

LAKE FOREST LIBRARY BOARD OF TRUSTEES
Lake Forest Library, 360 East Deerpath Road, Lake Forest, IL 60045
Kasian Room, Lower Level
Tuesday, April 16, 2024, 6:30 pm
Regular Meeting

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

Agenda

1. Welcome and Call to Order
2. Roll Call
3. President's Remarks
4. Call for Additions to the Agenda
5. Opportunity for the Public to Address the Board
6. Correspondence Report and Patron Comments
7. Presentations
 - a. Friends of the Lake Forest Library – Grants Update for FY 2025
 - b. New Staff Introductions
 - c. "Library Collections – Behind the Scenes" - Technical Services Leads Amy Begoun and Lynn Krambeer
8. Consent Agenda (omnibus vote on matters 8(a) - 8(f)):
 - a. Approve April 16, 2024 Agenda
 - b. Approve March 19, 2024 Regular Meeting Minutes
 - c. Approve March 2024 Financial Report
 - d. Approve Finance Committee January 9, 2024 Minutes
 - e. Approve Finance Committee March 5, 2024 Minutes
 - f. Approve Finance Committee April 9, 2024 Minutes
9. Building Committee:
 - a. Return Pump and Condensate Pump Replacement - **ACTION**
 - b. HVAC controls/building automation system – Update
10. Long Range Planning:
 - a. Strategic Plan FY 2025-2027 – Final review and Approval - **ACTION**
11. Finance Committee:
 - a. FY 2025 budget for Approval – **ACTION**
 - b. Library investments strategy - Discussion
12. Approve Non-resident Library Card Resolution and Fee Determination– **ACTION**
13. Approval of 2024 Mariani Commercial Landscape Management Agreement – **ACTION**
14. Approval of Annual Library Insurance renewal – **ACTION**
15. Library Operations Report
16. Executive Director Performance Appraisal process - discussion
17. Unfinished Business

18. New Business

19. 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.

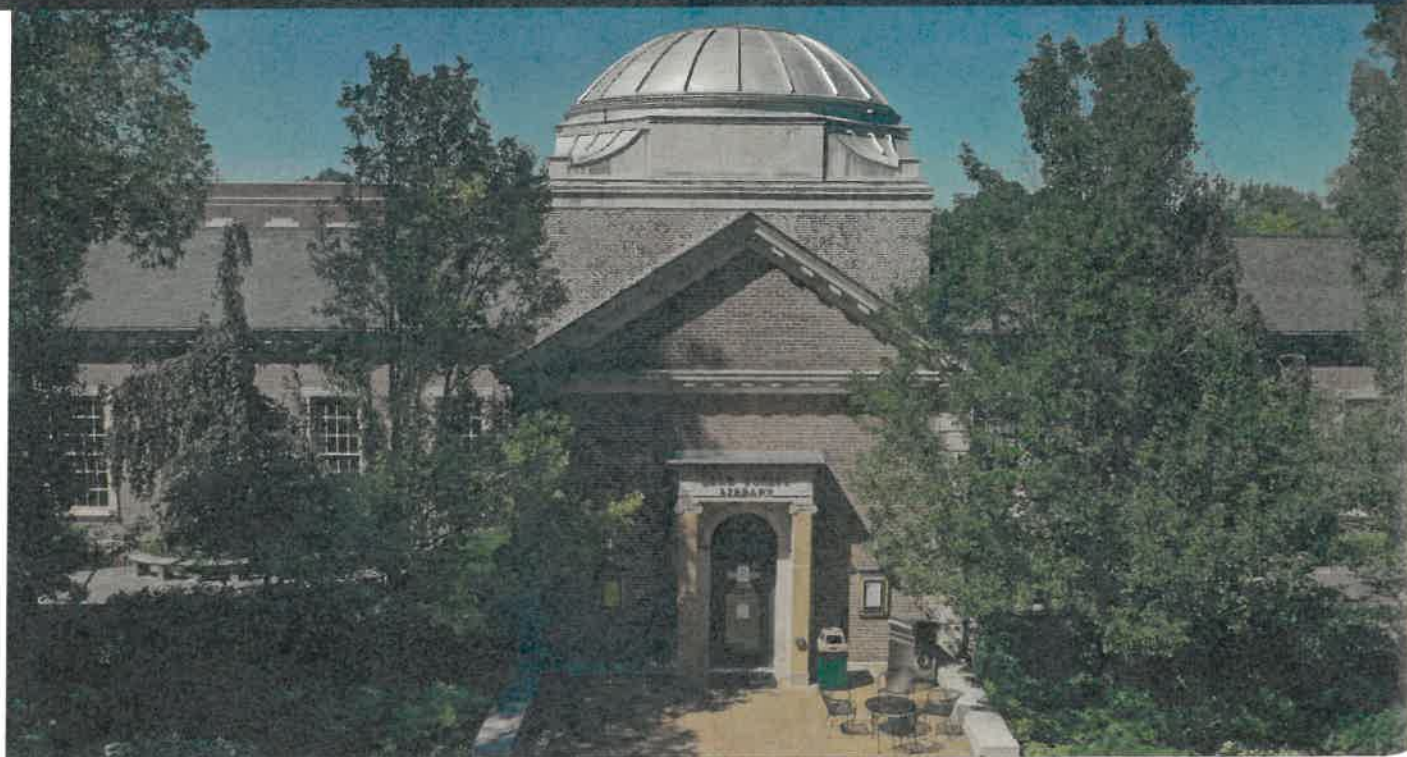
A copy of these guidelines will be placed next to the sign-in sheet made available to members of the public at the entrance to board meetings.

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.)

Lake Forest Library



Architect:	Wiss, Janey, Elstner Associates
Construction Firm:	L. Marshall Roofing & Sheet Metal
Type of project:	Historic Dome Restoration
Total cost:	\$1,120,800
Service population:	19,000
Library director:	Ishwar Laxminarayan

About the Project:

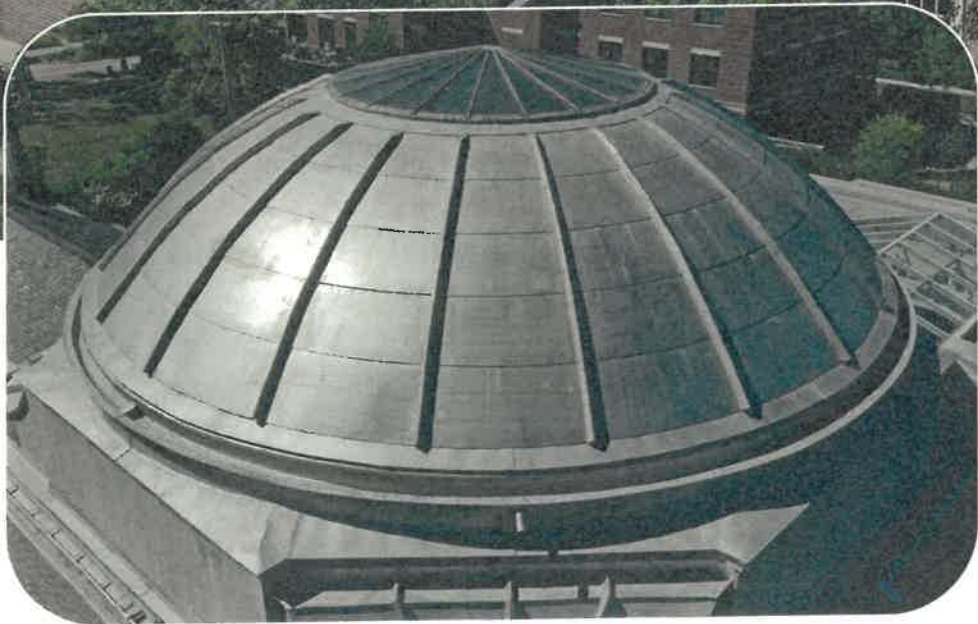
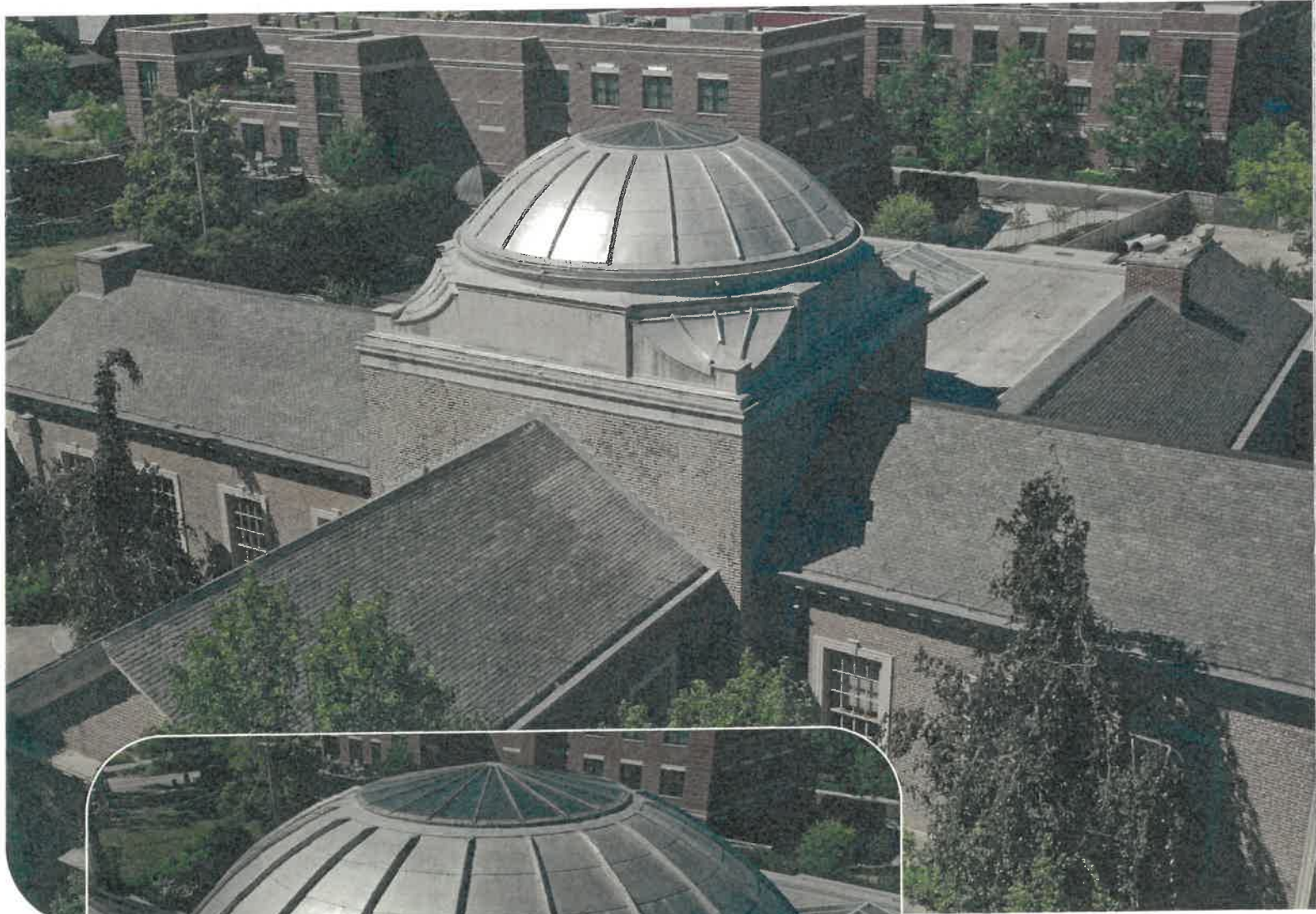
200 panels made of Freedom Gray zinc/tin copper by Revere were installed and all the copper work was custom fabricated. A new inlaid gutter and copper saddles at the corners with downspouts improve the flow of water runoff while the interior has 3" foil insulation to provide an enhanced thermal barrier. Two pieces of damaged glass in the historic skylight were replaced with new.

What people are saying:

"The whole city is delighted the dome is being repaired."

"It is a small jewel box of a building."

"It's a gem of a building. It needed some love and care. You've done some beautiful work."



SELECTED PATRON COMMENTS MARCH 2024

- "We loved the Build-A-Palooza program! It was so great. Please do more programs like this." patron comment
- Paper version of the Economist is superior to digital
- The Lake Forest Children's Library is a great place to come during Spring Break!
- We love the Kids Grab-n-Go kits!
- Patron commented that she likes our collection--she can always find something good to read hear and her home library doesn't seem to have what she's looking for.
- From a Google Business Page Review: Lake Forest Library gives residents a warm welcome, cozy feel and a knowledgeable, friendly staff. You are their priority and the library resources their expertise. It's a place to relax, get lost in the stacks, or tap into the huge resources of the larger system. Yes, you may have to plan your media work ahead and make an appointment, but welcoming, knowledgeable support awaits. Today I met with John Lacson, he solved two computer problems that I've been "living with" ever since I got my new computer. Never, never would I have accomplished this on my own!
- Patron noticed the murals and asked if they were finished with the restoration already. Let them know that the mural restoration has finished and the workers have completed the project.
- This library is just great! You have so many services and I can get books from all over Illinois to read."
- "Why is there such a large gap between storytimes?" "Do they really need prep time to read a book for 30 minutes?" "It's ridiculous that the librarians don't have a storytime every week"
- I'm a music teacher and it was so great you offered a program on music therapy. Thank you and sorry I wasn't able to attend it live.
- Our family loves Wonderbooks. We are so happy that you have them available for checkout.
- A patron was looking for reviews written by other patrons - in this case children - similar to a review you may find on "Good Reads." We talked about creating a board to display reviews for other patrons to look at. These reviews could also include a photo of the reviewer, with permission. It could be a fun display during our summer reading program.
- Long time resident came in to update her library card. She said that she came in because she had received the new Lake Forest Library newsletter, Beyond Words, that

showed so many new things going on. She said that what brought her back in was the new look of the newsletter and how it was laid out.

- Patron commented that she really loved the new size of the library newsletter, Beyond Words. It's the size of a book and she could put the booklet in her purse.
- Patron popped her head in the Circulation office saying that Heidi had helped her with books recommendation. She wanted to thank her for her help and how much she enjoyed all the recommended books.
- Patron interested in reserving room for a video call.
- Patron who had accompanied wife to the library while she attended program commented on how beautiful the library was, especially the reading room and Reference Annex.
- Beautiful Library, love the art work! Patron from out of town. Gave her a copy of the Remisoff Murals handout.
- It is such a joy to be able to come here and bring the kids, and to let them try all these different books that I've never heard of before and could never find on my own.
- A patron commented how much they appreciated the adult book cart located in the Children's Department. We talked about the possibility of allowing patrons to request specific authors, titles, or genres to be placed on the cart. I informed the patron that I would reach out to the librarians and suggest that a request sheet or slips of paper could be added to the cart.
- You have a beautiful library.
- Heard patron say fireplace is best selling feature
- The kids had so much fun with this program [painting ducks] and are so excited for the next contest you all have. Thank you for making such fun programs, we always look forward to them.
- Patron wanted to know why College Bound Opportunities (a nonprofit organization aimed at helping low-income, first generation students apply to and succeed in college) was at the Library on Saturday, March 2. She said that sort of program was not needed in Lake Forest or at the Library because most kids here already go to college. I explained that the organization works with a number of local area high schools, including Lake Forest High School, to help and mentor lots of different students, and the Library was providing another opportunity/location for them to connect with other students who may benefit from their program.
- Two patrons from Winnetka who were visiting the area stopped in the Library and complimented the building. She said, "As soon as I saw the building I told [my husband], we have to stop in and see it. The building is staggeringly beautiful. I would move to Lake Forest just for this Library."

LAKE FOREST LIBRARY BOARD OF TRUSTEES
Tuesday, March 19, 2024, 6:30 pm
Regular Meeting Minutes

CALL TO ORDER

President Jim Clifton called the meeting to order on March 19, 2024, at 6:30 pm in the Kasian Room, Lake Forest Library.

ROLL CALL

Trustees present: Jim Clifton, JoAnn Desmond, Josh Jackson, John F. Johnson, Bob Shaw (via video conferencing at 6:38 pm), Vince Sparrow, Heather Strong (arrived 6:35 pm) and Emily Van Bel. Trustee Sue Shattock absent. Eight trustees in attendance; a quorum was present.

Library staff present: Ishwar Laxminarayan, Executive Director; Heidi Krueger, Director of Patron Services; Sameer Notta, Finance Officer; Jim Lee, Facilities Manager; Lorie Rohrer, Head of Youth Services; Joy Schmoll, Head of Communications; Kate Buckardt, Head of Adult Services; Chad Clark, Head of Media Services; and newly hired staff members Susan Neil, John Lacson and Ming Lu.

APPOINT SECRETARY PRO TEM

Trustee Johnson moved and Trustee Jackson seconded to appoint Trustee Desmond as Secretary Pro Tem for this meeting. All ayes.

PRESIDENT'S REMARKS

President Clifton welcomed everyone to the meeting of March 2024 Library Board of Trustees. He shared that we have several interesting items for discussion today, especially a first review of the library's proposed budget for FY 2025 beginning May 1, and anticipated to be approved at the April 2024 board meeting. President Clifton also indicated that we would hear updates on the Strategic Planning process and a review of several facility enhancement projects in the library.

President Clifton announced that Trustee Shattock has informed him that her family would be relocating residency to Arizona and her last board meeting will be in June. Consequently, he appointed Trustee Jackson to join Trustee Shaw on the Strategic Planning Committee. He further confirmed that Trustees Strong and Van Bel would continue to serve on the Building Committee. President Clifton also appointed Trustees Jackson, Johnson, and Van Bel to serve on the Nominating Committee and targeted the annual election of Board officers for the May board meeting.

OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD

None.

CALL FOR ADDITIONS TO THE AGENDA

None

CORRESPONDENCE REPORT AND PATRON COMMENTS

President Clifton invited Executive Director Laxminarayan to share any highlights of the patron comments listed in the board packet. Director Laxminarayan addressed positive comments about the new design of the newsletter and the restoration of the murals. He also was most

moved by the visit and letter from the family of William Haberland and how they shared about what the library meant to him during his lifetime.

PRESENTATIONS

- a. New staff introductions. Chad Clark, Head of Media Services introduced new media staff members John Lacson and Ming Lu. Lorie Rohrer, Head of Youth Services introduced new staff member Susan Neil.
- b. Read Between the Ravines. Adult Services Librarian, Lydia Frank discussed this collaborative program, the process for the selection of books, and its evolution since its inception in 2019.
- c. Michelle DeGrace, Youth Services staff, shared information and answered questions about the new collection of Tonie Boxes that are very popular with young children ages 3 to 7.

APPROVAL OF THE CONSENT AGENDA

Trustee Jackson moved and Trustee Johnson seconded the motion to approve the Consent Agenda presented.

- a. Approve March 19, 2024, Agenda
- b. Approve February 13, 2024, Regular Meeting Minutes
- c. Approve February 2024 Financial Report

Omnibus Roll Call vote on items a through c. All Ayes. Motion passed.

BUILDING COMMITTEE

- a. Remisoff Murals Restoration. Trustee Strong provided an update on the completion of the murals restoration project and commented on the excellent outcome and the professionalism of the contractor. She extended kudos to Jim Lee for his helpful assistance throughout the project.
- b. Facilities Manager Jim Lee provided updates on the bid process for the Return Pump and Condensate Pump Replacement as well as the HVAC controls/building automation system projects. The bids should be ready for board approval at the April board meeting.

LONG RANGE PLANNING: DRAFT STRATEGIC PLAN – 2nd REVIEW

Executive Director Laxminarayan reviewed the second draft Strategic Plan in the packet and discussed changes from the last draft that reflected Board and staff feedback. They are continuously receiving comments from the community and the Plan reflects on-going public input and the results of the City-wide survey. Trustee Johnson offered two suggestions for edits in the document that were noted and would share any others with the Director after the meeting. There was considerable board discussion about how to track progress and how to make this a living document that reflects continuous improvement. Monthly or quarterly progress reports, as appropriate, would come to the board for updates. Trustee Shaw expressed his appreciation for the Director's leadership and his involvement of staff in the creation of the Strategic Plan. Director Laxminarayan shared that he would have another meeting with the staff following the Board meeting to further refine the document and asked for board members to give him any feedback as they review the draft. He expects it to be ready for approval at the April meeting.

FINANCE COMMITTEE- DRAFT FY 2025 – 1st REVIEW

Finance Committee Chair, Trustee Johnson reviewed the draft budget in the packet and answered questions from board members. He explained a meeting was held with the City's Finance Director, Elizabeth Holleb to coordinate with the City of Lake Forest regarding assumptions it is using for FY2025 tax revenues. Trustee Johnson pointed out that interest earned is now separated out from other Library revenue. He also clarified listings under operating expenditures. Trustee Johnson indicated that the budget presented to the board for approval in April would be a balanced budget.

