



LAKE FOREST
LIBRARY BOARD

JANUARY 2017

Minutes • Agendas • Board Packets

Regular Monthly Board Meeting

Lake Forest Library Board of Trustees
360 E Deerpath Road, Lake Forest, IL 60045
Regular Meeting Minutes
7:30 p.m. January 10, 2017

1. CALL TO ORDER

The meeting was called to order at 7:30 p.m.

2. ROLL CALL

Present Board members: Germaine Arnson, Wendy Darling, Elizabeth Grob, Ron Levitsky, Secretary, Todd Puch, Vice-President, David Rose, and Carrie Travers, Treasurer.

Absent: Lynn Casper, President, Beth Parsons, and Jayne Mai, Youth Liaison.

Staff: Library Director Catherine Lemmer and Administrative Assistant Judy Grasmick.

3. ADDITIONS TO THE AGENDA

No additions to the agenda.

4. APPROVAL OF THE AGENDA

Trustee Darling made a motion, seconded by Trustee Arnson, to approve the agenda. Motion unanimously carried.

5. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD, and
CORRESPONDENCE

No request to address the Board.

6. APPROVAL OF MINUTES

Trustee Travers made a motion, seconded by Trustee Rose, to approve the following meeting minutes. Motion unanimously carried.

- a. December 13, 2016 Regular Board Meeting

7. MONTHLY FINANCIAL REPORT

November financials are pacing on track with the budget and investments are doing well.

8. LIBRARY DIRECTOR REPORT

- a. **Financial:** Elizabeth Holleb, Director of Finance and IT for the City of Lake Forest, is tentatively scheduled to attend the March board meeting. The library received a \$15,000 gift from the Buchanan Family Foundation and is investigating meaningful uses for the gift. One option is lighting replacement in the rotunda and another is a flip of the director's office with the conference room as a practical way to add a small program space.
- b. **Services:** The children's *Noon Year's Eve Celebration* on December 31st had 184 attendees. 20 people attended the blood drive on January 5th. The Exam Escape attracted lots of students. Final planning is wrapping up for February's *With Love, From Your Library* event. The library is exploring the possibility of allowing patrons to place holds on DVDs and may do a test run soon. Additional copies of popular DVDs will be added to the DVD2GO machine.

Trustee Levitsky inquired about the lowered timetable for the lending of new materials to the other consortium libraries. As a test, the time period was reduced from 6 months to 3 months in November. There was a rise in December lending. The goal is make sure Lake Forest residents have access to the materials before sharing them. Ms. Lemmer explained

she is keeping a close eye on the numbers and will extend out the period if necessary at the end of February.

- c. **Building & Maintenance:** Bids are being sought for a keyless entry system to secure the back door.

9. FRIENDS REPORT

The holiday materials sale in the lobby made \$600. There were 70 attendees at the Bertha Palmer program held on January 9th. The next board meeting will be held on January 21st. A vote on the Wish List is expected at the meeting. The library is working with the Friends on the upcoming school art shows. Small receptions are being planned for the two juried shows to increase community awareness.

10. OLD BUSINESS

- a. Carpet Replacement in Children's Library (ACTION)
This carpet replacement was planned and is accounted for in the current budget. The work will be done during the day to reduce labor costs.
Trustee Rose made a motion, seconded by Trustee Levitsky, to approve the proposal from *apostrophe' design inc.* in the amount of \$36,117.00. Motion unanimously carried.
- b. Approve Expense Reimbursement Policy & Amendment to Personnel Policy (ACTION)
State law now requires all state public entities to establish an expense reimbursement policy. This policy will document library procedures already in use. The adoption of the Expense Reimbursement Policy requires a change to an existing Personnel Policy: Staff Development (pages 42-43 of the current Board Policy manual).
Trustee Aranson made a motion, seconded by Trustee Grob, to approve the Expense Reimbursement Policy and amend the Personnel Policy. Motion unanimously carried.
- c. Review Library Patron Survey and Vendors
Ms. Lemmer spoke with Donna Fletcher, of *Donna E. Fletcher Consulting, Inc.* Ms. Fletcher worked with Cook Memorial Public Library District on their survey. She would prepare the survey and use the collected data to guide the strategic plan. Estimated cost is \$23,000. Ms. Fletcher's company is based in Highland Park and she serves on the library board. Her timeframe is shorter than that provided by NCS. Sample survey questions were distributed. Ms. Lemmer has a call scheduled with another consultant tomorrow. Trustee Travers asked how patrons will be directed to an online survey and what the expected response rate might be. Ms. Lemmer stated that 30% responded to the City survey which had an online option. Ways to get residents to complete a survey were discussed. Trustee Levitsky asked if vendor references are being checked. Ms. Lemmer replied yes, that this is a considerable expense and requires careful selection. She will seek one more vendor and further vet current prospects. The Board will review the sample questionnaire to better understand how to proceed once a vendor is selected.

11. NEW BUSINESS

- a. Carpet Replacement in First Floor Stacks, AV, and Technical Services Areas
Deferred to FY2018
- b. Approve Replacement of Fire Door (ACTION)

A semiannual fire inspection identified a need for a new fire door at the entrance to the boiler room. Estimated cost is \$2,000 to \$4,000.

Trustee Travers made a motion, seconded by Trustee Arnson, to approve the replacement of the fire door. Motion unanimously carried.

c. Approve 2017 Landscaping Contract (ACTION)

The landscape contract was discussed. *don fiore company, inc.* understands our property and its needs. Their pricing was competitive with three other bids submitted. Ms. Lemmer recommends continuing the contract for one year.

Trustee Travers made a motion, seconded by Trustee Darling, to approve the 2017 landscape contract with *don fiore*. Motion unanimously carried.

d. Change in Date of March Board Meeting

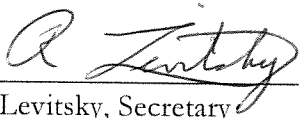
Changing the date of the March Board Meeting from March 14, 2017 to March 7, 2017 was discussed. The Board approved the change.

12. ADJOURNMENT

Trustee Levitsky made a motion, seconded by Trustee Puch, to adjourn the meeting at 8:23 p.m. Motion unanimously carried.

Next Board meeting: February 14, 2017 at 7:30 p.m.

Next Board Finance Committee meeting: February 14, 2017 at 7:00 p.m.



Ron Levitsky, Secretary

Minutes approved by the Board on 2-14-17

LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045
January 10, 2017
7:30 pm, Conference Room

Regular Monthly Meeting Board Packet

1. January 10, 2017 Agenda
2. December 13, 2016 Meeting Minutes
3. November 2016 Financial Report
4. November 2016 Select Statistics
5. Donor List FY17
6. Expense Reimbursement Policy and Memo

LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045
January 10, 2017
7:30 pm Library Conference Room

Regular Monthly Meeting Agenda

1. Call Regular Meeting to Order
2. Board of Trustees Roll Call
3. Additions to the Agenda
4. For action: Approval of the Agenda
5. Opportunity for the Public to Address the Board and Correspondence
6. For action: Approval of the December 13, 2016 General Meeting Minutes
7. For discussion and action: Approval of the November Financial Report
8. Library Director Report:
 - a. Highlights of Director's Written Report: Financial, Services, Building & Maintenance, Personnel, Other
 - b. Reaching Across Illinois Library System (RAILS) Update
 - c. Computer Cooperative Services (CCS) Update
9. Friends Report
10. Old Business
 - a. For discussion and action: Approve carpet replacement in Children's Library
 - b. For discussion and action: Approve Expense Reimbursement Policy
 - c. For discussion and action: Approve amendment to Personnel Policy regarding expense reimbursement
 - d. For discussion and action: Approve library patron survey and vendor
11. New Business
 - a. For discussion and action: Approve carpet replacement in first floor stacks, av, and Technical Services areas
 - b. For discussion and action: Approve replacement of fire door
 - c. For discussion and action: Approve 2017 landscaping contract
 - d. For discussion and action: Change date of March 2017 Board meeting from March 14 to March 7
12. Adjournment

Next Board meetings: **February 14, 2017**

Next Board Finance Committee meeting: **February 14, 2017**

Individuals with disabilities who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meetings or the facilities are requested to contact the Library Director at 847.810.4602 promptly to allow the Library to make reasonable accommodations.

**LAKE FOREST LIBRARY BOARD OF TRUSTEES
MEETING**

Tuesday, December 13, 2016

MINUTES

Present: President Casper; Trustees Darling, Grob, Levitsky, Parsons, Puch, Rose, and Travers; Youth Liaison, Jayne Mai; Library Director Lemmer; and Administrative Assistant Grasmick.

Absent: Trustee Arnson.

President Casper called the meeting to order at 7:29 p.m.

There were no changes or corrections to the minutes of the November 8 meeting.

Trustee Parsons moved to accept the minutes of November 8, 2016. Trustee Levitsky seconded. Motion carried.

Director's Report:

Financial: October financials are on track. A \$2,000 gift from the Dick Family Foundation will be used for book club outreach, including book purchases and a reception-type event.

Services: The winter newsletter has been mailed. It includes over 20 adult programs, including a community blood drive; a three-day exam escape for high school students; and a community partner program, "With Love, From Your Library."

Maintenance: The holiday decorating bid was \$1,800. Instead, Jeanie Kennedy purchased supplies and decorated for a cost of about \$600.

The Friends of Lake Forest Library have indicated that they will not be funding carpet replacement in the Children's library. Funds are in the capital account for the project and the carpet needs to be replaced. The board agreed that the library should move forward with the project.

Personnel: Don Wickersheim will be out through the end of the year. Ron Finch has been added as a part-time, temporary employee to assist.

Miscellaneous: The library was awarded four stars by *Library Journal*, scoring high in technology and lower in program attendance. A press release will be issued. Ms. Lemmer will check on where other North Shore libraries placed.

Ms. Lemmer was contacted by Babette and Robert Ellis about donating a 12-inch terracotta statue by Dorothy Hobbs Boehm (who created the library's Girl Feeding Three Squirrels sculpture) to the library. The photos of the statue were difficult to see. Ms. Lemmer will ask for better quality photos.

The library is working with Paul Bergmann on obtaining historic designation for the library building. The application process is moving forward after a 2-year stall. Trustees asked if there was a downside to the designation. Ms. Lemmer has made inquiries and has received no answer either way.

The website redesign is moving forward. It will be built using responsive web design.

The library met with Lake Forest College to discuss additions to our cooperative relationship.

Committee Reports:

Services: The committee met prior to tonight's board meeting to discuss corporate sponsorship. Such money frequently goes to specific programs. The committee believes that the benefits outweigh any potential downside. Further topics of discussion would include drafting a policy; setting expectations and assuring that there would be no conflict with Friends funding; and developing a marketing plan. The committee would like to move forward with drafting a policy. Trustee Travers asked who would take on the fundraising responsibilities. She also wondered if the program could be too successful and have an effect on the tax levy assigned by the City. Trustee Levitsky stated that that accepting corporate sponsorship is a common practice among libraries and that the committee is in a preliminary study stage with much to consider.

The committee also discussed library services for teens and young adults.

Long Range Plan: No report.

Finance: No report.

RAILS: No update.

CCS: Three RFPs for the ILS were evaluated and two were selected. Additional questions were submitted to the vendors. Discussion will resume in January.

Friends: Bill Hughes, a lifelong supporter of Lake Forest Library and an Honorary Director of the Friends of the Lake Forest Library, died last month.

Old Business: People v Eduardo Garcia—pre-trial motions were held December 2nd. The case will go to trial on January 2nd unless settled before then. One option is restitution for the library.

Ms. Lemmer attended the November 3rd and December 7th meetings of the Building Review Board. The demolition of the buildings was approved at the the November meeting and the design of the first building was approved at the December meeting. The Plan Commission meets tomorrow. All parties agree that it is best to keep traffic north of the library. Current focus is on construction of the big building. There has been no discussion on the other buildings and the 15 parking spaces currently used by the library. Ms. Lemmer has thanked the City for taking library concerns under consideration. The project will now move forward and the library will continue to monitor and revisit when necessary.

New Business: The results of the City of Lake Forest Resident Survey were discussed. The library is valued by the community. Ms. Lemmer receives about three comment cards per month and they tend to be universally positive.

Trustee Rose contacted three companies about creating a resident survey concerning library services and programs. Knowing what heavy library users and non-users want from the library would help with resource allocation. One of the companies contacted had created the City's resident survey and has worked with other municipalities. They could possibly use some of the City's survey structure to save time and setup costs. Trustee Rose will seek more detailed information. Ms. Lemmer spoke with CCS about available patron data. Birthdates are not part of the record. And other data is not able to be manipulated in a meaningful way. If a library survey is created, Trustee Travers thought that a mailing separate from the newsletter might better reach those who are not library users.

Trustee Travers asked Youth Liaison Jayne Mai her thoughts on the best way to reach high school students. She suggested offering free beverages/food at a table in the lobby.

The next Board meeting will be Tuesday, January 10, 2017.

Opportunity for the public to address the Board: No one addressed the Board.

Trustee Travers moved and Trustee Darling seconded a motion to adjourn. Motion carried.

There being no further business, the meeting was adjourned at 8:33 p.m.

Respectfully submitted,

Ron Levitsky
Secretary

**Lake Forest Library
Year-to-Date Financial Report
November 2016**

FY17

REVENUES	ACTUAL YTD	BUDGET YTD	EST. ACTUAL YTD	BUDGET FULL YEAR	% OF BUDGET FULL YEAR
Funds on Hand 5/1	\$1,336,963	\$799,459	\$799,459	\$1,370,501	
Tax Based	\$3,927,286	\$2,297,612	\$2,297,612	\$3,938,764	99.71%
Non Tax Based	\$62,487	\$47,600	\$47,600	\$81,600	76.58%
Gifts	\$2,775	\$2,917	\$2,917	\$5,000	55.50%
TOTAL REVENUES	\$3,992,548	\$2,348,129	\$2,348,129	\$4,025,364	99.18%
TOTAL FUNDS ON HAND	\$5,329,511	\$3,147,588	\$3,147,588	\$5,395,865	98.77%
EXPENDITURES					
Salaries & Wages	\$1,023,987	\$1,188,625	\$1,188,625	\$2,060,284	49.70%
Fringes	\$409,252	\$391,708	\$391,708	\$671,500	60.95%
Books, Per, AV	\$324,736	\$335,417	\$335,417	\$575,000	56.48%
O.O.E.	\$190,564	\$253,575	\$253,575	\$434,700	43.84%
Building Maintenance	\$86,060	\$105,583	\$105,583	\$181,000	47.55%
Sub Total	\$2,034,599	\$2,274,909	\$2,274,909	\$3,922,484	51.87%
Capital	\$5,595	\$131,250	\$131,250	\$225,000	2.49%
TOTAL	\$2,040,194	\$2,406,159	\$2,406,159	\$4,147,484	49.19%
BALANCE	\$3,289,317	\$741,429	\$741,429	\$1,248,381	

**Lake Forest Library
November FY2017
Financial Notes**

Revenues:

Funds on Hand: \$1,336,963 from the FY17 account balance sheet.

Tax Based: \$3,927,286 property tax received; property taxes are received in June and September. 100% of tax funds have been received.

Non Tax Based: \$62,487 non-tax revenues: 77% of FY budget (Library generated income from fines, fees, interest, and per capita grant funds of \$14,935.)

Gifts: \$2,775: 54% of FY budget; Most contributions arrive in December.

Expenditures:

Salaries, Fringes: \$1,023,987 for salaries: 50% of FY budget; includes the payment of longevity and anniversary awards in December. \$409,252 for fringes: 61% of FY budget.

Books, AV and Electronic Services: \$324,736: 56% of FY budget. Spring and fall are heavy buying months for materials; annual database subscriptions paid.

Other Operating Expenditures: \$190,564: 44% of FY budget.

Building Maintenance: \$80,060: 48% of FY budget. Completed plumbing project.

Capital: \$5,595. Completed repairs to boiler, vestibule tile, and dock lighting.

Reserves: \$2,236,963 from City's monthly account balance sheet; confirmed by the FY2016 audit. Operating reserve currently at \$1,336,963 (32% of operating expenditures) a capital equipment reserve (\$200,000), a capital improvement reserve (\$500,000) and a technology reserve (\$200,000). The capital improvement reserve was increased by \$100,000 in FY 2017.

In previous years, our increase in revenues was a percent or two higher than our increase in expenditures because of growth in Lake Forest. Now growth has slowed to well under 1% and the EAV (equalized assessed value) has declined for a number of years. We continue to see our revenues increase at under 2% per year, while our expenditure increase is about 3% per year, with the increase in personnel costs, especially for medical and IMRF. It was in anticipation of little or no growth that we built our reserves. We anticipate future capital improvement costs for ADA compliance.

November: 49% of budget at 12/14/2016

**Lake Forest Library
Select Statistics**

November Statistics	FY 2017	FY 2016
Circulation: Adult	14,781	15,168
Circulation: Children's	12,041	13,499
e-Media	1,928^	2,002^
Total	28,750	30,669
Circulation: AV/% of circulation	6,143 (21%)*	7,796 (25%)*
West Book Box	1,026	1,251
Patron Visits	30,021	32,681
Interlibrary Loan		
To: Lake Forest	476	453
From: Lake Forest	928	852
Reference/Reader's Advisory	7,329	7,617
Materials Added	811	968
Materials Withdrawn	1,478	1,560
Volunteer Hours	3	1
Programs Offered	26	15
Attendance	1086	858
Web Hits	396,432	352,702
Electronic Resources	25,815	24,707
Catalog	4,130	5,331
Library 2.0	4,070#	2,925#

*includes DVD2GO 181 (216)

^e-Media 2,005 (2,002): 3M Cloud Library 224(196); MyMediaMall 1,010 (1,027); Freegal 257 (406); Hoopla 150; Zinio 303(329)

#Library 2.0: Blog 1,122(771); Facebook 1,001 (777); GoogleMyBusiness 3,316 views/840 (170) clicks; Twitter: 1,002 (775); Wikipedia: 105 (432)

Media Lab: 39 (42); E-tutorial 21 (4);

New patrons registered: 72 (78). Closed early on Thanksgiving eve, and closed on Thanksgiving.

Donor List FY 2017

\$1000 or more

The Buchanan Family Foundation	\$15,000 (unrestricted)
The Dick Family Foundation	\$2,000 (unrestricted)
The Reed Family Foundation (Peter S. Reed)	\$1,000 (unrestricted)
The Reed Family Foundation (L. Keith Reed)	\$500 (unrestricted)
The Reed Family Foundation (Helen S. Reed)	\$1,000 (unrestricted)

Less than \$1000

Mary Anne Fowler	\$100 (adult books: dogs/training/showing)
Theodore & Kaye Grabbe (Memory of William Hughes)	\$100 (adult books: Civil War)
Theodore & Kaye Grabbe (Memory of William Loving)	\$100 (adult books: travel)
Mary F. Grumhaus and David D. Grumhaus Fund	\$200 (unrestricted)
Philip and Patricia Hartung	\$30 (unrestricted)
Andrew Olson	\$45 (children's books: oceanography, U.S. presidents, geodes)

Gifts in Kind

Local Authors

Art Kleck	<i>What You See is What You Hit</i> (2 copies)
Mark Litzinger	<i>Out of the Shadows: A Journey of Recovery from Depression</i> (2 copies)
René Romero Schuler	<i>René Romero Schuler</i> (2 copies)

Memo

The proposed Expense Reimbursement Policy is attached. The adoption of the Expense Reimbursement Policy requires a change to an existing Personnel Policy: Staff Development (pages 42-43 of the current Board Policy Manual):

Staff Development:

Staff members are encouraged, both for their own development and for the benefit of the Library, to participate in professional activities both within and beyond the immediate boundaries of their own jobs.

Staff members are allowed time, when the work of the Library will permit, for attendance at national, state, or local library meetings. Necessary traveling time is allowed, but plans must be made to keep the travel time request to a minimum. Permission for attendance at meetings must be granted by the Administrative Librarian. Staff and Board members will be reimbursed ~~necessary expenses such as for mileage, transportation, room rent, lodging, meals, food~~, registration fees, and the like incurred in attending meetings as provided in the Expense Reimbursement Policy. Staff and Board members will be reimbursed for automobile expenses at the current city rate. (Approved September 15, 1980; revised January 10, 2017.)

Staff members should be encouraged to attend library extension courses and workshops when offered locally, and the Library may pay tuition if funds are available.

As Revised:

Staff Development:

Staff members are encouraged, both for their own development and for the benefit of the Library, to participate in professional activities both within and beyond the immediate boundaries of their own jobs.

Staff members are allowed time, when the work of the Library will permit, for attendance at national, state, or local library meetings. Necessary traveling time is allowed, but plans must be made to keep the travel time request to a minimum. Permission for attendance at meetings must be granted by the Administrative Librarian. Staff and Board members will be reimbursed for transportation, lodging, meals, registration fees, and the like incurred in attending meetings as provided in the Expense Reimbursement Policy. (Approved September 15, 1980; revised January 10, 2017.)

Staff members should be encouraged to attend library extension courses and workshops when offered locally, and the Library may pay tuition if funds are available.

EXPENSE REIMBURSEMENT POLICY

The Lake Forest Library requires compliance with the Local Government Travel Expense Control Act for reimbursement of expenses, including transportation, meals, and lodging expenses incurred on behalf of the Library. Employees are expected to exercise the same care in incurring expenses for official business as a prudent person would in spending personal funds. If unsure whether an expense is reimbursable, contact the Library Director prior to incurring the expense.

Maximum Reimbursement Rates for Expenses

Airfare: 100% of lowest reasonable rate (e.g., coach, economy, or web-fare) for air travel will be reimbursed. Flights should be booked in a timely manner to avoid premium airfare pricing.

Automobile Rentals: 100% of the lowest reasonable rate automobile (economy or mid-size) including gasoline and insurance expenses for the time period used for Library business will be reimbursed. Employees using rental cars are required to purchase insurance through the rental agency for the entire rental period. The vehicle must be refueled prior to returning it to the rental company.

Automobile Use: Any employee driving on Library business must file a copy of their car insurance with the Library Director every six months (January and July).

Personal Automobiles: 100% of mileage will be reimbursed based on the distance from the Library to the work-related event, not from the employee's residence. When travel to the event is directly from an employee's residence, no reimbursement will be made if the distance is less than the mileage of a normal commute to the Library. If the distance is higher than the employee's normal commute, reimbursement will be paid based on the differential of the commute to the event less the mileage of a normal commute to the Library. An employee will be reimbursed at the prevailing Internal Revenue Service standard mileage rate. The same procedure will be used for those employees that typically use public transportation to commute to work if public transportation is used to commute to the event. If the cost is higher than the employee's normal commute, reimbursement will be paid at the differential of the commute less the cost of a normal commute to the workplace. Mileage reimbursement will be limited to the price of a coach airfare ticket if the employee chooses to drive to an event for which the airfare would have been less expensive.

Local Transportation: 100% of the actual reasonable rate shall be reimbursed for the use of taxi, shuttle, rideshare, or public transportation services.

Other Transportation: 100% of the lowest reasonable rate, not to exceed the cost of air travel, shall be reimbursed. Employees should utilize the most economical transportation.

Lodging Accommodations: 100% reimbursement of the lowest reasonable rate. Lodging must be preapproved by the Library Director. In the event of a change in plans or a cancellation, the employee must cancel the reservation so as not to incur cancellation charges. The Library will not reimburse lodging expenses incurred due to a failure to promptly cancel a reservation.

Meals: Meal reimbursement is limited to the lesser of (i) the lowest reasonable rate as preapproved by the Library Director or (ii) the current U.S. General Services Administration (GSA) regulations in place at the time the expense is incurred. Prior approval by the Library Director and submission of receipts are required for per diem allowances. Meals provided by the conference or seminar must be deducted from the per diem allowance. Partial reimbursement may be made for departure and return days based on travel time. Meals during in-state travel that is not an overnight stay will be reimbursed for actual cost not to exceed the GSA regulations.

Parking: 100% of lowest reasonable rate parking fees at a hotel/motel, conference center, or other site will be reimbursed provided receipts are submitted.

Registration/Conference Fees: 100% of the actual rate when attendance is approved by the Library Director.

Vacation in Conjunction with Business Travel: In cases where vacation time is added to a business trip, any cost variance in airfare, car rental, lodging, and/or any other expenses must be clearly identified on the Travel, Meal, and Lodging Expense Report form and paid by the employee.

Accompanied Travel: When an employee is accompanied by others not on Library business, any lodging, transportation, meals, or other expenses above those incurred for the employee will not be reimbursed by the Library.

Entertainment: The Library will not reimburse an employee or member of the Library Board of Trustees for any entertainment expense.

Tax Exemption

The Library has a governmental exemption from payment of the Retailers' Occupation Tax, the Service Organization Tax, the Use Tax, and the Service Use Tax. A copy of the letter is available from the Library Director and should be provided to any vendor when making purchases for goods and services for the Library and/or to be reimbursed by the Library.

Approval of Expenses

Expenses for Members of the Library Board of Trustees. Travel, meal, and lodging expenses incurred by any member of the Library Board of Trustees must be approved by a roll call majority vote at an open meeting of the Library Board of Trustees.

Expenses for Employees Other than Members of the Library Board of Trustees. Travel, meal, and lodging expenses incurred by any employee in excess of a maximum reimbursement amount stated in this policy must be approved must be approved by a roll call majority vote at an open meeting of the Library Board of Trustees.

Documentation of Expenses

Before an expense for travel, conference/registration fee, meal, or lodging may be paid to an employee or member of the Library Board of Trustees under this Expense Reimbursement Policy, the following minimum documentation must first be submitted, in writing, to the Library Director on a Travel, Meal, and Lodging Expense Form:

1. an estimate of the cost of travel, meals, or lodging if expenses have not been incurred or a receipt for the travel, meals, or lodging if expenses have already been incurred;
2. the name of the individual who received or is requesting the travel, meal, or lodging expense reimbursement;
3. the job title of the individual who received or is requesting the travel, meal, or lodging expense reimbursement; and
4. the date or dates and nature of the official business for which the travel, meal, or lodging expense was or will be expended.

All documents and information submitted in connection with this Policy are public records subject to disclosure under the Freedom of Information Act.

Travel, Meal, and Lodging Expense Report Form.

The Library hereby adopts as its official standardized form for the submission of travel, meal, and lodging expenses the Travel, Meal, and Lodging Expense Report form attached hereto and incorporated herein as Appendix 1. At the discretion of the Library Director or Library Board of Trustees, additional documentation relevant to the request for reimbursement may be required.

(Adopted by the Board of Trustees, January 10, 2017.)

Appendix 1

Lake Forest Library

Travel, Meal, and Lodging Expense Report

Name of person requesting reimbursement: _____

Title: _____

Name and Date(s) of the Activity/Event: _____

Describe or attach description of the business event:

Reimbursement Expense (Estimated Costs or Actual Costs with receipts, if applicable):

Mileage: _____

Meals: _____

Parking: _____

Lodging: _____

Car rental: _____

Airfare: _____

Other Transportation (bus, train, taxi, car share, shuttle, *etc.*): _____

Registration/Conference fee: _____

Employee's Signature: _____

Date: _____

Library Director's Authorization: _____

Date: _____

ATTACH ALL RECEIPTS



LAKE FOREST LIBRARY BOARD


FEBRUARY 2017

Minutes • Agendas • Board Packets

**Finance Committee Meeting
Regular Monthly Board Meeting**

Lake Forest Library Board of Trustees
360 East Deerpath Road, Lake Forest, IL 60626
Finance Committee Meeting Minutes
6:30 p.m., February 14, 2017

1. CALL TO ORDER
The Meeting was called to order at 6:30 p.m.
2. ROLL CALL
Present Board Members: Carrie Travers, Chair, Lynn Casper, Board President; Todd Puch, Board Vice President, and Ron Levitsky, Board Secretary.
3. SECRETARY PRO TEM
Ms. Lemmer agreed to serve as secretary for the meeting.
4. ADDITIONS TO THE AGENDA
There were no additions to the agenda.
5. APPROVAL OF THE AGENDA
Trustee Puch made a motion, seconded by Trustee Casper, to approve the agenda. Motion unanimously carried.
6. APPROVAL of MINUTES
Trustee Levitsky made a motion, seconded by Trustee Puch, to approve the minutes of the November 9, 2016 Finance Committee. Motion unanimously carried.
7. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD COMMITTEE
No request to address the Board.
8. OLD BUSINESS
There was no old business.
9. DISCUSSION AND APPROVAL OF THE FY18 BUDGET
The committee engaged in a thorough review and significant discussion of the proposed FY18 budget as presented by Ms. Lemmer. It was suggested that the budget be amended to reflect the funds given by the Friends of Lake Forest Library. Trustee Puch made a motion, seconded by Trustee Levitsky, to approve the FY18 as amended to note the funding provided by the Friends of Lake Forest Library and bring the FY2018 to the full board at the March 7, 2017 board meeting.
Motion unanimously carried with a roll call vote.
10. ADJOURNMENT
There being no further business, Trustee Levitsky made a motion, seconded by Trustee Casper, to adjourn at 7:23 p.m. Motion was unanimously carried.



Catherine A. Lemmer, Secretary Pro Tem

Minutes approved by the Finance Committee on October 10, 2017

**LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045
February 14 2017
6:30 pm, Conference Room**

Finance Committee Meeting Board Packet

1. February 14, 2017 Agenda

LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045
February 14, 2017
6:30 p.m., Library Conference Room – Main Floor

Finance Committee Meeting Agenda


1. Call Finance Committee Meeting to Order
2. Appointment of a Secretary Pro Tem
3. Roll Call
4. Additions to the Agenda
5. For action: Approval of the Agenda
6. For action: Approval of the November 9, 2016 Finance Committee Minutes
7. Opportunity for the Public to Address the Board Committee
8. Old Business
9. New Business
 - a. For action: Discussion and approval of the FY2018 Budget
10. Adjournment

Next Board Meetings: **February 14, 2017** and **March 7, 2017**

Individuals with disabilities who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meetings or the facilities are requested to contact the Library Director at 847.810.4602 promptly to allow the Library to make reasonable accommodations.

Lake Forest Library Board of Trustees
360 East Deerpath Road, Lake Forest, IL 60626
Finance Committee Meeting Minutes
6:30 p.m., February 14, 2017

1. CALL TO ORDER
The Meeting was called to order at 6:30 p.m.
2. ROLL CALL
Present Board Members: Carrie Travers, Chair, Lynn Casper, Board President; Todd Puch, Board Vice President, and Ron Levitsky, Board Secretary.
3. SECRETARY PRO TEM
Ms. Lemmer agreed to serve as secretary for the meeting.
4. ADDITIONS TO THE AGENDA
There were no additions to the agenda.
5. APPROVAL OF THE AGENDA
Trustee Puch made a motion, seconded by Trustee Casper, to approve the agenda. Motion unanimously carried.
6. APPROVAL of MINUTES
Trustee Levitsky made a motion, seconded by Trustee Puch, to approve the minutes of the November 9, 2016 Finance Committee. Motion unanimously carried.
7. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD COMMITTEE
No request to address the Board.
8. OLD BUSINESS
There was no old business.
9. DISCUSSION AND APPROVAL OF THE FY18 BUDGET
The committee engaged in a thorough review and significant discussion of the proposed FY18 budget as presented by Ms. Lemmer. It was suggested that the budget be amended to reflect the funds given by the Friends of Lake Forest Library. Trustee Puch made a motion, seconded by Trustee Levitsky, to approve the FY18 as amended to note the funding provided by the Friends of Lake Forest Library and bring the FY2018 to the full board at the March 7, 2017 board meeting.
Motion unanimously carried with a roll call vote.
10. ADJOURNMENT
There being no further business, Trustee Levitsky made a motion, seconded by Trustee Casper, to adjourn at 7:23 p.m. Motion was unanimously carried.



Catherine A. Lemmer, Secretary Pro Tem

Minutes approved by the Finance Committee on October 10, 2017

Lake Forest Library Board of Trustees
360 E Deerpath Road, Lake Forest, IL 60045
Regular Meeting Minutes
7:30 p.m. February 14, 2017

1. CALL TO ORDER

The meeting was called to order at 7:30 p.m.

2. ROLL CALL

Present Board members: Germaine Arnson, Lynn Casper, President, Wendy Darling, Elizabeth Grob, Ron Levitsky, Secretary, Beth Parsons, Todd Puch, Vice-President, David Rose, and Carrie Travers, Treasurer; and Jayne Mai, Youth Liaison.

Absent: None

Staff: Library Director Catherine Lemmer, Head of Adult Services Felicia Song, and Administrative Assistant Judy Grasmick.

3. ADDITIONS TO THE AGENDA

The January Financial Report was added to agenda item 7.

4. APPROVAL OF THE AGENDA

Trustee Puch made a motion, seconded by Trustee Levitsky, to approve the agenda as revised. Motion unanimously carried.

5. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD, and
CORRESPONDENCE

No request to address the Board.

6. APPROVAL OF MINUTES

Trustee Travers made a motion, seconded by Trustee Parsons, to approve the following meeting minutes. Motion unanimously carried.

- a. January 10, 2017 Regular Board Meeting

7. MONTHLY FINANCIAL REPORT

December and January financials are in good shape with salaries under budget and gifts over budget. January and February are big months for materials purchasing, but it is likely that spending will be under budget.

Trustee Puch made a motion, seconded by Trustee Rose, to approve the December and January financial reports. Motion unanimously carried with a roll call vote.

8. LIBRARY DIRECTOR REPORT

- a. **Services:** The library has been trying many types of programs and services and is receiving good feedback on programs. A new Drive-in Movies program was offered in Children's last Saturday and the library was very busy with adults on Sunday. Historically, Sundays are busier than Saturdays. Adult Services has been pulling out all the stops. Local vendors participating in the *With Love, From Your Library* campaign will be invited to attend the *Lake Forest Reads: Ragdale* author event. Congressman Brad Schneider contacted the library to inquire about hosting quarterly meetings at the library. The Services committee is scheduled to meet in March and can discuss meeting space usage.

Trustee Rose inquired about the significant increase in Electronic Resources numbers in the December statistics. Ms. Lemmer replied that numbers are inflated due to the way

resources are opened in one of our EBSCO database subscriptions. The *Exam Escape* program drove up attendance numbers. Adding additional copies of new DVDs increased usage at the DVD2GO machine.

- b. **Building & Maintenance:** The Children's Library replacement carpet will be installed in April.
- c. **Cooperative Computer Services (CCS):** The governing board voted to approve a move to a new ILS in June of 2018, if contract negotiation is successful. The current database needs to be cleaned up to run more effectively.

9. FRIENDS REPORT

Bernie's Book Bank receives donations that they cannot use. The Friends have been taking many of these books. At the January 21, 2017 meeting, the Friends Board approved an award of \$89,600 for library programming support, including tables and chairs, website upgrades, and continued digitization of *The Lake Forester*.

10. OLD BUSINESS

- a. Presentation by Strategic Planning Consultant
Donna E. Fletcher Consulting, Inc. presented their community survey and strategic planning proposal to the Board. At the end of the proposal, the Board asked many questions about data collection, survey development, development of the strategic plan, and the costs of the proposal. The *Donna E. Fletcher Consulting, Inc.* team then left the meeting at 8:45 p.m.
- b. Discussion and Authorization of Retention of Strategic Planning Consultant (ACTION)
Trustees Rose and Levitsky reported on the meeting with *Sarah Keister Armstrong & Associates LLC* and their proposal. Trustees Rose and Levitsky, Ms. Song, and Ms. Lemmer answered questions regarding the meeting with *Sarah Keister Armstrong & Associates LLC*. Ms. Lemmer reported on the responses to the reference checks on both consultants. The Board engaged in a lengthy discussion of the merits of each proposal. Trustee Levitsky then made a motion, seconded by Trustee Arnson, to retain *Sarah Keister Armstrong & Associates, LLC*. to help the library do a community survey and write a strategic plan for an amount not to exceed \$15,000. Motion unanimously carried with a roll call vote.

11. NEW BUSINESS

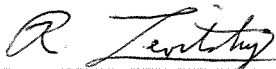
None

12. ADJOURNMENT

Trustee Puch made a motion, seconded by Trustee Rose, to adjourn the meeting at 9:17 p.m.
Motion unanimously carried.

Next Board meeting: March 7, 2017 at 7:30 p.m.

Next Board Services Committee meeting: March 7, 2017 at 7:00 p.m.



Ron Levitsky, Secretary

Minutes approved by the Board on March 7, 2017

LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045
February 14, 2017
7:30 pm, Conference Room

Regular Monthly Meeting Board Packet

1. February 14, 2017 Agenda
2. January 10, 2017 Meeting Minutes
3. December 2016 Financial Report
4. December 2016 Select Statistics

LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045
February 14, 2017
7:30 pm Library Conference Room

Regular Monthly Meeting Agenda

1. Call Regular Meeting to Order
2. Board of Trustees Roll Call
3. Additions to the Agenda
4. For action: Approval of the Agenda
5. Opportunity for the Public to Address the Board and Correspondence
6. For action: Approval of the January 10, 2017 General Meeting Minutes
7. December Financial Report
8. For action: Discussion and approval of the December Financial Report
9. Library Director Report:
 - a. Highlights of Director's Written Report: Financial, Services, Building & Maintenance, Personnel, Other
 - b. Reaching Across Illinois Library System (RAILS) Update
 - c. Computer Cooperative Services (CCS) Update
10. Friends Report
11. Old Business
 - a. Presentation by Strategic Planning Consultant
 - b. Discussion and action: authorization of retention of strategic planning consultant
12. New Business
13. Adjournment

Next Board meeting: **March 7, 2017**

Next Board Service Committee meeting: **March 7, 2017**

Individuals with disabilities who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meetings or the facilities are requested to contact the Library Director at 847.810.4602 promptly to allow the Library to make reasonable accommodations.

Lake Forest Library Board of Trustees
360 E Deerpath Road, Lake Forest, IL 60045
Regular Meeting Minutes
7:30 p.m. January 10, 2017

1. CALL TO ORDER

The meeting was called to order at 7:30 p.m.

2. ROLL CALL

Present Board members: Germaine Arnson, Wendy Darling, Elizabeth Grob, Ron Levitsky, Secretary, Todd Puch, Vice-President, David Rose, and Carrie Travers, Treasurer.

Absent: Lynn Casper, President, Beth Parsons, and Jayne Mai, Youth Liaison.

Staff: Library Director Catherine Lemmer and Administrative Assistant Judy Grasmick.

3. ADDITIONS TO THE AGENDA

No additions to the agenda.

4. APPROVAL OF THE AGENDA

Trustee Darling made a motion, seconded by Trustee Arnson, to approve the agenda. Motion unanimously carried.

5. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD, and
CORRESPONDENCE

No request to address the Board.

6. APPROVAL OF MINUTES

Trustee Travers made a motion, seconded by Trustee Rose, to approve the following meeting minutes. Motion unanimously carried.

- a. January 10, 2017 Regular Board Meeting

7. MONTHLY FINANCIAL REPORT

November financials are pacing on track with the budget and investments are doing well.

8. LIBRARY DIRECTOR REPORT

- a. **Financial:** Elizabeth Holleb, Director of Finance and IT for the City of Lake Forest, is tentatively scheduled to attend the March board meeting. The library received a \$15,000 gift from the Buchanan Family Foundation and is investigating meaningful uses for the gift. One option is lighting replacement in the rotunda and another is a flip of the director's office with the conference room as a practical way to add a small program space.
- b. **Services:** The children's *Noon Year's Eve Celebration* on December 31st had 184 attendees. 20 people attended the blood drive on January 5th. The Exam Escape attracted lots of students. Final planning is wrapping up for February's *With Love, From Your Library* event. The library is exploring the possibility of allowing patrons to place holds on DVDs and may do a test run soon. Additional copies of popular DVDs will be added to the DVD2GO machine.

Trustee Levitsky inquired about the lowered timetable for the lending of new materials to the other consortium libraries. As a test, the time period was reduced from 6 months to 3 months in November. There was a rise in December lending. The goal is make sure Lake Forest residents have access to the materials before sharing them. Ms. Lemmer explained

she is keeping a close eye on the numbers and will extend out the period if necessary at the end of February.

- c. **Building & Maintenance:** Bids are being sought for a keyless entry system to secure the back door.

9. FRIENDS REPORT

The holiday materials sale in the lobby made \$600. There were 70 attendees at the Bertha Palmer program held on January 9th. The next board meeting will be held on January 21st. A vote on the Wish List is expected at the meeting. The library is working with the Friends on the upcoming school art shows. Small receptions are being planned for the two juried shows to increase community awareness.

10. OLD BUSINESS

- a. **Carpet Replacement in Children's Library (ACTION)**
This carpet replacement was planned and is accounted for in the current budget. The work will be done during the day to reduce labor costs.
Trustee Rose made a motion, seconded by Trustee Levitsky, to approve the proposal from *apostrophe' design inc.* in the amount of \$36,117.00. Motion unanimously carried.
- b. **Approve Expense Reimbursement Policy & Amendment to Personnel Policy (ACTION)**
State law now requires all state public entities to establish an expense reimbursement policy. This policy will document library procedures already in use. The adoption of the Expense Reimbursement Policy requires a change to an existing Personnel Policy: Staff Development (pages 42-43 of the current Board Policy manual).
Trustee Arnson made a motion, seconded by Trustee Grob, to approve the Expense Reimbursement Policy and amend the Personnel Policy. Motion unanimously carried.
- c. **Review Library Patron Survey and Vendors**
Ms. Lemmer spoke with Donna Fletcher, of *Donna E. Fletcher Consulting, Inc.* Ms. Fletcher worked with Cook Memorial Public Library District on their survey. She would prepare the survey and use the collected data to guide the strategic plan. Estimated cost is \$23,000. Ms. Fletcher's company is based in Highland Park and she serves on the library board. Her timeframe is shorter than that provided by NCS. Sample survey questions were distributed. Ms. Lemmer has a call scheduled with another consultant tomorrow. Trustee Travers asked how patrons will be directed to an online survey and what the expected response rate might be. Ms. Lemmer stated that 30% responded to the City survey which had an online option. Ways to get residents to complete a survey were discussed. Trustee Levitsky asked if vendor references are being checked. Ms. Lemmer replied yes, that this is a considerable expense and requires careful selection. She will seek one more vendor and further vet current prospects. The Board will review the sample questionnaire to better understand how to proceed once a vendor is selected.

11. NEW BUSINESS

- a. **Carpet Replacement in First Floor Stacks, AV, and Technical Services Areas**
Deferred to FY2018
- b. **Approve Replacement of Fire Door (ACTION)**

A semiannual fire inspection identified a need for a new fire door at the entrance to the boiler room. Estimated cost is \$2,000 to \$4,000.

Trustee Travers made a motion, seconded by Trustee Arnson, to approve the replacement of the fire door. Motion unanimously carried.

c. Approve 2017 Landscaping Contract (ACTION)

The landscape contract was discussed. *don fiore company, inc.* understands our property and its needs. Their pricing was competitive with three other bids submitted. Ms. Lemmer recommends continuing the contract for one year.

Trustee Travers made a motion, seconded by Trustee Darling, to approve the 2017 landscape contract with *don fiore*. Motion unanimously carried.

d. Change in Date of March Board Meeting

Changing the date of the March Board Meeting from March 14, 2017 to March 7, 2017 was discussed. The Board approved the change.

12. ADJOURNMENT

Trustee Levitsky made a motion, seconded by Trustee Puch, to adjourn the meeting at 8:23 p.m. Motion unanimously carried.

Next Board meeting: February 14, 2017 at 7:30 p.m.

Next Board Finance Committee meeting: February 14, 2017 at 7:00 p.m.

Ron Levitsky, Secretary

Minutes approved by the Board on _____

**Lake Forest Library
Year-to-Date Financial Report
December 2016**

FY17

REVENUES	ACTUAL YTD	BUDGET YTD	EST. ACTUAL YTD	BUDGET FULL YEAR	% OF BUDGET FULL YEAR
Funds on Hand 5/1	\$1,136,963	\$757,975	\$757,975	\$1,136,963	
Tax Based	\$3,928,639	2,625,843	\$2,625,843	\$3,938,764	99.74%
Non Tax Based	\$68,494	54,400	\$54,400	\$81,600	83.94%
Gifts	\$20,075	3,333	\$3,333	\$5,000	401.50%
TOTAL REVENUES	\$4,017,208	\$2,683,576	\$2,683,576	\$4,025,364	99.80%
TOTAL FUNDS ON HAND	\$5,154,171	\$3,441,551	\$3,441,551	\$5,162,327	99.84%
EXPENDITURES					
Salaries & Wages	\$1,228,216	1,426,350	\$1,426,350	\$2,060,284	59.61%
Fringes	\$414,363	447,667	\$447,667	\$671,500	61.71%
Books, Per, AV	\$355,045	383,333	\$383,333	\$575,000	61.75%
O.O.E.	\$217,163	289,800	\$289,800	\$434,700	49.96%
Building Maintenance	\$93,517	120,667	\$120,667	\$181,000	51.67%
Sub Total	\$2,308,304	\$2,667,817	\$2,667,817	\$3,922,484	58.85%
Capital	\$23,653	\$150,000	\$150,000	\$225,000	10.51%
TOTAL	\$2,331,957	\$2,817,817	\$2,817,817	\$4,147,484	56.23%
BALANCE	\$2,822,214	\$623,734	\$623,734	\$1,014,843	

**Lake Forest Library
December FY2017
Financial Notes**

Revenues:

Funds on Hand: \$1,136,963 from the FY17 account balance sheet.

Tax Based: \$3,928,639 property tax received; property taxes are received in June and September. 100% of property tax funds have been received. \$17,816 of the budgeted \$20,000 personal property replacement tax has been received.

Non Tax Based: \$68,494 non-tax revenues: 84% of FY budget (Library generated income from fines, fees, interest, and per capita grant funds of \$14,935.)

Gifts: \$20,075: exceeded FY budget; most contributions arrive in December.

Expenditures:

Salaries, Fringes: \$1,228,216 for salaries: 60% of FY budget; includes the payment of longevity and anniversary awards in December. \$414,363 for fringes: 62% of FY budget.

Books, AV and Electronic Services: \$355,045: 62% of FY budget. Spring and fall are heavy buying months for materials; annual database subscriptions paid.

Other Operating Expenditures: \$217,163: 44% of FY budget.

Building Maintenance: \$93,517: 48% of FY budget. Completed children's library lighting project.

Capital: \$23,653. 50% down payment on children's library carpet.

Reserves: \$2,236,963 from City's monthly account balance sheet; confirmed by the FY2016 audit. Operating reserve currently at \$1,136,963 (32% of operating expenditures) a capital equipment reserve (\$300,000), a capital improvement reserve (\$500,000) and a technology reserve (\$300,000). The capital equipment and technology reserves were increased by \$100,000 as part of the approved FY2017 budget.

In previous years, our increase in revenues was a percent or two higher than our increase in expenditures because of growth in Lake Forest. Now growth has slowed to well under 1% and the EAV (equalized assessed value) has declined for a number of years. We continue to see our revenues increase at under 2% per year, while our expenditure increase is about 3% per year, with the increase in personnel costs, especially for medical and IMRF. It was in anticipation of little or no growth that we built our reserves. We anticipate future capital improvement costs for ADA compliance.

December: 56% of budget at 01/10/2017

**Lake Forest Library
Select Statistics**

December Statistics	FY 2017	FY 2016
Circulation: Adult	14,475	15,599
Circulation: Children's	11,143	11,515
e-Media	1,842	1,978
Total	27,460	29,092
Circulation: AV/% of circulation	(21%)*	(25%)*
West Book Box	1,034	1,166
Patron Visits	29,503	30,839
Interlibrary Loan		
To: Lake Forest	416	476
From: Lake Forest	1,304	787
Reference/Reader's Advisory	6,893	6,991
Materials Added	863	774
Materials Withdrawn	1,329	1,067
Volunteer Hours	9.5	3
Programs Offered	7	8
Attendance	536	437
Web Hits	38,441	45,090
Electronic Resources	27,418	18,217
Catalog	3,981	4,910
Library 2.0	4031#	2731#

*includes DVD2GO 230 (275)

^e-Media 1,842 (1,978): 3M Cloud Library 219 (188); MyMediaMall 1,108 (1,118); Freegal 183 (370); Hoopla 140; Zinio 192(302)

#Library 2.0: Blog 1,315(418); Facebook 1,010 (790); GoogleMyBusiness 2,674views/628(251) clicks; Twitter: 1,002 (775); Wikipedia: 105(432)

Media Lab: 53 (31); E-tutorial 23 (9);

New patrons registered: 87 (62). Closed on December 24 and 25; closed early on December 31.



LAKE FOREST LIBRARY BOARD

MARCH 2017

Minutes • Agendas • Board Packets

**Services Committee Meeting
Regular Monthly Board Meeting**

**Lake Forest Library Board of Trustees
Services Committee
Meeting Minutes
7:00 p.m., March 7, 2017**

1. CALL TO ORDER

The meeting was called to order at 7:00 p.m. by Chair Ron Levitsky.

2. APPOINTMENT OF SECRETARY PRO TEM

Ms. Lemmer agreed to take the minutes and serve as secretary for the meeting.

3. ROLL CALL

Present Board Committee Members: Germaine Arnson, Ron Levitsky, and David Rose.

Absent: Trustee Elizabeth Grob

Guest: Trustee Lynn Casper, Board President. Staff: Library Director Catherine Lemmer.

4. ADDITIONS TO THE AGENDA

None.

