

LAKE FOREST LIBRARY BOARD OF TRUSTEES
Lake Forest Library, 360 East Deerpath Road, Lake Forest, IL 60045
Kasian Room, Lower Level
Tuesday, December 16, 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 8(a) - 8(d):
 - a. Approve December 16, 2025 Agenda
 - b. Approve November 18, 2025 Regular Meeting Minutes
 - c. Approve November 2025 Financial Report
 - d. Approve December 11, 2025 Finance Committee Minutes
9. Building Committee:
 - a. Exterior Courtyards Restoration - Update
 - b. 1931 Historic Rooms Revitalization – Update
 - c. WJE Initial Structural Review for Centennial Projects Phase 3 – **ACTION**
 - d. New Boiler - Update
10. Library Calendar for 2026 - **ACTION**
11. Trustees Meeting Calendar for 2026 - **ACTION**
12. Library Operations Report – November 2025
13. Unfinished Business
14. New Business
15. Adjournment.

Next Meeting: Regular Board Meeting – Tuesday, January, 20, 2026, 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.)*

**SELECTED PATRON COMMENTS
NOVEMBER 2025**

- I am a behavior consultant for the state of Kansas, and just came across your social stories while searching for something for a client I am working with. I don't need a library social story, but wanted to take a minute to thank you for creating a social story using real pictures and in an age respectful way for adults. Very often, I see social stories for adults that are written as though the person is a perpetual child. Kudos, Lake Forest Library!
- Patron said we have a great Nintendo Switch collection and they got a Switch 1 only a year ago but they can save money on games by getting them here or through inter-library loans.
- The library is my favorite place in the whole world because I love to read!
- Trustee JJ and his wife came from the Media Lab and said John was a "miracle worker" when he helped them put a picture their granddaughter drew on a canvas tote.
- A Mettawa resident asked if he could attend tech classes even though he didn't have a LF card. When I said yes, he said that made him "very happy" and he was looking forward to the December programs. (he gets our Beyond Words newsletter and also said that he always enjoys seeing the programs we have to offer, and now that he knows anyone can attend, he wants to start coming to them).
- After helping with an email question on patron's phone: "Thank you so much! We're so lucky to have this library."
- Patron called to say, "Thank you to the library, what a difference you all make!" (Patron internet is out, and her son recommended the Take Out Tech hotspots, she was able to go to the Vending Machine at the train station late last night, after library hours, and get one.)
- I have used the library since 1980 and staff like you, are what makes it so great! (Mary and Breen were helping the patron)
- I was at the Rotary Club breakfast this morning and the library director, Ishwar, spoke. He was fantastic!
- Thank you Lorie, and I want to give a shout out to how your library has your databases displayed online. Excellent job, and all of us should take a peek: <https://www.lakeforestlibrary.org/databases> (Elk Grove Village Public Library)
- One of our volunteers from The Friends has been working on documents related to the artwork in the library. Ming Lu, from our Media Lab was able to convert the PDF file so that the document could be edited. Thank you Ming.

- "Thank you for all of your efforts to make the Great Decisions a success. I very much appreciate being included in the group and am looking forward to the next group. Krista, many thanks again and best."
- We would like to see 3-d print classes for elementary school children and their parents.
- The flag in the front of the library is looking dirty. It should be replaced.
- You did great in there! It was a fun party! Lorie Rohrer's Silent Auction Birthday Storytime Party
- While mailing a package at the UPS store I helped a patron (who recognized me from the library) download the Libby App and then helped her chose an audiobook for her car ride. I think that counts as outreach!
- Alternate parking spots to the ones surrounding the library
- These Decodables are SO great! (A caregiver who had just been sounding out words with her child)
- Several City staff members thanked Library staff for participating in the City's Benefits fair and signed up for library cards. Some of them visited the library later and were very impressed with the wide variety of programs, collections and services we offer.
- City of Lake Forest First Ward Alderman Nancy Novit commented during a City Council meeting on how much she enjoyed the Lake Forest Reads event with William Kent Krueger. She noted that the event was extremely well organized and complimented the Friends of the Lake Forest Library for supporting these author visits for the past several years.
- I love this service (printer) - it's fantastic! I don't need to go buy a printer for the few things I need to print!
- Excellent time at the library, I will be back. (This was my first time here!)
- Thank you very much for sending the articles along. It is very much appreciated.
- "Thank you and LF Library for supporting this [Great Decisions] discussion group, that has attracted the attention of so many patrons."
- About the Wicked Singalong: It was so nice to be able to take her to see a movie since she's really too young to be in a theater! The room looked beautiful, and she was so happy to dress up. I hope you do it again!
- About the Wicked Singalong: This was a great program! You did such a good job, it looked great and was so special.
- Thank you for coming to Little Scouts, Maddie. My kids love your storytimes!

- We've been up since 5:00am and looking for a place for our children to come play. Every place that says it's open at 9:00 actually isn't. I'm so glad you guys are open at 9:00!
- A patron called because she drove around the library multiple times and could not find an available handicap spot. I ran it out to her by the loading dock and she was thankful that we could do this for her since she couldn't get in to the library.
- Several patrons shared how much they enjoyed our Lake Forest Reads author visit. They found him friendly and approachable and were interested in learning about how he goes about crafting his stories.
- Gentleman shared that he enjoyed the puzzles in the lobby. He said that 100 pieces was just about the right size for him.
- From a 5 Star Google Review: "The employees go above and beyond to assist people in need. The young lady that sits at the computer desk and Chad Clark were exceptional! Thanks for your help."
- William Kent Krueger noted that our event (Lake Forest Reads) was one of the best planned and executed he's experienced (thank you, Kate!). He mentioned it several times, in addition to complimenting Davis Schneiderman's interview as the best discussion/interview in his career and some nice compliments about how much he enjoyed the post-discussion dinner. Patrons had nothing but compliments as well, after both events.
- Patron from Northbrook attending the author event at the library noted how difficult it was to get into the library as a cane-user - dearth of handicapped parking that was not on an incline and close to the door.
- Patron coming into the author event at the library said we should have some kind of railing along the sidewalk coming up the hill on west side of library. She mentioned several people with canes were struggling and when it gets icy it would be even more difficult.
- Patron comment to our Instagram story for LFR Reads Gorton author event: "Wonderful event! Thank you for all the work that went into organizing this event!"



Illinois Library Association

LIBRARY LEGISLATIVE

MEETUPS

104th Illinois General Assembly

| 2026 Spring Session |

Fund Libraries

Fully fund Fiscal Year 2026 state appropriations for the Illinois Secretary of State's grant programs, equalization grants, and per capita grants for public libraries, school libraries, and library systems. Approve appropriations for the Illinois State Library and higher education institutions including state university and community college academic libraries for the benefit of students, their families, and our communities. Increase the per capita and per student grant rates for public libraries and school libraries, respectively, to keep pace with increased expenses libraries will incur throughout the year.

Library System Area & Per Capita Grants/Public Per Capita & School District Grants Inflationary Adjustments

PPC received a proposal to adjust library and related grants to account for inflationary economic conditions. As noted in the proposal, "without an inflation adjustment, these vital funding mechanisms lose value over time, impacting library operations and services." Grants in these areas have been held flat for the past five fiscal years; we seek appropriate adjustment of grant line funding amounts.



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Require Public Library Trustee Training

The legislative proposal submitted requires public library trustees to undergo training each year. The PPC found this to be a smart, proactive step for a representative of local government to be best prepared as a trustee. It would set a shared understanding of the role of a public library trustee.

Open Educational Resources Funding Grant

CARLI's Open Educational Resources (OER) Committee presented its proposal for funding OER to address rising textbook costs that are creating an equity gap in higher education. PPC supports the \$3 million proposal to support faculty in creating OER materials. CARLI received a \$2 million US Department of Education Open Textbooks Pilot Grant, 2021-26; and a \$300,000 grant to administer the FY24 \$3 million Secretary of State/Illinois State Library grant. By the Spring 2026 semester, 219 classes have used or will be using the no-cost learning materials created by the two grants. Impact data is still being gathered. The OER funding would be part of the Secretary of State budget, a recurring \$3 million grant, and would be available to all schools in higher education per ILLINET.

Making eBooks Equitable & Accessible

The cost of eBooks to Illinois libraries is an ongoing and growing concern as libraries respond to user demand. PPC recommends taking legislative action to help libraries address the cost and limited terms of e-content.



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Illinois Library Association



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The State of Illinois School Libraries

*Every student succeeds with
licensed librarians*



AISLE

Association of Illinois School
Library Educators

 www.aisled.org
 advocacy@aisled.org

RECENT LEGISLATION

- **License to Read Act** provides that the State Librarian may negotiate with publishers of eBooks and audiobooks on behalf of libraries.
- **Banning Book Bans** requires libraries to adhere to the ALA's Library Bill of Rights and to create written policies against the practice of banning books in order to qualify for state grants.
- **Media Literacy** requires every public high school to include in its curriculum a unit of instruction on media literacy; sets forth what topics the unit of instruction shall include.

STUDENTS SUCCEED WITH LICENSED LIBRARIANS

In Illinois, the majority of elementary and high schools with a physical library are not staffed by those who have earned library certification from an accredited academic institution. There are no other roles in Illinois schools where unlicensed educators teach students.

Dozens of studies across the country indicate having a licensed librarian correlates with higher test scores across the board, even when variables like demographics and economic status are taken into account. One of the easiest steps Illinois can take for student success is to require all schools to employ ISBE licensed librarians, a mandate which is currently in place but inconsistently enforced ([23ILAC1.420\(o\)\(4\)](#)).

THE SLATE PROJECT

In response to large gaps in the data representing Illinois school libraries discovered by the [SLIDE Project](#), RAILS launched the School Library Data Project in January 2022 and created the [SLATE data dashboard \(School Library Advocacy Through Education\)](#). This dashboard allows users to look at individual schools or districts and find statistics about their library programs, including the collection size, dollars spent, and number of licensed librarians employed. Visit SLATE using the QR code.



In cooperation with our state partners



Illinois Library Association



Illinois Heartland Library System

Last update 11.2025



Federal Funding for Libraries in Illinois: IMLS/LSTA

Administered through the Institute of Museum and Library Services (IMLS), the Library Services and Technology Act (LSTA), the only federal program that exclusively covers services and funding for libraries, provided \$5.7 million for Illinois Libraries in FY2024 under the Grants to States Program. **Please support LSTA funding in the FY2025 federal budget; over 11.8 million Illinoisans reside in public library service areas which benefit from this funding.**

In FY2024 this funding impacted Illinois libraries through:

Efficiently Sharing Resources: 11 million items were transferred among more than 1,700 public, school, academic, and special libraries in Illinois. LSTA-supported resource sharing allowed for ground delivery services provided by the regional library systems and at no-charge to Illinois residents who requested the library materials. No one library can own everything; and sharing resources between libraries benefits library users across the entire state.

Additionally, through subscriptions for WorldCat Discovery/FirstSearch services Illinois libraries conducted nearly 1 million citation searches between July 1, 2023 and June 30, 2024 to serve their library patrons and support their library operations. Academic and college libraries constituted (263,379) 28% of searches; public libraries (65%) 610,099; K-12 school libraries (5%) 47,157 and special libraries such as medical, law, corporate, and government (2%) 17,254. Use of these services allows libraries to identify and access the resources that are required to meet the expectations of their patrons.



Project Next Generation Grants: This initiative is designed to educate at-risk students and bridge the digital divide. Public libraries work closely with their school districts to identify needs; since its 2000 inception, thousands of teens benefited. In FY2024, 30 libraries received more than \$500,000 in funding to enhance students' abilities to deal with life experiences, develop critical thinking skills, and prepare for the future. The program is designed to immerse students in learning while providing access to computers, software, and technologies. The Peoria Public Library received \$12,500 to implement "Project Next Generation Mini Stem Activities" at its Lincoln Branch. Other communities benefitting from this program included Normal, Highwood, Chicago Ridge, Carbondale, Evanston and Glen Carbon.

Public Library Programming: Administered by the Northbrook Public Library, the "Illinois Libraries Present" initiative allows over 200 public libraries to afford high quality online programming for their patrons that would be cost prohibitive for single libraries to hold on their own. The program affords public libraries access to nationally known speakers and authors at no cost to the public they serve.

Professional Development: The Illinois Library Association receives funding from the Illinois State Library and partners with the Reaching Across Illinois and the Illinois Heartland library systems to provide library leadership training for library directors, those who are brand new or those newer to the position, via "Directors' University." These programs enable library leaders to make the most out of local tax dollars which support the bulk of public library operations in this state.

Questions? Contact Executive Director Cynthia Robinson, crobinson@ila.org, 312-644-1897

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Why can't my library buy more e-books and audiobooks?

e-book and digital audiobook costs are too high for libraries, and access is limited.

It's unsustainable for libraries to continue to purchase digital content this way.

Publishers put limits on library e-books & e-audiobooks



Print books are owned by the library and can be used for decades until they're worn out.

e-Books and digital audiobooks are licensed—libraries don't own them.

Plus, publishers put limits on how long the content can be used:

 1 or 2 years *or*  26 or 52 checkouts

Once that limit is reached, libraries need to re-purchase the license at the same inflated price if they want to keep offering it to their community.

e-Content usage is increasing

In 2024, a mid-size, suburban public library saw:

 **25%**

increase in e-book circulation

 **15%**

increase in audiobook circulation

Source: Warren-Newport Public Library

They're free for patrons to use, but not free for libraries to offer.

An average e-book costs a library **3.9x more** than what you would pay to buy it on your Kindle.



Source: ReadersFirst

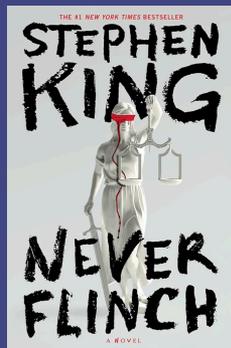
The cost per circulation of an electronic title is **3.7x higher** than a physical title.



