

**LAKE FOREST LIBRARY BOARD OF TRUSTEES**  
**360 East Deerpath Road, Lake Forest, IL 60045**  
**Tuesday, June 8, 2021, 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: 799 591 295#.

Alternatively, members of the public may email comments to Catherine Lemmer, Library Director, at [clemmer@lakeforestlibrary.org](mailto:clemmer@lakeforestlibrary.org), before **noon** on the date of the meeting and the comments will be entered into the meeting minutes. The minutes of the 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](http://www.lakeforestlibrary.org/board-meetings).

### **Agenda**

1. Call Meeting to Order.
2. President's Remarks:
3. 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 will be posted on the Library's website.
4. Board of Trustees Roll Call/Confirmation that can hear the discussion.
5. Opportunity for the Public to Address the Board.
6. Correspondence Report.
7. Call for Additions to the Agenda.

8. Consent Agenda (omnibus vote on matters 8(a) - 8(c))
  - a. Approval of the Agenda
  - b. Approval of the May 11, 2021 Meeting Minutes
  - c. Approval of May 2021 Financial Report
9. Discussion of resumption of in-person Board meetings and meeting time.
10. Discussion and approval of RFID project proposal.
11. Executive Session pursuant to Illinois Compiled Statutes, 5 ILCS 120/2(21), approval, discussion, and review of minutes of meetings lawfully closed under the Illinois Open Meetings Act.
12. Approval of recommendation regarding the minutes of the Executive Sessions held on February 1, April 13, and May 4, 2021.
13. Discussion of capital improvement project.
14. Nominating Committee Report on Slate of Officers for 2021-2022
15. Election of 2021-2022 Officers
16. Library Director Report
17. Incoming President's Remarks
18. Unfinished Business
19. New Business
20. Adjournment

**Upcoming Meeting: Regular Board Meeting, July 13, 2021**

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

## Correspondence Report for June 8, 2021 Meeting

**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.

### General Programs, Classes, and Services

May 19, 2021 Amy Torosian

Comment: The library has been a godsend to us during the pandemic. It's been so nice to check out series and have something to do at home.

---

May 12, 2021

Comment: Patron scanned a large stack of correspondence using the new feeder attachment on the SimpleScan machine. She was thrilled that she could scan her pages very quickly and store them on a flash drive. She had a mixture of single-sided and double-sided pages, so I suggested she choose the option to scan both sides; after that, I showed her how she could just delete any blank pages using the preview on the screen. As she left, she stopped at the desk to thank me for my help, and then she added a comment that I think applies to all of us: “And thanks for the work you do. I appreciate your being here!”

---

May 12, 2021

Comment: A patron came in and asked for help in finding a biography. She confessed that she had not been in the building for a long time, and she added that she had really appreciated the ability to pick up books in the lobby and curbside. “That really got me through the pandemic!” She also said it was nice to be back in the building!

---

May 7, 2021 Margo Newtown, Sheridan School Librarian [<mnewtown@lfschools.net>](mailto:mnewtown@lfschools.net)

Wanted you to know the Picture Book Walk is a hit!!!! Teachers and kids loved it! One teacher asked if we could do this every year...and every month!!! Thank you....it was wonderful!

---

### General CIP

The Library received email correspondence from the following individuals with preservation concerns regarding the capital improvement project. The Library's response is attached followed

by the email correspondence. For brevity, the Library's response has been edited from each email chain.

May 7, 2021 Liam Connell

May 17, 2021 Maddie Dugan

May 17, 2021 Mariclaire Dixon

May 18, 2021 Diane Quinn

May 18, 2021 Robert and Anne Krebs

May 20, 2021 Henry Kleeman

May 27, 2021 David and Toni Mathis

May 20, 2021 Rommy Lopat (letter dated May 17 sent via email on May 20)

## May 2021 Library Response

Thank you for sharing your concerns regarding the Library. The Library Board has been working to develop a holistic response to address the Library's aging infrastructure and systems, as well as the significant ADA compliance issues. It is a complex project, requiring a strategic approach rather than an ad hoc approach addressing individual issues without consideration of how each will affect the entire building.

A complete discussion of the project is available on the Library's website at: [www.lakeforestlibrary.org/imagine](http://www.lakeforestlibrary.org/imagine). As noted here, the Library Board is in the design exploration stage and will be working with its architect to deliver new exterior designs once City Council approves the scope of the project.

In addition, the Library recently completed a series of community listening sessions, and you might find the recordings helpful to put the project in the proper context. You can watch these sessions at [www.lakeforestlibrary.org/imagine](http://www.lakeforestlibrary.org/imagine).

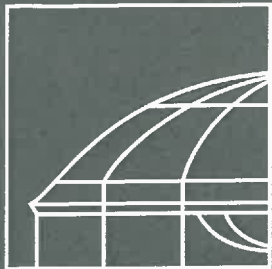
You may also find the discussion on The Lake Forest podcast informative. You can listen to the Library episode at: [www.lakeforestlibrary.org/podcast](http://www.lakeforestlibrary.org/podcast).

I extend offers to all members of the community to come to the Library for a tour of the building to better understand the challenges the Library Board is addressing. I am happy to meet with you and provide you with accurate and up-to-date information about the project. It is usually best to contact the Library to help dispel misconceptions about the project and the building. I hope you will take me up on my offer of a tour.

To stay informed about the development of the project, I encourage you to follow the Library's website, eNews, social media, and newsletter. Attached is an update that appeared in the Library's most recent newsletter about the project for your convenience.

Thank you again for taking the time to express your concern regarding the Library project.





