



**LAKE FOREST LIBRARY BOARD OF TRUSTEES**  
**Lake Forest Library, 360 East Deerpath Road, Lake Forest, IL 60045**  
**Kasian Room, Lower Level**  
**Tuesday, April 12, 2022, 7:30 pm**  
**Regular Meeting**

The Lake Forest Library provides members of the public present at the meetings with an opportunity to participate in the meeting. No prior registration is necessary. The meeting agenda and materials are available on the Library website. The meeting will be recorded. 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, including recordings, is available at: [www.lakeforestlibrary.org/board-minutes](http://www.lakeforestlibrary.org/board-minutes).

**Agenda**

1. Welcome and call meeting of the Lake Forest Library Board to order.
2. Board of Trustees roll call.
3. Call for Additions to the Agenda.
4. Opportunity for the Public to Address the Board.
5. Correspondence Report.
6. Consent Agenda (omnibus vote on matters 6(a)-6(d)):
  - a. Approval of the April 12, 2022 Agenda
  - b. Approval of March 8, 2022 Regular Meeting Minutes
  - c. Approval of the March 2022 Financial Report
  - d. Authorize the Library Director to execute contract with Author Unbound Agency for Fall 2022 Lake Forest Reads program
7. Committee Reports: None
8. Discussion and approval of FY2023 Insurance coverage (Hill & Stone Insurance Agency, Inc. presentation).
9. Discussion and approval of FY2023 Library Budget.
10. No action item: Library Operations report.
11. Unfinished Business.
12. New Business.
13. Adjournment.

**Upcoming Meetings: Regular Board: May 10, 2022**

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 April 12, 2022 Board Meeting

**Patron Comments/Suggestions:** Comments come via phone, email, and U.S. post. *All comments that contain contact information receive a response.*

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04.02.2022

Just had a patron say that they love the STEAM Kit bags you've ordered and put together! A favorite one was the Star Wars phonics bag. The parent of patron, Jack Lawson, said, "whoever came up with these is brilliant!"

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03.28.2022

Via reference email in response to a reference question – Jim Stirling [james.stirling@ubs.com](mailto:james.stirling@ubs.com)

“Michelle, Exactly what I hoped for. Many thanks, Jim

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03.26.2022. Sandra Sommens [sommerinparis@yahoo.com](mailto:sommerinparis@yahoo.com)

Hi Tori,

Hope my e - mail reaches you. It's just a joy to have a wonderful library in our city! Not only in a beautiful historic building, but an outstanding highly qualified staff! Gratefully, Sandra Sommers

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03.24.2022 via Capital Improvement Project Web Comment Form

Jeff Kehe, [j.kehe@att.net](mailto:j.kehe@att.net)

The library's Capital Improvement Project might be eligible for federal funds known as "Community Project Funds" (formerly known as "Earmarks"). Last year the Waukegan public library received more than \$3.7 million in CPF dollars. See examples and apply through Congressman Brad Schneider's website: <https://schneider.house.gov/appropriations>

Library response

Dear Jeff,

Thank you for the note regarding the Community Project Funds. . . We plan to follow up with the information session and Congressmen Schneider's office next week. I am hopeful there is an opportunity that aligns with the Library's needs. The Waukegan project is interesting isn't it - the revitalization of an abandoned space for new purposes. Thank you again.

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03.18.2022

Brittany Ryswyk “The Pokémon party was wonderful! It was such a highlight for my children!”

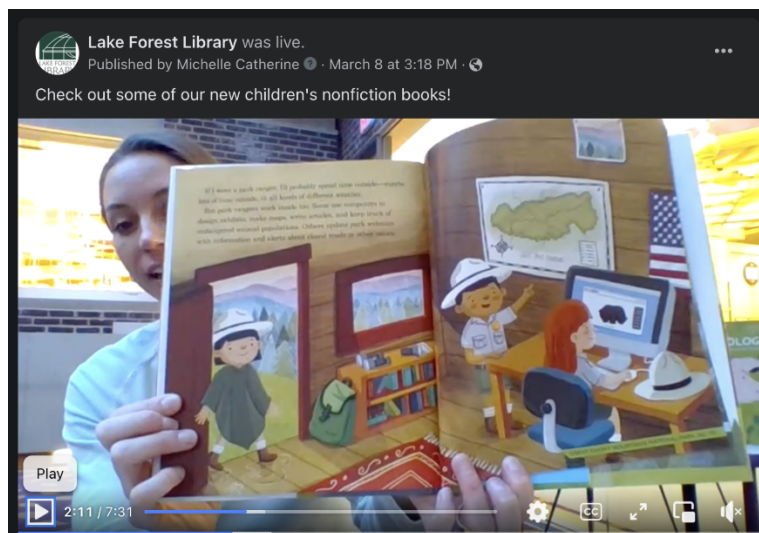
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03.16.2022

Patron attending “Kanopy Film Discussion: Sweatshop” said that they found the film eye-opening and enjoyable and that they thought it was a good choice for the book Unraveled and Read Between the Ravines.

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03.08.2022



Patricia A. Higgins “Exactly the books I wanted to know about, for a third and first grader.”

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03.03.2022 Madeline Miller multi-library event feedback Lake Forest patrons

- It was lovely! The time flew by. Thank you for organizing and thank you to Madeline for her wonderful talk.
  - Would love a middle grade author event.
  - Please do more Zoom events like this.
  - I was really impressed with her explanation of how she continued to deepen her analysis of the Circe story. Kudos to the moderators and tech support.
  - Never would have thought there would be 900+ [attendees] on the Zoom.
-

03.03.2022

I called back a patron today who was looking for fiction titles set in Dubai. I helped her download our Apps and she is going to come in and pick up some hard copy books. As we were ending our phone call, she said to me: "All of you at the LF Library are so great, so helpful. And remember...No Banning Books right? No banned Books. Have a great day!"

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03.03.2022 Yaneli Calleja

I visit many libraries with my son. The Lake Forest Library is by far the most well organized and has great displays!

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03.03.2022 - Tutor.com platform comment.

I was really happy on how the tutor was so patient with my slow minded thinking and really able to help me grasp logarithms and solve problems.

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03.03.2022 – March Storytime

Margo Newtown <[mnewtown@lfschools.net](mailto:mnewtown@lfschools.net)>

It was fun and the kids were so great! They loved it, as always!

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03.03.2022 Valerie Hallen [valeriehallen@yahoo.com](mailto:valeriehallen@yahoo.com)

In person comment from patron of a three-year-old grandson: Carter absolutely LOVES when you come to First Presbyterian Preschool for the monthly Storytime!



## **Friends of Lake Forest Library** **Library Board Update – April 6, 2022**

- The Friends of Lake Forest Library (“Friends”) are pleased to announce approval of the following grants totaling \$122,760 for the Lake Forest Library for the Library’s fiscal year ending April 30, 2023:
  - \$12,000 towards the purchase of new Media Lab furniture
  - \$20,000 towards the 10<sup>th</sup> annual *Lake Forest Reads*, which will take place during October and November 2022
  - \$15,000 towards the 5<sup>th</sup> annual *Read Between the Ravines*, which will take place during March and April 2023
  - \$8,260 towards conversion/continued digitization and indexing of the *Lake Forester*
  - \$7,500 towards retention of an archivist to work with Lake Forest Library’s historical documents that will be transferred to the History Center
  - \$40,000 towards the retention of an art and cataloguing expert to work with Lake Forest Library’s art collection

Additionally, the Library Board’s grant request letter mentioned that the Friends should offer any grant ideas. With that in mind, the Friends also approved the following grant in keeping with the long history of the Friends’ funding the Children’s summer performance programming:

- \$20,000 for 2022 live summer children’s programming. The Friends have historically supported these live summer performances for the children. We know this can be expensive and enjoy sponsoring this as it is truly an “extra” that is beyond a tax-funded budget for most libraries. Many of the Friends have taken children and/or grandchildren to these summer performances. We know parents appreciate these events as a way to both entice their children into the library and a way to meet others who attend.
- The Friends have been receiving a high number of inbound inquiries for year-round volunteer opportunities. The Friends added 14 new volunteers in the first quarter of 2022 alone bringing the year-round Friends’ volunteer group to 62 people. The numbers of Friends’ volunteers increases to 250+ during the Fall as more people are needed to help at the Friends’ September Book Sale. Many of the new volunteers moved into Lake Forest during the past year or so and were looking for a way to become involved in the community. A few were familiar with the Friends operations having volunteered for their local Friends group in their previous location. We are happy to have these great new additions!
- The Friends are excited to once again hold the June Children’s Book Sale in the foyer of the library from June 9<sup>th</sup> – 11<sup>th</sup>. This sale is a favorite for many community parents who bring their children to stock up on summer reading materials. Please see details in the flyer below. If you are interested volunteering, please email [friendsflibrary@gmail.com](mailto:friendsflibrary@gmail.com).

# Children's Book Sale

**Lake Forest Library Foyer**

Thursday, June 9th 9AM-5PM

Friday, June 10th 9AM-5PM

Saturday, June 11th 9AM-3PM



Friends of  
Lake Forest  
Library



**Lake Forest Library Board of Trustees**  
365 Deerpath Road, Lake Forest, IL 60045  
Regular Meeting Minutes  
7:30 p.m., March 8, 2022

CALL TO ORDER

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

ROLL CALL

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

Staff Present: Catherine Lemmer, Executive Director; Ed Finn, Director of Operations; and Sameer Notta, Finance Officer.

PRESIDENT'S REMARKS

President Johnson welcomed us to the Library Board Meeting with the following remarks.

Despite all the difficulties we see in our world today, I appreciate all the Trustees, the Library Staff and members of the public sharing your time this evening for matters about our Library.

As you may recall, I've been reading Library Board Minutes since the founding date in 1898 and have finished up until 1982. Tonight, these are some highlights for the late 1970s and early 1980s for your perspective as background for our deliberations this evening.

On January 15, 1975, the Board of Trustees adopted a resolution that went to the City Manager to purchase two properties adjacent to the Library site: 404 East Deerpath and 350 East Deerpath. At the February meeting the Trustees recognized Jerry Verbeke for 22 years of taking care of our Library building and grounds. During these years of his service, the "heating system changed from coal to oil to gas, the driveway enlarged, the court walls were lowered, court gardens replanted, new lighting installed inside and outside, air-conditioning reactivated, and the lower level was transformed into the children's department." The Building Project bid specification to enlarge the elevator to accommodate a stretcher was approved.

On February 17, 1975, the City sent a letter to Rosemary Cowler, President of the Board, with the following summary of a joint meeting held on February 7 with the following:

- 1) Library Board would be retaining an architect soon for an approximate 12,000 sq ft addition.
- 2) While the Library Board would like the City to purchase two properties, the church property is in use and not for sale and the City would not be willing to purchase the Baker property. The City might consider the Baker property for public purposes since it has historical value. However, private funding should be pursued, and a plan submitted for its refurbishment, maintenance and use.



3) With regard to parking, the city was planning to expand the parking lot on the southeast corner of Deerpath and McKinley which could serve the Library as “overflow” parking for evenings and Saturday.

At the March Meeting, a Library budget for FY 1976 was proposed with an increase of 13%. The overrun for the previous year was attributed to the 75th Anniversary Celebration. The charge for rental and reserve books for mysteries had been 10 cents for 27 years and was raised to 20 cents. The charge for novels and biographies was raised from 25 cents to 50 cents.

During May and June 1975, the Building Committee reported that they had interviewed 14 architectural firms which was reduced to four for final interviews. Brenner, Danforth Rockwell was chosen. The tax rate was adopted not to exceed .15% of value of taxable property. A volunteer program that was organized over the past year has resulted in a reduction of thefts. A patron refused to pay for a lost book and the Board affirmed its official policy without easing.

A Special Meeting of the Library Board was called on August 4, 1975. There was uncertainty about the zoning of the Baker property to eight single family detached residences or multiple family condominiums. The Board opposed any zoning variations and notified the Plan Commission.

