

## LAKE FOREST LIBRARY BOARD OF TRUSTEES

Lake Forest Library, 360 East Deerpath Road, Lake Forest, IL 60045  
Kasian Room, Lower Level

Tuesday, January 21, 2025, 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. Consent Agenda (omnibus vote on matters 7(a) - 7(d):
  - a. Approve January 21, 2025 Agenda
  - b. Approve December 17, 2024 Regular Meeting Minutes
  - c. Approve December 2024 Financial Report
  - d. Approve January 15, 2025 Finance Committee Meeting Minutes
8. Building Committee:
  - a. Request for Qualifications - Centennial Projects: 1931 Historic Rooms Revitalization – Draft
  - b. Update on other projects
9. Mariani Landscaping Services Contract for 2025
10. Finance Committee
  - a. Library/City of Lake Forest Memorandum of Understanding – revision
11. FY2025 Illinois Public Library Per Capita and Equalization Aid Grant - draft
12. Library Operations Report
13. Unfinished Business
14. New Business
15. Adjournment.

**Upcoming Meetings: Regular Board: March 18, 2025.**

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.)*

# COMPLEXITY & COURAGE

Library leaders elevate a professional agenda  
By Hallie Rich

Two days after the 2024 election, public library leaders from across the nation gathered at Richland Library in Columbia, SC, for *Library Journal's* annual Directors' Summit. This year's program explored the ways public libraries are called upon to respond to complex community challenges and opportunities.

From housing insecurity to low literacy rates to political polarization, public libraries are often part of solutions to address the very issues that impact the livability and resiliency of their communities. Together, library leaders sought answers to questions about the role libraries are uniquely positioned to play, where efforts can be best directed to support diverse community needs, and defining a library leadership agenda.

## BRIDGING DIVIDES

The timing of the event offered directors a chance to discuss the 2024 election as the results unfolded, bringing a sense of urgency to how their local libraries might be affected, as well as policies at the state and federal levels. Participants acknowledged the likelihood of ongoing book challenges and state legislative proposals threatening intellectual freedom. Kent Oliver, senior policy fellow for the ALA Unite Against Book Bans Cadre, reminded participants, "It isn't like we are starting at square one—it's not all doom and gloom. We know we need to constantly be working with

cal elections—you'll find that a lot of what they're concerned about is work the library already does," advised Lisa Varga, Virginia Library Association executive director and *LJ's* 2024 Librarian of the Year. "Of course, there are some crazy platforms out there, but a lot of these folks are concerned about



**BIG QUESTIONS, MEANINGFUL ANSWERS** Kelvin Watson, executive director of Las Vegas–Clark County Library District, facilitates dialogue during one of several small group discussions.

**“ I was very appreciative of the Summit’s leadership development model. The interactive breakouts and sessions were designed to make the directors’ discussions central to the learning. I also appreciated being around some of the brightest minds in the public library field and the opportunity to meet directors from public libraries of all sizes.”**



**FELTON THOMAS** | CEO, CLEVELAND PUBLIC LIBRARY, OH

the people that are running for city council, the people that are running for county commission and state offices. You can't wait till the bad things start to happen.”

As directors shared their experiences dealing with book bans, hostile boards, and anti-library legislation, many cited the need to focus on building bridges. “Engagement without appeasement” was how one group described a path forward. “Look at the people who just won in your town, in your lo-

senior citizens in their community; they are concerned about veterans.... Between the workforce development you do, AARP tax clinics, and especially small business support, you might find that you can get in front of them before someone else tells them the library is something that we aren't.”

Finding common ground can sometimes mean being open to one-on-one dialogue. Faced with a board candidate leading a campaign to remove “pornography” from libraries, one director described the power of inviting him in. While touring the library, she pointed out several books that had received complaints over the years: a graphic novel about divorced parents that a dad didn't want his child to read, a children's book about a dog and a burglar upsetting to a family that experienced gun violence, and a novel that one woman just found “too sad” to be in the library. This director helped the would-be book banner understand that someone could find something “controversial” in any book in the library, and he ultimately stepped away from his censorship effort. “I think we need to invite people to the table instead of immediately shooting them down.... We need to listen and get in the conversation,” she concluded.

Leaders agreed that libraries didn't enlist to fight in a “culture war,” but they recognized that building alliances is a way of reaching détente. “I have members of my board who are as conservative as they come, but they believe removing a book from the library because someone doesn't like it is un-American,” shared one director. “I also have very progressive board members who believe that everyone,

Hallie Rich is *LJ's* Editor-in-Chief

especially if you're marginalized and vulnerable, should be represented." They are fundamentally compatible perspectives when it comes to intellectual freedom, but the ideas need an open environment in which they can be shared.

## TELL THE STORY WE WANT TO TELL

Although the proliferation of anti-intellectual freedom and censorship attempts in recent years has resulted in library messaging being focused on book bans, Summit attendees expressed a need to advance library communication to tell a more expansive story. Melanie Huggins, outgoing director of Richland Library, shared, "The thing that's so maddening to me is we spend the majority of our time in a defensive stance, telling our story about a teeny little bit of what we do.... We do so many incredibly important, meaningful, impactful things and services that appeal to all people. We don't tell that story very well."

Across several different group discussions, the notion of "getting loud" about positive library outcomes resonated. "We need to give more airtime to the things that we want people to know, rather than being defensive about the things that people are accusing us of," reported one group. Others described outreach to partners and a steady drumbeat of good news stories to "ensure the library isn't an afterthought."


This means communicating with local and state leaders about library positions on key policies and the impact the library has on broader issues, including education, workforce, economic development, and public health. Part of building trust involves being active in the community.

## TRUST STARTS AT HOME

Directors agreed that nurturing trust with the public also requires staff to feel like they can trust their library organizations. Noting that staff have experienced physical and emotional harm in recent years, leaders shared best practices in addressing safety. Many acknowledged that staff do not feel as safe at work as they once did and expressed the need for zero tolerance when it comes to threats and harassment.

Libraries are often on the front lines of addressing community challenges like homelessness, substance abuse, and mental health, which creates safety concerns for both patrons and staff. Pat Losinski, recently retired CEO of Columbus Metropolitan Library, OH, shared, "It's just such a new ball game. I'm concerned not just about the trauma being experienced by the individual staff—it's terrible—but then you also have leaders who are trying to manage the trauma of 10 staff from nine different buildings, and it's sort of a geometric pressure.... We better keep talking about it, and we better keep supporting one another to see if we can come up with better ways to support our people."

Attending to safety, both physical and emotional, remains foundational to nur-



**“ I had the opportunity to interact with colleagues from across the country, and I was reminded and reassured that we're all experiencing many of the same challenges, especially in regard to censorship. To feel less alone in our efforts to serve our communities and to defend people's freedom to read was in and of itself one of the most important takeaways from this event. I returned to my library feeling refreshed and renewed and recommitted to the important work that we do each and every day.”**

**CHRIS WARREN** | DIRECTOR, DOTHAN HOUSTON COUNTY PUBLIC LIBRARY SYSTEM, AL


turing diverse and inclusive library cultures. In one group dialogue on organizational culture, directors highlighted the need for a culture of courtesy and respect while also agreeing that there may be a widening disconnect between staff expectations and leadership's ability to deliver. "I can't make you like your job," said one director, "but I can put things in place that can help you get there." In discussing how they operationalize an inclusive culture, they emphasized the importance of establishing healthy boundaries between work and personal life, especially in a profession that often demands a high level of commitment and emotional labor. Mentorship was also a key strategy cited in conversations about cultivating a sense of belonging and professional growth.

## THE HUMAN CONNECTION

As leaders considered "what comes next" for libraries, there was an overwhelming sense that building meaningful human connections is crucial to the success of library organizations. Fostering trust through proactive community engagement, a supportive and inclusive workplace for staff, and an openness to diverse perspectives grounded conversations about specific topics in the library and information environment: artificial intelligence, literacy and education, social connection, and climate resilience.

Embracing technology, which libraries consistently demonstrate, will be part of community solutions in the future; yet library leaders also saw the necessity of a human touch to navigate innovations—in fact, they viewed people connections as a unique value that libraries provide.

As one director concluded, "We must continuously advocate for the role we play in our community members' daily lives. It's time we insist on receiving the recognition we deserve for being the change makers we are and for delivering the critical resources needed to build and sustain human life." ■



**“ I enjoyed hearing from Dr. Kenvi Phillips from the Barack Obama Presidential Library. I loved that she is taking a broader approach to who can be served by presidential libraries—almost a public library for the whole nation. Her keynote got me thinking about opportunities for partnership outside of the usual box, with presidential libraries and beyond.”**

**GEORGIA COLEMAN** | INTERIM DIRECTOR, RICHLAND LIBRARY, SC

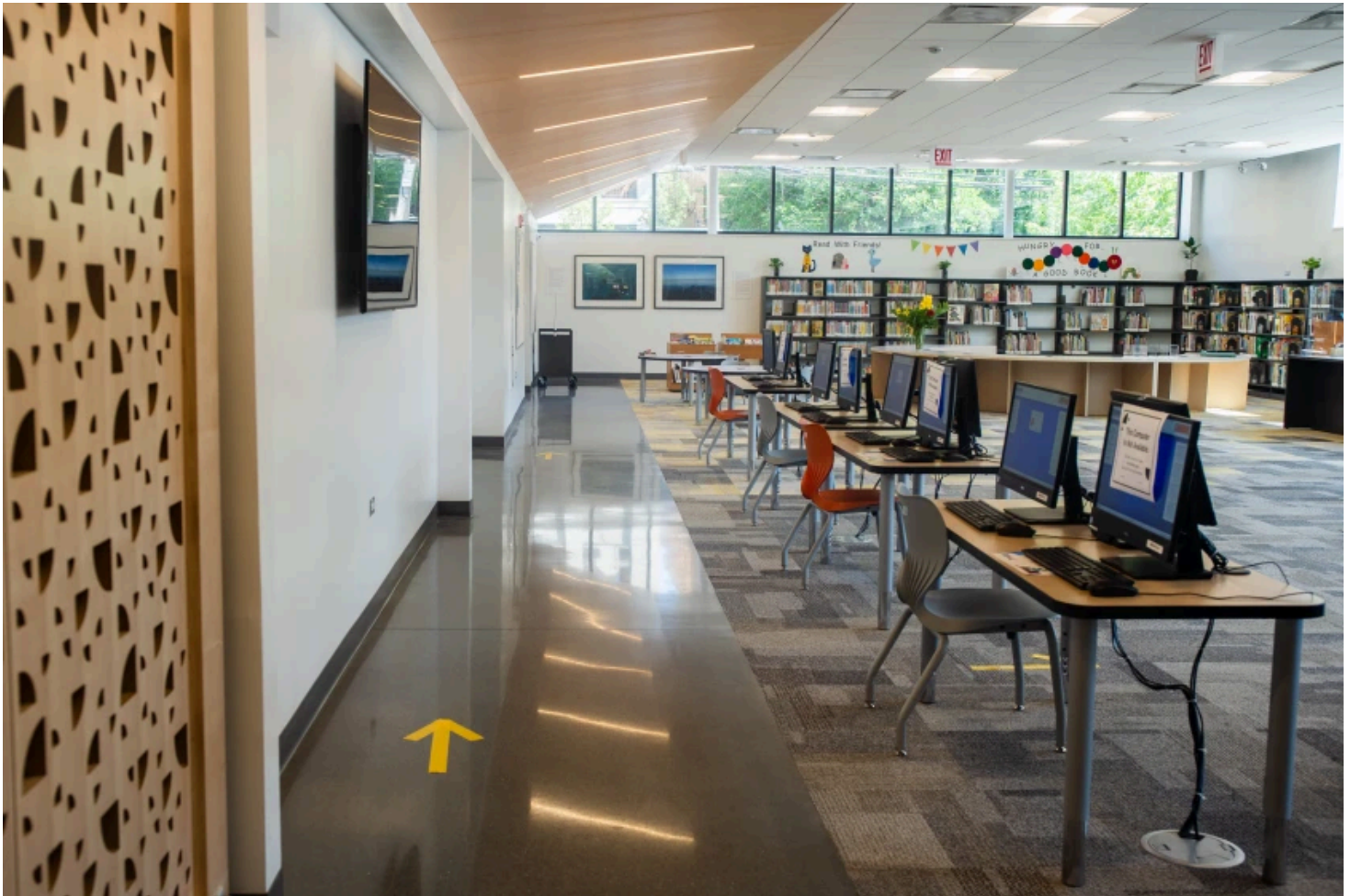


OTHER VIEWS COMMENTARY

## Library makerspaces help enrich our communities

A University of Illinois professor explains her research on the benefits of Chicago-area public library makerspaces, where patrons can use tools and machines to create, repair or just tinker around.

By Kyungwon Koh | Jan 14, 2025, 6:03am CST



This file photo from July 1, 2020 shows the first floor of Chicago Public Library's Merlo Branch in Lakeview. Libraries aren't just for books anymore. Makerspaces have become widely popular, a researcher writes. | Pat Nabong/Sun-Times

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Over 50% of Americans' New Year's resolutions are cutting back on spending and saving more in 2025. While many are looking for ways to reduce everyday costs, there's a community resource already available year-round: the library makerspace.

A makerspace is a hands-on space where people can create, repair, and tinker. It is equipped with tools like sewing machines, power tools, soldering kits, laser cutters, and more, along with workshops and support.

