



LAKE FOREST LIBRARY BOARD OF TRUSTEES
Lake Forest Library, 360 East Deerpath Road, Lake Forest, IL 60045
Kasian Room, Lower Level
Tuesday, June 18, 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. Farewell to Trustee Sue Shattock
 - b. Summer Reading Program – Staff
8. Consent Agenda (omnibus vote on matters 8(a) - 8(c)):
 - a. Approve June 18, 2024 Agenda
 - b. Approve May 21, 2024 Regular Meeting Minutes
 - c. Approve May 2024 Financial Report
9. Finance Committee: Library/City of Lake Forest Memorandum of Understanding on Investments - **ACTION**
10. Building Committee:
 - a. Elevator Upgrade/Modernization Request for Proposal – **Action**
 - b. Return Pump and Condensate Pump Replacement – **Update**
 - c. HVAC controls/building automation system – **Update**
 - d. Electrical Transformer/Fence – **Update**
 - e. Exterior Courtyards - **Update**
11. New Vending Machine at West Train Station – **ACTION**
12. Library Operations Report
13. Unfinished Business
14. New Business
15. Adjournment.

Upcoming Meetings: Regular Board: July 16, 2024.

Special meetings may be called at any time with proper notice pursuant to the Library's bylaws. Individuals with disabilities who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the

accessibility of the meetings or the facilities are requested to contact the Library Director at 847.810.4602 promptly to allow the Library to make reasonable accommodations.

PUBLIC COMMENT AT BOARD MEETINGS POLICY

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

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

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

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

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

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

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

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

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

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

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

Minutes are a summary of the board’s discussion and actions. Speaker requests to append written statements or correspondence to the minutes are not favored. Generally, written materials presented to the board will be included in the library’s files rather than in the minutes. The Board President shall have the authority to determine procedural matters regarding public participation not otherwise defined in these guidelines. *(Approved by the Library Board of Trustees January 9, 2018.)*

SELECTED PATRON COMMENTS MAY 2024

- Elderly patron complained the large print new books are too hard to see on the bottom shelf if you can't lean over. Also, would like books facing out, so it is easier to see what the book is.
- Patron noticed the accessibility collection and, after I explained what it was, she was very complimentary and expressed her appreciation that we had those items available to check out.
- Patron Comment from Facebook post regarding the increase of Hoopla Instant Borrows from 8 to 10 a month: "Three cheers for the library!"
- The Tumble Books 2 thumbs up from 2 brothers.
- Appreciate the way the youth graphic novels are looking these days. There are plenty of great options for both boys and girls. Thank you.
- The (Juvenile) graphic novel collection gets better and better. it's cool!
- This app is amazing! - patron comment when he learned he can download eaudiobooks to his phone on Libby.
- Thank you, we appreciate all you do!
- The crafts in the Design Center are so...so...cute! Our kids love them!
- Very grateful and happy that we now have a brochure of all the plants around the library.
- It's a shame that ALL your summer youth programs are not being held outside on your beautiful front lawn.
- Thank you so much for the great Birthday Party Storytime! So many people enjoyed the Storytime and will be coming to future classes.
- On behalf of the Conway Farms Book Club, thank you so much for facilitating our May meeting at the Library. Kate did a wonderful job with book suggestions, a tour of the Book Club Room and even "tips" on starting a book club! The Library shows such support to its readers through great service and partnerships with the community to better serve its patrons! Thank you, Kate, and all your staff for making us so welcome and our visit so enriching. The talk was very informative and helpful. Kate had lots of great ideas about how book clubs can select books. She also explained about requesting holds on Libby, and did a great job giving thumb-nail sketches of lots of interesting reads. We all came away enthused, inspired and grateful for all the work librarians can provide.

- Patron came in worried that their overdue book put fines on their account. Informed the patron we only fine the account for a book we end up replacing after it has been lost in our catalogue for a certain amount of time. Was only 4 days overdue so the patron was in the clear.
- Thank you for the faceout books. It makes selecting the books a lot easier.
- Hi Kate, I 'd like to share my positive experience I [We] had with one of your fine reference ladies last week. Heidi greeted Robert and me with her warm kind demeanor. Not only was she very helpful in recommending new books for each of us but she continued to be helpful in finding a reading program for students I tutor. Heidi exemplifies fine resourceful skills putting a 'smile' on each of our faces! You can be proud of your fine staff. Lake Forest has a wonderful historic library with a helpful, knowledgeable staff! A happy Lake Forest resident.
- Patron Comment from Facebook Post on Historic Preservation Award win: "we miss our beautiful library so much! **xoxo**" from a patron who has since moved.
- Patron Comment from Facebook Historic Preservation Award win: "Congratulations! This is amazing restoring & preserving our beautiful Lake Forest!"
- Patron Comment on Facebook from the Historic Preservation Award win post: "Congratulations and well done; quite an accomplishment-preserve the dome (loved the video of the process) and win a preservation award. Impressive. And the murals too!"
- Patron Comment on LinkedIn from the Historic Preservation Award win post: "Very exciting to see this much loved and supported LF institution thrive."
- A patron submitted a title request for an item on Libby. I responded to their request and gave the patron information about Hoopla as well. The patron's response: "I appreciate your quick reply and sending me this information. I did not know about Hoopla and now have downloaded the app - it's great! Thank you...there are so many options on Hoopla, now in addition to Libby, so that I feel like another whole library has been made available to me. This is terrific!"
- "so glad you are encouraging patrons to bring their own bags!" In reply to the Gnature, Gnomes, & Gnoise 🐛 🍷 email
- We had so much fun with Story Time Chess. My family really appreciates the variety backpacks [Exploration Kits] you have on hand—my kids always find something they're excited about.
- Your email reminder system is great. It has completely changed the way we use the library. I no longer have to worry about coming on the same day every week to help keep the due dates straight or a list of titles on the fridge, we can come when we want to and know you'll keep us on track.
- Thank you [Lorie] so much for coming to visit his class! It's the highlight of the week.

To all our friends at the
Library,
Thank you!

Dear Friends,
Thank you for the lovely flowers.
They really cheered me up. More important,
thank you for your prayers, kindness,
empathy and compassion. It helped me
heal quicker.

I love you all,
Ellen

LAKE FOREST LIBRARY BOARD OF TRUSTEES

360 East Deerpath Road, Lake Forest, IL 60045

Tuesday, May 21, 2024

Regular Meeting

CALL TO ORDER

President Jim Clifton welcomed all and called the meeting to order on May 21, at 6:32 p.m. in the Kasian Room, Lake Forest Library.

ROLL CALL

Trustees present: Jim Clifton, JoAnn Desmond, Josh Jackson, John F. Johnson, Bob Shaw, Sue Shattock, Vince Sparrow, Heather Strong, Emily Van Bel. A quorum was present.

Library Staff present: Ishwar Laxminarayan, Executive Director, Heidi Krueger, Director of Patron Services, Jim Lee, Facilities Manager, Lorie Rohrer, Head of Youth Services, Kate Buckardt, Head of Adult Services. Present for staff presentation was Emmy Neal, Teen Service Librarian.

PRESIDENT'S REMARKS

President Clifton noted that this is the first meeting of the new FY 2025, and there a number of items that will require Board action today, including performance evaluation and compensation for Executive Director Laxminarayan.

OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD

None.

CALL FOR ADDITIONS TO THE AGENDA

None.

CORRESPONDENCE REPORT AND PATRON COMMENTS

Director Laxminarayan noted that Trustees Strong and Johnson attended the Preservation Foundation Awards ceremony where the Library was awarded for its improvement and maintenance of our historic building. Trustees Shaw and Desmond attended the Boards and Commissions Dinner with the Mayor where the work the Library has done on the building and its continuing service to the community was appreciated.

SPECIAL PRESENTATIONS

Emmy Neal shared the many programs offered to teens from life skills, exam prep, resume workshops and just generally hanging out space. Exam escape for high schoolers has been going on since 2017, and is invaluable as the high school closes at 4pm, so the Library and CROYA are essential for providing quiet workspace. Over 5 days in December, 1,437 kids came to study. The Library also offers support for kids in Language Arts summer school, as well as 86 different programs like Chess Club, a teen writing club called Storytellers, and games like Magic the Gathering.

Although the space on the mezzanine has been rearranged for teens and particularly group work, it is still cramped and there isn't enough seating. Additionally, the low ceiling reverberates noise, so when the area is full the sound travels to other parts of the Library. The lighting is old and occasionally strobos. All of this input will be taken into account as we move forward on assessing ways to redesign current space to be more efficient and repurposed for the way the Library is used today.

APPROVAL OF THE CONSENT AGENDA

Trustee Shaw made a motion, seconded by Trustee Desmond, to approve the Consent Agenda (omnibus vote of matters 8(a)-8():

- a. Approve May 21 Agenda
- b. Approve April 16, 2024 Regular Meeting Minutes
- c. Approve April 2024 Financial Report

BUILDING COMMITTEE

The return pump and condensate pump approved in the previous meeting should arrive in approximately 4 weeks.

COURTYARDS

Romy Lopat, resident and landscape architect presented her analysis of the courtyards and the maintenance and repair that is needed to restore these unique spaces. As the Board knows, the walls and foundations have deteriorated over the years as sprinklers placed too close to the walls and plantings also placed against the walls have matured. The hardscape needs repairs from being exposed to the exterior elements over the years. Trustee Strong mentioned that Wiss-Janney will be assessing the walls, pavers and the gates next month to determine what needs to be done to repair and upgrade them. Once they come back with their assessment, plans would be developed over the winter and repairs could begin next spring. In the meantime, Facilities Manager Jim Lee confirmed that maintenance of the Courtyards is part of our contract with Mariani Landscaping and he will alert them that this area needs more attention going forward. The Board talked about whether these spaces, which represent a lot of square footage, could be upgraded and converted to "rooms" providing more space for patrons, perhaps even more than seasonally. Kate Buckhardt mentioned that the staff had identified adding umbrellas and more comfortable seating in the past as a means of increasing usage of the space. This space, along with interior space, will be part of the overall assessment of the Library the Building Committee and Library staff will undertake with Wiss-Janney.

ELEVATOR

Jim Lee explained that the two proposals to modernize the elevator (installed in 1978) revealed that more work is needed to determine the best way forward. One from Schindler was quite robust and the other from American Hoist which currently maintains the system was less so, but the proposals revealed the improvement needed is more complex than we anticipated. Lee explained that an RFP will be issued in the next month to solicit more bidders with the plan to make a decision on supplier in 60 days. The plan is still to modernize the elevator we have.

HVAC CONTROLS

Three bids were received for the HVAC Controls and Building Automation Software after an RFP was issued in February. This automated system has long been needed to centrally and efficiently manage heating and cooling of the building throughout the year for the Library's 3 boilers, 3 condensers and 5 air handling units. Heretofore, this was done manually, often to correct overheating from systems that are not connected and were installed at different times and was highly labor intensive. Integrated Building Automation provided the most detailed proposal, have an established relationship with Hill Mechanical which services our HVAC systems, is local, and their system will be compatible with any future expansion the Library undertakes. Jim Lee made several site visits to other libraries and heard positive reports in terms of quality and responsiveness about Integrated. Integrated will be able to install prior to the need for heating.

Trustee Jackson made a motion, seconded by Trustee Johnson, to approve Integrated Building Automation to provide the HVAC Controls and Building Automation System at a total of \$300,000. This represents \$274,425 for the system, as well as \$7,700 for balancing post-installation (essential for HVAC work). The balance is contingency and will likely not be used. The motion passed unanimously.

BOARD OF TRUSTEES OFFICER SLATE

The nominating committee (Trustees Van Bel, Johnson and Jackson) recommended the slate below for the coming year (July 1, 2024-June 30, 2025, President Jim Clifton, Vice President JoAnn Desmond, Secretary Emily Van Bel, Treasurer Vince Sparrow.

Trustee Johnson made a motion, seconded by Trustee Jackson to approve the above slate. The motion passed unanimously.