In September 1975, Trustee Russ Kohr reported on plans to form an organizing committee to prepare a statement of purpose and a proposed governing structure for a Friends organization. He also reported that it would take a year to receive a charter. In November, Priscilla Bina, retiring Children’s Librarian was recognized for her seven years of dedicated service to bring up the standards of the collection and “encouraging young minds with story hours” and making the Children’s Library a “vital, happy place.” In December a separate phone line was approved for the Children’s Library.

In January 1976 the architect, Mr. Brenner, presented the drawings incorporated from previous meetings. The first cost estimate was reported at \$640,000. Mr. Hixon Glore and Hermon D. Smith, future co-chairman of the Friends, were present by special invitation by the Board. They shared the objectives of the Friends and “possible activities mentioned were book sales, extended volunteer help in departments, and meetings with outside speakers. The Friends of Lake Forest Library would be organized as a not-for-profit organization. The makeup of the Board of Directors of Friends would represent as many different constituencies as may prove to be feasible.”

At the April Board Meeting it was reported that the Reed Family had made a gift of stock valued at \$573,000. Also reported was that “The first meeting of the Friends was attended by about forty people. The Constitution and by-laws were approved.” At the May and June meetings there were many comments about the new additions and the concern about the energy requirements of the two front wings. There was a Board Meeting of the Friends on June 20 about planning a book sale on September 18 and a lecture later in the fall. “Weather permitting, the sale would be

held in the courtyard.” At the August Board meeting a member of the public commented on the building plans. The elevator should be installed to provide direct access for handicapped persons and there must be washroom facilities for handicapped persons.

At the December 8 meeting it was reported that the opening of bids will take place at the Library on December 21 at 2:00 pm. The Building Committee reported that there would need for changes in the plans and specs due to the City Fire Inspector. Other comments were related to the color of the matching brick, either weathered or unweathered. It was noted that “approximately 50 people attended an event hosted by the Friends” featuring the President of the Newberry Library. “The book sale will be held again next year. Books will be stored and sorted in either an empty store or Gorton Community Center during the Library construction program.”

On January 10, 1977, the Library Board voted to accept the low bid of the construction firm of Meyer-Ross subject to negotiating a firm price for the City code adjustments to the specifications. The total bid was for \$862,235. This included the following alternates: additional lower-level excavation for future Library expansion, rebuilding the brick walls in the garden courtyard, new 4-ply gravel roofing over existing stacks, and local gravel for walks to reduce the cost. While the problem of the 46-year-old heating system was raised, there was no decision. The claim of enlarging the elevator for a stretcher would be investigated further. It was also noted that tax levy changes over a three-year period from .15% to .18% to .21% to .24% would be subject to a referendum. The contract was signed with Meyer-Ross at the Library Board Meeting on February 16, 1977. The Ground Breaking ceremony was held on February 22 and work began on February 28.

During the construction there was vandalism of plumbing firm truck tires and suspected thefts of bricks from the courtyard. The Children’s Department was flooded in late March. The Board Meeting in May included discussions with the architects of tile choices for washrooms and floors, color of metal book stacks, and carpet samples. In May it was noted that \$150,000 was still required to complete the Building Project. In June it was noted that so many weathered bricks had been stolen it would be necessary to face one side of the wall with new brick. In June it was also reported that late night parties were taking place on the front benches of the Library property with a “group of tough not-so-young motorcyclists who were also littering and breaking lights.” Addition of recessed wall heaters were recommended for the men’s, women’s and staff washrooms to prevent freezing of plumbing. The Friends reported an autograph party for the author of Ordinary People, Judith Guest, and that the Annual Book Sale would be held on September 17 at the Gorton Community Center.

In September, the Board faced challenges with the construction funding since extensive corrosive damage to the heating system was discovered and the landscaping was larger than was generally anticipated even when scaled down. The interior needs in floor coverings and furniture exceeded the remaining balance as well. An arrangement was made with the City to borrow the difference only after the Library Board made every reasonable effort to raise the additional amounts.

At the October Board meeting there was mention of continued vandalism inside the Library, particularly carving on tables. The Board adopted a policy that family library privileges would be suspended if any individual was found vandalizing library property. The Lake Forest Women's Club and Friends donated to the Library Building fund. The Friends also agreed to assume responsibility for the dedication ceremony expenses of the building addition.

In December, it was reported that Kent Chandler had accepted the chairmanship of a Mayor's Committee to lead the fundraising campaign. There were many continued discussions and public comments about floor coverings, materials, maintenance and colors.

In January 1978 the Library moved to accept Louis Wells Kasian's resignation after thirty years from 1947 through 1977 and approved her request for disability status. She began as a Lake Forest Teenager shelving books and her name remains on this room where we meet tonight. There was continued discussions on flooring and paint colors on walls. There was further discussion about the need for a security system due the continuing problems of theft, noise, and vandalism. The Lake Forest Garden Club expressed concerns about the quality of the landscaping plan. In April it was reported that the culprits have paid in full for damaging a table in the Children's Library. In May the American Legion donated a flagpole for the Library grounds. In June it was reported that new flooring was being laid. Speed bumps were installed during the summer since drivers were speeding through the parking lot!

The American Library Trustee Association award was presented to the family the late Mrs. Helen Shedd Keith on Monday, October 23, 1978, for her generous support to our Library since the very beginning. She was able to attend the 75th Celebration in a rare appearance in her later years. In January 1979, the Building Fund reached \$130,000.

The Library went on-line on May 16, 1979. In July 1979 the Library Board received a Resolution of Appreciation from the Mayor about the fine work and the completion of the building project without additional funds required from the City. A security system was installed on July 15, 1980. Potential thieves had been apprehended. Summer Programs had 612 participants. Video tapes were popular in 1981 and 57 patrons requested 337 tapes from December 26 to January 13, 1981. The 1983 Fiscal Budget was presented with a 9.86% increase over 1982. A Library Christmas Party was scheduled for Sunday, December 12, 1982 from 1:30 to 4:30 pm.

Thanks for listening.

CALL FOR ADDITIONS TO THE AGENDA

None

OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD

No members of the public addressed the Board.

### CORRESPONDENCE REPORT

There were no comments on the Correspondence Report.

### APPROVAL OF THE CONSENT AGENDA

- a. Approval of the March 8, 2022 Agenda
- b. Approval of the February 8, 2022 Regular Meeting Minutes
- c. Approval of the February 15, 2022 Building Committee Report
- d. Approval of the February 2022 Financial Report
- e. Approval of 2022 Mariani Commercial Landscape Management Agreement

Questions and comments on the individual items are as follows:

During the discussion of the February 8, 2022, Regular Meeting Minutes, President Johnson asked to amend the minutes to remove the following text on page 5, "when no action was taken by the Friends by March 2021 and on the understanding that the Friends would fund a gift to the Library for capital improvements. A capital improvement pledge was approved in April 2021 (as publicly announced) but the Friends have not yet executed a pledge agreement nor delivered any funds under the Friends' Board approved \$800,000 pledge" because the Friends of the Library report to the Library Board will reflect that the Friends have not sent any contributions to the Library for FY2022.

President Johnson thought the Building Committee Meeting on February 15, 2022, was excellent and had no changes to the minutes. Trustee Shattock questioned the timing of a 2023 construction project. Trustee Bertola responded that this timeline is a conservative estimate based on where we currently are in the process. The date will be more defined after a proposed solution is presented to the City of Lake Forest and the Historical Preservation Committee. President Johnson questioned when the Board would hear back from Wiss, Jinney, Elstner Associates ("WJE") on the next steps. Trustee Bertola said that next week a meeting is scheduled with WJE and the Building Committee for the firm to present proposed solutions and ideas for consideration. The Building Committee will decide if they need to come before the Board with information.

President Johnson commented that the 2022 Mariani Commercial Landscape Management Agreement is for routine maintenance and any special projects are not included. Trustee Shattock questioned how long Mariani has been providing landscape management to the Library. Director Lemmer responded that Mariani has been contracted for 3 years. The use of the robotic lawnmower that Mariani provides has significantly reduced cost and that noise pollution is kept at a minimum in respect to our neighbors living near the Library.

Trustee Arnson made a motion, seconded by Trustee Desmond, to approve the Consent Agenda as presented. 9 yea votes. Motion passed with a roll call vote.

### COMMITTEE REPORTS

There were no Committee Reports

### UPDATE OF FY2023 LIBRARY BUDGET

Ed Finn, Director of Operations, received two questions from Board members for discussion on the FY2023 Library Budget.

*1. Does the Special Projects line accommodate administering surveys?*

Mr. Finn answered that the Special Projects line has factored the surveys into the calculations. It can accommodate two surveys—one for current cardholders and another full community survey regarding Library services. Also, operating cash is available if the Library needs to move the money, and the Library can talk with the City on how to move reserves, if necessary. Director Lemmer added that the \$70,000 Special Projects line should be more than sufficient to retain a firm to help the Library with envisioning and conducting the necessary surveys.

*2. Does the budget sufficiently cover the impact of inflation of goods and services on the Library's programming needs and collections, and provide additions in the next fiscal year?*

Mr. Finn answered that Sameer Notta, Finance Officer, has had multiple discussions with the department heads and is very comfortable with the numbers as stated in the budget.

Trustee Desmond asked if there is money budgeted for expenses to move forward with Phase #2 of the dome project. Mr. Finn answered that the Library is talking with the City of Lake Forest and WJE about potential costs. There is a lot of flexibility within the budget to move funds when they are needed. Director Lemmer added that there is \$50,000 in the Capital Improvement line which can become available for this type of expense as well.

President Johnson has had two discussions with Jan Gibson, Chair of the Friends of Lake Forest Library Awards and Grants Committee. The Friends will be meeting on April 2, 2022, ahead of our April Board Meeting, and any changes can be made to the FY2023 budget which will be approved at the April meeting.

### LIBRARY OPERATIONS REPORT

Mr. Finn announced that all the equipment for the RFID equipment, including gates and self-checkout machines are on the Library premises. The technicians from Biblioteca will be onsite on Thursday and Friday for the installation of equipment. The implementation date for RFID will be March 15. The Library will be closed on March 15 for final installation, training, and to prepare for the launch on March 16. The Library will use the closure on March 15 as a staff training day for RFID and other operations matters (e.g., Code Adam and other emergencies) and HR meetings and focus groups.

Director Lemmer mentioned three technological innovations that the Library is tracking:

1. Hold Locker Systems place lockers outside of Library buildings to extend hours for retrieving or returning materials. This is an extension of serving the public during non-business hours. These lockers offer flexibility in design and are simple to use.
2. Library Dispensary Systems are also known as “Libraries in a Box.” These non-staffed spaces are open 24/7 and are available with components to allow the user a full library experience. Locations are variable especially when space is a premium. Collections can be as specific or general as needed. Santa Barbara, California successfully utilizes this system with robotic arms to retrieve materials. Envisionware offers full functions of a library including checkout, returns, book downloads, and visual identification of materials in other locations besides the Library building.
3. Open Plus Location are full-service libraries in locations other than the library building. They offer access to materials and services by swiping the library membership card for access. Palatine Library uses this system in two of their park district locations. The advantage of locating these type of branches in other public buildings is that other services including bathrooms and security are provided by the public building.

Director Lemmer sees these ideas as potential options for serving areas in our community that do not have the services that they want. Full staffing of a branch on the west side of town is not feasible so these solutions may be considered. Trustee Shattock inquired about the holdings of these systems and how they could adapt over time. Director Lemmer responded that this information would need to be discussed and analyzed. The idea of using the west side train station, as well as other locations for these systems can be researched. Trustee Strong mentioned the need for security in the locations not staffed.

Trustee Arnson suggested that the need for a survey question would help in determining the direction of these systems. She mentioned that the staff is an important part of the Lake Forest Library experience and perhaps the community does not want unstaffed systems. Director Lemmer mentioned the historical bookmobiles are adapting to the in-person needs of the community by including children’s storytime outside the van and running book discussions in their traveled-to locations and that any of these options could be enhanced with different staffing models for these new trends. Director Lemmer will continue to update the Board as these trends develop.

