



**LAKE FOREST LIBRARY BOARD OF TRUSTEES**  
**Lake Forest Library, 360 East Deerpath Road, Lake Forest, IL 60045**  
**Kasian Room, Lower Level**  
**Tuesday, October 15, 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. Friends of the Lake Forest Library
8. Consent Agenda (omnibus vote on matters 8(a) - 8(d):
  - a. Approve October 15, 2024 Agenda
  - b. Approve September 17, 2024 Regular Meeting Minutes
  - c. Approve September 2024 Financial Report
  - d. Approve September 24, 2024 Finance Committee Meeting Minutes
9. Building Committee:
  - a. Exterior Courtyards Restoration Study – **Update**
  - b. Other Projects
10. Report on Library Visits – Staff
11. Library Operations Report
12. Unfinished Business
13. New Business
14. Adjournment.

**Upcoming Meetings: Regular Board: November 19, 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

### SEPTEMBER 2024

- “My daughter saw her picture in the display case and she was so happy! She loved 1000 books!”
- Patron comment to staff after attending program "Best Books This Fall": "Thanks so much for doing this program. I just retired and had no idea about everything the library offers. I signed up for the tech program [digitization tools showcase offered by the Media Lab] this weekend too!"
- Overheard a patron telling another patron: “This is the best Library! Do you have any author recommendations?”
- There's Miss Lorie! He LOVED Pajama Storytime on Tuesday...especially all the scarves.
- Email from Jen Stluka the Program Supervisor at Kinderhaven Preschool Academy about the Children’s staff coming monthly for Storytime:
  - We would love that! Our kids and teachers will be SO happy to hear we can have the library back for story time this year! It is always their favorite day of the month when you all bring your stories and songs to share.
- “That was really such a wonderful [Terrific Twos] storytime! He loved it! Thank you so much, and we'll see you next week.”
- Dad and daughter returned a set of headphones that had been taken by accident earlier. Not sure how unplugging our headphones and taking them was an accident - but happy to have them returned!
- “Drove from Des Plaines to Craft Swap. Saw it in Daily Herald.”
- “We just moved here. The library is a great place to meet people!”
- “I LOVE reading!”
- “I don't remember who I spoke to, but I called the Library recently for help with eBooks and someone walked me through the whole process. They were very helpful.”
- Facebook post promo of AI Series: "He's an amazing speaker-don't miss this!"
- Scott Phelps of the Citadel Theater came in & wanted to display bookmarks with the information about upcoming shows at the reference desk. I took a few for the breakroom, but he was disappointed that the library does not support local non-profits by promoting them.

- Patron comment after eBooks & eAudiobooks Tips & Tricks program: "I've been meaning to figure this out [how to use eBook apps] for a long time and have never gotten around to it. This was really helpful. Thank you so much."
- Instagram post Friends Appreciation & Murals Celebration promo: Wish we could spend money on fixing the children's library instead 🙄
  - Thank you for your comment, @laurenevecrowley! We would love to hear more about the pain points and ideas you and others in the community have about the Children's Library. Please feel free to share on any of our channels, use the contact form on the Library website, a comment form in the Library Foyer, or chat with our staff.
- Patron was looking for Tonie figures to check out (without checking out the whole system) We discussed the possibility of adding Tonie figures to the collection OR even sponsoring a Tonie "swap" where patrons could bring in Tonies they no longer wanted to exchange for something new.
- Facebook post Friends Book Sale: "Finest book sale in the Midwest!"
- The nanny comments on the child that she cares for: "He was not a fan of the Library. Now he asks to go to the Library every day!"
- Facebook Lake Forest Reads Promo Video: "Hi Kate!! LF Library is so fortunate to have you on their team. I loved this book!"
- "Thank you for doing Storytime at Deerhaven! I also love the selection of books for the 1000 Books program."
- Instagram post Lake Forest Reads Promo video: "Excellent selection, Lake Forest Library staff!"

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# MEMORANDUM

**To:** Monica Harris, RAILS Executive Director  
Joe Filapek, RAILS Associate Executive Director

**From:** Julie Tappendorf  
Eugene Bolotnikov

**Subject:** Decreased Treasurer Bond and Insurance Requirements in Library Laws

**Date:** September 18, 2024

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On June 7, 2024, Governor Pritzker signed HB 4951 into law as [Public Act 103-592](#) (“**P.A. 103-592**”). The law became effective on July 1, 2024. P.A. 103-592 amended provisions contained in the Public Library District Act of 1991 and the Illinois Local Library Act to reduce the amount of the treasurer bond or insurance policies/instruments that library treasurers must provide to their library boards. We have provided some information about the new law and its impacts in the memorandum.

## **I. Previous Treasurer Bond/Insurance Requirements**

Before P.A. 103-592 was signed into law, state law required a library treasurer to provide a bond in the amount of not less than 50% of the total funds received by the library in the prior fiscal year.<sup>1</sup> As an alternative to a library treasurer providing a bond, state law allowed a library treasurer to secure an insurance policy or other insurance instrument that would provide the library with coverage similar to what a bond would cover in an amount at least equal to 50% of the average amount of the library's operating fund from the prior three fiscal years.

## **II. P.A. 103-592 Changes to Treasurer Bond/Insurance Requirements**

P.A. 103-592 made two significant changes to the two library statutes.

First, it reduced the required bond amount to not less than 10% of the total funds received by that library in the prior fiscal year from the previously required 50%.<sup>2</sup>

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<sup>1</sup> The Library System Act had a similar requirement, except that the required bond must be not less than 50% of the system's area and per capita grant for the prior year.

<sup>2</sup> The statute also amended the Library Systems Act to reduce the amount of the bond for a library systems treasurer to not less than 10% of the system's area and per capita grant for the prior year.

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Second, it reduced the amount of insurance required if a library chooses the alternative coverage in lieu of providing a bond to not less than 10% of the average amount of the library's operating fund from the prior three fiscal years from the previously required 50%.<sup>3</sup>

### **III. P.A. 103-592 Impact on RAILS and Member Libraries**

RAILS member libraries should see some cost-savings from the statutory change as the cost to purchase a treasurer's bond or insurance should decrease because of the reduced required amount of bond or alternative insurance coverage.

If a library treasurer currently in office has already provided the required bond or insurance in the coverage amounts required before P.A. 103-592 took effect (i.e., at least 50%), that bond or insurance remains valid because it exceeds the new reduced 10% bond or insurance coverage requirement.

### **IV. Conclusion**

We encourage RAILS member libraries to consult with their legal counsel if they have any questions about the impact this new law has on their library. In addition, RAILS members might consider reaching out to the provider of their current treasurer's bond/insurance to discuss making changes to the amount of treasurer coverage at the renewal date since the new law will not automatically change your current coverage. Finally, it is important to understand that if you carry crime or D&O insurance coverage through an insurance provider or risk pool, that coverage probably does not cover the statutory treasurer bond requirement discussed in this memorandum, so we recommend you consult with your insurance or risk pool representative if you are not sure if you have the appropriate treasurer coverage.

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<sup>3</sup> Similar to above, the statute also reduced the Library Systems Act insurance amount to 10%.

## Lake Forest Preservation Foundation

### Lake Forest High School Essay Award Winners Spring 2024

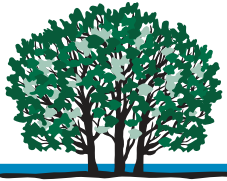
When I was younger, I used to go to the library with my grandmother all the time. I would read books, play with the puppets, and run across the front yard. In 2016, the library restored this cool, old water fountain in the kids section of the library. One day, when I was there with my dad, a lady walked up to me and asked how I felt about that fountain. I'm a little embarrassed to admit it now, but I just responded that I didn't care and ran away. It's silly because, as a kid, that water fountain meant nothing to me but, when I went back to the library a couple weeks ago with my little sister, seeing it made me pause. I'm sure there is some cool history about that water fountain, something significant in the realm of Lake Forest history and I think that should be preserved but, more than that, all the cool little details that make our town are full of our own personal histories. Every time I walk into that library and I see that fountain, it takes me back to the summers of my child. I remember being there with my grandma and my sisters. I remember playing with a dog puppet and loving it so much that my grandma bought me one for my birthday and I remember arguing with my sisters over which wii game we should rent only to end up getting both.

Historical preservation is important because the things that we don't value now may be things that we end up loving later on and once those little parts of our history are gone, there is no way to get them back. Our world is modernizing and we have to change along with it but that shouldn't mean we lose the things that make us special and remind us of the places we have been. Lake Forest is so special and I am so lucky to live here. It took me a long time to realize that most places, even ones right next to us, are not like this.

I leave for college this summer and I am so excited to start the next phase of my life but I am going to miss Lake Forest. I can't remember living anywhere else and, when I come home for Christmas and the summer I want to be able to walk around town, going in and out of buildings, and be able point out places that are special to me. I want to be able to sit in Market Square and tell my future kids about the cringey photo shoot my friends and I did there and I want to be able to walk into the library and be taken back to one of the best summers of my life.

