



**LAKE FOREST LIBRARY BOARD OF TRUSTEES**  
**Lake Forest Library, 360 East Deerpath Road, Lake Forest, IL 60045**  
**Kasian Room, Lower Level**  
**Tuesday, June 13, 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(c):
  - a. Approve June 13, 2023 Agenda
  - b. Approve May 9, 2023 Regular Meeting Minutes
  - c. Approve May 2023 Financial Report
8. Building Committee
  - a. Dome Restoration Project Update
  - b. Cleaning, Repair and Restoration of Murals discussion
  - c. 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.)*

## Contact Info

First Name: **Emily**  
 Last Name: **Van Bel**  
 E-mail: **emilysm375@gmail.com**  
 Title: **Chief Operating Officer**  
 Organization:  
 Address: **655 Forest Hill Road**  
 Address Line 2:  
 City: **Lake Forest**  
 State: **IL**  
 Zip: **60045**  
 Mobile Phone: **(847) 902-2456**  
 Home Phone:  
 Notes:

## Resident Data/Stats

Ward: **Ward 2**  
 Precinct:  
 US Citizen: **Yes**  
 Registered Voter: **Yes**  
 Lake Forest Resident since(YYYY): **Born and raised in Lake Forest and returned as a resident since 2021**  
 Business Name:  
 Type of Business:  
 Business Phone:  
 Position:  
 Date of Birth (Optional):  
 Education: **DePaul University**  
**Loyola Marymount University**  
 Spouse's Name: **Max Van Bel**  
 Children's Birth Years: **2020, 2022**

## Interest in Community Positions

Mayor:  
 Alderman:  
 #67 School Board:  
 #115 School Board:  
 Caucus Committee:  
 Audit Committee:  
 Board of Fire & Police Commissioners:  
 Building Review Board (BRB):  
 Cemetery Commission:  
 Committee Representing Our Young Adults (CROYA):  
 Construction Codes Commission:  
 Elawa Farm Commission:  
 Fireman's Pension Fund - Board of Trustees:  
 Gorton Community Center Board of Directors:  
 Historic Preservation Commission:  
 Legal Committee:  
 Library Board: **I am currently applying / Consider me for this position in the future**  
 Park & Recreation Board:  
 Planning Commission Labels:  
 Police Pension Fund - Board of Trustees:  
 Senior Resources Commission:  
 Zoning Board of Appeals (ZBA):  
 Other Positions:

## Other Considerations

Please list any regular commitments or travel that would interfere with your attendance at scheduled meetings:

**None at this time**

Please list any current or previous community service activities, interests, directorships, etc. -- public or private. For each activity please indicate years served and positions held:

**Current Board Member at Montessori School of Lake Forest**

**Current Head of Parent Organization at Montessori School of Lake Forest**

Please list other activities, specialized skills, knowledge, or professional experience that would contribute to your effectiveness in the position(s) for which you are applying or expressing possible future interest:

**I have served in a variety of advisory and governance positions and have done charitable work throughout the world. My work experience has been broad and diversified. Half of my professional career was spent in high level positions in the Music and Film industry and the other half is now in the Real Estate world. Although two very different types of workplaces, the experiences have allowed me to find solutions to a variety of different types of challenges. I'm comfortable working with 'gray' problems that may not have a lot of structure surrounding them and foraging unique solutions to tackle such issues.**

References (Optional):

Please state briefly why you are volunteering to serve The City of Lake Forest:

**Giving back and being of service are paramount to me. Lake Forest is where I was raised, with a lot of my childhood spent at the library. There has always been a high priority placed on education and reading in my family. I have a personal love of books and what the library represents. It is one of the cornerstones of our town, and to help improve, better and continue to foster the growth and preservation of our library however I can, would be an absolute privilege.**

Please list any interests or activities that could lead to, or BE PERCEIVED as, a conflict of interest if you become a candidate or appointee.:

**None at this time**

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## OFFICE OF THE SECRETARY OF STATE

ALEXI GIANNOULIAS • Secretary of State and State Librarian

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May 23, 2023

Mr. Ishwar Laxminarayan, Executive Director  
Lake Forest Library  
360 East Deerpath Road  
Lake Forest, Illinois 60045-2252

Dear Mr. Laxminarayan:

I am pleased to award the Lake Forest Library a Fiscal Year 2023 Public Library Per Capita grant in the amount of \$28,566.33.

This grant support is provided pursuant to Title 23 Illinois Administrative Code Part 3035; Section 3035.115; Public Library Per Capita and Equalization Aid Grants.

As Secretary of State and State Librarian, I commend you for taking advantage of this grant that will greatly benefit your community. The Illinois State Library staff and I are committed to ensuring that all Illinois residents have fair and equitable access to library services.

Should you have any questions regarding this award, please contact the Illinois State Library at 217-524-8836.

Sincerely,

A handwritten signature in black ink that reads "Alexi Giannoulis".

Alexi Giannoulis, Secretary of State  
and State Librarian

cc: Board President, Lake Forest Library

AG:isl  
Lake Forest-Lake Forest Library

## PATRON COMMENTS

May 2023

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### Adult • Patron Comment • In person#5494

Answered by: *KB05/31/2023 2:50pm*

Patron after I helped her pick out a few mysteries: This the best library ever. You all are fantastic. So many good books to read.

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### Adult • Patron Comment • In person#5435

Answered by: *LR05/31/2023 10:54am*

Madison Engle said that she LOVES the addition of Storytimes at Elawa Farm.

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### Teen • Patron Comment • In person#5365

Answered by: *en05/30/2023 3:12pm*

Thank you so much for having this, the food choices are really good

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### Adult • Patron Comment • Phone#5355

Answered by: *TS05/30/2023 1:45pm*

patron suggested we have jigsaw puzzles "for adults" available for check-out

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### Adult • Patron Comment • In person#5347

Answered by: *KB05/30/2023 12:21pm*

Patron picking up a book: I really appreciate you and the library. Everyone here does such a good job."

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### Adult • Patron Comment • In person#5195

Answered by: *\*LR05/25/2023 9:58pm*

I LOVE using the Libby App! I downloaded a bunch of stories for my child, and she listened to all of them on the train down to Chicago.

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### Adult • Patron Comment • In person#5180

Answered by: *en05/25/2023 7:09pm*

The Libby App is great!

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### Adult • Patron Comment • In person#5073

Answered by: *en05/24/2023 9:55am*

Patron loves the library, and the staff, and how when they come in there is always a new craft or coloring page. She says walking into the Children's Department feels like a breath of fresh air and a relief to have somewhere her son loves to be

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### Adult • Patron Comment • In person#5029

Answered by: *EM05/23/2023 10:36am*

Woman from out of state complimenting our library

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**Adult · Patron Comment · In person#4737**

Answered by: *KK05/17/2023 4:53pm*

patron asked for info on opening scenes in Ordinary People. Kate and Lydia looked up locations and crowdsourced from local Facebook groups. Patron's response: "Wow! Thank you and your colleagues so much! I greatly appreciate the collective sleuthing, and the fast response!"

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**Adult · Patron Comment · In person#4709**

Answered by: *emurray@lakeforestlibrary.org05/17/2023 1:28pm*

Mystery book group on 5/11 was great because the author came and he did such a great job during the meeting. It was engaging and interesting.

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**Adult · Patron Comment · In person#4638**

Answered by: *EM05/16/2023 9:44am*

book club section needs updating, lack of new books, lack of prize winning books.

Toggle question-4463 for result set actions

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**Adult · Patron Comment · In person#4463**

Answered by: *TS05/13/2023 10:55am*

patron wanted to know what kind of flowers were blooming near the courtyard. the new landscape info behind the circ desk was very helpful!

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**Child · Patron Comment · In person#4131**

Answered by: *\*LR05/08/2023 10:48am*

Love the Wonderbooks! My daughter is dyslexic and can"read" books.

