



## LAKE FOREST LIBRARY BOARD OF TRUSTEES

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

Kasian Room, Lower Level

Tuesday, October 11, 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(d):
  - a. Approval of the October 11, 2022 Agenda
  - b. Approval of the September 13, 2022 Regular Meeting Minutes
  - c. Approval of the September 2022 Financial Report
  - d. Approval of filing of 2023 Per Capita Grant Application
8. No action item: Building Committee
  - a. Status report on Dome Replacement Project.
  - b. Status report on Hill Mechanical proposal to replace select HVAC equipment.
9. No action item: Library Excedra (Deerpath Road Gate), presentation by Rommy Lopat.
10. No action item: Discussion about the 125th Lake Forest Library Celebration Year.
11. No action item: Friends of Lake Forest Library update.
12. No action item: Library Operations report.
13. Unfinished Business.
14. New Business.
15. Adjournment.

### Upcoming Meetings: November 8, 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 October 11, 2022 Board Meeting**

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

09.25.2022 Via phone to Krista Kosar, Adult Services Librarian

Roberta Zuffante called to put a couple of books on hold. I told her we would let her know when they come in, and she told me she posted a photo of her library check out receipt to a nation-wide book club group showing how much she's saved by using her local library. She was excited that it got "well over 100 likes" and very grateful for all we do here.

09.25.2022 Sarah Robbins to Emmy Neal, YA Librarian

Super appreciates the new easy non-fiction readers, which are perfect for her classroom. She also loves the craft exchange upstairs!

09.23.2022 Veteran's Park monument support letter to the Historic Preservation Commission

09.21.2022 Illinois Department of Transportation grant support letter

09.20.22 National Historical Publications and Records Commission, National Archives grant support letter



September 23, 2022

Members of the Historic Preservation Commission  
The City of Lake Forest  
220 E. Deerpath  
Lake Forest, Illinois 60045

**RE: Veterans Park**

Dear Chairman Grinnell and Members of the Historic Preservation Commission,

The Lake Forest Library is honored to support the petition by The City of Lake Forest and American Legion McKinlock Post 264 for a Certificate of Appropriateness for the monument proposed as a memorial to Veterans in the new Veterans Park at 135 Deerpath Road (the Southeast corner of Deerpath Road and Green Bay Road).

Chartered in 1919, the American Legion McKinlock Post 264 has long been an important resource for Veterans and their families. The proposed memorial is an extension of this important work. Veterans make significant sacrifices to protect our country and our basic freedoms. The proposed monument will serve a tangible reminder to all of their sacrifices and provide a place for contemplation and reflection.

The American Legion McKinlock Post 264 work to inspire patriotism and love of country has enhanced the lives of Lake Foresters for over 100 years. The Post's sponsorship of Lake Forest Day, Flag Day, Independence Day, and Memorial Day activities and scholarships for college-bound Lake Forest High School students, reflect its important and historic place in the Lake Forest Community.

The memorial monument is a recognition of not only our Veterans, but a thank you to the important and historic contribution of the American Legion McKinlock Post 264 to Lake Forest values and tradition.

We are honored to support this important civic project.

Sincerely,

A handwritten signature in black ink, appearing to read "John F. Johnson".

John F. Johnson, President  
Lake Forest Library Board of Trustees



September 21, 2022

George A. Pandaleon, Mayor  
The City of Lake Forest  
220 E. Deerpath  
Lake Forest, Illinois 60045

**RE: The City of Lake Forest Deerpath Streetscape Improvement Project**

Dear Mayor Pandaleon,

The Lake Forest Library is pleased to support The City of Lake Forest's application for funding assistance from the Illinois Department of Transportation through the Illinois Transportation Enhancement Program to construct improvements to the City's Deerpath Streetscape from Oakwood Avenue to Western Avenue. This project features streetscape improvements that will greatly improve pedestrian and vehicle safety, ADA accessibility, and general travel through this important part of the City's Central Business District.

This portion of the Deerpath Streetscape is home to many small business owners and the City's historic city hall. Just beyond the project limits include other public facilities including the new Veterans Park, Deerpath Middle School, Metra train station, Gorton Community Center, Parks & Rec Center, and Lake Forest Police and Fire Department facilities.

Just two blocks from Western Avenue, the Lake Forest Library welcomed over 190,000 visitors to the Library and hosted in-person, hybrid, and virtual 657 programs attended by 31,842 individuals in its last year of operation. As the COVID-19 pandemic resides, we expect these numbers to improve. Once completed, the project will support overall connectivity and travel throughout this important corridor to the Library and other important City resources.

It is my understanding that the City completed a thorough, yearlong, community engagement process to develop a project recommendation report and plans that have been approved by an interdisciplinary Deerpath Streetscape Ad-Hoc Committee and that the City Council adopted a resolution committing local funds to the project.

Thank you for initiating this important improvement in our community.

Sincerely,

A handwritten signature in black ink, appearing to read "John F. Johnson".

John F. Johnson, President  
Lake Forest Library Board of Trustees



September 20, 2022

National Historical Publications and Records Commission  
National Archives  
700 Pennsylvania Avenue  
NY Room 116  
Washington, DC 20408

Dear Review Board:

The Lake Forest Library is pleased to provide the commitment for the National Archives Archival Projects grant application in partnership with The History Center of Lake Forest Lake Bluff. This project, *The History and Influence of Lake Forest Landscape Design*, will provide improved access to hundreds of unique and rare historical materials that will be beneficial to scholars and the general public.

Daily the Library provides access to our deep collection of current and historic garden, architecture, and landscape print works. The Library has undertaken the digitization of *The Lake Forester*, the community newspaper, from 1899 – 1947 and makes this resource available via its website. The Library will make available over 50 works from its 1930s Foundation for Architecture and Landscape collection for digitization. These works document existing and lost historic structures and landscapes.

