

LAKE FOREST LIBRARY BOARD OF TRUSTEES
Lake Forest Library, 360 East Deerpath Road, Lake Forest, IL 60045
Kasian Room, Lower Level
Tuesday, March 19, 2024, 6:30 pm
Regular Meeting

The Lake Forest Library provides members of the public present at the meetings with an opportunity to participate in the meeting. No prior registration is necessary. The meeting agenda and materials are available on the Library website. The meeting's minutes are available on the Library website after they are approved by the Library Board of Trustees. Current and past meeting information, including recordings, is available at: [Board Meetings & Minutes | Lake Forest Library](#)

Agenda

1. Welcome and Call to Order
2. Roll Call
3. President's Remarks
4. Call for Additions to the Agenda
5. Opportunity for the Public to Address the Board
6. Correspondence Report and Patron Comments
7. Presentations
 - a. New Staff Introductions
 - b. **Read Between the Ravines** – featuring the title *Group: How One Therapist and a Circle of Strangers Saved My Life* by Christie Tate – Lydia Frank, Adult Services Librarian
 - c. New Collection: Tonie Boxes – Youth Services staff
8. Consent Agenda (omnibus vote on matters 8(a) - 8(c)):
 - a. Approve March 19, 2024 Agenda
 - b. Approve February 13, 2024 Regular Meeting Minutes
 - c. Approve February 2024 Financial Report
9. Building Committee:
 - a. Remisoff Murals Restoration
 - b. Return Pump and Condensate Pump Replacement
 - c. HVAC controls/building automation system
10. Long Range Planning:
 - a. Draft Strategic Plan – 2nd review
 - b. Library Staff feedback
11. Finance Committee:
 - a. Draft FY 2025 budget – 1st review
12. Grant request to Friends of the Lake Forest Library for FY 2025
13. FY 2025 Board of Trustees meeting calendar
14. Library Operations Report
15. Executive Director Performance Evaluation
16. Unfinished Business
17. New Business
18. Adjournment

PUBLIC COMMENT AT BOARD MEETINGS POLICY

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

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

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

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

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

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

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

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

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

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

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

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

(Approved by the Library Board of Trustees January 9, 2018.)

SELECTED PATRON COMMENTS FEBRUARY 2024

- Although not a resident of this neighborhood, I've frequently visited Lake Forest. However, this week, I made the decision to finally step inside. And let me tell you, it was a WOW moment. The building is absolutely incredible! The staff couldn't be friendlier or more helpful, and the kids' area is beyond cool. I wholeheartedly recommend taking a tour to witness yet another one of Chicago's suburban gems with your own eyes. Ps: check before visiting, they are few constructions indoors. Google Review - She also shared this commentary on Instagram and Facebook.

We commented "Thank you for the kind words! We are so glad you came. And for those of you visiting soon the Remisoff Murals in the Library Rotunda are currently being restored. Stay tuned to our website and social media channels for mural updates.

- First, I was a mystery reader for my daughter's class and remembered the last minute so I rushed to the Library and the Children's Librarians could not have been more delightful or helpful. They all helped me search the shelves for the perfect book—also, fun fact they have put together an entire “mystery reader cart” of amazing options. In the end, I walked out with 4 book choices and props that made my daughter's class laugh.
- Beautiful and so amazing 🐱🐶🐷 From Facebook Remisoff Mural Video post
- Wow! From Facebook Remisoff Mural Video post
- Beautiful!!! I worked there in the 80's and always loved that rotunda with the murals and marble desk. From Facebook Remisoff Mural Video post.
- Fascinating! - In response to the Remisoff Murals post where we show the difference from the past color to the first cleaning steps of the murals.
- Incredible work by all involved! What a beautiful space. LinkedIn post of Remisoff Mural video.
- I really like the cover of Beyond Words and the entire new look and design. The book-like size is awesome, I carry it easily with other books. Lots of nuggets inside, for example, I did not know about American Writers Museum. Great exhibit there related to International Women's Month, thanks.
- What I love about the library is that it's not only beautiful but you offer intellectual programs. And we need that here in Lake Forest.
- I LOVE books! -Preschool patron
- We just LOVE the self check out! We are always amazed when we use it.

- Patron commented that they had a hard time parking when attending the Judy Levin book discussion on 2/15--they said the parking lot was very full.
- Dear Lorie & Lake Forest Library,
Thank you for your generous support for the Spirit of 67, we could not do what we do without the support of the community!!
Kirstin Carruthers
Spirit of 67 Foundation
VP Events

- How the library earns income, and what is the property tax?
I answered to the best of my ability that the library receives most of its income from property tax and additionally grants, donations etc. but I would need to seek other staff members for the exact answer.

Library service boundaries and if their possible new home is in those boundaries? I checked on our Lake Forest Address Pre-Check website and confirmed that yes they are within the boundaries of LF library service.

- A car was left running in the parking lot outside and the patron thought Children's was the best place to go because there was a car seat in the back Patron was found right at the front desk and she left to take care of the car right away.
- "I just used the app and easily found my books!"
- You guys do the best programs!
- Wow, I love all of your books on Interior Design.
- This program is so cute and clever, the kids are so excited to have their own ducks. They even got my husband excited to paint one.
- We had so much fun painting these ducks, it filled the kids' entire afternoon. Thank you for having such a good idea! We look forward to the next one.
- Patron had checked out Blind Date with a Book for herself and her husband and they enjoyed it so much. Her husband was skeptical at first and was won over and his wife to pick up another set of Blind Date with a Book.
- A patron stopped in tonight to see Erin because she always recommends the best books.
- Positive feedback about Media Lab staff and services: "The staff at the Media Lab has been so helpful and it is an invaluable service. I wanted to let someone know how much I appreciate it." Patron mentioned Chad specifically as very helpful and knowledgeable.
- Someone who lives there recently told me the lab is incredible. LinkedIn post of welcoming John (Lacson) to the Media Lab.

- Patron stopped at the Reference Desk to let me know how helpful John (Lacson) is. She had a lot of small tasks and he helped her with all of them and "met her where she was without making her feel incompetent."
- Patron emailed this comment in response to book recommendations for her 3rd grader: "Thank you so much! You are a wonderful, kind and super helpful librarian. I so appreciate you being part of the LF library."
- Camo has been found and picked up. Thank you so much for this post! Patron comment from a missing dog post, where the dog was found on the Library lawn, and the Lake Forest Police information was given for patrons to reconnect. *Note the patron started following the Library for the first time on our social media channels.



2.15.24

Dear Mr. Lexminarcyan,

It was truly a pleasure to meet you and your staff earlier this month. Thanks once again for all of your kindness in making my brother feel welcome at the Lake Forest Library. It made a huge difference in his life to be able to spend time with all of you.

Your form didn't quite match our situation! We would like this donation to be from Bill's family, his two sisters (myself + Nancy), and his son (Kyle). Our addresses are on the donation form. I know the use of the money is at the Foundation's discretion, but if they could purchase or add one joke book (\$99.7), it would be appreciated.

Best wishes,

Gail Heberland

LAKE FOREST LIBRARY BOARD OF TRUSTEES

Tuesday, February 13, 2024, 6:30 pm

Regular Meeting Minutes

CALL TO ORDER

President Jim Clifton welcomed all and called the meeting to order on February 13, 2024, at 6:38 pm in the Kasian Room, Lake Forest Library. He announced that the delay is due to video recording difficulties related to the loss of internet connectivity.

ROLL CALL

Trustees present: Jim Clifton, JoAnn Desmond, Josh Jackson, John F. Johnson, Bob Shaw, Vince Sparrow, Heather Strong and Emily Van Bel. Trustee Sue Shattock absent. Eight trustees in attendance; a quorum was present.

Library staff present: Ishwar Laxminarayan, Executive Director; Heidi Krueger, Director of Patron Services; Sameer Notta, Finance Officer; Jim Lee, Facilities Manager; Lorie Roher, Head of Youth Services; Joy Schmoll, Head of Communications.

Visitors: Mark Saran, Lake Forest Library Foundation; Peter Schoenmann, Parma Conservation (mural restoration).

NEW TRUSTEE WELCOME- VINCENT SPARROW

President Clifton welcomed new Trustee Vince Sparrow to the Library's Board of Trustees. Vince recently served as Chair of the City's Audit Committee (2019-2022) and has a very impressive record of community service in Lake Forest including stints on the Lake Forest Symphony Board (1996 – 2000), Gorton Community Center Board (2002 – 2008) and the Lake Forest Caucus (2009 – 2015). He also has a passion for 3D printing and has already met with Chad Clark to further explore his interests.

Trustee Sparrow responded that he is a long-time resident of Lake Forest and happy to be here.

PRESIDENT'S REMARKS

President Clifton also welcomed everyone to the first library board meeting of calendar year 2024. He shared that we have a full agenda of items to discuss today, particularly a review of the new strategic plan draft and an overview of several capital projects under consideration. He shared that he was very happy to see that work on the restoration of the Remisoff Murals has started in the rotunda. And President Clifton acknowledged that it was especially heartwarming to see the creativity of our children displayed so expressively in the gallery of ducklings!

OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD

None.

CALL FOR ADDITIONS TO THE AGENDA

None

CORRESPONDENCE REPORT AND PATRON COMMENTS

President Clifton invited Executive Director Laxminarayan to share any highlights of the patron comments and the articles attached in the packet. He included the few critical as well as the positive public comments in the packet. He also shared some of the good comments about exam week and library programs. Director Laxminarayan also highlighted a couple of articles in the packet on what public libraries are focusing on across the country, including staff development and compensation, and building maintenance issues. The article, *Hungry For Connection*, focuses on how library programs are part of a national strategy to combat loneliness, a major public health epidemic.

Trustee Shaw asked if Director Laxminarayan was surprised by any of the information in the article. He responded that the importance of staff development was increasingly reported in the library literature.

APPROVAL OF THE CONSENT AGENDA

President Clifton asked if there are any questions or comments on the Consent Agenda. Director Laxminarayan requested to delete the last two sentences in the Minutes under Staff Presentation: Behind the Scenes: Interlibrary Loan Operations by Jeannie Kennedy. Trustee Johnson asked about clarification of revenue on the finance report that was answered by Finance Officer Nota.

Trustee Johnson moved and Trustee Van Bel seconded the motion to approve the Consent Agenda as edited.

- a. Approve February 13, 2024, Agenda
- b. Approve December 12, 2023, Regular Meeting Minutes with the deletion of the last two sentences (pg. 2 of 4) in the section on Staff Presentation: Behind the Scenes: Interlibrary Loan Operations
- c. Approve December 2023 Financial Report
- d. Approve January 2024 Financial Report
- e. Approve January 9, 2024, Finance Committee Meeting Minutes

Omnibus Roll Call vote on items a through e. All Ayes. Motion passed.

LIBRARY STATISTICAL SNAPSHOT PRESENTATION – HEIDI KRUEGER, DIRECTOR OF PATRON SERVICES

President Clifton invited Heidi Krueger, Director of Patron Services to present a Statistical Snapshot of the Library over the past 5 years. He indicated that it was very instructive as we begin our strategic planning process to understand recent trends in library usage since the pandemic, and brainstorm ways we may respond. Highlights of the presentation include the following:

- a. Collection sizes and expenditures were reviewed. Print material purchases declined while electronic purchases have increased. Trustee Clifton asked if there was a way to measure the turnover rate of the collection. Trustee Sparrow asked about what impact inflation has had on our collections and Director Krueger indicated that increased costs are mostly related to electronic purchases. Trustees Strong and Shaw asked about interlibrary loan and going outside our interlibrary consortium. There are 30 libraries that are a part of the interlibrary loan system, and this number is growing giving our patrons increased access to significant resources outside our local facility.

- b. Patron users have increased about 15% since May.
- c. Library visits are trending up since last year but not as high as pre-pandemic. The system used to count patrons prior to the last two years likely resulted in skewed numbers on the chart and double counts. It is expected that in person visits are down in general due to the increase in electronic availability of resources and automatic renewal of library materials resulting in a reduced need to visit the library.
- d. Desk Top computer usage is showing a small increase from last year but not as high as in 2019. People usually do not have to wait to use the computers and Facilities Manager Lee reported that an analysis of usage and need will be studied prior to determining the number of new computers to purchase with capital funds.
- e. WIFI sessions are down because people tend to continue to use their cell plans.
- f. Website visits have increased substantially.
- g. Program in person attendance has been affected by the pandemic and many pivoted to online programming. It has been increasing lately when people are seeking more in person programming. Trustee Johnson noted that we have had fewer programs this year with higher attendance.
- h. Reference Questions are now more consistently tracked since it was difficult to know how the numbers were collected prior to 2023.
- i. Tutorials in the media lab, one on one appointments, and bibliographic Instruction is moving upwards this year.

Trustee Johnson requested that in the future it would be informative to separate out the children's, young adult, and adult collections and trends. Director Krueger indicated that she has that information available.

ILLINOIS PUBLIC LIBRARY PER CAPITA GRANT APPLICATION FY 2024

Director Laxminarayan provided background information on the Application and any changes from previous years. The Lake Forest Library receives an annual grant of about \$28,000 from the state of Illinois after this application is approved to be spent on the areas designated by the library.

Consistent with the annual certification process for the Per Capita and Equalization Aid Grant Application process, Trustee Jackson moved, and Trustee Shaw seconded the motion to agree to the terms of the Grant Application and to authorize Director Laxminarayan to submit the application on behalf of the Library Board of Trustees.

Roll call vote. All ayes. Motion passes.

LONG RANGE PLANNING: DRAFT STRATEGIC PLAN – 1ST REVIEW

Director Laxminarayan stated that the library staff was involved in the preparation of this draft of a new strategic plan. He indicated that some areas of it still need to be fleshed out, so he wanted to provide this opportunity for the trustees to provide input into the initial draft that will be further developed in coming weeks after discussions with staff and the Long-Range Planning Committee. Considerable Board discussion followed.

Planning Committee Chair, Trustee Shaw, referenced the City's survey, which provided macro data that helped to inform the first draft at a high level. The Planning Committee's Intention is to follow up with more data specific to our own needs. Director Laxminarayan drew upon staff input to develop the first

draft. Trustee Shaw stated that the library is becoming more data driven and the Planning Committee's hope is to be collecting it at the micro level. He indicated that over time the library should be able to track the metrics of performance as it hasn't been done in the past. Trustee Shaw expressed that he is very excited with the work product and looking forward to the next version at the March meeting and final approval at the April Board meeting.

The goal is to have a living document and one that is an integral part of the Board meeting for review and discussion. Director Laxminarayan envisions a summary one-page tri-fold document to hand out with regular tracking reports for the Board at our monthly meetings. The library is considering investing in a new tool to assist with acting on the data that we collect and allows us to connect with users to match messaging to the targeted audience.

Trustee Johnson would encourage the staff and trustees to look at page 7 and identify three levels of prioritization and determine how do we know how well we are doing. He stated that are all important and some are interdependent but how would we prioritize and give a timeline for each. Trustee Strong said to look at the first page and first paragraph of the Community Profile. This comparative data demonstrates that we are not like others community libraries and, she suggested, that a lot of people love our library as it is, and our programming should reflect our demographics. Trustee Strong explained that programs such as the Dolly Parton Imagination Library Program may not be the right match for our community. Trustee Desmond agreed our programming should reflect our demographics and community needs and suggested that programs such as passport and notary services may be a draw for people who haven't previously found a reason to visit the library.

