



**LAKE FOREST LIBRARY BOARD OF TRUSTEES**  
**Lake Forest Library, 360 East Deerpath Road, Lake Forest, IL 60045**  
**Kasian Room, Lower Level**  
**Tuesday, July 16, 2024, 6:30 pm**  
**Regular Meeting**

The Lake Forest Library provides members of the public present at the meetings with an opportunity to participate in the meeting. No prior registration is necessary. The meeting agenda and materials are available on the Library website. The meeting's minutes are available on the Library website after they are approved by the Library Board of Trustees. Current and past meeting information, including recordings, is available at: [Board Meetings & Minutes | Lake Forest Library](#)

**Agenda**

1. Welcome and Call to Order
2. Roll Call
3. Welcome New Trustee Garth Pearson
4. Trustee Appointments/Reappointments
5. President's Remarks
6. Call for Additions to the Agenda
7. Opportunity for the Public to Address the Board
8. Correspondence Report and Patron Comments
9. Presentations
  - a. Meet and Greet with State Legislators – Trustee John Johnson
10. Consent Agenda (omnibus vote on matters 8(a) - 8(c)):
  - a. Approve July 16, 2024 Agenda
  - b. Approve June 18, 2024 Regular Meeting Minutes
  - c. Approve June 2024 Financial Report
  - d. Approve June 24, 2024 Building Committee Meeting Minutes
  - e. Approve July 1, 2024 Building Committee Meeting Minutes
11. Finance Committee: Library/City of Lake Forest Memorandum of Understanding on Investments - **Update**
12. Building Committee:
  - a. Elevator Upgrade/Modernization Request for Proposal – **Update**
  - b. Return Pump and Condensate Pump Replacement – **Update**
  - c. HVAC controls/building automation system – **Update**
  - d. Fence/Landscaping Matters with Neighbors – **Update**
  - e. Exterior Courtyards - **Update**
13. Illinois Public Library Annual Report
14. Library Operations Report
15. Unfinished Business
16. New Business
17. Adjournment.

**Next Meeting:**

Regular Board: Tuesday, August 21, 2024, 6.30 pm – Kasian Room

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.)*

Brian Durkin	APPOINT to own term	2
Joy Larisey	APPOINT to own term	4

**BUILDING REVIEW BOARD**

NAME OF MEMBER	APPOINT/REAPPOINT	WARD
Sally Downey	REAPPOINT	1
Sarah Lamphere	REAPPOINT	1

**CEMETERY**

NAME OF MEMBER	APPOINT/REAPPOINT	WARD
Robert Thornburgh	REAPPOINT	1
Robert Worobow	REAPPOINT	3

**GORTON BOARD**

NAME OF MEMBER	APPOINT/REAPPOINT	WARD
Andra O'Neill	REAPPOINT	N/A

**HISTORIC PRESERVATION COMMISSION**

NAME OF MEMBER	APPOINT/REAPPOINT	WARD
Robin Petit	REAPPOINT	3
Geoffrey Hanson	REAPPOINT	2
Elizabeth Daliere	REAPPOINT	3
Lloyd Culbertson	REAPPOINT	4

**LIBRARY**

NAME OF MEMBER	APPOINT/REAPPOINT	WARD
Vince Sparrow	APPOINT to own term	3
Heather Strong	REAPPOINT	1
Jim Clifton	REAPPOINT	1

**PARKS & RECREATION BOARD**

NAME OF MEMBER	APPOINT/REAPPOINT	WARD
Marc Silver	REAPPOINT	2
Kaci Spirito	REAPPOINT	2



## OFFICE OF THE SECRETARY OF STATE

ALEXI GIANNOULIAS • Secretary of State and State Librarian

June 3, 2024

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

Dear Mr. Laxminarayan:

I am pleased to award the Lake Forest Library a Fiscal Year 2024 Public Library Per Capita grant in the amount of \$28,760.00.

This grant support is provided pursuant to Title 23 Ill. Adm. Code 3035.115; Public Library Per Capita and Equalization Aid Grants.

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

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

Sincerely,

A handwritten signature in black ink, reading "Alexi Giannoulis", with a long horizontal flourish extending to the right.

Alexi Giannoulis, Secretary of State  
and State Librarian

cc: Board President, Lake Forest Library

AG:isl



## SELECTED PATRON COMMENTS

JUNE 2024

- Do we offer teen reading "buddies" for early readers? I discussed with the patron the idea of offering a program for early (or even older) readers that would pair the reader with a teen to read aloud together. We talked about offering this as part of the summer reading program, but also as a program we could continue into the school year.
- The building has been too cold the last few weeks. Children are wearing their jackets inside in June. I let the patron know the HVAC is something that is being addressed.
- City of Lake Forest Public Works Director Michael Thomas called to express his daughter's appreciation for library staff's efficient service and hospitality during the recent Exam Finals Week. She said that the library was the best place in town to study and collaborate with her classmates!
- Thanks for Storytime! You always do such a great job! This is the highlight of our day. Lorie's Storytime
- Thanks for a wonderful Storytime! It was awesome! He was totally engaged. Lorie's Storytime
- Patron called and was told that they could come in and take a zoom call in a meeting room. When patron arrived and asked to use our meeting space, I told them that it was available for an hour but that there was a library program that was scheduled. Patron was very unhappy and said that we should make sure ALL our staff know not to give out misinformation.
- "Krista at the reference desk had so much talent and insight that it was one of the best highlights of my week. I am seriously interested in her suggestion that I consider joining the library poetry/prose writer's group even I am moving from Lake Bluff ... in a few days. Thank you for the thoughtful and kind invite. I am very impressed by the whole library staff for their service and love for books and all informational materials." Email to the group leader of The Poetry Group from a new member
- My daughter did her pom pom cactus craft over the weekend and loved it. They turned out real cute. She's looking forward to the next one.
- Many thanks—it's a great service - the patron homebound delivery program
- The Bug Program was super cool. Thank you!
- A patron told me that she is from California and has been visiting her Mother in Lake Forest. She told me she has been coming with her young daughter daily. "What a wonderful Library! I plan on donating to the Foundation before I return to California."
- Storytime was great fun today! (Patron talking about the first of six Storytimes).

- A patron commented that they were impressed that the broken computer in the Business Room was fixed so quickly!
- Patron email after Lighthouses of Michigan and the Great Lakes program: "Nicely done... I enjoyed it. I'm a real lighthouse nut and have visited each one of these lighthouses in the past. I look forward to seeing the Shipwrecks program."
- My kids love the Beanstack App and the ability to scan books and see all the covers listed!
- Really love the new "early chapter book" stickers. They make it easier to find books for my son.
- Friend of Mrs. Reed's commented: it would be nice to have something in the rotunda that explained each mural. She submitted her suggestion in the suggestion box.
- Patron Comment from the After Program Video on the Library YouTube Channel of "The Men From Omaha Beach" that the presenter allowed available for 2 weeks: "I was in Vietnam and the over 58K who died there is of very little comparison to those in WWII. The cost of war is too high. GOD has blessed those who died in WWII. It is a shame that many younger people today have very little knowledge of the cost Americans paid to free the lands from the German invasion to the various countries. War is hell. Thank you for creating this video to inform all watching the huge number of lives lost in WWII. May these wars will never be forgotten."
- You [Emmy] made some truly incredible book recommendations for my daughter. I'm getting teary just thinking about it, they were life-changing. She had been such a big reader as a child and dropped it entirely for so long, and now she's back because of the books you gave her, which she said are "honestly, pretty good actually" and it has made such a difference.
- My children are now 21, 23, and 24. I remember coming to all of your Storytimes (Lorie) with fond memories.
- Very complimentary of the DIY kits Krista does every month!

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## **LAKE FOREST LIBRARY BOARD OF TRUSTEES**

360 East Deerpath Road, Lake Forest, IL 60045

Tuesday, June 18, 2024

Regular Meeting

### CALL TO ORDER

President Jim Clifton welcomed all and called the meeting to order on June 18 at 6:33p.m. in the Kasian Room, Lake Forest Library.

### ROLL CALL

Trustees present: Jim Clifton, JoAnn Desmond, Josh Jackson, John F. Johnson, Bob Shaw, Sue Shattock, Vince Sparrow, Heather Strong (remote), Emily Van Bel. A quorum was present.

Library Staff present: Ishwar Laxminarayan, Executive Director, Jim Lee, Facilities Manager, Heidi Krueger, Director of Patron Services, Lorie Rohrer, Head of Youth Services, Kate Buckardt, Head of Adult Services.

### PRESIDENT'S REMARKS

President Clifton asked Trustee Desmond to report on the Friends of Lake Forest Library board meeting. Trustee Desmond noted that recent Children's Book Sale netted just over \$10k and reminded the Board of the annual Book Sale this year on September 12-15. She shared that the Friends will be looking for an Executive Director as more support for the organization is needed than volunteers can give. The Friends have assets of over \$1 million.

This was the last meeting for Trustee Sue Shattock, current Secretary, who has served 3 years. New Trustee Garth Pearson will begin serving at the July meeting.

### CALL FOR ADDITIONS TO THE AGENDA

The Board agreed to keep the July meeting given the number of initiatives currently underway.

### OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD

None.

### CORRESPONDENCE REPORT AND PATRON COMMENTS

Director Laxminarayan shared that the recent plant brochure was well-received. Kate Buckhardt and Lorie Rohrer updated the Board on the Summer Reading Program which is already off to an excellent start with 408 signed up on the first day, compared to 178 last year. When certain milestones are reached, children earn raffle tickets entitling them to a drawing of 9 different prizes. Adults can earn gift cards at local retailers and the grand prize is a Book of the Month Club membership at the Lake Forest Bookstore. The Storywalk this year is art themed, reinforced at the Arty Party on July 27 on the front lawn. Activities include a magician, ice cream and foam (which was a big hit at the anniversary party last year).

#### APPROVAL OF THE CONSENT AGENDA

Trustee Jackson made a motion, seconded by Trustee Johnson, to approve the Consent Agenda (omnibus vote of matters 8(a)-8(c):

- a. Approve June 18 Agenda
- b. Approve May 21, 2024 Regular Meeting Minutes
- c. Approve May 2024 Financial Report

#### FINANCE COMMITTEE

Trustee Sparrow recommended the Board approve the draft Memorandum of Understanding (MOU) between the Library and the City to use the City's investment policy going forward. The City has the structure in place and handles all accounting so this is the most efficient approach. Current reserves exceed \$3 million after covering capital projects, and don't take advantage of the higher rate environment for longer term investments which is expected to change later this year. These are not funds that will be needed for 3 years or more, so maximizing returns is the most prudent use of these funds, particularly as it can be achieved without adding risk or reducing liquidity. The Board also designated Director Laxminarayan as Investment Officer, working with the Finance Committee. The City will be informed prior to the next City Council meeting July 15, where it will be approved.

Trustee Desmond made a motion, seconded by Trustee Shaw, to approve the Draft MOU with the City of Lake Forest, adopt the City's Investment Policy and naming Director Laxminarayan as Investment Officer. The motion passed unanimously.

#### BUILDING COMMITTEE

##### ELEVATOR

The Board approved the proposed RFP for modernizing the elevator, modified to include a timeline of key milestones so impact on daily operations can be planned for, and a commitment to complete the project no later than January 31, 2025.

Trustee Johnson made a motion, seconded by Trustee Desmond, to approve the RFP with the suggested modifications. The motion passed unanimously.

##### RETURN PUMP AND CONDENSATE PUMP REPLACEMENT

Facilities manager Jim Lee announced that the above will be installed the second week in July.

##### HVAC CONTROLS AND BUILDING AUTOMATION

In last month's meeting the Board awarded the above project to Integrated Building Automation and work will begin at the end of June. The project will take 4—6 weeks and will generate energy savings and free up staff by centralizing and automating control of the Library's 3 boilers, 3 condensers and 5 air handling units.



### FENCE PROJECT

The Library has had initial discussions with the City and all bordering neighbors to discuss extending our existing fence so the boundary is consistent and including a small cut out for visibility at the driveway and sidewalk junction. The Library will also investigate with ComEd potentially burying the transformer. The Building Committee will work with all stakeholders to complete this project.

### EXTERIOR COURTYARDS RESTORATION PROJECT

Trustees Strong and Van Bel shared a proposal to hire Wiss Janney Elstner to investigate what it will take to restore the courtyards and the landscaping therein. The process would work the same as it did for the Dome restoration, so would begin with an exploration of the current condition of the walls, foundations and paving. The Board discussed the process and timeline, and agreed fact-finding should begin immediately, allow for community and landscaping input once Wiss Janney has returned with findings, and then when a plan and budget is approved, would progress to drawings during the winter, with construction work commencing next spring.

Trustee Johnson made a motion, seconded by Trustee Desmond , to approve no more than \$50,000 for WJE to begin the Investigation and Schematic Design for the Courtyards project. This includes fees of \$41,500 with \$8,500 for contingencies. The motion passed unanimously.

### NEW VENDING MACHINE

The Board approved the purchase of a new vending machine/Kiosk for the west side train station, to start to extend services to patrons who live further away. Director of Patron Services Heidi Krueger had spoken with other libraries who had purchased the unit and endorsed it. Not only is it portable so can be placed in a variety of locations, but also offers pick up of holds, and multiple other materials. It will take 8-12 weeks to be up and programmed. Once up and running, this gives the Library an opportunity to promote its commitment to serve the entire community.

Trustee Sparrow made a motion, seconded by Trustee Shaw to purchase the ILS unit, at a cost of \$69,400. The motion passed unanimously.

### OPERATIONS REPORT

The staff is busy with summer programs and is happy to announce the hiring of part-time staffer Breen Tivnan for Adult Services. She will also be trained in Youth Services to allow for maximum flexibility. Recently hired full-time staffer Maddi Wenc will be starting at the end of July, and recently retired Children's Services Librarian Kathy Wellington will be returning part-time. Interviews with other potential full-time staffers will continue this week. Director Laxminarayan announced that a new Business Manager (to replace Sameer), will be coming in for the final interviews shortly, and the Director invited a representative from the City to join and provide input as so much of the job includes working with the City. Director Laxminarayan also shared that they are looking for a Facilities Assistant to support Jim Lee and his team given the number of projects underway and schedule for this year.

UNFINISHED BUSINESS

None

NEW BUSINESS

None.

Trustee Desmond made a motion, seconded by Trustee Shattock, to adjourn the meeting at 8:14pm.

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Sue Shattock, Secretary, submitted for approval by the Board on July 16, 2024

Next Meeting July 16, 2024



## FY2025 Revenue & Expenditure Statement

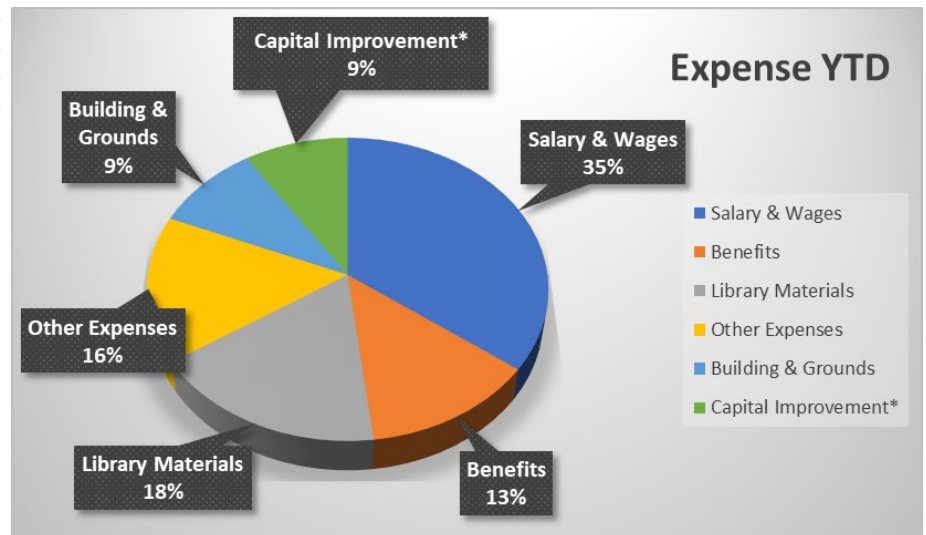
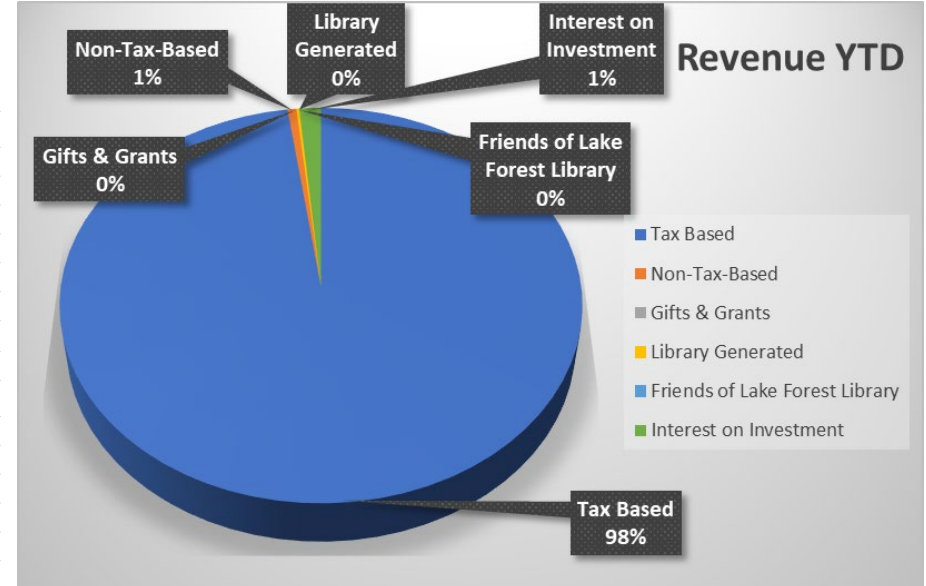
For the YTD June - 2024

Revenues	YTD	Budget	Budget Realized
Tax Based	2,504,752	4,982,581	50%
Non-Tax-Based	15,187	73,000	21%
Gifts & Grants	13	10,000	0%
Library Generated	4,832	24,000	20%
Friends of Lake Forest Library	-	79,750	0%
Interest on Investment	37,564	160,000	23%
<b>Total Revenues</b>	<b>2,562,348</b>	<b>5,329,331</b>	<b>48%</b>

Expenses	YTD	Budget	Budget Utilized
Salary & Wages	238,960	2,244,113	11%
Benefits	88,316	888,814	10%
Library Materials	119,645	722,700	17%
Other Expenses	106,424	894,580	12%
Contractual Services Library*	64,110	409,400	16%
Other*	42,314	485,180	9%
Building & Grounds	64,334	393,950	16%
Contractual Services Building*	4,073	25,000	16%
Capital Improvement*	62,545	2,100,000	3%
<b>Total Expenses</b>	<b>680,225</b>	<b>7,244,157</b>	<b>9%</b>

Reserves	
Reserve - Capital Improvements	3,050,000
Reserve - Technology Improvements	300,000
Capital Equipment	300,000
Fund Balance - Unassigned	3,953,524
<b>Total Reserve Amount</b>	<b>\$ 7,603,524</b>

\*Detail on Last page of the Report



## FY2025 Revenue & Expenditure Statement

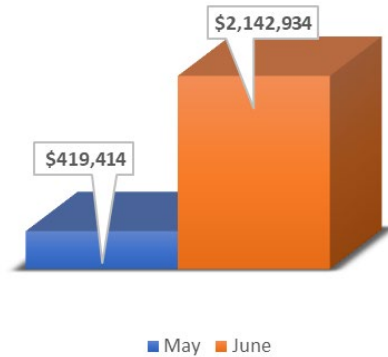
For the YTD June - 2024

	May	June	YTD	Budget
Tax Based	362,954	2,141,798	2,504,752	4,982,581
Non-Tax-Based	15,187	-	15,187	73,000
Gifts & Grants	13	-	13	10,000
Library Generated	3,696	1,136	4,832	24,000
Friends of Lake Forest Library	-	-	-	79,750
Interest on Investment	37,564	-	37,564	160,000
	\$419,414	\$2,142,934	\$2,562,348	\$5,329,331

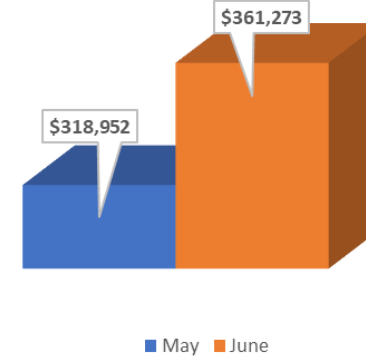
	May	June	YTD	Budget
Salary & Wages	94,577	144,383	238,960	2,244,113
Benefits	43,937	44,379	88,316	888,814
Library Materials	34,053	85,593	119,645	722,700
Other Expenses	69,335	37,089	106,424	894,580
Contractual Services Library	48,098	16,012	64,110	409,400
Other	21,238	21,077	42,314	485,180
Building & Grounds	55,885	8,449	64,334	393,950
Contractual Services Building	2,693	1,379	4,073	25,000
Capital Improvement	21,165	41,380	62,545	2,100,000
	\$318,952	\$361,273	680,225	7,244,157

	\$100,462	\$1,781,661	1,882,123	(\$1,914,826)
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Revenue By Month



Expense By Month





**Lake Forest Library  
Financial Notes and Variance Report  
For the Month of June 2024 (Month 02) FY2025**

**Funds on Hand:** \$3,953,524 (unrestricted/unaudited). The budget deficit of \$1,914,826 will be adjusted at the end of the fiscal year from funds on hand

**General Operations - Revenues**

**Property Tax:** As of June 30, the Library received \$2,504,752 in property tax distributions which is 50% of annual budget.

**Non-Tax-Based:** As of June 30, the Library received \$15,187 in property tax distributions which reflects personal property tax payment which is 21% of annual budget.

**Gifts:** As of June 30, the Library received \$13 as gifts and grants.

**Library-Generated:** As of June 30, the Library received \$4,832 in Library generated income. This income is from copiers, other revenue such as CCS and miscellaneous fees which is 20% of the annual budget.

**Interest on Investment:** As of June 30, the Library received \$37,564 on interest on investment which is 23% of the annual budget.

**General Operations - Expenditures**

**Salaries, wages, and benefits:** As of June 30, \$238,960 for salaries and wages: 11% of FY budget; \$88,316 for benefits: 10% of FY budget. \$55,583 for medical insurance 11% of FY budget; \$17,812 for SSN: 9% of FY budget; \$11,709 for IMRF: 6% of FY budget and \$3,211 for Worker's Compensation: 37% of FY budget.

**Materials: Books, AV, and Electronic Services:** As of June 30, \$119,645: 17% of FY budget, this includes payments for periodical and database subscriptions.

**Other Operating Expenditures:** As of June 30, \$106,424: 12% of FY budget. Includes \$64,110 in library contractual services, including third payment of RFID lease of \$24,041 to Bibliotheca and \$42,314 on other expense such as programs, administrative fees, office supplies, membership and miscellaneous expenses.

**Building and Grounds:** As of June 30, \$64,334 which is 16% of the FY budget. Reflects the contracts and service calls for building insurance, the cleaning service, elevator, repairs for HVAC, and other systems.

**Capital Improvement:** As of June 30, \$62,545: 3% of FY budget has been spent on the purchase of new servers and art pieces restored - Jackleen Leary sponsored by Friends of Lake Forest. Also includes advance payment \$34,700 to International Library Service for kiosk machine.

**Reserves**

\$3,953,524 - Operating cash reserve (fund balance-unassigned). The Library's restricted reserves are currently \$3,050,000: capital equipment (\$300,000), capital improvements (\$4,000,000 out of which \$950,000 will be transfer to the revenue), and technology (\$300,000). An estimated amount of \$774,237 reflecting excess of revenues over expenditures for FY2024 will be reflected in the operating cash reserve in upcoming months after the audit.

Year to Date FY2024: 9% of budget expenses; 48% budget revenues.

## Account Details

### Contractual Services Library

Description	May	June	YTD	Budget
CCS & OCLC (Integrated Library System)	12,248	-	12,248	\$ 92,400
HR Consulting	-	-	-	\$ 50,000
LAN, WAV, and Support (MSP)	9,548	9,908	19,457	\$ 132,000
EZ Proxy & Collection HQ	732	-	732	\$ 10,000
Bibliotheca	24,041	-	24,041	\$ 25,000
Online/Internet (fiber)	-	1,322	1,322	\$ 25,000
Other: Web Calendar Subscription	-	3,094	3,094	\$ 40,000
Technology Leased & Warranty Renewals	1,528	1,687	3,216	\$ 35,000
<b>Total</b>	<b>\$ 48,098</b>	<b>\$ 16,012</b>	<b>\$ 64,110</b>	<b>\$ 409,400</b>

### Contractual Service Building

Description	May	June	YTD	Budget
Water Treatment	250	250	\$ 500	
Alarm System	2,340	-	\$ 2,340	
Inner Security System	104	-	\$ 104	
Rose Pest	-	97	\$ 97	
AED (CINTAS)	-	1,032	\$ 1,032	
<b>Total</b>	<b>\$ 2,693</b>	<b>\$1,379</b>	<b>\$ 4,073</b>	<b>\$ 25,000</b>

**Others**

Description	May	June	YTD	Budget
NEW STRATEGIC INITIATIVES	-	-	-	\$ 100,000
ADMINISTRATIVE SERVICES	2,312	-	2,312	\$ 30,385
PERSONNEL RECRUITMENT	-	-	-	\$ 1,000
TRAINING & DEVELOPMENT	777	1,041	1,818	\$ 23,000
EMPLOYEE TUITION	-	-	-	\$ 10,000
MEMBERSHIP DUES	1,410	154	1,564	\$ 11,000
MEETINGS & EXPENSE REIMB	-	-	-	\$ 2,500
LEGAL	-	2,385	2,385	\$ 100,000
AUDITING SERVICES	-	-	-	\$ 9,000
PROGRAMS & SERVICES	15,371	8,674	24,045	\$ 152,400
ONLINE BANKING FEES	150	187	337	\$ 1,815
INSURANCE - LIABILITY	-	6,798	6,798	\$ 9,680
TELEPHONE	41	738	779	\$ 8,750
OFFICE SUPPLIES	68	229	297	\$ 15,000
POSTAGE	973	5	979	\$ 7,150
VENDING BEVERAGES	135	866	1,001	\$ 3,500
<b>Total</b>	<b>\$ 21,238</b>	<b>\$ 21,077</b>	<b>\$ 42,314</b>	<b>\$ 485,180</b>

**Capital Improvement**

Description	May	June	YTD	Budget
Capital Equipment	-	676	\$ 676	\$ 350,000
Technology Upgrade	18,815	6,005	\$ 24,820	\$ 250,000
Capital Improvement	2,350	34,700	\$ 37,050	\$ 1,500,000
<b>Total</b>	<b>\$ 21,165</b>	<b>\$ 41,380</b>	<b>\$ 62,545</b>	<b>\$ 2,100,000</b>

## LAKE FOREST LIBRARY BOARD OF TRUSTEES

360 East Deerpath Road, Lake Forest, IL 60045

### Building Committee Meeting Minutes

Monday, June 24, 2024

#### **Call to Order**

Director Laxminarayan welcomed all to the meeting and trustee Heather Strong called the meeting to order on June 24, 2024, at 1:02 p.m. in the Kasian Room, Lake Forest Library.

#### **Attendees**

Trustees present: Jim Clifton, Bob Shaw, Heather Strong.

Library Staff present: Ishwar Laxminarayan, Executive Director, Jim Lee, Facilities Manager

Public present: Rommy Lopat

#### **Opening Remarks**

The library's neighbors to the north, the McKinley Condominiums, are nearing completion of their project and would like to discuss the following items with the library; new fencing along the property line, a pedestrian opening, and the burying of electrical transformers to the west on the Church property.

#### **Discussion**

Timing: The Condo HOA and the Developer would like to do right away. Is there any reason to wait until new condo owners are in residence?

Mulberry Tree: There was discussion on whether the tree at the jog in the fence will or will not be removed by the developer. If the tree is on the condo property (see note below\*), it is not a library discussion item. Although a suggestion of the City Arborist looking at the size of the tree might be helpful.

Fence: When was the existing fence installed? Was it the library who contracted the fence? Where is the property line? On which property is the fence located? \*A survey and verification is needed to determine the above. A comment was made, "the good side of the fence faces the library." However, no conclusions can be made from that observation.

Opening: Currently there is a chain link movable gate left over from when the History Center occupied one of the lots to the north. What kind of opening is required? What kind of opening is desired by the HOA? the City? and the Library? Can this be gate? Can the gate be locked from the Library side?

Trustee Clifton left the meeting at 2.25 pm.

Attendees noted that they needed more information to recommend a decision on this matter.

#### **Library Concerns:**



The busy vehicular horseshoe drive and the auto book return boxes are to the north of our building. Is it safe for patrons to introduce a path across this route? Will parking be affected? No loss of parking is acceptable.

Burying the Transformers:

The consensus around the table was there was no reason for the library to be discussing this issue at this time.

Meeting adjourned at 2.50 pm.

## LAKE FOREST LIBRARY BOARD OF TRUSTEES

360 East Deerpath Road, Lake Forest, IL 60045

### Building Committee Meeting Minutes

July 1, 2024

#### **Call to Order**

Director Laxminarayan welcomed all to the meeting and trustee Heather Strong called the meeting to order on July, 2024, at 1:02 p.m. in the Reed Room, Lake Forest Library.

#### **Attendees**

Trustees present: Bob Shaw, Heather Strong.

Library Staff present: Ishwar Laxminarayan, Executive Director, Jim Lee, Facilities Manager

Public present: Jed Morris, HOA President Condo Building 2

City Staff: Cathy Czerniak, Directory of Community Development

#### **Opening Remarks**

The library's held a Building Committee on June 24 to discuss the request by the neighbors to the north, the McKinley Condominiums, for new fencing along the property line, and a pedestrian opening. The purpose of this meeting is to gain greater detail of the request and to walk both sides of the fence line.

#### **Discussion**

Public or Private?: The library questioned whether the road and sidewalk are public or private. Heather Strong asked if library patrons would be permitted to park along the road. Cathy Czerniak said the road is private but the walkway is public.

**Opening:** The HOA desires a pedestrian opening that extends their sidewalk through an opening in the fence and provides access to the Library. The location and size of this opening is the focus of these meetings. On the condo side there are electrical and other service boxes not at the fence line but could affect the placement of a sidewalk. On the library side, parking seems to be tight to the existing fence. Other locations closer to the book drop off boxes and where the existing chain-link gate is located, but those would entail landscaping changes on either or both the condo and library sides.

**Fence:** Participants walked both sides of the fence line from 1.30 pm to 2.00 pm. The library noted there is a railroad tie retaining wall on the west end of the fence line. The library would like to see the survey, the civil engineering drawings for the project and verification that all grade changes were made on the condo property and the library bears no responsibility for condo work. Ms. Czerniak noted that while the plans had already been approved, there is still some flexibility for minor modifications.

Mr. Morris and Ms. Czerniak left the meeting at 2 pm after the walkthrough. Meeting continued in the Reed Room.

**Library Concerns:**

The busy vehicular horseshoe drive and the auto book return boxes are to the north of the library building. Is it safe for patrons to introduce a path across this route? Will parking be affected? No loss of parking is acceptable. There was a recommendation for a civil engineer to be hired by the library to determine how to safely direct pedestrians.

**Timing:** The Condo HOA and the Developer would like to do right away.

Trustee Shaw suggested that we review the survey and civil engineering drawings for the condo project with the City Engineer.

Jim Lee provided an update on other facilities projects currently under way.

The meeting adjourned at 2.50 pm.

## MEMORANDUM OF UNDERSTANDING

**THIS MEMORANDUM OF UNDERSTANDING** (this “Agreement”) is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2024 by and between THE CITY OF LAKE FOREST (the City), an Illinois home rule and special charter municipal corporation, and the LAKE FOREST LIBRARY (“the Library”), ~~a legally separate organization reportable as a discretely presented component unit of the City~~ an Illinois local library organized under the Illinois Local Library Act.

### RECITALS

- A. The Library was chartered by the Lake Forest City Council on July 4, 1898. The Library is a legally separate organization governed by a nine member Board of Trustees appointed by the Mayor of the City. ~~The Library is reported as a component unit of the City in its annual financial statements.~~
- B. The Library’s primary funding source for operations is the annual property tax levy, which the City adopts on the Library’s behalf based on the levy request adopted by the Library Board of Trustees.
- C. The City and Library have a longstanding and mutually beneficial operating partnership whereby the City provides administrative and financial-related support that includes the Library’s use of the City’s financial operating software (BS&A), banking services through the City’s depository ~~(Wintrust),~~ audit services through the City’s independent audit firm ~~(Baker Tilly),~~ and the City provides accounting, payroll, accounts payable and other related services. This partnership provides efficiencies that reduce the overall cost burden to Lake Forest property taxpayers.
- D. This agreement is set forth to establish the parameters for the Library to participate in the City’s investment program with the eConnect Direct platform offered by Multi-Bank Securities.

