



LAKE FOREST LIBRARY BOARD OF TRUSTEES
Lake Forest Library, 360 East Deerpath Road, Lake Forest, IL 60045
Kasian Room, Lower Level
Tuesday, April 15, 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 April 15, 2025 Agenda
 - b. Approve March 18, 2025 Regular Meeting Minutes
 - c. Approve March 2025 Financial Report
 - d. Approve April 2025 Finance Committee Meeting Minutes
 8. Building Committee:
 - a. Exterior Courtyards Restoration Phase 1 – Update
 - b. 1931 Historic Rooms Revitalization - Update
 9. Finance Committee:
 - a. Approval of FY 2026 Budget - **ACTION**
 - b. Resolution to Designate Library Reserves - **ACTION**
 10. Personnel and Policies Committee:
 - a. Lake Forest Compensation Policy – **ACTION**
 11. Long Range Planning Committee:
 - a. Strategic Plan - Update
 12. IT Managed Services Provider Contract renewal – **ACTION**
 13. Annual Library Insurance renewal – **ACTION**
 14. Library Operations Report
 15. Executive Session pursuant to 5 ILCS 120/2(c)(1): The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.
 16. Approval of actions recommended in Executive Session.
 17. Unfinished Business
 18. New Business
 19. Adjournment.
- Upcoming Meeting: Regular Board: May 20, 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.)*

SELECTED PATRON COMMENTS

MARCH 2025

- Patron asked if we do passports. The post office told her we do. Told her we do not.
- Patron was so grateful that there was someone available to solve a problem she was having with her phone (John!)
- Renewed patron library card. Patron commented that this was only the second time in 35 years that this had been requested. I stated that all cards are renewed every three years and not sure why he wasn't notified, but happy to be sure to renew his card.
- My son had the best time at Story Time this morning! He's only crying because he knows we have to leave!
- You [Emmy] gave us a Narwhal and Jelly book last time we were in and my daughter just devoured it, she asked all break when she could come get more of them!
- Instagram Direct Message from post sharing ALA's response to federal happenings: We said, "Thank you, Lake Foresters, for using and loving your Lake Forest Library. Proposed changes at the federal level could affect library funding nationwide. You can continue supporting Lake Forest Library by using it and sharing how it makes a difference in your life. Tell your friends, neighbors, legislators, and us! Your library story is evidence that communities benefit from libraries and helps support continued funding.
https://oneclickpolitics.global.ssl.fastly.net/messages/edit?promo_id=23577 Read ALA's full response at the link in the @americanlibraryassociation bio." We shared the ALA image. Patron direct message: "Please keep our library non-political."
- Patron asked if printers could take credit cards.
- A patron commented multiple times about how slow our network was and suggested we look into a better solution.
- Patron asked if we have a notary.
- "We just moved here in July [of last year] and I love this library! It's beautiful. I come in sometimes to sit and read the paper, and I take my grandson downstairs. He never wants to leave!"
- A caregiver complimented our Launchpads, saying that she loved how educational they are and that her child is beginning to teach herself new languages with them!
- I'm a librarian at another library. You have a very beautiful space!
- Observing an uptick in computer use as patrons are printing out tax forms to mail.

- Patron pleased at the available copies of Three Girls from Bronzeville (Read Between the Ravines title) on display. She's excited to read it!
- Thanks for the Spring Break Programs!
- A patron commented on how much she enjoyed the program Black Artists of Chicago. She said that she learned so much and would attend any program presented at the Library by Deb Levie. This program was presented as part of Read Between the Ravines.
- "This place is the BEST!"
- Patron with little girl wanted to know if we will be doing the hat thing again...they ran out of hats I said that since it was popular it is likely they may do it again. Did tell her that she can order 3D printed items, look into having a bag done etc.
- Ask - very nicely - if we were dealing with the gentleman that talks to the screen. I told him we do try to keep him quiet and we have staff monitor him which usually keeps the talking to a minimum. He understood that it is hard for us to just make him leave.
- "I've never been down here before--I'm here with my grandchild--and this children's library is amazing!"
- A patron requested we consider offering AARP/senior tax assistance programs in the future Patron said Dickinson Hall and Gorton were not offering programs but that Patty Turner Center and Vernon Area Library were. I was also able to refer patron to LF College's VITA service.
- 2 patrons came to the reference desk and said they wanted to use the library because they saw our post on the ALA response to the IMLS funding cut. I welcomed them and they told me, "We love Lake Forest Library."
- Patron thanked (Krista) for the garden kit - "This is so great that the library is doing this!"
- "Ming is a treasure. Extremely patient and knowledgeable. Ah to be young again!"
- Patron commented on how much her children enjoyed the shamrock windsock from the March Design Center.
- Thank the reference department for helping the patron use the Internet.
- Elderly patron said our entry steps on the east side of the building were in deplorable condition and did not give a good impression.
- A patron came up as they were leaving and was appreciative that I had told people in the Friend's Reading Room to quiet down since it was a quiet study space. She said she was having a hard time concentrating while they were talking.

- Patron recommends we add a sewing machine to check out.
- These Wonderbooks were a fantastic idea, I don't know who buys them but we are so happy. They have been so good for my son and his reading, even his teachers have commented on how he's grown.
- This stuffie hunt is great! It's the first thing my son does when he gets here, and I think it's made him love the library more!
- Loved our Breakout Edu program.
- Want to checkout the calendar more because we have so many different projects for children!
- From 1000 Books Before Kindergarten Facebook post: "Best Childrens' dept anywhere and best head of same services-Lorrie Rohrer."
- A patron said they really enjoy the selection of books that the librarians pick out, and that every time he comes here he always leaves with something interesting!
- Patron from Lake Forest Place thanked us for delivering books weekly. She said how much it does to enrich her life, and that as a senior it makes such a difference in her life.
- A patron was impressed that I (Claire) found the book her son was looking for with just the description of "a blue robot and a purple robot named Baba" (Facts vs. Opinions vs. Robots)!
- A Lake Bluff patron said she has been using our library for over 25 years. She commented that it would be great if Lake Bluff joined our lending system because she always has to come here to get books. I suggested she attend a meeting or write to the LB board and director about joining our consortium.
- You make a BIG impact! The girls (her two daughters) LOVE it when you come to First Presbyterian Preschool for monthly Storytimes.
- Patron commented to Maddie that "Your graphic novels section has gotten so big! My son is going to be ecstatic! Well done!"
- New elevator is good.
- I love the Big Cheese and I am glad I could read and vote for it. Thank you, Peter (age 5)

LAKE FOREST LIBRARY BOARD OF TRUSTEES

Tuesday, March 18, 2025, 6:30 pm

Regular Meeting

Annotated Agenda

CALL TO ORDER

President Clifton called the meeting to order at 6:30 p.m. in the Kasian Room of the Lake Forest Library.

ROLL CALL

Trustees present: Jim Clifton, JoAnn Desmond, Josh Jackson, John Johnson, Garth Person, Bob Shaw, Vince Sparrow and Heather Strong. Absent: Emily Van Bel. A quorum is present.

Staff present: Executive Director Ishwar Laxminarayan, Director of Patron Services Heidi Krueger, Head of Adult Services Kate Buckardt, Head of Youth Services Lorie Rohrer, Head of Digital and Innovation Services Chad Clark, Head of Communications Joy Schmoll, Business Manager Leotrim Hamza, Adult Services Librarian, Lydia Frank, Assistant Facilities Manager Bledian Ajroja.

PRESIDENT'S REMARKS

Trustee Desmond will serve as secretary pro tem this evening. We have several interesting items to discuss today, particularly our first review of the FY2026 budget. I am looking forward to a productive discussion on all these topics.

CALL FOR ADDITIONS TO THE AGENDA

None

OPPORTUNITIES FOR THE PUBLIC TO ADDRESS THE BOARD

None

CORRESPONDENCE REPORT AND PATRON COMMENTS

Executive Director Laxminarayan provided some snapshots of Patron Comments presented in the Board packet. He reported that there were lots of positive comments about the 3D printed assistive tools. He also shared that because of the lack of attendance, the library won't be showing movies anymore, except for special events. The puzzle exchange was very successful, and the library plans to do this again. Trustee Shaw inquired about what percentage of the comments that the library receives are included in the board packet. Executive Director Laxminarayan indicated that it is about 60-70% of comments heard or shared that are listed in the board packet. Trustee Johnson appreciated the balance of some positive and some negative comments. Executive Director Laxminarayan indicated that all comments are followed up by staff.

STAFF PRESENTATIONS

Lydia Frank, Adult Services Librarian, provided an overview of the Read Between the Ravines community reading program in partnership with the Lake Bluff Library. The book featured this year is **Three Girls from Bronzeville: A Uniquely American Memoir of Race, Fate, and Sisterhood** by former *Chicago Tribune* reporter and author Dawn Turner. Ms. Frank mentioned the author would be

presenting in Lake Forest and the library was promoting several events that are related to this nonfiction work.

Chad Clark, head of Digital and Innovation Services, showcased the interactive Vibe all-in-one Smart Whiteboard that was paid for through the generosity of the Friends of Lake Forest Library. This Smart Whiteboard meets the current expectations of many presenters that come to the library and supports their work. Mr. Clark also described what is available from the library that has been created by 3D printing as assistive devices.

CONSENT AGENDA

President Clifton asked if there were any questions and comments on the Consent Agenda items a through f and if any Trustee wants to consider any one of the items separately. The President then called for a motion and Trustee Johnson moved, seconded by Trustee Sparrow to approve the Consent Agenda with the following items:

- a. Approve March 18, 2025 Agenda
- b. Approve January 21, 2025 Regular Meeting Minutes
- c. Approve January 2025 Financial Report
- d. Approve February 2025 Financial Report
- e. Approve Personnel and Policies Committee Meeting Minutes – March 3, 2025
- f. Approve Finance Committee Meeting Minutes – March 13, 2025

Motion passed on roll call vote with 8 yea votes.

COMMITTEES REPORTS AND RECOMMENDATIONS

Building Committee

Bledian provided an update on the elevator construction and a very successful and thorough inspection. The new lighting, walls and the flooring are not yet installed but it is operational.

Trustee Strong and Executive Director Laxminarayan provided the following updates from the Building Committee related to the three phases of the Capital Improvement Projects:

- Phase 1 was the restoration of the Dome and murals completed in 2024.
- Phase 2A is the courtyard restoration and Wiss Janney Elsnor (WJE) is currently in the construction documentation phase. The goal is to be on the April Lake Forest Historic Preservation Commission docket. As per contact, WJE engaged an outside pricing estimate and there were no surprises with pricing. The plumbing team scoped some lines at the site last week, and it is possible that the Committee will recommend the replacement of a section of drain tile under the courtyards when the paving has been removed. Trustee Strong indicated this additional scope would be within our pricing estimates.
- Phase 2B is the 1931 Historic Room Revitalization in Phase 2B. Executive Director Laxminarayan updated the Board on progress made. These spaces include the Entry Foyer, the Rotunda, the Friends' Reading Room, the Reference Room and the furnishings for the two courtyards. Executive Director Laxminarayan shared that the Committee was impressed with the quality of candidates that demonstrated interest in the project, and they have narrowed it down to five finalists for further interviews, from which they will select the final consultant to recommend to the Board.

Finance Committee

Trustee Sparrow and Johnson updated the Board on the last Finance Committee meeting and provided a draft FY2026 budget in the Board packet for review. The FY2025 budget revenue is projected to be \$5.6 million and total expenses are projected at \$5.0 million for the end of the fiscal year. Interest on investments is projected to be higher than anticipated at \$430,000. The completed capital expenses were also reviewed along with highlights for FY2025.

The first draft of the FY2026 budget was presented and further discussion will take place at the April Board meeting.

Other Reports

Bledian provide background on the proposed new chairs for the Kasian Room and information about the chair design selected. He also mentioned that they would be stored on carts. This purchase is within the current budget.

Friends of Lake Forest Library

Executive Director Laxminarayan provided background on the proposed grant request to the Friends of the Lake Forest Library for FY2026. It included a request for \$45,000 for reading programs, \$10,000 for digitization of community history and, \$10,000 for staff development, for a total of \$65,000. In his FY2026 request for grant funding, Executive Director Laxminarayan indicated that he plans to submit a second request asking that The Friends consider additional support when cost estimates for the courtyards and 1931 Historic Rooms Revitalization are received in the spring/summer of 2025.

Trustee Jackson updated the board on his meeting with the Lake Forest Library Foundation about assisting the library with public private partnerships related to some capital projects the library is undertaking. He shared that the meeting went well, and it is incumbent upon the Board to show the Foundation what our needs are for these future projects. They expressed a willingness to assist.

OPERATIONS REPORT

Executive Director Laxminarayan reviewed highlights presented in the Board packet on Library operations. He also mentioned the sobering news coming out of Washington about cuts to library services that had been funded through federal grants. Fortunately, it represents a very small part of our budget, but the real impact will be felt by local library systems in the state of Illinois. Libraries are looking closely at what this might mean for the future.

Trustee Johnson suggested that the library may wish to consider creating a heat map where places can be identified that may need hot spot Wi-Fi.

EXECUTIVE DIRECTOR PERFORMANCE EVALUATION PROCESS

Trustee Desmond reviewed the timeline for the Evaluation Process that is to commence no later than April 4th when Executive Director Laxminarayan will disseminate his self-evaluation to trustees. At that time, trustees will receive an electronic Evaluation Form and are requested to return it completed by Wednesday, April 9th. Summary evaluation data results would be compiled and emailed to trustees prior to the April 15th Board meeting, where a closed session

meeting will be held for the purpose of meeting with the Executive Director to discuss the evaluation of his performance.

Trustee Desmond also reminded Board members to file their Statement of Economic Interests with the County Clerk by May 1st. Executive Director Laxminarayan will follow up for those that have not yet received an email from the County Clerk.

NOMINATING COMMITTEE

As President Clifton's second term as President expires this year, he will serve as Chair of the Nominating Committee that recommends a slate of officers for 2025-2026.

UNFINISHED BUSINESS

None

NEW BUSINESS

Please mark your calendars for the Annual Board & Commission Recognition Dinner on Thursday, May 22, 2025, at 6:00 pm at the Lake Forest Club.

ADJOURNMENT

Trustee Sparrow made a motion, seconded by Trustee Shaw, to adjourn the meeting at 7:54 p.m. Motion carried by voice vote.

Next Scheduled Meeting: Tuesday, April 15, 2025, 6.30 pm.

JoAnn Desmond, *Secretary pro tem*
Submitted for approval by the Board on April 15, 2025



FY2025 Revenue & Expenditure Statement

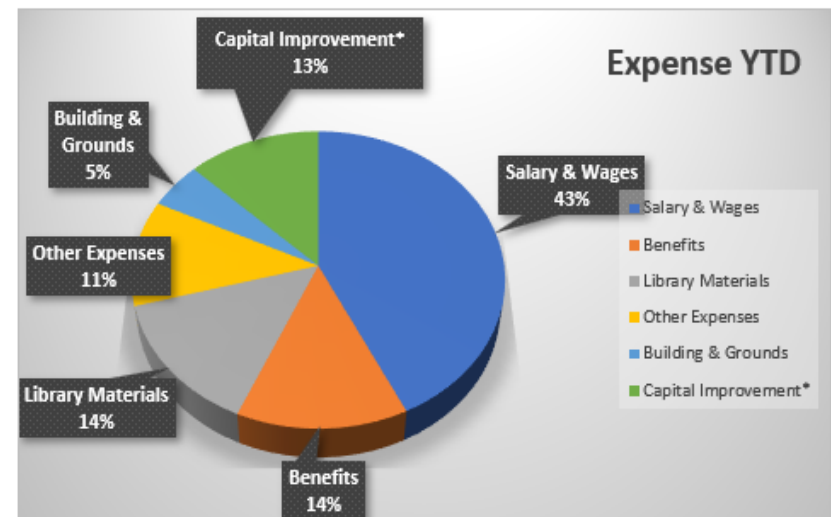
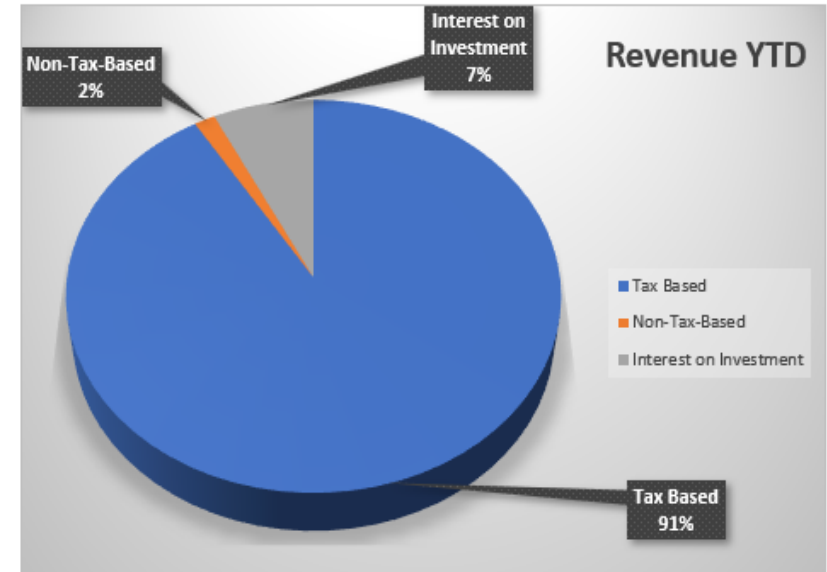
For the YTD March - 2025 (Month 11)

| Revenues | YTD | Budget | Budget Realized |
|--------------------------------|------------------|------------------|-----------------|
| Tax Based | 4,982,825 | 4,982,581 | 100% |
| Non-Tax-Based | 81,802 | 73,000 | 112% |
| Gifts & Grants | 16,083 | 10,000 | 161% |
| Library Generated | 30,877 | 24,000 | 129% |
| Friends of Lake Forest Library | 39,992 | 79,750 | 50% |
| Interest on Investment | 393,508 | 160,000 | 246% |
| Total Revenues | 5,545,087 | 5,329,331 | 104% |

| Expenses | YTD | Budget | Budget Utilized |
|--------------------------------|------------------|------------------|-----------------|
| Salary & Wages | 1,836,561 | 2,244,113 | 82% |
| Benefits | 583,887 | 888,814 | 66% |
| Library Materials | 607,227 | 722,700 | 84% |
| Other Expenses | 494,641 | 894,580 | 55% |
| Contractual Services Library* | 268,407 | 409,400 | 66% |
| Other* | 226,234 | 485,180 | 47% |
| Building & Grounds | 218,475 | 393,950 | 55% |
| Contractual Services Building* | 16,304 | 25,000 | 65% |
| Capital Improvement* | 542,828 | 2,100,000 | 26% |
| Total Expenses | 4,283,619 | 7,244,157 | 59% |

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

*Detail on Last page of the Report





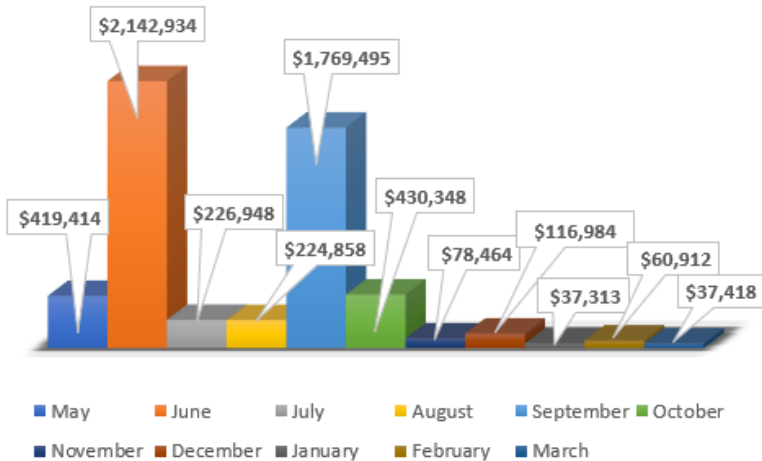
**FY2025 Revenue & Expenditure Statement
For the YTD March - 2025 (Month 11)**

| | May | June | July | August | September | October | November | December | January | February | March | YTD | Budget |
|---------------------------------------|-----------|-------------|-----------|-----------|-------------|-----------|----------|-----------|----------|----------|----------|-------------|-------------|
| Tax Based | 362,954 | 2,141,798 | 100,275 | 199,067 | 1,731,473 | 333,142 | 55,679 | 58,388 | 6 | 44 | - | 4,982,825 | 4,982,581 |
| Non-Tax-Based | 15,187 | - | 42,349 | 2,535 | - | 10,363 | - | 3,242 | - | 8,127 | - | 81,802 | 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 | 238 | 2,551 | 3,775 | 30,877 | 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 | 37,069 | 50,190 | 33,643 | 393,508 | 160,000 |
| | \$419,414 | \$2,142,934 | \$226,948 | \$224,858 | \$1,769,495 | \$430,348 | \$78,464 | \$116,984 | \$37,313 | \$60,912 | \$37,418 | \$5,545,087 | \$5,329,331 |