Trustee Strong asked about the second bullet on pg. 12 under Organizational Excellence that referenced a goal of hiring a diverse workforce that reflects the demographics of our community when we currently have a highly diverse staff. Trustee Johnson shared that our programs should encourage kids to read and stimulate their interest in reading.

President Clifton stated that the Strategic Plan is a long-range vision and if it accomplishes our mission and serves our community that should be our objective. He opined that it should not be a matter of dictating day in and day out programs but achieving those long-term objectives and measuring success and progress against those objectives. President Clifton further stated that the community is changing. It is not the same community as it was three years ago, and the library needs to change with the times so our Strategic Plan needs to be constantly updated to reflect those changes and be a dynamic process.

Trustee Shaw concluded that he would continue to have conversations with Trustee Shattock and Director Laxminarayan about the Strategic Plan. He indicated that we want to be out there exploring ideas knowing that some are going to fail. Trustee Strong offered the importance of satisfying our best users and identifying what they would like.

FINANCE COMMITTEE: COMPLETED AND PROPOSED CAPITAL PROJECTS PRESENTATION

Finance Committee Chair, Trustee Johnson, reviewed the Capital Projects budget from 2020 to the present and then looking ahead to 2027. Facilities Manager Lee presented a PowerPoint presentation on the completed capital projects from FY2021 to FY2024 and he introduced Peter Schoenmann, Parma Conservation, who provided an update on the mural restoration work. Mr. Schoenmann indicated that the work was going well, and they noted several interesting details in the paintings as the

original color and detail were revealed by peeling away the molecular layer that has built up over the years. He indicated that they called in a specialist from Chicago Ornamental Plastering to evaluate the wall damage from previous water penetration that was uncovered behind the murals.

Manager Lee further discussed capital projects moving forward as proposed by the Building Committee and projects proposed by the staff. Trustee Johnson recommended accelerating the replacement of the 1931 boiler, along with the new controls.

BUILDING COMMITTEE

Building Committee Chair, Trustee Strong, provided an overview of recent discussions with the Historic Preservation Foundation and the proposed building projects for 2024. Trustee Strong also explained three options just received for the elevator replacement project that the Building Committee will thoroughly review. They are as follows: 1) Leave the elevator as it is and replace it with everything new in the same shell, and this will cause very little disruption to library operations; 2) Expand the size of the elevator to allow for more space inside; and 3) Move the elevator to another location.

Facilities Manager Jim Lee discussed the need for changes to a previously approved RFP in March 2023 for the Boiler Pump Assembly and Condensate Pump Replacement due to site relocation away from the electrical switchgears to the former location of the chiller, at an additional cost.

Trustee Johnson moved that the Pump Assembly and the Condensate Pump Replacement be combined into a single RFP and, after the bids are received, it would come to the Board for approval. Trustee Sparrow seconded the motion. Roll call vote. All ayes. Motion passed.

Trustee Jackson moved to issue an RFP for HVAC Controls and Building Automation System. Trustee Strong seconded. Roll call vote. All ayes. Motion passed.

LIBRARY HOLIDAYS AND CLOSURES LIST FOR 2024

Director Laxminarayan reviewed the list of library closures and special operating hours for the calendar year 2024. In response to community requests, the Director indicated that the library would be implementing a pilot project to provide additional open hours on Sunday, December 15, 2024, to help high school students prepare for their winter final examinations. Board discussion followed regarding school finals and AP exam dates for hours of student access. Trustee Shaw confirmed with the Director that the dates could be modified in the future if a need existed.

Trustee Jackson moved and Trustee Van Bel seconded to approve the list of holidays and closures as presented. All ayes. Motion passed.

LIBRARY OPERATIONS REPORT

Director Laxminarayan provided highlights of the library's operations for December 2023 and January 2024. He thanked Facilities Manager Lee and staff for their efforts to deal with the flooding from the broken water pipe and the subsequent insurance walk through. Trustee Johnson thanked him for minimizing the damage and down time at the library.

EXECUTIVE DIRECTOR ABSENCE – DELEGATION OF AUTHORITY

Director Laxminarayan will be out of the country on vacation from February 14 through March 1, 2024, and requests the Board approve the delegation of authority in his absence to the Director of Patron Services, Heidi Krueger.

Trustee Johnson moved and Trustee Jackson seconded to delegate authority to Heidi Krueger in the absence of the Executive Director from February 14 through March 1, 2024. All ayes. Motion passed.

BOARD MEETING DATES FOR MARCH 2024 AND APRIL 2024

Director Laxminarayan requested the Board move the regularly scheduled Board meetings for March and April one week later to allow additional time to work on the Strategic Plan and the FY2025 Budget. The proposed dates for the rescheduled meetings would be Tuesday, March 19, and Tuesday April 16, both starting at the normal time of 6:30 pm.

Trustee Desmond moved and Trustee Jackson seconded a motion to reschedule the March and April Board meetings for Tuesday, March 19, and Tuesday April 16, both starting at the normal time of 6:30 pm. All ayes. Motion passed.

UNFINISHED BUSINESS

None

NEW BUSINESS

Trustee Desmond shared that she was assisting President Clifton with facilitating the Executive Director annual evaluation process. She passed out a recommended timeline and indicated she would be sending out an email by tomorrow with draft criteria that has been reviewed by Director Laxminarayan, past President Johnson, and President Clifton for the updated instrument. Trustee Desmond requested that Board members with suggested edits respond directly to her as soon as possible.

ADJOURNMENT

President Clifton called for a motion to adjourn.

Trustee Shaw moved and Trustee Jackson seconded to adjourn the meeting at 9:14 pm.

All ayes. Motion passed.

JoAnn Desmond, Secretary pro tem
Minutes submitted for approval by the Board on March 19, 2024

Next Meeting March 19, 2024



FY2024 Revenue & Expenditure Statement

For the YTD February - 2024

Revenues	YTD	Budget	Budget Realized
Tax Based	4,739,538	4,631,204	102%
Non-Tax-Based	106,896	68,000	157%
Gifts & Grants	47,507	1,000	4751%
Library Generated	400,951	131,750	304%
Total Revenues	\$5,294,892	4,831,954	110%

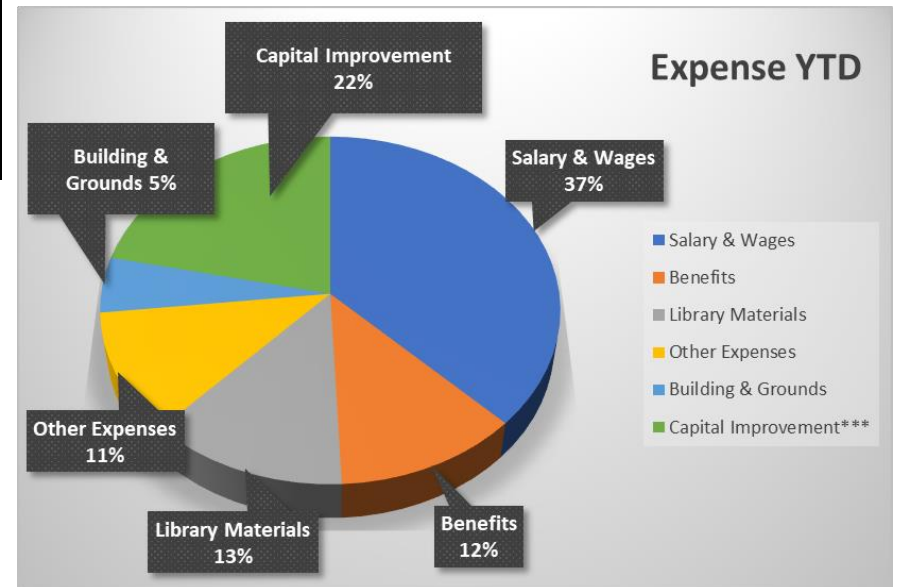
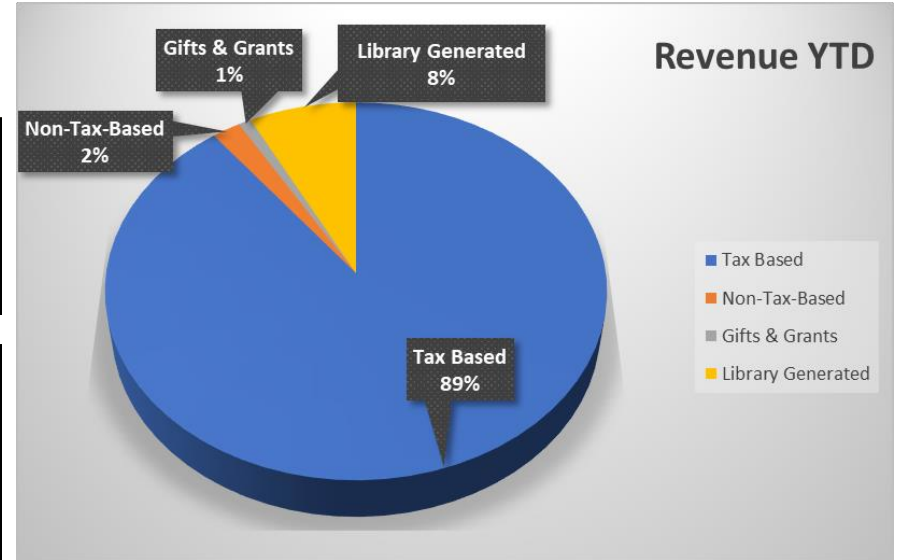
Expenses	YTD	Budget	Budget Utilized
Salary & Wages	1,453,024	2,192,658	66%
Benefits	463,129	878,897	53%
Library Materials	497,977	657,000	76%
Other Expenses	435,279	642,900	68%
<i>Special Projects</i>	-	35,000	0%
<i>Contractual Services Library***</i>	244,166	329,000	74%
<i>Other***</i>	191,112	278,900	69%
Building & Grounds	200,476	304,500	66%
<i>Contractual Services Building***</i>	8,455	25,000	34%
Capital Improvement***	839,125	1,090,000	77%
<i>Dome Project*</i>	674,800	626,000	108%
Total Expenses	3,889,009	5,765,955	67%

Reserves	
Reserve - Capital Improvements**	3,050,000
Reserve - Technology Improvements	300,000
Capital Equipment	300,000
Fund Balance - Unassigned**	3,953,524
Total Reserve Amount	\$ 7,603,524

*In FY 2022 & 2023 Dome Repair Total Amount was \$514,292. In FY2024 paid contractor L.Marshall \$640,800 and architect WJE fee \$33,600

**\$950,000 has been transferred from the Reserves to Fund Balance to meet the Budget Deficit

***Detail on Last page of the Report





FY2024 Revenue & Expenditure Statement

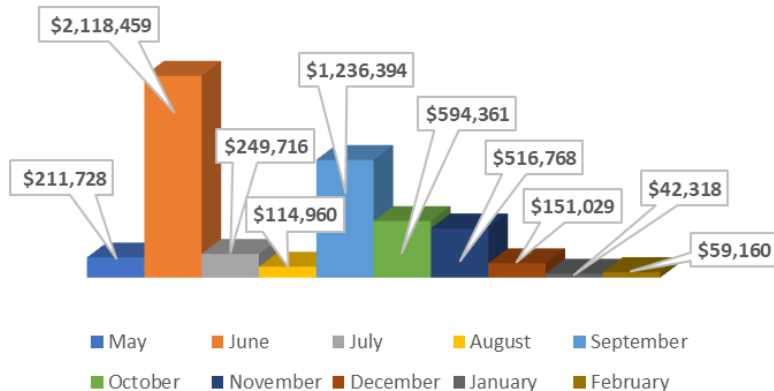
For the YTD February - 2024

	May	June	July	August	September	October	November	December	January	February	YTD	Budget
Tax Based	211,496	2,057,828	193,492	42,831	1,193,765	498,884	448,730	55,907	36,607	-	4,739,538	4,631,204
Non-Tax-Based	-	23,567	19,053	31,638	-	-	15,792	4,901	-	11,943	106,896	68,000
Gifts & Grants	-	-	104	-	1,000	41,150	-	1,000	4,150	103	47,507	1,000
Library Generated	233	37,064	37,067	40,491	41,630	54,327	52,245	89,221	1,561	47,113	400,951	131,750
	\$211,728	\$2,118,459	\$249,716	\$114,960	\$1,236,394	\$594,361	\$516,768	\$151,029	\$42,318	\$59,160	\$5,294,892	\$4,831,954

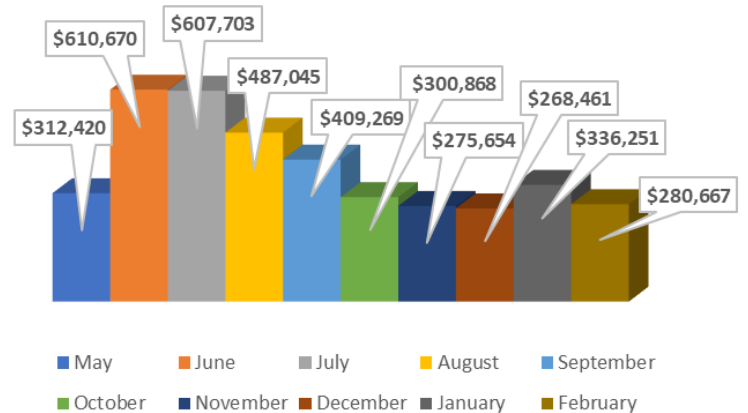
	May	June	July	August	September	October	November	December	January	February	YTD	Budget
Salary & Wages	104,699	141,225	143,775	143,804	213,400	143,533	141,962	140,302	143,951	136,373	1,453,024	2,192,658
Benefits	40,396	47,852	45,175	46,316	53,827	45,080	44,963	45,587	49,493	44,441	463,129	878,897
Library Materials	34,795	74,714	47,709	51,005	38,815	40,624	47,793	38,538	77,755	46,228	497,977	657,000
Other Expenses	74,071	38,370	30,745	55,912	42,877	49,511	30,528	35,453	45,015	32,795	435,279	642,900
Special Projects	-	-	-	-	-	-	-	-	-	-	-	35,000
Contractual Services Library	55,626	16,301	12,779	35,321	18,896	33,194	11,673	15,018	32,806	12,551	244,166	329,000
Other	18,445	22,069	17,966	20,591	23,982	16,317	18,855	20,434	12,210	20,243	191,112	278,900
Building & Grounds	13,780	55,435	18,258	18,708	17,519	16,921	10,407	8,582	20,036	20,830	200,476	304,500
Contractual Services Building	2,837	643	595	742	668	478	817	531	421	723	8,455	25,000
Capital Improvement	44,679	253,074	322,041	171,300	42,832	5,200	-	-	-	-	839,125	1,090,000
Dome Project	-	219,300	279,000	171,300	-	5,200	-	-	-	-	674,800	626,000
	\$312,420	\$610,670	\$607,703	\$487,045	\$409,269	\$300,868	\$275,654	\$268,461	\$336,251	\$280,667	3,889,009	5,765,955

(\$100,692) \$1,507,790 (\$357,987) (\$372,086) \$827,125 \$293,493 \$241,114 (\$117,433) (\$293,933) (\$221,507) 1,405,883 (\$934,001)

Revenue By Month



Expense By Month



**Lake Forest Library
Financial Notes and Variance Report
For the Month of February 2024 (Month 10) FY2024**

Funds on Hand: \$3,953,524 (unrestricted/unaudited). \$950,000 has been transferred from Capital Improvements to unassigned Fund Balance to balance the budget for FY2024.