Sophie Gauthier

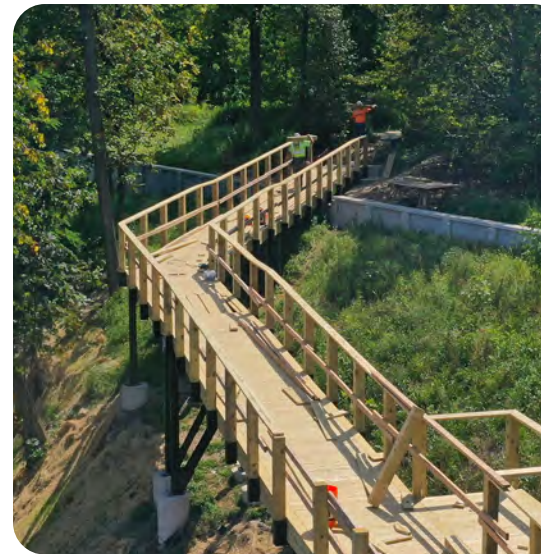




THE CITY OF  
LAKE FOREST  
CHARTERED 1861



# 2025-2030 Strategic Plan





# Priority Areas



## FISCAL STEWARDSHIP

Implement an operating budget and capital improvement strategy that is balanced over the long-term.



## INFRASTRUCTURE & CITY FACILITIES

Invest in and maintain infrastructure and facilities to ensure they are safe, reliable, and capable of meeting current and future needs of the community.



## PUBLIC SAFETY

Ensure the safety and security of all residents by providing efficient and effective police, fire, and emergency services while promoting community-based crime prevention initiatives.



## RECREATION AND COMMUNITY WELL-BEING

Promote a healthy and active community by providing diverse recreational opportunities, maintaining parks and open spaces, and supporting programs that enhance residents' quality of life.



## COMMUNITY'S VISUAL CHARACTER AND DEVELOPMENT

Enhance the aesthetic appeal of Lake Forest by balancing preservation of historic buildings, distinct streetscapes and landscapes with being open to opportunities and new ideas.



## BUSINESS & ECONOMIC VITALITY

Enhance the business community so that it remains economically viable, enticing to visit, and meets the needs of the community and visitors.



## COMMUNITY ENGAGEMENT

Encourage active participation and communication between the City government and residents, fostering a sense of community and ensuring that voices are heard in the decision-making process.



# 2025-2030 Strategic Plan

The City of Lake Forest has a long history of Strategic Planning, beginning in the early 1990's and with the most recent plan that ran from 2017-2020. Due to the extended challenges presented during the Covid-19 pandemic, and the changing dynamics and priorities of the community, the new strategic planning process was postponed until the Community-Wide Survey was conducted in 2023.

The 2025-2030 Strategic Plan represents a community-wide effort that reaffirms the mission, vision and values established through previous Strategic Planning processes, but also takes a balanced approach to looking into the future.

It is a refreshed look at the City's strategic priorities, incorporating feedback collected through the Community-Wide Survey, focus group discussions with community leaders and stakeholders, public engagement feedback sessions, and online surveys.

## Strategic Planning Process



# Reaffirmed Mission, Vision and Values

Throughout the planning process, it was established that this new Strategic Plan will not be a reset, but rather a refreshed approach to the City’s Strategic Plan. With that, it was established that the City’s mission, vision and values would stay true and unchanged as they were developed in the past, honoring that work and commitment made by previous partners of the City’s Strategic Planning Process.

## MISSION STATEMENT

*“Be the best-managed, fiscally-responsible and appealing community and promote a community spirit of trust, respect and citizen involvement.”*

## VISION FOR THE CITY OF LAKE FOREST

The City will preserve its character and quality of life and be responsive to the changing needs of the residents in a fiscally responsible manner.

The City will be an outstanding example of a well-managed, planned community which protects and enhances its rich heritage, architecturally significant buildings, residential neighborhoods, natural resources, open spaces and recreational areas. The City will continue in its efforts to be a community of cultural diversity, and maintain a variety of residential options, including single and multi-family housing. The City will foster well-planned business districts, encompassing a variety of retail shops, restaurants and other service establishments.

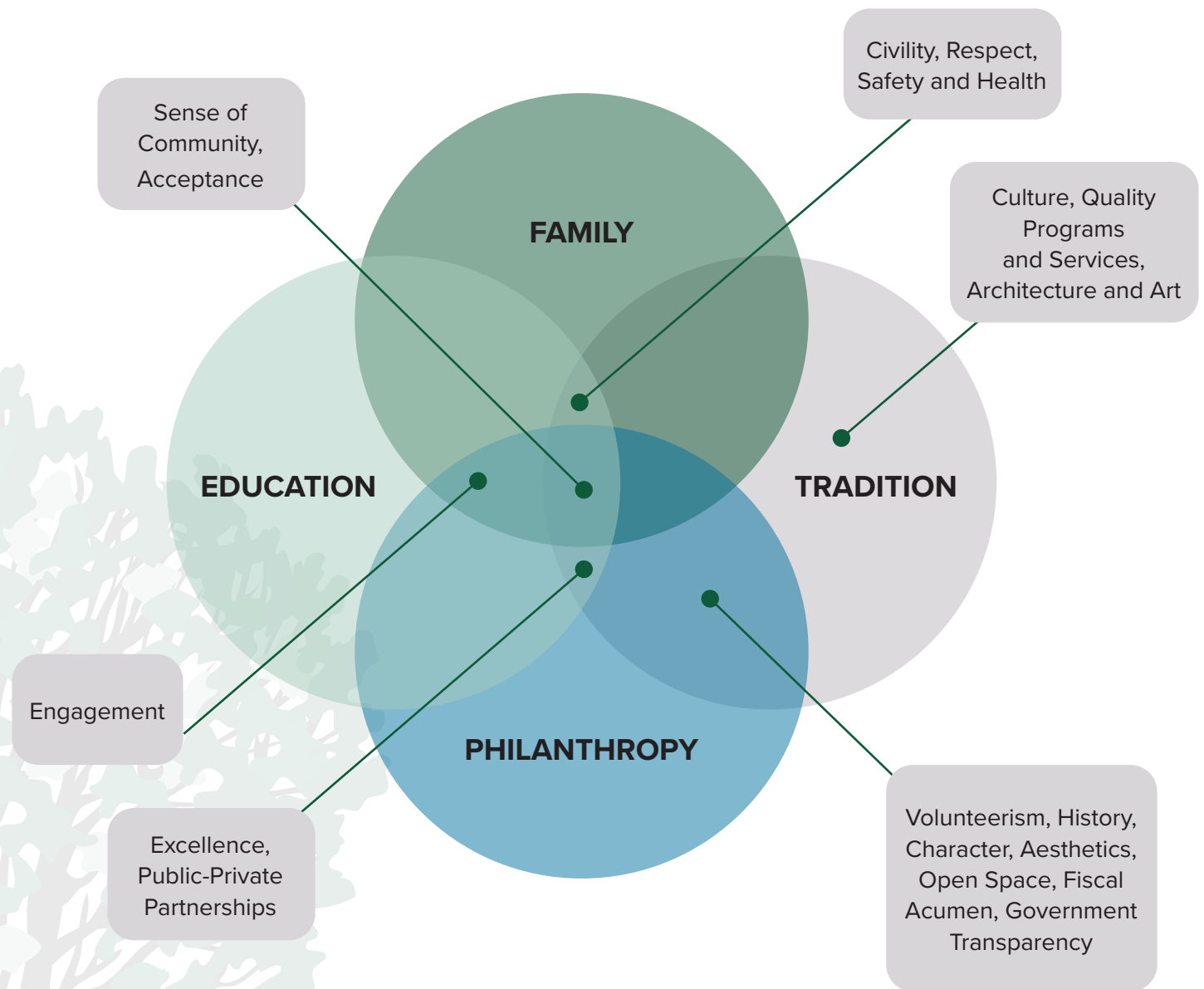
A strong commitment will be made to public health and safety, the maintenance of our infrastructure, and the conservation of our open spaces and natural resources. Community, educational and recreational services will be distinguished by a strong commitment to quality, efficiency and outstanding public facilities, supported by one of the North Shore’s most reasonable property tax rates.

The City will be known for its responsiveness, commitment to public health and safety, sensitivity to quality of life and conservation, fiscal responsibility, and promotion of cooperation and respect among residents, businesses and government.



# Core Values: Lake Forest's Four Cornerstones

*Family, Education, Tradition, and Philanthropy*





# Fiscal Stewardship



*Implement an operating budget and capital improvement strategy that is balanced over the long-term.*

**OBJECTIVE ONE:** Implement an operating budget and capital improvement strategy that is balanced over the long-term.

*Initiatives:*

- Continue the tradition of considering the long-term time horizons that guide decision making when developing financial forecasts that predict future revenue and expenditure trends.
- Based on the financial forecasts developed annually, proactively take steps to address anticipated problems in a timely fashion.
- Identify potential internal and external challenges that may impact the City's ability to remain flexible and responsive in managing City finances.
- Retain and attract a high-quality workforce through competitive salaries, benefits, training, and development opportunities with an emphasis on succession planning.
- Explore opportunities for continuous improvements to the cost effectiveness and efficiency of City programs, activities, and services with particular focus on those identified by residents as being highly valued.



**OBJECTIVE TWO:** Continue to pursue alternative sources of revenue while thoughtfully reducing expenditures and exploring public and private partnerships and special service agreements, which have served the City well in the past.

*Initiatives:*

- Create a revenue diversification plan.
- Continue emphasis on pursuit of grant opportunities to supplement the City's Capital Improvement Program.
- Pursue consortiums and shared service agreement opportunities with neighboring municipalities to reduce expenditures.
- Further steward relationships between the City and community stakeholders to identify potential public/private partnerships to support capital projects, community events, and unique initiatives.
- Create opportunities for residents, family foundations, and businesses to make "legacy contributions" - donations for specific purposes or to support the General Fund.
- Explore opportunities to increase volunteer efforts to reduce City operational costs.





