



LAKE FOREST LIBRARY BOARD OF TRUSTEES
Lake Forest Library, 360 East Deerpath Road, Lake Forest, IL 60045
Kasian Room, Lower Level
Tuesday, August 19, 2025, 6:30 pm

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. Trustee Comments
5. Call for Additions to the Agenda
6. Opportunity for the Public to Address the Board
7. Correspondence Report and Patron Comments
8. Consent Agenda (omnibus vote on matters 7(a) - 7(h):
 - a. Approve August 19, 2025 Agenda
 - b. Approve June 17, 2025 Regular Meeting Minutes
 - c. Approve July 1, 2025 Special Meeting Minutes
 - d. Approve June 2025 Financial Report
 - e. Approve July 2025 Financial Report
 - f. Approve July 10, 2025 Finance Committee Meeting Minutes
 - g. Approve August 7, 2025 Building Committee Meeting Minutes
 - h. Approve August 14, 2025 Finance Committee Meeting Minutes
9. Building Committee:
 - a. Exterior Courtyards Restoration - Update
 - b. 1931 Historic Rooms Revitalization – Update
 - c. Wiss Janney Elstner (WJE) Associates – Construction Administration Services Proposal - **Action**
10. 2025 Library Calendar Revisions - **Action**
11. Library Operations Report – June 2025 and July 2025
12. Unfinished Business
13. New Business
14. Adjournment.

Upcoming Meeting: Regular Board Meeting – Tuesday, September 16, 2025, 6:30 pm.

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.)*



OFFICE OF THE SECRETARY OF STATE
ALEXI GIANNOULIAS • Secretary of State and State Librarian

June 27, 2025

Mr. Ishwar Laxminarayan, Executive Director
Lake Forest Library
360 East Deerpath Road
Lake Forest, Illinois 60045-2252

Dear Mr. Laxminarayan:

I am pleased to award the Lake Forest Library a Fiscal Year 2025 Illinois Public Library Per Capita Grant in the amount of \$28,566.33.

This grant support is provided pursuant to 23 Ill. Adm. Code 3035.Subpart A, State Grants.

As Secretary of State and State Librarian, I commend you for taking advantage of this grant that will greatly benefit your community. The Illinois State Library staff and I are committed to ensuring that all Illinois residents have fair and equitable access to library services.

Should you have any questions regarding this award, please contact the Illinois State Library at 217-524-8836.

Sincerely,

A handwritten signature in black ink, reading "Alexi Giannoulis".

Alexi Giannoulis, Secretary of State and
State Librarian

AG:isl

SELECTED PATRON COMMENTS

JUNE 2025

- Patron came in looking for two books from the e-Newsletter. Both were checked out. He really liked the suggestions!
- A resident of Lake Forest Place stopped by my office to thank our staff for the wonderful services we provide to her and her fellow residents. She was very complimentary of our book talks and the wide variety of programs for children.
- This is the most beautiful children's library I've ever seen (patron visiting from Boston)
- From a kid who was desperately looking for the next book in the Michael Vey series: Thank you so much, you're the best!
- I found Daniel Tiger all by myself!
- Patron stops by nearly every week to tell me what they are reading and to talk books. It's not an unusual transaction, but something that they clearly enjoy so much. Me, too.
- Complimented the "Around the Grounds" brochure.
- My kids always look forward to the crafts!
- We started the reading program on paper. Then we switched to the Beanstack App, which is so much easier.
- A patron told me she was so happy that we had changed from a toy prize system to a book prize for every hundred books read in the 1000 Books Before Kindergarten program. She went on to say that she will never say no to another book in her home.
- Love how much there is to do in the Children's Department here compared to their home library!
- My daughters love coming here. They got The Cook and The King and we've read it every night before bed for a month! You help us find so many special books.
- Thank you so much for your kindness and patience!
- The app is so helpful! We check out a ton of picture books for my son, and it really helps us keep track of them.
- Phone patron was excited about a new book we ordered (on the Grateful Dead) and asked who made the decision to buy it. Explained our Adult Services Librarians have different purchasing areas. Patron asked to specifically "thank the librarian" who made the decision to buy the book. Placed hold for patron.

- Civil War adult program was great!
- A young girl was very thankful when I (Claire) helped her find and place holds on some Hello Kitty books! "Thank you SO much, you're SO kind." And as she was leaving: "You're a REALLY good librarian!"
- A mother came up to the play area while I was picking up toys and food left on the floor from previous patrons. She offered to help tidy up the area and told me she did not mind because her young son loves coming to the Library.
- It's great how you separated the easier chapter books from the harder chapter books. It makes it so much easier to find the books!
- At an outreach storytime for babies: We've never seen them sit still for so long!
- Patron was looking for about 5 specific different home decorating/lifestyle magazines. We had 3 of them in print. The other two were instantly available on Libby; patron was excited not to have to wait to request print copies from other libraries.
- Patron commented how awesome the collection and selection is in our youth department compared to their home library :) They said they wished their children's department was like ours.
- A patron enjoyed the baseball game display that Breen made and checked out a book.
- Cooking Demo: It was wonderful, we really enjoyed this program. She is a great presenter. I hope you have her again.
- Comment after attending the Ravinia Cooking Demo: Thank you so much for all of your wonderful programs. You do so many interesting things. I came tonight with my mom and my sister and we all enjoyed it so much. We love our library.
- My child just graduated from First Presbyterian Preschool. He's going to miss your Storytimes.
- It's so disappointing that you [library staff] can't keep my kids off the computers. Now that they know they can get on YouTube and TikTok here, I can't trust them to ride their bikes alone. I wish you didn't have computers down here; it just distracts them from books.
- My daughter really enjoyed the first crochet class last Thursday. She came home and continued to work on the penguin and finished it that night! She has been making little creatures ever since. I really appreciate that you and Emmy are putting on this type of activity. The first class looked well attended! I hope that means there will be continued interest, maybe even for future classes or for a little crochet/knitting club at the library :) Thank you again for all the thoughtful programming you all plan!

- This is such a nice library. I could never dream of buying another book. I love coming here and everyone is so nice.
- You're great at giving hints! (After I whispered the location of the stuffie to her so she could guide her granddaughter)
- We appreciate your help! (Little boy repeating his dad's thank you)
- Patron very thankful that the Adult Services librarians were able to help her with a project over the course of a few days.
- Patron comment: Your library really does a great job, pat yourselves on the back!
- A patron told me (Claire) that this was her first time coming to Lake Forest Library and she thought it was amazing. She liked that the collection felt so accessible--books were easy to find and looked very appealing.
- Patron stopped to say how much they enjoy the newsletter redesign. And that Lorie read to their 30-something son back in the day. :)
- My mother was a librarian in France. She's been so impressed by the library every time she visits! Thank you! We really appreciate that!

SELECTED PATRON COMMENTS

JULY 2025

- Patron is happy that we are reusing the existing brick (for the courtyards) and that it will be restored to a high quality.
- Thank you for Storytime! This was our first time, and it was really nice.
- Dear Children's Library. We had the best time at the children cartoonist today. He was phenomenal and we would love for him to come back again. He was so patient with the kids and engaging. My kids just loved it Thank you so much for putting this together.
- As I was helping a patron pick out some adult fiction titles she mentioned how helpful Emmy had been. This patron had been downstairs looking for books to help her granddaughter read and Emmy showed her a large selection. She also helped the patron with ideas for a "Wicked" birthday party.
- We get so much family joy from the Wonder Books!
- The Who Would Win series bookmarks are so helpful, thanks so much for these!!
- Patron sat down at the reference desk when I left to follow up on another patron's question.
- A Lake Forest patron identified herself as Special Education teacher for Lake County and asked about Launchpads. After showing her their purpose and how to use them, I showed her the Accessibility Kits and Adapted Books Michelle DeGrace had created. The patron was thrilled and said she would be using this collection a lot. She expressed deep appreciation for these resources.
- The (Summer Reading) party yesterday was a big hit! From a Mom, and I loved the balloon artist! From her son.
- Thanks for the food, free stuff, and the bubble show!
- My whole family had a fantastic time at the Bubble Balloon Bash!
- What a great Library bash! We all had fun today!
- We didn't know this was happening today! Thank you for always hosting such great programs!
- We would love if the library would carry more Spanish language books for kids.
- From a staff member at Dearhaven: we love having the library come, you always have such cute and creative ideas for storytime!

- John is wonderful! The Media Lab is wonderful; I keep telling all my old-lady friends about it!
- Several positive comments about "Parties, Polo, Panache: Lake Forest in 1920s" Program. How wonderful the program was! Several folks returned for this 2nd part to an earlier program about F. Scott Fitzgerald in Lake Forest.
- This is the best Children's Library we have ever been to. We go to a lot of libraries. We're from Northbrook and it's our first time here, but I can tell you this place is so cool. We've been having so much fun here.
- A patron emailed and said they really enjoyed the librarian book chat at Lake Forest Place on 7/17.
- Patron Comment on Facebook Post of LFRReads book *The River We Remember* by William Kent Krueger announcement for fall: "Love his books! Got a few at the Friends book sale a few years ago."
- Patron picking up hold said, "I came in to check this book out, and while I was here, I saw a book that I have authored on your shelves. I really appreciate that, thank you so much." I let the patron know we are happy to support local authors and we are glad he stopped into the library today.
- Patron mentioned the Storywalk and thought it was the cutest idea ever! And that her grandkids who live in Lake Bluff love coming to the children's library.
- This was so fun for me and my family! Thank you for having us, I'm sure it was a lot of work, but it really all came together and we had a great time. I would love to do this again if you ever have another one! — about the Murder Mystery Party.
- Thank you so much for having this party. I've never been to a murder mystery party before and it was really fun! I liked having a script, it really helped, and everyone was really nice!
- What a lovely program! (Patron talking about our Summer Reading Program)
- Patron who volunteers with the Friends of the Library was noting that there should be more clear signage at the end of the exit driveway saying that it's the exit, and not the entrance. She mentioned that she has noticed multiple times in just one week that people are pulling into the driveway through the wrong direction and thinks it's an accident waiting to happen.
- Thanks for making his experience so comfortable. He normally has a lot of anxiety around adults.

- It was good to back at your library- what a great turnout! There are so many options for special programs, activities, as well as other entertainers whom you might invite, so I don't take it for granted whenever I'm invited back somewhere- it's quite the honor. I know there's plenty of work that goes on behind the scenes to make experiences like this a reality for your patrons, so I just want to take a moment to say THANK YOU!
-
- Patron stated he has seen patrons entering the parking area the wrong way because directional signage is not very visible. Can we put up more visible signs? He said the last person he corrected flipped him off. I apologized for the other patron's rude behavior toward him and said I would make a note of his comment.
- Life is good... especially when there's a Library in the community! This is her favorite place to come (talking about her 3-year-old daughter).
- Patron Comment on LinkedIn Post of Elawa Farm Staff Book Recommendations: "Always amazed at the wide range of topics in our community that patrons find of interest. Kudos to our professional library staff for consistently making our numerous collections inviting!"
- Thank you so much, I'll probably check out all of these! (From a teacher looking for books about listening for her class of 4-year-olds)
- Patron from Highland Park commented on how welcoming our Children's Library is and how much she enjoyed visiting.
- Patron Comment LinkedIn Post for our Bookmark Design Contest Winners: "Always amazed at the creativity of our young readers. Have many of these bookmarks for placeholders in my reading!"
- I want you to know how incredibly pleased we are with quality of programming you [Emmy] give us. My daughter loved the Safe Sitter class you had today, she had the best time, and she also goes to the crochet group you and Maddie host—two perfect programs. Thank you so much for all the work you put into making the library welcoming and fun.
- Patron stated he has seen patrons entering the parking area the wrong way because directional signage is not very visible. Can we put up more visible signs? He said the last person he corrected flipped him off. I apologized for the other patron's rude behavior toward him and said I would make a note of his comment.
- This glow hunt is absolutely crazy and also the coolest thing I've ever heard of. I would've killed to have something like this as a kid.
- This is so cool! I can't believe you let us do this! I've never been in here after everyone's gone! [The Glow Hunt]
- My son has been looking forward to this scavenger hunt all summer and recruited a bunch of his friends. He talked about how cool the last one was all year. I know they run

through it in 5 minutes, but the work you put into making it really does stay with them, you know?