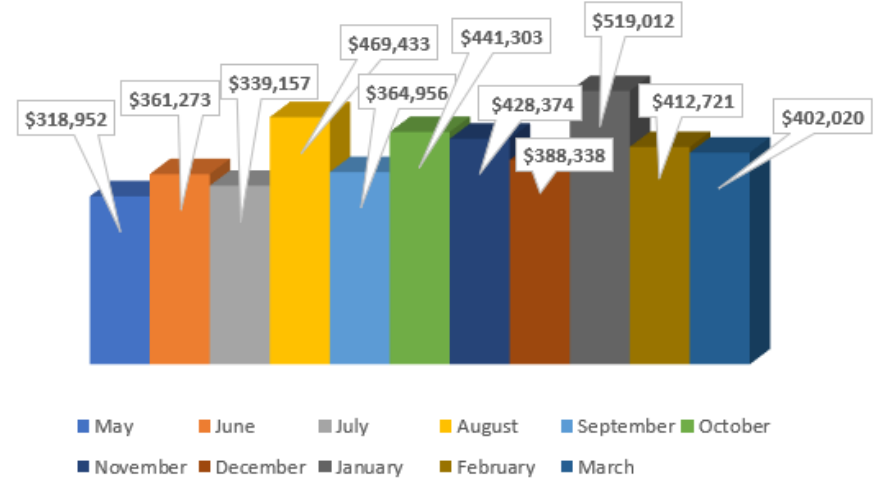
| | May | June | July | August | September | October | November | December | January | February | March | YTD | Budget |
|--------------------------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| Salary & Wages | 94,577 | 144,383 | 145,995 | 230,427 | 158,440 | 159,917 | 159,105 | 162,064 | 245,689 | 163,702 | 172,261 | 1,836,561 | 2,244,113 |
| Benefits | 43,937 | 44,379 | 46,151 | 55,599 | 50,859 | 54,372 | 50,831 | 53,985 | 65,678 | 50,447 | 67,647 | 583,887 | 888,814 |
| Library Materials | 34,053 | 85,593 | 58,491 | 59,014 | 33,423 | 50,340 | 59,775 | 29,371 | 55,595 | 59,889 | 81,684 | 607,227 | 722,700 |
| Other Expenses | 69,335 | 37,089 | 62,429 | 34,885 | 32,811 | 53,265 | 48,594 | 32,078 | 62,459 | 28,228 | 33,468 | 494,641 | 894,580 |
| <i>Contractual Services Library</i> | 48,098 | 16,012 | 34,627 | 14,638 | 3,917 | 48,468 | 21,391 | 14,368 | 32,742 | 13,628 | 20,517 | 268,407 | 409,400 |
| <i>Other</i> | 21,238 | 21,077 | 27,802 | 20,247 | 28,894 | 4,797 | 27,203 | 17,709 | 29,716 | 14,599 | 12,951 | 226,234 | 485,180 |
| Building & Grounds | 55,885 | 8,449 | 23,240 | 14,881 | 17,424 | 18,586 | 19,328 | 19,752 | 19,658 | 9,407 | 11,866 | 218,475 | 393,950 |
| <i>Contractual Services Building</i> | 2,693 | 1,379 | 2,495 | 461 | 2,601 | 250 | 737 | 1,436 | 1,299 | 1,624 | 1,330 | 16,304 | 25,000 |
| Capital Improvement | 21,165 | 41,380 | 2,852 | 74,626 | 72,000 | 104,822 | 90,741 | 57,574 | 6,175 | 71,197 | 295 | 542,828 | 2,100,000 |
| | \$318,952 | \$361,273 | \$339,157 | \$469,433 | \$364,956 | \$441,303 | \$428,374 | \$388,338 | \$519,012 | \$412,721 | \$402,020 | 4,283,619 | 7,244,157 |

| | | | | | | | | | | | | | |
|--|-----------|-------------|-------------|-------------|-------------|------------|-------------|-------------|-------------|-------------|-------------|-----------|---------------|
| | \$100,462 | \$1,781,661 | (\$112,209) | (\$244,575) | \$1,404,539 | (\$10,955) | (\$349,911) | (\$271,353) | (\$481,699) | (\$351,810) | (\$364,602) | 1,261,468 | (\$1,914,826) |
|--|-----------|-------------|-------------|-------------|-------------|------------|-------------|-------------|-------------|-------------|-------------|-----------|---------------|

Revenue By Month



Expense By Month



**Lake Forest Library
Financial Notes and Variance Report
For the Month of March 2025 (Month 11) FY2025**

Funds on Hand: \$4,751,256 (unrestricted/unaudited).

General Operations - Revenues

Property Tax: As of March 31, the Library received \$4,982,825 in property tax distributions which is 100% of the annual budget.

Non-Tax-Based: As of March 31, the Library received \$81,802 in property tax distributions which reflects personal property tax \$53,042 and per capita grant \$28,760 payment which is 12% above the annual budget.

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

Library-Generated: As of March 31, the Library received \$30,877 in Library generated income. This income is from copiers, other revenue such as CCS and miscellaneous fees which is 29% more than the annual budget.

Interest on Investment: As of March 31, the Library received \$393,508 in interest on investment which is 146% above the annual budget.

General Operations - Expenditures

Salaries, wages, and benefits: As of March 31, \$1,836,561 for salaries and wages: 82% of FY budget; \$583,887 for benefits: 66% of FY budget. \$348,621 for medical insurance 69% of FY budget; \$137,699 for SSN: 70% of FY budget; \$92,651 for IMRF: 51% of FY budget and \$4,916 for Worker's Compensation: 57% of FY budget.

Materials: Books, AV, and Electronic Services: As of March 31, \$607,227: 84% of FY budget, this includes payments for periodical and database subscriptions.

Other Operating Expenditures: As of March 31, \$494,641: 55% of FY budget. Includes \$268,407 in library contractual services, including third payment of RFID lease of \$24,041 to Bibliotheca and \$226,234 for other expenses such as programs, administrative fees, office supplies, membership, and miscellaneous expenses.

Building and Grounds: As of March 31, \$218,475 which is 55% 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 March 31, \$542,828: 26% 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, payment of \$140,539 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: 59% of budget expenses; 104% 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 | January | February | March | YTD | Budget |
|--|------------------|------------------|------------------|------------------|-----------------|------------------|------------------|------------------|------------------|------------------|------------------|-------------------|------------------|
| CCS & OCLC (Integrated Library System) | 12,248 | - | 17,505 | - | - | 17,505 | - | - | 17,505 | - | - | 64,762 | \$ 92,400 |
| HR Consulting | - | - | - | - | - | 9,000 | - | 360 | 480 | 780 | 6,220 | 16,840 | \$ 50,000 |
| LAN, WAV, and Support (MSP) | 9,548 | 9,908 | 9,936 | 9,959 | - | 10,313 | 19,587 | 9,775 | 9,786 | 9,799 | 9,815 | 108,427 | \$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 | 1,331 | 124 | 2,552 | 14,622 | \$ 25,000 |
| Other: Web Calendar Subscription | - | 3,094 | 2,685 | 22 | 1,264 | 3,930 | - | - | 1,953 | 92 | 242 | 13,282 | \$ 40,000 |
| Technology Leased & Warranty Renewals | 1,528 | 1,687 | 1,687 | 3,262 | - | 3,375 | 1,687 | 1,687 | 1,687 | 2,833 | 1,687 | 21,123 | \$ 35,000 |
| Total | \$ 48,098 | \$ 16,012 | \$ 34,627 | \$ 14,638 | \$ 3,917 | \$ 48,468 | \$ 21,391 | \$ 14,368 | \$ 32,742 | \$ 13,628 | \$ 20,517 | \$ 268,407 | \$409,400 |

Contractual Service Building

| Description | May | June | July | August | September | October | November | December | January | February | March | YTD | Budget |
|-----------------------|-----------------|-----------------|---------------|---------------|-----------------|---------------|---------------|-----------------|-----------------|-----------------|----------------|------------------|------------------|
| Water Treatment | 250 | 250 | 250 | 250 | 250 | 250 | 434 | 184 | - | 184 | 184 | \$ 2,486 | |
| Alarm System | 2,340 | - | 104 | 104 | - | - | 92 | 92 | - | 104 | - | \$ 2,835 | |
| Inner Security System | 104 | - | - | - | - | - | 104 | - | - | - | - | \$ 207 | |
| Rose Pest | - | - | - | 107 | 107 | - | 107 | 107 | 107 | 214 | 107 | \$ 856 | |
| AED (CINTAS) | - | 204 | 107 | - | 2,244 | - | - | 1,053 | 1,192 | 1,122 | 1,039 | \$ 6,961 | |
| Total | \$ 2,693 | \$ 1,030 | \$ 461 | \$ 461 | \$ 2,601 | \$ 250 | \$ 736 | \$ 1,436 | \$ 1,299 | \$ 1,624 | \$1,330 | \$ 13,920 | \$ 25,000 |

Others

| Description | May | June | July | August | September | October | November | December | January | February | March | YTD | Budget |
|---------------------------|------------------|------------------|------------------|------------------|------------------|-----------------|------------------|------------------|------------------|------------------|------------------|-------------------|-------------------|
| NEW STRATEGIC INITIATIVES | - | - | - | - | - | - | - | - | 1,177 | - | - | 1,177 | \$ 100,000 |
| ADMINISTRATIVE SERVICES | 2,312 | - | 4,625 | 2,312 | 2,312 | 2,312 | 2,312 | 2,312 | 2,312 | - | 2,312 | 23,124 | \$ 30,385 |
| PERSONNEL RECRUITMENT | - | - | 59 | 176 | 118 | - | - | 59 | 8,006 | - | - | 8,417 | \$ 1,000 |
| TRAINING & DEVELOPMENT | 777 | 1,041 | 2,475 | 727 | 3,320 | 935 | 5,943 | 2,835 | 2,199 | 2,784 | 1,915 | 24,951 | \$ 23,000 |
| EMPLOYEE TUITION | - | - | - | - | - | - | - | - | - | - | - | - | \$ 10,000 |
| MEMBERSHIP DUES | 1,410 | 154 | 162 | - | 675 | 450 | 1,092 | 350 | 605 | 180 | 319 | 5,397 | \$ 11,000 |
| MEETINGS & EXPENSE REIMB | - | - | 46 | - | 181 | | | 41 | 94 | 57 | 16 | 435 | \$ 2,500 |
| LEGAL | - | 2,385 | 4,380 | 2,760 | 600 | (7,628) | 420 | - | - | (780) | - | 2,138 | \$ 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 | 8,205 | 10,507 | 7,555 | 118,650 | \$ 152,400 |
| ONLINE BANKING FEES | 150 | 187 | 184 | 188 | - | 375 | 418 | | 247 | 491 | 437 | 2,678 | \$ 1,815 |
| INSURANCE - LIABILITY | - | 6,798 | - | - | - | - | - | - | - | - | - | 6,798 | \$ 9,680 |
| TELEPHONE | 41 | 738 | 553 | 41 | 306 | 41 | 41 | 41 | 41 | 41 | 41 | 1,929 | \$ 8,750 |
| OFFICE SUPPLIES | 68 | 229 | 2,075 | 2,299 | 790 | 537 | 621 | 1,048 | 6,396 | 96 | 343 | 14,500 | \$ 15,000 |
| POSTAGE | 973 | 5 | 18 | 1,208 | 33 | 215 | 1,034 | 11 | 228 | 995 | 12 | 4,733 | \$ 7,150 |
| VENDING BEVERAGES | 135 | 866 | 308 | 107 | 92 | 351 | | 1,164 | 206 | 229 | - | 3,456 | \$ 3,500 |
| Total | \$ 21,238 | \$ 21,077 | \$ 27,802 | \$ 20,247 | \$ 28,894 | \$ 4,797 | \$ 27,203 | \$ 17,709 | \$ 29,716 | \$ 14,599 | \$ 12,951 | \$ 226,233 | \$ 485,180 |

Capital Improvement

| Description | May | June | July | August | September | October | November | December | January | February | March | YTD | Budget |
|---------------------|------------------|------------------|-----------------|------------------|------------------|-------------------|------------------|------------------|-----------------|------------------|---------------|------------------|--------------------|
| Capital Equipment | - | 676 | - | - | - | | | 34,574 | - | - | - | \$ 35,250 | \$ 350,000 |
| Technology Upgrade | 18,815 | 6,005 | 1,782 | - | - | 34,700 | 241 | - | 6,175 | - | - | \$ 67,718 | \$ 250,000 |
| Capital Improvement | 2,350 | 34,700 | 1,069 | 74,626 | 72,000 | 70,122 | 90,500 | 23,000 | - | 71,197 | 295 | \$439,860 | \$1,500,000 |
| Total | \$ 21,165 | \$ 41,380 | \$ 2,852 | \$ 74,626 | \$ 72,000 | \$ 104,822 | \$ 90,741 | \$ 57,574 | \$ 6,175 | \$ 71,197 | \$ 295 | \$542,828 | \$2,100,000 |

LAKE FOREST LIBRARY BOARD OF TRUSTEES
Finance Committee Meeting Minutes – April 3, 2025, 2025

Members Present: Trustee Vince Sparrow, Trustee John Johnson, Trustee Garth Pearson, Trustee Jim Clifton, Executive Director Ishwar Laxminarayan, Director of Patron Services Heidi Krueger, Business Manager Leo Hamza, Facilities Manager Jim Lee.

The meeting commenced at 10:05 am. Chair Sparrow welcomed the attendees. There was no public comment.

Executive Director Ishwar provided an update on the FY2025 budget to date and provided projections through the end of the current fiscal year ending April 30, 2025. We anticipate total revenues of \$5.6 million and total expenditures of \$5 million through the end of the fiscal year.

Ishwar then provided highlights of the second draft of the preliminary FY2026 budget. While we did not have updated financials for March 2025 for this meeting, we will review them before presenting our final version of the budget for approval at the April 15, 2025 meeting. Trustees offered some recommendations on enhancing the financial statements. Jim Lee provided background on several of the capital projects under consideration for the FY 2026 budget and trustees emphasized the need to budget adequately for those projects.

Attendees reviewed the current cash balances and investments placed by the library. They reviewed the draft board resolution to designate certain funds as Committed Fund Balance and agreed that we also needed a Fund Balance Policy. Ishwar will prepare drafts for review and approval at the April 15, 2025 board meeting.

Trustee Clifton left the meeting at 11 am.

The next meeting is scheduled for Thursday, May 15, 2025 at 10 am.

Meeting Adjourned at 11:15 am.

LAKE FOREST LIBRARY COURTYARD REHABILITATION

Statement of Intent

March 21, 2025

Historic Background

The Lake Forest Library was chartered on July 4, 1898, by Lake Forest City Council. Funded by a donation from sisters Mrs. Charles H. Schweppe and Mrs. Stanley Keith in memory of Mrs. Keith's first husband, Kersey Coates Reed, a new library building was constructed on East Deerpath Road in 1930–1931. The building was designed by Chicago architect Edwin H. Clark in 1930. Exterior construction was largely complete by March 1931, and the building was dedicated and opened to the public in June 1931. H. F. Friestedt Co. was the general contractor.

The original design of the building included walled courtyards at the southwest and southeast corners of the overall plan. These courtyards were enclosed by approximately 8-foot high brick and limestone masonry walls. The courtyards were accessed from the building interior, and a single gate on the side wall (east or west) led from the courtyard to the site. Although not shown on any available drawing, entrance piers and benches along the sidewalk at Deerpath Road were also part of the original construction of the library.

In 1957, the courtyard walls were shortened in height. The original iron gates were modified to fit the new shorter masonry walls. The courtyard walls had been deteriorating over a number of years, and changes to the courtyards had been considered since at least 1953, potentially including removal of the masonry walls entirely and installing ornamental iron fencing. The original architect, Edwin Clark, was asked to provide a report on potential changes in May 1956. In May 1957 the decision was made to shorten the masonry walls; as recorded in meeting minutes at the time, trustees noted that the original height of the walls blocked views from the sidewalk along Deerpath Road of the library windows facing the courtyard. As part of the work, the original wrought iron gates were also trimmed and shortened in height. The work was begun in August and completed by October 1957.

When the east and west additions were constructed in 1978, the east masonry wall of the east courtyard and the west masonry wall of the west courtyard were removed. The original iron gates were salvaged and reinstalled at a new position at each side wall; new steel fences were installed to connect from the original south masonry wall of each courtyard to the corner of each addition. Each addition has one window wall with one emergency egress door that discharges into the courtyard.

The entrance piers along Deerpath Road originally were related to a sidewalk that extended directly from the street northward to the front entrance. This sidewalk was removed in the 1970s as part of the reorganization of the site with the 1978 additions. A sculpture is now located outside the front entrance door in the location of the former sidewalk.

The original landscaping within each courtyard is not documented. Historic photographs show a few deciduous trees within the courtyards, and evergreen shrubs along the outside face of each wall. The landscape of the library was re-designed by Franz Lipp (1897–1996) as part of the construction of the 1978

additions. The slate paving may be partially original, although the paving was certainly altered as part of the construction of the 1978 additions. More recently, the plantings have been renewed per designs by Rodney Robinson Landscape Architects (now Robinson Anderson Summers, Inc.).

Refer to the photographs and reference drawings, below.

Existing Conditions

Courtyards

From the building interior, a paired wood door at each side of the lobby leads to each courtyard. The wood doors lead to an exterior concrete stoop (supported on the walls of a closed-up window well), which is raised approximately 6 inches above the courtyard pavement.

The courtyard pavement consists of relatively large slate slabs. The pavers are set on sand bed with open joints in a random ashlar pattern. The east courtyard pavement has a generally squared-off H-shape overall, while the west courtyard has an oval shape overall. Some pavers show delamination and spalling. Minor displacement and lipping has occurred.

The west courtyard contains the limestone sculpture "Lion and Lamb" by Frances R. "Gine" Odell (c. 1901–1996), commissioned as a memorial to Ruth Lasley Young in 1965. This sculpture was installed in its present location in 1965–1966. The east courtyard contains the marble sculpture "Lake Forest Library Stone Book" by German sculptors Wolfgang Kubach (1936–2007) and Anna Maria Kubach-Wilmsen (1937–2021).¹ This sculpture was installed in its present location in August 1988.

The masonry walls of the courtyard are in poor condition. Mortar joints are heavily eroded and deteriorated, to the point that some brick units are loose. Limestone panels exhibit displacement, cracks, and spalls. As shown on the 1930 drawings, the courtyard walls are built atop deep concrete foundations. The concrete is intact, and no distress or deterioration was observed.

Currently, at the east and west ends, the historic masonry wall ends at the outside corner of the courtyard. The remaining distance back to the corner of the 1978 addition is enclosed with a painted steel fence, and the historic gate is mounted to the fence. The existing fences are inadequate to support the weight of the historic gates. At the east courtyard, a limestone staircase leads down from the gate to the sidewalk level.

Surface drainage in the courtyards previously consisted of four square cast iron drain inlets, connected to underground piping. These drain inlets appear to be completely clogged. At the west courtyard, a sump pump system located in a window well serves to discharge water from the foundation drain tile of the original 1930 building. Lighting for each courtyard is provided by a single wall-mounted fixture adjacent to the door from the entrance wing, and a single wall-mounted fixture on the wall of the addition.

¹ The artists, a married couple, developed their "stone-books" ("Steinbücher") concept in 1976, subsequently used for a variety of sculptures, which was intended to reveal the inner materiality and "contents" of the stone. Anna Kubach-Wilmsen described it as follows: "A book is held in the hand and read with the eyes. A stone-book is held by the eyes and read with the hand."

Deerpath Road Entrance Gate

The historic entrance gate along Deerpath Road consists of a pair of symmetrical benches with piers at either end. The central piers are taller and define an opening that is on axis with the front door of the library. Currently, a low retaining wall of limestone is present between the piers. Each pier consists of two monolithic limestone units. The lower units at three of the four piers have significant distress near grade, including cracks and spalls. The limestone units extend several inches below grade and are supported on concrete foundations.

Summary of Proposed Work

The proposed work will involve the rehabilitation of the courtyards. The included scope is as follows:

- The existing wrought iron gates will be salvaged, sandblasted, primed, and painted. The existing steel fences at the east and west ends will be removed. A new brick masonry wall with gate opening will be constructed to replace the fences, and the existing wrought iron gates will be installed with new hardware.
- The existing courtyard masonry walls will be dismantled, and intact bricks and stone units will be salvaged. The existing concrete foundations will be protected in place. A new reinforced concrete masonry structural wall will be constructed atop the original foundations and clad with salvaged brick and limestone matching the existing appearance. A limited quantity of new brick will be required to replace damaged units, and similarly new stone will be necessary to replace damaged limestone units.
- The existing courtyard landscaping and paving will be removed. The existing concrete stoops at the doors from the entrance hall to the courtyards will be removed. The courtyards will be filled and re-graded to a higher level, to provide an ADA-compliant transition from the entrance hall to the courtyard. For the new pavement surface, a new concrete slab supporting new mortar-set stone pavers will be installed. For the new paving, thermally finished granite in a dark gray color is proposed.
- The existing non-original paired wood doors from entrance hall out to courtyard will be replaced with a new custom wood door, for each courtyard. The new doors will provide an ADA-compliant path to enter each courtyard from the entrance hall.
- At the south wall of the library, non-historic trim will be removed at two windows in each wing, to allow the historic wood window sash to be fully opened to the courtyard.
- Existing wall-mounted lighting will be refurbished. New exterior free-standing path lighting will be installed around the perimeter of the pavement within each courtyard. Electrical receptacles will be provided within the courtyard pavement.
- Existing subsurface piping, catch basins, and drain tile piping in the courtyards will be removed and replaced with new drainage infrastructure.
- New landscaping in the courtyards will be completed under a separate contract.
- Alternate items under consideration include the following:
 1. At the entrance gate on Deerpath Road, repair stone masonry with new dutchman units. Install backer rod and sealant at joints. Clean stone masonry. Remove and replace concrete sidewalk, including new concrete stair to level of grass lawn.

