



LAKE FOREST LIBRARY BOARD OF TRUSTEES
Lake Forest Library, 360 East Deerpath Road, Lake Forest, IL 60045
Kasian Room, Lower Level
Tuesday, October 10, 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. Opportunity for the Public to Address the Board
4. President's Remarks
5. Call for Additions to the Agenda
6. Correspondence Report and Patron Comments
7. Friends of the Lake Forest Library Presentation
8. National Friends of Libraries Week 2023 Proclamation
9. Staff Presentation – Kate Buckardt, Head of Adult Services
10. Consent Agenda (omnibus vote on matters 7(a)-7(c)):
 - a. Approve October 10, 2023 Agenda
 - b. Approve September 12, 2023 Regular Meeting Minutes
 - c. Approve September 2023 Financial Report
11. Building Committee appointment
12. Night at the Library, Friday, November 3, 2023 – early closure at 5:00 pm
13. Library Operations Report
14. Unfinished Business
15. New Business
16. 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
September 2023

Adult • Patron Comment • In person#15834

Answered by: *RO09/30/2023 9:35am*

Patron complimented the Legos on the front desk. Told the patron about our Lego-building program this month

Adult • Patron Comment • Email#15788

Answered by: kbuckardt@lakeforestlibrary.org09/29/2023 9:54am

Patron comment after attending the Indigenous Art Program presented by Deb Levie : Thank you, Kate! It was a wonderful presentation for me on many levels--art, culture, beading, and more. Deb Levie was fabulous (such depth of knowledge and enthusiasm)! Sorry I had to leave so fast. Hope to see you Saturday morning--and I did sign up for the upcoming author presentation, too!

Adult • Patron Comment • Email#15745

Answered by: *f09/28/2023 2:42pm*

A patron asked what rooms the American Legion group used when they met at the Library in the early 1930s. Krista and Lydia looked through old board reports as well as the "Then and Now" history pages on the website that were compiled as part of the Library's 125th anniversary Celebration. We were able to determine that the group used the "Assembly Room" which was an auditorium space located in what is now the Children's Library. We were able to send the patron photos of what the space looked like originally and what it looks like now.

Adult • Patron Comment • In person#15700

Answered by: kbuckardt@lakeforestlibrary.org09/27/2023 5:17pm

Patron asked us to bring back the free paperbacks in the foyer. I mentioned that the beach and the train station has/had them.

Adult · Patron Comment09/27/2023 10:50am

Answered by: en#15628

Two patrons came to the desk after Book Babies to comment on the disruptive nature of older kids in the program, which made them feel unsafe to let their babies play on the floor and interact with the story time items available for them during the program. They have loved coming to this story time and felt that previously it was geared towards their children, while now the age of the participants is much older. They hope there is a way to exclude the older children, either by enforcing the age of the program or creating a separate area for them to play so they don't disrupt the program.

Adult • Patron Comment • In person#15615

Answered by: *f09/26/2023 7:32pm*

Patron complimented Chad and the Media Lab. He said he had been working on a DVD project for two years and had never been able to quite do what he wanted, but Chad was able to help and got him what he needed.

Adult • Patron Comment • Phone#15504

Answered by: cgoebel@lakeforestlibrary.org09/26/2023 9:22am

Patron, Francis Walker complimented on how helpful we are always and was very happy to see the great deal of resources that we offer. He was especially happy to see that he was able to get the New York Times to read on the LF Library app that he just installed.

Adult • Patron Comment • In person#15409

Answered by: CC09/24/2023 4:35pm

The glass (plexiglass partition) being down is nice!!!

Adult • Patron Comment • In person#15375

Answered by: MD09/24/2023 1:56pm

Comment from Patron: We checked out a toniebox kit and my kids sat for hours listening to the stories yesterday. It was easy to use and they loved it!

Adult • Patron Comment • In person#15340

Answered by: KK09/23/2023 11:46am

Patron came from downstairs to let adult services know her teenage son and his friends really loved when the chess and checkers set were in the lobby. She asked if we would consider leaving sets out all the time at one of the tables instead of only having it out on occasion.

Adult • Patron Comment • In person#15339

Answered by: MD09/23/2023 11:44am

Patron shared that her son (middle school age) and his friends really loved the chess set and activities that had been set up in the Library foyer. A great opportunity to enhance chess skills away from Chess club at their school.

Adult • Patron Comment • In person#15249

Answered by: cmacnaughton@lakeforestlibrary.org09/21/2023 4:31pm

Patrons have loved The Seed Keeper and say its a really good read.

Adult • Patron Comment • In person#15227

Answered by: lf09/21/2023 1:00pm

From patron attending The Seed Keeper discussion program with Judy Levin: This is the best [Lake Forest Reads title] yet.

Adult • Patron Comment • In person#15217

Answered by: EM09/21/2023 11:53am

Very complimentary of our craft exchange. She says we should do it every year

Adult • Patron Comment • In person#15200

Answered by: *LR09/21/2023 9:36am

I brought my daughter to your baby storytime. Now I am bringing my son to baby storytime. On the way to the Library, we dropped off my 5-year-old daughter at school and sang the Elevator Song. We love the Library and all the programs you offer!

Adult • Patron Comment • Email#15197

Answered by: [lf09/21/2023 9:05am](#)

Email regarding Jamie Novak Digital Decluttering program: "Thank you. Very informative and it created awareness of this. Because of this I have decluttered immensely! Thank you!"

Adult • Patron Comment • In person#15175

Answered by: kbuckardt@lakeforestlibrary.org09/20/2023 7:48pm

Patron looking at Banned Book Display is shocked that books she read in high school are banned. She thanked us for pointing out these titles. Krista did a very nice job and included a word search handout.

Adult • Patron Comment • Appointment#15145

Answered by: [cc09/20/2023 12:26pm](#)

I picked up my 3D prints yesterday and after a little adjustment one of them went into service. You helped me complete one of my PHDs (projects half-done). Thank you! Tom

Adult • Patron Comment • In person#15126

Answered by: [KK09/20/2023 10:37am](#)

The remote printing feature is so cool!