**NOW, THEREFORE,** in consideration of the mutual promises herein stated and other good and valuable consideration, the sufficiency of which is hereby acknowledged, the City and the Library hereby agree as follows:

- 1) **Investment Policy.** The City’s current investment policy was approved by the City Council in May 2022 and it provides that the policy “shall apply to Library funds managed and invested by the City on behalf of the Library.” The Library Board has reviewed the City’s current investment policy and acknowledges its application to the Library’s cash and investments held by the City, as well as to the fact that the City may amend its investment policy from time to time. The City will notify the Library Board of future amendments or changes to its investment policy. The Library Board agrees to and will approve a resolution adopting the same investment policy as the City’s investment policy within thirty days from the date of this Agreement or any amendment to the City’s investment policy.



- 2) **Authorized Investment Types and Duration.** The Library Board has determined that any investment type authorized in the City's approved Investment Policy shall be permitted- and shall be authorized by the Library's investment policy. The Library Board shall provide direction to the Library Executive Director regarding preferred investment types. Any investment purchased on behalf of the Library must mature within three (3) years.
- 3) **Level of Authority.** ~~The~~The Library Board has or will designate the Library Executive Director as the Library's Investment officer. Based on the Library's investment policy, the Library Executive Director is authorized to initiate and approve any single investment up to \$250,000. Any single investment that exceeds \$250,000 must be approved by the Library Board's Finance Committee. ~~–The City is authorized to make investment purchases at the direction of the Library Executive Director and~~ shall assume that is authorized to rely upon the Library Executive Director's investment instructions without further inquiry, regardless of whether any purchase exceeding the Executive Director's level of authority has been approved. ~~–The City is under no obligation to verify or confirm the required approval. –The sum~~total face value of all Library investments through eConnect Direct shall at no time exceed \$4,000,000.
- 4) **Cash Flow and Investment Maturities.** The City Finance Director and Library Executive Director will collaborate regarding the laddering of investment maturities to anticipate future Library cash flow needs. In the event the Library experiences an unanticipated cash flow requirement, the City may, but is not required, to purchase the investment from the Library at its current book value. Should this occur, the City will transfer cash to the Library fund and record the corresponding investment to the City investment portfolio.
- 5) **Investment Transaction Procedures.** When the Library desires to purchase an investment, the City Finance Director and Library Executive Director shall consult and review various options using the eConnect Direct Platform. The Library Executive Director will provide direction on the specific investment to purchase, at which time a confirmation email will be received and forwarded to the Library Executive Director. The City shall initiate a wire transfer of cash from the Library's operating cash account prior to the scheduled settlement date. The wire transfer will require dual approval – one City Finance team member to initiate the wire transfer and a second City Finance team member to approve.
- 6) **Investment Accounting Procedures.** The City will create an account in the Library Fund general ledger entitled "Investments – Multibank Securities." Each investment purchase/maturity will be recorded to this account to show a current balance of active investments. The City will also create an account in the Library Fund general ledger entitled "MBS Money Market." This account will be used to account for any cash in escrow due to investment purchase/maturities or investment interest not yet transferred to the operating cash account. Interest will be credited monthly to the Library Fund "Interest on Investments" account. Library staff with

access to the General Ledger will be able to view and report on activity posted to these accounts.

7) **Commingling of Investments.** When City and Library funds are combined for investment purposes, the moneys combined for those purposes shall be accounted for separately in all respects, and the earnings from such investment shall be separately and individually computed, recorded, and credited to the agency and fund for which the investment was acquired.

7)8) **Investment Reporting Procedures.** The City will provide the Library a quarterly investment report as of July 31, October 31, January 31 and April 30.

**IN WITNESS WHEREOF**, the parties hereto have caused this Agreement to be executed by their respective and duly authorized representatives and caused their respective corporate seals to be affixed hereunto.

**THE CITY OF LAKE FOREST**

**LAKE FOREST LIBRARY**

By: \_\_\_\_\_

Jason Wicha, City Manager

By: \_\_\_\_\_

Jim Clifton, President, Board of Trustees

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

<p style="text-align: center;"><b>The City of Lake Forest, Illinois</b> <b>INVESTMENT POLICY</b></p>
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**I. Introduction**

The intent of the Investment Policy of the City of Lake Forest (the "City") is to define the parameters within which funds are to be managed. This Investment Policy formalizes the framework for the City's investment activities that must be exercised to ensure effective and judicious fiscal and investment management of Lake Forest's funds. The guidelines are intended to be broad enough to allow the Finance Director to function properly within the parameters of responsibility and authority, yet specific enough to adequately safeguard the investment assets.

**II. Governing Authority**

The investment program will be operated in conformance with federal, state, and other legal requirements, including Illinois Compiled Statutes 30/ILCS/235 Public Funds Investment Act (the "Public Funds Act").

**III. Scope**

This Investment Policy applies to the investment activities of all funds of Lake Forest, except for the Foreign Fire Insurance Board, Deerpath Golf Course, Library, Police and Fire Pension Funds and the funds managed by the Cemetery Commission. This policy shall apply to Library funds managed and invested by the City on behalf of the Library.

Except for funds in certain restricted and special funds, the City may commingle its funds to maximize investment earnings and to increase efficiencies with regard to investment pricing, safekeeping and administration. Investment income will be allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles.

**IV. General Objectives**

The primary objectives, in priority order, of investment activities will be:

**1. Safety**

Safety of principal is the foremost objective of the investment program. Investments will be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The goal will be to mitigate credit risk and interest rate risk.

**2. Liquidity**

The investment portfolio will remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated.

**3. Return**

The investment portfolio will be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints of safety and liquidity needs.

## **V. Standards of Care**

Investment activities should reflect the following standards of care:

### **1. Prudence**

The standard of prudence to be used by investment officials will be the “prudent person” standard and will be applied in the context of managing an overall portfolio.

The “prudent person” standard states that,

“Investments will be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.”

The Finance Director, acting in accordance with written procedures and this Investment Policy and exercising due diligence, will be relieved of personal liability for a loss, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

### **2. Ethics and Conflicts of Interest**

In addition to the prohibitions contained in the Public Funds Act, officers and employees involved in the investment process will refrain from personal business activity that could conflict with the proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Employees and investment officials will disclose to the City Manager, Mayor, and Chairperson of the Finance Committee of the City Council any material financial interests in financial institutions that conduct business with the City, and they will further disclose any personal financial or investment positions that could be related to the performance of the City’s portfolio. Employees and officers will subordinate their personal investment transactions to those of the City particularly with regard to the timing of purchases and sales. Also, they will refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the City.

### **3. Delegation of Authority and Responsibilities**

Authority to manage the investment program, as chief investment officer, is granted to the Finance Director and is derived from the Public Funds Act. The Finance Director or designee, under the delegation of the City Council, will establish written procedures and internal controls for the operation of the investment program that are consistent with this Investment Policy.

## **VI. Authorized Financial Institutions, Depositories**

### **1. Authorized Financial Institutions, Depositories**

The City will select one financial institution to serve as its primary depository per a Request for Proposal (RFP) process approximately every five years and approved by City Council. Additionally, a list will be maintained of financial institutions and depositories authorized to provide depository services to the City. The City may deposit funds under the FDIC coverage amount in any financial institution the deposits of which are insured by the FDIC.

## **2. Broker/dealers**

A list will be maintained of approved security broker/dealers selected by conducting a process of due diligence and approved by the City Council.

All broker/dealers that desire to become qualified for investment transactions with the City must supply the following, at a minimum:

- Audited financial statements
- Proof of FINRA registration
- Proof of state registration
- Completed broker/dealer questionnaire
- Certification of having read, understood, and agreeing to, and having appropriate safeguards to ensure compliance with, the City's Investment Policy
- Evidence of adequate insurance coverage

Also, broker/dealers will be selected based upon their overall experience with Illinois agencies and the Public Funds Act.

Selection of financial institutions and broker/dealers authorized to engage in transactions with the City will be solely at the City's discretion.

A periodic review of the financial condition and registration of all qualified financial institutions, depositories, and broker/dealers will be conducted by the Finance Director.

## **3. Investment Advisers**

Lake Forest may engage the services of one or more investment advisers to assist in the management of the City's portfolio in a manner consistent with this Investment Policy. Such advisers may or may not be granted discretion to purchase and sell investment securities in accordance with this investment Policy. Such advisers must be registered under the Investment Advisers Act of 1940 or with the appropriate banking regulators if a subsidiary of a bank.

## **4. Competitive Transactions**

The Finance Director will attempt to obtain competitive bid information on all deposits made or investments purchased.

For investment securities purchased on the secondary market, competitive bids can be executed through a bidding process involving at least three separate broker/dealers or financial institutions or through the use of a nationally recognized trading platform. For the purchase of securities for which there is no readily available competitive offering on the same specific issue, then the Finance Director will document quotations for comparable or alternative securities. When purchasing original issue securities, no competitive offerings will be required as all dealers in the selling group offer those securities at the same original issue price.

Investment advisers will be engaged through a competitive procurement process, such as a Request for Qualifications (RFQ) or RFP. If the City hires an investment adviser to provide investment management services, the adviser must provide documentation of competitive pricing execution on each transaction. The investment adviser will retain documentation and provide the documentation upon request.

## **VII. Suitable and Authorized Investments**

Consistent with the GFOA Policy Statement on State and Local Laws Concerning Investment Practices, the following investments will be permitted by this Investment Policy and are those defined by Illinois State Statutes.

If additional types of securities are approved for investment by public funds by state statute, they will not be eligible for investment by the City until this Investment Policy has been amended and the amended version adopted by the City Council.

- Bonds, notes, certificates of indebtedness, treasury bills, or other securities that are guaranteed by the full faith and credit of the United States of America;
- Bonds, notes, debentures, or other similar obligations of U. S. Government, its agencies, or government sponsored enterprises (GSEs);
- Interest bearing bonds of any county, township, city, incorporated town, municipal corporation, or school district, and the bonds shall be registered in the name of the municipality or held under a custodial agreement at a bank, provided the bonds will be rated at the time of purchase within the three highest general classifications established by a nationally recognized statistical rating organization (NRSRO);
- Interest-bearing savings accounts, interest-bearing certificates of deposit, interest-bearing deposits, or any other investments constituting direct obligations of any bank as defined by the Illinois Banking Act (205 ILCS 5/1 et seq.), provided, however, that such investments may be made only in banks that are insured by the Federal Deposit Insurance Corporation;
- Certificate of Deposit Account Registry Service (CDARS) certificates of deposit or Insured Cash Sweep (ICS) service<sup>1</sup>
- Corporate Obligations - issuer must be a United States corporation with more than \$500 million in assets, rating must be within the highest tier (e.g., A-1, P-1, F-1, D-1 or higher) by two NRSROs, obligations must mature not later than three (3) years from the date of purchase and such purchases cannot exceed 10% of the corporation's outstanding obligations, and such purchases cannot exceed one-third of funds;
- Money Market Mutual Funds - registered under the Investment Company Act of 1940 (15 U.S.C.A. § 80a-1 et seq.), provided the portfolio is limited to bonds, notes, certificates, treasury bills, or other security that are guaranteed by the full faith and credit of the federal government as to principal and interest;

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<sup>1</sup> CDARS is a placement service provided by Promontory Network in which a member institution uses the CDARS Network to place funds into CDs or other depository products issued by banks that are members of the CDARS Network. The placements occur in increments below the standard Federal Deposit Insurance Corporation ("FDIC") insurance coverage maximum, allowing for coverage of principal and interest. The Insured Cash Sweep (ICS) works similarly placing funds in demand or money market accounts or both.

- Short term discount obligations of the Federal National Mortgage Association (established by or under the National Housing Act (1201 U.S.C. 1701 et seq.)), or in shares or other forms of securities legally issuable by savings banks or savings and loan associations incorporated under the laws of Illinois or any other State or under the laws of the United States, provided, however, that the shares or investment certificates of such savings banks or savings and loan associations are insured by the Federal Deposit Insurance Corporation;
- Dividend-bearing share accounts, share certificates accounts, or class of share accounts of a credit union chartered under the laws of the State of Illinois or the laws of the United States; provided, however, the principal office of the credit unions must be located within the State of Illinois; and, provided further, that such investments may be made only in those credit unions the accounts of which are insured by applicable law;
- Illinois Funds<sup>2</sup>
- Illinois Metropolitan Investment Fund (IMET) – (1) 1-3 year Fund and (2) Convenience Fund<sup>3</sup>
- Public Treasurers' Investment Pool created under Section 17 of the State Treasurer Act, pursuant to the Public Fund Investment Act 30 ILCS 235/2 – Section 2(e)
- Repurchase agreements of government securities having the meaning set out in the Government Securities Act of 1986 (15 U.S.C.A. § 780-5) subject to the provisions of that Act and the regulations issued thereunder, provided, however, that such government securities, unless registered or inscribed in the name of the City, will be purchased through banks or trust companies authorized to do business in the State of Illinois; and such other repurchase agreements as are authorized in subsection (h) of Section 2 of the Public Funds Investment Act (30 ILCS 235/2). Repurchase agreements may be executed only with approved financial institutions or broker/dealers meeting the City's established standards, which will include mutual execution of a Master Repurchase Agreement adopted by the City.

**IMPORTANT NOTE:** If the credit rating of a security is subsequently downgraded below the minimum rating level for a new investment of that security, the Finance Director will evaluate the downgrade on a case-by-case basis in order to determine if the security should be held or sold. The Finance Director will apply the general objectives of safety, liquidity, and return to make the decision.

#### **VIII. Collateralization of Deposits**

It is the policy of the City to require that deposits in excess of Federal Deposit Insurance Corporation (FDIC), National Credit Union Administration (NCUA) and Security Investor Protection Corporation (SIPC) insurable limits, in a single financial institution, be secured by some form of collateral.

To accomplish this, every pledge of collateral will be documented by an approved written security and pledge agreement, executed by the financial institution contemporaneously with the acquisition of the pledged collateral by the financial institution, approved by the board of directors of the financial

<sup>2</sup> The Public Treasurer's Investment Pool created under Section 17 of the State Treasurer Act (15 ILCS 505/17).

<sup>3</sup> The IMET Convenience Fund is a short-term money market instrument collateralized via FDIC Insurance, the FHLB Letter of Credit Program, and government securities at 110% on bank deposits.

institution or its loan committee as reflected in the minutes of said board or committee, and continually kept as an official record of the financial institution.

Collateral can be held at the following locations:

- i. A Federal Reserve Bank or its branch office
- ii. A custodial facility - generally in a trust department through book- entry at the Federal Reserve, unless physical securities are involved
- iii. An escrow agent of the pledging institution

To the extent that there are funds in excess of FDIC, NCUA and/or SIPC insurance protection, eligible collateral instruments and collateral ratios (market value divided by deposited funds in excess of FDIC, NCUA and/or SIPC) are as follows:

• Treasuries	110%
• Agencies	110%
• Government Sponsored Enterprises (GSEs)	110%
• State of Illinois obligations	110%
• Lake Forest City General Obligation bonds	110%

The ratio of market value of collateral to the amount of funds secured will be reviewed on a monthly basis and additional collateral will be requested when the ratio declines below the level required.

Substitution or exchange of collateral securities held in safekeeping will not be done without prior written notice of the City at least 10 days prior to any proposed substitutions and provided that the market value of the replacement securities is equal to or greater than the market value of the securities being replaced. The City must pre-approve all substitution and exchanges of securities. At the City's discretion and in a form acceptable to the City Attorney, the City may enter into an alternate written agreement related to the assignment, substitution or exchange of collateral securities.

Letters of credit issued by a Federal Home Loan Bank will also be acceptable as collateral.

## **IX. Safekeeping and Custody**

### **1. Delivery vs. Payment**

All trades of marketable securities will be executed (cleared and settled) on a delivery-vs.-payment (DVP) basis to ensure that securities are deposited in the City's safekeeping institution prior to the release of funds. Cash accounts may be established only if they meet the following safeguards:

- SIPC insured,
- Securities account is through an independent third party safe-keeping agent/custodian that is separate from the facilitating broker/dealer,
- All securities are held in book entry form, meaning they are tracked and recorded electronically by the DTC, with the City listed as the ultimate beneficiary,
- Securities purchased are delivered to the securities account, on the settlement date, regardless of whether there is enough cash available to cover the purchase in order to avoid failed trades, and
- All cash positions and securities positions are held separate from the third party custodian's assets and in the name of the City at all times.



## **2. Third-Party Safekeeping**

Securities will be held by an independent third-party safekeeping institution selected by the City. To accomplish this, the securities can be held at the following locations:

- i. A Federal Reserve Bank or its branch office
- ii. A custodial facility - generally in a trust department through book-entry at the Federal Reserve, unless physical securities are involved.
- iii. An escrow agent of the pledging institution.

Safekeeping will be documented by an approved written agreement. This may be in the form of a safekeeping agreement, trust agreement, escrow agreement, or custody agreement. All agreements will be approved by the City Attorney.

## **X. Internal Controls**

The Finance Director is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the City are protected from loss, theft or misuse. Specifics for the internal controls will be documented in an *investment procedures manual* that will be reviewed and updated periodically by the Finance Director.

Procedures should include references to: safekeeping, delivery-vs.-payment, investment accounting, repurchase agreements, wire transfer agreements, and collateral/depository agreements. No person may engage in an investment transaction except as provided under the terms of this Investment Policy and the procedures established by the Finance Director. The Finance Director will be responsible for all transactions undertaken and will establish a system of controls to regulate the activities of subordinate staff.

The internal control structure will be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that the cost of a control should not exceed the benefits likely to be derived and the valuation of costs and benefits requires estimates and judgments by management. The internal controls will address the following points at a minimum:

- Control of collusion
- Separation of transaction authority from accounting and recordkeeping
- Custodial safekeeping
- Avoidance of physical delivery securities
- Clear delegation of authority to subordinate staff members
- Written confirmation of transactions for investments and wire transfers
- Dual authorizations of wire transfers
- Staff training and
- Review, maintenance and monitoring of security procedures both manual and automated

## **XI. Investment Parameters**

### **1. Mitigating credit risk in the portfolio**

Credit risk is the risk that a security or a portfolio will lose some or all of its value due to a real or perceived change in the ability of the issuer to repay its debt. Lake Forest will mitigate credit risk by adopting the following:

- limiting investments to avoid overconcentration in securities from a specific issuer or business sector (excluding U.S. Treasury securities),
- allowing no financial institution to hold more than 35% of the City's investments, maturing over one year, exclusive of local government investment pools or U.S. Treasury securities held in safekeeping. Diversification of investments with maturities of less than a year will be at the discretion of the Finance Director based upon bids.
- limiting investment in securities that have higher credit risks,
- limiting obligations of corporations to no more than 10% of the City's investment portfolio, and
- investing in securities with varying maturities.

The core of investments is limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed. Securities will not be sold prior to maturity with the following exceptions:

- A security with declining credit may be sold early to minimize loss of principal.
- A security swap would improve the quality, yield, or target duration in the portfolio.
- Liquidity needs of the portfolio require that the security be sold.

## **2. Mitigating market risk in the portfolio**

Market risk is the risk that the portfolio value will fluctuate due to changes in the general level of interest rates. The City recognizes that, over time, longer-term portfolios have the potential to achieve higher returns. On the other hand, longer-term portfolios have higher volatility of return. The City will mitigate market risk by providing adequate liquidity for short-term cash needs, and by making longer-term investments only with funds that are not needed for current cash flow purposes.

Because of inherent difficulties in accurately forecasting cash flow requirements, a portion of the portfolio should be continuously invested in readily available funds such as local government investment pools, money market funds, or overnight repurchase agreements or other money market instruments to ensure that appropriate liquidity is maintained to meet ongoing obligations. To the extent possible, Lake Forest will attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the City will not directly invest in securities maturing more than two years from the date of purchase.

Core funds, comprised of reserve and other funds with longer-term investment horizons, may be invested in securities exceeding two (2) years if the maturity of such investments are made to coincide as nearly as practicable with the expected use of funds.

Furthermore, since all possible cash demands cannot be anticipated, the portfolio should consist largely of securities with active secondary or resale markets.

## **3. Local Considerations**

Lake Forest will maintain investment accounts in the financial institutions located within the city of Lake Forest whenever possible and not precluded by other standards of this Policy.

## **4. Sustainable Investing**

When evaluating potential investments, the Finance Director may consider material, relevant, and decision-useful sustainability factors, within the bounds of financial and fiduciary prudence. Such factors

include, but are not limited to: (1) corporate governance and leadership factors, (2) environmental factors, (3) social capital factors, (4) human capital factors, and (5) business model and innovation factors, as provided under the Illinois Sustainable Investing Act, 30 ILCS 238/.

#### **XII. Performance Standards/ Evaluation**

The investment portfolio will be managed in accordance with the parameters specified within this Policy. The portfolio should obtain a market average rate of return during a market/economic environment of stable interest rates. Portfolio performance will be compared against an appropriate benchmark/s as identified in the *investment procedures manual*.

#### **XIII. Reporting/ Disclosure**

The Finance Director will prepare an investment report at least quarterly, including a management summary that provides an analysis of the status of the current investment portfolio and transactions made over the last quarter. This management summary will be prepared in a manner which will allow the City to ascertain whether investment activities during the reporting period have conformed to the Investment Policy. The report should be provided to the City Council Finance Committee. The report will include the following:

- Listing of individual securities held at the end of the reporting period.
- Realized and unrealized gains or losses appreciation or depreciation by listing the cost and market value of securities over one-year duration that are not intended to be held until maturity.
- Average weighted yield to maturity of portfolio on investments as compared to applicable benchmark.
- Listing of investment by maturity date.
- Percentage of the total portfolio which each type of investment represents

#### **XIV. Approval of Investment Policy**

This Investment Policy will be reviewed on an annual basis by the Finance Director and any modifications made must be approved by the City Council. If no modifications are made, the Investment Policy will be annotated to include the date of the review.

Revisions Approved: May 16, 2022



# Lake Forest Library Capital Requirements with Estimated Timing

Items	Amount	FY 2025		FY2026	FY2027	FY2028
		1st half	2nd half			
ADA Accessibility Enhancements - Elevator	\$ 200,000		\$ 200,000			
Refreshing / Upgrading Public Spaces	\$ 650,000	\$ 325,000	\$ 325,000			
Exterior Courtyards - Phase I	\$ 250,000	\$ 125,000	\$ 125,000			
HVAC Enhancements	\$ 400,000	\$ 400,000				
Ongoing Building Maintenance	\$ 120,000	\$ 60,000	\$ 60,000			
MEP Study - 1st half of FY 2025	\$ 80,000	\$ 80,000				
Vending Machine at West Train Station	\$ 75,000	\$ 75,000				
Upgraded Fire / Burglar Alarm	\$ 50,000	\$ 50,000				
Public Address System	\$ 18,000	\$ 18,000				
New Servers	\$ 24,000	\$ 24,000				

\$ 1,867,000 \$ 1,157,000 \$ 710,000

Amount transferred from reserves \$ 2,000,000

## Approximate balance in reserve funds (\$3,750,000 assumed) (5)

Invested for one year, then rolled over \$1,000,000  
Invested for two years and assumed to be at least partially invested in FY 2027 \$2,750,000

Potential interest income produced	Rates (4)						
	Current	2025	2026				
Estimated interest rate -- six months (1)	4.00%			\$ 14,200			
Estimated interest rate -- 1 year (2)	5.11%	4.75%	4.50%	\$ 38,325	\$ 47,500	\$ 45,000	
Estimated interest rate -- 2 years (3)	5.01%	5.01%	4.50%	\$ 103,331	\$ 137,775	\$ 123,750	

Potential interest income	\$ 155,856	\$ 185,275	\$ 168,750
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#### Assumptions

- 1) Applied to approved projects amounts to be used in the 2nd half of FY 2025
- 2) Rate based on May discussion with Elizabeth Holleb, City Finance Director. Rate may have changed.
- 3) Rate based on May discussion with Elizabeth Holleb, City Finance Director. Rate may have changed.
- 4) Rates for FY 2026 and FY 2027 are assumed to be lower than current rates.
- 5) Amount in reserve to be invested assumed to be increased by \$750,000 once the audit is completed.



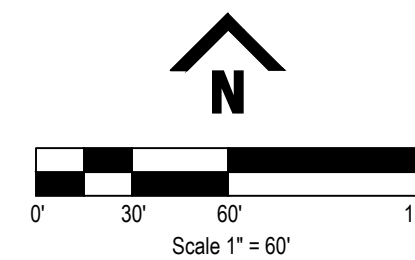
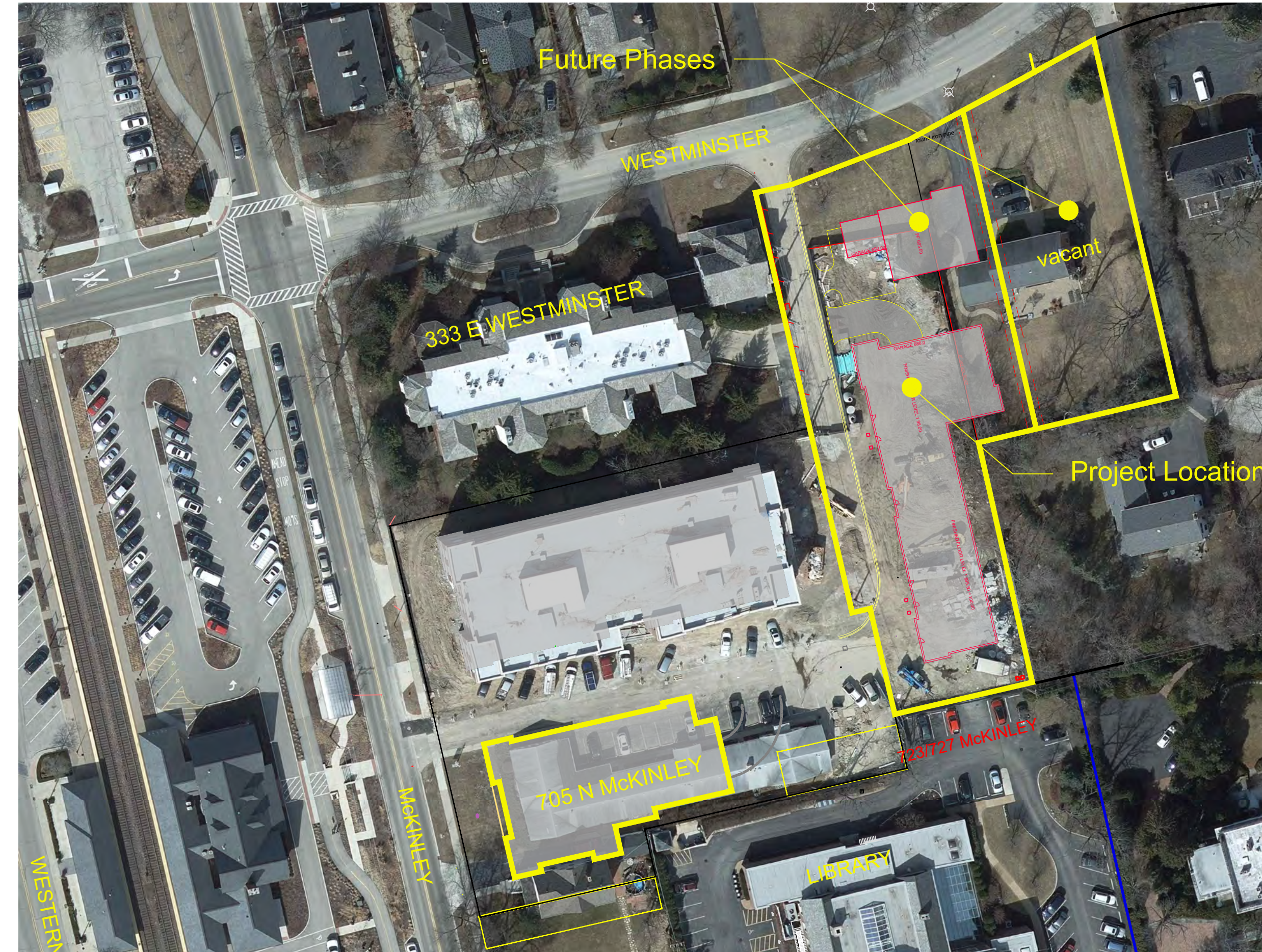
# 715 N. MCKINLEY ROAD, LAKE FOREST

## PHASE 3 CONDO

## FINAL ENGINEERING

### STIPULATIONS:

- 1 As work progresses on the site, an updated, high level timeline of anticipated activities must be submitted to the City on a regular basis.
2. No work on the site is permitted on Sundays or major holidays.
3. No staging of crews or equipment is permitted on the site or on Westminster before 7 a.m. Monday through Friday or before 8 a.m. on Saturday.
4. The adjacent and nearby streets must be cleaned throughout the construction day as needed.
5. No access is permitted through the Library property at any time.
6. All work must proceed in strict accordance with the approved plans, if issues arise that require modification, please contact the City to determine the appropriate course of action.
7. All inspections must be scheduled in a timely manner.



### LEGEND

	Silt Fence		Existing Inlet		Handhole
	Tree Preservation Fence		Inlet to be ADJUSTED		Telephone Handhole
	Existing Property Line		Inlet to be RECONSTRUCTED		Electric Handhole
	PROPOSED CURB IMPROVEMENT & STATION		Inlet to be REMOVED		Transformer
	Existing Curb and Gutter		PROPOSED INLET with Structure Number		Gas Meter
	PROPOSED COMBINATION CONCRETE CURB & GUTTER		Existing Catch Basin		Garbage Bin
	Existing Curb		Catch Basin to be ADJUSTED		Bench
	PROPOSED CONCRETE CURB		Catch Basin to be RECONSTRUCTED		Windsock
	Edge of Existing Traveled Way		Catch Basin to be REMOVED		Runway Light
	Pavement Replacement		PROPOSED CATCH BASIN with Structure Number		Cellphone Tower
	Existing Sidewalk, Driveway or Pavement to be REMOVED		Existing Manhole		Sign on Post
	PROPOSED SIDEWALK		Manhole to be ADJUSTED with Type Casing Shown		Monument / Directional Sign
	Metal Fence		Manhole to be RECONSTRUCTED		Parking Gate
	Wood Fence		Manhole to be REMOVED		ID Card Reader
	Section Line		PROPOSED MANHOLE with Structure Number		Emergency Phone
	Gas Main		Existing Flared End Section		Security Camera
	Water Main		PROPOSED FLARED END SECTION with Structure Number		Horizontal & Vertical Control
	PROPOSED WATER MAIN		Existing Cleanout		Cast Iron ADA Tile
	Oxygen Line		Existing Fire Hydrant		Spot Elevation
	Chilled Water Supply Line		PROPOSED FIRE HYDRANT		Existing Deciduous Tree w/ Tag Number
	Chilled Water Return Line		PROPOSED CURB STOP & BOX		Existing Deciduous Tree to be Removed
	Steam Supply Line		PROPOSED VALVE & CAST IRON BOX		Existing Coniferous Tree w/ Tag Number
	Condensate Return Line		Existing Valve & Box		Existing Coniferous Tree to be Removed
	Communications Cable		Existing Valve and Vault		Swamp
	Fiber Optic Cable		PROPOSED VALVE & VAULT		Hedge
	Security Cable		Existing Valve and Vault to be REMOVED		Landscape Bed Line
	Underground Electric Cable		Existing Domestic Meter Vault		
	Overhead Electric Cable		PROPOSED DOMESTIC METER VAULT		
	Electric Cable		Existing Domestic Meter Vault to be REMOVED		
	Street Lighting Cable		Curb Stop & Box		
	Existing 6" PVC Underdrain		Power Pole		
	Existing Storm Sewer		Street Light		
	PROPOSED STORM SEWER		Sign Light		
	Force Main Sewer		Bollard		
	Sanitary Sewer		Bollard with Light		
	PROPOSED SANITARY SEWER		Traffic Signal		
	Existing Minor Contour		Traffic Signal Control Box		
	Existing Major Contour				
	PROPOSED MINOR CONTOUR				
	PROPOSED MAJOR CONTOUR				

NOTE: FOR ADDITIONAL STANDARD SYMBOLS AND ABBREVIATIONS USED THROUGHOUT THESE PLANS, SEE ILLINOIS DEPARTMENT OF TRANSPORTATION STANDARD 000001-43 (LOCATED ON C900)

APPROVED - THE CITY OF LAKE FOREST

ENGINEERING SECTION

03/21/2023

ADDRESS: 715 N. McKinley Rd

PERMIT NO: J2023-0065

J.U.I.L.E. - ILLINOIS ONE CALL SYSTEM - CALL 811

J.U.I.L.E.  
JOINT  
UTILITY  
LOCATION  
INFORMATION FOR  
EXCAVATION  
CALL 811

CALL 48 HOURS IN ADVANCE  
WWW.ILLINOIS1CALL.COM  
CALL: 811 OR 800-829-0123



Know what's below.  
Call before you dig.