- I can't wait to volunteer for this program again. I think we had just as much fun working [the scavenger hunt] as they did running around finding all the glow sticks we hid!
- Thanks for scheduling such a great concert! My family really enjoyed Jim Gill and all his music play!
- The patron who picked Three Girls from Bronzeville from the adult summer reading book prize cart came back to tell me that they absolutely loved the book and read it in 2 days.
- It is like a maze in here [Children's Library]! I swear I can never find my children. The moment they're in the shelves, they're gone. I hope you consider shorter shelves when this gets redone.
- "You'll be pleased to know that we've completed all our challenges!" (From a parent to whom I'd shown our Wonderbooks, exploration kits, and Caldecott collection so her child could complete the summer reading challenges).
- Successful library rearrangement: a patron saw the Monarch books in their new location and asked me about them! After I explained the award, she commented that having them near the Caldecotts was good because all the displays for her son's age range are next to each other.
- We are grateful for the Library!
- "This is EXACTLY what I wanted!" A first-grade child requested a book with a royal theme featuring a crown.
- Hello, Teddy and Hank absolutely loved the marionettes. Thanks so much for putting on such a great show!
- We hit the jackpot! (After I gave her call numbers for EJ books about doctors)
- (After Maddie's 7/3/25 Storytime) I'm a librarian from another library and I just wanted to say that this was fantastic, really well done! Thanks so much!!
- A patron commented that she only reads ebooks now after discovering Libby. She loves being able to check out an "available now" book to read when the library's closed and having the flexibility to take multiple books with her when she travels to Florida. She said our library is great about responding to patron holds and she almost always gets a title sooner than the estimated wait time (which is not the case with her FL library holds). She ended with "you guys are awesome". At the Dickinson Hall Book Discussion.

Lake Forest Library Board of Trustees

360 E. Deerpath Road, Lake Forest, IL, 60045

Tuesday, June 17, 2025

Regular Meeting

CALL TO ORDER

President Clifton welcomed everyone and called the meeting to order on June 17, 2025 at 6:31 pm in the Kasian Room, at Lake Forest Library.

ROLL CALL

Trustees present: President Jim Clifton, Vice President JoAnn Desmond, Trustee Josh Jackson, Trustee Garth Pearson, Trustee Robert Shaw, Trustee Vince Sparrow, Trustee Heather Strong (via video), Trustee Emily Van Bel. A quorum was present.

Library Staff present: Ishwar Laxminarayan, Executive Director, Heidi Krueger, Assistant Director, Jim Lee, Facilities Manager, Kate Buckardt, Adult Services Manager, Joy Schmoll Communications Manager, Lorie Rohrer, Youth Services Manager and Leo Hamza ,Business Manager.

PRESIDENT'S REMARKS

President Clifton welcomed everyone and thanked all trustees, staff and committees for their support over the past two years during his presidential term. He wished incoming President Jackson success. Trustees Johnson, Desmond and Jackson all expressed gratitude for President Clifton's leadership.

CALL FOR ADDITIONS TO THE AGENDA

None.

OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD

Local resident Mary Sanders, a neighbor of the library introduced herself.

Trustee Shaw reported success of "Meet the Fleet" event highlighting the library presence.

Trustee Johnson shared updates from Senator Morrison's meeting with library directors. Trustee Johnson praised Ishwar for his leadership. The main topics discussed at that meeting were concerns over library security, the high cost of eBooks and an increased interest from state representatives wanting to provide support and collaboration with their libraries.

CORRESPONDENCE REPORT

Director Laxminarayan highlighted ongoing positive community feedback including one patron's comment that the library "is like Cheers without the beer." Director Laxminarayan noted the heightened discussion of censorship challenges both locally and nationally and the stress such censorship pressures have placed on his staff.

CONSENT AGENDA

A motion to approve the consent agenda was made by Trustee Sparrow and seconded by Trustee Shaw. The vote was approved unanimously by all trustees in attendance.

BUILDING COMMITTEE

Exterior Courtyard Rehabilitation- Phase I

Trustee Van Bel reported on approval from the Historic Preservation Committee to move forward with plans for the courtyards rehabilitation project. Trustee Van Bel thanked all fellow trustees who attended the Historic Preservation meeting. Trustee Van Bel also reported that construction documents have been issued for bidding. A contractor walkthrough was held June 3rd, with bids due June 23rd. There is a target construction start date in July or early August. Trustee Van Bel reminded the trustees that this phase covers the architectural hardscape only. Gardens in Progress will present the landscape design plan to the Board later this summer with Landscape bidding to occur over winter followed by planting and furniture installation planned for Spring 2026.

1931 Historic Room Revitalization

The contract with Vinci Hamp is still being reviewed. Programming discussions between Vinci Hamp and Staff will be scheduled for mid-July as well as a planned meet and greet with Vinci Hamp with trustees of the Lake Forest Preservation Foundation and Library Board on Monday August 18th.

Landscape Master Plan

Trustee Van Bel noted that the Building Committee will be meeting with the Garden Club to discuss landscape design for the front lawn and surrounding areas.

FINANCE COMMITTEE

Monthly Financial Reports

Trustee Sparrow presented a new way to report the monthly financial reports. The new formatting allows for a more dynamic and better comparison reporting layout. Trustee Shaw inquired about salaries and wages, wanting to confirm that only one pay period was thus far included. There was discussion around this with trustee Sparrow mentioning that the way city reports in conjunction with Library Board meetings may not always line up, but over time will straighten out.

Director Laxminarayan did discuss an appropriations attachment noting the 10% contingency added, which was allotted to the operations budget. Trustee Desmond inquired if this was an additional levy or part of the library's existing tax levy. After further discussion, several trustees requested clarity on funding source and process around this.

Illinois Public Library Annual Report (IPLAR)

Director Laxminarayan highlighted the report and that total annual attendance visits are up this year from last. He also noted that children's circulation is up. Media lab tutorials and school outreach have increased. Overall, all metrics yielded a positive result.

Lake Forest Library Board of Trustees
Regular Meeting Minutes
June 17, 2025

OPERATIONS REPORT

Director Laxminarayan noted strong collaborations with fellow community partners. He also noted that “Exam Escape” was again successful drawing over 800 students over the week. A new program, “100 Books Before Graduation” was launched with its first graduate recognized. As Director Laxminarayan had highlighted in the IPLAR report, he also noted in his operations report that metrics are up across the board with staff working on usage trend reports.

UNFINISHED BUSINESS

None.

NEW BUSINESS

President Clifton noted that he and Trustee Jackson will swap roles. President Clifton will now be a part of Long-Range Planning committee. Trustee Van Bel mentioned that a special Building Committee meeting will be planned for some time in August to provide an update on the Courtyards project.

Meeting adjourned at 7:46 pm.

Next Scheduled Meeting: Special Board Meeting, Tuesday, July 1, 2025 at 5.00 pm.

Emily Van Bel, Secretary
Submitted for approval by the Board on August 19, 2025

Lake Forest Library Board of Trustees

360 E. Deerpath Road, Lake Forest, IL, 60045

Tuesday, July 1, 2025

Special Meeting

CALL TO ORDER

Vice President Desmond acting as President Pro Tem called the meeting to order at 5:05 pm in the Kasian Room.

ROLL CALL

Trustees present: Vice President JoAnn Desmond, Trustee Jim Clifton, Trustee John Johnson, Trustee Garth Pearson, Trustee Vince Sparrow, Trustee Heather Strong, Trustee Van Bel. A quorum was present.

Trustees absent: Trustee Josh Jackson, Trustee Robert Shaw.

Library Staff present: Ishwar Laxminarayan, Executive Director, Heidi Krueger, Assistant Director, Jim Lee, Facilities Manager, Kate Buckardt, Adult Services Manager, Joy Schmoll Communications Manager, Leo Hamza, Business Manager.

PRESIDENT'S REMARKS

Vice President Desmond noted that the purpose of this special meeting was to present, vote and award a bid to a qualified general contractor for the scope of work associated with the exterior courtyards restoration project.

CALL FOR ADDITIONS TO THE AGENDA

None.

BID PRESENTATION

Ken Itle of Wiss Janey Elstner and Associates presented the constructions bids and also included photos found of the courtyard in its original state just shortly after construction (late 1930s or so).

Vice President Desmond inquired as to why bids came in higher than those of the cost estimator. Trustee Strong responded that the excavation portion of the bid is the largest piece and that the specifications on what needed to be done were changed. More specifically, things were added to the scope of work, mainly relating to waterproofing the building.

Trustee Johnson questioned the discrepancy in bid numbers relating to waterproofing. Mr. Itle clarified that because one of the firms would be performing much of the work in-house, its numbers were lower.

Vice President Desmond invited members of the public to comment.

Lake Forest Library Board of Trustees
Special Meeting Minutes
July 1, 2025

OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD

Resident Rommy Lopat addressed the board with questions relating to the use and re-use of the bluestone, what the construction access plan will be, and more specific questions around soil levels, lighting and sound. Mr. Itle addressed Ms. Lopat's concerns and confirmed that a full forensic investigation had been carried out on the walls and surrounding courtyard areas.

ACTION ITEMS

Trustee Strong made a motion to hire Berglund Construction as the general contractor for the courtyard restoration project for \$1,595,000 and to include a contingency in the amount of \$405,000 for a total cost not to exceed \$2,000,000, and to authorize Director Laxminarayan to sign the contract. The motion was seconded by Trustee Van Bel and approved unanimously by all trustees present.

The meeting adjourned at 5:50 pm.

Next Scheduled Meeting: Tuesday, July 15, 2025 at 6.30 pm.

Emily Van Bel, Secretary
Submitted for approval by the Board on August 19, 2025



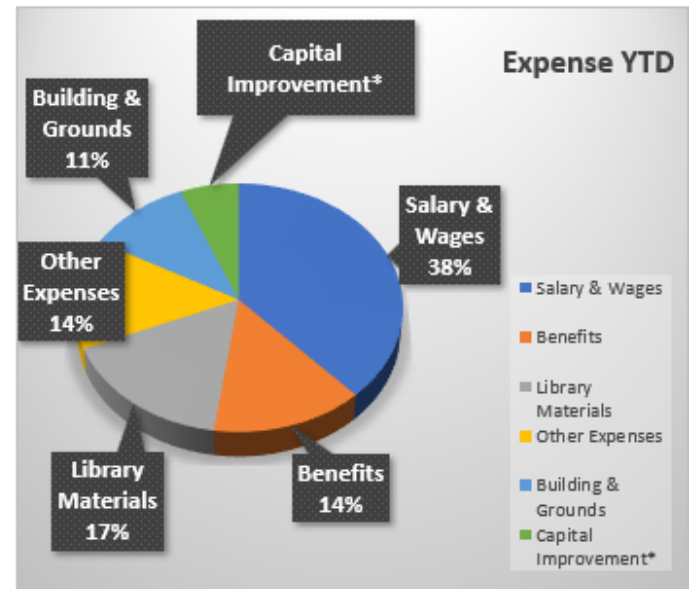
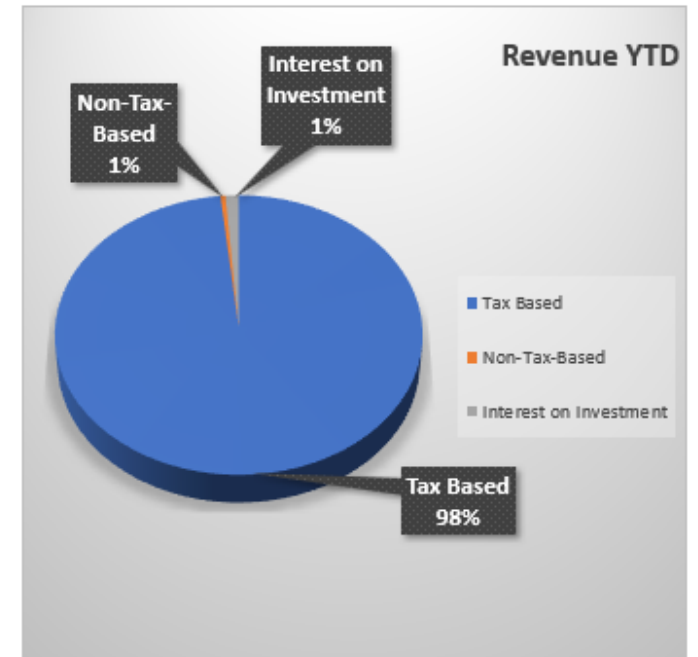
FY2026 Revenue & Expenditure Statement
June - 2025 (Month 2)

