

LAKE FOREST LIBRARY BOARD OF TRUSTEES
Lake Forest Library, 360 East Deerpath Road, Lake Forest, IL 60045
Kasian Room, Lower Level
Tuesday, March 14, 2023, 6:30 pm
Regular Meeting

The Lake Forest Library provides members of the public present at the meetings with an opportunity to participate in the meeting. No prior registration is necessary. The meeting agenda and materials are available on the Library website. The meeting's minutes are 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: [Board Meetings & Minutes | Lake Forest Library](#)

Agenda

1. Welcome and Call to Order
2. Roll Call
3. President's Remarks
4. Call for Additions to the Agenda
5. Opportunity for the Public to Address the Board
6. Correspondence Report and Patron Comments
7. Consent Agenda (omnibus vote on matters 7(a)-7(d)):
 - a. Approve March 14, 2023 Agenda
 - b. Approve February 14, 2023 Regular Meeting Minutes
 - c. Approve December 12, 2022 Executive Search Committee Meeting Minutes
 - d. Approve February 2023 Financial Report
8. Finance Committee Discussion
 - a. Draft 2: Budget for Fiscal Year 2024
9. Building Committee Discussion
 - a. Dome Restoration Project
10. Executive Search Committee Update and Discussion
11. Long Range Strategy Continuing Discussion
 - a. Programs and Services
 - b. Infrastructure (Interior and Exterior)
12. Settlement Agreement Regarding Parking Spaces (No Action)
13. Library Operations Report (No Action)
14. Approve Non-resident Library Card Resolution and Fee Determination
15. Approve Library Foundation Memorandum of Understanding
16. Authorize Bid for Return Boiler Pump Assembly Replacement
17. Authorization for Board President to Execute a Contract for the Replacement of the Library's Boiler under Emergency Provision
18. Unfinished Business
19. New Business
20. Adjournment

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.)



February 8, 2023

David Seleb
Lake Forest Library
360 E. Deerpath Rd.
Lake Forest, IL 60045

With the approval of CCS's application for a RAILS LLSAP Support Grant for FY2023, CCS was to receive a financial award of \$197,678 to be distributed in quarterly payments by RAILS beginning on July 1, 2022.

As with the previous fiscal year, the RAILS LLSAP support allocation for FY2023 is to be passed along to libraries. The enclosed check represents your library's quarterly portion of this support allocation for FY2023.

Thank you for your continued engagement and investment in CCS. Please reach out to me if you have any questions.

Sincerely,

A handwritten signature in cursive script, appearing to read "Rebecca Malinowski".

Rebecca Malinowski
Cooperative Computer Services

Cooperative Computer Services
3355 N. Arlington Heights Rd. Suite J
Arlington Heights, IL 60004
847-483-8600
www.ccslib.org

3/2/2023

A patron came in with a postcard from a friend in Germany and it was written in German. The patron asked how he could get it translated and Erin, our Adult Services librarian was able to translate it for him. It was a birthday invitation for next October, in Germany, no gifts please. What great service.

3/1/2023 Reported by Kate Buckardt

A gentleman approached the Reference Desk and commented that he hadn't been in the library in quite some time. He is very impressed with all our technology, our many public computers and the programs we offer to our patrons. He also appreciates our comfortable chairs around the fireplace. He wanted me to be sure to pass his comments along to the staff.

2/23/2023 (unsure of patron name) via chat in person to Maddie Wenc

Patron told me that she is "in love with the Lake Forest Library's children's department" and is so appreciative of the thought we put into our displays.

2/11/23 Nancy Bucelluni via chat to Krista regarding the James Herriot program presented by Claire Evans

James Herriot lecture was very interesting. Will listen to it again. Please tell my comment to the librarian who hosted the lecture about my comment.

2/6/2023 via email to Lorie Rohrer

Kathleen Turner <kathleenturner@gmail.com>

Hello!

Thank you so much for looking for the book and following up! I am so happy the book was located. I appreciate all your help and everything you provide for our community.

Kathleen Turner Kwak

2/26/23 Re: Patrick Villanueva in the Media Lab

Forwarded from J J Johnson to K Buckardt:

Dear Library Board Friends, Here is a copy of the letter I sent January 3, 2023 to Kate Buckhardt, Head of the Adult Services at Lake Forest Library about my experiences with Media Specialist, Patrick Villanueva. I thought you might also like to know about Patrick

and how much he contributes and could continue to add to the Media Center of our library. Thanks, too, for your important contributions to the board. Sincerely, Wyn

Dear Kate Buckhardt: Head of Adult Services,

Ever since I learned three years ago that the library had a Media Lab with staff to help Lake Forest residents with their computer/technology issues, I have been meeting with Patrick Villanueva. He has helped me with a variety of tasks that I have brought to him, and he has very ably guided me to solve and complete these tasks.

Some of these tasks were to-

manage the storage of my older laptop,

edit a VHS Wedding & Rehearsal Ceremony tape before transferring to a DVD

transfer VHS tapes to CDs,

edit and transfer movie film to my laptop computer,

transfer groups of photos to Google Photos albums and also to several flash drives,

transfer email tribute messages to create a photo book in memory of my husband

In addition to these projects that I have experienced and completed, I learned that Patrick has specialized projects which he offers to small groups -some of which also appeal to my daughter and grandsons.

In conclusion I hope that Patrick with all of his expertise and wide range of abilities will continue to have a prominent role at our library.

Sincerely,

Wyn Cain, Lake Forest resident

LAKE FOREST LIBRARY BOARD OF TRUSTEES

360 East Deerpath Road, Lake Forest, IL 60045

Tuesday, February 14, 2023

Regular Meeting

CALL TO ORDER

President John Johnson welcomed all and called the meeting to order on February 14, 2023, at 6:35 p.m. in the Kasian Room, Lake Forest Library.

ROLL CALL

Trustees present: Bryan Bertola, Jim Clifton, JoAnn Desmond, Josh Jackson, Andrea Lemke, John F. Johnson, Sue Shattock, Bob Shaw and Heather Strong. Nine Trustees in attendance; a quorum was present.

Library Staff present: David Seleb, Interim Director, Heidi Kreuger, Head of Patron Services, Jim Lee, Facilities Manager and Sameer Notta, Finance Officer.

PRESIDENT'S REMARKS

President Johnson welcomed David Seleb, Interim Director as of January 9, and thanked him for getting up to speed so quickly. President Johnson also noted that we are entering the 125th year of the Library's founding and look forward to working with Library staff to develop celebrations for all patrons. He urged everyone to visit the Library website for a myriad of content related to the anniversary.

CALL FOR ADDITIONS TO THE AGENDA

None.

OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD

The Board was given a printed copy of an email sent to each Trustee (as of 4:19pm) from Rommy Lopat, regarding Agenda Item 12. This is the Library's response to the recent settlement agreement between the city and the developer of the 705 Building (adjacent to the Library to the north), approved by the City Council last Oct. Ms. Lopat urged the Library to continue to challenge this agreement, despite legal advice to the contrary.

CORRESPONDENCE AND INFORMATION REPORT

No comments.

APPROVAL OF THE CONSENT AGENDA

Trustee Shaw suggested regarding item (b), we include a closing statement each month as follows: "Minutes submitted for approval by the Board on" (next meeting's date). This makes clear that each meeting's Minutes are only submitted but not approved until the subsequent Board meeting. Trustee Desmond made a motion, seconded by Trustee Jackson, to approve the Consent Agenda with this revision (omnibus vote on matters 7(a)-(d):

- a. Approval of the February 14, 2023, Agenda
- b. Approval of the December 13, 2023, Regular Meeting Minutes
- c. Approval of the December 2022 Financial report
- d. Approval of the January 2023 Financial Report

The motion passed unanimously on a roll call vote.

COMMITTEE REPORTS

Trustee Clifton of the Finance Committee noted that the preliminary 2024 budget was developed with staff and analysis of historical input and future trends and is not materially different from previous years. The budget could increase if reserve funds are transferred to cover Dome completion costs which are not realized or paid until FY 2024. Trustees will continue to discuss and refine the budget until it is finalized and approved in the April Board meeting.

There was discussion regarding the Library's ongoing maintenance needs: heating, electrical upgrades, elevator, flooding, etc., which emerge frequently given the age of the building. Funds have been reserved in the budget for a new chiller, and a comprehensive MEP (Mechanical, Electrical and Plumbing), which would document the labyrinthine systems we currently have, provide drawings which currently do not exist, and become the foundation for future systems upgrades. Trustees agreed these issues should also be folded into the discussions around the new strategic plan which could include a study of future capital needs and reserves to fund.

Trustee Bertola of the Building Committee shared that the Dome preconstruction meeting is March 6, and our permit has been approved. Regarding ongoing maintenance, Pasquesi Plumbing is investigating lower-level flooding and the best way to ensure no further issues arise prior to Spring rains.

Trustee Strong gave an update on the mural restoration project, which can be restarted once the Dome is completed and secure. The murals must be restored in situ so we cannot risk water damage. We have a proposal from The Art Objects Conservation Lab.

125th ANNIVERSARY CELEBRATION

The Committee includes staff members David Seleb, Heidi Krueger, Joy Schmoll, Trustees Johnson and Strong, and Friends of Lake Forest Library Board members Pam Plonsker and April Tomsidis. The plan so far is for 3 celebrations, each led by a different group of stakeholders: In the spring the Civic Orchestra and High School Honors Society will lead, in the summer the Library will lead a family event on the lawn, and in the fall the Friends of Lake Forest Library will lead an event. New city car stickers issued in the Spring will feature the 125th Anniversary logo.

STRATEGIC PLANNING COMMITTEE DISCUSSION

Trustee Shaw led the discussion around development of the new plan to take effect early 2024. For input Trustees discussed the need to measure performance against existing Plan goals and conduct new consumer research (qualitative and quantitative) around how our patrons use the library and its services/space and how they might like to experience the Library in the future. This could include input from libraries across the state and country that have recently evolved to meet new consumer needs. As discussed earlier, the Strategic Plan should also include a Capital Reserve Study, to holistically address equipment and systems life, space planning and expansion plans. Trustee Shaw recommended the Committee include members of the public,

Friends, staff and local educational representatives, and Trustees. Critically, the new Executive Director once hired, should be central to this committee.

SETTLEMENT AGREEMENT REGARDING PARKING SPACES

President Johnson shared that Library Counsel informed us there is no legal basis for the Library to regain the parking spaces lost in the settlement agreement between the developer and the city. Rommy Lopat's challenge to this view has been forwarded to Library Counsel for their opinion.

LIBRARY OPERATIONS REPORT

Trustees welcomed new full-time Adult Services Librarian Lydia Frank, who comes to us from Ogden UT. Among her new responsibilities will be helping with the Read Between the Ravines April event.

SEARCH COMMITTEE UPDATE AND DISCUSSION

Trustee Desmond announced that the Committee will meet on February 21 to review 5 semi-finalists recommended for further interviewing, with an eye to narrowing candidates to 2 or 3 finalists. Given the pending development of the Strategic Plan, Trustees agreed each candidate should be asked about their experience with such planning and any recommended processes.

UNFINISHED BUSINESS

None.

NEW BUSINESS

Trustee Desmond suggested that the Board get to know Library staff better by inviting representative(s) from each department to our Board meetings to talk about what they do and share their insights as to what our patrons want. Aside from improving our understanding of the Library activities and programs it might also provide useful input into our Strategic Plan development.

ADJOURNMENT

Trustee Desmond made a motion, seconded by Trustee Jackson to adjourn. The motion passed unanimously on a voice vote. The meeting was adjourned at 7:54 p.m.

Sue Shattock, Secretary

Minutes submitted for approval by the Board on March 14, 2023.

Lake Forest Library Board of Trustees Executive Search Committee – 12/12/22
Minutes from open session

Present: JoAnn Desmond, Jim Clifton, Robert Shaw, Andrea Lemke, Joshua Jackson

Meeting opened. Ms. Desmond moved and Mr. Jackson seconded to move into closed session.

