

LAKE FOREST LIBRARY BOARD OF TRUSTEES
Lake Forest Library, 360 East Deerpath Road, Lake Forest, IL 60045
Kasian Room, Lower Level
Tuesday, March 18, 2025, 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. Read *Between the Ravines* (jointly presented by Lake Forest and Lake Bluff Libraries) featuring *Three Girls from Bronzeville: A Uniquely American Memoir of Race, Fate, and Sisterhood* by former *Chicago Tribune* reporter and author Dawn Turner - Lydia Frank, Adult Services Librarian
 - b. Vibe All-in-One Smart Whiteboard and 3D Printed Assistive Tools – Chad Clark, Head of Digital and Innovation Services
8. Consent Agenda (omnibus vote on matters 8(a) - 8(f)):
 - a. Approve March 18, 2025 Agenda
 - b. Approve January 21, 2025 Regular Meeting Minutes
 - c. Approve January 2025 Financial Report
 - d. Approve February 2025 Financial Report
 - e. Approve Personnel and Policies Committee Meeting Minutes - March 3, 2025
 - f. Approve Finance Committee Meeting Minutes – March 13, 2025
9. Building Committee:
 - a. Exterior Courtyards Restoration Phase 1 - **Update**
 - b. Elevator Upgrade - **Update**
 - c. 1931 Historic Rooms Revitalization - **Update**
10. Finance Committee:
 - a. Draft FY2026 budget – 1st review
11. Purchase of New Chairs for Kasian Room – **Action**
12. Grant request to Friends of the Lake Forest Library for FY2026 - Draft
13. Library Operations Report
14. Executive Director Performance Evaluation process
15. Nominating Committee for 2025-2026 Officers
16. Unfinished Business
17. New Business
18. Adjournment.

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.

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.)*

SELECTED PATRON COMMENTS

JANUARY – FEBRUARY 2025

- It is so cool that you guys did this (Mini Art Masterpiece), my kids had SO much fun working on their art!
- Hi Chad, Thank you for providing these (3D printed) assistive tools! After my parents have tested each one, they said they were amazed by how much easier it was to open bottles etc. I may order a few more soon. The library is the BEST resource in town — and the library staff is most creative and helpful.
- Patron said she got help in our tech services department from Ming and she really appreciated the help. She also said that libraries have everything, and that ours was one of the best!
- They're beautiful! You can tell that they were recently restored (Murals).
- Patron commented that she loves coming to the library because the staff is so friendly and nice. She also shared how she ditched her Kindle because she enjoys coming in and interacting with staff so much more.
- Thank you, so much! My 91-year-old dad lives alone so these (3D printed assistive tools) will definitely come in handy!
- My daughter talks about you all the time! She loves Miss Lorie's Storytime. You have a real gift.
- You guys have the best books on display!
- Loved it when you showed movies once a week. Really miss that.
- Lake Forest is the best library in the city of Chicago!
- Patron tagged us in their story with a picture of our Spring issue of the Newsletter and said "@lakeforestlibrary has some amazing spring programming! I'm excited to read Three Girls From Bronzeville!"
- Thank you! These (3D printed assistive tools) are very helpful for someone with challenges and greatly appreciated! What a lovely idea and service.
- Patron is interested in having a writing group at the library.

- Comment on "TREEmendous Library Card Campaign": Has the library been in contact with local schools to encourage children to sign up for cards? Thank you for the suggestion. Anyone under 18 does require a parent/guardian signature so children would need parents to get a card, but our youth and teen librarians are in contact with the schools.
- Patron commented on the price of her replacement fine - she felt it was too high and that she could have replaced that book herself for less money.
- Annalisa spent about 20 minutes helping a patron apply for global entry The patron was very thankful for all of Annalisa's help and said she wouldn't have been able to navigate the portal without her. Patron also said she's realized that she's been coming more and more to the library the older she gets because we are so helpful here and do so much. [paraphrased]
- It's too warm down here to stay [at playtime]. The kids are sweating.
- "Is the library going to do another puzzle exchange soon? I picked up several puzzles that had never been used; I was so happy." Let patron know we are considering making this an annual event because it was so popular but no dates planned yet.
- Patron mentioned how much they appreciated the travel chargers from Take out Tech.
- Patron was beyond excited that she was going to get to see James McBride "live" on Zoom via Illinois Libraries Present at the library. She kept asking if he was really going to be there. She was calling three friends to let them know!
- You have the best library here. We love how everything is displayed and all the events you guys have for her age (4yo). We prefer you to our own library, and you're always so welcoming!
- Patron complimented the extra signage in the reading room of it being a quiet area. They commented how before it was distracting having the teenagers not follow the quiet rule, but with the extra signage it seemed to have worked. They added that with the reading room now being a true quiet space it has now allowed them to enjoy coming to work/study at the library even more.
- Patron was very excited about all of the programming that we offer. He said he has been coming here for years and always has great service. He has been working with Ming and Chad in the Media Lab and wanted to express how much he appreciated their help.
- After being helped with a project by Chad and Ming in the Media Lab, a patron told me emphatically, "That group--they're outstanding. Outstanding!"

- When I dropped off books at Lake Forest Place as part of our homebound delivery service, a resident told me, "This is the greatest service! I call up the Library and say, "I need these books," and they just come to me!"
- It looks so pretty when you walk in here now!
- Patron comment: "You guys have such great reading programs!"
- Patron: "Thank you for being open on a Sunday and answering questions over the phone."
- Patron attended the Lisa Genova event (Ragdale author) at Gorton and said, "It was lovely! Thank you for having that." Patron put the book on hold.
- The snowman project is just so cute!
- Patron comment "It is so nice and warm in here!"
- Thank you for being there even though it's so cold out!
- Thank you for collecting the books for us! Lucia from Little Scout Preschool
- A patron fell in the lobby and called later when she arrived at home to say thank you to the Circulation staff and our facilities team for attending to her needs and that she was very grateful for the help she received.
- A child looked at me (Lorie) and said "Roley polley" because she loves this movement from Storytime!
- Glencoe patron commented on the Children's Library: We heard lots of good things and wanted to see for ourselves. We will be back, and we thoroughly enjoyed Storytime today.
- About the January 2025 Grab 'N' Go youth craft: It was so much fun!
- After I assisted a patron with troubleshooting her iPad: "I'm so glad you guys are here! When I was freaking out at home [because of this tech issue], I checked what time it was and came right over!"
- A patron who said he usually reads nonfiction selected a thriller book (Falling by T.J. Newman) off the adult winter reading prize cart on my recommendation. He stopped by to tell me that he loves the book and can't put it down, and is glad he tried something different.

- This is really a great idea and a good way to share puzzles you enjoyed but aren't going to do again with others paraphrased comment about puzzle and game exchange.
- "great idea!" puzzle and game swap.
- Patron was looking for several British series that haven't been released on DVD in the us yet. Suggested he try the Acorntv roku because it was very easy to use and had a ton of completed TV series to watch. He checked it out and was excited to try it at no cost to him.
- This is such an incredible library! I brag about you to all my friends. These prizes are so incredible, I can't wait to bring my kids back this weekend to pick out books.
- Patron was looking for an article that was from an academic journal which we don't have access to. Reference staff reached out to Lake Forest College and they were able to provide the article which was sent on to the patron.
- "This is a very nice library!"
- Patron who forgot cash very appreciative that we spotted her the printouts for free. Very frazzled (she'd had a day) and very thankful. It was an easy win for 30 cents.
- Patron wanted to pay for item with card. Wished we accepted card at circ desk.
- Comment from a new homebound delivery patron "Thank you so much, Krista! You make it so easy!"



Lake Forest Library and Lake Bluff Public Library are excited to announce that the featured title for our Spring 2025 Read Between the Ravines program is *Three Girls from Bronzeville: A Uniquely American Memoir of Race, Fate, and Sisterhood* by Dawn Turner. This book is an immersive and heartbreaking memoir of growing up in the historic Bronzeville neighborhood of Chicago in the 1970s, exploring race, class, opportunity, friendship, and sisterhood.

Read Between the Ravines is a joint nonfiction reading program hosted by Lake Forest Library and Lake Bluff Public Library. This Two Communities, One Nonfiction Book program brings together Lake Forest and Lake Bluff with the purpose of enhancing nonfiction literacy and inspiring discussion around real-world issues. Lydia Frank is the coordinator at Lake Forest Library and Jillian Chapman is the coordinator at Lake Bluff Public Library. Several other community organizations, including the Friends of the Lake Forest Library and the History Center of Lake Forest-Lake Bluff, join us in presenting this program.

Book-related events begin in March 2025 and culminate in our author visits on April 25 and 26. On Friday, April 25, we will host Dawn Turner at the History Center of Lake Forest-Lake Bluff; refreshments will be served at 6:30 pm with an author interview at 7 pm. On Saturday, April 26, Lake Forest Library will host Ms. Turner for a morning workshop at 10:00 am. Each author event is followed by a Q&A and an opportunity to purchase a book and have it signed by the author. Registration and more information are available at www.readbetween.org.

Dawn Turner is an award-winning journalist and novelist based in Chicago. A former columnist and reporter for the *Chicago Tribune*, she spent a decade and a half writing about race and politics. She served as a 2017 and 2018 juror for the Pulitzer Prize in commentary and has written commentary for *The Washington Post*, *PBS NewsHour*, *CBS Sunday Morning News* show, NPR's *Morning Edition* show, the *Chicago Tonight* show, and elsewhere. In addition to her memoir, she is the author of two novels, *Only Twice I've Wished for Heaven* and *An Eighth of August*.

Lydia Frank
Adult Services Librarian
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lfrank@lakeforestlibrary.org



FY2025 Revenue & Expenditure Statement

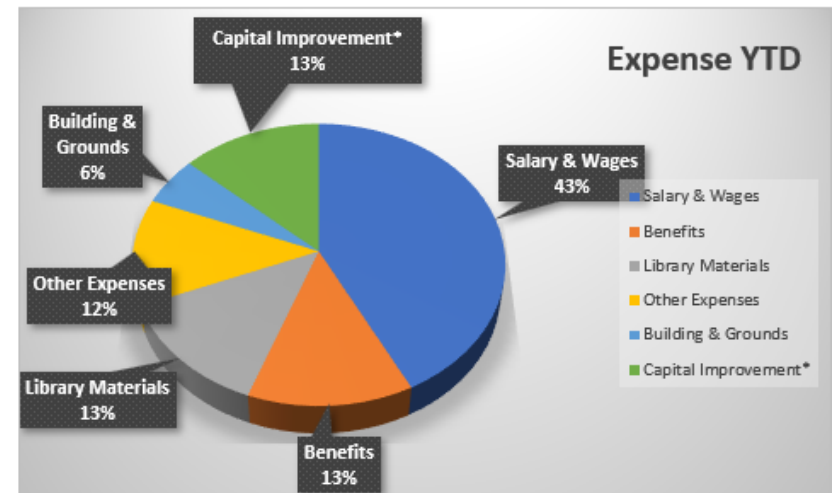
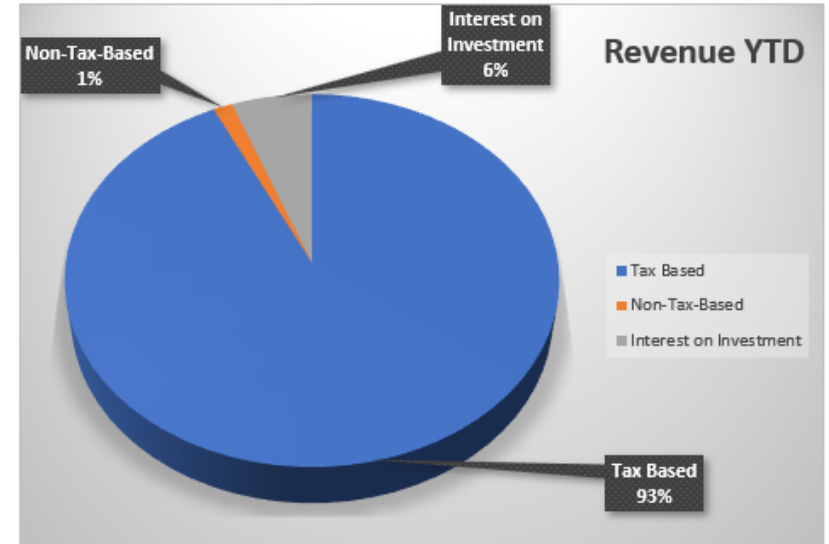
For the YTD January - 2025

Revenues	YTD	Budget	Budget Realized
Tax Based	4,982,781	4,982,581	100%
Non-Tax-Based	73,675	73,000	101%
Gifts & Grants	16,083	10,000	161%
Library Generated	24,552	24,000	102%
Friends of Lake Forest Library	39,992	79,750	50%
Interest on Investment	309,675	160,000	194%
Total Revenues	5,446,757	5,329,331	102%

Expenses	YTD	Budget	Budget Utilized
Salary & Wages	1,500,598	2,244,113	67%
Benefits	465,792	888,814	52%
Library Materials	465,655	722,700	64%
Other Expenses	432,945	894,580	48%
Contractual Services Library*	234,262	409,400	57%
Other*	198,683	485,180	41%
Building & Grounds	197,202	393,950	50%
Contractual Services Building*	13,351	25,000	53%
Capital Improvement*	471,336	2,100,000	22%
Total Expenses	3,533,527	7,244,157	49%

Reserves	
Reserve - Capital Improvements	3,050,000
Reserve - Technology Improvement	300,000
Capital Equipment	300,000
Fund Balance - Unassigned	4,751,256
Total Reserve Amount	\$ 8,401,256

