



LAKE FOREST LIBRARY BOARD

JANUARY 2019

Minutes • Agendas • Board Packets

January 8

Long Range Committee Meeting

January 8

Regular Monthly Board Meeting

January 8

Regular Monthly Board Meeting Executive Session

January 22

Long Range Committee Meeting – Cancelled

January 28

Long Range Committee Meeting

LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045
Long Range Plan Committee Meeting Minutes
6:30 p.m., January 8, 2019

Call Committee Meeting to Order

The meeting was called to order by Chair David Rose at 6:30 p.m.

Appointment of a Secretary Pro Tem

Ms. Lemmer agreed to take the minutes and serve as secretary for the meeting.

Roll Call

Present Board Committee Members: David Rose, Chair; Trustee Arnson, and Trustee Travers. Guests: Trustees Levitsky and Lemke; and Catherine Lemmer, Library Director.

Additions to the Agenda

None.

Approval of the Agenda

Trustee Levitsky made a motion, seconded by Trustee Arnson, to approve the agenda. Motion carried unanimously.

Opportunity for the Public to Address the Board Committee

None.

Discussion of Library Director Review Process

Trustee Rose led a discussion of a proposed review process that would tie into the Library's goals. He outlined the importance of a review process. At the end of the discussion, the Committee proposed the following pillars for the annual review: staff relationships, management and administrative systems; board relationship; library's strategic plan and LT planning; financial responsibility and oversight; library programs, services, and assets; community relations and stakeholder management; and facilities management. After discussion, the Committee decided to meet Tuesday, January 22, 2019, at 6:30 p.m., to discuss library goals for FY2020.

New Business

None

Unfinished Business

None

Adjournment

Trustee Levitsky made a motion, seconded by Trustee Travers, to adjourn the meeting at 7:14 p.m. Motion carried unanimously.

 Catherine A. Lemmer, Secretary Pro Tem

Minutes approved by the Board on January 28, 2019.

LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045
January 8, 2019
6:30 p.m. Reed Room – Main Floor
Long Range Planning Committee Meeting Agenda

1. Call Meeting to Order
2. Appointment of a Secretary Pro Tem
3. Board of Trustees Roll Call
4. Additions to the Agenda
5. For action: Approval of the Agenda
6. Opportunity for the Public to Address the Board and Correspondence
7. For action: Discussion and approval of recommendation regarding 2019/20 Library Goals
8. For action: Discussion and approval of recommendation regarding Library Director Review Process
9. Unfinished Business
10. New Business
11. Adjournment

Upcoming Meetings

Regular Board Meeting: January 8, 2018, 7:30 pm, Reed Room

Regular Board Meeting: February 12, 2018, 7:30 pm, Reed Room

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.

Lake Forest Library Board of Trustees
360 E Deerpath Road, Lake Forest, IL 60045
Regular Meeting Minutes
7:30 p.m. January 8, 2019

CALL TO ORDER

President Ron Levitsky called the meeting to order at 7:30 p.m.

APPOINTMENT OF SECRETARY PRO TEM

Catherine Lemmer agreed to take the minutes and serve as secretary for the meeting.

ROLL CALL

Trustees Present: Germaine Arnson; Wendy Darling, Treasurer; Andrea Lemke; Ron Levitsky, President; David Rose; Carrie Travers, Vice President.

Absent: Elizabeth Grob, Beth Parsons, Secretary; and Todd Puch

Staff present: Catherine Lemmer, Library Director.

ADDITIONS TO THE AGENDA

None

APPROVAL OF THE AGENDA

Trustee Arnson made a motion, seconded by Trustee Rose, to approve the agenda. Motion carried unanimously.

OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD, AND CORRESPONDENCE

No request to address the board, nor was there any new correspondence.

APPROVAL OF THE MINUTES

Trustee Darling made a motion, seconded by Trustee Lemke, to approve the following meeting minutes. Motion carried unanimously.

December 11, 2018 Board Meeting Minute
November 13, 2018 Finance Committee Meeting Minutes
June 13, 2017 Service Committee Meeting Minutes
June 13, 2017 Nominating Committee Meeting Minutes

APPROVAL OF THE DECEMBER FINANCIAL REPORT

Ms. Lemmer presented the highlights of the December financial report. After discussion, Trustee Rose, made a motion, seconded by Trustee Arnson, to approve the December 2018 financial report. Motion carried unanimously with a roll call vote.

STRATEGIC VISION 2050 DISCUSSION

Trustee Levitsky and Director Lemmer updated the board on various aspects of the project. Trustee Levitsky identified the key areas for library board input: managing the on-going repairs of the building; managing the next steps with the dome restoration; providing input into the case statement; and serving on the Blue Ribbon Committee subcommittees.

LIBRARY DIRECTOR REPORT

The Library Director provided highlights of the past month, including the migration to the payroll module in BS&A and the receipt of three gifts in December 12,000 from The Buchanan Family Foundation, \$3,000 from The Dick Family Foundation, and \$300 from the Mary F. and David D. Grumhaus Fund. She also reported that the rewrapping of the dome was completed and the elevator fully functional. The new custodial service, Imperial Cleaning, is working out very well. Patrons and staff report that the building is cleaner.

UPDATE ON THE PERSONNEL PROJECT – NEW POSITION DESCRIPTIONS

Work on the position descriptions will wrap up this week. Benchmarking should finish by end of January. The consultant, Christine Weber, made some restructuring suggestions. Ms. Weber's suggestions and the benchmarking which will be presented to the board in February.

PARENTAL LEAVE POLICY

The Library Director shared with the Board parental leave policies adopted by other libraries and lead a discussion of the merits of such a policy. Ms. Lemmer suggested that the adoption of the policy, if any, should match the start of the new fiscal year. The Board asked Ms. Lemmer to put together additional financial information and bring it back to the board for additional discussion in February.

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 for the purpose of approving executive session minutes from 2018, evaluating the need for confidentiality of executive session minutes, and authorizing the destruction of audio recordings as needed.

Trustee Arnson made a motion, seconded by Trustee Travers, to enter executive session at 8:15 p.m. Motion carried unanimously with a roll call vote.

At 8:25 p.m., Trustee Arnson made a motion, seconded by Trustee Darling, to end the Executive Session. Motion carried unanimously with a roll call vote.

At return to open session, roll call was taken: Trustees Present: Germaine Arnson; Wendy Darling, Treasurer; Andrea Lemke; Ron Levitsky, President; David Rose; Carrie Travers, Vice President. Also present, Catherine A. Lemmer, Library Director.

Trustee Lemke made a motion, seconded by Trustee Travers, to:

1. Approve the minutes of the following Executive Sessions:

May 8, 2018 – Regular Board Meeting March 13, 2018 – Finance Committee

2. Keep the minutes of the following Executive Sessions closed as the Board finds that the need for confidentiality still exists as provided under 5 ILCS 120/2(c):

April 10, 2018 – Regular Board Meeting May 8, 2018 – Regular Board Meeting
January 29, 2018 – Regular Board Meeting January 9, 2018 – Regular Board Meeting
January 9, 2018 – Finance Committee

3. Open the minutes for public treatment of the following Executive Sessions as the Board finds that the need for confidentiality no longer exists as provided under 5 ILCS 120/2(c)1:

March 13, 2018 – Regular Board Meeting March 13, 2018 Finance Committee
October 10, 2017 – Regular Board Meeting July 11, 2017 – Regular Board Meeting
April 11, 2017 – Regular Board Meeting March 14, 2016 – Regular Board Meeting
March 7, 2017 – Regular Board Meeting March 3, 2016 – Regular Board Meeting
March 2, 2016 – Regular Board Meeting February 11, 2016 – Regular Board Meeting
April 14, 2015 – Regular Board Meeting

4. Authorize the destruction of the audio recordings for the following meetings pursuant to 5 ILCS 120/2.06(c) as the Board finds the minutes accurately represent the proceedings as required by 5 ILCS 120/2.06(a):

April 10, 2018 – Regular Board Meeting May 8, 2018 – Regular Board Meeting
March 13, 2018 – Regular Board Meeting March 13, 2018 Finance Committee
January 29, 2018 – Regular Board Meeting January 9, 2018 – Regular Board Meeting
January 9, 2018 – Finance Committee October 10, 2017 – Regular Board Meeting
July 11, 2017 – Regular Board Meeting April 11, 2017 – Regular Board Meeting
March 14, 2016 – Regular Board Meeting March 7, 2017 – Regular Board Meeting
March 3, 2016 – Regular Board Meeting March 2, 2016 – Regular Board Meeting
February 11, 2016 – Regular Board Meeting April 14, 2015 – Regular Board Meeting

The motion carried unanimously with a roll call vote.

DISCUSSION OF LIBRARY DIRECTOR REVIEW PROCESS

President Levitsky introduced the topic and thanked Trustee Rose for his leadership on this matter. Trustee Rose updated the Board on the Long-Range Planning Committee's work on a proposed review process that would tie into the Library's goals. He outlined the importance of a review process and Committee's recommendation to use the following pillars for the annual review: staff relationships, management and administrative systems; board relationship; library's strategic plan and LT planning; financial responsibility and oversight; library programs, services, and assets; community relations and stakeholder management; and facilities management. He reported that the Committee plans to meet Tuesday, January 22, 2019, at 6:30 p.m., to discuss library goals for FY2020 and invited all Trustees to attend.

OLD BUSINESS

None

NEW BUSINESS

None

ADJOURMENT

Trustee Rose made a motion, seconded by Trustee Lemke, to adjourn the meeting at 8:27 p.m.
Motion carried unanimously.

Upcoming Meetings

Long-Range Planning Committee – January 28, 2019 at 6:30 p.m.

Regular Board Meeting – February 12, 2019 at 7:30 p.m.

A handwritten signature in cursive script, appearing to read 'Cathy A. Lemmer', is written over a horizontal line.

Catherine A. Lemmer, Secretary Pro Tem

Minutes approved by the Board on February 12, 2019.

Lake Forest Library Board of Trustees
360 E Deerpath Road, Lake Forest, IL 60045
Regular Meeting Executive Session Minutes
7:30 p.m. January 8, 2019

Trustee Arnson made a motion, seconded by Trustee Travers, to enter Executive Session at 8:15 p.m. Motion carried unanimously with a roll call vote.

ROLL CALL

Trustees Present: Germaine Arnson; Wendy Darling, Treasurer; Andrea Lemke; Ron Levitsky, President; David Rose; Carrie Travers, Vice President. Staff present: Catherine Lemmer, Library Director.

CALL TO ORDER

President Ron Levitsky called to order an 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.

The Library Director explained that Executive Session minutes must be reviewed to determine whether (1) the need for confidentiality still exists as to all or part of those minutes; or (2) that the minutes or portions thereof no long require confidential treatment and are available for public treatment.

The Library Director further explained that under 5 ILCS 120/2.06(c) the audio recordings of closed sessions may be destroyed after 18 months pursuant to section 5 ILCS 120/2.06(a) provided the Board finds that the written minutes accurately represent the proceedings.

Upon review and discussion, Trustee Lemke made a motion, seconded by Trustee Travers to recommend the:

1. Approval of the minutes of the following Executive Sessions:

May 8, 2018 – Regular Board Meeting March 13, 2018 – Finance Committee

2. To keep the minutes of the following Executive Sessions closed as the Board finds that the need for confidentiality still exists as provided under 5 ILCS 120/2(c):

April 10, 2018 – Regular Board Meeting May 8, 2018 – Regular Board Meeting
January 29, 2018 – Regular Board Meeting January 9, 2018 – Regular Board Meeting
January 9, 2018 – Finance Committee

3. To open the minute for public treatment of the following Executive Sessions as the Board finds that the need for confidentiality no longer exists as provided under 5 ILCS 120/2(c)1:

March 13, 2018 – Regular Board Meeting March 13, 2018 Finance Committee
October 10, 2017 – Regular Board Meeting July 11, 2017 – Regular Board Meeting

April 11, 2017 – Regular Board Meeting March 14, 2016 – Regular Board Meeting
March 7, 2017 – Regular Board Meeting March 3, 2016 – Regular Board Meeting
March 2, 2016 – Regular Board Meeting February 11, 2016 – Regular Board Meeting
April 14, 2015 – Regular Board Meeting

4. To authorize the destruction of the audio recordings for the following meetings pursuant to 5 ILCS 120/2.06(c) as the Board finds the minutes accurately represent the proceedings as required by 5 ILCS 120/2.06(a):

April 10, 2018 – Regular Board Meeting May 8, 2018 – Regular Board Meeting
March 13, 2018 – Regular Board Meeting March 13, 2018 Finance Committee
January 29, 2018 – Regular Board Meeting January 9, 2018 – Regular Board Meeting
January 9, 2018 – Finance Committee October 10, 2017 – Regular Board Meeting
July 11, 2017 – Regular Board Meeting April 11, 2017 – Regular Board Meeting
March 14, 2016 – Regular Board Meeting March 7, 2017 – Regular Board Meeting
March 3, 2016 – Regular Board Meeting March 2, 2016 – Regular Board Meeting
February 11, 2016 – Regular Board Meeting April 14, 2015 – Regular Board Meeting

The motion carried unanimously with a roll call vote.

At 8:25 p.m., Trustee Arnsen made a motion, seconded by Trustee Darling, to end the Executive Session. Motion carried unanimously with a roll call vote.



Catherine A. Lemmer, Secretary Pro Tem

Minutes approved: August 13, 2019.

LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045
January 8, 2019
7:30 p.m. Reed Room – Main Floor
Regular Meeting Agenda

1. Call Meeting to Order
2. Board of Trustees Roll Call
3. Additions to the Agenda
4. For action: Approval of the Agenda
5. Opportunity for the Public to Address the Board and Correspondence
6. For action: Discussion and approval open minutes:
 - a. December 11, 2018 Regular Meeting Minutes
 - b. November 13, 2018 Finance Committee Meeting
 - c. June 13, 2017 Services Committee Meeting
 - d. June 13, 2017 Nominating Committee Meeting
7. For action: Discussion and approval of December 2018 Financial Report
8. President's Report on Strategic Vision 2050
9. Library Director Report
10. Update on Position Description Project
11. For discussion: Parental Leave Policy
12. Executive Session: Pursuant to 5 ILCS 120/2(c)1 to approve minutes from 2018 and authorize destruction of audio recordings
13. For action: Discussion and approval of recommendations from Long Range Planning Committee
14. Unfinished Business
15. New Business
16. Adjournment

Upcoming Meetings

Regular Board Meeting: February 12, 2018, 7:30 pm, Reed Room

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.

**LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045
January 8, 2019
7:30 p.m. Reed Room – Main Floor
Regular Monthly Meeting
Board Materials**

1. Agenda
2. December 11, 2018 Regular Meeting Minutes
3. December 2018 Financial Report

LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045
January 8, 2019
7:30 p.m. Reed Room – Main Floor
Regular Meeting Agenda

1. Call Meeting to Order
2. Board of Trustees Roll Call
3. Additions to the Agenda
4. For action: Approval of the Agenda
5. Opportunity for the Public to Address the Board and Correspondence
6. For action: Discussion and approval open minutes:
 - a. December 11, 2018 Regular Meeting Minutes
 - b. November 13, 2018 Finance Committee Meeting
 - c. June 13, 2017 Services Committee Meeting
 - d. June 13, 2017 Nominating Committee Meeting
7. For action: Discussion and approval of December 2018 Financial Report
8. President's Report on Strategic Vision 2050
9. Library Director Report
10. Update on Position Description Project
11. For discussion: Parental Leave Policy
12. Executive Session: Pursuant to 5 ILCS 120/2(c)1 to approve minutes from 2018 and authorize destruction of audio recordings
13. For action: Discussion and approval of recommendations from Long Range Planning Committee
14. Unfinished Business
15. New Business
16. Adjournment

Upcoming Meetings

Regular Board Meeting: February 12, 2018, 7:30 pm, Reed Room

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.

Lake Forest Library Board of Trustees
360 E Deerpath Road, Lake Forest, IL 60045
Regular Meeting Minutes
7:30 p.m. December 11, 2018

CALL TO ORDER

President Ron Levitsky called the meeting to order at 7:30 pm and welcomed staff and guests.

APPOINTMENT OF SECRETARY PRO TEM

Catherine Lemmer agreed to take the minutes and serve as secretary for the meeting.

ROLL CALL

Trustees Present: Germaine Arnson; Wendy Darling, Treasurer; Elizabeth Grob; Andrea Lemke; Ron Levitsky, President; Todd Puch, and David Rose.

Absent: Beth Parsons, Secretary; and Carrie Travers, Vice President.

Guests: Jim Preschlack, 3rd Ward Alderman

Staff present: Catherine Lemmer, Library Director, Felicia Song, Assistant Director.

ADDITIONS TO THE AGENDA

None

APPROVAL OF THE AGENDA

Trustee Puch made a motion, seconded by Trustee Darling, to approve the agenda. Motion carried unanimously.

OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD, AND
CORRESPONDENCE

No request to address the board, nor was there any new correspondence.

APPROVAL OF THE MINUTES

Trustee Rose made a motion, seconded by Trustee Arnson, to approve the following meeting minutes. Motion carried unanimously.

November 13, 2018 Board Meeting Minutes

APPROVAL OF THE NOVEMBER FINANCIAL REPORT

Ms. Lemmer presented the highlights of the November financial report. After discussion, Trustee Arnson, made a motion, seconded by Trustee Grob, to approve the November2018 financial report. Motion carried unanimously with a roll call vote.

LIBRARY DIRECTOR REPORT

The Library Director provided highlights of the past month, including the new Young Adult Librarian's goals and ideas; new STEAM kits; and updated circulation statistics. She also updated the Board on the move to BS&A. The Trustees discussed Chapters 6-10 of *Trustee Facts File, 4th edition*, and the various webinars they viewed that focused on meeting the needs of patrons with challenges or disabilities as part of the 2019 Per Capita Grant requirements. Trustee Rose agreed to lead the process to create an annual review process for the director.

STRATEGIC VISION 2050 DISCUSSION

Trustee Levitsky welcomed Jim Preschlack. Alderman Preschlack explained his role as a liaison to the City Council and noted all the work the board has undertaken to date. Ms. Lemmer and Mr. Preschlack presented an outline of a proposed plan for going forward to create a shared vision/case statement. The Board engaged in a lengthy and thorough discussion about its role in the Library's building project and working with a Blue Ribbon Committee to advance the project.

DISCUSSION AND APPROVAL OF BUILDING AND EQUIPMENT REPAIRS

Ms. Lemmer updated the board on potential delays with the elevator repair timeline. Ms. Lemmer then led the board through an analysis of the various options on how to approach the work on the dome. After a thorough discussion of the various options, the Board determined it to be in the best interests of the Library to engage HGA to assess the dome and provide good, better, and best options. These options will be then be evaluated and the project bid out for Summer 2019. In the interim, the dome will be rewrapped by Riddiford Roofing as approved at the November 13, 2018 meeting.

Trustee Arnson reported that she would abstain from the vote because of a potential conflict of interest. Trustee Levitsky made a motion, seconded by Trustee Puch, to approve up to \$25,000 for HGA to do the dome assessment and prepare the three options. Motion carried unanimously with a roll call vote, with Trustee Arnson abstaining. Alderman Preschlack exited the meeting at 8:44 pm.

DISCUSSION AND APPROVAL OF A FACILITIES CONTRACT

After discussion, Trustee Puch made a motion, seconded by Trustee Lemke, to enter into a month-to-month cleaning services contract with Imperial Service Systems, Inc. Motion carried unanimously with a roll call vote.

OLD BUSINESS

None

NEW BUSINESS

None

ADJOURNMENT

Trustee Puch made a motion, seconded by Trustee Arnson, to adjourn the meeting at 8:49 pm. Motion carried unanimously.

Upcoming Meetings

Regular Board Meeting – January 8, 2019 at 7:30 pm

Catherine A. Lemmer, Secretary Pro Tem

Minutes approved by the Board on January 8, 2019.

Lake Forest Library
Year-to-Date Monthly Financial Report
December 2018
Month 8
FY2019

REVENUES	Current Month Actual	Year to Date Actual	Year to Date Budget	Annual Budget	Over/(Under) Variance	% of Annual Budget
Funds on Hand 5/1	\$2,137,906	\$2,137,906	\$2,137,906	\$1,650,000		
Tax Based (Levy, SSN, IMRF)	\$1,264	\$4,083,064	\$2,721,543	\$4,082,315	\$1,361,521	100.02%
Non Tax Based	\$15,223	\$129,483	\$36,567	\$54,850	\$92,916	236.07%
Gifts (includes Friends)	\$0	\$66,789	\$46,667	\$70,000	\$20,122	95.41%
TOTAL REVENUES	\$16,487	\$4,279,336	\$2,804,777	\$4,207,165	\$1,474,560	101.72%
TOTAL FUNDS ON HAND	\$2,154,393	\$6,417,242	\$4,942,683	\$5,857,165	\$1,474,560	
Sug. Reserve: \$1,388,364 (33%)						
Actual: \$2,137,906 (51%)						
EXPENDITURES						
Salaries & Wages	\$79,283	\$1,021,309	\$1,302,957	\$1,882,049	(\$281,648)	54.27%
Fringes	\$25,192	\$192,306	\$266,606	\$385,098	(\$74,301)	49.94%
SSN	\$6,062	\$76,930	\$88,601	\$143,977	(\$11,671)	53.43%
IMRF	(\$0)	\$88,114	\$169,384	\$244,666	(\$81,270)	36.01%
Materials (print, AV, online)	\$59,193	\$375,552	\$386,667	\$580,000	(\$11,114)	64.75%
O.O.E.	\$35,981	\$333,891	\$380,250	\$570,375	(\$46,359)	58.54%
Building Maintenance	\$8,339	\$113,723	\$130,667	\$196,000	(\$16,944)	58.02%
Sub Total	\$214,050	\$2,201,824	\$2,725,132	\$4,002,165	(\$523,308)	55.02%
Capital	\$2,622	\$20,217	\$136,667	\$205,000	(\$116,450)	9.86%
TOTAL	\$216,672	\$2,222,041	\$2,861,799	\$4,207,165	(\$639,758)	52.82%
BALANCE	\$1,937,722	\$4,195,201	\$2,080,884	\$1,650,000	\$2,114,317	
RESERVES						
Capital Improvements	\$850,000					
Technology Improvements	\$300,000					
Capital Equipment	\$300,000					
	\$1,450,000					

Lake Forest Library
December 2018 (Month 8) FY2019
Financial Notes

Revenues

Funds on Hand: \$2,137,906 (unrestricted).

Tax Based: \$4,083,064; payments received in June and September. Includes \$20,053 in Replacement Personal Property Tax (\$10,000 budget). 100% of FY budget.

Non-Tax Based: \$129,483 non-tax revenues: 236% of FY budget (Library income from fines, fees, and investment income). Includes impact fee of \$14,419 (\$12,000 budget); Illinois per capita grant of \$24,219; and investment income of \$74,645 (\$25,000 budget).

Gifts: \$66,789 includes Friends grant of \$62,000 and other small gifts.

Expenditures

Salaries, Fringes: \$1,021,309 for salaries: 54% of FY budget; \$326,096 for fringes: 42% of FY budget. Includes: \$76,930 for SSN: 53% of FY budget; \$88,114 for IMRF: 36% of FY budget. Longevity pay of \$19,606 was paid in December and is included in the salary line.

Materials; Books, AV and Electronic Services: \$375,552: 65% of FY budget. Includes annual database subscription payments and robust e-resource purchasing.

Other Operating Expenditures: \$333,981: 59% of FY budget. Includes legal (\$4,725) and HGA payments (\$44,942.88) (Special Project line); audit fee of \$6,785; and administrative fee of \$14,581. Does not include the December expenses for dome inspection by HGA.

Building Maintenance: \$113,723: 58% of FY budget. Reflects services calls and repairs for HVAC and other systems; and annual liability and casualty insurance.

Capital: \$20,217, reflects \$16,440 down payment to Suburban Elevator.

Reserves

\$3,587,906. Operating cash reserve (fund balance-unassigned) is currently at \$2,137,906 due to FY2018 year-end increase in fund balance arising out of gifts, capital savings, and fiscal management; this amount can be reduced to \$1,650,000 (35% of operating expenditures) with a transfer of surplus to increase reserves for capital equipment (\$300,000), capital improvements (\$850,000), and technology (\$300,000).

Year to Date FY2019: 53% of budget expenses; 102% budget revenues

**LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045
Long Range Planning Committee Meeting
January 22, 2019
6:30 p.m. Director's Office – Main Floor**

Agenda

CANCELLED

1. Call Meeting to Order
2. Appointment of a Secretary Pro Tem
3. Board of Trustees Roll Call
4. Additions to the Agenda
5. For action: Approval of the Agenda
6. Opportunity for the Public to Address the Board and Correspondence
7. For action: Approval of the January 8, 2018 Long Range Planning Committee Minutes
8. For action: Discussion and approval of recommendation regarding FY2020 Library Goals
9. For action: Discussion of Library Vision 2050 project
10. Unfinished Business
11. New Business
12. Adjournment

Upcoming Meetings

Regular Board Meeting: February 12, 2018, 7:30 pm, Reed Room

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.

LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045
Long Range Planning Committee Meeting Minutes
6:30 p.m., January 28, 2019

Call Meeting to Order

The meeting was called to order by Chair David Rose at 6:30 p.m.

Appointment of a Secretary Pro Tem

Ms. Lemmer agreed to take the minutes and serve as secretary for the meeting.

Roll Call

Present: David Rose, Chair; Trustee Arnson, and Trustee Travers. Guest: Catherine Lemmer, Library Director.

Additions to the Agenda

None.

Approval of the Agenda

Trustee Arnson made a motion, seconded by Trustee Travers, to approve the agenda. Motion carried unanimously.

Approval of the January 8, 2019 Minutes

Trustee Travers made a motion, seconded by Trustee Arnson, to approve the minutes of the January 8, 2019 committee meeting as presented. Motion carried unanimously.

Opportunity for the Public to Address the Board Committee

None.

Discussion of Library Director Review Process

The Committee discussed the proposed director evaluation process and form. The agreed upon process and form will be brought to the Board at its meeting on February 12, 2019.

Discussion of Vision 2050 Project

The Committee discussed the proposed stakeholder interview questions and process. Trustee Rose agreed to revise the questions and bring the revised questions to the Board at its meeting on February 12, 2019.

New Business

None

Unfinished Business

None

Adjournment

Trustee Rose made a motion, seconded by Trustee Travers, to adjourn the meeting at 8.28 p.m. Motion carried unanimously.



Catherine A. Lemmer, Secretary Pro Tem
Minutes approved by the Board on April 5, 2019.

**LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045
Long Range Planning Committee Meeting
January 28, 2019
6:30 p.m. Director's Office – Main Floor**

Agenda

1. Call Meeting to Order
2. Appointment of a Secretary Pro Tem
3. Board of Trustees Roll Call
4. Additions to the Agenda
5. For action: Approval of the Agenda
6. Opportunity for the Public to Address the Board and Correspondence
7. For action: Approval of the January 8, 2018 Long Range Planning Committee Minutes
8. For action: Discussion and approval of recommendation regarding FY2020 Library Goals
9. For action: Discussion of Library Vision 2050 project
10. Unfinished Business
11. New Business
12. Adjournment

Upcoming Meetings

Regular Board Meeting: February 12, 2018, 7:30 pm, Reed Room

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.

**LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045
January 28, 2019
Long Range Planning Committee Meeting
6:30 p.m. Director's Office – Main Floor
Board Materials**

1. Agenda
2. January 8, 2018 Long Range Planning Committee Minutes
3. Sample Director Evaluation Form

LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045
Long Range Plan Committee Meeting Minutes
6:30 p.m., January 8, 2019

Call Finance Committee Meeting to Order

The meeting was called to order by Chair David Rose at 6:30 p.m.

Appointment of a Secretary Pro Tem

Ms. Lemmer agreed to take the minutes and serve as secretary for the meeting.

Roll Call

Present Board Committee Members: David Rose, Chair; Trustee Arnson, and Trustee Travers. Guests: Trustees Levitsky and Lemke; and Catherine Lemmer, Library Director.

Additions to the Agenda

None.

Approval of the Agenda

Trustee Levitsky made a motion, seconded by Trustee Arnson, to approve the agenda. Motion carried unanimously.

Opportunity for the Public to Address the Board Committee

None.

Discussion of Library Director Review Process

Trustee Rose led a discussion of a proposed review process that would tie into the Library's goals. He outlined the importance of a review process. At the end of the discussion, the Committee proposed the following pillars for the annual review: staff relationships, management and administrative systems; board relationship; library's strategic plan and LT planning; financial responsibility and oversight; library programs, services, and assets; community relations and stakeholder management; and facilities management. After discussion, the Committee decided to meet Tuesday, January 22, 2019, at 6:30 p.m., to discuss library goals for FY2020.

New Business

None

Unfinished Business

None

Adjournment

Trustee Levitsky made a motion, seconded by Trustee Travers, to adjourn the meeting at 7:14 p.m. Motion carried unanimously.

_____ Catherine A. Lemmer, Secretary Pro Tem

Minutes approved by the Board on January 22, 2019.

Lake Forest Library Sample Director Evaluation Form for Trustees

Library Director's Annual Evaluation

Date:

Form Instructions:

- 1) Each board member should individually respond to this form.
- 2) In responding to the form, board members could refer to the Strategic Plan, Board minutes, Director Reports, usage statistics, program results or other information sources from the year.
- 3) Submit this form to the Board President for inclusion in the Summation Form that will be used during the face-to-face appointment with the director.

Scale: E = excellent S = satisfactory N = needs improvement U = unknown

LFL Director Pillars of Responsibility

Rating

#1 Staff Relations, Management & Administrative Systems

• Identify staff training needs and develop responsive training	E	S	N	U
• Job descriptions are developed; regular performance evaluations are held and documented	E	S	N	U
• Personnel policies and state and federal regulations on workplaces and employment are effectively implemented	E	S	N	U
• Policies and procedures are in place to maximize volunteer involvement	E	S	N	U
• Staff development and education is encouraged;	E	S	N	U
• Staff understand how their role at the library relates to the mission	E	S	N	U
• Library climate attracts, keeps, and motivates a diverse staff of top quality people	E	S	N	U

Comments:

#1 Totals: E ___ S ___ N ___ U ___

#2 Board Relationship

• Appropriate, adequate, and timely information is provided to the board	E	S	N	U
• Support is provided to board committees	E	S	N	U
• The board is informed on the condition of the organization and all important factors influencing it	E	S	N	U
• The board works effectively	E	S	N	U

Comments:

#2 Totals: E ___ S ___ N ___ U ___

#3 Strategic & Long-Range Planning

• The library is making progress on its long-range plan (LRP)	E	S	N	U
• Development of plans to meet the goals and objectives of the LRP are carried out with staff	E	S	N	U

- and trustee involvement
- New services and programs are developed creatively and are well received by the community
- Goals and objectives are evaluated regularly
- Staff are aware of library's long-range plan and actively working to support it
- Explore and develop ideas to engage new users

E	S	N	U
E	S	N	U
E	S	N	U

Comments:

#3 Totals: E S N U

#4 Financial Responsibility & Oversight

- Adequate control and accounting of all funds takes place; library uses sound financial practices
- Budget is prepared with input from staff and trustees; the library operates within budget guidelines
- Official records and documents are maintained, library is in compliance with federal, state and local regulations and reporting requirements (such as annual report, payroll withholding and reporting, etc.)
- Funds are disbursed in accordance with budget, contract/grant requirements and donor designations

E	S	N	U
E	S	N	U
E	S	N	U
E	S	N	U

Comments:

#4 Totals: E S N U

#5 Library Programs, Services and Assets

- Level of patron satisfaction
- Select, trial and evaluate self-check options
- Customer service received by patrons
- Consistent application of policies that affect the public
- Expand accessibility of library services to the community
- Expand homebound outreach efforts
- Investigate, assess and test opportunities to deliver services to West Side residents
- Improve accessibility and usability of exterior and interior space to improve quality of library visits
- Identify and market programs to relevant patron groups (i.e., Young Adult, Senior, Children's, Disabled)

E	S	N	U
E	S	N	U
E	S	N	U
E	S	N	U
E	S	N	U
E	S	N	U
E	S	N	U
E	S	N	U
E	S	N	U

Comments:

#5 Totals: E ___ S ___ N ___ U ___

#6 Community Relations & Stakeholder Management

- Enrich and expand marketing and communication activities E S N U
- Services are communicated to the public effectively E S N U
- Working relationships and cooperative arrangements with government officials, community groups and organizations E S N U
- Feedback mechanism in place to hear back from patrons E S N U
- Increase library presence in the community through participation in community events E S N U
- Develop more robust relationships with local media E S N U
E S N U
- Library is being marketed to the community

Comments:

#6 Totals: E ___ S ___ N ___ U ___

#7 Facilities Management

- Revisit design option with HGA to explore design to better address exterior accessibility issues while clearly meeting diverse range of interior space challenges, balancing differing user needs for social & collaborative activities with quiet work study and reflection E S N U
- Develop plan for alternative library servicing during reconstruction period including location, staffing, service levels, and timing and gain alignment with Board, City and residents E S N U
- Effectively work with City Blue Ribbon Commission to further public-private partnership in library improvement effort E S N U
- Building and grounds are kept up and needed repairs and maintenance are done on a timely basis E S N U

Comments:

#7 Totals: E ___ S ___ N ___ U ___

Additional Comments:

[Return this form to the Board President for inclusion in the Summation Form that will be used during the face-to-face appointment with the director.]



