LAKE FOREST
LIBRARY

LAKE FOREST LIBRARY BOARD OF TRUSTEES
Lake Forest Library, 360 East Deerpath Road, Lake Forest, IL 60045
Kasian Room, Lower Level
Tuesday, June 14, 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.

Agenda
1. Welcome and call meeting to order.
2. Board of Trustees roll call.
3. President's Remarks.
4. Call for Additions to the Agenda.
5. Opportunity for the Public to Address the Board.
6. No action item: Correspondence and Information Report.
7. Consent Agenda (omnibus vote on matters 7(a)-7(d)):
    a. Approval of the June 14, 2022 Agenda;
    b. Approval of May 10, 2022 Regular Meeting Minutes;
    c. Approval of the May 2022 Financial Report; and
    d. Authorize the filing of the FY2022 Illinois Public Library Annual Report (IPLAR).
8. Discussion and approval of Staff and Public Computer Refresh.
9. Nominating Committee: Officer Slate and Election of Officers for July 1, 2022 – June 30, 2023.
10. No action item: 2021-2023 Strategic Plan Progress Report.
11. No action item: Library Operations report.
12. President's Remarks.
13. Unfinished Business.
14. New Business.
15. Adjournment.

Upcoming Meetings: Regular Board: July 12, 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 and Information Report for June 14, 2022 Board Meeting

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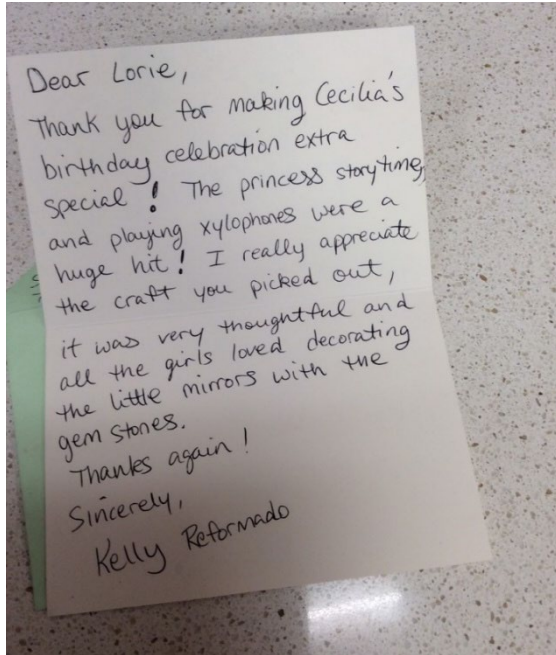

6/6/2022 Rommy Lopat

Ms. Lopat noted the oaks on the east side of the Library appear to be dying. Other residents and staff have noted the situation as well. The Library has been in touch with the City Forester about the trees as the decay seems to have accelerated over the last year.

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5/22/2022 Visiting Patron

Circulation Desk reported that a patron visiting from Greece was truly touched by the artwork in the Rotunda. We loaned her the booklet "Art in the Lake Forest Library" and she spent some time touring the Library's art collection. She said that she never expected to see such beautiful art in an American library.

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5/17/2022 Kelly Reformado

Thank you note sent for the April 30, 2022 storytime. The Library donated a "personal storytime" event to the Episcopal pre-school charity auction.

Dear Lorie,
Thank you for making Cecilia's birthday celebration extra special! The princess storytime, and playing xylophones were a huge hit! I really appreciate the craft you picked out, it was very thoughtful and all the girls loved decorating the little mirrors with the gem stones.
Thanks again!
Sincerely,
Kelly Reformado

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5/16/2022

Patron Igne Knauz asked Michele Jacobson (Circulation Assistant) to thank the Adult Services Librarian who delivers the books to her home. Kate Buckardt, Head of Adult Services, delivers books to her about once a month.

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5/16/2022 James Ridge

Mr. Ridge called the Director to express his appreciation for the work done by Annalisa Soukup, Adult Services Librarian. He noted that he was a businessman and found her customer service outstanding. He especially noted that she remembered his name and made everything about the book pickup easy and convenient for him. Annalisa worked his spouse to understand her special needs and now selects materials for her for him to pick up. Mr. Ridge called her a great employee and would hire ten of her if he could.

Lake Forest Library Board of Trustees
360 E Deerpath Road, Lake Forest, IL 60045
Regular Meeting Minutes
7:30 p.m., May 10, 2022

CALL TO ORDER
President John F. Johnson, welcomed all, and called the meeting to order at 7:30 p.m.

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: Ed Finn, Director of Operations; Sameer Notta, Finance Officer
Absent: Catherine Lemmer, Executive Director

CALL FOR ADDITIONS TO THE AGENDA
None

OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD
Susan Athenson, President of the Lake Forest Preservation Foundation, thanked the Board for video recording the April 12th Library Board meeting. The Board will continue video recordings for their meetings.

CORRESPONDENCE REPORT
No discussion.

APPROVAL OF THE CONSENT AGENDA
Consent Agenda (omnibus vote on matters 6(a)-6(e)):
   a. Approval of the May 10, 2022 Agenda
   b. Approval of April 12, 2022 Regular Meeting Minutes
   c. Approval of the April 2022 Financial Report
   d. Approval of renewal contract with Outsource IT Solutions Group (OSG)
   e. Approval of FY2023 non-resident card fee of $628.17

Trustee Lemke asked if the non-resident card fee covers the entire family or is it only for an individual. Mr. Finn answered the question, later in the meeting, that the $628.17 fee covers the entire family's ability to use the Lake Forest Library. Trustee Strong asked if there was a cap on the number of non-resident cards purchased. President Johnson stated that he is not aware of a cap on the number of cards.

Trustee Arnson made a motion and seconded by Trustee Grob to approve the Consent Agenda. 9 yea votes. Motion passed unanimously on a roll call vote.

DISCUSSION AND APPROVAL OF INCREASE IN LIABILITY COVERAGE

Trustee Desmond stated that she believes that the recommendation supplied by the insurance company, Hill & Stone Insurance Agency, Inc. was adequate as presented at the April Board meeting. Trustee Grob mentioned the acknowledged lack of accessibility in the Library and wanted Library Board members sufficiently covered in the case of an incident occurring on the Library premises.

Trustee Desmond made a motion and seconded by Trustee Shattock to accept the recommendation of Hill & Stone Insurance Agency Inc., presented at the April 12th Board Meeting regarding liability coverage. 9 yea votes. Motion passed unanimously on a roll call vote.

COMMITTEE REPORTS

President Johnson informed the Board that Trustee Bertola and Trustee Arnson consented to serve on the Nominating Committee to develop the officer slate for the election of the officers for the FY2023 Library Board. He will serve as the third member of the Committee. The Committee will present the officer slate during the June 14th meeting.

Trustee Desmond made a motion, seconded by Trustee Lemke, to approve the members of the Nominating Committee to create the slate of officers for the FY2023 Library Board. 9 yea votes. Motion passed unanimously on a roll call vote.

Trustee Bertola, Chairperson of the Building Committee, introduced Ken Itle from Wiss, Janney, Elstner Associates, Inc. ("WJE"), to present recommendations for the Dome repair and restoration project. Mr. Itle reminded the Board of the terminology used in the description of the Dome and adjacent structures. He described how the design of the dome and adjacent structure handles rain as it descends off the building. He pointed out the structural problems and how to better manage the water to alleviate damage to the Library interior and exterior structure.

He recommended keeping the original 1930s skylight with repairs to cracked glass and sealant work to the joinery. Mr. Itle suggested that the existing leaded copper (1984 vintage material), wood battens, and felt underlayment for the gypsum deck, be removed on the Dome. Replacement materials include a rubberized underlayment, new wood battens, and tin-zinc alloy roofing to match the original copper detailing.

At the base of the Dome, he proposed a slight modification to the primary cornice detail to include subtracting a curve and including a gutter into the assembly which would help manage the rain drainage to keep water off the masonry walls. Mr. Itle suggested that work be done on the corner areas by removing all the 1980s material to get down to the original structural deck and apply new underlayment and copper-coated roofing to match the profiles and details of the existing Dome. There may be subtle changes to the corner piers but would not be visible from ground level.

The stone masonry would be cleaned, joints resealed, and copper flashings added to skyward facing surfaces. The gutters on the perimeter would remain. The brick masonry walls need repointing at the joints on the four walls under the Dome down to grade level.

Interior repair work would include cleaning the efflorescent by dry brushing the walls, repointing joints, replacing small bricks to restore the wall to its original integrity. Also, he suggested adding three inches of insulation to the Dome roof, without creating moisture problems. Also, tap into duct work in the Rotunda area to add conditioned air into the attic space to add warmth in the winter, and cool and dehumidify in the summer, and to dry out the waterlogged masonry walls of the Dome. The steel trusses and the gypsum deck of the Dome are in good shape. The laylight in the lobby is in very good shape and only needs housekeeping after the project is completed.

Ceiling and walls need plaster repair and then priming and painting. He recommended that work on the murals in the Rotunda be deferred because this work needs to be completed by a conservator and should be separate from the roof and mason contractors. Also, he believes that work on the murals should occur after the Dome repair and restoration is watertight and the project has settled, which may take several seasons to realize. Trustee Desmond asked if the murals should be removed from the walls before repair and restoration starts. Mr. Itle said it would not be feasible to remove them before the construction work starts. He stated the majority of the work will take place outside the building, but the plastering and painting contractors need to protect the murals, as well as all the interior finishes, when restoring the interior walls and ceiling. He stressed the importance of making sure the exterior is watertight at the end of each day of construction.

Mr. Itle discussed the lead-coated copper used in the structure of the Dome and weathering effects on the exterior of the building. Due to health concerns a lot of manufacturers have dropped production of lead-coated copper so there is only one fabricator left in the U.S. He suggested a substitute material of tin-zinc-coated copper (Freedom Gray™) that will weather to a neutral gray. The material sample he provided to the Board was reflective but will lose its sheen to become dull over time.

The construction phase for the Dome project will start with building scaffolding around the entire Dome area which will affect the courtyards and part of the northwest side parking lot. The next steps include the Library Board confirming the scope of the project, presenting to the Historic Preservation Commission on May 25th to obtain the Certificate of Appropriateness, moving forward with creating construction drawings and specs, obtaining construction bids and then completing the construction. Trustee Desmond asked if the Library could remain open during construction. Mr. Itle said that since most of the work takes place outside with only the smaller work occurring with the plaster repair and painting happening inside, he believed the Library could remain open. He warned the Board that there will be dust and noise associated with the construction. Trustee Desmond asked about the maintenance of the Dome over the years. Mr.

Itle responded that the skylight would need attention to the sealant every 5-10 years to prevent gaps, the sheet metal work will be low maintenance, the gutters and the drainage need regular attention to prevent clogs from leaves and debris and keeping tabs on sealed joints where two different materials are joined. WJE could put a maintenance plan together.

The entire project should take many months but less than a year to complete. President Johnson asked if the type of seams used will be solder or mechanical. Given the geometry and the complexity of the work, Mr. Itle responded that a lot of soldering will be needed. The contractors will have to demonstrate that they know how to solder a good seam, and that they understand the complexities of the wraps around the radius of the Dome.

Mr. Itle answered questions from the community.
Paul Bergmann asked about the damage of the wood battens. Mr. Itle responded that they would be replaced. Mr. Bergmann asked about bending the metal for the wrap without fatiguing the metal. Mr. Itle said that copper lends itself to being bent and warped without fatigue.

Susan Athenson asked if the skylight will be opaque or clear to let light into the Rotunda. Mr. Itle responded that the skylight at the roof level is wire glass and the laylight is a milky, frosted glass. She asked about the downspouts located on the building. Mr. Itle said there will be two new downspouts located on the north side of the dome (rear) down to the flat roof area over the stacks out of view from most vantage points. Ms. Athenson asked about the wood kneewall below the dome structure as viewed from the interior of the dome attic. Mr. Itle answered that the wood infill wall below the dome and the masonry area is not structural and has a fair amount of water damage and would likely need to be replaced anyway so reworking it to accommodate the proposed gutter detail would not be a problem.

Bob Shaw asked about the experience of WJE in completing this type of repair and restoration to domes and have they made similar recommendations to the client. Mr. Itle responded that every job is different, but he has been very happy with the results of the tin-zinc-copper used in other jobs. Mr. Shaw wanted clarification on timeframe of the job completion given supply chain issues and the effects of COVID. Mr. Itle agreed that these have been unusual times, but he believes that the completion of one year from the start time to completion is reasonable given that the material used are not uncommon or unusual.

Ms. Atkinson asked about the risk of fire during the project. Mr. Itle said that open torches for soldering will not be used, and the contractors will need to be skilled in this process. Also, he addressed her question about his experience of dealing with this type of dome and he said the Library Dome is unique in some details and aspects.

Trustee Arnson made a motion and seconded by Trustee Desmond to authorize the submission of an Application to the Historic Preservation Commission for a Certificate of Appropriateness

based on recommendations by Wiss, Janney, Elstner Associates, Inc. on the Dome Project. 9 yea votes. Motion passed unanimously on a roll call vote.

LIBRARY OPERATIONS REPORT
President Johnson called attention to Librarians on staff. Michelle Frigo, Children's Librarian, was nominated for the Illinois Library Association 2022 Youth Librarian of the Year. Emmy Neal, YA Librarian, was nominated for the Illinois Library Association 2022 YA Librarian of the Year. Also, Kate Buckardt has been promoted to Head of Adult Services. Also, he noted the popularity of the RFID system, with adults and children using the self-checkout machines. Ed Finn updated the Board on the wrap over the Dome. It should be completed soon even with the additional work that was needed and the delays due to weather.

ADJOURNMENT TO EXECUTIVE SESSION
President Johnson asked to adjourn the public meeting to enter Executive Session. The Library Board adjourned into Executive Session pursuant to 5 ILCS 120/2(c)(1): The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.

Trustee Desmond made a motion and seconded by Trustee Shattock for adjournment of the public meeting at 8:37 p.m. 9 yea votes. Motion passed unanimously on a roll call vote.

RETURN TO REGULAR SESSION
President Johnson called the meeting to order at 10:12 p.m.

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.

Trustee Desmond made a motion, seconded by Trustee Arnson, to open Regular Session.
9 yea votes. Motion passed unanimously on a roll call vote.

PRESIDENT'S REMARKS
President Johnson called for a vote on the FY2023 annual compensation changes for Catherine Lemmer, Executive Director. The Board voted on the Annual Current Salary 5% Increase of $6,636 from $132,710 to $139,346, and a one-time merit bonus of 2% or $2,654. This makes the total annual compensation of $142,000 for FY2023.

Trustee Lemke made a motion and seconded by Trustee Shattock to approve Catherine Lemmer's Annual Current Salary 5% Increase of $6,636 from $132,710 to $139,346.
8 yea votes (Trustees Arnson, Bertola, Clifton, Desmond, Grob, Johnson, Lemke, and Shattuck), 1 no vote (Trustee Strong). Motion passed on a roll call vote.

Trustee Grob made a motion and seconded by Trustee Bertola to approved was one-time Merit Bonus of 2% or $2,654, making the total annual compensation of $142,000 for FY2023.
7 yea votes (Trustees Arnson, Bertola, Clifton, Grob, Johnson, Lemke, and Shattuck), 2 no votes (Trustees Desmond and Strong). Motion passed on a roll call vote.

UNFINISHED BUSINESS
None

NEW BUSINESS
None

ADJOURNMENT
Trustee Desmond made a motion, seconded by Trustee Shattock, to the adjourn the meeting. President Johnson adjourned the meeting by a visual vote at 10:18 p.m.

Upcoming Meeting: Regular Board Meeting, June 14, 2022.

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Elizabeth Grob, Secretary
Minutes approved by the Board on June 14, 2022.