The Lake Forest Library, founded in 1898, inspires life-long learning, promotes the free and respectful exchange of ideas, and builds community. During our last fiscal year, the Library welcomed over 190,000 visitors to the Library and hosted in-person, hybrid, and virtual 657 programs attended by 31,842 individuals. As the COVID-19 pandemic recedes, we expect these numbers to improve. Thank you for considering this grant. I would be happy to answer any questions on the project or our holdings. I may be reached at 847.810.4602 or [clemmer@lakeforestlibrary.org](mailto:clemmer@lakeforestlibrary.org).

Regards,

*Catherine A. Lemmer*

Catherine A. Lemmer, MS, JD  
Executive Director

INSPIRATION ♦ IDEAS ♦ COMMUNITY

**LAKE FOREST LIBRARY BOARD OF TRUSTEES**  
360 East Deerpath Road, Lake Forest, IL 60045  
September 13, 2022  
Regular Meeting

CALL TO ORDER

President John Johnson welcomed all and called the meeting to order on Tuesday, September 13, 2022, at 7:32 p.m. in the Kasian Room, Lake Forest Library.

ROLL CALL

Trustees present: Bryan Bertola, Jim Clifton, JoAnn Desmond, Josh Jackson, John F. Johnson, Andrea Lemke, Sue Shattock, Bob Shaw and Heather Strong. Nine 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 welcomed two new Trustees to their first meeting. Trustee Jackson has agreed to be the Liaison with the Lake Forest Library Foundation. Trustee Shaw has agreed to lead our Long Range Planning initiative. President Johnson introduced Jan Gibson, Member of the Friends Board and Chair of the Grants Committee. The Friends' Grant of \$5200 will cover the cost of appraising, cataloguing, and valuing the Library's artwork. The Board thanked Jan for the grant, and for her service as a Library Trustee from 2009-15 and Library President. President Johnson also reminded all that the Friends Book Sale returns September 15-18 at the Rec Center.

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

Trustee Desmond made a motion, seconded by Trustee Strong, to approve the 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

Motion by Trustee Desmond, seconded by Trustee Lemke to approve the items on the Consent Agenda. The motion passed unanimously on a roll call vote.

### COMMITTEE REPORTS

Trustee Bertola, Chair of the Building Committee, presented the following:

- a. Status report on dome replacement project
- b. Approval of Hill Mechanical proposal to replace select HVAC equipment

The dome replacement project has now reached the bidding stage. Bids are due September 30. Several contractors are expected to submit. It should take approximately a month for bids and schedules to come back and then evaluation will begin. While that is occurring, the project is not idle; drawings are in for permit application, to ensure the project continues its momentum.

The Building Committee met with Hill Mechanical to review options to replace the Library's aging chiller unit before the next cooling season. The new unit will be more efficient with new electronic controls that can be incorporated into future HVAC upgrades. Hill's proposal recommends Carrier to supply as their cost was least (\$183,040), and they have the shortest lead time (12 weeks). Trustees agreed an MEP(Mechanical, Electrical, Plumbing) package to provide a holistic look at all systems is the next important step, as the last big HVAC upgrade was in 1978 and improvements have occurred since on a piecemeal basis.

Motion by Trustee Shattock, seconded by Trustee Lemke, to approve the Hill Mechanical Proposal. The motion passed unanimously on a roll call vote.

### DISCUSSION ON STRATEGIC PLAN

President Johnson led a discussion on evolving the Strategic Plan, which expires in 2023. Trustees shared initial thinking on priorities and processes in areas such as enhancing the library's user experience in the future, accessibility for all, understanding the community's future needs and the role of the library in meeting them, and learning from library transformations in IL and across the country. This will be an ongoing process.

### LIBRARY OPERATIONS REPORT

Director Lemmer updated the Board on several initiatives, including support for the Dementia Community through training, and providing staff at the Senior Center's Memory Café programs. Overall, the activity and atmosphere at the Library has more than returned to its pre-Covid levels, and there is great excitement about the upcoming Lake Forest Reads program. This year, the Library will offer 10 different events on October 13 and 14 around the book *Her Hidden Genius*, by Marie Benedict, who will also appear. The Library has partnered with the Rosalind Franklin Medical Center, and events take place at Dickinson Center, Gorton Center, The History Center, Lake Forest College and of course, the Library.

### UNFINISHED BUSINESS

None.



Lake Forest Library Board of Trustees  
Regular Meeting Minutes  
September 13, 2022

NEW BUSINESS

None.

ADJOURNMENT

Trustee Desmond made a motion, seconded by Trustee Shattock to adjourn. The motion passed unanimously on a voice vote. The meeting was adjourned at 8:56 p.m.

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Sue Shattock, Secretary

Minutes approved by the Board on October 11, 2022.



## FY2023 Revenue & Expenditure Statement

For the YTD September - 2022

Revenues	YTD	Budget	Budget Realized
Tax Based	3,667,396	4,394,900	83%
Non-Tax-Based	72,832	53,000	137%
Gifts & Grants	100	2,500	4%
Library Generated	80,031	88,260	91%
<b>Total Revenues</b>	<b>\$3,820,359</b>	<b>4,538,660</b>	<b>84%</b>