General Operations - Revenues

Property Tax: As of February 29, the Library received \$4,739,538 in property tax distributions which is 2% more than of annual budget.

Non-Tax-Based: As of February 29, the Library received \$106,896 in non-tax-based revenues. \$78,330 reflects the replacement of personal property tax payment and the \$28,566 per capita grant from the Illinois State Library. Non-tax-based income exceeds FY budget by 57%.

Library-Generated: As of February 29, the Library received \$400,951 in Library generated income. \$361,845 is interest on investments, \$14,216 from Friend's of Lake Forest, \$6,115 reimbursement from CCS and \$18,775 in other revenue such as copier and damage item fees. Overall, the Library generated income exceeds FY budget by 204%.

Gifts: As of February 29, the Library received \$47,507 gifts and grants which exceeds FY budget by 4,651%.

General Operations - Expenditures

Salaries, wages, and benefits: As of February 29, \$1,453,204 for salaries and wages: 66% of FY budget; \$463,129 for benefits: 53% of FY budget. \$279,341 for medical insurance 61% of FY budget; \$109,615 for SSN: 57% of FY budget; \$69,928 for IMRF: 32% of FY budget and \$4,245 for Worker's Compensation: 54% of FY budget.

Materials: Books, AV, and Electronic Services: As of February 29, \$497,977: 76% of FY budget, this includes payments for periodical and database subscriptions.

Other Operating Expenditures: As of February 29, \$435,279: 68% of FY budget. Includes \$244,166 in library contractual services, including second payment of RFID lease of \$24,041 to Bibliotheca and \$191,112 on other expense such as programs, administrative fees, office supplies, membership and miscellaneous expenses.

Building and Grounds: As of February 29, \$200,476 which is 66% of the FY budget. Reflects \$8,445 contractual services building and \$192,021 for building maintenance, equipment maintenance, ground maintenance and janitorial supplies and services. Annual liability/casualty insurance premium of \$40,924 has been paid.

Capital Improvement: As of February 29, \$839,125: 77% of FY budget has been spent on the purchase of new security cameras, sump pumps, new IT switches and the dome project which has been completed. In FY2024 Library has paid \$640,800 to contractor L.Marshall and \$33,600 to WJE as architect consultant fee.

Reserves

\$3,953,524 - Operating cash reserve (fund balance-unassigned); An amount of \$531,916 reflecting excess of revenues over expenditures for FY2023 has been added to the fund balance following the approved Library audit for FY2023. The Library's restricted reserves are currently \$3,650,000: capital equipment (\$300,000), capital improvements (\$3,050,000), and technology (\$300,000).

Year to Date FY2024: 67% of budget expenses; 110% budget revenues.

Account Details

Contractual Services Library

Description	May	June	July	August	September	October	November	December	January	February	YTD	Budget
CCS (Integrated Library System)	12,530	-	-	18,372	-	18,372	-	-	18,372	-	67,646	\$ 84,000
LAN, WAV, and Support (MSP)	9,141	10,266	9,947	9,609	9,690	9,650	9,950	9,658	9,644	9,609	97,166	\$ 120,000
EZ Proxy & Collection HQ	702	2,250	-	-	-	1,375	-	-	-	-	4,327	\$ 10,000
Bibliotheca (RFID) Lease	24,041	-	-	-	-	-	-	-	-	-	24,041	\$ 25,000
Online/Internet (fiber)	1,902	2,156	218	1,107	5,769	114	114	3,730	1,318	1,322	17,750	\$ 25,000
Other: Web Calendar Subscription, Software Licenses & Web hosting and maintenance	1,210	101	1,085	4,705	758	-	80	102	1,942	92	10,076	\$ 30,000
Technology Leased & Warranty Renewals	6,100	1,528	1,528	1,528	2,679	3,683	1,528	1,528	1,528	1,528	23,160	\$ 35,000
Total	\$ 55,626	\$ 16,301	\$ 12,779	\$ 35,321	\$ 18,896	\$ 33,194	\$ 11,673	\$ 15,018	\$ 32,805	\$ 12,552	\$ 244,166	\$ 329,000

Contractual Service Building

Description	May	June	July	August	September	October	November	December	January	February	YTD	Budget
Water Treatment	250	250	250	250	250	250	250	250	250	250	\$ 2,500	
Alarm System	2,239	-	-	-	-	-	-	-	-	28	\$ 2,267	
Inner Security System	104	-	-	104	-	-	104	-	-	104	\$ 414	
Rose Pest	97	97	97	97	97	97	97	97	97	97	\$ 970	
AED (CINTAS)	147	296	39	153	252	62	366	184	74	244	\$ 1,817	
ARMark	-	-	209	139	70	70	-	-	-	-	\$ 487	
Total	\$ 2,837	\$ 643	\$ 595	\$ 742	\$ 668	\$ 478	\$ 817	\$ 531	\$ 421	\$ 723	\$ 8,455	\$ 25,000

Others

Description	May	June	July	August	September	October	November	December	January	February	YTD	Budget
Administrative Services - Fees to City of Lake Fore	2,256	-	4,512	2,256	-	2,256	4,512	2,256	-	4,512	\$ 22,560	\$ 29,500
Personnel Recruitment	-	10,000	-	-	-	-	59	-	59	59	\$ 10,176	\$ 700
Training and Development	2,507	327	841	1,270	1,185	2,251	1,396	1,074	1,367	3,560	\$ 15,779	\$ 23,000
Membership Dues	1,354	-	580	150	162	549	1,566	612	1,734	215	\$ 6,922	\$ 11,000
Meeting & Expenses	-	-	160	5	-	28	385	237	30	149	\$ 994	\$ 2,500
Legal	-	-	-	-	-	-	-	-	1,350	-	\$ 1,350	\$ 20,000
Auditing Service	-	-	-	7,622	-	-	-	-	-	-	\$ 7,622	\$ 9,000
Programming	8,658	8,863	3,907	8,233	21,077	9,984	8,216	10,579	5,595	10,944	\$ 96,056	\$ 139,000
Online Banking Fees	(157)	138	283	-	139	147	138	154	148	343	\$ 1,333	\$ 1,650
Insurance - Liability	-	1,650	5,148	-	-	-	-	-	-	-	\$ 6,798	\$ 8,800
Telephone	297	320	320	320	320	320	183	297	297	297	\$ 2,969	\$ 8,750
Office Supplies	2,197	452	1,896	67	-	480	298	4,553	1,208	(921)	\$ 10,229	\$ 15,000
Postage	884	8	223	9	968	224	1,965	451	224	979	\$ 5,935	\$ 6,500
Vending Beverages	450	311	97	660	131	80	137	221	197	106	\$ 2,390	\$ 3,500
Total	\$ 18,445	\$ 22,069	\$ 17,966	\$ 20,591	\$ 23,982	\$ 16,317	\$ 18,855	\$ 20,434	\$ 12,210	\$ 20,243	\$ 191,112	\$ 278,900

Capital Improvement

Description	May	June	July	August	September	October	November	December	January	February	March	April	YTD	Budget
Capital Equipment	-	19,750	25,880	-	-	-	-	-	-	-			\$ 45,629	\$ 125,000
Technology Upgrade	44,679	14,024	17,161	-	42,832	-	-	-	-	-			\$ 118,696	\$ 130,000
Capital Improvement & Dome Project	-	219,300	279,000	171,300	-	5,200	-	-	-	-			\$ 674,800	\$ 835,000
Total	\$ 44,679	\$ 253,074	\$ 322,041	\$ 171,300	\$ 42,832	\$ 5,200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 839,125	\$ 1,090,000

LAKE FOREST LIBRARY
STRATEGIC PLAN 2024- 2027

DRAFT 4

March 15, 2024

Community Profile:

The city of Lake Forest is a closely knit community of 19,436 residents in the North shore of Chicago. It is one of the most scenic, historical, and architecturally significant suburbs of Chicago where the median value of a home is \$894,000 and the median household income is over \$202,000. It is a predominantly white (83%) community with Asian and Hispanic populations being the next largest ethnic groups. Residents over 65 comprise over 24% of its population while 11% of residents were born outside the United States. The median age of Lake Forest residents is 44.9 and 80% of residents have a bachelor's degree or higher. Nearly 85% of residents speak English only at home, while the number of residents speaking Spanish, Chinese and other Asian languages have shown a gradual increase over the past 15 years. (Source: American Community Survey 2018-2022).

Since the pandemic, the community has seen many new residents moving to the community from other parts of the city of Chicago and elsewhere. Some estimates report that nearly 20% of residents or nearly 1,200 households are new to the Lake Forest community in the past three to five years.

The community is very fortunate to have extremely active and well supported civic organizations representing historic preservation, arts and humanities, environmental, gardening and other interests who all work cooperatively in providing substantial enrichment opportunities for the community. Several departments of the City of Lake Forest are also active partners in providing educational, recreational and enhancement opportunities for residents. Founded in 1935, the Lake Forest Caucus is a volunteer organization that identifies qualified Lake Forest residents to serve as volunteers on City of Lake Forest boards and commissions. Numerous book clubs and clubs like the International Club, Newcomers Club and the Rotary Club present additional opportunities for engagement with the community. The community also features the independent Lake Forest Book Store that has been in operation for nearly 75 years.

The Lake Forest Library:

The Lake Forest Library occupies a very special place in the hearts of the community. Beginning on the second floor of the City Hall building in 1898, it moved to its current location in 1931 and celebrated its 125th anniversary on July 8, 2023. The present building, designed as a library by architect Edwin H. Clark, was given to the City of Lake Forest by Mrs. Charles H. Schweppe and Mrs. Stanley Keith in memory of Mrs. Keith's first husband, Kersey Coates Reed, and was dedicated on June 7, 1931. It is a contributing building in the Lake Forest Historic District, a predominantly residential district generally consisting of large homes in a park-like setting.

The Library is fortunate to have an active Friends of the Library that has organized very successful book sales and provided nearly \$2.6 million in support to the Library since its inception in 1976. It also established the Lake Forest Library Foundation in 2022 in preparation for a major capital campaign to preserve and enhance the historic Lake Forest Library.

Lake Forest residents have a special love for the Library, its historical elements, and its wonderful collection of art. For many of the residents, it is a pilgrimage and a rite of passage to visit the library and a beloved place to interact with their neighbors and friends, some of whom work in the library. It is also customary for us to see younger generations of library users returning along with their children to revive nostalgic memories of the building, particularly the Children's Library.

At the Lake Forest Library, we notice great use of our spaces by nearby high school and college students who congregate in the library after classes for group study and discussion. During the high school's finals week in the spring and winter, every available seat and nook and corner of the library is occupied by groups of students studying and collaborating together. Several tutors use the library to coach their young wards. Enrichment programs organized by Youth Services staff attract large numbers of young children and their parents or caregivers. We see a particularly high usage of our activity room for unstructured play time and for story time and hands on crafts and making events.

Adults continue to use the library's computers for research and information and are beginning to use the library's Digital Media Lab in increasing numbers for its digital media conversion and 3D printing capabilities. The Library supports the activities of numerous book discussion groups with multiple copies of books and discussion guides. Library staff deliver books and other materials to Lake Forest Place and homes of residents who are not able to physically come to the library. Especially popular are programs on topics such as natural soap making, local history, genealogy research and book talks by our talented librarians. Hundreds of residents descended on the front lawns of the library to celebrate its 125th anniversary on July 8, 2023.

Public Libraries Today:

Public Libraries are feeling their way through a new normal after the devastating effects of the COVID-19 pandemic. While several new, innovative services such as curbside delivery, enhanced investments in digital materials and virtual programming using Zoom and other platforms expanded during the pandemic, residents have welcomed the opportunity to return to their familiar, physical grounds of the library and use the physical spaces "alone" and "together."

In a recent survey completed by the Urban Libraries Council, ninety-eight member libraries shared data from 2019 and 2022 on the topics of in-person visits, program attendance, digital and physical circulation and computer usage. The survey revealed a 44% decline in library visits from 2019 to 2022, with preliminary 2023 data indicating a gradual upswing from pandemic lows. Program attendance also declined between 2019 and 2022 by 58%, driven, in part, by a 71% reduction in the number of programs offered during that time. Decreases in computer usage (26%) and wireless sessions (37%) from 2019 to 2022 have some member libraries assessing on-site computer lab and WiFi investments and considering more laptop, mobile device and hotspot lending. While the data show fewer library visitors coming into library buildings compared to pre-pandemic times, demand for digital content has surged since 2019.

Survey respondents reported an average 30% increase in digital books, magazines, and streaming video circulation from 2019 to 2022.

While the original pandemic might have ended, different variants of the pandemic pop up sometimes and it is too early to tell if this is the new normal. As libraries have done countless times over the past hundred years, we will continually evaluate what we do and follow a process of continuous feedback and adaptability and make appropriate adjustments to library programs and services.

Planning for the Future: What Lake Forest residents are telling us:

Following the completion of the 2020-2023 Strategic Plan (please see Appendix A for significant accomplishments), and the appointment of new leadership, the Library's Board of Trustees determined that it was an opportune time to begin the next cycle of strategic planning. As a first step in this process, all Lake Forest residents were invited to respond to a Community Survey that included questions about residents' perception of and satisfaction with library services. Nearly 1,450 households responded to a Community-Wide Survey distributed by the City of Lake Forest in the summer of 2023. Here are some key findings from the survey:

High Satisfaction with Library Services: Residents ranked the library very highly in overall satisfaction, with 91% of respondents responding that they were Very Satisfied (61%) and (30%) Satisfied. When compared with other high-performing communities in the United States with a median income over \$100,000, Lake Forest residents reported a higher level of satisfaction with library services.

Library Services most important to households: Residents were asked which library services were most important to their household. Books and Other Materials ranked first in importance, followed by E-Books or Downloadable Materials and Library Sponsored Events and Programs.

Unmet Needs for Library Services: Based on survey responses, the consulting firm administering the survey determined that Parking/Accessibility, Spaces for group study and community meetings and Technology Access and classes were the top 3 areas where resident's library needs were not met.

Programs/Services residents would like us to provide: Residents provided several hundred open ended comments on the nature of the services provided and offered numerous suggestions for improvement. Here is a small sampling of what residents told us:

Major Challenges and Opportunities:

Our hardworking and talented library staff are at the frontlines, interacting daily with patrons and recording valuable nuggets of information in internal databases for follow up and action. Several of them have served the Lake Forest community for many years and have a keen knowledge of current library user trends and behaviors. Following the publication of the Community-Wide Survey results, library staff held spirited discussions on its findings and identified the following major challenges and opportunities for the library in the short and long term:

1. Developing compelling mission and vision statements that outline the unique role of the library in our community;
2. Making outstanding customer service, top notch collections and creative use of state-of-the-art technology the hallmarks of this library;
3. Growing and sustaining the interest in and love for reading among the community, especially among its youngest residents;
4. Creating vibrant, flexible spaces that meet the modern needs of library users while preserving and enhancing the historical integrity and charm of the original building;
5. Enhancing awareness by communicating the breadth and depth of everything the library does in a community that is served by numerous community organizations;
6. Determining the right mix of digital and physical resources to best serve our community;
7. Providing enrichment programs for all segments of the population in a manner that is well thought out and provides the foundation for residents to pursue more in-depth opportunities with other community institutions;
8. Identifying unserved and underserved residents of the community and motivating encouraging them to become library users;
9. Supporting staff with upgraded work spaces and first rate training, technology, and other resources that they need to be successful in their roles; and
10. Creating a strong pool of community ambassadors who are library lovers and strongly advocate for the library in the wider Lake Forest community.

