



**LAKE FOREST LIBRARY BOARD OF TRUSTEES**  
**City Council Chambers, 220 East Deerpath Road, Lake Forest, IL 60045**  
**Tuesday, July 13, 2021, 7:30 p.m.**  
**Regular Meeting**

The Lake Forest Library provides members of the public present at the meeting with an opportunity to participate in the meeting. No prior registration is necessary. Members of the public may email comments to Catherine Lemmer, Executive Director, at [clemmer@lakeforestlibrary.org](mailto:clemmer@lakeforestlibrary.org), before **noon** on the date of the meeting and the comments will be entered into the meeting minutes. The meeting agenda and materials are available on the Library website. The minutes of the meeting will be available on the Library website after they are approved at the next meeting of the Library Board of Trustees. Current and past meeting information is available at: [www.lakeforestlibrary.org/board-meetings](http://www.lakeforestlibrary.org/board-meetings).

**Agenda**

1. Call Meeting to Order.
2. Board of Trustees Roll Call.
3. President's Remarks.
4. Call for Additions to the Agenda.
5. Approval of the Agenda.
6. Opportunity for the Public to Address the Board.
7. Correspondence Report.
8. Consent Agenda (omnibus vote on matters 8(a) - (c))
  - a. Approval of the June 8, 2021 Meeting Minutes.
  - b. Approval of June 2021 Financial Report.
  - c. Approval of board meeting remote attendance bylaw amendment.
9. Facilities: Discussion and approval of Kasian Room HVAC repair.
10. Committee and Liaison Assignments.
  - a. Finance Committee
  - b. Friends of Lake Forest Library Liaison
  - c. The Lake Forest Library Foundation Liaison
  - d. West Side Study Group
11. Discussion of Capital Improvement Project.
  - a. Burges & Burges poll results presentation
  - b. Building Committee
12. Library Director Report.
13. Unfinished Business.
14. New Business.
15. Adjournment.

**Upcoming Meeting: Regular Board Meeting, August 10, 2021**



Special meetings may be called at any time with proper notice pursuant to the Library's bylaws. 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.

INSPIRATION ♦ IDEAS ♦ COMMUNITY

## **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.)*

## Correspondence Report for July 13, 2021 Meeting

**Patron Comments/Suggestions:** Comments are transcribed from the “How are we doing? Share your comments, suggestions, compliments, or complaints” cards in the foyer of the Library. Comments also come via phone, email, and U.S. post. This does not include program evaluation comments.

### Inclusion, Diversity, and Equity programs and materials

June 21, 2021. Christine Gowski [<christine.gowski@gmail.com>](mailto:christine.gowski@gmail.com)

Email: I hope that your summer is off to a nice start. I wanted to send you a note to thank you for the incredible job that the children's library has been doing by continuing to keep shelves with book choices that promote diversity, equity, and inclusion. Almost 2 years ago, we asked to highlight some of those books as an SEL group at Everett School. You so kindly did so, and we received positive feedback about it. I am so happy to see that you continue to do this.

In our home, we are teaching our children that every person is completely different, unique, and valued. Books on the Diversity shelf and the Read the Rainbow shelf, etc. teach my kids just that -- that every person has a voice. I just finished Rebecca Stead's "The List of Things That Will Not Change," and passed it on to my daughter tonight. Thank you for highlighting these titles.

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**June 19, 2021.** Andy Lacroix [230273@students.d120.org](mailto:230273@students.d120.org)

Email: As an lgbtq adolescent, I just wanted to personally thank you for making such an inclusive environment for everyone. By providing diverse books you are giving kids an accurate representation of society as a whole. You are helping shape lives. Thank you!

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June 19, 2021. Nikki Michele, Founder/Executive Director, The LGBTQ Center of Lake Forest [www.lgbtqcenterlakecounty.com](http://www.lgbtqcenterlakecounty.com)

Email: Hi there!

I had the honor of participating in a book discussion with Lake Forest Library this week in celebration of Pride Month. What libraries are doing is vital to our efforts to improve inclusivity and education around Lake County.

To that end, I just wanted to thank you for your inclusive Pride books in your children's section. I understand there has been some backlash. I'm sure you are aware of how mere representation and visibility literally saved lives. 1 in 6 people in Gen Z identify as LGBTQ+, and those numbers are rising with each generation. My kids have two moms and a trans "brister." It is so important for ALL children to have access to books about families like theirs.

You are doing great work, and I commend you for it. If there's ever anything I can do to support your efforts at LGBTQ+ education, please don't hesitate to reach out.

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June 19, 2021. Lynne Lenz, [mcllcl@att.net](mailto:mcllcl@att.net)

Email: Thank you for including books on diversity and social justice in the children's section. It's important for all children to feel welcome in their community and this helps foster an inclusive environment.

Keep up the good work... and maybe even grow this display.

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June 19, 2021. Diane Qstrowski, [diamarost@gmail.com](mailto:diamarost@gmail.com)

Email: Hello-

In this current environment where blatant lies are promoted as "alternative facts", unfounded and harmful conspiracy theories are blindly followed, willfully ignorant people lack any understanding or belief in science, and those who do not conform to a very narrow and bigoted view of normal, are overwhelmingly bullied, subjected to words and acts of intolerance and hate, I want to say "thank you" for helping foster an environment of inclusion and acceptance. Your efforts to support and recognize the marginalized LGBTQ+ members of our community are greatly appreciated!