5. APPROVAL OF THE AGENDA

Trustee Rose made a motion to approve the agenda, seconded by Trustee Arnson.
Motion unanimously carried.

6. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD and
CORRESPONDENCE

No request to address the Board.

7. APPROVAL OF MINUTES

Trustee Arnson made a motion to approve the minutes of the December 13, 2016 meeting, seconded by Trustee Rose. Motion unanimously carried.

8. OLD BUSINESS

None.

9. NEW BUSINESS

Trustee Levitsky introduced the proposed *Gift, Gift Acceptance, Sponsorship and Grant Policy*. He briefly reviewed his research from other libraries and various library associations. After a lengthy and thorough discussion of the policy, Trustee Rose made a motion, seconded by Trustee Arnson, to recommend the adoption of policy to the full board at its April 2017 meeting. Motion unanimously carried.

The Board than discussed a variety of programming ideas, including programming for teens and special needs individuals. Ms. Lemmer informed the committee the Library

had a created a help guide for Fake News on the Library website and updated the committee on Section 501(c)3 status options and liquor licenses for special events.

Trustee Rose inquired if the Library has ever retained an architect or space use consultant to review possible expansion areas or re-use of existing space in the building. This led to a discussion of possible reconfiguring of spaces in the Library. It was decided that further actions would be dictated by the 2017 Community Survey.

10. ADJOURNMENT

Trustee Rose made a motion and Trustee Arnson seconded, to adjourn the meeting at 7:28 pm. Motion carried.



Catherine A. Lemmer, Secretary Pro Tem

Minutes approved by the Services Committee on: June 13, 2107

**LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045
March 7, 2017
7:00 pm, Conference Room**

Services Committee Meeting Board Packet

1. March 7, 2017 Agenda

**Lake Forest Library Board of Trustees
Services Committee
Meeting Minutes
7:00 p.m., March 7, 2017**

1. CALL TO ORDER

The meeting was called to order at 7:00 p.m. by Chair Ron Levitsky.

2. APPOINTMENT OF SECRETARY PRO TEM

Ms. Lemmer agreed to take the minutes and serve as secretary for the meeting.

3. ROLL CALL

Present Board Committee Members: Germaine Arnson, Ron Levitsky, and David Rose.

Absent: Trustee Elizabeth Grob

Guest: Trustee Lynn Casper, Board President. Staff: Library Director Catherine Lemmer.

4. ADDITIONS TO THE AGENDA

None.

5. APPROVAL OF THE AGENDA

Trustee Rose made a motion to approve the agenda, seconded by Trustee Arnson.
Motion unanimously carried.

6. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD and
CORRESPONDENCE

No request to address the Board.

7. APPROVAL OF MINUTES

Trustee Arnson made a motion to approve the minutes of the December 13, 2016 meeting, seconded by Trustee Rose. Motion unanimously carried.

8. OLD BUSINESS

None.

9. NEW BUSINESS

Trustee Levitsky introduced the proposed *Gift, Gift Acceptance, Sponsorship and Grant Policy*. He briefly reviewed his research from other libraries and various library associations. After a lengthy and thorough discussion of the policy, Trustee Rose made a motion, seconded by Trustee Arnson, to recommend the adoption of policy to the full board at its April 2017 meeting. Motion unanimously carried.

The Board than discussed a variety of programming ideas, including programming for teens and special needs individuals. Ms. Lemmer informed the committee the Library

had a created a help guide for Fake News on the Library website and updated the committee on Section 501(c)3 status options and liquor licenses for special events.

Trustee Rose inquired if the Library has ever retained an architect or space use consultant to review possible expansion areas or re-use of existing space in the building. This led to a discussion of possible reconfiguring of spaces in the Library. It was decided that further actions would be dictated by the 2017 Community Survey.

10. ADJOURNMENT

Trustee Rose made a motion and Trustee Arnson seconded, to adjourn the meeting at 7:28 pm. Motion carried.



Catherine A. Lemmer, Secretary Pro Tem

Minutes approved by the Services Committee on: June 13, 2107

Lake Forest Library Board of Trustees
360 E Deerpath Road, Lake Forest, IL 60045
Regular Meeting Minutes
7:30 p.m. March 7, 2017

1. CALL TO ORDER

The meeting was called to order at 7:31 p.m.

2. ROLL CALL

Present Board members: Germaine Arnson, Lynn Casper, President, Ron Levitsky, Secretary, Todd Puch, Vice-President, David Rose, and Carrie Travers, Treasurer.

Absent: Wendy Darling, Elizabeth Grob, and Beth Parsons; Jayne Mai, Youth Liaison.

Staff: Library Director Catherine Lemmer, and Administrative Assistant Judy Grasmick.

3. ADDITIONS TO THE AGENDA

No additions to the agenda.

4. APPROVAL OF THE AGENDA

Trustee Levitsky made a motion, seconded by Trustee Rose, to approve the agenda. Motion unanimously carried.

5. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD, and
CORRESPONDENCE

No request to address the Board. A written summary of public correspondence received in January and February was distributed.

6. APPROVAL OF MINUTES

Trustee Arnson made a motion, seconded by Trustee Travers, to approve the following meeting minutes. Motion unanimously carried.

- a. February 14, 2017 Regular Board Meeting

7. MONTHLY FINANCIAL REPORT

The February financials will be distributed at the April meeting. The library continues to be on budget for the fiscal year.

8. LIBRARY DIRECTOR REPORT

- a. **Financial:** Elizabeth Holleb, Director of Finance and IT at the City, is scheduled to attend the April board meeting to discuss investment opportunities.
- b. **Services:** February statistics will be distributed at the April meeting. Furniture will stay as is in the conference/small program room until results are received from the community survey. Final vendor selection is being made for the website redesign and will be brought to the April board meeting. The library seeks liquor licenses from the City as needed for individual programs. Usage will be monitored this year to evaluate the possibility of streamlining the process. The MyMediaMall consortium has formed a committee to draw up a governance structure to include best practices and management processes.

Trustee Rose inquired about the possibility of e-media offerings being available in a single website location. Ms. Lemmer stated that items are now in the catalog, but each vendor has different material access from providers. Thus, changes in e-media delivery are unlikely to occur for some time.

Trustee Levitsky spoke about the Legislative Breakfast and stated that discussion was very civil and left him with a hopeful impression.

- c. **Building & Maintenance:** A section of the Nicolai Remisoff mural on the southeast wall of the rotunda is being pushed loose from the wall by salts migrating from the exterior brick. A proposal for removal and repair of this panel is expected soon. After speaking with many vendors, a first stage bid was received for the keyless door system. An additional quote will be sought for electrical work needed for the new system.
- d. **Reaching Across Illinois Library System (RAILS):** No report.
- e. **Cooperative Computer Services (CCS):** No report.

9. SERVICES COMMITTEE REPORT

The committee met prior to tonight's board meeting and reviewed a proposed *Gift, Gift Acceptance, Sponsorship and Grant Policy*. The committee voted to send the policy to the City Attorney for review and then to the full board for review and adoption at the April meeting. The committee will also explore programs for young people and those with special needs. As a continuation of the liquor license topic, trustees floated the idea of holding special events such as weddings, wine-tastings, etc. at the library.

Trustee Puch entered the meeting at 7:43 p.m.

10. FINANCE COMMITTEE REPORT

The FY2018 budget was discussed. Trustee Travers commended Ms. Lemmer for going over the budget with a fine-tooth comb. The City is promoting public/private partnerships. Trustee Rose asked about building maintenance costs for the past two years. Ms. Lemmer stated that those costs will be under budget this year. Library fines will likely be reduced due to the new ILS with 3-week checkouts and auto renewals. Special projects includes the community survey/strategic plan and the website overhaul.

Trustee Levitsky asked if reserve funds are distinct and separate. Ms. Lemmer stated that they are and that reserves demonstrate planning and fiscal responsibility.

Trustee Travers moved to approve the FY2018 budget. Trustee Puch seconded. Motion unanimously carried with a roll call vote.

11. FRIENDS REPORT

Donations are pouring in. Three book sales will be held this spring—cookbooks and garden books in April, a paperback sale in May, and separate Children's and Young Adult sales in June.

12. OLD BUSINESS

None

13. NEW BUSINESS

- a. Discussion and Approval of the FY2018 Budget (ACTION)
See Finance Committee Report above.

- b. Discussion and Approval of the FY2018 Holiday/Closings Schedule (ACTION)
The schedule was reviewed. Trustee Amson moved to approve the FY2018 Holiday/Closings Schedule, seconded by Trustee Travers. Motion unanimously carried.
- c. Review and Action on 5 ILCS 120/2(21) Review of Closed Session Minutes (ACTION)
The minutes of closed sessions from 2015 and 2016 were reviewed and discussed. Trustee Puch moved that upon review of the minutes of Executive Sessions of the Board of Trustees meetings on April 14, 2015, February 11, 2016, March 2, 2016, March 3, 2016, and March 14, 2016, the Board finds that the need for confidentiality still exists as provided under 5 ILCS 120/2(c)1 and that the minutes should remain closed. Trustee Levitsky seconded. Motion unanimously carried.
- d. Update on Community Survey and Strategic Plan
The community survey was discussed. Ms. Lemmer placed a call to *Sarah Keister Armstrong & Associates, LLC* to inquire about creating a separate teen survey and to find out if there would be an additional cost to do so. The survey sample is simple, quick, easy, and user-friendly. Email addresses will be harvested from the library ILS and postcards will be mailed to all homes.

14. ADJOURNMENT

Trustee Levitsky made a motion, seconded by Trustee Puch, to adjourn the meeting at 8:13 p.m.
Motion unanimously carried.

Next Board meeting: April 11, 2017 at 7:30 p.m.



Ron Levitsky, Secretary

Minutes approved by the Board on April 11, 2017

LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045
March 7, 2017
7:30 pm, Conference Room

Regular Monthly Meeting Board Packet

1. March 7, 2017 Agenda
2. February 14, 2017 Meeting Minutes
3. FY18 Holiday Schedule
4. Review of Executive Session Minutes

LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045
March 7, 2017
7:30 pm Library Conference Room

Regular Monthly Meeting Agenda

1. Call Regular Meeting to Order
2. Board of Trustees Roll Call
3. Additions to the Agenda
4. For action: Approval of the Agenda
5. Opportunity for the Public to Address the Board and Correspondence
6. For action: Approval of the February 14, 2017 General Meeting Minutes
7. For action: Discussion and approval of the February 2017 Financial Report
8. Library Director Report:
 - a. Highlights of Director's Written Report: Financial, Services, Building & Maintenance, Personnel, Other
 - b. Reaching Across Illinois Library System (RAILS) Update
 - c. Cooperative Computer Services (CCS) Update
9. Services Committee Report
10. Finance Committee Report
11. Friends Report
12. Old Business
13. New Business
 - a. For Action: Discussion and approval of the FY2018 Library Budget
 - b. For Action: Discussion and approval of the FY2018 Holiday/Closings Schedule
 - c. For Action: Review and action on 5 ILCS 120/2(21) Review of Closed Session Minutes
 - d. Update on community survey and strategic plan
14. Adjournment

Next Board meeting: **April 11, 2017**

Individuals with disabilities who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meetings or the facilities are requested to contact the Library Director at 847.810.4602 promptly to allow the Library to make reasonable accommodations.

Lake Forest Library Board of Trustees
360 E Deerpath Road, Lake Forest, IL 60045
Regular Meeting Minutes
7:30 p.m. February 14, 2017

1. CALL TO ORDER

The meeting was called to order at 7:30 p.m.

2. ROLL CALL

Present Board members: Germaine Arnson, Lynn Casper, President, Wendy Darling, Elizabeth Grob, Ron Levitsky, Secretary, Beth Parsons, Todd Puch, Vice-President, David Rose, and Carrie Travers, Treasurer; and Jayne Mai, Youth Liaison.

Absent: None

Staff: Library Director Catherine Lemmer, Head of Adult Services Felicia Song, and Administrative Assistant Judy Grasmick.

3. ADDITIONS TO THE AGENDA

The January Financial Report was added to agenda item 7.

4. APPROVAL OF THE AGENDA

Trustee Puch made a motion, seconded by Trustee Levitsky, to approve the agenda as revised. Motion unanimously carried.

5. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD, and
CORRESPONDENCE

No request to address the Board.

6. APPROVAL OF MINUTES

Trustee Travers made a motion, seconded by Trustee Parsons, to approve the following meeting minutes. Motion unanimously carried.

- a. January 10, 2017 Regular Board Meeting

7. MONTHLY FINANCIAL REPORT

December and January financials are in good shape with salaries under budget and gifts over budget. January and February are big months for materials purchasing, but it is likely that spending will be under budget.

Trustee Puch made a motion, seconded by Trustee Rose, to approve the December and January financial reports. Motion unanimously carried with a roll call vote.

8. LIBRARY DIRECTOR REPORT

- a. **Services:** The library has been trying many types of programs and services and is receiving good feedback on programs. A new Drive-in Movies program was offered in Children's last Saturday and the library was very busy with adults on Sunday. Historically, Sundays are busier than Saturdays. Adult Services has been pulling out all the stops. Local vendors participating in the *With Love, From Your Library* campaign will be invited to attend the *Lake Forest Reads: Ragdale* author event. Congressman Brad Schneider contacted the library to inquire about hosting quarterly meetings at the library. The Services committee is scheduled to meet in March and can discuss meeting space usage.

Trustee Rose inquired about the significant increase in Electronic Resources numbers in the December statistics. Ms. Lemmer replied that numbers are inflated due to the way

resources are opened in one of our EBSCO database subscriptions. The *Exam Escape* program drove up attendance numbers. Adding additional copies of new DVDs increased usage at the DVD2GO machine.

- b. **Building & Maintenance:** The Children's Library replacement carpet will be installed in April.
- c. **Cooperative Computer Services (CCS):** The governing board voted to approve a move to a new ILS in June of 2018, if contract negotiation is successful. The current database needs to be cleaned up to run more effectively.

9. FRIENDS REPORT

Bernie's Book Bank receives donations that they cannot use. The Friends have been taking many of these books. At the January 21, 2017 meeting, the Friends Board approved an award of \$89,600 for library programming support, including tables and chairs, website upgrades, and continued digitization of *The Lake Forester*.

10. OLD BUSINESS

- a. Presentation by Strategic Planning Consultant
Donna E. Fletcher Consulting, Inc. presented their community survey and strategic planning proposal to the Board. At the end of the proposal, the Board asked many questions about data collection, survey development, development of the strategic plan, and the costs of the proposal. The *Donna E. Fletcher Consulting, Inc.* team then left the meeting at 8:45 p.m.
- b. Discussion and Authorization of Retention of Strategic Planning Consultant (ACTION)
Trustees Rose and Levitsky reported on the meeting with *Sarah Keister Armstrong & Associates LLC* and their proposal. Trustees Rose and Levitsky, Ms. Song, and Ms. Lemmer answered questions regarding the meeting with *Sarah Keister Armstrong & Associates LLC*. Ms. Lemmer reported on the responses to the reference checks on both consultants. The Board engaged in a lengthy discussion of the merits of each proposal. Trustee Levitsky then made a motion, seconded by Trustee Arnson, to retain *Sarah Keister Armstrong & Associates, LLC*. to help the library do a community survey and write a strategic plan for an amount not to exceed \$15,000. Motion unanimously carried with a roll call vote.

11. NEW BUSINESS

None

12. ADJOURNMENT

Trustee Puch made a motion, seconded by Trustee Rose, to adjourn the meeting at 9:17 p.m.
Motion unanimously carried.

Next Board meeting: March 7, 2017 at 7:30 p.m.

Next Board Services Committee meeting: March 7, 2017 at 7:00 p.m.

Ron Levitsky, Secretary

Minutes approved by the Board on _____

**LAKE FOREST LIBRARY
FY18 HOLIDAY SCHEDULE
(May 2017 – April 2018)**

Holidays (Library Closed)

Memorial Day	Monday, May 29, 2017
Independence Day	Tuesday, July 4, 2017
Labor Day	Monday, September 4, 2017
Thanksgiving Day	Thursday, November 23, 2017
Christmas Eve	Sunday, December 24, 2017
Christmas Day	Monday, December 25, 2017
New Year's Day	Monday, January 1, 2018

Floating Holidays

Lake Forest Day	Wednesday, August 2, 2017
Veterans Day	Saturday, November 11, 2017
Presidents' Day	Monday, February 19, 2018

Staff In-Service

Fall - 1/2 day

Spring - 1/2 day (or 1 full day)

Other Closings:

Independence Day Eve (5:00 p.m.)

Thanksgiving Eve (5:00 p.m.)

New Years Eve (December 31)

Easter Sunday, April 1, 2018

Lake Forest Library

Board of Trustees Meeting – March 7, 2017

For Action: Review and action on 5 ILCS 120/2(21) Review of Closed Session Minutes.

Illinois Law 5 ILCS 120/2.06(d) requires public bodies to periodically review the minutes of all closed meeting sessions and determine whether the (1) the need for confidentiality still exists as to all or part of those minutes; or (2) that the minutes or portions thereof no longer require confidential treatment and are available for public treatment. Under 5 ILCS 120/2.06(c) the audio recordings of closed sessions may be destroyed after 18 months provided there are written minutes under section 5 ILCS 120/2.06(a).

The minutes of closed sessions were not reviewed in 2015 and 2016. This review by the Board of Trustees on March 7, 2017 will bring the Library current. Procedures are now in place to review the minutes on a semi-annual basis and track the 18-month period for destruction of the audio recordings (see attached).

The closed sessions under review are for the following dates:

March 14, 2016 – Candidate Interview

March 3, 2016 – Candidate Interview

March 2, 2016 – Candidate Interview

February 11, 2016 – Candidate Interview

April 14, 2015 – Employee performance and compensation

The minutes are attached for your review.

These closed sessions all come within 5 ILCS 120/2(c)(1): *The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.*

Lake Forest Library: Review of Executive Session Minutes

FY2015-2018

Date of Executive Session	Reason For Session	Date Minutes Reviewed	Review Finding	19 th Month Review Date	Status
03/14/2016	5 ILCS 120/2(c)1	03/07/2017			
03/03/2016	5 ILCS 120/2(c)1	03/07/2017			
03/02/2016	5 ILCS 120/2(c)1	03/07/2017			
02/11/2016	5 ILCS 120/2(c)1	03/07/2017			
04/14/2015	5 ILCS 120/2(c)1	03/07/2017			

Reasons for Executive Sessions

5 ILCS 120/2(c)1	The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity
5 ILCS 120/2(c)3	The selection of a person to fill a public office, as defined in this Act, including a vacancy in a public office when the public body is given power to appoint under law or ordinance, or the discipline, performance, or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance
5 ILCS 120/2(c)5	The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired.
5 ILCS 120/2(c)11	Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting.
OTHER	



LAKE FOREST LIBRARY BOARD

APRIL 2017

Minutes • Agendas • Board Packets

Regular Monthly Board Meeting

Lake Forest Library Board of Trustees
360 E Deerpath Road, Lake Forest, IL 60045
Regular Meeting Minutes
7:30 p.m. April 11, 2017

1. CALL TO ORDER

The meeting was called to order at 7:30 p.m.

2. ROLL CALL

Present Board members: Germaine Arnson, Lynn Casper, President, Wendy Darling, Elizabeth Grob, Ron Levitsky, Secretary, Beth Parsons, Todd Puch, Vice-President, David Rose, and Carrie Travers, Treasurer.

Absent: Jayne Mai, Youth Liaison.

Staff: Library Director Catherine Lemmer, and Administrative Assistant Judy Grasmick.

3. ADDITIONS TO THE AGENDA

No additions to the agenda.

4. APPROVAL OF THE AGENDA

Trustee Puch made a motion, seconded by Trustee Levitsky, to approve the agenda. Motion unanimously carried.

5. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD, and
CORRESPONDENCE

No request to address the Board. A written summary of public correspondence received in March was distributed.

6. APPROVAL OF MINUTES

Trustee Parsons made a motion, seconded by Trustee Arnson, to approve the following meeting minutes. Motion unanimously carried.

- a. March 7, 2017 Regular Board Meeting

7. PRESENTATION BY ELIZABETH HOLLEB, DIRECTOR OF FINANCE AND IT, CITY
OF LAKE FOREST

Ms. Holleb presented the City's updated investment policy. Good banking relationships and favorable interest rates were in place, but the City wanted to prepare for any potential changes. The policy was approved in February 2017. Illinois State Statutes define investment options for municipalities. Trustee Levitsky inquired about the library's financial relationship with the City and whether it would be pragmatic for the library to manage its own funds. Ms. Holleb stated that the City could act as an agent for library investment choices. The library represents 3% of the City budget. All library funds are currently in cash. The City will stagger investment maturity based on projected budget needs. The City will share its investment parameters policy with the library once it has been approved. Some City funds will be very similar to the Library fund. An annual financial review is recommended. The library receives quarterly financial reports from the City. The Finance Committee will meet to discuss library investments prior to July. Ms. Lemmer will ask other area libraries how they invest. Ms. Holleb left the meeting at 7:58 p.m.

8. MONTHLY FINANCIAL REPORT

The February 2017 financial report was discussed. The library continues to be on budget for the fiscal year. Capital expenses are far under budget. The library continues to update and make small repairs. The age of the building and ADA recommendations are the biggest potential costs.

Trustee Levitsky asked about reserve funds. Ms. Lemmer stated that in a crisis situation with the building, it should be possible to move funds. She will verify this with the state library.

Trustee Levitsky made a motion, seconded by Trustee Grob, to approve the February financial report. Motion unanimously carried with a roll call vote.

9. LIBRARY DIRECTOR REPORT

- a. **Services:** February statistics were distributed. Trustee Rose commented that e-Media usage is up. Ms. Lemmer stated that Web Hits were likely higher due to staff and website vendors browsing the site in preparation for the website redesign project. The library is also pushing social media. There were 19 attendees at the *Get Your Story Published* program on April 8. There is a waiting list for the *Have a Story to Tell?* writing program on April 15.
- b. **Building & Maintenance:** A second proposal for removal and repair of the Nicolai Remisoff mural on the southeast wall of the rotunda was distributed. Trustee Levitsky suggested a future board discussion concerning library art and the library serving as art conservationists.
- c. **Reaching Across Illinois Library System (RAILS):** No report.
- d. **Cooperative Computer Services (CCS):** No report.

10. FRIENDS REPORT

A board meeting was held on April 8. There is just under \$700,000 in the bank. Much of that amount will be moved to Vanguard funds in \$100,000 increments. The Friends would like to fund a big project. The community survey results may reveal library needs. Several book sales will be held in the next couple of months.

11. OLD BUSINESS

- a. Discussion and Approval of the Gift, Gift Acceptance, Sponsorship and Grant Policy (ACTION)
- b. Discussion and Approval of the amendment of the Gifts, Special Collections, Lake Forest Authors, and Ragdale Authors Policy (ACTION)
The policies were discussed. The Services Committee recommended approval and the policy changes were also reviewed by the City attorney. Trustee Levitsky moved to adopt the Gifts, Gift Acceptance, Sponsorship, and Grant Policy and to amend and rename the Gifts, Special Collections, Lake Forest Authors, and Ragdale Authors policy as presented. Trustee Puch seconded. Motion carried.
- c. Update on Community Survey
The survey was discussed. A postcard mockup and a print sample of the survey were distributed. The survey will go live on April 17. Emails will go out to 3,800 patrons, postcards will be mailed to all households, and print surveys will be available in the library. Sarah Keister Armstrong met with staff, with good result, during the staff institute. Board members were encouraged to complete the survey.

12. NEW BUSINESS

- a. Discussion and Approval of LaForce, Inc. (security) contract (ACTION)
The security quotation was discussed. Staff have been asking for this for some time. A public building needs to be secured and the City uses this vendor. The Friends will have

limited access and have been working out details with the library. Trustee Levitsky moved to accept the contract from LaForce, Inc. for an amount not to exceed \$5,380.00. Trustee Arnson seconded. Motion unanimously carried with a roll call vote.

b. Discussion and approval of the LibraryMarket (website) contract (ACTION)

The LibraryMarket contract was discussed. A small staff committee examined all library needs. The site will be responsive to work on any device. The new Polaris platform should have a much improved catalog interface. If it doesn't, app development is a possibility. The Friends will fund \$15,000 of the website design cost. Trustee Parsons asked if acceptance criteria were part of the contract. Trustee Rose suggested producing a creative brief to ensure that the new website vision is equal between parties. LibraryMarket submitted a separate contract for logo design and development. Trustee Arnson asked how logo design direction will be developed. Ms. Lemmer stated that logo design is in a preliminary discussion stage. Additional discussion would include design basics, color, the building, purpose, etc. and then team brainstorming. Further discussion on website and logo design deferred until May to allow further information gathering.

13. EXECUTIVE SESSION PER 5 ILCS 120/2(c)1: DISCUSSION AND APPROVAL OF LIBRARY DIRECTOR'S FY2018 COMPENSATION

Trustee Puch moved to enter Executive Session at 8:59 p.m. to discuss the library director's compensation. Trustee Parsons seconded. Motion carried.

Executive Session closed at 9:21 p.m. The board discussed the highlights of Ms. Lemmer's tenure and awarded a 2.5% salary increase. They expressed pleasure that she joined the library staff and commended her dedication, hard work, and goals for the coming year.

14. ADJOURNMENT

Trustee Levitsky made a motion, seconded by Trustee Parsons, to adjourn the meeting at 9:23 p.m. Motion unanimously carried.

Next Board meeting: May 9, 2017 at 7:30 p.m.



Ron Levitsky, Secretary

Minutes approved by the Board on Sun April 11, 2017 or May 9, 2017

LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045
April 11, 2017
7:30 pm, Conference Room

Regular Monthly Meeting Board Packet

1. April 11, 2017 Agenda
2. March 7, 2017 Meeting Minutes
3. February 2017 Financial Report
4. February 2017 Select Statistics

LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045
April 11, 2017
7:30 pm Library Conference Room

Regular Monthly Meeting Agenda

1. Call Regular Meeting to Order
2. Board of Trustees Roll Call
3. Additions to the Agenda
4. For action: Approval of the Agenda
5. Opportunity for the Public to Address the Board and Correspondence
6. For action: Approval of the March 7, 2017 General Meeting Minutes
7. Presentation by Elizabeth Holleb, Director of Finance and IT, City of Lake Forest
8. For action: Discussion and approval of the February 2017 Financial Report
9. Library Director Report
10. Friends Report
11. Old Business
 - a. For action: Discussion and approval of the Gift, Gift Acceptance, Sponsorship and Grant Policy
 - b. For action: Discussion and approval of the amendment of the Gifts, Special Collections, Lake Forest Authors, and Ragdale Authors Policy
 - c. Update on community survey
12. New Business
 - a. For Action: Discussion and approval of LaForce, Inc. (security) contract
 - b. For Action: Discussion and approval of the LibraryMarket (website) contract
13. Executive Session per 5 ILCS 120/2(c)1: Discussion and approval of Library Director's FY2018 compensation
14. Adjournment

Next Board meeting: **May 10, 2017**

Individuals with disabilities who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meetings or the facilities are requested to contact the Library Director at 847.810.4602 promptly to allow the Library to make reasonable accommodations.

Lake Forest Library Board of Trustees
360 E Deerpath Road, Lake Forest, IL 60045
Regular Meeting Minutes
7:30 p.m. March 7, 2017

1. CALL TO ORDER

The meeting was called to order at 7:31 p.m.

2. ROLL CALL

Present Board members: Germaine Arnson, Lynn Casper, President, Ron Levitsky, Secretary, Todd Puch, Vice-President, David Rose, and Carrie Travers, Treasurer.

Absent: Wendy Darling, Elizabeth Grob, and Beth Parsons; Jayne Mai, Youth Liaison.

Staff: Library Director Catherine Lemmer, and Administrative Assistant Judy Grasmick.

3. ADDITIONS TO THE AGENDA

No additions to the agenda.

4. APPROVAL OF THE AGENDA

Trustee Levitsky made a motion, seconded by Trustee Rose, to approve the agenda. Motion unanimously carried.

5. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD, and
CORRESPONDENCE

No request to address the Board. A written summary of public correspondence received in January and February was distributed.

6. APPROVAL OF MINUTES

Trustee Arnson made a motion, seconded by Trustee Travers, to approve the following meeting minutes. Motion unanimously carried.

- a. February 14, 2017 Regular Board Meeting

7. MONTHLY FINANCIAL REPORT

The February financials will be distributed at the April meeting. The library continues to be on budget for the fiscal year.

8. LIBRARY DIRECTOR REPORT

- a. **Financial:** Elizabeth Holleb, Director of Finance and IT at the City, is scheduled to attend the April board meeting to discuss investment opportunities.
- b. **Services:** February statistics will be distributed at the April meeting. Furniture will stay as is in the conference/small program room until results are received from the community survey. Final vendor selection is being made for the website redesign and will be brought to the April board meeting. The library seeks liquor licenses from the City as needed for individual programs. Usage will be monitored this year to evaluate the possibility of streamlining the process. The MyMediaMall consortium has formed a committee to draw up a governance structure to include best practices and management processes.

Trustee Rose inquired about the possibility of e-media offerings being available in a single website location. Ms. Lemmer stated that items are now in the catalog, but each vendor has different material access from providers. Thus, changes in e-media delivery are unlikely to occur for some time.

Trustee Levitsky spoke about the Legislative Breakfast and stated that discussion was very civil and left him with a hopeful impression.

- c. **Building & Maintenance:** A section of the Nicolai Remisoff mural on the southeast wall of the rotunda is being pushed loose from the wall by salts migrating from the exterior brick. A proposal for removal and repair of this panel is expected soon. After speaking with many vendors, a first stage bid was received for the keyless door system. An additional quote will be sought for electrical work needed for the new system.
- d. **Reaching Across Illinois Library System (RAILS):** No report.
- e. **Cooperative Computer Services (CCS):** No report.

9. SERVICES COMMITTEE REPORT

The committee met prior to tonight's board meeting and reviewed a proposed *Gift, Gift Acceptance, Sponsorship and Grant Policy*. The committee voted to send the policy to the City Attorney for review and then to the full board for review and adoption at the April meeting. The committee will also explore programs for young people and those with special needs. As a continuation of the liquor license topic, trustees floated the idea of holding special events such as weddings, wine-tastings, etc. at the library.

Trustee Puch entered the meeting at 7:43 p.m.

10. FINANCE COMMITTEE REPORT

The FY2018 budget was discussed. Trustee Travers commended Ms. Lemmer for going over the budget with a fine-tooth comb. The City is promoting public/private partnerships. Trustee Rose asked about building maintenance costs for the past two years. Ms. Lemmer stated that those costs will be under budget this year. Library fines will likely be reduced due to the new ILS with 3-week checkouts and auto renewals. Special projects includes the community survey/strategic plan and the website overhaul.

Trustee Levitsky asked if reserve funds are distinct and separate. Ms. Lemmer stated that they are and that reserves demonstrate planning and fiscal responsibility.

Trustee Travers moved to approve the FY2018 budget. Trustee Puch seconded. Motion unanimously carried with a roll call vote.

11. FRIENDS REPORT

Donations are pouring in. Three book sales will be held this spring—cookbooks and garden books in April, a paperback sale in May, and separate Children's and Young Adult sales in June.

12. OLD BUSINESS

None

13. NEW BUSINESS

- a. Discussion and Approval of the FY2018 Budget (ACTION)
See Finance Committee Report above.

- b. Discussion and Approval of the FY2018 Holiday/Closings Schedule (ACTION)
The schedule was reviewed. Trustee Arnson moved to approve the FY2018 Holiday/Closings Schedule, seconded by Trustee Travers. Motion unanimously carried.
- c. Review and Action on 5 ILCS 120/2(21) Review of Closed Session Minutes (ACTION)
The minutes of closed sessions from 2015 and 2016 were reviewed and discussed. Trustee Puch moved that upon review of the minutes of Executive Sessions of the Board of Trustees meetings on April 14, 2015, February 11, 2016, March 2, 2016, March 3, 2016, and March 14, 2016, the Board finds that the need for confidentiality still exists as provided under 5 ILCS 120/2(c)1 and that the minutes should remain closed. Trustee Levitsky seconded. Motion unanimously carried.
- d. Update on Community Survey and Strategic Plan
The community survey was discussed. Ms. Lemmer placed a call to *Sarah Keister Armstrong & Associates, LLC* to inquire about creating a separate teen survey and to find out if there would be an additional cost to do so. The survey sample is simple, quick, easy, and user-friendly. Email addresses will be harvested from the library ILS and postcards will be mailed to all homes.

14. ADJOURNMENT

Trustee Levitsky made a motion, seconded by Trustee Puch, to adjourn the meeting at 8:13 p.m. Motion unanimously carried.

Next Board meeting: April 11, 2017 at 7:30 p.m.

Ron Levitsky, Secretary

Minutes approved by the Board on _____

**Lake Forest Library
Year-to-Date Financial Report
February 2017**

FY17

REVENUES	ACTUAL YTD	BUDGET YTD	EST. ACTUAL YTD	BUDGET FULL YEAR	% OF BUDGET FULL YEAR
Funds on Hand 5/1	\$1,136,963	\$929,147	\$929,147	\$1,136,963	
Tax Based	\$3,934,311	\$3,282,303	\$3,282,303	\$3,938,764	99.89%
Non Tax Based	\$81,370	\$68,000	\$68,000	\$81,600	99.72%
Gifts	\$20,075	\$4,167	\$4,167	\$5,000	401.50%
TOTAL REVENUES	\$4,035,756	\$3,354,470	\$3,354,470	\$4,025,364	100.26%
TOTAL FUNDS ON HAND	\$5,172,719	\$4,283,617	\$4,283,617	\$5,162,327	100.20%

EXPENDITURES

Salaries & Wages	\$1,505,611	\$1,664,076	\$1,664,076	\$2,060,284	73.08%
Fringes	\$582,922	\$559,583	\$559,583	\$671,500	86.81%
Books, Per, AV	\$461,574	\$479,167	\$479,167	\$575,000	80.27%
O.O.E.	\$284,362	\$362,250	\$362,250	\$434,700	65.42%
Building Maintenance	\$106,279	\$150,833	\$150,833	\$181,000	58.72%
Sub Total	\$2,940,748	\$3,215,909	\$3,215,909	\$3,922,484	74.97%
Capital	\$32,555	\$187,500	\$187,500	\$225,000	14.47%
TOTAL	\$2,973,303	\$3,403,409	\$3,403,409	\$4,147,484	71.69%

BALANCE	\$2,199,416	\$880,208	\$880,208	\$1,014,843
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RESERVES

Capital Equipment \$300,000
 Capital Improvement \$500,000
 Technology \$300,000

**Lake Forest Library
February FY2017
Financial Notes**

Revenues:

Funds on Hand: \$1,136,963 from the FY17 account balance sheet.

Tax Based: \$3,934,311 property tax received; property taxes are received in June and September. 100% of property tax funds have been received. \$23,356 in personal property replacement tax has been received (budgeted at \$20,000).

Non Tax Based: \$81,370 non-tax revenues: 99% of FY budget (Library generated income from fines, fees, interest, and per capita grant funds of \$14,935.)

Gifts: \$20,075: exceeded FY budget; most contributions arrive in 4th quarter of calendar year.

Expenditures:

Salaries, Fringes: \$1,505,611 for salaries: 73% of FY budget; includes the payment of longevity and anniversary awards in December. \$582,922 for fringes: 87% of FY budget.

Books, AV and Electronic Services: \$461,574: 80% of FY budget. Spring and fall are heavy buying months for materials; annual database subscriptions paid.

Other Operating Expenditures: \$284,362: 65% of FY budget.

Building Maintenance: \$106,279: 59% of FY budget.

Capital: \$32,555; 50% down on children's library carpet; lighting upgrades.

Reserves: \$2,236,963 from City's monthly account balance sheet; confirmed by the FY2016 audit. Operating reserve currently at \$1,136,963 (32% of operating expenditures) a capital equipment reserve (\$300,000), a capital improvement reserve (\$500,000) and a technology reserve (\$300,000). The capital equipment and technology reserves were increased by \$100,000 as part of the approved FY2017 budget.

In previous years, our increase in revenues was a percent or two higher than our increase in expenditures because of growth in Lake Forest. Now growth has slowed to well under 1% and the EAV (equalized assessed value) has declined for a number of years. We continue to see our revenues increase at under 2% per year, while our expenditure increase is about 3% per year, with the increase in personnel costs, especially for medical and IMRF. It was in anticipation of little or no growth that we built our reserves. We anticipate future capital improvement costs for ADA compliance.

February 2017: 72% of budget at 03/21/2017

**Lake Forest Library
Select Statistics**

February Statistics	FY 2017	FY 2016
Circulation: Adult	14,603	15,558
Circulation: Children's	11,621	11,812
e-Media	1,979	1,010
Total	28,203	29,380
Circulation: AV/% of circulation	6,121 (22%)*	7083 (24%)*
West Book Box	1,093	1,081
Patron Visits (2106 - no first floor bathrooms so routed to children's)	32,295	49,171**
Interlibrary Loan		
To: Lake Forest	536	545
From: Lake Forest	1,264	903
Reference/Reader's Advisory	7,104	7,382
Materials Added	1,143	1,059
Materials Withdrawn	834	424
Volunteer Hours	3	3
Programs Offered	58	46
Attendance	1,964	1,759
Web Hits	39,626	29,425
Electronic Resources	28,029	19,312
Catalog	4,171	5,892
Library 2.0	4,068#	2,392#

*includes DVD2GO 274 (282)

**Adult 18,873 versus 19,711 (2016); children is 13,422 versus 29,460 (2016) due to bathrooms.

^e-Media: 1,902 (2,010): 3M Cloud Library 212 (224); MyMediaMall 1,116 (1,115); Freegal 218(336); Hoopla 151; Zinio 205 (335)

#Library 2.0: Blog 1,527 (625); Facebook 1,058 (819); GoogleMyBusiness 4,170 views/860(239) clicks; Twitter: 1,053 (831); Wikipedia: 100 (117); Instagram 330 likes.

Media Lab: 58 (59); E-tutorial 24 (8)

New patrons registered: 89 (106)



LAKE FOREST LIBRARY BOARD

MAY 2017

Minutes • Agendas • Board Packets

Regular Monthly Board Meeting

Lake Forest Library Board of Trustees
360 E Deerpath Road, Lake Forest, IL 60045
Regular Meeting Minutes
7:30 p.m. May 9, 2017

1. CALL TO ORDER

The meeting was called to order at 7:30 p.m.

2. ROLL CALL

Present Board members: Lynn Casper, President, Wendy Darling, Elizabeth Grob, Ron Levitsky, Secretary, Beth Parsons, David Rose, and Carrie Travers, Treasurer.

Absent: Germaine Arnson and Todd Puch, Vice-President; Jayne Mai, Youth Liaison.

Staff: Library Director Catherine Lemmer, and Administrative Assistant Judy Grasmick.

3. ADDITIONS TO THE AGENDA

No additions to the agenda.

4. APPROVAL OF THE AGENDA

Trustee Travers made a motion, seconded by Trustee Rose, to approve the agenda. Motion unanimously carried.

5. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD, and
CORRESPONDENCE

No request to address the Board. A written summary of public correspondence received in April was distributed.

6. APPROVAL OF MINUTES

Trustee Parsons made a motion, seconded by Trustee Travers, to approve the following meeting minutes. Motion unanimously carried.

- a. April 11, 2017 Regular Board Meeting

7. MONTHLY FINANCIAL REPORT

The March 2017 financial report was discussed. The library budget is generally on track for the fiscal year. There is an overage in medical expenses due to a first quarter increase of 6%. All materials purchases have been completed. An overage in programming will stay in order to allow the library's and Friend's fiscal years to better align. The deposit for the strategic plan was also part of the programming budget line. Ms. Lemmer has been investigating reserve strategies. Funds may be accumulated as long as a specific plan is stated. The library should draft a formal plan. Ms. Lemmer will gather numbers and pass them on to the City attorney for review.

Trustee Rose asked about the low capital expenses. Ms. Lemmer stated that the second installment for the Children's carpet replacement is still due. In addition, lighting improvements, mural repair/restoration, and a water leak repair are anticipated. Trustee Rose asked the library to look at ways to improve the audiovisual level—particularly access to the materials.

Ms. Lemmer expects that the results of the community survey may also weigh in on this issue.

Trustee Darling made a motion, seconded by Trustee Travers, to approve the March 2017 financial report. Motion unanimously carried with a roll call vote.

8. LIBRARY DIRECTOR REPORT

- a. **Services:** Due to patron requests, the library has begun to add Blu-ray Discs to the DVD collection. There had been some consideration given to the possibility that this community

would skip Blu-ray and move directly to streaming. The library does benchmark with other area libraries. The use of DVD security cases is being reviewed. Trustee Rose suggested that the library consider increasing the number of newly released DVDs that are purchased. Trustee Travers stated that she enjoyed reading the public correspondence each month. Invitations from the City for the Lake Forest Institute were distributed. President Casper stated that she had attended in the past and found it useful. Three staff members attended the ILA's Reaching Forward Conference. Two attended YA programming sessions and one attended technology sessions.

The Services Committee will meet at 7:00 p.m. prior to the June 13 board meeting.

March statistics were distributed. Trustee Rose commented on the increase in patron visits. Ms. Lemmer replied that this was likely due to increased programming and said that offering new programs gives patrons permission to suggest additional programs. Today's *Coffee with Books* program in the courtyard had 11 attendees. Three of those attendees remarked that they had not been to the library in a long time. Trustee Levitsky noted that though more programs were offered, attendance per program was down. He wondered if there is a point where we offer too many programs to achieve high enough attendance. Ms. Lemmer stated that some programs (such as computer training classes) have attendance limits. Program offerings are an ongoing library discussion, including changing up dates and times to see what attracts the best audience. Separating numbers for adult versus children's programs would also be useful. Trustee Travers mentioned a photo posted on the library's Facebook page showing a patron and the book of photographs she created using the media lab. Trustee Travers stated that photos are very appealing and are a good way to advertise the value of the media lab's service offerings.

b. **Reaching Across Illinois Library System (RAILS):** No report.

c. **Cooperative Computer Services (CCS):** No report.

9. FRIENDS REPORT

The cookbook sale earned slightly more this year compared to last year. Using the conference room made setup easier and allowed for better display of the books. A paperback book sale will be held on Saturday, May 20. On June 8, 9, and 10, a teen book sale will be held in the lobby and a children's book sale will be held in the conference room.

10. NEW BUSINESS

- a. Discussion and appointment of Nominating Committee for FY2018 officer slate
President Casper asked for volunteers to serve on the nominating committee. President Casper, Treasurer Travers, and Secretary Levitsky will serve as the nominating committee. The committee will meet at 6:40 p.m. prior to the Services Committee meeting on June 13.
- b. Discussion and approval of the FY2018 Board Meeting Schedule (ACTION)
The board meeting schedule was reviewed. Trustee Parsons moved, and Trustee Grob seconded a motion to approve the FY2018 board meeting schedule. Motion unanimously carried.
- c. Discussion and approval of the non-resident fee (ACTION)
The non-resident fee card program was discussed. The calculated cost of a non-resident fee card for FY2018 is \$542.11. Trustee Levitsky asked if cards for unserved residents need to be purchased from the library adjacent to where they live. Ms. Lemmer will verify the

requirements. Trustee Levitsky moved to participate in the non-resident fee card program and to approve the \$542.11 cost of the card for FY2018. Trustee Darling seconded. Motion unanimously carried with a roll call vote.

- d. Discussion and approval of *Computer View Inc.* service contract (ACTION)
The *Computer View Inc.* remote LAN management agreement was reviewed. The library has a long relationship with Computer View. Cost of the service increased 3% from last year. The contract for these services will go out for bid next year. Trustee Darling moved to accept the agreement with *Computer View Inc.* and Trustee Parsons seconded. Motion unanimously carried with a roll call vote.
- e. Discussion and approval of FY2018 insurance coverage (ACTION)
The FY2018 insurance proposal from *Hill and Stone Insurance Agency, Inc.* was reviewed. The individual components were bid out. They are also shopping the expiring Management Liability coverage. The library is a high maintenance client and we receive excellent service from *Hill and Stone*. Trustee Levitsky asked if the Management Liability policy would shield the library board from lawsuits. Ms. Lemmer replied that the board could be sued, but coverage would be provided for “acts in good faith” and “unintentional acts,” but not for “acts of bad faith.” The listing of Friends of the Lake Forest Library as a named insured was questioned. Ms. Lemmer replied that the Friends would be covered like any other business—while moving boxes, driving trucks, etc. Trustees asked if insurance costs could be reduced if the Friends were not covered. Ms. Lemmer will check. There was a question about the fine arts appraisal. Ms. Lemmer was not certain when the last formal appraisal was done, but increases are rolled into the appraisal each year. Ms. Lemmer will check with CBIZ (our asset appraisal company) about whether a new physical appraisal is needed.

Trustee Rose moved to accept the FY2018 insurance coverage proposal from *Hill and Stone Insurance Agency, Inc.* Trustee Darling seconded. Motion unanimously carried with a roll call vote.

11. OLD BUSINESS

- a. Update on community survey
As of yesterday, there were 490 adult and 76 teen online surveys completed and 65 adult and 7 teen print surveys completed for a total of 638 completed surveys. There has been good distribution so far. We will make an additional push by email and via handouts at the teen art reception on May 22. The survey will remain open for the Exam Escape program on May 30 and 31. Focus groups and talks with community leaders will take place in June.
- b. Discussion and approval of the *LibraryMarket* contracts (ACTION)
The *LibraryMarket* contract was discussed. Ms. Lemmer stated that she has confidence in their ability to deliver on their work with our library. They have substantial library and library organization experience. *LibraryMarket* will lead the library through the website creative process. The calendar/scheduling component is extremely important and they are completely on board with that feature. *LibraryMarket* offers specialized guidance for library websites. We have shown them website sections from other libraries that we love/hate.

The logo design and development contract was discussed. The library has no logo and a logo is critical. *LibraryMarket* will work with the library to create a logo. They will ask many questions and send three or four sample designs. Changes will be made until a happy consensus is reached.

Trustee Levitsky moved to accept the *LibraryMarket* website design and development contract. Trustee Darling seconded. Motion carried unanimously with a roll call vote.

Trustee Travers moved to accept the *LibraryMarket* logo design and development contract. Trustee Grob seconded. Motion carried unanimously with a roll call vote.

Trustee Grob is relocating and must resign from her position on the board. Ms. Lemmer thanked her for her service and presented a parting gift.

12. ADJOURNMENT

Trustee Parsons made a motion, seconded by Trustee Travers, to adjourn the meeting at 8:52 p.m. Motion unanimously carried.

Upcoming meetings: **Nominating Committee** – June 13, 2017 at 6:40 p.m.

Services Committee – June 13, 2017 at 7:00 p.m.

Regular Board – June 13, 2017 at 7:30 p.m.



Ron Levitsky, Secretary

Minutes approved by the Board on June 13, 2017

LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045
May 9, 2017
7:30 pm, Conference Room

Regular Monthly Meeting Board Packet

1. May 9, 2017 Agenda
2. April 11, 2017 Meeting Minutes
3. March 2017 Financial Report
4. March 2017 Select Statistics
5. Friends Report
6. FY18 Board Meeting Schedule
7. Non-resident Fee Schedule
8. Computer View, Inc. Service Agreement
9. Hanover Insurance Policy
10. Library Market Web Design and Logo Design Agreements

LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045
May 9, 2017
7:30 pm Library Conference Room

Regular Monthly Meeting Agenda

1. Call Regular Meeting to Order
2. Board of Trustees Roll Call
3. Additions to the Agenda
4. For action: Approval of the Agenda
5. Opportunity for the Public to Address the Board and Correspondence
6. For action: Approval of the April 11, 2017 General Meeting Minutes
7. For action: Discussion and approval of the March 2017 Financial Report
8. Library Director Report
9. Friends Report
10. New Business
 - a. For action: Appoint a nominating committee to nominate a slate of officers for FY2018
 - b. For action: Discussion and approval of the FY2018 Board Meeting Schedule
 - c. For action: Discussion and approval of the non-resident fee
 - d. For action: Discussion and approval of Computer View Inc. service contract
 - e. For action: Discussion and approval of FY2018 insurance coverage
11. Old Business
 - a. Update on community survey
 - b. For Action: Discussion and approval of the Library Market contract
12. Adjournment

Next Board meeting: **June 13, 2017**

Individuals with disabilities who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meetings or the facilities are requested to contact the Library Director at 847.810.4602 promptly to allow the Library to make reasonable accommodations.

Lake Forest Library Board of Trustees
360 E Deerpath Road, Lake Forest, IL 60045
Regular Meeting Minutes
7:30 p.m. April 11, 2017

1. CALL TO ORDER

The meeting was called to order at 7:30 p.m.

2. ROLL CALL

Present Board members: Germaine Arnson, Lynn Casper, President, Wendy Darling, Elizabeth Grob, Ron Levitsky, Secretary, Beth Parsons, Todd Puch, Vice-President, David Rose, and Carrie Travers, Treasurer.

Absent: Jayne Mai, Youth Liaison.

Staff: Library Director Catherine Lemmer, and Administrative Assistant Judy Grasmick.

3. ADDITIONS TO THE AGENDA

No additions to the agenda.

4. APPROVAL OF THE AGENDA

Trustee Puch made a motion, seconded by Trustee Levitsky, to approve the agenda. Motion unanimously carried.

5. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD, and
CORRESPONDENCE

No request to address the Board. A written summary of public correspondence received in March was distributed.

6. APPROVAL OF MINUTES

Trustee Parsons made a motion, seconded by Trustee Arnson, to approve the following meeting minutes. Motion unanimously carried.

- a. March 7, 2017 Regular Board Meeting

7. PRESENTATION BY ELIZABETH HOLLEB, DIRECTOR OF FINANCE AND IT, CITY
OF LAKE FOREST

Ms. Holleb presented the City's updated investment policy. Good banking relationships and favorable interest rates were in place, but the City wanted to prepare for any potential changes. The policy was approved in February 2017. Illinois State Statutes define investment options for municipalities. Trustee Levitsky inquired about the library's financial relationship with the City and whether it would be pragmatic for the library to manage its own funds. Ms. Holleb stated that the City could act as an agent for library investment choices. The library represents 3% of the City budget. All library funds are currently in cash. The City will stagger investment maturity based on projected budget needs. The City will share its investment parameters policy with the library once it has been approved. Some City funds will be very similar to the Library fund. An annual financial review is recommended. The library receives quarterly financial reports from the City. The Finance Committee will meet to discuss library investments prior to July. Ms. Lemmer will ask other area libraries how they invest. Ms. Holleb left the meeting at 7:58 p.m.

8. MONTHLY FINANCIAL REPORT

The February 2017 financial report was discussed. The library continues to be on budget for the fiscal year. Capital expenses are far under budget. The library continues to update and make small repairs. The age of the building and ADA recommendations are the biggest potential costs.

Trustee Levitsky asked about reserve funds. Ms. Lemmer stated that in a crisis situation with the building, it should be possible to move funds. She will verify this with the state library.

Trustee Levitsky made a motion, seconded by Trustee Grob, to approve the February financial report. Motion unanimously carried with a roll call vote.

9. LIBRARY DIRECTOR REPORT

- a. **Services:** February statistics were distributed. Trustee Rose commented that e-Media usage is up. Ms. Lemmer stated that Web Hits were likely higher due to staff and website vendors browsing the site in preparation for the website redesign project. The library is also pushing social media. There were 19 attendees at the *Get Your Story Published* program on April 8. There is a waiting list for the *Have a Story to Tell?* writing program on April 15.
- b. **Building & Maintenance:** A second proposal for removal and repair of the Nicolai Remisoff mural on the southeast wall of the rotunda was distributed. Trustee Levitsky suggested a future board discussion concerning library art and the library serving as art conservationists.
- c. **Reaching Across Illinois Library System (RAILS):** No report.
- d. **Cooperative Computer Services (CCS):** No report.

10. FRIENDS REPORT

A board meeting was held on April 8. There is just under \$700,000 in the bank. Much of that amount will be moved to Vanguard funds in \$100,000 increments. The Friends would like to fund a big project. The community survey results may reveal library needs. Several book sales will be held in the next couple of months.

11. OLD BUSINESS

- a. Discussion and Approval of the Gift, Gift Acceptance, Sponsorship and Grant Policy (ACTION)
- b. Discussion and Approval of the amendment of the Gifts, Special Collections, Lake Forest Authors, and Ragdale Authors Policy (ACTION)
The policies were discussed. The Services Committee recommended approval and the policy changes were also reviewed by the City attorney. Trustee Levitsky moved to adopt the Gifts, Gift Acceptance, Sponsorship, and Grant Policy and to amend and rename the Gifts, Special Collections, Lake Forest Authors, and Ragdale Authors policy as presented. Trustee Puch seconded. Motion carried.
- c. Update on Community Survey
The survey was discussed. A postcard mockup and a print sample of the survey were distributed. The survey will go live on April 17. Emails will go out to 3,800 patrons, postcards will be mailed to all households, and print surveys will be available in the library. Sarah Keister Armstrong met with staff, with good result, during the staff institute. Board members were encouraged to complete the survey.

12. NEW BUSINESS

- a. Discussion and Approval of LaForce, Inc. (security) contract (ACTION)
The security quotation was discussed. Staff have been asking for this for some time. A public building needs to be secured and the City uses this vendor. The Friends will have

limited access and have been working out details with the library. Trustee Levitsky moved to accept the contract from LaForce, Inc. for an amount not to exceed \$5,380.00. Trustee Arnson seconded. Motion unanimously carried with a roll call vote.

b. Discussion and approval of the LibraryMarket (website) contract (ACTION)

The LibraryMarket contract was discussed. A small staff committee examined all library needs. The site will be responsive to work on any device. The new Polaris platform should have a much improved catalog interface. If it doesn't, app development is a possibility. The Friends will fund \$15,000 of the website design cost. Trustee Parsons asked if acceptance criteria were part of the contract. Trustee Rose suggested producing a creative brief to ensure that the new website vision is equal between parties. LibraryMarket submitted a separate contract for logo design and development. Trustee Arnson asked how logo design direction will be developed. Ms. Lemmer stated that logo design is in a preliminary discussion stage. Additional discussion would include design basics, color, the building, purpose, etc. and then team brainstorming. Further discussion on website and logo design deferred until May to allow further information gathering.

13. EXECUTIVE SESSION PER 5 ILCS 120/2(c)1: DISCUSSION AND APPROVAL OF LIBRARY DIRECTOR'S FY2018 COMPENSATION

Trustee Puch moved to enter Executive Session at 8:59 p.m. to discuss the library director's compensation. Trustee Parsons seconded. Motion carried.

Executive Session closed at 9:21 p.m. The board discussed the highlights of Ms. Lemmer's tenure and awarded a 2.5% salary increase. They expressed pleasure that she joined the library staff and commended her dedication, hard work, and goals for the coming year.

14. ADJOURNMENT

Trustee Levitsky made a motion, seconded by Trustee Parsons, to adjourn the meeting at 9:23 p.m. Motion unanimously carried.

Next Board meeting: May 9, 2017 at 7:30 p.m.

Ron Levitsky, Secretary

Minutes approved by the Board on _____

**Lake Forest Library
Year-to-Date Financial Report
March 2017**

FY17

REVENUES	ACTUAL YTD	BUDGET YTD	EST. ACTUAL YTD	BUDGET FULL YEAR	% OF BUDGET FULL YEAR
Funds on Hand 5/1	\$1,136,963	\$991,404	\$991,404	\$1,081,532	
Tax Based	\$3,937,870	\$3,512,745	\$3,512,745	\$3,832,085	102.76%
Non Tax Based	\$88,450	\$60,408	\$60,408	\$65,900	134.22%
Gifts	\$20,075	\$4,583	\$4,583	\$5,000	401.50%
TOTAL REVENUES	\$4,046,395	\$3,577,736	\$3,577,736	\$3,902,985	103.67%
TOTAL FUNDS ON HAND	\$5,183,359	\$4,569,140	\$4,569,140	\$4,984,517	103.99%

EXPENDITURES

Salaries & Wages	\$1,641,307	\$1,772,876	\$1,772,876	\$1,934,047	84.86%
Fringes	\$631,540	\$595,627	\$595,627	\$649,775	97.19%
Books, Per, AV	\$478,239	\$495,000	\$495,000	\$540,000	88.56%
O.O.E.	\$315,625	\$399,208	\$399,208	\$435,500	72.47%
Building Maintenance	\$108,304	\$134,750	\$134,750	\$147,000	73.68%
Sub Total	\$3,175,015	\$3,397,461	\$3,397,461	\$3,706,322	85.66%
Capital	\$32,555	\$206,250	\$206,250	\$225,000	14.47%
TOTAL	\$3,207,570	\$3,603,711	\$3,603,711	\$3,931,322	81.59%

BALANCE	\$1,975,789	\$965,429	\$965,429	\$1,053,195	
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RESERVES

Capital Improvements	\$500,000
Technology Improvements	\$300,000
Capital Equipment	\$300,000
	\$1,100,000

**Lake Forest Library
March FY2017
Financial Notes**

Revenues:

Funds on Hand: \$1,136,963 from the FY17 account balance sheet.

Tax Based: \$3,937,870 property tax received; property taxes are received in June and September. 100% of property tax funds have been received \$26,914 in personal property replacement tax has been received (budgeted at \$20,000).

Non Tax Based: \$88,450 non-tax revenues: 130% of FY budget (Library generated income from fines, fees, interest, and per capita grant funds of \$14,935.)

Gifts: \$20,075: exceeded FY budget.

Expenditures:

Salaries, Fringes: \$1,641,307 for salaries: 85% of FY budget; includes the payment of longevity and anniversary awards in December. \$631,540 for fringes: 97% of FY budget.

Books, AV and Electronic Services: \$478,239: 89% of FY budget. Spring and fall are heavy buying months for materials; annual database subscriptions paid.

Other Operating Expenditures: \$315,625: 73% of FY budget.

Building Maintenance: \$108,304: 73% of FY budget.

Capital: \$32,555; 50% down on children's library carpet; lighting upgrades.

Reserves: \$2,236,963 from City's monthly account balance sheet; confirmed by the FY2016 audit. Operating reserve currently at \$1,136,963 (32% of operating expenditures) a capital equipment reserve (\$300,000), a capital improvement reserve (\$500,000) and a technology reserve (\$300,000). The capital equipment and technology reserves were increased by \$100,000 as part of the approved FY2017 budget.

In previous years, our increase in revenues was a percent or two higher than our increase in expenditures because of growth in Lake Forest. Now growth has slowed to well under 1% and the EAV (equalized assessed value) has declined for a number of years. We continue to see our revenues increase at under 2% per year, while our expenditure increase is about 3% per year, with the increase in personnel costs, especially for medical and IMRF. It was in anticipation of little or no growth that we built our reserves. We anticipate future capital improvement costs for ADA compliance.

February 2017: 82% of budget at 04/24/2017

Lake Forest Library Select Statistics

March Statistics	March FY 2017	Year to Year March FY 2016	Change	Previous Month Feb 2017
Circulation: Adult	16,248	17,836	-9.8	14,603
Circulation: Children's	13,317	12,890	+3.2	11,621
e-Media	2,183	1,995	+8.6	1,902
Total	31,748	32,721	-3.1	28,203
AV % of circulation (includes DVD2GO)	7,240 (23%)	8,066 (25%)	-11.4	6,121 (22%)
DVD2GO	273	346	-26.7	274
West Book Box	1,259	1,267	-.6	1,093
Patron Visits	34,472	33,700	+2.2	32,295
Interlibrary Loan				
To: Lake Forest	583	665	-14.1	536
From: Lake Forest	1,353	1,049	+22.5	1,264
Reference/Reader's Advisory	7,596	7,938	-4.5	7,104
Materials Added	1,402	1,459	-4.1	1,143
Materials Withdrawn	1,180	1,093	7.4	834
Volunteer Hours	5	3	na	3
Programs Offered	36	22	+38	58
Attendance	1,214	1,004	+17	1,964
Web Hits	443,985	389,658	+12	356,861
Web Hits (page views)	50,438	31,968	+36	39,626
Electronic Resources	32,250	16,313	na	28,029
Catalog	4,732	5,019	-6	4,171
Library 2.0	4,462	2,374	+47	4,928

e-Media	March 2017	March 2016	February 2017
Freegal	233	370	218
Hoopla	201		151
3M Cloud Library	214	182	212
MyMediaMall	1,210	1,148	1,116
Zinio	325	295	205
Total	2,183	1,995	1,902
	% Annual Change +9.4%		% Monthly Change +14% (March to February 2017)

Library 2.0	March 2017	March 2016	February 2017
Blog	972	370	1,527
Facebook	1,066	826	1,058
Google My Bus	897 clicks (4,246 views)	239 clicks (10,215 views)	860 clicks (4,170 views)
Instagram	380		330
Twitter	1,076	836	1,053
Wikipedia	71	123	100

Media Lab: 58 (34) booked sessions; E-tutorial 24 (12)
 New patrons registered: 95 (99)

Friends of Lake Forest Library

May 9, 2017

The Friends held the annual cookbook and garden book sale at the Library on April 28 and 29. They raised just over \$2,550, up about \$200 from last year when the sale was offsite at Sunset Foods. The sale worked well in the conference room and created some energy in the Library. As usual, the Library provided graphic design, copying and printing services and supplies, and help moving boxes and setting up/breaking down.

Next up is the paperback book sale followed by the teen and children's sales. See below for added information.

Paperback Book Sale, newer paperbacks!

Saturday, May 20, 9:00 am – 4:00 p.m.

Where: Library Conference Room – Main Floor

Teen Book Sale, high quality young adult titles.

Thursday, June 8, 9:00 am – 6:00 pm;

Friday, June 9, 9:00 am – 4:00 pm;

Saturday, June 10, 9:00 am – 3:00 pm.

Where: Library Lobby

Children's Book Sale, children's fiction and non-fiction titles.

Thursday, June 8, 9:00 am – 6:00 pm;

Friday, June 9, 9:00 am – 4:00 pm;

Saturday, June 10, 9:00 am – 3:00 pm.

Where: Library Conference Room – Main Floor

The 42nd Annual Book Sale is at the Recreation Center from September 13 –September 17. The Friends entered into another two-year MOU with the City in 2017 to use the Recreation Center. The annual rent is \$7,890. The Library's insurer provides the insurance certificates for the Friends and their various vendors. The Library filed the special event permit for the annual sale on April 3, 2017.

LAKE FOREST LIBRARY

BOARD MEETINGS

July 2017 — June 2018

July	July 11, 2017
August	August 8, 2017
September	September 12, 2017
October	October 10, 2017
November	November 14, 2017
December	December 12, 2017
January	January 9, 2018
February	February 13, 2018
March	March 13, 2018
April	April 10, 2018
May	May 8, 2018
June	June 12, 2018

Establishing the Non-Resident Fee for FY2018

The Library Board has the authority to extend the use of the Library to a non-resident for an annual fee at least equal to the cost paid by the residents. A non-resident is defined as “an individual residing in Illinois who does not have his or her principal residence within a public library service area.” [23 Ill. Adm. Code 3020.10]

Under Illinois State Library rules approved as part of the Illinois Administrative Code [23 Ill. Adm. Code 3050], a public library has one of three options to use to determine its fee for a non-resident library card. The aim is to establish a fee that is equitable and proportionate to the fee paid by a resident through local tax sources such as residential property tax.

The Library must annually approve the participation in the non-resident card program and new non-resident fee.

The Library uses the following mathematical formula:

Formula For Calculating A Minimum
Non Resident Fee

(Tax income divided by population) multiplied by average household size

tax income (FY18):	\$3,965,539
population:	/ 18,951
cost per capita:	= \$209.25
average household size =	x 2.6 (population/number of households 7,315)
non-resident fee	= \$542.11

Source of population and number of housing units (households) is United Census Bureau.

Community Facts - Find popular facts (population, income, etc.) and frequently requested data about your community.

Enter a state, county, city, town, or zip code:

GO

- Population
- Age
- Business and Industry
- Education
- Governments
- Housing
- Income
- Origins and Language
- Poverty
- Race and Hispanic Origin
- Veterans
- Show All

Lake Forest city, Illinois

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Description	Measure	Source
Population		
Census 2010 Total Population	19,375	2010 Demographic Profile
2016 Population Estimate (as of July 1, 2016)	N/A	2016 Population Estimates
2015 ACS 5-Year Population Estimate	18,951	2011-2015 American Community Survey 5-Year Estimates
Median Age	47.0	2011-2015 American Community Survey 5-Year Estimates
Number of Companies	2,705	2012 Survey of Business Owners
Educational Attainment: Percent high school graduate or higher	98.0%	2011-2015 American Community Survey 5-Year Estimates
Count of Governments	N/A	2012 Census of Governments
Total housing units	7,315	2011-2015 American Community Survey 5-Year Estimates
Median Household Income	155,792	2011-2015 American Community Survey 5-Year Estimates
Foreign Born Population	1,742	2011-2015 American Community Survey 5-Year Estimates
Individuals below poverty level	5.4%	2011-2015 American Community Survey 5-Year Estimates
Race and Hispanic Origin		
White alone	17,523	2011-2015 American Community Survey 5-Year Estimates
Black or African American alone	212	2011-2015 American Community Survey 5-Year Estimates
American Indian and Alaska Native alone	0	2011-2015 American Community Survey 5-Year Estimates
Asian alone	844	2011-2015 American Community Survey 5-Year Estimates
Native Hawaiian and Other Pacific Islander alone	0	2011-2015 American Community Survey 5-Year Estimates
Some Other Race alone	47	2011-2015 American Community Survey 5-Year Estimates
Two or More Races	325	2011-2015 American Community Survey 5-Year Estimates
Hispanic or Latino (of any race)	509	2011-2015 American Community Survey 5-Year Estimates
White alone, Not Hispanic or Latino	17,090	2011-2015 American Community Survey 5-Year Estimates
Veterans	1,018	2011-2015 American Community Survey 5-Year Estimates

• **Want more?** Need help? Use [Guided Search](#) or visit [Census.gov's Quick Facts](#).

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Source: U.S. Census Bureau, 2010 Census, Census of Population and Housing, Table B01001-01, Hispanic or Latino

**Computer View Inc.
Comprehensive Remote LAN Management Agreement
\$65,200**

Annual contract for local area network and systems management. This also includes our telephone system. The new contract reflects a 2.9% increase over last year. CVI provides support for a number of CCS libraries.

Also attached is the agenda from the Library's May 1 annual review meeting with CVI. The agenda includes a "Hardware Inventory Review" that provides good information as to age of the Library's equipment. The media bank refers to the DVD2GO. Also attached are estimates with upgrade recommendations. These upgrades are not critical but should be investigated and done in the coming year. The Library also asked for an estimate on a new battery backup for the DVD2GO. The Library is researching these recommendations and estimates and will bring them to the board as needed.

At the annual vendor review meeting, the vendor was informed that the contract will be bid out next year.

**Lake Forest Library
Meeting Agenda
May 1, 2017**

1. Hardware Inventory Review
 - a. Servers
 - i. Virtual server – installed 2015
 - ii. File server – installed 2015
 - b. Tape drive – installed 2014
 - c. Switch – 4200vl, installed 2009, module added 2014
 - d. Wireless – installed May 2012, AP's added 2013 & 2014
 - e. Desktops
 - i. EliteDesk 800 mini – installed 2016
 - ii. 6200 Pro SFF – microfilm
 - iii. iMAC's – Media Lab 2014
 - f. Firewall – installed 2017
 - g. Firewall – media bank – installed 2010
 - h. Phone system - 2015

2. Upgrade recommendations
 - a. Chassis switch with PoE
 - b. Server consolidation switch
 - c. Firewall – media bank

3. Budget recommendations
 - a. Wireless – upgrade to 802.11ac or newer when appropriate
 - b. Desktop – replacement for microfilm system when needed

Hill and Stone Insurance Agency, Inc.

Insurer: Hanover

FY2018 Insurance

\$37,456

The FY2018 insurance costs reflect an overall decrease of \$2,183 (5%). The State of Illinois requires libraries to carry management liability insurance at no less than 50% of the operating budget. Hill and Stone were able to move this required management liability policy (\$3,080 in FY2018) to Hanover. In addition, there is a savings with the move from Travelers Insurance to Hartford Insurance of the workers compensation coverage.

Hill and Stone are able to obtain competitive pricing for the Library. In addition, they are very responsive when we need insurance certificates for the various Friends activities and certain of the Library's events.

Library Market

Contract: \$20,750 website design and development

Contract: \$2,500 logo design and development

Background

Two separate contracts for website design and development and logo design and development. The Library reviewed a number of websites and identified needed features. The Library then reached out to libraries and other organizations to identify the web designers. The Library followed up with three companies: Olive Street Design, American Eagle, and Library Market. The bids were approximately \$6,500, \$42,000, and \$20,750. American Eagle built the City of Lake Forest website.

We concluded that Olive Street Design and American Eagle did not bring the needed calendar functionality. We also had some concerns regarding their on-going hosting and support fees and capabilities.

Library Market focus is libraries. Ben Bizzle, CEO, routinely delivers seminars on library web design. He was the person at Library Market that spoke with us and walked us through the process. The easy-to-use calendar feature allows patrons to register, maintains a wait list, and moves registrants off the wait list was important to the Library. Equally important was the ability to update the site without outside assistance. The on-going hosting fee is equivalent to what the Library current pays to CVI. It is a 12 to 14 week process.

Each vendor noted that the Library does not have a logo. Given these comments, we requested an estimate on the work of developing a logo for the Library. We made inquiries regarding assistance with branding as well and felt that the cost was prohibitive.

Updated Website Information

We had an extensive conversation with Ben Bizzle, CEO, Library Market. We were able to ask all our questions and received clarification on a number of points. In short, most libraries when asked for a creative brief said, "We want a website." As a result, Library Market uses a process that guides the Library through the content, design, and structure aspects of building a website.

If we sign the contract in May, the go-live date would be in October. Library Market is booked solid through the end of summer. Which I feel is actually a good thing as we will be able to make sure we incorporate any relevant community survey information into the website design and content. We still feel this is the best vendor to use for this project, because their focus is libraries. Ben Bizzle has won a number of ALA awards for marketing and moving libraries forward.

As noted, the process guides the library through the web design process. Once the contract is signed, Library Market and the Library will agree on a production time line based upon an agreed upon go-live date. It is typically a 2 to 2.5 month process. The Library will have 3 to 4 weeks to inventory all of the content we wish to move from the existing site and any new content we want to create for a new site. They coach the Library on overall structure and will note if we are missing information or including obsolete content. While we do this work, Library Market works on creating 2 to 3 website mock-ups (design, layout, menu structure, etc.). The mock-ups include the home page and two to three second-level pages. They feel by doing two to

three mock-ups they get enough of the right components to come back with a tweaked final look. The Library is of course free to continue to modify until it is right. Once there is an agreed upon, the content is entered and we will start to see pages to approve and/or request modifications.

The website is done when the Library says it is done and accepted.

The site will be built in Drupal 8. When asked, Ben indicated that using Drupal 8 should give the site a platform longevity of about 7 years. The contract includes training some number (we decide) of staff how to use the CMS to make changes in-house.

Although we do not intend to pay for development in the future (we are not of the size that we would need to do this), the Library will benefit if other clients pay for development add-ons to features we have added to our website. For example, as calendar features are added for other libraries, we will have the option of whether or not to turn those on in the Library's calendar.

Updated Logo Information

Library Market has a structured four phase design process: discovery, design (3-5 samples based on discovery), revision (based on feedback; generally takes 2-3 revisions), and delivery. Final approved logo and color palette, as well as design files for use on Library's market and branding materials.



LAKE FOREST LIBRARY BOARD

JUNE 2017

Minutes • Agendas • Board Packets

**Nominating Committee Meeting
Services Committee Meeting
Regular Monthly Board Meeting**

Lake Forest Library Board of Trustees
360 E Deerpath Road, Lake Forest, IL 60045
Nominating Committee Meeting Minutes
6:40 p.m. June 13, 2017

CALL TO ORDER

Chair Lynn Casper called the meeting to order at 6:40 p.m.

APPOINTMENT OF SECRETARY PRO TEM

Ms. Lemmer agreed to take the minutes and serve as secretary for the meeting.

ROLL CALL

Present Board Committee Members: Trustee Lynn Casper, Trustee Ron Levitsky, and Trustee Carrie Travers. Guest: Library Director Catherine Lemmer.

ADDITIONS TO THE AGENDA

None.

APPROVAL OF THE AGENDA

Trustee Levitsky made a motion, seconded by Trustee Travers, to approve the agenda. Motion carried unanimously.

OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD and CORRESPONDENCE

No request to address the Board.

OLD BUSINESS

None.


NEW BUSINESS

After discussion, the Committee unanimously agreed to nominate and recommend the following slate to the full board at the July 2017 meeting:

President – Todd Puch
Vice President – Ron Levitsky
Secretary – Wendy Darling
Treasurer – Carrie Travers

ADJOURNMENT

Trustee Travers made a motion, seconded by Trustee Levitsky, to adjourn the meeting at 6:55 pm. Motion carried unanimously.



Catherine A. Lemmer, Secretary Pro Tem

Minutes approved by the Board on January 8, 2019.

**LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045
June 13, 2017
6:40 pm, Conference Room**

Nominating Committee Meeting Board Packet

1. June 13, 2017 Agenda

LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045
June 13, 2017
6:40 p.m., Library Conference Room – Main Floor

Nominating Committee Meeting Agenda

1. Call Nominating Committee Meeting to Order
2. Appointment of a Secretary Pro Tem
3. Roll Call
4. Additions to the Agenda
5. For action: Approval of the Agenda
6. Opportunity for the Public to Address the Board Committee
7. Old Business
8. New Business
 - a. For action: Nomination, discussion, and approval of slate of officers for FY2018
9. Adjournment

Next Board Meeting: **July 11, 2017**

Individuals with disabilities who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meetings or the facilities are requested to contact the Library Director at 847.810.4602 promptly to allow the Library to make reasonable accommodations.

Lake Forest Library Board of Trustees
360 E Deerpath Road, Lake Forest, IL 60045
Services Committee Meeting Minutes
7:00 p.m., June 13, 2017

1. CALL TO ORDER

The meeting was called to order at 7:00 p.m. by Chair Ron Levitsky.

2. APPOINTMENT OF SECRETARY PRO TEM

Ms. Lemmer agreed to take the minutes and serve as secretary for the meeting.

3. ROLL CALL

Present Board Committee Members: Germaine Arnson, Elizabeth Grob, Ron Levitsky, and David Rose.

Guest: Trustee Lynn Casper, Board President. Trustee Wendy Darling and incoming Trustee Andrea Lemke joined the meeting at 7:15 p.m. Staff: Library Director Catherine Lemmer. Assistant Director, Felicia Song, joined the meeting at 7:15 p.m.

4. ADDITIONS TO THE AGENDA

None.

5. APPROVAL OF THE AGENDA

Trustee Travers made a motion, seconded by Trustee Casper, to approve the agenda. Motion carried unanimously.

6. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD and
CORRESPONDENCE

No request to address the Board.

7. APPROVAL OF MINUTES

Trustee Arnson made a motion to approve the minutes of the March 7, 2017 meeting, seconded by Trustee Grob. Motion carried unanimously.

8. OLD BUSINESS

None.

9. NEW BUSINESS

The Committee conducted a review of the Library's current fine and fee schedule and made no changes to the existing schedule. Ms. Lemmer noted that the revenue line for fine and fee income line item was reduced in the FY18 budget due to the increased use of email notification and online renewals and that the move to automatic renewals in April 2018 will also significantly reduce the line item. The Library no longer charges \$1 per day for overdue items borrowed from other CCS libraries; reserving the \$1 per day overdue fine for true interlibrary loan items (*i.e.*, those items borrowed from outside the system).

The Committee reviewed the proposed lending periods, including the change from two weeks to three weeks for many item types. Trustee Arnson made a motion to approve and recommend to the full board the changes to the lending periods, seconded by Trustee Grob. Motion carried unanimously.

Ms. Lemmer then introduced the topic of the Committee setting some FY2018 agenda items in the area of policies. The Committee first discussed whether there was a need for a new art policy. It was determined that in FY2018 the Committee should explore and discuss whether the Library should take on the role as a community art exhibit space. An art policy will be part of this discussion.

Ms. Lemmer then shared some examples of programming policies and noted as the Library increases its programming efforts it might be a good idea to decide if the Library needs such a policy. Similarly, the Committee felt this was also a topic to explore in FY 2018.

The Committee then discussed expanding the Library's photography, videotaping and other recording devices policy. Members of the Committee felt it was a good move to start to think about a policy of this type as it impacts how the Library captures images for use in publicity and marketing. The Committee will work on a policy of this type in the coming months.

10. ADJOURNMENT

Trustee Rose made a motion, seconded by Trustee Grob, to adjourn the meeting at 7:30 pm. Motion carried unanimously.



Catherine A. Lemmer, Secretary Pro Tem

Minutes approved by the Board on January 8, 2019.

LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045
June 13, 2017
7:00 pm, Conference Room

Services Committee Meeting Board Packet

1. June 13, 2017 Agenda
2. Fine and Fee Schedule
3. Video/photography Policy

LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045
Tuesday, June 13, 2017
7:00 p.m., Library Conference Room – Main Floor

Services Committee Meeting Agenda

1. Call Services Committee Meeting to Order
2. Appointment of a Secretary Pro Tem
3. Roll Call
4. Additions to the Agenda
5. For action: Approval of the Agenda
6. Opportunity for the Public to Address the Board Committee
7. For action: Approval of the March 7, 2017 Service Committee Minutes
8. Old Business
9. New Business
 - a. Annual review of fine and fee schedule
 - b. For action: discussion and approval of lending periods
 - c. Update on art work repairs
 - d. For action: discussion of and recommendation to prepare an art exhibit policy
 - e. For action: discussion and recommendation to prepare a programming policy
 - f. For action: discussion and recommendation to prepare a video/photography policy
10. Adjournment

Next Board Meeting: **July 11, 2017**

Individuals with disabilities who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meetings or the facilities are requested to contact the Library Director at 847.810.4602 promptly to allow the Library to make reasonable accommodations.

Background

Annual review of fine and fee schedule. The review is undertaken each year. See page 18-19 and 28 of the Lake Forest Library Policy Manual (attached). The Library is not recommending any changes in the text of the fine and fee schedule.

Lending periods. An updated circulation lending chart will be available for discussion and approval at the committee meeting. The full board will need to approve it at the board meeting.

Art work repairs. The Library is continuing to seek additional bids on the mural work and is looking to the committee for advice on whether to seek outside funding for this project.

Second, two additional works need repair. The concrete base of the *Lake Forest Library Stone Book* has significant deterioration. Frances M. and Frank S. Reed gave the sculpture to the Library in 1988. The Reeds visited the sculpture last summer and noted the decay. The sculpture is valued at:

One of the bronze squirrels from the Dorothy Hobbs Boehm sculpture, *Girl Feeding Three Squirrels*, was stolen. A police report was filed and a call put out on our social media outlets. Terry Dowd, Inc., the company that restored the statute in 2011, has been contacted for advice on how to replace the squirrel. The entire sculpture is valued at \$9,581. The concrete holding the memorial plaque is deteriorating. I am researching some history about a plaque that names the sculptor but for some reason is not part of the sculpture.

Art Show/Exhibits. There is renewed interest by local artists in hosting shows at the Library. See page 63 of the Lake Forest Library Policy Manual (attached) for the Library's Use of Display Areas – Displays and Exhibits. The Library is looking for the committee for advice on the sufficiency of this policy. If the Library proceeds with this kind of service, it is recommended that gallery hanging be installed in the Fine Arts room.

Programming Policy. The Library does not have a programming policy. As we increase programming, we are looking to the committee for advice on whether there should be such a policy. The Library does not have a room use policy as there isn't sufficient space to make available for outside groups. To date, all programs have been "library-sponsored." Examples of a programming policy from Midlothian Public Library (February 2017) LaGrange Public Library (June 2014) are attached.

Video/Photography Policy. The Library has a security camera policy. See page 7 of the Lake Forest Library Policy Manual (attached). The Library does not have a policy that affirmatively allows it to use photos and video taken at events held at the library for its own use. Examples of policies from Roanoke Public Library (March 25, 2014), St. Charles Public Library (July 25, 2013), Matteson Area Public Library (April 14, 2014), and Wheaton Public Library (October 5, 2012) are attached.

Palatine Public Library's policy (June 1, 2016) is attached. The following statement appears on all newsletters and promotional materials: *Photo Policy: Palatine Public Library reserves the right to take photographs and video recordings of participants in Library programs. These images are for Library use only and may appear in Library publicity. Please notify staff if you wish to be excluded from photographs and video recordings. (Policy 3-6 Photography in the Library).*

Warren Newport Public Library District, does not appear to have a specific policy, but includes in all newsletters and promotional materials the following statement: *Photos and video footage may be taken at library events for use in publicity. Please notify staff if you do not wish to be photographed.*

The Library is looking for the committee for advice on whether the Library should adopt such a policy.

Lake Forest Library Board of Trustees
360 E Deerpath Road, Lake Forest, IL 60045
Regular Meeting Minutes
7:30 p.m. June 13, 2017

1. CALL TO ORDER

The meeting was called to order at 7:31 p.m.

2. ROLL CALL

Present Board members: Germaine Arnson, Lynn Casper, President, Wendy Darling, Elizabeth Grob, Ron Levitsky, Secretary, Todd Puch, Vice-President, David Rose, and Carrie Travers, Treasurer.

Absent: Beth Parsons; Jayne Mai, Youth Liaison.

Incoming Trustee: Andrea Lemke

Staff: Library Director Catherine Lemmer, Assistant Director and Head of Adult Services Felicia Song, and Administrative Assistant Judy Grasmick.

3. ADDITIONS TO THE AGENDA

No additions to the agenda.

4. APPROVAL OF THE AGENDA

Trustee Arnson made a motion, seconded by Trustee Travers, to approve the agenda. Motion unanimously carried.

5. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD, and
CORRESPONDENCE

No request to address the Board. A written summary of public correspondence received in May was distributed.

6. APPROVAL OF MINUTES

Trustee Rose made a motion, seconded by Trustee Travers, to approve the following meeting minutes. Motion unanimously carried.

- a. May 9, 2017 Regular Board Meeting

7. MONTHLY FINANCIAL REPORT

The unaudited April 2017 financial report was discussed. Declining revenues were offset by higher than expected investment income and property tax revenue. Auditors are in the process of moving funds between fiscal years 2017 and 2018.

Trustee Puch made a motion, seconded by Trustee Darling, to approve the April 2017 financial report. Motion unanimously carried with a roll call vote.

8. LIBRARY DIRECTOR REPORT

- a. Standard appraisal updates were given to CBIZ today—there should be minimal change in the outcome. The last physical appraisal was done in 2015 and CBIZ recommends a reappraisal every 5 years unless there are major changes.

April statistics were distributed in a new format. Ms. Lemmer asked trustees to let her know if it doesn't work for them. New carpet installation affected Children's Library attendance. No programs were offered during those 2 weeks and the security gate/counter was removed for 1 week.

No call for a new youth liaison was made by the City, so the library put out a call.

- b. Reaching Across Illinois Library System (RAILS): No report.
- c. Cooperative Computer Services (CCS): No report.

9. FRIENDS REPORT

The paperback book sale made approximately \$1,500.00. The Teen and Children's sale earnings were down from last year. Vince Vaughn was in town and attended the Saturday morning story time. He was very personable and gave a \$100.00 donation to the Friends.

10. PRESENTATION BY SARAH KEISTER ARMSTRONG & ASSOCIATES, LLC

Ms. Armstrong began by mentioning survey comments that fell into commonly remarked upon themes: 2-week book checkout, love for the Children's Library, finding the balance between traditional services and educational/technology needs, valuing the historic nature of the building, parking issues and access for those with handicaps, lack of awareness of what the library has to offer, and adding small study rooms.

Five focus group sessions were held—two with staff, two with residents, and one with community group members. The community group mentioned that the city may be reaching program saturation, so collaboration with each other might be desirable.

Trustee Levitsky remarked that there were enough comments about negative staff interactions to warrant addressing the issue. A change in hours might be worth considering if it would be financially feasible. He also noticed that there were many comments about wanting more quiet spaces. The issue of tutors may need to be revisited because the noise can be significant at times. Trustee Levitsky also noticed repeated mentions of programming hours and types of program offerings. And finally, comments from residents living on the west side feeling that the library was too far away.

Trustee Arson drew attention to issues of parking and handicapped access. She also suggested looking into a self-checkout/return unit.

Trustee Rose agreed that building accessibility and parking are real patron concerns and asked if the senior center bus route includes a stop at the library; and if not, could the library contact the senior center about this. He also thought that a self-checkout/return unit would be appealing to a certain segment of the population. Trustee Rose stated that some electronic resources are rarely available and that lighting could be improved in some areas.

Ms. Lemmer stated that a space consultant could advise on how to address some of these issues. Ms. Armstrong mentioned that Morton Grove Public Library used a space consultant to assist with space rearrangement and ADA compliant changes. A space planner can be consulted separate from the strategic plan. Wheaton Public Library also used a space consultant that might be worth contacting.

Ms. Lemmer said any proposed changes to library parking are at least 18 months out. Trustee Travers suggested writing a letter to the City Council stating that our survey results clearly show that parking is a major concern. Ms. Lemmer said all staff are now parking across the street.

Trustee Rose suggested contacting area developers to find out what comparable business parking needs would be for the library's 1200 visitors a day.

Trustee Puch stated that parking at the library is certainly a struggle, but that addressing concerns means seeking solutions that consider both sides. Keeping issues in perspective and taking a broad view are important because parking is a universal problem.

Ms. Armstrong targeted four areas of concern: space, marketing, user experience, and access. She will speak with Ms. Lemmer and come back with a draft strategic plan.

Trustee Rose asked for a summary of comments.

Trustee Grob asked if patron comments about negative staff interactions were being addressed. Ms. Lemmer replied that discussions with department heads had already been held.

Sarah Keister Armstrong & Associates, LLC left the meeting at 8:33 p.m.

Trustee Travers asked if it was necessary to keep public bathrooms locked. Ms. Lemmer will investigate.

There was discussion about how to make the survey available to the public. Trustee Rose suggested created a consolidated version. Trustee Arnson suggested a press release. The library will seek a temporary part-time PR/Marketing position. Gorton Community Center has been through a similar search and Ms. Lemmer is seeking input from them.

11. NEW BUSINESS

- a. Discussion and approval of the Intergovernmental Library Agreement (ACTION)
The MyMediaMall consortium, in operation since 2005 and consisting of 119 member libraries, has operated without an agreement or formal structure. The proposed agreement formalizes the arrangement and sets up a governance structure. Ms. Lemmer suggests approving the agreement and continuing with MyMediaMall for one more year. This will give us time to analyze raw data and decide whether to continue participation. Trustee Puch moved to approve the Intergovernmental Library Agreement. Trustee Arnson seconded. Motion unanimously carried.
- b. Report of Nominating Committee and recommendation of the FY2018 officer's slate
The nominating committee recommends the following slate of officers for FY17/18:

President	Todd Puch
Vice President	Ron Levitsky
Treasurer	Carrie Travers
Secretary	Wendy Darling

A vote on the proposed slate will be held at the July meeting.

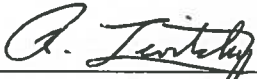
- c. Report of the Service Committee and discussion and approval of lending periods
The committee met tonight. There will be a number of policies to consider in the next session year. Adjustment of lending periods is important now as a test to see if additional changes might be needed prior to the Polaris migration in April. Trustee Levitsky moved to approve the proposed lending period schedule. Trustee Rose seconded. Motion unanimously carried.

12. ADJOURNMENT

The board said goodbye and thank you to President Casper for her six years of service.

Trustee Puch made a motion, seconded by Trustee Rose, to adjourn the meeting at 8:54 p.m.
Motion unanimously carried.

Upcoming meetings: **Regular Board** – July 11, 2017 at 7:30 p.m.



Ron Levitsky, Secretary

Minutes approved by the Board on July 11, 2017

LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045
June 13, 2017
7:30 pm, Conference Room

Regular Monthly Meeting Board Packet

1. June 13, 2017 Agenda
2. May 9, 2017 Meeting Minutes
3. April 2017 Financial Report
4. April 2017 Select Statistics
5. My Media Mall Interlibrary Governance Agreement

LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045
June 13, 2017
7:30 p.m. Library Conference Room

Regular Monthly Meeting Agenda

1. Call Regular Meeting to Order
2. Board of Trustees Roll Call
3. Additions to the Agenda
4. For action: Approval of the Agenda
5. Opportunity for the Public to Address the Board and Correspondence
6. For action: Approval of the May 9, 2017 General Meeting Minutes
7. For action: Discussion and approval of the April 2017 Financial Report
8. Library Director Report
9. Friends Report
10. Presentation by Sarah Keister Armstrong & Associates, LLC
11. New Business
 - a. For action: Discussion and approval of the Intergovernmental Library Agreement
 - b. Report of the Nominating Committee and presentation of the FY2018 officer's slate
 - c. Report of the Services CommitteeFor action: Discussion and approval of lending periods
12. Adjournment

Committee Meetings

Nominating Committee, June 13, 2017, 6:40 p.m.

Services Committee, June 13, 2017, 7:00 p.m.

Next Board meeting: July 11, 2017

Individuals with disabilities who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meetings or the facilities are requested to contact the Library Director at 847.810.4602 promptly to allow the Library to make reasonable accommodations.

Lake Forest Library Board of Trustees
360 E Deerpath Road, Lake Forest, IL 60045
Regular Meeting Minutes
7:30 p.m. May 9, 2017

1. CALL TO ORDER

The meeting was called to order at 7:30 p.m.

2. ROLL CALL

Present Board members: Lynn Casper, President, Wendy Darling, Elizabeth Grob, Ron Levitsky, Secretary, Beth Parsons, David Rose, and Carrie Travers, Treasurer.

Absent: Germaine Arnson and Todd Puch, Vice-President; Jayne Mai, Youth Liaison.

Staff: Library Director Catherine Lemmer, and Administrative Assistant Judy Grasmick.

3. ADDITIONS TO THE AGENDA

No additions to the agenda.

4. APPROVAL OF THE AGENDA

Trustee Travers made a motion, seconded by Trustee Rose, to approve the agenda. Motion unanimously carried.

5. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD, and
CORRESPONDENCE

No request to address the Board. A written summary of public correspondence received in April was distributed.

6. APPROVAL OF MINUTES

Trustee Parsons made a motion, seconded by Trustee Travers, to approve the following meeting minutes. Motion unanimously carried.

- a. April 11, 2017 Regular Board Meeting

7. MONTHLY FINANCIAL REPORT

The March 2017 financial report was discussed. The library budget is generally on track for the fiscal year. There is an overage in medical expenses due to a first quarter increase of 6%. All materials purchases have been completed. An overage in programming will stay in order to allow the library's and Friend's fiscal years to better align. The deposit for the strategic plan was also part of the programming budget line. Ms. Lemmer has been investigating reserve strategies. Funds may be accumulated as long as a specific plan is stated. The library should draft a formal plan. Ms. Lemmer will gather numbers and pass them on to the City attorney for review.

Trustee Rose asked about the low capital expenses. Ms. Lemmer stated that the second installment for the Children's carpet replacement is still due. In addition, lighting improvements, mural repair/restoration, and a water leak repair are anticipated. Trustee Rose asked the library to look at ways to improve the audiovisual level—particularly access to the materials. Ms. Lemmer expects that the results of the community survey may also weigh in on this issue.

Trustee Darling made a motion, seconded by Trustee Travers, to approve the March 2017 financial report. Motion unanimously carried with a roll call vote.

8. LIBRARY DIRECTOR REPORT

- a. **Services:** Due to patron requests, the library has begun to add Blu-ray Discs to the DVD collection. There had been some consideration given to the possibility that this community

would skip Blu-ray and move directly to streaming. The library does benchmark with other area libraries. The use of DVD security cases is being reviewed. Trustee Rose suggested that the library consider increasing the number of newly released DVDs that are purchased. Trustee Travers stated that she enjoyed reading the public correspondence each month. Invitations from the City for the Lake Forest Institute were distributed. President Casper stated that she had attended in the past and found it useful. Three staff members attended the ILA's Reaching Forward Conference. Two attended YA programming sessions and one attended technology sessions.

The Services Committee will meet at 7:00 p.m. prior to the June 13 board meeting.

March statistics were distributed. Trustee Rose commented on the increase in patron visits. Ms. Lemmer replied that this was likely due to increased programming and said that offering new programs gives patrons permission to suggest additional programs. Today's *Coffee with Books* program in the courtyard had 11 attendees. Three of those attendees remarked that they had not been to the library in a long time. Trustee Levitsky noted that though more programs were offered, attendance per program was down. He wondered if there is a point where we offer too many programs to achieve high enough attendance. Ms. Lemmer stated that some programs (such as computer training classes) have attendance limits. Program offerings are an ongoing library discussion, including changing up dates and times to see what attracts the best audience. Separating numbers for adult versus children's programs would also be useful. Trustee Travers mentioned a photo posted on the library's Facebook page showing a patron and the book of photographs she created using the media lab. Trustee Travers stated that photos are very appealing and are a good way to advertise the value of the media lab's service offerings.

- b. **Reaching Across Illinois Library System (RAILS):** No report.
- c. **Cooperative Computer Services (CCS):** No report.

9. FRIENDS REPORT

The cookbook sale earned slightly more this year compared to last year. Using the conference room made setup easier and allowed for better display of the books. A paperback book sale will be held on Saturday, May 20. On June 8, 9, and 10, a teen book sale will be held in the lobby and a children's book sale will be held in the conference room.

10. NEW BUSINESS

- a. Discussion and appointment of Nominating Committee for FY2018 officer slate
President Casper asked for volunteers to serve on the nominating committee. President Casper, Treasurer Travers, and Secretary Levitsky will serve as the nominating committee. The committee will meet at 6:40 p.m. prior to the Services Committee meeting on June 13.
- b. Discussion and approval of the FY2018 Board Meeting Schedule (ACTION)
The board meeting schedule was reviewed. Trustee Parsons moved, and Trustee Grob seconded a motion to approve the FY2018 board meeting schedule. Motion unanimously carried.
- c. Discussion and approval of the non-resident fee (ACTION)
The non-resident fee card program was discussed. The calculated cost of a non-resident fee card for FY2018 is \$542.11. Trustee Levitsky asked if cards for unserved residents need to be purchased from the library adjacent to where they live. Ms. Lemmer will verify the

requirements. Trustee Levitsky moved to participate in the non-resident fee card program and to approve the \$542.11 cost of the card for FY2018. Trustee Darling seconded. Motion unanimously carried with a roll call vote.

- d. Discussion and approval of *Computer View Inc.* service contract (ACTION)
The *Computer View Inc.* remote LAN management agreement was reviewed. The library has a long relationship with Computer View. Cost of the service increased 3% from last year. The contract for these services will go out for bid next year. Trustee Darling moved to accept the agreement with *Computer View Inc.* and Trustee Parsons seconded. Motion unanimously carried with a roll call vote.
- e. Discussion and approval of FY2018 insurance coverage (ACTION)
The FY2018 insurance proposal from *Hill and Stone Insurance Agency, Inc.* was reviewed. The individual components were bid out. They are also shopping the expiring Management Liability coverage. The library is a high maintenance client and we receive excellent service from *Hill and Stone*. Trustee Levitsky asked if the Management Liability policy would shield the library board from lawsuits. Ms. Lemmer replied that the board could be sued, but coverage would be provided for "acts in good faith" and "unintentional acts," but not for "acts of bad faith." The listing of Friends of the Lake Forest Library as a named insured was questioned. Ms. Lemmer replied that the Friends would be covered like any other business—while moving boxes, driving trucks, etc. Trustees asked if insurance costs could be reduced if the Friends were not covered. Ms. Lemmer will check. There was a question about the fine arts appraisal. Ms. Lemmer was not certain when the last formal appraisal was done, but increases are rolled into the appraisal each year. Ms. Lemmer will check with CBIZ (our asset appraisal company) about whether a new physical appraisal is needed.

Trustee Rose moved to accept the FY2018 insurance coverage proposal from *Hill and Stone Insurance Agency, Inc.* Trustee Darling seconded. Motion unanimously carried with a roll call vote.

11. OLD BUSINESS

- a. Update on community survey
As of yesterday, there were 490 adult and 76 teen online surveys completed and 65 adult and 7 teen print surveys completed for a total of 638 completed surveys. There has been good distribution so far. We will make an additional push by email and via handouts at the teen art reception on May 22. The survey will remain open for the Exam Escape program on May 30 and 31. Focus groups and talks with community leaders will take place in June.
- b. Discussion and approval of the *LibraryMarket* contracts (ACTION)
The *LibraryMarket* contract was discussed. Ms. Lemmer stated that she has confidence in their ability to deliver on their work with our library. They have substantial library and library organization experience. *LibraryMarket* will lead the library through the website creative process. The calendar/scheduling component is extremely important and they are completely on board with that feature. *LibraryMarket* offers specialized guidance for library websites. We have shown them website sections from other libraries that we love/hate.

The logo design and development contract was discussed. The library has no logo and a logo is critical. *LibraryMarket* will work with the library to create a logo. They will ask many questions and send three or four sample designs. Changes will be made until a happy consensus is reached.

Trustee Levitsky moved to accept the *LibraryMarket* website design and development contract. Trustee Darling seconded. Motion carried unanimously with a roll call vote.

Trustee Travers moved to accept the *LibraryMarket* logo design and development contract. Trustee Grob seconded. Motion carried unanimously with a roll call vote.

Trustee Grob is relocating and must resign from her position on the board. Ms. Lemmer thanked her for her service and presented a parting gift.

12. ADJOURNMENT

Trustee Parsons made a motion, seconded by Trustee Travers, to adjourn the meeting at 8:52 p.m. Motion unanimously carried.

Upcoming meetings: **Nominating Committee** – June 13, 2017 at 6:40 p.m.
Services Committee – June 13, 2017 at 7:00 p.m.
Regular Board – June 13, 2017 at 7:30 p.m.