2. In the east courtyard only, expand the paved area to an overall rectangular shape.
3. In the east courtyard only, expand the paved area to the south, and add a raised plinth to the north side.
4. Install cast concrete urns atop the garden walls, as shown in the 1930 drawings.

Review of Standards

The proposed work meets the Standards for Review of Applications for Certificates of Appropriateness. A discussion of each standard as it applies to this project follows.

1. **Height.** The height of the building will not be changed by the courtyard project.
2. **Proportion of front facade.** The proportions of the facades will not be changed by the courtyard project.
3. **Proportion of openings.** The proportion of openings in the facades will not be changed by the courtyard project.
4. **Rhythm of solids to voids in front facades.** The pattern of openings in the facades will not be changed by the courtyard project.
5. **Rhythm of spacing and structures on streets.** The relationship of the structure to the open space between it and adjoining structures will not be changed by the courtyard project.
6. **Rhythm of entrance porches, storefront recesses and other projections.** The relationship of entrances and other projections to sidewalks will not be changed by the courtyard project.
7. **Relationship of materials and texture.** For most of the work, the project will use salvaged material (such as limestone, brick, and wrought iron) or will match existing materials (new brick and limestone to replace deteriorated material, and new wood doors to replace non-historic wood doors). For the courtyard paving, it is proposed to use granite in lieu of the existing slate pavers. The slate pavers experience occasional face spalling as they weather, making maintenance difficult. Also, the slate surface can be very slippery when wet and will not meet minimum standards for slip resistance of walking surfaces. Natural granite pavers can be provide a similar appearance to the slate with improved durability and slip resistance suitable for a universally accessible space that is open to the public.
8. **Roof shapes.** The roof shape will not be changed by the courtyard project.
9. **Walls of continuity.** The garden walls will be reconstructed to the currently existing configuration. At the east and west ends, where the historic masonry walls were removed in 1978, new masonry walls will be added to close the corner of the courtyards.
10. **Scale of a structure.** The size and mass of the structure will not be changed by the courtyard project.
11. **Directional expression of front elevation.** The directional expression of the facade will not be changed by the courtyard project.
12. **Preserving distinguishing features.** The courtyard walls are an original feature of the historic design, and the current project will preserve and repair these elements. Original wrought iron

gates will be preserved and reinstalled. Elements to be modified date to the 1978 modifications related to the east and west additions.

13. **Protection of resources.** The contract documents will require protection in place of the large trees outside the courtyard walls as well as protection of the building facade and other materials not included in the work.
14. **New construction.** The courtyard project does not include new construction.
15. **Repair to deteriorated features.** The existing courtyard masonry walls are deteriorated. The current project will restore them to a stable condition while maintaining the existing appearance.
16. **Surface cleaning.** The cleaning of the limestone will used mild chemical cleaners to remove accumulated soiling. The use of inappropriate cleaning systems such as acidic cleaners will be expressly prohibited in the contract documents.
17. **Reversibility of additions and alterations.** Relatively few alterations are proposed, mainly related to accommodating universal accessibility to the courtyards, and affect only non-original materials and elements. The alterations proposed are fully reversible if desired in the future without modification of the historic building.

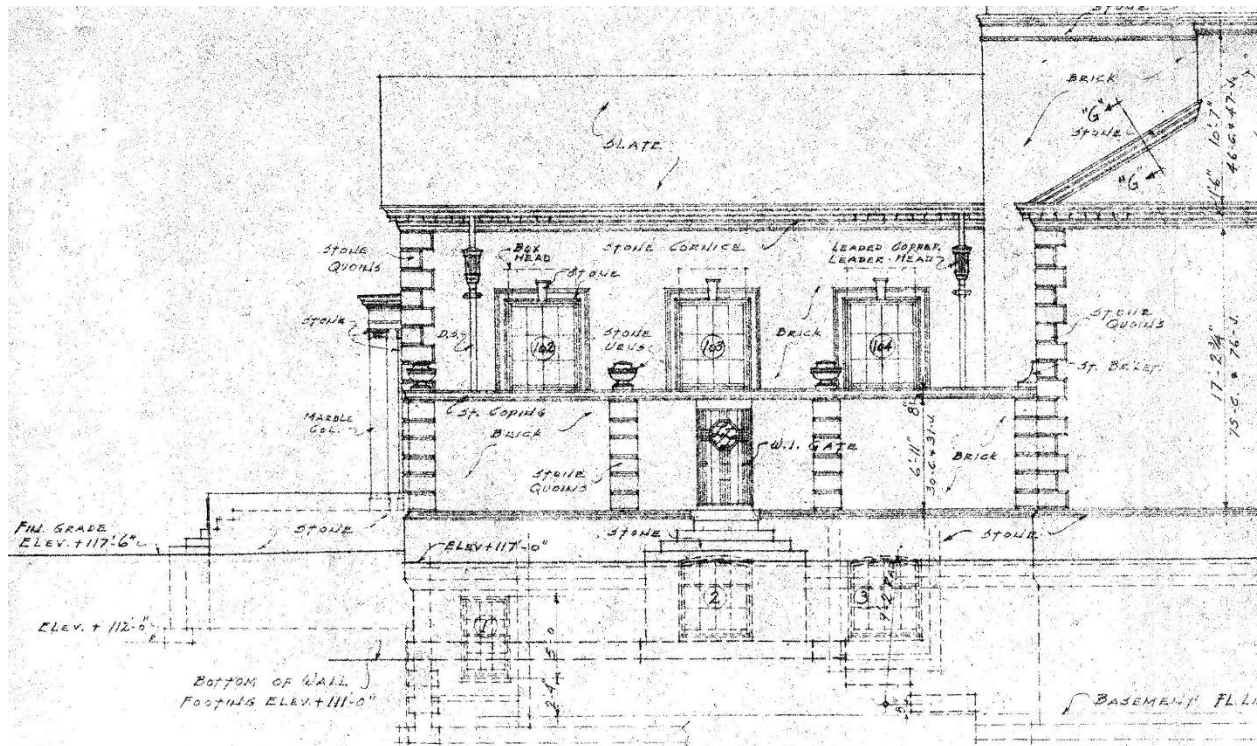


Figure 2. Excerpt of drawing sheet 6 prepared by architect Edwin H. Clark, April 1930, showing the east elevation of the east courtyard. Note the original wrought iron gate design.

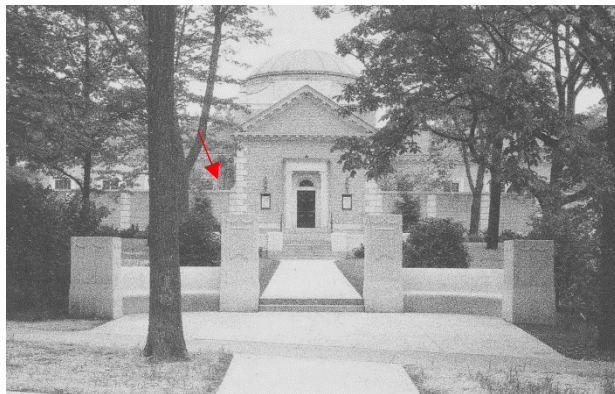


Figure 3. 1930s view from the south, showing the original height of the garden walls (arrows) and the entrance piers and benches.



Figure 4. View from the southwest, 1975, showing the reduced height of the garden walls prior to the 1978 additions.

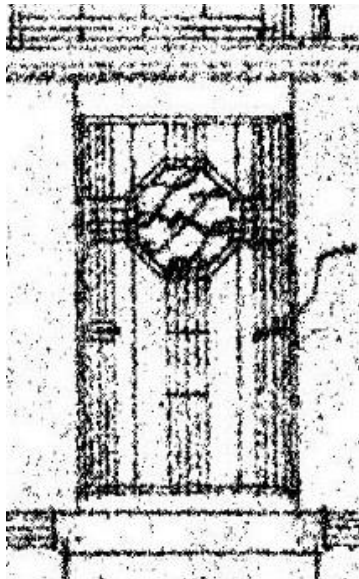


Figure 5. Detail of 1930 drawing showing the original garden gate. The existing gates very closely match this design, including the script "L F L" in the central octagon.



Figure 6. Existing appearance of the gate. When the masonry walls were lowered in height, the gates were trimmed at the top and bottom to fit the altered opening. The latch handle was relocated to a new location; the arrow indicates the original latch box.



Figure 7. View from the main entrance of the library toward the entrance piers; a sculpture and low seating wall are now present at the former sidewalk location.



Figure 8. Weeping beech in the west courtyard



Figure 10. Overview of west courtyard, looking east to entrance wing of library.



Figure 11. Overview of west courtyard, looking west to 1978 addition to library.



Figure 12. Overview of east courtyard, looking west to entrance wing of library.



Figure 13. Overview of east courtyard, looking east to 1978 addition to library.



Figure 14. "Lion and Lamb" by Frances R. "Gine" Odell in the west courtyard.



Figure 15. "Lake Forest Library Stone Book" by Wolfgang Kubach and Anna Maria Kubach-Wilmsen.



Figure 16. Deteriorated mortar joints and loose bricks.



Figure 17. Spalled limestone pilaster in the west courtyard.

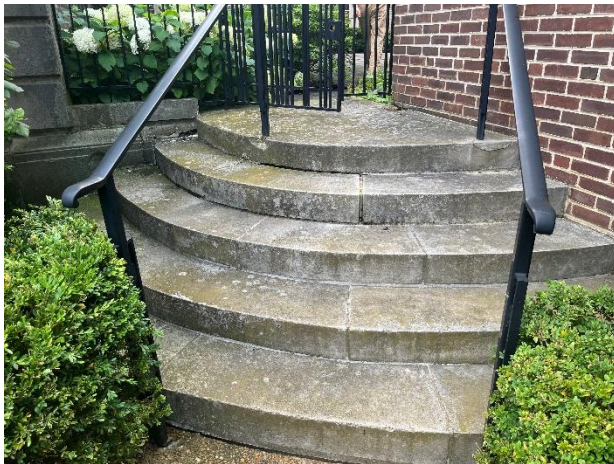


Figure 18. Stairs at the east courtyard gate.



Figure 19. Each courtyard has one historic light fixture of this type, adjacent to the door from the entrance hall.



Figure 20. Entrance gate at Deerpath Road.



Figure 21. Spalled limestone at the base of a pier.



LAKE FOREST
LIBRARY

FY2026 Budget

Final Draft

April 15, 2025

FY2025 Budget Projections

- ▶ Revenues Projected: \$5.6 million
- ▶ Total Expenses Projected: \$5.0 million
- ▶ Interest on Investments: \$430,000
- ▶ Projected Surplus: \$600,000

Completed Capital Projects

FY2025

—

- ✓ HVAC Upgrades
 - Return and Condensate Pump Replacement
 - HVAC Controls and Building Automation System
- ✓ Elevator Upgrade
- ✓ New servers
- ✓ Fire and Burglar Alarm System
- ✓ Exterior Courtyards Restoration (in progress)



LAKE FOREST
LIBRARY

FY2025 Highlights

- ▶ Additional staffing across all departments
- ▶ Refreshed newsletter
- ▶ New Vending Machine at West Train Station
- ▶ New Health Insurance Plan with City that includes Employee Assistance Program
- ▶ City/Library partnership on Financial Investments
- ▶ New Marketing tool for targeted community engagement
- ▶ Salary Benchmarking – implemented
- ▶ All job descriptions updated

Projected Tax Revenue

– FY2026

| FUND | 2024 LEVY | 2023 EXTENSION | \$ CHANGE | % CHANGE |
|----------------------------|-------------|-------------------|------------|----------|
| | | | | |
| Library | \$4,656,066 | \$4,502,965 | \$153,101 | 3.40% |
| Library Sites | \$ 495,961 | \$ 479,653 | \$ 16,308 | 3.40% |
| Sub Total | \$5,152,027 | \$4,982,618 | \$ 169,409 | 3.40% |
| New Construction (Est.) | \$ 28,842 | | | 0.64% |
| Total Estimated | \$5,180,869 | | | |

Investment Interest

| | |
|---------------------|-----------|
| ▶ FY 2021 Audited: | \$28,464 |
| ▶ FY 2022 Audited: | \$37,505 |
| ▶ FY 2023 Audited: | \$307,548 |
| ▶ FY 2024 Audited: | \$475,272 |
| ▶ FY2025 YTD (2/28) | \$359,865 |
| ▶ FY2025 Projected: | \$430,000 |
| ▶ FY2026 Estimated: | \$350,000 |

Proposed FY2026 Budget Highlights – Capital

| | |
|---|-------------|
| ▶ Exterior Courtyards (est.) | \$1,250,000 |
| ▶ 1931 Historic Rooms Revitalization (est.) | \$1,000,000 |
| ▶ Landscape Master Plan (fees est.) | \$ 100,000 |
| ▶ Architectural Master Plan (fees est.) | \$ 500,000 |
| ▶ Total Estimated Capital Projects | \$2,850,000 |

Proposed FY2026 Budget – Capital and Technology Upgrades

- ▶ Enhanced security and services to patrons and staff:
 - ▶ Emergency Cellular Communications: ~ \$50,000
 - ▶ Public Address System: ~ \$18,000
 - ▶ New HVAC Condenser: ~ \$271,000
 - ▶ New Boiler: ~ \$74,000
 - ▶ New Phones – seeking estimates

Other FY2026 Maintenance Projects

- Water drainage system for flat roof
- Humidification: Collections, comfort
- Steam Valve Upgrades: Compatible with new HVAC controls
- Slate Roof: Assessment, repair, and maintenance
- Flat Roof Membrane: Assessment, repair, and maintenance
- Independent assessment of HVAC and Facility

Other FY2026 Budget Priorities

- ▶ Continued investment in popular and emerging collections in multiple formats
- ▶ Family Book Event with Children's Author
- ▶ Website Redesign
- ▶ Off-site storage during major projects
- ▶ Fund to support new strategic initiatives
- ▶ Continue to find parking solutions
- ▶ Benefits survey
- ▶ Delivering the best user experience for Library patrons

FY2026 Budget Highlights

- ▶ Aligns with Strategic Plan priorities
- ▶ Provides current and emerging collections in multiple formats
- ▶ Significant capital investments to maintain and enhance facility
- ▶ Ongoing enrichment opportunities for lifelong learning
- ▶ Continued investments in staff – our most valuable asset!
- ▶ Marketing and community engagement enhancements

FY2026 Budget Summary

| | |
|------------------------------------|---------------------|
| ▶ Revenues: | \$ 5,697,869 |
| ▶ Transfer from Cash in Hand: | \$ 5,367,372 |
| ▶ Total Funds Available: | \$11,065,241 |
| ▶ Operating Expenditures: | \$ 5,211,574 |
| ▶ Capital/Technology Expenditures: | \$ 3,700,000 |
| ▶ Total Expenditures: | \$ 8,911,574 |
| ▶ Operational Contingency: | \$ 486,295 |

Library Reserve Funds as of February 28, 2025

| | |
|--|--------------------|
| Reserve: Capital Improvements | \$3,050,000 |
| Reserve: Technology Improvements | \$300,000 |
| Capital Equipment | \$300,000 |
| Fund Balance: Unassigned | \$4,751,256 |
| Funds available for future projects | \$8,401,256 |

Lake Forest Library
Budget FY2026 vs Actual FY2025
Preliminary Budget FY2026 - Version 3.0

FY2026 Budget Version 3.0
04/11/2025

| | FY22 | FY23 | FY24 | FY25 | FY25 | FY25 | FY25 | FY26 | FY26 Budget vs FY25 Projected | FY26 Budget vs FY25 Projected |
|--|--------------------|--------------------|--------------------|----------------------|---------------------|-----------------|---------------------|----------------------|----------------------------------|----------------------------------|
| | Audited | Audited | Audited | Budget | As of March 31 | Budget Realized | Projected | Budget | \$ | % |
| Funds on Hand 5/1* | \$1,895,491 | \$2,471,607 | \$3,953,524 | \$1,953,524 | \$5,367,372 | | \$5,367,372 | \$5,367,372 | | |
| Current Revenue | | | | | | | | | | |
| Tax-Based** | \$4,375,174 | \$4,463,980 | \$4,739,540 | \$4,982,581 | \$4,982,825 | 100% | \$4,982,825 | \$5,180,869 | \$198,044 | 4% |
| TIF Payout | \$0 | \$0 | \$0 | \$0 | \$0 | | \$0 | \$0 | \$0 | |
| Other Revenue | \$161,737 | \$159,057 | \$123,518 | \$83,000 | \$92,104 | 111% | \$90,307 | \$83,000 | (\$7,307) | -8% |
| Library Revenue | \$65,582 | \$343,153 | \$494,147 | \$174,000 | \$414,084 | 238% | \$453,000 | \$364,000 | (\$89,000) | -20% |
| Transfer from Capital Reserve | | | | | | | | | \$0 | |
| Gifts | \$16,320 | \$30,900 | \$47,520 | \$10,000 | \$16,083 | 161% | \$0 | \$10,000 | \$10,000 | |
| Friends of LF Library Grant*** | \$0 | \$47,471 | \$286,382 | \$79,750 | \$39,992 | 50% | \$70,000 | \$60,000 | (\$10,000) | -14% |
| Total Revenues | \$4,618,813 | \$5,044,561 | \$5,691,107 | \$5,329,331 | \$5,545,087 | 104% | \$5,596,132 | \$5,697,869 | \$101,737 | 2% |
| Total Funds Available | \$6,514,304 | \$7,516,168 | \$9,644,631 | \$7,282,855 | \$10,912,459 | | \$10,963,504 | \$11,065,241 | \$101,737 | 1% |
| Operating Expenditures | | | | | | | | | | |
| Personnel Services | \$2,193,050 | \$2,268,470 | \$2,479,493 | \$3,142,927 | \$2,420,418 | 77% | \$2,775,000 | \$3,170,081 | \$395,081 | 14% |
| Collections: Print, A/V, E-Resources | \$508,435 | \$497,327 | \$634,349 | \$722,700 | \$607,227 | 84% | \$722,000 | \$750,000 | \$28,000 | 4% |
| Contractual Services | \$278,563 | \$292,795 | \$279,133 | \$409,400 | \$268,407 | 66% | \$297,000 | \$410,200 | \$113,200 | 38% |
| Special Projects | \$150,308 | \$16,240 | \$0 | \$0 | \$0 | | \$0 | \$0 | | |
| Programming | \$63,602 | \$99,559 | \$110,063 | \$152,400 | \$120,296 | 79% | \$130,000 | \$152,400 | \$22,400 | 17% |
| Other Expenditures | \$87,225 | \$133,172 | \$109,711 | \$322,780 | \$107,583 | 33% | \$120,000 | \$329,498 | \$208,498 | 175% |
| Building & Grounds | \$242,705 | \$296,122 | \$229,500 | \$393,950 | \$218,475 | 55% | \$250,000 | \$399,395 | \$149,395 | 60% |
| Total Operating Expenditures | \$3,523,888 | \$3,603,686 | \$3,842,250 | \$5,144,157 | \$3,742,406 | 73% | \$4,294,000 | \$5,211,574 | \$916,574 | 21% |
| Total Capital and Technology | | | | | | | | | | |
| Capital Equipment | \$19,553 | \$216,197 | \$45,629 | \$350,000 | \$35,250 | 10% | \$50,000 | \$600,000 | \$550,000 | 1100% |
| Technology Upgrades | \$126,029 | \$136,654 | \$118,696 | \$250,000 | \$67,718 | 27% | \$96,452 | \$250,000 | \$153,548 | 159% |
| Capital Improvements | \$28,155 | \$556,107 | \$886,800 | \$1,500,000 | \$439,860 | 29% | \$539,564 | \$2,850,000 | \$2,310,436 | 428% |
| Total Capital and Technology | \$173,737 | \$908,958 | \$1,051,125 | \$2,100,000 | \$542,828 | 26% | \$686,016 | \$3,700,000 | \$3,013,984 | 439% |
| Total Expenditures | \$3,697,625 | \$4,512,645 | \$4,893,375 | \$7,244,157 | \$4,285,234 | 59% | \$4,980,016 | \$8,911,574 | \$3,930,558 | 79% |
| Difference in Revenues and Expenditures | \$921,188 | \$531,916 | \$797,733 | (\$1,914,826) | \$1,259,853 | | \$616,116 | (\$3,213,705) | (\$3,828,821) | -622% |
| Reserve Funds | \$2,650,000 | \$4,600,000 | \$3,650,000 | \$3,650,000 | \$3,650,000 | | \$3,650,000 | \$3,700,000 | \$50,000 | 1% |
| Funds on Hand | \$1,895,491 | \$2,471,607 | \$3,953,524 | \$1,953,524 | \$5,367,372 | | \$4,751,256 | \$5,367,372 | \$616,116 | 13% |
| Total Funds | \$5,466,679 | \$7,603,523 | \$8,401,256 | \$3,688,698 | \$10,277,225 | | \$9,017,372 | \$5,853,667 | (\$3,162,705) | -35% |

