

**LAKE FOREST LIBRARY BOARD OF TRUSTEES**  
**360 East Deerpath Road, Lake Forest, IL 60045**  
**Tuesday, March 9, 2021, 7:30 p.m.**  
**Regular Meeting by Remote Access (Virtual)**

The Library Trustees will be remotely attending this regularly scheduled Board of Trustees meeting by electronic means, in compliance with Governor's Executive Order 2020-07, issued on March 16, 2020, that suspended certain Open Meetings Act provisions relating to in-person attendance by members of a public body. Specifically, the Governor's Order: (1) suspends the requirement in Section 2.01 that "members of a public body must be physically present:" and (2) suspends the limitations in Section 7 on when remote participation is allowed. This Executive Order is effective the duration of the Gubernatorial Disaster proclamation. The Library provides members of the public with an opportunity to participate in the meeting.

Members of the public can participate remotely in the meeting via Microsoft Teams by clicking the following link: [Join Microsoft Teams Meeting](#). Or by calling: +1 872-240-4516. Conference ID: 159 812 831#.

Alternatively, members of the public may email comments to Catherine Lemmer, Library Director, at [clemmer@lakeforestlibrary.org](mailto:clemmer@lakeforestlibrary.org), before noon on the date of the meeting and the comments will be read into the meeting minutes. The minutes of the meeting will be available on the Library's website after they are approved at the next meeting of the Library Board of Trustees. Current and past meeting information is available at: [www.lakeforestlibrary.org/board-meetings](http://www.lakeforestlibrary.org/board-meetings).

### **Agenda**

1. Call Meeting to Order.
2. President's Remarks:

This meeting of the Lake Forest Library Board is being held as a virtual meeting because the Illinois Governor has declared the COVID-19 pandemic a disaster and it is not practical or prudent for in-person meetings. The Library Director is on-site at the Library for this meeting and may be reached by calling 847.810.4602. This meeting is being recorded and the recording will be posted on the Library's website.
3. Board of Trustees Roll Call/Confirmation that can hear the discussion.
4. Opportunity for the Public to Address the Board on matters not on the agenda and correspondence.
5. Library Presentations

- a. Read Between the Ravines, Michelle Doshi, Librarian
  - b. 1000 Books before Kindergarten, Michelle Frigo, Librarian
6. Call for Additions to the Agenda
7. Consent Agenda (omnibus vote on the following items following presentation on Item 6(c))
  - a. Approval of the Agenda
  - b. Approval of the February 1, 2021 Special Meeting Minutes
  - c. Approval of January 2021 and February Financial Reports
8. Discussion and approval of proposed personnel policy changes.
9. Discussion and approval of 2021-2023 Strategic Plan.
10. Discussion and approval of FY2022 Library Budget.
11. Library Director report.
12. Unfinished Business
13. New Business
14. Adjournment

**Upcoming Meeting: Regular Board Meeting, April 13, 2021, 7:30 pm**

Special meetings may be called at any time with proper notice pursuant to the Library's bylaws.

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.

## **PUBLIC COMMENT AT BOARD MEETINGS POLICY**

The Illinois Open Meetings Act provides in Section 2.06 that at meetings of public bodies, “any person shall be permitted an opportunity to address public officials under the rules established and recorded by the public body.” 5 ILCS 120/2.06(g).

The Board of Trustees welcomes public participation. This policy provides the following rules and guidelines for public participation at its meetings.

Individuals attending board meetings must conduct themselves with respect and civility toward others. Abusive, profane, threatening, or harassing language and/or personal attacks will not be permitted. The Board President or presiding officer may prohibit further comment at the meeting by a speaker whose remarks violate this rule.

Public comments are permitted during the time designated on the Board of Trustees meeting agenda, unless otherwise directed by the Board President.

The Board President determines the order in which speakers will be recognized.

When recognized by the Board President, the speaker should begin by stating his or her name and address.

Public comments will ordinarily be limited to three (3) minutes per speaker. The Board President shall have discretion to modify this time limit, as well as to limit repetitive comments.

Members of the public will not be allowed to speak a second time until all members of the public who wish to speak have been allowed to do so. The Board President will determine whether second public comments will be permitted, and if so, the appropriate amount of time for public discussion, and will end public comment at his/her discretion.

Board members are not obligated to respond to comments from the public. Issues requiring possible action by the board may be added to a future meeting agenda, and issues that can be addressed by library administration will be noted.

A copy of these guidelines will be placed next to the sign-in sheet made available to members of the public at the entrance to board meetings.

Petitions or written correspondence directed to the board shall be presented to the board by the Board President or Secretary at the next regularly scheduled board meeting.



Minutes are a summary of the board's discussion and actions. Speaker requests to append written statements or correspondence to the minutes are not favored. Generally, written materials presented to the board will be included in the library's files rather than in the minutes. The Board President shall have the authority to determine procedural matters regarding public participation not otherwise defined in these guidelines.

(Approved January 9, 2018.)

INSPIRATION ♦ IDEAS ♦ COMMUNITY

## **February 2021 Board Meeting – January 2021 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 phone, email, and U.S. post. This does not include program evaluation comments. Contact information removed.

### **Email with respect to the Capital Improvement Plan**

January 27, 2021, Catherine Lemmer, Library Director

We have spoken before. I am the Doctor of Audiology who attended some programs at the Library prior to Covid and subsequently contacted you regarding the poor audibility of the speakers.

I, along with my colleague, Juliette Sterkens, received the Presidential Award from The American Academy of Audiology for my efforts on hearing loops and have long-term held a national advocacy position on loop installation.

I recently received an email from ... explaining that she is interested in facilitating the installation of hearing loops at the newly envisioned library. She stated that the Library has requested her involvement but since she is "rarely in Lake Forest any longer, (she) couldn't be able to be vigilant on this front." ....

As a Lake Forest resident as well as a loop advocate, I agreed to be that conduit so please keep me informed so I can be the on-sight contact. As you know, I love our Library and use its services extensively.

Being a proponent of audibility for all, the First Presbyterian Church of Lake Forest, St. Mary's Church, Lake Forest City Hall, the Marriott Lincolnshire Theatre, and the five theaters at Landmark's Renaissance Place Cinema (and many other venues) were looped via my efforts.

I look forward to hearing from you.

Sincerely,

Linda S. Remensnyder, AuD (ret.), Doctor of Audiology, 251 King Muir Road, LF, 847-767-6263

**Director responded that hearing loop technology is included in the Library's renovation and expansion plans.**

**Via Email**

Emmy Neal, January 31, 2021

Hi Emmy, We picked up the books yesterday. Thank you so much for gathering all of these for the kids! It's been tough getting them to read without new books. Thanks for going the extra mile! It was much appreciated!

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Felicia Song, January 29, 2021

Thank you for all your help getting the Great Decisions group up and running. Thank you for extending our online meeting period to 90 minutes so that we can incorporate the accompanying video and view together.

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Emmy Neal, January 29, 2021

Hi Emmy,

All of the boys loved playing dungeons and dragons. Thanks so much. Is there another campaign that I could sign them up for?

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Carla Weir, January 29, 2021

Good morning, Carla-

I'm not sure if you were the librarian who specifically picked our books, but if you were, you rocked it! You picked such great titles...thanks!  
Kelly

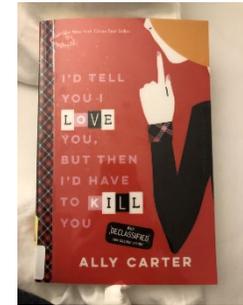
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Michelle Frigo and Emmy Neal, January 26, 2021

Ms. Frigo-

Wow!! This was Christmas in January! Bridget was so excited she wasn't sure which to start with. Decided on this one....

Thank you so much for your thoughtful choices. Delighted readers, Susie & Bridget Pizzo



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Kate Buckardt, January 25, 2021

Dear Kate, Thanks to you and Felicia Song for making my reunion with Great Decisions such a rewarding experience. (I've been studying GD since 1995 when I retired.) Eleanor McMurrin

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Kathy Wellington, January 25, 2021

Kathy,

Thank you! Miles absolutely loved making snap circuits. This is the most I have seen him engaged in weeks. Best, Jen Mulloy

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n response to getting a completion email from READsquared for completing the Bingo Board in Bundle Up Bingo

Molly Schoenherr, January 20, 2021

This was so much fun, and the timing of it was great.

I've done many reading contests at the library (summer, blind-date w/ a book, etc.), but this one was the best. I loved getting out of my reading genre comfort zone and trying many different types of books. And the winter activities were a great way to get people outside. Cori Staley

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Felicia Song, January 18, 2021

Re The Great Chicago Fire (Virtual) program

Thank you so much for the wonderful program with such fabulous images and facts and such an encompassing emotional point of view. just terrific! Melissa Conant

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Emmy Neal, January 16, 2021

Hello Ms. Neal, do you still have the information for the genres and types of books I like so you can make another book package for me? I have really appreciated the last few packages!

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Molly Schoenherr, January 14, 2021

Hi,

My kids (Emma & Liam) and I just really wanted to reach out and give you a big thanks for your wonderful Free Virtual Activities page - <https://lakeforestlibrary.org/free-virtual-activities> because it provided us with so much to do while stuck at home! Since their school went fully remote, we're always looking for fun and educational ways to curb boredom and keep our spirits up... Thanks so much for helping with this!!

To take our thanks one step further, Emma and Liam thought it would be a nice gesture to pass along another helpful resource we found in our quest for virtual fun that they thought might complement your page. It's <https://couponfollow.com/research/free-arts-crafts-resources> and it's a great article filled with arts and crafts resources for at home learning. We really recommend looking at all the virtual art museum tours!

Please let us know what you think if you get a chance... I would love to show Emma and Liam that their suggestion was up and running to help bring the joy of art to other families during these crazy times! It would really help them feel that they've made a positive contribution and inspire them to keep trying their best to help others out.

Best wishes and thanks again! Emma, Liam and Andrea Gomez

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Lorie Rohrer, January 5, 2021

Beth Thomas

Re: Book requests for foyer pickup

We're already a couple chapters into Eight Cousins and read Singing in the Rain as part of our morning time today; what great illustrations!

You and the Children's Department staff are always so friendly, organized, and helpful, and my 6-y-o son still talks so enthusiastically about Miss Lorie coming to read to his class at First Pres Preschool last year.

We are huge LFL fans and I'm happy to let your boss know! 😊 Beth

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**Via Facebook**

Mandy Russell, January 22, 2021

Kelsey Eberling

We're having fun working through the bundle up bingo board today! Thanks, LF library!