CITY OF LAKE FOREST  
(PUBLIC: WATER, SANITARY SEWER, STORM SEWER)  
MICHAEL THOMAS, DIR OF PUBLIC WORKS  
800 NORTH FIELD DRIVE  
LAKE FOREST, IL 60045  
847.810.3540

COMED  
(ELECTRIC)  
ROBERT KOLLAR, ENGINEER  
1500 FRANKLIN BOULEVARD  
LIBERTYVILLE, IL 60548  
847.204.2859

NORTH SHORE GAS  
(NATURAL GAS)  
JAY HAMMER  
3001 GRAND AVENUE  
WAUKEGAN, IL 60085  
847.263.46478

AT&T  
(TELECOMMUNICATIONS)  
BRUCE BROWN  
1000 COMMERCE DRIVE, FLOOR 2  
OAKBROOK, IL 60523  
630.573.5715

COMCAST CABLE  
(TELECOMMUNICATIONS)  
ROBERT SCHULTER  
688 INDUSTRIAL DRIVE  
ELMHURST, IL 60126  
630.600.6347

FOR LOCATION OF UNDERGROUND UTILITIES CONTACT:  
(ALL UNDERGROUND UTILITY LOCATIONS ARE APPROXIMATE)

Sheet List Table	
Sheet Number	Sheet Title
C1	COVER
C2	NOTES
C3	EXISTING CONDITIONS
C4	SE SC - DEMO
C5	PROPOSED SITE PLAN
C6	SANITARY- WATER DETAILS
C7	STORM DETAILS
C8	PAVING DETAILS
C9	SE-SC DETAILS

BLECK

engineers | surveyors

Bleck Engineering Company, Inc.  
1375 North Western Avenue  
Lake Forest, Illinois 60045  
T 847.295.5200 F 847.295.7081  
www.bleckeng.com

715 MCKINLEY RD  
PHASE 3 CONDO

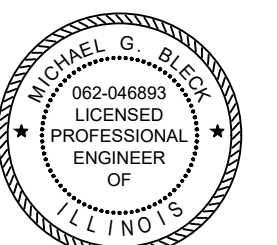
LAKE FOREST, IL

BENCHMARK:  
NE BOLT ON FIRE HYDRANT  
EAST ROW MCKINLEY ROAD  
AT #721 ENTRANCE  
ELEVATION = 699.50

ISSUED DATE	ISSUED FOR
09.16.2020	PERMIT
06.10.2021	LF REV 1
01.12.2022	PERMIT
03.07.2023	LF REVIEW

PROFESSIONAL SEAL

"To the best of our knowledge and belief, the drainage of the surface waters will not be changed by the construction of this project or any part thereof, or that if such surface waters drainage will be changed, reasonable provisions have been made for the collection and diversion of such surface waters into public areas or drains which the developer has a right to use, and that such surface waters will be planned for in accordance with generally accepted engineering practices so as to reduce the likelihood of the damage to the adjoining property because of the construction of the project."



Michael G. Bleck  
Michael G. Bleck, PE 01/12/2023  
License No. 062-046893 Expires 11/30/23  
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MCKINLEY PARTNERS, LLC  
1000 N. WESTERN AVE  
LAKE FOREST, IL 60045

70-948	Project No.
BCF	Drawn By
MGB	Checked By

Drawing No.  
**C1**  
Drawing Name  
COVER



GENERAL NOTES:

SPECIFICATIONS, STANDARDS, AND SPECIAL PROVISIONS

- ALL CONSTRUCTION SHALL BE DONE IN ACCORDANCE WITH THE "STANDARD SPECIFICATIONS FOR ROAD AND BRIDGE CONSTRUCTION" ADOPTED APRIL 1, 2016; THE "SUPPLEMENTAL SPECIFICATIONS FOR RECURRING SPECIAL PROVISIONS" ADOPTED APRIL 1, 2016, THE LATEST EDITION OF THE "ILLINOIS MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES FOR STREETS AND HIGHWAYS" (MUTCD); THE "STANDARD SPECIFICATIONS FOR WATER AND SEWER MAIN CONSTRUCTION IN ILLINOIS" PUBLISHED JULY 2014; THE "DETAILS" IN THE PLANS AND THE "SPECIAL PROVISIONS" INCLUDED IN THE CONTRACT DOCUMENTS; THE "DETAILS" IN THE PLANS AND THE "SPECIAL PROVISIONS" INCLUDED IN THE CONTRACT DOCUMENTS, AND THE CITY OF LAKE FOREST ENGINEERING AND CONSTRUCTION STANDARDS ADOPTED JANUARY 2011.
- ANY REFERENCE TO THE STANDARD THROUGHOUT THE PLANS OR SPECIAL PROVISIONS SHALL BE INTERPRETED AS THE LATEST IDOT STANDARD.
- ALL TRAFFIC CONTROL AND OTHER ADVISORY SIGNS NEEDED FOR CONSTRUCTION ARE TO BE FURNISHED BY THE CONTRACTOR IN ACCORDANCE WITH SECTION 700 OF THE STANDARD SPECIFICATIONS.
- WHEREVER THERE IS CONFLICTING INFORMATION BETWEEN THE DETAILS, PLANS, SPECIFICATIONS, AND SPECIAL PROVISIONS, NOTIFY THE ENGINEER IMMEDIATELY. THE MOST STRINGENT STANDARD SHALL GENERALLY BE ADOPTED.

DRAINAGE & UTILITIES

- BEFORE STARTING EXCAVATION THE CONTRACTOR SHALL BE RESPONSIBLE FOR CONTACTING THE OWNERS OF THE EXISTING FACILITIES SO THAT UTILITIES AND THEIR APPURTENANCES MAY BE LOCATED AND ADJUSTED OR MOVED, IF NECESSARY, PRIOR TO THE START OF CONSTRUCTION OPERATION. THE CONTRACTOR SHALL COOPERATE WITH ALL UTILITY OWNERS AS PROVIDED FOR IN THE STANDARD SPECIFICATIONS.HE CONTRACTOR SHALL CALL "J.U.L.I.E." AT 811-892-0123 FOR FIELD LOCATIONS OF BURIED UTILITIES AND CONTACT NORTHWESTERN LAKE FOREST HOSPITAL FOR ALL PRIVATE UTILITIES.
- THE APPROXIMATE LOCATIONS OF THE EXISTING UTILITIES ARE SHOWN ON THE DRAWINGS ACCORDING TO THE INFORMATION OBTAINED FROM THE UTILITY COMPANIES AND SURVEYS. HOWEVER, THE ENGINEER DOES NOT GUARANTEE THE COMPLETENESS OR ACCURACY OF THE INFORMATION REGARDING UTILITIES, EITHER PUBLIC OR PRIVATE SUCH AS SEWER, GAS, WATER MAINS, TELEPHONE AND ELECTRICAL DUCT LINES, MANHOLES, CATCH BASINS AND SIMILAR STRUCTURES.THE CONTRACTOR SHALL VERIFY THE EXACT LOCATIONS OF ALL UTILITIES THAT MAY INTERFERE WITH CONSTRUCTION OPERATIONS AND REPORT TO THE ENGINEER OMISSIONS AND DIFFERENCES FROM THE LOCATIONS SHOWN ON THE DRAWINGS. THE CONTRACTOR SHALL TO BE FULLY RESPONSIBLE FOR ANY AND ALL DAMAGES WHICH ARE OCCASIONED BY HIS FAILURE TO EXACTLY LOCATE AND PRESERVE ANY AND ALL UNDERGROUND UTILITIES.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL UNDERGROUND UTILITIES OR SURFACE UTILITIES EVEN THOUGH THEY MAY NOT BE SHOWN ON THE PLANS. ANY UTILITY THAT IS DAMAGED DURING CONSTRUCTION SHALL BE REPAIRED OR REPLACED TO THE SATISFACTION OF THE ENGINEER, AND THE UTILITY OWNER.
- THE CONTRACTOR SHALL VERIFY THE SIZE AND INVERT ELEVATIONS OF ALL CONNECTIONS TO AVOID ANY CONFLICTS BEFORE STARTING WORK. NOTIFY THE ENGINEER OF ANY DISCREPANCIES.
- WHENEVER DURING CONSTRUCTION OPERATIONS ANY LOOSE MATERIALS DEPOSITED IN THE FLOW LINE OF DRAINAGE STRUCTURES SUCH THAT THE NATURAL FLOW OF WATER IS OBSTRUCTED, IT SHALL BE REMOVED AT THE CLOSE OF EACH WORK DAY. AT THE CONCLUSION OF CONSTRUCTION OPERATIONS, ALL UTILITY STRUCTURES SHALL BE FREE FROM DIRT AND DEBRIS. THE WORK SPECIFIED ABOVE WILL NOT BE PAID FOR SEPARATELY BUT SHALL BE INCLUDED IN THE COST OF VARIOUS UNIT PRICES BID.THE CONTRACTOR IS ADVISED THAT MUD AND DEBRIS ACCUMULATED ON THE PAVEMENT SHALL BE CLEANED BY THE CONTRACTOR WITHIN FOUR (4) HOURS OF THE INCIDENT OR THE CONTRACTOR WILL BE BACK CHARGED THE COST OF THE NLFH FORCES TO COMPLETE THE WORK.
- AT THE CLOSE OF EACH WORK DAY AND AT THE CONCLUSION OF CONSTRUCTION OPERATIONS, ALL DRAINAGE STRUCTURES AND FLOW LINES SHALL BE FREE FROM DIRT AND DEBRIS.
- ALL TRENCH AND CONSTRUCTION OPENINGS EXTENDING BELOW THE PAVEMENT SUBGRADE SHALL BE FENCED OFF WITH AN ADEQUATELY SUPPORTED FOUR (4) FEET HIGH FENCE AT ALL TIMES WHEN ACTUAL CONSTRUCTION IS NOT IN PROGRESS AT THE OPENING LOCATION. COST DUE TO THIS REQUIREMENT SHALL BE INCIDENTAL TO THE CONTRACT.
- TEMPORARY SHEETING OR BRACING FOR SEWER TRENCHES THAT MAY BE REQUIRED SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR. THE COST OF THIS WORK SHALL BE INCLUDED IN THE PROPOSED DRAINAGE AND/OR UTILITY UNIT PRICE AND NO ADDITIONAL COMPENSATION WILL BE ALLOWED.
- TRENCH BACKFILL REQUIREMENT: GRANULAR TRENCH SHALL BE INSTALLED UNDER AND WITHIN THREE (3) FEET OF ALL PROPOSED OR EXISTING PAVEMENTS OR WALKWAYS. GRANULAR TRENCH BACKFILL SHALL CONFORM TO FA-6 OR CA-6 COMPACTED AT 95% STANDARD DENSITY IN ACCORDANCE WITH ASTM D698. TRENCH BACKFILL SHALL BE CONSIDERED INCIDENTAL TO PIPE INSTALLATION.
- ALL FIELD TILE ENCOUNTERED DURING CONSTRUCTION OPERATIONS SHALL BE CONNECTED TO THE PROPOSED STORM SEWER SYSTEM OR EXTENDED TO OUTLET INTO A PROPOSED DRAINAGE WAY. IF THIS CANNOT BE ACCOMPLISHED, THEN IT SHALL BE REPAIRED WITH NEW PIPE OF SIMILAR SIZE AND MATERIAL TO THE ORIGINAL LINE AND PUT IN ACCEPTABLE OPERATING CONDITION. A RECORD OF THE LOCATION OF ALL FIELD TILE OR ON-SITE DRAINAGE PIPE ENCOUNTERED SHALL BE KEPT BY THE CONTRACTOR AND TURNED OVER TO THE ENGINEER UPON COMPLETION OF THE PROJECT.
- IF DURING CONSTRUCTION, THE CONTRACTOR ENCOUNTERS OR OTHERWISE BECOMES AWARE OF ANY SEWERS OR UNDERDRAINS WITHIN THE PROJECT OTHER THAN THOSE SHOWN ON THE PLANS, HE SHALL INFORM THE ENGINEER, WHO SHALL DIRECT THE WORK AS NECESSARY TO MAINTAIN OR REPLACE THE FACILITIES IN SERVICE AND PROTECT THEM FROM DAMAGE DURING CONSTRUCTION IF MAINTAINED. EXISTING FACILITIES SHALL BE REPLACED AT THE CONTRACTOR'S OWN EXPENSE. SHOULD THE ENGINEER DIRECT REPLACEMENT OF THE FACILITY, THE NECESSARY WORK AND PAYMENT SHALL BE ACCORDING TO SECTIONS 550 AND 601, AND ARTICLE 104.02 OF THE STANDARD SPECIFICATIONS.
- COUPLINGS USED FOR CONNECTIONS OF NEW PIPE TO EXISTING PIPE AND WHERE DISSIMILAR PIPE AND JOINT MATERIALS ARE ENCOUNTERED SHALL BE APPROVED BY THE ENGINEER PRIOR TO INSTALLATION. NO STAINLESS STEEL SHEAR RINGS WILL BE ALLOWED. THIS WORK WILL NOT BE PAID SEPARATELY BUT SHALL BE INCLUDED IN THE UNIT COST OF THE SEWER BEING INSTALLED.
- ANY EXISTING OR PROPOSED STORM SEWER DAMAGED BY THE CONTRACTOR DURING CONSTRUCTION SHALL BE REPLACED BY THE CONTRACTOR AT NO COST TO THE OWNER
- THE CONTRACTOR SHALL NOT OPEN OR SHUT ANY WATER VALVES OR FIRE HYDRANTS WITHOUT PRIOR AUTHORIZATION FROM CITY OF LAKE FOREST. UNAUTHORIZED USE SHALL SUBJECT THE OFFENDER TO ARREST AND PROSECUTION.

SURVEYING & STAKING

- THE CONTRACTOR SHALL PROTECT AND CAREFULLY PRESERVE ALL SECTION OR SUBSECTION MONUMENTS OR PROPERTY OR REFERENCE MARKERS UNTIL THE ENGINEER, HIS AGENT, OR AN AUTHORIZED SURVEYOR HAS WITNESSED OR OTHERWISE REFERENCED THEIR LOCATIONS.
- ALL ELEVATIONS ON THESE PLANS ARE ON CITY OF LAKE FOREST (U.S.G.S. NAVD 88) DATUM.
- DO NOT SCALE DRAWINGS IF COORDINATES AND DIMENSIONS ARE GIVEN.
- DIMENSIONS: IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO VERIFY ALL DIMENSIONS AND CONDITIONS EXISTING IN THE FIELD PRIOR TO ORDERING MATERIALS AND BEGINNING CONSTRUCTION.
- THE PROPOSED GRADE ELEVATIONS SHOWN ON THE PLANS ARE FINISHED GRADE, ALLOW FOR THE THICKNESS OF TOPSOIL AS SHOWN OR SPECIFIED.
- FOR STRUCTURES IN THE CURB LINE, THE STATION, OFFSET, AND ELEVATION ARE CALLED TO THE EDGE OF PAVEMENT. ALL OTHER STRUCTURES ARE LOCATED TO THE CENTER OF THE STRUCTURE.
- THESE DRAWINGS ASSUME THAT THE CONTRACTOR WILL UTILIZE AN ELECTRONIC DRAWING FILE AND STAKE ALL IMPROVEMENTS USING COORDINATED TIED INTO THE CONTROL POINTS. THE DIMENSIONS INDICATED HEREON ARE FOR THE CONVENIENCE OF THE CONTRACTOR ONLY.
- THE CONTRACTOR SHALL PROVIDE AN AS-BUILT SURVEY PREPARED BY A LICENSED PROFESSIONAL LAND SURVEYOR IN ACCORDANCE WITH THE AUTHORITIES HAVING JURISDICTION AND THE CONTRACT DOCUMENTS. THIS MAY INCLUDE BUT IS NOT LIMITED TO ALL STORM AND SANITARY SEWERS AND STRUCTURES LOCATIONS, SIZES, RIMS, AND INVERTS, FINAL DETENTION VOLUME CALCULATIONS FOR DETENTION BASIN(S) AND WATERMAIN, AND VALVES, AND APPURTENANCE LOCATIONS.

PERMANENT SIGNAGE

- THE CONTRACTOR WILL BE REQUIRED TO RELOCATE OR REMOVE AND REPLACE SIGNS WHICH INTERFERE WITH HIS/HER CONSTRUCTION OPERATIONS, AND TO TEMPORARILY RESET ALL SIGNS DURING CONSTRUCTION OPERATIONS. THIS WORK WILL BE CONSIDERED INCIDENTAL TO THE CONTRACT. ALL WORK INVOLVING SIGNS SHALL BE GOVERNED BY THE FOLLOWING REQUIREMENTS.
  - SIGNS SHALL NOT BE MOVED UNTIL PROGRESS OF WORK NECESSITATES IT.
  - EVERY SIGN REMOVED MUST BE RE-ERECTED AT A TEMPORARY LOCATION IN A WORKMANLIKE MANNER AND BE MADE VISIBLE TO TRAFFIC FOR WHICH IT IS INTENDED. ALL SUCH SIGNS MUST BE MAINTAINED STRAIGHT AND CLEAN FOR THE DURATION OF THE TEMPORARY SETTING.
  - ALL SIGNS SHALL BE RE-ERECTED IN PERMANENT LOCATIONS AS THE ROADWAY IS COMPLETED. HORIZONTAL LOCATION FROM THE EDGE OF PAVEMENT SHALL BE DESIGNATED BY THE ENGINEER.
  - ALL UNUSED SIGNS WILL BE RETURNED TO OWNER
- THE CONTRACTOR SHALL SUBMIT SHOP DRAWINGS TO THE DESIGN TEAM FOR ALL PROPOSED SIGNS, SIGN BASES, SIGN POLES, AND ANY OTHER APPURTENANCES REQUIRED.

MISCELLANEOUS

- NOTIFICATION OF WORK: THE CONTRACTOR SHALL NOTIFY THE CITY OF LAKE FOREST 48 HOURS PRIOR TO THE START OF CONSTRUCTION AND NORTH SHORE WATER RECLAMATION DISTRICT A MINIMUM OF 24 HOURS BEFORE ANY WORK RELATED TO SANITARY SEWERS IS PERFORMED. THE CONTRACTOR SHALL NOTIFY THE LAKE COUNTY STORM WATER MANAGEMENT COMMISSION, AND/OR ANY OTHER GOVERNMENT AGENCIES WHICH ISSUES PERMITS PER WORK WITHIN THE DESIGNATED WETLANDS.
- NO BURNING OR INCINERATION OF RUBBISH WILL BE PERMITTED ON SITE. ALL EXCESS MATERIAL SHALL BE DISPOSED OF THE DAY IT IS EXCAVATED OR REMOVED. ALL EXCESS OR WASTE MATERIAL SHALL BE HAULED AWAY FROM THE PROJECT SITE BY THE CONTRACTOR AND LEGALLY DISPOSED OF. NO EXTRA COMPENSATION WILL BE ALLOWED FOR ANY EXPENSE INCURRED FOR THE CONTRACTOR TO COMPLY WITH THIS REQUIREMENT.
- POLLUTION CONTROL: THE CONTRACTOR WILL BE REQUIRED TO COMPLY WITH STATE REGULATIONS REGARDING AIR, WATER, AND NOISE POLLUTION. CONSTRUCTION OPERATIONS SHALL BE CONFINED TO THE PERIOD BEGINNING 7:00 A.M. AND ENDING AT 7:00 P.M. WEEKDAYS. THE CONTRACTOR MAY WORK ON SATURDAYS AND LEGAL HOLIDAYS WITH WRITTEN PERMISSION FROM THE CITY SURVEYOR AND ENGINEER. APPROVED SATURDAY WORK SHALL BE FROM 8:00 A.M. TO 6:00 P.M. SATURDAYS, AND NO WORK SHALL BE PERFORMED ON SUNDAYS. A REQUEST FOR SATURDAY AND HOLIDAY WORK SHALL BE MADE AT A MINIMUM OF 48 HOURS PRIOR TO THE DATE REQUESTED.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR EXAMINING ALL SITE CONDITIONS PRIOR TO COMMENCEMENT OF CONSTRUCTION AND COMPARE TO THE SITE CONDITIONS AS THOSE INDICATED ON THE DRAWINGS.
- ALL AREAS ON OR OFF SITE, DISTURBED DURING CONSTRUCTION OPERATIONS AND NOT PART OF THE WORK SHOWN HEREON SHALL BE RESTORED TO ORIGINAL CONDITION TO THE SATISFACTION OF THE OWNER AND THE ENGINEER AT NO ADDITIONAL COST TO THE OWNER.
- USE OF CCDD FILL OPERATIONS: IF THE CONTRACTOR CHOOSES TO DISPOSE OF UNCONTAMINATED SOIL OR UNCONTAMINATED SOIL MIXED WITH CLEAN CONSTRUCTION AND DEMOLITION DEBRIS (CCDD) AT A CCDD FILL OPERATION, IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO PERFORM ALL NECESSARY FIELD TESTS AND LABORATORY ANALYSIS AND OBTAIN THE LICENSED PROFESSIONAL ENGINEER'S CERTIFICATION REQUIRED AS PER PUBLIC ACT 96-1416 TO USE THE SITE. NO ADDITIONAL COMPENSATION WILL BE PROVIDED.
- NO UNDERGROUND WORK SHALL BE BACKFILLED UNLESS IT HAS BEEN APPROVED BY THE ENGINEER. APPROVAL TO PROCEED MUST BE OBTAINED FROM THE ENGINEER PRIOR TO INSTALLING PAVEMENT BASE, BINDER, SURFACE AND PRIOR TO PLACING ANY CONCRETE AFTER FORMS HAVE BEEN SET.
- THE CONTRACTOR SHALL COORDINATE HIS WORK WITH ANY ADJACENT PROJECTS THAT ARE OR MAY BE UNDER CONSTRUCTION.
- THE CONTRACTOR SHALL COORDINATE CONSTRUCTION OPERATIONS TO INSURE TRAFFIC MAINTENANCE, SURFACE DRAINAGE, ETC. THROUGHOUT THE DURATION OF THE CONSTRUCTION PERIOD IN ACCORDANCE WITH THE REQUIREMENTS OF ALL GOVERNING AGENCIES.
- THE CONTRACTOR SHALL PROVIDE TEMPORARY TOILET FACILITIES FOR THE USE OF ALL THE CONTRACTOR'S PERSONNEL EMPLOYED ON THE WORK SITE, AND SHALL MAINTAIN SAME IN PROPER SANITARY CONDITION. THE TEMPORARY TOILET FACILITIES SHALL INCLUDE HAND SANITIZING STATION. AT THE COMPLETION OF THE PROJECT, THE FACILITIES SHALL BE REMOVED FROM THE PREMISES AND LEFT CLEAN. THEN ENGINEER SHALL APPROVE THE LOCATION OF TEMPORARY TOILETS. THE COST OF THIS WORK SHALL BE INCLUDED IN THE UNIT BID PRICES AND NO ADDITIONAL COMPENSATION WILL BE ALLOWED.
- THE CONTRACTOR SHALL PROVIDE A 24 HOUR EMERGENCY RESPONSE PLAN.
- THE CONTRACTOR IS SOLELY RESPONSIBLE FOR THE SAFETY ON THE JOB SITE.
- THE CONTRACTOR'S ATTENTION IS CALLED TO THE FACT THAT SOME QUANTITIES ARE GIVEN IN THE SUMMARY FORM AND ON THE PLAN SHEETS. CARE SHOULD BE TAKEN TO AVOID DUPLICATION OF QUANTITIES.
- ALL TRENCH AND CONSTRUCTION OPENINGS SHALL COMPLY WITH OCCUPATIONAL HEALTH AND SAFETY ACT.
- NO PERSON OR COMPANY MAY UTILIZE THE INFORMATION CONTAINED WITHIN THESE DRAWINGS WITHOUT WRITTEN APPROVAL FROM BLECK ENGINEERING COMPANY, INC.

PAVEMENT

- THE CONTRACTOR SHALL NOT CROSS COMPLETED SURFACE COURSE, OR EXISTING PAVEMENT NOT SCHEDULED TO BE REMOVED, WITH CONSTRUCTION EQUIPMENT WHICH MAY DAMAGE THE PAVEMENT
- WHEN MILLED PAVEMENT IS OPEN TO TRAFFIC, THE MAXIMUM ELEVATION DIFFERENCE BETWEEN LANES, AT CONCRETE CURB AND GUTTER, OR EXISTING GROUND (SHOULDERS, ENTRANCES, ETC.) SHALL NOT EXCEED 1.5 INCHES. WITH WRITTEN APPROVAL FROM THE ENGINEER THE MAXIMUM ELEVATION DIFFERENCE MAY BY UP TO 3 INCHES IF THE EDGE OF MILLING IS SLOPED A MINIMUM 3:1 (H:V).
- GENERALLY 10 FOOT TRANSITIONS SHALL BE USED TO MATCH PROPOSED ITEMS TO EXISTING ITEMS IN THE FIELD, UNLESS OTHERWISE NOTED ON THE PLANS. THE TRANSITIONS SHALL BE PAID FOR AT THE CONTRACT UNIT PRICE FOR THE PROPOSED ITEM OF WORK SPECIFIED.
- ALL REFERENCES IN THE HIGHWAY STANDARDS AND STANDARD SPECIFICATIONS FOR REINFORCEMENT, DOWEL BARS, AND TIE BARS IN PAVEMENT, SHOULDERS, CURB, GUTTER, COMBINATION CURB & GUTTER, AND MEDIAN, AND CHAIR SUPPORTS FOR CONTINUOUSLY REINFORCED CONCRETE PAVEMENT, SHALL BE EPOXY COATED, UNLESS OTHERWISE NOTED ON THE PLANS.
- THE CONTRACTOR SHALL SAW CUT THE EXISTING PAVEMENT, CONCRETE CUR AND GUTTER, MEDIAN, ASPHALT SHOULDER, SIDEWALK, AND/OR OTHER APPURTENANCES AS SHOWN ON THE PLANS, TO SEPARATE EXISTING MATERIAL TO BE REMOVED, BY MEANS OF AN APPROVED CONCRETE SAW TO A DEPTH SHOWN ON THE PLANS OR AS DIRECTED BY THE ENGINEER. THIS WORK SHALL BE INCLUDED IN THE COST OF THE ITEM BEING REMOVED. ANY ITEM REMOVED PRIOR TO SAW CUTTING WILL NOT BE MEASURED FOR PAYMENT. THE CONTRACTOR SHALL BE REQUIRED TO SAW VERTICAL CUTS AS TO FORM CLEAN VERTICAL JOINTS. SHOULD THE CONTRACTOR DEFACE ANY EDGE, A NEW SAWED JOINT SHALL BE PROVIDED AND ANY ADDITIONAL WORK, INCLUDING REMOVAL AND REPLACEMENT, SHALL BE DONE AT THE CONTRACTOR'S OWN EXPENSE.
- CONTRACTOR TO SUBMIT SHOP DRAWING FOR TRAVERSE AND CONSTRUCTION JOINTS OF CONCRETE PAVEMENT.

WORK ZONE TRAFFIC CONTROL

WORK ZONE TRAFFIC CONTROL SHALL BE IN ACCORDANCE WITH SECTION 701 AND 702 OF THE STANDARD SPECIFICATIONS INSOFAR AS APPLICABLE, AND THE SPECIAL PROVISIONS PROVIDED HEREIN. THE CONTRACTOR SHALL OBTAIN, ERECT, MAINTAIN AND REMOVE ALL SIGNS, BARRICADES, FLAGGING AND OTHER TRAFFIC CONTROL DEVICES AS MAY BE NECESSARY FOR THE PURPOSE OF REGULATING, WARNING OR GUIDING TRAFFIC. PLACEMENT AND MAINTENANCE OF ALL TRAFFIC CONTROL DEVICES SHALL BE AS DIRECTED BY THE ENGINEER AND IN ACCORDANCE WITH THE APPLICABLE PARTS OF ARTICLE 107.14 AND SECTION 701 OF STANDARD SPECIFICATIONS AND THE ILLINOIS MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES FOR STREETS AND HIGHWAYS. THE FOLLOWING TRAFFIC CONTROL REQUIREMENTS ARE OF THE SPECIAL IMPORTANCE. CONFORMANCE TO THESE REQUIREMENTS, HOWEVER, SHALL NOT RELIEVE THE CONTRACTOR FROM CONFORMING TO, ALL OTHER APPLICABLE REQUIREMENTS OF THE AFOREMENTIONED SPECIFICATIONS AND STANDARDS. THE GOVERNING FACTOR IN THE EXECUTION AND STAGING OF WORK FOR THIS PROJECT IS TO PROVIDE THE MOTORING PUBLIC WITH THE SAFEST POSSIBLE TRAVEL CONDITIONS ALONG THE ROADWAY THROUGH THIS CONSTRUCTION ZONE. THE CONTRACTOR SHALL SO ARRANGE HIS OPERATIONS AS TO KEEP THE CLOSING OF ANY LANE OF ROADWAY TO A MINIMUM. ALL SIGNS, SIGNALS, MARKINGS, TRAFFIC CONES, BARRICADES, WARNING LIGHTS, FLAGGING, AND OTHER TRAFFIC CONTROL DEVICES MUST CONFORM TO THE PLANS, SPECIFICATIONS, SPECIAL PROVISIONS AND THE LATEST EDITION OF THE "STATE OF ILLINOIS MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES". THE CONTRACTOR SHALL OBTAIN, ERECT, MAINTAIN, AND REMOVE ALL TRAFFIC CONTROL DEVICES IN ACCORDANCE WITH ARTICLE 107.14 OF THE STANDARD SPECIFICATIONS. THE ENGINEER SHALL BE THE SOLE JUDGE AS TO THE ACCEPTABILITY OF PLACEMENT AND MAINTENANCE OF THE TRAFFIC CONTROL DEVICES PRESCRIBED IN THE APPROPRIATE STANDARDS. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROPER LOCATION, INSTALLATION, AND ARRANGEMENT OF ALL TRAFFIC CONTROL DEVICES. SPECIAL ATTENTION SHALL BE GIVEN TO ADVANCE WARNING SIGNS DURING CONSTRUCTION OPERATIONS IN ORDER TO KEEP LANE ASSIGNMENT CONSISTENT WITH BARRICADE PLACEMENT AT ALL TIMES. THE CONTRACTOR WILL BE REQUIRED TO COVER ALL TRAFFIC CONTROL DEVICES WHICH ARE INCONSISTENT WITH LANE ASSIGNMENT PATTERNS DURING THE TRANSITION FROM ONE CONSTRUCTION ZONE OR STAGE TO ANOTHER. CONSTRUCTION SIGNS REFERRING TO DAYTIME LANE CLOSURES DURING WORKING HOURS SHALL BE REMOVED OR COVERED DURING NON-WORKING HOURS.

THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE COORDINATION OF ALL TRAFFIC CONTROL WORK ON THIS PROJECT WITH ADJOINING OR OVERLAPPING PROJECTS, AND FOR COORDINATION OF BARRICADE PLACEMENT NECESSARY TO PROVIDE A UNIFORM TRAFFIC DETOUR PATTERN. WHEN DIRECTED BY THE ENGINEER, THE CONTRACTOR WILL BE REQUIRED TO REMOVE ALL TRAFFIC CONTROL DEVICES, WHICH WERE FURNISHED, INSTALLED AND MAINTAINED BY HIM UNDER THIS CONTRACT, AND SUCH DEVICES SHALL REMAIN IN PLACE UNTIL SPECIFIC AUTHORIZATION FOR RELOCATION OR REMOVAL IS RECEIVED FROM THE ENGINEER. THE CONTRACTOR SHALL PROVIDE A MANNED TELEPHONE ON A CONTINUOUS 24-HOUR-A-DAY BASIS TO RECEIVE NOTIFICATION OF ANY DEFICIENCIES REGARDING TRAFFIC CONTROL AND PROTECTION AND SHALL DISPATCH MEN, MATERIALS AND EQUIPMENT TO CORRECT ANY SUCH DEFICIENCIES. THE CONTRACTOR SHALL BE REQUIRED TO RESPOND TO ANY CALL FROM THE DEPARTMENT CONCERNING ANY REQUEST FOR IMPROVING OR CORRECTING TRAFFIC CONTROL DEVICES AND BEGIN MAKING THE REQUESTED REPAIRS WITHIN TWO HOURS FROM THE TIME OF NOTIFICATION. WHEN TRAVELING IN LANES OPEN TO PUBLIC TRAFFIC, THE CONTRACTOR'S VEHICLES SHALL ALWAYS MOVE WITH AND NOT AGAINST OR ACROSS THE FLOW OF TRAFFIC. THESE VEHICLES SHALL ENTER OR LEAVE WORK AREAS IN A MANNER THAT WILL NOT BE HAZARDOUS TO, OR INTERFERE WITH, TRAFFIC AND SHALL NOT PARK OR STOP EXCEPT WITHIN DESIGNATED WORK AREAS. PERSONAL VEHICLES WILL NOT BE PERMITTED TO PARK WITHIN THE RIGHT-OF-WAY EXCEPT IN SPECIFIC AREAS DESIGNATED BY THE ENGINEER. ANY DROP OFF GREATER THAN THREE INCHES, BUT LESS THAN SIX INCHES WITHIN EIGHT FEET OF THE PAVEMENT EDGE SHALL BE PROTECTED BY TYPE I BARRICADES EQUIPPED WITH MONO-DIRECTIONAL STEADY BURN LIGHTS AT 50 FOOT CENTER TO CENTER SPACING. IF THE DROP OFF WITHIN EIGHT FEET OF THE PAVEMENT EDGE EXCEEDS SIX INCHES, THE BARRICADES MENTIONED ABOVE SHALL BE PLACED AT 25 FOOT CENTER-TO-CENTER SPACING. BARRICADES THAT MUST BE PLACED IN EXCAVATED AREAS SHALL HAVE LEG EXTENSIONS INSTALLED SUCH THAT THE TOP OF THE BARRICADE IS IN COMPLIANCE WITH THE HEIGHT REQUIREMENTS OF STANDARD 702001. VERTICAL PANELS OR OTHER DELINEATING DEVICES MAY BE SUBSTITUTED FOR TYPE I BARRICADES WITH THE APPROVAL OF THE ENGINEER. THE CONTRACTOR SHALL INSURE THAT ALL BARRICADES WITH WARNING SIGNS, LIGHTS AND OTHER DEVICES INSTALLED BY HIM ARE OPERATIONAL EVERY DAY, INCLUDING SUNDAYS AND HOLIDAYS. IN THE EVENT OF SEVERE WEATHER CONDITIONS, THE CONTRACTOR WILL BE REQUIRED TO FURNISH ANY ADDITIONAL PERSONNEL REQUIRED TO PROPERLY MAINTAIN ALL TRAFFIC CONTROL DEVICES AS DIRECTED BY THE ENGINEER. DELAYS TO THE CONTRACTOR CAUSED BY COMPLYING WITH THESE REQUIREMENTS SHALL BE CONSIDERED INCIDENTAL TO THE ITEM FOR TRAFFIC CONTROL AND PROTECTION, NO ADDITIONAL COMPENSATION WILL BE ALLOWED.

NORTH SHORE WATER RECLAMATION DISTRICT NOTES:

- The Contractor shall notify both the North Shore Water Reclamation District and the municipality within whose boundaries the proposed sanitary sewer construction will take place a minimum of 24 hours prior to the start of construction. The North Shore Water Reclamation District can be notified by phone at 847-623-6060.
- All sanitary sewer pipe shall be bedded, with a minimum of 6" below the pipe and 12" above the pipe, in CA-6 crushed material. CA-7 may be allowed at the discretion of the North Shore Water Reclamation District if extremely wet conditions are encountered.
- The connection to downstream sewers shall be plugged with a water tight concrete plug and maintained in place until connection is approved by the North Shore Water Reclamation District.
- All sanitary sewer extensions shall be televised in the presence of North Shore Water Reclamation District personnel after having notified the District a minimum of 24 hours prior to televising by phone at 847-623-6060. A copy of the televised sewer extension, in electronic format, shall be submitted to the District for approval.

MATERIAL NOTES

PIPE: ASTM D3034 (PVC) / AWWA C151 (DIP)  
JOINTS: ASTM D3212 (PVC) / AWWA C111 (DIP)  
BEDDING: ASTM D2321-89 II (PVC) / ASTM C12 Cl B (DIP)

MATERIAL NOTES

PVC:  
ASTM D3034 (PIPE)  
ASTM D3212 (JOINTS)  
ASTM 2321 CL II (BEDDING)

DIP:  
AWWA C151 (PIPE)  
AWWA C111 (JOINTS)  
ASTM C12 CL B (BEDDING)

HDPE:  
ASTM D3035 (PIPE)  
ASTM D3261 (JOINTS)

C900:  
ASTM D1784 (PIPE)  
ASTM D3139 (JOINTS - INTEGRAL BELL)  
ASTM F477 (GASKET)

TESTING AND INSPECTION NOTES:

- THE TESTING AND INSPECTION OF SANITARY SEWERS FOR ACCEPTABILITY SHALL BE CONDUCTED BY THE FOLLOWING:
  - EXFILTRATION OF AIR UNDER PRESSURE
  - INFILTRATION OF WATER
  - EXFILTRATION OF WATER
  - CLOSED CIRCUIT TELEVISION
- ALL SANITARY MANHOLES SHALL BE INSPECTED FOR WATER TIGHTNESS IN CONFORMANCE TO ASTM C969.
- ALL TESTS SHALL BE DONE IN ACCORDANCE TO THE "STANDARD SPECIFICATIONS FOR WATER & SEWER CONSTRUCTION IN ILLINOIS", CURRENT CONDITION.
- ALL LINES SHALL BE CLEANED OF DEBRIS AND FLUSHED AS NECESSARY. DEBRIS SHALL NOT BE FLUSHED INTO THE SANITARY SEWER.
- ALL TESTING SHALL BE CONSIDERED INCIDENTAL TO THE CONTRACT UNIT COST OF INSTALLATION OF SANITARY SEWERS AND SHALL BEAR NO ADDITIONAL COST TO THE OWNER.

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LAKE FOREST, IL

ISSUED DATE	ISSUED FOR
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01.12.2022	PERMIT
03.07.2023	LF REVIEW

PROFESSIONAL SEAL  
"To the best of our knowledge and belief, the drainage of the surface waters will not be changed by the construction of this project or any part thereof, or that if such surface waters drainage will be changed, reasonable provisions have been made for the collection and diversion of such surface waters into public areas or drains which the developer has a right to use, and that such surface waters will be planned for in accordance with generally accepted engineering practices so as to reduce the likelihood of the damage to the adjoining property because of the construction of the project."

Michael G. Bleck, PE 01/12/2023

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70-948	Project No.
BCF	Drawn By
MGB	Checked By

Drawing No.

C2

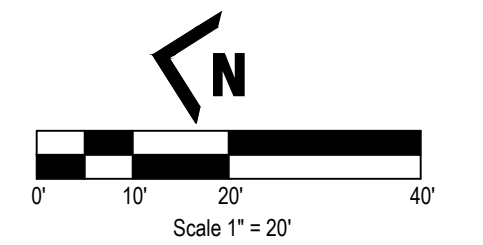
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NOTES



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## LAKE FOREST, IL



BENCHMARK:  
NE BOLT ON FIRE HYDRANT  
EAST ROW MCKINLEY ROAD  
AT #721 ENTRANCE  
ELEVATION = 699.50

	ISSUED DATE	ISSUED FOR
■	09.16.2020	PERMIT
⚠	06.10.2021	LF REV 1
⚠	01.12.2022	PERMIT
⚠	03.07.2023	LF REVIEW

## PROFESSIONAL SEAL

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70-948	Project No.
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Drawing No.

C3

Drawing Name

## EXISTING CONDITIONS

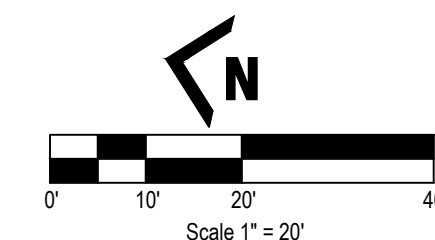


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## LAKE FOREST, IL



BENCHMARK  
NE BOLT ON FIRE HYDRANT  
EAST ROW MCKINLEY ROAD  
AT #721 ENTRANCE  
ELEVATION = 699.5

	ISSUED DATE	ISSUED FOR
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②	01.12.2022	PERMIT
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## PROFESSIONAL SEAL

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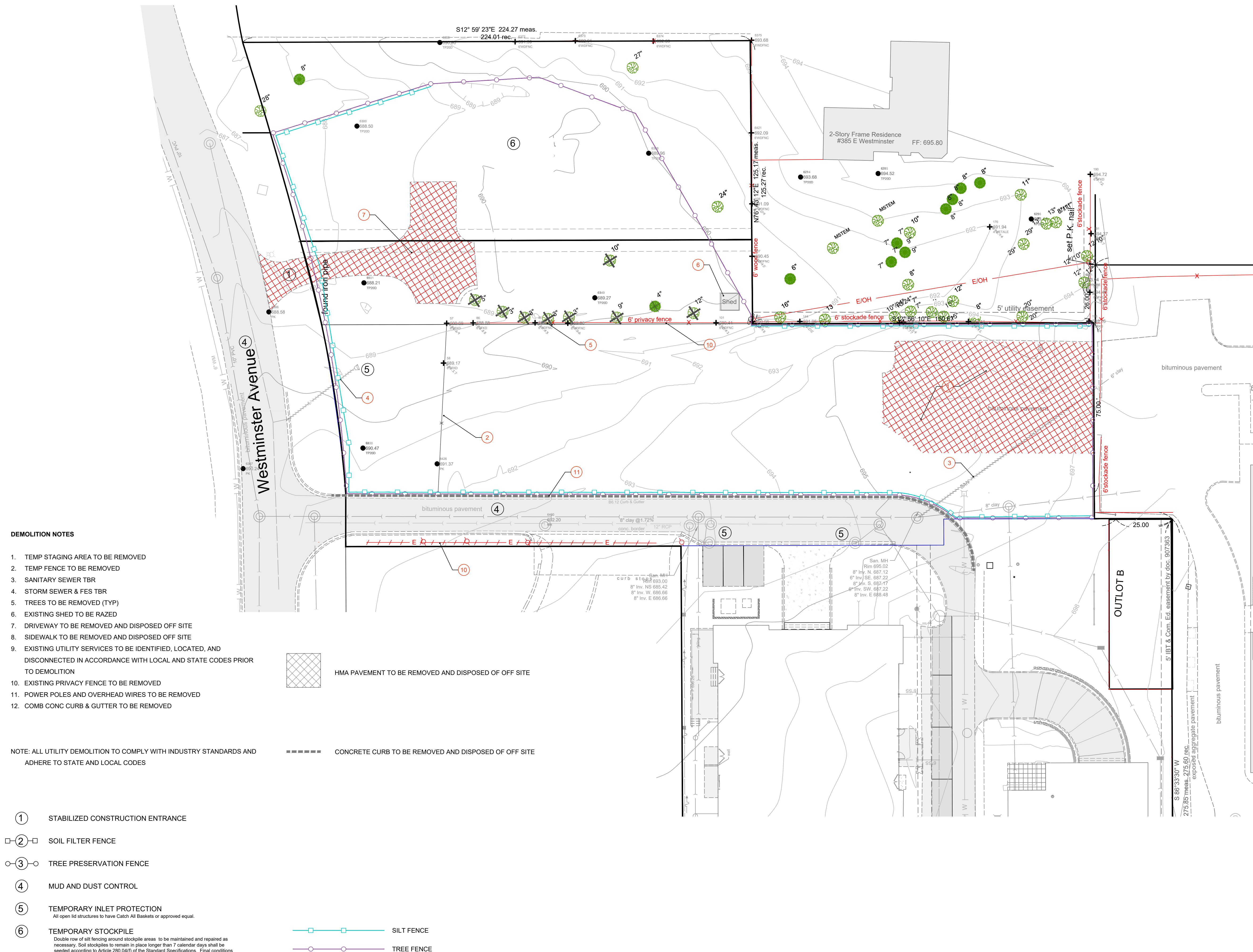
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C4

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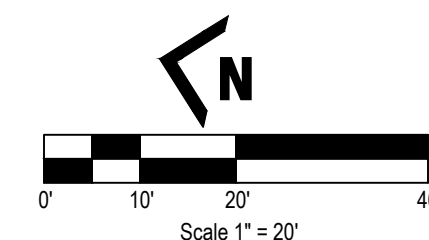
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LAKE FOREST, IL



BENCHMARK  
NE BOLT ON FIRE HYDRANT  
EAST ROW MCKINLEY ROAD  
AT #721 ENTRANCE  
ELEVATION = 699.50

	ISSUED DATE	ISSUED FOR
■	09.16.2020	PERMIT
▲	06.10.2021	LF REV 1
▲	01.12.2022	PERMIT
▲	03.07.2023	LF REVIEW
▲	03.21.2023	SS4 RIM

## PROFESSIONAL SEARCH

"To the best of our knowledge and belief, the drainage of the surface waters will not be changed by the construction of this project or any part thereof, or that such surface waters drainage will be changed, reasonable provisions have been made for the collection and diversion of such surface waters into public areas or drains which the developer has a right to use, and that such surface waters will be planned for in accordance with generally accepted engineering practices so as to reduce the likelihood of the damage to the adjoining property because of the construction of the project."

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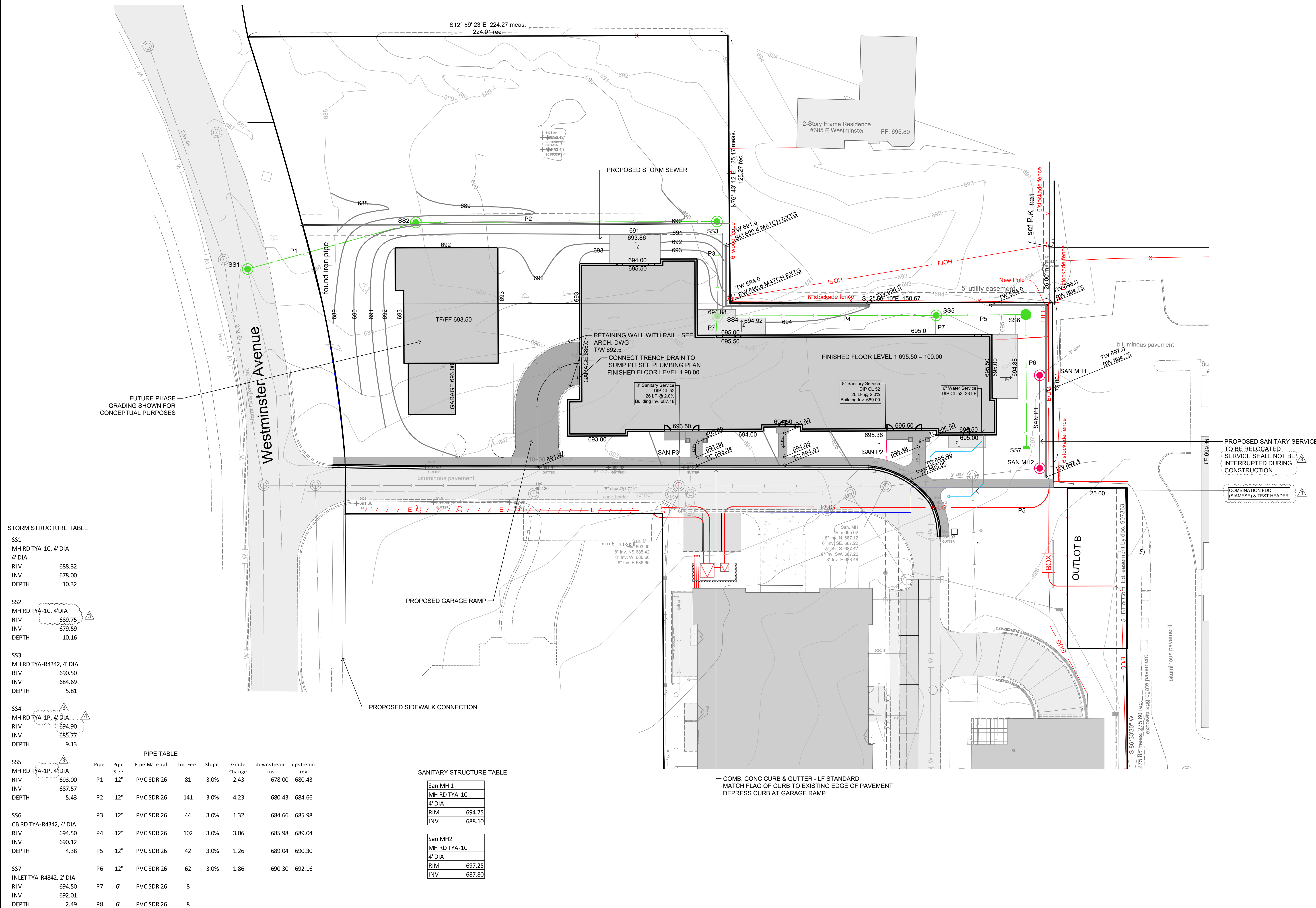
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MGB	Checked By

Drawing No.

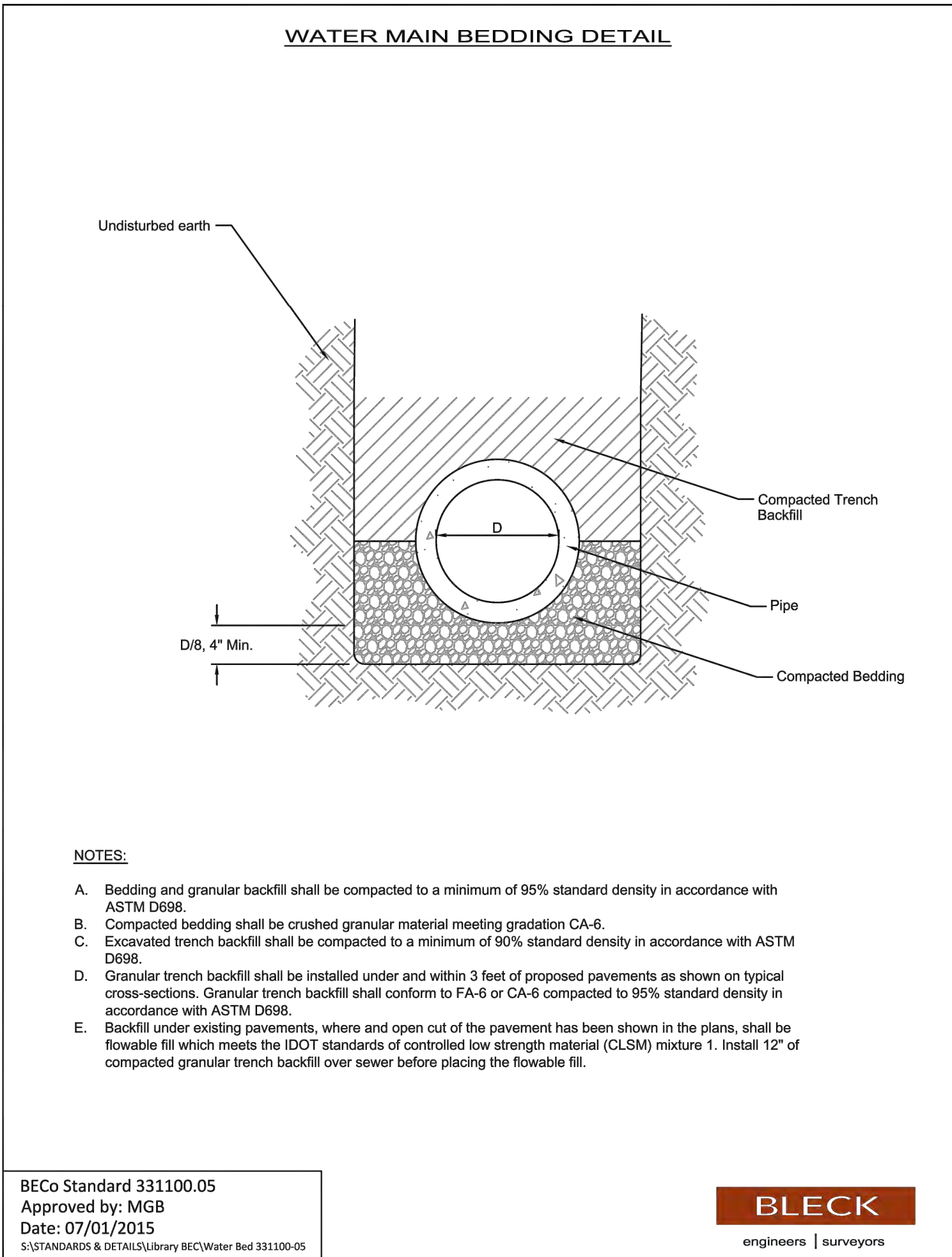
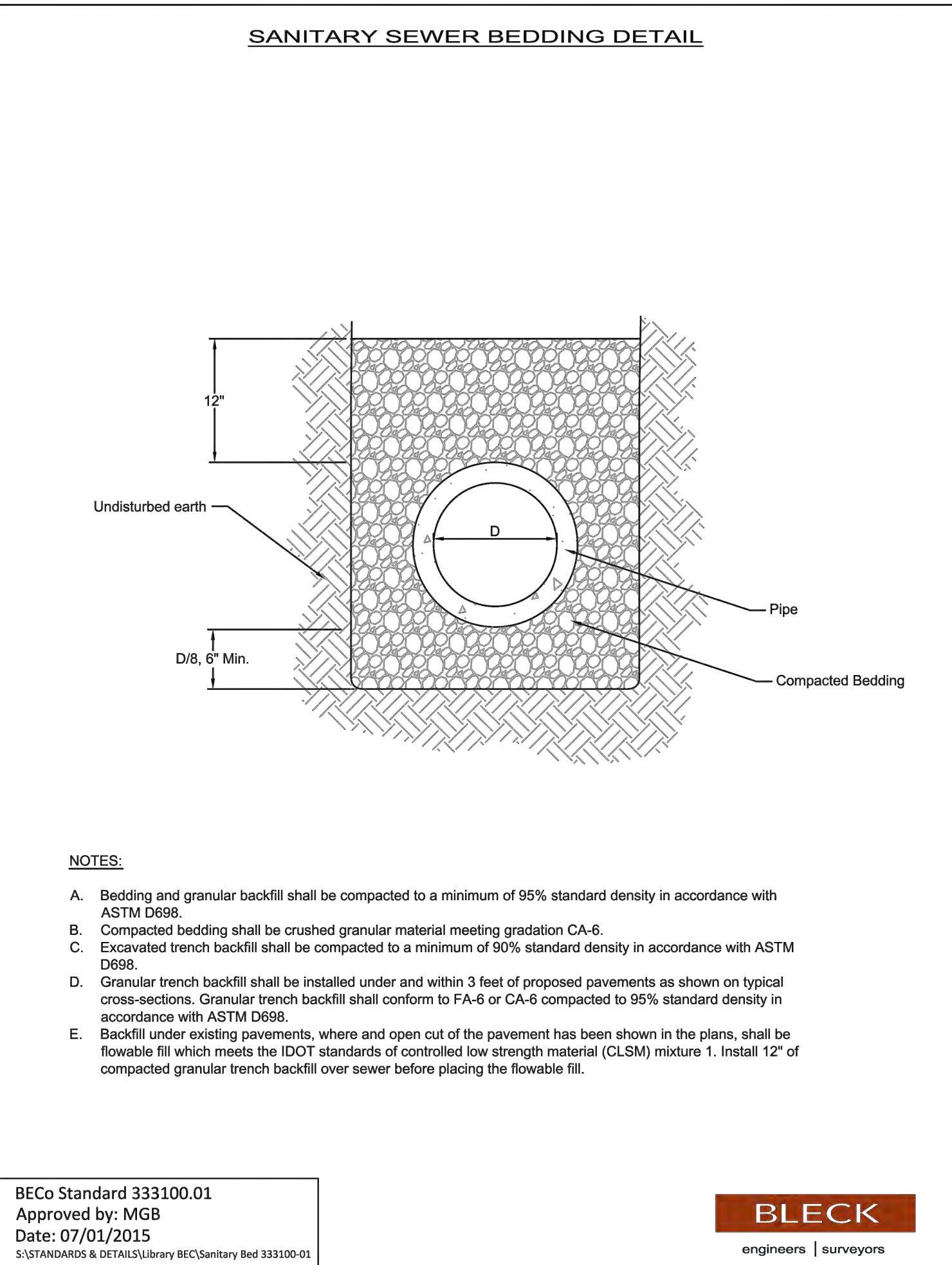
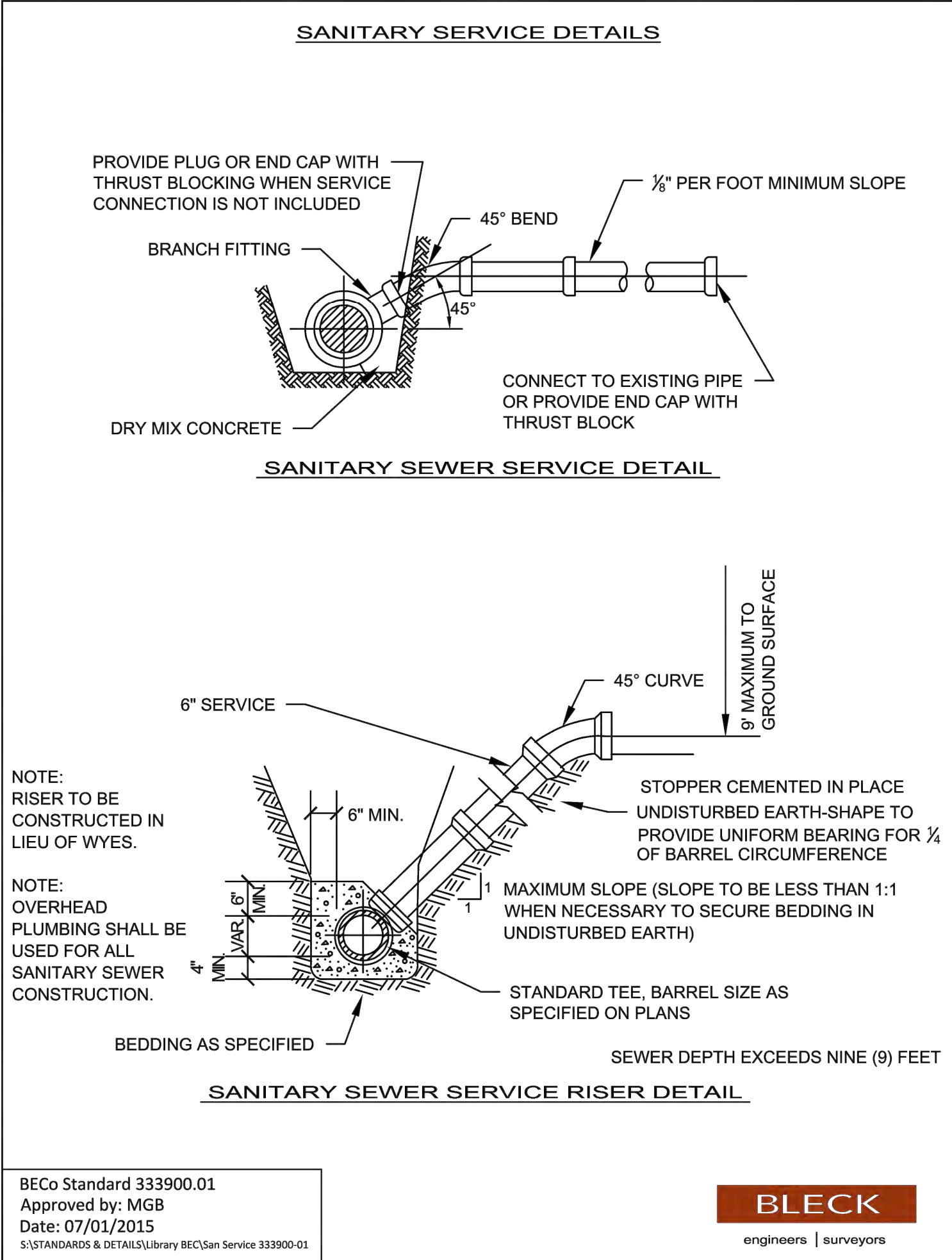
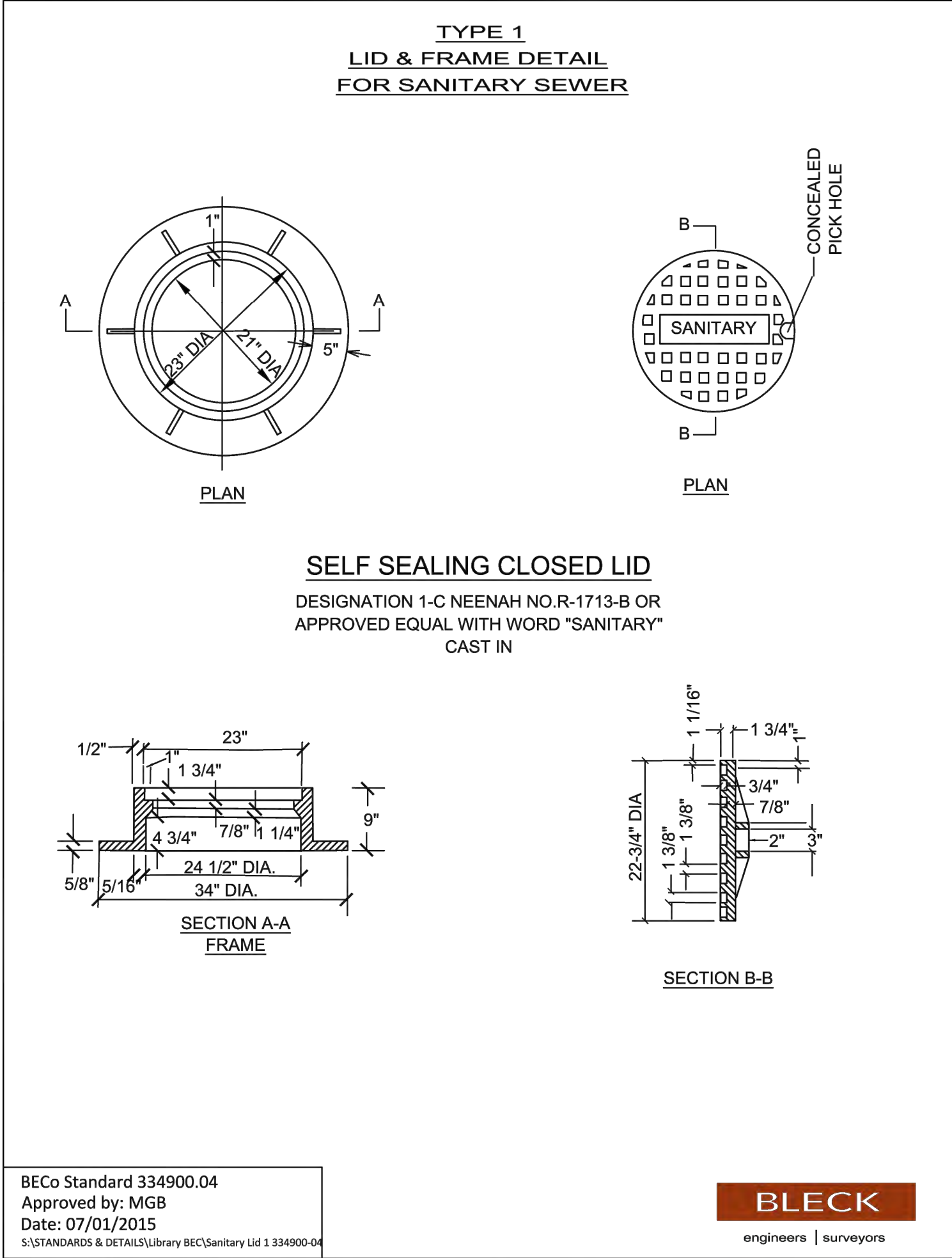
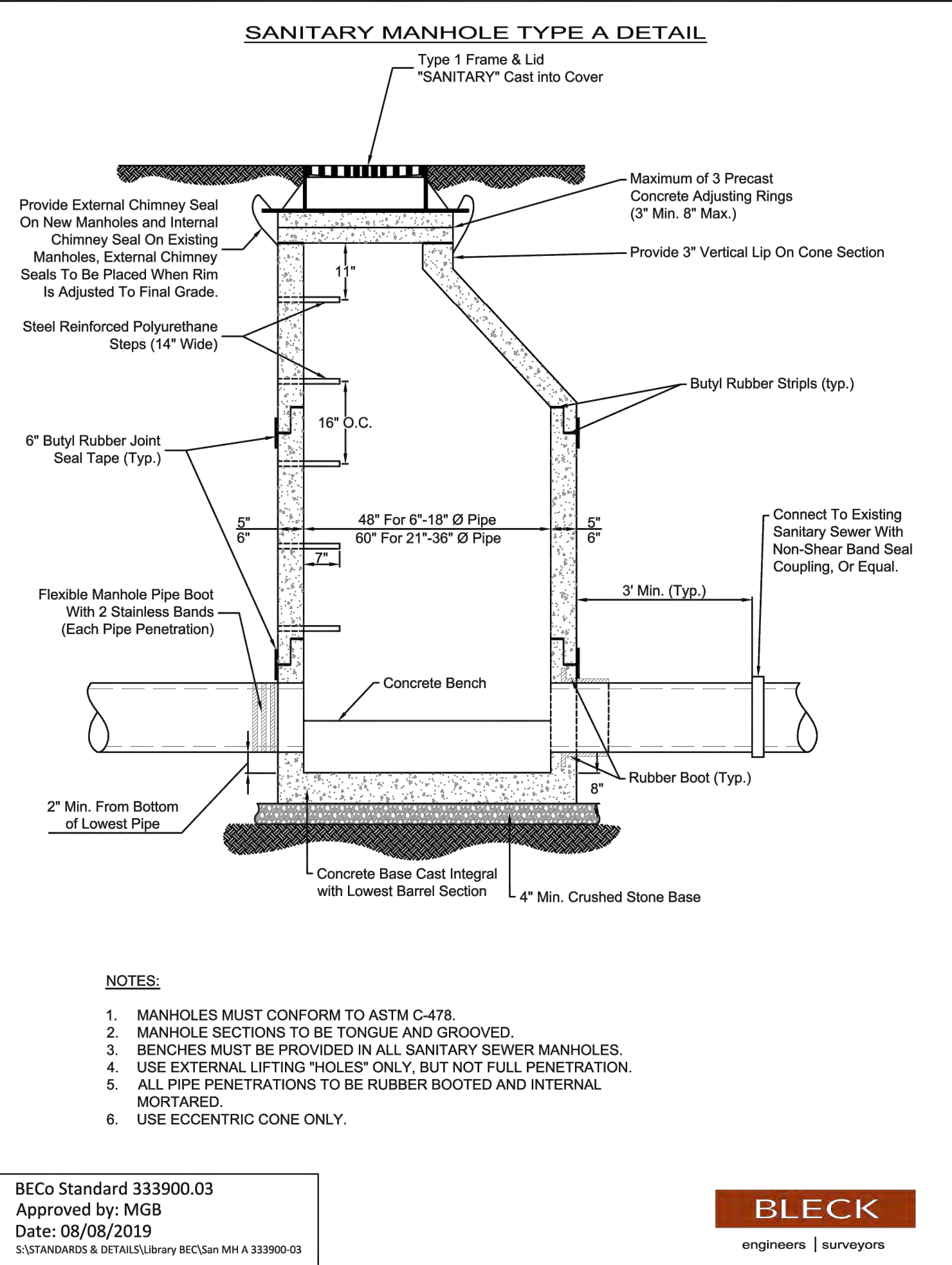
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## PROPOSED SITE PLAN