Adult • Patron Comment • In person#15040

Answered by: [*KW09/19/2023 3:50pm](#)

Thanks for making the library such a fun place! Love all the toys.

Adult • Patron Comment • In person#14998

Answered by: hkrueger@lakeforestlibrary.org09/18/2023 8:38pm

Patron thanked me for past advice on a research project and said she found the information she needed from an out-of-state library on my suggestion..

Adult • Patron Comment • In person#14984

Answered by: hkrueger@lakeforestlibrary.org09/18/2023 7:08pm

Patron states that catalog is confusing to use, she often ends up calling for help. Was grateful for that help. (I think confusion results when we don't own titles, but other CCS libraries do)

Adult • Patron Comment • In person#14785

Answered by: ishwar@lakeforestlibrary.org09/15/2023 4:59pm

Patron had read our latest newsletter and recommended that we visit the Champaign Public Library to view their children's play area. They are also building a new teen space.

Adult • Patron Comment • In person#14784

Answered by: ishwar@lakeforestlibrary.org09/15/2023 4:57pm

Marilyn Criche, a 97-year young resident of Lake Forest Place conveyed her appreciation for Kate, Krista, Jeanie and that other "young girl" who visit Lake Forest Place and assist the residents with their reading and entertainment needs. She said the library is a "godsend" for residents like herself. She navigated the elevator with some difficulty and mentioned that it would be nice to have some comfortable seating on the upper level. Krista helped her place some new titles on hold and get play scripts on interlibrary loan for a play that she and her fellow residents are planning to perform.

Adult • Patron Comment • In person#14671

Answered by: *MD09/14/2023 11:56am*

My children have absolutely loved reading the book *Every Body: A Celebration of Diverse Abilities* by Shelley Rotner. It has encouraged them to have some really great conversations about different kinds of bodies, abilities, and what it might feel like to have a disability. - paraphrased from patron, expressing her gratitude to the Library for purchasing books that encourage her children to have some necessary tough conversations that promote empathy and understanding.

Adult • Patron Comment • In person#14498

Answered by: *EM09/12/2023 9:40am*

Patron asking for Krista They were very pleased with her service and ability to help them

Adult • Patron Comment • In person#14424

Answered by: *cmacnaughton@lakeforestlibrary.org09/11/2023 2:34pm*

David Tanaka says people at Lake Forest Library are always so helpful

Adult • Patron Comment • In person#14340

Answered by: *js09/09/2023 11:30am*

One of our regular patrons approached me in the Reading Room while I was installing new magazine labels. They said the new labels looked much nicer. They shared that their partner enjoys the bird feeders outside the Library and has seen many hummingbirds. They thanked me for being so thoughtful.

Adult • Patron Comment • In person#14245

Answered by: *kbuckardt@lakeforestlibrary.org09/07/2023 7:37pm*

Patron was thrilled to see Noise Cancelling Headphones in our Accessibility Collection

Adult • Patron Comment • In person#14243

Answered by: *kbuckardt@lakeforestlibrary.org09/07/2023 7:21pm*

Patron came into the library to pick up a hold for her husband. She said "thank you, you got my husband back reading. I just returned a book and am picking up another. You have such great service."

Adult • Patron Comment • Phone#14101

Answered by: *lf09/06/2023 11:11am*

A patron called looking for information about architect Edward Humrich, who studied under Frank Lloyd Wright and designed a number of homes in Lake Forest, Riverwoods, and surrounding areas. There have been no books written about this person, but through some searching, I discovered that the Chicago History Museum holds Humrich's architectural records. The Art Institute of Chicago also conducted an oral history interview project with a number of architects, including Humrich, and transcriptions of those interviews are available online. I was able to refer the patron to both of these resources to continue his research, and he was very appreciative for the help.

Child • Patron Comment • In person#13938

Answered by: *LR09/05/2023 3:26pm*

I just love coming here and being surrounded by walls of books!

BELL & ANDERSON LLC
410 HUNT CLUB WAY
LAKE GENEVA, WISCONSIN 53147-5618

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September 29, 2023

Ishwar Laxminarayan
Executive Director
Lake Forest Library
360 East Deerpath Road
Lake Forest, IL 60045

Re: Grant from the Reed Family Foundation, Inc.

Dear Mr. Laxminarayan:

Please find enclosed a check in the amount of \$25,000 from the Reed Family Foundation, Inc. Lake Forest Library was recommended to the Reed Family Foundation, Inc. for consideration as a possible grantee by Helen S. Reed.

Ms. Reed does not wish to receive any personal gifts or benefits.

For tax purposes, it is important that the Reed Family Foundation, Inc. receives an acknowledgment of this grant which you should direct to my office at the above address. **Note that our office address has changed.** Please contact me if you have any questions.

Very truly yours,

BELL & ANDERSON LLC



Linda L. Landreth
Chief Operating Officer

LLL:cjw
Enclosure

BELL & ANDERSON LLC
410 HUNT CLUB WAY
LAKE GENEVA, WISCONSIN 53147-5618

TELEPHONE: 262 384-3700
FACSIMILE: 262 384-3715

LINDA L. LANDRETH
(262) 384-3705
llandreth@bellandersonlaw.com

September 22, 2023

Ishwar Laxminarayan
Executive Director
Lake Forest Library
360 E. Deerpath Road
Lake Forest, IL 60045

Re: Grant from the Reed Family Foundation, Inc.

Dear Mr. Laxminarayan:

Please find enclosed a check in the amount of \$16,150 from the Reed Family Foundation, Inc. Lake Forest Library was recommended to the Reed Family Foundation, Inc. for consideration as a possible grantee by Peter S. Reed.