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Kate Buckardt, January 21, 2021

Patron shoutout

Our kids have been doing the "Bundle Up Bingo" at the Lake Forest Library and it's a great thing they are offering for kids, teens and adults! You log in your books and get points to use to buy books and our kids have come home with fabulous new books (and you pick up in the foyer of the library). They also finished the card and have received a \$20 gift card to use at Lake Forest Bookstore in the mail! Such a wonderful activity to do

while we are stuck inside. This is through February 28th so sign up and support our library and Lake Forest Bookstore! 📖 ❤️ 📖  
#lakeforestlibrary #lakeforestbookstore

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Michelle Frigo, January 20, 2021

Kathy Wellington, January 13, 2021

Meghan Price

Thanks for a fun storytime! 📖 We liked the story about Pip! 🐧

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Carla Weir, January 11, 2021

JoAnn Gowing Brad Weir

I love the pillow! The books you suggested sound wonderful! Great choices for little ones to deal with their feelings! 😊

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Meghan Price

We love this story! Such a fun flannel board idea! 🐦

Thank you for a fun storytime! 📖

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Carla Weir, January 6, 2021

Meghan Price

Thank you for the fun story time! 🍷 🎂

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Emmy Neal, January 13, 2021

Jennifer Hughes

"Hi Emmy,

Just wanted to let you know that the boys had a great time playing Dungeons and Dragons. Thank you."

**March 2021 Board Meeting – February 2021 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 phone, email, and U.S. post. This does not include program evaluation comments. Contact information removed.

**Email with respect to the Capital Improvement Plan**

February 18, 2020 Heather Strong <[strong.hw@gmail.com](mailto:strong.hw@gmail.com)>

Catherine, Thank you for the in depth tour of the library last week. I am still pouring over the subsequent documents that you sent and still walking through the spaces in my mind. Attached are two quick illustrations of things that I'm obsessing about.

First, I contemplated what would be the library's best use of the skinny parcel of land owned by the city to the library's north, if the city would contemplate selling the parcel to the library.

Second, how would the use of that land impact what the library could or should build.

So to start, the city parcel, in my opinion would not be ideal for a library structure or addition. What would be beneficial is if the library could use the city parcel to change the vehicular circulation through the site of the library. Eliminate the horseshoe drive and the drive behind the current library to the north (the book drop off zone currently). Instead have vehicles enter the library from Deerpath and exit the library onto Westminster. I envision this being very park like. (If anyone knows how to make beautiful driveways and landscaping it is Lake Forest.) Perhaps if permitted we could ask for roughly 10 parking spaces (or the number of spots we'd lose on the west side of current library by eliminating the horseshoe drive) and restrict those spaces to be as far south and as close to the library building as possible but keep roughly 3/4 of the site just a drive and sidewalk with lots of planting.

How would this new circulation impact the library? Most importantly, it would allow any of that current paved road to the north of the building, but especially the "book drop off zone" to the north- as possible area for building expansion space. See my diagram, I've circled in orange the area that I think would be new construction. The blue circle outlines, minor renovation or reprogramming of spaces. Note: I think the "wings" as I believe you referred to them should not be demolished. I think structurally these are in good repair and could be reshuffled to house new departments or configurations. Pending on overall design, I don't think it would be unheard, if we wanted, of to cut in windows on these wings. (However, I don't think I'd consider it on the south Deer Path facade.)

So this is just me thinking in a bubble, and I've not been privy to previous discussions, but wanted to share because it might open some new possibilities.

Regards, Heather Strong <[strong.hw@gmail.com](mailto:strong.hw@gmail.com)>

Director responded February 26, 2020:

The Library Board evaluated a similar option back in 2016. At that point, the discussion evolved into which homeowners would bear the increased traffic flow. For example, the McKinley Road project contemplated the new road moving traffic south through the library lot to reach Deerpath Road. Neither the library nor our Deerpath neighbors supported that concept. The reverse option wasn't favored by the Westminster residents who would experience increased traffic from the library, and it was anticipated that the new residents and existing residents of the McKinley Road project would not favor the library traffic moving through their residential neighborhood on what was anticipated to be a one-way street.

I reached out to discuss this option with Cathy Czerniak because she has the best understanding of what is happening with the McKinley Road project. We talked about why the options had been discarded in 2016. I am happy to discuss this further. Thank you for your interest and meaningful commentary.

March 4, 2020 Ms. Strong response

Thank you for the update. Following are my initial thoughts. 2016 was a long time ago and residents might have different feelings now that they understand what "condo development" means. As far as increased traffic, I don't think this is a strong argument. I see the library access being one-way for vehicular traffic, entering from Deer Path and exiting both to east and west on Westminster. The vast majority of library patrons will turn west past the condo units (and as per of the zoning designation bestowed on that parcel, the increase in traffic is already factored into the zoning designation). In addition, the condo residents in the existing structures Building 1 & 2 would be gaining a very nice amenity of essentially a park to their east. I think only the library users that live to the east will be turning in that direction, many of whom already walk and take other transportation to the library. Westminster and Deer Path are both considered main viaducts east. The Episcopal Church, Sheridan School, the beach, The Winter Club, already use Westminster as a means of access. So I'd be in favor of revisiting the survey about parking concerns with residents. I think as the library board, we need to consider what is best for the library and at least give the public an opportunity to see what that is. In 2016, we said "ok, we can't use that land, we need a big two storey building". Some city entities and residents are now saying "no, you can't have a two storey building", and we need to present some kind of compromise. If we present a good building that accommodates all accessibility issues, saves the dome, creates a better quality of experience for library users, and does not change the Deer Path facade, I think we would win over the hearts of most Lake Foresters.

**Via Email**

February 19, 2021

Hi Kathy,

Thank you for offering such an engaging class! Miles loved the Squishy Circuits. I do appreciate you and the library for offering engaging, and unique programs during these crazy times.

Best, Jen Mulloy <[jenniferjeffries@hotmail.com](mailto:jenniferjeffries@hotmail.com)>

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February 18, 2021

Kate,

Thanks so much! I appreciate what you all do to keep us in reading materials!

Love our Library, Mary Lou Rassin [reloassoc@gmail.com](mailto:reloassoc@gmail.com)

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February 18, 2021

Thanks for everything all of you do for me, xoxoxo Grandma

Ann Therese Palmer <[anntheresepalmer@gmail.com](mailto:anntheresepalmer@gmail.com)>

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February 15, 2021

From patron: You are an Angel! Thank you so much! This is the most wonderful service!

King regards, April Sullivan [aprilsullivan2@hotmail.com](mailto:aprilsullivan2@hotmail.com)

\*Kate - I choose 4 fiction/mystery titles for her mother Helen C. Ehret each week and bring them to her home on Wednesdays. Sometimes I leave them on her porch and other times I have a chat with Helen and her husband.

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February 11, 2021

Re: Guides for writing book reports

Dear Molly:

Thank you so much for this information it is exactly what I was in search of and need and will help with my reports.

You made my day!!!! Gratefully, Barbara Reppen

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February 10, 2021

Hi Lorie!

I saw you last night at the Anti-racist book event! It was great!

Melanie Uteg <[biggsmelanie@gmail.com](mailto:biggsmelanie@gmail.com)>

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February 3, 2021

Hi Emmy,

Nathan really enjoyed the D&D experience. I have to sign up for the next one for him!

Kimberly Pfahl, [pfahlk@gmail.com](mailto:pfahlk@gmail.com)

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February 2, 2021

Thank you. I imagined there might be a new system. They are good ones and I wanted to make sure they weren't lost. Now I get it and won't worry.

Though I look forward to seeing you all in person, the covid check out system is a dream for the user. Please let the behind the scenes workers now how much I appreciate having easy access to our library.

Brenda J. Dick, [brenda.j.dick@gmail.com](mailto:brenda.j.dick@gmail.com), 224.250.6287

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**Via Mail**

February 18, 2021.

Dear Library Staff. We are very grateful for all that you do. You have made a difference during these crazy days! Again our thanks.  
Susan & Jerry Mortensen

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February 19, 2021.

Dear Catherine, Thank you for taking the time to present to the Gorton Board and staff yesterday. The information you were able to present helped out team tremendously. My best, Amy.

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**Via Twitter**

February 4, 2021

Breen Tivnan @IRCBreen

Love a suggestion! One of my students highly recommends that we all check out the books on tape (Playaways) at the Lake Forest Library!

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**Lake Forest Library Board of Trustees**  
360 E Deerpath Road, Lake Forest, IL 60045  
Special Meeting (Remote Access) Minutes  
6:30 p.m. February 1, 2021

CALL TO ORDER

President Wendy Darling called the meeting to order at 6:29 p.m. with the following statement:

This meeting of the Lake Forest Library Board is being held as a virtual meeting because the Illinois Governor has declared the COVID-19 pandemic a disaster and it is not practical or prudent for in-person meetings. The Library Director is on-site at the Library for this meeting and may be reached by calling 847.810.4602. This meeting is being recorded and the recording will be posted on the Library website.

ROLL CALL/CONFIRMATION OF ABILITY TO HEAR PROCEEDINGS

Trustees Present: Germaine Arnson, Bryan Bertola, Wendy Darling, JoAnn Desmond, Elizabeth Grob, John F. Johnson, Andrea Lemke, David Rose, and Carrie Travers. All yeas. 9 trustees in attendance at roll call, a quorum is present.

Staff Present: Catherine Lemmer, Library Director; Ed Finn, Head of Operations

OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD AND CORRESPONDENCE

None

ADDITIONS TO THE AGENDA

None

APPROVAL OF THE AGENDA

Trustee Arnson made a motion, seconded by Trustee Rose, to approve the Agenda as presented. 9 yeas, motion carried with a roll call vote.

APPROVAL OF THE JANUARY 21, 2021 SPECIAL BOARD MEETING

Trustee Travers made a motion, seconded by Trustee Lemke, to approve the minutes of the January 21, 2021 Special Board Meeting. 9 yeas, motion carried with a roll call vote.

MOVE TO EXECUTIVE SESSION

Trustee Johnson made a motion, seconded by Trustee Travers, to move to Executive Session pursuant to 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. 9 yeas, motion carried with a roll call vote.

The Library Board entered into Executive Session at 6:34 p.m.