FY 2025 GRANT REQUESTS TO THE FRIENDS OF THE LAKE FOREST LIBRARY

Trustee Desmond shared the FY2024 requests that the Friends approved for library funding that included a total of \$55,000 for the *Lake Forest Reads, Read Between the Ravines*, Children's Summer Reading, Archiving Library documents, and digitizing of the *Lake Forester*. In addition, in FY2024 the Friends approved the expenditure of up to \$250,000 for the restoration of the Remisoff murals and matching funds for a fundraising campaign for costs that exceed that amount. The Board expressed appreciation to the Friends for their invaluable support of the library.

Director Laxminarayan reviewed the Library's FY 2025 Grant Requests to the Friends that included enhancing services to west side residents (\$75,000); Programs (\$62,450); Community History (\$12,500); New Holiday Tradition (\$10,000); Cool New Stuff (\$9,500); and Staff Professional Development (\$10,000). The total grant requested was \$179,450. President Clifton indicated that the library would appreciate any support that the Friends can offer. The grant request is a part of the annual process for the library to identify items on its wish list to submit to the Friends for consideration.

Trustee Johnson moved to approve the FY 2025 grant request and graciously accept whatever the Friends offer us, Trustee Jackson seconded motion.

Voice vote. All ayes. Motion passed.

FY2025 BOARD OF TRUSTEES MEETING CALENDAR

Director Laxminarayan proposed an adjustment in the board meeting calendar for FY2025 moving the regular meetings from the second to the third Tuesdays of the month.

President Clifton called for a voice vote to approve the FY2025 calendar as presented.

All ayes. Motion passed.

LIBRARY OPERATIONS REPORT

Director Laxminarayan summarized highlights of the library operations report for February 2024. He mentioned the many positive comments about the redesigned newsletter. Joy Schmoll explained the new virtual tour program to explore the building and help people become more familiar with the building. Jim Lee mentioned that while repairing the wall damage behind the mural, it was discovered that there was a small amount of water penetration that seeped into the Friends Reading Room. It was repaired by the contractor while on the job. Kate Buckardt explained about the international books collection and Heidi Krueger compiled an interesting chart of turnover rates for the entire collection.

EXECUTIVE DIRECTOR PERFORMANCE EVALUATION

Trustee Desmond reviewed the process and timeline for the executive director performance evaluation. Director Laxminarayan would have his self-evaluation sent to board members by April 26, 2024. At that time, President Clifton will email the performance evaluation to board members in an electronic format that allows it to be completed online and returned by May 8th for compilation. The board president and vice president will meet with Director Laxminarayan to share the results prior to the May board meeting. On May 21st in closed session, the board will discuss the evaluation results and determine a salary recommendation to be approved in open session at the public meeting.

UNFINISHED BUSINESS

None

NEW BUSINESS

ADJOURNMENT

President Clifton called for a motion to adjourn.

Trustee Sparrow moved and Trustee Johnson seconded to adjourn the meeting at 7:59PM.

All ayes. Motion passed.

JoAnn Desmond, Secretary pro tem
Minutes submitted for approval by the Board on April 16, 2024

Next Meeting April 16, 2024



FY2024 Revenue & Expenditure Statement

For the YTD March - 2024

Revenues	YTD	Budget	Budget Realized
Tax Based	4,739,538	4,631,204	102%
Non-Tax-Based	113,939	68,000	168%
Gifts & Grants	47,507	1,000	4751%
Library Generated	475,787	131,750	361%
Total Revenues	\$5,376,771	4,831,954	111%

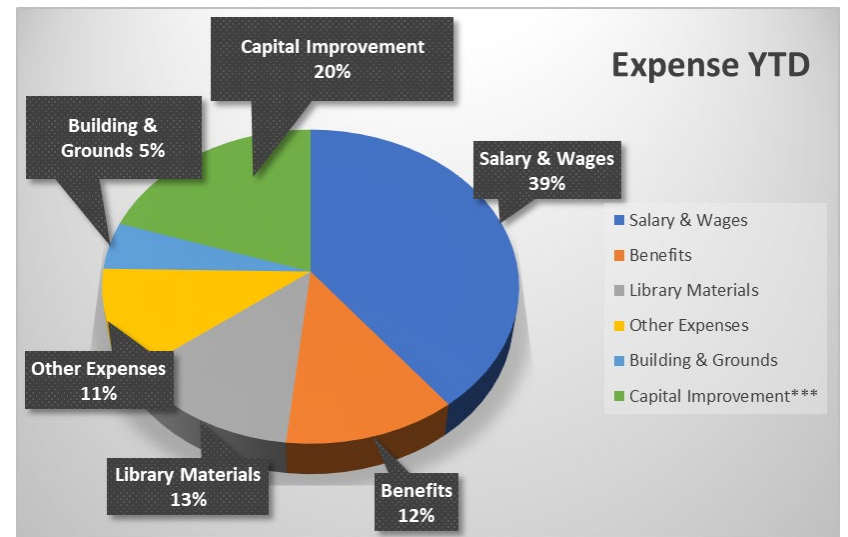
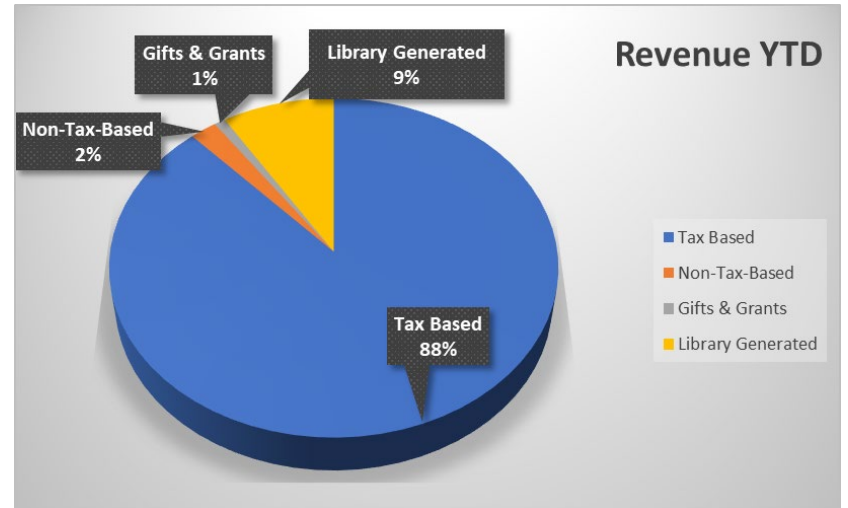
Expenses	YTD	Budget	Budget Utilized
Salary & Wages	1,667,534	2,192,658	76%
Benefits	517,498	878,897	59%
Library Materials	545,049	657,000	83%
Other Expenses	451,111	642,900	70%
<i>Special Projects</i>	-	35,000	0%
<i>Contractual Services Library***</i>	253,823	329,000	77%
<i>Other***</i>	197,288	278,900	71%
Building & Grounds	204,611	304,500	67%
<i>Contractual Services Building***</i>	8,802	25,000	35%
Capital Improvement***	839,125	1,090,000	77%
<i>Dome Project*</i>	674,800	626,000	108%
Total Expenses	4,224,928	5,765,955	73%

Reserves	
Reserve - Capital Improvements**	3,050,000
Reserve - Technology Improvements	300,000
Capital Equipment	300,000
Fund Balance - Unassigned**	3,953,524
Total Reserve Amount	\$ 7,603,524

*In FY 2022 & 2023 Dome Repair Total Amount was \$514,292. In FY2024 paid contractor L.Marshall \$640,800 and architect WJE fee \$33,600

**\$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

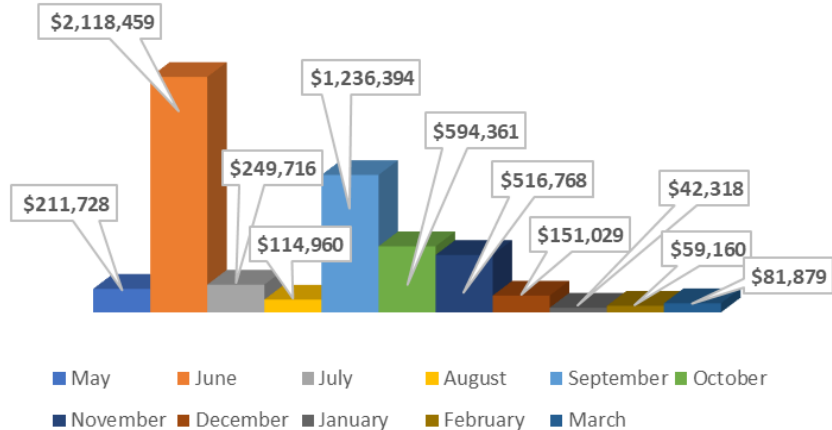
For the YTD March - 2024

	May	June	July	August	September	October	November	December	January	February	March	YTD	Budget
Tax Based	211,496	2,057,828	193,492	42,831	1,193,765	498,884	448,730	55,907	36,607	-	-	4,739,538	4,631,204
Non-Tax-Based	-	23,567	19,053	31,638	-	-	15,792	4,901	-	11,943	7,043	113,939	68,000
Gifts & Grants	-	-	104	-	1,000	41,150	-	1,000	4,150	103	-	47,507	1,000
Library Generated	233	37,064	37,067	40,491	41,630	54,327	52,245	89,221	1,561	47,113	74,836	475,787	131,750
	\$211,728	\$2,118,459	\$249,716	\$114,960	\$1,236,394	\$594,361	\$516,768	\$151,029	\$42,318	\$59,160	\$81,879	\$5,376,771	\$4,831,954

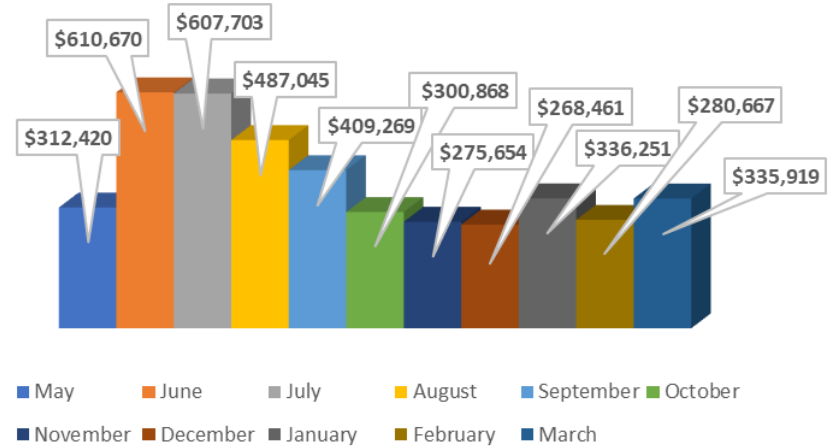
	May	June	July	August	September	October	November	December	January	February	March	YTD	Budget
Salary & Wages	104,699	141,225	143,775	143,804	213,400	143,533	141,962	140,302	143,951	136,373	214,510	1,667,534	2,192,658
Benefits	40,396	47,852	45,175	46,316	53,827	45,080	44,963	45,587	49,493	44,441	54,369	517,498	878,897
Library Materials	34,795	74,714	47,709	51,005	38,815	40,624	47,793	38,538	77,755	46,228	47,072	545,049	657,000
Other Expenses	74,071	38,370	30,745	55,912	42,877	49,511	30,528	35,453	45,015	32,795	15,833	451,111	642,900
<i>Special Projects</i>	-	-	-	-	-	-	-	-	-	-	-	-	35,000
<i>Contractual Services Library</i>	55,626	16,301	12,779	35,321	18,896	33,194	11,673	15,018	32,806	12,551	9,657	253,823	329,000
<i>Other</i>	18,445	22,069	17,966	20,591	23,982	16,317	18,855	20,434	12,210	20,243	6,176	197,288	278,900
Building & Grounds	13,780	55,435	18,258	18,708	17,519	16,921	10,407	8,582	20,036	20,830	4,136	204,611	304,500
<i>Contractual Services Building</i>	2,837	643	595	742	668	478	817	531	421	723	347	8,802	25,000
Capital Improvement	44,679	253,074	322,041	171,300	42,832	5,200	-	-	-	-	-	839,125	1,090,000
<i>Dome Project</i>	-	219,300	279,000	171,300	-	5,200	-	-	-	-	-	674,800	626,000
	\$312,420	\$610,670	\$607,703	\$487,045	\$409,269	\$300,868	\$275,654	\$268,461	\$336,251	\$280,667	\$335,919	4,224,928	5,765,955

(\$100,692)
\$1,507,790
(\$357,987)
(\$372,086)
\$827,125
\$293,493
\$241,114
(\$117,433)
(\$293,933)
(\$221,507)
(\$254,040)
1,151,843
(\$934,001)

Revenue By Month



Expense By Month



Lake Forest Library
Financial Notes and Variance Report
For the Month of March 2024 (Month 11) FY2024

Funds on Hand: \$3,953,524 (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 March 31, the Library received \$4,739,538 in property tax distributions which is 2% more than of annual budget.

Non-Tax-Based: As of March 31, the Library received \$113,939 in non-tax-based revenues. \$85,372 reflects the replacement of personal property tax payment and the \$28,566 per capita grant from the Illinois State Library. Non-tax-based income exceeds FY budget by 68%.

Library-Generated: As of March 31, the Library received \$475,787 in Library generated income. \$436,579 is interest on investments, \$14,216 from Friend's of Lake Forest, \$6,115 reimbursement from CCS and \$18,877 in other revenue such as copier and damage item fees. Overall, the Library generated income exceeds FY budget by 261%.

Gifts: As of March 31, the Library received \$47,507 gifts and grants which exceeds FY budget by 4,651%.

General Operations - Expenditures

Salaries, wages, and benefits: As of March 31, \$1,667,534 for salaries and wages: 76% of FY budget; \$517,498 for benefits: 59% of FY budget. \$306,972 for medical insurance 67% of FY budget; \$125,726 for SSN: 66% of FY budget; \$80,555 for IMRF: 37% of FY budget and \$4,245 for Worker's Compensation: 54% of FY budget.

Materials: Books, AV, and Electronic Services: As of March 31, \$545,049: 83% of FY budget, this includes payments for periodical and database subscriptions.

Other Operating Expenditures: As of March 31, \$451,111: 70% of FY budget. Includes \$253,823 in library contractual services, including second payment of RFID lease of \$24,041 to Bibliotheca and \$197,288 on other expense such as programs, administrative fees, office supplies, membership and miscellaneous expenses.

Building and Grounds: As of March 31, \$204,611 which is 67% of the FY budget. Reflects \$8,802 contractual services building and \$195,809 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 March 31, \$839,125: 77% of FY budget has been spent on the purchase of new security cameras, sump pumps, new IT switches and the dome project which has been completed. In FY2024 Library has paid \$640,800 to contractor L.Marshall and \$33,600 to WJE as architect consultant fee.

Reserves

\$3,953,524 - Operating cash reserve (fund balance-unassigned); An amount of \$531,916 reflecting excess of revenues over expenditures for FY2023 has been added to the fund balance following the approved Library audit for FY2023. The Library's restricted reserves are currently \$3,650,000: capital equipment (\$300,000), capital improvements (\$3,050,000), and technology (\$300,000).

Year to Date FY2024: 73% of budget expenses; 111% budget revenues.

Account Details

Contractual Services Library

Description	May	June	July	August	September	October	November	December	January	February	March	YTD	Budget
CCS (Integrated Library System)	12,530	-	-	18,372	-	18,372	-	-	18,372	-		67,646	\$ 84,000
LAN, WAV, and Support (MSP)	9,141	10,266	9,947	9,609	9,690	9,650	9,950	9,658	9,644	9,609	9,619	106,785	\$ 120,000
EZ Proxy & Collection HQ	702	2,250	-	-	-	1,375	-	-	-	-		4,327	\$ 10,000
Bibliotheca (RFID) Lease	24,041	-	-	-	-	-	-	-	-	-		24,041	\$ 25,000
Online/Internet (fiber)	1,902	2,156	218	1,107	5,769	114	114	3,730	1,318	1,322		17,750	\$ 25,000
Other: Web Calendar Subscription, Software Licenses & Web hosting and maintenance	1,210	101	1,085	4,705	758	-	80	102	1,942	92	38	10,113	\$ 30,000
Technology Leased & Warranty Renewals	6,100	1,528	1,528	1,528	2,679	3,683	1,528	1,528	1,528	1,528		23,160	\$ 35,000
Total	\$ 55,626	\$ 16,301	\$ 12,779	\$ 35,321	\$ 18,896	\$ 33,194	\$ 11,673	\$ 15,018	\$ 32,805	\$ 12,552	\$ 9,657	\$ 253,823	\$ 329,000

Contractual Service Building

Description	May	June	July	August	September	October	November	December	January	February	March	YTD	Budget
Water Treatment	250	250	250	250	250	250	250	250	250	250	250	\$ 2,750	
Alarm System	2,239	-	-	-	-	-	-	-	-	28	-	\$ 2,267	
Inner Security System	104	-	-	104	-	-	104	-	-	104	-	\$ 414	
Rose Pest	97	97	97	97	97	97	97	97	97	97	97	\$ 1,067	
AED (CINTAS)	147	296	39	153	252	62	366	184	74	244	-	\$ 1,817	
ARMark	-	-	209	139	70	70	-	-	-	-	-	\$ 487	
Total	\$ 2,837	\$ 643	\$ 595	\$ 742	\$ 668	\$ 478	\$ 817	\$ 531	\$ 421	\$ 723	\$ 347	\$ 8,802	\$ 25,000

Others

Description	May	June	July	August	September	October	November	December	January	February	March	YTD	Budget
Administrative Services - Fees to City of Lake Forest	2,256	-	4,512	2,256	-	2,256	4,512	2,256	-	4,512	2,256	\$ 24,816	\$ 29,500
Personnel Recruitment	-	10,000	-	-	-	-	59	-	59	59	-	\$ 10,176	\$ 700
Training and Development	2,507	327	841	1,270	1,185	2,251	1,396	1,074	1,367	3,560	727	\$ 16,506	\$ 23,000
Membership Dues	1,354	-	580	150	162	549	1,566	612	1,734	215	-	\$ 6,922	\$ 11,000
Meeting & Expenses	-	-	160	5	-	28	385	237	30	149	-	\$ 994	\$ 2,500
Legal	-	-	-	-	-	-	-	-	1,350	-	-	\$ 1,350	\$ 20,000
Auditing Service	-	-	-	7,622	-	-	-	-	-	-	-	\$ 7,622	\$ 9,000
Programming	8,658	8,863	3,907	8,233	21,077	9,984	8,216	10,579	5,595	10,944	2,289	\$ 98,345	\$ 139,000
Online Banking Fees	(157)	138	283	-	139	147	138	154	148	343	150	\$ 1,483	\$ 1,650
Insurance - Liability	-	1,650	5,148	-	-	-	-	-	-	-	-	\$ 6,798	\$ 8,800
Telephone	297	320	320	320	320	320	183	297	297	297	41	\$ 3,010	\$ 8,750
Office Supplies	2,197	452	1,896	67	-	480	298	4,553	1,208	(921)	634	\$ 10,863	\$ 15,000
Postage	884	8	223	9	968	224	1,965	451	224	979	-	\$ 5,935	\$ 6,500
Vending Beverages	450	311	97	660	131	80	137	221	197	106	78	\$ 2,468	\$ 3,500
Total	\$ 18,445	\$ 22,069	\$ 17,966	\$ 20,591	\$ 23,982	\$ 16,317	\$ 18,855	\$ 20,434	\$ 12,210	\$ 20,243	\$ 6,176	\$ 197,288	\$ 278,900

Capital Improvement

Description	May	June	July	August	September	October	November	December	January	February	March	YTD	Budget
Capital Equipment	-	19,750	25,880	-	-	-	-	-	-	-	-	\$ 45,629	\$ 125,000
Technology Upgrade	44,679	14,024	17,161	-	42,832	-	-	-	-	-	-	\$ 118,696	\$ 130,000
Capital Improvement & Dome Project	-	219,300	279,000	171,300	-	5,200	-	-	-	-	-	\$ 674,800	\$ 835,000
Total	\$ 44,679	\$ 253,074	\$ 322,041	\$ 171,300	\$ 42,832	\$ 5,200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 839,125	\$ 1,090,000

LAKE FOREST LIBRARY BOARD OF TRUSTEES

FINANCE COMMITTEE MEETING Minutes

January 9, 2024

Attendees: Trustee John F. Johnson, Trustee Heather Strong, Trustee Jo Ann Desmond, Trustee Jim Clifton, Trustee Robert Shaw (via Zoom)

Library Staff: Executive Director Ishwar Laxminarayan, Finance Officer Sameer Notta, Facilities Manager Jim Lee

Finance Committee Chair Johnson called the meeting to order at 5.30 pm.

Executive Director Laxminarayan and Facilities Manager Jim Lee presented an overview of the Capital Projects that had been completed by the Library since 2020. They discussed projects that are currently being reviewed for approval in the short term as well as projects that the Building Committee is considering over the next several years.

Trustees asked several questions about the capital projects being considered for implementation in the near and short term. Trustee Shaw asked if they would be a broader discussion on funding other strategic priorities in the coming months. Trustee Johnson assured him that that discussion was going to happen in the next few weeks.