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PROFESSIONAL SEAL

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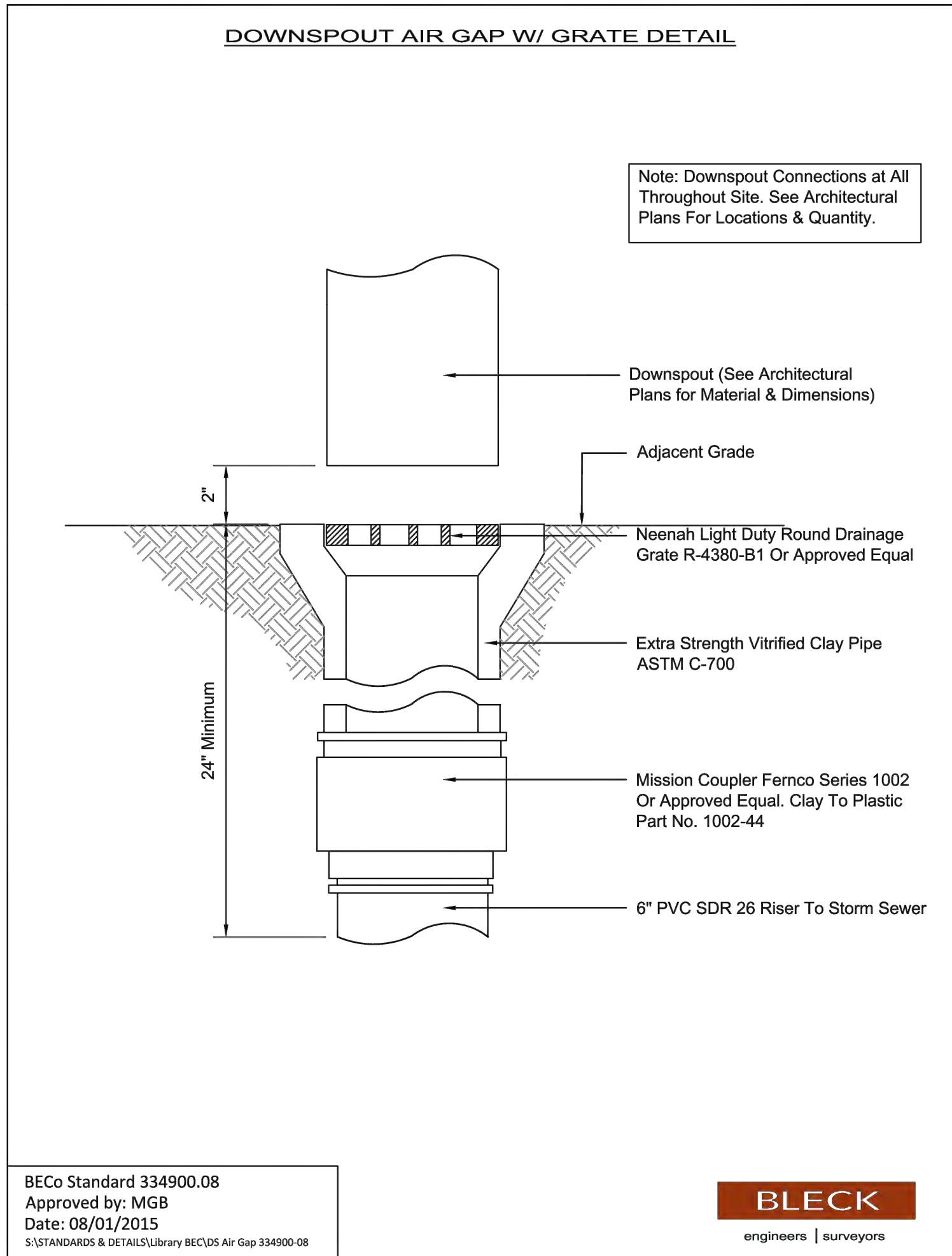
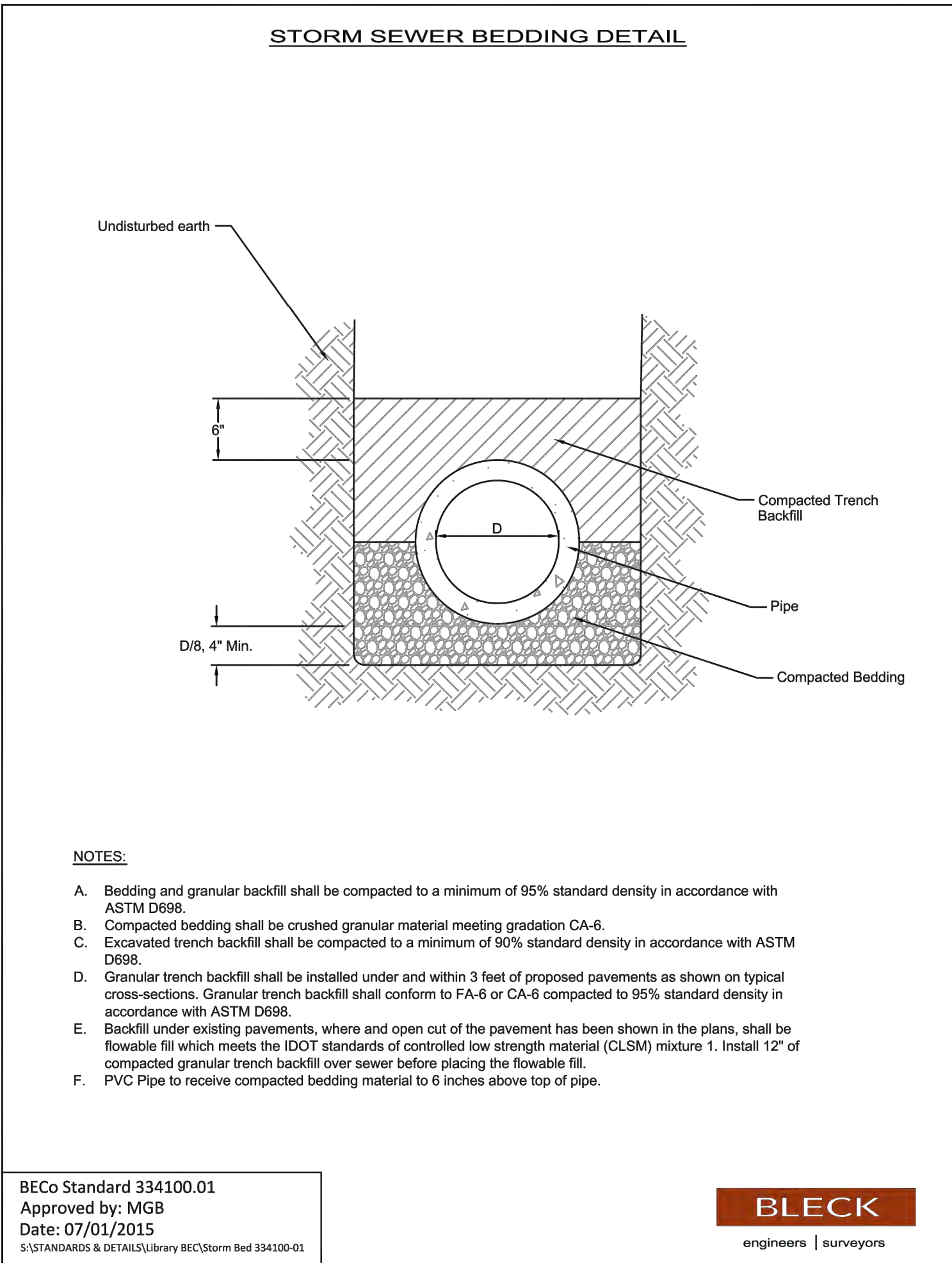
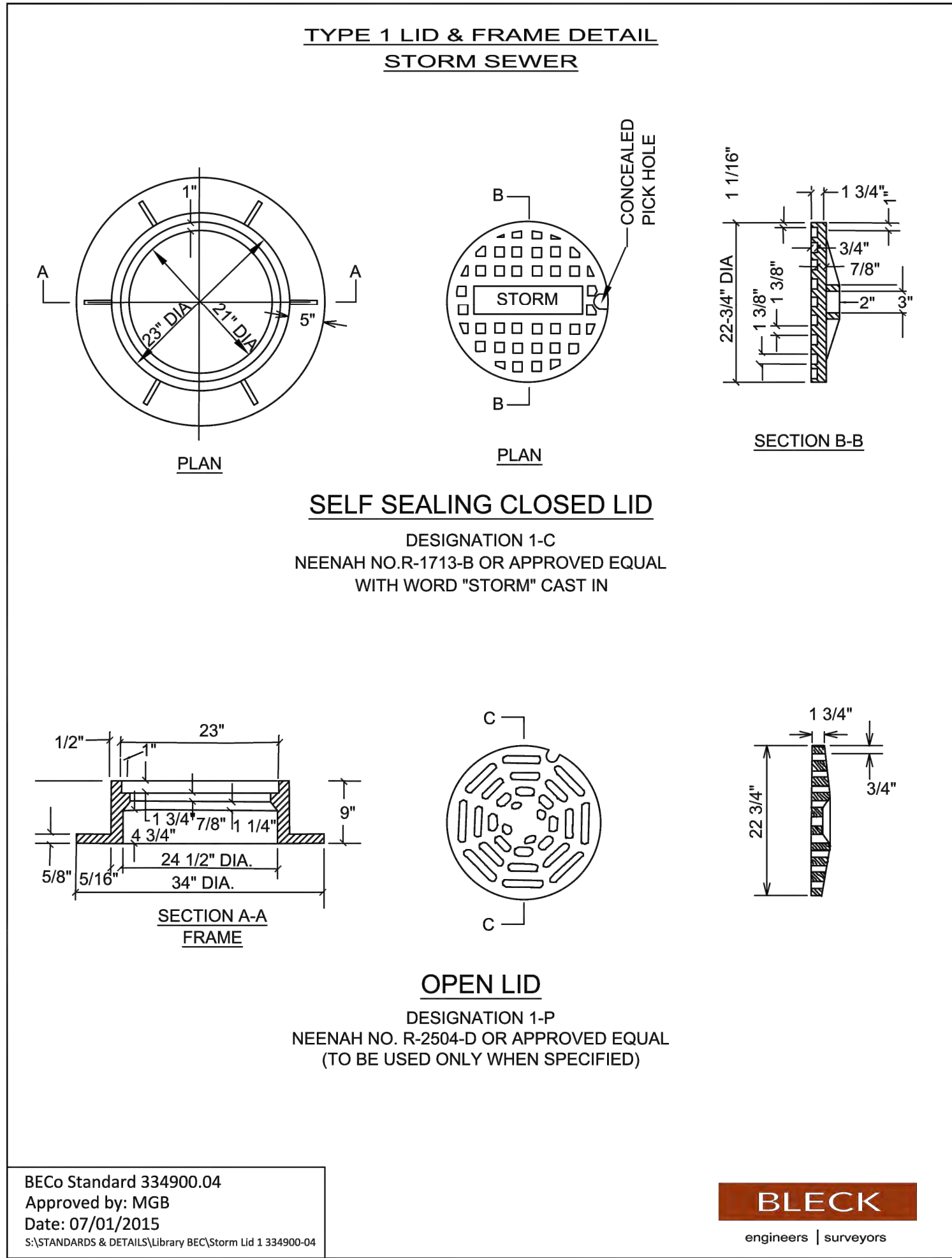
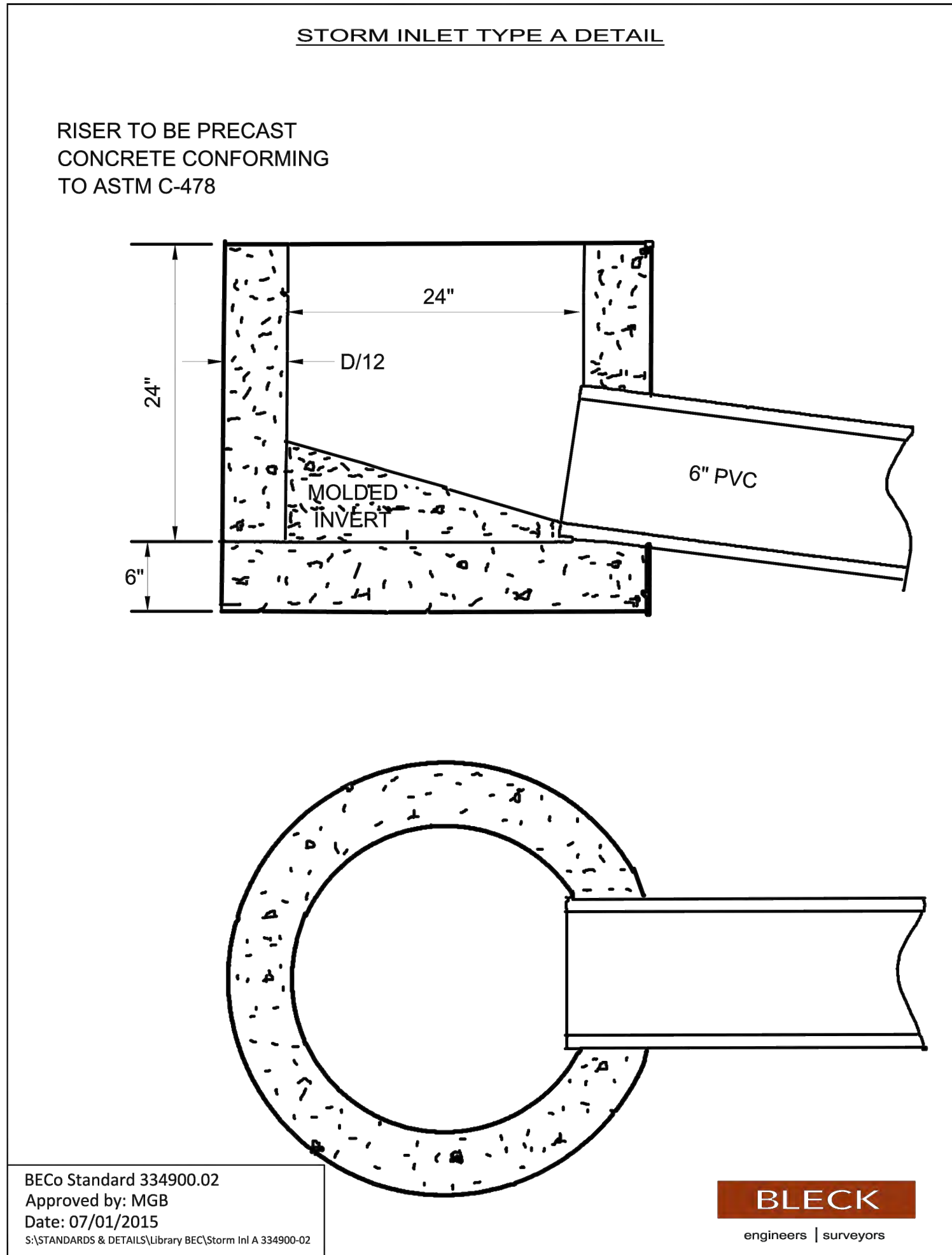
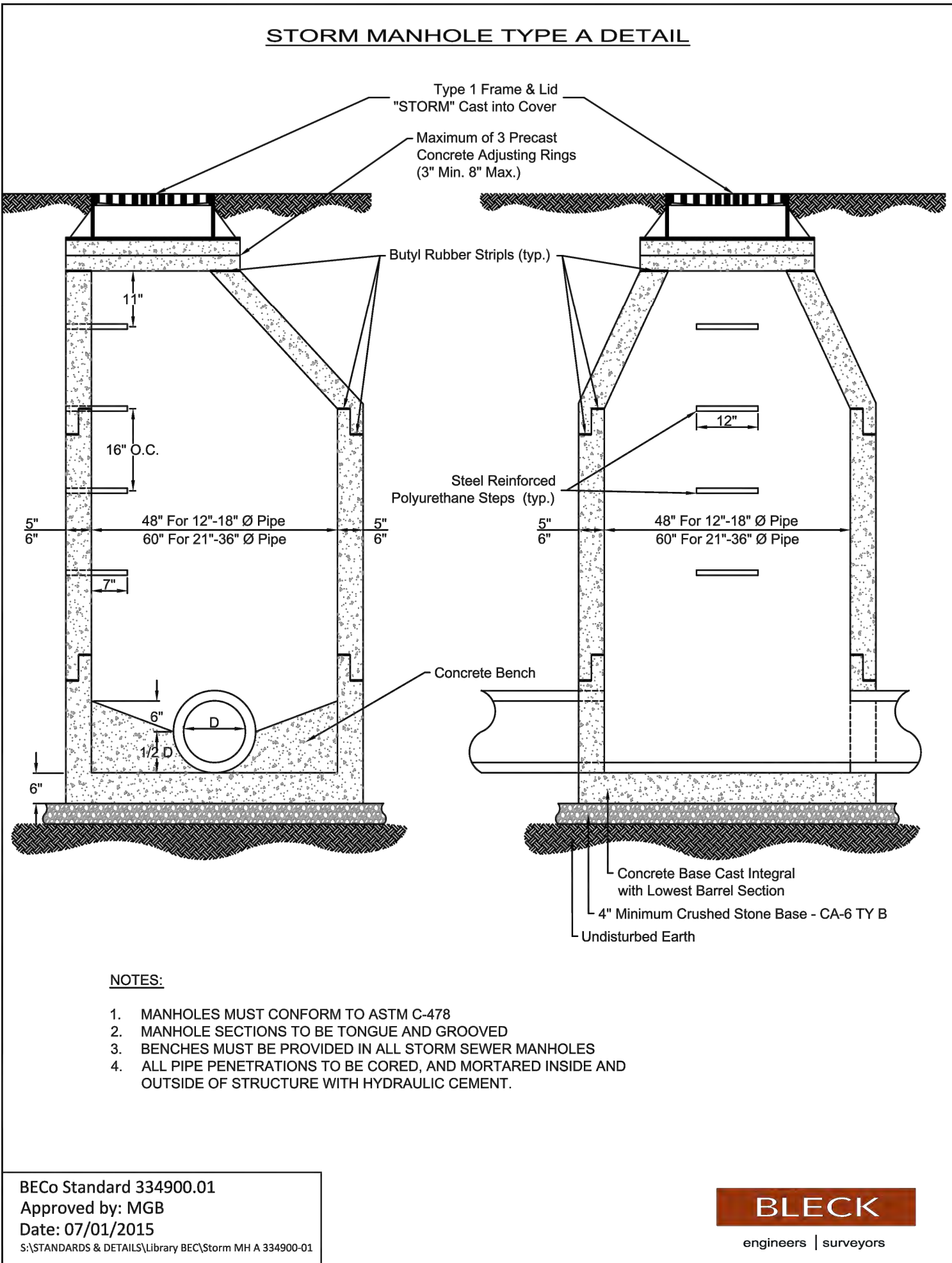
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**C6**

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SANITARY- WATER  
DETAILS





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Drawing No.

**C7**

Drawing Name  
STORM DETAILS



1. PORTLAND CEMENT CONCRETE SHALL CONFORM TO IDOT CLASS SM 3,000 PSI (6 BAG MIX) AT 14 DAYS, WITH 5% TO 8% AIR ENTRAINMENT. NO FLY ASH SHALL BE PERMITTED IN THE MIX
2. MINIMUM OF 4" COMPACTED C&A TYPE B FILL SHALL BE PLACED
3. INSTALL PREFORMED EXPANSION JOINT FILLER, BITUMEN TREATED, CUT TO SHAPE THE SHAPE OF THE CURB AND GUTTER, AT 50' INTERVALS.
4. UNLESS OTHERWISE NOTED, CONTRACTION JOINTS SHALL BE AT 25' AND SHALL BE SAWCUT NO LATER THAN 24 HOURS AFTER POURING.
5. TWO 10' LONG NO. 4 REBAR OVER ALL TRENCHES
6. TWO 24' LONG NO. 4 FOWEL BARS, GRASSED AND CAPPED, AND SET ON CHAIRS TO MAINTAIN ALIGNMENT, SHALL BE PLACED AT ALL EXPANSION JOINTS BETWEEN CURB AND AT ALL EXPANSION JOINTS.
7. CONTRACTOR MUST CONTACT THE ENGINEER OR THE ENGINEER'S REPRESENTATIVE FOR INSPECTION PRIOR TO POURING THE CURB.
8. REGARDLESS OF TIME OF YEAR, APPLY A PROTECTIVE COAT WHEN THE CONCRETE IS 14 DAYS OLD AND BEFORE IT IS OPENED TO TRAFFIC.
9. BACKFILL CURB ONE SPECIFIED STRENGTH HAS BEEN REACHED.
10. BROOM FINISH ALL CURB.
11. FOR CURB REPAIRS, SAWCUT PAVEMENT FULL DEPTH 1" OFF OF GUTTER, THEN REMOVE IN ACCORDANCE TO IDOT SPECIFICATIONS. PROTECT ALL OTHER CURB AND GUTTER DURING CONSTRUCTION OPERATIONS.

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SAWCUT MIN 3" DEEP  
1-½" HMA SURFACE COURSE  
1" HMA BINDER COURSE  
10" BAM BASE COURSE  
CONTROLLED LOW STRENGTH MATERIAL  
IDOT MIX 1 (FLOWABLE FILL)

SAWCUT FULL DEPTH  
NO. 6 x 24" DOWEL ROD AT 36" ON CENTER  
MINIMUM 7" PORTLAND CEMENT CONCRETE  
CONTROLLED LOW STRENGTH MATERIAL  
IDOT MIX 1 (FLOWABLE FILL)

SAWCUT FULL DEPTH  
2" HMA SURFACE COURSE  
NO. 6 x 24" DOWEL ROD AT 36" ON CENTER  
MINIMUM 7" PORTLAND CEMENT CONCRETE  
CONTROLLED LOW STRENGTH MATERIAL  
IDOT MIX 1 (FLOWABLE FILL)

200-01 W/ ASPHALT OVERLAY engineers

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Diagram illustrating a sidewalk layout with three sections: 5' (TYP.), 7' SIDEWALK, and 5' SIDEWALK.

Diagram illustrating the cross-section of a curb and gutter assembly. The curb is shown with a flared top and a flat base. The gutter is shown below the curb, with a sloped bottom. The diagram includes labels for various components and joints:

- 3/4" PREMOLDED EXPANSION JOINT TO EXTEND FULL DEPTH OF CONCRETE**: Points to the joint between the curb and the gutter.
- CONTRACTION JOINT (MIN.)**: Points to the joint between the gutter and the base.
- 4" COMPACTED AGGREGATE BASE (CA-5 TYP.)**: Points to the base layer below the gutter.
- COMPACTED SUB-GRADE OR TRENCH BACKFILL**: Points to the sub-grade layer below the base.

1. PORTLAND CEMENT CONCRETE SHALL CONFORM TO IDOT CLASS S-1M, 3500 PSI (6.1 BAG MIX) AT 14 DAYS, WITH 5% TO 8% AIR ENTRAINMENT. NO FLY ASH SHALL BE PERMITTED IN THE MIX. 6#6 NO. 6 WIRE MESH SHEETS SHALL BE USED THROUGHOUT THE LENGTH OF THE INSTALLATION.
2. EXPANSION JOINTS TO BE 30' ON CENTER MAXIMUM. EXPANSION JOINTS SHALL ALSO BE PLACED AT BACK OF CURB, AT ANY INTERSECTION WITH OTHER WALKWAYS, UTILITY APERTANCES, OR FACES OF STRUCTURES.
3. UNLESS OTHERWISE NOTED, CONTRACTION JOINTS SHALL BE AT 5' ON CENTER.
4. SIDEWALK THICKNESS SHALL INCREASE TO 7" AT EVERY DRIVEWAY CROSSING.
5. BROOM FINISH TRANSVERSE TO SIDEWALK

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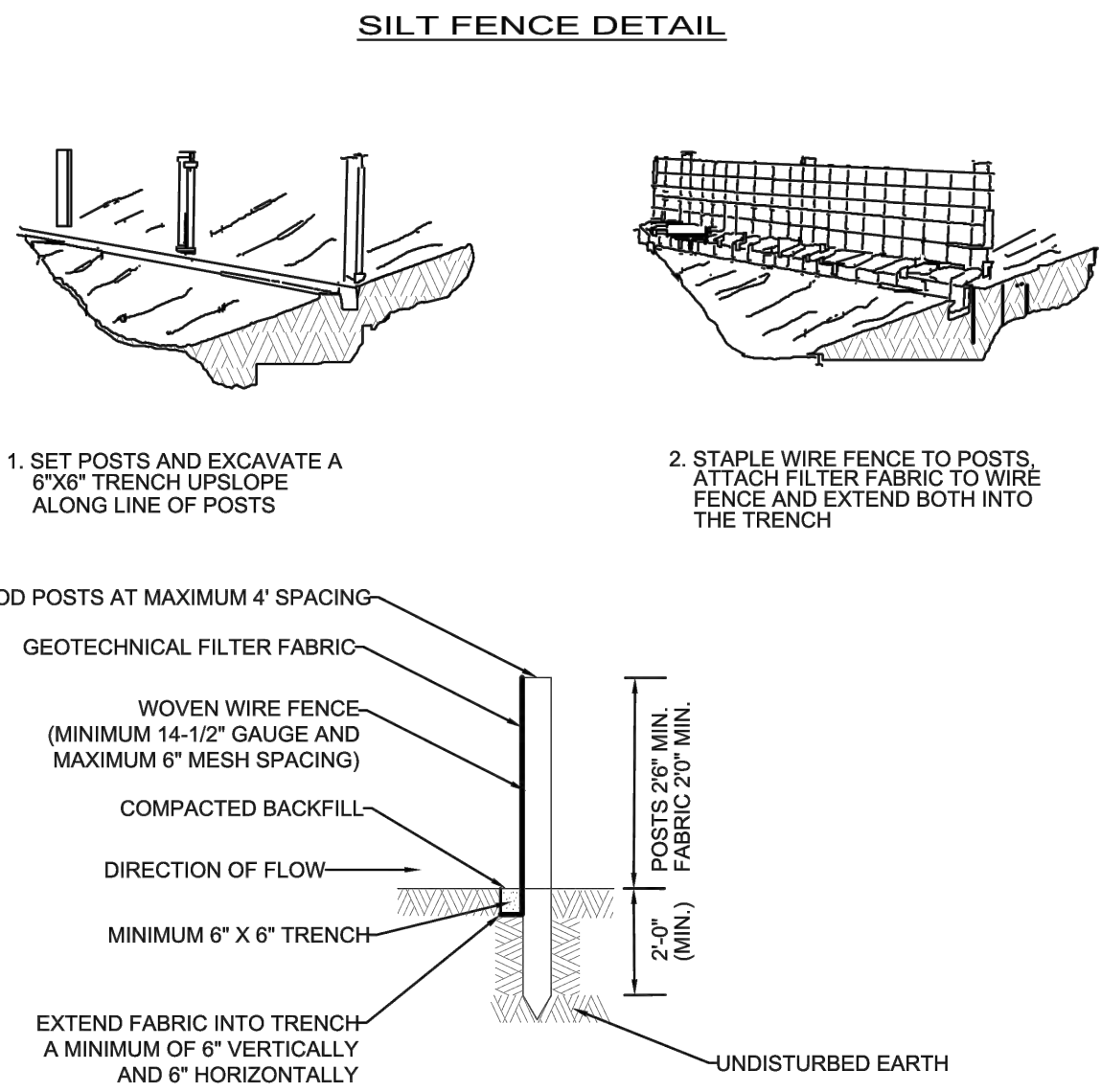
The diagram shows a cross-section of a four-layered structure. The layers are labeled 1, 2, 3, and 4 from top to bottom. Layer 1 is the topmost layer, followed by Layer 2, Layer 3, and Layer 4 at the bottom. The layers have different textures: Layer 1 is a thin solid line, Layer 2 is a layer of small circles, Layer 3 is a layer of larger, irregular shapes, and Layer 4 is a thin solid line. The labels 1, 2, 3, and 4 are in boxes at the bottom, with lines pointing to their respective layers.

- |   |   |
|---|---|
| 1 | HOT-MIX ASPHALT SURFACE COURSE, MIX "C", N50, 1.5"  |
| 2 | HOT-MIX ASPHALT BINDER COURSE, IL - 19.0, N50, 1.5" |
| 3 | HOT-MIX ASPHALT BASE COURSE, 4" (4% @ 90 GYRATIONS) |
| 4 | AGGREGATE BASE COURSE (CA-6), 6"                    |

The diagram shows a cross-section of a road structure. It consists of three main layers: a top layer (surface), a middle layer (base), and a bottom layer (subgrade). The subgrade is represented by a stippled pattern. The base is represented by a layer of rounded stones. The surface is represented by a layer of small, irregular stones. A vertical line labeled '5' extends from the subgrade layer down to the bottom of the diagram. A vertical line labeled '6' extends from the base layer down to the bottom of the diagram.