Source: Fremont Public Library

Let's see some real-time examples:

*library costs reflect single user, 2-year limit agreement

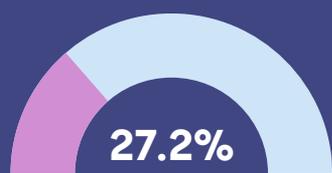


Format	Consumer Cost	Library Cost
	\$32.00	\$32.00
	\$16.99	\$67.99
	\$19.99	\$84.99



Format	Consumer Cost	Library Cost
	\$32.00	\$29.00
	\$14.99	\$55.00
	\$14.99	\$95.00

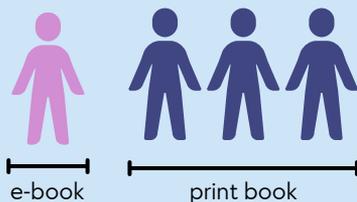
Sources: TS360, The Palace Marketplace, Amazon, and Apple Books



Source: LibraryJournal

Libraries spend nearly **one-third of their budget** on digital content so their patrons can enjoy these popular titles.

Three people could check out the same print book for **less than the cost of a single e-book checkout.**



How does this affect my community?



Hold wait lists will get even longer

Your wait times will increase



You'll have limited options

Libraries can't afford to buy the content your community wants



Libraries will reach their budget breaking point

Providing you with less for your tax dollars



Illinois is known for its leadership in support of libraries, but...

if publishers continue to control the terms of digital content for libraries, we'll see an erosion of resource sharing across the state. **We will lose one of the best things that makes Illinois stand out in the national library landscape.**

How you can help



Support future legislative efforts from the **Illinois Library Association (ILA)** to address the cost and limited terms of e-content.

www.ila.org/advocacy/legislative-issues/illinois-legislative-issues



Illinois Library Association

Open Educational Resources (OER) Legislative Proposal 2026

Open Educational Resources (OER) are teaching, learning, and research materials (like textbooks) that are either in the public domain or licensed in a manner that provides everyone with free and perpetual permission to engage in the 5Rs: retaining, remixing, revising, reusing, and redistributing. The material is free online, affordable in print, and can be saved for future use and study.

CARLI and its supporters request permanent funding for Open Educational Resources in the amount of an annual \$3 million appropriation to the Secretary of State’s budget.

Background & context



The cost of course materials has become an equity issue because students do not have equal access to courses if they are unable to afford textbooks. According to the “[National Course Materials Survey 2023](#),” more than half of college students have taken fewer courses or avoided registering for a specific course due to the cost of course materials, including textbooks.

Why is it important to provide students with no-cost learning materials?



CARLI’s “[Illinois Course Materials: Student Perspective Survey](#),” administered to Illinois higher education students in 2023, details that many students are making difficult choices between purchasing textbooks or purchasing other necessities, such as food, housing, or medication. Other comments suggested that students are experiencing significant stress due to their financial situation, and the cost of course materials adds to the stress. Members of the Illinois General Assembly have expressed strong support for reducing the cost of textbooks and other course materials. Similarly, faculty and instructors are intensely interested in promoting OER as they see firsthand the impact of textbook costs on their students.

Comprehensive solution

Open Education Resources, or OER, is a critical part of the solution for reducing the cost of higher education for Illinois students. Adopting a statewide OER initiative does not exclude other programs to reduce the cost of course materials, such as inclusive access or institutional textbook rental programs, would be abandoned. These options could be integrated to provide comprehensive coverage. **OER availability is good for ALL students in Illinois** because OER created are available at no cost for adaptation and reuse by anyone. Sharing knowledge widely is an important piece of the academic mission.

OER benefits



OER provide a number of benefits as part of a comprehensive solution to reduce the cost of course materials.

- The cost of OER to students is minimal to zero.
- Many forms of OER can be modified and therefore customized to a course.
- OER can be easily updated to remain relevant and do not require long lead times for publishing.
- OER can be accessed by students anywhere, at anytime.

Is this an adjustment to an existing statute, or is it new legislation?



Rep. Norma Hernandez introduced HB3411 in February 2025 for inclusion in the FY26 Secretary of State’s budget. The bill was ultimately not successful. The state’s academic library supporters filed 119 witness slips in support of the bill.

SYNOPSIS AS INTRODUCED:

Appropriates \$3,000,000 from the General Revenue Fund to the Secretary of State for a recurring, permanent grant program for Illinois academic libraries. These grants shall be applied toward Open Education Resources.

State funding to date for OER in Illinois

Illinois SCOERs: Support for Creation of Open Educational Resources, 2021-2026



The Fund for the Improvement of Postsecondary Education (FIPSE) in the U.S. Department of Education awarded a \$2 million grant to the University of Illinois System/CARLI for “[Illinois SCOERs: Support for Creation of Open Educational Resources.](#)”

Illinois OER: Open Educational Resources Grants, 2025-2026



The \$3 million program, “Illinois Fund for Open Educational Resource Creation,” was included in the Secretary of State’s FY24 budget. The Illinois State Library awarded \$300,000 to CARLI to support programmatic administration.

Success of OER funding in Illinois

Students enrolled in Illinois SCOERs-supported courses demonstrated success through **high pass rates, high overall course scores, low withdrawal, drop, and fail rates.** This success was supported by their self-reported perceptions of high performance and attribution to open educational resources. Based on preliminary data collection, 68% of students surveyed noticed a difference in their subject area mastery while using OER created with grant funds, and 70% of students noted their study habits changed while using the OER.

Why anchor the program at the Illinois State Library with CARLI support?

Library grant programs have been successfully administered for decades through the Office of the Illinois Secretary of State. The partnership between CARLI and the State Library has been very positive. CARLI is the manager for several grant programs from the Illinois State Library, including the Illinois Library Delivery Service and the Digital Public Library of America. CARLI is a centralized organization that is supported by the University of Illinois System and 124 institutions of higher education, about 90 percent of the not-for-profit institutions in Illinois. CARLI’s experience and established conduits to higher education point to CARLI as an administrative agent for the program.

Unique opportunity

Academic libraries are uniquely positioned to support and promote the use of OER. They understand the unique curricula of each institution, they have a physical presence on campus, they have relationships with faculty across disciplines and across the institutions, and they provide access to scholarly materials. They represent a community already in place that can provide scholarly infrastructure for a statewide OER initiative. Many libraries are already training faculty in the use and creation of OER. CARLI membership includes almost all the higher education institution libraries across the state, serving more than 90% of Illinois higher education students, and has long standing relationships with the Illinois State Library and the Office of the Secretary of State. In addition, CARLI already has a successful track record of supporting collaborative efforts among the state’s libraries.

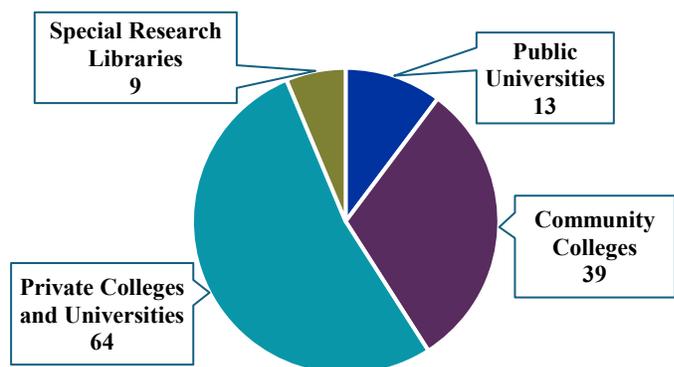
What is CARLI?

Supported by the University of Illinois System and its 124 member libraries, CARLI serves 90% of Illinois’ higher education students and faculty. Through the member libraries, CARLI serves over 630,000 higher education students, faculty, and staff, including over 121,000 across the three University of Illinois campuses.

Who are CARLI members?

- ALL Illinois’ public universities
- ALL Illinois’ community colleges
- 64 of Illinois’ not-for-profit private colleges and universities
- 9 special research libraries like the Abraham Lincoln Presidential Library, the Illinois State Library, and the Newberry Library

CARLI's 124 Member Libraries

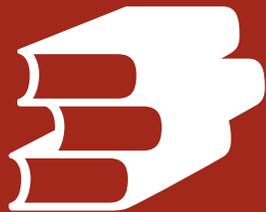


Illinois Public Libraries by the Numbers FY2024



Illinois has **640** Public libraries with a service area population of **11,807,164**.*

4,019,072 Illinois residents have library cards, about **32%**.



Illinoisans checked out **990,685,270** materials – that's **7** per resident or **23** per card holders.

E-books, e-audiobooks, and e-videos were downloaded **16,763,660** times.



Illinois residents visited libraries **36,260,689** times.

4,096,023 Illinoisans attended **218,009** library programs either in person or virtually.



Illinois residents connected to library Wi-Fi **23,703,627** times.

Illinois libraries do all this for only **\$72** per person!



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**1 Million Illinois residents do not have public library services.*

Reimagine Your Library!

Highland Park Public Library Capital Campaign

“A library outranks any other one thing a community can do to benefit its people. It is a never failing spring in the desert.”

Andrew Carnegie



The Heart of Our Community

The Highland Park Public Library is more than a building—it is where our community's story comes to life. Over 700 people walk through our doors daily. While our beloved 94-year-old building has faithfully served generations of Highland Park residents, we have outgrown our space.

Join us in writing our next chapter.

The Need is Clear

Despite careful stewardship and dedicated service, the Library faces five critical challenges:

- Youth spaces are **undersized and cannot meet the demand** for storytimes, book collections, and hands-on learning.
- High-demand creative tech and maker tools—used by people of all ages—**lack dedicated space**. Using the equipment in public service areas **limits access and diminishes the experience**. A customized tech-focused room is essential to meet growing demand.
- Archive space is **not optimally climate-controlled** to ensure historical documents are preserved, and is **inaccessible to the public**.
- **Accessibility is limited**—our restrooms and elevator are not fully ADA-accessible and create barriers for patrons with mobility challenges.
- Auditorium space is **insufficient for the large audiences** our popular programs attract, and using alternate spaces compromises essential library services when held in public areas.

Highland Park Public Library youth space is smaller than comparable area libraries:

Library	Population	Size of Youth Services (sq ft)	Sq ft Per Capita
Deerfield	19,196	6,829	0.36
Northbrook	33,170	17,619	0.53
Wilmette/Kenilworth	29,707	18,000	0.61
Highland Park	30,176	5,600	0.19

A Vision for the Future

This project is guided by years of resident feedback, strategic planning, and a facility assessment.

The expansion will add **7,850 square feet to the Library**—expanding services, improving access, and enriching lives.

The build-out and capital improvements will:

- **Expand the Youth Services Area**, 25% more space for book collections and 50% more room for early literacy, hands-on learning, and storytimes.
- **Launch the Innovation Studio**, a state-of-the-art makerspace where people of all ages can explore, create, and design with cutting-edge technology and tools. Including a 3D printer, laser engraver, Cricut heat press, sewing and embroidery machines, and more.
- **Advance the Highland Park Archives**, a climate-controlled, publicly accessible archive space to preserve and honor Highland Park's history.
- **Build ADA-Compliant Restrooms and a Three-Stop Elevator**, enabling access for all floors including the new Highland Park Archives.
- **Double Community Meeting Space**, providing seating for up to 175 attendees for lectures, programs, and civic engagement.

“After years of anticipation, we are excited to announce that our vision is becoming a reality. Soon, our community will have a Library that combines cutting-edge amenities with the warm, personal touch we've always cherished—a place that will inspire, connect, and grow with us for generations to come.”

Rob Olian, Library Board of Trustees President

More Than Square Footage

A bigger building is just the beginning. Reimagining the Library means creating more spaces where life-enriching encounters happen, expanding the experiences our community treasures:

- **Artisans and DIY enthusiasts** dive into 3D printing, vinyl and laser cutting, and sewing projects, bringing creative ideas to life.
- **History buffs, students, and the curious** find invaluable records, documents, and artifacts in the Highland Park archives, connecting them to the past.
- **Patrons explore beyond the usual** with ukuleles, STEM kits, laptops, karaoke machines, Roku devices, and so much more!
- **Community members—especially those most at-risk**—find help and support through a lens of compassion and empathy from our Social Services Coordinator.
- **Children** experience the joy of reading through storytimes, reading challenges, and access to books and supportive reading materials to foster literacy.
- **Young explorers and the young at heart** enjoy lifelong discovery and cultural enrichment through exclusive author visits, renowned musicians, and engaging performers.

Real Stories of Impact

Our expanded Library will create even more spaces where meaningful encounters happen. Like when:

A seventh-grade political enthusiast, his mother and grandfather attended a civic discussion together—three generations learning side-by-side.

A mother who once struggled to use Zoom now connects easily with her daughters across the country—thanks to one-on-one help from a librarian.

An avid quilter sought help to use an embroidery machine to make labels for the quilts she makes and gives as gifts. Her most recent quilt was for her granddaughter as a college graduation gift. She was thrilled to be able to make a label that would last as long as the quilt she made.

After learning how to access eBooks on their Kindle for free with their library card, the patron shared, **"I've found a new world and have been reading for 19 weeks in a row."**

A man sought help with certification testing in his chosen trade; he received his credentials and said, **"I don't know where else anyone would have taught me these things."**

During a puzzle exchange activity, **two puzzle buffs connected**, exchanging phone numbers with plans to meet and work on puzzles together.

A grandmother came looking for books to read to her grandchildren. She was excited to find some of her favorite books from her childhood and new ones. **"The books were a big hit with my grandchildren!"**

A person trying to transition from a physically demanding job to a digital office environment received help building their computer skills and felt confident to take their professional certification classes.

Highland Park Public Library by the Numbers

Each year:

- 513,000 items checked out
- 203,000 library visits
- 42,000 questions answered
- 16,000 program attendees
- 10,000 meeting room bookings
- 8,000 public computer sessions

Your Leadership is Needed

We invite you to be a part of this transformation by supporting the **Reimagine Your Library Capital Campaign**—a **\$1 million capital campaign** to ensure Highland Park’s Library remains a place for everyone—accessible, inspiring, and future-ready.

This is a **once-in-a-generation opportunity** to shape the future of Highland Park. Your investment will bring essential spaces and services to life, leaving a legacy of learning, creativity, and connection for decades.

Ways to Give

The Highland Park Public Library welcomes gifts in many forms:

- **Naming Opportunities**—Donors can leave a lasting legacy by naming new spaces such as the Community Meeting Room, Youth Discovery Room, Innovation Studio, or Highland Park Archives. See the accompanying list of available opportunities.
- **Cash Gifts Options**—One-time donations and multi-year pledges (\$25K and up, payable up to 5 years).
- **Appreciated Securities and Qualified Charitable Distributions (QCD/IRAs)**
- **Matching Gifts**—Many employers match their employees’ charitable contributions, potentially doubling or tripling your impact.

