

LAKE FOREST LIBRARY BOARD OF TRUSTEES**Lake Forest Library, 360 East Deerpath Road, Lake Forest, IL 60045****Tuesday, October 12, 2021, 7:30 p.m.****Regular Meeting (Remote via Microsoft Teams)**

Please be advised that the members of the Lake Forest Library Board will be remotely attending this meeting by electronic means, in compliance with the recent amendments to the Illinois Open Meetings Act. The Mayor of the City of Lake Forest has determined that it is not prudent or practical to conduct an in-person meeting due to the COVID-19 pandemic. The Library will be providing members of the public with the opportunity to attend this meeting virtually, as well as provide public comment at the meeting at the following public access link: [Join Microsoft Teams Meeting](#), or by calling: +1 872-240-4516. Conference ID: 150 110 883#. No prior registration is necessary.

The meeting agenda and materials are available on the Library website. The minutes of the meeting will be available on the Library website after they are approved by the Library Board of Trustees. Current and past meeting information is available at: www.lakeforestlibrary.org/board-meetings.

Agenda

1. Call Meeting of the Lake Forest Library Board to order.
2. Board of Trustees Roll Call.
3. President's Remarks.
4. Call for Additions to the Agenda.
5. Opportunity for the Public to Address the Board.
6. Correspondence Report.
7. Consent Agenda (omnibus vote on matters 7(a)-7(c)).
 - a. Approval of the October 12, 2021 Agenda
 - b. Approval of the September 14, 2021 Regular Meeting Minutes
 - c. Approval of the September 2021 Financial Report
8. Committee Reports: Building Committee
9. Report on Per Capita Grant Requirements – Serving Our Public 4.0 Standards for Illinois Public Libraries.
10. Library Operations Report.
11. Unfinished Business.
12. New Business.
13. Adjournment.

Upcoming Meeting: Regular Board Meeting, November 9, 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 by the Library Board of Trustees January 9, 2018.)

Correspondence Report for October 12, 2021 Meeting

Patron Comments/Suggestions: Comments are transcribed verbatim, excluding inflammatory remarks, from the “How are we doing?” cards in the foyer of the Library. Staff encourage patrons to leave comments if the patron has a concern. The comment cards were added in 2018, prior to that time there was no official channel to comment on library operations. Comments also come via phone, email, and U.S. post. *All comments that contain contact information receive a response.*

Capital Improvement Project

Undated anonymous comment card

At last the dome project is going – we must have architects who know this town and historic buildings.

Undated anonymous comment card

Finally the dome is being addressed? Why did it take so long? [illegible handwriting] local architects who care for the historic aspect of the building should be hired. FIND a firm who does specialized in historic building. This building means a lot to this town. The director doesn't seem to care. The board should wake up. The community is not happy. Also there are other maintenance problems not addressed in these four years.

October 2, 2021 anonymous comment card

It is time the board starts paying attention to how this director spends our tax dollars. A huge amount for an out of state (\$250,000) architecture firm when local people would have been more appropriate. Several surveys and even a group to analyze the results, when the results were not revealed to the public. Guess the director thinks we in Lake Forest are all stupid! [Note: The Library Board authorizes all expenditures for the Library, including those for the Capital Improvement Project. The Library completed two surveys, one in May 2017 and a poll perception survey in May 2021. The results of the 2017 survey were presented to the Library Board at its public board meeting on June 13, 2017 and are on the Library website at: [Community Survey](#). The May 2021 polling was undertaken on the advice of the City of Lake Forest. The Library contracted with Burges & Burges, a national firm, to conduct the survey to ensure the survey was free from bias. The results of the Burges & Burges 2021 poll survey were presented to the public at the July 13, 2021 Library Board meeting. The presentation is linked from the Library website <https://www.lakeforestlibrary.org/board-meetings> and available at: [CIP Poll Presentation \(July 26, 2021\)](#)]

September 26, 2021 LF Preservationist, anonymous comment card

Great job, Library Board, in finally fixing the “doomed” dome. LF does not need meeting space (say “no” to expansion!), but LF does need the 5-year leaking dome fixed and the ugly wrap removed. Very happy the Library Board is now listening to the taxpayers. Hire a historic preservation architect and get the dome fixed. LF Preservationist

September 22, 2021 Taxpayor anonymous comment card

The August 30th building committee public meeting was great! This is the first time the Library Board and directors have solicited feedback from the residents. This should have been done four years ago as the residents are paying for the repairs and maintenance. Please continue to provide an opportunity for the public to have a dialogue and input on what is happening at our library on a real-time basis. We have many excellent architects in the LF and the Chicago area.

September 6, 2021 Patricia Riess

Dear Library Board Members, Ms. Borkowski and Ms Ford:

As a 40 year plus library patron and longtime Member of FRIENDS, I feel strongly that all of your current solicited donations should be targeted for the repair of the long, long damaged Dome of the Library, instead of being primarily directed to programs.

The Repair of the Dome should be your immediate current Major Priority. If you lose the Dome, funding for programs won't be needed. Repair of the Dome is long overdue. In my opinion, it is very reckless of the BOARD to wait a minute longer to get an appropriate architect and contractor in place to commence repair operations immediately before a wind or rainstorm completely destroys the Dome. Your current architects have yet to understand what many Lake Foresters want the appearance of the library to look like.

Also, I fear the current Head Librarian has no interest in the historical necessity of a seamless architecturally compatible addition to the library. She seems to be mainly concerned with the technology expansion and the social room provisions. These social room spaces are already provided by Gorton, Dickinson Hall, and 6 public schools and 4 private schools.

Perhaps the Library Board also feels the same as the Head Librarian on these issues. In which case, I think the Library Board should seriously listen to the residents' wishes for compatibility of architecture, which is of utmost importance to our residents and to the city. Many residents DO NOT WANT THE TYPE OF ARCHITECTURE that has been presented to us currently/recently by the Library Board and its architects.

Many want a SEAMLESS EXPANSION of our current LIBRARY MASTERPIECE. Nothing less.

*****not a glass box

*****not a 1950's flat roof with a garden on top

*****not something that looks like a gymnasium

*****not car parking at the front door (for the past 40 years parking spaces at the library were always available - parking was never a problem)

*****not moving the front door to another location

*****yes, to saving the 2 wings and renovating them with stone cornerstones and stone window surrounds or whatever is needed to compliment the center structure

*****many of us want a classical exterior that is comparable to the current exterior and of comparable quality in details and materials. That is, the exterior of the library as well as the interior—both are very important

*****be creative and place all your technology within the boundaries of the classical building that we have or will design with classical elements

In your rush to install technology and social gathering rooms, do not destroy the integrity of our Library. The Library Building lives forever: Technology changes constantly. The residents are in it for the long term. Since architecture will be with us forever—let's make it Good Architecture that we always can be proud of, today and in the future. Yours truly, Patricia Riess

[Library response:

Dear Ms. Riess,

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. In August, the Library Board created a Building Committee to prioritize the dome and interior rotunda work as the first phase of the project.

Many of the concerns expressed in your email appear to be coming from sources other than the Library Board. A complete discussion of the project is available on the Library's website at: www.lakeforestlibrary.org/imagine. I extend offers to all members of the community to come to the Library for a tour of the building to better understand the building 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.

All business and actions regarding the building are taken during the public meetings of the Library Board. These meetings are open to the public and dates and times for the meetings are on the Library calendar. The next Board meeting is Tuesday, September 14, 7:30 pm in the Kasian Room at the Library. I also encourage you to follow the Library's website, eNews, social media, and newsletter to stay informed.

Last, the Library Board does not manage the Friends of the Library or its operations. The Friends is a separate organization that makes its own funding decisions. In past years, the Friends have declined to fund capital improvement projects choosing rather to fund programs. I am happy to provide you with email addresses for the Friends Co-Presidents if you would like that information.

Given the need for significant capital improvement funds, the Library established *The Lake Forest Library Foundation* to raise funds to preserve and enhance the Library. This initiative is being led by Diana Terlato, President, Debbie Sarah, Mark Saran, Vice President, Bob Pasquesi, Treasurer, and Germaine Arnson. I am happy to provide contact information for the Foundation leadership if you are interested in learning more about their work. Unlike gifts to the Friends, gifts to the Foundation are directly available to the Library for capital improvements and endowment purposes.