It does not go unnoticed.

While you will probably get backlash from the intolerant biased homophobes, please don't let a few horrific people derail things. The value of acknowledging the array of diversity and in providing adequate representation cannot be stated enough.

You are validating and saving lives with the visibility and these actions.

Thank you!!

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June 19, 2021. MaryJane Wang, [jojane13@gmail.com](mailto:jojane13@gmail.com)

Email: Dear Board Members of the Lake Forest Library,

Thank you so much for creating an age-appropriate display of LGBTQ inclusive books for Pride Month in the children's section of your library. It's so important to create safe spaces for LGBTQ children, especially. That's because LGBTQ children are at a 5 times higher risk of youth suicide because of the discrimination and lack of acceptance they often experience. Sometimes even a child's own mother, father, and family members don't accept them. The library might be the only

place where they can receive the message that they are loved just as they are. What's more, you are helping create a culture of inclusiveness with all children, and are helping everyone learn to be kind to each other.

Public Libraries are places where everyone should feel accepted and valued. Your Pride display is beautiful and might just be saving lives.

Gratefully,

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June 3, 2021. Cori Staley

Email: On the Adult READsquared Bingo Board: "Great additional book challenges btw, with different race, disability, LGBTQ [authors]. Thanks, Cori"

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### **General Programs, Classes, and Services**

June 25, 2021 Ruza Jankovich

Wanted to let you know that the book cart for "bingo" is awesome.

June 23, 2021. Michelle Naffziger-Hirsch, [michellenaff@gmail.com](mailto:michellenaff@gmail.com)

I just wanted to say thank you for a great STEAM experience yesterday. The kids had a great time! I appreciate all of the hard work you put into setup and cleanup.

I especially appreciate your attention to safety. I am grateful to you and the library for creating this opportunity during such a difficult time where so many activities are not available to us between now and when my children can be vaccinated.

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June 19, 2021. Jan Paulson

Email: "I enjoy your online programs"

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June 12, 2021. Maro Zagoras. [Maro@marozagoras.com](mailto:Maro@marozagoras.com)

Suggestion Box Card: Love this Staff! Molly was so helpful today helping me set up Libby for my 90 year old father – Hercules Zagoras. And during COVID, your staff offered to drive books to my dad's apartment after their working day since dad wouldn't leave his apartment. We appreciate you all so much!

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June 1, 2021. Michael Ebner. [Mhe7403@gmail.com](mailto:Mhe7403@gmail.com)

Suggestion Box Card: Outstanding!

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May 28, 2021

Most of LF was without Internet service so we had many residents working from the library and taking advantage of the WiFi. A gentleman was working on his computer in the Reference Annex and overheard me suggesting several titles to a patron from the Dick Book Club Collection. When the patron left the gentleman at the table expressed interest in one of the titles, *Bad Blood* by John Carryrou. He said he is not a regular library user but that book sounds really interesting, and did I have a copy he could check out? I did and was able to hand him a copy.

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May 4, 2021. Amy Torosian

Suggestion Box Card: Thanks to everyone at your reference desk. Kate, Annalisa, Michelle, Karen – everyone on staff recommended many lovely series for our viewing and pleasure during the pandemic. The films were a guilty pleasure during our quarantine.

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**Capital Improvement Project - None this month.**

**Lake Forest Library Board of Trustees**  
360 E Deerpath Road, Lake Forest, IL 60045  
Regular Meeting (Remote Access) Minutes  
7:30 p.m. June 8, 2021

CALL TO ORDER

President Wendy Darling called the meeting to order at 7:32 p.m. with the following statement:

This meeting of the Lake Forest Library Board is being held as a virtual meeting because the Illinois Governor has declared the COVID-19 pandemic a disaster and it is not practical or prudent for in-person meetings. The Director of Operations is on-site at the Library for this meeting and may be reached by calling 847.810.4602. This meeting is being recorded and the recording posted on the Library website.

ROLL CALL/CONFIRMATION OF ABILITY TO HEAR PROCEEDINGS

Trustees Present: Germaine Arnson, Bryan Bertola, Wendy Darling, JoAnn Desmond, Elizabeth Grob, John F. Johnson, Andrea Lemke, David Rose, and Carrie Travers. All yeas. 9 trustees in attendance, a quorum is present.

Staff Present: Catherine Lemmer, Library Director; Ed Finn, Head of Operations

OPPORTUNITIES FOR THE PUBLIC TO ADDRESS THE BOARD AND CORRESPONDENCE

All correspondence received was included in the Board packet and no one from the public wished to address the Board.

President Darling stated that the Library Board has received a petition with the following resolution:

*'We, the undersigned residents of Lake Forest, Illinois, request that the Lake Forest Library immediately begin repairs on the library dome and the water-damaged murals. Additionally, we request that any library expansion plan and choices made regarding possible American with Disabilities Act (ADA) changes to the library be put aside until this (dome/murals) necessary and important work is completed.'*

She read the following statement as the Library Board's response to the petition:

*The Library Board finds both the wording and the apparent intent of the resolution inconsistent with the values of both the Library and the City of Lake Forest. It would be unthinkable that we have a Library that is foreclosed to some of our most vulnerable citizens. A central priority of the Library's capital improvement project is to ensure equitable and unhindered access to the Library for all Lake Forest citizens. The Library Board intends to continue its pursuit of that priority, working with the City of Lake Forest and other constituencies, to restore, repair and expand the facility to create a Library to be used and loved by future generations of Lake Foresters.*



CALL FOR ADDITIONS TO THE AGENDA

None

CONSENT AGENDA

- A. Approval of the Agenda
- B. Approval of May 11, 2021 Meeting Minutes
- C. Approval of May 2021 Finance Report

Trustee Lemke made a motion, and Trustee Travers seconded, to approve the Consent Agenda as presented. All yeas. Motion carried with 9 yeas on a roll call vote.

