



**LAKE FOREST LIBRARY BOARD OF TRUSTEES**

**Lake Forest Library, 360 East Deerpath Road, Lake Forest, IL 60045**

**Kasian Room, Lower Level**

**Tuesday, September 13, 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 minutes of the meeting will be available on the Library website after they are approved by the Library Board of Trustees. Current and past meeting information, including recordings, is available at: [www.lakeforestlibrary.org/board-minutes](http://www.lakeforestlibrary.org/board-minutes).

**Agenda**

1. Welcome and call meeting to order.
2. Board of Trustees roll call.
3. President's Remarks.
4. Call for Additions to the Agenda.
5. Opportunity for the Public to Address the Board.
6. Correspondence and Information Report.
7. Consent Agenda (omnibus vote on matters 7(a)-7(c):
  - a. Approval of the September 13, 2022 Agenda
  - b. Approval of the July 12, 2022 Regular Meeting Minutes
  - c. Approval of the July 2022 and August 2022 Financial Reports
8. Building Committee
  - a. Status report on Dome Replacement Project.
  - b. Approval of Hill Mechanical proposal to replace select HVAC equipment.
9. No action item: General Discussion of Considerations for Areas of Next Strategic Plan.
10. No action item: Library Operations report.
11. Unfinished Business.
12. New Business.
13. Adjournment.

**Upcoming Meetings: Regular Board: October 11, 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 September 13, 2022 Board Meeting**

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

08.26.2022 Art Miller [contact information]

Hi,

I just read the excellent collection of summaries of many new books by “Kate and Krista” prepared for a program at Lake Forest Place. This is terrific, almost as good as bookmobile service here would be. Seriously, what a great job.

Thanks to you all for doing this. Art

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08.15.2022 Email to Lorie Rohrer about starting a monthly collaboration with Gorton Community Learning Center:

Yes, we are very interested in taking advantage of the monthly storytime opportunity and pulling resources for the teachers. Thank you for the opportunity. Let me know if you need additional information from me.

JoAnn Carpenter, Director  
Gorton Children's Learning Center  
400 E. Illinois Road  
Lake Forest, IL 60045

<https://gortoncenter.org/learning-center/>

847-234-2778

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August 15, 2022 Email to Lorie Rohrer about collaborating with Kinderhaven Preschool for the 2022-2023 school year:

Hi Lorie! I was just discussing this with one of our teachers and we would absolutely LOVE to continue a monthly story time! The kiddos really enjoy the stories and activities that we have done with the library, so I am excited to continue that this school year! I am sure the teachers would also be interested in assistance with books or other resources- thank you for the offer!

Thank you!

Jen Eggert

Program Supervisor

Kinderhaven Preschool Academy

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August 15, 2022 Email to Lorie Rohrer about collaborating with the Episcopal Preschool for the 2022-2023 school year:

Many thanks – this is such a wonderful service you offer, and our children (and teachers) love it!

**Melanie Upfold**

Director

The Episcopal Preschool Inc.

400 E. Westminster Rd., Lake Forest, IL 60045

Office: 847.234.7980

[www.TheEpiscopalPreschool.org](http://www.TheEpiscopalPreschool.org)

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August 10, 2022 Email to Lorie Rohrer. Note: Renewed collaboration with Little Scouts Preschool. The last time we had offsite Storytimes at Little Scouts was in 2019

Absolutely! Thanks for being so accommodating!

I'm so happy that we can do this again, our children really love this experience!

Heather Monzingo

Director, Little Scouts Preschool

847.235.9670

[www.littlescoutspreschool.com](http://www.littlescoutspreschool.com)

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07.11.2022 Email from Dana Kumar [contact information]

Kate - Patrick's class was awesome! My mom and I had such a good time and loved our finished product. Patrick did a great job of teaching us and helping us and has the perfect temperament for this job. I can't speak highly enough of him. My family has also been loving all of the kids programs. Just wanted you to know. Thank you for all you do!

**LAKE FOREST LIBRARY BOARD OF TRUSTEES**  
360 East Deerpath Road, Lake Forest, IL 60045  
Regular Meeting Minutes  
7:30 p.m., July 12, 2022

CALL TO ORDER

President John Johnson welcomed all and called the meeting to order on Tuesday, July 12, 2022, at 7:30 p.m. in the Kasian Room, Lake Forest Library.

ROLL CALL

Trustees present: Bryan Bertola, Jim Clifton, JoAnn Desmond, John F. Johnson, Sue Shattock, and Heather Strong.

Six Trustees in attendance; a quorum was present.

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

PRESIDENT'S REMARKS

President Johnson recognized our colleagues at the Highland Park and Highwood Public Libraries for their work after the July 4 tragedy.

CALL FOR ADDITIONS TO THE AGENDA

None.

OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD

None.

CORRESPONDENCE AND INFORMATION REPORT

No comments.

APPROVAL OF THE CONSENT AGENDA

After discussion, Trustee Desmond made a motion, seconded by Trustee Strong, to approve the Consent Agenda:

- a. Approval of the July 12, 2022 Agenda
- b. Approval of the May 10, 2022 Amended Regular Meeting Minutes
- c. Approval of the June 14, 2022 Regular Meeting Minutes
- d. Approval of the June 2022 Financial Report

Five yeas votes, Trustee Bertola abstained, there were no nay votes. Motion passed with a roll call vote.

### COMMITTEE REPORTS

President Johnson asked Trustee Bertola, Chair of the Building Committee, to update the board on the dome repair and restoration project and the recommendation to approve the amendment to the December 15, 2021 AIA (Standard Abbreviated Form of Agreement between Owner and Architect). The amendment provides for \$29,500 for Wiss, Janney, Elstner Associates, Inc. to prepare the construction and bid documents. At the conclusion of the discussion, Trustee Desmond made a motion, seconded by Trustee Shattock, to approve the amendment and to authorize President Johnson to sign the amendment on behalf of the Library. The motion passed unanimously on a roll call vote. 6 yea votes.

### LIBRARY OPERATIONS REPORT

There was discussion about the system cooling failures this summer, and concerns about similar issues arising this winter when the heating system is turned on for the first time this fall. The cooling system is now operating and will be fine for the remainder of the hot weather season. Trustee Strong urged a holistic look at all systems by an MEP (Mechanical, Electrical, Plumbing) specialist. Trustees agreed to start with Hill Mechanical as they have done the repairs for the last two years, know the systems intimately, and may have this expertise under the existing contract. The Building Committee and Library management agreed to meet with Hill and determine the best course of action, which may also mean hiring an outside MEP for an assessment, cost unknown.

### EXECUTIVE SESSION

President Johnson called for a motion to move into Executive Session pursuant to 5 ILCS 120/2(21) to review the minutes of the Executive Sessions held on June 8, 2021, February 8, 2021, and May 10, 2022. Trustee Shattock, made a motion, seconded by Trustee Desmond, to move into Executive Session. The motion passed unanimously on a voice vote with 6 yea votes. The regular session adjourned at 8:18 p.m.

### RETURN FROM EXECUTIVE SESSION

President Johnson re-opened the regular session of the meeting at 8:30 p.m. and asked the Secretary to take the roll. Trustees present: Bryan Bertola, Jim Clifton, JoAnn Desmond, John F. Johnson, Sue Shattock, and Heather Strong. 6 Trustees in attendance; a quorum was present.

President Johnson asked for a motion to:

- To approve the Executive Session minutes of the June 8, 2021, February 8, 2022, and May 10, 2022 Executive Sessions.
- To open the June 8, 2021, February 8, 2022, and May 10, 2022 Executive Session meeting minutes as the Board finds there is no need for confidentiality.
- To destroy the audio recordings of the Executive Sessions held on June 8, 2021, February 8, 2022, and May 10, 2022, as the Library Board finds the minutes are sufficient to permit the destruction of the audio recordings on the first day of the 19<sup>th</sup> month following the date of the meeting.

Trustee Desmond made a motion, seconded by Trustee Shattock, as stated above. The motion passed unanimously on voice vote. 6 yea votes.

### UNFINISHED BUSINESS

None.

Lake Forest Library Board of Trustees  
Regular Meeting Minutes  
July 12, 2022

NEW BUSINESS

None.

ADJOURNMENT

Trustee Desmond made a motion, seconded by Trustee Bertola. The motion passed unanimously on a voice vote with 6 yea votes. The meeting was adjourned at 8:32 p.m.

