

LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045
Tuesday, May 11, 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: 610 810 067#.

Alternatively, members of the public may email comments to Catherine Lemmer, Library Director, at clemmer@lakeforestlibrary.org, before **noon** on the date of the meeting and the comments will be entered 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.

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 and correspondence
5. Call for Additions to the Agenda
6. Consent Agenda (omnibus vote on matters 6(a) - 6(d))

- a. Approval of the Agenda
- b. Approval of the April 13, 2021 Meeting Minutes
- c. Approval of the May 4, 2021 Special Meeting Minutes
- d. Approval of April 2021 Financial Report
7. Discussion of capital improvement project
8. Technology and Facilities Update
 - a. HVAC, Fiber, Microsoft Teams Phone Transition, RFID
 - b. Presentation and recommendation by Library Staff regarding resumption of donation collection in the Library parking lot by the Friends of the Library
9. May 2021 Library Director report
10. Unfinished Business
11. New Business
12. Adjournment

Upcoming Meeting: Regular Board Meeting, June 8, 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

April Correspondence etc. for May 11, 2021 Meeting

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.

General Programs, Classes, and Services

May 4, 2021 Mrs. Heilman

My son LOVES Dungeons and Dragons! He said, "I'm willing to miss sports on Wednesday...".

May 4, 2021 (picking up hold)

I LOVE this system! Thanks for coming up with it.

May 1, 2021, Jill Glicksberg

Your staff did an outstanding job picking books for my students while you were closed.

April 30, 2021, Katherine Saville (kmsaville@hotmail.com)

I (Kate Buckardt) helped Katherine this past year with research that she presented as a program at the History Center of LF/LB. I hope to have her repeat the program for us in the future. Thank you Kate for your best wishes. Not sure if you had a chance to see it but happy to say no major mishaps! Thank you for all your time and expertise in helping me with the presentation. It made a difference - researching can be daunting and your suggestions were right on with the newspapers AND connecting me to Jane Eckland so added to the talk. She was a fountain of information and a delight to talk to. I also have some books for you which I will drop off to add to *the life as a servant in the Guilded Age*. I never did have a chance to read them (suggestions by Art Miller) but they might help someone else. Have a great weekend. Katherine Saville kmsaville@hotmail.com

April 26, 2021, Eldridge, John (EldridgJ@cityoflakeforest.com)

I walked the park this afternoon. The story looks great. I love the sign you used. They are very sturdy. Also, the guest sign in book and the end is a great addition. I will look into a kart for Friday and circle back with you. Our Parks Department may have something you can use.

Take care, John Eldridge, CPRP, Lake Forest Parks & Recreation Department

April 24, 2021, Rosemeen Lavj (rozmin.lavji@gmail.com)

Dear Lorie

Thank you so very much. Good seeing you at the library and very much appreciated all your help. Kind regards Rozmin

April 21, 2021

Comment: Patron sitting out on front lawn with 2 kids. Toddler and crawler. Commented on how we have the softest nicest lawn and how much the kids enjoy watching the lawn mower. "so quiet"

April 15, 2021, Karen Wille (on Family Trivia Night)

"Thank you- so fun! We have loved all your programming!" Karen Wille

April 12, 2021, Karamjeet Singh (karamjeetchicago@att.net)

Nice to see celebrating 'Sikh Awareness month' and sharing on your Library Site! God Bless us All. Karamjeet Singh

April 10, 2021, Kelly Clark, Director of Programs, Career Resource Center, Inc.

(kelly@CareerResourceCenter.org)

Thanks very much for the program today! I thought it was very informative and I am glad you demonstrated so many different databases. I will pass on the slides to the group, and I do have an evaluation I can send out to them. I'll get back to you on Monday after they have had some time to complete it! Best, Kelly

April 8, 2021, Julie Mielzynski (julie.mielzynski@gmail.com)

Thank you for conducting the coding classes. Ethan very much enjoyed it. We look forward to the next class in the fall.

