

LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045
February 11, 2020
7:30 pm Reed Room – Main Floor
Regular Meeting

Board Materials

1. Agenda
2. January 14, 2020 Regular Meeting Minutes
3. January 2020 Financial Report
4. Commercial Landscape Management Contract with Mariani Landscaping
5. FY2021 Library Hours
6. Library Director Evaluation Process
7. Greco Electrical Contractors, Inc. estimate for work
8. FY2021 Budget



LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045
February 11, 2020
7:30 pm Reed Room – Main Floor
Regular Meeting

Agenda

1. Call 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 14, 2020 Regular Meeting Minutes
7. For action: Discussion and approval of January 2020 Financial Report
8. For action: Discussion and approval of Commercial Landscape Management Contract with Mariani Landscaping
9. For action: Discussion and approval of FY2021 Library Hours
10. The Library Building Project
 - a. For action: Discussion and approval of HGA Contract, Stage 2
11. For action: Discussion and approval of Greco Electrical Contractors, Inc. work
12. Library Director Report
 - a. For discussion: review of Library Director evaluation process
 - b. For discussion: FY2021 Library Budget
13. Services Committee
14. Unfinished Business
15. New Business
16. Adjournment

Upcoming Regular Board Meeting: March 10, 2020 7:30 pm, Reed Room

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.

Approval of the January 14, 2020 Regular Meeting Minutes

Lake Forest Library Board of Trustees
360 E Deerpath Road, Lake Forest, IL 60045
Regular Meeting Minutes
7:30 p.m., January 14, 2020

CALL TO ORDER

President Carrie Travers called the meeting to order at 7:31 p.m.

ROLL CALL

Trustees Present: Germaine Arnson, Wendy Darling, JoAnn Desmond, Elizabeth Grob, Andrea Lemke, Ron Levitsky, Todd Puch, David Rose, Carrie Travers.

Staff Present: Catherine Lemmer, Library Director. Public present: None.

ADDITIONS TO THE AGENDA

None

APPROVAL OF THE AGENDA

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

OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD, AND CORRESPONDENCE

No request to address the board, nor was there any new correspondence.

APPROVAL OF MINUTES

Trustee Levitsky made a motion, seconded by Trustee Lemke, to approve the December 10, 2019 Regular Meeting Minutes. Motion carried unanimously.

APPROVAL OF THE DECEMBER 2019 FINANCIAL REPORT

Ms. Lemmer presented the highlights of the December 2019 financial report. After discussion, Trustee Arnson made a motion, seconded by Trustee Levitsky, to approve the December 2019 financial report. The motion carried unanimously with a roll call vote.

DISCUSSION AND APPROVAL OF CHANGES TO LIBRARY POLICIES TO REFLECT THE CANNABIS REGULATION AND TAX ACT AND WORKPLACE TRANSPARENCY ACT

After discussion, Trustee Levitsky made a motion, seconded by Trustee Puch, to approve changes to the Employee Handbook (Personnel Manual) to include: prohibition on the use of cannabis and cannabis-infused products, changes to the Rules for Using the Library, and the addition of protections for Trustees to the Anti-Harassment and Nondiscrimination Policy. The motion passed unanimously.

LIBRARY BUILDING PROJECT DISCUSSION

Prior to discussion, President Travers asked Board members to declare any conflicts of interest and report any Ex Parte communications not previously disclosed. Hearing none, discussion of the Library Building Project commenced.

Lake Forest Library Board of Trustees
Regular Meeting Minutes
January 14, 2020

The Hodge Group continues to conduct feasibility interviews with community members and will conclude these efforts by the end of February. Meetings with the Mayor and City staff regarding public-private financing options are also planned. Ongoing development of the case statement, refinement of HGA plan drawings, and updates to the project timeline occur as feedback from these meetings warrant. The Hodge Group will present findings and recommendations to the Library Board in March.

The Lake Forest Library Foundation, an Illinois not-for-profit corporation, was formed in December 2019. Approval of Section 501(c)3 status and an additional filing will complete the process.

LIBRARY DIRECTOR REPORT

Programming was strong in December including a very well-attended Exam Escape. A holiday magic show, a coding class for Girl Scouts, and a Dungeons and Dragons adventure were a few of the offerings during the month. Tech classes continue to have good attendance and new circulating tech items are being added, including Virtual reality and gaming. The new fine-free policy went into effect with a soft roll out in early January. February 1 is the official date.

An offer was made to Ed Finn to join the Library staff as Head of Operations. Ed brings a wealth of experience to the position and will start on January 21, 2020.

Year-end gifts to the Library included a generous donation from the Buchanan Foundation. In addition, donors to The Friends were acknowledged and invited to discuss the Library Building Project.

Signage for the restrooms has been completed in compliance with the Illinois Equitable Restrooms Act. In addition, efforts are underway to determine if space modifications can make two existing ADA-compliant restrooms, currently in administrative spaces, available for public use.

UNFINISHED BUSINESS

No unfinished business.

NEW BUSINESS

No new business.

ADJOURNMENT

Trustee Levitsky made a motion, seconded by Trustee Travers, to adjourn the meeting at 8:30p.m. Motion carried unanimously.

Upcoming Meetings:

Regular Board Meeting: February 11, 2020, 7:30 p.m., Reed Room
Services Committee Meeting: February 11, 2020, 6:30 p.m., Reed Room

Germaine Arnson, Secretary

Minutes to be approved by the Board on February 11, 2020.

Approval of January 2020 Financial Report

Lake Forest Library
Year-to-Date Monthly Financial Report
January 2020
Unaudited Month 9
FY2020

REVENUES	Current Month Actual	Year to Date Actual	Year to Date Budget	Annual Budget	(Over)/Under Variance	% of Annual Budget
Unassigned Funds on Hand 5/1	\$1,727,562	\$1,727,562	\$937,906	\$937,906		
Tax Based (Levy, SSN, IMRF)	\$1,717	\$4,177,624	\$4,247,881	\$4,247,881	(\$70,257)	98.35%
Non Tax Based	\$15,293	\$143,900	\$47,400	\$63,200	\$96,500	227.69%
Gifts (includes Friends)	\$3,250	\$114,382	\$62,250	\$83,000	\$52,132	137.81%
TOTAL REVENUES	\$20,260	\$4,435,906	\$4,357,531	\$4,394,081	\$78,375	100.95%
TOTAL FUNDS ON HAND	\$1,747,822	\$6,163,468	\$5,295,438	\$5,331,988	\$868,031	
EXPENDITURES						
Salaries & Wages	\$123,380	\$1,198,773	\$1,328,464	\$1,817,898	\$129,691	65.94%
Fringes	\$34,017	\$275,564	\$298,497	\$408,470	\$22,933	67.46%
SSN	\$9,209	\$89,534	\$106,443	\$145,659	\$16,909	61.47%
IMRF	\$12,200	\$93,355	\$138,240	\$189,170	\$44,885	49.35%
Materials (print, AV, tech, online)	\$43,812	\$403,247	\$479,250	\$639,000	\$76,003	63.11%
Other Operating Expenses	\$46,905	\$347,813	\$427,781	\$570,375	\$79,968	60.98%
Building Maintenance	\$9,134	\$143,510	\$184,350	\$245,800	\$40,840	58.38%
Sub Total	\$278,656	\$2,551,795	\$2,963,025	\$4,016,372	\$411,230	63.53%
Capital	\$0	\$17,833	\$153,750	\$205,000	\$135,917	8.70%
TOTAL	\$278,657	\$2,569,629	\$3,116,775	\$4,221,372	\$547,146	60.87%
BALANCE		\$3,593,840	\$2,178,662	\$1,110,616		
RESERVES						
Capital Improvements	\$2,050,000					
Technology Improvements	\$300,000					
Capital Equipment	\$300,000					
	\$2,650,000					

Lake Forest Library
January 2020 (Month 9) FY2020
Financial Notes

Revenues

Funds on Hand: \$1,727,562 (audited).

Tax Based: \$4,177,624 (98%); payments received in June and September. Still awaiting \$71,974 to complete this budget line; will continue to monitor the deficit in the account line.