- |   |   |
|---|---|
| 5 | PCC PAVEMENT, 9"<br>PER IDOT 420601-05<br>WITH WELDED WIRE REINFORCEMENT #6 6 X 6 |
| 6 | AGGREGATE BASE COURSE (CA-6), 4"  |

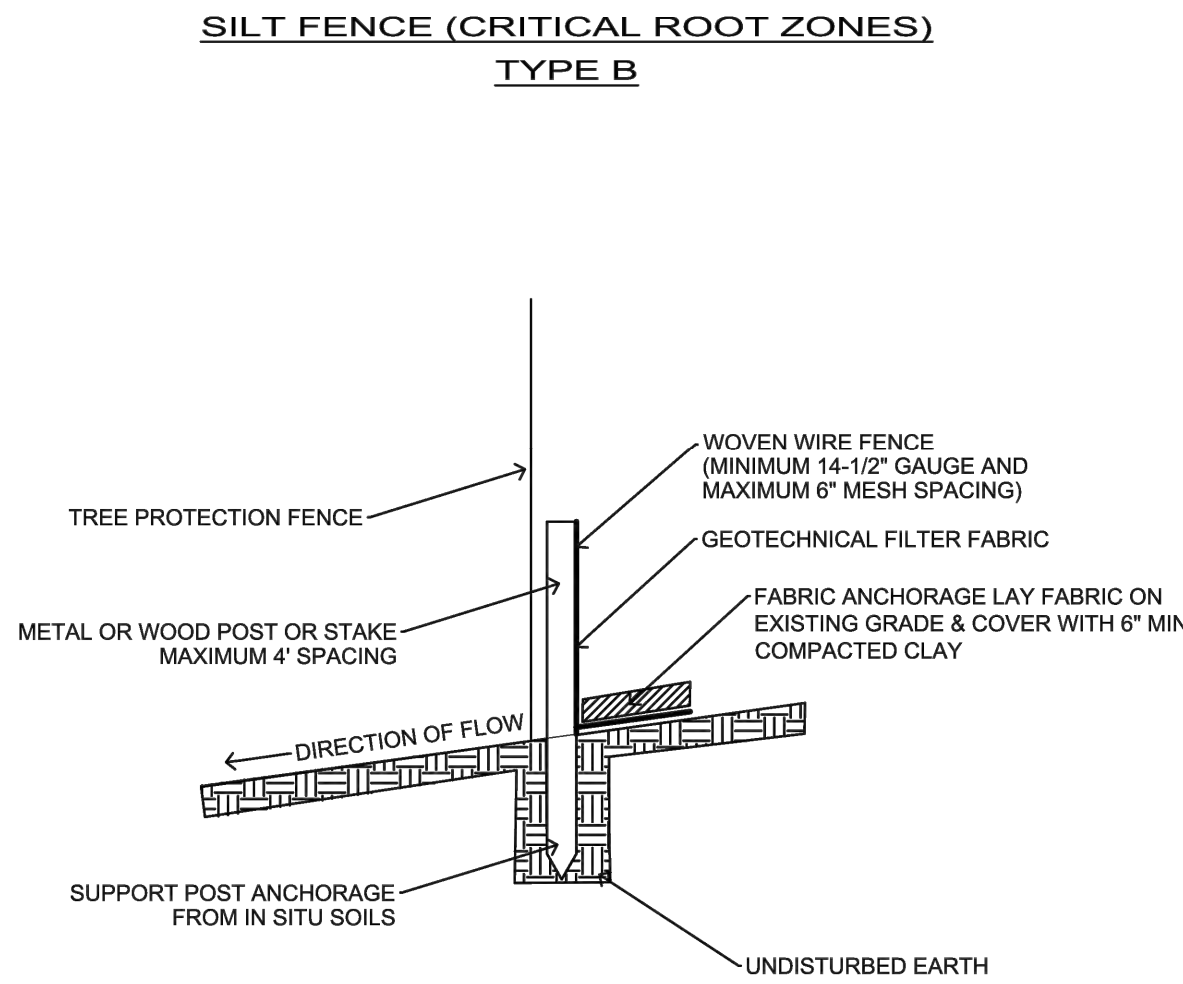




- NOTES:
1. FILTER BARRIERS SHALL BE PLACED AT THOSE LOCATIONS SHOWN ON THE PLANS.
  2. OVERLAP FILTER FABRIC BY 6" AND FOLD WHERE 2 SECTIONS ADJOIN.
  3. INSPECTION OF SILT FENCES SHALL BE AT LEAST ONCE PER WEEK AND AFTER RAIN EVENTS IN EXCESS OF 1/2" BY A DECIL. REPAIR OR REPLACEMENT SHALL BE MADE PROMPTLY AS NEEDED AND DIRECTED.
  4. SEDIMENT TRAPPED BY THE FENCE SHALL BE REMOVED AND PROMPTLY DISPOSED OF WHENEVER SIGNIFICANT ACCUMULATION OCCURS.
  5. BARRIERS SHALL BE MAINTAINED IN PLACE UNTIL COMPLETION OF CONSTRUCTION AND THE UPSLOPE AREA HAS BEEN STABILIZED, AND BE REMOVED ONLY WHEN DIRECTED BY THE VILLAGE OR THE ENGINEER AND HIS DESIGNATED REPRESENTATIVES.
  6. FILTER FABRIC SHALL MEET AASHTO STANDARD SPECIFICATION M-288-00.

BECo Standard 312500.03  
Approved by: MGB  
Date: 06/01/2015  
S:\STANDARDS & DETAILS\Library BEC\Silt Fence 312500-03

**BLECK**  
engineers | surveyors



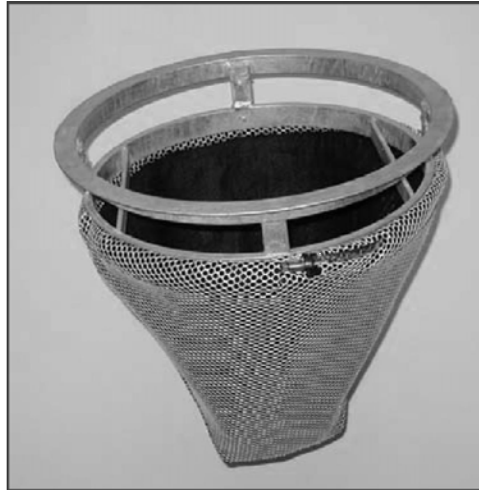
- NOTES:
1. DEPENDING UPON CONFIGURATION, ATTACH FABRIC TO WIRE MESH W/ HOG RINGS, STEEL POSTS W/ TIE WIRES, WOOD POSTS W/ NAILS
  2. INSTALL ON UPHILL SIDE OF TREE PROTECTION FENCE
  3. TO BE USED IN AREAS THAT ARE ADJACENT TO TREE PROTECTION ZONES
  4. FILTER BARRIERS SHALL BE PLACED AT THOSE LOCATIONS SHOWN ON THE PLANS
  5. OVERLAP FILTER FABRIC BY 6" AND FOLD WHERE 2 SECTIONS AJON.
  6. INSPECTION OF SILT FENCES SHALL BE AT LEAST ONCE PER WEEK AND AFTER RAIN EVENTS IN EXCESS OF 1/2" BY A DECIL. REPAIR OR REPLACEMENT SHALL BE MADE PROMPTLY AS NEEDED AND DIRECTED.
  7. SEDIMENT TRAPPED BY THE FENCE SHALL BE REMOVED AND PROMPTLY DISPOSED OF WHENEVER SIGNIFICANT ACCUMULATION OCCURS
  8. BARRIERS SHALL BE MAINTAINED IN PLACE UNTIL COMPLETION OF CONSTRUCTION AND THE UPSLOPE AREA HAS BEEN STABILIZED, AND BE REMOVED ONLY WHEN DIRECTED BY THE VILLAGE OR THE ENGINEER AND HIS DESIGNATED REPRESENTATIVES.
  9. FILTER FABRIC SHALL MEET AASHTO STANDARD SPECIFICATION M-288-00.

BECo Standard 312500.04  
Approved by: MGB  
Date: 07/18/2019  
S:\STANDARDS & DETAILS\Library BEC\Silt Fence 312500-03

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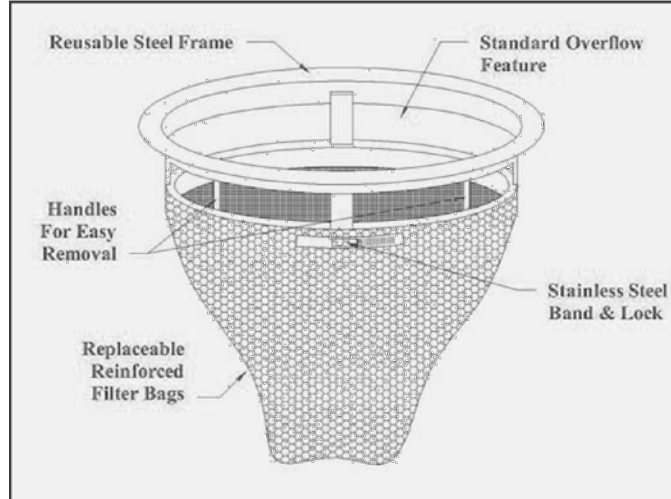
## Catch-All Inlet Protector

**Catch-All** - is an inlet and catch basin filtration device designed to significantly reduce the ingress of sediment into stormwater systems, and thereby, improve water quality. Designs are available for a custom fit in virtually any drainage structure or casting.



- Helps to prevent sedimentation of lakes, rivers, and streams
- Custom fitted to virtually any drainage structure or casting
- Rugged, reusable, welded steel frames
- Durable, replaceable, reinforced sediment bags
- Standard overflow feature - No ponding during heavy storms

An average acre under construction delivers 30 tons of sediment per year to downstream waterways. Construction sites have very high delivery rates compared to other sources. Storm sewers provide an excellent vehicle for this sediment. Typically, over 50% to nearly 100% of the soil eroded from a construction site is delivered to a lake or stream. One of the best ways to prevent this sediment from polluting our lakes and streams is to prevent it from entering the storm sewer system at inlets and catch basins. **Catch-All Inlet Protectors** were first introduced in 1998. Since then, they have prevented thousands of tons of sediment from reaching our nation's waterways.



**Marathon Materials, Inc.**  
25523 W. Schultz Street  
Plainfield, Illinois 60585  
(800) 983-9493  
www.marathonmaterials.com

LAKE COUNTY STORMWATER MANAGEMENT COMMISSION - SOIL EROSION AND SEDIMENT CONTROL CONSTRUCTION NOTES

A. SEDIMENT CONTROL MEASURES SHALL BE INSTALLED PRIOR TO THE COMMENCEMENT OF HYDROLOGIC DISTURBANCE OF UPLAND AREAS.

B. FOR THOSE DEVELOPMENTS THAT REQUIRE A DESIGNATED EROSION CONTROL INSPECTOR (DECI), INSPECTIONS AND DOCUMENTATION SHALL BE PERFORMED, AT A MINIMUM:

- UPON COMPLETION OF SEDIMENT AND RUNOFF CONTROL MEASURES (INCLUDING PERIMETER CONTROLS AND DIVERSIONS), PRIOR TO PROCEEDING WITH ANY OTHER EARTH DISTURBANCE OR GRADING.
- AFTER EVERY SEVEN (7) CALENDAR DAYS OR STORM EVENT WITH GREATER THAN 0.5 INCH OF RAINFALL OR LIQUID EQUIVALENT PRECIPITATION.

C. SOIL DISTURBANCE SHALL BE CONDUCTED IN SUCH A MANNER AS TO MINIMIZE EROSION. IF STRIPPING, CLEARING, GRADING, OR LANDSCAPING ARE TO BE DONE IN PHASES, THE PERMITTEE SHALL PLAN FOR APPROPRIATE SOIL EROSION AND SEDIMENT CONTROL MEASURES.

D. A STABILIZED MAT OF CRUSHED STONE MEETING IDOT GRADATION CA-1 UNDERLAIN WITH FILTER FABRIC AND IN ACCORDANCE WITH THE ILLINOIS URBAN MANUAL, OR OTHER APPROPRIATE MEASURE(S) AS APPROVED BY THE ENFORCEMENT OFFICER, SHALL BE INSTALLED AT ANY POINT WHERE TRAFFIC WILL BE ENTERING OR LEAVING A CONSTRUCTION SITE. SEDIMENT OR SOIL REACHING AN IMPROVED PUBLIC RIGHT-OF-WAY, STREET, ALLEY OR PARKING AREA SHALL BE REMOVED BY SCRAPING OR STREET CLEANING AS ACCUMULATIONS WARRANT AND TRANSPORTED TO A CONTROLLED SEDIMENT DISPOSAL AREA.

E. TEMPORARY DIVERSIONS SHALL BE CONSTRUCTED AS NECESSARY TO DIRECT ALL RUNOFF FROM HYDROLOGICALLY DISTURBED AREAS TO AN APPROPRIATE SEDIMENT TRAP OR BASIN.

F. DISTURBED AREAS SHALL BE STABILIZED WITH TEMPORARY OR PERMANENT MEASURES WITHIN SEVEN (7) CALENDAR DAYS FOLLOWING THE END OF ACTIVE HYDROLOGIC DISTURBANCE OR REDISTURBANCE.

G. ALL STOCKPILES SHALL HAVE APPROPRIATE MEASURES TO PREVENT EROSION. STOCKPILES SHALL NOT BE PLACED IN FLOOD PRONE AREAS OR WETLANDS AND DESIGNATED BUFFERS.

H. SLOPES STEEPER THAN 3H:1V SHALL BE STABILIZED WITH APPROPRIATE MEASURES AS APPROVED BY THE ENFORCEMENT OFFICER.

I. APPROPRIATE EROSION CONTROL BLANKET SHALL BE INSTALLED ON ALL INTERIOR DETENTION BASIN SIDE SLOPES BETWEEN THE NORMAL WATER LEVEL AND HIGH WATER LEVEL.

J. STORM SEWERS THAT ARE OR WILL BE FUNCTIONING DURING CONSTRUCTION SHALL BE PROTECTED BY AN APPROPRIATE SEDIMENT CONTROL MEASURE.

K. IF DEWATERING SERVICES ARE USED, ADJOINING PROPERTIES AND DISCHARGE LOCATIONS SHALL BE PROTECTED FROM EROSION AND SEDIMENTATION. DISCHARGES SHALL BE ROUTED THROUGH AN APPROVED ANIONIC POLYMER DEWATERING SYSTEM OR A SIMILAR MEASURE AS APPROVED BY THE ENFORCEMENT OFFICER. DEWATERING SYSTEMS SHOULD BE INSPECTED DAILY DURING OPERATIONAL PERIODS. THE ENFORCEMENT OFFICER, OR APPROVED REPRESENTATIVE, MUST BE PRESENT AT THE COMMENCEMENT OF DEWATERING ACTIVITIES.

L. IF INSTALLED SOIL EROSION AND SEDIMENT CONTROL MEASURES DO NOT MINIMIZE SEDIMENT LEAVING THE DEVELOPMENT SITE, ADDITIONAL MEASURES SUCH AS ANIONIC POLYMERS OR FILTRATION SYSTEMS MAY BE REQUIRED BY THE ENFORCEMENT OFFICER.

M. ALL TEMPORARY AND PERMANENT EROSION CONTROL MEASURES MUST BE MAINTAINED AND REPAIRED AS NEEDED. THE PROPERTY OWNER SHALL BE ULTIMATELY RESPONSIBLE FOR MAINTENANCE AND REPAIR.

N. ALL TEMPORARY SEDIMENT CONTROL MEASURES SHALL BE REMOVED WITHIN 30 DAYS AFTER FINAL SITE STABILIZATION IS ACHIEVED OR AFTER THE TEMPORARY MEASURES ARE NO LONGER NEEDED.

O. THE EROSION CONTROL MEASURES INDICATED ON THE PLANS ARE THE MINIMUM REQUIREMENTS. ADDITIONAL MEASURES MAY BE REQUIRED, AS DIRECTED BY THE ENGINEER, ENFORCEMENT OFFICER, OR OTHER GOVERNING AGENCY.

**BLECK**

engineers | surveyors

Bleck Engineering Company, Inc.  
1375 North Western Avenue  
Lake Forest, Illinois 60045  
T 847.295.5200 F 847.295.7081  
www.bleckeng.com

715 MCKINLEY RD  
PHASE 3 CONDO

LAKE FOREST, IL

ISSUED DATE	ISSUED FOR
09.16.2020	PERMIT
06.10.2021	LF REV 1
03.07.2023	LF REVIEW

PROFESSIONAL SEAL

"To the best of our knowledge and belief, the drainage of the surface waters will not be changed by the construction of this project or any part thereof, or that if such surface waters drainage will be changed, reasonable provisions have been made for the collection and diversion of such surface waters into public areas or drains which the developer has a right to use, and that such surface waters will be planned for in accordance with generally accepted engineering practices so as to reduce the likelihood of the damage to the adjoining property because of the construction of the project."

Michael G. Bleck, PE 06.10.2021

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MCKINLEY PARTNERS, LLC  
1000 N. WESTERN AVE  
LAKE FOREST, IL 60045

70-948	Project No.
BCF	Drawn By
MGB	Checked By

Drawing No.

C9

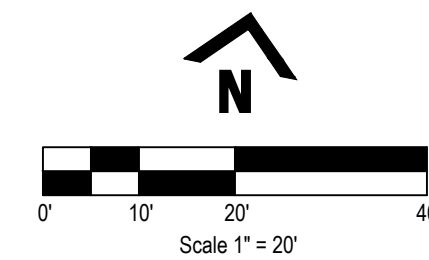
Drawing Name

SE-SC DETAILS



## 705 N. MCKINLEY RD PHASE 2 CONDO

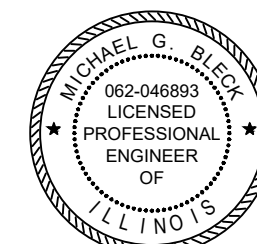
LAKE FOREST, IL



BENCHMARK:  
NE BOLT ON FIRE HYDRANT  
EAST ROW MCKINLEY ROAD  
AT #721 ENTRANCE  
ELEVATION = 699.50

ISSUED DATE	ISSUED FOR
01.09.2020	PERMIT
07.03.2019	LF REVIEW #1
07.29.2019	LF REVIEW #2
10.10.2019	IEPA REVIEW
01.21.2021	AS-BUILT

PROFESSIONAL SEAL



Michael G. Bleck  
Michael G. Bleck, PE 01.21.2021  
License No. 062-048893 Expires 11/2021  
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MCKINLEY PARTNERS, LLC  
1000 N. WESTERN AVE  
LAKE FOREST, IL 60045

70-948	Project No.
BCF	Drawn By
MGB	Checked By

Drawing No.

C7

Drawing Name

SITE GRADING PLAN-  
AB

P1  
12" Storm Sewer  
PVC SDR 26  
58 LF @ 0.85%  
-75 LF @ 1.1%  
P2  
12" Storm Sewer  
PVC SDR 26  
7 LF @ 1.0%  
P4  
12" Storm Sewer  
PVC SDR 26  
21 LF @ 0.5%

SS1  
Inlet Ty A-1P, 2' Dia.  
Rim 697.75  
Inv. 695.25, 12" E 695.29  
Inv. 695.25, 6" S 695.34  
SS2  
Inlet Ty A-1P, 2' Dia.  
Rim 697.75  
Inv. 694.60, 12" W 694.80

SS4  
Inlet Ty A-8  
2' Dia.  
Rim 697.10 698.10  
Inv. 695.76, 12" W  
Inv. 695.84, 4" N  
Inv. 695.71, 6" S

P6  
4" 12" Storm Sewer  
PVC SDR 26  
62 LF @ 1.0%

P7  
12" Storm Sewer  
PVC SDR 26  
55 LF @ 1.0%

P8-  
12" Storm Sewer-  
PVC SDR 26-  
57 LF @ 0.7%

P9  
6" Storm Sewer  
PVC SDR 26  
41 LF @ 0.9%

P10  
6" Storm Sewer  
PVC SDR 26  
39 LF @ 1.2%

P11  
6" Storm Sewer  
PVC SDR 26  
32 LF @ 1.0%

SAN P1  
8" SANITARY SEWER  
DIP CL 52  
125 LF @ 2.0%

SS6  
Inlet Ty A-1P, 2' Dia.  
Rim 697.75 698.40  
Inv. 694.36, 12" 696.94, 4" W  
Inv. 696.70, 4" NE

SS7  
Inlet Ty A-1P, 2' Dia.  
Rim 697.75 698.40  
Inv. 694.36, 12" 696.94, 4" W  
Inv. 696.70, 4" NE

SS8  
Inlet Ty A-1P, 2' Dia.  
Rim 697.75  
Inv. 693.81, 12"

SS9  
Inlet, 2' Dia.  
Rim 699.23  
Inv. 696.76, 6"

SS10  
Inlet, 2' Dia.  
Rim 698.39  
Inv. 696.41, 6" E  
Inv. 696.49, 6" W

SS11  
Inlet, 2' Dia.  
Rim 698.30  
Inv. 696.03, 6" E  
Inv. 696.04, 6" N

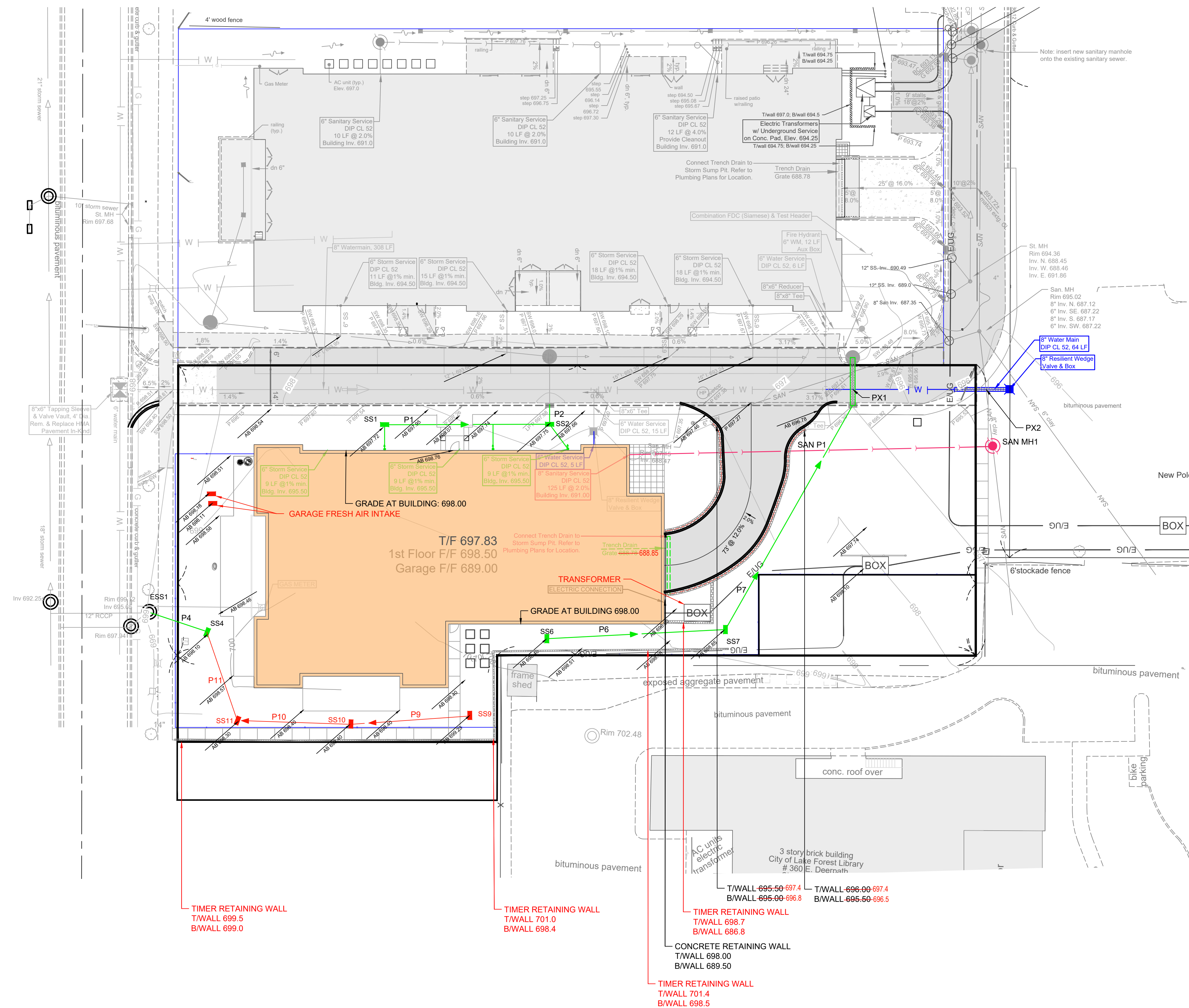
SAN MH 1  
RD MH Ty A-1C  
4' Dia.  
Rim 696.40  
Inv. 688.50, 8" W  
Inv. 687.56±, 8" N-S  
-VERIFY INV IN FIELD

ESS1 (EXTG)  
RD MH Ty A-1C  
4' Dia.  
Rim 699.12  
Inv. 693.50±, 12" W (EXTG)  
-VERIFY IN FIELD  
INV. 693.68, 12" E (PROP)

### PIPE CROSSINGS

PX1:  
UPPER PIPE: 12" PVC SS  
BOTTOM OF PIPE: 693.15  
LOWER PIPE: 8" DIP CL52 WM  
TOP OF PIPE: 690.95  
SEPARATION: 2.20'  
\*SS REQUIRES 16 LF OF 20"  
WM CASING PIPE

PX2:  
UPPER PIPE: 8" DIP CL52 WM  
BOTTOM OF PIPE: 689.27  
LOWER PIPE: 8" CLAY SAN  
TOP OF PIPE: 688.12  
SEPARATION: 1.15'  
\*WM REQUIRES 19LF OF 16"  
WM CASING PIPE







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

June 17, 2024

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

## Lake Forest Library - Investigation and Schematic Design for Courtyards

WJE No. 2021.5121

Dear Mr. Laxminarayan:

As requested, Wiss, Janney, Elstner Associates, Inc. (WJE) is pleased to provide this proposal for investigation and design services for the rehabilitation of the south courtyards of the Lake Forest Library. As discussed, this proposal addresses the initial investigation, preliminary analysis, and schematic design phases of the project. At the conclusion of schematic design, when the project scope is better defined, we will be available to provide a proposal for development of construction documents for bidding of the work.

### BACKGROUND

The Lake Forest Library was completed in 1931 to designs by the architect Edwin H. Clark. As part of the original design, brick masonry walls enclosed exterior courtyards or walled gardens at the southeast and southwest corners of the building. Originally, each courtyard was defined on two sides by the walls of the building and on the other two sides by masonry garden walls. At some point after original construction, the heights of the enclosing masonry walls were reduced (Figure 1 and Figure 2). In 1978, east and west wings were added to the library. The new wings enclosed the ends of each courtyard, and the original masonry walls remained only at the south side. New exterior gates allow direct access from each courtyard to the site. Both courtyards have flagstone paving.

In addition to the courtyards, a historic entrance plaza for the library is located near the sidewalk along Deerpath Road. The plaza includes two limestone masonry curved wing walls with piers and benches. Historically, a sidewalk led through the piers directly to the main entrance (refer to Figure 1), although presently no walkway is present and the area through the piers is maintained as a grass lawn.

As discussed at a site visit on May 2, 2024, the library is concerned about the present condition of the courtyards. Key issues include deterioration of the masonry enclosing walls; lack of universal accessibility due to steps at entrances to the courtyard; deterioration of the flagstone pavement; insufficient drainage of the courtyards and the adjacent basement window wells; and a history of water infiltration at the southwest corner of the basement, directly adjacent to the west courtyard. At the entrance plaza, deterioration of the limestone is a concern, especially for units near grade.

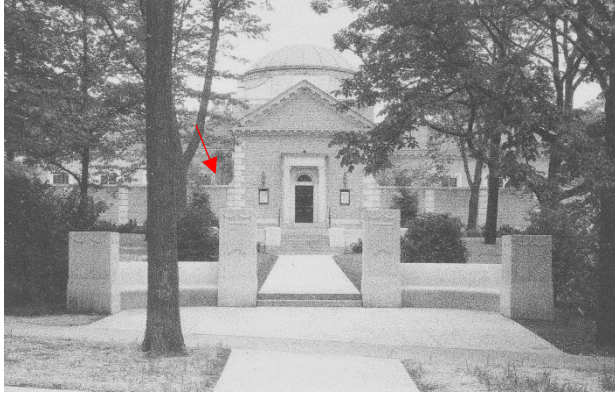


Figure 1. 1930s view from the south, showing the original height of the garden walls (arrows) and the entrance piers and benches.



Figure 2. View from the southwest, 1975, showing the reduced height of the garden walls prior to the 1978 additions.

## SCOPE OF SERVICES

As discussed, we propose completing the initial investigation, analysis, and schematic design work as a first phase. At the completion of schematic design, the scope of work for the courtyard repair project can be confirmed, and we are available to prepare a proposal for additional services, leading to preparation of construction documents and bidding of the work for construction.

### Investigation and Schematic Design Phase

1. **Document Review and Baseline Drawing Preparation.** Review drawings, photographs, and previous reports related to the courtyards, entrance plaza, and adjacent portions of the building that are made available to us. Based on the reference drawings and our field measurements, we will prepare new AutoCAD baseline drawings of the courtyards for our use on the project.
2. **Investigation on site.** Perform an investigation of existing conditions. We anticipate that the investigation will include the following tasks:
  - Document the condition of the masonry enclosure walls at the south side of each courtyard, and associated site stairs, railings, and gates.
  - Document the condition of the flagstone paving, area wells, and other elements of the courtyard.
  - Create one or two inspection pits, to document subsurface conditions, including waterproofing of the basement walls and the configuration of the foundation for the masonry enclosure walls. Conceptually, one pit would be dug at the southeast corner of the west courtyard, corresponding to a previous basement leak location. A second pit would be dug behind one of the entrance plaza walls. We will work with library staff to confirm the exact location(s) of inspection pits.
  - Working with a mechanical and electrical engineer, confirm the configuration of electrical and plumbing systems connecting within or through the courtyards. Also, review the building heating

system to determine if inclusion of a snow melt system can be considered for the courtyard pavements.

- Document the approximate slopes and grading of the courtyards and adjacent site, and document locations of visible site utilities.
3. **Library Building Committee Working Meeting.** Meet with building committee representatives of the library board to review the findings of our investigation and analysis, and to discuss scope options for the courtyard project. Although the feasibility of various options is yet to be determined, conceptually some of the issues to be discussed include extent of enclosure wall reconstruction; potential modification of elevations and grades for improved accessibility; treatment of the area wells; drainage considerations; potential enhancements to improve the usefulness of the courtyards; appropriate treatments for the entrance plaza; and implications of the proposed work for the overall use and design of the south lawn. Depending upon our findings and the outcome of our discussions, we may include alternates and options in the schematic design to determine the budget impact of various approaches. We will prepare a written memorandum summarizing the results of our discussions.
  4. **Schematic Design.** Based on the results of the field investigation, analysis, and discussions with library board representatives, develop schematic-level design drawings depicting the recommended approach. The schematic design drawings will likely include plan, section, and elevation views of the courtyards as well as a preliminary list of materials. We will work with a general contractor to develop a preliminary budget estimate for the scope depicted in the schematic design drawings.
  5. **City Review and Library Board Approval.** After review of the schematic design drawings by the library building committee, we will meet with City of Lake Forest preservation staff to discuss the project scope and approach. Following the meeting, we will prepare a memorandum for the library board summarizing the discussion and any issues of particular interest to city staff. If needed, revisions to the schematic design drawings will be made. We are available to then present the project to the library Board of Trustees if desired. Following approval of the schematic design by the library board, we will present the project at a public meeting of the City of Lake Forest Historic Preservation Commission.

Upon completion of schematic design, we will prepare a proposal for WJE services to develop construction documents and specifications based on the scope of the project approved by the library board.

## **Project Team**

We anticipate the following professional team for this project:

- Wiss, Janney, Elstner Associates, Inc. (WJE): Project management, architecture, structural engineering
- Grumman Butkus Associates (GBA): Mechanical, electrical, and plumbing engineering
- Contractor support to provide labor to create and repair inspection pits

## Assumptions and Clarifications

- The current effort is limited to the exterior courtyards and the entrance plaza, and the associated basement waterproofing and utilities. Assessment of other portions of the building envelope (e.g., the masonry facade or roof) or interior is not included in our scope of services. Landscape assessment and design is not included in our scope of services.
- Restoration of the landscaping in the courtyards following the site investigation is not included.
- We do not anticipate performing water testing to identify specific leakage pathways or laboratory materials studies as part of this current phase of work. If relevant, we may recommend some or all of these additional services during a future phase of the project.
- The current phase of work concludes with schematic design drawings and a budget estimate. Additional professional services will be required to develop drawings and specifications for bidding.

## Additional Services

If requested by the library board, we can complete Additional Services on an hourly billing basis in accordance with the rate schedule below.

**Table 1. Hourly Billing Rates (effective January 1, 2023)**

Professional Staff		Professional Support Staff	
Senior Principal	\$400.00	Senior Specialist	\$180.00
Principal	\$330.00	Specialist	\$160.00
Associate Principal	\$280.00		
Senior Associate	\$250.00	Senior Technician	\$140.00
Associate III	\$220.00	Technician II	\$120.00
Associate II	\$190.00	Technician I	\$100.00
Associate I	\$150.00	Admin Support	\$120.00

## BUDGET

We propose to complete the above Scope of Services for the Investigation and Schematic Design phase for a fixed fee of \$41,500, inclusive of expenses as follows:

Architecture, structural engineering: Wiss, Janney, Elstner Associates, Inc. (WJE)	\$27,000
Mechanical, electrical, plumbing engineering: Grumman/Butkus Associates (GBA)	\$9,500
Contractor support	\$5,000
<b>Total</b>	<b>\$41,500</b>

All WJE services will be performed in accordance with our *Terms and Conditions for Professional Services*, copy attached as part of this proposal, or another mutually agreed contract.