Julie

April 8, 2021, Patricia Kreischer (pkforest@yahoo.com)

Wonderful book wonderful discussion (Michelle Kuo Read Between the Ravines Interview). Thank you Lake Forest Library!

April 2, 2021, Amanda Denniger (ernieandamanda@gmail.com)

Michelle Frigo was truly amazing and incredibly patient. I came in for suggestions about my three young readers. She gave me a tour. Highlighted focus areas, spotlighted new areas and went above and beyond by look up series authors based on my children's interests. Thank you Michelle.

Capital Improvement Project

April 13, 2021 Karen Howe (lalunaantiques@gmail.com)

To all friends of the Lake Forest Library,
I'm writing out of concern for the decisions being made regarding the expansion of the Lake Forest Library. I grew up half a block from the library, right across from the deer on East Deerpath, and the library was practically a second home to me. When I compare the current proposal with the Bories & Shearron Classical proposal, there is no question that the latter is preferable. The classical design understands and appreciates the original design. The current

proposal appears almost to ignore it. I've never studied architecture, but I know how very different being in one building can feel from being in another. There are buildings that feel cold and indifferent, others that feel shallow at the core, some that invite you to relax, and still others that elevate your mind and spirit. As an adult, I recognize that during the countless hours I spent reading, studying, hanging out and scheming with friends at the LF library, I was also being schooled in beauty. My love of books and research was supported, even elevated, by the rich aesthetic atmosphere and by the inherent intelligence of Edwin Clark's design. Cozy but also elegant, it both made me welcome and expected my best. Beautiful buildings have a magic about them. As intangible as it is, that magic flows out of the intelligence and vision of the decisions made in the design of those places. And it feeds the people that enter those places. Anyone privileged to have grown up amidst beauty recognizes this; that beauty does indeed nourish. And what building should be designed to nourish and inspire those who use it more than a public library? Your choices about the expansion of the library will define the quality of the experience of those who use it for generations. I hope with all my heart that you will choose the design that understands, respects, and flows from the rare genius of the original design. To me that is clearly the Bories & Shearron proposal.

Yours sincerely, Karen Howe

P.S. Despite my fond memories of the library, please know it is not nostalgia that motivates me. The passage of time reveals the greatness or weakness of a design, long after the fashion of the era has passed. Clearly, the library's original design has passed the test of time with flying colors.

April 12, 2021, Alice Moulton-Ely (wuff@ameritech.net)

Hi, in regard to tonight's zoom meeting:

I think the Library has done a stellar job in recent weeks getting the word out about these CIP meetings. Every day, I've seen a posting on Patch, and on Fridays a mention in the City's news blast to the community. There has been a lot of discussion about it in at least two local Facebook groups to which I belong. I do read the Library newsletter, "Beyond Words," and if there is a summer issue, I'd certainly make the proposed expansion the ONLY front page story.

I also was at the Library's zoom meeting with the City Council late last year, and while several conceptual designs were shown, it was clear that the Library had zeroed in on one that would be refined before it went before the Historic Preservation Commission. In a recent email with the Library Director, that was confirmed as "The design on the website is still conceptual and will go through the HPC process." The "glass box" objection mentioned tonight by the HGA rep is one I haven't heard from anyone in many months. What I have heard is "incompatible with original design, eyesore, needs to reflect historic look of neighborhood," etc. Tonight, it sounded as though the Library and HGA were NOW saying that the conceptual design on the Library's website was just a thought, an idea, as other designs were being explored. That's not how I, and many others, had seen it. I agree with the caller who suggested that the conceptual

design be taken off the Library's website. Most importantly, I'm thankful that the Library and HGA say that they welcome wide public input on additional designs. By the way, the one by Bories and Shearron appears to be a good one, in my opinion. One thing I'd like cleared up, and I may ask at tomorrow night's CIP session: where in Lake Forest are there examples of HGA's work as contended on page three of the Library's Strategic Plan?

