

LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045
Tuesday, July 14, 2020, 5:30 p.m.
Regular Meeting by Remote Access (Virtual)

The Library Trustees will be remotely attending this regularly scheduled Board of Trustees meeting by electronic means, in compliance with Governor's Executive Order 2020-07, issued on March 16, 2020, that suspended certain Open Meetings Act provisions relating to in-person attendance by members of a public body. Specifically, the Governor's Order: (1) suspends the requirement in Section 2.01 that "members of a public body must be physically present:" and (2) suspends the limitations in Section 7 on when remote participation is allowed. This Executive Order is effective the duration of the Gubernatorial Disaster proclamation. The Library provides members of the public with an opportunity to participate in the meeting.

Members of the public can participate remotely in the meeting at: <https://hga.zoom.us/j/93490957522?pwd=TUZrQXRVdTNxNktBQzZCVkp3U1NGdz09>. Meeting ID: 934 9095 7522; password 1953. Audio access by phone is at: 1-646-558-8656 or 1-415-762-9988. Meeting ID: 934 9095 7522; password 1953.

Alternatively, members of the public may email comments to Catherine Lemmer, Library Director, at clemmer@lakeforestlibrary.org, before 3:30 pm on Tuesday, July 14, and the comments will be read into the meeting minutes. The minutes of the July 14 meeting will be available on the Library's website after they are approved at the next meeting of the Library Board of Trustees. Current and past meeting information is available at: www.lakeforestlibrary.org/board-meetings. The Library website and social media platforms are updated after the meeting.

Agenda

1. Call Meeting to Order.
2. President's Remarks:

This meeting of the Lake Forest Library Board is being held as a virtual meeting because the Illinois Governor has declared the COVID-19 pandemic a disaster and it is not practical or prudent for in-person meetings. The Library Director is on-site at the Library for this meeting and may be reached by calling 847.810.4602. This meeting is being recorded.
3. Board of Trustees Roll Call/Confirmation that can hear the discussion.
4. President's Welcome and Introduction of new trustees

5. Call for additions to the Agenda.
6. For action: Approval of the Agenda. [Roll call vote]
7. Opportunity for the Public to Address the Board and Correspondence.
8. For action: Approval of the following minutes:
 - a. June 29, 2020 Special Meeting Minutes
 - b. June 29, 2020 Special Meeting Executive Session Minutes [Roll call vote]
9. For action: Discussion and approval of June 2020 Financial Report. [Roll call vote]
10. For action: Approval and ratification of the filing of the IPLAR with the Illinois State Library. [Roll call vote]
11. Library Capital Improvement Project
 - a. Presentation by HGA, Inc.
 - b. Discussion and approval of next steps [Roll call vote]
12. Library Director Report
13. Unfinished Business
14. New Business
15. Adjournment

Upcoming Meetings:

Regular Board Meeting, August 11, 2020

Special meetings may be called at any time with proper notice pursuant to the Library's bylaws.

Individuals with disabilities who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meetings or the facilities are requested to contact the Library Director at 847.810.4602 promptly to allow the Library to make reasonable accommodations.

July 2020 Special Board Meeting – June 2020 Public Correspondence

Patron Comments/Suggestions: Comments are transcribed from the “How are we doing? Share your comments, suggestions, compliments, or complaints” cards in the foyer of the library. Comments also come via phone, email and U.S. post. This does not include program evaluation comments.

Correspondence regarding the capital improvement project have been added to the Trustee’s SharePoint Site.

USPS

Thank you for the \$50 gift certificate. In these chaotic times, it was a pleasant surprise. It brought a smile to my face! Sincerely, Carolyn Carter [Summer Reading prize winner.]

Lake Forest Library Board of Trustees
360 E Deerpath Road, Lake Forest, IL 60045
Special Meeting (Remote Access) Minutes
5:30 p.m. June 29, 2020

CALL TO ORDER

President Carrie Travers called the meeting to order at 5:32 p.m. with the following statement:

This meeting of the Lake Forest Library Board is being held as a virtual meeting because the Illinois Governor has declared the COVID-19 pandemic a disaster and it is not practical or prudent for in-person meetings. The Library Director is on-site at the Library for this meeting and may be reached by calling 847.810.4602. This meeting is being recorded.

ROLL CALL/CONFIRMATION OF ABILITY TO HEAR PROCEEDINGS

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, Director; Ed Finn, Head of Operations.

ADDITIONS TO THE AGENDA

None

APPROVAL OF THE AGENDA

Trustee Darling made a motion, seconded by Trustee Grob, to approve the agenda. The motion carried unanimously with a roll call vote.

OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD, AND CORRESPONDENCE

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

DISCUSSION AND APPROVAL OF JUNE 22, 2020 SPECIAL MEETING MINUTES

Trustee Grob made a motion, seconded by Trustee Darling, to approve the June 22, 2020 Special Meeting Minutes. The motion carried unanimously with a roll call vote. Ms. Lemmer responded to Trustee Rose's question regarding documentation of comments made during the HGA presentation by noting that all design materials and comments are on the Trustee's SharePoint site.

DISCUSSION AND APPROVAL OF THE RE-OPENING OF THE LIBRARY BUILDING AND HOURS OF OPERATION

Ms. Lemmer presented re-opening guidelines as documented in the Library's **COVID-19 Response Plan for Reopening the Lake Forest Library Building**, prepared at the onset of the building closure. Library Service Level 3 is targeted for implementation on Monday, July 20, 2020. The key consideration is safely balancing patron usage and staff access while maintaining a maximum building occupancy of 60. This figure is based on guidelines recommending a limit of five persons for every 1,000 square feet of indoor public space. Additional safety precautions including masks,

distancing, sanitation of surfaces, and in-building time limits will remain in place. The proposed hours include an hour each day for vulnerable individuals.

Trustee Travers made a motion, seconded by Trustee Lemke, to approve the Library building re-opening plan and hours of operation as presented. The motion carried unanimously with a roll call vote.

DISCUSSION AND APPROVAL OF MANAGED SERVICE PROVIDER CONTRACT

Ed Finn reviewed bids received as part of the RFP process to identify a managed service provider to support the Library as new technologies emerge and the need for virtual access grows. Roxy Poluchowicz, Computer View, Inc., was in attendance and during the public comment period advised that the bid submitted by her firm had been recently revised to \$113,750, lower than was indicated in Board materials that had been distributed prior to the meeting. Ed Finn confirmed that information in his presentation to the Board.

Trustee Arson made a motion, seconded by Trustee Travers, to approve the contract for Managed IT Services to Outsource IT Solutions Group, Naperville, IL (OSG) totaling \$69,021.00 for the remainder of FY2021 and \$91,184.00 for FY2022. The motion carried unanimously with a roll call vote.

DISCUSSION AND APPROVAL OF PRINT/COPIER VENDOR CONTRACT

Ed Finn reviewed efforts to consolidate and improve the Library's service model for print and copy services. Moving to the proposed provider will save approximately 15 percent over the FY2021 budget and 20 percent over FY2020 actual expenditures.

Trustee Desmond made a motion, seconded by Trustee Rose, to approve the contract for Managed Copy/Print to IMPACT Networking, Lake Forest, to be paid monthly at \$1,244.49.

DISCUSSION AND APPROVAL OF THE HODGE GROUP CONTRACT AND AN AMENDMENT TO THE HGA, INC. CONTRACT

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 both contracts continued.

Discussion centered on how both contracts fit into the existing capital improvement project timing and whether the plan needed to be revised. The key concern centered on inviting increased involvement of City administration and other relevant community stakeholders into

Lake Forest Library Board of Trustees
Special Meeting Minutes
June 29, 2020

the design process. While the Board felt that bringing these groups into the process was advisable, they also felt that it was the Board's responsibility to come to a consensus on an initial design prior to doing so.

Trustee Rose made a motion, seconded by Trustee Travers to approve The Hodge Group contract, billed at \$12,500 monthly, beginning in August or September 2020. The motion carried with six affirmative votes and one abstention (Trustee Arnson).

Trustee Darling made a motion, seconded by Trustee Rose, to approve the HGA, Inc. contract amendment, outlining additional design services, to be billed at an hourly rate, not to exceed \$25,000. The motion carried with six affirmative votes and one abstention (Trustee Arnson).