FY2023 Revenue & Expenditure Statement

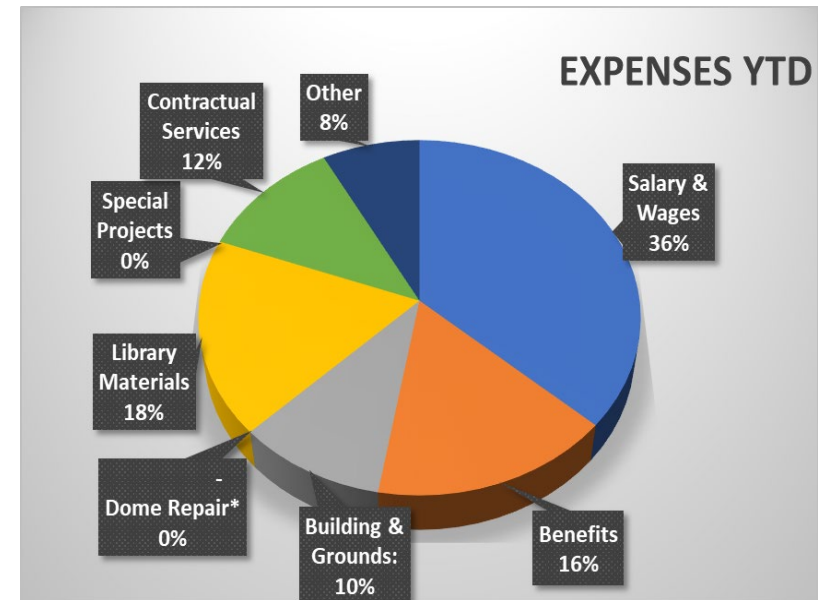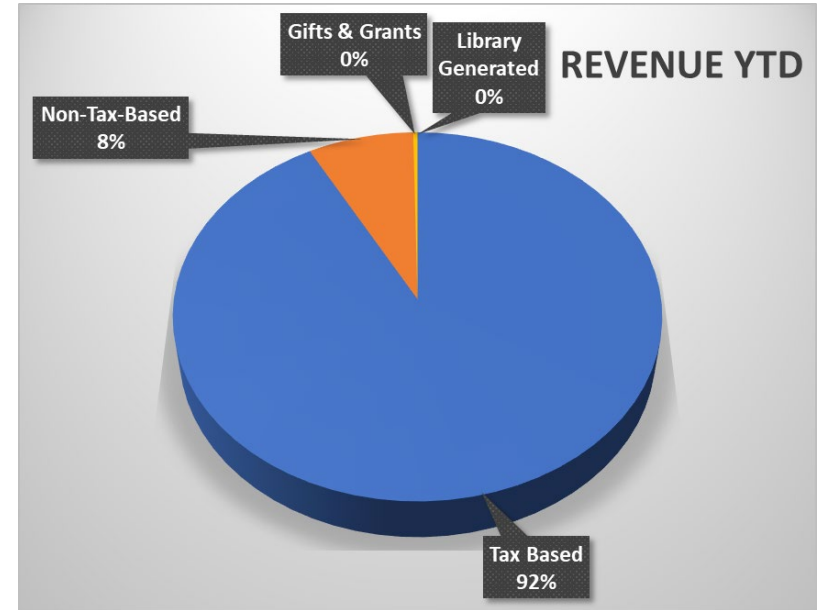**LAKE FOREST LIBRARY**

For the YTD May - 2022

Revenues	YTD	Budget	Budget Realized
Tax Based	295,420	4,394,900	7%
Non-Tax-Based	24,562	53,000	46%
Gifts & Grants	-	2,500	0%
Library Generated	991	88,260	1%
Total Revenues	**$320,973**	**$4,538,660**	**7%**

Expenses	YTD	Budget	Budget Utilized
Salary & Wages	93,274	1,954,260	5%
Benefits	41,390	791,831	5%
Building & Grounds:	25,568	438,675	6%
- Dome Repair*	-	-	
Library Materials	45,710	625,260	7%
Special Projects	-	82,000	0%
Contractual Services	29,474	301,800	10%
Other	19,965	312,864	6%
Total Expenses	**$255,381**	**$4,506,690**	**6%**

Total Net Income	$65,592

Reserves	
Reserve - Capital Improvements	4,000,000
Reserve - Technology Improvements	300,000
Capital Equipment	300,000
Fund Balance - Unassigned	1,550,419
Total Reserve Amount	**$ 6,150,419**

In FY 2022 Dome Repair Amount was $28,155

REVENUE YTD

Gifts & Grants 0%
Library Generated 0%
Non-Tax-Based 8%
Tax Based 92%

EXPENSES YTD

Contractual Services 12%
Other 8%
Special Projects 0%
Library Materials 18%
Dome Repair* 0%
Building & Grounds: 10%
Benefits 16%
Salary & Wages 36%

LAKE FOREST LIBRARY

FY2023 Revenue & Expenditure Statement

For the YTD May - 2022

Revenues	May	YTD	Budget
Tax Based	295,420	295,420	4,394,900
Non-Tax-Based	24,562	24,562	53,000
Gifts & Grants	-	-	2,500
Library Generated	991	991	88,260
Total Revenues	**$320,973**	**$320,973**	**$4,538,660**

Expenses	May	YTD	Budget
Salary & Wages	93,274	93,274	1,954,260
Benefits	41,390	41,390	791,831
Building & Grounds	25,568	25,568	438,675
Dome Repair*	-	-	
Library Materials	45,710	45,710	625,260
Special Projects	-	-	82,000
Contractual Services	29,474	29,474	301,800
Other	19,965	19,965	312,864
Total Expenses	**$255,381**	**$255,381**	**$4,506,690**

Total Net Income	$65,592	65,592	

In FY 2022 Dome Repair Amount was $28,155

Revenue By Month

$320,973

■ May

Expenses By Month

$255,381

■ May
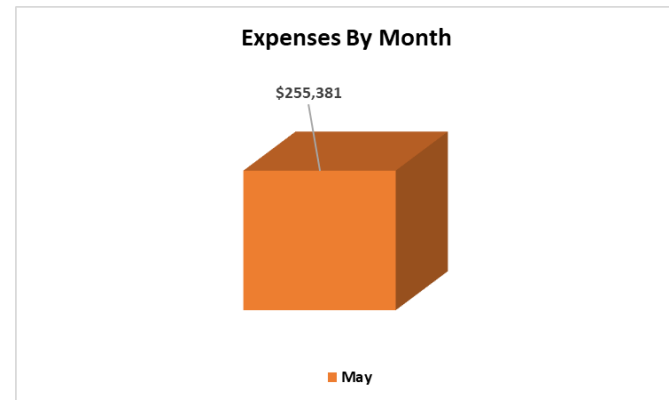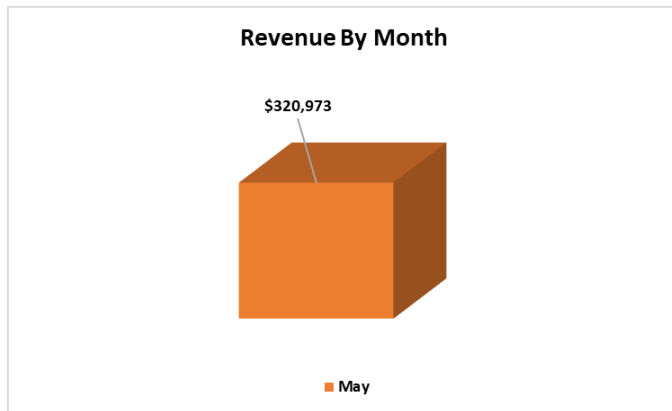
Lake Forest Library
Financial Notes and Variance Report
For the Month of May 2022 (Month 01) FY2023

May is the first month of the 2023 Fiscal Year

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

General Operations - Revenues
Property Tax: As of May 31, the Library received $295,420 in property tax distributions which is 7% of annual budget.

Non-Tax-Based: As of May 31, the Library received $24,562 in non-tax-based revenues. $24,562 reflects the first installment of the replacement of personal property tax payment. Non-tax-based income is 46% of FY budget.

Library-Generated: As of May 31, the Library received $991 in Library generated income. This income is from copiers and miscellaneous fees. Overall, the Library generated income of 1% of FY budget.

Gifts: As of May 31, No gifts and grants were received by the Library.

General Operations - Expenditures
Salaries, wages, and benefits: As of May 31, $93,274 for salaries and wages: 5% of FY budget; $41,390 for benefits: 5% of FY budget. $6,958 for SSN: 5% of FY budget; $6,254 for IMRF: 3% of FY budget.

Materials: Books, AV, and Electronic Services: As of May 31, $45,710: 7% of FY budget, this includes payments for periodical and database subscriptions.

Other Operating Expenditures: As of May 31, $49,439: 7% of FY budget. Includes $29,474 in contractual service.

Building and Grounds: As of May 31, $25,568: 6% of FY budget. Reflects the contracts and service calls for the cleaning service, elevator, repairs for HVAC, and other systems. First quarter of liability/casualty insurance premium of $8,739 has been paid.

Capital: As of May 31, $2,921: 1.7% of FY budget has been spent on the APC rack mountable smart UPS and APC network card.

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). An estimated amount of $921,893 un-utilized budget for FY2022 will be reflected in the operating cash reserve in upcoming months.

Year to Date FY2023: 6% of budget expenses; 7% budget revenues.

Authorization to file the FY2022 Illinois Public Library Annual Report

The Library has reporting obligations to entities other than the City of Lake Forest. The Illinois Public Library Annual Report (IPLAR) is prepared annually and filed with the Illinois State Library (https://www.ilsos.gov/departments/library/libraries/IPLAR/home.html). The IPLAR is due 60 days after the Library's year end (e.g., June 30, 2022).

The IPLAR requests information necessary to support the Illinois State Library's own reporting requirements. The data submitted by the Library and other Illinois libraries is available via the reporting tool known as Counting Opinions. The Library often pulls data for comparative and planning purposes.

The IPLAR shows FY2022 data as well as the data submitted for FY2021. Libraries are required to input explanatory notes if there is a significant change in the variable reported. The State Library provides guidance on how to assemble the data. Generally the outline of the requested data is as follows:

1.1-1.31	Administration
2.1-2.16	Service Outlets
3.1-3.7	Annual Report Data
4.1-4.7	Referenda
5.1-5.13	Current Library Board
6.1-6.3	Facility/Facilities
7.1-7.13	Assets and Liabilities
8.1-8.21	Operating Receipts by Source
9.1-11.2	Operating Expenditures by Category
9.1-9.3	Staff Expenditures
10.1-10.4	Collection Expenditures
11.1-11.2	Other Operating Expenditures
12.1-12.7	Capital Revenue and Expenditures
13.1-13.46	Personnel
15.1-15.39	Programs, Activities, and Attendance
16.1-16.4	Registered Users
17.1-17.9	Resources Owned
18.1-18.17	Use of Resources
19.1-19.2	Patron Services
20.1-20.5	Automation
21.1-21.9	Internet
22.1-22.3	E-rate
23.1-23.5	Staff Development and Training
24.1-24.3	Comments and Suggestions
25.1-25.5	Public Library District Secretary's Audit

IPLAR

IDENTIFICATION (1.1 - 1.31)

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

1.1 ISL Control # [PLSC 151, PLSC 701]	30393
1.2 ISL Branch # [PLSC 151, PLSC 701]	0
1.3a FSCS ID [PLSC 150, PLSC 700]	IL0277
1.3b FSCS_SEQ [PLSC 700]	002
1.4a Legal Name of Library [PLSC 152]	Lake Forest Library
1.4b If the library's name has changed, then enter the updated answer here.	
1.5a Facility Street Address [PLSC 153]	360 East Deerpath Road
1.5b If the facility's street address has changed, then enter the updated answer here.	
1.6a Facility City [PLSC 154]	Lake Forest
1.6b If the facility's city has changed, then enter the updated answer here.	
1.7a Facility Zip [PLSC 155]	60045
1.7b If the facility's zip code has changed, then enter the updated answer here.	
1.8a Mailing Address [PLSC 157]	360 East Deerpath Road
1.8b If the facility's mailing address has changed, then enter the updated answer here.	
1.9a Mailing City [PLSC 158]	Lake Forest
1.9b If the facility's mailing city has changed, then enter the updated answer here.	
1.10a Mailing Zip [PLSC 159]	60045
1.10b If the facility's mailing zip code has changed, then enter the updated answer here.	
1.11a Library Telephone Number [PLSC 162]	8472340636
1.11b If the telephone number has changed, then enter the updated answer here.	
1.12a Library FAX Number	0
1.12b If the fax number has changed, then enter the updated answer here.	
1.13 Website	http://www.lakeforestlibrary.org/

Library Director's Information

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

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

Library Information

Please provide the requested information about the library type.

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

Contract for Services

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

Number of contracting libraries:	

Legal name of library you contract with:	

Administrative Information

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

1.21a County in which the administrative entity is located [PLSC 161]	Lake
1.21b If the administrative entity's county has changed, then enter the updated answer here.	
1.22a Did the administrative entity's legal service area boundaries change during the past year? [PLSC 205]	No
1.23a Population residing in tax base (Use the latest official federal census figure) [PLSC 208]	19,367
1.23b If the population residing in the tax base has had a LEGAL change, then enter the updated answer here.	
1.23c Documentation of legal population change	
1.25a This library is currently a member of what Illinois library system?	RAILS
1.25b If the library's system has changed, then enter the updated answer here.	

Federal Public Library Criteria

According to the Institute of Museum and Library Services' Public Library Survey, a public library is an entity that is established under state enabling laws or regulations to serve a community, district, or region, and that provides at least the following:
1. An organized collection of printed or other library materials, or a combination thereof;
2. Paid staff;
3. An established schedule in which services of the staff are available to the public;
4. The facilities necessary to support such a collection, staff, and schedule; and
5. Is supported in whole or in part with public funds.

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

SERVICE OUTLETS (2.1 - 2.16)

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

2.1a Total number of bookmobiles [PLSC 211 & PLSC 712]	0
2.1b Total number of branch libraries [PLSC 210]	0
2.2a Are any of the branch libraries a combined public and school library?	No

Service Outlet Name

Location	2.3a Branch or Bookmobile Legal Name [PLSC 702]	2.3b If the outlet's legal name has changed, then enter the updated answer here.	2.3c Was this an official name change?
LAKE FOREST LIB.	LAKE FOREST LIBRARY		

ISL Control Number

Location	2.4 ISL Control # [PLSC 701]	2.5 ISL Branch # [PLSC 701]
LAKE FOREST LIB.	30393	3039300

Street Address

Location	2.6a Street Address [PLSC 703]	2.6b If the outlet's street address has changed, then enter the updated answer here.	2.6c Was this a physical location change?
LAKE FOREST LIB.	360 EAST DEERPATH ROAD		

Address

Location	2.7a City [PLSC 704]	2.7b If the outlet's city has changed, then enter the updated answer here.	2.8a Zip Code [PLSC 705]	2.8b If the outlet's zip code has changed, then enter the updated answer here.
LAKE FOREST LIB.	LAKE FOREST		60045	

County & Phone

Location	2.9a County [PLSC 707]	2.9b If the outlet's county has changed, then enter the updated answer here.	2.10a Telephone [PLSC 708]	2.10b If the outlet's phone number has changed, then enter the updated answer here.
LAKE FOREST LIB.	Lake		8472340636	

Square Feet

Location	2.11a Square Footage of Outlet [PLSC 711]	2.11b If the facility's square footage has changed, then enter the updated answer here.	2.11c Indicate the reason for the change/variance in square footage for this annual report as compared to the previous annual report.
LAKE FOREST LIB.	32,878		

IDs

Hours and Attendance

Location	2.12 Total public service hours PER YEAR for this service outlet [PLSC 713]	2.13 Total number of weeks, during the fiscal year, this service outlet was open for service to the public [PLSC 714]	2.14 Total annual attendance/visits in the outlet	2.15 Number of Weeks an Outlet Closed Due to COVID-19	2.16 Number of Weeks an Outlet Had Limited Occupancy Due to COVID-19
LAKE FOREST LIB.	[1]3,453	52	190,159	0	8

ANNUAL REPORT DATA (3.1 - 3.7)

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

3.1 Fiscal Year Start Date (mm/dd/year) [PLSC 206]	05/01/2021
3.2 Fiscal Year End Date (mm/dd/year) [PLSC 207]	04/30/2022
3.3 Number of months in this fiscal year	12
3.4 Name of person preparing this annual report	Catherine A. Lemmer
3.5 Telephone Number of Person Preparing Report	847-810-4602
3.6 FAX Number	-1 No Fax
3.7 E-Mail Address	clemmer@lakeforestlibraryorg.

REFERENDA (4.1 - 4.7)

Please enter information regarding any referenda the library was involved in during the fiscal year report period. A referendum requires a question be submitted to the voters at an election held under the general election law. Examples are: bond issue, district establishment, tax increase.

4.1a Was your library involved in a referendum during the fiscal year reporting period?	No

Referendum 1

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

Referendum 2

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

Referendum 3

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

Referendum 4

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

Referendum 5

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

CURRENT LIBRARY BOARD (5.1 - 5.13)

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

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

Report the most current information available.

5.1 Total number of board seats	9
5.2 Total number of vacant board seats	0
5.2b Please explain	
5.3 This public library board of trustees attests that the current board is legally established, organized, and the terms of office for library trustees are all unexpired.	Yes

First Member

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

Second member

5.7 Present Term Ends (mm/year)	06/2023
5.8 Telephone Number	224-430-4190
5.9 E-mail Address	bbertola@lakeforestlibrary.org
5.10 Home Address	1080 Griffith Road
5.11 City	Lake Forest
5.12 State	IL
5.13 Zip Code	60045

Seventh member

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

Eighth member

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

Ninth member

5.5 Name	Sue Shattock
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	06/2024
5.8 Telephone Number	847-687-5548
5.9 E-mail Address	sshattock@lakeforestlibrary.org
5.10 Home Address	1124 Lake Road
5.11 City	Lake Forest
5.12 State	IL
5.13 Zip Code	60045

FACILITY/FACILITIES (6.1-6.3b)

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

6.1 Does the library address the environmental needs of patrons on the autism spectrum?	No
6.2 Total Number of Meeting Rooms [2]	2
6.2b Total number of times meeting room(s) used by the public during the fiscal year	0
6.3 Total Number of Study Rooms	0
6.3b Total number of times study room(s) used by the public during the fiscal year	0

Capital Needs Assessment

ASSETS AND LIABILITIES (7.1 - 7.13)

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

Property

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

7.1 What is the estimated current fair market value for the library's real estate (land and buildings including garages, sheds, etc.)?	$14,751,010
7.2 During the last fiscal year, did the library acquire any real and/or personal property?	Yes

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

7.3 Purchase	$164,141
7.4 Legacy	$0
7.5 Gift	$0
7.6 Other	$0
7.7 Provide a general description of the property acquired.	Equipment, furniture, technology.

Fiscal Accumulations

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

7.8 Does your library have fiscal accumulations (reserve funds, outstanding fund balances, etc.)?	Yes
7.9 IF YES, then provide a statement that details the dollar amount(s) and the reason(s) for the fiscal accumulations.	The Library has $4,600,000 in reserve for needed technology, equipment, and building upgrades and repairs.

Liabilities

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

7.10 Does your library have any outstanding liabilities including bonds, judgments, settlements, etc.?	No

OPERATING RECEIPTS BY SOURCE (8.1 - 8.21)

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

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

NOTE: Round answers to the nearest whole dollar.