I hope some of you saw local historian and retired LFC librarian Art Miller's recent photos on Facebook of Lake Forest Library interior details. It dawned on me that there is no other public building in town with that caliber of design and craftsmanship. I grew up here (LFHS '70) and was a frequent user of the "Encyclopedia Britannica," but never stopped to appreciate the level of historic detail other than our library was a very nice-looking, old building. And as an artist, the murals set the atmosphere. As an adult, I've always lived in old houses, including a 1730 farmhouse in NJ with original windows, and learned a lot about stewardship as a hands-on homeowner and through an active role with the Lake Forest Preservation Foundation. I look forward to tomorrow night's meeting.

One further thing: I counted 10 roof leak incidents, some of which included the dome, in summaries of annual reports 1931-1996 compiled by a fellow preservationist. Somehow, I think the public needs to be reassured that stewardship of the Library building will be handled differently going forward.

Thank you for these meetings! --Alice Moulton-Ely

April 12, 2021, Diana Hand (dianahand@gmail.com)

To Whom It May Concern,

As I think of Lake Forest, I think of years gone, where buildings were not skyscrapers and people dressed for the day. Walking into the library in Lake Forest takes me back to the days that Gatsby may have walked. The beautiful paneling, the dome ceiling and all of the books. My daughters have loved going to storytime, love reading books and as it has opened up started to borrow books again.

When I saw the proposal for the renovation, I was greatly disappointed in the direction that it is taking. We need to preserve the building and expand upon that history. Please re-think what is happening and connect with James Shearron. The rendering that he has done is just beautiful and perfect for the library. The work he has done around town really proves he knows what he is doing.

I appreciate you listening and indeed wish you would make the right decision. Diana Hand

April 11, 2021, Mike Heim (m.heim@sbcglobal.net)

Please preserve the architectural theme of the Lake Forest Library during its proposed renovation. Thanks! Mike Heim

April 10, 2021, Brian Sheahan (brian60045@gmail.com)

Dear Members of the Library Foundation Board,

I strongly encourage the Board to pursue a neoclassical design for the upcoming renovation and expansion of our beloved library. The proposed improvements should be an extension of the original architect's vision, not some modernist revision.

The "modern" update proposal is sterile, unwelcoming, and unappealing; it doesn't belong in Lake Forest.

The neoclassical renovation design, however, blends perfectly with the existing structure. It is an homage to Edwin Hill Clark's 1931 design.

I'm hopeful that the Board will consider the proposed neoclassical design and that the Lake Forest Library can continue to serve as a cornerstone of our community for another 90+ years.
Brian Sheahan, 596 Cherokee Rd., Lake Forest

Lake Forest Library Board of Trustees
360 E Deerpath Road, Lake Forest, IL 60045
Regular Meeting (Remote Access) Minutes
7:30 p.m. April 13, 2021

CALL TO ORDER

President Wendy Darling called the meeting to order at 8:09 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 posted on the Library website.

There was a delay in the start of the meeting due to attendance at the last capital improvement project listening session.

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, a quorum is present.

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

President Darling thanked all those who participated in the capital improvement project listening sessions, including the final one this evening, and shared that the recordings will be posted on the Library website. President Darling reported that next steps include a resident survey that will be developed in the coming weeks. The Library Director is conducting tours of the building for Aldermen and interested members of the general public. The Board will use the information from the listening sessions and the survey to help determine the scope of the capital improvement project. Once the scope of the project is determined with City Council, the exterior design work will recommence, and the Library will receive assistance from the Historic Preservation Commission.

OPPORTUNITIES FOR THE PUBLIC TO ADDRESS THE BOARD AND CORRESPONDENCE

All correspondence received was included in the Board packet and no one from the public wished to address the Board.

CALL FOR ADDITIONS TO THE AGENDA

None

CONSENT AGENDA

- A. Approval of the Agenda
- B. Approval of the March 9, 2021 Meeting Minutes
- C. Approval of March 2021 Financial Report
- D. Approval of FY2022 Liability Insurance proposal as prepared by Hill & Stone
- E. Approval of Commercial Landscape Management 2021 Proposal
- F. Approval of FY2022 non-resident card fee
- G. Approval of FY2022 Board of Trustee Meeting Calendar
- H. Approval of FY2022 Library Calendar
- I. Approval of HGA invoice for work related to the capital improvement project

Trustee Johnson made a motion, seconded by Trustee Lemke, to approve the Consent Agenda as presented. Trustee Arnsen abstained from voting on item 6-I. Motion carried with 9 yeas for items 6-A through 6-H and 8 yeas for item 6-I with a roll call vote.