NEW VENDING MACHINE

The staff has investigated replacing the aging vending machine in the West Train Station as a means of extending our services on the west side of town. This would be an upgrade that would provide more than just books, allow for picking up holds (as well as drop-offs) and other benefits like extra copies of popular titles. This unit is portable so can be used in various locations and is used by many libraries. Since the pricing is designed for purchase not lease, and the labor implications for customizing the offering is unknown, the Board suggested staff further investigate these issues with Libraries that own a system before proceeding.

NEW BOARD COMMITTEES

President Clifton announced he would be adding a Personnel and Policies Committee to support Director Laxminarayan and staff during the busy year ahead as staff executes against the recently approved strategic plan. Trustee JoAnn Desmond and our newly appointed trustee Garth Pearson have agreed to serve on this committee. This brings standing committees to a total of 4 with the other 3 being Finance, Building and Long Range Planning.

LIBRARY OPERATIONS

Director Laxminarayan shared that the recent Read Between the Ravines event this year focusing on mental health had 80 attendees at the History Center location. Jan Gibson's program on the history of

the Remisoff murals was also well attended with 83 guests, and she also presented at the Green Oaks Sheraton location for those who couldn't come to the Library. As part of the solar eclipse, the Library handed out 750 eclipse glasses. The Library will be presenting a 3-part program on Artificial Intelligence this fall, in partnership with Lake Forest College. The Library continues to be well used by the community with activity (visits, database use, items circulated, program attendance, etc) up versus April last year as well as year-to-date versus year ago.

UNFINISHED BUSINESS

None

President Clifton adjourned the meeting so the Board could move into Executive Session at 8:32 pm pursuant to 5 ILCS 120/2 (c)(1) regarding performance evaluation and compensation of the Executive Director.

The Board meeting reconvened at 9:24pm.

ROLL CALL

Trustees present: Jim Clifton, JoAnn Desmond, Josh Jackson, John F. Johnson, Bob Shaw, Sue Shattock, Vince Sparrow, Heather Strong, Emily Van Bel. A quorum was present.

Trustees agreed that Director Laxminarayan had accomplished a great deal in only his first year, among which includes completing the dome project, leading the Board and staff through development and approval of the new strategic plan, and fully embracing all key constituencies including our patrons, neighbors, other community organizations and town leadership. His package is currently below comparable library directors. Trustee Shaw made a motion, seconded by Trustee Sparrow to approve the following package for Director Laxminarayan: additional \$20,000 to bring his base salary to \$167,000 consistent with current market conditions, \$6000 (grossed up for taxes) reimbursement for incremental moving expenses, and a one-time performance bonus of \$10,000. All payable as of May 1. The motion passed unanimously.

Meeting adjourned at 9:25pm.

Sue Shattock, Secretary, submitted for approval by the Board on June 18, 2024

Next Meeting June 18, 2024



FY2025 Revenue & Expenditure Statement

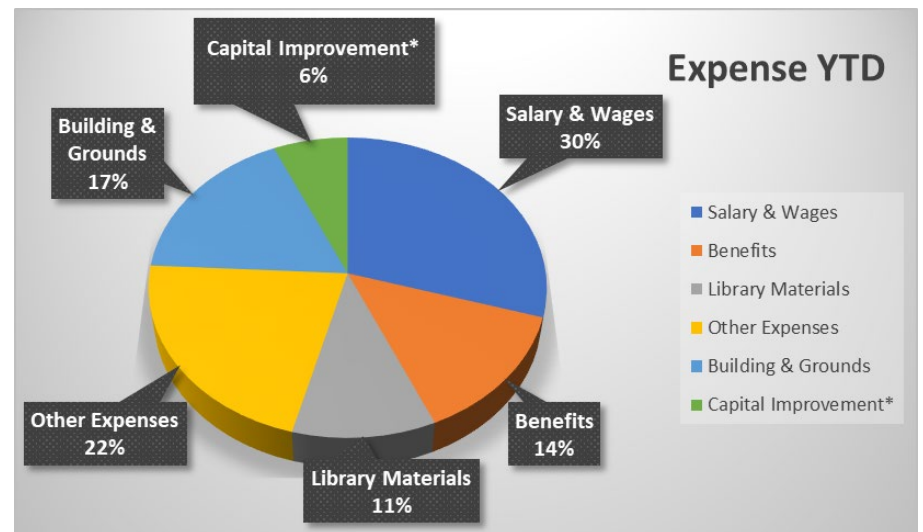
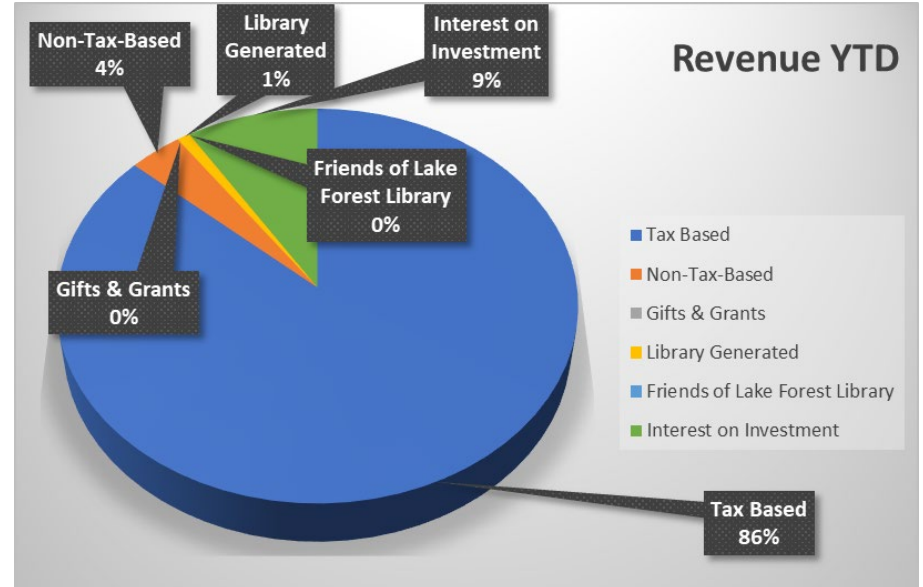
For the YTD May - 2024

| Revenues | YTD | Budget | Budget Realized |
|--------------------------------|----------------|------------------|-----------------|
| Tax Based | 362,954 | 4,982,581 | 7% |
| Non-Tax-Based | 15,187 | 73,000 | 21% |
| Gifts & Grants | 13 | 10,000 | 0% |
| Library Generated | 3,696 | 24,000 | 15% |
| Friends of Lake Forest Library | - | 79,750 | 0% |
| Interest on Investment | 37,564 | 160,000 | 23% |
| Total Revenues | 419,414 | 5,329,331 | 8% |

| Expenses | YTD | Budget | Budget Utilized |
|--------------------------------|----------------|------------------|-----------------|
| Salary & Wages | 94,577 | 2,244,113 | 4% |
| Benefits | 43,937 | 888,814 | 5% |
| Library Materials | 34,053 | 722,700 | 5% |
| Other Expenses | 69,335 | 894,580 | 8% |
| Contractual Services Library* | 48,098 | 409,400 | 12% |
| Other* | 21,238 | 485,180 | 4% |
| Building & Grounds | 55,885 | 393,950 | 14% |
| Contractual Services Building* | 2,693 | 25,000 | 11% |
| Capital Improvement* | 21,165 | 2,100,000 | 1% |
| Total Expenses | 318,952 | 7,244,157 | 4% |

| 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 |

*Detail on Last page of the Report





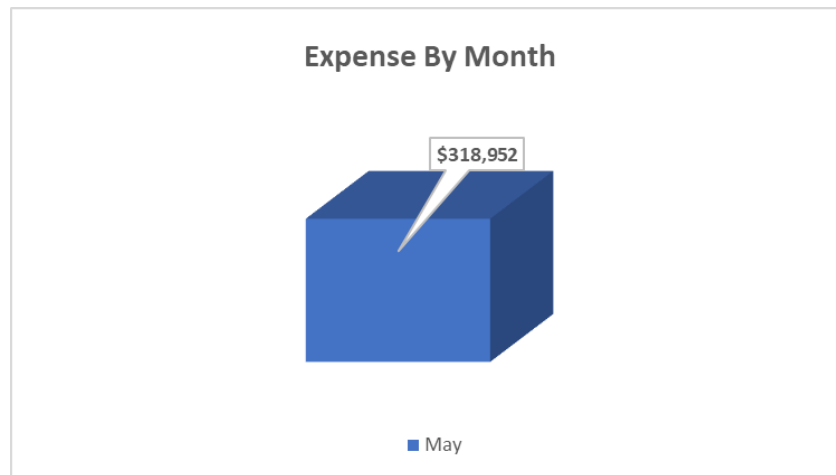
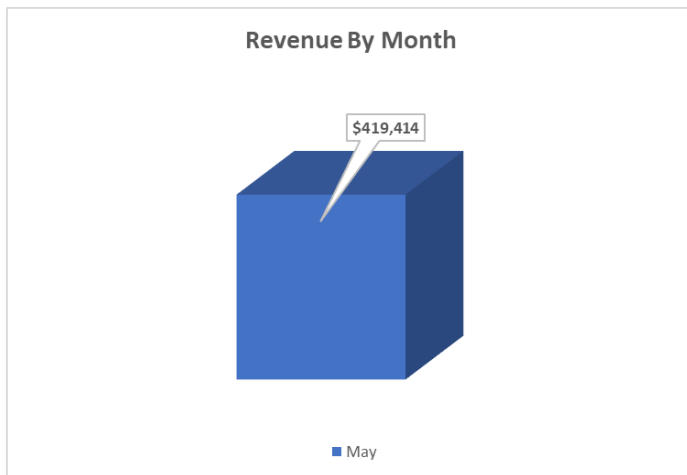
FY2025 Revenue & Expenditure Statement

For the YTD May - 2024

| | May | YTD | Budget |
|--------------------------------|------------------|------------------|--------------------|
| Tax Based | 362,954 | 362,954 | 4,982,581 |
| Non-Tax-Based | 15,187 | 15,187 | 73,000 |
| Gifts & Grants | 13 | 13 | 10,000 |
| Library Generated | 3,696 | 3,696 | 24,000 |
| Friends of Lake Forest Library | - | - | 79,750 |
| Interest on Investment | 37,564 | 37,564 | 160,000 |
| | \$419,414 | \$419,414 | \$5,329,331 |

| | May | YTD | Budget |
|--------------------------------------|------------------|----------------|------------------|
| Salary & Wages | 94,577 | 94,577 | 2,244,113 |
| Benefits | 43,937 | 43,937 | 888,814 |
| Library Materials | 34,053 | 34,053 | 722,700 |
| Other Expenses | 69,335 | 69,335 | 894,580 |
| <i>Contractual Services Library</i> | 48,098 | 48,098 | 409,400 |
| <i>Other</i> | 21,238 | 21,238 | 485,180 |
| Building & Grounds | 55,885 | 55,885 | 393,950 |
| <i>Contractual Services Building</i> | 2,693 | 2,693 | 25,000 |
| Capital Improvement | 21,165 | 21,165 | 2,100,000 |
| | \$318,952 | 318,952 | 7,244,157 |

| | | | |
|--|------------------|----------------|----------------------|
| | \$100,462 | 100,462 | (\$1,914,826) |
|--|------------------|----------------|----------------------|



**Lake Forest Library
Financial Notes and Variance Report
For the Month of May 2024 (Month 01) FY2025**

May is the first month of the 2025 Fiscal Year

Funds on Hand: \$3,953,524 (unrestricted/unaudited).

General Operations - Revenues

Property Tax: As of May 31, the Library received \$362,954 in property tax distributions which is 7% of annual budget.

Non-Tax-Based: As of May 31, the Library received \$15,187 in property tax distributions which reflects personal property tax payment which is 21% of annual budget.

Gifts: As of May 31, the Library received \$13 as gifts and grants.

Library-Generated: As of May 31, the Library received \$3,696 in Library generated income. This income is from copiers, other revenue such as CCS and miscellaneous fees which is 15% of the annual budget.

Interest on Investment: As of May 31, the Library received \$37,564 on interest on investment which is 23% of the annual budget.