Non-Tax Based: \$143,900 non-tax revenues; includes quarterly payments representing the Library's portion of the RAILS LLSAP (local library support automation program) Support Grant due to CCS for becoming a LLSAP unit of RAILS; a rebate from CCS; per capita grant of \$24,218; \$1,358 sales commission from Better World Books; \$8,611 impact fee; \$8,409 library fines; and \$86,010 in investment income.

Gifts: \$114,382; Includes Friends FY2020 grant of \$73,000.

Expenditures

Salaries, Fringes: \$1,198,773 for salaries: 66% of FY budget; \$275,564 for fringes: 67% of FY budget. \$89,534 for SSN: 61% of FY budget; \$93,355 for IMRF: 49% of FY budget.

Materials; Books, AV and Electronic Services: \$403,247: 64% of FY budget. New circulating technology will come from this line. Annual payments for periodical and database subscriptions come in during first quarter.

Other Operating Expenditures: \$347,813: 61% of FY budget. Includes administrative fee payments paid to City of Lake Forest of \$16,351 and audit fee of \$6,995. Also includes Special Project payments of \$37,126 (The Hodge Group and HGA).

Building Maintenance: \$143,510: 58% of FY budget. Reflects cleaning service contract, service calls and repairs for HVAC, electrical, and other systems; and annual liability and casualty insurance premiums.

Capital: \$17,833: 9% of FY budget. Includes the replacement of the two amp services due to the transformer blow-out.

Reserves

\$1,727,562 - Operating cash reserve (fund balance-unassigned). Current assigned reserves: capital equipment (\$300,000), capital improvements (\$2,050,000), and technology (\$300,000), resulting \$2,650,000 in reserves.

Year to Date FY2020: 61% of budget expenses; 99% budget revenues.

Agenda Item 8

Discussion and Approval of Commercial Landscape Management Contract

Attached please find the contract from Mariani Landscape for the 2020 landscape season. The scope remains the same for the 2020 season: the robot mower will be reinstalled in spring; the (4) rotations for the pots and the entrance; and the basic plant health care treatments necessary for the perennials, crab trees, and magnolias. The contract is for \$15,617.02.

There may be additional pruning and mulch needed, but that will be determined later in spring, and billed separately.

We are working with the City of Lake Forest to assess any pruning needs and to see if the Library's trees come within the City's purview.

This is the Library's second year with Mariani Landscape. The work is comparable to what was provided by don fiori company inc., including the potential add-ons for mulch and pruning. In 2018, the Library's basic grounds contract with don fiori company inc. was \$20,037.



Lake Forest Library Service Summary

360 E Deerpath, Lake Forest, IL 60045-2252

2020 - 2021

Maintenance Services

Commercial Landscape Management 2020	Total:	12,646.25	<input type="checkbox"/>
Total for Maintenance Services:		\$12,646.25	

Additional Services

Spring Annuals 2020	Total:	298.88	<input type="checkbox"/>
Summer Annuals 2020	Total:	315.72	<input type="checkbox"/>
Fall Annuals 2020	Total:	272.72	<input type="checkbox"/>
Winter Display - 2020	Total:	538.45	<input type="checkbox"/>
Winter Display Removal 2021	Total:	63.00	<input type="checkbox"/>
Sub - Plant Health Care 2020	Total:	1,482.00	<input type="checkbox"/>
Total for Additional Services:		\$2,970.77	
Grand Total For All Services:		<u>\$15,617.02</u>	

Chris Detweiler

1/13/2020

Date

Joe Faust

Date

By signing above you are acknowledging that you have received the Conditions of Contract and Contract Specifications and have agreed to the payment terms and information outlined in your contracts.

A copy of the Conditions of Contract can be found here: <http://www.marianilandscape.com/CoC.pdf>.

Please see the next page for the payment details of your contracts.



Lake Forest Library Service Summary
360 E Deerpath, Lake Forest, IL 60045-2252

Maintenance Services

Payment Information:

The total contract amount for your Maintenance Services is \$12,646.25.

- 8 installment payments of \$1,580.78 will be invoiced for 8 months starting in April and ending in November.
(Monthly Installment Payments do not reflect work performed within that specific month.)

Additional Services

Payment Information:

Payment of \$891.23, which is 30% of your total additional contracts totaling \$2,970.77, is due upon acceptance of these contracts.

(Note: Remaining balance due upon completion of work.)

Commercial Landscape Management 2020

Landscape Contract Specifications

Contract # 192644

Submitted To: Lake Forest Library
c/o Joe Faust
360 E Deerpath
Lake Forest, IL 60045-2252

Project: Lake Forest Library
360 E Deerpath
Lake Forest, IL 60045-2252

Sales Representative: Chris Detweiler

("The above named party") agrees to contract with Mariani Enterprises, Inc. ("Mariani Landscape") for the project work described below for the Total Contract Price set forth on the contract summary page:

Weekly Maintenance

Weekly Maintenance:

Weekly Maintenance will be completed throughout the growing season, April through November, as weather permits. Services include the following:

- **Pruning:** Hand pruning, shearing and deadheading techniques performed at appropriate times to remove dead, diseased and damaged branches, new seasonal growth, encourage flowering and improve plant vigor to achieve the intended design effect. This includes ground covers, ornamental trees (up to 15' in height), deciduous and evergreen shrubs.
- **Vines:** Vines shall be pruned as needed (up to 15' in height) to maintain size; keep clear of lighting fixtures, window frames, eaves and wood siding.
- **Plant Beds:** Initially remove weeds and landscape debris accumulated over the winter. Cultivate open soil beds and rake mulched beds for a neat and clean appearance. Hand spade edge all turf adjacent to planting beds and apply a balanced, granular fertilizer to applicable beds. Throughout the growing season hand weed open beds and ground cover, lightly cultivate and spade edge planting beds, as needed to maintain a neat and clean appearance. At the end of the season, remove fallen leaves, branches, annual flower plantings and apply a balanced, granular fertilizer to applicable beds. Please note that some leaves may be left in groundcover beds for winter protection.
- **Perennial Care:** Initially prune dead foliage and remove accumulated landscape debris. Spring ephemerals shall be cut back to ground level at the appropriate times. Throughout the growing season prune/deadhead applicable perennials as needed to maintain appearance and encourage desirable growth. Applicable plants shall be staked to support new growth. At the end of the season perennials will be cut back and accumulated debris removed. Perennials such as hydrangea, astilbe, sedum and ornamental grasses shall remain to provide winter interest where applicable.
- **Lawn Care:** Initially remove accumulated landscape debris from turf and rake lawn as needed. Bare spots in turf shall be addressed with the appropriate seed and amendments to encourage seed germination. Throughout the growing season the turf shall be mowed to approximately 2" to 3" high, as site conditions permit. Mowing equipment and patterns shall be employed to allow recycling of clippings where possible, and to present a neat, healthy appearance. Excess clippings and debris shall be removed as needed. Blades on all mowers shall be sharp to prevent tearing of grass blades. At the end of the season remove fallen leaves and branches as needed. Mow turf to a minimum height of 1-1/2" to 2" to help minimize winter turf diseases.
- **Gravel Areas:** Rake gravel areas as needed to redistribute gravel and collect accumulated debris in order to provide a level, well-manicured appearance.
- **Window Wells:** Clean and remove debris from accessible window wells as needed.
- **Containers and Window Boxes:** Upon request, containers will be removed from storage and arranged as



appropriate. At the end of the season containers will be emptied and cleaned. Containers shall be placed in storage on site.