From tailoring clothes and repairing gadgets to crafting personalized gifts, library makerspaces offer an affordable way for people of all ages to save money while building skills and creativity.

Since the introduction of the first public library makerspace at the Fayetteville Free Library in 2011, the number of library makerspaces has grown significantly. In 2013, the American Library Association spotlighted the Maker Movement, with its Center for the Future of Libraries identifying it as a key trend shaping library services. The inaugural White House Maker Faire in 2014 further amplified national support.

## Opinion

More than a decade later, surveys reveal that nearly 90% of the over 9,000 public libraries in the U.S. offer maker programming and 40% have maker production equipment.

Yet one proposed bill in Indiana attempted to restrict libraries to a narrow set of “core functions”— providing access to materials, quiet study spaces, technical help, and basic services. But such efforts fail to recognize the evolving role of today's libraries and their non-traditional services that meet the needs of a rapidly changing society.

At the heart of a public library's mission is access to information. Traditionally, this meant books, newspapers, and magazines — text- or print-based resources. Today, information is shared, stored, and experienced in various formats, including digital, three-dimensional, and hands-on forms.

Historically, libraries have responded to changing needs, providing books when they were scarce and computers before they were household staples. Now, makerspaces broaden access to tools that individuals might not otherwise be able to afford.

Numerous studies over the past decades suggest that these spaces foster essential skills, such as design, prototyping, digital literacy, creativity, and problem-solving, as well as community building. For underserved communities, this support can be transformative, enabling participation in the knowledge economy or simply encouraging creativity for its own sake.

My research team at the University of Illinois at Urbana-Champaign conducted an Institute of Museum and Library Services-funded study that examined the impact of library makerspaces through interviews with library users, non-users, youth, staff, and community stakeholders in several Chicago-area towns, including Indian Trails Public Library District, DeKalb Public Library, and Joliet Public Library.

The data shows that makerspaces support the core missions of libraries in innovative and expanded ways, reflecting the core values of social equity, access, and public good.

Research participants reported that these libraries are a source of pride for their community and a valuable resource for their families.

Makerspaces are just one example of the many non-traditional services today's libraries offer.

Moving into a new year, it is important to reaffirm the commitment to the vital role of public libraries. While concerns about the potential impact of Project 2025 on library funding are significant, libraries must remain a steadfast public good that transcends political divides.

Their funding cannot be subject to the shifting tides of political change. Libraries stand as cornerstones of democracy, lifelong learning, community, and cultural heritage—values that unite all.

## SELECTED PATRON COMMENTS

DECEMBER 2024

- A father's comment about staff member Claire Thomas helping a child find the funniest books: She's great!
- Investment Resources post on Instagram. Resources mentioned are Investors Business Daily, Morningstar, Value Line, and S & P. "That's a fantastic resource!"
- A patron came in today to peruse a book we borrowed for him through our Interlibrary loan department. This title is for "in library use only", it retails for \$380. He was very appreciative of our efforts to make this volume accessible to him, saying he "loves our library and the people in it".
- About the Children's Library: This is a beautiful space!
- Patron commented that she felt we used to have a lot more launchpads for 3 year olds.
- Child informed me that she saw me at her school for a storytime and that she had a lot of fun that day.
- Several patrons thanked us for hosting Great Decisions and expressed how much they enjoy the discussions. They also mentioned what a great job Krista does with keeping the attendees informed and up to date with all the information that they need.
- Thank you! Thank you! Thank you! You guys do amazing programs.
- A patron commented on her way out of the Library that it was a bit too crowded in the play area so they will come back another time.
- A patron was hoping we could open the Kasian room for more play space for her little one. She said it was getting really crammed in the puppet stage area. We had other programs and meetings that were set up and told her we could not open it today.
- Facebook Direct Message: Thank you for making studying so fun for the HS students ... all the food, face masks and bath salts - truly drew them in. Thank you for the creativity- well done!
- We were tagged in a favorite Lake Forest Spots post on Instagram from Jameson Sotheby's International Realty who opened a new office in the city which featured a video and showed the front of the Library. "Now introducing our new office in Lake Forest located at 560 Oakwood Ave. Suite 101, Lake Forest, IL, 60045 Enjoy a tour around some of our favorite Lake Forest spots to celebrate! #LakeForestIllinois #NewOffices #ChicagolandRealEstate @thelakeforestshop @gerhardsdesserts @lf\_bookstore @lakeforestlibrary @deerpathinn"

- I swear my daughter only wants recommendations from you [Emmy], she comes down here and looks for you everywhere before she's willing to talk to anyone else!
- LinkedIn Exam Escape Post: Thank you so much for doing this! My daughters attend Woodlands and were thrilled at the snacks!
- Thank you so much for all the food! It really is too nice of you.
- Local teacher commented: The 3d print that you made for my student is so cute. My student was beyond ecstatic when I gave him the print. Another teacher came to check on us because his happy squeals sounded like he was crying. It was really sweet. Thank you so much.
- The food is AWESOME! I can't believe we get Portillo's! I actually look forward to this week knowing you guys have this for us.
- Thank you so much for all the food! It's so nice of you! I've never been before, I'm so glad my friends brought me.
- Student: "this is the best library ever" Thanked us for the snacks and supplies available.
- We are the best library because we provide snacks. This is the reason why I am here.
- Patron in the stacks thanked me for a past book recommendation and commented on how helpful adult services staff are at helping her find books she enjoys and which she in turn recommends to her friends.
- 3D Printing Together for Grades 3–5 with an Adult: Holiday Cookie Cutters: What a fun class! Liam was excited to pick up his creation!
- 3D Printing with Daisy Girl Scout Troop 47923 Hi Chad, I just wanted to take a moment to thank you and Ming for a fantastic morning with our troop! The girls loved seeing all the items created by the 3D printer, watching the tugboat being printed, and trying their hands at TinkerCad. I really appreciate all the preparation, thought, and leadership you put into the meeting to make it such a success. I know the girls enjoyed learning and experimenting with the TinkerCad software.
- My family is visiting from Arizona and we are library people, but we've never seen one as cool as this! Your Children's Department is just gorgeous!
- I can't believe you guys feed the teens during finals--that is the nicest thing I've ever heard. It would have made such a difference for my boys if they had somewhere like this to go when they were in school. What wonderful changes you all have made in the last few years. This program must be really special, I know you're making great memories for all those kids.
- A patron was thankful for our speedy ILL service. He said it saved him \$1500 because that's how much the book cost to purchase it.



- Received a lot of positive comments and feedback after Chef Susan Maddox program on 12/5 and several patrons commented that we should have her back for another program: "This program was fantastic! I learned so much. How often do you have these?" "Thank you! This was a great program tonight." "She's great--I hope you have her back again. I have seen her at Dickinson Hall. She would be great on TV."
- A former shelver stopped at the Lake Forest Library with his Dad to look around and get a Library card for his Father. He had many fond memories of working and using the Library while attending school.
- After two Storytimes at First Presbyterian Preschool, the director Suzanne Brunner said she and her teachers are grateful for our collaboration. The parents are very enthusiastic about us coming to the preschool monthly and have appreciated the reminder to visit their local library. Suzanne finished with the Lake Forest Library, a real gem in this community!
- Patron very thankful that Annalisa put books on hold for her while she was in a program this afternoon.

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## **Lake Forest Library Board of Trustees**

City Hall Chambers, 220 East Deerpath Road

Tuesday, December 17, 2024

### *Regular Meeting*

#### CALL TO ORDER

Vice President Desmond welcomed all and called the meeting to order on December 17, 2024 at 6:30 in the City Hall Chambers.

#### ROLL CALL

Trustees present: Vice President JoAnn Desmond, Trustee Josh Jackson, Trustee John J. Johnson, Trustee Garth Pearson, Trustee Robert Shaw, Trustee Vince Sparrow, Trustee Heather Strong, Trustee Emily Van Bel. A quorum was present.

Trustee absent: Jim Clifton

Library Staff present: Ishwar Laxminarayan, Executive Director  
Facilities Manager Jim Lee, Kate Buckardt, Head of Adult Services, Heidi Kruger, Director of Patron Services, Joy Schmoll, Head of Communications, Leo Hamza, Business Manager, Susan Athenson, Circulation Assistant.

#### PRESIDENT'S REMARKS

Vice President Desmond welcomed everyone and thanked City Hall for allowing the meeting to take place in their space. She reflected on the continued collaboration with City Hall and expressed gratitude for the opportunity.

#### CALL FOR ADDITIONS TO THE AGENDA

None.

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

None.

#### CORRESPONDENCE REPORT

Director Laxminarayan shared his appreciation for the ability to meet at City Hall. He highlighted the positive feedback on Youth Services' reorganization of collections which has improved accessibility. Director Laxminarayan also gave special recognition to Media Lab employee John Lacson for his exceptional and ongoing efforts to assist patrons. He also discussed an article in *Forest and Bluff Magazine* where the interviewee named the library as Lake Forest's "best-kept secret." There was discussion and agreement amongst the Trustees.

#### CONSENT AGENDA

The consent agenda include:

Consent Agenda (omnibus vote on matters 7(a) - 7(d):

- a. Approve December 17, 2024 Agenda
- b. Approve November 19, 2024 Regular Meeting Minutes

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- c. Approve November 2024 Financial Report
- d. Approve December 11, 2024 Finance Committee Meeting Minutes.

No comments or proposed changes. Trustee Jackson moved to approve items 7a-d (as amended) to reflect that Trustee Pearson attended the November 19, 2024 meeting. The motion was seconded by Trustee Johnson. The omnibus vote passed unanimously.

**SPECIAL PRESENTATION- *Financial Overview by Elizabeth Holleb (City Finance Director)***

Ms. Holleb highlighted the positive, long-standing partnership between the library and the city, which provides accounting and financial services. Ms. Holleb discussed a projected 9.77% increase in the city's assessed valuation, though this figure may decrease after Board of Review appeals (final numbers expected by April). Based on the previous year's change in the Consumer Price Index, the library will see a 3.4% increase in its tax revenues in FY 2026 with an additional 0.64% anticipated from new construction. Ms. Holleb explained that the Library levy accounts for 3% of the total tax bill for a Lake Forest property. There was some general discussion amongst Trustees. The Trustees expressed their appreciation to Ms. Holleb and wished her well in her future endeavors. Trustee Sparrow presented Director Holleb with a token of appreciation from the Library Board and staff.

**SPECIAL PRESENTATION- *Legislative Update by Trustee Johnson***

Trustee Johnson recapped the Illinois Library Association (ILA) meeting that took place on December 4 with area legislators and library directors. He recapped some of the highlights of the meeting including efforts to raise the bidding threshold for library construction projects (currently at \$25,000) with adjustments for inflation as well as a proposal to address competitive book pricing for eBooks. Given the excessive cost of eBooks relative to print books, the ILA hopes to present a proposal in the Spring to mitigate these costs. Trustee Johnson also highlighted what a wonderful job Director Laxminarayan is doing and how fortunate we are to have him.

**SPECIAL PRESENTATION- *Exterior Courtyards Restoration Presentation by Ken Itle (of WJE Associates)***

For historical context, on the state of the courtyards, Mr. Itle discussed them in their original state. When the library was built in 1931, it originally featured two enclosed courtyards with 8-foot-high walls. These walls were shortened in 1957 for aesthetic and practical reasons. Notable changes to the courtyards in the 1970s included the removal of the central sidewalk.

Current issues include:

- Non-ADA-compliant access (thresholds, steps, and double doors).
- Deteriorating masonry walls and poor drainage.
- Limited lighting and safety hazards.

Mr. Itle discussed the proposed restoration plan to address said issues as well as other indications of wear and tear. This proposal included rebuilding the courtyard walls using salvaged bricks and limestone where possible, with reinforced masonry for added strength. It is recommended to also grade the courtyards to match the interior lobby level for ADA

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compliance, eliminating ramps and tripping hazards. Other key improvements include (but are not limited to): replacing the double doors with a single, wide door, addressing any water leakage issues and improving the waterproofing, enhancing drainage and replace deteriorating paving systems, upgrading the courtyard lighting and adding electrical outlets for better functionality. There is also consideration given to restoring the original 8-foot wall height and central sidewalk.

A proposed time is as follows:

- Design Development (Jan-Feb 2025) to finalize plans, gather community input, and create cost estimates.
- Construction Documents (Mar-Apr 2025) and bidding.
- Construction (summer 2025) with a target completion by early September 2025.

Members of the Lake Forest Preservation Foundation were present including President Brian Norton. His recommendation was to consider raising the courtyard walls back to their original height of 8-feet but, also noted that could be a discussion for a later date. Library staff member Susan Athenson, who has also served as past president of the Lake Forest Preservation Foundation, noted that she had some questions about the project that she will communicate to Director Laxminarayan. Overall, Mr. Norton on behalf of the Preservation Foundation, offered his strong support and enthusiasm for the project.

#### FINANCE COMMITTEE

Trustee Sparrow began his overview by making two motions that required a vote as discussed earlier in Ms. Holleb's report. First, was a motion to accept the audit as presented. This motion was seconded by Trustee Shaw which passed unanimously by all Trustees in attendance. Second, was a motion to approve the property tax levy. This motion was seconded by Trustees Shaw which passed unanimously by all Trustee in attendance.