Upon return to open session, Ms. Desmond moved, and to recommend David Seleb as interim Executive Director of the Library. Motion passed with unanimous consent.

No unfinished business.

Ms. Lemke moved and Ms. Desmond seconded to close the meeting; motion passed unanimously. Meeting concluded at 8:15 p.m.



FY2023 Revenue & Expenditure Statement

For the YTD February - 2023

Revenues	YTD	Budget	Budget Realized
Tax Based	4,419,785	4,394,900	101%
Non-Tax-Based	122,908	53,000	232%
Gifts & Grants	30,900	2,500	1236%
Library Generated*	290,079	88,260	329%
Total Revenues	\$4,863,673	4,538,660	107%

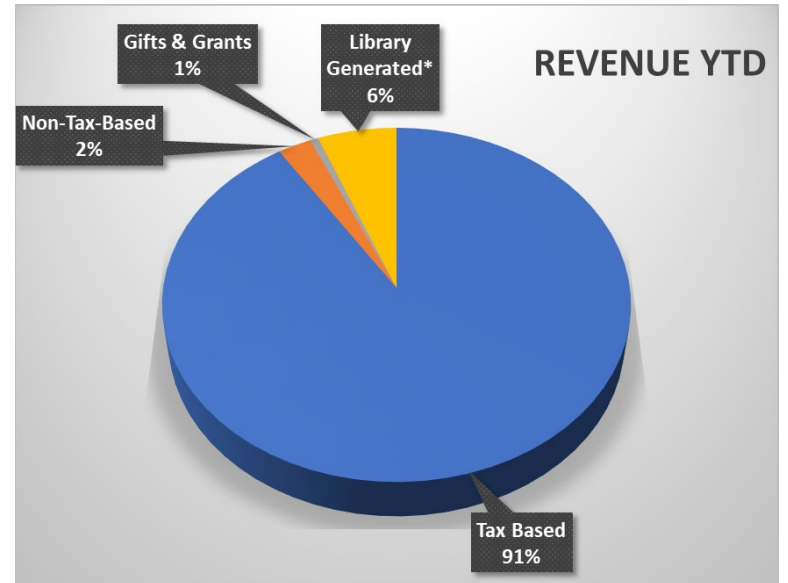
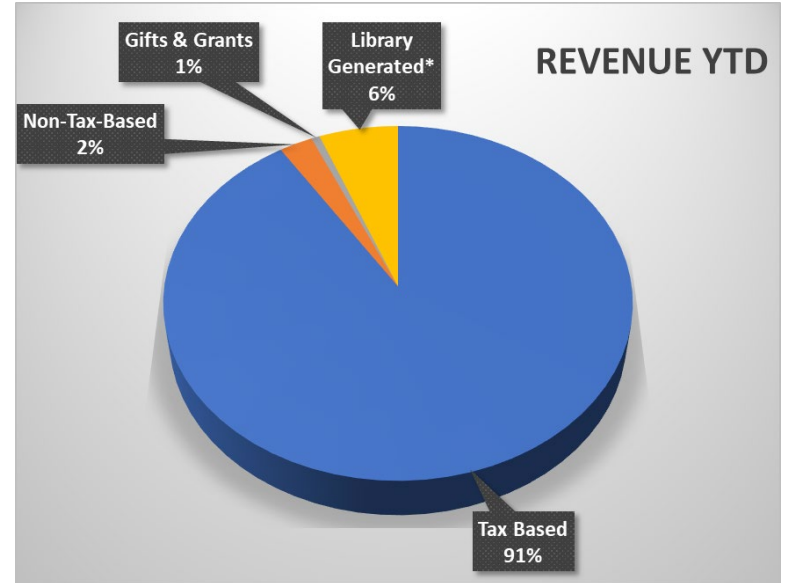
Expenses	YTD	Budget	Budget Utilized
Salary & Wages	1,351,239	1,954,260	69%
Benefits	439,691	791,831	56%
Building & Grounds:	443,857	898,675	49%
- Dome Repair**	39,004		
- Contractual Services Building***	6,838	22,550	30%
Library Materials	423,104	625,260	68%
Special Projects	-	82,000	0%
Contractual Services Library***	261,964	316,800	83%
Other***	193,503	262,864	74%
Total Expenses	3,113,358	4,931,690	63%

Reserves	
Reserve - Capital Improvements	4,000,000
Reserve - Technology Improvements	300,000
Capital Equipment	300,000
Fund Balance - Unassigned	2,471,607
Total Reserve Amount	\$ 7,071,607

*Includes Friends amount of \$25,44.97

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

***Detail on Last page of the Report





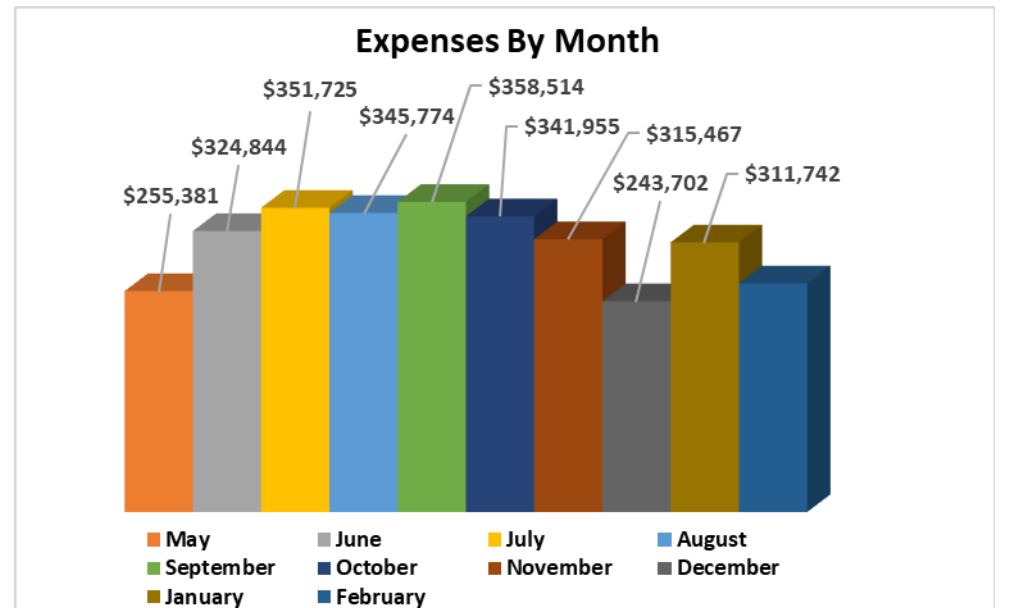
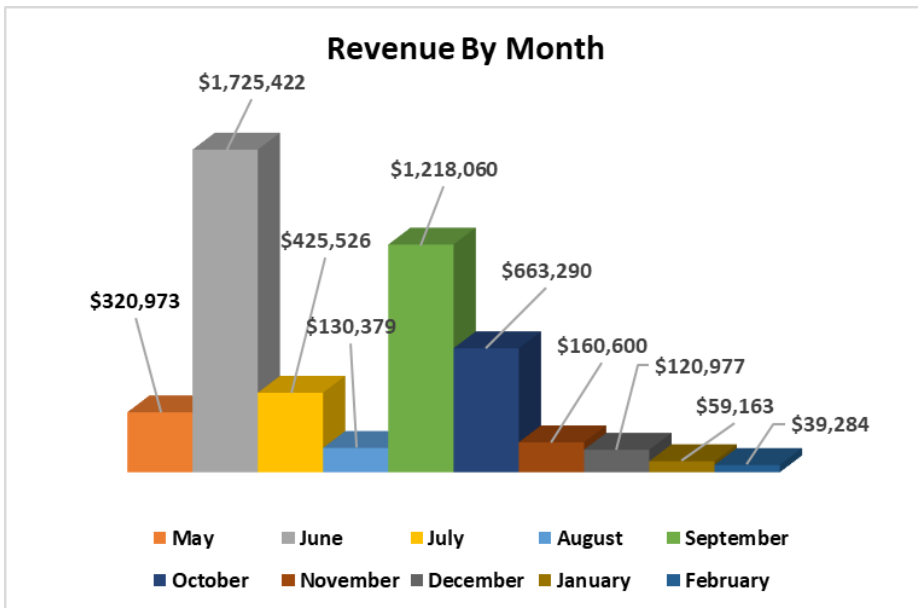
FY2023 Revenue & Expenditure Statement

For the YTD February - 2023

Revenues	May	June	July	August	September	October	November	December	January	February	YTD	Budget
Tax Based	295,420	1,708,122	390,060	107,714	1,166,082	602,763	128,938	20,688	-	-	4,419,785	4,394,900
Non-Tax-Based	24,562	-	17,684	2,019	28,566	23,819	-	7,800	18,457	-	122,908	53,000
Gifts & Grants	-	-	-	100	-	-	-	27,200	3,350	250	30,900	2,500
Library Generated	991	17,300	17,782	20,546	23,412	36,708	31,662	65,288	37,356	39,034	290,079	88,260
Total Revenues	\$320,973	\$1,725,422	\$425,526	\$130,379	\$1,218,060	\$663,290	\$160,600	\$120,977	\$59,163	\$39,284	\$4,863,673	\$4,538,660

Expenses	May	June	July	August	September	October	November	December	January	February	YTD	Budget
Salary & Wages	93,274	124,116	122,832	133,310	201,873	140,223	145,577	126,112	139,909	124,012	1,351,239	1,954,260
Benefits	41,390	41,072	38,768	46,102	55,663	51,080	41,124	43,731	40,635	40,125	439,691	791,831
Building & Grounds	25,568	41,013	104,215	69,919	46,392	66,541	42,064	21,912	8,990	17,244	443,857	898,675
Dome Repair	-	9,375	-	-	22,216	38	-	7,375	-	-	39,004	-
Contractual Services Building	2,539	250	438	448	344	344	448	344	1,233	451	6,838	22,550
Library Materials	45,710	65,668	43,188	46,157	25,297	35,130	47,344	18,849	57,261	38,501	423,104	625,260
Special Projects	-	-	-	-	-	-	-	-	-	-	-	82,000
Contractual Services Library	31,006	46,165	30,433	28,576	13,944	24,160	15,267	22,026	33,997	16,391	261,964	316,800
Other	18,433	6,811	12,289	21,710	15,346	24,820	24,091	11,072	30,950	27,982	193,503	262,864
Total Expenses	\$255,381	\$324,844	\$351,725	\$345,774	\$358,514	\$341,955	\$315,467	\$243,702	\$311,742	\$264,255	3,113,358	4,931,690

Total Net Income	\$65,592	\$1,400,578	\$73,801	(\$215,395)	\$859,545	\$321,335	(\$154,867)	(\$122,725)	(\$252,579)	(\$224,971)	1,750,315	
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Lake Forest Library
Financial Notes and Variance Report
For the Month of February 2023 (Month 10) FY2023

Funds on Hand: \$2,471,607 (unrestricted/unaudited).

General Operations - Revenues

Property Tax: As of February 28, the Library received \$4,419,785 in property tax distributions which is 1% more than of annual budget.

Non-Tax-Based: As of February 28, the Library received \$122,908 in non-tax-based revenues. \$94,342 reflects four installments of the replacement of personal property tax payment and the \$28,566 per capita grant. Non-tax-based income exceeds FY budget by 132%.

Library-Generated: As of February 28, the Library received \$290,079 in Library generated income. \$219,634 is interest on investments, \$11,679 in impact fees, \$10,341 Covid-19 reimbursement from November 2020 to April 2022, \$25,448 reimbursement from Friends of Lake Forest and \$22,977 in other revenue such as CCS refunds, and copier and other fees. Overall, the Library generated income exceeds FY budget by 229%.

