



**LAKE FOREST LIBRARY BOARD OF TRUSTEES**  
**Lake Forest Library, 360 East Deerpath Road, Lake Forest, IL 60045**  
**Kasian Room, Lower Level**  
**Tuesday, May 9, 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(e):
  - a. Approve May 9, 2023 Agenda
  - b. Approve April 11, 2023 Regular Meeting Minutes
  - c. Approve March 14, 2023 Special Meeting Minutes
  - d. Approve March 23, 2023 Special Meeting Minutes
  - e. Approve April 2023 Financial Report
8. Building Committee
  - a. Dome Restoration Project Update and Discussion
  - b. Continue Discussion on Qualifications for Architectural Professional Services
9. Strategic Planning Discussion
10. Officer Nominating Committee
11. Library Operations Report
12. Unfinished Business
13. New Business
14. 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.)*



# SHARE YOUR COMMENTS

Thank you for your comments, questions, and ideas. Put your completed form in the box in the Foyer or give it to Library staff at a service desk. You may also contact us at [www.lakeforestlibrary.org/comment](http://www.lakeforestlibrary.org/comment).

Date: *April 7, 2023*

Name: *Sandra Sommers*

Phone: *847-309-7161*

Email: *SommerinParis@yahoo.com*

- Sign me up for the monthly eNews *I Receive*
- Please contact me about my comment *- Sure*
- My comment may be used in Library promotions

Your comments:

*I am so happy to call Lake Forest home for the last 40 years. My children are happy to have used the wonderful resources L.F. Library offers. The engaging staff have always been helpful - in research, tech & all aspects of media. My husband & myself call L.F. Library our 'reading sanctuary'!*

We are greeted by a warm friendly Staff.

Kate Buckard is an asset to adult services. Each staff member is kind & patient always willing to fulfill my frequent requests, (ERIN!)

Lori from the Youth dept. is indeed an asset. I had creative programs to bring my grandson Mitchell to at age 2 1/2. He is 20 now & still has fond memories of our Special library visits - W/ GRAN MERE, Lori!

Each Staff member contributes to the excellence offered at L.F. Library.

It is indeed a strong, vital Pillar of Lake Forest!  
With Gratitude -  
Sandra Summers

## **LAKE FOREST LIBRARY BOARD OF TRUSTEES**

360 East Deerpath Road, Lake Forest, IL 60045

Tuesday, April 11, 2023

Regular Meeting

### CALL TO ORDER

President John Johnson welcomed all and called the meeting to order on April 11, 2023, at 6:31 p.m. in the Kasian Room, Lake Forest Library.

### ROLL CALL

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

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

### PRESIDENT'S REMARKS

President Johnson announced that 2023 car stickers will feature the library's 125<sup>th</sup> year logo, and noted that Item 8, the Finance Committee's presentation of the final budget, will be discussed after Item 10 to allow Bryan Bertola, Co-chair of the Building Committee, to report on progress on the Dome repair as he will have to exit early.

### CALL FOR ADDITIONS TO THE AGENDA

None.

### OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD

See discussion of RFQ (Request for Qualifications) for Architectural Professional Services below.

### CORRESPONDENCE REPORT AND PATRON COMMENTS

None.

### APPROVAL OF THE CONSENT AGENDA

Trustee Shaw made a motion, seconded by Trustee Desmond, to approve the Consent Agenda (omnibus vote of matters 7(a)-7(c):

- a. Approval of the April 11, 2023 Agenda
- b. Approval of the March 14, 2023 Regular Meeting Minutes
- c. Approval of the March 2023 Financial Report.

The motion passed unanimously on a roll call vote.

## DISCUSS AND APPROVE EMPLOYMENT OFFER TO NEW LIBRARY EXECUTIVE DIRECTOR

Trustee Desmond, Co-Chair of the Search Committee quickly reviewed the search process for a new Executive Director that began in January. John Keister and Associates provided five names, which the Committee narrowed to three for interviews with the Board, staff and public. Out of those three, two were brought back twice for extensive Q&A sessions with the full Board. After this final round, the Board unanimously decided to make an offer to Ishwar Laxminarayan. For 12 years, Laxminarayan was director of the Jackson District Library and William P. Faust Public Library of Westland, both in Michigan. Most recently, he was a Library Consultant with The Ivy Group that assists libraries in areas highly relevant for our own Library: strategic planning, community engagement, and marketing. Laxminarayan has a master's degree in Librarianship from Emory University, and undergraduate degrees from the University of Calcutta in India.