DISCUSSION OF RESUMPTION OF IN-PERSON BOARD MEETINGS AND MEETING TIMES

After discussion about the possibility of changing the time of Board meetings, it was decided that Director Lemmer would poll the Board members, including new Board members who would be starting in July, to determine what time works best for everyone.

The Board engaged in a lengthy discussion about what is currently involved under Covid guidelines to move to in-person Board meetings. It was the consensus of the Board to wait for the Governor's upcoming announcement about Covid restrictions before a decision is made to meet in person. Director Lemmer stated that, given the Board's wishes to resume in person meetings as soon as it is safe to do so, she will explore possibilities and report back to the Board. It was acknowledged that there are several logistics that would need to be worked out, including a larger space to accommodate members of the public.

Trustee Rose also inquired about the possibility of a Board member who may be traveling for work being able to participate remotely in a Board meeting. Director Lemmer indicated that the current Bylaws do not permit remote participation. With Board members expressing interest in addressing this in policy or through its Bylaws, Ms. Lemmer indicated that she would follow up for the next meeting with specific information about this option.

DISCUSSION AND APPROVAL OF RFID PROJECT PROPOSAL

Ed Finn provided a comprehensive report in a PowerPoint presentation about the process involved in the selection and rating of RFID vendors by the Committee to arrive at a recommendation. The Committee included library staff, OSG, and Trustee John Johnson. The Library received five proposals of which three were selected for virtual interviews in April and May. Mr. Finn provided comparative data and costs related to the three vendors: Bibliotheca, Envisionware, and TechLogic. He shared the rationale for the Committee's recommendation for selecting Bibliotheca as its preferred vendor with support from Library Works Backstage for the initial tagging of the collection of 120,000 plus items. Mr. Finn and Director Lemmer answered

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Regular Meeting (Remote Access) Minutes  
June 8, 2021

several Board questions and described future possibilities for significant efficiencies with this technology.

Trustee Johnson moved, and Trustee Arnson seconded, to support the staff recommendation to move ahead to develop a contract with Bibliotheca based on the presentation and the packet information. All yeas. Motion carried with 9 yeas on a roll call vote.

MOVE TO EXECUTIVE SESSION

Trustee Travers moved, and Trustee Arnson seconded, to move to Executive Session pursuant to Illinois Compiled Statutes, 5 ILCS 120/2(21), approval, discussion, and review of minutes of meetings lawfully closed under the Illinois Open Meetings Act. All yeas. Motion carried with 9 yeas on a roll call vote to enter Executive Session at 8:25 p.m.

RETURN TO OPEN SESSION

President Darling called the meeting to order in the return to open session at 9:12 p.m. Trustees present for roll call vote: Germaine Arnson, Bryan Bertola, Wendy Darling, JoAnn Desmond, Elizabeth Grob, John F. Johnson, Andrea Lemke, David Rose, and Carrie Travers. All yeas. 9 trustees in attendance, a quorum is present.

APPROVAL OF RECOMMENDATION REGARDING MINUTES OF EXECUTIVE SESSIONS HELD ON FEBRUARY 1, APRIL 13, AND MAY 4, 2021 REVIEWED PURSUANT TO 5 ILCS 120/2.06

Trustee Arnson moved, and Trustee Travers seconded, to:

- Approve the Executive Session minutes of February 1, 2021, April 13, 2021, and May 4, 2021.
- To keep the February 1, 2021 and May 4, 2021 Executive Session meeting minutes closed as the Board finds the need for confidentiality still exists as provided under 5 ILCS 120/2(c)(11).
- To open the April 13, 2021 Executive Session meeting minutes as the Board finds there is no need for confidentiality.
- To destroy the audio recordings of the board meetings held on February 1, 2021, April 13, 2021, and May 4, 2021, as the Library Board finds the minutes are sufficient to permit the destruction of the audio recordings on the first day of the 19<sup>th</sup> month following the date of the meeting. All yeas. Motion carried with 9 yeas on a roll call vote.

DISCUSSION OF CAPITAL IMPROVEMENT PROJECT

President Darling provided an update regarding the Burges and Burges telephone survey that took place between May 11 and May 16 with a sample of 400 adult Lake Forest residents. The results were positive and supportive of the Library. There will be a formal presentation of the findings at a future date.

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Trustee Darling also shared that the next phase with Burges and Burges is the resident survey. She indicated that there were some logistical issues trying to determine the best way to provide a link to the public. Until the logistics are resolved, President Darling stated that the Library will not move forward with the survey. She did indicate that one thing the Board did learn from the telephone survey is that 41% of those surveyed indicated that they were not very informed or not informed at all about the Library Capital Improvement Project. The next step is going to be about better informing the public about the project moving forward.