#### UNFINISHED BUSINESS

Trustee Desmond wants the Board to consider a needs assessment and community input regarding the Library’s Capital Improvement project. Trustee Shattock agreed that because of the COVID-19 pandemic, the needs of the community may have changed since the last survey conducted in 2016. She sees the end goal of a needs assessment to be improving all users experience in the Library. Director Lemmer agreed that a successful process in determining the community’s library needs and wants is the starting point of any conversation regarding

modifications or renovations. Options might include a community survey or a series of discussions with broad or limited focus groups. She wants Board members input based on our communication with our neighbors on what the community would determine as sufficient input gathering and what would make the community comfortable going forward. Board members will also need to determine how to measure the success of these information gathering tools. President Johnson recommended that the Board Meeting in May include a broader discussion on this topic.

NEW BUSINESS

None

ADJOURNMENT

Trustee Desmond made a motion, seconded by Trustee Shattock, to adjourn the meeting. President Johnson adjourned the meeting by a voice vote at 8:29 p.m.

**Upcoming Meeting: Regular Board Meeting, April 12, 2022**

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Elizabeth Grob, Secretary

Minutes approved by the Board on April 12, 2022.



## FY2022 Revenue & Expenditure Statement

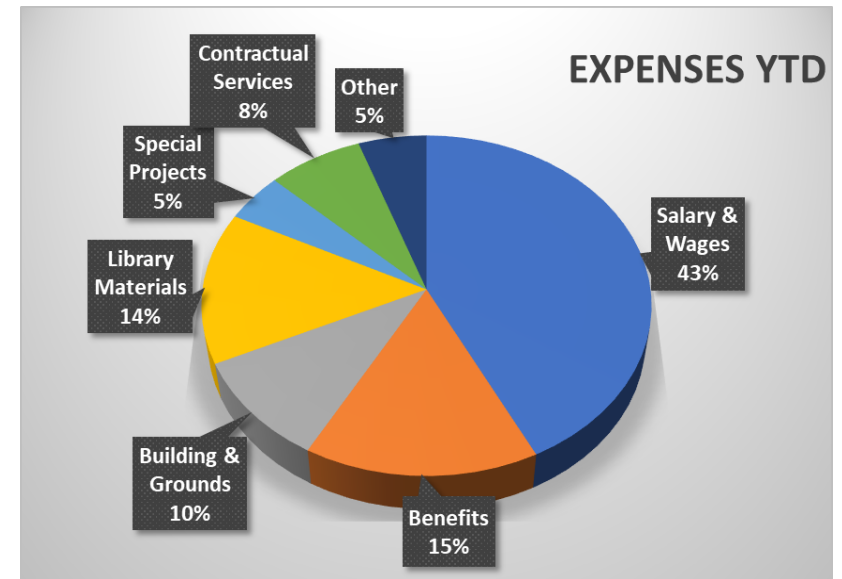
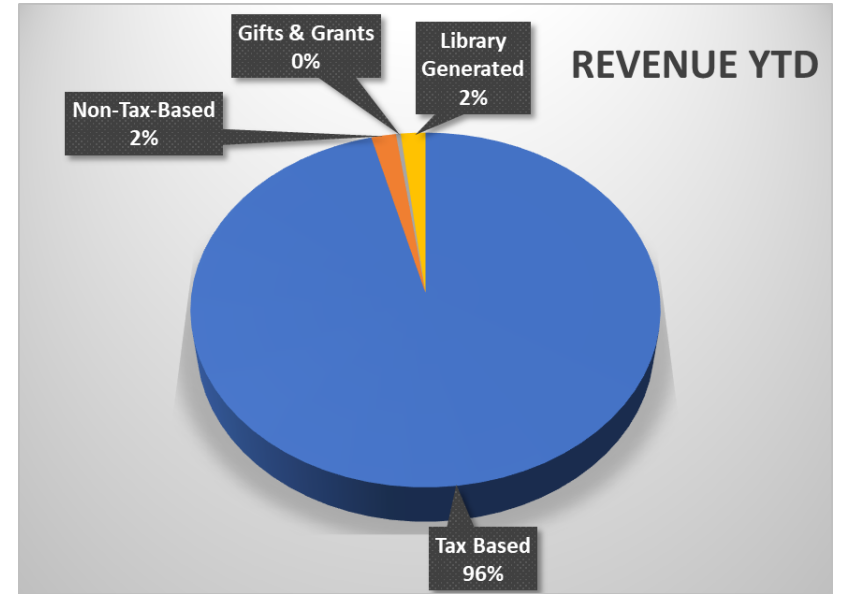
For the YTD March - 2022

Revenues	YTD	Budget	Budget Utilized
Tax Based	4,375,174	\$ 4,307,816	102%
Non-Tax-Based	85,074	\$ 49,000	174%
Gifts & Grants	16,295	\$ 2,500	652%
Library Generated	84,771	\$ 28,450	298%
<b>Total Revenues</b>	<b>\$ 4,561,314</b>	<b>\$ 4,387,766</b>	<b>104%</b>

Expenses	YTD	Budget	Budget Utilized
Salary & Wages	1,370,450	\$ 1,810,504	76%
Benefits	497,292	\$ 790,310	63%
Building & Grounds	320,050	\$ 463,000	69%
Library Materials	463,691	\$ 604,500	77%
Special Projects	150,308	\$ 200,000	75%
Contractual Services	241,530	\$ 245,650	98%
Other	172,715	\$ 267,407	65%
<b>Total Expenses</b>	<b>\$ 3,216,035</b>	<b>\$ 4,381,371</b>	<b>73%</b>

<b>Total Net Income</b>	<b>\$ 1,345,279</b>
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Reserves	
Reserve - Capital Improvements	4,000,000
Reserve - Technology Improvements	300,000
Capital Equipment	300,000
Fund Balance - Unassigned	1,550,419
<b>Total Reserve Amount</b>	<b>\$ 6,150,419</b>







## FY2022 Revenue & Expenditure Statement

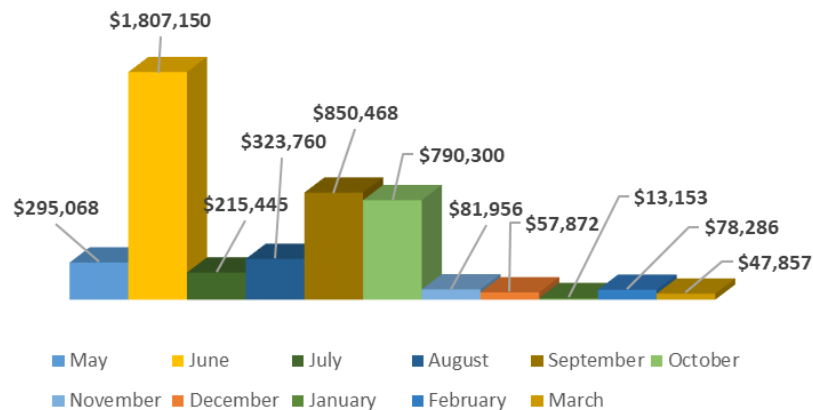
For the YTD March - 2022

Revenues	May	June	July	August	September	October	November	December	January	February	March	YTD	Budget
Tax Based	278,237	1,790,977	202,043	290,721	847,162	767,702	74,197	40,320	-	47,444	36,372	4,375,174	4,307,816
Non-Tax-Based	13,581	-	9,897	29,837	-	16,489	-	3,421	11,849	-	-	85,074	49,000
Gifts & Grants	1,245	1,500	50	-	75	-	-	10,300	50	75	3,000	16,295	2,500
Library Generated	2,005	14,673	3,456	3,202	3,231	6,109	7,759	3,830	1,254	30,767	8,484	84,771	28,450
<b>Total Revenues</b>	<b>\$295,068</b>	<b>\$1,807,150</b>	<b>\$215,445</b>	<b>\$323,760</b>	<b>\$850,468</b>	<b>\$790,300</b>	<b>\$81,956</b>	<b>\$57,872</b>	<b>\$13,153</b>	<b>\$78,286</b>	<b>\$47,857</b>	<b>4,561,314</b>	<b>\$4,387,766</b>

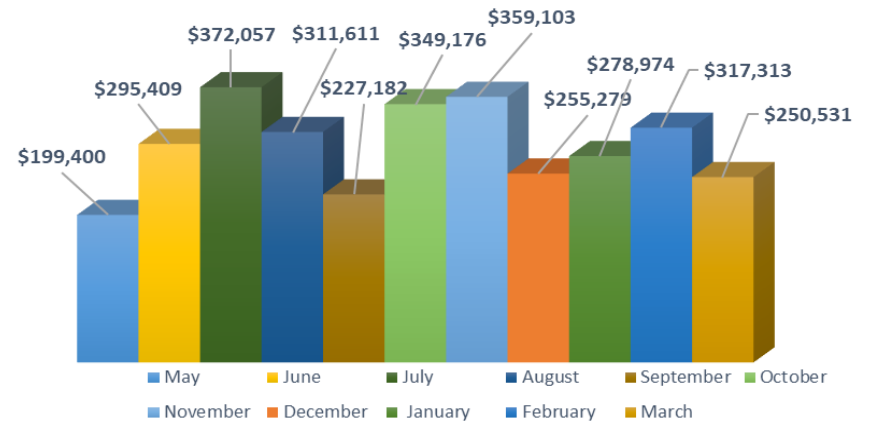
Expenses	May	June	July	August	September	October	November	December	January	February	March	YTD	Budget
Salary & Wages	83,864	111,456	119,291	114,487	116,722	181,323	122,013	125,268	124,088	142,788	129,149	1,370,450	1,810,504
Benefits	43,407	47,801	49,034	43,073	29,750	54,832	45,194	48,158	48,223	44,948	42,873	497,292	790,310
Building & Grounds	7,521	33,104	28,740	29,444	18,160	32,986	87,995	24,689	10,048	37,935	9,428	320,050	463,000
Library Materials	42,594	49,215	75,210	40,368	27,152	24,792	63,746	18,634	39,247	35,122	47,611	463,691	604,500
Special Projects	-	25,000	20,000	40,158	12,500	12,524	12,500	12,626	12,500	12,500	(10,000)	150,308	200,000
Contractual Services	10,522	26,909	57,129	16,978	1,646	32,509	16,612	11,755	35,780	15,755	15,936	241,530	245,650
Other	11,493	1,924	22,654	27,102	21,252	10,210	11,043	14,149	9,088	28,266	15,534	172,715	267,407
<b>Total Expenses</b>	<b>\$199,400</b>	<b>\$295,409</b>	<b>\$372,057</b>	<b>\$311,611</b>	<b>\$227,182</b>	<b>\$349,176</b>	<b>\$359,103</b>	<b>\$255,279</b>	<b>\$278,974</b>	<b>\$317,313</b>	<b>\$250,531</b>	<b>3,216,035</b>	<b>\$4,381,371</b>

<b>Total Net Income</b>	<b>\$95,668</b>	<b>\$1,511,741</b>	<b>(\$156,612)</b>	<b>\$12,149</b>	<b>\$623,286</b>	<b>\$441,124</b>	<b>(\$277,146)</b>	<b>(\$197,407)</b>	<b>(\$265,821)</b>	<b>(\$239,027)</b>	<b>(\$202,674)</b>	<b>1,345,279</b>	
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### REVENUE BY MONTH



### EXPENSES BY MONTH



**Lake Forest Library**  
**Financial Notes and Variance Report**  
**For the Month of March 2022 (Month 11) FY2022**

**Funds on Hand:** \$1,550,419 (unrestricted/unaudited).

**General Operations - Revenues**

**Property Tax:** As of March 31, the Library received \$4,375,174 in property tax distributions which exceeds annual budget by 2%.

**Non-Tax-Based:** As of March 31, the Library received \$85,074 in non-tax-based revenues. \$56,496 reflects four installments of the replacement of personal property tax payment and the \$31,578 per capita grant. Non-tax-based income exceeds FY budget by 74%.