- **Hoses:** Upon request, hoses will be removed from storage and arranged as appropriate. At the end of the season hoses will be disconnected, drained and coiled in preparation for winter storage.
- **Patio Furniture:** Upon request, patio furniture will be removed from storage and arrange as appropriate. At the end of the season patio furniture will be placed in storage on site.
- **Irrigation:** Recommendations will be made, as needed, to adjust the rate of water application to meet changing conditions. Time clock adjustments, repairs, and maintenance of the system shall be the responsibility of the owner. Mariani Landscape cannot be held responsible for damaged or improperly installed systems.
- **General:** Crews are instructed to check and clean under doormats, clean stairwells and remove cobwebs from all visible outside areas at the first floor level of the home. Patio furniture shall be arranged after sweeping.
- **Winter Protection:** Applicable trees shall be wrapped with burlap to help minimize frost crack and wildlife damage. Applicable plants shall be netted to help reduce deer browse.
- **Refuse:** Sweep and/or blow off hard surfaces upon completion of work as local ordinances permit. Remove all associated landscape debris from site and deliver to a licensed composting center.
- **Communication:** Your Client Representative is available to meet at your convenience to discuss site issues and recommendations for improvements.
- **Please Note:** Maintenance services that are required December through March shall be provided, as requested, and invoiced on a time and material basis at our current hourly rate.

Dormant Season Pruning

Dormant Pruning:

Designated plant material during the dormant season will be selected. This type of pruning establishes form, reduces size, rejuvenates and promotes overall plant vigor. During dormancy, the structure of deciduous plants is easily seen, insects and diseases are not active, and beds are clear and solid to support the activity with minimal disruption to the landscape.

Furnish supervision, labor and equipment required to complete the following:

- Various deciduous shrubs located on the property will be rejuvenated or reduced in size including many dogwoods, viburnum and hydrangeas.
- Remove all associated debris from site.
- Please note: Schedule work to occur as weather and site conditions permit.

Turf Program - Basic

Basic - Fertilizer, Broadleaf Weed Control and Pre-Emergent:

Furnish a licensed applicator, equipment and material required to complete the following:

- Two rounds of fertilizer
 - Four rounds of herbicide
 - One round preventative insecticide
 - One round of pre-emergent
 - Provide notification and flag site, driveway or parking lots and primary building entrances as needed.
-
- **Fertilizer:** A slow release, granular fertilizer applied to applicable lawn areas.
 - **Herbicide:** Scout for and treat broadleaf weeds as needed to maintain a neat appearance including hardscape surfaces.
 - **Preventative Insecticide:** Applied to applicable lawn areas in late April or early May, contingent on site and weather conditions, targeting grubs and billbugs.
 - **Pre-Emergent:** Apply pre-emergent herbicide to all applicable lawn areas to help discourage weed seed germination.

Please note:

- Additional late season treatment(s) may be necessary to achieve full spectrum control of crabgrass and/or undesirable insects.

Rose Care Program - Basic

Rose Care Program - Basic:

- Rose maintenance visits will occur on a 2-3 week interval, beginning in April and continuing through September for approximately 12 visits, as weather and site conditions permit.

Spring Cleanup:

- Uncover roses in April as weather and site conditions permit.
- Inspect and prune roses in early spring (at bud break), and prune to remove dead or damaged tissue, reduce size, improve structure and prepare each plant for the growing season.
- Remove any accumulated debris and cultivate soil to present a neat appearance.

Pruning:

- Inspect, prune and deadhead roses, beginning in June and continuing through October to remove faded blooms, maintain size, encourage desirable growth and bloom.

Bed Care:

- Clean any accumulated debris from the planting bed to maintain a healthy environment and neat appearance. Weed beds as necessary and rake and refresh mulch as needed, (May - October).

Fertilization:

- Furnish (2) applications of granular fertilizer to encourage plant health and vigor. Complete the first application in spring and a second application in early summer.

Integrated Pest Management:

- Treat roses following inspection to suppress disease and insect activity to encourage plant health and vigor.

Note: Additional pest control applications beyond the scope of this program may be required based on weather, insect and disease activity and the tolerance of the homeowner.

Fall Service:

- Prune roses in fall to reduce size as needed. Cover (mound) each plant with humus to provide winter protection.

Please note:

- Service will begin on or about April 15th and continue until the end of the season - approximately November 30th.
- Wildlife repellent is not included in this program but shall be offered as a separate proposal should the need arise.

Note: Please see attached Summary page for Prices, Terms & Conditions.

Spring Annuals 2020
Landscape Contract Specifications
Contract # 185227

Submitted To: Lake Forest Library
c/o Joe Faust
360 E Deerpath
Lake Forest, IL 60045-2252

Project: Lake Forest Library
360 E Deerpath
Lake Forest, IL 60045-2252

Sales Representative: Chris Detweiler

("The above named party") agrees to contract with Mariani Enterprises, Inc. ("Mariani Landscape") for the project work described below for the Total Contract Price set forth on the contract summary page:

Spring Annuals - Planters

Furnish supervision, labor, equipment and material required to complete the following:

- Amend soil as needed and prepare containers for planting.
- Install a spring arrangement.
- Water and maintain arrangements once per week during the maintenance visit for the balance of the season.
- Remove all associated debris from site.

Note: Please see attached Summary page for Prices, Terms & Conditions.



Summer Annuals 2020
Landscape Contract Specifications
Contract # 188345

Submitted To: Lake Forest Library
c/o Joe Faust
360 E Deerpath
Lake Forest, IL 60045-2252

Project: Lake Forest Library
360 E Deerpath
Lake Forest, IL 60045-2252

Sales Representative: Chris Detweiler

("The above named party") agrees to contract with Mariani Enterprises, Inc. ("Mariani Landscape") for the project work described below for the Total Contract Price set forth on the contract summary page:

Summer Annuals - Planters

Furnish supervision, labor, equipment and material required to complete the following:

- Amend soil as needed and prepare containers for planting.
- Install an arrangement comprised of large tropical, summer annual flowers and trailer in each pot.
- Water and maintain arrangements once per week during the maintenance visit for the balance of the season.
- Remove all associated debris from site.

Note: Please see attached Summary page for Prices, Terms & Conditions.



Fall Annuals 2020
Landscape Contract Specifications
Contract # 196503

Submitted To: Lake Forest Library
c/o Joe Faust
360 E Deerpath
Lake Forest, IL 60045-2252

Project: Lake Forest Library
360 E Deerpath
Lake Forest, IL 60045-2252

Sales Representative: Chris Detweiler

("The above named party") agrees to contract with Mariani Enterprises, Inc. ("Mariani Landscape") for the project work described below for the Total Contract Price set forth on the contract summary page:

Fall Annuals - Planters

Furnish supervision, labor, equipment and material required to complete the following:

- Remove summer display and amend soil as needed.
- Install a fall mix in each planter.
- Water and maintain arrangements once per week during the maintenance visit for the balance of the season.
- Remove all associated debris from site.

Note: Please see attached Summary page for Prices, Terms & Conditions.

Winter Display - 2020
Landscape Contract Specifications
Contract # 198670

Submitted To: Lake Forest Library
c/o Joe Faust
360 E Deerpath
Lake Forest, IL 60045-2252

Project: Lake Forest Library
360 E Deerpath
Lake Forest, IL 60045-2252

Sales Representative: Chris Detweiler

("The above named party") agrees to contract with Mariani Enterprises, Inc. ("Mariani Landscape") for the project work described below for the Total Contract Price set forth on the contract summary page:

Winter Display - Planters

Furnish supervision, labor, equipment and material required to complete the following:

- Remove fall display and prepare planter for greens.
- Install mixed greens in the two pots.

Note: Please see attached Summary page for Prices, Terms & Conditions.

Winter Display Removal 2021
Landscape Contract Specifications
Contract # 199325

Submitted To: Lake Forest Library
c/o Joe Faust
360 E Deerpath
Lake Forest, IL 60045-2252

Project: Lake Forest Library
360 E Deerpath
Lake Forest, IL 60045-2252

Sales Representative: Chris Detweiler

("The above named party") agrees to contract with Mariani Enterprises, Inc. ("Mariani Landscape") for the project work described below for the Total Contract Price set forth on the contract summary page:

Winter Display - Removal

Remove and dispose of winter décor and associated equipment.

Note: Please see attached Summary page for Prices, Terms & Conditions.