Gifts: As of February 28, the Library received \$30,900 gifts and grants which exceeds 1136% of FY Budget. \$25,000 is given by Buchanan Family Foundation for Dome. Gifts to The Lake Forest Library Foundation are reported separately.

General Operations - Expenditures

Salaries, wages, and benefits: As of February 28, \$1,351,239 for salaries and wages: 69% of FY budget; \$439,691 for benefits: 56% of FY budget. \$101,050 for SSN: 68% of FY budget; \$85,967 for IMRF: 43% of FY budget and \$1,905 worker's compensation: 25% of FY budget.

Materials: Books, AV, and Electronic Services: As of February 28, \$423,104: 68% of FY budget, this includes payments for periodical and database subscriptions.

Other Operating Expenditures: As of February 28, \$411,094: 62% of FY budget. Includes \$261,964 in library contractual services, including first payment of RFID lease of \$24,041 to Bibliotheca.

Building and Grounds: As of February 28, \$455,467: 69% of FY budget. Reflects the contracts and service calls for the cleaning service, elevator, repairs for HVAC, and other systems. Annual liability/casualty insurance premium of \$34,934 has been paid.

Capital: As of February 28, \$177,837: 32% of FY budget has been spent on the purchase of new computers and warranties, APC rack mountable smart UPS, APC network card, and WJE \$39,004 for Dome repair and restoration project.

Reserves Audit

\$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: 63% of budget expenses; 107% budget revenues.

Account Details

Contractual Services Library

Description	May	June	July	August	September	October	November	December	January	February	YTD	Budget
CCS (Integrated Library System)	12,412	-	18,798	-	\$ -	\$ 18,795	\$ -	\$ -	\$ 18,792	\$ -	\$ 68,797	\$ 76,400
CIT Computer Equipment Lease*	4,167	1,679	2,923	-	\$ 924	\$ -	\$ (474)	\$ 120	\$ -	\$ -	\$ 9,340	\$ 15,000
LAN, WAV, and Support (MSP)	8,477	8,480	-	17,496	\$ 9,675	\$ -	\$ 10,821	\$ 17,431	\$ 8,706	\$ 8,819	\$ 89,904	\$ 103,000
EZ Proxy & Collection HQ	670	-	-	2,250	\$ -	\$ -	\$ 1,500	\$ -	\$ -	\$ -	\$ 4,420	\$ 10,000
Bibliotheca (RFID) Lease	-	24,041	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 24,041	\$ 25,000
Online/Internet (fiber)	3,747	-	1,863	1,863	\$ 1,867	\$ 1,890	\$ 1,890	\$ 1,890	\$ 1,890	\$ 1,890	\$ 18,789	\$ 20,000
Other: Web Calendar Subscription, Software Licenses & Web hosting and maintenance	-	9,331	4,335	1,949	\$ 70	\$ -	\$ 140	\$ 1,195	\$ 3,220	\$ 4,293	\$ 24,532	\$ 27,400
Technology Leased & Warranty Renewals	1,532	2,634	2,515	5,019	\$ 1,408	\$ 3,475	\$ 1,390	\$ 1,390	\$ 1,390	\$ 1,390	\$ 22,141	\$ 40,000
Total	\$31,006	\$46,165	\$ 30,433	\$ 28,576	\$ 13,944	\$24,160	\$ 15,267	\$ 22,026	\$33,997	\$16,391	\$261,964	\$316,800

*Lease expired in July 2022

Contractual Service Building

Description	May	June	July	August	September	October	November	December	January	February	YTD	Budget
Water Treatment	250	250	250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 2,500	
Alarm System	2,185	-	-		\$ -	\$ -	\$ -	\$ -	\$ 983	\$ -	\$ 3,169	
Inner Security System	104	-	-	\$ 104	\$ -	\$ -	\$ 104	\$ -	\$ -	\$ 104	\$ 414	
Rose Pest	-	-	188	\$ 94	\$ 94	\$ 94	\$ 94	\$ 94	\$ -	\$ 97	\$ 755	
Total	\$ 2,539	\$ 250	\$ 438	\$ 448	\$ 344	\$ 344	\$ 448	\$ 344	\$1,233	\$ 451	\$ 6,838	\$ 22,550

Others

Description	May	June	July	August	September	October	November	December	January	February	YTD	Budget
Administrative Services - Fees to City of Lake Forest	2,201	-	4,402	2,201	2,201	2,201	2,201	2,201	14,021	14,891	\$ 46,520	\$ 26,401
Personnel Recruitment - Background Check	-	-	-	170	57	-	59	-	-	59	\$ 344	\$ 500
Training and Development	47	930	185	771	4,551	510	6,929	105	800	596	\$ 15,425	\$ 15,000
Membership Dues	2,035	-	630	150	486	911	740	1,232	1,585	472	\$ 8,241	\$ 9,000
Meeting & Expenses	-	-	-	-	-	-	71	-	535	38	\$ 644	\$ 2,500
Legal	-	-	-	-	-	1,575	-	-	1,913	-	\$ 3,488	\$ 10,000
Auditing Service	-	-	-	-	-	7,725	(325)	-	-	-	\$ 7,400	\$ 7,725
Programming	13,122	5,093	4,718	11,389	6,762	11,025	12,373	6,111	7,269	10,243	\$ 88,105	\$ 137,000
Online Banking Fees	-	138	131	140	137	144	142	142	144	280	\$ 1,399	\$ 1,500
Insurance - Liability	-	-	1,510	4,858	(174)	-	-	-	-	-	\$ 6,194	\$ 8,000
Telephone	66	306	289	302	297	49	545	297	297	262	\$ 2,710	\$ 8,713
Office Supplies	50	151	96	329	184	548	285	519	3,838	83	\$ 6,084	\$ 26,875
Postage	798	7	229	839	864	-	1,045	(2)	219	898	\$ 4,897	\$ 6,150
Vending Beverages	114	187	99	561	(19)	132	27	468	329	158	\$ 2,054	\$ 3,500
Total	\$ 18,433	\$ 6,811	\$ 12,289	\$ 21,710	\$ 15,346	\$ 24,820	\$ 24,091	\$ 11,072	\$ 30,950	\$ 27,982	\$ 193,503	\$ 262,864

Budget FY 2024

Lake Forest Library



Summary Budget FY 2024

	FY23 Budget	FY23 Amended Budget	FY23 As of Feb 28	FY23 Forecasted as of April 30	FY24 Budget
Funds on Hand 5/1*	\$1,550,419	\$1,550,419	\$2,471,607	\$2,471,607	\$2,471,607
Add: Audited Surplus FY 2022	\$0	\$921,188	\$0	\$0	(\$393,030)
Total Funds on Hand	\$1,550,419	\$2,471,607	\$2,471,607	\$2,471,607	\$2,078,577
Current Revenue					
Transfer From Reserve Funds	\$0	\$0	\$0	\$0	\$1,200,000
Tax-Based**	\$4,394,900	\$4,394,900	\$4,419,785	\$4,419,785	\$4,631,204
TIF Payout***	\$0	\$0	\$0	\$0	\$0
Other Revenue	\$58,000	\$58,000	\$134,587	\$134,587	\$78,000
Library Revenue	\$23,000	\$23,000	\$252,952	\$252,952	\$40,500
Gifts	\$2,500	\$2,500	\$30,900	\$30,900	\$1,000
Friends of LF Library Grant	\$60,260	\$60,260	\$25,449	\$25,449	\$0
Total Revenues	\$4,538,660	\$4,538,660	\$4,863,673	\$4,863,673	\$5,950,704
Total Funds Available	\$6,089,079	\$7,010,267	\$7,335,280	\$7,335,280	\$8,029,281
Operating Expenditures					
Personnel Services	\$2,746,091	\$2,746,091	\$1,790,929	\$2,369,188	\$2,991,325
Collections: Print, A/V, E-Resources	\$625,260	\$625,260	\$423,104	\$517,725	\$657,000
Contractual Services	\$351,800	\$316,800	\$261,964	\$305,359	\$329,000
Special Projects	\$82,000	\$82,000	\$0	\$82,000	\$35,000
Programming	\$137,000	\$137,000	\$88,105	\$120,726	\$139,000
Other Expenditures	\$125,864	\$125,864	\$105,398	\$151,478	\$139,900
Building & Grounds	\$268,675	\$338,675	\$266,020	\$319,224	\$304,500
Total Operating Expenditures	\$4,336,690	\$4,371,690	\$2,935,519	\$3,865,699	\$4,595,725
Total Capital and Technology					
Capital Equipment	\$50,000	\$187,000	\$2,179	\$210,000	\$100,000
Technology Upgrades	\$50,000	\$135,000	\$136,654	\$136,654	\$50,000
Capital Improvements and Dome Project	\$70,000	\$238,000	\$39,004	\$278,000	\$1,125,000
Total Capital and Technology	\$170,000	\$560,000	\$177,837	\$624,654	\$1,275,000
Total Expenditures	\$4,506,690	\$4,931,690	\$3,113,356	\$4,490,353	\$5,870,725
Difference in Revenues and Expenditures	\$31,970	(\$393,030)	\$1,750,317	\$373,320	\$79,979
Reserve Funds****					
Funds on Hand	\$4,600,000	\$4,600,000	\$4,600,000	\$4,600,000	\$3,400,000
Total Funds	\$6,217,389	\$6,678,577	\$8,821,924	\$7,444,927	\$5,558,556

Projects

FY- 2023

- Lights for Sidewalk estimated amount \$22,000
- HVAC estimated amount \$184,000
- Pumps estimated amount \$38,000
- Dome Total Project estimated \$1,078,000 (FY23 & FY24)

FY- 2024

- Heating part HVAC estimated amount \$74,000
 - Mechanical, Electrical and Plumbing (MEP) assessment estimated amount \$80,000
 - Security Camera \$80,000
 - Library Survey
 - Server & IT Switch
-

Revenue

	FY23 Budget	FY23 Amended Budget	FY23 As of Feb 28	FY24 Budget
Property Tax Revenue				
Property Tax*	\$4,484,592	\$4,484,592	\$4,419,785	\$4,725,718
Reserve for Tax Loss	(\$89,692)	(\$89,692)		(\$94,514)
Total Property Tax	\$4,394,900	\$4,394,900	\$4,419,785	\$4,631,204
Laurel & Western TIF Payout**	\$0	\$0	\$0	\$0
Other Revenue				
PP Tax Replacement	\$25,000	\$25,000	\$94,342	\$40,000
Impact Fee	\$5,000	\$5,000	\$11,679	\$10,000
Per Capita Grant	\$28,000	\$28,000	\$28,566	\$28,000
Total Other Revenue	\$58,000	\$58,000	\$134,587	\$78,000
Library Revenue				
Photocopy	\$5,000	\$5,000	\$5,889	\$5,000
Book Rental/Book Bags	\$0	\$0	\$0	\$0
Library Cards	\$0	\$0	\$0	\$0
Library fines	\$500	\$500	\$3,032	\$500
Interest earned	\$10,000	\$10,000	\$219,634	\$35,000
Other revenues	\$7,500	\$7,500	\$14,056	\$0
Covid Fema Reimbursement	\$0	\$0	\$10,341	\$0
Total Library Revenue	\$23,000	\$23,000	\$252,952	\$40,500
Friends of LFLibrary Grant	\$60,260	\$60,260	\$25,449	\$0
Other Gifts & Grant Income****	\$2,500	\$2,500	\$30,900	\$1,000
TOTAL	\$4,538,660	\$4,538,660	\$4,863,673	\$4,750,704

