

LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045
Tuesday, September 8, 2020, 7:30 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 via Microsoft Teams by clicking the following link: [Join Microsoft Teams Meeting](#). Or by calling: +1 872-240-4516. Conference ID: 269 697 583#.

Alternatively, members of the public may email comments to Catherine Lemmer, Library Director, at clemmer@lakeforestlibrary.org, before noon on Tuesday, September 8, and the comments will be read into the meeting minutes. The minutes of the September 8th 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 and the recording posted on the Library's website.

3. Board of Trustees Roll Call/Confirmation that can hear the discussion.
4. Call for additions to the Agenda.

5. For action: Approval of the Agenda [Roll call vote]
6. Opportunity for the Public to Address the Board and Correspondence.
7. For action: Approval of the August 11, 2020 Meeting Minutes [Roll call vote]
8. For action: Discussion and approval of August 2020 Financial Report [Roll call vote]
9. For action: Discussion and approval of The Lake Forest Library Foundation funds [Roll call vote]
10. Library Director Report
11. Unfinished Business
12. New Business
13. Adjournment

Upcoming Meeting: Regular Board Meeting, October 13, 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.

PUBLIC COMMENT AT BOARD MEETINGS POLICY

The Illinois Open Meetings Act provides in Section 2.06 that at meetings of public bodies, “any person shall be permitted an opportunity to address public officials under the rules established and recorded by the public body.” 5 ILCS 120/2.06(g).

The Board of Trustees welcomes public participation. This policy provides the following rules and guidelines for public participation at its meetings.

Individuals attending board meetings must conduct themselves with respect and civility toward others. Abusive, profane, threatening, or harassing language and/or personal attacks will not be permitted. The Board President or presiding officer may prohibit further comment at the meeting by a speaker whose remarks violate this rule.

Public comments are permitted during the time designated on the Board of Trustees meeting agenda, unless otherwise directed by the Board President.

The Board President determines the order in which speakers will be recognized.

When recognized by the Board President, the speaker should begin by stating his or her name and address.

Public comments will ordinarily be limited to three (3) minutes per speaker. The Board President shall have discretion to modify this time limit, as well as to limit repetitive comments.

Members of the public will not be allowed to speak a second time until all members of the public who wish to speak have been allowed to do so. The Board President will determine whether second public comments will be permitted, and if so, the appropriate amount of time for public discussion, and will end public comment at his/her discretion.

Board members are not obligated to respond to comments from the public. Issues requiring possible action by the board may be added to a future meeting agenda, and issues that can be addressed by library administration will be noted.

A copy of these guidelines will be placed next to the sign-in sheet made available to members of the public at the entrance to board meetings.

Petitions or written correspondence directed to the board shall be presented to the board by the Board President or Secretary at the next regularly scheduled board meeting.



Minutes are a summary of the board's discussion and actions. Speaker requests to append written statements or correspondence to the minutes are not favored. Generally, written materials presented to the board will be included in the library's files rather than in the minutes. The Board President shall have the authority to determine procedural matters regarding public participation not otherwise defined in these guidelines.

(Approved January 9, 2018.)

INSPIRATION ♦ IDEAS ♦ COMMUNITY

September 2020 Board Meeting – August 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 has been added to the Trustee’s SharePoint Site.

Comments from the Library Capital Improvement Project Webpage

- None

Email

August 23, 2020

At the FOLFL board meeting I listened to all that you’ve accomplished in such trying times, but without a hint of complaint. Although there seems to be little precedent for you to have followed, you’ve done the hard research to create a safe and effective library, while also creating a fun and educational online set of programs for the community. Hats off to you!
— Marge M. Marguerite F. McClintock margemclintock@me.com. Director sent email response.