PRESIDENT'S APPOINTMENT OF MEMBERS OF THE NOMINATING COMMITTEE

The Nominating Committee of Trustees Rose and Travers will serve with President Darling and present a slate at the May or June Board Meeting.

TECHNOLOGY AND FACILITIES UPDATE

Ed Finn provided updates on the technology infrastructure improvements and responded to related Trustee questions. He shared that 438 items were checked out by patrons who used the self-check machine in the March beta test.

The Director of Operations described air purification systems to improve air quality in the Library for a safer environment for patrons and staff. After consulting with several vendors and exploring standalone purification units and Needlepoint Ionization Air Purification Systems, he recommended The Hill Group and the ionization system.

Trustee Desmond made the motion, seconded by Trustee Travers, to approve the proposal from The Hill Group for the installation of ionization filters on the five HVAC systems at a cost of \$36,375.00. 9 yeas, Motion passed on a roll call vote.

LIBRARY DIRECTOR REPORT

In the interest of time, Director Lemmer referred the Trustees to the Board packet where her report provided updates on Services, Administration and Operations, Strategic Initiatives, Performance Metrics through February 28, and March Program Highlights. She shared that Library Staff had a long and positive meeting today with the Friends of the Library about accepting donations. The Library is checking with its lawyer and liability carrier, as well as the City public

safety officer. The Library asked for few weeks' time to move the staff through the second round of vaccinations, have the ionization system installed, and develop the safest way to collect donations in the parking lot. There is another meeting with the Friends scheduled in early May. Director Lemmer explained that they are looking at the feedback received about how the Library is presenting information about the capital improvement project on its website and will make appropriate adjustments. She reported that they are finishing up the Illinois State Grant that is due on Thursday. After the grant is submitted, they will begin work on the survey.

Ms. Lemmer responded to Trustee Johnson's question about staff retirements and turnover. She noted that one employee was leaving to take a management position at a different library and indicated that she views this as an opportunity to reevaluate the needs and positions across the Library.

EXECUTIVE SESSION

Trustee Arnson made a motion, seconded by Trustee Johnson, to move into Executive Session at 8:40 p.m. pursuant to 5 ILCS 120/2(c)1 The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body. 9 Ayes; Motion passed on a roll call vote.

MOVE TO OPEN SESSION-ROLL CALL

President Darling called the regular meeting back to order at 9:47 p.m.

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, a quorum is present.

LIBRARY DIRECTOR COMPENSATION

Trustee Rose shared that the Board is very appreciative of the Director's performance this past year and in recognition of that, he made the motion to give a 3.5% performance merit raise and a 1.5% progression raise in alignment with peer organizations for a total compensation increase of 5%, a salary increase from \$125,910 to \$132,206 for FY2022, and in recognition of all of the extraordinary efforts to get us through this past year and innumerable challenges, the Board recommended a one-time \$5,000 bonus for FY2021. Trustee Arnson seconded the motion. 9 yeas, Motion passed on a roll call vote.

UNFINISHED BUSINESS

No unfinished business.

NEW BUSINESS

No new business.

Lake Forest Library Board of Trustees
Regular Meeting (Remote Access) Minutes
April 13, 2021

ADJOURNMENT

Trustee Johnson made a motion, seconded by Trustee Arnson, to adjourn the meeting at 9:50 p.m. 9 yeas, motion carried on a roll call vote.

Upcoming Meeting: Regular Board Meeting, May 11, 2021, 7:30 pm

JoAnn Desmond, Secretary
Minutes approved by the Board on May 11, 2021.