General Operations - Expenditures

Salaries, wages, and benefits: As of May 31, \$94,577 for salaries and wages: 4% of FY budget; \$43,937 for benefits: 5% of FY budget. \$29,072 for medical insurance 6% of FY budget; \$7,046 for SSN: 4% of FY budget; \$4,608 for IMRF: 3% of FY budget and \$3,211 for Worker's Compensation: 37% of FY budget.

Materials: Books, AV, and Electronic Services: As of May 31, \$34,053: 5% of FY budget, this includes payments for periodical and database subscriptions.

Other Operating Expenditures: As of May 31, \$69,335: 8% of FY budget. Includes \$48,098 in library contractual services, including third payment of RFID lease of \$24,041 to Bibliotheca and \$21,238 on other expenses such as programs, administrative fees, office supplies, membership and miscellaneous expenses.

Building and Grounds: As of May 31, \$55,885 which is 14% of the FY budget. Reflects the contracts and service calls for building insurance, the cleaning service, elevator, repairs for HVAC, and other systems.

Capital Improvement: As of May 31, \$21,165: 1% of FY budget has been spent on the purchase of new servers and art pieces restored - Jackleen Leary sponsored by Friends of Lake Forest.

Reserves

\$3,953,524 - Operating cash reserve (fund balance-unassigned). The Library's restricted reserves are currently \$3,050,000: capital equipment (\$300,000), capital improvements (\$4,000,000 out of which \$950,000 will be transfer to the revenue), and technology (\$300,000). An estimated amount of \$774,237 reflecting excess of revenues over expenditures for FY2024 will be reflected in the operating cash reserve in upcoming months after the audit.

Year to Date FY2024: 4% of budget expenses; 8% budget revenues.

Account Details

Contractual Services Library

| Description | May | YTD | Budget |
|--|------------------|------------------|-------------------|
| CCS & OCLC (Integrated Library System) | 12,248 | 12,248 | \$ 92,400 |
| HR Consulting | - | - | \$ 50,000 |
| LAN, WAV, and Support (MSP) | 9,548 | 9,548 | \$ 132,000 |
| EZ Proxy & Collection HQ | 732 | 732 | \$ 10,000 |
| Bibliotheca | 24,041 | 24,041 | \$ 25,000 |
| Online/Internet (fiber) | - | - | \$ 25,000 |
| Other: Web Calendar Subscription | - | - | \$ 40,000 |
| Technology Leased & Warranty Renewals | 1,528 | 1,528 | \$ 35,000 |
| Total | \$ 48,098 | \$ 48,098 | \$ 409,400 |

Contractual Service Building

| Description | May | YTD | Budget |
|-----------------------|-----------------|-----------------|------------------|
| Water Treatment | 250 | \$ 250 | |
| Alarm System | 2,340 | \$ 2,340 | |
| Inner Security System | 104 | \$ 104 | |
| Rose Pest | - | \$ - | |
| AED (CINTAS) | - | \$ - | |
| Total | \$ 2,693 | \$ 2,693 | \$ 25,000 |

Others

| Description | May | YTD | Budget |
|---------------------------|------------------|------------------|-------------------|
| NEW STRATEGIC INITIATIVES | - | - | \$ 100,000 |
| ADMINISTRATIVE SERVICES | 2,312 | 2,312 | \$ 30,385 |
| PERSONNEL RECRUITMENT | - | - | \$ 1,000 |
| TRAINING & DEVELOPMENT | 777 | 777 | \$ 23,000 |
| EMPLOYEE TUITION | - | - | \$ 10,000 |
| MEMBERSHIP DUES | 1,410 | 1,410 | \$ 11,000 |
| MEETINGS & EXPENSE REIMB | - | - | \$ 2,500 |
| LEGAL | - | - | \$ 100,000 |
| AUDITING SERVICES | - | - | \$ 9,000 |
| PROGRAMS & SERVICES | 15,371 | 15,371 | \$ 152,400 |
| ONLINE BANKING FEES | 150 | 150 | \$ 1,815 |
| INSURANCE - LIABILITY | - | - | \$ 9,680 |
| TELEPHONE | 41 | 41 | \$ 8,750 |
| OFFICE SUPPLIES | 68 | 68 | \$ 15,000 |
| POSTAGE | 973 | 973 | \$ 7,150 |
| VENDING BEVERAGES | 135 | 135 | \$ 3,500 |
| Total | \$ 21,238 | \$ 21,238 | \$ 485,180 |

Capital Improvement

| Description | May | YTD | Budget |
|---------------------|-----------------|-----------------|--------------------|
| Capital Equipment | - | \$ - | \$ 350,000 |
| Technology Upgrade | 18,815 | \$ 18,815 | \$ 250,000 |
| Capital Improvement | 2,350 | \$ 2,350 | \$ 1,500,000 |
| Total | \$21,165 | \$21,165 | \$2,100,000 |

Lake Forest Library
Investments Discussion – Background Material
For June 18, 2024 Board Meeting
By Vince Sparrow, Trustee

Overview:

The Library currently has a substantial amount of funds held in reserve. This funding has come from numerous sources but primarily from lowered spending on staffing in prior years and from significantly increased revenues from investments.

The Board recently approved the transfer of \$2,000,000 from the Reserve Fund to pay for a number of capital projects. That leaves the Reserve Fund with more than \$3,000,000 for future requirements (and more likely \$3,750,000 after the audit for Fiscal 2024 is completed). It is anticipated that these funds will be used almost exclusively for future capital projects.

The Reserve Fund is not intended to be used as an endowment. The Library Foundation will serve that function more effectively, due to the tax related benefits of making donations through the Foundation.

The Library's funds are invested by the City of Lake Forest along with the City's own funds. Investments are currently managed by the City's Finance Director and are invested in a money market fund with Wintrust Bank that earns nearly 5.3%. While these short-term investments have generated significant financial returns to the Library (nearly \$475,000 for fiscal 2024) the interest rates on these investments is expected to decline starting sometime in the second half of 2024 when the Federal Reserve reduces interest rates. Interest rates on CDs closely track the Federal Funds Rate, which is set by the Federal Reserve. The market anticipates at least one reduction in the Federal Funds Rates in the second half of calendar 2024 and potentially two reductions. Further reductions may also happen in 2025 as the Fed balances its goals for inflation, overall growth and the unemployment rate.

Given the expected overall decrease in interest rates and the longer term usage of the Reserve Funds, it would be prudent to lock in the current higher interest rates using alternative investments. We can accomplish this through the City's investment program.

Key Considerations:

Timing – the most significant matter to consider is the timing of the future usage of the Reserve Funds. The farther out that usage is the longer the term for which we can invest these funds. We have assumed that the approximately \$3,000,000 in Reserve Funds (likely to be \$3,750,000 post audit completion) would not be required for capital projects within the next three years.

In addition to considering the likely timing of usage on the Reserve Funds we should also consider the likely timing of usage of the \$2,000,000 that was recently approved for nearer term

capital projects. While we believe that a significant percentage of this \$2,000,000 will be used in the near term (within a year) we believe that it is reasonable to assume that a significant part of this total will not be used for at least six months. This is based on an overall consideration of the cycle time required to review proposed projects, seek community input, issue RFPs and the timeframe to complete these projects. That provides us the opportunity to earn more interest income on the amount that would be expected to be used beyond the next year.

Investments – we have reviewed the City’s current Investment Policy, which we believe to be appropriately conservative for the Library’s purposes. A copy of the Investment Policy is attached. Note that the General Objectives of the Policy are Safety, Liquidity, Return, and Standards of Care, all of which are suitable for the Library. We have been advised by our attorney that the Board should approve use of the City’s Investment Policy for the Library’s use.

While the City’s Investment Policy allows for investments in a broad range of investments we believe that we will focus on a shorter list of investments, including debt instruments of the United States of America, debt instruments of U.S. government agencies and on Certificates of Deposit issued by banks and insured by the Federal Deposit Insurance Corporation.

We have also attached a third draft of a Memorandum of Understanding reviewed by the City Attorney that provides both additional context and also outlines the specific process by which the Library would direct where its investments were to be made. Please note that this MOU will be reviewed by the full City Council at its July 15 meeting so could change. These investments would use the City’s eConnect Direct platform to make investments. These investments would still be made by the City’s Finance Director but would be made at the direction of the Library.

Please note that we have assumed that the Library’s Executive Director would communicate directly with the City’s Finance Director as to how the Library’s funds are invested. The Finance Committee would provide oversight into the process, as well as monitoring the results of the investment program. On an overall basis, we do not anticipate that the program would invest in very many securities and that such investments would generally be for at least a one year period – other than for some funds already invested. This means that there would be relatively few transactions per year. The City’s Finance Director would also be able to remind us when securities are maturing, providing us the opportunity to consider whether to reinvest those funds or whether near term capital project requirements would suggest keeping those funds in a more liquid form.

Overall approach:

Reserve Funds

Invest the \$3,000,000 in Reserve Funds (potentially as much as \$3,750,000) as follows:

\$2,000,000 into US Government related debt instruments with a maturity of 2 years. This might be invested in smaller lots over a period of a few months to create a ladder of investments and to lock in higher rates before the expected Fed rate reduction in September, 2024.

Invest the remaining \$1,000,000 in Reserve Funds in the same way but into US Government related debt instruments with a maturity of 1 year. As with the above, this might be invested in

smaller lots over a period of a few months. We would also evaluate a mix of investments to include some with 18 month maturities.

The rationale to invest \$1,000,000 in instruments with a shorter maturity is to simply provide flexibility for unanticipated requirements.

Shorter Term Funds Already Allocated to Capital Projects

As suggested above and after some discussions with the Executive Director and Facilities Director, we believe that most if not all of the approved projects can be completed within the next twelve months. So that at least a portion of these expenditures will happen in the second half of FY 2025. Accordingly, we suggest investing a portion of these funds, into securities (probably CDs) with a maturity of six months.

Documents Attached:

1. Draft Memorandum of Understanding with City of Lake Forest that has been reviewed by lawyers of both parties.
2. City of Lake Forest Investment Policy
3. Investment Timeline and Estimated Income

Possible Library Board Actions:

- a. Pass a Resolution adopting the same investment policy as the City of Lake Forest's Investment Policy.
- b. Approve the Draft Memorandum of Understanding with City of Lake Forest.
- c. Designate the Library Executive Director as the Library's Investment Officer who will execute investment decisions under the overall direction of the Finance Committee.

Anticipated Timeline:

1. Library Board Discussion – Tuesday, June 18, 2024
2. Communicate Board Actions to City Finance Director – Wednesday, June 19, 2024
3. City Council meeting on July 15 to approve Draft Memorandum of Understanding
4. Library Board Meeting – July 16, 2024
5. Week of July 16, 2024 - Library Finance Committee meets to determine investment decisions.

MEMORANDUM OF UNDERSTANDING

THIS MEMORANDUM OF UNDERSTANDING (this “Agreement”) is made and entered into this ___ day of _____, 2024 by and between THE CITY OF LAKE FOREST (the City), an Illinois home rule and special charter municipal corporation, and the LAKE FOREST LIBRARY (“the Library”), ~~a legally separate organization reportable as a discretely presented component unit of the City~~ an Illinois local library organized under the Illinois Local Library Act.

RECITALS

- A. The Library was chartered by the Lake Forest City Council on July 4, 1898. The Library is a legally separate organization governed by a nine member Board of Trustees appointed by the Mayor of the City. ~~The Library is reported as a component unit of the City in its annual financial statements.~~
- B. The Library’s primary funding source for operations is the annual property tax levy, which the City adopts on the Library’s behalf based on the levy request adopted by the Library Board of Trustees.
- C. The City and Library have a longstanding and mutually beneficial operating partnership whereby the City provides administrative and financial-related support that includes the Library’s use of the City’s financial operating software (BS&A), banking services through the City’s depository ~~(Wintrust),~~ audit services through the City’s independent audit firm ~~(Baker Tilly),~~ and the City provides accounting, payroll, accounts payable and other related services. This partnership provides efficiencies that reduce the overall cost burden to Lake Forest property taxpayers.
- D. This agreement is set forth to establish the parameters for the Library to participate in the City’s investment program with the eConnect Direct platform offered by Multi-Bank Securities.