Local Government

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

8.1 Local government [PLSC 300] (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales which must be reported in 12.1a only)	$4,406,993
8.1a Is this library's annual tax levy/fiscal appropriation subject to tax caps [the Property Tax Extension Limitation Law, 35 ILCS 200/18-185, et seq.]?	Yes
8.1b Local government funds for the ensuing or upcoming/current fiscal year (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales.)	$0

State Government

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

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

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

8.2 Per capita grant	$28,578
8.3 Equalization aid grant	$0
8.4 Personal property replacement tax	$101,941
8.5 Other State Government funds received	$0
8.6 If Other, please specify	
8.7 Total State Government Funds (8.2 + 8.3 + 8.4 + 8.5) [PLSC 301]	$130,519

Federal Government

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

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

8.8 LSTA funds received	$0
8.9 E-Rate funds received	$0

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

Other Income

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

8.13 Monetary Gifts and Donations	$16,320
8.14 Other receipts intended to be used for operating expenditures	$65,582
8.15 TOTAL all other receipts (8.13 + 8.14) [PLSC 303]	$81,902
8.16 Other non-capital receipts placed in reserve funds	$0

Total Operating Receipts

8.17 TOTAL receipts (8.1 + 8.7 + 8.12 + 8.15) [PLSC 304]	$4,619,414

Safeguarding of Library Funds

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

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

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

8.18a The library safeguards its funds using which option?	Insurance Policy/Instrument
8.18b Proof of Certificate of Insurance for Library Funds	**Lake Forest Library Insurance Cert FY2023.pdf**
8.19 What is the coverage amount of either the surety bond OR the insurance policy/insurance instrument?	$2,000,000
8.20 Is the amount of the surety bond, insurance policy or other insurance instrument in compliance with library law?	Yes
8.21 The designated custodian of the library's funds is:	Municipal Corporate Authority

OPERATING EXPENDITURES BY CATEGORY (9.1 - 11.2)

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

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

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

NOTE: Round answers to the nearest whole dollar.

STAFF EXPENDITURES (9.1-9.3)

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

NOTE: Round answers to the nearest whole dollar.

9.1 Salaries and wages for all library staff [PLSC 350]	$1,628,870
9.2a Fringe benefits, for all library staff, paid for from either the library's or the municipal corporate authority's appropriation [PLSC 351]	$558,443
9.3 Total Staff Expenditures (9.1 + 9.2) [PLSC 352]	$2,187,313

COLLECTION EXPENDITURES (10.1 - 10.4)

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

NOTE: Round answers to the nearest whole dollar.

10.1 Printed Materials (books, newspapers, etc.) [PLSC 353]	$214,172
10.2 Electronic Materials (e-books, databases, etc.) [PLSC 354]	$229,485
10.3a Other Materials (CDs, DVDs, video games, etc.) [PLSC 355]	$64,779
10.3b Please provide an explanation of the other types of material expenditures.	Includes steam kits, accessibility kits, circulating tech, CD, DVDs
10.4 TOTAL Collection Expenditures (10.1 + 10.2 + 10.3) [PLSC 356]	$508,436

OTHER OPERATING EXPENDITURES (11.1 - 11.2)

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

NOTE: Round answers to the nearest whole dollar.

11.1 All other operating expenditures not included above (supplies, utilities, legal fees, etc.) [PLSC 357]	$1,001,772
11.2 TOTAL operating expenditures (9.3 + 10.4 + 11.1) [PLSC 358]	$3,697,521

CAPITAL REVENUE AND EXPENDITURES (12.1 - 12.7)

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

Capital Revenue

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

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

NOTE: Round answers to the nearest whole dollar.

12.1a Local Government: Capital Income from Bond Sales	$0
12.1b Local Government: Other	$0
12.1c Total Local Government (12.1a + 12.1b) [PLSC 400]	$0
12.2 State Government [PLSC 401]	$0
12.3 Federal Government [PLSC 402]	$0

12.4 Other Capital Revenue [PLSC 403]	$0
12.5 If Other, please specify	0
12.6 Total Capital Revenue (12.1c + 12.2 + 12.3 + 12.4) [PLSC 404]	$0

Capital Expenditures

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

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

NOTE: Round answers to the nearest whole dollar.

12.7 Total Capital Expenditures [PLSC 405]	$153,594

PERSONNEL (13.1 - 13.46)

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

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

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

Group A

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

Summary	12	12	$410.63	361.50
	13.1 Position Title	**13.2 Primary Work Area**	**13.3 Hourly Rate**	**13.4 Total Hours/Week**
	Head of Adult Services	Adult Services	[3]$41.46	37.50
	Adult Services Librarian	Adult Services	$28.78	37.50
	Children's Librarian	Children\'s Services	$28.78	37.50
	Adult Services Librarian	Adult Services	$25.12	37.50
	Executive Director	Library Director	$71.46	37.50
	Adult Services Librarian	Adult Services	$25.12	37.50
	YA Librarian	Young Adult Services	$28.78	37.50
	Head of Childrens	Children\'s Services	$55.10	37.50
	Children's Librarian	Children\'s Services	$30.61	37.50
	PT Adult Services Librarian	Adult Services	$24.00	8.00
	PT Adult Services Librarian	Adult Services	$26.22	8.00
	PT Adult Services Librarian	Adult Services	$25.20	8.00

Group A Total

13.5 Total Group A: FTE ALA-MLS (13.4 / 40) [PLSC 250]	9.04

Group A hidden group hours

Group B

This category includes other librarians. Include employees with the TITLE of LIBRARIAN who either have other types of library education (non-American Library Association (ALA) accredited library degrees; undergraduate library science majors or minors) OR do paid work that usually requires professional training and skill in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspects. Another row will automatically appear once data is entered in the current row.

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

Group B Total

13.11 Total Group B: FTE Other Librarians (13.10/40)	
13.12 Total FTE Librarians (13.5 + 13.11) [PLSC 251]	9.04

Group C

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

13.13 Total hours worked in a typical week by all Group C employees	559.50
13.14 Minimum hourly rate actually paid	$16.21
13.15 Maximum hourly rate actually paid	$52.39
13.16 Total FTE Group C employees (13.13 / 40)	13.99

Group D

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

13.17 Total hours worked in a typical week by all Group D employees	47.00
13.18 Minimum hourly rate actually paid	$15.00
13.19 Maximum hourly rate actually paid	$15.00
13.20 Total FTE Group D employees (13.17 / 40)	1.18

Group E

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

13.21 Total hours worked in a typical week by all Group E employees	85.50
13.22 Minimum hourly rate actually paid	$19.28
13.23 Maximum hourly rate actually paid	$36.86
13.24 Total FTE Group E employees (13.21 / 40)	2.14
13.25 Total FTE Other Paid Employees from Groups C, D, and E (13.16 + 13.20 + 13.24) [PLSC 252]	17.30
13.26 Total FTE Paid Employees (13.12 + 13.25) [PLSC 253]	26.34

Librarian Vacancies

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

Summary	2	2	2	75.00	4	$23.02	$61.67
	13.27 Position Title	13.28 Primary Work Area	13.29 Education Level	13.30 Total Hours/Week	13.31 Number of Weeks	13.32 Annual Salary Range	13.33 Annual Salary Range

				Vacant during report period.	Minimum	Maximum
Director of Patron Services	Assistant Library Director	Master's Degree (ALA accredited)	37.50	4	$41.11	$61.67
Maker Space Coordinator	Automation/Technology/Systems	Master's Degree (ALA accredited)	37.50	0	$23.02	$34.54

Newly Created Librarian Positions

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

Summary						
	13.34 Position Title	**13.35 Primary Work Area**	**13.36 Education Level**	**13.37 Total Hours/Week**	**13.38 Current Status: Filled or Unfilled**	**13.39 Date Filled (mm/year, if applicable)**

Eliminated Librarian Positions

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

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

LIBRARY VISITS (14.1 - 14.1a)

This section collects information on the number of library visits. This is prefilled, based on the answer from Section 2.14.

14.1 Total annual visits/attendance in the library [PLSC 501]	190,159
14.1a Library Visits Reporting Method [PLSC 501a]	Annual Count

PROGRAMS, ACTIVITIES & ATTENDANCE (15.1 - 15.39a)

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

Count all programs, whether held on- or off-site, or held virtually as a group that are sponsored or co-sponsored by the library. Exclude programs sponsored by other groups that use library facilities. If programs are offered as a series, count each program in the series. For example, a film series offered once a week for eight weeks should be counted as eight programs.
Exclude library activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, resume writing assistance, homework assistance, and mentoring activities.

Note: For more information, please refer to the Counting Opinions login screen for links to: "Guidance for Programs: Live Virtual and Recorded", "How to Count Programs and Activities", and "Virtual Programming Guidelines".

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

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

Note: For more information, please refer to the Counting Opinions login screen for links to: "Guidance for Programs: Live Virtual and Recorded", "How to Count Programs and Activities", and "Virtual Programming Guidelines".

	15.1 Synchronous Programs (All Group Programs by Age)	15.2 Attendance	15.3 Self Directed Activities	15.4 Self Directed Activity Participants
Children (0-5)	181	4,284	34	13,790
Children (6-11)	72	1,490	52	4,600
Children's Total	253	5,774	86	18,390
Young Adults (12-18)	90	1,728	20	548
Adults (19 and older)	167	2,546	37	2,830
General Interest	4	27	0	0
Total	514	10,075	143	21,768

Onsite, Offsite and Virtual (All Group Programs by Type)

	15.29 Program Sessions	15.30 Program Attendance
Synchronous In-Person Onsite Program Sessions	197	6,235
Synchronous In-Person Offsite Program Sessions	63	1,478
Synchronous Virtual Program Sessions	254	2,362
Total	514	10,075

Asynchronous Virtual Presentations (Subset of Self-Directed Activities)

15.37 Total Number of Asynchronous (Virtual) Program Presentations [PLSC 620]	73
15.38 Total Views of Asynchronous (Virtual) Program Presentations [PLSC 630]	8,480

Special Programming

15.39a Did the library provide any special programming for patrons on the autism spectrum?	Unknown

REGISTERED USERS (16.1 - 16.4)

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

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

16.1 Total Number of Unexpired Resident Cards	9,377
16.2a Total Number of Unexpired Non-resident Cards	0
16.2a (1) Of the total in 16.2a, how many Cards for Kids Act cards were issued?	0
16.2a (2) Of the total in 16.2a, how many Disabled Veterans cards were issued?	0
16.2b What was the total amount of the fees collected from the sale of non-resident cards during the past fiscal year?	$0.00
16.3 Total Number of Registered Users (16.1 + 16.2a) [PLSC 503]	9,377
16.4 Is your library's registered user/patron file purged a minimum of one time every three years?	Yes

RESOURCES OWNED (17.1 - 17.9)

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

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

For guidance in counting electronic materials, please reference the following guide: __Counting Electronic Materials for the IPLAR__

17.1 Print Materials [PLSC 450]	99,015
17.2 Current Print Serial Subscriptions [4]	5,638
17.3 Total Print Materials (17.1+17.2)	104,653
17.4 E-books Held at end of the fiscal year [PLSC 451] [5]	125,296
17.5a Audio Recordings: Physical Units Held at end of the fiscal year [PLSC 452]	9,133
17.5b Audio Recordings: Downloadable Units Held at end of the fiscal year [PLSC 453]	63,067
17.6a DVDs/Videos: Physical Units Held at end of the fiscal year [PLSC 454]	12,337
17.6b DVDs/Videos: Downloadable Units Held at end of the fiscal year [PLSC 455]	8,821
17.6c Other Circulating Physical Items [PLSC 462] [6]	2,358
17.6d Total Physical Items in Collection [PLSC 461]	122,843

Electronic Collections

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

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

electronic collections that are available online or are locally hosted in the library.

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

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

17.7 Local/Other Cooperative agreements [PLSC 456]	48
17.8 State (state government or state library) [PLSC 457]	16
17.9 Total Electronic Collections (17.7 + 17.8) [PLSC 458]	64

USE OF RESOURCES (18.1 - 18.17)

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

18.1 Number of adult materials loaned	195,146
18.2 Number of young adult materials loaned	10,620
18.3 Number of children's materials loaned [PLSC 551]	138,608
18.4 Total number of materials loaned (18.1 + 18.2 + 18.3)	344,374

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

For guidance in counting electronic content circulation and usage, please reference the following guide: <u>Reporting Electronic Item Usage for the IPLAR</u>

18.5 Books- Physical	215,355
18.6 Videos/DVDs- Physical	26,086
18.7 Audios (include music)- Physical [7]	11,314
18.8 Magazines/Periodicals- Physical [8]	2,970
18.9 Other Items- Physical [PLSC 561] [9]	13,428
18.10 Physical Item Circulation (18.5-18.9) [PLSC 553]	269,153
18.11 Use of Electronic Materials [PLSC 552]	75,221
18.12 Total Circulation of Materials (18.10+18.11) [PLSC 550]	344,374
18.13 Successful Retrieval of Electronic Information [PLSC 554]	67,772
18.14 Electronic Content Use (18.11+18.13) [PLSC 555]	142,993
18.15 Total Collection Use (18.10+18.11+18.13) [PLSC 556]	412,146
18.16 Interlibrary Loans Provided TO other libraries [PLSC 575]	17,533
18.17 Interlibrary Loans Received FROM other libraries [PLSC 576]	11,686

PATRON SERVICES (19.1-19.2)

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

Reference Transactions

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

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

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

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

19.1 Total Annual Reference Transactions [PLSC 502]	42,607
19.1a Reference Transactions Reporting Method [PLSC 502a]	Annual Count

One-on-One Tutorials

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

19.2 Total Annual One-on-One Tutorials	1,233

AUTOMATION (20.1 - 20.5)

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

20.1 Total number of ALL computers in the library	82
20.2 Total number of PUBLIC USE (Internet and non-Internet accessible) computers in the library)	43
20.3 Is your library's catalog automated?	Yes
20.4 Is your library's catalog accessible via the web?	Yes
20.5 Does your library have a telecommunications messaging device for the hearing impaired?	No

INTERNET (21.1 - 21.9)

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

21.1 Does your library have Internet access?	Yes
21.2a What is the maximum speed of your library's Internet connection? (Select one) [10]	45 Mbps or more
21.2b If Other, please specify	
21.3 What is the monthly cost of the library's internet access? [11]	$1,874
21.4 Number of Internet Computers Available for Public Use [PLSC 650]	43
21.5 Number of Uses (Sessions) of Public Internet Computers Per Year [PLSC 651]	11,268
21.5a Reporting Method for Number of Uses of Public Internet Computers Per Year [PLSC 651a]	Annual Count
21.6a Reporting Method for Wireless Sessions [PLSC 652a]	Annual Count
21.7 Does your library utilize Internet filters on some or all of the public access computers?	No
21.8 Does your library provide instruction (workshops, classes) to patrons on the use of the Internet?	Yes
21.9 Number of website visits or sessions to your library website [PLSC 653]	176,417 --Select--

E-RATE (22.1 - 22.3)

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

22.1 Did your library apply directly for E-rate discounts for the fiscal year?	No
22.3 If NO, why did your library NOT participate in the E-rate program?	

STAFF DEVELOPMENT & TRAINING (23.1 - 23.5)

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

23.1 How much money did your library spend on staff development and training this fiscal year? (Round answer to the nearest whole dollar.)	$16,282
23.2 Does the above amount include travel expenses?	Yes
23.3 How many hours of training did employees receive this year?	949.00
23.4 Does your library provide training to enable staff to better serve their patrons on the autism spectrum?	Yes
23.5 Would you like to receive autism training at your library?	Yes

COMMENTS AND SUGGESTIONS (24.1-24.3)

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

24.1 Are there any other factors that may have affected your library's annual report data of which you would like to make us aware?	-1 No Comments
24.2 Are there any unique programs or services your library provided during the report period of which you would like to make us aware?	
24.3 Please provide any comments, suggestions or concerns about the Illinois Public Library Annual Report (IPLAR).	

COVID-19 QUESTIONS

Closed Outlets Due to COVID-19	No
Public Services During COVID-19	Yes
Electronic Library Cards Issued During COVID-19	Yes
Reference Service During COVID-19	Yes
Outside Service During COVID-19	Yes
External WiFi Access Added During COVID-19	Yes
External WiFi Access Increased During COVID-19	Yes
Staff Re-Assigned During COVID-19	No

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

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

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

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

IPLAR CERTIFICATION

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

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

	Electronic Signature	Date
Library Director	Catherine A. Lemmer	06/14/2022
President	John F. Johnson	06/14/2022
Secretary	Elizabeth Grob	06/14/2022

[1], 2.12 Return to pre-COVID hours with exception of Sundays. (*0-2022-06-03*)

[2], 6.2 The library has two rooms it uses for Library programming. These are not available to the public for non-Library uses. (*0-2022-06-07*)

[3], 13.3 Executive Director is salaried at $139,346 annually (*0-2022-06-05*)

[4], 17.2 Includes microfilm serials available to the public and for ILL. (*0-2022-06-06*)

[5], 17.4 Purchased less copies to meet demand. (*0-2022-06-08*)

[6], 17.6c Includes circulating technology, STEAM kits, and Accessibility kits and equipment. (*0-2022-06-06*)

[7], 18.7 Includes for program use (*0-2022-06-07*)

[8], 18.8 includes in house use (*0-2022-06-07*)

[9], 18.9 Includes circulating tech (Launchpads, go pros, laptops, etc.), steam kits, accessibility kits, (*0-2022-06-07*)

[10], 21.2a Fiber (*0-2022-06-07*)

[11], 21.3 The Library moved to fiber internet in May 2021. (*0-2022-06-08*)

Discussion and approval of Staff and Public Computer Refresh.

The Library currently leases 31 staff computers and 34 patron computers under a lease that will end in August 2022. OSG, the Library's Managed Service Provider, and the Library have been evaluating a variety of options that include a new lease, continuing a partial lease, and outright purchase.