Lake Forest Library Board of Trustees
360 E Deerpath Road, Lake Forest, IL 60045
Special Meeting (Remote Access) Minutes
7:30 p.m. May 4, 2021

CALL TO ORDER

President Wendy Darling called the meeting to order at 7:42 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, David Rose, and Carrie Travers. Absent: Andrea Lemke. 8 yeas. 8 trustees in attendance at roll call, a quorum is present.

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

OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD AND CORRESPONDENCE

None

ADDITIONS TO THE AGENDA

None

MOVE TO EXECUTIVE SESSION

Trustee Arnson made a motion, seconded by Trustee Johnson, 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.

8 yeas, Motion carried with a roll call vote at 7:46 p.m.

MOVE TO OPEN SESSION AT 9:17 p.m. - ROLL CALL

Trustees Present: Germaine Arnson, Bryan Bertola, Wendy Darling, JoAnn Desmond, Elizabeth Grob, John F. Johnson, David Rose, and Carrie Travers. Absent: Andrea Lemke. 8 yeas. 8 trustees in attendance at roll call, a quorum is present.

DISCUSSION AND APPROVAL OF BURGES & BURGES CONTRACT FOR SURVEY SERVICES

Mr. Finn explained that the services include both the phone and the online community survey in the contract. Trustee Rose made a motion, seconded by Trustee Darling, to approve a contract for survey services with Burges & Burges not to exceed \$20,000. 8 yeas, Motion passed on a roll call vote.

Lake Forest Library Board of Trustees
Special Meeting (Remote Access) Minutes
May 4, 2021

DISCUSSION OF SERVICE OPERATIONS

Director Lemmer presented a power point outlining a process and projected timeline for the restoration of library services. Ed Finn then updated the Library Board about the meeting earlier in the day with eight members of the *Friends of the Lake Forest Library* about logistics related to safely resuming their donation collection process in the Library parking lot. He shared it was a collaborative meeting and several safety issues and liability waivers were addressed. The Board will take up the matter at its May 11, 2021 meeting.

UNFINISHED BUSINESS

No unfinished business.

NEW BUSINESS

No new business

ADJOURNMENT

Trustee Travers made a motion, seconded by Trustee Darling, to adjourn the meeting at 9:39 p.m. 8 yeas, motion carried.

Upcoming Meetings:

Regular Board Meeting: May 11, 2021 7:30 p.m., Remote Access

JoAnn Desmond, Secretary
Minutes approved by the Board on May 11, 2021.

Lake Forest Library
Year-to-Date Monthly Financial Report
April 2021
Unaudited Month 12

FY2021

REVENUES	Current Month Actual	Year to Date Actual	Year to Date Budget	Annual Budget	Over/Under Variance	% of Annual Budget
Unassigned Funds on Hand	\$1,895,491	\$1,895,491	\$1,895,491	\$1,895,491		
Tax Based (Levy, SSN, IMRF)	\$100,621	\$4,260,834	\$4,253,537	\$4,253,537	\$7,297	100.17%
Non Tax Based	\$11,537	\$178,860	\$97,200	\$97,200	\$81,660	184.01%
Gifts (includes Friends)	\$0	\$110,707	\$84,000	\$84,000	\$26,707	131.79%
TOTAL REVENUES	\$112,158	\$4,550,400	\$4,434,737	\$4,434,737	\$115,663	102.61%
TOTAL FUNDS ON HAND	\$2,007,649	\$6,445,891	\$6,330,228	\$6,330,228		
EXPENDITURES						
Salaries & Wages	\$175,879	\$1,517,149	\$1,800,486	\$1,800,486	\$283,337	84.26%
Fringes	\$27,972	\$336,873	\$466,208	\$466,208	\$129,335	72.26%
SSN	\$13,175	\$112,778	\$154,998	\$154,998	\$42,220	72.76%
IMRF	\$17,989	\$155,455	\$200,113	\$200,113	\$44,658	77.68%
Materials (print, AV, tech, e-res)	\$41,140	\$535,493	\$644,000	\$644,000	\$108,507	83.15%
Other Operating Expenses	\$64,414	\$678,189	\$790,303	\$790,303	\$112,114	85.81%
Building Maintenance	\$11,421	\$161,393	\$240,000	\$240,000	\$78,607	67.25%
Sub Total	\$351,989	\$3,497,330	\$4,296,108	\$4,296,108	\$798,778	81.41%
Capital		\$78,643	\$135,000	\$135,000	\$56,357	58.25%
TOTAL	\$351,989	\$3,575,973	\$4,431,108	\$4,431,108	\$855,135	80.70%
BALANCE		\$2,869,919	\$1,899,120	\$1,899,120		
RESERVES						
Capital Improvements	\$2,800,000					
Technology Improvements	\$300,000					
Capital Equipment	\$300,000					
	\$3,400,000					