Sub - Plant Health Care 2020
Landscape Contract Specifications
Contract # 197599

Submitted To: Lake Forest Library
c/o Joe Faust
360 E Deerpath
Lake Forest, IL 60045-2252

Project: Lake Forest Library
360 E Deerpath
Lake Forest, IL 60045-2252

Sales Representative: Chris Detweiler

("The above named party") agrees to contract with Mariani Enterprises, Inc. ("Mariani Landscape") for the project work described below for the Total Contract Price set forth on the contract summary page:

Blight & Needle Cast Treatments

- Provide blight and needle cast treatment to all boxwood and spruce throughout the property to help suppress fungal problems.
- Total of (3) treatments to be completed as season and weather conditions dictate.

Apple Scab & Cedar Apple Rust Treatment

- Provide treatments to all crabapples and hawthorns throughout the property to help suppress apple scab and cedar apple rust.
- Total of (3) treatments to be completed as season and weather conditions dictate.

Note: Please see attached Summary page for Prices, Terms & Conditions.

Agenda Item 9

Discussion and Approval of FY2021 Library Hours

Attached is the FY2021 proposed library hours reflecting the addition of Sunday hours during June, July, and August. The attached also lists the Library closures, including the suggested closing of Sunday during the Memorial Day and Labor Day weekends.



LIBRARY HOURS May 2020 – April 2021

Monday – Thursday: 9:00 am – 9:00 pm

Friday: 9:00 am – 6:00 pm

Saturdays: 9:00 am – 5:00 pm

Sundays: 1:00 pm – 5:00 pm

Library Closures

Memorial Day Weekend	Sunday, May 24 & Monday, May 25, 2020
Independence Day Eve	Friday, July 3, 2020 (no change, open to 6:00)
Independence Day	Saturday, July 4, 2020
Lake Forest Day	Wednesday, August 5, 2020 (closed parade hours)
Labor Day	Sunday, September 6 & Monday, September 7, 2020
Thanksgiving Eve	Wednesday, November 25, 2020 (close at 5:00 pm)
Thanksgiving Day	Thursday, November 26, 2020
Christmas Eve	Thursday, December 24, 2020
Christmas Day	Friday, December 25, 2020
New Year's Eve	Thursday, December 31, 2020 (close at 5:00 pm)
New Year's Day	Friday, January 1, 2021
Sunday Closing	Sunday, April 4, 2021

TBD: Staff In-Service Day(s): Fall ½ day; Spring ½ day - full day.

Review of the Library Director Evaluation Process

In 2019 the Library implemented the attached Library Director Evaluation Process and Evaluation Form.

In keeping with the process, here are the upcoming steps:

- Late February/early March: the Library will mail the following to each Board member
 - Evaluation Form
 - Director's written self-evaluation
 - Salary information from other libraries
 - Addressed, postage-stamped envelope to return completed evaluation form to President
- Evaluation form completed and returned to President in March
- President and one other Board member compile the results and meet with Library Director before April meeting
- April or May Board meeting includes an Executive Session at which the Board discusses the results of the evaluation, provides the director with a written evaluation, and votes on salary and bonus compensation for FY2021

Lake Forest Library Director Review Process

Why Conduct an Annual Review of the Library Director?

- Provide clear expectations from Board and feedback on performance
- Annual performance appraisal is an essential management process
- Key component of good governance and Board oversight
- Opportunity for two way communication and feedback

How does this process work?

- Board and Library Director agree on clear and measurable work plan.
- Work plan is focused around goals for the year that are key to delivering on the Library Mission (LFL Mission: inspiring lifelong learning, promoting the free and respectful exchange of ideas, and building community)
- Timing of review process should coincide with LFL Library Fiscal Year (May-April).
- Board of Trustees need to agree on key goals for the year and measures for success and align on this plan with Library Director. This discussion forms the basis for the work plan for the year for the Library Director. During the year, changes or deviations from this plan should be discussed and mutually agreed to by the Board to avoid end of year surprises.
- The process is designed to be a positive process centered upon open and clear communication
 - Goals are mutually agreed upon
 - Discussions occur if changes are necessary
 - Feedback provided by Board at year end
 - Employee has opportunity to address Board to clarify feedback and share concerns

Goal Setting by Library Board of Trustees

- Work is categorized into key “pillars” or activity areas (see attached)
- Each pillar includes key goals (these are still to be defined)
- Each goal should have a key measure of success
- Goals should be set by Board and agreed to with Library Director forming the basis of the annual work plan

Key Criteria for Goal?

- Each should be measurable.
- Each goal should directly relate to our mission statement.
- Library Director can directly influence and affect each goal.

Next Steps in Process

1. Library Board to Align to Pillars to be completed 1/19
2. Library Board to set Goals by Pillar to be completed 2/19
3. Discussion and alignment with Library Director to be completed 3/19

Lake Forest Library Director Evaluation Form for Trustees

Library Director's Annual Evaluation

Date:

Form Instructions:

1. Each board member should individually respond to this form.
2. In responding to the form, board members could refer to the Annual Library Director's Summary Evaluation, LFL Strategic Plan, Board minutes, Director Reports, usage statistics, program results or other information sources from the year.
3. Submit this form to the Board President for inclusion in the Summation Form that will be used during the face-to-face appointment with the director.

Scale: E = excellent S = satisfactory N = needs improvement U = unknown

LFL Director Pillars of Responsibility

Rating

#1 Staff Relations, Management & Administrative Systems

• Identify staff training needs and develop responsive training	E	S	N	U
• Job descriptions are developed; regular performance evaluations are held and documented	E	S	N	U
• Personnel policies and state and federal regulations on workplaces and employment are effectively implemented	E	S	N	U
• Staff development and education is encouraged;	E	S	N	U
• Staff understand how their role at the library relates to the mission	E	S	N	U
• Library climate attracts, keeps, and motivates a diverse staff of top quality people	E	S	N	U

Comments:

#1 Totals: E ___ S ___ N ___ U ___

#2 Board Relationship

• Appropriate, adequate, and timely information is provided to the board	E	S	N	U
• Support is provided to board committees	E	S	N	U
• The board is informed on the condition of the organization and all important factors influencing it	E	S	N	U
• Director works effectively with the Board	E	S	N	U

Comments:

#2 Totals: E ___ S ___ N ___ U ___

#3 Strategic & Long-Range Planning

- The library is making progress on its long-range plan (LRP) with bi-annual updates E S N U
- Development of plans to meet the goals and objectives of the LRP are carried out with staff and trustee involvement E S N U
- New services and programs are developed creatively and are well received by the community E S N U
- Goals and objectives are evaluated regularly E S N U
- Staff are aware of library's long-range plan and actively working to support it E S N U
- Explore and develop ideas to engage new users E S N U

Comments:

#3 Totals: E ___ S ___ N ___ U ___

#4 Financial Responsibility & Oversight

- Adequate control and accounting of all funds takes place; library uses sound financial practices E S N U
- Budget is prepared with input from staff and trustees; the library operates within budget guidelines E S N U
- Official records and documents are maintained, library is in compliance with federal, state and local regulations and reporting requirements (such as annual report, payroll withholding and reporting, etc.) E S N U
- Funds are disbursed in accordance with budget, contract/grant requirements and donor designations E S N U

Comments:

#4 Totals: E ___ S ___ N ___ U ___

#5 Library Programs, Services and Assets

• Select, trial and evaluate self-check options	E	S	N	U
• Customer service received by patrons	E	S	N	U
• Consistent application of policies that affect the public	E	S	N	U
• Expand accessibility of library services to the community	E	S	N	U
• Expand homebound outreach efforts	E	S	N	U
• Investigate, assess and test opportunities to deliver services to West Side residents	E	S	N	U
• Improve accessibility and usability of exterior and interior space to improve quality of library visits	E	S	N	U
• Identify and market programs to relevant patron groups (i.e., Young Adult, Senior, Children's, Disabled)	E	S	N	U
• Develop an evaluative system on patron usage for use in program development	E	S	N	U

Comments:

#5 Totals: E ____ S ____ N ____ U ____

#6 Community Relations & Stakeholder Management

• Ensure robust and effective marketing and communication activities	E	S	N	U
• Services are communicated to the public effectively	E	S	N	U
• Working relationships and cooperative arrangements with government officials, community groups and organizations	E	S	N	U
• Feedback mechanism in place to hear back from patrons	E	S	N	U
• Increase library presence in the community through participation in community events	E	S	N	U
• Develop more robust relationships with local media	E	S	N	U

Comments:

#6 Totals: E ____ S ____ N ____ U ____

#7 Facilities Management

- Revisit design option with architectural firm to explore design to better address exterior accessibility issues while clearly meeting diverse range of interior space challenges, balancing differing user needs for social & collaborative activities with quiet work study and reflection E S N U
- Develop plan for alternative library servicing during reconstruction period including location, staffing, service levels, and timing and gain alignment with Board, City and residents E S N U
- Effectively work with City Blue Ribbon Commission to further public-private partnership in library improvement effort E S N U
- Building and grounds are kept up and needed repairs and maintenance are done on a timely basis E S N U

Comments:

#7 Totals: E ___ S ___ N ___ U ___

Additional Comments:

[Please return this form to the Board President for inclusion in the Summation Form. The Board President and at least one other Board member will share the Summary of the Board ratings with the Library Director. Following that meeting, the Library Director will have the opportunity to meet with the whole Board to discuss, if desired.]