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Sue Shattock, Secretary

Minutes approved by the Board on September 13, 2022.



## FY2023 Revenue & Expenditure Statement

For the YTD July - 2022

Revenues	YTD	Budget	Budget Realized
Tax Based	2,393,601	4,394,900	54%
Non-Tax-Based	42,246	53,000	80%
Gifts & Grants	-	2,500	0%
Library Generated	36,073	88,260	41%
<b>Total Revenues</b>	<b>\$2,471,921</b>	<b>4,538,660</b>	<b>54%</b>

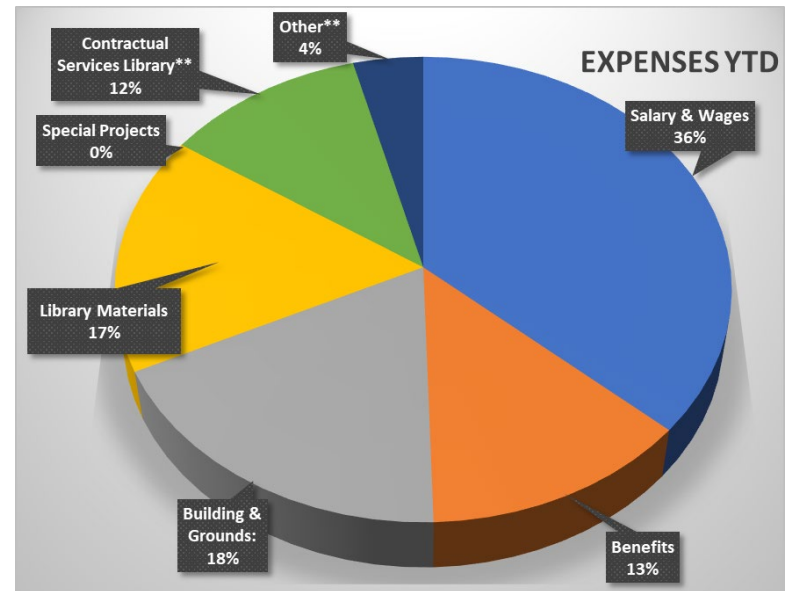
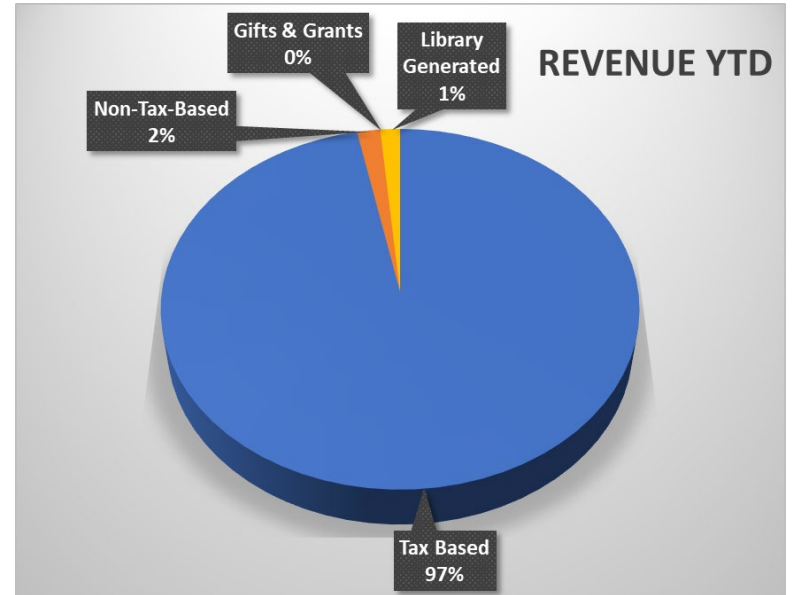
Expenses	YTD	Budget	Budget Utilized
Salary & Wages	340,221	1,954,260	17%
Benefits	121,230	791,831	15%
Building & Grounds:	170,796	438,675	39%
- Dome Repair*	9,375		
- Contractual Service Building**	3,227		
Library Materials	154,566	625,260	25%
Special Projects	-	82,000	0%
Contractual Services Library**	107,604	351,800	31%
Other**	37,533	262,864	14%
<b>Total Expenses</b>	<b>931,950</b>	<b>4,506,690</b>	<b>21%</b>

<b>Total Net Income</b>	<b>\$1,539,971</b>
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Reserves	
Reserve - Capital Improvements	4,000,000
Reserve - Technology Improvements	300,000
Capital Equipment	300,000
Fund Balance - Unassigned	1,550,419
<b>Total Reserve Amount</b>	<b>\$ 6,150,419</b>

\*In FY 2022 Dome Repair Amount was \$28,155

\*\*Detail on Last page of the Report







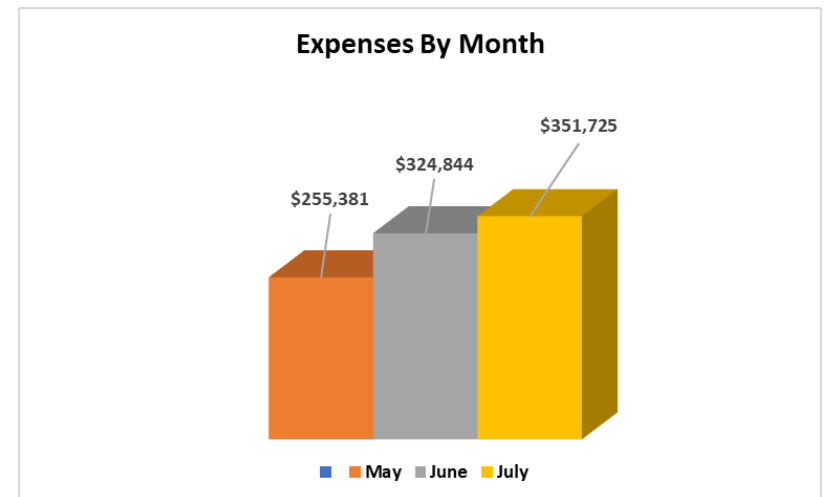
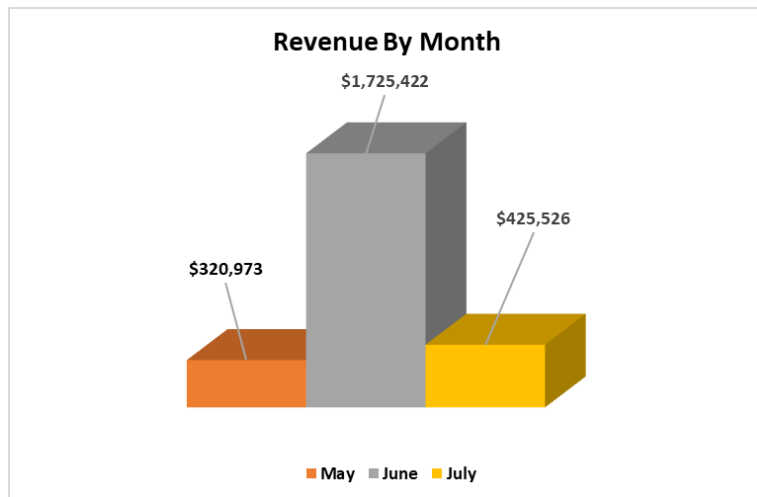
# FY2023 Revenue & Expenditure Statement

For the YTD July - 2022

Revenues	May	June	July	YTD	Budget
Tax Based	295,420	1,708,122	390,060	2,393,601	4,394,900
Non-Tax-Based	24,562	-	17,684	42,246	53,000
Gifts & Grants	-	-	-	-	2,500
Library Generated	991	17,300	17,782	36,073	88,260
<b>Total Revenues</b>	<b>\$320,973</b>	<b>\$1,725,422</b>	<b>\$425,526</b>	<b>\$2,471,921</b>	<b>\$4,538,660</b>

Expenses	May	June	July	YTD	Budget
Salary & Wages	93,274	124,115	122,832	340,221	1,954,260
Benefits	41,390	41,072	38,768	121,230	791,831
Building & Grounds	25,568	41,013	104,215	170,796	438,675
Dome Repair	-	9,375	-	9,375	
Contractual Services Building	2,539	250	438	3,227	
Library Materials	45,710	65,668	43,188	154,566	625,260
Special Projects	-	-	-	-	82,000
Contractual Services Library	31,006	46,165	30,433	107,604	351,800
Other	18,433	6,811	12,289	37,533	262,864
<b>Total Expenses</b>	<b>\$255,381</b>	<b>\$324,844</b>	<b>\$351,725</b>	<b>931,950</b>	<b>4,506,690</b>

<b>Total Net Income</b>	<b>\$65,592</b>	<b>\$1,400,578</b>	<b>\$73,802</b>	<b>1,539,971</b>	
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**Lake Forest Library**  
**Financial Notes and Variance Report**  
**For the Month of July 2022 (Month 03) FY2023**

**Funds on Hand:** \$1,550,419 (unrestricted/unaudited) The account value is reset at the end of the FY2022 audit when surplus funds are allocated to either this unrestricted reserve or the restricted reserve accounts.