**Library-Generated:** As of March 31, the Library received \$84,771 in library generated income. This is income from copiers, impact fee, RAILS ALSIP payments, and miscellaneous fee income. Overall Library generated income has exceeds FY budget by 198%.

**Gifts:** As of March 31, the Library received \$16,295 in cash gifts. Non-cash gifts are not valued by the library. Overall gift income exceeds 552% of budget as it was anticipated that gifts, other than small memorial book gifts, would go to The Lake Forest Library Foundation.

**General Operations - Expenditures**

**Salaries, wages, and benefits:** As of March 31, \$1,370,450 for salaries and wages: 76% of FY budget; \$274,185 for benefits: 59% of FY budget. \$102,201 for SSN: 74% of FY budget; \$120,906 for IMRF: 66% of FY budget. Anticipated annual sick leave buyouts, and vacation and sick leave buy outs due to retirements/resignations reflected in budget.

**Materials: Books, AV, and Electronic Services:** As of March 31, \$463,691: 77% of FY budget. Annual payments for periodical and database subscriptions paid. Book and AV vendors are again experiencing delays due to COVID and supply chain issues.

**Other Operating Expenditures:** As of March 31, \$564,553: 79% of FY budget. Consortia fees, technology leases, equipment, services, software, and contractual fees are reflected here. Includes \$150,308 in special project work, which includes a \$10,000 repayment of a September 21, 2020 start-up loan to The Lake Forest Library Foundation.

**Building and Grounds:** As of March 31, \$320,050: 69% of FY budget. Reflects the contracts and service calls for the cleaning service, elevator, repairs for HVAC, and other systems. Annual liability/casualty insurance premium of \$31,595 paid in June and July.

**Capital:** As of March 31, \$143,505: 74% of FY budget has been spent on RFID implementation, infrastructure repairs, and dome repair and restoration project, including payment of \$18,750 to Wiss, Janney, Elstner Associates Inc.

**Reserves**

\$1,550,419 - Operating cash reserve (fund balance-unassigned). The Library's restricted reserves are currently \$4,600,000: capital equipment (\$300,000), capital improvements (\$4,000,000), and technology (\$300,000).

Year to Date FY2022: 73% of budget expenses; 104% budget revenues.

## Agenda Item 6(d)

### **Authorize the Library Director to execute contract with Author Unbound Agency**

The Library has negotiated an all-inclusive fee to host [Marie Benedict](#) as the 10<sup>th</sup> annual Lake Forest Reads on October 13-14, 2022. The one-book, one-community read will be her work, *Her Hidden Genius*, which tells the story of Rosalind Elise Franklin, the English scientist whose work is central to our current understanding of DNA.

Ms. Benedict is a national best-selling author. Her well-known works include, *The Personal Librarian*, *The Mystery of Mrs. Christie*, *The Only Woman in the Room*, *Carnegie's Maid*, and *The Other Einstein*.

The \$13,000 contract provides for three events and is all inclusive. The Library has found it more beneficial to suggest an all-in contract to avoid being liable for additional travel and hotel fees. The Library has worked with Author Unbound Agency in the past and found them to be reliable and willing to work with library budgets.

# Authors | Unbound

## HOST CONTRACT - IN PERSON EVENT

CONTRACT DATE: April 4, 2022  
HOST: Lake Forest Library  
HOST ADDRESS: 360 East Deerpath  
Lake Forest, IL 60045

SPEAKER: Marie Benedict  
EVENT DATE: October 13 & 14, 2022  
EVENT NAME: Lake Forest Reads

HOST CONTACT: Kate Buckardt  
kbuckardt@lakeforestlibrary.org

A|U AGENT: Christie Hinrichs  
christie@authorsunbound.com

ITINERARY: (1) Oct-13: Interview with author by a college professor 7:00-7:45. Questions and book signing.  
(2) Oct-14: Author talk (power point, question and answer) Format to be determined 10:00-10:45, signing at LF Library  
(3) Oct-14: TBD Lake Forest Book Store Friday afternoon or evening  
*Any additions or revisions to this timetable are subject to the Speaker's prior approval*

### EVENT DETAILS

TOPICS/PROGRAM: *Her Hidden Genius*  
EVENT LOCATION: Lake Forest College / Corton Community Center  
EVENT NOTES: One Book/One Community A Conversation with the Author  
OBJECTIVE: To bring together our community in the joy of reading  
ATTENDEES: 75 Local Book Clubs, Patrons of the Library  
WEBSITE: <https://www.lakeforestlibrary.org/>  
ATTIRE: Business Casual  
BOOK SUPPORT: Lake Forest College for 10/13/22, Lake Forest Book Store for 10/14/22  
RECORDING: The event will be recorded and posted on the Lake Forest Library website for later viewing, for a period no longer than 14 days.  
EXCLUSIVITY: Host requests geographic exclusivity of 60-miles and 30-days on either side of the event date.  
BEST AIRPORT: O'Hare

FEE: **\$13,000** USD, GUARANTEED: *Fee is NET of any country, provincial, state or local taxes*  
**\$0** Travel Buyout (home city transport and expenses while traveling)  
Travel Expenses: Fee is inclusive of all expenses - will be arranged by A|U and deducted from the author's fee  
Event City Car Service: Fee is inclusive of all expenses - will be arranged by A|U and deducted from the author's fee  
Hotel Accommodations: Fee is inclusive of all expenses - will be arranged by A|U and deducted from the author's fee

PAYMENTS: \$6,500 50% Deposit due on or before May 1, 2022  
\$6,500 Balance due on or before October 14, 2022

INVOICE CONTACT: Kate Buckardt - kbuckardt@lakeforestlibrary.org

Please sign and return by:  
April 13, 2022

This agreement is subject to the attached Additional Terms and Conditions (Addendum A), which are incorporated herein by this reference.

HOST SIGNATORY:

A|U ON BEHALF OF THE SPEAKER:

By: \_\_\_\_\_  
Catherine Lemmer  
Lake Forest Library  
clemmer@lakeforestlibrary.org

By: \_\_\_\_\_  
Christie Hinrichs  
Authors Unbound Agency  
christie@authorsunbound.com

AUTHOR UNBOUND AGENCY  
65135 97th ST | BEND OR 97703  
PAGE 1 OF 2

(1) PARTIES: The signatories to this Agreement are Authors Unbound Agency ("AU") and Host (each a "Party" and collectively the "Parties"). AU is acting in its capacity as booking agent for the Speaker for the scheduled function (the "Event"). AU has secured Speaker's availability and will handle all payments from the Host in connection with the Event. The Parties are independent contractors with respect to this Agreement and nothing shall constitute a partnership, joint venture, agency or employee/employer relationship. Neither Party shall be liable for any representations, act or omission of the other contrary to the provisions of this Agreement. The Parties further acknowledge that the Speaker is an independent contractor and is not an employee, partner, joint venture or agent of either the Host or AU and that the Speaker has the exclusive control over how the services in connection with the Event are fulfilled. The Parties acknowledge and agree that AU shall not be responsible in any way for the Speaker's acts, omissions, statements or any commitment made by the Speaker or Host.

(2) PAYMENT: As this Agreement removes the Speaker from the marketplace on the date(s) of the Event, fifty-percent (50%) of the Fee is due with the signed contract on the Deposit Due Date (unless it is expressly waived by AU and noted as such under Payment). The Balance Amount is due seven (7) business days prior to the Event Date (or on such date set forth under Payment). Timing of payment is of the essence. If a payment is not received by the applicable due date set forth in this Agreement, non-payment constitutes a material breach of this Agreement by the Host. Acceptance of late payment by AU does not constitute a waiver. The Event may not be advertised or promoted in any manner until this Agreement has been fully executed.

(3) CANCELLATION BY THE HOST: If the Event is cancelled by the Host more than 60 days prior to the Event Date, twenty percent (20%) of the fee shall be forfeited and shall be due and payable immediately if not already paid. Fifty percent (50%) will become due and payable immediately if the Host cancels the Event sixty (60) days, or less, prior to the Event Date. For the avoidance of doubt, cancelling the Event due to insufficient ticket sales will not relieve the Host of its obligations to fulfill the financial obligations under this Agreement.

(4) CANCELLATION BY THE SPEAKER: In the event the Speaker must cancel due to transportation problems beyond the control of the Speaker, illness, unforeseen emergencies or overriding professional responsibility (which, for the avoidance of doubt, would not include a speaking event at another venue), AU will not have any liability for the expenses or losses incurred by the Host. AU will attempt to provide a comparable Speaker, who is acceptable to the Host, or reschedule the event to a mutually agreeable date. AU agrees to refund the Host, within thirty (30) days, any deposits received from the Host in the event the Speaker cancels the contract and AU cannot provide a comparable Speaker who is acceptable to the host or reschedule the event to a mutually agreed date. In the event the Speaker is delayed, but arrives and presents her/his program in full, all Fees and other charges shall be due in full to AU.

(5) FORCE MAJEURE: Notwithstanding any other provision of this Agreement, in the event that the presentation or performance of any obligation under this Agreement by a Party is cancelled or prevented by acts of God, exchange controls, export or import controls, or any other government restriction, wars, hostilities, blockades, civil disturbances, revolutions, strikes, terrorist attacks, lockouts, blackouts or any other cause beyond the reasonable control of a Party, such Party shall not be responsible to the other Parties for failure or delay in performance of its obligations under this Agreement. Each Party shall promptly notify the other Party of such force majeure condition. The terms of this Clause shall not exempt, but merely suspend, any Party from its duty to perform the obligations under this Agreement until as soon as practicable after the force majeure condition ceases to exist. In the event that the Speaker arrives or is on the way to the Event when the Host cancels the Event due to Force Majeure, the Parties agree that unrecoverable travel expenses shall be paid in full by the Host.

- (a) The parties acknowledge that the COVID-19 coronavirus pandemic has caused, and is expected to continue to cause, widespread disruptions, including the need for cancellation of group gatherings such as the Event, disruption of travel arrangements, and unavailability of human and/or technical resources necessary to conduct events such as the Event. Accordingly, either Host or AU may provide prompt written notice to the other party that it is cancelling the Event (in the case of Host) or Speaker's appearance at the Event (in the case of AU). In the event of such a cancellation, the parties shall use good faith efforts to either (i) make the Event virtual or (ii) reschedule the Event for a mutually agreed date (the "New Event Date"). The full amounts paid to AU by Host in respect of the Speaker's attendance at the Event shall be credited and applied by AU to the New Event Date.

(6) ADVERTISING AND RECORDING: Host will have the right to use Speaker's name, any approved image and/or likeness of the Speaker, and any approved information pertaining to the Speaker solely to promote and advertise the Speaker's presentation. The Speaker must grant permission to the Host to record audio and/or video of the presentation. In the event the Speaker grants permission and the Host makes or arranges for an audio and/or video recording of the presentation, the Host will provide both the Speaker and Authors Unbound with a [digital] copy of the same within 30 days of the presentation.

(7) HOST COMPLIANCE/FACILITIES: Host shall provide a well-heated and air-conditioned, lighted, safe and proper place for the presentation, in good condition together with all necessary stage accessories and properties including microphones and amplification system in proper working condition (and as set forth in the Speaker rider(s), if any). Host shall limit the audience to no more than the legal number permitted at the place of the presentation. Host shall ensure compliance with all applicable requirements of any unions, and all laws and regulations as to health and safety, licensing, insurance, hygiene, fire, access, egress, security, and generally in relation to the presentation. Host shall pay any and all local, State and/or Federal rental, amusement, sales or other such taxes as may be required by law.

(8) COPYRIGHTED WORK: Speaker shall retain any and all intellectual property rights to the copyrighted materials that she/he may use in connection with the Event: participant materials, components, workshops, training procedures, printed materials, including books, author photographs, publicity and promotional materials and other material in print and other media and services collectively referred to as "Materials" and Host shall obtain no rights to the Materials unless specifically agreed to by the Speaker in writing.