Based on the findings of the City of Lake Forest Community-Wide survey and internal discussions, we have identified the following strategic priorities for Fiscal Years 2025-2027. We are contemplating a three-year plan with annual Action plans that will detail specific initiatives that we will accomplish each year. We will also follow a process of continuous community feedback and review, updating adjusting the Plan in response to community priorities.

STRATEGIC PRIORITIES FOR FY 2025-2027

1. *Growing Generations of Avid Readers*

Residents have spoken overwhelmingly in the City's Community-Wide survey that Books and Electronic Collections are the most important services that the library provides to their households. Strong, diverse and current library collections are vital to establishing a foundation for early literacy and lifelong learning. They are key to providing open and free access to information and the welcoming atmosphere our patrons can expect to encounter. We will provide the best and most relevant collections of library materials in multiple formats for all residents. Our staff will encourage reading for pleasure by emphasizing readers' advisory resources and services. We will uphold intellectual freedom for all and position the Library as a safe haven for library materials with and the people who wish to read them.

ACTION PLAN FOR FY 2025

FY 2025
Use data driven approach to monitor resident reading patterns and purchase books, ebooks and other materials in appropriate quantities to render instant satisfaction;
Extend our participation in library consortia and resource to the Find More Illinois interlibrary loan platform that provides access to a growing number of library collections across the state of Illinois.
Review and expand ongoing community wide reading programs in collaboration with community partners.
Provide upgraded Library Kiosk vending machine at the West Train station that will offer fiction and nonfiction books for adults and children, Picture Books, DVDs, Games, Audiobooks, Tablets and wireless hotspots and also allow residents to pick up holds.
Right size library collections based on meaningful metrics, relocate popular collections to more accessible locations, and creatively display and merchandize collections.
Explore partnership with Northwestern Medicine Lake Forest Hospital to provide kits and library cards to mothers and their newborns.
Expanding outreach and home delivery services
Enhance collections in international languages based on community demographics and needs.

2. Preserving and Enhancing a Beloved Community Asset for the next 125 years!

While the Library has served Lake Forest residents well for several decades, the building's infrastructure is aging and there are several areas that are difficult to access and navigate. In September 2018, a feasibility study detailed the building's structural issues and addressed restoration and preservation of the building's historic elements, parking and traffic modifications, systems replacement, and compliance with The Americans With Disabilities Act (ADA) requirements. The report also provided options on how to respond to emerging service demands and future library service needs of the Lake Forest community. Residents frequently request group study rooms, meeting spaces, working arrangements for remote workers and adequate parking in close proximity to the library.

After numerous conversations with community groups and City of Lake Forest officials, the Library's Board of Trustees approved prioritizing repair and restoration work on the dome and interior rotunda as a first step of its Capital Improvement Project to enhance and revitalize the Library. Work on the restoration of the dome was completed in August 2023. As a next step, the Board has approved the repair, restoration and cleaning of the Nikolai Remisoff Murals that grace the rotunda of the library. That work, funded by a grant from the Friends of the Lake Forest Library, will start in early February 2024 and is expected to be completed in April 2024.

Specific Initiatives:

- Continue engagement with library stakeholders to deliver a fully accessible and welcoming facility with reliable infrastructure and systems that deliver exceptional library services, collections, programs and resources;
- Design and implement flexible and energy-efficient public multipurpose spaces for community to study, work and discourse with updated, movable shelving and furnishings;
- Enhance external landscaping and refresh the grounds, entrances, and exterior for a more welcoming and dramatic façade. Add outdoor seating and amenities to expand usable space and encourage outdoor library use;
- Find creative, cost-effective solutions to address parking challenges;
- Create enchanting and interactive children's spaces and quiet retreats to instill a joy of learning;
- Enhance staff workspaces and collaborative spaces;
- Collaborate with The Lake Forest Library Foundation and the Friends of the Lake Forest Library to grow philanthropic support and an endowment for the Library.

ACTION PLAN FOR FY 2025

FY 2025	
Hire architect to formalize a holistic Master Plan for the Library to reimagine and repurpose its existing spaces for optimal use in a phased manner, while preserving and enhancing its historical integrity and significance.	
Implement Building Automation System for HVAC controls.	
Implement Return and Condensate Pump Replacement	
Upgrade Existing Elevator	
Repair and Restore Exterior Courtyards	
Refreshed and updated foyer, meeting rooms, business room and Media Lab on main floor	
Find creative, cost-effective solutions to address parking challenges.	
Create additional work station, open up areas in the Children's Library and create exciting play spaces for toddlers and preschoolers.	
Proactive, responsible maintenance of building's Mechanical, Electrical and Plumbing systems. Complete MEP study.	

3. *Organizational Excellence:*

Empower staff to deliver the best physical and virtual library experience for all our patrons. Deliver “Concierge” or exceptional personalized customer service. Aggressively measure efforts and report on results so we can remain accountable to the community and ourselves. Provide ample opportunities for staff development through trainings and attendance at local and national conferences. Monitor current trends in the library and user landscape and continually evaluate and adapt service models in an agile and nimble manner.

- Develop a staffing structure to effectively match program and service needs and provide continuous staff leaning and development;
- Hire talented, diverse workforce that reflect the demographics of our community;
- Reduce departmental boundaries and empower staff with broad knowledge and skills to work across functional areas;
- Increase job satisfaction among staff that will better support service to the community;
- Review and update all patron policies and procedures;
- Evaluate organizational needs to align staff skills with opportunities;
- Foster employee engagement through authentic conversations and recognition;
- Formalize and institute a succession plan;
- Adopt technological innovations in a meaningful and responsible way to deliver top notch customer service to patrons;
- Data driven approach to track progress and make appropriate adjustments; and
- Encourage staff to innovate and conduct pilot projects or clinical trials to test new ideas without fear of failure.

ACTION PLAN FOR FY 2025

FY 2025
Provide additional staffing supported in targeted areas.
Benchmark salaries and benefits to make staff compensation more competitive in the immediate area.
Human Resources consulting support
Tuition Reimbursement Plan
Employee Assistance Program
Update and revise all job descriptions
Update and revise Employee Handbook
Update and revise all Library Policies
Enhanced training opportunities at all levels.

4. Inspire All Residents with enrichment opportunities for Lifelong Learning!

Provide enlightening and entertaining learning experiences for residents of all ages and abilities. Open doors to a world of learning and discovery.

- Book Clubs and other Enrichment programs for Adults;
- Life Enrichment Programs for older adults;
- Aging in Place programs/events;
- Helping residents research their family history and ancestry;
- Supporting residents with resources to try/experiment with something new.

ACTION PLAN FOR FY 2025

Offer targeted, intentional programs and enrichment offerings that leverage and complement the offerings of our community partners
Programs on recycling, composting, energy conservation, environmental and sustainability issues.
Provide welcoming and safe spaces for middle school, high school and college students for study, collaboration and tutoring.
Play time for our youngest residents – more frequently during the week.
Expanded Media Lab learning opportunities.
Digitize local historical resources not available elsewhere.

5. ***Bringing the Library into the Story of Each Lake Forester***

Reframe communications with the patron as the hero and the Library as the guide in their story/journey. Identify and implement effective ways to connect people with the Library. Strengthen and extend relationships with community organizations by learning about their goals and determining how the Library can be part of their story.

- Communicate an inspiring vision and the Library's story of impact;
- Coordinate across Library departments to develop larger, overarching marketing campaigns and themes;
- Use market segmentation tools to identify target audiences and interests and better connect patrons with the specific information they desire;
- Identify and reduce any barriers to library card access and Library use and launch a Get a Library Card campaign;
- Communicate with community organizations and City of Lake Forest departments to understand their goals and priorities and identify areas for collaboration;
- Grow our pool of dedicated ambassadors and community advocates;
- Leverage the talents and expertise of Library Staff, Library Board, Friends of Lake Forest Library, Lake Forest Library Foundation, City of Lake Forest City Council, and others.

ACTION PLANS FOR FY 2025

FY 2025
Launch a Library Card Campaign
Use community engagement tools to identify and engage with new residents and unserved/underserved areas of the community.
Redesign and reorganize the Library website to improve clarity and ease of use
Grow partnerships with community organizations to market library services.
Recruit 5 community ambassadors to talk about the library.

Draft Mission Statement

The cornerstone of literacy in our community where every resident freely pursues a lifelong love for reading, personal enrichment, and civic discourse.

Draft Vision Statement

Find your story at the library!

Community Feedback:

We will continue to update this draft with input from staff and trustees over the next couple of months before the Board approves the final version at the same time the Board approves our Budget for the next fiscal year in April 2024.

Upon Board approval, library staff will finalize an Annual Plan that supports the overall strategy. Staff will regularly review progress toward meeting plan goals and report to the Board. The Library hopes this plan inspires positive growth and change over the next three plus years that will lead to increased impact in the community.

The City is planning to start its own planning process later in the spring with a completion date in the late summer. We anticipate there will be opportunities for us to provide input into that process, and also to identify other initiatives that we may be able to weave into our planning process.

Some feedback mechanisms:

- All Staff Meetings to flesh out plan in more detail.
- Senior Staff Meetings to finalize draft.
- Trustees Bob Shaw and Sue Shattock (Long Range Planning Committee) to lead community discussion of plan? Host focus groups, town halls etc during the spring and summer.
- Article in City Dialogue
- Article in next newsletter
- Work with Aldermen to host Open Houses in all the wards.
- Provide broad overview at City Council meeting.
- Present broad overview to the boards of other community organizations.
- What else could we be doing?

SAMPLING OF RESIDENT COMMENTS ON LIBRARY SERVICES

Collections:

"Please continue or improve availability of most current travel books and new release movies, and TV series."

"Expand Audiobook selection for downloading."

"Library should focus on the basics. Books. Do not try to be all things to all people."

"More current best sellers through Libby."

Some libraries offer other rental programs (tools etc.). I am curious if those make sense in our community."

"Expand Audiobook selection for downloading."

"More Kindle e-books! The offering seems much smaller than neighboring libraries."

"The library's collection of computer programming and software texts is very limited as compared to Highland Park."

Programs and Events:

"Adult and family activities, so much is focused on children, and that's a good thing, once families are empty nesters, the town seems to lose interest..."

"Library programs need to include multi-culture."

"Drive up check out/pick up, more children's programming..."

"The kid programming is great – would love to see more weekend and later weekday options. Not all of us are done working at 4 pm."

"More programs for adults (ages 20-40) without children to get to know others in the community."

"We love it! The Library is the only place that offers free programs for babies/toddlers. We would love more! There are so many people who would benefit. Thanks for all you do!"

"Book clubs that aren't in the middle of the day."

"More nighttime or weekend children's programming for working parents."

"More informational talks and programs for adults."

“Book group for older adults.”

“Deerfield Library offers a lot more programming. I recommend looking to them as a model.”

“Robotic Competition.”

“Programs for Caregivers.”

Building Concerns/Parking/Accessibility:

“It could be more physically accessible. A new building/expansion is badly needed.”

“Library could benefit from private study/meeting rooms that can be reserved in advance.”

“More open space in the kids library; more books at kids eye level; less claustrophobic space.”

“Please make the parking more efficient. My elderly father has a hard time parking even using the handicapped parking.”

“The interior of the children’s section is overwhelming. The library as a whole is hard to navigate.”

“Other communities have enhanced their libraries to provide for diversity of meeting spaces.”

“Encourage ADA Accessibility discussions for Central Business District and Lake Forest Library outside and inside buildings.”

“Larger children’s area for open, sensory play.”

“Work space for small business owners and entrepreneurs.”

“Drive up check out/pick up....”

“Newer, technology spaces.”

Operational:

“Expanded technology classes with more hours.”

“Longer hours for students during finals weeks.”

“Continue to upgrade media lab, more hours available at nights/weekends.”

“Can you add an experience (Innovation) center like the Glenview Library has?”

“Check out the Northbrook Library events/programs. Free concerns on Sundays. Exclusive technology help.”

“More diverse book clubs, such as sci-fi, women’s etc.”

“Wish they could get a laser cutter...”

“Look at the Lake Zurich Library and let’s try to do some of that! Play areas for kids, toys to borrow. Puzzles for kids to borrow.”

“There should be greater enforcement of quiet/no phone areas.”

“More makerlab initiatives and opportunity to borrow equipment or use on site.”

“Longer hours. Get kids to study there – entice them!”

Marketing and Outreach:

“We LOVE the Library. It is a tremendous resource. I do not know as much as I would like about downloadable online resource options and other services available in my home through the library. I would like more information to be able to take full advantage.”

“Better communication about what you do...”

“There are few resources/activities west of 41.”

“New resident orientation/resource event.”

“Need better marketing of events.”

General:

“Services are great. The building is not. We need a fully-functional, up-to-date library not an historic shell. The parking situation is dangerous at all times of the year.”

“Amazing library and staff.”

“Library is our greatest asset.”

“Library is amazing! Thank the staff for being so good as well.”

DRAFT STRATEGIC PLAN

Staff Feedback

March 11, 2024

Strategic Priority #1 – Growing Generations of Avid Readers

1. No Dolly Parton Imagination Library here! Instead, provide more book prizes as part of 1000 Books Before Kindergarten program!
2. 100 Books before Graduation!
3. Review and expand ongoing reading programs.
4. Do we do one big author event a year or do we continue to have two smaller events?
5. Where is the best location for a new book vending kiosk to replace the DVD2GO machine at the West side train station – for example, a grocery store, a coffee shop, etc. Is this how we get people to the library?
6. Mini free library at the Lake Forest Hospital or other locations.
7. Free kids book voucher for kids who qualify for free school lunch program.
8. Promote homebound delivery for elderly or other needy individuals.
9. Materials Budget provides funding for materials to support reading in community languages.
10. iPad to fill out library card applications.
11. Partnerships with Lake Forest Realtors.
12. Welcome packet for kids; representation at Elementary Schools, Car Decals, partnership with Hospital to provide materials for newborns and their families, connect with baby sitters.

Strategic Priority #2 – Preserving and Enhancing a Beloved Community Asset!

1. Rethink how the building is used.
2. Hire architect/designer sooner to address more issues and create plans for future renovations long down the line.
3. Address elevator sooner than later.
4. Enclose courtyards – find ways to use more – possible study space.
5. Sculpture garden in courtyard.
6. Use more of courtyard space and front lawn for programs, revamp areas to be more comfortable.
7. Updated outdoor furniture with umbrellas.
8. Repurpose business room to create a space with moveable furniture for patrons to utilize with technology or as a meeting space.
9. Can we repurpose Friends sorting area for library use?
10. Meeting space in the Young Adult Area where the Friends storage area is.
11. Continue to make teens feel welcome here. Create a teen area to do group work or presentations.
12. Create study spaces with TV.
13. Talk with church next door to share or utilize parking space together.
14. More handicapped spaces in parking lot.
15. Explore Handicapped access through back door.