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**Adult · Patron Comment · In person#4083**

Answered by: *KB05/06/2023 2:22pm*

Patron commented that the chairs in the Reference annex are too low, they don't really fit the tables. She was happy with the Media Lab chairs/tables. I also offered to her the adjustable computer chairs, that whenever she needs one just ask.

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**Adult · Patron Comment · In person#4056**

Answered by: *cgoebel@lakeforestlibrary.org05/05/2023 2:20pm*

Long time LF Resident complimented Erin and Yesi on how helpful they were in getting the info on the needlepoint work in the LF Book. She took a comment card and has Erin and Ishwar business card. We no longer have the LF Booklet about the Library and Yesi went and photocopied a page in it for patron.

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**Adult · Patron Comment · In person#4025**

Answered by: *KB05/04/2023 8:29pm*

I was at the grocery store and a patron stopped to tell me that she had placed books on hold in the morning and by that afternoon they were ready to pick-up. She couldn't believe it. She kept repeating how wonderful our services and staff are. I agreed with her!

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**Adult · Patron Comment · In person#3864**

Answered by: *KB05/03/2023 10:47am*

I showed a patron around our website, how to register for classes, what is on our calendar, he is amazed by all that we offer. He is very interested in the Museum passes. I gave him a mini tour of the tech items and he is thrilled to check out the slide converter. I spent at least 30 minutes showing him what we offer. He commented numerous times wondering if other patrons are aware of all we do.

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**Adult • Patron Comment • In person#3862**

Answered by: *CC05/03/2023 10:33am*

Patron commented that that they loved storytime today and wanted to send their thanks to Lorie



**Adult • Patron Comment • In person#3854**

Answered by: *KB05/03/2023 9:31am*

Patron came in to pick up her book and stopped to say Hi to our new director. She wanted him to know how much she loves our library, that we order in materials from all over the country for her. She said that she told her husband that they can never move because they would never find such a wonderful library.

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**Adult • Patron Comment • In person#3837**

Answered by: *KB05/02/2023 5:20pm*

Patron lives at Fort Sheridan and uses the Highwood Library. She had much praise for us because we have books! She said she loves other libraries but often they are more like a Community Center, not a library with books. She was quite enthusiastic.

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**Adult • Patron Comment • In person#3794**

Answered by: *cgoebel@lakeforestlibrary.org05/02/2023 12:01pm*

My wife sent me to find the new Abe Lincoln Book and I would be such a hero if I can come home with this book? She would be so pleased. Kate located the book for Robert Stanuch #751231 by Jon Meacham and he said that Kate made his day and he had successfully completed his mission.

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

360 East Deerpath Road, Lake Forest, IL 60045

Tuesday, May 9, 2023

Regular Meeting

### CALL TO ORDER

President John Johnson welcomed all and called the meeting to order on May 9, 2023, at 6:31 p.m. in the Kasian Room, Lake Forest Library.

### ROLL CALL

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

Library Staff present: Ishwar Laxminarayan, Executive Director, Joy Schmoll, Head of Communications, Jim Lee, Facilities Manager, Lorie Rohrer, Head of Youth Services, Sameer Notta, Finance Officer and Choosri Goebel, Assistant Head of Circulation.

### PRESIDENT'S REMARKS

President Johnson announced that the City Council approved 3 reappointments to the Library Board for another 3-year term: Bryan Bertola, JoAnn Desmond, and John F Johnson. President Johnson also shared highlights from his review of all minutes starting with the Library's founding in 1898. Tonight's meeting completed the 1990's, which included many of the same issues we face today: renovations, repairs and innovations (Reading and Reference room, leakage from the courtyards, introduction of the Internet and public desk top computers, respectively).

### CALL FOR ADDITIONS TO THE AGENDA

None.

### OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD

None.

### 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(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, Special Meeting Minutes
- e. Approval April 2023 Financial Report.

Item 7b was revised to correct the spelling of Rommy Lopat's name and to reflect that the Design Institute is organized by Library Journal in Durham, NC.

Item 7c was revised to reflect that the Trustees moved to closed session to "discuss candidates for the Executive Director position." These minutes were also amended to reflect that Trustee Desmond made a motion, seconded by Trustee Clifton, to close the meeting and that the motion passed unanimously. The meeting concluded at 7:02 p.m.

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

## COMMITTEE REPORTS

### BUILDING COMMITTEE

Trustee Bertola of the Building Committee is confident that much of the Dome repair should be completed by the 125<sup>th</sup> anniversary although the scaffolding will still be up through August. The work is highly weather dependent, which will continue to be the case. All is proceeding as planned, with weekly site reports being shared by Wiss, Janney, Elstner Associates (WJE). There are some rotted battens and limestone pieces that need replacing and were not originally known and accounted for. Where bricks need swapping the contractor will match the mortar so the repair will be seamless.

### STRATEGIC PLAN

Trustee Shaw updated the Board on the Strategic Planning process which is underway. All agreed patron input is needed, and to that end the City will be sending out the Community Survey (last conducted 2016), for which we and Library staff can provide input. While this is a broad survey that includes all city services, it can provide useful baseline data. Trustee Shaw also recommended qualitative research to understand what kind of experience Library users want to have going forward, which will be quite different post-pandemic. Working with Director Laxminarayan, Trustee Shaw will be developing a plan for focus groups among users and non-users (all demographics), Staff, affinity groups, etc.

As a means to include building needs and opportunities into the Strategic Plan, Trustee Bertola shared a simple schematic which overlays structural issues (preservation, drainage, etc), with space challenges (accessibility, underutilized spaces, programming needs) which the Board discussed. All agreed the Strategic Plan must lay out the Library's vision for the future, which will have implications for the building. What is urgently needed is an as-built MEP (Mechanical, Electrical, Plumbing) study to analyze and manage current systems. Jim Lee, Facilities Manager, agreed this baseline is needed and would be the foundation for future modifications. President Johnson requested Library staff provide a recommendation so this can proceed.

## LIBRARY OPERATIONS REPORT

Executive Director Laxminarayan noted that he is well into his first week and settling in, and Staff support has been excellent. He plans to spend his first 3 months listening to all constituencies to better understand the Library's role in the community now and going forward. To that end, he will conduct meet and greet sessions in the rotunda for June.

UNFINISHED BUSINESS

None.

NEW BUSINESS

President Johnson announced that a Nominating Committee for Board officer positions has been formed and includes himself, Andrea Lemke and Bob Shaw. Committee members will be contacting Board members to determine roles in the near future.

ADJOURNMENT

Trustee Shaw made a motion, seconded by Trustee Desmond, to adjourn. The motion passed unanimously on a voice vote. The meeting was adjourned at 8:24 p.m.

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Sue Shattock, Secretary

Minutes submitted for approval by the Board on June 13, 2023



## FY2023 Revenue & Expenditure Statement

For the YTD May - 2023

Revenues	YTD	Budget	Budget Realized
Tax Based	211,496	4,631,204	5%
Non-Tax-Based	-	68,000	0%
Gifts & Grants	-	1,000	0%
Library Generated	233	131,750	0%
<b>Total Revenues</b>	<b>\$211,728</b>	<b>4,831,954</b>	<b>4%</b>