Thank you again for taking the time to express your concern regarding the Library project and please do not hesitate to reach out with additional questions.]

General Operations

September 28, 2021 Mark A. Redding redding mark1008@gmail.com

I am astonished to hear that transgender books for children are made available in LF Library. What is wrong with the leadership at this public facility. [Note: Director spoke by phone with Mr. Redding about the work and provided him with the Collection Management Policy and the Request for Reconsideration form.]

September 21, 2021 MaryAnn Redding ma3charm@aol.com

I took my grandchildren to the library and thought it would be a fun experience. I was disturbed by some of the book choices available for young children. Some are just totally inappropriate. [Note: Director spoke by phone with Ms. Redding and provided her with the Collection Management Policy and the Request for Reconsideration form.]

September 27, 2021 Judy Kozak

Will LF Library bring back the Friday afternoon movies? My husband and I really enjoyed them. [Note: Director reached out and reported that the Library is planning on bringing back Friday afternoon movies pending another COVID disruption and interest level.]

Undated anonymous comment card.

Many organizations and several libraries are offering in-person programs (following CDC guidelines) said programs are concurrently available on Zoom; therefore a patron has the option of either format (in-person or zoom). As a third generation Lake Forest "tax payer," loyal Library patron, and financial supporter of the Lake Forest Library I strongly believe our community needs to have the choice of either option. [Note: The Library programs are booked several months in advance and the Library is working with its program presenters to provide both options. The Library is honoring the previously booked presenters' preferences for the delivery option. The Library is also in consultation with its book and literary groups regarding the virtual and in-person options and is honoring the preferences of the groups.]

October 3, 2021 Eileen Valentine comment card

Just a quick overdue note to tell you how wonderful this library is. Every person that works there is a bright light. During the pandemic you kept us all reading and made it effortless. I had an appointment with the very patient Patrick last week. He introduced me to a whole new part of the library. He was so kind and professional. Thank you for all you do!

September 25, 2021 Dennis Linehan (comment card)

Patrick V (Media Lab Assistant/Technology Instructor) is very likeable, very competent, and I enjoy him helping me with my [project.]

September 4, 2021, Carolyn Zafiriades

Tori S at Circulation was very helpful and pleasant. She is a great customer service rep for our library! Thanks Tori.

Undated, anonymous comment card

It is sad the reading room has been made unwelcoming by removing all the nice furniture and rug the director has destroyed the inviting feeling of the room. All the comforts are removed. It was a beautiful space that is all gone. [Note: Reading Room furniture that was removed due to COVID social distancing requirements was restored in January/February 2021. No rugs were ever removed from the Reading Room.]

Undated anonymous comment card

It is sad to see the state of our library. Our entry was beautiful and historic. It now looks like a rummage sale. The director does not seem to care about keeping the historic feeling of this community library. Also she has destroyed the welcoming ambiance of the reading room – taking out all the cozy furniture. She does not seem to respect our traditions in Lake Forest. [Note: See October 2021 Library Operations Report regarding the foyer. The Reading Room furniture that was removed due to COVID social distancing requirements was restored in January/February 2021.]

September 26, 2021 anonymous comment card

Please respect the unique and beautiful foyer area by getting rid of the untidy books. Put the interlibrary loan and online check out of books where they were PRE-COVID. Respect the history of the foyer and let people use it to chat with neighbors again. [Note: See October 2021 Library Operations Report regarding the foyer.]

September 22, 2021 anonymous comment card

I am a mom with multiple aged children. I used to enjoy sitting in the foyer while my children went to their age appropriate spots within the library (they are all of age where they can go on their own). Could you move the tables with books back out of the foyer? I believe pre-pandemic these pick-up books were behind the rotunda. Since we now have self-check-out there is less staff needed to check out, so you could easily get these books behind the rotunda again. I want to sit where I used to in the foyer and enjoy its

beaty. Also, the foyer is a spot to catch up with other moms. Please consider moving the messy books tables and returning the benches and chairs. [Note: See October 2021 Library Operations Report regarding the foyer.]

September 22, 2021 anonymous comment card

Lake Bluff Library has small fines. We need to reinstate LF Library fines. They are small enough so it does not financially impact anyone, but provides a great service of teaching children responsibility. Also, currently the wording is misleading as a patron is not allowed to keep a book. When a book is not returned eventually the patron's card is stopped and the patron has to pay for the book, so there ultimately is a "fine". Let's be smart like LB Library and teach out children to be conscientious. [Note: the Library Board reviewed this policy in December 2019 and determined it philosophically and fiscally responsible to cease charging fines given their ineffectiveness at making patrons return materials and the costs to collect and process the fines.]

Undated anonymous comment card

We have just moved back to the area and recently visited the library. We were shocked to see the hundreds of books are gone from the shelves in children's. We were here in the renovation was done. The idea was the high shelves would allow for a larger collection to be available. We have staff and step ladders to help reach them. What a bad decision to take all those books away. Unhappy parent. [See note below.]

Undated anonymous comment card

Why is the director taking hundreds and hundreds of books out of circulation. Just because they are high up. It was planned that way. Young children come with an adult and older ones can get help from a step stool. This is a ridiculous poor decision. Very unhappy parent. Did the board approve this move. [Note: the Library's collection management policy provides for continuous management of the collection to remove out-of-date, worn, damaged, and unused items and to provide space to add new collections; for example, WonderBooks, STEAM Kits, graphic novels, and launchpads. The children's collection has not had a comprehensive review and evaluation since the 1990s. Current research and library best practices indicate all readers enjoy browsing and picking their own materials, especially children. However, items are not being removed simply to move books to lower shelves. The addition of new materials was slowed under COVID due to supply chain issues, but new materials are arriving every day. Both the addition and removal of materials is covered by the Library's collection management policy. The children's room was redone in 2009. Patrons are invited to come and discuss the Library's collection management.]

Friends of Lake Forest Library

Undated, anonymous comment card

We love the book sale – it is a wonderful community event. Please make it easier to donate books to support the sale. Don't stop – we need this in our town. Help the Friends.

Undated, anonymous comment card.

I have to complement the incredible Friends group! I was surprised by the set up as it was so unusual, but the Friends' volunteers could not have been nicer!! Lake Forest is so lucky to have such a large group of wonderful volunteers helping to defray our tax dollars by putting on their wonderful sale. An incredible group of LF residents.!

Undated, anonymous comment card

Kudos to the Friends! It was a wonderful book sale!! We are so lucky to have these 200+ Friends working for our Lake Forest Library! We love the Friends!!

Undated, anonymous comment card

The book sale was wonderful. So glad it is back. We will look forward to the childrens sale and the large book sale in September. Certainly hope the director will be supportive of the Friends volunteers and allow more time for the donations at the back bay.

September 20, 2021 anonymous comment card

The community owes a huge thank you to the Friends. The book sale was amazing for many reasons how many hours did dedicated volunteers contribute, is hard to imagine. It was well-organized and well-run. We owe the friends not only our gratitude but all the support we can muster to make sure this event continues uninterrupted in the future.

September 7, 2021 comment card (Angie P)

The Lake Forest Loves Blog on the Friends was wonderful! We are so lucky to have 2 such great leaders and all the other Friends volunteers. Nancy & Sande are Lake Forest Treasurers!! I've read that other towns hold "Friends Day" to celebrate their Friends groups. We should have a day like that in Lake Forest45 years. I hope you can make a "Friends Day" happen at the library soon. :)

Undated anonymous comment card

We love the library book sale – It is a wonderful community event. Please make it easier to donate books to support the sale. Don't stop – we need this in our town. Help the Friends.

Selection of Other Patron Comments

October 4, 2021 Email Melanie Upfold <mupfold@chslf.org>

Thank you so much for sending Michelle over today – she did a wonderful job [re: story time at The Episcopal Preschool]!

September 27, 2021 Syeda Aneeqa Aqeel

After commenting on Kathy's Korner new title FB Live: "This is such a fantastic session - thank you for discussing new children's fiction with us! Always looking for great new titles to suggest to my kids," came to library and thanked me in person again.

September 29, 2021 Kelly Guerrero

The Wonderbooks are a BIG hit in our family...especially after lights out!

