

## LAKE FOREST LIBRARY BOARD OF TRUSTEES

**City Hall Chambers, 220 E Deerpath Road, Lake Forest, IL 60045**

**Tuesday, December 17, 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. President's Remarks
4. Call for Additions to the Agenda
5. Opportunity for the Public to Address the Board
6. Correspondence Report and Patron Comments
7. Consent Agenda (omnibus vote on matters 7(a) - 7(d):
  - a. Approve December 17, 2024 Agenda
  - b. Approve November 19, 2024 Regular Meeting Minutes
  - c. Approve November 2024 Financial Report
  - d. Approve December 11, 2024 Finance Committee Meeting Minutes
8. Presentations:
  - a. 2024 Property Tax Levy - City of Lake Forest Finance Director Elizabeth Holleb
  - b. Illinois Library Association Legislative Meet Up – Trustee John F. Johnson
  - c. Library Exterior Courtyards Restoration – Ken Itle, Associate Principal, Wiss Janney Elstner (WJE) Associates
9. Building Committee:
  - a. Approval of Proposal for Design Development/Construction Document Services for Library Exterior Courtyards Restoration from WJE Associates
  - b. Other Projects
10. Finance Committee
  - a. Acknowledge and Accept Receipt of FY 2024 Annual Audit Report
  - b. Approval of 2024 Property Tax Levy for FY 2026
  - c. Library/City of Lake Forest Memorandum of Understanding
11. 2025 Library Calendar
12. 2025 Board of Trustees Meeting Calendar
13. Library Operations Report
14. Unfinished Business
15. January 21, 2025 and February 18, 2025 Board Meetings
16. New Business
17. Adjournment.

**Upcoming Meetings: Regular Board: January 21, 2025.**

Special meetings may be called at any time with proper notice pursuant to the Library's bylaws. Individuals with disabilities who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meetings or the facilities are requested to contact the Library Director at 847.810.4602 promptly to allow the Library to make reasonable accommodations.

### **PUBLIC COMMENT AT BOARD MEETINGS POLICY**

The Illinois Open Meetings Act provides in Section 2.06 that at meetings of public bodies, "any person shall be permitted an opportunity to address public officials under the rules established and recorded by the public body." 5 ILCS 120/2.06(g).

The Board of Trustees welcomes public participation. This policy provides the following rules and guidelines for public participation at its meetings.

Individuals attending board meetings must conduct themselves with respect and civility toward others. Abusive, profane, threatening, or harassing language and/or personal attacks will not be permitted. The Board President or presiding officer may prohibit further comment at the meeting by a speaker whose remarks violate this rule.

Public comments are permitted during the time designated on the Board of Trustees meeting agenda, unless otherwise directed by the Board President.

The Board President determines the order in which speakers will be recognized.

When recognized by the Board President, the speaker should begin by stating his or her name and address.

Public comments will ordinarily be limited to three (3) minutes per speaker. The Board President shall have discretion to modify this time limit, as well as to limit repetitive comments.

Members of the public will not be allowed to speak a second time until all members of the public who wish to speak have been allowed to do so. The Board President will determine whether second public comments will be permitted, and if so, the appropriate amount of time for public discussion, and will end public comment at his/her discretion.

Board members are not obligated to respond to comments from the public. Issues requiring possible action by the board may be added to a future meeting agenda, and issues that can be addressed by library administration will be noted.

A copy of these guidelines will be placed next to the sign-in sheet made available to members of the public at the entrance to board meetings.

Petitions or written correspondence directed to the board shall be presented to the board by the Board President or Secretary at the next regularly scheduled board meeting.

Minutes are a summary of the board's discussion and actions. Speaker requests to append written statements or correspondence to the minutes are not favored. Generally, written materials presented to the board will be included in the library's files rather than in the minutes. The Board President shall have the authority to determine procedural matters regarding public participation not otherwise defined in these guidelines. *(Approved by the Library Board of Trustees January 9, 2018.)*



## SELECTED PATRON COMMENTS

### NOVEMBER 2024

- Direct Message on Instagram: Hi LF library! Wondering whether your kids room is generally open and drop in times are designated open play or if open play times are the only times the room is available? Thanks in advance! Currently, we only formally open the room for play during Playtime on Fridays.
- Patron asked if I was the librarian who did storytime at Little Scouts a few weeks ago. Yes! The child recognized me from storytime and her caregiver commented that she's been talking about it a lot since the event. Her caregiver thanked me for doing such a wonderful storytime.
- Thank you so much for having Playtime today, we had a great time. It was nice to have something to do when it gets this cold.
- Thank you for supporting this Year's Spring Benefit @MSLF! We appreciate your donation, which helped us raise over \$80,000 for our new music program. We are grateful for your support. (Note from Montessori School of Lake Forest about the coupon that we donated for a special Birthday Party Storytime on November 30, 2024)
- I hope you know how much it's appreciated having all the early chapter books in one place. Having them around here [the tree] at her height—it's been perfect. We love it, and the kids definitely want more books now that it is less work.
- I love that this space [the Teen Space] is divided by genre, this makes it so easy to browse now.
- Thank you so much for showing me around! I have found resources I never would have known about if not for you--this library has so much to offer, I can't believe it took me so long to come down here.
- Librarian from neighboring - You have such a beautiful library and I love what you have done with the Children's department, how the space is so well utilized even though you're limited (paraphrased)
- Patron looking for information on family member who lived in Lake Forest. Found some articles from historic Lake Forester. "I have learned a lot of great new things about this part of my family today, and that is thanks to your diligence, research, and generosity".
- Thanks for the curated bookmarks! My daughter LOVED one of the books on the list.
- Patron was inquiring about upcoming Exam Escape program in December for her teen and was thrilled to learn we are piloting extended hours on Sunday the 15th.

- Since we added the new early chapter book section, I have been shelving a lot more of these books. A mother/patron thanked us for adding this section as it is easier for young readers to find books.
- A patron said they were happy to see that we had a recent new movie added to our shelves already since they were frustrated with the fact they had to pay for it through streaming services still.
- This new Early Chapter section has been so good for my kids. It's so convenient and has such a variety. My son gets really into one series and wouldn't look at anything else, but now having the other options all around has opened him up to other series so he just keeps going. It's really cut down on him hitting a wall at the end of his books and just rereading the same thing over and over.
- I love this book you [Emmy Neal] gave me! I'm already almost done with it! I'll come back to you tomorrow for another one, you have the best ideas!
- Spoke with 2 young moms new to the library, they came with their young kids for Storytime. One mom grew up in Lake Forest and had fond memories of playing with her sister in the lobby stairwell when they came to the library after school. She mentioned that she liked some of the newer updates to the library but was so happy to see many things had not changed. "I love that this library feels like a hometown library, not an institution." The other young mom is from Libertyville and said she goes to a modern library but wanted her child to have a more "cozy" experience for Storytime and was happy to see this library "feels more like the libraries I grew up with." Both mothers were in their early 30's and were seeking a special experiential/environmental "Storytime moment" for their kids.
- First Presbyterian Preschool comment on their Instagram page:  
Our walking field trip with Voyager and Odyssey students was a sunny success! Friend ventured from school to @lakeforestlibrary where the legendary Miss Lorie welcomed us for a wonderful interactive Storytime. We then headed to Dunkin for a sweet treat and grabbed some donuts to-go for our friends back at school!  
We are so grateful to Miss Lorie for hosting us, and also want to extend a special thanks to Officer Sulkin and Officer Hertzfeldt from Lake Forest Police Department who met us at the library and followed us all the way through town to make sure our journey was complete. What a fantastic day for our special community!  
Lake Forest Library response: We'll make sure to pass this on to Miss Lorie. We're kinda partial too! Thanks for visiting!
- The book you recommended to me this summer [The Dare by Natasha Preston] is now one of my favorite books! I've read everything that the author has written now!
- 3 Steps to Decluttering Your Photos Krista, Thanks very much for hosting the "Jamie Novak Photo Sorting Program" on Zoom tonight. Jamie shared many good practical tips with all of us. You were very helpful with the closing comments and questions!

- You have a beautiful library there!
- This 100 Books program has been so great for my son. He really gave up on reading in middle school, but I feel like he's getting back to it now! I was the one really driving it to start but now he's picking books up by himself.
- Instagram post regarding the question posed "What is your favorite spot in the Library?": A former resident said "Next time in Chicago, I'm definitely going to visit." and they asked "if we had a website that shows the library?" and in response to the virtual library answer ... "that's absolutely fantastic! I'm going to check that out. Thank you so much. 😊" We have a virtual tour now that you can wander the library online at [www.lakeforestlibrary.org/virtual-tour](http://www.lakeforestlibrary.org/virtual-tour). You can navigate it via the side menu or the map and click on hotspots to get more information. If you have any questions let us know!
- I love the genres! It's so easy to find everything and this is how I prefer to browse.
- I think these genres are a good idea, it's more intuitive this way, and I think my kids will like this. I like this, it's so much easier to get them things I think they'll like. [speaking on the YA section]
- Happy Friday, Michelle! Thank you so much to help me find all those books. My students have enjoyed the books so much! Have a great weekend! - Local school teacher
- Patron commented about Erin's help with Libby/Audiobooks; "The library has the nicest young people to help!"
- Patron requested a Birthday Party/Storytime Coupon for the School of St. Mary's March 2025 auction: Thank you so much, Lorie! This is so generous & will be a great addition to our auction.
- Instagram post Shelby Van Pelt recording: "It was a wonderful event! Thank you for hosting!"
- I had the pleasure and education today of a 1-on-1 tech help session with John Lacson and I could not be more thrilled (and educated)! He patiently and successfully solved several issues for me in a short span of time, and I can now read ebooks from LFL again! This cannot have been an easy solve, as I was attempting to mate some very old with new devices per my physical health challenges. On top of everything, John was very 'senior friendly' and never made me feel ignorant (in fact, he went out of his way to make me feel comfortable in my less than strong technology knowledgeable state.) Genuinely, John himself was the nicest and most knowledgeable person with whom I've interacted in a long time and this 1-on-1 tech session boosted my already good opinions of my library many fold. Thank you.
- I am always impressed with the Children's Library! You always do such a good job!

The Good Life

# No Place Like Home

Lake Forest native Matty Price Collins reflects on the community she loves and what it means to be the fourth generation to lead her family's insurance business.

edited by **Sherry Thomas**  
photography by **Katrina Wittkamp**  
styling by **Theresa DeMaria**  
hair and makeup by **Leanna Earnest**

Growing up in Lake Forest, Matty Price Collins recalls “playing” at a desk in the office of Price Insurance, a business her great-grandfather founded in 1937. Today, she and brother Andrew are the fourth generation to lead the Lake Forest institution and that desk is where she works every day. “Lake Forest has a tight-knit community, and growing up here has been a rewarding experience that I truly cherish,” says Collins, explaining that she moved back to her hometown to join the family business soon after graduating from the University of Kansas. “I couldn’t imagine raising my family anywhere else. I grew up spending time in the office and now I have the joy of seeing my boys Cormac (age 4) and Killian (age 2) doing the same thing. If you swing by our office, there’s a good chance you’ll catch my sons or nieces stopping by for a visit.” These family bonds extend beyond business to supporting community institutions that are close to their heart—especially Misericordia Heart of Mercy, where Collins’ older brother, Austin, has been living for nearly 20 years. “Giving back to local organizations has always been an important value my parents instilled in me. We have been active supporters of Lake Forest Open Lands, Lake Forest Rec Center, Lake Forest Hospital, Gorton Center, Forest Park Beach, History Center of Lake Forest-Lake Bluff, and District 67,” says Collins. “But the cause I am most passionate about is Misericordia.” As a member of The Siblings Committee at Misericordia, she has served as a volunteer for multiple events and has run in marathons to raise money and awareness for the nonprofit “community of care.” While “work life balance” can be challenging, Collins says that working with her family in the community she loves makes it all that much easier. “The kindness and support from my neighbors are what makes living and operating a business in Lake Forest so special.” She recently took time from her busy schedule to share a few of her favorite things.

**Favorite place you’ve ever golfed?** We are fortunate to be members of Conway Farms Golf Club and have access to an incredible course close to home but for an away game, TPC Scottsdale. **Go-to destination or activity when you need to relax and recharge?** Focused Results in Lake Bluff. **Lake Forest’s best kept secret is?** Lake Forest Library. I have been blown away by the kindness of the staff, number of activities, and resources they have for children of all ages. **Favorite North Shore restaurant?** Pomeroy in Winnetka for a fun date night and Minos patio in the summer with the kids. **If you could have a second home anywhere, it would be?** Hilton Head, South Carolina. We would vacation there growing up and it is where my dad took my mom for their surprise honeymoon. **Favorite holiday tradition?** Mass on Christmas Eve at my in-law’s house. My husband Kevin is from a very large family (1 of 12) and every Christmas Eve they have their family priest perform mass at their home. It is a wonderfully intimate experience filled with lots of music. **Place to escape for the weekend?** The American Club in Kohler, Wisconsin. Fantastic golf, spa, and food. **Next stamp on your passport will be?** Mexico. My husband and I recently started an adults-only winter trip tradition. We have gone to Scottsdale, London, Turks and Caicos, and have our eyes set on Cabo this year. **Favorite band or music artist?** Zach Bryan has a big hold on me right now. My boys love him as well. **Best book you’ve read this year?** *The Seven Husbands of Evelyn Hugo*, by Taylor Jenkins Reid. I can’t wait for the movie. **Person that inspires you?** My parents. The older I get the more profound it is to me just how challenging raising a child with special needs is and the impact it has on your life. They always have a smile on their face, prioritize all their children equally, and have grown a longstanding successful business. It’s remarkable. **Drink of choice?** If we are discussing adult beverages, margarita or bust! **Favorite winter activity?** Paddle! I play for the Lake Forest Club, and it is the best activity to stay active and pass the time during the cold winter months. **Beauty product you can’t live without?** Tula brightening under-eye balm. **New Year’s Resolution?** Oh, there are many, but I would really like to read more books.



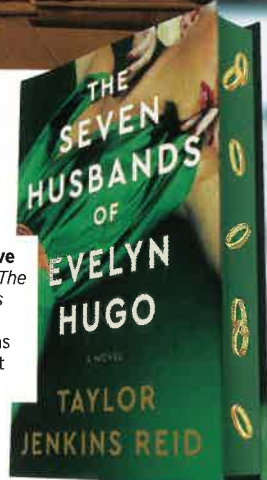
**If you could have a second home anywhere, it would be?** Hilton Head, South Carolina. We would vacation there growing up and it is where my dad took my mom for their surprise honeymoon.



**Go-to destination or activity when you need to relax and recharge?** Focused Results in Lake Bluff.



**Favorite North Shore restaurant?** Pomeroy in Winnetka for a fun date night and Minos patio in the summer with the kids.



**Best book you’ve read this year?** *The Seven Husbands of Evelyn Hugo*, by Taylor Jenkins Reid. I can’t wait for the movie.

**LAKE FOREST LIBRARY BOARD OF TRUSTEES**  
360 East Deerpath Road, Lake Forest, IL, 60045

Tuesday, November 19, 2024

*Regular Meeting*

CALL TO ORDER

President Jim Clifton welcomed all and called the meeting to order November 19 at 6:30 pm in the Kasian Room, Lake Forest Library.

ROLL CALL

Trustees present: Jim Clifton, JoAnn Desmond, Josh Jackson, Bob Shaw, Heather Strong, Emily Van Bel. A quorum was present.

Trustees absent: John F. Johnson, Vince Sparrow

Library Staff present: Ishwar Laxminarayan, Executive Director, Facilities Manager Jim Lee, Kate Buckardt, Head of Adult Services, Lorie Rohrer, Head of Youth Services, Joy Schmoll, Head of Communications, Mandy Cowan, Graphic Designer.

PRESIDENT'S REMARKS

President Clifton welcomed everyone and mentioned excitement for the upcoming presentations.

CALL FOR ADDITIONS TO THE AGENDA

None.

OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD

None.

CORRESPONDENCE REPORT

Director Laxminarayan shared that the recent author lecture events were highly attended and well received by the public. Director Laxminarayan also discussed the recent RAILS report, highlighting that U.S. libraries collectively have more cardholders than Amazon members.

CONSENT AGENDA

Trustee Strong requested more detailed reporting on the Friends library sale numbers. Trustee Desmond made a motion, seconded by Trustee Johnson to approve the Consent Agenda. The vote was approved unanimously by all Trustees in attendance.

BUILDING COMMITTEE

Mr. Lee reported that the Elevator upgrades are progressing well with an upcoming meeting to finalize finish selections. Mr. Lee also reported on the updated software through Carrier Systems for the boiler and HVAC controls.



Lake Forest Library Board of Trustees  
Regular Meeting Minutes  
November 19, 2024

Trustee Strong discussed the upcoming presentation for the Courtyard renovations. Ken Itle of Wiss Janney, Elstner Associates, Inc. was not able to attend today because he was called away on jury duty. We will reschedule the presentation for the December 17 board meeting. Schematic designs are completed, receiving positive feedback from community partners. Trustee Strong made a motion to proceed to the next phase of design development, including a cost estimate for planning. The motion was seconded by Trustee Desmond and approved unanimously by all Trustees in attendance.

Director Laxminarayan provided an overview of current architecture and design trends in libraries across the United States from Library Journal.

#### OPERATIONS REPORT

Director Laxminarayan highlighted again the success of the Shelby Van Pelt author event. Director Laxminarayan also noted positive trends in key metrics compared to last year.

#### SOFTWARE PRESENTATION

Trustee Pearson provided an overview of the OrangeBoy platform and noted that he was very impressed by what it had to offer. Ms. Schmoll and Ms. Cowan presented on OrangeBoy software as a centralized platform for community engagement and data analytics. The software improves operational efficiency and streamlines patron engagement. Staff has expressed satisfaction with its functionality. A 3-year contract was approved unanimously by all Trustees in attendance.

#### UNFINISHED BUSINESS

None

#### NEW BUSINESS

None

Trustee Desmond made a motion, seconded by Trustee Jackson, to adjourn the meeting. The motion passed unanimously by all trustees in attendance. The meeting adjourned at 7:55 pm.



## FY2025 Revenue & Expenditure Statement

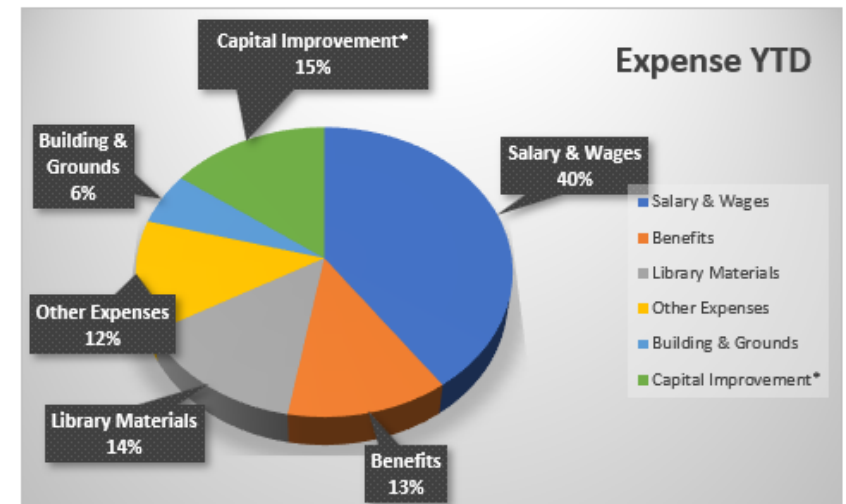
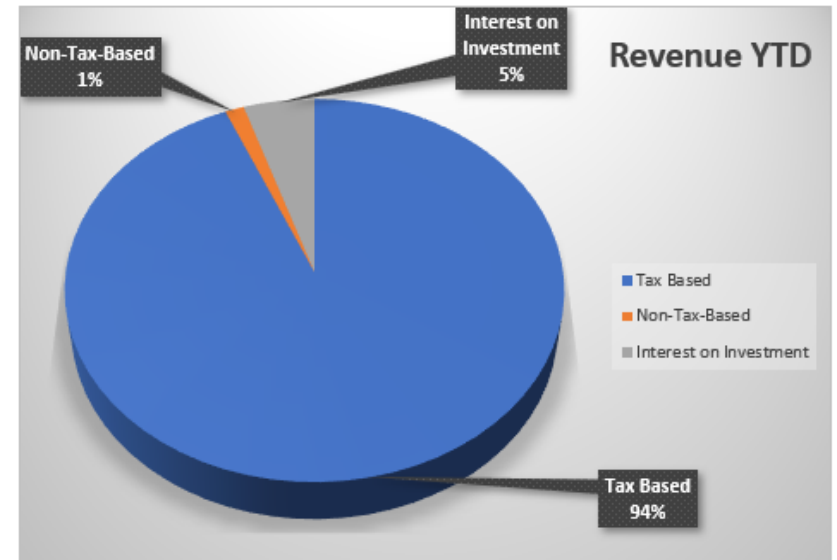
For the YTD November - 2024

Revenues	YTD	Budget	Budget Realized
Tax Based	4,924,387	4,982,581	99%
Non-Tax-Based	70,433	73,000	96%
Gifts & Grants	11,513	10,000	115%
Library Generated	21,245	24,000	89%
Friends of Lake Forest Library	-	79,750	0%
Interest on Investment	264,882	160,000	166%
<b>Total Revenues</b>	<b>5,292,460</b>	<b>5,329,331</b>	<b>99%</b>

Expenses	YTD	Budget	Budget Utilized
Salary & Wages	1,092,845	2,244,113	49%
Benefits	346,128	888,814	39%
Library Materials	380,689	722,700	53%
Other Expenses	338,409	894,580	38%
Contractual Services Library*	187,151	409,400	46%
Other*	151,258	485,180	31%
Building & Grounds	157,791	393,950	40%
Contractual Services Building*	10,616	25,000	42%
Capital Improvement*	407,587	2,100,000	19%
<b>Total Expenses</b>	<b>2,723,449</b>	<b>7,244,157</b>	<b>38%</b>

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

\*Detail on Last page of the Report





# FY2025 Revenue & Expenditure Statement

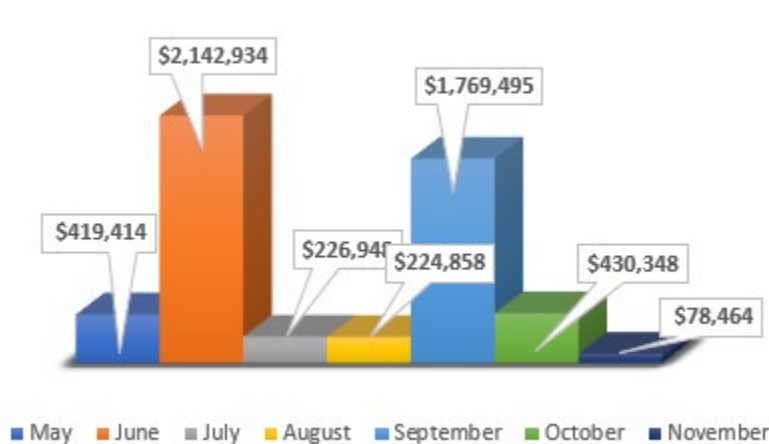
For the YTD November - 2024

	May	June	July	August	September	October	November	YTD	Budget
Tax Based	362,954	2,141,798	100,275	199,067	1,731,473	333,142	55,679	4,924,387	4,982,581
Non-Tax-Based	15,187	-	42,349	2,535	-	10,363	-	70,433	73,000
Gifts & Grants	13	-	-	10,500	1,000	-	-	11,513	10,000
Library Generated	3,696	1,136	831	7,103	2,165	5,889	426	21,245	24,000
Friends of Lake Forest Library	-	-	-	-	-	-	-	-	79,750
Interest on Investment	37,564	-	83,494	5,654	34,857	80,954	22,359	264,882	160,000
	\$419,414	\$2,142,934	\$226,948	\$224,858	\$1,769,495	\$430,348	\$78,464	\$5,292,460	\$5,329,331

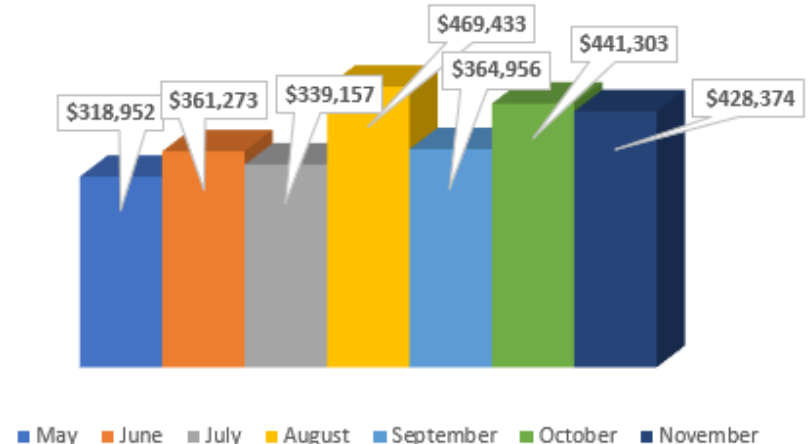
	May	June	July	August	September	October	November	YTD	Budget
Salary & Wages	94,577	144,383	145,995	230,427	158,440	159,917	159,105	1,092,845	2,244,113
Benefits	43,937	44,379	46,151	55,599	50,859	54,372	50,831	346,128	888,814
Library Materials	34,053	85,593	58,491	59,014	33,423	50,340	59,775	380,689	722,700
Other Expenses	69,335	37,089	62,429	34,885	32,811	53,265	48,594	338,409	894,580
<i>Contractual Services Library</i>	48,098	16,012	34,627	14,638	3,917	48,468	21,391	187,151	409,400
<i>Other</i>	21,238	21,077	27,802	20,247	28,894	4,797	27,203	151,258	485,180
Building & Grounds	55,885	8,449	23,240	14,881	17,424	18,586	19,328	157,791	393,950
<i>Contractual Services Building</i>	2,693	1,379	2,495	461	2,601	250	737	10,616	25,000
Capital Improvement	21,165	41,380	2,852	74,626	72,000	104,822	90,741	407,587	2,100,000
	\$318,952	\$361,273	\$339,157	\$469,433	\$364,956	\$441,303	\$428,374	2,723,449	7,244,157

	\$100,462	\$1,781,661	(\$112,209)	(\$244,575)	\$1,404,539	(\$10,955)	(\$349,911)	2,569,011	(\$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 November 2024 (Month 07) FY2025**

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

**General Operations - Revenues**

**Property Tax:** As of November 30, the Library received \$4,924,387 in property tax distributions which is 99% of the annual budget.