Expenditure

	Category	FY19 Audited	FY20 Audited	FY21 Audited	FY22 Audited	FY23 Budget	FY23 Amended Budget	FY23 As of Feb 28	FY24 Budget
1-Compensation	Salaries/Wages	\$1,704,069	\$1,716,885	\$1,572,140	\$1,628,870	\$1,952,260	\$1,952,260	\$1,351,239	\$2,110,428
	Benefits	\$576,674	\$640,424	\$619,496	\$564,180	\$793,831	\$793,831	\$439,690	\$880,897
2-Material	Print, Audiovisual, and Electronic Media	\$578,759	\$548,618	\$502,430	\$508,435	\$625,260	\$625,260	\$423,104	\$657,000
3-Others	Contractual Services	\$217,701	\$231,453	\$250,193	\$278,563	\$351,800	\$316,800	\$261,964	\$329,000
	Special Projects	\$83,388	\$60,107	\$293,532	\$150,308	\$82,000	\$82,000	\$0	\$35,000
	Programming	\$85,264	\$85,277	\$102,705	\$63,602	\$137,000	\$137,000	\$88,105	\$139,000
	Other Expenses	\$105,719	\$106,835	\$90,049	\$87,225	\$125,864	\$125,864	\$105,398	\$139,900
4-Building Maintenance	Building Maintenance	\$148,771	\$160,449	\$199,282	\$242,705	\$268,675	\$338,675	\$266,020	\$304,500
	Sub-Total	\$3,500,345	\$3,550,048	\$3,629,827	\$3,523,888	\$4,336,690	\$4,371,690	\$2,935,519	\$4,595,725
	Capital Expenditures								
	Capital Equipment	\$104,056	\$1,073	\$0	\$19,553	\$50,000	\$187,000	\$2,179	\$50,000
	Technology Upgrades				\$126,029	\$50,000	\$135,000	\$136,654	\$50,000
	Capital Improvement & Dome Project	\$0	\$16,760	\$78,643	\$28,155	\$70,000	\$238,000	\$39,004	\$1,175,000
	Sub-Total	\$104,056	\$17,833	\$78,643	\$173,737	\$170,000	\$560,000	\$177,837	\$1,275,000
	Total	\$3,604,401	\$3,567,881	\$3,708,470	\$3,697,625	\$4,506,690	\$4,931,690	\$3,113,356	\$5,870,725

	FY23 Budget	FY23 Amended Budget	FY23 As of Feb 28	FY23 Forecasted as of April 30	FY24 Budget
Funds on Hand 5/1*	\$1,550,419	\$1,550,419	\$2,471,607	\$2,471,607	\$2,471,607
Add: Audited Surplus FY 2022	\$0	\$921,188	\$0	\$0	(\$393,030)
Total Funds on Hand	\$1,550,419	\$2,471,607	\$2,471,607	\$2,471,607	\$2,078,577
Current Revenue					
Transfer From Reserve Funds	\$0	\$0	\$0	\$0	\$1,200,000
Tax-Based**	\$4,394,900	\$4,394,900	\$4,419,785	\$4,419,785	\$4,631,204
TIF Payout***	\$0	\$0	\$0	\$0	\$0
Other Revenue	\$58,000	\$58,000	\$134,587	\$134,587	\$78,000
Library Revenue	\$23,000	\$23,000	\$252,952	\$252,952	\$40,500
Gifts	\$2,500	\$2,500	\$30,900	\$30,900	\$1,000
Friends of LF Library Grant	\$60,260	\$60,260	\$25,449	\$25,449	\$0
Total Revenues	\$4,538,660	\$4,538,660	\$4,863,673	\$4,863,673	\$5,950,704
Total Funds Available	\$6,089,079	\$7,010,267	\$7,335,280	\$7,335,280	\$8,029,281
Operating Expenditures					
Personnel Services	\$2,746,091	\$2,746,091	\$1,790,929	\$2,369,188	\$2,991,325
Collections: Print, A/V, E-Resources	\$625,260	\$625,260	\$423,104	\$517,725	\$657,000
Contractual Services	\$351,800	\$316,800	\$261,964	\$305,359	\$329,000
Special Projects	\$82,000	\$82,000	\$0	\$82,000	\$35,000
Programming	\$137,000	\$137,000	\$88,105	\$120,726	\$139,000
Other Expenditures	\$125,864	\$125,864	\$105,398	\$151,478	\$139,900
Building & Grounds	\$268,675	\$338,675	\$266,020	\$319,224	\$304,500
Total Operating Expenditures	\$4,336,690	\$4,371,690	\$2,935,519	\$3,865,699	\$4,595,725
Total Capital and Technology					
Capital Equipment	\$50,000	\$187,000	\$2,179	\$210,000	\$100,000
Technology Upgrades	\$50,000	\$135,000	\$136,654	\$136,654	\$50,000
Capital Improvements and Dome Project	\$70,000	\$238,000	\$39,004	\$278,000	\$1,125,000
Total Capital and Technology	\$170,000	\$560,000	\$177,837	\$624,654	\$1,275,000
Total Expenditures	\$4,506,690	\$4,931,690	\$3,113,356	\$4,490,353	\$5,870,725
Difference in Revenues and Expenditures	\$31,970	(\$393,030)	\$1,750,317	\$373,320	\$79,979
Reserve Funds****	\$4,600,000	\$4,600,000	\$4,600,000	\$4,600,000	\$3,400,000
Funds on Hand	\$1,550,419	\$2,471,607	\$2,471,607	\$2,471,607	\$2,078,577
Total Funds	\$6,217,389	\$6,678,577	\$8,821,924	\$7,444,927	\$5,558,556

Budget Amended for FY2023

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

**Tax Revenue based on 2022 levy of 5% maximum plus growth.

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

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

	FY19 Audited	FY20 Audited	FY21 Audited	FY22 Audited	FY23 Budget	FY23 Amended Budget	FY23 As of Feb 28	FY24 Budget
Funds on Hand 5/1*	\$1,727,562	\$1,537,906	\$1,895,491	\$1,895,491	\$1,550,419	\$2,471,607	\$2,471,607	\$2,078,577
Current Revenue								
Tax-Based**	\$4,063,010	\$4,158,792	\$4,260,835	\$4,375,174	\$4,394,900	\$4,394,900	\$4,419,785	\$4,631,204
TIF Payout***	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Revenue	\$82,936	\$72,729	\$90,210	\$161,737	\$58,000	\$58,000	\$134,587	\$78,000
Library Revenue	\$157,169	\$139,846	\$101,646	\$65,582	\$23,000	\$23,000	\$252,952	\$40,500
Transfer from Capital Reserve (Dome)								\$1,200,000
Gifts	\$28,939	\$41,442	\$36,707	\$16,320	\$2,500	\$2,500	\$30,900	\$1,000
Friends of LF Library Grant	\$62,000	\$73,000	\$74,000	\$0	\$60,260	\$60,260	\$25,449	\$0
Total Revenues	\$4,394,054	\$4,485,809	\$4,563,398	\$4,618,813	\$4,538,660	\$4,538,660	\$4,863,673	\$5,950,704
Total Funds Available	\$6,121,616	\$6,023,715	\$6,458,889	\$6,514,304	\$6,089,079	\$7,010,267	\$7,335,280	\$8,029,281
Operating Expenditures								
Personnel Services	\$2,280,743	\$2,357,309	\$2,191,636	\$2,193,050	\$2,746,091	\$2,746,091	\$1,790,929	\$2,991,325
Collections: Print, A/V, E-Resources	\$578,759	\$548,618	\$502,430	\$508,435	\$625,260	\$625,260	\$423,104	\$657,000
Contractual Services	\$217,701	\$231,453	\$250,193	\$278,563	\$351,800	\$316,800	\$261,964	\$329,000
Special Projects	\$83,388	\$60,107	\$293,532	\$150,308	\$82,000	\$82,000	\$0	\$35,000
Programming	\$85,264	\$85,277	\$102,705	\$63,602	\$137,000	\$137,000	\$88,105	\$139,000
Other Expenditures	\$105,719	\$106,835	\$90,049	\$87,225	\$125,864	\$125,864	\$105,398	\$139,900
Building & Grounds	\$148,771	\$160,449	\$199,282	\$242,705	\$268,675	\$338,675	\$266,020	\$304,500
Total Operating Expenditures	\$3,500,345	\$3,550,048	\$3,629,827	\$3,523,888	\$4,336,690	\$4,371,690	\$2,935,519	\$4,595,725
Total Capital and Technology								
Capital Equipment	\$104,056	\$1,073	\$0	\$19,553	\$50,000	\$187,000	\$2,179	\$100,000
Technology Upgrades	\$0	\$0	\$0	\$126,029	\$50,000	\$135,000	\$136,654	\$50,000
Capital Improvements & Dome Project	\$0	\$16,760	\$78,643	\$28,155	\$70,000	\$238,000	\$39,004	\$1,125,000
Total Capital and Technology	\$104,056	\$17,833	\$78,643	\$173,737	\$170,000	\$560,000	\$177,837	\$1,275,000
Total Expenditures	\$3,604,401	\$3,567,881	\$3,708,470	\$3,697,625	\$4,506,690	\$4,931,690	\$3,113,356	\$5,870,725
Difference in Revenues and Expenditures	\$789,653	\$917,928	\$854,928	\$921,188	\$31,970	(\$393,030)	\$1,750,317	\$79,979
Reserve Funds*****	\$2,650,000	\$2,650,000	\$2,650,000	\$2,650,000	\$4,600,000	\$4,600,000	\$4,600,000	\$3,400,000
Funds on Hand	\$1,727,562	\$1,537,906	\$1,895,491	\$1,895,491	\$1,550,419	\$2,471,607	\$2,471,607	\$2,078,577
Total Funds	\$5,167,215	\$5,105,834	\$5,400,419	\$5,466,679	\$6,182,389	\$6,678,577	\$8,821,924	\$5,558,556

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

**Tax Revenue based on 2022 levy of 5% maximum plus growth.

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

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

Revenue

	FY19 Audited	FY20 Audited	FY21 Audited	FY22 Audited	FY23 Budget	FY23 Amended Budget	FY23 As of Feb 28	FY24 Budget
Property Tax Revenue								
Property Tax*	\$4,063,010	\$4,158,792	\$4,260,835	\$4,375,174	\$4,484,592	\$4,484,592	\$4,419,785	\$4,725,718
Reserve for Tax Loss					(\$89,692)	(\$89,692)		(\$94,514)
Total Property Tax	\$4,063,010	\$4,158,792	\$4,260,835	\$4,375,174	\$4,394,900	\$4,394,900	\$4,419,785	\$4,631,204
Laurel & Western TIF Payout**	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Revenue								
PP Tax Replacement	\$36,944	\$39,040	\$48,298	\$101,341	\$25,000	\$25,000	\$94,342	\$40,000
Impact Fee	\$21,773	\$9,470	\$17,693	\$31,818	\$5,000	\$5,000	\$11,679	\$10,000
Per Capita Grant	\$24,219	\$24,219	\$24,219	\$28,578	\$28,000	\$28,000	\$28,566	\$28,000
Total Other Revenue	\$82,936	\$72,729	\$90,210	\$161,737	\$58,000	\$58,000	\$134,587	\$78,000
Library Revenue								
Photocopy	\$8,731	\$6,476	\$2,024	\$5,869	\$5,000	\$5,000	\$5,889	\$5,000
Book Rental/Book Bags	\$0	\$0	\$4	\$1,000	\$0	\$0	\$0	\$0
Library Cards	\$279	\$168	\$38	\$0	\$0	\$0	\$0	\$0
Library fines	\$15,772	\$8,959	\$1,715	\$2,895	\$500	\$500	\$3,032	\$500
Interest earned	\$131,744	\$111,477	\$28,464	\$37,505	\$10,000	\$10,000	\$219,634	\$35,000
Other revenues	\$643	\$12,766	\$18,777	\$18,313	\$7,500	\$7,500	\$14,056	\$0
Covid Fema Reimbursement			\$50,624		\$0	\$0	\$10,341	\$0
Total Library Revenue	\$157,169	\$139,846	\$101,646	\$65,582	\$23,000	\$23,000	\$252,952	\$40,500
Friends of LFLibrary Grant	\$62,000	\$73,000	\$74,000	\$0	\$60,260	\$60,260	\$25,449	\$0
Other Gifts & Grant Income****	\$28,939	\$41,442	\$36,707	\$16,320	\$2,500	\$2,500	\$30,900	\$1,000
TOTAL	\$4,394,054	\$4,485,809	\$4,563,398	\$4,618,813	\$4,538,660	\$4,538,660	\$4,863,673	\$4,750,704

*Tax Revenue based on 2022 levy of 5% maximum plus growth.