Trustee Sparrow then discussed the state of current investments, offering an overview of things: there is \$2.2M invested through the Memorandum of Understanding (MOU) with the City and over \$800,000 in Illinois Funds, in addition to \$7.7 million in cash balances. Trustee Sparrow then discussed the proposal to modify the current MOU with the City to increase the investment cap from \$4 million to \$6 million, and to extend the maximum investment term from 3 years to 5 years. Trustees debated flexibility for early withdrawals, ensuring funds remain accessible for capital projects. A motion to approve MOU modifications was made by Trustee Jackson, seconded by Trustee Van Bel. The motion passed with one abstention (Trustee Strong).

#### OPERATIONS REPORT

Director Laxminarayan touched on some new materials introduced to the library, including a new knitting machine for the Media Lab. He again highlighted the success of recent programming, including an extremely well attended kids' program- a Reptile Show. He also unveiled a new promotional effort for the West Side vending machine through the creative use of book-themed candies with QR codes. Director Laxminarayan concluded his update noting that checking out mobile hotspots continue to be extremely popular among Lake Forest residents.

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UNFINISHED BUSINESS

None

NEW BUSINESS

Due to Director Laxminarayan's absence in February, a request was made to cancel the February board meeting. A motion to cancel the February board meeting was made by Trustee Johnson, seconded by Trustee Jackson and approved unanimously by all Trustees in attendance.

Director Laxminarayan kindly distributed gifts to the trustees on behalf of Library staff, thanking the trustees for their service and dedication.

A motion to adjourn the meeting was made by Trustee Sparrow, seconded by Trustee Shaw. The meeting adjourned at 8:08 pm.

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Emily Van Bel, Secretary

Submitted for approval by the Board on January 21, 2025

Next meeting: January 21, 2025



## FY2025 Revenue & Expenditure Statement

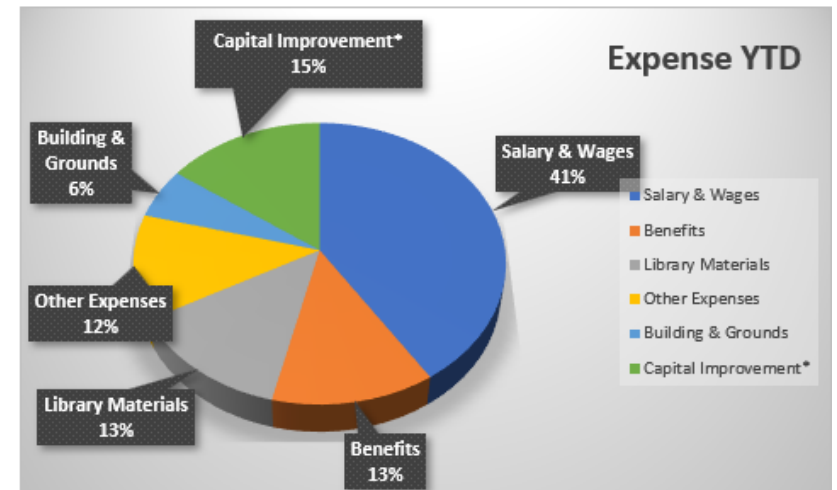
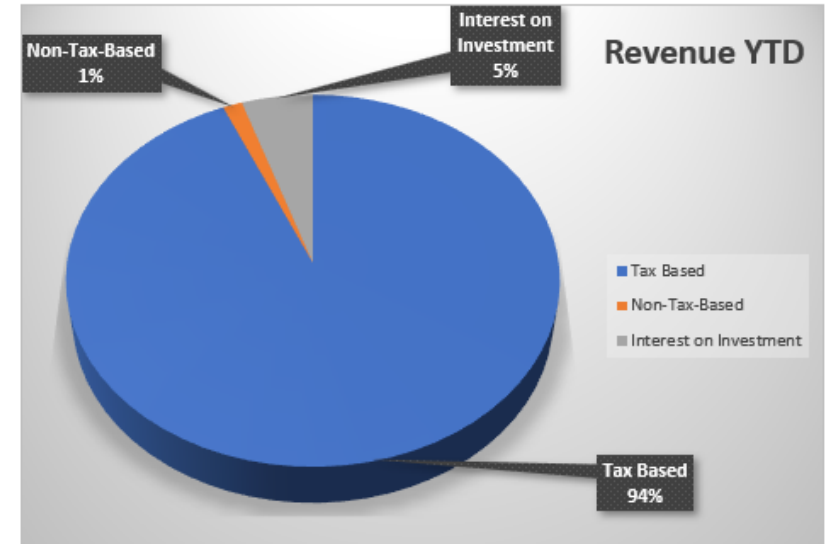
For the YTD December - 2024

Revenues	YTD	Budget	Budget Realized
Tax Based	4,982,775	4,982,581	100%
Non-Tax-Based	73,675	73,000	101%
Gifts & Grants	16,083	10,000	161%
Library Generated	24,313	24,000	101%
Friends of Lake Forest Library	39,992	79,750	50%
Interest on Investment	272,606	160,000	170%
<b>Total Revenues</b>	<b>5,409,444</b>	<b>5,329,331</b>	<b>102%</b>

Expenses	YTD	Budget	Budget Utilized
Salary & Wages	1,254,908	2,244,113	56%
Benefits	400,114	888,814	45%
Library Materials	410,059	722,700	57%
Other Expenses	370,486	894,580	41%
Contractual Services Library*	201,520	409,400	49%
Other*	168,967	485,180	35%
Building & Grounds	177,544	393,950	45%
Contractual Services Building*	12,052	25,000	48%
Capital Improvement*	465,161	2,100,000	22%
<b>Total Expenses</b>	<b>3,078,273</b>	<b>7,244,157</b>	<b>42%</b>

Reserves	
Reserve - Capital Improvements	3,050,000
Reserve - Technology Improvement	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





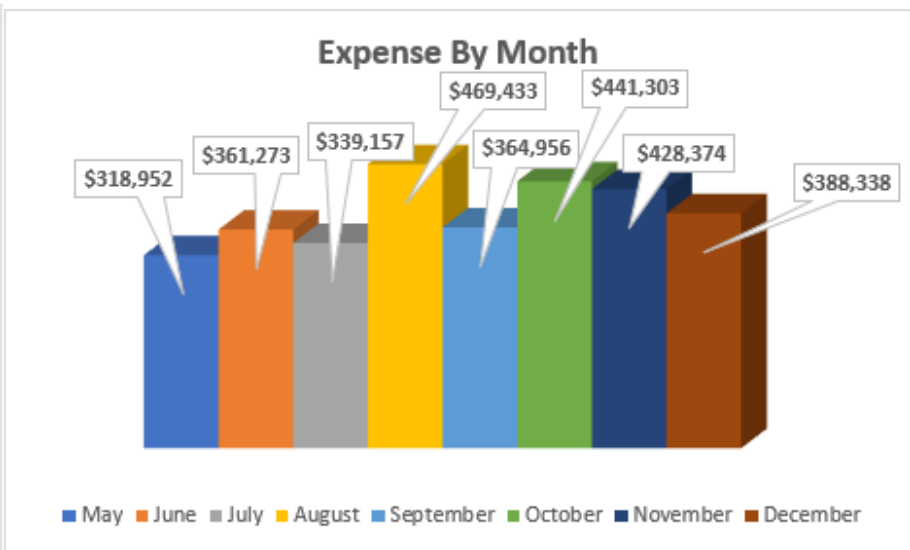
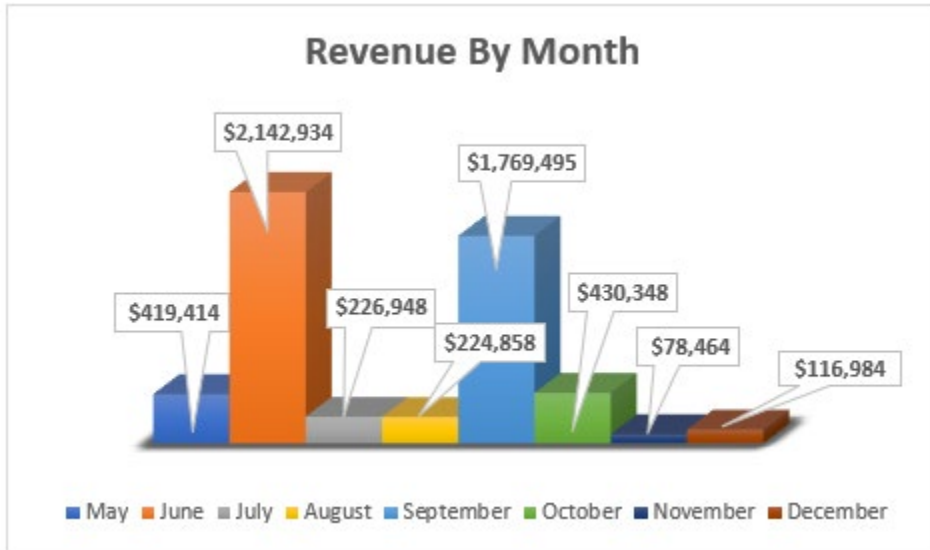
## FY2025 Revenue & Expenditure Statement

For the YTD December - 2024

	May	June	July	August	September	October	November	December	YTD	Budget
Tax Based	362,954	2,141,798	100,275	199,067	1,731,473	333,142	55,679	58,388	4,982,775	4,982,581
Non-Tax-Based	15,187	-	42,349	2,535	-	10,363	-	3,242	73,675	73,000
Gifts & Grants	13	-	-	10,500	1,000	-	-	4,569	16,083	10,000
Library Generated	3,696	1,136	831	7,103	2,165	5,889	426	3,068	24,313	24,000
Friends of Lake Forest Library	-	-	-	-	-	-	-	39,992	39,992	79,750
Interest on Investment	37,564	-	83,494	5,654	34,857	80,954	22,359	7,725	272,606	160,000
	\$419,414	\$2,142,934	\$226,948	\$224,858	\$1,769,495	\$430,348	\$78,464	\$116,984	\$5,409,444	\$5,329,331

	May	June	July	August	September	October	November	December	YTD	Budget
Salary & Wages	94,577	144,383	145,995	230,427	158,440	159,917	159,105	162,064	1,254,908	2,244,113
Benefits	43,937	44,379	46,151	55,599	50,859	54,372	50,831	53,985	400,114	888,814
Library Materials	34,053	85,593	58,491	59,014	33,423	50,340	59,775	29,371	410,059	722,700
Other Expenses	69,335	37,089	62,429	34,885	32,811	53,265	48,594	32,078	370,486	894,580
Contractual Services Library	48,098	16,012	34,627	14,638	3,917	48,468	21,391	14,368	201,520	409,400
Other	21,238	21,077	27,802	20,247	28,894	4,797	27,203	17,709	168,967	485,180
Building & Grounds	55,885	8,449	23,240	14,881	17,424	18,586	19,328	19,752	177,544	393,950
Contractual Services Building	2,693	1,379	2,495	461	2,601	250	737	1,436	12,052	25,000
Capital Improvement	21,165	41,380	2,852	74,626	72,000	104,822	90,741	57,574	465,161	2,100,000
	\$318,952	\$361,273	\$339,157	\$469,433	\$364,956	\$441,303	\$428,374	\$388,338	3,078,273	7,244,157

	\$100,462	\$1,781,661	(\$112,209)	(\$244,575)	\$1,404,539	(\$10,955)	(\$349,911)		2,331,172	(\$1,914,826)
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**Lake Forest Library  
Financial Notes and Variance Report  
For the Month of December 2024 (Month 08) 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 December 31, the Library received \$4,982,775 in property tax distributions which is 100% of the annual budget.

**Non-Tax-Based:** As of December 31, the Library received \$73,675 in property tax distributions which reflects personal property tax \$44,915 and per capita grant \$28,760 payment which is 1% more than of the annual budget.

**Gifts:** As of December 31, the Library received \$16,083 as gifts and grants, which is 61% above the annual budget.

**Library-Generated:** As of December 31, the Library received \$24,313 in Library generated income. This income is from copiers, other revenue such as CCS and miscellaneous fees which is 1% more than the annual budget.

**Interest on Investment:** As of December 31, the Library received \$272,606 on interest on investment which is 70% above the annual budget.

**General Operations - Expenditures**

**Salaries, wages, and benefits:** As of December 31, \$1,254,908 for salaries and wages: 56% of FY budget; \$400,114 for benefits: 45% of FY budget. \$240,590 for medical insurance 48% of FY budget; \$93,706 for SSN: 48% of FY budget; \$61,376 for IMRF: 34% of FY budget and \$4,442 for Worker's Compensation: 51% of FY budget.

**Materials: Books, AV, and Electronic Services:** As of December 31, \$410,059: 57% of FY budget, this includes payments for periodical and database subscriptions.

**Other Operating Expenditures:** As of December 31, \$370,486: 41% of FY budget. Includes \$201,520 in library contractual services, including third payment of RFID lease of \$24,041 to Bibliotheca and \$168,967 for other expenses such as programs, administrative fees, office supplies, membership, and miscellaneous expenses.

**Building and Grounds:** As of December 31, \$177,544 which is 45% 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 December 31, \$465,161: 22% 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. This includes payment of \$164,838 for HVAC control system, \$70,122 down payment for elevator, payment of \$69,400 for kiosk machine, and \$41,500 for the investigation & schematic design of the courtyards project.

Year to Date FY2025: 42% of budget expenses; 102% budget revenues.