For tax purposes, it is important that the Reed Family Foundation, Inc. receives an acknowledgment of this grant which you should direct to my office at the above address. **Note that our office address has changed.** Please contact me if you have any questions.

Very truly yours,

BELL & ANDERSON LLC



Linda L. Landreth
Chief Operating Officer

LLL:cjw
Enclosure

2023 NATIONAL FRIENDS OF LIBRARIES WEEK PROCLAMATION

WHEREAS, October 15–21, 2023, has been declared National Friends of Libraries Week by United for Libraries, a division of the American Library Association; and

WHEREAS, the Friends of Lake Forest Library organize one of the biggest book sales in the region and in 2023 through a dedicated group of 200 volunteers raised over \$113,000; and

WHEREAS, the Friends of Lake Forest Library have raised over two million dollars since their founding in 1976 that has helped to maintain and enhance library programming, our historic building, our extensive fine arts collection, and more; and

WHEREAS, the work of the Friends highlights the fact that Lake Forest Library is the cornerstone of the community, providing opportunities for all to engage in the joy of life-long learning and connect with the thoughts and ideas of others from ages past and present; and

WHEREAS, the Friends understand the critical importance of well-funded libraries and advocate to ensure that our Library gets the resources it needs to provide a wide variety of services to all ages; and

WHEREAS, the Friends' gift of time and commitment to the Library sets an example for all in how volunteerism leads to positive civic engagement and the betterment of our community;

Now, therefore, be it resolved that the Lake Forest Library Board of Trustees proclaims October 15–21, 2023, at Lake Forest Library as

Friends of the Library Week

and conveys its sincere appreciation for everything the Friends do to improve our Library and community.

Proclaimed on this 10th day of October, 2023.

Jim Clifton
President, Lake Forest Library Board of Trustees



LAKE FOREST LIBRARY BOARD OF TRUSTEES

360 East Deerpath Road, Lake Forest, IL 60045

Tuesday, September 12, 2023

Regular Meeting

CALL TO ORDER

President Jim Clifton welcomed all and called the meeting to order on September 12, 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, Heather Strong, Emily Van Bel. Seven Trustees in attendance; a quorum was present.

Trustees Absent: Bryan Bertola and Bob Shaw

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

PRESIDENT'S REMARKS

President Clifton and Director Laxminarayan presented a timeline of the Dome restoration project and confirmed its completion to the City Council on September 5. Over the last few weeks, President Clifton and Executive Director Laxminarayan have met with key Library stakeholders to understand their perspectives as we undertake our strategic plan. This included Library staff, City staff, City Council, Lake Forest Preservation Foundation, Friends of Lake Forest Library and representatives of regional libraries for their insights as we look ahead to how the Lake Forest Library evolves in this post-Covid, high tech world.

The Friends of Lake Forest Library's 47th Annual Book Sale is scheduled for September 14-17. Since 1976, the Friend's Book Sale has resulted in donations to the Library of over \$2.5 million. The other date of note is November 3rd which is the Night at the Library celebration of the Library's 125th anniversary.

CALL FOR ADDITIONS TO THE AGENDA

None.

OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD

None.

INTRODUCTION OF NEW TRUSTEE EMILY VAN BEL

The Board welcomed Emily Van Bel, a native of Lake Forest, who has spent the last decade in Los Angeles in entertainment but is pleased to return to raise her family in Lake Forest. She is

currently in real estate development and eager to help with the building maintenance issues we so often face.

CORRESPONDENCE REPORT AND PATRON COMMENTS

Many positive comments were received about the summer reading programs and the other children's events the Library offers each week.

STAFF PRESENTATION: CHAD CLARK, HEAD OF DIGITAL AND INNOVATION SERVICES

Chad Clark shared his work in the Media Lab, which is a very busy meeting space that accommodates a wide range of patron driven digitization projects and 21st technology training workshops. The recently acquired 3D printer is very popular and is kept on a mobile cart so 3D printing programs for all ages can be held on both the lower and upper levels of the library. One patron used it to design a logo for her business. Clark noted that patrons can upload a file for 3D printing on the Library website and then come in and pick up the item. Printing time can vary from 15 minutes to 4 hours depending on the size. Clark also announced the new LF Library app is about to be released. The app will allow patrons to access the catalog, manage their account information, place holds on materials, and discover library events and resources from a mobile device. The app will also feature a digital library card which will allow patrons to check books out with their phone at service desks or the self-checkout machines.

There was discussion about the demand exceeding the space (Media Lab appointments book quite far out), as the Lab is divided into 2 sections, with the equipment and instruction area limited to 2 or 3 patrons at most, for sound and privacy reasons. The group agreed that finding a way to meet this demand by reconfiguring the space or taking on additional staff needs to be considered for the future.

APPROVAL OF THE CONSENT AGENDA

Trustee Johnson made a motion, seconded by Trustee Desmond, to approve the Consent Agenda (omnibus vote of 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

COMMITTEE REPORTS

BUILDING COMMITTEE

Trustee Strong announced that the Dome restoration project was completed on time, all change orders are in and the job stayed within budget. This means the job is now officially closed. She thanked Wiss-Janney and L. Marshall for a high quality and efficient process, with excellent communication throughout both internally and to the public.

LIBRARY OPERATIONS REPORT

Director Laxminarayan shared his draft goals for the coming year and beyond, with a particular emphasis on formulating a vision for the Library. The steps to be included are analyzing the upcoming community survey (the results should be available to the Library by the end of

September or early October, before presentation at the October 16 City Council meeting). This learning, together with focus groups with key stakeholders in the community, and Staff and Board retreats, will be integrated into a coherent vision for the Library, to be outlined for execution in the 3-year strategic plan. This may result in changes to the Library 's staff structure, policies and spaces for the public and the staff. Previous studies on these same issues of patron and staff needs as well as space constraints will be revisited. All were conducted pre-Covid but are sure to have some relevance going forward.

UNFINISHED BUSINESS

The RFP for the mural restoration project should be issued shortly.