ELECTION OF BOARD OFFICERS FOR THE JULY 2020 – JUNE 2021 PERIOD

Trustee Arnson made a motion, seconded by Trustee Travers, to approve the slate of officers for the July 2020 – June 2021 period as presented at the June 9, 2020 meeting: Wendy Darling, President; David Rose, Vice President; Andrea Lemke, Treasurer; JoAnn Desmond, Secretary. The motion carried unanimously with a roll call vote. Trustee Darling thanked the outgoing officers for their work over the past year.

EXECUTIVE SESSION

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).

Trustee Arnson made a motion, seconded by Trustee Desmond, to move to Executive Session at 6:32 p.m. The motion was approved unanimously with a roll call vote. At 6:37 p.m., Trustee Arnson made a motion, seconded by Trustee Rose, to end the Executive Session. Motion carried unanimously with a roll call vote.

President Carrie Travers called the return to open session to order at 6:37 p.m. At the return to open session, roll call was taken. Trustees Present: Arnson, Darling, Desmond, Grob, Lemke, Rose, and Travers.

Lake Forest Library Board of Trustees
Special Meeting Minutes
June 29, 2020

APPROVAL OF A RECOMMENDATION APPROVING MINUTES OF CLOSED MEETING SESSIONS,
PUBLIC TREATMENT OF CLOSED MEETING MINUTES, AND DESTRUCTION OF AUDIO RECORDINGS

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

- a. Approve the minutes of the May 12, 2020 and June 9, 2020 Executive Sessions;
- b. Open the minutes of the May 12, 2020 and June 9, 2020 Executive Sessions for public treatment as the Board finds that the need for confidentiality no longer exists as provided under 5 ILCS 120/2.06(d); and
- c. Approve the destruction of the audio recordings on the first day of the 19th month following the dates of the meeting as the minutes of the May 12, 2020 and June 9, 2020 Executive Sessions accurately and sufficiently represent the actions taken as provided under 5 ILCS 120/2.06(c).

The motion was approved unanimously with a roll call vote.

UNFINISHED BUSINESS

No new business.

NEW BUSINESS

No unfinished business.

ADJOURNMENT

Trustee Travers made a motion, seconded by Trustee Rose, to adjourn the meeting at 6:40 p.m. Motion carried unanimously with a roll call vote.

Upcoming Meetings:

Regular Board Meeting: July 14, 2020 5:30 p.m., Remote Access

Germaine Arnson, Secretary
Minutes approved by the Board on July 14, 2020.

Lake Forest Library Board of Trustees
360 E Deerpath Road, Lake Forest, IL 60045
Special Meeting Executive Session Minutes
5:30 p.m. June 29, 2020

CALL TO ORDER

President Carrie Travers called the Executive Session to order at 6:32 p.m.

ROLL CALL

Trustees Present: Germaine Arnson, Wendy Darling, JoAnn Desmond, Elizabeth Grob, Andrea Lemke, David Rose, and Carrie Travers. Library staff present: Catherine Lemmer, Library Director, Ed Finn, Head of Operations.

APPROVAL OF THE JUNE 9, 2020 EXECUTIVE SESSION MINUTES

Trustee Darling made a motion, seconded by Trustee Lemke, to approve the June 9, 2020 Executive Session Minutes. The motion was approved unanimously with a roll call vote.

EXECUTIVE SESSION

Pursuant to 5 ILCS 120/2.06(d) to review the minutes of 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. To determine pursuant to 5 ILCS 120/2.06(c) that the audio recordings of closed sessions may be destroyed after 18 months.

Upon review and discussion, Trustee Lemke made a recommendation, seconded by Trustee Arnson to:

- a. Open the minutes of the May 12, 2020 and June 9, 2020 Executive Sessions for public treatment as the Board finds that the need for confidentiality no longer exists as provided under 5 ILCS 120/2.06(d); and
- b. Authorize the destruction of the audio recordings on the first day of the 19th month following the dates of the meeting as the minutes of the May 12, 2020 and June 9, 2020 Executive Sessions accurately and sufficiently represent the actions taken as provided under 5 ILCS 120/2.06(c).

The recommendation was approved unanimously with a roll call vote.

At 6:37 p.m., Trustee Arnson made a motion, seconded by Trustee Rose, to end the Executive Session. Motion carried unanimously with a roll call vote.

Germaine Arnson, Secretary
Minutes approved:

Lake Forest Library
Year-to-Date Monthly Financial Report
June 2020
Unaudited Month 2
FY2021

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	\$1,727,562	\$1,727,562		
Tax Based (Levy, SSN, IMRF)	\$1,615,992	\$1,772,409	\$708,923	\$4,253,537	\$1,063,486	41.67%
Non Tax Based	\$0	\$21,075	\$16,200	\$97,200	\$4,875	21.68%
Gifts (includes Friends)	\$0	\$74,025	\$14,000	\$84,000	\$60,025	88.13%
TOTAL REVENUES	\$1,615,992	\$1,867,508	\$739,123	\$4,434,737	\$1,128,386	42.11%
TOTAL FUNDS ON HAND	\$3,343,554	\$3,595,070	\$2,466,685	\$6,162,299	\$1,128,386	
EXPENDITURES						
Salaries & Wages	\$120,838	\$222,320	\$276,998	\$1,800,486	\$54,678	12.35%
Fringes	\$29,000	\$60,470	\$77,701	\$466,208	\$17,232	12.97%
SSN	\$8,934	\$16,614	\$25,833	\$154,998	\$9,219	10.72%
IMRF	\$12,278	\$22,219	\$33,352	\$200,113	\$11,133	11.10%
Materials (print, AV, tech, online)	\$83,195	\$99,996	\$107,333	\$644,000	\$7,337	15.53%
Other Operating Expenses	\$18,806	\$64,581	\$112,551	\$675,303	\$47,970	9.56%
Building Maintenance	\$11,311	\$51,164	\$40,000	\$240,000	(\$11,164)	21.32%
Sub Total	\$284,362	\$537,365	\$673,768	\$4,181,108	\$136,403	12.85%
Capital	\$0	\$0	\$41,667	\$250,000	\$41,667	0.00%
TOTAL	\$284,362	\$537,365	\$715,435	\$4,431,108	\$178,070	12.13%
BALANCE		\$3,057,705	\$1,751,250	\$1,731,191		
RESERVES						
Capital Improvements	\$2,050,000					
Technology Improvements	\$300,000					
Capital Equipment	\$300,000					
	\$2,650,000					

Lake Forest Library
June 2020 (Month 2) FY2021
Financial Notes

Revenues

Funds on Hand: \$1,727,562 (unrestricted/unaudited). This account will be reset after the completion of the FY2020 audit.

Tax-Based: \$1,772,409; payments typically received in June and September. 42% of FY budget. Last year, same period tax-based revenue was at 28% of FY budget.

Non-Tax Based: \$21,975 non-tax revenues; includes \$5,171 personal property tax payment, \$11,559 membership rebate from CCS, and \$1,930 investment income, and other income streams. 22% of FY budget.

Gifts: \$74,025; Includes Friends FY2021 grant of \$74,000. 88% of FY budget.

Expenditures

Salaries, Fringes: \$222,320 for salaries: 12% of FY budget; \$60,460 for fringes: 13% of FY budget. \$16,614 for SSN: 11% of FY budget; \$22,219 for IMRF: 11% of FY budget.

Materials; Books, AV and Electronic Services: \$99,996: 16% of FY budget. Annual payments for periodical and database subscriptions paid.

Other Operating Expenditures: \$64,581: 10% of FY budget. Includes first administrative fee payment of \$2,044 and quarterly vendor contracts.

Building Maintenance: \$51,164: 21% of FY budget. Reflects cleaning service contract, service calls and repairs for HVAC and other systems; and annual liability and casualty insurance premiums. COVID expenses such as additional cleaning services and PPE impact on this line.

Capital: \$0, 0% of FY budget.

Reserves

\$1,727,562 - Operating cash reserve (fund balance-unassigned). After the completion of the annual audit, the Board will be asked to consider and approve transfers increase capital reserves. The Library's reserves are currently \$2,650,000: capital equipment (\$300,000), capital improvements (\$2,050,000), and technology (\$300,000).

Year to Date FY2021: 13% of budget expenses; 42% budget revenues

Checks Over \$10,000

The following checks in amounts over \$10,000 were paid.

Check 328156 for \$32,414 to EBSCO Subscription for annual database subscriptions (June 2020).

Check 328618 for \$14,512 to EBSCO for annual periodical subscriptions (July 2020).