Revenues	YTD Actual	YTD Budget	Annual Budget	Budget Realized
Tax Based	2,618,742	2,603,905	5,180,869	51%
Non-Tax-Based	12,154	12,167	73,000	17%
Gifts & Grants	125	1,667	10,000	1%
Library Generated	5,888	4,000	24,000	25%
Friends of Lake Forest Library	-	10,000	60,000	0%
Interest on Investment	32,718	58,333	350,000	9%
Total Revenues	2,669,627	2,690,071	5,697,869	47%

Expenses	YTD Actual	YTD Budget	Annual Budget	Budget Utilized
Salary & Wages	272,750	387,110	2,322,657	12%
Benefits	101,341	141,237	847,424	12%
Library Materials	117,279	125,000	750,000	16%
Other Expenses	102,835	148,683	892,098	12%
Contractual Services Library*	50,791	68,367	410,200	12%
Other*	52,044	80,450	482,698	11%
Building & Grounds	77,633	66,566	399,395	19%
Capital Improvement*	43,915	616,667	3,700,000	1%
Total Expenses	715,753	1,485,262	8,911,574	8%

Reserves	
Reserve - Capital Improvements	3,000,000
Reserve - Technology Improvement	500,000
Capital Equipment	500,000
Fund Balance - Unassigned	4,751,256
Total Reserve Amount	\$ 8,751,256

*Detail on pages 4 & 5 of the report





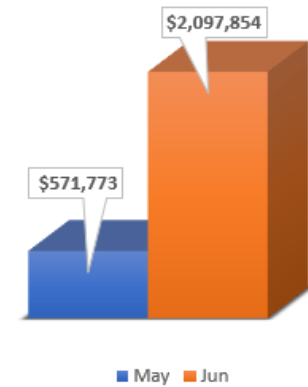
FY2026 Revenue & Expenditure Statement
June - 2025 (Month 2)

Revenues	May	Jun	YTD	Budget	Budget Realized
Tax Based	534,505	2,084,237	2,618,742	5,180,869	51%
Non-Tax-Based	12,154	-	12,154	73,000	17%
Gifts & Grants	25	100	125	10,000	1%
Library Generated	1,424	4,464	5,888	24,000	25%
Friends of Lake Forest Library	-	-	-	60,000	0%
Interest on Investment	23,665	9,053	32,718	350,000	9%
Total Revenues	\$571,773	\$2,097,854	\$2,669,627	\$5,697,869	47%

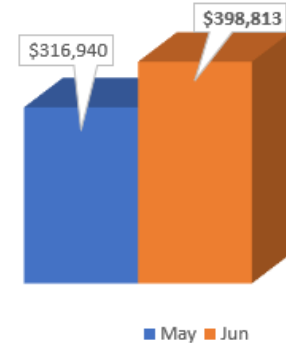
Expenses	May	Jun	YTD	Budget	Budget Utilized
Salary & Wages	104,312	168,438	272,750	2,322,657	12%
Benefits	48,174	53,167	101,341	847,424	12%
Library Materials	45,832	71,447	117,279	750,000	16%
Other Expenses	55,239	47,597	102,835	892,098	12%
<i>Contractual Services Library</i>	37,841	12,950	50,791	410,200	12%
<i>Other</i>	17,398	34,646	52,044	482,698	11%
Building & Grounds	63,384	14,249	77,633	399,395	19%
Capital Improvement	-	43,915	43,915	3,700,000	1%
Total Expenses	\$316,940	\$398,813	715,753	8,911,574	8%

Excess / (Deficit)	\$254,833	\$1,699,041	1,953,874	(\$3,213,705)
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Revenue By Month



Expense By Month



**Lake Forest Library
Financial Notes and Variance Report
For the Month of June 2025 (Month 2) FY2026**

Funds on Hand: \$4,751,256 (unrestricted/unaudited).

General Operations - Revenues

Property Tax: As of June 30, the Library received \$2,618,742 in property tax distributions, which is 51% of the annual budget.

Non-Tax-Based: As of June 30, the Library received \$12,154 in property tax distributions which reflects personal property tax \$12,154 and per capita grant \$0 payment which is 17% of the annual budget.

Gifts: As of June 30, the Library received \$125 as gifts and grants, which is 1% of the annual budget.

Library-Generated: As of June 30, the Library received \$5,888 in Library generated income. This income is from copiers, other revenue such as CCS and miscellaneous fees, which is 25% of the annual budget.

Interest on Investment: As of June 30, the Library received \$32,718 in interest on investment which is 9% of the annual budget.

General Operations - Expenditures

Salaries, wages, and benefits: As of June 30, \$272,750 for salaries and wages: 12% of FY budget; \$101,341 for benefits: 12% of FY budget. \$63,031 for medical insurance 14% of FY budget; \$20,206 for SSN: 11% of FY budget; \$14,873 for IMRF: 8% of FY budget and \$3,231 for Worker's Compensation: 54% of FY budget.

Materials: Books, AV, and Electronic Services: As of June 30, \$117,279: 16% of annual budget, this includes payments for periodical and database subscriptions.

Other Operating Expenditures: As of June 30, \$102,835: 12% of FY budget. Includes \$50,791 in library contractual services, including fourth payment of RFID lease of \$24,041 to Bibliotheca and \$52,044 for other expenses such as programs, administrative fees, office supplies, membership, and miscellaneous expenses.

Building and Grounds: As of June 30, \$77,633 which is 19% 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 June 30, \$43,915 which is 1% of the annual budget. Reflects \$1,300 in technology upgrades, and \$42,615 for architectural fees related to Courtyard Design & Construction Documents.

Year to Date FY2026: 8% of budget expenses; 47% budget revenues.

Reserves

\$4,751,256 - Operating cash reserve (fund balance-unassigned). The library's restricted reserves, approved, passed and adopted by the Lake Forest Library Board of Trustees on the 15th day of April 2025, currently total \$4,000,000: capital improvements (\$3,000,000), capital equipment (\$500,000), and technology (\$500,000).

Account Details

Contractual Services Library

Description	May	Jun	YTD	Budget
CCS & OCLC (Integrated Library System)	\$ 11,670	\$ -	\$ 11,670	\$100,000
HR Consulting	\$ -	\$ -	\$ -	\$ 25,000
LAN, WAV, and Support (MSP)	\$ 2,130	\$ 9,925	\$ 12,055	\$145,200
EZ Proxy & Collection HQ	\$ -	\$ -	\$ -	\$ 10,000
Bibliotheca	\$ 24,041	\$ -	\$ 24,041	\$ 25,000
Online/Internet (fiber)	\$ -	\$ 1,338	\$ 1,338	\$ 25,000
Other: Web Calendar Subscription	\$ -	\$ -	\$ -	\$ 50,000
Technology Leased & Warranty Renewals	\$ -	\$ 1,687	\$ 1,687	\$ 30,000
Total	\$ 37,841	\$ 12,950	\$ 50,791	\$410,200

Others

Description	May	Jun	YTD	Budget
NEW STRATEGIC INITIATIVES	-	\$ 11,209	\$ 11,209	\$ 100,000
ADMINISTRATIVE SERVICES	\$ 2,382	-	\$ 2,382	\$ 30,000
PERSONNEL RECRUITMENT	-	-	-	\$ 1,000
TRAINING & DEVELOPMENT	-	\$ 1,314	\$ 1,314	\$ 30,000
EMPLOYEE TUITION	-	-	-	\$ 10,000
MEMBERSHIP DUES	\$ 1,545	\$ (17)	\$ 1,528	\$ 11,000
MEETINGS & EXPENSE REIMB	-	-	-	\$ 2,500
LEGAL	-	-	-	\$ 100,000
AUDITING SERVICES	-	-	-	\$ 9,000
PROGRAMS & SERVICES	\$ 10,006	\$ 16,733	\$ 26,739	\$ 152,400
ONLINE BANKING FEES	\$ 276	-	\$ 276	\$ 2,200
INSURANCE - LIABILITY	\$ 1,650	\$ 5,148	\$ 6,798	\$ 10,648
TELEPHONE	\$ 41	\$ 41	\$ 83	\$ 5,000
OFFICE SUPPLIES	\$ 377	\$ 105	\$ 482	\$ 15,000
POSTAGE	\$ 995	\$ 47	\$ 1,042	\$ 7,150
VENDING BEVERAGES	\$ 127	\$ 67	\$ 194	\$ 6,000
Total	\$ 17,398	\$ 34,646	\$ 52,044	\$ 491,898

Contractual Service Building

Description	May	Jun	YTD	Budget
Water Treatment	\$ 184	\$ -	\$ 184	
Alarm System	\$ 2,850	\$ -	\$ 2,850	
Inner Security System	\$ -	\$ -	\$ -	
Rose Pest	\$ 107	\$ 282	\$ 389	
AED (CINTAS)	\$ -	\$ 667	\$ 667	
Total	\$ 3,141	\$ 949	\$ 4,091	\$ 25,000

Building & Grounds

DESCRIPTION	May	Jun	YTD	Budget
CONTRACTUAL SERVICE	\$ 3,141	\$ 949	\$ 4,091	\$ 25,000
WATER	\$ 510	-	\$ 510	\$ 10,000
JANITORIAL SERVICES	\$ 2,999	\$ 2,999	\$ 5,998	\$ 49,500
JANITORIAL SUPPLIES	\$ 380	\$ 1,886	\$ 2,266	\$ 25,000
MAINTENANCE OF EQUIPMENT	\$ 1,830	\$ 2,038	\$ 3,868	\$ 60,000
BUILDING MAINTENANCE	\$ 791	\$ 1,135	\$ 1,926	\$ 120,000
GROUND MAINTENANCE	\$ 1,828	\$ 2,259	\$ 4,087	\$ 50,000
INSURANCE	\$ 51,904	\$ 2,983	\$ 54,887	\$ 59,895
Total	\$ 63,384	\$ 14,249	\$ 77,633	\$ 399,395

Capital Improvement

Description	May	Jun	YTD	Budget
Capital Equipment	\$ -	\$ -	\$ -	\$ 600,000
Technology Upgrade	\$ -	\$ 1,300	\$ 1,300	\$ 250,000
Capital Improvement	\$ -	\$ 42,615	\$ 42,615	\$2,850,000
Total	\$ -	\$ 43,915	\$ 43,915	\$3,700,000



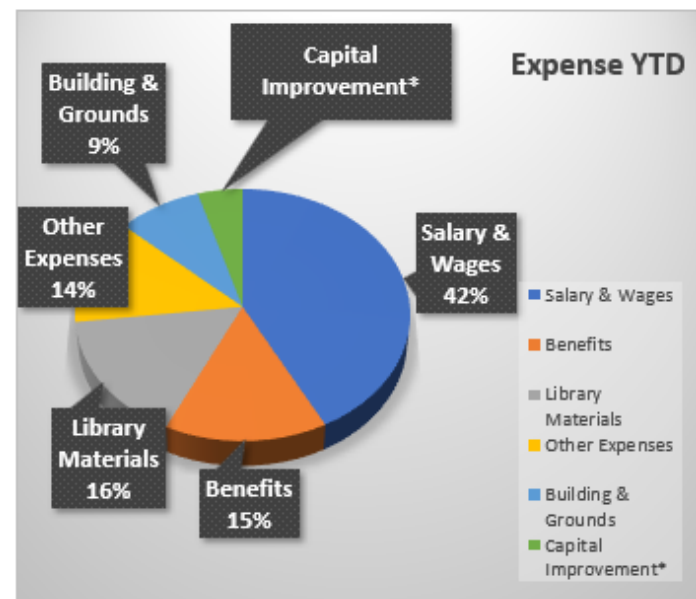
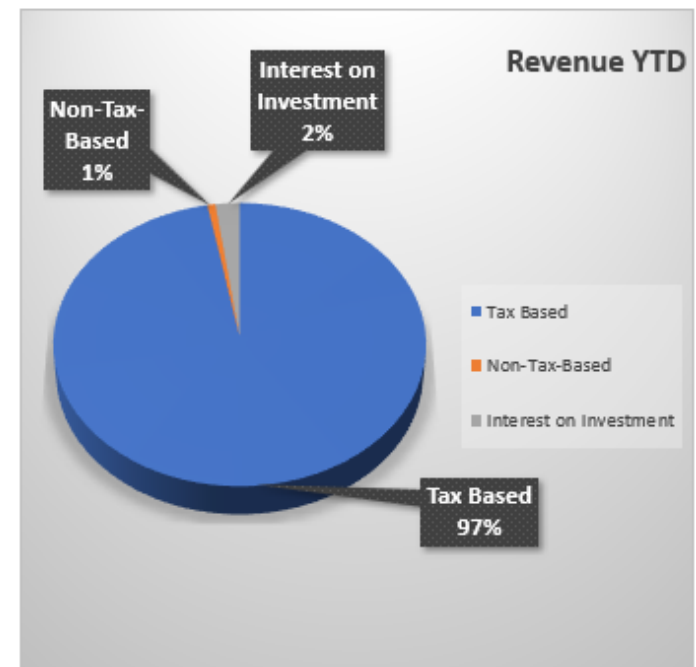
FY2026 Revenue & Expenditure Statement July - 2025 (Month 3)

