unassigned Fund Balance to balance the budget for FY2024.

General Operations - Revenues

Property Tax: As of July 31, the Library received \$2,462,815 in property tax distributions which is 53% of annual budget.

Non-Tax-Based: As of July 31, the Library received \$42,621 in non-tax-based revenues. \$42,621 reflects the first installment of the replacement of personal property tax payment. Non-tax-based income is 63% of FY budget.

Library-Generated: As of July 31, the Library received \$74,363 in Library generated income. \$70,036 is interest on investments, \$1,717 CCS and \$2,610 in other revenue such as copier and damage item fees. Overall, the Library generated income of 56% of FY budget.

Gifts: As of July 31, the Library received \$104 gifts and grants which is 10% of FY budget.

General Operations - Expenditures

Salaries, wages, and benefits: As of July 31, \$389,698 for salaries and wages: 18% of FY budget; \$133,423 for benefits: 15% of FY budget. \$82,613 for medical insurance 17.90% of FY budget; \$29,179 for SSN: 15.29% of FY budget; \$18,451 for IMRF: 8.44% of FY budget and \$3,180 for Worker's Compensation: 40.38% of FY budget.

Materials: Books, AV, and Electronic Services: As of July 31, \$157,219: 24% of FY budget, this includes payments for periodical and database subscriptions.

Other Operating Expenditures: As of July 31, \$143,187: 22% of FY budget. Includes \$84,707 in library contractual services, including second payment of RFID lease of \$24,041 to Bibliotheca and \$58,480 on other expense such as programs, administrative fees, office supplies, membership and miscellaneous expenses.

Building and Grounds: As of July 31, \$87,473 which is 29% of the FY budget. Reflects \$4,074 contracts and service and \$42,475 for building maintenance, equipment maintenance, ground maintenance and janitorial supplies and services. Annual liability/casualty insurance premium of \$40,924 has been paid.

Capital Improvement: As of July 31, \$619,793: 57% of FY budget has been spent on the purchase of new security cameras, sump pumps and dome project.

Reserves

\$3,421,607 - Operating cash reserve (fund balance-unassigned). The Library's restricted reserves are currently \$3,650,000: capital equipment (\$300,000), capital improvements (\$3,050,000), and technology (\$300,000). An estimated amount of \$531,917 reflecting excess of revenues over expenditures for FY2023 will be reflected in the operating cash reserve in upcoming months.

Year to Date FY2024: 27% of budget expenses; 53% budget revenues.

Account Details

Contractual Services Library

Description	May	June	July	YTD	Budget
CCS (Integrated Library System)	12,530	-	-	12,530	\$ 84,000
LAN, WAV, and Support (MSP)	9,141	10,266	9,947	29,354	\$ 120,000
EZ Proxy & Collection HQ	702	2,250	-	2,952	\$ 10,000
Bibliotheca (RFID) Lease	24,041	-	-	24,041	\$ 25,000
Online/Internet (fiber)	1,902	2,156	218	4,276	\$ 25,000
Other: Web Calendar Subscription, Software Licenses & Web hosting and maintenance	1,210	101	1,085	2,397	\$ 30,000
Technology Leased & Warranty Renewals	6,100	1,528	1,528	9,157	\$ 35,000
Total	\$ 55,626	\$ 16,301	\$ 12,779	\$ 84,707	\$ 329,000

Contractual Service Building

Description	May	June	July	YTD	Budget
Water Treatment	250	250	250	\$ 750	
Alarm System	2,239	-		\$ 2,239	
Inner Security System	104	-		\$ 104	
Rose Pest	97	97	97	\$ 291	
AED (CINTAS)	147	296	39	\$ 482	
ARMark	-	-	209	\$ 209	
Total	\$ 2,837	\$ 643	\$ 595	\$ 4,074	\$ 25,000

Others

Description	May	June	July	YTD	Budget
Administrative Services - Fees to City of Lake Forest	2,256	-	4,512	\$ 6,768	\$ 29,500
Personnel Recruitment	-	10,000	-	\$ 10,000	\$ 700
Training and Development	2,507	327	841	\$ 3,675	\$ 23,000
Membership Dues	1,354	-	580	\$ 1,934	\$ 11,000
Meeting & Expenses	-	-	160	\$ 160	\$ 2,500
Legal	-	-	-	\$ -	\$ 20,000
Auditing Service	-	-	-	\$ -	\$ 9,000
Programming	8,658	8,863	3,907	\$ 21,427	\$ 139,000
Online Banking Fees	(157)	138	283	\$ 264	\$ 1,650
Insurance - Liability	-	1,650	5,148	\$ 6,798	\$ 8,800
Telephone	297	320	320	\$ 936	\$ 8,750
Office Supplies	2,197	452	1,896	\$ 4,545	\$ 15,000
Postage	884	8	223	\$ 1,115	\$ 6,500
Vending Beverages	450	311	97	\$ 858	\$ 3,500
Total	\$ 18,445	\$ 22,069	\$ 17,966	\$ 58,480	\$ 278,900