*Detail on Last page of the Report





FY2025 Revenue & Expenditure Statement

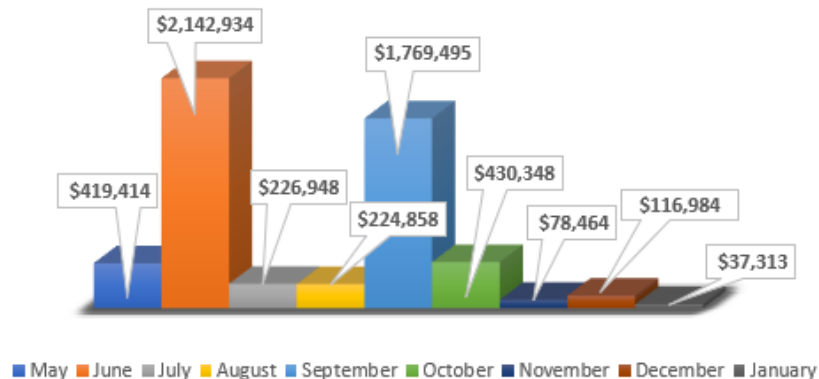
For the YTD January - 2025

	May	June	July	August	September	October	November	December	January	YTD	Budget
Tax Based	362,954	2,141,798	100,275	199,067	1,731,473	333,142	55,679	58,388	6	4,982,781	4,982,581
Non-Tax-Based	15,187	-	42,349	2,535	-	10,363	-	3,242	-	73,675	73,000
Gifts & Grants	13	-	-	10,500	1,000	-	-	4,569	-	16,083	10,000
Library Generated	3,696	1,136	831	7,103	2,165	5,889	426	3,068	238	24,552	24,000
Friends of Lake Forest Library	-	-	-	-	-	-	-	39,992	-	39,992	79,750
Interest on Investment	37,564	-	83,494	5,654	34,857	80,954	22,359	7,725	37,069	309,675	160,000
	\$419,414	\$2,142,934	\$226,948	\$224,858	\$1,769,495	\$430,348	\$78,464	\$116,984	\$37,313	\$5,446,757	\$5,329,331

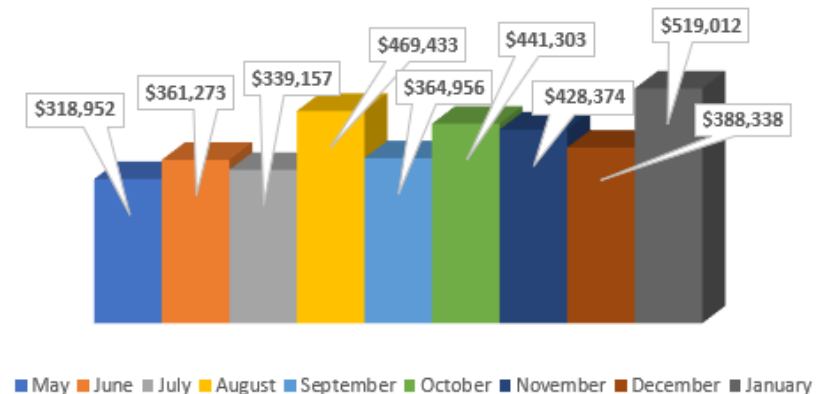
	May	June	July	August	September	October	November	December	January	YTD	Budget
Salary & Wages	94,577	144,383	145,995	230,427	158,440	159,917	159,105	162,064	245,689	1,500,598	2,244,113
Benefits	43,937	44,379	46,151	55,599	50,859	54,372	50,831	53,985	65,678	465,792	888,814
Library Materials	34,053	85,593	58,491	59,014	33,423	50,340	59,775	29,371	55,595	465,655	722,700
Other Expenses	69,335	37,089	62,429	34,885	32,811	53,265	48,594	32,078	62,459	432,945	894,580
Contractual Services Library	48,098	16,012	34,627	14,638	3,917	48,468	21,391	14,368	32,742	234,262	409,400
Other	21,238	21,077	27,802	20,247	28,894	4,797	27,203	17,709	29,716	198,683	485,180
Building & Grounds	55,885	8,449	23,240	14,881	17,424	18,586	19,328	19,752	19,658	197,202	393,950
Contractual Services Building	2,693	1,379	2,495	461	2,601	250	737	1,436	1,299	13,351	25,000
Capital Improvement	21,165	41,380	2,852	74,626	72,000	104,822	90,741	57,574	6,175	471,336	2,100,000
	\$318,952	\$361,273	\$339,157	\$469,433	\$364,956	\$441,303	\$428,374	\$388,338	\$519,012	\$3,533,527	\$7,244,157

	\$100,462	\$1,781,661	(\$112,209)	(\$244,575)	\$1,404,539	(\$10,955)	(\$349,911)	(\$271,353)	(\$481,699)	1,913,230	(\$1,914,826)
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Revenue By Month



Expense By Month



**Lake Forest Library
Financial Notes and Variance Report
For the Month of January 2025 (Month 09) FY2025**

Funds on Hand: \$4,751,256 (unrestricted/unaudited). The budget deficit of \$1,914,826 will be adjusted at the end of the fiscal year from funds on hand

General Operations - Revenues

Property Tax: As of January 31, the Library received \$4,982,781 in property tax distributions which is 100% of the annual budget.

Non-Tax-Based: As of January 31, the Library received \$73,675 in property tax distributions which reflects personal property tax \$44,915 and per capita grant \$28,760 payment which is 1% more than of the annual budget.

Gifts: As of January 31, the Library received \$16,083 as gifts and grants, which is 61% above the annual budget.

Library-Generated: As of January 31, the Library received \$24,552 in Library generated income. This income is from copiers, other revenue such as CCS and miscellaneous fees which is 2% more than the annual budget.

Interest on Investment: As of January 31, the Library received \$309,675 on interest on investment which is 94% above the annual budget.

General Operations - Expenditures

Salaries, wages, and benefits: As of January 31, \$1,500,598 for salaries and wages: 67% of FY budget; \$465,792 for benefits: 52% of FY budget. \$273,819 for medical insurance 54% of FY budget; \$112,797 for SSN: 57% of FY budget; \$74,734 for IMRF: 41% of FY budget and \$4,442 for Worker's Compensation: 51% of FY budget.

Materials: Books, AV, and Electronic Services: As of January 31, \$465,655: 64% of FY budget, this includes payments for periodical and database subscriptions.

Other Operating Expenditures: As of January 31, \$432,945: 48% of FY budget. Includes \$234,262 in library contractual services, including third payment of RFID lease of \$24,041 to Bibliotheca and \$198,683 for other expenses such as programs, administrative fees, office supplies, membership, and miscellaneous expenses.

Building and Grounds: As of January 31, \$197,202 which is 50% of the FY budget. Reflects the building insurance, contracts and service calls for building maintenance, the cleaning service, elevator, repairs and service for Boiler, HVAC, and other systems.

Capital Improvement: As of January 31, \$471,336: 22% of FY budget has been spent on the purchase of new servers, fire alarm, shifting with installation of new pumps and art pieces restored - Jackleen Leary sponsored by Friends of Lake Forest. This includes payment of \$164,838 for HVAC control system, \$70,122 down payment for elevator, payment of \$69,400 for kiosk machine, and \$41,500 for the investigation & schematic design of the courtyards project.

Year to Date FY2025: 49% of budget expenses; 102% budget revenues.

Reserves

\$4,751,256 - Operating cash reserve (fund balance-unassigned). The library's restricted reserves are currently \$3,650,000: capital equipment (\$300,000), capital improvements (3,050,000), and technology (\$300,000).

Account Details

Contractual Services Library

Description	May	June	July	August	September	October	November	December	January	YTD	Budget
CCS & OCLC (Integrated Library System)	12,248	-	17,505	-	-	17,505			17,505	64,762	\$ 92,400
HR Consulting	-	-		-	-	9,000		360	480	9,840	\$ 50,000
LAN, WAV, and Support (MSP)	9,548	9,908	9,936	9,959	-	10,313	19,587	9,775	9,786	88,814	\$132,000
EZ Proxy & Collection HQ	732	-	1,375	189	-	3,014				5,310	\$ 10,000
Bibliotheca	24,041	-	-	-	-	-				24,041	\$ 25,000
Online/Internet (fiber)	-	1,322	1,439	1,205	2,654	1,331	117	2,545	1,331	11,945	\$ 25,000
Other: Web Calendar Subscription	-	3,094	2,685	22	1,264	3,930			1,953	12,948	\$ 40,000
Technology Leased & Warranty Renewals	1,528	1,687	1,687	3,262	-	3,375	1,687	1,687	1,687	16,602	\$ 35,000
Total	\$ 48,098	\$ 16,012	\$ 34,627	\$ 14,638	\$ 3,917	\$ 48,468	\$ 21,391	\$ 14,368	\$ 32,742	\$ 234,262	\$ 409,400

Contractual Service Building

Description	May	June	July	August	September	October	November	December	January	YTD	Budget
Water Treatment	250	250	250	250	250	250	434	184		\$ 2,118	
Alarm System	2,340	-	-	104	-		92	92		\$ 2,627	
Inner Security System	104	-	-	-	-		104			\$ 207	
Rose Pest	-	97	204	107	107		107	107	107	\$ 836	
AED (CINTAS)	-	1,032	2,041	-	2,244		-	1,053	1,192	\$ 7,562	
Total	\$ 2,693	\$1,379	\$2,495	\$ 461	\$ 2,601	\$ 250	\$ 736	\$ 1,436	\$1,299	\$ 13,351	\$ 25,000

Others

Description	May	June	July	August	September	October	November	December	January	YTD	Budget
NEW STRATEGIC INITIATIVES	-	-	-	-	-				1,177	1,177	\$ 100,000
ADMINISTRATIVE SERVICES	2,312	-	4,625	2,312	2,312	2,312	2,312	2,312	2,312	20,812	\$ 30,385
PERSONNEL RECRUITMENT	-	-	59	176	118			59	8,006	8,417	\$ 1,000
TRAINING & DEVELOPMENT	777	1,041	2,475	727	3,320	935	5,943	2,835	2,199	20,251	\$ 23,000
EMPLOYEE TUITION	-	-	-	-	-				-	-	\$ 10,000
MEMBERSHIP DUES	1,410	154	162	-	675	450	1,092	350	605	4,898	\$ 11,000
MEETINGS & EXPENSE REIMB	-	-	46	-	181			41	94	363	\$ 2,500
LEGAL	-	2,385	4,380	2,760	600	(7,628)	420		-	2,918	\$ 100,000
AUDITING SERVICES	-	-	-	-	7,851				-	7,851	\$ 9,000
PROGRAMS & SERVICES	15,371	8,674	12,917	10,428	12,616	7,209	15,321	9,848	8,205	100,588	\$ 152,400
ONLINE BANKING FEES	150	187	184	188	-	375	418		247	1,750	\$ 1,815
INSURANCE - LIABILITY	-	6,798	-	-	-				-	6,798	\$ 9,680
TELEPHONE	41	738	553	41	306	41	41	41	41	1,846	\$ 8,750
OFFICE SUPPLIES	68	229	2,075	2,299	790	537	621	1,048	6,396	14,061	\$ 15,000
POSTAGE	973	5	18	1,208	33	215	1,034	11	228	3,726	\$ 7,150
VENDING BEVERAGES	135	866	308	107	92	351		1,164	206	3,227	\$ 3,500
Total	\$ 21,238	\$ 21,077	\$ 27,802	\$20,247	\$ 28,894	\$ 4,797	\$ 27,203	\$ 17,709	\$ 29,716	\$ 198,683	\$ 485,180

Capital Improvement

Description	May	June	July	August	September	October	November	December	January	YTD	Budget
Capital Equipment	-	676	-	-	-			34,574		\$ 35,250	\$ 350,000
Technology Upgrade	18,815	6,005	1,782	-	-	34,700	241		6,175	\$ 67,718	\$ 250,000
Capital Improvement	2,350	34,700	1,069	74,626	72,000	70,122	90,500	23,000		\$368,367	\$1,500,000
Total	\$21,165	\$41,380	\$ 2,852	\$74,626	\$ 72,000	\$104,822	\$ 90,741	\$ 57,574	\$6,175	\$471,336	\$2,100,000



FY2025 Revenue & Expenditure Statement

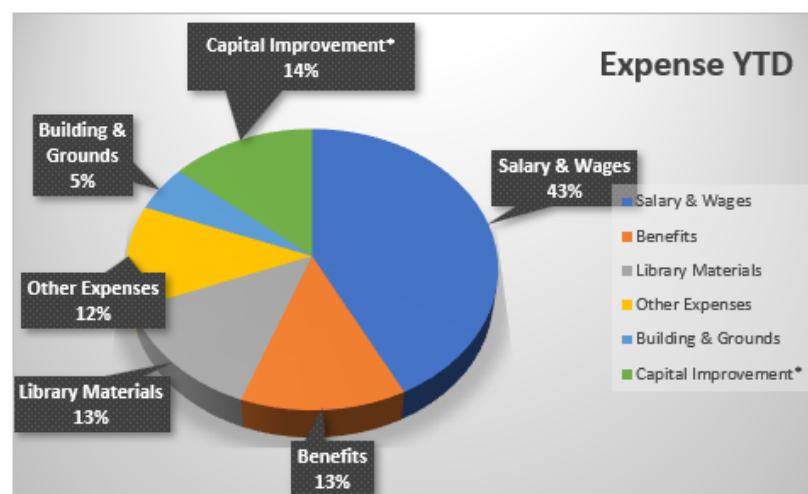
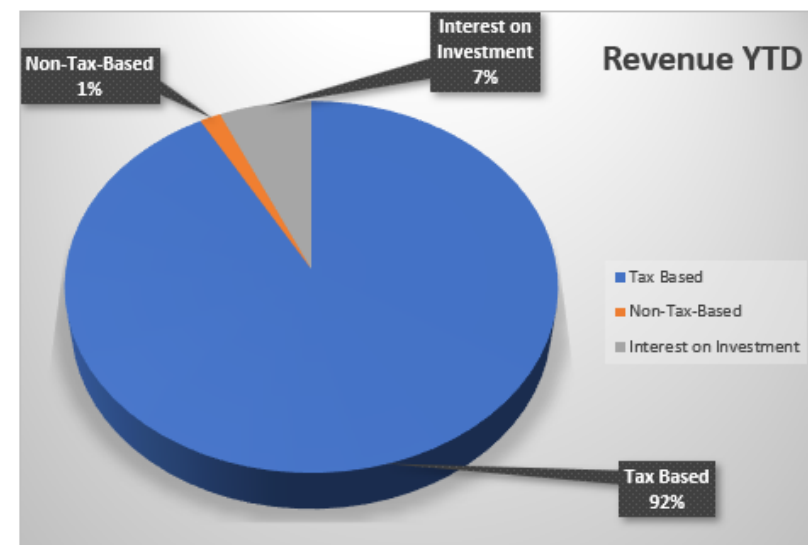
For the YTD February - 2025

Revenues	YTD	Budget	Budget Realized
Tax Based	4,982,825	4,982,581	100%
Non-Tax-Based	81,802	73,000	112%
Gifts & Grants	16,083	10,000	161%
Library Generated	27,102	24,000	113%
Friends of Lake Forest Library	39,992	79,750	50%
Interest on Investment	359,865	160,000	225%
Total Revenues	5,507,669	5,329,331	103%