LAKE FOREST LIBRARY

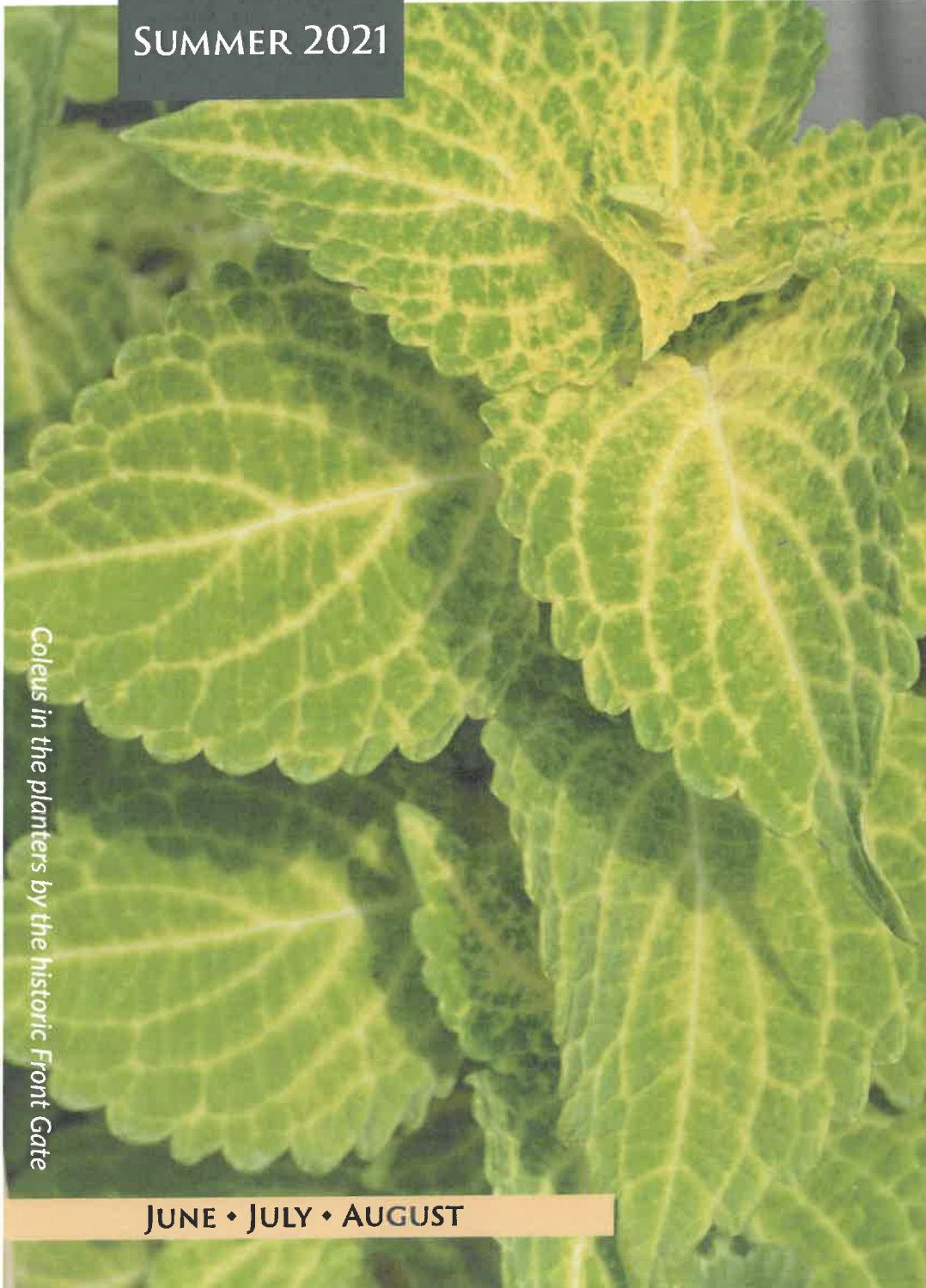
SUMMER 2021

# BEYOND WORDS

News from under the Dome

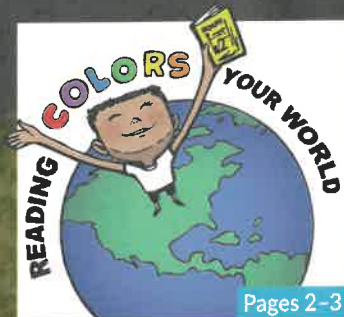
More hours & services resume June 1!

Details online at [lakeforestlibrary.org](http://lakeforestlibrary.org)



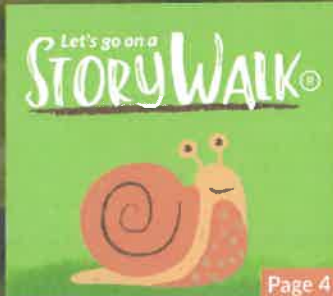
Coleus in the planters by the historic Front Gate

JUNE • JULY • AUGUST



Pages 2-3

Summer Reading Programs for all ages



Page 4

Enjoy time together, fresh air, and a story!



Page 13

Upgrades to enhance your visit





Join us in support of providing world-class library services in a unique community from a beautifully restored and expanded historic building.

Stay tuned for a **COMMUNITY SURVEY**. Completing it helps ensure the Capital Improvement Project continues to address your needs and desires for the Library.

# We're listening!

▶▶▶  
Some of what you shared during the Listening Sessions

*Edited for space and clarity.  
Listen to full recordings at [lakeforestlibrary.org/imagine](http://lakeforestlibrary.org/imagine).*

Thank you to everyone who attended the Capital Improvement Project Public Listening Sessions with Lake Forest Library and HGA

Architects. We appreciated your open minds as we presented on the project work completed to date and your meaningful comments on your hopes and dreams for the Library. To view recordings of the sessions, visit [lakeforestlibrary.org/imagine](http://lakeforestlibrary.org/imagine).

We were also grateful for the opportunity to clear up misunderstandings in the community. We assure you that:

- ▶ Current plans and renderings were not intended to be final versions, simply working documents. That has caused some confusion in the community. We hope that the listening sessions and our ongoing efforts to clarify the scope and progress of the project will alleviate some of that uncertainty. For accurate information, please always refer to Library publications and contact the Library Board and Director with your questions and concerns. A contact form is also available at [lakeforestlibrary.org/imagine](http://lakeforestlibrary.org/imagine).
- ▶ The restored 1931 building will continue to be an integral part of library service delivery. With the proposed restoration of the historic central walkway and the decluttering of the Foyer and Rotunda, the front entrance will remain the welcoming face of the Library.
- ▶ The Library is evaluating moving the Children's Library out of the basement, adding enhanced technology and creative spaces, and modifying its current meeting rooms to create flexible spaces with storage and hearing loops, in addition to addressing ADA and infrastructure issues. If space and budget permit, we would like to add one 10-12 person and four 2-4 person collaboration rooms to isolate sound and accommodate individual users and small groups that already use the Library.

We are still ascertaining exactly what services the community wants from the Library, and we hope you'll take the time to complete a community survey that will be sent out in the future.

The project continues to evolve and recalibrate based on community input, and we can't overstate how much every voice matters.

## FOUNDATION NEWS

*You just have a really, really hard job. I believe you have a lot of different audiences you're trying to appease, as well as focus on making the right recommendations.*

*Regarding the plans for restoration, there are really a number of very positive aspects that you've outlined for the plan that are really long overdue:*

- Restoration and repair of the dome is critical.
- Removal of the 1970s additions is a great idea.
- Bringing back the walkway from the sidewalk to the front entrance, is an exciting reintroduction of an original element to the property.
- Additionally, there are other things that make sense, like moving the Children's Library from the basement upstairs and the overall modernization of the facility and the systems.

*So the thoughtful restoration of the building is important because this is one of our most architecturally significant buildings in the community.*

*Technology isn't natural to me, that's why I need classes, so I can do what needs to be done on computers nowadays. I also like the idea of a drive-up/pick-up window so we don't need to look for parking.*

*Please can you add a Maker's Lab with a 3D printer and other tools/machines? This is a great STEM activity and has been a trend of other libraries in the area. This guaranteed would keep my family visiting the Library often for years to come!*

*One of the most wonderful things that I think all of us appreciate about the Library is its feeling as you walk in the door. I really want to see the entire renovated building have that same incredible warmth that our current Library has.*

*I have used the Media Lab to digitize my VHS tapes and to create logos for local organizations, something that when I discovered it, I could not believe how useful it was.*

*I have two kids and I have never really explored the entire Library building, because when I come there, I am with my children. I'm glad that the shelves will be shortened, because then I can see my children. I never actually sit down when I'm at the Library, because I am chasing them to make sure they're not going out various exits. I know the librarians do a nice job of trying to bring some books down for adults to look at, but I would love it if there was a way that I could actually be browsing and my kids could be browsing and I didn't have to wonder if my six year old is trying to take the elevator and if my other kid is escaping out the front entry. I love that you want to bring more light into that section, because it does feel a little bit dark in there sometimes. I like the idea of having more space for the kids to sit and read and just enjoy the resources, like a clubhouse or beanbag room where they can snuggle with a book.*

*I love getting the newsletter and seeing what programs there are, and I highlight them and I make sure I sign up because I know that they're going to be popular and they're often sold out, so I definitely know that there is a need for more meeting space and I do encourage that, along with the need for the warmth and viability and accessibility.*

The Lake Forest Library Foundation is preparing to solicit philanthropic support for the Library's proposed Capital Improvement Project. As part of a public-private partnership, the Foundation is committed to implementing a comprehensive, holistic solution for the Library that fits the needs of the community. We look forward to working toward that goal with the City of Lake Forest, the Historic Preservation Commission, and the Library.



We welcome and encourage your participation in the upcoming community survey. The Foundation stands ready to support the community, should it decide to move forward with renovating and expanding the current Library building.

Early success on the part of the Foundation from a handful of donors has yielded committed funds of \$2,200,000 (notably including an \$800,000 pledge from the Friends of Lake Forest Library), should the project be approved by City Council.

Regardless of the outcome of this project, the Foundation will provide ongoing support for the Library Board now and in the future, as well as to the Friends of Lake Forest Library.

For more information about the Foundation, please visit [lakeforestlibrary.org/give](http://lakeforestlibrary.org/give).