Executive Director Laxminarayan presented the timeline for the FY 2025 budget.

There was no public comment.

Meeting adjourned at 6.50 pm.

LAKE FOREST LIBRARY BOARD OF TRUSTEES

FINANCE COMMITTEE MEETING Minutes

March 5, 2024

Attendees: Trustee John F. Johnson, Trustee Heather Strong, Trustee Jo Ann Desmond

Library Staff: Executive Director Ishwar Laxminarayan, Finance Officer Sameer Notta

Finance Committee Chair Johnson called the meeting to order at 5.30 pm.

Executive Director Laxminarayan and Finance Officer Notta presented an overview of the preliminary FY 2025 budget and the proposed timeline for adoption by the Board of Trustees. They answered several questions about specific line items in the preliminary budget. Trustees offered suggestions to enhance the current draft budget before presenting it to the full Board for consideration at the March 19 board meeting.

There was no public comment.

Meeting adjourned at 6.55 pm.

LAKE FOREST LIBRARY BOARD OF TRUSTEES

FINANCE COMMITTEE MEETING Minutes

April 9, 2024

Attendees: Trustee John F. Johnson, Trustee Heather Strong, Trustee Jo Ann Desmond, Trustee Vince Sparrow

City of Lake Forest Finance Director: Elizabeth Holleb

Library Staff: Executive Director Ishwar Laxminarayan, Finance Officer Sameer Notta, Facilities Manager Jim Lee

Community Resident: Rommy Lopat

Finance Committee Chair Johnson called the meeting to order at 5.00 pm and welcomed all the attendees.

City of Lake Forest Director Elizabeth Holleb confirmed the Library's estimated tax levy estimates for FY 2025 at \$4,982,581. She noted while FY 2025 has been a very good year for investment earnings, the City was adopting a very conservative approach to budgeting interest on investments earnings for FY 2025 at 3%. It is widely anticipated that the Federal Reserve will begin cutting interest rates sometime this year, but attendees noted that the reductions are likely to happen in a phased manner.

Director Holleb noted that the City is considering exploring locking in some of its investments over different time horizons to take advantage of the current high interest rate environment. City investments are governed by its investment policy that also includes library funds managed and held by the city. She provided a demonstration of the eConnect Direct platform that the City uses to place its investments.

Committee Chair Johnson stated that the Library was not interested in creating a separate investment policy and suggested that the City and the Library consider drafting a Memorandum of Understanding to facilitate library investments under the guidelines of the City's Investment policy. This will be an agenda item for discussion at the next Library Board meeting.

Executive Director Laxminarayan presented an overview of the preliminary FY 2025 budget and the proposed timeline for adoption by the Board of Trustees. Library staff answered several questions about specific line items in the preliminary budget. Some Capital lines were discussed at length and the trustees emphasized the need to plan and budget ahead given long lead times for implementation.

Director Holleb left at the meeting at 6.35 pm.

Trustees Strong and Desmond left the meeting at 6.40 pm.

Ms. Lopat urged the Library to work with the condominium homeowners association to ensure that the design of the proposed fencing would allow enough room for a fire truck to pass through. She also indicated that some of the local garden clubs might be interested in enhancing the exterior landscaping of the library.

Trustees offered suggestions to enhance the current draft budget before presenting it to the full Board for approval at the April 16 board meeting.

Meeting adjourned at 7.00 pm.

2024 REQUEST FOR PROPOSAL
RETURN BOILER PUMP ASSEMBLY REPLACEMENT
LAKE FOREST LIBRARY

Sealed proposals, clearly labeled "BID— RETURN BOILER PUMP ASSEMBLY REPLACEMENT ", will be received weekdays between 10:00 am and 5:00 pm in the Lake Forest Library, 360 East Deerpath Road, Lake Forest, Il. 60045, until 5:00 pm on Friday, March 29, 2024. Bids received after 5:00 pm on that day will not be given consideration. All submissions must contain three references for work of similar scope.

Bid documents may be obtained on the library's website www.lakeforestlibrary.org beginning 1:00 pm on Friday, February 16, 2024. Pre-bid meetings and walk-throughs will be held at 10:00 am on Monday, March 4, 2024. Please meet in the lobby of the library.

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

Submit sealed bid to: Ishwar Laxminarayan Executive Director, Lake Forest Library, 360 East Deerpath Road, Lake Forest, IL 60045.

Bids will be evaluated by the Executive Director and Facilities Manager. The selected bid will be presented to the Board of Library Trustees at their April 16, 2024 board meeting. All bids should be open for acceptance for a period of 90 days from the deadline for receipt of quotes and may not be revoked or withdrawn during that period. The library reserves the right to accept or reject any and all bids, to waive technicalities, and to accept or reject any item of any bid.

EVALUATION OF BIDS

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

RETURN BOILER PUMP ASSEMBLY REPLACEMENT

Company Name: ANCHOR MECHANICAL INC.

Representative Name: TOM INZUNGA

1. General

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

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

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

2. Contract

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

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

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

3. Insurance

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

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

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

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

3.3 Minimum Limits of Insurance

Provider shall maintain limits no less than:

a. General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage. If commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this location or the general aggregate limit shall be twice the required occurrence limit.

b. Workers' Compensation and Employers Liability: Workers' Compensation limits as required by statute and Employers Liability limits of \$1,000,000 per accident and \$1,000,000 per disease.

Deductibles and Self-Insured Retentions.

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

1. Other Insurance Provisions. The policies are to contain, or be endorsed to contain, the following provisions: a. General Liability

i. The Library, its officers, elected and appointed officials, employees, volunteers and agents are to be covered as additional insureds as respects: liability arising out of premises owned, occupied, or used by the Contractor and/or arising out of activities performed on or on behalf of the contractor. The coverage shall contain no special limitations on the scope of protection afforded to the Library, its officers, elected and appointed officials, employees, volunteers and agents.

ii. The Contractor's insurance coverage shall be primary insurance as respects the Library, its officers, elected and appointed officials, employees, volunteers and agents. Any insurance or self-insurance maintained by the Library, its officers, elected and appointed officials, employees, volunteers and agents shall be excess of the Contractor's insurance and shall not contribute with it.

iii. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the Library, its officers, elected and appointed officials, employees, volunteers and agents. iv. Coverage shall state that the Contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except to limits of the insurer's liability.

2. Workers' Compensation and Employers Liability Coverage.

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

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

4. Acceptability of Insures. Insurance is to be placed with insurers licensed to do business in Illinois.

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

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

4 RETURN BOILER PUMP ASSEMBLY REPLACEMENT SCOPE OF WORK

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

4.2 Isolate pump assemblies and disconnect power to both.

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

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

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

4.6 The Contractor is responsible for relocating the pumps approximately 50 feet north of the current pump location and 35 feet East of the current pump location.

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

4.8 Reconnect electrical and piping.

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

4.9.1 Perform startup and test operations.

4.9.2 Furnish 1-year parts and labor warranty.

4.9.3 Obtain any needed permits.

5. Prevailing Wage

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

The Contractor is advised that the Department revises the prevailing wage rates and the Contractor/subcontractor has an obligation to check the Department's website for revisions to prevailing wage rates. For information regarding current prevailing wage rates, please refer to the Illinois Department of Labor's website: <http://www.illinois.gov/idol/Laws-Rules?CONMED/Pages/Rates.aspx>

The Contractor shall also:

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

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

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

7. Provide a cost alternate considering working at night. **\$15,000.00 ADDITIONAL**

8. Agreement Terms The Contractor will provide the Lake Forest Library with the work outlined in the RFP in the amount of \$ **78,300.00**

9. Acceptance of Contract

Lake Forest Library

Contractor

ANCHOR MECHANICAL INC.

(Representative Signature)

(Representative Signature)

 **TOM IUZINGA**

(Title)

(Title)

PROJECT MANAGER

(Date)

(Date)

3/29/24

Appendix A

Questions concerning the installation of the Return Pump Assemblies.

1. The Library is open to the public Monday to Thursday 9:00 am to 9:00 pm. How many times do you anticipate the HVAC system will be interrupted and for how long?

HEATING SEASON WILL BE OFF DURING COOLING SEASON
SO NO DISRUPTIONS.

2. How long will it take to complete the project from start to finish?

2 WEEKS

3. Could you perform this job at night time?

YES

4. Please provide at least three references for work of a similar scope

ATTACHED.



03/29/24

Lake Forest Library
360 East Deerpath Road
Lake Forest, IL 60045
ATTN: Ishwar Laxminarayan

**RE: Return Boiler Pump
Assembly Replacement**

Anchor Mechanical Inc. is pleased to propose the following:

1. Isolate pump assemblies and disconnect power to both.
2. Furnish and install (2) new VENT-RITE condensate vacuum system.
3. All necessary rigging and hoisting for equipment and material provided by the Contractor.
4. The Contractor is responsible for relocating the pumps approximately 50 feet north of the current pump location and 35 feet East of the current pump location.
5. The Contractor is responsible for removal and disposal of all old equipment on site.
6. Reconnect electrical and piping.
7. Restore isolation of pumps and perform leak checks for both.
8. Perform startup and test operations.
9. Furnish 1-year parts and labor warranty.
10. Obtain any needed permits.

Your Estimated Investment: \$78,300.00
Additional for work at night: \$15,000.00

Exclusions: Permits, Structural, Masonry, tube replacement, existing integrity and engineering, mbe/wbe participation, bonds, unforeseen conditions and premium time

Note: With managements approval any work above and beyond the scope will be performed on a time and material basis.

We thank you for the opportunity to provide our service for the above work. If I may be of further assistance, please feel free to contact me at 773-640-0183.

As a condition of this proposal, payments are to be made on a progress basis. Invoice payment must be made within thirty (30) days of receipt. Any alteration or deviation from the above proposed will become an extra charge over the sum stated above. This proposal will become a binding Agreement only after acceptance by customer and approval of an officer of Anchor Mechanical Inc. as evidenced by their signatures below. This Agreement sets forth all of the terms and conditions binding upon the parties hereto on the reverse hereof, and no person has authority to make any claim, representation promise or condition of behalf of Anchor Mechanical Inc. which is not expressed herein. This proposal is valid for thirty (30) days.

CONTRACTOR

 Senior Project Manager: _____
Approved for Contractor:

 Signature _____
 Title _____

CUSTOMER

 by: _____

 Signature _____

 Title _____



Anchor Mechanical Incorporated

Corporate Headquarters USA
255 North California Ave. Chicago, IL 60612
312-492-6994 Fax 312-492-6996
www.anchormechanical.com



Reference List

Project: Chicago Park District – Eckhart Park Upgrade

Scope: Dehumidification Unit Upgrades

Project Address: 1330 W. Chicago Ave. Chicago, IL 60609

Owner: Chicago Park District

Contact: Gus Pasquale

Phone: 312-735-8031

Project: Summit Hill JR High – Cooling Tower Replacement

Scope: Cooling Tower RTU Replacement

Project Address: 7260 W. N. Ave Frankfort, IL 60423

Owner: Summit Hill SD 161

Contact: Glen Wysong

Phone: 708-846-6506

Project: IL Tollway Plaza 33 Mechanical System Upgrade

Scope: Facility Mechanical System Upgrade

Project Address: Tri-State Tollway + Irving Park Rd.

Owner: IL Tollway

Contact: Zia Ahmed

Phone: 630-420-1700

Project Completion: April 2019

Value of Work: \$820,345.11



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 3/29/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement.

Table with 2 columns: PRODUCER/INSURED and CONTACT/INSURER(S). PRODUCER: Alliant Insurance Services, Inc. CONTACT: Julie Zubik. INSURER(S): Valley Forge Insurance Company, National Fire Insurance Company of Hartford, Continental Insurance Company.

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES.

Table with 7 columns: INSR LTR, TYPE OF INSURANCE, ADDL INSP, SUBR WVD, POLICY NUMBER, POLICY EFF, POLICY EXP, LIMITS. Rows include Commercial General Liability, Automobile Liability, Umbrella Liability, and Workers Compensation.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) Lake Forest Library, its officers, elected and appointed officials, employees, volunteers and agents are listed as additional Insureds on a primary and non-contributory basis, where required by written contract, with respect to the General Liability policy.

CERTIFICATE HOLDER CANCELLATION

Table with 2 columns: CERTIFICATE HOLDER (Lake Forest Library) and CANCELLATION (Should any of the above described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions. AUTHORIZED REPRESENTATIVE signature).

RETURN BOILER PUMP ASSEMBLY REPLACEMENT

Company Name: The Hill Group

Representative Name: Tim Kwiatkowski

1. General

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

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

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

2. Contract

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

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

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

3. Insurance

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

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

i. Professional Liability Insurance.

ii. Broad Form Compensation General Liability, or the most recent revision.

iii. Workers' Compensation insurance as required by statute and Employer's Liability insurance.

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

3.3 Minimum Limits of Insurance

Provider shall maintain limits no less than:

a. General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage. If commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this location or the general aggregate limit shall be twice the required occurrence limit.

b. Workers' Compensation and Employers Liability: Workers' Compensation limits as required by statute and Employers Liability limits of \$1,000,000 per accident and \$1,000,000 per disease.

Deductibles and Self-Insured Retentions.

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

1. Other Insurance Provisions. The policies are to contain, or be endorsed to contain, the following provisions: a. General Liability

i. The Library, its officers, elected and appointed officials, employees, volunteers and agents are to be covered as additional insureds as respects: liability arising out of premises owned, occupied, or used by the Contractor and/or arising out of activities performed on or on behalf of the contractor. The coverage shall contain no special limitations on the scope of protection afforded to the Library, , its officers, elected and appointed officials, employees, volunteers and agents.

ii. The Contractor's insurance coverage shall be primary insurance as respects the Library, its officers, elected and appointed officials, employees, volunteers and agents. Any insurance or self-insurance maintained by the Library, its officers, elected and appointed officials, employees, volunteers and agents shall be excess of the Contractor's insurance and shall not contribute with it.

iii. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the Library , its officers, elected and appointed officials, employees, volunteers and agents. iv. Coverage shall state that the Contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except to limits of the insurer's liability.

2. Workers' Compensation and Employers Liability Coverage.

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

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

4. Acceptability of Insurers. Insurance is to be placed with insurers licensed to do business in Illinois.

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

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

4 RETURN BOILER PUMP ASSEMBLY REPLACEMENT SCOPE OF WORK

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

4.2 Isolate pump assemblies and disconnect power to both.

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

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

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

4.6 The Contractor is responsible for relocating the pumps approximately 50 feet north of the current pump location and 35 feet East of the current pump location.

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

4.8 Reconnect electrical and piping.

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

4.9.1 Perform startup and test operations.

4.9.2 Furnish 1-year parts and labor warranty.

4.9.3 Obtain any needed permits.

5. Prevailing Wage

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

The Contractor is advised that the Department revises the prevailing wage rates and the Contractor/subcontractor has an obligation to check the Department's website for revisions to prevailing wage rates. For information regarding current prevailing wage rates, please refer to the Illinois Department of Labor's website: <http://www.illinois.gov/idol/Laws-Rules?CONMED/Pages/Rates.aspx>

The Contractor shall also:

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

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

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

7. Provide a cost alternate considering working at night.

8. Agreement Terms The Contractor will provide the Lake Forest Library with the work outlined in the RFP in the amount of \$124,762.00


9. Acceptance of Contract

Lake Forest Library

Contractor / **The Hill Group**

(Representative Signature)

(Representative Signature)



(Title)

(Title) **Tim Kwiatkowski / Senior Account Executive**

(Date)

(Date) **3/29/2024**

Appendix A

Questions concerning the installation of the Return Pump Assemblies.

The library is open to the public Monday to Thursday 9:00 am to 9:00 pm. How many times do you anticipate the HVAC system will be interrupted and for how long?

- ***No interruptions – The boilers will be changed over for the season during the summer months.***

How long will it take to complete the project from start to finish?

- **Approximately one week**

Could you perform this job at night time?

- **We could do this job during normal business hours to save money and won't be an inconvenience enter through the basement stairwell.**

Please provide at least three references for work of a similar scope

- **Latin School of Chicago**
- **Lillibridge Healthcare**
- **Chicago Family Health Centers**

Lake Forest Library

360 East Deerpath Road, Lake Forest, Illinois 60045

Jim Lee

Facilities Manager

Boiler Condensate Return Pump Replacements /
Relocates

December 13, 2023



Boiler Condensate Return Pump Replacements / Relocates

December 13, 2023

Dear Jim Lee:

Hill Mechanical Services is pleased to submit the following proposal for your review and approval. We propose to furnish the necessary labor, material and equipment to perform the following scope of work.

Scope of Work

1. Isolate pump assemblies and disconnect power
2. Demo equipment and remove off-site
3. All new equipment, piping and electrical relocated to the existing house keeping pad adjacent the boilers
4. Furnish and install (2) new Shipco condensate 16GPM@20PSI pumps (#10LVRS1-20-353)
5. Furnish and install (1) new 116v-1HP-3PH, 16 GPM@20PSI 6CFM@ 5.5 HG @ 160, water level gauge, solenoid discharge valve, vacuum switch, dial thermometer, 2" inlet basket strainer, mounted control panel, integral starters and breaker for Skidmore BS-20 replacement
6. Furnish and install all necessary globe valves, gate valves, fittings and piping
7. Furnish and install all necessary clevis hangers and associated hardware
8. All necessary rigging and hoisting for equipment and material provided by Hill Mechanical Services.
9. Restore isolation and perform leak check
10. Perform startup and test operations
11. Furnish 1-year parts and labor warranty

Total cost for the above scope of work:

\$124,762

Exclusions and clarifications

1. Overtime is excluded
2. Additional system problems are excluded
3. New housekeeping pad
4. Asbestos abatement
5. Material pricing is volatile due to current market conditions; pricing will only be guaranteed for 10 days
6. The manufacturer's estimated lead time on material and equipment is currently *8-10* weeks. Hill Mechanical Services cannot guarantee the accuracy of the provided lead times due to the current supply chain delays






Signature

If this proposal meets your approval, please sign and we will schedule the work with you as soon as possible.