Ratification of the filing of the IPLAR with the Illinois State Library

The Illinois State Library is legally required to: (1) compile, preserve and publish public library statistical information and (2) compile the annual report of local public libraries and library systems submitted to the State Librarian. In addition, all Illinois public libraries are required by statute to prepare an *Illinois Public Library Annual Report (IPLAR)* to be submitted to the State Library.

As a municipal library the Lake Forest Library prepares and submits its IPLAR within 60 days after the end of its fiscal year (May 31 due June 30). This data forms the basis of *Library Journal's* annual star ratings. The Lake Forest Library received a four-star rating in 2019 (announced February 2020). Much of the information was previously presented in the State of the Library document sent to City Council and City Administrators in May 2020.

The State Library forwards the IPLAR data to the national Public Library Survey (PLS), which is administered annually by the Institute of Museum and Library Services (IMLS). The purpose of this survey is to provide statistics on the status of public libraries in the United States.

The Library prepares an annual report to stakeholders, a more colorful and comparative report. The delivery of the FY2020 annual report to stakeholders is currently anticipated for mid-July as we in the final round of internal review. The report is posted on the Library's website for the public to view and its release announced via the Library's website and social media channels. The annual report will be distributed to the Library Board via email and stored on the Board's SharePoint Site. A copy of the annual report will also be sent to the City Manager for him to share with City Council.

Motion:

To approve and ratify the filing of the Library's Illinois Public Library Annual Report.

ILLINOIS PUBLIC LIBRARY ANNUAL REPORT (IPLAR) 2020

LAKE FOREST LIBRARY

IPLAR

IDENTIFICATION (1.1 - 1.31)

This section is information about the administrative entity. "Administrative Entity" is defined as the agency that is legally established under local or state law to provide public library service to the population of a local jurisdiction. The administrative entity may have a single outlet or it may have more than one outlet (an outlet is a location, whether a central library, branch or bookmobile). The majority of the information in this section is pre-filled. If information needs to be updated, enter the corrected information in the box provided on the next line of the survey.

1.1 ISL Control # [PLSC 151, PLSC 701]	30393
1.2 ISL Branch # [PLSC 151, PLSC 701]	0
1.3a FSCS ID [PLSC 150, PLSC 700]	IL0277
1.3b FSCS_SEQ [PLSC 700]	002
1.4a Legal Name of Library [PLSC 152]	Lake Forest Library
1.4b If the library's name has changed, then enter the updated answer here.	
1.4c Was this an official name change?	
1.5a Facility Street Address [PLSC 153]	360 East Deerpath Road
1.5b If the facility's street address has changed, then enter the updated answer here.	
1.5c Was this a physical location change?	
1.6a Facility City [PLSC 154]	Lake Forest
1.6b If the facility's city has changed, then enter the updated answer here.	
1.7a Facility Zip [PLSC 155]	60045
1.7b If the facility's zip code has changed, then enter the updated answer here.	
1.8a Mailing Address [PLSC 157]	360 East Deerpath Road
1.8b If the facility's mailing address has changed, then enter the updated answer here.	
1.9a Mailing City [PLSC 158]	Lake Forest
1.9b If the facility's mailing city has changed, then enter the updated answer here.	
1.10a Mailing Zip [PLSC 159]	60045
1.10b If the facility's mailing zip code has changed, then enter the updated answer here.	
1.11a Library Telephone Number [PLSC 162]	(847) 234-0636
1.11b If the telephone number has changed, then enter the updated answer here.	
1.12a Library FAX Number ¹	(847) 234-1453
1.12b If the fax number has changed, then enter the updated answer here.	
1.13 Website	http://www.lakeforestlibrary.org/

Library Director's Information

Please enter the full name, title and e-mail address of the library director.

1.14 Name	Catherine A. Lemmer
1.15 Title	Library Director
1.16 Library Director's E-mail	clemmer@lakeforestlibrary.org

Library Information

Please provide the requested information about the library type.

1.17a Type of library	City
1.17b If the library type has changed, then enter the updated answer here.	
1.18 Is the main library a combined public and school library?	No
1.19 Does your library contract with another library to RECEIVE ALL your library services?	No

Contract for Services

Please provide the full legal name(s) of the library(ies) with which your library contracts for service. If you need more than one line, a new one will appear once text has been entered in the first box.

Number of contracting libraries:

Legal name of library you contract with:

Administrative Information

Libraries are required by statute [75 ILCS 5/4-10(5), 75 ILCS 16/30-65(a)(2)] to provide a statement as to any extensions of library service or any changes to the limits or boundaries of library service areas. Most of the information in this section will be pre-filled. If the information is incorrect, please enter the updated information in the box provided on the next line of the survey. If your library has had a population change, you must submit official verification to the Illinois State Library.

1.21a County in which the administrative entity is located [PLSC 161]	Lake
1.21b If the administrative entity's county has changed, then enter the updated answer here.	
1.22a Did the administrative entity's legal service area boundaries change during the past year? [PLSC 205]	No
1.22b IF YES, indicate the reason for the boundary change	
1.23a Population residing in tax base (Use the latest official federal census figure) [PLSC 208]	19,375
1.23b If the population residing in the tax base has had a LEGAL change, then enter the updated answer here.	
1.23c Documentation of legal population change	
1.24 If the population has changed from the prior year's answer, then indicate the reason.	
1.25a This library is currently a member of what Illinois library system?	RAILS
1.25b If the library's system has changed, then enter the updated answer here.	

Federal Public Library Criteria

According to the Institute of Museum and Library Services' Public Library Survey, a public library is an entity that is established under state enabling laws or regulations to serve a community, district, or region, and that provides at least the following:

1. An organized collection of printed or other library materials, or a combination thereof;
2. Paid staff;
3. An established schedule in which services of the staff are available to the public;
4. The facilities necessary to support such a collection, staff, and schedule; and
5. Is supported in whole or in part with public funds.

1.26 Does this library have an organized collection of printed or other library materials, or a combination thereof?	Yes
1.27 Does this library have paid staff?	Yes
1.28 Does this library have an established schedule in which services of the staff are available to the public?	Yes
1.29 Does the library have the facilities necessary to support such a collection, staff, and schedule?	Yes
1.30 Is this library supported in whole or in part with public funds?	Yes
1.31 Does this public library meet ALL the criteria of the PLSC public library definition? [PLSC 203]	Yes

SERVICE OUTLETS (2.1 - 2.14)

This section gathers information about the service outlets (centrals, branches, bookmobiles) of your library. If you do not have service locations beyond the central library, this section will not open for completion. Locations can only be added to this survey by State Library staff. If you have a branch or bookmobile and do not see its name listed in question 2.3a, please contact Pat Burg (217-785-1168, pburg@ilsos.gov) so that it can be added.

2.1a Total number of bookmobiles [PLSC 211 & PLSC 712]	0
2.1b Total number of branch libraries [PLSC 210]	0
2.2a Are any of the branch libraries a combined public and school library?	No
2.2b If YES, provide the name of the branch or branches in the box provided.	

ANNUAL REPORT DATA (3.1 - 3.7)

Please enter the time period covered by this annual report and the name and contact information for the person preparing the report. The report period should cover the time from the end of the previous IPLAR through the end of your most current fiscal year. If your library switched to a new fiscal year during the latest period, this may mean that your report needs to cover more or less than a twelve (12) month period.

3.1 Fiscal Year Start Date (mm/dd/year) [PLSC 206]	5/1/2019
3.2 Fiscal Year End Date (mm/dd/year) [PLSC 207]	04/30/2020
3.3 Number of months in this fiscal year	12
3.4 Name of person preparing this annual report	Catherine A. Lemmer
3.5 Telephone Number of Person Preparing Report	847-810-4602
3.6 FAX Number	-1 No Fax
3.7 E-Mail Address	clemmer@lakeforestlibrary.org

REFERENDA (4.1 - 4.11)

Please enter information regarding any referenda the library was involved in during the fiscal year report period. A referendum is a particular issue that is taken to the public for a vote. Examples are: bond issue, district establishment, tax increase.

4.1a Was your library involved in a referendum during the fiscal year reporting period?	No
4.1b How many referenda was your library involved in?	