Expenses	YTD	Budget	Budget Utilized
Salary & Wages	1,664,300	2,244,113	74%
Benefits	516,239	888,814	58%
Library Materials	525,544	722,700	73%
Other Expenses	461,173	894,580	52%
Contractual Services Library*	247,890	409,400	61%
Other*	213,283	485,180	44%
Building & Grounds	206,609	393,950	52%
Contractual Services Building*	14,974	25,000	60%
Capital Improvement*	542,533	2,100,000	26%
Total Expenses	3,916,397	7,244,157	54%

Reserves	
Reserve - Capital Improvements	3,050,000
Reserve - Technology Improvement	300,000
Capital Equipment	300,000
Fund Balance - Unassigned	4,751,256
Total Reserve Amount	\$ 8,401,256

*Detail on Last page of the Report





FY2025 Revenue & Expenditure Statement

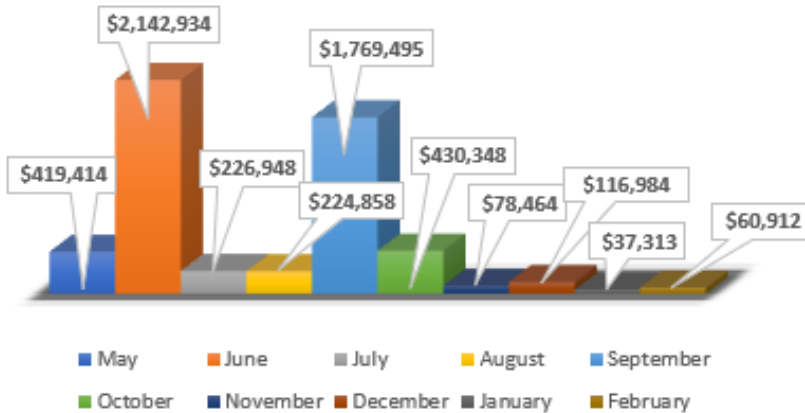
For the YTD February - 2025

	May	June	July	August	September	October	November	December	January	February	YTD	Budget
Tax Based	362,954	2,141,798	100,275	199,067	1,731,473	333,142	55,679	58,388	6	44	4,982,825	4,982,581
Non-Tax-Based	15,187	-	42,349	2,535	-	10,363	-	3,242	-	8,127	81,802	73,000
Gifts & Grants	13	-	-	10,500	1,000	-	-	4,569	-	-	16,083	10,000
Library Generated	3,696	1,136	831	7,103	2,165	5,889	426	3,068	238	2,551	27,102	24,000
Friends of Lake Forest Lib	-	-	-	-	-	-	-	39,992	-	-	39,992	79,750
Interest on Investment	37,564	-	83,494	5,654	34,857	80,954	22,359	7,725	37,069	50,190	359,865	160,000
	\$419,414	\$2,142,934	\$226,948	\$224,858	\$1,769,495	\$430,348	\$78,464	\$116,984	\$37,313	\$60,912	\$5,507,669	\$5,329,331

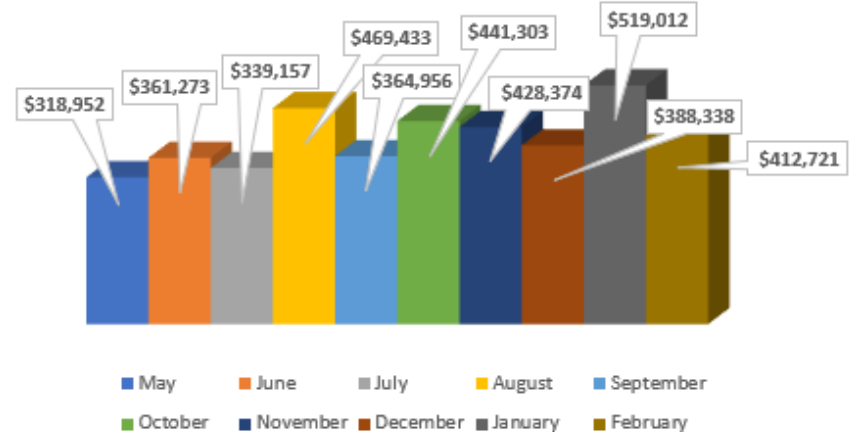
	May	June	July	August	September	October	November	December	January	February	YTD	Budget
Salary & Wages	94,577	144,383	145,995	230,427	158,440	159,917	159,105	162,064	245,689	163,702	1,664,300	2,244,113
Benefits	43,937	44,379	46,151	55,599	50,859	54,372	50,831	53,985	65,678	50,447	516,239	888,814
Library Materials	34,053	85,593	58,491	59,014	33,423	50,340	59,775	29,371	55,595	59,889	525,544	722,700
Other Expenses	69,335	37,089	62,429	34,885	32,811	53,265	48,594	32,078	62,459	28,228	461,173	894,580
Contractual Services	48,098	16,012	34,627	14,638	3,917	48,468	21,391	14,368	32,742	13,628	247,890	409,400
Other	21,238	21,077	27,802	20,247	28,894	4,797	27,203	17,709	29,716	14,599	213,283	485,180
Building & Grounds	55,885	8,449	23,240	14,881	17,424	18,586	19,328	19,752	19,658	9,407	206,609	399,950
Contractual Services	2,693	1,379	2,495	461	2,601	250	737	1,436	1,299	1,624	14,974	25,000
Capital Improvement	21,165	41,380	2,852	74,626	72,000	104,822	90,741	57,574	6,175	71,197	542,533	2,100,000
	\$318,952	\$361,273	\$339,157	\$469,433	\$364,956	\$441,303	\$428,374	\$388,338	\$519,012	\$412,721	\$3,916,397	\$7,244,157

	\$100,462	\$1,781,661	(\$112,209)	(\$244,575)	\$1,404,539	(\$10,955)	(\$349,911)	(\$271,353)	(\$481,699)	(\$351,810)	1,591,272	(\$1,914,826)
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Revenue By Month



Expense By Month



**Lake Forest Library
Financial Notes and Variance Report
For the Month of February 2025 (Month 10) FY2025**

Funds on Hand: \$4,751,256 (unrestricted/unaudited). The budget deficit of \$1,914,826 will be adjusted at the end of the fiscal year from funds on hand

General Operations - Revenues

Property Tax: As of February 28, the Library received \$4,982,825 in property tax distributions which is 100% of the annual budget.

Non-Tax-Based: As of February 28, the Library received \$81,802 in property tax distributions which reflects personal property tax \$53,042 and per capita grant \$28,760 payment which is 12% more than of the annual budget.

Gifts: As of February 28, the Library received \$16,083 as gifts and grants, which is 61% above the annual budget.

Library-Generated: As of February 28, the Library received \$27,102 in Library generated income. This income is from copiers, other revenue such as CCS and miscellaneous fees which is 13% more than the annual budget.

Interest on Investment: As of February 28, the Library received \$359,865 on interest on investment which is 125% above the annual budget.

General Operations - Expenditures

Salaries, wages, and benefits: As of February 28, \$1,664,300 for salaries and wages: 74% of FY budget; \$516,239 for benefits: 58% of FY budget. \$303,417 for medical insurance 60% of FY budget; \$124,897 for SSN: 64% of FY budget; \$83,483 for IMRF: 46% of FY budget and \$4,442 for Worker's Compensation: 51% of FY budget.

Materials: Books, AV, and Electronic Services: As of February 28, \$525,544: 73% of FY budget, this includes payments for periodical and database subscriptions.

Other Operating Expenditures: As of February 28, \$461,173: 52% of FY budget. Includes \$247,890 in library contractual services, including third payment of RFID lease of \$24,041 to Bibliotheca and \$213,283 for other expenses such as programs, administrative fees, office supplies, membership, and miscellaneous expenses.

Building and Grounds: As of February 28, \$206,609 which is 52% of the FY budget. Reflects the building insurance, contracts and service calls for building maintenance, the cleaning service, elevator, repairs and service for Boiler, HVAC, and other systems.

Capital Improvement: As of February 28, \$542,533: 2% of FY budget has been spent on the purchase of new servers, fire alarm, shifting with installation of new pumps and art pieces restored - Jackleen Leary sponsored by Friends of Lake Forest. This includes payment of \$164,838 for HVAC control system, payment of \$140,244 for elevator, payment of \$69,400 for kiosk machine, and \$41,500 for the investigation & schematic design of the courtyards project.

Year to Date FY2025: 54% of budget expenses; 103% budget revenues.

Reserves

\$4,751,256 - Operating cash reserve (fund balance-unassigned). The library's restricted reserves are currently \$3,650,000: capital equipment (\$300,000), capital improvements (3,050,000), and technology (\$300,000).

Account Details

Contractual Services Library

Description	May	June	July	August	September	October	November	December	January	February	YTD	Budget
CCS & OCLC (Integrated Library System)	12,248	-	17,505	-	-	17,505			17,505		64,762	\$ 92,400
HR Consulting	-	-		-	-	9,000		360	480	780	10,620	\$ 50,000
LAN, WAV, and Support (MSP)	9,548	9,908	9,936	9,959	-	10,313	19,587	9,775	9,786	9,799	98,613	\$132,000
EZ Proxy & Collection HQ	732	-	1,375	189	-	3,014					5,310	\$ 10,000
Bibliotheca	24,041	-	-	-	-	-					24,041	\$ 25,000
Online/Internet (fiber)	-	1,322	1,439	1,205	2,654	1,331	117	2,545	1,331	124	12,069	\$ 25,000
Other: Web Calendar Subscription	-	3,094	2,685	22	1,264	3,930			1,953	92	13,040	\$ 40,000
Technology Leased & Warranty Renewals	1,528	1,687	1,687	3,262	-	3,375	1,687	1,687	1,687	2,833	19,436	\$ 35,000
Total	\$ 48,098	\$ 16,012	\$ 34,627	\$ 14,638	\$ 3,917	\$ 48,468	\$ 21,391	\$ 14,368	\$ 32,742	\$ 13,628	\$ 247,890	\$ 409,400

Contractual Service Building

Description	May	June	July	August	September	October	November	December	January	February	YTD	Budget
Water Treatment	250	250	250	250	250	250	434	184		184	\$ 2,302	
Alarm System	2,340	-	-	104	-		92	92		104	\$ 2,731	
Inner Security System	104	-	-	-	-		104				\$ 207	
Rose Pest	-	97	204	107	107		107	107	107	214	\$ 1,050	
AED (CINTAS)	-	1,032	2,041	-	2,244		-	1,053	1,192	1,122	\$ 8,685	
Total	\$ 2,693	\$ 1,379	\$ 2,495	\$ 461	\$ 2,601	\$ 250	\$ 736	\$ 1,436	\$ 1,299	\$ 1,624	\$ 14,974	\$ 25,000

Others

Description	May	June	July	August	September	October	November	December	January	February	YTD	Budget
NEW STRATEGIC INITIATIVES	-	-	-	-	-				1,177	-	1,177	\$ 100,000
ADMINISTRATIVE SERVICES	2,312	-	4,625	2,312	2,312	2,312	2,312	2,312	2,312	-	20,812	\$ 30,385
PERSONNEL RECRUITMENT	-	-	59	176	118			59	8,006	-	8,417	\$ 1,000
TRAINING & DEVELOPMENT	777	1,041	2,475	727	3,320	935	5,943	2,835	2,199	2,784	23,035	\$ 23,000
EMPLOYEE TUITION	-	-	-	-	-				-	-	-	\$ 10,000
MEMBERSHIP DUES	1,410	154	162	-	675	450	1,092	350	605	180	5,078	\$ 11,000
MEETINGS & EXPENSE REIMB	-	-	46	-	181			41	94	57	420	\$ 2,500
LEGAL	-	2,385	4,380	2,760	600	(7,628)	420		-	(780)	2,138	\$ 100,000
AUDITING SERVICES	-	-	-	-	7,851				-	-	7,851	\$ 9,000
PROGRAMS & SERVICES	15,371	8,674	12,917	10,428	12,616	7,209	15,321	9,848	8,205	10,507	111,095	\$ 152,400
ONLINE BANKING FEES	150	187	184	188	-	375	418		247	491	2,241	\$ 1,815
INSURANCE - LIABILITY	-	6,798	-	-	-				-	-	6,798	\$ 9,680
TELEPHONE	41	738	553	41	306	41	41	41	41	41	1,887	\$ 8,750
OFFICE SUPPLIES	68	229	2,075	2,299	790	537	621	1,048	6,396	96	14,157	\$ 15,000
POSTAGE	973	5	18	1,208	33	215	1,034	11	228	995	4,721	\$ 7,150
VENDING BEVERAGES	135	866	308	107	92	351		1,164	206	229	3,456	\$ 3,500
Total	\$ 21,238	\$ 21,077	\$ 27,802	\$ 20,247	\$ 28,894	\$ 4,797	\$ 27,203	\$ 17,709	\$ 29,716	\$ 14,599	\$ 213,282	\$ 485,180

Capital Improvement

Description	May	June	July	August	September	October	November	December	January	February	YTD	Budget
Capital Equipment	-	676	-	-	-			34,574		-	\$ 35,250	\$ 350,000
Technology Upgrade	18,815	6,005	1,782	-	-	34,700	241	-	6,175	-	\$ 67,718	\$ 250,000
Capital Improvement	2,350	34,700	1,069	74,626	72,000	70,122	90,500	23,000		71,197	\$ 439,564	\$ 1,500,000
Total	\$ 21,165	\$ 41,380	\$ 2,852	\$ 74,626	\$ 72,000	\$ 104,822	\$ 90,741	\$ 57,574	\$ 6,175	\$ 71,197	\$ 542,533	\$ 2,100,000

LAKE FOREST LIBRARY BOARD OF TRUSTEES
Personnel & Policies Committee Meeting Minutes – March 3, 2025

Members Present: Trustee Garth Pearson, Trustee JoAnn Desmond, Executive Director Ishwar Laxminarayan, Director of Patron Services Heidi Krueger, Business Manager Leo Hamza

The meeting commenced at 4:02 pm. There was no public comment.

Executive Director Ishwar provided an update on the job descriptions and salary benchmarking project. He explained that previous job descriptions were more skill-focused rather than function-specific. To address this, the library collaborated with department heads to streamline job titles and descriptions, ensuring they accurately reflected responsibilities and eliminated redundant titles. The updated job descriptions were then sent to HR Source, the third-party HR company overseeing the updates and benchmarking project.

Ishwar highlighted that HR Source is conducting a benchmarking analysis with other libraries, considering factors such as population, budget, and staff size. The data from this analysis is expected in the coming weeks, which will inform future decisions.