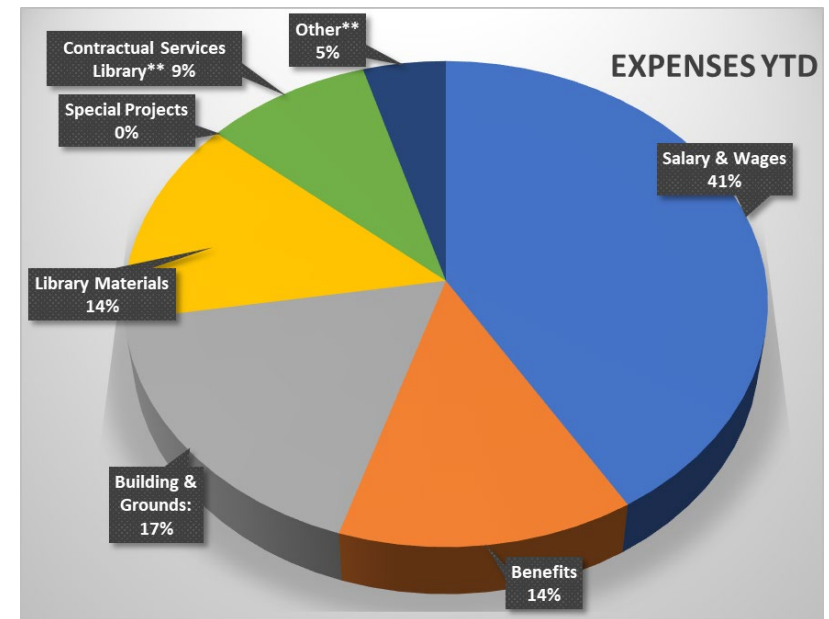
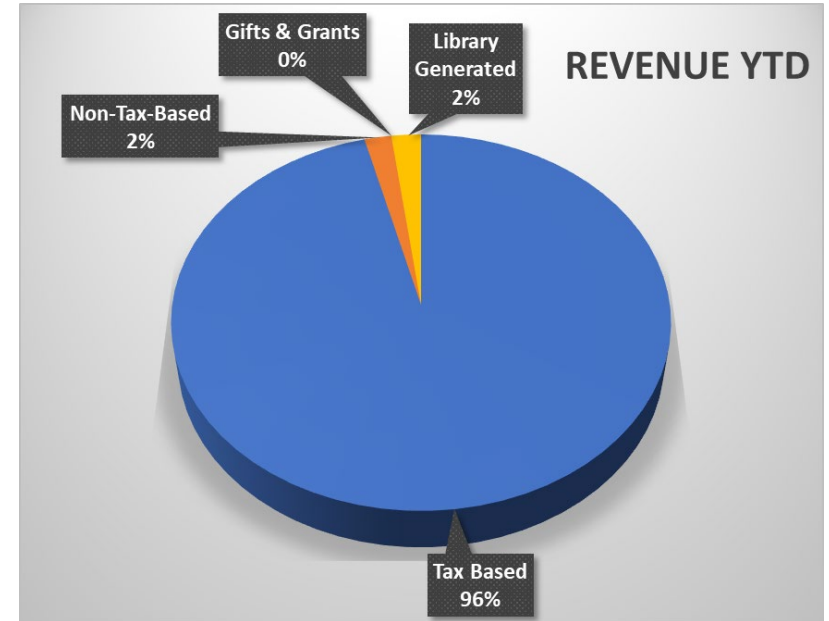
Expenses	YTD	Budget	Budget Utilized
Salary & Wages	675,405	1,954,260	35%
Benefits	222,995	791,831	28%
Building & Grounds:	287,107	438,675	65%
- Dome Repair*	31,591		
- Contractual Service Building**	4,019	22,550	
Library Materials	226,019	625,260	36%
Special Projects	-	82,000	0%
Contractual Services Library**	150,124	351,800	43%
Other**	74,588	262,864	28%
<b>Total Expenses</b>	<b>1,636,238</b>	<b>4,506,690</b>	<b>36%</b>

<b>Total Net Income</b>	<b>\$2,184,121</b>
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Reserves	
Reserve - Capital Improvements	4,000,000
Reserve - Technology Improvements	300,000
Capital Equipment	300,000
Fund Balance - Unassigned	2,471,607
<b>Total Reserve Amount</b>	<b>\$ 7,071,607</b>

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

\*\*Detail on Last page of the Report



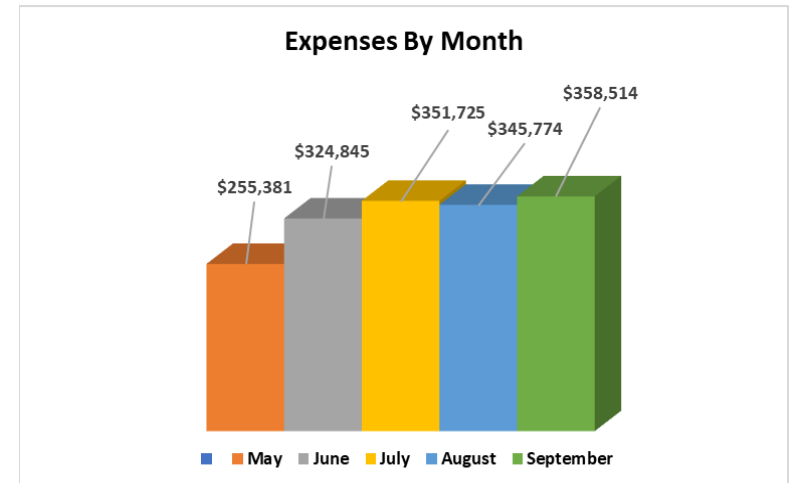
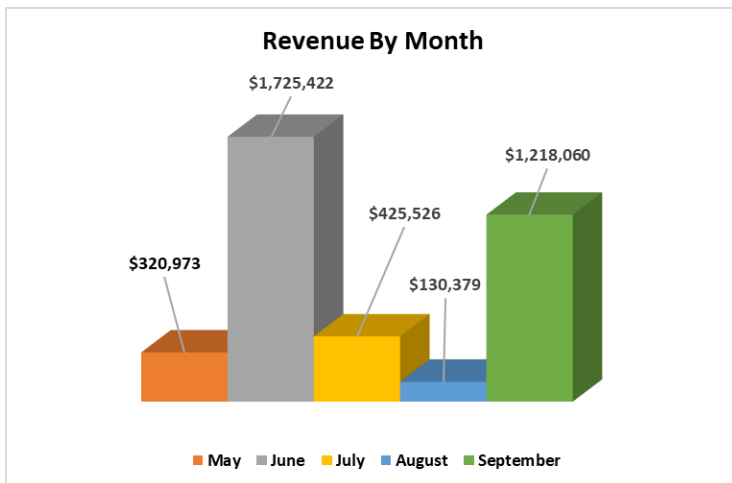
# FY2023 Revenue & Expenditure Statement