NOW, THEREFORE, in consideration of the mutual promises herein stated and other good and valuable consideration, the sufficiency of which is hereby acknowledged, the City and the Library hereby agree as follows:

- 1) **Investment Policy.** The City’s current investment policy was approved by the City Council in May 2022 and it provides that the policy “shall apply to Library funds managed and invested by the City on behalf of the Library.” The Library Board has reviewed the City’s current investment policy and acknowledges its application to the Library’s cash and investments held by the City, as well as to the fact that the City may amend its investment policy from time to time. The City will notify the Library Board of future amendments or changes to its investment policy. The Library Board agrees to and will approve a resolution adopting the same investment policy as the City’s investment policy within thirty days from the date of this Agreement or any amendment to the City’s investment policy.

- 2) **Authorized Investment Types and Duration.** The Library Board has determined that any investment type authorized in the City’s approved Investment Policy shall be permitted- and shall be authorized by the Library’s investment policy. The Library Board shall provide direction to the Library Executive Director regarding preferred investment types. Any investment purchased on behalf of the Library must mature within three (3) years.
- 3) **Level of Authority.** ~~The~~The Library Board has or will designate the Library Executive Director as the Library’s Investment officer. Based on the Library’s investment policy, the Library Executive Director is authorized to initiate and approve any single investment up to \$250,000. Any single investment that exceeds \$250,000 must be approved by the Library Board’s Finance Committee. ~~–The City is authorized to make investment purchases at the direction of the Library Executive Director and~~ shall assume that is authorized to rely upon the Library Executive Director’s investment instructions without further inquiry, regardless of whether any purchase exceeding the Executive Director’s level of authority has been approved. ~~–The City is under no obligation to verify or confirm the required approval. –The~~ sum~~total~~ face value of all Library investments through eConnect Direct shall at no time exceed \$4,000,000.
- 4) **Cash Flow and Investment Maturities.** The City Finance Director and Library Executive Director will collaborate regarding the laddering of investment maturities to anticipate future Library cash flow needs. In the event the Library experiences an unanticipated cash flow requirement, the City may, but is not required, to purchase the investment from the Library at its current book value. Should this occur, the City will transfer cash to the Library fund and record the corresponding investment to the City investment portfolio.
- 5) **Investment Transaction Procedures.** When the Library desires to purchase an investment, the City Finance Director and Library Executive Director shall consult and review various options using the eConnect Direct Platform. The Library Executive Director will provide direction on the specific investment to purchase, at which time a confirmation email will be received and forwarded to the Library Executive Director. The City shall initiate a wire transfer of cash from the Library’s operating cash account prior to the scheduled settlement date. The wire transfer will require dual approval – one City Finance team member to initiate the wire transfer and a second City Finance team member to approve.
- 6) **Investment Accounting Procedures.** The City will create an account in the Library Fund general ledger entitled “Investments – Multibank Securities.” Each investment purchase/maturity will be recorded to this account to show a current balance of active investments. The City will also create an account in the Library Fund general ledger entitled “MBS Money Market.” This account will be used to account for any cash in escrow due to investment purchase/maturities or investment interest not yet transferred to the operating cash account. Interest will be credited monthly to the Library Fund “Interest on Investments” account. Library staff with

access to the General Ledger will be able to view and report on activity posted to these accounts.

7) Commingling of Investments. When City and Library funds are combined for investment purposes, the moneys combined for those purposes shall be accounted for separately in all respects, and the earnings from such investment shall be separately and individually computed, recorded, and credited to the agency and fund for which the investment was acquired.

7)8) Investment Reporting Procedures. The City will provide the Library a quarterly investment report as of July 31, October 31, January 31 and April 30.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their respective and duly authorized representatives and caused their respective corporate seals to be affixed hereunto.

THE CITY OF LAKE FOREST

LAKE FOREST LIBRARY

By: _____

By: _____

Jason Wicha, City Manager

Jim Clifton, President, Board of Trustees

Dated: _____

Dated: _____

**The City of Lake Forest, Illinois
INVESTMENT POLICY**

I. Introduction

The intent of the Investment Policy of the City of Lake Forest (the "City") is to define the parameters within which funds are to be managed. This Investment Policy formalizes the framework for the City's investment activities that must be exercised to ensure effective and judicious fiscal and investment management of Lake Forest's funds. The guidelines are intended to be broad enough to allow the Finance Director to function properly within the parameters of responsibility and authority, yet specific enough to adequately safeguard the investment assets.

II. Governing Authority

The investment program will be operated in conformance with federal, state, and other legal requirements, including Illinois Compiled Statutes 30/ILCS/235 Public Funds Investment Act (the "Public Funds Act").

III. Scope

This Investment Policy applies to the investment activities of all funds of Lake Forest, except for the Foreign Fire Insurance Board, Deerpath Golf Course, Library, Police and Fire Pension Funds and the funds managed by the Cemetery Commission. This policy shall apply to Library funds managed and invested by the City on behalf of the Library.

Except for funds in certain restricted and special funds, the City may commingle its funds to maximize investment earnings and to increase efficiencies with regard to investment pricing, safekeeping and administration. Investment income will be allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles.

IV. General Objectives

The primary objectives, in priority order, of investment activities will be:

1. Safety

Safety of principal is the foremost objective of the investment program. Investments will be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The goal will be to mitigate credit risk and interest rate risk.

2. Liquidity

The investment portfolio will remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated.

3. Return

The investment portfolio will be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints of safety and liquidity needs.

V. Standards of Care

Investment activities should reflect the following standards of care:

1. Prudence

The standard of prudence to be used by investment officials will be the “prudent person” standard and will be applied in the context of managing an overall portfolio.

The “prudent person” standard states that,

“Investments will be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.”

The Finance Director, acting in accordance with written procedures and this Investment Policy and exercising due diligence, will be relieved of personal liability for a loss, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

2. Ethics and Conflicts of Interest

In addition to the prohibitions contained in the Public Funds Act, officers and employees involved in the investment process will refrain from personal business activity that could conflict with the proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Employees and investment officials will disclose to the City Manager, Mayor, and Chairperson of the Finance Committee of the City Council any material financial interests in financial institutions that conduct business with the City, and they will further disclose any personal financial or investment positions that could be related to the performance of the City’s portfolio. Employees and officers will subordinate their personal investment transactions to those of the City particularly with regard to the timing of purchases and sales. Also, they will refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the City.

3. Delegation of Authority and Responsibilities

Authority to manage the investment program, as chief investment officer, is granted to the Finance Director and is derived from the Public Funds Act. The Finance Director or designee, under the delegation of the City Council, will establish written procedures and internal controls for the operation of the investment program that are consistent with this Investment Policy.

VI. Authorized Financial Institutions, Depositories

1. Authorized Financial Institutions, Depositories

The City will select one financial institution to serve as its primary depository per a Request for Proposal (RFP) process approximately every five years and approved by City Council. Additionally, a list will be maintained of financial institutions and depositories authorized to provide depository services to the City. The City may deposit funds under the FDIC coverage amount in any financial institution the deposits of which are insured by the FDIC.

2. Broker/dealers

A list will be maintained of approved security broker/dealers selected by conducting a process of due diligence and approved by the City Council.

All broker/dealers that desire to become qualified for investment transactions with the City must supply the following, at a minimum:

- Audited financial statements
- Proof of FINRA registration
- Proof of state registration
- Completed broker/dealer questionnaire
- Certification of having read, understood, and agreeing to, and having appropriate safeguards to ensure compliance with, the City's Investment Policy
- Evidence of adequate insurance coverage

Also, broker/dealers will be selected based upon their overall experience with Illinois agencies and the Public Funds Act.

Selection of financial institutions and broker/dealers authorized to engage in transactions with the City will be solely at the City's discretion.

A periodic review of the financial condition and registration of all qualified financial institutions, depositories, and broker/dealers will be conducted by the Finance Director.

3. Investment Advisers

Lake Forest may engage the services of one or more investment advisers to assist in the management of the City's portfolio in a manner consistent with this Investment Policy. Such advisers may or may not be granted discretion to purchase and sell investment securities in accordance with this investment Policy. Such advisers must be registered under the Investment Advisers Act of 1940 or with the appropriate banking regulators if a subsidiary of a bank.

4. Competitive Transactions

The Finance Director will attempt to obtain competitive bid information on all deposits made or investments purchased.

For investment securities purchased on the secondary market, competitive bids can be executed through a bidding process involving at least three separate broker/dealers or financial institutions or through the use of a nationally recognized trading platform. For the purchase of securities for which there is no readily available competitive offering on the same specific issue, then the Finance Director will document quotations for comparable or alternative securities. When purchasing original issue securities, no competitive offerings will be required as all dealers in the selling group offer those securities at the same original issue price.

Investment advisers will be engaged through a competitive procurement process, such as a Request for Qualifications (RFQ) or RFP. If the City hires an investment adviser to provide investment management services, the adviser must provide documentation of competitive pricing execution on each transaction. The investment adviser will retain documentation and provide the documentation upon request.

VII. Suitable and Authorized Investments

Consistent with the GFOA Policy Statement on State and Local Laws Concerning Investment Practices, the following investments will be permitted by this Investment Policy and are those defined by Illinois State Statutes.

If additional types of securities are approved for investment by public funds by state statute, they will not be eligible for investment by the City until this Investment Policy has been amended and the amended version adopted by the City Council.

- Bonds, notes, certificates of indebtedness, treasury bills, or other securities that are guaranteed by the full faith and credit of the United States of America;
- Bonds, notes, debentures, or other similar obligations of U. S. Government, its agencies, or government sponsored enterprises (GSEs);
- Interest bearing bonds of any county, township, city, incorporated town, municipal corporation, or school district, and the bonds shall be registered in the name of the municipality or held under a custodial agreement at a bank, provided the bonds will be rated at the time of purchase within the three highest general classifications established by a nationally recognized statistical rating organization (NRSRO);
- Interest-bearing savings accounts, interest-bearing certificates of deposit, interest-bearing deposits, or any other investments constituting direct obligations of any bank as defined by the Illinois Banking Act (205 ILCS 5/1 et seq.), provided, however, that such investments may be made only in banks that are insured by the Federal Deposit Insurance Corporation;
- Certificate of Deposit Account Registry Service (CDARS) certificates of deposit or Insured Cash Sweep (ICS) service¹
- Corporate Obligations - issuer must be a United States corporation with more than \$500 million in assets, rating must be within the highest tier (e.g., A-1, P-1, F-1, D-1 or higher) by two NRSROs, obligations must mature not later than three (3) years from the date of purchase and such purchases cannot exceed 10% of the corporation's outstanding obligations, and such purchases cannot exceed one-third of funds;
- Money Market Mutual Funds - registered under the Investment Company Act of 1940 (15 U.S.C.A. § 80a-1 et seq.), provided the portfolio is limited to bonds, notes, certificates, treasury bills, or other security that are guaranteed by the full faith and credit of the federal government as to principal and interest;

¹ CDARS is a placement service provided by Promontory Network in which a member institution uses the CDARS Network to place funds into CDs or other depository products issued by banks that are members of the CDARS Network. The placements occur in increments below the standard Federal Deposit Insurance Corporation ("FDIC") insurance coverage maximum, allowing for coverage of principal and interest. The Insured Cash Sweep (ICS) works similarly placing funds in demand or money market accounts or both.