**OBJECTIVE THREE:** Ensure the public is well informed and understands the financial condition of the City and the proactive efforts to continue to keep the budget in balance.

*Initiatives:*

- Publicize the Comprehensive Fiscal Plan, cost-savings initiatives and staff reductions that have been implemented.
- Utilize multiple modes of media and communication to inform the community with an emphasis on presenting complex financial information in an easy-to-understand format.
- With the goals of both transparency and keeping residents informed, publicize monthly updates to track financial performance and deviations from projected budgets.

**OBJECTIVE FOUR:** Continue to actively encourage and support economic development.

*Initiatives:*

- Explore opportunities to create jobs, enhance economic diversification within the community, and promote income growth.
- Develop a dedicated Fund and/or revenue to allocate for business/economic development initiatives.
- Develop and implement options for incentive programs targeted toward sites, business types, or other development identified by City officials as essential to maintaining thriving business districts.



# Infrastructure and City Facilities



*Invest in and maintain infrastructure and facilities to ensure they are safe, reliable, and capable of meeting current and future needs of the community.*

**OBJECTIVE ONE:** Continue to utilize the annual five-year Capital Improvement Program Plan as a budgeting and prioritization tool for all City infrastructure, assets, and facility-related improvement, enhancement, and replacement projects.

*Initiatives:*

- Provide funding for studies of infrastructure, assets, and facilities to assist in prioritizing and forecasting costs related to future needs and to minimize accelerating expenditures resulting from the deferred maintenance.
- Develop a forward looking and ongoing assessment and evaluation process for City facilities, parking lots, bike and walking paths, and parks.
- Recognize that the cost of supporting infrastructure and facilities will likely continue to outpace available dollars. Continue to explore grant opportunities, public/private partnerships, and other outside funding sources to help finance priority projects and special initiatives desired by the community.
- Continue to use funding targets to assure that available dollars are allocated to a wide range of infrastructure and facility needs including, but not limited to roads, bridges, buildings/facilities, ravines, storm sewers, water and sanitary systems, operating equipment and vehicles.





**OBJECTIVE TWO:** Identify and pursue road, sidewalk, and bike/pedestrian path improvements to promote mobility, safe and efficient movement of various transportation modes, and interconnectedness throughout the community.

*Initiatives:*

- Develop and implement an ongoing process to identify and prioritize future transportation enhancement projects throughout the City.
- Take steps necessary to advance and complete the intersection improvements at both Waukegan and Everett Roads and Waukegan and Westleigh Roads through partnership with IDOT.

**OBJECTIVE THREE:** Research, develop, and implement innovative and modern solutions for all City infrastructure repairs and improvements that promote efficiency, cost effectiveness, and environmental sustainability.

*Initiatives:*

- Continue to evaluate and implement new technologies, means, and methods to improve infrastructure in areas that may present both funding and construction challenges/limitations. These may include but are not limited to stormwater management, facility improvements, road resurfacing, parking lot replacement, and street lighting.
- Protect waterways and ravines by maintaining and improving storm water and sanitary infrastructure, and stream system health.
- Continue to explore opportunities to include features such as rain gardens, pervious pavement, and bioswales where appropriate in infrastructure projects.





# Public Safety



*Ensure the safety and security of all residents by providing efficient and effective police, fire, and emergency services while promoting community-based crime prevention initiatives.*

**OBJECTIVE ONE:** Improve the effectiveness of joint police, fire, and emergency management response through enhanced coordination, integrated training programs, new protocols, and the development of best practices for critical incidents and planned events.

*Initiatives:*

- Ensure public safety agencies have the training, equipment and resources needed to deliver timely and effective services and develop ways to measure and report on the quality of those services.
- Continue joint efforts to plan for and respond to significant community safety events through combined training and utilization of emergency operation plans.
- Enhance the community's ability to prevent, protect against, mitigate, respond to, and recover from critical incidents and large-scale events.
- Evaluate and project major capital expenses to responsibly maintain a high level of service and response to emergencies.



**OBJECTIVE TWO:** In partnership with the community, professionally and efficiently deliver high-quality law enforcement services; foster a feeling of safety and security; and provide outreach and educational programs to enrich all persons in the City of Lake Forest.

*Initiatives:*

- Research and implement new training, technology, processes, facilities, and equipment that support the mission of the Police Department.
- Increase police department transparency through new tools and growing current practices.
- Continue efforts to support industry-leading police/community strategies that will support the community and strengthen public trust.
- Expand social services throughout the community by increasing the use of the police social worker and other crisis intervention programs.



**OBJECTIVE THREE: Provide a safe environment through efficient and effective fire rescue and EMS services for the residents, businesses, and visitors.**

*Initiatives:*

- Ensure the seamless operation and continual enhancement of fire rescue services, emergency medical services, life safety code enforcement, and 911 operations to advance public safety.
- Identify and adapt to public safety service models that support ever evolving changes in service delivery expectations and opportunities.
- Continue implementation of progressive fire and injury prevention activities (i.e. Citizen’s Fire Academy, Risk Watch, Public Education Initiatives).
- Explore, implement, and integrate technological innovations and advancements.

**OBJECTIVE FOUR: Plan for, design, and build updated police and fire headquarters facilities in a manner that is both fiscally responsible and meets the current and future needs of the community and our public safety employees.**

*Initiatives:*

- Convert the vacant office building at 1925 Field Court to a new Police Headquarters.
- Explore various funding mechanisms, public/private partnerships, and other revenue streams to offset buildout and ongoing operational costs for the Police Headquarters.
- Develop a plan for renovation of the existing Public Safety Building to meet the needs of the Fire Department in the short term, and over the longer term.
- Assess the impact the new police headquarters location will have on law enforcement operations, Police-Fire cooperation, community relations, and other metrics and plan for and implement appropriate strategies.





# Recreation and Community Well-Being



*Promote a healthy and active community by providing diverse recreational opportunities, maintaining parks and open spaces, and supporting programs that enhance residents' quality of life.*



**OBJECTIVE ONE:** Identify opportunities to enhance recreational programs and facilities to better serve the needs and interests of residents and to continue to attract new families to the community.

*Initiatives:*

- Identify opportunities to enhance existing offerings and develop new programs to meet the expressed needs and ever-changing interests of all community members.
- Begin to develop a long-term plan for the enhancing, renovating, or replacing the Recreation Center. Consider scope, timing, and financial strategies.

**OBJECTIVE TWO:** Offer community events and educational opportunities that address the diverse needs and interests of Lake Forest residents and increase the sense of community.

*Initiatives:*

- In addition to larger community events, support grass-roots initiatives for localized gatherings within subdivisions and neighborhoods to build community and strengthen neighbor to neighbor relationships.



**OBJECTIVE THREE: Encourage and promote community use of the City’s natural assets including neighborhood and community parks and preserved and protected natural areas.**

*Initiatives:*

- Continue to maintain City parks and open spaces at a high level making them safe, comfortable, and inviting to residents.
- Evaluate opportunities to improve pedestrian (both walkers and runners) and bicycle access to parks and open spaces.
- Promote and celebrate the community’s unique natural assets, the beach, parks, prairies, and woodlands.
- Provide information on regulations that apply to the use of parks, the beach, and preserved open spaces in order to enhance the experience for all residents.
- Continue to promote programs including the award-winning Rethink Recycle Program, use of the City’s Compost & Recycling Center, curbside compost collection service, and the exploration of other environmentally friendly initiatives.
- Provide public education opportunities with the goal of increasing awareness of the benefits of protecting and preserving the extraordinary natural environment in the City.



**OBJECTIVE FOUR: Create opportunities to partner with schools, the hospital, the Library, Gorton Center, religious institutions, and other not for profit groups to support the success and well-being of children, youth, seniors, and families.**

*Initiatives:*

- Assure that the City organization, elected and appointed officials and City staff lead by example in accordance with the City’s Values – Trust, Respect, Integrity and Excellence.
- Strive to create an environment of civility at public meetings by encouraging an openness to listening and understanding diverse points of view.
- Continue to support, promote, and enhance the services and programs offered by CROYA to respond to current interests and needs of the community’s youth.
- Continue to support, promote, and enhance the services and programs provided by Dickinson Hall to respond to current interests and needs of the community’s aging population.
- Cultivate partnerships with School Districts 67 and 115, community groups and organizations to enhance opportunities for collaboration and building trust while promoting physical and emotional well-being for all residents.
- Continue to hold events that provide opportunities for the Police Department, including the Department’s Social Worker, to interact in a positive way with community members with a focus on providing opportunities for interactions with youth and seniors.
- Identify and promote resources that are available in the community through local and regional agencies that support physical and mental health awareness.





# Community's Visual Character and Development



*Enhance the aesthetic appeal of Lake Forest by balancing preservation of historic buildings, distinct streetscapes and landscapes with being open to opportunities and new ideas.*

**OBJECTIVE ONE:** Maintain the established development review processes and public input opportunities which have historically served the community well.

*Initiatives:*

- Respect the decisions of the various Boards and Commissions, recognizing that each has a specific purview and charge and recognizing the Council's responsibility for taking a broader perspective.
- Evaluate proposals holistically: what is in the best interest of the entire community over the long term.
- Continue to adhere to the review processes that have served the City well for decades.