August 25, 2020

From: Rommy Lopat weedpatch@gmail.com

To: Wendy Darling wdarling@lakeforestlibrary.org; David Rose drose@lakeforestlibrary.org; JoAnn Desmond jdesmond@lakeforestlibrary.org; Andrea Lemke alemke@lakeforestlibrary.org; Carrie Travers ctravers@lakeforestlibrary.org; Germaine Arnson garnson@lakeforestlibrary.org; Elizabeth Grob egrob@lakeforestlibrary.org; John Johnson jjohnson@lakeforestlibrary.org; Bryan Bertola bbertola@lakeforestlibrary.org; Catherine Lemmer CLemmer@lakeforestlibrary.org
Cc: George Pandaleon pandaleong@cityoflakeforest.com; Jason Wicha wichaj@cityoflakeforest.com; Cathy Czerniak CzerniaC@cityoflakeforest.com; Morris, James [morisj@cityoflakeforest.com](mailto:morrisj@cityoflakeforest.com); karrasj@cityoflakeforest.com karrasj@cityoflakeforest.com; Matt Scholz MS542@ntrs.com; matthew@mglmarchitects.com matthew@mglmarchitects.com
Subject: Restoring and Expanding our Library: please keep the ambiance

Dear Library Board: Probably like you, one of the first things I do when exploring a city, including a city in which to live, is to visit its public library. I grew up in Weston, CT, which built a new, contemporary library in the 1960's. Despite its gleaming spaciousness it was not at all sterile because of its use of interior fieldstone, wood, clerestory windows, and nooks in which to hide. Nearby however was the oft-visited Southport Public Library, which was the 1800's throughout: big stone fireplaces, arched

windows, oak tables with lamps, large leather chairs. I've been in libraries around the world, and LF is a great one. I love the way our library "feels." Why?

I came across this quote contained in a 3/2/1931 letter from architect Edwin Hill Clark to LF Library Board President Alfred Hamill: **"It is anticipated that an atmosphere will be created that will eliminate the often customary cold utilitarian aspect of most public libraries. Throughout the building, this idea was adhered to."** AHA! That is why our Library feels good: "warmth" and ambiance was the INTENTION on the part of our Library's architect!

Conversely, today I came across these renderings from Skokie Pubic Library of the spaces I fear we will get in your quest for a 21st c library. It shows what I think is a "formula" contemporary solution on the part of Skokie's architect, Andrew Beman. These drawings look remarkably and regrettably similar to what HGA Architects has proposed to you so far.

Historic sensitivity goes beyond the facade of the building. It also insists on understanding what the original design intent was and finding a path to capturing those qualities out into the next 100 years through exterior AND interior design. Dark and light spaces, small and large rooms, textural contrasts, and unique-to-this-LF-building features (oh, that water fountain of ours: just so special. What would its 2020 counterpart be?) is the kind of thoughtfulness that we Lake Foresters, I believe, expect of your process. As you pursue a "better" building for us, please use your leadership to insist that the building communicate its past charms into a future vision, both inside and out.

Thank you. Sincerely, Rommy Lopat, 410 E Woodland Rd., LF

August 28, 2020 Director response

Dear Rommy,

Thank you for you comments and your concern with respect to the interior of the building. Each library works to provide the needed spaces that the current generation needs and in a manner that reflects the "feel" of the particular generation.

The library project is to bring 21st century uses and functionality -- that is not a statement about the look. 21st century libraries provide spaces and functions considered unimaginable in the 1930s. There is no need to assume that the current generation's aesthetic is cold, sterile, or uninviting or that the Lake Forest Library's additional space will not carry forward the welcoming aspects of its current building. The budget will ultimately determine what is possible.

The current Skokie Public Library is a vibrant and engaging place that was built in 1960. Despite its different look - it too feels like a library to its users. Just as the Library Board retained HGA because of its experience with historic buildings and libraries, the Skokie Public Library board and administration retained Andrew Berman because of his firm's expertise in modern buildings.

Best,

August 22, 2020

From: Rommy Lopat <weedpatch@gmail.com>

To: Catherine Lemmer <CLemmer@lakeforestlibrary.org>, "wdarling@lakeforestlibrary.org" <wdarling@lakeforestlibrary.org>

Cc: "Wicha, Jason" <WichaJ@cityoflakeforest.com>, "Rummel, Melanie" <RummelM@cityoflakeforest.com>, "Karras, Jennifer" <karrasj@cityoflakeforest.com>

Subject: Valuable info from Oak Park Public Library: can we have the same?

Below is a link to tax levy info provided by OP public library. It offers insight into how capital needs and bond costs of their library are prioritized over time and incorporated into their tax levy.