September 20, 2021 Nora Froelich

My son LOVES the Wonderbooks! He falls asleep every night listening to a different story.

September 1, 2021 Thomas Lee (Great Books member)

Complementing and thanks to the Library on the programs and Library's attempt in bringing variety of programs to the community.

September 15, 2021 *Lake Forest Reads* program with Diane Quon, LF resident and film producer. These were anonymous comments:

How would you rate this program? 5

How was this program of value to you? What takeaways did you get from it? Loved the book *On The Corner of Bitter and Sweet* so was excited to learn how the book is in the process of becoming a movie. Also, interested in hearing about Diane Quon's story and her connections. Very much enjoyed the presentation!

How would you rate this program? 5

How was this program of value to you? What takeaways did you get from it? The librarian who hosted the program was well prepared with good questions. Diane Quon was very honest and informative about how long it takes to take a book and adapt it to film. Very interesting to see someone has multiple lives...

different career experiences. I think she is/has to be an inspiration to young and older people that it is never too late to follow your passion. Thanks so much.

Additional comments about the program that you would like to share: A wonderful program that enhanced the enjoyment of reading the book.



OFFICE OF THE SECRETARY OF STATE

JESSE WHITE • Secretary of State and State Librarian

September 13, 2021

Ms. Catherine Lemmer, Library Director
Lake Forest Library
360 East Deerpath Road
Lake Forest, IL 60045-2252

Dear Ms. Lemmer:

Thank you for your interest in the Illinois State Library's Public Library Construction Act Grant Program and your application submission for fiscal year 2022. Each library in the state is assigned a grant index according to a calculation prescribed in the act that created the program. The Public Library Construction Act in [30 ILCS 767/15-5](#) defines grant index as follows:

"Grant index" means a figure for each public library equal to one minus the ratio of the public library's equalized assessed valuation per capita to the equalized assessed valuation per capita of the public library located at the 90th percentile for all public libraries in the State. The grant index shall be no less than 0.35 and no greater than 0.75 for each public library; provided that the grant index for public libraries whose equalized assessed valuation per capita is at the 99th percentile and above for all public libraries in the State shall be 0.00.

Ultimately, the grant index determines the potential maximum grant award (state share) as well as the amount of local cost share for the project. As is described in the Act, no library will receive a grant of more than 75% or less than 35% of the allowable project costs unless the library is at or above the 99th percentile where in such case the library would receive 0%. Using the prescribed calculation, the grant index for the Lake Forest Public Library places the library above the 99th percentile of all public libraries in the state. Thus, according to the act, all libraries at or above the 99th percentile do not qualify for a percentage award from the state. The public listing of the grant index can be found at the following link, https://www.cyberdriveillinois.com/publications/pdf_publications/lda219.pdf.

Please feel free to contact me if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read 'M Shaffer', with a horizontal line extending from the end of the signature.

Mark W. Shaffer
Grant Program Specialist
Illinois State Library

cc: Mr. Edward Finn III, Lake Forest Library

MS:ldg



September 29, 2021

Board of Trustees
Lake Forest Library
360 E Deerpath Rd
Lake Forest IL 60045

Re: Friends of Lake Forest Library Request for Space Commitment

Dear Board of Trustees,

The Friends of Lake Forest Library (FOLFL) very much appreciate your recent support to help make the 2021 Book Sale a success. The 45th Annual Book Sale, after a challenging year of COVID, was held Sept. 15th - 19th at the Lake Forest Recreation Center gym and was enthusiastically received by the community.

The FOLFL have a rich tradition of supporting Library projects and programs with over \$2.5 million contributed since its inception; the FOLFL's annual book sale is the primary source of these funds. Despite the inconvenience of having to wear a mask, 2,800 people came to the recent 2021 sale and gave overwhelmingly positive feedback.

The FOLFL's short- and long-term goals are to continue to raise funds for the library primarily through our book sales in addition to promoting community support for the library.

In order to accomplish this, we request your support for the following accommodations:

1. Allow book donations to be dropped off at the back of the library, on the bay area as has been the historical arrangement.
2. Continue to allocate sorting room space where FOLFL volunteers will sort, price, and box books and library facility staff will move packed boxes to a basement storage area.
3. Provide space in the basement of the library to store boxed books as well as 3,000 flat boxes and other book sale supplies, as has been done in the past.

Without the use of space at the library it would not be cost effective for the FOLFL to have a book sale. The added expense of renting space elsewhere for book processing and transport would severely diminish net revenues from the book sale.

We respectfully request a definitive answer as to the future of the book sale by October 15th. Please contact the Co-Presidents if you require clarification or have further questions.

Sincerely,

Friends of Lake Forest Library Board of Directors

Lake Forest Library Board of Trustees
360 E Deerpath Road, Lake Forest, IL 60045
Regular Meeting Minutes
7:30 p.m., September 14, 2021

CALL TO ORDER

President John F. Johnson called the meeting to order at 7:30 p.m. in the Kasian Room of the Lake Forest Library.

ROLL CALL

Trustees Present: Germaine Arnson, Bryan Bertola, Jim Clifton, JoAnn Desmond, John F. Johnson, Andrea Lemke, Sue Shattock, and Heather Strong. Absent: Elizabeth Grob.
8 trustees in attendance, a quorum is present

Staff Present: Catherine Lemmer, Executive Director; Ed Finn, Director of Operations; Joy Schmoll, Head of Communications; Sameer Notta, Finance Officer; and Chris Wheeler, Facilities Manager.

PRESIDENT'S REMARKS

President Johnson welcomed the Trustees and meeting visitors back to the Library. He noted the Friends book sale was this week and hoped that all would visit the sale.

President Johnson then reported that based on comments in the correspondence report regarding Library materials and the selection process, he had done research and wanted to share the American Library Association's *Library Bill of Rights* which is incorporated into the Library's Collection Management Policy. He then read the *Library Bill of Rights* into the record:

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

Article I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

Article II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

Article III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

Article IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

Article V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

Article VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

He concluded by noting that the *Library Bill of Rights* has been around for a long time as it was adopted in 1939 and last amended January 23, 1980 by the American Library Association Council.

President Johnson then shared stories he has heard about the Library in his role as Library Board President. He reported a conversation with a friend, a grandfather and retired law partner, who remarked that people are so nice at the Library. President Johnson also relayed the story of a busy young mother who appreciated that the Library had worked with her to pull books on a topic so she and her three children could come in and quickly pick from the pre-selected books.

CALL FOR ADDITIONS TO THE AGENDA

None.

OPPORTUNITIES FOR THE PUBLIC TO ADDRESS THE BOARD

Laura Luce, Lake Forest resident, asked the Library Board to consider live streaming the board meetings and expressed her preference against gender-neutral public restrooms.

CORRESPONDENCE REPORT

Trustee Strong asked for a clarification in the August 10, 2021 meetings regarding the August 2021 Correspondence Report. She expressed concern that the minutes may indicate that the minutes, as drafted, suggest that the Board felt that the anonymous comments in the suggestion box were misinformation. President Johnson reflected that, at the August 10 meeting, he had noted that there was a lot of misinformation in the community as a whole and that he encouraged Trustees and Library staff to address and clarify such misinformation. He also suggested the August 10, 2021 minutes include this clarification of his remarks.

The relevant section of the August 10 minutes will read as follows [see italics]:

CORRESPONDENCE REPORT

President Johnson noted that much of the negative correspondence and comment cards remain anonymous, while positive correspondence is signed. He also noted that there was a lot of misinformation in the community as a whole and he encouraged Trustees and Library staff to address and clarify when they learn of misinformation.

CONSENT AGENDA

President Johnson asked if there were any questions on consent agenda items. Trustee Arson made a motion, seconded by Trustee Lemke, to approve the Consent Agenda with the following items:

- a. Approval of the September 14, 2021 Agenda
- b. Approval of the August 10, 2021 Meeting Minutes.
- c. Approval of the August 30, 2021 Building Committee Meeting Minutes
- d. Approval of August 2021 Financial Report.

Motion passed on roll call vote with 8 yeas votes.