Trustee Garth Pearson raised a question about the necessity of reviewing and updating all library policies and procedures. Executive Director Ishwar confirmed that this is a priority and will be addressed in the near future with the Personnel & Policies Committee.

The next meeting is scheduled for Monday, March 24th at 4:00 pm.

Meeting Adjourned at 5:05 pm.

LAKE FOREST LIBRARY BOARD OF TRUSTEES
Finance Committee Meeting Minutes – March 13, 2025

Members Present: Trustee Vince Sparrow, Trustee John Johnson, Trustee Garth Pearson, Executive Director Ishwar Laxminarayan, Director of Patron Services Heidi Krueger, Business Manager Leo Hamza.

The meeting commenced at 10:00 am. There was no public comment.

Executive Director Ishwar provided an update on the FY2025 budget to date and provided projections through the end of the current fiscal year ending April 30, 2025. We anticipate total revenues of \$5.6 million and total expenditures of \$5 million through the end of the fiscal year.

Ishwar then provided highlights of the first draft of the preliminary FY2026 budget. Trustees had several questions on different line items of the budget and provided suggestions for consideration into the next draft of the budget that will be presented to the full Board of Trustees on Tuesday, March 18. At this point, we have included cost estimates for the major capital improvement projects but hope to have firmer numbers by the time the budget is formally approved on April 15, 2025.

The next meeting is scheduled for Thursday, April 3, 2025 at 10 am.

Meeting Adjourned at 11:15 am.



LAKE FOREST
LIBRARY

Preliminary FY2026 Budget

March 14, 2025

FY2025 Budget Projections

- ▶ Revenues Projected: \$5.6 million
- ▶ Total Expenses Projected: \$5.0 million
- ▶ Interest on Investments: \$430,000
- ▶ Projected Surplus: \$600,000

Completed Capital Projects

FY2025

—

- ✓ HVAC Upgrades
 - Return and Condensate Pump Replacement
 - HVAC Controls and Building Automation System
- ✓ Elevator Upgrade
- ✓ New servers
- ✓ Fire and Burglar Alarm System
- ✓ Exterior Courtyards Restoration (in progress)

FY2025 Highlights

- ▶ Additional staffing across all departments
- ▶ Refreshed newsletter
- ▶ New Vending Machine at West Train Station
- ▶ New Health Insurance Plan with City that includes Employee Assistance Program
- ▶ City/Library partnership on Financial Investments
- ▶ New Marketing tool for targeted community engagement
- ▶ Salary Benchmarking study – nearing completion
- ▶ All job descriptions updated

Projected Tax Revenue

– FY2026

FUND	2024 LEVY	2023 EXTENSION	\$ CHANGE	% CHANGE
Library	\$4,656,066	\$4,502,965	\$153,101	3.40%
Library Sites	\$ 495,961	\$ 479,653	\$ 16,308	3.40%
Sub Total	\$5,152,027	\$4,982,618	\$ 169,409	3.40%
New Construction (Est.)	\$ 28,842			0.64%
Total Estimated	\$5,180,869			

Investment Interest

▶ FY 2021 Audited:	\$28,464
▶ FY 2022 Audited:	\$37,505
▶ FY 2023 Audited:	\$307,548
▶ FY 2024 Audited:	\$475,272
▶ FY2025 YTD (2/28)	\$359,865
▶ FY2025 Projected:	\$430,000
▶ FY2026 Estimated:	\$350,000

Proposed FY2026 Budget Highlights – Capital

▶ Exterior Courtyards (est.)	\$1,250,000
▶ 1931 Historic Rooms Revitalization (est.)	\$1,000,000
▶ Landscape Master Plan (fees est.)	\$ 100,000
▶ Architectural Master Plan (fees est.)	\$ 500,000
▶ Total Estimated Capital Projects	\$2,850,000

Proposed FY2026 Budget – Capital and Technology Upgrades

- ▶ Enhanced security and services to patrons and staff:
 - ▶ Emergency Cellular Communications: ~ \$50,000
 - ▶ Public Address System: ~ \$18,000
 - ▶ New HVAC Condenser: ~ \$271,000
 - ▶ New Boiler: ~ \$74,000

Other FY2026 Maintenance Projects

- Water drainage system for flat roof
- Humidification: Collections, comfort
- Steam Valve Upgrades: Compatible with new HVAC controls
- Slate Roof: Assessment, repair, and maintenance
- Flat Roof Membrane: Assessment, repair, and maintenance
- Independent assessment of HVAC and Facility

Other FY2026 Budget Priorities

- ▶ Continued investment in popular and emerging collections in multiple formats
- ▶ Family Book Event with Children's Author
- ▶ Website Redesign
- ▶ Off-site storage during major projects
- ▶ Fund to support new strategic initiatives
- ▶ Continue to find parking solutions
- ▶ Benefits survey
- ▶ Delivering the best user experience for Library patrons

FY2026 Budget Highlights

- ▶ Aligns with Strategic Plan
- ▶ Provides current and emerging collections in multiple formats
- ▶ Significant capital investments to maintain and enhance facility
- ▶ Continued investments in staff – our most valuable asset!
- ▶ Marketing enhancements

FY2026 Budget Summary

▶ Revenues:	\$ 5,697,869
▶ Transfer from Cash in Hand:	\$ 4,751,256
▶ Total Funds Available:	\$10,449,125
▶ Operating Expenditures:	\$5,218,224
▶ Capital/Technology Expenditures:	\$3,600,000
▶ Total Expenditures:	\$8,818,224
▶ Operational Contingency:	\$ 479,645

Library Reserve Funds as of February 28, 2025

Reserve: Capital Improvements	\$3,050,000
Reserve: Technology Improvements	\$300,000
Capital Equipment	\$300,000
Fund Balance: Unassigned	\$4,751,256
Funds available for future projects	\$8,401,256

Lake Forest Library
Budget FY2026 vs Actual FY2025
Preliminary Budget FY2026 - Version 2.0

FY2026 Budget Version 2.0
03/14/2025

	FY22 Audited	FY23 Audited	FY24 Audited	FY25 Budget	FY25 As of Feb 28	FY25 Budget Realized	FY25 Projected	FY26 Budget
Funds on Hand 5/1*	\$1,895,491	\$2,471,607	\$3,953,524	\$1,953,524	\$4,751,256		\$4,751,256	\$4,751,256
Current Revenue								
Tax-Based**	\$4,375,174	\$4,463,980	\$4,739,540	\$4,982,581	\$4,982,825	100%	\$4,982,825	\$5,180,869
TIF Payout	\$0	\$0	\$0	\$0	\$0		\$0	\$0
Other Revenue	\$161,737	\$159,057	\$123,518	\$83,000	\$90,307	109%	\$90,307	\$83,000
Library Revenue	\$65,582	\$343,153	\$494,147	\$174,000	\$378,463	218%	\$453,000	\$364,000
Transfer from Capital Reserve								
Gifts	\$16,320	\$30,900	\$47,520	\$10,000	\$16,083	161%	\$0	\$10,000
Friends of LF Library Grant***	\$0	\$47,471	\$286,382	\$79,750	\$39,992	50%	\$70,000	\$60,000
Total Revenues	\$4,618,813	\$5,044,561	\$5,691,107	\$5,329,331	\$5,507,669	103%	\$5,596,132	\$5,697,869
Total Funds Available	\$6,514,304	\$7,516,168	\$9,644,631	\$7,282,855	\$10,258,925		\$10,347,388	\$10,449,125
Operating Expenditures								
Personnel Services	\$2,193,050	\$2,268,470	\$2,479,493	\$3,142,927	\$2,180,539	69%	\$2,775,000	\$3,177,731
Collections: Print, A/V, E-Resources	\$508,435	\$497,327	\$634,349	\$722,700	\$525,544	73%	\$722,000	\$750,000
Contractual Services	\$278,563	\$292,795	\$279,133	\$409,400	\$247,891	61%	\$297,000	\$410,200
Special Projects	\$150,308	\$16,240	\$0	\$0	\$0		\$0	\$0
Programming	\$63,602	\$99,559	\$110,063	\$152,400	\$111,095	73%	\$130,000	\$152,400
Other Expenditures	\$87,225	\$133,172	\$109,711	\$322,780	\$102,187	32%	\$120,000	\$328,498
Building & Grounds	\$242,705	\$296,122	\$229,500	\$393,950	\$206,609	52%	\$250,000	\$399,395
Total Operating Expenditures	\$3,523,888	\$3,603,686	\$3,842,250	\$5,144,157	\$3,373,865	66%	\$4,294,000	\$5,218,224
Total Capital and Technology								
Capital Equipment	\$19,553	\$216,197	\$45,629	\$350,000	\$35,250	10%	\$50,000	\$500,000
Technology Upgrades	\$126,029	\$136,654	\$118,696	\$250,000	\$67,718	27%	\$96,452	\$250,000
Capital Improvements	\$28,155	\$556,107	\$886,800	\$1,500,000	\$439,564	29%	\$539,564	\$2,850,000
Total Capital and Technology	\$173,737	\$908,958	\$1,051,125	\$2,100,000	\$542,533	26%	\$686,016	\$3,600,000
Total Expenditures	\$3,697,625	\$4,512,645	\$4,893,375	\$7,244,157	\$3,916,398	54%	\$4,980,016	\$8,818,224
Difference in Revenues and Expenditures	\$921,188	\$531,916	\$797,733	(\$1,914,826)	\$1,591,271		\$616,116	(\$3,120,355)
Reserve Funds	\$2,650,000	\$4,600,000	\$3,650,000	\$3,650,000	\$3,650,000		\$3,650,000	\$3,650,000
Funds on Hand	\$1,895,491	\$2,471,607	\$3,953,524	\$1,953,524	\$4,751,256		\$4,751,256	\$4,751,256
Total Funds	\$5,466,679	\$7,603,523	\$8,401,256	\$3,688,698	\$9,992,527		\$9,017,372	\$5,280,901

*Unrestricted fund maintained at 35%; year end surplus transferred to capital improvement accounts.

**Tax Revenue based on 2024 levy of 3.4% maximum plus growth.

Lake Forest Library
Budget FY2026 vs Actual FY2025
Preliminary Budget FY2026 - Version 2.0

FY2026 Budget Version 2.0
03/14/2025

Year	Fiscal year	Levy %	Operations	Site	Growth	Total Levy
2023	FY2025	5.00%	\$4,482,408	\$479,639	\$20,534	\$4,982,581
2024	FY2026	3.40%	\$4,656,066	\$495,961	\$28,842	\$5,180,869
Difference			\$230,689	\$22,863	\$3,311	\$256,863

Lake Forest Library
Budget FY2026 vs Actual FY2025
Preliminary Budget FY2026 - Version 2.0

FY2026 Budget Version 2.0
03/14/2025

	FY20 Audited	FY21 Audited	FY22 Audited	FY23 Audited	FY24 Audited	FY25 Budget	FY25 As of Feb 28	FY26 Budget	% Change	\$ Change
Funds on Hand 5/1	\$1,537,906	\$1,895,491	\$1,895,491	\$2,471,607	\$3,953,524	\$1,953,524	\$4,751,256	\$4,751,256	143.2%	\$2,797,732
Less: Capital Project										
	\$1,537,906	\$1,895,491	\$1,895,491	\$2,471,607	\$3,953,524	\$1,953,524	\$4,751,256	\$4,751,256	143.2%	\$2,797,732
Committed Funds										
Capital Improvements	\$2,050,000	\$2,050,000	\$2,050,000	\$4,000,000	\$3,050,000	\$3,050,000	\$3,050,000	\$3,050,000	0.0%	\$0
Capital Equipment	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	0.0%	\$0
Technology Improvements	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	0.0%	\$0
Total Other	\$2,650,000	\$2,650,000	\$2,650,000	\$4,600,000	\$3,650,000	\$3,650,000	\$3,650,000	\$3,650,000	0.0%	\$0
Less: Capital Project										
	\$2,650,000	\$2,650,000	\$2,650,000	\$4,600,000	\$3,650,000	\$3,650,000	\$3,650,000	\$3,650,000	0.0%	\$0
Total Funds	\$4,187,906	\$4,545,491	\$4,545,491	\$7,071,607	\$7,603,524	\$5,603,524	\$8,401,256	\$8,401,256	49.9%	\$2,797,732

Lake Forest Library
Budget FY2026 vs Actual FY2025
Preliminary Budget FY2026 - Version 2.0

FY2026 Budget Version 2.0
03/14/2025

	FY20 Audited	FY21 Audited	FY22 Audited	FY23 Audited	FY24 Audited	FY25 Budget	FY25 As of Feb 28	FY26 Budget	% Change	\$ Change
Property Tax Revenue										
Property Tax*	\$4,158,792	\$4,260,835	\$4,375,174	\$4,463,980	\$4,739,540	\$4,982,581	\$4,982,825	\$5,180,869	4%	\$198,288
Reserve for Tax Loss										
Total Property Tax	\$4,158,792	\$4,260,835	\$4,375,174	\$4,463,980	\$4,739,540	\$4,982,581	\$4,982,825	\$5,180,869	4%	\$198,288
Other Revenue										
PP Tax Replacement	\$39,040	\$48,298	\$101,341	\$117,016	\$83,273	\$45,000	\$53,042	\$45,000	0%	\$0
Impact Fee	\$9,470	\$17,693	\$31,818	\$13,475	\$11,679	\$10,000	\$8,505	\$10,000	0%	\$0
Per Capita Grant	\$24,219	\$24,219	\$28,578	\$28,566	\$28,566	\$28,000	\$28,760	\$28,000		
Total Other Revenue	\$72,729	\$90,210	\$161,737	\$159,057	\$123,518	\$83,000	\$90,307	\$83,000		
Library Revenue										
Photocopy	\$6,476	\$2,024	\$5,869	\$7,416	\$7,421	\$6,000	\$6,491	\$6,000	0%	\$0
Book Rental/Book Bags	\$0	\$4	\$1,000	\$0		\$0	\$0	\$0		\$0
Library Cards	\$168	\$38	\$0	\$0		\$0	\$0	\$0		\$0
Library fines	\$8,959	\$1,715	\$2,895	\$3,650	\$3,497	\$3,000	\$4,497	\$3,000	0%	\$0
Interest earned	\$111,477	\$28,464	\$37,505	\$307,548	\$475,272	\$160,000	\$359,865	\$350,000	119%	\$190,000
Other revenues	\$12,766	\$18,777	\$18,313	\$14,198	\$7,956	\$5,000	\$7,610	\$5,000	0%	\$0
Covid Fema Reimbursement	\$0	\$50,624	\$0	\$10,341		\$0	\$0	\$0		
Total Library Revenue	\$139,846	\$101,646	\$65,582	\$343,153	\$494,147	\$174,000	\$378,463	\$364,000		
Friends of LFLibrary Grant**	\$73,000	\$74,000	\$0	\$47,471	\$286,382	\$79,750	\$39,992	\$60,000	-25%	(\$19,750)
Other Gifts & Grant Income***	\$41,442	\$36,707	\$16,320	\$30,900	\$47,520	\$10,000	\$16,083	\$10,000	0%	\$0
TOTAL	\$4,485,809	\$4,563,398	\$4,618,813	\$5,044,561	\$5,691,107	\$5,329,331	\$5,507,669	\$5,697,869		

*Tax Revenue based on 2024 levy of 3.40% maximum plus growth.

