

LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045
January 8, 2019
7:30 p.m. Reed Room – Main Floor
Regular Monthly Meeting
Board Materials

1. Agenda
2. December 11, 2018 Regular Meeting Minutes
3. December 2018 Financial Report

LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045
January 8, 2019
7:30 p.m. Reed Room – Main Floor
Regular Meeting Agenda

1. Call Meeting to Order
2. Board of Trustees Roll Call
3. Additions to the Agenda
4. For action: Approval of the Agenda
5. Opportunity for the Public to Address the Board and Correspondence
6. For action: Discussion and approval open minutes:
 - a. December 11, 2018 Regular Meeting Minutes
 - b. November 13, 2018 Finance Committee Meeting
 - c. June 13, 2017 Services Committee Meeting
 - d. June 13, 2017 Nominating Committee Meeting
7. For action: Discussion and approval of December 2018 Financial Report
8. President's Report on Strategic Vision 2050
9. Library Director Report
10. Update on Position Description Project
11. For discussion: Parental Leave Policy
12. Executive Session: Pursuant to 5 ILCS 120/2(c)1 to approve minutes from 2018 and authorize destruction of audio recordings
13. For action: Discussion and approval of recommendations from Long Range Planning Committee
14. Unfinished Business
15. New Business
16. Adjournment

Upcoming Meetings

Regular Board Meeting: February 12, 2018, 7:30 pm, Reed Room

Individuals with disabilities who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meetings or the facilities are requested to contact the Library Director at 847.810.4602 promptly to allow the Library to make reasonable accommodations.

Lake Forest Library Board of Trustees
360 E Deerpath Road, Lake Forest, IL 60045
Regular Meeting Minutes
7:30 p.m. December 11, 2018

CALL TO ORDER

President Ron Levitsky called the meeting to order at 7:30 pm and welcomed staff and guests.

APPOINTMENT OF SECRETARY PRO TEM

Catherine Lemmer agreed to take the minutes and serve as secretary for the meeting.

ROLL CALL

Trustees Present: Germaine Arnson; Wendy Darling, Treasurer; Elizabeth Grob; Andrea Lemke; Ron Levitsky, President; Todd Puch, and David Rose.

Absent: Beth Parsons, Secretary; and Carrie Travers, Vice President.

Guests: Jim Preschlack, 3rd Ward Alderman

Staff present: Catherine Lemmer, Library Director, Felicia Song, Assistant Director.

ADDITIONS TO THE AGENDA

None

APPROVAL OF THE AGENDA

Trustee Puch made a motion, seconded by Trustee Darling, to approve the agenda. Motion carried unanimously.

OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD, AND
CORRESPONDENCE

No request to address the board, nor was there any new correspondence.

APPROVAL OF THE MINUTES

Trustee Rose made a motion, seconded by Trustee Arnson, to approve the following meeting minutes. Motion carried unanimously.

November 13, 2018 Board Meeting Minutes

APPROVAL OF THE NOVEMBER FINANCIAL REPORT

Ms. Lemmer presented the highlights of the November financial report. After discussion, Trustee Arnson, made a motion, seconded by Trustee Grob, to approve the November2018 financial report. Motion carried unanimously with a roll call vote.

LIBRARY DIRECTOR REPORT

The Library Director provided highlights of the past month, including the new Young Adult Librarian's goals and ideas; new STEAM kits; and updated circulation statistics. She also updated the Board on the move to BS&A. The Trustees discussed Chapters 6-10 of *Trustee Facts File, 4th edition*, and the various webinars they viewed that focused on meeting the needs of patrons with challenges or disabilities as part of the 2019 Per Capita Grant requirements. Trustee Rose agreed to lead the process to create an annual review process for the director.

STRATEGIC VISION 2050 DISCUSSION

Trustee Levitsky welcomed Jim Preschlack. Alderman Preschlack explained his role as a liaison to the City Council and noted all the work the board has undertaken to date. Ms. Lemmer and Mr. Preschlack presented an outline of a proposed plan for going forward to create a shared vision/case statement. The Board engaged in a lengthy and thorough discussion about its role in the Library's building project and working with a Blue Ribbon Committee to advance the project.

DISCUSSION AND APPROVAL OF BUILDING AND EQUIPMENT REPAIRS

Ms. Lemmer updated the board on potential delays with the elevator repair timeline. Ms. Lemmer then led the board through an analysis of the various options on how to approach the work on the dome. After a thorough discussion of the various options, the Board determined it to be in the best interests of the Library to engage HGA to assess the dome and provide good, better, and best options. These options will be then be evaluated and the project bid out for Summer 2019. In the interim, the dome will be rewrapped by Riddiford Roofing as approved at the November 13, 2018 meeting.

Trustee Arnson reported that she would abstain from the vote because of a potential conflict of interest. Trustee Levitsky made a motion, seconded by Trustee Puch, to approve up to \$25,000 for HGA to do the dome assessment and prepare the three options. Motion carried unanimously with a roll call vote, with Trustee Arnson abstaining. Alderman Preschlack exited the meeting at 8:44 pm.

DISCUSSION AND APPROVAL OF A FACILITIES CONTRACT

After discussion, Trustee Puch made a motion, seconded by Trustee Lemke, to enter into a month-to-month cleaning services contract with Imperial Service Systems, Inc. Motion carried unanimously with a roll call vote.