NEW BUSINESS

President Clifton announced that effective immediately, Bryan Bertola has resigned as Trustee and Head of the Building Committee due to immediate and on-going conflicts. He was critical in the Dome restoration project and urged the Board to take on the building maintenance and upgrade issues in a holistic way as we develop the Strategic plan. The Board is grateful for his contribution.

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 7:46 pm.

Sue Shattock, Secretary

Minutes submitted for approval by the Board on October 10, 2023

Next meeting: October 10, 2023



FY2024 Revenue & Expenditure Statement

For the YTD September - 2023

Revenues	YTD	Budget	Budget Realized
Tax Based	3,699,411	4,631,204	80%
Non-Tax-Based	74,259	68,000	109%
Gifts & Grants	1,104	1,000	110%
Library Generated	156,484	131,750	119%
Total Revenues	\$3,931,257	4,831,954	81%

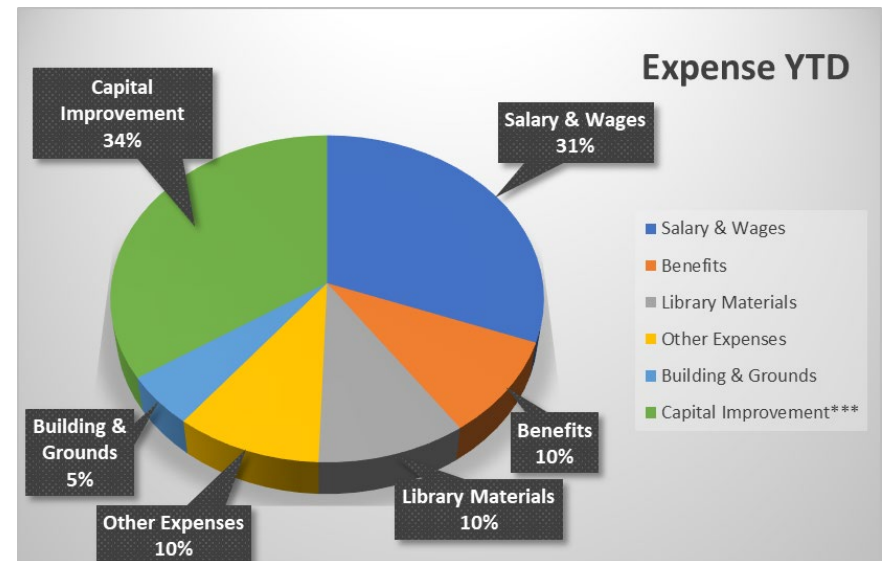
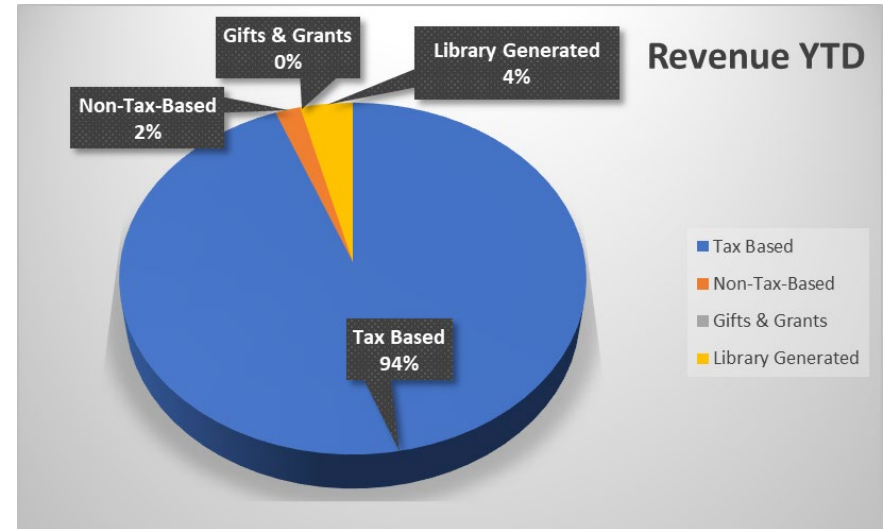
Expenses	YTD	Budget	Budget Utilized
Salary & Wages	746,902	2,192,658	34%
Benefits	233,566	878,897	27%
Library Materials	247,038	657,000	38%
Other Expenses	241,977	642,900	38%
<i>Special Projects</i>	-	35,000	0%
<i>Contractual Services Library***</i>	138,924	329,000	42%
<i>Other***</i>	103,053	278,900	37%
Building & Grounds	123,700	304,500	41%
<i>Contractual Services Building**</i>	5,485	25,000	22%
Capital Improvement***	833,925	1,090,000	77%
<i>Dome Project*</i>	669,600	626,000	107%
Total Expenses	2,427,108	5,765,955	42%