**Lake Forest Library
April 2021 (Month 12) FY2021
Financial Notes**

Revenues

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

Tax-Based: \$4,260,834 payments received. Currently at 100% of FY budget taking into account the potential reserve of \$64,247 for loss tax revenue. Actual total tax revenue shortfall against budget is \$56,950 (1%) which is normal.

Non-Tax-Based: \$178,860 non-tax revenues; includes \$39,888 replacement of personal property tax payment, \$24,219 per capita grant; \$15,054 impact fees, and \$26,578 investment income, and other income streams. Investment income underperformed last year and budget. 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 184% of FY budget.

Gifts: \$110,707; Includes Friends FY2021 grant of \$74,000. 132% of FY budget.

Expenditures

Salaries, Fringes: \$1,517,149 for salaries: 84% of FY budget; \$336,873 for fringes: 72% of FY budget. \$112,778 for SSN: 73% of FY budget; \$155,455 for IMRF: 78% of FY budget. Vacation and sick leave buy outs due to retirements/resignations reflected.

Materials: Books, AV, and Electronic Services: \$535,493: 83% of FY budget. Annual payments for periodical and database subscriptions paid. COVID impacted the availability of print materials and created higher demand for some online resources.

Other Operating Expenditures: \$678,189: 86% of FY budget. Includes \$25,139 in administrative fee to City of Lake Forest, \$7,205 audit fees, \$78,979 in programming and programming (supported with \$74,000 in grant funds), \$67,951 CCS membership and \$283,582 for special projects. Technology leases, equipment, services, software and contractual fees reflected here. All expenses are monitored and reduced where possible.

Building Maintenance: \$161,393 68% 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: \$78,643 58% 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: 81% of budget expenses; 100% budget revenues.

Technology and Facilities Update

HVAC

- Hill Mechanical installed the Needlepoint Bipolar Ionization units.
 - Air quality was tested on Wednesday May 5th and will be retested in approximately 30 days to assess effectiveness of the system.
- Hill Mechanical will switch the Library over to air conditioning this week.
 - Low temperatures last week delayed this.

Fiber Internet

- Fiber internet went live in the building on May 5th. The cutover had minimal impact on staff or public facing systems. The system was transitioned in less than 10 minutes.
- Staff continue to test all connections for anything that may not be connecting as expected.

Microsoft Teams Phone Transition

- Outsource IT Solutions Group (OSG) has created a scope of work to transition the Library from our current phone provider to Microsoft, which will fully integrate with Teams. This is included in our current provider agreement and all labor is at no additional cost.
- New Teams capable phones, replacing our current 6-year-old fleet of phones, have been ordered and will provide a integrated user experience.

RFID

- The Library and OSG have conducted two interviews for an RFID solution for the Library. The third and final interview will be conducted on May 14th. John Johnson has been service as a board representative for the interviews.
- Library staff looks forward to making a recommendation this summer.

Library Director Report

May 11, 2021

Services

The Library is preparing to restore its operating hours to pre-COVID levels on June 1, 2021 as noted at the May 4 Special Board meeting. The popularity of the beta self-check option continues, 517 items (or 5% of adult materials) were checked out via self-check in April. Programs through August are planned as virtual with a few children’s programs planned for the front lawn.

The chart below summarizes how patrons use the Library after our re-opening to the public during February (12 days), March, and April. This information is gathered by a greeter at the front door who maintains the in-building person count as the building is still under capacity limits due to COVID-19. The ready to go holds pick-up and online card applications will be maintained after June 1 due their popularity.