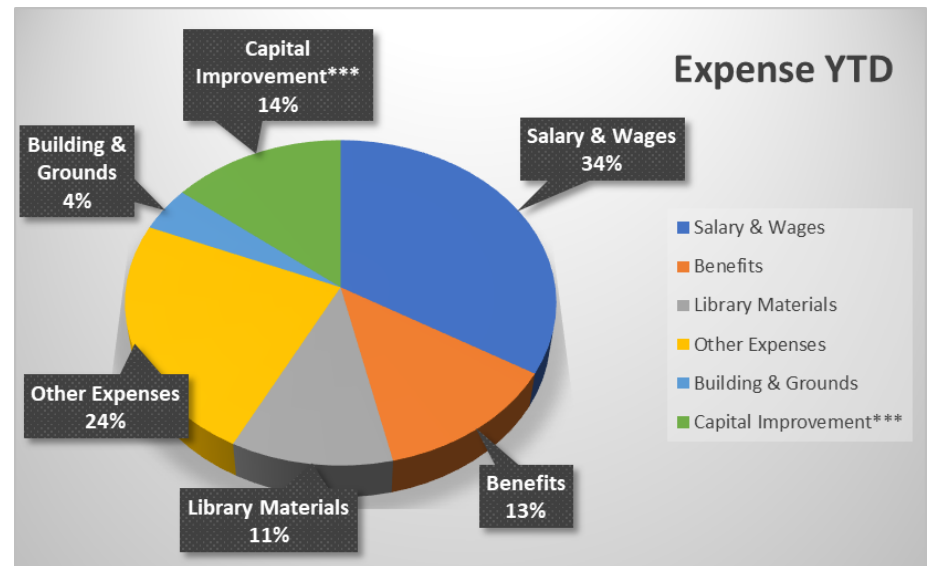
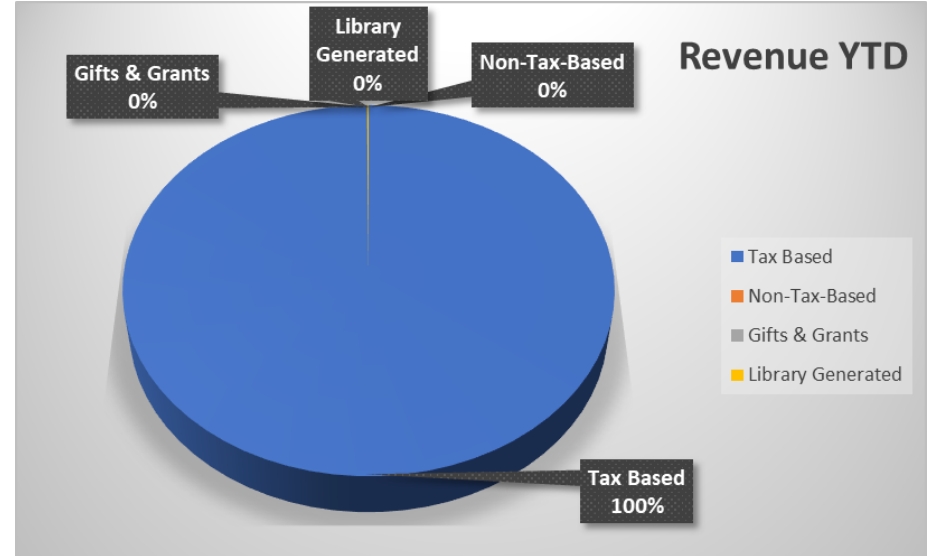
Expenses	YTD	Budget	Budget Utilized
Salary & Wages	104,699	2,192,658	5%
Benefits	40,396	878,897	5%
Library Materials	34,795	657,000	5%
Other Expenses	74,071	642,900	12%
Special Projects	-	35,000	0%
Contractual Services Library***	55,626	329,000	17%
Other***	18,445	278,900	7%
Building & Grounds	13,780	304,500	5%
Contractual Services Building***	2,837	25,000	11%
Capital Improvement***	44,679	1,090,000	4%
Dome Project*	-	626,000	0%
<b>Total Expenses</b>	<b>312,420</b>	<b>5,765,955</b>	<b>5%</b>

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

\*In FY 2022 & 2023 Dome Repair Total Amount was \$514,292

\*\*\$950,000 will be transfer to Revenues from the Reserves

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





# FY2024 Revenue & Expenditure Statement

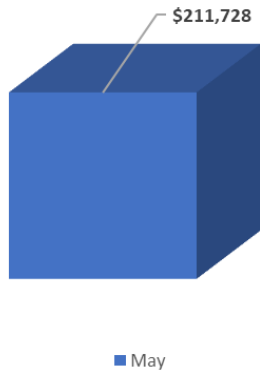
For the YTD May - 2023

	May	YTD	Budget
Tax Based	211,496	211,496	4,631,204
Non-Tax-Based	-	-	68,000
Gifts & Grants	-	-	1,000
Library Generated	233	233	131,750
	<b>\$211,728</b>	<b>\$211,728</b>	<b>\$4,831,954</b>

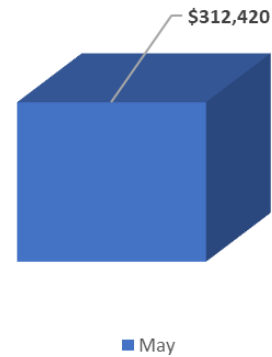
	May	YTD	Budget
Salary & Wages	104,699	104,699	2,192,658
Benefits	40,396	40,396	878,897
Library Materials	34,795	34,795	657,000
Other Expenses	74,071	74,071	642,900
Special Projects	-	-	35,000
Contractual Services Library	55,626	55,626	329,000
Other	18,445	18,445	278,900
Building & Grounds	13,780	13,780	304,500
Contractual Services Building	2,837	2,837	25,000
Capital Improvement	44,679	44,679	1,090,000
Dome Project	-	-	626,000
	<b>\$312,420</b>	<b>312,420</b>	<b>5,765,955</b>

	<b>(\$100,692)</b>	<b>(100,692)</b>	<b>(\$934,001)</b>
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Revenue By Month



Expense By Month



**Lake Forest Library  
Financial Notes and Variance Report  
For the Month of May 2023 (Month 01) FY2024**

May is the first month of the 2024 Fiscal Year

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

**General Operations - Revenues**

Property Tax: As of May 31, the Library received \$211,496 in property tax distributions which is 5% of annual budget.

Non-Tax-Based: As of May 31, the Library did not receive any non-tax-based revenues.

Library-Generated: As of May 31, the Library received \$233 in Library generated income. This income is from copiers and miscellaneous fees.

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

**General Operations - Expenditures**

Salaries, wages, and benefits: As of May 31, \$104,699 for salaries and wages: 5% of FY budget; \$40,396 for benefits: 5% of FY budget. \$7,836 for SSN: 4% of FY budget; \$4,984 for IMRF: 2% of FY budget.

Materials: Books, AV, and Electronic Services: As of May 31, \$34,795: 5% of FY budget, this includes payments for periodical and database subscriptions.

Other Operating Expenditures: As of May 31, \$74,071: 12% of FY budget. Includes \$55,626 in library contractual services, including second payment of RFID lease of \$24,041 to Bibliotheca and \$18,455 on other expenses such as programs, administrative fees, office supplies, membership and miscellaneous expenses.

Building and Grounds: As of May 31, \$13,780, which is 5% of the FY budget. Reflects the contracts and service calls for building insurance, the cleaning service, elevator, repairs for HVAC, and other systems.

Capital Improvement: As of May 31, \$44,679: 4% of FY budget has been spent on the purchase of new security cameras.

**Reserves**

\$2,471,607 - Operating cash reserve (fund balance-unassigned). The Library's restricted reserves are currently \$4,600,000: capital equipment (\$300,000), capital improvements (\$4,000,000 out of which \$950,000 will be transfer to the revenue), and technology (\$300,000). An estimated amount of \$622,342 reflecting excess of revenues over expenditures for FY2023 will be reflected in the operating cash reserve in upcoming months.

Year to Date FY2024: 5% of budget expenses; 4% budget revenues.