Greco Electrical Contractors, Inc.
2687 Waukegan Avenue
Highland Park Illinois 60035
Phone 847 432-2070

PROPOSAL

Proposal Submitted To
Lake Forest Library
360 E Deerpath
Lake Forest ILL 60045

Work To Be Performed At
Lake Forest Library

We propose to furnish all the material and perform all the labor necessary for the completion of : as set forth below:

All fixtures to be installed by contractor are to be purchased and supplied by owner or general contractor.

- 1) Furnish and install 4 100 amp 3 Phase Breakers
- 2) Furnish and install 1 80 amp 3 Phase Breakers
- 3) Furnish and install 2 150 amp 3 Phase Breakers
- 4) Furnish and install 2 125 amp 3 Phase Breakers
- 5) Furnish and install 2 200 amp 3 Phase Breakers
- 6) Rebuild inside buss panels
- 7) Clean inside buss panels
- 8) Paint inside buss panels
- 9) An appointment with Comed is needed to be made to turn power off to clean buss panels
- 10) All Comed charges to be paid by Lake Forest Library

Material supplied by contractor Shelby / specifications submitted by owner or general contractor. All work shall be performed and completed in good workmanship like manner per specifications submitted by owner or general contractor.

All utility fees hookups to be paid by others.

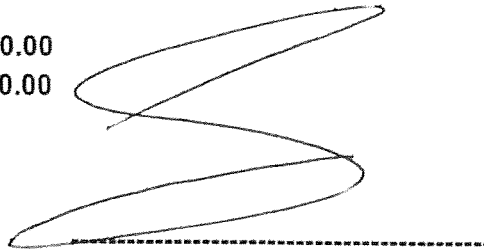
All proposals are valid for 30 days.

Total electrical bid \$20,900.00

Down payment \$ 10,000.00

completion of Rough in \$ 5,000.00

completion of trim out #1 \$ 6,900.00



Sam Greco

Acceptance of proposal

Any alterations or deviations from this specification provided by owner or general contractor will be completed only upon written orders from owners or general contractor and will become an extra charge over the above estimate. All Agreements are contingent upon strikes accidents or delay Beyond contractors control. It shall be the owner's responsibility to obtain and maintain proper insurance. Contractor shall maintain workman's compensation and public liability insurance and upon request shall tender a copy to owner or general contractor. Upon the owner or general contractor signing this estimate, it shall become a legal binding contract. Any and all cost incurred by contractor in enforcing any of the terms and or provisions of this contract, weather in court or out of court, including reasonable attorneys fees, shall be payable by the owner or general contractor. Permit fees paid by others.

Date of a acceptance _____

Owners or general contractors signature _____

Owner's signature _____

Agenda Item 12b

Second review of FY2021 Budget

This is the second look at the FY2021 Budget. There was an initial look in connection with the Levy discussion in the fall.

This is still a draft as there are some numbers in flux that will finalize in time for the Library Board to approve the FY2021 budget at the March 10 meeting. Given that the March meeting may have a long agenda, the materials are coming to you now to give you additional time to review and ask questions.

LAKE FOREST LIBRARY FY2021 Budget Summary

<u>PROGRAM/CATEGORY</u>	<u>AMOUNT</u>	<u>COMMENT</u>
Personnel	\$2,663,633	4% increase due to increase in benefit costs; filling of open positions; and added hours of operations. Merit increases averaging 0-3%/with some market adjustments.
Print, Audiovisual & E-resources	\$635,000	Exceeds the state requirement of 12% of operating budget.
Expenditures*	\$632,000	Down 3%; includes grant funded and special projects.
Building Maintenance	\$232,000	Down 6%; based on estimated actual FY2020.
Capital Equipment	\$105,000	Down 16%; reserves and pending work.
Capital Improvements	\$105,000	Down 16%; reserves and pending work.
Identified Reserves	\$2,650,000	Continue to build reserve for needed capital projects.
Cash Reserves	\$1,727,562	Estimated, unaudited; reflect a 33% reserve against operating expenses.

Reserve Detail

Capital Equipment:	\$2,050,000
Capital Improvements:	\$ 300,000
Technology Improvements:	\$ 300,000
Operating: Balance of Funds on Hand	<u>\$1,727,562</u>
TOTAL	\$4,377,562

*Includes Outside Funding Sources

The Friends of Lake Forest Library provide grant funds to support and advance the Library's mission. The Friends awarded \$74,000 for programming and digitization projects in FY2021.

Lake Forest Library
Summary of Revenue and Expenditures
FY2020

	FY15 Audited	FY16 Audited	FY17 Audited	FY18 Audited	FY19 Audited	FY20 Budget	FY20 Actual 1/20	FY21 Budget	% Change
Funds on Hand 5/1	\$1,395,132	\$1,831,118	\$1,456,774	\$1,348,747	\$937,906	\$1,537,906	\$1,727,562	\$1,727,562	
Current Revenue Tax-Based	\$3,793,925	\$3,871,122	\$3,910,955	\$3,948,139	\$4,063,010	\$4,174,152	\$4,148,849	\$4,253,537	2
TIF Payout	\$0	\$0	\$0	\$0	\$0	\$10,000	\$0	\$0	(100)
Other Revenue	\$71,245	\$48,377	\$57,471	\$87,701	\$82,936	\$31,000	\$61,605	\$37,000	19
Library Revenue	\$61,551	\$97,792	\$73,167	\$106,880	\$157,169	\$45,200	\$111,070	\$46,000	2
Gifts	\$168,142	\$26,400	\$20,075	\$167,773	\$28,939	\$10,000	\$41,382	\$5,000	(50)
Grant Funds					\$62,000	\$73,000	\$73,000	\$74,000	1
Total Revenues	\$4,094,863	\$4,043,691	\$4,061,668	\$4,310,493	\$4,394,053	\$4,343,352	\$4,435,907	\$4,415,537	2
Total Funds Available	\$5,489,995	\$5,874,809	\$5,518,442	\$5,659,240	\$5,331,959	\$5,881,258	\$6,163,469	\$6,143,099	4
Operating Expenditures Personnel Services	\$2,425,262	\$2,516,111	\$2,440,398	\$2,476,227	\$2,280,743	\$2,558,797	\$1,656,655	\$2,663,633	4
Print, A/V & E-resources	\$546,466	\$474,950	\$524,186	\$508,538	\$578,759	\$639,000	\$403,247	\$635,000	(1)
Other Expenditures	\$353,787	\$389,921	\$361,462	\$354,303	\$492,069	\$649,755	\$350,233	\$632,000	(3)
Building Maintenance	\$126,924	\$139,674	\$121,572	\$127,333	\$148,772	\$245,800	\$143,510	\$232,000	(6)
Total Operating Expenditures	\$3,452,439	\$3,520,656	\$3,447,618	\$3,466,401	\$3,500,342	\$4,093,352	\$2,553,646	\$4,162,633	2
Capital Equipment	\$93,698	\$66,918	\$5,443	\$3,009	\$104,056	\$125,000	\$1,073	\$105,000	(16)
Capital Improvements	\$112,739	\$50,272	\$47,491	\$51,923	\$0	\$125,000	\$16,760	\$105,000	(16)
Total	\$206,437	\$117,190	\$52,934	\$54,932	\$104,056	\$250,000	\$17,833	\$210,000	(16)
Grand Total Expenditures	\$3,658,876	\$3,637,846	\$3,500,552	\$3,521,333	\$3,604,398	\$4,343,352	\$2,571,479	\$4,372,633	1
Difference in Revenues and Expenditures	\$435,987	\$405,845	\$561,116	\$789,160	\$789,656	\$0	\$1,864,428	\$42,904	
Committed Funds Funds on Hand*	\$1,395,132	\$1,831,118	\$1,456,774	\$1,348,747	\$937,906	\$1,537,906	\$1,727,562	\$1,727,562	
Total Funds	\$1,831,119	\$2,236,963	\$2,556,774	\$2,798,747	\$2,987,906	\$4,187,906	\$4,377,562	\$4,377,562	