LAKE FOREST LIBRARY BOARD

FEBRUARY 2019

Minutes • Agendas • Board Packets

**February 4
Notice of Quorum**

**February 12
Regular Monthly Board Meeting**

**LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045**

February 4, 2019

Notice of Quorum

The Trustees of the Lake Forest Library will be attending the Lake Forest City Council Meeting and reception for Jason Wicha, the new City Manager, Monday, February 4, 2019, starting at 6:30 pm City Hall Council Chambers, 220 E. Deerpath, Lake Forest, Illinois.

Lake Forest Library Board of Trustees
360 E Deerpath Road, Lake Forest, IL 60045
Regular Meeting Minutes
7:30 p.m. February 12, 2019

CALL TO ORDER

President Ron Levitsky called the meeting to order at 7:30 p.m.

APPOINTMENT OF SECRETARY PRO TEM

Catherine Lemmer agreed to take the minutes and serve as secretary for the meeting.

ROLL CALL

Trustees Present: Germaine Arnson, Elizabeth Grob, Andrea Lemke; Ron Levitsky, President; Todd Puch (arrived 7:35 p.m.), David Rose, and Carrie Travers, Vice President.

Absent: Wendy Darling, Treasurer; Beth Parsons, Secretary.

Staff present: Catherine Lemmer, Library Director.

ADDITIONS TO THE AGENDA

None

APPROVAL OF THE AGENDA

Trustee Arnson made a motion, seconded by Trustee Lemke, to approve the agenda. Motion carried unanimously.

OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD, AND CORRESPONDENCE

No request to address the board, nor was there any new correspondence.

APPROVAL OF THE MINUTES

Trustee Rose made a motion, seconded by Trustee Arnson, to approve the January 8, 2019 meeting minutes. Motion carried unanimously.

APPROVAL OF THE JANUARY FINANCIAL REPORT

Ms. Lemmer presented the highlights of the January financial report. After discussion, Trustee Lemke, made a motion, seconded by Trustee Puch, to approve the January 2019 financial report. Motion carried unanimously with a roll call vote.

APPROVAL OF PERSONNEL MATTERS

After discussion, Trustee Levitsky made a motion, seconded by Trustee Rose to make the following positions exempt effective May 1, 2019: Assistant Director, Head of Circulation, Head of Technical Services/IT, Head of Communications, Head of Adult Services, and Head of Youth Services. Motion carried unanimously.

After discussion, Trustee Levitsky made a motion, seconded by Trustee Grob to adopt a 40-hour standard for overtime for all non-exempt employees effective May 1, 2019. Motion carried unanimously.

After discussion, Trustee Levitsky made a motion, seconded by Trustee Travers to adopt, as presented and subject to final legal review, the parental leave policy that (i) provides for three weeks paid leave; (ii) provides continuation of benefits during the paid leave; (iii) does not extend the FMLA 12-week period; (iv) provides one use in a 12-month period; and (v) includes a requirement that the leave be used within six month of the trigger event. Motion carried unanimously.

Ms. Lemmer informed the Board that she had 18 months of prior IMRF credit that she would like to re-instate. IMRF representatives informed Ms. Lemmer of the option at the conclusion of her second year with Lake Forest Library. DeSha Kalmar, Director of Human Resources, asked, that the Board be made aware of Ms. Lemmer's interest in the option and authorize the re-instatement of the service credit. After discussion, Trustee Rose made a motion, seconded by Trustee Travers, to approve the re-instatement of the service credit at Ms. Lemmer's expense. Motion carried unanimously.

FY2020 BUDGET

After discussion, Trustee Ross made a motion, seconded by Trustee Puch to adopt the FY2020 budget as presented. Motion carried unanimously with a roll call vote.

TRANSFER TO RESERVES AS PART OF FY2020 BUDGET

After discussion, Trustee Puch made a motion, seconded by Trustee Travers to transfer \$600,000 in cash-on-hand to capital improvement reserves. The transfer will occur as part of the FY2020 fiscal year. Motion carried unanimously with a roll call vote.

APPROVAL OF 2019 GROUNDS MAINTENANCE AGREEMENT

The Board asked the Library Director to obtain additional quotes and deferred this topic to the March meeting.

APPROVAL LIBRARY DIRECTOR EVALUATION

Trustee Rose explained the proposed process and distributed the evaluation form. The Board asked Ms. Lemmer to provide a self-evaluation summary to the Board in March. Trustee Travers made a motion, seconded by Trustee Arnson, to adopt the proposed process and form. Motion carried unanimously.

Trustee Puch left the meeting at 8:11 pm

STRATEGIC VISION 2050 DISCUSSION

Trustee Levitsky and Director Lemmer updated the board on various aspects of the project. HGA's dome and pedestal restoration plan were shared and discussed. Trustee Travers and Ms. Lemmer updated the Board on the meeting Jim Preschlack. The Board continues to work with Jim Preschlack and Cathy Czerniak on how best to move the project forward.

LIBRARY DIRECTOR REPORT

The Library Director provided programming and service highlights from the past month; an update on the Friends of the Library board meeting; and an update on the benchmarking salary project. She also reported that Ross Shanley-Roberts will be joining the Library staff as Head of Technical Services/IT on February 20.

OLD BUSINESS

None

NEW BUSINESS

None

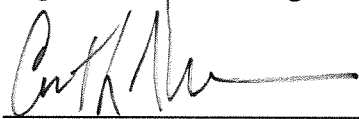
ADJOURMENT

Trustee Arnson made a motion, seconded by Trustee Travers, to adjourn the meeting at 8:52 p.m.

Motion carried unanimously.

Upcoming Meetings

Regular Board Meeting – March 12, 2019 at 7:30 p.m.



Catherine A. Lemmer, Secretary Pro Tem

Minutes approved by the Board on March 12, 2019.

LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045
February 12, 2019
7:30 pm Reed Room – Main Floor
Regular Meeting Agenda

1. Call Meeting to Order
2. Board of Trustees Roll Call
3. Additions to the Agenda
4. For action: Approval of the Agenda
5. Opportunity for the Public to Address the Board and Correspondence
6. For action: Discussion and approval of January 9, 2019 Regular Meeting Minutes
7. For action: Discussion and approval of January 2019 Financial Report
8. For action: Discussion and approval of personnel matters
 - a. Exempt and non-exempt status employees
 - b. 40-hour overtime standard for non-exempt employees
 - c. Parental Leave Policy
 - d. IMRF credit
9. For action: Discussion and approval of Budget FY2020
10. For action: Discussion and approval of increasing restricted reserves
11. For action: Discussion and approval of 2019 grounds maintenance agreement
12. For action: Discussion and approval of Library Director Evaluation Process
13. Update on Vision 2050 project
 - a. For action: Discussion and approval of community stakeholder process
14. Library Director Report
15. Unfinished Business
16. New Business
17. Adjournment

Upcoming Meetings

Regular Board Meeting: March 12, 2018, 7:30 pm, Reed Room

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.

**LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045
February 12, 2019
7:30 p.m. Reed Room – Main Floor
Regular Monthly Meeting
Board Materials**

1. Agenda
2. January 9, 2019 Regular Meeting Minutes
3. January 2019 Financial Report

LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045
February 12, 2019
7:30 pm Reed Room – Main Floor
Regular Meeting Agenda

1. Call Meeting to Order
2. Board of Trustees Roll Call
3. Additions to the Agenda
4. For action: Approval of the Agenda
5. Opportunity for the Public to Address the Board and Correspondence
6. For action: Discussion and approval of January 9, 2019 Regular Meeting Minutes
7. For action: Discussion and approval of January 2019 Financial Report
8. For action: Discussion and approval of personnel matters
 - a. Exempt and non-exempt status employees
 - b. 40-hour overtime standard for non-exempt employees
 - c. Parental Leave Policy
 - d. IMRF credit
9. For action: Discussion and approval of Budget FY2020
10. For action: Discussion and approval of increasing restricted reserves
11. For action: Discussion and approval of 2019 grounds maintenance agreement
12. For action: Discussion and approval of Library Director Evaluation Process
13. Update on Vision 2050 project
 - a. For action: Discussion and approval of community stakeholder process
14. Library Director Report
15. Unfinished Business
16. New Business
17. Adjournment

Upcoming Meetings

Regular Board Meeting: March 12, 2018, 7:30 pm, Reed Room

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.

Lake Forest Library Board of Trustees
360 E Deerpath Road, Lake Forest, IL 60045
Regular Meeting Minutes
7:30 p.m. January 8, 2019

CALL TO ORDER

President Ron Levitsky called the meeting to order at 7:30 p.m.

APPOINTMENT OF SECRETARY PRO TEM

Catherine Lemmer agreed to take the minutes and serve as secretary for the meeting.

ROLL CALL

Trustees Present: Germaine Arnson; Wendy Darling, Treasurer; Andrea Lemke; Ron Levitsky, President; David Rose; Carrie Travers, Vice President.

Absent: Elizabeth Grob, Beth Parsons, Secretary; and Todd Puch

Staff present: Catherine Lemmer, Library Director.

ADDITIONS TO THE AGENDA

None

APPROVAL OF THE AGENDA

Trustee Arnson made a motion, seconded by Trustee Rose, to approve the agenda. Motion carried unanimously.

OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD, AND CORRESPONDENCE

No request to address the board, nor was there any new correspondence.

APPROVAL OF THE MINUTES

Trustee Darling made a motion, seconded by Trustee Lemke, to approve the following meeting minutes. Motion carried unanimously.

December 11, 2018 Board Meeting Minute
November 13, 2018 Finance Committee Meeting Minutes
June 13, 2017 Service Committee Meeting Minutes
June 13, 2017 Nominating Committee Meeting Minutes

APPROVAL OF THE DECEMBER FINANCIAL REPORT

Ms. Lemmer presented the highlights of the December financial report. After discussion, Trustee Rose, made a motion, seconded by Trustee Arnson, to approve the December 2018 financial report. Motion carried unanimously with a roll call vote.

STRATEGIC VISION 2050 DISCUSSION

Trustee Levitsky and Director Lemmer updated the board on various aspects of the project. Trustee Levitsky identified the key areas for library board input: managing the on-going repairs of the building; managing the next steps with the dome restoration; providing input into the case statement; and serving on the Blue Ribbon Committee subcommittees.

LIBRARY DIRECTOR REPORT

The Library Director provided highlights of the past month, including the migration to the payroll module in BS&A and the receipt of three gifts in December 12,000 from The Buchanan Family Foundation, \$3,000 from The Dick Family Foundation, and \$300 from the Mary F. and David D. Grumhaus Fund. She also reported that the rewrapping of the dome was completed and the elevator fully functional. The new custodial service, Imperial Cleaning, is working out very well. Patrons and staff report that the building is cleaner.

UPDATE ON THE PERSONNEL PROJECT – NEW POSITION DESCRIPTIONS

Work on the position descriptions will wrap up this week. Benchmarking should finish by end of January. The consultant, Christine Weber, made some restructuring suggestions. Ms. Weber's suggestions and the benchmarking which will be presented to the board in February.

PARENTAL LEAVE POLICY

The Library Director shared with the Board parental leave policies adopted by other libraries and lead a discussion of the merits of such a policy. Ms. Lemmer suggested that the adoption of the policy, if any, should match the start of the new fiscal year. The Board asked Ms. Lemmer to put together additional financial information and bring it back to the board for additional discussion in February.

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 for the purpose of approving executive session minutes from 2018, evaluating the need for confidentiality of executive session minutes, and authorizing the destruction of audio recordings as needed.

Trustee Arnson made a motion, seconded by Trustee Travers, to enter executive session at 8:15 p.m. Motion carried unanimously with a roll call vote.

At 8:25 p.m., Trustee Arnson made a motion, seconded by Trustee Darling, to end the Executive Session. Motion carried unanimously with a roll call vote.

At return to open session, roll call was taken: Trustees Present: Germaine Arnson; Wendy Darling, Treasurer; Andrea Lemke; Ron Levitsky, President; David Rose; Carrie Travers, Vice President. Also present, Catherine A. Lemmer, Library Director.

Trustee Lemke made a motion, seconded by Trustee Travers, to:

1. Approve the minutes of the following Executive Sessions:

May 8, 2018 – Regular Board Meeting March 13, 2018 – Finance Committee

2. Keep the minutes of the following Executive Sessions closed as the Board finds that the need for confidentiality still exists as provided under 5 ILCS 120/2(c):

April 10, 2018 – Regular Board Meeting May 8, 2018 – Regular Board Meeting
January 29, 2018 – Regular Board Meeting January 9, 2018 – Regular Board Meeting
January 9, 2018 – Finance Committee

3. Open the minutes for public treatment of the following Executive Sessions as the Board finds that the need for confidentiality no longer exists as provided under 5 ILCS 120/2(c)1:

March 13, 2018 – Regular Board Meeting March 13, 2018 Finance Committee
October 10, 2017 – Regular Board Meeting July 11, 2017 – Regular Board Meeting
April 11, 2017 – Regular Board Meeting March 14, 2016 – Regular Board Meeting
March 7, 2017 – Regular Board Meeting March 3, 2016 – Regular Board Meeting
March 2, 2016 – Regular Board Meeting February 11, 2016 – Regular Board Meeting
April 14, 2015 – Regular Board Meeting

4. Authorize the destruction of the audio recordings for the following meetings pursuant to 5 ILCS 120/2.06(c) as the Board finds the minutes accurately represent the proceedings as required by 5 ILCS 120/2.06(a):

April 10, 2018 – Regular Board Meeting May 8, 2018 – Regular Board Meeting
March 13, 2018 – Regular Board Meeting March 13, 2018 Finance Committee
January 29, 2018 – Regular Board Meeting January 9, 2018 – Regular Board Meeting
January 9, 2018 – Finance Committee October 10, 2017 – Regular Board Meeting
July 11, 2017 – Regular Board Meeting April 11, 2017 – Regular Board Meeting
March 14, 2016 – Regular Board Meeting March 7, 2017 – Regular Board Meeting
March 3, 2016 – Regular Board Meeting March 2, 2016 – Regular Board Meeting
February 11, 2016 – Regular Board Meeting April 14, 2015 – Regular Board Meeting

The motion carried unanimously with a roll call vote.

DISCUSSION OF LIBRARY DIRECTOR REVIEW PROCESS

President Levitsky introduced the topic and thanked Trustee Rose for his leadership on this matter. Trustee Rose updated the Board on the Long-Range Planning Committee's work on a proposed review process that would tie into the Library's goals. He outlined the importance of a review process and Committee's recommendation to use the following pillars for the annual review: staff relationships, management and administrative systems; board relationship; library's strategic plan and LT planning; financial responsibility and oversight; library programs, services, and assets; community relations and stakeholder management; and facilities management. He reported that the Committee plans to meet Tuesday, January 22, 2019, at 6:30 p.m., to discuss library goals for FY2020 and invited all Trustees to attend.

OLD BUSINESS

None

NEW BUSINESS

None

ADJOURMENT

Trustee Rose made a motion, seconded by Trustee Lemke, to adjourn the meeting at 8:27 p.m.
Motion carried unanimously.

Upcoming Meetings

Long-Range Planning Committee – January 28, 2019 at 6:30 p.m.
Regular Board Meeting – February 12, 2019 at 7:30 p.m.

Catherine A. Lemmer, Secretary Pro Tem

Minutes approved by the Board on February 12, 2019.

Lake Forest Library
Year-to-Date Monthly Financial Report
January 2019
Month 9
FY2019

Agenda Item 7

REVENUES	Current Month Actual	Year to Date Actual	Year to Date Budget	Annual Budget	Over/(Under) Variance	% of Annual Budget
Funds on Hand 5/1	\$2,137,906	\$2,137,906	\$2,137,906	\$1,650,000		
Tax Based (Levy, SSN, IMRF)	\$2	\$4,083,066	\$3,061,736	\$4,082,315	\$1,021,329	100.02%
Non Tax Based	\$16,440	\$145,923	\$41,138	\$54,850	\$104,786	266.04%
Gifts (includes Friends)	\$18,300	\$85,089	\$52,500	\$70,000	\$32,589	121.56%
TOTAL REVENUES	\$34,742	\$4,314,078	\$3,155,374	\$4,207,165	\$1,158,704	102.54%
TOTAL FUNDS ON HAND	\$2,172,648	\$6,451,984	\$5,293,280	\$5,857,165	\$1,158,704	
Sug. Reserve: \$1,388,364 (33%)						
Actual: \$2,137,906 (51%)						
EXPENDITURES						
Salaries & Wages	\$192,455	\$1,213,764	\$1,447,730	\$1,882,049	(\$233,966)	64.49%
Fringes	\$27,181	\$219,487	\$296,229	\$385,098	(\$76,742)	57.00%
SSN	\$14,987	\$91,377	\$110,752	\$143,977	(\$19,375)	63.47%
IMRF	\$22,998	\$111,112	\$188,205	\$244,666	(\$77,092)	45.41%
Materials (print, AV, online)	\$50,198	\$425,750	\$435,000	\$580,000	(\$9,250)	73.41%
O.O.E.	\$47,615	\$381,506	\$427,781	\$570,375	(\$46,276)	66.89%
Building Maintenance	\$7,924	\$121,647	\$147,000	\$196,000	(\$25,353)	62.06%
Sub Total	\$363,359	\$2,564,644	\$3,052,697	\$4,002,165	(\$488,053)	64.08%
Capital	\$74,260	\$94,477	\$153,750	\$205,000	(\$59,273)	46.09%
TOTAL	\$437,618	\$2,659,120	\$3,206,447	\$4,207,165	(\$547,326)	63.20%
BALANCE	\$1,735,029	\$3,792,863	\$2,086,833	\$1,650,000	\$1,706,030	
RESERVES						
Capital Improvements	\$850,000					
Technology Improvements	\$300,000					
Capital Equipment	\$300,000					
	\$1,450,000					

**Lake Forest Library
January 2019 (Month 9) FY2019
Financial Notes**

Revenues

Funds on Hand: \$2,137,906 (unrestricted).

Tax Based: \$4,083,066; payments received in June and September. Includes \$20,056 in Replacement Personal Property Tax (\$10,000 budget). 100% of FY budget.

Non-Tax Based: \$145,923 non-tax revenues: 266% of FY budget (Library income from fines, fees, and investment income). Includes impact fee of \$16,043 (\$12,000 budget); Illinois per capita grant of \$24,219; and investment income of \$88,181 (\$25,000 budget).

Gifts: \$85,089 includes Friends grant of \$62,000.

Expenditures

Salaries, Fringes: \$1,213,764 for salaries: 65% of FY budget; \$421,966 for fringes: 55% of FY budget. Includes: \$91,377 for SSN: 63% of FY budget; \$111,112 for IMRF: 45% of FY budget. Longevity pay of \$14,984 was paid in December and is included in the salary line.

Materials; Books, AV and Electronic Services: \$425,725: 73% of FY budget. Includes annual database subscription payments and robust e-resource purchasing.

Other Operating Expenditures: \$381,506: 67% of FY budget. Includes legal (\$4,725) and HGA and Christine Weber (HR consultant) payments (\$62,219) (Special Project line) (Overall for HGA is \$72,602); audit fee of \$6,785; and administrative fee of \$16,664.

Building Maintenance: \$121,647: 62% of FY budget. Reflects cleaning contract, service calls and repairs for HVAC and other systems; and annual liability and casualty insurance.

Capital: \$94,477: 46% of budget. Reflects dome re-wrap and Suburban Elevator repair of elevator.

Reserves

\$3,587,906. Operating cash reserve (fund balance-unassigned) is currently at \$2,137,906 due to FY2018 year-end increase in fund balance arising out of gifts, capital savings, and fiscal management; this amount can be reduced to \$1,650,000 (35% of operating expenditures) with a transfer of surplus to increase reserves for capital equipment (\$300,000), capital improvements (\$850,000), and technology (\$300,000).

Year to Date FY2019: 63% of budget expenses; 103% budget revenues



LAKE FOREST LIBRARY BOARD

MARCH 2019

Minutes • Agendas • Board Packets

March 12

Regular Monthly Board Meeting

March 13

Notice of Quorum

Lake Forest Library Board of Trustees
360 E Deerpath Road, Lake Forest, IL 60045
Regular Meeting Minutes
7:30 p.m. March 12, 2019

CALL TO ORDER

President Ron Levitsky called the meeting to order at 7:30 p.m.

APPOINTMENT OF SECRETARY PRO TEM

Catherine Lemmer agreed to take the minutes and serve as secretary for the meeting.

ROLL CALL

Trustees Present: Germaine Arnson, Elizabeth Grob, Wendy Darling, Treasurer; Andrea Lemke, Ron Levitsky, President; Todd Puch (arrived 7:34 p.m.), David Rose, and Carrie Travers, Vice President. Absent: Beth Parsons, Secretary. Staff present: Catherine Lemmer, Library Director.

ADDITIONS TO THE AGENDA

None

APPROVAL OF THE AGENDA

Trustee Arnson made a motion, seconded by Trustee Rose, to approve the agenda. Motion carried unanimously.

OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD, AND CORRESPONDENCE

No request to address the board, nor was there any new correspondence.

APPROVAL OF THE MINUTES

Trustee Lemke made a motion, seconded by Trustee Grob, to approve the February 12, 2019 meeting minutes. Motion carried unanimously.

APPROVAL OF THE FEBRUARY FINANCIAL REPORT

Ms. Lemmer presented the highlights of the February financial report. After discussion, Trustee Puch, made a motion, seconded by Trustee Lemke, to approve the February 2019 financial report. Motion carried unanimously with a roll call vote.

APPROVAL OF THE FY2020 LIBRARY CALENDAR

Ms. Lemmer presented the FY2020 library calendar. After discussion, Trustee Arnson, made a motion, seconded by Trustee Grob, to approve the FY2020 library calendar. Motion carried unanimously.

LIBRARY DIRECTOR REPORT

Ms. Lemmer distributed the Strategic Plan update. She also distributed and presented the 2019 Workplace Evaluation and a comparison of scores from 2018. She then presented highlights from her monthly report, including that on a year-to-date (unaudited), the library is pacing at a 9% increase in circulation, driven in part by a 34% increase in digital checkouts, and a 2% increase in library visits. The Youth and Adult Services Department Heads are participating in the materials and programming budgets for the first time with good success. Ms. Lemmer noted that Joy

Schmoll, Head of Communications, and Ross Shanley-Roberts, Head of Technical Services/IT, are being leveraged to work on programming, budget, and statistical work. The library will continue to do this for the short term as it investigates other positions and reassignment of some work.

Ms. Lemmer will work with the Joy Schmoll, Head of Communications, to design a Sunday hours survey and with Ross Shanley-Roberts, Head of Technical Services/IT, on a data review to see if it is possible to measure patron usage by ward.

STRATEGIC VISION 2050 DISCUSSION

Trustee Levitsky and Director Lemmer updated the board on the project. Ms. Lemmer reviewed the work HGA was to provide under the initial scope of work and the original proposed timing. After a lengthy discussion, the Board asked Ms. Lemmer to request a scope of work from HGA for two schematic drawings, one based on the existing building, and the other based on a building that would reflect the existing building's historic nature; both based on the needs and wishes outlined in the 2017 Community Survey, 2017-2019 Strategic Plan, April 2018 community forums, and a building program document. The Board asked Ms. Lemmer to continue to work with Jim Preschlack and Cathy Czerniak on how best to move the project forward.

Ms. Lemmer advised that the letter to the Plan Commission regarding the North McKinley Road Project had been delivered and that she planned to attend the March 13 Commission Meeting.

APPROVAL OF 2019 GROUNDS MAINTENANCE AGREEMENT

Ms. Lemmer presented proposals from Mariani Landscape, Landscape Concepts Management, and don fiore company, inc. for grounds maintenance. After discussion, Trustee Puch made a motion, seconded by Trustee Travers, to approve the Commercial Landscape Management 2019 contract with Mariani Landscape as presented. Motion carried unanimously with a roll call vote.

UNFINISHED BUSINESS

None

NEW BUSINESS

None


ADJOURNMENT

Trustee Darling made a motion, seconded by Trustee Travers, to adjourn the meeting at 8:47p.m. Motion carried unanimously.

Upcoming Meetings

Long Range Planning Committee – April 5, 2019, 1:00 p.m.

Regular Board Meeting – April 9, 2019 at 7:30 p.m.


Catherine A. Lemmer, Secretary Pro Tem

Minutes approved by the Board on April 9, 2019.

LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045
March 12, 2019
7:30 pm Reed Room – Main Floor
Regular Meeting Agenda

1. Call Meeting to Order
2. Board of Trustees Roll Call
3. Additions to the Agenda
4. For action: Approval of the Agenda
5. Opportunity for the Public to Address the Board and Correspondence
6. For action: Discussion and approval of February 12, 2019 Regular Meeting Minutes
7. For action: Discussion and approval of February 2019 Financial Report
8. For action: Discussion and approval of FY2020 Calendar
9. Update on Vision 2050 project
10. Library Director Report
11. Unfinished Business
 - a. For action: Discussion and approval of 2019 grounds maintenance agreement
12. New Business
13. Adjournment

Upcoming Meetings

Regular Board Meeting: April 9, 2018, 7:30 pm, Reed Room

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.

**LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045
March 12, 2019
7:30 p.m. Reed Room – Main Floor
Regular Monthly Meeting
Board Materials**

1. Agenda
2. February 12, 2019 Regular Meeting Minutes
3. February 2019 Financial Report
4. FY2020 Calendar

LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045
March 12, 2019
7:30 pm Reed Room – Main Floor
Regular Meeting Agenda

1. Call Meeting to Order
2. Board of Trustees Roll Call
3. Additions to the Agenda
4. For action: Approval of the Agenda
5. Opportunity for the Public to Address the Board and Correspondence
6. For action: Discussion and approval of February 12, 2019 Regular Meeting Minutes
7. For action: Discussion and approval of February 2019 Financial Report
8. For action: Discussion and approval of FY2020 Calendar
9. Update on Vision 2050 project
10. Library Director Report
11. Unfinished Business
 - a. For action: Discussion and approval of 2019 grounds maintenance agreement
12. New Business
13. Adjournment

Upcoming Meetings

Regular Board Meeting: April 9, 2018, 7:30 pm, Reed Room

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.

Lake Forest Library Board of Trustees
360 E Deerpath Road, Lake Forest, IL 60045
Regular Meeting Minutes
7:30 p.m. February 12, 2019

CALL TO ORDER

President Ron Levitsky called the meeting to order at 7:30 p.m.

APPOINTMENT OF SECRETARY PRO TEM

Catherine Lemmer agreed to take the minutes and serve as secretary for the meeting.

ROLL CALL

Trustees Present: Germaine Arnson, Elizabeth Grob, Andrea Lemke; Ron Levitsky, President; Todd Puch (arrived 7:35 p.m.), David Rose, and Carrie Travers, Vice President.

Absent: Wendy Darling, Treasurer; Beth Parsons, Secretary.

Staff present: Catherine Lemmer, Library Director.

ADDITIONS TO THE AGENDA

None

APPROVAL OF THE AGENDA

Trustee Arnson made a motion, seconded by Trustee Lemke, to approve the agenda. Motion carried unanimously.

OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD, AND CORRESPONDENCE

No request to address the board, nor was there any new correspondence.

APPROVAL OF THE MINUTES

Trustee Rose made a motion, seconded by Trustee Arnson, to approve the January 8, 2019 meeting minutes. Motion carried unanimously.

APPROVAL OF THE JANUARY FINANCIAL REPORT

Ms. Lemmer presented the highlights of the January financial report. After discussion, Trustee Lemke, made a motion, seconded by Trustee Puch, to approve the January 2019 financial report. Motion carried unanimously with a roll call vote.

APPROVAL OF PERSONNEL MATTERS

After discussion, Trustee Levitsky made a motion, seconded by Trustee Rose to make the following positions exempt effective May 1, 2019: Assistant Director, Head of Circulation, Head of Technical Services/IT, Head of Communications, Head of Adult Services, and Head of Youth Services. Motion carried unanimously.

After discussion, Trustee Levitsky made a motion, seconded by Trustee Grob to adopt a 40-hour standard for overtime for all non-exempt employees effective May 1, 2019. Motion carried unanimously.

After discussion, Trustee Levitsky made a motion, seconded by Trustee Travers to adopt, as presented and subject to final legal review, the parental leave policy that (i) provides for three weeks paid leave; (ii) provides continuation of benefits during the paid leave; (iii) does not extend the FMLA 12-week period; (iv) provides one use in a 12-month period; and (v) includes a requirement that the leave be used within six month of the trigger event. Motion carried unanimously.

Ms. Lemmer informed the Board that she had 18 months of prior IMRF credit that she would like to re-instate. IMRF representatives informed Ms. Lemmer of the option at the conclusion of her second year with Lake Forest Library. DeSha Kalmar, Director of Human Resources, asked, that the Board be made aware of Ms. Lemmer's interest in the option and authorize the re-instatement of the service credit. After discussion, Trustee Rose made a motion, seconded by Trustee Travers, to approve the re-instatement of the service credit at Ms. Lemmer's expense. Motion carried unanimously.

FY2020 BUDGET

After discussion, Trustee Ross made a motion, seconded by Trustee Puch to adopt the FY2020 budget as presented. Motion carried unanimously with a roll call vote.

TRANSFER TO RESERVES AS PART OF FY2020 BUDGET

After discussion, Trustee Puch made a motion, seconded by Trustee Travers to transfer \$600,000 in cash-on-hand to capital improvement reserves. The transfer will occur as part of the FY2020 fiscal year. Motion carried unanimously with a roll call vote.

APPROVAL OF 2019 GROUNDS MAINTENANCE AGREEMENT

The Board asked the Library Director to obtain additional quotes and deferred this topic to the March meeting.

APPROVAL LIBRARY DIRECTOR EVALUATION

Trustee Rose explained the proposed process and distributed the evaluation form. The Board asked Ms. Lemmer to provide a self-evaluation summary to the Board in March. Trustee Travers made a motion, seconded by Trustee Arnson, to adopt the proposed process and form. Motion carried unanimously.

Trustee Puch left the meeting at 8:11 pm

STRATEGIC VISION 2050 DISCUSSION

Trustee Levitsky and Director Lemmer updated the board on various aspects of the project. HGA's dome and pedestal restoration plan were shared and discussed. Trustee Travers and Ms. Lemmer updated the Board on the meeting Jim Preschlack. The Board continues to work with Jim Preschlack and Cathy Czerniak on how best to move the project forward.

Lake Forest Library Board of Trustees
Regular Meeting Minutes
February 12, 2019

LIBRARY DIRECTOR REPORT

The Library Director provided programming and service highlights from the past month; an update on the Friends of the Library board meeting; and an update on the benchmarking salary project. She also reported that Ross Shanley-Roberts will be joining the Library staff as Head of Technical Services/IT on February 20.

OLD BUSINESS

None

NEW BUSINESS

None

ADJOURMENT

Trustee Arnson made a motion, seconded by Trustee Travers, to adjourn the meeting at 8:52 p.m.

Motion carried unanimously.

Upcoming Meetings

Regular Board Meeting – March 12, 2019 at 7:30 p.m.

Catherine A. Lemmer, Secretary Pro Tem

Minutes approved by the Board on March 12, 2019.