## FRIENDS NEWS

### BOOK SALES

#### Lake Forest Station Pop-Up

Purchase used books, puzzles, and games in the East Train Station building to the west of the tracks.

Buy books and more

Thursdays–Saturdays

11:00 am–5:00 pm

April 29–June 19

Donate books

Saturdays

1:00–4:00 pm

May 22 & June 5

#### Summer Book Sale

East Train Station, June 24–26, 10:00 am–4:00 pm

The whole station will be full of books for sale!

#### 45th Annual Fall Book Sale

Lake Forest Recreation Center, September 16–19

Browse 100,000+ books in more than 100 categories. We are excited to welcome people back and encourage you to donate gently used books this summer. For details, visit [lakeforestlibrary.org/friends](http://lakeforestlibrary.org/friends).



Thank you to the Friends  
for their support of  
**SUMMER  
READING!**

AND FUTURE GENERATIONS

**From:** liamconnell@aol.com <liamconnell@aol.com>

**Sent:** Friday, May 7, 2021 10:31 AM

**To:** Board <board@lakeforestlibrary.org>

**Subject:** Proposed expansion of library building

**CAUTION:** Think Security! This email is not from someone at Lake Forest Library. **Do not click any links or open any attachments you are not expecting.**

To whom it may concern,

as a custodian of an historic home in Lake Forest, and an amateur historian who has presented the only sell-out event at the Lake Forest Historical Society, I am concerned at the aesthetics of the proposed new library expansion. The existing library is a jewel of the city. I support thoughtful improvement and expansion of the building. I used the library extensively in my own historical research.

The proposed expansion of the library is completely jarring, being adjacent to, and from some angles obscuring, the existing beautiful building.

I believe there are more attractive alternatives to the proposed expansion, which would also meet the goals of the expansion.

Many of us have invested heavily in the continuity of the architectural heritage of the city. We can update and improve our heritage while respecting the original aesthetic.

Thanks for your consideration,

Liam Connell

Owner and Custodian of the Noble Brandon Judah House (placed on the National Register of Historic Places by the Department of the Interior, recipient of two awards of improvement from the Lake Forest Foundation for Historic Preservation)

Hi Catherine,

thanks for responding to my email.

I will follow up on looking at the information you referenced to educate myself further on the plans and needs of the library.

I have been a user of the library for over 20 years. In fact I did a lot of my research for a book at the library. I never noticed any major constraints from the building itself.

As someone who has spent a lot of time and money on retaining some of the architecture heritage of Lake Forest, I was horrified at the proposed building extension. It is ugly and destroys the aesthetic of the existing building. And it does not seem to make imaginative use of the land available. I am still not convinced of the need for the expansion.

I have had three people who have had strong ties to the library and the community, and who I highly respect, express very strong reservations at the planned expansion. However I will educate myself to have an independent opinion.

I am a trustee of Lake Forest College, and a supporter and patron of the Gorton Center. In general, Lake Forest has excess capacity for events. The thing that is lacking is coordination between the community resources. Lake Forest College have made use of the excess capacity of the Gorton Center. What is the relationship between the Library and the Gorton Center, and Lake Forest College?

Thanks for your consideration,

Liam

-----Original Message-----



---

**From:** Maddie Dugan <maddiebdugan@gmail.com>

**Sent:** Monday, May 17, 2021 7:15 PM

**To:** Board <board@lakeforestlibrary.org>

**Cc:** info@lfpf.org <info@lfpf.org>; jem2933@gmail.com <jem2933@gmail.com>; Jim Preschlack <jimpreschlack@gmail.com>; Czerniak, Cathy <czerniac@cityoflakeforest.com>; WichaJ@cityoflakeforest.com <WichaJ@cityoflakeforest.com>; friendslflibrary@gmail.com <friendslflibrary@gmail.com>; rummelm@cityoflakeforest.com <rummelm@cityoflakeforest.com>; notze@cityoflakeforest.com <notze@cityoflakeforest.com>; karrasj@cityoflakeforest.com <karrasj@cityoflakeforest.com>; goshgariana@cityoflakeforest.com <goshgariana@cityoflakeforest.com>; webere@cityoflakeforest.com <webere@cityoflakeforest.com>; buschmannr@cityoflakeforest.com <buschmannr@cityoflakeforest.com>

**Subject:** LF Library Dome & Expansion

**CAUTION:** Think Security! This email is not from someone at Lake Forest Library. **Do not click any links or open any attachments you are not expecting.**

To whom it may concern,

For years now I have driven by the LF Library and seen the dome "under wraps" and wondered when is the Library and/or the City going to do anything about this?

Today, I received a letter from the LF Preservation Foundation explaining the situation and I would like you all to address the following three items.

1 - fix the dome before it deteriorates further and therefore costs even more to fix

2 - develop a plan to better utilize the site for any new additions and respect the classic architecture of the 1931 building when designing any additions.

I have been lead to believe that the current librarian does not have the best or long-term interest in our library nor does she understand Lake Forest's aesthetic and concern for our historic architectural gems. The library board needs to not "let the inmates run the asylum".

As many of you know, I am a lifelong fourth-generation LF resident, former member of the BRB and current board member of the History Center.

Please save our library for future generations and do so tastefully and be respectful of the original building.

Thank you,

Maddie

Madeleine B. Dugan  
105 E. Laurel Avenue, Apt. 107  
Lake Forest, IL 60045  
847-234-4667  
847-987-4006 cell

**From:** Mariclaire Dixon <mhdixon2@gmail.com>  
**Sent:** Monday, May 17, 2021 5:55 PM  
**To:** Board <board@lakeforestlibrary.org>  
**Subject:** Proposed Expansion of Lake Forest Library

**CAUTION:** Think Security! This email is not from someone at Lake Forest Library. **Do not click any links or open any attachments you are not expecting.**

Dear members of the Lake Forest Library Board,

Thank you for the tremendous amount of time you have put into creating a plan to expand our beautiful library.

Knowing how long and hard you worked on that plan, I wish I could say that I think it is the perfect solution to bringing our library up to current standards. Unfortunately, I can't honestly say that. I feel very strongly that the modernist style of the addition you propose is completely out of character with the classical design of the library as well as with the predominant style of Lake Forest houses and other buildings.

I have viewed online the classic alternative plan for the library addition designed by Bories and Shearron and hope you will give serious consideration to implementing it rather than the modernist one.

Please know I greatly appreciate all the work you have put into this project.

Sincerely,

## **Re: Proposed Expansion of Lake Forest Library**

Mariclaire Dixon <mhdixon2@gmail.com>

Thu 5/20/2021 4:19 PM

To: Catherine Lemmer <CLemmer@lakeforestlibrary.org>

Dear Catherine,

Thank you for your quick reply to my letter to the Library Board expressing my thoughts on the proposed expansion of the library.

I appreciate your sending me links to the various online resources relating to the project, which I will try to find the time to explore.

I also appreciate your kind offer to meet with me at the library to see personally the challenges this project presents. Unfortunately I can't take you up on your offer. My husband and I are in the midst of preparing to move from our current home to something smaller in Lake Forest which we are renovating and expanding, and it is occupying virtually all my time.

Thank you again for everything you and the Board have done to make this huge project turn out well. Our community is very fortunate to have you all working so diligently to come up with the best possible plan.

Mariclaire Dixon

## Addition to Lake Forest Library

Diane Quinn <dianequinn@me.com>

Tue 5/18/2021 10:40 AM

To: Board <board@lakeforestlibrary.org>

**CAUTION:** Think Security! This email is not from someone at Lake Forest Library. Do not click any links or open any attachments you are not expecting.

Dear Lake Forest Library Board,

I have been so happy to learn of and see the new design proposed by Bories & Shearron Architecture Firm for the addition to Lake Forest Library. It is beautiful and so much more in keeping with the original architecture of the building, and what a gift that it was done for no charge to the city. Honestly, I am baffled by the original plan I saw. How could anyone consider such an uncharming, uncreative, inappropriate addition? It is hard to put in an email how strongly I feel about this, and I hope public response will be listened to and respected. I appreciate your service to our community, as I assume this is a volunteer board, and hope you can stand firm on the future of our historic library's classical design.