Donors may choose to make their gifts in honor of or in memory of a loved one, in recognition of special events or accomplishments, in their name, or remain anonymous.

All gifts of **\$500 or more will be prominently recognized** in the Library.

“*Our Library is a vital resource in our community and truly offers something for everyone. I am so proud and excited to invest in our Library’s and community’s future by making a donation to the Reimagine Your Library capital campaign.*”

Carol Wolfe, Library Board of Trustees

Envision the Future

Highland Park Public Library Naming Opportunities



Community Meeting Room

Doubled Community Meeting Space

- Elegant, versatile space transforms from intimate book clubs to vibrant multicultural music performances welcoming up to 175 guests.
- Beautiful acoustics and lighting set the stage for meaningful conversations—with authors, speakers, and community gatherings alike.



Highland Park Archives

Publicly Accessible Space

- Precious historical documents and photographs are preserved in climate-controlled, professional storage for future generations.
- Researchers, genealogists, and neighbors uncover fascinating stories from Highland Park's past.



Transformed Youth Services Areas



Youth Discovery Room

- Cozy reading nooks and expanded collections spark imagination in young minds.
- Enlarged and redesigned space accommodates multiple families and groups.



Youth Activity Room

- Children discover new worlds through hands-on exploration and interactive learning.
- Storytimes come alive with more space for movement and creative play.



Innovation Studio

State-of-the-Art Makerspace

- Cutting-edge technology meets timeless creativity, empowering community members of all ages to bring their ideas to life through 3D printing and laser engraving.
- Entrepreneurs, small business owners, and hobbyists create one-of-a-kind art with vinyl cutters and heat presses.
- Seasoned fiber artists and curious beginners partake in mindful crafting with modern sewing and embroidery machines.



Laurel Gallery

Project Snapshot

Timeline



Specs

- 7,850 sq ft Addition
- Current Building—47,050 sq ft
- Project Length—15 months (est.)

Cost

- Project Budget—\$10.065M

Funding Sources

- 2025 & 2026 Capital Budgets: \$750K
- Library Special Reserve Fund: \$4.19M
- General Obligation Bond: \$4M
- Personal & Corporate Donations: \$1M
- IL State Library Public Construction Grant: \$125K

“ The Highland Park Public Library is one of our most treasured resources for our youngest to our most senior residents. I am so proud to support the Library’s expansion project. It will provide much needed increased space, important infrastructure upgrades, and facilitate enhanced and expanded community services. From creating dynamic opportunities for gathering to enlarging the footprint for Youth Services to improving accessibility of library spaces for everyone, this renovation will position the Library to continue to provide exceptional programs and services for many years to come. ”

Mayor Rotering on the Library Expansion Project



For more info contact:

Library Board of Trustees

Rich Basofin

Rob Biederman

Alicia De La Cruz

Irene Hoffman

Rebecca Nathanson

Rob Olian

Ashley Lapin Olian

Carol Wolfe

Peter Zotos

Contact the Library Board of Trustees at Library-Board@hplibrary.org.

Heidi Smith, Executive Director

847-432-0720

hsmith@hplibrary.org

How to Give

To make a gift or discuss naming opportunities, please contact:

Heidi Smith, Executive Director

Highland Park Public Library

847-432-0720

hsmith@hplibrary.org

Give online:

reimaginehpl.info

HIGHLAND PARK PUBLIC LIBRARY

Information & Imagination

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Glencoe Public Library Launches Public Phase of \$2.5 Million Capital Campaign | PRESS RELEASE

November 25, 2025

The Glencoe Public Library today announced the launch of the public phase of its *Rooted in History, Building for Tomorrow* Capital Campaign, setting a \$2.5 million private fundraising goal to help fund a much-needed renovation and expansion of the 1941 building ahead of a March 2026 community referendum.

For more than 80 years, the library has been a cornerstone of Glencoe life. But as the ways people live, learn, and connect have evolved, the library building has not kept pace. Despite responsible stewardship, the aging building faces rising costs and mounting infrastructure challenges. Leaders agree: delaying improvements is no longer an option.

Following a competitive process, the Library Board of Trustees selected **Skidmore, Owings & Merrill** as the Master Space Plan architects. The plan has been guided by Adam Semel, a lifetime Glencoe resident with both local ties and world-class expertise.

“Working with Adam Semel and his team has been a pleasure,” said **Andrew Kim, executive director of the library**. “The design preserves the library’s historic charm while reimagining it with flexible, sustainable, and accessible spaces for generations to come.”

Highlights of the proposed renovation include:

- A state-of-the-art program and community room that can easily be partitioned for simultaneous programs.
- An expanded children’s space (nearly 40% larger) with kid-friendly displays and more room for children and caregivers to interact in a screen-free environment.
- A 1,000-square-foot collection addition that will create a stunning, open, light-filled space on the southeast corner.

- A reimagined lower level with an open floor plan, inviting sightlines, private meeting rooms, and full accessibility for all patrons.

-

Community members are already rallying around the campaign.

“The library is the heart of our village,” said **Campaign Advisory Council member Alisa Bergstein**. “My kids learned to read here, and I can’t wait to see the new children’s space come to life.”

The project is to be funded through a combination of private philanthropy, public grants, and a March 17, 2026, referendum.

To bring the renovation to life, library leadership launched the *Rooted in History, Building for Tomorrow* Capital Campaign ahead of the spring referendum. While the initial estimate is **\$17.3 million**, a revised cost estimate is being developed as plans progress. **Early momentum is strong. More than \$1 million in private donations has already been raised toward the \$2.5 million goal, including leadership gifts from:**

- Anonymous
- Anonymous
- Anonymous
- Ann and Robert Bates
- The Bergstein Family
- Lynn Chestler
- The Cornwall Trust
- Megan Cummins
- The Edelston Family
- Sara Kaufman Elsasser and Tim Holbrook
- The Fenwick Family
- Ben Miller and Linda Lin
- Roger and Laurence Parfitt
- Michael and Christine Pope
- Takiff Family Foundation
- Jessica Aspen and Seth Traxler
- Anne and John Tuohy
- Marilyn and Michael Vender
- Winter Family Foundation

To drive the campaign, the library’s Board of Trustees has partnered with a **Campaign Advisory Council** that includes a cross-section of engaged

Glencoe residents. Through creative marketing strategies, including a community-wide Lemon-Aid Stand Fundraiser, they are building awareness across Glencoe and laying the foundation for fundraising success.

The Council is co-chaired by library trustees **Linda Lin** and **Michael Pope** and includes members **Jessica Aspen, Ann Bates, Alisa Bergstein, Megan Cummins, Carla and Jay Edelston, Jill Takiff Hirsh, Lori Muller, John Tuohy, Marilyn Vender, and Rachel Zimmerman.**

“Now is the moment to create a library that meets today’s needs and transforms it for the next generation,” said **trustee and campaign co-chair Michael Pope.** “The generosity of our lead donors has laid a strong foundation.”

Campaign Advisory Council member Lori Muller added: “This is such an exciting moment for our community. Moving into the public phase means everyone in Glencoe can help shape the library’s future. It’s a chance for all of us – families, friends, and neighbors – to come together and make something lasting for generations to come.”

The library invites residents to learn more and help make history by donating and getting involved. Details are available at renewgpl.org/product/donate or by contacting executive director Andrew Kim.

Advisory referendum is likely to gauge support of \$17M Glencoe library expansion

By [Martin Carlino](#) | 1:50 a.m. October 27, 2025

Glencoe officials will soon formally hit the books on a multi-million-dollar project that would start a new chapter for a beloved institution.

Village trustees during their Thursday, Oct. 16 Committee of the Whole meeting heard a thorough presentation from Glencoe Public Library officials that detailed the library's plans for a massive renovation and expansion project.

The library's large-scale vision for reimagining its building on Park Avenue aims to create more versatile spaces, improve accessibility and add smart, sustainable and safe systems to the facility, officials said.

Plans call for multiple additions to the existing structure and design proposals, according to library documents, will bring "intuitive, community-focused spaces where people can gather for innovative programming; collaborate or work independently; learn, reflect, dream and play."

Officials say the library, which was built in 1941, has "not kept pace with how people live, learn and connect today." The current building, officials add, faces challenges related to inaccessible and cramped spaces, uneven building temperature, nonintuitive spatial flow and limited storage areas for staff.

Additionally, the building had a shortage of meeting and program space, which has in turn led to the library turning away potential programming opportunities.

Andy Kim, executive director of the Glencoe Library, told trustees that the library's board of trustees conducted a capital needs assessment in 2021 that identified more than 300 issues requiring repair or remediation within the next 20 years.

The Library Board then in 2023 approved its current strategic plan with the goal of completing a renovation of the building by the end of 2028 to create a facility that "better serves the community today and tomorrow," according to a library memo submitted to the village.



A concept for a new children's space in the Glencoe library.

Project architect and Glencoe resident Adam Semel, from the firm Skidmore, Owings & Merrill, presented some of the specifics of the library's vision to trustees during the Oct. 16 session.

Semel said project planners to this point have done a "huge amount of community engagement" and extensive "learning, listening and engaging." The firm first spent time understanding the best parts of the existing library and the areas where residents want to see less change before diving into improvements.

A key goal for planned revisions to the interior is improving wayfinding throughout the library and enhancing the flow of the space through vertical connections. Semel noted that library patrons who aren't overly familiar with the building can have difficulties navigating the space when entering.

The library's current elevator is difficult to find and doesn't touch every half floor, Semel said, noting that parts of the library are not fully accessible to all now.

Renovation plans also call for the creation of new spaces to better accommodate the needs of both the library and its patrons. Library officials are proposing a 1,840-square-foot addition to the southwest side of the building that will serve as a "state-of-the-art Glencoe program and community room."

Per Semel, the new space would accommodate up to 150 guests and through a deployable wall feature will offer flexibility to partition into smaller spaces. Semel said the

addition will be a “great space for event and community gathering” and will be a room that’s “super multi-functional.”

A 1,000-square-foot addition is also proposed for the top floor of the library. That space will be mainly geared toward enhancing the library’s children’s services but could also be used as a “flex space.” The addition will expand the children’s space by nearly 40%, according to the library’s website.

A large portion of the library’s existing collections are crowded into stacks on the west side of the building that are not ADA-accessible, Semel noted. Renovation work will address this with a 1,000-square-foot addition that will reconfigure the area through increased accessibility and better browsing for patrons.

The plan also features a new public entrance at the south side of the library next to the proposed community-room addition, a new central elevator, new spaces for staff, small group meeting rooms on the lower level and more.

Semel said that the building also needs an overhaul of HVAC and mechanical systems as well as repairs to the foundation.

Funding plan

The project’s current price tag is steep.

Kim told trustees that the library is estimating the total cost as of October will be \$17.3 million. Kim outlined the several ways in which the library is hoping to fund the effort.

The Library Board earlier this spring launched a capital fundraising campaign, and thus far, Kim said the campaign has raised nearly \$800,000. Officials have set a goal for the campaign of \$2.5 million, Kim said, adding that “we feel strongly we can reach it by the end of the year.”

Those campaign funds along with money saved in the library’s special reserve will reduce the amount of a bond issuance that will be needed to finance the rest of the project.

Right now, the estimated bond amount is \$14.3 million but Kim said that library officials are working to re-estimate the overall cost given the rapid increase of capital projects in the current market.

Due to the way the Glencoe Public Library is classified under state legislation, the library cannot levy its own property taxes. The Village of Glencoe levies on behalf of the library at the request of the Library Board, Village Manager Phil Kiraly explained.

Because of this, for library projects that require a bond issue, the village ultimately has the responsibility to levy on behalf of the board.

As a newly minted home-rule municipality, Glencoe no longer is required to have a binding referendum to issue bonds. But “given the scale and magnitude of a project like

this, it would be in all of our best interests that a referendum question still be posed to the community,” Kiraly said.

Given the timeline of their project, library officials hope to place the advisory referendum question on the March 2026 primary ballot, which is the next election that would be held in the area. To do that, trustees would need to approve placing the question on the ballot either during their November or December meeting.

Although the referendum will technically be considered non-binding, Village President Howard Roin said the village will only move forward with issuing the bonds if voters give the green light.

“If the referendum passes, I think we all understand that we’re going to proceed to issue the bonds ... and if the referendum doesn’t pass, no matter how excellent we think the project is, we’re not,” Roin said. “I think everyone on the Village Board is with that program.”

“For worthwhile projects, generally Glencoe residents say yes, and I hope that they will say yes now,” Roin later added.

The library’s plans will next appear in front of Glencoe’s Zoning Commission during its Nov. 3 meeting where the board will consider special-use permits required for the project. The village board then could author a final decision on the permits at its December meeting. Plans will also need exterior appearance review by Glencoe’s Plan Commission.



Rooted in History Building for Tomorrow

Campaign Naming Opportunities

Entry and Lobby Welcome Area

Ground Level

Committed

~~The Entry and Lobby will serve as the newly revitalized library's welcome area. Located just inside the main Park Avenue entry doors, the space will offer bright, inviting sight lines to the open-air staircase, central elevator, and all the way through to the large south-facing windows that flood the building with natural light. Anchoring the space is the new circulation desk, where Glencoe's cherished librarians will be ready to greet and assist patrons. This entry area will set the tone for the entire library experience, making everyone feel immediately at home.~~

Lobby Lounge

Ground Level

Committed

~~Located just inside the library's main entrance, this informal gathering space will transform the current director's office into a hub for connection. Outfitted with casual seating, a table, and vending machines, the Lounge Meeting Room will offer a comfortable spot to take a break, meet a friend, or enjoy a quick snack, perfect for spontaneous or small group conversations.~~

Glencoe Program and Community Room

Ground Level

\$1.5 million

The Glencoe Public Library offered 600 public programs in 2024 alone, but space limitations forced the library to turn away many more opportunities including 75 program reservation requests, not to mention the chance to pursue more ambitious programming which our current

space cannot accommodate. To make programs possible, the library is often forced to repurpose the beloved and centrally-located Johnson Room or Forte Reading Room quiet space, rely on outside community venues, or even turn away patrons due to fire code capacity limits.

With the right space, the library can deliver the innovative, engaging programs this community not only wants, but deserves. The new Program and Community Room will be a bright, open space filled with natural light, and spacious enough to accommodate all who want to attend comfortably. With technology like remote-controlled window shading, dedicated and automated audiovisual components, supports for people with limited sight and hearing, and the flexibility to easily partition into smaller spaces for simultaneous programming, the library will finally be able to offer its dynamic programming with ease, comfort, and efficiency.