Ron Levitsky, Secretary

Minutes approved by the Board on _____

Lake Forest Library
Year-to-Date Financial Report
April 2017
Unaudited (as of May 27, 2017)

FY17

REVENUES	ACTUAL YTD	BUDGET YTD	EST. ACTUAL YTD	BUDGET FULL YEAR	% OF BUDGET FULL YEAR
Funds on Hand 5/1	\$1,456,774	\$991,404	\$991,404	\$1,395,134	
Tax Based	\$3,946,935	\$3,938,764	\$3,938,764	\$3,938,764	100.21%
Non Tax Based	\$94,628	\$81,600	\$81,600	\$81,600	115.97%
Gifts	\$20,075	\$5,000	\$5,000	\$5,000	401.50%
TOTAL REVENUES	\$4,061,639	\$4,025,364	\$4,025,364	\$4,025,364	100.90%
TOTAL FUNDS ON HAND	\$5,518,413	\$5,016,768	\$5,016,768	\$5,420,498	101.81%
EXPENDITURES					
Salaries & Wages	\$1,778,891	\$2,060,284	\$2,060,284	\$2,060,284	86.34%
Fringes	\$661,507	\$671,500	\$671,500	\$671,500	98.51%
Books, Per, AV	\$506,067	\$575,000	\$575,000	\$575,000	88.01%
O.O.E.	\$354,318	\$434,700	\$434,700	\$434,700	81.51%
Building Maintenance	\$118,081	\$181,000	\$181,000	\$181,000	65.24%
Sub Total	\$3,418,864	\$3,922,484	\$3,922,484	\$3,922,484	87.16%
Capital	\$52,278	\$225,000	\$225,000	\$225,000	23.23%
TOTAL	\$3,471,142	\$4,147,484	\$4,147,484	\$4,147,484	83.69%
BALANCE	\$2,047,271	\$869,284	\$869,284	\$1,273,014	
RESERVES					
Capital Improvements	\$500,000				
Technology Improvements	\$300,000				
Capital Equipment	\$300,000				
	\$1,100,000				

**Lake Forest Library
April FY2017
Financial Notes**

Revenues:

Funds on Hand: \$1,136,963 from the FY17 account balance sheet.

Tax Based: \$3,946,935 property tax received; property taxes are received in June and September. 100% of property tax funds have been received \$35,980 in personal property replacement tax has been received (budgeted at \$20,000).

Non Tax Based: \$94,628 non-tax revenues: 116% of FY budget (Library generated income from fines, fees, interest, and per capita grant funds of \$14,935.)

Gifts: \$20,075: exceeded FY budget.

Expenditures:

Salaries, Fringes: \$1,778,891 for salaries: 87% of FY budget; includes the payment of longevity and anniversary awards in December. \$661,507 for fringes: 98% of FY budget.

Books, AV and Electronic Services: \$506,067: 88% of FY budget. Amounts still being transferred back to FY2017 as bills are paid. Spring and fall are heavy buying months for materials; annual database subscriptions paid.

Other Operating Expenditures: \$354,318: 82% of FY budget.

Building Maintenance: \$118,081: 65% of FY budget.

Capital: \$52,278; children's library carpet; lighting upgrades.

Reserves: \$2,236,963 from City's monthly account balance sheet; confirmed by the FY2016 audit. Operating reserve currently at \$1,136,963 (32% of operating expenditures) a capital equipment reserve (\$300,000), a capital improvement reserve (\$500,000) and a technology reserve (\$300,000). The capital equipment and technology reserves were increased by \$100,000 as part of the approved FY2017 budget.

In previous years, our increase in revenues was a percent or two higher than our increase in expenditures because of growth in Lake Forest. Now growth has slowed to well under 1% and the EAV (equalized assessed value) has declined for a number of years. We continue to see our revenues increase at under 2% per year, while our expenditure increase is about 3% per year, with the increase in personnel costs, especially for medical and IMRF. It was in anticipation of little or no growth that we built our reserves. We anticipate future capital improvement costs for ADA compliance.

May 27, 2017: 84% of budget primarily as a result of underspending in capital due to need to learn community survey results and new strategic plan.

**Lake Forest Library
Select Statistics**

April 2017 Statistics	2017	2016	Change	Last Month
Circulation: Adult	14,173	14,924	-5.3%	16,248
Circulation: Children's	11,953	12,891	-7.8%	13,317
e-Media	1,983	2,035	-2.6%	2,183
Total	28,109	29,850	-6.2%	31,748
AV% of circulation (includes DVD2GO)	6,457 (23%)	7,846 (26%)	-21.5%	7,240 (23%)
DVD2GO	277	346	-24.9%	273
West Book Box	1,051	1,267	-20.6%	1,259
Patron Visits	32,177	33,700	-4.7%	34,472
Interlibrary Loan				
To: Lake Forest	495	563	-13.7%	583
From: Lake Forest	1,296	1,143	11.8%	1,353
Reference/Reader's Advisory	7,537	7,217	4.2%	7,596
Materials Added	904	950	-5.1%	1,402
Materials Withdrawn	1,413	1,233	12.7%	1,180
Volunteer Hours	4.5	3	33.3%	5
Programs Offered	36	43	-19.4%	36
Attendance	1,088	1,883	-73.1%	1,214
Web Hits	367,431	384,910	-4.8%	443,985
Web Hits (page views)	38,226	33,422	12.6%	50,438
Electronic Resources	27,651	18,556	32.9%	32,250
Catalog	4,258	4,389	-3.1%	4,732
Library 2.0	4,263	3,347	21.5%	4,462
New Patrons Registered	85	66	22.4%	95
Media Lab (Individual sessions)	56	67	-19.6%	n/a
E-tutorials (individual sessions)	20	0	100.0%	n/a
Media Lab Classes/Attendees	4/15 attendees	n/a	n/a	6 /18 attendees
Museum Passes Used	2	3	n/a	0
E-Media Total	1,983	2,035	-2.6%	1,902
Freegal	325	304	6.5%	218
Hoopla	238	n/a	n/a	151
3M Cloud Library	155	236	-52.3%	212
MyMediaMall	1039	1180	-13.6%	1,116
Zinio	226	315	-39.4%	205

**Lake Forest Library
Select Statistics**

Library 2.0	April	April of 2016	Change	Last Month
Blog	827	732	11.5%	972
Facebook	1,078	888	17.6%	1,066
Google My Business (clicks)	810	732	9.6%	897
Google My Business (views)	3,725	n/a	n/a	4,246
Instagram	384	0	100.0%	380
Twitter	1,081	849	21.5%	1,076
Wikipedia	83	146	-75.9%	71
Total (less Google Views)	4,263	3,347		4,462

My Media Mall (Overdrive)

The MyMediaMall "consortium" has been in operation since about 2005. The 119-library group has operated without an agreement or formal structure. There is no clear statement regarding the allocation of expenses or the selection criteria for the shared collection. As the use and cost of electronic resources increases, many libraries (Lake Forest Library included) advised formalizing the relationship.

The agreement memorializes the arrangement and sets up a governance structure. An executive committee will be created from library representatives to negotiate with the vendors and determine a fee structure.

The Library currently spends about \$7,000 to \$8,000 a year on the shared collection and the titles purchased just for Lake Forest residents. MyMediaMall averages about 1,000 circulations a month.

RAILS and its attorney assisted in preparing the agreement.

INTERGOVERNMENTAL LIBRARY AGREEMENT

THIS AGREEMENT dated as of _____, 2017 is by and between the units of local government enumerated in Exhibit A ("each a "Member Library" and in the aggregate "Member Libraries") ("Agreement"). The Agreement becomes effective on the date on which all the Member Libraries have approved this Agreement and adopted it in the manner required by law.

WHEREAS, Illinois units of local government are authorized, under the provisions of Article VII, Section 10 of the Constitution of the State of Illinois, the Intergovernmental Cooperation Act, to enter into intergovernmental agreements to jointly exercise any power or powers, privileges, functions, or authority exercised by a public agency of the State of Illinois unless expressly prohibited by law; and

WHEREAS, the Member Libraries provide library services to their respective communities; and

WHEREAS, the Member Libraries are seeking to memorialize and document their activities with respect to the joint purchase and provision to their respective communities of certain e-content known as My Media Mall on the Overdrive platform; and

WHEREAS, the Member Libraries continue to have an individual and joint interest in leveraging their purchasing power and authority to provide online electronic content to their respective patrons; and

WHEREAS, the Member Libraries wish to memorialize their individual and joint rights and responsibilities in regard to contracting and delivering e-content; and

WHEREAS, the Member Libraries find it to be in each of their respective interests to enter into this Agreement to form a consortium to jointly contract for and deliver electronic content;

NOW, THEREFORE, in consideration for the foregoing recitals, and the mutual covenants and promises contained below, the sufficiency of which is hereby acknowledged, the parties do hereby agree as follows:

SECTION ONE: THE CONSORTIUM

1.1 The Member Libraries hereby establish a consortium of local government library entities to be known as the Electronic Content Consortium (“ECC”). Member Libraries may join as an individual unit or choose to be represented under an umbrella organization. The initial membership of the consortium shall be comprised of the units of local government enumerated in Exhibit A.

1.2 The purpose of the ECC is to achieve economies of scale by jointly negotiating and purchasing electronic content as may be deemed appropriate and authorized by the Member Libraries.

1.3 Each Member Library, regardless of whether the Member Library is an individual member or a member under an umbrella organization, shall appoint a representative to ECC and each individual Member Library shall have one vote on all ECC matters.

1.4 Upon the date of adoption of this Agreement by the 60th Member Library (“Formation Date”), the Member Libraries of ECC shall proceed to elect an Executive Committee consisting of nine (9) individuals from the Member Libraries. An election administrator (“Election Administrator”) shall be chosen by the Member Libraries to conduct the election. Each Member Library shall have 21 days from the Formation Date in which to send to the Election Administrator a nomination for the Executive Committee slate. If the number of nominees for the election of the first Executive Committee exceeds the number of seats on the Executive Committee, there will be an all Member Library election to determine the members of the Executive Committee. The Election Administrator shall manage the election as described hereafter. Said first Executive Committee election will be held within 21 days of the close of the nominations and may be performed by electronic means with each Member Library having one vote. The members of the first Executive Committee will be those candidates receiving the highest number of votes. In the event of a tie, a runoff election will be held within five (5) days of the close of the election. The runoff may be performed by electronic means with each Member Library having one vote.

1.5 The members of the Executive Committee shall appoint a Chair, Vice-Chair, Treasurer, and Secretary. The Chair, Vice-Chair, Treasurer and Secretary shall each serve two-year terms and their successors shall be determined in the same manner of election as the initial Chairperson, Treasurer and Secretary.

1.6 The Executive Committee shall have the following duties:

- A. To develop bylaws or other organizational documents that will govern how the business of the ECC will be conducted.
- B. To identify opportunities and negotiate contracts on behalf of the Member Libraries and present such contracts for acceptance by in person or electronic vote.
- C. To review the operation of ECC and recommend to the Member Libraries any operational changes to ECC it deems necessary or advisable and necessary.
- D. The Executive Committee shall meet no less frequently than once per calendar quarter.

1.7 Each member of the Executive Committee shall have one vote on matters considered by that Committee. Two-thirds of the members of the Executive Committee shall constitute a quorum for the transaction of business at any meeting of that Committee. Any matter approved by a majority vote at a meeting of the Executive Committee shall be presented to the membership for in person or electronic approval.

1.8 An annual meeting of the membership shall be held each year on the first Thursday of March. The Chairman of the Executive Committee shall preside over said annual meeting.

1.9 Following the election of the initial Executive Committee and the subsequent appointment of the Chair, Vice-Chair, Secretary, and Treasurer, the members of ECC shall enact bylaws governing the operations of ECC and its committee(s) and officers.

SECTION TWO: MEMBER LIBRARY RESPONSIBILITIES

Each Member Library shall:

2.1 Pay the ECC or its agent, any other amounts due for online electronic content agreements ECC has entered into with approval by the Member Libraries. In the event any Member Library fails to timely pay its obligations for online electronic content within ten (10) days of the due date, the Executive Committee may suspend that Library Member's membership status. If said Library Member fails to pay the full amount due within thirty (30) days, the Executive Committee may recommend to the membership

any action it may deem appropriate, including termination of said Member Library's membership in the ECC.

2.2 Utilize all contracted for online electronic content only as authorized in the respective agreements with whom ECC has entered into

SECTION THREE: LIBRARY MEMBER MEETINGS AND MEMBERSHIP

3.1 The Annual Meeting of the Members shall be held on the first Thursday in March.

Written notice of each meeting of the Library Members, stating the date, time, and place of the meeting shall be delivered not less than ten (10) nor more than sixty (60) days before the date of the meeting. Notice of the meeting may be delivered by mail or electronic means. The Chair shall preside over the annual meeting of Library Members.

SECTION FOUR: INDEMNIFICATION

4.1 Each member of ECC shall indemnify and hold harmless the other members of ECC for its acts and omissions arising out of this Agreement.

SECTION FIVE: TERM OF AGREEMENT

5.1 Library Members may voluntarily terminate membership anytime after one year of participation in ECC by providing written notice to the Chair of the Executive Committee no less than ninety (90) days prior to the proposed termination date.

5.2 This Agreement may be terminated by an affirmative vote of 2/3 of the Library Members of the ECC.

5.3 Termination of this Agreement shall not eliminate or reduce any obligation for Library Members to pay amounts due under ECC contracts signed during the terminating Library Member's membership in ECC.

SECTION SIX: RESIDUAL RELATIONSHIPS

6.1 Illinois libraries that currently participate in My Media Mall that chose not to adopt and execute this Agreement and join the ECC will be allowed to participate in the My Media Mall platform through the end of any contract signed before the date of this Agreement (the "Non-Member Libraries"). The

Non-Member Libraries will be liable for any payments under existing contracts but do not have voting or management rights with respect to the ECC.

SECTION SEVEN: BINDING EFFECT

7.1 This Agreement shall be binding upon and inure to the benefit of the successors and assignees of the parties as if they too were parties to this Agreement.

7.2 No party shall have the right, however, to assign this Agreement without the prior written consent of the Chair of the Executive Committee following approval by a 2/3 majority of ECC members.

SECTION EIGHT: SEVERABILITY OF PROVISIONS

8.1 The invalidity of any provision of this Agreement shall not render invalid any other provision herein. If for any reason any provision of this Agreement is determined by a court of competent jurisdiction to be invalid or unenforceable, that provision shall be deemed severed and this Agreement shall remain in full force and effect with that provision severed or modified by court order.

8.2 The failure of any party to this Agreement to insist upon the strict and prompt performance of the terms, covenants, agreements and conditions herein contained, or any of them, upon any other party imposed, shall not constitute, or be construed as a waiver or relinquishment of any party's right thereafter to enforce any such term, covenant, agreement or condition, but the same shall continue in full force and effect.

8.3 The Waiver by either party of a breach of any term, covenant or condition herein shall not be deemed a waiver of such term, covenant or condition on any subsequent breach of the same or any other term, covenant or condition herein.

SECTION NINE: NOTICES

9.1 All notices required hereunder (other than notice of the Annual Meeting) shall be in writing and shall be served personally or by registered or certified mail, return receipt requested, upon the other at the party's principal administrative offices.

SECTION TEN: GOVERNING LAW

10.1 This Agreement shall be governed, interpreted and construed according to the laws of the State of Illinois.

SECTION ELEVEN: EXECUTION OF COUNTERPARTS

11.1 This Agreement may be executed in multiple counterparts or duplicate originals, each of which shall constitute and be deemed as one and the same document.

SECTION TWELVE: AMENDMENT

12.1 Except as is specified herein, this Agreement contains the entire agreement of the parties and shall supersede any prior written or oral agreements or understandings. This Agreement may only be altered, modified or amended upon the written consent and agreement of the parties hereto duly adopted by the affirmative vote of 2/3 of the members.

12.2 This Section shall not be interpreted to preclude or limit, however, the amended or modifications of regulations, procedures or policies established by the parties hereto.

By:

Attest:



LAKE FOREST LIBRARY BOARD

JULY 2017

Minutes • Agendas • Board Packets

**Regular Monthly Board Meeting
July 11 Executive Session**

Lake Forest Library Board of Trustees
360 E Deerpath Road, Lake Forest, IL 60045
Executive Session Minutes
7:00 p.m. July 11, 2017

CALL TO ORDER

The meeting was called to order at 7:30 p.m.

EXECUTIVE SESSION: PURSUANT TO 5 ICLS 120/2(C)1: THE APPOINTMENT, EMPLOYMENT, COMPENSATION, DISCIPLINE, PERFORMANCE, OR DISMISSAL OF SPECIFIC EMPLOYEES OF THE PUBLIC BODY OR LEGAL COUNSEL FOR THE PUBLIC BODY.

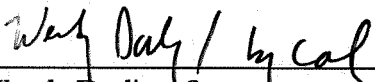
At 9:12 p.m., upon motion made by Trustee Puch and seconded by Trustee Rose, it was moved that the Board go into Executive Session in accordance with 5 ILCS 120/2(c)1: The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body.

The Board voted unanimously with a roll call vote to go into Executive Session.

Roll call was taken: Todd Puch, President; Carrie Travers, Treasurer; Wendy Darling, Secretary; and Trustees Arnson, Grob, Lemke, Parsons, and Rose were present. Also present, Catherine A. Lemmer, Library Director.

Ms. Lemmer reported on the restructuring of the Adult Services team.

At 9:24 p.m., on motion by Trustee Arnson, seconded by Trustee Lemke, the Executive Session concluded with a unanimous roll call vote.



Wendy Darling, Secretary

Minutes approved by the Board on September 12, 2017.

Lake Forest Library Board of Trustees
360 E Deerpath Road, Lake Forest, IL 60045
Regular Meeting Minutes
7:30 p.m. July 11, 2017

1. CALL TO ORDER

The meeting was called to order at 7:30 p.m.

2. APPOINTMENT OF A PRESIDENT PRO TEM AND SECRETARY PRO TEM

Ms. Lemmer appointed Todd Puch as President Pro Tem and Wendy Darling as Secretary Pro Tem.

3. ROLL CALL

Present Board members: Germaine Arnson, Wendy Darling, Elizabeth Grob, Andrea Lemke, Beth Parsons, Todd Puch, Vice-President, David Rose, and Carrie Travers, Treasurer.

Absent: Ron Levitsky.

Staff: Library Director Catherine Lemmer, Assistant Director and Head of Adult Services Felicia Song, and Administrative Assistant Judy Grasmick.

Guests: Hill & Stone Insurance Agency, Inc. and Sarah Keister Armstrong & Associates, LLC

4. ADDITIONS TO THE AGENDA

Discussion and approval of the June 2017 Financial Report was added.

5. APPROVAL OF THE AGENDA

Trustee Travers made a motion, seconded by Trustee Parsons, to approve the agenda as amended. Motion unanimously carried.

6. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD, and
CORRESPONDENCE

No request to address the Board. A written summary of public correspondence received in June was distributed.

7. APPROVAL OF MINUTES

Trustee Arnson made a motion, seconded by Trustee Travers, to approve the following meeting minutes. Motion unanimously carried.

- a. June 13, 2017 Regular Board Meeting

8. VOTE ON 2018 SLATE OF OFFICERS

The following slate of officers presented by the Nominating Committee at the June 13, 2017 meeting was discussed. There were no changes to the slate.

President	Todd Puch
Vice-President	Ron Levitsky
Treasurer	Carrie Travers
Secretary	Wendy Darling

The 2017/2018 slate of officers was unanimously approved by roll call vote.

9. MONTHLY FINANCIAL REPORT

The May and June 2017 financial reports were discussed. We are pacing on track, watching expenditures, and paying attention to budget categories. Ms. Lemmer added a Current Month

Actual column to the reports and asked trustees to let her know if they find it useful. June has three payrolls this year.

Trustee Parsons made a motion, seconded by Trustee Darling, to approve the May and June 2017 financial reports. Motion unanimously carried with a roll call vote.

10. LIBRARY DIRECTOR REPORT

- a. Ms. Lemmer gave an update on the June 29, 2017 water damage. We have received a preliminary bill of \$18,500 from ServiceMaster with a few items left to finish. We also lost \$1,500 in materials and have paid \$1,500 in overtime. There is a \$5,000 insurance deductible.

May statistics were distributed.

Renaissance Roofing, Inc. came out to evaluate the library dome. They estimate that it has approximately one year of life left. An estimate for replacement is roughly \$250,000. A full estimate is expected for the August meeting. The City's Historic Preservation Commission would need to review the work proposal.

A chronic leak has developed from the west courtyard to the southwest boy's bathroom and the Children's office. Old drains and drain tiles are not tied into the newer wings system. Work estimates are pending.

The library received a \$5,400 insurance refund check due to the workers' compensation audit. We will also receive a \$3,700 reduction on this year's premium.

Ms. Lemmer stated that the staff were extraordinary during the flood closing and that the Children's Library was mobbed during yesterday's reopening.

- b. Reaching Across Illinois Library System (RAILS): No report.
- c. Cooperative Computer Services (CCS): No report.

11. FRIENDS REPORT

No report. Trustee Puch asked if there had been any further discussion about holding the smaller sales. Ms. Lemmer stated that the small sales led to some volunteer fatigue, and the Friends are reviewing whether to continue all three in the future. Ms. Lemmer has had several ongoing discussions about protecting library facilities, such as carpet and furniture, during the fall sale and also investigating the possibility of using professional movers.

12. PRESENTATION BY HILL & STONE INSURANCE AGENCY, INC.

A summary insurance proposal was distributed. George Stone grew up locally and attended Lake Forest High School. The agency has handled the library insurance for a long, long time. Hill & Stone represents many different companies and that allows them to find the best coverage/price combination. Fifteen licensed agents work for Hill & Stone. Debbie Christiansen is the primary point of contact for the library. Mr. Stone stated that CBIZ, our appraisal company, is the national industrial appraisal gold standard. Our commercial property coverage includes replacement cost. Mr. Stone gave a brief description of library coverage. Advice and counsel are provided as part of the coverage. Having the Friends listed as a named insured does not increase

policy costs. Trustee Arnson asked about the Cyber Liability coverage. Mr. Stone replied that this is an evolving area of coverage. The release of personal private information as the result of hacking would likely be the library's largest risk. Hill & Stone left the meeting at 8:11 p.m.

13. PRESENTATION BY SARAH KEISTER ARMSTRONG & ASSOCIATES, LLC

Ms. Armstrong discussed the community needs assessment and the four general goals that resulted after analysis of the assessment. The four goals are:

- Enhance the user experience
- Ensure accessibility for all Lake Forest residents
- Improve library space
- Enrich and expand marketing and communications activities

Objectives that are more specific were identified for each of the goals. Trustee Rose asked how we should prioritize those objectives. Ms. Armstrong stated that further discussion will be needed. Trustee Rose then mentioned the historic nature of the library building and how that might affect our ability to resolve issues of infrastructure, space usage, and accessibility. Ms. Armstrong said that both Fremont and Skokie libraries had done building assessments that then prioritized needs by year. Ms. Lemmer has company reports available from two capital assessment companies.

Ms. Armstrong also suggested that the library revisit its mission statement content. A document with the current mission statement and other library examples was distributed. Ms. Armstrong will return in August with drafted mission statement options.

Trustee Rose referred to the community needs assessment summary and suggested listing table responses by ranking weight to more easily highlight the top program interests. Sarah Keister Armstrong & Associates left the meeting at 8:40 p.m.

14. OLD BUSINESS

- a. Trustee Travers expressed concern about the current \$1,000,000 coverage limit on the Director's and Officer's Liability policy and asked that the library consider increasing the coverage. Trustee Puch suggested asking other libraries about their coverage. Trustee Arnson suggested checking with the city attorney. Trustee Rose stated that he believes the current coverage, plus personal coverage, is adequate. Ms. Lemmer will check with area libraries about their coverage and will check with Hill and Stone about deductibles.

15. NEW BUSINESS

- a. Establish board committees and membership for FY2018
There was a brief discussion of the framework and membership of board committees. Trustee Lemke agreed to serve on both the Finance & Administration and the Services committees. Trustee Rose will chair the Long Range Planning committee. There was discussion about committee meeting scheduling and public notification requirements. Ms. Lemmer stated that the OMA requires 48 hours advance notice of a meeting and that when more than two board members are discussing library business it constitutes a meeting. Trustee Puch commented that committee meetings have historically been held as needed. Ms. Lemmer offered to share information more frequently.

b. Discussion and approval of the Illinois Public Library Annual Report (ACTION)

Ms. Lemmer stated that the report is required to be completed by every library in the state. This year was the first year to report young adult programming. The library exceeded standards for materials resources. A shorter version will be put together for the public. Trustee Travers suggested looking at attendance at other libraries to see if they are also seeing a decline. Ms. Lemmer stated that libraries are beginning to count "points of service." For example, we did an outreach program at the senior center to showcase library e-resources. Trustee Travers mentioned Librivox, a website that offers access to free public domain audiobooks, and suggested that we could add a link on our website. Trustee Rose moved to approve the Illinois Public Library Annual Report. Trustee Lemke seconded. Motion carried unanimously.

16. EXECUTIVE SESSION PER 5 ILCS 120/2(c)1

Trustee Puch moved to enter Executive Session at 9:12 p.m. to discuss fulltime and part-time staffing needs in the Adult Services department. At 9:24 p.m., the Board ended the Executive Session by unanimous voice vote.

17. ADJOURNMENT

Trustee Rose made a motion, seconded by Trustee Arnson, to adjourn the meeting at 9:26 p.m. Motion unanimously carried.

Upcoming meetings: **Regular Board** – August 8, 2017 at 7:30 p.m.

Wendy Darling by call
Wendy Darling, Secretary Pro Tem

Minutes approved by the Board on September 12, 2017

LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045
July 11, 2017
7:30 pm, Conference Room

Regular Monthly Meeting Board Packet

1. July 11, 2017 Agenda
2. June 13, 2017 Meeting Minutes
3. FY18 Slate of Officers
4. May 2017 Financial Report
5. May 2017 Select Statistics
6. FY18 Board Committees

LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045
July 11, 2017
7:30 p.m. Library Conference Room

Regular Monthly Meeting Agenda

1. Call Regular Meeting to Order
2. Appointment of a President Pro Tem and Secretary Pro Tem
3. Board of Trustees Roll Call
4. Additions to the Agenda
5. For action: Approval of the Agenda
6. Opportunity for the Public to Address the Board and Correspondence
7. For action: Approval of the June 13, 2017 General Meeting Minutes
8. For action: Vote on the slate for President, Vice President, Secretary, and Treasurer as presented by the Nominating Committee at the June 13, 2107 meeting
9. For action: Discussion and approval of the May 2017 Financial Report
10. Library Director Report
11. Friends Report
12. Presentation by Hill & Stone Insurance Agency, Inc.
13. Presentation by Sarah Keister Armstrong & Associates, LLC
14. Old Business
15. New Business
 - a. Establish board committees and membership for FY 2018
 - b. For action: Discussion and approval of the Illinois Public Library Annual Report (IPLAR)
16. Executive Session per 5 ILCS 120/2(c)1
17. Adjournment

Next Board meeting: August 8, 2017

Individuals with disabilities who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meetings or the facilities are requested to contact the Library Director at 847.810.4602 promptly to allow the Library to make reasonable accommodations.

Lake Forest Library Board of Trustees
360 E Deerpath Road, Lake Forest, IL 60045
Regular Meeting Minutes
7:30 p.m. June 13, 2017

1. CALL TO ORDER

The meeting was called to order at 7:31 p.m.

2. ROLL CALL

Present Board members: Germaine Arnson, Lynn Casper, President, Wendy Darling, Elizabeth Grob, Ron Levitsky, Secretary, Todd Puch, Vice-President, David Rose, and Carrie Travers, Treasurer.

Absent: Beth Parsons; Jayne Mai, Youth Liaison.

Incoming Trustee: Andrea Lemke

Staff: Library Director Catherine Lemmer, Assistant Director and Head of Adult Services Felicia Song, and Administrative Assistant Judy Grasmick.

3. ADDITIONS TO THE AGENDA

No additions to the agenda.

4. APPROVAL OF THE AGENDA

Trustee Arnson made a motion, seconded by Trustee Travers, to approve the agenda. Motion unanimously carried.

5. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD, and
CORRESPONDENCE

No request to address the Board. A written summary of public correspondence received in May was distributed.

6. APPROVAL OF MINUTES

Trustee Rose made a motion, seconded by Trustee Travers, to approve the following meeting minutes. Motion unanimously carried.

- a. May 9, 2017 Regular Board Meeting

7. MONTHLY FINANCIAL REPORT

The unaudited April 2017 financial report was discussed. Declining revenues were offset by higher than expected investment income and property tax revenue. Auditors are in the process of moving funds between fiscal years 2017 and 2018.

Trustee Puch made a motion, seconded by Trustee Darling, to approve the April 2017 financial report. Motion unanimously carried with a roll call vote.

8. LIBRARY DIRECTOR REPORT

- a. Standard appraisal updates were given to CBIZ today—there should be minimal change in the outcome. The last physical appraisal was done in 2015 and CBIZ recommends a reappraisal every 5 years unless there are major changes.

April statistics were distributed in a new format. Ms. Lemmer asked trustees to let her know if it doesn't work for them. New carpet installation affected Children's Library attendance. No programs were offered during those 2 weeks and the security gate/counter was removed for 1 week.

No call for a new youth liaison was made by the City, so the library put out a call.

- b. Reaching Across Illinois Library System (RAILS): No report.
- c. Cooperative Computer Services (CCS): No report.

9. FRIENDS REPORT

The paperback book sale made approximately \$1,500.00. The Teen and Children's sale earnings were down from last year. Vince Vaughn was in town and attended the Saturday morning story time. He was very personable and gave a \$100.00 donation to the Friends.

10. PRESENTATION BY SARAH KEISTER ARMSTRONG & ASSOCIATES, LLC

Ms. Armstrong began by mentioning survey comments that fell into commonly remarked upon themes: 2-week book checkout, love for the Children's Library, finding the balance between traditional services and educational/technology needs, valuing the historic nature of the building, parking issues and access for those with handicaps, lack of awareness of what the library has to offer, and adding small study rooms.

Five focus group sessions were held—two with staff, two with residents, and one with community group members. The community group mentioned that the city may be reaching program saturation, so collaboration with each other might be desirable.

Trustee Levitsky remarked that there were enough comments about negative staff interactions to warrant addressing the issue. A change in hours might be worth considering if it would be financially feasible. He also noticed that there were many comments about wanting more quiet spaces. The issue of tutors may need to be revisited because the noise can be significant at times. Trustee Levitsky also noticed repeated mentions of programming hours and types of program offerings. And finally, comments from residents living on the west side feeling that the library was too far away.

Trustee Arnson drew attention to issues of parking and handicapped access. She also suggested looking into a self-checkout/return unit.

Trustee Rose agreed that building accessibility and parking are real patron concerns and asked if the senior center bus route includes a stop at the library; and if not, could the library contact the senior center about this. He also thought that a self-checkout/return unit would be appealing to a certain segment of the population. Trustee Rose stated that some electronic resources are rarely available and that lighting could be improved in some areas.

Ms. Lemmer stated that a space consultant could advise on how to address some of these issues. Ms. Armstrong mentioned that Morton Grove Public Library used a space consultant to assist with space rearrangement and ADA compliant changes. A space planner can be consulted separate from the strategic plan. Wheaton Public Library also used a space consultant that might be worth contacting.

Ms. Lemmer said any proposed changes to library parking are at least 18 months out. Trustee Travers suggested writing a letter to the City Council stating that our survey results clearly show that parking is a major concern. Ms. Lemmer said all staff are now parking across the street.

Trustee Rose suggested contacting area developers to find out what comparable business parking needs would be for the library's 1200 visitors a day.

Trustee Puch stated that parking at the library is certainly a struggle, but that addressing concerns means seeking solutions that consider both sides. Keeping issues in perspective and taking a broad view are important because parking is a universal problem.

Ms. Armstrong targeted four areas of concern: space, marketing, user experience, and access. She will speak with Ms. Lemmer and come back with a draft strategic plan.

Trustee Rose asked for a summary of comments.

Trustee Grob asked if patron comments about negative staff interactions were being addressed. Ms. Lemmer replied that discussions with department heads had already been held.

Sarah Keister Armstrong & Associates, LLC left the meeting at 8:33 p.m.

Trustee Travers asked if it was necessary to keep public bathrooms locked. Ms. Lemmer will investigate.

There was discussion about how to make the survey available to the public. Trustee Rose suggested created a consolidated version. Trustee Arnson suggested a press release. The library will seek a temporary part-time PR/Marketing position. Gorton Community Center has been through a similar search and Ms. Lemmer is seeking input from them.

11. NEW BUSINESS

- a. Discussion and approval of the Intergovernmental Library Agreement (ACTION)
The MyMediaMall consortium, in operation since 2005 and consisting of 119 member libraries, has operated without an agreement or formal structure. The proposed agreement formalizes the arrangement and sets up a governance structure. Ms. Lemmer suggests approving the agreement and continuing with MyMediaMall for one more year. This will give us time to analyze raw data and decide whether to continue participation. Trustee Puch moved to approve the Intergovernmental Library Agreement. Trustee Arnson seconded. Motion unanimously carried.
- b. Report of Nominating Committee and recommendation of the FY2018 officer's slate
The nominating committee recommends the following slate of officers for FY17/18:

President	Todd Puch
Vice President	Ron Levitsky
Treasurer	Carrie Travers
Secretary	Wendy Darling

A vote on the proposed slate will be held at the July meeting.

- c. Report of the Service Committee and discussion and approval of lending periods
The committee met tonight. There will be a number of policies to consider in the next session year. Adjustment of lending periods is important now as a test to see if additional changes might be needed prior to the Polaris migration in April. Trustee Levitsky moved to approve the proposed lending period schedule. Trustee Rose seconded. Motion unanimously carried.

12. ADJOURNMENT

The board said goodbye and thank you to President Casper for her six years of service.

Trustee Puch made a motion, seconded by Trustee Rose, to adjourn the meeting at 8:54 p.m.
Motion unanimously carried.

Upcoming meetings: **Regular Board** – July 11, 2017 at 7:30 p.m.

Ron Levitsky, Secretary

Minutes approved by the Board on _____

Slate of Officers for July 2017-June 2018

The Nominating Committee recommended to the full board at the June 13, 2017 meeting the following slate to be voted on at the July 11, 2017 board meeting:

President – Todd Puch
Vice President – Ron Levitsky
Secretary – Wendy Darling
Treasurer – Carrie Travers

Lake Forest Library
Year-to-Date Monthly Financial Report
May 2017

REVENUES	Current Month Actual	Year to Date Actual	Year to Date Budget	Annual Budget	Over/(Under) Variance	% of Annual Budget
Funds on Hand 5/1	\$1,370,501	\$1,370,501	\$114,208	\$1,370,501		
Tax Based (Levy, SSN, IMRF)	\$205,182	\$205,182	\$331,712	\$3,980,539	(\$126,530)	5.15%
Non Tax Based	\$5,962	\$2,931	\$5,042	\$60,500	(\$2,111)	9.85%
Gifts	\$1,000	\$1,000	\$833	\$10,000	\$167	10.00%
TOTAL REVENUES	\$212,144	\$209,113	\$337,587	\$4,051,039	(\$128,474)	5.24%
TOTAL FUNDS ON HAND	\$1,582,645	\$1,579,614	\$451,795	\$5,421,540	(\$128,474)	
EXPENDITURES						
Salaries & Wages	\$69,651	\$69,651	\$142,179	\$1,848,323	(\$72,528)	3.77%
Fringes	\$47,400	\$47,400	\$51,654	\$671,500	(\$4,254)	7.06%
Materials (print, AV, online)	\$58,466	\$58,466	\$47,917	\$575,000	\$10,549	10.17%
O.O.E.	(\$41,596)	\$40,224	\$40,224	\$482,686	\$0	0.00%
Building Maintenance	\$31,738	\$31,738	\$15,083	\$181,000	\$16,655	17.53%
Sub Total	\$165,659	\$247,479	\$313,209	\$3,758,509	(\$65,730)	4.41%
Capital	\$722	\$722	\$18,750	\$225,000	(\$18,028)	0.32%
TOTAL	\$166,381	\$248,201	\$331,959	\$3,983,509	(\$83,758)	4.18%
BALANCE	\$1,416,264	\$1,331,413	\$331,959	\$1,438,031	(\$44,715)	98.49%
RESERVES						
Capital Improvements	\$500,000					
Technology Improvements	\$300,000					
Capital Equipment	\$300,000					
	\$1,100,000					

Reflects Friends of Lake Forest Library FY 2018 award of \$79,100.

**Lake Forest Library
May FY2018
Financial Notes**

Revenues:

Funds on Hand: \$1,370,501; awaiting final audited number. Likely to increase-see Reserve discussion.

Tax Based: Property taxes received in June and September.

Non Tax Based: \$5,962 non-tax revenues: 10% of FY budget (Library generated income from fines, fees, and investment income.) Investment income was \$3,031 against an annual budget of \$12,000.

Gifts: \$1,000 with no new gifts this month.

Expenditures:

Salaries, Fringes: \$69,651 for salaries: 4% of FY budget. \$47,400 for fringes: 7% of FY budget. Annual worker's compensation policy premium (\$7,750) was

Books, AV and Electronic Services: \$58,466: 10% of FY budget. Amounts continue to be transferred back to FY2017 as bills are paid. Spring and fall are heavy buying months for materials; annual database subscriptions paid.

Other Operating Expenditures: (\$41,596): reflects the allocation of the Friends FY2018 payment into program and special project accounts.

Building Maintenance: \$31,738: 18% of FY budget.

Capital: \$722.

Reserves: \$2,802,423 from City's monthly account balance sheet; to be confirmed by the FY2017 audit. Operating reserve currently at \$1,702,423 (42% of operating expenditures) a capital equipment reserve (\$300,000), a capital improvement reserve (\$500,000) and a technology reserve (\$300,000). The capital equipment and technology reserves were increased by \$100,000 as part of the approved FY2017 budget.

In previous years, our increase in revenues was a percent or two higher than our increase in expenditures because of growth in Lake Forest. Now growth has slowed to well under 1% and the EAV (equalized assessed value) has declined for a number of years. We continue to see our revenues increase at under 2% per year, while our expenditure increase is about 3% per year, with the increase in personnel costs, especially for medical and IMRF. It was in anticipation of little or no growth that we built our reserves. We anticipate future capital improvement costs for ADA compliance.

Year to Date 2017: 4% of budget expenses against 5% revenues

Lake Forest Library Select Statistics

May 2017 Statistics	2017	2016	Change	Last Month
Circulation: Adult	14,900	16,727	-12.3%	14,173
Circulation: Children's	11,118	10,604	4.6%	11,953
e-Media	2,120	1,978	6.7%	1,983
Total	28,138	29,309	-4.2%	28,109
AV% of circulation (includes DVD2GO)	6,509 (23%)	7182 (25%)	-21.5%	6,457 (23%)
DVD2GO	252	359	-42.5%	277
West Book Box	1,089	1,269	-16.5%	1,051
Patron Visits	36,831	33,360	9.4%	32,177
Interlibrary Loan				
To: Lake Forest	561	514	8.4%	495
From: Lake Forest	1,437	1,061	26.2%	1,296
Reference/Reader's Advisory	7,217	6,776	6.1%	7,537
Materials Added	1,006	1,129	-12.2%	904
Materials Withdrawn	516	1,153	-123.4%	1,413
Volunteer Hours	43	5	88.4%	4.5
Programs Offered	57	40	29.8%	36
Attendance	1,691	1,144	32.3%	1,088
Web Hits	359,213	376,644	-4.9%	367,431
Web Hits (page views)	42,843	41,889	2.2%	38,226
Electronic Resources	27,034	14,738	45.5%	27,651
Catalog	4,164	6,110	-46.7%	4,258
Library 2.0	4,918	3,594	26.9%	4,263
New Patrons Registered	74	81	-9.5%	85
Media Lab (Individual sessions)	62	47	24.2%	56
E-tutorials (individual sessions)	9	12	-33.3%	20
Media Lab Classes/Attendees	4/15 attendees	n/a	n/a	6 /18 attendees
Museum Passes Used	2	3	n/a	0
E-Media Total	2,120	1,978	6.7%	1,902
Freegal	300	328	-9.3%	218
Hoopla	156	104	33.3%	151
3M Cloud Library	169	214	-26.6%	212
MyMediaMall	1216	1071	11.9%	1,116
Zinio	279	261	6.5%	205

Lake Forest Library Select Statistics

Library 2.0	May	May 2016	Change	Last Month
Blog	1300	749	42.4%	972
Facebook	1,092	894	18.1%	1,066
Google My Business (clicks)	669	904	-35.1%	897
Google My Business (views)	3,683	7356	-99.7%	4,246
Instagram	650	0	100.0%	380
Twitter	1,086	884	18.6%	1,076
Wikipedia	121	163	-34.7%	71
Total (less Google Views)	4,918	3,594		4,462

*Number of DVD2GO downtimes

Establish board committees and membership

Section 8 of the Bylaws of the Lake Forest Library provides “that the President by and with the approval of the Board of Trustees may appoint standing committees at any Regular Meeting or at any Special Meeting if the notice of such Meeting shall so indicate. Any such committee so appointed shall have such powers as the Board of Trustees may determine.”

In the recent past, the Library Board has established a Finance and Administration Committee, Services Committee, and a Long Range Planning Committee. The July 2016 – June 2017 committee membership is set out below:

Finance & Administration: Carrie Travers Chair (Treasurer)
Lynn Casper (President)
Todd Puch (Chair of LRP)
Ron Levitsky (Chair of Services)

Services: Ron Levitsky Chair
Germaine Arnson
Elizabeth Grob
David Rose

Long Range Planning: Todd Puch Chair VP
Carrie Travers (Treasurer & Chair of Finance)
Lynn Casper (President)
Wendy Darling
Beth Parsons
David Rose



LAKE FOREST LIBRARY BOARD

AUGUST 2017

Minutes • Agendas • Board Packets

Regular Monthly Board Meeting CANCELLED

LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045

August 8, 2017

7:30 p.m. Library Conference Room

Regular Monthly Meeting Agenda

1. Call Regular Meeting to Order: **Meeting Cancelled**
2. Board of Trustees Roll Call
3. Additions to the Agenda
4. For action: Approval of the Agenda
5. Opportunity for the Public to Address the Board and Correspondence
6. For action: Approval of the July 11, 2017 General Meeting Minutes
7. For action: Discussion and approval of the July 2017 Financial Report
8. Library Director Report
9. Friends Report
10. Old Business
11. New Business
12. Adjournment

Next Board meeting: September 12, 2017

Individuals with disabilities who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meetings or the facilities are requested to contact the Library Director at 847.810.4602 promptly to allow the Library to make reasonable accommodations.



LAKE FOREST
LIBRARY BOARD

SEPTEMBER 2017

Minutes • Agendas • Board Packets

Regular Monthly Board Meeting

Lake Forest Library Board of Trustees
360 E Deerpath Road, Lake Forest, IL 60045
Regular Meeting Minutes
7:30 p.m. September 12, 2017

1. CALL TO ORDER

The meeting was called to order at 7:30 p.m.

2. ROLL CALL

Present Board members: Germaine Arnson, Elizabeth Grob, Andrea Lemke, Ron Levitsky, Vice President, Beth Parsons, Todd Puch, President, and David Rose.

Absent: Wendy Darling and Carrie Travers.

Staff: Library Director Catherine Lemmer and Administrative Assistant Judy Grasmick.

Guests: Sarah Keister Armstrong & Associates, LLC

Due to the absence of Trustee Darling, Trustee Parsons volunteered to serve as Secretary Pro Tem.

3. ADDITIONS TO THE AGENDA

No additions to the agenda.

4. APPROVAL OF THE AGENDA

Trustee Arnson made a motion, seconded by Trustee Grob, to approve the agenda. Motion unanimously carried.

5. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD, and
CORRESPONDENCE

No request to address the Board. A written summary of public correspondence received in July and August was distributed.

6. APPROVAL OF MINUTES

Trustee Parson made a motion, seconded by Trustee Rose, to approve the following meeting minutes. Motion unanimously carried.

- a. July 11, 2017 Regular Board Meeting

7. MONTHLY FINANCIAL REPORT

The July 2017 financial report was discussed. Trustee Rose asked about Building Maintenance being over budget. Ms. Lemmer stated that flood expenses and some contracts paid early in the year account for the current numbers, but expects us to be on budget by yearend.

Trustee Grob made a motion, seconded by Trustee Lemke, to approve the July 2017 financial report. Motion unanimously carried with a roll call vote.

8. LIBRARY DIRECTOR REPORT

- a. Ms. Lemmer reported high attendance at the August 21 Eclipse Viewing Party and that Library attendance was up 20% over August 2016. 27 attended the tween craft program; 117 attended *Big & Messy*; 156 attended the science program; and 77 attended the bridge building program. Ms. Lemmer is working with the Children's Library to expand STEAM offerings; including investigating a *Girls Who Code* program.

July statistics were distributed.

The Lake Forest Library 2017 Annual Report was distributed. Trustee Arnson asked if patrons would know what was meant by “concierge library” in the Letter from the Director section of the report. Ms. Lemmer agreed that that phrase could be revised.

Proposals from Renaissance Roofing, Inc. and Holton Brothers, Inc. for dome restoration and masonry work were distributed. Articles on the dome repair from January and August of 1984 were distributed.

- b. Reaching Across Illinois Library System (RAILS): No report.
- c. Cooperative Computer Services (CCS): Planning for the Polaris migration continues.

9. FRIENDS REPORT

Sale preparations are under way. Entry cards for Thursday are available for distribution. Professional movers were used this time and seemed to work better for both the Library and the Friends. The dome project will also be discussed after the sale.

10. DISCUSSION AND APPROVAL OF THE 2017-2019 STRATEGIC PLAN

Sarah Keister Armstrong spoke about the strategic plan. The results of the community survey and focus groups led to the formation of four broad goals.

- Enhance the user experience
- Ensure accessibility for all
- Improve library space
- Raise the visibility of the library and its work in the community

Trustee Rose asked about the revised version of survey comments that had been discussed at a prior meeting. That version has been created and will be distributed. Trustees praised the plan. There was discussion about the 2-year timeline and how to track and update the plan as goals are accomplished. Treating the plan as a living document, with at least quarterly updates, will chart progress as well as allow amendments or changes as it is worked through. Trustee Puch suggested involving the board with staff and Ms. Lemmer to move through the plan. Such engagement would guard against letting the plan age and would lead to a more dynamic document.

Trustee Levitsky moved to approve the Lake Forest Library Strategic Plan, 2017-2019. Trustee Parsons seconded. Motion unanimously carried.

11. DISCUSSION AND APPROVAL OF THE MISSION STATEMENT

Ms. Armstrong discussed the proposed mission statement options. Trustees reviewed and discussed the proposed options. The option chosen reads:

Lake Forest Library: inspiring lifelong learning, promoting the free and respectful exchange of ideas, and fostering community.

Trustee Levitsky moved to approve the mission statement. Trustee Lemke seconded. Motion unanimously carried. Ms. Armstrong said that she has worked with many boards and praised this board for their deep engagement. She left the meeting at 8:23 p.m.

12. OLD BUSINESS

Last month Trustee Travers inquired whether the library should consider increasing the current \$1,000,000 coverage limit on the Director's and Officer's Liability policy.

Ms. Lemmer checked with area libraries about their coverage and found that some libraries carry \$2,000,000 in coverage, but that most carry \$1,000,000. She will send a cost summary to the board for discussion at the October meeting.

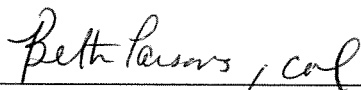
13. NEW BUSINESS

- a. The dome restoration was discussed. The limestone and brick are deteriorating and the copper dome sheathing is pulling apart. Because of this, another mural is being damaged at an accelerated rate. Brickwork repair this fall would likely slow the damage. Rick Strilky Fine Art Restoration was contacted about mural restoration. Mr. Strilky suggested removing the murals and applying a protective backing material to prevent further damage. Stabilization could be done in the meantime. We are waiting for a proposal with pricing. Ms. Lemmer suggested meeting with the City about dome options and possible replacement. Trustee Puch asked if meeting with Art Miller could also assist in finding out more about what might be required. Ms. Lemmer will contact Mr. Miller to see if he can advise on both the dome and the murals. The Friends could also be approached about funding some of these expenses. Ms. Lemmer suggested a future conversation with the City about possible funding increases. In addition, reaching out to current donors for suggestions on how to fund these projects may be useful. Ms. Lemmer will send levy detail documents to the board for the October meeting.

14. ADJOURNMENT

Trustee Levitsky made a motion, seconded by Trustee Parsons, to adjourn the meeting at 9:00 p.m. Motion unanimously carried.

Upcoming meetings: **Regular Board** – October 10, 2017 at 7:30 p.m.



Beth Parsons, Secretary Pro Tem

Minutes approved by the Board on October 10, 2017.

LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045
September 12, 2017
7:30 pm, Conference Room

Regular Monthly Meeting Board Packet

1. September 12, 2017 Agenda
2. July 11, 2017 Meeting Minutes
3. July 2017 Financial Report
4. July 2017 Select Statistics
5. FY 2017 Annual Report
6. Mission Statement
7. Strategic Plan

LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045
September 12, 2017
7:30 p.m. Library Conference Room

Regular Monthly Meeting Agenda

1. Call Regular Meeting to Order
2. Board of Trustees Roll Call
3. Additions to the Agenda
4. For action: Approval of the Agenda
5. Opportunity for the Public to Address the Board and Correspondence
6. For action: Approval of the July 11, 2017 General Meeting Minutes
7. For action: Discussion and approval of the July 2017 Financial Report
8. Library Director Report
9. Friends Report
10. For action: Discussion and approval of the 2017-2019 Strategic Plan
11. For action: Discussion and approval of the Mission Statement
12. Old Business
13. New Business
14. Adjournment

Next Board meeting: October 10, 2017

Individuals with disabilities who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meetings or the facilities are requested to contact the Library Director at 847.810.4602 promptly to allow the Library to make reasonable accommodations.