Diane Quinn  
780 Lake Rd.  
Lake Forest

## Lake Forest Library Expansion Plans

Robert D. Krebs <rdk@krebsnet.com>

Tue 5/18/2021 6:15 AM

To: Board <board@lakeforestlibrary.org>

Cc: info@lfpf.org <info@lfpf.org>

**CAUTION:** Think Security! This email is not from someone at Lake Forest Library. **Do not click any links or open any attachments you are not expecting.**

To the Board Members: We have reviewed both your proposed expansion plan and the alternative plan proposed by the Lake Forest Preservation Foundation. We think there is great merit in considering the Bories and Shearron proposal. It results in a building that preserves the Library's classical design and is in harmony with the character of our City. We urge you to open up the design process for comments and discussion and based on the results, to consider whether a change in your present plan is warranted. Respectfully, Anne and Rob Krebs



---

**From:** Henry Kleeman <henry.kleeman@comcast.net>  
**Sent:** Thursday, May 20, 2021 1:18 PM  
**To:** Board <board@lakeforestlibrary.org>  
**Subject:** Library Plans

**CAUTION:** Think Security! This email is not from someone at Lake Forest Library. **Do not click any links or open any attachments you are not expecting.**

Dear LF Library Board,

As a neighbor, I wanted to register my disappointment at the most recent plan to enlarge the Library. I simply do not understand the aesthetic logic of grafting an unsightly modern structure onto an award winning classical building. I also do not understand why the Board seems opposed to designing something that would preserve and enhance the existing beautiful structure. As near as I can tell from your drawings, the proposed structure has no aesthetic relationship with the existing building. Certainly we can do better! Sincerely, Henry Kleeman

Henry Kleeman  
899 Rosemary Rd  
Lake Forest, IL

312-282-8520

**From:** David Mathis <mathisd01@gmail.com>  
**Sent:** Thursday, May 27, 2021 11:59 AM  
**To:** Board <board@lakeforestlibrary.org>  
**Cc:** info@lfpf.org <info@lfpf.org>  
**Subject:** proposed library extention

Dear Board Members,  
We write as long time residents of Lake Forest, graduates of Lake Forest College, members of Lake Forest Preservation Society, library members, and annual contributors to your book sale to urge you to reconsider the modern extension to the library!

We understand and appreciate the need for the extension, but to do so in a way that is not compliant to the original construction of this beautiful and historically significant building would simply not be proper in our opinion .

We urge you to fix the library dome, right size the overall building for the site and consider the concept put forth by the architectural firm Bories & Sharon.

We feel it would be a tragedy to the Lake Forest community to lose one of it's most significant properties..

Thank you in advance for your consideration

Sincerely,  
David and Toni Mathis  
770 Barberrry Lane  
Lake Forest

## Re: proposed library extention

David Mathis <mathisd01@gmail.com>

Sat 5/29/2021 3:51 PM

**To:** Catherine Lemmer <CLemmer@lakeforestlibrary.org>  
**Cc:** Board <board@lakeforestlibrary.org>; Imagine <imagine@lakeforestlibrary.org>; Lake Forest Preservation Society <info@lfpf.org>; Toni Mathis <flat17@comcast.net>

Thank you for your response! Our concern is primarily about the exterior . We have a second home in London that was built in 1800 and is protected. The exterior is the same but interior has been remodeled to comply with current health and safety rules. You say that the exterior plans are yet to be developed. We hope that means the finished exterior design will be compatible with the main building , which is our main concern. Your architect should be able to do that. Purpose of our letter was not to suggest you change architects.

Lake Forest College has faced and continues to face many of the same challenges, including ADA compliance, that you have. The recently completed addition to the Science building , the addition to the library, and the current renovation of the 5 story Brown hall are all great examples of what can be done to create a modern interior and extension without changing the compatibility of the exterior. I am on the Board of the College and would be happy to arrange a tour for you and your Board if you desire.

Thank you for your attention.

David and Toni Mathis

Sent from my iPhone

410 E. Woodland Road  
Lake Forest, Illinois 60045  
(847) 922-0437

May 17, 2021

Dear Library Board,

Please know that I appreciated Library Director Catherine Lemmer's recent appearance on Pete Janson's The Lake Forest Podcast. She was asked a lot of disparate questions and responded to them quite handily.

That said, Ms. Lemmer made four assertions (paraphrased below) regarding historic preservation that are indications of the "failure to communicate" about architecture which has led to a great deal of lost time and emotional consternation between the Library Board and many residents. This letter is meant to illustrate the historic preservation "disconnect" which occurred about 46 mins into the Podcast. Ms. Lemmer's statements are in bold; my "corrections" are in italic.

**Lemmer Assertion #1: "Probably the most critical of the Secretary of the Interior's very specific historic preservation standards, which are reinterpreted by the LF HPC--Lake Forest has its own standards--is that a building addition must stand alone. A new building has to look of its time...it can't be exactly like Edwin Hill Clark would have built because it would damage the integrity of the initial building."**

*False or misleading. First, there is no "most critical" standard. Beyond that, Ms. Lemmer conflated two standards: differentiation and reversibility.*

*The Interior Dept's 1978 standard which recommended sharp "differentiation" between old and new (i.e. "of its time") resulted in traditional buildings ending up with modernist additions which are not sensitive to the original. We need look no further than the 1978 additions to our Library which are clearly not standing the test of time.*

*In 2017, the Federal recommendations were updated. The updated Federal recommendations encourage 1) additions as a last resort and 2) visual compatibility of architectural features and massing. In other words, if new must be built as a last resort, it should be deferential to the original.*

*While the Federal standards, however, are excellent and comprehensive, we actually need look no further for guidance than to Lake Forest's own standards, codified decades ago. Lake Forest's seventeen standards have always and repeatedly stressed "visual compatibility" between old and new. Indeed, the word "differentiation" does not appear in Lake Forest's standards.*

*Lake Forest's "Standard (14) New Construction is most relevant to an addition to the Library: "In considering new construction, the Commission...may impose a requirement*

*for consistency with the chosen style.” The HPC could choose “classicism” as a chosen style, which would lead the Library Board and its architects to one of two choices, as defined by noted preservationist Steven Semes: 1) literal replication or 2) invention within a style.*

*Literal replication is technically impossible, as materials and technology have changed. But updated interpretations of the standards, as Semes notes, allows “replication when the formal properties of the setting and the modest scale of the proposed construction make it appropriate...**Insistence on differentiation [could] needlessly result in an inferior design that diminishes the integrity of the historic building**...If a ‘contemporary stamp’ [is insisted upon by the authorities], then it can be added by a literal stamp on the added material, such as an inscription identifying the addition and its date.”<sup>1</sup>*

*The second “classical style” option is “invention within a style.” “This strategy, while not replicating the original design, adds new elements in either the same or a closely related style, sustaining a sense of continuity in architectural language. The intention is to achieve a balance between differentiation and compatibility but weighted in favor of compatibility.” It is likely what Lake Forest expects: IF a new addition must be built, classicism should be the chosen style, albeit applied inventively to today’s needs.*

*In high contrast, the Library’s August 2020 preferred building (two-gable option) is what Semes calls, “abstract reference,” by which the balance between differentiation and compatibility favors the differentiation. This strategy is very difficult to pull off successfully because it attempts to take the formal language of classicism (i.e. the same window sizes as Clark’s) and apply it to abstract (modernist) design. The HGA two-gabled option is not a successful design because it attempts to employ two different architectural languages to achieve Lake Forest’s standard(s) of visual compatibility. It is a concoction rather than a hallowed recipe, in my opinion.*

*Taken another way, Ms. Lemmer is correct about preventing “damage to the integrity of the original building” through additions and alterations. That is Lake Forest’s standard #17, “Reversibility of additions and alterations.” It is about physical damage; it does not relate to a chosen style or differentiation between old and new.*

**Lemmer Assertion #2: “Our 1978 wings can be taken off and it won’t damage the original building.”**

*False. The 1978 wings damaged the building a great deal. The list is long. Additionally, the front landscape was completely changed by removing the stairs and re-grading the slope with a mountain of topsoil. Whether the damage to either can be physically and affordably undone is questionable.*

**Lemmer Assertion #3: “That’s where the glass box came from. It was in the original study. It was called the Bird Cage. I liked it but I don’t have a vote. It was a metal and glass, very**

---

<sup>1</sup> [http://www.preservationalliance.com/wp-content/uploads/2014/09/SenseofPlace\\_final.pdf](http://www.preservationalliance.com/wp-content/uploads/2014/09/SenseofPlace_final.pdf). Accessed 5/11/2021

cool, but the Library Board said, ‘that's not going to go here.’...That's what Smith College did--it put two glass buttons on its 1879 building...”