Capital Improvement

Description	May	June	July	YTD	Budget
Capital Equipment		19,750	25,880	\$ 45,629	\$ 125,000
Technology Upgrade	44,679	14,024	17,161	\$ 75,864	\$ 130,000
Capital Improvement & Dome Project		219,300	279,000	\$ 498,300	\$ 835,000
Total	\$44,679	\$253,074	\$322,041	\$619,793	\$1,090,000



FY2024 Revenue & Expenditure Statement

For the YTD August - 2023

Revenues	YTD	Budget	Budget Realized
Tax Based	2,505,646	4,631,204	54%
Non-Tax-Based	74,259	68,000	109%
Gifts & Grants	104	1,000	10%
Library Generated	114,854	131,750	87%
Total Revenues	\$2,694,863	4,831,954	56%

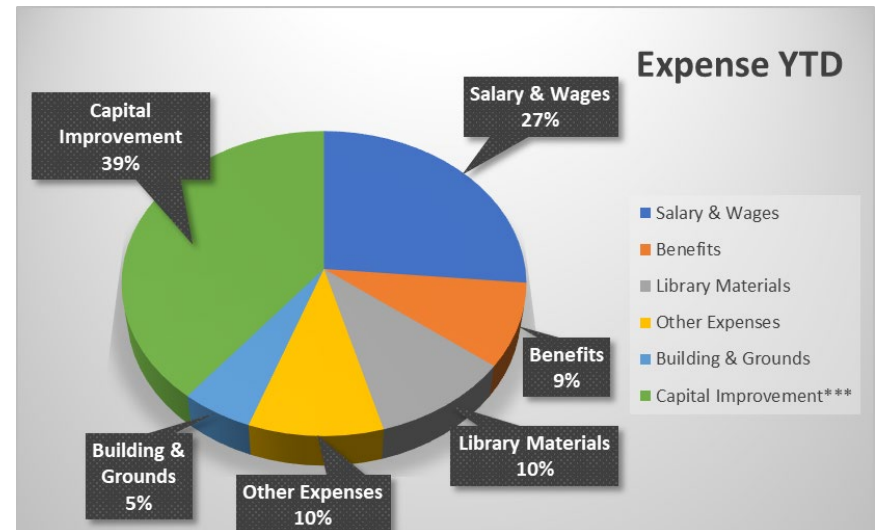
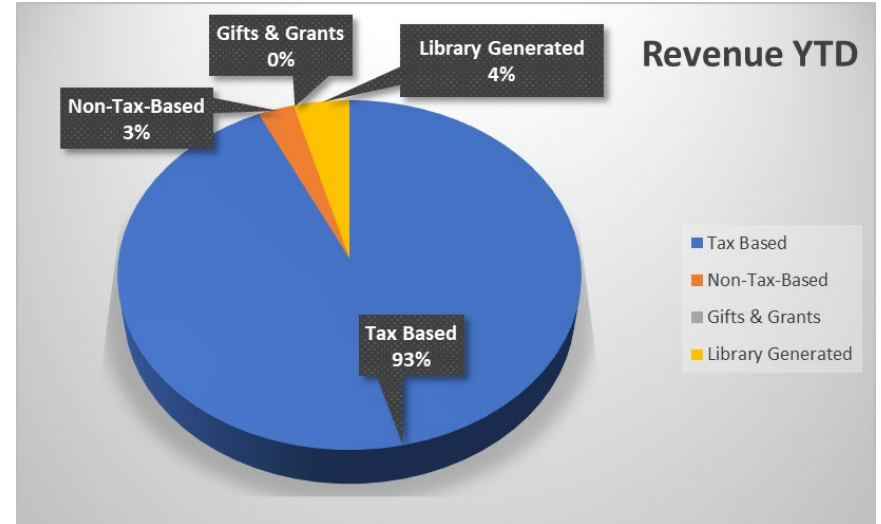
Expenses	YTD	Budget	Budget Utilized
Salary & Wages	533,502	2,192,658	24%
Benefits	179,739	878,897	20%
Library Materials	208,223	657,000	32%
Other Expenses	199,099	642,900	31%
Special Projects	-	35,000	0%
Contractual Services Library***	120,028	329,000	36%
Other***	79,071	278,900	28%
Building & Grounds	106,181	304,500	35%
Contractual Services Building***	4,817	25,000	19%
Capital Improvement***	791,093	1,090,000	73%
Dome Project*	669,600	626,000	107%
Total Expenses	2,017,838	5,765,955	35%