Referendum 1

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 2

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 3

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 4

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date	4.5 Passed	4.6 Effective Date	4.7 Referendum ballot

Type	referendum type?	(mm/dd/year)	or Failed?	(mm/dd/year)	language documentation

Referendum 5

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Board Action and Backdoor Referenda

If, during the fiscal year report period, the library board took action to a) convert to public library district status by approval of the corporate authority [75 ILCS 16/10-15]; and/or b) the public library district annexed additional territory in an unincorporated area by backdoor referendum [75 ILCS 16/15-5, et seq.]; and/or c) your public library district took any other action by backdoor referendum, indicate the effective date of the action. "Backdoor referendum" means the submission of a public question to the voters of a governmental unit, initiated by a petition of voters, residents or property owners of such governmental unit, to determine whether an action by the governing body of such governmental unit shall be effective, adopted or rejected.

4.8 District Conversion - Effective Date (mm/dd/year)	
4.9 Territory Annexation - Effective Date (mm/dd/year)	
4.10a Other Action by Backdoor Referendum (please specify)	
4.10b Other - Effective Date (mm/dd/year)	
4.11a Other Action by Backdoor Referendum (please specify)	
4.11b Other - Effective Date (mm/dd/year)	

CURRENT LIBRARY BOARD (5.1 - 5.13)

Please report the number of board seats and the number of vacancies. Be sure to provide current board member information; including name, position, telephone number, e-mail address, home address, and term expiration date. If there are vacancies, please explain.

All personal identifying information is FOIA exempt and will NOT be released to the public. The only information that the Illinois State Library will release upon request is the board member name, trustee position and term expiration date.

Report the most current information available.

5.1 Total number of board seats	9
5.2 Total number of vacant board seats	0
5.2b Please explain	
5.3 This public library board of trustees attests that the current board is legally established, organized, and the terms of office for library trustees are all unexpired.	Yes
5.4 IF NO, please explain	

First Member

5.5 Name	Germaine Arnson
5.6 Trustee Position	Secretary
5.7 Present Term Ends (mm/year)	06/2022
5.8 Telephone Number	847-732-8810
5.9 E-mail Address	garnson@lakeforestlibrary.org
5.10 Home Address	40 South Ahwahnee Road
5.11 City	Lake Forest
5.12 State	IL
5.13 Zip Code	60045

Second member

Second member

5.5 Name	Elizabeth Grob
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	06/2022
5.8 Telephone Number	847-848-7717
5.9 E-mail Address	ebgrob@lakeforestlibrary.org
5.10 Home Address	566 East Elm Road
5.11 City	Lake Forest
5.12 State	IL
5.13 Zip Code	60045

Third member

5.5 Name	Wendy Darling
5.6 Trustee Position	Vice-President
5.7 Present Term Ends (mm/year)	06/2021
5.8 Telephone Number	847-234-5060
5.9 E-mail Address	wdarling@lakeforestlibrary.org
5.10 Home Address	1311 Edgewood Road
5.11 City	Lake Forest
5.12 State	IL
5.13 Zip Code	60045

Fourth member

5.5 Name	Carrie Travers
5.6 Trustee Position	President
5.7 Present Term Ends (mm/year)	06/2021
5.8 Telephone Number	847-735-8418
5.9 E-mail Address	ctravers@lakeforestlibrary.org
5.10 Home Address	541 Turicum
5.11 City	Lake Forest
5.12 State	IL
5.13 Zip Code	60045

Fifth member

5.5 Name	Ron Levitsky
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	06/2020
5.8 Telephone Number	847-604-6911
5.9 E-mail Address	rlevitsky@lakeforestlibrary.org
5.10 Home Address	1099 Polo Drive
5.11 City	Lake Forest
5.12 State	IL
5.13 Zip Code	60045

Sixth member

Sixth member

5.5 Name	Todd Puch
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	06/2020
5.8 Telephone Number	847-295-0139
5.9 E-mail Address	tpuch@lakeforestlibrary.org
5.10 Home Address	507 Lexington Drive
5.11 City	Lake Forest
5.12 State	IL
5.13 Zip Code	60045

Seventh member

5.5 Name	Andrea Lemke
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	06/2021
5.8 Telephone Number	847-224-8927
5.9 E-mail Address	alemke@lakeforestlibrary.org
5.10 Home Address	1510 Greenleaf Avenue
5.11 City	Lake Forest
5.12 State	IL
5.13 Zip Code	60045

Eighth member

5.5 Name	JoAnn Desmond
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	06/2022
5.8 Telephone Number	847-710-1428
5.9 E-mail Address	jdesmond@lakeforestlibrary.org
5.10 Home Address	1681 Yale Court
5.11 City	Lake Forest
5.12 State	IL
5.13 Zip Code	60045

Ninth member

5.5 Name	David Rose
5.6 Trustee Position	Treasurer
5.7 Present Term Ends (mm/year)	06/2021
5.8 Telephone Number	224-436-8131
5.9 E-mail Address	drose@lakeforestlibrary.org
5.10 Home Address	1455 White Oak Road
5.11 City	Lake Forest
5.12 State	IL
5.13 Zip Code	60045

FACILITY/FACILITIES (6.1-6.4)

Please provide the requested information about the library's facilities.

6.1a Total square footage of the main library building [PLSC 711]	32,878
6.1b If the main library's square footage has changed, then enter the updated answer here.	
6.1c Indicate the reason for the change/variance in square footage for this annual report as compared to the previous annual report.	
6.2a Does the library address the environmental needs of patrons on the autism spectrum?	Yes
6.2b If so, please describe	Programs hosted with lighting and sound adjustments; set aside planned hours will be instituted post COVID
6.3a Total Number of Meeting Rooms	0
6.3b Total number of times meeting room(s) used by the public during the fiscal year	0
6.4a Total Number of Study Rooms	0
6.4b Total number of times study room(s) used by the public during the fiscal year	0

ASSETS AND LIABILITIES (7.1 - 7.13)

The below sections request information regarding property, fiscal accumulations and outstanding liabilities. These sections are required by statute [75 ILCS 5/4-10, 75 ILCS 16/30-65] to be included in the annual report. Please provide the requested information in each section.

Property

Libraries are required by statute [75 ILCS 5/4-10(4), 75 ILCS 16/30-65(a)(3)] to provide a statement as to property acquired through legacy, purchase, gift or otherwise. Please provide this information in the section below.

7.1 What is the estimated current fair market value for the library's real estate (land and buildings including garages, sheds, etc.)?	\$14,038,410
7.2 During the last fiscal year, did the library acquire any real and/or personal property?	Yes

IF YES, how much of the property was acquired through the following options? (Enter dollar amount for each option 7.3-7.6 that applies)

7.3 Purchase	\$29,621
7.4 Legacy	
7.5 Gift	
7.6 Other	
7.7 Provide a general description of the property acquired.	Office and computer equipment

Fiscal Accumulations

Libraries are required by statute [75 ILCS 5/4-10(7), 75 ILCS 16/30-65(a)(4)] to provide a statement as to the amount of any fiscal accumulations and the reasons for the accumulations. Please provide this information in the section below.

7.8 Does your library have fiscal accumulations (reserve funds, outstanding fund balances, etc.)?	Yes
7.9 IF YES, then provide a statement that details the dollar amount(s) and the reason(s) for the fiscal accumulations.	The Library has capital accounts of \$2,600,000 for capital and technology improvements.

Liabilities

Libraries are required by statute [75 ILCS 5/4-10(8), 75 ILCS 16/30-65(a)(5)] to provide a statement as to any outstanding liabilities, including for bonds still outstanding. Please provide this information in the section below.

7.10 Does your library have any outstanding liabilities including bonds, judgments, settlements, etc.?	No
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7.11 IF YES, what is the total amount of the outstanding liabilities?	
7.12 IF YES, then prepare a statement that identifies each outstanding liability and its specific dollar amount.	

OPERATING RECEIPTS BY SOURCE (8.1 - 8.21)

Libraries are required by statute [75 ILCS 5/4-10(1)(9), 75 ILCS 16/30-65(a)(6)] to provide an itemized statement of operating receipts. "Operating receipts" are the monies received and utilized during the library's fiscal year to support the provision of ongoing, day-to-day library services. Only include funds received during the report period. If the library was awarded a grant, but only received part of the funds during the report period, report only the portion of the grant received, not the whole amount of the grant.

Exclude revenue for major capital expenditures, contributions to endowments, revenue passed through to another agency, funds unspent in previous fiscal years (e.g. carryover), and tax anticipation warrants.

NOTE: Round answers to the nearest whole dollar.

Local Government

This includes all local government funds designated by the community, district, or region and available for expenditure by the public library. For example, include receipts from: local property taxes (library taxes), impact fees (IL Highway Code), the Mobile Home Local Services Tax Act. Do not include the value of any contributed or in-kind services or the value of any gifts and donations, library fines, fees, or grants. Do not include state, federal, and other funds passed through local government for library use. Report these funds with state government revenue or federal government revenue, as appropriate.