As I suggested in our meeting, Catherine, the public has been left out of the IF Library's intended expansion process — we have not been brought along on the same info path as the Board. It is the very rare LF resident that knows anything about adding to the Library.

Hence, the LF Library Board has not built a public base of support for major expansion, regardless of design. Imagine a \$10+ million bond referendum: would it pass today based on a well-informed, supportive public? Quite possibly...no.

A timeline buried DEEP in the LF Library's website (as it is today) is not the same as home page banners through which we can tap into understanding your planning needs and associated timeline of completion. I suggest reviewing and improving the Library's website from the perspective of residents who want to understand the capital and site improvement process.

I can imagine topics for blog entries (which could also be published in local papers or news websites) such as "Can the Dome be repaired before a complete renovation? No, and here's why"; "How the Library can fund major capital improvements: the options"; "The Site Planning Process: who decides?"; "Restoring Our Murals"; "Landscape History of our Library"; "When Were the Translucent Glass Floors Removed and Other Disappearances"; "Rooms to Rent? Conference Rooms Available in LF"; "Building Capacity at our Tech Centers: Who Does What—LF College; LF High School; and LF Library"... The most frequent question I've heard including from Aldermen: "Why do we need to expand by 50% if the future shows less reliance on printed books?" Good question: worthy of an essay.

I can think of a number of local editors, writers, researchers who could provide assistance and help define topics. Balanced, neutral compositions will build public confidence in the information presented and your ultimate goal: overwhelming public and private support.

Thanks, I hope you'll consider this suggestion. Rommy Lopat

<https://oppl.org/news-events/announcements/2020-library-levy-request/>

August 28, 2020 response

Dear Rommy,

Thank you for your comments on the Lake Forest Library Capital Improvement Project. The topics you raise are important and have been discussed by the Library Board as part of its due diligence. The Library board is in the planning process and it is not appropriate to be engaging writers and editors at this time.

The Library Board is working to put the parameters on the project so it can be presented to the City Council and then to the public at large. The Library board and administration is balancing the need to present a cohesive, realistic, and achievable option that addresses the current and future library needs with keeping the public informed without over promising or bringing an option that is not well thought out and fully vetted internally. The Library Board can only get to that point with significant discussion and examination at its board meetings. At the conclusion of its work, all of which is done in the public sphere, the work product will be presented to the public for consideration and future discussion. The thoroughness with which the Library Board does its work means there will be answers to questions raised by City Council and the members of the public.

Information about the project is currently on the library website. The library website includes two separate options on the capital improvement project pages for public comment. These comments are reviewed and reported to the board.

The Library's budget is posted on the library website at: <https://www.lakeforestlibrary.org/financial>.

Again thank you for your comments,

Lake Forest Library Board of Trustees
360 E Deerpath Road, Lake Forest, IL 60045
Regular Meeting (Remote Access) Minutes
5:30 p.m. August 11, 2020

CALL TO ORDER

President Wendy Darling called the meeting to order at 5:31 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, Bryan Bertola, Wendy Darling, JoAnn Desmond, Elizabeth Grob, Andrea Lemke, David Rose and Carrie Travers.

Staff Present: Catherine Lemmer, Library Director; Ed Finn, Head of Operations.

HGA, Inc.: Victor Pechaty, Jason Vanselow, Jane Dederling, and Ginny Lackovic

ADDITIONS TO THE AGENDA

None.

APPROVAL OF THE AGENDA

Trustee Arnson made a motion, seconded by Trustee Rose, 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 on any issue not on the agenda. Correspondence received in advance was included in the Board packet.

APPROVAL OF MINUTES

Trustee Rose made a motion, seconded by Trustee Travers to approve the August 3, 2020 Meeting Minutes. The motion carried unanimously with a roll call vote.

DISCUSSION OF MOVING SEPTEMBER BOARD MEETING DUE TO LABOR DAY HOLIDAY

The consensus of the Board was to keep the September Regular Board Meeting on the second Tuesday, September 8, 2020 at 7:30 p.m.