For the YTD September - 2022

Revenues	May	June	July	August	September	YTD	Budget
Tax Based	295,420	1,708,122	390,060	107,714	1,166,082	3,667,396	4,394,900
Non-Tax-Based	24,562	-	17,684	2,019	28,566	72,832	53,000
Gifts & Grants	-	-	-	100	-	100	2,500
Library Generated	991	17,300	17,782	20,546	23,412	80,030.98	88,260
<b>Total Revenues</b>	<b>\$320,973</b>	<b>\$1,725,422</b>	<b>\$425,526</b>	<b>\$130,379</b>	<b>\$1,218,060</b>	<b>\$3,820,359</b>	<b>\$4,538,660</b>

Expenses	May	June	July	August	September	YTD	Budget
Salary & Wages	93,274	124,116	122,832	133,310	201,873	675,405	1,954,260
Benefits	41,390	41,072	38,768	46,102	55,663	222,995	791,831
Building & Grounds	25,568	41,013	104,215	69,919	46,392	287,107	438,675
Dome Repair	-	9,375	-	-	22,216	31,591	
Contractual Services Building	2,539	250	438	448	344	4,019	22,550
Library Materials	45,710	65,668	43,188	46,157	25,297	226,019	625,260
Special Projects	-	-	-	-	-	-	82,000
Contractual Services Library	31,006	46,165	30,433	28,576	13,944	150,124.04	351,800
Other	18,433	6,811	12,289	21,710	15,346	74,588.39	262,864
<b>Total Expenses</b>	<b>\$255,381</b>	<b>\$324,845</b>	<b>\$351,725</b>	<b>\$345,774</b>	<b>\$358,514</b>	<b>1,636,238</b>	<b>4,506,690</b>

<b>Total Net Income</b>	<b>\$65,592</b>	<b>\$1,400,577</b>	<b>\$73,802</b>	<b>(\$215,395)</b>	<b>\$859,545</b>	<b>2,184,121</b>
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**Lake Forest Library**  
**Financial Notes and Variance Report**  
**For the Month of September 2022 (Month 05) FY2023**

**Funds on Hand:** \$2,471,607 (unrestricted/unaudited). This account now reflects the FY2022 surplus of \$921,188 as the FY2022 audit has concluded.

**General Operations - Revenues**

**Property Tax:** As of September 30, the Library received \$3,667,396 in property tax distributions which is 83% of annual budget.

**Non-Tax-Based:** As of September 30, the Library received \$72,832 in non-tax-based revenues. \$44,265 reflects two installments of the replacement of personal property tax payment and the \$28,566 per capita grant. Non-tax-based income exceeds FY budget by 37%.

**Library-Generated:** As of September 30, the Library received \$80,031 in Library generated income. \$59,003 is interest on investments, \$8,085 in impact fees, and \$8,552 in other revenue such as CCS refunds, and copier and other fees. Overall, the Library generated income of 91% of FY budget.

**Gifts:** As of September 30, 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 September 30, \$675,405 for salaries and wages: 35% of FY budget; \$222,995 for benefits: 28% of FY budget. \$50,529 for SSN: 34% of FY budget; \$45,980 for IMRF: 23% of FY budget.

**Materials: Books, AV, and Electronic Services:** As of September 30, \$226,019: 36% of FY budget, this includes payments for periodical and database subscriptions.

**Other Operating Expenditures:** As of September 30, \$224,712: 32% of FY budget. Includes \$150,124 in library contractual services, including first payment of RFID lease of \$24,041 to Bibliotheca.

**Building and Grounds:** As of September 30, \$287,107: 65% 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 September 30, \$143,798: 85% of FY budget has been spent on the purchase of new computers and warranties, APC rack mountable smart UPS, APC network card, and WJE \$31,591 for Dome repair and restoration project.

**Reserves**

\$2,471,607 - Operating cash reserve (fund balance-unassigned) reflects the FY2022 surplus of \$921,188 as the FY2022 has concluded. The Library's restricted reserves are currently \$4,600,000: capital equipment (\$300,000), capital improvements (\$4,000,000), and technology (\$300,000).

Year to Date FY2023: 36% of budget expenses; 84% budget revenues.

## Account Details

### Contractual Services Library

Description	May	June	July	August	September	YTD	Budget
CCS (Integrated Library System)	12,412	-	18,798	-	\$ -	\$ 31,210	\$ 76,400
CIT Computer Equipment Lease	4,167	1,679	2,923	-	\$ 924	\$ 9,694	\$ 50,000
LAN, WAV, and Support (MSP)	8,477	8,480	-	17,496	\$ 9,675	\$ 44,127	\$ 103,000
EZ Proxy & Collection HQ	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	\$ 1,867	\$ 9,340	\$ 20,000
Other: Web Calendar Subscription, Software Licenses & Web hosting and maintenance	-	9,331	4,335	1,949	\$ 70	\$ 15,684	\$ 17,400
Technology Leased & Warranty Renewals	1,532	2,634	2,515	5,019	\$ 1,408	\$ 13,107	\$ 50,000
<b>Total</b>	<b>\$ 31,006</b>	<b>\$ 46,165</b>	<b>\$ 30,433</b>	<b>\$ 28,576</b>	<b>\$ 13,944</b>	<b>\$ 150,124</b>	<b>\$ 351,800</b>