8.1 Local government [PLSC 300] (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales which must be reported in 12.1a only)	\$4,158,792
8.1a Is this library's annual tax levy/fiscal appropriation subject to tax caps [the Property Tax Extension Limitation Law, 35 ILCS 200/18-185, et seq.]?	Yes <input type="checkbox"/>
8.1b Local government funds for the ensuing or upcoming/current fiscal year (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales.)	\$0

State Government

These are all funds distributed to public libraries by state government for expenditure by the public libraries, except for federal money distributed by the state. This includes funds from such sources as penal fines, license fees, and mineral rights.

Note: If operating revenue from consolidated taxes is the result of state legislation, the revenue should be reported under state revenue (even though the revenue may be from multiple sources).

If you are not sure if funds you received through the State of Illinois are federal or state funds, please contact Pat Burg (217-785-1168, pburg@ilsos.gov).

8.2 Per capita grant	\$24,219
8.3 Equalization aid grant	\$0
8.4 Personal property replacement tax	\$39,040
8.5 Other State Government funds received	\$0
8.6 If Other, please specify	-1 Not Applicable
8.7 Total State Government Funds (8.2 + 8.3 + 8.4 + 8.5) [PLSC 301]	\$63,259

Federal Government

This includes all federal government funds distributed to public libraries for expenditure by the public libraries, including federal money distributed by the State of Illinois (e.g., LSTA grants paid directly to your library).

If you are unsure if the funds you received through the State of Illinois were federal or state funds, please contact Pat Burg (217-785-1168, pburg@ilsos.gov).

8.8 LSTA funds received	\$0
8.9 E-Rate funds received	\$0
8.10 Other federal funds received	\$0
8.11 If Other, please specify	0
8.12 Total Federal Government Funds (8.8 + 8.9 + 8.10) [PLSC 302]	\$0

Other Income

This is all operating revenue other than that reported under local, state, and federal funds. Include, for example, monetary gifts and donations received in the current year, interest, library fines, fees for library services, or grants. Do not include the value of any contributed or in-kind services or the value of any non-monetary gifts and donations.

8.13 Monetary Gifts and Donations	\$114,442
8.14 Other receipts intended to be used for operating expenditures	\$149,317
8.15 TOTAL all other receipts (8.13 + 8.14) [PLSC 303]	\$263,759
8.16 Other non-capital receipts placed in reserve funds	\$0

Total Operating Receipts

8.17 TOTAL receipts (8.1 + 8.7 + 8.12 + 8.15) [PLSC 304]	\$4,485,810
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Safeguarding of Library Funds

This section requests information to verify that libraries meet the statutory required minimum level of insurance for library funds [75 ILCS 5/4-9 and 75 ILCS 16/30-45(e)]. According to these statutes, "the library shall provide the Illinois State Library a copy of the library's certificate of insurance at the time the library's annual report is filed."

For municipalities of less than 500,000 population, 75 ILCS 5/4-9 requires that the bond be "...not less than 50% of the total funds received by the library in the last fiscal year..." or the insurance policy or other insurance instrument's coverage "...shall be in an amount at least equal to 50% of the average amount of the library's operating fund from the prior 3 fiscal years."

For public library districts, 75 ILCS 16/30-45(e) requires that the bond be "...based upon a minimum of 50% of the total funds received by the district in the last previous fiscal year..." or the insurance policy or other insurance instrument's coverage "... shall be in an amount at least equal to 50% of the average amount of the district's operating fund from the prior 3 fiscal years."

8.18a The library safeguards its funds using which option?	Insurance Policy/Instrument
8.18b Proof of Certificate of Insurance for Library Funds	LF Library Insurance Cert FY2020 (1).pdf
8.19 What is the coverage amount of either the surety bond OR the insurance policy/insurance instrument?	\$2,000,000
8.20 Is the amount of the surety bond, insurance policy or other insurance instrument in compliance with library law?	Yes
8.21 The designated custodian of the library's funds is:	Municipal Corporate Authority

OPERATING EXPENDITURES BY CATEGORY (9.1 - 11.2)

Libraries are required by statute [75 ILCS 5/4-10(2), 75 ILCS 16/30-65(a)(6)] to provide an itemized statement as to how operating revenues have been expended during the fiscal year report period. "Operating expenditures" are the current and recurrent costs necessary to support the provision of library services.

Include: Significant costs, especially benefits and salaries, that are paid by other taxing agencies (government agencies with the authority to levy tax) "on behalf of" the library may be included if the information is available to the reporting agency. Only such funds that are supported by expenditure documents (such as invoices, contracts, payroll records, etc.) at the point of disbursement should be included.

Exclude: Do not report the value of free items, estimated costs, and capital expenditures.

NOTE: Round answers to the nearest whole dollar.

STAFF EXPENDITURES (9.1-9.3)

This section gathers information on staff benefits and salaries. If the information is available, include benefits and salaries for staff that are paid by other taxing agencies (government agencies with the authority to levy tax) "on behalf of" the library.

NOTE: Round answers to the nearest whole dollar.

9.1 Salaries and wages for all library staff [PLSC 350]	\$1,687,184
9.2a Fringe benefits, for all library staff, paid for from either the library's or the municipal corporate authority's appropriation [PLSC 351]	\$634,670
9.2b If this library answered question 9.2a as zero, please select an explanation from the drop-down box.	
9.3 Total Staff Expenditures (9.1 + 9.2) [PLSC 352]	\$2,321,854

COLLECTION EXPENDITURES (10.1 - 10.4)

Include expenditures for all materials in all formats (e.g., print, microform, electronic) whether purchased, leased or licensed. Exclude charges or fees for interlibrary loans and expenditures for document delivery.

NOTE: Round answers to the nearest whole dollar.

10.1 Printed Materials (books, newspapers, etc.) [PLSC 353]	\$208,672
10.2 Electronic Materials (e-books, databases, etc.) [PLSC 354]	\$266,885
10.3a Other Materials (CDs, DVDs, video games, etc.) [PLSC 355]	\$73,061
10.3b Please provide an explanation of the other types of material expenditures.	-1 Not Applicable
10.4 TOTAL Collection Expenditures (10.1 + 10.2 + 10.3) [PLSC 356] ²	\$548,618

OTHER OPERATING EXPENDITURES (11.1 - 11.2)

This includes all expenditures other than those reported for Staff Expenditures and Collection Expenditures. Exclude purchases of major fixed assets, which should be reported in capital expenditures (12.7).

NOTE: Round answers to the nearest whole dollar.

11.1 All other operating expenditures not included above (supplies, utilities, legal fees, etc.) [PLSC 357]	\$644,122
11.2 TOTAL operating expenditures (9.3 + 10.4 + 11.1) [PLSC 358]	\$3,514,594

CAPITAL REVENUE AND EXPENDITURES (12.1 - 12.7)

This section gathers information on capital revenue and expenditures. Provide information for funds received and spent during the fiscal year report period only. If the library was awarded a grant, but only received part of the funds during the report period, report only the amount of the funds received, not the entire grant award.

Capital Revenue

Include funds received during the fiscal year report period for: site acquisitions; new building(s); additions to or renovations of existing buildings; furnishings, equipment, and initial collections for new buildings, building additions, or building renovations; computer hardware and software used to support library operations, to link to networks, or to run information products; new vehicles; or other one-time major projects.

Exclude revenue for: replacement and/or repair of existing furnishings and equipment, regular purchase of library materials, investments for capital appreciation, income passed through to another agency (e.g., fines), and funds unspent in previous fiscal year (e.g., carryover).

NOTE: Round answers to the nearest whole dollar.

12.1a Local Government: Capital Income from Bond Sales	\$0
12.1b Local Government: Other	\$0
12.1c Total Local Government (12.1a + 12.1b) [PLSC 400]	\$0
12.2 State Government [PLSC 401]	\$0
12.3 Federal Government [PLSC 402]	\$0
12.4 Other Capital Revenue [PLSC 403]	\$0
12.5 If Other, please specify	-1 Not Applicable
12.6 Total Capital Revenue (12.1c + 12.2 + 12.3 + 12.4) [PLSC 404]	\$0

Capital Expenditures

Include funds expended during the fiscal year report period for: site acquisitions; new building(s); additions to or renovations of existing buildings; furnishings, equipment, and initial collections for new buildings, building additions, or building renovations; computer hardware and software used to support library operations, to link to networks, or to run information products; new vehicles; or other one-time major projects.