Lake Forest Library Board of Trustees
360 E Deerpath Road, Lake Forest, IL 60045
Regular Meeting Minutes
7:30 p.m. July 11, 2017

1. CALL TO ORDER

The meeting was called to order at 7:30 p.m.

2. APPOINTMENT OF A PRESIDENT PRO TEM AND SECRETARY PRO TEM

Ms. Lemmer appointed Todd Puch as President Pro Tem and Wendy Darling as Secretary Pro Tem.

3. ROLL CALL

Present Board members: Germaine Arnson, Wendy Darling, Elizabeth Grob, Andrea Lemke, Beth Parsons, Todd Puch, Vice-President, David Rose, and Carrie Travers, Treasurer.

Absent: Ron Levitsky.

Staff: Library Director Catherine Lemmer, Assistant Director and Head of Adult Services Felicia Song, and Administrative Assistant Judy Grasmick.

Guests: Hill & Stone Insurance Agency, Inc. and Sarah Keister Armstrong & Associates, LLC

4. ADDITIONS TO THE AGENDA

Discussion and approval of the June 2017 Financial Report was added.

5. APPROVAL OF THE AGENDA

Trustee Travers made a motion, seconded by Trustee Parsons, to approve the agenda as amended. Motion unanimously carried.

6. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD, and
CORRESPONDENCE

No request to address the Board. A written summary of public correspondence received in June was distributed.

7. APPROVAL OF MINUTES

Trustee Arnson made a motion, seconded by Trustee Travers, to approve the following meeting minutes. Motion unanimously carried.

- a. June 13, 2017 Regular Board Meeting

8. VOTE ON 2018 SLATE OF OFFICERS

The following slate of officers presented by the Nominating Committee at the June 13, 2017 meeting was discussed. There were no changes to the slate.

President	Todd Puch
Vice-President	Ron Levitsky
Treasurer	Carrie Travers
Secretary	Wendy Darling

The 2017/2018 slate of officers was unanimously approved by roll call vote.

9. MONTHLY FINANCIAL REPORT

The May and June 2017 financial reports were discussed. We are pacing on track, watching expenditures, and paying attention to budget categories. Ms. Lemmer added a Current Month

Actual column to the reports and asked trustees to let her know if they find it useful. June has three payrolls this year.

Trustee Parsons made a motion, seconded by Trustee Darling, to approve the May and June 2017 financial reports. Motion unanimously carried with a roll call vote.

10. LIBRARY DIRECTOR REPORT

- a. Ms. Lemmer gave an update on the June 29, 2017 water damage. We have received a preliminary bill of \$18,500 from ServiceMaster with a few items left to finish. We also lost \$1,500 in materials and have paid \$1,500 in overtime. There is a \$5,000 insurance deductible.

May statistics were distributed.

Renaissance Roofing, Inc. came out to evaluate the library dome. They estimate that it has approximately one year of life left. An estimate for replacement is roughly \$250,000. A full estimate is expected for the August meeting. The City's Historic Preservation Commission would need to review the work proposal.

A chronic leak has developed from the west courtyard to the southwest boy's bathroom and the Children's office. Old drains and drain tiles are not tied into the newer wings system. Work estimates are pending.

The library received a \$5,400 insurance refund check due to the workers' compensation audit. We will also receive a \$3,700 reduction on this year's premium.

Ms. Lemmer stated that the staff were extraordinary during the flood closing and that the Children's Library was mobbed during yesterday's reopening.

- b. Reaching Across Illinois Library System (RAILS): No report.
- c. Cooperative Computer Services (CCS): No report.

11. FRIENDS REPORT

No report. Trustee Puch asked if there had been any further discussion about holding the smaller sales. Ms. Lemmer stated that the small sales led to some volunteer fatigue, and the Friends are reviewing whether to continue all three in the future. Ms. Lemmer has had several ongoing discussions about protecting library facilities, such as carpet and furniture, during the fall sale and also investigating the possibility of using professional movers.

12. PRESENTATION BY HILL & STONE INSURANCE AGENCY, INC.

A summary insurance proposal was distributed. George Stone grew up locally and attended Lake Forest High School. The agency has handled the library insurance for a long, long time. Hill & Stone represents many different companies and that allows them to find the best coverage/price combination. Fifteen licensed agents work for Hill & Stone. Debbie Christiansen is the primary point of contact for the library. Mr. Stone stated that CBIZ, our appraisal company, is the national industrial appraisal gold standard. Our commercial property coverage includes replacement cost. Mr. Stone gave a brief description of library coverage. Advice and counsel are provided as part of the coverage. Having the Friends listed as a named insured does not increase

policy costs. Trustee Arnson asked about the Cyber Liability coverage. Mr. Stone replied that this is an evolving area of coverage. The release of personal private information as the result of hacking would likely be the library's largest risk. Hill & Stone left the meeting at 8:11 p.m.

13. PRESENTATION BY SARAH KEISTER ARMSTRONG & ASSOCIATES, LLC

Ms. Armstrong discussed the community needs assessment and the four general goals that resulted after analysis of the assessment. The four goals are:

- Enhance the user experience
- Ensure accessibility for all Lake Forest residents
- Improve library space
- Enrich and expand marketing and communications activities

Objectives that are more specific were identified for each of the goals. Trustee Rose asked how we should prioritize those objectives. Ms. Armstrong stated that further discussion will be needed. Trustee Rose then mentioned the historic nature of the library building and how that might affect our ability to resolve issues of infrastructure, space usage, and accessibility. Ms. Armstrong said that both Fremont and Skokie libraries had done building assessments that then prioritized needs by year. Ms. Lemmer has company reports available from two capital assessment companies.

Ms. Armstrong also suggested that the library revisit its mission statement content. A document with the current mission statement and other library examples was distributed. Ms. Armstrong will return in August with drafted mission statement options.

Trustee Rose referred to the community needs assessment summary and suggested listing table responses by ranking weight to more easily highlight the top program interests. Sarah Keister Armstrong & Associates left the meeting at 8:40 p.m.

14. OLD BUSINESS

- a. Trustee Travers expressed concern about the current \$1,000,000 coverage limit on the Director's and Officer's Liability policy and asked that the library consider increasing the coverage. Trustee Puch suggested asking other libraries about their coverage. Trustee Arnson suggested checking with the city attorney. Trustee Rose stated that he believes the current coverage, plus personal coverage, is adequate. Ms. Lemmer will check with area libraries about their coverage and will check with Hill and Stone about deductibles.

15. NEW BUSINESS

- a. Establish board committees and membership for FY2018
There was a brief discussion of the framework and membership of board committees. Trustee Lemke agreed to serve on both the Finance & Administration and the Services committees. Trustee Rose will chair the Long Range Planning committee. There was discussion about committee meeting scheduling and public notification requirements. Ms. Lemmer stated that the OMA requires 48 hours advance notice of a meeting and that when more than two board members are discussing library business it constitutes a meeting. Trustee Puch commented that committee meetings have historically been held as needed. Ms. Lemmer offered to share information more frequently.

- b. Discussion and approval of the Illinois Public Library Annual Report (ACTION)
Ms. Lemmer stated that the report is required to be completed by every library in the state. This year was the first year to report young adult programming. The library exceeded standards for materials resources. A shorter version will be put together for the public. Trustee Travers suggested looking at attendance at other libraries to see if they are also seeing a decline. Ms. Lemmer stated that libraries are beginning to count "points of service." For example, we did an outreach program at the senior center to showcase library e-resources. Trustee Travers mentioned Librivox, a website that offers access to free public domain audiobooks, and suggested that we could add a link on our website. Trustee Rose moved to approve the Illinois Public Library Annual Report. Trustee Lemke seconded. Motion carried unanimously.

16. EXECUTIVE SESSION PER 5 ILCS 120/2(c)1

Trustee Puch moved to enter Executive Session at 9:12 p.m. to discuss fulltime and part-time staffing needs in the Adult Services department. At 9:24 p.m., the Board ended the Executive Session by unanimous voice vote.

17. ADJOURNMENT

Trustee Rose made a motion, seconded by Trustee Arnson, to adjourn the meeting at 9:26 p.m. Motion unanimously carried.

Upcoming meetings: **Regular Board** – August 8, 2017 at 7:30 p.m.

Wendy Darling, Secretary Pro Tem

Minutes approved by the Board on _____

Lake Forest Library
Year-to-Date Monthly Financial Report
July 2017

FY18

REVENUES	Current Month Actual	Year to Date Actual	Year to Date Budget	Annual Budget	Over/(Under) Variance	% of Annual Budget
Funds on Hand 5/1	\$1,698,747	\$1,698,747	\$424,687	\$1,698,747		
Tax Based (Levy, SSN, IMRF)	\$2,029,916	\$2,235,098	\$995,135	\$3,980,539	\$1,239,963	56.15%
Non Tax Based	\$17,302	\$23,264	\$15,125	\$60,500	\$8,139	38.45%
Gifts	\$140	\$1,140	\$2,500	\$10,000	(\$1,360)	11.40%
TOTAL REVENUES	\$2,047,358	\$2,259,502	\$1,012,760	\$4,051,039	\$1,246,742	55.78%
TOTAL FUNDS ON HAND	\$3,746,105	\$3,958,249	\$1,437,447	\$5,749,786	\$1,246,742	
 EXPENDITURES						
Salaries & Wages	\$203,519	\$470,357	\$497,625	\$1,848,323	(\$27,268)	25.45%
Fringes	\$136,441	\$183,841	\$208,877	\$775,830	(\$25,036)	23.70%
Materials (print, AV, online)	\$128,685	\$187,151	\$145,000	\$580,000	\$42,151	32.27%
O.O.E.	\$83,826	\$42,230	\$120,472	\$481,886	(\$78,242)	8.76%
Building Maintenance	\$26,249	\$57,987	\$30,833	\$185,000	\$27,154	31.34%
Sub Total	\$578,721	\$941,567	\$1,002,808	\$3,871,039	(\$61,241)	24.32%
Capital	\$8,411	\$9,133	\$15,000	\$180,000	(\$5,867)	5.07%
TOTAL	\$587,132	\$950,700	\$1,017,808	\$4,051,039	(\$67,107)	23.47%
 BALANCE	 \$3,158,973	 \$3,007,549	 \$419,639	 \$1,698,747	 \$1,313,850	
 RESERVES						
Capital Improvements	\$500,000					
Technology Improvements	\$300,000					
Capital Equipment	\$300,000					
	\$1,100,000					

Reflects Friends of Lake Forest Library FY2018 award of \$79,100.

**Lake Forest Library
July FY2018
Financial Notes**

Revenues:

Funds on Hand: \$1,698,747

Tax Based: \$2,235,098; payments received in June and September.

Non Tax Based: \$23,264 non-tax revenues: 38% of FY budget (Library generated income from fines, fees, and investment income.) Investment income was \$12,549 against an annual budget of \$12,000. Fine income is down about 10% over last year.

Gifts: \$1,140; 11% of FY budget.

Expenditures:

Salaries, Fringes: \$470,357 for salaries: 25% of FY budget. \$183,841 for fringes: 24% of FY budget.

Books, AV and Electronic Services: \$187,151: 32% of FY budget. Annual database subscriptions paid.

Other Operating Expenditures: \$42,230: reflects the allocation of the Friends FY2018 payment into program and special project accounts.

Building Maintenance: \$57,987: 31% of FY budget. Flood expenses.

Capital: \$9,133; 5% of FY budget.

Reserves: \$2,798,747 from City's monthly account balance sheet; to be confirmed by the FY2017 audit. Operating cash reserve currently at \$1,698,747 (41% of operating expenditures) plus a capital equipment reserve (\$300,000), a capital improvement reserve (\$500,000) and a technology reserve (\$300,000). The capital equipment and technology reserves were each increased by \$100,000 as part of the approved FY2017 budget.

In previous years, our increase in revenues was a percent or two higher than our increase in expenditures because of growth in Lake Forest. Now growth has slowed to well under 1% and the EAV (equalized assessed value) has declined for a number of years. We continue to see our revenues increase at under 2% per year, while our expenditure increase is about 3% per year, with the increase in personnel costs, especially for medical and IMRF. It was in anticipation of little or no growth that we built our reserves. We anticipate future capital improvement costs for ADA compliance.

Year to Date 2017: 23% of budget expenses; 56% budget revenues

Lake Forest Library
FY 2018 Select Statistics

July 2017 Statistics	FY 2017	FY 2016	Change	Last Month
Circulation: Adult	15,058	18,349	-21.9%	16,101
Circulation: Children's	10,716	14,121	-31.8%	13,516
e-Media	2,180	2,148	1.5%	2,168
Total	27,954	34,618	-23.8%	31,785
AV% of circulation (includes DVD2GO)	6,555 (23%)	7,794 (23%)	-22.0%	6,206 (19%)
DVD2GO	228	257	-12.7%	293
West Book Box	1,339	1,535	-14.6%	1,070
Patron Visits	34,900	38,024	-9.0%	47,301
Interlibrary Loan				
To: Lake Forest	556	547	1.6%	602
From: Lake Forest	1,313	1,113	15.2%	1,460
Reference/Reader's Advisory	7,451	7,403	0.6%	7,078
Materials Added	3,049	1,182	61.2%	1,160
Materials Withdrawn	1,518	1,020	32.8%	417
Volunteer Hours	297	339	-14.1%	291
Programs Offered	38	18	52.6%	42
Attendance	1,729	1,712	1.0%	2,252
Web Hits	40,163	48,764	-21.4%	340,126
Web Hits (page views)	348,953	394,218	-13.0%	40,904
Electronic Resources	22,649	13,098	42.2%	28,375
Catalog	4,394	6,682	-52.1%	4,569
Library 2.0	9,860	3,530	64.2%	3,808
New Patrons Registered	109	118	-8.3%	133
Media Lab (Individual sessions)	46	43	6.5%	72
E-tutorials (individual sessions)	16	11	31.3%	16
Media Lab Classes(Attendees)	2(8)	na	n/a	2(8)
Museum Passes Used	8	6	n/a	7
E-Media Total	2,180	2,148	1.5%	2,168
Freegal	243	349	-43.6%	287
Hoopla	230	138	40.0%	178
3M Cloud Library	212	175	17.5%	198
MyMediaMall	1286	1213	5.7%	1225
Zinio	209	273	-30.6%	280

Lake Forest Library FY 2018 Select Statistics

Library 2.0	July 2017	July 2016	Change	Last Month
Blog	536	1,658	-209.3%	1,217
Facebook Followers	1,129	949	15.9%	1,114
Facebook Reach	6,700		100.0%	
Facebook Impressions	1,751		100.0%	2,026
Instagram Followers	375		100.0%	363
Instagram Engagement	378			617
Twitter Followers	1,120	923	17.6%	1,114
Twitter Impressions	6,149			6,468
Google My Business (clicks)	1,014	986	2.8%	1,014
Google My Business (views)	4,162	6,740	-61.9%	4,271
Wikipedia	91	96	-5.5%	151
Total Social Media Followers	9,860	3,530	64.2%	3,808
Total Engagement Activity	16,083	1,082	93.3%	2,145

*Flooding closed Child 6/29-7/9

*Closed Sundays

Lake Forest Library 2017 Annual Report

Select Highlights

- Expanded adult, teen, and children's programming
- Created *With Love, From Your Library*, first local business partnership program
- Developed and delivered a series of technology classes
- Repurposed office into an adult program space
- Reorganized DVD collection, added blu-ray format, and enabled hold option on DVDs
- Significantly enhanced the adult book club collection with a private foundation grant
- Conducted community survey from which to develop a new strategic plan
- Collaborations with many community partners
- Named a 4 Star Library by *Library Journal*

FY17 Select Statistics

Patron visits	418,754
(123 visitors each hour the library open)	
West Station Book Drop Uses	14,622
DVD2GO Uses	3,054
Registered card holders	15,518
Circulation	376,144
(111 items checked out every hour open)	
Programs	414
Attendance at programs	18,744
Summer Reading Participants	1,507
E-tutorials	577
Media Lab Session	543
Tech Classes	21
Collection	232,920
New materials added	13,603

FY 17 Expenditures

Personnel (FTE 30)	\$2,446,398
Materials	524,186
Other operating	361,462
Building and capital	<u>174,507</u>
Total:	\$3,500,553

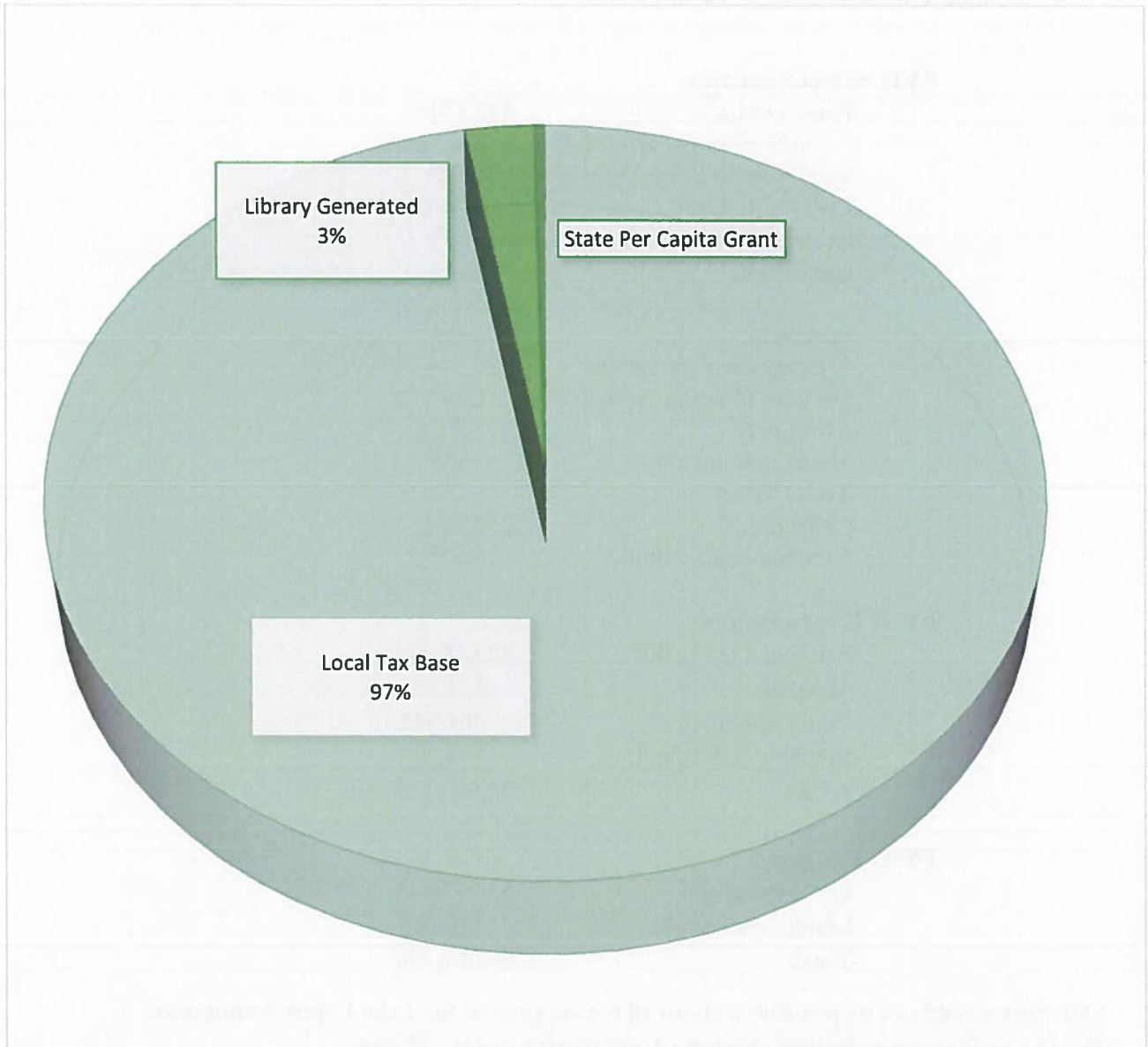
FY 17 Revenues

Local tax-based	\$3,947,633
Library generated	<u>114,703</u>
Total:	\$4,062,336

Our work would not be possible without all the support of the Lake Forest community. Thank you for your continued support of and passion for the library!

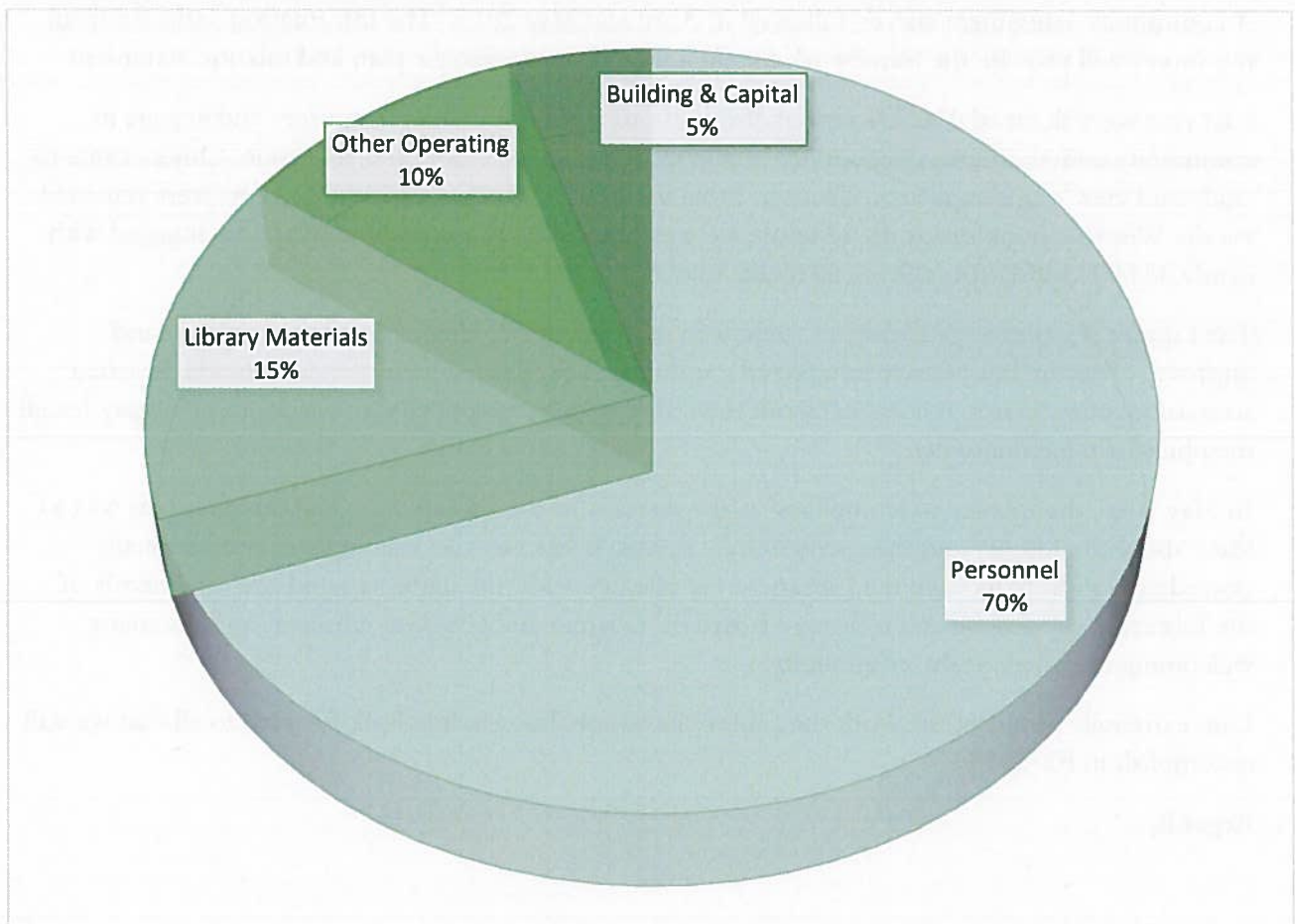
Fiscal Year 2017 Revenues

Local Tax Based	\$3,947,633
Library Generated	99,768
State Per Capita Grant	14,935
Total Revenues	\$4,062,336



Fiscal Year 2017 Expenditures

Personnel	\$2,446,398
Library Materials	524,186
Other Operating	361,462
Building and Capital	174,507
Total Expenditures	\$3,500,553



Letter from the Director

We renewed our focus on our patrons and our community in FY 2017. We evaluated and solicited feedback on our resources, services and programs. Using this initial information we began to set a course to identify future initiatives and deliver enhanced services and programming.

A community assessment survey followed in April and May 2017. The information gathered from the survey will provide the framework for the Library's new strategic plan and mission statement.

Last year we welcomed 418,754 visitors through our front door to use resources and engage in community conversations, collaborative activities, quiet work, study, and reflection. Others came to study and view our unique art collection. 3,054 used the DVD2Go and 14,622 items were returned via the Westside book drops. In addition, we welcomed 499,517 website visitors and engaged with nearly 38,000 visitors through social media outlets.

The Library is a concierge library, as such, we view each engagement as a chance to learn and improve. Over the last year we completed a number of projects, which viewed individually often seem of inconsequence, but overall work towards creating a responsive and welcoming library for all members of the community.

In May 2016, the Library welcomed me as the director of the Library. My goal this first year was to learn about the Library and the community it serves. It has been an exciting and professionally rewarding year to work with the Library's very talented staff, the dedicated and tireless Friends of the Library, a supportive and reflective Board of Trustees and City Government, and the many welcoming members of the community.

I am extremely proud of the work the Library has done this year and look forward to all that we will accomplish in FY 2018.

Regards,



Catherine A. Lemmer
Library Director

A Year in Review

Budget Matters

- Ended FY2017 on budget without accessing reserves.
- Prepared FY2018 budget within estimated revenue lines.
- Received per capita grant of \$14,935
- Awarded gift of \$94,600 from the Friends of Lake Forest Library for FY2018
- Received gifts of \$20,075 for FY2017
- Evaluated each ongoing service contract for cost saving opportunities.
- Exploring opportunities with the City of Lake Forest to increase investment income.
- Discontinued purchase of disposable cups for daily use in the staff room and purchased environmentally friendly re-usable coffee cups at a cost savings.
- Initiated relationship with Better World Books to resell library discards.
- Initiated a relationship with GameStop to purchase library videogame discards with proceeds applied to purchase of new materials.
- Currently investigating the out-sourcing of new material processing to bookseller vendor.
- Continue to upgrade lighting fixtures to more cost-effective LED options.

Programming

Hosted 414 programs for adults, teens, & children attended by 18,744 guests.

- Successfully implemented the Library's first local business partnership program, "*With Love, From Your Library*" campaign, with 16 local businesses.
- Increased community participation in the Library's One Community One Read program, *Lake Forest Reads: Ragdale*
- Encouraged staff to rethink teen programming efforts creating a focus on teen programs and the teen collection; one result was the Exam Escape during high school finals attended by over 200 students.
- Children's Library hosted over 20 book discussions for children K-6th grade.
- Children's Library outreach to local pre-schools reached over 1,000 children.
- Promoting concept of library-wide programming options rather than individual unit programs to cross-market and bring more patrons to the Library.
- 1,507 readers participated in Summer Reading programs.
- Successfully developed and delivered a series of technology classes taught by Library staff.
- Served as an on-site location for a LifeSource blood drive.
- Broad experimentation with adult programming to define Library's role in the community.
- Continued experimentation with program types and event times in the children's room resulted in increased attendance and new programs.
- Evaluating the Library's participation in non-library programs to ensure purposeful participation; meaning the programs advance the Library's mission and standing in the community; and restructuring how the Library participates where appropriate.

- Collaborated with Lake Forest College, Ragdale, Lake Forest Book Store, CROYA, The Senior Center (Dickinson Hall), Lake Forest Lake Bluff Historical Society, City of Lake Forest-Parks & Recreation, Lake Forest High School, Woodlands Academy, Lake Forest Academy, and Deerpath Art League to deliver a variety of programs.
- Continue efforts to identify other community partners.

Marketing

- Re-focused the Library's quarterly newsletter to serve as a marketing piece for Library services and upcoming programs; created the perforated calendar page for adult and youth programs.
- Developed a monthly e-newsletter to highlight a particular service or resource and upcoming events.
- Creation of marketing materials with a branding focus and consistent recognition of outside funding support.

Services

Librarians answered 88,413 reference questions!

- Developed and using "How are we doing?" card and program evaluation form which encourage patrons to make program and service suggestions. The director responds to all comments.
- Repurposed office into a much-needed adult program space.
- Added recycling bins throughout library.
- Added a stand-alone touch screen online catalog access point on the second floor.
- Scattered chairs for seating in the adult non-fiction area.
- Adopted the use of CardStar app to enable patrons to use smartphone or other device to access Library materials and services (replaces physical library card).
- Added the ability to renew and place holds on DVDs and increased number of copies of popular titles in the DVD2GO.

Staff supported 543 Media Lab sessions; and 577 one-on-one e-tutorials.

Materials

- Added 13,603 new print and AV items to the collection
- Added Lynda.com to the Library's database collection.
- Significantly increased collection size with e-resource content via MyMediaMall (Overdrive), Cloud Library, Hoopla, Freegal, and RBDigital (Zinio)
- Evaluated all periodicals and databases to assess use and using this data added new titles and discontinued others.
- Introduced 117 LaunchPads to the children's library; which circulated 1,727 times.

- Alphabetized feature films, labeled series and foreign films, and created rotating suggestion lists to help patrons explore DVD options.
- Created an enhanced “book club” collection and relocated it to a high traffic location (see note regarding Dick Family Foundation reception below).

24,408 book, video, magazine, and music titles downloaded or streamed.

Special Projects

- New carpet installed in Children’s Library.
- Researched, identified, and retained strategic planning and community survey consultant. The community survey designed and started gathering data on April 17.
- Researched, identified, interviewed, and selected a web design firm to create a new responsive website and logo for the library that provides calendar and other features. The goal is to release a new website in 4th quarter of 2017.

Funding Partners

- Used outside funds for specific identified projects or programs and reported the specifics to the funders.
- Amended the gift policy to assist both the Library and donors with respect to gifts, grants, and corporate sponsorships.

Conclusion

Upon reflection, 2017 was a year of significant change as the Library began to shift to a more purposeful and program oriented Library. In doing so, we held true to our vision of an open and welcoming Library.

We know we still have a lot of work to do with respect to refining our offerings, identifying the right partners, and getting our message out. The results of the community survey will help us these challenges, just as the new website will help with getting the message out.

Donor List FY 2017

\$1000 or more

The Friends of Lake Forest Library	\$94,600 (restricted; funded in FY2018)
The Buchanan Family Foundation	\$15,000 (unrestricted)
The Dick Family Foundation	\$2,000 (unrestricted)
The Reed Family Foundation (Peter S. Reed)	\$1,000 (unrestricted)
The Reed Family Foundation (L. Keith Reed)	\$500 (unrestricted)
The Reed Family Foundation (Helen S. Reed)	\$1,000 (unrestricted)

Less than \$1000

Mary Anne Fowler	\$100 (adult books)
Theodore & Kaye Grabbe (Memory of William Hughes)	\$100 (adult books)
Theodore & Kaye Grabbe (Memory of William Loving)	\$100 (adult books)
Mary F. Grumhaus and David D. Grumhaus Fund	\$200 (unrestricted)
Philip and Patricia Hartung	\$30 (unrestricted)
Andrew Olson	\$45 (children's books)

Art Gifts in Kind

Alan and Caron Lacy *Lake Forest Day*, Franklin McMahon

Inaugural Lego Gifts

Elizabeth Behring
Suzanne Dennis
Brian Martin
Harriet and Jim Perrin
Lynne Pleau
Dane Rohrer
Tina Ventura

Local Authors

Art Kleck	<i>What You See is What You Hit</i> (2 copies)
Mark Litzsinger	<i>Out of the Shadows: A Journey of Recovery from Depression</i> (2 copies)
Patrick McCaskey	<i>Pilgrimage</i>
Mark Raffles	<i>Change in Course</i>
René Romero Schuler	<i>René Romero Schuler</i> (2 copies)

Lake Forest Library Output Measures

	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	State Average	2017
Year												
Circulation per capita	20.30	21.00	20.30	24.30	24.10	25.10	24.00	23.30	21.20	19.80	9.78	19.40
Program attendance per capita	0.70	0.70	0.41	0.50	0.60	0.60	0.70	0.70	0.80	0.80	0.50	0.96
Reference transaction per capita	4.70	4.70	4.30	4.50	4.80	4.90	4.60	4.70	4.70	4.60	1.20	4.56
Registrations: % of population	70.0%	71.0%	72.0%	76.0%	81.0%	84.0%	78.0%	80.0%	80.0%	80.0%	39.6%	80.0%
Turnover rate	3.00	3.00	3.40	3.40	3.20	3.50	3.20	3.00	2.80	2.60	1.12	1.84
Library visits per capita	25.00	26.00	22.00	27.00	26.60	26.50	26.00	24.00	23.00	22.70	5.48	21.60

State Average is from 2016 due to timing

2009: Children's Library closed 4.5 months

2017: Children's Library closed 1 week

2017: includes e-resources for first time

Lake Forest Library 2017 Annual Statistics	FY 2017	FY 2016
Circulation: Adult	218,763	203,914
Circulation: Children's & Teens	157,382	155,375
e-Media	24,408	24,272
Total	367,144	383,561
AV% of circulation (includes DVD2GO)	82,222 (22%)	94,779 (24%)
DVD2GO	3,054	3,518
West Book Box	14,622	16,011
Patron Visits	418,754	440,357
Interlibrary Loan		
To: Lake Forest	6226	6103
From: Lake Forest	14,131	10,791
Reference/Reader's Advisory	88,413	89,163
Materials Added	13,603	12,519
Materials Withdrawn	13,941	12,442
Volunteer Hours	675	824
Programs Offered	414	322
Attendance	18,744	15,400
Web Hits	4,760,828	4,796,734
Web Hits (page views)	499,517	541,182
Electronic Resources	298,280	305,548
Catalog	57,886	63,352
Library 2.0	50,453	3,740
New Patrons Registered	1,188	1,241
Media Lab (Individual sessions)	543	538
E-tutorials (individual sessions)	577	
Media Lab Classes	21	
Museum Passes Used	38	47
E-Media Total	24,331	24,232
Freegal	3,100	4,422
Hoopla	1,846	147
3M Cloud Library	2,639	2,599
MyMediaMall	13,440	13,016
Zinio (RB Digital)	3,306	4,048

Mission Statement

There are two options for the Board to consider. In preparing the options, the Library staff reviewed the community survey and discussed the following:

Purpose: Consider why we exist, what inspires us to do what we do

Short concepts to focus on:

- The What: learning, knowledge, expand horizons, transform/build our community
- The How: inspire, encourage, advance, promote, foster
- The Grand Why: better community, better world

Last, we identified concrete examples of how to carry out the Library's mission.

Option One:

Lake Forest Library inspires lifelong learning, encourages the exploration and exchange of ideas, and fosters community.

Option One:

Lake Forest Library inspires lifelong learning, promotes the exploration and free and respectful exchange of ideas, and fosters community.

[Note the options can also be modified to read as follows:

Lake Forest Library: inspiring lifelong learning, encouraging the exploration and exchange of ideas, and fostering community.

Lake Forest Library: inspiring lifelong learning, promoting the exploration and free and respectful exchange of ideas, and fostering community.]

Concrete examples

-inspire lifelong learning by providing access to knowledge through cutting-edge databases and current and extensive print collections

-encourage the exploration and exchange of ideas through library programs in culture, arts, technology, book discussions

-foster community through partner programs with Lake Forest businesses, Lake Forest College, Ragdale Foundation, Dickinson Hall,

During the spring of 2017, Lake Forest Library conducted a community needs assessment to solicit community feedback and evaluate trends regarding current and future use of the library. The needs assessment process included a community survey, series of focus groups with library stakeholders, and conversations with library administration and the Board of Trustees. Following analysis of this community feedback, the following overarching goals emerged for the library's work going forward:

1. Enhance the user experience
2. Ensure accessibility for all Lake Forest residents
3. Improve library space
4. Raise the visibility of the library and its work in the Lake Forest community

In addition to these goals, the community feedback reflected that the Library is a valued asset that plays a vital role in the Lake Forest community, a community that identified family, education, philanthropy, and tradition as its cornerstones.

The four goals are set out with corresponding objectives that are responsive to the themes in the feedback received and conversations held during the community needs assessment process. In identifying the objectives, the Library focused on fiscally responsible actions that are both aspirational and achievable.

The goals together with the identified objectives provide the Library with a strategic direction for the period September 2017 – September 2019. This two-year time line provides the Library a fast approaching opportunity to measure its progress and realign objectives as needed.

ENHANCE THE USER EXPERIENCE.

In today's world, people are increasingly able to individualize their experiences based on interest, need, and convenience. In delivering services, resources, and programs, the Library seeks to respond to patron expectations of personalized service.

- A. Determine optimal hours of operation.
 - a. Experiment with expanded and/or alternative hours on weeknights and weekends.
 - b. Evaluate usage and related costs to determine ongoing feasibility of expanded and/or alternative hours.
- B. Enhance functionality of library website.
 - a. Retain web design firm to design and deliver a website that is current, mobile responsive, easy to navigate, easy to maintain, and provides user analytics.
 - b. Implement program/event calendar with online registration, waitlist, and other functionality.
 - c. Analyze user analytics to assess continued relevance of web content.
- C. Develop additional options and topics for adult, teen, and children's programming.
 - a. Offer programs that encourage reflection and discussion of current issues.
 - b. Offer additional STEAM programs for children.
 - c. Expand teen programming options.
 - d. Develop and offer programs tailored to special needs individuals.
 - e. Continue experimentation of offering programs at a variety of days and times.
- D. Update library use policies.
 - a. Review and update Collection Development Policy to ensure collection adequately addresses needs and interests of all Library users.

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- b. Evaluate current library policies that impact on how users experience the Library.
- c. Amend those Library policies that unnecessarily limit or adversely impact on how users experience the Library.
- E. Evaluate service desk and program staff development needs to meet increased service standards.
 - a. Offer staff development opportunities.
 - b. Identify staff training needs and develop responsive training.
 - c. Develop staff orientation checklist and orientation materials that reinforce service level standards.
- F. Explore options for automation.
 - a. Evaluate options for implementing self-check and RFID.
 - b. Investigate options for credit/debit card payments for printing, photocopying, and payment of fines.

ENSURE ACCESSIBILITY FOR ALL USERS

The Library increasingly plays a vital role in providing access to technologies that make important learning resources available outside the Library's physical space. In doing so, the Library seeks to ensure all ages have access to and understand emerging technology and digital learning opportunities. In addition, the Library wants to ensure that its print resources are fully accessible.

- A. Provide in-depth online resource training for all public services team members.
- B. Launch outreach campaign promoting electronic resources available through the library.
- C. Provide online and print user-friendly instructional materials and in-person instructional opportunities.
 - a. Create and staff drop-in highly visible desks with drop-in and by-appointment options
 - b. Develop traveling librarian to teach at locations other than the Library (e.g., senior center).
- D. Expand homebound outreach efforts.
 - a. Identify and market to relevant patron groups.
- E. Evaluate location and classifications of adult fiction collection and update signage to improve access.
- F. Assess functionality of audiovisual shelving and display units and replace as needed.

IMPROVE LIBRARY SPACE TO ENSURE ACCESSIBILITY AND DESIRED FUNCTIONALITY

A 21st century institution that serves individuals of all ages and interests, the Library wants to improve its spaces to respond to changing needs while respecting its historic building and role in the community.

- A. Improve accessibility and usability of exterior and interior space to improve quality of library visits.
 - a. Retain a consultant to evaluate capital infrastructure and prepare a capital assessment plan
 - b. Prepare timeline and budget estimates to address capital infrastructure needs, including ADA compliance actions.
 - c. Complete the crosswalk improvements.
 - d. Evaluate options for alleviating parking challenges.
- B. Redesign interior spaces that reflect differing user needs for social and collaborative activities with quiet work, study, and reflection.
 - a. Retain a consultant to assess current space and prepare building improvement plans.
 - b. Explore and assess need for a dedicated space for teens.
 - c. Explore and assess need for meeting space(s) that will accommodate small groups.
 - d. Explore and assess additional entrance points to the library.
 - e. Prepare timeline and budget estimates to provide the desired building improvements.
- C. Investigate public-private partnerships and sponsorships to support desired building improvements.

RAISE THE VISIBILITY OF THE LIBRARY AND ITS WORK IN THE LAKE FOREST COMMUNITY

The Library wants to develop a more robust marketing effort to ensure all members of the community are aware of its services, resources, programs and interest in collaborating.

- A. Enrich and expand marketing and communications activities.
 - a. Hire a part-time marketing coordinator.
 - b. Develop a sustainable print and e-marketing strategy.
 - c. Develop regular e-blasts targeted to niche interests.
 - d. Retain marketing firm to design new logo that reflects the past and future of the Library.
 - e. Increase library presence and engagement on social media.
 - f. Update all marketing materials to incorporate new logo and brand consistency
- B. Develop more robust relationships with local media, both print and e-outlets.
- C. Evaluate effectiveness of quarterly newsletter.
- D. Increase library presence in the community through participation in community events
 - a. Continue to participate in the Lake Forest Summer Saturday Markets.
 - b. Participate in the Lake Forest Day parade.
 - c. Research and identify other community events in which to participate.
- E. Purchase upright display banners with Library name and logo for use at outside events.
- F. Increase Library presence in the community through partnerships with community organizations to deliver programs and activities.
 - a. Continue Lake Forest Reads Ragdale (one community one read).
 - b. Investigate other partnerships with community businesses similar to "Love Your Library" and joint-sponsorship of programs and events.
 - c. Develop and provide supporting bibliographies for Lake Forest Historical Society, Dickinson Hall Senior Center, and other organizations.
- G. Explore and develop ideas to engage potential new users.



LAKE FOREST LIBRARY BOARD

OCTOBER 2017

Minutes • Agendas • Board Packets

**Finance Committee Meeting
Regular Monthly Board Meeting**

Lake Forest Library Board of Trustees
360 East Deerpath Road, Lake Forest, IL 60626
Finance Committee Meeting Minutes
6:30 p.m., October 10, 2017

1. CALL TO ORDER

Chairperson Travers called the meeting to order at 6:30 p.m.

2. ROLL CALL

Present Board Members: Carrie Travers, Chair, Todd Puch Board President; Ron Levitsky, Vice President, and Trustee Andrea Lemke. Guest: Trustee David Rose. Staff: Catherine Lemmer, Library Director.

3. SECRETARY PRO TEM

Ms. Lemmer agreed to serve as secretary for the meeting.

4. ADDITIONS TO THE AGENDA

There were no additions to the agenda.

5. APPROVAL OF THE AGENDA

Trustee Levitsky made a motion, seconded by Trustee Puch, to approve the agenda. Motion unanimously carried.

6. APPROVAL of MINUTES

Trustee Puch made a motion, seconded by Trustee Levitsky, to approve the minutes of the February 14, 2017 Finance Committee. Motion unanimously carried.

7. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD COMMITTEE

No request to address the Board.

8. OLD BUSINESS

There was no old business.

9. DISCUSSION AND APPROVAL OF THE 2017/FY2019 LEVY

Ms. Lemmer informed the Committee that the City of Lake Forest was recommending a levy that reflects a CPI of 2.1% plus growth of \$23,500. The committee engaged in a thorough review and significant discussion of the proposed 2017/FY2019 levy, including a preliminary budget based on the proposed levy, as presented by Ms. Lemmer. The Committee discussed how the 2.1% increase will impact the pending building capital projects, mural restoration, and strategic plan goals.

Trustee Rose suggested that perhaps a sub-committee would be a good solution to deal with the mural restoration project. The Committee agreed to bring this suggestion to the full board.

Ms. Lemmer also reported that the FY2017 audit is just about completed and that the Library was reflecting about \$450,000 of revenues over expenses. This was due to the

deferral of budgeted capital expenditures, some cost savings, and unexpected impact fees and investment income returns. Plans for 2018 include review of staff structure and position descriptions.

Trustee Levitsky made a motion, seconded by Trustee Puch, to approve the proposed 2017/FY2019 levy, subject to the final growth numbers from the City of Lake Forest, and to bring the levy to the full board at the October 10, 2017 board meeting. Motion unanimously carried with a roll call vote.

10. ADJOURNMENT

There being no further business, Trustee Lemke made a motion, seconded by Trustee Puch, to adjourn at 7:24 p.m. Motion was unanimously carried.



Catherine A. Lemmer, Secretary Pro Tem

Minutes approved by the Finance Committee on November 14, 2017.

**LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045
October 10, 2017
6:30 pm, Reed Room**

Finance Meeting Board Packet

1. October 10 , 2017 Agenda

LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045
Tuesday, October 10, 2017
6:30 p.m., Reed Room – Main Floor

Finance Committee Meeting Agenda

1. Call Finance Committee Meeting to Order
2. Appointment of a Secretary Pro Tem
3. Roll Call
4. Additions to the Agenda
5. For action: Approval of the Agenda
6. Opportunity for the Public to Address the Board Committee
7. For action: Approval of the February 14, 2017 Finance Committee Meeting Minutes
8. For action: Discussion and approval of the FY 2019 levy.
9. New Business
10. Old Business
11. Adjournment

Next Board Meeting: November 14, 2017

Next Finance Committee Meeting: November 14, 2017

Individuals with disabilities who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meetings or the facilities are requested to contact the Library Director at 847.810.4602 promptly to allow the Library to make reasonable accommodations.

Lake Forest Library Board of Trustees
360 E Deerpath Road, Lake Forest, IL 60045
Regular Meeting Minutes
7:30 p.m. October 10, 2017

1. CALL TO ORDER

The meeting was called to order at 7:30 p.m.

2. ROLL CALL

Present Board members: Germaine Arnson, Wendy Darling, Secretary, Elizabeth Grob, Andrea Lemke, Ron Levitsky, Vice President, Todd Puch, President, David Rose, and Carrie Travers, Treasurer.

Absent: Beth Parsons.

Staff: Library Director Catherine Lemmer and Administrative Assistant Judy Grasmick.

Guest: Arthur H. Miller

3. ADDITIONS TO THE AGENDA

Discussion and approval of the September 2017 Financial Report and discussion, review, and acceptance of a gift from the Edmund J. Valonis Family Trust.

4. APPROVAL OF THE AGENDA

Trustee Arnson made a motion, seconded by Trustee Darling, to approve the agenda as amended. Motion unanimously carried.

5. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD, and
CORRESPONDENCE

No request to address the Board. A written summary of public correspondence received in September and October was distributed.

6. APPROVAL OF MINUTES

Trustee Levitsky made a motion, seconded by Trustee Rose, to approve the following meeting minutes. Motion unanimously carried.

September 12, 2017 Regular Board Meeting

7. LIBRARY DIRECTOR REPORT

Ms. Lemmer reported increased attendance in August and September. Trustee Levitsky asked if August programs would continue in 2018. Ms. Lemmer replied that since they were successful, they would continue.

August statistics were distributed and discussed.

8. MONTHLY FINANCIAL REPORT

The Board discussed the August and September 2017 financial reports. Ms. Lemmer stated that we are starting Sunday hours, which is reflected in the increases in the salary line. The additional open hour on Friday is covered with staffing shifts, so there is no increased personnel cost. The insurance company approved the estimate for the replacement squirrel sculpture. Terry Dowd will do the work. Trustee Travers asked about adding links to LibriVox (free public domain audiobooks) and Project Gutenberg (free eBooks) to our website. Trustee Travers also asked about adding JSTOR (a database providing access to more than 10 million academic journal articles, books, and primary sources in 75 disciplines) to our collection. Ms. Lemmer will investigate.

Trustee Lemke made a motion, seconded by Trustee Grob, to approve the August and September 2017 financial reports. Motion unanimously carried with a roll call vote.

9. DISCUSSION AND APPROVAL OF EXTERIOR AND INTERIOR BUILDING RENOVATION AND RESTORATION (INCLUDES PRESENTATION BY ART MILLER)

Exterior renovations, including the dome, and mural restoration were discussed. Further investigation of the murals revealed more damage. The small panel over the reading room entrance is a fresco, painted directly onto the plaster, and paint is flaking and falling off. The panel will have to be stabilized in place. The other three small panels are dirty, but are not exhibiting signs of damage. The eight larger panels are on canvas that can be removed, protected, and reinstalled. Two of the large panels need more immediate attention than the rest. Fine Art Restoration estimates \$100,000 per larger panel for restoration. Required scaffolding and removal of wooden trim to reinstall the murals would be additional costs. The dome is leaking and estimates have been received. The brick and limestone dome foundation repair is a priority. That work, plus a tarp to cover the dome to keep out water, should eliminate or reduce further water damage.

Art Miller, emeritus (since 2013) archivist and librarian for special collections, Lake Forest College, was introduced. A two-page summary of the library's significance and its creators was distributed. Mr. Miller spoke of the backgrounds of the library's creators: architect Edwin Hill Clark, mural painter Nikolai Remisoff, library board president Alfred Ernest Hamill, and co-donors Mrs. Stanley Helen May Shedd (Reed) Keith and Laura Abbie Shedd Schweppe. Their combined influences led to a very classical style building, with many exquisite, bespoke details. The library is among the top examples of its type. The monetary value of the murals is difficult to assess because there are no comparables. Mr. Miller suggested that reviewing a copy of the Lake Forest Train Station Historic Structure Report, which was used to secure renovation grants, might be useful. He believes the library is a more important building than the train station. Mr. Miller stated that the intellectual content of the murals is also important. Expanding the library's reach into the community could reveal possibilities for fresco painters to repaint the murals. He suggested reaching out to Crab Tree Farm and the Lake Forest Preservation Foundation. Mr. Miller left the meeting at 8:25 p.m.