Tim Kwiatkowski

Tim Kwiatkowski
Senior Account Executive
The Hill Group
December 13, 2023

 SIGNATURE
Jim Lee

Jim Lee
Facilities Manager
Lake Forest Library

Please fill out the field below:

PO Number:



Terms & Conditions

1. This Standard Service Proposal or Maintenance Agreement (hereinafter sometimes referenced as "Agreement"), upon acceptance by the Customer, is made solely on the terms and conditions hereof, notwithstanding any additional or conflicting conditions that may be contained in any purchase order or other forms of the Customer, all of which additional or conflicting terms and conditions are hereby rejected by Hill Mechanical Services. Further, the parties acknowledge and agree that any purchase order issued by the Customer in accordance with this Agreement will only establish payment authority for their internal accounting purposes. Any such purchase order will not be considered by us to be a counteroffer, amendment, modification, or other revision to the terms of this agreement. No waiver, alteration or modification of the terms and conditions herein shall be valid unless made in writing and signed by an authorized representative of Hill Mechanical Services.
2. This Maintenance Agreement or Standard Service Proposal is subject to acceptance by the Customer within 30 days from the date shown on the quote, unless specified otherwise. Prices quoted are for services, labor, and material as specified in this Proposal. If acceptance of this Maintenance Agreement or Standard Service Proposal is delayed or modified, prices are subject to adjustment.
3. Title to any equipment installed in connection with this project remains with Hill Mechanical Services until all payments have been received. Payment terms are net 30 days and service charge of 1.5% per month on all past due accounts.
4. Unless Customer provides appropriate documentation of tax exemption, Customer shall pay Hill Mechanical Services, in addition to the contract price, the amount of all excise, sales, use, privilege, occupation or other similar taxes imposed by the United States Government or any other National, State or Local Government, which Hill Mechanical Services is required to pay in connection with the services or materials furnished hereunder.
5. Any and all costs, fees and expenses arising from or incurred in anticipation of any federal, state, county, local or administrative statute, law, rule, regulation or ordinance (collectively "Governmental Regulations"), Hill Mechanical Services shall not be required to bear any expense in connection with the modification, removal, replacement or disposal of any refrigerant in response to any Governmental Regulation designed to reduce or eliminate the alleged environmental hazards associated with the refrigerant.
6. The contract price stated herein is predicated on the fact that all work will be done during regular working hours of regular working days unless otherwise specified. If for any reason Customer requests that work be performed other than during regular working hours or outside the scope of services specified hereunder, Customer agrees to pay Hill Mechanical Services any additional charges arising from such additional services, including but not limited to premium pay, special freight or other fees or costs associated therewith.
7. Customer shall be responsible for all costs, expenses, damages, fines, penalties, claims and liabilities associated with or incurred in connection with any hazardous materials or substances, including but not limited to asbestos, upon, beneath, about or inside Customer's equipment or property. Title to, ownership of, and legal responsibility and liability for any and all such hazardous materials or substances, shall at all times remain with Customer. Customer shall be responsible for the removal, handling and disposal of all hazardous materials and substances in accordance with all applicable Governmental Regulations. Customer shall defend, indemnify, reimburse and hold harmless Hill Mechanical Services and its officers, directors, agents, and employees from and against any and all claims, damages, costs, expenses, liabilities, actions, suits, fines and penalties (including without limitation, attorneys' fees and expenses) suffered or incurred by any such indemnified parties, based upon, arising out of or in any way relating to exposure to, handling of, or fees and expenses) suffered or incurred by any such indemnified parties, based upon, arising out of or in any way relating to exposure to, handling of, or disposal of any hazardous materials or substances, including but not limited to asbestos, in connection with the services performed hereunder.
8. Hill Mechanical Services shall not in any event be liable for failure to perform or for delay in performance due to fire, flood, strike or other labor difficulty, act of God, act of any Governmental Authority or of Customer, riot, war, embargo, fuel or energy shortage, wrecks or delay in transportation, inability to obtain necessary labor, materials, or equipment from usual sources, or due to any cause beyond its reasonable control. In the event of delay in performance due to any such cause, the date of delivery or time of completion will be extended by a period of time reasonably necessary to overcome the effect of such delay. If the materials or equipment included in this Proposal become temporarily or permanently unavailable for reasons beyond the control of Hill Mechanical Services, Hill Mechanical Services shall be excused from furnishing said materials or equipment and be reimbursed for the difference between cost of materials or equipment unavailable and the cost of an available reasonable substitute.
9. Hill Mechanical Services shall not in any event be liable to the Customer or to third parties for any incidental, consequential, indirect or special damages, including but not limited to, loss of production, loss of use or loss of profits or revenue arising from any cause whatsoever including, but not limited to any delay, act, error or omission of Hill Mechanical Services. In no event will Hill Mechanical Services liability for direct or compensatory damages exceed the payment received by Hill Mechanical Services from customer under the agreement.
10. Hill Mechanical Services extends the manufacturer's warranties on all parts and materials and warrants labor to meet industry standards for a period of thirty (30) days from the date performed, unless a longer duration is expressly stated elsewhere in this Agreement. Hill Mechanical Services expressly limits its warranty on Customer's Equipment to cover only that portion of Equipment which had specific Services done by Hill Mechanical Services. These warranties do not extend to any equipment or service which has been repaired by others, abused, altered, or misused, or which has not been properly maintained. These warranties are in lieu of all other warranties, expressed or implied, including, but not limited to, those of merchantability and fitness for specific purpose, which are hereby specifically disclaimed.
11. Each of us agrees that we are responsible for any injury, loss, or damage caused by any negligence or deliberate misconduct of our employees or employees of our subcontractors. If any of our employees or those of our subcontractors, cause any injury, loss or damage in connection with performing their duties under this agreement, the responsible party will pay for all costs, damages, and expenses, which arise. Each of us agrees to defend and hold harmless the other party, its officers, directors and employees, from and against all claims, damages, losses and expenses, including but not limited to attorney's fees and court costs, arising out of or resulting from the performance of work hereunder, to the extent that such claim, damage, loss, or expense is caused by an active or passive act or omission of the indemnifying party or anyone directly or indirectly employed by that party, or anyone for whose acts that party may be liable.
12. This Agreement shall be binding upon and inure to the benefit of each party's respective successors, assigns and affiliates. This Agreement is governed by and construed in accordance with the laws of the State of Illinois.



TRUST, TECHNOLOGY, TRANSPARENCY ...

It's what sets Hill apart

Our technology platform provides all access — see work as it happens.

Hill contract clients receive instant, digital access to the Hill Partner Portal providing anytime/anywhere data. Your portal provides custom information on your equipment, service history, maintenance schedules, accounting and invoicing. It also gives you one-click access to schedule service, and communicate with your Hill team.

What makes it even more valuable is that you'll actually see work as it happens. It's the next best thing to being on the jobsite. All Hill technicians are equipped to instantly upload images and videos of your equipment, our work, and results. Technicians also have the unique ability to access your equipment's history, access OEM manuals, complete email work orders, upload pictures and notes. This provides you with a level of transparency and partnership, hard to find in the mechanical services industry.

Our Partner Portal Provides:

1. Secure access to all account and service data, invoices, work orders, current and historical
2. Pictures and videos documenting pre-task planning, work performed, troubleshooting, and results
3. Real-time updates. A PDF of the Technician's work order is automatically emailed to the customer.
4. Easy access to your service team
5. Transparency and accountability
6. More oversight and control of your service plans



Our technology provides real-time images and video capturing the entire process from pre-task planning through completed work



Quick and easy service requests



Custom reports at your fingertips when you need them



Current, detailed data on all equipment

Hill Group: Your One Stop Shop



HVAC

Chiller and boiler service, preventive and predictive maintenance programs, pump repairs, system repair, 24 hour emergency service. We can design custom programs to extend the life of your mechanical systems.



PLUMBING

Preventive maintenance and service, water heaters, backflows, sewer & drain lines, sewage pumps and lift stations, pumps and PRV's. Water safety and quality testing. Does your venue need an onsite plumber or custom service plan? We can help.



FIRE PROTECTION

Hill Fire Protection is Chicagoland and Northwest Indiana's leading provider of inspection, testing, maintenance, repairs, and 24 hour emergency service for your life safety systems. We specialize in new construction, tenant build-outs, retrofits, and system upgrades for all markets and industries.



TESTING, BALANCING, COMMISSIONING

Air quality is more important than ever. Our proven processes make sure your equipment is operating at peak performance. Commissioning, testing and balancing, energy efficiency and monitoring utilizing the latest technology and equipment.



BUILDING AUTOMATION & CONTROL

Design, installation, service, and maintenance of industry-leading open protocol building automation systems to control and monitor all of your facility's systems. We implement smart connected systems to provide real-time access and insights to your system from anywhere.



SPECIAL PROJECTS

Our team of engineers and technicians can provide the expertise needed for any unique project. We can provide turnkey solutions to manage entire projects from design, fabrication, construction to inspections and commissioning.



**LAKE FOREST LIBRARY
STRATEGIC PLAN
Fiscal Years 2025–2027
DRAFT 7: April 12, 2024**

This Strategic Plan presents the Strategic Priorities and Mission that will guide Lake Forest Library for the next three years. The Strategic Plan is grounded in the findings of the 2023 City of Lake Forest Community-Wide Survey (Appendix A) and several internal discussions involving the Library Board of Trustees and all Library Staff.

This Plan is a living document designed to inspire positive growth and change, leading to Library enhancements and other benefits to the Lake Forest community. We plan to engage extensively with the Lake Forest community during the planning and implementation stages of this Plan and will update Library Trustees and other community stakeholders on progress on a regular basis. Library Trustees and Staff will also continually review and update the Plan in response to community priorities and changing trends in the library and information landscape.

Strategic Priorities

1. Growing Generations of Avid Readers
2. Preserving and Enhancing a Beloved Community Asset
3. Enhancing Organizational Excellence
4. Inspiring All Residents with Lifelong Learning Opportunities
5. Bringing the Library into the Story of Each Lake Forester

Draft Mission Statement

We are the cornerstone of literacy in our community where everyone is respected and free to pursue a lifelong love for reading and learning.

Strategic Priority 1

Growing Generations of Avid Readers

Residents indicated overwhelmingly in the 2023 City Survey that Books and Electronic Collections are the most important services that the Library provides to the Lake Forest community. Balanced, diverse, and current library collections are vital to establishing a foundation for early literacy and an ongoing support for lifelong learning. Collections are key to providing open and free access to information and the welcoming atmosphere our patrons can expect to encounter. Our outstanding staff will draw on their talents and professional expertise to encourage reading for pleasure and enrichment for all residents.

Action Plan

1. Provide the best and most relevant collections of library materials in multiple formats for all residents.
2. Analyze library usage data and monitor reading trends to purchase books, eBooks, and other materials in appropriate quantities to deliver popular titles speedily to residents.
3. Review Library spaces and shelving to improve access to and display of library collections. As needed, right-size collections based on meaningful metrics, relocate popular collections to more accessible locations, and find new and creative ways to display and merchandize collections.
4. Expand access to library collections in the state of Illinois and provide an upgraded kiosk with a greater variety of materials at the West Train Station.
5. Strengthen outreach efforts and partnerships with community organizations, expand or refresh ongoing community-wide reading programs, and raise awareness about home delivery services for elderly or other individuals in need.
6. Digitize local historical resources not available elsewhere.

Strategic Priority 2

Preserving and Enhancing a Beloved Community Asset

The Lake Forest Library building is a source of great joy and pride to community residents. In August 2023, we completed the repair and restoration of its dome and interior Rotunda. And in March 2024, we completed the repair, restoration, and cleaning of the Nicolai Remisoff murals that grace the Rotunda, a project funded by a grant from the Friends of Lake Forest Library. We look forward to continuing this positive momentum as we engage with stakeholders to identify additional opportunities to preserve and enhance the building.

Action Plan

1. Collaborate with experts and community stakeholders to develop a Master Plan for the Library to reimagine and repurpose its existing spaces for optimal use in a phased manner, while preserving and enhancing its historical integrity and significance.
2. Improve building operations with reliable, energy-efficient infrastructure and systems that improve use of staff time and enable them to deliver exceptional library services, collections, resources, and programs to all community residents.
3. Enhance Library access by upgrading the elevator, repairing and restoring the exterior landscaping and courtyards, and finding creative and cost-effective solutions to parking challenges.
4. Investigate ways to increase flexibility of existing spaces with updated furnishings and movable shelving.
5. Enhance the external appearance and landscaping for a more welcoming approach to the building.
6. Partner with The Lake Forest Library Foundation and the Friends of Lake Forest Library to grow philanthropic support and an endowment for the Library to fund future capital improvements.

Strategic Priority 3

Enhancing Organizational Excellence

The Lake Forest Library staff is among its most prized assets. We continually receive compliments from residents on the outstanding service they receive from our dedicated and innovative staff. We will empower our employees to deliver the best physical and virtual Library experience for all our patrons through exceptional personalized customer service. Staff will continually monitor trends in the library and retail landscape and evaluate and cautiously adopt industry and technological innovations to deliver top-notch customer service to patrons.

Action Plan

1. Develop a staffing structure to effectively match program and service needs. Ensure that staff salaries and benefits are competitive in order to attract and retain excellent employees.
2. Provide meaningful staff learning and development opportunities through formal coursework or attendance at local and national conferences.
3. Reduce departmental boundaries and empower staff with broad knowledge and skills to work across functional areas.
4. Create a work environment where staff are reflective, use data-driven approaches to report on results, and remain accountable to the community and ourselves.
5. Foster employee engagement through authentic conversations and recognition. Increase job satisfaction among staff, ultimately resulting in better service to the community.
6. Encourage staff to innovate and conduct pilot projects to test new ideas without fear of failure.
7. Formalize and implement a succession plan for key roles in the organization.

Strategic Priority 4

Inspiring All Residents with Lifelong Learning Opportunities

Lake Forest Library hosts hundreds of programs and other enrichment opportunities for community residents throughout all ages and phases of their life. These include book discussions, author visits, story times, take-home kits and other self-directed activities. We will reflect on what we have provided in the past and look for ways to enhance it going forward. We will provide enlightening and entertaining learning experiences for residents of all ages and abilities that open doors to a world of learning and discovery.

Action Plan

1. Provide diverse and high-quality Library programming for all residents - from support for new parents, to recent graduates, to re-engaging young adults in the Library, to services for retirees and those Aging in Place.
2. Continue to tap into existing community interests on literary, environmental, and historical topics as well as other subjects desired by residents in the Community Survey. Leverage and complement the offerings of our community partners.
3. Consider ways to provide meaningful and accessible programming for individuals with different needs and abilities (neurodiversity, dementia, etc).
4. Pilot additional family programs in the evenings and on weekends to meet needs of working parents.
5. Provide expanded and reimagined Media Lab learning opportunities.
6. Explore ways to encourage residents to try and experiment with new interests and ideas.

Strategic Priority 5

Bringing the Library into the Story of Each Lake Forester

We are excited to adopt a new communications philosophy during the upcoming three years. Based on the StoryBrand approach by Donald Miller, we will reframe communications with the Lake Forest resident as the hero and the Library as the guide in their life story and along their journey to success.

Action Plan

1. Coordinate across Library departments to develop larger, overarching marketing campaigns and themes. Identify and implement other effective ways to connect people with the Library.
2. Use community engagement tools to identify and engage with new residents and unserved/underserved areas of the community.
3. Identify and reduce any barriers to library card access and Library use. Launch a Get a Library Card campaign.
4. Redesign and reorganize the Library website to improve clarity and ease of use.
5. Strengthen partnerships with community organizations by learning about their goals and determining how the Library can be part of their story. Identify and connect with other potential Library ambassadors and advocates.
6. Effectively communicate an inspiring vision and the Library's story of impact.
7. Find innovative ways to help residents become aware of and effectively use library resources to find newer/better opportunities for themselves.

APPENDIX A

COMMUNITY PROFILE AND ENVIRONMENTAL SCAN

Community Profile

Founded in 1861, the City of Lake Forest is a closely knit community of 19,436 residents in the North Shore of Chicago. It is one of the most scenic, historical, and architecturally significant suburbs of Chicago where the median value of a home is \$894,000 and the median household income is over \$202,000. It is a predominantly white (83%) community with Asian and Hispanic populations being the next largest ethnic groups. Residents over 65 comprise over 24% of its population while 11% of residents were born outside the United States. The median age of Lake Forest residents is 44.9 and 80% of residents have a bachelor's degree or higher. Nearly 87% of residents speak English only at home, while the number of residents speaking Spanish, Chinese, and other Asian languages have shown a gradual increase over the past 15 years. (Source: 2020 Decennial Census and American Community Survey 2022) Since the COVID-19 pandemic, many new residents have moved into the community from other parts of the Chicagoland area and elsewhere. Some estimates report that nearly 1,600 new households have moved to the Lake Forest community in the past four years.

The community is very fortunate to have extremely active and well supported civic organizations that all work cooperatively in providing substantial enrichment opportunities on topics including historic preservation, arts and humanities, the environment, gardening, and other interests. Several departments of the City of Lake Forest are also active partners in providing educational, recreational, and enhancement programs for residents. Founded in 1935, the Lake Forest Caucus is a volunteer organization that identifies qualified Lake Forest residents to serve as volunteers on City of Lake Forest boards and commissions. Numerous book clubs, special interest groups, and service clubs present additional opportunities for engagement with the community. The community also features the independent Lake Forest Book Store that has been in operation for nearly 75 years and provides wonderful retail and programming partnership possibilities for Lake Forest Library.

Lake Forest Library

Lake Forest Library occupies a very special place in the hearts of community members. Beginning on the second floor of the City Hall building in 1898, it moved to its current location in 1931 and celebrated its 125th anniversary on July 8, 2023. The present building, designed as a library by architect Edwin H. Clark, was given to the City of Lake Forest by Mrs. Charles H. Schweppe and Mrs. Stanley Keith in memory of Mrs. Keith's first husband, Kersey Coates Reed, and was dedicated on June 7, 1931. It is a contributing building in the Lake Forest Historic District, a predominantly residential district generally consisting of large homes in a park-like setting.

The Library is fortunate to have an active Friends of Lake Forest Library group that has organized very successful book sales and provided nearly \$2.6 million in support to the Library since its inception in 1976. Over the four past decades, the Friends have been very supportive of numerous Library programs for children and adults and also recently funded the repair,

restoration, and cleaning of the Nicolai Remisoff murals that grace the Library's Rotunda. In 2020, the Lake Forest Library Foundation was established in preparation for a future capital campaign to build an endowment to preserve and enhance the historic Lake Forest Library. Lake Forest residents have a special love for the Library, its historical elements, and its wonderful collection of art. Several generations of library users have passed through its doors and it is a beloved place to interact with neighbors and friends, some of whom work in the Library. It is also customary for us to see younger generations of library users returning to the Library along with their children to revive nostalgic memories of the building, particularly the Children's Library.

At Lake Forest Library, we notice significant use of our spaces by nearby high school and college students who congregate here after classes for group study and discussion. During the high school's finals week in the spring and winter, every available seat and nook and corner of the Library is occupied by groups of students studying and collaborating. Several tutors use the Library to coach their young wards. Enrichment programs organized by the Youth Services Staff attract large numbers of young children and their parents or caregivers. We see a particularly high usage of our activity room for storytimes, hands-on crafts and activities, and unstructured play time.

Adults continue to use the Library's computers for research and information and the Media Lab in increasing numbers for its digital media conversion and 3D printing capabilities. The Library supports the activities of more than 25 patron-led book discussion groups by providing multiple copies of books and discussion guides. Library Staff deliver books and other materials to Lake Forest Place and homes of residents who are not able to physically come to the Library. Especially popular are programs on the arts, business, travel, local history, genealogy research, and book talks by our talented librarians. Hundreds of residents descended on the front lawn of the Library to celebrate its 125th anniversary on July 8, 2023. In November 2023, more than 100 residents gathered to celebrate A Night at the Library gala hosted by the Friends.

Public Libraries Today

Public Libraries are feeling their way through a new normal after the devastating effects of the COVID-19 pandemic. While several new, innovative services such as curbside delivery, enhanced investments in digital materials, and virtual programming using Zoom and other platforms expanded during the pandemic, residents have welcomed the opportunity to return to their familiar, physical grounds of the library and use the physical spaces "alone" and "together." In a recent survey completed by the Urban Libraries Council, ninety-eight member libraries shared data from 2019 and 2022 on in-person visits, program attendance, digital and physical circulation, and computer usage. The survey revealed a 44% decline in library visits from 2019 to 2022, with preliminary 2023 data indicating a gradual upswing from pandemic lows. Program attendance also declined between 2019 and 2022 by 58%, driven in part by a 71% reduction in the number of programs offered during that time. Decreases in computer usage (26%) and wireless sessions (37%) from 2019 to 2022 have some member libraries assessing on-site computer lab and Wi-Fi investments and considering more laptop, mobile device, and hotspot lending. While the data show fewer library visitors coming into library buildings compared to pre-pandemic times, demand for digital content has surged since 2019. Survey respondents

reported an average 30% increase in digital books, magazines, and streaming video circulation from 2019 to 2022.

Lake Forest Library Usage Trends

Lake Forest Library is still adjusting collections, programming, outreach, and communications in response to changes in patron demand and expectations after the COVID-19 pandemic. The pandemic was a huge catalyst for change in libraries, and we are still affected in nearly everything we do. We are sensitive to patron requests and expectations and work to meet them where they are, whether that is in the Library, in their homes, or at community events. We are encouraged by the gradual uptick we have noticed in several key metrics and will work vigorously to continue that trend and adjust our service models as needed. Lake Forest Library has typically enjoyed a significant level of support and use from our patrons, a pattern that we strive to continue into the future. To quote from a recent article in [Library Journal](#):

Libraries are emerging from the pandemic stronger, more resilient, and more indispensable to their communities than ever before. Now, they must continue to demonstrate additional value to patrons. With the right tools and resources, librarians will be well prepared to face both new and ongoing challenges.

As libraries have done countless times over the past hundred years, we will continually evaluate what we do and follow a process of continuous feedback and adaptability to make appropriate adjustments to library programs and services to serve our residents in the most cost effective and efficient manner.

Input from Lake Forest Residents

Following the completion of the 2020–2023 Strategic Plan and the appointment of new leadership, the Library’s Board of Trustees determined that it was an opportune time to begin the next cycle of strategic planning. As a first step in this process, all Lake Forest residents were invited to respond to a Community Survey that included questions about residents’ perception of and satisfaction with library services. Nearly 1,450 households responded to a Community-Wide Survey distributed by the City of Lake Forest in the summer of 2023. Key findings from the survey follow.

- **High Satisfaction with Library Services:** Residents ranked the Library very highly in overall satisfaction, with 91% of respondents responding that they were Very Satisfied (61%) and (30%) Satisfied. When compared with other high-performing communities in the United States with a median income over \$100,000, Lake Forest residents reported a higher level of satisfaction with library services.
- **Library Services most important to households:** Books and Other Materials ranked first in importance, followed by E-Books or Downloadable Materials and Library Sponsored Events and Programs.
- **Unmet Needs for Library Services:** Based on survey responses, the consulting firm administering the survey determined that Parking/Accessibility, Spaces for Group Study

and Community Meetings, and Technology Access and Classes were the top 3 areas where residents' need were not met.

- **Top Priorities for Investment in Library Services:** Residents identified Parking/Accessibility, Books and Other Materials, and Library Sponsored Events and Programs as the highest priorities for investment by the library.
- **Suggestions for Programs/Services:** Residents provided several hundred open-ended comments on the quality of collections, programs, and services offered by the Library and offered numerous suggestions for improvement. A sampling of their comments is included later in the Appendix.