OLD BUSINESS

None

NEW BUSINESS

None

ADJOURNMENT

Trustee Puch made a motion, seconded by Trustee Arnson, to adjourn the meeting at 8:49 pm. Motion carried unanimously.

Upcoming Meetings

Regular Board Meeting – January 8, 2019 at 7:30 pm

Catherine A. Lemmer, Secretary Pro Tem

Minutes approved by the Board on January 8, 2019.

Lake Forest Library
Year-to-Date Monthly Financial Report
December 2018
Month 8
FY2019

REVENUES	Current Month Actual	Year to Date Actual	Year to Date Budget	Annual Budget	Over/(Under) Variance	% of Annual Budget
Funds on Hand 5/1	\$2,137,906	\$2,137,906	\$2,137,906	\$1,650,000		
Tax Based (Levy, SSN, IMRF)	\$1,264	\$4,083,064	\$2,721,543	\$4,082,315	\$1,361,521	100.02%
Non Tax Based	\$15,223	\$129,483	\$36,567	\$54,850	\$92,916	236.07%
Gifts (includes Friends)	\$0	\$66,789	\$46,667	\$70,000	\$20,122	95.41%
TOTAL REVENUES	\$16,487	\$4,279,336	\$2,804,777	\$4,207,165	\$1,474,560	101.72%
TOTAL FUNDS ON HAND	\$2,154,393	\$6,417,242	\$4,942,683	\$5,857,165	\$1,474,560	
Sug. Reserve: \$1,388,364 (33%)						
Actual: \$2,137,906 (51%)						
EXPENDITURES						
Salaries & Wages	\$79,283	\$1,021,309	\$1,302,957	\$1,882,049	(\$281,648)	54.27%
Fringes	\$25,192	\$192,306	\$266,606	\$385,098	(\$74,301)	49.94%
SSN	\$6,062	\$76,930	\$88,601	\$143,977	(\$11,671)	53.43%
IMRF	(\$0)	\$88,114	\$169,384	\$244,666	(\$81,270)	36.01%
Materials (print, AV, online)	\$59,193	\$375,552	\$386,667	\$580,000	(\$11,114)	64.75%
O.O.E.	\$35,981	\$333,891	\$380,250	\$570,375	(\$46,359)	58.54%
Building Maintenance	\$8,339	\$113,723	\$130,667	\$196,000	(\$16,944)	58.02%
Sub Total	\$214,050	\$2,201,824	\$2,725,132	\$4,002,165	(\$523,308)	55.02%
Capital	\$2,622	\$20,217	\$136,667	\$205,000	(\$116,450)	9.86%
TOTAL	\$216,672	\$2,222,041	\$2,861,799	\$4,207,165	(\$639,758)	52.82%
BALANCE	\$1,937,722	\$4,195,201	\$2,080,884	\$1,650,000	\$2,114,317	
RESERVES						
Capital Improvements	\$850,000					
Technology Improvements	\$300,000					
Capital Equipment	\$300,000					
	\$1,450,000					

Lake Forest Library
December 2018 (Month 8) FY2019
Financial Notes

Revenues

Funds on Hand: \$2,137,906 (unrestricted).

Tax Based: \$4,083,064; payments received in June and September. Includes \$20,053 in Replacement Personal Property Tax (\$10,000 budget). 100% of FY budget.

Non-Tax Based: \$129,483 non-tax revenues: 236% of FY budget (Library income from fines, fees, and investment income). Includes impact fee of \$14,419 (\$12,000 budget); Illinois per capita grant of \$24,219; and investment income of \$74,645 (\$25,000 budget).

Gifts: \$66,789 includes Friends grant of \$62,000 and other small gifts.

Expenditures

Salaries, Fringes: \$1,021,309 for salaries: 54% of FY budget; \$326,096 for fringes: 42% of FY budget. Includes: \$76,930 for SSN: 53% of FY budget; \$88,114 for IMRF: 36% of FY budget. Longevity pay of \$19,606 was paid in December and is included in the salary line.

Materials; Books, AV and Electronic Services: \$375,552: 65% of FY budget. Includes annual database subscription payments and robust e-resource purchasing.

Other Operating Expenditures: \$333,981: 59% of FY budget. Includes legal (\$4,725) and HGA payments (\$44,942.88) (Special Project line); audit fee of \$6,785; and administrative fee of \$14,581. Does not include the December expenses for dome inspection by HGA.

Building Maintenance: \$113,723: 58% of FY budget. Reflects services calls and repairs for HVAC and other systems; and annual liability and casualty insurance.

Capital: \$20,217, reflects \$16,440 down payment to Suburban Elevator.

Reserves

\$3,587,906. Operating cash reserve (fund balance-unassigned) is currently at \$2,137,906 due to FY2018 year-end increase in fund balance arising out of gifts, capital savings, and fiscal management; this amount can be reduced to \$1,650,000 (35% of operating expenditures) with a transfer of surplus to increase reserves for capital equipment (\$300,000), capital improvements (\$850,000), and technology (\$300,000).

Year to Date FY2019: 53% of budget expenses; 102% budget revenues