*Inappropriate. While dissembling about the importance of her opinion, it seemed that Ms. Lemmer was indicating that our community should emulate the Smith College approach (see image below). In my opinion, Smith's additions are an example of visual incompatibility. Smith's architect intentionally created a conspicuous contrast between original and new, prioritizing differentiation at the expense of compatibility.*

*It would help the Library's community relations' efforts for Ms. Lemmer to refrain from espousing her personal preferences. It would be far more helpful if she would suggest how we can educate ourselves by viewing both an example like Smith's and an example of a classically-informed addition. What illustration of the latter can the Library Board or Ms. Lemmer show us?*

**Lemmer Assertion #4: “Everyone has all the confidence in the world that the HPC will get the design right.”**

*Misleading. The HPC does not design buildings. Owners of historic properties and their architects originate designs which the HPC reviews against its seventeen standards. It is assumed in this community that architects working for clients in the Lake Forest historic districts are highly conversant with visual compatibility. When the forthcoming design is not visually compatible, the HPC must reject a plan. This is a highly expensive and time-consuming proposition as the Board has discovered.*

I hope this clarifies some points of confusion. More importantly, I hope that the Library Board will soon find a path to common vocabulary and pursue a course that results in an historically-sensitive, visually compatible design.

Thank you for your consideration.

Sincerely, Rommy Lopat

**Smith College Nielson Library (1879 vs 2021): An Example of Extreme Differentiation.**



**Correspondence Report**

*The Library Board received a petition with the following resolution:*

*'We, the undersigned residents of Lake Forest, Illinois, request that the Lake Forest Library immediately begin repairs on the library dome and the water-damaged murals. Additionally, we request that any library expansion plan and choices made regarding possible American with Disabilities Act (ADA) changes to the library be put aside until this (dome/murals) necessary and important work is completed.'*

**Library Board Statement**

*The Library Board finds both the wording and the apparent intent of the resolution inconsistent with the values of both the Library and the City of Lake Forest. It would be unthinkable that we have a Library that is foreclosed to some of our most vulnerable citizens. A central priority of the Library's capital improvement project is to ensure equitable and unhindered access to the Library for all Lake Forest citizens. The Library Board intends to continue its pursuit of that priority, working with the City of Lake Forest and other constituencies, to restore, repair and expand the facility to create a Library to be used and loved by future generations of Lake Foresters.*



**Lake Forest Library Board of Trustees**  
360 E Deerpath Road, Lake Forest, IL 60045  
Regular Meeting (Remote Access) Minutes  
7:30 p.m. May 11, 2021

CALL TO ORDER

President Wendy Darling called the meeting to order at 7:36 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 and the recording posted on the Library website.

ROLL CALL/CONFIRMATION OF ABILITY TO HEAR PROCEEDINGS

Trustees Present: Germaine Arnson, Bryan Bertola, Wendy Darling, JoAnn Desmond, Elizabeth Grob, John F. Johnson, Andrea Lemke, David Rose, and Carrie Travers. All yeas. 9 trustees in attendance, a quorum is present.

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

OPPORTUNITIES FOR THE PUBLIC TO ADDRESS THE BOARD AND CORRESPONDENCE

All correspondence received was included in the Board packet and no one from the public wished to address the Board.

CALL FOR ADDITIONS TO THE AGENDA

None

CONSENT AGENDA

- A. Approval of the Agenda
- B. Approval of the April 13, 2021 Meeting Minutes
- C. Approval of May 4, 2021 Special Meeting Minutes
- D. Approval of April 2021 Finance Report

Director Lemmer responded to a question from Trustee Johnson about expenditures that have not yet been billed as of the close of April. Ms. Lemmer indicated that approximately \$250,000 in invoices should come in during the next few weeks that will be expensed to FY2021.

Trustee Arnson made a motion, seconded by Trustee Travers, to approve the Consent Agenda as presented. Motion carried with 9 yeas on a roll call vote.

### DISCUSSION OF CAPITAL IMPROVEMENT PROJECT

President Darling made the following statement related to recent changes in the capital improvement project:

*In the spirit of transparency, I wish to provide the Board with an important update regarding the architects working on the Library's Capital Improvement Project (CIP).*

*Victor Pechaty, head architect assigned to our project, has accepted a position with Gensler at their Boston office. Jane Dederling, senior designer on our project, is retiring but is continuing to help us finalize our work in progress.*

*I would like to place on record the Board's gratitude for their partnership over the past three years. Their work to date has created a foundation for restoring, upgrading, and expanding the Library. This includes the following: a condition assessment survey, detailed analysis of the dome and its foundational pedestal, and treatment recommendations in the historic context of the 1931 Edwin Hill Clark building-most notably restoring the front walkway and removing the wings, as part of the design work.*

*The Board will continue to work on the Capital Improvement Project, focusing next on the results and feedback from the community survey. Further to the results of the survey, the Board will proceed to evaluate all available options, including next steps for the Capital Improvement Project, and the appointment of a new lead architect. We are working with the City of Lake Forest to move the project forward.*

President Darling also apprised the Board about a productive meeting she had on May 11, 2021 with Mayor Pandaleon and City Manager Jason Wicha regarding project updates. They discussed what the Board transition might mean for the project and she reiterated the Board's work and readiness on the four options requested by the City. The Mayor requested some additional information regarding the floor plans to enable City Council to better understand proposed changes in square footage, associated costs, and the usage of each space.

Also discussed at the meeting were the ways that the Library was engaging the community, including the telephone survey poll and a community resident survey to enable all residents to provide input. The Mayor also suggested holding a large group event in the Library to discuss the project and get feedback.

## TECHNOLOGY AND FACILITIES UPDATE

### **HVAC, Fiber, Microsoft Teams Phone Transition, RFID**

Ed Finn provided updates on the facilities and technology infrastructure improvements. He shared that the Needlepoint Bipolar ionization units were installed, and the air quality was tested on May 5 and will be retested again in 30 days to assess effectiveness. Also, on May 5 the Fiber internet went live without issue.

Mr. Finn also updated the Board on the Microsoft Teams Phone Transition and the status of the RFID solution interviews where Trustee Johnson is serving as Board representative. Trustee Arnsen acknowledged Ed Finn and his staff for all the work they have done this past year, despite Covid, to update, upgrade, and enhance the technology in the Library to better serve the community.

### **Presentation and recommendation by Library Staff regarding resumption of donation collection in the Library parking lot by the Friends of the Library**

Ed Finn presented a Power Point presentation about a Plan for Resuming Donations for the Friends of the Library. Topics presented included Container Location, Use and Ownership; City Traffic Safety Chair Recommendations; Parking Lot and Traffic Flow; Collection, Loose Materials and Quarantine; and Liability Waivers.

Trustee Johnson made the motion, seconded by Trustee Darling, to endorse the recommendation by the Library staff regarding resumption of donation collection in the Library parking lot by the Friends of the Library and thanked Ed for working with the eight people from the Friends to come up with a solution. 9 yeas, Motion passed on a roll call vote.