**General Operations - Revenues**

**Property Tax:** As of July 31, the Library received \$2,393,601 in property tax distributions which is 54% of annual budget.

**Non-Tax-Based:** As of July 31, the Library received \$42,246 in non-tax-based revenues. \$42,246 is the two installments of the replacement of personal property tax payment. Overall non-tax-based income is 80% of FY budget.

**Library-Generated:** As of July 31, the Library received \$36,073 in Library generated income. This income is from copiers and miscellaneous fees. Overall, the Library generated income of 41% of FY budget.

**Gifts:** As of July 31, no gifts and grants were received by the Library. Gifts to The Lake Forest Library Foundation are reported separately.

**General Operations - Expenditures**

**Salaries, wages, and benefits:** As of July 31, \$340,221 for salaries and wages: 17% of FY budget; \$121,230 for benefits: 15% of FY budget. \$25,402 for SSN: 17% of FY budget; \$22,885 for IMRF: 11% of FY budget.

**Materials: Books, AV, and Electronic Services:** As of July 31, \$154,566: 25% of FY budget, this includes payments for periodical and database subscriptions.

**Other Operating Expenditures:** As of July 31, \$145,137: 20% of FY budget. Includes \$107,604 in library contractual services Library, paid 1<sup>st</sup> year of RFID payment of \$24,041 to Bibliotheca.

**Building and Grounds:** As of July 31, \$170,796: 39% of FY budget. Reflects the contracts and service calls for the cleaning service, elevator, repairs for HVAC, and other systems. Annual liability/casualty insurance premium of \$34,934 has been paid.

**Capital:** As of July 31, \$75,829: 45% of FY budget has been spent on the purchase of new desktops & monitors, APC rack mountable smart UPS, APC network card, and WJE \$9,375 for Dome repair and restoration project.

**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 \$921,188 un-utilized budget for FY2022 will be reflected in the operating cash reserve in upcoming months.

Year to Date FY2023: 21% of budget expenses; 54% budget revenues.

## Account Details

### Contractual Services Library

Description	May	June	July	YTD	Budget
CCS (Integrated Library System)	12,412		\$ 18,798	\$ 31,210	\$ 76,400
CIT Computer Equipment Lease	4,167	1,679	\$ 2,923	\$ 8,769	\$ 50,000
LAN, WAV, and Support (MSP)	8,477	8,480	\$ -	\$ 16,956	\$ 103,000
OCLC/RAILS/ISL	670	-	\$ -	\$ 670	\$ 10,000
Bibliotheca (RFID) Lease	-	24,041	\$ -	\$ 24,041	\$ 25,000
Online/Internet (fiber)	3,747	-	\$ 1,863	\$ 5,610	\$ 20,000
Other: Web Calendar Subscription, Software Licenses & Web hosting and maintenance	-	9,331	\$ 4,335	\$ 13,666	\$ 17,400
Technology Purchase (or Lease)	1,532	2,634	\$ 2,515	\$ 6,681	\$ 50,000
<b>Total</b>	<b>\$ 31,006</b>	<b>\$ 46,165</b>	<b>\$ 30,433</b>	<b>\$ 107,604</b>	<b>\$ 351,800</b>

### Contractual Service Building

Description	May	June	July	YTD	Budget
Water Treatment	250	250	\$ 250	\$ 750	
Alarm System	2,185	-	\$ -	\$ 2,185	
Inner Security System	104	-	\$ -	\$ 104	
Rose Pest	-	-	\$ 188	\$ 188	
<b>Total</b>	<b>\$ 2,539</b>	<b>\$ 250</b>	<b>\$ 438</b>	<b>\$ 3,227</b>	<b>\$ 22,550</b>

**Others**

<b>Description</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>YTD</b>	<b>Budget</b>
Administrative Services	2,201	-	4,402	\$ 6,603	\$ 26,401
Personnel Recruitment	-	-	-	\$ -	\$ 500
Training and Development	47	930	185	\$ 1,162	\$ 15,000
Membership Dues	2,035	-	630	\$ 2,665	\$ 9,000
Meeting & Expenses	-	-	-	\$ -	\$ 2,500
Legal	-	-	-	\$ -	\$ 10,000
Auditing Service	-	-	-	\$ -	\$ 7,725
Programming	13,122	5,093	4,718	\$ 22,932	\$ 137,000
Online Banking Fees	-	138	131	\$ 269	\$ 1,500
Insurance - Liability	-	-	1,510	\$ 1,510	\$ 8,000
Telephone	66	306	289	\$ 661	\$ 8,713
Office Supplies	50	151	96	\$ 297	\$ 26,875
Postage	798	7	229	\$ 1,034	\$ 6,150
Vending Beverages	114	187	99	\$ 399	\$ 3,500
<b>Total</b>	<b>\$ 18,433</b>	<b>\$ 6,811</b>	<b>\$ 12,289</b>	<b>\$ 37,533</b>	<b>\$ 262,864</b>



## FY2023 Revenue & Expenditure Statement

For the YTD August - 2022

Revenues	YTD	Budget	Budget Realized
Tax Based	2,501,315	4,394,900	57%
Non-Tax-Based	44,265	53,000	84%
Gifts & Grants	100	2,500	4%
Library Generated	56,619	88,260	64%
<b>Total Revenues</b>	<b>\$2,602,300</b>	<b>4,538,660</b>	<b>57%</b>

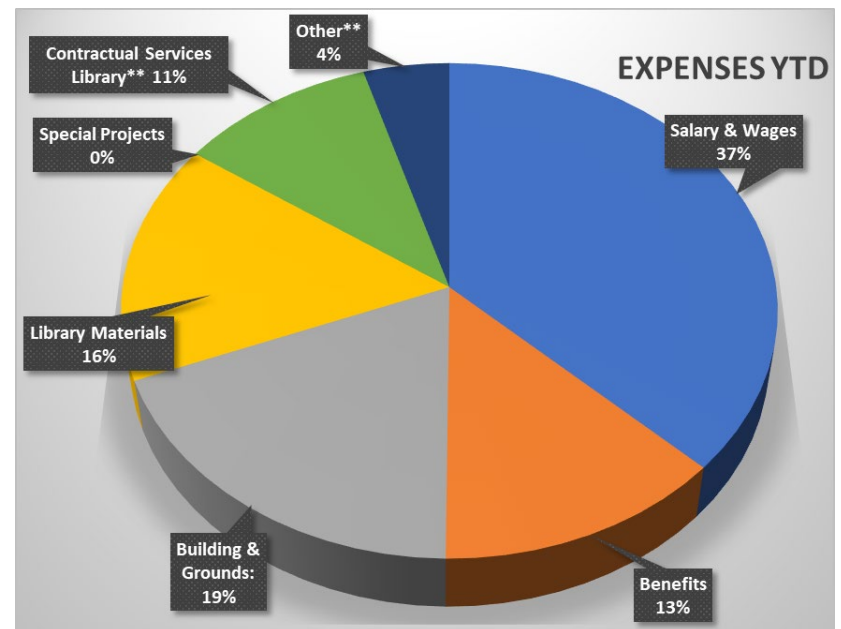
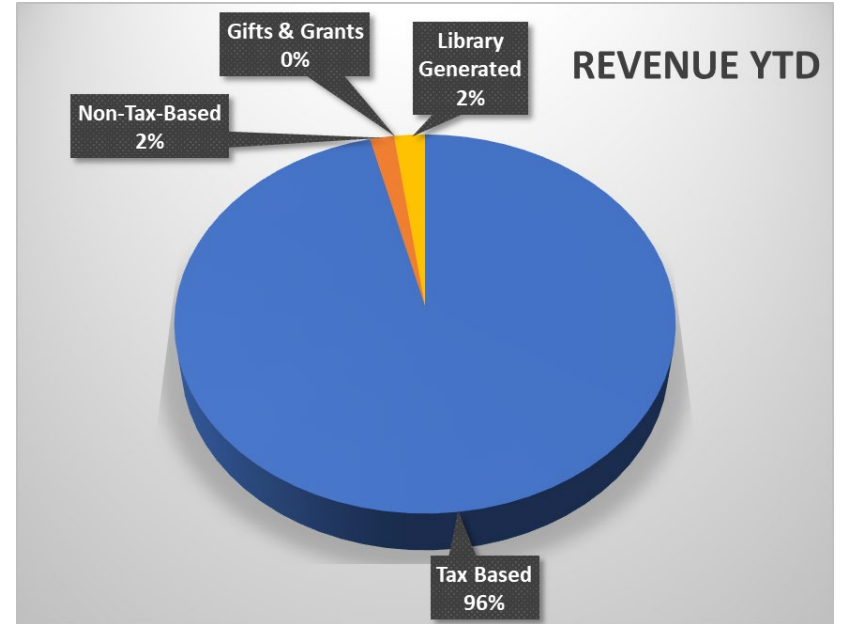
Expenses	YTD	Budget	Budget Utilized
Salary & Wages	473,531	1,954,260	24%
Benefits	167,332	791,831	21%
Building & Grounds:	240,715	438,675	55%
- Dome Repair*	9,375		
- Contractual Service Building**	3,675		
Library Materials	200,723	625,260	32%
Special Projects	-	82,000	0%
Contractual Services Library**	136,180	351,800	39%
Other**	59,243	262,864	23%
<b>Total Expenses</b>	<b>1,277,724</b>	<b>4,506,690</b>	<b>28%</b>