Revenues	YTD Actual	YTD Budget	Annual Budget	Budget Realized
Tax Based	2,808,305	2,709,076	5,180,869	54%
Non-Tax-Based	20,916	18,250	73,000	29%
Gifts & Grants	5,775	2,500	10,000	58%
Library Generated	7,578	6,000	24,000	32%
Friends of Lake Forest Library	-	15,000	60,000	0%
Interest on Investment	63,817	87,500	350,000	18%
Total Revenues	2,906,392	2,838,326	5,697,869	51%

Expenses	YTD Actual	YTD Budget	Annual Budget	Budget Utilized
Salary & Wages	441,512	580,664	2,322,657	19%
Benefits	154,524	211,856	847,424	18%
Library Materials	166,819	187,500	750,000	22%
Other Expenses	142,588	223,025	892,098	16%
Contractual Services Library*	62,334	102,550	410,200	15%
Other*	80,254	120,675	482,698	17%
Building & Grounds	90,381	99,849	399,395	23%
Capital Improvement*	48,134	925,000	3,700,000	1%
Total Expenses	1,043,958	2,227,894	8,911,574	12%

Reserves	
Reserve - Capital Improvements	3,000,000
Reserve - Technology Improvement	500,000
Capital Equipment	500,000
Fund Balance - Unassigned	4,751,256
Total Reserve Amount	\$ 8,751,256

*Detail on pages 4 & 5 of the report





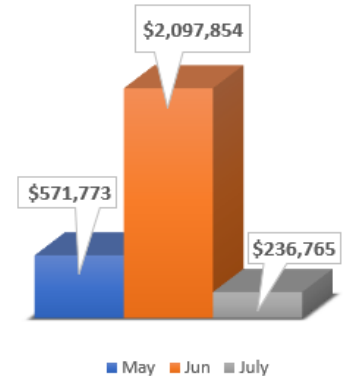
FY2026 Revenue & Expenditure Statement
July - 2025 (Month 3)

Revenues	May	Jun	July	YTD	Budget	Budget Realized
Tax Based	534,505	2,084,237	189,563	2,808,305	5,180,869	54%
Non-Tax-Based	12,154	-	8,762	20,916	73,000	29%
Gifts & Grants	25	100	5,650	5,775	10,000	58%
Library Generated	1,424	4,464	1,690	7,578	24,000	32%
Friends of Lake Forest Library	-	-	-	-	60,000	0%
Interest on Investment	23,665	9,053	31,099	63,817	350,000	18%
Total Revenues	\$571,773	\$2,097,854	\$236,765	\$2,906,392	\$5,697,869	51%

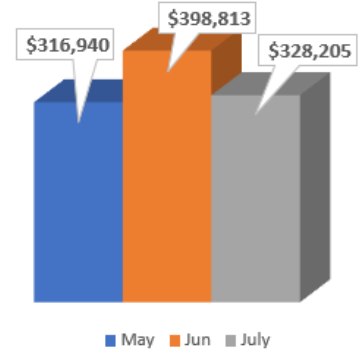
Expenses	May	Jun	July	YTD	Budget	Budget Utilized
Salary & Wages	104,312	168,438	168,761	441,512	2,322,657	19%
Benefits	48,174	53,167	53,183	154,524	847,424	18%
Library Materials	45,832	71,447	49,540	166,819	750,000	22%
Other Expenses	55,239	47,597	39,752	142,588	892,098	16%
<i>Contractual Services Library</i>	37,841	12,950	11,542	62,334	410,200	15%
<i>Other</i>	17,398	34,646	28,210	80,254	482,698	17%
Building & Grounds	63,384	14,249	12,749	90,381	399,395	23%
Capital Improvement	-	43,915	4,219	48,134	3,700,000	1%
Total Expenses	\$316,940	\$398,813	\$328,205	1,043,958	8,911,574	12%

Excess / (Deficit)	\$254,833	\$1,699,041	(\$91,440)	1,862,434	(\$3,213,705)
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Revenue By Month



Expense By Month



**Lake Forest Library
Financial Notes and Variance Report
For the Month of July 2025 (Month 3) FY2026**

Funds on Hand: \$4,751,256 (unrestricted/unaudited).

General Operations - Revenues

Property Tax: As of July 31, the Library received \$2,808,305 in property tax distributions, which is 54% of the annual budget.

Non-Tax-Based: As of July 31, the Library received \$20,916 in property tax distributions which reflects personal property tax of \$20,916 and per capita grant \$0 which is 29% of the annual budget.

Gifts: As of July 31, the Library received \$5,775 as gifts and grants, which is 58% of the annual budget.

Library-Generated: As of July 31, the Library received \$7,578 in Library generated income. This income is from copiers, other revenue such as CCS and miscellaneous fees, which is 32% of the annual budget.

Interest on Investment: As of July 31, the Library received \$63,817 in interest on investment which is 18% of the annual budget.

General Operations - Expenditures

Salaries, wages, and benefits: As of July 31, \$441,512 for salaries and wages: 19% of FY budget; \$154,524 for benefits: 18% of FY budget. \$94,547 for medical insurance 20% of FY budget; \$32,704 for SSN: 18% of FY budget; \$24,042 for IMRF: 13% of FY budget and \$3,231 for Worker's Compensation: 54% of FY budget.

Materials: Books, AV, and Electronic Services: As of July 31, \$166,819: 22% of annual budget, this includes payments for periodical and database subscriptions.

Other Operating Expenditures: As of July 31, \$142,588: 16% of FY budget. Includes \$62,334 in library contractual services, including fourth payment of RFID lease of \$24,041 to Bibliotheca and \$80,254 for other expenses such as programs, administrative fees, office supplies, membership, and miscellaneous expenses.

Building and Grounds: As of July 31, \$90,381 which is 23% 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 July 31, \$48,134 which is 1% of the annual budget. Reflects \$5,519 in technology upgrades, and \$42,615 for architectural fees related to Courtyard Design & Construction Documents

Year to Date FY2026: 12% of budget expenses; 51% budget revenues.

Reserves

\$4,751,256 - Operating cash reserve (fund balance-unassigned). The library's restricted reserves, approved, passed and adopted by the Lake Forest Library Board of Trustees on the 15th day of April 2025, currently total \$4,000,000: capital improvements (\$3,000,000), capital equipment (\$500,000), and technology (\$500,000).

Account Details

Contractual Services Library

Description	May	Jun	July	YTD	Budget
CCS & OCLC (Integrated Library System)	\$ 11,670	\$ -	\$ -	\$ 11,670	\$100,000
HR Consulting	\$ -	\$ -	\$ 179	\$ 179	\$ 25,000
LAN, WAV, and Support (MSP)	\$ 2,130	\$ 9,925	\$ 9,929	\$ 21,984	\$145,200
EZ Proxy & Collection HQ	\$ -	\$ -		\$ -	\$ 10,000
Bibliotheca	\$ 24,041	\$ -		\$ 24,041	\$ 25,000
Online/Internet (fiber)	\$ -	\$ 1,338	\$ 1,363	\$ 2,701	\$ 25,000
Other: Web Calendar Subscription	\$ -	\$ -	\$ 11	\$ 11	\$ 50,000
Technology Leased & Warranty Renewals	\$ -	\$ 1,687	\$ 73	\$ 1,760	\$ 30,000
Total	\$ 37,841	\$ 12,950	\$ 11,556	\$ 62,347	\$410,200

Others

Description	May	Jun	July	YTD	Budget
NEW STRATEGIC INITIATIVES	\$ -	\$ 11,209	\$ -	\$ 11,209	\$ 100,000
ADMINISTRATIVE SERVICES	\$ 2,382	\$ -	\$ 4,764	\$ 7,145	\$ 30,000
PERSONNEL RECRUITMENT	\$ -	\$ -	\$ -	\$ -	\$ 1,000
TRAINING & DEVELOPMENT	\$ -	\$ 1,314	\$ 3,675	\$ 4,989	\$ 30,000
EMPLOYEE TUITION	\$ -	\$ -	\$ -	\$ -	\$ 10,000
MEMBERSHIP DUES	\$ 1,545	\$ (17)	\$ 825	\$ 2,353	\$ 11,000
MEETINGS & EXPENSE REIMB	\$ -	\$ -	\$ -	\$ -	\$ 2,500
LEGAL	\$ -	\$ -	\$ 2,363	\$ 2,363	\$ 100,000
AUDITING SERVICES	\$ -	\$ -	\$ -	\$ -	\$ 9,000
PROGRAMS & SERVICES	\$ 10,006	\$ 16,733	\$ 15,556	\$ 42,295	\$ 152,400
ONLINE BANKING FEES	\$ 276	\$ -	\$ 281	\$ 557	\$ 2,200
INSURANCE - LIABILITY	\$ 1,650	\$ 5,148	\$ -	\$ 6,798	\$ 10,648
TELEPHONE	\$ 41	\$ 41	\$ 41	\$ 124	\$ 5,000
OFFICE SUPPLIES	\$ 377	\$ 105	\$ 39	\$ 521	\$ 15,000
POSTAGE	\$ 995	\$ 47	\$ 290	\$ 1,331	\$ 7,150
VENDING BEVERAGES	\$ 127	\$ 67	\$ 376	\$ 570	\$ 6,000
Total	\$ 17,398	\$ 34,646	\$ 28,210	\$ 80,254	\$ 491,898

Contractual Service Building

Description	May	Jun	July	YTD	Budget
Water Treatment	\$ 184	\$ -	\$ -	\$ 184	
Alarm System	\$ 2,850	\$ -	\$ -	\$ 2,850	
Inner Security System	\$ -	\$ -		\$ -	
Rose Pest	\$ 107	\$ 282	\$ 114	\$ 503	
AED (CINTAS)	\$ -	\$ 667	\$ 1,109	\$ 1,776	
Total	\$ 3,141	\$ 949	\$ 1,223	\$ 5,313	\$ 25,000

Building & Grounds

DESCRIPTION	May	Jun	Jul	YTD	Budget
CONTRACTUAL SERVICE	\$ 3,141	\$ 949	\$ 1,223	\$ 5,313	\$ 25,000
WATER	\$ 510	-	\$ -	\$ 510	\$ 10,000
JANITORIAL SERVICES	\$ 2,999	\$ 2,999	\$ 2,999	\$ 8,997	\$ 49,500
JANITORIAL SUPPLIES	\$ 380	\$ 1,886	\$ 1,175	\$ 3,441	\$ 25,000
MAINTENANCE OF EQUIPMENT	\$ 1,830	\$ 2,038	\$ 1,444	\$ 5,312	\$ 60,000
BUILDING MAINTENANCE	\$ 791	\$ 1,135	\$ 1,495	\$ 3,420	\$ 120,000
GROUNDS MAINTENANCE	\$ 1,828	\$ 2,259	\$ 4,413	\$ 8,500	\$ 50,000
INSURANCE	\$ 51,904	\$ 2,983	\$ -	\$ 54,887	\$ 59,895
Total	\$ 63,384	\$ 14,249	\$ 12,749	\$ 90,381	\$ 399,395

Capital Improvement

Description	May	Jun	July	YTD	Budget
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ 600,000
Technology Upgrade	\$ -	\$ 1,300	\$ 4,219	\$ 5,519	\$ 250,000
Capital Improvement	\$ -	\$ 42,615	\$ -	\$ 42,615	\$2,850,000
Total	\$ -	\$ 43,915	\$ 4,219	\$ 48,134	\$3,700,000

LAKE FOREST LIBRARY BOARD OF TRUSTEES

Finance Committee Meeting Minutes – July 10, 2025

Members Present: Trustee Vince Sparrow, Trustee John Johnson, Executive Director Ishwar Laxminarayan, Business Manager Leo Hamza

The Finance Committee convened at 10:00 AM. There was no public comment.