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

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

Expenditure

		FY19	FY20	FY21	FY22	FY23	FY23	FY23	FY24
	Category	Audited	Audited	Audited	Audited	Budget	Amended Budget	As of Feb 28	Budget
1-Compensation	Salaries/Wages	\$1,704,069	\$1,716,885	\$1,572,140	\$1,628,870	\$1,952,260	\$1,952,260	\$1,351,239	\$2,110,428
	Benefits	\$576,674	\$640,424	\$619,496	\$564,180	\$793,831	\$793,831	\$439,690	\$880,897
2-Material	Print, Audiovisual, and Electronic Media	\$578,759	\$548,618	\$502,430	\$508,435	\$625,260	\$625,260	\$423,104	\$657,000
3-Others	Contractual Services	\$217,701	\$231,453	\$250,193	\$278,563	\$351,800	\$316,800	\$261,964	\$329,000
	Special Projects	\$83,388	\$60,107	\$293,532	\$150,308	\$82,000	\$82,000	\$0	\$35,000
	Programming	\$85,264	\$85,277	\$102,705	\$63,602	\$137,000	\$137,000	\$88,105	\$139,000
	Other Expenses	\$105,719	\$106,835	\$90,049	\$87,225	\$125,864	\$125,864	\$105,398	\$139,900
4-Building Maintenance	Building Maintenance	\$148,771	\$160,449	\$199,282	\$242,705	\$268,675	\$338,675	\$266,020	\$304,500
	Sub-Total	\$3,500,345	\$3,550,048	\$3,629,827	\$3,523,888	\$4,336,690	\$4,371,690	\$2,935,519	\$4,595,725
	Capital Expenditures								
	Capital Equipment	\$104,056	\$1,073	\$0	\$19,553	\$50,000	\$187,000	\$2,179	\$50,000
	Technology Upgrades				\$126,029	\$50,000	\$135,000	\$136,654	\$50,000
	Capital Improvement & Dome Project	\$0	\$16,760	\$78,643	\$28,155	\$70,000	\$238,000	\$39,004	\$1,175,000
	Sub-Total	\$104,056	\$17,833	\$78,643	\$173,737	\$170,000	\$560,000	\$177,837	\$1,275,000
	Total	\$3,604,401	\$3,567,881	\$3,708,470	\$3,697,625	\$4,506,690	\$4,931,690	\$3,113,356	\$5,870,725

Compensation

	FY19 Audited	FY20 Audited	FY21 Audited	FY22 Audited	FY23 Budget	FY23 Amended Budget	FY23 As of Feb 28	FY24 Budget
Current Employees								
Full Time Equivalent	31	31	32	28	30	30	30	30
Salaries & Wages	\$1,689,085	\$1,709,540	\$1,572,140	\$1,628,870	\$1,952,260	\$1,952,260	\$1,351,239	\$2,110,428
Longevity	\$14,984	\$7,345	\$0	\$0			\$0	\$0
Sub-Total	\$1,704,069	\$1,716,885	\$1,572,140	\$1,628,870	\$1,952,260	\$1,952,260	\$1,351,239	\$2,110,428
Benefits								
IMRF	\$147,509	\$143,960	\$161,309	\$139,094	\$200,081	\$200,081	\$85,967	\$218,522
Social Security	\$128,031	\$128,006	\$116,914	\$121,691	\$149,026	\$149,026	\$101,050	\$190,893
Worker's Compensation*	\$976	\$5,159	\$4,775	\$5,737	\$7,500	\$7,500	\$1,905	\$7,875
Insurance, Life	\$1,955	\$2,163	\$2,059	\$1,790	\$2,963	\$2,963	\$1,600	\$3,086
Insurance, Medical	\$283,878	\$345,220	\$319,107	\$281,427	\$412,410	\$412,410	\$237,934	\$438,238
Insurance, Dental	\$10,786	\$12,599	\$11,808	\$11,056	\$15,251	\$15,251	\$9,694	\$15,483
Insurance, Unemployment			\$864	\$0	\$2,000	\$2,000		\$2,000
Flexi-Benefits	\$3,539	\$3,317	\$2,660	\$3,385	\$4,600	\$4,600	\$1,540	\$4,800
Sub-Total	\$576,674	\$640,424	\$619,496	\$564,180	\$793,831	\$793,831	\$439,690	\$880,897
GRAND TOTAL	\$2,280,743	\$2,357,309	\$2,191,636	\$2,193,050	\$2,746,091	\$2,746,091	\$1,790,929	\$2,991,325

Includes annual sick leave buyout; and retirement with IMRF sick leave and vacation leave.

*Premium plus allowance for year end audit results.

Materials

Item	FY19 Audited	FY20 Audited	FY21 Audited	FY22 Audited	FY23 Budget	FY23 Amended Budget	FY23 As of Feb 28	FY24 Budget
Print	\$267,173	\$208,672	\$170,398	\$214,172	\$233,900	\$233,900	\$146,994	\$235,000
Nonprint	\$219,307	\$266,885	\$261,816	\$229,484	\$295,060	\$295,060	\$221,894	\$325,000
Audiovisual	\$92,279	\$73,061	\$70,216	\$64,779	\$96,300	\$96,300	\$54,216	\$97,000
Total	\$578,759	\$548,618	\$502,430	\$508,435	\$625,260	\$625,260	\$423,104	\$657,000

ISL recommended materials budget is 8-12% of operating budget; currently proposed is 14%.
Additional materials purchased with grant funds may not be reflected herein.
Cancellation of print reference resources.

Others

Item	FY19 Audited	FY20 Audited	FY21 Audited	FY22 Audited	FY23 Budget	FY23 Amended Budget	FY23 As of Jan 31	FY24 Budget
Contractual Services	\$217,701	\$231,453	\$250,193	\$278,563	\$351,800	\$316,800	\$261,964	\$329,000
Special Projects	\$83,388	\$60,107	\$293,532	\$150,308	\$82,000	\$82,000	\$0	\$35,000
Programming								
Total Department Programming	\$52,976	\$58,275	\$52,968	\$41,728	\$60,000	\$60,000	\$61,770	\$84,000
Programming - Comm	\$18,570	\$20,103	\$42,018	\$21,874	\$27,000	\$27,000	\$26,335	\$40,000
Programming - Support	\$13,718	\$6,899	\$7,719	\$0	\$15,000	\$15,000	\$0	\$15,000
Programming - Signature Programs**					\$35,000	\$35,000	\$0	\$0
Total	\$85,264	\$85,277	\$102,705	\$63,602	\$137,000	\$137,000	\$88,105	\$139,000
Other Expenses								
Administrative Services	\$24,996	\$24,526	\$25,139	\$25,767	\$26,401	\$26,401	\$46,520	\$29,500
Art Work (purchased)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Audit	\$6,785	\$6,995	\$7,205	\$7,205	\$7,725	\$7,725	\$7,400	\$9,000
Auto Allowance***	\$1,383	\$632	\$440	\$0	\$0	\$0	\$0	\$0
Binding	\$1,027	\$167	\$0	\$0	\$0	\$0	\$0	\$0
Insurance, D & O Liability	\$3,372	\$6,540	\$4,890	\$7,278	\$8,000	\$8,000	\$6,194	\$8,800
Legal	\$11,760	\$1,168	\$1,350	\$3,825	\$10,000	\$10,000	\$3,488	\$20,000
Maintenance of Equipment	\$2,018	\$6,735	\$0	\$0	\$0	\$0	\$0	\$0
Meetings Expense	\$592	\$1,130	\$121	\$0	\$2,500	\$2,500	\$644	\$2,500
Membership Dues	\$7,506	\$7,449	\$7,367	\$8,306	\$9,000	\$9,000	\$8,241	\$11,000
Office Supplies	\$17,889	\$24,376	\$28,240	\$4,551	\$26,875	\$26,875	\$6,084	\$15,000
Online Banking Fee (fine)	\$585	\$495	\$669	\$1,590	\$1,500	\$1,500	\$1,398	\$1,650
Personnel Recruitment (background checks)	\$507	\$617	\$170	\$563	\$500	\$500	\$345	\$700
Postage	\$4,374	\$5,219	\$2,899	\$4,348	\$6,150	\$6,150	\$4,896	\$6,500
Professional Development****	\$11,106	\$12,162	\$6,061	\$16,282	\$15,000	\$15,000	\$15,424	\$23,000
Telephone	\$6,602	\$5,177	\$5,498	\$6,429	\$8,713	\$8,713	\$2,709	\$8,750
Vending/events	\$5,217	\$3,447	\$0	\$1,080	\$3,500	\$3,500	\$2,055	\$3,500
Total	\$105,719	\$106,835	\$90,049	\$87,225	\$125,864	\$125,864	\$105,398	\$139,900
Total Other Expend	\$492,072	\$483,672	\$736,479	\$579,698	\$696,664	\$661,664	\$455,467	\$642,900

**Prior to FY2023 these costs were part of the general programming line.

***amended FY2021

***PLA Conference (biannual) and Online Module Training

Library Contractual Service

Item	FY19 Audited	FY20 Audited	FY21 Audited	FY22 Audited	FY23 Budget	FY23 Amended Budget	FY23 As of Feb 28	FY24 Budget
CCS (Integrated Library System)	\$67,426	\$65,646	\$62,515	\$76,709	\$76,400	\$76,400	\$68,797	\$84,000
CIT Computer Equipment Lease	\$37,377	\$42,645	\$41,770	\$35,078	\$50,000	\$15,000	\$9,340	\$0
LAN, WAV, and Support (MSP)	\$71,230	\$78,251	\$100,374	\$91,184	\$103,000	\$103,000	\$89,905	\$120,000
EZ Proxy & Collection HQ	\$9,414	\$10,900	\$5,436	\$750	\$4,000	\$10,000	\$4,420	\$10,000
Bibliotheca				\$0	\$25,000	\$25,000	\$24,041	\$25,000
Online/Internet (fiber)	\$7,199	\$8,441	\$10,930	\$22,117	\$20,000	\$20,000	\$18,789	\$25,000
Other: equipment, copiers,Technology DVD2G0, misc.	\$25,055	\$23,720	\$29,168	\$34,546	\$50,000	\$40,000	\$22,141	\$35,000
Other: Web Calendar Subscription & web hosting and maintenance		\$1,850	\$0	\$18,179	\$23,400	\$27,400	\$24,532	\$30,000
Total	\$217,701	\$231,453	\$250,193	\$278,563	\$351,800	\$316,800	\$261,964	\$329,000

OCLC: Online Computer Library Center

RAILS:Reaching Across Illinois Library System

ISL: Illinois State Library

Online: (website hosting and related online
database expenses)

CCS: Cooperative Computer Services, ILS
consortium

LAN: Local Area Network: based on
FY20estimated actual; Computer View manages
LAN and wireless;

Other: based on FY20 estimated actual and
move to LibraryMarket for web support &
calendar

Other: equipment include copier contract
Computer Equipment Lease (CIT Finance):
Contract finished

