



LAKE FOREST LIBRARY BOARD OF TRUSTEES
Lake Forest Library, 360 East Deerpath Road, Lake Forest, IL 60045
Kasian Room, Lower Level
Tuesday, July 11, 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. Welcome new trustee Emily Van Bel
7. Correspondence Report and Patron Comments
8. Consent Agenda (omnibus vote on matters 7(a)-7(d)):
 - a. Approve July 11, 2023 Agenda
 - b. Approve June 13, 2023 Regular Meeting Minutes
 - c. Approve June 21, 2023 Building Committee Meeting Minutes
 - d. Approve June 2023 Financial Report
9. Building Committee
 - a. Dome Restoration Project Update and Discussion
10. DVD2GO Vending Machine at West Train Station
11. Illinois Public Library Annual Report
12. Library Operations Report
13. Unfinished Business
14. New Business
15. 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.)

Turning New York's Stately Public Library Into a Place 'to Hang Out In'

Behind the stone lions on Fifth Avenue, the New York Public Library's imposing Fifth Avenue branch has added a new visitor center and an expanded gift shop and cafe.



By Winnie Hu

July 7, 2023, 3:00 a.m. ET

The palatial Beaux-Arts library on Fifth Avenue guarded by a pair of stone lions was not where Farrah Denson wanted to be when she was a teenager growing up on the Upper West Side.

It was too formal and too intimidating, she recalled. She felt like she had to be on her best behavior and not touch anything. And she dreaded climbing all the steps to the main entrance.

"I felt like I was going to a courthouse," said Ms. Denson, now 34, who lives in Jersey City. "It wasn't a place you'd want to hang out in."

Today, the New York Public Library's celebrated research library — officially known as the Stephen A. Schwarzman building — is still as imposing as ever, set in its elegant lot in the middle of the skyscrapers of Midtown Manhattan, but it has become a far more welcoming place.

An ongoing \$200 million renovation of the 1911 landmark has sought to open its doors and world-famous collections to more people — and not just the scholars and authors that have long traipsed through its marble halls — as the demand for public space in a crowded city has soared since the pandemic.

Last month, a new entrance opened along 40th Street, allowing visitors to bypass the Fifth Avenue front steps and come around the side through a tranquil, shaded outdoor plaza with benches. That was what finally brought Ms. Denson back to the library this week.

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"I knew there was something different," Ms. Denson said after spotting the plaza from the street. "It's like a retreat. This might be my little spot."



As a Manhattan teenager, Farrah Denson was intimidated by the library building. Today, she finds the new low-key side entrance more inviting. Earl Wilson/The New York Times

The library has also upgraded public restrooms, significantly expanded the gift shop and transformed what was a simple food cart run by Amy's Bread into a full cafe.

[Take survey](#)

Just off the lobby, a room that was used to store maps has been transformed into a visitor's center with a detailed model of the building as well as interactive screens to provide an overview of the library's history and collections.

Replicas of artifacts have been set out on tables in the visitors center to be seen and touched. There is a model of Augusta Savage's sculpture, "Lift Every Voice and Sing," from the 1939 New York World's Fair, and a poster by Keith Haring about the AIDS crisis.

"We want everyone to feel like that they own the collections and everything the library has to offer and feel welcome," said Anthony W. Marx, the president of the New York Public Library, which is the nation's largest library system with 88 branches and four research centers.

Mr. Marx recalled that he did not feel welcome himself at the library as a teenager in the 1970s. "I remember walking by the main building and just thinking, That looks super fancy, and I was intimidated," he said. "I didn't walk in. I thought, That's not for folks like me, that's for just fancy folks."



The library has expanded the gift shop and opened a full cafe. Earl Wilson/The New York Times

It was not until Mr. Marx was in his 30s that he actually stepped inside. Now he has an office in the building and has led the efforts to make it more inviting. The current renovation was paid for almost entirely with private money.

But even as library officials have sought to reach more people, they have once again faced the threat of crippling budget cuts to their programs. In January, Mayor Eric Adams proposed \$36 million in potential reductions to the city's three public library systems, only to later relent under intense pressure from the library's supporters.

"Every year when this happens, the public says no, the libraries are different," Mr. Marx said. "They are an essential part of the public fabric of this city that reaches the rich and the poor."

The latest renovation of the research library, which began in 2020 and is expected to be completed in 2024, is part of a plan by library officials to create a Midtown library campus anchored by the research library and the lending library across the street, said Iris Weinshall, the library's chief operating officer. The aim was to encourage people to go back and forth between them. The lending library, formerly known as the Mid-Manhattan Library, opened as the Stavros Niarchos Foundation Library in 2021 after a separate \$200 million renovation.



The library's famous marble lions, Patience (above) and Fortitude (out of frame), still guard the research library on Fifth Avenue. Earl Wilson/The New York Times

Inside the research library, a permanent installation of highlights from its collections was added in 2021 to show people what they were missing. The Polonsky Exhibition of the New York Public Library's Treasures has displayed on a rotating basis more than 1,000 items that had been squirreled away in vaults and back rooms — including Charles Dickens's writing desk, a 1783 pastel portrait of Benjamin Franklin and six first editions of Shakespeare's collected works.

As of this week, the free exhibit has drawn nearly one million visitors.

Luca Prudencio, 27, a tourist from Bolivia, recently stopped by the visitor center and exhibit, but said he did not get to see everything. So the next time he comes to New York, the library will be at the top of his list.

"I find it really engaging," he said. "It's definitely not a boring library."



An exhibit featuring the library's hidden treasures. Earl Wilson/The New York Times

Winnie Hu is a reporter on the Metro desk, focusing on transportation and infrastructure stories. She has also covered education, politics in City Hall and Albany, and the Bronx and upstate New York since joining The Times in 1999. More about Winnie Hu

A version of this article appears in print on , Section MB, Page 4 of the New York edition with the headline: Beyond the Stone Lions, a Less Intimidating Lair

What do you think about this article page?

PATRON COMMENTS
June 2023

[Adult • Patron Comment • In person#5593](#)

Answered by: *kkosar@lakeforestlibrary.org* 06/01/2023 11:19am
"Thank you for coming. I really appreciate your help." homebound patron

[Adult • Patron Comment • Phone#5699](#)

Answered by: *KB* 06/02/2023 10:21am
I just love the LF Library, everyone there is so helpful.

[Adult • Patron Comment • In person#5788](#)

Answered by: *en* 06/03/2023 2:13pm
So excited for PJ Story Time and Jim Gill this summer! It's going to be a great summer.

[Adult • Patron Comment • Email#5872](#)

Answered by: *cc* 06/03/2023 3:45pm
Today I attended the class on making t-shirts. As usual, Patrick was an excellent instructor!! He's quite patient and never tires of questions and do-overs!! In addition, I learned something new and useful. – Charisse

[Adult • Patron Comment • In person#6058](#)

Answered by: *KB* 06/07/2023 12:24pm
How many Nintendo switches does the library own? Family is going on vacation and planning ahead!

[Adult • Patron Comment • In person#6651](#)

Answered by: **LR* 06/11/2023 3:52pm
This is the BEST Library ever!

[Adult • Patron Comment • In person#6723](#)

Answered by: *cgoebel@lakeforestlibrary.org* 06/12/2023 11:30am
Patron witness someone driving the wrong way into our parking lot using the exit entrance? Patron recommended a sign to read "Do Not Enter".

[Teen • Patron Comment • In person#6964](#)

Answered by: *en* 06/13/2023 10:40am
It was so amazing to come downstairs and see Pride displays for different ages, and then to go upstairs and see the whole library...

[Adult • Patron Comment • In person#6932](#)

Answered by: *KK* 06/13/2023 11:56am
Thank you for ordering the Great Books books for our group. It's so nice that you do that!

[Adult • Patron Comment • In person#6934](#)

Answered by: *KK* 06/13/2023 12:33pm
I never knew you had a private book club section! This is wonderful that you do this and let us check them out longer.

[Adult • Patron Comment • In person#6967](#)

Answered by: *en*06/13/2023 3:43pm

Re Pride display in Children's -- Children don't need to endure this kind of propaganda

[Adult • Patron Comment • Email#7109](#)

Answered by: *lf*06/14/2023 2:21pm

I recently started using Press Reader to read the print edition of the Chicago Tribune. It is so easy to use, and I am greatly enjoying it. Thank you for offering this service! Signed "A happy patron"

[Adult • Patron Comment • In person#7160](#)

Answered by: *emurray@lakeforestlibrary.org*06/14/2023 8:28pm

Multiple patrons commented on how much they loved the Motown program and what a great presenter Gary was.

[Adult • Patron Comment • In person#7210](#)

Answered by: *KK*06/15/2023 1:06pm

I can actually see the librarians now! comment about removal of plexiglass panels

[Adult • Patron Comment • IM/Chat#7296](#)

Answered by: *KK*06/16/2023 12:27pm

"Hi, I'm trying to provide Anonymous feedback. For kids story time, I, please ask that the person leading the story time use a microphone. I attended story time at Elawa Farm today and it was very difficult to hear."

[Adult • Patron Comment • In person#7429](#)

Answered by: *LR*06/19/2023 11:05am

This is the first time we are doing the summer reading program. What a great program. Really motivates them to want to read!

[Adult • Patron Comment • In person#7472](#)

Answered by: *emurray@lakeforestlibrary.org*06/19/2023 12:53pm

William Egan was helped by Ishwar and he said that Ishwar was very helpful and he was happy to see administration being so proactive

[Adult • Patron Comment • In person#7529](#)

Answered by: *cgoebel@lakeforestlibrary.org*06/19/2023 5:41pm

When are you working on the dome? We have been at it for several months. Workers had left and patron thought we just had the scaffolding up.

[Adult • Patron Comment • IM/Chat#7616](#)

Answered by: *KK*06/20/2023 4:16pm

"Once again I am very impressed by the Lake Forest Library staff, and am very thankful for your help and expertise!" patron comment after i answered a few library related questions for their school project.

City of Lake Forest Alderman Nancy P. Novit – In Person at City Hall – June 20, 2023

"I love Libby!"

[Adult • Patron Comment • In person#7688](#)

Answered by: *lf*06/21/2023 11:13am

Patron commented it was very difficult to get to the Library from where they live in West Lake Forest. They asked whether there was a Library location on that side of town. I let them know about the DVD2GO machine and book return and referred them to Krista for homebound delivery service.

[Adult • Patron Comment • Phone#7811](#)

Answered by: *lf*06/22/2023 10:28am

Patron was unhappy about a long waitlist for a book we don't own. I told her I would pass along the title for consideration for purchase, and she said that when the library does that, it takes months for the titles to be available. She likes to read new books quickly when they first come out and that doesn't work for her. She said this is the first time in 30 years the library would not be able to get the book she wanted. I offered her the Hoopla audiobook (instant checkout with no holds) or the Libby ebook (shorter waitlist than print book) and she appreciated the offer but wanted the print book. I told her again I would pass the title on for consideration for purchase.

[Child • Patron Comment • In person#8084](#)

Answered by: *LR*06/26/2023 10:39am

About the Exploration Kits: This is such a good idea. They are so cool!

[Adult • Patron Comment • In person#8144](#)

Answered by: *LR*06/26/2023 3:28pm

This is a great Library! I grew up in Lake Forest and loved coming to your programs. My children ask to come to the Library when we are in town visiting my parents. Thank you for such a great service.

[Adult • Patron Comment • In person#8381](#)

Answered by: *EM*06/29/2023 8:58am

Brooke from Soapy Lombard was very thankful for the help we gave her last night. She said that she's never had help like we provided her before. She was especially thankful to Bledian and Mike for helping her set up and take down and bringing things to the back so she could load her supplies in her car.

[Adult • Patron Comment • In person#8492](#)

Answered by: *cgoebel@lakeforestlibrary.org*06/29/2023 4:33pm

Do you a small meeting room for 2ppl to use for an interview?

[Adult • Patron Comment • In person#8497](#) · [Edit](#)

Answered by: *cgoebel@lakeforestlibrary.org*06/29/2023 4:43pm

Sara Goodrich #626144 that I was helping placing a hold had suggested maybe we could lend out puzzles?