Business Manager Leo Hamza presented the financial report for June 2025, introducing a revised format for the committee's review. Trustees Sparrow and Johnson expressed appreciation for the updated layout and suggested minor adjustments, specifically recommending a reorganization of the tables listed on pages 4 and 5 to enhance clarity and flow.

Executive Director Ishwar Laxminarayan provided an overview of the organization's current cash balances and investment holdings. After discussion, the committee reached a consensus that no changes or additional investments were necessary at this time.

Laxminarayan also briefed the committee on capital improvement plans, focusing on the upcoming courtyard project. He outlined the anticipated payment schedule and key milestones associated with the project.

The next Finance Committee meeting is scheduled for Thursday, August 14, 2025, at 9:30 AM.

The meeting was adjourned at 10:42 AM.

LAKE FOREST LIBRARY BOARD OF TRUSTEES

Building Committee Meeting Minutes – August 7, 2025

Trustees Present: Trustee Heather Strong, Trustee Emily Van Bel, Trustee Vince Sparrow, Trustee John Johnson, Trustee Garth Pearson, Trustee JoAnn Desmond, Trustee Robert Shaw

Building Committee Chair Heather Strong called the meeting to order at 6 pm and welcomed the gathering. She provided an overview of the recent projects that the library had completed in the last three years – the restoration of the dome and the restoration of the Remisoff Murals in the rotunda. She pointed out that as part of our planning for the library building's centennial in 2031, we would now be rehabilitating the exterior courtyards and then revitalize and upgrade the original 1931 rooms of the Library.

Trustee Strong also cited the strong partnerships that the Library had forged with the Lake Forest Preservation Foundation, the Lake Forest Garden Club and the Friends of the Lake Forest Library. Since the approval of the courtyards project by the Historic Preservation Commission (HPC) on May 28, the library has received feedback from community residents.

Ken Itle from Wiss Janney Elstner Associates (WJE) provided an update on the courtyard pavement plans, highlighting the following proposed changes since the HPC approval:

- Thermally treated Bluestone pavers
- Brick border flush with pavers
- Rectangular layout in both courtyards
- Center paved area on south facade
- Identical layout for both courtyards
- Concrete sidewalks outside courtyard

Bart Hebert and Nikoll Taylor from Gardens in Progress provided an update on the garden plantings.

Attendees raised questions and clarifications that were addressed by the two firms. The Library will return to the HPC with an updated pavement plan and garden planting plan in the near future.

Trustee Emily van Bel thanked the attendees for their valuable feedback and emphasized that we are committed to treating our beloved library building with the utmost respect and care. She noted that the Library had worked extremely hard to assemble a team that shared our vision and commitment and stressed that the present team was well equipped to implement our vision and move forward with the project.

The meeting adjourned at 7.30 pm.

LAKE FOREST LIBRARY BOARD OF TRUSTEES

Finance Committee Meeting Minutes – August 14, 2025

Members Present: Trustee Vince Sparrow, Trustee John Johnson, Executive Director Ishwar Laxminarayan, Business Manager Leo Hamza

The Finance Committee meeting was called to order at 10:06 AM. There was no public comment.

Executive Director Laxminarayan reviewed the July finance report, noting updates to its format. Committee members inquired about personnel-related budget lines, and the Director provided context regarding timing and contributing factors.

Trustee Sparrow recommended removing the “preliminary” label from finance reports, citing the consistency of audit outcomes.

Business Manager Leo Hamza presented a tracking spreadsheet for capital improvement projects, detailing contracted costs and payments to date. The document will be updated regularly to support financial oversight of on-going major capital improvement projects.

Executive Director Laxminarayan shared an update on the Courtyard Rehabilitation Project, including developments from the initial phase of construction.

The next Finance Committee meeting is scheduled for Tuesday, October 14, 2025, at 3:00 PM.

The meeting adjourned at 10:52 AM.



Wiss, Janney, Elstner Associates, Inc.
330 Pfingsten Road
Northbrook, Illinois 60062
847.272.7400 tel
www.wje.com

July 22, 2025

Mr. Ishwar Laxminarayan
Executive Director
Lake Forest Library
360 East Deerpath Road
Lake Forest, Illinois 60045

Lake Forest Library - Construction Administration

WJE No. 2024.3861

Dear Mr. Laxminarayan:

As requested, Wiss, Janney, Elstner Associates, Inc. (WJE) is pleased to provide this proposal for construction administration services for the rehabilitation of the courtyards of the Lake Forest Library. As you know, a contract for construction has recently been signed to implement the work designed by WJE. This proposal addresses the construction phase services to be provided by WJE and our subconsultant Grumman Butkus Associates (GBA).

SCOPE OF SERVICES

- Issue for Construction Documents.** Based on design changes requested by the library board, we will prepare a revised Issue for Construction drawing set and incorporated the revised design in the Contract for Construction. We will also present the updated design at public meetings of the library board and the City of Lake Forest Historic Preservation Commission.
- Construction Phase Office Administration.** During construction, we will review contractor submittals, respond to contractor questions, and prepare supplemental details, if needed, to address unique field conditions identified during the work. We will review contractor applications for payment on a monthly basis. Upon substantial completion of major portions of the work, we will prepare punch lists for final completion by the contractor. At completion, we will review contractor warranty and close-out documentation.
As part of this task, GBA will review shop drawings and submittals related to the electrical and plumbing scopes of work.
- Construction Phase Site Observation.** We will also periodically visit the site during construction to review the contractor's progress as well as any unique or unanticipated field conditions exposed during our visit. We will review contractor samples and mock-ups on site. Our field observations and discussions will be documented with site visit reports. For purposes of this proposal, we anticipate weekly site visits during the active phase of work on site, which is expected to last approximately 16 weeks from late July through late December. While on site, we plan to attend construction progress meetings with the contractor and representatives of the library. Depending upon the actual schedule for the work, additional WJE construction phase services may be needed; we will review our scope of services with you as construction proceeds should any adjustments (e.g., additional site visits) be

needed.

As part of this task, GBA will perform six site visits over the course of the project to review the progress of the electrical and plumbing scopes of work.

4. **Meetings.** We anticipate occasional attendance by WJE at meetings of the library board or committees, as necessary to update the board and interested members of the public at key milestones during construction.
5. **Record Drawings.** Based on as-built documentation provided by the contractor and our observations and sketches prepared during construction, we will update the existing AutoCAD drawings as Record Drawings of the completed work. The final drawings will be provided as PDF and DWG files to the library.

BUDGET

We propose to complete the above Scope of Services for Construction Administration for a fixed fee of \$82,000. Of this total, WJE fees are \$62,000 and GBA fees are \$20,000. All services will be performed in accordance with the previously signed AIA B104 agreement between WJE and the Board of Trustees of the Lake Forest Library.

We look forward to continuing to work with you and the library board and staff for this important project.

Sincerely,

WISS, JANNEY, ELSTNER ASSOCIATES, INC.



Kenneth Itle
Associate Principal

LIBRARY HOURS
January 2025 – December 2025

Monday – Thursday: 9:00 am – 9:00 pm
Friday: 9:00 am – 6:00 pm
Saturdays: 9:00 am – 5:00 pm
Sundays: 1:00 pm – 5:00 pm

Library Closures

New Year's Day	Wednesday, January 1, 2025
(Easter) Sunday Closing	Sunday, April 20, 2025
Memorial Day Weekend	Sunday, May 25 – Monday, May 26, 2025
Independence Day Eve	Thursday, July 3, 2025, close at 5:00 pm
Independence Day	Friday, July 4, 2025
Lake Forest Day	Wednesday, August 6, 2025, open at 2:00 pm
Staff In Service Day	Friday, August 29, 2025 (proposed)
Labor Day	Sunday, August 31, 2025 - Monday, September 1, 2025
Thanksgiving Day Eve	Wednesday, November 26, 2025, close at 5:00 pm
Thanksgiving Day	Thursday, November 27, 2025
Staff In Service Day	Friday, December 5, 2025, close at 1:00 pm
Christmas Observance	Wednesday, December 24 – Thursday, December 25, 2025
New Year's Eve	Wednesday, December 31, 2025, close at 5:00 pm

Staff In-Service Days

Summer	Friday, August 29, 2025 (proposed)
	Wednesday, August 6, 2025, 9:00 am – 2:00 pm
Fall	Friday, December 5, 2025, 1:00 pm – 6:00 pm

**Approved by the Lake Forest Library Board of Trustees on December 17, 2024 (draft for
revision August 19, 2025)**

Library Operations Report June 2025

Adult Services

Author Ursula Pike, our 2023 Read Between the Ravines author has had her memoir *An Indian Among Los Indigenas: a Native Travel Memoir* printed in paperback. This new edition contains discussion questions which Lake Forest Librarians assisted in compiling. She sent us 2 copies which contain this nice acknowledgement: *Thank you to the librarians at the Lake Forest Library, Lake Forest, Illinois, for developing several of these questions, specifically librarian Lydia Frank.*

On June 26 the Library was honored with a visit from the family of Alfred E. Hamill, President of the Lake Forest Library Board from 1925 to 1952. Accompanied by her father, Walter Winter, and her three children, Sylvia Corwith Hamill Winter Baggish, great granddaughter of Alfred E. Hamill, was thrilled to visit the Library. An artist herself, she and her family enjoyed a tour of the building including the Children's Library where she, her father, and her children admired the Apple Tree Children sculpture. While viewing the mural in the Rotunda, we pointed out the likeness of her great grandfather and of the artist. The family took pictures in front of a pencil drawing of Alfred E. Hamill by Nicolai Remisoff that is in the Library Director's office. She and her father (who grew up in Lake Forest) were interested in the board reports from Hamill's presidency and especially the proclamation honoring Alfred E. Hamill for his longtime service on the Library board.

Reading's a Trip, our Summer Reading program began on June 1. By the end of June, we had 131 patrons register, 46 patrons complete the program, and 373 books were logged. We have done four raffle drawings so far, for gift cards to local businesses, including Once Upon a Bagel, Ferrentino's Pizzeria, Fresh Market, and Pasquesi Home & Garden (winner pictured below left).



Our programs on reading, travel, history and food continue to be among our most popular offerings. Susan Maddox presented *Picnic Ideas for Summer Days* to 50 fans (pictured above right) and an equal number visited Patagonia over Zoom with travel host Brian Michalski. Kate assisted the History Center as they hosted author Sash Bischoff author of *Sweet Fury*. The Library also supported this History Center program by providing copies of the book and setting

up a display. These programs are in support of the 100th year anniversary of the publication of *The Great Gatsby*.

The Union Prisoners of War at Camp Douglas was another popular program this month with 21 patrons joining us on a rainy June evening.

This month's Grab 'n' Go Bee Hotel Kit was a sold-out success and will be repeated next year.

The Adult Services team has finished planning events for fall, including this year's Lake Forest Reads program featuring William Kent Krueger and his book *The River We Remember*. Our author events will be Sunday afternoon on November 2 at Gorton and Monday morning, November 3 here at the library. Kate met with several Lake Forest organizations to plan for off-site collaborations, including Library staff hosting programs at Lake Forest Open Lands and at Elawa Farm.

Media Lab



Intro to 3D Printing for Grades 3-5, led by Ming Lu and John Lacson (pictured above right), was a big hit in June. Attendees built up their creativity, problem-solving skills, and hands-on tech experience in a fun and supportive environment.

John Lacson led the **Intro to Canva: Build a Digital Travel Postcard** program in June. The program was well attended and offered a valuable opportunity for learners to develop digital design skills in a creative and accessible way. Participants learned how to use Canva by designing their own digital postcards, gaining practical experience with layout, color, typography, and imagery.

An additional access point was installed in the Media Lab to strengthen wireless network connectivity. As the Media Lab continues to add more network-connected tools, the additional access point helps support a reliable, scalable, and future-ready digital workspace.