(9) BOOKS: It is understood that the Host will arrange to have the Speaker's books available for purchase and/or giveaway. Either the Host may purchase copies of the book (s) by the Speaker directly from AU or another retailer and provide appropriate staffing, or work with AU to arrange for a local bookseller to handle book sales on-site.

(10) CONFIDENTIALITY: All Parties agree that the terms of this Agreement, including the financial terms are confidential (the "Confidential Information") and other than as may be required by applicable law, government order or decree, neither Party will publicly disclose Confidential Information. Each Party is fully responsible for the acts of its employees, officers and agents and any breach of this provision, whether intentional or negligent, shall be deemed a material breach of this Agreement and the breaching Party will be held liable.

(11) TAXES: As an independent contractor, the Speaker shall be solely responsible for all federal and local income and other taxes (including, without limitation, Social Security and Medicare) that are due on the income received by the Speaker for the services performed hereunder. It is understood that the Host may be required by law to withhold state and local income taxes in certain U.S. jurisdictions and to withhold foreign income taxes in certain foreign countries. These taxes will be withheld only as required from the fees due the Speaker and remitted directly to the jurisdiction by the Host on the Speaker's behalf. An itemized statement shall be provided in a timely manner to AU that shall include the exact amount of any and all taxes withheld, the date of payment and the entity to which payment was made. The Host shall be solely responsible for any sales taxes, admission taxes, user fees and other charges, taxes or fees of whatsoever description levied by the jurisdiction in which the Event takes place.

(12) APPLICABLE LAW: This Agreement, each transaction entered into hereunder and all matters arising from or related to his Agreement (including the validity and interpretation) shall be governed by, and construed and enforced in accordance with, the laws of the State of Oregon without reference to its choice of law doctrine.

(13) ENTIRE AGREEMENT: This Agreement may be executed in one or more counterparts each of which will be deemed an original but all of which together will constitute one instrument. In the event the Host requires a rider/separate document to be executed in addition to this Agreement, the terms of this Agreement shall prevail in the event of a conflict regardless of the date of execution of the documents. This Agreement and any Host provided rider/document set forth the entire understanding between the Parties and it may not be altered, changed, modified or waived, in whole or party except by amendment in writings signed by both Parties.

## **Agenda Item 8**

### **Discussion and approval of FY2023 Insurance Proposal from Hill & Stone Agency, Inc.**

George Stone, CLU, President, and Deborah Christiansen, CISR, MLIS, from Hill & Stone Agency will present the FY2023 insurance proposal and discuss claim management.

**AN INSURANCE PROPOSAL  
PREPARED FOR:**

*DIRECTORS OF THE LAKE FOREST LIBRARY*



**PRESENTED BY:**

*GEORGE STONE, CLU, PRESIDENT  
DEBORAH CHRISTIANSEN, CISR, MLIS  
HILL AND STONE INSURANCE AGENCY, INC.  
900 NORTH SHORE DRIVE, SUITE 225  
LAKE BLUFF, IL 60044  
[WWW.HILLANDSTONE.COM](http://WWW.HILLANDSTONE.COM)*

05/01/2022

***"Celebrating our 110<sup>th</sup> year anniversary serving the Lake Forest Community"***

DISCLAIMER - The abbreviated outlines of coverage used throughout this proposal are not intended to express any legal opinion as to the nature of coverage. They are only visuals to a basic understanding of coverage. Please read your policy for specific details of coverage.

# **INTRODUCTION OF THE AGENCY**

## **Agency Profile**

Currently, Hill and Stone Insurance Agency, Inc. serves the insurance needs of about 4,000 individuals and families, as well as the insurance needs of 2,000 businesses in Northern Illinois and throughout the United States.

Established in 1912 by Esther R. Stone, a woman pioneer in business, our company has grown from a North Shore insurance agency to a multi-line, worldwide provider of insurance coverage and risk management services.

Our office includes a state-of-the-art automation which provide instant rate comparisons from superior rated companies. Unlike agents that merely represent one insurance company we provide due diligence on your behalf to obtain the best coverage and pricing from several companies.

## **A Professional Agency with Personal Service**

Hill and Stone Insurance Agency, Inc. is a firm of proven professionals and caring and conscientious people; the kind of people you can depend on.

Our primary objectives are:

- ◆ To be honest and fair in all our dealings.
- ◆ To be helpful with people and their situations.
- ◆ To treat the needs of our clients as if they were our own.

We are committed to a high standard of excellence in all that we do and to establish a firm relationship of mutual trust and service with each of our clients.

## **The Services You Can Expect**

- ◆ A complete analysis of your insurance needs.
- ◆ We design a responsible protection program for you.
- ◆ We select the company or companies best suited to your situation.
- ◆ We represent you with a competitively priced proposal.
- ◆ We move quickly to get fair, prompt settlement of your claims.
- ◆ We periodically review the adequacy of your insurance program.



## ***INTRODUCTION OF THE SERVICING TEAM***

Our expertise is based on a well-trained, experienced professional staff and a serious conscientious attitude toward our clients. Shown below is a partial list of the Hill and Stone Insurance Agency, Inc. “family”:

George S. Stone, CLU  
President/Senior Account Executive, Life/Long-Term Care Insurance

Natalie Stone, MBA, CIC  
Vice President, Business/Personal Insurance

Patricia E. Stone, CPCU  
Vice President

Maribel Saldana, CISR  
Director of Agency Operations, Business/Personal Insurance

Debbie L. Christiansen, CISR, MLIS  
Business Insurance Account Manager

Maria Miranda  
Business Insurance Account Manager

Trudy Rutkowski, CIC, CISR  
Personal Lines Account Manager

Raelee Reed, CIC  
Personal Lines Account Manager

Patricia Knox  
Personal Lines Account Manager

CJ Diehl  
Personal Lines Account Manager

Jean Taggart  
Claims Specialist

Adrienne Estes  
Assistant to Agency Manager

Tom Terrill  
Health Insurance Specialist/Principal

Cody Terrill/ Jessica Fernandez  
Health Insurance Specialists

## ***WHEN TO NOTIFY HILL AND STONE***

It is very important that we are informed whenever a significant change in the insured operation takes place. Below are listed examples of situations we should be made aware of. There are many others as well. If you have any questions, please let us know.

### **We should be notified promptly of any change, such as:**

- ◆ Additional locations, new construction, new projects
- ◆ Change of ownership
- ◆ Change in operations
- ◆ Change in property values
- ◆ Sudden changes in sales, income or payroll
- ◆ Change in hazards (increase or decrease)
- ◆ Change in security or protection
- ◆ Change in product line
- ◆ New contractual obligations
- ◆ Change in shipment
- ◆ New leased, rented or borrowed equipment
- ◆ The addition of a new driver/operator (we always recommend prior screening with a motor vehicle record)
- ◆ New states in which employees live/work (note: there is no workers compensation coverage for any state not listed on your workers compensation policy)

## ***INSURANCE COMPANY INFORMATION***

The insurance companies providing coverage, by line are:

Package	Cincinnati Insurance
Umbrella	Cincinnati Insurance
Workers Compensation	Hartford Insurance
Management Liability	Cincinnati Insurance
Cyber Liability	Cincinnati Insurance

### **Summary of Key Financial Ratings:**

The following is the key financial ratings of the insurance company that are providing coverage:

<b>Insurance Company</b>	<b>A.M. Best Rating</b>
Cincinnati Insurance	“A+” (Superior) XV
Hartford	“A+” (Excellent) XV

### **Named Insured Schedule**

It is extremely important to properly schedule all legal entities past and present. These entities can be subject to litigation and if not properly scheduled no insurance coverage would be afforded. The entities often include more than just corporations or partnerships; Trusts, for example, often hold ownership to Real Property. Any entity not named in this proposal may not be an insured entity (including but not limited to corporations, partnerships joint ventures, trust, etc.). Please note also that no coverage for vehicles should be expected if title owners are not listed below.

The following is a summary of the legal entities that we are showing:

## **Directors of the Lake Forest Library**

## **Friends of the Lake Forest Library**

## COMMERCIAL PROPERTY & LIABILITY LOCATIONS

- Special Form – subject to standard exclusions
- 90% Coinsurance – Agreed Amount
- Replacement Cost Valuation on Business Property
- Employee Dishonesty - \$50,000
- Back-up of Sewers or Drains - \$100,000
- Flood Insurance - \$1,000,000 (\$25,000 deductible)
- Business Income/Extra Expense - Actual Loss Sustained up to 12 mos.
- \$10,000 Deductible per Occurrence
- Equipment Breakdown – Included

### Property limits written on a Blanket Basis

<b>Location 1:</b>	<b>360 East Deerpath Lane Lake Forest, IL 60045</b>
	<b>Building #1</b>
Building Property	\$15,851,284
Business Personal Property	\$9,301,549
Valuable Papers	\$4,527,131
Fine Arts – Museums, Galleries and Institutions Rare Book Collection	\$698,263
<b>Building #2</b>	
Building Property	\$27,955
Business Personal Property	\$12,803
<b>Location 2:</b>	<b>Beach Cart at Forest Park Beach Storage Shed Lake Forest, IL 60045</b>
Building Property	None
Business Personal Property	\$69,503
<b>Location 3:</b>	<b>911 Telegraph Road Lake Forest, IL 60045</b>
Misc. Property Floater for: Media Capacity Unit	\$43,993

***\*\*Please be sure to contact Hill and Stone Insurance Agency, Inc. if additional locations need to be added.***

# COMMERCIAL GENERAL LIABILITY PROPOSAL

## **COVERAGE**

## **LIMITS**

### **LIABILITY:**

General Liability Each Occurrence	\$1,000,000
Personal/Advertising Injury Limit	\$1,000,000
General Aggregate Limit	\$1,000,000
Products/Completed Operations Aggregate Limit	\$1,000,000
Medical Expense Limit - Any One Person	\$10,000
Directors & Officers Liability – Aggregate Limit	\$2,000,000
	Retroactive Date 07/01/2013
Employment Practices Liability – Aggregate Limit	\$2,000,000
	Retroactive Date 07/01/2013
Employee Benefits Liability – Each Employee	\$1,000,000
Employee Benefits Liability – Aggregate Limit	\$3,000,000
Sexual Abuse – Aggregate Limit	\$1,000,000
Professional Liability	None/Available
Hired & Non-owned Auto Liability	\$1,000,000
Hired Auto Physical Damage (Higher Limit Available Upon Request)	\$50,000
Fiduciary Liability - Aggregate	\$2,000,000
	Retroactive Date 07/01/2013

## **CYBER LIABILITY PROPOSAL**

### **INCIDENT REPSONSE**

Limit of Liability	\$1,000,000
Legal and Regulatory Costs	\$1,000,000
Security and Forensic Costs	\$1,000,000
Crisis Communication Costs	\$1,000,000
Privacy Breach Costs	\$1,000,000
Third Party Privacy Breach Management Costs	\$1,000,000

### **CYBER CRIME**

Funds Transfer Fraud	\$250,000
Theft of Funds Held in Escrow	\$250,000
Theft of Personals Funds	\$250,000
Extortion	\$1,000,000
Corporate Identity Theft	\$250,000
Telephone Hacking	\$250,000
Push Payment Fraud	\$50,000
Unauthorized use of Computer Resources	\$250,000

### **SYSTEM DAMAGE AND BUSINESS INTERRUPTION**

System Damage and Rectification Costs	\$1,000,000
Income Loss and Extra Expense	\$1,000,000
Consequential Reputational Harm	\$1,000,000
Hardwar Replacement	\$1,000,000

**Deductible for Each and Every Claim \$2,500**

# WORKERS COMPENSATION PROPOSAL

The Workers Compensation contract is composed basically of two sections.

Section A - Assumes your obligations to your employees under the Workers Compensation Act of the state in which you operate for accidental injuries and occupational diseases sustained by employees during the course of their employment arising out of such employment.

Section B - Affords protection up to a limit of \$1,000,000 for these suits that are brought against you by common law on behalf of employees for injuries or disease suffered in the course of their duties.