**Reserves**

\$4,751,256 - Operating cash reserve (fund balance-unassigned). The library's restricted reserves are currently \$3,650,000: capital equipment (\$300,000), capital improvements (3,050,000), and technology (\$300,000).



## Account Details

### Contractual Services Library

Description	May	June	July	August	September	October	November	December	YTD	Budget
CCS & OCLC (Integrated Library System)	12,248	-	17,505	-	-	17,505			47,258	\$ 92,400
HR Consulting	-	-		-	-	9,000		360	9,360	\$ 50,000
LAN, WAV, and Support (MSP)	9,548	9,908	9,936	9,959	-	10,313	19,587	9,775	79,028	\$132,000
EZ Proxy & Collection HQ	732	-	1,375	189	-	3,014			5,310	\$ 10,000
Bibliotheca	24,041	-	-	-	-	-			24,041	\$ 25,000
Online/Internet (fiber)	-	1,322	1,439	1,205	2,654	1,331	117	2,545	10,614	\$ 25,000
Other: Web Calendar Subscription	-	3,094	2,685	22	1,264	3,930			10,995	\$ 40,000
Technology Leased & Warranty Renewals	1,528	1,687	1,687	3,262	-	3,375	1,687	1,687	14,915	\$ 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>\$ 48,468</b>	<b>\$ 21,391</b>	<b>\$ 14,368</b>	<b>\$ 201,520</b>	<b>\$409,400</b>

### Contractual Service Building

Description	May	June	July	August	September	October	November	December	YTD	Budget
Water Treatment	250	250	250	250	250	250	434	184	\$ 2,118	
Alarm System	2,340	-	-	104	-		92	92	\$ 2,627	
Inner Security System	104	-	-	-	-		104		\$ 207	
Rose Pest	-	97	204	107	107		107	107	\$ 729	
AED (CINTAS)	-	1,032	2,041	-	2,244		-	1,053	\$ 6,370	
<b>Total</b>	<b>\$ 2,693</b>	<b>\$1,379</b>	<b>\$2,495</b>	<b>\$ 461</b>	<b>\$ 2,601</b>	<b>\$ 250</b>	<b>\$ 736</b>	<b>\$ 1,436</b>	<b>\$ 12,051</b>	<b>\$ 25,000</b>

**Others**

Description	May	June	July	August	September	October	November	December	YTD	Budget
NEW STRATEGIC INITIATIVES	-	-	-	-	-				-	\$ 100,000
ADMINISTRATIVE SERVICES	2,312	-	4,625	2,312	2,312	2,312	2,312	2,312	18,499	\$ 30,385
PERSONNEL RECRUITMENT	-	-	59	176	118			59	411	\$ 1,000
TRAINING & DEVELOPMENT	777	1,041	2,475	727	3,320	935	5,943	2,835	18,053	\$ 23,000
EMPLOYEE TUITION	-	-	-	-	-				-	\$ 10,000
MEMBERSHIP DUES	1,410	154	162	-	675	450	1,092	350	4,293	\$ 11,000
MEETINGS & EXPENSE REIMB	-	-	46	-	181			41	268	\$ 2,500
LEGAL	-	2,385	4,380	2,760	600	(7,628)	420		2,918	\$ 100,000
AUDITING SERVICES	-	-	-	-	7,851				7,851	\$ 9,000
PROGRAMS & SERVICES	15,371	8,674	12,917	10,428	12,616	7,209	15,321	9,848	92,383	\$ 152,400
ONLINE BANKING FEES	150	187	184	188	-	375	418		1,503	\$ 1,815
INSURANCE - LIABILITY	-	6,798	-	-	-				6,798	\$ 9,680
TELEPHONE	41	738	553	41	306	41	41	41	1,804	\$ 8,750
OFFICE SUPPLIES	68	229	2,075	2,299	790	537	621	1,048	7,666	\$ 15,000
POSTAGE	973	5	18	1,208	33	215	1,034	11	3,498	\$ 7,150
VENDING BEVERAGES	135	866	308	107	92	351		1,164	3,022	\$ 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>\$ 4,797</b>	<b>\$ 27,203</b>	<b>\$ 17,709</b>	<b>\$ 168,967</b>	<b>\$ 485,180</b>

**Capital Improvement**

Description	May	June	July	August	September	October	November	December	YTD	Budget
Capital Equipment	-	676	-	-	-			34,574	\$ 35,250	\$ 350,000
Technology Upgrade	18,815	6,005	1,782	-	-	34,700	241		\$ 61,543	\$ 250,000
Capital Improvement	2,350	34,700	1,069	74,626	72,000	70,122	90,500	23,000	\$368,367	\$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>\$104,822</b>	<b>\$ 90,741</b>	<b>\$ 57,574</b>	<b>\$465,161</b>	<b>\$2,100,000</b>

## LAKE FOREST LIBRARY BOARD OF TRUSTEES

### Finance Committee Meeting Minutes – January 15, 2024

**Members Present:** Trustee Vince Sparrow, Trustee John Johnson, Vice President JoAnn Desmond, Secretary Emily Van Bel, Trustee Heather Strong, Trustee Bob Shaw, Trustee Garth Pearson, Executive Director Ishwar Laxminarayan, Business Manager Leo Hamza, Facilities Manager Jim Lee

The meeting commenced at 3:00pm. There was no public comment.

Executive Director Ishwar Laxminarayan reviewed the December 2024 financial reports and projections through the end of fiscal year 2025. He noted that revenues are at 100%, with an additional \$150,000 to \$200,000 expected, primarily from interest on library investments. Total revenues are projected at \$5.6 million by the end of FY 2025.

Regarding expenses, Ishwar reported that some major capital improvement projects planned for FY 2025 are being deferred to FY 2026. There are several other smaller capital projects that we expect to complete by the end of FY 2025. Total expenses for FY2025 are projected to be approximately \$5 million.

Ishwar provided an update on major capital projects completed from 2021 to the present, including technology improvements, a new vending machine, HVAC upgrades, exterior lights, water abatement, dome restoration, mural restoration, security and safety enhancements, and an elevator upgrade. The total cost of these projects from FY21-25 was \$2,793,711. He also outlined projects that are planned for the future including the Courtyards Restoration Project that has already been approved by the Board.

Trustee Heather Strong presented an update from the Building Committee. She began by highlighting the committee's overarching goal: as the Centennial of the Lake Forest Library Building approaches in 2031, we are planning to preserve the library's historical significance while enhancing and preparing it to serve the needs of future generations. The presentation was divided into three main phases:

#### **Centennial Projects:**

##### **Phase 1: Dome & Mural Restoration**

- **Phase 1A: Dome Restoration** was successfully completed in July 2023, with a total cost of \$1,120,800.
- **Phase 1B: Mural Restoration** followed, finishing in March 2024, at a cost of \$260,000.

##### **Phase 2: Preservation of Clark's 1931 Spaces**

- **Phase 2A: Courtyard Restoration** is currently underway, with an expected completion date of September 2025.
- **Phase 2B: 1931 Historic Rooms Revitalization.** Trustee Strong shared a draft Request for Qualifications for Interior Design/Interior Architectural Services that will be presented to the Library Board for approval on January 21, 2025.

- **Phase 3: Library Master Plan:**
  - **Phase 3A: Landscape Master Plan** is scheduled to commence in Summer 2025.
  - **Phase 3B: Architectural Master Plan** is also planned to start in Summer 2025 and a separate Request for Qualifications will be issued in the next few weeks.

Trustees had a broad discussion about all the projects presented and commended the Building Committee for its work. Trustees suggested several other projects for possible implementation and recommended an overall facility study to plan for anticipated facilities projects over the next 5-10 years. They also emphasized that we should continually communicate these ongoing capital enhancements to the Lake Forest community.

Construction cost estimates for the Exterior Courtyards project will be available by the end of February 2025. Staff will prepare a preliminary FY 2026 budget for review by the Finance Committee at its March 2025 meeting.

In the investment update, Ishwar detailed the Lake Forest Library's cash balances, as well as the current investment portfolio. Lake Forest City Council and the Library Board will be voting on January 21, 2025 to amend the current Memorandum of Understanding to extend the maturity period of the investments from the current 3 to 5 years and the total value of the investments from the current \$4 million to \$6 million.

The next meeting is scheduled for Monday, February 10, 2025, at 3:00 PM.

The meeting adjourned at 4:55 PM.

LAKE FOREST LIBRARY

**Centennial Projects: 1931 Historic Rooms Revitalization – Draft**

January 14, 2024

REQUEST FOR INTERIOR DESIGN/ INTERIOR ARCHITECTURAL SERVICES

The Lake Forest Library is seeking qualifications from interior architects/ designers with extensive experience in refreshing and preserving architecturally historic civic spaces. We are looking to restore, revive, and update the original 1931 public spaces of the Lake Forest Library.

As it approaches its centenary year in 2031, the Lake Forest Library is in the midst of a series of capital projects (The Centennial Projects) to position the Library for its next hundred years of service to the community. These projects consist of:

Phase 1: Dome and Mural Restorations – COMPLETE

Phase 2: Preservation of Clark’s 1931 Spaces

Phase 2A: Courtyard Restoration – in progress, under separate contract

**Phase 2B: 1931 Historic Rooms Revitalization – this document**

Phase 3: Architectural and Landscape Master Planning - future

The selected firm will engage with Library Building Committee, staff, community partners, trustees, patrons and interface with additional consultants, and other experts as needed. We expect the firm to identify, design and implement enhancements for the 1931 spaces. The Lake Forest Library expects the interior designer to partner with us in programming and studying space utilization, and to make suggestions for restoring and updating while preserving the 1931 original space based on their experience. The Library would like the courtyards and the interior rooms described in this document completed simultaneously. The courtyards are scheduled to be completed early fall 2025, with the desired room completions at the same time or directly following, as advised by the selected firm.

The Library was chartered on July 4, 1898 and moved to its current location in 1931. The present Library building, designed by architect Edwin H. Clark (who also designed the Brookfield Zoo and the Village Hall in Winnetka, Illinois), was dedicated on June 7, 1931. The building was designed and built as a Library and given as a gift 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.

Designed in the Grecian Moderne style popular in the 1920s and 1930s, the Library is located in a National Register of Historic Places District. The building follows a classic symmetrical plan around a central domed rotunda, similar to the 1929 Shedd Aquarium in Chicago, Illinois. The building, its landscape, and its art is an excellent example of the Chicago Renaissance, the period from the 1893 World’s Columbian Exposition to the start of World War II. The rotunda houses the Kersey Coates Reed memorial stone relief of The Archer by Oskar J. W. Hansen (1892–1971) and a collection of twelve murals by Nicolai Remisoff (1887–1975) that depict the great poets and writers of antiquity.

In Phase 1 of the Centennial Projects the Library completed the restoration of its historic dome in 2023 and the repair, restoration and cleaning of the twelve Remisoff murals in 2024. Planning for Phase 2A, the restoration of the historic exterior courtyards of the library, began in spring 2024 and is currently in the design document phase with construction completion targeted for early fall 2025. These courtyards serve as extensions of the interior spaces. The 1931 interior rooms and the courtyards together comprise the original vision of Clark's public spaces for the Library.

### **Phase 2B: 1931 Historic Rooms Revitalization**

The scope of this phase is to restore, upgrade and refresh the interior areas of the 1931 historic library building to include new paint, carpet/flooring, lighting, appropriate furniture and furnishings, window treatments, flexible shelving, additional electrical outlets, signage and acoustic treatments. The Library also has an extensive collection of art that we would like to display in a more orderly and meaningful manner. It is important to preserve and repurpose as much of the existing 1931 millwork as possible. We envision more flexible and multipurpose spaces that can easily be adapted for a variety of needs.

Work areas in Phase 2B include the following spaces:

- a. **Entry Foyer** – The foyer is the first interior space that patrons experience. It serves as a transition space, providing access down to the Children's Library, through to the rotunda, and out to the courtyards. Currently it is a multifunctional space; at times hosting a tutor working with a student, a pop-up technology class, or a book sale. This is also the designated space patrons can have snacks and make cellular calls. This area also has an important function serving as a meeting point for families or friends coming or leaving the library together.
- b. **Rotunda** – This is the heart of the library. Under the restored dome and surrounded by the Remisoff murals is the original built-in marble circulation desk. The memorial Bas relief commissioned by our original benefactor is featured prominently in the center of the north wall. The always staffed circulation desk is where patrons are greeted, visitors check out books, and general inquiries are fielded. The former card catalog areas now feature new releases and staff highlighted collection items.
- c. **Friends' Reading Room** – The elegant historic reading room remains mostly true to its original design. It serves as the designated quiet reading room and with its cozy fireplace, is a perennial favorite spot of patrons. The room houses current newspapers and magazines, and is also becoming popular for patrons using computers and other devices. We expect this usage to remain basically the same, but would like to rethink the study and seating areas with new furniture and lighting that can be reconfigured to create different program or event spaces as needed. Also, as part of the Courtyard Project (Phase 2A), we are investigating the possibility of returning the original double hung windows to again be operable in this room to open to the western courtyard for special events.
- d. **Reference Room** – Flanking the opposite side of the Rotunda, the Reference Room mirrors the Friends' Reading Room. The perimeter of the Reference Room retains its original wood paneling, shelf alcoves, and end fireplace; however, a large built-in

Reference Desk and fixed large-format computer stations were installed in the late 1990s. The use of printed reference materials has dwindled, so this is a space where we envision creating a new unique patron experience, similar, but different, than the Reading Room. The Media Lab, Business Room, and the courtyards flank the Reference Room, but are not included in this contract.