### Contractual Service Building

Description	May	June	July	August	September	YTD	Budget
Water Treatment	250	250	250	\$ 250	\$ 250	\$ 1,250	
Alarm System	2,185	-	-		\$ -	\$ 2,185	
Inner Security System	104	-	-	\$ 104	\$ -	\$ 207	
Rose Pest	-	-	188	\$ 94	\$ 94	\$ 376	
<b>Total</b>	<b>\$ 2,539</b>	<b>\$ 250</b>	<b>\$ 438</b>	<b>\$ 448</b>	<b>\$ 344</b>	<b>\$ 4,019</b>	<b>\$ 22,550</b>

**Others**

<b>Description</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>August</b>	<b>September</b>	<b>YTD</b>	<b>Budget</b>
Administrative Services	2,201	-	4,402	2,201	2,201	\$ 11,005	\$ 26,401
Personnel Recruitment	-	-	-	170	57	\$ 227	\$ 500
Training and Development	47	930	185	771	4,551	\$ 6,484	\$ 15,000
Membership Dues	2,035	-	630	150	486	\$ 3,301	\$ 9,000
Meeting & Expenses	-	-	-	-	-	\$ -	\$ 2,500
Legal	-	-	-	-	-	\$ -	\$ 10,000
Auditing Service	-	-	-	-	-	\$ -	\$ 7,725
Programming	13,122	5,093	4,718	11,389	6,762	\$ 41,083	\$ 137,000
Online Banking Fees	-	138	131	140	137	\$ 545	\$ 1,500
Insurance - Liability	-	-	1,510	4,858	(174)	\$ 6,194	\$ 8,000
Telephone	66	306	289	302	297	\$ 1,260	\$ 8,713
Office Supplies	50	151	96	329	184	\$ 811	\$ 26,875
Postage	798	7	229	839	864	\$ 2,737	\$ 6,150
Vending Beverages	114	187	99	561	(19)	\$ 941	\$ 3,500
<b>Total</b>	<b>\$ 18,433</b>	<b>\$ 6,811</b>	<b>\$ 12,289</b>	<b>\$ 21,710</b>	<b>\$ 15,346</b>	<b>\$ 74,588</b>	<b>\$ 262,864</b>

**Approval of the filing of the 2023 Per Capita Grant Application**

The Public Library Per Capita Grant provides financial assistance to public libraries that meet or show progress toward meeting Illinois library standards. Grant amounts of up to \$1.475 per person, based on the population of the library's service area, are awarded annually to qualified Illinois public libraries.

The application for the 2023 Per Capital Grant required library administration to review the thirteen Core Standard checklists for Illinois public libraries in [Serving Our Public 4.0 Standards for Illinois Public Libraries](#). The Library noted in the application the anticipated steps to be undertaken during the ensuing grant year to improve the Library's performance where a chapter's core standards are not met.

In 2022, the Library was awarded \$28,566.33.





**Changes in the population count** for the eligible service area must be documented and supporting information that details the increase or decrease shall be submitted electronically with this application. Documentation must include one of the following:

- A U.S. Census certification (e.g., correction or special census) that has been filed with the Office of the Secretary of State Index Department prior to submission of the application.
- For population changes, annexations or disconnects that are typically not documented by the U.S. Census, the library must submit appropriate and substantial supporting information, including a certified population count. Examples include, but are not limited to: legal documentation from an appropriate municipal corporate authority or a library district's referenda questions and certified results.

If the population has not changed, no additional documentation is necessary.

**Service Area Population** \_\_\_\_\_

**Part I. Review of *Serving Our Public 4.0: Standards for Illinois Public Libraries* (© Illinois Library Association, 2019)**

To be eligible for a per capita grant, a public library shall show that it will either meet or show progress toward meeting the Illinois library standards as most recently adopted by the Illinois Library Association (75 ILCS 10/8.1).

A grant applicant with below standard performance levels must raise or improve its performance levels in relation to the standards according to the objectives, time frames and priorities the library shall state in the application and which are consistent with the terms of the plan of service of the system of which it is a member. (23 ILAC 3035.115)

The Library Director and the Board of Trustees shall review the entirety of *Serving Our Public 4.0: Standards for Illinois Public Libraries*. To complete this application, refer to the checklist at the conclusion of each chapter.

**Chapter 1: Core Standards**

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all Core Standards, please indicate. (150 word limit)

## Chapter 2: Governance and Administration

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Governance and Administration checklist, please indicate. (150 word limit)

## Chapter 3: Personnel

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Personnel checklist, please indicate. (150 word limit)

## Chapter 4: Access

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Access checklist, please indicate. (150 word limit)

## Chapter 5: Building Infrastructure and Maintenance

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Building Infrastructure and Maintenance checklists, please indicate. (150 word limit)

## Chapter 6: Safety

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Safety checklist, please indicate. (150 word limit)

## Chapter 7: Collection Management

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Collection Management checklist, please indicate. (150 word limit)

## **Chapter 8: System Member Responsibilities and Resource Sharing**

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the System Membership Responsibilities and Resource Sharing checklist, please indicate. (150 word limit)

## **Chapter 9: Public Services: Reference and Reader's Advisory Services**

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Reference Service checklist and the Reader's Advisory Service checklist, please indicate. (150 word limit)

## Chapter 10: Programming

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Programming checklist, please indicate. (150 word limit)

## Chapter 11: Youth/Young Adult Services

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Youth/Young Adult Services checklist, please indicate. (150 word limit)

## Chapter 12: Technology

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Technology checklist, please indicate. (150 word limit)