Code	Classification	Payroll
IL: 8810	Public Library – Prof. and Clerical	\$1,562,500
IL: 9101	Public Library – All Other Employees	\$98,900

\$1,000,000 by Accident, Per Employee

\$1,000,000 by Disease, Policy Limit

\$1,000,000 by Disease, Per Employee

Note - Policy will be audited. You will be asked to provide the actual remuneration for the past term. Keep in mind that remuneration is not limited to payroll and any persons who can be construed as employees will be charged for. **If you use independent contractors or subcontractors, a Certificate of Insurance must be kept on file showing that they have their own coverage or an additional premium charge will be made.**

**This policy does not provide coverage for employees working or residing in any state not listed on the policy.** To obtain coverage, please let us know in writing if you have employees in additional states not listed.



## **UMBRELLA LIABILITY PROPOSAL**

<b>COVERAGE</b>	<b>LIMIT</b>	<b>PER</b>
Limit of Liability	\$15,000,000	Each Occurrence
	\$15,000,000	Annual Aggregate
<b>REQUIRED PRIMARY COVERAGES:</b>		
Commercial Liability	\$1,000,000	Each Occurrence
	\$2,000,000	General Aggregate
	\$2,000,000	Products Aggregate
	\$1,000,000	Personal Injury
Auto Liability	\$1,000,000	Combined Single Limit
Employers Liability	\$1,000,000	B.I. Each Accident
	\$1,000,000	B.I. by Disease

\*Please consider the benefits of increasing your umbrella liability limits to properly protect your assets and hard work in our litigious society.

## **PREMIUM SUMMARY**

	2020 to 2021	2021 to 2022	2022 to 2023
Package	\$23,300	\$22,345	\$27,424
Umbrella	\$11,778	\$7,500	\$7,500
Workers Compensation	\$5,658	\$5,774	\$4,698
Management Liability	\$4,890	\$4,890	\$4,890
Cyber Liability	\$2,372	\$2,300	\$2,300
<b>Total</b>	<b>\$47,998</b>	<b>\$42,809</b>	<b>\$46,812</b>

### Recommendations/Comments:

- From a perspective of professional claim counseling and risk management, we highly recommend a \$10,000 deductible. A \$5,000 deductible is available for an additional \$1,900.
- Rewrite workers compensation from AmTrust to Hartford for premium savings.
- Remain with Cincinnati Insurance for all other coverage
- Property values are up approximate 6% from last year due to inflation and from a professional appraisal valuation.

### Other carriers approached:

- CNA – Declined – Unable to compete
- Travelers – Has not released quote yet
- Hanover – Declined – Unable to provide coverages
- Hartford – Declined package – Unable to compete
- Chubb – Declined – Unable to provide liability coverage for this class
- Liberty Mutual – Declined - Due to historical nature of building
- Philadelphia – Declined – Due to loss history
- AmTrust – Declined – Unable to compete
- Cincinnati - Recommended

**PROFESSIONAL COMMENTS ANTICIPATING RENOVATION CONSTRUCTION:  
SEE ATTACHED WHITE PAPER**

**COMMON SENSE ADVICE FOR MANAGING RISK DURING THE COURSE  
OF CONSTRUCTION**

2022

During my professional career spanning over forty years of insurance counseling for business and personal clients, I have learned that nothing breeds litigation more than construction exposures. The following suggestions are offered to help our clients reduce the risk of losses and contain insurance costs during construction. Hill and Stone always recommends that you have an experienced construction lawyer review and look after your best interests before signing a contract.

The initial contracts offered by professional contractors and architects are by design, drafted to look after the interest of those professionals and often offered as standard documents which everyone signs. In truth, they are never standard and written primarily to protect the contractor rather than the consumer, our insurance client, who has agreed to give the contractor a valuable opportunity to do work and make a profit. The contractor controls most of the exposures for loss on the job of a construction site and must be held accountable to the client with language in an agreement that looks after the best interest of the customer also. Contracts are negotiable but certain safeguards must be taken to obtain fairly priced insurance coverage.

Our goal is to help counsel clients contemplating building projects, prior to the commencement of any work, so that loss exposures are minimized and insurance costs are sensibly managed. With this in mind we offer the following thoughts to assist you through your project.

George Stone, President  
Hill and Stone Insurance Agency, Inc.

**A FEW SUGGESTIONS TO REDUCE PREMIUMS AND MANAGE RISK IN  
THE COURSE OF CONSTRUCTION**

- 1.) Provide a copy of the contract to our office prior to the commencement of construction
- 2.) Consult with an experienced construction attorney to safeguard your interests. **DO NOT SIGN THE CONTRACT PRIOR TO REVIEW BY ATTORNEY AND OUR AGENCY UNDERWRITERS.**
- 3.) If included, remove the waiver of subrogation clause from your contract. Good contractors must have the confidence to stand behind their work, including those of their sub-contractors.
- 4.) Require a hold harmless clause to protect yourself in event of any damage to property due to contractor negligence.
- 5.) Require that you/the title holder to the property, be included as an additional insured in the contractor's liability policy for the location of the project.
- 6.) Contractor's liability limits should be no less than the cost/scope of your entire project.
- 7.) Contractor must carry workers compensation coverage and all other applicable insurance, including but not limited to auto, inland marine, and umbrella liability.

- 8.) Contractor must provide security to premises under construction including fences, lighting, nonsmoking signs, flammable material containers, fire extinguishers, and temporary installed fire and /or burglar alarms systems when enclosed.
- 9.) Do not commence with any construction prior to obtaining all appropriate insurance coverage. If construction starts before insurance is purchased, the coverage may not be available or escalate dramatically in cost.
- 10.) Certificates of insurance should be obtained prior to commencement of construction, proving contractor has provided terms and common sense provided above. The property owner/project owner should clearly be shown as an additional insured on a primary, non-contributory basis.
- 11.) Builder's Risk coverage, a property form, covers the building or project during the course of construction and policy forms vary. For example, it should be known and understood upfront that building materials, not permanently built in the building (for example tools and copper pipes lying on or near job site) be covered by the contractor. A builder's risk policy will require an application.

Typically, we need the following to better understand builder's risk exposures and price policy terms and conditions. Please forward to our agency as soon as possible.

- Location address.
- Title holder of property (LLC, Trust, land trust etc.)
- approximate cost of construction and estimated construction time.
- type of construction, roofing material.
- architectural plans, including all structures on premises.

**Approval of FY2023 Budget**

At the April 12, 2022 Board meeting, the Library Board will be reviewing the FY2023 budget for the third time. The Library is requesting Board approval of the FY2023 budget as presented. The following discusses the significant changes to the FY2023 Budget from the version previously reviewed at the March 8, 2022 Board meeting.

On April 2, the Friends of Lake Forest Library announced approval of funding to support identified Library programs and projects. The Friends have reinstated a reimbursement method. The funds will be paid to the Library on a quarterly basis upon submission of receipts and evidence of payment. The full award document is attached to the budget.

The Library is appreciative of proposed funding from Friends and looks forward to completing the work to be funded by the gift.

The proposed grant amounts affect the last version of the FY2023 budget as follows:

- A \$60,260 Friends revenue line has been added. After two follow-up conversations with the Friends. The full amount of the approved funding is not reflected in the revenue line for the following reasons:
  - The art and archive projects are in the very early planning stages. As these projects develop, the Board will approve a scope of work. Any expenditures and payments will be reflected in the Library financial statements.
  - Second, \$5,000 of the \$20,000 for LIVE programming has been added to the budget for programming as at this late date in the planning cycle this amount cannot be encumbered and spent. To include the entire value would create an inauthentic overage in the budget.
- To obtain the Funds, the Library will provide receipts or other documentation as evidence of payment.

Again, the Library expresses its gratitude for the gift and will ensure that acknowledgement of the gift is reflected on related marketing materials.

The Library increased the Capital Improvement account to \$70,000 to be available to address additional projects that may arise in the coming year as the Board looks at different strategies to address issues in the building. Additional funds may also be drawn down from the capital reserves.

## Lake Forest Library Revenue and Expense Summary Budget FY2023

	FY18 Audited	FY19 Audited	FY20 Audited	FY21 Audited	FY22 Budget	FY22 As of Mar 31	FY23 Budget	% Change	\$ Change
<b>Funds on Hand 5/1*</b>	<b>\$1,348,747</b>	<b>\$1,727,562</b>	<b>\$1,537,906</b>	<b>\$1,895,491</b>	<b>\$1,895,491</b>	<b>\$1,550,419</b>	<b>\$1,550,419</b>		
<b>Current Revenue</b>									
Tax-Based**	\$3,948,139	\$4,063,010	\$4,158,792	\$4,260,835	\$4,307,816	\$4,375,174	\$4,394,900	2%	\$87,084
TIF Payout***	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%	\$0
Other Revenue	\$87,701	\$82,936	\$72,729	\$90,210	\$59,000	\$115,994	\$58,000	-2%	(\$1,000)
Library Revenue	\$106,880	\$157,169	\$139,846	\$101,646	\$18,450	\$53,850	\$23,000	25%	\$4,550
Gifts	\$167,773	\$28,939	\$41,442	\$36,707	\$2,500	\$16,295	\$2,500	0%	\$0
Friends of LF Library Grant****	\$0	\$62,000	\$73,000	\$74,000	\$0	\$0	\$60,260		\$60,260
<b>Total Revenues</b>	<b>\$4,310,493</b>	<b>\$4,394,054</b>	<b>\$4,485,809</b>	<b>\$4,563,398</b>	<b>\$4,387,766</b>	<b>\$4,561,314</b>	<b>\$4,538,660</b>	<b>3%</b>	<b>\$150,894</b>
<b>Total Funds Available</b>	<b>\$5,659,240</b>	<b>\$6,121,616</b>	<b>\$6,023,715</b>	<b>\$6,458,889</b>	<b>\$6,283,257</b>	<b>\$6,111,733</b>	<b>\$6,089,079</b>		
<b>Operating Expenditures</b>									
Personnel Services	\$2,476,227	\$2,280,743	\$2,357,309	\$2,191,636	\$2,618,814	\$1,873,478	\$2,746,091	5%	\$127,277
Collections: Print, A/V, E-Resources	\$516,348	\$578,759	\$548,618	\$502,430	\$604,500	\$463,690	\$625,260	3%	\$20,760
Contractual Services	\$198,220	\$217,701	\$231,453	\$250,193	\$286,400	\$277,255	\$351,800	23%	\$65,400
Special Projects	\$43,357	\$83,388	\$60,107	\$293,532	\$200,000	\$150,308	\$82,000	-59%	(\$118,000)
Programming	\$5,300	\$85,264	\$85,277	\$102,705	\$75,000	\$57,503	\$137,000	83%	\$62,000
Other Expenditures	\$107,426	\$105,719	\$106,835	\$90,049	\$133,657	\$73,750	\$125,864	-6%	(\$7,793)
Building & Grounds	\$127,333	\$148,771	\$160,449	\$199,282	\$268,000	\$176,545	\$248,675	0%	\$675
<b>Total Operating Expenditures</b>	<b>\$3,474,211</b>	<b>\$3,500,345</b>	<b>\$3,550,048</b>	<b>\$3,629,827</b>	<b>\$4,186,371</b>	<b>\$3,072,530</b>	<b>\$4,336,690</b>	<b>4%</b>	<b>\$150,319</b>
<b>Total Capital and Technology</b>									
Capital Equipment	\$3,009	\$104,056	\$1,073	\$0	\$40,000	\$19,553	\$50,000	25%	\$10,000
Technology Upgrades	\$0	\$0	\$0	\$0	\$125,000	\$105,172	\$50,000	-60%	(\$75,000)
Capital Improvements	\$51,923	\$0	\$16,760	\$78,643	\$30,000	\$18,780	\$70,000	133%	\$40,000
<b>Total Capital and Technology</b>	<b>\$54,932</b>	<b>\$104,056</b>	<b>\$17,833</b>	<b>\$78,643</b>	<b>\$195,000</b>	<b>\$143,505</b>	<b>\$170,000</b>	<b>-13%</b>	<b>(\$25,000)</b>
<b>Total Expenditures</b>	<b>\$3,529,143</b>	<b>\$3,604,401</b>	<b>\$3,567,881</b>	<b>\$3,708,470</b>	<b>\$4,381,371</b>	<b>\$3,216,035</b>	<b>\$4,506,690</b>	<b>3%</b>	<b>\$125,319</b>
<b>Difference in Revenues and Expenditures</b>	<b>\$781,350</b>	<b>\$789,653</b>	<b>\$917,928</b>	<b>\$854,928</b>	<b>\$6,395</b>	<b>\$1,345,279</b>	<b>\$31,970</b>		
<b>Reserve Funds*****</b>	<b>\$1,450,000</b>	<b>\$2,650,000</b>	<b>\$2,650,000</b>	<b>\$2,650,000</b>	<b>\$2,650,000</b>	<b>\$4,600,000</b>	<b>\$4,600,000</b>		
<b>Funds on Hand</b>	<b>\$1,348,747</b>	<b>\$1,727,562</b>	<b>\$1,537,906</b>	<b>\$1,895,491</b>	<b>\$1,895,491</b>	<b>\$1,550,419</b>	<b>\$1,550,419</b>		
<b>Total Funds</b>	<b>\$3,580,097</b>	<b>\$5,167,215</b>	<b>\$5,105,834</b>	<b>\$5,400,419</b>	<b>\$4,551,886</b>	<b>\$7,495,698</b>	<b>\$6,182,389</b>	<b>36%</b>	<b>\$1,630,503</b>

\*Unrestricted fund maintained at 35%; year end surplus transferred to capital improvement accounts.