Lake Forest Library
Year-to-Date Monthly Financial Report
February 2019
Month 10
FY2019

Agenda Item 7

REVENUES	Current Month Actual	Year to Date Actual	Year to Date Budget	Annual Budget	Over/(Under) Variance	% of Annual Budget
Funds on Hand 5/1	\$2,137,906	\$2,137,906	\$2,137,906	\$1,650,000		
Tax Based (Levy, SSN, IMRF)	\$4,219	\$4,087,285	\$3,401,929	\$4,082,315	\$685,356	100.12%
Non Tax Based	\$17,745	\$163,668	\$45,708	\$54,850	\$117,960	298.39%
Gifts (includes Friends)	\$5,550	\$90,639	\$58,333	\$70,000	\$32,306	129.48%
TOTAL REVENUES	\$27,515	\$4,341,592	\$3,505,971	\$4,207,165	\$835,621	103.20%
TOTAL FUNDS ON HAND	\$2,165,421	\$6,479,498	\$5,643,877	\$5,857,165	\$835,621	
Sug. Reserve: \$1,388,364 (33%)						
Actual: \$2,137,906 (51%)						
EXPENDITURES						
Salaries & Wages	\$139,066	\$1,352,831	\$1,592,503	\$1,882,049	(\$239,672)	71.88%
Fringes	\$24,906	\$244,393	\$325,852	\$385,098	(\$81,459)	63.46%
SSN	\$10,417	\$101,794	\$121,827	\$143,977	(\$20,033)	70.70%
IMRF	\$10,221	\$121,333	\$207,025	\$244,666	(\$85,692)	49.59%
Materials (print, AV, online)	\$42,488	\$468,238	\$483,333	\$580,000	(\$15,095)	80.73%
O.O.E.	\$42,337	\$423,842	\$475,313	\$570,375	(\$51,470)	74.31%
Building Maintenance	\$11,291	\$132,938	\$163,333	\$196,000	(\$30,395)	67.83%
Sub Total	\$280,726	\$2,845,370	\$3,369,186	\$4,002,165	(\$523,817)	71.10%
Capital	\$0	\$94,477	\$170,833	\$205,000	(\$76,357)	46.09%
TOTAL	\$280,726	\$2,939,846	\$3,540,019	\$4,207,165	(\$600,173)	69.88%
BALANCE	\$1,884,695	\$3,539,652	\$2,103,857	\$1,650,000	\$1,435,795	
RESERVES						
Capital Improvements	\$850,000					
Technology Improvements	\$300,000					
Capital Equipment	\$300,000					
	\$1,450,000					

**Lake Forest Library
February 2019 (Month 10) FY2019
Financial Notes**

Revenues

Funds on Hand: \$2,137,906 (unrestricted).

Tax Based: \$4,087,285; payments received in June and September. Includes \$24,275 in Replacement Personal Property Tax (\$10,000 budget). 100% of FY budget.

Non-Tax Based: \$163,668 non-tax revenues: 298% of FY budget (Library income from fines, fees, and investment income). Includes impact fee of \$18,526 (\$12,000 budget); Illinois per capita grant of \$24,219; and investment income of \$100,914.75 (\$25,000 budget).

Gifts: \$90,639 includes Friends grant of \$62,000 and \$28,639 in gifts.

Expenditures

Salaries, Fringes: \$1,352,831 for salaries: 72% of FY budget; \$467,520 for fringes: 60% of FY budget. Includes: \$101,794 for SSN: 71% of FY budget; \$121,333 for IMRF: 50% of FY budget. Longevity pay of \$14,984 was paid in December and is included in the salary line.

Materials; Books, AV and Electronic Services: \$468,238: 81% of FY budget. Includes annual database subscription payments and robust e-resource purchasing.

Other Operating Expenditures: \$423,842: 64% of FY budget. Includes legal (\$4,725) and HGA and Christine Weber (HR consultant) payments (Special Project line); audit fee of \$6,785; and administrative fee of \$20,830. Overage in line due to December evaluation of dome and pedestal.

Building Maintenance: \$132,938: 68% of FY budget. Reflects cleaning contract, service calls and repairs for HVAC and other systems; and annual liability and casualty insurance.

Capital: \$94,477: 46% of budget. Reflects dome re-wrap and Suburban Elevator repair of elevator.

Reserves

\$3,587,906. Operating cash reserve (fund balance-unassigned) is currently at \$2,137,906 due to FY2018 year-end increase in fund balance arising out of gifts, capital savings, and fiscal management; this amount can be reduced to \$1,650,000 (35% of operating expenditures) with a transfer of surplus to increase reserves for capital equipment (\$300,000), capital improvements (\$850,000), and technology (\$300,000).

Year to Date FY2019: 70% of budget expenses; 103% budget revenues



**LIBRARY HOURS
May 2019 – April 2020**

Monday – Thursday: 9:00 am – 9:00 pm
Friday: 9:00 am – 6:00 pm
Saturdays: 9:00 am – 5:00 pm
Sundays: 1:00 pm – 5:00 pm (Labor Day through Memorial Day)

Library Closures

Memorial Day	Monday, May 27, 2019
Independence Day Eve	Wednesday, July 3, 2019 (close at 5:00 pm)
Independence Day	Thursday, July 4, 2019
Lake Forest Day	Wednesday, August 7, 2019 (closed during parade hours)
Labor Day	Monday, September 2, 2019
Thanksgiving Eve	Wednesday, November 27, 2019 (close at 5:00 pm)
Thanksgiving Day	Thursday, November 28, 2019
Christmas Eve	Tuesday, December 24, 2019
Christmas Day	Wednesday, December 25, 2019
New Year's Eve	Tuesday, December 31, 2019 (close at 5:00 pm)
New Year's Day	Wednesday, January 1, 2020
Sunday Closing	Sunday, April 12, 2020

TBD: Staff In-Service Day(s): Fall ½ day; Spring ½ day - full day.

Floating and Personal Holidays

Personal Day (June)	June 1, 2019
Lake Forest Day	Wednesday, August 7, 2019
Veterans Day	Monday, November 11, 2019
Personal Day (January)	January 1, 2020
Presidents' Day	Monday, February 17, 2020
Personal Day (March)	March 1, 2020

**LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045**

March 13, 2019

Notice of Quorum

The Trustees of the Lake Forest Library will be attending the Lake Forest Plan Commission Meeting, Wednesday, March 13, 2019, starting at 6:30 pm City Hall Council Chambers, 220 E. Deerpath, Lake Forest, Illinois.



LAKE FOREST LIBRARY BOARD

APRIL 2019

Minutes • Agendas • Board Packets

April 5

Long Range Planning Committee Meeting

April 9

Regular Monthly Board Meeting

April 9

Regular Monthly Board Meeting Executive Session

LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045
Long Range Planning Committee Meeting Minutes
1:00 p.m., April 5, 2019

Call Meeting to Order

The meeting was called to order by Chair David Rose at 1:00 p.m.

Appointment of a Secretary Pro Tem

Ms. Lemmer agreed to take the minutes and serve as secretary for the meeting.

Roll Call

Present: David Rose, Chair; Trustee Arnson, and Trustee Travers. Guest: Catherine Lemmer, Library Director.

Additions to the Agenda

None.

Approval of the Agenda

Trustee Arnson made a motion, seconded by Trustee Travers, to approve the agenda. Motion carried unanimously.

Approval of the January 28, 2019 Minutes

Trustee Travers made a motion, seconded by Trustee Arnson, to approve the minutes of the January 28, 2019 committee meeting as presented. Motion carried unanimously.

Opportunity for the Public to Address the Board Committee

None.

Discussion of the Strategic Plan Project

The Committee discussed the upcoming strategic plan and its focus. The committee discussed the proper process, possibility of using a consultant, and how the facility impacts the new strategic plan. The Chair indicated a need for market research before drafting the strategic plan to understand who and who does not use the library and the reasons for use and non-use. The Committee felt that three years was better than five years and agreed to continue to discuss the elements of the plan. Trustee Travers left the meeting at 2:10 pm.

New Business

None

Unfinished Business

None

Adjournment

Trustee Rose made a motion, seconded by Trustee Arnson, to adjourn the meeting at 2:23 p.m. Motion carried unanimously.



Catherine A. Lemmer, Secretary Pro Tem

Minutes approved by the Board on December 10, 2019.

LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045
Long Range Planning Committee Meeting
April 5, 2019
1:00 p.m. Director's Office – Main Floor

Agenda

1. Call Meeting to Order
2. Appointment of a Secretary Pro Tem
3. Board of Trustees Roll Call
4. Additions to the Agenda
5. For action: Approval of the Agenda
6. Opportunity for the Public to Address the Board and Correspondence
7. For action: Approval of the January 28, 2019 Long Range Planning Committee Minutes
8. For action: Discussion and approval of recommendation to full board regarding 2019-2021 Strategic Plan
9. Unfinished Business
10. New Business
11. Adjournment

Upcoming Meetings

Regular Board Meeting: April 9, 2018, 7:30 pm, Reed Room

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.

LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045
April 5, 2019
Long Range Planning Committee Meeting
1:00 p.m. Director's Office – Main Floor
Board Materials

1. Agenda
2. January 28, 2019 Long Range Planning Committee Minutes

**LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045
Long Range Planning Committee Meeting
April 5, 2019
1:00 p.m. Director's Office – Main Floor**

Agenda

1. Call Meeting to Order
2. Appointment of a Secretary Pro Tem
3. Board of Trustees Roll Call
4. Additions to the Agenda
5. For action: Approval of the Agenda
6. Opportunity for the Public to Address the Board and Correspondence
7. For action: Approval of the January 28, 2019 Long Range Planning Committee Minutes
8. For action: Discussion and approval of recommendation to full board regarding 2019-2021 Strategic Plan
9. Unfinished Business
10. New Business
11. Adjournment

Upcoming Meetings

Regular Board Meeting: April 9, 2018, 7:30 pm, Reed Room

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.

LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045
Long Range Planning Committee Meeting Minutes
6:30 p.m., January 28, 2019

Call Meeting to Order

The meeting was called to order by Chair David Rose at 6:30 p.m.

Appointment of a Secretary Pro Tem

Ms. Lemmer agreed to take the minutes and serve as secretary for the meeting.

Roll Call

Present Board Committee Members: David Rose, Chair; Trustee Arnson, and Trustee Travers. Guest: Catherine Lemmer, Library Director.

Additions to the Agenda

None.

Approval of the Agenda

Trustee Arnson made a motion, seconded by Trustee Travers, to approve the agenda. Motion carried unanimously.

Approval of the January 8, 2019 Minutes

Trustee Travers made a motion, seconded by Trustee Arnson, to approve the minutes of the January 8, 2019 committee meeting as presented. Motion carried unanimously.

Opportunity for the Public to Address the Board Committee

None.

Discussion of Library Director Review Process

The Committee discussed the proposed director evaluation process and form. The agreed upon process and form will be brought to the Board at its meeting on February 12, 2019.

Discussion of Vision 2050 Project

The Committee discussed the proposed stakeholder interview questions and process. Trustee Rose agreed to revise the questions and bring the revised questions to the Board at its meeting on February 12, 2019.

New Business

None

Unfinished Business

None

Adjournment

Trustee Rose made a motion, seconded by Trustee Travers, to adjourn the meeting at 8.28 p.m. Motion carried unanimously.

Catherine A. Lemmer, Secretary Pro Tem
Minutes approved by the Board on April 5, 2019.

Lake Forest Library Board of Trustees
360 E Deerpath Road, Lake Forest, IL 60045
Regular Meeting Minutes
7:30 p.m. April 9, 2019

CALL TO ORDER

President Ron Levitsky called the meeting to order at 7:30 p.m.

APPOINTMENT OF SECRETARY PRO TEM

Catherine Lemmer agreed to take the minutes and serve as secretary for the meeting.

ROLL CALL

Trustees Present: Germaine Arnson, Elizabeth Grob, Wendy Darling, Treasurer; Andrea Lemke, Ron Levitsky, President; David Rose, and Carrie Travers, Vice President.

Absent: Beth Parsons, Secretary; Todd Puch.

Staff present: Catherine Lemmer, Library Director; Kate Buckardt, Manager of Adult Services and Chair of the Inclusive Services Committee Guests: Debbie Christiansen and George Stone, Hill & Stone; Tish Borkowski, Friends of Lake Forest Library.

ADDITIONS TO THE AGENDA

None

APPROVAL OF THE AGENDA

Trustee Rose made a motion, seconded by Trustee Darling, to approve the agenda. Motion carried unanimously.

OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD, AND CORRESPONDENCE

No request to address the board, nor was there any new correspondence.

APPROVAL OF FY2020 INSURANCE COVERAGE

George Stone, President, and Debbie Christiansen, CISR, MLIS, presented an insurance proposal for FY2020. Mr. Stone advised that no contractors doing work for the Library have less than \$1 million in coverage and that the Library was free to send the Certificates of Insurance for them to review. During the discussion, the Board asked Hill & Stone to follow up with Ms. Lemmer with an estimate to raise the overall umbrella. After discussion, Trustee Rose made a motion, seconded by Trustee Darling, to approve the insurance package as presented. Motion carried unanimously with a roll call vote.

Mr. Stone and Ms. Christiansen left the meeting at 7:48 pm.

PRESENTATION BY INCLUSIVE SERVICES COMMITTEE

Kate Buckardt, Manager of Adult Services and Chair of the Inclusive Services Committee, updated the Board on the actions and plans of the newly formed committee. Board members provided information on potential partners. Ms. Buckardt left the meeting at 8:05 p.m.

April 9, 2019

APPROVAL OF THE MINUTES

Trustee Rose made a motion, seconded by Trustee Travers, to approve the March 12, 2019 meeting minutes. Motion carried unanimously.

APPROVAL OF THE MARCH FINANCIAL REPORT

Ms. Lemmer presented the highlights of the March financial report. After discussion, Trustee Darling, made a motion, seconded by Trustee Travers, to approve the March 2019 financial report. Motion carried unanimously with a roll call vote.

APPROVAL OF THE CIT COMPUTER LEASE

Ms. Lemmer presented the CIT Computer Lease. After discussion, Trustee Lemke, made a motion, seconded by Rose, to approve the CIT Lease as presented. Motion carried unanimously with a roll call vote.

LIBRARY DIRECTOR REPORT

Ms. Lemmer updated the Board on initiatives to keep staff informed and up-to-date and the repurposing of the Library's business office into patron space.

UPDATE FROM LONG RANGE PLANNING COMMITTEE

Trustee Rose, Chair of the Long Range Planning Committee, updated the Board on the Committee's efforts and findings. The suggestion is to build on the current plan and develop a three-year strategic plan. Open questions include the use of a consultant, inclusion of the building project, and which tools are best to use to obtain community input (*e.g.*, community survey, other data gathering, focus group).

EXECUTIVE SESSION PURSUANT TO 5 ILCS 120/2(c)1

At 8:37 p.m., Trustee Darling made a motion, seconded by Trustee Rose, to enter 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* to discuss the Library Director's performance evaluation and FY2020 compensation. Motion carried unanimously with a roll call vote.

Ms. Lemmer and Ms. Burkowski left the meeting.

At 9:13 p.m., Trustee Lemke made a motion, seconded by Trustee Arnson, to end the Executive Session and return to open session. Motion carried unanimously with a roll call vote.

Ms. Lemmer re-entered the meeting.

At return to open session, roll call was taken: Trustees Present: Germaine Arnson; Wendy Darling, Treasurer; Elizabeth Grob; Andrea Lemke; Ron Levitsky, President; David Rose; Carrie Travers, Vice President. Also present, Catherine A. Lemmer, Library Director.

APPROVAL OF LIBRARY DIRECTOR PERFORMANCE EVALUATION AND FY2020 COMPENSATION

Trustee Levitsky summarized the discussion of Ms. Lemmer's FY2019 performance evaluation and invited comments from the Board. Trustee Lemke made a motion, seconded by Trustee Rose, to increase Ms. Lemmer's salary to \$122,243 (4.5% increase). Motion carried unanimously with a roll call vote.

Ms. Lemmer expressed her appreciation of all the work and support of the Board and her belief that together they made a great team for the Library. She also expressed her appreciation of the salary increase and noted she is looking forward to working with the Board in the coming year.

STRATEGIC VISION 2050 DISCUSSION

Ms. Lemmer updated the board on the project. She reported on the March 13 Plan Commission Meeting and other steps taken since the last board meeting. The Board asked Ms. Lemmer to continue to work with incoming Mayor George Pandaleon, Jim Preschlack, Alderman, Jason Wicha, City Manager, and Cathy Czerniak, Director of Community Development, on how best to move the project forward.

UNFINISHED BUSINESS

None

NEW BUSINESS

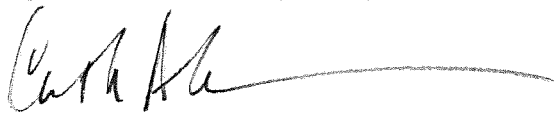
None

ADJOURNMENT

Trustee Grob made a motion, seconded by Trustee Travers, to adjourn the meeting at 9:34 p.m. Motion carried unanimously.

Upcoming Meetings

Regular Board Meeting – May 14, 2019 at 7:30 p.m.



Catherine A. Lemmer, Secretary Pro Tem

Minutes approved by the Board on May 14, 2019.

Lake Forest Library Board of Trustees
360 E Deerpath Road, Lake Forest, IL 60045
Regular Meeting Executive Session Minutes
7:30 p.m. April 9, 2019

EXECUTIVE SESSION PURSUANT TO 5 ILCS 120/2(c)1

At 8:37 p.m., Trustee Darling made a motion, seconded by Trustee Rose, to enter 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* to discuss the Library Director's performance evaluation and FY2020 compensation. Motion carried unanimously with a roll call vote.

Ms. Lemmer and Ms. Burkowski left the meeting.

CALL TO ORDER

President Ron Levitsky called to order an Executive session pursuant to 5 ILCS 120/2(c)1 to discuss the Library Director's performance evaluation and FY2020 compensation.

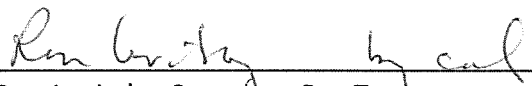
Trustee Levitsky agreed to act as secretary and take the minutes for the Executive Session.

ROLL CALL

Trustees Present: Germaine Arnson; Wendy Darling, Treasurer; Elizabeth Grob; Andrea Lemke; Ron Levitsky, President; David Rose; and Carrie Travers, Vice President.

President Levitsky reviewed the performance evaluation process and the results with the Board. After lengthy discussion, the Board reached consensus to recommend an increase of 4.5% based on Ms. Lemmer's FY2019 performance.

At 9:13 p.m., Trustee Lemke made a motion, seconded by Trustee Arnson, to end the Executive Session and return to open session. Motion carried unanimously with a roll call vote.



Ron Levitsky, Secretary Pro Tem

Minutes approved: August 13, 2019.

LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045
April 9, 2019
7:30 pm Reed Room – Main Floor
Regular Meeting Agenda

1. Call Meeting to Order
2. Board of Trustees Roll Call
3. Additions to the Agenda
4. For action: Approval of the Agenda
5. Opportunity for the Public to Address the Board and Correspondence
6. For action: Discussion and approval of FY2020 insurance coverage
7. Inclusive Services Committee Presentation
8. For action: Discussion and approval of March 12, 2019 Regular Meeting Minutes
9. For action: Discussion and approval of March 2019 Financial Report
10. For action: Discussion and approval of terms of 2020-2023 CIT computer lease
11. Library Director Report
12. Update from Long Range Planning Committee on 2019-2021 Strategic Plan
13. Executive Session: Pursuant to 5 ILCS 120/2(c)1 to discuss FY2019 library director evaluation and compensation
14. For action: Discussion and approval of FY2020 library director compensation
15. Update on Vision 2050 project
 - a. For action: Discussion and approval of next steps
16. Unfinished Business
17. New Business
18. Adjournment

Upcoming Meetings

Regular Board Meeting: May 14, 2018, 7:30 pm, Reed Room

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.

LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045
April 9, 2019
7:30 p.m. Reed Room – Main Floor
Regular Monthly Meeting
Board Materials

1. Agenda
2. March 12, 2019 Regular Meeting Minutes
3. March 2019 Financial Report

LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045
April 9, 2019
7:30 pm Reed Room – Main Floor
Regular Meeting Agenda

1. Call Meeting to Order
2. Board of Trustees Roll Call
3. Additions to the Agenda
4. For action: Approval of the Agenda
5. Opportunity for the Public to Address the Board and Correspondence
6. For action: Discussion and approval of FY2020 insurance coverage
7. Inclusive Services Committee Presentation
8. For action: Discussion and approval of March 12, 2019 Regular Meeting Minutes
9. For action: Discussion and approval of March 2019 Financial Report
10. For action: Discussion and approval of terms of 2020-2023 CIT computer lease
11. Library Director Report
12. Update from Long Range Planning Committee on 2019-2021 Strategic Plan
13. Executive Session: Pursuant to 5 ILCS 120/2(c)1 to discuss FY2019 library director evaluation and compensation
14. For action: Discussion and approval of FY2020 library director compensation
15. Update on Vision 2050 project
 - a. For action: Discussion and approval of next steps
16. Unfinished Business
17. New Business
18. Adjournment

Upcoming Meetings

Regular Board Meeting: May 14, 2018, 7:30 pm, Reed Room

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.

Lake Forest Library Board of Trustees
360 E Deerpath Road, Lake Forest, IL 60045
Regular Meeting Minutes
7:30 p.m. March 12, 2019

CALL TO ORDER

President Ron Levitsky called the meeting to order at 7:30 p.m.

APPOINTMENT OF SECRETARY PRO TEM

Catherine Lemmer agreed to take the minutes and serve as secretary for the meeting.

ROLL CALL

Trustees Present: Germaine Arnson, Elizabeth Grob, Wendy Darling, Treasurer; Andrea Lemke, Ron Levitsky, President; Todd Puch (arrived 7:34 p.m.), David Rose, and Carrie Travers, Vice President. Absent: Beth Parsons, Secretary. Staff present: Catherine Lemmer, Library Director.

ADDITIONS TO THE AGENDA

None

APPROVAL OF THE AGENDA

Trustee Arnson made a motion, seconded by Trustee Rose, to approve the agenda. Motion carried unanimously.

OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD, AND CORRESPONDENCE

No request to address the board, nor was there any new correspondence.

APPROVAL OF THE MINUTES

Trustee Lemke made a motion, seconded by Trustee Grob, to approve the February 12, 2019 meeting minutes. Motion carried unanimously.

APPROVAL OF THE FEBRUARY FINANCIAL REPORT

Ms. Lemmer presented the highlights of the February financial report. After discussion, Trustee Puch, made a motion, seconded by Trustee Lemke, to approve the February 2019 financial report. Motion carried unanimously with a roll call vote.

APPROVAL OF THE FY2020 LIBRARY CALENDAR

Ms. Lemmer presented the FY2020 library calendar. After discussion, Trustee Arnson, made a motion, seconded by Trustee Grob, to approve the FY2020 library calendar. Motion carried unanimously.

LIBRARY DIRECTOR REPORT

Ms. Lemmer distributed the Strategic Plan update. She also distributed and presented the 2019 Workplace Evaluation and a comparison of scores from 2018. She then presented highlights from her monthly report, including that on a year-to-date (unaudited), the library is pacing at a 9% increase in circulation, driven in part by a 34% increase in digital checkouts, and a 2% increase in library visits. The Youth and Adult Services Department Heads are participating in the materials and programming budgets for the first time with good success. Ms. Lemmer noted that Joy

Schmoll, Head of Communications, and Ross Shanley-Roberts, Head of Technical Services/IT, are being leveraged to work on programming, budget, and statistical work. The library will continue to do this for the short term as it investigates other positions and reassignment of some work.

Ms. Lemmer will work with the Joy Schmoll, Head of Communications, to design a Sunday hours survey and with Ross Shanley-Roberts, Head of Technical Services/IT, on a data review to see if it is possible to measure patron usage by ward.

STRATEGIC VISION 2050 DISCUSSION

Trustee Levitsky and Director Lemmer updated the board on the project. Ms. Lemmer reviewed the work HGA was to provide under the initial scope of work and the original proposed timing. After a lengthy discussion, the Board asked Ms. Lemmer to request a scope of work from HGA for two schematic drawings, one based on the existing building, and the other based on a building that would reflect the existing building's historic nature; both based on the needs and wishes outlined in the 2017 Community Survey, 2017-2019 Strategic Plan, April 2018 community forums, and a building program document. The Board asked Ms. Lemmer to continue to work with Jim Preschlack and Cathy Czerniak on how best to move the project forward.

Ms. Lemmer advised that the letter to the Plan Commission regarding the North McKinley Road Project had been delivered and that she planned to attend the March 13 Commission Meeting.

APPROVAL OF 2019 GROUNDS MAINTENANCE AGREEMENT

Ms. Lemmer presented proposals from Mariani Landscape, Landscape Concepts Management, and don fiore company, inc. for grounds maintenance. After discussion, Trustee Puch made a motion, seconded by Trustee Travers, to approve the Commercial Landscape Management 2019 contract with Mariani Landscape as presented. Motion carried unanimously with a roll call vote.

UNFINISHED BUSINESS

None

NEW BUSINESS

None

ADJOURMENT

Trustee Darling made a motion, seconded by Trustee Travers, to adjourn the meeting at 8:47p.m. Motion carried unanimously.

Upcoming Meetings

Long Range Planning Committee – April 5, 2019, 1:00 p.m.

Regular Board Meeting – April 9, 2019 at 7:30 p.m.

Catherine A. Lemmer, Secretary Pro Tem

Minutes approved by the Board on April 9, 2019.

Lake Forest Library
Year-to-Date Monthly Financial Report
March 2019
Month 11
FY2019

Agenda Item 9

REVENUES	Current Month Actual	Year to Date Actual	Year to Date Budget	Annual Budget	Over/(Under) Variance	% of Annual Budget
Funds on Hand 5/1	\$2,137,906	\$2,137,906	\$2,137,906	\$1,650,000		
Tax Based (Levy, SSN, IMRF)	\$1,664	\$4,088,949	\$3,742,122	\$4,082,315	\$346,827	100.16%
Non Tax Based	\$14,070	\$177,738	\$50,279	\$54,850	\$127,459	324.04%
Gifts (includes Friends)	\$300	\$90,939	\$64,167	\$70,000	\$26,772	129.91%
TOTAL REVENUES	\$16,035	\$4,357,627	\$3,856,568	\$4,207,165	\$501,059	103.58%
TOTAL FUNDS ON HAND	\$2,153,941	\$6,495,533	\$5,994,474	\$5,857,165	\$501,059	
Sug. Reserve: \$1,388,364 (33%)						
Actual: \$2,137,906 (51%)						
EXPENDITURES						
Salaries & Wages	\$133,558	\$1,486,389	\$1,737,276	\$1,882,049	(\$250,887)	78.98%
Fringes	\$26,801	\$271,194	\$355,475	\$385,098	(\$84,281)	70.42%
SSN	\$9,974	\$111,768	\$132,902	\$143,977	(\$21,134)	77.63%
IMRF	\$9,900	\$131,233	\$225,846	\$244,666	(\$94,613)	53.64%
Materials (print, AV, online)	\$55,038	\$523,276	\$531,667	\$580,000	(\$8,391)	90.22%
O.O.E.	\$24,211	\$448,053	\$522,844	\$570,375	(\$74,791)	78.55%
Building Maintenance	\$7,444	\$140,382	\$179,667	\$196,000	(\$39,284)	71.62%
Sub Total	\$266,926	\$3,112,295	\$3,685,676	\$4,002,165	(\$573,380)	77.77%
Capital	\$1,712	\$96,189	\$187,917	\$205,000	(\$91,728)	46.92%
TOTAL	\$268,639	\$3,208,485	\$3,873,592	\$4,207,165	(\$665,108)	76.26%
BALANCE	\$1,885,302	\$3,287,048	\$2,120,882	\$1,650,000	\$1,166,166	
RESERVES						
Capital Improvements	\$850,000					
Technology Improvements	\$300,000					
Capital Equipment	\$300,000					
	\$1,450,000					



LAKE FOREST LIBRARY BOARD

MAY 2019

Minutes • Agendas • Board Packets

May 14

Regular Monthly Board Meeting

Lake Forest Library Board of Trustees
360 E Deerpath Road, Lake Forest, IL 60045
Regular Meeting Minutes
7:30 p.m. May 14, 2019

CALL TO ORDER

President Ron Levitsky called the meeting to order at 7:30 p.m.

APPOINTMENT OF SECRETARY PRO TEM

Catherine Lemmer agreed to take the minutes and serve as secretary for the meeting.

ROLL CALL

Trustees Present: Germaine Arnon, Elizabeth Grob, Wendy Darling, Treasurer; Andrea Lemke, Ron Levitsky, President; David Rose, Todd Puch, and Carrie Travers, Vice President. Absent: Beth Parsons, Secretary. Staff present: Catherine Lemmer, Library Director; Joy Schmoll, Head of Communications; and Mandy Russell, Graphic Designer. Guest: Tish Borkowski, Friends of Lake Forest Library.

ADDITIONS TO THE AGENDA

None

APPROVAL OF THE AGENDA

Trustee Puch made a motion, seconded by Trustee Grob, to approve the agenda. Motion carried unanimously.

OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD, AND CORRESPONDENCE

No request to address the board, nor was there any new correspondence.

APPROVAL OF THE MINUTES

Trustee Arnon made a motion, seconded by Trustee Travers, to approve the April 9, 2019 meeting minutes. Motion carried unanimously.

APPROVAL OF THE APRIL FINANCIAL REPORT

Ms. Lemmer presented the highlights of the April financial report. After discussion, Trustee Puch, made a motion, seconded by Trustee Lemke, to approve the April 2019 financial report. Motion carried unanimously with a roll call vote.

COMMUNICATIONS DEPARTMENT PRESENTATION

Joy Schmoll, Head of Communications, and Mandy Russell, Graphic Designer, updated the Board on the department's efforts and goals.

Ms. Schmoll and Ms. Russell left the meeting at 8:01 pm.

APPROVAL OF FY2020 INSURANCE COVERAGE

Ms. Lemmer reported on the new premium to raise the overall umbrella from \$10 million to \$15 million. After discussion, Trustee Puch made a motion, seconded by Trustee Travers, to approve the increased coverage. Motion carried unanimously with a roll call vote.

FORMATION OF THE NOMINATING COMMITTEE

Trustee Levitsky outlined the role of the nominating committee and called for two volunteers. Trustee Arnson and Trustee Puch agreed to serve on the nominating committee and identify a slate of officers for the July 2019-June 2020 term.

LIBRARY DIRECTOR REPORT

Ms. Lemmer updated the Board on personnel changes, new program and resource evaluations, recent and upcoming programs, new materials, and the upcoming Sunday survey. She also updated the board on the issuance of a trespassing warning and continuing facilities issues with the elevator and Kasian Room.

STRATEGIC VISION 2050 DISCUSSION

Ms. Lemmer updated the board on the project. The next step is a meeting with incoming Mayor George Pandaleon, Jason Wicha, City Manager, Cathy Czerniak, Director of Community Development, and HGA. Trustee Travers, Vice President, and Trustee Rose, volunteered to attend the meeting and report at the next board meeting.

UNFINISHED BUSINESS

None

NEW BUSINESS

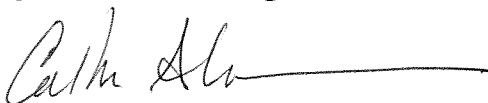
None

ADJOURMENT

Trustee Puch made a motion, seconded by Trustee Travers, to adjourn the meeting at 9:01 p.m. Motion carried unanimously.

Upcoming Meeting

Regular Board Meeting – June 11, 2019 at 7:30 p.m.



Catherine A. Lemmer, Secretary Pro Tem

Minutes approved by the Board on June 11, 2019.

LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045
May 14, 2019
7:30 pm Reed Room – Main Floor
Regular Meeting Agenda

1. Call Meeting to Order
2. Board of Trustees Roll Call
3. Additions to the Agenda
4. For action: Approval of the Agenda
5. Opportunity for the Public to Address the Board and Correspondence
6. For action: Discussion and approval of April 9, 2019 Regular Meeting Minutes
7. For action: Discussion and approval of April 2019 Financial Report
8. Communications Department Report
9. For action: Discussion and approval of FY2020 insurance coverage
10. For action: Formation of nominating committee
11. Library Director Report
12. Update on Vision 2050 project
 - a. For action: Discussion and approval of next steps
13. Unfinished Business
14. New Business
15. Adjournment

Upcoming Meetings

Regular Board Meeting: June 11, 2018, 7:30 pm, Reed Room

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.

**LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045
May 14 2019
7:30 p.m. Reed Room – Main Floor
Regular Monthly Meeting
Board Materials**

1. Agenda
2. April 9, 2019 Regular Meeting Minutes
3. April 2019 Financial Report

LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045
May 14, 2019
7:30 pm Reed Room – Main Floor
Regular Meeting Agenda

1. Call Meeting to Order
2. Board of Trustees Roll Call
3. Additions to the Agenda
4. For action: Approval of the Agenda
5. Opportunity for the Public to Address the Board and Correspondence
6. For action: Discussion and approval of April 9, 2019 Regular Meeting Minutes
7. For action: Discussion and approval of April 2019 Financial Report
8. Communications Department Report
9. For action: Discussion and approval of FY2020 insurance coverage
10. For action: Formation of nominating committee
11. Library Director Report
12. Update on Vision 2050 project
 - a. For action: Discussion and approval of next steps
13. Unfinished Business
14. New Business
15. Adjournment

Upcoming Meetings

Regular Board Meeting: June 11, 2018, 7:30 pm, Reed Room

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.

Lake Forest Library Board of Trustees
360 E Deerpath Road, Lake Forest, IL 60045
Regular Meeting Minutes
7:30 p.m. April 9, 2019

CALL TO ORDER

President Ron Levitsky called the meeting to order at 7:30 p.m.

APPOINTMENT OF SECRETARY PRO TEM

Catherine Lemmer agreed to take the minutes and serve as secretary for the meeting.

ROLL CALL

Trustees Present: Germaine Arnson, Elizabeth Grob, Wendy Darling, Treasurer; Andrea Lemke, Ron Levitsky, President; David Rose, and Carrie Travers, Vice President.

Absent: Beth Parsons, Secretary; Todd Puch.

Staff present: Catherine Lemmer, Library Director; Kate Buckardt, Manager of Adult Services and Chair of the Inclusive Services Committee Guests: Debbie Christiansen and George Stone, Hill & Stone; Tish Borkowski, Friends of Lake Forest Library.

ADDITIONS TO THE AGENDA

None

APPROVAL OF THE AGENDA

Trustee Rose made a motion, seconded by Trustee Darling, to approve the agenda. Motion carried unanimously.

OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD, AND CORRESPONDENCE

No request to address the board, nor was there any new correspondence.

APPROVAL OF FY2020 INSURANCE COVERAGE

George Stone, President, and Debbie Christiansen, CISR, MLIS, presented an insurance proposal for FY2020. Mr. Stone advised that no contractors doing work for the Library have less than \$1 million in coverage and that the Library was free to send the Certificates of Insurance for them to review. During the discussion, the Board asked Hill & Stone to follow up with Ms. Lemmer with an estimate to raise the overall umbrella. After discussion, Trustee Rose made a motion, seconded by Trustee Darling, to approve the insurance package as presented. Motion carried unanimously with a roll call vote.

Mr. Stone and Ms. Christiansen left the meeting at 7:48 pm.

PRESENTATION BY INCLUSIVE SERVICES COMMITTEE

Kate Buckardt, Manager of Adult Services and Chair of the Inclusive Services Committee, updated the Board on the actions and plans of the newly formed committee. Board members provided information on potential partners. Ms. Buckardt left the meeting at 8:05 p.m.

APPROVAL OF THE MINUTES

Trustee Rose made a motion, seconded by Trustee Travers, to approve the March 12, 2019 meeting minutes. Motion carried unanimously.

APPROVAL OF THE MARCH FINANCIAL REPORT

Ms. Lemmer presented the highlights of the March financial report. After discussion, Trustee Darling, made a motion, seconded by Trustee Travers, to approve the March 2019 financial report. Motion carried unanimously with a roll call vote.

APPROVAL OF THE CIT COMPUTER LEASE

Ms. Lemmer presented the CIT Computer Lease. After discussion, Trustee Lemke, made a motion, seconded by Rose, to approve the CIT Lease as presented. Motion carried unanimously with a roll call vote.

LIBRARY DIRECTOR REPORT

Ms. Lemmer updated the Board on initiatives to keep staff informed and up-to-date and the repurposing of the Library's business office into patron space.

UPDATE FROM LONG RANGE PLANNING COMMITTEE

Trustee Rose, Chair of the Long Range Planning Committee, updated the Board on the Committee's efforts and findings. The suggestion is to build on the current plan and develop a three-year strategic plan. Open questions include the use of a consultant, inclusion of the building project, and which tools are best to use to obtain community input (*e.g.*, community survey, other data gathering, focus group).

EXECUTIVE SESSION PURSUANT TO 5 ILCS 120/2(c)1

At 8:37 p.m., Trustee Darling made a motion, seconded by Trustee Rose, to enter 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* to discuss the Library Director's performance evaluation and FY2020 compensation. Motion carried unanimously with a roll call vote.

Ms. Lemmer and Ms. Burkowski left the meeting.

At 9:13 p.m., Trustee Lemke made a motion, seconded by Trustee Arnson, to end the Executive Session and return to open session. Motion carried unanimously with a roll call vote.

Ms. Lemmer re-entered the meeting.

At return to open session, roll call was taken: Trustees Present: Germaine Arnson; Wendy Darling, Treasurer; Elizabeth Grob; Andrea Lemke; Ron Levitsky, President; David Rose; Carrie Travers, Vice President. Also present, Catherine A. Lemmer, Library Director.

APPROVAL OF LIBRARY DIRECTOR PERFORMANCE EVALUATION AND FY2020 COMPENSATION

Trustee Levitsky summarized the discussion of Ms. Lemmer’s FY2019 performance evaluation and invited comments from the Board. Trustee Lemke made a motion, seconded by Trustee Rose, to increase Ms. Lemmer’s salary to \$122,243 (4.5% increase). Motion carried unanimously with a roll call vote.

Ms. Lemmer expressed her appreciation of all the work and support of the Board and her belief that together they made a great team for the Library. She also expressed her appreciation of the salary increase and noted she is looking forward to working with the Board in the coming year.

STRATEGIC VISION 2050 DISCUSSION

Ms. Lemmer updated the board on the project. She reported on the March 13 Plan Commission Meeting and other steps taken since the last board meeting. The Board asked Ms. Lemmer to continue to work with incoming Mayor George Pandaleon, Jim Preschlack, Alderman, Jason Wicha, City Manager, and Cathy Czerniak, Director of Community Development, on how best to move the project forward.

UNFINISHED BUSINESS

None

NEW BUSINESS

None

ADJOURNMENT

Trustee Grob made a motion, seconded by Trustee Travers, to adjourn the meeting at 9:34 p.m. Motion carried unanimously.

Upcoming Meetings

Regular Board Meeting – May 14, 2019 at 7:30 p.m.

Catherine A. Lemmer, Secretary Pro Tem

Minutes approved by the Board on May 14, 2019.

Lake Forest Library
Year-to-Date Monthly Financial Report
April 2019
Unaudited Month 12
FY2019

REVENUES	Current Month Actual	Year to Date Actual	Year to Date Budget	Annual Budget	Over/(Under) Variance	% of Annual Budget
Funds on Hand 5/1	\$1,537,906	\$1,537,906	\$1,650,000	\$1,650,000	\$112,094	
Tax Based (Levy, SSN, IMRF)	\$8,275	\$4,097,224	\$4,082,315	\$4,082,315	\$14,909	100.37%
Non Tax Based	\$15,225	\$192,963	\$54,850	\$54,850	\$138,113	351.80%
Gifts (includes Friends)	\$0	\$90,939	\$70,000	\$70,000	\$20,939	129.91%
TOTAL REVENUES	\$23,501	\$4,381,127	\$4,207,165	\$4,207,165	\$173,962	104.13%
TOTAL FUNDS ON HAND	\$1,561,407	\$5,919,033	\$5,857,165	\$5,857,165	\$286,056	
Sug. Reserve: \$1,388,364 (33%)						
Actual: \$1,537,906 (44%)						
EXPENDITURES						
Salaries & Wages	\$204,515	\$1,690,904	\$1,882,049	\$1,882,049	(\$191,145)	89.84%
Fringes	\$29,941	\$301,135	\$385,098	\$385,098	(\$83,963)	78.20%
SSN	\$15,280	\$127,048	\$143,977	\$143,977	(\$16,929)	88.24%
IMRF	\$15,290	\$146,523	\$244,666	\$244,666	(\$98,143)	59.89%
Materials (print, AV, online)	\$29,936	\$553,212	\$580,000	\$580,000	(\$26,788)	95.38%
O.O.E.	\$41,098	\$489,151	\$570,375	\$570,375	(\$81,224)	85.76%
Building Maintenance	\$7,862	\$148,244	\$196,000	\$196,000	(\$47,756)	75.63%
Sub Total	\$343,921	\$3,456,216	\$4,002,165	\$4,002,165	(\$545,949)	86.36%
Capital	\$1,291	\$97,480	\$205,000	\$205,000	(\$107,520)	47.55%
TOTAL	\$345,212	\$3,553,696	\$4,207,165	\$4,207,165	(\$653,469)	84.47%
BALANCE	\$1,216,195	\$2,365,337	\$1,650,000	\$1,650,000	\$939,525	
RESERVES						
Capital Improvements	\$1,450,000					
Technology Improvements	\$300,000					
Capital Equipment	\$300,000					
	\$2,050,000					



LAKE FOREST LIBRARY BOARD

JUNE 2019

Minutes • Agendas • Board Packets

June 11

Regular Monthly Board Meeting

Lake Forest Library Board of Trustees
360 E Deerpath Road, Lake Forest, IL 60045
Regular Meeting Minutes
7:30 p.m. June 11, 2019

CALL TO ORDER

President Ron Levitsky called the meeting to order at 7:30 p.m.

APPOINTMENT OF SECRETARY PRO TEM

Catherine Lemmer agreed to take the minutes and serve as secretary for the meeting.

ROLL CALL

Trustees Present: Germaine Arnson, Elizabeth Grob, Wendy Darling, Ron Levitsky, David Rose, and Carrie Travers. Absent: Trustees Andrea Lemke, Beth Parsons, and Todd Puch. Secretary. Staff present: Catherine Lemmer, Library Director; Emily Neal, YA Librarian.

ADDITIONS TO THE AGENDA

None

APPROVAL OF THE AGENDA

Trustee Rose made a motion, seconded by Trustee Arnson, to approve the agenda. Motion carried unanimously.

OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD, AND CORRESPONDENCE

No request to address the board, nor was there any new correspondence.

APPROVAL OF THE MINUTES

Trustee Arnson made a motion, seconded by Trustee Travers, to approve the May 14, 2019 meeting minutes. Motion carried unanimously.

APPROVAL OF THE APRIL FINANCIAL REPORT

Ms. Lemmer presented the highlights of the May financial report. After discussion, Trustee Rose, made a motion, seconded by Trustee Darling, to approve the May 2019 financial report. Motion carried unanimously with a roll call vote.

YA TEEN LIBRARIAN PRESENTATION

Emily Neal, YA Librarian, updated the Board on the Library's efforts and goals to serve teens and tweens. Ms. Neal left the meeting at 7:55 pm.

REPORT OF THE NOMINATING COMMITTEE

Trustee Arnson reported the following slate will be presented for a vote at the July Board meeting:

President: Carrie Travers	Vice President: Wendy Darling
Treasurer: David Rose	Secretary: Germaine Arnson

APPROVAL OF FY2020 NON-RESIDENT CARD FEE

Ms. Lemmer explained the formula for determining the fee using tax income, population, and household size is to determine a fee generally equivalent to what a resident pays for a library card. The formula determined a FY2020 non-resident card fee of \$619.13. Trustee Rose made a motion,

seconded by Trustee Travers, to approve the FY2020 non-resident card fee of \$619.13. Motion carried unanimously. Ms. Lemmer will report the new card fee to the Illinois State Library.

APPROVAL OF SUNDAY HOURS

After a lengthy discussion, including a comparison of Sunday hours at other north shore and neighboring libraries and the potential staffing costs, Trustee Levitsky made a motion, seconded by Trustee Grob, to open the Library on Sunday during the months of June, July, and August, starting in 2020. Motion carried unanimously.

APPROVAL OF CHANGE TO PAY SCALE

After a lengthy discussion, including a comparison of the rate of pay at other north shore and neighboring libraries and the potential savings, Trustee Levitsky made a motion, seconded by Trustee Rose, to change the rate of pay from 1.5 (over-time rate) to regular rate on Sundays effective immediately. Motion carried unanimously.

LIBRARY DIRECTOR REPORT

Ms. Lemmer updated the Board on the delivery of the new computers, copier replacement discussions, changes in circulation periods, recent and upcoming programs, new materials, and the Sunday survey. She also reported on landscaping and facilities matters.

STRATEGIC VISION 2050 DISCUSSION

Ms. Lemmer updated the board on the project and reviewed information for the upcoming meeting with incoming Mayor George Pandaleon, Jason Wicha, City Manager, Cathy Czerniak, Director of Community Development, and HGA. Trustee Travers, Vice President, and Trustee Rose, volunteered to attend the June 27 meeting and report at the next board meeting.

UNFINISHED BUSINESS

None

NEW BUSINESS

None

ADJOURMENT

Trustee Arnson made a motion, seconded by Trustee Travers, to adjourn the meeting at 9:0 p.m. Motion carried unanimously.

Upcoming Meeting

Regular Board Meeting – July 9, 2019 at 7:30 p.m.



Catherine A. Lemmer, Secretary Pro Tem

Minutes approved by the Board on July 9, 2019.

LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045
June 11, 2019
7:30 pm Reed Room – Main Floor
Regular Meeting Agenda

1. Call Meeting to Order
2. Board of Trustees Roll Call
3. Additions to the Agenda
4. For action: Approval of the Agenda
5. Opportunity for the Public to Address the Board and Correspondence
6. For action: Discussion and approval of May 14, 2019 Regular Meeting Minutes
7. For action: Discussion and approval of May 2019 Financial Report
8. Emily Neal, YA Librarian Report
9. Report of Nominating Committee
10. For action: Discussion and approval of FY2020 non-resident card fee
11. For action: Discussion and approval of Sunday hours and Sunday pay scale
12. Library Director Report
13. Update on Vision 2050 project
 - a. For action: Discussion and approval of next steps
14. Unfinished Business
15. New Business
16. Adjournment

Upcoming Meetings

Regular Board Meeting: July 9, 2018, 7:30 pm, Reed Room

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.

LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045
June 11, 2019
7:30 pm Reed Room – Main Floor
Board Materials

1. Agenda
2. May 14, 2019 Regular Meeting Minutes
3. May 2019 Financial Report
4. FY2019 Select Statistics
5. FY2020 non-resident card fee
6. Sunday pay scale materials

LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045
June 11, 2019
7:30 pm Reed Room – Main Floor
Regular Meeting Agenda

1. Call Meeting to Order
2. Board of Trustees Roll Call
3. Additions to the Agenda
4. For action: Approval of the Agenda
5. Opportunity for the Public to Address the Board and Correspondence
6. For action: Discussion and approval of May 14, 2019 Regular Meeting Minutes
7. For action: Discussion and approval of May 2019 Financial Report
8. Emily Neal, YA Librarian Report
9. Report of Nominating Committee
10. For action: Discussion and approval of FY2020 non-resident card fee
11. For action: Discussion and approval of Sunday hours and Sunday pay scale
12. Library Director Report
13. Update on Vision 2050 project
 - a. For action: Discussion and approval of next steps
14. Unfinished Business
15. New Business
16. Adjournment

Upcoming Meetings

Regular Board Meeting: July 9, 2018, 7:30 pm, Reed Room

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.

Lake Forest Library Board of Trustees
360 E Deerpath Road, Lake Forest, IL 60045
Regular Meeting Minutes
7:30 p.m. May 14, 2019

CALL TO ORDER

President Ron Levitsky called the meeting to order at 7:30 p.m.

APPOINTMENT OF SECRETARY PRO TEM

Catherine Lemmer agreed to take the minutes and serve as secretary for the meeting.

ROLL CALL

Trustees Present: Germaine Arnson, Elizabeth Grob, Wendy Darling, Treasurer; Andrea Lemke, Ron Levitsky, President; David Rose, and Carrie Travers, Vice President. Absent: Beth Parsons, Secretary. Staff present: Catherine Lemmer, Library Director; Joy Schmoll, Head of Communications; and Mandy Russell, Graphic Designer. Guest: Tish Borkowski, Friends of Lake Forest Library.

ADDITIONS TO THE AGENDA

None

APPROVAL OF THE AGENDA

Trustee Puch made a motion, seconded by Trustee Grob, to approve the agenda. Motion carried unanimously.

OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD, AND CORRESPONDENCE

No request to address the board, nor was there any new correspondence.

APPROVAL OF THE MINUTES

Trustee Arnson made a motion, seconded by Trustee Travers, to approve the April 9, 2019 meeting minutes. Motion carried unanimously.

APPROVAL OF THE APRIL FINANCIAL REPORT

Ms. Lemmer presented the highlights of the April financial report. After discussion, Trustee Puch, made a motion, seconded by Trustee Lemke, to approve the April 2019 financial report. Motion carried unanimously with a roll call vote.

COMMUNICATIONS DEPARTMENT PRESENTATION

Joy Schmoll, Head of Communications, and Mandy Russell, Graphic Designer, updated the Board on the department's efforts and goals.

Ms. Schmoll and Ms. Russell left the meeting at 8:01 pm.

APPROVAL OF FY2020 INSURANCE COVERAGE

Ms. Lemmer reported on the new premium to raise the overall umbrella from \$10 million to \$15 million. After discussion, Trustee Puch made a motion, seconded by Trustee Travers, to approve the increased coverage. Motion carried unanimously with a roll call vote.

FORMATION OF THE NOMINATING COMMITTEE

Trustee Levitsky outlined the role of the nominating committee and called for two volunteers. Trustee Arnson and Trustee Puch agreed to serve on the nominating committee and identify a slate of officers for the July 2019-June 2020 term.

LIBRARY DIRECTOR REPORT

Ms. Lemmer updated the Board on personnel changes, new program and resource evaluations, recent and upcoming programs, new materials, and the upcoming Sunday survey. She also updated the board on the Jeffrey Forster matter and continuing facilities issues with the elevator and Kasian Room.

STRATEGIC VISION 2050 DISCUSSION

Ms. Lemmer updated the board on the project. The next step is a meeting with incoming Mayor George Pandaleon, Jason Wicha, City Manager, Cathy Czerniak, Director of Community Development, and HGA. Trustee Travers, Vice President, and Trustee Rose, volunteered to attend the meeting and report at the next board meeting.

UNFINISHED BUSINESS

None

NEW BUSINESS

None

ADJOURMENT

Trustee Puch made a motion, seconded by Trustee Travers, to adjourn the meeting at 9:01 p.m. Motion carried unanimously.

Upcoming Meeting

Regular Board Meeting – June 11, 2019 at 7:30 p.m.

Catherine A. Lemmer, Secretary Pro Tem

Minutes approved by the Board on June 11, 2019.

Lake Forest Library
Year-to-Date Monthly Financial Report
May 2019
Unaudited Month 1
FY2020

REVENUES	Current Month Actual	Year to Date Actual	Year to Date Budget	Annual Budget	Over/Under Variance	% of Annual Budget
Funds on Hand 5/1	\$0	\$937,906	\$937,906	\$937,906		
Tax Based (Levy, SSN, IMRF)	\$50,723	\$50,723	\$349,766	\$4,197,193	(\$299,043)	1.21%
Non Tax Based	\$0	\$0	\$5,267	\$63,200	(\$5,267)	0.00%
Gifts (includes Friends)	\$0	\$0	\$6,917	\$83,000	(\$6,917)	0.00%
TOTAL REVENUES	\$50,723	\$50,723	\$361,949	\$4,343,393	(\$311,226)	1.17%
 TOTAL FUNDS ON HAND	 \$50,723	 \$988,629	 \$1,299,856	 \$5,281,299		
 EXPENDITURES						
Salaries & Wages	\$132,070	\$132,070	\$139,838	\$1,817,898	\$7,768	7.27%
Fringes	\$27,828	\$27,828	\$31,421	\$408,470	\$3,593	6.81%
SSN	\$9,982	\$9,982	\$11,205	\$145,659	\$1,222	6.85%
IMRF	\$10,058	\$10,058	\$14,552	\$189,170	\$4,494	5.32%
Materials (print, AV, online)	\$9,234	\$9,234	\$53,250	\$639,000	\$44,016	1.45%
O.O.E.	\$33,028	\$33,028	\$47,531	\$570,375	\$14,504	5.79%
Building Maintenance	\$28,444	\$28,444	\$20,483	\$245,800	(\$7,960)	11.57%
Sub Total	\$250,644	\$250,644	\$318,280	\$4,016,372	\$67,636	6.24%
Capital	\$0	\$0	\$205,000	\$205,000	\$205,000	0.00%
 TOTAL	 \$250,644	 \$250,644	 \$523,280	 \$4,221,372	 \$272,636	 5.94%
 BALANCE	 (\$199,921)	 \$737,985	 \$776,576	 \$1,059,927	 (\$272,636)	
 RESERVES						
Capital Improvements	\$2,050,000					
Technology Improvements	\$300,000					
Capital Equipment	\$300,000					
	\$2,650,000					

**Lake Forest Library
FY 2019 Select Statistics**

FY 2019 Annual Statistics	FY 2019	FY 2018	Change
Circulation: Adult	165,985	173,675	-4.4%
Circulation: Children's	156,849	134,975	16.2%
Circulation: YA	8,153	Included in childrens	
e-Media	35,141	25,951	35.4%
Total	366,128	334,601	9.4%
AV % of circulation (no eresources)	75,710 (22%)	79,867 (22%)	-5.2%
DVD2GO	2,697	2,721	-0.9%
West Book Box	10,161	12,868	-21.0%
Patron Visits	417,297	412,679	1.1%
Interlibrary Loan			
To: Lake Forest	8,381	7,099	18.1%
From: Lake Forest	15,106	17,237	-12.4%
Reference/Reader's Advisory	89,920	88,438	1.7%
Materials Added	14,955	12,058	24.0%
Materials Withdrawn	16,915	10,901	55.2%
Volunteer Hours (program assistance)	1,072	857	25.1%
Programs	762	608	25.3%
Program Attendance	24,233	21,440	13.0%
Passive Activities	71	35	102.9%
Attendance at Passive Programs	7,113	7,777	-8.5%
Electronic Resources (22 databases)	13,295	NA	
Patrons Registered	1,319	1,204	9.6%
Media Lab (Individual sessions)	574	668	-14.1%
E-tutorials (individual sessions)	297	214	38.8%
Media Lab Classes (Attendees)	46(421)	36(184)	28%/129%
Museum Passes Used	48	30	60.0%
E-Media Total	35,141	25,859	35.9%
Freegal (music)	1,988	2,677	-25.7%
Hoopla (ebook, music, film)	5,523	2,644	108.9%
3M Cloud Library (ebook)	2,909	2,466	18.0%
Kanopy (film)	1,405	0	100.0%
MyMediaMall (ebook)	19,730	15,165	30.1%
RB Digital (emagazines)	3,586	2,907	23.4%

SUNDAY HOURS AND PAY RATES

Library	Sunday Hours	Summer Hours	Pay Rate
Algonquin	12 to 5		straight time
Arlington Heights			straight time
Cook Memorial	1 to 5 under consideration to expand		and moving to straight time
Cary Area	1 to 5		straight time
Crystal Lake	1 to 5	Closed	straight time
Deerfield	1 to 5		time & a half
Des Plaines	1 to 5		3.5 hours given for working Sunday - FTI straight time - PT
Downer's Grove	1 to 5		time & a half
ELA	12 to 5		time & a half
Evanston	12 to 6		straight time
Fox River Valley	1 to 5		straight time
Fremont	1 to 5		straight time
Glencoe	1 to 5		straight time
Glenview	1 to 5		straight time
Highland Park	1 to 5		straight time
Hinsdale	12 to 6		straight time
Huntley Area	12 to 5		straight time
Indian Trails	12 to 5		straight time
Lake Bluff	1 to 5	Closed	time & a half
Lake Forest Library	1 to 5	Closed	time & a half
Lake Villa District	1 to 5		straight time
Lincolnwood	1 to 5		straight time
Morton Grove	1 to 5		straight time
Mount Prospect	12 to 5		straight time
Niles	1 to 5		time & a half - non exempt
Northbrook	1 to 5		straight time
Palatine	12 to 5		straight time
Park Ridge	12 to 5		straight time
Prospect Heights	1 to 5	Closed	straight time
Round Lake Area	12 to 4		straight time
Skokie	12 to 6		1.5 hours given for working Sunday - FT straight time - part time
Wilmette	1 to 9	Reduced Summer hours of 1 to 5	time & a half - non exempt only
Winnetka-Northfield	1 to 5		straight time
Zion-Benton	restarting Sunday Hours		

Discussion and approval of FY2020 Non Resident Card Fee

The Library Board has the authority to extend the use of the Library to a non-resident for an annual fee at least equal to the cost paid by the residents. A non-resident is defined as “an individual residing in Illinois who does not have his or her principal residence within a public library service area.” [23 Ill. Adm. Code 3020.10]

Under Illinois State Library rules approved as part of the Illinois Administrative Code [23 Ill. Adm. Code 3050], a public library has one of three options to use to determine its fee for a non-resident library card. The aim is to establish a fee that is equitable and proportionate to the fee paid by a resident through local tax sources such as residential property tax.

The Library must annually approve the participation in the non-resident card program and new non-resident fee.

The Library uses the following mathematical formula:

Formula For Calculating A Minimum
Non Resident Fee

(Tax income divided by population) multiplied by average household size

tax income (FY20):	\$4,187,193
population:	/ 19,375
cost per capita:	= \$216.11
average household size =	x 2.86 (population/number of households 6,763)
non-resident fee	= \$619.13

The FY2019 rate was \$602.

Source of population is the 2010 Census and number of housing units (households) is from the United States Census Bureau (American Fact Finder – 2012-2016 American Community Survey 5-year Estimate).



LAKE FOREST LIBRARY BOARD

JULY 2019

Minutes • Agendas • Board Packets

July 9

Regular Monthly Board Meeting

Lake Forest Library Board of Trustees
360 E Deerpath Road, Lake Forest, IL 60045
Regular Meeting Minutes
7:30 p.m. July 9, 2019

CALL TO ORDER

President Ron Levitsky called the meeting to order at 7:30 p.m.

APPOINTMENT OF SECRETARY PRO TEM

Catherine Lemmer agreed to take the minutes and serve as secretary for the meeting.

ROLL CALL

Trustees Present: Germaine Arnson, Elizabeth Grob, Wendy Darling, Andrea Lemke, Ron Levitsky, Todd Puch, David Rose, and Carrie Travers. Staff present: Catherine Lemmer, Library Director; Felicia Song, Assistant Director/Head of Adult Services.

ADDITIONS TO THE AGENDA

None

APPROVAL OF THE AGENDA

Trustee Puch made a motion, seconded by Trustee Lemke, to approve the agenda. Motion carried unanimously.

OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD, AND CORRESPONDENCE

No request to address the board, nor was there any new correspondence.

APPROVAL OF THE MINUTES

Trustee Travers made a motion, seconded by Trustee Rose, to approve the June 11, 2019 meeting minutes. Motion carried unanimously.

APPROVAL OF THE JUNE FINANCIAL REPORT

Ms. Lemmer presented the highlights of the June financial report. After discussion, Trustee Puch, made a motion, seconded by Trustee Arnson, to approve the June 2019 financial report. Motion carried unanimously with a roll call vote.

ADULT SERVICES DEPARTMENT PRESENTATION

Felicia Song, Assistant Director/Head of Adult Services, updated the Board on the work of the Adult Services Department. Ms. Song left the meeting at 8:00 pm.

LIBRARY DIRECTOR REPORT

Ms. Lemmer updated the Board on the delivery of the new computers, evaluation of moving to fine free, copier replacement discussions, changes in circulation periods, and programs. She also reported on facilities matters, including the YA space/business office conversion.

ELECTION OF OFFICERS

President Levitsky thanked Trustees Arnson and Puch for their work in creating the slate and called for nominations from the floor. There being none, the following slate was presented by motion of Trustee Levitsky, seconded by Trustee Lemke:

President: Carrie Travers	Vice President: Wendy Darling
Treasurer: David Rose	Secretary: Germaine Arnson

Each candidate received a unanimously vote.

As the new President, Trustee Travers continued the conduct of the meeting. She thanked past-presidents Trustee Levitsky and Trustee Puch and expressed appreciation for their continued expertise on the board.

COMMITTEE MEMBERSHIP

President Travers led a discussion of committee membership for the coming year. The Fundraising Committee was put on hold until such time as the nature of the building project is determined. The committee membership is as follows:

Finance: David Rose (Chair), Andrea Lemke, Todd Puch
Long Range: Wendy Darling (Chair), Germaine Arnson, Carrie Travers
Services: Elizabeth Grob (Chair), Ron Levitsky

LIBRARY PROJECT DISCUSSION

Ms. Lemmer, Trustee Rose, and Trustee Travers updated the board on the June 27th meeting with Mayor George Pandaleon, Jason Wicha, City Manager, Cathy Czerniak, Director of Community Development, and HGA.

UNFINISHED BUSINESS

None

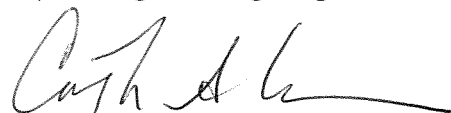
NEW BUSINESS

None

ADJOURMENT

Trustee Levitsky made a motion, seconded by Trustee Arnson, to adjourn the meeting at 8:32 p.m. Motion carried unanimously.

Upcoming Meeting: Regular Board Meeting – August 13, 2019 at 7:30 p.m.



Catherine A. Lemmer, Secretary Pro Tem

Minutes approved by the Board on August 13, 2019.

LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045
July 9, 2019
7:30 pm Reed Room – Main Floor
Regular Meeting Agenda

1. Call Meeting to Order
2. Board of Trustees Roll Call
3. Additions to the Agenda
4. For action: Approval of the Agenda
5. Opportunity for the Public to Address the Board and Correspondence
6. For action: Discussion and approval of June 11, 2019 Regular Meeting Minutes
7. For action: Discussion and approval of June 2019 Financial Report
8. Felicia Song, Assistant Director and Head of Adult Services, Report
9. Library Director Report
10. For action: Election of FY2020 Officers
11. For action: Discussion and approval of FY2020 Committees and Committee Membership
12. Update on the Library Project, Trustees Rose and Travers
13. Unfinished Business
14. New Business
15. Adjournment

Upcoming Meetings

Regular Board Meeting: August 13, 2018, 7:30 pm, Reed Room

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.

LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045
July 9, 2019
7:30 pm Reed Room – Main Floor
Regular Meeting Materials

1. Agenda
2. June 11, 2019 Regular Meeting Minutes
3. June 2019 Financial Report
4. FY2020 Officer Slate
5. Committees and Committee Membership

Upcoming Meetings

Regular Board Meeting: August 13, 2018, 7:30 pm, Reed Room

**LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045**

July 9, 2019

7:30 pm Reed Room – Main Floor

Regular Meeting Agenda

1. Call Meeting to Order
2. Board of Trustees Roll Call
3. Additions to the Agenda
4. For action: Approval of the Agenda
5. Opportunity for the Public to Address the Board and Correspondence
6. For action: Discussion and approval of June 11, 2019 Regular Meeting Minutes
7. For action: Discussion and approval of June 2019 Financial Report
8. Felicia Song, Assistant Director and Head of Adult Services, Report
9. Library Director Report
10. For action: Election of FY2020 Officers
11. For action: Discussion and approval of FY2020 Committees and Committee Membership
12. Update on the Library Project, Trustees Rose and Travers
13. Unfinished Business
14. New Business
15. Adjournment

Upcoming Meetings

Regular Board Meeting: August 13, 2018, 7:30 pm, Reed Room

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.

Lake Forest Library Board of Trustees
360 E Deerpath Road, Lake Forest, IL 60045
Regular Meeting Minutes
7:30 p.m. June 11, 2019

CALL TO ORDER

President Ron Levitsky called the meeting to order at 7:30 p.m.

APPOINTMENT OF SECRETARY PRO TEM

Catherine Lemmer agreed to take the minutes and serve as secretary for the meeting.

ROLL CALL

Trustees Present: Germaine Arnson, Elizabeth Grob, Wendy Darling, Ron Levitsky, David Rose, and Carrie Travers. Absent: Trustees Andrea Lemke, Beth Parsons, and Todd Puch. Secretary. Staff present: Catherine Lemmer, Library Director; Emily Neal, YA Librarian.

ADDITIONS TO THE AGENDA

None

APPROVAL OF THE AGENDA

Trustee Rose made a motion, seconded by Trustee Arnson, to approve the agenda. Motion carried unanimously.

OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD, AND CORRESPONDENCE

No request to address the board, nor was there any new correspondence.

APPROVAL OF THE MINUTES

Trustee Arnson made a motion, seconded by Trustee Travers, to approve the May 14, 2019 meeting minutes. Motion carried unanimously.