**Friends of LF Library approved funds on a reimbursement basis for FY2025. Two rounds of funding are anticipated in FY2026.

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

Lake Forest Library
Budget FY2026 vs Actual FY2025
Preliminary Budget FY2026 - Version 2.0

FY2026 Budget Version 2.0
03/14/2025

Category	FY20 Audited	FY21 Audited	FY22 Audited	FY23 Audited	FY24 Audited	FY25 Budget	FY25 As of Feb 28	FY26 Budget	% Change	\$ Change
Salaries/Wages	\$1,716,885	\$1,572,140	\$1,628,870	\$1,731,987	\$1,904,963	\$2,242,113	\$1,664,300	\$2,422,657	8%	\$180,544
Benefits	\$640,424	\$619,496	\$564,180	\$536,483	\$574,531	\$900,814	\$516,239	\$755,074	-16%	(\$145,740)
Print, Audiovisual, and Electronic Media	\$548,618	\$502,430	\$508,435	\$497,327	\$634,349	\$722,700	\$525,544	\$750,000	4%	\$27,300
Contractual Services	\$231,453	\$250,193	\$278,563	\$292,795	\$279,133	\$409,400	\$247,891	\$410,200	0%	\$800
Special Projects	\$60,107	\$293,532	\$150,308	\$16,240	\$0	\$0	\$0	\$0	#DIV/0!	\$0
Programming	\$85,277	\$102,705	\$63,602	\$99,559	\$110,063	\$152,400	\$111,095	\$152,400	0%	\$0
Other Expenses	\$106,835	\$90,049	\$87,225	\$133,172	\$109,711	\$322,780	\$102,187	\$328,498	2%	\$5,718
Building Maintenance	\$160,449	\$199,282	\$242,705	\$296,122	\$229,500	\$393,950	\$206,609	\$399,395	1%	\$5,445
Sub-Total	\$3,550,048	\$3,629,827	\$3,523,888	\$3,603,686	\$3,842,250	\$5,144,157	\$3,373,865	\$5,218,224	1%	\$74,067
Capital Expenditures										
Capital Equipment	\$1,073	\$0	\$19,553	\$216,197	\$45,629	\$350,000	\$35,250	\$500,000	43%	\$150,000
Technology Upgrades			\$126,029	\$136,654	\$118,696	\$250,000	\$67,718	\$250,000	0%	\$0
Capital Improvement	\$16,760	\$78,643	\$28,155	\$556,107	\$886,800	\$1,500,000	\$439,564	\$2,850,000	90%	\$1,350,000
Sub-Total	\$17,833	\$78,643	\$173,737	\$908,958	\$1,051,125	\$2,100,000	\$542,533	\$3,600,000	71%	\$1,500,000
Total	\$3,567,881	\$3,708,470	\$3,697,625	\$4,512,645	\$4,893,375	\$7,244,157	\$3,916,398	\$8,818,224	22%	\$1,574,067

Lake Forest Library
Budget FY2026 vs Actual FY2025
Preliminary Budget FY2026 - Version 2.0

FY2026 Budget Version 2.0
03/14/2025

	FY20 Audited	FY21 Audited	FY22 Audited	FY23 Audited	FY24 Audited	FY25 Budget	FY25 As of Feb 28	FY2026 Budget	% Change	\$ Change
Current Employees										
Full Time Equivalent	31	32	28	30	30	34	34	34		
Salaries & Wages	\$1,709,540	\$1,572,140	\$1,628,870	\$1,731,987	\$1,904,963	\$2,244,113	\$1,664,300	\$2,422,657	8%	\$178,544
Longevity	\$7,345	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0
Sub-Total	\$1,716,885	\$1,572,140	\$1,628,870	\$1,731,987	\$1,904,963	\$2,242,113	\$1,664,300	\$2,422,657	8%	\$180,544
Benefits										
IMRF	\$143,960	\$161,309	\$139,094	\$104,022	\$92,126	\$180,804	\$83,483	\$140,000	-23%	(\$40,804)
Social Security	\$128,006	\$116,914	\$121,691	\$129,701	\$143,463	\$196,582	\$124,897	\$185,333	-6%	(\$11,249)
Worker's Compensation*	\$5,159	\$4,775	\$5,737	\$1,905	\$4,245	\$8,663	\$4,442	\$6,000	-31%	(\$2,663)
Insurance, Life	\$2,163	\$2,059	\$1,790	\$1,929	\$2,163	\$3,020	\$1,675	\$2,620	-13%	(\$400)
Insurance, Medical	\$345,220	\$319,107	\$281,427	\$285,657	\$316,642	\$466,828	\$287,989	\$375,000	-20%	(\$91,828)
Insurance, Dental & Vision	\$12,599	\$11,808	\$11,056	\$11,569	\$11,948	\$17,717	\$10,848	\$18,921	7%	\$1,204
Insurance, Unemployment		\$864	\$0	\$0	\$0	\$2,000	\$0	\$2,000	0%	\$0
Flexi-Benefits	\$3,317	\$2,660	\$3,385	\$1,700	\$3,945	\$5,200	\$2,905	\$5,200	0%	\$0
Tuition Reimbursement	\$0	\$0	\$0	\$0	\$0	\$10,000	\$0	\$10,000	0%	\$0
Employee Assistance Program	\$0	\$0	\$0	\$0	\$0	\$10,000	\$0	\$10,000	0%	\$0
Sub-Total	\$640,424	\$619,496	\$564,180	\$536,483	\$574,531	\$900,814	\$516,239	\$755,074	-16%	(\$145,740)
GRAND TOTAL	\$2,357,309	\$2,191,636	\$2,193,050	\$2,268,470	\$2,479,493	\$3,142,927	\$2,180,539	\$3,177,731	1%	\$34,804

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

*Premium plus allowance for year end audit results.

Lake Forest Library
Budget FY2026 vs Actual FY2025
Preliminary Budget FY2026 - Version 2.0

FY2026 Budget Version 2.0
03/14/2025

Item	FY20 Audited	FY21 Audited	FY22 Audited	FY23 Audited	FY24 Audited	FY25 Budget	FY25 As of Feb 28	FY26 Budget	% Change	\$ Change
Print	\$208,672	\$170,398	\$214,172	\$190,972	\$245,525	\$258,500	\$181,793	\$270,000	4.4%	\$11,500
Nonprint	\$266,885	\$261,816	\$229,484	\$242,071	\$316,358	\$365,450	\$283,220	\$380,000	4.0%	\$14,550
Audiovisual	\$73,061	\$70,216	\$64,779	\$64,284	\$72,466	\$98,750	\$60,531	\$100,000	1.3%	\$1,250
Total	\$548,618	\$502,430	\$508,435	\$497,327	\$634,349	\$722,700	\$525,544	\$750,000	3.8%	\$27,300

ISL recommended materials budget is 8-12% of operating budget. Proposed materials budget is 14.37% of operating budget

Lake Forest Library
Budget FY2026 vs Actual FY2025
Preliminary Budget FY2026 - Version 2.0

FY2026 Budget Version 2.0
03/14/2025

Item	FY20 Audited	FY21 Audited	FY22 Audited	FY23 Audited	FY24 Audited	FY25 Budget	FY25 As of Feb 28	FY26 Budget	% Change	\$ Change
Janitorial Supplies	\$20,349	\$38,508	\$16,839	\$11,973	\$18,019	\$25,000	\$18,554	\$25,000	0%	\$0
Custodial Services	\$31,809	\$34,408	\$40,752	\$38,159	\$40,522	\$49,500	\$30,665	\$49,500	0%	\$0
Contractual Services	\$11,516	\$12,332	\$7,200	\$8,393	\$9,777	\$25,000	\$14,974	\$25,000	0%	\$0
Insurance (liability)	\$33,783	\$36,776	\$31,617	\$41,339	\$40,924	\$54,450	\$46,649	\$59,895	10%	\$5,445
Building Maintenance	\$41,822	\$1,424	\$80,602	\$45,009	\$57,194	\$120,000	\$37,969	\$120,000	0%	\$0
Equipment Maintenance	(\$5,023)	\$51,408	\$28,915	\$107,339	\$36,367	\$60,000	\$39,365	\$60,000	0%	\$0
Grounds Maintenance	\$19,475	\$16,664	\$28,924	\$37,220	\$22,186	\$50,000	\$13,979	\$50,000	0%	\$0
Water	\$6,718	\$7,762	\$7,856	\$6,691	\$4,511	\$10,000	\$4,454	\$10,000	0%	\$0
Total	\$160,449	\$199,282	\$242,705	\$296,122	\$229,500	\$393,950	\$206,609	\$399,395	1%	\$5,445

Lake Forest Library
Budget FY2026 vs Actual FY2025
Preliminary Budget FY2026 - Version 2.0

FY2026 Budget Version 2.0
03/14/2025

Item	FY20 Audited	FY21 Audited	FY22 Audited	FY23 Audited	FY24 Audited	FY25 Budget	FY25 As of Dec 31	FY26 Budget	% Change	\$ Change
Contractual Services	\$231,453	\$250,193	\$278,563	\$292,795	\$279,133	\$409,400	\$247,891	\$410,200	0.20%	\$800
Special Projects	\$60,107	\$293,532	\$150,308	\$16,240	\$0	\$0	\$0	\$0		\$0
Programming										
Total Department Programming	\$58,275	\$52,968	\$41,728	\$73,455	\$76,127	\$102,400	\$80,941	\$102,400	0.00%	\$0
Programming - Comm	\$20,103	\$42,018	\$21,874	\$26,104	\$33,936	\$50,000	\$30,154	\$50,000	0.00%	\$0
Programming - Support	\$6,899	\$7,719	\$0	\$0	\$0	\$0	\$0	\$0		\$0
Total	\$85,277	\$102,705	\$63,602	\$99,559	\$110,063	\$152,400	\$111,095	\$152,400	0.00%	\$0
Other Expenses										
Administrative Services	\$24,526	\$25,139	\$25,767	\$26,412	\$27,072	\$30,385	\$20,812	\$30,000	-1.27%	(\$385)
Art Work (purchased)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0
Audit	\$6,995	\$7,205	\$7,205	\$7,400	\$7,622	\$9,000	\$7,851	\$9,000	0.00%	\$0
Auto Allowance*	\$632	\$440	\$0	\$0	\$0	\$0	\$0	\$0		\$0
Binding	\$167	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0
Insurance, D & O Liability	\$6,540	\$4,890	\$7,278	\$6,194	\$6,798	\$9,680	\$6,798	\$10,648	10.00%	\$968
Legal & Professional Fees	\$1,168	\$1,350	\$3,825	\$6,413	\$1,350	\$100,000	\$2,138	\$100,000	0.00%	\$0
New Strategic Initiatives	\$0	\$0	\$0	\$0	\$0	\$100,000	\$1,177	\$100,000	0.00%	\$0
Maintenance of Equipment	\$6,735	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0
Meetings Expense	\$1,130	\$121	\$0	\$713	\$1,182	\$2,500	\$420	\$2,500	0.00%	\$0
Membership Dues	\$7,449	\$7,367	\$8,306	\$9,630	\$7,963	\$11,000	\$5,078	\$11,000	0.00%	\$0
Office Supplies	\$24,376	\$28,240	\$4,551	\$6,831	\$11,061	\$15,000	\$14,157	\$15,000	0.00%	\$0
Online Banking Fee (fine)	\$495	\$669	\$1,590	\$1,988	\$1,779	\$1,815	\$2,241	\$2,200	21.21%	\$385
Personnel Recruitment (background checks)	\$617	\$170	\$563	\$41,063	\$11,331	\$1,000	\$8,417	\$1,000	0.00%	\$0
Postage	\$5,219	\$2,899	\$4,348	\$5,127	\$6,183	\$7,150	\$4,721	\$7,150	0.00%	\$0
Professional Development	\$12,162	\$6,061	\$16,282	\$15,927	\$21,251	\$23,000	\$23,035	\$30,000	30.43%	\$7,000
Telephone	\$5,177	\$5,498	\$6,429	\$3,322	\$3,563	\$8,750	\$1,887	\$5,000	-42.86%	(\$3,750)
Vending/events	\$3,447	\$0	\$1,080	\$2,152	\$2,555	\$3,500	\$3,456	\$5,000	42.86%	\$1,500
Total	\$106,835	\$90,049	\$87,225	\$133,172	\$109,711	\$322,780	\$102,187	\$328,498	1.77%	\$5,718
Total Other Expend	\$483,672	\$736,479	\$579,698	\$541,767	\$498,907	\$884,580	\$461,173	\$891,098	0.74%	\$6,518

Lake Forest Library
Budget FY2026 vs Actual FY2025
Preliminary Budget FY2026 - Version 2.0

FY2026 Budget Version 2.0
03/14/2025

Item	FY20 Audited	FY21 Audited	FY22 Audited	FY23 Audited	FY24 Audited	FY25 Budget	FY25 As of Feb 28	FY26 Budget	% Change	\$ Change
CCS & OCLC (Integrated Library System)	\$65,646	\$62,515	\$76,709	\$75,061	\$73,770	\$92,400	\$64,762	\$100,000	8.2%	\$7,600
CIT Computer Equipment Lease	\$42,645	\$41,770	\$35,078	\$9,228	\$0	\$0	\$0	\$0		\$0
HR Consulting	\$0	\$0	\$0	\$0	\$0	\$50,000	\$10,620	\$25,000	-50.0%	(\$25,000)
LAN, WAV, and Support (MSP)	\$78,251	\$100,374	\$91,184	\$107,325	\$116,738	\$132,000	\$98,613	\$145,200	10.0%	\$13,200
EZ Proxy & Collection HQ	\$10,900	\$5,436	\$750	\$4,960	\$4,327	\$10,000	\$5,310	\$10,000	0.0%	\$0
Bibliotheca			\$0	\$24,041	\$24,041	\$25,000	\$24,041	\$25,000	0.0%	\$0
Online/Internet (fiber)	\$8,441	\$10,930	\$22,117	\$22,569	\$20,395	\$25,000	\$12,069	\$25,000	0.0%	\$0
Other: equipment, copiers, Technology DVD2G0, misc.	\$23,720	\$29,168	\$34,546	\$24,921	\$29,310	\$35,000	\$13,040	\$30,000	-14.3%	(\$5,000)
Other: Web Calendar Subscription, Orange Boy	\$1,850	\$0	\$18,179	\$24,692	\$10,551	\$40,000	\$19,436	\$50,000	25.0%	\$10,000
& web hosting and maintenance										
Total	\$231,453	\$250,193	\$278,563	\$292,795	\$279,133	\$409,400	\$247,891	\$410,200	0.2%	\$800