\*\*Tax Revenue based on 2021 levy of 1.4% CPI plus growth.

\*\*\*City Attorney determined that the Library was not eligible for payments under the Laurel and Western TIF.

\*\*\*\*Friends of LF Library funded the Library's FY2018 grant request with a grant of \$79,100 in May 2017 and a subsequent grant of \$10,500 in September 2017.

Friends of LF Library approved funds on a reimbursement basis for FY2023. Only those projects with a level of certainty are included. Projects in preliminary development are not included at this time.

\*\*\*\*\*Reserve Funds will be used to fund the repair and restoration of the dome and other significant improvement projects as directed by the Library Board.

**Lake Forest Library  
Revenue and Income  
FY2023**

	FY18 Audited	FY19 Audited	FY20 Audited	FY21 Audited	FY22 Budget	FY22 As of Mar 31	FY23 Budget	% Change	\$ Change
<b>Property Tax Revenue</b>									
Property Tax*	\$3,948,139	\$4,063,010	\$4,158,792	\$4,260,835	\$4,395,731	\$4,375,174	\$4,484,592	2%	\$88,861
Reserve for Tax Loss					(\$87,915)		(\$89,692)		
<b>Total Property Tax</b>	<b>\$3,948,139</b>	<b>\$4,063,010</b>	<b>\$4,158,792</b>	<b>\$4,260,835</b>	<b>\$4,307,816</b>	<b>\$4,375,174</b>	<b>\$4,394,900</b>	<b>2%</b>	<b>\$87,084</b>
<b>Laurel &amp; Western TIF Payout**</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
<b>Other Revenue</b>									
PP Tax Replacement	\$37,364	\$36,944	\$39,040	\$48,298	\$25,000	\$56,496	\$25,000	0%	\$0
Impact Fee	\$35,293	\$21,773	\$9,470	\$17,693	\$10,000	\$30,920	\$5,000	-50%	(\$5,000)
Per Capita Grant	\$15,044	\$24,219	\$24,219	\$24,219	\$24,000	\$28,578	\$28,000	17%	\$4,000
<b>Total Other Revenue</b>	<b>\$87,701</b>	<b>\$82,936</b>	<b>\$72,729</b>	<b>\$90,210</b>	<b>\$59,000</b>	<b>\$115,994</b>	<b>\$58,000</b>	<b>-2%</b>	<b>(\$1,000)</b>
<b>Library Revenue</b>									
Photocopy	\$8,204	\$8,731	\$6,476	\$2,024	\$1,200	\$5,562	\$5,000	317%	\$3,800
Book Rental/Book Bags	\$397	\$0	\$0	\$4	\$1,000	\$1,000	\$0	-100%	(\$1,000)
Library Cards	\$318	\$279	\$168	\$38	\$50	\$0	\$0	-100%	(\$50)
Library fines	\$28,192	\$15,772	\$8,959	\$1,715	\$200	\$2,432	\$500	150%	\$300
Interest earned	\$69,186	\$131,744	\$111,477	\$28,464	\$10,000	\$26,543	\$10,000	0%	\$0
Other revenues	\$583	\$643	\$12,766	\$18,777	\$6,000	\$18,313	\$7,500	25%	\$1,500
Covid Fema Reimbursement				\$50,624					
<b>Total Library Revenue</b>	<b>\$106,880</b>	<b>\$157,169</b>	<b>\$139,846</b>	<b>\$101,646</b>	<b>\$18,450</b>	<b>\$53,850</b>	<b>\$23,000</b>	<b>25%</b>	<b>\$4,550</b>
Friends of LFLibrary Grant***		\$62,000	\$73,000	\$74,000	\$0	\$0	\$60,260	6026000%	\$60,260
Other Gifts & Grant Income****	\$167,773	\$28,939	\$41,442	\$36,707	\$2,500	\$16,295	\$2,500	0%	\$0
<b>TOTAL</b>	<b>\$4,310,493</b>	<b>\$4,394,054</b>	<b>\$4,485,809</b>	<b>\$4,563,398</b>	<b>\$4,387,766</b>	<b>\$4,561,314</b>	<b>\$4,538,660</b>	<b>3%</b>	<b>\$150,894</b>

\*Tax Revenue based on 2021 levy of 1.4% CPI plus growth.

\*\*City Attorney determined that the Library was not eligible for payments under the Laurel and Western TIF.

\*\*\*Friends of LF Library funded the Library's FY2018 grant request with a grant of \$79,100 in May 2017 and a subsequent grant of \$10,500 in September 2017

Friends of LF Library approved funds on a reimbursement basis for FY2023. Only those projects with a level of certainty are included. Projects in preliminary development are not included at this time.

\*\*\*\*Most gifts are now to the Lake Forest Library Foundation for the endowment and capital improvements.



**Lake Forest Library  
Operating and Capital Expenditures  
FY2023**

Category	FY18 Audited	FY19 Audited	FY20 Audited	FY21 Audited	FY22 Budget	FY22 As of Mar 31	FY23 Budget	% Change	\$ Change
Salaries/Wages	\$1,825,308	\$1,704,069	\$1,716,885	\$1,572,140	\$1,808,504	\$1,370,449	\$1,952,260	8%	\$143,756
Benefits	\$650,919	\$576,674	\$640,424	\$619,496	\$810,310	\$503,029	\$793,831	-2%	(\$16,479)
Print, Audiovisual, and Electronic Media*	\$516,348	\$578,759	\$548,618	\$502,430	\$604,500	\$463,690	\$625,260	3%	\$20,760
Contractual Services	\$198,220	\$217,701	\$231,453	\$250,193	\$286,400	\$277,255	\$351,800	23%	\$65,400
Special Projects**	\$43,357	\$83,388	\$60,107	\$293,532	\$200,000	\$150,308	\$82,000	-59%	(\$118,000)
Programming***	\$5,300	\$85,264	\$85,277	\$102,705	\$75,000	\$57,503	\$137,000	83%	\$62,000
Other Expenses	\$107,426	\$105,719	\$106,835	\$90,049	\$133,657	\$73,750	\$125,864	-6%	(\$7,793)
Building Maintenance	\$127,333	\$148,771	\$160,449	\$199,282	\$268,000	\$176,545	\$268,675	0%	\$675
<b>Sub-Total</b>	<b>\$3,474,211</b>	<b>\$3,500,345</b>	<b>\$3,550,048</b>	<b>\$3,629,827</b>	<b>\$4,186,371</b>	<b>\$3,072,530</b>	<b>\$4,336,690</b>	<b>4%</b>	<b>\$150,319</b>
<b>Capital Expenditures****</b>									
Capital Equipment	\$3,009	\$104,056	\$1,073	\$0	\$40,000	\$19,553	\$50,000	25%	\$10,000
Technology Upgrades					\$125,000	\$105,172	\$50,000	-60%	(\$75,000)
Capital Improvement	\$51,923	\$0	\$16,760	\$78,643	\$30,000	\$18,780	\$70,000	133%	\$40,000
<b>Sub-Total</b>	<b>\$54,932</b>	<b>\$104,056</b>	<b>\$17,833</b>	<b>\$78,643</b>	<b>\$195,000</b>	<b>\$143,505.36</b>	<b>\$170,000</b>	<b>-13%</b>	<b>(\$25,000)</b>
<b>Total</b>	<b>\$3,529,143</b>	<b>\$3,604,401</b>	<b>\$3,567,881</b>	<b>\$3,708,470</b>	<b>\$4,381,371</b>	<b>\$3,216,035</b>	<b>\$4,506,690</b>	<b>3%</b>	<b>\$125,319</b>

\*Friends providing \$8,260 for digitization of the Lake Forester.

\*\*FY2023 Special Projects - 125th anniversary, strategic planning/community engagement, Media Lab furniture

Friends of LF Library approved funds on a reimbursement basis of \$12,000 towards Media Lab furniture.

\*\*\*Friends providing \$40,000 towards programming

\*\*\*\*Planned repairs and upgrades that are above and beyond general building, grounds, and equipment maintenance.

**Lake Forest Library  
Library Materials  
FY2023**

<b>Item</b>	<b>FY18 Audited</b>	<b>FY19 Audited</b>	<b>FY20 Audited</b>	<b>FY21 Audited</b>	<b>FY22 Budget</b>	<b>FY22 As of Mar 31</b>	<b>FY23 Budget</b>	<b>% Change</b>	<b>\$ Change</b>
Print	\$227,945	\$267,173	\$208,672	\$170,398	\$209,500	\$186,429	\$233,900	11.6%	\$24,400
Nonprint*	\$147,361	\$219,307	\$266,885	\$261,816	\$305,000	\$217,219	\$295,060	-3.3%	(\$9,940)
Audiovisual	\$141,042	\$92,279	\$73,061	\$70,216	\$90,000	\$60,042	\$96,300	7.0%	\$6,300
<b>Total</b>	<b>\$516,348</b>	<b>\$578,759</b>	<b>\$548,618</b>	<b>\$502,430</b>	<b>\$604,500</b>	<b>\$463,690</b>	<b>\$625,260</b>	<b>3.4%</b>	<b>\$20,760</b>

\*Friends of LF Library approved funds on a reimbursement basis of \$8,260 for digitization of the Lake Forester.  
ISL recommended materials budget is 8-12% of operating budget; currently proposed is 14%.  
Additional materials purchased with grant funds may not be reflected herein.  
Cancellation of print reference resources.

**Lake Forest Library  
Building Maintenance  
FY2023**

Item	FY18 Audited	FY19 Audited	FY20 Audited	FY21 Audited	FY22 Budget	FY22 As of Mar 31	FY23 Budget	% Change	\$ Change
Janitorial Supplies	\$13,465	\$18,715	\$20,349	\$38,508	\$32,000	\$13,916	\$32,800	3%	\$800
Custodial Services*			\$31,809	\$34,408	\$58,000	\$31,755	\$45,000	-22%	(\$13,000)
Contractual Services	\$11,552	\$12,271	\$11,516	\$12,332	\$22,000	\$6,856	\$22,550	3%	\$550
Insurance (liability)**	\$27,996	\$28,974	\$33,783	\$36,776	\$41,000	\$31,617	\$45,000	10%	\$4,000
Building Maintenance	\$24,922	\$26,881	\$41,822	\$1,424	\$40,000	\$33,341	\$40,000	0%	\$0
Equipment Maintenance***	\$7,334	\$23,808	(\$5,023)	\$51,408	\$40,000	\$25,717	\$40,000	0%	\$0
Grounds Maintenance	\$34,910	\$31,081	\$19,475	\$16,664	\$26,000	\$25,798	\$34,100	31%	\$8,100
Water	\$7,154	\$7,041	\$6,718	\$7,762	\$9,000	\$7,543	\$9,225	3%	\$225
<b>Total</b>	<b>\$127,333</b>	<b>\$148,771</b>	<b>\$160,449</b>	<b>\$199,282</b>	<b>\$268,000</b>	<b>\$176,545</b>	<b>\$268,675</b>	<b>0%</b>	<b>\$675</b>

\*Custodial Services includes projected impact of day porter for COVID-19 cleaning, no longer in use.