**Non-Tax-Based:** As of November 30, the Library received \$70,433 in property tax distributions which reflects personal property tax \$41,673 and per capita grant \$28,760 payment which is 96% of the annual budget.

**Gifts:** As of November 30, the Library received \$11,513 as gifts and grants, which is 15% above the annual budget.

**Library-Generated:** As of November 30, the Library received \$21,245 in Library generated income. This income is from copiers, other revenue such as CCS and miscellaneous fees which is 89% of the annual budget.

**Interest on Investment:** As of November 30, the Library received \$264,882 on interest on investment which is 66% above the annual budget.

**General Operations - Expenditures**

**Salaries, wages, and benefits:** As of November 30, \$1,092,845 for salaries and wages: 49% of FY budget; \$346,128 for benefits: 39% of FY budget. \$206,663 for medical insurance 41% of FY budget; \$81,636 for SSN: 42% of FY budget; \$53,386 for IMRF: 30% of FY budget and \$4,442 for Worker's Compensation: 51% of FY budget.

**Materials: Books, AV, and Electronic Services:** As of November 30, \$380,689: 53% of FY budget, this includes payments for periodical and database subscriptions.

**Other Operating Expenditures:** As of November 30, \$338,409: 38% of FY budget. Includes \$187,151 in library contractual services, including third payment of RFID lease of \$24,041 to Bibliotheca and \$151,527 for other expenses such as programs, administrative fees, office supplies, membership, and miscellaneous expenses.

**Building and Grounds:** As of November 30, \$157,791 which is 40% of the FY budget. Reflects the building insurance, contracts and service calls for building maintenance, the cleaning service, elevator, repairs and service for Boiler, HVAC, and other systems.

**Capital Improvement:** As of November 30, \$407,587: 19% of FY budget has been spent on the purchase of new servers, fire alarm, shifting with installation of new pumps and art pieces restored - Jackleen Leary sponsored by Friends of Lake Forest. This includes payment of \$144,000 for HVAC control system, \$70,122 down payment for elevator, payment of \$69,400 for kiosk machine, and \$18,500 for the investigation & schematic design of the courtyards project.

Year to Date FY2025: 38% of budget expenses; 99 % budget revenues.

**Reserves**

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

## Account Details

### Contractual Services Library

Description	May	June	July	August	September	October	November	YTD	Budget
CCS & OCLC (Integrated Library System)	12,248	-	17,505	-	-	17,505		47,258	\$ 92,400
HR Consulting	-	-		-	-	9,000		9,000	\$ 50,000
LAN, WAV, and Support (MSP)	9,548	9,908	9,936	9,959	-	10,313	19,587	69,252	\$132,000
EZ Proxy & Collection HQ	732	-	1,375	189	-	3,014		5,310	\$ 10,000
Bibliotheca	24,041	-	-	-	-	-		24,041	\$ 25,000
Online/Internet (fiber)	-	1,322	1,439	1,205	2,654	1,331	117	8,069	\$ 25,000
Other: Web Calendar Subscription	-	3,094	2,685	22	1,264	3,930		10,995	\$ 40,000
Technology Leased & Warranty Renewals	1,528	1,687	1,687	3,262	-	3,375	1,687	13,228	\$ 35,000
<b>Total</b>	<b>\$ 48,098</b>	<b>\$ 16,012</b>	<b>\$ 34,627</b>	<b>\$ 14,638</b>	<b>\$ 3,917</b>	<b>\$ 48,468</b>	<b>\$ 21,391</b>	<b>\$ 187,151</b>	<b>\$409,400</b>

### Contractual Service Building

Description	May	June	July	August	September	October	November	YTD	Budget
Water Treatment	250	250	250	250	250	250	434	\$ 1,934	
Alarm System	2,340	-	-	104	-		92	\$ 2,535	
Inner Security System	104	-	-	-	-		104	\$ 207	
Rose Pest	-	97	204	107	107		107	\$ 622	
AED (CINTAS)	-	1,032	2,041	-	2,244		-	\$ 5,317	
<b>Total</b>	<b>\$ 2,693</b>	<b>\$1,379</b>	<b>\$2,495</b>	<b>\$ 461</b>	<b>\$ 2,601</b>	<b>\$ 250</b>	<b>\$ 736</b>	<b>\$ 10,615</b>	<b>\$ 25,000</b>



**Others**

Description	May	June	July	August	September	October	November	YTD	Budget
NEW STRATEGIC INITIATIVES	-	-	-	-	-			-	\$ 100,000
ADMINISTRATIVE SERVICES	2,312	-	4,625	2,312	2,312	2,312	2,312	16,187	\$ 30,385
PERSONNEL RECRUITMENT	-	-	59	176	118			353	\$ 1,000
TRAINING & DEVELOPMENT	777	1,041	2,475	727	3,320	935	5,943	15,218	\$ 23,000
EMPLOYEE TUITION	-	-	-	-	-			-	\$ 10,000
MEMBERSHIP DUES	1,410	154	162	-	675	450	1,092	3,943	\$ 11,000
MEETINGS & EXPENSE REIMB	-	-	46	-	181			227	\$ 2,500
LEGAL	-	2,385	4,380	2,760	600	(7,628)	420	2,918	\$ 100,000
AUDITING SERVICES	-	-	-	-	7,851			7,851	\$ 9,000
PROGRAMS & SERVICES	15,371	8,674	12,917	10,428	12,616	7,209	15,321	82,535	\$ 152,400
ONLINE BANKING FEES	150	187	184	188	-	375	418	1,503	\$ 1,815
INSURANCE - LIABILITY	-	6,798	-	-	-			6,798	\$ 9,680
TELEPHONE	41	738	553	41	306	41	41	1,763	\$ 8,750
OFFICE SUPPLIES	68	229	2,075	2,299	790	537	621	6,617	\$ 15,000
POSTAGE	973	5	18	1,208	33	215	1,034	3,487	\$ 7,150
VENDING BEVERAGES	135	866	308	107	92	351		1,858	\$ 3,500
<b>Total</b>	<b>\$ 21,238</b>	<b>\$ 21,077</b>	<b>\$ 27,802</b>	<b>\$ 20,247</b>	<b>\$ 28,894</b>	<b>\$ 4,797</b>	<b>\$ 27,203</b>	<b>\$ 151,257</b>	<b>\$ 485,180</b>

**Capital Improvement**

Description	May	June	July	August	September	October	November	YTD	Budget
Capital Equipment	-	676	-	-	-			\$ 676	\$ 350,000
Technology Upgrade	18,815	6,005	1,782	-	-	34,700	241	\$ 61,543	\$ 250,000
Capital Improvement	2,350	34,700	1,069	74,626	72,000	70,122	90,500	\$345,367	\$1,500,000
<b>Total</b>	<b>\$21,165</b>	<b>\$41,380</b>	<b>\$ 2,852</b>	<b>\$74,626</b>	<b>\$ 72,000</b>	<b>\$104,822</b>	<b>\$ 90,741</b>	<b>\$407,587</b>	<b>\$2,100,000</b>

## LAKE FOREST LIBRARY BOARD OF TRUSTEES

### Finance Committee Meeting Minutes – December 11, 2024

**Members Present:** Trustee Vince Sparrow, Trustee John Johnson, City of Lake Forest Finance Director Elizabeth Holleb, City of Lake Forest Assistant Finance Director Diane Hall Executive Director Ishwar Laxminarayan, Business Manager Leo Hamza

The meeting commenced at 3:32 pm. The Committee welcomed Assistant Director Diane Hall who will be taking over as Interim City Finance Director after Director Holleb's departure in January 2025.

There was no public comment.

Director Elizabeth Holleb provided an update on recent investment activities, reporting the purchase of two treasuries, each with a par value of \$250,000. The first treasury, maturing on February 15, 2027, yields just under 4.25%, while the second, maturing on May 15, 2027, yields 4.24%.

Director Holleb also noted the anticipation of a quarter-point basis drop in the Federal interest rate within the next week. She highlighted that, recently, treasuries have been yielding slightly higher returns compared to CDs.

Executive Director Ishwar inquired whether the committee was interested in making additional investments at this time. Trustees John Johnson and Vince Sparrow recommended deferring further investments until after reviewing the budget cycle. They emphasized the importance of understanding likely expenditures on capital items to better match investments with project timelines and capital needs.

Executive Director Ishwar noted that the Memorandum of Understanding (MOU) with the City of Lake Forest stipulates that any investment must mature within three years. Director Holleb pointed out a current violation of the MOU due to a CD maturing in 2029, which was purchased in July 2024 with a five-year term. Trustees Vince Sparrow and John Johnson will discuss with the Board of Trustees the possibility of amending the MOU to increase the investment limit from \$4 million to \$6 million and extend the maturity term restriction from three years to five years. They will also address the existing violation and propose swapping the non-compliant investment with the City of Lake Forest if the MOU cannot be amended.

The FY 2026 budget timeline was discussed. Trustees Sparrow and Johnson recommended the use of a GANTT chart to better track budgets and projects.

Executive Director Ishwar inquired about the City of Lake Forest's relationship with the Ferguson Group and their management of state and federal grants for the city. Director Holleb explained that the city pays the Ferguson Group a flat fee each month, with additional costs for any grants they want written. Trustees Johnson and Sparrow agreed that this service might be beneficial for the library's future grants and advised Executive Director Ishwar that he has the authority to proceed with hiring a group like the Ferguson Group to handle grants and grant writing.

Trustees Johnson and Sparrow recommended that the library process The Friends' reimbursements quarterly to better reflect these transactions in the financial reports. This adjustment aims to shorten the time frame between when expenses occur on the library's side and when they are reimbursed by The Friends.

Trustee Johnson raised a question regarding the benefits figure, noting that the Year-to-Date expenditures appears low compared to the budgeted amount for FY2025. Executive Director Ishwar explained that the initial estimation at the beginning of the year anticipated being under budget in the Benefits line. He added that the impact of new hires and the recent benefits changeover should be reflected in the upcoming reports, but that he still anticipates that the Library would be under budget for this line item for FY2025.

The next meeting is scheduled for Wednesday, January 15 at 3 pm.

The meeting adjourned at 4:35 pm



## Illinois Department of Revenue

### Property Tax Division

101 West Jefferson Street, MC 3-450

Springfield, Illinois 62702

Telephone: (217) 782-3016

Facsimile: (217) 782-9932

### **PTELL – CPI for 2024 Extensions - Property Taxes Payable 2025**

TO: County Assessors, Clerks and Tax Extenders in Counties Containing Taxing Districts Subject to the Property Tax Extension Limitation Law (PTELL)

FROM: Brad Kriener  
Property Tax Division

DATE: 1/12/24

SUBJECT: CPI Change for 2024 Extensions (for property taxes payable in 2025) for Taxing Districts Subject to PTELL

The Consumer Price Index (CPI) "cost of living" or inflation percentage to use in computing the 2024 extensions (taxes payable in 2025) under PTELL is 3.4%

Section 18-185 of the Property Tax Code defines CPI as "the Consumer Price Index for All Urban Consumers for all items published by the United States Department of Labor." This index is sometimes referred to as CPI-U. Section 18-185 defines "extension limitation" and "debt service extension base" as "...the lesser of 5% or the percentage increase in the Consumer Price Index during the 12-month calendar year preceding the levy year..." (emphasis added).

For 2024 extensions (taxes payable in 2025), the CPI to be used for computing the extension limitation and debt service extension base is 3.4%. The CPI is measured from December 2022 to December 2023. The U.S. City Average CPI for December 2022 was 296.797 and 306.746 for December 2023. The CPI change is calculated by subtracting the 2022 CPI from the 2023 CPI. The amount is then divided by the 2022 CPI which results in 3.4% CPI.  $(306.746 - 296.797)/296.797 = 3.4\%$ . The Statute indicates the lesser of 5% or the actual percentage increase, in this case 3.4% is the lesser amount.

Information on PTELL may be accessed through the department's web site at [www.tax.illinois.gov](http://www.tax.illinois.gov) under the "Property Tax" link and the "Property Tax Extension Limitation Law (PTELL)" link under the "General Information and Resources" heading.

If you have any questions concerning the change in the consumer price index (CPI), please contact us at [REV.PropertyTax@Illinois.gov](mailto:REV.PropertyTax@Illinois.gov).

BUDGET WORKSHOP  
NOVEMBER 12, 2024

City of Lake Forest

Finance  
Committee



# 2024 Property Tax Levy and Abatements

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**ESTIMATING EQUALIZED ASSESSED VALUATION, TAX LEVY LIMITATIONS  
AND NEW GROWTH PROJECTIONS FOR 2024 LEVY**

**PROJECTED EQUALIZED ASSESSED VALUATION**

Based on information from the County Clerk's Office the projected Equalized Assessed Valuation (EAV) of property in The City of Lake Forest for the tax year 2024 is as follows:

2023 EAV for The City of Lake Forest	2,538,383,223
Estimated average change to existing property	<b>9.77%</b>
2024 EAV for existing property	<u>2,786,436,426</u>
Total Estimated New Construction Growth for 2024	\$ 17,284,003
Total Projected EAV for 2024 Tax Levy	<u>\$ 2,803,720,429</u>

**COMPUTATION OF MAXIMUM TAX EXTENSION FOR UNDER THE PROPERTY TAX EXTENSION LIMITATION ACT**

A.	Tax Levy Extensions for the 2023 Tax Year (Excluding Debt Service, Special Rec and partial Fire Pension Tax Levy Extension)	\$ 35,939,140
B.	Total Projected EAV for 2024 Tax Levy	\$ 2,803,720,429
C.	Total Estimated New Construction Growth for 2024	\$ 17,284,003
D.	CPI Increase for 2024 Levy	3.40%
Step 1	Numerator of Limiting Rate:	\$ 35,939,140 X 103.400% = \$ 37,161,071
Step 2	Denominator of Limiting Rate:	\$ 2,803,720,429 - 17,284,003 = \$ 2,786,436,426
Step 3	Limiting Rate (Per \$100 EAV):	\$ 37,161,071 / 2,786,436,426 = \$ 0.01334
Step 4	Maximum Tax Extension for 2024 Tax Year (Excluding Debt Service Tax Levy Extension):	\$ 2,803,720,429 X \$ 0.01334 = \$ 37,391,577
Step 5	Added Tax Levy Extension Based on New Growth (Step 4 minus Step 1)	= \$ 230,507
	Aggregate Levy - Truth in Taxation Estimate:	104.04%
	Tax Cap	3.40%
	New Construction	<u>0.64%</u>
		<u>4.04%</u>

# PTELL Calculation

<b>FUND</b>	<b>2024 LEVY</b>	<b>2023 Extension</b>	<b>\$ CHANGE</b>	<b>% CHANGE</b>	
General	\$16,508,660	15,905,865	602,795	3.79%	Comms Dept Add
<b>Pension Funds</b>					
IMRF/SS - <b>Funded Ratio 96.43%</b>	1,416,577	1,388,801	27,776	2.00%	
Police Pension - <b>Funded Ratio 57.5%</b>	3,451,096	3,284,439	166,657	5.07%	Pens Subcommittee
Fire Pension - <b>Funded Ratio 70.7%</b>	2,002,795	2,046,952	(44,157)	-2.16%	Pens Subcommittee
<b>Sub-Total Pension Funds</b>	<b>6,870,468</b>	<b>6,720,192</b>	<b>150,276</b>	<b>2.24%</b>	
<b>Other Funds</b>					
Recreation and Parks	5,788,841	5,873,809	(84,968)	-1.45%	Comms Dept Deduct
Recreation and Parks-IMRF/SS	666,722	644,799	21,923	3.40%	
Special Recreation			0		
Capital Improvements ( <b>Cap Applies</b> )	1,600,000	1,542,169	57,831	3.75%	5-year forecast
Begin Phase in Police Facility	500,000	0	500,000		
Recreation and Parks/Specific Purpose	125,000	125,000	0	0.00%	
Library	4,656,066	4,502,965	153,101	3.40%	
Library-sites	495,961	479,653	16,308	3.40%	
<b>Sub-Total Other Funds</b>	<b>13,832,589</b>	<b>13,168,395</b>	<b>664,195</b>	<b>5.04%</b>	
<b>TOTAL LEVY UNDER TAX CAP</b>	<b>37,211,718</b>	<b>35,794,452</b>	<b>1,417,266</b>	<b>3.96%</b>	
<b>Bond Funds (Cap Applies)</b>					
2010/2013/2021 GO Bonds MS/CIP	732,100	729,100	3,000	0.41%	
2019 Refunding	825,963	827,463	(1,500)	-0.18%	
2023 Issue - Deerpath Park	1,272,750	942,256	330,494		
Extension Adjustment	0	27,634	(27,634)		
2015 GO Bonds - CIP	275,237	263,738	11,499	4.36%	
<b>Sub-Total Bond Funds</b>	<b>3,106,050</b>	<b>2,790,191</b>	<b>315,859</b>	<b>11.32%</b>	Truth in Taxation
<b>TOTAL TAX LEVY BEFORE NEW GROWTH and ALLOWANCES</b>	<b>40,317,768</b>	<b>38,584,643</b>	<b>1,733,125</b>	<b>4.49%</b>	
Fire Pension PA 93-0689	371,004	356,313	14,691	4.12%	
Special Recreation	572,234	553,418	18,816	3.40%	
PTAB/CE Recapture		144,688	(144,688)	N/A	
Plus New Growth	230,507		230,507	N/A	Preliminary Estimate
<b>GRAND TOTAL TAX LEVY</b>	<b>41,491,513</b>	<b>39,639,062</b>	<b>1,852,451</b>	<b>4.67%</b>	
<b>Ord 2013-70 Debt/Capital Cap</b>	<b>5,206,050</b>	<b>4,332,360</b>	<b>873,690</b>	<b>20.17%</b>	<b>Cap \$4,304,725</b>
<b>Aggregate Levy (Truth in Taxation)</b>	<b>38,385,463</b>	<b>36,704,183</b>	<b>1,681,280</b>	<b>4.58%</b>	
<b>DISTRIBUTION OF GROWTH</b>					
General Fund Levy -	\$ 201,665				
Library Levy -	28,842				
<b>TOTAL NEW GROWTH</b>	<b>\$ 230,507</b>				

# Levy Line-Item Changes

<b>FUND</b>	<b>2024 LEVY</b>	<b>2023 Extension</b>	<b>\$ CHANGE</b>	<b>% CHANGE</b>
General	\$16,710,325	15,905,865	804,460	5.06%
<b><u>Pension Funds</u></b>				
IMRF/SS	1,416,577	1,388,801	27,776	2.00%
Police Pension	3,451,096	3,284,439	166,657	5.07%
Fire Pension	2,373,799	2,403,265	(29,466)	-1.23%
<b>Sub-Total Pension Funds</b>	<b>7,241,472</b>	<b>7,076,505</b>	<b>164,967</b>	<b>2.33%</b>
<b><u>Agency Funds</u></b>				
Recreation and Parks	5,788,841	5,873,809	(84,968)	-1.45%
Recreation and Parks-IMRF/SS	666,722	644,799	21,923	3.40%
Recreation and Parks-Specific Purpose	125,000	125,000	0	0.00%
Special Recreation	572,234	553,418	18,816	3.40%
Capital Improvements	2,100,000	1,542,169	557,831	36.17%
Library	4,684,908	4,502,965	181,943	4.04%
Library-sites	495,961	479,653	16,308	3.40%
<b>Sub-Total Agency Funds</b>	<b>14,433,665</b>	<b>13,721,813</b>	<b>711,853</b>	<b>5.19%</b>
<b>AGGREGATE LEVY</b>	<b>38,385,463</b>	<b>36,704,183</b>	<b>1,681,280</b>	<b>4.58%</b>
<b><u>Bond Funds</u></b>				
2010/2013/2021 GO Bonds MS/CIP	732,100	729,100	3,000	0.41%
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2023 Issue - Deerpath Park	1,272,750	942,256	330,494	
Extension Adjustment	0	27,634	(27,634)	
2015 GO Bonds - CIP	275,237	263,738	11,499	
<b>Sub-Total Bond Funds</b>	<b>3,106,050</b>	<b>2,790,191</b>	<b>315,859</b>	<b>11.32%</b>
PTAB/CE Recapture	0	144,688	(144,688)	N/A
<b>GRAND TOTAL TAX LEVY</b>	<b>41,491,513</b>	<b>39,639,062</b>	<b>1,852,451</b>	<b>4.67%</b>

# Levy Summary

# Estimated Household Impact

	<b>2024 LEVY</b>	<b>2023 Extension</b>	<b>\$ CHANGE</b>	<b>% CHANGE</b>
Lewy before growth and exclusions	\$ 37,211,718	\$ 35,794,452	\$ 1,417,266	<b>3.96%</b>
Plus growth and exclusions	1,173,745	909,731	\$ 264,014	
<b>TOTAL LEVY UNDER TAX CAP</b>	<b>\$ 38,385,463</b>	<b>\$ 36,704,183</b>	<b>\$ 1,681,280</b>	<b>4.58%</b>
PTAB/CE Recapture	0	144,688	\$ (144,688)	
Bond Funds	3,106,050	2,790,191	\$ 315,859	<b>11.32%</b>
<b>TOTAL TAX LEVY</b>	<b>\$ 41,491,513</b>	<b>\$ 39,639,062</b>	<b>\$ 1,852,451</b>	<b>4.67%</b>
Increase excl new growth/exclusions	40,317,768	38,584,643		4.49%
	<b>2024 Forecast</b>	<b>2023 Actual</b>		
City Equalized Assessed Value ( EAV) 1/3 market value	2,803,720,429	2,538,383,223		
City Levy	41,491,513	39,639,062		
Tax Rate	1.4799	1.5616	levy divided by EAV X 100	
Average Home Market Value	\$ 878,177	\$ 800,000		
EAV	292,726	266,667		
EAV X Tax Rate/100	\$ 4,332	\$ 4,164	\$ 168	<b>4.03%</b>

**This is the impact projected on an average existing home.**

**This represents 23% (City) and 3% (Library) of the entire tax bill.**

(Impacts on individual properties may differ.)



# Talking Taxes

## Fiscal Stewardship

We're tackling everyone's favorite topic—property taxes. While it's a complex subject, we break it down with simple explanations of property tax rates, the tax levy, and funding for pensions and capital projects to demonstrate the City's commitment to fiscal stewardship.

### HOW DOES ASSESSED VALUATION IMPACT MY PROPERTY TAX BILL?

Even though the City doesn't have jurisdiction over property assessments, you may wonder how a rise in your home's assessed value affects your tax bill. A higher valuation doesn't mean a direct increase in taxes; for example, a 12% increase in home value won't cause a 12% increase in property taxes. Instead, property values help divide the total tax levy across properties. If property values rise, the effective tax rate lowers. Similarly, when property values decline, tax bills are not reduced because the tax rate will increase. The simple calculation:  $\text{Tax District Approved Levy} / \text{Sum of all Property Values} = \text{Tax Rate}$ .



### WHERE DO MY PROPERTY TAXES GO?

Property taxes help fund essential City services such as police and fire, public works, and parks and recreation, along with infrastructure maintenance and improvements like streets, sidewalks, and storm water management. The City receives 22% of the total tax bill for a Lake Forest property. Other taxing districts receive a portion of the tax bill as shown above. It's worth noting that Lake Forest residents continue to enjoy the lowest overall property tax rate in Lake County.

### HOW HAS THE CITY'S PROPERTY TAX LEVY CHANGED OVER TIME?

The City levies property taxes to cover operational costs (day-to-day services and operations), state-mandated pension obligations, and capital improvements, as well as an amount for the Lake Forest Library. The City strives to balance maintaining low tax rates while providing high-quality services and reducing long-term financial liabilities, which benefits taxpayers for years to come. Over the past decade, the City has developed a proactive approach to accelerating public safety

Woodland Pedestrian Bridge Replacement Capital Project





pension contributions and essential infrastructure investments that will generate tens of millions of dollars in savings for Lake Forest taxpayers over the next 20 years.