COMMITTEES REPORTS AND RECOMMENDATIONS

Building Committee

Trustee Bertola reviewed the Building Committee's process and work to date. The Building Committee is focused on information gathering and working towards identifying the most qualified firm for the Dome Prioritization Project. The Building Committee presentation is attached hereto and incorporated into these minutes. At the end of the presentation, Trustee Strong noted that the questions from the public at the August 10 meeting will help inform the selection of the qualified professional team. She also noted that the selected professional team will then be responsible for answering the outstanding questions on the dome and related work. Trustee Strong again noted that the project involves the entire dome and its supporting structure and that at different time frames different parties control the timeline. The Library Board controls the timeline around the retention of the appropriate professional firm, then the control moves to the professional firm and eventually on to the contractors selected to complete the work.

Trustee Bertola then led a lengthy Trustee discussion at the end of his presentation. Trustee Bertola confirmed to Trustee Shattock that the first milestone is finalizing the correct process to select the professional team and then undertaking the RFP or RFQ process. Trustee Desmond asked the Building Committee to consider ways the community might provide input into the selection process. Trustee Bertola noted that the call for solicitations will be public and anyone can share the solicitation to a firm they would like to encourage to submit.

Trustee Arnson noted that many of the questions asked by the public at the August 30 meeting were previously raised and considered during the previous analysis and decision making by the Library Board and she hoped the Building Committee was using the work already completed to help speed the process along. Trustee Lemke also noted that a lot of work regarding the dome was done in connection with the larger plan to address other structural and programming space issues and even though the larger project was not proceeding at this time, she hoped the dome work was not going to be redone. President Johnson added that all aspects of the dome and its structure, including gutters, would be considered.

President Johnson concluded the discussion by noting that this was just the first tranche of a larger capital improvement project. He thanked Trustees Bertola and Strong for the efforts on the Building Committee and reiterated that the public will be kept informed as the process moves forward.

LIBRARY OPERATIONS REPORT

President Johnson asked for questions on the Library Operations Report. Chris Wheeler, Facilities Manager, responded to Trustee Strong's question regarding the Kasian Room HVAC repair. Mr. Wheeler noted that Hill Mechanical anticipates that the needed parts should arrive by mid-September. He is in close contact with them and will report as soon as Hill updates him on the status of the parts and the timeline to complete the work.

Trustee Clifton noted that the new monthly financial report format was well done and clearly reflected the Library's finances. He complimented Sameer Notta, Finance Officer, for the work.

Trustee Strong asked Joy Schmoll, Communications Officer, if there was a new sign package given Ms. Luce's comments on the bathroom signage. Ms. Schmoll responded that there was no new restroom signage. The Library works through signage needs as needed and with an overall plan in mind. For example, new hours signage was completed to incorporate Sunday hours and shifting in the collection will require new shelving signage.

Trustee Clifton asked about programming. Ms. Lemmer noted that the Library is currently comparing hybrid, in person, and virtual against last year which was all virtual. She suggested that the Library put together a three-year comparison as it would reflect programming in three different environments.

Last Ms. Lemmer noted that the Library has received the draft of its FY2021 audited financials. The Library will prepare a draft MD&A and circulate the draft financials to Trustee Lemke and Trustee Clifton for their input in the next week. She concluded by noting that the Library's internally prepared financial statements align with the auditor's financial statements.

UNFINISHED BUSINESS

No unfinished business.

NEW BUSINESS

No new business.

ADJOURNMENT

Trustee Desmond made a motion, seconded by Trustee Shattock, to adjourn the meeting at 8:16 p.m. Motion carried by voice vote.

Upcoming Meetings: Regular Board Meeting, October 12, 2021

JoAnn Desmond, *Secretary pro tem*

Minutes approved by the Board on October 12, 2021.

**Lake Forest Library
Financial Notes and Variance Report
For the Month of September 2021 (Month 5) FY2022**

Funds on Hand: \$2,750,419 (unrestricted/unaudited). The account value was reset at the end of the FY2021 audit when surplus funds are allocated to either this unrestricted reserve or the restricted reserve accounts.

General Operations - Revenues

Property Tax: As of September 30, the Library received \$3,409,139 in property tax distributions which is 79% of the annual budget. The percentage collected is significantly lower for the same period in pre-COVID years as it appears payments are being transferred later in the month. The Library is closely monitoring the revenue line and will make adjustments as needed in the coming months.

Non-Tax-Based: As of September 30, the Library received \$53,314 in non-tax-based revenues. The \$53,314 reflects three installments of the replacement of personal property tax payment and the \$28,578.13 per capita grant. Overall non-tax-based income has exceeded 9% of FY budget.

Library-Generated: As of September 30, the Library received \$26,567 in library generated income. This is income from copiers, RAILS ALSIP payments, and miscellaneous fee income. Overall Library generated income at 93% of FY budget.

Gifts: As of September 30, the Library received \$2,870 in cash gifts. Non-cash gifts are not valued by the library. Overall gift income exceeds 15% of budget as it was anticipated in the budget that gifts, other than small memorial book gifts, will go to The Lake Forest Library Foundation for the capital improvement project.

General Operations - Expenditures

Salaries, wages, and benefits: As of September 30, \$545,820 for salaries and wages: 30% of FY budget; \$119,772 for fringes: 26% of FY budget. \$40,542 for SSN: 29% of FY budget; \$52,750 for IMRF: 29% of FY budget. Vacation and sick leave buy outs due to retirements/resignations reflected.

Materials: Books, AV, and Electronic Services: As of September 30, \$234,539: 39% of FY budget. Annual payments for periodical and database subscriptions paid. Book and AV vendors are nearly back to pre-COVID release and shipping timeframes.

Other Operating Expenditures: As of September 30, \$295,131: 41% of FY budget. Consortia fees, technology leases, equipment, services, software, and contractual fees reflected here. Includes \$97,658 in special project work.

Building Maintenance: As of September 30, \$116,969: 25% of FY budget. Reflects cleaning service contract, service calls and repairs for HVAC, elevator, and other systems. Annual liability/casualty insurance premium of \$31,595 paid in June and July.

Capital: No capital expenses incurred.

Reserves

\$2,750,419 - Operating cash reserve (fund balance-unassigned). The Library’s restricted reserves are currently \$3,400,000: capital equipment (\$300,000), capital improvements (\$2,800,000), and technology (\$300,000).

Year to Date FY2022: 32% of budget expenses; 80% budget revenues.



Revenue & Expenditure Statement

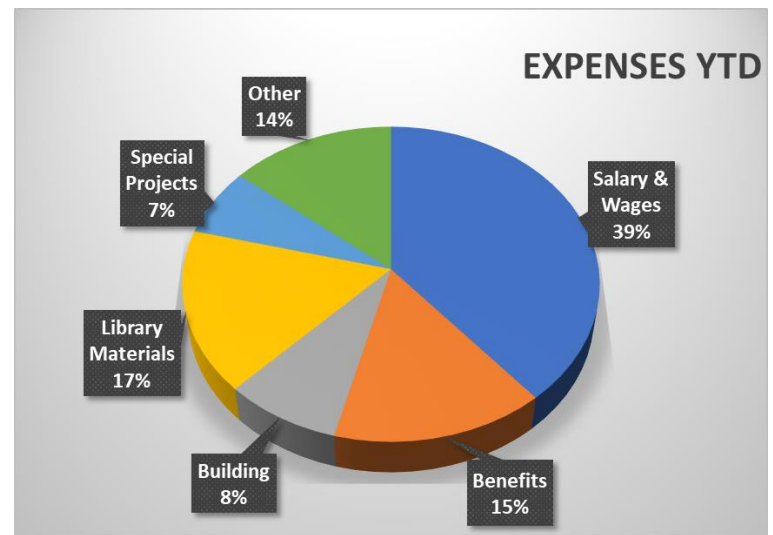
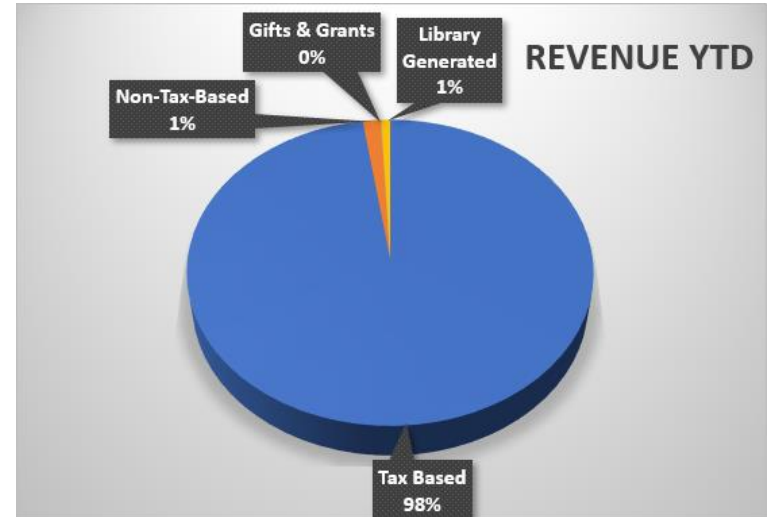
For the YTD September -2021 - Fiscal Year 2021-2022