Lake Forest Library Board of Trustees  
Special Meeting (Remote Access) Minutes  
February 1, 2021

RETURN TO OPEN SESSION ROLL CALL

At 7:56 p.m., the Library Board returned to open session. Trustees Present: Germaine Arnson, Bryan Bertola, Wendy Darling, JoAnn Desmond, Elizabeth Grob, John F. Johnson, Andrea Lemke, David Rose, and Carrie Travers. All yeas. 9 trustees in attendance at roll call, a quorum is present.

UNFINISHED BUSINESS

No unfinished business.

NEW BUSINESS

No new business

ADJOURNMENT

Trustee Desmond made a motion, seconded by Trustee Darling, to adjourn the meeting at 7:57 p.m. 9 yeas, motion carried.

Upcoming Meetings:

**Regular Board Meeting: February 9, 2021 7:30 p.m., Remote Access**

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JoAnn Desmond, Secretary

Minutes approved by the Board on February 9, 2021.

**Lake Forest Library**  
**Year-to-Date Monthly Financial Report**  
**January 2021**  
**Unaudited Month 9**

**FY2021**

<b>REVENUES</b>	<b>Current Month Actual</b>	<b>Year to Date Actual</b>	<b>Year to Date Budget</b>	<b>Annual Budget</b>	<b>(Over)/Under Variance</b>	<b>% of Annual Budget</b>
Unassigned Funds on Hand	\$1,895,491	\$1,895,491	\$1,895,491	\$1,895,491		
Tax Based (Levy, SSN, IMRF)	\$75,079	\$4,160,213	\$3,899,076	\$4,253,537	\$261,137	97.81%
Non Tax Based	\$9,137	\$154,239	\$72,900	\$97,200	\$81,339	158.68%
Gifts (includes Friends)	\$3,000	\$110,407	\$63,000	\$84,000	\$47,407	131.44%
<b>TOTAL REVENUES</b>	<b>\$87,216</b>	<b>\$4,424,858</b>	<b>\$4,034,976</b>	<b>\$4,434,737</b>	<b>\$389,883</b>	<b>99.78%</b>
<b>TOTAL FUNDS ON HAND</b>	<b>\$1,982,707</b>	<b>\$6,320,349</b>	<b>\$5,930,467</b>	<b>\$6,330,228</b>	<b>\$389,882</b>	
<b>EXPENDITURES</b>						
Salaries & Wages	\$71,062	\$1,171,794	\$1,384,989	\$1,800,486	\$213,195	65.08%
Fringes	\$27,972	\$285,467	\$388,507	\$466,208	\$103,039	61.23%
SSN	\$5,261	\$87,113	\$129,165	\$154,998	\$42,052	56.20%
IMRF	\$7,050	\$120,106	\$166,761	\$200,113	\$46,655	60.02%
Materials (print, AV, tech, e-res)	\$4,571	\$429,361	\$483,000	\$644,000	\$53,639	66.67%
Other Operating Expenses	\$16,082	\$514,257	\$592,727	\$790,303	\$78,471	65.07%
Building Maintenance	\$2,334	\$136,192	\$180,000	\$240,000	\$43,808	56.75%
Sub Total	\$134,332	\$2,744,290	\$3,325,149	\$4,296,108	\$580,859	63.88%
Capital	\$0	\$75,233	\$90,000	\$135,000	\$14,767	55.73%
<b>TOTAL</b>	<b>\$134,332</b>	<b>\$2,819,523</b>	<b>\$3,415,149</b>	<b>\$4,431,108</b>	<b>\$595,626</b>	<b>63.63%</b>
<b>BALANCE</b>		<b>\$3,500,826</b>	<b>\$2,515,318</b>	<b>\$1,899,120</b>		
<b>RESERVES</b>						
Capital Improvements	\$2,800,000					
Technology Improvements	\$300,000					
Capital Equipment	\$300,000					
	\$3,400,000					

**Lake Forest Library**  
**January 2021 (Month 9) FY2021**  
**Financial Notes**

**Revenues**

Funds on Hand: \$1,895,491 (unrestricted/unaudited).

Tax-Based: \$4,160,213 payments typically received in June and September. \$93,324 in tax revenues are still outstanding. Currently at 97.8% of FY budget. Additional payment expected end of February 2021. Budget reflects a \$64,247 as a potential reserve for loss tax revenue.

Non-Tax-Based: \$154,239 non-tax revenues; includes \$27,093.86 replacement of personal property tax payment, \$24,219 per capita grant; \$13,258 impact fees, and \$19,832 investment income, and other income streams. Investment income is underperforming last year. Small lines for Library generated income such as copying and other fees are down. The FEMA reimbursement of \$50,624 is included in this revenue line. Overall non-tax- based income at 100% of FY budget with the removal of the unbudgeted FEMA reimbursement.

Gifts: \$110,407; Includes Friends FY2021 grant of \$74,000. 131% of FY budget.

**Expenditures**

Salaries, Fringes: \$1,171,794 for salaries: 65% of FY budget; \$285,467 for fringes: 61% of FY budget. \$87,113 for SSN: 56% of FY budget; \$120,106 for IMRF: 60% of FY budget.

Materials: Books, AV, and Electronic Services: \$429,361: 67% of FY budget. Annual payments for periodical and database subscriptions paid. Print materials on back order are now starting to be delivered.

Other Operating Expenditures: \$514,257: 65% of FY budget. Includes \$18,854 in administrative fee to City of Lake Forest, \$7,205 audit fees, and \$224,188 for special projects. All expenses are monitored and reduced where possible.

Building Maintenance: \$136,192: 57% of FY budget. Reflects cleaning service contract, service calls and repairs for HVAC, elevator, and other systems; and annual liability and casualty insurance premiums. COVID-19 expenses such as additional cleaning services and PPE impact reflected.

Capital: \$75,233 56% of FY budget. Payment of the work on switch gear approved in February and delayed due to COVID-19 and roof tarping in December.

**Reserves**

\$1,895,491 - Operating cash reserve (fund balance-unassigned). The Library's reserves are currently \$3,400,000: capital equipment (\$300,000), capital improvements (\$2,800,000), and technology (\$300,000).

Year to Date FY2021: 64% of budget expenses; 99% budget revenues.

**Lake Forest Library**  
**Year-to-Date Monthly Financial Report**  
**February 2021**  
**Unaudited Month 10**

FY2021

<b>REVENUES</b>	<b>Current Month Actual</b>	<b>Year to Date Actual</b>	<b>Year to Date Budget</b>	<b>Annual Budget</b>	<b>(Over)/Under Variance</b>	<b>% of Annual Budget</b>
Unassigned Funds on Hand	\$1,895,491	\$1,895,491	\$1,895,491	\$1,895,491		
Tax Based (Levy, SSN, IMRF)	\$0	\$4,160,213	\$4,253,537	\$4,253,537	-\$93,324	97.81%
Non Tax Based	\$2,874	\$159,604	\$81,000	\$97,200	\$78,604	164.20%
Gifts (includes Friends)	\$300	\$110,707	\$70,000	\$84,000	\$40,707	131.79%
<b>TOTAL REVENUES</b>	<b>\$3,174</b>	<b>\$4,430,524</b>	<b>\$4,404,537</b>	<b>\$4,434,737</b>	<b>\$25,987</b>	<b>99.90%</b>
<b>TOTAL FUNDS ON HAND</b>	<b>\$1,898,666</b>	<b>\$6,326,015</b>	<b>\$6,300,028</b>	<b>\$6,330,228</b>		
<b>EXPENDITURES</b>						
Salaries & Wages	\$127,326	\$1,228,059	\$1,523,488	\$1,800,486	\$295,430	68.21%
Fringes	\$28,073	\$280,799	\$427,357	\$466,208	\$146,558	60.23%
SSN	\$9,414	\$91,266	\$142,082	\$154,998	\$50,815	58.88%
IMRF	\$12,763	\$125,819	\$183,437	\$200,113	\$57,618	62.87%
Materials (print, AV, tech, e-res)	\$29,429	\$454,219	\$536,667	\$644,000	\$82,448	70.53%
Other Operating Expenses	\$65,602	\$563,776	\$658,586	\$790,303	\$94,809	71.34%
Building Maintenance	\$3,585	\$137,443	\$200,000	\$240,000	\$62,557	57.27%
Sub Total	\$276,192	\$2,881,381	\$3,671,616	\$4,296,108	\$790,235	67.07%
Capital	\$0	\$75,233	\$112,500	\$135,000	\$37,267	55.73%
<b>TOTAL</b>	<b>\$276,192</b>	<b>\$2,956,614</b>	<b>\$3,784,116</b>	<b>\$4,431,108</b>	<b>\$827,503</b>	<b>66.72%</b>
<b>BALANCE</b>		<b>\$3,369,401</b>	<b>\$2,515,912</b>	<b>\$1,899,120</b>		
<b>RESERVES</b>						
Capital Improvements	\$2,800,000					
Technology Improvements	\$300,000					
Capital Equipment	\$300,000					
	<b>\$3,400,000</b>					

**Lake Forest Library**  
**February 2021 (Month 10) FY2021**  
**Financial Notes**

**Revenues**

Funds on Hand: \$1,895,491 (unrestricted/unaudited).

Tax-Based: \$4,160,213 payments typically received in June and September. \$93,324 in tax revenues are still outstanding. Currently at 97.8% of FY budget. February 2021 payment and tax sale proceeds not received as of this date. Budget reflects a \$64,247 as a potential reserve for loss tax revenue.

Non-Tax-Based: \$159,604 non-tax revenues; includes \$27,093.86 replacement of personal property tax payment, \$24,219 per capita grant; \$13,258 impact fees, and \$22,323 investment income, and other income streams. Investment income is underperforming last year. Small lines for Library generated income such as copying and other fees are down. The FEMA reimbursement of \$50,624 is included in this revenue line. Overall non-tax-based income at 100% of FY budget with the removal of the unbudgeted FEMA reimbursement.

Gifts: \$110,708; Includes Friends FY2021 grant of \$74,000. 132% of FY budget.

**Expenditures**

Salaries, Fringes: \$1,228,059 for salaries: 68% of FY budget; \$280,799 for fringes: 60% of FY budget. \$91,266 for SSN: 59% of FY budget; \$125,819 for IMRF: 63% of FY budget.

Materials: Books, AV, and Electronic Services: \$454,219: 71% of FY budget. Annual payments for periodical and database subscriptions paid. Print materials on back order are now starting to be delivered.

Other Operating Expenditures: \$563,776: 71% of FY budget. Includes \$18,854 in administrative fee to City of Lake Forest, \$7,205 audit fees, \$56,943 in programming, \$57,974 CCS membership and \$236,719 for special projects. Technology leases, equipment, services, software and contractual fees here. All expenses are monitored and reduced where possible.