Reserves	
Reserve - Capital Improvements**	3,050,000
Reserve - Technology Improvements	300,000
Capital Equipment	300,000
Fund Balance - Unassigned**	3,421,607
Total Reserve Amount	\$ 7,071,607

*In FY 2022 & 2023 Dome Repair Total Amount was \$514,292. In FY2024 paid contractor L.Marshall \$640,800 and architect WJE fee \$28,800

**\$950,000 has been transferred from the Reserves to Fund Balance to meet the Budget Deficit

***Detail on Last page of the Report





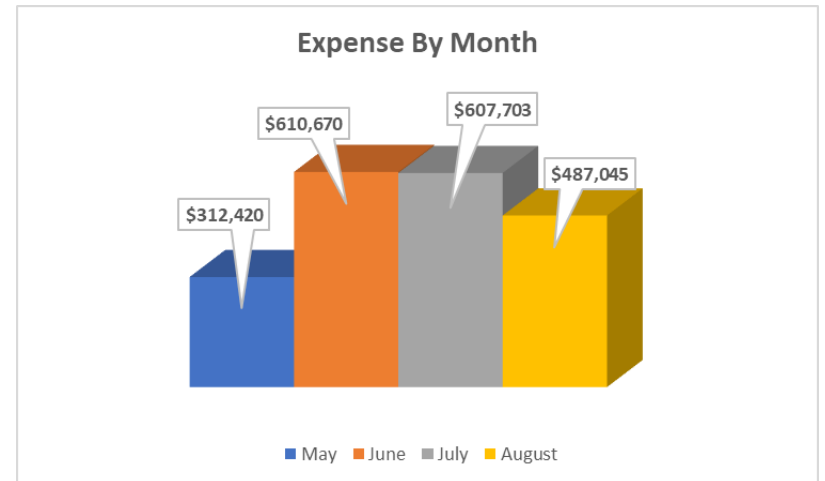
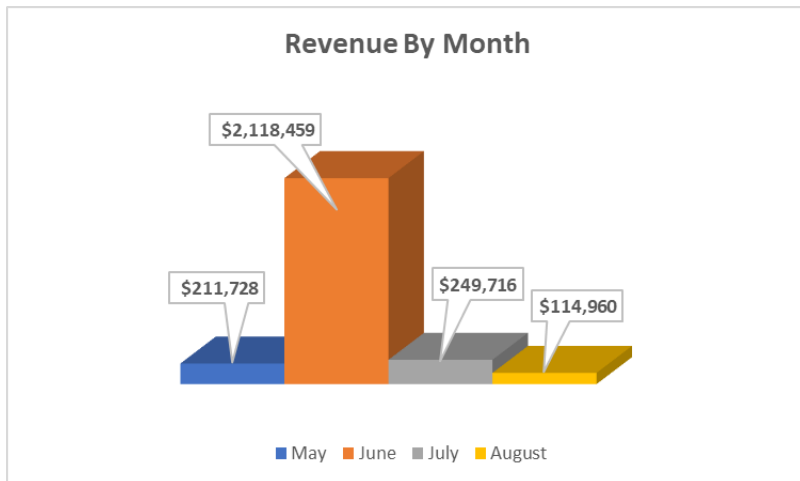
FY2024 Revenue & Expenditure Statement

For the YTD August - 2023

	May	June	July	August	YTD	Budget
Tax Based	211,496	2,057,828	193,492	42,831	2,505,646	4,631,204
Non-Tax-Based	-	23,567	19,053	31,638	74,259	68,000
Gifts & Grants	-	-	104	-	104	1,000
Library Generated	233	37,064	37,067	40,491	114,854	131,750
	\$211,728	\$2,118,459	\$249,716	\$114,960	\$2,694,863	\$4,831,954

	May	June	July	August	YTD	Budget
Salary & Wages	104,699	141,225	143,775	143,804	533,502	2,192,658
Benefits	40,396	47,852	45,175	46,316	179,739	878,897
Library Materials	34,795	74,714	47,709	51,005	208,223	657,000
Other Expenses	74,071	38,370	30,745	55,912	199,099	642,900
Special Projects	-	-	-	-	-	35,000
Contractual Services Library	55,626	16,301	12,779	35,321	120,028	329,000
Other	18,445	22,069	17,966	20,591	79,071	278,900
Building & Grounds	13,780	55,435	18,258	18,708	106,181	304,500
Contractual Services Building	2,837	643	595	742	4,817	25,000
Capital Improvement	44,679	253,074	322,041	171,300	791,093	1,090,000
Dome Project	-	219,300	279,000	171,300	669,600	626,000
	\$312,420	\$610,670	\$607,703	\$487,045	2,017,838	5,765,955