Trustee Desmond made a motion, seconded by Trustee Shattock, to approve the Employment offer to Laxminarayan for Executive Director. The motion passed unanimously on a roll call vote. Laxminarayan will begin May 1.

## COMMITTEE REPORTS

Trustee Bertola of the Building Committee shared that the Dome repair is well underway, flashing and waterproofing have been completed. Work is being done by sections, which has revealed some of the supports are more degraded than expected. As of yet, there are no change orders submitted. Recent storms did not cause any leaks so protection from rain was successful. Progress reports are being provided as promised.

Trustee Clifton of the Finance Committee noted that the final 2024 budget compared to previous years includes a surplus (\$921K) primarily due to absence of staff. Other than that, it is not materially different from past years except for the dome repair, and allowances for capital expenditures the library consistently faces ranging from one-time improvements like sidewalk repair, to ongoing upgrades for technology, HVAC and drainage that recur given the age of the building.

Trustee Desmond made a motion to approve the Fiscal Year 2024 budget, seconded by Trustee Shattock. The motion passed unanimously on a roll call vote.

## DISCUSS AND APPROVE REQUEST FOR QUALIFICATIONS FOR ARCHITECTURAL PROFESSIONAL SERVICES

Each month the library faces some maintenance or repair issue connected with its aging infrastructure that must be addressed, along with continuing space challenges, and lack of access for disabled, the latest of which was the breakdown of the elevator. The Board agreed that a holistic view to solving these problems efficiently for the short and long term, using an outside expert as partner (in the same role that Wiss-Janney has served with respect to the dome repair), is needed.

Romy Lopat, member of the public, noted that the Board should revisit the RFQ done 5 years ago when the library was considering its expansion as a starting point. She urged the Board to make sure to include historic preservation experience as one of the qualifications for this role.

Susie Athenson, President of the Lake Forest Preservation Foundation, also offered to help with this project. All agreed that including public input in this process was essential.

New Director Ishwar Laxminarayan suggested that on a parallel track, the library should submit its building and usage challenges to the National Design Institute, conducted by Duke University. There is no cost to participate, and a one-page summary is all that is required. If the Library is selected, a host of experts in all disciplines would provide their opinions on how to solve the Library's challenges. Deadline for submission is April 20, with decisions announced June 1. The Board agreed that this submission should be developed, led by David Seleb.

The RFQ should be completed within 60 days.

Trustee Shattock made a motion, seconded by Trustee Clifton, to approve the creation of an RFQ for Architectural Professional Services. The motion passed unanimously on a roll call vote.

#### LIBRARY OPERATIONS REPORT

Heidi Kruger, Head of Patron Services shared that as part of the Read within the Ravines program (a joint nonfiction reading program with the Lake Bluff Public Library), author Ursula Pike will be in conversation with the Director of the Mitchell Museum of the American Indian, Kim Vigue. The focus of joint program this year is Native Voices, an initiative to highlight the contributions and experiences of Native Americans in Lake County. The event will be held at the History Center.

The Summer Reading program will return, called Buckets of Fun. Lori Rohrer, Head of Youth Services, announced that on July 8, as part of our 125<sup>th</sup> anniversary celebration, the Library will host a family fun fest on the lawn, to include lots of activities including a magician.

#### UNFINISHED BUSINESS

Trustee Shaw shared that he will be meeting with the city to provide input into the periodic survey it conducts on a variety of city services. Broad questions about the library are included in the questionnaire, and results could be useful as we work toward developing our new three-year strategic plan. Trustee Shaw invited any trustee interested to join.

#### 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 7:50 p.m.

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Sue Shattock, Secretary

Minutes submitted for approval by the Board on May 9, 2023

**Lake Forest Library Board of Trustees**  
**360 East Deerpath Road, Lake Forest, Illinois 60045**  
**Tuesday, March 14, 2023**

**Special Meeting**

**Open session**

President John Johnson welcomed and called the meeting to order on Tuesday, November 8, 2022 at 5:30 p.m. in the Reed Room, Lake Forest Library. President Johnson asked Trustee Jackson to serve as Secretary and record the minutes of the meeting. Present were Trustee Bertola, Trustee Clifton, Trustee Desmond, Trustee Jackson, President Johnson, Trustee Lemke, Trustee Shaw, and Trustee Strong.