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





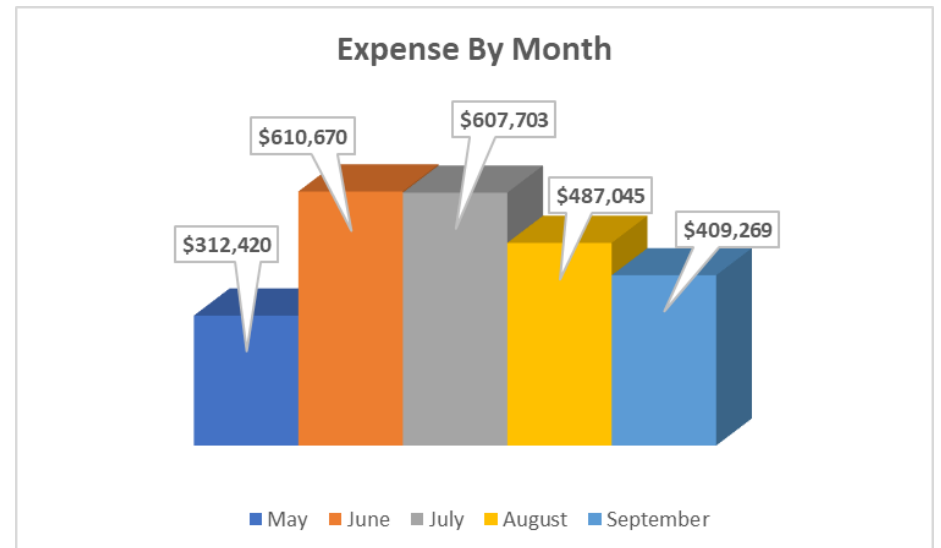
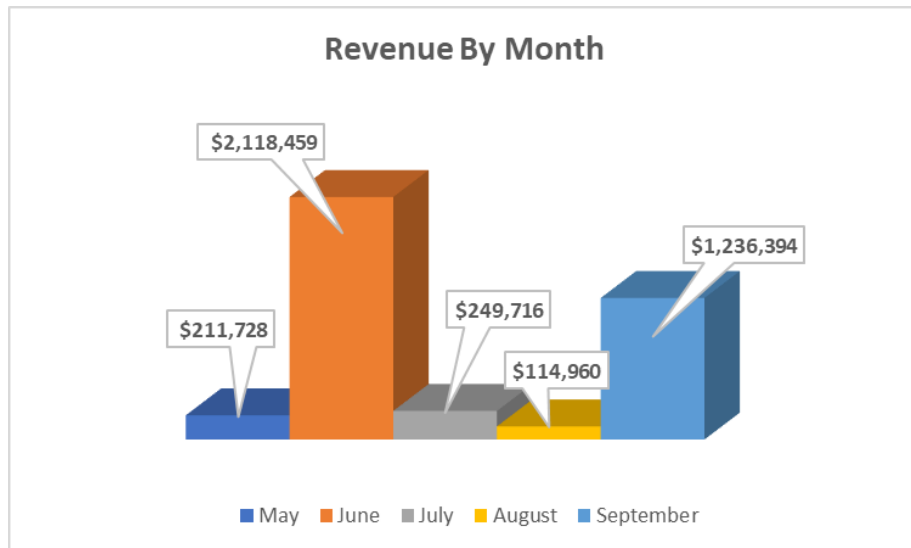
FY2024 Revenue & Expenditure Statement

For the YTD September - 2023

	May	June	July	August	September	YTD	Budget
Tax Based	211,496	2,057,828	193,492	42,831	1,193,765	3,699,411	4,631,204
Non-Tax-Based	-	23,567	19,053	31,638	-	74,259	68,000
Gifts & Grants	-	-	104	-	1,000	1,104	1,000
Library Generated	233	37,064	37,067	40,491	41,630	156,484	131,750
	\$211,728	\$2,118,459	\$249,716	\$114,960	\$1,236,394	\$3,931,257	\$4,831,954

	May	June	July	August	September	YTD	Budget
Salary & Wages	104,699	141,225	143,775	143,804	213,400	746,902	2,192,658
Benefits	40,396	47,852	45,175	46,316	53,827	233,566	878,897
Library Materials	34,795	74,714	47,709	51,005	38,815	247,038	657,000
Other Expenses	74,071	38,370	30,745	55,912	42,877	241,977	642,900
Special Projects	-	-	-	-	-	-	35,000
Contractual Services Library	55,626	16,301	12,779	35,321	18,896	138,924	329,000
Other	18,445	22,069	17,966	20,591	23,982	103,053	278,900
Building & Grounds	13,780	55,435	18,258	18,708	17,519	123,700	304,500
Contractual Services Building	2,837	643	595	742	668	5,485	25,000
Capital Improvement	44,679	253,074	322,041	171,300	42,832	833,925	1,090,000
Dome Project	-	219,300	279,000	171,300	-	669,600	626,000
	\$312,420	\$610,670	\$607,703	\$487,045	\$409,269	2,427,108	5,765,955

(\$100,692)	\$1,507,790	(\$357,987)	(\$372,086)	\$827,125	1,504,150	(\$934,001)
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Lake Forest Library
Financial Notes and Variance Report
For the Month of September 2023 (Month 05) 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 September 30, the Library received \$3,699,411 in property tax distributions which is 80% of annual budget.

Non-Tax-Based: As of September 30, 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 September 30, the Library received \$156,484 in Library generated income. \$147,106 is interest on investments, \$3,759 reimbursement from CCS and \$5,619 in other revenue such as copier and damage item fees. Overall, the Library generated income exceeds FY budget by 19%.

Gifts: As of September 30, the Library received \$1,104 gifts and grants which exceeds FY budget by 10%.

General Operations - Expenditures

Salaries, wages, and benefits: As of September 30, \$746,902 for salaries and wages: 34% of FY budget; \$233,566 for benefits: 27% of FY budget. \$137,730 for medical insurance 29.84% of FY budget; \$56,056 for SSN: 29.37% of FY budget; \$35,534 for IMRF: 16.26% of FY budget and \$4,245 for Worker's Compensation: 53.90% of FY budget.

Materials: Books, AV, and Electronic Services: As of September 30, \$247,038: 38% of FY budget, this includes payments for periodical and database subscriptions.

Other Operating Expenditures: As of September 30, \$241,977: 38% of FY budget. Includes \$138,924 in library contractual services, including second payment of RFID lease of \$24,041 to Bibliotheca and \$103,053 on other expense such as programs, administrative fees, office supplies, membership and miscellaneous expenses.

Building and Grounds: As of September 30, \$123,700 which is 41% of the FY budget. Reflects \$5,485 contractual services building and \$77,291 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 September 30, \$833,925: 77% of FY budget has been spent on the purchase of new security cameras, sump pumps, new IT switches and the dome project which has been completed. In FY2024 Library has 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: 42% of budget expenses; 81% budget revenues.