Trustee Puch asked how the board should move forward with the renovation/restoration needs of the building. Ms. Lemmer suggested looking at the situation holistically and considering all options, including a new building. The library could put out a request for proposal for an architect specializing in libraries of our style and type. Dome support, consisting of brick/limestone repair and installation of a tarp cover, is necessary. The dome repair is specialized and we have not yet found additional bidders. If no others can be found, the contract should be considered for approval at the November meeting. There was discussion of the difference between the library's necessary physical needs and its intellectual/philosophical needs (such as the murals). Trustee Puch stated that trustees are stewards of the building as well as the library's intellectual/educational needs. The pros and cons of stabilizing the small mural were discussed. Further information about possible solutions will be sought and prior mural restoration proposals will be revisited. A capital assessment plan could be a second step, or rolled into the RFP for architectural plan assistance. Historic adaptability should be an important consideration in the process.

Trustee Levitsky moved to accept the proposal from Holton Brothers, Inc. to repair and restore the dome's brick and limestone support for an amount not to exceed \$94,000.00. Trustee Rose seconded. Motion unanimously carried with a roll call vote.

Trustee Levitsky moved to accept the proposal from Renaissance Roofing, Inc. to cover the dome with a protective tarp for an amount not to exceed \$7,500.00. Trustee Travers seconded. Motion unanimously carried with a roll call vote.

There was discussion on whether or not to form a mural subcommittee. It was decided that there was not enough work to justify formation of a subcommittee.

Reserves were discussed. Money can be pulled from reserve funds as needed to cover the dome and substructure costs. Current reserves are a bit higher than recommended, but our pending expenses are also higher, so the reserve amounts are fiscally responsible.

10. DISCUSSION AND APPROVAL OF THE DESTRUCTION OF AUDIO RECORDINGS OF EXECUTIVE SESSIONS UNDER 5 ICLS 120/2.06(c)

The audio recordings of closed Executive Sessions were discussed. Trustees agreed that written approved minutes accurately reflect the discussion and actions taken during the Executive Sessions. Those minutes are part of the records of the Board of Trustees, and are held with the other minutes of the Board's meetings. Given this, it is appropriate to move forward with the destruction of the audio recordings of the sessions as the 18-month holding period has passed.

Trustee Rose moved for the destruction of the audio recordings of the Executive Sessions held on March 14, 2016, March 3, 2016, March 2, 2016, February 11, 2016, and April 14, 2015. Trustee Grob seconded. Motion unanimously carried.

11. FRIENDS REPORT

The 42nd annual sale grossed \$108,000. Ms. Lemmer approached the Friends about next year's wish list. When upcoming capital expenses were mentioned, the Friends indicated that they were not interested in funding building repairs. Ms. Lemmer asked the board for their suggestions of other funding requests. Trustee Rose wondered if the Friends might be interested in funding the cost of a space consultant/architect. Trustee Puch suggested that board members could attend Friends meetings to get a better understanding of their take on library funding needs.

Ms. Lemmer suggested waiting until their January meeting when funding discussion begins for the next fiscal year. Trustee Puch will speak with Friends President, Cathy Keller, about library trustees attending Friends board meetings. If more than two trustees attend, the library will post a notice of quorum.

12. FINANCE COMMITTEE REPORT

The committee voted to recommend a levy of 2.1%, plus estimated growth (to be provided by the City prior to the November meeting). The finance committee discussed whether or not to exceed the CPI and decided to follow the City and stay with the CPI. The library received \$26,000 in impact fees.

Trustee Levitsky moved to accept the Finance Committee's levy recommendation. Trustee Arnson seconded. Motion unanimously carried with a roll call vote.

13. OLD BUSINESS

- a. Insurance coverage options were discussed.

Trustee Levitsky moved to increase both the Directors and Officers Liability and the Employment Practices Liability coverage to \$2,000,000 for an additional annual cost of \$819. Trustee Travers seconded. Trustees Arnson, Darling, Grob, Lemke, Levitsky, Puch, and Travers voted yea. Trustee Rose voted nay. Motion carried.

- b. The board discussed the approved mission statement and ways to condense it for a short-form version. Trustee Arnson suggested using the nouns, instead of the verbs, in a shortened version. The board agreed.

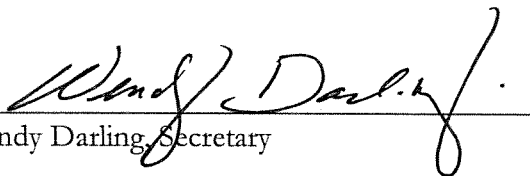
14. NEW BUSINESS

President Puch reported that the Library had received notice of a substantial gift from the Edmund J. Valonis Family Trust U/A dated 04/14/1989. Ms. Lemmer reported that she had confirmed with Elizabeth Holleb, Finance Director for the City of Lake Forest, that the Library as a municipal unit was not permitted to hold some of securities that are part of the gift. She also confirmed that the Approval of Accounts and Distribution, Release, and Refunding Agreement was a standard type of agreement. Trustee Rose asked how long the refunding agreement was valid. Ms. Lemmer responded that she would ask Northern Trust. Upon further discussion and review, Trustee Levitsky made a motion, seconded by Trustee Rose, to accept the gift, direct The Northern Trust Company as Trustee to sell the securities, and authorize Ms. Lemmer to complete the necessary paperwork on behalf of the Library. Motion carried unanimously with a roll call vote.

15. ADJOURNMENT

Trustee Travers made a motion, seconded by Trustee Arnson, to adjourn the meeting at 9:49 p.m. Motion unanimously carried.

Upcoming meetings: **Finance Committee** – November 14, 2017 at 6:30 pm
Regular Board – November 14, 2017 at 7:30 p.m.



Wendy Darling, Secretary

Minutes approved by the Board on November 14, 2017.

LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045
October 10, 2017
7:30 pm, Reed Room

Regular Monthly Meeting Board Packet

2. October 10 , 2017 Agenda
3. September 12, 2017 Meeting Minutes
4. August 2017 Financial Report
5. August 2017 Select Statistics
6. FY18 Illinois Per Capita Grant

LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045
October 10, 2017
7:30 p.m. Reed Room – Main Floor

Regular Monthly Meeting Agenda

1. Call Regular Meeting to Order
2. Board of Trustees Roll Call
3. Additions to the Agenda
4. For action: Approval of the Agenda
5. Opportunity for the Public to Address the Board and Correspondence
6. For action: Approval of the September 12, 2017 General Meeting Minutes
7. Library Director Report
8. For action: Discussion and approval of the August 2017 Financial Report
9. For action: Discussion and approval of exterior and interior building renovation and restoration (includes presentation by Art Miller)
10. For action: Discussion and approval of the destruction of audio recordings of Executive Sessions under 5 ICLS 120/2.06(c)
11. Friends Report
12. Finance Committee Report
 - a. For action: Discussion and approval of FY2019 levy
13. Old Business
 - a. For action: Discussion and approval of insurance coverage
 - b. For action: Discussion and approval of mission statement
14. New Business
15. Adjournment

Next Board Meeting: November 14, 2017

Next Finance Committee Meeting: November 14, 2017

Individuals with disabilities who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meetings or the facilities are requested to contact the Library Director at 847.810.4602 promptly to allow the Library to make reasonable accommodations.

Lake Forest Library Board of Trustees
360 E Deerpath Road, Lake Forest, IL 60045
Regular Meeting Minutes
7:30 p.m. September 12, 2017

1. CALL TO ORDER

The meeting was called to order at 7:30 p.m.

2. ROLL CALL

Present Board members: Germaine Arnson, Elizabeth Grob, Andrea Lemke, Ron Levitsky, Vice President, Beth Parsons, Todd Puch, President, and David Rose.

Absent: Wendy Darling and Carrie Travers.

Staff: Library Director Catherine Lemmer and Administrative Assistant Judy Grasmick.

Guests: Sarah Keister Armstrong & Associates, LLC

Due to the absence of Trustee Darling, Trustee Parsons volunteered to serve as Secretary Pro Tem.

3. ADDITIONS TO THE AGENDA

No additions to the agenda.

4. APPROVAL OF THE AGENDA

Trustee Arnson made a motion, seconded by Trustee Grob, to approve the agenda. Motion unanimously carried.

5. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD, and
CORRESPONDENCE

No request to address the Board. A written summary of public correspondence received in July and August was distributed.

6. APPROVAL OF MINUTES

Trustee Parson made a motion, seconded by Trustee Rose, to approve the following meeting minutes. Motion unanimously carried.

- a. July 11, 2017 Regular Board Meeting

7. MONTHLY FINANCIAL REPORT

The July 2017 financial report was discussed. Trustee Rose asked about Building Maintenance being over budget. Ms. Lemmer stated that flood expenses and some contracts paid early in the year account for the current numbers, but expects us to be on budget by yearend.

Trustee Grob made a motion, seconded by Trustee Lemke, to approve the July 2017 financial report. Motion unanimously carried with a roll call vote.

8. LIBRARY DIRECTOR REPORT

- a. Ms. Lemmer reported high attendance at the August 21 Eclipse Viewing Party and that Library attendance was up 20% over August 2016. 27 attended the tween craft program; 117 attended *Big & Messy*; 156 attended the science program; and 77 attended the bridge building program. Ms. Lemmer is working with the Children's Library to expand STEAM offerings; including investigating a *Girls Who Code* program.

July statistics were distributed.

The Lake Forest Library 2017 Annual Report was distributed. Trustee Arnson asked if patrons would know what was meant by “concierge library” in the Letter from the Director section of the report. Ms. Lemmer agreed that that phrase could be revised.

Proposals from Renaissance Roofing, Inc. and Holton Brothers, Inc. for dome restoration and masonry work were distributed. Articles on the dome repair from January and August of 1984 were distributed.

- b. Reaching Across Illinois Library System (RAILS): No report.
- c. Cooperative Computer Services (CCS): Planning for the Polaris migration continues.

9. FRIENDS REPORT

Sale preparations are under way. Entry cards for Thursday are available for distribution. Professional movers were used this time and seemed to work better for both the Library and the Friends. The dome project will also be discussed after the sale.

10. DISCUSSION AND APPROVAL OF THE 2017-2019 STRATEGIC PLAN

Sarah Keister Armstrong spoke about the strategic plan. The results of the community survey and focus groups led to the formation of four broad goals.

Enhance the user experience

Ensure accessibility for all

Improve library space

Raise the visibility of the library and its work in the community

Trustee Rose asked about the revised version of survey comments that had been discussed at a prior meeting. That version has been created and will be distributed. Trustees praised the plan. There was discussion about the 2-year timeline and how to track and update the plan as goals are accomplished. Treating the plan as a living document, with at least quarterly updates, will chart progress as well as allow amendments or changes as it is worked through. Trustee Puch suggested involving the board with staff and Ms. Lemmer to move through the plan. Such engagement would guard against letting the plan age and would lead to a more dynamic document.

Trustee Levitsky moved to approve the Lake Forest Library Strategic Plan, 2017-2019. Trustee Parsons seconded. Motion unanimously carried.

11. DISCUSSION AND APPROVAL OF THE MISSION STATEMENT

Ms. Armstrong discussed the proposed mission statement options. Trustees reviewed and discussed the proposed options. The option chosen reads:

Lake Forest Library: inspiring lifelong learning, promoting the free and respectful exchange of ideas, and fostering community.

Trustee Levitsky moved to approve the mission statement. Trustee Lemke seconded. Motion unanimously carried. Ms. Armstrong said that she has worked with many boards and praised this board for their deep engagement. She left the meeting at 8:23 p.m.

12. OLD BUSINESS

Last month Trustee Travers inquired whether the library should consider increasing the current \$1,000,000 coverage limit on the Director's and Officer's Liability policy.

Ms. Lemmer checked with area libraries about their coverage and found that some libraries carry \$2,000,000 in coverage, but that most carry \$1,000,000. She will send a cost summary to the board for discussion at the October meeting.

13. NEW BUSINESS

- a. The dome restoration was discussed. The limestone and brick are deteriorating and the copper dome sheathing is pulling apart. Because of this, another mural is being damaged at an accelerated rate. Brickwork repair this fall would likely slow the damage. Rick Strilky Fine Art Restoration was contacted about mural restoration. Mr. Strilky suggested removing the murals and applying a protective backing material to prevent further damage. Stabilization could be done in the meantime. We are waiting for a proposal with pricing. Ms. Lemmer suggested meeting with the City about dome options and possible replacement. Trustee Puch asked if meeting with Art Miller could also assist in finding out more about what might be required. Ms. Lemmer will contact Mr. Miller to see if he can advise on both the dome and the murals. The Friends could also be approached about funding some of these expenses. Ms. Lemmer suggested a future conversation with the City about possible funding increases. In addition, reaching out to current donors for suggestions on how to fund these projects may be useful. Ms. Lemmer will send levy detail documents to the board for the October meeting.

14. ADJOURNMENT

Trustee Levitsky made a motion, seconded by Trustee Parsons, to adjourn the meeting at 9:00 p.m. Motion unanimously carried.

Upcoming meetings: **Regular Board** – October 10, 2017 at 7:30 p.m.

Beth Parsons, Secretary Pro Tem

Minutes approved by the Board on October 10, 2017.

Lake Forest Library
Year-to-Date Monthly Financial Report
August 2017

FY18

REVENUES	Current Month Actual	Year to Date Actual	Year to Date Budget	Annual Budget	Over/(Under) Variance	% of Annual Budget
Funds on Hand 5/1	\$1,698,747	\$1,698,747		\$1,698,747		
Tax Based (Levy, SSN, IMRF)	\$275	\$2,235,373	\$1,326,846	\$3,980,539	\$908,527	56.16%
Non Tax Based	\$7,285	\$30,549	\$20,167	\$60,500	\$10,382	50.49%
Gifts	\$0	\$1,140	\$3,333	\$10,000	(\$2,193)	11.40%
TOTAL REVENUES	\$7,560	\$2,267,062	\$1,350,346	\$4,051,039	\$916,716	55.96%
TOTAL FUNDS ON HAND	\$1,706,307	\$3,965,809	\$1,350,346	\$5,749,786	\$916,716	
EXPENDITURES						
Salaries & Wages	\$66,600	\$536,957	\$639,804	\$1,848,323	(\$102,847)	29.05%
Fringes	\$65,150	\$201,591	\$268,557	\$775,830	(\$66,965)	25.98%
Materials (print, AV, online)	\$136,307	\$194,773	\$193,333	\$580,000	\$1,440	33.58%
O.O.E.*	\$23,488	\$54,977	\$160,629	\$481,886	(\$105,652)	11.41%
Building Maintenance	\$34,586	\$60,835	\$61,667	\$185,000	(\$832)	32.88%
Sub Total	\$326,132	\$1,049,134	\$1,323,989	\$3,871,039	(\$274,856)	27.10%
Capital	\$722	\$9,133	\$60,000	\$180,000	(\$50,867)	5.07%
TOTAL	\$326,854	\$1,058,267	\$1,383,989	\$4,051,039	(\$325,723)	26.12%
BALANCE	\$1,379,453	\$2,907,542	(\$33,643)	\$1,698,747	\$1,242,438	
RESERVES						
Capital Improvements	\$500,000					
Technology Improvements	\$300,000					
Capital Equipment	\$300,000					
	\$1,100,000					

*Reflects Friends of Lake Forest Library FY2018 award of \$79,100.

**Lake Forest Library
August FY2018
Financial Notes**

Revenues:

Funds on Hand: \$1,698,747

Tax Based: \$2,235,373; payments received in June and September.

Non-Tax Based: \$30,549 non-tax revenues: 56% of FY budget (Library generated income from fines, fees, and investment income.) Investment income was \$17,317 against an annual budget of \$12,000. Fine income is down about 10% over last year.

Gifts: \$1,140; 11% of FY budget.

Expenditures:

Salaries, Fringes: \$536,957 for salaries: 29% of FY budget. \$201,591 for fringes: 26% of FY budget.

Books, AV and Electronic Services: \$194,773: 34% of FY budget. Annual database subscriptions paid and major e-purchases.

Other Operating Expenditures: \$54,977: reflects the allocation of the Friends FY2018 payment into program and special project accounts.

Building Maintenance: \$60,835: 31% of FY budget. Flood expenses.

Capital: \$9,133; 5% of FY budget.

Reserves: \$2,798,747 from City's monthly account balance sheet; to be confirmed by the FY2017 audit. Operating cash reserve currently at \$1,698,747 (41% of operating expenditures) plus a capital equipment reserve (\$300,000), a capital improvement reserve (\$500,000), and a technology reserve (\$300,000). The capital equipment and technology reserves were each increased by \$100,000 as part of the approved FY2017 budget.

In previous years, our increase in revenues was a percent or two higher than our increase in expenditures because of growth in Lake Forest. Now growth has slowed to well under 1% and the EAV (equalized assessed value) has declined for a number of years. We continue to see our revenues increase at under 2% per year, while our expenditure increase is about 3% per year, with the increase in personnel costs, especially for medical and IMRF. It was in anticipation of little or no growth that we built our reserves. We anticipate future capital improvement costs for ADA compliance.

Year to Date 2017: 26% of budget expenses; 56% budget revenues

**Lake Forest Library
FY 2018 Select Statistics**

August 2017 Statistics	FY 2017	FY 2016	Change	Last Month
Circulation: Adult	17,515	18,696	-6.7%	15,058
Circulation: Children's	11,559	12,869	-11.3%	10,716
e-Media	2,211	2,207	0.2%	2,180
Total	31,285	33,772	-7.9%	27,954
AV% of circulation (includes DVD2GO)	6,924 (22%)	7,527 (23%)	-22.0%	6,555 (23%)
DVD2GO	202	197	2.5%	228
West Book Box	1,283	1,531	-19.3%	1,339
Patron Visits	42,145	37,468	11.1%	34,900
Interlibrary Loan				
To: Lake Forest	638	522	18.2%	556
From: Lake Forest	1,433	1,103	23.0%	1,313
Reference/Reader's Advisory	7,211	7,341	-1.8%	7,451
Materials Added	984	1,300	-32.1%	3,049
Materials Withdrawn	2,401	2,221	7.5%	1,518
Volunteer Hours	18	0	100.0%	297
Programs Offered	20	2	90.0%	38
Attendance	1,348	93	93.1%	1,729
Web Hits (page views)	45,766	40,361	11.8%	40,163
Web Hits (page hits)	380,013	432,625	-13.8%	348,953
Electronic Resources (vendor reporting issues)	18,000	13,206	26.6%	22,649
Catalog	4,106	4,736	-15.3%	4,394
Library 2.0	9,065	3,569	60.6%	9,860
New Patrons Registered	154	131	14.9%	109
Media Lab (Individual sessions)	46	37	19.6%	46
E-tutorials (individual sessions)	15	11	26.7%	16
Media Lab Classes(Attendees)	0	0	n/a	2(8)
Museum Passes Used	5	5	0.0%	8
E-Media Total	2,281	2,207	3.2%	2,180
Freegal	179	249	-39.1%	243
Hoopla	208	146	29.8%	230
3M Cloud Library	216	245	-13.4%	212
MyMediaMall	1264	1257	0.6%	1286
Zinio	344	310	9.9%	209

**Lake Forest Library
FY 2018 Select Statistics**

Library 2.0	August 2017	August 2016	Change	Last Month
Blog	1,178	1,658	-40.7%	536
Facebook Followers	1,145	966	15.6%	1,129
Facebook Reach	5,222		100.0%	6,700
Facebook Engagement	3,825		100.0%	1,751
Instagram Followers	387		100.0%	375
Instagram Engagement	472		100.0%	378
Twitter Followers	1,133	945	16.6%	1,120
Twitter Impressions	13,800			6,149
Google My Business (clicks)	1,215	986	18.8%	1,014
Google My Business (views)	3,429	6,690	-95.1%	4,162
Wikipedia	225	101	55.1%	91
Total Social Media Followers	9,065	3,569	60.6%	9,860
Total Engagement Activity	24,759	1,087	95.6%	16,083

Illinois Public Library Per Capita and Equalization Grants

FY2018 Requirements

There are five requirements. The Library is already working on addressing these. Trustees will address this information at the November and/or December meeting.

1. Annual Report — The library must have a current Illinois Public Library Annual Report (IPLAR) on file with the Illinois State Library.
Status: Completed and filed June 29, 2017.
2. Standards Chapter Review — Library staff will review and report on progress in meeting Chapter 12, "Safety," of "Serving Our Public 3.0: Standards for Illinois Public Libraries, 2014." (see attached chapter)
Status: The Library is preparing a comprehensive emergency preparedness and safety manual and implementing training. The Library is reviewing and will come into compliance with all items on the checklist.
3. Trustees — To review chapters 1-5 of the *Trustee Facts File*, 4th edition.
Status: Attached is a copy of the required reading for your review and discussion at the November and/or December 2017 meeting. To be discussed at the November and/or December 2017 meeting.
4. Continuing Education — Staff and trustees will complete at least one free online education opportunity focusing on safety in the library.
Status: The Library is identifying free online training opportunities for Trustees and will distribute links. To be discussed at the November and/or December 2017 meeting.
5. Outreach Library — Staff and trustees will familiarize themselves with services provided by the Illinois State Library Literacy program available on the State Library's website at: <http://www.cyberdriveillinois.com/departments/library/literacy/home.html>.
Status: The Library is scheduling time for Library staff to review this information. Trustees members are asked to review the material for discussion at the November and/or December 2017 meeting.



LAKE FOREST LIBRARY BOARD

NOVEMBER 2017

Minutes • Agendas • Board Packets

**Finance Committee Meeting
Regular Monthly Board Meeting**

Lake Forest Library Board of Trustees
360 East Deerpath Road, Lake Forest, IL 60626
Finance Committee Meeting Minutes
6:30 p.m., November 14, 2017

1. Call to Order
Chairperson Travers called the meeting to order at 6:30 p.m.
2. Roll Call
Present Board Members: Carrie Travers, Chair, Todd Puch Board President; Ron Levitsky, Vice President, and Trustee Andrea Lemke. Guest: Trustee David Rose. Staff: Catherine Lemmer, Library Director.
3. Secretary Pro Tem
Ms. Lemmer agreed to serve as secretary for the meeting.
4. Additions to the Agenda
There were no additions to the agenda.
5. Approval of the Agenda
Trustee Puch made a motion, seconded by Trustee Levitsky, to approve the agenda. Motion unanimously carried.
6. Opportunity for the Public to Address the Board Committee
There was no request to address the Board Committee.
7. Approval of the Minutes
Trustee Lemke made a motion, seconded by Trustee Puch, to approve the minutes of the October 10, Finance Committee. Motion unanimously carried.
8. Ms. Lemmer informed the Committee that the City's Administrative Service Fee would increase by 2.5% in FY2019 and explained the services provided under the arrangement. Ms. Lemmer reported that legal services were not included and was asked to ascertain if the City of Lake Forest had Victor Filippini on retainer.
9. Discussion and Approval of the FY2017 Audit
Chair Travers introduced the audit, noted that Baker Tilly had issued an unqualified opinion, and noted some highlights. Ms. Lemmer reported that the auditor had found no discrepancies or required any changes of the Library's year-end unaudited financials. Each committee member received a copy of the Baker Tilly audit prior to the meeting. After review and discussion, Trustee Levitsky made a motion, seconded by Trustee Puch, to accept the FY2017 audit as prepared by Baker Tilly and to recommend that the full Board do the same. The motion carried unanimously with a roll call vote.
10. Discussion and Approval of Transfer of FY2017 Surplus to the Reserve Fund
Ms. Lemmer reported that FY2017 audited financials reflected a surplus. The surplus was due in part to salary management, use of less overtime due to a less harsh winter, and

deferral of capital improvements. She explained the City of Lake Forest maintains a 35% cash-on-hand fund and that with the surplus the Library had a 41% cash-on-hand fund. Ms. Lemmer presented information on how various transfer amounts would impact the cash-on-hand fund. After a lengthy discussion, Trustee Lemke made a motion, seconded by Trustee Puch, to recommend to the full Board to transfer \$350,000 to the capital improvements reserve. The motion carried unanimously with a roll call vote.

11. Discussion and Approval of the FY2019/2017 levy

Ms. Lemmer reported that at the November 13, 2017 City Council's Finance Committee Meeting, the committee had decided to address the police and fire pension deficit by increasing the levy over the 2.1% CPI, but not over 5%. Since the Library Board approved the 2.1% CPI levy at the October 12, 2017 meeting there was no action needed on this agenda item.

12. Discussion and Approval of Actions with Respect to the Edmund J. Valonis Family Trust Gift

Ms. Lemmer noted that the Valonis Gift had been added to the agenda at the start of the October 12, 2017 Board meeting. Under the Open Meetings Act, an item added at the start of the meeting may be discussed but no action may be taken. Therefore, the Committee needed to reaffirm its decision to accept the gift and any actions taken with respect to the gift. The Committee discussed the gift and decided it was best to wait until the funds became available to determine where to allocate the funds. After discussion, Trustee Levitsky made a motion, seconded by Trustee Puch, that the Committee recommend to the full Board to accept the Edmund J. Valonis Family Trust Gift, direct Northern Trust as the trustee to liquidate the securities, and authorize the Library Director to take all actions necessary to accept the gift. The motion carried unanimously with a roll call vote.

13. New Business

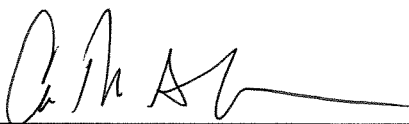
There was no new business.

14. Old Business.

There was no old business.

15. Adjournment

There being no further business, Trustee Lemke made a motion, seconded by Trustee Levitsky, to adjourn at 6:52 p.m. Motion was unanimously carried.



Catherine A. Lemmer, Secretary Pro Tem

Minutes approved by the Finance Committee on January 9, 2018.

LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045
November 14, 2017
7:00 pm, Reed Room

Finance Committee Meeting Board Packet

1. November 14, 2017 Agenda
2. October 10, 2017 Meeting Minutes
3. City of Lake Forest Administrative Charge
4. FY17 Audit Report
5. Reserve Fund Report
6. 2017/FY19 Levy
7. Edmund J. Valonis Family Trust

LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045
Tuesday, November 14, 2017
6:30 p.m., Reed Room – Main Floor

Finance Committee Meeting Agenda

1. Call Finance Committee Meeting to Order
2. Appointment of a Secretary Pro Tem
3. Roll Call
4. Additions to the Agenda
5. For action: Approval of the Agenda
6. Opportunity for the Public to Address the Board Committee
7. For action: Approval of the October 10, 2017 Finance Committee Meeting Minutes
8. Report on the City of Lake Forest Administrative Charge
9. For action: Discussion and approval of approval of the FY2017 audit
10. For action: Discussion and approval to transfer FY2017 surplus to reserve fund
11. For action: Discussion and approval of the FY2019/2017 levy
12. For action: Discussion and approval of actions with respect to Edmund J. Valonis Family Trust gift
13. New Business
14. Old Business
15. Adjournment

Next Board Meeting: December 12, 2017

Individuals with disabilities who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meetings or the facilities are requested to contact the Library Director at 847.810.4602 promptly to allow the Library to make reasonable accommodations.

Lake Forest Library Board of Trustees
360 East Deerpath Road, Lake Forest, IL 60626
Finance Committee Meeting Minutes
6:30 p.m., October 10, 2017

1. CALL TO ORDER

Chairperson Travers called the meeting to order at 6:30 p.m.

2. ROLL CALL

Present Board Members: Carrie Travers, Chair, Todd Puch Board President; Ron Levitsky, Vice President, and Trustee Andrea Lemke. Guest: Trustee David Rose. Staff: Catherine Lemmer, Library Director.

3. SECRETARY PRO TEM

Ms. Lemmer agreed to serve as secretary for the meeting.

4. ADDITIONS TO THE AGENDA

There were no additions to the agenda.

5. APPROVAL OF THE AGENDA

Trustee Levitsky made a motion, seconded by Trustee Puch, to approve the agenda. Motion unanimously carried.

6. APPROVAL of MINUTES

Trustee Puch made a motion, seconded by Trustee Levitsky, to approve the minutes of the February 14, 2017 Finance Committee. Motion unanimously carried.

7. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD COMMITTEE

No request to address the Board.

8. OLD BUSINESS

There was no old business.

9. DISCUSSION AND APPROVAL OF THE 2017/FY2019 LEVY

Ms. Lemmer informed the Committee that the City of Lake Forest was recommending a levy that reflects a CPI of 2.1% plus growth of \$23,500. The committee engaged in a thorough review and significant discussion of the proposed 2017/FY2019 levy, including a preliminary budget based on the proposed levy, as presented by Ms. Lemmer. The Committee discussed how the 2.1% increase will impact the pending building capital projects, mural restoration, and strategic plan goals.

Trustee Rose suggested that perhaps a sub-committee would be a good solution to deal with the mural restoration project. The Committee agreed to bring this suggestion to the full board.

Ms. Lemmer also reported that the FY2017 audit is just about completed and that the Library was reflecting about \$450,000 of revenues over expenses. This was due to the deferral of budgeted

capital expenditures, some cost savings, and unexpected impact fees and investment income returns. Plans for 2018 include review of staff structure and position descriptions.

Trustee Levitsky made a motion, seconded by Trustee Puch, to approve the proposed 2017/FY2019 levy, subject to the final growth numbers from the City of Lake Forest, and to bring the levy to the full board at the October 10, 2017 board meeting.

Motion unanimously carried with a roll call vote.

10. ADJOURNMENT

There being no further business, Trustee Lemke made a motion, seconded by Trustee Puch, to adjourn at 7:24 p.m. Motion was unanimously carried.

Catherine A. Lemmer, Secretary Pro Tem

Minutes approved by the Finance Committee on November 14, 2017.

City of Lake Forest Administrative Service Charge

The Library asked for clarification regarding the Administrative Service Charge after the City Finance Director informed the Library that any services provided by the attorney used by the city would be billed back to the Library.

The Administrative Service Charge covers accounting, budget, and audit coordination. The City also provides HR support and manages payroll and benefits. The reference to HTE refers to the City’s financial accounting system; which the Library uses as well. In FY2017, the IT line was reduced to 1.5% because the Library purchased its own phone system.

An outside consultant and the city established the administrative service charge in 2004. An updated analysis was done in 2014. The fees are set for each unit of government and then an allocation percentage applied. The Library’s allocation percentage is 30%.

The chart shows the FY2016 and FY2017 calculations for the Administrative Service Charge. The FY2017 reflects a 2.5% cost of living salary adjustment. In FY2018, the charges were again increased by a 2.5% cost of living salary adjustment, bringing the Library’s Administrative Service Charge to \$23,344.

The City has informed the Library that the Administrative Service Charge will again increase by 2.5% for FY2019, or \$23,927.

Library Administrative Charge-FY16

Category	Gross	Allocated	FY17	Allocation Basis
Building Use	23,338	0		FA depreciation-Library bldg 100% Decision not to allocate
General Fund/NonDept	0			
City Council	0			
City Manager	16,972	16,972	17,566	Admin Support; Interoffice mail Allocated 1% of City Mgt costs
Finance	41,305	41,305	42,751	Accounting, Budget, Audit Coord. Allocated 2% of Finance costs
Information Technology	20,095	20,095	15,599	HTE, Telephone Allocated 2% of IT costs (1.5% beg FY17-no phone now)
Building Maintenance	0			
Human Resources	0			Benefits Admin via Finance (P/R)
PW Administration	0			
	101,710	78,372	75,915	
Allocation Percentage	30%	30%	30%	City General Fund covering 70%
Admin Service Charge	30,513	23,512	22,775	

Agenda Item 9

FY2017 Audit

Baker Tilly of Oakbrook, Illinois performed the Library's FY2017 Audit. The audit is coordinated by City personnel with input from Library management. The auditor issued an unqualified opinion.

There were no discrepancies between the Library's unaudited year-end report to the Board in June 2017 and the audit.

The audit reflected a budget surplus of approximately \$477,500. The surplus is due in part to:

Expenditure Savings	Budget	Actual	Difference	% of Budget
Salary (not including benefits)	\$2,060,284	\$1,778,891	\$281,393	86%
Other Operating Expenses	\$434,700	\$361,462	\$73,238	83%
Building Maintenance	\$181,000	\$121,572	\$59,428	67%
Capital Improvements	\$225,000	\$52,934	\$172,066	24%

Salary savings are due in part to less use of overtime (better weather) and elimination of one full time position. Operating and building maintenance lines were favorably impacted by better weather and careful spending. Capital improvements were delayed due to the dome and mural issues.

At the start of FY2018, the Library has a fund balance of \$2,298,746 as follows:

Capital Improvement Reserve: \$ 500,000
Technology Improvements: \$ 300,000
Capital Equipment: \$ 300,000
Funds on Hand: \$1,698,746

Action: Approve and accept the FY2017 audit as prepared by Baker Tilly and recommend to the full board that the Board take the same action.

Transfers to Reserve Funds

At the start of FY2018, the Library has a fund balance of \$2,298,746 as follows:

Capital Improvement Reserve:	\$ 500,000
Technology Improvements:	\$ 300,000
Capital Equipment:	\$ 300,000
Funds on Hand:	\$1,698,746

The Funds on Hand provides the Library with an unassigned (un-restricted) cash account of \$1,698,746. This reflects a non-restricted operating reserve of about 41% at the start of FY2018.

The City of Lake Forest maintains an unassigned fund balance reserve of 35% of non-pass through operating revenues, plus the sick/vacation liability. See attached for other reserve policies.

Moving some surplus to the restricted reserve funds maintains the funds for upcoming expenditures and is a prudent move. This chart reflects the changes to the reserve based on various transfers:

Current Unrestricted Reserve	Potential Transfer	Unrestricted Reserve	FY2019 Budget	Reserve %
\$1,698,746	\$450,000	\$1,248,746	\$4,140,315	30.16%
\$1,698,746	\$425,000	\$1,273,746	\$4,140,315	30.76%
\$1,698,746	\$400,000	\$1,298,746	\$4,140,315	31.37%
\$1,698,746	\$350,000	\$1,348,746	\$4,140,315	32.58%
\$1,698,746	\$300,000	\$1,398,746	\$4,140,315	33.78%
\$1,698,746	\$250,000	\$1,448,746	\$4,140,315	34.99%
\$1,698,746	\$200,000	\$1,498,746	\$4,140,315	36.20%
\$1,698,746	\$0	\$1,698,746	\$4,140,315	41.03%

Other factors:

- FY2018 budgeted \$80,000 for capital equipment and \$100,000 for capital improvements. The Holton Brothers and Renaissance Roofing (tarping the dome) bills will come to close to this amount.
- FY2019 budget anticipates lower than usual capital improvement lines at \$75,000 for capital equipment and \$75,000 for capital improvement. In past years, these amounts have been higher in order to move funds into the identified reserves at yearend in anticipation of building reserves for future expenses.
- At the end of FY2016, \$100,000 was added to each of the technology reserve and the capital equipment reserve.
- The Edmund J. Valonis Family Trust gift will be coming later this year as well and will be approximately \$140,000. This gift can go into the unassigned cash account or one of the restricted funds.

Action: Recommend to the full board the transfer of \$_____ to the capital improvement fund.

FY2019/2017 Levy

At the October 12, 2017 Board meeting, the Board approved a FY2019/2017 levy reflecting a 2.1% CPI increase and growth as follows:

Library levy	\$ 3,645,796
Library – sites	\$ 403,026
New Growth	\$ 22,991
Total:	\$4,071,813

However, there is a potential 2-year property tax freeze being considered in Springfield. The bill passed out of the House Revenue Committee last week, and will likely be considered by the full House today (November 8). The veto session ends November 9, so we should know for sure by Friday.

The City of Lake Forest Finance Committee will have a detailed discussion of the tax levy at their budget workshop Monday, November 13, at which point we should have a good idea of the direction the City will go. If the City decides to push above the CPI the Board may wish to reconsider its decision.

The growth number has changed since the Board approved this item. This item was added to the agenda in the event action needed to be taken.

Edmund J. Valonis Family Trust

The Board accepted the gift from the Edmund J. Valonis Family Trust at the October 12, 2017. The Library has been in contact with the Trustee. The Trustee will liquidate the assets once it has received instructions from the five beneficiaries.

The discussion and actions with respect to the Edmund J. Valonis Family Trust were added to the agenda at the meeting. The Open Meetings Act provides that items added to the agenda at the meeting may be discussed but not voted on. In addition, the Board will need to identify the fund into which the proceeds from the gift will be deposited.

Action:

The Committee should recommend to the full board that it:

- accept the gift from the Edmund J. Valonis Family Trust;
- direct Northern Trust as the trustee to liquidate the securities;
- authorize the Library Director to take all actions necessary to accept the gift; and
- identify the fund into which that the proceeds from the gift are to be deposited.

Lake Forest Library Board of Trustees
360 E Deerpath Road, Lake Forest, IL 60045
Regular Meeting Minutes
7:30 p.m. November 14, 2017

1. CALL TO ORDER

The meeting was called to order at 7:30 p.m.

2. ROLL CALL

Present Board members: Germaine Arnson, Wendy Darling, Secretary, Elizabeth Grob, Andrea Lemke, Ron Levitsky, Vice President, Beth Parsons, Todd Puch, President, David Rose, and Carrie Travers, Treasurer.

Absent: None.

Staff: Library Director Catherine Lemmer and Administrative Assistant Judy Grasmick.

3. ADDITIONS TO THE AGENDA

No additions to the agenda.

4. APPROVAL OF THE AGENDA

Trustee Arnson made a motion, seconded by Trustee Rose, to approve the agenda. Motion unanimously carried.

5. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD, and
CORRESPONDENCE

No request to address the Board. A written summary of public correspondence received in October was distributed.

6. APPROVAL OF MINUTES

The following changes were made to the minutes:

Show Trustee Carrie Travers, Treasurer as Present.

Change the last sentence on page 2 from "Historic adaptability, not restoration or preservation, should be the consideration in the process." to "Historic adaptability should be an important consideration in the process."

Trustee Levitsky made a motion, seconded by Trustee Lemke, to approve the following meeting minutes as amended. Motion unanimously carried.

October 10, 2017 Regular Board Meeting

7. LIBRARY DIRECTOR REPORT

September statistics were part of the board packet and October statistics were distributed at the meeting. Attendance is on the rise, but there has not been a corresponding increase in circulation. Ms. Lemmer stated that Lake Forest residents are buying books for their own needs. Adult Services has added a roving collection on a book cart. The cart will be available during storytimes and other children's programs for parents and caregivers to browse. Adult Services has also started a new service for local book clubs. They will place holds and borrow books through ILL for the clubs. Trustee Rose asked if new materials are getting in front of patrons. He mentioned that he had trouble locating two new music CDs. Ms. Lemmer will investigate. Trustee Darling mentioned the YA area and its limited collection space. Her daughter had been unable to find titles she wanted. Ms. Lemmer asked if Trustee Darling's daughter would be willing to talk about her experience and what services she would like to see the library provide.

Trustee Darling indicated that she thought her daughter would be interested. Ms. Lemmer stated that we would also monitor wait lists and make sure to order more copies of popular titles.

Candidate selection for the Adult Services Librarian position is moving forward.

A grandparent with grandchildren at Sheridan School is championing our Special Storytime program. The program is open to all children, but geared to children who have trouble sitting through storytime.

Trustee Arnson asked for an update on the website project. Ms. Lemmer stated that the second prototype was received and that she is pleased with the logo development. A functioning prototype is expected soon.

Trustee Darling inquired about the stolen squirrel sculpture and wondered if adding a security camera in that area made sense. Ms. Lemmer replied that we could look into that and might also consider relocating the sculpture to the interior of the building.

An article on the biography of Nicolai Remisoff from University of Southern California was distributed. The biography is part of a collection called the Nicolas Remisoff papers. Trustee Puch suggested reaching out to USC to inquire about access to copies from the collection.

8. MONTHLY FINANCIAL REPORT

The Board discussed the September and October 2017 financial reports. Ms. Lemmer stated that the library's finances are good. Some line items have been affected by gifts from the Friends that were not included in the budget line at the beginning of the year. Sunday staffing will be reduced when no programs are scheduled.

Trustee Parsons made a motion, seconded by Trustee Travers, to approve the September 2017 financial report. Motion unanimously carried with a roll call vote.

Trustee Levitsky made a motion, seconded by Trustee Travers, to approve the October 2017 financial report. Motion unanimously carried with a roll call vote.

9. REPORT ON THE CITY OF LAKE FOREST ADMINISTRATIVE SERVICE CHARGE

Ms. Lemmer reported on the City's Administrative Service Charge for the library. The service charge covers accounting, budget, and audit coordination in addition to HR support and management of payroll and benefits. Fees are set for each unit of government and then an allocation percentage is applied. The library's allocation is 30%. There is a 2.5% cost of living salary adjustment each year. The library would not be able to buy similar services in a competitive marketplace. Ms. Lemmer suggested looking into whether the library could have access to the City's electronic document management system.

10. REPORT OF THE FINANCE COMMITTEE

a. Discussion and Approval of the FY2017 Audit (ACTION)

There were no discrepancies between the Library's unaudited year-end report to the Board in June 2017 and the audit. The audit reflected a budget surplus of approximately \$477,500. The committee recommends approval and acceptance of the audit. Trustee Levitsky moved to approve and accept the FY2017 audit. Trustee Grob seconded. Motion unanimously carried.

- b. Discussion and Approval of Transfer of FY2017 Surplus to Reserve Fund (ACTION)
Trustee Rose asked about accessibility of reserve funds considering the unknown final costs for dome and mural repair and restoration. Ms. Lemmer replied that our reserves are in line with suggested reserve limits and that funds can be pulled in exigent circumstances. The committee recommends the transfer of funds. Trustee Travers moved to transfer \$350,000 to the capital improvements reserve fund. Trustee Levitsky seconded. Motion unanimously carried by a roll call vote.
- c. Discussion and Approval of the FY2019 Levy
Ms. Lemmer attended the City of Lake Forest Finance Committee meeting last night. The City committee voted to increase their levy to cover fire/police pensions. They will be levying just over 4% for a dedicated area—the police and fire pension shortfall. Ms. Lemmer recommends remaining at the 2.1% FY2019 levy approved at the October Board meeting. The finance committee recommends no change in the previously approved the 2017/FY2019 levy.
- d. Discussion and Approval of Actions with Respect to the Edmund J. Valonis Family Trust Gift (ACTION)
The Board accepted the gift from the Edmund J. Valonis Family Trust at the October 12, 2017 regular meeting. The discussion and actions regarding the gift were added to the agenda at that meeting. The Open Meetings Act provides that items added to the agenda at the meeting may be discussed, but not voted on. The committee recommends choosing a deposit fund at the time the gift is received. Trustee Levitsky moved to accept the gift from the Edmund J. Valonis Family Trust; to direct Northern Trust as the trustee to liquidate the securities; and to authorize the Library Director to take all actions necessary to accept the gift. Trustee Travers seconded. Motion unanimously carried by a roll call vote.

11. REPORT ON THE FY2018 PER CAPITA GRANT REQUIREMENTS

There are five requirements, three of which require action by each individual Trustee. The work should be completed by December 31, 2017 to enable submission of the grant by the January 2018 deadline. Trustee requirements are:

1. Review chapters 1-5 of the *Trustee Facts File*, 4th edition
2. Staff and Trustees will need to complete at least one free online education opportunity focusing on safety in the library. The library has identified two one-hour online training options. Viewing either one will satisfy the requirement.
Keeping Patrons Safe: Our Responsibilities During High Risk Situations
<https://www.railslibraries.info/ce/archive/111281>
The Challenging Patron Workshop: Safety, Security, and Service at the Moment of Truth
<https://www.railslibraries.info/ce/archive/114033>
3. Staff and Trustees will familiarize themselves with services provided by the Illinois State Library Literacy program at:
<http://www.cyberdriveillinois.com/departments/library/literacy/home.html>

These three requirements will be discussed further at the December 2017 meeting.

12. FRIENDS REPORT

The Friends' Board would like to take action on the Library wish list at their January 20, 2018 meeting. The Library provided the Friends with an update on programming efforts and upcoming capital expenses at the October 2017 meeting. The Friends' Board decided to hold off

making the next quarterly transfer to their investments funds, pending review of the Library wish list.

13. DISCUSSION AND APPROVAL OF RECOMMENDATION BY COMPUTER VIEW, INC. TO UPGRADE EQUIPMENT (ACTION)

The recommendation from Computer View, Inc. to upgrade the Library's chassis switch and server consolidation switch was discussed. The aging equipment is no longer repairable and software support is reserved for major security breaches. The Polaris conversion is also a consideration—a stable environment is needed. Trustee Levitsky moved to approve the recommended chassis switch and server consolidation switch upgrades for a total of \$29,249.00. Trustee Grob seconded. Motion unanimously carried with a roll call vote.

14. DISCUSSION AND APPROVAL OF REQUEST FOR PROPOSAL/QUALIFICATIONS FOR ARCHITECTURAL SERVICES (ACTION)

The Request for Architectural Qualifications was discussed. Walker Johnson of Johnson, Lasky, Kindelin Architects visited on November 10. Ms. Lemmer had conversations with architects and the City about recommended repairs. Winter weather could present additional challenges. Ms. Lemmer suggested waiting until spring to complete the brick/masonry work. She has a call scheduled with John Holton tomorrow morning to gather more information before making a decision to move forward with the approved interior brick/masonry work. Ms. Lemmer will report back to trustees with the results of the phone call. The current library newsletter addresses the dome and mural issues.

There was discussion of what services to request in the proposal. A feasibility study may be the best course of action. A historical structure report is not really needed and could misdirect the focus from what the library needs. A feasibility study would address capital assessments while looking at library usage and what we wish to accomplish. Options would be laid out year-by-year with each step building on the next. Assessing what a library will need to be in the future would also be part of the process. Trustee Puch suggested settling on a plan, because repeated gathering of new information keeps the plan in flux. Trustee Travers asked about the damage and current state of the dome. Ms. Lemmer stated that it is leaking and repairs/restoration will need to be addressed in the spring. Trustee Rose moved to proceed with a Request for Qualifications for Architectural Services. Trustee Travers seconded. Motion unanimously carried.

15. OLD BUSINESS

None.

16. NEW BUSINESS

Trustee Levitsky inquired about holding a Board meeting in December. Ms. Lemmer replied that a meeting is needed to discuss the Per Capita Grant requirements. She requested that trustees inform her or Trustee Puch if they are unable to attend the December meeting.

A survey concerning the extended Friday hours is now up on our website.

17. ADJOURNMENT

Trustee Levitsky made a motion, seconded by Trustee Travers, to adjourn the meeting at 9:04 p.m. Motion unanimously carried.

Lake Forest Library Board of Trustees
Regular Meeting Minutes
November 14, 2017

Upcoming meetings: **Regular Board** – December 12, 2017 at 7:30 p.m.



Wendy Darling, Secretary

Minutes approved by the Board on December 12, 2017.

LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045
November 14, 2017
7:30 pm, Reed Room

Regular Monthly Meeting Board Packet

1. November 14, 2017 Agenda
2. October 2017 Public Comment
3. October 10, 2017 Meeting Minutes
4. September 2017 Financial Report
5. October 2017 Financial Report
6. September 2017 Select Statistics
7. City of Lake Forest Administrative Charge
8. FY17 Audit Report
9. Reserve Fund Report
10. 2017/FY19 Levy
11. FY18 Per Capita Grant
12. Friends Report
13. Computer View, Inc. upgrade recommendations

LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045
November 14, 2017
7:30 p.m. Reed Room – Main Floor
Regular Monthly Meeting Agenda

1. Call Regular Meeting to Order
2. Board of Trustees Roll Call
3. Additions to the Agenda
4. For action: Approval of the Agenda
5. Opportunity for the Public to Address the Board and Correspondence
6. For action: Approval of the October 10, 2017 General Meeting Minutes
7. Library Director Report
8. For action: Discussion and approval of the September and October 2017 Financial Reports
9. Report on the City of Lake Forest Administrative Service Charge
10. Report of the Finance Committee
 - a. For action: Discussion and approval of the FY2017 audit
 - b. For action: Discussion and approval of transfer of FY2017 surplus to reserve fund
 - c. For action: Discussion and approval of FY2019/2017 levy
 - d. For action: Discussion of and approval of actions with respect to the Edmund J. Valonis Family Trust gift
11. Report on the FY2018 Per Capita Grant requirements
12. Report of the Friends of Lake Forest Library
13. For action: Discussion and approval of recommendation by Computer View, Inc. to upgrade equipment
14. For action: Discussion and approval of request for proposal/qualifications for architectural services
15. Old Business
16. New Business
17. Adjournment

Next Board Meeting: December 12, 2017

Individuals with disabilities who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meetings or the facilities are requested to contact the Library Director at 847.810.4602 promptly to allow the Library to make reasonable accommodations.

Agenda Item 5

November Board Meeting – October Public Correspondence

Patron Comments/Suggestions: Comments are transcribed from the “How are we doing? Share your comments, suggestions, compliments, or complaints” cards in the foyer of the library. Comments also come via email and U.S. post. This not include program evaluation comments.