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

**Tax Revenue based on 2024 levy of 3.4% maximum plus growth.

Lake Forest Library
Budget FY2026 vs Actual FY2025
Preliminary Budget FY2026 - Version 3.0

FY2026 Budget Version 3.0
04/11/2025

| Year | Fiscal year | Levy % | Operations | Site | Growth | Total Levy |
|------------|-------------|--------|-------------|-----------|----------|-------------|
| 2023 | FY2025 | 5.00% | \$4,482,408 | \$479,639 | \$20,534 | \$4,982,581 |
| 2024 | FY2026 | 3.40% | \$4,656,066 | \$495,961 | \$28,842 | \$5,180,869 |
| Difference | | | \$230,689 | \$22,863 | \$3,311 | \$256,863 |

PROJECTED EQUALIZED ASSESSED VALUATION

Tax levy is based on Equalized Assessed Valuation (EAV).
Based on information from the County Clerk's Office the projected Equalized Assessed Valuation (EAV) of property in The City of Lake Forest for the tax year 2024 is as follows:

| | |
|--|-----------------|
| 2023 EAV for The City of Lake Forest | \$2,538,383,223 |
| Estimated average change to existing property | 9.77%* |
| 2024 EAV for existing property | \$2,786,436,426 |
| Total Estimated New Construction Growth for 2024 | \$17,284,003 |
| \$ Total Projected EAV for 2024 Tax Levy | \$2,803,720,429 |

*subject to change based on property tax appeals

Lake Forest Library
Budget FY2026 vs Actual FY2025
Preliminary Budget FY2026 - Version 3.0

FY2026 Budget Version 3.0
04/11/2025

| | FY20 Audited | FY21 Audited | FY22 Audited | FY23 Audited | FY24 Audited | FY25 Budget | FY25 As of March 31 | FY26 Budget | % Change | \$ Change |
|------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|------------------------|--------------------|---------------|--------------------|
| Funds on Hand 5/1 | \$1,537,906 | \$1,895,491 | \$1,895,491 | \$2,471,607 | \$3,953,524 | \$1,953,524 | \$5,367,372 | \$5,367,372 | 174.8% | \$3,413,848 |
| Less: Capital Project | | | | | | | | | | |
| | \$1,537,906 | \$1,895,491 | \$1,895,491 | \$2,471,607 | \$3,953,524 | \$1,953,524 | \$5,367,372 | \$5,367,372 | 174.8% | \$3,413,848 |
| Committed Funds | | | | | | | | | | |
| Capital Improvements | \$2,050,000 | \$2,050,000 | \$2,050,000 | \$4,000,000 | \$3,050,000 | \$3,050,000 | \$3,050,000 | \$2,850,000 | -6.6% | (\$200,000) |
| Capital Equipment | \$300,000 | \$300,000 | \$300,000 | \$300,000 | \$300,000 | \$300,000 | \$300,000 | \$600,000 | 100.0% | \$300,000 |
| Technology Improvements | \$300,000 | \$300,000 | \$300,000 | \$300,000 | \$300,000 | \$300,000 | \$300,000 | \$250,000 | -16.7% | (\$50,000) |
| Total Other | \$2,650,000 | \$2,650,000 | \$2,650,000 | \$4,600,000 | \$3,650,000 | \$3,650,000 | \$3,650,000 | \$3,700,000 | 1.4% | \$50,000 |
| Less: Capital Project | | | | | | | | | | |
| | \$2,650,000 | \$2,650,000 | \$2,650,000 | \$4,600,000 | \$3,650,000 | \$3,650,000 | \$3,650,000 | \$3,700,000 | 1.4% | \$50,000 |
| Total Funds | \$4,187,906 | \$4,545,491 | \$4,545,491 | \$7,071,607 | \$7,603,524 | \$5,603,524 | \$9,017,372 | \$9,067,372 | 61.8% | \$3,463,848 |

Lake Forest Library
Budget FY2026 vs Actual FY2025
Preliminary Budget FY2026 - Version 3.0

FY2026 Budget Version 3.0
04/11/2025

| | FY20 Audited | FY21 Audited | FY22 Audited | FY23 Audited | FY24 Audited | FY25 Budget | FY25 As of March 31 | FY26 Budget | % Change | \$ Change |
|-------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|------------------------|--------------------|-------------|------------------|
| Property Tax Revenue | | | | | | | | | | |
| Property Tax* | \$4,158,792 | \$4,260,835 | \$4,375,174 | \$4,463,980 | \$4,739,540 | \$4,982,581 | \$4,982,825 | \$5,180,869 | 4% | \$198,288 |
| Reserve for Tax Loss | | | | | | | | | | |
| Total Property Tax | \$4,158,792 | \$4,260,835 | \$4,375,174 | \$4,463,980 | \$4,739,540 | \$4,982,581 | \$4,982,825 | \$5,180,869 | 4% | \$198,288 |
| Other Revenue | | | | | | | | | | |
| PP Tax Replacement | \$39,040 | \$48,298 | \$101,341 | \$117,016 | \$83,273 | \$45,000 | \$53,042 | \$45,000 | 0% | \$0 |
| Impact Fee | \$9,470 | \$17,693 | \$31,818 | \$13,475 | \$11,679 | \$10,000 | \$10,302 | \$10,000 | 0% | \$0 |
| Per Capita Grant | \$24,219 | \$24,219 | \$28,578 | \$28,566 | \$28,566 | \$28,000 | \$28,760 | \$28,000 | | |
| Total Other Revenue | \$72,729 | \$90,210 | \$161,737 | \$159,057 | \$123,518 | \$83,000 | \$92,104 | \$83,000 | | |
| Library Revenue | | | | | | | | | | |
| Photocopy | \$6,476 | \$2,024 | \$5,869 | \$7,416 | \$7,421 | \$6,000 | \$7,158 | \$6,000 | 0% | \$0 |
| Book Rental/Book Bags | \$0 | \$4 | \$1,000 | \$0 | | \$0 | \$0 | \$0 | | \$0 |
| Library Cards | \$168 | \$38 | \$0 | \$0 | | \$0 | \$0 | \$0 | | \$0 |
| Library fines | \$8,959 | \$1,715 | \$2,895 | \$3,650 | \$3,497 | \$3,000 | \$5,540 | \$3,000 | 0% | \$0 |
| Interest earned | \$111,477 | \$28,464 | \$37,505 | \$307,548 | \$475,272 | \$160,000 | \$393,508 | \$350,000 | 119% | \$190,000 |
| Other revenues | \$12,766 | \$18,777 | \$18,313 | \$14,198 | \$7,956 | \$5,000 | \$7,878 | \$5,000 | 0% | \$0 |
| Covid Fema Reimbursement | \$0 | \$50,624 | \$0 | \$10,341 | | \$0 | \$0 | \$0 | | |
| Total Library Revenue | \$139,846 | \$101,646 | \$65,582 | \$343,153 | \$494,147 | \$174,000 | \$414,084 | \$364,000 | | |
| Friends of LFLibrary Grant** | \$73,000 | \$74,000 | \$0 | \$47,471 | \$286,382 | \$79,750 | \$39,992 | \$60,000 | -25% | (\$19,750) |
| Other Gifts & Grant Income*** | \$41,442 | \$36,707 | \$16,320 | \$30,900 | \$47,520 | \$10,000 | \$16,083 | \$10,000 | 0% | \$0 |
| TOTAL | \$4,485,809 | \$4,563,398 | \$4,618,813 | \$5,044,561 | \$5,691,107 | \$5,329,331 | \$5,545,087 | \$5,697,869 | | |

*Tax Revenue based on 2024 levy of 3.40% maximum plus growth.

**Friends of LF Library approved funds on a reimbursement basis for FY2025. Two rounds of funding are anticipated in FY2026.

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

Lake Forest Library
Budget FY2026 vs Actual FY2025
Preliminary Budget FY2026 - Version 3.0

FY2026 Budget Version 3.0
04/11/2025

| Category | FY20 Audited | FY21 Audited | FY22 Audited | FY23 Audited | FY24 Audited | FY25 Budget | FY25 As of March 31 | FY26 Budget | % Change | \$ Change |
|---|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|------------------------|--------------------|-------------|--------------------|
| Salaries/Wages | \$1,716,885 | \$1,572,140 | \$1,628,870 | \$1,731,987 | \$1,904,963 | \$2,242,113 | \$1,836,561 | \$2,322,657 | 4% | \$80,544 |
| Benefits | \$640,424 | \$619,496 | \$564,180 | \$536,483 | \$574,531 | \$900,814 | \$583,857 | \$847,424 | -6% | (\$53,390) |
| Print, Audiovisual, and Electronic Media | \$548,618 | \$502,430 | \$508,435 | \$497,327 | \$634,349 | \$722,700 | \$607,227 | \$750,000 | 4% | \$27,300 |
| Contractual Services | \$231,453 | \$250,193 | \$278,563 | \$292,795 | \$279,133 | \$409,400 | \$268,407 | \$410,200 | 0% | \$800 |
| Special Projects | \$60,107 | \$293,532 | \$150,308 | \$16,240 | \$0 | \$0 | \$0 | \$0 | #DIV/0! | \$0 |
| Programming | \$85,277 | \$102,705 | \$63,602 | \$99,559 | \$110,063 | \$152,400 | \$120,296 | \$152,400 | 0% | \$0 |
| Other Expenses | \$106,835 | \$90,049 | \$87,225 | \$133,172 | \$109,711 | \$322,780 | \$107,583 | \$329,498 | 2% | \$6,718 |
| Building Maintenance | \$160,449 | \$199,282 | \$242,705 | \$296,122 | \$229,500 | \$393,950 | \$218,475 | \$399,395 | 1% | \$5,445 |
| Sub-Total | \$3,550,048 | \$3,629,827 | \$3,523,888 | \$3,603,686 | \$3,842,250 | \$5,144,157 | \$3,742,406 | \$5,211,574 | 1% | \$67,417 |
| Capital Expenditures | | | | | | | | | | |
| Capital Equipment | \$1,073 | \$0 | \$19,553 | \$216,197 | \$45,629 | \$350,000 | \$35,250 | \$600,000 | 71% | \$250,000 |
| Technology Upgrades | | | \$126,029 | \$136,654 | \$118,696 | \$250,000 | \$67,718 | \$250,000 | 0% | \$0 |
| Capital Improvement | \$16,760 | \$78,643 | \$28,155 | \$556,107 | \$886,800 | \$1,500,000 | \$439,860 | \$2,850,000 | 90% | \$1,350,000 |
| Sub-Total | \$17,833 | \$78,643 | \$173,737 | \$908,958 | \$1,051,125 | \$2,100,000 | \$542,828 | \$3,700,000 | 76% | \$1,600,000 |
| Total | \$3,567,881 | \$3,708,470 | \$3,697,625 | \$4,512,645 | \$4,893,375 | \$7,244,157 | \$4,285,234 | \$8,911,574 | 23% | \$1,667,417 |

Lake Forest Library
Budget FY2026 vs Actual FY2025
Preliminary Budget FY2026 - Version 3.0

FY2026 Budget Version 3.0
04/11/2025

| | FY20 Audited | FY21 Audited | FY22 Audited | FY23 Audited | FY24 Audited | FY25 Budget | FY25 As of March 31 | FY2026 Budget | % Change | \$ Change |
|-----------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|------------------------|--------------------|-------------|-------------------|
| Current Employees | | | | | | | | | | |
| Full Time Equivalent | 31 | 32 | 28 | 30 | 30 | 34 | 34 | 34 | | |
| Salaries & Wages | \$1,709,540 | \$1,572,140 | \$1,628,870 | \$1,731,987 | \$1,904,963 | \$2,244,113 | \$1,836,561 | \$2,322,657 | 3% | \$78,544 |
| Longevity | \$7,345 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | | \$0 |
| Sub-Total | \$1,716,885 | \$1,572,140 | \$1,628,870 | \$1,731,987 | \$1,904,963 | \$2,242,113 | \$1,836,561 | \$2,322,657 | 4% | \$80,544 |
| Benefits | | | | | | | | | | |
| IMRF | \$143,960 | \$161,309 | \$139,094 | \$104,022 | \$92,126 | \$180,804 | \$92,651 | \$190,000 | 5% | \$9,196 |
| Social Security | \$128,006 | \$116,914 | \$121,691 | \$129,701 | \$143,463 | \$196,582 | \$137,699 | \$177,683 | -10% | (\$18,899) |
| Worker's Compensation* | \$5,159 | \$4,775 | \$5,737 | \$1,905 | \$4,245 | \$8,663 | \$4,916 | \$6,000 | -31% | (\$2,663) |
| Insurance, Life | \$2,163 | \$2,059 | \$1,790 | \$1,929 | \$2,163 | \$3,020 | \$1,756 | \$2,620 | -13% | (\$400) |
| Insurance, Medical | \$345,220 | \$319,107 | \$281,427 | \$285,657 | \$316,642 | \$466,828 | \$330,491 | \$425,000 | -9% | (\$41,828) |
| Insurance, Dental & Vision | \$12,599 | \$11,808 | \$11,056 | \$11,569 | \$11,948 | \$17,717 | \$12,119 | \$18,921 | 7% | \$1,204 |
| Insurance, Unemployment | | \$864 | \$0 | \$0 | \$0 | \$2,000 | \$0 | \$2,000 | 0% | \$0 |
| Flexi-Benefits | \$3,317 | \$2,660 | \$3,385 | \$1,700 | \$3,945 | \$5,200 | \$4,225 | \$5,200 | 0% | \$0 |
| Tuition Reimbursement | \$0 | \$0 | \$0 | \$0 | \$0 | \$10,000 | \$0 | \$10,000 | 0% | \$0 |
| Employee Assistance Program | \$0 | \$0 | \$0 | \$0 | \$0 | \$10,000 | \$0 | \$10,000 | 0% | \$0 |
| Sub-Total | \$640,424 | \$619,496 | \$564,180 | \$536,483 | \$574,531 | \$900,814 | \$583,857 | \$847,424 | -6% | (\$53,390) |
| GRAND TOTAL | \$2,357,309 | \$2,191,636 | \$2,193,050 | \$2,268,470 | \$2,479,493 | \$3,142,927 | \$2,420,418 | \$3,170,081 | 1% | \$27,154 |

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

*Premium plus allowance for year end audit results.

Lake Forest Library
Budget FY2026 vs Actual FY2025
Preliminary Budget FY2026 - Version 3.0

FY2026 Budget Version 3.0
04/11/2025

| Item | FY20 Audited | FY21 Audited | FY22 Audited | FY23 Audited | FY24 Audited | FY25 Budget | FY25 As of March 31 | FY26 Budget | % Change | \$ Change |
|--------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|------------------------|--------------------------------|------------------------|---------------------|----------------------|
| Print | \$208,672 | \$170,398 | \$214,172 | \$190,972 | \$245,525 | \$258,500 | \$208,776 | \$270,000 | 4.4% | \$11,500 |
| Nonprint | \$266,885 | \$261,816 | \$229,484 | \$242,071 | \$316,358 | \$365,450 | \$321,902 | \$380,000 | 4.0% | \$14,550 |
| Audiovisual | \$73,061 | \$70,216 | \$64,779 | \$64,284 | \$72,466 | \$98,750 | \$76,550 | \$100,000 | 1.3% | \$1,250 |
| Total | \$548,618 | \$502,430 | \$508,435 | \$497,327 | \$634,349 | \$722,700 | \$607,227 | \$750,000 | 3.8% | \$27,300 |

ISL recommended materials budget is 8-12% of operating budget. Proposed materials budget is 14.39% of operating budget

Lake Forest Library
Budget FY2026 vs Actual FY2025
Preliminary Budget FY2026 - Version 3.0

FY2026 Budget Version 3.0
04/11/2025

| Item | FY20 Audited | FY21 Audited | FY22 Audited | FY23 Audited | FY24 Audited | FY25 Budget | FY25 As of March 31 | FY26 Budget | % Change | \$ Change |
|-----------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------------|------------------|-------------|----------------|
| Janitorial Supplies | \$20,349 | \$38,508 | \$16,839 | \$11,973 | \$18,019 | \$25,000 | \$19,510 | \$25,000 | 0% | \$0 |
| Custodial Services | \$31,809 | \$34,408 | \$40,752 | \$38,159 | \$40,522 | \$49,500 | \$33,664 | \$49,500 | 0% | \$0 |
| Contractual Services | \$11,516 | \$12,332 | \$7,200 | \$8,393 | \$9,777 | \$25,000 | \$16,304 | \$25,000 | 0% | \$0 |
| Insurance (liability) | \$33,783 | \$36,776 | \$31,617 | \$41,339 | \$40,924 | \$54,450 | \$46,649 | \$59,895 | 10% | \$5,445 |
| Building Maintenance | \$41,822 | \$1,424 | \$80,602 | \$45,009 | \$57,194 | \$120,000 | \$41,354 | \$120,000 | 0% | \$0 |
| Equipment Maintenance | (\$5,023) | \$51,408 | \$28,915 | \$107,339 | \$36,367 | \$60,000 | \$42,561 | \$60,000 | 0% | \$0 |
| Grounds Maintenance | \$19,475 | \$16,664 | \$28,924 | \$37,220 | \$22,186 | \$50,000 | \$13,979 | \$50,000 | 0% | \$0 |
| Water | \$6,718 | \$7,762 | \$7,856 | \$6,691 | \$4,511 | \$10,000 | \$4,454 | \$10,000 | 0% | \$0 |
| Total | \$160,449 | \$199,282 | \$242,705 | \$296,122 | \$229,500 | \$393,950 | \$218,475 | \$399,395 | 1% | \$5,445 |

Lake Forest Library
Budget FY2026 vs Actual FY2025
Preliminary Budget FY2026 - Version 3.0

FY2026 Budget Version 3.0
04/11/2025

| Item | FY20 Audited | FY21 Audited | FY22 Audited | FY23 Audited | FY24 Audited | FY25 Budget | FY25 As of March 31 | FY26 Budget | % Change | \$ Change |
|--|------------------|------------------|------------------|------------------|------------------|------------------|------------------------|------------------|--------------|----------------|
| Contractual Services | \$231,453 | \$250,193 | \$278,563 | \$292,795 | \$279,133 | \$409,400 | \$268,407 | \$410,200 | 0.20% | \$800 |
| Special Projects | \$60,107 | \$293,532 | \$150,308 | \$16,240 | \$0 | \$0 | \$0 | \$0 | | \$0 |
| Programming | | | | | | | | | | |
| Total Department Programming | \$58,275 | \$52,968 | \$41,728 | \$73,455 | \$76,127 | \$102,400 | \$89,824 | \$102,400 | 0.00% | \$0 |
| Programming - Comm | \$20,103 | \$42,018 | \$21,874 | \$26,104 | \$33,936 | \$50,000 | \$30,472 | \$50,000 | 0.00% | \$0 |
| Programming - Support | \$6,899 | \$7,719 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | | \$0 |
| Total | \$85,277 | \$102,705 | \$63,602 | \$99,559 | \$110,063 | \$152,400 | \$120,296 | \$152,400 | 0.00% | \$0 |
| Other Expenses | | | | | | | | | | |
| Administrative Services | \$24,526 | \$25,139 | \$25,767 | \$26,412 | \$27,072 | \$30,385 | \$23,124 | \$30,000 | -1.27% | (\$385) |
| Art Work (purchased) | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | | \$0 |
| Audit | \$6,995 | \$7,205 | \$7,205 | \$7,400 | \$7,622 | \$9,000 | \$7,851 | \$9,000 | 0.00% | \$0 |
| Auto Allowance* | \$632 | \$440 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | | \$0 |
| Binding | \$167 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | | \$0 |
| Insurance, D & O Liability | \$6,540 | \$4,890 | \$7,278 | \$6,194 | \$6,798 | \$9,680 | \$6,798 | \$10,648 | 10.00% | \$968 |
| Legal & Professional Fees | \$1,168 | \$1,350 | \$3,825 | \$6,413 | \$1,350 | \$100,000 | \$2,138 | \$100,000 | 0.00% | \$0 |
| New Strategic Initiatives | \$0 | \$0 | \$0 | \$0 | \$0 | \$100,000 | \$1,177 | \$100,000 | 0.00% | \$0 |
| Maintenance of Equipment | \$6,735 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | | \$0 |
| Meetings Expense | \$1,130 | \$121 | \$0 | \$713 | \$1,182 | \$2,500 | \$435 | \$2,500 | 0.00% | \$0 |
| Membership Dues | \$7,449 | \$7,367 | \$8,306 | \$9,630 | \$7,963 | \$11,000 | \$5,397 | \$11,000 | 0.00% | \$0 |
| Office Supplies | \$24,376 | \$28,240 | \$4,551 | \$6,831 | \$11,061 | \$15,000 | \$14,500 | \$15,000 | 0.00% | \$0 |
| Online Banking Fee (fine) | \$495 | \$669 | \$1,590 | \$1,988 | \$1,779 | \$1,815 | \$2,678 | \$2,200 | 21.21% | \$385 |
| Personnel Recruitment (background checks) | \$617 | \$170 | \$563 | \$41,063 | \$11,331 | \$1,000 | \$8,417 | \$1,000 | 0.00% | \$0 |
| Postage | \$5,219 | \$2,899 | \$4,348 | \$5,127 | \$6,183 | \$7,150 | \$4,733 | \$7,150 | 0.00% | \$0 |
| Professional Development | \$12,162 | \$6,061 | \$16,282 | \$15,927 | \$21,251 | \$23,000 | \$24,951 | \$30,000 | 30.43% | \$7,000 |
| Telephone | \$5,177 | \$5,498 | \$6,429 | \$3,322 | \$3,563 | \$8,750 | \$1,929 | \$5,000 | -42.86% | (\$3,750) |
| Vending/events | \$3,447 | \$0 | \$1,080 | \$2,152 | \$2,555 | \$3,500 | \$3,456 | \$6,000 | 71.43% | \$2,500 |
| Total | \$106,835 | \$90,049 | \$87,225 | \$133,172 | \$109,711 | \$322,780 | \$107,583 | \$329,498 | 2.08% | \$6,718 |
| Total Other Expend | \$483,672 | \$736,479 | \$579,698 | \$541,767 | \$498,907 | \$884,580 | \$496,286 | \$892,098 | 0.85% | \$7,518 |