Account Details

Contractual Services Library

Description	May	June	July	August	September	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	9,690	48,654	\$ 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	5,769	11,151	\$ 25,000
Other: Web Calendar Subscription, Software Licenses & Web hosting and maintenance	1,210	101	1,085	4,705	758	7,860	\$ 30,000
Technology Leased & Warranty Renewals	6,100	1,528	1,528	1,528	2,679	13,364	\$ 35,000
Total	\$ 55,626	\$ 16,301	\$ 12,779	\$ 35,321	\$ 18,896	\$ 138,924	\$ 329,000

Contractual Service Building

Description	May	June	July	August	September	YTD	Budget
Water Treatment	250	250	250	250	250	\$ 1,250	
Alarm System	2,239	-	-	-	-	\$ 2,239	
Inner Security System	104	-	-	104	-	\$ 207	
Rose Pest	97	97	97	97	97	\$ 485	
AED (CINTAS)	147	296	39	153	252	\$ 887	
ARMark	-	-	209	139	70	\$ 417	
Total	\$ 2,837	\$ 643	\$ 595	\$ 742	\$ 668	\$ 5,485	\$ 25,000

Others

Description	May	June	July	August	September	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	1,185	\$ 6,131	\$ 23,000
Membership Dues	1,354	-	580	150	162	\$ 2,246	\$ 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	21,077	\$ 50,736	\$ 139,000
Online Banking Fees	(157)	138	283	-	139	\$ 403	\$ 1,650
Insurance - Liability	-	1,650	5,148	-	-	\$ 6,798	\$ 8,800
Telephone	297	320	320	320	320	\$ 1,575	\$ 8,750
Office Supplies	2,197	452	1,896	67	-	\$ 4,612	\$ 15,000
Postage	884	8	223	9	968	\$ 2,093	\$ 6,500
Vending Beverages	450	311	97	660	131	\$ 1,648	\$ 3,500
Total	\$ 18,445	\$ 22,069	\$ 17,966	\$ 20,591	\$ 23,982	\$ 103,053	\$ 278,900

Capital Improvement

Description	May	June	July	August	September	YTD	Budget
Capital Equipment	-	19,750	25,880	-	-	\$ 45,629	\$ 125,000
Technology Upgrade	44,679	14,024	17,161	-	42,832	\$ 118,696	\$ 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	\$ 42,832	\$ 833,925	\$ 1,090,000

Library Operations Report September 2023

Highlights

New Library App!

Over 300 people have downloaded the new Lake Forest Library app. The app offers a more convenient way to search the catalog, see and register for events, and store library card data on smartphones and mobile devices. The ISBN barcode scanner is a unique feature to check our catalog for any book with an International Standard Book Number. Other phone-friendly features include mapping to our location, automatic dialing and emailing for contacting us.

Staff Accomplishment

Teen Librarian Emmy Neal was recruited by *School Library Journal*, a national trade publication, to be one of four librarians on their 2023 Best Books committee for YA Literature. This fall she will read, review, and refine a list of the best Young Adult novels published in 2023, assisting librarians across America in developing their teen collection.



Media Lab.

A coach from the Lake Forest High School Girls Golf Team made use of the library's 3D printer by having 25 miniature golf clubs printed in September. The clubs were given to team members as a gift at their end of season banquet. The coach got the idea by attending one of the library's 3D printing classes earlier in the summer where she learned how to design the clubs on her own using computer aided software in the library's Media Lab.

Digital Decluttering

Over 60 attendees this program via Zoom and we have had an additional 107 views on our YouTube channel after the event. When five patrons arrived in person to attend this Zoom only event, Lydia and Krista quickly grabbed a laptop and connected it to the TV in The Reed Room. The patrons stayed and enjoyed the impromptu viewing party.

New Spanish language content and more.

Two new online resources became available in mid-September. TheShelf.tv offers Spanish-language content for children and adults. Included are cultural events like theater, opera and ballet, games and animation for children, and popular movies and TV shows for adults. Most content also has English and Spanish subtitles available. Craft & Hobby has high-quality "how-to" videos as well as project lists and instructions for lots of crafts and hobbies, including sewing, woodworking, painting, photography, and even fitness. Staff are looking forward to using it for DIY kits and other projects.

Successful Friends of the Lake Forest Library Book Sale

During the week of September 11, Facilities staff supported The Friends of The Library and their contractors who installed the conveyor into the west lower-level staircase and removed all the sorted/boxed donation books in preparation for the annual book sale. Additionally, the temporary storage pod was removed and a deep clean of the sorting stack was conducted.

The Friends made over \$113,000 in their annual book sale! Over 200 community volunteers participated in the event. The Friends are very grateful and appreciative for all the support they receive from our staff. Thank you for all the ways you support our Friends!

Adult Services

September was a busy month for Adult Services as we kicked off our programming for Lake Forest Reads. We raffled off copies of *The Seed Keeper* at several programs to the delight of the winners, and we hosted a wide variety of presenters and worked with our community partners to facilitate a variety of book discussions.

Dickinson Hall hosted Annalisa and Krista and 9 attendees for a discussion of *Just the Nicest Couple* by Mary Kubica. *The Best Books This Fall* was presented twice, with 21 attendees at Lake Forest Place and 13 here in the Reed Room. Annalisa and Lydia were happy with the audience's interest in the latest titles. This list of titles was added to our blog, and we also have a handout for patrons to peruse. Judy Levin's discussion of *The Seed Keeper* was enjoyed by eight participants, and they expressed excitement about meeting the author in October.

Kim Sigafus, an award-winning Ojibwa author presented an interactive family craft program on Saturday, September 23. Families made Dream Catchers and learned about its role in Native American culture. Art Educator Deb Levie presented a program on Native American art. This year's Lake Forest Reads title *The Seed Keeper* takes place in the Midwest, so Ms. Levie focused on the natural environment and how these birds, flowers, and colors are reflected in Native American beadwork. She also introduced the audience to current indigenous artists and their work.