Even with enhanced pension and infrastructure investments, the City has limited annual property tax increases to under 5% for over a decade, showcasing its strong commitment to fiscal stewardship. As a reminder, the City's tax levy adjustments only affect the 22% of your property tax bill allocated to the City.

The City Council started discussions on the 2024 property tax levy in October and plans to finalize the amount in December. Even as the City Council contemplates a potential phasing-in of financing for a new Police Department Facility as part of its upcoming deliberations, any increase in the City's annual levy is expected to remain consistent with recent years.

### **HOW DOES THE CITY APPROACH FUNDING PUBLIC SAFETY PENSIONS?**

The City takes a proactive approach to addressing its pension obligations by funding public safety pensions at a higher level than required by the State. This strategy, which accelerates pension contributions upfront and takes advantage of compound interest, will save taxpayers an estimated \$25.5 million by 2040. This approach to pension funding is consistent with the City's philosophy of making sound financial decisions today that will provide long-term benefits to taxpayers in the future. By avoiding the unsustainable increases seen in the State's model, the City is



Forest Park Beach Sand Replenishment Capital Project

safeguarding future taxpayers from bearing the brunt of higher costs.

### **HOW ARE CAPITAL PROJECTS FUNDED?**

The City manages over \$553 million in capital assets, from roads and bridges to water systems and public facilities. Each year, a five-year Capital Improvement Program is updated to identify funding needed to maintain these assets and prioritize the funding needs. This forward-looking plan helps ensure that essential infrastructure receives the funding and attention it needs.

The City funds its capital projects through a mix of ongoing operating revenues and selective debt for larger, long-term projects. For routine needs—like street resurfacing and water main replacements—the City uses a "pay-as-you-go" model that relies on operating revenues instead of debt, which allows projects to be completed without interest costs and tax increases. In the current fiscal year, the City budgeted

\$23 million in capital investments and property taxes will account for only \$1.6 million or 7% of that total. Major investments with longer lifespans, such as improvements to the Water Plant and Deerpath Community Park, are funded through bond financing, aligning costs with the long-term benefits. Over the last five years, the City has secured over \$19 million in grants for essential projects, further reducing costs to taxpayers.

Learn more at [cityoflakeforest.com/TaxRates](https://cityoflakeforest.com/TaxRates).

### **Sign up for Weekly eNews**

Want weekly updates about upcoming projects and events happening in the City sent straight to your inbox? Sign up for our Weekly eNews! It's similar to this newsletter but more frequent. Get started at [cityoflakeforest.com/eNews](https://cityoflakeforest.com/eNews).

# Lake Forest Reads

## Lake Forest Library

360 E. Deerpath  
(847) 234-0636  
LakeForestLibrary.org

### "BIRDS OF A FEATHER READ TOGETHER" WINTER READING FOR ALL AGES

This winter, cozy up with great books and audiobooks and boost your reading habits! The Lake Forest Library's winter reading program encourages youth up to grade 6 to read or listen to books for 20 days (with caregivers deciding how much reading counts as a "day"), teens to finish 4 books, and adults to complete 2 books. Track your progress using the Beanstack app or our paper log sheets, and earn book prizes along the way, plus raffle tickets for a shot at the grand prize! For more details, visit [LakeForestLibrary.org](http://LakeForestLibrary.org).

### DISCOVER WHAT'S INSIDE THE LIBRARY VENDING MACHINE AT THE WEST TRAIN STATION

- Visit the West Train Station, 911 Telegraph Rd, to use the new Library Vending Machine.
- Borrow the latest bestsellers, children's picture books, DVD blockbusters, audiobook Playaways, and more!



### COMMUNITY SPOTLIGHT

## Forest Park Conservancy

[ForestPark1856.org](http://ForestPark1856.org)

Did you know that Forest Park, the park at the intersection of Deerpath and Lake Road, was the City's first protected green space? Every week hundreds of people (many with their dogs) enjoy traversing its trails while taking in the breathtaking views of Lake Michigan. This scenic spot is a local treasure that's been tended to by dedicated residents for more than 150 years.

### 168 YEARS IN THE MAKING

For the past 20 years, the Forest Park Project Board, and later the Forest Park Preservation Board, have focused on special projects and improvements to Forest Park including a major renovation ten years ago. This year, the organization adopted a new name, Forest Park Conservancy, to better reflect its mission of ensuring the preservation and enhancement of Forest Park.

### A VOLUNTEER-LED EFFORT

The Forest Park Conservancy is a volunteer-led 501(c)(3) nonprofit organization dedicated to land

management, financial stewardship, community engagement, and fundraising to support the Park's future. While the City of Lake Forest provides general park maintenance, the Conservancy takes on special projects and improvements to elevate the Park experience.

### WHAT'S NEW?

Over the last year, the Conservancy has undertaken several key initiatives aimed at maintaining and improving the community's enjoyment of Forest Park. These include restoring native plant species, caring for heritage trees, preserving walking paths, and maintaining scenic overlooks.

"Our hope is that people take advantage of this beautiful open space year-round," said Tom Donovan, Forest Park Conservancy board president. "From enjoying a walk with a friend to watching the change of season from this extraordinary vantage point, Forest Park is a treasure for Lake Forest."

### STAY CONNECTED

Visit [forestpark1856.org](http://forestpark1856.org) to learn more about the Park's unique history and to sign up for quarterly e-news featuring seasonal updates and events. But most importantly, visit the Park.





Illinois Library Association

**LIBRARY LEGISLATIVE**

**MEETUPS**

# 104<sup>th</sup> Illinois General Assembly

| 2025 Spring Session |

## Fund Libraries

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

## Compensation Reporting Requirements

Since 2012, the Illinois General Assembly has required Illinois Municipal Retirement Fund (IMRF) participating employers to post within six business days of approving its budget employee information for those who earn a total compensation package of at least \$75,000. IMRF employers are also required to publicly post proposed compensation packages for any person who will earn at least \$150,000 for at least six days prior to an employer approving an employee compensation package. This proposal seeks to amend the Open Meetings Act to adjust current statutory dollar amounts for posting purposes to \$125,000 and \$200,000, respectively, to account for inflation and reduce small public employer administrative burdens.

## Libraries Connected Broadband

The Illinois Century Network provides a geographically diverse and redundant connection ensuring high availability of internet access to the public. This proposal, in part, amends the Illinois Century Network Act to establish schools and libraries as primary anchor institutions for purposes of connection to this high-speed internet network.

## Licensed School Librarians Task Force

The Association of Illinois School Library Educators (AISLE) and its partners will propose the creation of the "Licensed School Librarian Task Force" to make legislative recommendations on how to ensure Illinois public elementary and high schools consider, budget appropriate resources for, and employ Licensed School Librarians in future academic years from state and local resources available to them.



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@ILibraryAssoc



@IllLibraryAssoc



illibraryassociation



Illinois Library Association

# The State of Illinois School Libraries

*Every student succeeds with  
licensed librarians*



**AISLE**

Association of Illinois School  
Library Educators

 [www.aisled.org](http://www.aisled.org)

 [advocacy@aisled.org](mailto:advocacy@aisled.org)

## RECENT LEGISLATION

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

## STUDENTS SUCCEED WITH LICENSED LIBRARIANS

In Illinois and across the country, the majority of elementary and high schools that have a physical library are not staffed by those who have earned library certification from an accredited academic institution.

AISLE and its partners will propose the creation of the 'Licensed School Librarian Task Force' which will be filed for the Illinois General Assembly Spring 2025. The goal of this task force is to make legislative recommendations on how to ensure that Illinois K-12 schools consider, budget for, and employ licensed school librarians in future academic years using the state and local resources available to them.

## THE SLATE PROJECT

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



**In cooperation with our state partners**



Illinois Library Association



REACHING ACROSS ILLINOIS LIBRARY SYSTEM



Illinois Heartland Library System





## Federal Funding for Libraries in Illinois: IMLS/LSTA

Administered through the Institute of Museum and Library Services (IMLS), the Library Services and Technology Act (LSTA), the only federal program that exclusively covers services and funding for libraries, provided \$5.8 million for Illinois Libraries in FY2023 under the Grants to States Program. **Please support LSTA funding in the FY2025 federal budget.**

In FY2023 this funding impacted Illinois libraries through:

**Efficiently Sharing Resources:** 10.7 million items were transferred among more than 1,700 public, school, academic, and special libraries in Illinois. LSTA-supported resource sharing allowed for an average of 3,809 delivery stops to be made during each week of the fiscal year through ground delivery services provided by the regional library systems. No one library can own everything; and sharing resources between libraries benefits library users across the entire state.

Additionally, through subscriptions for WorldCat Discovery/FirstSearch services Illinois libraries conducted 1,260,073 citation searches between July 1, 2022 and June 30, 2023 to serve their library patrons and support their library operations. Academic and college libraries constituted (17.99%) 226,765 of searches; public libraries (62.14%) 783,042; K-12 school libraries (18.08%) 227,865 and special libraries such as medical, law, corporate, and government (1.7%) 22,401. Use of these services allows libraries to identify and access the resources that are required to meet the expectations of their patrons.

**Project Next Generation Grants:** This initiative is designed to educate at-risk students and bridge the digital divide. Public libraries work closely with their school districts to identify needs; since its 2000 inception, thousands of teens have benefited. In FY2023, 30 libraries received more than \$500,000 in funding to enhance students' abilities to deal with life experiences, develop critical thinking skills, and prepare for the future. The program is designed to immerse students in learning while providing access to computers, software, and technologies. The Peoria Public Library received \$12,500 to implement a Project Next Generation program at its Lincoln Branch. Other communities benefitting from this program included Normal for a program entitled, "Code Club"; Highwood for "STEAM Powered Teens"; and Chicago Ridge for "You Can Be – Dream Big at Your Library."

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

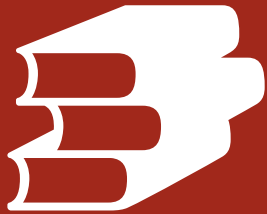
**Questions?** Contact Executive Director Cynthia Robinson, [crobinson@ila.org](mailto:crobinson@ila.org), 312-644-1897

# Illinois Public Libraries by the Numbers FY2022



Illinois has **640** Public libraries with a service area population of **11,795,276**.\*

**4,018,681** Illinois residents have library cards, about **33%**.



Illinoisans checked out **90,669,914** materials – that's **6** per resident.

E-books, e-audiobooks, and e-videos were downloaded **16,761,285** times.



Illinois residents visited libraries **36,250,320** times.

**4,091,202** Illinoisans attended **217,940** library programs either in person or virtually.



Illinois residents connected to library Wi-Fi **23,701,627** times.

Illinois libraries do all this for only **\$70** per person!



## Illinois Legislative Issues



### Committed to Serving as an Advocate for Illinois Libraries

ILA monitors all bills in the [Illinois General Assembly](#) that affect libraries. ILA's [Public Policy Committee \(PPC\)](#) carefully reviews issues and recommends action: support, oppose, or monitor. We seek to indicate "monitor" status only as we are gathering information about a bill; the goal is to ultimately support or oppose laws that will affect libraries. In rare cases, the impact on libraries remains unclear, or there is not a consensus among librarians whether to support or oppose, but in general, we try to avoid not taking a position. [ILA's Quick Response Team](#) addresses legislative issues that arise in between PPC meetings. Contact the PPC Chair, or read PPC meeting minutes, agendas, and reports to the ILA Executive Board [here](#).

In addition to monitoring bills, ILA proactively proposes and advocates for legislation favorable to libraries; drafting changes to existing law or new law, finding sponsors for bills we wish to bring forward, and then garnering support and following the process through the passage in both the House and Senate, through signature into law by the Governor.

### 104th Illinois General Assembly

- Illinois Senate Veto Session calendar COMING SOON
- Illinois House Veto Session calendar COMING SOON

### ILA's 2025 Legislative Agenda

ILA's Public Policy Committee worked hard in the summer and autumn of 2024, collecting, researching, and deliberating about possible legislative priorities for the association to pursue in the upcoming 2025 session. PPC made

## ADVOCACY

[Submit Legislative Proposals to the ILA Public Policy Committee](#)

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[Advocacy Policies and Procedures](#)

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[More Than a Building](#)

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[Census 2020 Resources](#)

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[Creating or Changing Illinois State Library Law](#)

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[Illinois Minimum Wage Resources](#)

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[Intro to Property Taxes for IL Libraries](#)

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[ILA Public Policy Principles](#)

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## Legislative Issues

- [Illinois Legislative Issues](#)



recommendations to the ILA Executive Board, which approved the following legislative priorities following its September 19, 2024 meeting:

- **Fund Libraries**

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

- **Compensation Reporting Requirements**

Since 2012, the Illinois General Assembly has required Illinois Municipal Retirement Fund (IMRF) participating employers to post within six business days of approving its budget employee information for those who earn a total compensation package of at least \$75,000. IMRF employers are also required to publicly post proposed compensation packages for any person who will earn at least \$150,000 for at least six days prior to an employer approving an employee compensation package. This proposal seeks to amend the Open Meetings Act to adjust current statutory dollar amounts for posting purposes to \$125,000 and \$200,000, respectively, to account for inflation and reduce small public employer administrative burdens.

- **Libraries Connected Broadband**

The Illinois Century Network provides a geographically diverse and redundant connection ensuring high availability to the public internet. This proposal, in part, amends the Illinois Century Network Act to establish schools and libraries as "primary anchor institutions" for purposes of connection to this high speed internet network.

- **Licensed School Librarians Task Force**

The Association of Illinois School Library Educators (AISLE) and its partners will propose the creation of the "Licensed School Librarian Task Force" to make legislative recommendations on how to ensure Illinois public elementary and high schools consider, budget appropriate resources for, and employ Licensed School Librarians in future academic years from state and local resources available to them.

## 2024 Session Legislative Priorities

- **Amend the Acquisition of Treasurer Bonds for Libraries -- Signed into law by the Governor**

Illinois libraries are required to acquire treasurer bonds at 50% of the total funds received by a library in the most previous fiscal year. Other units of local government, however, are required to acquire treasurer bonds between 10-25% of yearly collected revenue. ILA will introduce legislation seeking parity between libraries and other governmental units to require library treasurers to hold a bond of 10-25% of total revenue collections from the previous fiscal year.

- **Raise the Current Competitive Bidding Threshold**

The Illinois Local Library Act and the Public Library District Act of 1991

- **Federal Legislative Issues**

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### Making Your Case

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### Ready, Set, Advocate

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### TIFs and Public Library Districts in Illinois

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### Top Ten Advocacy Tips

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### Unite Against Book Bans in Illinois

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currently set the competitive bidding threshold at \$25,000. The association will support legislation seeking an inflationary adjustment to today's statutory competitive bid threshold dollar amount for administrative burden relief and taxpayer savings.

- **Equitable Access to Electronic Literary Materials Act**

Restrictions placed on libraries accessing digital content have posed a challenge in acquiring and providing access to eBooks, as publishers often impose restrictive licensing and contractual terms. Most publishers and eBook aggregators force libraries to acquire eBooks with licensing terms that make it impossible to meet library standard access and preservation missions. ILA will propose legislation seeking to change this through a new state law based on consumer protection, contract law, and contract preemption to regulate library eBook contracts with publishers.

While these are the main pillars of ILA's legislative focus, we always seek to continue to tweak state law in keeping with our [Public Policy Principle](#) to "Increase Effectiveness in Illinois Libraries." We thank the PPC and association members who bring suggestions forward for consideration.

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## Federal Legislative Issues

### 119th U.S. Congress

ILA works closely with our national organization, the American Library Association (ALA), on federal issues. ALA's Committee on Legislation encourages ALA members and library supporters to advocate on the following library priorities in 2025. ALA will monitor and engage on these and other [federal issues](#) that affect libraries and will join with partners and coalitions to promote strong and equitable libraries. We urge ALA members and library supporters to [sign up as advocates](#) and use [ALA's advocacy resources](#) to build effective relationships with decision makers. We will work to advance these agenda items before Congress and the Administration.

### Federal Legislative Agenda

#### Funding and Support

[Equitable federal funding](#) for library services is essential to ensuring that every community in America has strong libraries.

**Dedicated library programs:** Increase and maintain funding for the:

- Institute of Museum and Library Services, which administers the Library Services and Technology Act, with priority on services and technology for underserved communities;
- Innovative Approaches to Literacy program and support for [school libraries](#) through the Department of Education;
- Improving Library and Museum Facilities proposed program or other approaches to support library renovation and construction, sustainability, and resilience; and
- National library programs, including the Library of Congress, National Library of Medicine, National Agricultural Library, and the Federal Depository Library Program.

**Library-eligible programs:** Continue and enhance federal programs for which libraries are eligible recipients or partners. Recognize and support libraries' important roles in:

- K-12 and early education, including in reauthorizing the Every Student Succeeds Act;
- Higher education, including in reauthorizing the Higher Education Act;

## ADVOCACY

### Submit Legislative Proposals to the ILA Public Policy Committee

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### Advocacy Policies and Procedures

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### More Than a Building

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### Census 2020 Resources

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### Creating or Changing Illinois State Library Law

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### Illinois Minimum Wage Resources

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### Intro to Property Taxes for IL Libraries

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### ILA Public Policy Principles

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### Legislative Issues

- [Illinois Legislative Issues](#)

- Economic and workforce development, including in reauthorizing the [Workforce Innovation and Opportunity Act](#); and
- Other crucial community services, including through the National Endowment for the Humanities, Community Development Block Grants, and other applicable programs.

**Library workers:** Support and protect library workers, including promoting safe work environments and preserving library workers' eligibility for Public Service Loan Forgiveness.

## Digital Inclusion and Skills

To promote digital equity, access to technology, and enable modern library services, libraries in all parts of the country must be able to serve their users with fast and affordable [broadband](#), technology access, and digital skills training.

**E-rate:** Improve outreach and technical assistance for applicants to increase library participation in the program, especially in underserved communities. Expand eligible uses.

**Digital skills and economic opportunity:** Expand support for libraries to deliver digital skills training and business and workforce development resources.

**Content access and liability:** Restore [net neutrality](#) protections. Preserve Section 230 of the Communications Decency Act liability protections for libraries.

## Copyright, Licensing, and Competition

Libraries rely on balanced and flexible [copyright policy](#) to enable vital library services. ALA supports a modern copyright system with effective user rights and limitations and exceptions to copyright. Additionally, libraries rely on fair licenses and market practices in order to provide access to digital content such as [e-books](#).

**E-books and digital content:** Prevent unfair and anti-competitive practices that limit libraries' ability to meet their users' reading and information needs.

**Copyright Office:** Maintain the Librarian of Congress' authority to manage and oversee the Copyright Office.

## Government Information and Services

Libraries provide access to [government information](#) and services in communities across the country. ALA supports policies that assist libraries in providing no-fee permanent public access to government information and equitable access to government services, which includes voting.

**Federal Depository Library Program:** Modernize the [Federal Depository Library Program](#).

**Public access to research:** Ensure public access to publicly-funded research and data.

- [Federal Legislative Issues](#)

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## [Making Your Case](#)

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## [Ready, Set, Advocate](#)

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## [TIFs and Public Library Districts in Illinois](#)

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## [Top Ten Advocacy Tips](#)

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## [Unite Against Book Bans in Illinois](#)

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SOLUTIONS FOR THE BUILT WORLD

# Lake Forest Library



[www.wje.com](http://www.wje.com)

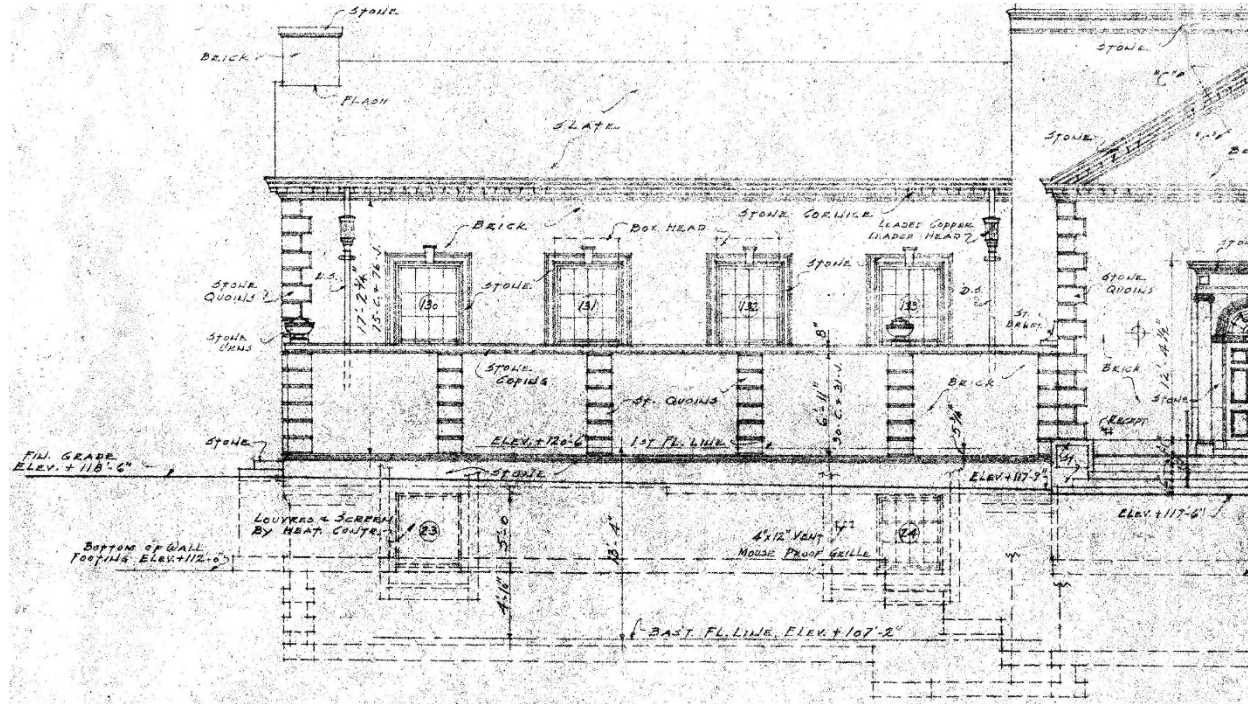
**WJE** | ENGINEERS  
ARCHITECTS  
MATERIALS SCIENTISTS

Wiss, Janney, Elstner Associates, Inc.