Trustee Jackson moved, and Trustee Bertola seconded, a motion to move to closed session. The Trustees moved to closed session at 5:35 p.m.



# **Lake Forest Library Board of Trustees**

## **Special Library Board Meeting**

**Thursday, March 23, 2023 at 5:00 pm Reed Room, Lake Forest Library**

### **Open Session**

Board members attendance: JoAnn Desmond, Andrea Lemke, Jim Clifton, Bob Shaw, Heather Strong, John Johnson, and Josh Jackson.

Meeting opened at 5:05 p.m.

Trustee Desmond moved and Trustee Jackson seconded the motion to move to closed session. Motion passed unanimously.

The Trustees moved to an open session at 9:12 p.m.

Trustee Lemke moved, and Trustee Shaw seconded, a motion to move forward with an Executive Director candidate, and for Trustee Johnson to extend a proposal. In a roll call vote, the motion passed unanimously.

Trustee Strong moved, and Trustee Clifton seconded a motion to close the meeting. The motion passed unanimously.

The meeting concluded at 9:14 p.m.



## FY2023 Revenue & Expenditure Statement

For the YTD April - 2023

Revenues	YTD	Budget	Budget Realized
Tax Based	4,464,369	4,394,900	102%
Non-Tax-Based	132,051	53,000	249%
Gifts & Grants	30,900	2,500	1236%
Library Generated*	380,110	88,260	431%
Total Revenues	\$5,007,430	4,538,660	110%

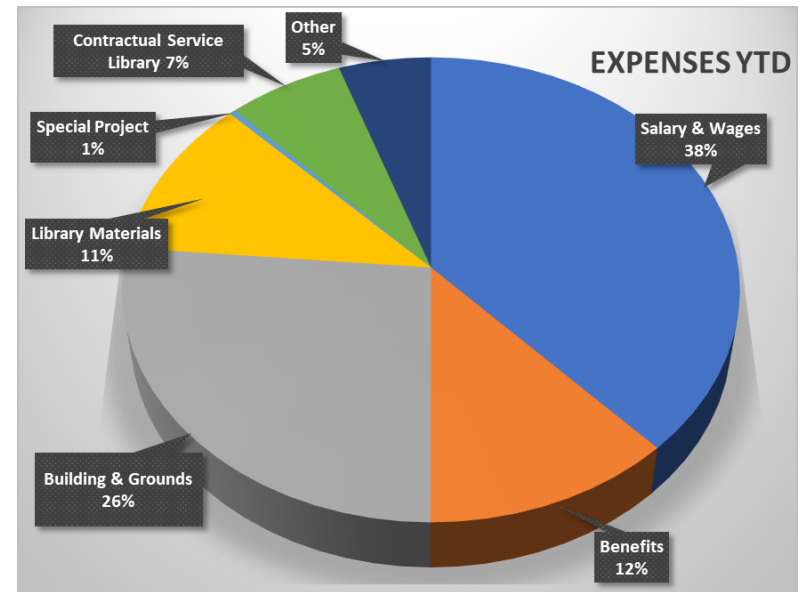
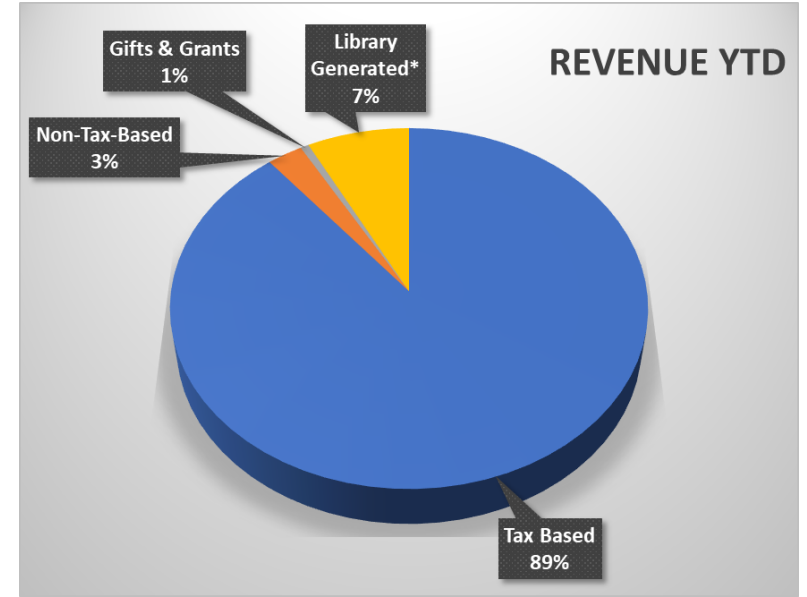
Expenses	YTD	Budget	Budget Utilized
Salary & Wages	1,669,188	1,954,260	85%
Benefits	528,414	791,831	67%
Building & Grounds:	1,157,081	898,675	129%
- Dome Repair**	486,137		
- Contractual Services Building***	8,393	22,550	37%
Library Materials	496,508	625,260	79%
Special Projects***	16,240	82,000	20%
Contractual Services Library***	292,795	316,800	92%
Other***	232,729	262,864	89%
Total Expenses	4,392,955	4,931,690	89%