LAKE FOREST LIBRARY BOARD OF TRUSTEES

360 East Deerpath Road, Lake Forest, IL 60045

Tuesday, June 11, 2023

Regular Meeting

CALL TO ORDER

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

ROLL CALL

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

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

PRESIDENT'S REMARKS

President Johnson announced that Trustee Andrea Lemke will complete her 6-year term at tonight's meeting, and shared the following proclamation:

Whereas, Trustee Lemke has performed with exceptional leadership excellence for the past six years,

Whereas, she has always spoken in a forthright and constructive manner;

Whereas, Trustee Lemke has served on our Finance Committee as well as Treasurer for three years;

Whereas, she has shared her insight and collaborative gifts each meeting;

Whereas, our Library has been fortunate with her outreach to the community;

We are very grateful she chose the Lake Forest Library along her path for these six years.

Additionally, Trustee Johnson completes his term as President tonight. He willingly extended his term for an additional year to ensure a smooth transition to normal operations post-pandemic and we are grateful for it. He remains on the Board.

CALL FOR ADDITIONS TO THE AGENDA

None.

OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD

None.

CORRESPONDENCE REPORT AND PATRON COMMENTS

Trustees shared that they enjoyed reading the comments from library patrons. .

APPROVAL OF THE CONSENT AGENDA

Trustee Desmond made a motion, seconded by Trustee Shattock, to approve the Consent Agenda (omnibus vote of 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

COMMITTEE REPORTS

BUILDING COMMITTEE

DOME

Trustee Bertola of the Building Committee said that work on the Dome is progressing nicely and completion is within sight. A current challenge is the cleaning of the limestone (badly stained) which is difficult to return to its original color through restoration. The objective is to avoid replacement, which also saves money.

A committee meeting open to the public is scheduled for June 21 at 1pm. The contractor and architect will be present to update all parties and answer questions.

MURALS

The Friends will support fundraising for the restoration of the murals including repair for the southwest corner and cleaning for the others but need an estimate for this work. The committee

and staff are working on an RFP which will also need legal review. As part of this process, the Library will seek advice from various sources on potential providers, including previous bidders on this project. This should take approximately 60 days to complete. Trustee Desmond made a motion to proceed with development of the RFP, seconded by Trustee Shattock. The motion passed unanimously on a roll call vote.

DISCUSSION ON QUALIFICATIONS FOR ARCHITECTURAL PROFESSIONAL SERVICES

The Board again discussed the need for architectural services to oversee analysis of the existing building as it relates to MEP, ADA accessibility, and existing floor plans. Right now there is no cohesive document for any of these items, which makes on-going repairs or modifications difficult (as-builts may be original or not exist at all). Trying to take on any of these challenges individually immediately intersects with another. For example, if we determine the priority is accessibility solved by a new elevator in a new location, that has implications for HVAC and plumbing, which would require an MEP. The Board agreed that the time has come to find one partner to oversee analysis of the Library's space, and then work with us to update and adapt the Library's building use and systems meet patron needs. To move this along, Trustee Bertola has created a schematic of the Library's space and opportunities and challenges they represent, along with a one-pager with language that could become the basis for an RFQ. The Board agreed that this structural work needs to be done in parallel with learning from our patrons as to how they want to use the Library in the future. Executive Director Laxminarayan requested that Trustee Bertola work with Jim Lee on an RFQ.

STRATEGIC PLAN

Trustee Shaw updated the Board on the Strategic Planning process which is underway. The Library gave input to the Community Survey (last conducted 2016), to help us as we think about what kind of Library our patrons want post-pandemic. Residents will receive by mail in early July, but can also complete online.

Trustee Shattock pointed out that we do have some learning on what our patrons want from previous qualitative research and surveys. For example, we have known for years our users and staff want small private meeting rooms for collaborative work. Would it make sense to try repurposing some existing space for this use, with temporary or "pop up" construction, and see how patrons react? Or ask for their input on where space could be changed to meet current needs? This would visibly demonstrate to the public our interest in meeting their needs, at a low cost to the Library, and provide input for our strategic plan. Choosri shared that the current teen space was developed in this exact way, with young users helping the Library modify an existing area into space suited to their needs.

Executive Director Laxminarayan added that the ALA annual conference exhibits can provide us input on flexible space which is definitely a trend across the country as libraries face new patron demands and tighter budgets. We can also invite vendors of interest to tour the library and provide proposals at no cost to us.

LIBRARY OPERATIONS REPORT

The very popular summer reading program started June 1 and will continue through July 31. The 125th anniversary celebration will begin with a birthday bash for children on July 8, at 1pm on the front lawn. Activities will include face painting, a magic show and a foam party. On the facilities front, the new chiller is working and the sump pumps have been installed.

UNFINISHED BUSINESS

The Nominating Committee recommended the following officers for the term July 1, 2023 to June 30, 2024:

President: Jim Clifton
Vice-President: JoAnn Desmond
Secretary: Sue Shattock
Treasurer: John Johnson

The Board unanimously approved the new officers.

Trustee Lemke shared her insights after serving two terms and noted that we are able to spend all our time on building issues because the Library staff operates the organization with so much brilliance and efficiency. Trustee Lemke could always be counted on for honest comments with wisdom and humor. She will be missed.

NEW BUSINESS

None.

ADJOURNMENT

Trustee Desmond made a motion, seconded by Trustee Lempke, to adjourn. The motion passed unanimously on a voice vote. The meeting was adjourned at 8:12 p.m.

Sue Shattock, Secretary
Minutes submitted for approval by the Board on July 11, 2023

LAKE FOREST LIBRARY BOARD OF TRUSTEES

BUILDING COMMITTEE MEETING Minutes

June 21, 2023

Attendees: Trustee Bryan Bertola, Trustee Heather Strong, Trustee John F. Johnson, Trustee Jo Ann Desmond, Laura Luce, Lake Forest Preservation Foundation, Jim Opsitnik, Lake Forest Preservation Foundation, Paul Borgmann, Friends of the Lake Forest Library, Jan Gibson, Friends of the Lake Forest Library and Lake Forest Preservation Foundation, Larry Marshall, L. Marshall Inc. (Contractor), Kenneth Itle, Wiss, Janney Elstner (Architect)

Library Staff: Bledian Ajroja, Joy Schmoll, Jim Lee, Ishwar Laxminarayan

Building Committee Chair Bryan Bertola called the meeting to order at 1.02 pm. A round of introductions followed.

Contractor Larry Marshall provided a brief history of the dome restoration and repair project. He used a PowerPoint presentation to display highlights of the project and announced that we were reaching its final phase. Installation of the copper panels, decorative elements, insulation and the new inlay gutter is completed and they are planning to install the downspouts for the gutters later in the week followed by a water test. The lack of a gutter system was noted by WJE Architects before the work began. Ken Itle designed the new inlay gutter that L. Marshall fabricated and installed. They also found severely rotted wooden planks and some severely deteriorated limestone. After reviewing several options, they have decided to adopt a two-step process to clean the limestone that will tone down some of the black staining that came likely from lead and other elements in the dome material. Previous cleaning attempts with a power washer also appear to have damaged the surface of the limestone.

There have been few design changes during the project and we will soon be transitioning to working in the rotunda of the library for which we will have to erect scaffolding to clean the inside of the skylight and complete plaster repair and painting. We will do our best to minimize public and staff inconvenience during this phase of the project.

Jim Lee announced that some of the construction fencing on the north side of the building had begun to come down and that the parking spaces that were lost during construction have now become available again.

Attendees asked several questions about the project and expressed their appreciation for the high quality of the work completed. Trustee Johnson announced that he would contact Marcy Kerr of the Lake Forest Preservation Foundation to discuss the wording and installation of their plaque.

Architect Kenneth Itle will meet with library leadership to formally close out the project in the coming weeks. Meeting adjourned at 2.02 pm.



FY2023 Revenue & Expenditure Statement

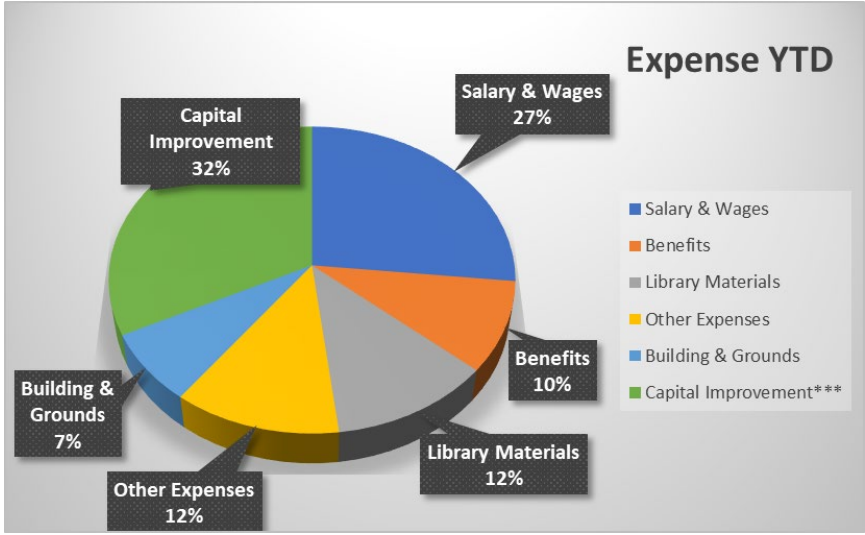
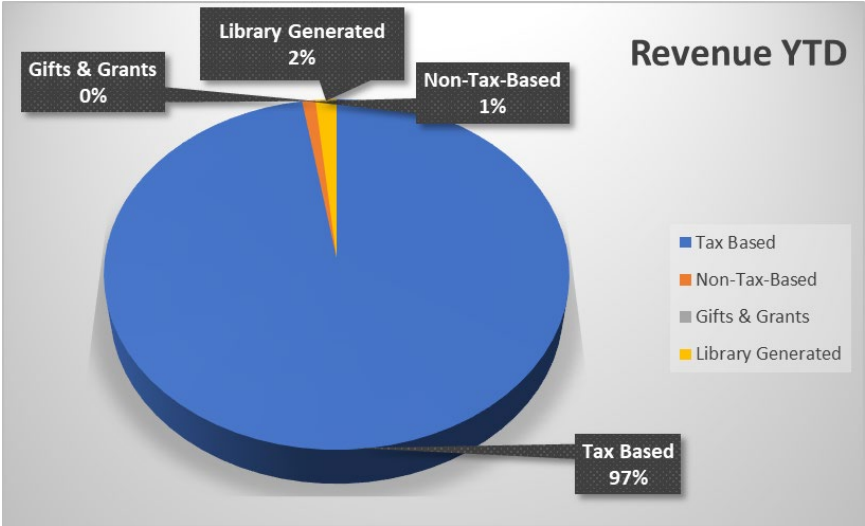
For the YTD June - 2023

Revenues	YTD	Budget	Budget Realized
Tax Based	2,269,324	4,631,204	49%
Non-Tax-Based	23,567	68,000	35%
Gifts & Grants	-	1,000	0%
Library Generated	37,296	131,750	28%
Total Revenues	\$2,330,188	4,831,954	48%

Expenses	YTD	Budget	Budget Utilized
Salary & Wages	245,924	2,192,658	11%
Benefits	88,248	878,897	10%
Library Materials	109,509	657,000	17%
Other Expenses	112,442	642,900	17%
Special Projects	-	35,000	0%
Contractual Services Library***	71,928	329,000	22%
Other***	40,514	278,900	15%
Building & Grounds	69,215	304,500	23%
Contractual Services Building***	3,480	25,000	14%
Capital Improvement***	297,753	1,090,000	27%
Dome Project*	219,300	626,000	35%
Total Expenses	923,090	5,765,955	16%

Reserves	
Reserve - Capital Improvements**	3,050,000
Reserve - Technology Improvements	300,000
Capital Equipment	300,000
Fund Balance - Unassigned**	3,421,607
Total Reserve Amount	\$ 7,071,607

*In FY 2022 & 2023 Dome Repair Total Amount was \$514,292
 **\$950,000 has been transferred from the Reserves to Fund Balance to meet the Budget Deficit
 ***Detail on Last page of the Report





FY2024 Revenue & Expenditure Statement

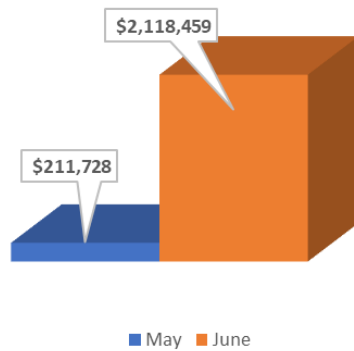
For the YTD June - 2023

	May	June	YTD	Budget
Tax Based	211,496	2,057,828	2,269,324	4,631,204
Non-Tax-Based	-	23,567	23,567	68,000
Gifts & Grants	-	-	-	1,000
Library Generated	233	37,064	37,296	131,750
	\$211,728	\$2,118,459	\$2,330,188	\$4,831,954

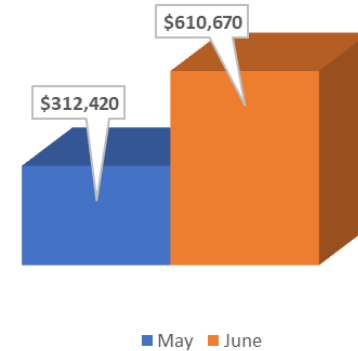
	May	June	YTD	Budget
Salary & Wages	104,699	141,225	245,924	2,192,658
Benefits	40,396	47,852	88,248	878,897
Library Materials	34,795	74,714	109,509	657,000
Other Expenses	74,071	38,370	112,442	642,900
Special Projects	-	-	-	35,000
Contractual Services Library	55,626	16,301	71,928	329,000
Other	18,445	22,069	40,514	278,900
Building & Grounds	13,780	55,435	69,215	304,500
Contractual Services Building	2,837	643	3,480	25,000
Capital Improvement	44,679	253,074	297,753	1,090,000
Dome Project	-	219,300	219,300	626,000
	\$312,420	\$610,670	923,090	5,765,955

(\$100,692) \$1,507,790 1,407,098 (\$934,001)

Revenue By Month



Expense By Month



**Lake Forest Library
Financial Notes and Variance Report
For the Month of June 2023 (Month 02) FY2024**

Funds on Hand: \$3,421,607 (unrestricted/unaudited). \$950,000 has been transferred from Capital Improvements to unassigned Fund Balance to balance the budget for FY2024.