Building Maintenance

Item	FY19 Audited	FY20 Audited	FY21 Audited	FY22 Audited	FY23 Budget	FY23 Amended Budget	FY23 As of Feb 28	FY24 Budget
Janitorial Supplies	\$18,715	\$20,349	\$38,508	\$16,839	\$32,800	\$32,800	\$9,862	\$25,000
Custodial Services		\$31,809	\$34,408	\$40,752	\$45,000	\$45,000	\$31,233	\$45,000
Contractual Services	\$12,271	\$11,516	\$12,332	\$7,200	\$22,550	\$22,550	\$8,601	\$25,000
Insurance (liability)	\$28,974	\$33,783	\$36,776	\$31,617	\$45,000	\$45,000	\$34,934	\$49,500
Building Maintenance	\$26,881	\$41,822	\$1,424	\$80,602	\$40,000	\$40,000	\$42,663	\$60,000
Equipment Maintenance	\$23,808	(\$5,023)	\$51,408	\$28,915	\$40,000	\$110,000	\$103,311	\$50,000
Grounds Maintenance	\$31,081	\$19,475	\$16,664	\$28,924	\$34,100	\$34,100	\$29,095	\$40,000
Water	\$7,041	\$6,718	\$7,762	\$7,856	\$9,225	\$9,225	\$6,320	\$10,000
Total	\$148,771	\$160,449	\$199,282	\$242,705	\$268,675	\$338,675	\$266,020	\$304,500



Lake Forest Library Copper Dome Restoration

*All Dates Subject to Change for
Weather Conditions*

Project Start:
Display Week:
Total Work Days:

Project Start:	Mon, 3/6/2023
Display Week:	1
Total Work Days:	35

TASK	ASSIGNED TO	PROGRESS	START	END	DAYS
Pre-Construction / Final Preparations					5
Contracts, Insurance, Bonds	LM/WJE/LFL	0%	12/5/22	12/16/22	12
Submittal Package / Approval	LM/WJE/LFL	0%	12/12/22	12/23/22	12
Pre-Construction Site Safety Assessment	LM/Subs	0%	1/3/23	1/13/23	11
Procure Material(s)	LM / Vendor	0%	1/3/23	1/13/23	11
Pre-Construction Safety Meeting	LM/WJE/LFL	0%	3/6/23	3/6/23	1
Finalize Pre-Construction Coordination Activities	LM/WJE	0%	3/6/23	3/17/23	12
Mobilization, Construction Preparation					
Exterior Scaffolding / Stair Tower Setup	Safway Atlantic		3/7/23	3/17/23	11
Exterior courtyard protection	LM		3/15/23	3/17/23	3
Safety Flags, Perimeter, Boxes	LM		3/16/23	3/17/23	2
Protect Existing Roof Membrane	LM		3/16/23	3/17/23	2
Debris Boxes / Chute	LM		3/16/23	3/17/23	2
Equipment / Material Delivery	LM		3/16/23	3/17/23	2
Dome - Copper Panels Removal, New Wood Battens, Inlaid Gutter Blocking					
Remove existing copper roof / battens to gypsum substrate	LM		3/20/23	3/31/23	12
Install Protective Roof Underlayment over substrate	LM		3/20/23	3/31/23	12
Install new Dome wood battens	LM		4/3/23	4/7/23	5
Install Protective Roof Underlayment over battens	LM		4/3/23	4/7/23	5

Total Work Days:

35

TASK	ASSIGNED TO	PROGRESS	START	END	DAYS
Remove existing metal Cornice	LM		4/10/23	4/14/23	5
Install new wood blocking for inlaid upper gutter system	LM		4/10/23	4/21/23	12
Install protective underlayment at gutter and cornice	LM		4/10/23	4/21/23	12
Lower Water Table - Metal Work & Masonry Tuckpointing					
Remove existing metal gutter system	LM		4/24/23	4/28/23	5
Install new metal gutter system	LM		4/24/23	5/5/23	12
Install new metal bed flashing above gutter	LM		4/24/23	5/5/23	12
Install new standing seam copper panels at (4) Corners	LM		5/8/23	5/12/23	5
Dome - New Copper Metal Roofing					
Install new copper multi-part transition flashing system	LM		5/15/23	5/24/23	10
Install new copper cornice and cladding	LM		5/25/23	6/2/23	9
Install new copper inlay gutter system	LM		6/5/23	6/23/23	19
Install new copper bullnose trim flashing	LM		6/26/23	6/30/23	5
Install new copper transition panel at base of dome	LM		7/3/23	7/7/23	5
Install new copper panel system	LM		7/10/23	7/29/23	20
Install new copper batten cap	LM		7/24/23	7/28/23	5
Install new copper skylight flashing trim	LM		7/31/23	8/4/23	5
Skylight Repair & Restoration					
Field Measure Skylight Panel Pieces	NSS Exteriors		6/5/23	6/9/23	5
Interior Scaffolding Setup	Safway Atlantic		6/22/23	6/23/23	2
Skylight Replacement	NSS Exteriors		6/26/23	6/30/23	5
Skylight - Exterior Glazing Cleaning	NSS Exteriors		7/3/23	7/6/23	4
Skylight - Exterior Caulking	NSS Exteriors		7/3/23	7/6/23	4
Skylight - Exterior/Interior Laylight Glass Cleaning	NSS Exteriors		7/6/23	7/7/23	2
Interior Scaffolding Removal	Safway Atlantic		7/10/23	7/11/23	2

Total Work Days:

35

TASK	ASSIGNED TO	PROGRESS	START	END	DAYS
Masonry Exterior Repairs					
Mobilization	Berglund		3/20/23	3/21/23	2
100% Grind/Point Brick	Berglund		3/22/23	4/17/23	27
Grind/Seal Limestone Joints	Berglund		4/3/23	4/7/23	5
Recaulk Vert. Control Joints	Berglund		4/3/23	4/4/23	2
Recaulk Counterflashing	Berglund		4/10/23	4/11/23	2
Exterior Limestone @ Dome	Berglund		4/11/23	4/17/23	7
Masonry Interior Repairs					
Misc. Interior Brick Repairs	Berglund		4/17/23	4/19/23	3
Clean Interior Brick Efflorescence	Berglund		4/19/23	4/25/23	7
Cleanup & Demobilize	Berglund		4/25/23	4/26/23	2
Dome - Insulation (1 week)					
Semi Rigid Insulation - Interior Dome	Wilkins Insulation		5/1/23	5/5/23	5
Interior Renovations (1 week)					
Plaster Repairs	Celtic Painting		6/26/23	6/30/23	5
Prime & Paiting Ceiling, Skylight and Trim	Celtic Painting		7/3/23	7/7/23	5
Substantial Completion / Close Out					
Architect Final Inspection	WJE		8/7/23	8/8/23	2
Building Owner/Architect Inspection	LF Library		8/7/23	8/8/23	2
Punch List, Repairs	LM		8/7/23	8/11/23	2
Demobilze - Scaffolding	Safway Atlantic		8/14/23	8/18/23	5
Clean Roof Areas & Grounds	LM		8/14/23	8/18/23	2
Close Out Submittals	LM/Subs/WJE		8/14/23	8/26/23	10

Library Operations Report

March 14, 2023 Board Meeting

December 2022 Selected Statistics

- 14,787 library visits (gate count) were recorded.
- 17,516 physical items circulated compared to 21,153 in December 2021.
- 6,061 e-Media resources circulated compared to 6,327 in December 2021.
- 6,594 database uses were recorded. The most used were ValueLine, Sorkins, EBSCO, and S&P Net Advantage.
- 112 library programs were offered: 73 Youth Services, 33 Adult Services, and 6 other or special.
- 111 e-tutorial and Tech Help sessions were conducted for patrons.
- 1,278 reference, information, and readers' advisory questions were answered.
- 30 Media Lab sessions were reserved.
- 110 library cards were registered or renewed.
- 829 items were added to the collection and 725 were withdrawn.

January 2023 Selected Statistics

- 12,578 library visits (gate count) were recorded.
- 20,406 physical items circulated compared to 23,526 in January 2022.
- 6,882 e-Media resources circulated compared to 7,100 in January 2022.
- 9,878 database uses were recorded. The most used were Sorkins, ValueLine, World Book Encyclopedia, and S&P Net Advantage.
- 199 library programs were offered: 126 Youth Services and 73 Adult Services.
- 121 e-tutorial and Tech Help sessions were conducted for patrons.
- 1,493 reference, information, and readers' advisory questions were answered.
- 31 Media Lab sessions were reserved.
- 117 library cards were registered or renewed.
- 752 items were added to the collection and 846 were withdrawn.

**Program data uses 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).*

RECENT PROGRAM AND COLLECTIONS NEWS

Children's Programs and Services

Sofia Arpino and Ella Costello, both juniors from Lake Forest High School, on Friday, February 17, 2023, shadowed the Children's Library staff from 9-12 pm. The girls were a huge help all morning! Some of the tasks completed: a book display in the Teen Space, helping all the children that came to the Big Thinkers drop-in playtime to dot paint, learning how to check in books at the Children's circulation desk, and what the staff "behind the scenes" typically do.



On Saturday, February 4th, 2023, families celebrated National Bird Feeding Month by creating their very own bird feeder! They used natural materials, such as citrus fruits and pinecones, to help our feathered friends this winter.



The Children's staff kept a table stocked with supplies to make Valentines for Veterans. Our patrons made **96** cards! We worked with Congressman Brad Schneider and his staff on this project.



YA Programs and Services

Adult Services

The Adult Services Department and the Young Adult Department joined together to raise awareness and collect supplies for the Heartland Animal Shelter. They also hosted two Saturday craft sessions where patrons could decorate pet bandanas which were then donated to the shelter.

A program presented on a Saturday morning via Zoom titled James Herriot: The Simple Life of the World's Most Famous Veterinarian garnered nearly 250 views in the 2 weeks it was posted on our YouTube channel.

A program presented by our librarians on the Danish lifestyle Hygge was well received. Those attending were introduced to this lifestyle's history and the library's collection of materials on this topic.

Blind Date with a Book was again a success this year. Patrons enjoy the "mystery" aspect of picking a book and trying something new.

Our book discussions and regular programs including Mystery, Poetry, Great Books, Great Decisions, Non-Fiction at Night, Afternoons with Judy Levin, Mingle & Mocktails as well as the Grab 'n' Go Kits continue to draw a group of regular attendees.

Personnel:



Maddie Wenc is leaving the Lake Forest Library on Friday, February 24, 2023, to take on a full-time position as a Children's Librarian at the Tippecanoe Public Library Klondike Branch in Indiana.

Programming:





Collections:

In February, the library added Niche Academy list of electronic resource offerings. Niche Academy is a digitally accessible collection of hundreds of video tutorials that cover popular library resources like Hoopla, Libby, Ancestry, LinkedIn Learning, and more. These tutorials will help ensure that patrons have great first experiences with eBooks, databases, and more.

Lifelong Learning:

Community Partnerships:

Youth Services donated a *Storytime at the Lake Forest Library for 25 Children* for Lake Forest Country Day School's Auction, *Calling All Superheroes!*

Krista K., Choosri G, Lydia F. and Chad C. visited Lake Forest Place to lead an eBook workshop for residents.

FACILITIES PROJECTS

Chiller Update: Electrical preparations for the chiller were started at the Library February 20, 2023. A kickoff meeting is tentatively scheduled onsite Monday March 20, 2023 at 2 pm and will include Marshall Roofing as the projects will overlap. Hill Mechanical expects mobilization and demolition to start March 27, 2023.

Pasquesi Plumbing conducted additional televising of exterior and interior drainpipes on February 16, 2023. Preliminary findings included three new areas of concern. Two are in the West courtyard:

1. A crack and a hole in a 6-inch PVC drainpipe 2 feet below ground level.
2. Blockage (40%) in another 6-inch PVC drainpipe 3 feet below ground level.

The third area of concern was located at the Northeast corner of the building that involved a broken 4-inch clay drainpipe 4 feet below ground level.

A formal report is being prepared that outlines the cost of repairs and the impact these additional findings will have on the suggested sump pump solution.

Pasquesi Plumbing also repaired an interior first floor bathroom floor drain leaking into the stairwell between the Teen area and the Children's Library on February 23, 2023.

L. Marshall Roofing started onsite safety buildouts to safeguard skylights on February 21, 2023 along with exploratory efforts inside the dome.

Hill Mechanical conducted preventative maintenance for all 5 air handlers per the contract on March 01, 2023.