**OBJECTIVE TWO:** Recognize, respect, and preserve significant buildings, landscapes, and distinct streetscapes carrying on the tradition of actively working to preserve the community's unique character while at the same time, being open to development and redevelopment that introduces appropriate new ideas and opportunities.

*Initiatives:*

- Recognize and celebrate the historic and unique aspects of the community to raise awareness about and remind people of what makes the community special.
- Consider development and redevelopment plans in a careful and deliberate manner as has traditionally occurred in the community.
- Develop guiding parameters for "opportunity areas" that exist in the business districts to serve as a road map for developers who may have interest in Lake Forest and to set realistic expectations for all stakeholders.
- Avoid following "trends of the day" without careful due diligence about unintended consequences and impacts, positive or negative, on the community's character over the long term.



**OBJECTIVE THREE: Support construction that is safe, durable, of high quality, and responsible.**

*Initiatives:*

- Continually adopt updated National and State Life Safety and Building Codes.
- Review and reduce local Building and Life Safety Codes, relying on the well-researched State and National Codes to provide clarity and consistency for contractors and design professionals and to further streamline review processes.
- Evaluate new materials and methods that take advantage of new technology or are more environmentally responsible.
- Support quality development that will stand the test of time.

**OBJECTIVE FOUR: Recognize the key role preserved open space, streetscapes, and well landscaped public spaces play in the community’s visual character.**

*Initiatives:*

- Continue to partner with Lake Forest Open Lands as the appropriate long-term use of the limited remaining vacant land in the community is considered.
- Consider appropriate lighting levels for different areas of the community to provide for comfort and safety while respecting the community’s character.





# Business and Economic Vitality



*Enhance the business community so that it remains economically viable, enticing to visit, and meets the needs of the community and visitors.*



**OBJECTIVE ONE:** Maintain a focus on the health and vibrancy of the Central Business District and the Waukegan Road/Settlers' Square Business District.

*Initiatives:*

- Maintain and upgrade essential infrastructure as needed to provide safe, functional, and welcoming business districts.
- Try out new ideas. Implement pilot projects that require minimal investment at the outset and observe community reaction, evaluate pros and cons.
- Continue to offer events to draw people, both residents and visitors, into both business districts.
- Welcome visitors by providing clear parking information through various means and provide adequate parking capacity in appropriate locations.
- Actively work to support existing and new businesses through initial site selection, an efficient and responsive development/redevelopment process, on site problem solving (in particular to support adaptive reuse of historic buildings), and as may be appropriate, considering unique incentives for exemplary projects.





**OBJECTIVE TWO:** Support a mix of uses in the business districts including retail (everyday necessities and specialty retail), a variety of restaurants at various price point, service businesses, residential options, and community gathering spaces, small and larger.

*Initiatives:*

- Welcome both national brands and local businesses.
- Promote shopping and eating locally.
- Implement the recommendations in the Comprehensive Plan pertaining to both business districts: develop parameters for “opportunity areas” and consider amendments to zoning regulations if needed to support the parameters.

**OBJECTIVE THREE:** Promote Conway Park locally, regionally and beyond as a premier office opportunity.

*Initiatives:*

- Engage with regional agencies to promote Conway Park.
- Evaluate the need for re-establishing a shuttle service from the train stations to Conway Park as an amenity for employees in collaboration with the Conway Park Owners’ Association. (Prior service was discontinued during Covid.)



# Community Engagement



*Encourage active participation and communication between the City government and residents, fostering a sense of community and ensuring that voices are heard in the decision-making process.*

**OBJECTIVE ONE:** Increase the usefulness and accessibility of current communication channels, as highlighted in the Community-Wide Survey.

*Initiatives:*

- Utilize survey results on communication preferences to better understand demographic data and how best to focus on unreached groups.
- Identify the top five sources used by residents and explore how to best leverage those channels to continue to increase information retention.
- Reassess the lower utilized channels and work to better understand an appropriate reallocation of resources or reimagining of those tools.
- Be a trusted messenger for community information. Proactively anticipate and address questions.



**OBJECTIVE TWO:** Enhance access to community engagement opportunities for residents in all stages of life.

*Initiatives:*

- Clearly inform community members about how they can interact with the City and provide easily accessible ways to be involved.
- Organize regular meetings and forums to solicit feedback and foster dialogue between residents and City leadership.
- Continue using pulse surveys to gather feedback from residents on specific projects or initiatives.
- Increase use of intercept surveys as a tool to reach key stakeholder groups where they are at.





**OBJECTIVE THREE:** Enhance sense of community by encouraging communication and collaboration between community partners (schools, non-profit organizations, institutions, businesses, etc.)

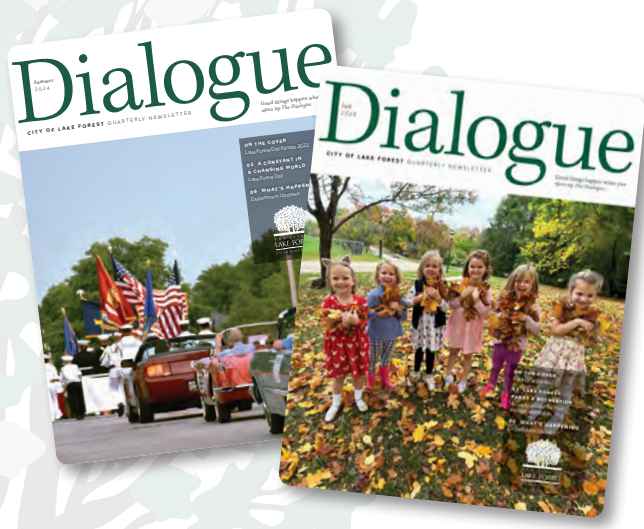
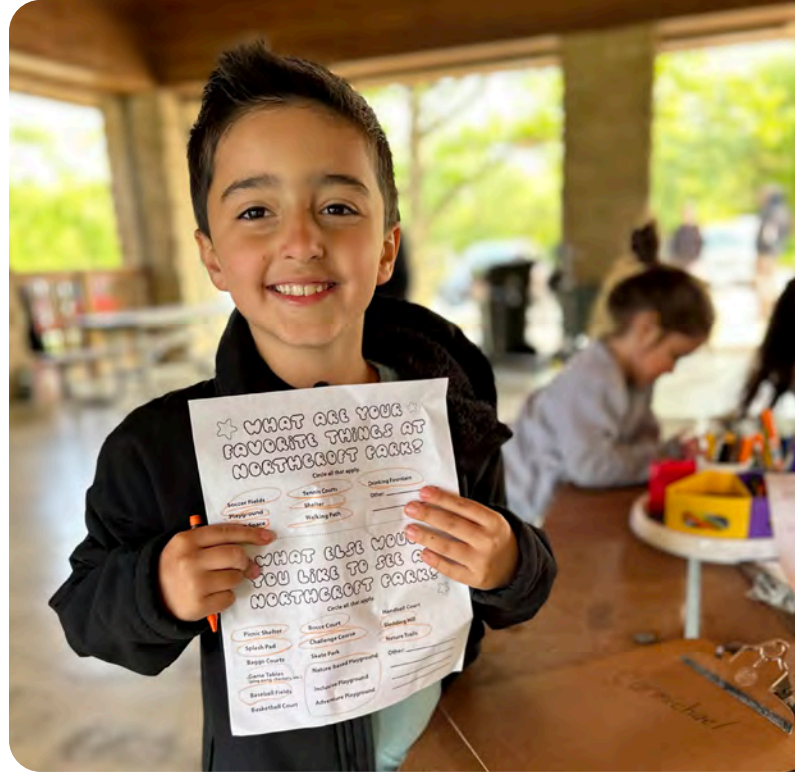
*Initiatives:*

- Facilitate events and opportunities to increase visibility for local businesses and organizations.
- Share information about volunteer opportunities.
- Foster strong relationships between the City and community organizations, businesses, and institutions.

**OBJECTIVE FOUR:** Continue to optimize openness in City decisions, actions, and decision-making processes.

*Initiatives:*

- Increase awareness of the City’s transparency portal and access to City Council, Boards and Commissions activity and documentation.
- Through existing technologies, improve the City’s transparency portal by providing a central location for publicly available information.
- Improve the user experience for watching live-streamed City Council Meetings.
- Utilize Agenda Management software to increase accessibility and synchronization between agenda management and recorded videos of City business.







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**Email** [cityhall@cityoflakeforest.com](mailto:cityhall@cityoflakeforest.com)

**Phone** (847) 234-2600



THANK YOU

Dear Ishwar and Staff,  
Thank you for the  
thoughtful and gracious  
Celebration of the Friends  
of Lake Forest Library and  
their continued support and  
care for the Library! So perfect!



It was a privilege and  
honor to be part of the  
Murals Restoration project,  
and it reflects the wonderful  
dedication of the Staff and  
board to the continued  
excellence of service to the  
Community. Thank you! Cheers!  
Patricia Kewchen



## **LAKE FOREST LIBRARY BOARD OF TRUSTEES**

360 East Deerpath Road, Lake Forest, IL, 60045

Tuesday, September 17, 2024

### *Regular Meeting*

#### CALL TO ORDER

President Jim Clifton welcomed all and called the meeting to order on September 17, 6:30 pm in the Kasian Room, Lake Forest Library.