Thank you for inviting us to provide this proposal. Let us know if you have any questions, and we look forward to the opportunity to assist in the repair of this important landmark building.

Sincerely,

**WISS, JANNEY, ELSTNER ASSOCIATES, INC.**

A handwritten signature in black ink, appearing to read "Kenneth Itle". The signature is fluid and cursive, with the first name "Kenneth" being more legible than the last name "Itle".

Kenneth Itle  
Associate Principal





Wiss, Janney, Elstner Associates, Inc. or WJE Engineers & Architects, P.C. (WJE) has been requested to perform certain professional and other services. 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.

**IPLAR****IDENTIFICATION (1.1 - 1.31)**

This section is information about the administrative entity. "Administrative Entity" is defined as the agency that is legally established under local or state law to provide public library service to the population of a local jurisdiction. The administrative entity may have a single outlet or it may have more than one outlet (an outlet is a location, whether a central library, branch or bookmobile). The majority of the information in this section is pre-filled. If information needs to be updated, enter the corrected information in the box provided on the next line of the survey.

1.1 ISL Control # [PLS 151, PLS 701]	30393
1.2 ISL Branch # [PLS 151, PLS 701]	00
1.3a FSCS ID [PLS 150, PLS 700]	IL0277
1.3b FSCS_SEQ [PLS 700]	002
1.4a Legal Name of Library [PLS 152]	Lake Forest Library
1.4b If the library's name has changed, then enter the updated answer here.	
1.4c Was this an official name change?	
1.5a Facility Street Address [PLS 153]	360 East Deerpath Road
1.5b If the facility's street address has changed, then enter the updated answer here.	
1.5c Was this a physical location change?	
1.6a Facility City [PLS 154]	Lake Forest
1.6b If the facility's city has changed, then enter the updated answer here.	
1.7a Facility Zip [PLS 155]	60045
1.7b If the facility's zip code has changed, then enter the updated answer here.	
1.8a Mailing Address [PLS 157]	360 East Deerpath Road
1.8b If the facility's mailing address has changed, then enter the updated answer here.	
1.9a Mailing City [PLS 158]	Lake Forest
1.9b If the facility's mailing city has changed, then enter the updated answer here.	
1.10a Mailing Zip [PLS 159]	60045
1.10b If the facility's mailing zip code has changed, then enter the updated answer here.	
1.11a Library Telephone Number [PLS 162]	8472340636
1.11b If the telephone number has changed, then enter the updated answer here.	
1.12a Library FAX Number	0
1.12b If the fax number has changed, then enter the updated answer here.	
1.13 Website	<a href="http://www.lakeforestlibrary.org">http://www.lakeforestlibrary.org</a>

**Library Director's Information**

Please enter the full name, title and e-mail address of the library director.

1.14 Name	Ishwar Laxminarayan
1.15 Title	Executive Director
1.16 Library Director's E-mail	<a href="mailto:ishwar@lakeforestlibrary.org">ishwar@lakeforestlibrary.org</a>

**Library Information**

Please provide the requested information about the library type.

1.17a Type of library	City
1.17b If the library type has changed, then enter the updated answer here.	
1.18 Is the main library a combined public and school library?	No
1.19 Does your library contract with another library to RECEIVE ALL your library services?	No

**Contract for Services**

Please provide the full legal name(s) of the library(ies) with which your library contracts for service. If you need more than one line, a new one will appear once text has been entered in the first box.

Number of contracting libraries:	



Legal name of library you contract with:	
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## Administrative Information

Libraries are required by statute [75 ILCS 5/4-10(5), 75 ILCS 16/30-65(a)(2)] to provide a statement as to any extensions of library service or any changes to the limits or boundaries of library service areas. Most of the information in this section will be pre-filled. If the information is incorrect, please enter the updated information in the box provided on the next line of the survey. If your library has had a population change, you must submit official verification to the Illinois State Library.

1.21a County in which the administrative entity is located [PLSC 161]	Lake
1.21b If the administrative entity's county has changed, then enter the updated answer here.	
1.22a Did the administrative entity's legal service area boundaries change during the past year? [PLS 205]	No
1.22b IF YES, indicate the reason for the boundary change	
1.23a Population residing in tax base (Use the latest official federal census figure) [PLS 208]	19,367
1.23b If the population residing in the tax base has had a LEGAL change, then enter the updated answer here.	
1.23c Documentation of legal population change	
1.24 If the population has changed from the prior year's answer, then indicate the reason.	
1.25a This library is currently a member of what Illinois library system?	RAILS
1.25b If the library's system has changed, then enter the updated answer here.	

## Federal Public Library Criteria

According to the Institute of Museum and Library Services' Public Library Survey, a public library is an entity that is established under state enabling laws or regulations to serve a community, district, or region, and that provides at least the following:

1. An organized collection of printed or other library materials, or a combination thereof;
2. Paid staff;
3. An established schedule in which services of the staff are available to the public;
4. The facilities necessary to support such a collection, staff, and schedule; and
5. Is supported in whole or in part with public funds.

1.26 Does this library have an organized collection of printed or other library materials, or a combination thereof?	Yes
1.27 Does this library have paid staff?	Yes
1.28 Does this library have an established schedule in which services of the staff are available to the public?	Yes
1.29 Does the library have the facilities necessary to support such a collection, staff, and schedule?	Yes
1.30 Is this library supported in whole or in part with public funds?	Yes
1.31 Does this public library meet ALL the criteria of the FSCS public library definition? [PLS 203]	Yes

## SERVICE OUTLETS (2.1 - 2.16)

This section gathers information about the service outlets (centrals, branches, bookmobiles) of your library. Locations can only be added to this survey by State Library staff. If you have a branch or bookmobile and do not see its name listed in question 2.3a, please contact Pat Burg (217-785-1168, pburg@ilsos.gov) so that it can be added.

2.1a Total number of bookmobiles [PLS 211 & PLS 712]	0
2.1b Total number of branch libraries [PLS 210]	0
2.2a Are any of the branch libraries a combined public and school library?	No
2.2b If YES, provide the name of the branch or branches in the box provided.	

## Service Outlet Name

Location	2.3a Branch or Bookmobile Legal Name [PLS 702]	2.3b If the outlet's legal name has changed, then enter the updated answer here.	2.3c Was this an official name change?
LAKE FOREST LIB.	LAKE FOREST LIBRARY		

## ISL Control Number

Location	2.4 ISL Control # [PLS 701]	2.5 ISL Branch # [PLS 701]
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LAKE FOREST LIB.	30393	3039300
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## Street Address

Location	2.6a Street Address [PLS 703]	2.6b If the outlet's street address has changed, then enter the updated answer here.	2.6c Was this a physical location change?
LAKE FOREST LIB.	360 EAST DEERPATH ROAD		

## Address

Location	2.7a City [PLS 704]	2.7b If the outlet's city has changed, then enter the updated answer here.	2.8a Zip Code [PLS 705]	2.8b If the outlet's zip code has changed, then enter the updated answer here.
LAKE FOREST LIB.	LAKE FOREST		60045	

## County & Phone

Location	2.9a County [PLS 707]	2.9b If the outlet's county has changed, then enter the updated answer here.	2.10a Telephone [PLS 708]	2.10b If the outlet's phone number has changed, then enter the updated answer here.
LAKE FOREST LIB.	Lake		8472340636	

## Square Feet

Location	2.11a Square Footage of Outlet [PLS 711]	2.11b If the facility's square footage has changed, then enter the updated answer here.	2.11c Indicate the reason for the change/variance in square footage for this annual report as compared to the previous annual report.
LAKE FOREST LIB.	32,878		

## IDs

## Hours and Attendance

Location	2.12 Total public service hours PER YEAR for this service outlet [PLS 713]	2.13 Total number of weeks, during the fiscal year, this service outlet was open for service to the public [PLS 714]	2.14 Total annual attendance/visits in the outlet
LAKE FOREST LIB.	3,505	52	156,843

## ANNUAL REPORT DATA (3.1 - 3.7)

Please enter the time period covered by this annual report and the name and contact information for the person preparing the report. The report period should cover the time from the end of the previous IPLAR through the end of your most current fiscal year. If your library switched to a new fiscal year during the latest period, this may mean that your report needs to cover more or less than a twelve (12) month period.

3.1 Fiscal Year Start Date (mm/dd/year) [PLS 206]	05/01/2023
3.2 Fiscal Year End Date (mm/dd/year) [PLS 207]	04/30/2024
3.3 Number of months in this fiscal year	12
3.4 Name of person preparing this annual report	Ishwar Laxminarayan
3.5 Telephone Number of Person Preparing Report	847-810-4602
3.6 FAX Number	-1 No Fax
3.7 E-Mail Address	ishwar@lakeforestlibrary.org

## REFERENDA (4.1 - 4.7)

Please enter information regarding any referenda the library was involved in during the fiscal year report period. A referendum requires a question be submitted to the voters at an election held under the general election law. Examples are: bond issue, district establishment, tax increase.

4.1a Was your library involved in a referendum during the fiscal year reporting period?	No
4.1b How many referenda was your library involved in?	

## Referendum 1

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

## Referendum 2

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

## Referendum 3

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

## Referendum 4

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

## Referendum 5

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

## CURRENT LIBRARY BOARD (5.1 - 5.13)

Please report the number of board seats and the number of vacancies. Be sure to provide current board member information; including name, position, telephone number, e-mail address, home address, and term expiration date. If there are vacancies, please explain.

All personal identifying information is FOIA exempt and will NOT be released to the public. The only information that the Illinois State Library will release upon request is the board member name, trustee position and term expiration date.

Report the most current information available.

5.1 Total number of board seats	9
5.2 Total number of vacant board seats <sup>1</sup>	0
5.2b Please explain	
5.3 This public library board of trustees attests that the current board is legally established, organized, and the terms of office for library trustees are all unexpired.	Yes
5.4 IF NO, please explain	

## First Member

5.5 Name	Josh Jackson
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	06/2025
5.8 Telephone Number	773-501-9685
5.9 E-mail Address	jjackson@lakeforestlibrary.org
5.10 Home Address	158 Park Avenue
5.11 City	Lake Forest
5.12 State	IL

<b>5.13 Zip Code</b>	<b>60045</b>
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## Second member

<b>5.5 Name</b>	<b>Robert Shaw</b>
<b>5.6 Trustee Position</b>	Other
<b>5.7 Present Term Ends (mm/year)</b>	<b>06/2025</b>
<b>5.8 Telephone Number</b>	<b>847-641-6481</b>
<b>5.9 E-mail Address</b>	<b>rshaw@lakeforestlibrary.org</b>
<b>5.10 Home Address</b>	<b>888 Gloucester Crossing</b>
<b>5.11 City</b>	<b>Lake Forest</b>
<b>5.12 State</b>	<b>IL</b>
<b>5.13 Zip Code</b>	<b>60045</b>

## Third member

<b>5.5 Name</b>	<b>Heather Strong</b>
<b>5.6 Trustee Position</b>	Other
<b>5.7 Present Term Ends (mm/year)</b>	<b>06/2024</b>
<b>5.8 Telephone Number</b>	<b>312-208-9940</b>
<b>5.9 E-mail Address</b>	<b>hstrong@lakeforestlibrary.org</b>
<b>5.10 Home Address</b>	<b>230 N Mayflower Road</b>
<b>5.11 City</b>	<b>Lake Forest</b>
<b>5.12 State</b>	<b>IL</b>
<b>5.13 Zip Code</b>	<b>60045</b>

## Fourth member

<b>5.5 Name</b>	<b>Jim Clifton</b>
<b>5.6 Trustee Position</b>	President
<b>5.7 Present Term Ends (mm/year)</b>	<b>06/2024</b>
<b>5.8 Telephone Number</b>	<b>773-710-6106</b>
<b>5.9 E-mail Address</b>	<b>jclifton@lakeforestlibrary.org</b>
<b>5.10 Home Address</b>	<b>438 Heather Lane</b>
<b>5.11 City</b>	<b>Lake Forest</b>
<b>5.12 State</b>	<b>IL</b>
<b>5.13 Zip Code</b>	<b>60045</b>

## Fifth member

<b>5.5 Name</b>	<b>John F. Johnson</b>
<b>5.6 Trustee Position</b>	Treasurer
<b>5.7 Present Term Ends (mm/year)</b>	<b>06/2026</b>
<b>5.8 Telephone Number</b>	<b>847-899-2375</b>
<b>5.9 E-mail Address</b>	<b>jjohnson@lakeforestlibrary.org</b>
<b>5.10 Home Address</b>	<b>110 West Blackthorn Lane</b>
<b>5.11 City</b>	<b>Lake Forest</b>
<b>5.12 State</b>	<b>IL</b>
<b>5.13 Zip Code</b>	<b>60045</b>

## Sixth member

<b>5.5 Name</b>	<b>Emily Van Bel</b>
<b>5.6 Trustee Position</b>	Other

5.7 Present Term Ends (mm/year)	06/2026
5.8 Telephone Number	847-902-2456
5.9 E-mail Address	evanbel@lakeforestlibrary.org
5.10 Home Address	655 Forest Hill Road
5.11 City	Lake Forest
5.12 State	IL
5.13 Zip Code	60045

## Seventh member

5.5 Name	Vince Sparrow
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	06/2027
5.8 Telephone Number	773-354-7817
5.9 E-mail Address	vsparrow@lakeforestlibrary.org
5.10 Home Address	1249 Inverlieth Road
5.11 City	Lake Forest
5.12 State	IL
5.13 Zip Code	60045

## Eighth member

5.5 Name	JoAnn Desmond
5.6 Trustee Position	Vice-President
5.7 Present Term Ends (mm/year)	06/2023
5.8 Telephone Number	847-710-1428
5.9 E-mail Address	jdesmond@lakeforestlibrary.org
5.10 Home Address	1681 Yale Court
5.11 City	Lake Forest
5.12 State	IL
5.13 Zip Code	60045

## Ninth member

5.5 Name	Sue Shattock
5.6 Trustee Position	Secretary
5.7 Present Term Ends (mm/year)	06/2024
5.8 Telephone Number	847-687-5548
5.9 E-mail Address	sshattock@lakeforestlibrary.org
5.10 Home Address	1124 Lake Road
5.11 City	Lake Forest
5.12 State	IL
5.13 Zip Code	60045

## FACILITY/FACILITIES (6.1-6.3b)

Please provide the requested information about the library's facilities.

6.1 Does the library address the environmental needs of patrons on the autism spectrum?	Yes
6.1b If so, please describe	Virtual tour to help familiarize patrons with facility. Designated areas with lower sensory stimuli.
6.2 Total Number of Meeting Rooms <sup>2</sup>	2
6.2b Total number of times meeting room(s) used by the public during the fiscal year <sup>3</sup>	0
6.3 Total Number of Study Rooms	0
6.3b Total number of times study room(s) used by the public during the fiscal year	0

## ASSETS AND LIABILITIES (7.1 - 7.13)

The below sections request information regarding property, fiscal accumulations and outstanding liabilities. These sections are required by statute [ 75 ILCS 5/4-10, 75 ILCS 16/30-65] to be included in the annual report. Please provide the requested information in each section.

### Property

Libraries are required by statute [75 ILCS 5/4-10(4), 75 ILCS 16/30-65(a)(3)] to provide a statement as to property acquired through legacy, purchase, gift or otherwise. Please provide this information in the section below.

7.1 What is the estimated current fair market value for the library's real estate (land and buildings including garages, sheds, etc.)?	\$15,879,203
7.2 During the last fiscal year, did the library acquire any real and/or personal property?	Yes

### IF YES, how much of the property was acquired through the following options? (Enter dollar amount for each option 7.3-7.6 that applies)

7.3 Purchase	\$164,325
7.4 Legacy	
7.5 Gift	
7.6 Other	
7.7 Provide a general description of the property acquired.	Security Cameras, Sump Pumps, IT switches.

### Fiscal Accumulations

Libraries are required by statute [75 ILCS 5/4-10(7), 75 ILCS 16/30-65(a)(4)] to provide a statement as to the amount of any fiscal accumulations and the reasons for the accumulations. Please provide this information in the section below.

7.8 Does your library have fiscal accumulations (reserve funds, outstanding fund balances, etc.)?	Yes
7.9 IF YES, then provide a statement that details the dollar amount(s) and the reason(s) for the fiscal accumulations.	The Library has \$3,650,000 in reserves for technology, equipment and building upgrades and repairs.

### Liabilities

Libraries are required by statute [75 ILCS 5/4-10(8), 75 ILCS 16/30-65(a)(5)] to provide a statement as to any outstanding liabilities, including for bonds still outstanding. Please provide this information in the section below.

7.10 Does your library have any outstanding liabilities including bonds, judgments, settlements, etc.?	No
7.11 IF YES, what is the total amount of the outstanding liabilities?	
7.12 IF YES, then prepare a statement that identifies each outstanding liability and its specific dollar amount.	

## OPERATING RECEIPTS BY SOURCE (8.1 - 8.21)

Libraries are required by statute [75 ILCS 5/4-10(1)(9), 75 ILCS 16/30-65(a)(6)] to provide an itemized statement of operating receipts. "Operating receipts" are the monies received and utilized during the library's fiscal year to support the provision of ongoing, day-to-day library services. Only include funds received during the report period. If the library was awarded a grant, but only received part of the funds during the report period, report only the portion of the grant received, not the whole amount of the grant.

Exclude revenue for major capital expenditures, contributions to endowments, revenue passed through to another agency, funds unspent in previous fiscal years (e.g. carryover), and tax anticipation warrants.

NOTE: Round answers to the nearest whole dollar.

### Local Government

This includes all local government funds designated by the community, district, or region and available for expenditure by the public library. For example, include receipts from: local property taxes (library taxes), impact fees (IL Highway Code), the Mobile Home Local Services Tax Act. Do not include the value of any contributed or in-kind services or the value of any gifts and donations, library fines, fees, or grants. Do not include

state, federal, and other funds passed through local government for library use. Report these funds with state government revenue or federal government revenue, as appropriate.

8.1 Local government [PLS 300] (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales which must be reported in 12.1a only)	\$4,739,540
8.1a Is this library's annual tax levy/fiscal appropriation subject to tax caps [the Property Tax Extension Limitation Law, 35 ILCS 200/18-185, et seq.]? <sup>4</sup>	No
8.1b Local government funds for the ensuing or upcoming/current fiscal year (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales.)	\$0

## State Government

These are all funds distributed to public libraries by state government for expenditure by the public libraries, except for federal money distributed by the state. This includes funds from such sources as penal fines, license fees, and mineral rights.

**Note:** If operating revenue from consolidated taxes is the result of state legislation, the revenue should be reported under state revenue (even though the revenue may be from multiple sources).

If you are not sure if funds you received through the State of Illinois are federal or state funds, please contact Pat Burg (217-785-1168, pburg@ilsos.gov).

8.2 Per capita grant	\$28,566
8.3 Equalization aid grant	\$0
8.4 Personal property replacement tax	\$91,654
8.5 Other State Government funds received	\$0
8.6 If Other, please specify	
8.7 Total State Government Funds (8.2 + 8.3 + 8.4 + 8.5) [PLS 301]	\$120,220

## Federal Government

This includes all federal government funds distributed to public libraries for expenditure by the public libraries, including federal money distributed by the State of Illinois (e.g., LSTA grants paid directly to your library).

If you are unsure if the funds you received through the State of Illinois were federal or state funds, please contact Pat Burg (217-785-1168, pburg@ilsos.gov).

8.8 LSTA funds received	\$0
8.9 E-Rate funds received	\$0
8.10 Other federal funds received	\$0
8.11 If Other, please specify	-1 Not Applicable
8.12 Total Federal Government Funds (8.8 + 8.9 + 8.10) [PLS 302]	\$0

## Other Income

This is all operating revenue other than that reported under local, state, and federal funds. Include, for example, monetary gifts and donations received in the current year, interest, library fines, fees for library services, or grants. Do not include the value of any contributed or in-kind services or the value of any non-monetary gifts and donations.

8.13 Monetary Gifts and Donations	\$47,520
8.14 Other receipts intended to be used for operating expenditures	\$792,233
8.15 TOTAL all other receipts (8.13 + 8.14) [PLS 303]	\$839,753

8.16 Other non-capital receipts placed in reserve funds	\$0
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## Total Operating Receipts

8.17 TOTAL receipts ( 8.1 + 8.7 + 8.12 + 8.15) [PLS 304]	\$5,699,513
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## Safeguarding of Library Funds

This section requests information to verify that libraries meet the statutory required minimum level of insurance for library funds [75 ILCS 5/4-9 and 75 ILCS 16/30-45(e)]. According to these statutes, "the library shall provide the Illinois State Library a copy of the library's certificate of insurance at the time the library's annual report is filed."

For municipalities of less than 500,000 population, 75 ILCS 5/4-9 requires that the bond be "...not less than 50% of the total funds received by the library in the last fiscal year..." or the insurance policy or other insurance instrument's coverage "...shall be in an amount at least equal to 50% of the average amount of the library's operating fund from the prior 3 fiscal years."

For public library districts, 75 ILCS 16/30-45(e) requires that the bond be "...based upon a minimum of 50% of the total funds received by the district in the last previous fiscal year..." or the insurance policy or other insurance instrument's coverage "... shall be in an amount at least equal to 50% of the average amount of the district's operating fund from the prior 3 fiscal years."

8.18a The library safeguards its funds using which option?	Insurance Policy/Instrument
8.18b Proof of Certificate of Insurance for Library Funds	LFL Evidence of Insurance FY 2024.pdf
8.19 What is the coverage amount of either the surety bond OR the insurance policy/insurance instrument?	\$2,500,000
8.20 Is the amount of the surety bond, insurance policy or other insurance instrument in compliance with library law?	Yes
8.21 The designated custodian of the library's funds is:	Municipal Corporate Authority

## OPERATING EXPENDITURES BY CATEGORY (9.1 - 11.2)

Libraries are required by statute [75 ILCS 5/4-10(2), 75 ILCS 16/30-65(a)(6)] to provide an itemized statement as to how operating revenues have been expended during the fiscal year report period. "Operating expenditures" are the current and recurrent costs necessary to support the provision of library services.

Include: Significant costs, especially benefits and salaries, that are paid by other taxing agencies (government agencies with the authority to levy tax) "on behalf of" the library may be included if the information is available to the reporting agency. Only such funds that are supported by expenditure documents (such as invoices, contracts, payroll records, etc.) at the point of disbursement should be included.

Exclude: Do not report the value of free items, estimated costs, and capital expenditures.

NOTE: Round answers to the nearest whole dollar.

## STAFF EXPENDITURES (9.1-9.3)

This section gathers information on staff benefits and salaries. If the information is available, include benefits and salaries for staff that are paid by other taxing agencies (government agencies with the authority to levy tax) "on behalf of" the library.

NOTE: Round answers to the nearest whole dollar.

9.1 Salaries and wages for all library staff [PLS 350]	\$1,894,963
9.2a Fringe benefits, for all library staff, paid for from either the library's or the municipal corporate authority's appropriation [PLS 351]	\$573,149
9.2b If this library answered question 9.2a as zero, please select an explanation from the drop-down box.	
9.3 Total Staff Expenditures (9.1 + 9.2) [PLS 352]	\$2,468,112

## COLLECTION EXPENDITURES (10.1 - 10.4)

Include expenditures for all materials in all formats (e.g., print, microform, electronic) whether purchased, leased or licensed. Exclude charges or fees for interlibrary loans and expenditures for document delivery.



**NOTE: Round answers to the nearest whole dollar.**

10.1 Printed Materials (books, newspapers, etc.) [PLS 353]	\$244,950
10.2 Electronic Materials (e-books, databases, etc.) [PLS 354]	\$312,216
10.3a Other Materials (CDs, DVDs, video games, etc.) [PLS 355]	\$72,466
10.3b Please list the types of materials purchased in 10.3a	Circulating technology, Accessibility Kits, STEAM kits, Tonie Boxes
10.4 TOTAL Collection Expenditures (10.1 + 10.2 + 10.3) [PLS 356]	\$629,632

## **OTHER OPERATING EXPENDITURES (11.1 - 11.2)**

This includes all expenditures other than those reported for Staff Expenditures and Collection Expenditures. Exclude purchases of major fixed assets, which should be reported in capital expenditures (12.7).

**NOTE: Round answers to the nearest whole dollar.**

11.1 All other operating expenditures not included above (supplies, utilities, legal fees, etc.) [PLS 357]	\$728,407
11.2 TOTAL operating expenditures (9.3 + 10.4 + 11.1) [PLS 358]	\$3,826,151

## **CAPITAL REVENUE AND EXPENDITURES (12.1 - 12.7)**

This section gathers information on capital revenue and expenditures. Provide information for funds received and spent during the fiscal year report period only. If the library was awarded a grant, but only received part of the funds during the report period, report only the amount of the funds received, not the entire grant award.

### **Capital Revenue**

Include funds received during the fiscal year report period for: site acquisitions; new building(s); additions to or renovations of existing buildings; furnishings, equipment, and initial collections for new buildings, building additions, or building renovations; computer hardware and software used to support library operations, to link to networks, or to run information products; new vehicles; or other one-time major projects.

Exclude revenue for: replacement and/or repair of existing furnishings and equipment, regular purchase of library materials, investments for capital appreciation, income passed through to another agency (e.g., fines), and funds unspent in previous fiscal year (e.g., carryover).

**NOTE: Round answers to the nearest whole dollar.**

12.1a Local Government: Capital Income from Bond Sales	\$0
12.1b Local Government: Other	\$0
12.1c Total Local Government (12.1a + 12.1b) [PLS 400]	\$0
12.2 State Government [PLS 401]	\$0
12.3 Federal Government [PLS 402]	\$0
12.4 Other Capital Revenue [PLS 403]	\$0
12.5 If Other, please specify	0
12.6 Total Capital Revenue (12.1c + 12.2 + 12.3 + 12.4) [PLS 404]	\$0

### **Capital Expenditures**

Include funds expended during the fiscal year report period for: site acquisitions; new building(s); additions to or renovations of existing buildings; furnishings, equipment, and initial collections for new buildings, building additions, or building renovations; computer hardware and software used to support library operations, to link to networks, or to run information products; new vehicles; or other one-time major projects.

Exclude expenditures for: replacement and/or repair of existing furnishings and equipment, regular purchase of library materials, investments for capital appreciation, income passed through to another agency (e.g., fines), and funds unspent in previous fiscal year (e.g., carryover).

NOTE: Round answers to the nearest whole dollar.

12.7 Total Capital Expenditures [PLSC 405]	\$1,099,125
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## PERSONNEL (13.1 - 13.46)

Include all positions funded in the library's budget whether those positions are filled or not. Report position figures as of the last day of the fiscal year. Include only paid employees. Do NOT include volunteers.

Report personnel in the appropriate categories based on the type of library work being performed rather than on an employee's educational qualifications.

The FTE (full-time equivalent/employee) calculator utilizes the IMLS/PLSC national standard for a full-time work week as 40 hours per week. Illinois libraries should report each staff member's hours per week based on the number of hours worked. If your library considers 35-39+ hours per week as a full-time work week, then report using those figures. DO NOT inflate the hours your library considers as a full-time work week in order to force the resulting calculation to equal 1 FTE. For national comparison purposes, your library must report the total hours per week based on your local standard. For example, for an Illinois library that considers 37.5 hours per week as a full-time work week, the FTE calculation reported nationally will be .9375 or .94 rather than 1.00.

### Group A

This category includes all LIBRARIANS with MASTER'S DEGREES from an American Library Association (ALA) ACCREDITED program of Library and Information Studies. Another row will automatically appear once data is entered in the current row.

Summary	14	14	\$520.57	443.50
	<b>13.1 Position Title</b>	<b>13.2 Primary Work Area</b>	<b>13.3 Hourly Rate</b>	<b>13.4 Total Hours/Week</b>
	Director of Patron Services	Adult Services	\$56.16	37.50
	Head of Youth Services	Children\'s Services	\$55.63	37.50
	Head of Adult Services	Adult Services	\$43.95	37.50
	Head of Digital and Innovation Services	Adult Services	\$37.08	37.50
	Adult Services Librarian II	Adult Services	\$31.62	37.50
	Adult Services Librarian	Adult Services	\$27.13	37.50
	Adult Services Librarian	Adult Services	\$27.13	37.50
	Children's Librarian	Children\'s Services	\$26.00	37.50
	Children's Librarian	Children\'s Services	\$30.79	37.50
	Teen Librarian	Young Adult Services	\$30.51	37.50
	Adult Services Librarian	Adult Services	\$25.20	7.00
	Adult Services Librarian	Adult Services	\$27.53	8.00
	Adult Services Librarian	Adult Services	\$26.46	16.00
	Executive Director	Library Director	\$75.38	37.50

### Group A Total

13.5 Total Group A: FTE ALA-MLS (13.4 / 40) [PLS 250]	11.09
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### Group A hidden group hours

### Group B

This category includes other librarians. Include employees with the TITLE of LIBRARIAN who either have other types of library education (non-American Library Association (ALA) accredited library degrees; undergraduate library science majors or minors) OR do paid work that usually requires professional training and skill in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspects. Another row will automatically appear once data is entered in the current row.

Summary				\$0.00	0.00
	<b>13.6 Position Title</b>	<b>13.7 Primary Work Area</b>	<b>13.8 Education Level</b>	<b>13.9 Hourly Rate</b>	<b>13.10 Total Hours/Week</b>

				\$0.00	0.00
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## Group B Total

13.11 Total Group B: FTE Other Librarians (13.10/40) <sup>5</sup>	0.00
13.12 Total FTE Librarians (13.5 + 13.11) [PLS 251]	11.09

## Group C

This category includes full-time and part-time professional staff without the title of librarian and administrative support specialists (personnel director, business manager, public relations, other non-library specialists), information technology professionals (IT director, webmaster) and other technical and clerical employees.

13.13 Total hours worked in a typical week by all Group C employees	527.00
13.14 Minimum hourly rate actually paid	\$18.14
13.15 Maximum hourly rate actually paid	\$46.65
13.16 Total FTE Group C employees (13.13 / 40)	13.18

## Group D

This category includes full-time and part-time pages or shelveers.

13.17 Total hours worked in a typical week by all Group D employees	65.00
13.18 Minimum hourly rate actually paid	\$14.70
13.19 Maximum hourly rate actually paid	\$15.00
13.20 Total FTE Group D employees (13.17 / 40)	1.63

## Group E

This category includes full-time and part-time building maintenance, security or plant operation employees.

13.21 Total hours worked in a typical week by all Group E employees	127.50
13.22 Minimum hourly rate actually paid	\$21.24
13.23 Maximum hourly rate actually paid	\$38.19
13.24 Total FTE Group E employees (13.21 / 40)	3.19
13.25 Total FTE Other Paid Employees from Groups C, D, and E (13.16 + 13.20 + 13.24) [PLS 252]	17.99
13.26 Total FTE Paid Employees (13.12 + 13.25) [PLS 253]	29.08

## Librarian Vacancies

Include only those budgeted librarian positions vacant on the last day of this fiscal year for which there was an active search while the position remained vacant. Another row will automatically appear once data is entered in the current row.

Summary							
	13.27 Position Title	13.28 Primary Work Area	13.29 Education Level	13.30 Total Hours/Week	13.31 Number of Weeks Vacant during report period.	13.32 Annual Salary Range Minimum	13.33 Annual Salary Range Maximum

## Newly Created Librarian Positions

Include any newly created librarian positions which were created during the fiscal year reporting period. Another row will automatically appear

once data is entered in the current row.

Summary						
	<b>13.34 Position Title</b>	<b>13.35 Primary Work Area</b>	<b>13.36 Education Level</b>	<b>13.37 Total Hours/Week</b>	<b>13.38 Current Status: Filled or Unfilled</b>	<b>13.39 Date Filled (mm/year, if applicable)</b>

## Eliminated Librarian Positions

An eliminated librarian position is one that was budgeted for during the previous fiscal year period but was not in the budget for the current report period. Another row will automatically appear once data is entered in the current row.

Summary							
	<b>13.40 Position Title</b>	<b>13.41 Primary Work Area</b>	<b>13.42 Education Level</b>	<b>13.43 Total Hours/Week</b>	<b>13.44 Date Eliminated (mm/year)</b>	<b>13.45 Last Annual Salary Paid</b>	<b>13.46 Date Filled (mm/year, if applicable)</b>

## LIBRARY VISITS (14.1 - 14.1a)

This section collects information on the number of library visits. This is prefilled, based on the answer from Section 2.14.