APPROVAL OF THE APRIL FINANCIAL REPORT

Ms. Lemmer presented the highlights of the May financial report. After discussion, Trustee Rose, made a motion, seconded by Trustee Darling, to approve the May 2019 financial report. Motion carried unanimously with a roll call vote.

YA TEEN LIBRARIAN PRESENTATION

Emily Neal, YA Librarian, updated the Board on the Library's efforts and goals to serve teens and tweens. Ms. Neal left the meeting at 7:55 pm.

REPORT OF THE NOMINATING COMMITTEE

Trustee Arnson reported the following slate will be presented for a vote at the July Board meeting:

President: Carrie Travers	Vice President: Wendy Darling
Treasurer: David Rose	Secretary: Germaine Arnson

APPROVAL OF FY2020 NON-RESIDENT CARD FEE

Ms. Lemmer explained the formula for determining the fee using tax income, population, and household size is to determine a fee generally equivalent to what a resident pays for a library card. The formula determined a FY2020 non-resident card fee of \$619.13. Trustee Rose made a motion,

seconded by Trustee Travers, to approve the FY2020 non-resident card fee of \$619.13. Motion carried unanimously. Ms. Lemmer will report the new card fee to the Illinois State Library.

APPROVAL OF SUNDAY HOURS

After a lengthy discussion, including a comparison of Sunday hours at other north shore and neighboring libraries and the potential staffing costs, Trustee Levitsky made a motion, seconded by Trustee Grob, to open the Library on Sunday during the months of June, July, and August, starting in 2020. Motion carried unanimously.

APPROVAL OF CHANGE TO PAY SCALE

After a lengthy discussion, including a comparison of the rate of pay at other north shore and neighboring libraries and the potential savings, Trustee Levitsky made a motion, seconded by Trustee Rose, to change the rate of pay from 1.5 (over-time rate) to regular rate on Sundays effective immediately. Motion carried unanimously.

LIBRARY DIRECTOR REPORT

Ms. Lemmer updated the Board on the delivery of the new computers, copier replacement discussions, changes in circulation periods, recent and upcoming programs, new materials, and the Sunday survey. She also reported on landscaping and facilities matters.

STRATEGIC VISION 2050 DISCUSSION

Ms. Lemmer updated the board on the project and reviewed information for the upcoming meeting with incoming Mayor George Pandaleon, Jason Wicha, City Manager, Cathy Czerniak, Director of Community Development, and HGA. Trustee Travers, Vice President, and Trustee Rose, volunteered to attend the June 27 meeting and report at the next board meeting.

UNFINISHED BUSINESS

None

NEW BUSINESS

None

ADJOURNMENT

Trustee Arnson made a motion, seconded by Trustee Travers, to adjourn the meeting at 9:0 p.m. Motion carried unanimously.

Upcoming Meeting

Regular Board Meeting – July 9, 2019 at 7:30 p.m.

Catherine A. Lemmer, Secretary Pro Tem

Minutes approved by the Board on July 9, 2019.

Lake Forest Library
Year-to-Date Monthly Financial Report
June 2019
Unaudited Month 2
FY2020

REVENUES	Current Month Actual	Year to Date Actual	Year to Date Budget	Annual Budget	(Over)/Under Variance	% of Annual Budget
Funds on Hand 5/1	\$0	\$937,906	\$937,906	\$937,906		
Tax Based (Levy, SSN, IMRF)	\$1,143,976	\$1,194,699	\$699,532	\$4,197,193	\$495,167	28.46%
Non Tax Based	\$20,221	\$20,221	\$10,533	\$63,200	\$9,688	32.00%
Gifts (includes Friends)	\$74,500	\$74,500	\$13,833	\$83,000	\$60,667	89.76%
TOTAL REVENUES	\$1,238,697	\$1,289,420	\$723,899	\$4,343,393	\$565,521	29.69%
 TOTAL FUNDS ON HAND	 \$1,238,697	 \$2,227,326	 \$1,661,805	 \$5,281,299		
 EXPENDITURES						
Salaries & Wages	\$116,092	\$248,162	\$279,677	\$1,817,898	\$31,515	13.65%
Fringes	\$33,401	\$61,229	\$62,842	\$408,470	\$1,613	14.99%
SSN	\$8,654	\$18,636	\$22,409	\$145,659	\$3,773	12.79%
IMRF	\$8,667	\$18,725	\$29,103	\$189,170	\$10,378	9.90%
Materials (print, AV, online)	\$9,234	\$123,984	\$106,500	\$639,000	(\$17,484)	19.40%
O.O.E.	\$33,028	\$65,735	\$95,063	\$570,375	\$29,327	11.52%
Building Maintenance	\$28,444	\$49,234	\$40,967	\$245,800	(\$8,267)	20.03%
 Sub Total	 \$237,520	 \$585,705	 \$636,559	 \$4,016,372	 \$50,854	 14.58%
Capital	\$0	\$199	\$205,000	\$205,000	\$204,801	0.10%
 TOTAL	 \$237,520	 \$585,905	 \$841,559	 \$4,221,372	 \$255,655	 13.88%
 BALANCE	 \$1,001,177	 \$1,641,422	 \$820,245	 \$1,059,927	 (\$255,655)	
 RESERVES						
Capital Improvements	\$2,050,000					
Technology Improvements	\$300,000					
Capital Equipment	\$300,000					
	\$2,650,000					

**Lake Forest Library
June 2019 (Month 2) FY2020
Financial Notes**

Revenues

Funds on Hand: \$937,906 (unrestricted/unaudited). This account will reset after the audit.

Tax Based: \$1,194,699; payments primarily received in June and September.

Non-Tax Based: \$20,221 non-tax revenues; includes \$6,000 membership rebate from CCS.

Gifts: \$74,500; Includes Friends FY2020 grant of \$73,000.

Expenditures

Salaries, Fringes: \$248,162 for salaries: 14% of FY budget; \$61,229 for fringes: 15% of FY budget. \$18,636 for SSN: 13% of FY budget; \$18,725 for IMRF: 10% of FY budget.

Materials; Books, AV and Electronic Services: \$123,984: 20 of FY budget. Annual payments for periodical and database subscriptions paid.

Other Operating Expenditures: \$65,735: 12% of FY budget. Includes first administrative fee payment of \$2,044.

Building Maintenance: \$49,234: 20% of FY budget. Reflects cleaning service contract, service calls and repairs for HVAC and other systems; and annual liability and casualty insurance premiums.

Capital: \$200, 1% of FY budget.

Reserves

\$937,906 - Operating cash reserve (fund balance-unassigned). Transfer of FY2018 surplus to increase reserves for capital equipment (\$300,000), capital improvements (\$2,050,000), and technology (\$300,000), resulting \$2,650,000 in reserves.

Year to Date FY2020: 13.5% of budget expenses; 30% budget revenues

Election of FY2020 Officers

The following slate will be voted on:

President:	Carrie Travers
Vice President:	Wendy Darling
Treasurer:	David Rose
Secretary:	Germaine Arnson

Agenda Item 11

Discussion and approval of FY2020 Committees and Committee Membership

The Library board has four standing sub-committees. See attached for description. The board has the authority to create additional committees as needed. There is no action item if there is no need for additional committees.

The President reviews the current committee membership, discusses interest level, and appoints trustees to the various committees in August/September. The current committee membership is below.

Finance: Wendy Darling (Chair*), Andrea Lemke, Todd Puch

Long Range: David Rose (Chair), Germaine Arnson, Carrie Travers

Services: Elizabeth Grob (Chair), Ron Levitsky, Beth Parsons

Fundraising: all trustees (Co-chairs Beth Parsons and Carrie Travers)

The Chair of Finance will change to David Rose as the Treasurer chairs the Finance Committee.

Lake Forest Library Committees

Finance Committee

It is the role of the Finance Committee to:

- oversee the creation of the budget;
- monitor and report on the financial status and activities of the Library;
- recommend financial guidelines and practices (such as the establishment of reserves);
- oversee short and long-term investments;
- review the annual audit; and
- ensure that the Library's financial policies and practices are followed.

The Treasurer chairs the Finance Committee.

Long Range Committee

It is the role of the Long Range Committee to:

- engage in a continuous planning effort that creates goals within the Library's mission and plans appropriately to address needs;
- engage with and work with outside consultants and experts;
- be aware of emerging trends that may impact the Library and develop appropriate responses;
- monitor emerging risks that may impact the Library and develop appropriate responses; and
- oversee the development and implementation of strategic plans.

Services

It is the role of the Services Committee to work closely with Library staff to investigate, implement, and evaluate Library services. This work may include assessment, benchmarking, and the facilitation of discussions about priorities.

Fund Raising Committee

It is the role of the Fundraising Committee to:

- create and implement a financial resource plan that will guide the activities of the Library Board in seeking out and securing funding from diverse sources to ensure the financial wellbeing of the Library;
- work with Library staff and outside consultants to identify the appropriate vehicles (e.g., special events, direct appeal, personal asks) to achieve the plan's goals;
- work with Library staff and external consultants in their efforts to raise funds for the Library;
- take the lead in certain types of outreach efforts, such as hosting an event;
- be responsible for encouraging the involvement of all board members in fundraising activities; and
- monitor fundraising efforts to be sure that ethical practices are in place, that donors are acknowledged appropriately, and that fundraising efforts are cost-effective.



LAKE FOREST LIBRARY BOARD

AUGUST 2019

Minutes • Agendas • Board Packets

August 13

Regular Monthly Board Meeting

August 13

Regular Monthly Board Meeting Executive Session

Lake Forest Library Board of Trustees
360 E Deerpath Road, Lake Forest, IL 60045
Regular Meeting Minutes
7:30 p.m. August 13, 2019

CALL TO ORDER

President Carrie Travers called the meeting to order at 7:30 p.m.

ROLL CALL

Trustees Present: Germaine Arnson, Wendy Darling, Andrea Lemke, Ron Levitsky, Todd Puch, David Rose, and Carrie Travers. Absent: Trustee Elizabeth Grob. Staff present: Catherine Lemmer, Library Director; Lorie Rohrer, Head of Children's Library (Youth Services). Public present: Tish Borkowski.

ADDITIONS TO THE AGENDA

None

APPROVAL OF THE AGENDA

Trustee Levitsky made a motion, seconded by Trustee Puch, to approve the agenda. Motion carried unanimously.

OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD, AND CORRESPONDENCE

No request to address the board, nor was there any new correspondence.

APPROVAL OF THE MINUTES

Trustee Levitsky made a motion, seconded by Trustee Puch, to approve the July 9, 2019 meeting minutes. Motion carried unanimously.

APPROVAL OF THE JULY FINANCIAL REPORT

Ms. Lemmer presented the highlights of the July financial report. After discussion, Trustee Lemke made a motion, seconded by Trustee Rose, to approve the July 2019 financial report. Motion carried unanimously with a roll call vote.

CHILDREN'S DEPARTMENT PRESENTATION

Lorie Rohrer, Head of Children's Library (Youth Services), updated the Board on the work of the Youth Services Department. Ms. Rohrer left the meeting at 8:05 pm. Tish Borkowski left the meeting at 8:05 pm, in advance of the Executive Session.

EXECUTIVE SESSION

Pursuant to 5 ILCS 120/2(c)1 for the purpose of approving executive session minutes from January 8, 2019 and April 9, 2019, evaluating the need for confidentiality of executive session minutes, and authorizing the destruction of audio recordings as needed.

Trustee Darling made a motion, seconded by Trustee Rose, to enter executive session at 8:06 p.m. Motion carried unanimously.

At 8:10 p.m., Trustee Puch made a motion, seconded by Trustee Lemke, to end the Executive Session. Motion carried unanimously.

President Carrie Travers called the return to open session to order at 8:11 p.m.

At return to open session, roll call was taken: Trustees present: Germaine Arnson; Wendy Darling, Andrea Lemke; Ron Levitsky, Todd Puch, David Rose, and Carrie Travers. Also present, Catherine A. Lemmer, Library Director, and Tish Borkowski, public attendee.

Trustee Puch made a motion, seconded by Trustee Arnson, to:

1. Approve the Executive Session Meeting Minutes of:

January 8, 2019 – Regular Board Meeting April 9, 2019 – Regular Board Meeting

2. Open the minutes for public treatment of the following Executive Sessions as the Board finds that the need for confidentiality no longer exists as provided under 5 ILCS 120/2(c)1:

January 8, 2019 – Regular Board Meeting April 9, 2019 – Regular Board Meeting

3. Authorize the destruction of the audio recordings for the following meetings pursuant to 5 ILCS 120/2.06(c) as the Board finds the minutes accurately represent the proceedings as required by 5 ILCS 120/2.06(a):

January 8, 2019 – Regular Board Meeting April 9, 2019 – Regular Board Meeting

The motion carried unanimously.

LIBRARY DIRECTOR REPORT

Ms. Lemmer updated the Board on summer programming, installation of new computers, and personnel changes and initiatives. The open Adult Services Technology Librarian position has been posted. Staff support of the upcoming Friends Book Sale was encouraged. She also reported on facilities matters, including updates on the Kasian Room, the new YA space, and Audio collection relocation.

LIBRARY PROJECT DISCUSSION

Ms. Lemmer updated the Board on the Strategic Vision project and next steps, highlighting the response from the Mayor and City management. Conflict of interest procedures were reviewed. A special meeting on September 5, 2019, with Russ Hodge, The Hodge Group, will be posted as a Special Board Meeting.

UNFINISHED BUSINESS

None

NEW BUSINESS

None

ADJOURNMENT

Trustee Levitsky made a motion, seconded by Trustee Puch, to adjourn the meeting at 8:45 p.m.
Motion carried unanimously.

Upcoming Meetings:

Special Board Meeting, September 5, 2019

Regular Board Meeting – September 10, 2019



Germaine Arnson, Secretary

Minutes approved by the Board on September 10, 2019.

Lake Forest Library Board of Trustees
360 E Deerpath Road, Lake Forest, IL 60045
Regular Meeting Executive Session Minutes
7:30 p.m. August 13, 2019

Trustee Darling made a motion, seconded by Trustee Rose, to enter Executive Session at 8:06 p.m. Motion carried unanimously with a roll call vote.

ROLL CALL

Trustees Present: Germaine Arnson, Wendy Darling, Andrea Lemke, Ron Levitsky, Todd Puch, David Rose, and Carrie Travers. Staff present: Catherine Lemmer, Library Director.

CALL TO ORDER

President Carrie Travers called to order the 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.

REVIEW OF MINUTES

The Library Director explained that Executive Session minutes must be reviewed to determine whether (1) the need for confidentiality still exists as to all or part of the minutes; or (2) that the minutes or portions thereof no longer require confidential treatment and are available for public treatment.

The Library Director further explained that, under 5 ILCS 120/2.06(c), the audio recordings of closed sessions may be destroyed after 18 months pursuant to section 5 ILCS 120/2.06(a), provided the Board finds that the written minutes accurately represent the proceedings.

Upon review and discussion, Trustee Rose made a motion, seconded by Trustee Darling, to recommend the:

1. To approve the minutes of the January 8, 2019 and April 9, 2019 Executive Sessions;
2. To open the minutes for public treatment of the following Executive Sessions as the Board finds that the need for confidentiality no longer exists as provided under 5 ILCS 120/2(c)1: January 8, 2019 and April 9, 2019, and
3. To authorize the destruction of the audio recordings for the following meetings pursuant to 5 ILCS 120/2.06(c) as the Board finds the minutes accurately represent the proceedings as required by 5 ILCS 120/2.06(a): January 8, 2019 and April 9, 2019.

The motion carried unanimously with a roll call vote.

Lake Forest Library Board of Trustees
Executive Session Meeting Minutes
August 13, 2019

At 8:10 p.m., Trustee Puch made a motion, seconded by Trustee Lemke, to end the Executive Session. Motion carried unanimously with a roll call vote.



Germaine Arnson, Secretary

Minutes approved by the Board on September 10, 2019.

LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045
August 13, 2019
7:30 pm Reed Room – Main Floor
Regular Meeting Agenda

1. Call Meeting to Order
2. Board of Trustees Roll Call
3. Additions to the Agenda
4. For action: Approval of the Agenda
5. Opportunity for the Public to Address the Board and Correspondence
6. For action: Discussion and approval of July 9, 2019 Regular Meeting Minutes
7. For action: Discussion and approval of July 2019 Financial Report
8. Lorie Rohrer, Head of Youth Services, Report
9. Executive Session pursuant to 5 ILCS 120/2(c)1 to approve the status of the minutes and audio recordings of the January 1, 2019 and April 9, 2019 Executive Sessions
10. For action: Approval of recommendation regarding the minutes and audio recordings of the January 8, 2019 and April 9, 2019 Executive Sessions
11. Library Director Report
12. For action: Discussion and approval of next steps on Library Project
13. Unfinished Business
14. New Business
15. Adjournment

Upcoming Meetings

Regular Board Meeting: September 10, 2018, 7:30 pm, Reed Room

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.

LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045
August 13, 2019
7:30 pm Reed Room – Main Floor
Board Materials

1. Agenda
2. July 9, 2019 Regular Meeting Minutes
3. July 2019 Financial Report

LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045
August 13, 2019
7:30 pm Reed Room – Main Floor
Regular Meeting Agenda

1. Call Meeting to Order
2. Board of Trustees Roll Call
3. Additions to the Agenda
4. For action: Approval of the Agenda
5. Opportunity for the Public to Address the Board and Correspondence
6. For action: Discussion and approval of July 9, 2019 Regular Meeting Minutes
7. For action: Discussion and approval of July 2019 Financial Report
8. Lorie Rohrer, Head of Youth Services, Report
9. Executive Session pursuant to 5 ILCS 120/2(c)1 to approve the status of the minutes and audio recordings of the January 1, 2019 and April 9, 2019 Executive Sessions
10. For action: Approval of recommendation regarding the minutes and audio recordings of the January 8, 2019 and April 9, 2019 Executive Sessions
11. Library Director Report
12. For action: Discussion and approval of next steps on Library Project
13. Unfinished Business
14. New Business
15. Adjournment

Upcoming Meetings

Regular Board Meeting: September 10, 2018, 7:30 pm, Reed Room

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.

Lake Forest Library Board of Trustees
360 E Deerpath Road, Lake Forest, IL 60045
Regular Meeting Minutes
7:30 p.m. July 9, 2019

CALL TO ORDER

President Ron Levitsky called the meeting to order at 7:30 p.m.

APPOINTMENT OF SECRETARY PRO TEM

Catherine Lemmer agreed to take the minutes and serve as secretary for the meeting.

ROLL CALL

Trustees Present: Germaine Arnson, Elizabeth Grob, Wendy Darling, Andrea Lemke, Ron Levitsky, Todd Puch, David Rose, and Carrie Travers. Staff present: Catherine Lemmer, Library Director; Felicia Song, Assistant Director/Head of Adult Services.

ADDITIONS TO THE AGENDA

None

APPROVAL OF THE AGENDA

Trustee Puch made a motion, seconded by Trustee Lemke, to approve the agenda. Motion carried unanimously.

OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD, AND CORRESPONDENCE

No request to address the board, nor was there any new correspondence.

APPROVAL OF THE MINUTES

Trustee Travers made a motion, seconded by Trustee Rose, to approve the June 11, 2019 meeting minutes. Motion carried unanimously.

APPROVAL OF THE JUNE FINANCIAL REPORT

Ms. Lemmer presented the highlights of the June financial report. After discussion, Trustee Puch, made a motion, seconded by Trustee Arnson, to approve the June 2019 financial report. Motion carried unanimously with a roll call vote.

ADULT SERVICES DEPARTMENT PRESENTATION

Felicia Song, Assistant Director/Head of Adult Services, updated the Board on the work of the Adult Services Department. Ms. Song left the meeting at 8:00 pm.

LIBRARY DIRECTOR REPORT

Ms. Lemmer updated the Board on the delivery of the new computers, evaluation of moving to fine free, copier replacement discussions, changes in circulation periods, and programs. She also reported on facilities matters, including the YA space/business office conversion.

ELECTION OF OFFICERS

President Levitsky thanked Trustees Arnson and Puch for their work in creating the slate and called for nominations from the floor. There being none, the following slate was presented by motion of Trustee Levitsky, seconded by Trustee Lemke:

President: Carrie Travers Vice President: Wendy Darling
Treasurer: David Rose Secretary: Germaine Arnson

Each candidate received a unanimously vote.

As the new President, Trustee Travers continued the conduct of the meeting. She thanked past-presidents Trustee Levitsky and Trustee Puch and expressed appreciation for their continued expertise on the board.

COMMITTEE MEMBERSHIP

President Travers led a discussion of committee membership for the coming year. The Fundraising Committee was put on hold until such time as the nature of the building project is determined. The committee membership is as follows:

Finance: David Rose (Chair), Andrea Lemke, Todd Puch
Long Range: Wendy Darling (Chair), Germaine Arnson, Carrie Travers
Services: Elizabeth Grob (Chair), Ron Levitsky

LIBRARY PROJECT DISCUSSION

Ms. Lemmer, Trustee Rose, and Trustee Travers updated the board on the June 27th meeting with Mayor George Pandaleon, Jason Wicha, City Manager, Cathy Czerniak, Director of Community Development, and HGA.

UNFINISHED BUSINESS

None

NEW BUSINESS

None

ADJOURMENT

Trustee Levitsky made a motion, seconded by Trustee Arnson, to adjourn the meeting at 8:32 p.m. Motion carried unanimously.

Upcoming Meeting: Regular Board Meeting – August 13, 2019 at 7:30 p.m.

Catherine A. Lemmer, Secretary Pro Tem
Minutes approved by the Board on August 13, 2019.

Lake Forest Library
Year-to-Date Monthly Financial Report
July 2019
Unaudited Month 3
FY2020

REVENUES	Current Month Actual	Year to Date Actual	Year to Date Budget	Annual Budget	(Over)/Under Variance	% of Annual Budget
Funds on Hand 5/1	\$0	\$937,906	\$937,906	\$937,906		
Tax Based (Levy, SSN, IMRF)	\$119,712	\$2,216,291	\$1,049,298	\$4,197,193	\$1,166,993	52.80%
Non Tax Based	\$3,690	\$34,395	\$15,800	\$63,200	\$18,595	54.42%
Gifts (includes Friends)	\$500	\$75,000	\$20,750	\$83,000	\$54,250	90.36%
TOTAL REVENUES	\$123,902	\$2,325,686	\$1,085,848	\$4,343,393	\$1,239,838	53.55%
 TOTAL FUNDS ON HAND	 \$123,902	 \$3,263,592	 \$2,023,754	 \$5,281,299		
 EXPENDITURES						
Salaries & Wages	\$129,118	\$377,580	\$489,434	\$1,817,898	\$111,854	20.77%
Fringes	\$29,171	\$90,400	\$109,973	\$408,470	\$19,573	22.13%
SSN	\$9,649	\$28,285	\$33,614	\$145,659	\$5,329	19.42%
IMRF	\$9,747	\$28,472	\$43,655	\$189,170	\$15,183	15.05%
Materials (print, AV, online)	\$37,480	\$161,464	\$159,750	\$639,000	(\$1,714)	25.27%
Other Operating Expenses	\$39,153	\$104,888	\$142,594	\$570,375	\$37,706	18.39%
Building Maintenance	\$29,012	\$57,456	\$61,450	\$245,800	\$3,994	23.38%
 Sub Total	 \$283,329	 \$848,544	 \$1,040,469	 \$4,016,372	 \$191,925	 21.13%
 Capital	 \$5,599	 \$5,599	 \$51,250	 \$205,000	 \$45,651	 2.73%
 TOTAL	 \$288,928	 \$854,143	 \$1,091,719	 \$4,221,372	 \$237,575	 20.23%
 BALANCE		 \$2,409,449	 \$932,036	 \$1,059,927	 (\$237,575)	
 RESERVES						
Capital Improvements	\$2,050,000					
Technology Improvements	\$300,000					
Capital Equipment	\$300,000					
	\$2,650,000					

Lake Forest Library
July 2019 (Month 3) FY2020
Financial Notes

Revenues

Funds on Hand: \$937,906 (unrestricted/unaudited).

Tax Based: \$2,216,291; payments received in June and September.

Update on TIF: For reference, 2% of the year one increment in the TIF would be \$1,764. Lake County provided a year two estimate of \$222,777 in increment, 2% of which would be \$4,456. Therefore, we aren't talking significant dollars because the increases in assessed value in the TIF are occurring more slowly than originally projected. Based on November 2018 estimates, the Library budgeted \$10,000 for FY2020. It is not anticipated that this shortfall will cause any budget difficulties.

Non-Tax Based: \$34,395 non-tax revenues; includes \$6,000 membership rebate from CCS.

Gifts: \$75,000; Includes Friends FY2020 grant of \$73,000. The \$2,500 gift from the Reed Family Foundation and other small gifts received after July 31 are not reflected in this amount. Updated donor list attached.

Expenditures

Salaries, Fringes: \$377,580 for salaries: 21% of FY budget; \$90,400 for fringes: 22% of FY budget. \$28,285 for SSN: 20% of FY budget; \$28,472 for IMRF: 15% of FY budget.

Materials; Books, AV and Electronic Services: \$161,464: 25% of FY budget. Annual payments for periodical and database subscriptions paid

Other Operating Expenditures: \$104,888: 18% of FY budget. Includes administrative fee payments totaling \$6,131.

Building Maintenance: \$57,456: 23% of FY budget. Reflects cleaning service contract, service calls and repairs for HVAC, electrical, and other systems; and annual liability and casualty insurance premiums.

Capital: \$5,599, 3% of FY budget.

Reserves

\$937,906 - Operating cash reserve (fund balance-unassigned). Transfer of FY2018 surplus to increase reserves for capital equipment (\$300,000), capital improvements (\$2,050,000), and technology (\$300,000), resulting \$2,650,000 in reserves.

Year to Date FY2020: 20% of budget expenses; 54% budget revenues



LAKE FOREST LIBRARY BOARD

SEPTEMBER 2019

Minutes • Agendas • Board Packets

**September 5
Special Meeting**

**September 10
Regular Monthly Board Meeting**

Lake Forest Library Board of Trustees
360 E Deerpath Road, Lake Forest, IL 60045
Special Meeting Minutes
5:00 p.m. September 5, 2019

CALL TO ORDER

President Carrie Travers called the meeting to order at 5:00 p.m.

ROLL CALL

Trustees Present: Germaine Arnson, Elizabeth Grob, Wendy Darling, Ron Levitsky, David Rose, and Carrie Travers. Absent: Trustee Andrea Lemke and Trustee Todd Puch. Staff present: Catherine Lemmer, Library Director. Public Present: Russ Hodge, The Hodge Group.

ADDITIONS TO THE AGENDA

None

APPROVAL OF THE AGENDA

Trustee Rose made a motion, seconded by Trustee Levitsky, to approve the agenda. Motion carried unanimously.

OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD, AND CORRESPONDENCE

No request to address the board, nor was there any new correspondence.

PRESENTATION BY RUSS HODGE, THE HODGE GROUP

Russ Hodge, The Hodge Group, presented fundraising campaign timeline, process, and strategies to the Board. Mr. Hodge left the meeting at 6:05 pm.

LIBRARY PROJECT DISCUSSION

President Travers asked the Board members for any Ex Parte contacts or conflicts of interest. Hearing none, she invited discussion on the presentation from Russ Hodge of The Hodge Group. The Board requested clarification on contract fees and deliverables. Catherine Lemmer will provide updates at the Regular Meeting on September 10.

UNFINISHED BUSINESS

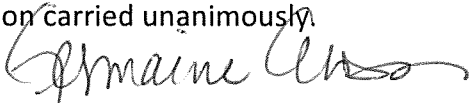
None

NEW BUSINESS

None

ADJOURNMENT

Trustee Levitsky made a motion, seconded by Trustee Rose, to adjourn the meeting at 6:40 p.m. Motion carried unanimously.



Germaine Arnson, Secretary

Minutes approved by the Board on September 10, 2019.

Upcoming Meetings: Regular Board Meeting – September 10, 2019

LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045
September 5, 2019
5:00 pm Reed Room – Main Floor
Special Meeting Agenda

1. Call Meeting to Order
2. Board of Trustees Roll Call
3. Additions to the Agenda
4. For action: Approval of the Agenda
5. Opportunity for the Public to Address the Board and Correspondence
6. Presentation by Russ Hodge, The Hodge Group
7. For action: Discussion and approval of next steps on Library Project
8. Unfinished Business
9. New Business
10. Adjournment

Upcoming Meetings

Regular Board Meeting: September 10, 2018, 7:30 pm, Reed Room

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.

Lake Forest Library Board of Trustees
360 E Deerpath Road, Lake Forest, IL 60045
Regular Meeting Minutes
7:30 p.m. September 10, 2019

CALL TO ORDER

President Carrie Travers called the meeting to order at 7:30 p.m.

ROLL CALL

Trustees Present: Germaine Arnson, Wendy Darling, Andrea Lemke, Ron Levitsky, Todd Puch, David Rose, Carrie Travers. Trustees Absent: JoAnn Desmond, Elizabeth Grob.

Staff Present: Catherine Lemmer, Library Director. Public present: Tish Borkowski.

ADDITIONS TO THE AGENDA

None

APPROVAL OF THE AGENDA

Trustee Rose made a motion, seconded by Trustee Puch, to approve the agenda. Motion carried unanimously.

OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD, AND CORRESPONDENCE

No request to address the board, nor was there any new correspondence.

APPROVAL OF MINUTES

Trustee Levitsky made a motion, seconded by Trustee Lemke, to approve the August 13, 2019 Regular Meeting minutes. Motion carried unanimously.

Trustee Darling made a motion, seconded by Trustee Rose, to approve the September 5, 2019 Special Meeting minutes. Motion carried unanimously.

Trustee Levitsky made a motion to approve and open the minutes of the August 13, 2019 Executive Session for public treatment as the Board finds that the need for confidentiality no longer exists as provided under 5 ILCS 120/2(c)1; and to authorize the destruction of the audio recordings on the first day of the month following the date of the meeting as the minutes of the August 13, 2019 Executive Session accurately and sufficiently represent the actions taken. The motion was seconded by Trustee Puch. Motion carried unanimously.

APPROVAL OF THE AUGUST FINANCIAL REPORT

Ms. Lemmer presented the highlights of the August financial report. After discussion, Trustee Rose made a motion, seconded by Trustee Arnson, to approve the August 2019 financial report. The motion carried unanimously with a roll call vote.

LIBRARY DIRECTOR REPORT

Ms. Lemmer updated the Board on new hiring procedures, staff training, and personnel changes, including posting of the open Children's Librarian position. Enhancement of patron spaces continues in both the Adult and Children's areas. The Friends Book Sale will be held September 11 – 15, 2019. Ms. Lemmer will attend the City Plan Commission meeting on September 11, 2019 to learn more about the next phase of the McKinley Road development project.

LIBRARY PROJECT DISCUSSION

President Travers asked the Board members for any Ex Parte contacts or conflicts of interest. Hearing none, she invited discussion on The Hodge Group contract. Trustee Rose made a motion to approve The Hodge Group contract and payment of \$15,500 for Phase One, seconded by Trustee Lemke. The motion carried unanimously with a roll call vote.

Ms. Lemmer updated the Board on the City's decision not to distribute funds from the Laurel-Western TIF district to the Library. After which, the Board asked Ms. Lemmer to invite a city administrator to attend the October board meeting to further discuss the matter.

UNFINISHED BUSINESS

None

NEW BUSINESS

None

ADJOURNMENT

Trustee Levitsky made a motion, seconded by Trustee Puch, to adjourn the meeting at 8:25 p.m. Motion carried unanimously.

Upcoming Meetings:

Regular Board Meeting: October 8, 2019, 7:30 pm, Reed Room



Germaine Arnson, Secretary

Minutes to be approved by the Board on October 8, 2019.

LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045
September 10, 2019
7:30 pm Reed Room – Main Floor
Regular Meeting Agenda

1. Call Meeting to Order
2. Board of Trustees Roll Call
3. Additions to the Agenda
4. For action: Approval of the Agenda
5. Opportunity for the Public to Address the Board and Correspondence
6. For action: Discuss and approve of the following meeting minutes:
 - a. August 13, 2019 Regular Meeting Minutes
 - b. September 5, 2019 Special Meeting Minutes
7. For action: With respect to the August 13, 2019 Executive Session minutes, pursuant to 5 ILCS 120 approve the minutes; authorize making the minutes open to the public; and authorize the destruction of audio recording
8. For action: Discussion and approval of August 2019 Financial Report
9. Library Director Report
10. For action: Discussion and approval of next steps on Library Project
11. Unfinished Business
12. New Business
13. Adjournment

Upcoming Meetings

Regular Board Meeting: October 8, 2018, 7:30 pm, Reed Room

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.