- e. **Courtyard Furnishings** – Although restoration of the east and west courtyards will be completed in Phase 2A, outdoor furnishing for these areas is included in Phase 2B. As they have been conceived in Phase 2A, the west courtyard, flanking the Friends Reading Room is intended as a quiet reflective courtyard. And the east courtyard, adjacent to the Reference Room could be a more active, lively courtyard.

The following are ancillary 1931 spaces. For the purpose of this proposal, these spaces are not included in the Phase 2B scope of work but please consider that these spaces will be part of the future Phase 3 and could potentially be added to Phase 2B should the successful planning of the prioritized spaces above allow. The ancillary spaces include...

- f. **Reference Annex** – This space flanks the Reference Room and is used extensively by students and tutors as well as by patrons picking up books for their discussion clubs. The long tables have worked very well for a variety of uses – students working collaboratively on projects, tutors working with their students, other patrons working on local history, genealogy and other research projects. Staff envisions that this space will continue to be used in this manner.
- g. **Reed Room** – Located just beyond the Friend's Reading Room (and connected by a seldom used door) this space is currently the only meeting room on the main floor. Its capacity is for 12-16 people seated at tables and a few more if chair only, format. Named for the original funders of the library, this room is used extensively for library sponsored programs, staff meetings and other events. We would like to restore, update and refresh this room with better lighting, carpet/flooring, state-of-the-art technology, drop-down screen, hearing loop and more comfortable seating and furniture. During evening hours and finals week, this room is used by students studying and collaborating on team projects.
- h. **Director's Office** – Just beyond the Reed Room is the Library Director's Office. It is large enough to accommodate a small meeting table and has an en-suite washroom. It has much of its original beautiful detailing and should be included in the further discussion of the 1931 spaces.

### ***Evaluation Process and Criteria***

The RFQ will be a public RFQ. The RFQ and any addenda will also be available on the Library website at: [www.lakeforestlibrary.org/about-the-library/administration/requests-forproposals](http://www.lakeforestlibrary.org/about-the-library/administration/requests-forproposals).

The Library will select the firm based on its professed ability to meet the overall expectations of the Library. The Board of Trustees will be the judge of which Statement of Qualifications offers the greatest benefit to the Library. The following criteria will be used in the selection process:

- Proposed Personnel Rates and Reimbursables
- Proposed Project Schedule
- Proposed Project Team
- Proposed Design Approach
- Quality of prior work experience presented.
- Responsiveness and completeness of statement provided in response to the RFQ.
- Experience and qualifications of the firm, including demonstrated knowledge of planning, management, evaluation skills, and experience.
- Technical quality and methodology of firm's approach to organizing and managing the Project and its ability to document information and recommendations clearly.
- Understanding of project objectives and scope.
- Ability of the interior designer to communicate with community stakeholders including Lake Forest Historic Preservation Commission, and others.
- Experience in restoration of historic structures.
- Past and current project experience.
- References and examples of completed consulting projects. Satisfaction of former clients with competency of architect and completed work.
- Overall project management and firm's ability to accomplish a project of this nature within the proposed time schedule.

### ***Selection Process***

The Library's Board of Trustees will review and evaluate the written submissions to the RFQ. The Board, at its discretion, may seek expert advice in reviewing the qualifications. Firms submitting the

top ranked qualifications will be invited to participate in an on-site interview. The interview schedule

and format will be announced later in the process.

The Library's Board of Trustees will evaluate, select organizations for interviews, check references, make the final decision, and negotiate a contract with the successful firm.

The Library is under no obligation to make a selection under this RFQ, and it reserves the right to

make any selection it chooses. The Library reserves the right to reject any and all qualifications at its sole discretion, accept a firm based on considerations other than cost, and waive or modify any provision of this RFQ.



## **Submissions**

Submit five (5) printed copies and one (1) electronic copy no later than 5:00 pm (CT), Tuesday, **February 25, 2025.**

Lake Forest Library  
360 East Deerpath Road  
Lake Forest, IL 60045  
ishwar@lakeforestlibrary.org

The electronic submission should be sent via email, using the subject line *RFQ 1931 Interior Refresh*, to [ishwar@lakeforestlibrary.org](mailto:ishwar@lakeforestlibrary.org).

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 Submitted Proposal 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.

## **Required information**

The following should be included in the Submitted Proposal in the stated order:

Introduction

1. Cover letter with name, address, email, and phone
2. Contact person's name, address, email, and phone
3. Statement of philosophy.
4. A concise statement that demonstrates the firm's understanding of the project and scope of services sought by the Library.
5. Provide a proposed Project Schedule highlighting the milestones in both the design and execution phases.
6. Description of the firm's approach to the project process.
7. Description of the implementation of the project.
8. Description of any additional consultants that will perform work as part of your proposal. Provide names, addresses, and relevant experience for additional consultants.

Organization History

1. Number of years in business.
2. Type of organization.
3. Type of ownership, identify owners, partners, etc.
4. Geographical areas of operation.

Personnel

1. Description of the size and composition of your firm.
2. A team organizational chart.
3. List of key personnel identifying the role of each key team member and the amount of their time that will be dedicated to the Project. Provide résumés for each key team member.
4. List of potential third-party consultants, including but not limited to outside engineering firms.

## ***Experience and References***

Please detail and show photos of three of your past project:

1. A project that illustrates your view of **historic preservation** (preferably from the 1930s)
2. A project that is for a **civic or commercial client** (preferably a library)
3. And a **favorite project of your choice**, please state why this work was chosen.

For each of the examples above: Please list SF of project, location of project, budget, year completed, and a brief statement of scope and challenges for that particular work.

Please provide three client references, including contact information.

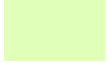


In addition please provide three references from consultants, contractors, or product representatives, with included contact information.

If you are interested in revitalizing and enhancing a beloved community institution, we would love to hear from you! Please send email of interest including a statement. If you would like to tour the library before submitting your application, please let us know and we would be happy to set it up for you.

Selected applicants will be invited to interview with the Lake Forest Library's Building Committee and representatives of the Lake Forest Preservation Foundation in February/ March 2025. We anticipate making a final selection by April 15, 2025.



Phase 2: Preservation of Clark's 1931 Spaces

-  Phase 2A: Courtyard Restorations
-  Phase 2B: 1931 Historic Rooms
-  Phase 2?: 1931 Ancillary Spaces

# Building Committee: Presentation to the Library Board

15 January 2025

## The task for the Building Committee...

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“As the centennial of our building approaches, how can we best position the Lake Forest Library for the next one hundred years?”

## The task for the Building Committee...

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“As the centennial of our building approaches, how can we best position the Lake Forest Library for the next one hundred years?”

- Assess the building and recent past projects
- Define what projects are needed
- Create a timeline for projects
- Identify & hire professional consultants needed to lead initiatives

# The Centennial Projects: 3 Phases of Capital Improvements

## Lake Forest Library: The Centennial Projects

PHASE	DESCRIPTION	STATUS	CONSULTANTS/ CONTRACTORS	PARTNERS	BUDGET/ COST (inc. fees)	GIFTS/ GRANTS
<b>Phase 1</b>	<b>Dome and Mural Restoration</b>					
Phase 1A	Dome Restoration	<b>COMPLETED</b> July 2023	Wiss Janney Elsner – Architect of Record, L. Marshall – General Contractor		\$1,120,800	N/A
Phase 1B	Mural Restoration	<b>COMPLETED</b> March 2024	Parma Conservation	Friends of Lake Forest Library	\$260,000	Funded in full, \$260,000, Friends of Lake Forest Library
<b>Phase 2</b>	<b>Preservation of Clark’s 1931 Spaces</b>					
Phase 2A	Courtyard Restorations	Planning <b>IN PROGRESS</b> Targeted completion Fall 2025	Wiss Janney Elsner – Architect of Record Landscape Architect TBD		To date: \$116,290 Estimated total: \$1,000,000 to \$1,300,000	
Phase 2B	1931 Historic Rooms Revitalization	Planning in progress Targeted completion Fall 2025		Lake Forest Preservation Foundation Interior Designer TBD	Budget Estimate: \$750,000 to \$1,000,000	
<b>Phase 3</b>	<b>Library Master Plan</b>					
Phase 3A	Landscape Master Plan	Planning to start Summer 2025 Targeted completion TBD		Landscape Architect TBD Lake Forest Garden Club	Fee Estimate for FY 2026: \$100,000	
Phase 3B	Architectural Master Plan	Planning to start Summer 2025 Targeted completion TBD		Lake Forest Library Foundation Friends of the Lake Forest Library	Fee Estimate for FY 2026: \$500,000	

# Phase 1: Dome and Mural Restoration

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Phase 1A: Dome Restoration  
Completed: July 2023  
Cost: \$1,120,800



# Phase 1: Dome and Mural Restoration

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Phase 1B: Mural Restoration  
Completed: March 2024  
Cost: \$260,000

## Phase 2: Preservation of Clark's 1931 Spaces

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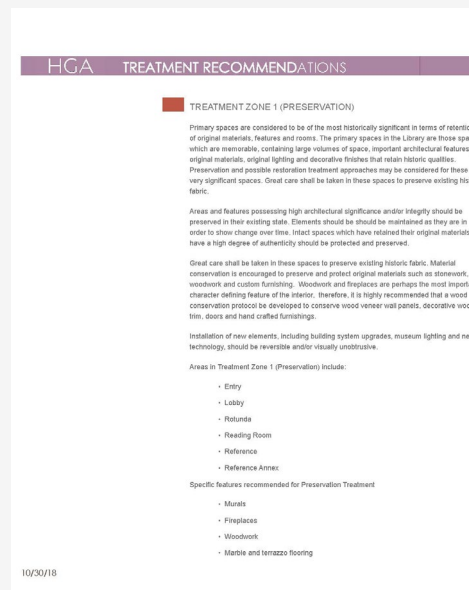
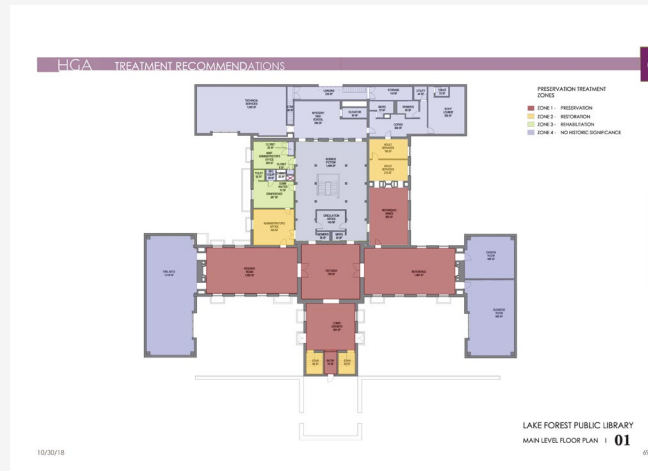
“Why is this next?”...

# Phase 2: Preservation of Clark's 1931 Spaces

## GUIDING THE LIBRARY'S NEXT 3 YEARS



This Plan is a living document designed to inspire positive growth and change, leading to Library enhancements and other benefits to the Lake Forest community. We plan to engage extensively with the Lake Forest community during the planning and implementation stages of this Plan and will update Library Trustees and other community stakeholders on progress on a regular basis. Library Trustees and Staff will also continually review and update the Plan in response to community priorities and changing trends in the library and information landscape.



“Why is this next?” ...

Taking direction from the Library's own Strategic Plan and Guidance from the HGA recommendations, “Preserving” the original 1931 public spaces of the library is a straightforward project that can be achieved quickly.