Building Maintenance: \$137,443: 57% of FY budget. Reflects cleaning service contract, service calls and repairs for HVAC, elevator, and other systems; and annual liability and casualty insurance premiums. COVID-19 expenses such as additional cleaning services and PPE impact reflected.

Capital: \$75,233 56% of FY budget. Payment of the work on switch gear approved in February and delayed due to COVID-19 and roof tarping in December.

**Reserves**

\$1,895,491 - Operating cash reserve (fund balance-unassigned). The Library's reserves are currently \$3,400,000: capital equipment (\$300,000), capital improvements (\$2,800,000), and technology (\$300,000).

Year to Date FY2021: 67% of budget expenses; 99% budget revenues.

**Discussion and approval of changes to employment and benefit matters.**

In recent years, the Library has amended its employment and benefit policies to begin to move the policies to align with peer institutions and to be more effective and easily implementable. For example, developing a personnel manual, undertaking a structured reduction in vacation accruals, eliminating longevity pay and retirement bonuses, benchmarking salaries, and writing job descriptions. The following recommended changes to the Library's employment practices continue this progress.

**1. Employee Classifications**

The Library currently has three classifications of employees: Regular Full Time; Regular Part Time; and Temporary. The Temporary category is a misnomer as temporary employees are not short-term employees. Under the current classification system, temporary employees do not earn *pro rata* sick and vacation time. Currently, the only employees that are classified temporary are the Library's six part-time Shelves. The structure was likely put in place in the past when vacation and sick accruals were manually calculated and Shelves were often high school and college students who had short tenures with the Library. Shelves start at minimum wage, currently at \$11/hour. The minimum wage scale in Illinois provides for \$1/hr increases reaching \$15/hr in 2025.

It is recommended to reclassify Shelves as Regular Part-Time for three reasons:

- The Library's use of BS&A for payroll means it is easy to calculate the accruals.
- Some of the Library's Shelves have been with the Library for many years and are valued employees that would find value in the *pro rata* sick and vacation leave.
- The reclassification will have little effect on the budget from the increased *pro rata* sick and vacation time. The current Shelves team would earn in total leave of 11.55 hours per pay period (6.31 sick leave and 5.24 vacation leave). The total cost at the current salaries is \$3,300 a year.
- As the minimum wage increases, this position will start to take on more circulation duties to align within the existing pay scale for part-time circulation assistants.
- The reclassification is accommodated in the proposed FY2022 budget.

**Staff recommendation: discontinuation of the temporary category and adding "Shelves" to Regular Part-Time.**

**2. Employee Work Week**

Full-time staff currently work a 37-hour week, comprised of four 7.5-hour workdays and one 7-hour workday resulting in 74 hours per payroll period. The Library uses the BS&A

platform provided by the City. City full-time staff are compensated on 37.5 hours a week and accrue vacation, sick leave, and holidays based on a 7.5-hour workday.

It is recommended that the Library move to a 37.5-hour week at the start of the FY2022 fiscal year. For the following reasons:

- The Library's incongruity leads to confusion in entering time and creates the need for adjustments to deal with holidays.
- Alignment with City payroll processes, makes it easier to make changes in the future.
- The Standards for Illinois Public Libraries specifically mention a 37.5-hour work week.
- The proposed change will not adversely impact staff, as they will continue to be compensated for all hours worked.
- The increase in 1 hour per pay period, 26 hours per year per full time position is accommodated in the proposed FY2022 budget.

**Staff recommendation: Library move to a 37.5-hour week at the start of the FY2022 fiscal year.**

### **3. Aligning Work Week across all departments**

The Library currently maintains two full-time work week schedules: 37 hours for library staff; and 40 hours for the Facilities staff. This necessitates maintaining two systems for vacation and sick leave accruals.

In the past, the Facilities Manager was an hourly position, and the 40-hour work week was maintained for continuity. However, with the reclassification of this position to a full-time exempt position, accruals for part-time Facilities staff should be brought in line with the rest of based on a 37.5-hour work week.

The proposed changes will not adversely impact staff, as they will continue to be compensated for all hours worked.

**Staff recommendation: Library move the part-time facilities team to the 37.5-hour week at the start of the FY2022 fiscal year.**

### **4. Vacation Accruals**

In 2018, the Library adopted a policy limiting vacation accruals to address the looming adverse financial impact caused by excess vacation banks. Accrued vacation leave is paid out when an employee leaves or retires. The policy imposed a limit that is applied on May 1 of each year. Currently Library employees may carry into the new fiscal year no more than one week plus leave earned from January to April 30. The amount part time staff

may carry over is a formula based on number of hours worked and years of service. The amount part time staff can carry over ranges from 12 to 48 hours. The formulas were adopted to help ease the transition into the new limit on accruals. A waiver to carry over more time into the new fiscal year may be requested and granted in special circumstances (e.g., accumulating time for an extended vacation, wedding, or birth of a child).

The current system is cumbersome as it requires manual calculations for each employee and is particularly confusing for part-time staff. It is therefore recommended that the Library move the following system effective May 1, 2021:

- Full time staff may carry over no more than 75 hours without a waiver.
- Part time staff may carry over no more than 25 hours without a waiver.

There will be no adverse impact on employees as most now use their vacation leave and no action is taken until May 1, 2022.

**Staff recommendation: Library move to standardize the vacation accrual limits on May 1, 2021.**

**5. Paid Parental Leave.**

Recommend amending the parental policy to change the leave from three weeks to six weeks. The Library was an early adopter of paid parental leave and settled on three weeks as a test. Since its adoption, two employees have utilized the benefit. Employers, including libraries, now adopting paid parental leave policies are following medical advice and providing six weeks of leave. The City of Lake Forest does not have a parental leave policy. It is recommended that the Library Parental Leave be extended to six weeks.

<b>Library</b>	<b>Weeks of Paid Leave</b>
Addison Public Library	8
Alpha Park Public Library District	4
Barrington Public Library District	6
Bradley Public Library District	4 at full pay; 2 at 50% pay
Chillicothe Public Library District	8
Downers Grove Public Library	Under consideration 4-6
Dunlap Public Library	2
Fremont Public Library	8
Glencoe Public Library	4
Indian Trails Public Library System	6
LaGrange Public Library District	12
Lake Bluff Public Library	12 (FMLA)
Mississippi Valley Public Library District	2
Morton Grove Public Library	4
Naperville Public Library District	Under consideration
Northbrook Public Library	6
Northlake Public Library District	8
Oak Park Public Library	8
Roselle Public Library District	4
Schaumburg Township District Library	2
Skokie Public Library	8
Vernon Area Public Library District	8 (includes PT staff)
Warren-Newport Public Library District	6
Warrenville Public Library District	12 (FMLA)
Wilmette Public Library	4
Zion Benton Public Library District	4

**Staff recommendation: Increase Parental Leave from three weeks to six weeks.**

## 6. EAP plan

At one time the Library offered an employee assistance program that provided counseling services for employees. The City continues to offer this program for full time employees and their families. Under the City plan, the employer pays 100% of the first 12 sessions; 75% for the next 12 sessions; and 50% for the sessions after 24. The Library's medical insurance provides mental health coverage, even providing the first four sessions at no cost to the employee. However, this benefit is only available to full time employees and subject to deductibles. The City budgets \$10,000 a year for its 212 employees and contracts with Family Service of Lake County to provide the service. Family Service bills the employer.

Adding EAP services at \$5,000 is accommodated in the proposed FY2022 budget.

**Staff recommendation: Add EAP services at \$5,000 for all employees with a plan to evaluate after one year.**

## 7. Staff Training and Development

Library employees are encouraged, both for their own development and for the benefit of the Library, to participate in professional activities both within the Library 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 conferences, seminars, workshops, webinars, and meetings. Employees are reimbursed for expenses pursuant to the Library's Expense Reimbursement Policy.

Employees and Trustees are also encouraged to belong to and participate in professional organizations such as the American Library Association and the Illinois Library Association. Membership dues will be paid annually by the Library for all Department Heads, Librarians, and Trustees.

A tuition assistance policy provides further support for Library employees to acquire knowledge and skills that will benefit both the employee and the Library. In preparing this Tuition Assistance Policy for the Library Board's consideration, the Library researched policies at other Illinois libraries ([see attached spreadsheet](#)) and the City of Lake Forest policy. The recommended policy sets out eligibility and a reimbursement schedule. The policy does not require the degree seeking coursework.

### **Tuition Assistance Policy [draft]**

The Lake Forest Library supports and encourages education for employees because it recognizes the correlation between education and employee performance and job satisfaction. The Library provides tuition reimbursement for coursework that that will improve the employee's efficiency, knowledge, and competency in the performance of his or her existing or projected duties with the Library.

### **Eligibility**

An eligible employee is any full-time or part-time employee working more than 20 hours a week, who has completed twelve consecutive months of employment with the Library and is planning to enroll in a course directly related to the Library's operations, activities, or objectives. Employees who are on probation or being counseled for performance issues are ineligible to participate. Employees who voluntarily terminate, retire, or are terminated will not be entitled to the tuition reimbursement.

Employees must obtain approval from their supervisor and the Library Director to have the course considered for tuition reimbursement. Each course will be considered independently. Approval of one course does not guarantee approval of additional courses in the same program.

**Reimbursement**

To receive reimbursement of tuition, an employee must:

1. Complete a Tuition Reimbursement Application and receive written approval prior to \_\_\_\_\_. [coordinate with budget process]
2. Within 60 days of receiving grade(s), furnish to the Library, a completed reimbursement form with receipts and transcript, provided by the educational institution, attached. The reimbursement level will be based on the following schedule:

<b>Course Type</b>	<b>Grade</b>	<b>Amount</b>
Graded Courses	B or Better (80%+)	75%
	C (70-79%)	50%
Pass/Fail Courses	Pass	75%
	Fail	0%

For those courses not issuing a grade, a certification from the instructor indicating the student satisfactorily participated in the activities of the course is required.

Books, supplies, travel expenses, and meals are not eligible for reimbursement. If the employee does not complete the course, reimbursement for tuition will not be given.

The amount of tuition reimbursement granted by the Library will be offset by the amount of any scholarships or grants from any other source for which the employee is eligible with respect to the relevant course.

The employee shall not attend education courses during working hours unless such attendance is approved by the Library Director. Employees will not be paid for hours in which they attend courses covered by this policy. No promotion or increase in salary is guaranteed to an employee upon completion of the course.