- Short term discount obligations of the Federal National Mortgage Association (established by or under the National Housing Act (1201 U.S.C. 1701 et seq.)), or in shares or other forms of securities legally issuable by savings banks or savings and loan associations incorporated under the laws of Illinois or any other State or under the laws of the United States, provided, however, that the shares or investment certificates of such savings banks or savings and loan associations are insured by the Federal Deposit Insurance Corporation;
- Dividend-bearing share accounts, share certificates accounts, or class of share accounts of a credit union chartered under the laws of the State of Illinois or the laws of the United States; provided, however, the principal office of the credit unions must be located within the State of Illinois; and, provided further, that such investments may be made only in those credit unions the accounts of which are insured by applicable law;
- Illinois Funds²
- Illinois Metropolitan Investment Fund (IMET) – (1) 1-3 year Fund and (2) Convenience Fund³
- Public Treasurers' Investment Pool created under Section 17 of the State Treasurer Act, pursuant to the Public Fund Investment Act 30 ILCS 235/2 – Section 2(e)
- Repurchase agreements of government securities having the meaning set out in the Government Securities Act of 1986 (15 U.S.C.A. § 780-5) subject to the provisions of that Act and the regulations issued thereunder, provided, however, that such government securities, unless registered or inscribed in the name of the City, will be purchased through banks or trust companies authorized to do business in the State of Illinois; and such other repurchase agreements as are authorized in subsection (h) of Section 2 of the Public Funds Investment Act (30 ILCS 235/2). Repurchase agreements may be executed only with approved financial institutions or broker/dealers meeting the City's established standards, which will include mutual execution of a Master Repurchase Agreement adopted by the City.

IMPORTANT NOTE: If the credit rating of a security is subsequently downgraded below the minimum rating level for a new investment of that security, the Finance Director will evaluate the downgrade on a case-by-case basis in order to determine if the security should be held or sold. The Finance Director will apply the general objectives of safety, liquidity, and return to make the decision.

VIII. Collateralization of Deposits

It is the policy of the City to require that deposits in excess of Federal Deposit Insurance Corporation (FDIC), National Credit Union Administration (NCUA) and Security Investor Protection Corporation (SIPC) insurable limits, in a single financial institution, be secured by some form of collateral.

To accomplish this, every pledge of collateral will be documented by an approved written security and pledge agreement, executed by the financial institution contemporaneously with the acquisition of the pledged collateral by the financial institution, approved by the board of directors of the financial

² The Public Treasurer's Investment Pool created under Section 17 of the State Treasurer Act (15 ILCS 505/17).

³ The IMET Convenience Fund is a short-term money market instrument collateralized via FDIC Insurance, the FHLB Letter of Credit Program, and government securities at 110% on bank deposits.

institution or its loan committee as reflected in the minutes of said board or committee, and continually kept as an official record of the financial institution.

Collateral can be held at the following locations:

- i. A Federal Reserve Bank or its branch office
- ii. A custodial facility - generally in a trust department through book- entry at the Federal Reserve, unless physical securities are involved
- iii. An escrow agent of the pledging institution

To the extent that there are funds in excess of FDIC, NCUA and/or SIPC insurance protection, eligible collateral instruments and collateral ratios (market value divided by deposited funds in excess of FDIC, NCUA and/or SIPC) are as follows:

| | |
|---|------|
| • Treasuries | 110% |
| • Agencies | 110% |
| • Government Sponsored Enterprises (GSEs) | 110% |
| • State of Illinois obligations | 110% |
| • Lake Forest City General Obligation bonds | 110% |

The ratio of market value of collateral to the amount of funds secured will be reviewed on a monthly basis and additional collateral will be requested when the ratio declines below the level required.

Substitution or exchange of collateral securities held in safekeeping will not be done without prior written notice of the City at least 10 days prior to any proposed substitutions and provided that the market value of the replacement securities is equal to or greater than the market value of the securities being replaced. The City must pre-approve all substitution and exchanges of securities. At the City's discretion and in a form acceptable to the City Attorney, the City may enter into an alternate written agreement related to the assignment, substitution or exchange of collateral securities.

Letters of credit issued by a Federal Home Loan Bank will also be acceptable as collateral.

IX. Safekeeping and Custody

1. Delivery vs. Payment

All trades of marketable securities will be executed (cleared and settled) on a delivery-vs.-payment (DVP) basis to ensure that securities are deposited in the City's safekeeping institution prior to the release of funds. Cash accounts may be established only if they meet the following safeguards:

- SIPC insured,
- Securities account is through an independent third party safe-keeping agent/custodian that is separate from the facilitating broker/dealer,
- All securities are held in book entry form, meaning they are tracked and recorded electronically by the DTC, with the City listed as the ultimate beneficiary,
- Securities purchased are delivered to the securities account, on the settlement date, regardless of whether there is enough cash available to cover the purchase in order to avoid failed trades, and
- All cash positions and securities positions are held separate from the third party custodian's assets and in the name of the City at all times.

2. Third-Party Safekeeping

Securities will be held by an independent third-party safekeeping institution selected by the City. To accomplish this, the securities can be held at the following locations:

- i. A Federal Reserve Bank or its branch office
- ii. A custodial facility - generally in a trust department through book-entry at the Federal Reserve, unless physical securities are involved.
- iii. An escrow agent of the pledging institution.

Safekeeping will be documented by an approved written agreement. This may be in the form of a safekeeping agreement, trust agreement, escrow agreement, or custody agreement. All agreements will be approved by the City Attorney.

X. Internal Controls

The Finance Director is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the City are protected from loss, theft or misuse. Specifics for the internal controls will be documented in an *investment procedures manual* that will be reviewed and updated periodically by the Finance Director.

Procedures should include references to: safekeeping, delivery-vs.-payment, investment accounting, repurchase agreements, wire transfer agreements, and collateral/depository agreements. No person may engage in an investment transaction except as provided under the terms of this Investment Policy and the procedures established by the Finance Director. The Finance Director will be responsible for all transactions undertaken and will establish a system of controls to regulate the activities of subordinate staff.

The internal control structure will be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that the cost of a control should not exceed the benefits likely to be derived and the valuation of costs and benefits requires estimates and judgments by management. The internal controls will address the following points at a minimum:

- Control of collusion
- Separation of transaction authority from accounting and recordkeeping
- Custodial safekeeping
- Avoidance of physical delivery securities
- Clear delegation of authority to subordinate staff members
- Written confirmation of transactions for investments and wire transfers
- Dual authorizations of wire transfers
- Staff training and
- Review, maintenance and monitoring of security procedures both manual and automated

XI. Investment Parameters

1. Mitigating credit risk in the portfolio

Credit risk is the risk that a security or a portfolio will lose some or all of its value due to a real or perceived change in the ability of the issuer to repay its debt. Lake Forest will mitigate credit risk by adopting the following:

- limiting investments to avoid overconcentration in securities from a specific issuer or business sector (excluding U.S. Treasury securities),
- allowing no financial institution to hold more than 35% of the City's investments, maturing over one year, exclusive of local government investment pools or U.S. Treasury securities held in safekeeping. Diversification of investments with maturities of less than a year will be at the discretion of the Finance Director based upon bids.
- limiting investment in securities that have higher credit risks,
- limiting obligations of corporations to no more than 10% of the City's investment portfolio, and
- investing in securities with varying maturities.

The core of investments is limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed. Securities will not be sold prior to maturity with the following exceptions:

- A security with declining credit may be sold early to minimize loss of principal.
- A security swap would improve the quality, yield, or target duration in the portfolio.
- Liquidity needs of the portfolio require that the security be sold.

2. Mitigating market risk in the portfolio

Market risk is the risk that the portfolio value will fluctuate due to changes in the general level of interest rates. The City recognizes that, over time, longer-term portfolios have the potential to achieve higher returns. On the other hand, longer-term portfolios have higher volatility of return. The City will mitigate market risk by providing adequate liquidity for short-term cash needs, and by making longer-term investments only with funds that are not needed for current cash flow purposes.

Because of inherent difficulties in accurately forecasting cash flow requirements, a portion of the portfolio should be continuously invested in readily available funds such as local government investment pools, money market funds, or overnight repurchase agreements or other money market instruments to ensure that appropriate liquidity is maintained to meet ongoing obligations. To the extent possible, Lake Forest will attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the City will not directly invest in securities maturing more than two years from the date of purchase.

Core funds, comprised of reserve and other funds with longer-term investment horizons, may be invested in securities exceeding two (2) years if the maturity of such investments are made to coincide as nearly as practicable with the expected use of funds.

Furthermore, since all possible cash demands cannot be anticipated, the portfolio should consist largely of securities with active secondary or resale markets.

3. Local Considerations

Lake Forest will maintain investment accounts in the financial institutions located within the city of Lake Forest whenever possible and not precluded by other standards of this Policy.

4. Sustainable Investing

When evaluating potential investments, the Finance Director may consider material, relevant, and decision-useful sustainability factors, within the bounds of financial and fiduciary prudence. Such factors

include, but are not limited to: (1) corporate governance and leadership factors, (2) environmental factors, (3) social capital factors, (4) human capital factors, and (5) business model and innovation factors, as provided under the Illinois Sustainable Investing Act, 30 ILCS 238/.

XII. Performance Standards/ Evaluation

The investment portfolio will be managed in accordance with the parameters specified within this Policy. The portfolio should obtain a market average rate of return during a market/economic environment of stable interest rates. Portfolio performance will be compared against an appropriate benchmark/s as identified in the *investment procedures manual*.

XIII. Reporting/ Disclosure

The Finance Director will prepare an investment report at least quarterly, including a management summary that provides an analysis of the status of the current investment portfolio and transactions made over the last quarter. This management summary will be prepared in a manner which will allow the City to ascertain whether investment activities during the reporting period have conformed to the Investment Policy. The report should be provided to the City Council Finance Committee. The report will include the following:

- Listing of individual securities held at the end of the reporting period.
- Realized and unrealized gains or losses appreciation or depreciation by listing the cost and market value of securities over one-year duration that are not intended to be held until maturity.
- Average weighted yield to maturity of portfolio on investments as compared to applicable benchmark.
- Listing of investment by maturity date.
- Percentage of the total portfolio which each type of investment represents

XIV. Approval of Investment Policy

This Investment Policy will be reviewed on an annual basis by the Finance Director and any modifications made must be approved by the City Council. If no modifications are made, the Investment Policy will be annotated to include the date of the review.

Revisions Approved: May 16, 2022

| Lake Forest Library Capital Requirements with Estimated Timing | | | | | | | | |
|---|---------|--------------|-----------|--------------|------------|--------------|--------------|--------|
| | | | | FY 2025 | | | | |
| Items | | Amount | | 1rst half | 2nd half | FY2026 | FY2027 | FY2028 |
| ADA Accessibility Enhancements - Elevator | | \$ 200,000 | | | \$ 200,000 | | | |
| Refreshing / Upgrading Public Spaces | | \$ 650,000 | | \$ 325,000 | \$ 325,000 | | | |
| Exterior Courtyards - Phase I | | \$ 250,000 | | \$ 125,000 | \$ 125,000 | | | |
| HVAC Enhancements | | \$ 400,000 | | \$ 400,000 | | | | |
| Ongoing Building Maintenance | | \$ 120,000 | | \$ 60,000 | \$ 60,000 | | | |
| MEP Study - 1rst half of FY 2025 | | \$ 80,000 | | \$ 80,000 | | | | |
| Vending Machine at West Train Station | | \$ 75,000 | | \$ 75,000 | | | | |
| Upgraded Fire / Burglar Alarm | | \$ 50,000 | | \$ 50,000 | | | | |
| Public Address System | | \$ 18,000 | | \$ 18,000 | | | | |
| New Servers | | \$ 24,000 | | \$ 24,000 | | | | |
| | | | | | | | | |
| Total Requirements in FY 2025 | | \$ 1,867,000 | | \$ 1,157,000 | \$ 710,000 | | | |
| | | | | | | | | |
| Amount transferred from reserves | | \$ 2,000,000 | | | | | | |
| | | | | | | | | |
| Approximate balance in reserve funds (\$3,750,000 assumed) (5) | | | | | | | | |
| | | | | | | | | |
| Invested for one year, then rolled over | | | | | | \$ 1,000,000 | | |
| Invested for two years and assumed to be at least partially invested in FY 2027 | | | | | | | \$ 2,750,000 | |
| | | | | | | | | |
| Potential interest income produced | | | Rates (4) | | | | | |
| | Current | | 2025 | 2026 | | | | |
| Estimated interest rate -- six months (1) | 4.00% | | | | \$ 14,200 | | | |
| Estimated interest rate -- 1 year (2) | 5.11% | 4.75% | 4.50% | | \$ 38,325 | \$ 47,500 | \$ 45,000 | |
| Estimated interest rate -- 2 years (3) | 5.01% | 5.01% | 4.50% | | \$ 103,331 | \$ 137,775 | \$ 123,750 | |
| | | | | | | | | |
| Potential interest income | | | | | \$ 155,856 | \$ 185,275 | \$ 168,750 | |
| | | | | | | | | |
| See next page for Assumptions | | | | | | | | |

Assumptions

- 1) Applied to approved projects amounts to be used in the 2nd half of FY 2025
- 2) Rate based on May discussion with Elizabeth Holleb, City Finance Director. Rate may have changed.
- 3) Rate based on May discussion with Elizabeth Holleb, City Finance Director. Rate may have changed.
- 4) Rates for FY 2026 and FY 2027 are assumed to be lower than current rates.
- 5) Amount in reserve to be invested assumed to be increased by \$750,000 once the audit is completed.