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 \$47,471.29

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

\*\*\*Detail on Last page of the Report





## FY2023 Revenue & Expenditure Statement

For the YTD April - 2023

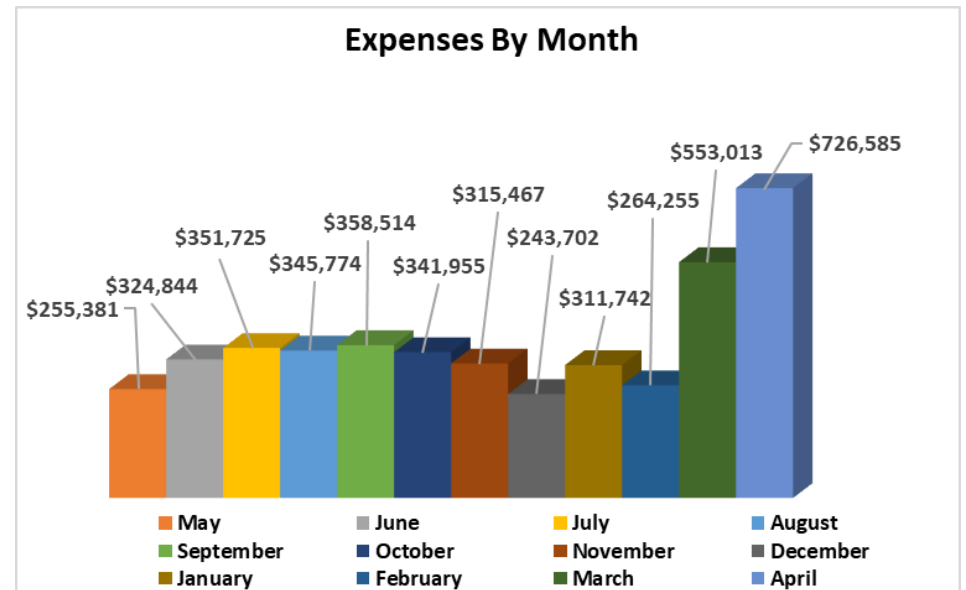
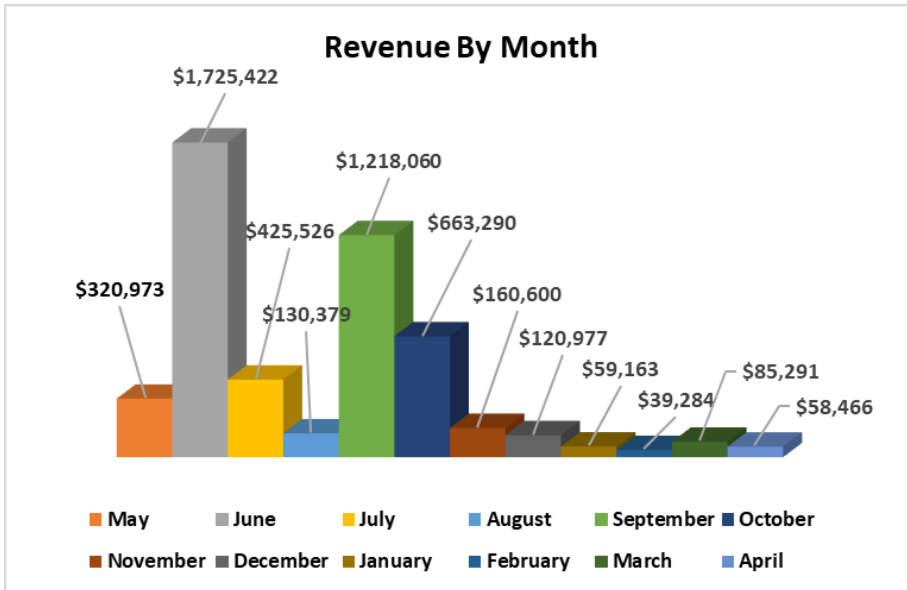
Revenues	May	June	July	August	September	October	November	December	January	February	March	April	YTD	Budget
Tax Based	295,420	1,708,122	390,060	107,714	1,166,082	602,763	128,938	20,688	-	-	44,584	-	4,464,369	4,394,900
Non-Tax-Based	24,562	-	17,684	2,019	28,566	23,819	-	7,800	18,457	-	9,143	-	132,051	53,000
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	31,564	58,466	380,110	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>\$663,290</b>	<b>\$160,600</b>	<b>\$120,977</b>	<b>\$59,163</b>	<b>\$39,284</b>	<b>\$85,291</b>	<b>\$58,466</b>	<b>\$5,007,430</b>	<b>\$4,538,660</b>