**Lake Forest Library
Revenue and Income
FY2021**

	FY15 Audited	FY16 Audited	FY17 Audited	FY18 Audited	FY19 Audited	FY20 Budget	FY20 YTD 1/20	FY21 Budget	% Change	\$ Change
Property Tax Revenue										
Property Tax	\$3,793,925	\$3,871,122	\$3,910,955	\$3,948,139	\$4,063,010	\$4,174,152	\$4,148,849	\$4,253,537	2	\$79,385
Total Property Tax	\$3,793,925	\$3,871,122	\$3,910,955	\$3,948,139	\$4,063,010	\$4,174,152	\$4,148,849	\$4,253,537	2	\$79,385
TIF Payout	\$0	\$0	\$0	\$0	\$0	\$10,000	\$0	\$0	0	(\$10,000)
Other Revenue										
PP Tax Replacement	\$34,833	\$27,435	\$35,980	\$37,364	36,944	\$13,000	\$28,776	\$15,000	15	\$2,000
Impact Fee	\$12,193	\$20,942	\$6,556	\$35,293	\$21,773	\$10,000	\$8,611	\$10,000	0	\$0
Per Capita Grant	\$24,219	\$0	\$14,935	\$15,044	\$24,219	\$8,000	\$24,219	\$12,000	50	\$4,000
Total Other Revenue	\$71,245	\$48,377	\$57,471	\$87,701	\$82,936	\$31,000	\$61,605	\$37,000	19	\$6,000
Library Revenue										
Photocopy	\$8,344	\$7,646	\$8,231	\$8,204	\$8,731	\$5,000	\$5,317	\$4,800	(4)	(\$200)
Book Rental/Book Bags	\$387	\$299	\$299	\$397	\$0	\$0	\$0	\$0	0	\$0
Charge plate/cards	\$412	\$380	\$318	\$318	\$279	\$200	\$168	\$200	0	\$0
Library fines	\$42,364	\$38,626	\$36,746	\$28,192	\$15,772	\$7,000	\$8,409	\$0	(100)	(\$7,000)
Interest earned	\$10,076	\$15,717	\$27,573	\$69,186	\$131,744	\$32,000	\$86,010	\$40,000	25	\$8,000
Other revenues	(\$32)	\$35,124	\$583	\$583	\$643	\$1,000	\$11,167	\$1,000	0	\$0
Total Library Revenue	\$61,551	\$97,792	\$73,167	\$106,880	\$157,169	\$45,200	\$111,070	\$46,000	45900	\$800
Total Grant Income										
Total Gifts	\$168,142	\$26,400	\$20,075	\$167,773	\$28,939	\$10,000	\$41,382	\$5,000	(50)	(\$5,000)
TOTAL	\$4,094,863	\$4,043,691	\$4,061,668	\$4,310,493	\$4,394,053	\$4,343,352	\$4,435,907	\$4,415,537	2	72,185

**REVENUE and INCOME
FY2021**

Notes

Tax-Based: The Library Board approved a levy subject to the 1991 Property Tax Extension Limitation Act. The Act limits the annual increase in property tax extensions to the lesser of 5% or the increase in the consumer price index (CPI), plus allowances for new construction and voter approved increases. The FY2021 budget reflects an increase in revenue based on a 2.1% CPI-based levy increase and an estimated growth value of \$29,533. Together, these provide a revenue increase of \$79,385 over FY2021; or a total of \$4,253,537.

Personal Property Tax Replacement: reflects a conservative 15% increase over FY20 budget based on FY2020 estimated actual. State continues to retain these funds.

Photocopy: decreased from FY2020 budget based on FY2020 estimated actual as scan/email service continues to replace photocopying.

Book Rental/Replacement cards: reduced based on FY2020 estimated actual and discontinuation of the rental program.

Library Fines: reduced 100% based due to adoption of fine free policy in FY 2020.

Interest: increased 25% based on FY2020 estimated actual. Conservative in the event reserves are utilized in capital improvement and restoration projects.

Other Revenue: no change. a

Per Capita Grant: grant application submitted in January 2020 for FY2021; no guarantee of funding given State of Illinois financial situation.

Gifts: based on FY2020 estimated actual. This line reflects other than extraordinary gifts.

Grants: includes \$74,000 award from Friends of Lake Forest Library; approved January 2020; to be paid May 2, 2020.

Impact fee: implemented in October 1994; based on FY2020 estimated actual.

Although the Library will receive an increase in the tax levy due to the CPI and growth lines, other revenue streams are reduced. Overall revenue and income increase is an estimated 2%, inclusive of awarded grant funds for FY2021.

**Lake Forest Library
Operating and Capital Expenditures
FY2021**

Category	FY15 Audited	FY16 Audited	FY17 Audited	FY18 Audited	FY19 Audited	FY20 Budget	FY20 YTD 1/20	FY21 Budget	% Change	\$ Change
Salaries/Wages	\$1,780,957	\$1,858,651	\$1,778,891	\$1,825,308	\$1,704,069	\$1,817,898	\$1,198,773	\$1,860,260	2	\$42,362
Fringes	\$644,305	\$657,460	\$661,507	\$650,919	\$576,674	\$740,899	\$457,883	\$803,373	8	\$62,474
Print, Audiovisual, and Electronic Media	\$546,466	\$474,950	\$524,186	\$508,538	\$578,759	\$639,000	\$403,247	\$635,000	(1)	(\$4,000)
Other Objects of Expenditure	\$353,787	\$389,921	\$361,462	\$354,303	\$492,069	\$649,755	\$350,233	\$632,000	(3)	(\$17,755)
Building Maintenance	\$126,924	\$139,674	\$121,572	\$127,333	\$148,772	\$245,800	\$143,510	\$232,000	(6)	(\$13,800)
Sub-Total	\$3,452,439	\$3,520,656	\$3,447,618	\$3,466,401	\$3,500,342	\$4,093,352	\$2,553,646	\$4,162,633	2	\$69,281
Capital Expenditures	\$93,698	\$66,918	\$5,443	\$3,009	\$104,056	\$125,000	\$1,073	\$105,000	(16)	(\$20,000)
Capital Equipment										
Capital Improvement	\$112,739	\$50,272	\$47,491	\$51,923	\$0	\$125,000	\$16,760	\$105,000	(16)	(\$20,000)
Reserves	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0	\$0
Sub-Total	\$206,437	\$117,190	\$52,934	\$54,932	\$104,056	\$250,000	\$17,833	\$210,000	(16)	(\$40,000)
Total	\$3,658,876	\$3,637,846	\$3,500,552	\$3,521,333	\$3,604,398	\$4,343,352	\$2,571,479	\$4,372,633	1	\$29,281