<b>14.1 Total annual visits/attendance in the library [PLS 501]</b>	<b>156,843</b>
<b>14.1a Library Visits Reporting Method [PLS 501a]</b>	Annual Count

## PROGRAMS, ACTIVITIES & ATTENDANCE (15.1 - 15.39a)

### Synchronous Programs:

A program is any planned event which introduces the group attending to any of the broad range of library services or activities or which directly provides information to participants. Programs may cover use of the library, library services, or library tours. Programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include film showings; lectures; story hours; literacy, English as a second language, citizenship classes; and book discussions.

Count all programs, whether held on- or off-site, or held virtually as a group that are sponsored or co-sponsored by the library. Exclude programs sponsored by other groups that use library facilities. If programs are offered as a series, count each program in the series. For example, a film series offered once a week for eight weeks should be counted as eight programs. Exclude library activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, resume writing assistance, homework assistance, and mentoring activities.

**Note:** For more information, please refer to the Counting Opinions login screen for links to: "Guidance for Programs: Live Virtual and Recorded", "How to Count Programs and Activities", and "Virtual Programming Guidelines".

### Self-Directed Activities:

A self-directed activity is any planned event for which the patron can participate on their own (instead of at a designated time with a group). Registration is not required. A staff member may monitor the activity, but may or may not directly interact with the participants. Examples of these types of events include drop-in craft sessions, take and make kits, library scavenger hunts (when not done as part of a group), etc.

Count all self-directed activities, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude activities sponsored by other groups that use library facilities. If activities are offered as a series, count each activity in the series.

**Note:** For more information, please refer to the Counting Opinions login screen for links to: "Guidance for Programs: Live Virtual and Recorded", "How to Count Programs and Activities", and "Virtual Programming Guidelines".

	<b>15.1 Synchronous Programs (All Group Programs by Age)</b>	<b>15.2 Attendance</b>	<b>15.3 Self Directed Activities</b>	<b>15.4 Self Directed Activity Participants</b>
Children (0-5)	244	12,791	46	14,039
Children (6-11)	59	2,366	26	2,024

Young Adults (12-18)	61	2,649	24	415
Adults (19 and older)	135	2,289	21	1,011
General Interest	8	575	1	60
Total	507	20,670	118	17,549

## Onsite, Offsite and Virtual (All Group Programs by Type)

	15.29 Program Sessions	15.30 Program Attendance
Synchronous In-Person Onsite Program Sessions	366	16,790
Synchronous In-Person Offsite Program Sessions	110	3,373
Synchronous Virtual Program Sessions	31	507
Total	507	20,670

## Asynchronous Virtual Presentations (Subset of Self-Directed Activities)

15.37 Total Number of Asynchronous (Virtual) Program Presentations [PLS 620]	31
15.38 Total Views of Asynchronous (Virtual) Program Presentations [PLS 630] <sup>6</sup>	368

## Special Programming

15.39a Did the library provide any special programming for patrons on the autism spectrum?	No
15.39b Please describe the programming provided.	

## REGISTERED USERS (16.1 - 16.4)

This section collects information about the number of resident and non-resident library users. A registered user is a library user who has applied for and received an identification number or card from the public library that has established conditions under which the user may borrow library materials and gain access to other library resources.

**Note:** Files should have been purged within the past three (3) years.

16.1 Total Number of Unexpired Resident Cards	7,282
16.2a Total Number of Unexpired Non-resident Cards	0
16.2a (1) Of the total in 16.2a, how many Cards for Kids Act cards were issued?	0
16.2a (2) Of the total in 16.2a, how many Disabled Veterans cards were issued?	0
16.2b What was the total amount of the fees collected from the sale of non-resident cards during the past fiscal year?	\$0.00
16.3 Total Number of Registered Users (16.1 + 16.2a) [PLS 503]	7,282
16.4 Is your library's registered user/patron file purged a minimum of one time every three years?	Yes
16.5 Does the library charge overdue fines to any users when they fail to return physical print materials by the date due? [PLS 504]	No
16.6 Did your library board adopt a policy to waive the non-resident fee for persons under the age of 18?	No

## RESOURCES OWNED (17.1 - 17.9)

Libraries are required by statute [75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)] to provide a statement as to the number and character of items in the library's collection available for use as of the last day of the fiscal year report period.

This section of the survey collects data on selected types of materials. It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Material Expenditures. Under this category report only items the library has acquired as part of the collection and cataloged, whether purchased, lease, licensed, or donated as gifts that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.

For guidance in counting electronic materials, please reference the following guide: [Counting Electronic Materials for the IPLAR](#)

17.1 Print Materials [PLS 450]	97,853
17.2 Current Print Serial Subscriptions	222
17.3 Total Print Materials (17.1+17.2)	98,075
17.4 E-books Held at end of the fiscal year [PLS 451]	186,161
17.5a Audio Recordings: Physical Units Held at end of the fiscal year [PLS 452]	8,691
17.5b Audio Recordings: Downloadable Units Held at end of the fiscal year [PLS 453]	116,766
17.6a DVDs/Videos: Physical Units Held at end of the fiscal year [PLS 454]	11,597
17.6b DVDs/Videos: Downloadable Units Held at end of the fiscal year [PLS 455]	32,818
17.6c Other Circulating Physical Items [PLS 462]	1,499
17.6d Total Physical Items in Collection [PLS 461]	119,640

## Electronic Collections

Report the number of electronic collections. An electronic collection is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts, photographs, music, video, etc.) with a common user interface and software for the retrieval and use of the data. An electronic collection may be organized, curated and electronically shared by the library, or rights may be provided by a third party vendor. An electronic collection may be funded by the library, or provided through cooperative agreement with other libraries, or through the State Library. Do not include electronic collections that are provided by third parties and freely linked to on the web.

Electronic Collections do not have a circulation period, and may be retained by the patron. Remote access to the collection may or may not require authentication. Unit records may or may not be included in the library's catalog; the library may or may not select individual titles. Include electronic collections that are available online or are locally hosted in the library.

Note: The data or records are usually collected with a particular intent and relate to a defined topic.

Report the number of electronic collections acquired through curation, payment or formal agreement, by source of access.

17.7 Local/Other Cooperative agreements [PLS 456]	44
17.8 State (state government or state library) [PLS 457]	16
17.9 Total Electronic Collections (17.7 + 17.8) [PLS 458]	60

## USE OF RESOURCES (18.1 - 18.17)

Libraries are required by statute [75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)] to provide a statement as to the number and character of items circulated by the library. Report for the library's entire fiscal year.

For guidance in counting electronic item usage, please reference the following guide: [Counting Electronic Item Usage for the IPLAR](#)

18.1 Number of adult materials loaned	178,091
18.2 Number of young adult materials loaned	7,647
18.3 Number of children's materials loaned [PLS 551]	134,371
18.4 Total number of materials loaned (18.1 + 18.2 + 18.3)	320,109

## Report circulation, including renewals, by the material types below.

For guidance in counting electronic content circulation and usage, please reference the following guide: [Reporting Electronic Item Usage for the IPLAR](#)

18.5 Books- Physical	189,355
18.6 Videos/DVDs- Physical	20,521
18.7 Audios (include music)- Physical	6,728
18.8 Magazines/Periodicals- Physical	1,637
18.9 Other Items- Physical [PLS 561]	13,529
18.10 Physical Item Circulation (18.5-18.9) [PLS 553]	231,770
18.11 Use of Electronic Materials [PLS 552]	88,339
18.12 Total Circulation of Materials (18.10+18.11) [PLS 550]	320,109

<b>18.13 Successful Retrieval of Electronic Information [PLS 554]</b>	<b>151,254</b>
<b>18.14 Electronic Content Use (18.11+18.13) [PLS 555]</b>	<b>239,593</b>
<b>18.15 Total Collection Use (18.10+18.11+18.13) [PLS 556]</b>	<b>471,363</b>
<b>18.16 Interlibrary Loans Provided TO other libraries [PLS 575]</b>	<b>15,718</b>
<b>18.17 Interlibrary Loans Received FROM other libraries [PLS 576]</b>	<b>13,246</b>

## **PATRON SERVICES (19.1-19.2)**

This section gathers information on services the library provides to its patrons. Please fill in the information requested.

### **Reference Transactions**

Reference Transactions are information consultations in which library staff recommend, interpret, evaluate, and/or use information resources to help others to meet particular information needs.

A reference transaction includes information and referral service as well as unscheduled individual instruction and assistance in using information sources (including web sites and computer-assisted instruction). Count Readers Advisory questions as reference transactions.

**NOTE:** It is essential that libraries do not include directional transactions in the report of reference transactions. Directional transactions include giving instruction for locating staff, library users, or physical features within the library. Examples of directional transactions include, "Where is the reference librarian? Where is Susan Smith? Where is the rest room? Where are the 600s? Can you help me make a photocopy?"

If an annual count is not available, then select a typical week and multiply by 52 to estimate the annual count.

<b>19.1 Total Annual Reference Transactions [PLS 502]</b>	<b>27,802</b>
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19.1a Reference Transactions Reporting Method [PLS 502a]	Annual Count
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## One-on-One Tutorials

One-on-one tutorials are when a staff member spends a considerable amount of time tutoring or teaching a patron on a specific subject. Note that these are different from programs, which are put on for a group, and reference transactions, which are limited to information consultations (see definition above).

19.2 Total Annual One-on-One Tutorials	799
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## AUTOMATION (20.1 - 20.5)

This section is collecting information about automation technology in your library. Please provide the requested information below.

20.1 Total number of ALL computers in the library	81
20.2 Total number of PUBLIC USE (Internet and non-Internet accessible) computers in the library)	47
20.3 Is your library's catalog automated?	Yes
20.4 Is your library's catalog accessible via the web?	Yes
20.5 Does your library have a telecommunications messaging device for the hearing impaired?	No

## INTERNET (21.1 - 21.9)

This section collects information about internet services in the library facility. Please provide the requested information below.

21.1 Does your library have Internet access?	Yes
21.2a What is the maximum speed of your library's Internet connection? (Select one)	45 Mbps or more
21.2b If Other, please specify	
21.3 What is the monthly cost of the library's internet access?	\$1,700
21.4 Number of Internet Computers Available for Public Use [PLS 650]	47
21.5 Number of Uses (Sessions) of Public Internet Computers Per Year [PLS 651]	12,517
21.5a Reporting Method for Number of Uses of Public Internet Computers Per Year [PLS 651a]	Annual Count
21.6 Wireless Sessions Per Year [PLS 652]	320,932
21.6a Reporting Method for Wireless Sessions [PLS 652a]	Annual Count
21.7 Does your library utilize Internet filters on some or all of the public access computers?	Yes
21.8 Does your library provide instruction (workshops, classes) to patrons on the use of the Internet?	Yes
21.9 Number of website visits or sessions to your library website [PLS 653] <sup>7</sup>	135,429 --Select--

## E-RATE (22.1 - 22.3)

E-Rate is the commonly used name for the Schools and Libraries Program of the Universal Service Fund, which is administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC). The program provides discounts to assist schools and libraries in the United States to obtain affordable telecommunications and Internet access.

22.1 Did your library apply directly for E-rate discounts for the fiscal year?	No
22.2a If YES, did your library apply for Category 1, Category 2 or both?	
22.2b IF YES, what is the dollar amount that your library was awarded for the fiscal year report period?	
22.3 If NO, why did your library NOT participate in the E-rate program?	We found the application process to be onerous.

## STAFF DEVELOPMENT & TRAINING (23.1 - 23.5)

This section focuses on staff development and training. Please provide the requested information below.

23.1 How much money did your library spend on staff development and training this fiscal year? (Round answer to the nearest whole dollar.)	\$21,250
23.2 Does the above amount include travel expenses?	Yes
23.3 How many hours of training did employees receive this year?	592.25
23.4 Does your library provide training to enable staff to better serve their patrons on the autism spectrum?	No
23.5 Would you like to receive autism training at your library?	Yes

## COMMENTS AND SUGGESTIONS (24.1-24.3)

Please use this section to provide further information about your library and/or comments or suggestions for changes to the IPLAR process. We will use the comments you supply to better represent your data to the Public Library Survey and to help improve future versions of the IPLAR.

24.1 Are there any other factors that may have affected your library's annual report data of which you would like to make us aware?	
24.2 Are there any unique programs or services your library provided during the report period of which you would like to make us aware?	
24.3 Please provide any comments, suggestions or concerns about the Illinois Public Library Annual Report (IPLAR).	

## PUBLIC LIBRARY DISTRICT SECRETARY'S AUDIT (25.1-25.5) DISTRICT LIBRARIES ONLY

Public Library Districts are required by statute [75 ILCS 16/30-65(a)(1),(c)(d)] to submit the Public Library District Secretary's Audit.

**NOTE:** If there ARE any errors or discrepancies, please list and explain fully.

**NOTE:** Only DISTRICT libraries need to complete this Section, all other libraries should select "Not Applicable" for all questions in this section.

25.1 Were the secretary's records found to be complete and accurate?	Not Applicable
25.2 If NO, please list and explain any errors or discrepancies.	-1Not Applicable
25.3 First board member completing the audit	-1Not Applicable
25.4 Second board member completing the audit	-1Not Applicable
25.5 Date the Secretary's Audit was completed	-1Not Applicable

## IPLAR CERTIFICATION

Please have the library director, board president and board secretary type their names in the boxes provided to certify that they agree with the following statement:

This Illinois Public Library Annual Report (IPLAR) is being filed in accordance with 75 ILCS 5/4-10 (municipal libraries) or 75 ILCS 16/30-65 (public library districts). The undersigned authorized agents for this public library: (1) accept and acknowledge that the appended IPLAR is essentially accurate and correct; (2) transmit the appended IPLAR for review and any subsequent resolution; and, (3) agree that the electronic IPLAR copy submitted to the Illinois State Library shall serve as the official file copy.

	Electronic Signature	Date
Library Director	Ishwar Laxminarayan	07/01/2024
President	Jim Clifton	07/01/2024
Secretary	Sue M. Shattock	07/01/2024

## IPLAR SUBMISSION REMINDERS

Follow these steps for IPLAR submission:

1. Select the "Verify" button located at the top of the screen.
2. Review the form and resolve any required fields or edit checks (they will be highlighted in red). In the case of edit checks, explain pragmatically why this year's answer is equal to, less than, or more than the previous year's answer.
3. Select the "Submit/Lock" button at the top of the page.

**NOTE:** All required questions must be answered and all edit checks must contain narrative notes in order for the survey to electronically submit, otherwise you will be taken to a review screen listing the questions that require additional information. If you have trouble getting the form to submit/lock, please contact Pat Burg (217-785-1168, pburg@ilsos.gov).

<sup>1</sup>, 5.2 For the purpose of this section, we are listing all the board members whose terms had not expired as of April 30, 2024 - the end of our library's fiscal year. (0-2024-06-25)

<sup>2</sup>, 6.2 The Library has two rooms it uses for Library programming. These are not available to the public for non-library uses. (0-2024-06-12)

<sup>3</sup>, 6.2b The Library has two rooms it uses for Library programming. These are not available to the public for non-library uses. (0-2024-06-10)

<sup>4</sup>, 8.1a The City of Lake Forest is a home rule community that has chosen to abide by PTELL limits. Similarly, the library has chosen to abide by the PTELL limits. (0-2024-06-27)

<sup>5</sup>, 13.11 No staff in this category. (0-2024-06-27)

<sup>6</sup>, 15.38 The Library offered fewer online programs and staff is not creating as much content as we used to during the pandemic. Program presenters have reduced the amount of time available for patrons to view recordings of their programs, resulting in fewer views. (0-2024-07-01)

<sup>7</sup>, 21.9 Google Analytics changed from Universal to GA4, which changed the way data was tracked. GA4 moved away from a measurement model based on Sessions and Page Views to a model based on Events and Parameters. We began seeing the drop in Sessions starting July 2023. We launched the Lake Forest Library app in October 2023. Some links direct to our website, but users can get answers directly in the app, or bypass our website to be taken directly to the catalog. Search engines are increasingly favoring AI-created answers over website links, which can bury websites in search results and make them less discoverable by users. And search engines are providing AI-answers to users directly on search result pages, lessening the need for users to scroll and click into websites. (0-2024-06-25)

## Library Operations Report June 2024

### Adult Services

“Art Is All Around Us” Summer Reading for Adults has been very popular. At the end of June, we have 131 patrons registered for adult summer reading, and 40 who have completed the program (meaning they have read 4 books). In total, adult patrons have read and logged 318 books so far. The Fresh Market gift card has been the most popular weekly raffle drawing with 86 tickets entered. We still have until the end of July for patrons to register, read, and redeem prizes. For comparison, last year at the end of the program, we had 165 registered, and 74 completed.

The Adult Services Dept has added a part-time librarian (finishes MLIS degree in December of 2024). Breen Tivnan will be working 3 mornings a week and some weekend hours at the Reference Desk. Breen grew up in Lake Forest, has worked in District 67 school libraries and founded the popular and open to all LB/LF Book Club.

We also added a Full time Librarian, who will be starting mid-July. Vanessa Powell most recently was working at the Glenview Historic Center, she taught Genealogy classes at the Glenview Library and worked at the Joplin Public Library. She is coming to us with a focus on archiving and online digital local resources. She has recently moved with her family to Lake Forest from Chicago.

We have two fun new bookmarks highlighting the designs of the Adult Bookmark Design Contest. Krista distributed 50 Reg 'n' Go paint by number kits. Working with our graphics department, Mandy and Joy created a Paint-by-Number Bookmark inspired by the Remisoff Murals.



Adult Services presented several history programs that were recorded: including Men of Omaha Beach had 213 views and Lighthouses of Michigan & the Great Lakes which had 260 views.

## Media Lab

In June, the City of Lake Forest's Human Resources department visited the Media Lab to learn about 3D printing as part of their annual team building day. John Lacson led the group through firsthand exercises, giving participants the opportunity to gain experience with computer aided drawing software and to use the Media Lab's 3D printer. Human Resources Generalist, Brina Diaz commented *"I cannot thank you enough for setting us up with John and the media lab session. My team had a wonderful time learning about the media lab and 3D printing. I guarantee we are all going to be frequent visitors."*

Chad Clark attended the Deerpath Garden Club of Lake Forest's annual luncheon at Conway Farms Golf Club. Mr. Clark was asked to speak about the Media Lab and its uses as many members have interests in capturing, editing, sharing, and archiving images of the beautiful gardens in and around Lake Forest.

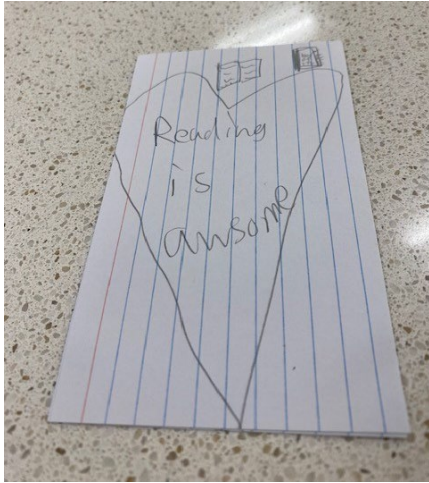
The "Make a Mug" program drew sizable interest in June. Lake Forest residents were given tours of the Media Lab and then shown how to make their own customized ceramic mug using the Media Lab's sublimation printer. More "Make a Mug" programs are scheduled in July and August.



Example "Mural" mugs from the "Make a Mug" program in June



## Children's Services



We found this message in a book. 🥰



## Children's Mural – Draw the Stuffie!

This little girl was the first to take on our newest Design Center project. The children had the challenge of drawing the Very Hungry Caterpillar.



### StoryWalk at the Lake Forest Library

Children and their adults enjoyed strolling on the library grounds while reading *I Can't Draw* by Stephen W. Martin.



### Silent Auction Winner for Spirit of 67

Another successful Silent Auction Birthday Party/Storytime! Katherine Hensley won the "Lake Forest Library Storytime Party" in the Spirit of 67's online auction. Ms. Hensley wanted to use the party for her daughter Poppy's 6<sup>th</sup> birthday. Fifty children and parents attended the event.





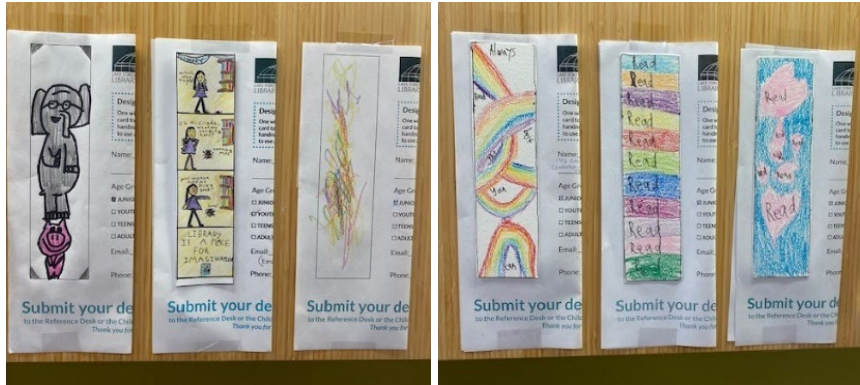
### Little & Messy: Fizzy Cloud Dough for Ages 1-5

Our youngest patrons enjoyed a morning of sensory fun and exploration through messy play.



### Summer Reading Challenge

Children through 6<sup>th</sup> grade are welcome to complete challenges to earn raffle tickets for a chance to win a grand prize! Challenge number 4 is to character sketch: draw a book character and bring it to the Children's Library for us to put on display!



## Bookmark Design Contest

Design a handmade 2" x 8" bookmark for the Library! Four winners (one in each age group) will receive a gift card to the Lake Forest Book Store and have their design printed at the Library!



## The Bug Show with Crosstown Exotics

Eighty-eight children and adults came to learn all about the creepy crawly world of insects and arachnids. Miss Michelle learned that the children's favorite insect this summer was the cicada!





### **Wendy Bering's last day at the Lake Forest Library was Thursday, June 27, 2024.**

In her brief time with us Wendy hosted a popular Family Storytime and streamlined tasks, including a new labeling system for the Juvenile audiobook collection. Wendy also did some amazing work on the Juvenile fiction collection, while creating a spreadsheet of every graphic novel book in the collection, and what needs to be added to each series.

## **Young Adult Services**

June was a huge month for Teen Services, starting with our Spring Exam Escape, kicking off Teen Volunteering, and hosting 16 successful programs.



We were the go-to destination for 832 students for this Exam Escape period, a more than 300% increase from last year's 249 attendees. They studied, practiced presentations, and de-stressed with the materials we provided.



We are grateful for our Teen Volunteers this summer as they help us run our summer programs! We have 41 teen volunteers this summer and in June they worked hundreds of hours assisting with summer reading, organizing materials, and helping us put on fun and educational programs.

We have reprised successful programs from last summer, like our cultural taste test (June was Japan), Magic the Gathering, Bookmark Design Contest, and Safe Sitter Babysitting class while also adding new programs like 100 Books Before Graduation, Chess Club, and a drop-in Arts & Crafts session.





## Collections



The Takeout Tech and Accessibility collections were moved to a hang tag system now displayed along the south-facing wall of the Reference room. The transition brings refreshed focus on both collections, creating a one-stop-shop for popular technology, tools, and entertainment devices.

## Facilities

Integrated Building Automation Systems conducted an onsite visit on June 03, 2024. The planning visit and site walk was in preparation for the new HVAC controls installation project. The installation began June 27, 2024 and is expected to take 4 to 6 weeks.

On Tuesday June 4<sup>th</sup>, American Hoist came in to service the elevator that was not operable. Hoist removed a small obstruction in the elevator sill that was preventing the elevator from opening and closing the elevator door. The elevator was returned to service and the cost of the repair was \$221.00.

Hill Mechanical was onsite June 18, 2024, to repair the fan motor of the Carrier Gemini cooling unit. The cost of the service call was \$1,623.99.

On Wednesday June 26<sup>th</sup>, Tee Jay Door Services came in and inspected the interior door of the vestibule when entering the library. They found that the control board was broken and returned on Friday the 28<sup>th</sup> to install a new one. Functionality was re-established and the cost of the repair was \$1,222.00.

On Friday June 28<sup>th</sup>, Mariani Landscaping and Facilities performed a site walk of the perimeter property landscaping to address the current service's condition. It was determined additional

trimming and pruning was needed and is scheduled for the next visit. The additional landscaping scope is included in the annual contract.

### **Circulation/Interlibrary Loan**

Just a couple notable numbers for June. Patrons plan on reading (or catching up) this summer, we checked out 2,073 holds for patrons and registered 164 new Lake Forest Library cards. Our Grab & Go shelf has been so full we had to add a side cart to hold the additional items.

With Lake Bluff reducing their hours we are seeing an uptick in Lake Bluff residents registering their cards with us.

### **Training/Conference Attendance**

Kate Buckardt attended the American Library Association Conference in San Diego. In addition to attending many workshops, author talks, and other conference sessions, she tried out a model of our new vending machine. Highlights included sessions on: *Breaking Boundaries: Harnessing the Power of Artificial Intelligence and ChatGPT to Transform Library Services*, *Outreach: Service Beyond our Walls*, *The Digital Divide*, *Navigating Every day*, *Unintended Microaggressions*, and *Literary Luminaries: Celebrating the Best Reading of the Year*. Kate also spoke with several authors including Seattle Civic Poet Anastacia-Renée Tolbert who may do a program for us next year; Pulitzer Prize winning author Dave Eggers, a Lake Forest native who this year received a Newbery Award for his middle grade book *The Eyes and the Impossible* and Edward Underhill, a debut Fiction author from Kenosha.

The Adult Services Department took a field trip over to the library at Lake Forest College. We often send patrons there so we thought a tour would be helpful for our staff. The library is open to all LF and LB residents with a valid ID. Residents may check out books from their collection. There are some limits and some limited hours. They have many databases available; a guest pass is available at their Circulation Desk. During finals and the summer there are some areas closed to the public, and restricted hours. The library is not open to the public on weekends but is open late most nights. Always check the website.

The database that may be popular that we do not have access to is JStor. It indexes mostly scholarly journals and has the full text. Most of the content has a 2-year lag time for copyright purposes. The library has a great collection of art books. They have lots of older microfilm of assorted journals, including German and Russian journals.

We shared with LF College staff information about our world language resources including our eBooks, Press Reader and our print book collection, their international students may be interested in these resources.

The library has a small cafe run by food services, serving coffee and sandwiches. We will host their staff for a tour on Monday, July 15th.

## Upcoming Meetings/Events

Wednesday, July 17, 2024, 5 pm:	Finance Committee, Reed Room
Thursday, July 25, 2024, 11.30 am – 1 pm	Lunch with the Mayors, The Forester Hotel
Saturday, July 27, 2024, 1 pm – 3 pm:	Arty Party with Magic, Ice and Foam – Summer Reading Celebration on the Front Lawn
Wednesday, July 31, 2024, 3 pm – 4 pm:	Family Concert with Justin Roberts – Front Lawn
Wednesday, August 7, 2024, 9 am – 1 pm:	Staff visits to area libraries. Library closed in the morning for Lake Forest Day



## TOP TEN CIRCULATING ITEMS IN June 2024

### By Format & Audience

eBooks			
Number	Title	Author	Circulations
1	<i>The Women</i>	Hannah, Kristin	28
2	<i>Funny Story</i>	Henry, Emily	24
3	<i>The Heaven &amp; Earth Grocery Store</i>	McBride, James	19
4	<i>The Demon of Unrest: A Saga of Hubris, Heartbreak, and Heroism at the Dawn of the Civil War*</i>	Larson, Erik	18
5	<i>Table for Two: Fictions</i>	Towles, Amor	16
6	<i>Fourth Wing</i>	Yarros, Rebecca	13
7	<i>James: A Novel</i>	Everett, Percival	13
8	<i>Just for the Summer</i>	Jimenez, Abby	13
9	<i>Long Island</i>	Tóibín, Colm	13
10	<i>First Lie Wins</i>	Elston, Ashley	12
11	<i>Tom Lake</i>	Patchett, Ann	12

\* Denotes nonfiction

e-Audiobooks			
Number	Title	Author	Circulations
1	<i>The Women</i>	Hannah, Kristin	26
2	<i>Funny Story</i>	Henry, Emily	22
3	<i>The Heaven &amp; Earth Grocery Store</i>	McBride, James	17
4	<i>The Four Winds</i>	Hannah, Kristin	16
5	<i>First Lie Wins</i>	Elston, Ashley	15
6	<i>Darling Girls</i>	Hepworth, Sally	14
7	<i>The Paris Novel</i>	Reichl, Ruth	14
8	<i>Table for Two: Fictions</i>	Towles, Amor	13
9	<i>The Covenant of Water</i>	Verghese, Abraham	13
10	<i>The Fury</i>	Michaelides, Alex	13

Adult Books			
Number	Title	Author	Circulations
1	<i>Lessons in Chemistry</i>	Garmus, Bonnie	92
2	<i>The Heaven &amp; Earth Grocery Store</i>	McBride, James	21
3	<i>Tom Lake</i>	Patchett, Ann	19
4	<i>The Midnight Library</i>	Haig, Matt	17
5	<i>A Calamity of Souls</i>	Baldacci, David	15
6	<i>Funny Story</i>	Henry, Emily	14
7	<i>Table for Two</i>	Towles, Amor	13
8	<i>Demon Copperhead</i>	Kingsolver, Barbara	12
9	<i>The 24th Hour</i>	Patterson, James	11
10	<i>Stuart Woods' Smolder</i>	Battles, Brett	10

Teen			
Number	Title	Author	Circulations
1	<i>Spy x Family</i>	Endō, Tatsuya	15
2	<i>Solo Leveling</i>	Chugong	11
3	<i>Kaiju no. 8</i>	Matsumoto, Naoya	9
4	<i>The Selection</i>	Cass, Kiera	8
5	<i>Scythe</i>	Shusterman, Neal	7
6	<i>The Book Thief</i>	Zusak, Markus	7
7	<i>The Summer I Turned Pretty</i>	Han, Jenny	6
8	<i>We Were Liars</i>	Lockhart, E.	6
9	<i>The Fault in Our Stars</i>	Green, John	5
10	<i>Glass Sword</i>	Aveyard, Victoria	4

Children's Books			
Number	Title	Author	Circulations
1	<i>Escape from Mr. Lemoncello's Library</i>	Grabenstein, Chris	18
2	<i>Jessi's Secret Language</i>	Chau, Chan	13
3	<i>Stacey's Mistake</i>	Crenshaw, Ellen T.	13
4	<i>Claudia and the Bad Joke</i>	Nopra, Arley	13
5	<i>The Inheritance Games</i>	Barnes, Jennifer Lynn	12
6	<i>The Fort</i>	Korman, Gordon	12
7	<i>Harry Potter and the Sorcerer's Stone</i>	Rowling, J. K.	12
8	<i>Weird Kid</i>	Van Eekhout, Greg	12
9	<i>I Broke My Trunk!</i>	Willems, Mo	12
10	<i>Odder</i>	Applegate, Katherine	11

Non Book Items		
Number	Title	Circulations
1	<i>Mobile Hotspot</i>	34
2	<i>Children's book bag</i>	24
3	<i>Arthur the King</i>	19
4	<i>The Beekeeper</i>	14
5	<i>Anatomie d'une Chute = Anatomy of a Fall</i>	12
6	<i>Migration</i>	11
7	<i>Lake Forest Take Out Tech : Nintendo Switch Console</i>	11
8	<i>The Long Game</i>	10
9	<i>Godzilla x Kong. The New Empire</i>	9
10	<i>Ordinary Angels</i>	7
*DVDs unless otherwise indicated		

### Service Statistics for June 2024

	June 2024	June 2023	YTD FY 2025	YTD FY 2024
Library Visits	<b>17,618</b>	14,494	<b>31,027</b>	25,812
Physical Items circulated	<b>23,511</b>	23,148	<b>42,716</b>	40,881
E-Media Circulated	<b>8,281</b>	8,678	<b>16,897</b>	16,313
Database Uses	<b>12,891</b>	9,858	<b>27,600</b>	21,270
Library Programs & Attendees**	<b>51 programs 3,391 patrons</b>	50 programs 2,982 patrons	<b>96 programs 6,703 patrons</b>	121 programs 6,021 patrons
Media Lab, Appts, and Tutorials	<b>46</b>	51	<b>108</b>	103
Reference Questions	<b>2,671</b>	2,633	<b>4,638</b>	4,954
New Library Cards Issued	<b>164</b>	193	<b>239</b>	264
Items added to collection	<b>1,074</b>	1,231	<b>1,984</b>	1,994
Items withdrawn from collection	<b>1,027</b>	1,214	<b>2,274</b>	2,027

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

\*\*Includes passive programs and take-home activities