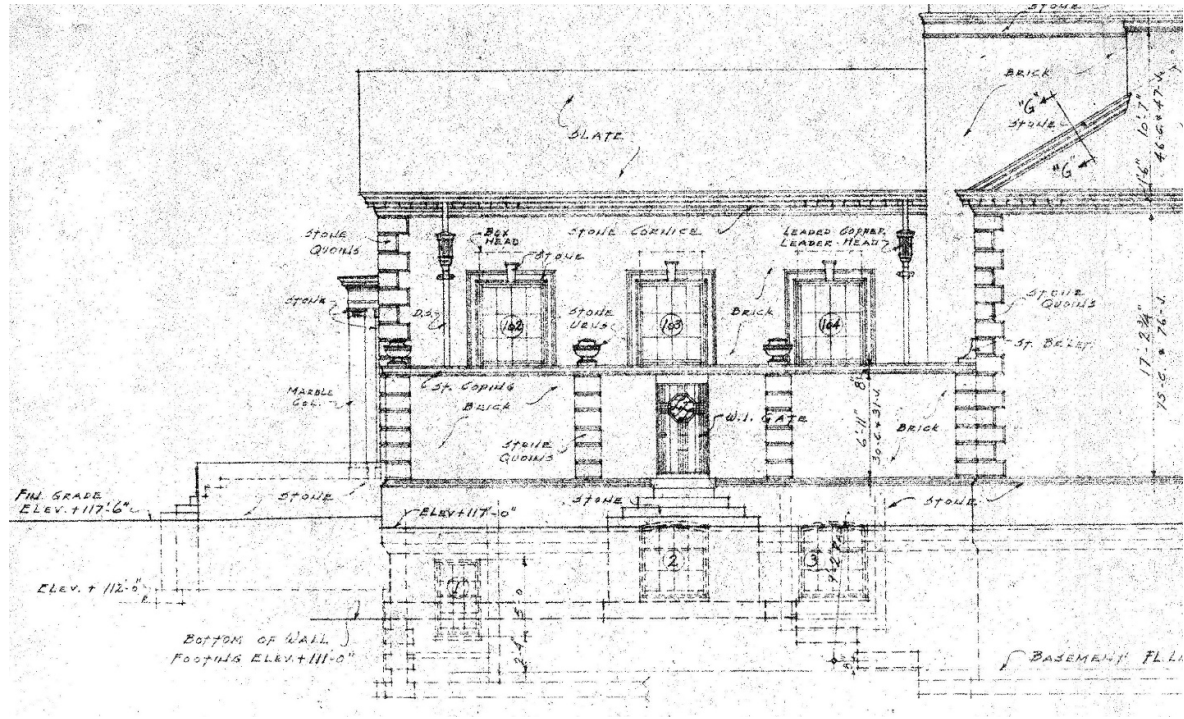
December 17, 2024



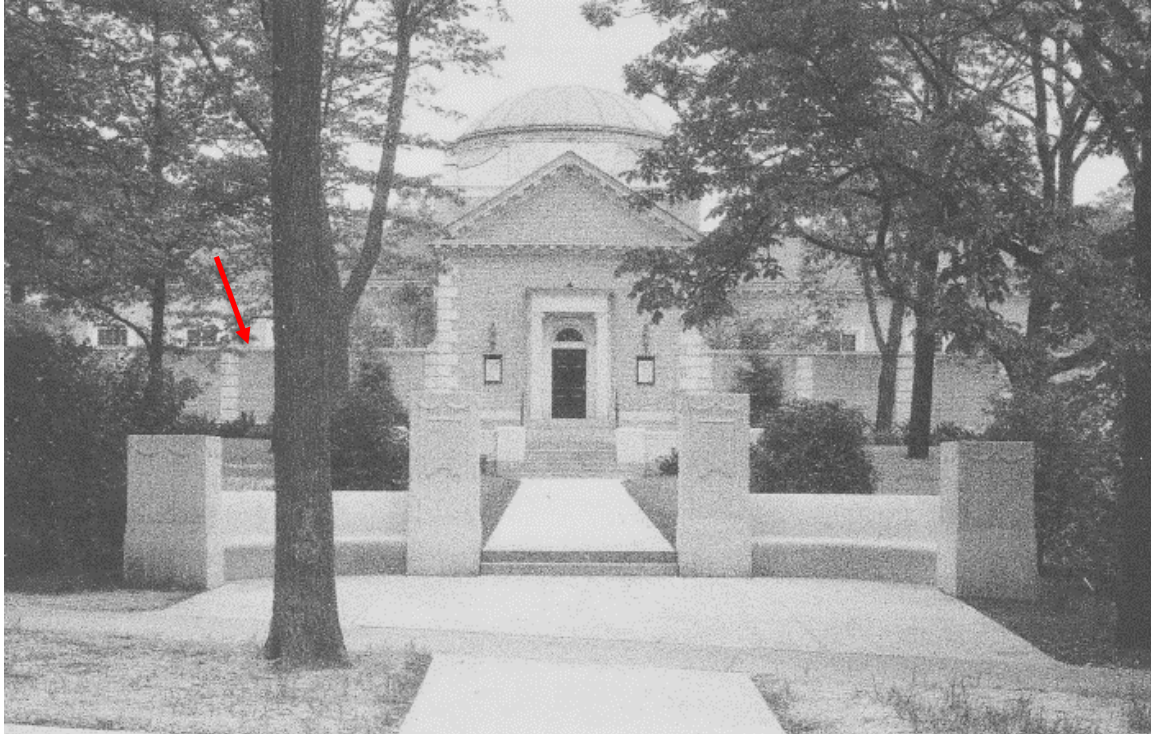
# Original Design (South)



# Original Design (East)



# Original Construction

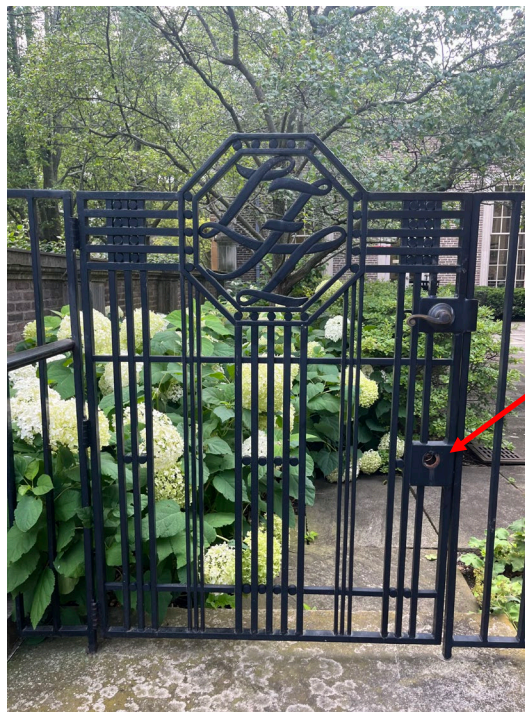
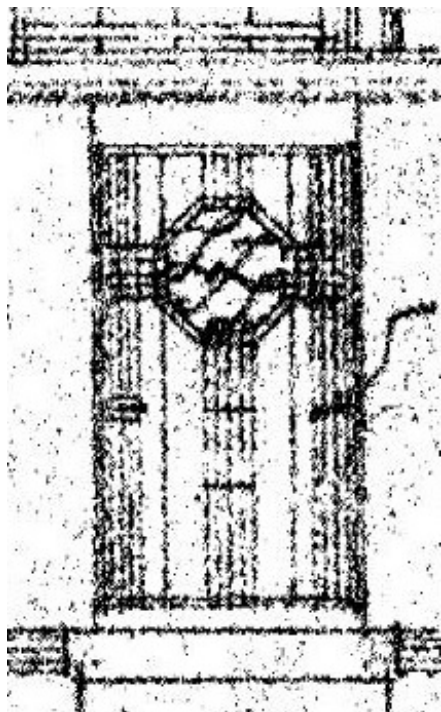




# Original Construction



# Garden Gate

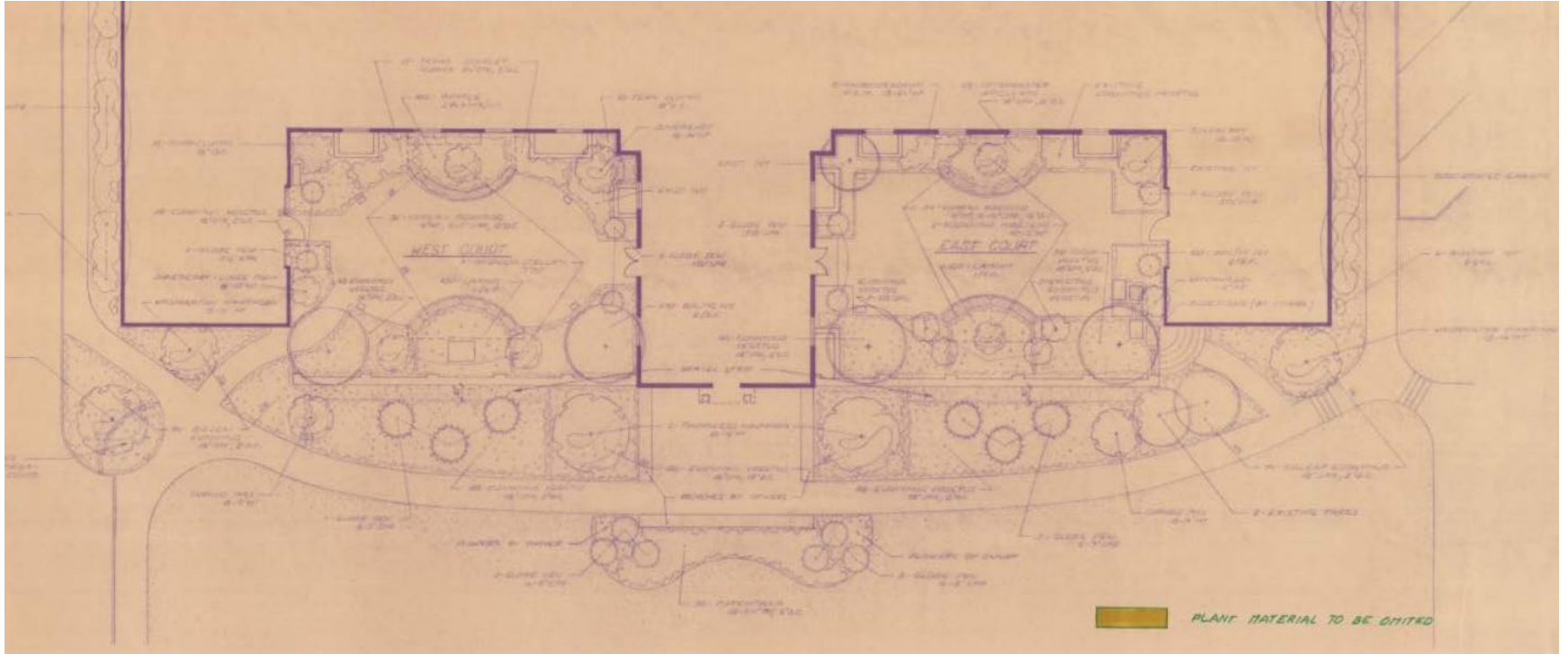




# Center Sidewalk



# Courtyard Landscape





# Courtyard Landscape





# Courtyard Sculpture



# Existing Conditions





# Lack of Accessibility





# Masonry Deterioration





# Concrete Foundation





# Deterioration of End Walls





# Drainage





# Drainage





# Lighting





# Entrance Gate





# Entrance Gate



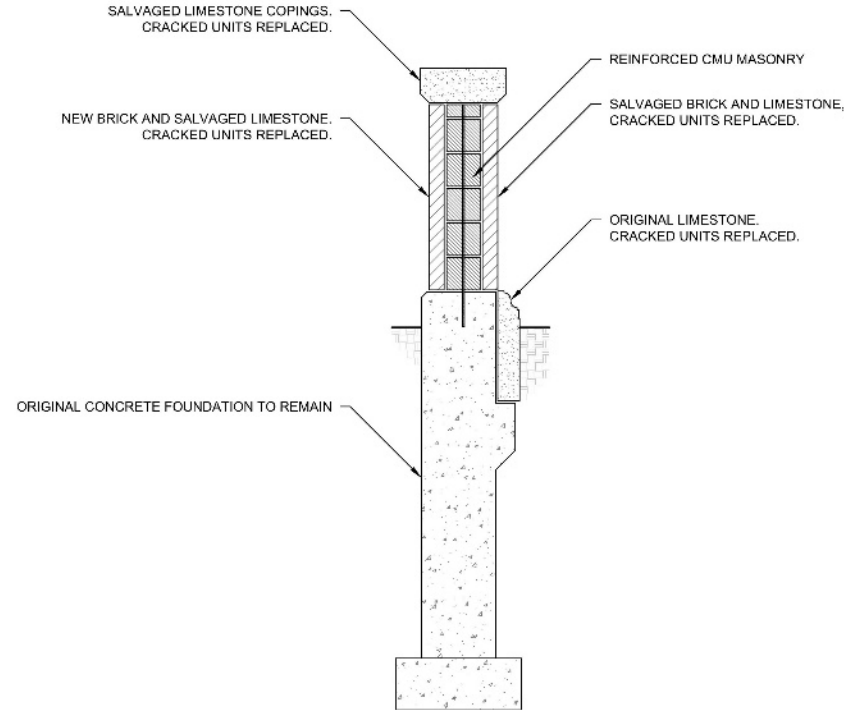


# Repair Scope and Design Options

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# Repair Scope: Walls

- Reconstruct Courtyard Enclosure Walls
  - Existing Concrete Foundation Remains
  - Salvage and Reuse Brick and Stone as Possible
  - Some New Brick and New Stone Needed



# Repair Scope: Grading and Access

- Re-grade Courtyards
  - Raise Grade 6" +/-
  - ADA Compliant Path from Entrance Hall to Exterior
- Replace Exterior Doors
- Replace Paving (Natural Stone)
- Replace Small Plantings
- Foundation Waterproofing





# Repair Scope: Drainage

- Keep Existing Sump Pump
- Raise Area Well Walls
- Keep Existing Catch Basins
- New Drains for Pavement
- Inspect and Jet Rod All Piping
- Replace Irrigation System

# Design Options: Paving System

- Sand Set (Existing System)
  - Larger Pavers
  - Open Joints
  - Re-Set Displaced Pavers: 5 to 10 Years
- Mortar Set
  - Smaller Pavers
  - Concrete Substructure
  - Joints Filled with Grout
  - Regrout Joints: 10 to 15 Years

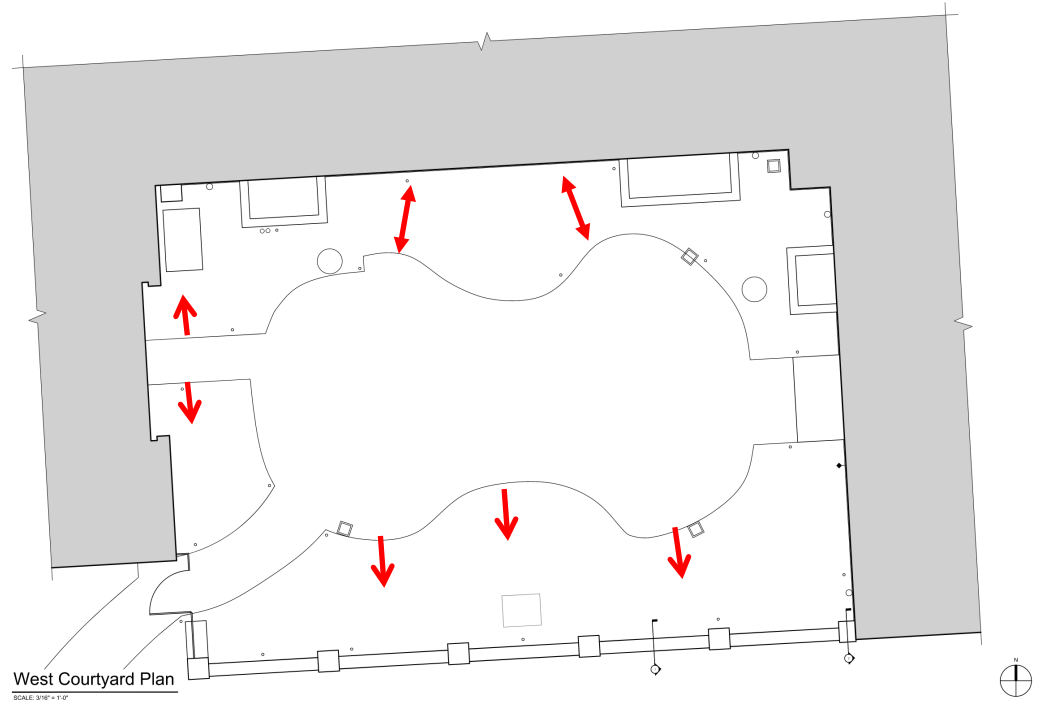
# Design Options: Paving Materials

- Slate
- Sandstone
- Granite
- Brick



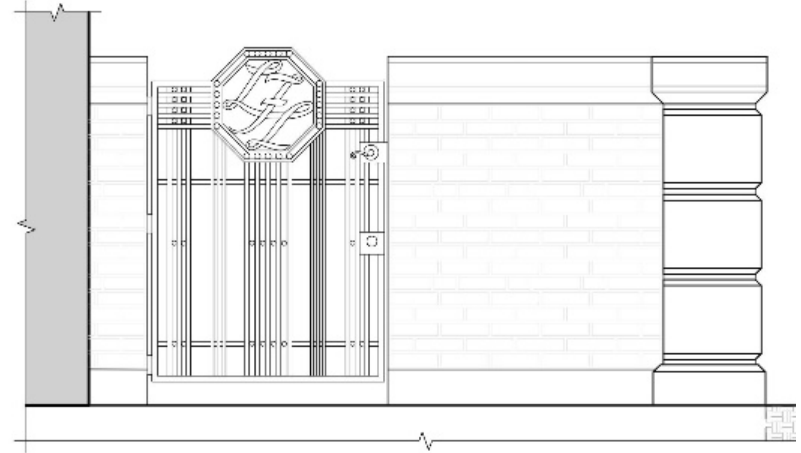
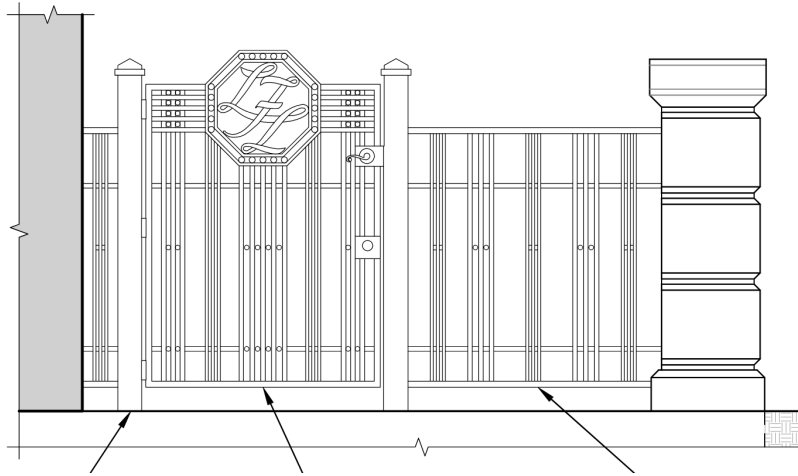
# Design Options: Paving Extent

- Add Access to North Wall Windows
- Expand Paving at Addition Curtain Wall
- Expand Paving to South





# Design Options: End Walls



# Design Options: Electric Power

- A. Wall-Mounted Receptacles
- B. Pavement Receptacles
- C. Pedestal Receptacles
- D. Combination of the above



PHOTO 1A: HEAVY DUTY GFCI RECEPTACLE



PHOTO 1B: METALLIC IN-USE COVER FOR OUTDOOR RECEPTACLE



PHOTO 2A: OUTDOOR FLOOR BOX WITH QUAD CONFIGURATION WHILE OPEN



PHOTO 2B: OUTDOOR FLOOR BOX WHILE IN USE



PHOTO 2C: POWER PEDESTALS, NO RECEPTACLES ARE INSTALLED IN THIS PICTURE

# Design Options: Lighting

- A. Restore 1930 Wall-Mounted Fixtures
- B. Additional Wall-Mounted Fixtures
- C. Bollard-Type Fixtures
- D. Combination of the above



# Design Options: Entrance Gate





# Discussion





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

December 12, 2024

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

## Lake Forest Library - Design Development and Construction Documents

WJE No. 2024.3861

Dear Mr. Laxminarayan:

As requested, Wiss, Janney, Elstner Associates, Inc. (WJE) is pleased to provide this proposal for design services for the rehabilitation of the south courtyards and Deerpath Road entrance gate of the Lake Forest Library. As discussed, this proposal builds upon the recently completed schematic design services to produce construction documents suitable for bidding of the project.

### 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. In 1957, the heights of the enclosing masonry walls were reduced. 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, although currently no walkway is present and the area through the piers is maintained as a grass lawn.

Schematic design drawings and a design report prepared by WJE have recently been provided for review, and the project will be presented to the Lake Forest Library Board at the meeting on December 17, 2024.

### SCOPE OF WORK DESIGNED BY WJE

The Scope of Work for Construction Documents will be as generally depicted in the Schematic Design drawings and as described in our letter report dated December 6, 2024. In summary, the major work items include:

- Reconstruction of the above-ground masonry courtyard south walls.
- Replacement of the existing steel fences at the courtyard east/west walls.

- Restoration of the wrought iron gates at the courtyard east/west walls.
- Installation of waterproofing at the basement wall at the southwest corner of the entrance lobby.
- Re-grading and re-paving of the courtyard.
- Replacement of exterior doors from the entrance lobby to the courtyards.
- Repair and upgrading of courtyard lighting and power.
- Repair of courtyard storm drainage.
- Restoration of the limestone gateway at Deerpath Road, and replacement of associated concrete pavement.

Drawings are expected to include:

- Site plan
- Enlarged courtyard plans
- Exterior elevations
- Wall sections
- Details

Specifications are expected to include:

- Division 00 – Procurement and contracting requirements
- Division 01 – General requirements
- Division 03 – Concrete work
- Division 04 – Masonry work
- Division 05 – Metal work
- Division 07 – Waterproofing work
- Division 22 – Plumbing work
- Division 26 – Lighting and electrical work
- Division 32 – Exterior pavement

## **SCOPE OF SERVICES**

### **Design Development Phase**

1. **Design Development.** Develop architectural drawings (plans, sections, elevations, and details, as relevant) and outline technical specifications for the scope of work defined above. We will prepare our drawings in AutoCAD, building upon the Schematic Design set previously prepared.
2. **Site Investigation.** The design team will visit the site to verify field conditions as necessary for the development of the design. As part of this work, GBA will engage a plumbing contractor to video

scope the subsoil drain pipe and establish the pipe routing and extent of required pipe replacement. For purposes of this proposal, we have allowed three days of investigation for two plumbers.

3. **Cost Estimate.** An initial construction cost estimate will be prepared based on the Design Development drawings.
4. **Meetings.** Meet with library staff and building committee representatives of the library board to review the in-progress design, scope of the project, and estimated construction cost. Based on the results of the meeting, the final base bid scope of work and alternate bid items (as relevant) will be confirmed. We also anticipate that a presentation to the City of Lake Forest Historic Preservation Commission will be made by WJE during the Design Development phase.

## Construction Documents Phase

5. **Construction Documents.** Develop architectural drawings (plans, sections, elevations, and details, as relevant), engineering calculations, and specifications for the scope of work defined above. We will prepare our drawings in AutoCAD, building upon the Design Development set. For the specifications, we will prepare all technical specifications as well as Division 00 (procurement) and Division 01 (general requirements) specifications. For Division 00, some sections will need to be prepared or reviewed by the library board or its attorney. We anticipate a 95 percent complete draft construction documents submittal to the library building committee for review. A revised construction cost estimated will also be prepared based on the 95 percent complete draft construction documents. After review and revision, we will provide a final check set of the construction documents for library board approval. We will make any final corrections or edits, and then compile the Construction Documents suitable for bidding. All submittals will be provided in electronic form as PDF files.
6. **Meetings.** Meet with library staff and building committee representatives of the library board to review the in-progress construction documents. We anticipate that WJE will also participate in a presentation of the project at a meeting of the full library board.
7. **Bidding Phase.** During the Bidding Phase, attend one pre-bid meeting on site. We will prepare addenda as required based on contractor questions. After receipt of bids, we will assist the library board in review of the bidders' qualifications and price proposals.
8. **City Permits.** Prepare signed and sealed documents as required to apply for a building permit from the City of Lake Forest. We understand that the selected Contractor will submit the permit application and pay associated fees.

## 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
- CCS International (CCS): Cost estimating



### 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. (See Additional Services, below.)
- Currently, landscape architecture design services are not included in this proposal. We will continue to work with library staff and trustees to identify a landscape architect to join the project team, if desired. Once a professional landscape architecture firm acceptable to the library board provides a proposal for landscape architecture design services, their fee can be added to the WJE agreement as a change order.
- The current phase of work concludes with the bidding phase. Once the schedule for construction is known, we are available to provide a proposal for Construction Administration services.

### Additional Services

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

**Table 1. Hourly Billing Rates (effective January 1, 2025)**

Professional Staff		Professional Support Staff	
Senior Principal	\$420.00	Senior Specialist	\$185.00
Principal	\$345.00	Specialist	\$165.00
Associate Principal	\$295.00		
Senior Associate	\$265.00	Senior Technician	\$145.00
Associate III	\$230.00	Technician II	\$125.00
Associate II	\$195.00	Technician I	\$110.00
Associate I	\$160.00	Admin Support	\$125.00

### BUDGET

We propose to complete the above Scope of Services for the Design Development and Construction Documents phases for a fixed fee of \$74,790, inclusive of expenses as follows:

Architecture, structural engineering (WJE):	\$29,000
Mechanical, electrical, plumbing engineering (GBA):	\$17,940
Contractor support, plumbing investigation:	\$11,100
Cost estimating (CCS):	\$16,750
<b>Total</b>	<b>\$74,790</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 continue assisting in the repair of this important landmark building.

Sincerely,

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



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.



December 10, 2024

**Revised December 12, 2024**

Kenneth M. Itle  
Associate Principal  
Wiss, Janney, Elstner Associates, Inc.  
330 Pfingsten Road  
Northbrook, IL 60062

Re: Lake Forest Library  
Courtyard MEP DD CD  
GBA Proposal P24-1146-00

Dear Ken:

Grumman|Butkus Associates (GBA) is pleased to submit this proposal for the design phase services associated with the above-mentioned project. Your authorization to proceed with these services constitutes an acceptance of the terms in this letter and will be required in order for GBA to commence work.

### **SCOPE OF THE PROJECT**

1. The scope of the project involves the renovation of the courtyard at the Historic Lake Forest Library building in Lake Forest, IL.
2. As part of the courtyard renovation, the library wishes to upgrade the existing sub-soil drainage system serving the courtyard.
3. Additionally, the Library wishes to extend electrical service to the courtyard to accommodate future events.
4. Anticipated plumbing work includes:
  - a. Demolition and replacement of the existing subsoil drainage system partially or in its entirety.
  - b. New piping for existing sump pumps.
5. Anticipated electrical work includes:
  - a. New power feeds for outlets in the courtyard to be used for future events.
  - b. Power feeds will be from the existing electrical distribution system.

### **SCOPE OF GBA'S BASIC SERVICES**

1. Perform a site survey. Owner shall provide any available as-built drawings and access to spaces.
2. GBA will hire Pasquesi Plumbing to video scope the subsoil drain pipe and establish the pipe routing and extent of required pipe replacement. We have allowed three days of investigation for two plumbers.