Collections and Reading Expansion

Ground Level

\$1 million

Currently a significant portion of collections are crowded into non-ADA-accessible stacks on the west side of the library, a low-ceiling area with narrowly spaced aisles and tall, dense shelving and no space for seating or study areas.

The revitalization plan will transform how the community experiences these collections. Materials will be redistributed into inviting areas throughout the library for better browsing, discovery, comfort and accessibility. **At the heart of this effort is the exciting, spacious new 1000-square-foot Collection Addition adjoining the Forte Room on the library's southeast corner, a stunning, open, light-filled space with large windows, and cozy seating. This new area will invite patrons to easily explore the ever-evolving collection, whether conducting research, finding their next great read, or simply enjoying a quiet moment in a beautiful setting.**

Children's Program and Collection Addition

Upper Level

\$500,000

Children, families, and caregivers cherish the existing, bright second-floor children’s collections and play areas, but the area’s current footprint makes it hard to comfortably run programs and offer space for quiet reading and play, especially during key after school hours. When crowded, the program space can be overwhelming for young kids, limiting their ability to see and focus, move around, or feel fully included.

The Children’s Addition will expand the space by nearly 40%, assuring ample room for children to follow their curiosity while providing children of various ages and their caregivers to spread out and enjoy their time at the library. Even in this digital age, there is simply no substitute for engaging with physical materials – roaming freely among right-sized furnishings, exploring kid-friendly displays, picking out books and finding new authors – all while interacting with other children and Librarians in a safe, screen-free space.

Librarians will have the freedom to expand collections, make it easier for kids to see and choose their books, offer larger story time and programs, pilot activities for diverse learners, set up play tables, carve out quiet reading niches, and nurture a love of reading. It will be a space where kids can explore and discover new ideas together. Just as importantly, it will build community, bringing families together. We also know that watching the trains arrive and depart from upstairs is a highlight for many, and we will provide even better viewing opportunities!

Collections, Study and Discovery Space

Lower Level

Entire Level: \$500,000

Or

Central Study and Discover Space (950-square-feet): \$250,000

Elevated Study and Discovery Space (930-square-feet): \$250,000

The lower level will be transformed from an uninviting, inaccessible, and disjointed, multi-level labyrinth into an open-floor concept with brightness, visibility and intuitive wayfinding. The new plan boasts a completely refreshed lower level with comfortable seating and ample space to work. With the open staircase design, a bright skylight will illuminate the lower level and it will seamlessly and gracefully connect the level to the rest of the library. With the relocation of a new elevator, the lower level will also finally become fully accessible for people with strollers and in wheelchairs.

At 1900-square-feet, the Collections, Study and Discovery Space will serve as the focal point of the lower level, a vibrant, open space designed to inspire discovery and connection. Lined with thoughtfully curated collections and flexible seating, the area will feature tables for study and collaboration, cozy reading nooks, and inviting sightlines that create a welcoming, airy atmosphere for teens and all patrons to enjoy.

Meeting and Collaboration Rooms

Lower Level

Together: \$450,000

Each: \$150,000

With only one meeting room, the Glencoe Public Library currently lacks critical space to support the many ways people meet and collaborate today. The single room is in high demand during peak hours from patrons of all ages, as well as staff who lack a dedicated space to collaborate. Students need more space to hatch their group science fair project or learn from their tutors; patrons need space to work on community projects or join virtual work meetings.

Positioned to complement the renovated, open lower level, **the three new lower-level Meeting Rooms are exactly what the community needs, featuring moveable walls and configurable layouts,** and providing the right space for everything from quiet solo study to lively group collaboration.

Library Staff Suite

Ground Level

\$350,000

The Glencoe Public Library patrons adore and admire the library's staff members. In fact, time and again, they report the library staff is what they treasure most about the library. Currently, staff work in tight spaces scattered throughout the building, crowded together without areas to collaborate or plan programming, and storage space is sparse and haphazard.

The revitalization plan provides a suite of dedicated workspaces and collaboration areas so staff can work efficiently to curate materials, and create and deliver the programs patrons love best. The 1100-square-foot ground floor Staff Suite will bring the team together in a dedicated workspace that makes smart use of a low-ceilinged area, space that is not ideal for

public use but perfectly suited to support staff operations without impacting patron areas. The design will also accommodate future staff needs in anticipation of expanded programming made possible by the addition of new program space.

Children's Department Staff Suite

Mezzanine Level

\$250,000

With the addition of the new Glencoe Community Room, the Hammond Room, currently located on the mezzanine level with low ceilings and challenging temperature control, will be thoughtfully repurposed into a much-needed staff suite for our beloved Children's Department team who currently lack dedicated work space.

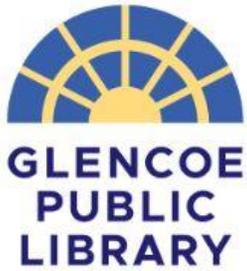
The revitalization will provide two private offices, an open work area designed for collaboration where staff can develop the engaging youth programs, services and collections our youngest patrons rely on, and dedicated storage space for essential materials such as storytime supplies, crafts, learning kits and more. By moving operations closer to where programming happens, and giving staff the tools and space they need, we're laying the groundwork for even more creative, responsive, and high-quality services for children and families.

Patron Privacy Room

Upper Level

\$150,000

Located just off the children's area, this quiet, private room offers an inviting space for patrons in need of a moment of rest or care. Whether used by nursing parents, children seeking a sensory break, or patrons managing other wellness needs, this space reflects the library's commitment to inclusivity, comfort, and community well-being.



Rooted in **History**
Building for **Tomorrow**

“The only thing you absolutely need to know is the location of the library.”

Albert Einstein

The Case for Revitalization

The Glencoe Public Library is the heart of Glencoe: a sanctuary and a source of community pride for generations of families. Patrons feel a sense of welcome and belonging. A gathering space, a center for enriching speakers and activities, a place where ideas intersect, where minds young and older find inspiration, and a haven for socializing and solace.

Built in 1941 and perfect for its time, the library has not kept pace with how people live, learn, and connect today. While features like the Park Avenue facade and Johnson Room are iconic, cherished, and will remain as is, others are cramped, inaccessible and unfriendly to patrons with mobility challenges. Temperatures are uneven. Spatial flow is non-intuitive. Staff members lack necessary work and storage areas. And with a shortage of meeting and program space, the library must turn away community groups, and forgo programming opportunities.

Over the years, library leaders have been responsible stewards. The library has never sought funding through a referendum and has kept up with the building's capital needs through its annual operating budget and ad hoc bonds. But costs to maintain and improve the building have been a constant challenge and pose a growing strain. Systems in the 84-year-old building are outdated, disjointed and deteriorating.

Delaying improvements is no longer an option; now is the moment to create a library that meets today's needs and beyond.

The **Rooted in History, Building for Tomorrow** campaign envisions an airy, bright, adaptable and above all, welcoming community cornerstone. The plan preserves the library's historic charm while enhancing comfort, accessibility, security, and sustainability for years to come.

This revitalization will meet the evolving needs of patrons of all ages and abilities, transforming the library into a vibrant space that serves the community today and inspires the next generation.

The proposed design features intuitive, community-focused spaces where people can gather for innovative programming; collaborate or work independently; learn, reflect, dream and play.





Rooted in **History** Building for **Tomorrow**

At the heart of the campaign are three areas of focus:

Versatile
Spaces

Improved
Accessibility

Smart, Sustainable,
and Safe Systems

Versatile Spaces

State-of-the-Art Glencoe Community Room. Today, the library is often forced to repurpose key spaces, rely on outside community venues, or even turn away patrons due to fire code capacity limits or availability. **The new community room will be open, flexible, filled with natural light and spacious enough to accommodate up to 150 people comfortably for the type of innovative and engaging programs this community not only wants, but deserves.**

Expanded, Welcoming Children's Space. With its current footprint, the children's space struggles to accommodate programs, play and peaceful moments for reading. **The children's addition will expand the space by nearly 40%**, providing children a space to spread out and enjoy the library. In this digital age, there is simply no substitute for engaging with physical materials, exploring kid-friendly displays and picking out books in a safe, screen-free space.

Reimagined Collections Areas. Currently a significant portion of collections are crowded into non-ADA-accessible stacks on the west side of the library. The plan will transform how the community experiences these collections with better browsing, comfort and accessibility. **At the heart of this reconfiguration is the spacious new 1000-square-foot collection addition, a stunning, open, light-filled space with large windows, and cozy seating.**

Breathing Life into the Lower Level. The lower level will be transformed from a dark and disjointed labyrinth into a fully accessible, open floor concept with curated collections, flexible seating for studying, inviting sightlines and three new meeting rooms, all within the library's existing footprint. A new elevator and an open staircase design with a bright skylight will connect the level with the rest of the library.

Small Group Meeting Rooms. Currently, the library has just one meeting room, and it is in high demand during peak hours from patrons of all ages, as well as staff who lack a dedicated space to collaborate. With moveable walls and configurable layouts, **the three new lower-level meeting rooms will offer reservable spaces that adapt to the needs of individuals or community groups.**

Behind-the-Scenes Space for Staff. The beloved library staff team are currently working in tight spaces scattered throughout the building. **With dedicated offices and meeting rooms, the new staff suite will make smart use of a low-ceilinged area not ideal for public use but perfectly suited to support staff operations.**

Improving Accessibility

A New Way In. A new public entrance at the south side of the building next to the proposed community space addition will enable more convenient access to Village Court parking and connect the library with the underutilized Wyman Green.

Central Elevator. Tucked away, the current elevator is difficult to find, in need of frequent repair and access is encumbered by non-ADA compliant narrow passages. A new roomier, central elevator will provide easier access to the entire library, including the reimagined lower level.

Better Browsability. Some of the library's current aisles are too narrow for wheelchairs and tall stacks place books too high or near the floor, leaving collections underused. A new ADA-compliant configuration and patron-friendly displays will assure everyone can easily browse collections.

Easier Navigation. With a single, welcoming point of contact upon entry and an intuitive layout anchored by a central staircase and elevator, patrons will navigate the space with ease.

Smart, Sustainable, and Safe Systems

Up-to-Date Systems Several key systems at the Glencoe Public Library are past their prime and need replacing to keep the library running for generations to come.

- + **Electrical.** The original cloth-covered wiring installed in 1941 is not only outdated, but a hazard in any modern building. The plan calls for a complete rewiring of the building.
- + **Drainage.** The library has experienced frequent flooding over the years due to a compromised foundation and insufficient drainage system. The building's original clay drain tile and aging water pipes, well past their lifespan, will finally be replaced.
- + **HVAC.** A series of ad hoc repairs over the years has resulted in an HVAC system comprising 20 separate units. A new efficient, carbon-neutral system will keep patrons and staff comfortable all year long.

Sustainability. The revitalization plan incorporates low-carbon, eco-friendly materials and energy-efficient systems requiring zero operational carbon. Sustainable thermal comfort will be achieved through new windows, greater insulation and exterior shading.

Security. The master plan calls for a central circulation desk and open sightlines across the ground and lower levels, supplemented by added camera surveillance.

Technology. The library's new spaces will accommodate modern-day conveniences such as built-in AV systems, self-checkout stations, plentiful charging stations and power outlets, and access to borrowable technology and creative tools such as 3D printers.

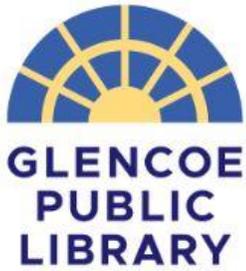
Why Support the Glencoe Public Library's Capital Campaign?



Within the walls of the Glencoe Public Library, generations of patrons have explored new worlds and possibilities.

This community cornerstone deserves a building that warmly welcomes all who enter. The revitalized Glencoe Public Library will be designed for how people work, learn and interact today, incorporating features requested by patrons, staff, and community members.

The hallmark of the plan is its ability to anticipate and embrace change. To achieve the goals, the library aims to raise \$17.3 million through a combination of private and public funding and grants. The **Rooted in History, Building for Tomorrow** campaign funds will provide the resources necessary for the library to meet current needs, with the agility to anticipate the challenges and possibilities to come.



Rooted in **History**
Building for **Tomorrow**

Capital Campaign Advisory Council*

Co-Chairs

Linda Lin
Michael Pope

Council Members*

Jessica Aspen
Ann Bates
Alisa Bergstein
Megan Cummins
Carla and Jay Edelston
Lori Muller
Jill Takiff Hirsh
John Tuohy
Marilyn Vender
Rachel Zimmerman
(In formation)

The Glencoe Public Library Board of Trustees

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Glencoe Public Library Executive Director

Andy Kim

Skidmore Owings and Merrill - Master Space Planning Architects
Just Cause Consulting - Campaign Consultants



* As of July 16, 2025

Lake Forest Library Board of Trustees
360 E. Deerpath Road, Lake Forest, IL, 60045

Tuesday, November 18, 2025
Regular Meeting Minutes

CALL TO ORDER

President Jackson welcomed everyone and called the meeting to order on November 18, 2025 at 6:30 pm in the Kasian Room, at Lake Forest Library.

ROLL CALL

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

Library Staff present: Ishwar Laxminarayan - Executive Director, Kate Buckardt - Adult Services Manager, Lorie Rohrer - Youth Services Manager, Joy Schmoll - Communications Manager, Jim Lee - Building Superintendent, Leo Hamza - Business Manager and John Lacson - Media Lab Specialist.

PRESIDENT'S REMARKS

President Jackson noted that the Elawa Farm Books and Bites event was very well received. He also touched on the Vinci Hamp presentation of the 1931 room restoration project expressing confidence that the right people are leading the project and that the Board is well positioned moving forward.

TRUSTEE COMMENTS

Trustee Johnson reflected on the "The River We Remember" evening, noting he was very impressed with the quality of the Q&A, how well the event was run, and the strong attendance.

Trustee Desmond commended Director Laxminarayan for doing an excellent job in keeping the Board informed of the library's many successful programs and events.

Trustee Strong echoed Trustee Johnson's comments and suggested considering two sessions for future events to accommodate a larger audience.

CALL FOR ADDITIONS TO THE AGENDA

None.

OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD

None.