Agenda Item 6

Discussion and approval of the following meeting minutes

August 13, 2019 Regular Meeting Minutes
September 5, 2019 Special Meeting Minutes

Agenda Item 7

With respect to the August 13, 2019 Executive Session minutes, pursuant to 5 ILCS 120 approve the minutes; authorize making the minutes open to the public; and authorize the destruction of audio recording.

There is no need to go into executive session as these minutes should be open to the public.

Illinois Law 5 ILCS 120/2.06(d) requires public bodies to periodically review the minutes of all closed meeting sessions and determine whether the (1) the need for confidentiality still exists as to all or part of those minutes; or (2) that the minutes or portions thereof no longer require confidential treatment and are available for public treatment. Under 5 ILCS 120/2.06(c) the audio recordings of closed sessions may be destroyed after 18 months provided there are written minutes under section 5 ILCS 120/2.06(a).

In short, there are three required actions:

- 1. Approval of the August 13, 2019 Executive Session minutes**
- 2. Make a finding after reviewing the minutes whether the (1) the need for confidentiality still exists as to all or part of the minutes; or (2) that the minutes or portions thereof no longer require confidential treatment and are available for public treatment.**
- 3. Acknowledge that the minutes are sufficient to permit the destruction of the audio recordings on the first day of the 19th month following the date of the meeting.**

The Board will review and approve the minutes, determine the minutes no longer require confidential treatment and authorize the destruction of the audio recordings on the first day of the 19th month following the meeting.

MOTION:

To approve the minutes of the August 13, 2019 Executive Session;

Open the minutes of the August 13, 2019 Executive Session for public treatment as the Board finds that the need for confidentiality no longer exists as provided under 5 ILCS 120/2(c)1; and

Authorize the destruction of the audio recordings on the first day of the 19th month following the date of the meeting as the minutes of the August 13, 2019 Executive Session accurately and sufficiently represent the actions taken.

Discussion and approval of August 2019 Financial Report

Agenda Item 8

**LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045
September 10, 2019
7:30 pm Reed Room – Main Floor
Board Materials**

1. Agenda
2. August 13, 2019 Regular Meeting Minutes
3. August 2019 Financial Report

LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045
September 10, 2019
7:30 pm Reed Room – Main Floor
Regular Meeting Agenda

1. Call Meeting to Order
2. Board of Trustees Roll Call
3. Additions to the Agenda
4. For action: Approval of the Agenda
5. Opportunity for the Public to Address the Board and Correspondence
6. For action: Discuss and approve of the following meeting minutes:
 - a. August 13, 2019 Regular Meeting Minutes
 - b. September 5, 2019 Special Meeting Minutes
7. For action: With respect to the August 13, 2019 Executive Session minutes, pursuant to 5 ILCS 120 approve the minutes; authorize making the minutes open to the public; and authorize the destruction of audio recording
8. For action: Discussion and approval of August 2019 Financial Report
9. Library Director Report
10. For action: Discussion and approval of next steps on Library Project
11. Unfinished Business
12. New Business
13. Adjournment

Upcoming Meetings

Regular Board Meeting: October 8, 2018, 7:30 pm, Reed Room

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.

Discussion and approval of the following meeting minutes

August 13, 2019 Regular Meeting Minutes
September 5, 2019 Special Meeting Minutes

Lake Forest Library Board of Trustees
360 E Deerpath Road, Lake Forest, IL 60045
Regular Meeting Minutes
7:30 p.m. August 13, 2019

CALL TO ORDER

President Carrie Travers called the meeting to order at 7:30 p.m.

ROLL CALL

Trustees Present: Germaine Arnson, Wendy Darling, Andrea Lemke, Ron Levitsky, Todd Puch, David Rose, and Carrie Travers. Absent: Trustee Elizabeth Grob. Staff present: Catherine Lemmer, Library Director; Lorie Rohrer, Head of Children's Library (Youth Services). Public present: Tish Borkowski.

ADDITIONS TO THE AGENDA

None

APPROVAL OF THE AGENDA

Trustee Levitsky made a motion, seconded by Trustee Puch, to approve the agenda. Motion carried unanimously.

OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD, AND CORRESPONDENCE

No request to address the board, nor was there any new correspondence.

APPROVAL OF THE MINUTES

Trustee Levitsky made a motion, seconded by Trustee Puch, to approve the July 9, 2019 meeting minutes. Motion carried unanimously.

APPROVAL OF THE JULY FINANCIAL REPORT

Ms. Lemmer presented the highlights of the July financial report. After discussion, Trustee Lemke made a motion, seconded by Trustee Rose, to approve the July 2019 financial report. Motion carried unanimously with a roll call vote.

CHILDREN'S DEPARTMENT PRESENTATION

Lorie Rohrer, Head of Children's Library (Youth Services), updated the Board on the work of the Youth Services Department. Ms. Rohrer left the meeting at 8:05 pm. Tish Borkowski left the meeting at 8:05 pm, in advance of the Executive Session.

EXECUTIVE SESSION

Pursuant to 5 ILCS 120/2(c)1 for the purpose of approving executive session minutes from January 8, 2019 and April 9, 2019, evaluating the need for confidentiality of executive session minutes, and authorizing the destruction of audio recordings as needed.

Trustee Darling made a motion, seconded by Trustee Rose, to enter executive session at 8:06 p.m. Motion carried unanimously.

At 8:10 p.m., Trustee Puch made a motion, seconded by Trustee Lemke, to end the Executive Session. Motion carried unanimously.

President Carrie Travers called the return to open session to order at 8:11 p.m.

At return to open session, roll call was taken: Trustees present: Germaine Arnson; Wendy Darling, Andrea Lemke; Ron Levitsky, Todd Puch, David Rose, and Carrie Travers. Also present, Catherine A. Lemmer, Library Director, and Tish Borkowski, public attendee.

Trustee Puch made a motion, seconded by Trustee Arnson, to:

1. Approve the Executive Session Meeting Minutes of:

January 8, 2019 – Regular Board Meeting April 9, 2019 – Regular Board Meeting

2. Open the minutes for public treatment of the following Executive Sessions as the Board finds that the need for confidentiality no longer exists as provided under 5 ILCS 120/2(c)1:

January 8, 2019 – Regular Board Meeting April 9, 2019 – Regular Board Meeting

3. Authorize the destruction of the audio recordings for the following meetings pursuant to 5 ILCS 120/2.06(c) as the Board finds the minutes accurately represent the proceedings as required by 5 ILCS 120/2.06(a):

January 8, 2019 – Regular Board Meeting April 9, 2019 – Regular Board Meeting

The motion carried unanimously.

LIBRARY DIRECTOR REPORT

Ms. Lemmer updated the Board on summer programming, installation of new computers, and personnel changes and initiatives. The open Adult Services Technology Librarian position has been posted. Staff support of the upcoming Friends Book Sale was encouraged. She also reported on facilities matters, including updates on the Kasian Room, the new YA space, and Audio collection relocation.

LIBRARY PROJECT DISCUSSION

Ms. Lemmer updated the Board on the Strategic Vision project and next steps, highlighting the response from the Mayor and City management. Conflict of interest procedures were reviewed. A special meeting on September 5, 2019, with Russ Hodge, The Hodge Group, will be posted as a Special Board Meeting.

UNFINISHED BUSINESS

None

NEW BUSINESS

None

ADJOURNMENT

Trustee Levitsky made a motion, seconded by Trustee Puch, to adjourn the meeting at 8:45 p.m.
Motion carried unanimously.

Upcoming Meetings:

Special Board Meeting, September 5, 2019

Regular Board Meeting – September 10, 2019

Germaine Arnson, Secretary

Minutes to be approved by the Board on September 10, 2019.

Lake Forest Library
Year-to-Date Monthly Financial Report
August 2019
Unaudited Month 4
FY2020

REVENUES	Current Month Actual	Year to Date Actual	Year to Date Budget	Annual Budget	(Over)/Under Variance	% of Annual Budget
Funds on Hand 5/1	\$0	\$937,906	\$937,906	\$937,906		
Tax Based (Levy, SSN, IMRF)	\$119,712	\$2,282,212	\$1,049,298	\$4,197,193	\$1,232,913	54.37%
Non Tax Based	\$3,690	\$49,109	\$15,800	\$63,200	\$33,309	77.70%
Gifts (includes Friends)	\$3,525	\$78,025	\$20,750	\$83,000	\$57,275	94.01%
TOTAL REVENUES	\$126,927	\$2,409,345	\$1,085,848	\$4,343,393	\$1,323,497	55.47%
TOTAL FUNDS ON HAND	\$126,927	\$3,347,251	\$2,023,754	\$5,281,299		
 EXPENDITURES						
Salaries & Wages	\$259,211	\$507,673	\$489,434	\$1,817,898	(\$18,239)	27.93%
Fringes	\$57,152	\$118,381	\$109,973	\$408,470	(\$8,408)	28.98%
SSN	\$19,339	\$37,975	\$39,216	\$145,659	\$1,240	26.07%
IMRF	\$19,565	\$38,290	\$50,930	\$189,170	\$12,640	20.24%
Materials (print, AV, online)	\$82,465	\$206,449	\$213,000	\$639,000	\$6,551	32.31%
Other Operating Expenses	\$92,645	\$158,380	\$190,125	\$570,375	\$31,745	27.77%
Building Maintenance	\$39,638	\$68,082	\$81,933	\$245,800	\$13,851	27.70%
Sub Total	\$570,015	\$1,135,230	\$1,174,611	\$4,016,372	\$39,381	28.27%
Capital	\$5,599	\$6,573	\$68,333	\$205,000	\$61,760	3.21%
TOTAL	\$575,614	\$1,141,804	\$1,242,945	\$4,221,372	\$101,141	27.05%
BALANCE		\$2,205,448	\$780,810	\$1,059,927	\$1,222,356	
 RESERVES						
Capital Improvements	\$2,050,000					
Technology Improvements	\$300,000					
Capital Equipment	\$300,000					
	\$2,650,000					

Lake Forest Library
August 2019 (Month 4) FY2020
Financial Notes

Revenues

Funds on Hand: \$937,906 (unrestricted/unaudited).

Tax Based: \$2,282,212 (54%); payments received in June and September.

Update on TIF: Scheduled call with Library's lawyers to discuss. For reference, 2% of the year one increment in the TIF would be \$1,764. Lake County provided a year two estimate of \$222,777 in increment, 2% of which would be \$4,456. Overall, the TIF was to have paid the Library approximately \$635,000 over 23 years. Based on November 2018 estimates, the Library budgeted \$10,000 for FY2020. It is not anticipated that this shortfall will cause any budget difficulties.

Non-Tax Based: \$49,109 non-tax revenues; includes \$6,000 membership rebate from CCS and \$32,327 in investment income.

Gifts: \$78,025; Includes Friends FY2020 grant of \$73,000. The Library received a \$15,000 gift from The Reed Family Foundation on September 4, 2019. This gift is not reflected in the financials.

Expenditures

Salaries, Fringes: \$507,673 for salaries: 28% of FY budget; \$118,381 for fringes: 29% of FY budget. \$37,975 for SSN: 26% of FY budget; \$38,290 for IMRF: 20% of FY budget.

Materials; Books, AV and Electronic Services: \$206,449: 32% of FY budget. Annual payments for periodical and database subscriptions paid

Other Operating Expenditures: \$158,380: 28% of FY budget. Includes administrative fee payments totaling \$6,131 and audit fee of \$6,995.

Building Maintenance: \$68,082: 28% of FY budget. Reflects cleaning service contract, service calls and repairs for HVAC, electrical, and other systems; and annual liability and casualty insurance premiums.

Capital: \$6,573, 3% of FY budget.

Reserves

\$937,906 - Operating cash reserve (fund balance-unassigned). Transfer of FY2018 surplus to increase reserves for capital equipment (\$300,000), capital improvements (\$2,050,000), and technology (\$300,000), resulting \$2,650,000 in reserves.

Year to Date FY2020: 27% of budget expenses; 56% budget revenues.



LAKE FOREST LIBRARY BOARD

OCTOBER 2019

Minutes • Agendas • Board Packets

October 8

Regular Monthly Board Meeting

October 22

Special Meeting

Lake Forest Library Board of Trustees
360 E Deerpath Road, Lake Forest, IL 60045
Regular Meeting Minutes
7:30 p.m. October 8, 2019

CALL TO ORDER

President Carrie Travers called the meeting to order at 7:30 p.m.

ROLL CALL

Trustees Present: Germaine Arnson, Wendy Darling, JoAnn Desmond, Elizabeth Grob, Andrea Lemke, David Rose, Carrie Travers. Trustees Absent: Ron Levitsky, Todd Puch.

Staff Present: Catherine Lemmer, Library Director. Public present: Tish Borkowski.

ADDITIONS TO THE AGENDA

None

APPROVAL OF THE AGENDA

Trustee Rose made a motion, seconded by Trustee Desmond, to approve the agenda. Motion carried unanimously.

OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD, AND CORRESPONDENCE

No request to address the board, nor was there any new correspondence.

APPROVAL OF MINUTES

Trustee Lemke made a motion, seconded by Trustee Grob, to approve the September 10, 2019 Regular Meeting minutes. Motion carried unanimously.

APPROVAL OF THE SEPTEMBER 2019 FINANCIAL REPORT

Ms. Lemmer presented the highlights of the September 2019 financial report. After discussion, Trustee Desmond made a motion, seconded by Trustee Rose, to approve the September 2019 financial report. The motion carried unanimously with a roll call vote.

UPDATE ON LAUREL/WESTERN TIF

Ms. Lemmer presented a memo from Elizabeth Holleb, Finance Director for The City of Lake Forest, which outlined the history and legalities of past and current TIF districts. The City is not permitted, by law, to distribute Laurel and Western TIF funds during the life of the TIF to Lake Forest Library since it is not a library district. The Library may be eligible to participate in surplus funds at the closing of the TIF.

DISCUSSION AND APPROVAL OF THE FY2021/2019 LEVY

Ms. Lemmer presented the board with the proposed FY2021/2019 levy to be generated from the property tax. After discussion, Trustee Darling made a motion, seconded by Trustee Desmond, to approve the proposed FY2021/2019 levy increase of 1.9% (CPI) plus estimated growth. Township growth estimates will be submitted by November and the Board updated at the November meeting. The motion carried unanimously with a roll call vote.

UPDATE ON COMED TRANSFORMER

Ms. Lemmer provided a timeline of the incidents involving the blown ComEd transformers and subsequent electrical and building issues. She thanked Staff and City engineers for their efforts in resolving the issues quickly and minimizing downtime. It is anticipated that the Library's insurance will cover the repairs less a \$5,000 deductible. Trustee Rose made a motion, seconded by Trustee Lemke, to authorize payment of contracts and related expenses in the amount of \$83,000 if necessary prior to the receipt of the insurance payment. The motion carried unanimously with a roll call vote.

LIBRARY BUILDING PROJECT DISCUSSION

President Travers introduced the agenda item and asked the Trustees to declare any conflicts of interest or Ex Parte contacts. Hearing none, she invited discussion on The Hodge Group's progress on the Library Building Project. Timelines for community interviews and potential deliverables were outlined. Follow-up meetings will occur in late October.

LIBRARY DIRECTOR REPORT

Ms. Lemmer announced the hiring of Molly Schoenherr, an Adult Services Librarian. The Library received its FY2019 per capita grant from the State of Illinois and Ms. Lemmer noted the Library will file in January for the next grant cycle. Enhancement and updating of patron spaces continues in both the Adult and Children's areas. The Friends Book Sale was a success; final numbers will be announced in late October. The Library will present a FY2021 grant request to The Friends at their October meeting. Community outreach continues, great programs, including *Lake Forest Reads: Ragdale*, and work with District 67 on the 8th Grade Community Service Day.

UNFINISHED BUSINESS

None

NEW BUSINESS


President Travers welcomed JoAnn Desmond to the Board of Trustees.

ADJOURNMENT

Trustee Arnson made a motion, seconded by Trustee Desmond, to adjourn the meeting at 8:50 p.m. Motion carried unanimously.

Upcoming Meetings:

Regular Board Meeting: November 12, 2019, 7:30 p.m., Reed Room



Germaine Arnson, Secretary

Minutes approved by the Board on November 12, 2019.

LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045
October 8, 2019
7:30 pm Reed Room – Main Floor
Regular Meeting

Agenda

1. Call Meeting to Order
2. Board of Trustees Roll Call
3. Additions to the Agenda
4. For action: Approval of the Agenda
5. Opportunity for the Public to Address the Board and Correspondence
6. For action: Approval of September 10, 2019 Regular Meeting Minutes.
7. For action: Discussion and approval of September 2019 Financial Report
8. Update on Laurel/Western TIF
9. For action: Discussion and approval of FY2021/2019 levy
10. Update on the Com Ed transformer blow outs. For action: Discussion and approval of related contracts and payment of expenses
11. For action: Discussion and approval of next steps on Library Project
12. Library Director Report
13. Unfinished Business
14. New Business
15. Adjournment

Upcoming Meetings

Regular Board Meeting: November 12, 2018, 7:30 pm, Reed Room

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.

Agenda Item 6

Approval of the September 10, 2019 Regular Meeting Minutes

Agenda Item 7

Discussion and approval of September 2019 Financial Report

Agenda Item 8

Update on Laurel & Western TIF

A full update will be provided at the meeting. Generally, the TIF statute permits participation by tax districts. The Library is a municipal library rather than a “library district” entitled to participate in TIF distributions. The City is holding firm on the statutory language.

To date, the Library would have received \$6,120: \$1,746 (2018) and \$4,456 (2019). A suggested solution, increasing the levy to cover the amount, the increase would show in the Library’s new growth allocation.

The Library received \$65,605.79 in funds in 2013, when the West Lake Forest TIF District. The funds were part of the \$2,389,515 in surplus distributed by Lake County when the TIF closed. At that time, Lake County, Forest Preserve, CLC Dist 532, West Deerfield Township, School Districts 67 and 115, the City of Lake Forest and the North Shore Sanitary District received funds. The City’s portion was \$538,904; of which \$65,605.79 was paid over to the Library. The difference is participation in the incremental increase over the life of the TIF versus participation in surplus at the end of the TIF.

Discussion and approval of FY2021/2019 Levy

Proposed

FY21/19 levy increase of 1.9% CPI and estimated growth TBD for an estimated increase of \$79,385 plus growth; ending in a total levy of \$4,253,537 plus growth. Only one of the five townships has released its new growth estimates. If the Board decided to add the open TIF amount into the levy, it would appear as part of the new growth.

Recent History

FY20/18 levy increase of **2.1%** CPI and growth (.45%) of \$16,575 or \$101,837 to \$4,174,152

FY19/17 levy increase of **2.1%** CPI and growth (.65%) of \$23,500 or \$106,776 to \$4,072,315

FY18/16 levy increase of **1.26%** (.7 CPI/.56 growth) or \$46,775 to \$3,965,539

FY17/15 levy increase of **1%** or \$38,957 to \$3,918,764

FY16/14 levy increase of **1.8%** or \$70,974 to \$3,879,470

FY15/13 levy increase of **1.95%** or \$72,872 to \$3,806,406

FY14/12 levy increase of **5.44%** or \$183,309 to \$3,723,276

FY13/11 levy increase of **2.1%** or \$72,657 to \$3,532,508

FY12/10 levy increase of **3.3%** or \$113,072 to \$3,452,510

FY11/09 levy increase of **1.15%** or \$35,636 to \$3,339,438 (includes IMRS/SS)

FY10/08 levy increase of **4.86%** or \$158,901 to \$3,303,802 (includes IMRF/SS)

Com Ed Transformer Update

Agenda Item 10

Update on Library Project

Agenda Item 11

Library Director Report

Agenda Item 12

**LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045**

October 8, 2019

7:30 pm Reed Room – Main Floor

Regular Meeting

Board Materials

1. Agenda
2. September 10, 2019 Regular Meeting Minutes
3. September 2019 Financial Report
4. FY2021/2019 levy

Upcoming Meetings

Regular Board Meeting: November 12, 2018, 7:30 pm, Reed Room

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.

**LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045**

October 8, 2019

7:30 pm Reed Room – Main Floor

Regular Meeting

Agenda

1. Call Meeting to Order
2. Board of Trustees Roll Call
3. Additions to the Agenda
4. For action: Approval of the Agenda
5. Opportunity for the Public to Address the Board and Correspondence
6. For action: Approval of September 10, 2019 Regular Meeting Minutes.
7. For action: Discussion and approval of September 2019 Financial Report
8. Update on Laurel/Western TIF
9. For action: Discussion and approval of FY2021/2019 levy
10. Update on the Com Ed transformer blow outs. For action: Discussion and approval of related contracts and payment of expenses
11. For action: Discussion and approval of next steps on Library Project
12. Library Director Report
13. Unfinished Business
14. New Business
15. Adjournment

Upcoming Meetings

Regular Board Meeting: November 12, 2018, 7:30 pm, Reed Room

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.

Lake Forest Library Board of Trustees
360 E Deerpath Road, Lake Forest, IL 60045
Regular Meeting Minutes
7:30 p.m. September 10, 2019

CALL TO ORDER

President Carrie Travers called the meeting to order at 7:30 p.m.

ROLL CALL

Trustees Present: Germaine Arnson, Wendy Darling, Andrea Lemke, Ron Levitsky, Todd Puch, David Rose, Carrie Travers. Trustees Absent: JoAnn Desmond, Elizabeth Grob.

Staff Present: Catherine Lemmer, Library Director. Public present: Tish Borkowski.

ADDITIONS TO THE AGENDA

None

APPROVAL OF THE AGENDA

Trustee Rose made a motion, seconded by Trustee Puch, to approve the agenda. Motion carried unanimously.

OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD, AND CORRESPONDENCE

No request to address the board, nor was there any new correspondence.

APPROVAL OF MINUTES

Trustee Levitsky made a motion, seconded by Trustee Lemke, to approve the August 13, 2019 Regular Meeting minutes. Motion carried unanimously.

Trustee Darling made a motion, seconded by Trustee Rose, to approve the September 5, 2019 Special Meeting minutes. Motion carried unanimously.

Trustee Levitsky made a motion to approve and open the minutes of the August 13, 2019 Executive Session for public treatment as the Board finds that the need for confidentiality no longer exists as provided under 5 ILCS 120/2(c)1; and to authorize the destruction of the audio recordings on the first day of the month following the date of the meeting as the minutes of the August 13, 2019 Executive Session accurately and sufficiently represent the actions taken. The motion was seconded by Trustee Puch. Motion carried unanimously.

APPROVAL OF THE AUGUST FINANCIAL REPORT

Ms. Lemmer presented the highlights of the August financial report. After discussion, Trustee Rose made a motion, seconded by Trustee Arnson, to approve the August 2019 financial report. The motion carried unanimously with a roll call vote.

LIBRARY DIRECTOR REPORT

Ms. Lemmer updated the Board on new hiring procedures, staff training, and personnel changes, including posting of the open Children’s Librarian position. Enhancement of patron spaces continues in both the Adult and Children’s areas. The Friends Book Sale will be held September 11 – 15, 2019. Ms. Lemmer will attend the City Plan Commission meeting on September 11, 2019 to learn more about the next phase of the McKinley Road development project.

LIBRARY PROJECT DISCUSSION

President Travers asked the Board members for any Ex Parte contacts or conflicts of interest. Hearing none, she invited discussion on The Hodge Group contract. Trustee Rose made a motion to approve The Hodge Group contract and payment of \$15,500 for Phase One, seconded by Trustee Lemke. The motion carried unanimously with a roll call vote.

Ms. Lemmer updated the Board on the City’s decision not to distribute funds from the Laurel-Western TIF district to the Library. After which, the Board asked Ms. Lemmer to invite a city administrator to attend the October board meeting to further discuss the matter.

UNFINISHED BUSINESS

None

NEW BUSINESS

None

ADJOURNMENT

Trustee Levitsky made a motion, seconded by Trustee Puch, to adjourn the meeting at 8:25 p.m. Motion carried unanimously.

Upcoming Meetings:

Regular Board Meeting: October 8, 2019, 7:30 pm, Reed Room

Germaine Arnson, Secretary

Minutes to be approved by the Board on October 8, 2019.

Lake Forest Library
Year-to-Date Monthly Financial Report
September 2019
Unaudited Month 5
FY2020

REVENUES	Current Month Actual	Year to Date Actual	Year to Date Budget	Annual Budget	(Over)/Under Variance	% of Annual Budget
Unassigned Funds on Hand 5/1	\$0	\$937,906	\$937,906	\$937,906		
Tax Based (Levy, SSN, IMRF)	\$119,712	\$4,001,592	\$1,748,830	\$4,197,193	\$2,252,762	95.34%
Non Tax Based	\$3,690	\$87,797	\$26,333	\$63,200	\$61,464	138.92%
Gifts (includes Friends)	\$18,525	\$93,025	\$34,583	\$83,000	\$58,442	112.08%
TOTAL REVENUES	\$141,927	\$4,182,414	\$1,809,747	\$4,343,393	\$2,372,667	96.29%
TOTAL FUNDS ON HAND	\$141,927	\$5,120,320	\$2,747,653	\$5,281,299		
 EXPENDITURES						
Salaries & Wages	\$122,888	\$630,561	\$699,192	\$1,817,898	\$68,631	34.69%
Fringes	\$30,889	\$149,270	\$157,104	\$408,470	\$7,833	36.54%
SSN	\$9,141	\$47,116	\$56,023	\$145,659	\$8,907	32.35%
IMRF	\$9,107	\$47,397	\$72,758	\$189,170	\$25,361	25.06%
Materials (print, AV, online)	\$37,510	\$243,959	\$266,250	\$639,000	\$22,291	38.18%
Other Operating Expenses	\$30,534	\$188,914	\$237,656	\$570,375	\$48,743	33.12%
Building Maintenance	\$26,607	\$94,689	\$102,417	\$245,800	\$7,727	38.52%
Sub Total	\$266,676	\$1,401,906	\$1,591,399	\$4,016,372	\$189,493	34.90%
Capital	\$6,060	\$12,633	\$85,417	\$205,000	\$72,783	6.16%
TOTAL	\$272,736	\$1,414,539	\$1,676,815	\$4,221,372	\$262,276	33.51%
BALANCE		\$3,705,781	\$1,070,838	\$1,059,927	\$2,110,391	
 RESERVES						
Capital Improvements	\$2,050,000					
Technology Improvements	\$300,000					
Capital Equipment	\$300,000					
	\$2,650,000					

Lake Forest Library
September 2019 (Month 5) FY2020
Financial Notes

Revenues

Funds on Hand: \$937,906 (unrestricted/unaudited).

Tax Based: \$4,001,592 (95%); payments received in June and September.

Non-Tax Based: \$87,797 non-tax revenues; includes a quarterly payment of \$1,599 representing the Library's portion of the RAILS LLSAP (local library support automation program) Support Grant due to CCS for becoming a LLSAP unit of RAILS; per capita grant of \$24,218; \$1,366 sales commission from Better World Books; \$4,200 impact fee; and \$42,658 in investment income.

Gifts: \$93,025; Includes Friends FY2020 grant of \$73,000.

Expenditures

Salaries, Fringes: \$630,561 for salaries: 35% of FY budget; \$149,270 for fringes: 37% of FY budget. \$47,116 for SSN: 33% of FY budget; \$47,397 for IMRF: 25% of FY budget.

Materials; Books, AV and Electronic Services: \$243,959: 38% of FY budget. Annual payments for periodical and database subscriptions paid

Other Operating Expenditures: \$188,914: 33% of FY budget. Includes administrative fee payments paid to City of Lake Forest of \$8,175 and audit fee of \$6,995.

Building Maintenance: \$94,689: 39% of FY budget. Reflects cleaning service contract, service calls and repairs for HVAC, electrical, and other systems; and annual liability and casualty insurance premiums.

Capital: \$6,060, 6% of FY budget.

Reserves

\$937,906 - Operating cash reserve (fund balance-unassigned). Current assigned reserves: capital equipment (\$300,000), capital improvements (\$2,050,000), and technology (\$300,000), resulting \$2,650,000 in reserves.

Year to Date FY2020: 34% of budget expenses; 96% budget revenues.

Discussion and approval of FY2021/2019 Levy

Proposed

FY21/19 levy increase of 1.9% CPI and estimated growth TBD for an estimated increase of \$79,385 plus growth; ending in a total levy of \$4,253,537 plus growth. Only one of the five townships has released its new growth estimates. If the Board decided to add the open TIF amount into the levy, it would appear as part of the new growth.

Recent History

FY20/18 levy increase of **2.1%** CPI and growth (.45%) of \$16,575 or \$101,837 to \$4,174,152

FY19/17 levy increase of **2.1%** CPI and growth (.65%) of \$23,500 or \$106,776 to \$4,072,315

FY18/16 levy increase of **1.26%** (.7 CPI/.56 growth) or \$46,775 to \$3,965,539

FY17/15 levy increase of **1%** or \$38,957 to \$3,918,764

FY16/14 levy increase of **1.8%** or \$70,974 to \$3,879,470

FY15/13 levy increase of **1.95%** or \$72,872 to \$3,806,406

FY14/12 levy increase of **5.44%** or \$183,309 to \$3,723,276

FY13/11 levy increase of **2.1%** or \$72,657 to \$3,532,508

FY12/10 levy increase of **3.3%** or \$113,072 to \$3,452,510

FY11/09 levy increase of **1.15%** or \$35,636 to \$3,339,438 (includes IMRS/SS)

FY10/08 levy increase of **4.86%** or \$158,901 to \$3,303,802 (includes IMRF/SS)

Lake Forest Library Board of Trustees
360 E Deerpath Road, Lake Forest, IL 60045
Special Meeting Minutes
6:00 p.m. October 22, 2019

CALL TO ORDER

President Carrie Travers called the meeting to order at 6:01 p.m.

ROLL CALL

Trustees Present: Germaine Arnson, Wendy Darling, JoAnn Desmond, Elizabeth Grob, Andrea Lemke, Ron Levitsky, Todd Puch, David Rose, Carrie Travers.

Staff Present: Catherine Lemmer, Library Director.

ADDITIONS TO THE AGENDA

None

APPROVAL OF THE AGENDA

Trustee Desmond made a motion, seconded by Trustee Darling, to approve the agenda. Motion carried unanimously.

OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD, AND CORRESPONDENCE

No request to address the board, nor was there any new correspondence.

LIBRARY BUILDING PROJECT UPDATE

President Travers introduced the agenda item and asked the Trustees to declare any conflicts of interest or Ex Parte contacts. Hearing none, she invited discussion on The Hodge Group's progress on the Library Building Project. Ms. Lemmer provided a summary of the work to date and reviewed feedback from the first round of The Hodge Group interviews and meetings with Mayor George Pandaleon, Jason Wicha, City Manager, and Cathy Czerniak, Director of Community Development.

After a lengthy discussion, Trustee Levitsky made a motion, seconded by Trustee Puch, to authorize The Hodge Group to pursue the following test option: A transformative renovation of the existing library site, one that preserves the historic nature of the current library facility, and transforms the current building into a 21st century library. The dollar value associated with the test option will be the largest amount, based on updated project figures, that has a reasonable likelihood to be raised. The motion carried unanimously.

UNFINISHED BUSINESS

None

Lake Forest Library Board of Trustees
Special Meeting Minutes
October 22, 2019

NEW BUSINESS

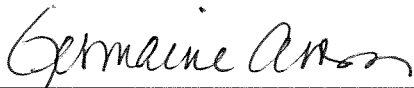
Ms. Lemmer presented a remembrance bookmark to the trustees from the estate of Bernice A. Kozlowski. Donations made in memory of Bernice A. Kozlowski will be directed toward resources that aid the hearing impaired.

ADJOURNMENT

Trustee Levitsky made a motion, seconded by Trustee Rose, to adjourn the meeting at 6:39 p.m. Motion carried unanimously.

Upcoming Meetings:

Regular Board Meeting: November 12, 2019, 7:30 p.m., Reed Room



Germaine Arnson, Secretary

Minutes approved by the Board on November 12, 2019.

LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045
October 22, 2019
6:00 pm
Reed Room – Main Floor
Special Meeting

Agenda

1. Call Meeting to Order
2. Board of Trustees Roll Call
3. Additions to the Agenda
4. For action: Approval of the Agenda
5. Opportunity for the Public to Address the Board and Correspondence
6. Library Update
7. Unfinished Business
8. New Business
9. Adjournment

Upcoming Meetings

Regular Board Meeting: November 12, 2018, 7:30 pm, Reed Room

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.