REQUEST FOR PROPOSAL

Elevator Upgrade/Modernization

360 East Deerpath Road
Lake Forest, IL 60045
847.234.0636
www.lakeforestlibrary.org

Table of Contents

| | |
|---|---|
| Overview..... | 3 |
| General | 4 |
| Scope of the Project | 5 |
| Evaluation Process and Criteria | 6 |
| Selection Process..... | 6 |
| Submissions | 7 |
| Required Information | 7 |
| 1. Introduction | 7 |
| 2. Organization History/Experience..... | 8 |
| 3. Personnel..... | 8 |
| 4. Experience and References..... | 8 |
| 5. Fee Structure | 8 |
| Other Information | 8 |
| Anticipated Timeline | 9 |

Overview

The Lake Forest (Illinois) Library invites bids from qualified and experienced firms and organizations to substantially upgrade/modernize its existing hydraulic elevator located at 360 E. Deerpath Road, Lake Forest, IL 60045. This elevator was manufactured by Automatic Elevator Company in April 1977 and serves the following four levels of the library building:

1. Basement level that includes the Children's Library and the Maintenance areas.
2. Mezzanine level that includes the Teen Library and the Sorting Room of the Friends of the Lake Forest Library.
3. Main Level that includes Circulation, Reference, Media Lab, Reading Room, Business and Fine Arts annexes and staff offices.
4. Upper Level that includes the non-fiction Adult collections.

Contact Person: Ishwar Laxminarayan, Executive Director
ishwar@lakeforestlibrary.org
847.810.4602

Date of Issue: Thursday, June 20, 2024

Due Date: Friday, August 2, 2024, 5:00 pm (CDT)

Submit to: Ishwar Laxminarayan, Executive Director
Lake Forest Library
360 East Deerpath Road
Lake Forest, IL 60045
ishwar@lakeforestlibrary.org

Lake Forest Library Board of Trustees:

Jim Clifton, President; JoAnn Desmond, Vice President; John F. Johnson, Treasurer; Sue M. Shattock, Secretary; and Trustees Josh Jackson, Robert Shaw, Vince Sparrow, Heather Strong and Emily Van Bel.

General

1. This RFP and any addenda are available on the Library's website at: www.lakeforestlibrary.org/requests.
2. A mandatory pre-bid meeting will be held on Monday, July 8, 2024 at 1 pm CDT in the Library for bidders to inspect the elevator and learn more about the Library's operations, needs and expectations prior to submitting a proposal.
3. All questions pertaining to the RFP must be in writing and received no later than 5:00 pm (CDT), Monday, July 15, 2024. Please send questions via email, using the subject line *Elevator Upgrade/Modernization RFP*, to Ishwar Laxminarayan at ishwar@lakeforestlibrary.org. All written questions will be answered via addendum and posted to the Library's website at: www.lakeforestlibrary.org by 5 pm CDT on Friday, July 19, 2024. No questions will be accepted or answered verbally, nor will any question be accepted or answered after 5:00 pm CST on Friday, July 19, 2024.
4. Any changes to the RFP or addenda will be posted no later than Friday, July 26, 2024 by 5:00 pm CDT.
5. Prospective bidders are responsible for checking the Library's website to ensure that they have the most current information about this RFP.
6. The Library is not liable for any costs incurred by any organization or agent thereof in connection with this RFP. Expenses incurred by responding organizations and its agents are the sole responsibility of the organization and may not be billed or charged to the Library now or at any time in the future.
7. Deadline for submissions is **Friday, August 2, 2024 at 5:00 pm CDT**. Please submit a printed copy of your proposal to the Library address noted below:

Ishwar Laxminarayan, Executive Director
Lake Forest Library
360 East Deerpath Road
Lake Forest, IL 60045

An electronic copy of your proposal should also be sent to ishwar@lakeforestlibrary.org by the deadline noted above.

8. All submitted proposals are binding until Friday, November 1, 2024 ninety (90) calendar days following the RFP submission due date.

Scope of the Project

The Lake Forest (Illinois) Library invites bids from qualified and experienced firms to substantially upgrade/modernize its existing hydraulic elevator. This elevator was manufactured by the Automatic Elevator Company in April 1977. The Library is looking for a cost effective, reliable and modern solution to safely transport the hundreds of patrons of all ages who visit the building each day and use its facilities and services on the following four levels:

1. Basement level that includes the Children's Library and the Maintenance areas.
2. Mezzanine level that includes the Teen Library and the Sorting Room of the Friends of the Lake Forest Library.
3. Main Level that includes Circulation, Reference, Media Lab, Reading Room, Business and Fine Arts annexes and staff offices.
4. Upper Level that includes the non-fiction Adult collections.

Lake Forest Library occupies a very special place in the hearts of community members. 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.

Bidders should have a track record of successful experience with the upgrading/modernizing of similar elevators. The selected firm/organization shall provide and furnish all of the work, labor, supervision, services, material and equipment that are reasonably necessary to provide the Library with a fully functional State of Illinois certified elevator service. The Project shall be performed in accordance with all applicable laws, codes, rules, regulations, statues and ordinances, and the standards of all applicable utilities and authorities having jurisdictions over the Project.

Bidders should also include opportunities for any energy efficiencies or cost savings that may be realized during this upgrade/modernization project. Prospective firms should also include costs for providing maintenance service on the upgraded/modernized elevator on an ongoing basis.

Evaluation Process and Criteria

The firm/organization that is awarded the contract will need to demonstrate an ability to provide a high level of skill and expertise in elevator upgrade and modernization projects. Additionally, the selected firm/organization will need to work in close partnership with the Library staff to ensure that there is minimum disruption of library services and patron traffic during the upgrade/modernization of the elevator. The Library is open 69 hours a week and receives several hundred visitors daily.

The RFP will be published and notice of its release sent to a select number of firms with relevant experience. The RFP and any addenda will also be available on the Library website at: www.lakeforestlibrary.org/requests. The Library will select the firm based on its professed ability to meet the overall expectations of the Library. The following criteria will be used in the selection process:

- Responsiveness and completeness of the response provided to the RFP.
- Experience and qualifications of the firm/organization.
- Understanding of project objectives and scope.
- Overall project management and ability to accomplish a project of this nature within the proposed time and schedule.
- The firm's ability to provide any future maintenance or service needed for the upgraded/modernized elevator.

Selection Process

The contract will be awarded to the lowest responsible and eligible general bidder complying with the conditions and requirements provide in this RFP. The Library's Building Committee will review and evaluate the written responses to the RFP. The Building Committee may, at its discretion, seek expert advice in reviewing the responses. Firms submitting the top-ranked proposals will be invited to participate in an on-site interview at their own expense during the week of August 12-16, 2024. Full details regarding the interview schedule and format will be announced later in the process. The Committee will make a recommendation to the Library's Board of Trustees that will make the final decision and authorize the Executive Director to enter into contract negotiations with the successful organization. If these negotiations fail, the Library will proceed with contract negotiations with the firm scoring second, and so on. Unsuccessful respondents will be notified as soon as possible.

The Library is under no obligation to select under this RFP, and it reserves the rights to select the lowest responsible bidder." The Library reserves the right to reject any and all submissions at its sole discretion, accept a proposal based on considerations other than cost, and waive or modify any provision of this RFP. The Library also reserves the right to adjust the timeline of the project as it deems necessary.

Submissions

Submit 1 printed copy of the completed response to this RFP no later than 5:00 pm CDT, Friday, August 2, 2024, to:

Ishwar Laxminarayan
Executive Director
Lake Forest Library
360 East Deerpath Road
Lake Forest, IL 60045

Also send an electronic copy of your response to ishwar@lakeforestlibrary.org. by the deadline noted above.

Late submissions will not be accepted. Proposals will not be opened in public, and proposal information will be kept confidential until an award is made. An acknowledgement will be sent for each proposal received.

The response must include the below listed required information in the stated order. Submissions should not exceed 20 single-spaced pages. This limit does not include the cover letter and resumes. The submission may be printed single-sided or double-sided as long it does not exceed the 20 single-spaced page limit.

Required Information

Prospective bidders must have a strong record of installing, upgrading and modernizing elevators in public buildings such as public libraries, museums, or similar governmental and non-profit organizations. Bidders must familiarize themselves with the condition of the existing elevator to assess the method, timeline and cost of the project. The following should be included in the submission in the stated order:

1. Introduction

- a. Cover letter with firm's name, address, email, phone, and fax number.
- b. Contact person's name, address, email, phone, and fax number.
- c. Statement of philosophy.
- d. A concise statement that demonstrates the organization's understanding of the project and scope of services sought by the Library.
- e. Description of the organization's approach to the project.
- f. Description of the implementation of the project, including listing of specific tasks.
- g. Proposed completion date and timeline for the project.
- h. Any work that may have to be completed outside of the regular working hours of the library.
- i. Any work that the library will have to perform as a result of substantially modernizing/upgrading the existing elevator.
- j. Impact, if any, on the daily operations of the Library.
- k. Warranties/Guarantees for work completed.
- l. Details of any Maintenance/Service contracts.

2. Organization History/Experience

- a. Number of years in business.
- b. Type of organization.
- c. Type of ownership, identify owners, partners, etc.
- d. Geographical areas of operation.
- e. Professional affiliations.

3. Personnel

- a. List of principals and stakeholders.
- b. Description of the size and composition of your organization.
- c. An organizational chart.
- d. Resumes of the proposed project manager and other key personnel proposed to be assigned to this project (the “team”).
- e. Description of any additional consultants that will perform work as part of your proposal. Provide names, addresses, and relevant experience for additional consultants.

4. Experience and References

- a. Discuss your organization’s experience and, in particular, the team’s experience with installing, upgrading and modernizing elevators in public facilities in general and public libraries in particular.
- b. Identify five completed similar projects, that the identified key personnel have completed within the last five (5) years which best represent the skills of the organization and the team. For these projects provide:
 - i. Name and address of client.
 - ii. Name, telephone number, and email address of the client contact person.
 - iii. Summary of the project, including budget and year completed.

5. Fee Structure

Provide information on your proposed fee structure which separately lists the costs of substantially upgrading/modernizing the existing elevator and related fees based on the scope of the project discussed above, separately stating, if necessary, any charges for anticipated reimbursable costs. This structure should be expressed as a “fee not to exceed” figure which itemizes all services included in the proposed fee, as well as an itemized list of what would be considered “additional services” if requested by the Library. Bidders will also provide a complete description of work that will need to be performed by other contractors or the Library with detailed costs.

Other Information

Provide other pertinent information that you feel makes you qualified for the proposed project.

Responding organizations shall at all times observe and comply with all Federal, State, Municipal and other local laws, ordinances, regulations, and requirements which in any manner affect the

conduct of the project, and with all Federal, State and local laws and policies of non-discrimination, sexual harassment, prevailing wages and others applicable thereto. They will also secure and maintain in effect the appropriate insurance coverage throughout the duration of the project at the Lake Forest Library.