	(\$100,692)	\$1,507,790	(\$357,987)	(\$372,086)	677,025	(\$934,001)
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Lake Forest Library
Financial Notes and Variance Report
For the Month of August 2023 (Month 04) FY2024

Funds on Hand: \$3,421,607 (unrestricted/unaudited). \$950,000 has been transferred from Capital Improvements to unassigned Fund Balance to balance the budget for FY2024.

General Operations - Revenues

Property Tax: As of August 31, the Library received \$2,505,646 in property tax distributions which is 54% of annual budget.

Non-Tax-Based: As of August 31, the Library received \$74,259 in non-tax-based revenues. \$45,693 reflects the replacement of personal property tax payment and the \$28,566 per capita grant from the Illinois State Library. Non-tax-based income exceeds FY budget by 9%.

Library-Generated: As of August 31, the Library received \$114,854 in Library generated income. \$108,253 is interest on investments, \$3,559 reimbursement from CCS and \$3,002 in other revenue such as copier and damage item fees. Overall, the Library generated income of 87% of FY budget.

Gifts: As of August 31, the Library received \$104 gifts and grants which is 10% of FY budget.

General Operations - Expenditures

Salaries, wages, and benefits: As of August 31, \$533,502 for salaries and wages: 24% of FY budget; \$179,739 for benefits: 20% of FY budget. \$110,288 for medical insurance 23.89% of FY budget; \$39,960 for SSN: 20.93% of FY budget; \$25,246 for IMRF: 11.55% of FY budget and \$4,245 for Worker's Compensation: 53.90% of FY budget.

Materials: Books, AV, and Electronic Services: As of August 31, \$208,223: 32% of FY budget, this includes payments for periodical and database subscriptions.

Other Operating Expenditures: As of August 31, \$199,099: 31% of FY budget. Includes \$120,028 in library contractual services, including second payment of RFID lease of \$24,041 to Bibliotheca and \$79,071 on other expense such as programs, administrative fees, office supplies, membership and miscellaneous expenses.

Building and Grounds: As of August 31, \$106,181 which is 35% of the FY budget. Reflects \$4,817 contracts and service and \$60,440 for building maintenance, equipment maintenance, ground maintenance and janitorial supplies and services. Annual liability/casualty insurance premium of \$40,924 has been paid.

Capital Improvement: As of August 31, \$791,093: 73% of FY budget has been spent on the purchase of new security cameras, sump pumps and the dome project which has been completed. In FY2024 Library have paid \$640,800 to contractor L.Marshall and \$28,800 to WJE as architect consultant fee.

Reserves

\$3,421,607 - Operating cash reserve (fund balance-unassigned). The Library's restricted reserves are currently \$3,650,000: capital equipment (\$300,000), capital improvements (\$3,050,000), and technology (\$300,000). An amount of \$531,916 reflecting excess of revenues over expenditures for FY2023 will be reflected in the operating cash reserve in upcoming months following the approval of the Library's audit for FY2023.

Year to Date FY2024: 35% of budget expenses; 56% budget revenues.

Account Details

Contractual Services Library

Description	May	June	July	August	YTD	Budget
CCS (Integrated Library System)	12,530	-	-	18,372	30,902	\$ 84,000
LAN, WAV, and Support (MSP)	9,141	10,266	9,947	9,609	38,964	\$ 120,000
EZ Proxy & Collection HQ	702	2,250	-	-	2,952	\$ 10,000
Bibliotheca (RFID) Lease	24,041	-	-	-	24,041	\$ 25,000
Online/Internet (fiber)	1,902	2,156	218	1,107	5,383	\$ 25,000
Other: Web Calendar Subscription, Software Licenses & Web hosting and maintenance	1,210	101	1,085	4,705	7,102	\$ 30,000
Technology Leased & Warranty Renewals	6,100	1,528	1,528	1,528	10,686	\$ 35,000
Total	\$ 55,626	\$ 16,301	\$ 12,779	\$ 35,321	\$ 120,028	\$ 329,000

Contractual Service Building

Description	May	June	July	August	YTD	Budget
Water Treatment	250	250	250	250	\$ 1,000	
Alarm System	2,239	-	-	-	\$ 2,239	
Inner Security System	104	-	-	104	\$ 207	
Rose Pest	97	97	97	97	\$ 388	
AED (CINTAS)	147	296	39	153	\$ 635	
ARMark	-	-	209	139	\$ 348	
Total	\$ 2,837	\$ 643	\$ 595	\$ 603	\$ 4,678	\$ 25,000