## LIBRARY DIRECTOR REPORT

Provided in the Board packet, Director Lemmer updated the Board on Library Services, Administration and Operations, Strategic Initiatives, Performance Measures, and April Program Highlights. She also shared that when the staff is looking at trends coming out the year end data, convenience, aspects of the renovation project, and the self-service are three that are most prevalent. People especially like the self-check and Ms. Lemmer credited Trustee Rose for making this service a priority. Although the month has been relatively quiet, Ms. Lemmer stated that they have been busy with tidying up capital improvement details, listening sessions, and working on the telephone poll that launched yesterday. She credited the Library staff for going above and beyond as usual.

Lake Forest Library Board of Trustees  
Regular Meeting (Remote Access) Minutes  
MAY 11, 2021

In response to a Trustee question, Ms. Lemmer expanded on the important collaborative relationship between the Library and Lake Forest College, from welcoming students and staff to partnering on programs.

UNFINISHED BUSINESS

Trustee Rose inquired about the Summer Reading Program and Director Lemmer indicated they were ready to go with in person and online programming. She expects a busy summer with students checking out books and earning lots of prizes in the *Reading Colors Your World* program.

NEW BUSINESS

No new business.

ADJOURNMENT

Trustee Travers made a motion, seconded by Trustee Grob, to adjourn the meeting at 8:14 p.m. 9 years, motion carried.

**Upcoming Meeting: Regular Board Meeting, June 8, 2021, 7:30 pm**

**/s/ JoAnn Desmond, Secretary (signed electronically due to Covid-19 Pandemic)**

---

JoAnn Desmond, Secretary

Minutes approved by the Board on June 8, 2021.

**Lake Forest Library**  
**Year-to-Date Monthly Financial Report**  
**May 2021**  
**Unaudited Month 1**  
**FY2022**

Agenda Item 8(c)

<b>REVENUES</b>	<b>Current Month Actual</b>	<b>Year to Date Actual</b>	<b>Year to Date Budget</b>	<b>Annual Budget</b>	<b>Over/(Under) Variance</b>	<b>% of Annual Budget</b>
Unassigned Funds on Hand 5/1	\$1,895,491	\$1,895,491	\$1,895,491	\$1,895,491		
Tax Based (Levy, SSN, IMRF)	\$277,859	\$277,859	\$358,985	\$4,307,816	(\$81,126)	6.45%
Non Tax Based	\$13,581	\$13,581	\$4,083	\$49,000	\$9,498	27.72%
Library Generated	\$0	\$0	\$2,371	\$28,450	(\$2,371)	0.00%
Gifts	\$0	\$0	\$208	\$2,500	(\$208)	0.00%
<b>TOTAL REVENUES</b>	<b>\$291,440</b>	<b>\$291,440</b>	<b>\$365,647</b>	<b>\$4,387,766</b>	<b>(\$74,207)</b>	<b>6.64%</b>
<b>TOTAL FUNDS ON HAND</b>	<b>\$2,186,932</b>	<b>\$2,186,932</b>	<b>\$2,261,139</b>	<b>\$6,283,257</b>	<b>(\$74,207)</b>	
<b>EXPENDITURES</b>						
Salaries & Wages	\$83,864	\$83,864	\$139,270	\$1,810,504	(\$55,406)	4.63%
Fringes	\$23,718	\$23,718	\$39,012	\$468,147	(\$15,294)	5.07%
SSN	\$6,219	\$6,219	\$11,529	\$138,351	(\$5,310)	4.50%
IMRF	\$8,496	\$8,496	\$15,318	\$183,812	(\$6,822)	4.62%
Materials (print, AV, tech, online)	\$42,594	\$42,594	\$50,375	\$604,500	(\$7,781)	7.05%
Other Operating Expenses	\$21,959	\$21,959	\$59,421	\$713,057	(\$37,463)	3.08%
Building Maintenance	\$7,521	\$7,521	\$22,333	\$268,000	(\$14,812)	2.81%
Sub Total	\$194,371	\$194,371	\$337,258	\$4,186,371	(\$142,888)	4.64%
Capital	\$0	\$0	\$15,417	\$185,000	(\$15,417)	0.00%
<b>TOTAL</b>	<b>\$194,371</b>	<b>\$194,371</b>	<b>\$352,675</b>	<b>\$4,371,371</b>	<b>(\$158,305)</b>	<b>4.45%</b>
<b>BALANCE</b>		<b>\$1,992,561</b>	<b>\$1,908,464</b>	<b>\$1,911,886</b>		
<b>RESERVES</b>						
Capital Improvements	\$2,800,000					
Technology Improvements	\$300,000					
Capital Equipment	\$300,000					
	<b>\$3,400,000</b>					

**Lake Forest Library  
Financial Variance Report  
For the Month of May 2021 (Month 1) FY2022**

May is the first month of the 2022 Fiscal Year.

**Funds on Hand:** \$1,895,491 (unrestricted/unaudited).

**General Operations - Revenues**

**Property Tax:** In May, the Library received \$277,859 payments in property tax distributions which is 6.45% of the annual budget.

**Non-Tax-Based:** In May, the Library received \$13,581 in replacement of personal property tax payment. Overall non-tax-based income at 27.72% of FY budget. There was no reported Library income for May.

**Gifts:** Gifts received in May will be reflected on the June report as May report prepared prior to recording of bank statement reconciliation.

**General Operations - Expenditures**

**Salaries, wages:** \$83,864 for salaries: 5% of FY budget; \$23,718 for fringes: 5% of FY budget. \$6,219 for SSN: 5% of FY budget; \$8,496 for IMRF: 5% of FY budget. Vacation and sick leave buy outs due to retirements/resignations reflected.

**Materials: Books, AV, and Electronic Services:** \$42,594: 7% of FY budget. Annual payments for periodical and database subscriptions paid.

**Other Operating Expenditures:** \$21,959: 3% of FY budget. Consortia fees, technology leases, equipment, services, software, and contractual fees reflected here.

**Building Maintenance:** \$7,521 3% of FY budget. Reflects cleaning service contract, service calls and repairs for HVAC, elevator, and other systems. Annual liability and casualty insurance premiums will be paid in June.

**Capital:** No capital expenses incurred.

**Reserves**

\$1,895,491 - Operating cash reserve (fund balance-unassigned). The Library's reserves are currently \$3,400,000: capital equipment (\$300,000), capital improvements (\$2,800,000), and technology (\$300,000).

Year to Date FY2022: 4.45% of budget expenses; 6.64% budget revenues.



**Discussion of the Resumption of In-Person Board Meetings**

This June 9 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 Governor reinstated executive orders to allow for virtual board meetings and other emergency measures through June 26. This means the Library Board may continue to meet virtually through June 26th: [Executive Order 2021-11](#). Found here: <https://coronavirus.illinois.gov/s/resources-for-executive-orders>.

At this time, it is anticipated that Governor Pritzker will soon end the disaster proclamation. In addition, the City of Lake Forest governing bodies are beginning the return to in-person meetings based on the comfort level of the participants.

The Library Board could begin to meet in person starting with its July 13 meeting. In addition, as it is the start of the new year, Trustees could determine to change the meeting start time to an earlier start time. This is a discussion and decision item only, no vote need be taken.

**Discussion and approval of RFID project proposal**

**Recommendation and Requested Board Action:** Library staff recommend proceeding with the Bibliotheca leasing option and enlisting Library Works Backstage to tag the current collection, not to exceed the total project cost of \$132,697 in FY 22.

Background of the Project

In January 2021, the Library released a Request for Proposals (RFP) regarding Radio Frequency Identification (RFID). This technology will allow the Library to make strides technologically and streamline operations. All vendors were invited to submit preliminary bids for the following:

Equipment Description	Number of Units/Devices
Staff stations	6
RFID conversion cart rental/month	2
Wide RFID gate	1
Children’s RFID gate	1
Mobile Inventory Device	2
Self-Checkout	5

*Note: Number of units is an estimate based the Library’s anticipated needs. Requesting the same information enabled vendors to submit comparable proposals. Actual equipment ordered may vary due to specific needs. Vendors were also asked to provide examples of additional equipment and services for implementation later.*

In February, the Library received five proposals. Of those, three were moved forward and asked to participate in virtual interviews. Interviews were conducted between April 26 and May 14.