# Phase 2: Preservation of Clark's 1931 Spaces



Phase 2A: Courtyard Restoration  
In Progress; estimated completion Sept 2025  
Est Cost: \$1,000,000 to \$1,300,000

Phase 2B: 1931 Historic Rooms Revitalization  
Starting Now; estimated completion Dec 2025  
Est Cost: \$750,000 to \$1,000,000

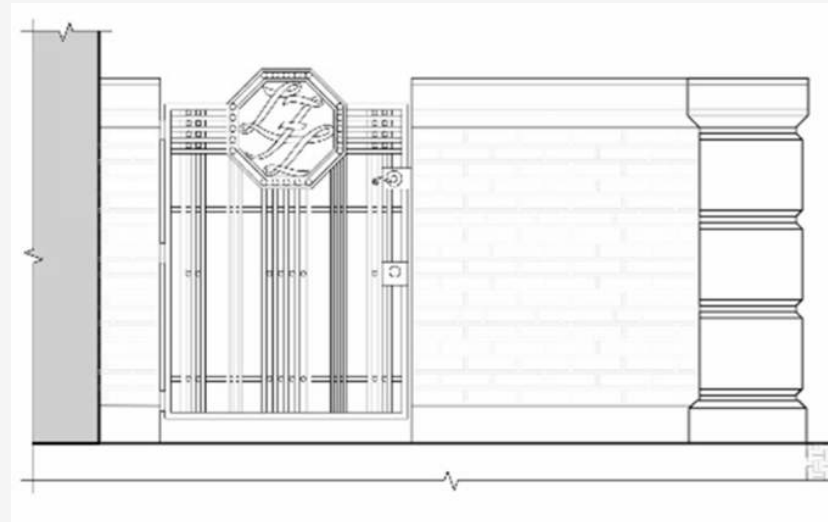
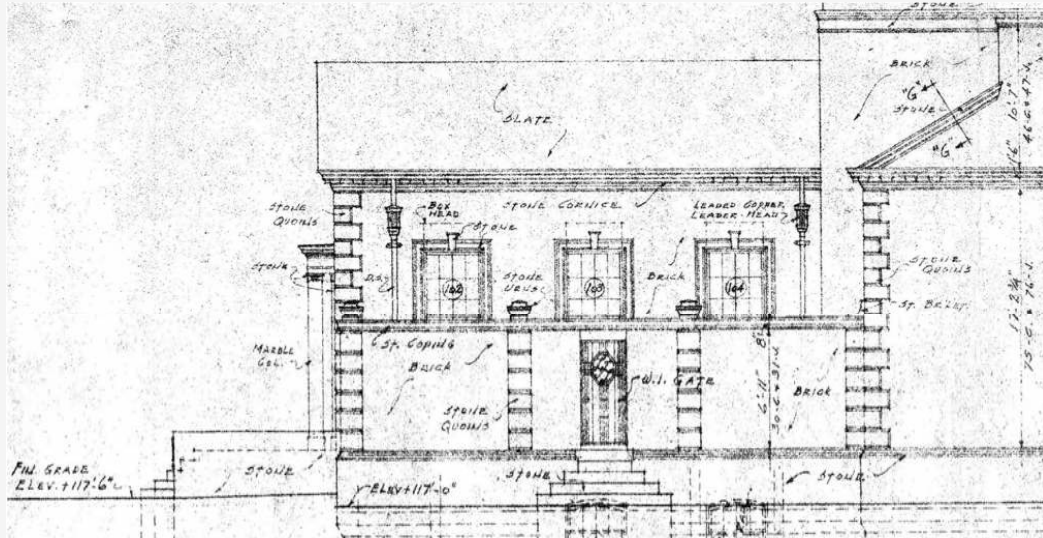
Phase 2: Preservation of Clark's 1931 Spaces

- Phase 2A: Courtyard Restorations
- Phase 2B: 1931 Historic Rooms
- Phase 2C: 1931 Ancillary Spaces

# Phase 2: Preservation of Clark's 1931 Spaces



Phase 2A: Courtyard Restoration  
Wiss Janney Elsner  
work in progress, fee to date \$116,290



# Phase 2B: 1931 Historic Room's RFQ

LAKE FOREST LIBRARY

## Centennial Projects: 1931 Historic Rooms Revitalization – Draft

January 14, 2024

### REQUEST FOR INTERIOR DESIGN/ INTERIOR ARCHITECTURAL SERVICES

The Lake Forest Library is seeking qualifications from interior architects/ designers with extensive experience in refreshing and preserving architecturally historic civic spaces. We are looking to restore, revive, and update the original 1931 public spaces of the Lake Forest Library.

As it approaches its centenary year in 2031, the Lake Forest Library is in the midst of a series of capital projects (The Centennial Projects) to position the Library for its next hundred years of service to the community. These projects consist of:

Phase 1: Dome and Mural Restorations – COMPLETE

Phase 2: Preservation of Clark's 1931 Spaces

Phase 2A: Courtyard Restoration – in progress, under separate contract

**Phase 2B: 1931 Historic Rooms Revitalization – this document**

Phase 3: Architectural and Landscape Master Planning - future

The selected firm will engage with Library Building Committee, staff, community partners, trustees, patrons and interface with additional consultants, and other experts as needed. We expect the firm to identify, design and implement enhancements for the 1931 spaces. The Lake Forest Library expects the interior designer to partner with us in programming and studying space utilization, and to make suggestions for restoring and updating while preserving the 1931 original space based on their experience. The Library would like the courtyards and the interior rooms described in this document completed simultaneously. The courtyards are scheduled to be completed early fall 2025, with the desired room completions at the same time or directly following, as advised by the selected firm.

The Library was chartered on July 4, 1898 and moved to its current location in 1931. The present Library building, designed by architect Edwin H. Clark (who also designed the Brookfield Zoo and the Village Hall in Winnetka, Illinois), was dedicated on June 7, 1931. The building was designed and built as a Library and given as a gift 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.

Designed in the Grecian Moderne style popular in the 1920s and 1930s, the Library is located in a National Register of Historic Places District. The building follows a classic symmetrical plan around a central domed rotunda, similar to the 1929 Shedd Aquarium in Chicago, Illinois. The building, its landscape, and its art is an excellent example of the Chicago Renaissance, the period from the 1893 World's Columbian Exposition to the start of World War II. The rotunda houses the Kersey Coates Reed memorial stone relief of The Archer by Oskar J. W. Hansen (1892–1971) and a collection of twelve murals by Nicolai Remisoff (1887–1975) that depict the great poets and writers of antiquity.

In Phase 1 of the Centennial Projects the Library completed the restoration of its historic dome in 2023 and the repair, restoration and cleaning of the twelve Remisoff murals in 2024. Planning for Phase 2A, the restoration of the historic exterior courtyards of the library, began in spring 2024 and is currently in the design document phase with construction completion targeted for early fall 2025. These courtyards serve as extensions of the interior spaces. The 1931 interior rooms and the courtyards together comprise the original vision of Clark's public spaces for the Library.

### Phase 2B: 1931 Historic Rooms Revitalization

The scope of this phase is to restore, upgrade and refresh the interior areas of the 1931 historic library building to include new paint, carpet/flooring, lighting, appropriate furniture and furnishings, window treatments, flexible shelving, additional electrical outlets, signage and acoustic treatments. The Library also has an extensive collection of art that we would like to display in a more orderly and meaningful manner. It is important to preserve and repurpose as much of the existing 1931 millwork as possible. We envision more flexible and multipurpose spaces that can easily be adapted for a variety of needs.

Work areas in Phase 2B include the following spaces:

- a. **Entry Foyer** – The foyer is the first interior space that patrons experience. It serves as a transition space, providing access down to the Children's Library, through to the rotunda, and out to the courtyards. Currently it is a multifunctional space; at times hosting a tutor working with a student, a pop-up technology class, or a book sale. This is also the designated space patrons can have snacks and make cellular calls. This area also has an important function serving as a meeting point for families or friends coming or leaving the library together.
- b. **Rotunda** – This is the heart of the library. Under the restored dome and surrounded by the Remisoff murals is the original built-in marble circulation desk. The memorial Bas relief commissioned by our original benefactor is featured prominently in the center of the north wall. The always staffed circulation desk is where patrons are greeted, visitors check out books, and general inquiries are fielded. The former card catalog areas now feature new releases and staff highlighted collection items.
- c. **Friends' Reading Room** – The elegant historic reading room remains mostly true to its original design. It serves as the designated quiet reading room and with its cozy fireplace, is a perennial favorite spot of patrons. The room houses current newspapers and magazines, and is also becoming popular for patrons using computers and other devices. We expect this usage to remain basically the same, but would like to rethink the study and seating areas with new furniture and lighting that can be reconfigured to create different program or event spaces as needed. Also, as part of the Courtyard Project (Phase 2A), we are investigating the possibility of returning the original double hung windows to again be operable in this room to open to the western courtyard for special events.
- d. **Reference Room** – Flanking the opposite side of the Rotunda, the Reference Room mirrors the Friends' Reading Room. The perimeter of the Reference Room retains its original wood paneling, shelf alcoves, and end fireplace; however, a large built-in



# Phase 2B: 1931 Historic Room's RFQ

Reference Desk and fixed large-format computer stations were installed in the late 1990s. The use of printed reference materials has dwindled, so this is a space where we envision creating a new unique patron experience, similar, but different, than the Reading Room. The Media Lab, Business Room, and the courtyards flank the Reference Room, but are not included in this contract.

- e. **Courtyard Furnishings** – Although restoration of the east and west courtyards will be completed in Phase 2A, outdoor furnishing for these areas is included in Phase 2B. As they have been conceived in Phase 2A, the west courtyard, flanking the Friends Reading Room is intended as a quiet reflective courtyard. And the east courtyard, adjacent to the Reference Room could be a more active, lively courtyard.

The following are ancillary 1931 spaces. For the purpose of this proposal, these spaces are not included in the Phase 2B scope of work but please consider that these spaces will be part of the future Phase 3 and could potentially be added to Phase 2B should the successful planning of the prioritized spaces above allow. The ancillary spaces include...

- f. **Reference Annex** – This space flanks the Reference Room and is used extensively by students and tutors as well as by patrons picking up books for their discussion clubs. The long tables have worked very well for a variety of uses – students working collaboratively on projects, tutors working with their students, other patrons working on local history, genealogy and other research projects. Staff envisions that this space will continue to be used in this manner.
- g. **Reed Room** – Located just beyond the Friend's Reading Room (and connected by a seldom used door) this space is currently the only meeting room on the main floor. Its capacity is for 12-16 people seated at tables and a few more if chair only, format. Named for the original funders of the library, this room is used extensively for library sponsored programs, staff meetings and other events. We would like to restore, update and refresh this room with better lighting, carpet/flooring, state-of-the-art technology, drop-down screen, hearing loop and more comfortable seating and furniture. During evening hours and finals week, this room is used by students studying and collaborating on team projects.
- h. **Director's Office** – Just beyond the Reed Room is the Library Director's Office. It is large enough to accommodate a small meeting table and has an en-suite washroom. It has much of its original beautiful detailing and should be included in the further discussion of the 1931 spaces.

## Evaluation Process and Criteria

The RFQ will be a public RFQ. The RFQ and any addenda will also be available on the Library website at: [www.lakeforestlibrary.org/about-the-library/administration/requests-for-proposals](http://www.lakeforestlibrary.org/about-the-library/administration/requests-for-proposals).

The Library will select the firm based on its professed ability to meet the overall expectations of the Library. The Board of Trustees will be the judge of which Statement of Qualifications offers the greatest benefit to the Library. The following criteria will be used in the selection process:

- Proposed Personnel Rates and Reimbursables
- Proposed Project Schedule
- Proposed Project Team
- Proposed Design Approach
- Quality of prior work experience presented.
- Responsiveness and completeness of statement provided in response to the RFQ.
- Experience and qualifications of the firm, including demonstrated knowledge of planning, management, evaluation skills, and experience.
- Technical quality and methodology of firm's approach to organizing and managing the Project and its ability to document information and recommendations clearly.
- Understanding of project objectives and scope.
- Ability of the interior designer to communicate with community stakeholders including Lake Forest Historic Preservation Commission, and others.
- Experience in restoration of historic structures.
- Past and current project experience.
- References and examples of completed consulting projects. Satisfaction of former clients with competency of architect and completed work.
- Overall project management and firm's ability to accomplish a project of this nature within the proposed time schedule.

## Selection Process

The Library's Board of Trustees will review and evaluate the written submissions to the RFQ. The Board, at its discretion, may seek expert advice in reviewing the qualifications. Firms submitting the top ranked qualifications will be invited to participate in an on-site interview. The interview schedule and format will be announced later in the process.

The Library's Board of Trustees will evaluate, select organizations for interviews, check references, make the final decision, and negotiate a contract with the successful firm. The Library is under no obligation to make a selection under this RFQ, and it reserves the right to make any selection it chooses. The Library reserves the right to reject any and all qualifications at its sole discretion, accept a firm based on considerations other than cost, and waive or modify any provision of this RFQ.

# Phase 2B: 1931 Historic Room's RFQ

## **Submissions**

Submit five (5) printed copies and one (1) electronic copy no later than 5:00 pm (CT), Tuesday, **February 25, 2025.**

Lake Forest Library  
360 East Deerpath Road  
Lake Forest, IL 60045  
ishwar@lakeforestlibrary.org

The electronic submission should be sent via email, using the subject line *RFQ 1931 Interior Refresh*, to [ishwar@lakeforestlibrary.org](mailto:ishwar@lakeforestlibrary.org).

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 Submitted Proposal 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.

## **Required information**

The following should be included in the Submitted Proposal in the stated order:

Introduction

1. Cover letter with name, address, email, and phone
2. Contact person's name, address, email, and phone
3. Statement of philosophy.
4. A concise statement that demonstrates the firm's understanding of the project and scope of services sought by the Library.
5. Provide a proposed Project Schedule highlighting the milestones in both the design and execution phases.
6. Description of the firm's approach to the project process.
7. Description of the implementation of the project.
8. Description of any additional consultants that will perform work as part of your proposal. Provide names, addresses, and relevant experience for additional consultants.

Organization History

1. Number of years in business.
2. Type of organization.
3. Type of ownership, identify owners, partners, etc.
4. Geographical areas of operation.

Personnel

1. Description of the size and composition of your firm.
2. A team organizational chart.
3. List of key personnel identifying the role of each key team member and the amount of their time that will be dedicated to the Project. Provide résumés for each key team member.
4. List of potential third-party consultants, including but not limited to outside engineering firms.

## **Experience and References**

Please detail and show photos of three of your past project:

1. A project that illustrates your view of **historic preservation** (preferably from the 1930s)
2. A project that is for a **civic or commercial client** (preferably a library)
3. And a **favorite project of your choice**, please state why this work was chosen.

For each of the examples above: Please list SF of project, location of project, budget, year completed, and a brief statement of scope and challenges for that particular work.