Others

Description	May	June	July	August	YTD	Budget
Administrative Services - Fees to City of Lake Forest	2,256	-	4,512	2,256	\$ 9,024	\$ 29,500
Personnel Recruitment	-	10,000	-	-	\$ 10,000	\$ 700
Training and Development	2,507	327	841	1,270	\$ 4,945	\$ 23,000
Membership Dues	1,354	-	580	150	\$ 2,084	\$ 11,000
Meeting & Expenses	-	-	160	5	\$ 165	\$ 2,500
Legal	-	-	-	-	\$ -	\$ 20,000
Auditing Service	-	-	-	7,622	\$ 7,622	\$ 9,000
Programming	8,658	8,863	3,907	8,233	\$ 29,660	\$ 139,000
Online Banking Fees	(157)	138	283	-	\$ 264	\$ 1,650
Insurance - Liability	-	1,650	5,148	-	\$ 6,798	\$ 8,800
Telephone	297	320	320	320	\$ 1,256	\$ 8,750
Office Supplies	2,197	452	1,896	67	\$ 4,612	\$ 15,000
Postage	884	8	223	9	\$ 1,125	\$ 6,500
Vending Beverages	450	311	97	660	\$ 1,517	\$ 3,500
Total	\$ 18,445	\$ 22,069	\$ 17,966	\$ 20,591	\$ 79,071	\$ 278,900

Capital Improvement

Description	May	June	July	August	YTD	Budget
Capital Equipment	-	19,750	25,880	-	\$ 45,629	\$ 125,000
Technology Upgrade	44,679	14,024	17,161	-	\$ 75,864	\$ 130,000
Capital Improvement & Dome Project	-	219,300	279,000	171,300	\$ 669,600	\$ 835,000
Total	\$ 44,679	\$ 253,074	\$ 322,041	\$ 171,300	\$ 791,093	\$ 1,090,000

DRAFT GOALS FOR 2023-2024 – DISCUSSION DOCUMENT

Ishwar Laxminarayan

September 8, 2023

1. Become familiar with library operations, staff and history, Lake Forest community, Illinois Library law, library systems, etc.
2. Formulate vision for the library and Strategic Plan for 2024-2027:
 - a. Community Survey
 - b. Focus Groups/Town Hall/Other Community engagement
 - c. Staff survey
 - d. All staff retreat
 - e. Board retreat
 - f. Mission/Vision/Values
 - g. Strategic Priorities for 2024-2027
 - h. Seek funding in FY 2025 budget
 - i. Implement
3. Align Staff Organizational Structure with new Strategic Plan.
4. Review and update policies and procedures.
5. Repurpose/Upgrade one area of library for public use.
6. Repurpose/Upgrade one staff work area.

Library Operations Report July and August 2023

Highlights

125th Birthday Party

July was a busy month for Adult Services, starting with our Birthday Bash on July 8th in celebration of the library's 125th anniversary. Erin worked with O'My Goodness Cookies in Lake Bluff to plan a special treat and our guests were thrilled with the cookies decorated with the library's logo. Kids and adults alike seemed especially to like the "125" cookies. Kate and Heidi were busy making and serving lemonade. It was a beautiful day and a wonderful family event. Mandy and Heidi worked with the food trucks and scheduled the face painting, Lorie arranged for the magician and foam party. Special thanks to Jim Lee and facilities staff for assisting vendors, patrons, and staff throughout the day.



Dome Restoration and Repair Completed

The Dome Restoration Project was completed, and the final construction walk was conducted on August 23 with the architect WJE, general contractor L.Marshall, the Library Building Committee, and Library Staff. To celebrate, M&M'S with a Library Dome logo were made available to patrons and staff with special "Dome" dispensers throughout the Library. Board President Jim Clifton and director Ishwar Laxminarayan provided a dome update to Lake Forest City Council on September 5 that was received very well.



Summer Reading 2023

More than 10,000 books were read by Lake Forest Library Summer Reading participants this year! This was the first year in recent memory that we kept track of the books read instead of minutes or another metric for children. So, it's a bit difficult to compare to previous years. This was also the first year that all participants either self-reported or were entered by staff members into our reading challenge software, BeanStack. Going forward, this will allow us to collect comparable statistics over time and across departments. Implementing patron and staff feedback from past Summer and Winter programs, we simplified and streamlined the reading challenges, made prizes book-focused, and created more consistency between programs for youth, teens and adults.