Benefits granted may be restricted due to scheduled budgetary constraints. The maximum allowable reimbursement amount in any fiscal year is \$5,000 per employee. The maximum lifetime benefit for an employee under the tuition reimbursement project is \$12,000.

Tax consequences because of any reimbursement under this benefit are the sole responsibility of the employee. Taxable earnings, if applicable, may be added to overall earnings and reflected on the employee’s W-2.

**Tuition Reimbursement Application.**

An employee interested in participating in the Tuition Reimbursement Program must submit a Tuition Reimbursement Application to their supervisor that includes the following:

1. A written justification of how participation in the program will benefit the department, the Library, and the employee.
2. An estimate of the tuition for the course.

After review, the supervisor will forward the Tuition Reimbursement Application to the Library Director for approval.

The proposed FY2022 budget accommodates a \$10,000 one year test of a tuition reimbursement program.

**Summary examples**

	City of Lake Forest	North Brook Public Library	Skokie Public Library	Deerfield Public Library	Proposed
Eligible	Full time	Full time; Part time	Full time	Full time; PT >20 hours	Full time; PT >20 hours
Tenure	Six months	One year	Six months	Six months	One year
Employment related courses	Undergraduate; Graduate	MLS or Library Technical Assistant	Not stated	Not stated	Undergraduate; Graduate; Technical Institute
Covered	Tuition, fees, books, etc. based on an institutional average	Tuition	Tuition	Tuition	Tuition
Reimburse	100% for B or better or pass in P/F course; 75% for C	50% for A or B; Pass in P/F course	50% for A or B; Pass in P/F course; 25% for C	50% for C or better	75% for B or better or pass in P/F course; 50% for C
Annual Limit	No limit	\$5,000		\$5,000	\$5,000
Life-time Limit	No limit	\$10,000	\$11,500		\$12,000
Service commitment	3 years for graduate degree; 2 years for under graduate degree; pro-rata repayment if leave during service period	None	One Year	One Year	One year

**Staff recommendation: Add a tuition assistance program with an annual cap of \$10,000 for FY2022 and evaluate after one year.**

## 2021–2023 Strategic Plan Objectives

The Library is a vibrant and responsive learning center that provides high quality services, deep collections, outstanding educational and cultural programs, and the latest tools and technology for school and life success. While the Library’s primary service population is the residents and businesses of Lake Forest, the Library welcomes and serves residents and non-residents alike in its role to encourage life-long learning, meaningful conversations and engagement, equity, diversity, inclusion, and cultural awareness.

With its outstanding resources, services, and programs, the Library seeks to create a safe, inviting, and fully-accessible environment where users can seek accurate and balanced information to improve their skills, explore a new passion, and learn more about the world.



*The Library is your connection to knowledge and discovery.*

This 2021–2023 Strategic Plan builds on the important work and goals in the 2017–2020 Strategic Plan. While there are many documented achievements and successes under that Plan, some important initiatives are still ongoing. Building on those open projects and guided by feedback from library users, best practices, and responsible stewardship of the Library and community’s resources, the Library Board and staff developed new objectives to guide the Library’s work through 2023, the anticipated completion date of the Library Capital Improvement Project. Those objectives will guide our work across five primary goals.

### **Goal 1: Enhance the user experience.**

Since its founding in 1898, Lake Forest Library has enriched the lives of its patrons by continually innovating to meet the changing needs of library users and the community as a whole. To continue that long tradition of innovation and to meet the increasingly individualized expectations of personalized and inclusive library service, the Library will deliver concierge level customer service that reduces barriers to access by:

- Ensuring collections, information, technology, and programs serve diverse populations by promoting equitable access and creating an inclusive environment for users of all ages, abilities, and backgrounds.
- Facilitating the ability of diverse groups to meet and come together for information, networking, and shared experiences.
- Investigating and adopting technology solutions that enable library users to customize and manage their library experiences.
- Supporting and developing a culture of assessment through:
  - Developing tools and implementing processes that solicit, capture, measure, and incorporate patron feedback into planning and evaluation processes.
  - Developing and implementing a performance assessment tool and system of metrics for library programs, services, and resources.
  - Developing and disseminating educational staff resources on using performance assessment tools.
  - Regularly involving library staff in developing and responding to performance metrics.
  - Reporting annually to Library Board on assessment objectives and results.



*Library spaces and experiences designed and customized for all ages, interests, and needs.*

## **Goal 2: Ensure access to technology and related educational opportunities.**

The Library strives to meet and exceed the information, resource, and technology needs of its users. To do so, the Library will enhance user access to onsite and remote resources, the underlying technology, and educational programming around emerging technology and digital learning opportunities by:

- Evaluating and upgrading support for computer systems and wireless networks to keep pace with user demand and ensure adequate speed and bandwidth.
- Incorporating considerations about patron convenience and intuitive access when evaluating new and existing resources and platforms, including databases and website.
- Developing programs and classes that educate users on the role of technology in our everyday lives (e.g., responsible digital citizens/informed content consumers and creators).
- Evaluating and strategically investing in digital collections.
- Strengthening the Lake Forest business community by actively listening, soliciting ideas, and providing e-resources and services for entrepreneurs, small businesses, home office and remote workers, and job seekers.



*The Library is a hub for equitable access and education about emerging technologies.*

**Goal 3: Improve Library spaces to ensure accessibility and desired functionality.**

To be a 21st century institution that serves individuals of all ages and interests, requires the improvement of the Library’s physical spaces to better serve community needs for exploration, collaboration, and creation. These improvements will recognize the important role of the Library

in preserving the past, serving the present, and shaping the future. The Library will deliver this improved space by:

- Continuing work on the Capital Improvement Project with library stakeholders to deliver a fully accessible and welcoming facility with modern reliable infrastructure and systems that deliver 21st century library services, programs, and resources.
- Adhering to local, state, and national best practices for the health and safety of all who work in, use, or enter the building.
- Undertaking meaningful research to measure service usage to determine and respond to “service gaps” based on geographic locations.
- Encouraging collaboration for communication, work, and study among all ages by providing the spaces, tools, and technology that empower patrons to work collaboratively.
- Fostering an environment of creativity, informal learning and exploration, and self-expression through the delivery of technology labs and creation spaces.
- Continuing to work with The Lake Forest Library Foundation to develop an ongoing culture of philanthropic support and an endowment for the Library.

**Goal 4: Enhance awareness of the Library’s role as a community connector.**

The Library currently fosters a culture of community collaboration and resource sharing. To ensure community awareness of its services, resources, programs, and collaborative spirit, the Library will develop a more robust communications and community outreach effort by:

- Collaborating and partnering with the Friends of Lake Forest Library, community schools, organizations, groups, and governmental entities to further weave the Library’s presence in the community.
- Building relationships with communications teams at community organizations to identify collaborative opportunities and quality assurance when Library messages are promoted on partner channels.
- Developing a small network of Library Ambassadors to share information on Library initiatives, programs, services, and resources.
- Developing a cross-department engagement team that (i) works to strengthen existing community relationships while pursuing new opportunities for community engagement, and (ii) updates Library administration and the Library Board on its efforts.
- Conducting periodic surveys of the community to gather data, identify trends, determine needs, and realign services as needed.
- Proactively soliciting feedback from community non-profit and civic organizations and underserved groups to determine how the Library can better meet their needs.



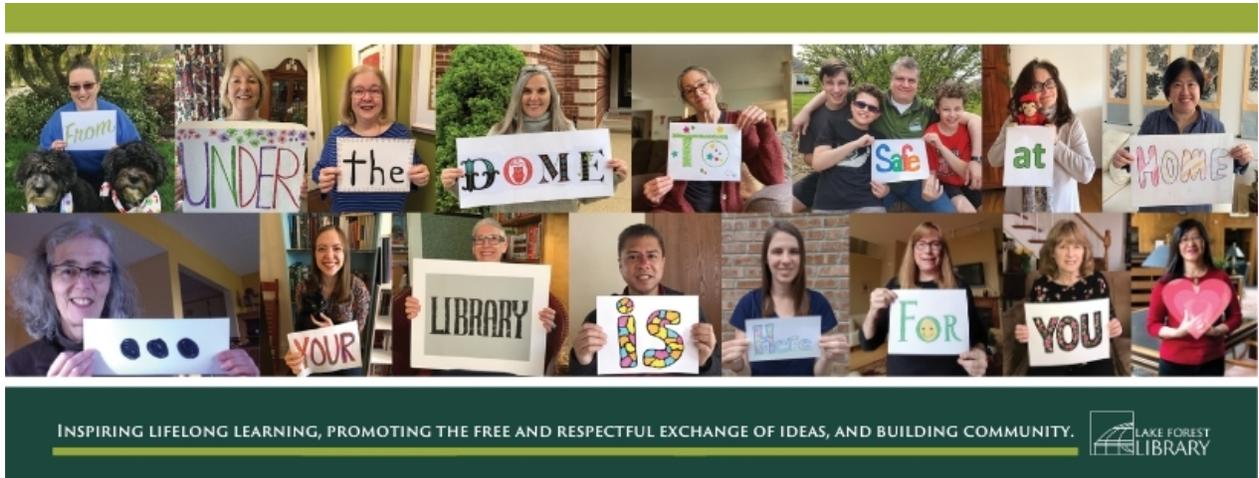
*Building community and connecting Lake Forest.*

**Goal 5: Invest in Library Employees.**

The Library values its staff and wants to develop and retain engaged employees that understand their important role in advancing the Library’s mission. As such the Library views staff development as a critical investment underlying the Library’s ability to successfully deliver quality resources, programs, and concierge-level service by:

- Delivering training and support that develops a staff that appreciates and understands concierge-level service and reducing barriers to access.
- Supporting educational opportunities that develop library staff as they expand their roles and responsibilities, enabling the Library to continue to evolve new services and resources.
- Investigating and adopting technology solutions to automate and streamline workflows, with the goal of improving processes, service delivery, reducing costs, and redirecting staff time to higher level patron services.
- Striving for equity, diversity, and inclusion when hiring, promoting, and developing staff.
- Creating a cross-training initiative that strengthens basic Library functions and delivers an uninterrupted service model while encouraging professional growth.

- Engaging in an organizational management review to determine the best organizational management structure for the Library and determine implementation schedule.
- Creating a succession plan for Library administration.