Please provide three client references, including contact information.

In addition please provide three references from consultants, contractors, or product representatives, with included contact information.

If you are interested in revitalizing and enhancing a beloved community institution, we would love to hear from you! Please send email of interest including a statement. If you would like to tour the library before submitting your application, please let us know and we would be happy to set it up for you.

Selected applicants will be invited to interview with the Lake Forest Library's Building Committee and representatives of the Lake Forest Preservation Foundation in February/ March 2025. We anticipate making a final selection by April 15, 2025.



# Lake Forest Library: The Centennial Projects

PHASE	DESCRIPTION	STATUS	CONSULTANTS/ CONTRACTORS	PARTNERS	BUDGET/ COST (inc. fees)	GIFTS/ GRANTS
<b>Phase 1</b>	<b>Dome and Mural Restoration</b>					
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<b>Phase 2</b>	<b>Preservation of Clark’s 1931 Spaces</b>					
Phase 2A	Courtyard Restorations	Planning <b>IN PROGRESS</b> Targeted completion Fall 2025	Wiss Janney Elsner – Architect of Record Landscape Architect TBD		To date: \$116,290 <i>Estimated total:</i> <i>\$1,000,000 to \$1,300,000</i>	
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<b>Phase 3</b>	<b>Library Master Plan</b>					
Phase 3A	Landscape Master Plan	<i>Planning to start Summer 2025</i> <i>Targeted completion TBD</i>		<i>Landscape Architect TBD</i> <i>Lake Forest Garden Club</i>	<i>Fee Estimate for FY 2026:</i> <i>\$100,000</i>	
Phase 3B	Architectural Master Plan	<i>Planning to start Summer 2025</i> <i>Targeted completion TBD</i>		<i>Lake Forest Library Foundation</i> <i>Friends of the Lake Forest Library</i>	<i>Fee Estimate for FY 2026:</i> <i>\$500,000</i>	



## Lake Forest Library 2025 Service Summary

360 E Deerpath Lake Forest

Maintenance Services	<u>2024</u>	<u>2025</u>	<u>Accept Service</u>
Landscape Maintenance	\$14,060.00	\$14,622.40	<input type="checkbox"/>
<b>Total Maintenance:</b>	<b>\$14,060.00</b>	<b>\$14,622.40</b>	
Additional Services			
Spring Annuals	\$375.41	\$390.43	<input type="checkbox"/>
Summer Annuals	\$414.95	\$431.55	<input type="checkbox"/>
Fall Annuals	\$356.31	\$370.56	<input type="checkbox"/>
<b>Total for Additional Services:</b>	<b>\$1,146.67</b>	<b>\$1,192.54</b>	
<b>Grand Total For All Services:</b>	<u><u><b>\$15,206.67</b></u></u>	<u><u><b>\$15,814.94</b></u></u>	

11/20/2024  
\_\_\_\_\_  
Eliazar Arebalo                      Date

\_\_\_\_\_  
Jim Lee                                              Date  
Lake Forest Hospital

*\*Installment payments will be invoiced monthly. Monthly Installment Payments do not reflect work performed within that specific month.*

The Contract Specifications and Conditions of Contract are hereby incorporated into this contract. By signing above are acknowledging that you have received the Conditions of Contract and Contract Specifications and have agreed to the payment terms and information outlined here. A copy of the Conditions of Contract can be found here:

<https://www.marianipremiergroup.com/LLC/CoC.pdf>. A copy of the Contract Specifications can be found here:

<https://www.marianipremiergroup.com/LLC/ML/ContractSpecifications.pdf>.

### Electronic Payments

For credit card and ACH payments, please visit <https://www.marianilandscape.com/my-account>

**NOTE: A CONVENIENCE CHARGE IN THE AMOUNT OF 3% WILL BE APPLIED TO ALL PAYMENTS MADE VIA CREDIT CARD.**

## 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”), 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.
- 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, audit services through the City’s independent audit firm, 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)~~ five (5) years.

- 3) **Level of Authority.** 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 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 total face value of all Library investments through eConnect Direct shall at no time exceed ~~\$4,000,000~~ \$6,000,000.
- 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.
  
- 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.
  
- 8)9) **Revisions to Previous Agreement.** The City and Library acknowledge that this Agreement revises and supersedes a similar agreement dated July 23, 2024.

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: \_\_\_\_\_

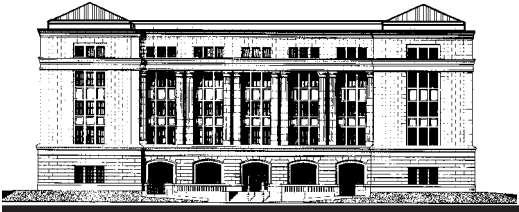
By: \_\_\_\_\_

Jason Wicha, City Manager

Jim Clifton, President, Board of Trustees

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_



**ALEXI GIANNOULIAS • Secretary of State & State Librarian**  
Illinois State Library, Gwendolyn Brooks Building  
300 S. Second St., Springfield, IL 62701-1796

**ilsos.gov**

**Illinois State Library**

**ILLINOIS PUBLIC LIBRARY PER CAPITA AND  
EQUALIZATION AID GRANT APPLICATION**

As required by The Illinois Library System Act (23 Ill. Adm. Code 3030.200 (a)(2)(I) and (J)), to be eligible for funding, the applying public library shall have completed the Illinois Public Library Annual Report (IPLAR) and the annual certification process to confirm eligibility for grants administered by the Illinois State Library.

The Library Board of Trustees agrees to expend the funds received for the purposes outlined in the application as approved by the Illinois State Library, and as stipulated by the Illinois Library Systems Act (75 ILCS 10/8 and 10/8.1) and Illinois State Library Grant Programs (23 Ill. Adm. Code 3035.115 and 3035.135).

The Library Board of Trustees affirms that all grant funds received as a result of this application shall be used to provide public library service to its community by supplementing the library’s regular budget and that it will not reduce, nor cause to have reduced, the public library’s levy in the current or next fiscal year.

The Library Board of Trustees agrees that the Illinois State Library or its designee shall have the right to examine any of the records directly related to this grant.

**Legal Name of Library:** \_\_\_\_\_

**Library’s Control Number:** \_\_\_\_\_ **Branch Number:** \_\_\_\_\_ **Today’s Date:** \_\_\_\_\_

**Contact information of the person completing this grant application:**

**Preparer’s Name:** \_\_\_\_\_  
*(First Name)* *(Last Name)*

**Preparer’s Title:** \_\_\_\_\_

**Preparer’s Phone Number:** \_\_\_\_\_

**Preparer’s Email Address:** \_\_\_\_\_

**By checking this box, I certify: 1) that I have the authority to submit this application on behalf of the Library Board of Trustees, and 2) that the statements herein are true, complete and accurate to the best of my knowledge. The Library Board of Trustees is aware that any false, fictitious or fraudulent statements or claims may be subject to civil, criminal or administrative penalties.**

**Changes in the population count** for the eligible service area must be documented and supporting information that details the increase or decrease shall be submitted electronically with this application. Documentation must include one of the following:

- A U.S. Census certification (e.g., correction or special census) that has been filed with the Office of the Secretary of State Index Department prior to submission of the application.
- For population changes, annexations or disconnects that are typically not documented by the U.S. Census, the library must submit appropriate and substantial supporting information, including a certified population count. Examples include, but are not limited to: legal documentation from an appropriate municipal corporate authority or a library district's referenda questions and certified results.

If the population has not changed, no additional documentation is necessary.

**Service Area Population** \_\_\_\_\_

**Part I. Review of *Serving Our Public 4.0: Standards for Illinois Public Libraries* (© Illinois Library Association, 2019)**

To be eligible for a per capita grant, a public library shall show that it will either meet or show progress toward meeting the Illinois library standards as most recently adopted by the Illinois Library Association (75 ILCS 10/8.1).

A grant applicant with below standard performance levels must raise or improve its performance levels in relation to the standards according to the objectives, time frames and priorities the library shall state in the application and which are consistent with the terms of the plan of service of the system of which it is a member. (23 ILAC 3035.115)

The Library Director and the Board of Trustees shall review the entirety of *Serving Our Public 4.0: Standards for Illinois Public Libraries*. To complete this application, refer to the checklist at the conclusion of each chapter.

**Chapter 1: Core Standards**

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all Core Standards, please indicate. (150 word limit)

## Chapter 2: Governance and Administration

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Governance and Administration checklist, please indicate. (150 word limit)

## Chapter 3: Personnel

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Personnel checklist, please indicate. (150 word limit)



## Chapter 4: Access

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Access checklist, please indicate. (150 word limit)

## Chapter 5: Building Infrastructure and Maintenance

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Building Infrastructure and Maintenance checklists, please indicate. (150 word limit)

## Chapter 6: Safety

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Safety checklist, please indicate. (150 word limit)

## Chapter 7: Collection Management

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Collection Management checklist, please indicate. (150 word limit)

## **Chapter 8: System Member Responsibilities and Resource Sharing**

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the System Membership Responsibilities and Resource Sharing checklist, please indicate. (150 word limit)

## **Chapter 9: Public Services: Reference and Reader's Advisory Services**

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Reference Service checklist and the Reader's Advisory Service checklist, please indicate. (150 word limit)

## Chapter 10: Programming

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Programming checklist, please indicate. (150 word limit)

## Chapter 11: Youth/Young Adult Services

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Youth/Young Adult Services checklist, please indicate. (150 word limit)

## Chapter 12: Technology

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Technology checklist, please indicate. (150 word limit)

## Chapter 13: Marketing, Promotion and Collaboration

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Marketing, Promotion and Collaboration checklist, please indicate. (150 word limit)

## Part II: Planned Use of Grant Funds

**Describe** objectives and priorities for use of grant monies to meet or improve performance levels in relation to the standards in *Serving Our Public 4.0: Standards for Illinois Public Libraries* (23 ILAC 3035.115). Use general categories in identifying actual planned expenditures. Do NOT include monetary figures or specific brands.

## Library Operations Report December 2024

### Adult Services

This Winter's Reading program *Birds of a Feather is* already off to a strong start. The Adult Winter Reading program began on December 15<sup>th</sup> and by the end of the month, we had 50 patrons registered, with a total of 76 books logged. 21 patrons have already completed the program, meaning they have read 2 books, and have earned a free book prize. Patrons still have another month to participate, and we will do a drawing for a grand prize at the end of January.

The Adult Services Department hosted several popular programs featuring this same theme. Our Kids & Families craft, *Create a Birdseed Ornament* event drew a nice group of over 30 enthusiastic friends & families on a Saturday morning just before Christmas. They created pinecone feeders to take home for their yard.

On a wintry Saturday morning, Lydia and Annalisa, two of our Librarians, shared the top choices for Best Books this Winter. Those attending were entered in a raffle to win a copy of this spring's Read Between the Ravines book, *Three Girls from Bronzeville: A Uniquely American Memoir of Race, Fate and Sisterhood* by award winning Chicago journalist Dawn Turner.



A delighted crowd learned new recipes and techniques from Susan Maddox when she presented the program *Cooking Demo and Tasting: Holiday Appetizers & Canapes*. 40 patrons not only learned something new they were able to sample a nice variety of party treats.

This month's Memory Cafe hosted a musician who specializes in memory care programming. She encouraged attendees to sing and move along to the music and took requests for favorite and familiar tunes. The library continues our partnership with Dickinson Hall to host a space where patrons and their care partners can connect and receive support.

Illinois Library Presents presentation of *Little Women, the Musical* had 17 registrants from Lake Forest. This joint Illinois Library program was a recording from the Park Theater stage production in London.

December's Confetti Luminaria was enjoyed by 30 patrons. Librarian Krista continues to research, assemble and create these popular monthly Grab 'n' Go kits.

Adult Services staff aided the Youth Department and Librarian Emmy Neal with this December's Exam Escape. Students took full advantage of our whiteboards, power strips, chargers and printers. All available furniture was occupied and the students received help from staff in printing, supplies, and returning lost power cords.

## Media Lab

Two new items were introduced to the Takeout Tech collection. First, the addiExpress King Size Knitting Machine, a tool for creating scarves, ponchos, pillowcases, and Afghans. Second, the ANCEL Automotive Diagnostic Tool, a supplemental gauge that patrons can use to monitor parameters like engine speed, battery voltage, and check engine lights in their automobiles.

In December, the Media Lab offered a wide array of festive programs and life-long learning opportunities. During the programs *Sublimate Your Own Holiday Gifts* and *3D Printing Holiday Cookie Cutters*, patrons used the library's newest technologies to create ornaments, cookie cutters, customized mugs, tote bags, and much more.



During the programs *Increase Your iPhone Expertise*, *Become a Self-Taught Learner*, and *Drop-in Tech Tuesday* patrons gained new knowledge and skills beyond formal education and were shown how to access a diverse set of library resources.



## Children's Services



Even the trustees enjoy the Design Center! The Children's Staff added 7 crafts, made up 605 kits and printed 670 coloring sheets.

Fun Storytime at Open Lands! (pictured right) The Children's Library staff hosted 19 Storytimes at First Presbyterian Preschool, Gorton Children's Learning Center, Lake Forest Montessori School, and Little Scouts in December.



Maddie, Claire, and Christian prepping for the Gingerbread House Challenge a popular annual event.

78 adults and children in grades K-4 used their STEAM skills to design, build, and decorate their very own gingerbread houses.