Teen Volunteers

Over the summer, 29 teen volunteers assisted with summer reading sign-ups and logins, as well as other projects in the Children's Library, totalling more than 970 hours. Volunteers were incredibly helpful to staff members and the children enjoyed interacting with them during Summer Reading.

All Staff Training

August started with an All-Staff meeting led by Jim Lee and the Facilities Department for safety tours and activities, and a 3D-Printer demo by Chad Clark. This was a great opportunity for staff members to work and mingle with other departments. Because we have many part-time staff members, training like this gives us an opportunity to get to know other employees who work different shifts and work in other departments in the library while also learning.

Library card signups at College and Schools

On Friday, August 18th Krista and Erin joined Tori at Lake Forest College where they signed students up for Lake Forest Library cards and showed them our databases, how to download books and some of our other services. Over that weekend we had several students in the library from the college eager to see what we offer and to get help with an assignment from a LF College professor who required that students use our LinkedIn Learning database. We had over 65 students register for cards both at the event and online.



It was a month of busy outreach for Teen Services in August with 6 school visits. Emmy worked with summer school students at Deer Path Middle School to provide book talks and

Library resources. She attended back to school programs for new and returning students on both the East and West sides of DPM to help sign students up for Library cards and talk to students and parents about Library programs and services this Fall. At Lake Forest High School, Emmy coordinated with Katie Pausch the LFHS Librarian and Jill Chapman of Lake Bluff Public Library to have a table at textbook pick up where LFHS students could get library cards, learn about our study databases, and play Plinko for prizes. Heidi registered parents and students for cards and talked about library services and teen programs at LFHS on the last day of textbook pick up.

Community Reads and Discussion Groups

We are reaching out to local book clubs and other local organizations to encourage them to read the Lake Forest Reads book, *The Seed Keeper* by Diane Wilson, this fall. Judy Levine will be discussing it with her group on Thursday September 21st, and we have numerous related programs and discussions planned. Mandy filmed Kate doing a promo for the Lake Forest Reads event and we shared it with local book clubs and posted it on the Library's social media.

Group: How One Therapist and a Circle of Strangers Saved my Life by Christie Tate is our chosen book for the nonfiction Spring Read Between the Ravines program hosted jointly with Lake Bluff Library. We have a signed contract with the author and will be hosting her at the History Center of Lake Forest/Lake Bluff on April 13th, 2024. We have reached out to Rosalind Franklin University of Health & Medicine in North Chicago, and they are eager to work with us next spring.

Great Decisions has been meeting at the Lake Forest Library since 2019. Coordinated by Krista Kosar, the group has been led by Happie Datt and Chris Halverson, volunteers from the League of Women Voters. This year we have hired discussion leader Neil Currie, a Northbrook resident and teacher in Kane County. Neil has experience leading Great Decisions Groups in libraries and comes very highly recommended by our colleagues for his unbiased discussion facilitation on world politics related to Great Decisions topics. Neil also has local connections and may be able to bring new members and fresh perspectives into this group. Happie and Chris are pleased we are continuing to support the program, but now they can be enthusiastic participants instead of discussion leaders.

Bomb Threats at Local Libraries

Several libraries in the area (Fremont, Glenview, Morton Grove, Skokie, Vernon Area, Warren Newport and Wilmette) reported receiving bomb threats through their chat services and phone lines. Fortunately, none of the threats were credible and are believed to be hoaxes aimed at causing disruption and anxiety. We have reviewed procedures with all staff and have also been in regular touch with City of Lake Forest police who have asked us to be vigilant and report suspicious behavior or items left at the library like backpacks or duffle bags.

Consortium Update

Lake Forest Library patrons will benefit from the addition of over 300,000 items from the Warren-Newport Public Library (Gurnee) that joined our local consortium (CCS) over the Labor Day weekend.

Departmental Activities

Summer Reading, 2023 - "Buckets of Fun!"

Summer Reading ran from June 1st through July 31st. This was a shorter program than last year but had the advantage of easier to remember dates, finishing before school (and staff outreach to schools) began, and didn't conclude during a time that many patrons are out-of-town. It also gave patrons a bit of a grace period to pick up their prizes, even after the program had officially ended. We offered more prizes this year and gave books as challenge prizes for everyone, which was well-received by readers of all ages. Weekly and grand prize drawings created excitement and supported local businesses. Patrons seemed pleased with the reading-focused prizes, including bestsellers and the adult grand prize of book-of-the-month from Lake Forest Book Store.