Lake Forest Library
Budget FY2026 vs Actual FY2025
Preliminary Budget FY2026 - Version 2.0

FY2026 Budget Version 2.0
03/14/2025

Item	FY20 Audited	FY21 Audited	FY22 Audited	FY23 Audited	FY24 Audited	FY25 Budget	FY25 As of Feb 28	FY26 Budget	% Change	\$ Change
Administrative Services	\$24,526	\$25,139	\$25,767	\$26,412	\$27,072	\$30,385	\$20,812	\$30,000	-1.3%	(\$385)
Art Work (purchased)	\$0	\$0		\$0	\$0	\$0	\$0	\$0		\$0
Audit	\$6,995	\$7,205	\$7,205	\$7,400	\$7,622	\$9,000	\$7,851	\$9,000	0.0%	\$0
Auto Allowance* (unrelated to meetJngs)	\$632	\$440	\$0	\$0	\$0	\$0	\$0	\$0		\$0
BlndIng	\$167	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0
Contractual Services	\$231,453	\$250,193	\$278,563	\$292,795	\$279,133	\$409,400	\$247,891	\$410,200	0.2%	\$800
Insurance, D & O Liability	\$6,540	\$4,890	\$7,278	\$6,194	\$6,798	\$9,680	\$6,798	\$10,648	10.0%	\$968
Legal & Professional Fees	\$1,168	\$1,350	\$3,825	\$6,413	\$1,350	\$100,000	\$2,138	\$100,000	0.0%	\$0
New Strategic Initiatives	\$0	\$0	\$0	\$0	\$0	\$100,000	\$1,177	\$100,000	0.0%	\$0
Maintenance of Equip	\$6,735	\$0	\$0	\$0	\$0					\$0
Meetings Expense	\$1,130	\$121	\$0	\$713	\$1,182	\$2,500	\$420	\$2,500	0.0%	\$0
Membership Dues	\$7,449	\$7,367	\$8,306	\$9,630	\$7,963	\$11,000	\$5,078	\$11,000	0.0%	\$0
Office Supplies	\$24,376	\$28,240	\$4,551	\$6,831	\$11,061	\$15,000	\$14,157	\$15,000	0.0%	\$0
Online Banking Fee	\$495	\$669	\$1,590	\$1,988	\$1,779	\$1,815	\$2,241	\$2,200	21.2%	\$385
Personnel Recruitment (background checks)	\$617	\$170	\$563	\$41,063	\$11,331	\$1,000	\$8,417	\$1,000	0.0%	\$0
Postage	\$5,219	\$2,899	\$4,348	\$5,127	\$6,183	\$7,150	\$4,721	\$7,150	0.0%	\$0
Professional Development**	\$12,162	\$6,061	\$16,282	\$15,927	\$21,251	\$23,000	\$23,035	\$30,000	30.4%	\$7,000
Programming	\$58,275	\$52,968	\$41,728	\$73,455	\$76,127	\$102,400	\$80,941	\$102,400	0.0%	\$0
Programming (Comm)	\$20,103	\$42,018	\$21,874	\$26,104	\$33,936	\$50,000	\$30,154	\$50,000	0.0%	\$0
Programming (Support)	\$6,899	\$7,719	\$0	\$0	\$0	\$0	\$0	\$0		\$0
Progammng - Signature Programs			\$0	\$0	\$0	\$0	\$0	\$0		\$0
Special Projects	\$60,107	\$293,532	\$150,308	\$16,240	\$0	\$0	\$0	\$0		\$0
Telephone	\$5,177	\$5,498	\$6,429	\$3,322	\$3,563	\$8,750	\$1,887	\$5,000	-42.9%	(\$3,750)
Vending/events	\$3,447	\$0	\$1,080	\$2,152	\$2,555	\$3,500	\$3,456	\$5,000	42.9%	\$1,500
Total	\$483,672	\$736,479	\$579,698	\$541,767	\$498,907	\$884,580	\$461,173	\$891,098	0.7%	\$6,518

*amended mid-year FY2021

** PLA Conference and Online Module Training

Adult Programs	\$25,214	\$20,075	\$22,193	\$40,676	\$35,137	\$52,800	\$39,892	\$52,800		\$0
Juvenile & YA Programs	\$33,061	\$32,893	\$19,535	\$32,779	\$40,990	\$49,600	\$41,049	\$49,600		\$0
Total	\$58,275	\$52,968	\$41,728	\$73,455	\$76,127	\$102,400	\$80,941	\$102,400		\$0
Programs, events, etc.	\$58,275	\$52,968	\$41,728	\$73,455	\$76,127	\$102,400	\$80,941	\$102,400		\$0
Programming (Newsletter/Promotion)	\$20,103	\$42,018	\$21,874	\$26,104	\$33,936	\$50,000	\$30,154	\$50,000		
Programming (Support)	\$6,899	\$7,719	\$0	\$0	\$0	\$0	\$0	\$0		\$0
Progammng - Signature Programs			\$0	\$0	\$0	\$0	\$0	\$0		\$0
	\$85,277	\$102,705	\$63,602	\$99,559	\$110,063	\$152,400	\$111,095	\$152,400	\$0	\$0



QUOTATION: 25ORL-724443/C

Lake Forest Library: Lakes Forest Library: Opt4

Created: 1/9/2025 | Revised: 1/30/2025 | Valid Through: 4/14/2025





Lake Forest Library: Lakes Forest Library: Opt4

KI is pleased to present the enclosed quotation. The following items are included:

- Quote
- Summary
- Itemized Quote
- Detailed PO requirements
- Product Options*

* TBDs exist and must be selected prior to purchase. Please contact a sales team member for assistance with specifications.

Sales Team:

Wendy Jeanes
Sales Specialist
wendy.jeanes@ki.com
224.221.1369

Olivia Lemmens
Inside Sales Specialist
olivia.lemmens@ki.com

Quote Number: 25ORL-724443/C

CREATED 1/9/2025 / REVISED 1/30/2025 | **Valid Through 4/14/2025**

PRODUCT TOTALS	\$11,208.50
See Quote Detail Summary	\$0.00
GRAND TOTAL	\$11,208.50

Contract Information:
OT0043182 SPA0043238

Requested Delivery Date: To be Determined

Sold To
Lake Forest Library

End User
Lake Forest Library

Ship To
To be Determined

Installation
To be Determined

Client Notes:


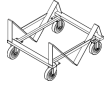

All fabrics, finishes, laminates and trims need to be specified to place order.
Changes in fabrics, finishes and quantities may affect pricing.
Please send PO directly to Olivia.Lemmens@ki.com for processing.



QUOTATION

CREATED 1/9/2025
VALID THROUGH 4/14/2025
Prepared By Olivia Lemmens
Quote Filename Lake Forest Library: Lakes Forest Library: Opt4 - 25ORL-724443/C

Product options that must be determined (aka TBDs) exist and must be selected prior to purchase order submittal. These items are notated in the far right column with (?)

Line	Model		Qty.		Sell Price	Extended Total	TBD Options
Tag 1: 4 LEG W/ ARMS							
1.2	O4LD.BL	Transport Dolly for Four-Leg Chairs	1		\$261.00	\$261.00	
		No Image Available					
		Price Description: Delivered/Open Market Lead Time: 2 - 4 Weeks; Ships from GREEN BAY, WI Please Note: Leadtime calculated on 1/30/2025 and is subject to change.					
1.4	O4LWAPSMB	Opt4 4-Leg Arm Chair, Poly Seat/Mesh Back	15		\$261.50	\$3,922.50	?
							
		Opt4 Frame Color To Be Determined TBD<< Opt4 Poly & Mesh Color Compliance to TB 117-2013 /NFR Poly and/or Mesh Colors - NFR To Be Determined TBD<< Opt4 Glides To Be Determined TBD<<					
		Price Description: Delivered/Open Market Lead Time: 3 - 5 Weeks; Ships from GREEN BAY, WI Please Note: Leadtime calculated on 1/30/2025 and is subject to change.					
Tag 1: 4 LEG W/ ARMS						WorkGroup Product Subtotal	\$4,183.50
Tag 1: HD SLED BASE NO ARMS							
2.1	O4DA.BL	Transport Dolly for High Density Stack Chair, Poly or Mesh Seat Only	1		\$261.00	\$261.00	
							
		Price Description: Delivered/Open Market Lead Time: 2 - 4 Weeks; Ships from GREEN BAY, WI Please Note: Leadtime calculated on 1/30/2025 and is subject to change.					
2.2	O4PSMB	Opt4 High Density Stacking Chair, Poly Seat/Mesh Back	38		\$178.00	\$6,764.00	?
							
		Opt4 Frame Color To Be Determined TBD<< Opt4 Poly & Mesh Color Compliance to TB 117-2013 /NFR Poly and/or Mesh Colors - NFR To Be Determined TBD<< Opt4 Glides To Be Determined TBD<<					
		Price Description: Delivered/Open Market Lead Time: 3 - 5 Weeks; Ships from GREEN BAY, WI Please Note: Leadtime calculated on 1/30/2025 and is subject to change.					
Tag 1: HD SLED BASE NO ARMS						WorkGroup Product Subtotal	\$7,025.00

Quote Summary

Product SubTotal: \$11,208.50
Tax exempt \$0.00
Estimated Sales Tax: See Notes
Quote Total: \$11,208.50

NOTES:

- Images shown above are intended for approximate visual reference only and may not represent the exact models, numbers, descriptions or options selected. Refer to the model number/description/options shown for full product specifications.
- Sales Tax (For Shipment within the United States Only): Estimated sales/use tax will be calculated when order is entered. It is the customer's responsibility to pay any applicable sales/use tax due upon invoicing. A customer will not be charged sales tax if (1) a Resale Certificate, (2) an Exempt Organization Certificate, or (3) a Direct Pay permit is on file with KI's Finance Department. If no certificate is on file, the appropriate sales/use tax rate in effect at shipment will be applied and tax will be added to the customer's invoice.

PROJECT LEAD TIME SUMMARY:

- Manufacturing lead time begins once the order is complete and acknowledged. Delivery dates are determined per order based on the longest lead time per shipping location and are confirmed on the order acknowledgement.
- | <u>Shipping Location</u> | <u>MFG Lead Time Range</u> |
|--------------------------|----------------------------|
| GREEN BAY, WI | 3 - 5 Weeks |
- Lead times are subject to change based on quantities, manufacturing capacity and surface material selections. Laminate and/or fabrics outside the standard KI ingrade program may have extended lead time.
 - For more information or questions regarding delivery consolidation, contact KI Customer Service.



Customer represents that the product information contained within this quote is complete and accurate. Changes to quantities and/or options/finishes will affect this quote. If applicable, other charges such as freight, tax, installation and/or delivery fees may be added at time of order.

Sales resulting from purchase orders issued by the customer to KI (Whether related to this quotation or otherwise) are governed and controlled by the Terms and Conditions found at www.KI.com/terms

Prepared by Olivia Lemmens
Market Code: 9=9=State/Local Gov't

Opportunity #: 724443

Quote Filename: Lake Forest Library: Lakes Forest Library:
Opt4 - 25ORL-724443

Final Considerations:

To ensure your Purchase Order (PO) is processed quickly and efficiently, please adhere to the following requirements:

1. All purchase orders must be issued to KI or KI c/o the dealer with this address:
KI
1330 Bellevue Street
Green Bay, WI 54302
2. The following items must be included on all purchase orders:
 - Sold To/Bill To Information: complete legal name, address, telephone number and fax number
 - Ship To Information: complete legal name, address, contact name, contact phone number
 - Purchase Order Number: a customer-specific identifier, typically a sequential purchase order number or requisition number
 - Issue Date: date the purchase order was issued
 - Sales Tax: applicable sales tax will be added upon KI invoicing. If tax exempt, customer must provide or have the tax exempt certificate on file at KI
 - Purchase Order Total: total of all items and services included on the purchase order
 - Authorization: signature of authorized purchasing agent or buying entity
 - Order Details: reference a fully optioned KI quote (ex: 11KGH-85432) or include all the information listed below
 - Quantity of each item
 - Complete model number, including all finish and option information (by line item)
 - Net purchase price (by line item)
 - Extended net purchase price (all line items)
 - Any additional applicable charges (ex: installation and/or delivery charges)
 - Contract name and/or number if pricing is based on a contract reference
3. Signatures on a quote or a worksheet cannot be accepted as a purchase order.
4. In the event that you do not have a formal Purchase Order process, please contact your KI Sales Representative or call 1-800-424-2432, and we will assist you with creating a PO.

We appreciate your cooperation in providing us with all the required information listed above on your Purchase Order. Complete information helps us serve you better. Thank you for your order.

Purchase Orders that do not meet these requirements will be placed on hold until complete information is received by KI. Purchase orders on hold are not released to manufacturing or assigned a delivery date. KI order lead times begin once the order is released to manufacturing.

ANNUAL GRANT REQUEST TO THE FRIENDS OF LAKE FOREST LIBRARY FOR FY 2026

March 14, 2025

Dear Friends of Lake Forest Library:

We at the Lake Forest Library are always grateful and thankful for your commitment to the services that the library provides to the people of our community and for the funding you provide that assists us to continue and to grow our important work.

We request your consideration of the following projects for the first round of grant funding in FY2026 (May 1, 2025 – April 30, 2026).

A. Reading Programs – \$45,000

\$15,000 – full sponsorship of the annual *Lake Forest Reads*, one book one community fiction read events. Support would go to author fees and expenses, related events around an author visit, and promotions.

\$15,000 – full sponsorship of the annual *Read Between the Ravines*, one book community non-fiction read. We plan to work again with the Lake Bluff Library on this project. Support would go to author fees and expenses, related events around an author visit, and promotions.

\$15,000 – full sponsorship of the Children's Summer Reading Program. This would help to cover the cost of program presenters, entertainers, materials, and prizes.