On March 03, 2023, Hill Mechanical repaired the boiler condensate pump float for \$3,440.00. The service call revealed several faulty and leaking seals of the steam boiler that are contributing to the continued boiler failure. A proposal for a seal repair and a proposal for a new replacement boiler are being prepared.

Approval of FY2024 Non-Resident Card Fee

Purpose and action requested: the staff of the Lake Forest Library requests approval of the FY2024 Non-Resident Card Fee of **\$640.52**.

Library services are similar to other municipal services such as police, fire, and trash removal, as they are paid for via the real estate tax bill. Illinois residents that live in areas that are not served by a library (where the resident does not pay taxes to a library), can purchase a non-resident card from a library that is adjacent to the non-served community in which they reside. The cost of the non-resident card approximates what a Lake Forest resident pays on their tax bill for library services.

The Library Board has the authority to extend the use of the Library to a non-resident for an annual fee at least equal to the cost paid by the residents. A non-resident is defined as “an individual residing in Illinois who does not have his or her principal residence within a public library service area.” [23 Ill. Adm. Code 3020.10]

Under Illinois State Library rules approved as part of the Illinois Administrative Code [23 Ill. Adm. Code 3050], a public library establishes a fee that is equitable and proportionate to the fee paid by a resident through local tax sources such as residential property tax.

Non-residents who qualify for the State of Illinois “Cards for Kids” exception are exempt from the non-resident fee. Illinois law provides that nonresident fees for the privilege and use of a library shall not be charged to a nonresident in an unincorporated area in Illinois who is a student and meets the poverty income guidelines.

The Library Board is required by law to set the fee each fiscal year. The Library uses the following mathematical formula to determine a fee that approximates what a Lake Forest resident pays for library services:

Formula for Calculating the FY2024 Non-Resident Fee

(Tax income divided by population) multiplied by average household size (all figures from the City of Lake Forest census data for 2010 and reported on the City of Lake Forest website)

tax income (FY24):	\$4,631,000
population:	/ 19,375
cost per capita:	= \$239
average household size =	x 2.68
non-resident fee	= \$640.52

In FY2022 and FY2023 the fees were \$625.49 and \$628.17, respectively.

Memorandum of Understanding

The following constitutes a Memorandum of Understanding (“MOU”) by and between the Lake Forest Library Board (“Board”), and The Lake Forest Library Foundation (“Foundation”).

The Board and Foundation have distinct missions and goals, but what binds them together is a shared love of the Lake Forest Library and a desire to enhance the resources of the Library for the citizens of Lake Forest. Each party will focus on their individual roles and strengths. The Board’s focus is Library governance. The Foundation’s focus is raising philanthropic resources to support the capital needs and strengthen the Library through the creation and maintenance of an endowment. In addition, the parties acknowledge the goal of good communication and transparency.

The Board is a public entity that governs pursuant to its bylaws, governance policies, and Illinois state law. The Foundation is a 501(c)(3) organization with private volunteer leadership, bylaws, and governance policies. This MOU lays out the mutual expectations and agreements for the parties going forward.

The Board agrees to:

1. Support a planning process for the Lake Forest Library by hosting an annual executive planning session between the presidents or co-presidents and vice presidents of each of the parties to be held in November of each year. The schedule for this meeting can change with the consent of the parties.
2. Include the Foundation quarterly or as needed reports as part of the Board Agenda or as requested by the leadership to emphasize special events, milestones, in-kind donations or community activities.
3. Use the funds received from the Foundation to advance the Library’s strategic initiatives and to make public acknowledgement and recognition of funds received from the Foundation.
4. Advise the Foundation of any monetary donation received to enable the Library and the Foundation to jointly acknowledge the gift as part of the Library’s current capital improvement project.
5. Provide the Foundation with library staff support, when available, to assist them with the development of a newsletter, mass mailings, and other promotional materials as needed and approved by the Board.
6. Allow the Foundation to use the name and logo of the Lake Forest Library with permission and adherence to guidelines in association with their charitable fund-raising efforts and promotional activities.

The Foundation agrees to:

1. To publicly support the Library and its policies and strategic initiatives. This support will take the form of financial and human resources and quarterly reports as agreed upon by Foundation and the Board.
2. That, in accordance with the Foundation's bylaws, apart from the Foundation's administrative expenses, any and all monies raised will be spent on the Library's capital needs, programs, services, and the creation of an endowment as well as other Board-defined needs unless otherwise agreed to jointly by the Foundation and Board.
3. To collaborate with the Board on shared communications to ensure that the organizations are speaking with one voice, that clearly states the Board's objectives, initiatives, and mission.

This MOU will remain in full force and effect until notice of cancellation is given signed and dated in writing by the President of either the Board or the Foundation.

This MOU may be signed in counterpart, each of which when executed shall be deemed to be an original, but all of which, taken together, will constitute one and the same document.

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

Date: March __, 2023

Mark Saran, President, The Lake Forest Library Foundation

Date: March 8, 2023

**CALL FOR BIDS
FOR THE PROVISION OF RETURN BOILER PUMP ASSEMBLY REPLACEMENT
TO LAKE FOREST LIBRARY**

Sealed proposals, clearly labeled "BID— RETURN BOILER PUMP ASSEMBLY REPLACEMENT ", will be received weekdays between 10:00 am and 5:00 pm in the Lake Forest Library, 360 East Deerpath Road, Lake Forest, Il. 60045, until 5:00 pm on Friday, April 28, 2023. Bids received after 5:00 pm on that day will not be given consideration. All submissions must contain three references for work of similar scope.

Bid documents may be obtained on the library's website www.lakeforestlibrary.org beginning 9:00 am on Wednesday, March 27, 2023. Pre-bid meetings and walk-throughs will be held at 10:00 am on Monday, April 03, 2023. Please meet in the lobby of the library.

Submit questions to: Jim Lee, Facilities Manager, Lake Forest Library, jlee@lakeforestlibrary.org or 847-810-4624.

Submit sealed bid to: David Seleb, Interim Executive Director, Lake Forest Library, 360 East Deerpath Road, Lake Forest, IL 60045.

Bids will be evaluated by the Interim Executive Director and Facilities Manager. The selected bid will be presented to the Board of Library Trustees at their May 09, 2023 board meeting. All bids should be open for acceptance for a period of 90 days from the deadline for receipt of quotes and may not be revoked or withdrawn during that period. The library reserves the right to accept or reject any and all bids, to waive technicalities, and to accept or reject any item of any bid.

EVALUATION OF BIDS

1. Bids will only be accepted from principals of the firm that will actually be doing the work. The duties and obligations of this contract cannot be assigned.
2. All questions must be answered completely. Additional pages may be added if more space is needed to answer a question.
3. To be considered qualified, a contractor must provide a list of clients as specified.
4. In selecting the contractor, experience, services offered, and quality of service will be considered as well as costs. The Library reserves the right to make its evaluation on the basis of all publicly available information.

RETURN BOILER PUMP ASSEMBLY REPLACEMENT

Company Name:

Representative Name:

1. General

1.1 The Contractor shall employ personnel who are experienced and competent in all tasks to be provided under this agreement. The Contractor is responsible to make sure that their personnel are properly trained to perform all tasks expected of them and all safety requirements according to OSHA requirements.

1.2 The Contractor's employees shall be carefully interviewed, screened, and covered by Bond.

1.3 In hiring related to this agreement, the Contractor is expected to advertise and afford equal opportunity without discrimination because of race, color, religion, sex, martial status, national origin or ancestry, age, order of protection status, military status, sexual orientation, physical or mental handicap unrelated to ability, or an unfavorable discharge from military service. The Contractor shall comply with the provisions of Equal Employment Opportunity Clause, the Illinois Human Rights Act, and the Rules and Regulations of the Illinois Department of Human Rights.

2. Contract

2.1 The Contractor shall execute the Independent Contractor Agreement attached hereto.

2.2 The Contractor shall render all regular services as specified in this agreement to the complete satisfaction of the Lake Forest Library.

2.3 The Lake Forest Library or the Contractor may cancel this agreement at any time subject to thirty days prior written notice.

3. Insurance

3.1 The Contractor shall procure and maintain for the duration of this agreement, insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the Contractor's operation and use of the premises. The cost of such insurance shall be borne by the Contractor.

3.2 Minimum Scope of Insurance. Coverage shall be at least as broad as:

- i. Professional Liability Insurance.
- ii. Broad Form Compensation General Liability, or the most recent revision.
- iii. Workers' Compensation insurance as required by statute and Employer's Liability insurance.

- iv. Contractor's Pollution Legal Liability and/or Asbestos Legal Liability and/or errors and omissions (if the project involves environmental hazards).

3.3 Minimum Limits of Insurance

Provider shall maintain limits no less than:

- a. General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage. If commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this location or the general aggregate limit shall be twice the required occurrence limit.
- b. Workers' Compensation and Employers Liability: Workers' Compensation limits as required by statute and Employers Liability limits of \$1,000,000 per accident and \$1,000,000 per disease.

Deductibles and Self-Insured Retentions.

Any deductible or self-insured retentions must be declared to, and approved by, the Library. At the option of the Library, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the Library, its officers, elected and appointed officials, employees, volunteers, and agents; or the contractor shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

1. Other Insurance Provisions.

The policies are to contain, or be endorsed to contain, the following provisions:

a. General Liability

- i. The Library, its officers, elected and appointed officials, employees, volunteers and agents are to be covered as additional insureds as respects: liability arising out of premises owned, occupied, or used by the Contractor and/or arising out of activities performed on or on behalf of the contractor. The coverage shall contain no special limitations on the scope of protection afforded to the Library, , its officers, elected and appointed officials, employees, volunteers and agents.
- ii. The Contractor's insurance coverage shall be primary insurance as respects the Library, its officers, elected and appointed officials, employees, volunteers and agents. Any insurance or self-insurance maintained by the Library, its officers, elected and appointed officials, employees, volunteers and agents shall be excess of the Contractor's insurance and shall not contribute with it.
- iii. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the Library , its officers, elected and appointed officials, employees, volunteers and agents.

iv. Coverage shall state that the Contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except to limits of the insurer's liability.

2. Workers' Compensation and Employers Liability Coverage.

The insurer shall agree to waive all rights of subrogation against the Library, its officers, elected and appointed officials, employees, volunteers and agents for losses arising from use of the premises.

3. All Coverages.

Each insurance policy required by this clause shall not be suspended, voided, canceled, reduced in coverage or in limits except after thirty (30) days prior written notice by certified mail, return receipt required, has been given to the Library.

4. Acceptability of Insurers.

Insurance is to be placed with insurers licensed to do business in Illinois.

5. Verification of Coverage.

The Contractor shall furnish the Library with certificates of insurance and with original endorsements if applicable effecting coverage required by this clause. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. All certificates and endorsements are to be received and approved by the Library before the premises are occupied. The Library reserves the right to require complete certified copies of all required policies, at any time.

6. Indemnification Clause.

The Contractor shall, to the fullest extent permitted by law, waive any and all rights of contribution against the Library and shall indemnify the Library and its officers, elected and appointed officials, employees, volunteers and agents from and against all claims, damages, losses and expenses, including, but not limited to, legal fees (attorney's and paralegal's fees, expert fees and court costs) arising out of or resulting from the performance of the Contractor's work, provided that any such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or injury to or destruction of property, other than the work itself, including the loss of use resulting therefrom, or is attributable to misuse or improper use of trademark or copyright protected material or otherwise protected intellectual property, to the extent it is caused by any wrongful or negligent act or omission of the Contractor, any Subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable. Such obligation shall not be construed to negate, abridge or otherwise reduce any other right to indemnity that the Library would otherwise have. The Contractor shall similarly, protect, and indemnify the Library, its officers, elected and appointed officials, employees, volunteers and agents against and from any and all claims, costs, causes of actions and expenses, including, but not limited to, legal fees, incurred by reason of Contractor's breach of any of its obligations under, or Contractor's default of any provisions of the Contract. The indemnification obligation under this paragraph shall not be limited in any way by any limitation on the amount or type of damages, compensation, or benefits payable by or for the Contractor or any subcontractor under

Workers' Compensation or Disability Acts or Employee Benefit Acts. The right and obligations of this subsection shall survive the voluntary or involuntary termination of this Contract.