The Lake County Forest Preserve presented a Saturday morning program on *Starting Native Plants from Seed*. Twenty-one patrons enjoyed learning about the importance of planting native species, seed collection, and planting. There was time for questions from the interested audience at the end of the presentation.

The Great Books discussion group is off to a good start with 17 registered members and 11 attending in person and three via Zoom. The Great Decisions group met for an in-depth discussion of global famine with nine attendees, six in person and three via Zoom. Our Poetry group has a very loyal following of 6-9 attendees every month.



Illinois Libraries Present hosted Pulitzer Prize winning author Colson Whitehead for a lively and engaging discussion attended by 16 Lake Forest Library patrons.

Chapter One book club hosted 11 members at the library. Erin went over our fall calendar and spoke with the group about the many ways they can access titles including Hoopla, Libby, and Cloud Library.

This month's DIY kit was wind chimes, and 26 patrons took home the kit.

The League of Women Voters volunteered to register voters in the library foyer again this year. We had a volunteer in the foyer from 10:30-3:00 on September 19th, National Voter Registration Day.

Young Adult Services

Emmy conducted outreach visits at both Lake Forest Academy and Deer Path Middle School this month. Lake Forest Library offers student library cards to all boarding students at LFA, this year signing up 17 new students for cards and renewing three. Students were excited to have access to our digital collections as well as our test prep and tutoring databases. This is the first year the Library was invited to Deer Path Middle School's Open House, where Emmy spoke to 66 parents about Library programs and services and signed eight new residents up for cards.

In September, Emmy organized the library's annual Community Craft Exchange, where members of the community can drop off new and gently used materials they no longer want or need and over the weekend Library patrons can pick up new-to-them crafting items in the foyer. We had patrons eagerly waiting at 9 am for the doors to open and had an estimated 100 patrons browsing the tables.

Children's Services



Little Storytellers, for ages 2–4 immersed themselves in a joyful fairytale world of interactive play and make-believe involving music, props, and tasks, with Jeremy Kruse from Gorton Drama Studio.



Tiffany Song left the Lake Forest Library on Friday, September 22 to take on a full-time position as a Children's Librarian at the Lisle Library District.



Lorie Rohrer highlighted this collection with her September 2023 Lit Lorie Loves blog. “Are you invited to be the mystery reader in your child or grandchild’s classroom? We can help you with your selection, with a growing collection of picture books and nonfiction books for your perusal. Just come downstairs and ask the Children’s staff about the read-aloud cart.”

Children in Kindergarten through fourth grade enjoyed making fabulous fall jewelry.

We started a new program for our youngest patrons, Tummy Time for ages 0-12 months along with a drop-in Storytime, including movement and sensory play.

In September and October, we offered 5 offsite preschool Storytimes at Elawa Farm and Kinderhaven Preschool Academy.

Fall Storytimes started in September and will continue for six weeks. The Children’s Library staff have hosted 14 classes including Tummy Time, Terrific Two Storytime, PJ Storytime, STEAM Storytime, Book Babies Storytime, and Musical Storytime.

Coding Club for grades 3–6 is an in-person club for students to learn Scratch block coding and program their own stories and animated designs. Refreshments were included!

This month’s Grab ‘N’ Go kit was yarn apples, and 60 patrons took home the kit.

New Exploration Kits are very popular with our patrons. We added new items to the kit collection such as the Toniebox which helps children build social, emotional, and cognitive skills while kids listen, learn, and play. Some of the other new kits are Zingo, and Storytime Chess.

Facilities

On September 06, American Hoist was on location for preventative maintenance and monthly inspection. We are happy to report no malfunctions were discovered and all elevator testing passed without issues.

Pasquesi Plumbing installed a new toilet in the staff bathroom on September 12 at a cost of \$2,466.00.

On September 13, Tee Jay Door Service was on location to service interior door closes at the Rotunda East and West doors. While on location the main entrance door and frame were adjusted for smoother operation. The cost of the service visit totaled \$618.75.

Ishwar Laxminarayan and Jim Lee met with Outsource IT Solutions Group for the quarterly business review. It was decided that updated password procedures and multi-factor authentication (MFA) access would be scheduled to go live on November 01, 2023.

Krause Electric installed 4 new lighting transformers in the Kasian Room on September 14 and a new emergency light fixture in the Business Room. The cost of the repair was \$3,419.00.

On September 15, Hill Mechanical responded to service the coils in the Kasian Room air handler. Condensation on the coils had generated pooling water in the mechanical room. The coils were serviced and cleaned for \$1,105.36.

Chicago Glass Experts were on location September 20, to address minor additional leaks coming from the glass ceiling of the Kasian Room. There was no cost for the service call and future repairs are being researched and explored.

Director’s Activities:

Attended Forum on State of Great Lakes organized by the North Shore Civic Club, September 21.

Presented to Lake Forest Preservation Foundation Board, September 24

Visited Highland Park Library, September 27.

Upcoming Meetings/Events:

Monday, October 16, 2023, 6.30 pm.	City Council Meeting – 2023 Resident Survey results will be presented at this meeting.
Thursday, October 19, 2023, at 7 pm.	A Conversation with Author Diane Wilson (<i>The Seed Keeper</i>) at The Gorton Center
Friday, October 20, 2023, 10 am – 11 am.	A Morning Chat with author Diane Wilson visit at the Gorton Center and Library.
Friday, October 20, 2023, 7 pm – 8 pm	After Hours with Diane Wilson
Friday, November 3, 2023, 7 pm – 8.30 pm	Night at the Library, a celebration of the Library’s 125 th Anniversary.