## Account Details

### Contractual Services Library

Description	May	YTD	Budget
CCS (Integrated Library System)	12,530	12,530	\$ 84,000
LAN, WAV, and Support (MSP)	9,141	9,141	\$ 120,000
EZ Proxy & Collection HQ	702	702	\$ 10,000
Bibliotheca (RFID) Lease	24,041	24,041	\$ 25,000
Online/Internet (fiber)	1,902	1,902	\$ 25,000
Other: Web Calendar Subscription, Software Licenses & Web hosting and maintenance	1,210	1,210	\$ 30,000
Technology Leased & Warranty Renewals	6,100	6,100	\$ 35,000
<b>Total</b>	<b>\$ 55,626</b>	<b>\$ 55,626</b>	<b>\$ 329,000</b>

### Contractual Service Building

Description	May	YTD	Budget
Water Treatment	250	\$ 250	
Alarm System	2,239	\$ 2,239	
Inner Security System	104	\$ 104	
Rose Pest	97	\$ 97	
AED (CINTAS)	147	\$ 147	
<b>Total</b>	<b>\$ 2,837</b>	<b>\$ 2,837</b>	<b>\$ 25,000</b>

**Others**

Description	May	YTD	Budget
Administrative Services - Fees to City of Lake Forest	2,256	\$ 2,256	\$ 29,500
Personnel Recruitment - Background Check	-	\$ -	\$ 700
Training and Development	2,507	\$ 2,507	\$ 23,000
Membership Dues	1,354	\$ 1,354	\$ 11,000
Meeting & Expenses	-	\$ -	\$ 2,500
Legal	-	\$ -	\$ 20,000
Auditing Service	-	\$ -	\$ 9,000
Programming	8,658	\$ 8,658	\$ 139,000
Online Banking Fees	(157)	\$ (157)	\$ 1,650
Insurance - Liability	-	\$ -	\$ 8,800
Telephone	297	\$ 297	\$ 8,750
Office Supplies	2,197	\$ 2,197	\$ 15,000
Postage	884	\$ 884	\$ 6,500
Vending Beverages	450	\$ 450	\$ 3,500
<b>Total</b>	<b>\$ 18,445</b>	<b>\$ 18,445</b>	<b>\$ 278,900</b>

**Capital Improvement**

Description	May	YTD	Budget
Capital Equipment		\$ -	\$ 125,000
Technology Upgrade	44,679	\$ 44,679	\$ 130,000
Capital Improvement & Dome Project		\$ -	\$ 835,000
<b>Total</b>	<b>\$ 44,679</b>	<b>\$ 44,679</b>	<b>\$ 1,090,000</b>



**LAKE FOREST LIBRARY**  
**REQUEST FOR PROPOSAL FOR MURALS RESTORATION – DRAFT**  
**June 9, 2023**

The Lake Forest Library invites bids from qualified and experienced firms for the cleaning, repair, and restoration of twelve large-scale murals painted by Russian émigré Nikolai Remisoff and featured on the walls of the rotunda of its historic building. These murals were completed in 1932 and depict famous poets, writers and philosophers of ancient times and have greeted visitors to the library for over nine decades. Four of these murals are fresco panels painted onto the wall of the rotunda, while the other eight are set on canvas.

One of the striking features of the library building is the copper dome that sits atop its rotunda. In recent years, the library has noticed water leaking from the dome that has seeped into one of the larger murals. The Library is currently in the process of repairing and restoring the original copper dome that is scheduled to be completed in the summer of 2023.

The murals were cleaned and retouched in 1955–1956, and restored by the Chicago Conservation Center in 1997.

Bids are now being sought to clean, repair, and restore all the twelve murals in the Library. Vendors are asked to provide two separate bids, one that covers the murals with the most visible sign of damage or deterioration, and a second bid that addresses more routine cleaning and repair of the remaining murals. The Library is scheduling a meeting on..... at ..... for all prospective bidders to view the murals on site and learn more about the Library's operations, needs and expectations prior to submitting a proposal. Completed bids should be submitted on or before 5 pm on .....

Based upon the proposals received, the library's Building Committee will select several firms for interviews between.....and make a final recommendation to the full Library Board of Trustees for review and approval at its....meeting. The decision of the Library Board is final and binding.

The Vendor that is awarded the contract will have a proven track record of supporting libraries or similar institutions and will need to demonstrate an ability to provide a high level of service and expertise in art cleaning, repair and restoration projects. Additionally, the selected vendor will need to work in close partnership with the Library staff to ensure that there is minimum

disruption of library services and regular traffic. The Library is open 69 hours a week and receives several hundred visitors daily. Its Main Customer Service Desk is in the building's rotunda directly under the dome.

**General Requirements for Proposals:**

Prospective bidders must address all the following factors to be considered for review:

1. Experience in art cleaning, repair and restoration work in public libraries, museums, or similar non-profit organizations.
2. Will the work be completed on site or do you propose to remove the murals off site for cleaning, repairing, and restoring.
3. Explanation and discussion of how the work will be accomplished, including project timeline.
4. Identify staff members and their qualifications who would be responsible for the project.
5. Identify any consultants that will be used and explain their roles.
6. Description of proposed fee, including cost and hour breakdown and any contingencies.
7. Identification of any work considered outside the proposed fee.
8. Identify how the Vendor will provide timely progress updates to the Library.
9. List of at least three clients, libraries, or other organizations, similar in size and scope to the Library. Information provided for each client reference must include the following:
  - a. Client's name
  - b. Brief explanation of what the project or contract covered (clearly identify if work is on-going contract or project)
  - c. Date of the project or contract (should be in the past three years) and
  - d. Contact person, title, email, and phone information.
10. Include provision that the Library or Vendor may terminate contract at any time with sixty (60) days written notice with or without cause and without penalty.
11. Estimated time to complete project.

**Insurance:**

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.

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).

More information on insurance requirements will be provided during the meeting scheduled for all prospective bidders on ..... at.....

Failure to provide the above information may result in disqualification from further consideration. The Library's Board of Trustees reserves the right to reject any proposal. Completed bids should be submitted by 5 pm on ..... to Ishwar Laxminarayan, Executive Director, Lake Forest Library at [ishwar@lakeforestlibrary.org](mailto:ishwar@lakeforestlibrary.org). Printed copies can be sent to Lake Forest Library, Attn: Ishwar Laxminarayan, Executive Director, 360 East Deerpath Road, Lake Forest, IL 60045. Vendors selected for on-site interviews will be required to provide ten hard copies of the proposal.

## 2023 City of Lake Forest Community-Wide Survey

The City of Lake Forest is seeking resident feedback as a component of the City's ongoing efforts to engage residents in planning for Lake Forest's future and ensuring we meet the expectations of our community with the services we deliver. Your opinions matter! Please complete and return this paper survey or complete the survey online at [cityoflakeforest.com](http://cityoflakeforest.com). Additional information on several topics in the survey is also available online. Questions? Contact Ryan Murray, ETC Project Manager at 913-254-4598 or at [ryan.murray@etcinstitute.com](mailto:ryan.murray@etcinstitute.com)

1. **City Services.** Please rate your overall satisfaction with the following services provided by the City of Lake Forest on a scale of 5 to 1, where 5 means "Very Satisfied" and 1 means "Very Dissatisfied."

How satisfied are you with <u>the overall quality of the City's...</u>	Very Satisfied	Satisfied	Neutral	Dissatisfied	Very Dissatisfied	Don't Know
01. Fire and emergency medical services	5	4	3	2	1	9
02. Police services	5	4	3	2	1	9
03. Maintenance of City streets, lots, sidewalks, & bridges	5	4	3	2	1	9
04. Snow removal services on City streets	5	4	3	2	1	9
05. Drainage and stormwater management services ( <i>in City right of ways including streets and sidewalks</i> )	5	4	3	2	1	9
06. Sanitation services (refuse, recycling, yard waste, and compost & recycling center)	5	4	3	2	1	9
07. Storm emergency response services (flood, windstorms, etc.)	5	4	3	2	1	9
08. Development process (permit issuance and inspections)	5	4	3	2	1	9
09. Overall quality of new development (new buildings, subdivisions, new commercial developments)	5	4	3	2	1	9
10. Parks and trails	5	4	3	2	1	9
11. Recreation programs	5	4	3	2	1	9
12. CROYA (Committee Representing Our Young Adults) youth programs and services	5	4	3	2	1	9
13. Dickinson Hall Senior Activity Center programs and services	5	4	3	2	1	9
14. Library programs and services	5	4	3	2	1	9
15. Effectiveness of City communication with the public	5	4	3	2	1	9
16. Customer service from City employees	5	4	3	2	1	9

2. **Which THREE of these items are MOST IMPORTANT to you and the members of your household?**  
[Write in your answers below using the numbers from the list in Question 1.]