Interview Committee Members	Vendors Interviewed
John F. Johnson, Library Board Trustee Catherine Lemmer, Executive Director Ed Finn, Director of Operations Tori Sperzel, Head of Circulation Chris Wheeler, Facilities Manager Brian Bruns, Account Manager (OSG) Patrick McCalister, Engineer (OSG)	Bibliotheca Envisionware TechLogic

Vendor cost comparisons

Vendor	Equipment Costs	Tagging Services*	Reserve**	Year One Cost	Yearly Licensing and Maintenance	Overall Cost (6YR)***
Bibliotheca	\$88,723	\$60,220	\$37,236	\$186,179	\$11,381	\$56,905
Envisionware	\$65,507	\$60,220	\$31,432	\$157,159	\$8,181	\$40,904
TechLogic	\$119,713	\$49,400	\$42,278	\$211,391	\$9,738	\$48,692

*\*Note: Bibliotheca and Envisionware use Library Works Backstage as the provider for tagging. Cost savings are achieved by contracting directly with Backstage. TechLogic does their own in-house tagging.*

*\*\*A reserve of 25 percent is built in for any additional unanticipated costs related to infrastructure.*

*\*\*\*First year of maintenance is included in base price. Calculations are at 5 years additional maintenance.*

### Committee Evaluations

Each member of the committee completed a 100-point scorecard on each vendor, based solely on a purchase option. The results are summarized below (with 600 points being the highest possible score):

<b>Vendor</b>	<b>Total Score</b>	<b>Average</b>
Bibliotheca	527	88
Envisionware	474	79
TechLogic	452	75

### Leasing Option

Bibliotheca also suggested a Software as a Service (SAAS) option during the interview process and was invited to submit this option for consideration. Bibliotheca's Lease Option is summarized below:

<b>Term</b>	<b>Equipment Lease/Services</b>	<b>Tagging Services</b>	<b>Reserve</b>	<b>Cost Per Year</b>
Year 1	\$29,111	\$60,220	\$37,236	\$126,576
Year 2	\$29,111	NA	NA	\$29,111
Year 3	\$29,111	NA	NA	\$29,111
Year 4	\$29,111	NA	NA	\$29,111
Year 5	\$29,111	NA	NA	\$29,111
Year 6	\$29,111	NA	NA	\$29,111
<b>Total</b>	<b>\$174,666</b>	<b>\$60,220</b>	<b>\$37,236</b>	<b>\$272,122</b>
<b>Cost of Purchase Option</b>				<b>\$243,084</b>
<b>Difference</b>				<b>\$29,038</b>

### Staff Recommendation

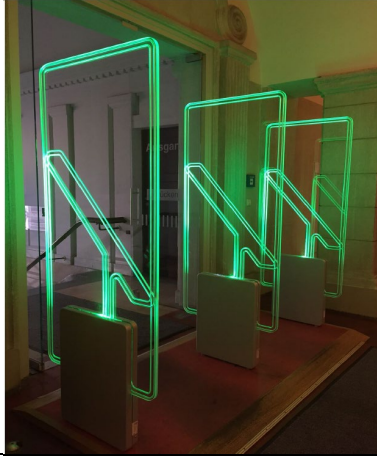
Library staff recommends moving forward with Bibliotheca to implement an RFID solution, pending final negotiations, for the following reasons:

- Hosted software that runs in a web browser. No on-premises server required.
- All-inclusive technology provider. The Library would not have different vendors for different devices.
- 10 CCS libraries use Bibliotheca as their RFID provider.
- References include other libraries in the CCS consortium.
- Reference recommended that the provider listens and reacts to specific needs of the institution.
- Ability to grow and add services as the pace of the Library, matching needs.
- Extensive history in this area and the largest provider.
- OSG has experience and relationships regarding implementation and ongoing maintenance.

Library staff also recommends contracting separately with Library Works Backstage to do the initial tagging of the collection for the following reasons:

- Backstage has many years of experience working with libraries to tag their collection.
- They are the preferred provider for Bibliotheca.
- Backstage hires locally, manages, and assumes liability for the project.
- Estimates of employee labor costs range between \$24,000-\$26,000 over a timeframe between 5-6 months.
- Backstage can complete the work in an estimated 5–6-week timeframe, providing substantial cost/benefit.

The following page contains some images of the various equipment regarding RFID.



**Security Gates**



**Self-Check Kiosk**



**Inventory Wand**

**Report of Nominating Committee and Election of Officers**

The Nominating Committee, consisting of Trustees Darling, Rose, and Travers, submit the following slate of officers to serve for 2021 – 2022.

President – John F. Johnson

Vice President – Bryan Bertola

Secretary – Elizabeth Grob

Treasurer – Andrea Lemke

Following any discussion, a motion, seconded, with a roll call vote will elect the officers for FY2022.

**Library Director Report**

**June 8, 2021**

**Services**

The Library restored its operating hours to pre-COVID levels. Services are being provided within the guidelines of the CDC and Illinois Department of Health guidelines regarding mask wearing and social distancing. The Library is requiring all individuals using the Children’s Library to wear masks to protect the most vulnerable of our population and because children under 12 who are not eligible for vaccinations are in this area of the Library.

The longer hours of operation and increased capacity has enabled a partial restoration of the foyer to its original function – an entryway into the Library. We are hopeful that at some point to move the processed holds out of the foyer. This will require finding space on the first floor to which to relocate this service.

As we prepare year-end reports for FY2021, the dedication and creativity of the Library staff to research, develop, and adapt solutions time and time again as the COVID landscape shifted, reflects our critical belief in the important lifeline the library provides to the Lake Forest community. The physical building was closed for 5 weeks in FY2021, during which time the Library pivoted to deliver all services and programs virtually. From June 2020 through June 2021, the level of access to the building for the public may have increased and decreased depending on the state of COVID, but our commitment to deliver the highest level of library services to the community never wavered.

The popularity of the beta self-check option continues, 527 items (or 5% of adult materials) were checked out via self-check in May. Programs through August are planned as virtual with a few children’s programs planned for the front lawn.

The chart below summarizes how patrons used the Library during the last months of FY2021 - February (12 days), March, April, and May. This information was gathered by a greeter at the front door. The new increased capacity limits allowed us to discontinue the greeter on June 1. The ready to go holds pick-up and online card applications will be maintained after June 1 due their popularity.

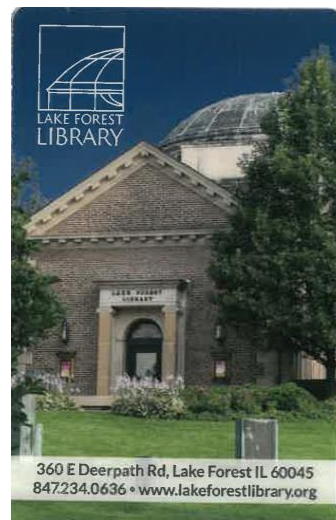
	Total	Hold pickup	Browse	Children’s Library	Computer/ Scan	Newspaper/ Magazine	Library Card	1-hour use
Feb	1,374	538	221	249	36	14	27	52
Mar	2,401	642	437	439	47	34	35	49
Apr	3,359	750	696	607	181	60	55	170
May	3,431	668	805	685	224	85	39	66

## Gifts to the Library

- The Library received a gift in memory of Dick Lewis from the WOW Book Club to purchase books related to his interests. The Library also received a gift from the friends and family of Steve Kennedy to purchase books related to his interests.
- These materials are processed into the collection with a book plaque on the inside cover acknowledging the gift and the honoree. The FY2021 donor and grantor list is attached.