Exclude expenditures for: replacement and/or repair of existing furnishings and equipment, regular purchase of library materials, investments for capital appreciation, income passed through to another agency (e.g., fines), and funds unspent in previous fiscal year (e.g., carryover).

NOTE: Round answers to the nearest whole dollar.

12.7 Total Capital Expenditures [PLSC 405]	\$17,833
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PERSONNEL (13.1 - 13.46)

Include all positions funded in the library's budget whether those positions are filled or not. Report position figures as of the last day of the fiscal year. Include only paid employees. Do NOT include volunteers.

Report personnel in the appropriate categories based on the type of library work being performed rather than on an employee's educational qualifications.

The FTE (full-time equivalent/employee) calculator utilizes the IMLS/PLSC national standard for a full-time work week as 40 hours per week. Illinois libraries should report each staff member's hours per week based on the number of hours worked. If your library considers 35-39+ hours per week as a full-time work week, then report using those figures. DO NOT inflate the hours your library considers as a full-time work week in order to force the resulting calculation to equal 1 FTE. For national comparison purposes, your library must report the total hours per week based on your local standard. For example, for an Illinois library that considers 37.5 hours per week as a full-time work week, the FTE calculation reported nationally will be .9375 or .94 rather than 1.00.

Group A

This category includes all LIBRARIANS with MASTER'S DEGREES from an American Library Association (ALA) ACCREDITED program of Library and Information Studies. Another row will automatically appear once data is entered in the current row.

Summary	12	12	\$404.65	392.00
	13.1 Position Title	13.2 Primary Work Area	13.3 Hourly Rate	13.4 Total Hours/Week
	Manager	Adult Services	\$37.96	³ 37.00
	³ Digital Services Coordinator	³ Adult Services	³ \$29.50	³ 37.00
	³ Librarian - Business	³ Adult Services	³ \$24.16	³ 37.00
	³ Librarian	³ Adult Services	³ \$22.64	³ 37.00
	³ Assistant Director	³ Assistant Library Director	³ \$51.16	³ 37.00
	³ Librarian	³ Adult Services	³ \$22.64	³ 10.00
	³ Librarian	³ Adult Services	³ \$24.00	³ 12.00
	³ Head of Tech Services	³ Cataloging	³ \$27.56	³ 37.00
	³ Head of Youth Services	³ Children's Services	³ \$50.92	³ 37.00
	³ Librarian	³ Children's Services	³ \$28.02	³ 37.00
	³ Librarian	³ Young Adult Services	³ \$22.55	³ 37.00
	³	³	³	³
	³	³	³	³
	³	³	³	³
	³ Library Director	³ Library Director	³ \$63.54	³ 37.00

Group A Total

13.5 Total Group A: FTE ALA-MLS (13.4 / 40) [PLSC 250] ⁴	9.80
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Group A hidden group hours**Group B**

This category includes other librarians. Include employees with the TITLE of LIBRARIAN who either have other types of library education (non-American Library Association (ALA) accredited library degrees; undergraduate library science majors or minors) OR do paid work

that usually requires professional training and skill in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspects. Another row will automatically appear once data is entered in the current row.

Summary					
	13.6 Position Title	13.7 Primary Work Area	13.8 Education Level	13.9 Hourly Rate	13.10 Total Hours/Week

Group B Total

13.11 Total Group B: FTE Other Librarians (13.10/40)	
13.12 Total FTE Librarians (13.5 + 13.11) [PLSC 251]	9.80

Group C

This category includes full-time and part-time professional staff without the title of librarian and administrative support specialists (personnel director, business manager, public relations, other non-library specialists), information technology professionals (IT director, webmaster) and other technical and clerical employees.

13.13 Total hours worked in a typical week by all Group C employees	604.00
13.14 Minimum hourly rate actually paid	\$13.50
13.15 Maximum hourly rate actually paid	\$46.80
13.16 Total FTE Group C employees (13.13 / 40) ⁵	15.10

Group D

This category includes full-time and part-time pages or shelvees.

13.17 Total hours worked in a typical week by all Group D employees	78.00
13.18 Minimum hourly rate actually paid	\$9.75
13.19 Maximum hourly rate actually paid	\$10.57
13.20 Total FTE Group D employees (13.17 / 40) ⁶	1.95

Group E

This category includes full-time and part-time building maintenance, security or plant operation employees.

13.21 Total hours worked in a typical week by all Group E employees	128.00
13.22 Minimum hourly rate actually paid	\$18.37
13.23 Maximum hourly rate actually paid	\$29.72
13.24 Total FTE Group E employees (13.21 / 40) ⁷	3.20
13.25 Total FTE Other Paid Employees from Groups C, D, and E (13.16 + 13.20 + 13.24) [PLSC 252]	20.25
13.26 Total FTE Paid Employees (13.12 + 13.25) [PLSC 253]	30.05

Librarian Vacancies

Include only those budgeted librarian positions vacant on the last day of this fiscal year for which there was an active search while the position remained vacant. Another row will automatically appear once data is entered in the current row.

Summary	1	1	1	37.00	16	\$22.64	\$29.50
	13.27 Position Title	13.28 Primary Work Area	13.29 Education Level	13.30 Total Hours/Week	13.31 Number of Weeks Vacant during report period.	13.32 Annual Salary Range Minimum	13.33 Annual Salary Range Maximum

Librarian	Children's Services	Master's Degree (ALA accredited)	37.00	16	\$22.64	\$29.50
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Newly Created Librarian Positions

Include any newly created librarian positions which were created during the fiscal year reporting period. Another row will automatically appear once data is entered in the current row.

Summary	1	1	1	37.00	1	1
	13.34 Position Title	13.35 Primary Work Area	13.36 Education Level	13.37 Total Hours/Week	13.38 Current Status: Filled or Unfilled	13.39 Date Filled (mm/year, if applicable)
	Digital Services Coordinator	Adult Services	Master's Degree (ALA accredited)	37.00	Filled	08/2019

Eliminated Librarian Positions

An eliminated librarian position is one that was budgeted for during the previous fiscal year period but was not in the budget for the current report period. Another row will automatically appear once data is entered in the current row.

Summary							
	13.40 Position Title	13.41 Primary Work Area	13.42 Education Level	13.43 Total Hours/Week	13.44 Date Eliminated (mm/year)	13.45 Last Annual Salary Paid	13.46 Reason Eliminated

SERVICE HOURS/LIBRARY VISITS (14.1 - 14.3)

This section collects information on the number of library service hours and visits. Use an actual annual count, if available; otherwise, calculate an estimate based on a typical week and then multiply by the number of weeks open.

Minor variations in actual public service hours need not be included; however, extensive hours closed to the public due to natural disasters or other critical events should be excluded from the annual calculation.

14.1a Total public service hours PER YEAR for the MAIN/CENTRAL LIBRARY [PLSC 713] ⁸	2,946
14.1b Total public service hours PER YEAR for all BRANCH LIBRARIES & BOOKMOBILES	0
14.1c Total scheduled public service hours PER YEAR for ALL SERVICE OUTLETS (14.1a + 14.1b) [PLSC 500]	2,946
14.2 Total number of weeks, during the fiscal year, the MAIN/CENTRAL LIBRARY was open for service to the public [PLSC 714]	52
14.3 Total annual visits/attendance in the library [PLSC 501] ⁹	365,304

PROGRAMS & ATTENDANCE (15.1 - 15.17)**Programs:**

A program is any planned event which introduces the group attending to any of the broad range of library services or activities or which directly provides information to participants. Programs may cover use of the library, library services, or library tours. Programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include film showings; lectures; story hours; literacy, English as a second language, citizenship classes; and book discussions.

Count all programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude programs sponsored by other groups that use library facilities. If programs are offered as a series, count each program in the series. For example, a film series offered once a week for eight weeks should be counted as eight programs.

Note: Exclude library activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, resume writing assistance, homework assistance, and mentoring activities.

Passive Programs:

A passive program is any planned event for which the patron can participate on their own (instead of at a designated time with a group). Registration is not required. A staff member may monitor the activity, but may or may not directly interact with the participants. Examples of these types of events include drop-in craft sessions, library scavenger hunts (when not done as part of a group), etc.

Count all passive programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude programs sponsored by other groups that use library facilities. If programs are offered as a series, count each program in the series.