INTRODUCTORY REMARKS AND PRESENTATION BY HGA, INC. AND DISCUSSION AND APPROVAL OF NEXT STEPS IN THE DESIGN PROCESS

Director Lemmer provided an historical timeline of the process the Board has engaged in dating from 2016 to the present, including its survey of community interests, strategic planning, evaluation of facility and space needs, and decision-making rationale, to proceed with this private/public partnership.

Lake Forest Library Board of Trustees
Regular Meeting (Remote Access) Minutes
August 11, 2020

Mr. Victor Pechaty, HGA, presented an overview of the foundational research that has guided the HGA work thus far, which included a feasibility study, space program summary, site parameters and pre-design options to date. He shared that the vision for the library is to be a community attraction; multi-generational; flexible and adaptable; technology forward; accessible; customer focused; optimal program delivery; affirm the Edwin Clark legacy; and embrace the future.

The Feasibility Report HGA completed highlights the historical significance of the Edwin Clark building; the developmental history of the structure; physical descriptions; existing condition assessment; copper dome repair; engineering assessment; and recommendations for historical preservation and restoration of the building.

Mr. Pechaty presented the design alternatives that were evaluated for costs from repair of the existing building to the construction of a new facility. He further discussed the space program summary to achieve the library's mission and the changed site parameters and limitations.

In discussing the evolution of the changing design, Mr. Pechaty reviewed comments by the Library Board and Preservation Advisory Group consisting of members of the Lake Forest Preservation Foundation and the Lake Forest Historic Preservation Foundation. As a result of the various input he received, Mr. Pechaty presented two design options: a classical design (Option A) and a "conversation across time" design (Option B).

After the Trustees concluded their questions and discussion, President Darling solicited comments from the public. Resident Rommy Lopat (410 E. Woodland Rd) expressed a concern about site constraints. Peter Reed (LF family history) communicated that the Board was going in a great direction and he is thrilled the 1931 building will be restored. Although he stated that he liked both options, he personally leans towards Option B.

In order to proceed with the next steps in the design process, Trustee Rose made a motion, seconded by Trustee Lemke to recommend design Option B "Conversation Across Time Design" to further our conversation with the community and stakeholders. Motion passed on a roll call vote. Ayes: Trustees Arnson, Bertola, Darling, Grob, Johnson, Lemke, Rose and Travers. Abstain: Trustee Desmond.

UNFINISHED BUSINESS

No unfinished business.

NEW BUSINESS

No new business.

ADJOURNMENT

Lake Forest Library Board of Trustees
Regular Meeting (Remote Access) Minutes
August 11, 2020

Trustee Arnson made a motion, seconded by Trustee Grob, to adjourn the meeting at 8:03 p.m.
Motion carried unanimously with a roll call vote.

Upcoming Meetings:

Regular Board Meeting: September 8, 2020 7:30 p.m., Remote Access

JoAnn Desmond, Secretary

Minutes approved by the Board on September 8, 2020.

Lake Forest Library
Year-to-Date Monthly Financial Report
August 2020
Unaudited Month 4
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)	\$170,972	\$2,208,167	\$2,126,769	\$4,253,537	\$81,399	51.91%
Non Tax Based	\$8,594	\$45,129	\$32,400	\$97,200	\$12,729	46.43%
Gifts (includes Friends)	\$10,000	\$84,025	\$28,000	\$84,000	\$56,025	100.03%
TOTAL REVENUES	\$189,566	\$2,337,321	\$2,187,169	\$4,434,737	\$150,153	52.70%
TOTAL FUNDS ON HAND	\$1,917,128	\$4,064,883	\$3,914,730	\$6,162,299	\$150,153	
EXPENDITURES						
Salaries & Wages	\$120,431	\$465,118	\$553,996	\$1,800,486	\$88,878	25.83%
Fringes	\$29,038	\$123,642	\$155,403	\$466,208	\$31,761	26.52%
SSN	\$8,896	\$34,599	\$51,666	\$154,998	\$17,067	22.32%
IMRF	\$12,384	\$47,274	\$66,704	\$200,113	\$19,431	23.62%
Materials (print, AV, tech, online)	\$74,219	\$222,437	\$429,333	\$644,000	\$206,897	34.54%
Other Operating Expenses	\$70,254	\$208,086	\$450,202	\$675,303	\$242,116	30.81%
Building Maintenance	\$15,682	\$86,148	\$160,000	\$240,000	\$73,852	35.90%
Sub Total	\$330,905	\$1,187,303	\$1,867,304	\$4,181,108	\$680,001	28.40%
Capital	\$2,500	\$12,500	\$83,333	\$250,000	\$70,833	5.00%
TOTAL	\$333,405	\$1,199,803	\$1,950,637	\$4,431,108	\$750,835	27.08%
BALANCE		\$2,865,081	\$1,964,093	\$1,731,191		
RESERVES						
Capital Improvements	\$2,050,000					
Technology Improvements	\$300,000					
Capital Equipment	\$300,000					
	\$2,650,000					