TOP TEN CIRCULATED ITEMS OF SEPTEMBER 2023

ADULT FICTION			
	Author	Title	Circulation
1	Wilson, Diane	<i>The seed keeper : a novel</i>	67
2	Napolitano, Ann	<i>Hello beautiful : a novel</i>	25
3	Kingsolver, Barbara	<i>Demon Copperhead : a novel</i>	18
4	Garmus, Bonnie	<i>Lessons in chemistry</i>	17
5	Brooks, Geraldine	<i>Horse</i>	14
6	Barr, Lisa	<i>Woman on fire : a novel</i>	12
7	Verghese, Abraham	<i>The covenant of water : a novel</i>	12
8	Ware, Ruth	<i>Zero days</i>	11
9	Hilderbrand, Elin	<i>The five-star weekend</i>	10
10	Patchett, Ann	<i>Tom Lake : a novel</i>	10
ADULT NON-FICTION			
	Author	Title	Circulation
1	Grann, David	<i>Killers of the Flower Moon : the Osage murders and the birth of the FBI</i>	17
2	Attia, Peter	<i>Outlive : the science & art of longevity</i>	4
3	Finkel, Michael	<i>The art thief : a true story of love, crime, and a dangerous obsession</i>	4
4	Grann, David	<i>The Wager : a tale of shipwreck, mutiny, and murder</i>	4
5	Katz, Catherine Grace	<i>The daughters of Yalta : the Churchills, Roosevelts, and Harrimans : a story of love and war</i>	4
6	Kelly, Kevin	<i>Excellent advice for living : wisdom I wish I'd known earlier</i>	4
7	Tucci, Stanley	<i>Taste : my life through food</i>	4
8	Berger, Powell	<i>Fodor's Oahu</i>	3
9	Bird, Kai	<i>American Prometheus : the triumph and tragedy of J. Robert Oppenheimer</i>	3
10	Brook, Daniel	<i>The accident of color : a story of race in Reconstruction</i>	3

TOP TEN CIRCULATED ITEMS OF SEPTEMBER 2023

		CHILDREN FICTION	
	Author	Title	Circulation
1	Fleming, Denise	<i>Barnyard banter</i>	27
2	Baek, Gina	<i>The classic collection of Mother Goose nursery rhymes</i>	23
3	Grabenstein, Chris	<i>Escape from Mr. Lemoncello's library</i>	17
4	Farshtey, Greg	<i>LEGO Ninjago, masters of spinjitzu</i>	13
5	Boynton, Sandra	<i>Eek! Halloween!</i>	12
6	Christelow, Eileen	<i>Five little monkeys trick-or-treat</i>	12
7	Rockwell, Anne F.	<i>Apples and pumpkins</i>	12
8	Cronin, Doreen	<i>Click, clack, boo! : a tricky treat</i>	10
9	Pilkey, Dav	<i>A tale of two kitties</i>	9
10	Pilkey, Dav	<i>Mothering heights</i>	9

		CHILDREN NON-FICTION	
	Author	Title	Circulation
1	Gibbons, Gail	<i>Apples</i>	5
2	McDonald, Amy	<i>Monster trucks</i>	4
3	Pallotta, Jerry	<i>Ultimate dinosaur rumble</i>	4
4	UNKNOWNAUTHOR	<i>Guinness World Records.</i>	4
5	Batterson, Jason	<i>Beast Academy. Math guide. 3B</i>	3
6	Ben-Barak, Idan	<i>There's a skeleton inside you!</i>	3
7	Davis, Rachael	<i>Over the rainbow : the science, magic, and meaning of rainbows</i>	3
8	Dowsett, Elizabeth	<i>LEGO Star Wars character encyclopedia</i>	3
9	Gardner, Kate	<i>How to find a fox</i>	3
10	Harris, Calvin	<i>Apple harvest</i>	3

TOP TEN CIRCULATED ITEMS OF SEPTEMBER 2023

		TEENS – ALL GENRES	
	Author	Title	Circulation
1	Alifirenka, Caitlin	<i>I will always write back : how one letter changed two lives (Nonfiction)</i>	6
2	Gotoge, Koyoharu	<i>Demon slayer = Kimetsu no yaiba</i>	6
3	Riordan, Rick	<i>The chalice of the gods</i>	6
4	Inagaki, Riichiro	<i>Dr. Stone</i>	5
5	Itagaki, Paru	<i>Beastars</i>	5
6	McManus, Karen M.	<i>One of us is back</i>	5
7	Tabata, Yūki	<i>Black clover</i>	4
8	Green, John	<i>Paper towns</i>	3
9	Han, Jenny	<i>It's not summer without you : a summer novel</i>	3
10	Han, Jenny	<i>The summer I turned pretty</i>	3

		NON BOOK (All Ages)	
	Author	Title	Circulation
1	Lake Forest Library	<i>Children's book bag</i>	24
2		<i>Mobile hotspot: Lake Forest Library.</i>	16
3	Holofcener, Nicole	<i>You hurt my feelings (DVD)</i>	9
4	Carterfield, Mitch	<i>Oppenheimer : genius or madman? (DVD)</i>	8
5	Fremon, Kelly	<i>Are you there God? It's me, Margaret (DVD)</i>	8
6	Terruso, Laura	<i>About my father (DVD)</i>	8
7		<i>Nintendo Switch console</i>	7
8	Bayona, J. A.	<i>Jurassic World. Fallen kingdom (DVD)</i>	6
9	Holderman, Bill	<i>Book club : the next chapter (DVD)</i>	6
10	Maydew, Sam	<i>Paint (DVD)</i>	6

STATISTICAL SNAPSHOT

Services	September 2023		September 2022
Library Visits	11,775		10,263
Physical Items circulated	18,548		20,778
E-Media Circulated	8,597		6,075
Database Uses*	9,920		9,750
Library Programs	55		80
E-Tutorials and Tech Help	14		10
Reference Questions Answered	2,071		1,400
Media Lab Sessions	60		32
Library Cards registered/renewed	158		135
Items added to collection	1,129		697
Items withdrawn from collection	1,431		858

*Database numbers are one month behind due to some vendors typically relaying statistics to the Library after this report is prepared. Comparison is between August 2023 and August 2022.