Major Challenges and Opportunities

Our hardworking and talented Library Staff are at the frontlines, interacting daily with patrons and recording valuable nuggets of information in internal databases for follow up and action. Several of them have served the Lake Forest community for many years and have a keen knowledge of current library user trends and behaviors. Following the publication of the Community-Wide Survey results, Library Staff held spirited discussions on its findings and identified the following major challenges and opportunities for the library in the short and long term:

- Growing and sustaining the interest in and love for reading among the community, especially among its youngest residents. Determine the right mix of digital and physical resources to best serve our community.
- Create vibrant, flexible spaces that meet the modern needs of library users while preserving and enhancing the historical integrity and charm of the original building.
- Make outstanding customer service, top notch collections and creative use of state-of-the-art technology the hallmarks of this library. Support staff with upgraded workspaces and first-rate training, technology, and other resources to be successful in their roles.
- Provide high quality enrichment programs for all segments of the population in a manner that is intentional and well thought out and provides the foundation for residents to pursue more in-depth opportunities with other community institutions.
- Enhance awareness by communicating the unique breadth and depth of everything the library does in a community that is served by numerous organizations. Identify unserved and underserved residents of the community and motivate them to become active library users.

**2023 City of Lake Forest Community-Wide Survey
Selected Library Comments**

Collections

“Please continue or improve availability of most current travel books and new release movies, and TV series.”

“Expand Audiobook selection for downloading.”

“Library should focus on the basics. Books. Do not try to be all things to all people.”

“More current best sellers through Libby.”

Some libraries offer other rental programs (tools etc.). I am curious if those make sense in our community.”

“Expand Audiobook selection for downloading.”

“More Kindle e-books! The offering seems much smaller than neighboring libraries.”

“The library’s collection of computer programming and software texts is very limited as compared to Highland Park.”

Programs and Events

“Adult and family activities, so much is focused on children, and that’s a good thing, once families are empty nesters, the town seems to lose interest...”

“Library programs need to include multi-culture.”

‘Drive up check out/pick up, more children’s programming...’

“The kid programming is great – would love to see more weekend and later weekday options. Not all of us are done working at 4 pm.”

“More programs for adults (ages 20-40) without children to get to know others in the community.”

“We love it! The Library is the only place that offers free programs for babies/toddlers. We would love more! There are so many people who would benefit. Thanks for all you do!”

“Book clubs that aren’t in the middle of the day.”

“More nighttime or weekend children’s programming for working parents.”

“More informational talks and programs for adults.”

“Book group for older adults.”

“Deerfield Library offers a lot more programming. I recommend looking to them as a model.”

“Robotic Competition.”

“Programs for Caregivers.”

Building Concerns/Parking/Accessibility

“It could be more physically accessible. A new building/expansion is badly needed.”

“Library could benefit from private study/meeting rooms that can be reserved in advance.”

“More open space in the kids library; more books at kids eye level; less claustrophobic space.”

“Please make the parking more efficient. My elderly father has a hard time parking even using the handicapped parking.”

“The interior of the children’s section is overwhelming. The library as a whole is hard to navigate.”

“Other communities have enhanced their libraries to provide for diversity of meeting spaces.”

“Encourage ADA Accessibility discussions for Central Business District and Lake Forest Library outside and inside buildings.”

“Larger children’s area for open, sensory play.”

“Work space for small business owners and entrepreneurs.”

“Drive up check out/pick up....”

“Newer, technology spaces.”

Operational

“Expanded technology classes with more hours.”

“Longer hours for students during finals weeks.”

“Continue to upgrade media lab, more hours available at nights/weekends.”

“Can you add an experience (Innovation) center like the Glenview Library has?”

“Check out the Northbrook Library events/programs. Free concerts on Sundays. Exclusive technology help.”

“More diverse book clubs, such as sci-fi, women’s etc.”

“Wish they could get a laser cutter...”

“Look at the Lake Zurich Library and let’s try to do some of that! Play areas for kids, toys to borrow. Puzzles for kids to borrow.”

“There should be greater enforcement of quiet/no phone areas.”

“More makerlab initiatives and opportunity to borrow equipment or use on site.”

“Longer hours. Get kids to study there – entice them!”

Marketing and Outreach

“We LOVE the Library. It is a tremendous resource. I do not know as much as I would like about downloadable online resource options and other services available in my home through the library. I would like more information to be able to take full advantage.”

“Better communication about what you do...”

“There are few resources/activities west of 41.”

“New resident orientation/resource event.”

“Need better marketing of events.”






General

“Services are great. The building is not. We need a fully-functional, up-to-date library not an historic shell. The parking situation is dangerous at all times of the year.”






“Amazing library and staff.”

“Library is our greatest asset.”

“Library is amazing! Thank the staff for being so good as well.”

KEY	Reconsidered	Under consideration	In progress	Goals met	Goals exceeded
					

**Strategic Priority 1 Current Year Progress Tracker
FY2025**

Action Plan	FY2025 Q1 May–Jul 2024	Q2 Aug–Oct 2024	Q3 Nov 2024–Jan 2025	Q4 Feb–Apr 2025
1-1	 Enhance World Language Collection based on community demographics data			
1-2				
1-3	 Refresh Takeout Tech and Adult Accessibility collections: update and add items, create hangtag system for check-out			
1-4	 Install International Library Services vending machine at the West Train Station	 Join the Find More Illinois interlibrary loan platform		
1-5	 Launch 100 Books Before Graduation year-round reading program for teens			
1-6				

Lake Forest Library Strategic Plan Progress Overview FY2025–27

K E Y	Reconsidered	Under consideration	In progress	Goals met	Goals exceeded
	○	○	●	●	★

Action Plan	FY2025				FY2026				FY2027			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
1-1	○											
1-2												
1-3	○											
1-4	○	○										
1-5	○											
1-6												
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Lake Forest Library
Proposed FY2025 Budget Highlights

April 12, 2024

We are providing below an overview of the highlights of the Library's proposed budget for FY 2025 covering the period May 1, 2024 thru April 30, 2025.

Revenue and Income

The library's primary revenue source is the tax levy. Based on City of Lake Forest estimates, the Library's FY 2025 levy is approximately \$4,982,581. The total of other anticipated revenue including personal property replacement tax (PPRT), state grant, fees, and donations is projected at \$107,000. Interest on investments which was in excess of \$300,000 over the past two fiscal years, is projected at a more modest \$160,000 in view of anticipated declines in interest rates. The Friends of the Lake Forest Library have informed us that they will be awarding us \$79,750 to fund special projects in FY 2025.

Total operating revenues are projected at \$5,329,331 while total operating expenditures are projected at \$5,144,157, an overall increase of 10% over FY 2024. To fund several capital improvement projects in FY 2025, we are showing a transfer of \$2,000,000 from our Cash in Hand. The total funds available for FY 2025, including the cash transfer is \$7,329,331. Total operating, capital and technology expenditures are projected to be \$7,244,157 resulting in an operational contingency of \$85,174.

Expenditures

Personnel Services:

Personnel Services expenditures, including all salaries, wages, and benefits are anticipated to be \$3,142,927 which we believe will accommodate the need for additional positions and staffing hours as we begin to implement some of the initiatives outlined in our new strategic plan in FY 2025. We plan to closely review our organizational structure in the coming weeks to ensure that we have the right mix of full-time and part-time positions to deliver on all our proposed goals. The proposed budgeted amount also anticipates salary adjustments for staff members according to recent salary benchmarking study of Chicago area libraries. We are also proposing a new tuition reimbursement line of \$10,000 to assist employees with their continuing education and certification and a new Employee Assistance Program.

Collections

Library collections expenditures are budgeted at \$722,700 – an increase of 10% over the previous year's budget. Lake Forest residents have told us that they view physical and electronic library collections as the most important service provided by the library and we plan to build on that asset going forward. We have budgeted a healthy 14% of the library's operating expenses, which exceeds Illinois state standards for collections expenditures.

Contractual Services:

Contractual services for the year are anticipated to total \$409,400 which includes membership payments to CCS, the library's collections and catalog consortium; lease and maintenance payments to Bibliotheca (RFID and self-checkout); payments to Outsource Solutions Group (OSG) for computer and software support; and lease payments for library printers and scanners.

New to FY 2025 is a proposal to provide human resources consulting services to the library for an approximate annual cost of \$50,000. We also plan to upgrade the library's website and invest in a service that will enhance our community engagement initiatives.

Programming

The total expenditure for all library programs and marketing is anticipated to be \$152,400, an increase of 9% over the previous Fiscal Year. This includes expenditures to publish an expanded newsletter and promoting the wide range of services, events and collections of the library.

Strategic Initiatives

Included in the proposed FY 2025 budget is an amount of \$100,000 to fund projects and initiatives proposed by staff as part of our new Strategic Plan. These initiatives will be identified by staff on an ongoing basis during the course of the fiscal year and we will update the board on progress.

Other Expenditures

The broad category of other expenditures is projected at \$222,780 which includes legal and audit fees, membership fees, office supplies, human resources recruitment, professional development expenses, and postage and banking fees among other expenses. We are also budgeting \$80,000 to complete a Mechanical, Electrical and Plumbing (MEP) study that will provide a comprehensive, professional assessment of the library's systems to use for current and future capital projects planning.

Building Maintenance

Building maintenance expenditures are projected to be \$393,950 in FY 2025 which includes all custodial supplies and services, liability insurance, and all building, equipment, and grounds maintenance contracts. This represents a 29% increase over the previous year's budget and we propose to address long overdue building and grounds maintenance projects in a proactive manner.

Capital Improvements:

Major projects anticipated to be completed in FY 2025 include upgrading the existing elevator (approximately \$200,000), refreshing and upgrading major public spaces (\$650,000), return condensate pump replacement and new HVAC controls estimated to be \$340,000, initial study and design of exterior courtyard, sidewalk and landscape enhancements (approximately \$250,000) and a new boiler (\$60,000).

Capital Equipment:

To complement the refreshing and upgrading of several major spaces, we have allocated \$330,000 for new furniture, shelving, chairs and other equipment. Also included is funding for an upgraded fire/burglar alarm system (\$20,000)

Technology Upgrades:

This category provides \$250,000 to acquire a new vending machine for the West Train station, new servers that would replace older equipment, a new public address system that would enhance communications throughout the library building and other technology upgrades throughout the year.



Proposed FY 2025 budget

April 12, 2024

Projected tax revenue

– FY 2025

FUND	2023 LEVY	2022 EXTENSION	\$ CHANGE	% CHANGE
Library	\$4,482,408	\$4,268,960	\$213,448	5.00%
Library Sites	\$ 479,639	\$ 456,799	\$ 22,840	5.00%
Sub Total	\$4,962,047	\$4,725,759	\$ 236,288	5.00%
New Construction (Est.)	\$ 20,534			
Total Estimated	\$4,982,581			

Investment Interest

- ▶ FY 2021 Audited: \$28,464
- ▶ FY 2022 Audited: \$37,505
- ▶ FY 2023 Audited: \$307,548
- ▶ FY 2024 YTD (3/31): \$436,579
- ▶ FY 2025 projected: \$160,000

Completed Capital Projects

– FY 2024

- ✓ Technology and Safety Improvements
 - ✓ Security Cameras
 - ✓ IT Switches
 - ✓ Sidewalk Lights
- ✓ HVAC Upgrades
 - ✓ New Boiler
- ✓ Water Abatement – Sump Pumps
- ✓ Historical Preservation
 - ✓ Dome Restoration
 - ✓ Remisoff Murals Restoration (Friends Grant)

Cost Summary Completed Projects

FY2024

Technology and Safety Improvements	\$140,467
New Boiler	\$47,618
Water Abatement - Sump Pumps	\$43,159
Dome Restoration	\$1,120,800
Remisoff Murals Restoration (Friends Grant)	\$260,000
Total Investments	\$1,612,044

Proposed FY 2025 Budget Highlights – Capital

- ▶ Preserving and enhancing historic facility
 - ▶ ADA Accessibility Enhancements:
 - ▶ Existing Elevator Upgrade - ~ \$200,000
 - ▶ Refreshing and upgrading major public spaces - ~ \$650,000
 - ▶ Foyer, Reed Room, Reference Room, Business Room
 - ▶ Address community requests for group study and meeting spaces
 - ▶ Exterior Courtyards, Sidewalk and Landscaping (Phase 1) - ~ \$250,000

Proposed FY 2025 Budget Highlights – Capital

- ▶ Preserving and Enhancing historic facility (continued...)
 - ▶ HVAC Infrastructure Enhancements: ~ \$400,000
 - ▶ Replacement Boiler: ~ \$60,000
 - ▶ Condensate Return Pump ~\$120,000
 - ▶ HVAC Controls and Building Automation System ~\$220,000
 - ▶ Ongoing Building Maintenance: ~ \$120,000
 - ▶ Perimeter Fencing, Fireplaces, Parking Lot, other proactive maintenance

MEP Study

Impact: Identify the current state of Mechanical, Electrical, and Plumbing systems, providing a baseline to inform the timelines and priorities of future projects.

- Next step: Issue RFP
- Estimated cost: \$80,000

Operational/Maintenance Projects

Impact: Maintain and enhance the Library on a continual and proactive basis.

- Enhance and refresh the Media Lab and Teen Space
- Address Kasian Room glass ceiling leaks and shades
- Replace perimeter fencing
- Address plumbing issues
- Parking Lot
- Repair historic outbuilding
- Reupholster leather chairs

The background features abstract, overlapping geometric shapes in various shades of green, ranging from light lime to dark forest green. These shapes are primarily located on the right side of the page, creating a modern, layered effect. The text is centered on a white background.

OTHER BUDGET PRIORITIES FOR FY 2025

Proposed FY 2025 Budget Highlights

- ▶ Aligns with proposed strategic plan
- ▶ Addresses Community Survey findings
- ▶ Provides current and relevant collections in multiple formats
- ▶ Significant capital investments to maintain and enhance facility
- ▶ Technology enhancements for patrons and staff

Proposed FY 2025 Budget Highlights

- ▶ Additional staffing, professional development and HR support
- ▶ Expanded enrichment opportunities for lifelong learning
- ▶ Marketing tools for targeted community engagement
- ▶ Fund to support new strategic initiatives
- ▶ Delivering the best user experience for Library patrons

Proposed FY 2025 Budget Highlights - Collections

- ▶ Data driven collection development in all formats
 - ▶ Proposed 10% increase in collections budget to \$722,700
 - ▶ 14% of Operating Budget exceeds state standards for collections
 - ▶ Continually monitor collection usage and industry trends to strike right balance between physical and electronic formats
 - ▶ Update and refresh materials that are outdated and in poor condition

Proposed FY 2025 Budget Highlights - Technology

- ▶ Enhanced security and services to patrons and staff:
 - ▶ Vending Machine at West Train Station - ~ \$75,000
 - ▶ Upgraded Fire/Burglar Alarm System - ~ \$20,000
 - ▶ Emergency Cellular Communications - ~ \$50,000
 - ▶ Public Address System - ~ \$18,000
 - ▶ New servers - ~ \$24,000

Proposed FY 2025 Budget Highlights – Our People

- ▶ Additional positions/hours to support new Strategic Plan initiatives
- ▶ Human Resources Consulting
- ▶ Tuition Reimbursement
- ▶ Employee Assistance Program
- ▶ Salary Benchmarking
- ▶ Succession Planning

Proposed FY 2025 Budget Highlights

Marketing/Communications

- ▶ Telling our story more effectively
- ▶ Expanded newsletter
- ▶ Patron/Community Engagement Tool for targeted marketing
- ▶ Refreshed website

Strategic Initiatives/Pilot Projects

Impact: Enhance services and programming to underserved community residents.

- Upgrade vending machine at West Train Station
- Off-site storage during major projects
- Enrich and expand community outreach and off-site engagement
- Reconfigure collection layout for better access and usability

Proposed FY 2025 Budget Highlights

▶ Revenues:	\$5,329,331
▶ Transfer from Cash in Hand:	\$2,000,000
▶ Total Funds Available:	\$7,329,331
▶ Operating Expenditures:	\$5,144,157
▶ Capital/Technology Expenditures:	\$2,100,000
▶ Total Expenditures:	\$7,244,157
▶ Operational Contingency:	\$ 85,174

Library Reserve Funds as of march 31, 2024

Reserve: Capital Improvements	3,050,000
Reserve: Technology Improvements	300,000
Capital Equipment	300,000
Add unutilized Reserve budgeted for FY2024 for dome restoration and other capital projects	950,000
Fund Balance: Unassigned	3,003,524
Funds available for future projects	\$7,603,524

Lake Forest Library

Budget FY2025 Vs Actual FY2024

Preliminary Budget FY2025 Version 4.0

	FY24 Budget	FY24 As of March 31	Forecasted As of April 30	FY25 Budget	Budget FY25 Vs FY24 Forecast	% Change Budget FY25 Vs FY24 Forecast
Funds on Hand 5/1	\$2,471,607	\$3,953,524	\$3,953,524	\$1,953,524	(2,000,000)	-51%
Current Revenue						
Tax-Based	\$4,631,204	\$4,739,538	\$4,739,538	\$4,982,581	243,043	5%
Other Revenue	\$78,000	\$123,821	\$123,821	\$83,000	(40,821)	-33%
Library Revenue	\$5,500	\$15,110	\$16,010	\$14,000	(2,010)	-13%
Interest earned from Investment	\$35,000	\$436,579	\$466,579	\$160,000	(306,579)	-66%
Gifts	\$1,000	\$47,507	\$47,507	\$10,000	(37,507)	-79%
Friends of LF Library Grant*	\$81,250	\$14,216	\$290,000	\$79,750	(210,250)	-73%
Total Revenues	\$4,831,954	\$5,376,771	\$5,683,455	\$5,329,331	(354,124)	-6%
Transfer from Capital Reserve	\$950,000					
Transfer from Funds on Hand				\$2,000,000		
Total Funds Available	\$5,781,954	\$5,376,771	\$5,683,455	\$7,329,331	\$1,645,876	29%
Operating Expenditures						
Personnel Services	\$3,071,555	\$2,185,032	\$2,425,032	\$3,142,927	\$717,895	30%
Collections: Print, A/V, E-Resources	\$657,000	\$545,049	\$594,599	\$722,700	\$128,101	22%
Contractual Services	\$329,000	\$253,823	\$276,898	\$409,400	\$132,502	48%
Building & Grounds	\$304,500	\$204,611	\$223,212	\$393,950	\$170,738	76%
New Strategic Initiatives	\$0	\$0	\$0	\$100,000	\$100,000	
Special Projects	\$35,000	\$0	\$0	\$0	\$0	
Programming	\$139,000	\$98,345	\$117,285	\$152,400	\$35,115	30%
Other Expenditures	\$139,900	\$98,943	\$107,938	\$222,780	\$114,842	106%
Total Operating Expenditures	\$4,675,955	\$3,385,803	\$3,744,964	\$5,144,157	\$1,399,194	37%
Total Capital and Technology						
Capital Equipment	\$125,000	\$45,629	\$45,629	\$350,000	\$304,371	667%
Technology Upgrades	\$130,000	\$118,696	\$118,696	\$250,000	\$131,304	111%
Capital Improvements*	\$835,000	\$674,800	\$934,800	\$1,500,000	\$565,200	60%
Total Capital and Technology	\$1,090,000	\$839,125	\$1,099,125	\$2,100,000	\$1,000,875	91%
Total Expenditures	\$5,765,955	\$4,224,928	\$4,844,088	\$7,244,157	\$2,400,069	50%
Difference in Revenues and Expenditures	\$15,999	\$1,151,844	\$839,367	\$85,174	(754,192.85)	-90%
Reserve Funds	\$3,650,000	\$3,650,000	\$3,650,000	\$3,650,000	0.00	0%
Funds on Hand	\$2,471,607	\$3,953,524	\$3,953,524	\$1,953,524	(1,999,999.73)	-51%
Total Funds	\$6,137,606	\$8,755,368	\$8,442,890	\$5,688,698	(2,754,192.58)	-33%