1st: \_\_\_\_ 2nd: \_\_\_\_ 3rd: \_\_\_\_

- 2a. **Are there any other services that the City of Lake Forest is not currently providing that you would like them to provide in the future?**

3. **Perception.** Please rate Lake Forest on a scale of 5 to 1, where 5 means "Excellent" and 1 means "Very Poor" regarding each of the following.

How would you rate the...	Excellent	Very Good	Fair	Poor	Very Poor	Don't Know
1. Quality of life in the City	5	4	3	2	1	9
2. Quality of services provided by the City	5	4	3	2	1	9
4. Value that you receive for your City tax dollars and fees	5	4	3	2	1	9
5. City efforts to keep you informed about local issues	5	4	3	2	1	9
6. City efforts to promote environmentally sustainable best practices	5	4	3	2	1	9
7. Accessibility and responsiveness of City Council	5	4	3	2	1	9
8. City Council acting in the best long-term interest of the community	5	4	3	2	1	9
9. Confidence in Lake Forest City government	5	4	3	2	1	9
10. Overall image of the City	5	4	3	2	1	9

4. Check all the sources of information listed below that you currently use to get news and information about City programs, services, and events. [Check ALL that apply.]

- \_\_\_(01) City's website (CityofLakeForest.com)
- \_\_\_(02) Email newsletters (Weekly eNews, Parks and Recreation, Dickinson Hall, etc.)
- \_\_\_(03) City's quarterly Dialogue newsletter
- \_\_\_(04) Recreation Program Guide
- \_\_\_(05) City's social media pages (Facebook, Instagram, YouTube, etc.)
- \_\_\_(06) Other social media pages (information shared by a friend or non-city organization)
- \_\_\_(07) Lake Forest Now Mobile App
- \_\_\_(08) Lake Forest Love Blog (LakeForestLove.com)
- \_\_\_(09) City Council Meetings
- \_\_\_(10) LFTV (channels 17 and 19)
- \_\_\_(11) Local newspapers (online or print)
- \_\_\_(12) Posters or signs around town
- \_\_\_(13) Word of mouth (friends, neighbors, family, etc.)
- \_\_\_(14) Other: \_\_\_\_\_

5. Which THREE of the sources from the list above do you MOST PREFER to use to get information about the City of Lake Forest? [Write in your answers below using the numbers from the list in Question 4.]

1st: \_\_\_ 2nd: \_\_\_ 3rd: \_\_\_

6. Please rate how informed you feel about the following topics using a scale of 5 to 1, where 5 means "Very Informed" and 1 means "Not Informed" regarding each of the following.

How informed are you with...	Very Informed	Informed	Neutral	Not Well Informed	Not at all informed	Don't Know
1. The annual budgeting process	5	4	3	2	1	9
2. City requirements when buying and selling property (transfer stamp, final utility bill, etc.)	5	4	3	2	1	9
3. Long-range planning on the City's pension funding	5	4	3	2	1	9

7. **Quality of Life.** Please rate the importance of each of the following items listed when choosing to live in Lake Forest. Using a scale of 3 to 1, where 3 means "Very Important" and 1 means "Not Very Important," please rate each of the following items listed below.

How important is the...	Very Important	Somewhat Important	Not Very Important
01. Overall quality of life in the City	3	2	1
02. Lower taxes than in nearby cities	3	2	1
03. Quality of City services	3	2	1
04. Variety of community events offered	3	2	1
05. Local businesses	3	2	1
06. Open space and parks/trails	3	2	1
07. Beach access	3	2	1
08. Recreation opportunities	3	2	1
09. Neighbors and family	3	2	1
10. Schools (Public and Private)	3	2	1
11. Overall safety	3	2	1
12. Historic character of the City	3	2	1
13. Availability of single-family housing options (small and large lots, historic houses, etc.)	3	2	1
14. Availability of multi-family housing options (condominiums, apartments, etc.)	3	2	1

8. Which THREE of the items listed in Question 7 will have the LARGEST IMPACT on your decision to stay in Lake Forest? [Write in your answers below using the numbers from the list in Question 7.]

1st: \_\_\_ 2nd: \_\_\_ 3rd: \_\_\_

9. How often do you shop or dine in the City of Lake Forest? [Check only ONE.]

- \_\_\_(1) 2 or more times per week
- \_\_\_(2) Once per week
- \_\_\_(3) 1-2 times per month
- \_\_\_(4) Only seasonally
- \_\_\_(5) Rarely or not at all

10. **Select all the items below that you think are important in the City's business districts [Check ALL that apply.]**

- \_\_\_(1) Unique shops and dining opportunities
- \_\_\_(2) Stores that meet your daily needs
- \_\_\_(3) Parking availability
- \_\_\_(4) Historic character

- \_\_\_(5) Walkability & outdoor eating/gather spaces
- \_\_\_(6) Community events
- \_\_\_(7) Other: \_\_\_\_\_

11. **Housing Opportunities.** Please rate each of the following housing types in the City of Lake Forest using a scale of 3 to 1, where 3 means there is "Too Much" and 1 means there is "More Needed."

		Too Much	Adequate Amount	More Needed	Don't Know
01.	Single family homes	3	2	1	9
02.	Small lot single family homes (less than an acre)	3	2	1	9
03.	Large lot single family homes (acre+)	3	2	1	9
04.	Single-story/accessible homes	3	2	1	9
05.	Condominiums/Apartments	3	2	1	9
06.	Townhomes/Duplexes	3	2	1	9
07.	Moderately priced housing	3	2	1	9
08.	Senior Housing	3	2	1	9
09.	Residential units close to the train stations and business districts	3	2	1	9

12. **Please rate your level of agreement with the following statement: *Through Boards and Commissions, the City does a good job of balancing the sometimes-competing interests of preserving and enhancing the community's character while at the same time guiding development in a way that respects private property rights, considers current trends, and appropriately moves the community forward.***

- \_\_\_(1) Agree [Go to Q13.]
- \_\_\_(2) Neutral [Go to Q13.]
- \_\_\_(3) Disagree [Answer Q12a.]
- \_\_\_(9) Don't know [Go to Q13.]

12a. **If you *disagreed* with the statement above, please tell us why.**

\_\_\_\_\_

13. **Public Safety.** Please rate your overall satisfaction with the following public safety services on a scale of 5 to 1, where 5 means "Very Satisfied" and 1 means "Very Dissatisfied."

How satisfied are you with...	Very Satisfied	Satisfied	Neutral	Dissatisfied	Very Dissatisfied	Don't Know
01. How quickly Fire department personnel respond to fire and public safety related service calls	5	4	3	2	1	9
02. How quickly Fire department personnel respond to rescue and emergency medical service (EMS) calls	5	4	3	2	1	9
03. How quickly Police department personnel respond to emergencies	5	4	3	2	1	9
04. Visibility of Fire department personnel	5	4	3	2	1	9
05. Visibility of Police personnel in neighborhoods	5	4	3	2	1	9
06. Visibility of Police personnel in non-residential areas	5	4	3	2	1	9
07. The professionalism of personnel from Fire department	5	4	3	2	1	9
08. The professionalism of personnel from Police department	5	4	3	2	1	9
09. Interaction with dispatch when calling 911 to report an emergency	5	4	3	2	1	9
10. Interaction with dispatch when calling a non-emergency line	5	4	3	2	1	9
11. Efforts to educate you about fire prevention & life-safety issues	5	4	3	2	1	9

14. **Which THREE of these items are MOST IMPORTANT to you and the members of your household? [Write in your answers below using the numbers from the list in Question 13.]**

1st: \_\_\_ 2nd: \_\_\_ 3rd: \_\_\_

15. **Police Department.** Please rate your level of agreement with each of the statements related to the Lake Forest Police Department on a scale of 5 to 1, where 5 means "Strongly Agree" and 1 means "Strongly Disagree."