B. Community History - \$10,000

\$3,000 – full sponsorship of the digitization and indexing of the *Lake Forester*. This is a continuing project for which the Friends have awarded funding in previous years. We have currently scanned the *Lake Forester* from 1899 to 1949. It is still under copyright which is owned by the Chicago Tribune. Each year we scan the next year as it comes out of copyright. Next year we will scan 1950 (2025 – 75 years = 1950).

\$7,000 - Digitization of historic photographs of the Lake Forest Library building, letters and historic documents such as the Board meeting minutes since the establishment of the Library in 1898. Once these materials are digitized, they will then become more visible and accessible to all users through our website.

F. Staff Professional Development - \$10,000

\$10,000 for a new annual tuition reimbursement program that would be offered to all staff interested in pursuing a course, certification or degree related to their work. Library administration will work on a suitable policy for approval by the Board.

Total Grant Requested: \$65,000

The Library is planning to undertake several major capital projects beginning with the restoration of its historic courtyards and the revitalization of the 1931 historic rooms – Friends Reading Room, Foyer, Rotunda and the Reference Room. We should have cost estimates for these projects in the spring/summer of 2025 and plan to submit a second grant request to you later this year. We trust that you will consider supporting one or more of these projects.

Please do not hesitate to contact me if you have questions. Thank you again for your generous and continued support and advancement of the Lake Forest Library.

Regards,
Jim Clifton, Library Board President

Library Operations Report January – February 2025

Adult Services

January 2025

This winter reading program continues to be one of our most popular adult programs. *Birds of a Feather Read Together* ran for 7 weeks, had 87 patrons register and 72 patrons read 2 books to complete the program. There were a total of 225 books logged in Beanstack, and 139 raffle tickets were entered into our grand prize drawing for a gift card to Lake Forest Book Store. These are slightly higher numbers than last year (which had 85 people register and 62 people finish the program). Books to help patrons get started were on display in the Rotunda during the program.

This bird theme was incorporated into several of our winter programs. Lake County Forest Preserves presented a Habitat Guide to Birding for Teens & Adults, and our Reg 'n' Go Kit: Birdseed Birdhouses for Adults were collected by 30 patrons.



Lake Forest Library was invited to partner with Ragdale as they hosted alum Author Lisa Genova and her new book *More or Less Maddy* (pictured right) at Gorton Center. We ordered multiple copies of this title and Kate volunteered to help at the event and the book was our highest adult book that circulated for the month of January!

Librarians Lydia and Annalisa presented a book chat of new titles to 22 patrons at Lake Forest Place. Our visits to this community are always well attended.

Chicago Pizza: past, present, and future with author Steve Dolinsky was presented over Zoom as part of our association with Illinois Library Presents. This James Beard award winning journalist led patrons through the history of Chicago style pizza and explained its place in culinary history. "Steve obviously loves what he does and sharing it with people! Super exciting and engaged presentation!" -Patron program comment.

Krista, along with staff from Dickinson Hall co-hosted a discussion of *Black Cake* by Charmaine Wilkerson.

Other popular programs this month included Interior Designer Lori Layman sharing her secrets for improving your space and style, and Genealogy 101 presented by the Lake County Genealogical Society.

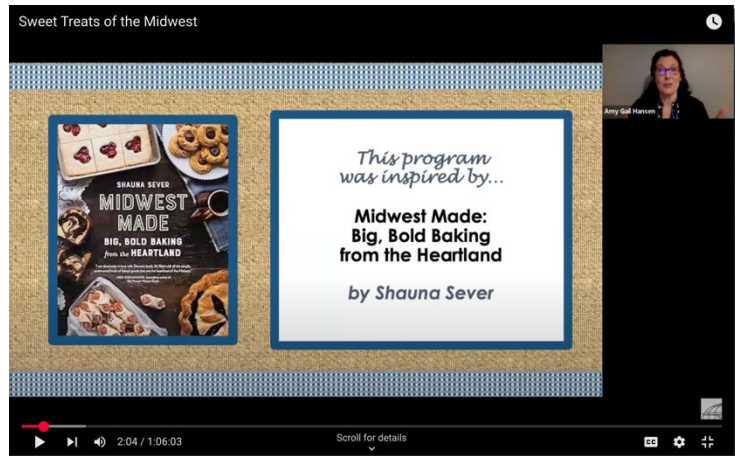
Great Decisions continues to attract more attendees with January hosting 17 on Zoom, and 12 in person. Several of the patrons commented that they usually attend Great Decisions at other libraries but wanted to try a new group. Attendees on Zoom were in Colorado, Skokie, and elsewhere.



For our first ever Puzzle Exchange we had over 400 donated puzzles and board games, both for children and adults. At the end of two days, we had 12 left which we donated to The Friends for their next sale. These quarterly exchanges of craft supplies, plants, and games continue to be popular with our patrons.

Our staff continued to provide activities for our patrons in the Foyer. Chess, checkers, and coloring provide a nice landing spot for families before heading back out into the cold.

February 2025



The Adult Services department celebrated Valentine's Day this year with several programs. Our annual Blind Date with a Book (pictured left) continues to be popular with our patrons with over 31 patrons participating. Patrons take home a "mystery date" and after reading their book they fill out a raffle ticket rating their date and are entered in a drawing to win a gift card from Sweets. Our Grab 'n Go kit this month was a heart shaped craft. A program featuring Sweet Treats of the Midwest was presented over Zoom (pictured right) and the audience learned the history of several area confections, including Twinkies, Bundt Cakes, and Bertha Palmer's brownies.

Patrons "Rate This Date" form from Blind Date with a Book:

Storm Front by Jim Butcher - "Very cool! Wizards, magic, and murder mystery. I had fun with this book."

Mad Honey by Jodi Picoult: "Absolutely loved this book, I actually think it makes my top 10 books for sure. I am so happy I took this opportunity to read a book I usually would not choose. Amazing book."

The Wishing Game by Meg Shafer: "I absolutely loved this book, one of the few 5-star I have given on Goodreads."

The Librarianist by Patrick deWitt: "A new author for me - and a great read!"

Pride and Joy by Louisa Onome: "I was not a fan of this book. The one good thing I can say is that it makes people realize all families are messy and has good and bad. I otherwise would NOT recommend this book to others. SKIP this book."

Ordinary Thunderstorms by William Boyd: "Felt like something I was required to read in HS."

The Switch by Beth O'Leary: "My daughter picked a "blind date" book for me. It is a fun read and got me interested in an author I was unfamiliar with, thank you!"

Illinois Libraries Present hosted two popular authors this month: James McBride author of *The Heaven & Earth Grocery Store*, and Amy Tan, the author of *The Joy Luck Club*. Ms. Tan spoke of her new book *Backyard Bird Chronicles* and her newfound connection with nature. As an ILP member, the Lake Forest Library can offer opportunities to connect with authors that would otherwise not be within our budget. In December 2024, Annalisa, Dickinson Hall staff, and Krista had 13 seniors attend the book discussion of *The Heaven and Earth Grocery Store*. They encouraged them to register for the ILP event in February, and several of them told us they did.

For Season 4 of Illinois Libraries Present there are 214 member libraries.

For the James McBride event there were 2529 registrants with 1811 attendees overall, and Lake Forest had 25 registrants with 14 attendees.

For the Amy Tan event there were 2766 registrants with 1732 attendees overall, and Lake Forest had 39 registrants with 21 attendees.

We participated in a regional Zoom post-election update with WGN-TV Political Analyst Paul Lisnek. This program was organized by the Schaumburg Township District Library and the League of Women Voters.

With the generous gift from the Dick Family Foundation, we have added new titles to our Book Club Collection and refreshed the discussion questions which are available for book clubs.

Media Lab



Drop-in Make a Hat. Adults and families learn about the Digital Media lab and how to design their own hats through the process of sublimation.

Four new Takeout Tech items were added to the collection in January and February. Items include portable Bluetooth Speakers, an Automotive Diagnostic Tool, Portable Power Banks for charging phones and tablets, and Roku streaming sticks loaded with Apple TV+ subscriptions.

A **Vibe All-in-one Smart Whiteboard** was acquired with funds generously provided by the Friends of Lake Forest Library. Featuring a 4K UHD touchscreen, the smartboard is a next generation tool for collaboration, multi-media presentations, and brainstorming.

Youth Services

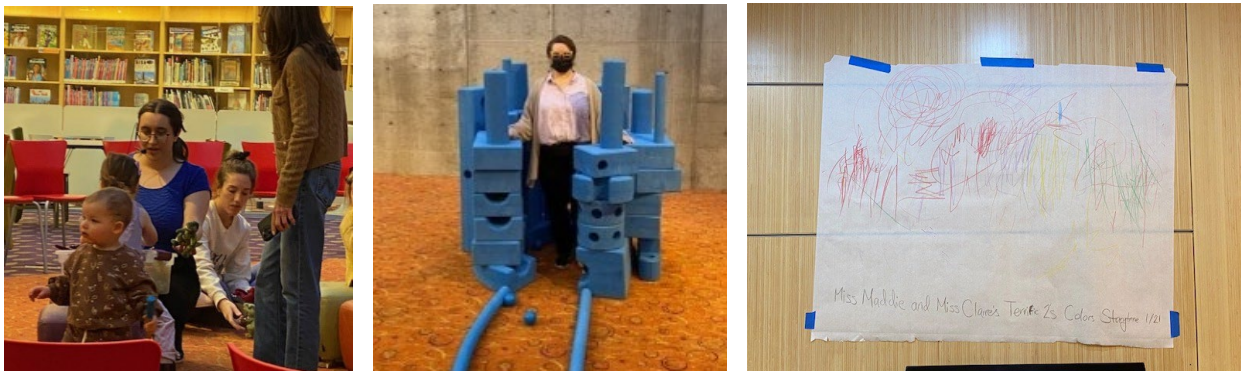
January 2025



Drop-In Robot Showcase. Kids and families learn about building, programming, and operating robots with the Woodlands Academy Robotics Team!



Pop-Up Playtime. On days that there is no school, we will be offering a Pop-Up Playtime for families that need more room to spread out in the Children's Library. The Grab 'N' Go Penguin Kit was very popular with our youngest patrons.



New Youth Services Librarians. Our newest Youth Services librarians Claire Thomas and Maddie Wenc are having fun with Storytimes and Playtime. v

February 2025



Be My Valentine Book Surprise for Children. The Youth Services Staff have been busy wrapping up Be My Valentine Book Surprise for Children books. New locations for the displays have been very popular, and we have wrapped up over 150 books based on demand!

Stapelstein® Steppingstones for Playtime! Youth Services is adding to the blue blocks collection. Stapelstein® was co-created with educators and child development experts. Based on extensive research showing the benefits of free movement for healthy cognitive and physical growth.



Tea Party Storytime. 40 children came dressed in their finest Valentine's Day outfits to celebrate with their favorite stuffie or doll, and joined Maddie for stories, apple juice, and cookies!

Kids' Picks Review. A proud parent came in to take a picture of his young son standing in front of his "My Pick" book review of the *InvestiGators* by John Patrick Green. The "Kids' Picks" board in the Children's Department is filled with reviews by kids, for kids. Our youngest patrons like to review their favorite picture books while older readers enjoy recommending graphic novels and other popular fiction titles. Stop by and take a look!

Young Adult Services

January 2025

There were three reading challenges available for teens this winter: Winter Reading, Blind Date with a Book, and the ongoing 100 Books Before Graduation! There were 18 Winter Reading participants, 11 Blind Date readers, and 22 teens logging for 100 Books.

The YA Study collection has undergone a refresh to add additional materials to help students study for the Digital editions of the SAT, ACT, and AP tests. We hope the Study collection, combined with the test prep databases the library provides, will help students as exam season gets closer.

February 2025



The annual Mini Art Masterpiece “Bad Art Edition” contest had 88 participants this year, 24 of whom brought back their canvases to be displayed—the addition of googly eyes in this year’s take home kit meant most patrons returned with mini monsters for us to enjoy. Winners of the raffle won a \$25 gift card to the Lake Forest Book Store.

February’s Taste Testing was Chocolates & Cheeses. The teens rated and ranked cheeses from all over the world, different flavors of cheddar, and different types of cheeses. They tasted different types of chocolate, different flavors and levels of cocoa to find their personal favorites. The teens all came in big fans of chocolate, but left saying that actually, the cheese was their favorite part.

Circulation/Interlibrary Loan

January

The Library was closed as usual to celebrate 2025 from 5:00 pm December 31 through New Year's Day.

The Elevator going down for several weeks began and so did the adjustments for patrons and staff. Materials were generally still sorted on the carts and then carried up or down the stairs. This was done in a variety of ways depending on the quantity to be moved. Some staff would move items in a large bag, or via our patron rolling baskets or regular baskets. We placed carts before the elevator went down on each floor. The Rule became, **"don't go to a different floor empty handed!"** If you were going down to the children's department, you could grab a handful of DVDs or kids' materials to go onto a cart in the area. The foyer had a nice area for the stroller crowd to park their rides while the repairs were being done. Patrons were very patient. Meanwhile, staff and patrons got their steps in this month.

Blind Date with a book had their fans return and we had several patrons looking for it. Cold temperatures and Deerpath repairs had an effect on people's visit time, some stayed longer, with children's seeing a real boost. And we did have higher inter/intra library requests.

February

The Library was closed early Wednesday, February 12, 5:00 pm due to the heavy snowfall and our Polaris catalog system was updated to 7.7 overnight on Tuesday, February 18 smoothly.

The building committee met with members of the staff, with the Circulation/pager group coming in with a good turnout. The staff were pleased with the chance to express their ideas and thoughts.

One of the RAILS (Reaching Across Illinois Library System) van counts was done this month.

I don't know if it was the weather or people out of town but the first month in this fiscal year had no museum pass requests.

ELEVATOR IS BACK UP AND RUNNING to the delight of pagers and strollers everywhere!

Facilities

January

On Tuesday, January 3, Krause Electric was onsite to replace an emergency light that was malfunctioning. The old emergency light was replaced with a newer version and works well now.

American Hoist was onsite on Monday, January 4, to kick off the elevator project by doing a pre-install checklist and to deliver new components for the upgrade.

On Monday, January 4, Tee Jay Door Services was onsite to repair the Reading Room doors; they now open and close very well.

Modern Media Tech conducted a site survey on Monday, January 4, to determine the locations of additional security cameras. Additional cameras will be added to the north Lower Level, the Main Level elevator entrance, and the Children's Library elevator entrance. The additional cameras were installed during the week of January 13 at a cost of \$6,175.00.