CORRESPONDENCE REPORT

Director Laxminarayan reviewed a memorandum from the Illinois Department of Revenue which noted that the Consumer Price Index (CPI) "cost of living" or inflation percentage to use in computing the 2025 extensions (taxes payable in 2026) under PTELL is 2.9%.

Trustee Johnson shared a *Chicago Tribune* article highlighting that book publishing remains strong and relevant. Patron comments were reviewed and generally positive. One patron commented on access to books on banned book lists. In response to comments about the entryway rugs, Trustee Strong suggested exploring whether removing middle security sensors could help alleviate the issue for the time being. Regarding construction concerns from patrons, Trustee Strong reiterated that the Building Committee and staff have gone to great lengths to ensure the library remains open and accessible throughout construction.

CONSENT AGENDA

A correction was requested to reflect that the October 21 consent agenda was voted on and approved by all trustees present. Trustee Sparrow made a motion to approve the consent agenda as corrected. Trustee Desmond seconded the motion.

The following voted "Aye": Trustees Clifton, Desmond, Jackson, Johnson, Pearson, Shaw, Sparrow, Strong and Van Bel. The following voted "Nay": none. 9-Ayes, 0-Nays, motion carried.

BUILDING COMMITTEE

Exterior Courtyard Rehabilitation- Phase I

Trustee Strong provided an update on the courtyards project, noting timeline setbacks due to weather and site constraints. Courtyard wall installation is anticipated in the spring, with reopening projected for May. Director Laxminarayan also noted the removal of the pear trees.

1931 Historic Room Revitalization

Trustee Van Bel referenced updates to the 1931 rooms restoration project, citing a successful presentation by Vinci Hamp to the public. Next steps are to have a full cost estimation by the end of the year or early in January.

Action Item- New Boiler

Jim Lee reported that two similar cost proposals were received for a new boiler and the Board would need to approve awarding the project. The budgeted amount was \$74,000.00. Trustee Johnson asked whether the electrical system had been assessed. Mr. Lee confirmed that Hill Mechanical has strong knowledge of the library's HVAC systems and had reviewed the switch gears and related systems, confirming the capacity to support a new boiler. Trustee Desmond made a motion to approve and award the boiler contract to Hill Mechanical in an amount not to exceed \$52,000.00 and to authorize Jim Lee to sign the contract as presented. Trustee Johnson seconded the motion.

The following voted "Aye": Trustees Clifton, Desmond, Jackson, Johnson, Pearson, Shaw, Sparrow, Strong and Van Bel. The following voted "Nay": none. 9-Ayes, 0-Nays, motion carried.

FINANCE COMMITTEE

Trustee Sparrow reported that the audit remains unchanged from the previous draft and that the library is in strong financial condition. Trustee Johnson noted that the management letter contained more detailed insight into financial planning and usage of funds. Trustee Shaw commented that the notes were particularly informative.

Action Item- 2025 Audit Approval

Trustee Shaw made a motion to approve the 2025 audit as presented. The motion was seconded by Trustee Desmond and approved unanimously by all trustees in attendance.

FUNDRAISING DISCUSSION

President Jackson led a discussion and raised questions regarding process and best practices for fundraising and how to define the Board's involvement in such efforts. Trustee Van Bel discussed the option of forming a subcommittee to ensure a throughline for all communication and efforts. Director Laxminarayan emphasized the importance of acting timely and efficiently, expressing support for bringing fundraising in-house with dedicated staff. He also questioned whether fundraising should become part of the library's day-to-day operations. Trustee Desmond highlighted the importance of community outreach and engaging key community members in solicitations. Trustee Strong echoed support for hiring a dedicated staff member and forming a subcommittee to ensure coordinated and consistent messaging. Trustee Sparrow agreed with this approach. Trustee Johnson suggested further discussion with staff to determine the appropriate role and scope. Trustee Van Bel suggested that the Building Committee present rough cost estimates for future projects to help frame fundraising needs.

TRUSTEE TRAINING

Trustees discussed the value of formal trustee training to better understand governance rules, responsibilities, and best practices.

OPERATIONS REPORT

Director Laxminarayan noted classes and lectures continue to be well received and highlighted the strong attendance at the recent Pumpkin Party. There are new take-out kits including a bird watching kit and telescope. Several staff attended the city benefits fair, yielding 30 new library card sign-ups. Director Laxminarayan highlighted upcoming holiday programming and encouraged trustees to attend. Circulation usage and metrics remain ahead of projections across all categories.

UNFINISHED BUSINESS

None.

NEW BUSINESS

Trustee Strong proposed conducting feasibility studies to help answer larger strategic questions related to Phase Three building plans, noting that preliminary research would better define next steps.

Meeting adjourned at 8:01 pm.

Next Schedule Meeting: Regular Board Meeting, Tuesday, December 16th, 2025 at 6:30 pm.



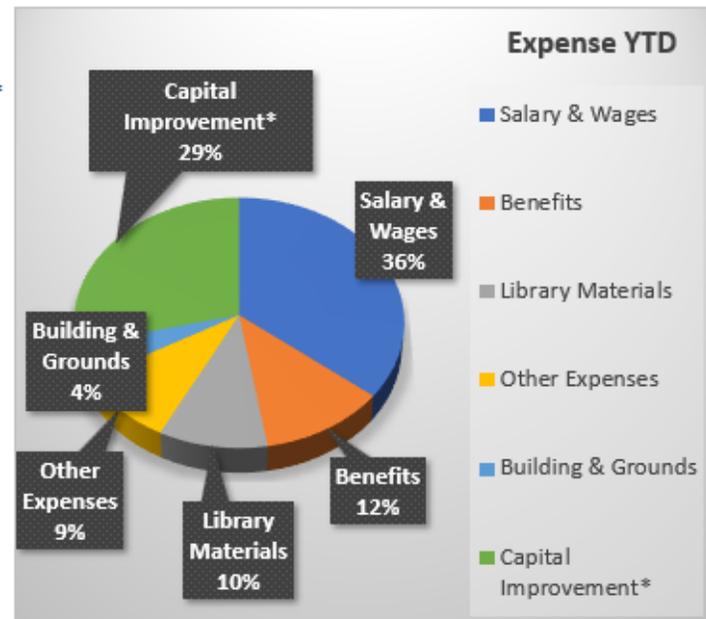
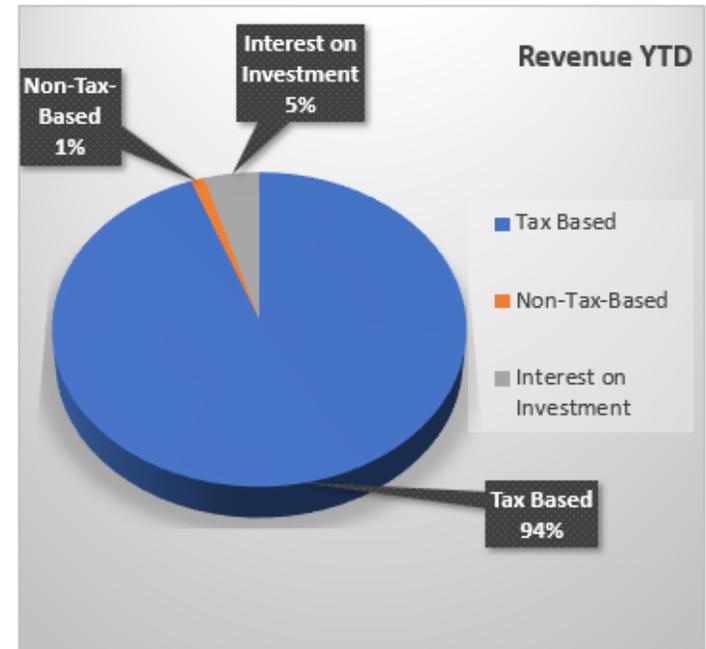
FY2026 Revenue & Expenditure Statement
November - 2025 (Month 7)

Revenues	YTD Actual	YTD Budget	Annual Budget	Budget Realized
Tax Based	5,178,210	5,120,253	5,180,869	100%
Non-Tax-Based	60,060	42,583	73,000	82%
Gifts & Grants	30,609	5,833	10,000	306%
Library Generated	15,404	14,000	24,000	64%
Friends of Lake Forest Library	-	35,000	60,000	0%
Interest on Investment	252,963	204,167	350,000	72%
Total Revenues	5,537,245	5,421,836	5,697,869	97%

Expenses	YTD Actual	YTD Budget	Annual Budget	Budget Utilized
Salary & Wages	1,213,415	1,354,883	2,322,657	52%
Benefits	397,558	494,331	847,424	47%
Library Materials	342,904	437,500	750,000	46%
Other Expenses	317,579	520,391	892,098	36%
Contractual Services Library*	158,473	239,283	410,200	39%
Other*	159,106	281,107	481,898	33%
Building & Grounds	150,353	232,980	399,395	38%
Capital Improvement*	977,745	2,158,333	3,700,000	26%
Total Expenses	3,399,555	5,198,418	8,911,574	38%

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

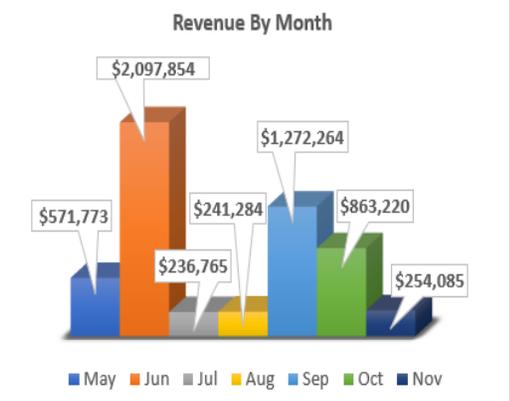
*Detail on pages 4 & 5 of the report



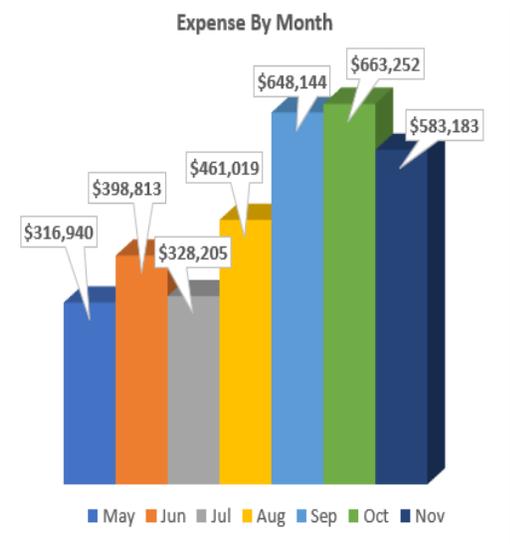


**FY2026 Revenue & Expenditure Statement
November - 2025 (Month 7)**

Revenues	May	Jun	Jul	Aug	Sep	Oct	Nov	YTD	Budget	Budget Realized
Tax Based	534,505	2,084,237	189,563	122,177	1,269,365	779,747	198,615	5,178,210	5,180,869	100%
Non-Tax-Based	12,154	-	8,762	30,072	-	9,072	-	60,060	73,000	82%
Gifts & Grants	25	100	5,650	-	1,750	8,070	15,014	30,609	10,000	306%
Library Generated	1,424	4,464	1,690	2,244	1,149	1,518	2,915	15,404	24,000	64%
Friends of Lake Forest Library	-	-	-	-	-	-	-	-	60,000	0%
Interest on Investment	23,665	9,053	31,099	86,791	-	64,813	37,541	252,963	350,000	72%
Total Revenues	\$571,773	\$2,097,854	\$236,765	\$241,284	\$1,272,264	\$863,220	\$254,085	\$5,537,245	\$5,697,869	97%



Expenses	May	Jun	Jul	Aug	Sep	Oct	Nov	YTD	Budget	Budget Utilized
Salary & Wages	104,312	168,438	168,761	249,840	177,425	172,051	172,587	1,213,415	2,322,657	52%
Benefits	48,174	53,167	53,183	67,357	60,631	57,910	57,136	397,558	847,424	47%
Library Materials	45,832	71,447	49,540	50,570	46,653	30,659	48,203	342,904	750,000	46%
Other Expenses	55,239	47,597	39,752	60,999	29,830	51,606	32,556	317,579	892,098	36%
Contractual Services Libran	37,841	12,950	11,542	31,223	14,474	37,172	13,270	158,473	410,200	39%
Other	17,398	34,646	28,210	29,776	15,356	14,434	19,285	159,106	481,898	33%*
Building & Grounds	63,384	14,249	12,749	17,447	18,361	11,259	12,905	150,353	399,395	38%
Total Operating Expenses	316,940	354,898	323,985	446,214	332,900	323,485	323,387	2,421,809	5,211,574	46%
Capital Improvement	-	43,915	4,219	14,805	315,244	339,766	259,796	977,745	3,700,000	26%
Total Expenses	\$316,940	\$398,813	\$328,205	\$461,019	\$648,144	\$663,252	\$583,183	3,399,555	8,911,574	38%
Excess / (Deficit)	\$254,833	\$1,699,041	(\$91,440)	(\$219,735)	\$624,120	\$199,969	(\$329,098)	2,137,690	(\$3,213,705)	



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).

* **"Other"** budget line has been adjusted to \$481,898 (previously \$482,698) to correct a duplication. \$10,000 allocated for Employee Tuition is already included under the Benefits line and has therefore been removed from "Other." Employee Tuition has also been removed from the "Other" table on page 4. (11/18/2025)

**Lake Forest Library
Financial Notes and Variance Report
For the Month of November 2025 (Month 7) FY2026**

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

General Operations - Revenues

Property Tax: As of November 30, the Library received \$5,178,210 in property tax distributions, which is 100% of the annual budget.

Non-Tax-Based: As of November 30, the Library received \$60,060 in property tax distributions which reflect personal property tax of \$31,493 and per capita grant \$28,566 which is 82% of the annual budget.

Gifts: As of November 30, the Library received \$30,609 as gifts and grants, which is 306% of the annual budget.

Library-Generated: As of November 30, the Library received \$15,404 Library generated income. This income is from copiers, other revenue such as CCS and miscellaneous fees, which is 64% of the annual budget.

Interest on Investment: As of November 30, the Library received \$252,963 in interest on investment which is 72% of the annual budget.