3. System design including calculations as well as coordination with required design team members.
4. Cost estimates are by others.
5. Preparation of drawings using AutoCAD. Architect is responsible for the electronic generation of backgrounds in AutoCAD and title block for the Engineers to utilize.
6. Specifications shall be on the drawings. The Architect will generate the invitation to bid, instructions to bidders, bid form, general conditions, and Divisions 0-14.
7. Attendance at up to four design phase meetings.
8. Bid/negotiation phase services shall be provided as an Additional Service.
9. Construction administration phase services shall be provided as an Additional Service.
10. The scope of work and fee is based on the following assumptions and service limitations:
  - a. Testing and verification of existing mechanical and electrical equipment performance is not included. Performance of existing equipment will be determined strictly by reviewing existing documentation and conducting a cursory physical field survey.
  - b. Central service modifications are **not** included in the scope of our Basic Services including, but not limited to, cooling plants, heating plants, steam/condensate plants, domestic hot and cold water, sanitary/waste/vent systems, storm water systems, air handling systems, sprinkler, temperature control systems, lightning protection, normal power, essential power, fire alarm and low voltage voice/data systems except as noted above.
  - c. Energy analyses, infrastructure studies, due diligence studies or building pressurization analyses are **not** included in the scope of our Basic Services.

## COMPENSATION

1. GBA's Basic Services shall be a lump sum fixed fee of \$29,040.
2. We will bill our time as follows:
 

Design Development	\$8,970
Construction Documents	\$8,970
Plumbing Investigation Allowance	\$11,100
3. Our hourly rates are shown in Exhibit A along with our collection terms. The hourly rates shall be used only for Additional Services.

**GENERAL**

This Proposal, the attached Terms and Conditions for Consulting Services, and applicable exhibits constitute the entire agreement between Owner and GBA and supersedes all prior written or oral understandings. This Agreement may only be amended, supplemented, modified, or canceled by a duly executed written instrument.

Direction to GBA to provide any of the services described in this proposal after receipt of this document shall be deemed acceptance of all of the terms and conditions contained herein without limitations.

We look forward to this interesting project. Thank you for the opportunity to submit a proposal.

Sincerely,



John Tsingas, PE  
Vice President

Enclosures: Terms and Conditions for Consulting Services  
Exhibit A, Hourly Rates

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**ACCEPTED BY:**

Signature: \_\_\_\_\_

Name (please print): \_\_\_\_\_

Title (please print): \_\_\_\_\_

Date: \_\_\_\_\_



## TERMS AND CONDITIONS FOR CONSULTING SERVICES

### ARTICLE 1 - SCOPE OF PROJECT

The scope of the project shall be as described in the associated Proposal for Consulting Services.

### ARTICLE 2 - BASIC SERVICES OF GBA

GBA shall provide, or cause to be provided, the services set forth herein and in the associated Proposal for Consulting Services.

### ARTICLE 3 - OWNER'S RESPONSIBILITIES

1. Owner shall provide Engineer with existing Project-related information and data in Owner's possession and needed by Engineer for performance of Engineer's Services. Owner will advise the Engineer of Project-related information and data known to Owner but not in Owner's possession. Engineer may use and rely upon Owner-furnished information and data in performing its Services, subject to any express limitations applicable to the furnished items.
2. Following Engineer's assessment of initially-available Project information and data, and upon Engineer's request, Owner shall obtain, furnish, or otherwise make available (if necessary through retention of specialists or consultants) such additional Project-related information and data as is reasonably required to enable Engineer to complete its Services; or, with consent of Engineer, Owner may authorize the Engineer to obtain or provide all or part of such additional information and data as Additional Services.
3. Owner shall provide necessary direction and make decisions, including prompt review of Engineer's submittals, and carry out its other responsibilities in a timely manner so as not to delay Engineer's performance. Owner shall give prompt notice to Engineer whenever Owner observes or otherwise becomes aware of (1) any relevant, material defect or nonconformance in Engineer's Services, or (2) any development that affects the scope or time of performance of Engineer's Services.

### ARTICLE 4 - PAYMENTS TO GBA

1. Methods of Payment for Services and Expenses of GBA.
  - a. *For Basic Services.* Owner shall pay GBA for Basic Services rendered a fee of amount and type defined in the associated Proposal for Consulting Services.

- b. Hourly Rates for Basic Services (if fee type is hourly not-to-exceed) and for Additional Services are shown in Exhibit A.
- c. *For Additional Services.* Owner shall pay Engineer an amount equal to the cumulative hours charged in providing the Additional Services by Engineer's employees, times standard hourly rates for each applicable billing class listed in Exhibit A; plus reimbursement of expenses incurred in connection with providing the Additional Services.
- d. *For Reimbursable Expenses.* In addition to payments for Basic and Additional Services, Owner shall pay GBA the costs of all Reimbursable Expenses incurred in connection with all Basic and Additional Services as noted in Exhibit B. Reimbursable expenses shall not exceed the amount specified in the associated Proposal for Consulting Services.

### 2. Times of Payments

- a. GBA shall submit statements no more often than monthly for Basic and Additional Services rendered and for Reimbursable Expenses incurred.
- b. For lump sum projects, the statements will be based upon GBA's estimate of the proportion of the total services actually completed to total project scope at the end of the time period covered by the statement.
- c. For hourly billings, the statements will be based on the hours incurred by personnel up to and including the time period noted on the statement.
- d. Fees for services of professional associates and consultants shall be included on monthly statements if their billings are, in turn, received prior to GBA's closing date.
- e. Owner shall make prompt monthly payments in response to GBA's monthly statements. Failure to make payment 30 days after receipt of GBA's invoice shall be a material breach of this Agreement.

### ARTICLE 5 - TERMINATION

1. Termination for Cause
  - a. Either party may terminate the Agreement for cause upon 30 days' written notice in the event of substantial failure by the other party to perform

- in accordance with the terms of the Agreement, through no fault of the terminating party.
- b. Engineer may terminate this Agreement for cause upon seven days' written notice (a) if Owner demands that Engineer furnish or perform services contrary to Engineer's responsibilities as a licensed professional, (b) if Engineer's services for the Project are delayed or suspended for more than 90 days for reasons beyond Engineer's control, (c) if payment due Engineer remains unpaid for 90 days.
  - c. Engineer will have no liability to Owner on account of any termination by Engineer for cause.
2. Termination for Convenience: Owner may terminate this Agreement for convenience, effective upon Engineer's receipt of notice from Owner.
  3. Payments Upon Termination: In the event of any termination, Engineer will be entitled to invoice Owner and to receive full payment for all services performed or furnished in accordance with this Agreement, and to reimbursement of expenses incurred through the effective date of termination. Upon making such payment, Owner will have the limited right to the use of all deliverable documents, whether completed or under preparation at Owner's sole risk.
  4. If Owner has terminated the Agreement for cause and disputes Engineer's entitlement to compensation for services and reimbursement of expenses, then Engineer's entitlement to payment and Owner's rights to the use of the deliverable documents will be resolved in accordance with the dispute resolution provisions of this Agreement or as otherwise agreed in writing.

#### ARTICLE 6 - GENERAL CONSIDERATIONS

1. The standard of care for all professional engineering and related services performed or furnished by Engineer under this Agreement will be the care and skill ordinarily used by members of the subject profession practicing under similar circumstances at the same time and in the same locality. Engineer makes no warranties, express or implied, under this Agreement or otherwise, in connection with any services performed or furnished by Engineer. Subject to the foregoing standard of care, Engineer may use or rely upon design elements and information ordinarily or customarily furnished by others, including, but not limited to, specialty contractors, manufacturers, suppliers, and the publishers of technical standards.
2. Engineer shall not at any time supervise, direct, control, or have authority over any Constructor's work, nor will Engineer have authority over or be responsible for the means, methods, techniques, sequences, or procedures of construction selected or used by any Constructor, or the safety precautions and programs incident thereto, for security or safety at the Project site, nor for any failure of a Constructor to comply with laws and regulations applicable to that Constructor's furnishing and performing of its work. Engineer shall not be responsible for the acts or omissions of any Constructor.
  3. Engineer neither guarantees the performance of any Constructor nor assumes responsibility for any Constructor's failure to furnish and perform its work.
  4. Engineer's opinions of probable construction cost (if any) are to be made on the basis of Engineer's experience, qualifications, and general familiarity with the construction industry. However, because Engineer has no control over the cost of labor, materials, equipment, or services furnished by others, or over contractors' methods of determining prices, or over competitive bidding or market conditions, Engineer cannot and does not guarantee that proposals, bids, or actual construction cost will not vary from opinions of probable construction cost prepared by Engineer. If Owner requires greater assurance as to probable construction cost, then Owner agrees to obtain an independent cost estimate.
  5. Engineer shall not be responsible for any decision made regarding the construction contract requirements, or any application, interpretation, clarification, or modification of the construction contract documents, other than those made by Engineer.
  6. All documents prepared or furnished by Engineer are instruments of service, and Engineer retains an ownership and property interest (including the copyright and the right of reuse) in such documents, whether or not the Project is completed. Engineer grants to Owner a limited license to use the deliverable documents on the Project, extensions of the Project, and for related uses of the Owner, subject to receipt by Engineer of full payment due and owing for all Services and Additional Services relating to preparation of the deliverable documents, and subject to the following limitations:
    - a. Owner acknowledges that such documents are not intended or represented to be suitable for use on the Project unless completed by Engineer, or for use or reuse by Owner or others on

- extensions of the Project, on any other project, or for any other use or purpose, without written verification or adaptation by Engineer;
- b. any such use or reuse, or any modification of the documents, without written verification, completion, or adaptation by Engineer, as appropriate for the specific purpose intended, will be at Owner's sole risk and without liability or legal exposure to Engineer or to its officers, directors, members, partners, agents, employees, and subconsultants;
  - c. Owner shall indemnify and hold harmless Engineer and its officers, directors, members, partners, agents, employees, and subconsultants from all claims, damages, losses, and expenses, including attorneys' fees, arising out of or resulting from any use, reuse, or modification of the documents without written verification, completion, or adaptation by Engineer; and
  - d. such limited license to Owner shall not create any rights in third parties.
7. Owner and Engineer agree to transmit, and accept, Project-related correspondence, documents, text, data, drawings, information, and graphics, in electronic media or digital format, either directly, or through access to a secure Project website, in accordance with a mutually agreeable protocol.
  8. Additional provisions applicable to commissioning projects only:
    - a. The goal of GBA's review of the design team's drawings and specifications is for conformance with the Owner's Project Requirements and commissionability. While GBA's design review comments may include identifying errors on the documents, GBA shall not be responsible for design errors and omissions.
    - b. GBA review of equipment submittals and shop drawings shall be for consistency with the design documents and coordination with commissioning activities. The engineer of record shall be responsible for the complete review and approval of equipment submittals and shop drawings.
    - c. GBA is not responsible for directing the design team. Issues identified by GBA are presented for Owner consideration; the Owner shall direct the design team to incorporate changes or modify their design.
    - d. GBA is not responsible for or authorized to approve changes to the construction schedule or cost (including change orders).
    - e. The expense of redesign required for systems found uncommissionable due to design errors and/or omissions will be paid by others.
    - f. Costs associated with contractor man-hours to participate and conduct commissioning activities, such as functional performance testing shall be paid by the owner/general contractor and are not included in the scope of GBA's Basic Services.
    - g. Temperature control system trend logs required by the commissioning agent shall be prepared by others.
    - h. The Owner and Contractor shall provide remote access to the building automation controls system to GBA for commissioning purposes. GBA will provide the required hardware (laptop) dedicated for this purpose. The Owner and Controls Contractor shall provide any software or proprietary hardware required to enable remote access to the systems.
  9. Waiver of Damages; Limitation of Liability: To the fullest extent permitted by law, Owner and Engineer (1) waive against each other, and the other's officers, directors, members, partners, agents, employees, subconsultants, and insurers, any and all claims for or entitlement to special, incidental, indirect, or consequential damages arising out of, resulting from, or in any way related to this Agreement or the Project, from any cause or causes, and (2) agree that Engineer's total liability to Owner under this Agreement shall be limited to \$100,000 or the total amount of compensation received by Engineer, whichever is greater.
  10. The parties acknowledge that Engineer's Services do not include any services related to unknown or undisclosed Constituents of Concern. If Engineer or any other party encounters, uncovers, or reveals an unknown or undisclosed Constituent of Concern, then Engineer may, at its option and without liability for consequential or any other damages, suspend performance of Services on the portion of the Project affected thereby until such portion of the Project is no longer affected, or terminate this Agreement for cause if it is not practical to continue providing Services.
  11. Owner and Engineer agree to negotiate each dispute between them in good faith during the 30 days after notice of dispute. If negotiations are unsuccessful in

resolving the dispute, then the dispute will be mediated. If mediation is unsuccessful, then the parties may exercise their rights at law.

12. This Agreement is to be governed by the laws of the state in which the Project is located.
13. Owner recognizes and acknowledges that GBA personnel performing services for the Owner in furtherance of this Agreement are a valuable asset of GBA. Accordingly, the Owner hereby covenants and represents that the Owner, the Owner's agents and their respective officers, directors, partners, members, affiliates, agents and employees will not solicit or otherwise make any offer of employment to any GBA employee, whether directly or indirectly, and whether for the Owner or the Owner's officers, directors, partners, members or their respective affiliates for a period of two (2) years from the date of the termination of this Agreement. Owner further recognizes and acknowledges that any breach or threatened breach of the covenant set forth in this paragraph may result in irreparable injury to GBA for which monetary damages may be an inadequate remedy, and Owner agrees that GBA shall be entitled (without proving monetary damages) to temporary and/or permanent injunctions from a court in Illinois restraining such breach or threatened breach. Injunctive relief shall not be deemed to be the exclusive remedy for any such breach or threatened breach of this Agreement, but shall be in addition to all other remedies available to GBA at law or in equity.
14. The Engineer shall have the right to include photographic or artistic representations of the Project among the Engineer's promotional and professional materials. The Engineer shall be given reasonable access to the completed Project to make such representations. However, the Engineer's materials shall not include the Owner's confidential or proprietary information if the Owner has previously advised the Engineer in writing of the specific information considered by the Owner to be confidential or proprietary. The Owner shall provide professional credit for the Engineer in the Owner's promotional materials for the Project.

#### ARTICLE 7 - DEFINITIONS

1. Constructor—Any person or entity (not including the Engineer, its employees, agents, representatives, subcontractors, and subconsultants), performing or supporting construction activities relating to the Project, including but not limited to contractors, subcontractors, suppliers, Owner's work forces, utility companies, construction managers, testing firms,

shippers, and truckers, and the employees, agents, and representatives of any or all of them.

2. Constituent of Concern—Asbestos, petroleum, radioactive material, polychlorinated biphenyls (PCBs), lead based paint (as defined by the HUD/EPA standard), hazardous waste, and any substance, product, waste, or other material of any nature whatsoever that is or becomes listed, regulated, or addressed pursuant to laws and regulations regulating, relating to, or imposing liability or standards of conduct concerning, any hazardous, toxic, or dangerous waste, substance, or material.

#### ARTICLE 8 - SUCCESSORS, ASSIGNS, AND BENEFICIARIES

1. Successors and Assigns
  - a. Owner and Engineer are hereby bound and the successors, executors, administrators, and legal representatives of Owner and Engineer are hereby bound to the other party to this Agreement and to the successors, executors, administrators, and legal representatives (and said assigns) of such other party, in respect of all covenants, agreements, and obligations of this Agreement.
  - b. Neither Owner nor Engineer may assign, sublet, or transfer any rights under or interest (including, but without limitation, money that is due or may become due) in this Agreement without the written consent of the other party, except to the extent that any assignment, subletting, or transfer is mandated by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement.
2. Beneficiaries: Unless expressly provided otherwise, nothing in this Agreement shall be construed to create, impose, or give rise to any duty owed by Owner or Engineer to any Constructor, other third-party individual or entity, or to any surety for or employee of any of them. All duties and responsibilities undertaken pursuant to this Agreement will be for the sole and exclusive benefit of Owner and Engineer and not for the benefit of any other party.

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**EXHIBIT A  
HOURLY BILLING RATES  
GRUMMAN | BUTKUS ASSOCIATES**

**THIS INFORMATION IS CONFIDENTIAL**

Senior Principal	\$285
Principal	\$280
Associate	\$240
Project Manager	\$200
Senior Project Engineer	\$174
Project Engineer	\$145
CAD Coordinator	\$150
Engineer	\$125
BIM CAD Specialist	\$95
Project Coordinator	\$90
Non-Technical	\$90
Litigation Support / Expert	\$350

These rates are subject to revision in January of each year.

All amounts due Grumman | Butkus Associates shall be payable upon presentation of an invoice which shall be rendered from time to time but not more frequently than monthly. Invoiced amounts for professional time shall be billed at the hourly rates cited above for the time incurred on the project. Reimbursable expenses shall be included on invoices as the expenses are incurred. Any franchise, sales, service, use and/or value-added taxes levied by any governmental authority which would be deemed applicable by Grumman | Butkus Associates will be invoiced in addition to any stated fee and/or reimbursable limits.

Grumman | Butkus Associates reserves the right to suspend work or terminate this Agreement and charge 1.5% interest per month on invoiced amounts when invoices are sixty (60) days past due. All attorney fees, court costs, accrued interest and other collection costs incurred during collection procedures for delinquent accounts shall be paid to Grumman | Butkus Associates.



December 5, 2024

Mr. Kenneth Itle
Wiss, Janney, Elstner Associates, Inc
330 Pfingsten Rd
Northbrook, IL 60062

Via Electronic Transmission: kitle@wje.com

RE: Lake Forest Library - Courtyard renovation

Project Scope: Renovation of the existing courtyard to reinstate the original layout and structure of the space, including new walls, foundations, drainage, civil and associated siteworks.

Dear Mr. Itle,

I am pleased to confirm our proposal for the referenced project to provide the following services:

- Design Development Estimate
Construction Document Estimate
Total Fee \$16,755.04

All disciplines will be estimated based on project parameters and information provided and detailed in a concise and professional manner, based and relying upon information provided by Wiss, Janney, Elstner Associates, Inc and their Design Team at each specific design phase.

CCS is not responsible and will not be liable for any budget changes, additions or constraints requiring a Project redesign either prior to or after bidding. After bidding, if the Project comes in over the estimate, CCS will provide additional estimating support upon request to assist the Design Team in its efforts to bring the Project within budget. Unless specifically included in the fees described above, additional fees may apply for such support.

Fees include the following:

- Draft estimate submittal for review and submittal of a final estimate incorporating Design Team review comments.

1 Fees related to this phase of Work include additional estimating support in the event that after bidding, Project costs exceed estimates.



- Meetings:
  - one (1) virtual meeting with one (1) member of the CCS Team.
- Additional Meetings and Services - If required, additional meetings and services will be billed at current hourly rates.

**Reimbursables will be billed at cost: (None Anticipated)**

**Fees exclude the following except as detailed above:**

- Estimates for additional structures, improvements, design and/or scheduling options/alternatives
- Estimates of costs associated with FF&E and other non-hard construction cost items associated with the project.
- Additional meetings / team conference calls
- Value Engineering
- Review and reconciliation time with other independent estimating companies / CM's / Contractors
- Variations or additions to breakdown detail/format described above
- Change order review
- Cost alternatives for the estimate schemes

If any/all of these services are requested, they will be proposed as additional services to the current contract.

**Informational Needs at Each Estimate Stage**

CCS requires at least three (3) weeks' notice, at each phase, prior to providing service. Such notice should be provided for each by completing the brief online CCS [Project Launch Form](#). This enables us to prepare our team, ensuring we have adequate resources available to meet the needs of your Project and the time needed for market calls. Insufficient notice will impact on our ability to fulfill the schedule outlined in this proposal. Additionally, an overall project schedule should be made available to us, and updated as appropriate, which will ensure phases and overall project timelines are kept on track. Please note that times frames provided herein for us to complete each design phase estimate exclude any public/government holidays.

Please note as well that each phase of design estimating is a "snapshot" in time relating to level of design and amount of detail available and provided to CCS at the onset of a phase estimate. Changes, alternatives and/or additions to that initial design or detail during the performance of our phase estimate may result in delays to the completion of the estimate and/or additional fees.

The format and detail levels listed above follow standard industry norms and expectations for each phase of design. Should you and/or your client require something other than that described above, this should be discussed and agreed to with your assigned CCS Project Manager, in writing, in advance of beginning the phase estimate. If not, then these industry norms will be followed.



- Design Development Phase – (one (1) electronic PDF version of drawings)
  - Floor Plans
  - Elevations
  - Wall Sections
  - Foundation Plans, Structural Framing Plans
  - Single Line Drawings for Plumbing, and Electrical Systems indicating sizes, equipment selection, etc. with written description of each system
  - Site Plan / Civil Drawings
  - One set of Outline Specifications for all divisions
- Construction Document Phase – (one (1) electronic PDF version of drawings)
  - Bid Drawings with only minor coordination issues to be resolved
  - One set of Outline Specifications for all divisions
- Full disclosure by Design Team and Owner of all issues that may affect construction cost.

**Estimate Schedule for Each Design Phase:**

- Commencement upon receipt of all information requested above relating to the relevant phase of the Project
- Fifteen (15) business days (excluding weekends & holidays) to prepare the draft estimate
- Draft estimate issue to Client
- Five (5) business days to incorporate all comments into the estimate to provide one (1) final Client updated estimate
- Final Estimate (*in electronic format, unless a hard copy is required, in which case one hard copy will be sent*)

These fees are fixed for the period of six (6) months from the date of this proposal to the beginning of the first phase of estimating services requested of CCS. In the event that the Project is put on-hold, either before or during the course of the contract for more than six (6) months, these fees will be adjusted according to annual published inflation rates.

CCS shall perform its services to the standard of professional skill and care ordinarily provided by cost estimators practicing in the same or similar locality under the same or similar circumstances. CCS has no control over the cost of labor, materials or equipment, or over market conditions or factors that affect contractor bidding or negotiations. CCS makes no warranty, guarantee, or representation that CCS' cost estimates or contractor bids will come in under the budget for the work.

Due to our current workload and in order to ensure we are able to meet all our clients' deadlines and requirements, CCS will schedule your estimate on a preliminary basis upon receipt of your completed CCS [Project Launch Form](#) with known project schedule, but can only definitively schedule the Work, assign a Project Manager and begin the estimate with receipt of a signed agreement as provided below. Until such time, any questions or requested revisions to the terms of this Proposal should be directed to **Clive Bransby** ([cbransby@ccsdifference.com](mailto:cbransby@ccsdifference.com)). If necessary, prior to execution of a firm agreement, CCS will assign a prospective and likely Project





Manager who can attend client interview, kickoff or orientation meetings, etc., but CCS can not guaranty this will be the final Project Manager until a signed agreement is received.

Client may accept this Proposal by having its authorized representative sign below and return a copy of this executed Proposal, along with a Purchase Order (if required by project owner) and signed written notice-to-proceed to our Contracts Team ([contracts@ccsdifference.com](mailto:contracts@ccsdifference.com)). Client's written signature of this Proposal or other written notice to proceed shall be deemed acceptance of all terms and conditions of this Proposal and the sole Agreement between the parties dated as below. Alternatively, Client may provide its desired form of contract ("Agreement") to CCS Contract Team ([contracts@ccsdifference.com](mailto:contracts@ccsdifference.com)) for review, negotiation and mutual execution.

Please be advised that CCS reserves the right to delay the commencement of the work until it has received either 1) an executed copy of this fee proposal along with a Purchase Order (if required by project owner) and written notice to proceed, or 2) a fully executed Agreement between **Wiss, Janney, Elstner Associates, Inc** and CCS along with a Purchase Order (if required by project owner) and written notice to proceed. CCS' election to do so will not change its 15 business day time horizon for completion of the work.

Thank you for your consideration and for the opportunity to propose service on this Project.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'Clive Bransby', is written over a horizontal line.

Clive Bransby  
CEO, Principal  
**CCS INTERNATIONAL, INC.**

CB/cel  
IL 2024 - LFLCR - WJEA 120524

**ACCEPTED BY:      Wiss, Janney, Elstner Associates, Inc**

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Authorized Representative as Guarantor's Signature

Printed Name:

---

Title:

---

Date:

---



## **STANDARD CLIENT TERMS AND CONDITIONS**

### **1. SCOPE AND PERFORMANCE OF THE WORK**

As used herein, the term "Client" refers to the party signing as such below. Client hereby retains CCS International, Inc. ("CCS") to perform the services described in CCS's Proposal ("Services"), attached hereto, and CCS agrees to provide said Services. The terms, conditions, and limitations contained in CCS's Proposal are incorporated herein by reference in this Agreement. Any additional terms and conditions will not be binding upon CCS unless specifically assented to in writing by CCS's authorized representative. This Agreement shall not create any rights or benefits to parties other than Client or CCS. CCS will have no authority over decisions or actions affecting project production, design, means, methods, sequencing, scheduling, quality, workmanship, or the correction of hazardous conditions and safety practices. Such responsibility will remain with the Client project superintendent, project manager and the appropriate contractor or subcontractor personnel of Client.

### **2. PAYMENT TERMS**

As full consideration for the performance of Services described in Section 1 herein, Client agrees to pay CCS as set forth in CCS's Proposal. Any additional services or work required by Client shall be performed on a time-and-materials ("T&M") basis, in accordance with the cost and fee schedule effective at the time of performance of such services or work. **CCS's current COST AND FEE SCHEDULE is attached hereto and fully incorporated herein.** CCS agrees to provide the Services as an independent contractor. Nothing in this Agreement shall be deemed to be construed as creating an agency, partnership or joint venture relationship between CCS and the Client.