An outright purchase will allow the Library to move to a five-year refresh program. As seen below, replacing all the computers at one time will realize savings over a leased or phased approach.

5- Year Refresh Cycle	2023	2024	2025	2026	2027	Total Cost
Purchase Cost	$ 120,270	$ -	$ -	$ -	$ -	$ 120,270
Reserve Amount (Savings)	$ -	$ 33,074	$ 33,074	$ 33,074	$ 33,074	$ 132,297
Total	$ 120,270	$ 33,074	$ 33,074	$ 33,074	$ 33,074	$ 252,567

Phased 5-Year Refresh Cycle	2023	2024	2025	2026	2027	Total Cost
Purchase Cost (Phased)	$ 71,474	$ 48,796	$ -	$ -	$ -	$ 120,270
Public Computer Lease Extension	$ 12,000	$ -	$ -	$ -	$ -	$ 12,000
Reserve Amount (Savings)	$ -	$ 33,074	$ 33,074	$ 33,074	$ 33,074	$ 132,297
Total	$ 83,474	$ 48,796	$ -	$ -	$ -	$ 264,567

5-Year Lease	2023	2024	2025	2026	2027	Total Cost
Lease Estimate	$ 55,000	$ 55,000	$ 55,000	$ 55,000	$ 55,000	$ 275,000

The estimated purchase cost above is based on current pricing and availability. Library staff feels it is prudent to include a 10 percent reserve, as in past technology projects, see costing below:

Staff Computers (30)	$ 71,474
Patron PC's (26)	$ 48,796
Combined Total (56)	$ 120,270
Board Request (Including 10% Reserve)	$ 132,297

At this time the Library is asking for approval to the purchase new staff and patron computers not exceed $133,000.00.

Nominating Committee

The Nominating Committee is responsible for developing and presenting the officer slate to the entire Library Board for a vote. The slate consists of the President, Vice President, Secretary, Treasurer, and such other officers as the Board of Trustees may deem necessary (Article III, Section 1, of the Library's Bylaws).

Under Article III, Section 2, of the Library's Bylaws, officers are elected by the Board of Trustees and serve a term of one year. The same Board member may hold the office of President for not more than two consecutive one-year terms. All officers shall hold office until the next annual election or until their respective successors have been duly elected and qualified.

The Nominating Committee proposes the following slate for the July 1, 2022 – June 30, 2023 year:

President - John Johnson
Vice President - Andrea Lemke
Treasurer - Jim Clifton
Secretary - Sue Shattock

At the June 14, 2022 meeting the Trustees will elect the officers by voice vote.

Board Discussion of 2021–2023 Strategic Plan Implementation

In the Library's current strategic plan, effective January 2021, the Library Board set out five broad goals for Library operations in 2021–2023. The following Progress Report detailing the significant actions taken by the Library during the period January 2021 through April 2022 was prepared for the Library's Board discussion. The Progress Report also provides an internally determined status for each goal: *complete/ongoing, on track*, or *up next.*

June 10, 2022

Dear Library Board and Community Stakeholders,

The Lake Forest Library is pleased to present the attached Lake Forest Library Strategic Plan 2021–23 Progress Report. The Progress Report details key takeaways and action highlights for each of the Strategic Plan's five goals.

The work done to implement the 2021–2023 Strategic Plan advances the Library's pivotal role of providing access to unbiased information, safe spaces for civil discourse, and shared resources to help communities recover and progress from the pandemic and civic discord events of the recent past. The following serves as a brief introduction and executive summary to the Progress Report, which covers the period from January 1, 2021–April 30, 2022. Among other things, the Library accomplished the following:

- Restored all operating hours, services, resources, and programming to pre-COVID status (noting there was some retrenching off and on during the reporting period);
- Provided over 930 programs and activities that engaged 44,093 Lake Forest residents;
- Launched 1000 Books Before Kindergarten, Lake Forest Authors Collection, and added new adult and youth Accessibility Collections with funding from The Buchanan Family Foundation;
- Held *Read Between the Ravines* and *Lake Forest Reads*, signature community-wide programs, and *After Hours,* author events with funding from The Dick Family Foundation;
- Provided Lake Forest residents with programming (virtual, hybrid, and in-person programming) that matched their comfort level and needs;
- Commenced assessment of programming using multi-field data coding and Microsoft Power BI;
- Completed an assessment of the print and audio collection for currency, relevancy, and condition and a diversity audit of the Teen Library collection;
- Tagged collection and launched RFID self-check and collection management services, providing the infrastructure for future RFID services;
- Responded to the Lake Forest community technological needs with adult and youth technology courses, one-on-one technology support sessions, Media Lab sessions, enhanced Wi-Fi and fiber internet;
- Delivered programs, resources, and services to support the local business community and individuals (adult and youth) seeking career and employment-securing skills
- Supported the work of the Building Committee to advance the dome restoration and repair project through the issuance of a Certificate of Appropriateness;
- Completed assessment of system infrastructure and is developing plans for the Board to evaluate and consider addressing these needs;
- Refreshed the foyer creating a casual flexible community gathering place;

- Introduced the Library Board to new technologies and options to support expanded service options;
- Partnered with numerous Lake Forest organizations and public and private schools to deliver programming and special events and sought feedback on these partnerships;
- Participated in City of Lake Forest sponsored collaborative events;
- Concluded FY2022 and FY2023 in sound financial position, with a surplus each year to address infrastructure and equipment needs;
- Continued to provide support to the Friends of Lake Forest Library and The Lake Forest Library Foundation;
- Enhanced the ability of Library Staff to fully support patron needs by migrating to Microsoft Office 365, migrating off on-site servers to cloud based systems, updating to a TEAMS based system, and investing in hybrid programming technology; and
- Completed benchmarking and market analysis to ensure Library remains competitive, an organizational structure study as part of cross training and succession planning, and posted three positions to add new skills and deeper technology and facilities support to enable the Library to better serve the Lake Forest community.

The Library Team is focused on delivering creative and innovative work to advance the Strategic Plan and the Library's important role in the Lake Forest community. As a result, the Library is a busy, exciting, and inviting place, focused on providing the highest level of service, resources, and programming. The Library's programming provides innovative options and traditional favorites, offering Lake Forest residents opportunities to gather, learn, discuss, and develop a sense of shared community. The Library Team looks forward to another productive, collaborative, and effective year of delivering outstanding resources, services, and programs to the Lake Forest community and advancing the goals of the Strategic Plan.

When I asked my kids what their favorite part of their day was at dinner, they both said the STEAM program at the library!

I know it's a lot of work to prepare for all of us. Please know that all of your efforts are appreciated!

LAKE FOREST
LIBRARY
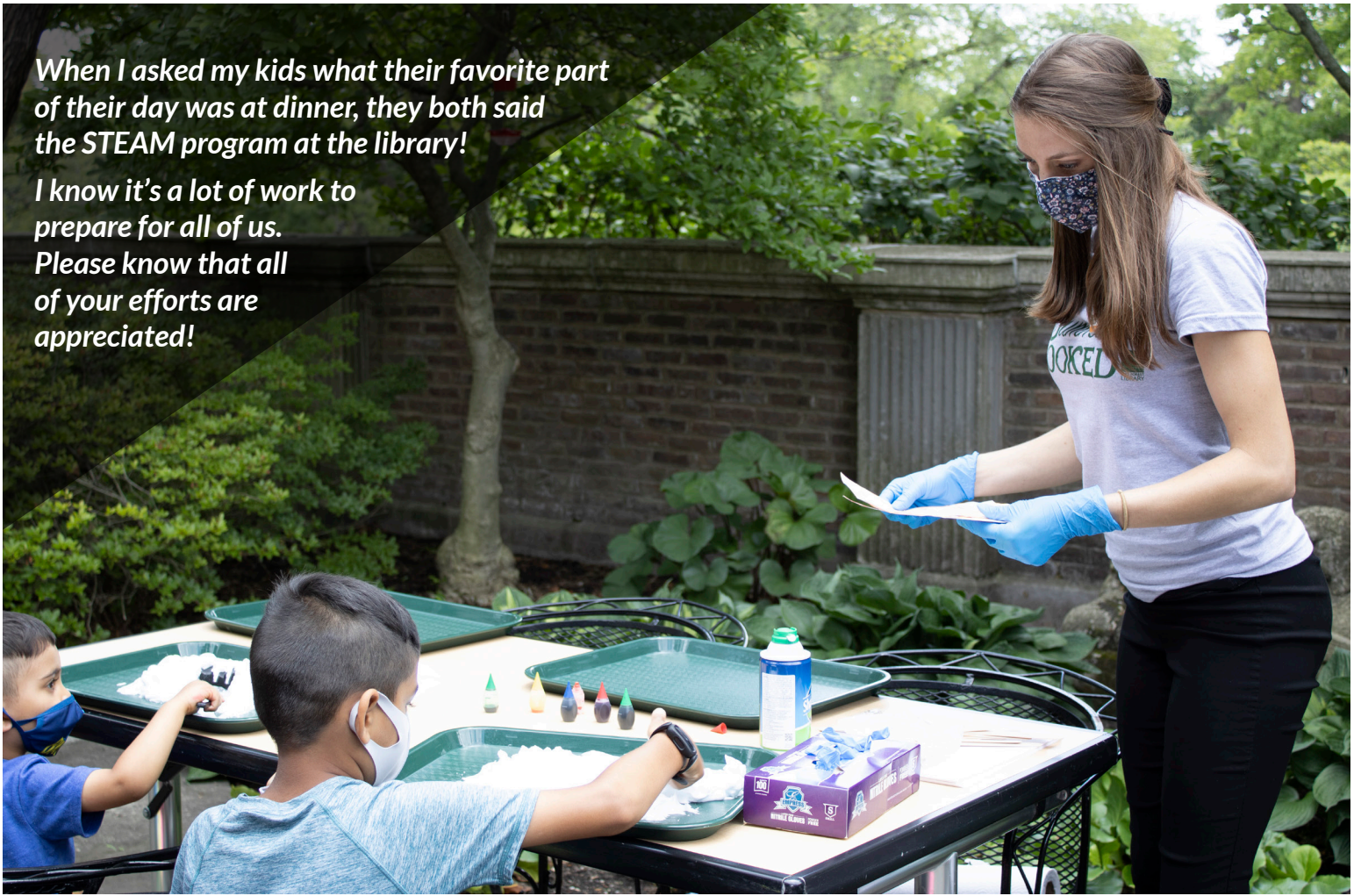
Lake Forest Library
2021–23 Strategic Plan

MAY 2022 PROGRESS REPORT

Hybrid meeting of Afternoons with Judy Levin book discussion group

1000 Books Before Kindergarten

Accessibility Collections

Lake Forest Authors Collection

Goal summary

Ensure equitable access to information, collections, technology, programs, and community interaction in an inclusive environment. Support staff to evolve services, resources, and programs to best meet the needs of patrons.

Key takeaways

Enhancing the user experience is the driving force of the Library and encompasses all the other Strategic Plan goals. The work is ongoing, as the Library Team implements, evaluates, seeks patron feedback, and modifies services, resources, and programs accordingly.

Throughout the course of the current Strategic Plan, the Library Team created and updated collections, launched new resources and programs, and improved technology.

The continued and uncertain nature of the pandemic, supply chain issues, and building limitations have necessitated creativity and perseverance on the part of the Library Team. Library leadership ensured that the Library did not stand still, but continued to innovate and evolve for the good of patrons and the community. The planned addition of a Director of Patron Services will continue to move this work forward and address the development of a culture of assessment.

Action highlights

- The Library Team implemented RFID technology. Numerous challenges were overcome including supply chain delays, personnel changes at the vendor level, and retrofitting an older facility to support new technology.

- Operations and Facilities managed the installation of self-check stations in the Rotunda and the Children's Library. Self-check stations enable patrons to choose contactless service and improve flow by diverting some foot traffic, shortening lines at circulation desks, and reducing pressure to rush staff or patrons.

- Librarians adapted programming throughout the pandemic, with events being either in-person or virtual as necessitated by health protocols. The Library invested in Jabra camera and speaker technology to enable hybrid events, and patrons can now choose to attend in-person or virtually.

- Patrons have appreciated the Library's efforts to support their preferences by providing hybrid programming. As a result, the Library invested in Jabra videoconferencing systems to stream and record larger events including Board and Staff meetings. Judy Levin, who has led book club discussions at several North Shore libraries throughout the pandemic, shared that the Jabra technology at Lake Forest Library was the easiest to use and the highest quality.

- Adult Services joined with other libraries through Illinois Libraries Present to virtually host prominent national and international authors including Jasmine Guillory, Silvia Moreno-Garcia, and Nick Offerman.

- Youth Services conducted a diversity audit of the fiction authors represented in the Young Adult Collection. Teen volunteers from the Library's Young Adult Advisory Board and local schools researched author race, gender, orientation, and disability. The audit provides a baseline to support targeted collection development efforts.

- Youth Services and Communications developed and launched 1000 Books Before Kindergarten. This reading program fosters and supports early literacy skills in Lake Forest youth and currently has more than 130 families registered.

- Librarians created the Youth and Adult Accessibility Collections. Patrons can borrow items and kits designed to support all ages, abilities, and diverse learning and development needs. These collections help make the Library more inclusive and make patrons more aware of diversity and disability issues, laying a groundwork of understanding and support for the important work of creating a facility that is welcoming to all.

- Adult Services curated the Lake Forest Authors Collection, giving new prominence to books that are valued by the community.

- The Library added Explore More Illinois, which gives library card holders instant online access to free and discounted tickets to museums, science centers, zoos, theaters, and more. It is even more accessible than Museum Adventure Passes, which continue to be available at the Circulation Desk.

Status of Goal 1

- 🟢 Complete/Ongoing
- 🟡 On Track
- 🟠 Up Next

Enhance the user experience

- 🟢 Ensuring collections, information, technology, and programs serve diverse populations by promoting equitable access and creating an inclusive environment for users of all ages, abilities, and backgrounds.

- 🟢 Facilitating the ability of diverse groups to meet and come together for information, networking, and shared experiences.

- 🟢 Investigating and adopting technology solutions that enable library users to customize and manage their library experiences.

- 🟠 Supporting and developing a culture of assessment through:

  - Developing tools and implementing processes that solicit, capture, measure, and incorporate patron feedback into planning and evaluation processes.

  - Developing and implementing a performance assessment tool and system of metrics for library programs, services, and resources.

  - Developing and disseminating educational staff resources on using performance assessment tools.

  - Regularly involving library staff in developing and responding to performance metrics.

  - Reporting annually to Library Board on assessment objectives and results.

T-shirt design class in the Media Lab

Goal summary

Evaluate and improve the usability of computer systems, Wi-Fi, digital collections, databases, and the Library website.

Key takeaways

This goal helps ensure that the Library Team has appropriate and effective technological tools to do their job, and that the Library provides the Lake Forest community with access to technology, services, and classes to improve their tech literacy.

All patrons benefit from the availability of technology at the Library. For some patrons, access to the printer, copier, and specialized Media Lab tools help them accomplish vital tasks. For other patrons, the ability to try new technologies and receive support from staff is a launchpad for them to discover new interests and skills.

Action highlights

▸ Operations managed the upgrade from cable to fiber internet, resulting in increased connectivity, upload/download speeds, and signal strength, range, and stability. Improved internet connectivity then enabled the Library to implement RFID and upgrade other Library technologies including staff phones and patron self-check services.

▸ Operations managed the installation of additional and upgraded wireless access points, providing patrons with improved Wi-Fi access throughout the building and courtyards.

▸ Librarians and the Media Lab continue to teach a wide variety of technology classes. Recent youth topics include STEAM storytimes, maker challenges, and coding classes for grades K–2 and 3–5. Recent adult topics include computer and software skills, video editing, logo design, website and podcast creation, and making custom t-shirts with iron-on vinyl.

▸ The Historical Lake Forester newspaper microfilm and digitized resources were updated to a more cost-effective vendor with an improved web interface. This database had 8,483 uses in the reporting period.

▸ Adult Services evaluated the Library's current database offerings and modified the package for FY2023 to better align with patron interests. The realignment enabled the Library to take advantage of special pricing through RAILS.

▸ Youth Services and Communications transitioned the Library's reading program software from READsquared to Beanstack, a more intuitive platform for patrons and staff which removes barriers to tracking reading online.

▸ The Media Lab, in large part due to our excellent staff, continues to grow in popularity as a resource for tech classes, personal projects, and community support. Whether helping rising star Kristel Bauer start her "Live Greatly" podcast, digitizing VHS tapes for the local post of the American Legion for archiving at the History Center, or providing one-on-one tech help, Media Lab staff receive frequent praise from patrons who appreciate their patient and dedicated help.

▸ Adult Services produced the Business eQuarterly, an email newsletter which boasts a high 75% open rate and features new business books, upcoming events, and database tutorials, and more.

Ensure access to technology and related educational opportunities

- Evaluating and upgrading support for computer systems and wireless networks to keep pace with user demand and ensure adequate speed and bandwidth.

- Incorporating considerations about patron convenience and intuitive access when evaluating new and existing resources and platforms, including databases and website.

- Developing programs and classes that educate users on the role of technology in our everyday lives (e.g., responsible digital citizens/informed content consumers and creators).

- Evaluating and strategically investing in digital collections.