NOMINATING COMMITTEE REPORT ON SLATE OF OFFICERS FOR 2021-2022

Trustee Rose presented a summary of the work and recommendations of the Nominating Committee members, consisting of Trustees Darling, Travers, and Rose. The Nominating Committee submitted the following slate of officers to serve for 2021-2022:

President – John F. Johnson  
Vice President – Bryan Bertola  
Secretary – Elizabeth Grob  
Treasurer – Andrea Lemke

President Darling moved, and Trustee Desmond seconded, to elect the slate of officers as presented by the Nominating Committee for 2021-2022. All yeas. Motion carried with 9 yeas on a roll call vote.

LIBRARY DIRECTOR REPORT

In the Board packet, Director Lemmer updated the Board on Library services, Gifts to the Library, Administration and Operations, Strategic Initiatives, Performance Measures through April 2021, and Program Snapshots. She reported that the Library restored its hours to pre-Covid and services are provided within the guidelines of the CDC and Illinois Department of Health.

Ms. Lemmer indicated that they are filling a gap in staffing needs by hiring Sameer Notta as its Finance Officer. She also shared that the Youth Services staff has committed to a yearlong educational and enrichment challenge – *Project READY: Equity and Access for Diverse Youth*. Director Lemmer described some of the accomplishments and good work of the Library and responded to a Trustee question by explaining about the very popular StoryWalk™ Program.

Director Lemmer acknowledged that the Board only gets to hear the angst from the community about the capital improvement project but not about all the very positive comments that she and staff hear from community members who share their appreciation for the good work that the Library is doing for them and their families. She wanted the Board to know some of the positive feedback they are hearing about programs and services.

INCOMING PRESIDENT'S REMARKS

On behalf of the Library Board and Administration, incoming President Johnson expressed appreciation to Trustees Wendy Darling, Carrie Travers, and David Rose for their service. He acknowledged the work of each retiring Board member with specific references to their leadership and their many individual contributions to the Library.

To learn more about each of the retiring Board members, Trustee Johnson contacted two former Board members and Presidents, Todd Puch and Ron Levitsky. Both former Library Presidents were very complementary about each of the retiring Board members with whom they worked with on the Board. Ron Levitsky sent a written statement and shared about the challenging process of engaging in the Library Capital Improvement Project with open and honest discussion of ideas despite differences of opinions. Ron acknowledged how Wendy, Carrie, and David worked wholeheartedly and collaboratively to meet the difficult challenges head on. He further stated that over the years he has served on many committees, but he has rarely encountered the same devotion to service and community that he did with them. They balanced hard work with cooperation and a great sense of humor. He stated that he is sure they will be missed on the Board and appreciated the opportunity to share how much he enjoyed working with Carrie, David, and Wendy.

Incoming President Johnson stated that the retiring Board members have all been role models for us and we will do our best in carrying out what they have shown us in our Trustee duties in the coming years. He ended by inviting the retiring Trustees to not be afraid to call us if we could be doing a better job and thanked them for their service.

UNFINISHED BUSINESS

No unfinished business.

NEW BUSINESS

No new business.

ADJOURNMENT

Trustee Rose made a motion, seconded by Trustee Travers, to adjourn the meeting at 9:33 p.m. 9 years, motion carried.

**Upcoming Meeting: Regular Board Meeting, July 13, 2021**

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JoAnn Desmond, Secretary

Minutes approved by the Board on July 13, 2021.

**Lake Forest Library**  
**Year-to-Date Monthly Financial Report**  
**June 2021**  
**Unaudited Month 2**  
**FY2022**

Agenda Item 8(c)

	<b>Current Month Actual</b>	<b>Year to Date Actual</b>	<b>Year to Date Budget</b>	<b>Annual Budget</b>	<b>Over/(Under) Variance</b>	<b>% of Annual Budget</b>
Unassigned Funds on Hand 5/1	\$1,895,491	\$1,895,491	\$1,895,491	\$1,895,491		
<b>REVENUES</b>						
Tax Based (Levy, SSN, IMRF)	\$1,790,977	\$2,069,214	\$1,435,939	\$4,307,816	\$633,276	48.03%
Non Tax Based	\$0	\$13,581	\$8,167	\$49,000	\$5,415	27.72%
Library Generated	\$12,264	\$14,269	\$4,742	\$28,450	\$9,527	50.15%
Gifts	\$1,500	\$2,745	\$417	\$2,500	\$2,329	109.81%
<b>TOTAL REVENUES</b>	<b>\$1,804,741</b>	<b>\$2,099,809</b>	<b>\$1,449,264</b>	<b>\$4,387,766</b>	<b>\$650,546</b>	<b>47.86%</b>
<b>TOTAL FUNDS ON HAND</b>	<b>\$3,700,233</b>	<b>\$3,995,301</b>	<b>\$3,344,755</b>	<b>\$6,283,257</b>	<b>\$650,546</b>	
<b>EXPENDITURES</b>						
Salaries & Wages	\$111,456	\$195,320	\$278,231	\$1,808,504	(\$82,911)	10.80%
Fringes	\$23,718	\$52,411	\$78,025	\$468,147	(\$25,614)	11.20%
SSN	\$8,257	\$14,477	\$23,059	\$138,351	(\$8,581)	10.46%
IMRF	\$10,851	\$19,347	\$30,635	\$183,812	(\$11,289)	10.53%
Materials (print, AV, tech, online)	\$49,215	\$91,809	\$100,750	\$604,500	(\$8,941)	15.19%
Other Operating Expenses	\$55,605	\$77,632	\$119,176	\$715,057	(\$41,544)	10.86%
Building Maintenance	\$33,104	\$40,625	\$44,667	\$268,000	(\$4,042)	15.16%
Sub Total	\$292,207	\$491,620	\$674,543	\$4,186,371	(\$182,922)	11.74%
Capital	\$0	\$0	\$32,500	\$195,000	(\$32,500)	0.00%
<b>TOTAL</b>	<b>\$292,207</b>	<b>\$491,620</b>	<b>\$707,043</b>	<b>\$4,381,371</b>	<b>(\$215,422)</b>	<b>11.22%</b>
<b>BALANCE</b>		<b>\$3,503,680</b>	<b>\$2,637,713</b>	<b>\$1,901,886</b>		
<b>RESERVES</b>						
Capital Improvements	\$2,800,000					
Technology Improvements	\$300,000					
Capital Equipment	\$300,000					
	<b>\$3,400,000</b>					