*Includes \$260,000 for the Restoration of the Remisoff Murals

Lake Forest Library

Revenue and Expense Summary

Preliminary Budget FY2025 Version 4.0

	FY21 Audited	FY22 Audited	FY23 Audited	FY24 Budget	FY24 As of Mar 31	FY25 Budget	% Change from Budget FY24	\$ Change from Budget FY24
Funds on Hand 5/1*	\$1,895,491	\$1,895,491	\$2,471,607	\$2,471,607	\$3,953,524	\$1,953,524	-21%	(\$518,083)
Current Revenue								
Tax-Based**	\$4,260,835	\$4,375,174	\$4,463,980	\$4,631,204	\$4,739,538	\$4,982,581	8%	\$351,377
Other Revenue	\$90,210	\$161,737	\$159,057	\$78,000	\$123,821	\$83,000	6%	\$5,000
Library Revenue	\$73,182	\$28,077	\$35,605	\$5,500	\$15,110	\$14,000	155%	\$8,500
Interest earned from Investment	\$28,464	\$37,505	\$307,548	\$35,000	\$436,579	\$160,000	357%	\$125,000
Gifts	\$36,707	\$16,320	\$30,900	\$1,000	\$47,507	\$10,000	900%	\$9,000
Friends of LF Library Grant***	\$74,000	\$0	\$47,471	\$81,250	\$14,216	\$79,750	-2%	(\$1,500)
Total Revenues	\$4,563,398	\$4,618,813	\$5,044,561	\$4,831,954	\$5,376,771	\$5,329,331	10%	\$497,377
Transfer from Capital Reserve				\$950,000				
Transfer from Funds on Hand						\$2,000,000		
Total Funds Available	\$4,563,398	\$4,618,813	\$5,044,561	\$5,781,954	\$5,376,771	\$7,329,331	27%	\$1,547,377
Operating Expenditures								
Personnel Services	\$2,191,636	\$2,193,050	\$2,268,470	\$3,071,555	\$2,185,032	\$3,142,927	2%	\$71,373
Collections: Print, A/V, E-Resources	\$502,430	\$508,435	\$497,327	\$657,000	\$545,049	\$722,700	10%	\$65,700
Contractual Services	\$250,193	\$278,563	\$292,795	\$329,000	\$253,823	\$409,400	24%	\$80,400
Building & Grounds	\$199,282	\$242,705	\$296,122	\$304,500	\$204,611	\$393,950	29%	\$89,450
New Strategic Initiatives						\$100,000		
Special Projects	\$293,532	\$150,308	\$16,240	\$35,000	\$0	\$0	-100%	(\$35,000)
Programming	\$102,705	\$63,602	\$99,559	\$139,000	\$98,345	\$152,400	10%	\$13,400
Other Expenditures	\$90,049	\$87,225	\$133,172	\$139,900	\$98,943	\$222,780	59%	\$82,880
Total Operating Expenditures	\$3,629,827	\$3,523,888	\$3,603,686	\$4,675,955	\$3,385,803	\$5,144,157	10%	\$468,203
Total Capital and Technology								
Capital Equipment	\$0	\$19,553	\$216,197	\$125,000	\$45,629	\$350,000	180%	\$225,000
Technology Upgrades	\$0	\$126,029	\$136,654	\$130,000	\$118,696	\$250,000	92%	\$120,000
Capital Improvements	\$78,643	\$28,155	\$556,107	\$835,000	\$674,800	\$1,500,000	80%	\$665,000
Total Capital and Technology	\$78,643	\$173,737	\$908,958	\$1,090,000	\$839,125	\$2,100,000	93%	\$1,010,000
Total Expenditures	\$3,708,470	\$3,697,625	\$4,512,645	\$5,765,955	\$4,224,928	\$7,244,157	26%	\$1,478,203
Difference in Revenues and Expenditures	\$854,928	\$921,188	\$531,916	\$15,999	\$1,151,844	\$85,174		
Reserve Funds	\$2,650,000	\$2,650,000	\$4,600,000	\$3,650,000	\$3,650,000	\$3,650,000	0%	\$0
Funds on Hand	\$1,895,491	\$1,895,491	\$2,471,607	\$2,471,607	\$3,953,524	\$1,953,524	-21%	(\$518,083)
Total Funds	\$5,400,419	\$5,466,679	\$7,603,523	\$6,137,606	\$8,755,368	\$5,688,698	-7%	(\$448,908)

*Unrestricted fund maintained at 35%;

**Tax Revenue based on 2023 levy of 5% maximum plus growth.

***Actual Grant Approved for FY2024 was \$55,000

Lake Forest Library Revenue and Income Preliminary Budget FY2025 Version 4.0

	FY19 Audited	FY20 Audited	FY21 Audited	FY22 Audited	FY23 Audited	FY24 Budget	FY24 As of Mar 31	FY25 Budget	% Change from Budget FY24	\$ Change from Budget FY24
Property Tax Revenue										
Property Tax*	\$4,063,010	\$4,158,792	\$4,260,835	\$4,375,174	\$4,463,980	\$4,725,718	\$4,739,538	\$4,982,581	6%	\$256,863
Reserve for Tax Loss						(\$94,514)				
Total Property Tax	\$4,063,010	\$4,158,792	\$4,260,835	\$4,375,174	\$4,463,980	\$4,631,204	\$4,739,538	\$4,982,581	8%	\$351,377
Other Revenue										
PP Tax Replacement	\$36,944	\$39,040	\$48,298	\$101,341	\$117,016	\$40,000	\$85,372	\$45,000	4%	\$5,000
Impact Fee	\$21,773	\$9,470	\$17,693	\$31,818	\$13,475	\$10,000	\$9,882	\$10,000	0%	\$0
Per Capita Grant	\$24,219	\$24,219	\$24,219	\$28,578	\$28,566	\$28,000	\$28,566	\$28,000	0%	\$0
Total Other Revenue	\$82,936	\$72,729	\$90,210	\$161,737	\$159,057	\$78,000	\$123,821	\$83,000	3%	\$5,000
Library Revenue										
Photocopy	\$8,731	\$6,476	\$2,024	\$5,869	\$7,416	\$5,000	\$5,901	\$6,000	13%	\$1,000
Book Rental/Book Bags	\$0	\$0	\$4	\$1,000	\$0	\$0	\$0	\$0		
Library Cards	\$279	\$168	\$38	\$0	\$0	\$0	\$0	\$0		
Library fines (Damage Materials)	\$15,772	\$8,959	\$1,715	\$2,895	\$3,650	\$500	\$3,094	\$3,000	68%	\$2,500
Other revenues	\$643	\$12,766	\$18,777	\$18,313	\$14,198	\$0	\$6,115	\$5,000	35%	\$5,000
Covid FEMA Reimbursement	\$0	\$0	\$50,624	\$0	\$10,341	\$0	\$0	\$0		
Total Library Revenue	\$25,425	\$28,369	\$73,182	\$28,077	\$35,605	\$5,500	\$15,110	\$14,000	24%	\$8,500
Interest earned from Investment	\$131,744	\$111,477	\$28,464	\$37,505	\$307,548	\$35,000	\$436,579	\$160,000	41%	\$125,000
Friends of LFLibrary Grant***	\$62,000	\$73,000	\$74,000	\$0	\$47,471	\$81,250	\$14,216	\$79,750	-3%	(\$1,500)
Other Gifts & Grant Income****	\$28,939	\$41,442	\$36,707	\$16,320	\$30,900	\$1,000	\$47,507	\$10,000	29%	\$9,000
TOTAL	\$4,394,054	\$4,485,809	\$4,563,398	\$4,618,813	\$5,044,561	\$4,831,954	\$5,376,771	\$5,329,331	10%	\$497,377

*Tax Revenue based on 2023 levy of 5% maximum plus growth.

***Actual Grant Approved for FY2024 was \$55,000

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

**Lake Forest Library
Operating and Capital Expenditures
Preliminary Budget FY2025 Version 4.0**

Category	FY19 Audited	FY20 Audited	FY21 Audited	FY22 Audited	FY23 Audited	FY24 Budget	FY24 As of Mar 31	FY25 Budget	% Change from Budget FY24	\$ Change from Budget FY24
Salaries/Wages	\$1,704,069	\$1,716,885	\$1,572,140	\$1,628,870	\$1,731,987	\$2,190,658	\$1,667,534	\$2,242,113	2%	51,455
Benefits	\$576,674	\$640,424	\$619,496	\$564,180	\$536,483	\$880,897	\$517,498	\$900,815	2%	19,918
Print, Audiovisual, and Electronic Media	\$578,759	\$548,618	\$502,430	\$508,435	\$497,327	\$657,000	\$545,049	\$722,700	10%	65,700
Contractual Services	\$217,701	\$231,453	\$250,193	\$278,563	\$292,795	\$329,000	\$253,823	\$409,400	24%	80,400
New Strategic Initiatives								\$100,000		100,000
Special Projects	\$83,388	\$60,107	\$293,532	\$150,308	\$16,240	\$35,000	\$0	\$0	-100%	(35,000)
Programming	\$85,264	\$85,277	\$102,705	\$63,602	\$99,559	\$139,000	\$98,345	\$152,400	10%	13,400
Other Expenses	\$105,719	\$106,835	\$90,049	\$87,225	\$133,172	\$139,900	\$98,943	\$222,780	59%	82,880
Building Maintenance	\$148,771	\$160,449	\$199,282	\$242,705	\$296,122	\$304,500	\$204,611	\$393,950	29%	89,450
Sub-Total	\$3,500,345	\$3,550,048	\$3,629,827	\$3,523,888	\$3,603,686	\$4,675,955	\$3,385,803	\$5,144,157	43%	1,540,471
Capital Expenditures										
Capital Equipment	\$104,056	\$1,073	\$0	\$19,553	\$216,197	\$125,000	\$45,629	\$350,000	104%	225,000
Technology Upgrades				\$126,029	\$136,654	\$130,000	\$118,696	\$250,000	88%	120,000
Capital Improvement	\$0	\$16,760	\$78,643	\$28,155	\$556,107	\$835,000	\$674,800	\$1,500,000	120%	665,000
Sub-Total	\$104,056	\$17,833	\$78,643	\$173,737	\$908,958	\$1,090,000	\$839,125	\$2,100,000	131%	1,191,042
Total	\$3,604,401	\$3,567,881	\$3,708,470	\$3,697,625	\$4,512,645	\$5,765,955	\$4,224,928	\$7,244,157	61%	2,731,513

**Lake Forest Library
Compensation Package
Preliminary Budget FY2025 Version 4.0**

	FY19 Audited	FY20 Audited	FY21 Audited	FY22 Audited	FY23 Audited	FY24 Budget	FY24 As of Mar 31	FY25 Budget	% Change from Budget FY24	\$ Change from Budget FY24
Current Employees										
Full Time Equivalent	31	31	32	28	30	30	30	34		
Salaries & Wages	\$1,689,085	\$1,709,540	\$1,572,140	\$1,628,870	\$1,731,987	\$2,190,658	\$1,667,534	\$2,242,113	2%	\$51,455
Longevity	\$14,984	\$7,345	\$0	\$0			\$0	\$0		\$0
Sub-Total	\$1,704,069	\$1,716,885	\$1,572,140	\$1,628,870	\$1,731,987	\$2,190,658	\$1,667,534	\$2,242,113	2%	\$51,455
Benefits										
IMRF	\$147,509	\$143,960	\$161,309	\$139,094	\$104,022	\$218,522	\$80,555	\$180,804	-17%	(\$37,718)
Social Security	\$128,031	\$128,006	\$116,914	\$121,691	\$129,701	\$190,893	\$125,726	\$196,773	3%	\$5,880
Worker's Compensation*	\$976	\$5,159	\$4,775	\$5,737	\$1,905	\$7,875	\$4,245	\$8,663	10%	\$788
Insurance, Life	\$1,955	\$2,163	\$2,059	\$1,790	\$1,929	\$3,086	\$1,981	\$3,020	-2%	(\$66)
Insurance, Medical	\$283,878	\$345,220	\$319,107	\$281,427	\$285,657	\$438,238	\$290,266	\$466,638	6%	\$28,400
Insurance, Dental	\$10,786	\$12,599	\$11,808	\$11,056	\$11,569	\$15,483	\$10,960	\$17,717	14%	\$2,234
Insurance, Unemployment			\$864	\$0	\$0	\$2,000	\$0	\$2,000	0%	\$0
Flexi-Benefits	\$3,539	\$3,317	\$2,660	\$3,385	\$1,700	\$4,800	\$3,765	\$5,200	8%	\$400
Tuition Reimbursement (New)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$10,000		\$10,000
Employee Assistance Program (New)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$10,000		\$10,000
Sub-Total	\$576,674	\$640,424	\$619,496	\$564,180	\$536,483	\$880,897	\$517,498	\$900,815	2%	\$19,918
GRAND TOTAL	\$2,280,743	\$2,357,309	\$2,191,636	\$2,193,050	\$2,268,470	\$3,071,555	\$2,185,032	\$3,142,927	2%	\$71,373

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

*Premium plus allowance for year end audit results.

**Lake Forest Library
Library Collections
Preliminary Budget FY2025 Version 4.0**

Item	FY19 Audited	FY20 Audited	FY21 Audited	FY22 Audited	FY23 Audited	FY24 Budget	FY24 As of Mar 31	FY25 Budget	% Change from Budget FY24	\$ Change from Budget FY24
Print	\$267,173	\$208,672	\$170,398	\$214,172	\$190,972	\$235,000	\$205,646	\$258,500	10.0%	\$23,500
Nonprint	\$219,307	\$266,885	\$261,816	\$229,484	\$242,071	\$325,000	\$273,864	\$365,450	12.4%	\$40,450
Audiovisual	\$92,279	\$73,061	\$70,216	\$64,779	\$64,284	\$97,000	\$65,539	\$98,750	1.8%	\$1,750
Total	\$578,759	\$548,618	\$502,430	\$508,435	\$497,327	\$657,000	\$545,049	\$722,700	10.0%	\$65,700

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

**Lake Forest Library
Building Maintenance
Preliminary Budget FY2025 Version 4.0**

Item	FY19 Audited	FY20 Audited	FY21 Audited	FY22 Audited	FY23 Audited	FY24 Budget	FY24 As of Mar 31	FY25 Budget	% Change from Budget FY24	\$ Change from Budget FY24
Janitorial Supplies	\$18,715	\$20,349	\$38,508	\$16,839	\$11,973	\$25,000	\$15,294	\$25,000	0%	\$0
Custodial Services		\$31,809	\$34,408	\$40,752	\$38,159	\$45,000	\$37,523	\$49,500	10%	\$4,500
Contractual Services	\$12,271	\$11,516	\$12,332	\$7,200	\$8,393	\$25,000	\$8,802	\$25,000	0%	\$0
Insurance (liability)	\$28,974	\$33,783	\$36,776	\$31,617	\$41,339	\$49,500	\$40,924	\$54,450	10%	\$4,950
Building Maintenance	\$26,881	\$41,822	\$1,424	\$80,602	\$45,009	\$60,000	\$45,540	\$120,000	100%	\$60,000
Equipment Maintenance	\$23,808	(\$5,023)	\$51,408	\$28,915	\$107,339	\$50,000	\$31,963	\$60,000	20%	\$10,000
Grounds Maintenance	\$31,081	\$19,475	\$16,664	\$28,924	\$37,220	\$40,000	\$20,053	\$50,000	25%	\$10,000
Water	\$7,041	\$6,718	\$7,762	\$7,856	\$6,691	\$10,000	\$4,511	\$10,000	0%	\$0
Total	\$148,771	\$160,449	\$199,282	\$242,705	\$296,122	\$304,500	\$204,611	\$393,950	29%	\$89,450

**Lake Forest Library
Other Operating Expenditures
Preliminary Budget FY2025 Version 4.0**

Item	FY19 Audited	FY20 Audited	FY21 Audited	FY22 Audited	FY23 Audited	FY24 Budget	FY24 As of Mar 31	FY25 Budget	% Change from Budget FY24	\$ Change from Budget FY24
Contractual Services	\$217,701	\$231,453	\$250,193	\$278,563	\$292,795	\$329,000	\$253,823	\$409,400	24.44%	\$80,400
New Strategic Initiatives (New)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$100,000		\$100,000
Special Projects	\$83,388	\$60,107	\$293,532	\$150,308	\$16,240	\$35,000	\$0	\$0	-100.00%	(\$35,000)
Programming										
Total Department Programming	\$52,976	\$58,275	\$52,968	\$41,728	\$73,455	\$84,000	\$64,936	\$102,400	21.90%	\$18,400
Programming - Comm	\$18,570	\$20,103	\$42,018	\$21,874	\$26,104	\$40,000	\$33,409	\$50,000	25.00%	\$10,000
Programming - Support	\$13,718	\$6,899	\$7,719	\$0	\$0	\$15,000	\$0	\$0	-100.00%	(\$15,000)
Total	\$85,264	\$85,277	\$102,705	\$63,602	\$99,559	\$139,000	\$98,345	\$152,400	9.64%	\$13,400
Other Expenses										
Administrative Services	\$24,996	\$24,526	\$25,139	\$25,767	\$26,412	\$29,500	\$24,816	\$30,385	3.00%	\$885
Art Work (purchased)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	\$0
Audit	\$6,785	\$6,995	\$7,205	\$7,205	\$7,400	\$9,000	\$7,622	\$9,000	0.00%	\$0
Auto Allowance*	\$1,383	\$632	\$440	\$0	\$0	\$0	\$0	\$0	0.00%	\$0
Binding	\$1,027	\$167	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	\$0
Insurance, D & O Liability	\$3,372	\$6,540	\$4,890	\$7,278	\$6,194	\$8,800	\$6,798	\$9,680	10.00%	\$880
Legal & Professional Fees	\$11,760	\$1,168	\$1,350	\$3,825	\$6,413	\$20,000	\$1,350	\$100,000	400.00%	\$80,000
Maintenance of Equipment	\$2,018	\$6,735	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	\$0
Meetings Expense	\$592	\$1,130	\$121	\$0	\$713	\$2,500	\$994	\$2,500	0.00%	\$0
Membership Dues	\$7,506	\$7,449	\$7,367	\$8,306	\$9,630	\$11,000	\$6,922	\$11,000	0.00%	\$0
Office Supplies	\$17,889	\$24,376	\$28,240	\$4,551	\$6,831	\$15,000	\$10,863	\$15,000	0.00%	\$0
Online Banking Fee (fine)	\$585	\$495	\$669	\$1,590	\$1,988	\$1,650	\$1,483	\$1,815	10.00%	\$165
Personnel Recruitment	\$507	\$617	\$170	\$563	\$41,063	\$700	\$10,176	\$1,000	42.86%	\$300
Postage	\$4,374	\$5,219	\$2,899	\$4,348	\$5,127	\$6,500	\$5,935	\$7,150	10.00%	\$650
Professional Development**	\$11,106	\$12,162	\$6,061	\$16,282	\$15,927	\$23,000	\$16,506	\$23,000	0.00%	\$0
Telephone	\$6,602	\$5,177	\$5,498	\$6,429	\$3,322	\$8,750	\$3,010	\$8,750	0.00%	\$0
Vending/events	\$5,217	\$3,447	\$0	\$1,080	\$2,152	\$3,500	\$2,468	\$3,500	0.00%	\$0
Total	\$105,719	\$106,835	\$90,049	\$87,225	\$133,172	\$139,900	\$98,943	\$222,780	59.24%	\$82,880
Total Other Expend	\$492,072	\$483,672	\$736,479	\$579,698	\$541,767	\$642,900	\$451,110	\$884,580	37.59%	\$241,680

*Amended FY2021

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

**Lake Forest Library
Contractual Services Detail
Preliminary Budget FY2025 Version 4.0**

Item	FY19 Audited	FY20 Audited	FY21 Audited	FY22 Audited	FY23 Audited	FY24 Budget	FY24 As of Mar 31	FY25 Budget	% Change from Budget FY24	\$ Change from Budget FY24
CCS & OCLC (Integrated Library System)	\$67,426	\$65,646	\$62,515	\$76,709	\$75,061	\$84,000	\$67,646	\$92,400	10.0%	\$8,400
CIT Computer Equipment Lease	\$37,377	\$42,645	\$41,770	\$35,078	\$9,228	\$0	\$0	\$0		
HR Consulting (New)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$50,000		\$50,000
LAN, WAV, and Support (MSP)	\$71,230	\$78,251	\$100,374	\$91,184	\$107,325	\$120,000	\$106,785	\$132,000	10.0%	\$12,000
EZ Proxy & Collection HQ	\$9,414	\$10,900	\$5,436	\$750	\$4,960	\$10,000	\$4,327	\$10,000	0.0%	\$0
Bibliotheca				\$0	\$24,041	\$25,000	\$24,041	\$25,000	0.0%	\$0
Online/Internet (fiber)	\$7,199	\$8,441	\$10,930	\$22,117	\$22,569	\$25,000	\$17,750	\$25,000	0.0%	\$0
Equipment, Copiers, Technology DVD2G0, Misc.	\$25,055	\$23,720	\$29,168	\$34,546	\$24,921	\$35,000	\$23,160	\$35,000	0.0%	\$0
Web Calendar and Other Software Subscription, Web Hosting and Maintenance		\$1,850	\$0	\$18,179	\$24,692	\$30,000	\$10,113	\$40,000	33.3%	\$10,000
Total	\$217,701	\$231,453	\$250,193	\$278,563	\$292,795	\$329,000	\$253,823	\$409,400	24.4%	\$80,400

**The City of Lake Forest, Illinois
INVESTMENT POLICY**

I. Introduction

The intent of the Investment Policy of the City of Lake Forest (the "City") is to define the parameters within which funds are to be managed. This Investment Policy formalizes the framework for the City's investment activities that must be exercised to ensure effective and judicious fiscal and investment management of Lake Forest's funds. The guidelines are intended to be broad enough to allow the Finance Director to function properly within the parameters of responsibility and authority, yet specific enough to adequately safeguard the investment assets.

II. Governing Authority

The investment program will be operated in conformance with federal, state, and other legal requirements, including Illinois Compiled Statutes 30/ILCS/235 Public Funds Investment Act (the "Public Funds Act").

III. Scope

This Investment Policy applies to the investment activities of all funds of Lake Forest, except for the Foreign Fire Insurance Board, Deerpath Golf Course, Library, Police and Fire Pension Funds and the funds managed by the Cemetery Commission. This policy shall apply to Library funds managed and invested by the City on behalf of the Library.