Youth Services



Family Parachute Playtime on the Front Lawn was so much fun! The children of many ages were working together to wiggle their parachutes, soar to new heights, and even hide under the parachute.



Build A Drone for Grades 3–7. Claire Thomas and Chad Clark worked together to create this family friendly project to build a drone out of plastic blocks, add a motor and propellers, and learn STEM concepts to roll, pitch, yaw, and throttle their way through a test flight in the Kasian Room!



Charlie Johnson (pictured above left) created the most fantastic USA flag at the June 25 **LEGO Club**.

The first **Reader's Theater for Grades 4–6** happened this month (pictured above middle and right)! Have you read the picture book, *The Day the Crayons Quit*? The Reader's Theatre class had a fabulous time with the adaptation of this book with the script *The Day the Colored Pencils Resigned*.

Young Adult Services



Emmy trained 56 teen volunteers to help with the Library's Summer Reading Program and assist with programs! So far they have volunteered a collective 400+ hours this summer! Teens make it possible for the Library to have so many programs, helping with set up, take down, crowd control, and ensuring none of the participants are left out of any activities.

72 teens signed up in June for the Summer Reading Program with 45 already completing the challenge. 469 books were read by teens in the month of June with 163 rewards redeemed!

June 1 was the end of our first year of 100 Books Before Graduation! There are currently 33 active readers in the program (meaning, they've redeemed prizes at the Library in the last 90 days). As part of the program there is an annual raffle which high schoolers can enter using

tickets earned reading books for the program. Sydney Keck won this year's raffle and took home a pair of Sony noise-cancelling headphones!



Stich 'n' Snack Knit & Crochet Group for Grades 5–8 is a new program brought to life by Maddie and Emmy! So far participants have crocheted flower bookmarks and small stuffed penguins (called amigurumi!). Many of the participants now bring their personal projects into the Library to show the librarians their progress. The program has been popular enough that it will be carried into the Fall quarter on a monthly basis.



Emmy brought back a favorite grab 'n' go craft this summer: Candy Sushi! Patrons were given a bag full of rice krispie treats and candy and made delicious, sugary treats. Elyse Bagan and Hailey Davis submitted these pictures of their creations.

Facilities

On June 3, Facilities cleaned the coils of the chiller and removed any build up to help the machine function better.

Krause Electric was onsite on Tuesday, June 10, to upgrade the power supply for the new copier.

Save A Tree came onsite Wednesday, June 11 to walk the property and give an estimate regarding tree trimming along the walkways and the South Lawn of the Library. The work is scheduled for Wednesday, July 16.

On June 19, Lake Forest Police Chief John Burke and Deputy Chief Michael Lange conducted a safety site survey with Facilities and presented training to the Senior Staff. All Staff training is scheduled for Friday, August 29.

Integrated Building Automation was onsite June 19 to complete the balancing of the air handlers.

During the week of June 23 Facilities supported the Friends with the relocation of all sorted/boxed donations from the building. The support involved installation of the conveyer belt, constructing a rain shelter for the workspace, coordinating moving trucks, safeguarding patron traffic in the Children's Library during the move and relocating the conveyer belt at the conclusion of the project.

American National Sprinkler was onsite multiple times during the week of June 23 to service the lawn sprinkler system. The service crew determined the control panel was malfunctioning and needed to be replaced. A proposal is pending.

Hill Mechanical was onsite June 27 to service the Chiller which was in an alarm state. The technician cleared the alarm and reset the system. Functionality was restored and cooling resumed.

On June 30 Pasquesi Plumbing was onsite and inspected a leaking floor pipe. The recent heavy rain had caused the plumbing vent to leak. A proposal for the repair is in progress.

TechVoo was also onsite to install a new access point in the Media Lab on June 30. Facilities supported the installation and re-installed ceiling panels once the project was completed.

Circulation

June was a busy circulation month. We saw big checkout numbers throughout the month. The Library had 4 days of checkouts exceeding 1,000! On the last day of Exam Escape June 4, the Library checked out 955 items with 352 renewals coming to a grand total of 1,307 items checked out. In addition, the staff checked in 672 items that day and placed 84 titles on hold for patrons to pick up. Even the patrons did some heavy lifting. The self-checks had 243 items scanned to go.

The Friends Children's book sale June 12–14 added a nice boost to the gate count with kids, parents and grandparents wandering in and around the Foyer. During the first day of the sale, the upstairs gate recorded 833 guests and 340 went through the Children's Library gates.



High temperatures and some bad air quality made us a popular stopping point for the local citizens. We saw people stop by to cool off and take a break, play checkers, and to browse through displays. The Reading Room was busy with people catching up on newspapers and the latest magazines. Even students taking summer classes are coming into study.

Take out Tech is enjoying a surge as patrons place holds to try Playstation 5, use a projector for a movie night, Roku's to binge a series or just play Nintendo until you drop. Hot spots are back out as fast as they come in.

Another great start to the Library summertime version!

AMERICAN LIBRARY ASSOCIATION CONFERENCE REPORTS

Vannessa Powell – Adult Services

Opening Session:

- Mayor of Philadelphia (Cherelle Parker) spoke – very welcoming said there were 15,000 librarians at conference.
- Michigan Governor Gretchen Whitmer – wrote a new youth book discussing some of her experiences and it includes resources for help with some of the more difficult topics. She mentioned one thing she found underrated in politics is apologizing when wrong.

George Takei:

- Amazing to see in person (I'm a big Star Trek fan) and still very mentally sharp despite his physical decline.
- He spoke about being imprisoned in Japanese internment camps during WWI. Fascinating firsthand viewpoint – He and his family were housed in horse stables in Arkansas (they are still preserved as museums I found out). He talked about how they needed manpower in the war, so they created a loyalty questionnaire to see if some of the prisoners would be candidates to serve. Answers could be turned against them no matter how they answered some of the questions. His father opted not to join because his children would still be imprisoned and there wouldn't be anyone to protect them.
- He also talked about coming out as gay man at age 68 and that his first acting job was acting as a straight man.

Several Author Talks: These were some of my favorites:

In Real Life Must-Read Memoirs: Sash Bonet, Keira D'Amote, Kate Swenson, Michael Thomas. So interesting to hear from the authors about their writing experience and hear about these books I've ordered for our library.

Literary Luminaires: Anne Bryn (a great cookbook writer), Ari Filiakos (narrator audio books), Chris Health, Diane McKinney, Yume Kitasei, Diane McKinney-Whetstone, Helen Laser (narrator audio books including *The Wedding People*).

Helen Laser talked about the problem with AI narrator audio books. It's taking jobs from narrators, lots of mispronunciations (especially locations and names- one she found was Auguste Rodin sculptor of *The Thinker*). She talked about all the work that goes into preparing (all the different character voices: including where they grew up, accents and physically- are they out of breath, etc). She challenged libraries to use only real people narrators and purchase from companies who don't use AI voices.

Gala Author Tea: (my favorite of all) Karan Desai, Lily King, Catherine Newman (hysterical and moving). She talked about the librarians being the keepers of secrets – the 10 books on menopause rage that she checked out, Sarah Penner, Mary Roach (laughed so hard I was crying), Sam Sussman.

All the authors talked about what libraries and librarians meant to them. How they were the safe place to go, librarians encouraged & expanded their reading, helped them research and find hard to locate information, and I think it was Diane McKinney-Whetstone that said she couldn't date when she was younger, but she could go to the library (just a coincidence that a certain boy was there too).

Future of Library Science: Innovating with AI, User Experience, and Service Design

- Panel of Librarians from NY Public Library, U of Michigan, S. Hunting Public Library
- NY Public things they are doing:
 - Expanding Digital Learning (Make it – print it – sell it 3D items), Create IOS apps, audio & video training
 - Device loan kits (for Macs, audio & video kits)
 - Neighborhood Tech Help – go outside of library, ex- café
 - Let Staff play with AI – all vendors are using it now (Notebook LM-what can do, Google Gemini-create info sheet)
 - Working group – (policy & guidelines around AI)
- S. Hunting Public:
 - AI user group – safely experiment, not all fans but having conversations (AI impacting everyone differently)
 - Talked about Engagement vs. Acceptance
 - Education to avoid safety & misuse
 - Policy foundation – Ethics Guidelines
 - Training – Demystified tech (can add order to chaos)
 - User agreements-acceptable usage
 - Energy costs of AI – Is it worth the cost?
 - Google Vio- making videos (how to use it better, instead of Tik-Tok videos)
 - Paid vs. unpaid – free is not really free because giving access to personal info (Privacy vs. Convenience)

Genealogical & Local History Library Discussion Group- Met some other librarians in this field and exchanged ideas on programming and resources.

Programming Ideas

- Genealogy Day program
- Local History Day – coordinated with History Center, exhibits, and speakers
- Local History Landmark
- Cover a local crime
- Unusual Genealogy – divorce, separation, & insanity

Resources

- Tax rolls
- Railroad retirement board
- Bodies in transit (several cities have from 17th & 18th century)

- The Footlocker project – veterans archiving program

Shelf Talk – Collection HQ:

Some new features

- Prioritize List: when you have a huge weeding list you can use prioritize list to bring it down to a more manageable number
- D.E.I: with many libraries being targeted for these holdings- they are looking into placement -perhaps make it a drop-down choice
- Series: Can pull all series together by publication date (only as good as your MARC records)

Maddie Wenc – Youth Services

I had a wonderful time at the ALA Conference! I thought I would share a quick write-up of some of the highlights.

1. I attended a set of back-to-back Graphic Novel Sessions. The first was about social-emotional learning in relation to graphic novels, and the second was called "Why Graphic Novels: Defending Graphic Novels' Value in School in the Age of Censorship." The first session featured Scott McCloud, author of Understanding Comics and The Cartoonist's Club, and the second featured Maia Kobabe, author of Genderqueer: A Memoir. I have notes expanding on these sessions at home. Maia, in particular, had some interesting thoughts regarding the unique difficulties of having a memoir banned.
2. Like Vanessa, I went to the opening session with Gretchen Whitmer.
3. The staff at the Playaway Booth provided a lot of information to consider for possible exploration kits and also taught me more about their phonics and decodable wonderbooks.
4. Dr. Carla Hayden, former Librarian of Congress, discussed the challenges libraries and librarians are facing.
5. George Takei spoke about his upcoming memoir and his experience fighting for representation and equality while he was still in the closet.
6. I attended a Penguin Young Readers Book Buzz Session, which featured Newbery Honoree Chanel Miller, author of Magnolia Wu Unfolds It All.
7. I went to a session on Banned Books featuring the author of Banned Together: Our Fight for Readers' Rights. Ashley Hope Perez, and three other contributors to her book discussed the value of reading and representation, and how books can serve as windows, mirrors, and sliding glass doors.
8. I went to a session about a Big Read held at Kenosha Public Library for babies and their caregivers. This session was led by the librarians who planned and presented the Big Read events.
9. I also spent a decent chunk of time exploring the exhibit hall.