Timeline

The Library would like to move quickly in the selection of a firm or organization to complete the substantial upgrade/modernization of its elevator. The selected firm should be prepared to begin work immediately after a contract is signed with the goal of completing work no later than January 31, 2025.

| Item | Due Date |
|--|----------------------------------|
| Issue RFP | Thursday, June 20, 2024 |
| Mandatory Pre bid meeting | Monday, July 8, 2024, 1 pm CDT |
| Deadline for submitting questions | Monday, July 15, 2024, 5 pm CDT |
| Answers to questions posted | Friday, July 19, 2024, 5 pm CDT |
| Addenda/Changes to RFP posted | Friday, July 26, 2024, 5 pm CDT |
| Completed proposals due | Friday, August 2, 2024, 5 pm CDT |
| Review by Building Committee | week of August 5-9, 2024 |
| Interviews with Building Committee | week of August 12-16, 2024 |
| Selection and notification | August 21, 2024 |
| Complete negotiations and approval of contract | September 30, 2024 |

Library Kiosk Information

Why a Kiosk?

- Offers a familiar vending machine service model, but with enhanced patron choices in terms of formats, including picture books, items like wifi hotspots, adult books of various sizes, etc.
- Fulfills past requests for additional library service to the west side of Lake Forest
- We already have a library presence at the train depot with book returns and the DVD2GO machine (which is reaching the end of its usefulness and lifespan).
- This can serve as a “clinical trial” to gauge demand/use of the train station. Is it a viable area to expand library services in other ways?
- Flexible in terms of contents and use, including an option to pick up holds.

Why International Library Services (ILS)?

- Requested quotes and demos from Envisionware, Bibliotheca and ILS
 - Bibliotheca doesn't offer this service in the USA at this time, but we had a nice chat about lockers and other remote solutions with our representative to keep in mind for the future.
 - Met with all the vendors of vending units (essentially just Envisionware and ILS) at ALA, saw the ILS unit in-person, and had Zoom presentations for all Senior Staff.
 - Envisionware pricing was between 40% and 60% higher than ILS, depending on the product.
 - Envisionware machines are much larger/heavier and essentially permanent where you place them. We could not move the machines ourselves.
 - ILS included items in their base quote that were separately charged as add-ons by Envisionware, such as custom branding on the unit.



AUTOLEND LIBRARY

Vending Convenience At It's Best



Best-In-Class Ingenuity



Best in Flexibility

- Lends all popular sizes of materials up to 2" thick
- Hardcover
- Paperback
- DVDs & Games
- Audiobooks
- Children's Picture Books
- Delivers holds
- Allows browsing & retrieval of materials
- Return of materials
- Place a hold too!



One Item Release Delivery Door



U.S. Made, Serviced, & Supported



Military Grade Steel Indoor/Outdoor Use
*with coverage



Industry Leading Style and Design

- Customized Screens, Logo & Prompts
- Custom Branding Graphic Wrap



Incredible Patron Experience

- 24/7 Fully Automated
- Ease of Use Control System
- Engaging 19" Touch Screen

Smallest Footprint with the Most Capacity



Fully ADA Compliant

| ILS AutoLend Library™ | | | | | | |
|-------------------------|---|-----|-------|-----|-------|-----|
| Capacity | Standard: 228 items (*Custom option up to 400 based on configuration) | | | | | |
| Electrical Requirements | Domestic: 110 VAC/60Hz, 1.2 AMPS International: 220 VAC/50Hz, 0.6 AMPS | | | | | |
| Dimensions | Height | 79" | Width | 34" | Depth | 41" |
| Ship Weight | *850 lbs | | | | | |

866.883.0300
www.internationallibraryservices.com
USA Veteran Owned Company



Pricing Proposal
AutoLend Library Kiosk
For: Lake Forest Library & Library Board, IL.
% Heidi Krueger (she/her/hers)
Director of Patron Services
May 31 ,2024

| | |
|---|---------------|
| AutoLend Library Kiosk Standard Model Price | \$64,900. ea. |
| Site Specific Freight, Installation and Training ea.: | \$4,500. |

| | |
|--|------------------|
| Total Purchase Price for 1 AL Machine | \$69,400. |
|--|------------------|

Inclusions : AutoLend Library Machine, complete system integration with ILS, and customized graphic wrap with library name and/or logo. Thermal receipt printer. First year maintenance free including (parts and labor)

Features:

- Capacity: up to 228 items per cabinet
- Access Model: 24/7 fully automated
- Power: Single 110-220v and 60/50Hz outlet
- Network: Supports WiFi and wired Ethernet
- Dimensions: 34" W x 41" D x 72" H per cabinet
- Material Types: Hardcover, Fiction, Juvenile, Childrens' Picture Books, Paperback, DVD, Game, Audiobook, Tablets, Hotspots
- Slots Size: 48 - 1" wide slots - 180 - 2" wide slots
OPTION AVAILABLE 48- 1" wide Slots ; 150 - 2" wide slots ; 30 - 3 1/2" wide slots.
- Display: 19" IP65, rated, full Touchscreen
- ADA compliant material slots, display, and patron interface.
- Email and printed receipts
- Active device monitoring with staff email notifications
- Simple patron and staff interaction with easy to use, active screen direction
- Thermal Receipt Printer

(2)

Order must be placed by May 31 , 2024. Pricing in US Dollars and does not include applicable taxes.

Payment Terms - 50% due upon PO and 50% due upon delivery and acceptance

Year 2 Maintenance fee is \$6,490.

For more information contact: **George Bateman - VP Sales**

georgeb@internationallibraryservices.com

443-846-4374

International Library Services

www.internationallibraryservices.com

866.883.0300

8205 Killean Way Potomac, Maryland 20854 USA

A Certified Veteran Owned Small Business

VENDOR RESPONSES TO BOARD QUESTIONS FROM MAY 21, 2024 MEETING

1. Why have it if we are trying to draw people into the library?

Providing service at the point of use is the expectation of your patrons in almost every aspect of life.

2. How do the holds work? Patron places a hold at a title in H P. Does the book come to the LF Library and then staff physically takes it to the machine and the patron is notified? How long will the book be in there for a hold? And will staff go there every day? Once a day?

Holds work as you describe and that is the way the current library system processes holds. The staff workflow would not change in this process for the device.

Essentially, they work this way:

A - A patron places a hold and chooses the device for pickup.

B1 - If the device already has the items inside, it will be on hold for that patron.

B2 - If the item is at "LF Library", staff would then trap it in the ILS at "LF Library" and take it to the device at a time convenient for them. The item would then be ready for pickup.

C - the item would remain on hold until the expiration date set in the Library policies or the patron cancels their hold request. Staff need not go every day but when appropriate to their material needs and patron requests. Staff would normally set a schedule that meets their and the communities needs for new material/hold requests. Some sites go to the device 2 times per week, some every other week, some once a month, based on their patrons usage and collection needs. The device is capable of acting in a fully unattended mode and does so at all other sites - as do all of our devices.

3. There will be a separate record for titles that live in that machine in the card catalog and patrons will pick that copy for their hold. Can we have a pop up letting them know it's in the vending machine, not at LF Building.

There are two patron use cases provided. The device is used through your normal Patron Website (OPAC) or mobile interface. As such, material inside the device will already be part of the current display patrons use – i.e shown in the location assigned to the device and would thus show in the device location. In addition, the device also provides a device-only web/mobile display. That display contains only the material inside the device. When this display is used, only material inside the device is marked for "Hold" and no movement of material from location to location is needed.

Your library can decide which interface patrons use to the device and these are not cost based decisions.

4. Have we spoken to other libraries that have this machine? Pros and Cons?

I am not sure if you have communicated with other libraries - but we are happy for you to contact any and can provide sites and contacts for your needs.

In addition, our customers often create their own YouTube and other videos on their library websites for their patron use. We can provide those URL's if you like. Some sites have even put a QR code on the devices cabinet with a direct link to those URL's so patrons can immediately see an example use. I have included example URL's below, but feel free to search on YouTube yourselves..

<https://www.ostervillefreelibrary.org/Pages/Index/228629/autolend-247-library>

<https://www.kolotv.com/video/2023/06/16/book-kiosks-bring-books-literature-deserts/>

<https://www.youtube.com/watch?v=rZodgQUY4Ns>

(Staff will provide an update at the Board meeting)

5. Is there a resale value for these machines?

Most of our customers stay with us and if they do retire a device, it is typically after 9 or more years of service. Many have purchased replacement devices.

Ottawa Public originally implemented in Feb. 2010. They kept their two original devices for 8.5 years, then replaced them with 2 newer devices which are in use today. When Palm Harbour retired their Lending Library at 10+ years, they purchased an AutoLend to replace it. Tulare County is running their 5 original Lending Libraries installed in 2010, 2011, and 2013.

We build these devices to last long and provide literally decades of service. All devices have replacement parts inventory, or newer parts designed to be used in older equipment as well as new.

6. Do we know if other libraries have tried to resell theirs?

In the history of our firm, we have had only one site in the US and one in Canada that sold machine(s). Wilson County in Texas had an early Lending Library book machine for approximately 9 years and statistics from that machine were used to justify a branch location to replace it. They sold the device to a nearby library that then continued to use it in production. We allowed them to continue the support and maintenance.

Wellington sold their 7 year old Lending Libraries to Owen Sound, who installed them in January 2024 and is running them now in production. Owen Sound has continued support and maintenance as well.

I hope these responses meet your needs and I am happy to provide further information.

Library Operations Report May 2024

Adult Services

May was a busy month in Adult Services. Kate hosted members of a local private book club for a tour; they have been reading and discussing books together for over 35 years. They learned of the different services that we offer to local book clubs including Readers Advisory, discussion questions, and author information. We toured the Dick Family Foundation Book Club Collection and had a short book chat about many of the titles in the collection. They also had a refresher on searching for and downloading titles and ways to effectively run a book discussion.



In honor of National Compost Week, we co-hosted a display in the Foyer with the City of Lake Forest. This was very popular with books on the display having to be replenished several times. We featured information on WasteNot, a new City service for curbside composting pickup.

Krista Kosar represented the Lake Forest Library in Deerfield for Dementia:

I attended this event on May 18 as a representative of the Library. Residents from West Deerfield Township (including JoAnn Desmond and Ron Levitsky) were present to discuss the importance of a Dementia

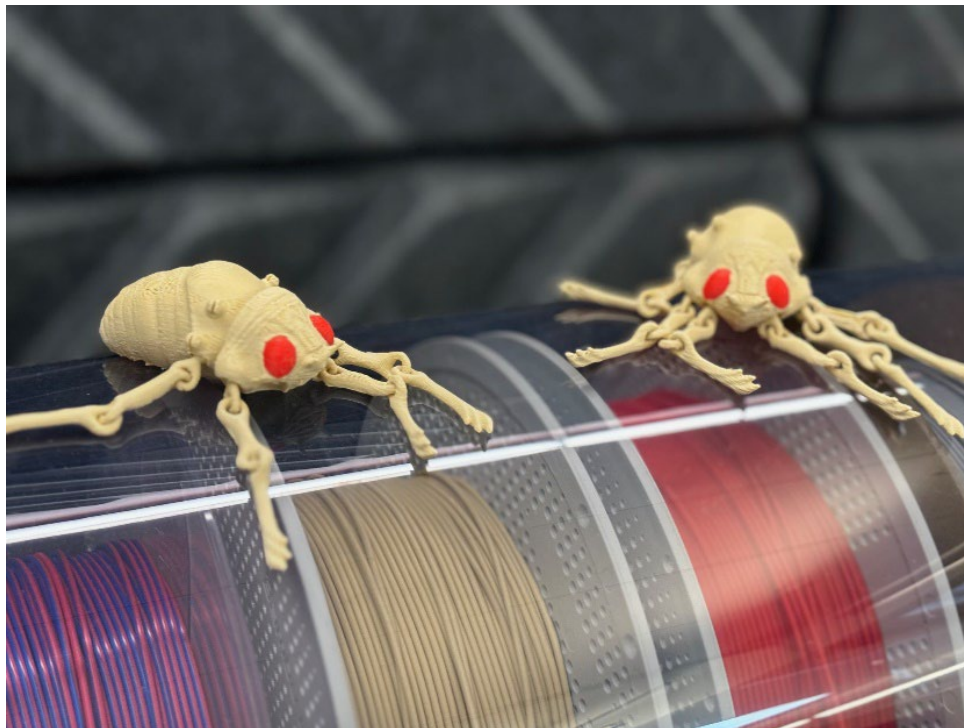
Friendly community and supporting caregivers, whether they be spouses, children, or hired help. During the reception, I promoted the Library's resources such as the Accessibility Collection and took down contact information for those interested in attending the Library's and Dickinson Hall's Memory Cafe in the fall.