	15.1 Programs	15.2 Attendance	15.3 Passive Programs	15.4 Passive Program Attendance
Children's	524	20,571	25	6,824
Young Adult	181	7,098	29	487
Other	10,192	117,272	1219	13,992
Total	897	34,941	73	8,303
15.17a Did the library provide any special programming for patrons on the autism spectrum?	Yes			
15.17b Please describe the programming provided.	Special story times; therapy animals, and modifications of lighting and noise levels during other programs.			

REGISTERED USERS (16.1 - 16.4)

This section collects information about the number of resident and non-resident library users. A registered user is a library user who has applied for and received an identification number or card from the public library that has established conditions under which the user may borrow library materials and gain access to other library resources.

Note: Files should have been purged within the past three (3) years.

16.1 Total Number of Unexpired Resident Users Cards ¹⁴	7,908
16.2a Total Number of Unexpired Non-resident Users Cards	0
16.2b What was the total amount of the fees collected from the sale of non-resident user's cards during the past fiscal year?	\$0.00
16.3 Total Number of Registered Users (16.1 + 16.2a) [PLSC 503]	7,908
16.4 Is your library's registered user/patron file purged a minimum of one time every three years?	Yes

RESOURCES OWNED (17.1 - 17.9)

Libraries are required by statute [75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)] to provide a statement as to the number and character of items in the library's collection available for use as of the last day of the fiscal year report period.

This section of the survey collects data on selected types of materials. It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Material Expenditures. Under this category report only items the library has acquired as part of the collection and cataloged, whether purchased, lease, licensed, or donated as gifts that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.

For guidance in counting electronic materials, please reference the following guide: [Counting Electronic Materials for the IPLAR](#)

17.1 Print Materials [PLSC 450]	115,985
17.2 Current Print Serial Subscriptions [PLSC 460]	3,589
17.3 Total Print Materials (17.1+17.2)	119,574
17.4 E-books Held at end of the fiscal year [PLSC 451]	89,110
17.5a Audio Recordings: Physical Units Held at end of the fiscal year [PLSC 452]	10,468
17.5b Audio Recordings: Downloadable Units Held at end of the fiscal year [PLSC 453]	46,646
17.6a DVDs/Videos: Physical Units Held at end of the fiscal year [PLSC 454]	11,467
17.6b DVDs/Videos: Downloadable Units Held at end of the fiscal year [PLSC 455]	1,838

Electronic Collections

Report the number of electronic collections. An electronic collection is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts, photographs, music, video, etc.) with a common user interface and software for the retrieval and use of the data. An electronic collection may be organized, curated and electronically shared by the library, or rights may be provided by a third party vendor. An electronic collection may be funded by the library, or provided through cooperative agreement with other libraries, or through the State Library. Do not include electronic collections that are provided by third parties and freely linked to on the web.

Electronic Collections do not have a circulation period, and may be retained by the patron. Remote access to the collection may or may not require authentication. Unit records may or may not be included in the library's catalog; the library may or may not select individual titles. Include electronic collections that are available online or are locally hosted in the library.

Note: The data or records are usually collected with a particular intent and relate to a defined topic.

Report the number of electronic collections acquired through curation, payment or formal agreement, by source of access.

17.7 Local/Other Cooperative agreements [PLSC 456]	41
17.8 State (state government or state library) [PLSC 457]	13
17.9 Total Electronic Collections (17.7 + 17.8) [PLSC 458]	54

USE OF RESOURCES (18.1 - 18.17)

Libraries are required by statute [75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)] to provide a statement as to the number and character of items circulated by the library. Report for the library's entire fiscal year.

18.1 Number of adult materials loaned	193,417
18.2 Number of young adult materials loaned	8,769
18.3 Number of children's materials loaned [PLSC 551]	144,417
18.4 Total number of materials loaned (18.1 + 18.2 + 18.3)	346,603

Report circulation, including renewals, by the material types below.

For guidance in counting electronic content circulation and usage, please reference the following guide: [Reporting Electronic Item Usage for the IPLAR](#)

18.5 Books- Physical	217,473
18.6 Videos/DVDs- Physical	50,801
18.7 Audios (include music)- Physical	18,481
18.8 Magazines/Periodicals- Physical	6,778
18.9 Other Items- Physical	3,210
18.10 Physical Item Circulation (18.5-18.9) [PLSC 553]	296,743
18.11 Use of Electronic Materials [PLSC 552] ¹⁵	49,860
18.12 Total Circulation of Materials (18.10+18.11) [PLSC 550]	346,603
18.13 Successful Retrieval of Electronic Information [PLSC 554] ¹⁶	79,848
18.14 Electronic Content Use (18.11+18.13) [PLSC 555]	129,708
18.15 Total Collection Use (18.10+18.11+18.13) [PLSC 556]	426,451
18.16 Interlibrary Loans Provided TO other libraries [PLSC 575]	15,646
18.17 Interlibrary Loans Received FROM other libraries [PLSC 576]	8,416

PATRON SERVICES (19.1-19.2)

This section gathers information on services the library provides to its patrons. Please fill in the information requested.

Reference Transactions

Reference Transactions are information consultations in which library staff recommend, interpret, evaluate, and/or use information resources to help others to meet particular information needs.

A reference transaction includes information and referral service as well as unscheduled individual instruction and assistance in using information sources (including web sites and computer-assisted instruction). Count Readers Advisory questions as reference transactions.

NOTE: It is essential that libraries do not include directional transactions in the report of reference transactions. Directional transactions include giving instruction for locating staff, library users, or physical features within the library. Examples of directional transactions include, "Where is the reference librarian? Where is Susan Smith? Where is the rest room? Where are the 600s? Can you help me make a photocopy?"

If an annual count is not available, then select a typical week and multiply by 52 to estimate the annual count.

19.1 Total Annual Reference Transactions [PLSC 502] ¹⁷	80,532
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One-on-One Tutorials

One-on-one tutorials are when a staff member spends a considerable amount of time tutoring or teaching a patron on a specific subject. Note that these are different from programs, which are put on for a group, and reference transactions, which are limited to information consultations (see definition above).

19.2 Total Annual One-on-One Tutorials	1,094
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AUTOMATION (20.1 - 20.5)

This section is collecting information about automation technology in your library. Please provide the requested information below.

20.1 Total number of ALL computers in the library	85
20.2 Total number of PUBLIC USE (Internet and non-Internet accessible) computers in the library)	50
20.3 Is your library's catalog automated?	Yes
20.4 Is your library's catalog accessible via the web?	Yes
20.5 Does your library have a telecommunications messaging device for the hearing impaired?	No

INTERNET (21.1 - 21.9)

This section collects information about internet services in the library facility. Please provide the requested information below.

21.1 Does your library have Internet access?	Yes
21.2a What is the maximum speed of your library's Internet connection? (Select one)	45 Mbps or more
21.2b If Other, please specify	
21.3 What is the monthly cost of the library's internet access?	\$456
21.4 Number of Internet Computers Available for Public Use [PLSC 650]	50
21.5 Number of Uses (Sessions) of Public Internet Computers Per Year [PLSC 651]	19,530
21.6 Wireless Sessions Per Year [PLSC 652]	685,632
21.7 Does your library utilize Internet filters on some or all of the public access computers?	No
21.8 Does your library provide instruction (workshops, classes) to patrons on the use of the Internet?	Yes
21.9 Number of website visits or sessions to your library website [PLSC 653]	189,167 --Select--

E-RATE (22.1 - 22.3)

E-Rate is the commonly used name for the Schools and Libraries Program of the Universal Service Fund, which is administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC). The program provides discounts to assist schools and libraries in the United States to obtain affordable telecommunications and Internet access.

22.1 Did your library apply directly for E-rate discounts for the fiscal year?	No
22.2a If YES, did your library apply for Category 1, Category 2 or both?	
22.2b IF YES, what is the dollar amount that your library was awarded for the fiscal year report period?	
22.3 If NO, why did your library NOT participate in the E-rate program?	

STAFF DEVELOPMENT & TRAINING (23.1 - 23.5)

This section focuses on staff development and training. Please provide the requested information below.

23.1 How much money did your library spend on staff development and training this fiscal year? (Round answer to the nearest whole dollar.)	\$13,292
23.2 Does the above amount include travel expenses?	Yes
23.3 How many hours of training did employees receive this year?	701.50
23.4 Does your library provide training to enable staff to better serve their patrons on the autism spectrum?	Yes
23.5 Would you like to receive autism training at your library?	Yes

COMMENTS AND SUGGESTIONS (24.1-24.3)

Please use this section to provide further information about your library and/or comments or suggestions for changes to the IPLAR process. We will use the comments you supply to better represent your data to the Public Library Survey and to help improve future versions of the IPLAR.