### **3. CHANGE ORDERS**

Client and/or CCS shall have the right to modify the scope of Services, specifications and time requirements set forth in the Proposal, along with an equitable adjustment of the cost and fees for such Services, as deemed appropriate and agreed to by the Parties hereto. Such modification of Services shall be in writing, attached hereto and incorporated by reference ("Change Order"). Any requests by Client for deviations from the Services specified in the Proposal involving increased time, costs or expenses to CCS shall be performed only upon execution of a Change Order.

### **4. BILLING AND PAYMENT**

Client recognizes that timely payment of CCS's invoices is a material part of the consideration CCS requires to perform the Services. Client will pay CCS for all satisfactorily rendered Services in accordance with these Terms and Conditions and the fees, rates, charges and reimbursement terms set forth in CCS's Proposal and/or COST AND FEE SCHEDULE. CCS shall be permitted to revise its COST AND FEE SCHEDULE no more than once annually. The revised COST AND FEE SCHEDULE shall apply only to Services performed after the effective date. Routine invoices will be submitted by CCS on a monthly basis and shall be due and payable within thirty (30) calendar days of invoice date.

If Client objects to any portion of an invoice, Client shall notify CCS within fourteen (14) calendar days from the date of the invoice, identify the cause of the objection, and pay when due the undisputed portion of the invoice. Client shall pay an additional charge of one and one-half percent



(1.5%) of the invoiced amount per month for any payment received by CCS more than thirty (30) calendar days from receipt of invoice, excepting any disputed portion of the invoiced amount that has been resolved in favor of Client. However, interest amounts shall not exceed that which is legally allowable. Payment thereafter shall be applied first to accrued interest and then to the unpaid principal amount. Payment of invoices is in no case subject to unilateral discounting or setoffs by Client. Payment shall not be conditioned on reimbursement or other recovery of funds from any third party, including insurance carriers.

## **5. STANDARD OF CARE/WARRANTY**

While performing the Services under this Agreement, CCS shall exercise that degree of care and skill ordinarily exercised under similar circumstances by members of the construction estimating and owner's representative consulting profession performing the kind of services to be performed hereunder and practicing in the same or similar locality at the same period of time. Except for the express promise set forth above, CCS neither makes, nor offers, nor warrants to Client any express or implied warranties or guarantees with respect to CCS's Services. Without limiting the foregoing and by way of example only, CCS has no control over the cost of labor, materials or equipment, or over market conditions or factors that affect contractor bidding or negotiations. CCS is not a fiduciary and shall not be held to fiduciary standards. CCS makes no warranty, guarantee, or representation that CCS' cost estimates or contractor bids will come in under the budget for the work. Client and Client's contractors shall promptly notify CCS of any actual or suspected defects in CCS's Services to help CCS take corrective measures to cure such defects and/or help minimize the consequences of any such defect. CCS shall not be liable to Client for any damages without being given a reasonable opportunity to correct the Services.

## **6. CLIENT RESPONSIBILITIES**

In addition to other responsibilities described herein, the Client shall: (i) provide all information and criteria as to the Client's requirements, objectives, and expectations for the project, including all numerical criteria that are to be met and all standards of development, design, or construction and all other information reasonably necessary for completion of the Services, prior to the commencement of the Services; (ii) provide to CCS all previous studies, plans, or other documents pertaining to the project and all new data decisions pertaining thereto within a reasonable time so as not to delay the Services; (iii) furnish approvals, consents and permits from governmental authorities and notice to CCS whenever the Client becomes aware of any development that affects said approvals and consents from other parties as may be necessary for completion of CCS's Services; (iv) give prompt written notice to CCS whenever the Client becomes aware of any development that affects the scope and timing of CCS's Services or any defect or noncompliance in any aspect of the project; and (vi) bear all costs incident to the responsibilities of the Client. CCS will have the right to reasonably rely upon the accuracy and completeness of all information furnished by the Client. Client accepts sole responsibility for errors in Services solely resulting from inaccurate or incomplete information supplied to CCS.

## **7. INSURANCE**

If an owner-controlled insurance program ("OCIP") and/or contractor-controlled insurance program ("CCIP") is implemented on the project, CCS shall be enrolled and afforded the coverages provided thereunder without any additional cost or expense to CCS, and without giving credits for the cost of associated insurance program coverages.



CCS shall procure and maintain, at its own expense, during the term of its engagement with Client, insurance of the following types and amounts or as legally required: commercial general liability, professional liability (Errors & Omissions) at limits of \$1,000,000 per occurrence/\$2,000,000 in the aggregate; automotive liability insurance with a combined single limit of \$1,000,000; workers' compensation and employer's liability insurance as required by state law (all 50 states); and \$5,000,000 per occurrence and in the aggregate of umbrella coverage. CCS shall furnish Certificates of Insurance of such coverage to Client upon request and shall promptly notify Client of any impending change in coverage. Additional coverages may be obtained on a project-by-project basis upon request by Client and at the sole cost and expense of Client.

## **8. INDEMNIFICATION**

CCS shall defend (but only to the extent covered by CCS's insurance) and indemnify Client and its officers, directors, employees, successors and assigns from any and all damages, losses and expenses, including, but not limited to reasonable legal expenses and attorneys' fees connected therewith, sustained by Client, its officers, directors, employees, successors and assigns as a result of any and all claims, demands, suits, causes of action, proceedings, judgments and liabilities ("Claims") resulting from or arising out of CCS's negligent acts, errors or omissions in the performance of Services under this Agreement.

Client shall indemnify, defend and hold harmless CCS and its officers, directors, employees, successor and assigns from any and all damages, losses and expenses, including, but not limited to reasonable legal expenses and attorneys' fees connected therewith, sustained by CCS, its officers, directors, employees, successors and assigns, as Client accepts sole responsibility for errors in Services solely resulting from inaccurate or incomplete information supplied to CCS.

In no event shall Client and CCS and their respective officers, directors, employees, successors and assigns be liable to the other or any third party for any special, incidental, consequential, indirect or punitive damages including, without limitation, lost, delayed and/or diminished profits or revenue, loss of data, or interruption of business, whether arising under theory of contract, tort or other theory of liability, including negligence, and the Parties hereby mutually release and waive any and all such claims against the other. A party's liability shall be limited to direct damages. The indemnification obligations and mutual waiver and release herein shall survive termination or completion of this Agreement.

## **9. LIMITATION OF LIABILITY**

Under no circumstances will CCS be liable to Client for any amount in excess of the total amount of fees paid by Client to CCS for Services performed under this Agreement, or \$100,000, whichever is greater. The Client may negotiate higher limitation of liability for an additional fee, which is necessary to compensate for greater risk assumed by CCS. This limitation shall apply to any and all injuries, damages, claims, losses, expenses, or claim expenses (including attorney's fees and expert witness' fees) arising from or related to Services performed under this Agreement from any cause or causes. This limitation of liability applies but is not limited to any expenses, damages or injury caused by any failure of performance, error or omission, interruption, deletion, delay in operation or transmission, computer virus, unauthorized access to, alteration of, or use of data records, whether





for breach of contract, strict liability, tortious behavior, negligence or for any other cause of action. Client agrees that any claim for damages filed against CCS, by Client or by any contractor or subcontractor hired directly or indirectly by Client, will be filed solely against CCS or its successors or assigns, and that no individual shall be held personally liable for damages, in whole or in part.

## **10. DISPUTE RESOLUTION**

If any controversy or claim arising out of or relating to this Agreement, or the breach thereof, shall occur, Client and CCS shall endeavor to reach resolution through good faith direct discussions between representatives of the parties with authority to resolve the matter. If direct discussions do not result in resolution of the matter, the parties shall endeavor in good faith to resolve the matter via mediation. If the parties choose mediation, either party may terminate the mediation at any time after the first session by written notice to the other party and mediator. The cost of the mediation shall be shared equally by the parties. The parties agree that the sole proper venue for the determination of any litigation arising under this Agreement shall be in a court of competent jurisdiction which is located in DuPage County, Illinois, and the parties hereby expressly declare that any other venue shall be improper and expressly waive any right to a determination of any such litigation in any other venue, except as allowed in the section entitled "Collection." Each party shall bear its own litigation costs and fees, including expert and attorneys' fees.

## **11. COLLECTION**

Should the Client's account, after payment default hereunder, be referred by CCS to an attorney or collection agency for collection, then Client shall pay CCS's expenses incurred in such collection efforts including, but not limited to, collection agency fees, court costs and reasonable attorneys' fees. Notwithstanding the above or any other terms provided herein, CCS may institute proceedings to collect payment in any court of competent jurisdiction in the United States.

## **12. CONFIDENTIALITY**

In connection with this Agreement, the parties acknowledge that it may be necessary for each of them to provide to the other information that is confidential to the disclosing party ("Confidential Information"). As used herein the term "Confidential Information" shall mean all business, technical or scientific data and information, in any form, not previously known to or generated by the receiving party that is of a confidential or competitively-sensitive nature, or information that is marked "Confidential" by the disclosing party. Without limitation, and by way of example only, Confidential Information shall include software, systems, processes, designs, plans, engineering files, price information, business plans, business methods, financial data, and any other competitively-sensitive information or data belonging to the disclosing party. Each party shall secure and maintain the Confidential Information of the other party in strictest confidence and shall not disclose or make available to others the Confidential Information of the other party without the express written consent, in advance, of that party. Confidential Information shall not include information which: (a) is or becomes a part of the public domain through no act or omission of the receiving party; (b) was in the receiving party's lawful possession prior to the disclosure and had not been obtained by the receiving party either directly or indirectly from the disclosing party; (c) is lawfully disclosed to the receiving party by a third party without restriction on disclosure; (d) is



independently developed by the receiving party; or (e) is disclosed by operation of law. This provision shall not be interpreted in any way to restrict a party from complying with a legally enforceable order to provide such information or data, provided that notice of such obligation is promptly given, in advance, to the other party. Client agrees that CCS may use and publish Client's name

and a general description of services rendered under the Agreement for purposes of describing CCS's experience and qualifications to others.

### **13. NON-SOLICITATION**

Without the prior written consent of the employing party, Client and CCS agree that neither party shall solicit for hire employees of the other during the term of this Agreement or for a period of 6 months after termination of the Agreement.

### **14. DELAYS/FORCE MAJEURE**

If CCS's Services are interrupted by circumstances beyond CCS's control, Client shall compensate CCS for the labor, equipment, and other costs CCS incurs in order to maintain continuity of CCS's project team for Client's benefit during the interruption, and/or make an adjustment to CCS's compensation if the cost of CCS's performance increased as a result of the delay. Such compensation shall be based upon CCS's current prevailing COST AND FEE SCHEDULE. Except for the foregoing provision, neither party shall hold the other responsible for damages or performance delays caused by circumstances beyond the control of the other party, and which could not reasonably have been anticipated or prevented. For purposes of this Agreement, such circumstances include, but are not limited to: unusual weather; floods; epidemics; wars; riots; strikes; lockouts or other industrial disturbances; protest demonstrations; unanticipated site conditions; inability (despite reasonable diligence) to supply personnel, equipment, or material to the project; or the action or inaction of government. Should such circumstances transpire, Client and CCS shall exert a best effort to overcome the resulting difficulties and resume performance of the Services as soon as reasonably possible. Delays within the scope of this provision that cumulatively exceed forty-five (45) calendar days shall, at the option of either party, make this Agreement subject to renegotiation or termination.

### **15. TERMINATION**

Client may terminate this Agreement for convenience without penalty, by providing written notice to CCS. Client or CCS may terminate the Agreement for cause. The party initiating termination shall so notify the other party, and termination shall become effective fourteen (14) calendar days after receipt of the termination notice. Irrespective of which Party effects termination or the cause thereof, Client shall, within thirty (30) calendar days from receipt of CCS's termination invoice, pay CCS's fees for Services satisfactorily rendered and costs incurred, in accordance with the COST AND FEE SCHEDULE.

### **16. NOTICE**

All notices, requests, demands or claims hereunder shall be in writing. Any notice, request, demand or claim shall be deemed duly given if (and then 2 business days after) it is sent via registered or certified mail, return receipt requested, postage prepaid, and addressed to the designated address of



the respective Party. Notice shall be deemed given upon receipt of any notice served personally, via email with receipt of delivery or via express courier with receipt of delivery.

**17. SURVIVAL**

Obligations arising before the expiration or termination of this Agreement, and all provisions of this Agreement allocating responsibility or liability between Client and CCS, shall survive the completion of Services described herein and termination of this Agreement.

**18. GOVERNING LAW**

Unless otherwise provided, the substantive law of the state in which the Services take place will govern the validity of this Agreement, its interpretation and performance, and remedies for contract breach or other claims related to this Agreement.

Any litigation between Client and CCS arising out of or relating to the Services, this Agreement or the breach thereof, shall be conducted via a bench trial, WITH THE PARTIES EXPRESSLY WAIVING ANY RIGHT THEY MAY HAVE TO A JURY TRIAL.

**19. ELECTRONIC SIGNATURES**

Each Party agrees that the electronic signatures of the parties, whether digital or encrypted, are intended to authenticate this writing and have the same force and effect as manual signatures. Electronic signature means any electronic symbol or process attached to or logically associated with a record and executed and adopted by a party with the intent to sign such record, including, without limitation, Adobe e-signature, DocuSign, E-sign, facsimile, or e-mail electronic signatures.

**20. ENTIRE AGREEMENT**

This Agreement shall serve as a continuing service agreement which shall apply to all services and work rendered to Client that fall within the general scope of Services described herein. This Agreement and all exhibits, appendices, and attachments, as well as all terms and conditions incorporated by reference, constitute the entire Agreement between Client and CCS, by which all prior understandings and negotiations are superseded and replaced. This Agreement and all exhibits, appendices, and attachments may be amended, supplemented, modified or canceled only by a duly executed written instrument by the Parties. Terms and conditions, on the Client's internet site or included with a Purchase Order or other such document issued by Client, shall be null and void and of no legal effect on CCS unless agreed upon in writing by both Parties.



## **CCS International, Inc.**

### **2025 Hourly Rates – Including Overhead & Profit**

<b>Title</b>	<b>Rate</b>
Principal	\$260.21
Regional Cost Manager - Lead	\$192.95
Senior Cost Manager	\$173.69
Senior Cost Manager (Electrical)	\$158.44
Senior Cost Manager (Mechanical)	\$176.21
Cost Manager	\$105.88
Blended Hourly Rate	\$182.12

**Includes audited Overhead (105.74%) and Profit (10%)**





Wiss, Janney, Elstner Associates, Inc.

330 Pfingsten Road  
Northbrook, Illinois 60062  
847.272.7400 tel  
www.wje.com

November 15, 2024

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

## Lake Forest Library - Courtyards

WJE No. 2024.3861

Dear Mr. Laxminarayan:

Wiss, Janney, Elstner Associates, Inc. (WJE) is pleased to provide the Lake Forest Library with this updated summary of issues and possible design approaches for the exterior courtyards and entrance piers. We are providing this background, observations of current conditions, and description of possible design approaches for consideration by the library staff and board, prior to a working meeting and schematic design.

### Historic Background

The Lake Forest Library was chartered on July 4, 1898, by Lake Forest City Council. Funded by a donation from sisters Mrs. Charles H. Schweppe and Mrs. Stanley Keith in memory of Mrs. Keith's first husband, Kersey Coates Reed, a new library building was constructed on East Deerpath Road in 1930–1931. The building was designed by Chicago architect Edwin Hill Clark (1878–1967). Exterior construction was largely complete by March 1931, and the building was dedicated and opened to the public in June 1931. H. F. Friestedt Co. was the general contractor, and John W. Thompson Co. completed the roofing and sheet metal work.

The original design of the building included walled courtyards at the southwest and southeast corners of the overall plan. These courtyards were enclosed by approximately 8-foot high brick and limestone masonry walls. The courtyards were accessed from the building interior, and a single gate on the side wall (east or west) led from the courtyard to the site (Figure 1 and Figure 2). Although not shown on any available drawing, entrance piers and benches along the sidewalk at Deerpath Road were also part of the original construction of the library (Figure 3).

Although the specific date of the work is not documented, the courtyard walls were shortened in height prior to the 1970s (Figure 4). The original iron gates were modified to fit the new shorter masonry walls (Figure 5 and Figure 6). When the east and west additions were constructed in 1978, the east masonry wall of the east courtyard and the west masonry wall of the west courtyard were removed. The original iron gates were salvaged and reinstalled at a new position at each side wall; new steel fences were installed to

connect from the original south masonry wall of each courtyard to the corner of each addition. Each addition has one window wall with one emergency egress door that discharges into the courtyard.

The entrance piers along Deerpath Road originally were related to a sidewalk that extended directly from the street northward to the front entrance. This sidewalk was removed in the 1970s as part of the reorganization of the site with the 1978 additions. A sculpture is now located outside the front entrance door in the location of the former sidewalk (Figure 9).

The original landscaping within each courtyard is not documented. Historic photographs show a few deciduous trees within the courtyards, and evergreen shrubs along the outside face of each wall. The landscape of the library was re-designed by Franz Lipp (1897–1996) as part of the construction of the 1978 additions (Figure 9). The slate paving may be partially original, although the paving was certainly altered as part of the construction of the 1978 additions. More recently, the plantings have been renewed per designs by Rodney Robinson Landscape Architects (now Robinson Anderson Summers, Inc.). Existing plantings include one weeping beech (*Fagus sylvatica* "Pendula") in each courtyard (Figure 8), magnolias along the south wall (Figure 10), shrub plantings including yew and hydrangeas, and flowering perennials. On the outside of each courtyard wall are shrub plantings and a row of serviceberry trees (*Amelanchier* sp.) (Figure 11).

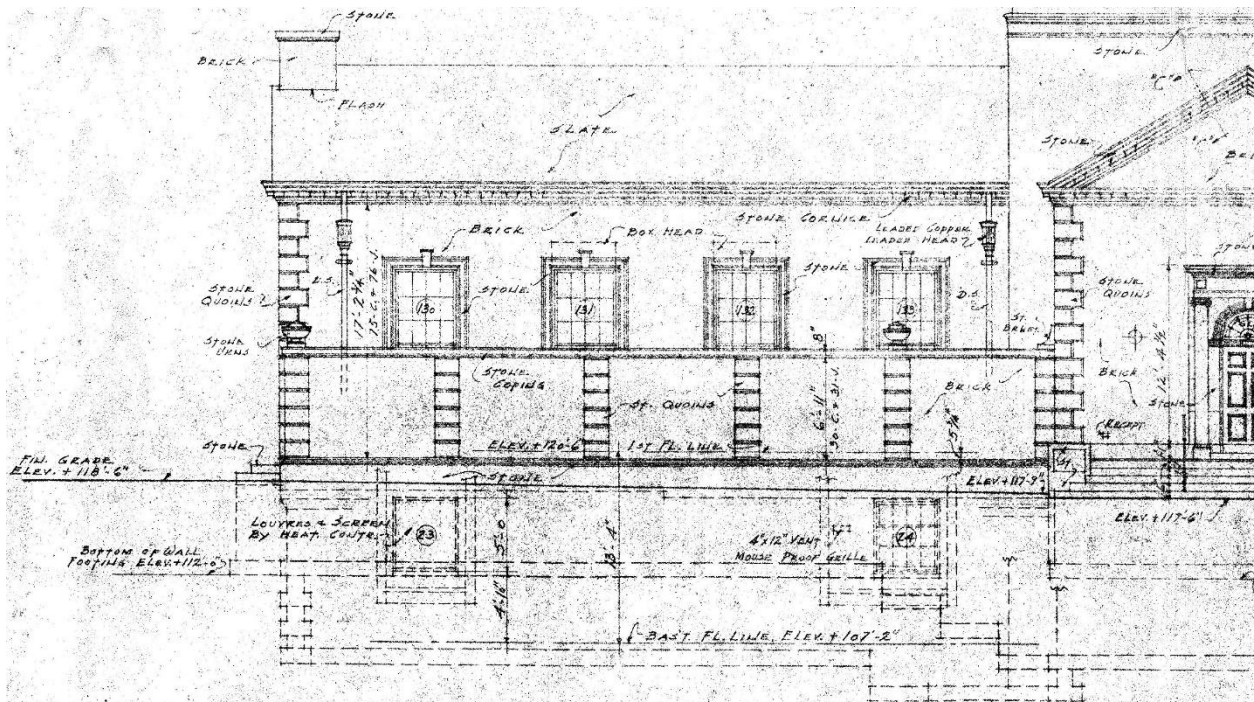


Figure 1. Excerpt of drawing sheet 6 prepared by architect Edwin H. Clark, April 1930, showing the south elevation of the west courtyard.



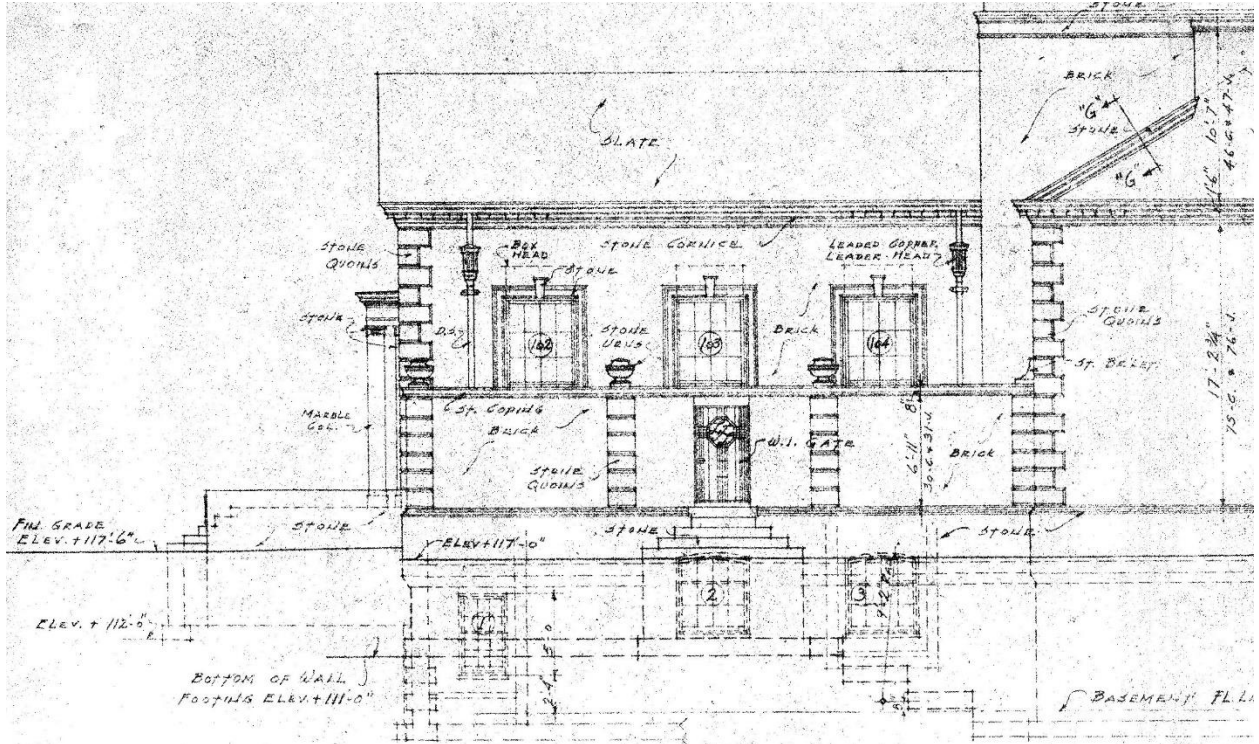


Figure 2. Excerpt of drawing sheet 6 prepared by architect Edwin H. Clark, April 1930, showing the east elevation of the east courtyard. Note the original wrought iron gate design.

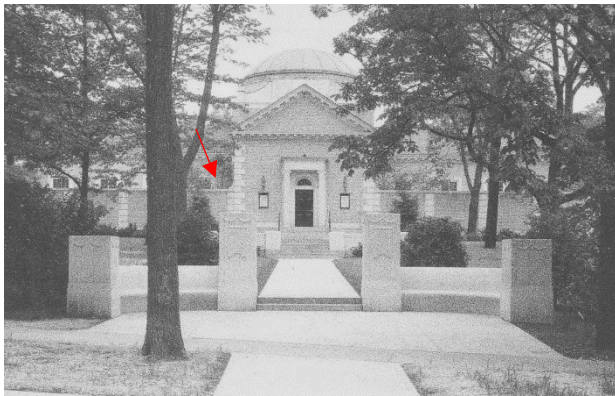


Figure 3. 1930s view from the south, showing the original height of the garden walls (arrows) and the entrance piers and benches.



Figure 4. View from the southwest, 1975, showing the reduced height of the garden walls prior to the 1978 additions.

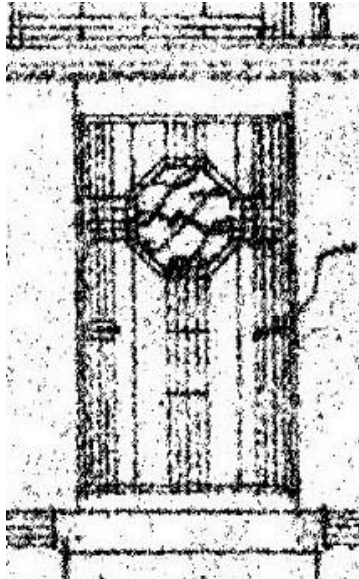


Figure 5. Detail of 1930 drawing showing the original garden gate. The existing gates very closely match this design, including the script "L F L" in the central octagon.