16. Baby stroller parking space.
17. Convert wall cubbies on second floor into a study area with desks. Wall outlets already available.
18. Convert Audiobooks room into another meeting room like the Reed Room.
19. Consider solar panel power.
20. Fish tank or water fountain feature.
21. Sign outside with library hours – digital sign at west train station?
22. Benches for parents in kids area.
23. Library garden or composting.
24. Flashing cross walk sign – bigger issue is with vehicles coming from the eastern side.
25. Streetlight at cross walk – make the City pay for it!
26. Adjustable workspace furniture.
27. Storage
28. Digital Floor signs and Greeting signs.
29. Charging stations, sensors on Apple Chargers.
30. Electric car charging stations.
31. Put staff spaces at a lower priority.
32. Upgrade sidewalk soon.
33. Quick wins while repurposing spaces:
 - a. Teen furniture
 - b. Tidy up, chipped paint, holes in ceiling
 - c. Pre fab privacy booths.

Strategic Priority # 3 – Organizational Excellence

1. Departments need more staff time to do more outreach, more communication with patrons, etc.
2. Need for twice as much part-time hours in youth.
3. Playtime requires extensive set up and take down time.
4. Flexible staffing to manage heavy times (i.e. materials processing).
5. Procedure document updates require staff time.
6. Cross train between departments to utilize staff to fullest.
7. Match staff with structure, services.
8. Benchmark salaries.
9. Long term incentives for current staff retention.
10. A dedicated librarian position for programs/outreach.
11. Able to do adaptive programs in a dedicated space (quieter).
12. Match skills with opportunities.
13. Small recognition for staff work when well done.
14. More staff trips for team building.
15. More attention to emergency services provided by the library, made more aware to staff and patrons. First day training for staff annually.
16. Update staff manuals with current people to contact.
17. Maybe extend Sunday hours to start at 12 noon.
18. Update Policy on computer usage – set clear expectations.
19. Christmas Party for staff!
20. Weekly Enews from Director
21. Regular All Staff meetings

Strategic Priority #4 – Inspire All Residents with enrichment opportunities for Lifelong Learning!

1. More in-depth information on art/architecture of Lake Forest with a program/public forum.
2. Programs that help residents with library resources. For example, programs for new users and make them aware of everything we provide.
3. Patrons travel frequently, run language 101 classes for quick learning.
4. Teens life development skills like programs similar to home economics or culinary.
5. Patrons request more storytimes with shorter breaks between sessions.
6. More technology FAQs for older patrons looking to learn through programs at the library.
7. More frequent program times for working parents to enjoy events as well.
8. Registering patrons for open play on Fridays. Sign up sheet with information of patrons and their children.
9. Encourage the teens/Moms with Babies.
10. Who is attending what? Lake Forest residents? Others?? Open programs – if registered, did we know if they are from Lake Forest.
11. More visits to Gorton, Lake Forest Place, Dickinson, book exchange @hospital, Bookmobile!

5. Strategic Priority #5 - Bringing the Library into the Story of Each Lake Forester

1. Partner with Newcomers Club to advertise services.
2. Partner with more authors in area for programs/talks.
3. Team up with historical society for informational children's programs,
4. Get local expertise from retirees to provide information on their careers in a public forum/program.
5. Senior offerings partner with Dickinson Hall. Free senior programs during the evening.
6. Medicare, end of life, trust, estate planning programs.
7. Information for Parents - children, mental health.
8. March in Lake Forest Days parade, place literature at Hometown Coffee and Once Upon a Bagel.
9. Mini Kitchen!
10. Partnering with community organizations to introduce topics to try new things.
11. Reaccess the jumpstart your library card.
12. Priorize website. (video)
13. Will Gorton provide "free" sample classes we don't offer, then we refer patrons to Gorton. Cross promote
14. Did you know day?
15. Finding ambassadors who are plugged into the community to talk about the library.

Lake Forest Library
Preliminary FY2025 Budget Highlights
March 15, 2024

We are providing below an overview of the highlights of the Library's preliminary budget for FY 2025 covering the period May 1, 2024 thru April 30, 2025.

Revenue and Income

The library's primary revenue source is the tax levy. Based on City of Lake Forest estimates, the Library's FY 2025 levy is approximately \$4,982,581. The total of other anticipated revenue including personal property replacement tax (PPRT), state grant, fees, and donations is projected at \$107,000. Interest on investments which was in excess of \$300,000 over the past two fiscal years, is projected at a more modest \$160,000 in view of anticipated declines in interest rates. We are also anticipating a grant from the Friends of the Lake Forest Library to fund special projects in FY 2025 and will include that number after its Board approves our request in April 2024.

Total operating revenues are projected at \$5,249,581 while total operating expenditures are projected at \$5,144,157, an overall increase of 10% over FY 2024. The anticipated excess of revenues over expenditures is \$105,424.

To fund several capital improvement projects in FY 2025, we are showing a transfer of \$2,000,000 from our Cash in Hand. The total anticipated revenue for FY 2025, including the transfer of reserve funds, is \$7,249,581.

Expenditures

Personnel Services:

Personnel Services expenditures, including all salaries, wages, and benefits are anticipated to be \$3,142,927 which we believe will accommodate the need for additional positions and staffing hours as we begin to implement some of the initiatives outlined in our new strategic plan in FY 2025. We plan to closely review our organizational structure in the coming weeks to ensure that we have the right mix of full-time and part-time positions to deliver on all our proposed goals. The proposed budgeted amount also anticipates salary adjustments for staff members according to recent salary benchmarks. We are also proposing a new tuition reimbursement line of \$10,000 to assist employees with their continuing education and certification and a new Employee Assistance Program.

Collections

Library collections expenditures are budgeted at \$722,700 – an increase of 10% over the previous year's budget. Lake Forest residents have told us that they view physical and electronic library collections as the most important service provided by the library and we plan to build on that asset going forward. We have budgeted a healthy 14% of the library's operating expenses, which exceeds Illinois state standards for collections expenditures.

Contractual Services:

Contractual services for the year are anticipated to total \$409,400 which includes membership payments to CCS, the library's collections and catalog consortium; lease and maintenance

payments to Bibliotheca (RFID and self-checkout); payments to Outsource Solutions Group (OSG) for computer and software support; and lease payments for library printers and scanners.

New to FY 2025 is a proposal to provide human resources consulting services to the library for an approximate annual cost of \$50,000. We also plan to upgrade the library's website and invest in a service that will enhance our community engagement initiatives.

Programming

The total expenditure for all library programs and marketing is anticipated to be \$152,400, an increase of 9% over the previous Fiscal Year. This includes expenditures to publish an expanded newsletter and promoting the wide range of services, events and collections of the library.

Strategic Initiatives

Included in the proposed FY 2025 budget is an amount of \$100,000 to fund projects and initiatives proposed by staff as part of our new Strategic Plan. These initiatives will be identified by staff on an ongoing basis during the course of the fiscal year and we will update the board on progress.

Other Expenditures

The broad category of other expenditures is projected at \$222,780 which includes legal and audit fees, membership fees, office supplies, human resources recruitment, professional development expenses, and postage and banking fees among other expenses. We are also budgeting \$80,000 to complete a Mechanical, Electrical and Plumbing (MEP) study that will provide a comprehensive, professional assessment of the library's systems to use for current and future capital projects planning.

Building Maintenance

Building maintenance expenditures are projected to be \$393,950 in FY 2025 which includes all custodial supplies and services, liability insurance, and all building, equipment, and grounds maintenance contracts. This represents a 29% increase over the previous year's budget and we propose to address long overdue building and grounds maintenance projects in a proactive manner.

Capital and Technology Improvements:

Major projects anticipated to be completed in FY 2025 include upgrading the existing elevator (approximately \$200,000), refreshing and upgrading major public spaces (\$650,000), return condensate pump replacement and new HVAC controls totaling \$340,000 (if not completed in FY 2024), exterior masonry restoration (approximately \$250,000) and a new boiler (\$60,000).

Capital Equipment:

To complement the refreshing and upgrading of several major spaces, we have allocated \$330,000 for new furniture, shelving, chairs and other equipment. Also included is funding for an upgraded fire/burglar alarm system (\$20,000)

Technology Upgrades:

This category provides \$150,000 to acquire new servers that would replace older equipment, a new public address system that would enhance communications throughout the library building and other technology upgrades throughout the year.

LAKE FOREST LIBRARY PRELIMINARY FY 2025 BUDGET VERSION 1.0

MARCH 15, 2024

PRELIMINARY FY 2025 BUDGET HIGHLIGHTS

- Aligns with proposed strategic plan
- Addresses Community Survey findings
- Provides current and relevant materials in multiple formats
- Significant capital investments to maintain and enhance facility
- Technology enhancements for patrons and staff

PRELIMINARY FY 2025 BUDGET HIGHLIGHTS

- Additional staffing, professional development and HR support
- Expanded enrichment opportunities for lifelong learning
- Marketing tools for targeted community engagement
- Fund to support new strategic initiatives
- Delivering the best user experience for library patrons

PRELIMINARY FY 2025 BUDGET HIGHLIGHTS - COLLECTIONS

- Data driven collection development in all formats
 - Proposed 10% increase in collections budget to \$722,700
 - 14% investment in collections exceeds state standards
 - Continually monitor collection usage and industry trends to strike right balance between physical and electronic materials
 - Update and refresh materials that are outdated and in poor condition

PRELIMINARY FY 2025 BUDGET HIGHLIGHTS - CAPITAL

- Preserving and Enhancing historic facility
 - ADA Accessibility Enhancements:
 - Existing Elevator Upgrade - ~ \$200,000
 - Refreshing and upgrading major public spaces - ~ \$650,000
 - Foyer, Reed Room, Reference Room, Business Room
 - Address community requests for group study/meeting spaces
 - Exterior Courtyards restoration - ~ \$250,000

PRELIMINARY FY 2025 BUDGET HIGHLIGHTS – CAPITAL (CONTINUED...)

- Preserving and Enhancing historic facility
 - HVAC Infrastructure Enhancements: ~ \$400,000
 - Replacement Boiler - ~ \$60,000
 - Condensate Return Pump (if not completed in FY 2024) - ~\$120,000
 - HVAC Controls and Building Automation System (if not completed in FY 2024) - ~\$220,000
 - Ongoing Building Maintenance - ~ \$120,000
 - Perimeter Fencing, Fireplaces, other proactive maintenance

PRELIMINARY FY 2025 BUDGET HIGHLIGHTS - TECHNOLOGY

- Enhanced security and services to patrons and staff:
 - Upgraded Fire/Burglar Alarm System - ~ \$20,000
 - Emergency Cellular Communications - ~ \$50,000
 - Public Address System - ~ \$18,000
 - New servers - ~ \$24,000

PRELIMINARY FY 2025 BUDGET HIGHLIGHTS – OUR PEOPLE

- Additional positions to support new Strategic Plan initiatives
- Human Resources Consulting
- Tuition Reimbursement
- Employee Assistance Program
- Salary Benchmarking
- Succession Planning

PRELIMINARY FY 2025 BUDGET HIGHLIGHTS- MARKETING/COMMUNICATIONS

- Telling our story more effectively
- Expanded newsletter
- Patron/Community Engagement Tool for targeted marketing
- Upgraded website

PRELIMINARY FY 2025 BUDGET HIGHLIGHTS

• Revenues:	\$5,249,581
• Transfer from Reserves/Cash in Hand:	\$2,000,000
• Total Revenues:	\$7,249,581
• Operating Expenditures:	\$5,144,157
• Capital/Technology Expenditures:	\$2,000,000
• Total Expenditures:	\$7,144,157
• Excess of Revenues over Expenditures:	\$ 105,424

RESERVES AS OF FEBRUARY 29, 2024

Reserve: Capital Improvements	\$3,050,000
Reserve: Technology Improvements	\$ 300,000
Capital Equipment Reserve	\$ 300,000
Fund Balance: Unassigned	\$3,953,524
Total Funds Available	\$7,603,524

Lake Forest Library

Revenue and Expense Summary

Preliminary Budget FY2025 Version 2.0

	FY19 Audited	FY20 Audited	FY21 Audited	FY22 Audited	FY23 Audited	FY24 Budget	FY24 As of Feb 29	FY25 Budget	% Change from Budget FY24	\$ Change from Budget FY24
Funds on Hand 5/1*	\$1,727,562	\$1,537,906	\$1,895,491	\$1,895,491	\$2,471,607	\$2,471,607	\$3,953,524	\$1,953,524	-21%	(\$518,083)
Current Revenue										
Tax-Based**	\$4,063,010	\$4,158,792	\$4,260,835	\$4,375,174	\$4,463,980	\$4,631,204	\$4,739,538	\$4,982,581	8%	\$351,377
Other Revenue	\$82,936	\$72,729	\$90,210	\$161,737	\$159,057	\$78,000	\$116,778	\$83,000	6%	\$5,000
Library Revenue	\$25,425	\$28,369	\$73,182	\$28,077	\$35,605	\$5,500	\$15,008	\$14,000	155%	\$8,500
Interest earned from Investment	\$131,744	\$111,477	\$28,464	\$37,505	\$307,548	\$35,000	\$361,845	\$160,000	357%	\$125,000
Gifts	\$28,939	\$41,442	\$36,707	\$16,320	\$30,900	\$1,000	\$47,507	\$10,000	900%	\$9,000
Friends of LF Library Grant	\$62,000	\$73,000	\$74,000	\$0	\$47,471	\$81,250	\$14,216	\$0	-100%	(\$81,250)
Total Revenues	\$4,394,054	\$4,485,809	\$4,563,398	\$4,618,813	\$5,044,561	\$4,831,954	\$5,294,892	\$5,249,581	9%	\$417,627
Transfer from Capital Reserve						\$950,000				
Transfer from Funds on Hand								\$2,000,000		
Total Funds Available	\$4,394,054	\$4,485,809	\$4,563,398	\$4,618,813	\$5,044,561	\$5,781,954	\$5,294,892	\$7,249,581	25%	\$1,467,627
Operating Expenditures										
Personnel Services	\$2,280,743	\$2,357,309	\$2,191,636	\$2,193,050	\$2,268,470	\$3,071,555	\$1,916,153	\$3,142,927	2%	\$71,373
Collections: Print, A/V, E-Resources	\$578,759	\$548,618	\$502,430	\$508,435	\$497,327	\$657,000	\$497,977	\$722,700	10%	\$65,700
Contractual Services	\$217,701	\$231,453	\$250,193	\$278,563	\$292,795	\$329,000	\$244,166	\$409,400	24%	\$80,400
Building & Grounds	\$148,771	\$160,449	\$199,282	\$242,705	\$296,122	\$304,500	\$200,476	\$393,950	29%	\$89,450
New Strategic Initiatives								\$100,000		\$100,000
Special Projects	\$83,388	\$60,107	\$293,532	\$150,308	\$16,240	\$35,000	\$0	\$0	-100%	(\$35,000)
Programming	\$85,264	\$85,277	\$102,705	\$63,602	\$99,559	\$139,000	\$96,056	\$152,400	10%	\$13,400
Other Expenditures	\$105,719	\$106,835	\$90,049	\$87,225	\$133,172	\$139,900	\$95,056	\$222,780	59%	\$82,880
Total Operating Expenditures	\$3,500,345	\$3,550,048	\$3,629,827	\$3,523,888	\$3,603,686	\$4,675,955	\$3,049,883	\$5,144,157	10%	\$468,203
Total Capital and Technology										
Capital Equipment	\$104,056	\$1,073	\$0	\$19,553	\$216,197	\$125,000	\$45,629	\$350,000	180%	\$225,000
Technology Upgrades	\$0	\$0	\$0	\$126,029	\$136,654	\$130,000	\$118,696	\$150,000	15%	\$20,000
Capital Improvements	\$0	\$16,760	\$78,643	\$28,155	\$556,107	\$835,000	\$674,800	\$1,500,000	80%	\$665,000
Total Capital and Technology	\$104,056	\$17,833	\$78,643	\$173,737	\$908,958	\$1,090,000	\$839,125	\$2,000,000	83%	\$910,000
Total Expenditures	\$3,604,401	\$3,567,881	\$3,708,470	\$3,697,625	\$4,512,645	\$5,765,955	\$3,889,008	\$7,144,157	24%	\$1,378,203
Difference in Revenues and Expenditures	\$789,653	\$917,928	\$854,928	\$921,188	\$531,916	\$15,999	\$1,405,884	\$105,424		
Reserve Funds	\$2,650,000	\$2,650,000	\$2,650,000	\$2,650,000	\$4,600,000	\$3,650,000	\$3,650,000	\$3,650,000	0%	\$0
Funds on Hand	\$1,727,562	\$1,537,906	\$1,895,491	\$1,895,491	\$2,471,607	\$2,471,607	\$3,953,524	\$1,953,524	-21%	(\$518,083)
Total Funds	\$5,167,215	\$5,105,834	\$5,400,419	\$5,466,679	\$7,603,523	\$6,137,606	\$9,009,407	\$5,708,948	-7%	(\$428,658)

*Unrestricted fund maintained at 35%; year end surplus transferred to capital improvement accounts.