General Operations - Revenues

Property Tax: As of June 30, the Library received \$2,269,324 in property tax distributions which is 49% of annual budget.

Non-Tax-Based: As of June 30, the Library received \$23,567 in non-tax-based revenues. \$23,567 reflects the first installment of the replacement of personal property tax payment. Non-tax-based income is 35% of FY budget.

Library-Generated: As of June 30, the Library received \$37,296 in Library generated income. \$34,342 is interest on investments, \$1,717 CCS and \$1,237 in other revenue such as copier and damage item fees. Overall, the Library generated income of 28% of FY budget.

Gifts: As of June 30, no gifts and grants were received by the Library.

General Operations - Expenditures

Salaries, wages, and benefits: As of June 30, \$245,924 for salaries and wages: 11% of FY budget; \$88,248 for benefits: 10% of FY budget. \$18,409 for SSN: 9.64% of FY budget; \$11,657 for IMRF: 5.33% of FY budget and \$3,180 for Worker's Compensation: 40.38% of FY budget.

Materials: Books, AV, and Electronic Services: As of June 30, \$109,509: 17% of FY budget, this includes payments for periodical and database subscriptions.

Other Operating Expenditures: As of June 30, \$112,442: 17% of FY budget. Includes \$71,928 in library contractual services, including second payment of RFID lease of \$24,041 to Bibliotheca and \$40,514 on other expense such as programs, administrative fees, office supplies, membership and miscellaneous expenses.

Building and Grounds: As of June 30, \$69,215, which is 23% of the FY budget. Reflects \$3,480 contracts and service and \$24,811 for building maintenance, equipment maintenance, ground maintenance and janitorial supplies and services. Annual liability/casualty insurance premium of \$40,924 has been paid.

Capital Improvement: As of June 30, \$297,753: 27% of FY budget has been spent on the purchase of new security cameras, sump pumps and dome project.

Reserves

\$3,421,607 - Operating cash reserve (fund balance-unassigned). The Library's restricted reserves are currently \$3,650,000: capital equipment (\$300,000), capital improvements (\$3,050,000), 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: 16% of budget expenses; 48% budget revenues.

Account Details

Contractual Services Library

Description	May	June	YTD	Budget
CCS (Integrated Library System)	12,530	-	12,530	\$ 84,000
LAN, WAV, and Support (MSP)	9,141	10,266	19,407	\$ 120,000
EZ Proxy & Collection HQ	702	2,250	2,952	\$ 10,000
Bibliotheca (RFID) Lease	24,041	-	24,041	\$ 25,000
Online/Internet (fiber)	1,902	2,156	4,058	\$ 25,000
Other: Web Calendar Subscription, Software Licenses & Web hosting and maintenance	1,210	101	1,312	\$ 30,000
Technology Leased & Warranty Renewals	6,100	1,528	7,629	\$ 35,000
Total	\$ 55,626	\$ 16,301	\$ 71,928	\$ 329,000

Contractual Service Building

Description	May	June	YTD	Budget
Water Treatment	250	250	\$ 500	
Alarm System	2,239	-	\$ 2,239	
Inner Security System	104	-	\$ 104	
Rose Pest	97	97	\$ 194	
AED (CINTAS)	147	296	\$ 443	
Total	\$ 2,837	\$ 643	\$ 3,480	\$ 25,000

Others

Description	May	June	YTD	Budget
Administrative Services - Fees to City of Lake Forest	2,256	-	\$ 2,256	\$ 29,500
Personnel Recruitment	-	10,000	\$ 10,000	\$ 700
Training and Development	2,507	327	\$ 2,834	\$ 23,000
Membership Dues	1,354	-	\$ 1,354	\$ 11,000
Meeting & Expenses	-	-	\$ -	\$ 2,500
Legal	-	-	\$ -	\$ 20,000
Auditing Service	-	-	\$ -	\$ 9,000
Programming	8,658	8,863	\$ 17,521	\$ 139,000
Online Banking Fees	(157)	138	\$ (20)	\$ 1,650
Insurance - Liability	-	1,650	\$ 1,650	\$ 8,800
Telephone	297	320	\$ 616	\$ 8,750
Office Supplies	2,197	452	\$ 2,649	\$ 15,000
Postage	884	8	\$ 893	\$ 6,500
Vending Beverages	450	311	\$ 761	\$ 3,500
Total	\$ 18,445	\$ 22,069	\$ 40,514	\$ 278,900

Capital Improvement

Description	May	June	YTD	Budget
Capital Equipment		19,750	\$ 19,750	\$ 125,000
Technology Upgrade	44,679	14,024	\$ 58,703	\$ 130,000
Capital Improvement & Dome Project		219,300	\$ 219,300	\$ 835,000
Total	\$44,679	\$253,074	\$297,753	\$1,090,000

DVD2GO CHECKOUTS AT WEST LAKE FOREST TRAIN STATION			
	7-Jul-23		
	2023	2022	2021
January	5	34	68
February	7	20	55
March	1	48	16
April	6	10	10
May	9	6	55
June	8	15	2
July		11	30
August		22	7
September		36	13
October		10	14
November		16	42
December		27	24
TOTAL	36	255	336

LAKE FOREST LIBRARY**IPLAR****IDENTIFICATION (1.1 - 1.31)**

This section is information about the administrative entity. "Administrative Entity" is defined as the agency that is legally established under local or state law to provide public library service to the population of a local jurisdiction. The administrative entity may have a single outlet or it may have more than one outlet (an outlet is a location, whether a central library, branch or bookmobile). The majority of the information in this section is pre-filled. If information needs to be updated, enter the corrected information in the box provided on the next line of the survey.

1.1 ISL Control # [PLS 151, PLS 701]	30393
1.2 ISL Branch # [PLS 151, PLS 701]	00
1.3a FSCS ID [PLS 150, PLS 700]	IL0277
1.3b FSCS_SEQ [PLS 700]	002
1.4a Legal Name of Library [PLS 152]	Lake Forest Library
1.4b If the library's name has changed, then enter the updated answer here.	
1.5a Facility Street Address [PLS 153]	360 East Deerpath Road
1.5b If the facility's street address has changed, then enter the updated answer here.	
1.6a Facility City [PLS 154]	Lake Forest
1.6b If the facility's city has changed, then enter the updated answer here.	
1.7a Facility Zip [PLS 155]	60045
1.7b If the facility's zip code has changed, then enter the updated answer here.	
1.8a Mailing Address [PLS 157]	360 East Deerpath Road
1.8b If the facility's mailing address has changed, then enter the updated answer here.	
1.9a Mailing City [PLS 158]	Lake Forest
1.9b If the facility's mailing city has changed, then enter the updated answer here.	
1.10a Mailing Zip [PLS 159]	60045
1.10b If the facility's mailing zip code has changed, then enter the updated answer here.	
1.11a Library Telephone Number [PLS 162]	8472340636
1.11b If the telephone number has changed, then enter the updated answer here.	
1.12a Library FAX Number	0
1.12b If the fax number has changed, then enter the updated answer here.	
1.13 Website	http://www.lakeforestlibrary.org

Library Director's Information

Please enter the full name, title and e-mail address of the library director.

1.14 Name	Ishwar Laxminarayan
1.15 Title	Executive Director
1.16 Library Director's E-mail	ishwar@lakeforestlibrary.org

Library Information

Please provide the requested information about the library type.

1.17a Type of library	City
1.17b If the library type has changed, then enter the updated answer here.	
1.18 Is the main library a combined public and school library?	No
1.19 Does your library contract with another library to RECEIVE ALL your library services?	No

Contract for Services

Please provide the full legal name(s) of the library(ies) with which your library contracts for service. If you need more than one line, a new one will appear

once text has been entered in the first box.

Number of contracting libraries:	
Legal name of library you contract with:	

Administrative Information

Libraries are required by statute [75 ILCS 5/4-10(5), 75 ILCS 16/30-65(a)(2)] to provide a statement as to any extensions of library service or any changes to the limits or boundaries of library service areas. Most of the information in this section will be pre-filled. If the information is incorrect, please enter the updated information in the box provided on the next line of the survey. If your library has had a population change, you must submit official verification to the Illinois State Library.

1.21a County in which the administrative entity is located [PLSC 161]	Lake
1.21b If the administrative entity's county has changed, then enter the updated answer here.	
1.22a Did the administrative entity's legal service area boundaries change during the past year? [PLS 205]	No
1.23a Population residing in tax base (Use the latest official federal census figure) [PLS 208]	19,367
1.23b If the population residing in the tax base has had a LEGAL change, then enter the updated answer here.	
1.23c Documentation of legal population change	
1.25a This library is currently a member of what Illinois library system?	RAILS
1.25b If the library's system has changed, then enter the updated answer here.	

Federal Public Library Criteria

According to the Institute of Museum and Library Services' Public Library Survey, a public library is an entity that is established under state enabling laws or regulations to serve a community, district, or region, and that provides at least the following:

1. An organized collection of printed or other library materials, or a combination thereof;
2. Paid staff;
3. An established schedule in which services of the staff are available to the public;
4. The facilities necessary to support such a collection, staff, and schedule; and
5. Is supported in whole or in part with public funds.

1.26 Does this library have an organized collection of printed or other library materials, or a combination thereof?	Yes
1.27 Does this library have paid staff?	Yes
1.28 Does this library have an established schedule in which services of the staff are available to the public?	Yes
1.29 Does the library have the facilities necessary to support such a collection, staff, and schedule?	Yes
1.30 Is this library supported in whole or in part with public funds?	Yes
1.31 Does this public library meet ALL the criteria of the FSCS public library definition? [PLS 203]	Yes

SERVICE OUTLETS (2.1 - 2.16)

This section gathers information about the service outlets (centrals, branches, bookmobiles) of your library. Locations can only be added to this survey by State Library staff. If you have a branch or bookmobile and do not see its name listed in question 2.3a, please contact Pat Burg (217-785-1168, pburg@ilsos.gov) so that it can be added.