By the Numbers:

Group	Registered	Books Read
Juniors (Infant–Grade 1)	217	6,535
Youth (Grade 2–6)	246	2,553
Teens (Grade 7–12)	98	625
Adults	165	557
Staff	15	95
Total	741	10,365

We dovetailed marking the middle of Summer Reading and our 125th Anniversary Family Fun Celebrations into a big party featuring a magic show, a foam party, face painting, bespoke cookies, lemonade, and food trucks from Left Bank and Kona Ice. We hosted hundreds of happy party goers and had a lot of fun. Thank you to the staff members who helped to plan the day and those who worked on the day to make sure everyone had a wonderful experience.

And because we're already thinking ahead, planning for Winter Reading is in the early stages.

Enjoy a few of the delighted readers who won prizes and are having “Buckets of Fun!”



Children’s Services

Our Summer Volunteers (pictured below left) were priceless! From managing the Summer Reading prize desk to helping with various programs. The teens in this picture were aiding with the painting for our annual “Little and Messy” program. And due to excessive heat, the Children’s staff opened the Kasian Room (pictured below right) for more space to hang out and play.





Six Summer Storytimes were hosted by Lorie Rohrer in the Kasian Room with 387 children and their families attending. We were making “fireworks” with scarves (pictured above left) and despite a mishap on the way to the library, our young patron (pictured above right) insisted on coming to the LEGO Club and made a wonderful creation!



What a pleasure to have Jim Gill (pictured above left) back in the Lake Forest Library for a family-friendly concert! Jim performed before an audience of 154 a delightful afternoon of award-winning songs while strumming his banjo and everyone singing, clapping, and dancing together! Steve Belliveau (pictured above right) makes science fun and understandable! We learned about topics including air and water pressure, chemistry, conservation of energy, and sound and color.



Another successful Fancy Doll & American Girl Tea Party! Guests enjoyed a fun, fancy afternoon with light refreshments, activities, and a reading from an *American Girl* book.



The 1000 Books Before Kindergarten program has been very successful with the young families in Lake Forest. We hosted a 1000 Books Before Kindergarten party to celebrate with stories, songs, activities, and sign-up new participants!

Young Adult Services



July featured our LEGO Robotics classes, Taste Test programs for Bollywood films and Korean Beauty products, and the return of our After-Hours Glow in the Dark Scavenger Hunt. Teens competed in teams of 4 to find their teams color of glowsticks in the Library.



This summer has fostered a dedicated group of teen writers (pictured above left) in our Storytellers writing group, who come to free write, story map, build writing prompts, and break down the components of what makes their favorite stories their favorites.

Emmy put on the Library's first Magic the Gathering program (pictured above right), which was very well received! It's a game of strategy, where players deploy cards of magic, artifacts, or creatures to attack or block, trying to drive their opponent down to 0 hit points. The program attracted both new and established players, allowing teens to mentor each other after they received their starter decks. We have heard many compliments from teens and parents saying that they are still playing the game at home.

Adult Services

Steve Frenzel presented “Chicago in the Movies,” a popular Zoom program full of movie clips and local trivia. As the tornado sirens howled, 30 patrons enjoyed this entertaining program from the safety of their homes.

Lydia's first program, “Habitat Guide to Birding” presented by the Lake County Forest Preserves was popular, with 23 attending. One lucky attendee won a book on Birds of the Midwest and a birding journal.

Krista co-hosted a book discussion at Dickinson Hall attended by 6 members and Erin's mystery discussion had 6 attendees and our Monday evening Poetry Group had 7 attending this month.

24 patrons seemed excited to take home and try the July DIY Rolled Candles kit. Krista continues to find interesting and unique crafts for our patrons to enjoy.

Our regular Poetry and Mystery discussion groups continue to meet over the summer. Volha Lockhart was the winner of the Bookmark Design Contest for adults. We received 4 entries, and her beautiful and bright summer design was chosen as the winner.



Several popular programs this month included Flower Arranging led by Eilleen Looby of Lake Forest Flowers, which was attended by 35 patrons. Several lucky participants won arrangements to take home. Eilleen praised the library and had special words of praise for our gardening collection. Erin's Mystery discussion had 6 participants and Krista's non-fiction at night had 2. Our Vinyl Records Bookend Kits were picked up by 40 patrons.

Media Lab

In July and August Dickinson Hall had some of its wood floors restored and so we temporarily moved the library's Outreach Technology programs back to the library. As a result, Dickinson Hall members who don't often visit the library had an opportunity to come to the library and

reconnect with our collections and services. Over the course of five sessions, Chad Clark had 64 participants, covering: Intro to Google Drive, Intro to 3D Printing, iPhone fundamentals, Managing Your Digital Photos, and Cutting the Cable.