- Strengthening the Lake Forest business community by actively listening, soliciting ideas, and providing e-resources and services for entrepreneurs, small businesses, home office and remote workers, and job seekers.
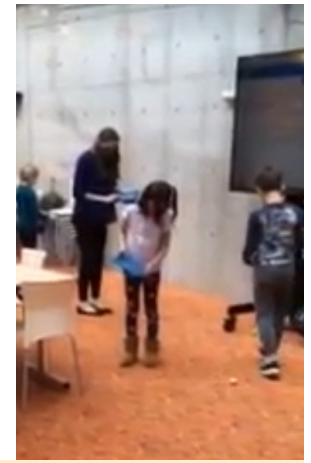
Youth Coding Classes

Digitizing VHS tapes for the American Legion

Installing Wi-Fi access points

Converting the collection to RFID

Installing new security gates
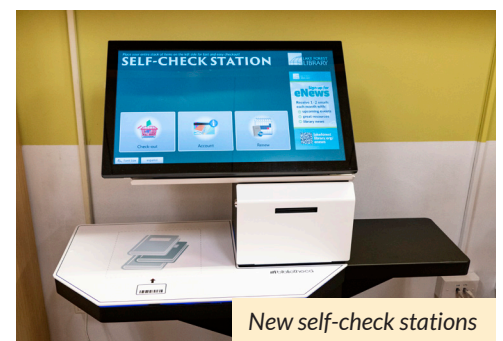
New self-check stations

New self-check stations and gates ion the Main Level

Refreshed Foyer with Remisoff mural exhibit

Community Table with Julie Morrison staff

Goal summary

Continue work to deliver library services, resources, and programs in a fully accessible building with consideration of potential service gaps based on geographic locations. Continue work with The Lake Forest Library Foundation to develop an ongoing culture of philanthropic support for the Library.

Key takeaways

The challenges of operating the Library throughout the pandemic presented the Library Board and Staff with many unexpected lessons about Library spaces. The demands of social distancing and adjusted service protocols required moving furniture that was never intended to be moved, providing contact-free access to materials, and supporting community members to engage with their Library online.

These lessons will inform other projects, such as re-envisioning the Media Lab and delivering improved services to West Lake Forest.

Navigating constraints on Library spaces and services also informed and catalyzed new developments in the Capital Improvement Project (CIP). To move the CIP forward in the shifting pandemic environment, the Library Board established a Building Committee and approved the prioritization of work on the Dome and Rotunda and retention of Wiss, Janney, Elstner Associates, Inc. WJE's proposed dome solution was granted a Certificate of Appropriateness from the Historic Preservation Commission in May 2022.

Managing the CIP in phases has afforded the Library Board and Staff the opportunity to devote time and attention to improvements within the confines of building's current space and infrastructure that immediately enhance the patron experience and support the Library Team in their work. This care and attention is most noticeable in (i) the refresh of the historic Foyer and (ii) the installation of self-check stations, streamlined security gates, and Wi-Fi upgrades (as detailed in Goal 1).

Foyer display of sculptures and paintings by Margot McMahon

Action highlights

- The refresh and decluttering of the Foyer restored the space as an inspirational and tranquil entry.

- By providing tables and chairs, the Foyer became usable for community connections. At any point, the Foyer may be host to patrons working on devices or catching up with neighbors, food drives for Have a Heart for Kids, a craft and hobby supplies swap, and meet and greets with staff from the offices of elected officials including Senator Julie Morrison, as well as Foyerside Chats with the Library Director and Board President.

- The new Foyer arrangement provides space for flexible exhibits such as (i) the Nikolai Remisoff artist and mural exhibit and (ii) sculptures and paintings by acclaimed local artist Margot McMahon, which served to promote her upcoming event in an engaging way.

- Circulation moved the holds service from the Foyer to shelves by the Adult Reference Desk. Items are already checked out, providing patrons with convenient grab-and-go contactless service.

- Facilities worked with outside vendors to install Needlepoint Bipolar Ionization throughout the Library HVAC system, improving indoor air quality and the effectiveness of the Library's HEPA filtration.

- Facilities managed repairs that improve Library appearance and function including: sealing leaks in the Kasian Room glass roof; touching up wood in the Reference Room; painting and patching walls and doorways in the Rotunda and Reed Room; decluttering and organizing storage areas and recovering space for an adverse weather shelter.

- Administration and Communications advanced the philanthropic work of The Lake Forest Library Foundation by supporting website development, donor coordination, creation of endowment campaign materials, and gift processing.

- The Library Team supported the work of the Friends of Lake Forest Library to promote and run their book sales. Operations and Facilities designed a plan for the Friends which provides dock collection space, storage, and a safer method for moving boxed books out of the Library at sale time.

- For consideration of future replacement of the DVD2GO machine in the West Lake Forest train station, Administration provided the Library Board information on how small spaces enhanced with new technology such as swipe-in access and dispensers result in big service returns.

Status of Goal 3

- 🟢 Complete/Ongoing
- 🟡 On Track
- 🟠 Up Next

Improve Library spaces to ensure accessibility and desired functionality

- 🟡 Continuing work on the Capital Improvement Project with library stakeholders to deliver a fully accessible and welcoming facility with modern reliable infrastructure and systems that deliver 21st century library services, programs, and resources.

- 🟢 Adhering to local, state, and national best practices for the health and safety of all who work in, use, or enter the building.

- 🟠 Undertaking meaningful research to measure service usage to determine and develop plans to address "service gaps" based on geographic locations.

- 🟠 Encouraging collaboration for communication, work, and study among all ages by providing the spaces, tools, and technology that empower patrons to work collaboratively.

- 🟠 Fostering an environment of creativity, informal learning and exploration, and self-expression through the delivery of technology labs and creation spaces.

- 🟡 Continuing to work with The Lake Forest Library Foundation to develop an ongoing culture of philanthropic support and an endowment for the Library.

Volunteering at the Friends Book Sale

Goal summary

Collaborate and share resources with other organizations. Gather community feedback to identify trends, determine needs, and realign services.

Key takeaways

Being a community connector is a two-way street: the Library must (i) be out in the community and (ii) invite the community into the Library. Every experience with the Library Team is an opportunity to nurture a story and relationship with Lake Foresters.

Being a community connector also means being a good neighbor. The Library actively participates in, promotes, and supports initiatives run by the City and other Lake Forest organizations.

Action highlights

▸ The Library Team participated in the Lake Forest Day Parade, the West Side Saturday Market (where community members signed up for library cards, played Plinko to win book prizes, and completed a short survey), Chamber of Commerce events, and student orientation at Lake Forest College (where students learned about Library services and resources and were issued library cards). Members of the Library Board were present at community events such as Rotary meetings and the Friends Book Sale.

▸ The Library Team continued partnerships with Gorton, Lake Forest Parks & Rec, Elawa Farm, LF/LB Chamber of Commerce, Ragdale, Lake Forest Open Lands, Lake Bluff Public Library, Lake Forest College, The History Center, Dickinson Hall, Green Minds, Lake Forest Book Store, and many local schools.

▸ Collaborative programs that reached beyond the Library walls included Lake Forest Reads, Read Between the Ravines, and storytimes and StoryWalks® at area schools, parks, and the History Center.

▸ Adult Services hosted prominent local authors including Margot McMahon, Paul Bergmann, and Katherine Reay.

▸ Prizes for reading programs and Library contests are purchased from local businesses.

▸ The Library Team requested feedback from local partners about their experiences working with the Library. Staff at the History Center, Dickinson Hall, and Lake Forest College responded and expressed that they value collaborating and look forward to future cross-organization initiatives with the Library.

▸ Administration and Communications participated in quarterly Community Coalition meetings coordinated by the City of Lake Forest. These gatherings have inspired joint efforts such as Earth Month in April 2002 and the upcoming Year of Native Voices activities across the City in 2023.

▸ Communications included Library information in the Chamber of Commerce Welcome Boxes delivered to new Lake Forest residents, shared patron stories in the Library newsletter and on social media, and engaged community members through surveys on topics including new library card designs, West Side services, and the accessibility collections.

▸ Youth Services reinvigorated the Young Adult Advisory Board to serve as ambassadors who help with program planning and collection suggestions. Teens earn hours toward the nationally recognized President's Volunteer Service Award.

Status of Goal 4

- 🟢 Complete/Ongoing
- 🟡 On Track
- 🟠 Up Next

Enhance awareness of the Library's role as a community connector

- 🟢 Collaborating and partnering with the Friends of Lake Forest Library, community schools, organizations, groups, and governmental entities to further weave the Library's presence in the community.

- 🟢 Building relationships with communications teams at community organizations to identify collaborative opportunities and quality assurance when Library messages are promoted on partner channels.

- 🟡 Developing a small network of Library Ambassadors to share information on Library initiatives, programs, services, and resources.

- 🟠 Developing a cross-department engagement team that (i) works to strengthen existing community relationships while pursuing new opportunities for community engagement, and (ii) updates Library administration and the Library Board on its efforts.

- 🟡 Conducting periodic surveys of the community to gather data, identify trends, determine needs, and realign services as needed.

- 🟡 Proactively soliciting feedback from community non-profit and civic organizations and underserved groups to determine how the Library can better meet their needs.

Read Between the Ravines

Discover the Margot McMahon Collection

Playing Plinko at the West Side Saturday Market
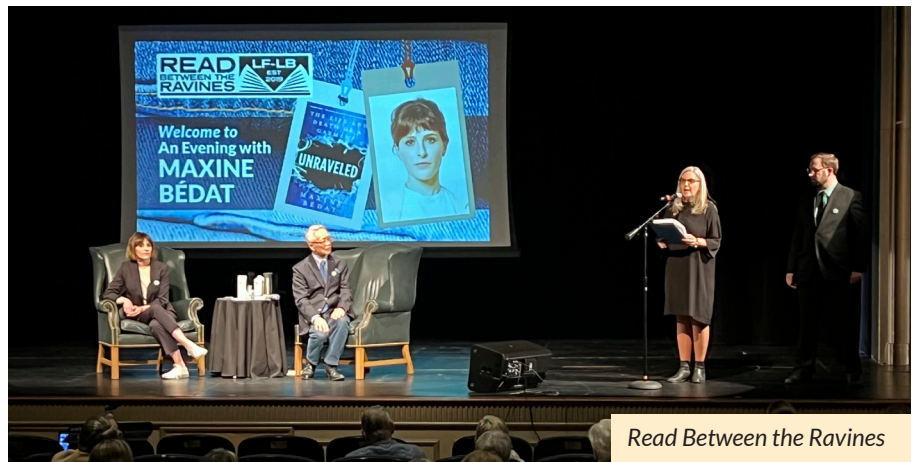
Library staff participating in City Hall Selfie Day, a worldwide celebration of local government service

Goal summary

Provide technology and education that develop Library staff and improve service delivery. Advance staffing initiatives including organizational structure, cross-training, and succession planning.

Key takeaways

A well-supported Library Team translates directly to a well-served Lake Forest community. The Library is fortunate to have employees who are motivated and enthusiastic about delivering high quality services, resources, and programs. Staff are encouraged to develop their interests, stay current on library trends, and advance their professional goals.

At times over the past several months, the pandemic and personal circumstances contributed to longer unanticipated staff absences. Although departments continued to provide uninterrupted quality service, the situation highlighted the importance of cross-training.

Action highlights

▸ The Library Team completed classes and training focused on making the Library more inclusive for patrons and staff including: Building Accessible Library Collections for Individuals with Disabilities, American Sign Language for Library Staff, and training in the Americans with Disabilities Act and unconscious bias in hiring.

▸ Youth Services is completing *Project READY: Equity and Access for Diverse Youth*, a series of modules about anti-racism work in library spaces.

▸ The Library Board and Staff reviewed *Serving Our Public 4.0: Standards for Illinois Public Libraries* to support continuous improvement.

▸ Three librarians attended the *2022 Public Library Association Conference* and were inspired by ideas such as accessible StoryWalks® with Braille, inclusive youth programs that highlight sharing culture, and partnerships in STEM learning.

▸ The Library Team completed training on new technology including RFID, self-check machines, security gates, and CollectionHQ (a new tool for ordering, promoting, and rightsizing library collections).

▸ Operations completed a benchmarking analysis and adjusted salary ranges to retain and attract high-quality staff.

▸ Administration reinvigorated the Courtesy Committee (which plans monthly activities that support staff morale) and reinstated monthly All Staff Meetings.

▸ Operations managed the installation of a new phone system enabling calls and voicemail to be accessed seamlessly from any device through the Teams app.

▸ Administration contracted with Steve Bero to meet with staff, identify pain points, and assess the organizational structure.

▸ The Library Team increased cross-training. Examples include Shelvers completing circulation tasks, Youth Services Specialists helping with events and processing new Exploration Kits, Finance working on document retention policies, and Facilities supporting tech needs.

Status of Goal 5

- Complete/Ongoing
- On Track
- Up Next

Invest in Library Employees

- Delivering training and support that develops a staff that appreciates and understands concierge-level service and reducing barriers to access.

- Supporting educational opportunities that develop library staff as they expand their roles and responsibilities, enabling the Library to continue to evolve new services and resources.

- Investigating and adopting technology solutions to automate and streamline workflows, with the goal of improving processes, service delivery, reducing costs, and redirecting staff time to higher level patron services.

- Striving for equity, diversity, and inclusion when hiring, promoting, and developing staff.

- Creating a cross-training initiative that strengthens basic Library functions and delivers an uninterrupted service model while encouraging professional growth.

- Engaging in an organizational management review to determine the best organizational management structure for the Library and determine implementation schedule.

- Creating a succession plan for Library administration.

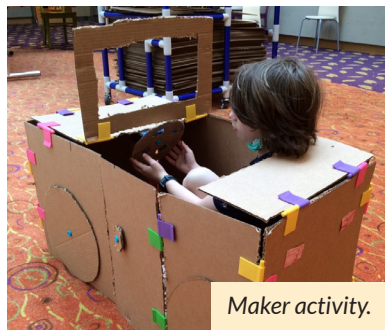*Choosri helping a patron use the self-check station for the first time*

Kate making a homebound delivery

Sameer helping promote Takeout Tech

Preschool storytime.

Maker activity.


McMahon artwork donation.

Dome and Rotunda work.

A selection of strategic projects anticipated in 2022

▸ Communications is developing an automated email series targeted to new library card holders.

▸ Adult Services is enhancing the community-wide presence and awareness of Lake Forest Reads by moving the author event to Gorton.

▸ Adult Services and Communications are compiling information on the Library website about accessibility-related resources provided by Lake Forest organizations.

▸ Librarians are using CollectionHQ tools to evaluate the equity, diversity, and inclusiveness of their collections and guide decisions about future purchases.

▸ Administration and Operations are hiring new positions that address current staff needs and support succession planning and assessment work.

▸ Administration and Operations is improving Library statistical data management and visualization systems.

Suggestions from the Library Team as considerations for the next Strategic Plan

▸ Many libraries are examining their operations through the lens of equity, diversity, and inclusion. The Library Team brought up ideas such as hiring more racially and ethnically diverse presenters, planning events that discuss immigrant and minority experiences, and addressing societal pressure for or against book bans.

▸ Library patrons and staff would benefit greatly from improved functioning and reliability of the heat, air conditioning, and elevator. When the building is uncomfortably hot or cold, or the elevator is out of service, patrons are compelled to shorten their visits and have an unfavorably view of their time at the Library.

▸ Patrons continue to request meeting spaces.

▸ Based on interactions with and requests from patrons, the Library Team would like to provide reservable study rooms and meeting rooms, laptops and/or Wi-Fi hotspots to borrow, and additional makerspace services and technology offered in the Media Lab.

▸ A comprehensive review and plan of the Library's gardens, sculptures, and grounds to address environmental, aesthetic, and use matters.
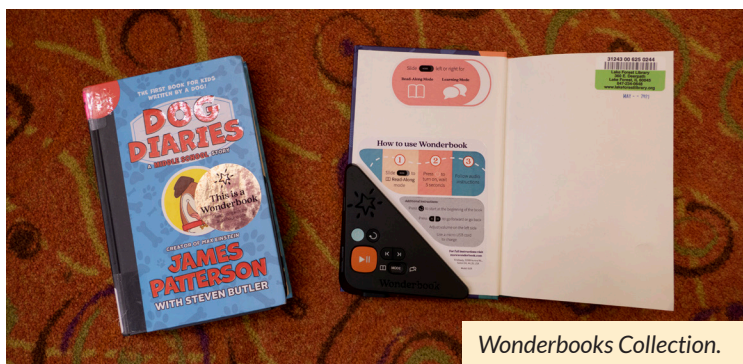
Wonderbooks Collection.

Adult Accessibility Collection.

<u>Introduction</u>

This appendix to the Strategic Planning Progress Report outlines data being collected and analyzed by the Library, using the Microsoft Power BI application. This business intelligence tool allows staff to create custom dashboards for more transparent data analysis. While still in development, some initial dashboards have been created and are included here as still images. The reports themselves are available to Trustees and interactive.

The Program Reporting Dashboard allows the Library to track data surrounding individual departments, type of programming, program attendance, and institutional collaborations. Other analytics can be developed over time, as the Library and Lake Forest community's needs change.

The Library Compared Statistics Dashboard allows the Library to track data surrounding circulations, visitors to the library, e-media and database use, and many other daily statistics that inform strategic planning, community needs, and expectations.