**Tax Revenue based on 2023 levy of 5% maximum plus growth.

Lake Forest Library Revenue and Income Preliminary Budget FY2025 Version 2.0

	FY19 Audited	FY20 Audited	FY21 Audited	FY22 Audited	FY23 Audited	FY24 Budget	FY24 As of Feb 29	FY25 Budget	% Change from Budget FY24	\$ Change from Budget FY24
Property Tax Revenue										
Property Tax*	\$4,063,010	\$4,158,792	\$4,260,835	\$4,375,174	\$4,463,980	\$4,725,718	\$4,739,538	\$4,982,581	6%	\$256,863
Reserve for Tax Loss						(\$94,514)				
Total Property Tax	\$4,063,010	\$4,158,792	\$4,260,835	\$4,375,174	\$4,463,980	\$4,631,204	\$4,739,538	\$4,982,581	8%	\$351,377
Other Revenue										
PP Tax Replacement	\$36,944	\$39,040	\$48,298	\$101,341	\$117,016	\$40,000	\$78,330	\$45,000	4%	\$5,000
Impact Fee	\$21,773	\$9,470	\$17,693	\$31,818	\$13,475	\$10,000	\$9,882	\$10,000	0%	\$0
Per Capita Grant	\$24,219	\$24,219	\$24,219	\$28,578	\$28,566	\$28,000	\$28,566	\$28,000	0%	\$0
Total Other Revenue	\$82,936	\$72,729	\$90,210	\$161,737	\$159,057	\$78,000	\$116,778	\$83,000	3%	\$5,000
Library Revenue										
Photocopy	\$8,731	\$6,476	\$2,024	\$5,869	\$7,416	\$5,000	\$5,901	\$6,000	13%	\$1,000
Book Rental/Book Bags	\$0	\$0	\$4	\$1,000	\$0	\$0		\$0		
Library Cards	\$279	\$168	\$38	\$0	\$0	\$0		\$0		
Library fines (Damage Materials)	\$15,772	\$8,959	\$1,715	\$2,895	\$3,650	\$500	\$2,992	\$3,000	68%	\$2,500
Other revenues	\$643	\$12,766	\$18,777	\$18,313	\$14,198	\$0	\$6,115	\$5,000	35%	\$5,000
Covid FEMA Reimbursement	\$0	\$0	\$50,624	\$0	\$10,341	\$0		\$0		
Total Library Revenue	\$25,425	\$28,369	\$73,182	\$28,077	\$35,605	\$5,500	\$15,008	\$14,000	24%	\$8,500
Interest earned from Investment	\$131,744	\$111,477	\$28,464	\$37,505	\$307,548	\$35,000	\$361,845	\$160,000	41%	\$125,000
Friends of LFLibrary Grant***	\$62,000	\$73,000	\$74,000	\$0	\$47,471	\$81,250	\$14,216	\$0	-171%	(\$81,250)
Other Gifts & Grant Income****	\$28,939	\$41,442	\$36,707	\$16,320	\$30,900	\$1,000	\$47,507	\$10,000	29%	\$9,000
TOTAL	\$4,262,310	\$4,374,332	\$4,534,934	\$4,581,309	\$4,737,013	\$4,796,954	\$4,933,047	\$5,249,581	10%	\$452,627

*Tax Revenue based on 2023 levy of 5% maximum plus growth.

***Friends of LF Library Grants FY25 TBD.

****Most gifts are now to the Lake Forest Library Foundation for the endowment and capital improvements.

Lake Forest Library
Operating and Capital Expenditures
Preliminary Budget FY2025 Version 2.0

Category	FY19 Audited	FY20 Audited	FY21 Audited	FY22 Audited	FY23 Audited	FY24 Budget	FY24 As of Feb 29	FY25 Budget	% Change from Budget FY24	\$ Change from Budget FY24
Salaries/Wages	\$1,704,069	\$1,716,885	\$1,572,140	\$1,628,870	\$1,731,987	\$2,190,658	\$1,453,024	\$2,242,113	2%	\$51,455
Benefits	\$576,674	\$640,424	\$619,496	\$564,180	\$536,483	\$880,897	\$463,130	\$900,815	2%	\$19,918
Print, Audiovisual, and Electronic Media	\$578,759	\$548,618	\$502,430	\$508,435	\$497,327	\$657,000	\$497,977	\$722,700	10%	\$65,700
Contractual Services	\$217,701	\$231,453	\$250,193	\$278,563	\$292,795	\$329,000	\$244,166	\$409,400	24%	\$80,400
Special Projects	\$83,388	\$60,107	\$293,532	\$150,308	\$16,240	\$35,000	\$0	\$0	-100%	(\$35,000)
Programming	\$85,264	\$85,277	\$102,705	\$63,602	\$99,559	\$139,000	\$96,056	\$152,400	10%	\$13,400
Other Expenses	\$105,719	\$106,835	\$90,049	\$87,225	\$133,172	\$139,900	\$95,056	\$222,780	59%	\$82,880
Building Maintenance	\$148,771	\$160,449	\$199,282	\$242,705	\$296,122	\$304,500	\$200,476	\$393,950	29%	\$89,450
Sub-Total	\$3,500,345	\$3,550,048	\$3,629,827	\$3,523,888	\$3,603,686	\$4,675,955	\$3,049,883	\$5,044,157	40%	\$1,440,471
Capital Expenditures										
Capital Equipment	\$104,056	\$1,073	\$0	\$19,553	\$216,197	\$125,000	\$45,629	\$350,000	104%	\$225,000
Technology Upgrades				\$126,029	\$136,654	\$130,000	\$118,696	\$150,000	15%	\$20,000
Capital Improvement	\$0	\$16,760	\$78,643	\$28,155	\$556,107	\$835,000	\$674,800	\$1,500,000	120%	\$665,000
Sub-Total	\$104,056	\$17,833	\$78,643	\$173,737	\$908,958	\$1,090,000	\$839,125	\$2,000,000	120%	\$1,091,042
Total	\$3,604,401	\$3,567,881	\$3,708,470	\$3,697,625	\$4,512,645	\$5,765,955	\$3,889,008	\$7,044,157	56%	\$2,531,513

**Lake Forest Library
Compensation Package
Preliminary Budget FY2025 Version 2.0**

	FY19 Audited	FY20 Audited	FY21 Audited	FY22 Audited	FY23 Audited	FY24 Budget	FY23 As of Feb 29	FY25 Budget	% Change from Budget FY24	\$ Change from Budget FY24
Current Employees										
Full Time Equivalent	31	31	32	28	30	30	30	34		
Salaries & Wages	\$1,689,085	\$1,709,540	\$1,572,140	\$1,628,870	\$1,731,987	\$2,190,658	\$1,453,024	\$2,242,113	2%	\$51,455
Longevity	\$14,984	\$7,345	\$0	\$0			\$0	\$0		\$0
Sub-Total	\$1,704,069	\$1,716,885	\$1,572,140	\$1,628,870	\$1,731,987	\$2,190,658	\$1,453,024	\$2,242,113	2%	\$51,455
Benefits										
IMRF	\$147,509	\$143,960	\$161,309	\$139,094	\$104,022	\$218,522	\$69,928	\$180,804	-17%	(\$37,718)
Social Security	\$128,031	\$128,006	\$116,914	\$121,691	\$129,701	\$190,893	\$109,615	\$196,773	3%	\$5,880
Worker's Compensation*	\$976	\$5,159	\$4,775	\$5,737	\$1,905	\$7,875	\$4,245	\$8,663	10%	\$788
Insurance, Life	\$1,955	\$2,163	\$2,059	\$1,790	\$1,929	\$3,086	\$1,808	\$3,020	-2%	(\$66)
Insurance, Medical	\$283,878	\$345,220	\$319,107	\$281,427	\$285,657	\$438,238	\$263,890	\$466,638	6%	\$28,400
Insurance, Dental	\$10,786	\$12,599	\$11,808	\$11,056	\$11,569	\$15,483	\$9,973	\$17,717	14%	\$2,234
Insurance, Unemployment			\$864	\$0	\$0	\$2,000	\$0	\$2,000	0%	\$0
Flexi-Benefits	\$3,539	\$3,317	\$2,660	\$3,385	\$1,700	\$4,800	\$3,670	\$5,200	8%	\$400
Tuition Reimbursement (New)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$10,000		\$10,000
Employee Assistance Program (New)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$10,000		\$10,000
Sub-Total	\$576,674	\$640,424	\$619,496	\$564,180	\$536,483	\$880,897	\$463,130	\$900,815	2%	\$19,918
GRAND TOTAL	\$2,280,743	\$2,357,309	\$2,191,636	\$2,193,050	\$2,268,470	\$3,071,555	\$1,916,153	\$3,142,927	2%	\$71,373

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

*Premium plus allowance for year end audit results.

**Lake Forest Library
Library Collections
Preliminary Budget FY2025 Version 2.0**

Item	FY19 Audited	FY20 Audited	FY21 Audited	FY22 Audited	FY23 Audited	FY24 Budget	FY24 As of Feb 29	FY25 Budget	% Change from Budget FY24	\$ Change from Budget FY24
Print	\$267,173	\$208,672	\$170,398	\$214,172	\$190,972	\$235,000	\$192,126	\$258,500	10.0%	\$23,500
Nonprint	\$219,307	\$266,885	\$261,816	\$229,484	\$242,071	\$325,000	\$249,918	\$365,450	12.4%	\$40,450
Audiovisual	\$92,279	\$73,061	\$70,216	\$64,779	\$64,284	\$97,000	\$55,933	\$98,750	1.8%	\$1,750
Total	\$578,759	\$548,618	\$502,430	\$508,435	\$497,327	\$657,000	\$497,977	\$722,700	10.0%	\$65,700

ISL recommended materials budget is 8-12% of operating budget; currently proposed is 14%.
Additional materials purchased with grant funds may not be reflected herein.

**Lake Forest Library
Building Maintenance
Preliminary Budget FY2025 Version 2.0**

Item	FY19 Audited	FY20 Audited	FY21 Audited	FY22 Audited	FY23 Audited	FY24 Budget	FY24 As of Feb 29	FY25 Budget	% Change from Budget FY24	\$ Change from Budget FY24
Janitorial Supplies	\$18,715	\$20,349	\$38,508	\$16,839	\$11,973	\$25,000	\$15,294	\$25,000	0%	\$0
Custodial Services		\$31,809	\$34,408	\$40,752	\$38,159	\$45,000	\$34,524	\$49,500	10%	\$4,500
Contractual Services	\$12,271	\$11,516	\$12,332	\$7,200	\$8,393	\$25,000	\$8,455	\$25,000	0%	\$0
Insurance (liability)	\$28,974	\$33,783	\$36,776	\$31,617	\$41,339	\$49,500	\$40,924	\$54,450	10%	\$4,950
Building Maintenance	\$26,881	\$41,822	\$1,424	\$80,602	\$45,009	\$60,000	\$45,035	\$120,000	100%	\$60,000
Equipment Maintenance	\$23,808	(\$5,023)	\$51,408	\$28,915	\$107,339	\$50,000	\$31,793	\$60,000	20%	\$10,000
Grounds Maintenance	\$31,081	\$19,475	\$16,664	\$28,924	\$37,220	\$40,000	\$20,153	\$50,000	25%	\$10,000
Water	\$7,041	\$6,718	\$7,762	\$7,856	\$6,691	\$10,000	\$4,297	\$10,000	0%	\$0
Total	\$148,771	\$160,449	\$199,282	\$242,705	\$296,122	\$304,500	\$200,476	\$393,950	29%	\$89,450

Lake Forest Library
Other Operating Expenditures
Preliminary Budget FY2025 Version 2.0