How strongly <u>do you agree</u> that the Lake Forest Police Department...		Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Don't Know
1.	Develops relationships with community members, including residents, organizations, and stakeholder groups	5	4	3	2	1	9
2.	Effectively communicates with community members and stakeholders (e.g., website, social media, arrest blotter, etc.)	5	4	3	2	1	9
3.	I trust the Lake Forest Police Department	5	4	3	2	1	9

16. **Overall, how safe do you feel the City of Lake Forest is as a community to live, work, and play?**  
 \_\_\_(5) Very Safe    \_\_\_(4) Safe    \_\_\_(3) Neutral    \_\_\_(2) Unsafe    \_\_\_(1) Very Unsafe

17. **How has your perception of safety in the City of Lake Forest changed over the last two years?**  
 \_\_\_(1) My sense of safety has *increased* [Go to Q18.]    \_\_\_(3) My sense of safety has *decreased* [Answer Q17a.]  
 \_\_\_(2) My sense of safety has *stayed the same* [Go to Q18.]

17a. **If your feeling of safety has *decreased*, please tell us why.**

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18. **City Infrastructure.** Please rate your overall satisfaction with the condition of the infrastructure assets in the City of Lake Forest listed below on a scale of 5 to 1, where 5 means "Very Satisfied" and 1 means "Very Dissatisfied."

How satisfied are you with the <u>condition of...</u>		Very Satisfied	Satisfied	Neutral	Dissatisfied	Very Dissatisfied	Don't Know
1.	City streets (excluding IDOT highway 41, 43, & 60)	5	4	3	2	1	9
2.	City streets in YOUR neighborhood	5	4	3	2	1	9
3.	City parking lots (i.e. City Hall, City facility lots, etc.)	5	4	3	2	1	9
4.	City sidewalks	5	4	3	2	1	9
5.	City bridges	5	4	3	2	1	9
6.	City street lighting	5	4	3	2	1	9
7.	City's drainage and stormwater sewer management system (e.g. storm drains, ravines, pipes, ditches)	5	4	3	2	1	9

19. **Which TWO of these items are MOST IMPORTANT to you and the members of your household?**  
 [Write in your answers below using the numbers from the list in Question 18]

1st: \_\_\_    2nd: \_\_\_

20. **Sanitation Services.** Please rate your overall satisfaction with refuse, recycling, yard waste, and Compost and Recycling Center services provided by the City of Lake Forest on a scale of 5 to 1, where 5 means "Very Satisfied" and 1 means "Very Dissatisfied."

How satisfied are you with the <u>quality of the...</u>		Very Satisfied	Satisfied	Neutral	Dissatisfied	Very Dissatisfied	Don't Know
01.	City's refuse (garbage) service	5	4	3	2	1	9
02.	City's recycling service	5	4	3	2	1	9
03.	City's yard waste service	5	4	3	2	1	9
04.	How quickly City personnel respond to service requests (special pickups, missed garbage, etc.)	5	4	3	2	1	9
05.	Variety of recycling, yard waste & junk disposal options available at the Compost & Recycling Center	5	4	3	2	1	9
06.	How informed you feel on what can or cannot be recycled	5	4	3	2	1	9

20a. **If you are *dissatisfied* or *very dissatisfied* with any of the items above please tell us why.**

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21. **Parks and Forestry.** Please rate your overall satisfaction with parks and forestry maintenance services provided by the City of Lake Forest on a scale of 5 to 1, where 5 means "Very Satisfied" and 1 means "Very Dissatisfied."

How satisfied are you with the <u>maintenance of...</u>	Very Satisfied	Satisfied	Neutral	Dissatisfied	Very Dissatisfied	Don't Know
01. City parks	5	4	3	2	1	9
02. Walking and biking trails	5	4	3	2	1	9
03. City playgrounds	5	4	3	2	1	9
04. Park pavilions	5	4	3	2	1	9
05. Outdoor athletic fields (baseball, soccer, etc.)	5	4	3	2	1	9
06. Outdoor athletic courts (tennis, basketball, etc.)	5	4	3	2	1	9
07. Tree planting and maintenance (pruning and trimming) services	5	4	3	2	1	9
08. Landscaping in City parkways and properties	5	4	3	2	1	9
09. Overall protection and preservation of trees in the City	5	4	3	2	1	9

22. **Which TWO of these items are MOST IMPORTANT to you and the members of your household?**  
*[Write in your answers below using the numbers from the list in Question 21]*

1st: \_\_\_\_ 2nd: \_\_\_\_

23. **City Facilities.** Please rate your overall satisfaction with the City facilities listed below on a scale of 5 to 1, where 5 means "Very Satisfied" and 1 means "Very Dissatisfied."

How satisfied are you with...	Very Satisfied	Satisfied	Neutral	Dissatisfied	Very Dissatisfied	Don't Know
1. Forest Park Beach	5	4	3	2	1	9
2. Sailing Facility and Boat Launch	5	4	3	2	1	9
3. Recreation Center	5	4	3	2	1	9
4. Lake Forest Fitness Center	5	4	3	2	1	9
5. Stirling Hall Community Art Center	5	4	3	2	1	9
6. West Park Ice Rink	5	4	3	2	1	9
7. Deerpath Golf Course	5	4	3	2	1	9
8. Dickinson Hall Senior Activity Center	5	4	3	2	1	9
9. CROYA Student Union	5	4	3	2	1	9
10. Lake Forest Cemetery	5	4	3	2	1	9

- 23a. **If you are *dissatisfied* or *very dissatisfied* with any of the items above please tell us why.**

\_\_\_\_\_

24. **Please check ALL of the following activities you or the members of your household have participated in during the past two years. [Check ALL that apply.]**

\_\_\_\_(1) Visited a park  
 \_\_\_\_ (2) Utilized a City athletic field or outdoor sport court  
 \_\_\_\_ (3) Participated in a City recreation program or class  
 \_\_\_\_ (4) Attended a City sponsored special event

25. **Dickinson Hall offers a wide range of services for adults 55 and over. What do you feel are the greatest service need(s) for older adults in the Community right now? [Check ALL that apply.]**

\_\_\_\_ (1) Support Services (Medicare Help, Financial Assistance, Grief Counseling)  
 \_\_\_\_ (2) Lending Closet (Mobility Equipment Loans)  
 \_\_\_\_ (3) Special Events/Parties  
 \_\_\_\_ (4) Fitness Classes  
 \_\_\_\_ (5) Transportation Services  
 \_\_\_\_ (6) Life Enrichment Programs  
 \_\_\_\_ (7) Excursions  
 \_\_\_\_ (8) Don't Know  
 \_\_\_\_ (8) Other: \_\_\_\_\_



26. **Recreation.** Please indicate how well your needs for each of the following Recreation programs listed below on a scale of 4 to 1, where 4 means your needs are “Fully Met” and 1 means your needs are “Not Met” at all. If you do not have a need for one of the programs listed please circle “9” for “No Need.”

Recreation Programs		Fully Met	Mostly Met	Partly Met	Not Met	No Need
01.	Early Childhood Education and Programming	4	3	2	1	9
02.	Youth Rec programs (babysitting, magic, holiday workshops, etc.)	4	3	2	1	9
03.	Youth Sports	4	3	2	1	9
04.	Adult Athletic Programs	4	3	2	1	9
05.	Summer Camps	4	3	2	1	9
06.	Community Events	4	3	2	1	9
07.	Outdoor Concerts	4	3	2	1	9
08.	Fitness Programs/Membership	4	3	2	1	9
09.	Dance Programs	4	3	2	1	9
10.	Sailing Programs	4	3	2	1	9
11.	Art Programs	4	3	2	1	9

27. Which THREE of these programs are MOST IMPORTANT to you and the members of your household? [Write in your answers below using the numbers from the list in Question 26.]

1st: \_\_\_\_ 2nd: \_\_\_\_ 3rd: \_\_\_\_

- 27a. Are there any other services that the Recreation Department is not currently providing that you would like them to provide in the future?

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28. CROYA (Committee Representing Our Young Adults) offers youth services for 7th - 12th grade students. What do you feel are the greatest service need(s) for young adults in the Community right now? [Check ALL that apply.]