**Lake Forest Library
Compensation Package
FY2021**

	FY15 Audited	FY16 Audited	FY17 Audited	FY18 Audited	FY19 Audited	FY20 Budget	FY20 YTD 1/20	FY21 Budget	% Increase	\$ Increase
Current Employees										
Full Time Equivalent	30	30	30	30	31	31	31	32		
Salaries & Wages	\$1,765,968	\$1,841,643	\$1,761,858	\$1,807,844	\$1,689,085	\$1,809,398	\$1,191,428	\$1,860,260	3	\$50,862
Longevity	\$14,989	\$17,007	\$17,033	\$17,464	\$14,984	\$8,500	\$7,345	\$0	(14)	(\$8,500)
Sub-Total	\$1,780,957	\$1,858,650	\$1,778,891	\$1,825,308	\$1,704,069	\$1,817,898	\$1,198,773	\$1,860,260	2	\$42,362
Fringe Benefits										
IMRF (retirement)	\$188,972	\$193,348	\$180,369	\$179,509	\$147,509	\$189,170	\$93,355	\$194,019	3	\$4,849
Social Security	\$130,667	\$138,133	\$132,842	\$136,623	\$128,031	\$145,659	\$89,534	\$137,860	(5)	(\$7,799)
Worker's Comp	\$16,080	\$10,747	\$11,450	\$2,810	\$976	\$8,000	\$5,159	\$8,000	0	\$0
Insurance, Life	\$1,928	\$1,888	\$1,912	\$2,050	\$1,955	\$2,868	\$1,609	\$2,640	(8)	(\$228)
Insurance, Medical	\$292,495	\$300,612	\$320,364	\$314,975	\$283,878	\$375,602	\$255,905	\$441,560	18	\$65,958
Insurance, Dental	\$10,256	\$10,534	\$10,890	\$11,074	\$10,786	\$15,000	\$9,413	\$14,894	(1)	(\$106)
Flexi-Benefits	\$3,907	\$1,195	\$3,680	\$3,878	\$3,539	\$4,600	\$2,908	\$4,400	(4)	(\$200)
Sub-Total	\$644,305	\$656,457	\$661,507	\$650,919	\$576,674	\$740,899	\$457,883	\$803,373	8	\$62,474
GRAND TOTAL	\$2,425,262	\$2,515,107	\$2,440,398	\$2,476,227	\$2,280,743	\$2,558,797	\$1,656,655	\$2,663,633	4	\$104,836

**COMPENSATION PACKAGE
FY2021**

Notes

Salaries & Wages

Total personnel costs, including pensions and insurance requirements, are budgeted to increase 4% over FY2020 budget. The increase is due to increase costs in benefits, filling of open positions, and added hours of operation.

The budget anticipates merit increases of 0-5.0%; which is reflective of similarly situated libraries and recommendations from HRSource (formerly Management Association). In January 2019, the Library benchmarked its salaries against similarly situated institutions and adopted new salary ranges. In FY2020, the Library implemented a merit-based performance system, which does not provide for automatic cost-of-living increases. The Library's longevity pay plan ended in FY2020.

Longevity: program discontinued January 1, 2020.

IMRF Retirement: 13% of all fulltime and eligible part-time salaries and wages.

Social Security: direct relationship to payroll; 7.65% per \$100 in salaries and wages.

Unemployment Compensation: based on FY2020 estimated actual.

Worker's Compensation: a direct relationship to payroll and state-mandated costs based on FY2020 estimated actual.

Insurance, Life: premiums for the 2020 calendar year are included with an estimated increase for the first quarter of calendar year 2021.

Insurance, Dental: premiums for the 2020calendar year are included with an estimated increase for the first quarter of calendar year 2021.

Insurance, Medical: premiums for the 2020 calendar year are included with an estimated increase for the first quarter of calendar year 2021.

Flex-Benefits: \$200 per each fulltime employee that carries health insurance and earns the *ThinkHealthy* points throughout the year; includes an administrative service charge.

Lake Forest Library	FY2017 Audited	FY2018 Audited	FY2019 Audited	FY2020 Budget	FY2021 Budget
Salaries	\$1,778,891	\$1,825,303	\$1,690,904	\$1,817,898	\$1,860,260
Benefits	\$661,507	\$650,919	\$564,849	\$740,889	\$803,373
Revenues	\$4,310,493	\$4,310,493	\$4,371,971	\$4,343,352	\$4,415,537
Expenses	\$3,466,401	\$3,466,401	\$3,456,216	\$4,093,352	\$4,372,633
% Salaries to Revenue	41.27%	42.35%	38.68%	41.85%	42.13%
% Salaries & Benefits to Revenue	56.62%	57.45%	51.60%	58.91%	60.32%
% Salaries to Operating	51.32%	52.66%	48.92%	44.41%	42.54%
% Salaries & Benefits to Operating	70.40%	71.43%	65.27%	62.51%	60.92%

Lake Forest Library
Library Materials
FY2021

Item	FY15 Audited	FY16 Audited	FY17 Audited	FY 18 Audited	FY19 Audited	FY20 Budget	FY20 Actual 1/20	FY2021 Budget	% Change	\$ Change
Print	\$255,003	\$219,491	\$239,031	\$227,945	\$267,173	\$245,000	\$158,474	\$240,000	(2)	(\$5,000)
Nonprint	\$194,416	\$177,317	\$203,177	\$147,361	\$219,307	\$266,000	\$190,714	\$275,000	3	\$9,000
Audiovisual	\$97,047	\$78,142	\$81,978	\$141,042	\$92,279	\$128,000	\$54,059	\$120,000	(6)	(\$8,000)
Total	\$546,466	\$474,950	\$524,186	\$516,348	\$578,759	\$639,000	\$403,247	\$635,000	(1)	(\$4,000)

ISL recommended materials budget is 12% of operating budget; currently proposed is 14%.
Additional materials are purchased with grant funds may not be reflected herein.

**LIBRARY MATERIALS
FY2021**

Notes

Materials budget exceeds the Illinois State Library recommendation of 12% of operating budget for materials. The Library continues to balance the interests of those patrons that prefer print with those that prefer streaming and download options.

Print: books, newspapers, and periodicals; ongoing evaluation of overall print collection. Newspaper and periodical collection is under constant evaluation for use; new titles are added and unused titles removed. Print materials are also added outside of this budget line with special grants and gifts.

Non-print materials: electronic online databases, services, and materials. Databases are under constant evaluation for use and better forming options. Increase for purchase of individual titles in shared databases.

Audiovisual: cds, DVDs, Great Courses, video games, audiobooks, Launchpads, Playaways, and the Take Out Tech Collection.