<b>Total Net Income</b>	<b>\$1,324,576</b>
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Reserves	
Reserve - Capital Improvements	4,000,000
Reserve - Technology Improvements	300,000
Capital Equipment	300,000
Fund Balance - Unassigned	1,550,419
<b>Total Reserve Amount</b>	<b>\$ 6,150,419</b>

\*In FY 2022 Dome Repair Amount was \$28,155

\*\*Detail on Last page of the Report





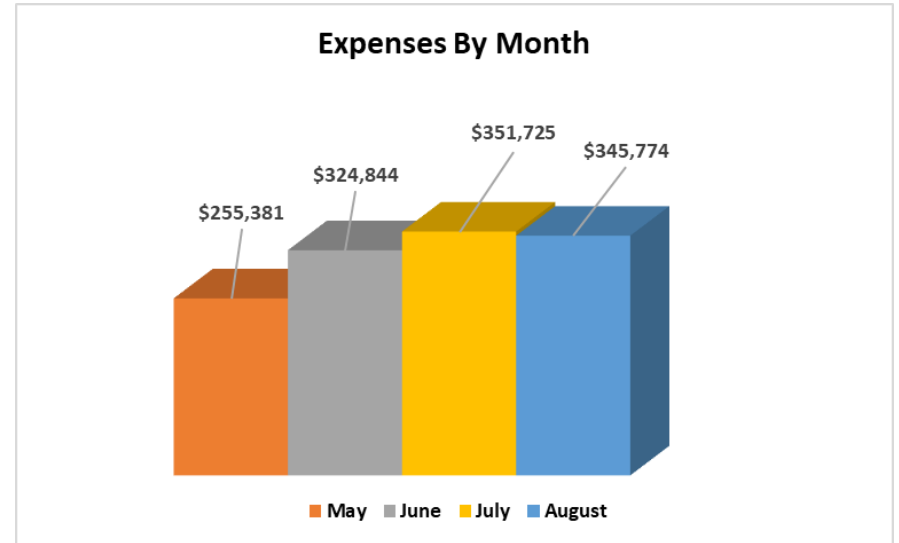
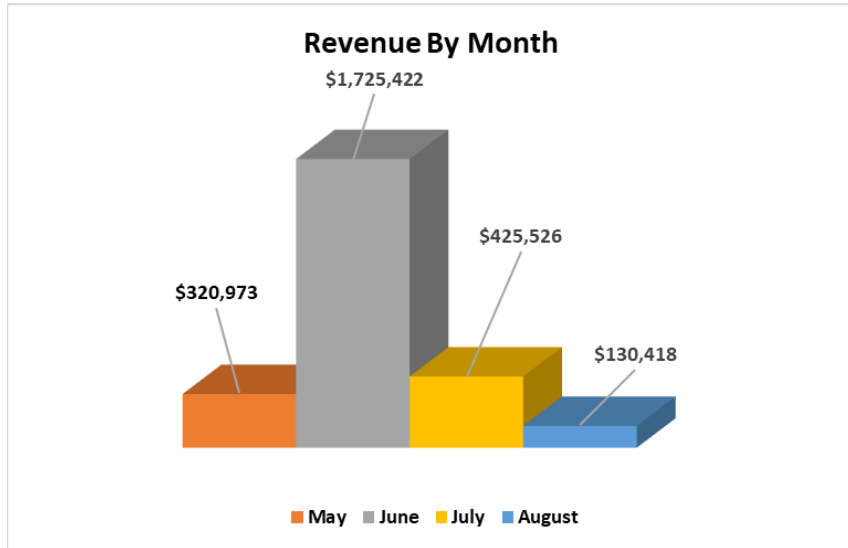
## FY2023 Revenue & Expenditure Statement

For the YTD August - 2022

Revenues	May	June	July	August	YTD	Budget
Tax Based	295,420	1,708,122	390,060	107,714	2,501,315	4,394,900
Non-Tax-Based	24,562	-	17,684	2,019	44,265	53,000
Gifts & Grants	-	-	-	100	100	2,500
Library Generated	991	17,300	17,782	20,546	56,619	88,260
<b>Total Revenues</b>	<b>\$320,973</b>	<b>\$1,725,422</b>	<b>\$425,526</b>	<b>\$130,379</b>	<b>\$2,602,300</b>	<b>\$4,538,660</b>

Expenses	May	June	July	August	YTD	Budget
Salary & Wages	93,274	124,115	122,832	133,310	473,531	1,954,260
Benefits	41,390	41,072	38,768	46,102	167,332	791,831
Building & Grounds	25,568	41,013	104,215	69,919	240,715	438,675
Dome Repair	-	9,375	-	-	9,375	-
Contractual Services Building	2,539	250	438	448	3,675	-
Library Materials	45,710	65,668	43,188	46,157	200,723	625,260
Special Projects	-	-	-	-	-	82,000
Contractual Services Library	31,006	46,165	30,433	28,576	136,180	351,800
Other	18,433	6,811	12,289	21,710	59,243	262,864
<b>Total Expenses</b>	<b>\$255,381</b>	<b>\$324,844</b>	<b>\$351,725</b>	<b>\$345,774</b>	<b>1,277,724</b>	<b>4,506,690</b>

<b>Total Net Income</b>	<b>\$65,592</b>	<b>\$1,400,578</b>	<b>\$73,802</b>	<b>(\$215,395)</b>	<b>1,324,576</b>	-
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**Lake Forest Library**  
**Financial Notes and Variance Report**  
**For the Month of August 2022 (Month 04) FY2023**

**Funds on Hand:** \$1,550,419 (unrestricted/unaudited) The account value is reset at the end of the FY2022 audit when surplus funds are allocated to either this unrestricted reserve or the restricted reserve accounts.

**General Operations - Revenues**

**Property Tax:** As of August 31, the Library received \$2,501,315 in property tax distributions which is 57% of annual budget.

**Non-Tax-Based:** As of August 31, the Library received \$44,265 in non-tax-based revenues. \$44,265 is the two installments of the replacement of personal property tax payment. Overall non-tax-based income is 84% of FY budget.

**Library-Generated:** As of August 31, the Library received \$56,619 in Library generated income. This income is from copiers and miscellaneous fees. Overall, the Library generated income of 64% of FY budget.

**Gifts:** As of August 31, the Library received \$100 gifts and grants which is 4% of FY budget. Gifts to The Lake Forest Library Foundation are reported separately.