Revenues	YTD	Budget	Budget Utilized
Tax Based	3,409,139	\$ 4,307,816	79%
Non-Tax-Based	53,314	\$ 49,000	109%
Gifts & Grants	2,870	\$ 2,500	115%
Library Generated	26,567	\$ 28,450	93%
Total Revenues	\$ 3,491,891	\$ 4,387,766	80%

Expenses	YTD	Budget	Budget Utilized
Salary & Wages	545,820	\$ 1,810,504	30%
Benefits	213,065	\$ 790,310	27%
Building	116,969	\$ 463,000	25%
Library Materials	234,539	\$ 604,500	39%
Special Projects	97,658	\$ 200,000	49%
Other	197,473	\$ 513,057	38%
Total Expenses	\$ 1,405,524	\$ 4,381,371	32%

Total Net Income	\$ 2,086,367
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Reserves	
Reserve - Capital Improvements	2,800,000
Reserve - Technology Improvements	300,000
Capital Equipment	300,000
Fund Balance - Unassigned	2,750,419
Total Reserve Amount	\$ 6,150,419





Revenue & Expenditure Statement

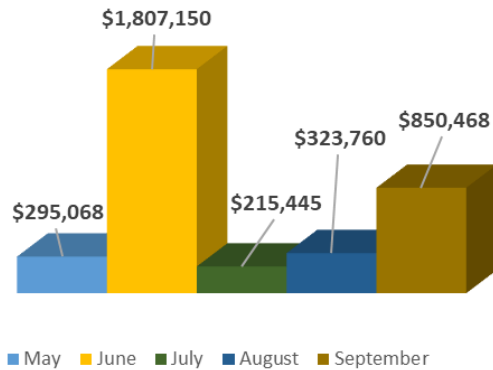
For the YTD September -2021 - Fiscal Year 2021-2022

Revenues	May	June	July	August	September	YTD	Budget
Tax Based	278,237	1,790,977	202,043	290,721	847,161	3,409,139	\$ 4,307,816
Non-Tax-Based	13,581	-	9,897	29,837	-	53,314	\$ 49,000
Gifts & Grants	1,245	1,500	50	-	75	2,870	\$ 2,500
Library Generated	2,005	14,673	3,456	3,202	3,231	26,567	\$ 28,450
Total Revenues	\$ 295,068	\$ 1,807,150	\$ 215,445	\$ 323,760	\$ 850,468	\$ 3,491,891	\$ 4,387,766

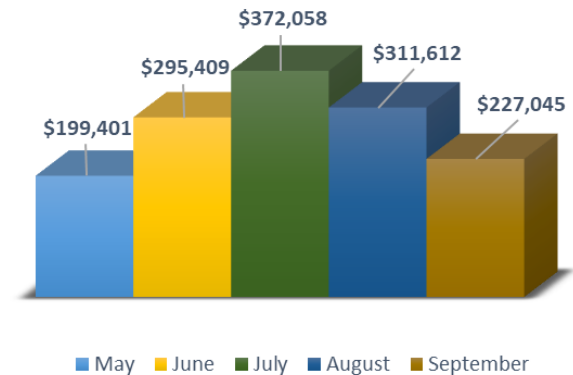
Expenses	May	June	July	August	September	YTD	Budget
Salary & Wages	83,864	111,456	119,291	114,487	116,722	545,820	\$ 1,810,504
Benefits	43,407	47,801	49,034	43,073	29,750	213,065	\$ 790,310
Building	7,521	33,104	28,740	29,444	18,160	116,969	\$ 463,000
Library Materials	42,594	49,215	75,210	40,368	27,152	234,539	\$ 604,500
Special Projects	-	25,000	20,000	40,158	12,500	97,658	\$ 200,000
Other	22,015	28,833	79,783	44,081	22,761	197,473	\$ 513,057
Total Expenses	\$ 199,401	\$ 295,409	\$ 372,058	\$ 311,612	\$ 227,045	\$ 1,405,524	\$ 4,381,371

Total Net Income	\$ 95,668	\$ 1,511,741	\$ (156,612)	\$ 12,148	\$ 2,086,367
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REVENUE BY MONTH



EXPENSES BY MONTH



Discussion of Per Capita Grant Requirements.

The [Public Library Per Capita Grants Program](#) was established to assist public libraries to improve and increase library services within their service areas. Grant amounts of up to \$1.25 per person served are available, on an annual basis, to all Illinois local public libraries. The Library received \$28,578.13 in grant funds in response to its January 2021 Public Library Per Capita Grant application.

The next cycle grant application is due in January 2022. Library Trustees and Staff are required to review *Serving Our Public – Standards for Illinois Public Libraries* as part of the grant application. Each chapter deals with one standard and concludes with a checklist. Library Staff will review the checklists and note any areas of concern at the Board meetings in October, November, and December in anticipation of filing the grant application in January 2022.

Chapters 2 – 6, pages 1-18 of *Serving Our Public – Standards for Illinois Public Libraries* is included for the October Board meeting.

Chapter 2: Governance and Administration. Although the Library satisfies the items on the checklist, it will be working on two items in the coming months. First, the Library will restart the work on “Library keeps adequate records of library operations and *follows proper procedures for disposal of records.*” Just at the start of the COVID pandemic, the Library was engaged in conversations with the Illinois State Library about developing a record retention and disposition program. Although the work was put on hold, the Library has been working to inventory, consolidate, properly store, and clean up 100+ years of paper records in preparation of the disposition process. The goal is that by the end of first quarter 2022, the Illinois State Library will have signed off on the Library’s record retention plan.

Second, the Library will finalize a succession plan as it works through an anticipated organizational restructure arising out of retirements and changing Library needs. The development of the senior staff ranks in the last two years, cross-training, and the enhanced safety and disaster recovery manuals address the day-to-day operational succession needs in the event of an unexpected and extended out-of-office period by a member of the senior staff. Developing and adopting an organizational structure that aligns with the Library’s needs and growth trends is the needed infrastructure for succession planning.

Chapter 3: Personnel. The Library has worked to develop transparency in its HR practices, competitive salaries, and compliance with all applicable employment law. In the last year, HR file management and hiring and retention practices have been brought into compliance with federal and state laws. Additionally, the Library has worked to enhance internal communication through the Staff Information Hub which was launched in 2020 by adding dedicated Human Resources and Training & Development Resources pages regarding benefits and training materials. The Library also created a collaboration site to share information with the City of Lake Forest HR and Finance departments.

While currently in compliance with the checklist, the Library is in the process of updating the salary benchmarking last done in 2018 and will adjust ranges accordingly to market changes. Best practice is to benchmark every 3-4 years with market adjustments yearly. As noted in the Chapter 2 discussion, the Library is also working through an organizational restructuring due to pending retirements and changing library needs. At this time, the Library’s technology and adult services teams are understaffed due to retirements and resignations in the last two years. Positions were not filled until there was clarity on needs as the Library moved out of COVID closures. Job postings, review of applications, and interviews are on-

going to fill these positions. According to the Core Standards, libraries are in compliance when combined salaries and benefits are up to 70 percent of operating expenses. The Library has historically been between 50-60 percent of operating expenses (with the exception FY2021 due to COVID). Changes in benefits elections can cause significant swings in the benefits costs.