Program Reporting Dashboard

Overview - This page of the report allows you to access an interactive dashboard using the left navigation. As you can see, there is detailed information by department, type of views, and even collaborations.
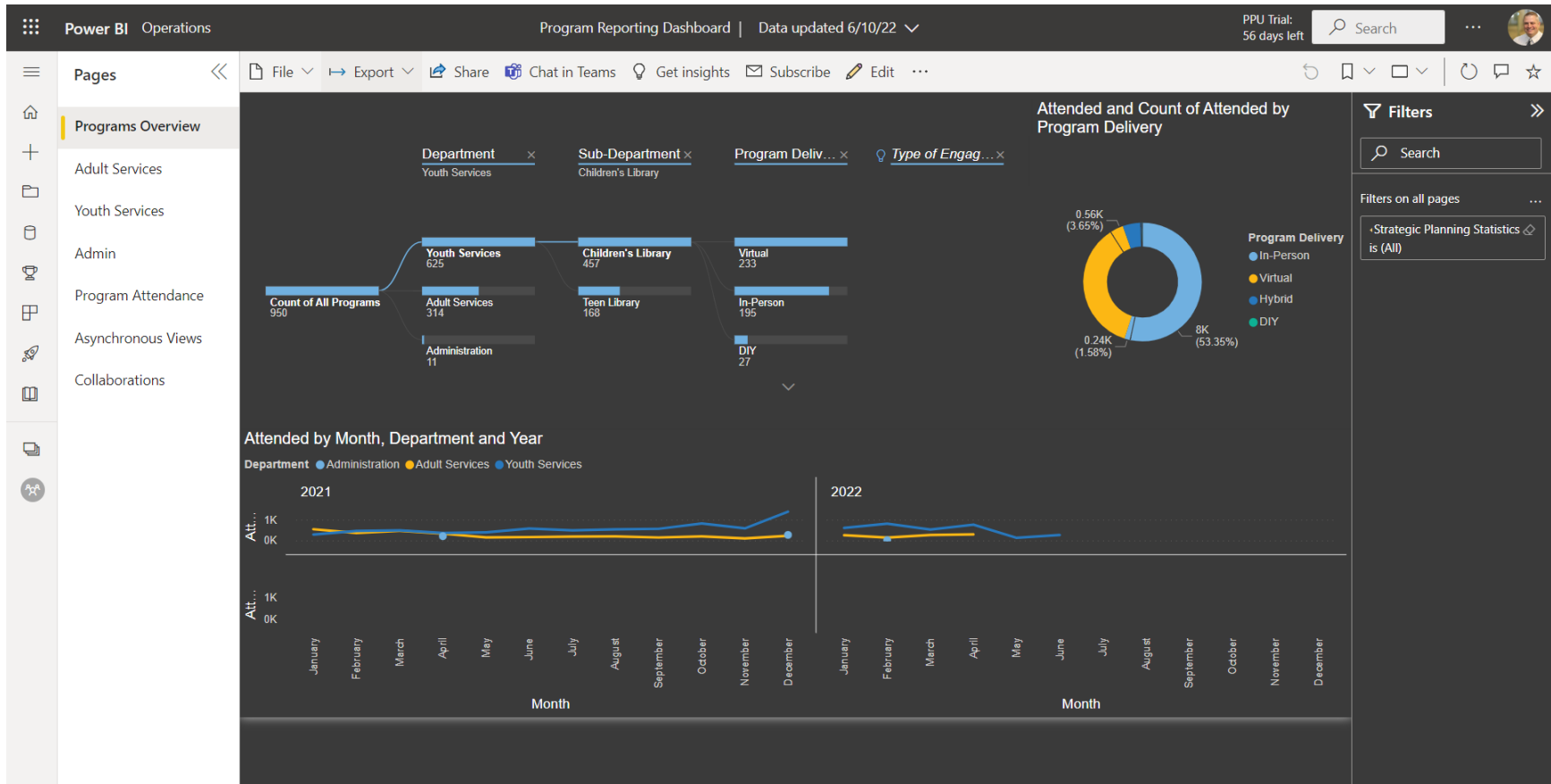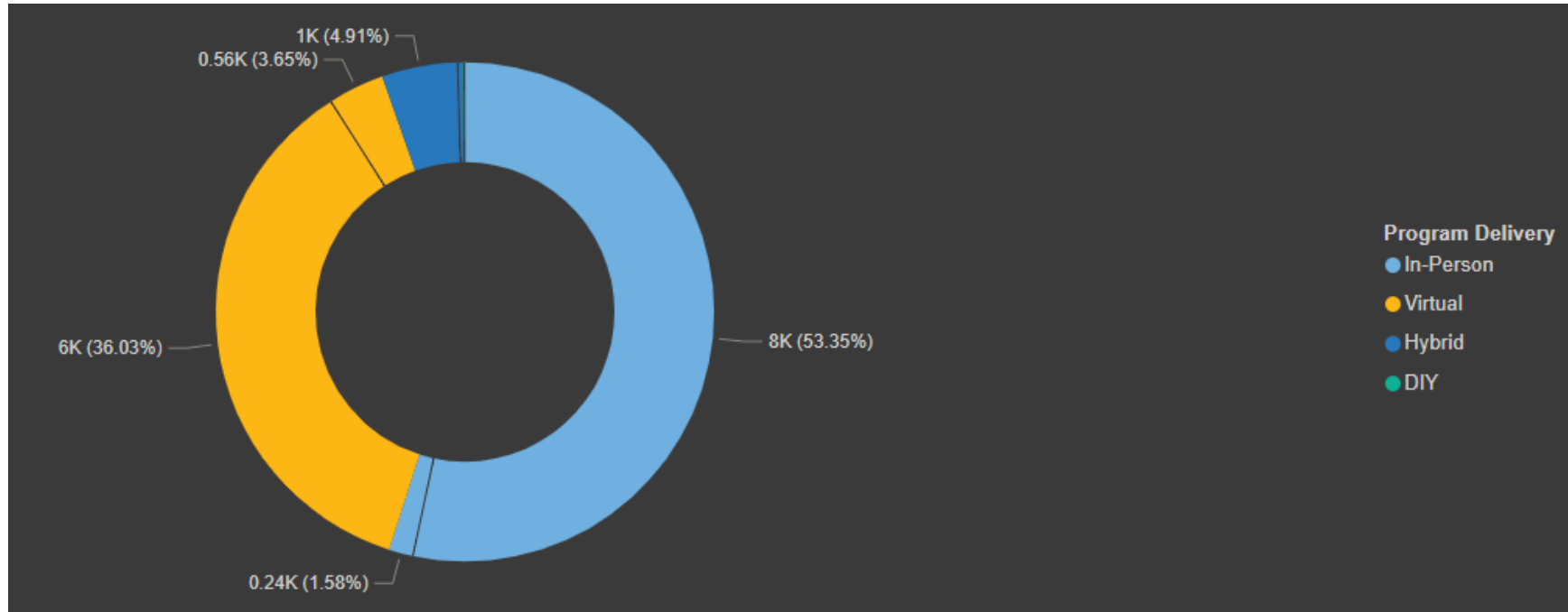
Strategic Plan Program and Library Statistics Reporting

Overview (Programs) – This view allows you to see connections between Library programs, departments, sub-departments and type of engagement. As this was taken from the live dashboard, the totals are more than those listed through April, 2022.
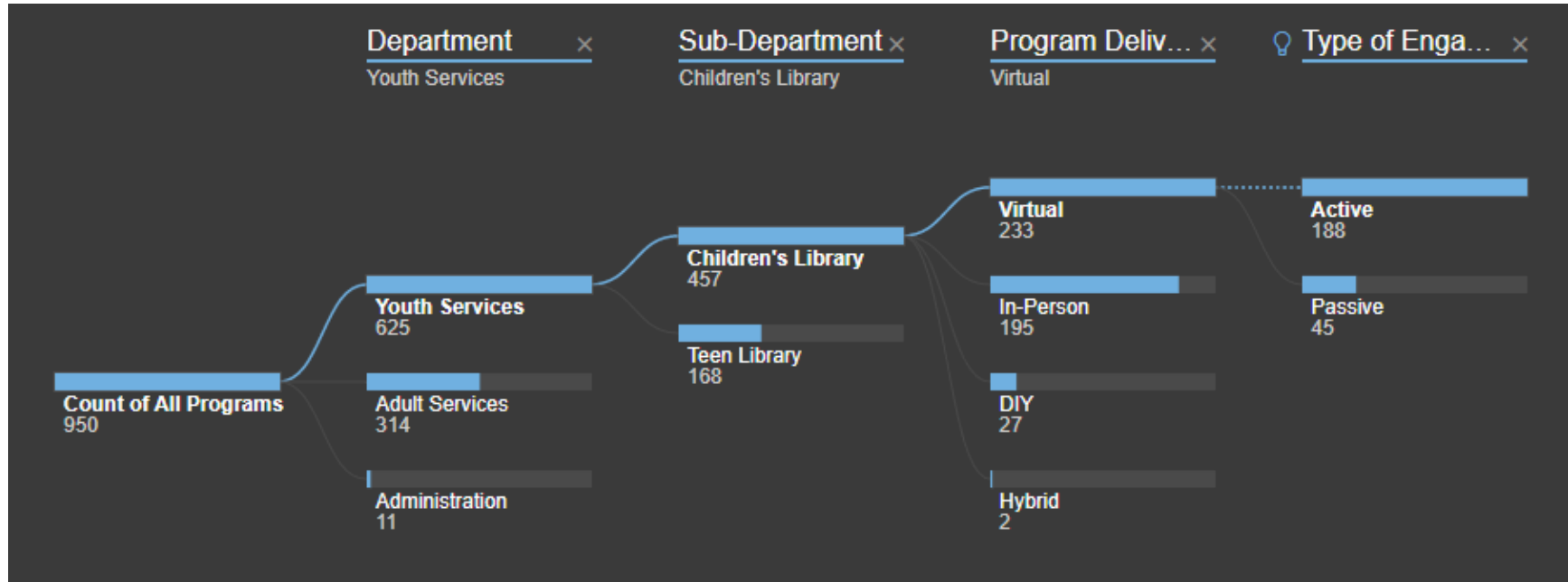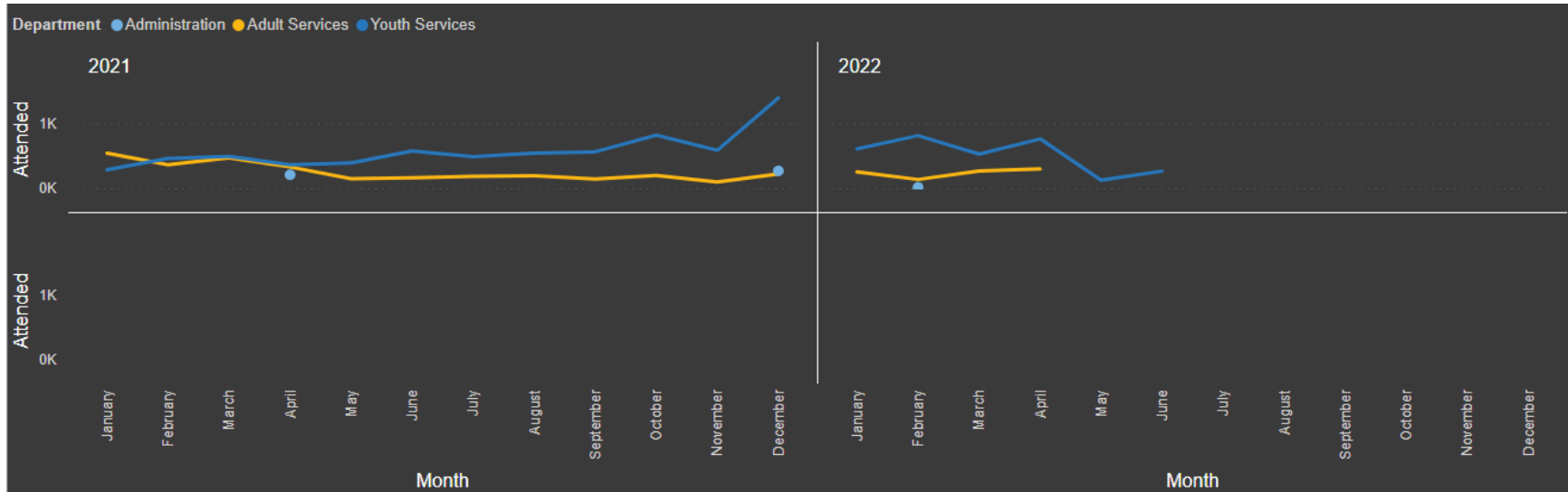
Strategic Plan Program and Library Statistics Reporting

Overview (Program Delivery) – This visual allows you to see how many attendees participated synchronously in library programs by program delivery type.
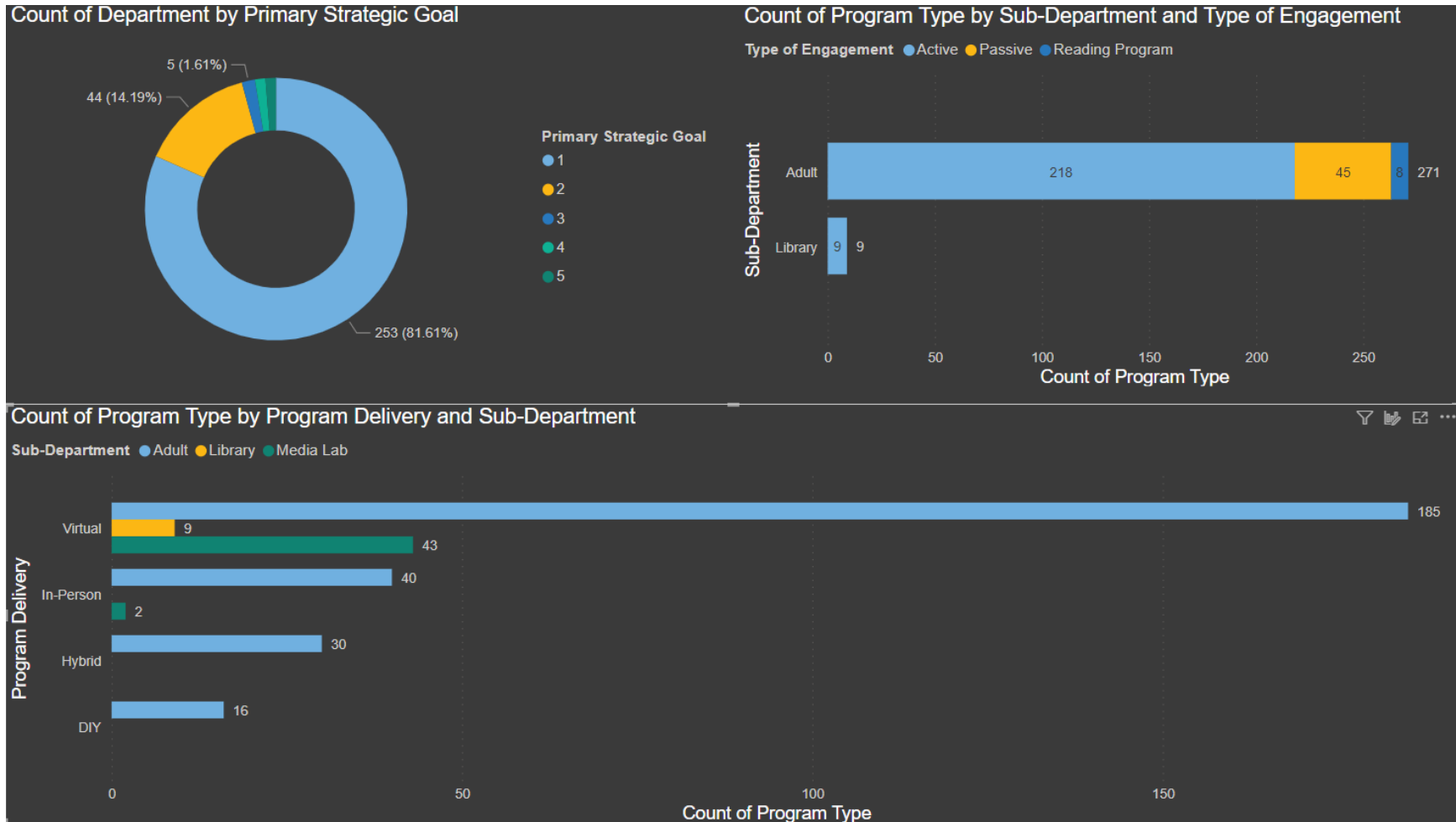
Strategic Plan Program and Library Statistics Reporting

Overview (Total Synchronous Attendance) – This visual shows the monthly synchronous attendance by department.
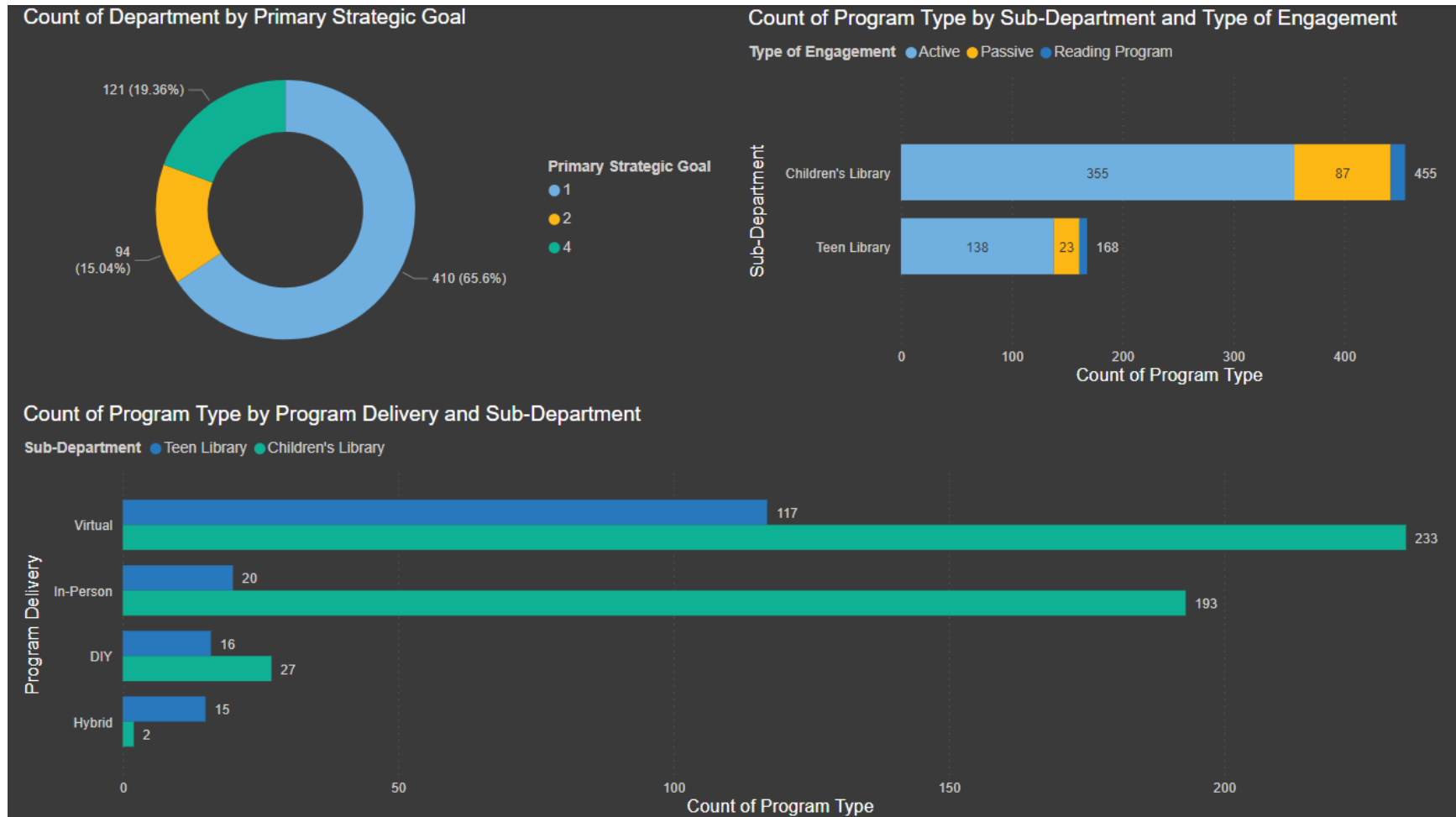
Strategic Plan Program and Library Statistics Reporting

Adult Services – This page allows you to see all Adult Services programs as they relate to strategic goal, Type of Engagement, and Sub-Department.