**Lake Forest Library  
Financial Notes and Variance Report  
For the Month of June 2021 (Month 2) FY2022**

**Funds on Hand:** \$1,895,491 (unrestricted/unaudited). The account value is reset at the end of the FY2021 audit when surplus funds are allocated to either this unrestricted reserve or the restricted reserve accounts.

**General Operations - Revenues**

**Property Tax:** As of the end of June, the Library received \$2,069,214 in property tax distributions which is 48% of the annual budget. This percentage is in alignment with pre-COVID fiscal years.

**Non-Tax-Based:** As of the end of June, the Library received \$13,581 in non-tax based revenues. The \$13,581 is the first installment of the replacement of personal property tax payment. Overall non-tax-based income at 27.72% of FY budget.

**Library-Generated:** As of the end of June, the Library received \$14,269 in library generated income. This is income from copiers, RAILS ALSIP payments, and miscellaneous fee income. Overall non-tax-based income at 50.15% of FY budget.

**Gifts:** As of the end of June, the Library received \$2,745 in cash gifts. Non-cash gifts are not valued by the Library. Overall gift income at 100% of budget as it was anticipated in the budget that gifts, other than small book memorial gifts, will go to The Lake Forest Library Foundation for the capital improvement project.

**General Operations - Expenditures**

**Salaries, wages:** \$195,320 for salaries: 10.80% of FY budget; \$52,411 for fringes: 11.20% of FY budget. \$14,477 for SSN: 10.46% of FY budget; \$19,347 for IMRF: 10.53% of FY budget. Vacation and sick leave buy outs due to retirements/resignations reflected.

**Materials: Books, AV, and Electronic Services:** \$91,809: 15.19% of FY budget. Annual payments for periodical and database subscriptions paid. Book and AV vendors are nearly back to pre-COVID release and shipping timeframes.

**Other Operating Expenditures:** \$77,632: 10.86% of FY budget. Consortia fees, technology leases, equipment, services, software, and contractual fees reflected here.

**Building Maintenance:** \$40,625 15.16% of FY budget. Reflects cleaning service contract, service calls and repairs for HVAC, elevator, and other systems. Annual liability/casualty insurance premium of \$29,845 paid in June.

**Capital:** No capital expenses incurred.

**Reserves**

\$1,895,491 - Operating cash reserve (fund balance-unassigned). The Library's restricted reserves are currently \$3,400,000: capital equipment (\$300,000), capital improvements (\$2,800,000), and technology (\$300,000).

Year to Date FY2022: 11.22% of budget expenses; 47.86 budget revenues.

**Amend Library Bylaws to provide for attendance at Board Meetings by a means other than physical presence.**

At the June 8, 2021 board meeting, the Trustees asked the Library Director to research the ability of Trustees to attend special or regular meetings remotely. Under Illinois Law (5 ILCS 120/7), Trustees may attend public meetings remotely under three circumstances: (i) personal illness or disability; (ii) employment purposes or the business of the Library; or (iii) a family or other emergency. Illinois law also requires advance notice from the Trustee, if practical, an affirmative vote of the majority of Trustees physically present authorizing the remote attendance, and adoption of governing rules that comply with Section 7. The Library's bylaws govern Library board meetings. Adoption of the following new section 6 to amend *Article IV: Meetings* would allow Trustees to participate remotely under Section 7 standards.

**Motion:** Adopt an amendment to *Article IV: Meetings*, to add Section 6. Attendance by a Means Other Than Physical Presence.

**Section 6. Attendance at a Regular or Special Meeting by a Means Other Than Physical Presence.**

At a meeting at which a quorum is physically present, a Trustee may be allowed to attend and participate in the meeting by video or audio conference if the Trustee is prevented from physically attending due to the following circumstances: (i) personal illness or disability; (ii) employment purposes or the business of the Library; or (iii) a family or other emergency. A Trustee wishing to attend a meeting by video or audio conference, must notify the Secretary prior to the meeting, unless such advance notice is impractical. The notice should state which circumstance underlies the Trustee's request for remote attendance.

An affirmative vote of the majority of the Board physically present at the meeting is required to allow a Trustee to participate by video or audio conference. The minutes of the meeting shall reflect the attendance of a Trustee by means other than physical presence, the reason permitting the attendance by a means other than physical presence, and record the vote on the request of the Trustees physically present at the meeting.