Lake Forest Library
Budget FY2026 vs Actual FY2025
Preliminary Budget FY2026 - Version 3.0

FY2026 Budget Version 3.0
04/11/2025

| Item | FY20 Audited | FY21 Audited | FY22 Audited | FY23 Audited | FY24 Audited | FY25 Budget | FY25 As of March 31 | FY26 Budget | % Change | \$ Change |
|--|------------------|------------------|------------------|------------------|------------------|------------------|------------------------|------------------|-------------|--------------|
| CCS & OCLC (Integrated Library System) | \$65,646 | \$62,515 | \$76,709 | \$75,061 | \$73,770 | \$92,400 | \$64,762 | \$100,000 | 8.2% | \$7,600 |
| CIT Computer Equipment Lease | \$42,645 | \$41,770 | \$35,078 | \$9,228 | \$0 | \$0 | \$0 | \$0 | | \$0 |
| HR Consulting | \$0 | \$0 | \$0 | \$0 | \$0 | \$50,000 | \$16,840 | \$25,000 | -50.0% | (\$25,000) |
| LAN, WAV, and Support (MSP) | \$78,251 | \$100,374 | \$91,184 | \$107,325 | \$116,738 | \$132,000 | \$108,427 | \$145,200 | 10.0% | \$13,200 |
| EZ Proxy & Collection HQ | \$10,900 | \$5,436 | \$750 | \$4,960 | \$4,327 | \$10,000 | \$5,310 | \$10,000 | 0.0% | \$0 |
| Bibliotheca | | | \$0 | \$24,041 | \$24,041 | \$25,000 | \$24,041 | \$25,000 | 0.0% | \$0 |
| Online/Internet (fiber) | \$8,441 | \$10,930 | \$22,117 | \$22,569 | \$20,395 | \$25,000 | \$14,622 | \$25,000 | 0.0% | \$0 |
| Other: equipment, copiers, Technology DVD2G0, misc. | \$23,720 | \$29,168 | \$34,546 | \$24,921 | \$29,310 | \$35,000 | \$13,282 | \$30,000 | -14.3% | (\$5,000) |
| Other: Web Calendar Subscription, Orange Boy | \$1,850 | \$0 | \$18,179 | \$24,692 | \$10,551 | \$40,000 | \$21,123 | \$50,000 | 25.0% | \$10,000 |
| & web hosting and maintenance | | | | | | | | | | |
| Total | \$231,453 | \$250,193 | \$278,563 | \$292,795 | \$279,133 | \$409,400 | \$268,407 | \$410,200 | 0.2% | \$800 |

Lake Forest Library
Budget FY2026 vs Actual FY2025
Preliminary Budget FY2026 - Version 3.0

FY2026 Budget Version 3.0
04/11/2025

| Item | FY20 Audited | FY21 Audited | FY22 Audited | FY23 Audited | FY24 Audited | FY25 Budget | FY25 As of March 31 | FY26 Budget | % Change | \$ Change |
|--|------------------|------------------|------------------|------------------|------------------|------------------|------------------------|------------------|-------------|----------------|
| Administrative Services | \$24,526 | \$25,139 | \$25,767 | \$26,412 | \$27,072 | \$30,385 | \$23,124 | \$30,000 | -1.3% | (\$385) |
| Art Work (purchased) | \$0 | \$0 | | \$0 | \$0 | \$0 | \$0 | \$0 | | \$0 |
| Audit | \$6,995 | \$7,205 | \$7,205 | \$7,400 | \$7,622 | \$9,000 | \$7,851 | \$9,000 | 0.0% | \$0 |
| Auto Allowance* (unrelated to meetJngs) | \$632 | \$440 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | | \$0 |
| BlndIng | \$167 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | | \$0 |
| Contractual Services | \$231,453 | \$250,193 | \$278,563 | \$292,795 | \$279,133 | \$409,400 | \$268,407 | \$410,200 | 0.2% | \$800 |
| Insurance, D & O Liability | \$6,540 | \$4,890 | \$7,278 | \$6,194 | \$6,798 | \$9,680 | \$6,798 | \$10,648 | 10.0% | \$968 |
| Legal & Professional Fees | \$1,168 | \$1,350 | \$3,825 | \$6,413 | \$1,350 | \$100,000 | \$2,138 | \$100,000 | 0.0% | \$0 |
| New Strategic Initiatives | \$0 | \$0 | \$0 | \$0 | \$0 | \$100,000 | \$1,177 | \$100,000 | 0.0% | \$0 |
| Maintenance of Equip | \$6,735 | \$0 | \$0 | \$0 | \$0 | | | | | \$0 |
| Meetings Expense | \$1,130 | \$121 | \$0 | \$713 | \$1,182 | \$2,500 | \$435 | \$2,500 | 0.0% | \$0 |
| Membership Dues | \$7,449 | \$7,367 | \$8,306 | \$9,630 | \$7,963 | \$11,000 | \$5,397 | \$11,000 | 0.0% | \$0 |
| Office Supplies | \$24,376 | \$28,240 | \$4,551 | \$6,831 | \$11,061 | \$15,000 | \$14,500 | \$15,000 | 0.0% | \$0 |
| Online Banking Fee | \$495 | \$669 | \$1,590 | \$1,988 | \$1,779 | \$1,815 | \$2,678 | \$2,200 | 21.2% | \$385 |
| Personnel Recruitment (background checks) | \$617 | \$170 | \$563 | \$41,063 | \$11,331 | \$1,000 | \$8,417 | \$1,000 | 0.0% | \$0 |
| Postage | \$5,219 | \$2,899 | \$4,348 | \$5,127 | \$6,183 | \$7,150 | \$4,733 | \$7,150 | 0.0% | \$0 |
| Professional Development** | \$12,162 | \$6,061 | \$16,282 | \$15,927 | \$21,251 | \$23,000 | \$24,951 | \$30,000 | 30.4% | \$7,000 |
| Programming | \$58,275 | \$52,968 | \$41,728 | \$73,455 | \$76,127 | \$102,400 | \$89,824 | \$102,400 | 0.0% | \$0 |
| Programming (Comm) | \$20,103 | \$42,018 | \$21,874 | \$26,104 | \$33,936 | \$50,000 | \$30,472 | \$50,000 | 0.0% | \$0 |
| Programming (Support) | \$6,899 | \$7,719 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | | \$0 |
| Progammg - Signature Programs | | | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | | \$0 |
| Special Projects | \$60,107 | \$293,532 | \$150,308 | \$16,240 | \$0 | \$0 | \$0 | \$0 | | \$0 |
| Telephone | \$5,177 | \$5,498 | \$6,429 | \$3,322 | \$3,563 | \$8,750 | \$1,929 | \$5,000 | -42.9% | (\$3,750) |
| Vending/events | \$3,447 | \$0 | \$1,080 | \$2,152 | \$2,555 | \$3,500 | \$3,456 | \$6,000 | 71.4% | \$2,500 |
| Total | \$483,672 | \$736,479 | \$579,698 | \$541,767 | \$498,907 | \$884,580 | \$496,286 | \$892,098 | 0.8% | \$7,518 |

*amended mid-year FY2021

** PLA Conference and Online Module Training

| | | | | | | | | | | |
|------------------------------------|-----------------|------------------|-----------------|-----------------|------------------|------------------|------------------|------------------|------------|------------|
| Adult Programs | \$25,214 | \$20,075 | \$22,193 | \$40,676 | \$35,137 | \$52,800 | \$41,875 | \$52,800 | | \$0 |
| Juvenile & YA Programs | \$33,061 | \$32,893 | \$19,535 | \$32,779 | \$40,990 | \$49,600 | \$47,949 | \$49,600 | | \$0 |
| Total | \$58,275 | \$52,968 | \$41,728 | \$73,455 | \$76,127 | \$102,400 | \$89,824 | \$102,400 | | \$0 |
| | | | | | | | | | | |
| Programs, events, etc. | \$58,275 | \$52,968 | \$41,728 | \$73,455 | \$76,127 | \$102,400 | \$89,824 | \$102,400 | | \$0 |
| Programming (Newsletter/Promotion) | \$20,103 | \$42,018 | \$21,874 | \$26,104 | \$33,936 | \$50,000 | \$30,472 | \$50,000 | | |
| Programming (Support) | \$6,899 | \$7,719 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | | \$0 |
| Progammg - Signature Programs | | | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | | \$0 |
| | \$85,277 | \$102,705 | \$63,602 | \$99,559 | \$110,063 | \$152,400 | \$120,296 | \$152,400 | \$0 | \$0 |

RESOLUTION #1/2025 OF LAKE FOREST LIBRARY BOARD OF TRUSTEES DESIGNATING CERTAIN GENERAL FUNDS AS COMMITTED FUND BALANCE

WHEREAS, the Governmental Standards Accounting Board (GASB) has issued Statement No. 54, establishing a hierarchy clarifying constraints that govern how a government entity can use amounts reported as fund balance; and

WHEREAS, the committed fund balance classification reflects amounts subject to specific internal constraints self-imposed by the Board; and

WHEREAS, once the committed fund-balance constraints are imposed, it requires the constraint to be revised, removed or redirected for other purposes by the Board in the same manner as the Board originally approved the commitment; and

WHEREAS, the Board has determined it has specific needs that it elects to fund with portions of its General Fund ending fund balance.

NOW, THEREFORE, BE IT RESOLVED, that the Lake Forest Library Board of Trustees hereby commits to utilizing portions of its general fund ending balance, as indicated by the committed fund classification in its financial statements, for the following purposes:

| Purpose | Justification | Estimated Amount |
|--|--|-------------------------|
| Major and deferred capital expenditures | Major capital improvements as may be required. | \$3,000,000 |
| Major and deferred maintenance expenditures | Proactively addressing ongoing maintenance | \$500,000 |
| Technology infrastructure refresh and enhancements | Technology upgrades | \$500,000 |
| | | |

BE IT FURTHER RESOLVED, that such funds cannot be used for any purposes other than directed above, unless the Board adopts a successor resolution to revise or remove the constraint, or otherwise redirect the funds for other purposes; and

BE IT FURTHER RESOLVED, that the Library's Executive Director is hereby authorized and directed to finalize the amounts to be committed for the purposes directed above based on the unaudited actual financial statements for fiscal year 2025 no later than April 30, 2025.

Approved, passed and adopted by the Lake Forest Library Board of Trustees on the 15th day of April 2025:

AYES: _____

NOTES: _____

ABSTENTIONS: _____

Jim Clifton, President of the Lake Forest
Library Board of Trustees

Attested to:

Emily Van Bel, Secretary of the Lake Forest
Library Board of Trustees

Lake Forest Library Compensation Policy April 8, 2025

Our employees are our most valuable asset. The Lake Forest Library is committed to maintaining a fair, equitable, and market-driven compensation program that rewards performance and recognizes contributions made by all employees within the organization. We strive to offer highly competitive pay, aligned with market standards, while staying adaptable to evolving economic and market conditions. Our approach balances financial practicality with individual achievements and contributions.

Primary Objectives of the Compensation Program:

- Recruit, attract, retain and engage skilled, productive and dedicated employees.
- Motivate and reward employees to perform their jobs in ways that contribute to the overall success of the Library.
- Establish and maintain competitive pay ranges that ensure positions are valued appropriately in relation to one another within the Library and are aligned with market rates offered by the competitive labor market.

Compensation Plan Guidelines:

In order to achieve the primary objectives of Lake Forest Library's compensation program, determining and identifying base pay compensation levels consists of the following key elements:

- Maintain up-to-date, formal job descriptions that clearly outline essential duties, including supervisory responsibilities (if applicable), and required knowledge, skills, and abilities.
- Award pay increases based on market trends, individual performance, and alignment with the board-approved budget.
- Regularly conducting compensation benchmarking to ensure alignment with current market standards.

Job Descriptions:

Each position within the Library is supported by a detailed job description that outlines the specific duties, responsibilities, and qualifications required for the role. These descriptions also specify the tasks, processes, and functions associated with each position. Job descriptions are regularly reviewed and updated to ensure they remain accurate and relevant.

Market Benchmarking:

Occasionally, Lake Forest Library will use an outside third party to objectively benchmark job descriptions against current, valid, and reliable compensation survey data. As a result, the Library has a competitive compensation structure which consists of pay grades and pay ranges for all positions. Pay grades and pay ranges are reviewed annually.

Pay Ranges:

Every position within the organization has a pay range. Each range has a designated minimum, midpoint and high pay rate. The pay grade table serves as a guide in determining base pay for

employees, outlining the typical salary ranges for each position. The amount paid to any individual employee is determined by the pay range for the position. It is the goal of the Lake Forest Library to have all employees paid within their respective pay range. Based on the individual's relevant experience, expertise, performance and tenure, an appropriate pay rate will be determined for each employee. This intention upholds Lake Forest Library's philosophy that all employees contribute to the success of the organization and individual contributions will be acknowledged accordingly. Final base pay determination will be approved by library administration in coordination with department managers.

Pay Adjustments:

Pay adjustments must be approved in advance by the Executive Director. Pay adjustments may occur for various reasons, including changes in job responsibilities, performance-based increases, market adjustments, or organizational changes. All pay changes will be communicated to the employee in writing prior to the effective date of the adjustment.

Pay adjustments, including annual pay increases, bonuses, market adjustments, and promotions, are not guaranteed and are subject to the availability of funds as determined by the approved budget set by the Library Board.

Types of Pay Adjustments:

Annual Review and Pay Increases:

Employees are considered for an annual pay increase based on their annual performance review. The amount of any base pay increase is influenced by factors such as the manager's overall evaluation of the employee's performance, the employee's current pay relative to the established pay range, years of service, and the parameters of the approved operating budget.

Annual pay increase recommendations made by department managers are subject to review and approval by the Executive Director to ensure consistency, fairness, and adherence to budgetary guidelines. Pay increases may vary (or be withheld) from year to year based on a number of factors including the Library's resources, and other economic or business factors affecting the Library. The Library Board of Trustees will review and determine appropriate budget allocations in collaboration with the Executive Director.

Performance Bonus:

A performance bonus may be considered to recognize an employee (or team) for successfully completing and/or implementing a special project or for a substantial increase in job responsibilities. Bonus recommendations made by Department Managers are subject to review and approval by the Executive Director to ensure consistency, fairness and adherence to budgetary guidelines.

Bonus in lieu of an annual merit increase:

If an employee's pay rate is at, or beyond, the maximum of the pay range for their position, further base pay increases may not be issued until the employee's pay rate is back within the pay range.

For employees whose pay is at, or exceeds, the high end (range maximum) of the established pay range at the time of their annual performance review, any merit-based increase will be

provided in the form of a one-time bonus. This will continue until the employee's base pay is brought within the approved pay grade range, which may occur as the pay grade table is adjusted annually, potentially allowing the employee's pay to fall within the range again.

Market Realignment and Pay Adjustments:

Adjustments in an employee's pay may also occur outside of the annual review process to maintain internal equity, respond to unexpected market fluctuations for a particular position, or as a result of the Executive Director's assessment of changes in the employee's responsibilities and alignment with current market pay. These adjustments may be made if the employee's current pay is below market or if the position requires re-evaluation. All pay adjustments must be approved by the Executive Director to ensure consistency, fairness, and alignment with organizational goals and budgetary guidelines.

Promotional Increases:

A promotion is a reassignment from a position with a lower pay grade to another position with a higher pay grade. In most cases, a base pay increase will accompany a promotion, but it is not required unless the employee's pay is below the minimum of their new range.

Reassignment to a Position with Lower Pay Range:

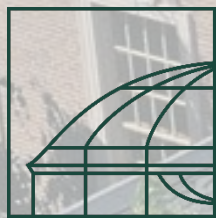
On rare occasions, employees may move to a job of significantly decreased responsibility and a lower pay grade, either voluntarily or at the request of management. In some cases, a pay decrease may be initiated at the time of the job change but is not required unless the employee's pay is above the maximum of their range.

Lateral Transfer:

A lateral transfer is defined as a move from one position to another within the same pay grade. Lateral transfers typically involve no change in base pay.

Reviewed by Personnel and Policies Committee, April 7, 2025

Submitted for Approval by the Lake Forest Library Board of Trustees: April 15, 2025



LAKE FOREST
LIBRARY

2024–2027 STRATEGIC PLAN

Progress Report: Updated April 2025

This Strategic Plan presents the Strategic Priorities and Mission that will guide Lake Forest Library for the next three years. The Strategic Plan is grounded in the findings of the 2023 City of Lake Forest Community-Wide Survey (details in the Appendix) and several internal discussions involving the Library Board of Trustees and all Library Staff.

GUIDING THE LIBRARY'S NEXT 3 YEARS

Mission Statement

We are the cornerstone of literacy in our community where everyone is respected and free to pursue a lifelong love for reading and learning.

Strategic Priorities

1

**Growing Generations
of Avid Readers**

2

**Preserving and Enhancing
a Beloved Community Asset**

3

**Enhancing
Organizational Excellence**

4

**Inspiring All Residents with
Lifelong Learning Opportunities**

5







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

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.

Action Plan Overview (to help with coding)

| Action Plan | | Abbreviated |
|-------------|-----|------------------------------|
| Literacy | 1-1 | Best collections |
| | 1-2 | Data informs collections |
| | 1-3 | Improve collection spaces |
| | 1-4 | Collections access |
| | 1-5 | Strengthen outreach |
| | 1-6 | Digitize local history |
| Building | 2-1 | Master Plan |
| | 2-2 | Improve infrastructure |
| | 2-3 | Improve building access |
| | 2-4 | Flexible spaces |
| | 2-5 | External appearance |
| | 2-6 | Philanthropic partners |
| Staffing | 3-1 | Staff structure |
| | 3-2 | Staff development |
| | 3-3 | Reduce department boundaries |
| | 3-4 | Work environment |
| | 3-5 | Morale |
| | 3-6 | Innovation |
| | 3-7 | Succession |

| Action Plan | | Abbreviated |
|----------------|-----|-----------------------------|
| Learning | 4-1 | Diverse events |
| | 4-2 | Community interests |
| | 4-3 | Event access |
| | 4-4 | Family event scheduling |
| | 4-5 | Expanded Media Lab |
| | 4-6 | Community try new things |
| Communications | 5-1 | Library-wide themes |
| | 5-2 | Un/Underserved |
| | 5-3 | Library card access |
| | 5-4 | Website redesign |
| | 5-5 | Community partnerships |
| | 5-6 | Vision and impact |
| | 5-7 | Innovate to raise awareness |

| | |
|-------------|--|
| Color codes | Header bars Q1/Q2/Q3/Q4 |
| | Fiscal Year 2025 FY2026 FY2027 |
| | Item/Project status |
| |   Planned   In Progress   Ongoing/Completed |
| | Changed since last progress report |
| | Item/Project added or moved Status added or updated |

Strategic Priority 1

Growing Generations of Avid Readers









































Residents indicated overwhelmingly in the 2023 City Survey that Books and Electronic Collections are the most important services that the Library provides to the Lake Forest community. Balanced, diverse, and current library collections are vital to establishing a foundation for early literacy and an ongoing support for lifelong learning. Collections are key to providing open and free access to information and the welcoming atmosphere our patrons can expect to encounter. Our outstanding staff will draw on their talents and professional expertise to encourage reading for pleasure and enrichment for all residents.