Count of Department by Primary Strategic Goal

5 (1.61%)

44 (14.19%)

253 (81.61%)

Primary Strategic Goal
- 1
- 2
- 3
- 4
- 5

Count of Program Type by Sub-Department and Type of Engagement

Type of Engagement ● Active ● Passive ● Reading Program

Sub-Department	Values
Adult	218 / 45 / 8 / 271
Library	9 / 9

Count of Program Type

Count of Program Type by Program Delivery and Sub-Department

Sub-Department ● Adult ● Library ● Media Lab

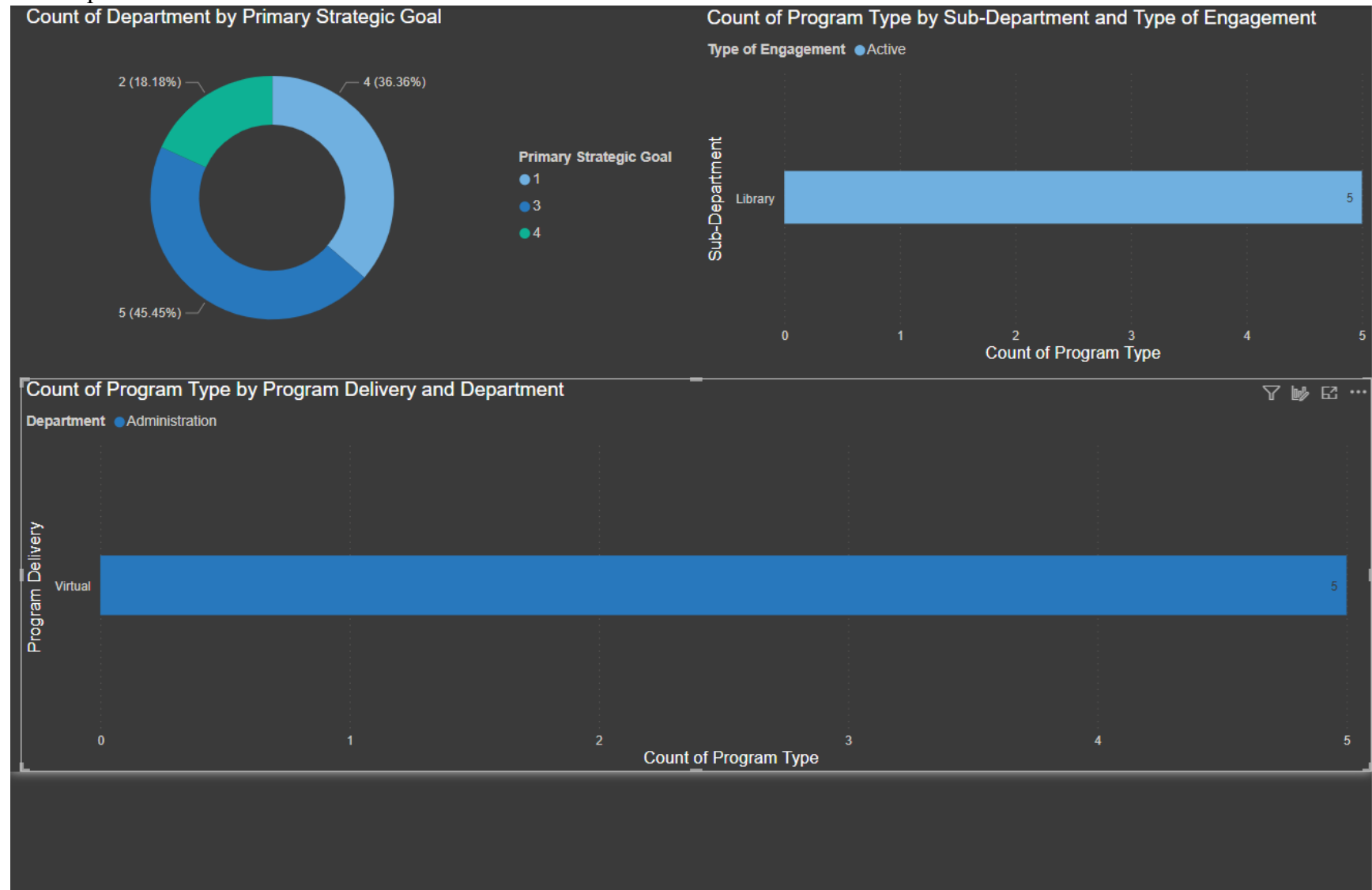| Program Delivery	Values
Virtual	185
	9
	43
In-Person	40
	2
Hybrid	30
DIY	16

Count of Program Type

Strategic Plan Program and Library Statistics Reporting

Youth Services – This page allows you to see all Youth Services programs as they relate to strategic goal, Type of Engagement, and Sub-Department.
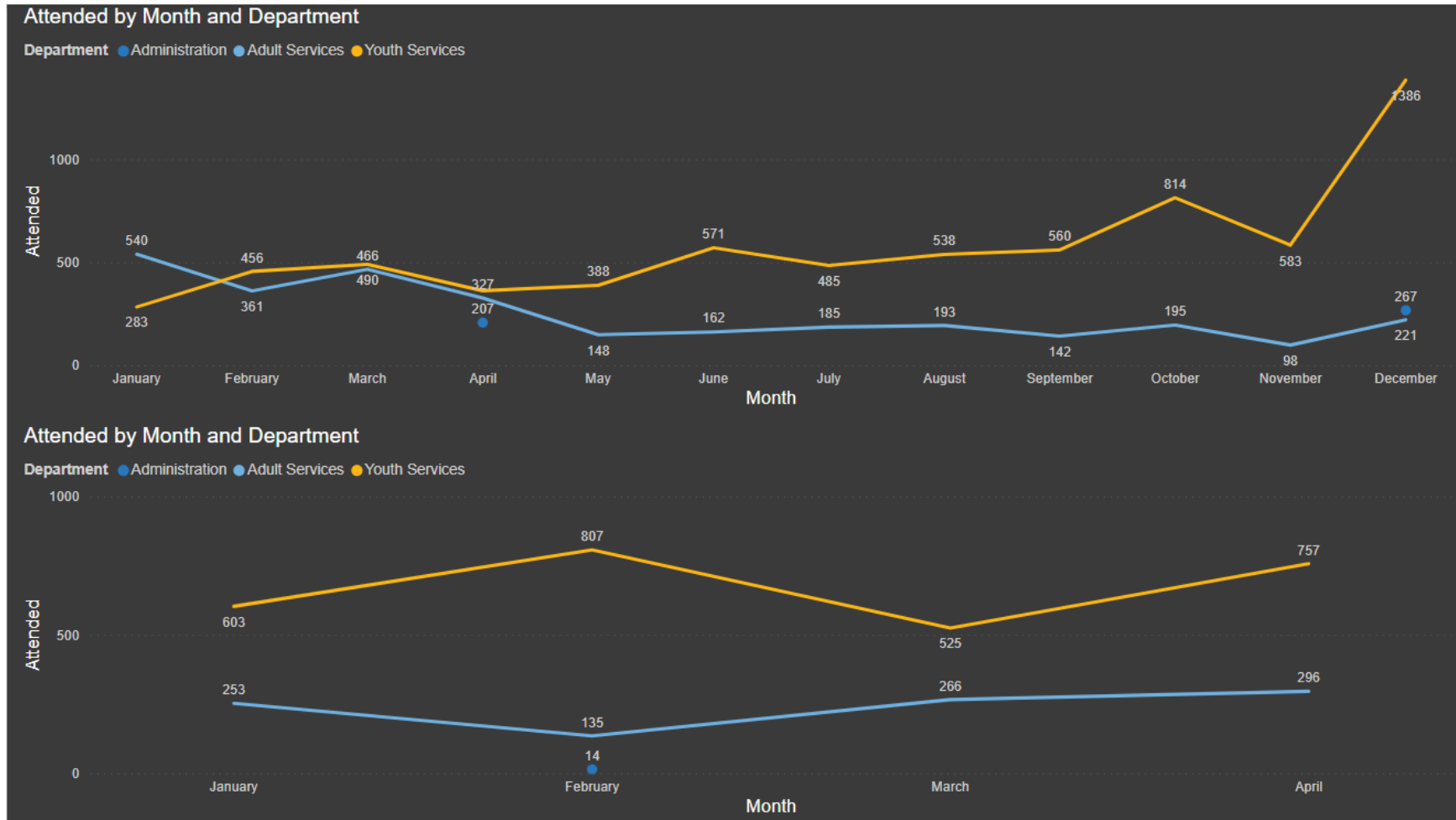
Strategic Plan Program and Library Statistics Reporting

Administration – This page allows you to see all Administration programs as they relate to strategic goal, Type of Engagement, and Sub-Department.
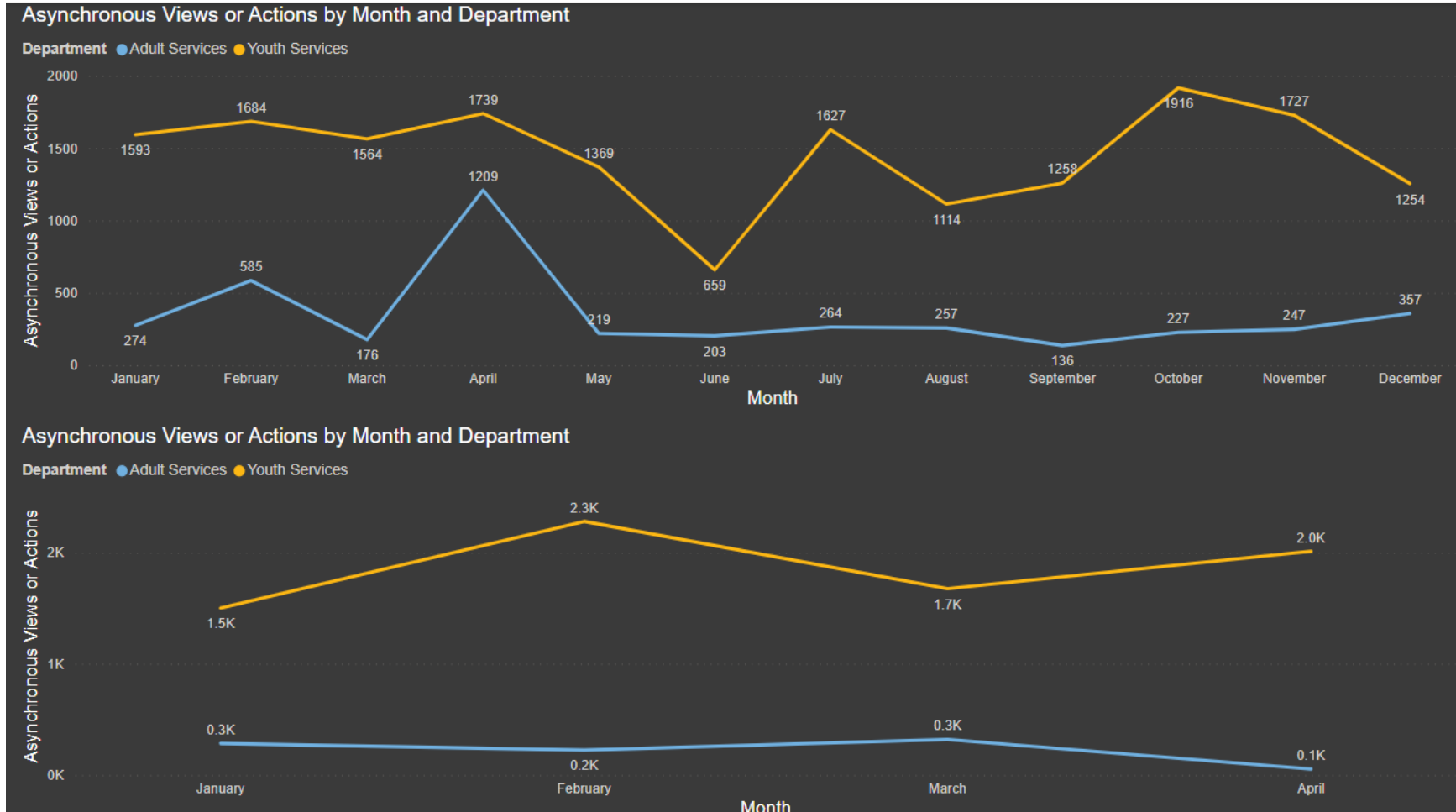
Total Attendance – This page shows the total number of attendees (synchronous) by year and month for each department in greater detail.

Strategic Plan Program and Library Statistics Reporting
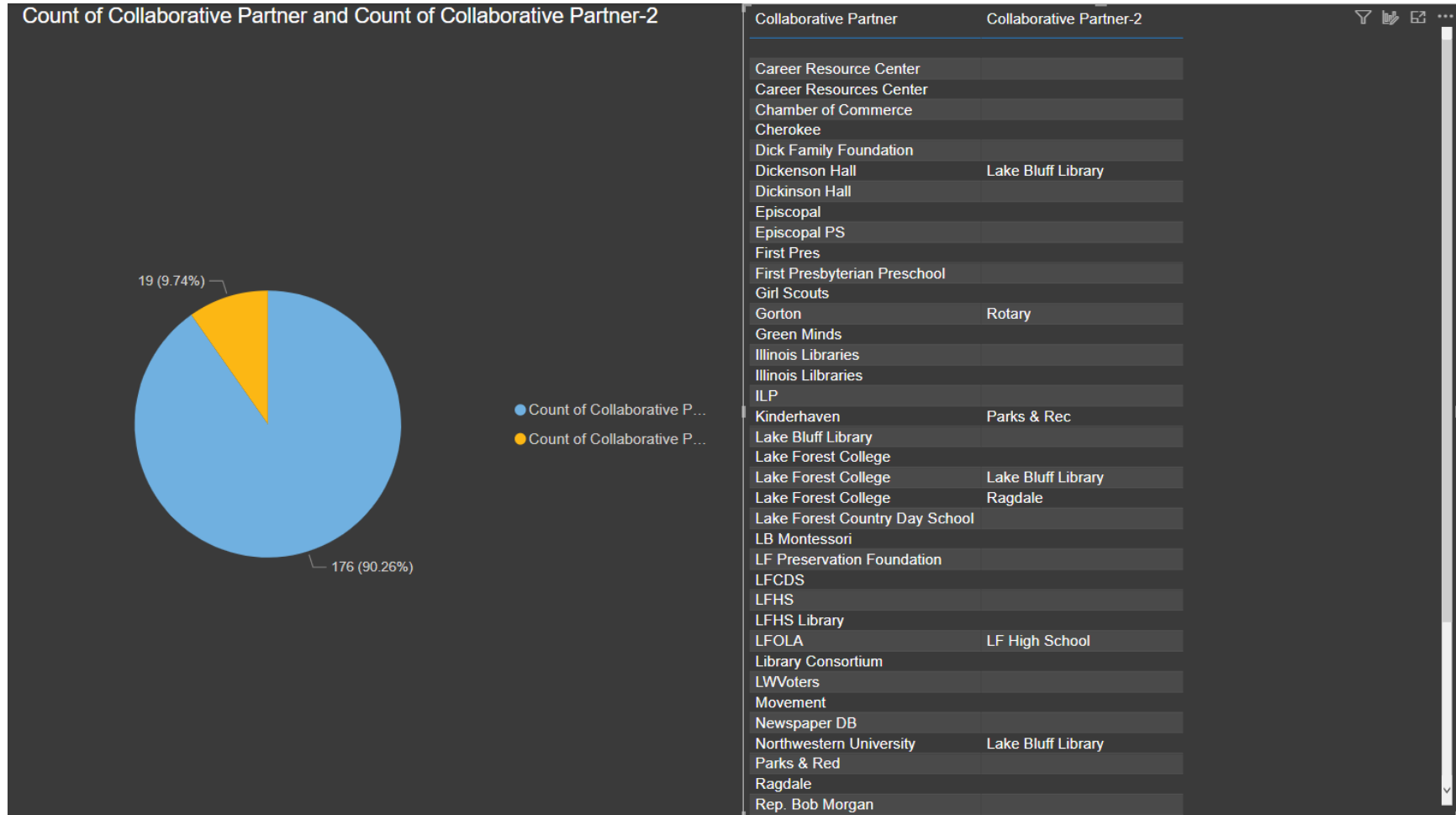
Total Asynchronous Views or Actions – This page shows the total number of views or actions (asynchronous) by year and month for each department in greater detail.