Comment/Suggestion cards (Patrons that provided contact information received a response.)

- Great Breakfast with books program

Lake Forest Library Board of Trustees
360 E Deerpath Road, Lake Forest, IL 60045
Regular Meeting Minutes
7:30 p.m. October 10, 2017

1. CALL TO ORDER

The meeting was called to order at 7:30 p.m.

2. ROLL CALL

Present Board members: Germaine Arnson, Wendy Darling, Secretary, Elizabeth Grob, Andrea Lemke, Ron Levitsky, Vice President, Todd Puch, President, and David Rose.

Absent: Beth Parsons.

Staff: Library Director Catherine Lemmer and Administrative Assistant Judy Grasmick.

Guest: Arthur H. Miller

3. ADDITIONS TO THE AGENDA

Discussion and approval of the September 2017 Financial Report and discussion, review, and acceptance of a gift from the Edmund J. Valonis Family Trust.

4. APPROVAL OF THE AGENDA

Trustee Arnson made a motion, seconded by Trustee Darling, to approve the agenda as amended. Motion unanimously carried.

5. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD, and
CORRESPONDENCE

No request to address the Board. A written summary of public correspondence received in September and October was distributed.

6. APPROVAL OF MINUTES

Trustee Levitsky made a motion, seconded by Trustee Rose, to approve the following meeting minutes. Motion unanimously carried.

September 12, 2017 Regular Board Meeting

7. LIBRARY DIRECTOR REPORT

Ms. Lemmer reported increased attendance in August and September. Trustee Levitsky asked if August programs would continue in 2018. Ms. Lemmer replied that since they were successful, they would continue.

August statistics were distributed and discussed.

8. MONTHLY FINANCIAL REPORT

The Board discussed the August and September 2017 financial reports. Ms. Lemmer stated that we are starting Sunday hours, which is reflected in the increases in the salary line. The additional open hour on Friday is covered with staffing shifts, so there is no increased personnel cost. The insurance company approved the estimate for the replacement squirrel sculpture. Terry Dowd will do the work. Trustee Travers asked about adding links to LibriVox (free public domain audiobooks) and Project Gutenberg (free eBooks) to our website. Trustee Travers also asked about adding JSTOR (a database providing access to more than 10 million academic journal articles, books, and primary sources in 75 disciplines) to our collection. Ms. Lemmer will investigate.

Trustee Lemke made a motion, seconded by Trustee Grob, to approve the August and September 2017 financial reports. Motion unanimously carried with a roll call vote.

9. DISCUSSION AND APPROVAL OF EXTERIOR AND INTERIOR BUILDING RENOVATION AND RESTORATION (INCLUDES PRESENTATION BY ART MILLER)

Exterior renovations, including the dome, and mural restoration were discussed. Further investigation of the murals revealed more damage. The small panel over the reading room entrance is a fresco, painted directly onto the plaster, and paint is flaking and falling off. The panel will have to be stabilized in place. The other three small panels are dirty, but are not exhibiting signs of damage. The eight larger panels are on canvas that can be removed, protected, and reinstalled. Two of the large panels need more immediate attention than the rest. Fine Art Restoration estimates \$100,000 per larger panel for restoration. Required scaffolding and removal of wooden trim to reinstall the murals would be additional costs. The dome is leaking and estimates have been received. The brick and limestone dome foundation repair is a priority. That work, plus a tarp to cover the dome to keep out water, should eliminate or reduce further water damage.

Art Miller, emeritus (since 2013) archivist and librarian for special collections, Lake Forest College, was introduced. A two-page summary of the library's significance and its creators was distributed. Mr. Miller spoke of the backgrounds of the library's creators: architect Edwin Hill Clark, mural painter Nikolai Remisoff, library board president Alfred Ernest Hamill, and co-donors Mrs. Stanley Helen May Shedd (Reed) Keith and Laura Abbie Shedd Schweppe. Their combined influences led to a very classical style building, with many exquisite, bespoke details. The library is among the top examples of its type. The monetary value of the murals is difficult to assess because there are no comparables. Mr. Miller suggested that reviewing a copy of the Lake Forest Train Station Historic Structure Report, which was used to secure renovation grants, might be useful. He believes the library is a more important building than the train station. Mr. Miller stated that the intellectual content of the murals is also important. Expanding the library's reach into the community could reveal possibilities for fresco painters to repaint the murals. He suggested reaching out to Crab Tree Farm and the Lake Forest Preservation Foundation. Mr. Miller left the meeting at 8:25 p.m.

Trustee Puch asked how the board should move forward with the renovation/restoration needs of the building. Ms. Lemmer suggested looking at the situation holistically and considering all options, including a new building. The library could put out a request for proposal for an architect specializing in libraries of our style and type. Dome support, consisting of brick/limestone repair and installation of a tarp cover, is necessary. The dome repair is specialized and we have not yet found additional bidders. If no others can be found, the contract should be considered for approval at the November meeting. There was discussion of the difference between the library's necessary physical needs and its intellectual/philosophical needs (such as the murals). Trustee Puch stated that trustees are stewards of the building as well as the library's intellectual/educational needs. The pros and cons of stabilizing the small mural were discussed. Further information about possible solutions will be sought and prior mural restoration proposals will be revisited. A capital assessment plan could be a second step, or rolled into the RFP for architectural plan assistance. Historic adaptability, not restoration or preservation, should be the consideration in the process.

Trustee Levitsky moved to accept the proposal from Holton Brothers, Inc. to repair and restore the dome's brick and limestone support for an amount not to exceed \$94,000.00. Trustee Rose seconded. Motion unanimously carried with a roll call vote.

Trustee Levitsky moved to accept the proposal from Renaissance Roofing, Inc. to cover the dome with a protective tarp for an amount not to exceed \$7,500.00. Trustee Travers seconded. Motion unanimously carried with a roll call vote.

There was discussion on whether or not to form a mural subcommittee. It was decided that there was not enough work to justify formation of a subcommittee.

Reserves were discussed. Money can be pulled from reserve funds as needed to cover the dome and substructure costs. Current reserves are a bit higher than recommended, but our pending expenses are also higher, so the reserve amounts are fiscally responsible.

10. DISCUSSION AND APPROVAL OF THE DESTRUCTION OF AUDIO RECORDINGS OF EXECUTIVE SESSIONS UNDER 5 ICLS 120/2.06(c)

The audio recordings of closed Executive Sessions were discussed. Trustees agreed that written approved minutes accurately reflect the discussion and actions taken during the Executive Sessions. Those minutes are part of the records of the Board of Trustees, and are held with the other minutes of the Board's meetings. Given this, it is appropriate to move forward with the destruction of the audio recordings of the sessions as the 18-month holding period has passed.

Trustee Rose moved for the destruction of the audio recordings of the Executive Sessions held on March 14, 2016, March 3, 2016, March 2, 2016, February 11, 2016, and April 14, 2015. Trustee Grob seconded. Motion unanimously carried.

11. FRIENDS REPORT

The 42nd annual sale grossed \$108,000. Ms. Lemmer approached the Friends about next year's wish list. When upcoming capital expenses were mentioned, the Friends indicated that they were not interested in funding building repairs. Ms. Lemmer asked the board for their suggestions of other funding requests. Trustee Rose wondered if the Friends might be interested in funding the cost of a space consultant/architect. Trustee Puch suggested that board members could attend Friends meetings to get a better understanding of their take on library funding needs.

Ms. Lemmer suggested waiting until their January meeting when funding discussion begins for the next fiscal year. Trustee Puch will speak with Friends President, Cathy Keller, about library trustees attending Friends board meetings. If more than two trustees attend, the library will post a notice of quorum.

12. FINANCE COMMITTEE REPORT

The committee voted to recommend a levy of 2.1%, plus estimated growth (to be provided by the City prior to the November meeting). The finance committee discussed whether or not to exceed the CPI and decided to follow the City and stay with the CPI. The library received \$26,000 in impact fees.

Trustee Levitsky moved to accept the Finance Committee's levy recommendation. Trustee Arnson seconded. Motion unanimously carried with a roll call vote.

13. OLD BUSINESS

- a. Insurance coverage options were discussed.

Trustee Levitsky moved to increase both the Directors and Officers Liability and the Employment Practices Liability coverage to \$2,000,000 for an additional annual cost of \$819. Trustee Travers seconded. Trustees Arnson, Darling, Grob, Lemke, Levitsky, Puch, and Travers voted yea. Trustee Rose voted nay. Motion carried.

- b. The board discussed the approved mission statement and ways to condense it for a short-form version. Trustee Arnson suggested using the nouns, instead of the verbs, in a shortened version. The board agreed.

14. NEW BUSINESS

President Puch reported that the Library had received notice of a substantial gift from the Edmund J. Valonis Family Trust U/A dated 04/14/1989. Ms. Lemmer reported that she had confirmed with Elizabeth Holleb, Finance Director for the City of Lake Forest, that the Library as a municipal unit was not permitted to hold some of securities that are part of the gift. She also confirmed that the Approval of Accounts and Distribution, Release, and Refunding Agreement was a standard type of agreement. Trustee Rose asked how long the refunding agreement was valid. Ms. Lemmer responded that she would ask Northern Trust. Upon further discussion and review, Trustee Levitsky made a motion, seconded by Trustee Rose, to accept the gift, direct The Northern Trust Company as Trustee to sell the securities, and authorize Ms. Lemmer to complete the necessary paperwork on behalf of the Library. Motion carried unanimously with a roll call vote.

15. ADJOURNMENT

Trustee Travers made a motion, seconded by Trustee Arnson, to adjourn the meeting at 9:49 p.m. Motion unanimously carried.

Upcoming meetings: **Finance Committee** – November 14, 2017 at 6:30 pm
Regular Board – November 14, 2017 at 7:30 p.m.

Wendy Darling, Secretary

Minutes approved by the Board on November 14, 2017.

Lake Forest Library
Year-to-Date Monthly Financial Report
September 2017

FY18

REVENUES	Current Month Actual	Year to Date Actual	Year to Date Budget	Annual Budget	Over/(Under) Variance	% of Annual Budget
Funds on Hand 5/1	\$1,698,747	\$1,698,747		\$1,698,747		
Tax Based (Levy, SSN, IMRF)	\$1,003,686	\$3,239,059	\$1,658,558	\$3,980,539	\$741,480	81.37%
Non Tax Based	\$26,963	\$57,512	\$25,208	\$60,500	\$32,304	95.06%
Gifts	\$0	\$1,140	\$4,167	\$10,000	(\$3,027)	11.40%
TOTAL REVENUES	\$1,030,649	\$3,297,711	\$1,687,933	\$4,051,039	\$1,609,778	81.40%
TOTAL FUNDS ON HAND	\$2,729,396	\$4,996,458	\$1,687,933	\$5,749,786	\$1,609,778	
EXPENDITURES						
Salaries & Wages	\$136,099	\$673,056	\$781,983	\$1,848,323	(\$108,927)	36.41%
Fringes	\$31,740	\$233,331	\$328,236	\$775,830	(\$94,905)	30.08%
Materials (print, AV, online)	\$25,629	\$220,402	\$241,667	\$580,000	(\$21,264)	38.00%
O.O.E.*	\$25,711	\$80,688	\$200,786	\$481,886	(\$120,098)	16.74%
Building Maintenance	\$8,306	\$69,141	\$77,083	\$185,000	(\$7,942)	37.37%
Sub Total	\$227,485	\$1,276,618	\$1,629,754	\$3,871,039	(\$353,136)	32.98%
Capital	\$4,340	\$13,473	\$75,000	\$180,000	(\$61,527)	7.49%
TOTAL	\$231,825	\$1,290,091	\$1,704,754	\$4,051,039	(\$414,663)	31.85%
BALANCE	\$2,497,571	\$3,706,367	(\$16,821)	\$1,698,747	\$2,024,441	
RESERVES						
Capital Improvements	\$500,000					
Technology Improvements	\$300,000					
Capital Equipment	\$300,000					
	\$1,100,000					

*Reflects Friends of Lake Forest Library FY2018 award of \$79,100.

**Lake Forest Library
September FY2018
Financial Notes**

Revenues:

Funds on Hand: \$1,698,747

Tax Based: \$3,239,059; payments received in June and September. 81% of FY budget.

Non-Tax Based: \$57,512 non-tax revenues: 95% of FY budget (Library generated income from fines, fees, and investment income.) Investment income was \$17,317 against an annual budget of \$12,000. Fine income is down about 10% over last year. Received \$26,953 impact fee against a \$8000 FY budget.

Gifts: \$1,140; 11% of FY budget.

Expenditures:

Salaries, Fringes: \$673,056 for salaries: 36% of FY budget. \$233,331 for fringes: 30% of FY budget.

Books, AV and Electronic Services: \$220,402: 38% of FY budget. Annual database subscriptions paid and major e-purchases.

Other Operating Expenditures: \$80,688: reflects the allocation of the Friends FY2018 payment into program and special project accounts.

Building Maintenance: \$69,141: 37% of FY budget. Flood expenses.

Capital: \$13,473; 8% of FY budget. Lighting upgrades and plumbing expenses.

Reserves: \$2,798,747 from City's monthly account balance sheet; to be confirmed by the FY2017 audit. Operating cash reserve currently at \$1,698,747 (41% of operating expenditures) plus a capital equipment reserve (\$300,000), a capital improvement reserve (\$500,000), and a technology reserve (\$300,000). The capital equipment and technology reserves were each increased by \$100,000 as part of the approved FY2017 budget.

In previous years, our increase in revenues was a percent or two higher than our increase in expenditures because of growth in Lake Forest. Now growth has slowed to well under 1% and the EAV (equalized assessed value) has declined for a number of years. We continue to see our revenues increase at under 2% per year, while our expenditure increase is about 3% per year, with the increase in personnel costs, especially for medical and IMRF. It was in anticipation of little or no growth that we built our reserves. We anticipate future capital improvement costs for ADA compliance.

Year to Date 2017: 33% of budget expenses; 82% budget revenues

Lake Forest Library
Year-to-Date Monthly Financial Report
October 2017

FY18

REVENUES	Current Month Actual	Year to Date Actual	Year to Date Budget	Annual Budget	Over/(Under) Variance	% of Annual Budget
Funds on Hand 5/1	\$1,698,747	\$1,698,747		\$1,698,747		
Tax Based (Levy, SSN, IMRF)	\$680,161	\$3,919,220	\$1,990,270	\$3,980,539	\$61,319	98.46%
Non Tax Based	\$10,638	\$68,150	\$30,250	\$60,500	\$37,900	112.65%
Gifts	\$2,080	\$3,220	\$5,000	\$10,000	(\$1,780)	32.20%
TOTAL REVENUES	\$692,879	\$3,990,590	\$2,025,520	\$4,051,039	\$1,965,070	98.51%
TOTAL FUNDS ON HAND	\$2,391,626	\$5,689,337	\$2,025,520	\$5,749,786	\$1,965,070	
EXPENDITURES						
Salaries & Wages	\$138,043	\$811,099	\$924,162	\$1,848,323	(\$113,063)	43.88%
Fringes	\$68,263	\$301,594	\$387,915	\$775,830	(\$86,322)	38.87%
Materials (print, AV, online)	\$49,778	\$244,551	\$290,000	\$580,000	(\$45,449)	42.16%
O.O.E.*	\$41,502	\$122,190	\$240,943	\$481,886	(\$118,753)	25.36%
Building Maintenance	\$11,039	\$80,180	\$92,500	\$185,000	(\$12,320)	43.34%
Sub Total	\$308,625	\$1,559,614	\$1,935,520	\$3,871,039	(\$375,905)	40.29%
Capital*	(\$4,077)	\$5,056	\$90,000	\$180,000	(\$84,944)	2.81%
TOTAL	\$304,548	\$1,564,670	\$2,025,520	\$4,051,039	(\$460,849)	38.62%
BALANCE	\$2,087,077	\$4,124,666	\$0	\$1,698,747	\$2,425,919	
RESERVES						
Capital Improvements	\$500,000					
Technology Improvements	\$300,000					
Capital Equipment	\$300,000					
	\$1,100,000					

*Reflects Friends of Lake Forest Library FY2018 award of \$89,600.

**Lake Forest Library
October FY2018
Financial Notes**

Revenues:

Funds on Hand: \$1,698,747

Tax Based: \$3,919,220; payments received in June and September. 98% of FY budget.

Non-Tax Based: \$68,150 non-tax revenues: 98% of FY budget (Library generated income from fines, fees, and investment income.) Investment income was \$22,851 against an annual budget of \$12,000. Fine income is \$13,110; down about 20% against budget. Received \$26,953 impact fee against an \$8000 FY budget.

Gifts: \$3,220; 32% of FY budget.

Expenditures:

Salaries, Fringes: \$811,099 for salaries: 44% of FY budget. \$301,594 for fringes: 39% of FY budget. School year Sunday hours is in overtime costs.

Books, AV and Electronic Services: \$244,551: 42% of FY budget. Annual database subscriptions paid and major e-purchases.

Other Operating Expenditures: \$122,190: reflects the allocation of the Friends FY2018 payment into program and special project accounts.

Building Maintenance: \$80,180: 43% of FY budget. Flood expenses.

Capital: \$5,056; 8% of FY budget. Includes new blinds in Reed Room. Reflects a gift of \$10,500 from Friends for program furniture. (Actual expenses closer to \$15,000.)

Reserves: \$2,798,747 from City's monthly account balance sheet confirmed by the FY2017 audit. Operating cash reserve currently at \$1,698,747 (41% of operating expenditures) plus a capital equipment reserve (\$300,000), a capital improvement reserve (\$500,000), and a technology reserve (\$300,000). The capital equipment and technology reserves were each increased by \$100,000 as part of the approved FY2017 budget.

In previous years, our increase in revenues was a percent or two higher than our increase in expenditures because of growth in Lake Forest. Now growth has slowed to well under 1% and the EAV (equalized assessed value) has declined for a number of years. We continue to see our revenues increase at under 2% per year, while our expenditure increase is about 3% per year, with the increase in personnel costs, especially for medical and IMRF. It was in anticipation of little or no growth that we built our reserves. We anticipate future capital improvement costs for ADA compliance.

Year to Date 2017: 39% of budget expenses; 99% budget revenues

**Lake Forest Library
FY 2018 Select Statistics**

September 2017 Statistics	FY 2017	FY 2016	Change	Last Month
Circulation: Adult	13,285	14,333	-7.9%	17,515
Circulation: Children's	9,777	10,838	-10.9%	11,559
e-Media	1,943	1,886	2.9%	2,211
Total	25,005	27,057	-8.2%	31,285
AV% of circulation (includes DVD2GO)	5,593(22%)	5,952 (22%)	-6.4%	6,924 (22%)
DVD2GO	193	261	-35.2%	202
West Book Box	918	1,229	-33.9%	1,283
Patron Visits	30,776	29,718	3.4%	42,145
Interlibrary Loan				
To: Lake Forest	596	499	16.3%	638
From: Lake Forest	1,424	1,127	20.9%	1,433
Reference/Reader's Advisory	7,323	7,020	4.1%	7,211
Materials Added	984	1,407	-43.0%	984
Materials Withdrawn	2,401	799	66.7%	2,401
Volunteer Hours	18	5	72.2%	18
Programs Offered	38	21	44.7%	20
Attendance	1,053	962	8.6%	1,348
Web Hits (page views)	45,766	34,261	25.1%	45,766
Web Hits (page hits)	366,455	398,813	-8.8%	380,013
Electronic Resources (vendor reporting issues)	14,021	24,570	-75.2%	18,000
Catalog	3,594	4,051	-12.7%	4,106
Library 2.0	11,421	2,747	75.9%	9,065
New Patrons Registered	154	106	31.2%	154
Media Lab (Individual sessions)	35	20	42.9%	46
E-tutorials (individual sessions)	16	17	-6.3%	15
Media Lab Classes(Attendees)	1(7)	0	n/a	0
Museum Passes Used	0	3	100.0%	5
E-Media Total	1,943	1,886	2.9%	2,281
Freegal	271	153	43.5%	179
Hoopla	154	119	22.7%	208
3M Cloud Library	185	244	-31.9%	216
MyMediaMall	1080	1116	-3.3%	1264
Zinio	253	254	-0.4%	344

**Lake Forest Library
FY 2018 Select Statistics**

Library 2.0	September 2017	September 2016	Change	Last Month
Blog	1,214	792	34.8%	1,178
Facebook Followers	1,161	984	15.2%	1,145
Facebook Reach	7,497		100.0%	5,222
Facebook Engagement	1,457		100.0%	3,825
Instagram Followers	404		100.0%	387
Instagram Engagement	590		100.0%	472
Twitter Followers	1,145	971	15.2%	1,133
Twitter Impressions	7,425			13,800
Google My Business (clicks)	999	1,402	-40.3%	1,215
Google My Business (views)	4,188	8,130	-94.1%	3,429
Wikipedia	124	64	48.4%	225
Total Social Media Followers	11,421	2,747	75.9%	9,065
Total Engagement Activity	18,092	1,466	91.9%	24,759

Friday Hour Stats			
Date	Adult Gate	Children's Gate	Circulation*
Friday, September 15	52	75	56
Friday, September 22	98	1	46
Friday, September 29	70	42	64
Total	220	118	166
Total Gate Count: 338			
*includes online activity			

City of Lake Forest Administrative Service Charge

The Library asked for clarification regarding the Administrative Service Charge after the City Finance Director informed the Library that any services provided by the attorney used by the city would be billed back to the Library.

The Administrative Service Charge covers accounting, budget, and audit coordination. The City also provides HR support and manages payroll and benefits. The reference to HTE refers to the City's financial accounting system; which the Library uses as well. In FY2017, the IT line was reduced to 1.5% because the Library purchased its own phone system.

An outside consultant and the city established the administrative service charge in 2004. An updated analysis was done in 2014. The fees are set for each unit of government and then an allocation percentage applied. The Library's allocation percentage is 30%.

The chart shows the FY2016 and FY2017 calculations for the Administrative Service Charge. The FY2017 reflects a 2.5% cost of living salary adjustment. In FY2018, the charges were again increased by a 2.5% cost of living salary adjustment, bringing the Library's Administrative Service Charge to \$23,344.

The City has informed the Library that the Administrative Service Charge will again increase by 2.5% for FY2019, or \$23,927.

Library Administrative Charge -FY16

Category	Gross	Allocated	FY17	Allocation Basis
Building Use	23,338	0		FA depreciation-Library bldg 100% Decision not to allocate
General Fund/NonDept	0			
City Council	0			
City Manager	16,972	16,972	17,566	Admin Support; Interoffice mail Allocated 1% of City Mgt costs
Finance	41,305	41,305	42,751	Accounting, Budget, Audit Coord. Allocated 2% of Finance costs
Information Technology	20,095	20,095	15,599	HTE, Telephone Allocated 2% of IT costs (1.5% beg FY17-no phone now)
Building Maintenance	0			
Human Resources	0			Benefits Admin via Finance (P/R)
PW Administration	0			
	101,710	78,372	75,915	
Allocation Percentage	30%	30%	30%	City General Fund covering 70%
Admin Service Charge	30,513	23,512	22,775	

Agenda Item 10a

FY2017 Audit

Baker Tilly of Oakbrook, Illinois performed the Library's FY2017 Audit. The audit is coordinated by City personnel with input from Library management. The auditor issued an unqualified opinion.

There were no discrepancies between the Library's unaudited year-end report to the Board in June 2017 and the audit.

The audit reflected a budget surplus of approximately \$477,500. The surplus is due in part to:

Expenditure Savings	Budget	Actual	Difference	% of Budget
Salary (not including benefits)	\$2,060,284	\$1,778,891	\$281,393	86%
Other Operating Expenses	\$434,700	\$361,462	\$73,238	83%
Building Maintenance	\$181,000	\$121,572	\$59,428	67%
Capital Improvements	\$225,000	\$52,934	\$172,066	24%

Salary savings are due in part to less use of overtime (better weather) and elimination of one full time position. Operating and building maintenance lines were favorably impacted by better weather and careful spending. Capital improvements were delayed due to the dome and mural issues.

At the start of FY2018, the Library has a fund balance of \$2,298,746 as follows:

Capital Improvement Reserve: \$ 500,000
Technology Improvements: \$ 300,000
Capital Equipment: \$ 300,000
Funds on Hand: \$1,698,746

Action: Approve and accept the FY2017 audit as prepared by Baker Tilly.

Transfers to Reserve Funds

At the start of FY2018, the Library has a fund balance of \$2,298,746 as follows:

Capital Improvement Reserve:	\$ 500,000
Technology Improvements:	\$ 300,000
Capital Equipment:	\$ 300,000
Funds on Hand:	\$1,698,746

The Funds on Hand provides the Library with an unassigned (un-restricted) cash account of \$1,698,746. This reflects a non-restricted operating reserve of about 41% at the start of FY2018.

The City of Lake Forest maintains an unassigned fund balance reserve of 35% of non-pass through operating revenues, plus the sick/vacation liability. See attached for other reserve policies.

Moving some surplus to the restricted reserve funds maintains the funds for upcoming expenditures and is a prudent move. This chart reflects the changes to the reserve based on various transfers:

Current Unrestricted Reserve	Potential Transfer	Unrestricted Reserve	FY2019 Budget	Reserve %
\$1,698,746	\$450,000	\$1,248,746	\$4,140,315	30.16%
\$1,698,746	\$425,000	\$1,273,746	\$4,140,315	30.76%
\$1,698,746	\$400,000	\$1,298,746	\$4,140,315	31.37%
\$1,698,746	\$350,000	\$1,348,746	\$4,140,315	32.58%
\$1,698,746	\$300,000	\$1,398,746	\$4,140,315	33.78%
\$1,698,746	\$250,000	\$1,448,746	\$4,140,315	34.99%
\$1,698,746	\$200,000	\$1,498,746	\$4,140,315	36.20%
\$1,698,746	\$0	\$1,698,746	\$4,140,315	41.03%

Other factors:

- FY2018 budgeted \$80,000 for capital equipment and \$100,000 for capital improvements. The Holton Brothers and Renaissance Roofing (tarping the dome) bills will come to close to this amount.
- FY2019 budget anticipates lower than usual capital improvement lines at \$75,000 for capital equipment and \$75,000 for capital improvement. In past years, these amounts have been higher in order to move funds into the identified reserves at yearend in anticipation of building reserves for future expenses.
- At the end of FY2016, \$100,000 was added to each of the technology reserve and the capital equipment reserve.
- The Edmund J. Valonis Family Trust gift will be coming later this year as well and will be approximately \$140,000. This gift can go into the unassigned cash account or one of the restricted funds.

Action: Approve the transfer of funds to the capital improvement or other fund.

FY2019/2017 Levy

At the October 12, 2017 Board meeting, the Board approved a FY2019/2017 levy reflecting a 2.1% CPI increase and growth as follows:

Library levy	\$ 3,645,796
Library – sites	\$ 403,026
New Growth	\$ 22,991
Total:	\$ 4,071,813

However, there is a potential 2-year property tax freeze under considered in Springfield. The bill passed out of the House Revenue Committee last week, and will likely be considered by the full House today (November 7). The veto session ends November 9, so we should know for sure by Friday.

The City of Lake Forest Finance Committee will have a detailed discussion of the tax levy at their budget workshop Monday, November 13, at which point we should have a good idea of the direction the City will go. If the City decides to push above the CPI the Board may wish to reconsider its decision.

This item was added to the agenda in the event action needed to be taken.

FY 2018 Per Capita Grant Requirements

Illinois Public Library Per Capita Grant

FY2018 Requirements for Staff and Trustees

There are five requirements, three of which require action by each individual Trustee. The work should be completed by December 31, 2017 to enable the Library to file the grant application in January 2018.

1. Trustees — Review chapters 1-5 of the *Trustee Facts File*, 4th edition.
Status: Chapters were provided to each Trustee in October. To be discussed at the December 2017 meeting.
2. Continuing Education — Staff and trustees will complete at least one free online education opportunity focusing on safety in the library.
Status: The Library has identified two one-hour online training options. The Library staff will be viewing a similar training at its upcoming all staff meeting in December. You are only required to watch one of the sessions. Either session by Dr. Steve Albrecht will give you a feeling for safety issues in the library environment.

Keeping Patrons Safe: Our Responsibilities During High Risk Situations

<https://www.railslibraries.info/ce/archive/111281>

The Challenging Patron Workshop: Safety, Security at the Moment of Truth

<https://www.railslibraries.info/ce/archive/114033>

3. Outreach Library — Staff and trustees will familiarize themselves with services provided by the Illinois State Library Literacy program available on the State Library's website at: <http://www.cyberdriveillinois.com/departments/library/literacy/home.html>.

Status: The Library is scheduling time for Library staff to review this information. Trustees members are asked to review the material for discussion at the December 2017 meeting.

Friends Report

The Friends of Lake Forest Library met on October 21, 2017. The 42nd Annual Book Sale grossed \$108,000, this was down about \$10,000 from last year. Sales were down on Saturday and overall there were less shoppers.

Corporate sponsorship was up about \$2,000 and include: AT Mechanical: \$1,050; Focused Results: \$100; Grainger Foundation, \$5,000; Karl Knauz Auto Group: \$500; Lake Forest Bank & Trust: \$500; Market House on the Square: \$500; and L. Richard Uihlein: \$1,000. In-kind sponsorships include: Sunset Foods, 13 bales of bags; Uline, 3500+ boxes and supplies; and Bernie's Books, books.

The Library provided a brief update on programming efforts and on the capital expenses facing the Library. The Board decided to hold off making the next quarterly transfer to their investment funds pending the arrival of the Library wish list.

The Friends' Board would like to take action on the wish list from the Library at their next meeting on January 20, 2018, 9:00 am in the Kasian Room.

The dates of the upcoming book sales are below:

Holiday books and CDs Sale, November 20-December 31, 2017

Library Lobby during Library Hours

Paperback Book Sale

Friday, February 2, 9:00 am to 6:00 pm

Saturday, February 3, 9:00 am to 3:00 pm

Reed Room

Cook Book and Gardening Sale

Friday, April 13 9:00 am to 6:00 pm

Saturday, April 14, 9:00 am to 3:00 pm

Reed Room

Teen and Children's Book Sale

Thursday, June 7, 9:00 am to 6:00 pm

Friday, June 8, 9:00 am to 4:00 pm

Saturday, June 9, 9:00 am to 3:00 pm

Reed Room/Lobby

43rd Annual Book Sale (LF Rec Center)

Thursday, September 13-Sunday, September 16

Agenda Item 13

Recommendation by Computer View Inc. to upgrade equipment

Computer View Inc. advised the Library to upgrade its server equipment earlier this year.

The current chassis switch (installed in 2009, module added 2014) was marked end-of-life in January 2015. There are no longer new parts available and any repairs would require searching the secondary market for used parts.

HP is no longer providing software development for the product. This means that the software will be updated only if some major security breach potential is identified. Regular software updates tend to improve the performance of a product and may deliver enhanced or new functionality.

New generations of hardware provide much better performance. The combined cost for the chassis switch and server consolidation switch are just under \$30,000.

For action: approve the updating of the Chassis Switch and Server Consolidation Switch



COMPUTER VIEW INC.

Computer View, Inc.
 2035 S Arlington Heights Rd
 Suite 121
 Arlington Heights, Illinois
 United States
<http://www.cview.net>
 (P) 847-290-9286
 (F) 847-290-9602

Quotation (Open)	
Date	Oct 06, 2017 01:55 PM CDT
Modified Date	Oct 06, 2017 01:55 PM CDT
Doc #	201344 - rev 1 of 1
Description	Chassis Switch
SalesRep	Poluchowicz, Roxy (P) 847-290-9286 ext. 114 (F) 847-290-9602
Customer Contact	Grasmick, Judy (P) 847-810-4603 (F) 847-234-1453 jgrasmick@lakeforestlibrary.org

Customer
 Lake Forest Library (LFL0001)
 Grasmick, Judy
 360 E. Deerpath Road
 Lake Forest, IL 60045
 United States
 (P) 847-234-0636
 (F) 847-234-1453

Bill To
 Lake Forest Library
 Grasmick, Judy
 360 E. Deerpath Road
 Lake Forest, IL 60045
 United States
 (P) 847-810-4603
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Ship To
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 (F) 847-234-1453
 jgrasmick@lakeforestlibrary.org

Customer PO:	Terms: Undefined	Ship Via: UPS Ground
Special Instructions:		Carrier Account #:

#	Description	Part #	Qty	Unit Price	Total
Chassis Switch					
1	Aruba 5412R 92GT PoE+ / 4SFP+ (No PSU) v3 z12 Switch - managed - 92 x 10/100/1000 (PoE+) + 4 x Gigabit SFP / 10 Gigabit SFP+ - rack-mountable - PoE+	JL001A	1	\$11,800.00	\$11,800.00
2	HPE Expansion module - Gigabit Ethernet (PoE+) x 24 - for Aruba 5406R z12, 5406R-44G-PoE+/2SFP+ v2, 5406R-44G-PoE+/4SFP v2, 5406R-8XGT/8SFP+ v2	J9986A	2	\$2,632.00	\$5,264.00
3	HPE Power supply (plug-in module) - 1100 Watt - United States - for Aruba 5406R, 5406R z12, 5412R, 5412R z12	J9829A#ABA	4	\$910.00	\$3,640.00
4	Eaton 5PX 2200 Virtualization-ready UPS bundle UPS - AC 100/120/127 V - 1.92 kW - 1950 VA - Ethernet 10/100, RS-232, USB - output connectors: 8 - 2U - black	5PX2200RTN	1	\$1,499.00	\$1,499.00
5	Eaton 5PX 48V External Battery Module Rack/Tower Battery enclosure (rack-mountable / external) lead acid - 2U - black - for P/N: 5PX1000RT, 5PX1500RT, 5PX2200RT	5PXEBM48RT	1	\$479.00	\$479.00
6	Installation / configuration	INST	1	\$2,880.00	\$2,880.00

Thank you for choosing Computer View Inc. Please sign, date and FAX or email this form to order. The quote is good for 20 days.

These prices DO NOT include applicable taxes, insurance, shipping, delivery, setup fees, or any cables or cabling services or material unless specifically listed above. All prices are subject to change without notice. Supply subject to availability.

Subtotal: \$25,562.00
 Shipping: \$86.00
Total: \$25,648.00



COMPUTER VIEW INC.

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2035 S Arlington Heights Rd
Suite 121
Arlington Heights, Illinois
United States
<http://www.cview.net>
(P) 847-290-9286
(F) 847-290-9602

Quotation (Open)

Date	Oct 06, 2017 01:58 PM CDT
Modified Date	Oct 06, 2017 01:58 PM CDT
Doc #	201345 - rev 1 of 1
Description	Server Consolidation Switch
SalesRep	Poluchowicz, Roxy (P) 847-290-9286 ext. 114 (F) 847-290-9602
Customer Contact	Grasmick, Judy (P) 847-810-4603 (F) 847-234-1453 jgrasmick@lakeforestlibrary.org

Customer
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360 E. Deerpath Road
Lake Forest, IL 60045
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(P) 847-234-0636
(F) 847-234-1453

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Lake Forest, IL 60045
United States
(P) 847-810-4603
(F) 847-234-1453
jgrasmick@lakeforestlibrary.org

Customer PO:	Terms: Undefined	Ship Via: UPS Ground
Special Instructions:		Carrier Account #:

#	Description	Part #	Qty	Unit Price	Total
Server Consolidation Switch					
1	Aruba 2930F 24G 4SFP+ Switch - L3 - managed - 24 x 10/100/1000 + 4 x 1 Gigabit / 10 Gigabit SFP+ (uplink) - rack-mountable	JL253A#ABA	1	\$2,461.00	\$2,461.00
2	HPE Network cable - SFP+ - 23 ft - for Aruba 5406; Enterprise Virtual Array P6350; Modular Smart Array 1040, P2000 G3	J9285B	4	\$105.00	\$420.00
3	Installation / configuration	INST	1	\$720.00	\$720.00

Thank you for choosing Computer View Inc. Please sign, date and FAX or email this form to order. The quote is good for 20 days.

These prices DO NOT include applicable taxes, insurance, shipping, delivery, setup fees, or any cables or cabling services or material unless specifically listed above. All prices are subject to change without notice. Supply subject to availability.

Subtotal: \$3,601.00
Shipping: \$0.00
Total: \$3,601.00



LAKE FOREST
LIBRARY BOARD

DECEMBER 2017

Minutes • Agendas • Board Packets

Regular Monthly Board Meeting

Lake Forest Library Board of Trustees
360 E Deerpath Road, Lake Forest, IL 60045
Regular Meeting Minutes
7:30 p.m. December 12, 2017

1. CALL TO ORDER

The meeting was called to order at 7:30 p.m.

2. ROLL CALL

Present Board members: Wendy Darling, Secretary, Elizabeth Grob, Andrea Lemke, Ron Levitsky, Vice President, Todd Puch, President, David Rose, and Carrie Travers, Treasurer.

Absent: Germaine Arnson and Beth Parsons.

Staff: Library Director Catherine Lemmer and Administrative Assistant Judy Grasmick.

3. ADDITIONS TO THE AGENDA

No additions to the agenda.

4. APPROVAL OF THE AGENDA

Trustee Rose made a motion, seconded by Trustee Levitsky, to approve the agenda. Motion unanimously carried.

5. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD, and
CORRESPONDENCE

No request to address the Board. A written summary of public correspondence received in November was distributed.

6. APPROVAL OF MINUTES

Trustee Levitsky made a motion, seconded by Trustee Lemke, to approve the following meeting minutes. Motion unanimously carried.

November 14, 2017 Regular Board Meeting

7. MONTHLY FINANCIAL REPORT

The Board discussed the November 2017 financial report. Ms. Lemmer stated that the transfer to the capital improvements reserve fund will happen in December, so it is not reflected in the November financials. Fine/fee income continues to drop, but is currently being offset by an increase in impact fees and investment income. A \$2,000 gift was received from the Dick Family Foundation and will be used for the spring book club workshop. The gift was in response to a \$12,000 grant request. Trustee Levitsky asked about the credits showing in the adult and juvenile programming accounts. Ms. Lemmer replied that Friends programming gifts were received after the adoption of the FY18 budget so the deposits increased the value of the accounts over the initial budgeted amount. In FY19 the Friends gifts will be accounted for in the budget process in a more transparent manner.

Trustee Darling made a motion, seconded by Trustee Travers, to approve the November 2017 financial report. Motion unanimously carried with a roll call vote.

8. LIBRARY DIRECTOR REPORT

An article titled *From the Medici to Middle America: The Evolution of Patronage* from the December 2017 issue of *ILA Reporter* was distributed.

An article from the February 20, 1997 issue of the *Lake Forester*, titled *Over six decades of grime cleaned from library murals*, was distributed.

An article titled *The four questions to ask when serving on a nonprofit board* from the December 2017 issue of *McKinsey Quarterly* was distributed.

In speaking with other library directors about levies, budgets, etc., Ms. Lemmer received a recommendation for an accountant that works with libraries. That firm, Zabinski Consulting Services, Inc., could work with the library to navigate the levy process with the City. Ms. Lemmer suggested inviting Kelly Zabinski to do a presentation for the board at a meeting in January or February on the levy process so the Board better understands its role in the process. Ms. Zabinski's consulting fee is \$75.00 per hour. Ms. Lemmer will contact her to see if she is available to do a presentation in January or February.

The City is increasing its levy above the 2.1% it recommended to the library. Ms. Lemmer stated a public meeting on the library levy is not required unless the levy is above 5%. One TIF district will be closing next year and the library needs to make a request to access those funds. Trustee Rose asked about the proposed property tax freeze and its potential impact. Ms. Lemmer stated that Lake Forest is a home rule municipality and although not subject to the tax freeze, it is anticipated that the City Council will implement any state approved tax freeze.

Ms. Lemmer reached out by letter to two law firms for information about their library experience and fees: Victor Filippini and Roger Ritzman. Victor Filippini did not respond. Roger Ritzman of Peregrine, Stine, Newman, Ritzman & Bruckner, Ltd. responded and had a lengthy conversation with Ms. Lemmer. Mr. Ritzman works with Evanston Public Library, Cary Public Library, and other North Shore libraries. He provided good advice on the phone and knows library law. His fee is \$210.00 per hour and he bills quarterly. Ms. Lemmer asked if the board would like Mr. Ritzman to do a presentation. Trustee Rose stated that if Mr. Ritzman is well recommended and Ms. Lemmer approves, he didn't see a need for a meeting. Trustee Lemke asked if Mr. Ritzman could give the board an overview on what they could expect down the road. Trustee Darling replied that the board should weigh what that would cost against what we would learn. Ms. Lemmer will discuss a possible meet and greet with Mr. Ritzman.

Senate Bill 402, as enrolled as Public Act 100-0554, requires every governmental unit to adopt either an ordinance or resolution establishing a policy to prohibit sexual harassment by January 15, 2018. At the January meeting, the board will review the Employee Manual and add a formal anti-sexual harassment policy. Ms. Lemmer recommends that over the course of 2018 the entire employee manual be reviewed and updated as necessary.

The Request for Qualifications for Architectural Services resulted in ten site visits so far. Ms. Lemmer expects that there will be at least twelve submissions. Felicia Song, assistant director, participated in all the on-site visits as well. We learned a great deal during the visits. Ms. Lemmer asked the board to consider how many firms they would like to interview and who they would like to attend the interviews.

A copy of a proposed Addendum 2 for Request for Qualifications for Architectural Services for Lake Forest Library was discussed. Some questions arose later in the process and are addressed in the proposed addendum. The addendum will be posted on the library website so that information is available to anyone considering making a submission. Trustee Travers asked about the difference between a RFP (request for proposal) and a RFQ (request for qualifications). Ms. Lemmer replied that with a RFP, you are requesting costs for a specific project and the cost is usually the main focus and with a RFQ you choose by expertise and

project fit. A RFP was not the best course of action for the library because we have multiple issues and the Library is looking for advice on identifying and prioritizing projects. The RFQ allows the board to rank the submissions based on qualifications. The board will then engage in negotiations with the top ranked firm. If an agreement cannot be reached, the board will move on to the second highest ranked firm and so on.

Selected firms will do a 30-minute presentation followed by a 30-minute period for questions. Ms. Lemmer will send trustees an email with proposed meeting dates and times so everyone can block out the times. Trustee Levitsky asked if the meetings need to be open to the public. Ms. Lemmer will check on meeting requirements. Trustee Levitsky then inquired about setting guidelines for areas of importance such as space usage, accessibility, etc. Ms. Lemmer stated that this is what we hope to accomplish with the RFQ and that all the firms were given a copy of the community survey and the strategic plan. Trustee Rose asked if Ms. Lemmer would revisit and pull together the priorities that came out of the community survey as a starting point for the board.

9. DISCUSSION AND APPROVAL OF THE FY2018 PER CAPITA GRANT APPLICATION

The Per Capita Grant application was discussed. The library is still waiting to receive last year's payment. This year the grant focus is on safety. The library is wrapping up a Security Guidelines and Procedures manual. The safety standards checklist from chapter 12 of *Serving Our Public 3.0: Standards for Illinois Public Libraries*, was reviewed at the December 11th library management meeting. The library meets all the standards with one exception; the library does not have an automated external defibrillator. Trustee Levitsky asked about the possibility of the library getting an automated external defibrillator and asked that Ms. Lemmer check on pricing and training requirements. At the December 14th all staff meeting the staff will view and discuss the video *Trends in Safety and Security in Libraries* by Steve Albrecht. The prior year's grant money was spent on electronic databases.

Trustee Levitsky asked about the trustee requirement concerning formal orientations and suggested looking into that process when bringing on new trustees. He also suggested a board review of the materials selection policy. Ms. Lemmer stated that a Board Policy Manual review is needed and should be added to the to-do list for 2018. Staff training in May will address dealing with challenging patrons. Trustee Grob asked if the police do library walk-throughs and if there are panic buttons at service desks. The library does not have panic buttons installed. Ms. Lemmer stated that in the past police walk-throughs have not been considered necessary as library maintenance staff also serve as security and respond to staff calls for assistance.

Trustee Levitsky moved to approve and file the FY2018 Per Capita Grant Application. Trustee Darling seconded. Motion carried.

10. UPDATE ON STRATEGIC PLAN INITIATIVES

The first quarterly update on progress made in implementing the strategic plan was distributed. Ms. Lemmer asked trustees to let her know if they have any questions after they review the quarterly update.

11. UNFINISHED BUSINESS

a. Discussion and Approval of Renaissance Roofing, Inc. dome wrap

The dome wrap could not be completed today due to ice formation. Renaissance Roofing hopes to continue the process on Monday, December 18. There is a cost increase due to

Lake Forest Library Board of Trustees
Regular Meeting Minutes
December 12, 2017

the inclusion of the dome substructure. Trustee Lemke moved to accept the revised proposal from Renaissance Roofing, Inc. to cover the dome with a protective tarp for an amount of \$8,900.00 (the originally approved \$7,500.00 plus a \$1,400.00 increase). Trustee Rose seconded. Motion unanimously carried with a roll call vote.

12. NEW BUSINESS

The library has been named a 4-star library by *Library Journal* for the 6th year in a row. Ms. Lemmer asked trustees to make note of committee meetings scheduled for next month.

13. ADJOURNMENT

Trustee Darling made a motion, seconded by Trustee Travers, to adjourn the meeting at 8:47 p.m. Motion unanimously carried.

Upcoming meetings: **Regular Board** – January 9, 2017 at 7:30 p.m.
Finance Committee – January 9, 2017 at 6:45 p.m.
Services Committee – January 9, 2017 at 6:00 p.m.



Wendy Darling, Secretary

Minutes approved by the Board on January 9, 2017.

LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045
December 12, 2017
7:30 pm, Reed Room

Regular Monthly Meeting Board Packet

1. December 12, 2017 Agenda
2. November 12, 2017 Meeting Minutes
3. November 2017 Financial Report
4. FY18 Per Capita Grant

LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045
December 12, 2017
7:30 p.m. Reed Room – Main Floor
Regular Monthly Meeting Agenda

1. Call Regular Meeting to Order
2. Board of Trustees Roll Call
3. Additions to the Agenda
4. For action: Approval of the Agenda
5. Opportunity for the Public to Address the Board and Correspondence
6. For action: Approval of the November 14, 2017 General Meeting Minutes
7. For action: Discussion and approval of the November 2017 Financial Reports
8. Library Director Report
9. For action: Discussion and approval of the FY2018 Per Capita Grant Application
10. Update on Strategic Plan Initiatives
11. Unfinished Business
 - a. Discussion and approval of Renaissance Roofing, Inc. dome wrap
12. New Business
13. Adjournment

Next Board Meeting: January 9, 2017, 7:30 pm

Next Finance Committee Meeting: January 9, 2017, 6:45 pm

Next Services Committee Meeting: January 9, 2017, 6:00 pm

Individuals with disabilities who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meetings or the facilities are requested to contact the Library Director at 847.810.4602 promptly to allow the Library to make reasonable accommodations.

Lake Forest Library Board of Trustees
360 E Deerpath Road, Lake Forest, IL 60045
Regular Meeting Minutes
7:30 p.m. November 14, 2017

1. CALL TO ORDER

The meeting was called to order at 7:30 p.m.

2. ROLL CALL

Present Board members: Germaine Arnson, Wendy Darling, Secretary, Elizabeth Grob, Andrea Lemke, Ron Levitsky, Vice President, Beth Parsons, Todd Puch, President, David Rose, and Carrie Travers, Treasurer.

Absent: None.

Staff: Library Director Catherine Lemmer and Administrative Assistant Judy Grasmick.

3. ADDITIONS TO THE AGENDA

No additions to the agenda.

4. APPROVAL OF THE AGENDA

Trustee Arnson made a motion, seconded by Trustee Rose, to approve the agenda. Motion unanimously carried.

5. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD, and
CORRESPONDENCE

No request to address the Board. A written summary of public correspondence received in October was distributed.

6. APPROVAL OF MINUTES

The following changes were made to the minutes:

Show Trustee Carrie Travers, Treasurer as Present.

Change the last sentence on page 2 from "Historic adaptability, not restoration or preservation, should be the consideration in the process." to "Historic adaptability should be an important consideration in the process."

Trustee Levitsky made a motion, seconded by Trustee Lemke, to approve the following meeting minutes as amended. Motion unanimously carried.

October 10, 2017 Regular Board Meeting

7. LIBRARY DIRECTOR REPORT

September statistics were part of the board packet and October statistics were distributed at the meeting. Attendance is on the rise, but there has not been a corresponding increase in circulation. Ms. Lemmer stated that Lake Forest residents are buying books for their own needs. Adult Services has added a roving collection on a book cart. The cart will be available during storytimes and other children's programs for parents and caregivers to browse. Adult Services has also started a new service for local book clubs. They will place holds and borrow books through ILL for the clubs. Trustee Rose asked if new materials are getting in front of patrons. He mentioned that he had trouble locating two new music CDs. Ms. Lemmer will investigate. Trustee Darling mentioned the YA area and its limited collection space. Her daughter had been unable to find titles she wanted. Ms. Lemmer asked if Trustee Darling's daughter would be willing to talk about her experience and what services she would like to see the library provide.

Trustee Darling indicated that she thought her daughter would be interested. Ms. Lemmer stated that we would also monitor wait lists and make sure to order more copies of popular titles.

Candidate selection for the Adult Services Librarian position is moving forward.

A grandparent with grandchildren at Sheridan School is championing our Special Storytime program. The program is open to all children, but geared to children who have trouble sitting through storytime.