#### ROLL CALL

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

Trustee absent: JoAnn Desmond

Library Staff present: Ishwar Laxminarayan, Executive Director, Assistant Facilities Manager, Bledian Ajroja, Heidi Kruger, Director of Patron Services, Lorie Rohrer, Head of Youth Services, Joy Schmoll, Head of Communications, Leotrim Hamza, Business Manager.

#### PRESIDENT'S REMARKS

President Clifton congratulated The Friends of Lake Forest Library for a very successful book sale with this year's revenue exceeding that of previous years. He highlighted the numerous collaborations that our Library has forged with several community organizations in Lake Forest and complimented staff for taking the time and effort to reach out to all these community organizations and enrich our community through these exciting partnerships.

#### CALL FOR ADDITIONS TO THE AGENDA

None.

#### OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD

None.

#### CORRESPONDENCE REPORT

Director Laxminarayan discussed positive feedback from some of the recent programming. Director Laxminarayan also noted several suggestions for improvements to the library from patrons. Anecdotally, Trustee Shaw offered a suggestion to make the library address more visible from the exterior.

#### CONSENT AGENDA

Trustee Sparrow made a motion seconded by Trustee Johnson to approve the consent agenda. The vote was approved unanimously by all trustees in attendance.

#### LONG RANGE PLANNING COMMITTEE

Trustee Shaw emphasized the importance of partnerships with other organizations as part of the library's long-range plan and reiterated that the strategic plan remains flexible. The meeting minutes were approved, with Trustee Shaw highlighting the initiation of quarterly progress reports. Director Laxminarayan noted the collaborative nature of the strategic plan, driven by staff and community input, and the leadership team will review it monthly, with a quarterly board review.

Projects like the vending machine, were cited as examples from the spotlight report, and Ms. Schmoll explained the value of the document in tracking both short-term actions and long-term goals. There was discussion focused on aligning the plan with budget priorities, incorporating community feedback, and ensuring sufficient staff and resources to meet objectives. Director Laxminarayan proposed hosting a community event to gather further input on the plan's progress.

#### BUILDING COMMITTEE

Trustee Strong provided updates on the HVAC controls noting the project will be complete by November, with the heating system ready by October. No surprises were encountered during the HVAC upgrades, and training for maintenance staff is planned.

WJE Architects is working on recommendations for the courtyards restoration project with no major concerns identified.

American Hoist has started preliminary work onsite for the elevator upgrades.

#### OPERATIONS REPORT

Ms. Kruger reported on the vending machine delivery to the West side location. Troubleshooting is ongoing and rollout is expected after October 1.

Ms. Kruger provided updates on the changes to the Medical Benefits program for Library Staff. She noted the Library has joined the IPBC, a pool comprising over 160 public entities, to ensure financial stability and predictability in insurance costs. Staff is satisfied with this decision.

Director Laxminarayan highlighted upcoming events and programs and noted that usage and traffic metrics are tracking well.

#### UNFINISHED BUSINESS

None

#### NEW BUSINESS

None

Trustee Sparrow made a motion, seconded by Trustee Johnson, to adjourn the meeting. The motion passed unanimously by all trustees in attendance. Meeting adjourned at 7:38 pm.



## FY2025 Revenue & Expenditure Statement

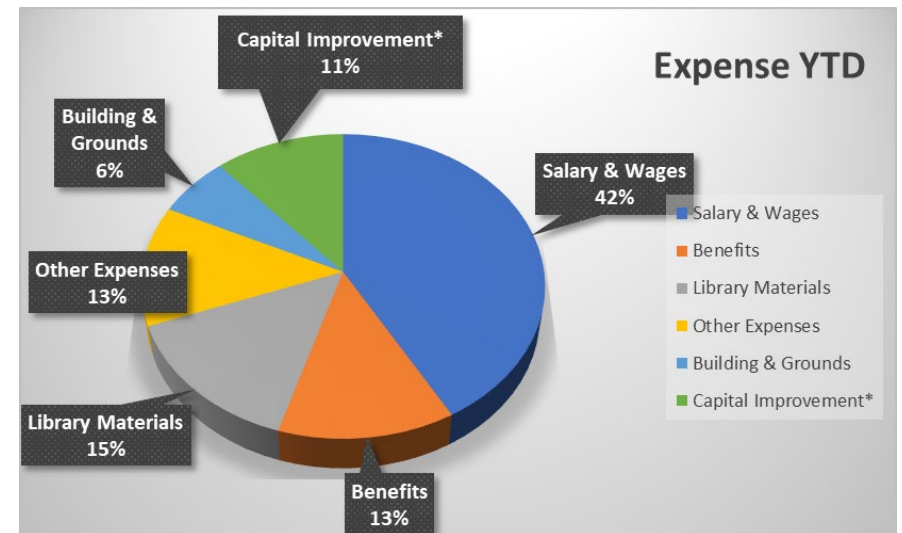
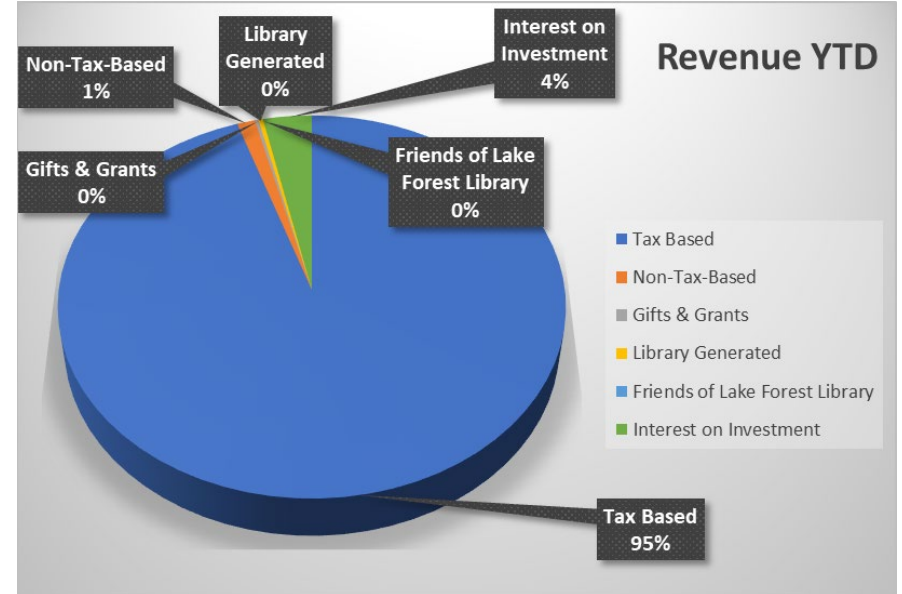
For the YTD September - 2024

Revenues	YTD	Budget	Budget Realized
Tax Based	4,535,566	4,982,581	91%
Non-Tax-Based	60,070	73,000	82%
Gifts & Grants	11,513	10,000	115%
Library Generated	14,930	24,000	62%
Friends of Lake Forest Library	-	79,750	0%
Interest on Investment	161,569	160,000	101%
<b>Total Revenues</b>	<b>4,783,649</b>	<b>5,329,331</b>	<b>90%</b>

Expenses	YTD	Budget	Budget Utilized
Salary & Wages	773,823	2,244,113	34%
Benefits	240,925	888,814	27%
Library Materials	270,573	722,700	37%
Other Expenses	236,549	894,580	26%
Contractual Services Library*	117,292	409,400	29%
Other*	119,258	485,180	25%
Building & Grounds	119,878	393,950	30%
Contractual Services Building*	9,629	25,000	39%
Capital Improvement*	212,023	2,100,000	10%
<b>Total Expenses</b>	<b>1,853,771</b>	<b>7,244,157</b>	<b>26%</b>

Reserves	
Reserve - Capital Improvements	3,050,000
Reserve - Technology Improvements	300,000
Capital Equipment	300,000
Fund Balance - Unassigned	4,751,256
<b>Total Reserve Amount</b>	<b>\$ 8,401,256</b>

\*Detail on Last page of the Report







## FY2025 Revenue & Expenditure Statement

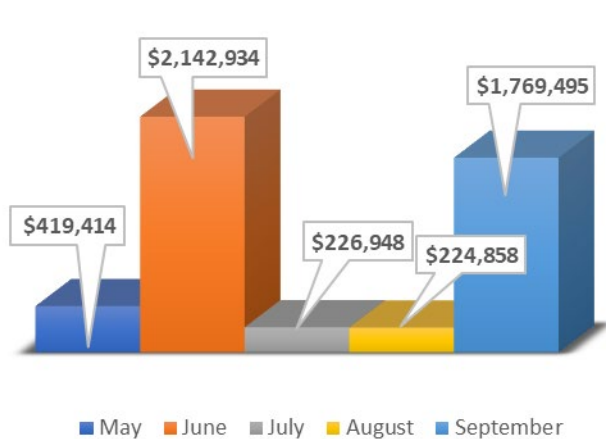
For the YTD September - 2024

	May	June	July	August	September	YTD	Budget
Tax Based	362,954	2,141,798	100,275	199,067	1,731,473	4,535,566	4,982,581
Non-Tax-Based	15,187	-	42,349	2,535	-	60,070	73,000
Gifts & Grants	13	-	-	10,500	1,000	11,513	10,000
Library Generated	3,696	1,136	831	7,103	2,165	14,930	24,000
Friends of Lake Forest Library	-	-	-	-	-	-	79,750
Interest on Investment	37,564	-	83,494	5,654	34,857	161,569	160,000
	\$419,414	\$2,142,934	\$226,948	\$224,858	\$1,769,495	\$4,783,649	\$5,329,331