**Lake Forest Library
Other Operating Expenditures
FY2021**

Item	FY15 Audited	FY16 Audited	FY17 Audited	FY18 Audited	FY19 Audited	FY20 Budget	FY20 Actual 1/20	FY21 Budget	% Change	\$ Change
Administrative Services	\$12,600	\$23,508	\$23,553	\$23,340	\$24,996	\$27,000	\$16,351	\$26,500	(2)	(\$500)
Adult Programs*	(\$164)	\$336	\$9,501	(\$2,259)	\$26,463	\$32,000	\$14,312	\$32,000	0	\$0
Art Work	\$0	\$1,723	\$0	\$49	\$0	\$0	\$0	\$0	0	\$0
Audit	\$6,898	\$7,430	\$6,400	\$6,590	\$6,785	\$8,000	\$6,995	\$7,500	(6)	(\$500)
Auto Allowance	\$826	\$1,093	\$1,472	\$1,472	\$1,383	\$2,400	\$571	\$2,400	0	\$0
Binding	\$4,607	\$3,770	\$2,437	\$1,241	\$1,027	\$3,000	\$0	\$2,000	(33)	(\$1,000)
Contractual Services	\$225,081	\$232,856	\$215,363	\$198,219	\$217,700	\$278,700	\$180,167	\$254,600	(9)	(\$24,100)
Insurance, D & O Liability	\$2,435	\$1,564	\$3,080	\$3,372	\$3,372	\$4,700	\$6,540	\$7,200	53	\$2,500
Juvenile Programs*	(\$1,144)	(\$4,524)	\$10,307	(\$14,202)	\$26,513	\$38,000	\$23,514	\$37,500	(1)	(\$500)
Legal				\$11,760	\$11,760	\$18,455	\$1,051	\$20,000	8	\$1,545
Maintenance of Equip	\$1,530	\$1,775	\$1,014	\$2,445	\$2,018	\$4,800	\$6,735	\$6,200	29	\$1,400
Meetings Expense	\$1,633	\$5,797	\$1,847	\$1,219	\$592	\$8,000	\$857	\$6,500	(19)	(\$1,500)
Membership Dues	\$9,244	\$6,484	\$3,676	\$10,607	\$7,506	\$13,000	\$6,604	\$13,000	0	\$0
Office Supplies	\$31,186	\$28,352	\$26,157	\$30,202	\$17,889	\$41,000	\$12,652	\$26,000	(37)	(\$15,000)
Online Banking Fee (fine)				\$365	\$585	\$1,200	\$361	\$1,200	0	\$0
Personnel Recruitment (background checks)	\$0	\$14,475	\$4	\$365	\$507	\$500	\$504	\$500	0	\$0
Postage	\$6,488	\$8,971	\$6,508	\$5,319	\$4,374	\$12,000	\$4,125	\$7,400	(38)	(\$4,600)
Printing	\$13,310	\$15,601	\$16,155	\$15,075	\$18,570	\$24,000	\$15,120	\$26,000	8	\$2,000
Professional Development	\$3,409	\$7,957	\$5,642	\$8,873	\$11,106	\$15,000	\$3,478	\$15,000	0	\$0
Promotion	\$9,956	\$12,895	\$9,314	\$6,686	\$13,718	\$16,500	\$6,516	\$16,500	0	\$0
Special Projects	\$0	\$0	\$0	\$43,357	\$33,388	\$85,000	\$37,126	\$110,000	29	\$25,000
Telephone (line)	\$18,644	\$13,291	\$6,303	\$5,776	\$6,602	\$7,500	\$3,873	\$7,500	0	\$0
Vending/events	\$7,248	\$7,659	\$7,706	\$6,556	\$5,217	\$9,000	\$2,773	\$6,500	(28)	(\$2,500)
Total	\$353,787	\$390,924	\$356,439	\$354,303	\$492,069	\$649,755	\$350,233	\$652,000	(3)	(\$17,755)

*Reflects award into these accounts for programming across fiscal years.

**Lake Forest Library
Contractual Services Detail
FY2021**

Item	FY15 Audited	FY16 Audited	FY17 Audited	FY18 Audited	FY19 Audited	FY20 Budget	FY20 Actual 1/20	FY21 Budget	% Change	\$ Change
CCS (Integrated Library System)	\$67,935	\$66,524	\$68,064	\$68,019	\$67,426	\$82,000	\$43,883	\$74,000	(10)	(\$8,000)
CIT Computer Equipment Lease	\$39,549	\$32,176	\$32,318	\$27,277	\$37,377	\$42,000	\$32,013	\$39,000	(7)	(\$3,000)
LAN & Support (CVI)	\$64,433	\$77,004	\$66,326	\$55,216	\$71,230	\$78,000	\$70,044	\$75,000	(4)	(\$3,000)
OCLC/RAILS/ISL	\$8,729	\$9,412	\$9,213	\$7,684	\$9,414	\$14,000	\$7,255	\$13,000	(7)	(\$1,000)
Online/Internet	\$6,700	\$8,140	\$7,275	\$8,326	\$7,199	\$14,000	\$5,170	\$13,500	(4)	(\$500)
Other: equipment, DVD2G0 misc.	\$37,735	\$39,600	\$32,167	\$31,698	\$25,055	\$46,000	\$19,953	\$38,000	(17)	(\$8,000)
Other: Web Calendar Subscription & web hosting and maintenance						\$2,700	\$1,850	\$2,100	(22)	(\$600)
Total	\$225,081	\$232,856	\$215,363	\$198,219	\$217,700	\$278,700	\$180,167	\$254,600	(9)	(\$24,100)

OCLC: Online Computer Library Center
RAILS: Reaching Across Illinois Library System
ISL: Illinois State Library
Online: (website hosting and related online database expenses)
CCS: Cooperative Computer Services, ILS consortium

**OTHER OPERATING EXPENDITURES
FY2021**

Notes

Administrative Services: charged by City of Lake Forest for services such as human resources, payroll, financial accounting system, audit assistance, and snow removal.

Audit: fee already bid for FY2021 by City of Lake Forest.

Contractual Services: see line item detail, page 11.

Meetings Expense: cost of meetings, meals; based on FY2020 estimated actual. Staff attend ALA, PLA, and ILA conferences as well as specialized library, technology, instruction, and programming seminars.

Insurance, D & O Liability: based on increased coverage for D&O insurance.

Legal: increased 8% in light of pending special building projects.

Maintenance of Equipment: varies from year to year; based on FY2020 estimated actual.

Membership Dues: American Library Association, Illinois Library Association, local non-profits, and Management Association; based FY2020 estimated actual.

Office Supplies: based on FY2020 estimated actual.

Telephone: DVD2GO Comcast lines. Based on FY2020 estimated actual.

Postage: based on FY2020 estimated actual.

Printing: based on FY2020 estimated actual.

Programs (Adult and Juvenile): The Friends of Lake Forest Library awarded grant funds for programming in January 2020 which will be paid May 1, 2020 for FY2021. Known awarded grant funds are now reflected in the Library's financials.

Promotion: based on FY2020 estimated actual.

Professional Development: continuing education, use of webinars and online training to manage costs.

Special Projects: 29% increase; ongoing building projects.

Vending: reduced 25%; coffee, tea, and other supplies; based on FY2020 estimated actual.

**Lake Forest Library
Building Maintenance
FY2021**

Item	FY15 Audited	FY16 Audited	FY17 Audited	FY18 Audited	FY19 Audited	FY20 Budget	FY20 Actual 1/20	FY21 Budget	% Change	\$ Change
Janitorial Supplies	\$20,946	\$18,638	\$12,892	\$13,465	\$18,715	\$22,000	\$13,346	\$24,000	9	\$2,000
Custodial Services						\$37,000	\$25,957	\$42,000	14	\$5,000
Contractual Services	\$12,045	\$11,335	\$11,706	\$11,552	\$12,271	\$27,000	\$8,718	\$22,000	(19)	(\$5,000)
Insurance (building)	\$24,297	\$27,219	\$25,953	\$27,996	\$28,974	\$38,000	\$31,411	\$38,000	0	\$0
Building Maintenance	\$5,007	\$23,728	\$15,099	\$24,922	\$26,881	\$35,000	\$29,422	\$40,000	14	\$5,000
Equip Maintenance	\$17,130	\$14,194	\$11,423	\$7,334	\$23,808	\$32,000	\$11,069	\$32,000	0	\$0
Grounds Maintenance	\$41,960	\$38,894	\$38,108	\$34,910	\$31,081	\$45,000	\$17,474	\$25,000	(44)	(\$20,000)
Water	\$5,539	\$5,667	\$6,391	\$7,154	\$7,041	\$9,800	\$6,114	\$9,000	(8)	(\$800)
Total	\$126,924	\$139,674	\$121,572	\$127,333	\$148,772	\$245,800	\$143,510	\$232,000	(6)	(\$13,800)

**BUILDING MAINTENANCE
FY2021**

Notes

Janitor Supplies: increased 9% based on estimated actual FY2020.

Custodial Services: increased 14%; addition of custodial services resulted in significant improvement in the overall cleanliness of the building.

Contractual Services: decreased 19% based on estimated actual FY2020; includes elevator maintenance, HVAC service, sprinkler, and other contracts.

Insurance: potential increase due to claims. Based on estimated actual FY2020.

Building Maintenance: varies from year to year depending on needs. An older building requires continued maintenance and upgrades to lighting and other features.

Equipment Maintenance: no increase based on estimated actual FY2020.

Grounds Maintenance: reduced 44% due to use of robotic lawn mower; based on estimated actual FY2020.

Water: based on estimated actual FY2020. No increase anticipated over FY2020 budget from restructuring of meter versus usage by the City of Lake Forest on personal and commercial properties and surcharge to offset pension liabilities.