(1) Social and Fun Programs       (4) Mental Health Support       (7) Educational Programs  
 (2) Community Service       (5) Substance Abuse Programs       (8) Don't Know  
 (3) Leadership Opportunities       (6) After School Drop-in       (9) Other: \_\_\_\_\_

29. **Library.** Please indicate how well your needs for each of the following library services listed below on a scale of 4 to 1, where 4 means your needs are “Fully Met” and 1 means your needs are “Not Met” at all. If you do not have a need for one of the services listed please circle “9” for “No Need.”

Library Services		Fully Met	Mostly Met	Partly Met	Not Met	No Need
01.	Books and Other Materials	4	3	2	1	9
02.	E-books or downloadable rentals	4	3	2	1	9
03.	Online resources for research	4	3	2	1	9
04.	Library sponsored events and programs	4	3	2	1	9
05.	Spaces for group study and community meetings	4	3	2	1	9
06.	Technology access and classes	4	3	2	1	9
07.	Parking/Accessibility	4	3	2	1	9
08.	Hours of Operation	4	3	2	1	9

30. Which THREE of these items are MOST IMPORTANT to you and the members of your household? [Write in your answers below using the numbers from the list in Question 29.]

1st: \_\_\_\_ 2nd: \_\_\_\_ 3rd: \_\_\_\_

- 30a. Are there any other services that the Lake Forest Library is not currently providing that you would like it to provide in the future?

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**Demographics** – responses to these questions secure, anonymous, and will only be used in aggregate.

31. **What is your age?** \_\_\_\_\_ years
32. **Including yourself, how many persons in your household are...**  
Under age 5: \_\_\_\_\_ Ages 15-19: \_\_\_\_\_ Ages 35-44: \_\_\_\_\_ Ages 65-74: \_\_\_\_\_  
Ages 5-9: \_\_\_\_\_ Ages 20-24: \_\_\_\_\_ Ages 45-54: \_\_\_\_\_ Ages 75+: \_\_\_\_\_  
Ages 10-14: \_\_\_\_\_ Ages 25-34: \_\_\_\_\_ Ages 55-64: \_\_\_\_\_
33. **Do you own or rent your current residence?** \_\_\_\_\_(1) Own \_\_\_\_\_(2) Rent
34. **How many years have you lived in the City of Lake Forest?** \_\_\_\_\_ years
35. **Which of the following best describes your race or ethnic background? [Check all that apply.]**  
\_\_\_\_\_(01) Asian/Pacific Islander \_\_\_\_\_(03) Native American \_\_\_\_\_(05) Hispanic  
\_\_\_\_\_(02) Black/African American \_\_\_\_\_(04) White/Caucasian \_\_\_\_\_(99) Other: \_\_\_\_\_
36. **Would you say your total annual household income is...**  
\_\_\_\_\_(1) Under \$49,999 \_\_\_\_\_(5) \$150,000 to \$199,999  
\_\_\_\_\_(2) \$50,000 to \$74,999 \_\_\_\_\_(6) \$200,000 to \$249,999  
\_\_\_\_\_(3) \$75,000 to \$99,999 \_\_\_\_\_(7) \$250,000 to \$299,999  
\_\_\_\_\_(4) \$100,000 to \$149,999 \_\_\_\_\_(7) \$300,000 or more
37. **What is your gender?** \_\_\_\_\_(1) Male \_\_\_\_\_(2) Female \_\_\_\_\_(3) Prefer to Self-Describe
38. **Is there anything else you would like to share?**
- 

**This concludes the survey. Thank you for your time!**  
Please return your completed survey in the enclosed postage-paid envelope addressed to:  
ETC Institute, 725 W. Frontier Circle, Olathe, KS 66061

Your responses will remain completely confidential. The information printed to the right will ONLY be used to help identify which areas of the City are having problems with City services. If your address is not correct, please provide the correct information. Thank you.

**LAKE FOREST LIBRARY BOARD OF TRUSTEES**  
**Nominating Committee Recommendations for the period**  
**July 1, 2023 to June 30, 2024**

The Nominating Committee of the Lake Forest Library Board of Trustees recommends the following officers for the period July 1, 2023 to June 30, 2024:

**President:**            **Trustee Jim Clifton**  
**Vice-President:**    **Trustee JoAnn Desmond**  
**Secretary:**         **Trustee Sue Shattock**  
**Treasurer:**         **Trustee John F. Johnson**

Nominating Committee

Trustee Andrea Lemke  
Trustee Robert G. Shaw  
Trustee John F. Johnson

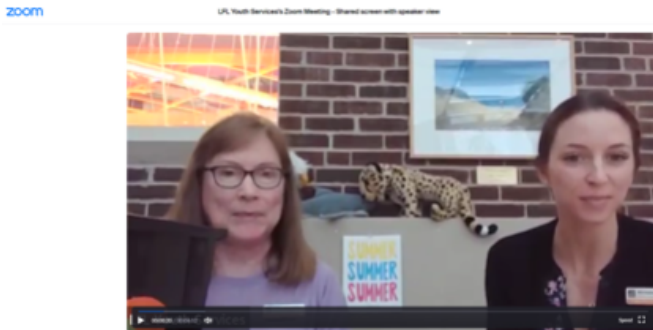
# Library Operations Report June 13, 2023, Board Meeting

## Children's Programs and Services



During the school year the Children's Library staff Lorie Rohrer, Kathy Wellington, and Michelle Frigo have been going to the following schools monthly for Storytimes: Episcopal Preschool, First Presbyterian Preschool, Gorton Children's Learning Center (pictured is Lorie Rohrer feeling the love after the preschool students at Gorton Children's Learning Center presented her with this oversized thank you for a great collaboration), Kinderhaven Preschool Academy, LFHS Little Scouts Preschool, School of Saint Mary, and Sheridan Elementary School. From September 2022 through May 2023, the Children's Library staff hosted 128 Storytimes, with 2,422 attending.

A new monthly Storytime collaboration at Elawa Farm began in May 2023. Children's Librarians will be going twice a month to host very interactive Storytimes. The first month Michelle Frigo went for four Storytimes with 110 parents and children attending.



Kathy Wellington and Michelle Frigo made a video via Zoom talking about Buckets of Fun, our summer reading program for the public schools in Lake Forest.

Solve our Breakout EDU Escape Boxes. It's like an escape room in a box! Gather your group to tackle riddles and puzzles and solve our BreakoutEDU challenge.

## Young Adult Programs and Services

208 teens joined us for Exam Escape this month as they prepared for their final exams and projects. The Library provided them with supplies, food, and a relaxing environment to study and de-stress in. The students filled out many comment cards about how much they appreciated the Library's support during such a stressful time.

The Library also held its first training for our Summer Reading Volunteers this month. We have 25 teens signed up to help with patron registration, prize distribution, and programs this summer. On average our teens each volunteer 25 hours over the summer months and act as an incredible resource for Library staff during our busiest months.



## Adult Services

This month we had a number of questions and partnerships that were rooted in our history and geography. We had an interesting local history question come to us by email. A patron was looking for information on some of the opening scenes from the film *Ordinary People* which Robert Redford directed and filmed in Lake Forest. The movie is based on a book, written by Judith Guest and set in Lake Forest. Krista Kosar searched online using google maps and images and Kate was able to watch the beginning of the movie and identify all but 2 places, a bridge and a trail marker tree. Kate then posted this question on the Facebook page *I remember Lake Forest ...* and received several pieces of information that she passed along to the grateful patron: "Wow! Thank you and your colleagues so much! I greatly appreciate the collective sleuthing, and the fast response!"

Erin Murray hosted her monthly Mystery Book Discussion group on May 11<sup>th</sup> with a surprise guest. The group discussed *The Furnace Girl* by Lake Bluff resident Kraig Moreland. As this group meets in a hybrid format, Erin had the author attend by Zoom unbeknownst to the attendees. The group was surprised and pleased that the author was so nice and so thorough in answering their questions. Mary said it was a great meeting and cool that we had the author there. Katie loved that he was so knowledgeable in answering the questions and said that he was a great speaker.