2.1a Total number of bookmobiles [PLS 211 & PLS 712]	0
2.1b Total number of branch libraries [PLS 210]	0
2.2a Are any of the branch libraries a combined public and school library?	No

Service Outlet Name

Location	2.3a Branch or Bookmobile Legal Name [PLS 702]	2.3b If the outlet's legal name has changed, then enter the updated answer here.	2.3c Was this an official name change?
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LAKE FOREST LIB.	LAKE FOREST LIBRARY		
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ISL Control Number

Location	2.4 ISL Control # [PLS 701]	2.5 ISL Branch # [PLS 701]
LAKE FOREST LIB.	30393	3039300

Street Address

Location	2.6a Street Address [PLS 703]	2.6b If the outlet's street address has changed, then enter the updated answer here.	2.6c Was this a physical location change?
LAKE FOREST LIB.	360 EAST DEERPATH ROAD		

Address

Location	2.7a City [PLS 704]	2.7b If the outlet's city has changed, then enter the updated answer here.	2.8a Zip Code [PLS 705]	2.8b If the outlet's zip code has changed, then enter the updated answer here.
LAKE FOREST LIB.	LAKE FOREST		60045	

County & Phone

Location	2.9a County [PLS 707]	2.9b If the outlet's county has changed, then enter the updated answer here.	2.10a Telephone [PLS 708]	2.10b If the outlet's phone number has changed, then enter the updated answer here.
LAKE FOREST LIB.	Lake		8472340636	

Square Feet

Location	2.11a Square Footage of Outlet [PLS 711]	2.11b If the facility's square footage has changed, then enter the updated answer here.	2.11c Indicate the reason for the change/variance in square footage for this annual report as compared to the previous annual report.
LAKE FOREST LIB.	32,878		

IDs

Hours and Attendance

Location	2.12 Total public service hours PER YEAR for this service outlet [PLS 713]	2.13 Total number of weeks, during the fiscal year, this service outlet was open for service to the public [PLS 714]	2.14 Total annual attendance/visits in the outlet	2.15 Number of Weeks an Outlet Closed Due to COVID-19	2.16 Number of Weeks an Outlet Had Limited Occupancy Due to COVID-19
LAKE FOREST LIB.	3,407	52	152,782	0	0

ANNUAL REPORT DATA (3.1 - 3.7)

Please enter the time period covered by this annual report and the name and contact information for the person preparing the report. The report period should cover the time from the end of the previous IPLAR through the end of your most current fiscal year. If your library switched to a new fiscal year during the latest period, this may mean that your report needs to cover more or less than a twelve (12) month period.

3.1 Fiscal Year Start Date (mm/dd/year) [PLS 206]	05/01/2022
3.2 Fiscal Year End Date (mm/dd/year) [PLS 207]	04/30/2023
3.3 Number of months in this fiscal year	12
3.4 Name of person preparing this annual report	Ishwar Laxminarayan
3.5 Telephone Number of Person Preparing Report	847-810-4602
3.6 FAX Number	-1 No Fax
3.7 E-Mail Address	ishwar@lakeforestlibrary.org

REFERENDA (4.1 - 4.7)

Please enter information regarding any referenda the library was involved in during the fiscal year report period. A referendum requires a question be submitted to the voters at an election held under the general election law. Examples are: bond issue, district establishment, tax increase.

4.1a Was your library involved in a referendum during the fiscal year reporting period?

No

Referendum 1

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 2

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 3

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 4

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 5

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

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CURRENT LIBRARY BOARD (5.1 - 5.13)

Please report the number of board seats and the number of vacancies. Be sure to provide current board member information; including name, position, telephone number, e-mail address, home address, and term expiration date. If there are vacancies, please explain.

All personal identifying information is FOIA exempt and will NOT be released to the public. The only information that the Illinois State Library will release upon request is the board member name, trustee position and term expiration date.

Report the most current information available.

5.1 Total number of board seats	9
5.2 Total number of vacant board seats ¹	0
5.2b Please explain	
5.3 This public library board of trustees attests that the current board is legally established, organized, and the terms of office for library trustees are all unexpired.	Yes

First Member

5.5 Name	Josh Jackson
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	06/2025
5.8 Telephone Number	773-501-9685
5.9 E-mail Address	jjackson@lakeforestlibrary.org
5.10 Home Address	158 Park Avenue
5.11 City	Lake Forest
5.12 State	IL
5.13 Zip Code	60045

Second member

5.5 Name	Robert Shaw
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	06/2025
5.8 Telephone Number	847-641-6481
5.9 E-mail Address	rshaw@lakeforestlibrary.org
5.10 Home Address	888 Gloucester Crossing
5.11 City	Lake Forest
5.12 State	IL
5.13 Zip Code	60045

Third member

5.5 Name	Heather Strong
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	06/2024
5.8 Telephone Number	312-208-9940
5.9 E-mail Address	hstrong@lakeforestlibrary.org
5.10 Home Address	230 N Mayflower Road
5.11 City	Lake Forest
5.12 State	IL

5.13 Zip Code	60045
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Fourth member

5.5 Name	Jim Clifton
5.6 Trustee Position	Treasurer
5.7 Present Term Ends (mm/year)	06/2024
5.8 Telephone Number	773-710-6106
5.9 E-mail Address	jclifton@lakeforestlibrary.org
5.10 Home Address	438 Heather Lane
5.11 City	Lake Forest
5.12 State	IL
5.13 Zip Code	60045

Fifth member

5.5 Name	John F. Johnson
5.6 Trustee Position	President
5.7 Present Term Ends (mm/year)	06/2023
5.8 Telephone Number	847-899-2375
5.9 E-mail Address	jjohnson@lakeforestlibrary.org
5.10 Home Address	110 West Blackthorn Lane
5.11 City	Lake Forest
5.12 State	IL
5.13 Zip Code	60045

Sixth member

5.5 Name	Bryan Bertola
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	06/2023
5.8 Telephone Number	224-430-4190
5.9 E-mail Address	bbertola@lakeforestlibrary.org
5.10 Home Address	1080 Griffith Road
5.11 City	Lake Forest
5.12 State	IL
5.13 Zip Code	60045

Seventh member

5.5 Name	Andrea Lemke
5.6 Trustee Position	Vice-President
5.7 Present Term Ends (mm/year)	06/2023
5.8 Telephone Number	847-224-8927
5.9 E-mail Address	alemke@lakeforestlibrary.org
5.10 Home Address	1510 Greenleaf Avenue
5.11 City	Lake Forest
5.12 State	IL

5.13 Zip Code	60045
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Eighth member

5.5 Name	JoAnn Desmond
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	06/2023
5.8 Telephone Number	847-710-1428
5.9 E-mail Address	jdesmond@lakeforestlibrary.org
5.10 Home Address	1681 Yale Court
5.11 City	Lake Forest
5.12 State	IL
5.13 Zip Code	60045

Ninth member

5.5 Name	Sue Shattock
5.6 Trustee Position	Secretary
5.7 Present Term Ends (mm/year)	06/2024
5.8 Telephone Number	847-687-5548
5.9 E-mail Address	sshattock@lakeforestlibrary.org
5.10 Home Address	1124 Lake Road
5.11 City	Lake Forest
5.12 State	IL
5.13 Zip Code	60045

FACILITY/FACILITIES (6.1-6.3b)

Please provide the requested information about the library's facilities.

6.1 Does the library address the environmental needs of patrons on the autism spectrum?	No
6.2 Total Number of Meeting Rooms ²	2
6.2b Total number of times meeting room(s) used by the public during the fiscal year	0
6.3 Total Number of Study Rooms	0
6.3b Total number of times study room(s) used by the public during the fiscal year	0

Capital Needs Assessment

Public Act 96-0037, the Public Library Construction Act, requires the Illinois Secretary of State to file a comprehensive assessment report of the capital needs of all Illinois public libraries to the General Assembly every two years. In an effort to compile this data, please fill in the requested information below. If you have any questions about this section, please contact Mark Shaffer (217-524-4901 or mshaffer@ilsos.gov) at the Illinois State Library.

Age of Facility

Please indicate the number of buildings in each category below.

	5 years or less	6-10 years	11-25 years	26-50 years	51-100 years	100+ years
Number of Facilities					1	

Type of Work Needed

Please provide estimates of the costs for the type of work needed. If you do not have branch locations, the "Other Facilities" columns should be pre-

populated with zeros. If not, please enter zeros to complete the section.

	Headquarters - Number of Buildings	Headquarters - Estimate \$	Other Facilities - Number of Buildings	Other Facilities - Estimate \$
General repair/remodeling	1	\$0	0	\$0
Structural repairs (walls, foundations, etc.)	1	\$300,000	0	\$0
Roof repair/replacement	1	\$0	0	\$0
Heating/ventilation/air conditioning	1	\$220,000	0	\$0
Electrical systems other than alarms	1	\$0	0	\$0
Plumbing systems	1	\$0	0	\$0
Egress systems (doors, stairs, etc.)	1	\$0	0	\$0
Fire protection (detectors, alarms, etc.)	1	\$20,000	0	\$0
Asbestos abatement	1	\$0	0	\$0
Security measures	1	\$0	0	\$0
Energy conservation	1	\$0	0	\$0
Repair of sidewalks, curbing, parking areas	1	\$130,000	0	\$0
Accessibility measures	1	\$2,000,000	0	\$0
Technology upgrading	1	\$0	0	\$0
New building construction (construction of a new facility)	1	\$0	0	\$0
Building additions (adding square feet to existing facility)	1	\$0	0	\$0

Type of Work in Progress

Please provide estimates of the costs for the type of work currently in progress. If you do not have branch locations, the "Other Facilities" columns should be pre-populated with zeros. If not, please enter zeros to complete the section.

	Headquarters - Number of Buildings	Headquarters - Estimate \$	Other Facilities - Number of Buildings	Other Facilities - Estimate \$
General repair/remodeling	1	\$0	0	\$0
Structural repairs (walls, foundations, etc.)	1	\$0	0	\$0
Roof repair/replacement	1	\$1,000,000	0	\$0
Heating/ventilation/air conditioning	1	\$0	0	\$0
Electrical systems other than alarms	1	\$0	0	\$0
Plumbing systems	1	\$40,000	0	\$0
Egress systems (doors, stairs, etc.)	1	\$0	0	\$0
Fire protection (detectors, alarms, etc.)	1	\$0	0	\$0
Asbestos abatement	1	\$0	0	\$0
Security measures	1	\$80,000	0	\$0
Energy conservation	1	\$0	0	\$0
Repair of sidewalks, curbing, parking areas	1	\$0	0	\$0
Accessibility measures	1	\$0	0	\$0
Technology upgrading	1	\$0	0	\$0
New building construction (construction of a new facility)	1	\$0	0	\$0
Building additions (adding square feet to existing facility)	1	\$0	0	\$0

ASSETS AND LIABILITIES (7.1 - 7.13)

The below sections request information regarding property, fiscal accumulations and outstanding liabilities. These sections are required by statute [75 ILCS 5/4-10, 75 ILCS 16/30-65] to be included in the annual report. Please provide the requested information in each section.

Property

Libraries are required by statute [75 ILCS 5/4-10(4), 75 ILCS 16/30-65(a)(3)] to provide a statement as to property acquired through legacy, purchase, gift or otherwise. Please provide this information in the section below.

7.1 What is the estimated current fair market value for the library's real estate (land and buildings including garages, sheds, etc.)?	\$14,751,010
7.2 During the last fiscal year, did the library acquire any real and/or personal property?	Yes

IF YES, how much of the property was acquired through the following options? (Enter dollar amount for each option 7.3-7.6 that applies)

7.3 Purchase	\$374,821
7.4 Legacy	\$0
7.5 Gift	\$0
7.6 Other	\$0
7.7 Provide a general description of the property acquired.	Furniture, Technology, HVAC equipment

Fiscal Accumulations

Libraries are required by statute [75 ILCS 5/4-10(7), 75 ILCS 16/30-65(a)(4)] to provide a statement as to the amount of any fiscal accumulations and the reasons for the accumulations. Please provide this information in the section below.

7.8 Does your library have fiscal accumulations (reserve funds, outstanding fund balances, etc.)?	Yes
7.9 IF YES, then provide a statement that details the dollar amount(s) and the reason(s) for the fiscal accumulations.	The Library has \$4,600,000 in reserves for technology, equipment and building upgrades and repairs.

Liabilities

Libraries are required by statute [75 ILCS 5/4-10(8), 75 ILCS 16/30-65(a)(5)] to provide a statement as to any outstanding liabilities, including for bonds still outstanding. Please provide this information in the section below.

7.10 Does your library have any outstanding liabilities including bonds, judgments, settlements, etc.?	No
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OPERATING RECEIPTS BY SOURCE (8.1 - 8.21)

Libraries are required by statute [75 ILCS 5/4-10(1)(9), 75 ILCS 16/30-65(a)(6)] to provide an itemized statement of operating receipts. "Operating receipts" are the monies received and utilized during the library's fiscal year to support the provision of ongoing, day-to-day library services. Only include funds received during the report period. If the library was awarded a grant, but only received part of the funds during the report period, report only the portion of the grant received, not the whole amount of the grant.