**General Operations - Expenditures**

**Salaries, wages, and benefits:** As of August 31, \$473,531 for salaries and wages: 24% of FY budget; \$167,332 for benefits: 21% of FY budget. \$35,343 for SSN: 25% of FY budget; \$31,971 for IMRF: 16% of FY budget. The Library received \$2,793 from AmTrust North American as a result of its year-end workers compensation insurance policy audit. The refund effectively reduces the Library's annual policy premium from \$5,737 to \$2,944 in FY2022.

**Materials: Books, AV, and Electronic Services:** As of August 31, \$200,723: 32% of FY budget, this includes payments for periodical and database subscriptions.

**Other Operating Expenditures:** As of August 31, \$195,423: 28% of FY budget. Includes \$136,180 in library contractual services Library, paid 1<sup>st</sup> year of RFID payment of \$24,041 to Bibliotheca.

**Building and Grounds:** As of August 31, \$240,175: 55% of FY budget. Reflects the contracts and service calls for the cleaning service, elevator, repairs for HVAC, and other systems. Annual liability/casualty insurance premium of \$34,934 has been paid.

**Capital:** As of August 31, \$115,220: 68% of FY budget has been spent on the purchase of new desktops & monitors, APC rack mountable smart UPS, APC network card, and WJE \$9,375 for Dome repair and restoration project.

**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 \$921,188 un-utilized budget for FY2022 will be reflected in the operating cash reserve in upcoming months.

Year to Date FY2023: 28% of budget expenses; 57% budget revenues.

## Account Details

### Contractual Services Library

Description	May	June	July	August	YTD	Budget
CCS (Integrated Library System)	12,412	-	18,798	-	\$ 31,210	\$ 76,400
CIT Computer Equipment Lease	4,167	1,679	2,923	-	\$ 8,769	\$ 50,000
LAN, WAV, and Support (MSP)	8,477	8,480	-	17,496	\$ 34,452	\$ 103,000
OCLC/RAILS/ISL	670	-	-	2,250	\$ 2,920	\$ 10,000
Bibliotheca (RFID) Lease	-	24,041	-	-	\$ 24,041	\$ 25,000
Online/Internet (fiber)	3,747	-	1,863	1,863	\$ 7,473	\$ 20,000
Other: Web Calendar Subscription, Software Licenses & Web hosting and maintenance	-	9,331	4,335	1,949	\$ 15,614	\$ 17,400
Technology Leased & Warranty Renewals	1,532	2,634	2,515	5,019	\$ 11,700	\$ 50,000
<b>Total</b>	<b>\$ 31,006</b>	<b>\$ 46,165</b>	<b>\$ 30,433</b>	<b>\$ 28,576</b>	<b>\$ 136,180</b>	<b>\$ 351,800</b>

### Contractual Service Building

Description	May	June	July	August	YTD	Budget
Water Treatment	250	250	250	\$ 250	\$ 1,000	
Alarm System	2,185	-	-		\$ 2,185	
Inner Security System	104	-	-	\$ 104	\$ 207	
Rose Pest	-	-	188	\$ 94	\$ 282	
<b>Total</b>	<b>\$ 2,539</b>	<b>\$ 250</b>	<b>\$ 438</b>	<b>\$ 448</b>	<b>\$ 3,674</b>	<b>\$ 22,550</b>



**Others**

<b>Description</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>August</b>	<b>YTD</b>	<b>Budget</b>
Administrative Services	2,201	-	4,402	2,201	\$ 8,804	\$ 26,401
Personnel Recruitment	-	-	-	170	\$ 170	\$ 500
Training and Development	47	930	185	771	\$ 1,933	\$ 15,000
Membership Dues	2,035	-	630	150	\$ 2,815	\$ 9,000
Meeting & Expenses	-	-	-	-	\$ -	\$ 2,500
Legal	-	-	-	-	\$ -	\$ 10,000
Auditing Service	-	-	-	-	\$ -	\$ 7,725
Programming	13,122	5,093	4,718	11,389	\$ 34,321	\$ 137,000
Online Banking Fees	-	138	131	140	\$ 409	\$ 1,500
Insurance - Liability	-	-	1,510	4,858	\$ 6,368	\$ 8,000
Telephone	66	306	289	302	\$ 963	\$ 8,713
Office Supplies	50	151	96	329	\$ 626	\$ 26,875
Postage	798	7	229	839	\$ 1,873	\$ 6,150
Vending Beverages	114	187	99	561	\$ 960	\$ 3,500
<b>Total</b>	<b>\$ 18,433</b>	<b>\$ 6,811</b>	<b>\$ 12,289</b>	<b>\$ 21,710</b>	<b>\$ 59,243</b>	<b>\$ 262,864</b>

## **Agenda Item 8(a)**

### **Status Report on Dome Replacement Project**

On Tuesday, September 6, 2022, the Library released the Dome Roof Replacement project to bid. Ken Itle, Architect, Wiss, Janney, Elstner Associates, Inc. is managing the bid process.

There is a mandatory on-site pre-bid meeting on Thursday, September 15, and the bid period will close on Friday, September 30, 2022. All the details are in the bid documents.

The documents are available electronically on the Library website (<https://www.lakeforestlibrary.org/requests-rfps-rfqs>) , and City of Lake Forest website ([https://www.cityoflakeforest.com/doing\\_business/bid\\_opportunities.php](https://www.cityoflakeforest.com/doing_business/bid_opportunities.php)). Electronic and print copies of the bid documents may also be obtained from Ken Itle. All questions are directed to Ken Itle.

**Approval of Hill Mechanical Proposal to replace select HVAC equipment**

Background

Members of the Building Committee met with Hill Mechanical on July 26, 2022 to discuss an overall approach to the aging HVAC system. At that time, it was determined that while many systems will need to be addressed, the most pressing was the aging chiller unit. This unit is past end of life and needs to be replaced before the next cooling season.

Hill Mechanical developed a proposal to replace the current 30-ton water-cooled unit with a new 30-ton air-cooled unit. This allows for gains in efficiency and replaces the pneumatic unit with new electronic controls that can be incorporated into future HVAC changes. Hill Mechanical compared Carrier and Trane and settled on a recommendation for Carrier due to substantially shorter lead time and small cost savings. See the table below for a direct comparison:

Vendor	Lead Time	Equipment	Labor	Reserve	Total
Carrier/Hill	12 Weeks	\$71,400	\$95,000	\$16,640	\$183,040
Trane/Hill	42 Weeks	\$74,735	\$95,000	\$16,974	\$186,709

Requested Action

The Building Committee requests the Board approve the scope of work provided by Hill Mechanical in an amount not to exceed \$183,040.



## HILL MECHANICAL CORP.

September 7, 2022

Mr. Ed Finn  
Director of Operations  
Lake Forest Library

11045 GAGE AVENUE  
FRANKLIN PARK, IL 60131  
P 847.451.5000 F 847.451.5011  
[www.hillgrp.com](http://www.hillgrp.com)

**Reference:** Air Cooled Chiller

**Subject:** Product Selections

Dear Ed,

Air cooled chillers manufactured by both Carrier and Trane have been independently considered for the replacement project at Lake Forest Library. The equipment from both manufacturers was determined to be similar in performance, quality, maintenance, and warranty. However, the Carrier machine possessed two main advantages. The first being its physical dimensions are smaller and better fit the allotted, existing space. The second is that the lead time is 16 weeks for Carrier versus 42 weeks for Trane. It is for these reasons that The Hill Group selected Carrier as the basis of design for new equipment.

If you have any questions regarding this issue, please do not hesitate to contact Russ Nelson or me at your earliest convenience. We look forward to discussing the opportunity with you again soon.

Sincerely,  
Hill Mechanical Corp.

Jacob Larson, PE  
Project Manager



## HILL MECHANICAL CORP.

August 4, 2022

Ed Finn  
Director of Operations  
Lake Forest Library

11045 GAGE AVENUE  
FRANKLIN PARK, IL 60131  
P 847.451.5000 F 847.451.5011  
[www.hillgrp.com](http://www.hillgrp.com)

Re: Chiller Replacement

Hill Mechanical Corp. is pleased to provide the following budgetary proposal for this project. Our pricing is based on a site visit to review existing conditions on June 21, 2022. Follow up discussions at a meeting with the board occurred on July 26, 2022.