Asynchronous Views or Actions by Month and Department

Department ●Adult Services ●Youth Services

Asynchronous Views or Actions by Month and Department

Department ●Adult Services ●Youth Services

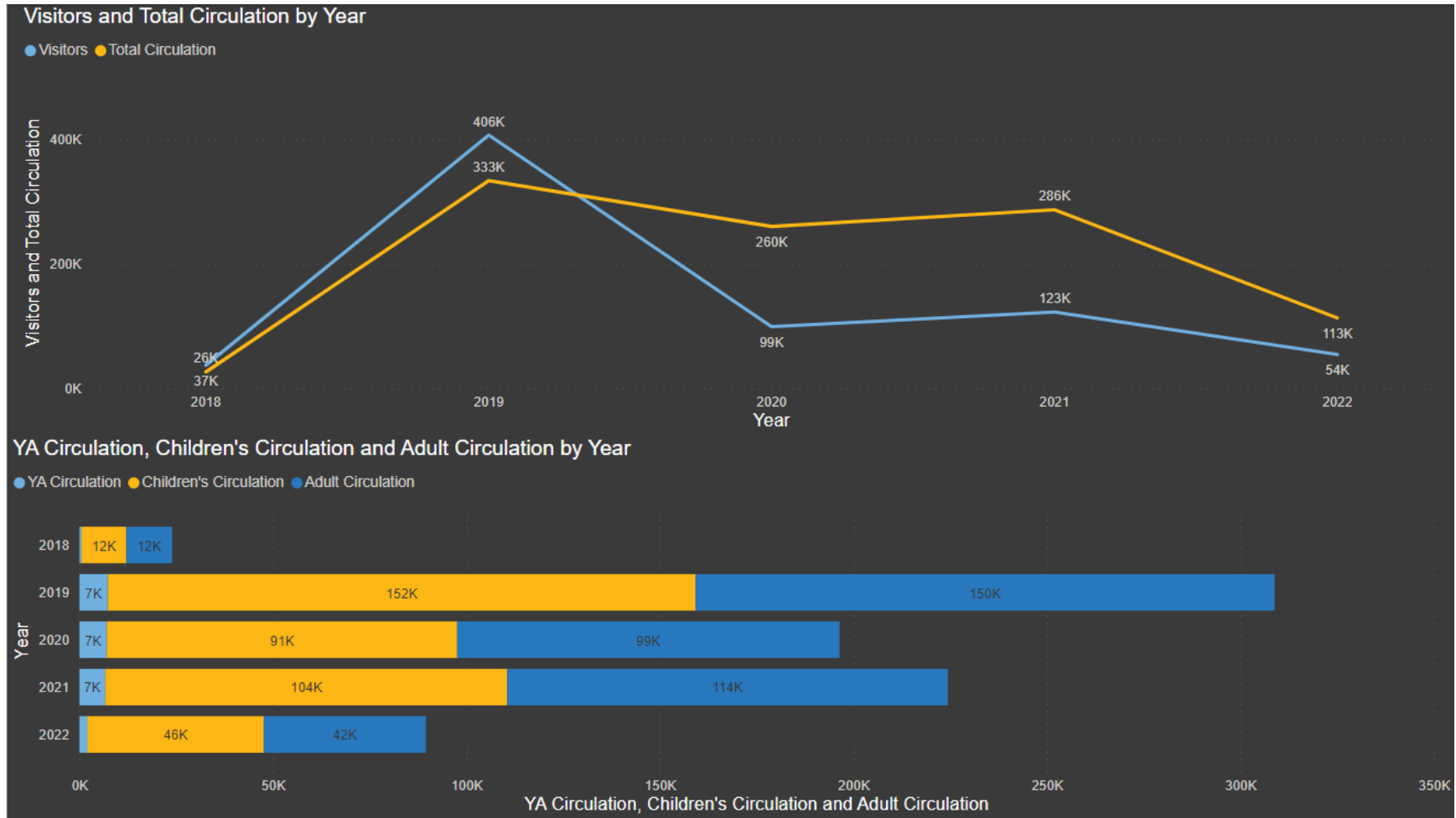# Strategic Plan Program and Library Statistics Reporting

Collaborative Partnerships – This page shows the number of programs with partners, including a listing of primary and secondary partners for specific events.

Count of Collaborative Partner and Count of Collaborative Partner-2

- Count of Collaborative P... 176 (90.26%)
- Count of Collaborative P... 19 (9.74%)

Collaborative Partner	Collaborative Partner-2
Career Resource Center	
Career Resources Center	
Chamber of Commerce	
Cherokee	
Dick Family Foundation	
Dickenson Hall	Lake Bluff Library
Dickinson Hall	
Episcopal	
Episcopal PS	
First Pres	
First Presbyterian Preschool	
Girl Scouts	
Gorton	Rotary
Green Minds	
Illinois Libraries	
Illinois Lilbraries	
ILP	
Kinderhaven	Parks & Rec
Lake Bluff Library	
Lake Forest College	
Lake Forest College	Lake Bluff Library
Lake Forest College	Ragdale
Lake Forest Country Day School	
LB Montessori	
LF Preservation Foundation	
LFCDS	
LFHS	
LFHS Library	
LFOLA	LF High School
Library Consortium	
LWVoters	
Movement	
Newspaper DB	
Northwestern University	Lake Bluff Library
Parks & Red	
Ragdale	
Rep. Bob Morgan	

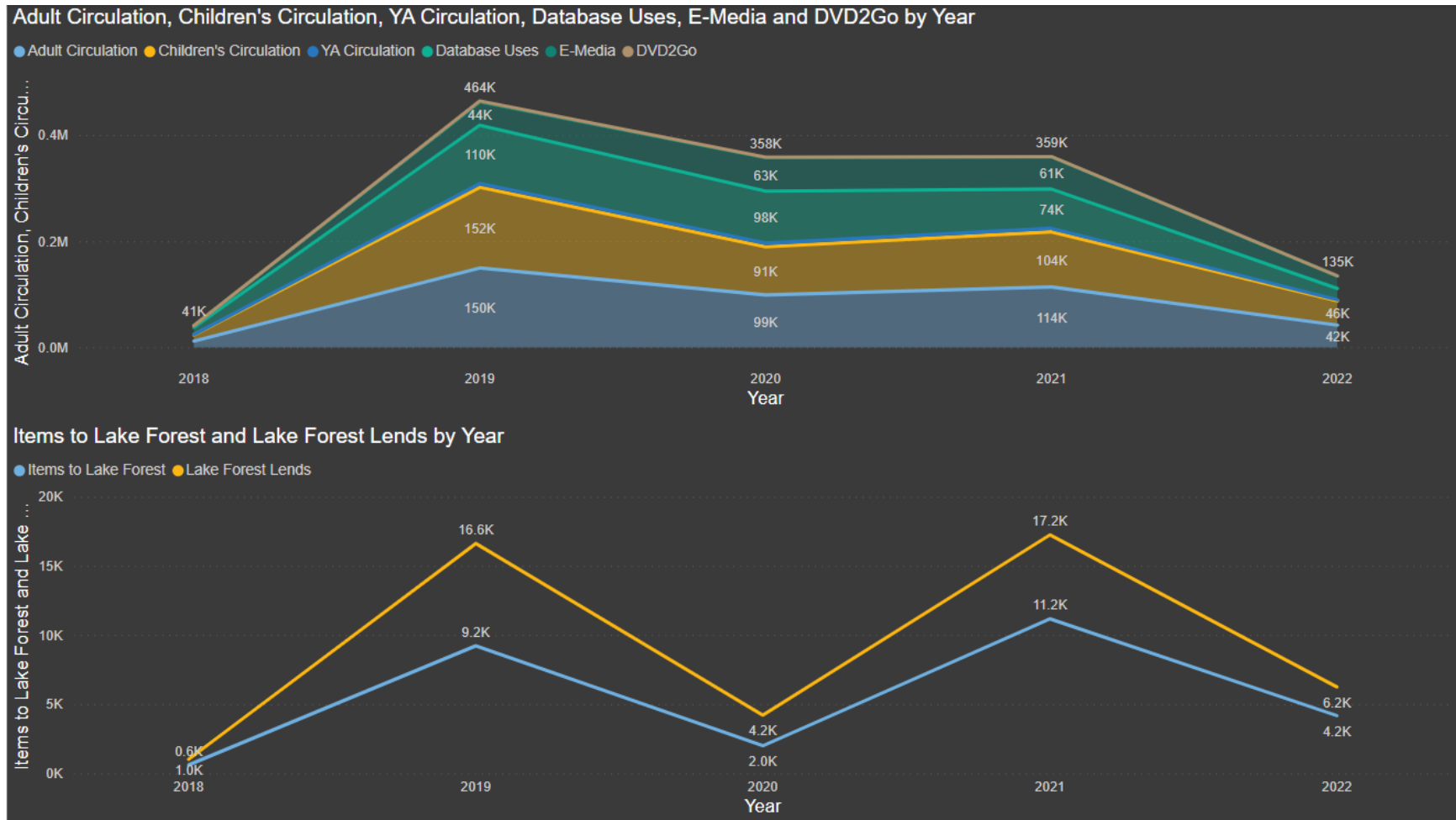**Library Compared Statistics Dashboard**

Overview – This page provides a view of total visitors and circulation for the Library year over year.

Circulation – This page provides a breakdown of circulation by type, as well as items received from other libraries and sent out of the Library to other consortium members.

Library Operations Report
June 14, 2022, Board Meeting

April 2022 Select Stats

- 13,885 visitors to the Library (April 2021 the Library was open only for holds pickup)
- 27,010 items circulated to library users as compared to 23,915 in April 2021.
- 5,552 e-media resources circulated as compared to 4,973 in April 2021. The most used platforms were Illinois Digital Library (OverDrive/Libby) with 3,906 uses and Hoopla with 710 uses.
- 5,248 database uses were recorded with the highest use reporting from Value Line, S&P Net Advantage, and Morningstar, with 1,483, 712, and 640 users, respectively. ProQuest Ancestry was the most used non-business database with 352 uses.
- 1,021 participants attended 55 active (in-person, hybrid, virtual) programs and 2,213 participants attended 16 asynchronous programs and activities (including to-go craft projects) and post-live viewing options
- Patrons received 97 one-on-one e-tutorials/tech help sessions and asked 3,546 reference, information, reader's advisory, and library use questions.
- Lake Foresters registered for 37 individual media lab sessions.
- 109 library cards were issued or renewed.
- 26,378 Wi-Fi sessions were recorded, and 1,054 public desk top computer sessions (annual comparative monthly 2021 stats will be available starting May 2022).

Annual statistics will be reported in the FY2022 Annual Report, currently anticipated to be included in the Fall Newsletter mailing in August 2022.

Program Highlights from May 2022
The FY2023 year kicked off with these program highlights. In May,

- 71 programs offered, 18 different program types, 6 programs held offsite
- 21 adult programs, 44 children's programs, and 6 YA programs
- 933 participants attended 59 in-person/hybrid/virtual asynchronous programs; and 1252 participants attended 12 asynchronous programs and activities (including to-go craft projects) or used post-live viewing options

Summer Reading runs June 1 through August 31. This year's theme is "Read Beyond the Beaten Path" and patrons of all ages are invited to participate. Patrons can track and log their reading on paper or in the new Beanstack app. To complete the program, youth up to grade 6 read or listen to books for 9 hours, teens read or listen to books for 15 hours, and adults read or listen to 3 books. All ages can read additional books or complete challenges to earn additional prizes or raffle tickets. Adult patrons can enter their raffle tickets in the weekly drawing(s) of their choice for a chance to win gift cards to local businesses, which always generates a lot of excitement. Grand prizes vary by age and include a Nintendo Switch, a Book of the Month Club membership from the Lake Forest Book Store, and more.

On July 2, the Library is hosting a **Midsummer Night's Read Party** on the front lawn to celebrate summer reading progress to date and welcome patrons who haven't started their summer reading! All are invited to stop by the Library and enjoy drop-in family activities including a concert by Grammy-nominee Justin Roberts. Summer Reading details are available at www.lakeforestlibrary.org/read.

After Hours at the Library. Paul Bergmann was the local author for the Library's annual spring After Hours event sponsored by The Dick Family Foundation. Mr. Bergmann shared slides from his book *The Architecture of Stanley D. Anderson* and spoke on how he gained access to the Stanley Anderson homes, interviewed owners, selected a publisher, and marketed his book. He ended the program by the unrolling of a 10-foot scroll, a to-scale drawing of the entrance to Lake Forest High School. The attendees had many questions and compliments for the author.

A favorite returned to the Library - Stuffie Sleepover Storytime. See all the fun at this link: Sleepover Fun at the Library. Parents report in that the Children love following the adventures of their favorite Stuffie's adventures during the night stay at the Library.

The Library's **Exam Escape** welcomed 226 teens into the Library as they studied hard for their spring finals! The Library supplied snacks and study supplies throughout the week, as well as providing dinner. 16 teens also picked up Exam Escape Grab 'n' Go kits to take study and de-stress materials home.

Upcoming Events and News

The Library learned about the work done by Midwest Veterans Closet as a result of other programs and projects. From June 13-19, the Library will serve as a collection place for donations of food and other items to support the amazing work done by the Midwest Veterans Closet.

Friends of Lake Forest Library
The Library supported the Friends with their children's book sale in the Library foyer June 9–11, 2022.

Personnel Matters
- An all-staff meeting was held at 8:00 am on May 25, 2022. These are quick one-hour monthly meetings to keep staff informed and up to date. The meetings are recorded and posted on the Staff Information Hub for those staff that are unable to attend. The May meeting covered Teen Services and PLA updates. Staff also receive an all-staff weekly e-news.

- Searches continue for three positions (Director of Patron Services, Makerspace & Technology Coordinator, and Assistant Facilities Manager). Applications have been received and the Library will begin initial screening interviews.
- Ed Finn, Director of Operations, has continued to work with the City of Lake Forest Human Resources and payroll departments to update and streamline job templates in the BS&A system to make onboarding new staff members less complicated.

Operations
- In preparing the Strategic Plan update, the Library coded all programs from January 2021 to date. Programs were coded by delivery method, type of engagement, department and sub-department, age group, attendance, asynchronous participation, program type, up to five subjects, collaborative partner(s), and up to five strategic plan goals. This information will provide the basis for more consistent reporting going forward as all departments will now be using the same definitions, controlled vocabulary, and parameters. Training sessions were held with all staff that plan, implement, and report programming. This work developing the initial framework, while extremely time consuming, is critical to laying the foundation for supporting and developing a culture of assessment under Goal 1 of the Strategic Plan.
- Microsoft licensing has been updated from Office 365 to Microsoft 365. This new licensing structure addresses the desire of the Library Board to move to a nimble organizational footprint. The new updates mean that all staff, and board members, now have access to the full suite of Microsoft applications. Additionally, the Library will be able to migrate from its current on-premises active directory solution to Microsoft Azure for full management of staff computers. This transition will eliminate the need for costly server replacements and yearly maintenance agreements. Finally, other features include enhanced security, easier software deployment, and self-services password resets.
- The Library Operations team has begun exploring the Microsoft Power BI platform. This powerful data visualization tool is being piloted for tracking Human Resources and Programming at this time, with plans to incorporate finance and other operational information in the future. The platform and its development directly relate to the Library's ongoing commitment to assessment.

Facilities Projects
- Chris Wheeler, Facilities Manager, is exploring custom shielding for lights on the north side of the building. Using sheet metal and spray paint the Facilities Team will be able to fabricate a solution that prevents glare from the exterior lighting from shining directly into the windows of the McKinley Road condominiums to the north of the library.
- During the seasonal change over from heating to cooling Hill Mechanical discovered several components of the building's chiller that required replacement. These parts are critical to the operation of the chiller and providing A/C to the Library. Due to the age of the chiller and the needed repairs, Hill had to source parts from several different locations around the country. Upon further investigation by the Hill technicians more malfunctioning parts were discovered, requiring additional downtime for the chiller. This repair, expected to be completed on June 13, will keep the chiller operational through

summer 2022. The Special Projects Group at Hill is working on estimates and quotes for full unit replacement of the chiller with modern equipment as part of a staged HVAC project. When completed, this information will be presented to the Board for its review and authorization to move forward later this year.

- The Library consulted with Cory Wierema, Supervisor, Forestry Department, City of Lake Forest, regarding the two oak trees on the northeast corner of the Library's parking lot. The Library has been watching and evaluating the trees over the last few years. The Library asked for updated advice regarding potential pruning to save the trees and was advised that pruning will not make the trees viable (oak trees are pruned in November). When trees cannot be pruned to industry standards, the option is to remove them. Supervisor Wierema noted that if the trees were in a parkway, they would be removed for safety reasons. The Library will explore with the City the necessary steps and confirm the best course of action.
- The Facilities Team is working with Certa Pro to refresh paint in some of the main areas of the Library. The first area to receive this work will be the wall behind the circulation desk in the rotunda. Due to the age of oil paint, chipping/cracking has occurred. Certa Pro will scrape loose material, patch any damage to the woodwork, and repaint using a color match to current color on the walls.