Expenses	May	June	July	August	September	October	November	December	January	February	March	April	YTD	Budget
Salary & Wages	93,274	124,116	122,832	133,310	201,873	140,223	145,577	126,112	139,909	124,012	192,584	125,365	1,669,188	1,954,260
Benefits	41,390	41,072	38,768	46,102	55,663	51,080	41,124	43,731	40,635	40,125	48,496	40,227	528,414	791,831
Building & Grounds	25,568	41,013	104,215	69,919	46,392	66,541	42,064	21,912	8,990	17,244	263,140	450,085	1,157,081	898,675
Dome Repair	-	9,375	-	-	22,216	38	-	7,375	-	-	252,000	195,134	486,137	-
Contractual Services Building	2,539	250	438	448	344	344	448	344	1,233	451	920	635	8,393	22,550
Library Materials	45,710	65,668	43,188	46,157	25,297	35,130	47,344	18,849	57,261	38,501	26,033	47,371	496,508	625,260
Special Projects	-	-	-	-	-	-	-	-	-	-	4,940	11,300	16,240	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	11,948	18,883	292,795	316,800
Other	18,433	6,811	12,289	21,710	15,346	24,820	24,091	11,072	30,950	27,982	5,872	33,354	232,729	262,864
<b>Total Expenses</b>	<b>\$255,381</b>	<b>\$324,844</b>	<b>\$351,725</b>	<b>\$345,774</b>	<b>\$358,514</b>	<b>\$341,955</b>	<b>\$315,467</b>	<b>\$243,702</b>	<b>\$311,742</b>	<b>\$264,255</b>	<b>\$553,013</b>	<b>\$726,585</b>	<b>4,392,955</b>	<b>4,931,690</b>

Total Net Income	May	June	July	August	September	October	November	December	January	February	March	April	YTD
	\$65,592	\$1,400,578	\$73,801	(\$215,395)	\$859,545	\$321,335	(\$154,867)	(\$122,725)	(\$252,579)	(\$224,971)	(\$467,721)	(\$668,119)	614,475



**Lake Forest Library  
Financial Notes and Variance Report  
For the Month of April 2023 (Month 12) FY2023**

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

**General Operations - Revenues**

**Property Tax:** As of April 30, the Library received \$4,464,369 in property tax distributions which is 2% more than of annual budget.

**Non-Tax-Based:** As of April 30, the Library received \$132,051 in non-tax-based revenues. \$103,485 reflects the replacement of personal property tax payment and the \$28,566 per capita grant. Non-tax-based income exceeds FY budget by 149%.

**Library-Generated:** As of April 30, the Library received \$380,110 in Library generated income. \$283,558 is interest on investments, \$13,475 in impact fees, \$10,341 Covid-19 reimbursement from November 2020 to April 2022, \$47,471 reimbursement from Friends of Lake Forest and \$25,265 in other revenue such as CCS refunds, and copier and other fees. Overall, the Library generated income exceeds FY budget by 331%.

**Gifts:** As of April 30, 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 April 30, \$1,669,188 for salaries and wages: 85% of FY budget; \$528,414 for benefits: 67% of FY budget. \$124,955 for SSN: 84% of FY budget; \$100,779 for IMRF: 50% of FY budget and \$1,905 worker's compensation: 25% of FY budget.

**Materials: Books, AV, and Electronic Services:** As of April 30, \$496,508: 79% of FY budget, this includes payments for periodical and database subscriptions.