### Scope of Work:

- Provide project management and scheduled deliverables.
- Provide supervision of all trades working on site.
- Provide haul away demolition of existing equipment not to be reused.
- Furnish and install (1) Carrier 30-ton air cooled chiller with redundant integral pump package.
- Furnish and install (1) buffer tank.
- Furnish and install (1) expansion tank.
- Furnish and install (1) air separator.
- Furnish and install all pipe, valves and fittings as required for complete and working systems.
- Provide all electrical work.
- Provide outdoor concrete pad on grade for chiller support.
- Provide rigging and hoisting of equipment.
- Provide mechanical insulation.
- Provide wiring for a standalone remote indoor controller.
- Provide all startup, commissioning assistance and project closeout documents.
- Provide final testing and balancing reports.
- Provide construction cleaning.
- Provide standard 1 year warranty for workmanship defects.
- Sales tax.

**Total Price:                               \$166,400.00**

### Scope Clarifications:

- We have assumed that existing electrical service distribution panels are in good working condition.
- We have assumed that existing service distribution panels have enough capacity to handle additional loads.
- We have not included any building permits, inspections, or fees.
- We have not included any shop drawings or as-builds.
- We have not included any asbestos or hazardous material handling.
- We have not included any temporary heating or cooling.
- We have not included any fire protection or fire alarm work.
- We have not included any building automation systems.
- We have not included any plumbing, roofing, patching, painting, carpentry or other general trades.
- We have not included any landscaping, fencing or other grounds work.
- We have not included any minority, women's, local or other diversity participation.
- We have not included any premium time labor.



- We have not included any payment and performance bonds.
- We have not included any repairs for existing to remain MEP utilities.
- We have not included any attic stock.

Notwithstanding anything set forth in this paragraph, the General Contractor shall take all reasonable actions to protect the health and well-being of Sub-Contractors labor force, including the implementation of appropriate health and safety protocols and systems to comply with all mandates, guidelines and/or or recommendations of local, state, and/or federal authorities about protecting workers and the public from and limiting the spread of COVID-19.

We are not responsible, nor have we included any monies for delays occasioned by labor, material, supplies and/or equipment shortages, shelter in place or quarantine mandates instituted by local, state, and/or federal authorities, and/or limited access to the Project due to COVID-19 restrictions.

Please note that we reserve the right to reevaluate this scope of work and the related pricing if not accepted in the next (30) days. We thank you for the opportunity to submit this proposal and look forward to discussing it with you soon. Please do not hesitate to contact either Russ Nelson or me if you have any questions.

Sincerely,  
Hill Mechanical Corp.

Jacob Larson, PE  
Project Manager



# Proposal

Proposal is valid for 15 days.

Customer must obtain credit approval and release order to production within 60 days of proposal date.

**PROPRIETARY AND CONFIDENTIAL PROPERTY OF Trane U.S. Inc.**  
**DISTRIBUTION TO OTHER THAN THE NAMED RECIPIENT IS PROHIBITED**

**Prepared For:**

All Bidders

**Date:**

**Proposal Number:**

**Job Name:**

Lake Forest Library Chiller Replacement

**Valid Through:** 9/30/2022

**Delivery Terms:**

Freight Allowed and Prepaid - F.O.B. Factory

**Payment Terms:**

Net 30 Days

Trane U.S. Inc. is pleased to provide the following proposal for your review and approval.

Item	Tag(s)	Qty	Description	Model Number
A1	CGAM-1	1	30 Ton Air-Cooled (CGAM)	CGAM030F2**2AXD2A1A1A1HX*A1D1AXXXXXXXBxA3A1D1XXL*X
A2	CGAM-2	1	30 Ton Air-Cooled (CGAM)	CGAM030F2**2AXD2A1A1A1A1HX*A1D1AXXXX8B1BxA3A1D1XXL*X

**Product Data - Air-Cooled Scroll**

**All Units**

- Air-Cooled Scroll Packaged Chiller
- 30 nominal tons
- 460 volt 3 phases 60 hertz
- High efficiency/performance
- Full factory refrigerant charge (HFC-410A)
- With factory installed freeze protection
- Refrigerant isolation valves (discharge valve)
- UL listed to US and Canadian safety standard
- Factory installed flow switch - set point 60 cm/sec
- Std cooling (40 to 65F/4.44 to 18C)
- Grooved pipe connection
- Factory insulation 0.75"
- Performance based on water
- Wide ambient (0 to 125F/-18 to 52C)
- Microchannel coil
- Across the line starter/direct on line
- Single point connection main line unit power-ancillary items require other power
- Circuit breaker-high fault rated control panel
- Enclosure type UL 1995 rated for outdoor applications
- High A short circuit rating
- With water strainer factory installed
- Super quiet
- Architectural louvered panels
- 1st year labor warranty
- Startup Included - Trane Service must start equipment for warranty to be honored

**Item: A2 Qty: 1 Tag(s): CGAM-2**

- Dual high head pump
- Pump flow ctrl by var speed drive
- With buffer storage tank

**DOES NOT INCLUDE:** Installation, Rigging, Storage, Control or power wiring, Pads/Rails, Pumps, Skids, Glycol, Glycol Makeup System, Variable Speed Compressors, Variable Speed Condenser Fans, Bacnet, Integration Assistance, Refrigerant warranty, Isolators, Piping, piping specialties, Modification [If Required], Maintenance., Any items not listed above.

**Total Net Price for item A1 (Excluding Sales Tax) ..... ~~\$ 43,510.00~~**  
**Current Lead Time: 32 weeks plus shipping**

**Total Net Price for item A2 (Excluding Sales Tax) ..... **\$ 74,735.00****  
**Current Lead Time: 42 weeks plus shipping**

Tax Status: Taxable <input type="checkbox"/> Exempt <input type="checkbox"/>	IF EXEMPT PLEASE SUBMIT COMPLETED TAX EXEMPTION CERTIFICATE WITH YOUR SIGNED PROPOSAL OR WITH YOUR PURCHASING DOCUMENTS, KEEP YOUR ORIGINAL ON FILE IN THE OFFICE. YOU WILL BE CHARGED TAX IF A VALID EXEMPTION CERTIFICATE IS NOT ON FILE BEFORE EQUIPMENT, PARTS OR SERVICES ARE PROVIDED. SEE <a href="http://WWW.TAXSITES.COM/STATE-LINKS.HTML">WWW.TAXSITES.COM/STATE-LINKS.HTML</a> FOR TAX FORMS.
---	--

Sincerely,

**Trane U.S. Inc.**  
 7100 South Madison  
 Willowbrook, IL 60527

**COVID-19 NATIONAL EMERGENCY CLAUSE**

The parties agree that they are entering into this Agreement while the nation is in the midst of a national emergency due to the Covid-19 pandemic ("Covid-19 Pandemic"). With the continued existence of Covid-19 Pandemic and the evolving guidelines and executive orders, it is difficult to determine the impact of the Covid-19 Pandemic on Trane's performance under this Agreement. Consequently, the parties agree as follows:

1. Each party shall use commercially reasonable efforts to perform its obligations under the Agreement and to meet the schedule and completion dates, subject to provisions below;
2. Each party will abide by any federal, state (U.S.), provincial (Canada) or local orders, directives, or advisories regarding the Covid-19 Pandemic with respect to its performance of its obligations under this Agreement and each shall have the sole discretion in determining the appropriate and responsible actions such party shall undertake to so abide or to safeguard its employees, subcontractors, agents and suppliers;
3. Each party shall use commercially reasonable efforts to keep the other party informed of pertinent updates or developments regarding its obligations as the Covid-19 Pandemic situation evolves; and
4. If Trane's performance is delayed or suspended as a result of the Covid-19 Pandemic, Trane shall be entitled to an equitable adjustment to the project schedule and/or the contract price.

**This proposal is subject to your acceptance of the attached Trane terms and conditions.**



# Proposal

**Project Name:** Lake Forest Library  
**Location:** Lake Forest, IL  
**Attention:** HILL MECHANICAL CORP  
 Jacob Larson

**Bid Date:**  
**Expiration Date:** 09/30/2022  
**Proposal Number:**

LADIES & GENTLEMEN: We propose to furnish the equipment listed below at prices stated and in accordance with the terms, price and conditions that are attached to and are a part of this quotation.