On Wednesday, January 8, Integrated Building Automation was onsite to install the control for the heated water valve by the Media Lab air handler.

On Thursday, January 9, Tee Jay Door Services was onsite to install new weather stripping and door brushes to the staff entrance door to combat the upcoming cold weather front.

Xtivity Solution was onsite on Monday, January 13, to conduct a site survey to evaluate the cellular signal throughout the building. A proposal is expected within the next few weeks to address signal issues.

On Tuesday, January 14, CTS Fire and Safety was onsite to test the fire extinguishers and certify them for 2025.

On Wednesday, January 15, Alarm Detection Service was onsite to test both the smoke alarms and sprinklers.

As part of the elevator upgrade project, J & R Lock & Safe was onsite Wednesday, January 15 to repair the Elevator Mechanical Room Door lock.

Hill Mechanical and Integrated Building Automation Systems were onsite on Monday, January 20 in regard to help boost the heat in the Kasian Room.

On Wednesday, January 22, TechVoo was onsite to run both an ethernet cable and a phone line from the communication rack to the elevator mechanical room. This service call was required for the elevator upgrade project and will increase phone line for connectivity and internet access for the life safety features inside the elevator car.

Konnecta USA was onsite on Thursday, January 23 to conduct a site survey to evaluate the cellular signal throughout the building. A proposal is expected within the next few weeks to address signal issues.

During the week of January 27, 3 different carpet cleaning contractors conducted site surveys for following spaces: Technical Services, Adult Mystery, Adult Fiction, Audio Room, Director's Office, Reed Room, Circulation Office, Staff Break Room, Graphics Printer Area, Adult Reference Offices, Teen Space, Children's Space, Kasian Room, Youth Staircases, Half Staircase from Children's to Teen, Staircase from Teens to Upper Level, and all of the Upper Level. Proposals are expected in early February, and the work is tentatively scheduled for mid to late April.

February:

On Thursday, February 6 Inner Security partnered on location with American Hoist to begin the Life Safety aspect of the elevator upgrade.

Pasquesi Plumbing was onsite Monday, February 10 in regard to a leak found in Children's. A proposal is expected within the week.

During the week of February 10, several architects toured the Library as part of the pending RFQ for the Historical Spaces Renovation Project.

Pasquesi Plumbing was onsite on Wednesday at 7:30 am to televise the drainpipes in both the courtyards as part of the courtyard renovation project. While the crew was onsite, the bathroom drains in the staff lounge were also televised. It was discovered that a sanitary pipe had been cracked which was slightly leaking when a toilet flush was initiated. This bathroom is currently out of order until repairs are completed.

Inner Security was onsite Wednesday, February 13 to do a walkthrough and prepare a quote for the Emergency System Notification.

Konnecta USA returned to the Library on Thursday, February 20 to drop off their proposal for the Cellular Booster Project and to collect final building details to address the cellular signal issue.

On Friday, February 28 the Elevator Inspection occurred. American Hoist, and Inner Security passed the inspection, and we were handed the keys to our new Elevator. As the mechanical systems and life safety aspects are finalized the last part of the project is to update the cab of the elevator with its new look. We are waiting for the internal elevator cab renderings to determine the final finishing selection. Once approved, American Hoist will install the new ceiling, lighting, wall panels and flooring.

TOP TEN CIRCULATING ITEMS – January 2025/February 2025

By Format & Audience

JANUARY		e-Books	
Position	Title	Author	Circs
1	<i>The Women</i>	Hannah, Kristin	35
2	<i>James: A Novel</i>	Everett, Percival	16
3	<i>The Wedding People</i>	Espach, Alison	16
4	<i>All the Colors of the Dark</i>	Whitaker, Chris	15
5	<i>Funny Story</i>	Henry, Emily	15
6	<i>The Frozen River</i>	Lawhon, Ariel	15
7	<i>The God of the Woods</i>	Moore, Liz	15
8	<i>The Grey Wolf</i>	Penny, Louise	15
9	<i>Just for the Summer</i>	Jimenez, Abby	14
10	<i>Be Ready When the Luck Happens*</i>	Garten, Ina	13
11	<i>Iron Flame</i>	Yarros, Rebecca	13
12	<i>The Demon of Unrest*</i>	Larson, Erik	13
13	<i>The Let Them Theory*</i>	Robbins, Mel	13
*Denotes nonfiction title			

FEBRUARY		e-Books	
Position	Title	Author	Circs
1	<i>Onyx Storm</i>	Yarros, Rebecca	29
2	<i>The Women</i>	Hannah, Kristin	21
3	<i>The Let Them Theory*</i>	Robbins, Mel	20
4	<i>The Wedding People</i>	Espach, Alison	19
5	<i>All the Colors of the Dark</i>	Whitaker, Chris	17
6	<i>James: A Novel</i>	Everett, Percival	17
7	<i>The God of the Woods</i>	Moore, Liz	15
8	<i>Funny Story</i>	Henry, Emily	14
9	<i>Here One Moment</i>	Moriarty, Liane	13
10	<i>The Stolen Queen</i>	Davis, Fiona	12
*Denotes nonfiction title			

JANUARY**e-Audiobooks**

Position	Title	Author	Circulations
1	<i>All the Colors of the Dark</i>	Whitaker, Chris	20
2	<i>Funny Story</i>	Henry, Emily	18
3	<i>James: A Novel</i>	Everett, Percival	17
4	<i>The Anxious Generation*</i>	Haidt, Jonathan	16
5	<i>The Wedding People</i>	Espach, Alison	16
6	<i>Be Ready When the Luck Happens: A Memoir*</i>	Garten, Ina	15
7	<i>First Lie Wins</i>	Elston, Ashley	14
8	<i>Here One Moment</i>	Moriarty, Liane	14
9	<i>Tom Lake</i>	Patchett, Ann	14
10	<i>From Here to the Great Unknown*</i>	Presley, Lisa Marie	13

*Denotes nonfiction title

FEBRUARY**e-Audiobooks**

Position	Title	Author	Circs
1	<i>All the Colors of the Dark</i>	Whitaker, Chris	17
2	<i>The God of the Woods</i>	Moore, Liz	16
3	<i>Beautiful Ugly</i>	Feeney, Alice	12
4	<i>Funny Story</i>	Henry, Emily	12
5	<i>Onyx Storm</i>	Yarros, Rebecca	12
6	<i>The Anxious Generation*</i>	Haidt, Jonathan	12
7	<i>Be Ready When the Luck Happens*</i>	Garten, Ina	11
8	<i>James: A Novel</i>	Everett, Percival	11
9	<i>The Crash</i>	McFadden, Freida	11
10	<i>The Last One at the Wedding</i>	Rekulak, Jason	11
11	<i>The Three Lives of Cate Kay</i>	Fagan, Kate	11
12	<i>The Wedding People</i>	Espach, Alison	11

*Denotes nonfiction title

JANUARY		Adult Books	
Position	Title	Author	Circs
1	<i>More or Less Maddy</i>	Genova, Lisa	26
2	<i>James</i>	Everett, Percival	19
3	<i>The Wedding People</i>	Espach, Alison	15
4	<i>Remarkably Bright Creatures</i>	Van Pelt, Shelby	13
5	<i>Be Ready When the Luck Happens*</i>	Garten, Ina	10
6	<i>Saturday Night at the Lakeside Supper Club</i>	Stradal, J. Ryan	10
7	<i>The Waiting</i>	Connelly, Michael	10
8	<i>The Frozen River</i>	Lawhon, Ariel	9
9	<i>The God of the Woods</i>	Moore, Liz	9
10	<i>We Three Queens</i>	Bowen, Rhys	8
11	<i>The House of Cross</i>	Patterson, James	8
*Denotes Nonfiction			

FEBRUARY		Adult Books	
Position	Title	Author	Circs
1	<i>James</i>	Everett, Percival	24
2	<i>More or Less Maddy</i>	Genova, Lisa	24
3	<i>Remarkably Bright Creatures</i>	Van Pelt, Shelby	24
4	<i>Three Days in June</i>	Tyler, Anne	21
5	<i>Three Girls from Bronzeville *</i>	Turner, Dawn	21
6	<i>The Frozen River</i>	Lawhon, Ariel	18
7	<i>Hello Beautiful</i>	Napolitano, Ann	14
8	<i>Group*</i>	Tate, Christie	13
9	<i>Dear Mr. Knightley</i>	Reay, Katherine	12
10	<i>The Wedding People</i>	Espach, Alison	12
*Denotes Nonfiction			

JANUARY		Children's Books	
Position	Title	Author	Circs
1	<i>The Snowy Day</i>	Keats, Ezra Jack	12
2	<i>Mirabel's Missing Valentines</i>	Lawler, Janet	12
3	<i>Grumpy Monkey Valentine Gross-Out</i>	Lang, Suzanne	11
4	<i>The Berenstain Bears' Extra Special Valentine</i>	Berenstain, Mike	9
5	<i>Bad Kitty Does Not Like Valentine's Day</i>	Bruei, Nick	9
6	<i>Good-Bye Stacey, Good-Bye</i>	Epstein, Gabriela	9
7	<i>5-Minute Pinkalicious Stories</i>	Kann, Victoria	9
8	<i>Captain Underpants and the Preposterous Plight of the Purple Potty People</i>	Pilkey, Dav	9
9	<i>The Lightning Thief</i>	Riordan, Rick	9
10	<i>5-Minute Kindness Stories</i>	Various	9

FEBRUARY		Children's Books	
Position	Title	Author	Circs
1	<i>PJ Masks 5-Minute Stories</i>	UNKNOWNAUTHOR	12
2	<i>Sonic the Hedgehog : 5-Minute Stories</i>	Black, Jake	11
3	<i>5-Minute Pinkalicious Stories</i>	Kann, Victoria	11
4	<i>I Broke My Trunk!</i>	Willems, Mo	11
5	<i>The Snowy Day</i>	Keats, Ezra Jack	10
6	<i>Today I Will Fly!</i>	Willems, Mo	10
7	<i>The Wild Robot</i>	Brown, Peter	9
8	<i>The Scarlet Shedder</i>	Pilkey, Dav	9
9	<i>Harry Potter and the Goblet of Fire</i>	Rowling, J. K.	9
10	<i>Sisters</i>	Telgemeier, Raina	9

JANUARY**Teen Books**

Position	Title	Author	Circs
1	<i>Dr. Stone</i>	Inagaki, Riichiro	10
2	<i>Scythe</i>	Shusterman, Neal	5
3	<i>The Grandest Game</i>	Barnes, Jennifer Lynn	4
4	<i>The Selection</i>	Cass, Kiera	4
5	<i>Spy x Family</i>	Endō, Tatsuya	4
6	<i>The Promised Neverland</i>	Shirai, Kaiu	4
7	<i>Where the Library Hides</i>	Ibañez, Isabel	3
8	<i>Yona of the Dawn</i>	Kusanagi, Mizuho	3
9	<i>One of Us is Lying</i>	McManus, Karen M.	3
10	<i>The Beginning After the End</i>	TurtleMe	3

FEBRUARY**Teen Books**

Position	Title	Author	Circs
1	<i>Dr. Stone</i>	Inagaki, Riichiro	8
2	<i>Blue Flag</i>	Kaito	7
3	<i>Insomniacs After School</i>	Ojiro, Makoto	7
4	<i>Tokyo Ghoul</i>	Ishida, Sui	6
5	<i>Spy x Family</i>	Endō, Tatsuya	5
6	<i>The Selection</i>	Cass, Kiera	4
7	<i>Ao Haru Ride</i>	Sakisaka, Io	4
8	<i>The Promised Neverland</i>	Shirai, Kaiu	4
9	<i>The Last Bookstore on Earth</i>	Braun-Arnold, Lily	3
10	<i>Yona of the Dawn</i>	Kusanagi, Mizuho	3

JANUARY			Non-Book Items
Position	Title		Circs
1	<i>Children's book bag</i>		29
2	<i>Mobile Hotspot</i>		16
3	<i>Beetlejuice Beetlejuice</i>		11
4	<i>Lake Forest Take Out Tech : Nintendo Switch console</i>		11
5	<i>Indiana Jones and the Dial of Destiny (DVD)</i>		8
6	<i>Blink Twice (DVD)</i>		7
7	<i>The adventures of Indiana Jones (DVD)</i>		7
8	<i>Twisters</i>		6
9	<i>Transformers One (DVD)</i>		6
10	<i>Rick Steves' Europe : The Complete Collection, 2000-2016</i>		6

FEBRUARY			Non-Book Items
Position	Title		Circs
1	<i>Despicable Me 4 (DVD)</i>		28
2	<i>Children's book bag</i>		25
3	<i>Mobile Hotspot</i>		23
4	<i>Wicked. Part I (DVD)</i>		19
5	<i>The Wild Robot (DVD)</i>		19
6	<i>Lake Forest TakeOut Tech : ClearClick Video2Digital Converter 3.0.</i>		16
7	<i>Joker: Folie à Deux (DVD)</i>		14
8	<i>Lake Forest TakeOut Tech : Projector</i>		14
9	<i>Saturday Night (DVD)</i>		11
10	<i>Here (DVD)</i>		11

SERVICE STATISTICS – JANUARY & FEBRUARY 2025

	Jan & Feb 2025	Jan & Feb 2024	YTD FY 2025	YTD FY 2024
Library Visits	13,613 / 12,216	15,000 / 13,192	140,405	132,591
Physical Items circulated	20,685 / 19,162	20,972 / 19,190	206,831	204,923
E-Media Circulated	9,660 / 8,556	9,832 / 9,085	86,754	89,712
Database Uses	20,496 / 141,478***	11,616 / 11,191	272,115***	120,453
Library Programs & Attendees* *	59 / 53 Programs 4,679 / 3,651 Attendees	44 / 45 Programs 3,466 / 1,429 Attendees	584 Programs 47,086 Attendees	557 Programs 28,376 Attendees
Media Lab, 1-on-1 Appts, and Tutorials	158 / 105	66 / 76	1051	590
Reference Questions	2,115 / 1,706	2,303 / 2,164	21,527	23,200
New Library Cards	108 / 78	100 / 108	1,183	1,268
Items added to collection	1,017 / 982	657 / 1,317	9,381	10,337
Items withdrawn	708 / 1,157	1,067 / 1,232	14,214	11,796

*To conform to Illinois Public Library Annual Report (IPLAR) reporting guidelines, starting in FY 2025, Freegal statistics are reported with Database Use and not with E-Media Circulation.

**Includes passive programs and take-home activities

***Unexplained number of page views in AtoZ Databases: 123,337 (last month 3,328) Awaiting vendor response to inquiry regarding the high number.