**Other Operating Expenditures:** As of April 30, \$541,764: 82% of FY budget. Includes \$16,240 Special project and \$292,795 in library contractual services, including first payment of RFID lease of \$24,041 to Bibliotheca.

**Building and Grounds:** As of April 30, \$1,157,081, which is 29% more than the FY budget. Reflects the capital improvement, contracts and service calls for the cleaning service, elevator, repairs for HVAC, and other systems. Annual liability/casualty insurance premium of \$34,934 and \$6,405 Dome casualty insurance has been paid.

**Capital:** As of April 30, \$860,958: 54% more than of FY budget. Capital has been spent on the purchase of new computers and warranties, APC rack mountable smart UPS, APC network card, WJE \$53,275 and L. Marshall \$432,000 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: 89% of budget expenses; 110% budget revenues.

## Account Details

### Contractual Services Library

Description	May	June	July	August	September	October	November	December	January	February	March	April	YTD	Budget
CCS (Integrated Library System)	12,412	-	18,798	-	-	18,795	-	-	18,792	-	-	6,265	75,061	\$ 76,400
CIT Computer Equipment Lease*	4,167	1,679	2,923	-	924	-	(474)	120	-	-	(113)	-	9,228	\$ 15,000
LAN, WAV, and Support (MSP)	8,477	8,480	-	17,496	9,675	-	10,821	17,431	8,706	8,819	8,701	8,718	107,324	\$ 103,000
EZ Proxy & Collection HQ	670	-	-	2,250	-	-	1,500	-	-	-	-	539	4,960	\$ 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	1,890	1,890	22,569	\$ 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	80	80	24,692	\$ 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	1,390	1,390	24,921	\$ 40,000
<b>Total</b>	<b>\$ 31,006</b>	<b>\$ 46,165</b>	<b>\$ 30,433</b>	<b>\$ 28,576</b>	<b>\$ 13,944</b>	<b>\$ 24,160</b>	<b>\$ 15,267</b>	<b>\$ 22,026</b>	<b>\$ 33,997</b>	<b>\$ 16,391</b>	<b>\$ 11,949</b>	<b>\$ 18,882</b>	<b>\$ 292,795</b>	<b>\$ 316,800</b>

\*Lease expired in July 2022

### Contractual Service Building

Description	May	June	July	August	September	October	November	December	January	February	March	April	YTD	Budget
Water Treatment	250	250	250	250	250	250	250	250	250	250	250	250	\$ 3,000	
Alarm System	2,185	-	-	-	-	-	-	-	983	-	-	-	\$ 3,169	
Inner Security System	104	-	-	104	-	-	104	-	-	104	-	288	\$ 702	
Rose Pest	-	-	188	94	94	94	94	94	-	97	97	97	\$ 949	
AED (CINTAS)	-	-	-	-	-	-	-	-	-	-	573	-	\$ 573	
<b>Total</b>	<b>\$ 2,539</b>	<b>\$ 250</b>	<b>\$ 438</b>	<b>\$ 448</b>	<b>\$ 344</b>	<b>\$ 344</b>	<b>\$ 448</b>	<b>\$ 344</b>	<b>\$ 1,233</b>	<b>\$ 451</b>	<b>\$ 920</b>	<b>\$ 635</b>	<b>\$ 8,393</b>	<b>\$ 22,550</b>

**Others**

Description	May	June	July	August	September	October	November	December	January	February	March	April	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	(22,309)	2,201	\$ 26,412	\$ 26,401
Personnel Recruitment - Background Check	-	-	-	170	57	-	59	-	-	59	24,580	16,139	\$ 41,063	\$ 500
Training and Development	47	930	185	771	4,551	510	6,929	105	800	596	171	331	\$ 15,927	\$ 15,000
Membership Dues	2,035	-	630	150	486	911	740	1,232	1,585	472	150	1,239	\$ 9,630	\$ 9,000
Meeting & Expenses	-	-	-	-	-	-	71	-	535	38	-	69	\$ 713	\$ 2,500
Legal	-	-	-	-	-	1,575	-	-	1,913	-	-	2,925	\$ 6,413	\$ 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	2,562	8,891	\$ 99,558	\$ 137,000
Online Banking Fees	-	138	131	140	137	144	142	142	144	280	139	451	\$ 1,989	\$ 1,500
Insurance - Liability	-	-	1,510	4,858	(174)	-	-	-	-	-	-	-	\$ 6,194	\$ 8,000
Telephone	66	306	289	302	297	49	545	297	297	262	315	297	\$ 3,322	\$ 8,713
Office Supplies	50	151	96	329	184	548	285	519	3,838	83	259	488	\$ 6,831	\$ 26,875
Postage	798	7	229	839	864	-	1,045	(2)	219	898	4	227	\$ 5,128	\$ 6,150
Vending Beverages	114	187	99	561	(19)	132	27	468	329	158	-	97	\$ 2,151	\$ 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>\$ 24,820</b>	<b>\$ 24,091</b>	<b>\$ 11,072</b>	<b>\$ 30,950</b>	<b>\$ 27,982</b>	<b>\$ 5,872</b>	<b>\$ 33,354</b>	<b>\$ 232,729</b>	<b>\$ 262,864</b>