## Young Adult Services



December saw another successful Exam Escape! Over 5 days a total of 1709 students utilized the library to study, practice presentations, and do group work during the finals period. They went through about 7,500 notecards, 114 packs of Post-Its, and countless snacks. We received many positive comments from teens and their parents about this program and the excellent service the library provides during this time.



Emmy and Ming continue to run the Teen Maker Studio in the Media Lab, and December focused on sublimation printing! Teens were able to make socks, tote bags, magnets and bookmarks. The Maker Studio sessions join the regular rotation of teen programs including Magic the Gathering and Chess Club.



Emmy's outreach to Deer Path Middle School focused on the Winter Reading Program and items that can be checked out from Takeout Tech (with their parent's permission) and the video game collection, including Nintendo Switches and special controllers, Ring Fit Adventure, and Mario Kart Home Circuit. 7th and 8th grade students came down during their social studies, science, and lunch periods for Brain Breaks. The LFHS Book Club had their meeting for *The Book Thief*, which most of the students agreed was their favorite book of the year!

## Facilities

On December 5, Inner Security installed upgraded smoke/heat detectors in the Fire Prevention System. The cost of the upgrade was \$5,890.00.

On December 8, the Library held its staff in service training. Facilities along with the Lake Forest Police Social Worker presented staff training addressing safety and how to respond during emergencies.

On December 16, Parma Preservation repaired creases discovered in the murals on the East wall. The murals were ironed, and it has improved but more work will need to be done. Parma will be following up regarding the next steps in the process.

Lake Forest Fire Department conducted the annual fire inspections on Wednesday, December 18. We are happy to report the library passed without any issues.

On Monday, December 19, Hill Mechanical was onsite to repair a leaky oil seal for one of the HVAC motors. The cost of the repair was \$4,484.00.

American Hoist delivered the new parts kit for the upcoming elevator project on December 19. The project is scheduled to start the week of January 06, 2025.

Anchor Mechanical was onsite Monday, December 23 to replace the vacuum pressure switch on the condensation pumps. The work was completed at no cost and was part of the warranty.

### **Circulation/Interlibrary Loan**

December is always busy with the holidays and Exam Escape happening. This year's Exam Escape week showed some impressive numbers with all the students coming and going. This year included longer hours for our Sunday exam experience, 11:00 am–7:00 pm. The checkout counts were low (154) but not unusual for an average Sunday. Door counts were more impressive, with 690 people in and out compared with last year's 454. The busiest gate days were Monday, Tuesday and Wednesday coming in with 500-600 entry counts.

Patrons lingered and purchased from the Friends Holiday Sale table and Circulation helped a bit making change for patrons to pay for their purchases. I suspect that the scan & pay was able to make it easier for patrons to make their donation.



The Saturday Holiday Market at the West Train Station was a great opportunity for the Library to show off the new addition to our family, the library vending machine. Heidi and Sabrina were handing out chocolate “books” and had patrons playing games and trying the vending machine. They interacted with more than 200 people over the two Saturdays. We hope this will be an added destination spot for patrons on either side of town who find the sudden need for a book or movie.

**SELECTED UPCOMING EVENTS**

- Wednesday, January 22, 2025 Interior Design Dos and Don't's  
Zoom, 7:00 pm – 8:00 pm
- Thursday, January 23, 2025 Love & Laughs with Michelle Buteau  
Zoom, 7:00 pm – 8:00 pm
- Saturday, January 25, 2025 Drop-in-Robot Showcase  
Kasian Room, 2:00 pm – 3:00 pm
- Tuesday, January 28, 2025 Post-Election Update with WGN-TV Political  
Analyst Paul Lisnek  
Zoom, 7:00 pm – 8:00 pm
- Tuesday, February 4, 2025 An Evening with James McBride  
Zoom, 7:00 pm – 8:00 pm
- Tuesday, February 4, 2025 Sweet Treats of the Midwest  
Zoom, 7:00 pm – 8:15 pm
- Saturday, February 8, 2025 Dude, Where's My Shirt? T-Shirt Sublimation  
Media Lab, 1:00 pm – 3:00 pm
- Wednesday, February 19, 2025 Slowing Down with Amy Tan  
Zoom, 7:00 pm – 8:00 pm
- Sunday, March 2, 2025 The World of the Three Girls: A History of  
Bronzeville  
Kasian Room, 2:00 pm – 3:00 pm

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**TOP TEN CIRCULATING ITEMS – December 2024**

**By Format & Audience**

<b>e-Books</b>			
<b>Position</b>	<b>Title</b>	<b>Author</b>	<b>Circ</b>
1	<i>The Women</i>	Hannah, Kristin	34
2	<i>All the Colors of the Dark</i>	Whitaker, Chris	22
3	<i>The Wedding People</i>	Espach, Alison	19
4	<i>Funny Story</i>	Henry, Emily	17
5	<i>The God of the Woods</i>	Moore, Liz	16
6	<i>First Lie Wins</i>	Elston, Ashley	15
7	<i>Table for Two: Fictions</i>	Towles, Amor	15
8	<i>Be Ready When the Luck Happens: A Memoir*</i>	Garten, Ina	14
9	<i>Intermezzo</i>	Rooney, Sally	13
10	<i>Fourth Wing</i>	Yarros, Rebecca	12
11	<i>Tell Me Everything</i>	Strout, Elizabeth	12
12	<i>The Grey Wolf</i>	Penny, Louise	12

\*Denotes Nonfiction Title

<b>e-Audiobooks</b>			
<b>Position</b>	<b>Title</b>	<b>Author</b>	<b>Circ</b>
1	<i>Be Ready When the Luck Happens: A Memoir*</i>	Garten, Ina	20
2	<i>All the Colors of the Dark</i>	Whitaker, Chris	18
3	<i>The Anxious Generation*</i>	Haidt, Jonathan	17
4	<i>James: A Novel</i>	Everett, Percival	14
5	<i>Funny Story</i>	Henry, Emily	13
6	<i>Here One Moment</i>	Moriarty, Liane	13
7	<i>The Night We Lost Him</i>	Dave, Laura	13
8	<i>The Wedding People</i>	Espach, Alison	13
9	<i>Intermezzo</i>	Rooney, Sally	12
10	<i>Revenge of the Tipping Point*</i>	Gladwell, Malcolm	12
11	<i>The Women</i>	Hannah, Kristin	12

\*Denotes Nonfiction Title

## TOP TEN CIRCULATING ITEMS - December 2024

### By Format & Audience

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#### Adult Books

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Position	Title	Author	Circ
1	<i>Remarkably Bright Creatures</i>	Van Pelt, Shelby	39
2	<i>The Wedding People</i>	Espach, Alison	17
3	<i>The Demon of Unrest*</i>	Larson, Erik	15
4	<i>An Unfinished Love Story*</i>	Goodwin, Doris Kearns	14
5	<i>Three Girls from Bronzeville*</i>	Turner, Dawn	14
6	<i>To Die For</i>	Baldacci, David	14
7	<i>In too Deep</i>	Child, Lee	13
8	<i>All the Colors of the Dark</i>	Whitaker, Chris	13
9	<i>James</i>	Everett, Percival	12
10	<i>The Heaven &amp; Earth Grocery Store</i>	McBride, James	12

\*Denotes Nonfiction Title

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#### Children's Books

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Position	Title	Author	Circ
1	<i>Harry Potter and the Sorcerer's Stone</i>	Rowling, J. K.	17
2	<i>The Snowy Day</i>	Keats, Ezra Jack	14
3	<i>No Brainer</i>	Kinney, Jeff	13
4	<i>The Scarlet Shedder</i>	Pilkey, Dav	12
5	<i>Summer of the Sea Serpent</i>	Osborne, Mary Pope	11
6	<i>Mary Anne's Bad Luck Mystery</i>	Cheng, Cynthia Yuan	10
7	<i>Happy New Year, Spot!</i>	Hill, Eric	10
8	<i>The Ugly Truth</i>	Kinney, Jeff	10
9	<i>Brawl of the Wild</i>	Pilkey, Dav	10
10	<i>Peppa Pig Story Treasury</i>	Astley, Neville	9

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## TOP TEN CIRCULATING ITEMS – December 2024

### By Format & Audience

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Teen Books			
Position	Title	Author	Circ
1	<i>Dr. Stone</i>	Inagaki, Riichiro	26
2	<i>Tokyo Rhoul: Re</i>	Ishida, Sui	10
3	<i>The Selection</i>	Cass, Kiera	6
4	<i>The Promised Neverland</i>	Shirai, Kaiu	5
5	<i>Scythe</i>	Shusterman, Neal	5
6	<i>Glass Sword</i>	Aveyard, Victoria	3
7	<i>The Final Gambit</i>	Barnes, Jennifer Lynn	3
8	<i>The Hawthorne Legacy</i>	Barnes, Jennifer Lynn	3
9	<i>The Cruel Prince</i>	Black, Holly	3
10	<i>What the River Knows</i>	Ibañez, Isabel	3

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NonBooks			
Position	Title		Circ
1	Mobile Hotspot		37
2	Children's Book Bags		29
3	<i>It Ends with Us</i> DVD		15
4	Take Out Tech: World Travel Adapter		15
5	Take Out Tech : Nintendo Switch Console		14
6	<i>Twisters</i> DVD		13
7	<i>Inside Out 2</i> DVD		10
8	<i>Deadpool &amp; Wolverine</i> DVD		10
9	<i>Beetlejuice Beetlejuice</i> DVD		8
10	<i>Blink Twice</i> DVD		8

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## TOP TEN CIRCULATING TITLES IN 2024

Disclaimer: These are the top circulating items from Lake Forest Library collections in 2024, not the number of times our patrons checked out titles, which would include those sent from other libraries. These are Lake Forest Library collection-based stats, not patron-based.

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<b>Books, All Ages</b>		
<b>Position</b>	<b>Title</b>	<b>Circ</b>
1	<i>The Heaven &amp; Earth Grocery Store</i>	272
2	<i>Tom Lake</i>	249
3	<i>Hello Beautiful</i>	201
4	<i>Demon Copperhead</i>	174
5	<i>Escape from Mr. Lemoncello's Library**</i>	169
6	<i>The Seven Husbands of Evelyn Hugo</i>	138
7	<i>Group*</i>	137
8	<i>Remarkably Bright Creatures</i>	130
9	<i>Harry Potter and the Sorcerer's Stone**</i>	125
10	<i>No Brainer Book 18**</i>	123
	*Denotes nonfiction title	
	**Denotes children's title	

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<b>eAudiobooks</b>			
<b>Position</b>	<b>Title</b>	<b>Author</b>	<b>Circ</b>
1	<i>The Women</i>	Hannah, Kristin	260
2	<i>Tom Lake</i>	Patchett, Ann	191
3	<i>Funny Story</i>	Henry, Emily	180
4	<i>First Lie Wins</i>	Elston, Ashley	176
5	<i>The Heaven &amp; Earth Grocery Store</i>	McBride, James	147
6	<i>The Anxious Generation*</i>	Haidt, Jonathan	126
7	<i>None of This Is True</i>	Jewell, Lisa	112
8	<i>Just for the Summer</i>	Jimenez, Abby	99
9	<i>Never Lie</i>	McFadden, Freida	98
10	<i>Listen for the Lie</i>	Tintera, Amy	98
	*Denotes nonfiction title		

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## TOP TEN CIRCULATING TITLES IN 2024

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eBooks			
Position	Title	Author	Circ
1	<i>The Women</i>	Hannah, Kristin	373
2	<i>First Lie Wins</i>	Elston, Ashley	186
3	<i>The Heaven &amp; Earth Grocery Store</i>	McBride, James	181
4	<i>Tom Lake</i>	Patchett, Ann	171
5	<i>Funny Story</i>	Henry, Emily	169
6	<i>Table for Two: Fictions</i>	Towles, Amor	145
7	<i>Fourth Wing</i>	Yarros, Rebecca	133
8	<i>Remarkably Bright Creatures</i>	Van Pelt, Shelby	128
9	<i>The Bee Sting</i>	Murray, Paul	116
10	<i>Iron Flame</i>	Yarros, Rebecca	105

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**SERVICE STATISTICS – DECEMBER 2024**

	<b>December 2024</b>	<b>December 2023</b>	<b>YTD FY 2025</b>	<b>YTD FY 2024</b>
Library Visits	<b>15,432</b>	14,361	<b>114,576</b>	104,399
Physical Items circulated	<b>18,201</b>	18,052	<b>166,984</b>	164,761
E-Media Circulated	<b>8,843</b>	9,156	<b>68,538</b>	70,795
Database Uses	<b>16,725</b>	21,429	<b>110,137</b>	97,646
Library Programs & Attendees**	<b>73 Programs</b> <b>5,794 Attendees</b>	49 Programs 3,657 Attendees	<b>462 Programs</b> <b>31,124 Attendees</b>	458 Programs 23,481 Attendees
Media Lab, 1-on-1 Appts, and Tutorials	<b>220</b>	87	<b>788</b>	524
Reference Questions	<b>2,138</b>	2,108	<b>17,719</b>	18,733
New Library Cards Issued	<b>88</b>	60	<b>997</b>	1,060
Items added to collection	<b>763</b>	930	<b>7,453</b>	8,363
Items withdrawn from collection	<b>1,044</b>	694	<b>12,393</b>	9,497

\*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