UPCOMING EVENTS

Monday, July 14, 2025, Kasian Room, 7:00– 8:00 pm

Chicago's Most Wanted: Murderous Mobsters, Midway Monsters and Windy City Oddities

Friday, July 18, 2025, Front Lawn (Kasian Room in case of rain), 10:00–11:00am

Family Picnic Storytime on the Lawn

Tuesday, July 22, 2025, Kasian Room, 5:00– 6:00 pm

Discover ChatGPT: Prompt Engineering Playground

Wednesday, July 23, 2025, Kasian Room, 7:00–8:00 pm

Polo, Parties, & Panache: Lake Forest During the Great Gatsby Era

Saturday, July 26, 2025, Front Lawn (Kasian Room in case of rain), 1:00–3:00 pm

Reading's a Trip Summer Bubble & Balloon Bash for All Ages

Thursday, August 7, 2025, Kasian Room, 6:00 pm – 7:30 pm

Public Meeting: Courtyards Rehabilitation

Monday, August 18, 2025, Friends Reading Room, 5:00 pm – 6:30 pm

Meet and Greet with trustees of the Lake Forest Preservation Foundation and Vinci Hamp Architects

TOP TEN CIRCULATING ITEMS
June 2025

e-Audiobooks			
Position	Title	Author	Circs
1	<i>My Friends: A Novel</i>	Backman, Fredrik	23
2	<i>The God of the Woods</i>	Moore, Liz	21
3	<i>Great Big Beautiful Life</i>	Henry, Emily	18
4	<i>Atmosphere</i>	Reid, Taylor Jenkins	16
5	<i>Wild Dark Shore</i>	McConaghy, Charlotte	16
6	<i>All the Colors of the Dark</i>	Whitaker, Chris	15
7	<i>Broken Country</i>	Hall, Clare Leslie	14
8	<i>The Wedding People</i>	Espach, Alison	13
9	<i>Original Sin*</i>	Tapper, Jake	12
10	<i>Say You'll Remember Me</i>	Jimenez, Abby	12

*Denotes nonfiction title

e-Books			
Position	Title	Author	Circs
1	<i>Great Big Beautiful Life</i>	Henry, Emily	30
2	<i>The Let Them Theory*</i>	Robbins, Mel	22
3	<i>The God of the Woods</i>	Moore, Liz	21
4	<i>Atmosphere</i>	Reid, Taylor Jenkins	18
5	<i>The Wedding People</i>	Espach, Alison	18
6	<i>My Friends: A Novel</i>	Backman, Fredrik	15
7	<i>One Golden Summer</i>	Fortune, Carley	15
8	<i>Say You'll Remember Me</i>	Jimenez, Abby	15
9	<i>Onyx Storm</i>	Yarros, Rebecca	14
10	<i>Problematic Summer Romance</i>	Hazelwood, Ali	13
11	<i>The Women</i>	Hannah, Kristin	13

*Denotes nonfiction title

Adult Books			
Position	Title	Author	Circs
1	<i>Broken Country :</i>	Hall, Clare Leslie	40
2	<i>Great Big Beautiful Life</i>	Henry, Emily	15
3	<i>The Names</i>	Knapp, Florence	13
4	<i>Be Ready When the Luck Happens*</i>	Garten, Ina	13
5	<i>Strangers in Time</i>	Baldacci, David	12
6	<i>The First Gentleman</i>	Clinton, Bill	12
7	<i>James</i>	Everett, Percival	12
8	<i>Beautiful Ugly</i>	Feeney, Alice	12
9	<i>The Ministry of Time</i>	Bradley, Kalliane	11
10	<i>Nobody's Fool</i>	Coben, Harlan	11
*Denotes Nonfiction			

Children's Books			
Position	Title	Author	Circs
1	<i>5-minute Pinkalicious Stories</i>	Kann, Victoria	16
2	<i>Pinkalicious</i>	Kann, Victoria	13
3	<i>Harry Potter and the Sorcerer's Stone</i>	Rowling, J. K.	13
4	<i>Simon Sort of Says</i>	Bow, Erin	12
5	<i>Medusa</i>	Marsh, Katherine	12
6	<i>The Thank You Book</i>	Willems, Mo	12
7	<i>Final Season</i>	Green, Tim	11
8	<i>Rules</i>	Lord, Cynthia	11
9	<i>Claudia and the Bad Joke</i>	Nopra, Arley	11
10	<i>The Scarlet Shedder</i>	Pilkey, Dav	11

Teen Books			
Position	Title	Author	Circs
1	<i>We'll Always Have Summer</i>	Han, Jenny	10
2	<i>The Inheritance Games</i>	Barnes, Jennifer Lynn	9
3	<i>Dr. Stone</i>	Inagaki, Riichiro	9
4	<i>The Fault in Our Stars</i>	Green, John	7
5	<i>One of Us is Lying</i>	McManus, Karen M.	7
6	<i>The Promised Neverland</i>	Shirai, Kaiu	7
7	<i>Scythe</i>	Shusterman, Neal	7
8	<i>Shatter Me</i>	Mafi, Tahereh	6
9	<i>Renegades</i>	Meyer, Marissa	6
10	<i>Long Way Down</i>	Reynolds, Jason	6

Non-Books		
Position	Title	Circs
1	Mobile Hotspot	46
2	Children's Book Bag	23
3	<i>Mufasa, the Lion King</i> DVD	22
4	<i>Flight Risk</i> DVD	21
5	<i>Dog Man</i> DVD	21
6	<i>A Minecraft Movie</i> DVD	14
7	<i>Paddington in Peru</i> DVD	14
8	TakeOut Tech : Roku – Disney+	12
9	<i>Moana 2</i> DVD	11
10	<i>Snow White</i> DVD	10

SERVICE STATISTICS – JUNE 2025

	May 2025	May 2024	YTD FY 2026	YTD FY 2025
Library Visits	16,641	17,618	30,260	31,027
Physical Items circulated	23,269	23,511	43,028	42,716
E-Media Circulated	9,508	8,281	19,032	16,897
Database Uses/Pg Views	20,090	12,901	33,719	20,090
Library Programs & Attendees*	54 Programs 3,412 Attended	55 Programs 3,770 Attended	121 Programs 7,195 Attended	100 Programs 6,763 Attended
Media Lab, 1-on-1 Appts, and Tutorials	121	46	303	108
Reference Questions	3,135	2,671	5,341	4,638
New Library Cards	158	164	255	239
Items added to collection	929	1,074	1,637	1,984
Items withdrawn	973	1,027	1,967	2,274

*Includes passive programs and take-home activities

Library Operations Report July 2025

Adult Services



New for the summer is our Hot Picks collection. These books, mostly paperback copies of best sellers, check out for two weeks and are not holdable. They are available on a first-come, first-served basis. If it is here -it's your lucky day! We own other "regular" copies of these titles that circulate for the usual three weeks and patrons may place holds on those. So far, we have had a very positive response. Within a matter of minutes after the display was set up, we had two patrons check out four books.

Someone came in with a list of titles for her vacation, preferring paperback editions. We had all the authors on her list in our general collection and three of the titles in paperback

on the Hot Picks table, to her delight. Other comments include, "I love your table of books, it's so inviting" and "Oh good, another place to shop for new books." Mandy did a fantastic job of merchandising these books and a big shout out to Amy and Lynn in Technical Services. This large volume of extra copies required extra processing, and they got them ordered, processed, and cataloged in record time.

Email from Choosri to Kate: **Subject:** Hot Pick Display – Strong Engagement in First 3 Days

Dear Kate,

I wanted to share some encouraging data following the installation of the Hot Pick display on **Monday, July 21**. In just **three full days**, we have seen a strong customer response, with nearly **half the display already checked out**.

Here is a breakdown of the checkouts so far:

- **Monday, July 21 (3 PM – 9 PM):** 7 items checked out
- **Tuesday, July 22 (9 AM – 9 PM):** 9 items checked out
- **Wednesday, July 23 (9 AM – 9 PM):** 8 items checked out
- **Thursday, July 24 (9 AM – 4 PM so far):** 9 items already checked out

Total: 33 out of 66 items have been checked out — exactly **50%** in just over three days.

This strong performance indicates that the display is effectively capturing customer interest.

Programs in Adult Services this busy month included:



Summer Reading: We had a total of 182 adults participate in summer reading this year, with 118 people finishing, and 865 books were read and logged! Patrons filled out 673 raffle tickets. The most popular weekly raffle drawing was, yet again, for Lake Forest Book Store (222 tickets). Sunset Foods remained a popular choice (121 tickets) and two of our new options this year were also a hit: Hometown Coffee and Juice (105 tickets) and Elawa Farm Cafe (107 tickets, winner pictured above left). For comparison, in 2024, 162 patrons registered and 95 completed. So, we are happy to note a definite increase in both participation and finishers this year.

- We distributed 48 free lawn seats to Ravinia's Chicago Symphony Orchestra concerts and handed out over 50 Grab 'n' Go Essential Oil Kits.
- Lydia and Annalisa hosted "Best Books this Summer" at Lake Forest Place and a "Book Bites" chat at the Library for more than 30 patrons.
- Author Laura Enright presented an in-person program on "Chicago's Most Wanted," sharing photos while delving into tales, legends and the lives of our Windy City's most notorious residents.
- The Memory Cafe in collaboration with Dickinson Hall treated 13 guests to a ukulele concert while enjoying Hawaiian themed food and decor, including leis for the participants.
- Award-winning photographer Cal Kothrade presented "Prins Willem V: Milwaukee's Premiere Wreck" about the ship that sank just off Milwaukee in 1954. It has become one of the most popular dived wrecks of the Great Lakes. This program was hosted on Zoom, and the recording was available to view for two weeks after the program which had 44 views.
- Laurie Stein from the History Center of Lake Forest/Lake Bluff drew a crowd of over 50 to learn about "Polo, Parties, & Panache: Lake Forest during the Great Gatsby Era." Several patrons stayed after to chat and commented on how much they enjoyed the program (pictured below.)



Kate assisted at the LF/LB History Center's program presented by Sue Hoover Epstein on "F. Scott Fitzgerald's Midwestern Muses: an in-depth look into the Dramatic Story of the Real-Life Daisy Buchanan and Jordan Baker of *The Great Gatsby*." Ms. Hoover's fascinating research contributed greatly to the History Center's current exhibition, *Behind the Glamour: Inside (and Outside) F. Scott Fitzgerald's Lake Forest*.

Vannessa has begun adding images and documentation to the Illinois Digital Archives (IDA). The images of the Remisoff murals in IDA were all black and white and she was able to upload color images:
<https://www.idaillinois.org/digital/collection/lakefore001/id/237/rec/28>.

This state database was created in 2000, as a repository for the digital collections of the Illinois State Library as well as other libraries and cultural institutions in the State of Illinois. The Lake Forest Library has entered 56 images, and Vannessa is working on increasing our digital holdings in IDA.



The Library staff met with architects from Vinci /Hamp Architects to discuss the 1931 revisions to the building. The Adult Services staff appreciated the firm's insightful questions and their attention to detail. We are looking forward to learning more as the process proceeds.

Letter from Kate to LF resident:

Ever since we spoke last year about your beautiful house being a model home in the Ponds neighborhood, I have been searching for the article that I remember reading years ago. I finally found it! I have posted the links below. The Lake Forest Library was recently gifted money from the Friends of Lake Forest Library, and we were able to digitize our older newspapers that are on microfilm. I was able to word search and find the article that I remembered. I would be happy to assist you when you come into the library, as would any of the librarians at the Reference Desk. I hope you are enjoying our neighborhood, let me know if I can be of further assistance. If you have a Lake Forest Library card, you may access this information from home.

From this newspaper:

**Lake Forest Lake Bluff News Advertiser
(1974-1990)**

<https://lakeforestil.advantage-preservation.com/viewer/?k=kendler%20ponds&t=47324&i=t&d=01011899-12311991&m=between&ord=k1&fn=lake forest lake bluff news advertiser usa illinois lake forest 19790913 english 32&df=1&dt=10&cid=3123>

And another with a sketch of your home

<https://lakeforestil.advantage-preservation.com/viewer/?k=kendler%20ponds&t=47324&i=t&d=01011899-12311991&m=between&ord=k1&fn=lake forest lake bluff news advertiser usa illinois lake forest 19790927 english 3&df=1&dt=10&cid=3123>

Media Lab



Elementary participants constructed working drones using blocks, motors, and propellers.

In July 2025, Lake Forest Library delivered an inspiring suite of technology-focused offerings that empowered patrons of all ages and skill levels. The month began with **Increase Your iPhone Expertise** on July 1, where adults sharpened their iOS skills—mastering messaging, email, gestures, and other everyday features to enhance their digital confidence. On July 8, middle schoolers joined **Intro to 3D Printing for Grades 5–8**, a hands-on workshop where they explored design software, learned about the 3D printing process, and created their own small-scale prototypes—sparking both creative thinking and problem-solving skills. The standout youth program, **Build a Drone for Grades 3–7**, (pictured above) on July 12 invited participants to assemble functioning drones while exploring aeronautical concepts—roll, pitch, yaw, and throttle—through imaginative test flights.

On July 22, **Discover ChatGPT: Prompt Engineering Playground** brought generative AI out of the headlines and into the hands of our community. Participants engaged in guided exercises to craft effective prompts, evaluate AI-generated results, and discuss responsible, ethical use. The workshop demystified AI tools, empowering attendees to use them for research, writing, creative projects, and problem-solving. This type of programming builds **AI literacy**, an emerging skill set that equips residents to critically assess information, make informed decisions in a rapidly evolving digital landscape, and participate fully in a world where AI will increasingly shape work, learning, and civic life. Complementing these structured programs, **Drop-in Tech Tuesday** provided ongoing, personalized support for everyday technology challenges, and the library's public 3D printing service continued to enable patrons to submit designs and see their ideas come to life—free of charge. Together, these offerings—from STEM exploration to AI fluency—demonstrate the library's role as a community catalyst for technological confidence, creativity, and lifelong learning, while setting the stage for even more impactful programming ahead.