Chapter 4: Access. The Library Board and Staff are focused on providing adequate and accessible space that meets the needs and preferences of all users. HGA, Inc. and Hummel Consulting completed an assessment of the Library's facility and analysis of the Library's operations space needs. The Core Standards around access and ADA compliance have been driving the Library's Capital Improvement Project (the "CIP") for the last five years. While the CIP continues to evolve, the Library is taking interim steps to provide access within the confines of its current building, these steps include such things as updating interior signage, carving out a teen space, reworking children's room shelving to meet the scaling requirements of the Core Standards and to accommodate new collections such as STEAM kits, Wonderbooks, Graphic Novels, and circulating technology, and relocating large print and audio books to more senior friendly areas. A new exterior book drop was added at the West Train Station and the Library is reviewing options to bring additional services to the west side residents.

Chapter 5: Building Infrastructure and Maintenance. Building infrastructure lays the foundation for the success of any organization. The Library Board and staff recognize the important role properly maintained building systems, furnishings, and grounds play in successfully delivering outstanding service to the Lake Forest community. By ensuring inspections and maintenance occur on a regularly scheduled cycle we ensure that costs are reduced by extending service life of certain building systems, preventing frequent breakdowns of equipment and maintain a facility that is not only visually pleasant but provides a comfortable and environmentally friendly building to both its staff and patrons. The Library has also continued to refresh areas with new paint, and repurposed seating.

While the Library's current maintenance checklist meets standards, some electrical and HVAC operating systems and the leaded copper dome and its related infrastructure have exceeded their expected life cycles. However, significant steps have been taken to repair and modernize systems, specifically related to the COVID-19 pandemic. These include:

- Installation of bipolar ionization in May 2021 to refresh air in spaces and protect against airborne pathogens;
- Replacement of the 20-year-old HVAC unit servicing the Kasian Room scheduled for October 18-20; and
- Replacement of the primary building compressor pump scheduled for October 18-20.

The Library Board authorized the prioritization of the dome and rotunda work and established the Building Committee in August 2021. This decision reflected the need to find a permanent solution for the dome regarding water mitigation. The dome wrap is repaired as needed but is only a temporary solution. Below is a summary of the most recent repairs:

- Dome wrap repair on September 10 for lifting due to strong winds; and
- Dome wrap replacement completed on September 15 (the replacement was required due to storm damage that occurred on August 10 and covered by insurance).

The RFQ for Architectural and Engineering Services is currently open and will close on October 15. In addition, as identified in the 2012 PNH report, the Library facility has significant ADA issues that impact adversely on access. The Library will continue to work to ensure that all options have been explored for repairs and/or upgrades as the larger CIP project moves forward.

Chapter 6: Safety. In 2017, the Library put together its first Emergency Procedure and Safety Manual. COVID-19 created unusual safety circumstances for Lake Forest Library. While the Library staff continue to focus on safety issues, based on the current safety and security manual, we have taken extra steps to ensure that staff and patrons are safe from the spread of COVID-19 while in the building or engaging with Library materials. Outside of COVID-19 specific-actions, the Library completed an update of the safety manual to ensure all staff regardless of position can easily and efficiently utilize the information provided in the event of emergency. All staff completed an onsite safety training session led by the Facilities Manager that covered emergency procedures and operational standards. Small group safety training sessions were held in the months of August and September 2021. Moving forward, all Library staff will be required to complete this training annually.

Governance and Administration Checklist

- Library has an elected or appointed board of trustees.
- Library has a qualified library administrator.
- Library administrator files an *Illinois Public Library Annual Report (IPLAR)* with the Illinois State Library.
- Library administrator prepares monthly reports (including statistics) of operations and services for the board's review.
- Library administrator and/or library board treasurer prepares monthly fiscal reports for the board's review.
- Library has a mission statement and a long-range/strategic plan.
- Library maintains an understanding of the community by surveys, hearings, and other means.
- Library board reviews library policies on a regular basis.
- Library board members participate in local, state, regional, and national decision making that will benefit libraries.
- Library develops an orientation program for new board members.
- Library board members attend local, regional, state, and national conferences pertinent to libraries when fiscally possible.
- Library keeps adequate records of library operations and follows proper procedures for disposal of records.
- Library complies and keeps current with appropriate Illinois and federal laws pertaining to public libraries.
- Library has a board-approved set of written bylaws that govern the conduct of the board of trustees and its relationship to the library and staff.
- Library maintains insurance covering property and liability, including volunteer liability.
- Library has a written succession plan focused on both internal and external talent development to fill anticipated needs for library leadership and other key personnel.

Personnel Checklist

- Library has a board-approved personnel policy.
- Library has staffing levels that are sufficient to carry out the library's mission.
- Library has job descriptions and a salary schedule for all library positions. The job descriptions and salary schedule are periodically reviewed and revised as needed.
- Library's hiring practices are in compliance with EEOC guidelines and the Americans with Disabilities Act.
- Library salaries and fringe benefits account for up to 70 percent of total operations budget.
- Library gives each new employee a thorough orientation.
- Library evaluates staff annually.
- Library staff and administration attend local, regional, state, and national conferences as well as training workshops and seminars where feasible.
- Library provides staff access to library literature and other professional development materials.
- Public library trustees and administrators are aware of federal, state, and local statutes and regulations relevant to personnel administration.
- The library complies with state and federal laws that affect library operations.

Access Checklist

- The library provides the right amount of space of the right kind to meet the provisions of its long-range/strategic plan.
- At least once every five years, the board directs a review of the library's long-term space needs.
- The staff are familiar with the requirements contained in the *Americans with Disabilities Act* (ADA) and work to address deficiencies in order to provide universal access to all patrons.
- The library, including branches or other service points, is located at a site that is determined to be most convenient for the community.
- The library provides adequate, safe, well-lighted, and convenient parking during all hours of service.
- The library has the minimum required number of parking spaces.
- The library's entrance is easily identified, clearly visible, and well lighted.
- The library has an identifying sign clearly visible from the street. Additional signs guide users from arterial streets to the library.
- The library has adequate internal signage.
- The library's lighting levels comply with lighting standards.
- All signage is in compliance with applicable federal, state, and local regulations.
- The library building supports the implementation of current and future telecommunications and electronic information technologies.
- The library has sturdy and comfortable furnishings in sufficient quantity to meet user needs.
- Space is allocated for child and family use with furniture and equipment designed for use by children.
- The library has enough shelving and other types of display and storage to provide patrons with easy access to all materials.
- Shelving in the areas serving young children is scaled to their needs.

Appendix K (Facility Management Checklists)

Ongoing Building Maintenance Checklist

- The library building should be maintained in a clean and sanitary condition at all times. Cleaning schedule can depend on frequency of use, and other factors.
- Elevators should be maintained at least annually, and should comply with applicable codes for safety.
- Roofs should be maintained at least twice a year or more frequently if required by the warranty. Additional inspection and maintenance work should be performed after every occasion where a contractor performs work on the roof (e.g., a rooftop chiller is replaced).
- The building facade should be inspected once a year.
- Parking lot resealing and restriping should be performed every one to three years.
- HVAC systems should be inspected and maintained at least twice a year (before summer and winter).
- Alarm system should be checked for proper operation at least once a year.
- Lighting should be inspected and replaced at least once every three months, unless they are inspected on a regular basis by the building staff. In some cases, defective lights must be replaced immediately. This includes exit lights, parking lot lights, and building exterior lights.
- Emergency lighting should be checked once a month.
- Sprinkler systems should be inspected as required by code, but at least once per year.
- Automatic doors should be inspected, adjusted and lubricated as required by code, but at least once every 6 months. Such doors may require more frequent work depending on traffic.
- Plumbing—Toilets, domestic water heater, and faucets: These systems should be maintained at least twice per year, including rodding of drain lines. Many components such as toilets may require maintenance on an as-needed basis. Sump pumps and back-up systems should be checked more frequently.
- Landscaping should be maintained weekly during season, and at least twice per year for cleanup, trimming, etc.
- Landscaping sprinklers should be checked and maintained twice a year.
- Carpet mats should be vacuumed on a regular basis, and shampooed at least once per year. Worn, loose, or torn carpeting should be replaced on an as-needed basis.
- Hard surface flooring should receive thorough cleaning and/or polishing once per year.
- Window cleaning should be performed at least once per year.