Except for funds in certain restricted and special funds, the City may commingle its funds to maximize investment earnings and to increase efficiencies with regard to investment pricing, safekeeping and administration. Investment income will be allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles.

IV. General Objectives

The primary objectives, in priority order, of investment activities will be:

1. Safety

Safety of principal is the foremost objective of the investment program. Investments will be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The goal will be to mitigate credit risk and interest rate risk.

2. Liquidity

The investment portfolio will remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated.

3. Return

The investment portfolio will be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints of safety and liquidity needs.

V. Standards of Care

Investment activities should reflect the following standards of care:

1. Prudence

The standard of prudence to be used by investment officials will be the “prudent person” standard and will be applied in the context of managing an overall portfolio.

The “prudent person” standard states that,

“Investments will be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.”

The Finance Director, acting in accordance with written procedures and this Investment Policy and exercising due diligence, will be relieved of personal liability for a loss, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

2. Ethics and Conflicts of Interest

In addition to the prohibitions contained in the Public Funds Act, officers and employees involved in the investment process will refrain from personal business activity that could conflict with the proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Employees and investment officials will disclose to the City Manager, Mayor, and Chairperson of the Finance Committee of the City Council any material financial interests in financial institutions that conduct business with the City, and they will further disclose any personal financial or investment positions that could be related to the performance of the City’s portfolio. Employees and officers will subordinate their personal investment transactions to those of the City particularly with regard to the timing of purchases and sales. Also, they will refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the City.

3. Delegation of Authority and Responsibilities

Authority to manage the investment program, as chief investment officer, is granted to the Finance Director and is derived from the Public Funds Act. The Finance Director or designee, under the delegation of the City Council, will establish written procedures and internal controls for the operation of the investment program that are consistent with this Investment Policy.

VI. Authorized Financial Institutions, Depositories

1. Authorized Financial Institutions, Depositories

The City will select one financial institution to serve as its primary depository per a Request for Proposal (RFP) process approximately every five years and approved by City Council. Additionally, a list will be maintained of financial institutions and depositories authorized to provide depository services to the City. The City may deposit funds under the FDIC coverage amount in any financial institution the deposits of which are insured by the FDIC.

2. Broker/dealers

A list will be maintained of approved security broker/dealers selected by conducting a process of due diligence and approved by the City Council.

All broker/dealers that desire to become qualified for investment transactions with the City must supply the following, at a minimum:

- Audited financial statements
- Proof of FINRA registration
- Proof of state registration
- Completed broker/dealer questionnaire
- Certification of having read, understood, and agreeing to, and having appropriate safeguards to ensure compliance with, the City's Investment Policy
- Evidence of adequate insurance coverage

Also, broker/dealers will be selected based upon their overall experience with Illinois agencies and the Public Funds Act.

Selection of financial institutions and broker/dealers authorized to engage in transactions with the City will be solely at the City's discretion.

A periodic review of the financial condition and registration of all qualified financial institutions, depositories, and broker/dealers will be conducted by the Finance Director.

3. Investment Advisers

Lake Forest may engage the services of one or more investment advisers to assist in the management of the City's portfolio in a manner consistent with this Investment Policy. Such advisers may or may not be granted discretion to purchase and sell investment securities in accordance with this investment Policy. Such advisers must be registered under the Investment Advisers Act of 1940 or with the appropriate banking regulators if a subsidiary of a bank.

4. Competitive Transactions

The Finance Director will attempt to obtain competitive bid information on all deposits made or investments purchased.

For investment securities purchased on the secondary market, competitive bids can be executed through a bidding process involving at least three separate broker/dealers or financial institutions or through the use of a nationally recognized trading platform. For the purchase of securities for which there is no readily available competitive offering on the same specific issue, then the Finance Director will document quotations for comparable or alternative securities. When purchasing original issue securities, no competitive offerings will be required as all dealers in the selling group offer those securities at the same original issue price.

Investment advisers will be engaged through a competitive procurement process, such as a Request for Qualifications (RFQ) or RFP. If the City hires an investment adviser to provide investment management services, the adviser must provide documentation of competitive pricing execution on each transaction. The investment adviser will retain documentation and provide the documentation upon request.

VII. Suitable and Authorized Investments

Consistent with the GFOA Policy Statement on State and Local Laws Concerning Investment Practices, the following investments will be permitted by this Investment Policy and are those defined by Illinois State Statutes.

If additional types of securities are approved for investment by public funds by state statute, they will not be eligible for investment by the City until this Investment Policy has been amended and the amended version adopted by the City Council.

- Bonds, notes, certificates of indebtedness, treasury bills, or other securities that are guaranteed by the full faith and credit of the United States of America;
- Bonds, notes, debentures, or other similar obligations of U. S. Government, its agencies, or government sponsored enterprises (GSEs);
- Interest bearing bonds of any county, township, city, incorporated town, municipal corporation, or school district, and the bonds shall be registered in the name of the municipality or held under a custodial agreement at a bank, provided the bonds will be rated at the time of purchase within the three highest general classifications established by a nationally recognized statistical rating organization (NRSRO);
- Interest-bearing savings accounts, interest-bearing certificates of deposit, interest-bearing deposits, or any other investments constituting direct obligations of any bank as defined by the Illinois Banking Act (205 ILCS 5/1 et seq.), provided, however, that such investments may be made only in banks that are insured by the Federal Deposit Insurance Corporation;
- Certificate of Deposit Account Registry Service (CDARS) certificates of deposit or Insured Cash Sweep (ICS) service¹
- Corporate Obligations - issuer must be a United States corporation with more than \$500 million in assets, rating must be within the highest tier (e.g., A-1, P-1, F-1, D-1 or higher) by two NRSROs, obligations must mature not later than three (3) years from the date of purchase and such purchases cannot exceed 10% of the corporation's outstanding obligations, and such purchases cannot exceed one-third of funds;
- Money Market Mutual Funds - registered under the Investment Company Act of 1940 (15 U.S.C.A. § 80a-1 et seq.), provided the portfolio is limited to bonds, notes, certificates, treasury bills, or other security that are guaranteed by the full faith and credit of the federal government as to principal and interest;

¹ CDARS is a placement service provided by Promontory Network in which a member institution uses the CDARS Network to place funds into CDs or other depository products issued by banks that are members of the CDARS Network. The placements occur in increments below the standard Federal Deposit Insurance Corporation ("FDIC") insurance coverage maximum, allowing for coverage of principal and interest. The Insured Cash Sweep (ICS) works similarly placing funds in demand or money market accounts or both.

- Short term discount obligations of the Federal National Mortgage Association (established by or under the National Housing Act (1201 U.S.C. 1701 et seq.)), or in shares or other forms of securities legally issuable by savings banks or savings and loan associations incorporated under the laws of Illinois or any other State or under the laws of the United States, provided, however, that the shares or investment certificates of such savings banks or savings and loan associations are insured by the Federal Deposit Insurance Corporation;
- Dividend-bearing share accounts, share certificates accounts, or class of share accounts of a credit union chartered under the laws of the State of Illinois or the laws of the United States; provided, however, the principal office of the credit unions must be located within the State of Illinois; and, provided further, that such investments may be made only in those credit unions the accounts of which are insured by applicable law;
- Illinois Funds²
- Illinois Metropolitan Investment Fund (IMET) – (1) 1-3 year Fund and (2) Convenience Fund³
- Public Treasurers' Investment Pool created under Section 17 of the State Treasurer Act, pursuant to the Public Fund Investment Act 30 ILCS 235/2 – Section 2(e)
- Repurchase agreements of government securities having the meaning set out in the Government Securities Act of 1986 (15 U.S.C.A. § 780-5) subject to the provisions of that Act and the regulations issued thereunder, provided, however, that such government securities, unless registered or inscribed in the name of the City, will be purchased through banks or trust companies authorized to do business in the State of Illinois; and such other repurchase agreements as are authorized in subsection (h) of Section 2 of the Public Funds Investment Act (30 ILCS 235/2). Repurchase agreements may be executed only with approved financial institutions or broker/dealers meeting the City's established standards, which will include mutual execution of a Master Repurchase Agreement adopted by the City.

IMPORTANT NOTE: If the credit rating of a security is subsequently downgraded below the minimum rating level for a new investment of that security, the Finance Director will evaluate the downgrade on a case-by-case basis in order to determine if the security should be held or sold. The Finance Director will apply the general objectives of safety, liquidity, and return to make the decision.

VIII. Collateralization of Deposits

It is the policy of the City to require that deposits in excess of Federal Deposit Insurance Corporation (FDIC), National Credit Union Administration (NCUA) and Security Investor Protection Corporation (SIPC) insurable limits, in a single financial institution, be secured by some form of collateral.

To accomplish this, every pledge of collateral will be documented by an approved written security and pledge agreement, executed by the financial institution contemporaneously with the acquisition of the pledged collateral by the financial institution, approved by the board of directors of the financial

² The Public Treasurer's Investment Pool created under Section 17 of the State Treasurer Act (15 ILCS 505/17).

³ The IMET Convenience Fund is a short-term money market instrument collateralized via FDIC Insurance, the FHLB Letter of Credit Program, and government securities at 110% on bank deposits.

institution or its loan committee as reflected in the minutes of said board or committee, and continually kept as an official record of the financial institution.

Collateral can be held at the following locations:

- i. A Federal Reserve Bank or its branch office
- ii. A custodial facility - generally in a trust department through book- entry at the Federal Reserve, unless physical securities are involved
- iii. An escrow agent of the pledging institution

To the extent that there are funds in excess of FDIC, NCUA and/or SIPC insurance protection, eligible collateral instruments and collateral ratios (market value divided by deposited funds in excess of FDIC, NCUA and/or SIPC) are as follows:

• Treasuries	110%
• Agencies	110%
• Government Sponsored Enterprises (GSEs)	110%
• State of Illinois obligations	110%
• Lake Forest City General Obligation bonds	110%

The ratio of market value of collateral to the amount of funds secured will be reviewed on a monthly basis and additional collateral will be requested when the ratio declines below the level required.

Substitution or exchange of collateral securities held in safekeeping will not be done without prior written notice of the City at least 10 days prior to any proposed substitutions and provided that the market value of the replacement securities is equal to or greater than the market value of the securities being replaced. The City must pre-approve all substitution and exchanges of securities. At the City's discretion and in a form acceptable to the City Attorney, the City may enter into an alternate written agreement related to the assignment, substitution or exchange of collateral securities.

Letters of credit issued by a Federal Home Loan Bank will also be acceptable as collateral.

IX. Safekeeping and Custody

1. Delivery vs. Payment

All trades of marketable securities will be executed (cleared and settled) on a delivery-vs.-payment (DVP) basis to ensure that securities are deposited in the City's safekeeping institution prior to the release of funds. Cash accounts may be established only if they meet the following safeguards:

- SIPC insured,
- Securities account is through an independent third party safe-keeping agent/custodian that is separate from the facilitating broker/dealer,
- All securities are held in book entry form, meaning they are tracked and recorded electronically by the DTC, with the City listed as the ultimate beneficiary,
- Securities purchased are delivered to the securities account, on the settlement date, regardless of whether there is enough cash available to cover the purchase in order to avoid failed trades, and
- All cash positions and securities positions are held separate from the third party custodian's assets and in the name of the City at all times.

2. Third-Party Safekeeping

Securities will be held by an independent third-party safekeeping institution selected by the City. To accomplish this, the securities can be held at the following locations:

- i. A Federal Reserve Bank or its branch office
- ii. A custodial facility - generally in a trust department through book-entry at the Federal Reserve, unless physical securities are involved.
- iii. An escrow agent of the pledging institution.

Safekeeping will be documented by an approved written agreement. This may be in the form of a safekeeping agreement, trust agreement, escrow agreement, or custody agreement. All agreements will be approved by the City Attorney.

X. Internal Controls

The Finance Director is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the City are protected from loss, theft or misuse. Specifics for the internal controls will be documented in an *investment procedures manual* that will be reviewed and updated periodically by the Finance Director.

Procedures should include references to: safekeeping, delivery-vs.-payment, investment accounting, repurchase agreements, wire transfer agreements, and collateral/depository agreements. No person may engage in an investment transaction except as provided under the terms of this Investment Policy and the procedures established by the Finance Director. The Finance Director will be responsible for all transactions undertaken and will establish a system of controls to regulate the activities of subordinate staff.

The internal control structure will be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that the cost of a control should not exceed the benefits likely to be derived and the valuation of costs and benefits requires estimates and judgments by management. The internal controls will address the following points at a minimum:

- Control of collusion
- Separation of transaction authority from accounting and recordkeeping
- Custodial safekeeping
- Avoidance of physical delivery securities
- Clear delegation of authority to subordinate staff members
- Written confirmation of transactions for investments and wire transfers
- Dual authorizations of wire transfers
- Staff training and
- Review, maintenance and monitoring of security procedures both manual and automated

XI. Investment Parameters

1. Mitigating credit risk in the portfolio

Credit risk is the risk that a security or a portfolio will lose some or all of its value due to a real or perceived change in the ability of the issuer to repay its debt. Lake Forest will mitigate credit risk by adopting the following:

- limiting investments to avoid overconcentration in securities from a specific issuer or business sector (excluding U.S. Treasury securities),
- allowing no financial institution to hold more than 35% of the City's investments, maturing over one year, exclusive of local government investment pools or U.S. Treasury securities held in safekeeping. Diversification of investments with maturities of less than a year will be at the discretion of the Finance Director based upon bids.
- limiting investment in securities that have higher credit risks,
- limiting obligations of corporations to no more than 10% of the City's investment portfolio, and
- investing in securities with varying maturities.

The core of investments is limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed. Securities will not be sold prior to maturity with the following exceptions:

- A security with declining credit may be sold early to minimize loss of principal.
- A security swap would improve the quality, yield, or target duration in the portfolio.
- Liquidity needs of the portfolio require that the security be sold.

2. Mitigating market risk in the portfolio

Market risk is the risk that the portfolio value will fluctuate due to changes in the general level of interest rates. The City recognizes that, over time, longer-term portfolios have the potential to achieve higher returns. On the other hand, longer-term portfolios have higher volatility of return. The City will mitigate market risk by providing adequate liquidity for short-term cash needs, and by making longer-term investments only with funds that are not needed for current cash flow purposes.

Because of inherent difficulties in accurately forecasting cash flow requirements, a portion of the portfolio should be continuously invested in readily available funds such as local government investment pools, money market funds, or overnight repurchase agreements or other money market instruments to ensure that appropriate liquidity is maintained to meet ongoing obligations. To the extent possible, Lake Forest will attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the City will not directly invest in securities maturing more than two years from the date of purchase.

Core funds, comprised of reserve and other funds with longer-term investment horizons, may be invested in securities exceeding two (2) years if the maturity of such investments are made to coincide as nearly as practicable with the expected use of funds.

Furthermore, since all possible cash demands cannot be anticipated, the portfolio should consist largely of securities with active secondary or resale markets.

3. Local Considerations

Lake Forest will maintain investment accounts in the financial institutions located within the city of Lake Forest whenever possible and not precluded by other standards of this Policy.

4. Sustainable Investing

When evaluating potential investments, the Finance Director may consider material, relevant, and decision-useful sustainability factors, within the bounds of financial and fiduciary prudence. Such factors

include, but are not limited to: (1) corporate governance and leadership factors, (2) environmental factors, (3) social capital factors, (4) human capital factors, and (5) business model and innovation factors, as provided under the Illinois Sustainable Investing Act, 30 ILCS 238/.

XII. Performance Standards/ Evaluation

The investment portfolio will be managed in accordance with the parameters specified within this Policy. The portfolio should obtain a market average rate of return during a market/economic environment of stable interest rates. Portfolio performance will be compared against an appropriate benchmark/s as identified in the *investment procedures manual*.

XIII. Reporting/ Disclosure

The Finance Director will prepare an investment report at least quarterly, including a management summary that provides an analysis of the status of the current investment portfolio and transactions made over the last quarter. This management summary will be prepared in a manner which will allow the City to ascertain whether investment activities during the reporting period have conformed to the Investment Policy. The report should be provided to the City Council Finance Committee. The report will include the following:

- Listing of individual securities held at the end of the reporting period.
- Realized and unrealized gains or losses appreciation or depreciation by listing the cost and market value of securities over one-year duration that are not intended to be held until maturity.
- Average weighted yield to maturity of portfolio on investments as compared to applicable benchmark.
- Listing of investment by maturity date.
- Percentage of the total portfolio which each type of investment represents

XIV. Approval of Investment Policy

This Investment Policy will be reviewed on an annual basis by the Finance Director and any modifications made must be approved by the City Council. If no modifications are made, the Investment Policy will be annotated to include the date of the review.

Revisions Approved: May 16, 2022

Approval of FY2025 Non-Resident Card Fee

Purpose and action requested: the staff of the Lake Forest Library requests approval of the FY2025 Non-Resident Card Fee of **\$800.11**.

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

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

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

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

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

Formula for Calculating the FY2025 Non-Resident Fee

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

tax income (FY24):	\$4,982, 581
population:	/ 19,367
cost per capita:	= \$257
average household size =	x 3.11
non-resident fee	= \$800.11

In FY2023 and FY2024 the fees were \$628.17 and \$640.52 respectively.



LANDSCAPE ARCHITECTS | CRAFTSMEN | CARETAKERS

November 6, 2023

Dear Jim,

Thank you for your continuing loyalty and trust in the team at Mariani Landscape. We are grateful to serve you and look forward to continuing our partnership for many more years to come.

While the 2023 season is still in full swing, we are already looking forward to planning for 2024. To lock in the best pricing and service schedules for next year, this letter outlines the 2024 proposal for your Landscape Management Plan services. You can see your proposed pricing schedule on the page attached.

You will see that price changes are more moderate than in prior years, although we still anticipate cost increases for labor, fuel, and materials. To be clear, we will never compromise the standards for horticultural excellence and service that you have come to expect from Mariani. We continue to look at ways to improve your client experience.

In addition, we are offering the following programs tied to an early commitment for next year, which together can reduce the cost of your plan by up to 4%.

1. Early Renewal Program - If you commit to landscaping services for 2024 by November 23rd, 2023, we will reduce the overall cost of the services selected by 1% for the full plan year.
2. Pre-Payment Plan - If you pre-pay for your 2024 Landscape Management Plan by January 15th, 2024, we will reduce the cost of services by an additional 3% for ACH/check payments only. *(Available only to first 300 clients to select this option)*

With your signature agreement to this letter proposal, we will lock in the proposed pricing for 2024. We will then follow up with a full-service summary and agreement at a later date.

I would love to meet in person at your convenience to further discuss your program and answer any questions you may have. Please do not hesitate to contact me anytime, day or night. As your one point of contact, I am always at your service. Thank you again for your loyalty. We look forward to continuing to serve you this year and into 2024 and beyond.

Sincerely,

Robert Beers
Vice president



LANDSCAPE ARCHITECTS | CRAFTSMEN | CARETAKERS

2024 Landscape Management Plan Proposal

Lake Forest Library

Commercial Landscape Management Program	\$14,060.22
Spring Annuals	\$375.41
Summer Annuals	\$414.95
Fall Annuals	\$356.31
Winter Display	\$743.79
Winter Display Removal	\$53.56
Total	\$16,004.24

I have reviewed and accept this summary proposal and pricing plan for 2024. If I return my signed approval by Nov 23rd, 2023, these prices will be discounted by 1%. If I prepay for my 2024 Landscape Management Plan services by January 15th, 2024, I will receive an additional 3% discount on ACH/check payments. I understand that I will receive a full-service summary and contract at a later date.

Signature

Printed Name

Date

**AN INSURANCE PROPOSAL
PREPARED FOR:**

DIRECTORS OF THE LAKE FOREST LIBRARY



PRESENTED BY:

GEORGE STONE, PRESIDENT, CLU
NATALIE STONE, VICE PRESIDENT, CIC, MLIS

HILL AND STONE INSURANCE AGENCY, INC.
900 NORTH SHORE DRIVE, SUITE 225
LAKE BLUFF, IL 60044

WWW.HILLANDSTONE.COM

5/1/2024-5/1/2025

DISCLAIMER - The abbreviated outlines of coverage used throughout this proposal are not intended to express any legal opinion as to the nature of coverage. They are only visuals to a basic understanding of coverage. Please read your policy for specific details of coverage.

INTRODUCTION OF THE AGENCY

Agency Profile

Currently, Hill and Stone Insurance Agency, Inc. serves the insurance needs of about 4,000 individuals and families, as well as the insurance needs of 2,000 businesses in Northern Illinois and throughout the United States.

Established in 1912 by Esther R. Stone, a woman pioneer in business, our company has grown from a North Shore insurance agency to a multi-line, worldwide provider of insurance coverage and risk management services.

Our office includes a state-of-the-art automation which provide instant rate comparisons from superior rated companies. Unlike agents that merely represent one insurance company we provide due diligence on your behalf to obtain the best coverage and pricing from several companies.

A Professional Agency with Personal Service

Hill and Stone Insurance Agency, Inc. is a firm of proven professionals and caring and conscientious people; the kind of people you can depend on.