Action Plan

1. Provide the best and most relevant collections of library materials in multiple formats for all residents.
2. Analyze library usage data and monitor reading trends to purchase books, eBooks, and other materials in appropriate quantities to deliver popular titles speedily to residents.
3. Review Library spaces and shelving to improve access to and display of library collections. As needed, right-size collections based on meaningful metrics, relocate popular collections to more accessible locations, and find new and creative ways to display and merchandize collections.
4. Expand access to library collections in the state of Illinois and provide an upgraded kiosk with a greater variety of materials at the West Train Station.
5. Strengthen outreach efforts and partnerships with community organizations, expand or refresh ongoing community-wide reading programs, and raise awareness about home delivery services for elderly or other individuals in need.
6. Digitize local historical resources not available elsewhere.

Strategic Priority 1 Progress: FY2025


 Planned   In Progress   Ongoing/Completed  

| Action Plan | Q1 May–Jul 2024 | Q2 Aug–Oct 2024 | Q3 Nov 2024–Jan 2025 | Q4 Feb–Apr 2025 |
|-------------|--|--|--|--|
| 1-1 |    Increase materials budget Weed and replace items as needed Create World Language Collection |   Add AtoZ recipe databases for America and the World Add 10 additional Wi-Fi hotspots to the Takeout Tech collection |   Enhance World Language Collection based on community demographics data Add knitting machine and auto diagnostic tool to borrow |   Promote Youth Large Print Update titles and discussion guides in the Book Club Collection |
| 1-2 | |  Leverage data tools to analyze collection usage |  Adjust vending machine collections and workflows as needed based on usage | |
| 1-3 |   Refresh Takeout Tech and Adult Accessibility collections Add display space in Reference Room |       Group and label the YA Collection by genre Update Youth collections: Improve and expand face-out displays, shelve chapter books for grades 2–3 together, expand shelving for graphic novels, consider interfiling nonfiction holiday books |   Consider consolidating Adult A/V collections in one area Move Adult Graphic Novels to end of Mystery shelves |   Weed <i>The Great Courses</i> DVDs and audiobooks Relabel picture book spines from JQ Author to Picture Author to be clearer for staff and patrons |
| 1-4 | |   Join Find More Illinois Install vending machine at West Train Station | |  Improve awareness of Book Sale location and provide volunteer info on paper |
| 1-5 |  Launch 100 Books Before Graduation |   Collaborate with area preschools to provide Library storytimes Meet with Friends leadership to discuss ways to phone the Friends |     Promote Homebound Services Provide Birds of a Feather Winter Reading Host Community Coalition meeting Support Ragdale author event |    Feature 2024 community partnerships in the newsletter Support high school author events, Little Sharks storytime |
| 1-6 |  Hire Adult Services Librarian specialized in genealogy and history |  Move SmartSearch database to the cloud |   Work with History Center on storage and digitization needs of books in the Library's locked cases | |

| Action Plan | Q1 May–Jul 2025 | Q2 Aug–Oct 2025 | Q3 Nov 2025–Jan 2026 | Q4 Feb–Apr 2026 |
|-------------|--|--|---|--------------------|
| 1-1 |   Rebalance and adjust materials budget for continued investment in popular and emerging collections in multiple formats Consider bringing back a “Hot Picks” collection or a spin-off idea Join CCS group subscription of Digital Chicago Tribune | | | |
| 1-2 | | | | |
| 1-3 |    Shift DVDs to make room for new DVDs, remove freestanding fixture to improve floor circulation Identify shelving options and updates to accommodate reorganized Picture Book collection Move the Wonderbook collection to lower shelves to be more accessible to young children |  Group and label the Picture Book Collection by genre | | |
| 1-4 |  Cover patron ILL and postage fees going forward | |  Provide holds pick-up at the Vending Machine | |
| 1-5 | |  Present during Community Spotlight sessions at City Council Meetings: Friends (September) and Library (October) | | |
| 1-6 | | | | |

Strategic Priority 1 Progress: FY2027

Planned   In Progress   Ongoing/Completed  

| Action Plan | Q1 May–Jul 2026 | Q2 Aug–Oct 2026 | Q3 Nov 2026–Jan 2027 | Q4 Feb–Apr 2027 |
|-------------|---|--------------------|-------------------------|--------------------|
| 1-1 | | | | |
| 1-2 | | | | |
| 1-3 | | | | |
| 1-4 |  Consider lockers near the Vending Machine for patrons to pick up holds | | | |
| 1-5 | | | | |
| 1-6 | | | | |

Strategic Priority 2

Preserving and Enhancing a Beloved Community Asset












The Lake Forest Library building is a source of great joy and pride to community residents. In August 2023, we completed the repair and restoration of its dome and interior Rotunda. And in March 2024, we completed the repair, restoration, and cleaning of the Nicolai Remisoff murals that grace the Rotunda, a project funded by a grant from the Friends of Lake Forest Library. We look forward to continuing this positive momentum as we engage with stakeholders to identify additional opportunities to preserve and enhance the building.




















Action Plan

1. Collaborate with experts and community stakeholders to develop a Master Plan for the Library to reimagine and repurpose its existing spaces for optimal use in a phased manner, while preserving and enhancing its historical integrity and significance.
2. Improve building operations with reliable, energy-efficient infrastructure and systems that improve use of staff time and enable them to deliver exceptional library services, collections, resources, and programs to all community residents.
3. Enhance Library access by addressing Americans with Disabilities Act (ADA) concerns, upgrading the elevator, repairing and restoring the exterior landscaping and courtyards, and also finding creative and cost-effective solutions to parking challenges.
4. Investigate ways to increase flexibility of existing spaces with updated furnishings and movable shelving.
5. Enhance the external appearance and landscaping for a more welcoming approach to the building.
6. Partner with The Lake Forest Library Foundation and the Friends of Lake Forest Library to grow philanthropic support and an endowment for the Library to fund future capital improvements.

Strategic Priority 2 Progress: FY2025

 Planned   In Progress   Ongoing/Completed  

| Action Plan | Q1 May–Jul 2024 | Q2 Aug–Oct 2024 | Q3 Nov 2024–Jan 2025 | Q4 Feb–Apr 2025 |
|-------------|---|--|---|---|
| 2-1 | | | | |
| 2-2 |  Install new boiler pumps Install HVAC building controls automation system Assess HVAC and Facility |  Install larger water meter Install new fire alarm control panel Upgrade server and Envisionware systems, update database connections Address perimeter fencing, driveway direction, pedestrian safety Conduct study of the courtyards, footings, Excedra benches Test newly installed boiler pumps |  Replace boiler Upgrade Print from Anywhere service Upgrade fire and burglar alarm system |  Research public address system options Add cubbies and hooks around Staff Break Room for storage of (especially part-time) staff coats, etc. |
| 2-3 | | |  Modernize the elevator Identify ways to improve pedestrian safety for staff and Friends walking from the back dock around to the west sidewalk |  Explore additional parking opportunities with the City and neighbors, in particular identify options for freeing up spaces in the parking lot across Deerpath for Library patrons and staff Add a catalog-only computer to the Main Level |
| 2-4 | |  Staff visit area libraries and take note of flexible shelving and furniture |  Consider upgrading Staff Break Room Meet with LF Preservation Foundation and local garden clubs and LFPF to discuss landscaping |  Consider refresh of the Foyer and Friends Reading Room Board Building Committee meets with staff to discuss space needs |
| 2-5 | | | |  Begin work on courtyards and Excedra benches |
| 2-6 | | | |  Meet with the Library Foundation Submit grant request to the Friends |

| Action Plan | Q1 May–Jul 2025 | Q2 Aug–Oct 2025 | Q3 Nov 2025–Jan 2026 | Q4 Feb–Apr 2026 |
|-------------|--|--|--|--------------------|
| 2-1 |   Consider working with City non-profits and other relevant organizations to address the community's need for fee-free meeting spaces Restore courtyards |   Revitalize 1931 spaces Issue RFQs/RFPs for Architecture and Landscape Master Plans | | |
| 2-2 |    Implement Incident Reporting system through OrangeBoy Install public address system Install cell phone boosters for improved signal and safety for staff and Patrons, particularly in the basement Install new boiler and upgrade steam valves |     Assess water drainage for flat roof and assess, repair, and maintain slate roof Assess humidification Install new condenser Research options to improve the phone system |  Research cash registers | |
| 2-3 |   Restore courtyards with attention to surfaces, paths, thresholds, and doors Restore Excedera gates and benches |  Revitalize 1931 spaces with attention to horizontal architectural circulation | | |
| 2-4 |  Consider adding a water bottle fountain | | | |
| 2-5 |   Consider historic central pathway Reconsider north passthrough between the condos and the Library | | | |
| 2-6 | |  Meet with the Foundation again to discuss fundraising for work coming out of the Master Plan(s) | | |

Strategic Priority 2 Progress: FY2027

Planned   In Progress   Ongoing/Completed  

| Action Plan | Q1 May–Jul 2026 | Q2 Aug–Oct 2026 | Q3 Nov 2026–Jan 2027 | Q4 Feb–Apr 2027 |
|-------------|--------------------|--------------------|-------------------------|--------------------|
| 2-1 | | | | |
| 2-2 | | | | |
| 2-3 | | | | |
| 2-4 | | | | |
| 2-5 | | | | |
| 2-6 | | | | |

Strategic Priority 3

Enhancing Organizational Excellence




























The Lake Forest Library staff is among its most prized assets. We continually receive compliments from residents on the outstanding service they receive from our dedicated and innovative staff. We will empower our employees to deliver the best physical and virtual Library experience for all our patrons through exceptional personalized customer service. Staff will continually monitor trends in the library and retail landscape and evaluate and cautiously adopt industry and technological innovations to deliver top-notch customer service to patrons.

Action Plan

1. Develop a staffing structure to effectively match program and service needs. Ensure that staff salaries and benefits are competitive in order to attract and retain excellent employees.
2. Provide meaningful staff learning and development opportunities through formal coursework or attendance at local and national conferences.
3. Reduce departmental boundaries and empower staff with broad knowledge and skills to work across functional areas.
4. Create a work environment where staff are reflective, use data-driven approaches to report on results, and remain accountable to the community and ourselves.
5. Foster employee engagement through authentic conversations and recognition. Increase job satisfaction among staff, ultimately resulting in better service to the community.
6. Encourage staff to innovate and conduct pilot projects to test new ideas without fear of failure.
7. Formalize and implement a succession plan for key roles in the organization.








Strategic Priority 3 Progress: FY2025

 Planned   In Progress   Ongoing/Completed  

| Action Plan | Q1 May–Jul 2024 | Q2 Aug–Oct 2024 | Q3 Nov 2024–Jan 2025 | Q4 Feb–Apr 2025 |
|-------------|--|--|---|--|
| 3-1 |  Hire additional staff in Adult, Youth, and Facilities departments |  Director of Patron Services on City HR Committee addressing benefits updates |   Update job descriptions Benchmark salaries |  Benchmark salaries |
| 3-2 |   Adult Services tours the History Center and Lake Forest College Library Staff attend ILA Reaching Forward, PLA, and ALA conferences |  All staff visit area libraries during half day in-service |   Staff attend CORE Forum Complete tuition reimbursement policy |  Staff attend Computers in Libraries conference |
| 3-3 |   Director of Patron Services and Head of Communications continue attending Adult and Youth Services meetings Hire a part-time Librarian to cross-train in Youth and Adult departments Teen Librarian and Media Lab Specialist cohost teen events |   Head of Digital & Innovative Services attends Youth Services Meeting Adult and Youth staff cross-trained and cover each other's desks a few shifts per month |   Write a script for Library tours Give tours to new library cardholders and other stakeholders |   Building Committee meets with all Library staff for feedback and ideas about 1931 spaces Library staff liaisons participate in Building Committee meetings, review RFQ submissions, and attend interviews for 1931 spaces work |
| 3-4 |  Add two sessions of monthly All Staff Meetings |  Refresh the Staff Break Room | |  Add cubbies to Staff Break Room closet, hooks in hall, and storage in west restroom |
| 3-5 | |  Hold round robins at All Staff Meetings | | |
| 3-6 | |  Refresh the Staff Break Room |   Consider consolidating Adult A/V collections in one area Pilot providing extended hours during Teen Exam Escape | |
| 3-7 | |  Review and update Communications Procedures document | | |

Strategic Priority 3 Progress: FY2026

 Planned   In Progress   Ongoing/Completed  

| Action Plan | Q1 May–Jul 2025 | Q2 Aug–Oct 2025 | Q3 Nov 2025–Jan 2026 | Q4 Feb–Apr 2026 |
|-------------|---|--|---|--------------------|
| 3-1 | |  Review staff benefits package |   Update Employee Handbook and Emergency Manual Update Library Policies for patrons | |
| 3-2 |  Adult Services visits Elawa Farm | | | |
| 3-3 |  Media Lab and Youth staff collaborate on drone building and flying event for youth Restructure the Courtesy Committee | | | |
| 3-4 |  Build forms and data collection processes in OrangeBoy and train staff | | | |
| 3-5 | | | | |
| 3-6 | | | | |
| 3-7 |  Review Communications tasks automations | | | |

Strategic Priority 3 Progress: FY2027

Planned   In Progress   Ongoing/Completed  

| Action Plan | Q1 May–Jul 2026 | Q2 Aug–Oct 2026 | Q3 Nov 2026–Jan 2027 | Q4 Feb–Apr 2027 |
|-------------|--------------------|--------------------|-------------------------|--------------------|
| 3-1 | | | | |
| 3-2 | | | | |
| 3-3 | | | | |
| 3-4 | | | | |
| 3-5 | | | | |
| 3-6 | | | | |
| 3-7 | | | | |

Strategic Priority 4

Inspiring All Residents with Lifelong Learning Opportunities




































Lake Forest Library hosts hundreds of programs and other enrichment opportunities for community residents throughout all ages and phases of their life. These include book discussions, author visits, story times, take-home kits and other self-directed activities. We will reflect on what we have provided in the past and look for ways to enhance it going forward. We will provide enlightening and entertaining learning experiences for residents of all ages and abilities that open doors to a world of learning and discovery.

Action Plan

1. Provide diverse and high-quality Library programming for all residents - from support for new parents, to recent graduates, to re-engaging young adults in the Library, to services for retirees and those Aging in Place.
2. Continue to tap into existing community interests on literary, environmental, and historical topics as well as other subjects desired by residents in the Community Survey. Leverage and complement the offerings of our community partners.
3. Consider ways to provide meaningful and accessible programming for individuals with different needs and abilities (neurodiversity, dementia, etc).
4. Pilot additional family programs in the evenings and on weekends to meet needs of working parents.
5. Provide expanded and reimagined Media Lab learning opportunities.
6. Explore ways to encourage residents to try and experiment with new interests and ideas.






Strategic Priority 4 Progress: FY2025

 Planned   In Progress   Ongoing/Completed  

| Action Plan | Q1 May–Jul 2024 | Q2 Aug–Oct 2024 | Q3 Nov 2024–Jan 2025 | Q4 Feb–Apr 2025 |
|-------------|---|--|---|---|
| 4-1 |  Include henna at Summer Reading party |   Restructure 1000 Books Before Kindergarten to provide more book prizes Teen Librarian collaborates with High School Librarian on a book club | | |
| 4-2 |  Support City composting efforts with a sign-up table and book display |    Hold Tupperware event in support of History Center exhibit Hold Lake Forest Reads (LFR) book discussion at LF Open Lands and film at Gorton Screen architecture film of local historic interest |   Partner with Lake County Genealogical Society on Genealogy 101 event Partner with Lake County Forest Preserves on Habitat Guide to Birding event |      Partner with Lake Bluff Public Library for Read Between the Ravines (RBR) Re-engage Elawa Farm and Ragdale to support RBR Support LFOLA/Gorton film, City composting, and History Center exhibit |
| 4-3 |  Interfile Adult Accessibility Collection with Takeout Tech to increase awareness and promote usage |   Support Dickinson Hall Memory Cafés and History Center Reminiscing Roundtables Media Lab partners with Lake Forest College on AI series | |  Revisit idea of opening an hour earlier on select days to provide quieter access to those with sensory and other needs |
| 4-4 | |   Hold LFR evening book discussion Add storytimes between usual sessions |  Pilot extended hours on Sunday for Exam Escape | |
| 4-5 |   Add sublimation printer Add family and teen events in the Media Lab | |   Add laser cutter Add service to provide 3D-printed assistive tools on request |   Use Vibe Interactive Whiteboard in events and share in public spaces for patron engagement Provide virtual One-on-One Tech Help via desktop sharing software |
| 4-6 | |   Hold Calligraphy event Partner with LF College on 3-part AI series |    Hold Hero Kids RPG events Create gift guide Hold Puzzle & Game Exchange |    Hold Pasta Palooza event Hold Teen Anime Club events Promote manga |


Strategic Priority 4 Progress: FY2026

 Planned   In Progress   Ongoing/Completed  

| Action Plan | Q1 May–Jul 2025 | Q2 Aug–Oct 2025 | Q3 Nov 2025–Jan 2026 | Q4 Feb–Apr 2026 |
|-------------|--|--------------------|-------------------------|--------------------|
| 4-1 | | | | |
| 4-2 |   Partner with History Center on LF in 1916 event Partner with LC Genealogical Society on Breaking through Genealogy Brick Walls event | | | |
| 4-3 | | | | |
| 4-4 | | | | |
| 4-5 |  Hold hands-on events to help patrons understand and use AI | | | |
| 4-6 |   Participate in City of Lake Forest Meet the Fleet Hold Youth Reader's Theater event | | | |

Strategic Priority 4 Progress: FY2027

Planned   In Progress   Ongoing/Completed  

| Action Plan | Q1 May–Jul 2026 | Q2 Aug–Oct 2026 | Q3 Nov 2026–Jan 2027 | Q4 Feb–Apr 2027 |
|-------------|--|--------------------|-------------------------|--------------------|
| 4-1 | | | | |
| 4-2 | | | | |
| 4-3 | | | | |
| 4-4 |  Hold Youth author event | | | |
| 4-5 | | | | |
| 4-6 | | | | |

Strategic Priority 5

Bringing the Library into the Story of Each Lake Forester






















We are excited to adopt a new communications philosophy during the upcoming three years. Based on the StoryBrand approach by Donald Miller, we will reframe communications with the Lake Forest resident as the hero and the Library as the guide in their life story and along their journey to success.

Action Plan

1. Coordinate across Library departments to develop larger, overarching marketing campaigns and themes. Identify and implement other effective ways to connect people with the Library.
2. Use community engagement tools to identify and engage with new residents and unserved/underserved areas of the community.
3. Identify and reduce any barriers to library card access and Library use. Launch a Get a Library Card campaign.
4. Redesign and reorganize the Library website to improve clarity and ease of use.
5. Strengthen partnerships with community organizations by learning about their goals and determining how the Library can be part of their story. Identify and connect with other potential Library ambassadors and advocates.
6. Effectively communicate an inspiring vision and the Library's story of impact.
7. Find innovative ways to help residents become aware of and effectively use library resources to find newer/better opportunities for themselves.