**Facilities: Discussion and approval of Kasian Room HVAC repair**

In 2000, the exterior east side courtyard was covered, enclosed, and renamed the Louise Wells Kasian Children’s Activity Center in memory of a prior library director (the “Kasian Room”). This lower-level room has a capacity of 130 and is used for adult, teen, and children’s programming. The Kasian Room is the primary programming space for children and teens.

HVAC Replacement Overview

The HVAC unit and coil unit supplying the Kasian Room require replacement. Upon inspection, the following was noted:

- The current units were manufactured and installed in 2001.
- The condenser unit has a major oil leak, and a large leak in the suction line from condenser unit to coil unit causing unit to lose all pressure.
- Unit is 21 years old and is an R-22 (refrigerant) unit. This refrigerant has been discontinued and is not compatible with modern HVAC units.

Facilities is recommending replacement of the condenser and condenser coil units with newer R-410A units. Replacement of the coil unit is required with the introduction of a unit that uses 410A refrigerant. Facilities is requesting board approval for unit replacement with a cost up to \$23,000. We are still in talks with vendors and gathering estimates of unit replacement costs. Preliminary bids are below for Board consideration. Updated information, if any, will be provided at the Library Board meeting.

<b>HVAC Vendor Quote Submissions</b>		
<b>Vendor</b>	<b>Address</b>	<b>Quote</b>
Hill Mechanical	11045 Gage Ave, Franklin Park, IL 60131	\$22,547
Black Diamond	1400 Miller Pkwy, McHenry, IL 60050	Awaiting final proposal submission
Aire Serv	473 W Northwest Hwy #2G, Palatine, IL 60067	Quote was not prevailing wage.



## **Agenda Item 10 & 11(b)**

### **Committee and Board Liaison Appointments.**

At the meeting, the 2021-2022 committee and board liaison appointments will be entered into the record. Additional Trustees, if interested, may be added to committees. No vote is required.

#### Finance Committee

- Andrea Lemke, Treasurer
- Jim Clifton

#### Friends of Lake Forest Library Liaison

- Elizabeth Grob, Secretary

#### The Lake Forest Library Foundation Liaison

- Germaine Arnson

#### West Side Study Group

- TBD

#### Building Committee

- Bryan Bertola, Vice President
- Heather Strong
- TBD

Library Director Report

July 13, 2021

**FY 2021 Year End**

June is a month of both reflection and anticipation. The preparation of the Library's year-end operations report to the Illinois State Library (IPLAR) and various financial, asset, and audit summaries, as well as the stakeholder annual report, provide an opportunity to review and assess performance while at the same time developing, launching, and anticipating the work of the new year. Past annual reports typically stated and evaluated year-to-year performance based on standard industry metrics—those familiar visitor, circulation, attendance, program, and resource metrics that again earned the Library a national three-star award ranking from *Library Journal* in January 2021.

FY2021 was a little different. The COVID-19 pandemic skewed most of what is familiar and statistically measurable and comparable. During a period of heightened health and safety concerns that required complex decision making that balanced serving the community, following state and federal law, and bootstrapping guidance from other industries to keep patrons and staff safe under ever-changing parameters, *the best measure of success is that the residents of Lake Forest learned they could count on the Library to do whatever needed to meet their needs.*

Whether it was --

- handing out books and other materials on the back dock,
- delivering materials to homes,
- answering reference and reader's advisory questions by phone, email, text, chat, social media, and in-person on the street,
- reimagining the Library's website as a resource for accurate and up to date COVID information and resources,
- developing homeschooling and entertainment resource guides during lock-down,
- adding hundreds of copies of e-books and remote access to databases,
- hosting 24/7 Wi-Fi in the courtyards and parking lot,
- issuing and renewing library cards online,
- developing grab & go kits to enhance the experience of a virtual program,
- delivering high quality virtual programming, or
- creating personalized reading care packages and lists --

the Library proved it was so much more than a building. Patrons repeatedly expressed their gratitude and support for the Library and the staff's dedication throughout the last year.

Despite the significant disruption to operations, the Library remained committed to its mission to inspire life-long learning and promote the free and respectful exchange of ideas. Signature events, such as *Read Between the Ravines* and *Lake Forest Reads: Ragdale* were held; continuing and supporting community conversations around the opioid crisis, mental health, systemic

racism, and immigration. *1000 Books Before Kindergarten*, STEAM programs, winter reading programs, and other youth literary projects were either launched or enhanced. The Young Adult Advisory Board completed its diversity audit of the Young Adult/Teen collection and remained connected through virtual programming.

Equally as important, the Library continued to move forward significant operational projects, including the migration to Office 365, development and installation of the beta self-check option, migration to fiber internet, release of the RFID RFP, and preliminary work to update the phone system. All this work continues to position the Library to deliver library services more effectively.

The FY2021 performance review reveals a Library that did more than just survive—it thrived, discovering new and meaningful ways to connect with its community. The physical building was closed for the month of May 2020. From June 2020 through June 2021, the level of access to the building for the public may have increased and decreased depending on the state of COVID, but our commitment to deliver the highest level of library services to the Lake Forest community never wavered. The dedication and creativity of the Library staff to research, develop, and adapt solutions repeatedly as the COVID landscape shifted, reflected our critical belief in the important lifeline the Library provides to the Lake Forest community. Upon reflection, it is evident that the Library is a dynamic community institution defined not by its physical space, but by the Lake Forest community that uses and finds values in its services, resources, and program opportunities.