Exclude revenue for major capital expenditures, contributions to endowments, revenue passed through to another agency, funds unspent in previous fiscal years (e.g. carryover), and tax anticipation warrants.

NOTE: Round answers to the nearest whole dollar.

Local Government

This includes all local government funds designated by the community, district, or region and available for expenditure by the public library. For example, include receipts from: local property taxes (library taxes), impact fees (IL Highway Code), the Mobile Home Local Services Tax Act. Do not include the value of any contributed or in-kind services or the value of any gifts and donations, library fines, fees, or grants. Do not include state, federal, and other funds passed through local government for library use. Report these funds with state government revenue or federal government revenue, as appropriate.

8.1 Local government [PLS 300] (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales which must be reported in 12.1a only)	\$4,477,845
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8.1a Is this library's annual tax levy/fiscal appropriation subject to tax caps [the Property Tax Extension Limitation Law, 35 ILCS 200/18-185, et seq.]? ³	No
8.1b Local government funds for the ensuing or upcoming/current fiscal year (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales.)	\$0

State Government

These are all funds distributed to public libraries by state government for expenditure by the public libraries, except for federal money distributed by the state. This includes funds from such sources as penal fines, license fees, and mineral rights.

Note: If operating revenue from consolidated taxes is the result of state legislation, the revenue should be reported under state revenue (even though the revenue may be from multiple sources).

If you are not sure if funds you received through the State of Illinois are federal or state funds, please contact Pat Burg (217-785-1168, pburg@ilsos.gov).

8.2 Per capita grant	\$28,566
8.3 Equalization aid grant	\$0
8.4 Personal property replacement tax	\$118,010
8.5 Other State Government funds received	\$0
8.6 If Other, please specify	0
8.7 Total State Government Funds (8.2 + 8.3 + 8.4 + 8.5) [PLS 301]	\$146,576

Federal Government

This includes all federal government funds distributed to public libraries for expenditure by the public libraries, including federal money distributed by the State of Illinois (e.g., LSTA grants paid directly to your library).

If you are unsure if the funds you received through the State of Illinois were federal or state funds, please contact Pat Burg (217-785-1168, pburg@ilsos.gov).

8.8 LSTA funds received	\$0
8.9 E-Rate funds received	\$0
8.10 Other federal funds received	\$10,341
8.11 If Other, please specify	Funds provided by FEMA for COVID related PPE
8.12 Total Federal Government Funds (8.8 + 8.9 + 8.10) [PLS 302]	\$10,341

Other Income

This is all operating revenue other than that reported under local, state, and federal funds. Include, for example, monetary gifts and donations received in the current year, interest, library fines, fees for library services, or grants. Do not include the value of any contributed or in-kind services or the value of any non-monetary gifts and donations.

8.13 Monetary Gifts and Donations	\$30,900
8.14 Other receipts intended to be used for operating expenditures	\$380,283
8.15 TOTAL all other receipts (8.13 + 8.14) [PLS 303]	\$411,183
8.16 Other non-capital receipts placed in reserve funds	\$0

Total Operating Receipts

8.17 TOTAL receipts (8.1 + 8.7 + 8.12 + 8.15) [PLS 304]	\$5,045,945
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Safeguarding of Library Funds

This section requests information to verify that libraries meet the statutory required minimum level of insurance for library funds [75 ILCS 5/4-9 and 75 ILCS 16/30-45(e)]. According to these statutes, "the library shall provide the Illinois State Library a copy of the library's certificate of insurance at the time the library's annual report is filed."

For municipalities of less than 500,000 population, 75 ILCS 5/4-9 requires that the bond be "...not less than 50% of the total funds received by the library in the last fiscal year..." or the insurance policy or other insurance instrument's coverage "...shall be in an amount at least equal to 50% of the average amount of the library's operating fund from the prior 3 fiscal years."

For public library districts, 75 ILCS 16/30-45(e) requires that the bond be "...based upon a minimum of 50% of the total funds received by the district in the last previous fiscal year..." or the insurance policy or other insurance instrument's coverage "... shall be in an amount at least equal to 50% of the average amount of the district's operating fund from the prior 3 fiscal years."

8.18a The library safeguards its funds using which option?	Insurance Policy/Instrument
8.18b Proof of Certificate of Insurance for Library Funds	Lake Forest Library Policy Renewal FY2024.pdf
8.19 What is the coverage amount of either the surety bond OR the insurance policy/insurance instrument?	\$2,500,000
8.20 Is the amount of the surety bond, insurance policy or other insurance instrument in compliance with library law?	Yes
8.21 The designated custodian of the library's funds is:	Municipal Corporate Authority

OPERATING EXPENDITURES BY CATEGORY (9.1 - 11.2)

Libraries are required by statute [75 ILCS 5/4-10(2), 75 ILCS 16/30-65(a)(6)] to provide an itemized statement as to how operating revenues have been expended during the fiscal year report period. "Operating expenditures" are the current and recurrent costs necessary to support the provision of library services.

Include: Significant costs, especially benefits and salaries, that are paid by other taxing agencies (government agencies with the authority to levy tax) "on behalf of" the library may be included if the information is available to the reporting agency. Only such funds that are supported by expenditure documents (such as invoices, contracts, payroll records, etc.) at the point of disbursement should be included.

Exclude: Do not report the value of free items, estimated costs, and capital expenditures.

NOTE: Round answers to the nearest whole dollar.

STAFF EXPENDITURES (9.1-9.3)

This section gathers information on staff benefits and salaries. If the information is available, include benefits and salaries for staff that are paid by other taxing agencies (government agencies with the authority to levy tax) "on behalf of" the library.

NOTE: Round answers to the nearest whole dollar.

9.1 Salaries and wages for all library staff [PLS 350]	\$1,698,938
9.2a Fringe benefits, for all library staff, paid for from either the library's or the municipal corporate authority's appropriation [PLS 351]	\$528,494
9.3 Total Staff Expenditures (9.1 + 9.2) [PLS 352]	\$2,227,432

COLLECTION EXPENDITURES (10.1 - 10.4)

Include expenditures for all materials in all formats (e.g., print, microform, electronic) whether purchased, leased or licensed. Exclude charges or fees for interlibrary loans and expenditures for document delivery.

NOTE: Round answers to the nearest whole dollar.

10.1 Printed Materials (books, newspapers, etc.) [PLS 353]	\$190,972
10.2 Electronic Materials (e-books, databases, etc.) [PLS 354]	\$242,071
10.3a Other Materials (CDs, DVDs, video games, etc.) [PLS 355]	\$64,284
10.3b Please provide an explanation of the other types of material expenditures.	Circulating technology, Accessibility Kits, STEAM kits

10.4 TOTAL Collection Expenditures (10.1 + 10.2 + 10.3) [PLS 356]	\$497,327
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OTHER OPERATING EXPENDITURES (11.1 - 11.2)

This includes all expenditures other than those reported for Staff Expenditures and Collection Expenditures. Exclude purchases of major fixed assets, which should be reported in capital expenditures (12.7).

NOTE: Round answers to the nearest whole dollar.

11.1 All other operating expenditures not included above (supplies, utilities, legal fees, etc.) [PLS 357]	\$837,886
11.2 TOTAL operating expenditures (9.3 + 10.4 + 11.1) [PLS 358]	\$3,562,645

CAPITAL REVENUE AND EXPENDITURES (12.1 - 12.7)

This section gathers information on capital revenue and expenditures. Provide information for funds received and spent during the fiscal year report period only. If the library was awarded a grant, but only received part of the funds during the report period, report only the amount of the funds received, not the entire grant award.

Capital Revenue

Include funds received during the fiscal year report period for: site acquisitions; new building(s); additions to or renovations of existing buildings; furnishings, equipment, and initial collections for new buildings, building additions, or building renovations; computer hardware and software used to support library operations, to link to networks, or to run information products; new vehicles; or other one-time major projects.

Exclude revenue for: replacement and/or repair of existing furnishings and equipment, regular purchase of library materials, investments for capital appreciation, income passed through to another agency (e.g., fines), and funds unspent in previous fiscal year (e.g., carryover).

NOTE: Round answers to the nearest whole dollar.

12.1a Local Government: Capital Income from Bond Sales	\$0
12.1b Local Government: Other	\$0
12.1c Total Local Government (12.1a + 12.1b) [PLS 400]	\$0
12.2 State Government [PLS 401]	\$0
12.3 Federal Government [PLS 402]	\$0
12.4 Other Capital Revenue [PLS 403]	\$0
12.5 If Other, please specify	0
12.6 Total Capital Revenue (12.1c + 12.2 + 12.3 + 12.4) [PLS 404]	\$0

Capital Expenditures

Include funds expended during the fiscal year report period for: site acquisitions; new building(s); additions to or renovations of existing buildings; furnishings, equipment, and initial collections for new buildings, building additions, or building renovations; computer hardware and software used to support library operations, to link to networks, or to run information products; new vehicles; or other one-time major projects.

Exclude expenditures for: replacement and/or repair of existing furnishings and equipment, regular purchase of library materials, investments for capital appreciation, income passed through to another agency (e.g., fines), and funds unspent in previous fiscal year (e.g., carryover).

NOTE: Round answers to the nearest whole dollar.

12.7 Total Capital Expenditures [PLSC 405]	\$860,958
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PERSONNEL (13.1 - 13.46)

Include all positions funded in the library's budget whether those positions are filled or not. Report position figures as of the last day of the fiscal year. Include only paid employees. Do NOT include volunteers.

Report personnel in the appropriate categories based on the type of library work being performed rather than on an employee's educational qualifications.

The FTE (full-time equivalent/employee) calculator utilizes the IMLS/PLSC national standard for a full-time work week as 40 hours per week. Illinois libraries should report each staff member's hours per week based on the number of hours worked. If your library considers 35-39+ hours per week as a full-time work week, then report using those figures. DO NOT inflate the hours your library considers as a full-time work week in order to force the resulting calculation to equal 1 FTE. For national comparison purposes, your library must report the total hours per week based on your local standard. For example, for an Illinois library that considers 37.5 hours per week as a full-time work week, the FTE calculation reported nationally will be .9375 or .94 rather than 1.00.

Group A

This category includes all LIBRARIANS with MASTER'S DEGREES from an American Library Association (ALA) ACCREDITED program of Library and Information Studies. Another row will automatically appear once data is entered in the current row.

Summary	14	14	\$510.71	434.50
	13.1 Position Title	13.2 Primary Work Area	13.3 Hourly Rate	13.4 Total Hours/Week
	Director of Patron Services	Adult Services	\$54.00	37.50
	Head of Youth Services	Children\'s Services	\$54.57	37.50
	Head of Adult Services	Adult Services	\$42.70	37.50
	Head of Digital and Information Services	Adult Services	\$36.00	37.50
	Adult Services Librarian II	Adult Services	\$31.00	37.50
	Adult Services Librarian	Adult Services	\$25.87	37.50
	Adult Services Librarian	Adult Services	\$25.87	37.50
	Children's Librarian	Children\'s Services	\$31.53	37.50
	Children's Librarian	Children\'s Services	\$29.64	37.50
	Teen Librarian	Young Adult Services	\$29.64	37.50
	Adult Services Librarian	Adult Services	\$25.46	7.00
	Adult Services Librarian	Adult Services	\$27.01	8.00
	Adult Services Librarian	Adult Services	\$25.96	7.00
	Executive Director	Library Director	\$71.46	37.50

Group A Total

13.5 Total Group A: FTE ALA-MLS (13.4 / 40) [PLS 250]	10.86
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Group A hidden group hours

Group B

This category includes other librarians. Include employees with the TITLE of LIBRARIAN who either have other types of library education (non-American Library Association (ALA) accredited library degrees; undergraduate library science majors or minors) OR do paid work that usually requires professional

training and skill in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspects. Another row will automatically appear once data is entered in the current row.

Summary				\$0.00	0.00
	13.6 Position Title	13.7 Primary Work Area	13.8 Education Level	13.9 Hourly Rate	13.10 Total Hours/Week
				\$0.00	0.00

Group B Total

13.11 Total Group B: FTE Other Librarians (13.10/40) ⁴	0.00
13.12 Total FTE Librarians (13.5 + 13.11) [PLS 251]	10.86

Group C

This category includes full-time and part-time professional staff without the title of librarian and administrative support specialists (personnel director, business manager, public relations, other non-library specialists), information technology professionals (IT director, webmaster) and other technical and clerical employees.