## Administration and Operations

- New trustees, Jim Clifton, Sue Shattock, and Heather Strong have been provided with initial new trustee materials and will receive a full orientation after June 14.
- The Hartford Insurance Workers Compensation Insurance Year-end Audit has been completed. The CBIZ Appraisal and City Asset Report have also been completed.
- We are excited to announce that an offer of employment was made and accepted by Sameer Notta to be the Library's first Finance Officer. Sameer will be starting on June 21, 2021, and brings much needed finance, forecasting, and analytical skills.
- Carla Wier, part-time children's library assistant, retired from the Children's Library after 26 years. She will be missed dearly! Two open part-time children's library assistant positions have been filled. Madeline Wenc and Tiffany Song joined the Children's Library team the first week of June. The Children's Library has one additional part-time position open.
- Annual tree and shrub trimming has been scheduled. The Facilities team continues to refresh paint and complete other small interior projects to keep the building as tidy as possible.
- Patrons now have the option to pick one of our new library card designs. The designs were created by our Communications Team and voted on by community residents.



## Strategic Initiatives

Burges & Burges is working on the community resident survey with the goal to release the survey in June.

The Children’s Library staff has committed to a yearlong educational and enrichment challenge - *Project READY: Equity and Access for Diverse Youth*. Project Ready is an online professional development course that addresses the gap in existing professional development opportunities for youth services library staff in areas such as race and racism, racial equity, and culturally responsive or sustaining pedagogy. The primary focus of Project READY curriculum is on improving relationships with, services to, and resources for youth of color and Native youth.

## Selected Performance Measures through April 2021

As the Library did not circulate physical items in April 2020, comparisons made to April 2019 help understand the Library’s operational recovery as we move out of COVID. In April 2021, 23,915 items circulated as compared to 27,625 items in April 2019, representing a 13% decrease against pre-COVID operations.

The use of e-Media resources reflects a 20% decrease in usage from April 2020, 4,973 circulations versus 6,287 last year in the month of April. However, there is an overall 37% increase over pre-COVID April 2019. Perhaps more interesting is that in April 2019, 11% of circulations were e-Media, as compared to 21% in April 2021. It is expected that e-media usage will continue to outpace pre-COVID usage in the coming months and even show month-to-month increases against FY2021 after the dramatic monthly increases of the early COVID pandemic are past.

The e-magazine collection is now available in OverDrive (Libby) as RB Digital phases out in the coming months. The Library continues to purchase “advantage” titles (*i.e.*, those titles available only to Lake Forest Library cardholders to shorten hold lists for Lake Forest residents).

Use of the DVD2GO media bank in the West Train Station continues to decline. 10 movies were borrowed from the DVD2GO in April. The machine is aging and loses several days a month due to software and other issues. Replacement is part of a larger conversation regarding services on the west side of Lake Forest. The chart below details the annual usage numbers from April 2011 through April 2021:

Year	FY11	FY12	FY13	FY14	FY15	FY16	FY17	FY18	FY19	FY20	FY21
Uses	399	5678	5253	5323	4216	3490	3054	2721	2697	1747	538

In April, the use of the Library’s database collection was down as compared to last year for the same period, reporting 7,759 uses as compared to 9,929 uses. The decrease is attributed to the migration to fiber internet as it took some of the more highly used databases offline for a few weeks as we worked with vendors to transfer proxy servers and remote IPs to fiber. The Library continues to evaluate database renewals and is discontinuing or replacing those databases that



are no longer being used by the public. Education efforts (as part of programming) and social media posts on how to use the databases continue.

In April, Reference and Reader’s Advisory assists from all the departments totaled 1,653. Services are delivered via chat, email, in person, and through social media platforms. Homebound and outreach activities are on-going.

All Library programs remain virtual, and there is continued enthusiasm for evening and Saturday morning programs. There is tremendous variety in the programs, from online science projects, Storytimes, and coding clubs to book clubs, history lectures, and author interviews on critical and important topics. The Children’s Library and YA department prepare and give out Grab&Go kits that support participation in virtual programs.

As indicated by the chart below, attendance and viewing of the Library’s programs remain strong. Funding for FY2021 programming was funded in part by the Friends of Lake Forest Library and The Dick Family Foundation.

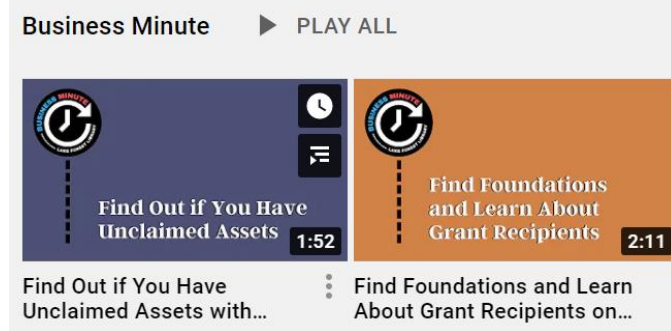
	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr
Programs	45	46	39	35	46	54	44	45	72	53	88	77
View, Attendees	5449	5163	7137	3153	1836	2002	1620	3950	2751	3389	2532	2729

### Program Snapshots

- Summer Reading programs for adults, children, and teens launched June 1. The theme this year is “Reading Colors Your World.”
- Lorie Rohrer, Head of the Children’s Library, did two in-person Storytimes for First Presbyterian Preschool.
- Sheridan School plans to use the Library’s Summer Reading Program as its summer reading program.
- The Country Day School and St. Mary’s have requested a StoryWalk option at their schools.
- Teen Librarian, Emmy Neal, reports the Library had a wildly successful run of Star Wars programming for all ages to celebrate "May the Fourth," the official Star Wars holiday, including crafts, trivia, and a Star Wars Dungeons & Dragons adventure. The highly competitive trivia event pitted families head-to-head for a limited-edition Baby Yoda squishmallow, while "Hidden Star Wars" gave fans an inside look at what made the movies a global sensation.
- High school students registered and picked up their Exam Escape De-Stress Kits in preparation for Spring Finals. The kits included study supplies like highlighters and post its, self-care items such as face masks, and snacks. We look forward to welcoming our students in person during fall finals.
- The Teen Book Club was *Dear Martin*, a title that engages with both social justice and critical race theory, allowing teens to discuss the difference between racism and

prejudice, internal and external power structures, peer pressure, cultural competencies, and a fun love triangle plotline. The teens took turns guiding the discussion questions and expanding their initial thoughts into literary analysis.

- Business Minutes, created by Michelle Doshi, Business Librarian, on iCash and Find Foundations and Learn About Grant Recipients are becoming a regular feature; they are available on the Library's YouTube Channel along with other Library programming.





## Donor List FY 2021 (May 1, 2020 – April 30, 2021)

### \$50,000 or more

Friends of Lake Forest Library program grant \$74,000

### Up to \$50,000

Reed Family Foundation, Inc., Peter S. Reed, grantee \$10,000

Reed Family Foundation, Inc., Helen S. Reed, grantee \$10,000

Reed Family Foundation, Inc., L. Keith Reed, grantee \$1,000

Reed Family Foundation, Inc., Leslie V. and John S. Reed, Jr., grantee \$600

The Buchanan Family Foundation \$10,000

The Dick Family Foundation \$3,000

### Up to \$2500

Family and Friends, in memory of Steve Kennedy \$1,500

Lake Forest Book Review \$1,000

### Up to \$500

Benjamin Bartram \$200

Deanna & Todd Frank, in memory of Bernadine Rose Cascarano \$50

Kaye & Theodore Grabbe, in memory of Joseph Alaimo \$100

Kaye & Theodore Grabbe, in memory of Nancy Sergel \$200

Mary F. Grumhaus and David D. Grumhaus Fund \$200

Meredith & James Hayes, in memory of Anthony & Bernadine Cascarano \$250

Veda Kaufman Levin \$25

Barbara B. Reidy \$75

WOW Book Club, in memory of Dick Lewis \$140

### Other

Margaret Tomaselli, *Fra Noi* subscription

As of April 30, 2021