**Lake Forest Library**  
**Summary of Revenue and Expenditures**  
**FY2022**

	FY15 Audited	FY16 Audited	FY17 Audited	FY18 Audited	FY19 Audited	FY20 Audit	FY21 Budget	FY21 As of 2/28	FY22 Budget	% Change
<b>Funds on Hand 5/1</b>	\$1,395,132	\$1,831,118	\$1,456,774	\$1,348,747	\$937,906	\$1,537,906	\$1,727,562	\$2,645,491	\$1,895,491	
<b>Current Revenue</b>										
Tax-Based*	\$3,793,925	\$3,871,122	\$3,910,955	\$3,948,139	\$4,063,010	\$4,158,792	\$4,189,290	\$4,160,213	\$4,307,816	0.03
TIF Payout	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0
Other Revenue	\$71,245	\$48,377	\$57,471	\$87,701	\$82,936	\$72,729	\$51,000	\$64,571	\$59,000	0.16
Library Revenue	\$61,551	\$97,792	\$73,167	\$106,880	\$157,169	\$139,847	\$46,200	\$95,034	\$17,450	(0.62)
Gifts	\$168,142	\$26,400	\$20,075	\$167,773	\$28,939	\$41,442	\$10,000	\$36,707	\$2,500	(0.75)
Grant Funds (Includes Friends of LF Library)					\$62,000	\$73,000	\$74,000	\$74,000	\$1,000	(0.99)
<b>Total Revenues</b>	\$4,094,863	\$4,043,691	\$4,061,668	\$4,310,493	\$4,394,053	\$4,485,809	\$4,370,490	\$4,430,525	\$4,387,766	0.4%
<b>Total Funds Available</b>	\$5,489,995	\$5,874,809	\$5,518,442	\$5,659,240	\$5,331,959	\$6,023,715	\$6,098,052	\$7,076,016	\$6,283,257	3
<b>Operating Expenditures</b>										
Personnel Services	\$2,425,262	\$2,516,111	\$2,440,398	\$2,476,227	\$2,280,743	\$2,357,308	\$2,627,205	\$1,730,250	\$2,618,814	(0)
Print, A/V & E-resources	\$546,466	\$474,950	\$524,186	\$508,538	\$578,759	\$548,618	\$644,000	\$453,219	\$595,000	(8)
Other Expenditures	\$353,787	\$389,921	\$361,462	\$354,303	\$492,069	\$483,673	\$784,703	\$559,314	\$704,557	(0)
Building Maintenance	\$126,924	\$139,674	\$121,572	\$127,333	\$148,772	\$160,449	\$240,000	\$137,443	\$268,000	0
<b>Total Operating Expenditures</b>	\$3,452,439	\$3,520,656	\$3,447,618	\$3,466,401	\$3,500,342	\$3,550,048	\$4,295,908	\$2,880,226	\$4,186,371	(0.03)
Capital Equipment	\$93,698	\$66,918	\$5,443	\$3,009	\$104,056	\$1,073	\$10,000	\$0	\$40,000	3
Technology Upgrades (RFID, etc)									\$125,000	
Capital Improvements	\$112,739	\$50,272	\$47,491	\$51,923	\$0	\$16,760	\$125,000	\$75,233	\$30,000	(1)
<b>Total Other</b>	\$206,437	\$117,190	\$52,934	\$54,932	\$104,056	\$17,833	\$135,000	\$75,233	\$195,000	0
<b>Total Expenditures</b>	\$3,658,876	\$3,637,846	\$3,500,552	\$3,521,333	\$3,604,398	\$3,567,881	\$4,430,908	\$2,955,459	\$4,381,371	-1%
<b>Difference in Revenues and Expenditures*</b>	\$435,987	\$405,845	\$561,116	\$789,160	\$789,656	\$917,929	(\$60,418)	\$1,475,066	\$6,395	
<b>Committed Funds</b>			\$1,100,000	\$1,450,000	\$2,050,000	\$2,650,000	\$3,400,000	\$3,400,000	\$3,400,000	
<b>Funds on Hand</b>	\$1,395,132	\$1,831,118	\$1,456,774	\$1,348,747	\$937,906	\$1,537,906	\$1,895,491	\$2,645,491	\$1,895,491	
<b>Total Funds</b>	\$1,831,119	\$2,236,963	\$2,556,774	\$2,798,747	\$2,987,906	\$4,187,906	\$5,295,491	\$6,045,491	\$5,295,491	

\*Tax reserve applied mid-year FY2021

**Lake Forest Library  
Revenue and Income  
FY2022**

	<b>FY15 Audited</b>	<b>FY16 Audited</b>	<b>FY17 Audited</b>	<b>FY18 Audited</b>	<b>FY19 Audited</b>	<b>FY20 Audited</b>	<b>FY21 Budget</b>	<b>FY21 As of 2/28</b>	<b>FY22 Budget</b>	<b>% Change</b>	<b>\$ Change</b>
<b>Property Tax Revenue</b>											
Property Tax	\$3,793,925	\$3,871,122	\$3,910,955	\$3,948,139	\$4,063,010	\$4,158,792	\$4,253,537	\$4,160,213	\$4,395,731	3	\$142,194
Reserve for Tax Loss*							(\$64,247)		(\$87,915)		
<b>Total Property Tax</b>	\$3,793,925	\$3,871,122	\$3,910,955	\$3,948,139	\$4,063,010	\$4,158,792	\$4,189,290	\$4,160,213	\$4,307,816	3	\$118,526
<b>TIF Payout</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0	\$0
<b>Other Revenue</b>											
PP Tax Replacement	\$34,833	\$27,435	\$35,980	\$37,364	\$36,943.54	\$39,040	\$25,000	\$27,094	\$25,000	0	\$0
Impact Fee	\$12,193	\$20,942	\$6,556	\$35,293	\$21,773	\$9,470	\$10,000	\$13,258	\$10,000	0	\$0
Per Capita Grant	\$24,219	\$0	\$14,935	\$15,044	\$24,219	\$24,219	\$16,000	\$24,219	\$24,000	50	\$8,000
<b>Total Other Revenue</b>	\$71,245	\$48,377	\$57,471	\$87,701	\$82,936	\$72,729	\$51,000	\$64,571	\$59,000	16	\$8,000
<b>Library Revenue</b>											
Photocopy	\$8,344	\$7,646	\$8,231	\$8,204	\$8,731	\$6,476	\$5,000	\$1,874	\$1,200	(76)	(\$3,800)
Book Rental/Book Bags	\$387	\$299	\$299	\$397	\$0	\$0	\$0	\$0	\$0	0	\$0
Charge plate/cards	\$412	\$380	\$318	\$318	\$279	\$168	\$200	\$29	\$50	(75)	(\$150)
Library fines	\$42,364	\$38,626	\$36,746	\$28,192	\$15,772	\$8,959	\$0	\$1,407	\$200	0	\$0
Interest earned	\$10,076	\$15,717	\$27,573	\$69,186	\$131,744	\$111,477	\$40,000	\$22,323	\$10,000	(75)	(\$30,000)
Other revenues	(\$32)	\$35,124		\$583	\$643	\$12,766	\$1,000	\$18,777	\$6,000	500	\$5,000
Covid Fema Reimbursement								\$50,624			
<b>Total Library Revenue</b>	\$61,551	\$97,792	\$73,167	\$106,880	\$157,169	\$139,847	\$46,200	\$95,034	\$17,450	(62)	(\$28,750)
<b>Total Grant Income</b>					\$62,000	\$73,000	\$74,000	\$74,000	\$2,500	(97)	(\$71,500)
<b>Total Gifts</b>	\$168,142	\$26,400	\$20,075	\$167,773	\$28,939	\$41,442	\$10,000	\$36,707	\$1,000	(90)	(\$9,000)
<b>TOTAL</b>	\$4,094,863	\$4,043,691	\$4,061,668	\$4,310,493	\$4,394,053	\$4,485,809	\$4,370,490	\$4,430,525	\$4,387,766	0	\$ 17,276

\*Reserve applied mid-year

**Lake Forest Library  
Operating and Capital Expenditures  
FY2022**

<b>Category</b>	<b>FY15 Audited</b>	<b>FY16 Audited</b>	<b>FY17 Audited</b>	<b>FY18 Audited</b>	<b>FY 19 Audited</b>	<b>FY20 Audited</b>	<b>FY21 Budget</b>	<b>FY21 As of 2/28</b>	<b>FY22 Budget</b>	<b>% Change</b>	<b>\$ Change</b>
Salaries/Wages	\$1,780,957	\$1,858,651	\$1,778,891	\$1,825,308	\$1,704,069	\$1,716,885	\$1,800,485	\$1,228,059	\$1,808,504	0	\$8,019
Benefits	\$644,305	\$657,460	\$661,507	\$650,919	\$576,674	\$640,423	\$826,720	\$502,191	\$810,310	(2)	(\$16,410)
Print, Audiovisual, and Electronic Media	\$546,466	\$474,950	\$524,186	\$508,538	\$578,759	\$548,618	\$644,000	\$453,219	\$595,000	(8)	(\$49,000)
Other Expenses	\$353,787	\$389,921	\$361,462	\$354,303	\$492,069	\$483,673	\$784,703	\$559,314	\$704,557	(10)	(\$80,146)
Building Maintenance	\$126,924	\$139,674	\$121,572	\$127,333	\$148,772	\$160,449	\$240,000	\$137,443	\$268,000	12	\$28,000
<b>Sub-Total</b>	<b>\$3,452,439</b>	<b>\$3,520,656</b>	<b>\$3,447,618</b>	<b>\$3,466,401</b>	<b>\$3,500,342</b>	<b>\$3,550,048</b>	<b>\$4,295,908</b>	<b>\$2,880,226</b>	<b>\$4,186,371</b>	<b>(3)</b>	<b>(\$109,537)</b>
<b>Capital Expenditures</b>											
Capital Equipment*	\$93,698	\$66,918	\$5,443	\$3,009	\$104,056	\$1,073	\$10,000	\$0	\$30,000	0	\$20,000
Technology Upgrades									\$125,000	100	\$125,000
Capital Improvement	\$112,739	\$50,272	\$47,491	\$51,923	\$0	\$16,760	\$125,000	\$21,500	\$30,000	(0)	(\$95,000)
Reserves	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0	\$0
<b>Sub-Total</b>	<b>\$206,437</b>	<b>\$117,190</b>	<b>\$52,934</b>	<b>\$54,932</b>	<b>\$104,056</b>	<b>\$17,833</b>	<b>\$135,000</b>	<b>\$21,500</b>	<b>\$185,000</b>	<b>0</b>	<b>\$50,000</b>
<b>Total</b>	<b>\$3,658,876</b>	<b>\$3,637,846</b>	<b>\$3,500,552</b>	<b>\$3,521,333</b>	<b>\$3,604,398</b>	<b>\$3,567,881</b>	<b>\$4,430,908</b>	<b>\$2,901,726</b>	<b>\$4,371,371</b>	<b>-0.01%</b>	<b>(\$59,537)</b>