**Special Project**

Description	May	June	July	August	September	October	November	December	January	February	March	April	YTD	Budget
Demco Furniture For Media Lab	-	-	-	-	-	-	-	-	-	-	4,940	-	\$ 4,940	
Hindman LLC For Art Appraiser	-	-	-	-	-	-	-	-	-	-	-	11,300	\$ 11,300	
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,940</b>	<b>\$ 11,300</b>	<b>\$ 16,240</b>	<b>\$ 82,000</b>

# Library Operations Report May 9, 2023, Board Meeting

## April 2023 Selected Statistics

- 10,606 library visits (gate count) were recorded.
- 19,188 physical items circulated compared to 21,458 in April 2022.
- 6,808 e-Media resources circulated.
- 199 library programs were offered: 126 Youth Services and 73 Adult Services.
- 163 e-tutorial and Tech Help sessions were conducted for patrons.
- 2,340 reference, technology, and readers' advisory questions were answered.
- 37 Media Lab sessions were reserved.
- 92 library cards were registered or renewed.
- 718 items were added to the collection and 721 were withdrawn.

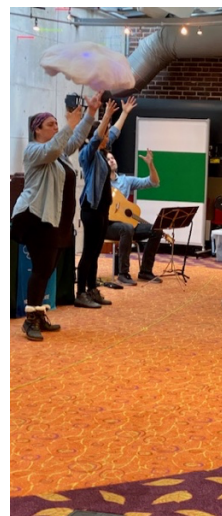
*\*Program data uses the Illinois State Library definitions stated in question 15 of the IPLAR (Illinois Public Library Annual Report) previously distributed to the Board as part of the June 14, 2022, meeting materials (page 28 of the June 14, 2022, Board package).*

## RECENT PROGRAMS AND COLLECTIONS NEWS

### Children's Programs and Services

Offered fifteen offsite Storytimes and Storywalks in the month of April at Episcopal Preschool, Everett, First Presbyterian Preschool, Gorton's Children's Learning Center, Little Scouts, and St. Mary's School with 355 children and teachers in attendance.

"Grow a Garden with Spark the Firefly" Family Theatre Show on Saturday, April 29, 2023, reached 63 parents and children. A fun interactive theater show featuring music, poetry, and movement! Spark the Firefly wants to plant a garden but doesn't know how to get her plants to grow. With the help of her friends in the forest, Spark learns the parts of the plant, what things plants need to grow, and the importance of nature.



## YA Programs and Services

High school students have taken over Teen Space to study for AP testing! They're utilizing the Library's various prep books, databases, and study supplies to prepare for their upcoming exams.

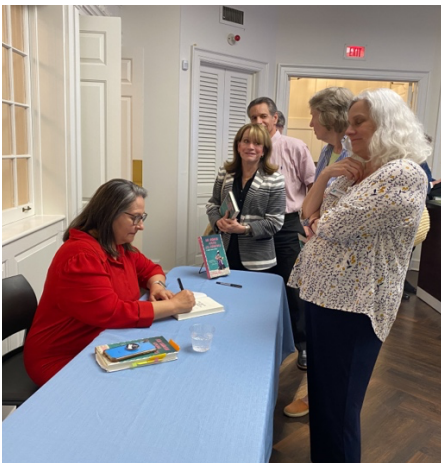
## Adult Services

### Read Between the Ravines 2023

The 5th annual Read Between the Ravines presented in cooperation with Lake Bluff Library concluded on April 14<sup>th</sup> with a conversation with Ursula Pike, the author of *An Indian Among Los Indígenas: A Native Travel Memoir*. The Friday evening event was attended by 48 people and held at The History Center of Lake Forest-Lake Bluff. This conversation continued the tradition of bringing authors who create interesting nonfiction and enlightening conversations around compelling issues.