Mark For	Qty	Model Number	Description
CH-1	1	30RAP0306D-DHF54	Air-Cooled Scroll Chiller <ul style="list-style-type: none"> <li>• 460-3-60</li> <li>• 30 Tons (030)</li> <li>• Across the Line</li> <li>• Single Point with Non-Fused Disconnect</li> <li>• Low Sound - Includes Aero-Acoustic Fans</li> <li>• Micro Channel</li> <li>• Standard Packaging</li> <li>• Cooler Heater</li> <li>• Energy Management Module (EMM) - Provides temperature reset, demand limit and temperature set point capability from external, 4-20mA signal.</li> <li>• <b>Dual Pump 5HP – SINGLE SPEED</b></li> <li>• <b>Standard Compressor with High SCCR (65K)</b></li> <li>• Green Speed - High Efficiency Variable Condenser Fan</li> <li>• Security Grilles/Hail Guards</li> </ul>
CH-1	1	30RA-900---051	Storage Tank
CH-1	1	30RA010-030-SU3	30RA Start-Up, First Unit

**Pricing**

**Total Price for items as listed above (excluding taxes).....\$71,000**  
**ADD 2-5 year compressor parts only warranty:.....\$400**

AMONG THE ITEMS NOT INCLUDED UNLESS SPECIFICALLY INCLUDED ABOVE:

- Labor to Install
- Refrigerant Specialties
- Electrical work including disconnects
- Controls
- State or Local Taxes

NOTES:

**Above price is firm and will remain in effect for 30 days. All quotes over 30 days are subject to change without notice.**

**TEC will not agree to liquidated damages if lead times are extended.**

- No permits included in above proposal.
- All orders subject to credit approval and acceptance by TEC Management.
- Equipment is manufactured under strict manufacturer standards and the National Electrical Code requirements.
- Compliance to local codes neither guaranteed nor implied.
- Illinois code requires an IECC 2018 compliant system. If the contractor or end user chooses to purchase a non-compliant IECC 2018 unit; TEC will not be held responsible if the job is flagged with a non-compliant system.

Submitted By:

TEMPERATURE EQUIPMENT CORP.



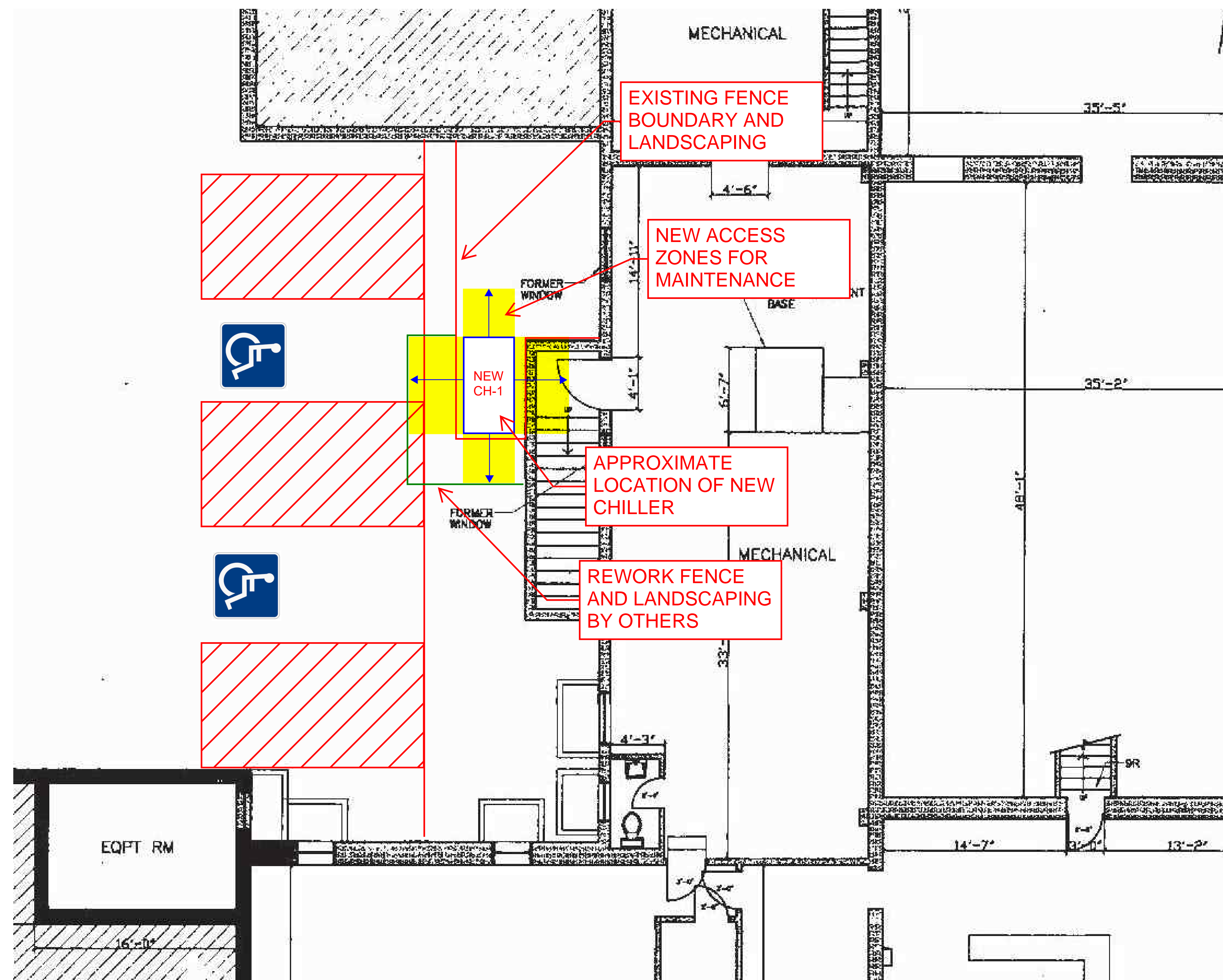
1. REMOVE EXISTING CHILLED WATER AND CONDENSER WATER PUMPS, PIPING, ELECTRICAL AND CONTROLS.



2. REMOVE EXISTING WATER COOLED CHILLER, PIPING, ELECTRICAL AND CONTROLS.



3. REMOVE EXISTING COOLING TOWER, PIPING, ELECTRICAL AND CONTROLS.



4. INSTALL NEW AIR COOLED CHILLER ON A CONCRETE PAD IN PLACE OF WHERE THE EXISTING COOLING TOWER WAS LOCATED. CONNECT CHILLED WATER PIPING FROM INDOOR DISTRIBUTION MAINS TO NEW OUTDOOR CHILLER. INSTALL NEW ELECTRICAL DISCONNECT AND POWER. INSTALL STAND ALONE CONTROLS, SENSORS, BAS READY AND INDOOR CONTROLLER.

5. REWORK FENCE AND PARKING AS NEEDED FOR EQUIPMENT ACCESS ZONES BY OTHERS.

**LAKE FOREST LIBRARY  
CHILLER REPLACEMENT**

NO.	REVISION	DATE	INITIALS
	PRELIM	9/7/22	

VCO SUPERVISOR:  
 VCO SR DESIGNER:  
 PROJ. ENG: JACOB LARSON  
 SEVT FOREMAN:  
 PLUMB FOREMAN:  
 PLUMBING FOREMAN:

**THE HILL GROUP**  
 11045 GAGE AVENUE  
 FRANKLIN PARK, IL 60131  
 P 847.451.5000 F 847.451.5011  
 www.hillgrp.com

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- Energy Efficiency/Sustainability
- Service and Building Maintenance
- Commissioning/Test & Balance/LEED Consulting
- Virtual Construction

**SAFETY  
TAKES YOU HOME**

SHEET NO:  
PROJECT NO:

**Library Operations Report  
September 13, 2022 Board Meeting**

**July 2022 Select Stats**

- 14,281 Library visits and 127 offsite engagements (the flooding that closed the Children’s Library from July 23 – July 27 significantly impacted the visitor count).
- 30,617 items circulated to library users as compared to 29,336 in July 2021.
- 5,902 e-media resources circulated as compared to 5,608 in July 2021. The most used platforms were Illinois Digital Library (Libby) and Hoopla with 4,224 uses and 762 uses, respectively.
- 8,383 database uses were recorded as compared to 6,144 uses in July 2021. The most used databases were S&P Net Advantage, ValueLine, and World Book Encyclopedia with 4221, 1,218, and 880 users, respectively. The Library offers 33 paid database subscriptions for adults and children.
- 1,817 participants attended 44 active (in-person, hybrid, virtual) programs and 1,351 participants attended or participated in 10 passive asynchronous programs and activities including to-go and on-site craft projects and post-live viewing options.
- Patrons received 112 one-on-one e-tutorials/tech help sessions.
- 3,570 reference, information, reader’s advisory, and library resource questions were answered.
- 37 individual Media Lab sessions were reserved as compared to 14 in July 2021.
- 134 library cards were issued or renewed and 941 items added to the collection.
- 22,614 Wi-Fi sessions were recorded as compared to 22,600 in July 2021, and 966 public desk top computer sessions as compared to 874 in July 2021.