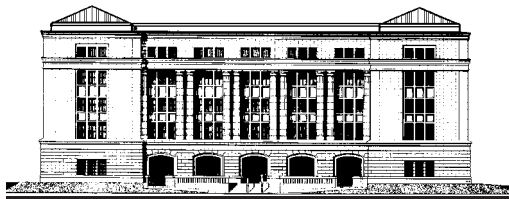
## Chapter 13: Marketing, Promotion and Collaboration

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Marketing, Promotion and Collaboration checklist, please indicate. (150 word limit)

## Part II: Planned Use of Grant Funds

**Describe** objectives and priorities for use of grant monies to meet or improve performance levels in relation to the standards in *Serving Our Public 4.0: Standards for Illinois Public Libraries* (23 ILAC 3035.115). Use general categories in identifying actual planned expenditures. Do NOT include monetary figures or specific brands.





**JESSE WHITE • Secretary of State & State Librarian**

Illinois State Library, Gwendolyn Brooks Building

300 S. Second St., Springfield, IL 62701-1796

**ilsos.gov**

## Illinois Public Library Per Capita Grant Expenditures Report

**Control Number:** \_\_\_\_\_ **City:** \_\_\_\_\_

**Library Name:** \_\_\_\_\_

**Exact amount of Per Capita Grant received in Fiscal Year 2021:** \_\_\_\_\_

Report on the use of grant monies to meet or improve performance levels in relation to the standards in *Serving Our Public 4.0: Standards for Illinois Public Libraries* (23 ILAC 3035.115). Do not include monetary figures or specific brands.

Check the applicable standard(s) based on use of grant funds. For each chapter checked 1) briefly report how grant funds were used and 2) how this helped meet or make progress towards meeting the standard.

Core Standards — Chapter 1

Governance and Administration — Chapter 2

Personnel — Chapter 3

Access — Chapter 4

Building Infrastructure and Maintenance — Chapter 5

Safety — Chapter 6

Collection Management — Chapter 7

System Member Responsibilities and Resource Sharing — Chapter 8

Public Services: Reference and Reader's Advisory — Chapter 9

Programming — Chapter 10

Youth/Young Adult Services — Chapter 11

Technology — Chapter 12

Marketing, Promotion, and Collaboration — Chapter 13

**Status Report on Dome Replacement Project**

A Request for Proposal for the Dome Replacement Project was published on Tuesday, September 6 (the “RFP”). On Thursday, September 15, Wiss, Janney, Elstner Associates, Inc. (“WJE”) conducted the onsite mandatory pre-bid meeting. A list of the nine firms which attended the mandatory pre-bid meeting is included in Addendum 1 to the RFP (September 19, 2022).

Addendum 2 released on September 26, 2022, in addition to answering questions and providing information, extended the deadline for receipt of bids to October 7, 2022.

Addendum 3 and Addendum 4 released on September 30 and October 6, respectively, answered questions and provided additional information.

The RFP and the related addenda are available on the Library website and on City of Lake Forest Bid Opportunities site.

WJE will be reviewing and evaluating the bids and working with the Building Committee on the selection process.

**Status report on Hill Mechanical proposal to replace select HVAC equipment.**

Hill Mechanical’s Special Projects Group (SPG) estimates that the demolition, haul away, and installation of the new chiller will be completed between March 6, 2023 and April 14, 2023. Hill is aware of the Dome Replacement Project and can be flexible and adjust their project timeline if needed.

Celtic Environmental, Inc. conducted asbestos testing on the piping insulation surrounding the current chiller and water distribution pumps. They reported on September 26 that there is no evidence of asbestos.

Mariani Landscaping is exploring moving the privacy fencing and landscape restoration to accommodate the new chiller footprint.



To: Lake Forest Library Board

From: Friends of Lake Forest Library

Date: October 7, 2022

Re: Friends' Update

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*September Book Sale Recap* - The Friends of Lake Forest Library (Friends) held its 46<sup>th</sup> Book Sale from September 15<sup>th</sup> through September 18<sup>th</sup>. Over 100,000 gently used, individually priced books were brought to the Lake Forest Recreation Center gym and set up by the Friends across 112 different sections. This September Book Sale is the Friends' largest event of the year. We are happy to report that the sale was a huge success with 3,200+ customers from all over the country and, most importantly, from all over our community. There were over 150 volunteers helping out during the 4-day event. The Friends donated all left-over books to charities that picked up remaining books on Sunday at 5pm. The sale and related memberships purchased in order to attend on Thursday (Members Day) generated an aggregate \$104,700, which included \$102,000 from book purchases and \$2,700 from sale period membership revenues. People were waiting in line by 7am on Thursday to purchase memberships and be among the first to enter the sale at its 9am opening time. Thank you to the Trustees who volunteered at the sale and also those who came to shop. The Friends have received a lot of positive feedback about the sale from the community.

*Book Donations* – The Friends resumed book donations on October 1<sup>st</sup> in the 3 blue bins marked with the Friends' logo located on the library's back loading dock during library hours. Donations have been very strong to date.

*Holiday Bazaar* - The Friends will hold its traditional Holiday Bazaar from November 29<sup>th</sup> through the last day the library is open prior to the holiday in the library foyer. This will include a small assortment of holiday books that are great gifts, stocking stuffers, and/or just good to be enjoyed during the holiday season. Prices are marked on the top of the first white page of each book. As has been done in the past, this offering is cash based and on the honor system. A collection box will be on the table for purchases and donations.

*LF/LB/Knollwood High School Scholarships* – The Friends will once again be offering its annual scholarship opportunity in January. This scholarship is open to graduating senior living in Lake Forest, Lake Bluff and Knollwood. Up to three \$2,000 scholarships will be awarded. The Friends' application will be posted in January 2023 in conjunction with other scholarships offered through LF High School's college resource center.