Facilities

On July 03, Outsource IT Solutions was onsite to change internet service providers from AireSpring to Comcast. We are happy to report patron computer access was not affected during the changeover.

A microburst stormfront blew into the Lake Forest area on July 05. As a result, the West courtyard suffered one tree down and a large limb from the South lawn came down. Sav-A-Tree removed the debris from the courtyard on July 07 and no damage was noted to the building or surrounding landscape. The cost of the cleanup was \$954.24.

Pasquesi Plumbing completed drain repairs at the Northeast corner of the property on July 06. This completed drain repairs that totaled \$8,600.00.

NIR roofing responded to the Library on July 07 to patch a leaking skylight above the Media lab at a cost of \$1,100.00.

Hill Mechanical installed a replacement motor and fan for the Carrier Gemini cooling condensing unit on July 10, costing \$3,046.00.

On July 12, Hill Mechanical installed the remote panel for the new chiller. The cost of the service was included in the initial project.

The elevator malfunctioned on July 19 and American Hoist Manlift serviced the electric control panel on July 20. New contacts were installed, and functionality was re-established the same day. The total cost of repair was \$2,170.08.

American Industrial Appraisal was onsite the week of July 24 - July 28 to conduct a building, property, and content appraisal. The complete report is expected in October.

On July 28, Pasquesi Plumbing installed a new hot water pump at a cost of \$1,058.00.

Building Stars cleaning conducted carpet cleaning in the Media Lab, public staircases, Adult Services Office area, and Staff Lounge on July 29 after the Library closed. The total cost of the service was \$1,009.00.

On August 07, the Library received a replacement microwave from Best Buy and Facilities completed the installation.

Budget Blinds was on location August 10 to prepare a proposal for the motorized Kasian Room ceiling shades. The proposal is expected in September.

Aspen Fencing from Lake Bluff installed replacement fencing to hide the newly installed chiller on August 16. The new fence was painted to match the existing adjacent fencing and has a five-year guarantee, for a total cost of \$3,780.00.

On August 19, Chicago Glass Experts sealed the joints of the Kasian Room glass ceiling to address the historical water leakage. A second visit was required on August 24 to complete the work and the total cost was \$5,890.00.

Staff Activities:

Several staff members have been assisting the Friends of the Library in planning their annual Book Sale (September 13–17) and the Night at the Library: Celebrating 125 Years on Friday, November 3.

Staff met with senior staff of the City’s Finance department and the Board’s Financial Committee to review the draft Library Audit for the year ending April 30, 2023. We will be presenting the final version at the October 10 meeting of the Board.

Several staff members provided an orientation to new trustee Emily Van Bel and gave her a tour of the library on September 6 and 8.

Director’s Activities:

- Attended the Director’s University organized by the Illinois Library Association in Springfield. Sessions focused on the Open Meetings Act, Freedom of Information Act, legal matters, personnel issues, trustee/director relationships, finance, facilities and strategic planning. This year, the program followed a hybrid model with several sessions held virtually followed 3 intensive days on location. I got to network with several library directors in the state and leaders of the Illinois Library Association, Illinois State Library and our local systems RAILS and IHLS.
- Received orientation on our local consortium Cooperative Computer Services (CCS) from director Rebecca Malinowski.
- Participated in first meeting of the CCS Governing Board.
- Attended meetings of library directors at the Indian Trails Public Library (Wheeling), Fox River Grove Library (Fox River Grove), Lake Villa District Library (Lindenhurst) and Cook Memorial Public Library District (Libertyville).
- Met with City of Lake Forest directors of community development, finance and human resources.
- Met with City of Lake Forest School Superintendent Matthew Montgomery.
- Hosted trustees and senior leadership of Glencoe Public Library who are planning a building renovation.

Upcoming Meetings/Events:

Saturday, September 9 and 16	Coffee in the Park with City of Lake Forest Aldermen
Wednesday, September 13 thru Sunday, September 17	Friends of the Lake Forest Library Annual Book Sale
Tuesday, September 26	Lake Forest Preservation Foundation Board
Thursday, October 19 and Friday, October 20	Author Diane Wilson (<i>The Seed Keeper</i>) visit
Friday, November 3, 2023	Night at the Library

STATISTICAL SNAPSHOT

Services	July 2023	August 2023
Library Visits	13,390	13,337
Physical Items circulated	23,764	23,313
E-Media Circulated	8,994	8,576
Database Uses	9,920	NA
Library Programs	68	27
E-Tutorials and Tech Help	31	83
Reference Questions Answered	2,633	2,514
Media Lab Sessions	25	74
Library Cards registered/renewed	134	232
Items added to collection	1090	1235
Items withdrawn from collection	848	1,835