General Operations - Expenditures

Salaries, wages, and benefits: As of November 30, \$1,213,415 for salaries and wages: 52% of FY budget; \$397,558 for benefits: 47% of FY budget. \$231,983 for medical insurance 50% of FY budget; \$89,681 for SSN: 50% of FY budget; \$66,259 for IMRF: 35% of FY budget and \$9,635 for Worker's Compensation: 161% of FY budget.

Materials: Books, AV, and Electronic Services: As of November 30, \$342,904: 46% of annual budget. This includes payments for periodical and database subscriptions.

Other Operating Expenditures: As of November 30, \$317,579: 36% of annual budget. Includes \$158,473 in library contractual services, including fourth payment of RFID lease of \$24,041 to Bibliotheca and \$159,106 for other expenses such as programs, administrative fees, office supplies, membership, and miscellaneous expenses.

Building and Grounds: As of November 30, \$150,353 which is 38% 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 November 30, \$977,745: 26% of annual budget. Reflects \$2,350 for Art Restoration, \$14,501 in technology upgrades, \$15,000 for completion of elevator upgrade, \$109,665 in architectural fees related to Courtyard Design & Construction Documents to WJE, \$782,559 to Berglund Construction for Courtyard construction work, and \$53,670 to Vinci-Hamp Architects for research & base drawings related to 1931 Historic Rooms project.

Year to Date FY2026: 38% of budget expenses; 97% budget revenues.

Account Details

Contractual Services Library

Description	May	Jun	Jul	Aug	Sep	Oct	Nov	YTD	Budget
CCS & OCLC (Integrated Library System)	\$ 11,670	\$ -	\$ -	\$ 17,997	\$ 3,142	\$ 17,997	\$ -	\$ 50,805	\$100,000
HR Consulting	\$ -	\$ -	\$ 166	\$ -	\$ -		\$ -	\$ 166	\$ 25,000
LAN, WAV, and Support (MSP)	\$ 2,130	\$ 9,925	\$ 9,929	\$ 9,933	\$ 9,953	\$ 10,636	\$ 9,962	\$ 62,468	\$145,200
EZ Proxy & Collection HQ	\$ -	\$ -	\$ -	\$ 1,016	\$ -	\$ -	\$ -	\$ 1,016	\$ 10,000
Bibliotheca	\$ 24,041	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 24,041	\$ 25,000
Online/Internet (fiber)	\$ -	\$ 1,338	\$ 1,363	\$ 1,379	\$ 1,379	\$ 1,379	\$ 1,379	\$ 8,216	\$ 25,000
Other: Web Calendar Subscription	\$ -	\$ -	\$ 11	\$ -	\$ -	\$ -	\$ 15	\$ 27	\$ 50,000
Technology Leased & Warranty Renewals	\$ -	\$ 1,687	\$ 73	\$ 899	\$ -	\$ 7,161	\$ 1,914	\$ 11,734	\$ 30,000
Total	\$ 37,841	\$ 12,950	\$ 11,542	\$ 31,223	\$ 14,474	\$ 37,172	\$ 13,270	\$ 158,473	\$410,200

Others

Description	May	Jun	Jul	Aug	Sep	Oct	Nov	YTD	Budget
NEW STRATEGIC INITIATIVES	\$ -	\$ 11,209	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,209	\$ 100,000
ADMINISTRATIVE SERVICES	\$ 2,382	\$ -	\$ 4,764	\$ 2,382	\$ 2,382	\$ 2,382	\$ 2,382	\$ 16,672	\$ 30,000
PERSONNEL RECRUITMENT	\$ -	\$ -	\$ -	\$ 61	\$ -	\$ -	\$ -	\$ 61	\$ 1,000
TRAINING & DEVELOPMENT	\$ -	\$ 1,314	\$ 3,675	\$ 2,621	\$ 2,547	\$ 1,043	\$ 2,274	\$ 13,475	\$ 30,000
MEMBERSHIP DUES	\$ 1,545	\$ (17)	\$ 825	\$ 300	\$ 300	\$ 325	\$ 597	\$ 3,875	\$ 11,000
MEETINGS & EXPENSE REIMB	\$ -	\$ -	\$ -	\$ 332	\$ 71	\$ -	\$ 149	\$ 552	\$ 2,500
LEGAL	\$ -	\$ -	\$ 2,363	\$ -	\$ -	\$ -	\$ -	\$ 2,363	\$ 100,000
AUDITING SERVICES	\$ -	\$ -	\$ -	\$ 8,087	\$ -	\$ -	\$ -	\$ 8,087	\$ 9,000
PROGRAMS & SERVICES	\$ 10,006	\$ 16,733	\$ 15,556	\$ 13,816	\$ 7,552	\$ 9,098	\$ 11,130	\$ 83,891	\$ 152,400
ONLINE BANKING FEES	\$ 276	\$ -	\$ 281	\$ 555	\$ 277	\$ 295	\$ 821	\$ 2,505	\$ 2,200
INSURANCE - LIABILITY	\$ 1,650	\$ 5,148	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,798	\$ 10,648
TELEPHONE	\$ 41	\$ 41	\$ 41	\$ 42	\$ 42	\$ 42	\$ 42	\$ 292	\$ 5,000
OFFICE SUPPLIES	\$ 377	\$ 105	\$ 39	\$ 304	\$ 389	\$ 542	\$ 444	\$ 2,200	\$ 15,000
POSTAGE	\$ 995	\$ 47	\$ 290	\$ 1,130	\$ 1,027	\$ 319	\$ 1,142	\$ 4,949	\$ 7,150
VENDING BEVERAGES	\$ 127	\$ 67	\$ 376	\$ 146	\$ 768	\$ 387	\$ 304	\$ 2,177	\$ 6,000
Total	\$ 17,398	\$ 34,646	\$ 28,210	\$ 29,776	\$ 15,356	\$ 14,434	\$ 19,285	\$ 159,106	\$ 481,898

Contractual Service Building

Description	May	Jun	Jul	Aug	Sep	Oct	Nov	YTD	Budget
Water Treatment	\$ 184	\$ -	\$ -	\$ 552	\$ 184	\$ 184	\$ 189	\$ 1,293	
Alarm System	\$ 2,451	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,451	
Inner Security System	\$ 399	\$ -	\$ -	\$ 248	\$ -	\$ -	\$ 248	\$ 894	
Rose Pest	\$ 107	\$ 282	\$ 114	\$ 114	\$ 114	\$ 114	\$ 114	\$ 959	
AED (CINTAS)	\$ -	\$ 667	\$ 1,109	\$ 707	\$ 751	\$ 910	\$ 845	\$ 4,990	
Off-site Storage	\$ -	\$ -	\$ -	\$ 42	\$ 284	\$ 284	\$ 284	\$ 894	
Total	\$ 3,141	\$ 949	\$ 1,223	\$ 1,662	\$ 1,333	\$ 1,492	\$ 1,680	\$ 11,481	\$ 25,000

Building & Grounds

DESCRIPTION	May	Jun	Jul	Aug	Sep	Oct	Nov	YTD	Budget
CONTRACTUAL SERVICE	\$ 3,141	\$ 949	\$ 1,223	\$ 1,662	\$ 1,333	\$ 1,492	\$ 1,680	\$ 11,481	\$ 25,000
WATER	\$ 510	-	\$ -	\$ 661	\$ -	\$ -	\$ 1,031	\$ 2,203	\$ 10,000
JANITORIAL SERVICES	\$ 2,999	\$ 2,999	\$ 2,999	\$ 2,999	\$ 2,999	\$ 3,359	\$ 2,999	\$ 21,353	\$ 49,500
JANITORIAL SUPPLIES	\$ 380	\$ 1,886	\$ 1,175	\$ 979	\$ 886	\$ 1,687	\$ 1,756	\$ 8,749	\$ 25,000
MAINTENANCE OF EQUIPMENT	\$ 1,830	\$ 2,038	\$ 1,444	\$ 2,637	\$ -	\$ -	\$ -	\$ 7,949	\$ 60,000
BUILDING MAINTENANCE	\$ 791	\$ 1,135	\$ 1,495	\$ 3,303	\$ 5,780	\$ 2,528	\$ 430	\$ 15,462	\$ 120,000
GROUNDS MAINTENANCE	\$ 1,828	\$ 2,259	\$ 4,413	\$ 5,205	\$ 7,363	\$ 2,193	\$ 5,009	\$ 28,270	\$ 50,000
INSURANCE	\$ 51,904	\$ 2,983	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 54,887	\$ 59,895
Total	\$ 63,384	\$ 14,249	\$ 12,749	\$ 17,447	\$ 18,361	\$ 11,259	\$ 12,905	\$ 150,353	\$ 399,395

Capital Improvement

Description	May	Jun	Jul	Aug	Sep	Oct	Nov	YTD	Budget
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 600,000
Technology Upgrade	\$ -	\$ 1,300	\$ 4,219	\$ 6,905	\$ -	\$ 2,010	\$ 67	\$ 14,501	\$ 250,000
Capital Improvement	\$ -	\$ 42,615	\$ -	\$ 7,900	\$ 315,244	\$ 337,756	\$ 259,729	\$963,244	\$2,850,000
Total	\$ -	\$ 43,915	\$ 4,219	\$ 14,805	\$ 315,244	\$ 339,766	\$ 259,796	\$977,745	\$3,700,000

LAKE FOREST LIBRARY BOARD OF TRUSTEES

Finance Committee Meeting Minutes – December 11, 2025

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

Others Present: Trustee Garth Pearson, Assistant Director Heidi Krueger, Communications Manager Joy Schmoll

The meeting was called to order at 3:04 p.m. There were no public comments.

Business Manager Leo Hamza presented the November 2025 finance report, noting that the library has realized 97% of budgeted revenues and incurred 38% of projected expenses for FY2026. Trustee Johnson inquired about lower-than-expected salary and benefits figures and whether any positions are currently vacant. Assistant Director Krueger confirmed that a part-time Youth Services Assistant position had been open but is now filled and pending a start date.

Business Manager Leo Hamza also reviewed the Capital Project payment tracker, outlining contracted costs, payments to date, and contingency spending for current capital projects. Additional contingency expenses are anticipated for custom bricks required to rebuild the courtyard walls.

Executive Director Laxminarayan informed the group that the December board meeting will include a proposal from Wiss Janney Elstner Associates for an initial structural review for Phase 3. With Courtyard Construction paused during the winter months, the building committee views this as an opportunity to plan for upcoming projects. Ishwar shared a document outlining future capital improvement goals and timelines. Discussion followed regarding operational impacts, including phased construction to minimize disruption, employee relocation, and anticipated logistical challenges.

The conversation shifted to fundraising strategies. Members discussed the pros and cons of hiring a dedicated fundraising consultant or additional staffing. Ishwar shared the capital campaign experiences of the Glencoe Public Library and Highland Park Public Library. He also noted that two of the library's investments will mature at the end of January 2026, requiring a decision on whether or not to reinvest the funds.

Meeting adjourned 3:54pm



December 5, 2025

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

Lake Forest Library - Initial Structural Review

WJE No. 2024.3861

Dear Mr. Laxminarayan:

As requested, Wiss, Janney, Elstner Associates, Inc. (WJE) is pleased to provide the Lake Forest Library with this proposal for an initial structural review of particular portions of the library, to help guide future conceptual discussion of renovation or expansion of the library. WJE is very familiar with the library building and the available documentation of the existing structure from our work over the last three years.

As discussed at our meeting on November 26, 2025, there are several topics that require an initial structural review to determine the overall feasibility of concepts for renovation or expansion of the library. Further investigation and design will be needed in the future if any of these renovation concepts are pursued, but the library desires this initial review to determine what concepts to discuss as part of future A/E selection for the renovation. The specific concepts to be reviewed include:

- A. Relocation of ground-level mechanical units to a rooftop location above the 1990 main bookstack. (This area of the library is approximately 1,500 square feet at each floor level.)
- B. Removal of the 1978 north bookstack assembly and construction of a new floor and roof structure in this area at the same heights as the adjacent 1990 main bookstack first and second floors and roof structure. (This area of the library is approximately 550 square feet at each floor level.)
- C. Addition of a second floor over the entire extent of the 1978 north wing. (This area of the library is approximately 3,500 square feet at the first floor level.)
- D. Review of code requirements for number and type of publicly accessible restroom facilities based on the current layout and use of the library.

Scope of Services

Based on our understanding of the library's goals, we propose the following specific scope of services.

1. **External Research.** We understand that no original drawings are available from the construction of the 1978 north wing or 1990 main bookstack in the library's files. We will conduct limited external research with the City of Lake Forest building department, the History Center of Lake Forest-Lake Bluff, and other local repositories that may have relevant documents.

2. **Documentation of Existing Structures on Site.** We will visit the building to measure and document existing structural framing systems.
 - For Concept A at the roof of the 1990 main bookstack, the existing framing consists of steel beams supporting a metal roof deck. We will temporarily remove acoustic ceiling tiles throughout the second floor of the bookstack to provide access to document the roof structure. We will also work with a mechanical engineer, Grumman Butkus Associates, to review the existing outside units and determine the mechanical work required to relocate the units.
 - For Concept B at the 1978 north bookstack, the roof and perimeter structures are concealed by gypsum board finishes. With the library's permission, we will make several small openings through the gypsum board to inspect the underlying framing. (Repair of these openings is not included in our scope of services.)
 - For Concept C at the 1978 north wing, the structure consists of load-bearing concrete masonry and brick exterior walls supporting the roof structure, which consists of steel bar joists and a gypsum panel deck. We will temporarily remove acoustical ceiling tiles throughout the first floor of the north wing to provide access to document the structure. Additionally, the first floor slab of the north wing is a reinforced concrete structure supported on the concrete foundation walls. We intend to use ground-penetrating radar (GPR) to document these concrete structural elements. Some areas of the concrete structure are exposed to view; with the library's permission, there may be locations where removal of finish materials is desirable to verify the concrete structure.
3. **Analysis and Code Review.** We will prepare an initial structural review for each of the areas described above to determine the overall feasibility of future renovations or additions to the library. While development of repair or retrofit designs is not part of the present scope, we will provide narrative commentary to guide the high-level scope definition of future work and describe the types of interventions that may be required. The analysis prepared as part of this initial study can provide a starting point for future analysis and structural design once a future project scope is determined.

For example, for Concept A, placing the mechanical units on the roof may require strengthening of existing steel framing, the addition of new steel framing, and/or the addition of new columns. Similarly, work at the north wing for Concepts B and C could require retrofit of existing masonry walls, demolition and replacement of the load-bearing walls, or modification or replacement of foundations and footings.