\*Mid year adjustment

**Lake Forest Library  
Compensation Package  
FY2022**

<b>Current Employees</b>	<b>FY15 Audited</b>	<b>FY16 Audited</b>	<b>FY17 Audited</b>	<b>FY18 Audited</b>	<b>FY19 Audited</b>	<b>FY20 Audited</b>	<b>FY21 Budget</b>	<b>FY21 As of 2/28</b>	<b>FY22 Budget</b>	<b>% Increase</b>	<b>\$ Increase</b>
Full Time Equivalent	30	30	30	30	31	31	32	31	28		
Salaries & Wages	\$1,765,968	\$1,841,643	\$1,761,858	\$1,807,844	\$1,689,085	\$1,709,540	\$1,800,485	\$1,228,059	\$1,808,504	0%	\$8,019
Longevity	\$14,989	\$17,007	\$17,033	\$17,464	\$14,984	\$7,345	\$0	\$0	\$0	0%	\$0
<b>Sub-Total</b>	<b>\$1,780,957</b>	<b>\$1,858,650</b>	<b>\$1,778,891</b>	<b>\$1,825,308</b>	<b>\$1,704,069</b>	<b>\$1,716,885</b>	<b>\$1,800,485</b>	<b>\$1,228,059</b>	<b>\$1,808,504</b>	<b>0%</b>	<b>\$8,019</b>
<b>Benefits</b>											
IMRF	\$188,972	\$193,348	\$180,369	\$179,509	\$147,509	\$143,960	\$199,968	\$125,820	\$183,812	(0)	(\$16,156)
Social Security	\$130,667	\$138,133	\$132,842	\$136,623	\$128,031	\$128,006	\$154,998	\$91,226	\$138,351	(0)	(\$16,647)
Worker's Comp	\$16,080	\$10,747	\$11,450	\$2,810	\$976	\$5,159	\$8,000	\$4,775	\$8,000	0	\$0
Insurance, Life	\$1,928	\$1,888	\$1,912	\$2,050	\$1,955	\$2,163	\$2,900	\$1,730	\$2,840	(0)	(\$60)
Insurance, Medical	\$292,495	\$300,612	\$320,364	\$314,975	\$283,878	\$345,220	\$441,560	\$265,433	\$441,330	(0)	(\$230)
Insurance, Dental	\$10,256	\$10,534	\$10,890	\$11,074	\$10,786	\$12,599	\$14,894	\$9,867	\$14,577	(0)	(\$317)
Insurance, Unemployment								\$875	\$2,000		\$2,000
Flexi-Benefits	\$3,907	\$1,195	\$3,680	\$3,878	\$3,539	\$3,317	\$4,400	\$2,465	\$4,400	0	\$0
Emp Assistance Program									\$5,000		\$5,000
Education Assistance									\$10,000		\$10,000
<b>Sub-Total</b>	<b>\$644,305</b>	<b>\$656,457</b>	<b>\$661,507</b>	<b>\$650,919</b>	<b>\$576,674</b>	<b>\$640,423</b>	<b>\$826,720</b>	<b>\$502,191</b>	<b>\$810,310</b>	<b>0%</b>	<b>(\$16,410)</b>
<b>GRAND TOTAL</b>	<b>\$2,425,262</b>	<b>\$2,515,107</b>	<b>\$2,440,398</b>	<b>\$2,476,227</b>	<b>\$2,280,743</b>	<b>\$2,357,308</b>	<b>\$2,627,205</b>	<b>\$1,730,250</b>	<b>\$2,618,814</b>	<b>(0)</b>	<b>(\$8,391)</b>

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

**Lake Forest Library  
Library Materials  
FY2022**

<b>Item</b>	<b>FY15 Audited</b>	<b>FY16 Audited</b>	<b>FY17 Audited</b>	<b>FY 18 Audited</b>	<b>FY19 Audited</b>	<b>FY20 Audited</b>	<b>FY21 Budget</b>	<b>FY21 As of 2/28</b>	<b>FY22 Budget</b>	<b>% Change</b>	<b>\$ Change</b>
Print	\$255,003	\$219,491	\$239,031	\$227,945	\$267,173	\$208,672	\$240,000	\$164,764	\$210,000	(13)	(\$30,000)
Nonprint	\$194,416	\$177,317	\$203,177	\$147,361	\$219,307	\$266,885	\$289,000	\$235,237	\$295,000	2	\$6,000
Audiovisual	\$97,047	\$78,142	\$81,978	\$141,042	\$92,279	\$73,061	\$115,000	\$53,218	\$90,000	(22)	(\$25,000)
<b>Total</b>	<b>\$546,466</b>	<b>\$474,950</b>	<b>\$524,186</b>	<b>\$516,348</b>	<b>\$578,759</b>	<b>\$548,618</b>	<b>\$644,000</b>	<b>\$453,219</b>	<b>\$595,000</b>	<b>(8)</b>	<b>(\$49,000)</b>

ISL recommended materials budget is 8-12% of operating budget; currently proposed is 13%.  
 Additional materials are purchased with grant funds may not be reflected herein.  
 Cancellation of print reference resources.

**Lake Forest Library  
Other Operating Expenditures  
FY2022**

Item	FY15 Audited	FY16 Audited	FY17 Audited	FY18 Audited	FY19 Audited	FY20 Audited	FY21 Budget	FY21 As of 2/28	FY22 Budget	% Change	\$ Change
Administrative Services	\$12,600	\$23,508	\$23,553	\$23,340	\$24,996	\$24,526	\$27,000	\$20,949	\$25,757	(5)	(\$1,243)
Art Work (purchased)	\$0	\$1,723	\$0	\$49	\$0	\$0	\$0	\$0	\$0	0	
Audit	\$6,898	\$7,430	\$6,400	\$6,590	\$6,785	\$6,995	\$8,000	\$7,205	\$7,500	(7)	(\$500)
Auto Allowance* (unrelated to meetings)	\$826	\$1,003	\$1,472	\$1,472	\$1,383	\$632	\$2,400	\$313	\$1,000	(58)	(\$1,400)
Binding	\$4,607	\$3,770	\$2,437	\$1,241	\$1,027	\$167	\$1,500	\$0	\$500	(67)	(\$1,000)
Contractual Services	\$225,081	\$232,856	\$215,363	\$198,219	\$217,700	\$231,454	\$272,400	\$208,313	\$286,400	5	\$14,000
Insurance, D & O Liability	\$2,435	\$1,564	\$3,080	\$3,372	\$3,372	\$6,540	\$7,200	\$4,890	\$6,500	(10)	(\$700)
Legal					\$11,760	\$1,168	\$20,000	\$1,350	\$20,000	0	\$0
Maintenance of Equip	\$1,530	\$1,775	\$1,014	\$2,445	\$2,018	\$6,735	\$6,200	\$0	\$4,000	(35)	(\$2,200)
Meetings Expense	\$1,633	\$5,797	\$1,847	\$1,219	\$592	\$1,130	\$6,500	\$121	\$4,000	(38)	(\$2,500)
Membership Dues	\$9,244	\$6,484	\$3,676	\$10,607	\$7,506	\$7,449	\$13,000	\$6,049	\$13,000	0	\$0
Office Supplies	\$31,185	\$28,352	\$26,157	\$30,202	\$17,889	\$24,376	\$26,000	\$7,188	\$20,000	(23)	(\$6,000)
Online Banking Fee (fine)					\$585	\$495	\$1,000	\$456	\$1,000	0	\$0
Personnel Recruitment (background checks)	\$0	\$14,475	\$4	\$365	\$507	\$617	\$500	\$170	\$500	0	\$0
Postage	\$6,488	\$8,971	\$6,508	\$5,319	\$4,374	\$5,219	\$7,400	\$4,931	\$7,400	0	\$0
Professional Development**	\$3,409	\$7,957	\$5,642	\$8,873	\$11,106	\$12,162	\$15,000	\$4,110	\$20,000	33	\$5,000
Programming	(\$1,308)	(\$4,189)	\$19,808	(\$16,462)	\$52,976	\$58,275	\$69,500	\$33,021	\$34,000	(51)	(\$35,500)
Programming -NS	\$13,310	\$15,601	\$16,155	\$15,075	\$18,570	\$20,103	\$26,000	\$13,082	\$26,000	0	\$0
Programming	\$9,956	\$12,895	\$9,314	\$6,686	\$13,718	\$6,899	\$16,500	\$5,909	\$15,000	(9)	(\$1,500)
											\$0
Special Projects*?	\$0	\$0	\$0	\$43,357	\$83,388	\$60,107	\$245,000	\$236,719	\$200,000	(18)	(\$45,000)
Telephone	\$18,644	\$13,291	\$6,303	\$5,776	\$6,602	\$5,177	\$7,500	\$4,540	\$8,500	13	\$1,000
Vending/events	\$7,248	\$7,659	\$7,706	\$6,556	\$5,217	\$3,447	\$6,103	\$0	\$3,500	(43)	(\$2,603)
<b>Total</b>	<b>\$353,787</b>	<b>\$390,924</b>	<b>\$356,439</b>	<b>\$354,303</b>	<b>\$492,069</b>	<b>\$483,673</b>	<b>\$784,703</b>	<b>\$559,314</b>	<b>\$704,557</b>	<b>(10)</b>	<b>(\$80,146)</b>