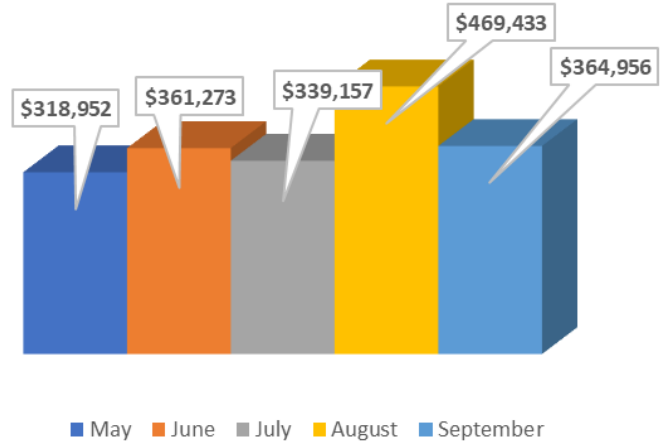
	May	June	July	August	September	YTD	Budget
Salary & Wages	94,577	144,383	145,995	230,427	158,440	773,823	2,244,113
Benefits	43,937	44,379	46,151	55,599	50,859	240,925	888,814
Library Materials	34,053	85,593	58,491	59,014	33,423	270,573	722,700
Other Expenses	69,335	37,089	62,429	34,885	32,811	236,549	894,580
Contractual Services Library	48,098	16,012	34,627	14,638	3,917	117,292	409,400
Other	21,238	21,077	27,802	20,247	28,894	119,258	485,180
Building & Grounds	55,885	8,449	23,240	14,881	17,424	119,878	393,950
Contractual Services Building	2,693	1,379	2,495	461	2,601	9,629	25,000
Capital Improvement	21,165	41,380	2,852	74,626	72,000	212,023	2,100,000
	\$318,952	\$361,273	\$339,157	\$469,433	\$364,956	1,853,771	7,244,157

	\$100,462	\$1,781,661	(\$112,209)	(\$244,575)	\$1,404,539	2,929,877	(\$1,914,826)
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### Revenue By Month



### Expense By Month



**Lake Forest Library**  
**Financial Notes and Variance Report**  
**For the Month of September 2024 (Month 05) FY2025**

**Funds on Hand:** \$4,751,256 (unrestricted/unaudited). The budget deficit of \$1,914,826 will be adjusted at the end of the fiscal year from funds on hand

**General Operations - Revenues**

**Property Tax:** As of September 30, the Library received \$4,535,566 in property tax distributions which is 91% of annual budget.

**Non-Tax-Based:** As of September 30, the Library received \$60,070 in property tax distributions which reflects personal property tax \$31,310 and per capita grant \$28,760 payment which is 82% of annual budget.

**Gifts:** As of September 30, the Library received \$11,513 as gifts and grants which is 15% more than the annual budget.

**Library-Generated:** As of September 30, the Library received \$14,930 in Library generated income. This income is from copiers, other revenue such as CCS and miscellaneous fees which is 62% of the annual budget.

**Interest on Investment:** As of September 30, the Library received \$161,596 in interest on investment which is 1% more than the annual budget.

**General Operations - Expenditures**

**Salaries, wages, and benefits:** As of September 30, \$773,823 for salaries and wages: 34% of FY budget; \$240,925 for benefits: 27% of FY budget. \$142,109 for medical insurance 28% of FY budget; \$57,859 for SSN: 29% of FY budget; \$37,747 for IMRF: 21% of FY budget and \$3,211 for Worker's Compensation: 37% of FY budget.

**Materials: Books, AV, and Electronic Services:** As of September 30, \$270,573: 37% of FY budget, this includes payments for periodical and database subscriptions.

**Other Operating Expenditures:** As of September 30, \$236,549: 26% of FY budget. Includes \$117,292 in library contractual services, including third payment of RFID lease of \$24,041 to Bibliotheca and \$119,258 on other expenses such as programs, administrative fees, office supplies, membership and miscellaneous expenses.

**Building and Grounds:** As of September 30, \$119,878 which is 30% of the FY budget. Reflects the building insurance, contracts and service calls for building maintenance, the cleaning service, elevator, repairs and service for Boiler, HVAC, and other systems.

**Capital Improvement:** As of September 30, \$212,023: 10% of FY budget has been spent on the purchase of new servers, fire alarm, shifting with installation of new pumps and art pieces restored - Jackleen Leary sponsored by Friends of Lake Forest. And includes partial payment \$72,00 of HVAC control system and advance payment \$34,700 to International Library Service for kiosk machine.

**Reserves**

\$4,751,256 - Operating cash reserve (fund balance-unassigned). An amount of \$797,732 is reflecting excess of revenues over expenditures for FY2024 in the operating cash reserve after the audit. The Library's restricted reserves are currently \$3,650,000: capital equipment (\$300,000), capital improvements (3,050,000), and technology (\$300,000).

Year to Date FY2024: 26% of budget expenses; 90 % budget revenues.

**Account Details**

**Contractual Services Library**

Description	May	June	July	August	September	YTD	Budget
CCS & OCLC (Integrated Library System)	12,248	-	17,505	-	-	29,753	\$ 92,400
HR Consulting	-	-		-	-	-	\$ 50,000
LAN, WAV, and Support (MSP)	9,548	9,908	9,936	9,959	-	39,352	\$132,000
EZ Proxy & Collection HQ	732	-	1,375	189	-	2,296	\$ 10,000
Bibliotheca	24,041	-	-	-	-	24,041	\$ 25,000
Online/Internet (fiber)	-	1,322	1,439	1,205	2,654	6,621	\$ 25,000
Other: Web Calendar Subscription	-	3,094	2,685	22	1,264	7,065	\$ 40,000
Technology Leased & Warranty Renewals	1,528	1,687	1,687	3,262	-	8,166	\$ 35,000
<b>Total</b>	<b>\$ 48,098</b>	<b>\$ 16,012</b>	<b>\$ 34,627</b>	<b>\$ 14,638</b>	<b>\$ 3,917</b>	<b>\$ 117,292</b>	<b>\$409,400</b>

**Contractual Service Building**

Description	May	June	July	August	September	YTD	Budget
Water Treatment	250	250	250	250	250	\$ 1,250	
Alarm System	2,340	-	-	104	-	\$ 2,443	
Inner Security System	104	-	-	-	-	\$ 104	
Rose Pest	-	97	204	107	107	\$ 515	
AED (CINTAS)	-	1,032	2,041	-	2,244	\$ 5,317	
<b>Total</b>	<b>\$ 2,693</b>	<b>\$1,379</b>	<b>\$2,495</b>	<b>\$ 461</b>	<b>\$ 2,601</b>	<b>\$ 9,629</b>	<b>\$ 25,000</b>



**Others**

Description	May	June	July	August	September	YTD	Budget
NEW STRATEGIC INITIATIVES	-	-	-	-	-	-	\$ 100,000
ADMINISTRATIVE SERVICES	2,312	-	4,625	2,312	2,312	11,562	\$ 30,385
PERSONNEL RECRUITMENT	-	-	59	176	118	353	\$ 1,000
TRAINING & DEVELOPMENT	777	1,041	2,475	727	3,320	8,341	\$ 23,000
EMPLOYEE TUITION	-	-	-	-	-	-	\$ 10,000
MEMBERSHIP DUES	1,410	154	162	-	675	2,401	\$ 11,000
MEETINGS & EXPENSE REIMB	-	-	46	-	181	227	\$ 2,500
LEGAL	-	2,385	4,380	2,760	600	10,125	\$ 100,000
AUDITING SERVICES	-	-	-	-	7,851	7,851	\$ 9,000
PROGRAMS & SERVICES	15,371	8,674	12,917	10,428	12,616	60,005	\$ 152,400
ONLINE BANKING FEES	150	187	184	188	-	709	\$ 1,815
INSURANCE - LIABILITY	-	6,798	-	-	-	6,798	\$ 9,680
TELEPHONE	41	738	553	41	306	1,680	\$ 8,750
OFFICE SUPPLIES	68	229	2,075	2,299	790	5,460	\$ 15,000
POSTAGE	973	5	18	1,208	33	2,239	\$ 7,150
VENDING BEVERAGES	135	866	308	107	92	1,507	\$ 3,500
<b>Total</b>	<b>\$ 21,238</b>	<b>\$ 21,077</b>	<b>\$ 27,802</b>	<b>\$ 20,247</b>	<b>\$ 28,894</b>	<b>\$ 119,257</b>	<b>\$ 485,180</b>

**Capital Improvement**

Description	May	June	July	August	September	YTD	Budget
Capital Equipment	-	676	-	-	-	\$ 676	\$ 350,000
Technology Upgrade	18,815	6,005	1,782	-	-	\$ 26,602	\$ 250,000
Capital Improvement	2,350	34,700	1,069	74,626	72,000	\$184,745	\$1,500,000
<b>Total</b>	<b>\$21,165</b>	<b>\$41,380</b>	<b>\$2,852</b>	<b>\$74,626</b>	<b>\$ 72,000</b>	<b>\$212,023</b>	<b>\$2,100,000</b>

## LAKE FOREST LIBRARY BOARD OF TRUSTEES

### Finance Committee Meeting September 24, 2024 Minutes

Attendees: Trustees Vince Sparrow (Chair), Trustee John Johnson

City of Lake Forest: Elizabeth Holleb, Finance Director

Library staff: Ishwar Laxminarayan, Executive Director, Leo Hamza, Business Manager

The Finance Committee meeting commenced at 4:00 PM, with no public comments. Director Holleb began by discussing the recent Federal Reserve decision to cut interest rates by 50 basis points. She projected that there would be at least one more rate cut this year, with several more expected in 2025, potentially lowering rates to between 3 - 3.5% by the end of 2025. She also noted that Wintrust Bank rates are anticipated to drop in October 2024, while the Illinois Funds will follow the Fed rate cut in the next few months.