For Concept D, the restroom review, we will compare the existing space plan and use of the library with the requirements for minimum number of restrooms and fixtures required for new construction, as required by the 2021 International Building Code (IBC) as adopted by the City of Lake Forest.
4. **Report and Meetings.** We will prepare a written report of our findings, illustrated with photographs or annotated drawings as relevant. We anticipate preparing baseline AutoCAD framing plans for the 1978 north addition and for the roof of the 1990 bookstack; we can provide these electronic files to the library for its future reference. We anticipate meeting with the library facilities committee to discuss our report, and we are available to present our findings at one meeting of the library board.

Budget and Schedule

For the above Scope of Services, we propose a fixed fee of \$49,000, inclusive of subconsultant fees and expenses. All WJE services will be provided in accordance with our *Terms and Conditions for Professional Services*, copy attached as part of this proposal.

Pending notice to proceed, we anticipate completing the Scope of Services defined above in January and February 2026 in order to provide a completed report before the library's annual budget planning in mid-March.

Thank you for inviting us to continue to assist you with the restoration and renovation of the Lake Forest Library. Let us know if you need any additional information.

Sincerely,

WISS, JANNEY, ELSTNER ASSOCIATES, INC.



Kenneth Itle
Associate Principal

Attachment



Wiss, Janney, Elstner Associates, Inc. or WJE Engineers & Architects, P.C. (WJE) has been requested to perform certain professional and other services ("Project"). The parties agree that these services shall be performed under the following Terms and Conditions, and that Client's acceptance of WJE's proposal or its direction for WJE to commence any services constitutes acceptance of these Terms.

1. Independent Contractor. WJE is an independent contractor, and all persons employed to furnish services hereunder are employees of WJE or its subcontractors/subconsultants and not of the Client. WJE and Client agree to be solely responsible for compliance with all federal, state, and local laws, rules and regulations, and ordinances that apply to their own respective employees.

2. Performance. The standard of care for all professional services performed or furnished by WJE will be the skill and care ordinarily used by members of WJE's professions performing similar services and practicing under similar circumstances at the same time and in the same locality. WJE makes no guarantees or warranties, express or implied, with regard to the performance of its services. WJE shall not have control over or be in charge of and shall not be responsible for construction means, methods, techniques, sequences or procedures or for construction safety precautions and programs since these are the responsibilities of others. WJE agrees to perform its services in as timely a manner as is consistent with the professional standard of care and to comply with applicable laws, regulations, codes and standards that relate to WJE's services and that are in effect as of the date when the services are provided. Client agrees that no claim may be brought against any WJE employee individually for any claim involving performance of services.

3. Client Duties. In order for WJE to perform the services requested, the Client shall, at no expense to WJE, (1) provide all necessary information regarding Client's requirements as necessary for the orderly progress of the work; (2) designate a person to act as Client's representative for the services who shall have the authority to transmit instructions, receive instructions and information, and interpret and define Client's policies and requests for WJE's services; and (3) provide access to and make all provisions for WJE to enter, without cost, limitation, or burden to WJE, the specific property as required to perform the work, including the use of scaffolds or similar mechanical equipment. WJE is entitled to rely upon the information and services provided by the Client.

4. Safety. Field work will be performed only under conditions deemed safe by WJE personnel. Charges may be made for safety or security measures required by hazardous job conditions that WJE may encounter. Client understands that WJE is only responsible for the safety of its own employees and those of its subconsultants and is not responsible for the safety of other persons or property.

5. Compensation and Expenses. Client agrees to pay for WJE's requested services in accordance with WJE's standard hourly rate schedule or negotiated fee. Charges generally will be billed in monthly intervals with applicable taxes included. Travel, subsistence, and expenses incurred; communications; reproduction; and shipping charges will be billed at cost plus 5 percent and invoiced as an expense service fee. Use of vehicles will be billed at \$0.75 per mile. Expended materials for field and laboratory work, rental equipment, and any fees advanced on Client's behalf will be billed at cost plus 10 percent and invoiced as

an expense service fee. WJE equipment used in field or laboratory work is billed at WJE's equipment usage rate schedule in effect at the time the work is performed, subject to adjustment for minimum or extended usage. Portal-to-portal equipment usage rates are comparable to prevailing commercial rental rates (if available). Billing rates may be increased annually. Any subcontracted service will be billed at cost plus 10 percent providing the subcontract firm has in place adequate insurance coverage determined by WJE; otherwise, the cost will be marked up 20 percent and invoiced as an expense service fee. Client agrees to pay WJE's then-current time charges, attorneys' fees, and other expenses resulting from required attendance at depositions, administrative proceedings, or responding to subpoenas or court orders relating to the Project, but not for such expenses attributed to WJE's negligent performance of its services.

Payment for WJE's services is expected in full in US dollars upon receipt of the invoice. Invoices more than 30 days past due are subject to a 2% interest charge per month (but no more than the maximum extent allowed by law) compounded annually and any related attorneys' fees and collection expenses. WJE reserves the right to suspend its services if the Client fails to make payment when due. In such an event, WJE shall have no liability to the Client for delay or damage caused the Client because of such suspension.

6. Termination. Both the Client and WJE have the right to terminate WJE's services for convenience upon seven calendar days' written notice to the other party. In the event the Client terminates without cause, WJE shall be entitled to compensation for its services and expenses up to the time of such notification, including fees for any transition services, and shall have no liability for delay or damage to Client because of such termination.

7. Reports, Drawings, and Work Product. WJE retains ownership of reports, drawings, specifications, test data, techniques, photographs, letters, notes, and other work product, including those in electronic form, it has created. These documents or parts thereof may not be reproduced or used by the Client for any purpose other than the purpose for which they were prepared, including, but not limited to, use on other projects or future modifications to this Project, without the prior written consent of WJE. Upon request, WJE will provide Client with a copy of documentation for information and reference purposes and bill for such reproduction in accordance with Paragraph 5 above. Any unauthorized use of WJE's work product shall be at the Client's sole risk and Client shall indemnify WJE for any liability or legal exposure to WJE. To the extent WJE terminates its services due to non-payment of fees by Client, Client shall not be entitled to use the documents described herein for any purpose whatsoever.

8. Environmental Hazards. Client acknowledges that WJE's services do not include the detection, investigation, evaluation, or abatement of environmental conditions that WJE may encounter, such as mold, lead, asbestos, PCBs, hazardous substances, or toxic materials that may be present in buildings and structures involved in this Project. The Client agrees to defend, indemnify, and hold WJE harmless from any claims relating to the actual or alleged

existence or discharge of such materials through no fault of WJE's employees. WJE reserves the right to suspend its services, without liability for consequential or any other damages, if it has reason to believe that its employees may be exposed to hazardous materials and will notify the Client in such event.

9. Dispute Resolution. Prior to the initiation of any legal proceedings (except for WJE initiated claims for nonpayment for services), WJE and the Client agree to submit all claims, disputes, or controversies arising out of or in relation to the services provided by WJE to mediation. Such mediation shall be conducted under the auspices of the American Arbitration Association or such other mediation service or mediator upon which the parties agree. Client consents to suit for nonpayment in the state courts of Illinois.

10. Successors and Assigns. These Terms shall be binding upon Client and WJE and their respective successors, assigns and legal representatives. Neither party may assign, subcontract, or otherwise delegate its responsibilities without the prior consent of the other party, which consent shall not be unreasonably withheld. Additionally, in no instance shall this paragraph be interpreted to create any rights in any third party.

11. Insurance. WJE maintains commercial general liability, automobile, workers' compensation, and employers' liability and professional liability coverages under policies written by national insurance carriers rated by the A.M. Best Company, evidence of which will be provided upon request. Special endorsements are not allowed. No waiver of subrogation is allowed on WJE's professional liability policy. Upon written request, WJE agrees to name the Client as an additional insured to the commercial general liability and automobile coverages. Any request to add other parties as additional insureds must be made in writing and is subject to certain limitations. All policies are subject to annual renewal. Excess coverage is available for exposures over primary policy limits except for professional liability.

12. Indemnity. To the fullest extent permitted by law, Client and WJE each agree to indemnify and hold the other harmless, and their respective agents, officers and employees, from and against liability for all direct claims, losses, damages, and expenses, including reasonable attorneys' fees, to the extent such claims, losses, damages, or expenses are for bodily injury, sickness, disease, death, or property damage and to the extent they are caused by the negligent acts, errors, or omissions of the indemnifying party, and/or the indemnifying party's agents, officers, employees, independent contractors, or subcontractors of any tier. In the event such claims, losses, damages, or expenses are caused by the joint or concurrent negligence of Client and WJE, or their respective agents, officers, employees, independent contractors, or subcontractors of any tier, they shall be borne by each party in proportion to that negligence.

13. Agreed Remedy. To the fullest extent permitted by law, the total liability, in the aggregate, of WJE and WJE's officers, directors, employees, agents, and consultants to Client and anyone claiming by, through, or under Client, for any and all injuries, claims, losses, expenses, or damages, including, without limitation, attorneys' fees, arising out of or in any way related to WJE's services, the Project, or these Terms, from any cause or causes whatsoever, including but not limited to, negligence, strict liability, indemnity or breach of contract shall not exceed an amount equal to the proceeds obligated to be paid under WJE's applicable insurance

policy for such claims. If, for any reason, the applicable insurance policy does not provide coverage for any particular claim described herein, then the liability amount shall not exceed WJE's fees for the services performed hereunder.

In no event shall WJE be liable in contract, tort, strict liability, warranty or otherwise, for any special, incidental or consequential damages, such as, but not limited to, delay, disruption, loss of product, loss of anticipated profits or revenue, loss of use of equipment or system, non-operation or increased expense of operation of other equipment or systems, cost of capital, or cost of purchase or replacement equipment systems or power.

14. Third-Party Beneficiaries. Nothing contained in these Terms shall create a contractual relationship with, or a cause of action in favor of, a third party against either the Client or WJE. WJE's services hereunder are being performed solely for the benefit of the Client, and no other entity shall have any claim against WJE because of these Terms or WJE's performance or non-performance of services hereunder.

15. Laboratory or Material Testing Services. Material samples not consumed in WJE's work will be discarded 60 days after completion of the project unless the Client requests other disposition in writing. WJE cannot be responsible for material after 60 days and Client shall inform WJE in writing how to dispose of the samples. WJE will exercise reasonable care in safeguarding materials, records, or equipment, but disclaims any liability for loss or damage. Rates for sample storage will vary by sample size but in no event will sample charges be less than \$270 per year accruing upon the 61st day of storage and annually thereafter. Failure to pay for underlying services or storage constitutes permission to dispose of all samples held by WJE.

Any testing done on materials or products shall not prevent WJE from any services involving Client's materials or products in the built world. WJE shall have no liability to third parties for any products or materials developed from WJE's services. WJE's reports, trademarks or other property shall not be used to indicate endorsement of any material or product.

16. Entire Agreement. These Terms together with any written proposal shall constitute the entire understanding of the parties concerning the Project and supersede all prior negotiations and written agreements between them, and any amendment or modification to either WJE's proposal or these Terms may be made only by a written instrument expressly stated to be an amendment and signed by WJE.

17. Severability. If any provisions of these Terms, or portions thereof, are determined to be unenforceable, the remainder shall not be affected thereby and each remaining provision or portion thereof shall continue to be valid and effective and shall be enforceable to the fullest extent permitted by law.

LIBRARY HOURS
January 2026 – December 2026

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	Thursday, January 1, 2026
Easter Sunday Closing	Sunday, April 5, 2026
Memorial Day Weekend	Sunday, May 24 – Monday, May 25, 2026
Independence Day	Friday, July 3, 2026 - Saturday, July 4, 2026
Staff In Service Day	Friday, August 14, 2026
Labor Day	Sunday, September 6, 2026 - Monday, September 7, 2026
Thanksgiving Day Eve	Wednesday, November 25, 2026, close at 5:00 pm
Thanksgiving Day	Thursday, November 26, 2026
Christmas Observance	Thursday, December 24 – Friday, December 25, 2026
New Year's Eve	Thursday, December 31, 2026, close at 5:00 pm

Staff In-Service Days

Staff In Service Day	Friday, August 14, 2026
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Special Operating Hours

Exam Escape	Sunday, January 11, 2026, 11:00 am – 7:00 pm
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Approved by the Lake Forest Library Board of Trustees on December 16, 2025

**LAKE FOREST LIBRARY BOARD OF TRUSTEES
ANNUAL MEETING CALENDAR FOR 2026**

The Lake Forest Library's Board of Trustees meets on the third Tuesday of every month. Meetings are generally held in the Kasian Room, Lower Level of the Library. Any changes to meeting date or location will be communicated in advance on the Library's website at: www.lakeforestlibrary.org. Special meetings may be called at any time with proper notice pursuant to the Library's bylaws.

Tuesday, January 20, 2026

Tuesday, February 17, 2026

Tuesday, March 17, 2026

Tuesday, April 21, 2026

Tuesday, May 19, 2026

Tuesday, June 16, 2026

Tuesday, July 21, 2026

Tuesday, August 18, 2026

Tuesday, September 15, 2026

Tuesday, October 20, 2026

Tuesday, November 17, 2026

Tuesday, December 15, 2026

Approved by the Lake Forest Library Board of Trustees on December 16, 2025

Library Operations Report November 2025

Adult Services



We started off this month with our 14th annual Lake Forest Reads, drawing a large crowd of enthusiastic readers to hear the author in person. Dr. Davis Schneiderman, the Executive Director of the Krebs Center for the Humanities and Professor of English at Lake Forest College, led our award-winning author, William Kent Krueger, through a lively conversation centered on his mystery novel, *The River We Remember*. Over 185 patrons attended the Sunday afternoon event at Gorton where they listened, asked questions, and stood in line to have their books signed, a photo taken, and to have a personal interaction with the author. We received many compliments on this annual community event, with some in attendance traveling for two hours to meet the author. In addition to the in-person attendance, the recording of Sunday's conversation had 149 views of the author's conversation in just a week on the Library's YouTube channel.



On Monday morning 71 patrons came to the Library to listen to Mr. Krueger speak on his journey as a writer. One avid fan had lent his book out, so he brought in a map of upper Minnesota, the book's setting, for the author to sign.