Figure 6. Existing appearance of the gate. When the masonry walls were lowered in height, the gates were trimmed at the top and bottom to fit the altered opening. The latch handle was relocated to a new location; the arrow indicates the original latch box.



Figure 7. View from the main entrance of the library toward the entrance piers; a sculpture and low seating wall are now present at the former sidewalk location.



Figure 8. Weeping beech in the west courtyard



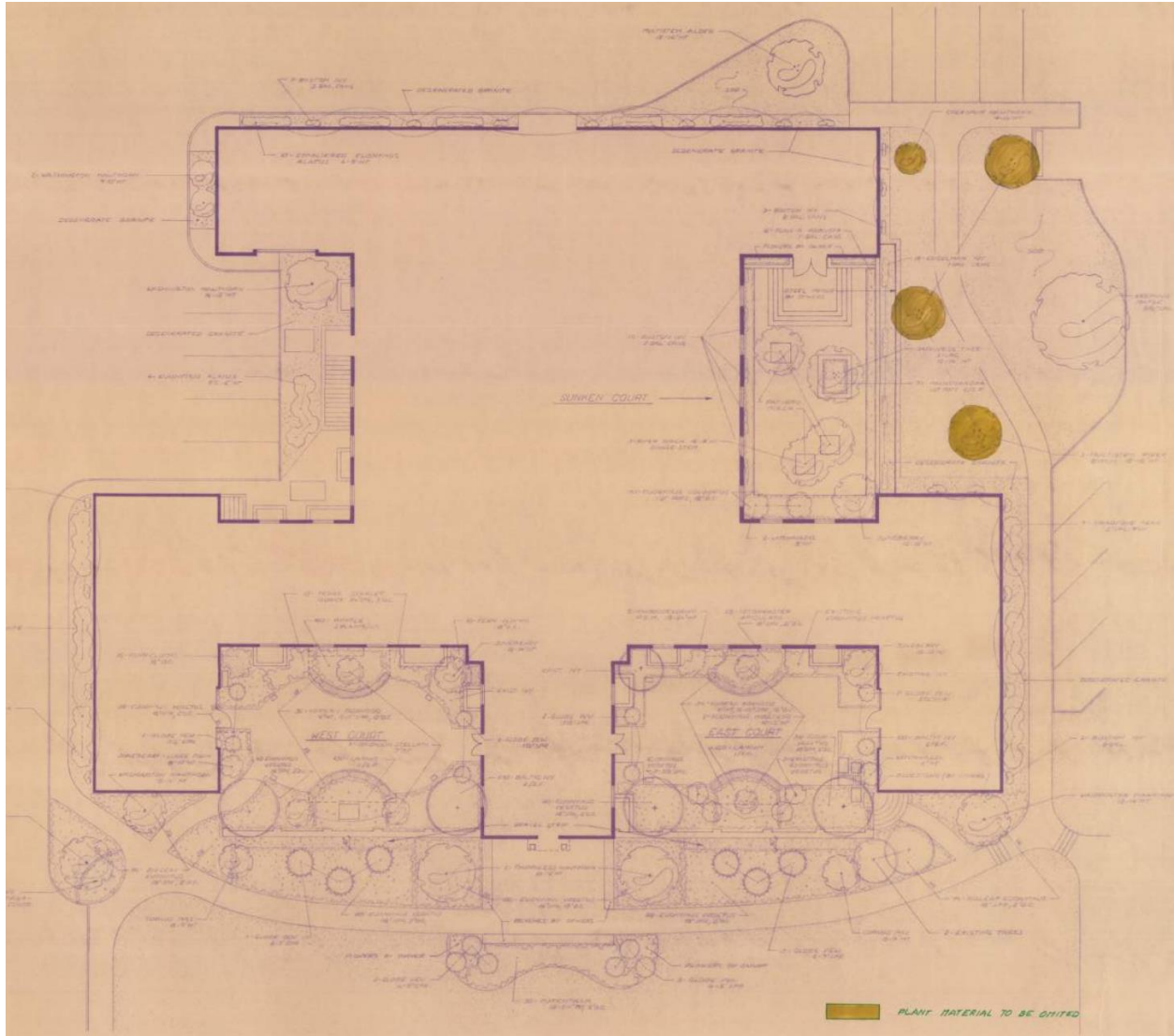


Figure 9. Landscape plan, 1977, by Franz Lipp.



Figure 10. Magnolia on the inside of the courtyard wall.



Figure 11. Serviceberry tree outside the garden wall.

## Courtyard Existing Conditions

Figure 12 through Figure 15 provide overviews of the courtyard. From the building interior, a paired wood door at each side of the entrance wing leads to each courtyard. The doors have a relatively high wood threshold, which rises approximately 2 inches above the limestone sill on the exterior and the marble flooring on the interior (Figure 16). The wood doors lead to an exterior concrete stoop (supported on the walls of a closed-up window well), which is raised approximately 6 inches above the courtyard pavement (Figure 17).

The courtyard pavement consists of relatively large slate slabs. The pavers are set on sand bed with open joints, in a random ashlar pattern. The east courtyard pavement has a generally squared-off H-shape overall, while the west courtyard has an oval shape overall. The slate pavers are typically 1-1/2 to 2 inches thick. While most pavers are intact, with minor weathering, some pavers show delamination and spalling. Minor displacement and lipping has occurred.

The west courtyard contains the limestone sculpture “Lion and Lamb” by Frances R. “Gine” Odell (c. 1901–1996), commissioned as a memorial to Ruth Lasley Young in 1965. This sculpture was installed in its present location in 1965–1966 (Figure 18). The east courtyard contains the marble sculpture “Lake Forest Library Stone Book” by German sculptors Wolfgang Kubach (1936–2007) and Anna Maria Kubach-Wilmsen (1937–2021).<sup>1</sup> This sculpture was installed in its present location in August 1988 (Figure 19). Each

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<sup>1</sup> The artists, a married couple, developed their “stone-books” (“Steinbücher”) concept in 1976, subsequently used for a variety of sculptures, which was intended to reveal the inner materiality and “contents” of the stone. Anna Kubach-

courtyard also contains three semicircular stone benches, currently positioned near the edge of the pavement by the beech tree.

The masonry walls of the courtyard are in poor condition. Mortar joints are heavily eroded and deteriorated, to the point that some brick units are loose (Figure 20 and Figure 21). Limestone panels exhibit displacement, cracks, and spalls (Figure 22 through Figure 25). The portion of the masonry close to grade is heavily stained, likely as a result of splash-back from the adjacent landscaping and irrigation (Figure 26).

Inspection pits were excavated at the southeast corner inside the west courtyard and on the outside face of the wall of the east courtyard. As shown on the 1930 drawings, the courtyard walls are built atop deep concrete foundations. The concrete is intact, and no distress or deterioration was observed. On the inside face of the wall, the concrete foundation extends above grade and has a beveled profile, matching the base watertable course of limestone at the building facades (Figure 27). On the outside face of the wall, the concrete foundation is concealed below grade, and the base course of limestone extends into the soil.

On the west foundation wall of the entrance wing, an asphaltic dampproofing is present (Figure 28). The dampproofing provides limited protection to the foundation but is less robust than contemporary waterproofing. This foundation wall corresponds to a persistent leak in the basement level water service closet.

Currently, at the east and west ends, the historic masonry wall ends at the outside corner of the courtyard. The remaining distance back to the corner of the 1978 addition is enclosed with a painted steel fence, and the historic gate is mounted to the fence. The existing fences are inadequate to support the weight of the historic gate. At the west courtyard, the fence attachments have failed, resulting in large cracks and spalls in the masonry (Figure 29). Temporary wood shims are in place to prevent the collapse of this section of fence (Figure 30). At the east courtyard, similar spalls are present (Figure 31 and Figure 32). The fence has been welded to the handrail on the stairs, providing limited support to the fence. Although the east and west walls were removed, an inspection pit was dug in the west courtyard to confirm that the original 1930s concrete foundation wall remains in place, approximately 12 inches below the present grade.

At the east courtyard, a limestone staircase leads down from the gate to the sidewalk level (Figure 33). This staircase was added as part of the 1978 addition. There are a few spalls in the stone stair units, at the location of railing embedments (Figure 34). Joints are open, and some of the stair units appear to have shifted out of position (Figure 35).

Surface drainage in the courtyards previously consisted of four square cast iron drain inlets, connected to underground piping. These drain inlets appear to be completely clogged and may be abandoned (Figure 36). Each courtyard also has one or two catch basins with circular inlets (Figure 37). At the west courtyard, a sump pump system located in a window well serves to discharge water from the foundation drain tile of the original 1930 building. We understand that approximately two years ago, the drain tile

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Wilmsen described it as follows: "A book is held in the hand and read with the eyes. A stone-book is held by the eyes and read with the hand."



was scope and found to be obstructed at the west end of the original building; the sump pump was installed to provide drainage. The sump pump piping is exposed above grade at the window well and discharges into the west catch basin (Figure 38).

Downspouts from the main roof of the library are located on two sides of each courtyard. These downspouts, four total in each courtyard, connect to underground plastic piping (Figure 39). While the exact pipe routing is uncertain, the downspouts appear to drain to the catch basins in each courtyard.

There are a number of window wells in each courtyard (Figure 40). These wells are defined by concrete walls and are original to the 1930 design. The wells are capped by iron grates, with added netting to minimize the accumulation of plant debris in each well. The area wells have no floor or drain; rather, a gravel base allows water to percolate into the soil below.

Lighting for each courtyard is provided by a single wall-mounted fixture adjacent to the door from the entrance wing (Figure 41), and a single wall-mounted fixture on the wall of the addition. The historic wall-mounted fixtures appear to be non-functional at this time.



Figure 12. Overview of west courtyard, looking east to entrance wing of library.



Figure 13. Overview of west courtyard, looking west to 1978 addition to library.





Figure 14. Overview of east courtyard, looking west to entrance wing of library.



Figure 15. Overview of east courtyard, looking east to 1978 addition to library.



Figure 16. Door threshold.



Figure 17. Exterior stoop and landing.



Figure 18. "Lion and Lamb" by Frances R. "Gine" Odell in the west courtyard.



Figure 19. "Lake Forest Library Stone Book" by Wolfgang Kubach and Anna Maria Kubach-Wilmsen.





Figure 20. Deteriorated mortar joints and loose bricks.



Figure 21. Deteriorated mortar joints.



Figure 22. Spalled limestone pilaster in the west courtyard.



Figure 23. Spalled limestone pilaster on the exterior face of the east courtyard wall.



Figure 24. Spalled limestone near grade on the exterior side of the east courtyard wall.



Figure 25. Spalled limestone pilaster on the exterior face of the east courtyard wall.





Figure 26. Staining near grade on the courtyard wall.



Figure 27. The concrete structure extends above grade on the interior face of the courtyard wall (to the joint marked by the arrow).



Figure 28. Dampproofing on foundation wall.



Figure 29. Damaged limestone related to movement of the non-original steel fence.

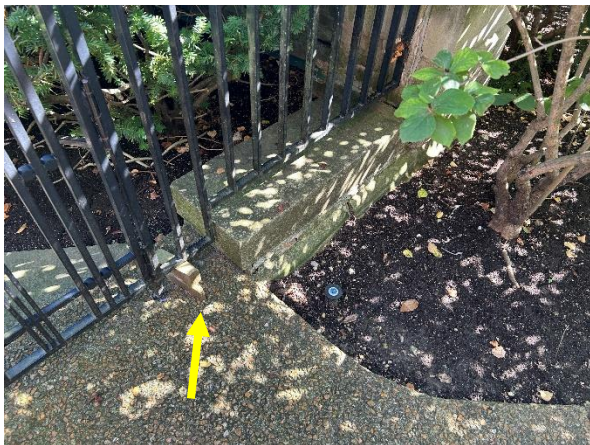


Figure 30. Wood shims support the displaced steel fence.



Figure 31. Spalled and cracked limestone at the east courtyard east wall.





Figure 32. Spalled limestone at the east courtyard east wall.



Figure 33. Stairs at the east courtyard gate.



Figure 34. Spalled stair riser.



Figure 35. Displaced stair riser.



Figure 36. Abandoned clogged drain.



Figure 37. Catch basin





Figure 38. Sump pump discharge piping.



Figure 39. Plastic piping connected to downspout.



Figure 40. Typical window well.



Figure 41. Each courtyard has one historic light fixture of this type, adjacent to the door from the entrance hall.

## Entrance Gate Existing Conditions

The historic entrance gate along Deerpath Road consists of a pair of symmetrical benches with piers at either end (Figure 42). The central piers are taller and define an opening that is on axis with the front door of the library. Currently, a low retaining wall of limestone is present between the piers.

Each pier consists of two monolithic limestone units. The lower units at three of the four piers have significant distress near grade, including cracks and spalls (Figure 43 through Figure 45). The upper units of each pier are more elaborately carved; these units are intact, but have some soiling and organic growth. The benches are each built of two semicircular carved units. Joints between the units are open and unfilled (Figure 46). The bench units are mostly intact, but some shallow spalls are present (Figure 47).



An excavation pit was dug behind the eastern tall pier. The limestone units extend several inches below grade and are supported on concrete foundations. The foundations extend in excess of 42 inches below grade. No distress was observed on the concrete footing.



Figure 42. Entrance gate at Deerpath Road.



Figure 43. Spalled limestone at the base of a pier.

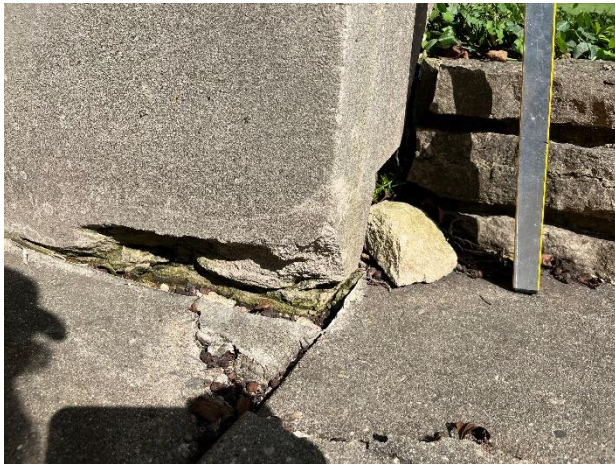


Figure 44. Spalled limestone at the base of a pier.



Figure 45. Spalled limestone at the base of a pier.





Figure 46. Open joint between bench units.



Figure 47. Shallow spall on bench unit where it abuts the pier.

## Design Options

### Courtyard Walls

Due to the deteriorated conditions, reconstruction of the masonry enclosure walls is recommended. The masonry will be dismantled to the level of the existing concrete foundation, then reconstructed to the existing height. Much of the existing face brick masonry and limestone can be salvaged for reuse. Spalled and cracked limestone units will be replaced with new replica limestone units. To the extent new face brick is required, it is likely appropriate to install the new brick on the south face of each wall. While the south face is the exposed “exterior” side of the wall, the landscaping obscures views of this wall, and the limestone pilasters provide an architectural division that will assist in blending in a limited quantity of new brick. It is assumed that the new wall will be constructed with a core of reinforced concrete masonry, clad with brick and limestone (Figure 48).

### Grading and Paving

As part of the work, it is recommended to re-grade each courtyard, so that the finished level of the pavement provides a level, ADA-compliant transition at each exterior door from the entrance hall and from the additions. The new finished level will be approximately 6 inches higher than the existing pavement, with some variations for appropriate drainage. At the west courtyard, the change in grade will require replacement of a short section of sidewalk outside the courtyard (Figure 49). Based on the existing grades, the sidewalk can slope to meet the existing main sidewalk at its existing level. At the east courtyard, there is an existing step up from the pavement to the top tread of the exit staircase; therefore, it is anticipated that the new pavement can slope to meet the top tread at a level transition (Figure 50). The stairs would be repaired in their existing configuration. It may be desirable to reconfigure the existing handrails, so that the entire width of the stair is usable.



To complete the ADA-compliant access path to each courtyard, it will be necessary to replace the existing exterior doors from the entrance hall and the associated threshold. It is recommended to fabricate a new single-leaf custom wood door, mimicking the current door design and fitting in the existing door frame.

Various options for pavement material and assembly can be considered. Portions of the existing slate could be salvaged and reused, although some units are spalled or cracked; it may be challenging to blend new and salvaged material. New slate or similar natural stone can be used, generally matching the existing design and layout. The existing pavement is set on a sand bed, which is effective since the courtyards are used by pedestrians only, and the pavers are large in size. With a sand-set system, there is a tendency for pavers to displace slightly over time; this displacement can eventually result in lippage or tripping hazards. Occasional maintenance to re-set and re-level pavers is required. Alternately, a bonded mortar-set system could be used. A concrete slab would be installed as a substructure, and mortar would be used to bond the pavers to the slab. Joints would be grouted. This system is less likely to experience displacement of individual pavers. However, pavers would likely need to be a smaller size than the existing units; setting pavers in excess of 30 inches square is impractical in our experience. Maintenance would consist of occasional re-grouting of paver joints.

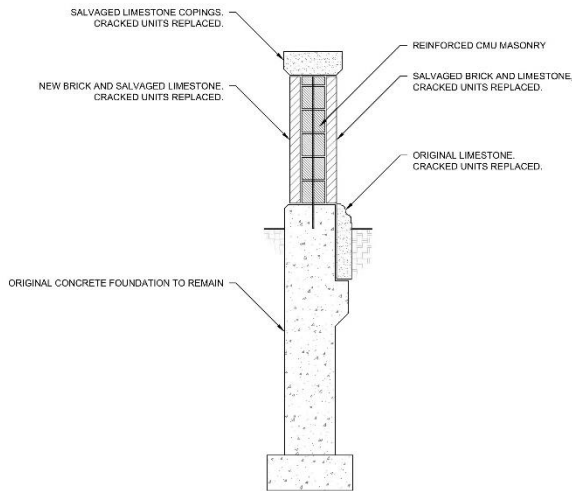


Figure 48. Courtyard wall section. South face is to the right.



Figure 49. Exit from west courtyard. The portion of the sidewalk from the gate to the main sidewalk will be replaced to accommodate grading changes.

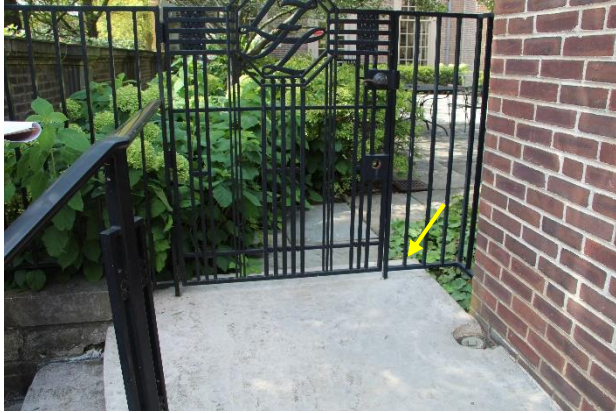


Figure 50. Existing offset from pavement to exit stair in east courtyard.



Figure 51. Exit stair and sidewalk from east courtyard.

## End Walls and Gates

Since the gates at the end walls are part of the egress pathway from the additions to the exterior, the gates should be provided with panic-type bar hardware instead of the existing lever handle (Figure 52 and Figure 53).

Different options can be considered for the configuration of the end walls. Option A (Figure 54) consists of a similar fence, with the addition of more robust steel posts to support the gate. Option B (Figure 55) consists of a masonry wall. In this option, new brick masonry would be installed atop the 1930 foundation (which exists below grade), extending north sufficient to meet up with the corner of the 1978 addition. New matching limestone copings would be installed, matching the historic profile.



Figure 52. Existing gate hardware.



Figure 53. Panic-type exit device. A wide variety of styles and metal finishes are available.

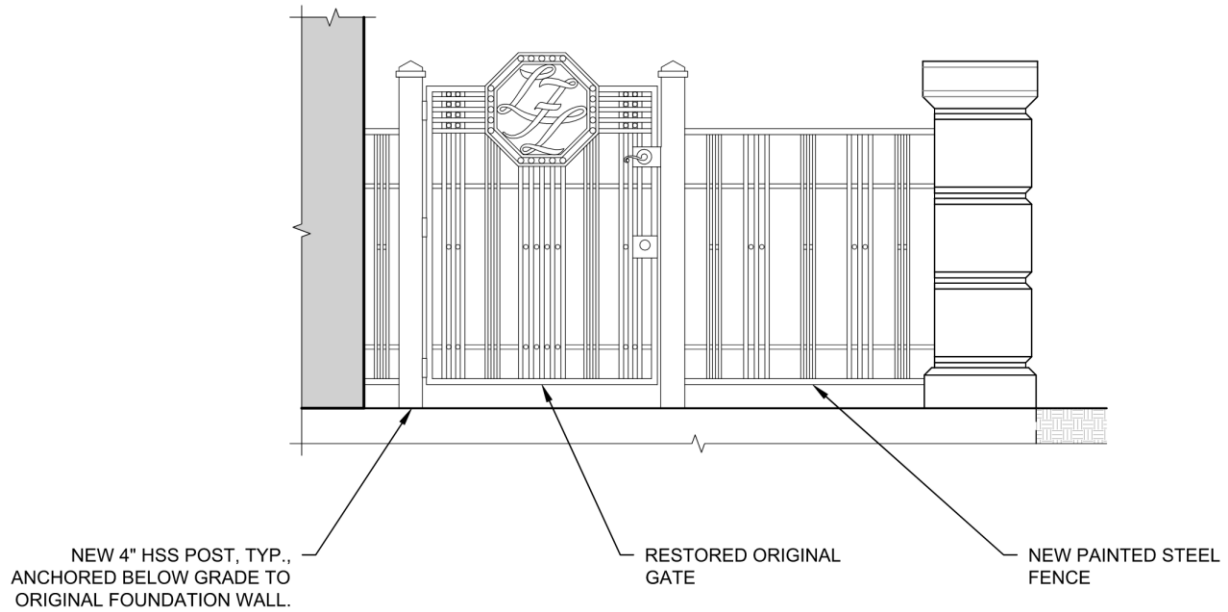


Figure 54. Gate Option A (at west courtyard). New steel posts are provided to better support the gate.

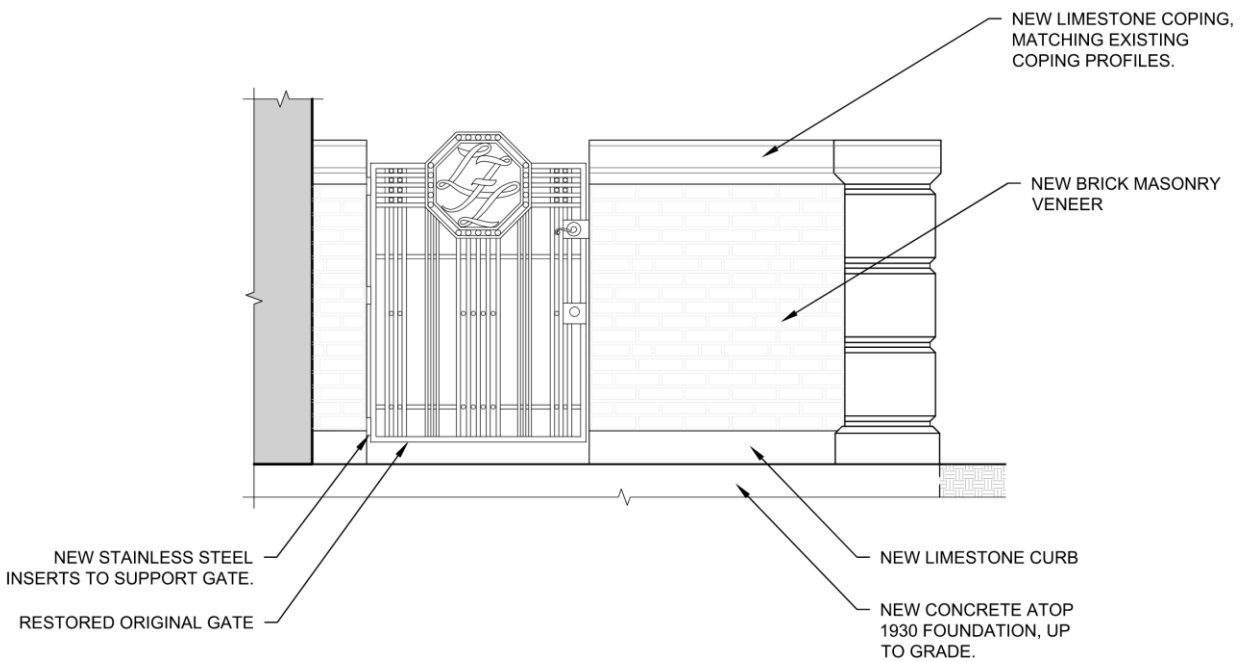


Figure 55. Gate Option B (at west courtyard). A new masonry wall is constructed atop the 1930 foundation, extending to the corner of the addition.