?200,000 CIP; RFID in Capital

\*amended FY2021

\*\* PLA Conference and Online Module Training

**Lake Forest Library  
Contractual Services Detail  
FY2022**

Item	FY15 Audited	FY16 Audited	FY17 Audited	FY18 Audited	FY19 Audited	FY20 Audited	FY21 Budget	FY21 As of 2/28	FY22 Budget	% Change	\$ Change
CCS (Integrated Library System)	\$67,935	\$66,524	\$68,064	\$68,019	\$67,426	\$65,646	\$74,000	\$57,974	\$74,000	0	0
CIT Computer Equipment Lease	\$39,549	\$32,176	\$32,318	\$27,277	\$37,377	\$42,645	\$39,000	\$41,062	\$39,000	0	0
LAN, WAV, and Support (MSP)	\$64,433	\$77,004	\$66,326	\$55,216	\$71,230	\$78,251	\$92,000	\$58,003	\$96,000	4	4,000
OCLC/RAILS/ISL	\$8,729	\$9,412	\$9,213	\$7,684	\$9,414	\$10,900	\$13,000	\$11,310	\$13,000	0	0
Online/Internet (fiber)	\$6,700	\$8,140	\$7,275	\$8,326	\$7,199	\$8,441	\$14,000	\$5,933	\$18,000	29	4,000
Other: equipment, copiers, DVD2G0, misc.	\$37,735	\$39,600	\$32,167	\$31,698	\$25,055	\$23,720	\$38,000	\$34,030	\$44,000	16	6,000
Other: Web Calendar Subscription & web hosting and maintenance						\$1,850	\$2,400		\$2,400	0	0
<b>Total</b>	<b>\$225,081</b>	<b>\$232,856</b>	<b>\$215,363</b>	<b>\$198,219</b>	<b>\$217,700</b>	<b>\$231,454</b>	<b>\$272,400</b>	<b>\$208,313</b>	<b>\$286,400</b>	<b>5</b>	<b>14,000</b>

OCLC: Online Computer Library Center

RAILS: Reaching Across Illinois Library System

ISL: Illinois State Library

Online: (website hosting and related online database expenses)

CCS: Cooperative Computer Services, ILS consortium

LAN: Local Area Network: based on FY20 estimated actual; Computer View manages LAN and wireless;

Other: based on FY20 estimated actual and move to LibraryMarket for web support & calendar

Other: equipment include copier contract

Computer Equipment Lease (CIT Finance): new (3 year) lease started in FY20

**Library Director Report**

**March 9, 2021**

**Services**

On February 15, the Library restored browsing and short visits to the Library. Two computers are online for quick lookups and printing. The copiers and scanner are also available for use. Holds and requests are selected and processed for pick-up in the lobby. Most holds are processed the day placed by the patron. Grab&Go kits in support of children and teen programming are also distributed through the lobby. The Library launched its beta self-check option with the reopening.

The hours are Monday through Friday, 11:00 am – 6:00 pm; and Saturday 10:00 am – 5:00 pm. The Library will slowly add back in other services and additional hours. Programs through August are planned as virtual and/or as hybrid options. The chart below summarizes how patrons used the Library during the twelve days the Library was open for browsing and short visits in February:

Total	Hold pick up	Browse	Children’s Library	Computer/ Scan	News/Magazine	Library Card	Other
1,374	538	221	249	36	14	27	52

**Administration and Operations**

- *Impact of Covid.* The Library continues to follow COVID travel restrictions; working with each employee to determine the best return to work option post vacation travel. To date, the Library has avoided any direct COVID exposures in the Library staff.
- The *FY2021 Workplace Evaluation* has been completed. All Library staff were invited to complete the online survey which was conducted anonymously. The Library received useful feedback which will be shared with the Board.
- *All Staff Meetings.* Weekly virtual weekly all staff meetings on TEAMS to help staff stay connected and aware of service changes (e.g., results of Workplace Evaluation, online Year-end Performance Evaluations, new resources). Staff also hear reports on projects such as the Program Assessment Working Group.
- Based on demand, more *Love My Library* yard signs have been ordered.
- Annual updates to the Employee Personnel Manual and Security and Operations Manual have been completed.
- An operations and use manual for the Media Lab has been written and is the final stage of editing.
- Work on right-sizing the print collection continues through the weeding of out-of-date and unused materials.
- Staff courses offered in February as part of the Library Staff Tech Competency program included Microsoft OneNote, Microsoft Planner & ToDo, and Creating & Editing Web Content, Blogs and Pages.

- New replacement book drop installed at west train station (March 8).
- FY2021 Library Director evaluation and supporting materials will be sent to Trustees on March 8, 2021.

### Technology Updates

- *Technology – Fiber Update.* The Library has concluded both the onboarding and the technical calls with AireSpring for the Fiber internet. AT&T (Library Building) and Comcast (West Train Station) have both completed their site visits and confirmed that final installation can move forward. Projected completion is 2-3 weeks for the West Train Station and 6-8 weeks for fiber in the Library Building. It is possible this timeframe could be expedited and both vendors are exploring this possibility.
- *RFID Update.* The RFP for RFID services closed on February 26. Five vendors submitted bids that the Library is reviewing. A summary of the bids and a recommendation will be brought to the Library Board in May. The FY2022 budget accommodates moving the RFID project forward if the Board approves the project.
- *Tech Security Upgrade Installed.* SentinelOne is the only endpoint security vendor to detect fileless, zero-day, and nation-grade attacks in real time. The Behavioral AI reverses and removes any malicious activity. Now, every device heals itself in real time, with minimal downtime and immediate isolation of threats from the network. OSG conducted in-house testing and has found SentinelOne to be a superior product than Webroot, its other Antivirus/Anti-malware offering.

### Selected Performance Measures through January 31

In January, 19,312 items circulated as compared to 29,626 in January 2020. This was a 35% decrease compared to last year. Children’s circulation suffers the most from the inability to personally browse and select materials, reporting in at 64% decrease as compared to last year.

	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan
Compared to same month last year	-70%	-81%	-61%	-25%	-15%	-10%	-9%	-21%	-35%

There was a 42% increase in the use of e-Media resources, 5,832 circulations versus 4,109 last year in the month of January. The use of the streaming/borrowing platforms Freegal, Hoopla, 3M Cloud Library, RB Digital, OverDrive (Libby), and Kanopy continues to outpace last year’s usage.

	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan
Compared to same month last year	+81%	+64%	+42%	+39%	+31%	+34%	+30%	+33%	+42%

Usage indicates a sustained and increased interest in e-Media. The e-magazine collection is now available in OverDrive (Libby). The Library continues to purchase “advantage” titles (*i.e.*, those

titles available only to Lake Forest Library cardholders to shorten hold lists for Lake Forest residents).

The chart notes change in usage as compared to the same month last year.

	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan
Hoopla	+81%	+102%	+34%	+16%	+18%	-10%	+29%	+40%	+54%
3M Cloud	+53%	0%	-13%	+22%	-33%	-13%	-9%	-22%	-6%
OverDrive	+79%	+70%	+58%	+54%	+47%	+53%	+50%	+45%	+50%
RBDigital	+26%	+35%	+44%	+21%	+40%	+44%	+26%	214%	+43%
Kanopy	+368%	+115%	+27%	+50%	+44%	-12%	-14%	13%	+14%

Use of the DVD2GO media bank in the West Train Station continues to decline. 75 movies were borrowed from the DVD2GO in January. Some of the decline is likely due to the lack of new movies released in this last year. This chart shows usage of the DVD2GO since it was put into service in 2012. Note the DVD2GO was offline April through mid-July due to COVID.

Fiscal Year	FY11	FY12	FY13	FY14	FY15	FY16	FY17	FY18	FY19	FY20	FY21
May	n/a	574	272	292	431	362	359	252	232	189	0
June	n/a	118	243	394	451	366	260	293	245	177	0
July	n/a	122	269	599	370	294	257	228	207	156	28
Aug	n/a	550	526	546	368	254	197	202	211	110	126
Sept	n/a	559	544	427	268	205	261	193	211	126	88
Octo	n/a	428	500	375	332	207	185	192	203	168	65
Nov	n/a	470	578	545	303	216	181	216	177	153	35
Dec	n/a	553	491	437	437	275	230	165	304	172	45
Jan	n/a	532	649	528	361	293	300	221	254	218	75
Feb	n/a	537	444	368	244	282	274	199	149	185	
Mar	n/a	578	352	413	328	346	273	304	265	93	
Apr	399	657	385	399	323	390	277	256	239	0	
Total	399	5678	5253	5323	4216	3490	3054	2721	2697	1747	497

In January the use of the Library's database collection was up 15% as compared to last year, reporting 10,030 uses as compared to 8,751 last January. The Library continues to evaluate database renewals and will be discontinuing or replacing those databases that are no longer being used by the public. Education efforts (as part of programming) on how to use the databases continue.

In January, Reference and RA assists from all the departments totaled 1,866. Services are delivered via chat, email, in person, and through social media platforms. Homebound and outreach activities are on-going.

All Library programs remain virtual and we find that there is continued enthusiasm for evening programs. There is tremendous variety in the programs, from online science projects, storytimes, and coding clubs to book clubs, history lectures, and author interviews on critical and important topics. The Children’s Library and YA department prepare and give out Grab&Go kits that support participation in online virtual programs. Circulating tech options were added to support those families that want to participate in the technology classes. Attendance and viewing of the Library’s programs remain strong, as well as social media shares and comments.

	April	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan
Programs Offered	30	45	46	39	35	46	54	44	45	72
Views, Attendees	4,840	5,449	5,163	7,137	3,153	1,836	2,002	1,620	3,950	2,751

### Program Highlights

The all-ages winter reading program, Bundle-Up Bingo, wrapped up in February. There were 155 participants, 69 adults, 32 teens, and 54 children. 168 teen and 31 childrens’ challenges were also completed.

*Raising Anti-Racist Children* program had 65 attendees and received good positive post-program feedback.

The Media Lab offered a PowerPoint class and a Keynote class. The Media Lab assistants, Kristin and Patrick, continue to assist patrons (virtually) with technology and Media Lab projects.

The Children’s Librarians have resumed their outreach storytimes at First Presbyterian preschool and Sheridan School. Emmy Neal, YA Librarian, continues working with nine teens on the diversity audit of the Teen Collection. Emmy will report to the Board on the outcome of this project in the near future.

### Response to Dr. Suess Materials Discussion

There is a bit of a controversy surrounding several Dr. Seuss books that have outdated language and/or racist/stereotypical imagery. Random House, the publisher, and the author’s estate reached a decision to discontinue publishing these materials.

As a result, the six titles have become collector’s items trading at high prices. In these situations, library copies are often stolen and resold. Initial holds and inquiries indicated the Library’s materials were at risk. As a theft protection measure, the Library moved the six books to the circulation desk and made them in-library use only. We have patrons that genuinely want to read the material to make their own decisions, and by protecting them from theft we preserve that access. The titles are:

- And to Think that I Saw It on Mulberry Street
- McElligot's Pool
- If I ran the Zoo
- On Beyond Zebra!
- Scrambled Eggs Super!
- The Cat's Quizzer

This is not a new issue. The difference this time is that materials have become subject to an imminent theft risk. The Library has been engaged in the larger conversation of what to do with other children's classics for some time. Moving these materials to in-library use protects them as we develop a comprehensive policy on this issue.