On Sunday, May 21, the Library was included as one of the stops for the Preservation Foundation's "Tour de Plaques." Facilities mounted the plaque on a temporary board and placed it outside the front door. Each plaque on the tour has a QR code that the participants can scan to learn information about the historic site.

Librarians Lydia Frank and Annalisa Soukup hosted a lively discussion of *Mad Honey* by Jody Picoult at Dickinson Hall. Fourteen attendees, some familiar faces, and some brand

new, enjoyed both the discussion and the fellowship. This program was coordinated between the Library and Katie Dolan and Lisa Brodsky, program managers at Dickinson Hall.

Krista attended the West Deerfield Township Community Sit-Down About Dementia. The discussion included Deerfield Public Library staff, community leaders, caregivers, and senior residents. The panel consisted of Dr. Ramon Solhkhah, Dr. Jeff Graff, Emily Mysel, and Library trustee JoAnn Desmond and was an hour and a half of conversation about the signs, stages, different types, and effects of living with someone who has Dementia. Afterwards, attendees were invited to view the different resources on the tables and talk to the panel. She shared a table with the Deerfield Public Library, whose staff offer a monthly Memory Cafe. Visitors were interested in the different resources libraries could offer (at no cost) and there was a lot of interest in the fidget blanket and MEternally memory box Krista brought from the Library's Adult Accessibility Collection. The Lake Forest Library is in discussion with Dickinson Hall about offering a memory cafe or a support group where the Library could attend meetings and share our resources in their accessible building.

For May's Mingle & Mocktails, Annalisa focused her program on mental health. She shared information on local outreach resources and explored meditation guides and coping strategies. Jen Finnerty worked with Daniel Platt to create a short tech video to show patrons how to save their checkout history on their accounts.

Lake Forest cardholders were able to attend a virtual discussion hosted by Illinois Libraries Presents: On Being Fabulous with Jonathan Van Ness and Olympic Gold Medalist Kristi Yamaguchi. The Library is one of 200 public libraries who have joined this statewide collaboration to offer premier literary events at low cost to member libraries.

On May 23, the Adult Services team, including Heidi Krueger and Chad Clark, took a field trip to the History Center of Lake Forest-Lake Bluff. Carol Summerfield, the Executive Director led us through the history of Lake Forest and Lake Bluff and explained how the History Center tells this history through "the story", using the idea of the when and the why to guide them in creating exhibits. We learned that the history Center is ADA compliant, wheelchair accessible, and that they have a hearing loop and special sound equipment to aid their audience. They can seat up to 100 guests and as always are interested in partnering with us on programming.

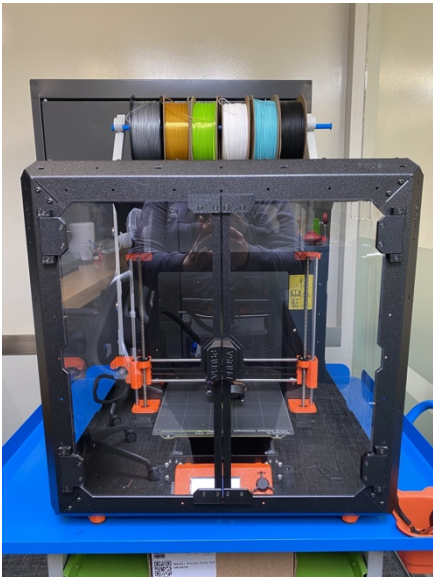
Library staff then walked across the courtyard to their archive building where Laurie Stiener, Deputy Director and Head of Curation showed us files of Lake Forest homes, yearbooks, phone books and many other resources that will help the Library staff direct patrons to these resources. The History Center does accept artifacts related to Lake Forest, although they do have space constraints. They have a large digital collection, and they have a new scanner (not a flatbed) to help with-increasing their digital collections. The Library will continue to work together with this local organization, to look at our collections and programs to see where best we can complement and help each other.



The Lake Forest Library and Media Lab were credited as a collaborative partner for a short award-winning film about Billy Caldwell and his decision to leave Chicago with the Potawatomi tribe. Film editor and patron Susan Lawson took advantage of the Library's Media Lab and staff member Patrick Villanueva's expertise to edit parts of the film over several months.

Media Services launched the Tech Tuesday's outreach program at Dickinson Hall in May. Chad Clark presented two on-site programs to Dickinson Hall members, one on iPhone Fundamentals and another on Google Applications. The Tech Tuesdays at Dickinson Hall series is scheduled through the summer with upcoming topics that include Microsoft Excel to Word, social media, ebooks, 3D Printing and more.

Media Services launched the Library's 3D Printing services in May, offering public instructional programs and the ability for patrons to submit 3D printing files of their own through the Library's website. Our 3D printing service is an introduction to additive manufacturing technology for hobby-level experiences and has drawn significant interest from patrons.



## Facilities

Hill Mechanical and Carrier HVAC conducted a factory start-up of the new chiller on May 23 and found communication issue with the remote panel. The chiller is functioning and cooling the building utilizing the exterior control panel until the remote panel can establish communication.

Modern Media Tech of Lake Bluff began the installation of the new Verkada security camera system on May 25. The install is expected to be complete June 12.

The sump pumps that address the basement flooding were installed by Pasquesi Plumbing during the week of May 29. The pump system will be energized on June 7 by Krause Electric and the floats are to be balanced once power is established.

On June 1, two of the four Adult Reference chandeliers would not turn on. A check of all the breakers revealed 100% functionality without issues. Krause Electric serviced the lights on June 2 and resolved the issue.

Building Star Cleaning performed carpet cleaning on June 3 in the Tech Services room, Circulation Office, Adult Fiction, and Audio Room.

The fire alarm system experienced a number of trouble fire alarms on morning of Sunday June 4 and Inner Security was scheduled to service the system on June 6.

Preventive maintenance will be performed on the HVAC system on June 8 and 9.

On May 14, American National Lawn Sprinkler serviced the Library's lawn sprinklers and repairs are scheduled for June 6.



19 new sidewalk bollard lights were installed May 19, 2023, by Krause Electric. Despite meeting the requirements of the City's Community Development standards and permit, the brightness of the lights has drawn the attention of a residential neighbor to the south and efforts are being made to adjust the lighting.



**Removal of Plexiglass partitions:**

The state's public health emergency that was implemented in response to the COVID-19 pandemic ended on May 11, 2023. According to the most recent update from the Centers for Disease Control (CDC), the community level of Covid-19 in Lake County is low based on cases and hospitalizations.

Library staff has recently heard from patrons asking us to remove the plexiglass partitions at service desks. Staff have reported that they sometimes find it difficult to hear patrons through the partitions and are uncomfortable when patrons walk around the desk and stand behind their workstations.

After hearing feedback from all staff, we have made the decision to remove the plexiglass partitions from the public service areas on Wednesday, June 15, 2023. We believe this will enhance patron service by providing:

- Improved hearing during patron transactions
- Restoring use of the book return slot at the Circulation Desk
- Increased work and display space on desks
- Easier communication and collaboration with patrons who need assistance with devices and library apps

Since some staff members like the partitions in their offices to define their space or to provide some sound dampening, etc., we will not remove them unless they specifically tell us to do so. We understand that other staff members would like them removed because they hinder easy movement.

Mindful of staff safety, we will provide air purifiers at all the service desks and offices. In addition, our air handling system includes UV light treatment which helps eliminate mold, mildew, bacteria, and viruses for improved indoor air quality. All service desks will be supplied with masks for those who wish them. We will continue to monitor Covid levels and can reinstall these partitions, if warranted, in the future.

**Director's Corner**

Ishwar completed his first month as Executive Director and has met several members of the Lake Forest community. He visited the Gorton Center, dropped in on Michelle's storytime at the Elawa Farm and attended the Lake Forest 101 modules on Finance and Communications/Community Partners. He interacted with nearly 25 residents at his Meet and Greet and has also been meeting individually with Library staff to get to know them better.

Statistics will be presented in the July Operations Report.