Youth Services



Summer Reading: Reading's A Trip – Summer Reading for All Ages!

From June 1– August 1, we had 161 Juniors (birth through grade 1) sign up, and 111 completed the program. The Youth (grades 2 through 6) had 241 registered, and 123 completed the program.

Reading's a Trip Summer Bubble and Balloon Bash!

From 1:00 –3:00 pm on Saturday, July 26, **554** children and adults came to this fun summer event at the Lake Forest Library! On a rainy day we had two fantastic events in the Children's Library **Scott's Big Bubble Show**, and **Smarty Pants** fabulous balloon twisting. Also, two food vendors came to the delight of our patrons, the Mama Mia Pizza food truck, and Kona Ice. We also gave away free items from earlier summer reading programs, including bags, bubbles, flashlights, pens and more.







69 adults and children came to **Captain Cranky & His crew: A Pirate Marionette Adventure** such old-fashioned fun for the whole family.



The youngest child registered for the 1000 Books Before Kindergarten was one month old, and she lived in Kolkata. Now the one-month-old baby is two years old and back in the United States to celebrate completing 1000 Books Before Kindergarten!



Jim Gill's Concert on the Library Front Lawn. All 138 family members sang along, clapped along, jumped along, and danced along to Jim Gill's delightfully original songs and banjo beats!



Stitch 'N' Snack Knit & Crochet Group for grades 5–8. Fiber arts novices, experts, and everyone in between were welcome! Youth Services Librarian Maddie Wenc and Teen Services Librarian Emmy Neal are working with teen Volunteer Nora on this project for young fiber artists.



Reven (pictured above left), the 2025 Juniors **Bookmark Design Contest** Winner, and Kareena, the Youth Winner.



Dan Gogh's Magic & Art Show on the Lawn. (pictured above left and middle) After the show one young patron said: "It wasn't a magic show. It was a funny show! He kept messing up his tricks!"

54 patrons came to the library to help **Chris Fascione, Storyteller**, act out the story *The Turnip Seed*. (pictured above right)



44 patrons attended **Andertoons Cartooning Class for K – 8**, where professional cartoonist Mark Anderson taught us how to draw.

Dear Children’s Library,
We had the best time at the children cartoonist today. He was phenomenal and we would love for him to come back again. He was so patient with the kids and engaging. My kids just loved it. Thank you so much for putting this together. –Caitlin Dore



This family checked out 62 items! (pictured above left and middle.) And I was admiring the dragonflies these young patrons created. The Mom said it was from the Design Center. She also said that the “girls come in for the crafts but stay for the books!” (pictured above right)

The Children’s staff hosted **Summer Storytimes** at the Library and offsite at Montessori School of Lake Forest and Dearhaven Childcare and Learning Center, for a total of **453** children and caregivers in attendance.

Young Adult Services

Teens had a lot going on this month, including Summer Reading winners! Norah Reid and Elyse Bagan both chose the Lake Forest Books Store's Gift of Reading as their prize! They will receive a book every month catered to their taste for 1 year. In total there were 90 teen participants and 57 finishers this year.



This year's Glow Hunt was a huge success! We had a number of returning competitors who were very excited to show off how well they knew the library—even in the dark. Teams hunted for glowsticks and followed photo clues around the building until they found all 10! First team back to the rotunda won.



Two more fun Stitch 'n' Snack sessions took place in July where teens made a drink cozy and bunny stuffie! Crochet is far and away the more popular choice with this group and they are eager to take on challenging projects. Due to teen and parent feedback, Stitch 'n' Snack is continuing into the fall on a monthly basis.



Set Sail for Disaster, a murder mystery party for teens and their families, took place in July! The murder took place during a power outage at the dinner party, before a terrible storm shipwrecked everyone on a deserted island to hunt for washed up evidence. The murderer managed to frame another guest for the crime and escape unscathed! Everyone had a blast showing up in costume and playing their roles. We have been asked to host another murder mystery event in the future!



This year's Harry Potter Party was a blast! A total of 8 teen volunteers helped set up the decorations and man stations, sorting kids into their houses, handing out house points, teaching them how to make chocolate frogs and wands. This year had many families who had read the books as family readalouds, and the young participants had a blast answering trivia questions and picking their wands.

Facilities

On July 1, Facilities supported Voodoo Tech and Impact during the installation of the new copier by coordinating logistics and completing the reinstallation of ceiling tiles in the Media Lab.

On Monday, July 21, Mariani was onsite to remove several bushes from the front entrance of the library and along the courtyard walls. These bushes had begun to turn brown and required removal.

On Tuesday, July 22, Save A Tree was onsite to perform tree trimming on the South Lawn and removed branches that were obstructing the walking path.

On July 23, Hill Mechanical was onsite to troubleshoot the chiller, which had been shutting down due to a lack of water flow. The building automation system required additional programing and resolved the issue.

The Courtyards Rehabilitation Project work began on July 28.



Circulation

This July we saw a significant rise in Library visits. Even though we love to be outside, moving the summer party indoors definitely had a positive effect on the gate count and check outs.

Of particular note: In three days we recorded over 1,000 checkouts/renewals! On July 7, the staff checked in over 1,000 items.

Lake Forest College started its summer sessions in July, and the library Circulation staff made sure those on campus had their cards extended for the summer semester.

The circulation staff enjoyed meeting with Vinci Hamp Architects and staff that will be working on the upcoming project. They appreciated the opportunity to express their ideas and concerns but truly enjoyed hearing what ideas the architects already had and some of the possible solutions they are exploring.

Collections

Amy Begoun and Lynn Krambeer worked to get the new Hot Picks collection ordered, processed and cataloged. It required some new workflows and “rules” for the “hot” items’ input into our shared catalog. They consulted with CCS staff and looked at what other libraries do for similar collections to come up with new LFL procedures. They completed those tasks at the same time as ordering, receiving and processing items for the new fiscal year was ramping up. Kudos to them for a job well-done, and to Kate, for choosing the popular titles that patrons really enjoyed discovering.

We have added *The Wall Street Journal*’s digital edition to our holdings. Patrons can now “check out” access for three days at a time. In addition to the newspaper, newsletters and exclusive online content are also available. Once the time expires, just return to the LFL website and click the link for three more days’ access to WSJ. Joy has added it to our list of Digital Collections on our app for patron convenience, too.

UPCOMING EVENTS

Monday, August 18, 2025, Friends Reading Room, 5:00 pm – 6:30 pm

Meet and Greet with trustees of the Lake Forest Preservation Foundation, Library Board and Vinci Hamp Architects

Saturday, August 23, 2025, Foyer

Leave a Plant, Love a Plant Swap

Friday, August 29, 2025

All Staff Training Day – Library closed to the public

Thursday, September 11, 2025 – Sunday, September 14, 2025, Lake Forest Recreation Center

49th Annual Book Sale of the Friends of the Lake Forest Library

TOP TEN CIRCULATING ITEMS
July 2025

e-Books

Position	Title	Author	Circs
1	<i>Great Big Beautiful Life</i>	Henry, Emily	30
2	<i>The Let Them Theory*</i>	Robbins, Mel	22
3	<i>The God of the Woods</i>	Moore, Liz	21
4	<i>Atmosphere</i>	Reid, Taylor Jenkins	18
5	<i>The Wedding People</i>	Espach, Alison	18
6	<i>My Friends: A Novel</i>	Backman, Fredrik	15
7	<i>One Golden Summer</i>	Fortune, Carley	15
8	<i>Say You'll Remember Me</i>	Jimenez, Abby	15
9	<i>Onyx Storm</i>	Yarros, Rebecca	14
10	<i>Problematic Summer Romance</i>	Hazelwood, Ali	13
11	<i>The Women</i>	Hannah, Kristin	13

e-Audiobooks

Position	Title	Author	Circs
1	<i>My Friends: A Novel</i>	Backman, Fredrik	23
2	<i>The God of the Woods</i>	Moore, Liz	21
3	<i>Great Big Beautiful Life</i>	Henry, Emily	18
4	<i>Atmosphere</i>	Reid, Taylor Jenkins	16
5	<i>Wild Dark Shore</i>	McConaghy, Charlotte	16
6	<i>All the Colors of the Dark</i>	Whitaker, Chris	15
7	<i>Broken Country</i>	Hall, Clare Leslie	14
8	<i>The Wedding People</i>	Espach, Alison	13
9	<i>Original Sin*</i>	Tapper, Jake	12
10	<i>Say You'll Remember Me</i>	Jimenez, Abby	12

*Denotes nonfiction title

Adult

Position	Title	Author	Circs
1	<i>Broken Country</i>	Hall, Clare Leslie	40
2	<i>Great Big Beautiful Life</i>	Henry, Emily	15
3	<i>The Names</i>	Knapp, Florence	13
4	<i>Be Ready When the Luck Happens*</i>	Garten, Ina	13
4	<i>Strangers in Time</i>	Baldacci, David	12
5	<i>The First Gentleman</i>	Clinton, Bill	12
6	<i>James</i>	Everett, Percival	12
7	<i>Beautiful Ugly</i>	Feeney, Alice	12
8	<i>The Ministry of Time</i>	Bradley, Kalliane	11
9	<i>Nobody's Fool</i>	Coben, Harlan	11

*Denotes nonfiction title

Children's

Position	Title	Author	Circs
1	<i>5-minute Pinkalicious Stories</i>	Kann, Victoria	16
2	<i>Simon Sort of Says</i>	Bow, Erin	14
3	<i>Pinkalicious</i>	Kann, Victoria	13
4	<i>Harry Potter and the Sorcerer's Stone</i>	Rowling, J. K.	13
5	<i>Rubylicious</i>	Kann, Victoria	12
6	<i>Medusa</i>	Marsh, Katherine	12
7	<i>The Thank You Book</i>	Willems, Mo	12
8	<i>Final Season</i>	Green, Tim	11
9	<i>Hot Mess</i>	Kinney, Jeff	11
10	<i>The Getaway</i>	Kinney, Jeff	11

Teen

Position	Title	Author	Circs
1	<i>We'll Always Have Summer</i>	Han, Jenny	10
2	<i>The Inheritance Games</i>	Barnes, Jennifer Lynn	9
3	<i>Dr. Stone</i>	Inagaki, Riichiro	9
4	<i>The Fault in Our Stars</i>	Green, John	7
5	<i>One of Us is Lying</i>	McManus, Karen M.	7
6	<i>The Promised Neverland</i>	Shirai, Kaiu	7
7	<i>Scythe</i>	Shusterman, Neal	7
8	<i>Shatter Me</i>	Mafi, Tahereh	6
9	<i>Renegades</i>	Meyer, Marissa	6
10	<i>Long Way Down</i>	Reynolds, Jason	6

Nonbook Items

Position	Title	Circs
1	Mobile Hotspot	49
2	<i>Dog Man</i> DVD	23
3	Children's book bag	23
4	<i>Mufasa, the Lion King</i> DVD	22
5	<i>Flight Risk</i> DVD	21
6	<i>A Minecraft Movie</i> DVD	14
7	<i>Paddington in Peru</i> DVD	14
8	Roku – Disney+.	12
9	<i>Moana 2</i> DVD	11
10	<i>Snow White</i> DVD	10

SERVICE STATISTICS – JULY 2025

	July 2025	July 2024	YTD FY 2026	YTD FY 2025
Library Visits	17,070	15,431	47,330	46,458
Physical Items circulated	24,978	24,938	68,006	67,654
E-Media Circulated	9,779	8,820	28,811	25,717
Database Uses/Pg Views	13,866	13,462	47,765	41,070
Library Programs & Attendees*	63 Programs 5,980 Attended	59 Programs 5,239 Attended	192 Programs 14,779 Attended	159 Programs 12,002 Attended
Media Lab, 1-on-1 Appts, and Tutorials	218	111	521	219
Reference Questions	3,017	2,750	8,358	7,388
New Library Cards	124	145	379	384
Items added to collection	1,219	1,127	2,856	3,181
Items withdrawn	1,099	1,658	3,060	3,926

*Includes passive programs and take-home activities