13.13 Total hours worked in a typical week by all Group C employees	476.00
13.14 Minimum hourly rate actually paid	\$16.70
13.15 Maximum hourly rate actually paid	\$45.33
13.16 Total FTE Group C employees (13.13 / 40)	11.90

Group D

This category includes full-time and part-time pages or shelvers.

13.17 Total hours worked in a typical week by all Group D employees	42.00
13.18 Minimum hourly rate actually paid	\$15.00
13.19 Maximum hourly rate actually paid	\$15.00
13.20 Total FTE Group D employees (13.17 / 40)	1.05

Group E

This category includes full-time and part-time building maintenance, security or plant operation employees.

13.21 Total hours worked in a typical week by all Group E employees	127.50
13.22 Minimum hourly rate actually paid	\$19.67
13.23 Maximum hourly rate actually paid	\$36.72
13.24 Total FTE Group E employees (13.21 / 40)	3.19
13.25 Total FTE Other Paid Employees from Groups C, D, and E (13.16 + 13.20 + 13.24) [PLS 252]	16.14
13.26 Total FTE Paid Employees (13.12 + 13.25) [PLS 253]	27.00

Librarian Vacancies

Include only those budgeted librarian positions vacant on the last day of this fiscal year for which there was an active search while the position remained vacant. Another row will automatically appear once data is entered in the current row.

Summary	1	1	1	37.50	16	\$108,000.00	\$159,000.00
	13.27 Position Title	13.28 Primary Work Area	13.29 Education Level	13.30 Total Hours/Week	13.31 Number of Weeks Vacant during report period.	13.32 Annual Salary Range Minimum	13.33 Annual Salary Range Maximum
	Executive Director	Library Director	Master's Degree (ALA accredited)	37.50	16	\$108,000.00	\$159,000.00

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Newly Created Librarian Positions

Include any newly created librarian positions which were created during the fiscal year reporting period. Another row will automatically appear once data is entered in the current row.

Summary	13.34 Position Title	13.35 Primary Work Area	13.36 Education Level	13.37 Total Hours/Week	13.38 Current Status: Filled or Unfilled	13.39 Date Filled (mm/year, if applicable)

Eliminated Librarian Positions

An eliminated librarian position is one that was budgeted for during the previous fiscal year period but was not in the budget for the current report period. Another row will automatically appear once data is entered in the current row.

Summary	13.40 Position Title	13.41 Primary Work Area	13.42 Education Level	13.43 Total Hours/Week	13.44 Date Eliminated (mm/year)	13.45 Last Annual Salary Paid	13.46 Reason Eliminated

LIBRARY VISITS (14.1 - 14.1a)

This section collects information on the number of library visits. This is prefilled, based on the answer from Section 2.14.

14.1 Total annual visits/attendance in the library [PLS 501] ⁵	152,782
14.1a Library Visits Reporting Method [PLS 501a]	Annual Count

PROGRAMS, ACTIVITIES & ATTENDANCE (15.1 - 15.39a)

Synchronous Programs:

A program is any planned event which introduces the group attending to any of the broad range of library services or activities or which directly provides information to participants. Programs may cover use of the library, library services, or library tours. Programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include film showings; lectures; story hours; literacy, English as a second language, citizenship classes; and book discussions.

Count all programs, whether held on- or off-site, or held virtually as a group that are sponsored or co-sponsored by the library. Exclude programs sponsored by other groups that use library facilities. If programs are offered as a series, count each program in the series. For example, a film series offered once a week for eight weeks should be counted as eight programs.

Exclude library activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, resume writing assistance, homework assistance, and mentoring activities.

Note: For more information, please refer to the Counting Opinions login screen for links to: "Guidance for Programs: Live Virtual and Recorded", "How to Count Programs and Activities", and "Virtual Programming Guidelines".

Self-Directed Activities:

A self-directed activity is any planned event for which the patron can participate on their own (instead of at a designated time with a group). Registration is not required. A staff member may monitor the activity, but may or may not directly interact with the participants. Examples of these types of events include drop-in craft sessions, take and make kits, library scavenger hunts (when not done as part of a group), etc.

Count all self-directed activities, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude activities sponsored by other groups that use library facilities. If activities are offered as a series, count each activity in the series.

Note: For more information, please refer to the Counting Opinions login screen for links to: "Guidance for Programs: Live Virtual and Recorded", "How to Count Programs and Activities", and "Virtual Programming Guidelines".

	15.1 Synchronous Programs (All Group Programs by Age)	15.2 Attendance	15.3 Self Directed Activities	15.4 Self Directed Activity Participants
Children (0-5)	253	6,996	26	11,270
Children (6-11)	103	2,069	28	1,988
Young Adults (12-18)	87	1,810	31	403
Adults (19 and older)	246	2,244	20	611
General Interest	3	304	0	0
Total	692	13,423	105	14,272

Onsite, Offsite and Virtual (All Group Programs by Type)

	15.29 Program Sessions	15.30 Program Attendance
Synchronous In-Person Onsite Program Sessions	507	9,896
Synchronous In-Person Offsite Program Sessions	140	3,009
Synchronous Virtual Program Sessions	45	518
Total	692	13,423

Asynchronous Virtual Presentations (Subset of Self-Directed Activities)

15.37 Total Number of Asynchronous (Virtual) Program Presentations [PLS 620]	53
15.38 Total Views of Asynchronous (Virtual) Program Presentations [PLS 630]	4,001

Special Programming

15.39a Did the library provide any special programming for patrons on the autism spectrum?	No
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REGISTERED USERS (16.1 - 16.4)

This section collects information about the number of resident and non-resident library users. A registered user is a library user who has applied for and received an identification number or card from the public library that has established conditions under which the user may borrow library materials and gain access to other library resources.

Note: Files should have been purged within the past three (3) years.

16.1 Total Number of Unexpired Resident Cards ⁶	6,180
16.2a Total Number of Unexpired Non-resident Cards	0
16.2a (1) Of the total in 16.2a, how many Cards for Kids Act cards were issued?	0
16.2a (2) Of the total in 16.2a, how many Disabled Veterans cards were issued?	0
16.2b What was the total amount of the fees collected from the sale of non-resident cards during the past fiscal year?	\$0.00
16.3 Total Number of Registered Users (16.1 + 16.2a) [PLS 503]	6,180
16.4 Is your library's registered user/patron file purged a minimum of one time every three years?	Yes
16.5 Current Overdue Fine Policy [PLS 504]	No

RESOURCES OWNED (17.1 - 17.9)

Libraries are required by statute [75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)] to provide a statement as to the number and character of items in the library's collection available for use as of the last day of the fiscal year report period.

This section of the survey collects data on selected types of materials. It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Material Expenditures. Under this category report only items the library has acquired as part of the collection and cataloged, whether purchased, lease, licensed, or donated as gifts that

have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.

For guidance in counting electronic materials, please reference the following guide: [Counting Electronic Materials for the IPLAR](#)

17.1 Print Materials [PLS 450]	100,066
17.2 Current Print Serial Subscriptions ⁷	259
17.3 Total Print Materials (17.1+17.2)	100,325
17.4 E-books Held at end of the fiscal year [PLS 451] ⁸	181,346
17.5a Audio Recordings: Physical Units Held at end of the fiscal year [PLS 452]	8,567
17.5b Audio Recordings: Downloadable Units Held at end of the fiscal year [PLS 453] ⁹	102,039
17.6a DVDs/Videos: Physical Units Held at end of the fiscal year [PLS 454]	10,726
17.6b DVDs/Videos: Downloadable Units Held at end of the fiscal year [PLS 455]	5,187
17.6c Other Circulating Physical Items [PLS 462]	3,106
17.6d Total Physical Items in Collection [PLS 461]	122,465

Electronic Collections

Report the number of electronic collections. An electronic collection is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts, photographs, music, video, etc.) with a common user interface and software for the retrieval and use of the data. An electronic collection may be organized, curated and electronically shared by the library, or rights may be provided by a third party vendor. An electronic collection may be funded by the library, or provided through cooperative agreement with other libraries, or through the State Library. Do not include electronic collections that are provided by third parties and freely linked to on the web.

Electronic Collections do not have a circulation period, and may be retained by the patron. Remote access to the collection may or may not require authentication. Unit records may or may not be included in the library's catalog; the library may or may not select individual titles. Include electronic collections that are available online or are locally hosted in the library.

Note: The data or records are usually collected with a particular intent and relate to a defined topic.

Report the number of electronic collections acquired through curation, payment or formal agreement, by source of access.

17.7 Local/Other Cooperative agreements [PLS 456]	41
17.8 State (state government or state library) [PLS 457]	16
17.9 Total Electronic Collections (17.7 + 17.8) [PLS 458]	57

USE OF RESOURCES (18.1 - 18.17)

Libraries are required by statute [75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)] to provide a statement as to the number and character of items circulated by the library. Report for the library's entire fiscal year.

For guidance in counting electronic item usage, please reference the following guide: [Counting Electronic Item Usage for the IPLAR](#)

18.1 Number of adult materials loaned ¹⁰	149,561
18.2 Number of young adult materials loaned	8,318
18.3 Number of children's materials loaned [PLS 551]	130,705
18.4 Total number of materials loaned (18.1 + 18.2 + 18.3)	288,584

Report circulation, including renewals, by the material types below.

For guidance in counting electronic content circulation and usage, please reference the following guide: [Reporting Electronic Item Usage for the IPLAR](#)

18.5 Books- Physical	184,883
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18.6 Videos/DVDs- Physical	20,097
18.7 Audios (include music)- Physical	7,509
18.8 Magazines/Periodicals- Physical	1,467
18.9 Other Items- Physical [PLS 561]	12,550
18.10 Physical Item Circulation (18.5-18.9) [PLS 553]	226,506
18.11 Use of Electronic Materials [PLS 552]	62,078
18.12 Total Circulation of Materials (18.10+18.11) [PLS 550]	288,584
18.13 Successful Retrieval of Electronic Information [PLS 554]	100,852
18.14 Electronic Content Use (18.11+18.13) [PLS 555]	162,930
18.15 Total Collection Use (18.10+18.11+18.13) [PLS 556]	389,436
18.16 Interlibrary Loans Provided TO other libraries [PLS 575]	15,308
18.17 Interlibrary Loans Received FROM other libraries [PLS 576]	10,973

PATRON SERVICES (19.1-19.2)

This section gathers information on services the library provides to its patrons. Please fill in the information requested.

Reference Transactions

Reference Transactions are information consultations in which library staff recommend, interpret, evaluate, and/or use information resources to help others to meet particular information needs.

A reference transaction includes information and referral service as well as unscheduled individual instruction and assistance in using information sources (including web sites and computer-assisted instruction). Count Readers Advisory questions as reference transactions.

NOTE: It is essential that libraries do not include directional transactions in the report of reference transactions. Directional transactions include giving instruction for locating staff, library users, or physical features within the library. Examples of directional transactions include, "Where is the reference librarian? Where is Susan Smith? Where is the rest room? Where are the 600s? Can you help me make a photocopy?"

If an annual count is not available, then select a typical week and multiply by 52 to estimate the annual count.

19.1 Total Annual Reference Transactions [PLS 502] ¹¹	23,772
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19.1a Reference Transactions Reporting Method [PLS 502a]	Annual Count
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One-on-One Tutorials

One-on-one tutorials are when a staff member spends a considerable amount of time tutoring or teaching a patron on a specific subject. Note that these are different from programs, which are put on for a group, and reference transactions, which are limited to information consultations (see definition above).

19.2 Total Annual One-on-One Tutorials ¹²	931
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AUTOMATION (20.1 - 20.5)

This section is collecting information about automation technology in your library. Please provide the requested information below.

20.1 Total number of ALL computers in the library	81
20.2 Total number of PUBLIC USE (Internet and non-Internet accessible) computers in the library)	47
20.3 Is your library's catalog automated?	Yes
20.4 Is your library's catalog accessible via the web?	Yes
20.5 Does your library have a telecommunications messaging device for the hearing impaired?	No

INTERNET (21.1 - 21.9)

This section collects information about internet services in the library facility. Please provide the requested information below.