\*\*FY2020 insurance covered Com Ed transformer fire expenses delayed past 4/31 due to COVID; expenses paid in FY2021.

\*\*\*FY2022 HVAC repairs completed in January 2022 not yet invoiced; estimated \$13,000.



April 2, 2022

Lake Forest Library Board of Trustees  
c/o Mr. John Johnson  
Library Board President

Dear JJ,

The Friends of Lake Forest Library (“Friends”) are pleased to announce approval of the following grants totaling \$122,760 for the Lake Forest Library for the Library’s fiscal year ending April 30, 2023:

- \$12,000 towards the purchase of new Media Lab furniture.
- \$20,000 towards the 10<sup>th</sup> annual *Lake Forest Reads*, which will take place during October and November 2022.
- \$15,000 towards the 5<sup>th</sup> annual *Read Between the Ravines*, which will take place during March and April 2023.
- \$8,260 towards migration/continued digitization and indexing of the *Lake Forester*.
- \$7,500 towards retention of an archivist to work with Lake Forest Library’s historical documents that will be transferred to the History Center.
- \$40,000 towards the retention of an art and cataloguing expert to work with Lake Forest Library’s art collection. The Friends would like to participate in the personnel selection process.

Additionally, you mentioned in your grant request that the Friends should offer any grant ideas. With that in mind, we have added the following grant:

- \$20,000 for 2022 live summer children’s programming. The Friends have historically supported these live summer performances for the children. Many of the Friends have taken children and/or grandchildren to these summer performances.



Detailed directions for implementation and funding of these grants are attached. Please include the Friends' name and logo when publicizing any initiatives that the Friends' grant support as often as possible. The Friends appreciate the publicity generated by this acknowledgment.

Thank you for your interest through submitting a grant request and your support of the Friends. Please feel free to contact me with any questions.

Sincerely,

A handwritten signature in black ink, which reads "Jan Gibson". The signature is written in a cursive, flowing style.

Jan Gibson  
Grants Committee Chair  
Friends of Lake Forest Library



## **IMPLEMENTATION AND REIMBURSEMENT**

The Friends are again pleased to make their 45<sup>th</sup> annual grant awards to the Lake Forest Library. This raised our annual grants to the Lake Forest Library to more than \$2.4 mm over our 45-year cooperation.

Grants are eligible for reimbursement through April 30, 2023. Following are the steps for reimbursement.

*Step 1:* Library undertakes and funds the initiative specified in the approved grant retaining the receipt and/or a copy of the check written by the City to pay for the initiative.

*Step 2:* On a quarterly basis (quarters ending July 31<sup>st</sup>, October 31<sup>st</sup>, January 31<sup>st</sup>, and April 30<sup>th</sup>) the Library submits the attached Friends Quarterly Grant Reimbursement Check Request to the Friends' Treasurer. This will include copies of the receipts and/or copies of the checks written by the City. If easier, a copy of that quarters Library check registry can be submitted indicating the items relating to the approved grants for which reimbursement is requested.

*Step 3:* Friends' Treasurer delivers a reimbursement check or ACH payment to the Library Director.



**Library Operations Report  
April 12, 2022 Board Meeting**

**February 2022 Select Stats**

- 13,481 visitors to the Library
- 26,271 items circulated to library users as compared to 19,050 in February 2021.
- 5,385 e-media resources circulated as compared to 5,385 in February 2021.
- 5,385 database uses were recorded with the highest use reporting from Value Line, Morningstar, and S&P Net Advantage with 1,392, 649, and 600 users, respectively.
- 774 participants attended 51 in-person programs; and 2,257 participants attended 12 asynchronous programs.
- Patrons received 87 one-on-one e-tutorials/tech help sessions and asked 3,246 reference, information, reader's advisory, and library use questions.
- Lake Foresters registered for 25 individual media lab sessions.
- 91 library cards were issued.
- 26,354 wifi sessions were recorded, and 926 public desk top computer sessions.

**Read Between the Ravines**

The 4<sup>th</sup> annual **Read Between the Ravines** concluded with a conversation with Maxine Bédat, author of *Unraveled: The Life and Death of a Garment* on April 4. The event was attended by 124 people and held at Gorton Community Center. The conversation continued the tradition of bringing authors that created interesting and enlightening conversations around compelling issues:

- 2019, Dan Egan, *The Death and Life of the Great Lakes*
- 2020, Chris McGreal, *American Crisis, The Opioid Tragedy in Three Acts*
- 2021 Michelle Kuo, *Reading with Patrick: A Teacher, a Student, and a Life-Changing Friendship*







Ron Hirasawa, environmentalist and entrepreneur, interviewed Ms. Bédât for the libraries. In addition to a long career as an educator, a management and strategy consultant, innovator, entrepreneur, and executive coach, Ron attended the very first Earth Day celebration. Their conversation was lively and informative. Maxine was gracious and spent time after the presentation signing books and chatting with attendees.

Michelle Doshi, Adult Services Librarian, leads this successful community program for the Library. The Lake Forest Book Store reported that her book had sold out and that they had more on order. In addition to Lake Bluff Public Library, the Library partnered with Gorton Community Center, Lake Forest Lake Bluff Rotary Club, and the Lake Forest Book Store.

The book circulated over 400 times in its various formats. The following are a few of the dozen coordinating programs in the months leading up to Ms. Bédât's visit.

- How to Build a Capsule Wardrobe Zoom program of which 64 attended the day of and of which has over 140 post-views on the Lake Forest Library YouTube channel after the program aired.
- A panel discussion with students from Lake Forest High School, Green Minds, Lake Forest Open Lands, and Go Green Wilmette on the environmental impacts of fashion was held in the Kasian Room and attended by 18.
- Dickinson Hall Book Discussion led by Michelle Doshi, at which 10 residents discussed *Unraveled: The Life and Death of a Garment*. Other book club groups discussed related works.

### Select Highlights

- Youth Services completed one year anniversary of 1000 Books Before Kindergarten. In June they will have their first "1000 Books" party for new readers, children, and families in the program.
- In honor of Youth Art Month, the Office of Rep. Bob Morgan wanted to decorate his office with youth artwork. The Library provided 219 canvases, paints, and other leftover art supplies from previous years.
- Teen Librarian Emmy led teen patrons through a hybrid Paint & Sip program. With half the patrons tuning in via Zoom and the rest in person, they painted cute cacti on small canvases.



- Tiffany Song, Youth Services Specialist, hosted a 25<sup>th</sup> anniversary Pokémon Party. 77 children and parents came for the hour to enjoy the scavenger hunt, color, play the Guess that Pokémon game, and create Pikachu origami.
- Local author Scott Spires presented a program on how to get your book published.
- The Library is partnering with the City of Lake Forest and other organizations to celebrate Earth Day with a month of eco-friendly activities. This year's theme is "Act for Earth." The Library's blog shares information and other library events (in addition to the Read Between the Ravines events) at [Celebrating Earth Month All April!](#)

### Collection Feature

Library staff are finalizing Phase 1 of the Youth and Adult Accessibility Collections. Items were purchased in March and are currently being assembled into kits, labeled, and cataloged, with a launch date goal in May.

### Friends of Lake Forest Library

The Friends are planning to host a children's book sale in the Library foyer June 9-11, 2022. Information and details are included in the Library Events Calendar. Donations may be left on the Library dock.

## PLA Highlights

Emmy Neal, YA Librarian, Michelle Frigo, Children's Librarian, and Erin Murray, Adult Services Librarian, attended the Public Library Association Conference in Portland, Oregon from March 23

– 25. Educational highlights included the following sessions:

- *Teen Perspective on Positive Youth Development* panel focused on creating strength-based and sustainable programming for tween and teen patrons to encourage community buy-in and leadership development.
- *Equitable College Prep* provided strategies and ideas for programming college prep activities for teens. The Library already offers some options (practice tests, resume workshops) and will look to additional options to Teen repertoire.
- *Empowering Staff to Address Disruptive Behaviors* focused on de-escalation practices for staff as well as processes for documenting and addressing staff well-being following library incidents.
- *EDI: Doing the Work* shared that libraries cannot be neutral on the subject of EDI and librarians need to know how to facilitate talks/discussions about race and establish guidelines for these discussions.
- *Offering Dementia-Friendly Services*: This panel focused on how programs are about preserving dignity, identity, and independence. Memory cafes are a great resource.
- *Horrible, Evil Library Books*: Librarians need to prioritize system-wide intellectual freedom training for the staff and make it important to keep personal beliefs and ethics out of book buying.
- *Braille Enhanced StoryWalks: Designing and Collaborating for Accessibility*: This panel focused on sharing a way to adapt StoryWalks to make them more accessible to patrons in the community. Important topics included a step-by-step breakdown of the process to produce a Braille Enhanced StoryWalk.
- *Fostering Readers: Researched-based Literacy Activities in English/Spanish for K-3rd Graders*: This panel shared information and resources about the Fostering Readers project and outlined steps to creating successful research-based literacy programs at libraries, specifically targeting the literacy development of children in grades K – 3.
- *Bringing NASA to Nevada: A Hands-On Learning Partnership*: This panel highlighted the successful partnership between Nevada Libraries, NASA, and the Desert Research Institute (DRI) that brought hands-on STEM learning activities to children in grades 3 – 5 in underserved communities in Nevada. The emphasis of this partnership was to make knowledge and resources about NASA accessible to children and to spark their interest in both NASA and STEM-based learning. Included pictures of the materials in each of the three kits and ideas on how to adapt this in other communities.

## Personnel Matters

- 20 years and counting. Congratulations to Lynn Krambeer, a member of the Library's technical services team, on her 20-year anniversary. Lynn joins the other 20+ year club members, Celia MacNaughton, circulation assistant (21), Jeanie Kennedy, circulation assistant (23), Lorie Rohrer, head of youth services (32), and Kathy Wellington, children's librarian (24)!

- Jen Finnerty joined the Library as a part-time Adult Services Librarian. Beth Grossman, a part-time shelver, left the Library as she is relocating to Indiana.
- Monthly staff meetings are being scheduled for the rest of the year.
- Step one of the year-end staff evaluation process completed on April 4 with the submission by each staff member of a self-evaluation. Supervisors are now reviewing the self-evaluation with each staff member and completing a year-end performance evaluation. This work takes place through April 26.

### Technology projects

RFID self-checks launched March 15 with two self-check stations in the Rotunda and two stations in the Children's Library. These state-of-the-art machines are easier to use and include more features than the previous beta self-check machine. Library staff are offering to show patrons how to use the self-check machines and providing assistance as needed.

The new self-check stations are easy to use and provide patrons with an option for contactless service. Many children enjoy being able to check out their items all by themselves.

- Scan your Lake Forest Library card.
- Place your entire stack of items on the platform. Multiple items check out at once.
- Follow the prompts on the screen. You're done!



The touchscreens of the self-check stations have a customizable banner across the top and space on the right side for promoting Library events and services. The promotion spaces include a QR2 code enabling patrons to scan with a phone to get more information. Earth Month, the Library eNews, and Ragdale's Novel Affair are currently being promoted.

The new security gates in the Foyer and Children's Library are airier and more streamlined, which creates:

- More spacious pathways
- Easier access to nearby shelves
- More open views of our beautiful Library



(Left) Beta self-check machine and gates. (Right) Self-check machine and new RFID gates.



(Left) Previous gates in Children's Library. (Right) New RFID gates.