A program on The Historical Wizard of Oz drew a crowd of 26 interested patrons on Zoom. The presenter shared a historical perspective of this famous classic, including the contemporary influences that led to this novel by L. Frank Baum, an author with a Chicago connection. This presenter also allowed the video to be on our YouTube Channel for 2 weeks with 104 views showing patron interest in the classics.

A live presentation on the History of Billy Joel with popular presenter Gary Wenstrup drew 23 to the Library on a Wednesday evening.

Illinois Libraries Present featured NY Times food columnist and James Beard award-winning Kenji Lopez-Alt, who spoke about the science behind your favorite foods.



Hot Picks are back for the holidays, our special collection of popular titles that serve as a "lucky day" collection displayed in the Library Rotunda. A feature on social media and in the city's eNews has already drawn many patrons to stop in and borrow from this special collection.

Gentle movements and exercise were the focus of November's Memory Cafe, our joint program with Dickinson Hall.

The Names by Florence Knapp was discussed this month at our joint book discussion with Dickinson Hall. This month's Mystery Group

discussed *The Game is Murder* by Hazell Ward. We also hosted our regular monthly meetings of The Great Books, and the Poetry Group.

The Great Decisions Discussion Group continues to prove popular and has now outgrown the Reed Room. We are moving the meetings to the Kasian Room as we cannot comfortably host more than 23 in the Reed Room.

We have had several patrons take advantage of the pro version of ChatGPT that Chad setup for us. To gain access to this version, the patrons request an access code from the librarians, and we set them up on a public terminal. The Pro version is faster, gives the user unlimited time, and draws from a larger language model.

Media Lab

During the month of November, the Library strengthened community digital literacy and creative engagement through five well-attended programs: **Increase Your iPhone & iPad Expertise**, **Tech Talk Café**, **Drop-in Tech Tuesday**, **All Things Google**, and **Make & Take: Sublimation Creation**. Together, these offerings supported practical skill-building, creative expression, and individualized learning.



Make & Take: Sublimation Creation, a creative program designed for kids, brought excitement and hands-on learning to the Library. Children explored sublimation printing techniques and designed their own artwork, which they then transferred onto mugs. Participants proudly left with their personalized—and fantastic—creations, gaining both artistic experience and exposure to new technology.

Increase Your iPhone & iPad Expertise delivered hands-on guidance for navigating iOS devices. Participants learned essential features, settings, and app functions, leaving with greater confidence in managing their phones and tablets.

Tech Talk Café offered a relaxed, discussion-based session where patrons explored current technology topics. Informal presentations and group conversations helped attendees share experiences and gain useful insights for everyday digital life.

Drop-in Tech Tuesday provided flexible, one-on-one assistance for patrons seeking immediate help. Staff addressed a wide range of needs—from device troubleshooting to email and app questions—making it especially valuable for new and older technology users.

All Things Google introduced participants to tools such as Google Drive, Docs, and Photos, helping them better organize information and improve productivity. The program also addressed security and account management to support safer digital practices.

Throughout November, attendees expressed appreciation for the Library's patient guidance and supportive environment. These programs continue to play a vital role in bridging the digital divide and empowering community members to navigate technology with confidence.

Youth Services



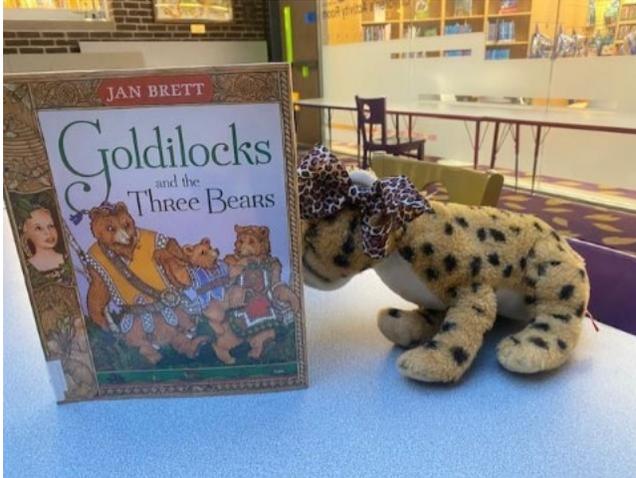
The Youth Services team has been busy with special offsite Storytimes and at the library. First Presbyterian Preschool children and teachers walked over to the Lake Forest Library for a special Storytime with Lorie. Claire, Julie, Kathy, and Maddie visited the following organizations in November: Kinderhaven, Little Scouts Preschool, Montessori Preschool of Lake Forest, Gorton Children's Learning Center, Episcopal Preschool, and Elawa Farm (pictured above).



Susan Neil's last day working in the Children's Library was Friday, November 14, 2025. Susan accomplished many fun and creative displays such as Kids' Picks: Book Reviews for Kids by Kids, over her years of service to the community.



386 children have joined the 1000 Books Before Kindergarten program since its inception and 52 children completed it before starting kindergarten to date. We are proud of our growing young readers who take on this challenge!



Three children brought their favorite stuffed animals for a special Sunday overnight sleepover at the Library. Boy, did they get into some mischief in the Kasian Room!

We hosted a Birthday Party Storytime for a silent auction winner on Saturday, November 15, 2025, for the Lake Forest Country Day School's 2025 auction winner, Alexis Bernbaum, and her six-year-old son, Rhys. We will be changing the format in the future. When asked if the Lake Forest Library donates to an area school's silent auction, we will send the following coupon:



GIFT CERTIFICATE

Choose Your Library Adventure

In recognition of the 2025 Lake Forest Country Day School silent auction, the Lake Forest Library presents a gift certificate to pick one adventure from the list below:

- Behind-the-scenes Tour of the Lake Forest Library.
- Book Discussion of a book of winner's choice with friends.
(We will supply books to keep, up to 6 children)
- Bookmark making take home kit.
(Includes 33 bookmarks, ribbons, stickers, and other supplies to decorate)
- Display your favorite collection in the Children's Library display case.
(up to two weeks, display case not available in June and July)
- Be a Librarian for an hour.
(Do special tasks with your Lake Forest Librarians.)
- Library scavenger hunt (Include up to 5 friends)
- Library Storytime (30 minutes and up to 25 children)

Contact Lorie Rohrer, Youth Services Manager, at lrohrer@lakeforestlibrary.org or call 847.234.0648

Young Adult Services



77 people of all ages came to the Wicked Sing-Along party in November, to partake in themed food and beverages, activities, and of course, sing along to the movie! 4-year-old Lennon S. won our costume contest, dressed like Elphaba and received a gift card to go see Wicked: For Good.

Our monthly programs continue to have a dedicated group of participants, with our Teen Grab 'n' Go of Oreo Turkeys being the biggest hit! At the request of our Magic the Gathering participants, we will be doing another tournament in the spring quarter for them to test their mettle.

Facilities

On November 14, 2025, North Shore Gas serviced the natural gas main in the West Courtyard.

Hill Mechanical along with North Shore Gas were onsite November 18, 2025, to calibrate the natural gas after the service was improved.

Circulation

Only one late 11:00 am opening due to the weather on November 10. Though our checkouts were down slightly for the month in general, our 2 days before the Thanksgiving holiday saw 1,084 checkouts on the 25th and 1,039 on the 27th.

While we had some staff taking the expected holiday time, we also had a challenge when more than one member was out for unexpected medical reasons and procedures. The rest of the Circulation and Library staff stepped up to help and kept the materials moving along. Fortunately, our staff are recovering well, and they are back helping patrons.

The fireplace in the Reading Room has become its usual attention grabber, and patrons are often seen gathered around it reading magazines, newspapers and books.

Collections

Materials are arriving from both Follett (children and teens) and Ingram (adults). So far, we have been able to keep up processing adult materials in-house, but starting in early December, we will add some additional staff hours to that project (5 hours per week). Hopefully in the early New Year we will be able to get adult materials processed from Ingram. Realistically, that may be in the spring. Currently, Follett is processing the items we purchase from them. Ingram is experiencing some shipping delays as they onboard 2,000 new clients. Orders are taking about two weeks to arrive, but ship times should improve as they hire new staff and ramp up their shipping. We can use alternate vendors as needed, too (LF Bookstore, Barnes & Noble, Amazon, bookstore.com, etc.). Both Adult and Youth Services are ordering everything they want to add to the collection; we are no longer limiting orders based on high demand.

SELECTED UPCOMING EVENTS

Thursday, January 8, 2026 at 6:00pm - 7:00pm

[AI Reality Check](#)

Media Lab at Lake Forest Library

Tuesday, January 13, 2026 at 7:00pm - 8:00pm

[Bringing History to Life with Jonathan Eig](#)

Zoom at Lake Forest Library

Wednesday, January 10-14, 2026 during open hours.

[Exam Escape](#)

Kasian Room at Lake Forest Library

Thursday, January 15, 2026 at 10:30–11:30am

[Tech Talk Café](#)

Media Lab at Lake Forest Library

Tuesday, January 20, 2026 at 10:00–11:30am

[Memory Café at Dickinson Hall: Improv Comedy Hour](#)

At Dickinson Hall

TOP TEN CIRCULATING ITEMS
November 2025

e-Books

Position	Title	Author	Circs
1	<i>Atmosphere</i>	Reid, Taylor Jenkins	22
2	<i>Great Big Beautiful Life</i>	Henry, Emily	20
3	<i>My Friends: A Novel</i>	Backman, Fredrik	19
4	<i>The River We Remember**</i>	Krueger, William Kent	18
5	<i>One Golden Summer</i>	Fortune, Carley	17
6	<i>These Summer Storms</i>	MacLean, Sarah	17
7	<i>The Wedding People</i>	Espach, Alison	15
8	<i>Don't Let Him In</i>	Jewell, Lisa	14
9	<i>Broken Country</i>	Hall, Clare Leslie	12
10	<i>Problematic Summer Romance</i>	Hazelwood, Ali	12

**Lake Forest Reads title

e-Audiobooks

Position	Title	Author	Circs
1	<i>Great Big Beautiful Life</i>	Henry, Emily	23
2	<i>The River We Remember**</i>	Krueger, William Kent	21
3	<i>These Summer Storms</i>	MacLean, Sarah	19
4	<i>My Friends: A Novel</i>	Backman, Fredrik	18
5	<i>The Housemaid</i>	McFadden, Freida	16
6	<i>Broken Country</i>	Hall, Clare Leslie	14
7	<i>The Correspondent</i>	Evans, Virginia	14
8	<i>Atmosphere</i>	Reid, Taylor Jenkins	13
9	<i>Buckeye</i>	Ryan, Patrick	12
10	<i>Don't Let Him In</i>	Jewell, Lisa	12

**Lake Forest Reads title

TOP TEN CIRCULATING ITEMS
November 2025

Adult Books

Position	Title	Author	Circs
1	<i>The River We Remember</i>	Krueger, William Kent	50
2	<i>My Friends</i>	Backman, Fredrik	24
3	<i>The Names</i>	Knapp, Florence	14
4	<i>An Inside Job</i>	Silva, Daniel	12
5	<i>One Golden Summer</i>	Fortune, Carley	11
6	<i>Broken Country</i>	Hall, Clare Leslie	10
7	<i>West with Giraffes</i>	Rutledge, Lynda	10
8	<i>The Secret of Secrets</i>	Brown, Dan	9
9	<i>Apostle's Cove</i>	Krueger, William Kent	9
10	<i>What We Can Know</i>	McEwan, Ian	8

Children's Books

Position	Title	Author	Circs
1	<i>Creepy Carrots!</i>	Reynolds, Aaron	13
2	<i>In the Middle of Fall</i>	Henkes, Kevin	11
3	<i>The Long Haul</i>	Kinney, Jeff	11
4	<i>The Scarlet Shedder</i>	Pilkey, Dav	10
5	<i>The Busy Little Squirrel</i>	Tafari, Nancy	10
6	<i>Creepy Pair of Underwear!</i>	Reynolds, Aaron	9
7	<i>Hedgehugs Autumn Hide-and-Squeak</i>	Wilson, Steve	9
8	<i>How do Dinosaurs Say Trick or Treat?</i>	Yolen, Jane	9
9	<i>Mary Anne's Bad Luck Mystery</i>	Cheng, Cynthia Yuan	8
10	<i>Bo's Magical New Friend</i>	Elliott, Rebecca	8

TOP TEN CIRCULATING ITEMS
November 2025

Young Adult/Teen

Books			
Position	Title	Author	Circs
1	<i>Anonymous Noise</i>	Fukuyama, Ryōko	10
2	<i>Solo Leveling</i>	Chugong	5
3	<i>A Wizard of Earthsea : a graphic novel</i>	Fordham, Fred	3
4	<i>It's Not Summer Without You</i>	Han, Jenny	3
5	<i>The Summer I Turned Pretty</i>	Han, Jenny	3
6	<i>We'll Always Have summer</i>	Han, Jenny	3
7	<i>A Good Girl's Guide to Murder</i>	Jackson, Holly	3
8	<i>Sisters in the Wind</i>	Boulley, Angeline	2
9	<i>Manners & Mutiny</i>	Carriger, Gail	2
10	<i>The One</i>	Cass, Kiera	2

Nonbook Items

Position	Title	Circs
1	Mobile Hotspot	49
2	<i>Jurassic World. Rebirth</i>	19
3	Children's book bag	18
4	28 Years Later	14
5	<i>Ballerina</i>	13
6	<i>The Life of Chuck</i>	13
7	<i>Mission: Impossible. The Final Reckoning</i>	13
8	<i>The Bad Guys 2</i>	13
9	<i>Lilo & Stitch</i>	12
10	<i>The Fantastic 4. First Steps</i>	12

SERVICE STATISTICS – NOVEMBER 2025

	November 2025	November 2024	YTD FY 2026	YTD FY 2025
Library Visits	13,437	13,921	99,935	99,144
Physical Items circulated	19,465	19,944	149,147	148,783
E-Media Circulated	9,222	8,552	66,187	59,695
Database Uses/Pg Views	15,553	13,454	112,722	93,468
Library Programs & Attendees*	82 Programs 2,409 Attendees	62 Programs 3,967 Attendees	422 Programs 23,861 Attendees	393 Programs 25,446 Attendees
Media Lab, 1-on-1 appts, Questions, and Tutorials	61	163	1,192	568
Reference Questions	1,820	1,992	16,761	15,581
New Library Cards	76	112	891	909
Items added to collection	415	684	5,311	6,689
Items withdrawn	980	1,428	6,395	11,353

*Includes passive programs and take-home activities