Lake Forest Library
August 2020 (Month 4) FY2021
Financial Notes

Revenues

Funds on Hand: \$1,727,562 (unrestricted/unaudited). This account will be reset to include the FY2020 surplus after the completion of the FY2020 audit in September 2020.

Tax-Based: \$2,208,167 payments typically received in June and September. This year the last payment may be made in November. Currently at 52% of FY budget. Last year, same period tax-based revenue was at 54% of FY budget. Budget is carrying a \$64,247 reserve for potential reserve for loss tax revenue.

Non-Tax Based: \$45,129 non-tax revenues; includes \$14,515 replacement of personal property tax payment, \$8,824 impact fees, and \$14,013 investment income, and other income streams. 53% of FY budget.

Gifts: \$84,025; Includes Friends FY2021 grant of \$74,000. 100% of FY budget.

Expenditures

Salaries, Fringes: \$465,118 for salaries: 26% of FY budget; \$123,642 for fringes: 27% of FY budget. \$34,599 for SSN: 23% of FY budget; \$47,274 for IMRF: 24% of FY budget.

Materials: Books, AV and Electronic Services: \$222,437: 35% of FY budget. Annual payments for periodical and database subscriptions paid. Print materials on order, experiencing some delays from publishers.

Other Operating Expenditures: \$208,086: 31% of FY budget. Includes \$8,380 in administrative fee to City of Lake Forest, \$80,794 for special projects, and quarterly vendor contracts.

Building Maintenance: \$86,148: 36% of FY budget. Reflects cleaning service contract, service calls and repairs for HVAC and other systems; and annual liability and casualty insurance premiums. COVID-19 expenses such as additional cleaning services and PPE impact reflected. Application to FEMA for reimbursement is ongoing.

Capital: \$12,500, 5% of FY budget. First payment on the electrical work on switch gear approved in February and delayed due to COVID-19.

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: 19% of budget expenses; 46% budget revenues

Checks Over \$10,000

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

Check 329838 - \$24,016.31 HGA, Inc. Check 329678 - \$25,850.24 ProQuest LLC (annual databases)

Agenda Item 9

Funding of The Lake Forest Library Foundation

The Foundation's first board meeting will be on September 14, 2020. At that meeting, the board of directors will be seated and the officers elected. Initial expenses will include the purchase D&O liability insurance. It is recommended that the Library Board authorize \$10,000 out of the special projects line to fund the Foundation.

Library Director Report

September 8, 2020

By the numbers

The most important thing that we do is hard to quantify - the smile and welcome we use to greet our patrons, the reference question we answer, the tech problem we solve, the account issue we work out, or the perfect book recommendation we email to a patron. And sometimes, just the time we take to listen to a story or concern.

However, there are some trends to note in the metrics that we do track. Overall collection use was down 61% in July 2020 as compared to July 2019. However, this is better in comparison to the 81% decrease in June and 69% in May. The decrease in May was somewhat offset with renewal activities.

The use of e-resources such as Hoopla, 3M Cloud Library, RB Digital, OverDrive (Libby), and Kanopy significantly increased over last year for the same April to July period.

	April	May	June	July
2020	+101%	+81%	+64%	+42%

The biggest gains in 2020 came from Hoopla, 3M Cloud Library, OverDrive (Libby), and Kanopy. The gains start to level off in July, perhaps suggesting that once our patrons gained access to physical materials (books, audio books, and movies) they begin to use the digital options less. The chart notes the increases as compared to the same period in 2019.