### Select FY2021 Performance Measures

Select statistics comparing FY2021 to FY2020 on an annual basis are attached. In FY2020, the Library had 10 months of pre-COVID operations.

### Preliminary Year-end Financial Results

The preliminary unaudited FY2021 financial results anticipate a surplus of revenues over expenditures. The surplus is the result of increased revenues from non-government sources, including the \$50,000 FEMA reimbursement, and from significant savings in budgeted personnel, library collection, and general expenses (office supplies, etc.) due to reduced hours of operation and staffing.

### Gifts to the Library

The four works of art donated by Dean A. DeBiase, Sr. are currently (and temporarily) on display in the Fine Arts Room until a permanent place is identified in the Library. The four works include a framed original Mark McMahan painting, *Lake Forest Fourth of July Concert on the Green*, and three framed Franklin McMahan prints from his *Vienna Opera Series*. A Deed of Gift was signed and is on file at the Library.

### Administration and Operations

- The Library received notice that its 2021 per capita grant request was funded. The Library will receive \$28,578 later this year to be used for technology by December 2022.

- The Library and OSG (Outsource IT Solutions Group) are working with Bibliotheca to finalize the RFID project parameters, pricing, and scheduling. The goal is to complete the project in September 2021.
- OSG is completing the preliminary work for the transfer of the phone system to Microsoft Teams with a goal of completing the transfer and install of the new phones in August. The integration with Teams will create a unified communication experience, allowing calls to be answered and placed from any device that can use the Teams app and complete integration of voicemail. Additionally, the new physical handsets will free up approximately 30 data ports for staff use by providing a passthrough connection to computer workstations. For context, the current system relies on multiple hardware and software components.
- The required Whistleblower protection from retaliation process was created and shared with all Library staff as required by 50 ILCS 105/4.1.

### Personnel Matters

With the return to pre-COVID hours and services, the Library is evaluating its staffing needs and, where necessary, filling open positions. The Library welcomed Christian Cacciactore, Tiffany Song, MLS, and Madeleine Wenc as part-time Youth Services Assistants. These new hires replace two full time and two part-time positions in the Children's Library that opened due to retirements and relocations. There are on-going searches to fill open part-time positions, one in facilities (Building Monitor) and two in circulation (Adult Circulation Service Desk). These positions are open due to retirements and departures during reduced hours of operation over the last year. These are non-IMRF eligible part-time positions. Interviews are on-going to fill one of two open full time Adult Services Librarian positions.

### Insurance Matters

The Library's insurer has been informed of the damage to the sculpture (Untitled) commissioned and donated in memory of Al Medica in 2007. The sculpture was funded with private donations. The insured value of the entire sculpture, as stated on the 2015 CBIZ report, is \$9,650. In a preliminary conversation with Peter Hessemer, creator of the work, he indicated that the replacement part of the sculpture could cost as much as \$8,000 - \$9,000. Mr. Hessemer no longer has a kiln that is large enough to fire the piece. He will research the replacement costs once the Library Board decides how it wishes to proceed. The Library has a \$5,000 insurance deductible.

### Facilities Matters

- The annual tree and shrub trimming was completed by Sav-A-Tree. The small tree in the northeast corner that was partially downed in an earlier storm has been cleared away.
- The re-attaching of the extra flap on the dome tarp is expected to be completed July 14-16, 2021 weather permitting. Although the flap was an added protection over a seam and it did not impact the integrity of the wrap, it is a concern to residents and needed to be repaired.

### The Friends of Lake Forest Library

- The Friends of the Library are now collecting donations on Saturday and Sunday mornings at the pod in the parking lot. The Library's Communications Team has updated the Friends

website with the information. The Facilities Team restacked sections of the box storage cube this week as boxes were pulled out for the recent May and June sales at the east train station. The Facilities Team continues to move the boxed books to the cube as well as take discarded donations to the trash from the mezzanine sorting area. Overall, the donation process seems to be working well. The Friends are aware the cube is nearing the maximum permitted size and the need to make alternative storage arrangements soon.

- The Treasurer reported gross receipts of \$503 for the May–June non-profit east train station pop-up shop and gross receipts of \$4,359 for the June 24–26 summer sale.

### **CIP Matters - HGA news**

Peter Cook of HGA was appointed to the U.S. Commission on Fine Arts by President Biden. The Commission of Fine Arts is an independent federal agency charged with advising the President, Congress, and District of Columbia governments on design and aesthetics in the U.S. Capital. Jane Dederling retired from HGA on June 25.

### **Select Performance Measures for May 2021**

The Library was physically closed and no materials circulated in May 2020. In May 2021, 23,867 items circulated as compared to 29,435 items in May 2019, representing a 23% decrease against pre-COVID operations. We will continue to monitor current operations against pre-COVID operations for an accurate understanding of performance.

In May 2021, there were 4,363 visitors to the Library. It is anticipated that visits to the Library will remain low until in-person programming re-commences. All Library programs remain virtual, and there is continued enthusiasm for evening and Saturday morning programs. There is tremendous variety in the programs, from online science projects, Storytimes, and coding clubs to book clubs, history lectures, and author interviews on critical and important topics. The Children's Library and YA (Young Adult) department prepare and give out Grab&Go kits that support participation in virtual programs. In May 2021, there were 59 active programs attended by 596 participants and 18 passive programs attended by 1,448 participants. Virtual viewings of program are defined by the Illinois State Library to be a passive program as there is no library staff mediation during the delayed or repeated virtual program viewing.