Our primary objectives are:

- ◆ To be honest and fair in all our dealings.
- ◆ To be helpful with people and their situations.
- ◆ To treat the needs of our clients as if they were our own.

We are committed to a high standard of excellence in all that we do and to establish a firm relationship of mutual trust and service with each of our clients.

The Services You Can Expect

- ◆ A complete analysis of your insurance needs.
- ◆ We design a responsible protection program for you.
- ◆ We select the company or companies best suited to your situation.
- ◆ We represent you with a competitively priced proposal.
- ◆ We move quickly to get fair, prompt settlement of your claims.
- ◆ We periodically review the adequacy of your insurance program.

INTRODUCTION OF THE SERVICING TEAM

Our expertise is based on a well-trained, experienced professional staff and a serious conscientious attitude toward our clients. Shown below is a partial list of the Hill and Stone Insurance Agency, Inc. “family”:

George S. Stone, CLU
President/Senior Account Executive, Business/Personal/Life Insurance

Natalie Stone, MBA, CIC, MLIS
Vice President, Business/Personal Insurance

Patricia E. Stone, CPCU
Vice President

Maribel Saldana, CISR
Director of Agency Operations, Business/Personal Insurance

Maria Miranda
Business/Personal Insurance Account Manager

Alexandra Decker
Business/Personal Insurance Account Manager

Raelee Reed, CIC, CPRM
Personal Lines Account Manager

CJ Diehl
Personal Lines Account Manager

Abbey Exon
Personal Lines Account Manager

Lisa Heinz
Personal Lines Account Manager

Adrienne Estes
Assistant to Agency Manager

Tom Terrill
Health Insurance Specialist/Principal

Cody Terrill/ Jessica Fernandez
Health Insurance Specialists

Susan Kelley
Medicare Supplements & Long Term Care Specialist

WHEN TO NOTIFY HILL AND STONE

It is very important that we are informed whenever a significant change in the insured operation takes place. Below are listed examples of situations we should be made aware of. There are many others as well. If you have any questions, please let us know.

We should be notified promptly of any change, such as:

- ◆ Any new entities formed
- ◆ Additional locations, any construction, new projects
- ◆ Change of ownership
- ◆ Change in operations
- ◆ Change in property values
- ◆ Sudden changes in sales, income or payroll
- ◆ Change in hazards (increase or decrease)
- ◆ Change in security or protection
- ◆ Change in product line
- ◆ New contractual obligations
- ◆ Change in shipment
- ◆ New leased, rented or borrowed equipment
- ◆ The addition of a new driver/operator (we always recommend prior screening with a motor vehicle record)
- ◆ New states in which employees live/work (note: there is no workers compensation coverage for any state not listed on your workers compensation policy)

INSURANCE COMPANY INFORMATION

The insurance companies providing coverage, by line are:

Package	Cincinnati Insurance
Umbrella	Cincinnati Insurance
Workers Compensation	Hanover Insurance
Management Liability	Cincinnati Insurance
Cyber Liability Insurance	Cincinnati Insurance

Summary of Key Financial Ratings:

The following is the key financial ratings of the insurance company that are providing coverage:

Insurance Company	A.M. Best Rating
Cincinnati Insurance	“A+” (Superior) XV
Hanover Insurance	“A” (Excellent) XV

NAMED INSURED SCHEDULE

It is extremely important to properly schedule all legal entities past and present. These entities can be subject to litigation and if not properly scheduled no insurance coverage would be afforded. The entities often include more than just corporations or partnerships; Trusts, for example, often hold ownership to Real Property. Any entity not named in this proposal may not be an insured entity (including but not limited to corporations, partnerships joint ventures, trust, etc.). Please note also that no coverage for vehicles should be expected if title owners are not listed below.

The following is a summary of the legal entities that we are showing:

Directors of the Lake Forest Library

Friends of the Lake Forest Library

COMMERCIAL PROPERTY & LIABILITY LOCATIONS

- Special Form – subject to standard exclusions
- Replacement Cost Valuation on Business Property
- 90% Coinsurance – Agreed Amount
- Employee Dishonesty - \$50,000
- Back-up of Sewers or Drains - \$100,000
- Flood Insurance - \$1,000,000 (\$25,000 deductible)
- Business Income/Extra Expense - Actual Loss Sustained up to 12 mos.
- \$10,000 Deductible per Occurrence
- Equipment Breakdown – Included

Location 1: **360 East Deerpath Lane
Lake Forest, IL 60045**

Building #1

Building Property	\$15,831,256
Business Personal Property	\$9,301,642
Valuable Papers	\$250,000
Fine Arts – Museums, Galleries and Institutions Rare Book Collection	\$947,850

Building #2

Building Property	\$47,947
Business Personal Property	\$12,803

Location 2: **Beach Cart at Forest Park
Beach Storage Shed
Lake Forest, IL 60045**

Building Property	None
Business Personal Property	\$10,000

Location 3: **911 Telegraph Road/Train Station
Lake Forest, IL 60045**

Misc. Property Floater for: Media Capacity Unit	\$43,993
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Please be sure to contact Hill and Stone Insurance Agency, Inc. if additional locations need to be added.

COMMERCIAL GENERAL LIABILITY

LIABILITY:

General Liability Each Occurrence	\$1,000,000
Personal/Advertising Injury Limit	\$1,000,000
General Aggregate Limit	\$2,000,000
Products/Completed Operations Aggregate Limit	\$2,000,000
Medical Expense Limit - Any One Person	\$5,000
Directors & Officers Liability – Aggregate Limit	\$2,000,000
	Retroactive Date 07/01/2013
Employment Practices Liability – Aggregate Limit	\$2,000,000
	Retroactive Date 07/01/2013
Employee Benefits Liability – Each Employee	\$1,000,000
Employee Benefits Liability – Aggregate Limit	\$3,000,000
Sexual Abuse – Aggregate Limit	\$1,000,000
Professional Liability	None/Available
Hired & Non-owned Auto Liability	\$1,000,000
Hired Auto Physical Damage (Higher Limit Available Upon Request)	\$50,000
Fiduciary Liability - Aggregate	\$2,000,000
	Retroactive Date 07/01/2013

WORKERS COMPENSATION

The Workers Compensation contract is composed basically of two sections.

Section A - Assumes your obligations to your employees under the Workers Compensation Act of the state in which you operate for accidental injuries and occupational diseases sustained by employees during the course of their employment arising out of such employment.

Section B - Affords protection up to a limit of \$1,000,000 for these suits that are brought against you by common law on behalf of employees for injuries or disease suffered in the course of their duties.

Code	Classification	Payroll
IL: 8810	Public Library – Prof. and Clerical	\$1,636,700
IL: 9101	Public Library – All Other Employees	\$103,600

\$1,000,000 by Accident, Per Employee

\$1,000,000 by Disease, Policy Limit

\$1,000,000 by Disease, Per Employee

Note - Policy will be audited. You will be asked to provide the actual remuneration for the past term. Keep in mind that remuneration is not limited to payroll and any persons who can be construed as employees will be charged for. **If you use independent contractors or subcontractors, a Certificate of Insurance must be kept on file showing that they have their own coverage or an additional premium charge will be made.**

This policy does not provide coverage for employees working or residing in any state not listed on the policy. To obtain coverage, please let us know in writing if you have employees in additional states not listed.

Excluded Officers: None

UMBRELLA LIABILITY

COVERAGE	LIMIT	PER
Limit of Liability	\$15,000,000	Each Occurrence
	\$15,000,000	Annual Aggregate
<i>REQUIRED PRIMARY COVERAGES:</i>		
Commercial Liability	\$1,000,000	Each Occurrence
	\$2,000,000	General Aggregate
	\$2,000,000	Products Aggregate
	\$1,000,000	Personal Injury
Auto Liability	\$1,000,000	Combined Single Limit
Employers Liability	\$1,000,000	B.I. Each Accident
	\$1,000,000	B.I. by Disease

*Please consider the benefits of increasing your umbrella liability limits to properly protect your assets and hard work in our litigious society.

PREMIUM SUMMARY

Line	Cincinnati & Hanover 2023 - 2024	Cincinnati & Hanover 2024 - 2025
Package – Property & Liability	\$30,424	\$34,196
Package – Umbrella	\$10,500	\$12,500
Workers Compensation	\$3,180	\$3,211
Management Liability	\$5,148	\$5,148*
Cyber	\$1,625	\$1,625*
Total	\$50,877	\$56,680

*Renews at future date (7/1/24)

Overall Comments:

The insurance market is experiencing what we refer to as a “hard market.” It means that rates are increasing, and some coverage is harder to find because companies are restricting the insurance products they offer. Hard markets are cyclical, but there is no predicting how long they will last.

Here are some factors that lead to a hard market:

- Insurers experience more frequent claims and higher claims payouts, which hurts their bottom line. Insurers attribute much of this to supply chain issues, which means it takes longer to repair or replace damaged property at much higher costs; larger catastrophic weather events, which increase claims payments; and what’s termed as “social inflation,” which is the willingness of jurors to award largely unexpected sums of money at trial, forcing insurers to settle claims they may have traditionally taken to trial.
- With less capital available, insurers reduce their underwriting appetite. This includes the amount of coverage they will write for certain classes and in what areas they will provide coverage.
- With less insurer competition, available coverage becomes more costly.

With these trends occurring, Cincinnati continues to be the most competitive market from a pricing and coverage standpoint, and we feel confident that your insurance portfolio is well placed.

Note: A modest savings was available on the worker’s compensation policy by moving coverage back to Hartford for an annual premium of \$2,978.

Library Operations Report March 2024

Adult Services

Adult Services March programming reflected themes from our April Read Between the Ravines featured title, *Group: How One Therapist and a Circle of Strangers Saved my Life* by Christie Tate. Northshore Music Therapy gave an interactive demonstration of the benefits of music therapy. This program was well received and one young patron attending left thinking about music therapy as a career. Our local non-profit Paws for Patrick explained their mission and how therapy dogs can contribute to a full life for many young people struggling with mental health issues. Judy Levin's discussion of *Group* was so profound that it ran 45 minutes over the usual ending time. Lydia led two book discussions of our featured title, one at Dickinson Hall and one at Lake Bluff Public Library, and received very positive feedback from attendees.

College Bound Opportunities held a drop-in session providing information on becoming a mentor or volunteering on a committee, and how to apply to be a scholar.

Illinois Libraries Present hosted Academy Award-winning costume designer Ruth E. Carter in a discussion of her work on the movie *Black Panther* as well as the writing of her book, *The Art of Ruth E. Carter: Costuming Black History and the Afrofuture from Do the Right Thing to Black Panther*.

In addition to this month's take-home Lavender Shower Steam Kit, Krista offered a bonus seed kit for 200 patrons.

Media Lab

The Media Lab assisted patrons with a diverse set of needs and personal projects in March. Projects included creating a brochure for a small business, digitizing 8mm home movies captured during a Lake Forest family trip to the Middle East in the 1960s, and 3D printing a bird feeder.

Chad Clark visited the Krebs Center for Humanities at Lake Forest College to meet with Executive Director Davis Schneiderman. The Library and Mr. Schneiderman will be working together to present a three-part series in the fall that will explore the evolution of Artificial Intelligence and its profound impact on our lives.

Children's Services



Drop-in Playtime

On Fridays we invite patrons to drop in to enjoy toys, puppets, LEGOs, and more in the Children's Library! Five Playtimes were held in March 2024 with 608 in attendance.



On Saturday, March 16, 2024, Lorie Rohrer gave a special birthday Storytime for the winner of First Presbyterian's Silent Auction. Thirty-four

children and twenty-six adults attended this happy celebration of Abigail's third birthday.

Michelle DeGrace has ordered the popular Tonies for the Exploration Kits. A Toniebox is a screen-free speaker that comes to life when paired with a Tonie. Little listeners can change audio anytime by placing a new Tonie on top.



Gift Certificate – Storytime for 25 Children

In recognition of the 2024 First Presbyterian Preschool silent auction, the Lake Forest Library presents a custom-themed Storytime for up to 25 children. This personalized event may include a craft, songs, flannel board, and more. Bring your own treats and celebrate anything your child would like, perhaps a birthday, a sports win, or have a play date. The room will be available to you for one hour. Contact Lorie Rohrer, Head of Children's Library and Teen Services, to schedule: lrohrer@lakeforestlibrary.org or 847-810-4632.



Spring Break Week in the Children’s Library was loads of fun! Children and their caregivers had many opportunities to visit Lake Forest Library and participate in various activities, including a Creative Grab ‘n’ Go Chick Kit, a fun and messy Play-Doh Playdate, and a Build-a-Palooza.



Welcome to Wendy Bering who started as the newest full-time Children’s Librarian on March 18, 2024. Wendy has already jumped into programming with the Play-Doh Playdate event during the Spring Break.



Two sisters came in with a note of apology for throwing the library books they borrowed at each other! 😊

Young Adult Services

This month brought another round of successful programming for teen patrons, with the Grab 'n' Go Kit to make old fashioned Beeswax Candles, a growing Magic: The Gathering group, and our dedicated teen writers attending Storytellers.

Facilities

On March 4, 2024, vendors, and Facilities Staff along with members of the Building Committee conducted the RFP bid walk for the boiler return pump and the condensation pump replacement. Three contractors expressed interest and two submitted bids.

The RFP bid walk for the HVAC controls upgrade was conducted on March 5, 2024. Four firms assessed the project, and three bids were received.

On March 15, 2024, Hill Mechanical performed seasonal preventative maintenance for the HVAC equipment. There was no cost for the service call as it is included in the service contract with Hill Mechanical.

American Hoist and Manlift was on location March 15, 2024, to perform a monthly inspection and all elevator functions successfully passed without issues.

Parking lot patching repairs and resurfacing proposals were received from three contractors during the week of March 18, 2024. These proposals are being reviewed for future consideration.

PARMA Conservation completed the Remisoff murals restoration and cleaning project and on March 18, 2024 hosted a final walk of the work performed. Members of the Friends of Lake Forest Library, the Building Committee, and Library Leadership all attended and are happy to report the project was an enormous success with a significant positive impact on the artwork.

On March 19, 2024, Hill Mechanical serviced a malfunctioning and leaky pneumatic air thermostat in the Teen Space of the Library. The thermostat was no longer serviceable and obsolete. The thermostat was removed from the system and a temporary bypass was made while future HVAC controls are being considered. The cost of the service call was \$1,105.36.

Krause Electric made electrical repairs to light fixtures in Adult Reference on March 19, 2024, costing \$1,030.00.

Tee Jay Door Service was on site March 19, 2024, to service the interior doors between the Rotunda and the Quiet Reading Room. The concealed door closures in both doors were worn and leaking, preventing the doors from closing properly. The malfunctioning door closures could not be rebuilt or repaired and needed to be replaced with new closures. The parts were ordered and will be installed once they are received.

During the week of March 26, Facilities staff (Nick and Bledian) painted and touched up the finishes of the bookshelves and casework in the Rotunda with a color-matched paint.



Technical Services and Collections

The in-house technical manual for ordering materials from our main vendor, Baker & Taylor, has been updated. Lynn and Amy began working with Chad on procedures and cataloging for new Takeout Tech items.

Circulation/Interlibrary Loan

The Adult Circulation Desk welcomes Dylan Eldridge to our team. Dylan has been working as a shelver in the Children's Library since October of 2022. Dylan's knowledge of the Library and its patrons are a great addition to the team.

At the end of March, the contract with the DVD2Go machine at the West Train Station is completed. Choosri Goebel, assistant circulation manager, has been working with Michele, our technician from the company, for the last few months to set the machine to work after our contract expires, learn how to extract old DVD materials, and get directions for the process of eventually closing it down. We applaud Choosri and Michele as they worked across time zones and Skype to get this done.

The end of the Remisoff murals restoration was exciting. Patrons and staff have enjoyed watching the progress. The maintenance staff took the empty bookcases as an opportunity to touch up the paint on the shelves and the unit behind the circulation desk. This gave the whole rotunda a nice fresh look, and we thank Nick, Bledian and everyone on the team for the sanding and painting.

Find More Illinois, www.findmoreillinois.org, is now on the radar. Choosri Goebel and Jeanie Kennedy are leading the efforts in conjunction with the CCS library consortium to have Lake Forest Library ready to start our participation in August 2024.

"It's an interlibrary loan platform that provides access to a growing number of library holdings in one seamless interface. Anyone can search the holdings, and users from participating libraries can locate and request materials from libraries across Illinois to be delivered directly to their home library."

TOP TEN CIRCULATING ITEMS IN MARCH 2024

By Format & Audience

e-Audiobooks			
Position	Title	Author	Circulation
1	The Women	Hannah, Kristin	32
2	First Lie Wins	Elston, Ashley	19
3	Never Lie	McFadden, Freida	16
4	The Fury	Michaelides, Alex	16
5	Tom Lake	Patchett, Ann	13
6	Lessons in Chemistry	Garmus, Bonnie	12
7	The Heiress	Hawkins, Rachel	12
8	Group: How One Therapist and a Circle of Strangers Saved My Life*	Tate, Christie	11
9	The Heaven & Earth Grocery Store	McBride, James	11
10	Happy Place	Henry, Emily	10
11	None of This Is True	Jewell, Lisa	10

*Denotes nonfiction title

e-Books			
Position	Title	Author	Circulation
1	The Women	Hannah, Kristin	33
2	First Lie Wins	Elston, Ashley	18
3	The Heaven & Earth Grocery Store	McBride, James	18
4	Happy Place	Henry, Emily	14
5	The Heiress	Hawkins, Rachel	14
6	Tom Lake	Patchett, Ann	14
7	The Bee Sting	Murray, Paul	13
8	Lessons in Chemistry	Garmus, Bonnie	12
9	None of This Is True	Jewell, Lisa	12
10	Absolution	McDermott, Alice	11
11	Hello Beautiful	Napolitano, Ann	11
12	Iron Flame	Yarros, Rebecca	11
13	The Exchange: After the Firm	Grisham, John	11

Adult Books			
Position	Title	Author	Circulation
1	Group*	Tate, Christie	38
2	The Heaven & Earth Grocery Store	McBride, James	25
3	The women	Hannah, Kristin	22
4	Tom Lake : a novel	Patchett, Ann	16
5	The hunter	French, Tana	13
6	Hello beautiful : a novel	Napolitano, Ann	13
7	Crosshairs	Patterson, James	13
8	Demon Copperhead : a novel	Kingsolver, Barbara	12
9	Killers of the Flower Moon*	Grann, David	12
8	After Annie : a novel	Quindlen, Anna	11
9	The covenant of water : a novel	Verghese, Abraham	11
10	First lie wins	Elston, Ashley	9

*Denotes Nonfiction Title

Teen Books			
Position	Title	Author	Circulation
1	Tokyo ghoul: re	Ishida, Sui	13
2	Heartstopper	Oseman, Alice	5
3	Six of crows	Bardugo, Leigh	4
4	Blue Lock	Kaneshiro, Muneyuki	4
5	Illuminae	Kaufman, Amie	4
6	The final gambit	Barnes, Jennifer Lynn	3
7	The prisoner's throne	Black, Holly	3
8	It's not summer without you	Han, Jenny	3
9	The summer I turned pretty	Han, Jenny	3
10	We'll always have summer	Han, Jenny	3

Children's Books			
Position	Title	Author	Circulation
1	Stacey's mistake	Crenshaw, Ellen T.	14
2	Happy Easter, Little Pookie	Boynton, Sandra	13
3	Escargot and the search for spring	Slater, Dashka	13
4	Is this...Easter?	Yoon, Helen	12
5	The Goodnight Train Easter	Sobel, June	11
6	An Elephant & Piggie biggie! Volume 1	Willems, Mo	11
7	An Elephant & Piggie biggie. Volume 5	Willems, Mo	11
8	Bear finds eggs	Wilson, Karma	11
9	Jessi's secret language	Chau, Chan	10
10	LEGO Ninjago, masters of spinjitzu	Farshtey, Greg	10

Nonbook Items		
Position	Title	Circulation
1	Children's book bag	37
2	Mobile hotspot : Lake Forest Library.	34
3	Wonka (DVD)	25
4	The holdovers (DVD)	15
5	Wish (DVD)	14
6	Hypnotic (DVD)	14
7	Barbie (DVD)	13
8	Aquaman and the lost kingdom (DVD)	13
9	The color purple (DVD)	12
10	Poor things	12

Service Statistics

	March 2024	March 2023	YTD FY 2024	YTD FY 2023
Library Visits	13,330	12,477	39,022	36,869
Physical Items circulated	21,884	22,111	62,046	62,468
E-Media Circulated	10,941	6,808	100,622	75,960
Database Uses	12,647	9,529	133,110	83,565
Library Programs & Attendees	39 / 3,461	68 / 3,339	410 / 33,741	772 / 34,136
Media Lab, Appts, and Tutorials	85	74	991	505
Reference Questions	2,062	1,943	25,262	17,357
New Library Cards Issued	110	89	318	314
Items added to collection	1,222	1,170	11,559	9,683
Items withdrawn from collection	1,460	695	13,256	7,736