	April	May	June	July
Hoopla	+96%	+81%	+102%	+34%
3M Cloud Library	+73%	+53%	0%	-13%
OverDrive	+83%	+79%	+70%	+58%
RBDigital	+95%	+26%	+35%	+44%
Kanopy	+491%	+368%	+115%	+27%

Database usage continues to reflect increased use over the same period in 2019.

	April	May	June	July
2020	n/a	+76%	+36%	+80%

The usage of the *Digitized Lake Forester* and *ProQuest Ancestry* databases account for the most significant increases. *ProQuest Ancestry* has not yet announced at what point it will discontinue

remote access. Usage of the financial databases and US major daily newspapers remain strong but not unusual over last year. The school year may bring additional database uses depending on which attendance choices are made by Lake Forest families. The Library has increased its micro-schooling and home-schooling resources - both print and e-versions. Various social media channels are communicating these resources to the public as the school year approaches.

The Library website continues to evolve as needed. The Communications Team, with the assistance of many others on the Library staff, are currently evaluating, updating, and reworking the Library's website.

The usage numbers over the last few months reflect the value of the Communications Team's rapid response to reworking the website to meet our patron's needs for reliable, general COVID information needs as well as easy to navigate access to resources and materials.

	April	May	June	July
Website Users	4,750	5,901	8,097	7,242
New Users	4,122	5,238	7,001	6,545
Website Sessions	8,075	10,496	15,989	14,923
Website Pageviews	25,870	40,727	74,739	66,212

Program offerings are difficult to compare year to year as all Library programs are now virtual. There is tremendous variety in the programs, from PJ storytime to author interviews on critical and important topics. Attendance and viewing of the Library's programs remain strong, as well as social media shares and comments.

	April	May	June	July
Programs Offered	30	45	46	39
Views, Attendance	4,840	5,449	5,163	7,137

Emmy Neal, YA Librarian, continues to keep the Tweens and Teens involved with the Teen Advisory Board, reading programs, gaming, and other activities. The Children's department provides online story times, coding classes, art programs, and science programs, as well as literacy programs directed to parents and caregivers. Mary Good of the Children's department has been recognized by patrons as the "Facebook Lady" when out and about in the Library. The Adult Services team hosts authors and book clubs, and offers programs focused on history, culture, finance, and technology.

The 2020 summer reading program hosted virtually on ReadSquared focuses on the theme: *Imagine Your Story*. During June and July, 398 adults, 443 children, and 125 teens participated. The summer reading program provides opportunities for children and teens to earn additional badges and prizes by undertaking challenges once they complete the initial reading program. To

date, 694 challenges were completed by children and 16 by teens. The challenges involve additional reading, participation in library programs, and other options. The summer reading program ends at the end of August. At that time, a full comparison to 2019 will be prepared.

Reference and RA from all the departments continues to grow, increasing from 426 assists in May to 869 in June, and 1,286 in July. The Media Lab has now re-opened. Patrons that know how to use the equipment use the lab unaccompanied and those needing help are provided with in-time virtual assistance while in the lab. Outreach and homebound delivery services are now also re-engaged.

Library cards continue to be issued online. In addition, arrangements have been made with Lake Forest College to provide their students with an opportunity to also apply for a library card online. This will provide the Lake Forest College students access to the Library’s databases and e-resources even though the students are not on campus here in Lake Forest.

The flow of new materials into the collection remains about the same as last year for the same period. Summer 2019 commenced a collection management project; this project was restarted in July-August 2020. Significant work on the collection was accomplished in the removal of out of date non-fiction items and these numbers should align going forward.

	April - July 2019	April - July 2020	Change
New Materials In	4,165	3,714	-11%
Materials Out	8,704	2,982	-65%

The Circulation team, in addition to their ongoing daily services, continues to clean up old accounts, delete uncollectible amounts, and merge multiple cards into one account. This project is scheduled to complete in December.

The Library’s metrics are in line with our neighboring libraries. All are reporting a decrease in visitors and a decrease in the use of the physical collection. Similarly, all are reporting increases in use of e-resources and databases. The Lake Forest Library may be unique in that we appear to have better leveraged our social media for hosting and promoting our virtual events.