**Library Operations Report  
October 11, 2022 Board Meeting**

**August 2022 Select Stats**

- 14,629 Library visits and 151 offsite engagements.
- 31,384 items circulated to library users as compared to 29,627 in August 2021.
- 6,681 e-media resources circulated as compared to 6,053 in August 2021. The most used platforms were Digital Library of Illinois (Libby) and Hoopla with 4,259 uses and 874 uses, respectively.
- 15,683 database uses were recorded as compared to 5,306 uses in August 2021. The most used databases were AtoZ Database, S&P Net Advantage, ValueLine, and World Book Encyclopedia with 6,592, 4,397, 1,134, and 978 users, respectively. The Library offers 33 paid database subscriptions for adults and children.
- 948 participants attended 27 active (in-person, hybrid, virtual) programs and 283 participants attended or participated in 8 passive asynchronous programs and activities including to-go and on-site craft projects and post-live viewing options.
- Patrons received 113 one-on-one e-tutorials/tech help sessions.
- 3,654 reference, information, reader’s advisory, and resource questions were answered.
- 41 individual Media Lab sessions were reserved as compared to 33 in August 2021.
- 236 library cards were issued or renewed and 944 items added to the collection.
- 19,972 Wi-Fi sessions were recorded as compared to 22,600 in August 2021, and 1,185 public desk top computer sessions as compared to 1,028 in August 2021.

**August 2022 Select Program Stats\***

During August the Library engaged 151 children and adults at four off-site programs. These include Elawa Farm and Kinderhaven storytimes and programs at Lake Forest Place and Lake Forest College. The following table details the Library’s program efforts during the month of August 2022:

	Number of Programs	Participants
Active Adult	12	246
Active Teen	4	129
Active Children (ages 0-5)	5	296
Active Children (ages 6-11)	6	277
<b>Total Active</b>	<b>27</b>	<b>948</b>
Passive Adult	4	156
Passive Teen	1	17
Passive Children (ages 0-5)	2	11
Passive Children (ages 6-11)	1	99
<b>Total Passive</b>	<b>8</b>	<b>283</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 as part of the June 14, 2022 meeting materials (page 28 of the June 14, 2022 Board package).*

The Library continues to monitor its progress towards pre-Covid performance metrics. In the first quarter of FY2023 (May – August 2022) the Library’s total circulation matched its pre-COVID numbers. E-media use (Hoopla, Digital Library of Illinois/Libby, Cloud Library, Kanopy, and Freegal) numbers have remained high. There was significant growth in e-resource users and checkouts during the period the Library was closed.

The Library visitor metric is directly tied to in-person programming (see notes). The Library anticipates an increase in total visits as its in-person programming rebounds.

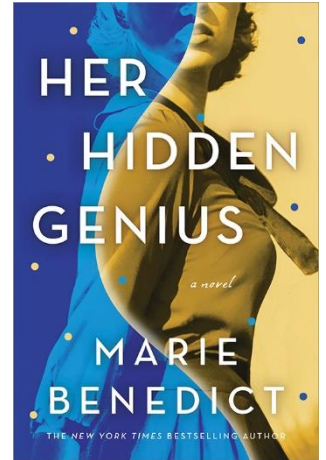
The Library tracks the number of items returned via the West Train Station in its efforts to understand West Side residents use of the Library.

First Quarter Total	Total Visits	Total Circ	E-media Circ	Database Use	West Train Station Returns
May – August 2019	155,072*	104,071	14,579	35,432	3,513
May – August 2020	8,518	69,416	22,910	38,923	891
May – August 2021	68,736	113,103	23,213	21,132	3,980
May – August 2022	58,377**	118,189	24,856	60,604	3,911

\*In summer 2019, the Library hosted almost weekly performances and a summer reading kick-off. \*\*In July 2022, the Children’s Library was closed for almost a week due to the flooding.

### Lake Forest Reads

Three author events this week conclude the 10<sup>th</sup> annual *Lake Forest Reads*, the Library's signature one book, one community event. Author Marie Benedict's visit begins on Thursday, October 13, at 7:00 pm at the Gorton Center. Ms. Benedict will be in conversation with Davis Schneiderman, Krebs Provost and Dean of Faculty at Lake Forest College. On Friday, October 14, at 10:00 am, join Ms. Benedict for a morning chat at the Library. And last, After Hours with Marie Benedict will be Friday, October 14, at 7:00 pm. Support for these programs was provided by the Friends of Lake Forest Library.



In the Library Foyer, there are two DNArt Activities provided by Rosalind Franklin University of Medicine and Science for adults and children. Art prints for coloring inspired by Dr. Rosalind Franklin's work and a take-home project that simulates X-rays with photosensitive art. We hope to see everyone at the events!



### Program Highlights from September 2022

#### Youth Services

Kathy Wellington, Youth Services Librarian, visited Little Scouts Preschool for the first time since 2019 for storytimes. Four classes of 67 children and teachers attended. From September 2022 through May 2023, the Library will be providing storytimes at the following organizations:

The History Center  
Cherokee Elementary School  
Elawa Farm  
Kinderhaven Preschool Academy  
Saint Mary's 2-year-old class "Little Angels"

Little Scouts Preschool Program  
Sheridan Elementary School  
The Episcopal Preschool  
Gorton Children's Learning Center  
First Presbyterian Preschool

The first *1,000 Books Before Kindergarten* party was hosted by Michelle Frigo, Youth Services Librarian. Twenty-one children and adults celebrated their reading journeys with stories, songs, and activities!