- Parking garages should be inspected and cleaned on an annual basis. Cleaning should include power washing to remove salt and other deposits. **Not Applicable**
- Other unique features, such as fountains, fireplaces, indoor planters, etc. should also be maintained on an as-required basis.
- Emergency generators should be checked for proper operation every week, and serviced as required by manufacturer. **Not Applicable**
- Snow removal should be performed on an as-needed basis (either self-performed or contracted).
- Egress paths should be checked once a month to ensure they are maintained open and free of obstructions.
- Electrical and mechanical rooms should be checked twice per year to ensure they are kept clean and clear of obstructions to reach the equipment.

Building Periodic Repair Checklist

- Tuck pointing of masonry: On an as-needed basis.
- Sealant repairs (window perimeters, masonry joints, etc.): On a three-to-five year interval.
- Interior painting and wall coverings: On an as-needed basis.
- Exterior painting including steel members that may corrode such as railings, etc.: Typically, once every three to five years.
- Wood and trim components: On an as-needed basis.
- Exterior and Interior Signage: Evaluate the appropriateness and condition of your signage once a year.
- Windows: Replace broken seals, broken glass, caulking and glazing as needed.
- Parking lot: Perform patching, sidewalk repairs such as mud jacking, curb repairs, etc. as needed.
- Landscaping: Inspect trees and sod replacement every one to two years.
- Graffiti removal: Perform on an as-needed basis.
- Fencing repairs and painting: Perform on an as-needed basis. Painting is typically required every three to five years.
- Hardware: Items such as door knobs, locks, etc. should be repaired on an as-needed basis.

Safety Checklist

- The library provides a list of emergency call numbers at all staff phones in the library.
- The library has a floor plan that shows entrances, exits, location of emergency supplies, fire alarms, and fire extinguishers.
- The library has an emergency manual and disaster plan.
- The library provides emergency training for staff, including fire and tornado drills, use of fire extinguishers, and location of the first aid kit, NARCAN® kit, and an automated external defibrillator.
- The library provides a call list and contact information that is reviewed biannually.
- Emergency medical supplies are stored in a designated location and are accessible to staff.
- Emergency equipment such as electric, gas and water switches, fire extinguishers, and fire alarms are noted on a library floor plan and are tested biannually.
- A prioritization list shows what should be salvaged in order of importance.
- A building safety checklist includes daily, weekly, quarterly, semi-annual, and annual safety procedures.
- A procedure exists for letting staff know when it is unsafe to enter the building.
- The library has a designated tornado shelter.
- Emergency exits and evacuation routes out of the library and to the tornado shelter are clearly marked. Fire extinguishers are clearly marked.
- The library provides adequate security for staff, users, and collections.
- The library has a strong relationship with local police and community safety personnel and communicates with them on a regular basis about safety issues affecting the library.
- At least two people (one of whom may be a volunteer) shall be on duty during all open hours of operation.
- Copies of the emergency manual and disaster plan are provided to community safety personnel.
- A policy for security camera usage has been adopted and signage is posted.

Library Operations Report

October 12, 2021

The Library is working its way back to normal, whatever that might be these days. Sunday hours resumed in September, the Kasian Room is again hosting children's storytimes and youth coding classes, Media Lab appointments are filling up, Friday afternoon movies return in October, publishers are delivering materials in a timely manner, and planning for December, January, and February is underway.

August 2021 Select Stats

- In August 2021 there were 29,737 visitors to the Library.
- 29,173 items circulated to library users as compared to 24,160 in August 2020.
- In August 2021, 5,599 e-media resources circulated as compared to 5,435 in August 2020.
- In August 2021, 543 participants attended 16 programs synchronously or in-person; and 1,563 participants attended asynchronously 18 virtual programs.
- There were 79 one-on-one e-tutorials or tech help sessions, 33 media lab sessions, and 3,755 reference and reader's advisory help desk questions answered.
- 194 library cards were issued; and 4 museum passes used.

The Children's Library reports that Taya who is registered in the 1000 Books before Kindergarten has reached the 700 books read mark! Currently there are 123 participants registered in this ongoing program. When a child completes 1000 Books before Kindergarten, they receive a certificate of completion, a book of their choice, and an invitation to a graduation party!
See: [www](http://www.lakeforestlibrary.org)



More than 130 Lake Forest residents entered the "Share Your Savings" contest in September as part of *Library Card Sign-up Month*. The Library asked patrons to post their checkout receipts on social media to show how much a Library user saves when using the Library. The implementation of the Polaris system in April 2018 enabled the Library to start gathering and sharing this information with its patrons. Raffle winners were chosen from both new and existing library card holders across all age ranges. Since we began tracking the statistic 3.5 years ago, the top Adult saver who entered the contest has saved \$54,806 using the Library, the top Teen saver has saved \$72,892, and the top Youth saver has saved \$2,763.

See: <https://www.lakeforestlibrary.org/node/25573>.



Literary Events and Programs

During September, the Library's StoryWalks were installed and enjoyed at Cherokee, Everett, and Sheridan, the three public schools in Lake Forest.



Lake Forest Reads 2021, the Library's 10th annual one-book, one-community read concluded on October 7, 2021 with an insightful and engaging interview with Jamie Ford discussing his work, "Hotel on the Corner of Bitter and Sweet," with Davis Schneiderman, Krebs Provost and Dean of Faculty, Lake Forest College. 60 persons attended the virtual Meet the Author event. Information about the *Lake Forest Reads* program and related events is detailed below and at: [Lake Forest Reads](#). This success of this program is due to the dedication and creativity of Kate Buckardt, Manager, Adult Services.

The History of Lake Forest Reads

In 2012, Lake Forest Library proclaimed, “Join your Lake Forest friends and neighbors and read!” and launched One Book/One City LF, its first shared reading program, with funding from the Friends of Lake Forest Library and The Dick Family Foundation. The first 30 patrons to sign up for Summer Reading (which took place at the same time) received a copy of “Manhunt: The 12-Day Chase for Lincoln’s Killer” by James Swanson, a fascinating tale of murder, intrigue, and betrayal. Adult Librarian Kate Buckardt said the line was “out the door” to sign up and receive a free copy of “Manhunt,” an early indication of how enthusiastic Lake Foresters were to unite as a city and read together. Book related events that year included three book discussions, a family program featuring Civil War reenactors, and a lecture by a Lake Forest College professor entitled “Lincoln: The South’s Enemy?”

The format of reading one book together, working with community partners, and hosting book-related events has continued, with the purpose of fostering literacy, a culture of reading, and a sense of community. The highlight event each year is always the author visit.

In the fall of 2013, the program blossomed into a true community-wide affair, called “Lake Forest Reads: Ragdale” in recognition of a new co-sponsor, The Ragdale Foundation, the local artist residency which has been a creative incubator for numerous written works. Author and previous Radgale resident Gail Tsukiyama kicked off the month-long reading celebration with a presentation at the Library on her novel, “The Street of a Thousand Blossoms.”

Shared reading programs unite communities around common discussion points. In addition, centering around a featured book creates a framework for fascinating programs which enrich the experience of reading—by providing additional context and insights—and expand the range of topics to explore from literature and art to cooking, travel, history, and more. Noteworthy, well-attended events have included a Japanese tea ceremony, a sustainable seafood presentation featuring lobster rolls, a landscape painting class, a powerfully moving panel discussion on epidemics and AIDS, and an antiques appraisal, among many others.

Beginning in 2021, Lake Forest Reads: Ragdale was rebranded as “Lake Forest Reads,” enabling the Library to continue broadening its slate of featured authors. This year marks the 10th anniversary of Lake Forest Reads. The featured book is “Hotel on the Corner of Bitter and Sweet”

Lake Forest Reads Titles

2012	"Manhunt: The 12-Day Chase for Lincoln's Killer" by James Swanson
2013	"The Street of a Thousand Blossoms" by Gail Tsukiyama
2014	"Into the Beautiful North" by Luis Alberto Urrea
2015	"The Hundred-Year House" by Rebecca Makkai
2016	"Fates and Furies" by Lauren Groff
2017	"A Tale for the Time Being" by Ruth Ozeki
2018	"A Piece of the World" by Christina Baker Kline
2019	"The Great Believers" by Rebecca Makkai
2020	"Searching for Sylvie Lee" by Jean Kwok
2021	"Hotel on the Corner of Bitter and Sweet" by Jamie Ford

by Jamie Ford. The novel follows Henry Lee, a Chinese American boy in Seattle who falls in love with Keiko, a Japanese American girl, as she is sent to a concentration camp during World War II. It is a bittersweet tale about racism, commitment and enduring hope—a noble romantic journey set in 1942, and later in 1986, when the belongings of Nikkei families are discovered in the basement of an old hotel. (Synopsis adapted from rafu.com.)