4 RETURN BOILER PUMP ASSEMBLY REPLACEMENT SCOPE OF WORK

4.1 Lake Forest Library is 35,000 square feet. There are three floors and a basement that are serviced by 3 boilers and 2 Skidmore BS-20 condensate pumps.

4.2 Isolate pump assemblies and disconnect power to both.

4.3 Furnish and install (2) new condensate 16GPM@20PSI pumps

4.4 Furnish and install (1) new 116v-1HP-3HP, 16 GPM@20PSI [6CFM@5.5HG](#) @ water level gauge, solenoid discharge valve, vacuum switch, dial thermometer, 2" inlet basket strainer, mounted control panel starters and braker for Skidmore BS-20 replacement.

4.5 All necessary rigging and hoisting for equipment and material provided by the Contractor.

4.6 The Contractor is responsible for removal and disposal of all old equipment on site.

4.7 Reconnect electrical and piping.

4.8 Restore isolation of pumps and perform leak checks for both.

4.9 Perform startup and test operations.

4.9.1 Furnish 1-year parts and labor warranty.

4.9.2 Obtain any needed permits.

5. Prevailing Wage

The Contractor shall comply with the Illinois Prevailing Wage Act and shall pay, and require every subcontractor to pay, the prevailing rates of wages as established by the Illinois Department of Labor for each craft or type of work needed to execute the contract in accordance with 820 ILSC 130/.01 et seq. The Contractor shall prominently post the current schedule of prevailing wages at the Contract site and shall notify immediately in writing all of its subcontractors, of all changes in the prevailing wages. Any increases in costs to the Contractor due to changes in the prevailing rate of wage during the terms of any contract shall be at the expense of the Contractor and not at the expense of the Lake Forest Library. Change orders shall, however, be computed using the prevailing wage rate applicable at the time the change order work is scheduled to be performed. The Contractor shall be solely responsible to maintain accurate records as required by the Prevailing Wage Act and to obtain and furnish all such certified records to the Department of Labor as required by statute or regulation, including certified payroll. The Contractor shall be solely liable for paying the difference between prevailing wages and any wages actually received by laborers, workmen and/or mechanics engaged in the work and in every way defend and indemnify the Lake Forest Library against any claims arising under or related to the payment of wages in

accordance with the Prevailing Wage Act. The Lake Forest Library agrees to notify the Contractor or subcontractor of the pendency of any such claim, demand, lien or suit.

The Contractor is advised that the Department revises the prevailing wage rates and the Contractor/subcontractor has an obligation to check the Department's website for revisions to prevailing wage rates. For information regarding current prevailing wage rates, please refer to the Illinois Department of Labor's website:

<http://www.illinois.gov/idol/Laws-Rules?CONMED/Pages/Rates.aspx>

The Contractor shall also:

(1) Insert into each subcontract and the project specifications for each subcontract, a written stipulation that the subcontractor shall not pay less than the prevailing rate of wages to all laborers, workers, and mechanics performing work under the contract.

(2) Require each subcontractor to insert into each lower-tiered contract and project specifications for each lower-tiered subcontract, a stipulation that the subcontractor shall not pay less than the prevailing rate of wages to all laborers, workers, and mechanics performing work under the contract.

6. The Contractor is responsible for securing and for the costs of any and all necessary permits.

7. Provide a cost alternate considering working at night.

8. Agreement Terms

The Contractor will provide the Lake Forest Library with the work outlined in the RFP in the amount of \$

9. Acceptance of Contract

Lake Forest Library

Contractor

(Representative Signature)

(Representative Signature)

(Title)

(Title)

(Date)

(Date)

Appendix A

Questions concerning the installation of the Return Pump Assemblies.

1. The Library is open to the public Monday to Thursday 9:00 am to 9:00 pm. How many times do you anticipate the HVAC system will be interrupted and for how long?
2. How long will it take to complete the project from start to finish?
3. Could you perform this job at night time?
4. Please provide at least three references for work of a similar scope.

RIDER TO A105-2017

For Inclusion in Standard Form of Agreement
Between Owner and Contractor (“Agreement”)
(AIA Document A105-2017) dated ___ March ___
Between the Lake Forest Public Library (“Owner”)
And _____ (“Contractor”)

For Information Purposes:

(The project involves the replacement of a return boiler and associated HVAC work)

- A. This Rider (Rider) applies to all services to be provided by Contractor pursuant to the Agreement.
- B. All representations made by the Owner in the Contract Documents that complete the Agreement are made to the best of Owner’s knowledge and belief.
- C. Contractor shall provide a Payment Bond and a Performance Bond in a sum equal to 100% of the amount of the contract issued by an insurance company acceptable to Owner.
- D. Performance Bonds to be provided (AIA Form) shall contain the following language:

“Any suit under this bond must be instituted before the expiration of the statute of limitation applicable to any claims against the Contractor named herein, and further, the parties intend that modifications in the Agreement or Contract Documents or Performance Bond of the limitations provided by 735 ILCS 5/13-214, if any, shall be given no effect.”
- E. Any claims shall be commenced within the limitations stated in 735 ILCS 5/13-214. * The parties intend that modifications in the Agreement or Contract Documents of the limitations provided by 735 ILCS 5/13-214, if any, shall be given no effect.
- F. Contractor shall purchase insurance to cover claims and expenses, including costs of defense, asserted against Owner, their agents, employees and consultants for bodily injury, sickness, disease or death caused by any negligent act or omission of the Contractor, anyone directly or indirectly employed by them or anyone for whose acts any of them may be liable. The coverage afforded the Owner and Owner’s Representative shall be primary insurance for the Owner and Owner’s Representative with respect to claims arising out of operations performed by or on behalf of the Contractor. If the Owner and Owner’s Representative have other insurance which is applicable to

* (a) Actions based upon tort, contract or otherwise against any person for an act or omission of such person in the design, planning, supervision, observation or management of construction, or construction of an improvement to real property shall be commenced within 4 years from the time the person bringing an action, or his or her privity, knew or should reasonably have known of such act or omission. Notwithstanding any other provision of law, contract actions against a surety on a payment or performance bond shall be commenced, if at all, within the same time limitation applicable to the bond principal.

(b) No action based upon tort, contract or otherwise may be brought against any person for an act or omission of such person in the design, planning, supervision, observation or management of construction, or construction of an improvement to real property after 10 years have elapsed from the time of such act or omission . . .

the loss, such other insurance shall be on an excess or contingent basis. The amount of liability of the Contractor under this insurance policy shall not be reduced by the existence of such other insurance.

- G. Work will not begin, nor will any payment be authorized absent submission by the Contractor to the Owner and/or Owner's Representative of proof that all required insurance coverages and bonds are in effect. A Certificate of Insurance is not adequate proof. The Contractor may provide a Certificate of Insurance but shall also provide the actual endorsement from the contractor's insurance company.
- H. "As built" drawings from the Contractor are a condition of receipt of the Contractor's final payment.
- I. The responsibilities/liabilities of the Owner and the Contractor and their consultants, agents and employees and any concomitant damages and/or consequential damages shall be determined in such amount and to such extent as provided by Illinois law, insurance coverage, caps or limitations notwithstanding. By way of this provision, the parties intend that any limitations in the Agreement of the amounts or types of damages available to the parties shall be given no effect.
- J. The Contractor shall reimburse the Owner for all reasonable fees charged to the Owner by the Owner's Representative, if any, which the Owner incurs as a result of the Contractor's failure to fulfill the Contractor's obligations including, without limitation, timely completion of the project.
- K. Contractor shall pay all reasonable attorneys' fees, experts' fees, and costs incurred by the Owner in enforcing the terms and provisions of this Agreement and in defending any proceeding to which the Owner is made a party as result of the acts or omissions of the Contractor.
- L. Contractor shall defend, indemnify, and hold harmless Owner and Owner's Representative from and against all claims, losses, damages, and expenses to the extent such claims, losses, damages or expenses are caused by Contractor's conduct, acts, errors or omissions.
- M. In an effort to resolve any conflicts that arise under this Agreement, prior to commencing litigation all disputes between the Owner and the Contractor arising out of or relating to this Agreement shall be submitted to non-binding mediation. After such non-binding mediation and, unless the parties agree to submit to binding arbitration, any claims, disputes, liabilities of the parties or other matters between the Owner and the Contractors shall be resolved in the Circuit Court of Lake County, Illinois in accordance with Illinois law.
- N. Contractor shall obtain lien waivers for all labor and materials for the project.
- O. Contractor acknowledges sole responsibility for determining the nature and extent of any and all work required to complete the Project.
- P. It is intended that neither the Owner nor the Owner's Representative has responsibility for constructions means, methods, techniques, sequences, or procedures, and/or safety precautions and programs.
- Q. Contractor shall at all times observe and comply with all laws, ordinances, regulations and codes of any applicable governmental entity including, without limitation, prevailing wage laws.
- R. Contractor acknowledges full and sole authority for all safety programs and precautions in connection with the work.
- S. Contractor acknowledges that he has examined the property and has familiarized himself with all local conditions affecting the property.
- T. The Contractor's standard of care shall be the standard of care consistent with those usual and customary standards of professional care, skill, and diligence which are, at the time of performance

of services under this Agreement, commonly followed by Contractors performing the same or similar services in the locale in which the Project is located. Consistent with this standard of care, Contractor is cognizant of its duties:

- a) vis-à-vis assessing compliance with the Drawings and Specs; and
- b) to confirm in writing, when appropriate, interpretations by government officials of building codes and applicable regulations.

- U. Contractor, at Contractor's expense, will obtain and maintain all necessary permits and licenses.
- V. Contractor shall provide Owner with all documents requested by Owner thereby enabling Owner to respond timely to any request to Owner for documents pursuant to the Freedom of Information Act.
- W. The Owner is subject to the Freedom of Information Act, 5 ILCS 140/1, et seq. ("FOIA"). All information submitted by Contractor to Owner is subject to disclosure to third parties in accordance with FOIA. If Contractor intends for Owner to withhold the bidder's trade secrets, commercial information, or financial information from disclosure to a third party in response to a FOIA request, Contractor must include with its bid written notification specifically identifying such information, along with a statement that disclosure of such information will cause competitive harm to the bidder, as provided by FOIA Section 7(1)(g), 5 ILCS 140/7(1)(g). Any information submitted which is not so marked by Contractor at the time of bid submittal will be presumed to be open to public inspection. Contractor may be required to substantiate the basis for its claims. Owner reserves the right, in its sole discretion and subject only to applicable law, to withhold or release Contractor's information in response to a FOIA request.
- X. THIS RIDER (RIDER) IS THE LAST ARTICLE TO THE AGREEMENT AND IS EXECUTED ON THE DATES STATED BELOW. IN THE EVENT OF ANY CONFLICT BETWEEN THE PROVISIONS OF THIS RIDER AND ANY OTHER PROVISIONS OF THE AGREEMENT, THIS RIDER CONTROLS. THIS PARAGRAPH IS STATED IN ALL CAPITAL LETTERS AND IS INITIALED AS CONFIRMATION OF THE PARTIES' UNDERSTANDING OF THE PRECEDENCE THIS RIDER TAKES OVER ANY OTHER PROVISIONS OF THE AGREEMENT.

Contractor (Initial)

Owner (Initial)

Date Initialed: _____

Date Initialed: _____

CONTRACTOR TBD

LAKE FOREST PUBLIC LIBRARY

By: _____

By: _____

President

John Johnson
President

Date Signed: _____, 2023

Date Signed: _____, 2023