LAKE FOREST LIBRARY BOARD

NOVEMBER 2019

Minutes • Agendas • Board Packets

November 12

Regular Monthly Board Meeting

November 20

Special Meeting

Lake Forest Library Board of Trustees
360 E Deerpath Road, Lake Forest, IL 60045
Regular Meeting Minutes
7:30 p.m. November 12, 2019

CALL TO ORDER

President Carrie Travers called the meeting to order at 7:32 p.m.

ROLL CALL

Trustees Present: Germaine Arnson, Wendy Darling, JoAnn Desmond, Elizabeth Grob, Andrea Lemke, Ron Levitsky, Todd Puch, David Rose, Carrie Travers.

Staff Present: Catherine Lemmer, Library Director. Public present: Tish Borkowski.

ADDITIONS TO THE AGENDA

None

APPROVAL OF THE AGENDA

Trustee Levitsky made a motion, seconded by Trustee Puch, to approve the agenda. Motion carried unanimously.

OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD, AND CORRESPONDENCE

No request to address the board, nor was there any new correspondence.

APPROVAL OF MINUTES

Trustee Rose made a motion, seconded by Trustee Lemke, to approve the October 8, 2019 Regular Meeting minutes. Motion carried with 8 votes in favor; Trustee Levitsky abstained because he did not attend the October 8th meeting.

Trustee Puch made a motion, seconded by Trustee Desmond, to approve the October 22, 2019 Special Meeting minutes. Motion carried unanimously.

APPROVAL OF THE OCTOBER 2019 FINANCIAL REPORT

Ms. Lemmer presented the highlights of the October 2019 financial report. After discussion, Trustee Lemke made a motion, seconded by Trustee Desmond, to approve the October 2019 financial report. The motion carried unanimously with a roll call vote.

RECEIPT OF THE FY2019 ANNUAL FINANCIAL REPORT

Ms. Lemmer presented the FY2019 Annual Financial Report by Baker Tilly Virchow Krause. Trustee Rose made a motion, seconded by Trustee Desmond to accept and acknowledge receipt of the report. The motion carried unanimously with a roll call vote.

REVIEW OF THE CITY OF LAKE FOREST ETHICS ORDINANCE

Ms. Lemmer presented the City of Lake Forest Ethics Ordinance, which was adopted in October 2019.

LIBRARY BUILDING PROJECT DISCUSSION

Prior to the discussion, President Travers asked Board members to declare any conflicts of interest and report any Ex Parte communications. Trustee Arnson stated that her adult daughter is employed by HGA but does not have any involvement with the Library Building Project. The Board reviewed the revised project estimates provided by HGA. An updated timeline based on progress by The Hodge Group was also discussed. The Hodge Group will present their findings to the board in November.

LIBRARY DIRECTOR REPORT

The 7th annual *Lake Forest Reads: Ragdale* was a success, with over 475 people attending related programs. The Library hosted its first Volunteer Fest in November, connecting over 200 people with 30 non-profit organizations. Links to these organizations will be maintained on the Library website. The Lake Forest Preservation Foundation is joining with the Library to host a tour of the Library, hosted by historian Art Miller, on November 17, 2019. The Library has donated three unique experiences to be auctioned at the Chamber of Commerce Silent Auction. Ms. Lemmer announced the hiring of Stevie Noguchi, a part-time Adult Services Librarian. Interviews continue for other openings. Ms. Lemmer gave an update on the Friends Book Sale results, and the Library's FY2021 grant request for programming and Lake Forester digitization. Ms. Lemmer will continue to attend commission meetings related to the McKinley Road project.

UNFINISHED BUSINESS

There is no update from the City regarding the FY2021/2019 levy. The insurance claim from the ComEd transformer blowouts has been processed and all contractors paid. The Services Committee will meet in January to review existing services and explore new service offerings. Services Committee members include Germaine Arnson (Chair), JoAnn Desmond, Elizabeth Grob, and Ron Levitsky.

NEW BUSINESS

No new business.

ADJOURNMENT

Trustee Puch made a motion, seconded by Trustee Desmond, to adjourn the meeting at 8:26 p.m. Motion carried unanimously.

Upcoming Meetings:

Special Board Meeting, November 22, 2019, 5:30 p.m., Reed Room

Regular Board Meeting: December 10, 2019, 7:30 p.m., Reed Room



Germaine Arnson, Secretary

Minutes approved by the Board on December 10, 2019.

LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045
November 12, 2019
7:30 pm Reed Room – Main Floor
Regular Meeting

Agenda

1. Call Meeting to Order
2. Board of Trustees Roll Call
3. Additions to the Agenda
4. For action: Approval of the Agenda
5. Opportunity for the Public to Address the Board and Correspondence
6. For action: Approval of Meeting Minutes
 - a. October 8, 2019 Regular Meeting Minutes
 - b. October 22, 2019 Special Meeting Minutes
7. For action: Discussion and approval of October 2019 Financial Report
8. For action: Receipt of FY2019 Annual Financial Report by Baker Tilly Virchow Krause
9. Review of City of Lake Forest Ethics Ordinance, adopted October 2019
10. Update on the Library Building Project
11. Library Director Report
12. Unfinished Business
 - a. Update on FY2021/2019 levy
 - b. Update on Com Ed transformer blow outs
 - c. Update on Services Committee
13. New Business
14. Adjournment

Upcoming Regular Board Meeting: December 10, 2019, 7:30 pm, Reed Room

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.

**LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045
November 12, 2019
7:30 pm Reed Room – Main Floor
Regular Meeting**

Board Materials

1. Agenda
2. October 8, 2019 Regular Meeting Minutes
3. October 22, 2019 Special Meeting Minutes
4. October 2019 Financial Report
5. Update on FY2021/2019 levy
6. Update on Com Ed transformer blow outs

Upcoming Regular Board Meeting: December 10, 2019, 7:30 pm, Reed Room

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.

LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045
November 12, 2019
7:30 pm Reed Room – Main Floor
Regular Meeting

Agenda

1. Call Meeting to Order
2. Board of Trustees Roll Call
3. Additions to the Agenda
4. For action: Approval of the Agenda
5. Opportunity for the Public to Address the Board and Correspondence
6. For action: Approval of Meeting Minutes
 - a. October 8, 2019 Regular Meeting Minutes
 - b. October 22, 2019 Special Meeting Minutes
7. For action: Discussion and approval of October 2019 Financial Report
8. For action: Receipt of FY2019 Annual Financial Report by Baker Tilly Virchow Krause
9. Review of City of Lake Forest Ethics Ordinance, adopted October 2019
10. Update on the Library Building Project
11. Library Director Report
12. Unfinished Business
 - a. Update on FY2021/2019 levy
 - b. Update on Com Ed transformer blow outs
 - c. Update on Services Committee
13. New Business
14. Adjournment

Upcoming Regular Board Meeting: December 10, 2019, 7:30 pm, Reed Room

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.

Lake Forest Library Board of Trustees
360 E Deerpath Road, Lake Forest, IL 60045
Regular Meeting Minutes
7:30 p.m. October 8, 2019

CALL TO ORDER

President Carrie Travers called the meeting to order at 7:30 p.m.

ROLL CALL

Trustees Present: Germaine Arnson, Wendy Darling, JoAnn Desmond, Elizabeth Grob, Andrea Lemke, David Rose, Carrie Travers. Trustees Absent: Ron Levitsky, Todd Puch.
Staff Present: Catherine Lemmer, Library Director. Public present: Tish Borkowski.

ADDITIONS TO THE AGENDA

None

APPROVAL OF THE AGENDA

Trustee Rose made a motion, seconded by Trustee Desmond, to approve the agenda. Motion carried unanimously.

OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD, AND CORRESPONDENCE

No request to address the board, nor was there any new correspondence.

APPROVAL OF MINUTES

Trustee Lemke made a motion, seconded by Trustee Grob, to approve the September 10, 2019 Regular Meeting minutes. Motion carried unanimously.

APPROVAL OF THE SEPTEMBER 2019 FINANCIAL REPORT

Ms. Lemmer presented the highlights of the September 2019 financial report. After discussion, Trustee Desmond made a motion, seconded by Trustee Rose, to approve the September 2019 financial report. The motion carried unanimously with a roll call vote.

UPDATE ON LAUREL/WESTERN TIF

Ms. Lemmer presented a memo from Elizabeth Holleb, Finance Director for The City of Lake Forest, which outlined the history and legalities of past and current TIF districts. The City is not permitted, by law, to distribute Laurel and Western TIF funds during the life of the TIF to Lake Forest Library since it is not a library district. The Library may be eligible to participate in surplus funds at the closing of the TIF.

DISCUSSION AND APPROVAL OF THE FY2021/2019 LEVY

Ms. Lemmer presented the board with the proposed FY2021/2019 levy to be generated from the property tax. After discussion, Trustee Darling made a motion, seconded by Trustee Desmond, to approve the proposed FY2021/2019 levy increase of 1.9% (CPI) plus estimated growth. Township growth estimates will be submitted by November and the Board updated at the November meeting. The motion carried unanimously with a roll call vote.

UPDATE ON COMED TRANSFORMER

Ms. Lemmer provided a timeline of the incidents involving the blown ComEd transformers and subsequent electrical and building issues. She thanked Staff and City engineers for their efforts in resolving the issues quickly and minimizing downtime. It is anticipated that the Library's insurance will cover the repairs less a \$5,000 deductible. Trustee Rose made a motion, seconded by Trustee Lemke, to authorize payment of contracts and related expenses in the amount of \$83,000 if necessary prior to the receipt of the insurance payment. The motion carried unanimously with a roll call vote.

LIBRARY BUILDING PROJECT DISCUSSION

President Travers introduced the agenda item and asked the Trustees to declare any conflicts of interest or Ex Parte contacts. Hearing none, she invited discussion on The Hodge Group's progress on the Library Building Project. Timelines for community interviews and potential deliverables were outlined. Follow-up meetings will occur in late October.

LIBRARY DIRECTOR REPORT

Ms. Lemmer announced the hiring of Molly Schoenherr, an Adult Services Librarian. The Library received its FY2019 per capita grant from the State of Illinois and Ms. Lemmer noted the Library will file in January for the next grant cycle. Enhancement and updating of patron spaces continues in both the Adult and Children's areas. The Friends Book Sale was a success; final numbers will be announced in late October. The Library will present a FY2021 grant request to The Friends at their October meeting. Community outreach continues, great programs, including *Lake Forest Reads: Ragdale*, and work with District 67 on the 8th Grade Community Service Day.

UNFINISHED BUSINESS

None

NEW BUSINESS

President Travers welcomed JoAnn Desmond to the Board of Trustees.

ADJOURNMENT

Trustee Arnson made a motion, seconded by Trustee Desmond, to adjourn the meeting at 8:50 p.m. Motion carried unanimously.

Upcoming Meetings:

Regular Board Meeting: November 12, 2019, 7:30 p.m., Reed Room

Germaine Arnson, Secretary

Minutes approved by the Board on November 12, 2019.

Lake Forest Library Board of Trustees
360 E Deerpath Road, Lake Forest, IL 60045
Special Meeting Minutes
6:00 p.m. October 22, 2019

CALL TO ORDER

President Carrie Travers called the meeting to order at 6:01 p.m.

ROLL CALL

Trustees Present: Germaine Arnson, Wendy Darling, JoAnn Desmond, Elizabeth Grob, Andrea Lemke, Ron Levitsky, Todd Puch, David Rose, Carrie Travers.

Staff Present: Catherine Lemmer, Library Director.

ADDITIONS TO THE AGENDA

None

APPROVAL OF THE AGENDA

Trustee Desmond made a motion, seconded by Trustee Darling, to approve the agenda. Motion carried unanimously.

OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD, AND CORRESPONDENCE

No request to address the board, nor was there any new correspondence.

LIBRARY BUILDING PROJECT UPDATE

President Travers introduced the agenda item and asked the Trustees to declare any conflicts of interest or Ex Parte contacts. Hearing none, she invited discussion on The Hodge Group's progress on the Library Building Project. Ms. Lemmer provided a summary of the work to date and reviewed feedback from the first round of The Hodge Group interviews and meetings with Mayor George Pandaleon, Jason Wicha, City Manager, and Cathy Czerniak, Director of Community Development.

After a lengthy discussion, Trustee Levitsky made a motion, seconded by Trustee Puch, to authorize The Hodge Group to pursue the following test option: A transformative renovation of the existing library site, one that preserves the historic nature of the current library facility, and transforms the current building into a 21st century library. The dollar value associated with the test option will be the largest amount, based on updated project figures, that has a reasonable likelihood to be raised. The motion carried unanimously.

UNFINISHED BUSINESS

None

NEW BUSINESS

Ms. Lemmer presented a remembrance bookmark to the trustees from the estate of Bernice A. Kozlowski. Donations made in memory of Bernice A. Kozlowski will be directed toward resources that aid the hearing impaired.

ADJOURNMENT

Trustee Levitsky made a motion, seconded by Trustee Rose, to adjourn the meeting at 6:39 p.m. Motion carried unanimously.

Upcoming Meetings:

Regular Board Meeting: November 12, 2019, 7:30 p.m., Reed Room

Germaine Arnson, Secretary

Minutes approved by the Board on November 12, 2019.

October 2019 Financial Report

At the conclusion of the audit, the unassigned fund balance was reset to \$1,727,561.88 as of May 1, 2019.

The Library has received 97% of its tax revenues (at \$127,487 under budget). Its non-tax income lines continue to over perform with the exception of the *Impact Fee* line (42% against budget). Library fines appear to have settled into a position that makes moving forward in the spring with fine free services appropriate. The budgeted amount of \$7,000 in library fines and fees should be achieved by year end. The FY2021 budget will not include a library fine account line.

Salaries/wages, the largest budget item, is at 42% of budget at the end of 6 months. Fringe benefits are at 43% of budget and will increase at a faster rate for the last four months of the fiscal year when the new rates go into effect for health insurance.

Other operating and building maintenance are on budget.

The Library currently relies on the City's Sales Tax Exemption certificate. Since the adoption of BS&A in January 2019 and because the Library has its own FEIN number, the City has asked the Library to apply for its own state tax exempt number. The application was filed on October 24. The Library will continue to rely on the City's exemption until the new number is issued.

Lake Forest Library
Year-to-Date Monthly Financial Report
October 2019
Unaudited Month 6
FY2020

REVENUES	Current Month Actual	Year to Date Actual	Year to Date Budget	Annual Budget	(Over)/Under Variance	% of Annual Budget
Unassigned Funds on Hand 5/1	\$789,656	\$1,727,562	\$937,906	\$937,906		
Tax Based (Levy, SSN, IMRF)	\$72,172	\$4,073,764	\$2,098,597	\$4,197,193	\$1,975,168	97.06%
Non Tax Based	\$14,046	\$101,843	\$31,600	\$63,200	\$70,243	161.14%
Gifts (includes Friends)	\$500	\$93,525	\$41,500	\$83,000	\$52,025	112.68%
TOTAL REVENUES	\$86,719	\$4,269,133	\$2,171,697	\$4,343,393	\$2,097,436	98.29%
TOTAL FUNDS ON HAND	\$876,374	\$5,996,694	\$3,109,603	\$5,281,299		
EXPENDITURES						
Salaries & Wages	\$131,497	\$762,058	\$839,030	\$1,817,898	\$76,971	41.92%
Fringes	\$27,953	\$177,223	\$188,525	\$408,470	\$11,302	43.39%
SSN	\$9,834	\$56,950	\$67,227	\$145,659	\$10,277	39.10%
IMRF	\$9,993	\$57,390	\$87,309	\$189,170	\$29,919	30.34%
Materials (print, AV, online)	\$37,071	\$281,030	\$319,500	\$639,000	\$38,470	43.98%
Other Operating Expenses	\$35,964	\$224,878	\$285,188	\$570,375	\$60,310	39.43%
Building Maintenance	\$20,230	\$114,919	\$122,900	\$245,800	\$7,981	46.75%
Sub Total	\$272,542	\$1,674,448	\$1,909,678	\$4,016,372	\$235,230	41.69%
Capital	\$0	\$12,633	\$85,417	\$205,000	\$72,783	6.16%
TOTAL	\$272,542	\$1,687,081	\$1,995,095	\$4,221,372	\$308,014	39.97%
BALANCE		\$4,309,613	\$1,114,508	\$1,059,927	\$1,789,422	
RESERVES						
Capital Improvements	\$2,050,000					
Technology Improvements	\$300,000					
Capital Equipment	\$300,000					
	\$2,650,000					

Lake Forest Library
October 2019 (Month 6) FY2020
Financial Notes

Revenues

Funds on Hand: \$1,727,562 (audited).

Tax Based: \$4,073,764 (97%); payments received in June and September.

Non-Tax Based: \$101,943 non-tax revenues; includes a quarterly payment of \$1,599 representing the Library's portion of the RAILS LLSAP (local library support automation program) Support Grant due to CCS for becoming a LLSAP unit of RAILS; per capita grant of \$24,218; \$1,366 sales commission from Better World Books; \$4,200 impact fee; \$6,134 library fines; and \$54,672 in investment income.

Gifts: \$93,525; Includes Friends FY2020 grant of \$73,000.

Expenditures

Salaries, Fringes: \$762,058 for salaries: 42% of FY budget; \$177,223 for fringes: 44% of FY budget. \$56,950 for SSN: 39% of FY budget; \$57,390 for IMRF: 30% of FY budget.

Materials; Books, AV and Electronic Services: \$281,030: 38% of FY budget. Annual payments for periodical and database subscriptions paid

Other Operating Expenditures: \$224,878: 39% of FY budget. Includes administrative fee payments paid to City of Lake Forest of \$8,175 and audit fee of \$6,995. Also includes Special Project payments.

Building Maintenance: \$114,919: 47% of FY budget. Reflects cleaning service contract, service calls and repairs for HVAC, electrical, and other systems; and annual liability and casualty insurance premiums.

Capital: \$12,633, 6% of FY budget.

Reserves

\$1,727,562 - Operating cash reserve (fund balance-unassigned). Current assigned reserves: capital equipment (\$300,000), capital improvements (\$2,050,000), and technology (\$300,000), resulting \$2,650,000 in reserves.

Year to Date FY2020: 39% of budget expenses; 98% budget revenues.

Unfinished Business

Update on the FY2021/2019 Levy

At the October Board meeting, the Library Board approved a FY21/19 levy to be generated from the property tax of a 1.9% increase (CPI) and estimated growth TBD for an estimated increase of \$79,385 plus growth; ending in a total levy of \$4,253,537 plus growth.

Although new growth numbers are still unknown, City Council approved a non-binding estimate of the amount revenue to be generated from property tax in the calendar year 2020 on November 4 (see below). The Finance Committee budget workshop is scheduled for November 12. The tax levy ordinance will be considered by City Council on November 18 and December 2.

Levy	2018 Extended	2019 Levy Estimate	% Increase
Aggregate Levy	\$30,630,237	\$31,881,291	4.08%
Debt Service Levy	1,669,665	1,901,280	13.90%
Total Levy	\$32,299.902	\$33,783,111	4.59%

Recent Library History

FY20/18 levy increase of **2.1%** CPI and growth (.45%) of \$16,575 or \$101,837 to \$4,174,152

FY19/17 levy increase of **2.1%** CPI and growth (.65%) of \$23,500 or \$106,776 to \$4,072,315

FY18/16 levy increase of **1.26%** (.7 CPI/.56 growth) or \$46,775 to \$3,965,539

FY17/15 levy increase of **1%** or \$38,957 to \$3,918,764

FY16/14 levy increase of **1.8%** or \$70,974 to \$3,879,470

Update on Com Ed transformer blow out matter

As of October 28, 2019, invoices for all work related to the Com Ed transformer blow outs had been submitted to insurance. Com Ed repaired the fence at its expense; an estimated cost of \$1,090. On October 15, Murphy & Miller discovered another damaged service panel when bringing the heating system up. Greco Electrical was called back in on October 16 to repair the service panel and install a new sub service at a cost of \$1,155. The repairs and OT totaled is \$84,479.52.

The Library's insurer viewed the event as one instance and assessed one \$5,000 deductible. The Library received a check for \$79,479.52 (the total less a \$5,000 deductible) on November 4. All the contractors were paid after the receipt of the check.

Lake Forest Library Board of Trustees
360 E Deerpath Road, Lake Forest, IL 60045
Special Meeting Minutes
5:30 p.m. November 20, 2019

CALL TO ORDER

President Carrie Travers called the meeting to order at 5:33 p.m.

ROLL CALL

Trustees Present: Germaine Arnson, Wendy Darling, JoAnn Desmond, Elizabeth Grob, Andrea Lemke, Ron Levitsky, David Rose, Carrie Travers. Absent: Todd Puch. Guest: Russ Hodge, The Hodge Group; Staff Present: Catherine Lemmer, Library Director, Joy Schmoll, Head of Communications.

ADDITIONS TO THE AGENDA

None

APPROVAL OF THE AGENDA

Trustee Levitsky made a motion, seconded by Trustee Lemke, to approve the agenda. Motion carried unanimously.

OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD, AND CORRESPONDENCE

No request to address the board, nor was there any new correspondence.

LIBRARY BUILDING PROJECT UPDATE

President Travers introduced the agenda item and asked the Trustees to declare any conflicts of interest or Ex Parte contacts not previously disclosed. Hearing none, she announced that all the related motions would be dealt with at the end of the discussion and invited a report from The Hodge Group on the Library Building Project.

Russ Hodge presented the Phase One report that summarized his meetings with City administrators and community leaders and residents. He also presented a SWOT analysis for a potential \$26 million capital campaign. He concluded with a recommendation that the Library Board authorize a test of a \$26 million project (Phase Two). He also noted that THG will not bill the Library \$2,500 for case statement preparation because the Library took the lead and prepared the case statement.

Ms. Schmoll, Head of Communications, presented the case statement. At the end of the presentation, Trustees were invited to comment and to send comments/suggestions to Ms. Lemmer over the course of the next few days. A follow-up meeting will be held to finalize the draft.

Ms. Lemmer, Library Director, presented a brief report on the steps to form a 501(c) corporation. She reported that an Illinois non-profit corporation would be chartered and then a filing made

Lake Forest Library Board of Trustees
Special Meeting Minutes
November 20, 2019

with the IRS for federal tax exempt status. Ms. Lemmer then reviewed the upcoming calendar of events with the Board.

Trustee Rose inquired about restoring the word "public" into the name of the Library. He noted that although the 1931 gift of the Library building is the equivalent of \$4 million in today's dollars, the taxpayers have carried the operational costs of the library throughout its history. It was agreed that the topic would be reviewed at a later date.

Trustee Arnson left the meeting at 6:35 pm, and Ms. Lemmer agreed to take the minutes of the rest of the meeting.

President Travers then called for motions.

Trustee Lemke, seconded by Trustee Rose, made a motion to accept The Hodge Group's Phase One report and authorize the move to Phase Two under the contract dated September 10, 2019 at a cost of \$20,000. The motion carried unanimously with a roll call vote.

Trustee Levitsky, seconded by Trustee Desmond, made a motion to approve the general outline and parameters of the case statement. The motion carried unanimously.

Trustee Rose, seconded by Trustee Grob, made a motion to authorize Ms. Lemmer to complete the formation of a corporation and application with the IRS for federal tax exempt status. The motion carried unanimously.

UNFINISHED BUSINESS

None

NEW BUSINESS

None

ADJOURNMENT

Trustee Levitsky made a motion, seconded by Trustee Rose, to adjourn the meeting at 6:50 p.m. Motion carried unanimously.

Upcoming Meetings:

Regular Board Meeting: December 10, 2019, 7:30 p.m., Reed Room



Germaine Arnson, Secretary

Minutes approved by the Board on December 10, 2019.

LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045
November 20, 2019
5:30 pm Reed Room – Main Floor
Special Meeting

Agenda

1. Call Meeting to Order
2. Board of Trustees Roll Call
3. Additions to the Agenda
4. For action: Approval of the Agenda
5. Opportunity for the Public to Address the Board and Correspondence
6. Update on the Library Building Project
 - a. Report by Russ Hodge, The Hodge Group
 - b. For action: Discussion and approval of next steps
 - c. For action: Discussion and approval of The Hodge Group contract
7. Unfinished Business
8. New Business
9. Adjournment

Upcoming Regular Board Meeting: December 10, 2019, 7:30 pm, Reed Room

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.



LAKE FOREST LIBRARY BOARD

DECEMBER 2019

Minutes • Agendas • Board Packets

December 4

Fund Raising Committee Meeting – Cancelled

December 10

Regular Monthly Board Meeting

LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045
December 4, 2019
6:00 – 7:00 pm
Reed Room – Main Floor

Fund Raising Committee Meeting
Agenda

CANCELLED

1. Call Meeting to Order
2. Appointment of Secretary Pro Tem
3. Board of Trustees Roll Call
4. Additions to the Agenda
5. For action: Approval of the Agenda
6. Opportunity for the Public to Address the Board and Correspondence
7. Discussion of case statement
8. Unfinished Business
9. New Business
10. Adjournment

Upcoming Regular Board Meeting: December 10, 2019 7:30 pm, Reed Room

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.

Lake Forest Library Board of Trustees
360 E Deerpath Road, Lake Forest, IL 60045
Regular Meeting Minutes
7:30 p.m. Reed Room
December 10, 2019

CALL TO ORDER

President Carrie Travers called the meeting to order at 7:30 p.m.

ROLL CALL

Trustees Present: Germaine Arnson, Wendy Darling, JoAnn Desmond, Elizabeth Grob, Andrea Lemke, Ron Levitsky, David Rose, Carrie Travers. Trustees Absent: Todd Puch
Staff Present: Catherine Lemmer, Library Director, Michelle Doshi, Adult Services Librarian. Public present: Tish Borkowski.

ADDITIONS TO THE AGENDA

None

APPROVAL OF THE AGENDA

Trustee Levitsky made a motion, seconded by Trustee Desmond, to approve the agenda. Motion carried unanimously.

OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD, AND CORRESPONDENCE

No request to address the board, nor was there any new correspondence.

APPROVAL OF MINUTES

Trustee Levitsky made a motion, seconded by Trustee Desmond, to approve the November 12, 2019 Regular Meeting Minutes, the November 20, 2019 Special Meeting Minutes, and the April 5, 2019 Long Range Planning Committee Meeting Minutes. Motion carried unanimously.

APPROVAL OF THE NOVEMBER 2019 FINANCIAL REPORT

Ms. Lemmer presented the highlights of the November 2019 financial report. After discussion, Trustee Levitsky made a motion, seconded by Trustee Desmond, to approve the November 2019 financial report. The motion carried unanimously with a roll call vote.

REPORT FROM MICHELLE DOSHI, ADULT SERVICES LIBRARIAN

Michelle Doshi, Adult Services Librarian, updated the Board on the *Read Between the Ravines*, the one book one community nonfiction reading program. The program is a collaboration between Lake Forest Library and Lake Bluff Public Library. This year's book selection is **American Overdose: The Opioid Crisis in Three Acts**, by Chris McGreal. Related events will be presented in February, March and April in conjunction with other community organizations. Michelle Doshi left the meeting, after her presentation, at 7:41 p.m.

LIBRARY DIRECTOR REPORT

The Children's Library staff has been busy with community outreach efforts, including hosting a storytime for Kinderhaven Preschool Academy. The *Best Books of 2019* program held at Sunset

Foods was well attended. This location worked well and may be used for additional programming. Planning for the *100 Years of Women's Suffrage* film series, and the *Read Between the Ravines* program is underway. Both these programs are presented in partnership with other community groups.

Several gifts were received, including one from the Buchanan Family Foundation. This donation will be used to upgrade Media Lab and circulation technology.

Two open positions have been filled with the addition of Elyse Haire to the Youth Services Team and Patrick Villaneau to the Media Lab/Technology team. An All Staff Institute was held in November, with a focus on technology and related competencies. Staff will participate in training, as needed, to keep skills current.

Efforts continue to optimize space utilization to improve the patron experience, including graphic novel collection relocation and reconfiguration of shelving in the Children's department. Presentation of materials and ease of access continue to have a positive impact on circulation.

The Facilities Team continues to monitor the dome covering.

The FY2020/2019 Per Capita Grant application will be submitted in December. The final levy numbers were received: FY2021/2019 levy increase of 1.9% CPI and estimated growth of \$29,533, for an estimated increase of \$108,918, ending in a total levy of \$4,283,070.

PROPOSAL TO ELIMINATE THE CHARGING OF FINES ON OVERDUE MATERIALS

Trustee Rose made a motion, seconded by Trustee Darling, to eliminate the charging of fines on overdue materials, effective February 1, 2020. The motion passed unanimously with a roll call vote.

LIBRARY BUILDING PROJECT DISCUSSION

Prior to discussion, President Travers asked Board members to declare any conflicts of interest and report any Ex Parte communications not previously disclosed. Hearing none, discussion of the Library Building Project commenced. The Hodge Group continues their work with staff on development of the case statement. Additional onsite community interviews are scheduled for mid-December. Paperwork required for the creation of a nonprofit library foundation has been submitted to the State of Illinois.

UNFINISHED BUSINESS

No unfinished business.

NEW BUSINESS

No new business.

Lake Forest Library Board of Trustees
Regular Meeting Minutes
December 10, 2019

ADJOURNMENT

Trustee Desmond made a motion, seconded by Trustee Rose, to adjourn the meeting at 8:33 p.m.
Motion carried unanimously.

Upcoming Meetings:

Regular Board Meeting: January 14, 2020, 7:30 p.m., Reed Room

Services Committee Meeting: January 14, 2020, 6:30 p.m., Reed Room



Germaine Arnson, Secretary

Minutes approved by the Board on January 14, 2020.

LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045
December 10, 2019
7:30 pm Reed Room – Main Floor

Agenda

1. Call Meeting to Order
2. Board of Trustees Roll Call
3. Additions to the Agenda
4. For action: Approval of the Agenda
5. Opportunity for the Public to Address the Board and Correspondence
6. For action: Approval of Meeting Minutes
 - a. November 12, 2019 Regular Meeting Minutes
 - b. November 20, 2019 Special Meeting Minutes
 - c. April 5, 2019 Long Range Planning Committee Meeting Minutes
7. For action: Discussion and approval of November 2019 Financial Report
8. Report from Michelle Doshi, Adult Services Librarian, on *Read Between the Ravines* project.
9. Library Director Report
10. For action: Discussion and approval of proposal to eliminate the charging of late fines on overdue materials
11. Update on the Library Building Project
12. Unfinished Business
13. New Business
14. Adjournment

Upcoming Regular Board Meeting: January 14, 2020 7:30 pm, Reed Room

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.

**LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045**

December 10, 2019

7:30 pm Reed Room – Main Floor

Regular Meeting

Board Materials

1. Agenda
2. November 12, 2019 Regular Meeting Minutes
3. November 20, 2019 Special Meeting Minutes
4. April 5, 2019 Long Range Planning Committee Meeting Minutes
5. November 2019 Financial Report

Upcoming Regular Board Meeting: January 14, 7:30 pm, Reed Room

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.



LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045
December 10, 2019
7:30 pm Reed Room – Main Floor

Agenda

1. Call Meeting to Order
2. Board of Trustees Roll Call
3. Additions to the Agenda
4. For action: Approval of the Agenda
5. Opportunity for the Public to Address the Board and Correspondence
6. For action: Approval of Meeting Minutes
 - a. November 12, 2019 Regular Meeting Minutes
 - b. November 20, 2019 Special Meeting Minutes
 - c. April 5, 2019 Long Range Planning Committee Meeting Minutes
7. For action: Discussion and approval of November 2019 Financial Report
8. Report from Michelle Doshi, Adult Services Librarian, on *Read Between the Ravines* project.
9. Library Director Report
10. For action: Discussion and approval of proposal to eliminate the charging of late fines on overdue materials
11. Update on the Library Building Project
12. Unfinished Business
13. New Business
14. Adjournment

Upcoming Regular Board Meeting: January 14, 2020 7:30 pm, Reed Room

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.

Agenda Item 6

Approval of the November 12, 2019 Regular Meeting Minutes, November 20, 2019 Special Meeting Minutes, and April 5, 2019 Long Range Planning Committee Meeting Minutes.

Lake Forest Library Board of Trustees
360 E Deerpath Road, Lake Forest, IL 60045
Regular Meeting Minutes
7:30 p.m. November 12, 2019

CALL TO ORDER

President Carrie Travers called the meeting to order at 7:32 p.m.

ROLL CALL

Trustees Present: Germaine Arnson, Wendy Darling, JoAnn Desmond, Elizabeth Grob, Andrea Lemke, Ron Levitsky, Todd Puch, David Rose, Carrie Travers.

Staff Present: Catherine Lemmer, Library Director. Public present: Tish Borkowski.