Trustee Arnson asked for an update on the website project. Ms. Lemmer stated that the second prototype was received and that she is pleased with the logo development. A functioning prototype is expected soon.

Trustee Darling inquired about the stolen squirrel sculpture and wondered if adding a security camera in that area made sense. Ms. Lemmer replied that we could look into that and might also consider relocating the sculpture to the interior of the building.

An article on the biography of Nicolai Remisoff from University of Southern California was distributed. The biography is part of a collection called the Nicolas Remisoff papers. Trustee Puch suggested reaching out to USC to inquire about access to copies from the collection.

8. MONTHLY FINANCIAL REPORT

The Board discussed the September and October 2017 financial reports. Ms. Lemmer stated that the library's finances are good. Some line items have been affected by gifts from the Friends that were not included in the budget line at the beginning of the year. Sunday staffing will be reduced when no programs are scheduled.

Trustee Parsons made a motion, seconded by Trustee Travers, to approve the September 2017 financial report. Motion unanimously carried with a roll call vote.

Trustee Levitsky made a motion, seconded by Trustee Travers, to approve the October 2017 financial report. Motion unanimously carried with a roll call vote.

9. REPORT ON THE CITY OF LAKE FOREST ADMINISTRATIVE SERVICE CHARGE

Ms. Lemmer reported on the City's Administrative Service Charge for the library. The service charge covers accounting, budget, and audit coordination in addition to HR support and management of payroll and benefits. Fees are set for each unit of government and then an allocation percentage is applied. The library's allocation is 30%. There is a 2.5% cost of living salary adjustment each year. The library would not be able to buy similar services in a competitive marketplace. Ms. Lemmer suggested looking into whether the library could have access to the City's electronic document management system.

10. REPORT OF THE FINANCE COMMITTEE

a. Discussion and Approval of the FY2017 Audit (ACTION)

There were no discrepancies between the Library's unaudited year-end report to the Board in June 2017 and the audit. The audit reflected a budget surplus of approximately \$477,500. The committee recommends approval and acceptance of the audit. Trustee Levitsky moved to approve and accept the FY2017 audit. Trustee Grob seconded. Motion unanimously carried.

- b. Discussion and Approval of Transfer of FY2017 Surplus to Reserve Fund (ACTION)
Trustee Rose asked about accessibility of reserve funds considering the unknown final costs for dome and mural repair and restoration. Ms. Lemmer replied that our reserves are in line with suggested reserve limits and that funds can be pulled in exigent circumstances. The committee recommends the transfer of funds. Trustee Travers moved to transfer \$350,000 to the capital improvements reserve fund. Trustee Levitsky seconded. Motion unanimously carried by a roll call vote.
- c. Discussion and Approval of the FY2019 Levy
Ms. Lemmer attended the City of Lake Forest Finance Committee meeting last night. The City committee voted to increase their levy to cover fire/police pensions. They will be levying just over 4% for a dedicated area—the police and fire pension shortfall. Ms. Lemmer recommends remaining at the 2.1% FY2019 levy approved at the October Board meeting. The finance committee recommends no change in the previously approved the 2017/FY2019 levy.
- d. Discussion and Approval of Actions with Respect to the Edmund J. Valonis Family Trust Gift (ACTION)
The Board accepted the gift from the Edmund J. Valonis Family Trust at the October 12, 2017 regular meeting. The discussion and actions regarding the gift were added to the agenda at that meeting. The Open Meetings Act provides that items added to the agenda at the meeting may be discussed, but not voted on. The committee recommends choosing a deposit fund at the time the gift is received. Trustee Levitsky moved to accept the gift from the Edmund J. Valonis Family Trust; to direct Northern Trust as the trustee to liquidate the securities; and to authorize the Library Director to take all actions necessary to accept the gift. Trustee Travers seconded. Motion unanimously carried by a roll call vote.

11. REPORT ON THE FY2018 PER CAPITA GRANT REQUIREMENTS

There are five requirements, three of which require action by each individual Trustee. The work should be completed by December 31, 2017 to enable submission of the grant by the January 2018 deadline. Trustee requirements are:

1. Review chapters 1-5 of the *Trustee Facts File*, 4th edition
2. Staff and Trustees will need to complete at least one free online education opportunity focusing on safety in the library. The library has identified two one-hour online training options. Viewing either one will satisfy the requirement.
Keeping Patrons Safe: Our Responsibilities During High Risk Situations
<https://www.railslibraries.info/ce/archive/111281>
The Challenging Patron Workshop: Safety, Security, and Service at the Moment of Truth
<https://www.railslibraries.info/ce/archive/114033>
3. Staff and Trustees will familiarize themselves with services provided by the Illinois State Library Literacy program at:
<http://www.cyberdriveillinois.com/departments/library/literacy/home.html>

These three requirements will be discussed further at the December 2017 meeting.

12. FRIENDS REPORT

The Friends' Board would like to take action on the Library wish list at their January 20, 2018 meeting. The Library provided the Friends with an update on programming efforts and upcoming capital expenses at the October 2017 meeting. The Friends' Board decided to hold off

making the next quarterly transfer to their investments funds, pending review of the Library wish list.

13. DISCUSSION AND APPROVAL OF RECOMMENDATION BY COMPUTER VIEW, INC. TO UPGRADE EQUIPMENT (ACTION)

The recommendation from Computer View, Inc. to upgrade the Library's chassis switch and server consolidation switch was discussed. The aging equipment is no longer reparable and software support is reserved for major security breaches. The Polaris conversion is also a consideration—a stable environment is needed. Trustee Levitsky moved to approve the recommended chassis switch and server consolidation switch upgrades for a total of \$29,249.00. Trustee Grob seconded. Motion unanimously carried with a roll call vote.

14. DISCUSSION AND APPROVAL OF REQUEST FOR PROPOSAL/QUALIFICATIONS FOR ARCHITECTURAL SERVICES (ACTION)

The Request for Architectural Qualifications was discussed. Walker Johnson of Johnson, Lasky, Kindelin Architects visited on November 10. Ms. Lemmer had conversations with architects and the City about recommended repairs. Winter weather could present additional challenges. Ms. Lemmer suggested waiting until spring to complete the brick/masonry work. She has a call scheduled with John Holton tomorrow morning to gather more information before making a decision to move forward with the approved interior brick/masonry work. Ms. Lemmer will report back to trustees with the results of the phone call. The current library newsletter addresses the dome and mural issues.

There was discussion of what services to request in the proposal. A feasibility study may be the best course of action. A historical structure report is not really needed and could misdirect the focus from what the library needs. A feasibility study would address capital assessments while looking at library usage and what we wish to accomplish. Options would be laid out year-by-year with each step building on the next. Assessing what a library will need to be in the future would also be part of the process. Trustee Puch suggested settling on a plan, because repeated gathering of new information keeps the plan in flux. Trustee Travers asked about the damage and current state of the dome. Ms. Lemmer stated that it is leaking and repairs/restoration will need to be addressed in the spring. Trustee Rose moved to proceed with a Request for Qualifications for Architectural Services. Trustee Travers seconded. Motion unanimously carried.

15. OLD BUSINESS

None.

16. NEW BUSINESS

Trustee Levitsky inquired about holding a Board meeting in December. Ms. Lemmer replied that a meeting is needed to discuss the Per Capita Grant requirements. She requested that trustees inform her or Trustee Puch if they are unable to attend the December meeting.

A survey concerning the extended Friday hours is now up on our website.

17. ADJOURNMENT

Trustee Levitsky made a motion, seconded by Trustee Travers, to adjourn the meeting at 9:04 p.m. Motion unanimously carried.

Lake Forest Library Board of Trustees
Regular Meeting Minutes
November 14, 2017

Upcoming meetings: **Regular Board** – December 12, 2017 at 7:30 p.m.

Wendy Darling, Secretary

Minutes approved by the Board on December 12, 2017.

November 2017 Financial Report

Lake Forest Library
Year-to-Date Monthly Financial Report
November 2017

FY18

REVENUES	Current Month Actual	Year to Date Actual	Year to Date Budget	Annual Budget	Over/(Under) Variance	% of Annual Budget
Funds on Hand 5/1	\$1,698,747	\$1,698,747		\$1,698,747		
Tax Based (Levy, SSN, IMRF)	\$18,203	\$3,937,423	\$2,321,981	\$3,980,539	\$43,116	98.92%
Non Tax Based	\$6,650	\$74,800	\$35,292	\$60,500	\$39,508	123.64%
Gifts	\$0	\$3,220	\$5,833	\$10,000	(\$2,613)	32.20%
TOTAL REVENUES	\$24,853	\$4,015,443	\$2,363,106	\$4,051,039	\$1,652,337	99.12%
TOTAL FUNDS ON HAND	\$1,723,600	\$5,714,190	\$2,363,106	\$5,749,786	\$1,652,337	
EXPENDITURES						
Salaries & Wages	\$138,012	\$949,111	\$1,066,340	\$1,848,323	(\$117,230)	51.35%
Fringes	\$31,927	\$333,521	\$447,594	\$775,830	(\$114,074)	42.99%
Materials (print, AV, online)	\$40,231	\$284,782	\$338,333	\$580,000	(\$53,552)	49.10%
O.O.E.*	\$22,487	\$144,677	\$281,100	\$481,886	(\$136,423)	30.02%
Building Maintenance	\$6,088	\$86,268	\$107,917	\$185,000	(\$21,649)	46.63%
Sub Total	\$238,743	\$1,798,357	\$2,241,285	\$3,871,039	(\$442,927)	46.46%
Capital*	\$2,891	\$7,947	\$90,000	\$180,000	(\$82,053)	4.42%
TOTAL	\$241,635	\$1,806,305	\$2,331,285	\$4,051,039	(\$524,980)	44.59%
BALANCE	\$1,481,965	\$3,907,885	\$31,821	\$1,698,747	\$2,177,317	
RESERVES						
Capital Improvements	\$500,000					
Technology Improvements	\$300,000					
Capital Equipment	\$300,000					
	\$1,100,000					

*Reflects Friends of Lake Forest Library FY2018 award of \$89,600.

**Lake Forest Library
November FY2018
Financial Notes**

Revenues:

Funds on Hand: \$1,698,747

Tax Based: \$3,937,423; payments received in June and September. 99% of FY budget.

Non-Tax Based: \$74,800 non-tax revenues: 124% of FY budget (Library generated income from fines, fees, and investment income.) Investment income was \$29,501 against an annual budget of \$12,500. Fine income is \$13,110; down about 30% against a annual budget of \$32,000. Received \$26,953 impact fee against an \$8000 FY budget.

Gifts: \$3,220; 32% of FY budget.

Expenditures:

Salaries, Fringes: \$949,111 for salaries: 51% of FY budget. \$333,521 for fringes: 43% of FY budget. School year Sunday hours is in overtime costs.

Books, AV and Electronic Services: \$284,782: 49% of FY budget. Additional annual database subscriptions paid and major e-purchases will occur in December.

Other Operating Expenditures: \$144,677: reflects the allocation of the Friends FY2018 payment into program and special project accounts.

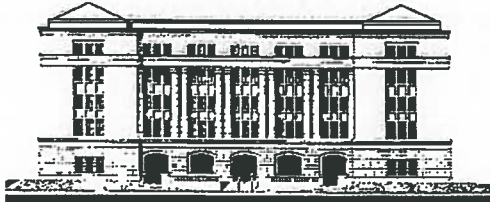
Building Maintenance: \$86,268: 43% of FY budget.

Capital: \$2,891; 8% of FY budget. Includes new blinds in Reed Room. Reflects a gift of \$10,500 from Friends for program furniture. (Actual expenses closer to \$15,000.)

Reserves: \$2,798,747 from City's monthly account balance sheet confirmed by the FY2017 audit. Operating cash reserve currently at \$1,698,747 (41% of operating expenditures) plus a capital equipment reserve (\$300,000), a capital improvement reserve (\$500,000), and a technology reserve (\$300,000). The capital equipment and technology reserves were each increased by \$100,000 as part of the approved FY2017 budget.

In previous years, our increase in revenues was a percent or two higher than our increase in expenditures because of growth in Lake Forest. Now growth has slowed to well under 1% and the EAV (equalized assessed value) has declined for a number of years. We continue to see our revenues increase at less than 2% per year, while our expenditure increase is about 3% per year, with the increase in personnel costs, especially for medical and IMRF. It was in anticipation of little or no growth that we built our reserves. We anticipate future capital improvement costs for ADA compliance.

Year to Date 2017: 45% of budget expenses; 99% budget revenues



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Illinois State Library

**ILLINOIS PUBLIC LIBRARY PER CAPITA AND
 EQUALIZATION AID GRANT APPLICATION**

If the library does not have a current Illinois Public Library Annual Report (IPLAR) on file with the Illinois State Library, the application will not be reviewed or considered for funding.

Enter initials to confirm authorization to submit this application and to acknowledge you have read and understand the Program Overview and Administrative Rules for this grant offering from the Illinois State Library. If initials have not been entered (typed) on this line, the application will not be reviewed or considered for funding by the State Library.

_____ cal _____
Initials Date

Pursuant to the provisions of the Illinois Compiled Statutes (ILCS), 75 ILCS 10/8 and 10/8.1, as amended, the undersigned PUBLIC LIBRARY hereby applies for Illinois Public Library Per Capita and Equalization Aid Grants to be used for library purposes.

1. Legal Name of Library: Lake Forest Library

2. Library's Control Number: 30393 Branch Number: 00

3. Contact Information of Person completing this grant application:

Preparer's Name: Ms. Catherine Lemmer
(Prefix) (First Name) (Last Name)

Preparer's Title: Library Director

Preparer's Phone Number: (847) 810-4602

Preparer's Email Address: clemmer@lakeforestlibrary.org

4. Population Served: 19,375

All changes in population must be documented, and supporting information that details the increase or decrease shall be submitted electronically along with this application. Documentation should include one of the following:

- Any U.S. Census certifications (corrections, special census, etc.) that have been filed with the Office of Secretary of State Index Department prior to submission of the application.
- For population changes, annexations or disconnects that are typically not documented by the U.S. Census, the library must include appropriate and supporting information. Examples include, but are not limited to: documentation from appropriate municipal corporate authorities, a library district's board of trustees, referenda questions and certified results, etc.

Contact the Illinois State Library with additional questions.

5. **Standards Chapter Review:** As per the requirements, the library staff and at least one trustee must review Chapter 12, "Safety," of *Serving Our Public 3.0: Standards for Illinois Public Libraries, 2014* (75ILCS 10/8.1,1). Review the check list at the end of the chapter and report your findings.

The Board reviewed Chapter 12, Safety, of *Serving Our Public* and found that we complied with all the items on the checklist.

6. **Trustees:** Review chapters 1-5 of the "TRUSTEE FACTS FILE, third or fourth edition," placing particular emphasis on the Library Board Bylaws contained in Chapter 3.

<https://www.cyberdriveillinois.com/departments/library/libraries/pdfs/trusteefacts.pdf>

Describe the Library Board's plan to modify or create bylaws as a result of the review.

The Board of Trustees reviewed chapters 1-5 of the Trustee Facts File, 4th edition. The Board already has bylaws in place. The current bylaws have all the items recommended in Chapter 3 of Trustee Facts File, 4th edition.

7. All Trustees, existing and new, must complete the Open Meeting Act electronic training once during their appointment.

http://foia.ilattorneygeneral.net/pdf/Open_Meetings_Act_Elected_Appointed_Members.pdf

Has each board member completed the test? Yes Not yet

All board members are to complete a Conflict of Interest Statement and an Economic Interest Statement annually. These are distributed by the County Clerk.

Has each board member completed a Conflict of Interest Statement? Yes Not yet

Has each board member completed an Economic Interest Statement? Yes Not yet

8. **Continuing Education:** Library staff and at least one trustee will complete at least one educational program focusing on safety in the library. The requirement can be met via live presentation, webinar or a free online course. Providers may include, but are not limited to, local police and fire personnel, an Illinois Library System, the American Library Association, the Public Library Association, the Illinois Library Association or other state libraries. Report on the libraries commitment to the safety of staff and patrons in the event of an emergency, active shooter, fire, etc.

Trustees were given the option of viewing the following: Keeping our Patrons Safe: Our Responsibilities During High Risk Situations (presented by Dr. Steve Albrecht) or The Challenging Patron Workshop: Safety, Security at the Moment of Truth (presented by Dr. Steve Albrecht).

The entire library staff viewed the webinar "Trends in Safety and Security for Libraries," presented by Dr. Steve Albrecht on December 14, 2017.

In November - December 2017, the Library prepared a Library Safety and Security Guidelines and Procedures Manual. The Manual meets the Safety Standards set out in Chapter 12, Safety," of Serving Our Public 3.0: Standards for Illinois Public Libraries. The Manual anticipates annual training for all staff and will be reviewed annually for updates.

9. Please provide the hours the library and its branches are open, i.e. Monday - Thursday, 9 a.m. - 9 p.m.

Monday - Thursday, 9 am - 9 pm

Friday, 9 am - 6 pm

Saturday, 9 am - 5 pm

Sunday, 1 pm - pm (closed Memorial Day weekend through Labor Day weekend)

10. **Outreach:** The library shall familiarize itself with services provided by the Illinois State Library Literacy program at <http://www.cyberdriveillinois.com/departments/library/literacy/home.html>.

Provide a brief description of the library's current or planned services to accommodate low literate English speaking and/or English as a Second Language patrons. Explain the library's involvement, if any, with the Illinois State Library Literacy initiative and/or local literacy agencies.

Would you like a follow-up discussion with a member of the Illinois State Library Literacy team after the January 15 deadline? Yes Not at this time

The Library's senior staff reviewed the resources provided by the Illinois State Library Literacy program. Although we do not utilize these specific family literacy resources, our Children's Library hosts numerous literacy programs that are caregiver/child based and encourage family literacy.

Based on the population served, the Library does not offer services or programming to accommodate low literate English speaking and/or English as a Second Language. We continue to monitor our population and library patrons and add materials and programming as needed.

We would welcome a follow-up discussion with a member of the Illinois State Library Literacy team to explore additional ideas.

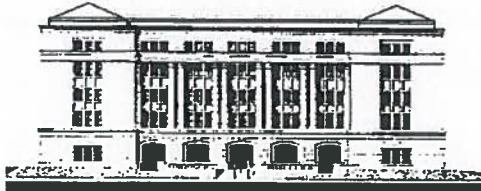
11. **Planned Use of Funds:** Describe how the library plans to use grant monies in order to meet standards described in the most recent edition of *Serving Our Public 3.0: Standards for Illinois Public Libraries*. Use general categories in identifying actual planned expenditures.

The Library has identified several areas for improvement in regards to our technology, If awarded, funds would be used to address technology standards as follows:

Technology Standard 5: The Library provides 24/7 remote access to library services and resources.

Technology Standard 7: The Library provides or partners with other community agencies to offer its patrons instruction (workshops, classes) in the use of computers, email, productivity software, and the Internet.

Technology Standard 14: The Library continuously strives to improve its technological services, resources, and access.



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Illinois Public Library Per Capita Grant Expenditures Report

Per Capita Grant funds must be obligated by June 30 and expended by August 15.

Library Name: Lake Forest Library City: Lake Forest
Control Number: 30393 Branch Number: 00
Fiscal Year: 2017 Exact amount of Per Capita Grant received: \$15,043.53

CHECK EXPENDITURE CATEGORY. EACH CHECKED CATEGORY MUST INCLUDE A BRIEF EXPLANATION.

Materials (materials for all ages, genres and formats, including electronic resources, books on tape, DVD's, CD's, etc.)

Programs (Summer Reading, Mom & Tot, educational, instructional, etc.)

Personnel

Electronic Access (databases, resource sharing, LLSAPs, system fees, etc.)

Subscription to EBSCO collection databases that include health, business, and reference resources. In FY2017, the Library's EBSCO database collection had 173,093 uses.

Continuing Education (staff and/or board)

Supplies

Equipment (office equipment, computer software and hardware, etc.)

Travel

Public Relations (newsletters, media ads, etc.)

Telecommunications (phone, fax, internet, cable, etc.)

Construction – Be specific (ADA Accessibility, new carpeting and floor coverings, new furnishings, attached shelving, lighting, basic remodeling, energy conservation, electrical, roofing, elevators, ceilings, HVAC, plumbing, doors/windows, fire protection, book drops, circulation desks, security systems, technology wiring, and interior or exterior painting)

Contractual Services – Be specific (legal fees, architect fees, consulting fees, etc.)

Other – Be specific (insurance, utilities, furniture, Shelving, association fees, lawn maintenance, etc.)

While the incidence of serious crime is low in libraries, libraries are open to the public many hours each week and are part of communities where people live and work every day. Librarians must share responsibility for the safety and security of customers and staff. The issue of library safety and security covers a wide range of concerns, from natural disasters to more serious incidents such as theft and assault. Emergencies can happen anywhere, at any time. Planning for emergencies is necessary at the most basic levels. All libraries should address emergency preparedness.

SAFETY STANDARDS

1. The library provides a list of emergency call numbers at all staff phones in the library. Emergency call numbers include police and fire contacts.
2. A library floor plan shows entrances, exits, location of emergency supplies, fire alarms, and fire extinguishers.
3. The library has an emergency manual and a disaster plan that include instructions for all types of emergencies that might occur in a public library. The plan addresses: bomb threats, chemical release, earthquake, fire, gas leak, serious medical injury or illness, theft, threats to staff and customers, and severe weather.
4. The library provides annual emergency training for staff, including fire and tornado drills, use of fire extinguishers, and location of the first aid kit and an automated external defibrillator.
5. The library provides a call list and contact information that is reviewed bi-annually. Call list includes staff and library board members. Contact information is available for contractors who provide building maintenance, telecommunication support, deliveries, damage assessment, insurance benefits, landscaping and grounds support, legal advice, supplies, financial records, utilities, and disaster assistance.
6. Emergency supplies are stored in a designated location and are accessible to staff.
7. Emergency equipment such as electric, gas and water switches, fire extinguishers, and fire alarms are noted on a library floor plan.
8. Safety of customers and staff is paramount in an emergency. If there is time to consider property, a prioritization list shows what should be salvaged in order of importance.
9. A building safety checklist includes daily, weekly, quarterly, semi-annual, and annual safety procedures. Examples include fire and tornado drills, fire extinguisher operation, backflow test, entrances and exits clear, and leaks.
10. The library has a designated tornado shelter.
11. Emergency exits and evacuation routes out of the library and to the tornado shelter are clearly marked for patrons throughout the library. Fire extinguisher locations are clearly marked.
12. The library provides adequate security for staff, users, and collections.
13. The library has a strong relationship with local police and community safety personnel and communicates with them on a regular basis about safety issues affecting the library.
14. At least two people shall be on duty during all open hours of operation.
15. Copies of the emergency manual and disaster plan are provided to community safety personnel.

SAFETY CHECKLIST

- The library provides a list of emergency call numbers at all staff phones in the library.
- The library has a floor plan that shows entrances, exits, location of emergency supplies, fire alarms, and fire extinguishers.
- The library has an emergency manual and disaster plan.
- The library provides emergency training for staff, including fire and tornado drills, use of fire extinguishers, and location of the first aid kit and an automated external defibrillator.
- The library provides a call list and contact information that is reviewed bi-annually.
- Emergency supplies are stored in a designated location and are accessible to staff.
- Emergency equipment such as electric, gas and water switches, fire extinguishers, and fire alarms are noted on a library floor plan.
- A prioritization list shows what should be salvaged in order of importance.
- A building safety checklist includes daily, weekly, quarterly, semi-annual, and annual safety procedures.
- The library has a designated tornado shelter.
- Emergency exits and evacuation routes out of the library and to the tornado shelter are clearly marked. Fire extinguishers are clearly marked.
- The library provides adequate security for staff, users, and collections.
- The library has a strong relationship with local police and community safety personnel and communicates with them on a regular basis about safety issues affecting the library.
- At least two people shall be on duty during all open hours of operation.
- Copies of the emergency manual and disaster plan are provided to community safety personnel.

BIBLIOGRAPHY

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- Wilkinson, Frances C., Linda K. Lewis and Nancy K. Dennis. *Comprehensive Guide to Emergency Preparedness and Disaster Recovery*. Chicago: Association of College and Research Libraries, 2010.
- Willis, Mark R. *Dealing with Difficult People*. Chicago: American Library Association, 1999.

WEBSITES

- American Library Association
www.ala.org/tools/safety-and-security
www.ala.org/tools/libfactsheets/alalibraryfactsheet10
- Occupational Safety and Health Administration
<https://www.osha.gov/index.html>

The four questions to ask when serving on a nonprofit board

Directors need to probe, nudge, and prod to make sure the organization achieves its full potential.

by William F. Meehan III and Kim Starkey Jonker

Sooner or later, you may follow in the footsteps of countless business leaders onto the board of one or more nonprofit organizations. Maybe it's the board of a local institution you care about personally, such as a small-scale theater, public radio station, or your child's school. It also could be a national or even global organization—an international development group, a major university, or the like.

Whatever the board, it's an opportunity to make a difference, provided you're prepared. Some of that opportunity stems from the growing potential of these organizations to generate social impact. Even as the cash-strapped public sector retrenches, nonprofits are poised to enjoy new sources of financial support: some \$59 trillion will move from US households into other hands between 2007 and 2061, according to one estimate. Nonprofits also can leverage new sets of tools, including robust digital infrastructure.

The nature of the opportunity runs deeper, though. Our research, as well as that of others, shows that a great many nonprofit boards are underdelivering. A majority of respondents to a 2015 survey on nonprofit governance,

conducted by researchers at Stanford University, said they did not believe that their fellow board members were very experienced or very engaged in their work. More than two-thirds of directors said their organization had faced one or more serious governance-related problems over the years—a finding reinforced by a survey we conducted with more than 3,000 stakeholders in the nonprofit sector, 56 percent of whom indicated that their organizations struggled with board governance.

If you know how to probe, nudge, and prod, you can help your board perform better. Doing so starts with courage. In our experience, nonprofit board members are often reluctant to contribute actively to discussions for fear that they will appear uninformed or cause an embarrassing ruckus. To be effective, you must overcome that fear. And then you must ask questions. Ask all your questions, even ones you fear might seem stupid, and keep asking them until you figure out what the smart questions are. Then demand answers to the smart questions. If you don't get good answers to your smart questions, or if you don't get support from your fellow board members when you ask those questions, then resign.

While many questions will be specific to your organization, there are four crucial ones that apply to all nonprofits. We'll lay those out in this article, which builds on a model of strategic nonprofit leadership we've distilled our book, *Engine of Impact: Essentials of Strategic Leadership in the Nonprofit Sector*. As we show in the book, board effectiveness is a critical enabler of all the components that, collectively, are indispensable to the achievement of a nonprofit's potential. Happily, it's one that you can start helping with the moment you get on a board.

QUESTION 1: ARE WE SUCCUMBING TO MISSION CREEP?

Companies in the private sector have a built-in sense of focus: they exist to maximize shareholder value. Because nonprofits lack that clarity of purpose, they need a crystal-clear mission statement that can unite stakeholders with different—and often competing—goals and expectations. When a mission statement is clearly formulated, it guides decisions about which programs and projects to undertake, which to avoid, and which to exit.

In too many cases, though, nonprofits develop mission statements that are vague or too lofty. In fact, many board members do not know or fully understand their organization's mission. When BoardSource asked nonprofit board members and CEOs to “grade your board's performance in understanding your organization's mission,” only 50 percent of respondents gave their board an A.

An unintended consequence of such fuzziness is mission creep, a debilitating virus that takes nonprofits far beyond their core competencies. It's worth remembering that a fundamental axiom of strategy in the corporate sector is that more focused strategies outperform less focused ones. If a for-profit bakery decided to begin making not just bread and pastry but also tennis rackets, software, and pianos, people would raise an eyebrow. When that kind of expansion happens in the nonprofit sector, no one blinks. Often mission creep arises from a compelling funding opportunity. For example, a neighborhood after-school tutoring organization that decides to offer midnight basketball can invariably trace that decision to a top donor's special enthusiasm for midnight basketball.

Helping an organization avoid such problems is one of the main duties of a nonprofit board. Too often, board members just accept that a nonprofit's mission "is what it is." Even in cases where an organization has a clear and well-focused mission statement, board members and senior staff should thoroughly review that statement every three to five years. In doing so, they will sharpen both their understanding of the mission and their commitment to maintaining it.

The board of Helen Keller International (HKI) periodically reviews its mission in this way as part of its strategic planning. According to its mission statement, HKI "saves and improves the sight and lives of the world's most vulnerable by combating the causes and consequences of blindness, poor health and malnutrition." (The interventions are linked; malnutrition is a leading cause of blindness.) President and CEO Kathy Spahn says the organization requires board members to visit programs in Africa and Asia at least once every three years, allowing them "to come back not only inspired and passionate about our mission, but also with a deep understanding of what is involved in executing on that mission." That approach has paid off. When a devastating cyclone struck in Bangladesh, for example, the HKI board ensured that the organization limited its role to helping villagers reestablish home gardens and did not attempt to provide emergency food supplies. Emergency relief is not HKI's mission or core competency.

QUESTION 2: HOW IS OUR 'THEORY OF CHANGE' INFORMING OUR STRATEGY?

Board members who are used to robust strategy formulation in the private sector are often surprised by how nonprofit organizations struggle to translate their mission into a concrete plan for marshaling and deploying resources. In many cases, boards themselves are part of the problem. Only

20 percent of respondents in the BoardSource survey said that they would give an A to their board's ability to adopt and follow a strategic plan.

One way to make the strategic conversation more concrete is to probe on a nonprofit's "theory of change." A theory of change is a rigorous description of exactly how an organization's work—its portfolio of initiatives and interventions—will help achieve the given mission. Often discussed in the nonprofit world, but infrequently employed as a tool for ensuring strategic coherence, a theory of change is a step-by-step outline, ideally informed by empirical evidence, of how organizational activity will translate into impact for beneficiaries.

When reviewing any proposed activity, you should ask the executives and program officers of the nonprofit, "How does this activity align with a logical, achievable theory of change?" When you are clear on the answer to that question, you can do a better job of assessing that individual initiative. You are also better able to have a coherent conversation about big-picture strategic issues that may be rumbling beneath the surface, such as the degree to which your strategy incorporates a clear-eyed view of potential competitors and collaborators, or the sustainability of your revenue model. These are critical issues that a business leader naturally would ask about in a corporate setting but that can seem out of place unless they are integrated with a theory of change.

Landesa, an organization that has worked in more than 50 countries to obtain land rights for the rural poor, consciously divides its theory of change into five discrete steps, each of which is informed by empirical evidence. Here, for example, is how it articulates the final step: "A small group of focused professionals working collaboratively with governments and other stakeholders can help to change and implement laws and policies that provide opportunity to the world's poorest women and men." Landesa also developed a graphical picture of its theory of change that uses arrows depicting causality to delineate specific goals, activities, outcomes, and impact.

For Landesa, as for most organizations, the process of developing and obtaining stakeholder agreement on its theory of change has been as important as the end product. Tim Hanstad, former president and CEO of Landesa, who is now a special adviser to the organization, explains: "Some of our richest discussions as an organization—with management, staff, board members, and donors—have occurred during the process of developing . . . our theory of change. . . . We are forced to ask ourselves as a group, 'What evidence do we have that our intervention will bring about the intended

results?” Landesa not only has a sound theory of change; it also uses that tool. “We have an internal process—called the Project Life Cycle process—that requires every new project concept and design to be justified by our theory of change,” Hanstad says.

QUESTION 3: HOW ARE WE EVALUATING OUR IMPACT?

Corporate boards enjoy the benefit of a range of financial metrics, including a company’s share price, to help them evaluate their performance. Without them, nonprofit boards unsurprisingly tend to fall short in this area: in the 2015 BoardSource survey, for example, only 13 percent of respondents gave their board an A for monitoring organizational performance and impact, and 38 percent gave their board a C or worse.

If you are serious about helping your nonprofit achieve its mission, you need to insist on regular impact measurement, not as a pro forma obligation but as part of a dynamic feedback loop that helps drive organizational strategy. Far from being a mere box to tick, evaluation can drive a virtuous cycle in which an organization tests its theory of change and strategy and then improves its programs in response to what it learns.

In recent years, randomized controlled trials (RCTs)—studies that test an intervention against a counterfactual case in which it is not in effect—have emerged as a powerful way to demonstrate whether a nonprofit intervention actually works. Boards should encourage this approach. Pratham, an organization that works to improve learning outcomes among children in India, has embraced RCTs with the full support of its directors. Over a 12-year period, the organization completed 11 such evaluations. “The RCT process is expensive, but the value is enormous because it builds internal capacity,” said Madhav Chavan, Pratham’s founder. “After we started doing the RCTs, our entire organization started understanding data much better, and we acquired down the line a better understanding of how to think of impact.” Through its investment in this approach, Pratham has shown a definitive, causal link between its program and the impact on beneficiaries—and in turn this has helped unlock millions of dollars in funding.


QUESTION 4: DO WE HAVE THE RIGHT ‘FUEL’ TO DRIVE OUR ORGANIZATION?

A nonprofit is more than its mission, strategy, and impact. It’s also a living, breathing organism that requires “fuel”—great people, an effective organization, sufficient funding, and the like—to operate. As a nonprofit board member, you need to check your organization’s “fuel gauges” on a regular basis.

This should start with a clear-eyed view of the board itself. Significant mismatches between a nonprofit's mission and the composition of its board are common. An egregious example arose on the board of an international poverty-alleviation organization that, for more nearly a decade, consisted only of a handful of the founders' childhood friends, all of whom were based in the United States and none of whom had any substantive experience or relevant professional expertise in international poverty alleviation. How could such a board operate as anything other than a rubber stamp for the decisions of the organization's executives?

If you find yourself on a board like this, you have a duty to speak up, and to vote with your feet if you don't see progress. You may be surprised at the receptiveness of your fellow directors, whose time is valuable and who may be harboring similar feelings but remaining quiet out of politeness or habit. As you work through these issues, heed the venerable principle of the three Ws: work, wisdom, and wealth. You and your fellow board members should ask, "Do we have members who offer their time, energy, and insight to committee work, fund-raising events, outreach to donors, and the like? Do we have members whose special talent or area of expertise will help us achieve our mission? And do we have members who can and will support the organization financially?" While this last topic may be uncomfortable, helping your organization to raise money—whether through direct giving, providing introductions to prospective donors, or continually examining your organization's overall approach to fund-raising—is the only way to sustain its impact.

Keeping an eye on the fuel gauge also means regularly asking at board meetings, "Does our organization have the people needed to achieve our mission?" Board members have a special duty to insist on both paying highly effective executives appropriately, so they can be retained, and ensuring that underperforming employees move on. The latter is an area where nonprofits particularly struggle. In our Stanford survey, only about half of nonprofit executives, staff, and board members agreed with the assertion that underperforming employees "do not stay for long in my organization." But as every manager in the for-profit sector knows, removing laggards, when done responsibly, not only improves organizational efficiency but sends a powerful signal about organizational values.

Serving on a nonprofit board in the years ahead represents an extraordinary opportunity for impact on society, and on the nonprofit itself. But if you want to be an effective strategic leader, you can't settle for a regimen of reading board books and showing up for quarterly meetings. You must engage fully on your organization's mission; seize opportunities to observe frontline work; and, at each board meeting, take every chance to confront the big, long-term issues by asking tough questions. The best quip that we ever heard on this subject conveys a vital truth: "I have no objection to a good discussion breaking out in the middle of a board meeting." 

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MURAL WORK

Barry Baumann, director of the Chicago Conservation Center, removes a mural from the wall at Lake Forest Library. All of the lobby's art work is being restored.

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Tim J. Tuffy/Pioneer Press

THIS WEEK

Parking cheats

The state plans a crackdown on motorists who park in handicapped reserved parking spaces but are not disabled. A special report looks at this growing problem.

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Diversions



MUSICIANS OF NOTE

Allan Dennis' Midwest Young Artists are scoring high marks. Read about the award-winning Lake Forest-based group this week.

PAGE B1

ENVIRONMENT

LIFE AND DEATH UNDER THE WAVES

Sea lampreys, round gobies and the pesky zebra mussel are all creatures that have taken up residence in the Great Lakes. Their survival, however, comes at the expense of other native creatures.

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Settlement of dispute close at hand

By DAN RAFTER
STAFF WRITER

Officials with Lake Forest's elementary schools expressed hope early this week that faculty and administrators would finally resolve their differences regarding the impact of the longer school day started this academic year.

DISTRICT 67

But as board of education members with Lake Forest Elementary School District 67 prepared to vote on a tentative agreement between teachers and administrators, no one was willing to promise an end to the long-running debate.

"We are happy with the agreement right now," said Nancy Gordon, a physical education teacher with the district, and head of its teachers union. "We'd be very pleased if the board would ratify this, get this over and done with. But I can't predict what will the board will do."

Teachers and administrators with the district had struggled for more than a year to create a compensation

plan that would satisfy faculty members struggling to meet the new demands placed on them by the longer school day. Late last month, though, they finally ended their stalemate. District teachers, on Jan. 31, voted overwhelmingly to accept an agreement that would, among other things, pay those teachers affected by the change a one-time bonus of \$750.

"I am pleased," said District 67 Superintendent Harry Griffith. "I think it's a good agreement. I like it. It's a way for us to thank our teachers for the work they've done, the adjustments they've made for what we feel is a valuable education program."

District officials modified school hours at the start of the academic year. Through shuffling and lengthening the school day, officials now provide students five-and-a-half hours of instruction in the core subjects of mathematics, language arts, science and social studies. Increasing time spent on these subjects has been a longtime goal of district officials.

The new schedule, though, means adjustments for teachers. (Continued on page 18)



Tim J. Tubby/Pioneer Press

Conservation Assistant Peter Schoenmann carefully cleans the oil on canvass murals in the Lake Forest Library lobby. The restoration

work is being paid for by the Friends of Lake Forest Library, a philanthropy group that provides financial assistance to the facility.

Over six decades of grime cleaned from library murals

By DAN RAFTER
STAFF WRITER

Barry Bauman spends his life saving little chips of paint. Others might consider that a bit boring. But the crowds at Lake Forest Library last week didn't.

Patrons lifted their noses out of books and unglued their eyes from computer screens to watch Bauman slowly peel Homer, the famous Greek poet, from the library's wall. Armed with only a plastic spatula and steady hands, he chipped away at decades of glue, slowly wrapping the mural around a cardboard tube.

"The process really is amazing, isn't it?" asked head librarian Kaye Grabbe. "It's really something to watch."

Bauman, owner of the Chicago Conservation Center, specializes in preserving works of art. He and his assistants save everything from sculptures and paintings to textiles and frames from the passage of time.

These days, he's spending many of his days at Lake Forest Library, working on the lowering murals that have lined its walls since 1931. After more than six decades, dust, dirt and grime have coated their surfaces, dulling their colors. And one mural, depicting the Greek bard Homer, has suffered severe water damage.

"It's important to save these paintings," Bauman said last week, taking a break from his work. "These paintings are all part of the environment of this library. They occupy the lobby. They're the first thing people see when they come into the building."

For several weeks, Bauman has worked at restoring the murals. He spends much of this time rubbing cotton swabs against the oil paintings, gradually bringing bright color back to dulled works. Tedious work to some,

exciting stuff to Bauman.

"When you're doing something that you enjoy, it's not tedious," he said. "You get your reward when you're done, and you see the work of art you've preserved. That makes you feel your life did have some purpose. You have protected a beautiful piece of work, preserved something for others to enjoy."

Funding

Members of the Friends of Lake Forest Library, a philanthropy group that provides financial assistance to the local building, are paying for the mural work. Frank Kruez, its president, said the work will cost about \$29,000.

It's just the latest improvement project undertaken by the Friends. Last year, group members paid for the renovation of the library's reading room. It's now called, fittingly enough, the Friends Reading Room.

"We think these murals are important to the library," Kruez said last week. "People at the (Chicago Conservation Center) say the murals are the major artistic asset of the library. They are massive, and they are very well done. They are eye-catching when you walk into the lobby. We want to save them."

Frequent visitors to the library are no doubt familiar with the murals. They depict the poets, prose writers and philosophers of ancient times. Sappho, Aristophanes and Virgil grace the walls. Aeschylus, Euripedes and Cicero, too, look out into the lobby. Nicolai Remisoff, born in St. Petersburg, Russia, painted the murals more than six decades ago.

Without the restoration work, the mural depicting Homer would have been lost, Bauman said, a victim to severe water damage. As it is, (Continued on page 18)

■
**Nicolai Remisoff,
born in St.
Petersburg,
Russia, painted
the murals more
than six decades
ago.**
■

Screening schedule for children is set

District 67 acknowledges that there are some children who appear to be ready for kindergarten even though their birthdays fall a little short of the State of Illinois Sept. 1 guidelines.

These children are academically advanced, socially and emotionally mature, and have psychomotor skills that are well developed. In order to verify their readiness, District 67 has scheduled a screening program from 8:30 a.m. to noon, Saturday, March 15 at Deerpath Elementary School.

The fee for this screening is \$300. Parents will receive a professional report and a recommendation as to the appropriate placement of the child. To

schedule an Early Kindergarten Screening, please call Carol Mprreale at 604-7408, by Feb. 28.

District 67 will also conduct its preschool screening in March and April. The screening identifies three and four year olds, residing in Lake Forest, who may require early intervention services. The vision and hearing portion of the screening will be conducted Tuesday, March 11.

The developmental screening will be held April 14-17. Both screenings will be held in Room 8 at Deer Path Elementary School. To register call Jo Cranmer at 604-7422, March 4-7, between the hours of 8:30 a.m. and 8:30 p.m. No early registrations, please.

■ Legal costs rise *Continued from page 5*

ters. The city pays \$285 an hour for the services of Sidley & Austin. From June 1, 1995, to Dec. 31, 1996, the city has paid the Chicago law firm about \$32,601 for legal services regarding the compost center.

This has not pleased the center's opponents.

"Why is the city spending 10s of thousands of dollars of taxpayer money to protect a private composting business?" asked resident Susan Garrett. "There seems to be an ethical issue here."

Steven Handler, another city resident, said \$285 an hour is not an excessive fee for Engel's services. But that's not the issue, he said.

"The question is, 'Why are they spending this money instead of DK?'" he said. "The whole relationship between DK and the city has puzzled

us from the start. Why are they so intent on keeping this site open?"

Kiely said DK officials are not getting off easy. They, too, are paying legal bills, he said. Charlie Pick, vice president of DK Recycling, agreed.

"We are the ones named in these actions, not the city, so we are definitely shouldering our share," Pick said. "The city is spending legal fees because they want to keep abreast of what's going on. But this is really our problem. Of course, it affects the city in that they bring their composting here. But we are the ones named."

Pick would not say how much his company has spent on legal fees. He said he could not compare DK's fees to those taken on by the city, because he does not see Lake Forest's bills.

Abigail Fassnacht, an alderman representing the city's second ward, said she has no problem with the city spending its own money on the legal matters.

"The company is a private contractor," she said. "So we are defending a compost center that serves the city. It is on city land, and it serves the city. I have no ethical problems with this whatsoever."

Two other aldermen, though, did not comment on the matter. Gail Hodges, representing the city's third ward, said she would rather not discuss the issue while the compost center is still being investigated. Samuel Henry, representing the city's first ward, also did not want to comment.

If officials with the Illinois Environmental Protection Agency decide that DK officials did fail to notify the

right number of property owners in 1992, the company could be forced to go through another round of public hearings and permit requests to run their facility.

But Donald Gimbel, a lawyer with the state agency, said DK officials might not be issued any fines, regardless of what the environmental protection agency decides. After all, he said, the agency has to share the blame because it did grant DK the expansion permit in question in the first place.

"This is not a normal case," he said. "For sure, (DK officials) would argue that if the agency can't make up its mind, what are they supposed to do?"

Larry Clark, an assistant state's attorney, is also working on the investigation.

"We hope to get this resolved soon," he said. "This case is sort of an odd duck. In

some sense, the (environmental protection agency) has some egg on their face. This really is an odd animal."

Environmental protection agency rules are strict when it comes to public notification. If they plan to expand their sites, compost center operators must inform all real property owners within 250 feet of their property line. Officials with the agency say they believe DK officials only notified those neighbors living within 250 feet of their composting site, not the farther-reaching property line, said Joyce Munie, a solid waste manager with the agency.

But Kiely said DK officials did all that was required of them. In the opinion of the city's legal counsel, he said, DK officials only had to notify real property owners within 250 feet of the property line.

■ Settlement *Continued from page 7*

ers. Some work longer hours with students, while others start class earlier in the day. Nearly all of them say they have less time for planning and preparation. For these reasons, they are seeking compensation from the district's board of education.

Board members were scheduled to vote on the agreement Tuesday night, after press time for this week's paper. If approved, the agreement will immediately become part of the district's teacher's contract, which is scheduled to expire Aug. 24 of 1998.

Ken Hachikian, president of the district's board of education, would not predict Tuesday's vote.

"I can't predict what the board will do," he said. "But I do believe, one way or another, we will arrive at an agreement. We've been try-

ing for a long time to reach an agreement, and we are looking forward to it."

Division

One issue continues to divide teachers and administrators. Part of the agreement spells out the maximum amount of time faculty members can spend teaching classes every day.

Administrators say the agreement states that teachers can spend no more than an average of 300 minutes a day every week teaching classes. That would mean teachers could spend more than 300 minutes in class on some days, and less than 300 on others.

But faculty members believe the agreement says teachers can never spend more than 300 minutes in class any day, no matter what

the average for the week might be.

Griffith said he was hopeful that disagreement would not scuttle a positive vote Tuesday night.

"Other than that, I don't think there are any disagreements at all, or misunderstandings, with this agreement," he said. "It will be nice to get this over with."

The agreement also provides for an increase in tuition reimbursements of teachers who continue their education. If board members approve the agreement, teachers will receive an extra \$250, bringing the total possible tuition reimbursement to \$1,225.

Also, the agreement states that no teacher workday will begin before 7:30 a.m. or end later than 4:30 p.m. That doesn't, however, apply to extracurricular activities.

■ Firefighters *Continued from page 5*

we first got there. I had to get him to stop that, so he wouldn't hurt himself. I just talked to him about anything, his family, his hobbies, anything to keep him occupied. It was an experience, it really was."

During Friday's ceremony, Vanderlinden sought out Tarr and Montellano, hugging both firefighters. After the ceremony ended, he even tried to set up lunch plans to meet with the men who saved his life.

"I can't tell you how happy I am," said Bill Vanderlinden, Jason's father, who also attended the ceremony. "There's not enough I can do for these guys. You can't imagine the praise I want to give to these guys. They are so well organized and trained."

Two months before the trench collapse, members of the Lake Forest Fire Department trained themselves on underground rescue techniques. That training came in handy during the rescue.

"We figured we ought to recognize these folks," Connors said. "Not every city is this well organized and trained. Too often, people in these situations end up injuring themselves."

"The gut reaction is to jump into the trench to help someone," he said. "Then, what happens many times, is you have two people stuck in the trench. They cause more damage than help. But these firefighters didn't do that. They approached everything very cautiously. They did the right things."

Lake Forest firefighters

weren't the only city officials earning praise last week. Members of the city's water and sewer department also garnered some kudos for placing speed shoring in the trench to provide Vanderlinden with extra protection.

"We are very pleased with what our personnel did that day," said Lake Forest City Manager Bob Kiely. "You hope you never have to go through a rescue operation like that, but when you have to it's nice to know you have people who know how to handle it."

Rescue teams composed of firefighters specially trained for underground rescue eventually freed Vanderlinden from his trench. Vanderlinden left Lutheran General Hospital in Park Ridge just two days later. After six months of physical therapy for his legs, he returned to work earlier this month.

Labor department officials honored Lake Forest firefighters Captain Ray Fontana, Captain Scott Robertson, Montellano, Chris Garrison, Ken Haglund, John Bardi, Mike Gallo and Troy Tarr.

"I'm very proud of these guys," said Mike Beatty, Lake Forest's fire chief. "The fact that Jason was able to come out today was even more gratifying. They got the chance to see the results of their work."

Labor department officials are still investigating Action Plumbing, the company Vanderlinden works for, Connors said. They are expected to make a ruling on the accident this week, he said.

■ Murals cleaned *Continued from page 7*

he had to remove the painting from its wall to save it. It won't return to the library for two to three months. Bauman said, leaving an eye-catching blank spot next to the circulation desk.

Library patrons will surely miss the painting, Grabbe said.

"People don't really pay attention to something when it's there all the time," she said. "You take it for granted. It's hard to miss when it's absent, though. You walk in, and it's gone."

Removing Homer was a painfully slow process. A portable lift hoisted Bauman and conservation assistant Peter Schoenmann about 20 feet in the air. Using their plastic spatulas, the pair peeled the mural from the wall, inch by tiny inch. All the while, they held a cardboard tube with their free hands, rolling the painting around it.

The peeling took more than 20 minutes. But patience was the key. One slip up, one tear, would ruin the painting.

"Once we get going on this, we can't stop," Bauman said, minutes before starting the removal. "It's really a one-shot deal."

Bauman expects to finish restoration work on the rest of the murals in March. None of these suffer from serious water damage. They will remain on their walls to receive their cotton swab touch-up.

Grabbe, for one, looks forward to the completion of the project. The murals, she says, are already stunning. Cleaned up and brightened, they should prove even more powerful, she says.

"I think they're quite beautiful," she said. "All the colors in the building, every time we do something, the palette comes from them."