21.1 Does your library have Internet access?	Yes
21.2a What is the maximum speed of your library's Internet connection? (Select one)	45 Mbps or more
21.2b If Other, please specify	
21.3 What is the monthly cost of the library's internet access?	\$1,902
21.4 Number of Internet Computers Available for Public Use [PLS 650]	47
21.5 Number of Uses (Sessions) of Public Internet Computers Per Year [PLS 651]	12,413
21.5a Reporting Method for Number of Uses of Public Internet Computers Per Year [PLS 651a]	Annual Count
21.6 Wireless Sessions Per Year [PLS 652]	273,325
21.6a Reporting Method for Wireless Sessions [PLS 652a]	Annual Count
21.7 Does your library utilize Internet filters on some or all of the public access computers?	No
21.8 Does your library provide instruction (workshops, classes) to patrons on the use of the Internet?	Yes
21.9 Number of website visits or sessions to your library website [PLS 653]	194,497 --Select--

E-RATE (22.1 - 22.3)

E-Rate is the commonly used name for the Schools and Libraries Program of the Universal Service Fund, which is administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC). The program provides discounts to assist schools and libraries in the United States to obtain affordable telecommunications and Internet access.

22.1 Did your library apply directly for E-rate discounts for the fiscal year?	No
22.3 If NO, why did your library NOT participate in the E-rate program?	We found the application process to be onerous.

STAFF DEVELOPMENT & TRAINING (23.1 - 23.5)

This section focuses on staff development and training. Please provide the requested information below.

23.1 How much money did your library spend on staff development and training this fiscal year? (Round answer to the nearest whole dollar.)	\$15,927
23.2 Does the above amount include travel expenses?	Yes
23.3 How many hours of training did employees receive this year?	908.00
23.4 Does your library provide training to enable staff to better serve their patrons on the autism spectrum?	No
23.5 Would you like to receive autism training at your library?	Yes

COMMENTS AND SUGGESTIONS (24.1-24.3)

Please use this section to provide further information about your library and/or comments or suggestions for changes to the IPLAR process. We will use the comments you supply to better represent your data to the Public Library Survey and to help improve future versions of the IPLAR.

24.1 Are there any other factors that may have affected your library's annual report data of which you would like to make us aware?	Current library administration has decided to use local consortium data and other monthly usage numbers from this point forward. We are aware that this may result in some large differences between the numbers reported this year with the numbers reported in previous years. We also experienced loss of parking spaces as a result of the repair/restoration work on our historic dome, resulting in fewer visits and reference transactions.
24.2 Are there any unique programs or services your library provided during the report period of which you would like to make us aware?	
24.3 Please provide any comments, suggestions or concerns about the Illinois Public Library Annual Report (IPLAR).	

COVID-19 QUESTIONS

Closed Outlets Due to COVID-19	No
Public Services During COVID-19	Yes
Electronic Library Cards Issued During COVID-19	Yes
Reference Service During COVID-19	Yes
Outside Service During COVID-19	Yes
External WiFi Access Added During COVID-19	Yes
External WiFi Access Increased During COVID-19	Yes
Staff Re-Assigned During COVID-19	No

PUBLIC LIBRARY DISTRICT SECRETARY'S AUDIT (25.1-25.5) DISTRICT LIBRARIES ONLY

Public Library Districts are required by statute [75 ILCS 16/30-65(a)(1),(c)(d)] to submit the Public Library District Secretary's Audit.

NOTE: If there ARE any errors or discrepancies, please list and explain fully.

NOTE: Only DISTRICT libraries need to complete this Section, all other libraries should select "Not Applicable" for all questions in this section.

25.1 Were the secretary's records found to be complete and accurate?	Not Applicable
25.2 If NO, please list and explain any errors or discrepancies.	-1Not Applicable
25.3 First board member completing the audit	-1Not Applicable
25.4 Second board member completing the audit	-1Not Applicable
25.5 Date the Secretary's Audit was completed	-1Not Applicable

IPLAR CERTIFICATION

Please have the library director, board president and board secretary type their names in the boxes provided to certify that they agree with the following statement:

This Illinois Public Library Annual Report (IPLAR) is being filed in accordance with 75 ILCS 5/4-10 (municipal libraries) or 75 ILCS 16/30-65 (public library districts). The undersigned authorized agents for this public library: (1) accept and acknowledge that the appended IPLAR is essentially accurate and correct; (2) transmit the appended IPLAR for review and any subsequent resolution; and, (3) agree that the electronic IPLAR copy submitted to the Illinois State Library shall serve as the official file copy.

	Electronic Signature	Date
Library Director	Ishwar Laxminarayan	2023-06-30
President	John F. Johnson	2023-06-30
Secretary	Sue M. Shattock	2023-06-30

IPLAR SUBMISSION REMINDERS

Follow these steps for IPLAR submission:

1. Select the "Verify" button located at the top of the screen.
2. Review the form and resolve any required fields or edit checks (they will be highlighted in red). In the case of edit checks, explain pragmatically why this year's answer is equal to, less than, or more than the previous year's answer.
3. Select the "Submit/Lock" button at the top of the page.

NOTE: All required questions must be answered and all edit checks must contain narrative notes in order for the survey to electronically submit, otherwise you will be taken to a review screen listing the questions that require additional information. If you have trouble getting the form to submit/lock, please contact Pat Burg (217-785-1168, pburg@ilsos.gov).

¹, 5.2 For the purpose of this section, we are listing all the board members whose terms had not expired as of April 30, 2023 - the end of our library's fiscal year. (0-2023-06-28)

², 6.2 The Library has two rooms it uses for Library programming. These are not available to the public for non-library uses. (0-2023-06-28)

³, 8.1a The City of Lake Forest is a home rule community that has chosen to abide by PTELL limits. Similarly, the library has chosen to abide by the PTELL limits. (0-2023-06-27)

⁴, 13.11 No staff in this category. (0-2023-06-28)

⁵, 14.1 The library started work on the repair and restoration of its dome during the fiscal year. This resulted in the loss of several parking spaces and consequently fewer visitors during the year. (0-2023-06-30)

⁶, 16.1 Using data from our local consortium. (0-2023-06-30)

⁷, 17.2 Last year submitted issues, not subscriptions. This year submitted subscriptions. (0-2023-06-28)

⁸, 17.4 OverDrive and Cloud Library collections plus Hoopla usage (0-2023-06-28)

⁹, 17.5b OverDrive and Cloud Library collections plus Hoopla usage (0-2023-06-28)

¹⁰, 18.1 In checking our local consortium's data, we noticed significant differences in the number of materials that we reported in as loaned in the previous year's IPLAR. We are unable to determine how the previous year's numbers were calculated and have therefore decided to use CCS data for the current period that conforms to the IPLAR reporting guidelines. (0-2023-06-28)

¹¹, 19.1 Updated count processes (0-2023-06-28)

¹², 19.2 Media lab appointments, one-on-one tech help, and questions marked "tutorial" by reference staff (0-2023-06-28)

ANNUAL USAGE STATISTICS REPORTED TO ILLINOIS STATE LIBRARY	FY 2023		FY 2022	
Population residing in tax base	19,367		19,367	
Total annual attendance	152,782		190,159	
Children's (0-5) programs	253		181	
Children's (0-5) program attendance	6,996		4,284	
Children's (6-11) programs	103		72	
Children's (6-11) program attendance	2,069		1,490	
Young Adults (12-18) programs	87		90	
Young Adult (12-18) program attendance	1,810		1,728	
Adults (19 and older) programs	246		167	
Adult (19 and older) program attendance	2,244		2,546	
Total programs (all ages)	692		514	
Total program attendance (all ages)	13,423		10,075	
Unexpired resident cards	6,180		9,377	
Adult Materials Loaned	149,561		200,443	
Young Adult Materials Loaned	8,318		11,023	
Children's Materials Loaned	130,705		139,075	
Total Materials Loaned	288,584		350,541	
Electronic Content Use	162,930		143,116	
Reference Transactions (information consultations)	23,772		42,607	
Public Internet Computer Sessions	12,413		11,268	
Wireless Sessions	273,325		299,363	
Website visits	194,497		176,417	
	7-Jul-23			

Library Operations Report June 2023

Children's Programs and Services

On the last day of June, 144 children and adults came to the *FrogLady Reptile & Amphibian Show*. After the program, many of the children stayed to touch and learn more about several of the animals.



75 children and caregivers came to the first *Summer Storytime* and had a colorfully good time.



We gave out 76 *Grab 'N' Go Kits* for families to create LEGO Rainbows and other inspirations and celebrated Juneteenth by making a flag from craft sticks and markers.



Young Adult Programs and Services



After last year’s incredible success, Emmy brought back the *Teen Tie Dye Party* on the front lawn with the help of her teen volunteers. Shirts were first soaked in soda ash to help the dye retain its bright colors, and then teens were given instructions and assistance on how to achieve various tie dye patterns.



Safe Sitter is a nationally recognized babysitting certification course where aspiring babysitters in grades 6-8 can learn emergency preparedness, how to care for different age groups, and the business skills needed to become babysitters.



The Library hosted a *Percy Jackson Party* with a scavenger hunt, trivia, crafts, and a cutthroat game of capture the flag on the front lawn!



Emmy Neal visited DPM's Language Arts summer school class every week to share the Summer Reading Program and personalized book talks.

Adult Services

Weekly drawings for the Adult Summer Reading Program raffle continue to be a popular incentive for our patrons to register for summer reading. As of June 30th, we have 120 registered and 30 finishers. Using the online registration site Beanstack has been a smooth transition.

Motown: Music that Moved the World had a very positive response. The 21 attendees of this in-person program exited the Reed Room smiling with a spring in their step. *Illinois Libraries Present* hosted author Robin Wall Kimmerer discussing her book *Braiding Sweetgrass*. Several patrons were happy to learn that the discussion was recorded and that they could view it online after the event.



30 participants learned about natural soap making and enjoyed making their own. We had such a huge response to this program that we have booked the program 2 more times in December. DIY kits were distributed to adults, a fun little bucket filled with ways to create your "reading bucket list."

Media Lab



The Deerpath Garden Club of Lake Forest held its annual member's banquet in June and were treated to a wonderful photo slide show scored with musical accompaniment that contained over 400 hundred pictures of past and present members. The presentation was designed and built in the library's Media Lab over several sessions. *Club Treasurer and library patron Sherri Nichols* - "I can't say enough about the help Chad provided in guiding me through learning

how to make this presentation. The library's Media Lab is community treasure, and the ladies of Deerpath Garden Club are forever grateful!"

Facilities

Preventative maintenance was performed on the HVAC system by Hill Mechanical on June 08, 09, and 10. One of the two condenser fan motors for the Carrier Gemini unit was found to be operating intermittently. A replacement motor and fan blade were ordered at a cost of \$3,046.00 and is to be installed July 10.

On June 16, Outsource IT Solutions installed a new APC battery back-up unit in the communication rack, replacing the unit that failed in May.

Pasquesi Plumbing continued to repair damaged storm sewer drains in the West Courtyard on June 27. The remaining repairs to storm sewer drains at the Northeast corner of the property are scheduled to be repaired in July.

The dome project work moved to the interior of the Rotunda, with plaster patching and painting during an overnight shift on June 27. Minor touch-ups were needed, and Celtic Commercial Painting returned on June 30 to perform the work.



American Library Association Annual Conference Highlights

Several staff attended the Annual Conference of the American Library Association that returned to McCormick Place in Chicago after several years. The Opening General Session featured noted author Judy Blume and presentations by Illinois Secretary of State Alexi Giannoulias, Chicago Mayor Brandon Johnson (virtual), and ALA honoree Dolly Parton (virtual). Speakers highlighted the actions taken by the library community to counter the widespread attempts to ban or censor materials around the country. NBC announced that it would expand its popular program on banned books (currently airing in Chicago only) to other markets in the country. The exhibit hall seemed sparser than usual and did not feature the wide variety of vending machines, kiosks, furniture, and other display materials that we have seen in earlier conferences. We established contacts with a few companies who invited us to tour their warehouses in Chicago and Wisconsin.

Jeannie Kennedy, Circulation Assistant

Personally, I feel leaders attend conferences to remain on top of their game. Whether you are the expressive gathering ideas, the driver looking for ways to manage time, the supportive searching out encouragement or the analytic analyzing numbers – the ALA conference offers an opportunity for growth through connections and enriching experiences.