Media Lab

In May John Lacson attended the Illinois Library Association's Reaching Forward Conference in Rosemont, IL. He attended sessions addressing the topics of AI powered productivity, cybersecurity, and virtual reality. Key take aways include (1) virtual reality is a safe way to experience uncomfortable situations, (2) AI is a particularly useful tool in the workplace, and (3) patrons can be educated in cyber security by offering classes or easy to follow habits.

Popular Media Lab programs in May included "Make Your Own Mug" where patrons learned how to use the library's sublimation printer to put customized images and messages on ceramic mugs, and "Increase Your iPhone Expertise", where patrons learned how to leverage their iPhone's accessibility settings and other features.

Cicadas invaded the Media Lab in May. Patrons took advantage of the library's 3D printer to print the species Cicadidae.



Children's Services



We are feeling the love!



Children in grades K–4 made a Fairy or a Gnome home in an enchanting woodland dwelling to welcome their fairy and gnome friends this spring!



Family Storytime is extremely popular! In May the Children’s Library staff hosted 16 Storytimes.



Another successful Silent Auction Birthday Party/Storytime! Katy Jaramillo won the “Lake Forest Library Party” in the Spirit of 67’s online auction. Ms. Jaramillo wanted to use the party for her daughter Rhys who had just turned 4. Fifty children and parents attended the event.



Summer Enrichment was made even more unforgettable thanks to Miss Lorie and friends at @lakeforestlibrary - thank you for having us!



LEGO Club challenge for May 2024 was to create a “favorite book character.” The above character is Percy Jackson.

Young Adult Services



Emmy spent two days in May at Deer Path Middle School speaking to all the rising 7th and 8th graders about the Summer Reading Program, teen volunteering, and providing book talks for titles they might love this summer! She spoke to more than 350 students and has seen many of them in the library the last few weeks!



Another programming highlight in May was the Paint & Sip program, where 15 teens painted a gnome napping under a large mushroom while sipping on some Capri Suns!



We were very lucky to have Carissa Schultz, a local high school senior and dedicated library patron, volunteering for us in May as part of her senior service project. She assisted with Storytimes, prepared materials for programs, and helped us get ready for Summer Reading.

Facilities

The quarterly Northern Illinois Library Facilities meeting was held on May 08, 2024. Facilities Manager Jim Lee and Assistant Facilities Manager Bledian Ajroja both attended.

On May 09, 2024, Hill Mechanical serviced the Carrier Gemini cooling condensing unit and re-established functionality. The cost of the service call was \$1,019.58.

During May 2024, Pasquesi Plumbing and Palmer Plumbing were in the library to diagnose weak water flow to the restrooms in the northeast portion of the building. It was determined that water volume was limited at the city service and a larger 2-inch water meter is needed. The city is tentatively scheduled to upgrade the meter on August 07, 2024.

Hill & Stone Insurance and Cincinnati Insurance conducted a slip and fall risk assessment in the Lobby, the Rotunda, and the Children's Foyer on May 15, 2024. Ishwar Laxminarayan and Jim Lee hosted the visit.

On May 22, 2024, Pasquesi Plumbing repaired the public restroom fixture for \$2,001.00.

American National Lawn Sprinkler established seasonal service on May 28, 2024. All zones were activated except the courtyard zones, which were left inactive to prevent further damage to the masonry courtyard wall.

Outsource Solution Group was onsite May 29, 2024, to start configuring new network servers. The projected change-over date is July 08, 2024.

Circulation/Interlibrary Loan

May brought us some great numbers. Checkout and renewals totaled 17,969. Even with the 2-day closing for the Memorial Day weekend the patrons managed to carry out 11,115 items this month.

Some dates of note, the Saturday before the Memorial Day closing had 1,704 items checked out or renewed. Plenty of items going on road trips or to grandma and grandpa's house.

Patrons put our hold request system to good use this month. We checked out 1,868 holds. A sure sign that summer has begun, and patrons are looking to read that book everyone has suggested.

Circulation saw a spike of visitors starting Tuesday the 28, as students began arriving to study in groups for the upcoming exams. This was nice to see as the Exam Escape officially was starting June 1. It was great to have the students think of the library. Over the 28th – 31st the library had 1,347 visitors through the doors.

Staff are continuing to prepare for Find More Illinois. Choosri Goebel and Jeanie Kennedy have been spearheading the project. Currently, staff are beginning or have been training on how FMI works and how to help guide patrons through placing a hold in this new collection of libraries. Circulation full-time staff have also done training in processing materials through the system and the software. Lake Forest is scheduled to go live August 6, 2024.

Training/Conference Attendance

Krista Kosar attended the Reaching Forward Conference and provided the following summary:

I attended this all-day event on May 10 in Rosemont. One of the sessions I attended was "Building a Library of Things" which discussed types of items, storage, packaging, and display. The panel from Orland Park Public Library discussed what worked for them, and many of their tips we are already applying to our Takeout Tech collection. Their display system is much like how ours will be with hang tags and wording. Another useful panel I attended was "Onramp to Accessibility" consisting of librarians from Elmhurst, Niles-Maine District, and Alsip-Merrionette Park Public Libraries. They offered tips and advice of low-cost programs, community initiatives, and supplies that can be purchased to support those with mental and physical disabilities. This talk was especially useful for continued work on the Accessibility Collection and topics for the Memory Cafe with Dickinson Hall in the fall.

Upcoming Events:

- Wednesday, July 10, 2024, 11 am – 1 pm: State Representative Bob Morgan in Foyer
- Saturday, July 27, 2024, 1 pm – 3 pm: Arty Party with Magic, Ice and Foam – Summer Reading Celebration on the Front Lawn
- Wednesday, July 31, 2024, 3 pm – 4 pm: Family Concert with Justin Roberts – Front Lawn

TOP TEN CIRCULATING ITEMS IN May 2024

By Format & Audience

| e-Books | | | |
|---------|--|-------------------|--------------|
| Number | Title | Author | Circulations |
| 1 | The Women | Hannah, Kristin | 28 |
| 2 | Funny Story | Henry, Emily | 24 |
| 3 | The Heaven & Earth Grocery Store | McBride, James | 19 |
| 4 | *The Demon of Unrest: A Saga of Hubris, Heartbreak, and Heroism at the Dawn of the Civil War | Larson, Erik | 18 |
| 5 | Table for Two: Fictions | Towles, Amor | 16 |
| 6 | Fourth Wing | Yarros, Rebecca | 13 |
| 7 | James: A Novel | Everett, Percival | 13 |
| 8 | Just for the Summer | Jimenez, Abby | 13 |
| 9 | Long Island | Tóibín, Colm | 13 |
| 10 | First Lie Wins | Elston, Ashley | 12 |
| 11 | Tom Lake | Patchett, Ann | 12 |

* *Nonfiction*

| e-Audiobooks | | | |
|--------------|----------------------------------|-------------------|--------------|
| Number | Title | Author | Circulations |
| 1 | The Women | Hannah, Kristin | 26 |
| 2 | Funny Story | Henry, Emily | 22 |
| 3 | The Heaven & Earth Grocery Store | McBride, James | 17 |
| 4 | The Four Winds | Hannah, Kristin | 16 |
| 5 | First Lie Wins | Elston, Ashley | 15 |
| 6 | Darling Girls | Hepworth, Sally | 14 |
| 7 | The Paris Novel | Reichl, Ruth | 14 |
| 8 | Table for Two: Fictions | Towles, Amor | 13 |
| 9 | The Covenant of Water | Vergheze, Abraham | 13 |
| 10 | The Fury | Michaelides, Alex | 13 |

| Adult Books | | | |
|--------------------|-----------------------------------|-------------------------|---------------------|
| Number | Title | Author | Circulations |
| 1 | The Heaven & Earth Grocery Store | McBride, James | 24 |
| 2 | Tom Lake | Patchett, Ann | 15 |
| 3 | Demon Copperhead | Kingsolver, Barbara | 12 |
| 4 | Toxic prey | Sandford, John | 11 |
| 5 | A gentleman in Moscow | Towles, Amor | 10 |
| 6 | Funny story | Henry, Emily | 9 |
| 7 | She's not sorry | Kubica, Mary | 9 |
| 8 | The seven husbands of Evelyn Hugo | Reid, Taylor Jenkins | 9 |
| 9 | A calamity of souls | Baldacci, David | 8 |
| 10 | Horse | Brooks, Geraldine | 8 |

| Teen Books | | | |
|-------------------|----------------------------|-----------------------|---------------------|
| Number | Title | Author | Circulations |
| 1 | The ancient magus' bride | Yamazaki, Kore | 18 |
| 2 | Tokyo ghoul | Ishida, Sui | 7 |
| 3 | The inheritance games | Barnes, Jennifer Lynn | 4 |
| 4 | The selection | Cass, Kiera | 4 |
| 5 | Solo leveling | Chugong | 4 |
| 6 | We were liars | Lockhart, E. | 4 |
| 7 | Kaiju no. 8 | Matsumoto, Naoya | 4 |
| 8 | One of us is lying | McManus, Karen M. | 4 |
| 9 | Scythe | Shusterman, Neal | 4 |
| 10 | The summer I turned pretty | Han, Jenny | 3 |

Children's Books

| Position | Title | Author | Circulation |
|-----------------|--------------------------------------|--------------------|--------------------|
| 1 | Escape from Mr. Lemoncello's library | Grabenstein, Chris | 21 |
| 2 | Sisters | Telgemeier, Raina | 12 |
| 3 | Jessi's secret language | Chau, Chan | 10 |
| 4 | Lou | Carzoo, Breanna | 9 |
| 5 | Hard luck | Kinney, Jeff | 9 |
| 6 | The truth about Stacey | Telgemeier, Raina | 9 |
| 7 | Invasion of the unicorns | Biedrzycki, David | 8 |
| 8 | LEGO Ninjago, masters of spinjitzu | Farshtey, Greg | 8 |
| 9 | Boy-crazy Stacey | Galligan, Gale | 8 |
| 10 | Norman didn't do it!: (Yes, he did.) | Higgins, Ryan T. | 8 |

NonBook Items

| Position | Title* | Circulation |
|-----------------|-------------------------------------|--------------------|
| 1 | Mobile hotspot: Lake Forest Library | 28 |
| 2 | Children's book bag | 20 |
| 3 | The beekeeper | 15 |
| 4 | Poor things | 9 |
| 5 | Ferrari | 9 |
| 6 | Migration | 9 |
| 7 | Arthur the king | 8 |
| 8 | Oppenheimer | 8 |
| 9 | Ordinary angels | 8 |
| 10 | Dune Part two | 8 |

**DVDs unless otherwise indicated*

Service Statistics for May 2024

| | May 2024 | May 2023 | YTD FY 2025 | YTD FY 2024 |
|---------------------------------|-----------------|-----------------|--------------------|--------------------|
| Library Visits | 13,409 | 11,318 | 13,409 | 11,318 |
| Physical Items circulated | 19,205 | 17,733 | 19,205 | 17,733 |
| E-Media Circulated | 8,616* | 7,635 | 8,616* | 7,635 |
| Database Uses | 13,905* | 11,412 | 13,905* | 11,412 |
| Library Programs & Attendees | 42/1,689 | 71/1,763 | 42/1,689 | 71/1,763 |
| Media Lab, Appts, and Tutorials | 62 | 52 | 62 | 52 |
| Reference Questions | 1,967 | 1,887 | 1,967 | 1,887 |
| New Library Cards Issued | 75 | 71 | 75 | 71 |
| Items added to collection | 924 | 763 | 924 | 763 |
| Items withdrawn from collection | 1,360 | 813 | 1,360 | 813 |

*To conform to Illinois Public Library Annual Report (IPLAR) reporting guidelines, starting in FY 2025, Freegal statistics are reported with Database Use and not with E-Media Circulation.

Correction:

Annual visits to the library were incorrectly reported in the April 2024 Operations report. The correct number for FY 2024 should read 156,843 against a total of 152,782 in FY 2023.