24.1 Are there any other factors that may have affected your library's annual report data of which you would like to make us aware? ¹⁸	
24.2 Are there any unique programs or services your library provided during the report period of which you would like to make us aware?	
24.3 Please provide any comments, suggestions or concerns about the Illinois Public Library Annual Report (IPLAR).	

PUBLIC LIBRARY DISTRICT SECRETARY'S AUDIT (25.1-25.5)

Public Library Districts are required by statute [75 ILCS 16/30-65(a)(1),(c)(d)] to submit the Public Library District Secretary's Audit.

NOTE: If there ARE any errors or discrepancies, please list and explain fully.

25.1 Were the secretary's records found to be complete and accurate?	Not Applicable
25.2 If NO, please list and explain any errors or discrepancies.	
25.3 First board member completing the audit	-1 Not Applicable
25.4 Second board member completing the audit	-1 Not Applicable
25.5 Date the Secretary's Audit was completed	-1 Not Applicable

IPLAR CERTIFICATION

Please have the library director, board president and board secretary type their names in the boxes provided to certify that they agree with the following statement:

This Illinois Public Library Annual Report (IPLAR) is being filed in accordance with 75 ILCS 5/4-10 (municipal libraries) or 75 ILCS 16/30-65 (public library districts). The undersigned authorized agents for this public library: (1) accept and acknowledge that the appended IPLAR is essentially accurate and correct; (2) transmit the appended IPLAR for review and any subsequent resolution; and, (3) agree that the electronic IPLAR copy submitted to the Illinois State Library shall serve as the official file copy.

	Electronic Signature	Date
Library Director	Catherine Lemmer	2020-06-30
President	Carrie Travers	06/30/2020
Secretary	Germaine Arnson	06/30/2020

IPLAR SUBMISSION REMINDERS**Follow these steps for IPLAR submission:**

- 1. Select the "Verify" button located at the top of the screen.**
- 2. Review the form and resolve any required fields or edit checks (they will be highlighted in red). In the case of edit checks, explain pragmatically why this year's answer is equal to, less than, or more than the previous year's answer.**
- 3. Select the "Submit/Lock" button at the top of the page.**

NOTE: All required questions must be answered and all edit checks must contain narrative notes in order for the survey to electronically submit, otherwise you will be taken to a review screen listing the questions that require additional information. If you have trouble getting the form to submit/lock, please contact Pat Burg (217-785-1168, pborg@ilsos.gov).

- 1, 1.12a We no longer have a fax option. I was unable to correct this by removing the number. (0-2020-07-01)
- 2, 10.4 The COVID-19 pandemic disrupted the last two months of the fiscal year purchasing. (0-2020-06-28)
- 3, 13.4 Note: Our full time work week is 37 hours. (0-2020-06-28)
- 4, 13.5 Note our full time work week is 37 hours so this FTE calculation is incorrect. (0-2020-06-28)
- 5, 13.16 The LIbrary's work week is 37, so the automatic FTE calculation is incorrect. (0-2020-06-28)
- 6, 13.20 The LIbrary's work week is 37 hours, the auto-calculated FTE is incorrect. (0-2020-06-28)
- 7, 13.24 The LIbrary's work week is 37 so the auto-calculated FTE is incorrect. (0-2020-06-28)
- 8, 14.1a Our total services reflects we would have been open absent COVID-19. (0-2020-06-28)
- 9, 14.3 Annual visits was impacted by a six day power outage in September-October 2019 and the March-April COVID-19 closure. (0-2020-06-28)
- 10, 15.17b Adult programs (0-2020-06-28)
- 11, 15.17b Adult Programs (0-2020-06-28)
- 12, 15.17b Adult programs (0-2020-06-28)
- 13, 15.17b Adult programs (0-2020-06-28)
- 14, 16.1 When fine free status adopted, cards with old outstanding fines were deleted; and lost cards merged into active accounts. (0-2020-07-01)
- 15, 18.11 We also link on our website the following resources but do not include the uses in our circulation and use counts: biblioboard, Tumblebooks, LibriVox, and Project Gutenberg (0-2020-07-01)
- 16, 18.13 We also link on our website the following resources but do not include the uses in our circulation and use counts: biblioboard, Tumblebooks, LibriVox, and Project Gutenberg (0-2020-07-01)
- 17, 19.1 Reduced reference transactions due to COVID-19 pandemic closure. (0-2020-06-28)
- 18, 24.1 The COVID-19 pandemic disrupted the last two months of our services. Working remotely also impacted our statistical gathering. (0-2020-06-28)

Library Director Report

July 14, 2020

The Library staff, although small, continues to find initiative and spirit to address the work that needs to be strategized about along with the work that needs to be accomplished each day. On the service side, we continued to deliver *Curbside Collect* while preparing to open the building on July 20. In addition, we continue to advance the Library Capital Improvement Project and move forward internal operations projects. Despite these pressing operational day-to-day matters, we have found time to discuss actions and participate in conversations around the racial inequities in our country. As an institution the Library is evaluating its user policies and other aspects of its operations to ensure equity, access, and diverse representation in our staff and in the materials, resources, and services we provide. It is early days in this work and more information will be forthcoming on the Library's efforts.

Curbside Collect

- *Curbside Collect* launched on Wednesday, June 3. Lake Forest residents can place holds and pick up books, all magazines, Launchpads, movies, and videogames. In June, there were 1,358 curbside packages picked up during the 24 days of service. The average is 57 packages a day and packages consist of multiple items. Returning materials are quarantined for three days based on the [REALMS research](#).



Access to the Library Building

- Library Lite is on track to reopen as planned on Monday, July 20. Staffing schedules are being developed and final installation of protective plexiglass shields is scheduled for July 17.

Other Services

- The Library website is undergoing work to refocus the home page from its service as a COVID information page to library services.
- 722 reference and reader's advisory questions were answered in June, 286 via the new chat. This doesn't count all the direct email, Facebook queries, and approaches in the grocery store for information.
- Additional print e-copies copies of popular titles have been added to offset the quarantine delay and greater than usual number of holds.
- The West Train Station opened on July 6 enabling the Library to commence work with the vendor to bring the DVD2G0 back online. The vendor will reprogram the device to quarantine returned DVDs.
- The new microfilm machine that was ordered pre-COVID is now onsite and installed.

- The Library is evaluating its ability to participate in shared lending. Currently most of the CCS libraries do not plan to do so prior to August. It is a staffing and space issue for the Library. During the time the Library does not participate in the shared lending, we are evaluating for purchase all items that Lake Forest residents have placed on hold that are held by other libraries. In the past, the Library was a net lender, putting 3 or 4 times the number of materials into the stream than were requested by Lake Foresters. Therefore, taking the time to evaluate the process for safety should not inconvenience Lake Foresters.

Friends of Lake Forest Library

At the Friends June 20, 2020 Board meeting the Friends made the difficult decision to cancel the September book sale. The Library dock is currently used for Curbside Collect and as a quarantine area for returned library materials. Even after the building opens, it will be challenging to find a space for them to accept, process, and most importantly, quarantine materials before they enter the building. Further the limited number of individuals that can be in the building at one time will limit their activities as the Library needs to accommodate patrons first. We are working to find a solution.

Administration and Operations

- IMPACT is scheduled to deliver the new copiers the week of July 13. They will also coordinate the removal of the remaining Xerox equipment.
- OSG has already commenced its onboarding process and is moving forward to transition our services by August 1.
- FY2020 annual report to stakeholders is in its final review. The anticipated delivery date is mid-July.

Capital Improvement Project

The agenda and notes from the June meetings with HGA are on the Library Trustee SharePoint site in the Library Capital Improvement Documents>May-September HGA Meetings folder. Additional public comments are also in this folder.

Virtual Library

The Virtual Library activities continue to be creative and innovative in keeping the Library connected and relevant to the Lake Forest Community.

In June the Library hosted 51 programs via Facebook Live, Instagram, and Microsoft Teams. The programs ran the gamut from gardening, LGBT book recommendations, science programs, book discussions, storytimes, and the weekly Saturday *Connect with Catherine* to ask questions about the library. The YA Advisory Team is now meeting weekly via Teams as well. The State Library has issued guidance on how to count attendance and services in this new environment. We are re-evaluating May and June numbers and will report those out later.