Item	FY19 Audited	FY20 Audited	FY21 Audited	FY22 Audited	FY23 Audited	FY24 Budget	FY24 As of Feb 29	FY25 Budget	% Change from Budget FY24	\$ Change from Budget FY24
Contractual Services	\$217,701	\$231,453	\$250,193	\$278,563	\$292,795	\$329,000	\$244,166	\$409,400	24.44%	\$80,400
New Strategic Initiatives (New)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$100,000		\$100,000
Special Projects	\$83,388	\$60,107	\$293,532	\$150,308	\$16,240	\$35,000	\$0	\$0	-100.00%	(\$35,000)
Programming										
Total Department Programming	\$52,976	\$58,275	\$52,968	\$41,728	\$73,455	\$84,000	\$62,441	\$102,400	21.90%	\$18,400
Programming - Comm	\$18,570	\$20,103	\$42,018	\$21,874	\$26,104	\$40,000	\$33,614	\$50,000	25.00%	\$10,000
Programming - Support	\$13,718	\$6,899	\$7,719	\$0	\$0	\$15,000	\$0	\$0	-100.00%	(\$15,000)
Total	\$85,264	\$85,277	\$102,705	\$63,602	\$99,559	\$139,000	\$96,056	\$152,400	9.64%	\$13,400
Other Expenses										
Administrative Services	\$24,996	\$24,526	\$25,139	\$25,767	\$26,412	\$29,500	\$22,560	\$30,385	3.00%	\$885
Art Work (purchased)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	\$0
Audit	\$6,785	\$6,995	\$7,205	\$7,205	\$7,400	\$9,000	\$7,622	\$9,000	0.00%	\$0
Auto Allowance*	\$1,383	\$632	\$440	\$0	\$0	\$0	\$0	\$0	0.00%	\$0
Binding	\$1,027	\$167	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	\$0
Insurance, D & O Liability	\$3,372	\$6,540	\$4,890	\$7,278	\$6,194	\$8,800	\$6,798	\$9,680	10.00%	\$880
Legal & Professional Fees	\$11,760	\$1,168	\$1,350	\$3,825	\$6,413	\$20,000	\$1,350	\$100,000	400.00%	\$80,000
Maintenance of Equipment	\$2,018	\$6,735	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	\$0
Meetings Expense	\$592	\$1,130	\$121	\$0	\$713	\$2,500	\$994	\$2,500	0.00%	\$0
Membership Dues	\$7,506	\$7,449	\$7,367	\$8,306	\$9,630	\$11,000	\$6,922	\$11,000	0.00%	\$0
Office Supplies	\$17,889	\$24,376	\$28,240	\$4,551	\$6,831	\$15,000	\$10,229	\$15,000	0.00%	\$0
Online Banking Fee (fine)	\$585	\$495	\$669	\$1,590	\$1,988	\$1,650	\$1,333	\$1,815	10.00%	\$165
Personnel Recruitment	\$507	\$617	\$170	\$563	\$41,063	\$700	\$10,176	\$1,000	42.86%	\$300
Postage	\$4,374	\$5,219	\$2,899	\$4,348	\$5,127	\$6,500	\$5,935	\$7,150	10.00%	\$650
Professional Development**	\$11,106	\$12,162	\$6,061	\$16,282	\$15,927	\$23,000	\$15,779	\$23,000	0.00%	\$0
Telephone	\$6,602	\$5,177	\$5,498	\$6,429	\$3,322	\$8,750	\$2,969	\$8,750	0.00%	\$0
Vending/events	\$5,217	\$3,447	\$0	\$1,080	\$2,152	\$3,500	\$2,390	\$3,500	0.00%	\$0
Total	\$105,719	\$106,835	\$90,049	\$87,225	\$133,172	\$139,900	\$95,056	\$222,780	59.24%	\$82,880
Total Other Expend	\$492,072	\$483,672	\$736,479	\$579,698	\$541,767	\$642,900	\$435,278	\$884,580	37.59%	\$241,680

*Amended FY2021

**ALA & PLA Conference (biannual) and Online Module Training

Lake Forest Library
Contractual Services Detail
Preliminary Budget FY2025 Version 2.0

Item	FY19 Audited	FY20 Audited	FY21 Audited	FY22 Audited	FY23 Audited	FY24 Budget	FY24 As of Feb 29	FY25 Budget	% Change from Budget FY24	\$ Change from Budget FY24
CCS & OCLC (Integrated Library System)	\$67,426	\$65,646	\$62,515	\$76,709	\$75,061	\$84,000	\$67,646	\$92,400	10.0%	\$8,400
CIT Computer Equipment Lease	\$37,377	\$42,645	\$41,770	\$35,078	\$9,228	\$0	\$0	\$0		
HR Consulting (New)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$50,000		\$50,000
LAN, WAV, and Support (MSP)	\$71,230	\$78,251	\$100,374	\$91,184	\$107,325	\$120,000	\$97,166	\$132,000	10.0%	\$12,000
EZ Proxy & Collection HQ	\$9,414	\$10,900	\$5,436	\$750	\$4,960	\$10,000	\$4,327	\$10,000	0.0%	\$0
Bibliotheca				\$0	\$24,041	\$25,000	\$24,041	\$25,000	0.0%	\$0
Online/Internet (fiber)	\$7,199	\$8,441	\$10,930	\$22,117	\$22,569	\$25,000	\$17,750	\$25,000	0.0%	\$0
Equipment, Copiers, Technology DVD2G0, Misc.	\$25,055	\$23,720	\$29,168	\$34,546	\$24,921	\$35,000	\$23,160	\$35,000	0.0%	\$0
Web Calendar and Other Software Subscription, Web Hosting and Maintenance		\$1,850	\$0	\$18,179	\$24,692	\$30,000	\$10,076	\$40,000	33.3%	\$10,000
Total	\$217,701	\$231,453	\$250,193	\$278,563	\$292,795	\$329,000	\$244,166	\$409,400	24.4%	\$80,400

ANNUAL GRANT REQUEST TO THE FRIENDS OF LAKE FOREST LIBRARY FOR FY 2025

Draft – March 15, 2024

Dear Friends of Lake Forest Library:

We at the Lake Forest Library are always grateful and thankful for your commitment to the services that the library provides to the people of our community and for the funding you provide that assists us to continue and to grow our important work.

We request your consideration of the following projects for FY2025 (May 1, 2024 – April 30, 2025).

A. Enhancing Services to West Side residents: \$75,000

\$75,000 – To purchase a new vending machine to replace the aging DVD2GO machine at the West side train station that will no longer be supported beginning May 1, 2024. In addition to DVDs, residents will be able to check out new bestsellers for adults and children, wireless hotspots and also pick up items that they have placed on hold. The machine also serves as a wireless hotspot from which patrons can download electronic materials to their devices.

B. Programs - \$62,450

\$20,000 – partial sponsorship of the annual *Lake Forest Reads*, one book one community fiction read events. Support would go to author fees and expenses, related events around an author visit, and promotions.

\$15,000 – partial sponsorship of the annual *Read Between the Ravines*, one book community non-fiction read. We plan to work again with the Lake Bluff Library on this project. Support would go to author fees and expenses, related events around an author visit, and promotions.

\$20,000 – partial sponsorship of *Beyond Words, News from under the Dome*, the Library's newly redesigned quarterly newsletter, with content created and managed by the library.

\$5,000 – partial sponsorship of the Children's Summer Reading Program. This would help to cover the cost of program presenters, entertainers, materials, and prizes.

\$1,250 – partial sponsorship of the Adult Summer Reading Program. This would help to cover the cost of the weekly drawing for gift cards from local retailers, the grand prize from Lake Forest Book Store, and the paperback book awarded to each person who completes the program.

\$1,200 - to support library art programs for all ages such as the Mini Art Masterpiece Challenge, Bookmark Contests, and other creative activities. Funds will be used to purchase art supplies and prizes from local businesses.

C. Community History - \$12,500

\$2,500 – partial sponsorship of the digitization and indexing of the *Lake Forester*. This is a continuing project for which the Friends has awarded funding in previous years. We currently have scanned the *Lake Forester* from 1899 to 1948. It is still under copyright which is owned by the Chicago Tribune. Each year we scan the next year as it comes out of copyright. Next year we will scan 1949 (2024 – 75 years = 1949).

\$10,000 - Newspaper Scanning Project - New

In consultation with Paul Bergmann, Kate Buckardt has identified several other Lake Forest newspapers that the library would like to digitize. Some of these papers were only published for a few years, however they do provide valuable information that would complement the *Lake Forester* project.

Lake Forest Lamplighter 1967-1969 6 Reels of Microfilm

The Lake Forest-Lake Bluff Mail-Advertiser 1973-1983 (June) 22 Reels of Microfilm

The Lake Forest News Voice (June) 1983-1990 22 reels of microfilm

D. New Holiday Tradition - \$10,000

\$10,000 – estimated sponsorship of providing Holiday lights decoration for Library grounds. This project could be managed directly by the Friends.

E. Cool New Stuff - \$9,500

\$3,500 - for a smartboard for the Media Lab. The smartboard would be used by staff to facilitate both in-person and virtual group technology instruction and media lab related programming. In addition, the board would be accessible to patrons as a tool for group study and other collaborative activities.

\$6,000 for a Playtime Discovery Table in the Children's Library. The activity table would be used as a multigenerational discovery activity center, bringing even more excitement to every Friday Playtime. The table includes open cubbies for toys, large locking drawers for storage, reversible surfaces for multiple activities, rounded corners, and casters for mobility.

F. Staff Professional Development - \$10,000

\$10,000 for a new annual tuition reimbursement program that would be offered to all staff interested in pursuing a course, certification or degree related to their work. Library administration will work on a suitable policy for approval by the Board.

Total Grant Requested: \$179,450

Please do not hesitate to contact me if you have questions. The staff has been very busy working on a new Strategic Plan for the Library that is scheduled to be approved at the April 16 meeting of the Library Board of Trustees. We anticipate that there will be several exciting initiatives identified as part of that project.

Thank you again for your generous and continued support and advancement of the Lake Forest Library.

Regards,

Jim Clifton
Library Board President

cc: Lake Forest Library
Board of Trustees Lake Forest Library

LAKE FOREST LIBRARY BOARD OF TRUSTEES
ANNUAL MEETING CALENDAR FOR FY 2025

Currently, the Library's Board of Trustees meets on the second Tuesday of every month. Board packets are prepared the week before the meeting and sent out on the Friday preceding the meeting date. It would be very helpful for Library staff if the meetings were held instead on the third Tuesday of each month. This would give staff ample time to work on their financial and operations reports and provide current statistics on library usage.

Existing Schedule	<i>Proposed Schedule</i>
Tuesday, May 14, 2024	<i>Tuesday, May 21, 2024</i>
Tuesday, June 11, 2024	<i>Tuesday, June 18, 2024</i>
Tuesday, July 9, 2024	<i>Tuesday, July 16, 2024</i>
Tuesday, August 13, 2024	<i>Tuesday, August 20, 2024</i>
Tuesday, September 10, 2024	<i>Tuesday, September 17, 2024</i>
Tuesday, October 8, 2024	<i>Tuesday, October 15, 2024</i>
Tuesday, November 12, 2024	<i>Tuesday, November 19, 2024</i>
Tuesday, December 10, 2024	<i>Tuesday, December 17, 2024</i>
Tuesday, January 14, 2025	<i>Tuesday, January 21, 2025</i>
Tuesday, February 11, 2025	<i>Tuesday, February 18, 2025</i>
Tuesday, March 11, 2025	<i>Tuesday, March 18, 2025</i>
Tuesday, April 8, 2025	<i>Tuesday, April 15, 2025</i>

Conflicts with other Boards:

CROYA

Some school Board meetings

Conflicts with other Boards:

Parks and Recreation Board

Some school Board meetings

Library Operations Report February 2024

Refreshed Print Newsletter!



Community response:

- I have been receiving lots of positive feedback on our redesigned newsletter. Several neighbors and a friend at the grocery store have commented on it and also commented on our programs. I think the redesign has really sparked them to read it! Thanks for all your hard work, it is very thoughtfully designed. –Kate Buckardt, Librarian*
- I LOVE the new library newsletter format. Great work! –David Seleb, previous Interim Director at Lake Forest Library*
- I just saw the library's new newsletter – wow, way to go! What a huge improvement! It looks fabulous and really showcases all the library is doing in a much more accessible way. Congrats! —Amy Wagliardo, Executive Director at Gorton Community Center*
- Hello, I'm writing to say what a wonderful job your PR person did with the reimagination of the library's newsletter. Please extend my congratulations to the team for a job well done. –Anne O'Connell, Director of Public Relations and Marketing at College of Lake County*
- Just read the current issue of Beyond Words. Very impressive! Easy to read, engaging, and full of great information. Well done. My compliments to you and your staff. –Cathy Czerniak, Director of Community Development at the City of Lake Forest*

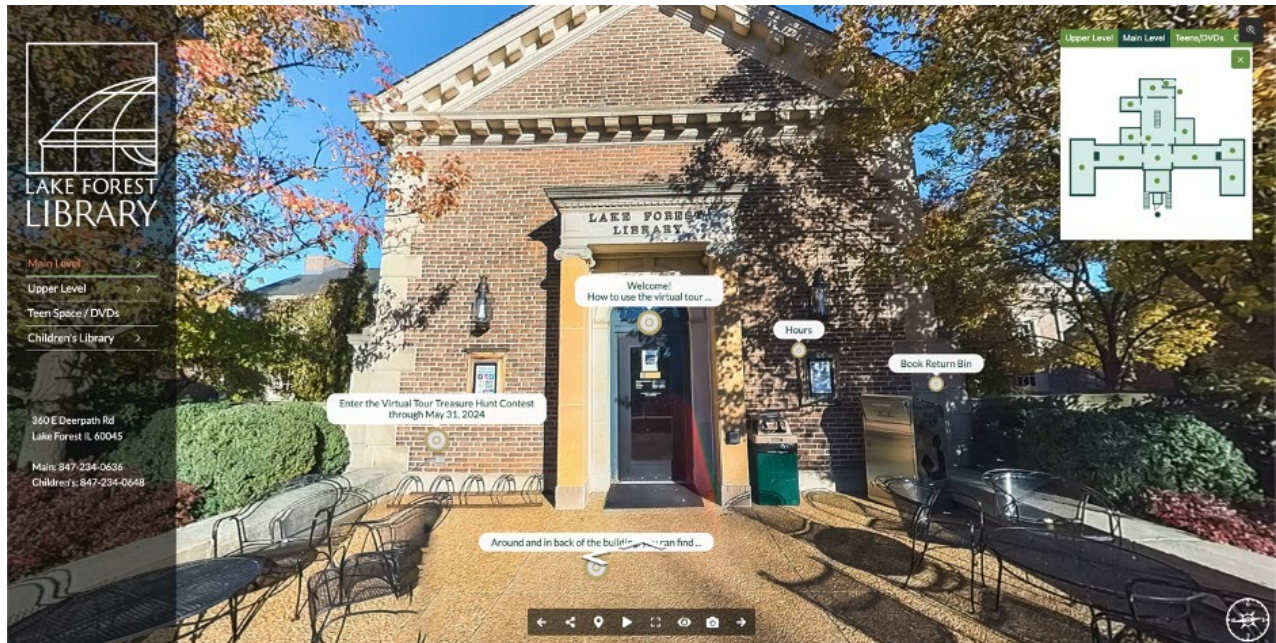
Goals

- Change the size to help focus the content and encourage non-readers to try reading it again.
- Expand the focus beyond events and showcase all the various things and services the community can enjoy from the Library.
- Present content in an easily digestible way by organizing it into interesting themes with short, specific calls to action.

What's next?

- We are currently refreshing the eNews to be theme-based and developing our segmenting to better provide the patrons with the info they are most interested in.
- We aim to refresh the website later this year.

Launched the Library Virtual Tour



Lake Forest Library can at times be a challenging building to navigate and be an imposing or intimidating space for patrons with physical, mental, or emotional differences. Plus, if patrons are in a hurry to borrow items and go, they may not explore the Library to discover everything available to them. With that in mind, we worked with Midwest Pano to take panoramic photos to post to our Google profile and create a virtual tour which is now available at www.lakeforestlibrary.org/virtual-tour.



Art Fun for All Ages

Our patrons let their imagination take flight and decorated an adorable rubber ducky in our Duckling Mini Art Masterpiece Challenge for Ages 5 and up for a chance to win an AMC Theater gift card. We had 160 participate and 60 submissions entered the raffle. Congratulations went out to raffle winners Nora, Reece, and Kelsey! Kelsey shared that "she initially registered her kids, then decided to register herself too, and had a really good time decorating." We love it when "all ages" activities really are enjoyable for everyone!

Adult Services



February was a month of Romance in Adult Services. Illinois Libraries Presents invited Julia Quinn, author of the Bridgerton Series of books and the popular Netflix television show to speak about her creative process, her favorite authors, and her fight against censorship. Patrons could watch this program on Zoom at home or were invited to a "Watch Party" here in the library. This party was hosted in the Reed Room where we set up the large television, offered snacks and held a raffle for one lucky romantic.