The Committee then reviewed various investment options. After careful consideration, they decided against investing in the Illinois Metropolitan Investment Fund (IMET) at this time. Director Holleb reminded the Committee of a significant fraud incident IMET experienced in 2014, which resulted in a loss of approximately \$50 million, with only 46-48% recovered. Trustee Johnson added that 501©(3) entities affiliated with libraries, such as Friends and Foundations, are also permitted to invest in IMET.

Following a review of the library's projected cash balances and anticipated capital expenditures over the next few years, the Committee agreed to consider investing in longer-term securities to secure a better return. They decided to invest in two Certificates of Deposit totaling \$498,000, maturing in April 2027.

Director Holleb highlighted the considerable uncertainty in the investment market due to the upcoming Presidential elections. She recommended that the Committee reconvene after the elections to review future investment choices.

The Committee also reviewed the draft Management Discussion and Analysis section of the FY 2024 audit. Trustee Johnson suggested emphasizing the capital improvements made during the last fiscal year. The final City Audit is scheduled to be presented to the City Council on November 4.

Director Holleb mentioned that she would be working on the City's levy process for the next fiscal year in October. She noted that the Consumer Price Index (CPI) "cost of living" or inflation percentage to use in computing the 2024 extensions (taxes payable in 2025) under PTELL is 3.4%. She will provide new construction estimates shortly.

Trustees Johnson and Sparrow offered several recommendations to enhance the Library's monthly Financial report to the Board. The next Committee meeting is scheduled for Thursday, November 14, at 4:00 PM.

The meeting was adjourned at 5:25 PM.

## Library Operations Report September 2024

### Friends Appreciation and Murals Celebration

Over 50 attendees gathered in celebration of the Friends of the Lake Forest Library to thank them for their generous support in fully funding the restoration of the Remisoff Murals located in the Library's Rotunda. Board of Trustees president Jim Clifton presented Friends and trustees with mugs specially created by the Media Lab staff featuring one of the murals. The audience enjoyed lemonade and specially designed cookies donated by O'My Goodness of Lake Bluff. Peter Schoenmann and Elizabeth Kendall of Parma Construction described the process they used to restore these murals and answered questions from the audience. At the conclusion of the program attendees toured the Rotunda using the new brochure designed by the library's Communications team.





## Adult Services

The Adult Services staff has been preparing for the new Vending machine, choosing titles, and discussing how best to serve our readers.

As we head into the election, librarians have been fielding voter's questions, including polling locations, and hosting the League of Women Voters for patrons to register to vote. Fall programs restarted such as afternoon book discussions with Judy Levin and our Great Decisions evening program.

Annalisa and Lydia hosted two sessions of *The Best Books of the Fall*, one at the Lake Forest Library and one at Lake Forest Place. A list of titles that were discussed is available in the Book Club area and on our Blog <https://www.lakeforestlibrary.org/node/51358>. These "speed dating with books" events are held each quarter and feature both newly released and upcoming fiction and non-fiction titles.

We are collaborating with Dickinson Hall on several regular programs. Thirteen seniors attended a discussion of *The Heaven and Earth Grocery Store*. A book discussion is held every other month and has a loyal following.

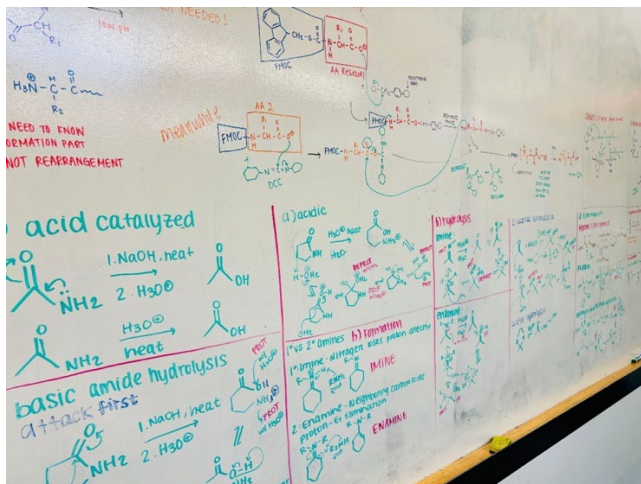
We launched our first Memory Cafe, a program co-hosted with Tricia Schwall at Dickinson Hall. This program is intended to provide a safe and welcoming environment for those dealing with memory loss and their caregivers.

Our Brownie Wise Tupperware Program which we hosted in collaboration with The Lake Forest Lake Bluff History Center was a victim of Zoom bombing. Despite all the safety measures in place, including following the best practices Zoom suggested, we became a victim. Our librarian was quick to shut down the program and our guest host graciously shared a pre-recorded copy of this lecture which we were able to share with our registered patrons. We have added Webinars to our Zoom account, and we will now use this platform to prevent this occurring again.

## Media Lab



The library hosted a captivating journey through the world of Artificial Intelligence led by Lake Forest College's Davis Schneiderman. This was the first of a three-part series collaboration with Lake Forest College's Krebs Center for the Humanities.



You can find our staff in the Foyer (pictured left) for Drop-in Tech Help on Tuesdays where we help patrons with a variety of tech related questions ranging from basic computer and internet skills to downloading eBooks, eAudiobooks, movies, music, and more using library apps.

Now that school is back in session, students and tutors are taking advantage in full force of the Media Lab's collaborative workspace and dry-erase boards. (pictured right)

Chad Clark represented the library at the first-ever Lake County Digital Equity Coalition Meeting in September. 22 organizations were represented with presentations and discussions related to broadband and digital equity and the launch of the Lake County Digital Navigator Program.

### Children's Services



**Fall Storytimes** are back in the Children's Library! Maddie Wenc, our newest Children's Librarian, hosted the Drop-in Five and Under Storytime on Monday, September 30 with a very Beary fun theme.

**New! Collaboration** with Lake Forest Open Lands. Michelle DeGrace held the first monthly drop-in Storytime on the grounds of Open Lands with 27 children and caregivers in attendance. This was an exciting partnership for the Children’s staff to host regular Storytimes on the west side of Lake Forest.

**Playtimes** are back once again in the Kasian Room every Friday morning. Children and their caregivers can drop in anytime between 9:00 am and 1:00 pm to play with Big Blue Blocks, DUPLOs, toys, puppets, and more!



**LEGO Club** children in kindergarten through fourth grade were challenged to make a swing out of the Library LEGO blocks.

**Breakout Edu Escape Box** gave families an opportunity to challenge themselves with puzzles and riddles. It is an escape room in a box!



## Young Adult Services



Emmy organized another successful Community Craft Exchange (pictured left) for our patrons to give away hobby items they are no longer interested in and pick up new materials! This year's highlight included a Cricut Joy and all its accoutrements and a brand-new Beginner's Cheese Making kit.



Outreach with the Lake Forest High School Book Club has begun again with the new school year! The first meeting of the year had 8 attendees eager to start reading. September also saw our annual Library card sign up drive at Lake Forest Academy! (pictured right) Boarding students at the Academy are welcome to sign up for a Lake Forest Library card. This year we signed up 19 boarding students for cards and renewed many from previous years.

Chess Club remains a well- attended program for our 5<sup>th</sup>-8<sup>th</sup> graders! This month we taught our aspiring chess masters how to play Bughouse Chess, a variant where a team of 2 players can take captured pieces and add them to their partner's board.

## Facilities

On Wednesday, September 4, the Facilities team attended the RAILS Facilities quarterly meeting via Zoom. The agenda included several important topics, such as facilities training resources, the operational aspects of diesel generators, and evaluations of permeable parking lots at various libraries.



On Thursday, September 5, Krause Electrical went to the West Side Train Station to remove the hardwired electricity and network cable that is integrated into out-going DVD2GO Machine and install a standard outlet into the wall and an ethernet port for the new Library Lending Machine.

In preparation of the Friends Book Sale, Facilities staff supported the installation of the Friends Conveyor belt on the west side staircase to the Library, and a temporary awning was built by facilities (Thank you Nick Hagyl!) to protect the conveyor belt from water damage from any potential rain.

On September 10, the DVD2GO Machine at the West Side Train Station was removed and sent to be recycled. Later, that morning, our new and improved Library Lending Machine was delivered and set up in the same spot.

On Monday, September 16 Heather Strong, Jim Lee, Bledian Ajroja, Craig Cymerman from Integrated Building Automation, and Dayle Hay from Hill Mechanical had a meeting regarding the status of the HVAC Controls project. Currently, Integrated Building Automations are taking down the old pneumatic control panels and installing the new computer software control panels. Hill Mechanical will have a crew onsite early October to install the boiler control valves. When the heating season starts, the installation of the cooling control valves (end of October) will begin to avoid any interruption of services. Also, Anchor Mechanical will be on-site during the seasonal changeover from AC to heat to start up the new boiler pumps, and Integrated will be on-site at the same time. Finally, the close-out process for the controls will include a manual for the system, and staff training will occur for the Building Automation System. Integrated will schedule a training day, which will take place on-site at the library.