Multiple lectures on graphic novels with authors and illustrators broadened my knowledge of trending fiction/nonfiction literature. Through authors and illustrators, I glimpsed behind the curtain of a stage with growing audiences of all ages. While I never met my hero Dolly Parton who was being honored at this conference, I did engage in an hour and a half discussion with a Comicon reference librarian from Tennessee. We exchanged ideas for the University's upcoming venue which will include a historical display of Dolly Parton costumes and a visit by the singer/writer herself. This conference was about networking with live people with similar interests from OCLC and the Library of Congress. In four years, I hope to attend ALA again to build new relationships and support existing ones and keep my finger on the pulse of the library community.

Mandy Russell, Graphic Designer

The ALA Exhibition Hall was full to the brim with publishing houses, databases representatives, and resources for libraries, from furniture to fixtures, upcoming technologies, and more. From a communication and marketing perspective, the biggest takeaways for me were in how the vendors presented themselves in a pop-up setting, from banners to interactive displays, raffle giveaways to swag, there was a plethora of ideas gathered from a what to do and what not to do aspect. Seeing what furniture companies had wood accents or coloring that might be something that could work in our space for future opportunities, plexiglass offerings to help modify new ways of displaying items or signage on our current fixturing, and more. We also found information for our coworkers who didn't attend that might have interest or help them with their department needs.

Teen Librarian Emmy Neal

The panel "Story Teen: Encouraging Teen Interns & Volunteers to Offer Storytime," had an interesting premise, but was geared more towards very large library systems with multiple

branches that needed help filling gaps in their staffing and used volunteers and teen "interns" to add programs to their catalog. Our teen volunteers make excellent program assistants and are already included in a number of planning and execution-related tasks when it comes to library programs; ultimately, we already do a number of their suggestions.

"Navigating Challenging Topics with Graphic Novels and Manga" discussed rising book bans alongside the need for accessible literature that meets the needs of children, teens, and adults in our community. Many people find graphic novels easier to read than a full-length novel or non-fiction texts on difficult or sensitive topics, making these resources a vital part of the collection for those patrons who want the information without hundreds of pages of text. Potential challenges are always going to be a part of a librarian's job and should not impact the decision of whether or not to acquire a book that is likely needed by patrons.

One of my final sessions was "Giving Characters Permission to Dream Big: Writing Happy Endings for Queer, Gay, and Trans Youth," which was a delightful reader's advisory panel on recent and upcoming titles featuring intersectionality and queer joy, and the importance of having those characters find fulfillment and happiness within their identities.

My favorite panel of ALA was "Transformative Outreach - Growth Through Impactful Partnerships and Inquiry-Based Programming" which discussed the need for dedicated outreach goals and meeting the needs of your patrons where they are. The goal of outreach should not be to exclusively drive people into the library, because there are many potential barriers keeping patrons away (ex. time, transportation, opening hours). The Children's Library does its best to take those barriers into consideration when we go out into the community, offering Storytime, Library card signups, and book talks where students can check out library materials offsite.

Adult Services Librarian Krista Kosar:

I attended ALA in Chicago on June 24-25, 2023. The sessions I went to included: At the Crossroads: The Intersection of Access, Accessibility, and Emerging Tech; Reconsideration Committee: Strengthening Our Response to Customer Challenges; Security in Today's Libraries; Memory Cafes and Library Dementia Services; Leadership by Design; Accessible Library Services for Patrons Through National Library Service; and Designing Community Responsive Mental Health Programs at the NYC Public Library. By far, the best sessions I attended were Memory Cafes and Library Dementia Services and Accessible Library Services for Patrons Through NLS. The former not only gave practical advice on starting a memory café at the library, but also tips on how to communicate with patrons who have Dementia and Alzheimer's. The presenter is 1 of 5 libraries in the state of Wisconsin that host a monthly memory café that meets at different places each month. This idea is something we could incorporate into our memory café model with Dickinson Hall in the coming months. The latter program discussed different free services offered for Blind/visually impaired/low vision patrons through the Library of Congress. It was interesting and there are a number of resources for books on tape and an app with recorded books that can benefit any library patron. Patrons can apply to the program without a medical referral and librarians can utilize readers advisory tools to help them find books they like and navigate the NLS's website.

Adult Services Librarian Lydia Frank:

I appreciated the opportunity to attend several days of this year's ALA Annual Conference. I attended a wide variety of programs, covering topics from ideas for solar eclipse programming and challenges with e-resource licensing to readers' advisory strategies and preparing for book challenges. I found that the two sessions I attended on readers' advisory services were among the most rewarding. Both programs covered strategies for engaging readers in conversation to better understand their reading interests and emphasized the importance of always including diverse titles in all forms of readers' advisory—both in active conversations with patrons and in passive displays and booklists. One speaker suggested implementing a library-wide guideline for the percentage of diverse titles that should be included when doing any form of readers' advisory, which is something that may be worth considering here as a reminder for staff to constantly and consistently be sharing diverse voices.

The session I attended on ideas for programming around the upcoming solar eclipses was also valuable and gave me several concrete ideas and resources that that I will share with our team as we start to plan our spring programs. Finally, the two programs I attended on challenges to library materials emphasized the need for advance preparation before such challenges occur. As we think about future staff training opportunities, I think it would be beneficial for all staff to have a refresher course on intellectual freedom principles and our Library collection development and reconsideration policies, so everyone feels prepared and knows how to handle the situation if and when a challenge occurs. One of the speakers suggested role-playing specific situations during staff training and giving staff suggested scripts to work with so any potentially emotionally charged situations can be handled in a professional manner. Overall, I found most of the speakers to be engaging and informative and attending the conference was very rewarding.

Director of Patron Services Heidi Krueger

I attended *The Data Storytelling Toolkit for Librarians*. This is an IMLS funded project being conducted by Kate McDowell at University of Illinois at Urbana Champaign, in partnership with Matt Turk, and Zachary Stier and Xinhui Hu from the University of Illinois, School of Information Sciences. This grew from Kate McDowell's experience with teaching Data Storytelling to both students and organizations. The examples of using storytelling to improve communication and its use in clarifying and communicating library priorities and messaging to stakeholders were convincing and exciting. Unfortunately, the toolkit is not yet fully available, with an anticipated release date in four years. They are signing up Beta testers.

Approaches to Collaborative Programming from Local to Statewide was a joint presentation from Illinois Library Presents and the Maryland State Library Agency. I was hoping for more "local" information and content, but it was mostly a "how we did it" from the two organizations. As we are part of Illinois Library Presents, it was interesting, but not entirely relevant. The information about attendance trends and what people are still willing to attend online was useful.

Help! They're Coming for our Books! was a panel discussion between John Chrastka from EveryLibrary, Kelsey Michelle Flynn, a Federal Librarian, Jonathan Friedman from PEN America, Angela Ocana the current Chair of the Intellectual Freedom Roundtable, and Christine Emeran the Youth Free Expression Program Director with the National Coalition

Against Censorship and Angela Ocana from the Eugene Public Library. Highlights of the discussion included:

- Reviewing and updating local policies as needed.
- Challenged items should remain available for checkout while challenges are being considered.
- Placing limits on how often a title can be challenged (once a year?).
- Deciding who can fill out the form?
- Should we consider challenges from across the country?
- Legal considerations: not just First Amendment may apply – think about Title IX and other Civil Rights legislation. Libraries may incur a legal liability if we do things that are illegal, like discriminate (since challenges often involve protected classes in terms of the authors or subjects targeted).
- Center the population being targeted in the challenges, NOT the library. May want to seek support from those populations.
- Assure patrons that we have “sensible systems” for selection and that librarians are experts.
- Use the term “relevant” rather than “appropriate” when discussing items.
- Encourage patrons, Friends, etc. to learn about the United Against Book Bans organization.
- Interestingly, at least one of the panel participants was uncomfortable with Illinois’ new law – he felt it didn’t give patrons their rights to challenge a book, which in some cases may be done with good reason.

Understanding Land Acknowledgements was presented by Dr. Lorie Roy from the School of Information at the University of Texas-Austin and Alexander Soto from the Labriola National American Indian Data Center at Arizona State University. A lot of the talk was about Soto’s administration of the library, which was unexpected. Interestingly, while Dr. Roy was clearly much more of an advocate for land acknowledgements and the process of creating them, after some questions from the audience and some more informal talk, it became apparent that unless an institution was doing something tangible to uplift and support Indigenous people, they were just so much “BS.” Mr. Soto, for example has hired only Native workers in the library. Dr. Roy mentors indigenous students.

I attended exhibits and picked up some literature or left my information at a few booths, including vending machines, managing digital records, authenticating databases, and more. I was surprised by smaller exhibits and lack of furniture vendors with pieces to look at and try out. It can be overwhelming without some guidance, but I have gone to the Merchandise Mart in the past during library renovations with the library’s interior designer to try furniture. It was good to actually try the furniture with people of various sizes and with accessibility and functionality in mind.

Choosri Goebel, Assistant Head of Circulation

Thank you for allowing me to attend the ALA Annual Conference & Exhibition in Chicago for my professional development. It was wonderful to see new and innovative products at the Exhibit, meet and listen to Authors talk about their new books that are coming out, to be able to attend

this conference in person and to connect with people from other libraries was wonderful. The last time that ALA was held in Chicago was six years ago. I was able to make it to the opening session on Friday, June 23 from 4:00-7:00 pm, Saturday, June 24 and Sunday, June 25, as well as the closing on Tuesday, June 27.

One of the highlights was the ability to see, meet, and listen to some of my favorite authors speak at the Conference i.e., Judy Blume talked about banned books and her book that was turned into a movie, "Are you there God? It's Me Margaret", Rick Riordan who wrote about Greek and Roman Demigods in the Percy Jackson Series collaborated with Mark Oshiro on a new book "The Sun and The Star", and the youngest inaugural poet in the U.S. History, Amanda Gorman spoke about her new children's book with Christian Robinson as her illustrator.

Second highlight was the Exhibition Hall and seeing a couple of examples of 24-hour library vending machine/hold lockers (see attached file) since we are looking for an alternative option to update our current offering of just DVDs at the DVD2GO machine at the West Train station. I was intrigued with Envisionware's "Libcabinet" vending machine since one can put different materials ie. DVD, books, audiobooks, etc. The machine looks like a large refrigerator with several dividers and the material inside is RFID tagged so anything that a patron removes from the unit is automatically checked out to their card. I've also included in the attached document another self-service vending machine by FE Technologies. Another interesting thing that I saw there when I was looking for a stand-alone meeting room pod, was NFCC-certified credit counselors booth. It is a freestanding, convenient, comfortable, sound-proof booths that might be useful. I have to admit that the constant need to scan the QRC code at most of the exhibitor stall was very annoying. Most did not have printed flyers or materials for jotting down notes of the item that was brought to the exhibit as well as many of the exhibitor set up was less than ideal this time for me since I was also looking for sample youth or adult furniture/ergonomic office chair set-up , no sample of meeting room pods that are self-contained and can be retro fitted in any space.

The third highlight was the meetings that I attended. From the meeting on, "A Procrastinator's Guide to the 2023/2024 Solar Eclipses" my takeaway was that if you plan on having a guest speaker (i.e. astronomer) come to talk about the Solar Eclipses that one should book them a week before the event because more than likely these professionals would be on-site at the location where the total eclipse is happening which in our case is Carbondale, IL on April 8, 2024. From the meeting on, "Library of Things: Increasing Engagement & Digital Literacy to Empower Your Community", my takeaway is to leverage/partner with the Post Office by sending books in Canvas Bag to Senior/Homebound. Second, purchase tablets and laptops with built-in hotspots and try to build digital skills for the library underserved communities. he ALA Poster Sessions, "Did a Bot Do Your Work? Addressing Pre-trained Text Generation apps in Information Literacy Instruction" and "What can ChatGPT do for you?" poster was interesting. It was difficult to get see the poster since people were crowding around it and there was one person answering questions about the poster. I ended up just taking a photograph of the two posters and left.

Lastly, on my last day of the ALA Conference at the Amanda Gorman's speaking event on Tuesday, June 27, I sat next to Melanie Welch who is the Director of Public Programs Office for

ALA. She gave me her business card which I have scanned in the attached PDF. She asked me to contact her if we needed anything so that she could be of assistance to us.

Upcoming Meetings/Events:

Wednesday, July 19, 3:00 pm	Jim Gill's Sing-A-Thon of Celebrated Songs
August 1-4	Ishwar at Director's University, Springfield, IL
Tuesday, August 2	Lake Forest Day – library opens at 1:00 pm
Thursday, August 3, 2:00 pm	Fancy Doll and American Girl Tea Party for Grades 3-7
Monday, August 7, 6:30 pm	Presentation to City Council on Dome project.