Strategic Priority 5 Progress: FY2025

 Planned   In Progress   Ongoing/Completed  

| Action Plan | Q1 May–Jul 2024 | Q2 Aug–Oct 2024 | Q3 Nov 2024–Jan 2025 | Q4 Feb–Apr 2025 |
|-------------|--|---|---|--|
| 5-1 | |  Hold interdepartmental meetings about Library Card Campaign, Freedom to Read |   Hold interdepartmental meeting about Summer Reading Increase targeted word-of-mouth promotions by staff | |
| 5-2 | |  Design Library Card Campaign postcard to send to new residents without cards Sep 1 2022–Oct 22 2024 |   Mail postcard to new residents without cards Subscribe to OrangeBoy services to use data to enhance community engagement and marketing impact |   Transition regular eNews and New Cardholder welcome series from Mailchimp opt-in model to OrangeBoy Savannah opt-out Consider targeted messages for caregivers and teens |
| 5-3 | |   Review library card sign up procedures Launch a 5-season library card campaign starting with 1 of 5: Root |  Library card campaign 2 of 5: Log On |   Library card campaign 3 of 5: Branch Out Analyze OrangeBoy data to identify audiences and areas with lower library card acquisition and usage |
| 5-4 | |  Enhance local information available on the website | |  Research website redesign |
| 5-5 |  Admin and Managers participate at Community Coalition, Lake Forest Leaders, and City Council meetings |     Director of Patron Services participates on the City Employee Benefits Committee Head of Digital and Innovation Services attends Lake County Digital Equity Coalition Meetings Hold Friends Appreciation event |  Participate in two Lake Forest Saturday Markets, sharing info and Library swag and demonstrating the new Vending Machine |     Library staff support school author events with book displays Identify Library Liaisons for New Library Card Mixer in Fall 2025 Library staff meet with new Ragdale president Admin/Staff attend Ward Meetings |
| 5-6 |  Share the Library story in the print/email newsletters | | |  Use OrangeBoy data to update email campaigns and develop targeted messages |
| 5-7 | | | |  Use OrangeBoy data |



Strategic Priority 5 Progress: FY2026

 Planned   In Progress   Ongoing/Completed  

| Action Plan | Q1 May–Jul 2025 | Q2 Aug–Oct 2025 | Q3 Nov 2025–Jan 2026 | Q4 Feb–Apr 2026 |
|-------------|--|--|---|---|
| 5-1 | | | | |
| 5-2 | | | | |
| 5-3 |   Library card campaign 4 of 5: Turn Over a New Leaf Create a map and messaging to clarify library card access for addresses in unincorporated Lake Forest |   Library card campaign 5 of 5: Made in the Shade Consider sending Library staff to the City Municipal Building or elsewhere to sign up City employees for library cards |   Library card campaign: Wrap-up and grand prize drawings Discuss changes to library card expiration and/or renewal procedures | |
| 5-4 |   Review the user experience and gather patron and staff feedback Review and streamline website content |  Redesign website, with consideration of new accessibility standards and the impact of AI |  Redesign website |  Redesign website |
| 5-5 |  Consider field trips to the Library for elementary students | | | |
| 5-6 |  Launch new eNews welcome series |  Develop eNews messages for Occasional and Inactive patrons | | |
| 5-7 | | | | |


















































































































































































































Strategic Priority 5 Progress: FY2027

 Planned   In Progress   Ongoing/Completed  

| Action Plan | Q1 May–Jul 2026 | Q2 Aug–Oct 2026 | Q3 Nov 2026–Jan 2027 | Q4 Feb–Apr 2027 |
|-------------|--------------------|--|--|--------------------|
| 5-1 | | | | |
| 5-2 | | | | |
| 5-3 | | | | |
| 5-4 | | | | |
| 5-5 | | | | |
| 5-6 | |  Train Library staff on StoryBrand |  Train the Board on StoryBrand | |
| 5-7 | | | | |

Progress Summary 2024–27

Planned   In Progress   Ongoing/Completed  

| Action Plan | FY2025 | | | | FY2026 | | | | FY2027 | | | |
|-------------|---|---|---|---|---|--|---|---|---|---|---|----|
| | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 |
| 1-1 |    |   |   |   |   | | | | | | | |
| 1-2 | |  |  | | | | | | | | | |
| 1-3 |   |      |   |   |    |  | | | | | | |
| 1-4 | |   |  | |  | |  | |  | | | |
| 1-5 |  |   |     |    | |  | | | | | | |
| 1-6 |  |  |   | | | | | | | | | |
| 2-1 | | | | |   |   | | | | | | |
| 2-2 |    |      |    |   |     |     |  | | | | | |
| 2-3 | | |   |   |   |  | | | | | | |
| 2-4 | |  |   |   |  | | | | | | | |
| 2-5 | | | |  |   | | | | | | | |
| 2-6 | | | |   | | | | | | | | |
| 3-1 |  |  |   |  | |  |   | | | | | |
| 3-2 |   |  |   |  |  | | | | | | | |
| 3-3 |   |   |   |   |  | | | | | | | |
| 3-4 |  |  | |  |  | | | | | | | |
| 3-5 | |  | | | | | | | | | | |
| 3-6 | |  |   | | | | | | | | | |
| 3-7 | |  | | |  | | | | | | | |
| 4-1 |  |   | | | | | | | | | | |
| 4-2 |  |     |   |     |   | | | | | | | |
| 4-3 |  |   | |  | | | | |  | | | |
| 4-4 | |   |  | |  | | | | | | | |
| 4-5 |   | |   |   | | | | | | | | |
| 4-6 | |   |    |    |   | | | | | | | |
| 5-1 | |  |   | | | | | | | | | |
| 5-2 | |  |   |   | | | | | | | | |
| 5-3 | |   |  |   |  |   |   | | | | | |
| 5-4 | |  | | |   |  |  |  | | | | |
| 5-5 |  |    |  |     |  | | | | | | | |
| 5-6 |  | | |  |  |  | | | |  |  | |
| 5-7 | | | |  | | | | | | | | |

APPENDIX

Community Profile and Environmental Scan

Community Profile

Founded in 1861, the City of Lake Forest is a closely knit community of 19,436 residents in the North Shore of Chicago. It is one of the most scenic, historical, and architecturally significant suburbs of Chicago where the median value of a home is \$894,000 and the median household income is over \$202,000. It is a predominantly white (83%) community with Asian and Hispanic populations being the next largest ethnic groups. Residents over 65 comprise over 24% of its population while 11% of residents were born outside the United States. The median age of Lake Forest residents is 44.9 and 80% of residents have a bachelor's degree or higher. Nearly 87% of residents speak English only at home, while the number of residents speaking Spanish, Chinese, and other Asian languages have shown a gradual increase over the past 15 years. (Source: 2020 Decennial Census and American Community Survey 2022) Since the COVID-19 pandemic, many new residents have moved into the community from other parts of the Chicagoland area and elsewhere. Some estimates report that nearly 1,600 new households have moved to the Lake Forest community in the past four years.

The community is very fortunate to have extremely active and well supported civic organizations that all work cooperatively in providing substantial enrichment opportunities on topics including historic preservation, arts and humanities, the environment, gardening, and other interests. These include Committee Representing Our Young Adults (CROYA), Dickinson Hall, Elawa Farm Foundation, the Gorton Center, History Center of Lake Forest/Lake Bluff, The Lake Forest Open Lands Association, Lake Forest Preservation Foundation, Lake Forest College, Lake Forest/Lake Bluff Chamber of Commerce and the Lake Forest Schools. Hall Several departments of the City of Lake Forest are also active partners in providing educational, recreational, and enhancement programs for residents. Founded in 1935, the Lake Forest Caucus is a volunteer organization that identifies qualified Lake Forest residents to serve as volunteers on City of Lake Forest boards and commissions. Numerous book clubs, special interest groups, and service clubs present additional opportunities for engagement with the community. The community also features the independent Lake Forest Book Store that has been in operation for nearly 75 years and provides wonderful retail and programming partnership possibilities for Lake Forest Library.

Lake Forest Library

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

The Library is fortunate to have an active Friends of Lake Forest Library group that has organized very successful book sales and provided nearly \$2.6 million in support to the Library since its inception in 1976. Over the four past decades, the Friends have been very supportive of numerous Library programs for children and adults and also recently funded the repair, restoration, and cleaning of the Nicolai Remisoff murals that grace the Library's Rotunda. In 2020, the Lake Forest Library Foundation was established in preparation for a future capital campaign to build an endowment to preserve and enhance the historic Lake Forest Library. Lake Forest residents have a special love for the Library, its historical elements, and its wonderful collection of art. Several generations of library users have passed through its doors and it is a beloved place to interact with neighbors and friends, some of whom work in the Library. It is also customary for us to see younger generations of library users returning to the Library along with their children to revive nostalgic memories of the building, particularly the Children's Library.

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

Adults continue to use the Library's computers for research and information and the Media Lab in increasing numbers for its digital media conversion and 3D printing capabilities. The Library supports the activities of more than 25 patron-led book discussion groups by providing multiple copies of books and discussion guides. Library Staff deliver books and other materials to Lake Forest Place and homes of residents who are not able to physically come to the Library. Especially popular are programs on the arts, business, travel, local history, genealogy research, and book talks by our talented librarians. Hundreds of residents descended on the front lawn of

the Library to celebrate its 125th anniversary on July 8, 2023. In November 2023, more than 100 residents gathered to celebrate A Night at the Library gala hosted by the Friends.

Public Libraries Today

Public Libraries are feeling their way through a new normal after the devastating effects of the COVID-19 pandemic. While several new, innovative services such as curbside delivery, enhanced investments in digital materials, and virtual programming using Zoom and other platforms expanded during the pandemic, residents have welcomed the opportunity to return to their familiar, physical grounds of the library and use the physical spaces “alone” and “together.” In a recent survey completed by the Urban Libraries Council, ninety-eight member libraries shared data from 2019 and 2022 on in-person visits, program attendance, digital and physical circulation, and computer usage. The survey revealed a 44% decline in library visits from 2019 to 2022, with preliminary 2023 data indicating a gradual upswing from pandemic lows. Program attendance also declined between 2019 and 2022 by 58%, driven in part by a 71% reduction in the number of programs offered during that time. Decreases in computer usage (26%) and wireless sessions (37%) from 2019 to 2022 have some member libraries assessing on-site computer lab and Wi-Fi investments and considering more laptop, mobile device, and hotspot lending. While the data show fewer library visitors coming into library buildings compared to pre-pandemic times, demand for digital content has surged since 2019. Survey respondents reported an average 30% increase in digital books, magazines, and streaming video circulation from 2019 to 2022.

Lake Forest Library Usage Trends

Lake Forest Library is still adjusting collections, programming, outreach, and communications in response to changes in patron demand and expectations after the COVID-19 pandemic. The pandemic was a huge catalyst for change in libraries, and we are still affected in nearly everything we do. We are sensitive to patron requests and expectations and work to meet them where they are, whether that is in the Library, in their homes, or at community events. We are encouraged by the gradual uptick we have noticed in several key metrics and will work vigorously to continue that trend and adjust our service models as needed. Lake Forest Library has typically enjoyed a significant level of support and use from our patrons, a pattern that we strive to continue into the future. To quote from a recent article in [Library Journal](#):

Libraries are emerging from the pandemic stronger, more resilient, and more indispensable to their communities than ever before. Now, they must continue to demonstrate additional value to patrons. With the right tools and resources, librarians will be well prepared to face both new and ongoing challenges.

As libraries have done countless times over the past hundred years, we will continually evaluate what we do and follow a process of continuous feedback and adaptability to make appropriate

adjustments to library programs and services to serve our residents in the most cost effective and efficient manner.

Input from Lake Forest Residents

Following the completion of the 2020–2023 Strategic Plan and the appointment of new leadership, the Library’s Board of Trustees determined that it was an opportune time to begin the next cycle of strategic planning. As a first step in this process, all Lake Forest residents were invited to respond to a Community Survey that included questions about residents’ perception of and satisfaction with library services. Nearly 1,450 households responded to a Community-Wide Survey distributed by the City of Lake Forest in the summer of 2023. Key findings from the survey follow.

- ***High Satisfaction with Library Services:*** Residents ranked the Library very highly in overall satisfaction, with 91% of respondents responding that they were Very Satisfied (61%) and (30%) Satisfied. When compared with other high-performing communities in the United States with a median income over \$100,000, Lake Forest residents reported a higher level of satisfaction with library services.
- ***Library Services most important to households:*** Books and Other Materials ranked first in importance, followed by E-Books or Downloadable Materials and Library Sponsored Events and Programs.
- ***Unmet Needs for Library Services:*** Based on survey responses, the consulting firm administering the survey determined that Parking/Accessibility, Spaces for Group Study and Community Meetings, and Technology Access and Classes were the top 3 areas where residents’ need were not met.
- ***Top Priorities for Investment in Library Services:*** Residents identified Parking/Accessibility, Books and Other Materials, and Library Sponsored Events and Programs as the highest priorities for investment by the library.
- ***Suggestions for Programs/Services:*** Residents provided several hundred open-ended comments on the quality of collections, programs, and services offered by the Library and offered numerous suggestions for improvement. A sampling of their comments is included later in the Appendix.

Major Challenges and Opportunities

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

- Growing and sustaining the interest in and love for reading among the community, especially among its youngest residents. Determine the right mix of digital and physical resources to best serve our community.
- Create vibrant, flexible spaces that meet the modern needs of library users while preserving and enhancing the historical integrity and charm of the original building.
- Make outstanding customer service, top notch collections and creative use of state-of-the-art technology the hallmarks of this library. Support staff with upgraded workspaces and first-rate training, technology, and other resources to be successful in their roles.
- Provide high quality enrichment programs for all segments of the population in a manner that is intentional and well thought out and provides the foundation for residents to pursue more in-depth opportunities with other community institutions.
- Enhance awareness by communicating the unique breadth and depth of everything the library does in a community that is served by numerous organizations. Identify unserved and underserved residents of the community and motivate them to become active library users.

2023 City of Lake Forest Community-Wide Survey

Selected Library Comments

Collections

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

“Expand Audiobook selection for downloading.”

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

“More current best sellers through Libby.”

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

“Expand Audiobook selection for downloading.”

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

“The library’s collection of computer programming and software texts is very limited as compared to Highland Park.”

Programs and Events

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

“Library programs need to include multi-culture.”

“Drive up check out/pick up, more children’s programming...”

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

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

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

“Book clubs that aren’t in the middle of the day.”

“More nighttime or weekend children’s programming for working parents.”

“More informational talks and programs for adults.”

“Book group for older adults.”

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

“Robotic Competition.”

“Programs for Caregivers.”

Building Concerns/Parking/Accessibility

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

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

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

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

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

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

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

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

“Work space for small business owners and entrepreneurs.”

“Drive up check out/pick up....”

“Newer, technology spaces.”

Operational

“Expanded technology classes with more hours.”

“Longer hours for students during finals weeks.”

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

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

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

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

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

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

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

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

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

Marketing and Outreach

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

“Better communication about what you do...”

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

“New resident orientation/resource event.”

“Need better marketing of events.”

General

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

“Amazing library and staff.”

“Library is our greatest asset.”

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

AN INSURANCE PROPOSAL PREPARED FOR:

DIRECTORS OF THE LAKE FOREST LIBRARY



PRESENTED BY:

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GEORGE STONE, PRINCIPAL
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LAKE BLUFF, IL 60044
WWW.HILLANDSTONE.COM**

5/1/2025 to 5/1/2026

DISCLAIMER - The abbreviated outlines of coverage used throughout this proposal are not intended to express any legal opinion as to the nature of coverage. They are only visuals to a basic understanding of coverage. Please read your policy for specific details of coverage, limitations and exclusions.

INTRODUCTION OF THE AGENCY

Agency Profile

Currently, Hill and Stone Insurance Agency, Inc. serves the insurance needs of about 4,000 individuals and families, as well as the insurance needs of 2,000 businesses in Northern Illinois and throughout the United States.

Established in 1912 by Esther R. Stone, a woman pioneer in business, our company has grown from a North Shore insurance agency to a multi-line, worldwide provider of insurance coverage and risk management services.

Our office includes a state-of-the-art automation which provide instant rate comparisons from superior rated companies. Unlike agents that merely represent one insurance company we provide due diligence on your behalf to obtain the best coverage and pricing from several companies.

A Professional Agency with Personal Service

Hill and Stone Insurance Agency, Inc. is a firm of proven professionals and caring and conscientious people; the kind of people you can depend on.

Our primary objectives are:

- ◆ To be honest and fair in all our dealings.
- ◆ To be helpful with people and their situations.
- ◆ To treat the needs of our clients as if they were our own.

We are committed to a high standard of excellence in all that we do and to establish a firm relationship of mutual trust and service with each of our clients.

The Services You Can Expect

- ◆ A complete analysis of your insurance needs.
- ◆ We design a responsible protection program for you.
- ◆ We select the company or companies best suited to your situation.
- ◆ We represent you with a competitively priced proposal.
- ◆ We move quickly to get fair, prompt settlement of your claims.
- ◆ We periodically review the adequacy of your insurance program.

INTRODUCTION OF THE SERVICING TEAM

Our expertise is based on a well-trained, experienced professional staff and a serious conscientious attitude toward our clients. Shown below is a partial list of the Hill and Stone Insurance Agency, Inc. “family”:

Natalie Stone, MBA, CIC, MLIS
President, Business/Personal Insurance

Maribel Saldana, CISR
Director of Agency Operations, Business/Personal Insurance

Patricia E. Stone, CPCU
Vice President

Maria Miranda
Business/Personal Insurance Account Manager

Alexandra Decker
Business/Personal Insurance Account Manager

CJ Diehl
Personal Lines Account Manager

Abbey Exon
Personal Lines Account Manager

Natalie Roman
Personal Lines Account Manager

Cynthia Vazquez
Personal Lines Account Manager

Adrienne Estes
Assistant to Agency Manager

George S. Stone, CLU
Principal/Senior Account Executive, Business/Personal/Life Insurance

Tom Terrill
Health Insurance Specialist/Principal

Cody Terrill/ Jessica Fernandez
Health Insurance Specialists

Susan Kelley
Medicare Supplements & Long Term Care Specialist

WHEN TO NOTIFY HILL AND STONE

It is very important that we are informed whenever a significant change in the insured operation takes place. Below are listed examples of situations we should be made aware of. There are many others as well. If you have any questions, please let us know.

We should be notified promptly of any change, such as:

- ◆ Any new entities formed
- ◆ Additional locations, any construction, new projects
- ◆ Change of ownership
- ◆ Change in operations
- ◆ Change in property values (We rely on you for accurate valuations)
- ◆ Sudden changes in sales, income or payroll
- ◆ Change in hazards (increase or decrease)
- ◆ Change in security or protection
- ◆ Change in product line
- ◆ New contractual obligations
- ◆ Change in shipment
- ◆ New leased, rented or borrowed equipment
- ◆ The addition of a new driver/operator (we always recommend prior screening with a motor vehicle record)
- ◆ New states in which employees live/work (note: there is no workers compensation coverage for any state not listed on your workers compensation policy)

INSURANCE COMPANY INFORMATION

The insurance companies providing coverage, by line are:

| | | |
|---------------------------|--------------------------|----------------------|
| Package | Cincinnati Insurance | 5/1/2025 to 5/1/2026 |
| Umbrella | Cincinnati Insurance | 5/1/2025 to 5/1/2026 |
| Workers Compensation | Hanover Insurance | 5/1/2025 to 5/1/2026 |
| Cyber Liability Insurance | Houston Casualty Company | 7/1/2024 to 7/1/2025 |
| Management Liability | Cincinnati Insurance | 7/1/2023 to 7/1/2026 |

Summary of Key Financial Ratings:

The following are the key financial ratings of the insurance company that are providing coverage:

| Insurance Company | A.M. Best Rating |
|--------------------------|--------------------|
| Cincinnati Insurance | “A+” (Superior) XV |
| Hanover Insurance | “A” (Excellent) XV |
| Houston Casualty Company | “A” (Excellent) XV |

NAMED INSURED SCHEDULE

It is extremely important to properly schedule all legal entities past and present. These entities can be subject to litigation and if not properly scheduled no insurance coverage would be afforded. The entities often include more than just corporations or partnerships; Trusts, for example, often hold ownership of Real Property. Any entity not named in your specific policies may not be an insured entity (including but not limited to corporations, partnerships, joint ventures, trust, etc.). Please note also that no coverage for vehicles should be expected if title owners are not listed below.

The following is a summary of the legal entities that we are showing:

LAKE FOREST LIBRARY

(named insured on commercial package, management liability & cyber liability policies)

DIRECTORS OF THE LAKE FOREST LIBRARY

(named insured on workers compensation policy)

EIN: 36-6005959

FRIENDS OF THE LAKE FOREST LIBRARY

(additional named insured on commercial package)

COMMERCIAL PROPERTY & LIABILITY LOCATIONS

- Special Form - subject to standard exclusions
- Agreed Value on Building and Business Personal Property
- Replacement Cost Valuation on Business Property
- Employee Dishonesty - \$50,000
- Back-up of Sewers or Drains – \$100,000
- Blanket Flood Coverage - \$1,000,000 (\$25,000 deductible)
- Business Income/Extra Expense – Actual Loss Sustained for 12 months
 - Business Income/Extra Expense Waiting Period: 48 hours
- Equipment Breakdown – Included
- Earthquake Excluded – Available upon Request
- \$10,000 Deductible per Occurrence

| | |
|---|---------------------|
| Blanket Building Property | \$16,630,620 |
| Blanket Business Personal Property | \$9,368,438 |

Location 1, Building 1: 360 E Deerpath Road, Lake Forest, IL 60045

| | |
|----------------------------------|--------------|
| Building Property | \$16,580,405 |
| Business Personal Property | \$9,301,642 |
| Valuable Papers | \$250,000 |
| Fine Arts & Rare Book Collection | \$947,850 |

Location 1, Building 2: 360 E Deerpath Road, Lake Forest, IL 60045

| | |
|----------------------------|----------|
| Building Property | \$50,215 |
| Business Personal Property | \$12,803 |

Location 2: Beach Cart at Forest Park Beach - Lake Forest, IL 60045

| | |
|----------------------------|----------|
| Building Property | None |
| Business Personal Property | \$10,000 |

Location 3: Train Station - 911 Telegraph Road, Lake Forest, IL 60045

| | |
|----------------------------|----------|
| Building Property | None |
| Business Personal Property | \$43,993 |

Please be sure to contact Hill and Stone Insurance Agency, Inc. if additional locations need to be added.

PROPERTY VALUATION PROPOSAL DISCLAIMER

Building and personal property coverage limits are estimates only and were arrived at based on information provided by the policyholder. The actual cost to rebuild the structure or replace the personal property may exceed the policy limits, especially in circumstances where a catastrophic event has disrupted the normal supply of materials, labor, or resources. The agency makes no assurances or guarantees that the policy limits provided will be adequate to rebuild the structure or replace personal property. If there is a doubt about the adequacy of the policy limits, the policyholder should obtain a professional appraisal or obtain the services of a qualified company or builder who is able to provide replacement cost estimates. This is of particular importance when policies you purchase have coinsurance requirements.