	Total	Holds pickup	Browse	Children’s Library	Computer/ Scan	Newspaper/ Magazine	Library Card	1-hour use
Feb	1,374	538	221	249	36	14	27	52
Mar	2,401	642	437	439	47	34	35	49
Apr	3,359	750	696	607	181	60	55	170

Administration and Operations

- The Technical Services team is launching the Acquisitions Module that is part of our ILS (integrated library system) software platform. The module tracks expenses per collection category and supports accurate budgeting per unit. Work on right-sizing the print collection continues through the weeding of out-of-date and unused materials.
- All changes to *BS&A* for budget and HR have been implemented for FY2022, these include such things as the realignment of budget lines, moving from 37 to 37.5-hour work week, and vacation accruals limits.
- Year-end reporting tasks are underway and include the : Workman’s Compensation Audit, CBIZ Appraisal and City Asset updates; Library’s public annual report, and Illinois Public Library Annual Report to the State Library.
- The Facilities team continues to refresh paint and complete other small interior projects to keep the building as tidy as possible.
- The Finance Officer position and Children’s Library Assistant positions have been posted.
- Staffing of the Circulation services is being evaluated to determine if staff members who left during COVID need to be replaced or if we can reassign hours within the current team.
- Members of the Library Team and Lake Forest College Library Team met to discuss collaboration and support opportunities.
- The Board will approve the FY2021 executive session minutes at the June Board meeting.

Strategic Initiatives

- Burges & Burges is working on the community resident survey with the goal to release the survey in May. The May newsletter which is set to be delivered to homes in mid-May includes a call to the community to complete the survey.
- 10 tours of the building were conducted in April and May.

Friends of the Lake Forest Library

- At the conclusion of FY2021, there was a small amount of funds remaining from the FY2021 Friends programming grant. Those funds are being used to fund a portion of the upcoming Summer Reading program. The Friends declined to make a FY2022 programming grant.
- Ed Finn will present a book donation acceptance staff recommendation at the Library Board meeting.

Selected Performance Measures through March 31

March 2021 to March 2020 is the first month-to-month comparison in which the Library was operating both months under the impact of the COVID-19 pandemic. In March 2021, 27,628 items circulated as compared to 24,335 items in March 2020, representing a 13% increase over last year.

There was a 12% increase in the use of e-Media resources 6,353 circulations versus 5,662 last year in the month of March. While the overall use of streaming/borrowing platforms Freegal, Hoopla, RB Digital, OverDrive (Libby), and Kanopy continues to increase, the percentage increases are less dramatic.

The e-magazine collection is now available in OverDrive (Libby) as RB Digital phases out in the coming months. 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).

Use of the DVD2GO media bank in the West Train Station continues to decline. 10 movies were borrowed from the DVD2GO in March. The machine is aging and loses several days a month due to software and other issues. The chart below details the annual usage numbers from April 2011 through April 2021:

FY	FY11	FY12	FY13	FY14	FY15	FY16	FY17	FY18	FY19	FY20	FY21
	399	5678	5253	5323	4216	3490	3054	2721	2697	1747	528

In March the use of the Library’s database collection was up 85% as compared to last year, reporting 9,708 uses as compared to 5,225 last March. 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) and social media posts on how to use the databases continue.

In March, Reference and RA assists from all the departments totaled 2,050. 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 and Saturday morning 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 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. This year’s programming was grant funded.

	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Programs	30	45	46	39	35	46	54	44	45	72	53	88
View, Attendees	4840	5449	5163	7137	3153	1836	2002	1620	3950	2751	3389	2532

April Program Highlights

The Library launched the Children's services newest program StoryWalk® at Deerpath Community Park.

StoryWalk® is an innovative and delightful way for children — and adults — to enjoy reading and the outdoors at the same time. Laminated pages from a children's book are attached to metal frame, which are installed along an outdoor path. As you stroll down the trail, you're directed to the next page in the story.

Additional StoryWalk® projects are planned.