**July 2022 Select Program Stats\***

During July the Library engaged 127 children and adults at five off-site programs. These include storytimes at Elawa Farm, Forest Park Beach, Kinderhaven, and two Parade of Parks programs. The following table details the program efforts during the month of July:

	Number of Programs	Participants
Active Adult	11	123
Active Teen	7	120
Active Children (ages 0-5)	19	1,071
Active Children (ages 6-11)	7	503
<b>Total Active</b>	<b>44</b>	<b>1,817</b>
Passive Adult	3	439
Passive Teen	2	34
Passive Children (ages 0-5)	2	628
Passive Children (ages 6-11)	3	250
<b>Total Passive</b>	<b>10</b>	<b>1,351</b>

*\*The Library collects program data using the Illinois State Library definitions stated in question 15 of the IPLAR (Illinois Public Library Annual Report) previously distributed to the Board for the June 14, 2022 meeting (page 28 of the June 14, 2022 Board package).*

**Program Highlights from August 2022**

**Lake Forest College Orientation.** Library staff from the Circulation and Adult Services teams participated in Lake Forest College’s New Student Orientation on August 26. Students were introduced to Library staff, services, and database resources. 73 students signed up for Lake Forest Library cards, and 15 of them subscribed to the Library’s monthly email newsletter.



Kate Buckardt, Head of Adult Services, and Krista Kosar, Adult Services Librarian, presented a book talk for the residents at Lake Forest Place.



**Summer Performers and Programs**

Summer programs included the Library’s first bilingual (Mandarin Chinese) storytime offered by Tiffany Song and Madeline Wenc of the Children’s Library and a wide variety of other programs and projects.



Here *STEAM Explorers* had happy children in grades 1-4 making ice cream in the Kasian Room.

The *American Girl* books and stories continue to be reader favorites. 22 young women came with their dolls to a *Fun and Fancy Doll Tea Party*.



The last big summer showstopper *Magic by Scott Green* was on the Library front lawn and drew 182 adults and children. Thank you to the Friends of Lake Forest Library for funding this show.



Chad Clark, Makerspace & Technology Coordinator, brought back the much-appreciated Drop-in Tech Help. The *Get Started with Mac* class was well received.





### Grants and Gifts

The Library received its Illinois Public Library Per Capita Grant award of \$28,566.33. The application was filed in January 2022 after the completion of the review of the Standards for Illinois Public Libraries by the Library Board and Staff in 4<sup>th</sup> quarter 2021. Preparation of the January 2023 application will start in October.

Ann and Robert Palmer provided funds to purchase three copies of *Death at the Potawatomi Club* by Stephen Timbers for the Library's Local Author Collection.

### Personnel Matters

On September 14, the Library will welcome Heidi Krueger, as its new Director of Patron Services. Ms. Krueger has over 20 years of public library service and was most recently the Reference Services Manager at St. Charles Public Library. She will oversee Adult, Teen, and Children's services. We are excited to welcome her to the Library team.

All Library Staff will complete online Data Privacy and Information Security Training on the Traliant platform in September/October.

### Support for the Dementia Community

Prior to the COVID-19 pandemic, the Library was working with other organizations to develop support for the dementia community. Memory Cafés and related kits were developed, and then delayed due to the pandemic. The kits, which circulate, are now part of the Library's Adult Accessibility Collection. The Library has over the last few months once again restarted this important initiative.

There are three levels of commitment – individual, business, and community. [Dementia Friendly America](#) supports formation of a Dementia Friendly Community and Dementia Friendly Businesses. [AgeGuide, Northeastern Illinois](#) provides the required training for businesses seeking Dementia Friendly certification.

- *Individual Commitment.* The Library is requiring all staff to complete the individual training by the end of September. Over half the staff have already completed the training.
- *Dementia Friendly Business Certification.* The Library has submitted its application to be certified as a dementia friendly business. If accepted, Library staff will undergo additional training and the Library facility will be evaluated.
- *Dementia Friendly Community.* The Library is prepared to assist other community organizations should any choose to lead the Dementia Friend Community initiative.

*Partnership with the Senior Center* to support residents with memory loss. The Library's inability to provide ADA restrooms and first floor restrooms that can simultaneously accommodate a caretaker, limited ADA parking, and the difficulty in accessing the Kasian Room, prompted the Library to propose to the Senior Center that Library staff will attend the Senior Center's Memory Café programs and offer general assistance as well as the following:

- Use of the Library's Memory Kits (part of the Library's Accessibility Collection);

- Information and petting tech zoo about other items in the Library's Accessibility Collection;
- Instruction for caretakers and others on downloading books and music and how to use the various apps, etc.; and
- General assistance on dementia matters.

The goal is to support and collaborate with the Senior Center as the Senior Center has a more appropriate and workable facility.

### **Friends of Lake Forest Library Book Sale**

The Friends of the Lake Forest Library will hold their annual book sale on September 15-18 at the Rec Center. Marketing materials and volunteer cards to help at the book sale are in the Library lobby.

### **Operations**

- The Library has completed its review of the first draft of the FY2022 audit and sent comments and the Library's MD&A to Baker Tilly (auditors) for review. The FY2022 audit will be accepted at the October 11, 2022 Board Meeting.
- The Library received \$2,793 from AmTrust North American as a result of its year-end workers compensation insurance policy audit. The refund effectively reduces the Library's annual policy premium from \$5,737 to \$2,944 in FY2022.
- OSG has deployed 45 new staff and patron computers and the leased equipment has been returned to the vendor. The last 11 desktop computers are scheduled to ship on September 15.
- The Library has partnered with OSG to implement external threat monitoring through the Cybersecurity & Infrastructure Security Agency (CISA): <https://www.cisa.gov/>. This program monitors external threats to the Library network without accessing internal software or processes. As part of this program, the Library and OSG receive weekly Cyber Hygiene Assessments, allowing for quick reaction to potential threats in near real-time.
- The Library has partnered with OSG to create a Disaster Recovery and Business Continuity Plan and a Security Incident Response Plan. Both documents provide a roadmap for the Library to handle potential cyber threats, as well as power outages or other network or hardware failures. These procedures were created to address the need for vigilance as cyber-attacks continue to increase and will be incorporated into the overall Disaster Recovery Plan for the Library.

### **Facilities Projects**

- An annual roof inspection in August revealed issues with water penetration along the elevator shaft flashing. NIR Roofing made the repairs for a total cost of \$2,890.00 on September 1.
- The flooding of the Children's Library in the a.m. hours of July 23 resulted in the department's closure for 5 days. Belfor Property Restoration provided emergency clean-up services that included water extraction, dehumidification, and carpet cleaning. The cost for the flood recovery totaled \$12,774.50. No insurance claim was submitted.

- The Library is working to reconfigure the Technical Services area to accommodate new workspaces for Heidi Krueger, Director of Patron Services, and Dan Thompson, Assistant Facilities Manager. Additionally, a shared workspace is being created on the west side of Tech Services for processing Better World Books and new materials from Baker & Taylor and other vendors, and other shipments.
- The new process for storing and moving Friends' boxed books for the fall book sale was successful. The conveyor belt was installed on September 9 and movers worked to move boxes out of the building through the west side stairwell, eliminating the need to move boxes through the children's library and the truck parking in the traffic lane on the north side of the building.
- The boiler room area has been reconfigured to accommodate storing the Friends' book box conveyor inside the Library rather than an outside container when it is not in use.
- Facilities will coordinate the cleaning of the Friends' sorting area after materials are moved out for the book sale.
- Library staff has reached out to the City for guidance in repairing the front limestone gates that have degraded due to age and weather. Rommy Lopat, Lake Forest resident, has provided insight and guidance on the work.