ADDITIONS TO THE AGENDA

None

APPROVAL OF THE AGENDA

Trustee Levitsky made a motion, seconded by Trustee Puch, to approve the agenda. Motion carried unanimously.

OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD, AND CORRESPONDENCE

No request to address the board, nor was there any new correspondence.

APPROVAL OF MINUTES

Trustee Rose made a motion, seconded by Trustee Lemke, to approve the October 8, 2019 Regular Meeting minutes. Motion carried with 8 votes in favor; Trustee Levitsky abstained because he did not attend the October 8th meeting.

Trustee Puch made a motion, seconded by Trustee Desmond, to approve the October 22, 2019 Special Meeting minutes. Motion carried unanimously.

APPROVAL OF THE OCTOBER 2019 FINANCIAL REPORT

Ms. Lemmer presented the highlights of the October 2019 financial report. After discussion, Trustee Lemke made a motion, seconded by Trustee Desmond, to approve the October 2019 financial report. The motion carried unanimously with a roll call vote.

RECEIPT OF THE FY2019 ANNUAL FINANCIAL REPORT

Ms. Lemmer presented the FY2019 Annual Financial Report by Baker Tilly Virchow Krause. Trustee Rose made a motion, seconded by Trustee Desmond to accept and acknowledge receipt of the report. The motion carried unanimously with a roll call vote.

REVIEW OF THE CITY OF LAKE FOREST ETHICS ORDINANCE

Ms. Lemmer presented the City of Lake Forest Ethics Ordinance, which was adopted in October 2019.

Lake Forest Library Board of Trustees
Regular Meeting Minutes
November 12, 2019

LIBRARY BUILDING PROJECT DISCUSSION

Prior to the discussion, President Travers asked Board members to declare any conflicts of interest and report any Ex Parte communications. Trustee Arnson stated that her adult daughter is employed by HGA but does not have any involvement with the Library Building Project. The Board reviewed the revised project estimates provided by HGA. An updated timeline based on progress by The Hodge Group was also discussed. The Hodge Group will present their findings to the board in November.

LIBRARY DIRECTOR REPORT

The 7th annual *Lake Forest Reads: Ragdale* was a success, with over 475 people attending related programs. The Library hosted its first Volunteer Fest in November, connecting over 200 people with 30 non-profit organizations. Links to these organizations will be maintained on the Library website. The Lake Forest Preservation Foundation is joining with the Library to host a tour of the Library, hosted by historian Art Miller, on November 17, 2019. The Library has donated three unique experiences to be auctioned at the Chamber of Commerce Silent Auction. Ms. Lemmer announced the hiring of Stevie Noguchi, a part-time Adult Services Librarian. Interviews continue for other openings. Ms. Lemmer gave an update on the Friends Book Sale results, and the Library's FY2021 grant request for programming and Lake Forester digitization. Ms. Lemmer will continue to attend commission meetings related to the McKinley Road project.

UNFINISHED BUSINESS

There is no update from the City regarding the FY2021/2019 levy. The insurance claim from the ComEd transformer blowouts has been processed and all contractors paid. The Services Committee will meet in January to review existing services and explore new service offerings. Services Committee members include Germaine Arnson (Chair), JoAnn Desmond, Elizabeth Grob, and Ron Levitsky.

NEW BUSINESS

No new business.

ADJOURNMENT

Trustee Puch made a motion, seconded by Trustee Desmond, to adjourn the meeting at 8:26 p.m. Motion carried unanimously.

Upcoming Meetings:

Special Board Meeting, November 22, 2019, 5:30 p.m., Reed Room

Regular Board Meeting: December 10, 2019, 7:30 p.m., Reed Room

Germaine Arnson, Secretary
Minutes approved by the Board on December 10, 2019.

Lake Forest Library Board of Trustees
360 E Deerpath Road, Lake Forest, IL 60045
Special Meeting Minutes
5:30 p.m. November 20, 2019

CALL TO ORDER

President Carrie Travers called the meeting to order at 5:33 p.m.

ROLL CALL

Trustees Present: Germaine Arnson, Wendy Darling, JoAnn Desmond, Elizabeth Grob, Andrea Lemke, Ron Levitsky, David Rose, Carrie Travers. Absent: Todd Puch. Guest: Russ Hodge, The Hodge Group; Staff Present: Catherine Lemmer, Library Director, Joy Schmoll, Head of Communications.

ADDITIONS TO THE AGENDA

None

APPROVAL OF THE AGENDA

Trustee Levitsky made a motion, seconded by Trustee Lemke, to approve the agenda. Motion carried unanimously.

OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD, AND CORRESPONDENCE

No request to address the board, nor was there any new correspondence.

LIBRARY BUILDING PROJECT UPDATE

President Travers introduced the agenda item and asked the Trustees to declare any conflicts of interest or Ex Parte contacts not previously disclosed. Hearing none, she announced that all the related motions would be dealt with at the end of the discussion and invited a report from The Hodge Group on the Library Building Project.

Russ Hodge presented the Phase One report that summarized his meetings with City administrators and community leaders and residents. He also presented a SWOT analysis for a potential \$26 million capital campaign. He concluded with a recommendation that the Library Board authorize a test of a \$26 million project (Phase Two). He also noted that THG will not bill the Library \$2,500 for case statement preparation because the Library took the lead and prepared the case statement.

Ms. Schmoll, Head of Communications, presented the case statement. At the end of the presentation, Trustees were invited to comment and to send comments/suggestions to Ms. Lemmer over the course of the next few days. A follow-up meeting will be held to finalize the draft.

Ms. Lemmer, Library Director, presented a brief report on the steps to form a 501(c) corporation. She reported that an Illinois non-profit corporation would be chartered and then a filing made

Lake Forest Library Board of Trustees
Special Meeting Minutes
November 20, 2019

with the IRS for federal tax exempt status. Ms. Lemmer then reviewed the upcoming calendar of events with the Board.

Trustee Rose inquired about restoring the word "public" into the name of the Library. He noted that although the 1931 gift of the Library building is the equivalent of \$4 million in today's dollars, the taxpayers have carried the operational costs of the library throughout its history. It was agreed that the topic would be reviewed at a later date.

Trustee Arnson left the meeting at 6:35 pm, and Ms. Lemmer agreed to take the minutes of the rest of the meeting.

President Travers then called for motions.

Trustee Lemke, seconded by Trustee Rose, made a motion to accept The Hodge Group's Phase One report and authorize the move to Phase Two under the contract dated September 10, 2019 at a cost of \$20,000. The motion carried unanimously with a roll call vote.

Trustee Levitsky, seconded by Trustee Desmond, made a motion to approve the general outline and parameters of the case statement. The motion carried unanimously.

Trustee Rose, seconded by Trustee Grob, made a motion to authorize Ms. Lemmer to complete the formation of a corporation and application with the IRS for federal tax exempt status. The motion carried unanimously.

UNFINISHED BUSINESS

None

NEW BUSINESS

None

ADJOURNMENT

Trustee Levitsky made a motion, seconded by Trustee Rose, to adjourn the meeting at 6:50 p.m. Motion carried unanimously.

Upcoming Meetings:

Regular Board Meeting: December 10, 2019, 7:30 p.m., Reed Room

Germaine Arnson, Secretary

Minutes approved by the Board on December 10, 2019.

LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045
Long Range Planning Committee Meeting Minutes
1:00 p.m., April 5, 2019

Call Meeting to Order

The meeting was called to order by Chair David Rose at 1:00 p.m.

Appointment of a Secretary Pro Tem

Ms. Lemmer agreed to take the minutes and serve as secretary for the meeting.

Roll Call

Present: David Rose, Chair; Trustee Arnson, and Trustee Travers. Guest: Catherine Lemmer, Library Director.

Additions to the Agenda

None.

Approval of the Agenda

Trustee Arnson made a motion, seconded by Trustee Travers, to approve the agenda. Motion carried unanimously.

Approval of the January 28, 2019 Minutes

Trustee Travers made a motion, seconded by Trustee Arnson, to approve the minutes of the January 28, 2019 committee meeting as presented. Motion carried unanimously.

Opportunity for the Public to Address the Board Committee

None.

Discussion of the Strategic Plan Project

The Committee discussed the upcoming strategic plan and its focus. The committee discussed the proper process, possibility of using a consultant, and how the facility impacts the new strategic plan. The Chair indicated a need for market research before drafting the strategic plan to understand who and who does not use the library and the reasons for use and non-use. The Committee felt that three years was better than five years and agreed to continue to discuss the elements of the plan. Trustee Travers left the meeting at 2:10 pm.

New Business

None

Unfinished Business

None

Adjournment

Trustee Rose made a motion, seconded by Trustee Arnson, to adjourn the meeting at 2:23 p.m. Motion carried unanimously.

Catherine A. Lemmer, Secretary Pro Tem
Minutes approved by the Board on December 10, 2019.

Lake Forest Library
Year-to-Date Monthly Financial Report
November 2019
Unaudited Month 7
FY2020

REVENUES	Current Month Actual	Year to Date Actual	Year to Date Budget	Annual Budget	(Over)/Under Variance	% of Annual Budget
Unassigned Funds on Hand 5/1	\$1,727,562	\$1,727,562	\$937,906	\$937,906		
Tax Based (Levy, SSN, IMRF)	\$53,386	\$4,127,150	\$3,983,278	\$4,345,395	\$143,872	94.98%
Non Tax Based	\$12,599	\$114,442	\$36,867	\$63,200	\$77,575	181.08%
Gifts (includes Friends)	\$1,000	\$94,525	\$48,417	\$83,000	\$46,108	113.89%
TOTAL REVENUES	\$66,985	\$4,336,117	\$4,068,562	\$4,491,595	\$267,555	96.54%
TOTAL FUNDS ON HAND	\$1,794,547	\$6,063,679	\$5,006,468	\$5,429,501		
EXPENDITURES						
Salaries & Wages	\$182,720	\$944,778	\$978,868	\$1,817,898	\$34,090	51.97%
Fringes	\$36,007	\$213,230	\$219,945	\$408,470	\$6,715	52.20%
SSN	\$13,739	\$70,689	\$78,432	\$145,659	\$7,743	48.53%
IMRF	\$13,835	\$71,225	\$101,861	\$189,170	\$30,636	37.65%
Materials (print, AV, online)	\$31,977	\$313,007	\$372,750	\$639,000	\$59,743	48.98%
Other Operating Expenses	\$31,146	\$256,024	\$332,719	\$570,375	\$76,695	44.89%
Building Maintenance	\$12,047	\$126,966	\$143,383	\$245,800	\$16,417	51.65%
Sub Total	\$321,472	\$1,995,920	\$2,227,958	\$4,016,372	\$232,038	49.69%
Capital	\$5,200	\$17,833	\$119,583	\$205,000	\$101,750	8.70%
TOTAL	\$326,672	\$2,013,753	\$2,347,541	\$4,221,372	\$333,788	47.70%
BALANCE		\$4,049,926	\$2,658,926	\$1,208,129		
RESERVES						
Capital Improvements	\$2,050,000					
Technology Improvements	\$300,000					
Capital Equipment	\$300,000					
	\$2,650,000					

Approval of the November 2019 Financial Report.

Agenda Item 7

Lake Forest Library
Year-to-Date Monthly Financial Report
November 2019
Unaudited Month 7
FY2020

REVENUES	Current Month Actual	Year to Date Actual	Year to Date Budget	Annual Budget	(Over)/Under Variance	% of Annual Budget
Unassigned Funds on Hand 5/1	\$1,727,562	\$1,727,562	\$937,906	\$937,906		
Tax Based (Levy, SSN, IMRF)	\$53,386	\$4,127,150	\$3,983,278	\$4,345,395	\$143,872	94.98%
Non Tax Based	\$12,599	\$114,442	\$36,867	\$63,200	\$77,575	181.08%
Gifts (includes Friends)	\$1,000	\$94,525	\$48,417	\$83,000	\$46,108	113.89%
TOTAL REVENUES	\$66,985	\$4,336,117	\$4,068,562	\$4,491,595	\$267,555	96.54%
TOTAL FUNDS ON HAND	\$1,794,547	\$6,063,679	\$5,006,468	\$5,429,501		
EXPENDITURES						
Salaries & Wages	\$182,720	\$944,778	\$978,868	\$1,817,898	\$34,090	51.97%
Fringes	\$36,007	\$213,230	\$219,945	\$408,470	\$6,715	52.20%
SSN	\$13,739	\$70,689	\$78,432	\$145,659	\$7,743	48.53%
IMRF	\$13,835	\$71,225	\$101,861	\$189,170	\$30,636	37.65%
Materials (print, AV, online)	\$31,977	\$313,007	\$372,750	\$639,000	\$59,743	48.98%
Other Operating Expenses	\$31,146	\$256,024	\$332,719	\$570,375	\$76,695	44.89%
Building Maintenance	\$12,047	\$126,966	\$143,383	\$245,800	\$16,417	51.65%
Sub Total	\$321,472	\$1,995,920	\$2,227,958	\$4,016,372	\$232,038	49.69%
Capital	\$5,200	\$17,833	\$119,583	\$205,000	\$101,750	8.70%
TOTAL	\$326,672	\$2,013,753	\$2,347,541	\$4,221,372	\$333,788	47.70%
BALANCE		\$4,049,926	\$2,658,926	\$1,208,129		
RESERVES						
Capital Improvements	\$2,050,000					
Technology Improvements	\$300,000					
Capital Equipment	\$300,000					
	\$2,650,000					

**Lake Forest Library
November 2019 (Month 7) FY2020
Financial Notes**

Revenues

Funds on Hand: \$1,727,562 (audited).

Tax Based: \$4,127,150 (98%); payments received in June and September. Still awaiting \$218,000 to complete this budget line. Late payments in November equaled about \$53,386; will continue to monitor the deficit in the account line.

Non-Tax Based: \$114,442 non-tax revenues; includes quarterly payments representing the Library's portion of the RAILS LLSAP (local library support automation program) Support Grant due to CCS for becoming a LLSAP unit of RAILS; a rebate from CCS; per capita grant of \$24,218; \$1,366 sales commission from Better World Books; \$4,200 impact fee; \$6,857 library fines; and \$65,998 in investment income.

Gifts: \$94,525; Includes Friends FY2020 grant of \$73,000. A \$15,000 gift was received from The Buchanan Foundation which will appear on the December statement.

Expenditures

Salaries, Fringes: \$944,778 for salaries: 52% of FY budget; \$213,230 for fringes: 52% of FY budget. \$70,689 for SSN: 49% of FY budget; \$71,225 for IMRF: 38% of FY budget.

Materials; Books, AV and Electronic Services: \$313,007: 49% of FY budget. Annual payments for periodical and database subscriptions paid

Other Operating Expenditures: \$256,024: 45% of FY budget. Includes administrative fee payments paid to City of Lake Forest of \$14,307 and audit fee of \$6,995. Also includes Special Project payments of \$15,777.

Building Maintenance: \$126,966: 52% of FY budget. Reflects cleaning service contract, service calls and repairs for HVAC, electrical, and other systems; and annual liability and casualty insurance premiums.

Capital: \$17,833: 9% of FY budget. Includes the replacement of the two amp services due to the transformer blow-out.

Reserves

\$1,727,562 - Operating cash reserve (fund balance-unassigned). Current assigned reserves: capital equipment (\$300,000), capital improvements (\$2,050,000), and technology (\$300,000), resulting \$2,650,000 in reserves.

Year to Date FY2020: 50% of budget expenses; 97% budget revenues.

ACCOUNT BALANCE REPORT FOR LAKE FOREST
 PERIOD ENDING 11/30/2019

GL NUMBER	DESCRIPTION	2019-20 AMENDED BUDGET	BEG. BALANCE 05/01/2019	ACTIVITY FOR MONTH 11/30/2019	YEAR-TO-DATE THRU 11/30/19	END BALANCE 11/30/2019
Fund 240 - LIBRARY						
Assets						
240-0000-101.01-00	OPERATING CASH		4,429,573.63	(279,291.56)	2,164,549.93	6,594,123.56
240-0000-101.02-00	PETTY CASH		350.00	0.00	0.00	350.00
240-0000-101.05-00	ILLINOIS FUNDS		67,395.81	0.00	27,995.94	95,391.75
240-0000-105.01-00	PROPERTY TAX RECEIVABLE		4,174,225.89	0.00	0.00	4,174,225.89
240-0000-105.02-00	RESERVE FOR LOSS TAXES		(62,613.00)	0.00	0.00	(62,613.00)
240-0000-115.01-00	ACCOUNTS RECEIVABLE		0.00	0.00	0.00	0.00
240-0000-126.05-00	REPLACEMENT TAX REC		10,060.43	0.00	0.00	10,060.43
240-0000-131.02-00	DUE FROM FUNDS		0.00	0.00	0.00	0.00
240-0000-143.01-00	PREPAID EXPENSE		0.00	0.00	0.00	0.00
240-0000-143.02-00	PREPAID INSURANCE		0.00	0.00	0.00	0.00
240-0000-161.10-00	LAND		0.00	0.00	0.00	0.00
240-0000-162.10-00	BUILDINGS		70,000.00	0.00	0.00	70,000.00
240-0000-162.20-00	ACC DEP BUILDINGS		1,180,907.00	0.00	0.00	1,180,907.00
240-0000-163.10-00	IMPRVEMNTS OTHER THAN BLD		(23,036.12)	0.00	0.00	(23,036.12)
240-0000-163.20-00	ACC DEP IMP OTHER BLDG		2,271,091.00	0.00	0.00	2,271,091.00
240-0000-164.10-00	MACHINES AND EQUIPMENT		23,036.12	0.00	0.00	23,036.12
240-0000-164.20-00	ACC DEP MACH & EQUIP		602,224.00	0.00	0.00	602,224.00
240-0000-165.10-00	CONSTRUCTION IN PROGRESS		0.00	0.00	0.00	0.00
240-0000-166.10-00	ART		168,500.00	0.00	0.00	168,500.00
240-0000-167.10-00	BOOKS AND MATERIALS		3,405,665.00	0.00	0.00	3,405,665.00
240-0000-167.20-00	ACCUM DEP - BOOKS AND MATERIALS		0.00	0.00	0.00	0.00
TOTAL ASSETS						
			16,317,379.76	(279,291.56)	2,192,545.87	18,509,925.63
Liabilities						
240-0000-202.00-00	ACCOUNTS PAYABLE		50,463.56	(11,523.82)	(50,463.56)	0.00
240-0000-202.02-00	ACCURED PAYROLL		79,354.43	0.00	(79,354.43)	0.00
240-0000-206.00-00	RETAINAGE PAYARIF		0.00	0.00	0.00	0.00
240-0000-222.10-01	DEFERRED REAL ESTATE TAX		4,111,612.89	0.00	0.00	4,111,612.89
240-0000-243.03-00	ENCUMBRANCE OFFSFT		0.00	0.00	0.00	0.00
TOTAL LIABILITIES						
			4,241,430.88	(11,523.82)	(129,817.99)	4,111,612.89
Fund Equity						
240-0000-250.06-00	RESERVE FOR CAPITAL IMPRV		2,050,000.00	0.00	0.00	2,050,000.00
240-0000-250.07-00	RESERVE - TECHNOLOGY IMP		300,000.00	0.00	0.00	300,000.00
240-0000-250.10-00	CAPITAL EQUIPMENT		300,000.00	0.00	0.00	300,000.00
240-0000-253.00-00	FUND BALANCE - UNASSIGNED		1,727,561.88	0.00	0.00	1,727,561.88
240-0000-280.08-00	INVESTMENT IN FIXED ASSET		7,698,387.00	0.00	0.00	7,698,387.00
TOTAL FUND EQUITY						
			12,075,948.88	0.00	0.00	12,075,948.88
Revenues						
240-0000-311.01-00	CURRENT LEVY - PROP TAX		3,939,963.00	50,399.90	3,870,755.51	3,870,755.51
240-0000-311.08-00	IMRF		117,115.00	1,493.06	114,668.34	114,668.34
240-0000-311.09-00	SOCIAL SECURITY		117,115.00	1,493.06	114,668.34	114,668.34
240-0000-311.10-00	TIF SURPLUS DISTRIBUTION		10,000.00	0.00	0.00	0.00
240-0000-312.01-00	REPLACEMENT OF PERS PROP		13,000.00	0.00	27,058.05	27,058.05
240-0000-332.01-00	PER CAPITA GRANT		8,000.00	0.00	24,218.75	24,218.75
240-0000-336.01-00	CONTRIBUTIONS/DONATIONS		10,000.00	1,000.00	21,525.00	21,525.00
240-0000-336.01-09	FRIENDS LF LIBRARY		73,000.00	0.00	73,000.00	73,000.00
240-0000-348.01-00	PHOTOCOPY SERVICES		5,000.00	541.80	4,058.62	4,058.62
240-0000-348.01-00	PHOTOCOPY SERVICES		0.00	0.00	0.00	0.00

GL NUMBER	DESCRIPTION	2019-20 AMENDED BUDGET	BEG. BALANCE 05/01/2019	ACTIVITY FOR MONTH 11/30/2019	YEAR-TO-DATE THRU 11/30/19	END BALANCE 11/30/2019
Fund 240 - LIBRARY						
Revenues						
240-0000-348.03-00	BOOK RENTAL	0.00		0.00	8.00	8.00
240-0000-348.04-00	CHARGE PLATE	200.00		8.00	134.00	134.00
240-0000-348.05-00	BOOKBAGS	0.00		0.00	0.00	0.00
240-0000-348.07-00	BOOKS - GIFTS	0.00		0.00	0.00	0.00
240-0000-348.50-00	IMPACT FEE	10,000.00		0.00	4,201.36	4,201.36
240-0000-351.06-00	LIBRARY FINES	7,000.00		428.80	6,857.16	6,857.16
240-0000-361.01-00	INTEREST ON INVESTMENTS	32,000.00		0.00	65,998.05	65,998.05
240-0000-379.10-00	OTHER REVENUE	1,000.00		0.00	8,965.70	8,965.70
240-0000-390.12-00	OPERATING CAP LEASE PRCDs	0.00		0.00	0.00	0.00
TOTAL REVENUES		4,343,393.00		55,364.62	4,336,116.88	4,336,116.88
Expenditures						
240-8110-410.10-10	REGULAR SALARIES	1,325,309.00		129,693.90	676,750.08	676,750.08
240-8110-410.10-20	TEMPORARY SALARIES	291,700.00		41,065.10	199,029.32	199,029.32
240-8110-410.10-30	OVERTIME	44,000.00		0.00	5,497.64	5,497.64
240-8110-410.10-40	LONGEVITY BONUS	8,500.00		0.00	0.00	0.00
240-8110-410.10-50	WORKER'S COMPENSATION	8,000.00		5,159.00	5,159.00	5,159.00
240-8110-412.20-10	INSURANCE MEDICAL	365,602.00		25,002.72	186,759.42	186,759.42
240-8110-412.20-11	INSURANCE DENTAL	14,300.00		931.50	6,882.75	6,882.75
240-8110-412.20-12	INSURANCE LIFE	2,748.00		164.35	1,185.05	1,185.05
240-8110-412.20-13	UNEMPLOYMENT INSURANCE	0.00		0.00	0.00	0.00
240-8110-412.20-20	SOCIAL SECURITY	130,941.00		12,835.14	65,876.52	65,876.52
240-8110-412.20-30	IMRF	179,849.00		13,053.43	67,491.09	67,491.09
240-8110-412.20-40	FLEXI-BENEFITS	4,600.00		0.00	554.00	554.00
240-8110-412.20-45	AUTO ALLOWANCE	2,400.00		98.36	454.01	454.01
240-8110-412.29-12	PERSONNEL RECRUITMENT	500.00		0.00	390.29	390.29
240-8110-414.29-01	TRAINING & DEVELOPMENT	15,000.00		496.32	2,434.46	2,434.46
240-8110-414.29-03	MEMBERSHIP DUES	13,000.00		67.00	3,719.00	3,719.00
240-8110-414.29-10	MEETINGS & EXPENSE REIMB	8,000.00		152.65	590.78	590.78
240-8110-433.33-10	LEGAL	18,455.00		1,050.75	1,050.75	1,050.75
240-8110-433.33-15	AUDITING SERVICES	8,000.00		0.00	6,995.00	6,995.00
240-8110-434.34-12	CONTRACTUAL - LAN	78,000.00		0.00	50,850.00	50,850.00
240-8110-434.34-13	CONTRACTUAL-OCCLC/RAIL/ISL	14,000.00		2,733.82	7,254.96	7,254.96
240-8110-434.34-14	CONTRACTUAL - ONLINE	16,700.00		0.00	3,182.90	3,182.90
240-8110-434.34-15	CONTRACTUAL - CCS	82,000.00		16,322.54	43,882.72	43,882.72
240-8110-434.34-16	COMPUTER EQUIPMENT	42,000.00		2,923.15	21,572.57	21,572.57
240-8110-435.35-10	CONTRACTUAL SERVICE	46,000.00		1,590.18	14,890.63	14,890.63
240-8110-435.35-18	JUVENILE PROGRAMS	38,000.00		500.00	13,871.17	13,871.17
240-8110-435.35-19	ADULT PROGRAMS	32,000.00		679.38	9,811.50	9,811.50
240-8110-435.35-20	PROMOTIONS	16,500.00		18.58	3,680.88	3,680.88
240-8110-435.35-38	BINDING	3,000.00		0.00	0.00	0.00
240-8110-435.35-50	ONLINE BANKING FEES	1,200.00		0.00	293.53	293.53
240-8110-443.43-10	MAINTENANCE OF EQUIPMENT	4,800.00		0.00	5,293.96	5,293.96
240-8110-452.52-25	INSURANCE - LIABILITY	4,700.00		0.00	6,540.00	6,540.00
240-8110-453.53-10	TELEPHONE	7,500.00		432.61	3,010.47	3,010.47
240-8110-460.60-10	OFFICE SUPPLIES	41,000.00		679.11	10,878.62	10,878.62
240-8110-460.60-12	POSTAGE	12,000.00		737.93	3,786.26	3,786.26
240-8110-460.60-13	PRINTING & STATIONERY	24,000.00		0.00	10,199.00	10,199.00
240-8110-460.60-22	PRINTING/MAILING OPEN BK	0.00		0.00	0.00	0.00
240-8110-463.63-18	VENDING BEVERAGES	9,000.00		390.69	1,761.09	1,761.09
240-8110-464.64-01	PRINT - ADULT	140,000.00		11,031.90	71,262.63	71,262.63
240-8110-464.64-02	PRINT - JUVENILE	72,200.00		3,348.91	26,602.57	26,602.57
240-8110-464.64-03	PERIODICALS	22,000.00		2,048.28	17,046.13	17,046.13
240-8110-464.64-04	ARTWORK	0.00		0.00	0.00	0.00

GL NUMBER	DESCRIPTION	2019-20 AMENDED BUDGET	BEG. BALANCE 05/01/2019	ACTIVITY FOR MONTH 11/30/2019	YEAR-TO-DATE THRU 11/30/19	END BALANCE 11/30/2019
Fund 240 - LIBRARY						
Expenditures						
240-8110-464.64-05	AUDIOVISUAL - ADULT	25,000.00		731.68	10,631.80	10,631.80
240-8110-464.64-06	AUDIOVISUAL - JUVENILE	4,000.00		328.14	2,082.69	2,082.69
240-8110-464.64-07	NONPRIN - ELECTRONIC SERV	145,000.00		3,945.54	103,264.99	103,264.99
240-8110-464.64-08	INDIVIDUAL TITLE	75,600.00		6,839.64	44,463.31	44,463.31
240-8110-464.64-09	PRINT - ADULT PROCESING FEES	1,000.00		632.55	3,803.91	3,803.91
240-8110-464.64-10	PRINT - JUVENILE PROCESSING FEES	1,000.00		176.11	1,790.58	1,790.58
240-8110-464.64-11	E-RESOURCES - JUVENILE	23,000.00		0.00	0.00	0.00
240-8110-464.64-12	PRINT - YA	9,500.00		99.30	2,682.12	2,682.12
240-8110-464.64-13	PRINT - YA PROCESSING FEES	500.00		11.97	388.92	388.92
240-8110-464.64-14	E-RESOURCES - YA	23,000.00		0.00	0.00	0.00
240-8110-464.64-15	AUDIOVISUAL - ADULT AUDIO BOOKS	20,000.00		1,338.51	9,194.63	9,194.63
240-8110-464.64-16	AUDIOVISUAL - ADULT MUSIC	10,000.00		216.42	1,750.99	1,750.99
240-8110-464.64-17	AUDIOVISUAL - ADULT AV EQUIP	3,200.00		0.00	200.44	200.44
240-8110-464.64-18	AUDIOVISUAL - JUVENILE AUDIO BOOKS	14,000.00		60.64	6,165.87	6,165.87
240-8110-464.64-19	AUDIOVISUAL - JUVENILE E-RESOURCES	6,000.00		0.00	0.00	0.00
240-8110-464.64-20	AUDIOVISUAL - JUVENILE MUSIC	500.00		15.00	143.75	143.75
240-8110-464.64-21	AUDIOVISUAL - JUVENILE EXPORATION KITS	7,500.00		0.00	612.93	612.93
240-8110-464.64-22	AUDIOVISUAL - JUVENILE LAUNCHPADS	12,000.00		139.98	6,836.37	6,836.37
240-8110-464.64-23	AUDIOVISUAL - JUVENILE AVE EQUIP	1,000.00		0.00	53.10	53.10
240-8110-464.64-24	AUDIOVISUAL - JUVENILE AUDIO BOOKS	9,000.00		350.95	2,321.60	2,321.60
240-8110-464.64-25	AUDIOVISUAL - YA EQUIP	4,000.00		0.00	0.00	0.00
240-8110-464.64-26	AUDIOVISUAL - YA MOVIES	2,000.00		0.00	0.00	0.00
240-8110-464.64-27	AUDIOVISUAL - YA VIDEOGAMES	8,000.00		0.00	1,707.79	1,707.79
240-8110-467.67-50	SPECIAL PROJECTS	85,000.00		0.00	15,776.65	15,776.65
240-8110-484.84-48	ADMINISTRATIVE SERVICES	27,000.00		2,043.83	14,306.81	14,306.81
240-8110-484.84-86	ERI LIABILITY	0.00		0.00	0.00	0.00
240-8120-410.10-10	REGULAR SALARIES	64,008.00		7,132.80	35,177.33	35,177.33
240-8120-410.10-20	TEMPORARY SALARIES	64,381.00		3,623.85	23,619.27	23,619.27
240-8120-410.10-30	OVERTIME	20,000.00		1,203.66	4,704.13	4,704.13
240-8120-410.10-40	LONGEVITY BONUS	0.00		0.00	0.00	0.00
240-8120-412.20-10	INSURANCE MEDICAL	10,000.00		2,041.02	11,813.42	11,813.42
240-8120-412.20-11	INSURANCE DENTAL	700.00		51.75	362.25	362.25
240-8120-412.20-12	INSURANCE LIFE	120.00		8.65	60.55	60.55
240-8120-412.20-20	SOCIAL SECURITY	14,718.00		904.23	4,812.70	4,812.70
240-8120-412.20-30	IMRF	9,321.00		781.12	3,733.82	3,733.82
240-8120-441.41-10	CONTRACTUAL SERVICE	27,000.00		648.17	7,595.61	7,595.61
240-8120-441.41-10	WATER	9,800.00		3,508.80	4,681.28	4,681.28
240-8120-442.42-30	JANITORIAL SERVICES	37,000.00		3,230.00	18,883.20	18,883.20
240-8120-442.61-40	JANITORIAL SUPPLIES	22,000.00		1,506.04	9,784.89	9,784.89
240-8120-443.43-10	MAINTENANCE OF EQUIPMENT	32,000.00		898.73	9,961.49	9,961.49
240-8120-443.43-30	BUILDING MAINTENANCE	35,000.00		591.50	28,182.98	28,182.98
240-8120-443.43-39	GROUPS MAINTENANCE	45,000.00		1,664.48	16,465.83	16,465.83
240-8120-452.52-20	INSURANCE	38,000.00		0.00	31,411.00	31,411.00
240-8120-474.74-01	CAPITAL IMPROVEMENTS	125,000.00		0.00	1,073.31	1,073.31
240-8120-474.74-02	BUILDING AND OFFICE	125,000.00		5,200.00	16,759.96	16,759.96
240-8120-475.75-90	CAPITAL LEASE OUTLAY	0.00		0.00	0.00	0.00
240-9701-485.81-01	DEPRECIATION EXPENSE	0.00		0.00	0.00	0.00
TOTAL EXPENDITURES		4,343,352.00		323,132.36	2,013,753.02	2,013,753.02