In May 2021, Reference and Reader's Advisory assists from all the departments totaled 2,686. There were 51 e-tutorials/tech help sessions. Services are delivered via chat, email, in person, and through social media platforms. Homebound and outreach activities are on-going.

The use of e-Media resources reflects a 15% decrease in usage from May 2020, 5,145 circulations versus 6,077 last year in the month of May. More interesting is that in May 2019, 11% of circulations were e-Media, as compared to 22% in May 2021. It is expected that e-media usage will continue to outpace pre-COVID usage in the coming months.

In May 2021, the use of the Library's database collection was down 35% as compared to last year for the same period, reporting 7,228 uses as compared to 11,242 uses. 6,655 users visited the

Library's website recording 47,075 page views, reflecting a 13% and 15% increase, respectively, over May 2020.

### Program Snapshots

- Summer Reading programs for adults, children, and teens launched June 1. The theme this year is "Reading Colors Your World."
- The Library received numerous emails with high praise (see July Correspondence Report) for its PRIDE activities.
- The "Love Your Library" yard sign give-away has been well received.
- The Library donated a "custom-themed storytime for up to 25 children" to the 2021 Episcopal Preschool Auction for new playground equipment. The personalized event included a craft, interactive stories, music and movement, and so much more. The auction winner claimed the auction prize in June by having her daughter's birthday party at the Library. The family brought gifts and treats for the children who attended the storytime. Donations of library services and programs are welcomed auction items by local institutions and organizations.

**Lake Forest Library**  
**FY2021 Annual Select Statistics**

<b>FY 2021 Annual Statistics</b>	<b>FY 2021</b>	<b>FY 2020</b>	<b>Change</b>
Circulation: Adult*	103,851	193,417	-46.3%
Circulation: Children's*	85,161	144,417	-41.0%
Circulation: YA*	6,837	8,769	-22.0%
e-Media	65,945	49,860	32.3%
DVD2G0	578	1,747	-66.9%
<b>Total</b>	<b>262,372</b>	<b>398,210</b>	<b>-34.1%</b>
West Book Box	2,626	8,560	-69.3%
Patron Visits	28,542	365,304	-92.2%
Interlibrary Loan to Lake Forest	7,214	8,416	-14.3%
Interlibrary Loan From Lake Forest	20,028	15,646	28.0%
Reference/Reader's Advisory	25,404	80,523	-68.5%
Materials Added	12,345	12,101	2.0%
Materials Withdrawn	30,659	19,496	57.3%
Volunteer Hours (program assistance)	248	1,165	-78.8%
Programs	631	897	-29.7%
Program Attendance	11,104	34,941	-68.2%
Passive Programs (recorded)	275	73	276.7%
Passive Program Attendance	32,141	8,303	287.1%
Electronic Resources	102,422	79,848	28.3%
Staff Development and Training Hours	1,228	702	75.1%
Website Pageviews	729,883	na	na
Website Users	92,093	na	
Patrons Registered	9,408	7,908	19.0%
Media Lab (Individual sessions)	0	442	-100.0%
E-tutorials/Tech Help	459	1,094	-58.0%
Media Lab Classes (Attendees)	0	42(393)	na
Museum Passes Used	17	56	-69.6%
Wireless Sessions	316,445	685,962	-53.9%
Patron Computer Uses	3,800	19,530	-80.5%
<b>E-Media Total</b>	<b>65,945</b>	<b>49,860</b>	<b>32.3%</b>
Freegal (music)	1,890	2,055	-8.0%
Hoopla (ebook, music, film)	10,275	8,178	25.6%
3M Cloud Library	3,465	3,866	-10.4%
Kanopy (film)	5,668	4,761	19.1%
Illinois Digital Library (Libby)	38,925	26,024	49.6%
RB Digital (emagazines)	5,722	4,976	15.0%

**Lake Forest Library  
FY2021 Annual Select Statistics**

<b>Library 2.0</b>	<b>FY 2021</b>	<b>FY 2020</b>	<b>Change</b>
Facebook Followers	2,044	1,803	13.4%
Facebook Reach	168,806	177,078	-4.7%
Facebook Engagement	15,342	22,474	-31.7%
Facebook Video Views	25,368	11,765	115.6%
Instagram Followers	1,762	1,502	17.3%
Instagram Likes (Engagement)	3,368	6,201	-45.7%
Instagram Video & Story Views	8,431	5,290	59.4%
Instagram Impressions	24,932	16,742	48.9%
Twitter Followers	1,389	1,342	3.5%
Twitter Profile Visits	3,872	1,626	138.1%
Twitter Impressions (Reach)	64,512	112,592	-42.7%
<b>Total Social Media Followers</b>	<b>5,195</b>	<b>4,647</b>	<b>11.8%</b>
<b>Total Engagement Activity/Impact</b>	<b>314,631</b>	<b>353,768</b>	<b>-11.1%</b>

\*e-media and DVD2GO add in across the three age groups

Total Adult Circulation	166,368
Total Children's Circulation	85,243
Total YA Circulation	8,485

**\*FY2020 - 10 months of non-COVID operations**