- 2019 Dan Egan - *The Death and Life of the Great Lakes*
- 2020 Chris McGreal - *American Crisis, The Opioid Tragedy in Three Acts*
- 2021 Michelle Kuo - *Reading with Patrick: A Teacher, a Student, and a Life-Changing Friendship*
- 2022 Maxine Bedat - *Unraveled: The Life and Death of a Garment.*

Kim Vigue, Executive Director of the Mitchell Museum of the America Indian interviewed Ursula Pike about her experience in Bolivia as a Peace Corps volunteer. Their conversation was lively and informative, and the author received many questions from the audience about her time in Bolivia and her craft as a writer. Ursula was gracious and spent time after the presentation signing books and chatting with attendees. The following morning, Ms. Pike led a memoir writing workshop entitled *More than Memory: Using Research to Enhance your Memory*. The eight attendees also had many questions for the author and are looking forward to supporting each other in their writing.





Kate Buckardt, Head of Adult Services, leads this successful community program for the library. In addition to Lake Bluff Public Library, the Lake Forest Library partnered with Dickinson Hall, Lake Forest Place, The History Center, and the Lake Forest Book Store. This year's program was in support of and in collaboration with the city-wide Native Voices initiative. Support was provided by Friends of Lake Forest Library. This author, a member of the Karuk tribe, grew up in Portland, Oregon. She now lives in Austin, Texas where she writes about identity, Native American issues, economics, travel, and powwows.

The following are a few of the dozen coordinating programs in the months leading up to Ms. Pike's visit:

- "Bolivian Art Through the Ages" taught by art educator Deb Levie
- A hybrid discussion of the book with Judy Levin.
- A family presentation called "Exploring Ojibwa History & Culture" presented by Kim Sigafus, a member of the Ojibwa tribe.
- A non-fiction book discussion led by librarian Krista Kosar on the title *We have a Little Real Estate Problem: The Unheralded Story of Native Americans & Comedy* by Kliph Nesteroff.
- Other library-based book clubs discussed related works. The Lake Bluff Library also hosted programs in support of Read Between the Ravines. A recording of the April 14<sup>th</sup> author event is available on the Lake Forest Library YouTube channel.



In celebration of National Poetry Month, Adult Services sponsored two poetry challenges. A Haiku Poetry Contest and Blackout Poetry were both enjoyed by our patrons.

Great Books, Great Decisions, Mystery, and Poetry groups continue to attract regular participants.

## **iPhone Basics – Community Driven Lifelong Learning**

During the first week of April, ten patrons attended an iPhone Basics class that was held in the Library's Reed Room and led by Chad Clark, Head of Digital and Innovation Services. The class was intended to be a one off but by the end of the 1-hour session attendees had struck up a rapport with one another and agreed that they had only scratched the surface in terms of understanding what their iPhones were capable of.

It was suggested that the same group meet again to continue their progress and at the same time have a reason to enjoy each other's company. The group ended up meeting three more times in April with Mr. Clark, who guided the group through increasingly comprehensive strategies to navigate and take fuller advantage of their iPhones. This story is noted because it describes how community drives library programming and how lifelong learning thrives in physical library learning spaces where people draw encouragement and confidence from each other.

## **FACILITIES PROJECTS**

On April 13, 2023, L. Marshall Roofing held a Dome Restoration and OAR (Owner, Architect and Contractor) meeting. A progress report was presented with details of the newly discovered damaged wooden sub-framing that needed to be replaced. Tuck pointing continues and new mortar installation has started. Also, the new copper corners of the dome and replacement limestone at the northwest corner have been completed. A future meeting is TBD.

The new chiller was delivered and installed on April 12, 2023. Electric service was established on April 24<sup>th</sup> and a manufacturer start-up is scheduled for Friday May 05.

The sidewalk bollard light project and the basement flooding sump pump solution project are both pending City permits.

Installation of the new Verkada Security Camera system is scheduled to begin the week of May 15, 2023.

The Library experienced an internet outage on Tuesday April 25 that impacted patron and staff computer usage. Staff access was restored within the hour and patron access returned the following day. A component of the battery back-up system malfunctioned and failed. A temporary solution was deployed until a new battery back-up could be sourced.