Friends of the Library

The Board of the Friends of the Library met on August 22. They are working to create a schedule for their volunteers that wish to come in and finish sorting and boxing the materials that were donated prior to COVID. Currently, there is no solution to accepting donations on the dock. The Library’s quarantine period may be restored to 7 days due to new results from the REALMS research project. However, we have reached out to other libraries on behalf of the Friends to understand how donations are being accepted at those locations and will report back to the Friends.

Library Capital Improvement Project

The Library's website has been updated with information for the public on the Capital Improvement Project. The page is www.lakeforestlibrary.org/imagine. The page includes a link to a more detailed [Executive Summary](#), and both pages include a comment box. The comments will be compiled and shared with the Board each month. The Capital Improvement Page now appears in the lower navigation panel. There were no comments this month.

The Library and the City of Lake Forest both received Freedom of Information Requests from Ms. Rommy Lopat. The Library is assembling the requested documents. The list includes, among other things, annual financial reports to City Council since 1930, copy of the Deed to the Library, HGA December 2018 Building Report and January 2019 Dome Report, and Penny Hummel Consulting report. More information will be provided at the board meeting.

The Lake Forest Library Foundation

The first meeting of the Foundation Board will be on September 14, 2020. Trustee Arnson has agreed to serve as the Library Board's representative on the Foundation board.

Gifts to the Library

The Library received a \$10,000 gift from The Reed Family Foundation.

CCS

The Library received its quarterly allocation from the CCS grant from RAILS in the amount of \$1,561.19. CCS received a total annual grant of \$164,088 to be divided among the member libraries. Grayslake Area Public Library and Palatine Public Library District joined the CCS consortium effective September 9, 2020. The consortium now has 29 libraries.

Industry News

Book publishers report delays in book delivery dates due to printer capacity. <https://www.nytimes.com/2020/08/27/books/printing-companies-backlog-book-publishing.html?referringSource=articleShare>

Administration and Operations

FY2020 Audit. The first draft of the FY2020 audit has been received from Tilly Baker. The draft includes an unqualified clean opinion. Both the Library and the city finance department have completed their review of the draft. The audit will be delivered in October 2020.

Annual CBIZ Insurance Appraisal. The annual update to the asset inventory and capital improvements has been completed and the annual report received from CBIZ and shared with the Library's insurer. The annual cost of the update is \$1500. The last full appraisal was completed in 2014-2015 and should be repeated. The cost of a full appraisal is around \$7500. The timing will depend on the timing of the capital improvement project.

FEMA Reimbursement. The Library continues to work with FEMA on our reimbursement request for COVID-19 expenses. Our situation is complicated because the Library is part of, but not part

of, the City of Lake Forest. Ed Finn, Head of Operations, continues to wrangle with the State and Federal government.

First Amendment Audit

The Library held an All Staff session on August 26, 2020 to educate the staff on what are known as “First Amendment Audits.” Some western suburbs institutions shared news that they were alerted to possible First Amendment audit actions. The staff update also included a review of how to manage election politics in the workplace as an employee and colleague and other information management matters. The Library is reviewing its “use of the library” policy and will bring a policy to the board for approval in October.

Personnel

- The Library welcomes Chris Wheeler as our new Facilities Manager on September 8. Chris brings significant management and leadership expertise in managing facilities at Great Lakes Naval Base and in the senior care sector.
- Mary Good, Children’s Library Assistant, has announced her retirement and relocation to Florida to be near to her family. She has been at the Library for 30 years. The Library has reopened its search for a youth services librarian to fill an earlier retirement that has been on hold since February.
- Ross Shanley-Roberts has resigned from the Library to pursue other opportunities. His last day will be September 11. Ross joined the Library in February 2019 as Head of Technical Services and contributed much to the reorganization of the print and AV collection.

Equity, Diversity, and Inclusive (EDI) Actions

Members of the Library Staff are reading Ibram X. Kendi’s book, *Stamped from the Beginning: The Definitive History of Racist Ideas in America*. Additional books focused on understanding racism and equity, diversity, and inclusive actions will follow. Felicia Song, Assistant Director, is leading an inquiry into an EDI collection audit of new materials.

Website

The Communications Team is reworking the Library website to make it more user friendly and refocus it from COVID-19 back to library resources, services, and programs.