This proposal is subject to standard underwriting criteria:

- A favorable loss control survey
- Compliance with loss control recommendations, if applicable
- Adequate insurance-to-value

COMMERCIAL GENERAL LIABILITY

COVERAGE WRITTEN ON: Occurrence

| COVERAGE | LIMITS |
|---|----------------|
| LIABILITY: | |
| General Liability Each Occurrence | \$1,000,000 |
| Personal/Advertising Injury Limit | \$1,000,000 |
| General Aggregate Limit | \$2,000,000 |
| Products/Completed Operations Aggregate Limit | \$2,000,000 |
| Medical Expense Limit - Any One Person | \$10,000 |
| Hired & Non-Owned Auto Liability | \$1,000,000 |
| Hired Auto Physical Damage | \$50,000 |
| Employee Benefits Liability Each Employee | \$1,000,000 |
| Employee Benefits Liability Aggregate Limit | \$3,000,000 |
| Sexual Misconduct or Molestation Each Claim | \$1,000,000 |
| Sexual Misconduct or Molestation Aggregate | \$1,000,000 |
| Professional Liability | None/Available |

Please be aware that the General Liability premium for your policy is based on estimated sales of \$35,966 and will be subject to audit at the end of the policy period. You will be asked to provide the actual gross sales for the past term.

MANAGEMENT LIABILITY

COVERAGE WRITTEN ON: Claims-Made

Liability Coverage only for specific business entity shown on policy.

COVERAGE

LIMITS

LIABILITY:

Non-Profit Organization Directors & Officers Liability

| | |
|--|-------------|
| Directors & Officers Liability Aggregate Limit | \$2,000,000 |
|--|-------------|

| | |
|--|---------|
| Directors & Officers Liability Retention Per Claim | \$5,000 |
|--|---------|

| | |
|---------------|-------------------------|
| Defense Costs | Inside the policy limit |
|---------------|-------------------------|

| | |
|-----------------------|------------|
| Prior or Pending Date | 07/01/2013 |
|-----------------------|------------|

Employment Practices Liability

| | |
|--|-------------|
| Employment Practices Liability Aggregate Limit | \$2,000,000 |
|--|-------------|

| | |
|--|---------|
| Employment Practices Liability Retention Per Claim | \$5,000 |
|--|---------|

| | |
|---------------|-------------------------|
| Defense Costs | Inside the policy limit |
|---------------|-------------------------|

| | |
|-----------------------|------------|
| Prior or Pending Date | 07/01/2013 |
|-----------------------|------------|

Fiduciary Liability

| | |
|-------------------------------------|-------------|
| Fiduciary Liability Aggregate Limit | \$2,000,000 |
|-------------------------------------|-------------|

| | |
|---|---------|
| Fiduciary Liability Retention Per Claim | \$1,000 |
|---|---------|

| | |
|---------------|-------------------------|
| Defense Costs | Inside the policy limit |
|---------------|-------------------------|

| | |
|-----------------------|------------|
| Prior or Pending Date | 07/01/2013 |
|-----------------------|------------|

CYBER LIABILITY

COVERAGE WRITTEN ON: Claims-Made

COVERAGE

LIMITS

LIABILITY:

Third Party Coverage

| | |
|--|-------------|
| Multimedia Liability | \$1,000,000 |
| Security & Privacy Liability | \$1,000,000 |
| Privacy Regulatory Defense & Penalties | \$1,000,000 |
| PCI DSS Liability | \$1,000,000 |
| Bodily Injury Liability | \$250,000 |
| Property Damage Liability | \$50,000 |
| TPCA Defense | \$50,000 |

First Party Coverage

| | |
|--|-------------|
| Breach Event Costs | \$1,000,000 |
| Post Breach Remediation Costs | \$25,000 |
| BrandGuard Coverage | \$1,000,000 |
| System Failure | \$1,000,000 |
| Dependent System Failure | \$1,000,000 |
| Cyber Extortion | \$1,000,000 |
| Financial Fraud | \$250,000 |
| Telecommunications and Utilities Fraud | \$250,000 |
| Phishing Fraud Loss | \$250,000 |
| Client Phishing Fraud Loss | \$50,000 |
| Phishing Fraud Aggregate | \$250,000 |
| Bricking Loss | \$1,000,000 |
| Property Damage Loss | \$50,000 |
| Reward Expenses | \$50,000 |
| Court Attendance Costs | \$25,000 |

| | |
|---|-------------------------|
| Cyber Liability Maximum Aggregate Limit | \$1,000,000 |
| Cyber Liability Retention Per Claim | \$2,500 |
| Cyber Liability Retention Aggregate | \$7,500 |
| Defense Costs | Inside the policy limit |
| Retroactive Date | Full Prior Acts |

WORKERS COMPENSATION

The Workers Compensation contract is composed basically of two sections.

Section A - Assumes your obligations to your employees under the Workers Compensation Act of the state in which you operate for accidental injuries and occupational diseases sustained by employees during the course of their employment arising out of such employment.

Section B - Affords protection up to a limit of \$1,000,000 for these suits that are brought against you by common law on behalf of employees for injuries or disease suffered in the course of their duties.

| Code | Classification | Payroll |
|----------|--|-------------|
| IL: 8810 | Public Library-Professional Employees & Clerical | \$1,636,700 |
| IL: 9101 | Public Library-All Other Employees | \$103,600 |

\$1,000,000 by Accident, Per Employee

\$1,000,000 by Disease, Policy Limit

\$1,000,000 by Disease, Per Employee

Note - Policy will be audited. You will be asked to provide the actual remuneration for the past term. Keep in mind that remuneration is not limited to payroll and any persons who can be construed as employees will be charged for. **If you use independent contractors or subcontractors, a Certificate of Insurance must be kept on file showing that they have their own coverage or an additional premium charge will be made.**

This policy does not provide coverage for employees working or residing in any state not listed on the policy. To obtain coverage, please let us know in writing if you have employees in additional states not listed.

Workers Compensation insurance protection applies only to the current Named Insured on your policy. If you are running payroll through any other entity and desire coverage, please inform us in writing promptly.

UMBRELLA LIABILITY

| COVERAGE | LIMIT | PER |
|---|--------------|-----------------------|
| Limit of Liability | \$15,000,000 | Each Occurrence |
| | \$15,000,000 | Annual Aggregate |
| <i>REQUIRED PRIMARY COVERAGES:</i> | | |
| Commercial Liability | \$1,000,000 | Each Occurrence |
| | \$2,000,000 | General Aggregate |
| | \$2,000,000 | Products Aggregate |
| | \$1,000,000 | Personal Injury |
| Auto Liability | \$1,000,000 | Combined Single Limit |

*Please consider the benefits of increasing your umbrella liability limits to properly protect your assets and hard work in our litigious society.

PREMIUM SUMMARY

| | Expiring Term 2024 - 2025 | Renewing Term 2025 - 2026 |
|--------------------------------|------------------------------|------------------------------|
| Package - Property & Liability | \$35,041 | \$41,269 |
| Package- Umbrella | \$12,500 | \$13,500 |
| Workers Compensation | \$3,211 | \$3,231 |
| Management Liability | \$5,148 | \$5,148 |
| Cyber | \$1,625 | \$1,625* |
| Total | \$57,525 | \$64,773 |

*Policy Renews 7/1/2025

Additional Comments:

- Upon thorough review of the present coverage and after taking the account to market, we have found that Cincinnati and Hanover collectively remain the most competitive option while offering comprehensive coverage for your Package, Umbrella, and Workers Compensation insurance. We feel confident that your coverage is well-placed and recommend maintaining your insurance with Cincinnati and Hanover at this time.
- We were pleased to see that your renewals took only a 13% premium increase, especially in this hard insurance market where 20% to 50% increases on claims free accounts are the average.
- An option for additional premium savings is available by taking on a higher property deductible on the Package policy.
 - Increasing your property deductible from \$10,000 to \$25,000 results in an estimated annual premium savings of \$2,951.
- Please review the Named Insureds, confirming whether Directors of the Lake Forest Library, Lake Forest Library, or both, should be listed as Named Insured on all policies.
- Signed Statement of Values required for commercial package renewal.

Other Carriers Consulted:

- Hartford: Workers Compensation - \$3,991
- AmTrust: Workers Compensation - \$5,711
- Liberty Mutual: Unable to compete with renewing premium.
- Philadelphia: Unable to offer parallel umbrella liability coverage.
- Chubb: Unable to compete with renewing premium.
- Hanover: Not a market
- Auto-Owners: Not a market

Library Operations Report March 2025

Adult Services

We hosted several programs this month in support of Read Between the Ravines, our nonfiction community read sponsored by the Friends. Laurie Petersen, the editor of *The AIA Guide to Chicago* presented an illustrated lecture about Chicago's Bronzeville neighborhood from its origins to the present day. Art educator Deb Levie presented a program (pictured below left) on the History of Black Art in Chicago, and the importance of the still thriving South Side Community Art Center.



We supported District 67's author visits and book discussions by creating a Rotunda display and ordering copies of Ellen Galinsky's book *The Breakthrough Years: A New Scientific Framework for Raising Thriving Teens*. Several copies were borrowed from this display.



Our Pasta Palooza class (pictured above) brought in 30 enthusiastic chefs. The attendees were led through the process of making homemade pasta while enjoying samples of salad and pasta with marinara sauce.



Book Bites was presented by librarians Lydia and Annalisa, introducing patrons to new Spring titles while sampling small bites of tasty treats. Our librarians also hosted this book chat at Lake Forest Place.

The History of Elvis Presley program was attended by 22 patrons and this month's music-themed Memory Cafe (pictured below) that we co-host with Dickinson Hall had over 20 participants.



Kate met with George Sigaev from the LF/LB History Center to plan programming in support of their 100-year anniversary celebration of F. Scott Fitzgerald. George invited the Library to collaborate on an interview-style discussion in June with author Sash Bischoff, author of *Sweet Fury*, a twisty, thought-provoking novel of construction and deconstruction told through the lens of the film industry. We will be hosting several other programs in the next few months in support of the History Center's exhibition "Behind the Glamour: Inside (Outside) F. Scott Fitzgerald's Lake Forest."

This month, Illinois Libraries Present hosted several exciting programs including "9to5: the Story of a Movement" and "Exploring Space" with Coralie Adams. Ms. Adams leads the multi-mission Optical Navigation team at KinetX Aerospace program.

In addition to our Reg 'n' Go monthly craft kits, generous benefactor Matthew Greco, owner of My Health Forward, donated over 200 seed packets that Krista assembled into garden starter kits and distributed to our patrons.



Our other regular monthly programming included book discussions with The Great Books Discussion Group (pictured above left), Great Decisions Foreign Policy Discussion Series, the Mystery Book Group, the Poetry Group (pictured above right), and Afternoons with Judy Levin, as well as “on topic” and “in the moment” book displays in the Foyer and Rotunda.

Media Lab

New items were added to our Takeout Tech collection in March:

- (2) Roku streaming devices loaded with Apple TV+ subscriptions. Apple TV+ offers award-winning series, compelling dramas, groundbreaking documentaries, kids' entertainment, comedies, and more — with new Apple Originals added every month.
- (4) power banks. Portable power banks for charging Apple iPhone, Samsung Galaxy, Google Pixel, and other USB-C compatible devices.
- (2) Bluetooth speakers. Lightweight wireless speakers good for indoors or outdoors. Connects to any Bluetooth enabled device (smartphones, tablets, entertainment systems, etc.)

Chad Clark attended the Computers in Libraries 2025 conference from March 25 to 27 in Arlington, Virginia. The conference underscored the importance of adaptability and innovation in libraries, providing attendees with tools and knowledge to enhance their services in a technology-driven environment. Mr. Clark attended sessions addressing AI's potential and challenges in the library context, emphasizing practical applications, ethical considerations, and strategies for fostering AI literacy within communities.



Our regular iPhone Fundamentals programs continue to draw new faces to the library. John Lacson has successfully incorporated the library's new interactive whiteboard during these programs, providing clear, large visuals and opportunities for group interaction.

Youth Services



Librarian Michelle DeGrace's last day was Wednesday, March 26, 2025. She has launched many fun and innovative programs over her four and half years of service to the Lake Forest community. To name a few: she started the 1000 Books Before Kindergarten Foundation Program for children from birth to age 5, which is a national nonprofit organization that aims to support and increase the number of families reading to their children; thousands of Storytimes in area preschools and at the Library; Drop-in LEGO Club, the Gingerbread House Challenge; and the new annual tradition of the Pumpkin Dance Party. Michelle plans to spend as much time with baby Henry and her family as possible.



Emmy took over the annual **March Book Madness** program, where every week children vote for their favorite books as they face off to see who will end up the winner! 198 ballots were cast over the four weeks of March, and *The Wild Robot* by Peter Brown is our winner.



Spring Break Fun in the Children's Library!



Year-round **Movement Storytimes** are well attended and appreciated by our patrons. Between November 2024 and March 2025, we hosted 16 Movement Storytimes with 766 in attendance.

Young Adult Services



In March, Emmy held a “Glow in the Dark Paint & Sip” program, where teens painted first in normal acrylic, and then a hidden image atop their hot air balloon painting in glow paints under UV light!

Circulation/Interlibrary Loan

March is the time for Spring break. The college students head out of town, local families head out on road trips. The Circulation desk saw a rise in holds as people ordered “that book” they wanted to read. Kids needed Wonderbooks and Launch Pads to enjoy during those car rides and in hotel rooms. No school means time for all fans of Nintendo to borrow all the games they wanted.

Holidays always see a rise in activity with Takeout Tech. Roku’s, game consoles, and digital converters were going in and out.

On March 5 the city had a gas leak that the wind blew all the way to the Library. The smell was strong but happily quickly handled by the city.

The new vending machine saw 8 checkouts and we hope that the summertime will draw more users to our newest addition. We have also begun training more staff to load and weed the machine.

Facilities

On March 14, Stanley Steamer came in to do a final site survey in regard to the carpet cleaning that has been scheduled on April 19 to do the carpet cleaning in the whole building.

March 19, Pasquesi was onsite and replaced the leaking sanitary line in the staff lounge bathroom.

Hill Mechanical was also onsite as well on March 19 in regard to perform preventative maintenance to the HVAC system.

On March 20, Facilities power washed the seat cushions that are located in the Children’s department by the knoll chairs. This process was done through hot water and dawn soap. It was great to see the chairs be restored to good as new.

Facilities on March 25 power washed the staff entrance stairs down to the basement.

March 26 Facilities assembled a new dresser for the staff bathroom and have installed it in there as well.

TOP TEN CIRCULATING ITEMS

March 2025

By Format & Audience

| e-Books | | | |
|---------------------------|-----------------------------------|-------------------|------|
| Number | Title | Author | Circ |
| 1 | <i>The Let Them Theory*</i> | Robbins, Mel | 25 |
| 2 | <i>The Women</i> | Hannah, Kristin | 23 |
| 3 | <i>Onyx Storm</i> | Yarros, Rebecca | 22 |
| 4 | <i>The God of the Woods</i> | Moore, Liz | 20 |
| 5 | <i>James: A Novel</i> | Everett, Percival | 19 |
| 6 | <i>Funny Story</i> | Henry, Emily | 17 |
| 7 | <i>The Wedding People</i> | Espach, Alison | 17 |
| 8 | <i>All the Colors of the Dark</i> | Whitaker, Chris | 14 |
| 9 | <i>Intermezzo</i> | Rooney, Sally | 14 |
| 10 | <i>The Frozen River</i> | Lawhon, Ariel | 12 |
| *Denotes nonfiction title | | | |

| e-Audiobooks | | | |
|---------------------------|------------------------------------|-------------------|------|
| Number | Title | Author | Circ |
| 1 | <i>We All Live Here</i> | Moyes, Jojo | 22 |
| 2 | <i>All the Colors of the Dark</i> | Whitaker, Chris | 21 |
| 3 | <i>The God of the Woods</i> | Moore, Liz | 20 |
| 4 | <i>Here One Moment</i> | Moriarty, Liane | 15 |
| 5 | <i>Beautiful Ugly</i> | Feeney, Alice | 14 |
| 6 | <i>James: A Novel</i> | Everett, Percival | 14 |
| 7 | <i>Onyx Storm</i> | Yarros, Rebecca | 14 |
| 8 | <i>The Three Lives of Cate Kay</i> | Fagan, Kate | 14 |
| 9 | <i>Funny Story</i> | Henry, Emily | 13 |
| 10 | <i>The Anxious Generation*</i> | Haidt, Jonathan | 13 |
| *Denotes nonfiction title | | | |

| Adult Books | | | |
|---------------------|--------------------------------------|-------------------|------|
| Number | Title | Author | Circ |
| 1 | <i>Three Girls from Bronzeville*</i> | Turner, Dawn | 59 |
| 2 | <i>James</i> | Everett, Percival | 39 |
| 3 | <i>More or Less Maddy</i> | Genova, Lisa | 25 |
| 4 | <i>Remarkably Bright Creatures</i> | Van Pelt, Shelby | 25 |
| 5 | <i>The Frozen River</i> | Lawhon, Ariel | 21 |
| 6 | <i>Tom Lake</i> | Patchett, Ann | 21 |
| 7 | <i>Three Days in June</i> | Tyler, Anne | 20 |
| 8 | <i>The Wedding People</i> | Espach, Alison | 16 |
| 9 | <i>The Three Lives of Cate Kay</i> | Fagan, Kate | 15 |
| 10 | <i>The God of the Woods</i> | Moore, Liz | 14 |
| 11 | <i>The Breakthrough Years*</i> | Galinsky, Ellen | 14 |
| *Denotes nonfiction | | | |

| Children's | | | |
|------------|--|-------------------|------|
| Books | | | |
| Number | Title | Author | Circ |
| 1 | <i>Pick a Perfect Egg</i> | Toht, Patricia | 17 |
| 2 | <i>Harry Potter and the Sorcerer's Stone</i> | Rowling, J. K. | 16 |
| 3 | <i>Sisters</i> | Telgemeier, Raina | 15 |
| 4 | <i>Grumpy Monkey Spring Fever</i> | Lang, Suzanne | 13 |
| 5 | <i>Hooray, it's Easter</i> | No Author | 13 |
| 6 | <i>The Wild Robot</i> | Brown, Peter | 12 |
| 7 | <i>The Ugly Truth</i> | Kinney, Jeff | 12 |
| 8 | <i>How to Catch a Mamasaurus</i> | Walstead, Alice | 12 |
| 9 | <i>The Long Haul</i> | Kinney, Jeff | 11 |
| 10 | <i>Escargot and the Search for Spring</i> | Slater, Dashka | 11 |

| Teen Books | | | |
|------------|-----------------------------------|-----------------------|------|
| Number | Title | Author | Circ |
| 1 | <i>Dr. Stone</i> | Inagaki, Riichiro | 20 |
| 2 | <i>Spy x family</i> | Endō, Tatsuya | 12 |
| 3 | <i>Solo leveling</i> | Chugong | 8 |
| 4 | <i>Sunrise on the Reaping</i> | Collins, Suzanne | 8 |
| 5 | <i>Kaiju no. 8</i> | Matsumoto, Naoya | 8 |
| 6 | <i>The Summer I Turned Pretty</i> | Han, Jenny | 7 |
| 7 | <i>The Promised Neverland</i> | Shirai, Kaiu | 7 |
| 8 | <i>The Book Thief</i> | Zusak, Markus | 6 |
| 9 | <i>Six of Crows</i> | Bardugo, Leigh | 5 |
| 10 | <i>The Inheritance Games</i> | Barnes, Jennifer Lynn | 5 |

| NonBooks | | |
|----------------------------------|--|------|
| Number | Title* | Circ |
| 1 | Children's Book Bag | 30 |
| 2 | Mobile Hotspot: Lake Forest Library. | 27 |
| 3 | <i>Wicked. Part I</i> | 24 |
| 4 | <i>Gladiator II</i> | 18 |
| 5 | <i>Moana 2</i> | 17 |
| 6 | <i>The Substance</i> | 16 |
| 7 | Lake Forest Take Out Tech: Nintendo Switch Console | 15 |
| 8 | <i>Conclave</i> | 14 |
| 9 | Lake Forest TakeOut Tech: Roku - Hulu. | 11 |
| 10 | <i>Juror #2</i> | 9 |
| *DVDs unless otherwise indicated | | |

SERVICE STATISTICS – MARCH 2025

| | March 2025 | March 2024 | YTD FY 2025 | YTD FY 2024 |
|--|-------------------|------------|---------------------|--------------|
| Library Visits | 14,444 | 13,330 | 154,849 | 145,921 |
| Physical Items circulated | 21,880 | 21,884 | 228,711 | 226,807 |
| E-Media Circulated | 9,780 | 10,941 | 96,534 | 100,557 |
| Database Uses | 15,425 | 13,158 | 287,596*** | 133,611 |
| Library Programs & Attendees** | 66 / 3,339 | 40 / 1,750 | 672 / 28,839 | 593 / 21,761 |
| Media Lab, 1-on-1 Appts, and Tutorials | 196 | 74 | 1,247 | 666 |
| Reference Questions | 2,570 | 2,062 | 24,097 | 25,262 |
| New Library Cards | 116 | 110 | 1,299 | 1,378 |
| Items added to collection | 1,530 | 1,222 | 10,922 | 11,559 |
| Items withdrawn | 1,170 | 1,460 | 15,361 | 13,256 |

*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

***February page views in AtoZ Databases: 123,337. The vendor confirms these were legitimate searches/views, but very unusual. Typical monthly views range widely, but not usually more than 3,400.