Events this year have included book discussions, a hands-on origami class, a presentation by Lake Forest resident and Academy Award-winning producer Diane Quon who optioned the novel to make the novel a film, a look at Chinese diplomacy during World War II when Lake Forest was a center of the isolationist movement, an exploration of art being made during wartime, and a personal story of a family’s journey from Japan to America and through the U.S. incarceration camps during WWII. The Lake Forest College and Lake Forest Book Store were again supporting partners.

We look forward to Lake Forest Reads continuing to unite and inspire Lake Forest readers!

(Photos 1 and 2:

Ruth Ozeki; 3, 4, 5: Christina Baker Kline; 6 and 7: Rebecca Makkai)





Exploration of Literary Festival for Spring 2022. The Library has completed an initial exploration around hosting an author/literary fest in spring of 2022. The exploration included discussions around authors and illustrators, scheduling, promotion and marketing, book sales, preliminary budgets, community chairperson(s), corporate sponsorships, and wrapping it into the Library's early May book club event. As *Lake Forest Reads* is wrapped up, the team will start to focus more on this project with a November 1 deadline to determine its feasibility. The Library welcomes community input on this concept.

Personnel Matters

- The Circulation Team welcomed Daniel Platt and Andrew Brown as Circulation Assistants.
- The Adult Services Team continues to work to find the best candidates to fill their open positions. These positions became open during COVID and the remainder of the Adult Services Team continues to graciously work split shifts and stretch to complete work assignments while the department works to fill the open positions. No new positions were created.
- The Library launched dedicated Human Resources and Training & Development Resources SharePoint pages regarding benefits and training materials. This is a compliment to the Staff Information Hub, which was launched in 2020.
- The Library continues to revise and create all appropriate personnel forms to support its personnel policies as outlined in the Employee Manual.
- During the month of September, the Library hosted a self-care month for the Staff with fun activities that encourage health and well-being. Staff recorded 545 fun self-care actions.
- The Library will be benchmarking all positions and salaries in the 4th quarter. This was last completed in 2018. Best practice states that a new benchmark should be completed every 3-4 years, with yearly market adjustments. This process will increase the Library's competitiveness in the marketplace and ensure equity among existing and new staff.

Status of RFID project, phone, and Wi-Fi upgrades

RFID

- Backstage Library Works started tagging the collection on September 27. As of October 1, approximately 15 percent (16,168 tags) of the collection has been successfully tagged. The project is currently on-schedule and estimated to be completed on-time.
- RFID equipment (gates, self-checkout machines, and RFID pads) are scheduled to be delivered the week of October 25th, with installation to occur the same or following week.
- Three staff training modules are scheduled for Thursday, October 14 (Managing an RFID Conversion) and the first week of November (Introduction to QCI and System Manager and Introduction to RFID Gates and Gate Software). Total training for all sessions is approximately eight hours.
- The Library is using the east expansion area for offices for the onsite RFID personnel and as a staging area for the new RFID equipment.



Phones & Internet Upgrades

- The new phones have been installed and on-site testing began on Tuesday, September 14. Estimated rollout of the new system is anticipated near the end of October. The new integrated system replaces the Vertical Wave platform, a first-generation internet phone system.
- Thirteen new Meraki wireless access points have been installed and Illinois Business Communications (IBC) completed necessary cabling for courtyard internet coverage and RFID self-checkouts. The Meraki cloud-based system will provide monthly usage reporting. The Library also successfully updated to a 250/250 MBPS connection on September 30th. This will greatly enhance connectivity throughout the building.

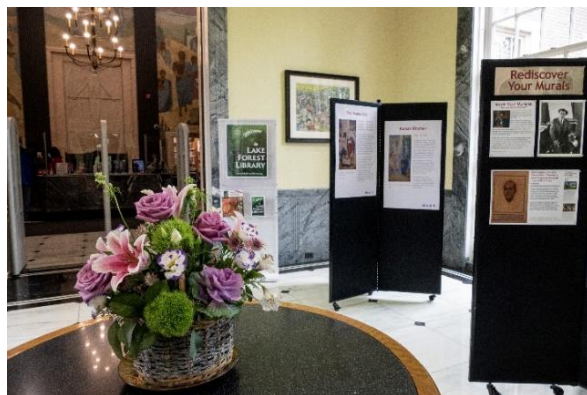


Restoration and Refresh of the Library Foyer

The Library has completed the refresh and decluttering of the foyer. Rather than contract out the work, the Library utilized the Facilities Team's talent to complete the refresh, which included cleaning of window and door trim to remove scuff and dirt marks, patching and painting of all blemishes in drywall, and changes to furnishings.



Back by popular demand, the Remisoff Exhibit opened on Friday, October 8. In the remaining space, tables and chairs have been added. The Library is currently repurposing existing seating and table furniture. The original leather benches remain in the foyer and have been in place since January/February 2021. New furniture, that is appropriate to the historic aspects of the foyer, will be added when it is fiscally prudent to do so. We hope our patrons enjoy the decluttered look and seating options.



What about my holds? Patrons have come to enjoy the ability to place holds and have their materials ready for a quick grab and go. Moving the holds from the foyer presented some logistics considerations. The holds volume exceeds the ability to house it at the circulation desk. In an effort to continue to support this desired patron service, the Library relocated and condensed two collections to provide sufficient shelving for the holds activity within the reference annex (by the Adult Services Reference Desk). This collection work had to be coordinated around the RFID tagging.

Holdings are now available for pick-up in the shelving near the Adult Services Reference Desk. Holdings are checked out and are thus still available for grab & go service. The Library is pleased that we can continue to offer this highly desired service.

Facilities Update

The Kasian Room HVAC repair was delayed due to manufacturer delays in production. Parts were delivered and work will begin on October 18 with an expected completion date of October 22. There will be little to no impact on the Library and daily operations during installation. Although the system being installed is a direct replacement to the current system, the new system utilizes the new 410a refrigerant standard which cannot be placed in older R-22 systems due to its higher operating pressure.

The HVAC system has an external compressor set up with an air dryer. Due to the age of the system, an external system is being used to remove moisture (condensate build-up) from the system. The compressor is set up with a main and backup system. A failed piston bearing caused the piston to fall which drove the piston rod into the casing of the compressor causing it to blow out. The only solution for repair was to replace the entire compressor pump. Hill Mechanical will complete the replacement of the compressor pump at the same time as the Kasian Room HVAC work is done (October 18 – October 20).

The skylights in the 1978 east wing developed numerous leaks during the August and early September rains. The intrusion was concluded to be caused by improperly installed flashing, causing water to intrude from directional rain. As a short-term solution, NIR sealed the leaks with additional caulking. A long-term solution will involve extending the flashing up to the base of the sky light.

The Library is currently exploring repair options for the Kasian room glass roof and working to obtain more information on the types of repairs needed to prevent the roof from leaking. Belfor (used to wrap the dome) has been asked to provide an estimate on the costs to place a new tarp over the glass roof in the event a repair cannot be reasonably completed before the winter months. Belfor is working to come up with a potential clear tarping solution that would allow the glass roof to be utilized as intended until permanent repairs can be made.

The carpet was cleaned in the Children's Library on October 3. The carpets in the Library's east and west wings will be scheduled for cleaning in November and December.

Impact of COVID-19 on library operations

Lake County, Illinois remains an area of high [transmission](#). The [CDC recommends](#) that all individuals, regardless of vaccination status, wear a mask in public indoor settings in areas of substantial or high transmission. Based on this data/information and CDC recommendation, the Library is requiring all staff and all visitors over the age of 2 to wear masks regardless of vaccination status. Adult and child-size masks are provided in the Library foyer. The Library continues to monitor the COVID-19 situation and its impact on programming and patron preferences.