### Adult Services

Michele Doshi, Adult Services Librarian, has been working on the spring 2023 *Read Between the Ravines* program. *Read Between the Ravines* will feature Indigenous author Ursula Pike and her memoir, *An Indian Among los Indígenas: A Native Travel Memoir*. The author will speak at The History Center on Friday, April 14, and conduct a class on memoir writing on Saturday, April 15, at the Library. This is the annual partner program with Lake Bluff Public Library.

Kate Buckardt, Head of Adult Services, visited Dickinson Hall twice this month. She and Krista Kosar, Adult Services Librarian, met with Tricia Schwall and Katie Dolan to discuss shared programming opportunities including memory cafes, and tech classes, as well as book and movie discussions. Kate returned to Dickinson Hall with Erin Murray, Adult Services Librarian, later in the month to lead a discussion on *Her Hidden Genius* as part of the *Lake Forest Reads* program. The Adult Services department kicked off September with multiple book discussions and programs in advance of LF Reads including a book discussion led by Judy Levin.



In her role as outreach librarian, Krista Kosar, Adult Services, has been aiding patrons at Lake Forest Place, an add-on to her weekly book delivery service. As she developed relationships with these patrons, they have started to ask for tech help. Chad Clark, Makerspace & Technology Coordinator, Choosri Goebel, Assistant Head of Circulation, and Krista Kosar have scheduled additional Lake Forest Place visits to register and/or update library cards, instruct on how to download books, and share information about library services.

This month's theme for our newest evening program, Mingle & Mocktails, was "What you are reading, what you are watching"? Patrons enjoyed a refreshing mocktail while Annalisa Soukup, Adult Services Librarian, led the lively discussion.



The entire team has been working on the *Native Voices 2023* initiative with other non-profits and community organizations. To date, the Library has incorporated Native Voices into nearly 30 programs in 2023. The initiative will launch with the Lake Forest/Lake Bluff Chamber Luncheon, *Local Native American Business Stories*, on November 4, 2022.

### **Grants and Gifts**

The Library has prepared the 2023 Per Capita Grant application and will present it to the Library Board to authorize the filing of the application with the Illinois State Library, a department of the Illinois Secretary of State. If awarded and funded, the per capita grant funds \$1.475 per resident. In 2022, the Library received \$28,566.33 in support of technology.

### **Library Art Collection**

Reid Davis (a volunteer) has finished the preliminary inventory of 125 works in the Library's collection. The inventory includes twelve data entries about each work to enable the Hindman Appraisals, LLC team to properly value the work. Mr. Davis spent days reviewing documents and adding works to the inventory. The inventory will be sent to the Hindman Appraisals, LLC team for their onsite visit on December 5, 2022.

### **Personnel Matters**

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

- Dan Thompson has taken a position with the State of Illinois but has agreed to stay on with the Library on a part-time basis as an evening and weekend Facilities Assistant. We wish him well in his new full-time position.
- The Library's Circulation team is growing. Dylan Eldridge started with the Library on October 6 as a Circulation Assistant.
- Chad Clark, Makerspace & Technology Coordinator, and Ed Finn, Director of Operations, will be attending the [Internet Librarian Conference](#) October 17-20 in Monterey California. Ed will be leading a conference session titled *Modernizing in a Time of Uncertainty*.

### 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. The Library has over the last few months once again restarted this important initiative. [AgeGuide, Northeastern Illinois](#), the organization which provides the required training for businesses seeking Dementia Friendly certification, informed the Library that the training is being updated with the expected release of the new certification training materials to be available in January 2023. The Library will work with AgeGuide when the new certification training materials are released. In the interim, All Library Staff are in the process of completing the Dementia Friendly Certification on an individual basis, which will be completed in early October.

### Community

- At the request of the City of Lake Forest, the Library provided a letter of support for the City's application for funding from the Illinois Department of Transportation (Illinois Transportation Enhancement Program) for the Deerpath Streetscape Improvement Project.
- The Library provided a letter of support for the Historic Preservation Commission petition made by the City of Lake Forest and American Legion McKinlock Post 264 for the proposed memorial to Veterans in the new Veterans Park.
- The Library provided a letter of commitment for the National Archives Archival Projects grant application in partnership with The History Center of Lake Forest Lake Bluff. As part of the project, the Library noted that it: (i) provides access to a deep collection of current and historic garden, architecture, and landscape print works; (ii) has undertaken the digitization of *The Lake Forester*, the community newspaper, from 1899 – 1947 and makes this resource available via its website; and (iii) will make available over 50 works from its 1930s Foundation for Architecture and Landscape collection for digitization. These works document existing and lost historic structures and landscapes.

### Operations

- OSG has configured and deployed 56 new laptops and desktops. The process was completed with minimal disruptions to patrons and staff. The bulk of leased computer equipment was returned in early September and the final components will be returned the week of October 10. Wrap-up discussions with CIT, the leasing company, will be completed after the return of the leased equipment is verified. The total cost of the project will be less than the amount

approved by the Board. The final project cost will be included in the monthly finance report for the November 8 Board meeting.

- The Library continues to work with the Secretary of State's office to create an initial document retention plan. Duplicates of documents maintained by the City will be properly disposed of, substantially reducing the amount of on-premise paper retention. This process is expected to be completed by the end of the calendar year.

### **Facilities Projects**

- The Library had the Friends' sorting area floor stripped and waxed and small plaster and floorboard repairs completed. The Friends began collecting and sorting materials on October 1, 2022.
- Current Electric was onsite on October 6 to repair three exterior sidewalk lights that were non-functional.
- Hill Mechanical is scheduled to change the Library from air conditioning to heating for the upcoming season on October 11-12.
- Spot sidewalk repair has started and will be completed October 26, 2022.
- Pasquesi Plumbing will be performing exploratory rodding and televising of select window wells and downspouts around the lower-level bathrooms that have been experiencing flooding. The work is scheduled for October 20 and 21, 2022.