Lydia and Erin hosted a Romance Book Chat where they discussed new authors and titles as well as long-standing Romance writers and fan favorites.

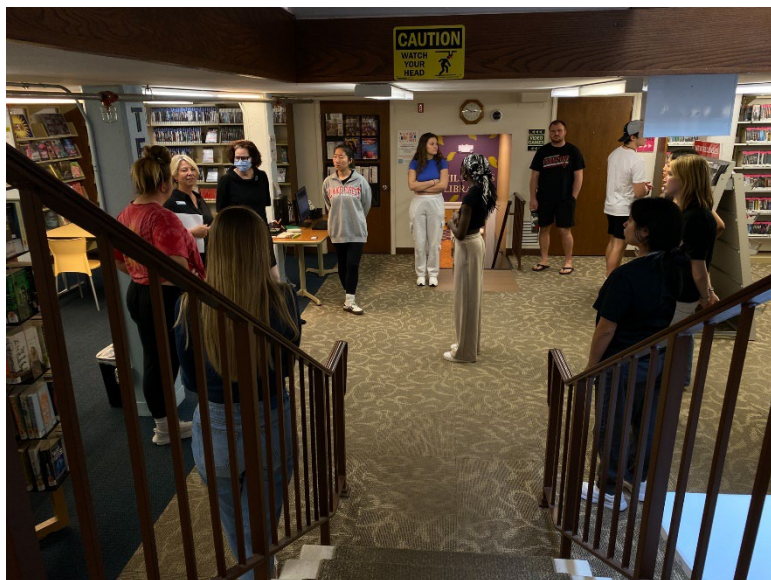
Krista curated, wrapped and set-up our Blind Date with a Book display, this popular program has been running for over 10 years and continues to intrigue our patrons. Readers were invited to "Rate their Date" and were entered in a raffle to win a gift card from Sweets. We had 27 entries this year and over 50 items checked out.

Here are some comments from our participants:

- *Arsenic and Adobo* by Mia P. Manansala: A perfect blind date because it's a book I'd probably never pick on my own. It was a page turner and a quick read. I'll pass the title on to mystery loving friends.
- *Dial A for Aunties* by Jesse Q. Sutanto: This book actually made me laugh out loud. It was a fast, humorous and engaging book. The characters were very likeable, so I was intrigued to continue turning the pages! Thank you!
- *Camp Girls* by Iris Krasnow: The one quote in the book - I love the feeling of a long hug - one that crushes my body with a force that means something. A hard hug conveys "you are valuable to me", or, "to be good enough is not enough, we should always try to be great."
- *1884* by George Orwell: Awesome Book. Can't believe it's taken me this long to read it.
- *Where'd You Go, Bernadette* by Maria Semple: An Easy read. Entertainingly quirky!
- *Cassandra in Reverse* by Holly Smale: Cute, aptly described as "quirky". "Pleasure-read".
- *The Furnace Girl: The Mysterious Case of Elfrieda Knaak* by Kraig W. Moreland: I had heard of the story, but enjoyed the greater details in the book.
- *The Lost Manuscript* by Cathy Bonidan: Book was mildly interesting, so I kept going. I'm glad I finished it although it would not be one I recommend, but Thank You!

And the winning card from the drawing was "*Under Lock and Skeleton Key*" by Gigi Pandian. The patron wrote, "Extremely bad read. No character development. Silly Storyline. Confusing Content. The Mystery is how this terrible novel ever got published." Which just goes to show that you don't have to love the book to win the prize! Guess she won't be going on another date with this author!

Students in American Spaces, a class at Lake Forest College had a tour of the Library with Kate. The professor was interested in demonstrating how public buildings, including libraries, have made architectural or design adaptations to accommodate different public needs.



Media Lab

The Media Lab welcomed a new staff member to the team. Ming Lu brings with her an array of experience in digital literacy mentoring and collaborative art club programming. With the addition of Ming, we are excited to provide more Media Lab and technology instruction opportunities to the community.

Buzz from the Lab: a local bee farmer worked with Media Lab staff in February to make a 3D printed jar for his “special addition” honey. The jar was designed using software in the Media Lab and printed with the library’s 3D printer using food certified safe filament.



Children's Services

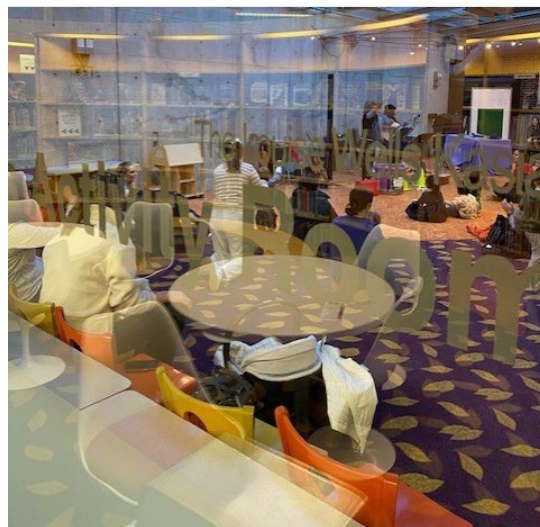
Kids stopped in the Children's Library to check out our Be My Valentine Book Surprise. Library staff wrapped books to hide the covers so our readers could try something new. Hints on the wrapper led readers to characters and themes that piqued their interest. After reading or listening to their book, patrons rated it to enter the drawing for a chance to win a gift card to Sweet's! Nineteen children accepted the Be My Valentine Book Surprise!



Kids dropped in to build their own amazing LEGO creations or to tackle our challenge of the week! They always surprise us with their creativity and ingenuity. We displayed them for all to see at the service desk.



We celebrated National Bird Feeding Month and helped our feathered friends this winter by creating our own bird feeders out of citrus fruits, pinecones, peanut butter, popsicle sticks, and other natural goodies for a craft afternoon of fun for kids and families in the community.



Over one hundred children and parents joined us for an afternoon of original songs with Wendy and DB, the multi-cultural Grammy award-winning children's music duo from Chicago, as they strummed and drummed on guitars, ukuleles, cajónes, and more!



The ongoing program, 1000 Books Before Kindergarten, encourages a love of reading at a crucial time of growth and development for our youngest patrons. To date, 298 young patrons have registered. In February one patron joined, and another one finished.



The Children's Library staff hosted 19 Storytimes onsite and offsite, reaching 929 children and their caregivers.

Over 400 young patrons dropped in to enjoy toys, puppets, LEGOs, and more in the Children's Library during Drop-in Playtime.

Young Adult Services



February was a month of raffles, featuring a Blind Date with a Book display, where teens could pick their own wrapped book and submit a raffle ticket for a gift card to Sweet's. Emmy created Mini Masterpiece: Duckling Edition, where patrons who submitted their painted duckling to be displayed entered a raffle for an AMC gift card.

Teens who attended our Storytellers writing group also looked at the first pages of bestselling novels and assessed them for different narrative elements like description, dialogue, internal thoughts, and emotions to see what they had in common, and how to use them in their own writing.

Facilities

On February 13, 2024, the Library lost all internet service for staff and patrons, Outsource Solutions Group coordinated a response with the internet service provider (AT&T) and staff from Adult Services and Facilities. Internet service was restored after the 2-hour outage and a special thanks goes out to Adult Reference Librarian Lydia Franks and Tony Robinson from Facilities! Lydia and Tony were crucial in finding a solution and fixing the problem. It was determined that a power surge protector had failed. A new surge protector was installed, and service was re-established for the entire Library.

Paquesi Plumbing made repairs to a public restroom toilet on February 21, 2024. A seal in the flush valve needed to be replaced. The seal was on hand and the repair was made the same day at a cost of \$403.00.

During the week of February 19, 2024, it was discovered that as part of the Mural Restoration project, plaster patching beyond the initial repair was required. A meeting with Building

Committee members, the Friends of the Library, Facilities and the leaders of Parma Conservation was held on February 22, 2024. It was agreed that 3 murals needed to be completely removed to facilitate the additional plaster repair. An overnight shift was scheduled for the removal preparation and the murals were removed the following day. Chicago Ornamental Plastering completed the needed repairs over the following 2 weeks and the murals were reinstalled Monday March 11.



Chicago Ornamental Plastering also made ceiling repairs in the Quiet Reading Room while on location. The water-damaged ceiling was a result of the same previous water obtrusion before the dome restoration. The repair totaled \$1,360.00.



Technical Services and Collections



The World Language Collection has begun to take shape; it is on the first floor, just after the Z section of Fiction. Annalisa, with help from both Lynn and Amy in Technical Services has added over 50 titles in this new area including Spanish, French, Italian, Chinese, German. We have books in other languages on order, and we will continue sourcing both fiction and non-fiction content.

We are also advertising our non-English online resources there such as TheShelf.tv and Pressreader using takaway bookmarks to get them started with these apps and many more available with their Library card.

Circulation/Interloan

This month the circulation team welcomes Dylan Eldridge to the Adult circulation desk. Dylan has been with the library since October 2022, helping us to keep the Children's department organized and humming along as a book stacker. Helpful, kind, and hardworking, Dylan will be a wonderful addition at the front desk for patrons and staff.

Circulation has been a hot spot in February with patrons coming to view the Mural restoration. Regulars and new faces have been in to stand and stare up – slowly turning to take in all the panels of our beautiful murals. Visits counts were up this February by 1,300.

To accommodate all the work and activity with the murals, staff moved the new title collections into the Reference annex, which required the movement of the Book Club books to the adult reference area. Tucking a table here and moving a display unit there, circulation and adult librarians worked together to make everything available while the mural is being restored.

Self-checkout stations have quickly become part of furniture. When we first moved for the work in the rotunda patrons were asking where they had gone and happy to see we kept one going. Our self-checks have been used 2,066 times in February alone. The option of a self-check or staff checkout has been a success for staff and patrons.

Training and preparations continue for Find More Illinois. This platform provides access to a growing number of library holdings in one interface. Making it easier for patrons and librarians to bring materials from around the state to a patron's home library. The whole CCS consortium will be joining soon (or have), all the libraries are training to use the platform and its benefits for our patrons. The circulation departments Leads on this project are Circulation Assistant Manager Choosri Goebel and Head of ILL Jeanie Kennedy.

TOP TEN CIRCULATING ITEMS IN FEBRUARY 2024
By Format & Audience

e-Audiobooks			
Number	Title	Author	Circulations
1	The Women	Hannah, Kristin	24
2	Tom Lake	Patchett, Ann	21
3	First Lie Wins	Elston, Ashley	15
4	Hello Beautiful	Napolitano, Ann	14
5	The Covenant of Water	Verghese, Abraham	14
6	The Fury	Michaelides, Alex	13
7	The Heaven & Earth Grocery Store	McBride, James	12
8	The Heiress	Hawkins, Rachel	12
9	Happy Place	Henry, Emily	11
10	Demon Copperhead	Kingsolver, Barbara	10
10	Never Lie	McFadden, Freida	10

e-Books			
Number	Title	Author	Circulations
1	One Summer in Savannah*	Harris, Terah Shelton	24
2	The Women	Hannah, Kristin	24
3	Lessons in Chemistry	Garmus, Bonnie	18
4	Fourth Wing	Yarros, Rebecca	15
5	The Bee Sting	Murray, Paul	15
6	Demon Copperhead	Kingsolver, Barbara	14
7	First Lie Wins	Elston, Ashley	14
8	The Heaven & Earth Grocery Store	McBride, James	14
9	Tom Lake	Patchett, Ann	14
10	Hello Beautiful	Napolitano, Ann	13
10	The Exchange: After the Firm	Grisham, John	13
10	The Heiress	Hawkins, Rachel	13

*Note: *One Summer in Savannah* was being promoted as Libby's "Together We Read" national book club title, prominently displayed on the homepage/top of the app, and available to check out from February 21 - March 6 with no waiting.

Books for Adults			
Number	Title	Author	Circulation
1	Group : how one therapist and a circle of strangers saved my life*	Tate, Christie	37
2	The women	Hannah, Kristin	16
3	The Heaven & Earth Grocery Store	McBride, James	14
4	Absolution	McDermott, Alice	14
5	Hello beautiful : a novel	Napolitano, Ann	14
6	Killers of the Flower Moon : the Osage murders and the birth of the FBI*	Grann, David	13
7	Tom Lake : a novel	Patchett, Ann	12
8	Demon Copperhead : a novel	Kingsolver, Barbara	11
9	Missing persons	Patterson, James	11
10	The seven husbands of Evelyn Hugo : a novel	Reid, Taylor Jenkins	9
10	The guest book	Blake, Sarah	8
10	Resurrection walk	Connelly, Michael	8
10	Elon Musk*	Isaacson, Walter	8

**Denotes nonfiction*

Books for Children			
Number	Title	Author	Circulation
1	5-minute Marvel stories.	Glass, Calliope	13
2	Twenty thousand fleas under the sea	Pilkey, Dav	10
3	I will take a nap!	Willems, Mo	10
4	No brainer	Kinney, Jeff	9
5	The deep end	Kinney, Jeff	9
6	Dog Man	Pilkey, Dav	9
7	The lightning thief	Riordan, Rick	9
8	Waiting is not easy!	Willems, Mo	9
9	5-minute Princess Power stories	Allen, Elise	8
10	LEGO Ninjago, masters of spinjitzu	Farshtey, Greg	8

Books for Teens			
Number	Title	Author	Circulation
1	Dr. Stone	Inagaki, Riichiro	11
2	Tokyo ghoul	Ishida, Sui	8
3	Blue Lock	Kaneshiro, Muneyuki	5
4	The inheritance games	Barnes, Jennifer Lynn	3
5	We'll always have summer	Han, Jenny	3
6	Tokyo ghoul: re	Ishida, Sui	3
7	Windfall	Smith, Jennifer E.	3
8	Yes no maybe so	Albertalli, Becky	2
9	Silver Spoon	Arakawa, Hiromu	2
10	My life next door	Fitzpatrick, Huntley	2

Nonbook Items			
Number	Title	Format	Circulation
1	Mobile hotspot	Take Out Tech	26
2	Children's book bag	Curated Items	24
3	What happens later	DVD	12
4	Indiana Jones and the dial of destiny	DVD	12
5	The holdovers	DVD	12
6	Mission: impossible. Dead reckoning. Part one	DVD	11
7	A haunting in Venice	DVD	10
8	Hypnotic	DVD	10
9	Agatha Christie's Poirot	DVD	9
10	The Hunger Games. The ballad of songbirds & snakes	DVD	9

Service Statistics

	February 2024	February 2023	YTD FY 2024	YTD FY 2023
Library Visits	13,192	11,814	25,695	24,392
Physical Items circulated	19,190	19,951	40,162	40,375
E-Media Circulated	9,085	6,889	89,681	62,362
Database Uses	11,191	7,126	120,427	74,036
Library Programs & Attendees	49 & 1,622	100 & 1,861	403 & 17,088	704 & 14,865
Media Lab, Appts, and Tutorials	76	65	666	523
Reference Questions	2,164	1,632	23,200	15,414
New Library Cards Issued	108	108	208	225
Items added to collection	1,317	716	10,337	8,513
Items withdrawn from collection	1,232	701	11,796	7,041

Fun Statistic of the Month: Turnover Rate for Lake Forest Library. The annual number of checkouts divided by the current collection size gives an average of the number of times items circulate in a year. We're at about two for the entire collection.