On Wednesday, September 25 Bledian Ajroja met with Erik Hutson from the City Community Development Department to review the newly installed ethernet port and electrical outlet for the Lending machine at the West Side Train Station.

The fire alarm system experienced several trouble alarms, and Inner Security was onsite Tuesday, September 24 and Thursday, September 26 to service the system.



Thursday, September 26, Ken Itle from WJE came in with a group of both Plumbing and Electrical engineers to further conduct their site visit survey regarding the Courtyards restoration project.

### **Circulation/Interlibrary Loan**

This month has revolved around the addition of two new libraries to our CCS consortium and our new vending machine.

We welcomed Mount Prospect and Waukegan library to the group on October 1. Systems went down, as you may have noticed, from Saturday September 28 through Monday September 30. All libraries were up and running again, with a few hitches, on Tuesday October 1. Our offline system worked well over the weekend, and patrons were very understanding. We would have liked to also use our self-check system, which is great for offline, but the power outage on Friday September 27 around 5:00 pm created an issue with the self-check software and they did not come back online when the power returned. A technician from Bibliotheca came out on Monday to repair the devices. Fortunately, the offline Polaris system worked well, and staff were able to check out the patrons' materials.

A real team effort was put forth on Tuesday and Wednesday as we checked in all the returned materials from the down weekend. Holds, interlibrary loans and van bins were all processed by the end of Tuesday and Wednesday most of the materials had been shelved and we were back on our usual schedule.

Vending machine loading and testing has begun. There are many new things to learn about recording materials for housing at the machine, and how items can be returned by patrons or items checked out. This should be a welcome addition for more patron access.





## Upcoming Events:

Friday, October 18, 2024, 10:15–11:15 am	Gorton Children’s Learning Center Storytime
Monday, October 21, 2024, 1:00–2:00 pm	Book Discussion of <i>Remarkably Bright Creatures</i> at Lake Forest Open Lands Association
Wednesday, October 30, 2024, 7:00–8:30 pm	<i>The Shape of Water</i> movie at Gorton Community Center. At a top-secret research facility in the 1960s, a lonely janitor forms a unique relationship with an amphibious creature that is being held in captivity.
Friday, November 1, 2024, 7:00–8:15 pm	An Evening with Shelby Van Pelt – author of <i>Remarkably Bright Creatures</i> at the Gorton Community Center
Saturday, November 2, 2024, 10:00–11:15 am	Keeping the Writing Process Playful with Shelby Van Pelt, Kasian Room.
Thursday, November 14, 2024, 7:00–8:30 pm	The Evil Robot Future: The Possibilities and Perils of AI, Kasian Room. Final talk in three-part series on Artificial Intelligence.

## TOP TEN CIRCULATING ITEMS IN September 2024

### By Format & Audience

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#### e-Books

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Number	Title	Author	Circulations
1	<i>The Women</i>	Hannah, Kristin	24
2	<i>Funny Story</i>	Henry, Emily	20
3	<i>The God of the Woods</i>	Moore, Liz	15
4	<i>The Wedding People</i>	Espach, Alison	15
5	<i>Remarkably Bright Creatures</i>	Van Pelt, Shelby	14
6	<i>All the Colors of the Dark</i>	Whitaker, Chris	13
7	<i>Fourth Wing</i>	Yarros, Rebecca	12
8	<i>Just for the Summer</i>	Jimenez, Abby	12
9	<i>Tom Lake</i>	Patchett, Ann	12
10	<i>First Lie Wins</i>	Elston, Ashley	11
11	<i>Here One Moment</i>	Moriarty, Liane	11
12	<i>The Midnight Feast</i>	Foley, Lucy	11

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#### e-Audiobooks

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Number	Title	Author	Circulations
1	<i>Funny Story</i>	Henry, Emily	24
2	<i>All the Colors of the Dark</i>	Whitaker, Chris	17
3	<i>The Anxious Generation*</i>	Haidt, Jonathan	17
4	<i>First Lie Wins</i>	Elston, Ashley	16
5	<i>The Wedding People</i>	Espach, Alison	16
6	<i>The Women</i>	Hannah, Kristin	16
7	<i>By Any Other Name</i>	Picoult, Jodi	15
8	<i>Here One Moment</i>	Moriarty, Liane	14
9	<i>Just for the Summer</i>	Jimenez, Abby	12
10	<i>The Frozen River</i>	Lawhon, Ariel	12
11	<i>The Midnight Feast</i>	Foley, Lucy	12

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\* denotes nonfiction title

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**Adult Books**

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<b>Number</b>	<b>Title</b>	<b>Author</b>	<b>Circulations</b>
1	<i>The Paris Bookseller</i>	Maher, Kerri	23
2	<i>James</i>	Everett, Percival	17
3	<i>The Heaven &amp; Earth Grocery Store</i>	McBride, James	16
4	<i>Tom Lake</i>	Patchett, Ann	16
5	<i>Saturday Night at the Lakeside Supper Club</i>	Stradal, J. Ryan	12
6	<i>Horse</i>	Brooks, Geraldine	11
7	<i>It Ends with Us</i>	Hoover, Colleen	11
8	<i>The Anxious Generation*</i>	Haidt, Johnathan	11
9	<i>Swan Song</i>	Hilderbrand, Elin	10
10	<i>Here One Moment</i>	Moriarty, Liane	10
11	<i>A Death in Cornwall</i>	Silva, Daniel	10
12	<i>Demon of Unrest*</i>	Larson, Erik	10
13	<i>Hillbilly Elegy*</i>	Vance, J. D.	10

\*Denotes Nonfiction

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**Teen Books**

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<b>Number</b>	<b>Title</b>	<b>Author</b>	<b>Circulations</b>
1	<i>Blue Lock</i>	Kaneshiro, Muneyuki	10
2	<i>The Inheritance Games</i>	Barnes, Jennifer Lynn	8
3	<i>The Summer I Turned Pretty</i>	Han, Jenny	6
4	<i>Kaiju no. 8</i>	Matsumoto, Naoya	5
5	<i>One of Us is Lying</i>	McManus, Karen M.	5
6	<i>The One</i>	Cass, Kiera	4
7	<i>The Outsiders</i>	Hinton, S. E.	4
8	<i>Tokyo Ghoul</i>	Ishida, Sui	4
9	<i>Why Raeliana Ended Up at the Duke's Mansion</i>	Milcha	4
10	<i>Scythe</i>	Shusterman, Neal	4

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**Children's Books**

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<b>Number</b>	<b>Title</b>	<b>Author</b>	<b>Circulations</b>
1	<i>Apples and Pumpkins</i>	Rockwell, Anne F.	15
2	<i>The Wild Robot</i>	Brown, Peter	13
3	<i>I Know it's Autumn</i>	Spinelli, Eileen	11
4	<i>Jessi's Secret Language</i>	Chau, Chan	10
5	<i>Five Little Monkeys Trick-or-Treat</i>	Christelow, Eileen	10
6	<i>Five Little Pumpkins</i>	Dean, James	10
7	<i>Claudia and the Bad Joke</i>	Nopra, Arley	10
8	<i>Good-Bye Stacey, Good-Bye</i>	Epstein, Gabriela	9
9	<i>Boy-Crazy Stacey</i>	Galligan, Gale	9
10	<i>Dawn and the Impossible Three</i>	Galligan, Gale	9

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**Non-Book Items**

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<b>Number</b>	<b>Title</b>	<b>Circulations</b>
1	Mobile hotspot	32
2	Children's book bag	24
3	<i>The Fall Guy</i> (DVD)	14
4	<i>Inside Out 2</i> (DVD)	13
5	<i>IF</i> (DVD)	12
6	Nintendo Switch Console	8
7	<i>Kingdom of the Planet of the Apes</i> (DVD)	7
8	<i>Furiosa: A Mad Max Saga</i> (DVD)	7
9	<i>The Bikeriders</i> (DVD)	7
10	<i>PAW Patrol. Rescue Knights.</i> (DVD)	6

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## SERVICE STATISTICS FOR SEPTEMBER 2024

	<b>September 2024</b>	<b>September 2023</b>	<b>YTD FY 2025</b>	<b>YTD FY 2024</b>
Library Visits	<b>11,581</b>	11,775	<b>71,742</b>	64,314
Physical Items circulated	<b>19,197</b>	18,548	<b>109,606</b>	107,818
E-Media Circulated	<b>8,185</b>	8,597	<b>42,549</b>	42,480
Database Uses	<b>10,869</b>	12,792	<b>64,343***</b>	55,294
Library Programs & Attendees**	<b>44/2,460</b>	57/2,932	<b>421/30,822</b>	614/28,708
Media Lab, Appts, and Tutorials	<b>60</b>	74	<b>342</b>	291
Reference Questions	<b>1,769</b>	2,071	<b>11,501</b>	12,172
New Library Cards Issued	<b>118</b>	158	<b>713</b>	788
Items added to collection	<b>766</b>	1,129	<b>5,448</b>	5,469
Items withdrawn from collection	<b>2,750</b>	1,431	<b>8,267</b>	6,141

\*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.

\*\*Includes passive programs and take-home activities

\*\*\*YTD database stats include updated August total of 12,403 (New York Times statistics were unavailable by the reporting deadline last month)