## **Subgrade Waterproofing and Utility Work**

As part of the re-grading of the courtyards and reconstruction of the site paving, subgrade utility work should be performed. This work is anticipated to include the following:

1. Installation of new waterproofing at the west side of the entrance hall wing, at the location of persistent leakage. Given that the remainder of the basement is free of leakage, excavation of the entire perimeter to replace waterproofing is not recommended, due to the disruption to landscaping and cost of this work.
2. Replacement of irrigation system.
3. Replacement of courtyard drainage system, including new drain bodies and new underground piping.
4. Inspection of underground piping for roof downspouts. The existing piping appears to be relatively new and can likely be left in place; however, the piping should be inspected and any damaged sections replaced as part of the courtyard project.
5. Inspection of foundation drain tile and the west courtyard sump pump. As noted above, the original foundation drain tile at the west courtyard is connected to a relatively new sump pump system. Based on our current understanding of the piping elevations, the sump pump will need to be retained. However, consideration can be given to reconfiguring the discharge piping to make it less visible at grade. During the project, the similar drain tile on the east side should be rodded and scoped to ensure that it is functioning as intended.
6. It is anticipated that existing basement window wells will remain in their existing configuration. To accommodate the new grading, an upward extension of the walls may be necessary; the extension could be a metal angle or similar landscaping edging.
7. It is anticipated that new electrical power supply will be provided in the courtyards. Several options for new convenience receptacles can be considered, including wall-mounted boxes, flush boxes in the pavement, or bollard-mounted boxes. Refer to the electrical schematic design sheet.

## **Landscaping**

Given the extent of the proposed work, most of the existing landscaping within and adjacent to each courtyard will need to be removed and replaced. Since the existing foundations will be reused, it is likely possible to protect the major trees in place if desired, including the weeping beeches in each courtyard and the mature serviceberry trees along the outside face. Consideration can be given to also protecting the magnolias in place, although it may be more cost effective to remove and replace these relatively small specimen trees. As discussed, a landscape architect will be brought onto the design team to consider the appropriate landscaping of the courtyards and to determine which of the existing plantings, if any, should be retained or salvaged.

## **Entrance Gate**

Several options can be considered for the entrance gate along Deerpath Road. One approach would involve limited repairs. The limestone masonry would be retained in place. At spalled areas, the stone would be chipped back approximately 4 inches to a squared-off profile, and new limestone dutchman units would be installed. At exposed edges, it may be desirable to extent the dutchman repairs up to the first architectural reveal, to minimize the appearance of the repair. New sealant would be installed in joints, and the stone would be cleaned.

Alternately, a full restoration approach would involve dismantling the piers, removing the bottom unit of each pier, installing a new replica bottom unit, dowelled in to the concrete foundation, and resetting the top unit of each pier. Dowels would also be installed between the piers and the bench units, to ensure that the units remain properly aligned over time. New mortar would be installed in joints, and the stone would be cleaned.

Restoration of the sidewalk from the gate up to the main entrance of the library can also be considered. To the grade difference, the sidewalk would incorporate stairs, as existed historically. If the sidewalk continued in a straight line to the entrance, the sculpture and 1970s seating wall would need to be removed. Alternately, the sidewalk could branch east and west and connect around the ends of the 1970s seating wall to meet the existing sidewalk on each side. In either case, since the sidewalk would not be an ADA-compliant pathway, all other existing sidewalks are assumed to remain in place. For purposes of the schematic design drawings, the project scope includes new concrete stairs and a 5-foot extension of concrete sidewalk passing through the gates, level with the grass lawn. Future extension of the sidewalk across the lawn and to the front door is deferred.

## **Closing**

We look forward to discussing the repair approaches and design options with the library board.

Sincerely,

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



Kenneth Itle  
Associate Principal



Mr. Ishwar Laxminarayan  
Lake Forest Library  
November 15, 2024

## **APPENDIX A. ELECTRICAL AND PLUMBING REPORT**

Prepared by Grumman Butkus Associates



WJE

Mr. Ishwar Laxminarayan  
Lake Forest Library  
November 15, 2024

SD NARRATIVE

# Courtyard Renovation

Lake Forest Library  
Lake Forest, IL

Issued for Owner Review  
October 14, 2024

**LAKE FOREST LIBRARY COURTYARD RENOVATION  
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## **ELECTRICAL SYSTEMS**

### **1. CODES AND STANDARDS**

At minimum, the design of the electrical systems should meet the following codes and standards (most current year):

- 1.1 National Electrical Code (NFPA 70) 2020.
- 1.2 National Fire Protection Association (NFPA).
- 1.3 Underwriters Laboratories (UL).
- 1.4 Institute of Electrical and Electronics Engineers (IEEE).
- 1.5 Electrical Testing Laboratories (ETL).
- 1.6 National Electrical Manufacturers Association (NEMA).
- 1.7 International Building Code, 2021.

### **2. DESIGN CRITERIA**

#### **2.1 Electrical Scope of New Construction**

After conducting a site survey of the outdoor area and the location of the nearest panel boards inside the library, GBA proposes multiple options for providing power in the outdoor area. The options have been derived from the existing conditions and considering the proposed Architectural renovations to the outdoor areas:

- A. Option A: Installation of new weatherproof GFCI receptacles on the exterior of the building and the half-wall. The receptacles shall have a weatherproof clear "while-in-use" style cover to prevent any damage from impact and exposure to weather. The receptacles will be placed on the half-fence wall and the exterior of the building to ensure maximum area is covered to plug in equipment for outdoor events with ease of access.
- B. Option B: Installation of new weatherproof floor receptacles in the outdoor area pertaining to the renovated concrete slab. The receptacles shall have a weatherproof clear "while-in-use" style cover to prevent any damage from impact and exposure to weather. They shall be placed on the ground slab to ensure maximum area is covered to plug in equipment for outdoor events with ease of access. A GFCI circuit breaker shall be installed in the panel board serving the branch circuits to the floor receptacles.
- C. Option C: A combination of both option A and option B utilizing both wall receptacles and floor receptacles in the outdoor area.
- D. Option D: Installation of new weatherproof GFCI receptacles on power pedestals in the outdoor area. The receptacles shall have a clear "while-in-use" style cover to prevent any damage from impact and exposure to weather. The pedestal shall be of a sturdy material such as steel or an alloy to resist impact from large forces. A concrete pedestal shall be installed at the base for support. Power pedestals shall be placed near to the half-fence wall to ensure maximum area is covered to plug in equipment for outdoor events with ease of access.

### **3. SYSTEM DESCRIPTION**

#### **3.1 Distribution**

- A. Separate wires in conduit will be provided for each of the following loads:
  1. General purpose receptacles: 208/120 volt, single-phase, three-wire.

- B. Branch circuit design will be based on a maximum of 1,200 volt-amperes per 15-ampere, 120 volt circuit and 1,600 volt-amperes per 20 ampere, 120 volt circuit.

### 3.2 Grounding

- A. Grounding shall be as required by the National Electrical Code.
- B. All grounding systems source of supply shall tie into the main service entrance ground.

## 4. MATERIALS

### 4.1 Cables, Wiring, and Raceways

- A. Cables and wiring will be 90C rated insulation, except as noted below, copper conductors and color coded. Cabling shall be sized based on 75°C ampacity per NEC Table 310.16.
- B. Receptacle branch circuit wire will be dual rated type THHN/THWN, minimum #12 AWG size. Control wiring may be type THHN/THWN #14 AWG.
- C. Feeder wires will be dual rated type THHN/THWN.
- D. Wire sizes #10 AWG and smaller will be solid copper. Wire sizes #8 and larger will be stranded copper.
- E. Raceways will be rigid galvanized steel, intermediate metal conduits with threaded fittings or electrical metallic tubing with compression fittings. Exposed conduits in outdoor areas shall be rigid galvanized steel.
- F. Cable and conduit supports, couplings and fittings, pullboxes and other wiring materials and devices will be provided as required.

### 4.2 Receptacles and plates

- A. Duplex receptacles shall be HBL #5252 Series or equal by other manufacturer.
- B. Floor boxes will be flush mounted, equal to Steel City Series #640, Legrand Wiremold Series #XB814, or equal by other manufacturer.
- C. Plates for wall devices will be #302 stainless steel, .040" thick, brush finish. All plates for multiple gang requirements will be one-piece combination. Final colors and finishes to be confirmed with Architect based on final design.
- D. Floor service fittings will be combination type duplex receptacle back-to-back design, three-piece, extruded aluminum, as manufactured by RCI or equal.
  - 1. 20 ampere, NEMA 5/20R receptacle, Hubbell #HBL-8362SA or Bryant (Hubbell) #GFTRST20GYNL

## 5. CONTRACT REQUIREMENTS

- 5.1 Operating and maintenance manuals: A complete and composite bound set of operating and maintenance (O&M) manuals are to be provided to the Owner by the Contractor prior to conclusion of the construction period.
- 5.2 Operating and maintenance instruction: The Contractors are responsible for the instructing and training of O&M staff for a minimum of 40 hours at the conclusion of the construction period.
- 5.3 Maintenance service: The Contractors are to provide an acceptable maintenance service during the Warranty period.
- 5.4 Spare parts and components as per product.

## **PLUMBING SYSTEMS**

### **1. CODES AND STANDARDS**

At minimum, the design of the plumbing systems shall meet the following codes and standards (most current):

1.1 Illinois State Plumbing Code.

### **2. SYSTEM DESCRIPTION**

#### **2.1 Storm water system**

- A. The existing underground storm piping routing and pipe elevations are unknown.
- B. Contractor shall clean out existing catch basins (total of four).
- C. Contractor shall Jet rod/camera all underground piping in both court yards.
- D. The Contractor shall locate and provide a plan showing all underground piping in both court yards and out to the street. The plan shall indicate downspout leaders, catch basins, area drains, pipe sizes, pipe material, piping locations and all associated piping depths/inverts. Any broken pipes or connections shall be identified.
- E. Based upon results of the underground piping investigation, the Contractor shall replace all broken underground piping in both court yards as required to facilitate proper drainage if the area. GBA recommends the use of cast iron pipe since prior fixes utilizing PVC have failed.
- F. Based upon the courtyard layout provided by the Architect, the Contractor shall raise the rim elevation of each catch basin to accommodate new grade elevation. Clean/replace grate as required.
- G. Based upon the courtyard layout, provided by the Architect, the Contractor shall raise the top elevation of area well walls in both court yards to be approximately 4" above new grade elevation.
- H. The existing duplex pump system located in the west courtyard and the existing adjacent open site drain (OSD) shall remain. We are told that this pump system serves the subsoil drainage system of the basement. Contractor shall adjust the open site drain elevation and the discharge piping to accommodate new grade elevation. OSD inlet shall be located a minimum of 4" above new grade.
- I. Contractor shall remove and replace all area drains. Adjust drain locations and elevations per the new courtyard layout plans.
- J. There are signs of ground water intrusion along the basement wall at the west side of the east courtyard. Attempts at sealing cracks in the foundation wall at this location, utilizing epoxy injection, do not appear to have been successful. GBA recommends that the area be excavated down to foundation level. The wall should be repaired, and the existing drain tile shall be repaired.
- K. The existing duplex self-priming sump pumps located in the basement, serving drain tile/area ways shall remain in place. We are not recommending removal of the sump pump; it keeps underground water out of the basement.
- L. The plans provided by the Contractor shall give GBA additional information so that scope can be better defined. Here are some of the issues that still need to be defined:
  - 1. GBA recommends that all drainage piping within the courtyards shall be below the frost line of 3'-6" to prevent frost-heaving and piping failures.
  - 2. Identified dips in pipe, pipe breaks, etc. shall be repaired.

### **3. MATERIALS**

#### 3.1 Piping

- A. Underground storm piping 2" and larger: I.P.S. threaded cast iron with cast iron drainage fittings or service weight hub and spigot, cast iron soil pipe with cast iron drainage fittings.
- B. Sub-soil drainage pipe: PVC Pipe, ASTM D2729 perforated polyvinyl chloride pipe and fittings.
  - 1. Filter Sock: ASTM D6707 Machine knitted polyester filter sock. Model ADS Sock manufactured by ADS pipe or approved equal.
  - 2. Filter Fabric: Woven monofilament polypropylene geotextile. Model GEOTEX 104F manufactured by ADS or approved equal.

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# COURTYARD REHABILITATION

## LAKE FOREST LIBRARY

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### SCOPE OF WORK

- REMOVE AND SALVAGE THE EXISTING WROUGHT IRON GATES. SANDBLAST, PRIME, AND PAINT AND PREPARE FOR REINSTALLATION.
- REMOVE AND DISCARD THE EXISTING STEEL FENCES.
- DISMANTLE THE EXISTING COURTYARD MASONRY WALLS. SALVAGE INTACT BRICKS AND STONE UNITS. PROTECT THE EXISTING CONCRETE FOUNDATIONS IN PLACE.
- CONSTRUCT NEW REINFORCED CONCRETE MASONRY COURTYARD WALL, CLAD WITH SALVAGED AND NEW BRICK AND LIMESTONE.
- REINSTALL EXISTING WROUGHT IRON GATES WITH NEW HARDWARE.
- REMOVE EXISTING COURTYARD LANDSCAPING AND PAVING. REMOVE EXISTING CONCRETE STOOP. RE-GRADE COURTYARD TO NEW LEVEL. INSTALL NEW CONCRETE SLAB, MORTAR-SET STONE PAVERS, AND CONCRETE SIDEWALKS. INSTALL NEW LANDSCAPING.
- VIDEO SCOPE AND LOCATE ALL UNDERGROUND PIPING. INSTALL NEW AREA DRAINS CONNECTED TO NEW SUBSURFACE PIPING.
- REFURBISH EXISTING WALL-MOUNTED LIGHTING. INSTALL NEW EXTERIOR LIGHTING AND NEW RECEPTACLES.
- AT ENTRANCE GATE ON DEERPATH ROAD, REPAIR STONE MASONRY WITH NEW DUTCHMAN UNITS. INSTALL BACKER ROD AND SEALANT AT INDICATED JOINTS. CLEAN STONE MASONRY. REMOVE AND REPLACE CONCRETE SIDEWALK, INCLUDING NEW CONCRETE STAIRS TO LEVEL OF GRASS LAWN.

### GENERAL NOTES

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- MOCKUPS SHALL BE PREPARED FOR EACH REPAIR TYPE. TYPICALLY, THE FIRST INSTALLED WORK OF EACH SCOPE ITEM SHALL BE REVIEWED AS A MOCKUP.
- DRAWINGS AND NOTES ARE COMPLEMENTARY, ARE TO BE TAKEN AS A WHOLE, AND SHOULD INCLUDE SUFFICIENT INFORMATION NECESSARY FOR THE EXECUTION AND COMPLETION OF THE WORK IN A MANNER CONSISTENT WITH THE DESIGN INTENT. IN THE ABSENCE OF EXPLICIT OR REASONABLY INFERRABLE INFORMATION ON DRAWINGS OR IN NOTES, PROMPTLY SEEK CLARIFICATION FROM A/E AS A REQUEST FOR INFORMATION.
- SPECIFIED PRODUCTS ARE BELIEVED TO HAVE PROPERTIES ADEQUATE FOR THE INTENDED PURPOSE. IF CONTRACTOR HAS PREVIOUSLY FOUND SPECIFIED PRODUCTS TO BE UNACCEPTABLE FOR ANY REASON, CONTRACTOR SHALL PROMPTLY INFORM A/E AS A REQUEST FOR SUBSTITUTION.
- PROMPTLY REPORT TO A/E AS A REQUEST FOR INFORMATION KNOWN OR SUSPECTED ERRORS, INCONSISTENCIES, OR OMISSIONS WITHIN OR BETWEEN DRAWINGS AND NOTES AS WELL AS KNOWN OR SUSPECTED VARIANCE OF DRAWINGS AND NOTES FROM EXISTING CONDITIONS. FOR BIDDING PURPOSES ONLY AND UNLESS OTHERWISE DIRECTED BY A/E, THE MORE STRINGENT REQUIREMENT OR BETTER QUALITY SHALL TAKE PRECEDENCE.
- DIMENSIONS, QUANTITIES, AND GEOMETRIES PROVIDED FOR EXISTING CONSTRUCTION ARE BASED ON AVAILABLE DRAWINGS AND LIMITED FIELD DOCUMENTATION. FIELD VERIFY APPLICABLE INFORMATION PRIOR TO SUBMITTING A BID, ORDERING MATERIALS, OR OTHERWISE COMMITTING RESOURCES TO THE WORK. PROVIDED DIMENSIONS TAKE PRECEDENCE OVER SCALED DIMENSIONS. DO NOT SCALE DRAWINGS.
- PROVIDE LABOR, MATERIALS, EQUIPMENT, SUPERVISION, AND COORDINATION DIRECTLY AND INCIDENTALLY NECESSARY TO PERFORM THE WORK IN ACCORDANCE WITH CONTRACT DOCUMENTS.
- ACTIVITIES OR DUTIES OF A/E OR TESTS, INSPECTIONS, OR APPROVALS REQUIRED OR PERFORMED BY THIRD PARTIES SHALL NOT RELIEVE CONTRACTOR OF ITS OBLIGATION TO PERFORM THE WORK IN ACCORDANCE WITH CONTRACT DOCUMENTS.
- SECURE AND PAY FOR ALL PERMITS, FEES, LICENSES, AND INSPECTIONS BY GOVERNMENT AGENCIES NECESSARY FOR PROPER AND COMPLIANT EXECUTION AND COMPLETION OF THE WORK.
- COMPLY WITH AND GIVE NOTICES REQUIRED BY LAWS, STATUTES, ORDINANCES, CODES, RULES AND REGULATIONS, AND LAWFUL ORDERS OF AUTHORITIES HAVING JURISDICTION APPLICABLE TO THE WORK.
- SUPPLY OWNER WITH SAFETY DATA SHEETS (SDS) FOR EACH CHEMICAL THAT WILL BE BROUGHT ONTO PROPERTY.
- CONTRACTOR IS SOLELY RESPONSIBLE FOR, AND SHALL HAVE SOLE CONTROL OVER, CONSTRUCTION MEANS, METHODS, TECHNIQUES, SEQUENCES, AND PROCEDURES, AND FOR COORDINATING ALL PORTIONS OF THE WORK. A/E AND OWNER HAVE NO SUCH RESPONSIBILITIES. SPECIFIC INSTRUCTION THAT MAY BE GIVEN IN CONTRACT DOCUMENTS CONCERNING CONSTRUCTION MEANS, METHODS, TECHNIQUES, SEQUENCES, OR PROCEDURES SHALL NOT RELIEVE CONTRACTOR OF ITS RESPONSIBILITY FOR CONTROL AND COORDINATION.
- CONTRACTOR IS SOLELY RESPONSIBLE FOR INITIATING, MAINTAINING, AND SUPERVISING ALL SAFETY PRECAUTIONS AND PROGRAMS IN CONNECTION WITH THE PERFORMANCE OF THE WORK. A/E AND OWNER HAVE NO SUCH RESPONSIBILITIES BEYOND ITS OWN EMPLOYEES OR CONSULTANTS.
- THE WORK WILL BE PERFORMED AT AN OCCUPIED AND OPERATIONAL BUILDING. COORDINATE CONSTRUCTION ACTIVITIES AND PROCEDURES WITH OWNER TO (A) MAINTAIN UNOBSTRUCTED EXISTING MEANS OF EGRESS FROM BUILDING; (B) COMPLY WITH OWNER'S SECURITY PROCEDURES AND REQUIREMENTS; AND (C) PROVIDE NOT LESS THAN 48 HOURS ADVANCE NOTICE TO AND GAIN APPROVAL FROM OWNER PRIOR TO CONSTRUCTION ACTIVITIES THAT WILL DISRUPT NORMAL USE OF BUILDING (INCLUDING EXCEPTIONAL NOISE AND/OR VIBRATIONS, UNCONTROLLED DUST, OBTRUSIVE ODORS, OR INTERRUPTIONS OF UTILITIES). WORK NOT COORDINATED AND APPROVED IN ADVANCE THAT DISRUPTS THE NORMAL USE OF THE BUILDING MAY BE STOPPED UNTIL PROPER COORDINATION AND APPROVAL IS ACHIEVED. CONTRACTOR SHALL BE RESPONSIBLE FOR ANY COSTS INCURRED AS A CONSEQUENCE OF STOPPAGE.
- SUBMIT PROPOSED DEMOLITION AND CONSTRUCTION SCHEDULES TO OWNER PRIOR TO BEGINNING WORK. PROCEED WITH THE WORK ONLY AFTER A MUTUALLY AGREEABLE SCHEDULE HAS BEEN ESTABLISHED; REGULARLY REVISE SCHEDULE TO REFLECT PROGRESS OF THE WORK.
- MAINTAIN PREMISES AND SURROUNDING AREA FREE FROM ACCUMULATIONS OF WASTE MATERIAL AND RUBBISH RESULTING FROM THE WORK.
- COORDINATE LOCATIONS OF ON-SITE STORAGE OF MATERIALS AND EQUIPMENT WITH OWNER SO AS TO NOT UNREASONABLY ENCUMBER THE SITE. LIMITED ON-SITE STORAGE IS AVAILABLE AT THE SOUTHWEST YARD OF OWNER'S PROPERTY.
- DO NOT ALLOW CONSTRUCTION MATERIALS, EQUIPMENT, OR PROCEDURES TO OVERLOAD OR EXCEED THE STRUCTURAL CAPACITY OF EXISTING CONSTRUCTION TO REMAIN, PARTIALLY COMPLETED WORK, COMPLETED WORK, OR TEMPORARY STAGING OR CANOPIES. MAKE INSPECTIONS AND/OR PERFORM ANALYSES AND TESTS NECESSARY TO VERIFY THAT EXISTING ELEMENTS HAVE ADEQUATE CAPACITY TO SUPPORT PROPOSED CONSTRUCTION LOADS.
- DRAWINGS ILLUSTRATE THE COMPLETED WORK WITH ELEMENTS IN THEIR FINAL INTENDED POSITIONS. PROVIDE SHORING, BRACING, SUPPORT, AND SEQUENCE WORK AS REQUIRED TO MAINTAIN THE STRUCTURAL INTEGRITY OF NEW OR EXISTING CONSTRUCTION DURING THE WORK.
- TEMPORARILY RELOCATE AND RESTORE EXISTING EQUIPMENT AND APPURTENANCES (WHETHER OR NOT SHOWN ON THE DRAWINGS) THAT OBSTRUCT ACCESS TO PORTIONS OF THE WORK.
- DEVELOP, IMPLEMENT, ERECT, AND MAINTAIN SAFEGUARDS TO PREVENT DAMAGE, INJURY, OR LOSS RESULTING FROM THE WORK TO (A) WORKERS, OCCUPANTS, PASSERS-BY, AND OTHER PERSONS; (B) VEHICULAR TRAFFIC; (C) IN-PROGRESS WORK, MATERIALS, AND EQUIPMENT UNDER CARE, CUSTODY, AND CONTROL OF THE CONTRACTOR (WHETHER ON OR OFF-SITE); AND (D) OTHER PROPERTY AT THE SITE OR ADJACENT THERETO NOT DESIGNATED AS PART OF THE WORK FOR REMOVAL, RELOCATION, OR REPLACEMENT. IN THE EVENT OF DAMAGE, INJURY, OR LOSS, PROMPTLY NOTIFY A/E AND PRESENT PROPOSED REMEDY.
- DEVELOP, IMPLEMENT, ERECT, AND MAINTAIN SAFEGUARDS TO PROVIDE FOR WATERTIGHT INTEGRITY OF WORK IN PROGRESS. IN THE EVENT OF DAMAGE, INJURY, OR LOSS, PROMPTLY NOTIFY A/E AND PRESENT PROPOSED REMEDY.
- IN AN EMERGENCY AFFECTING SAFETY OF PERSONS OR PROPERTY, ACT TO PREVENT OR STOP FURTHER DAMAGE, INJURY, OR LOSS.
- ALL WORK SHALL BE SUBJECT TO REVIEW BY A/E BEFORE IT IS CONCEALED BY OTHER WORK AND/OR MEANS OF ACCESS IS REMOVED. COORDINATE MANDATORY REVIEWS WITH A/E PRIOR TO START OF CONSTRUCTION. PROVIDE REASONABLE NOTIFICATION TO A/E TO ALLOW FOR SUCH REVIEW AS WORK PROCEEDS.
- PROMPTLY CORRECT WORK REJECTED BY A/E OR FAILING TO CONFORM TO REQUIREMENTS OF THE CONTRACT DOCUMENTS. ASSOCIATED COSTS (INCLUDING ADDITIONAL TESTING OR INSPECTIONS, COST OF UNCOVERING AND CORRECTION, AND COMPENSATION FOR PROFESSIONAL SERVICES AND EXPENSES MADE NECESSARY THEREBY) SHALL BE THE CONTRACTOR'S RESPONSIBILITY.
- IF A HAZARDOUS MATERIAL OR SUBSTANCE NOT ADDRESSED IN THE CONTRACT DOCUMENTS IS ENCOUNTERED, IMMEDIATELY STOP WORK IN AFFECTED AREA AND NOTIFY OWNER OF THE CONDITION.

### DRAWING INDEX

A000	COVER PAGE
A001	SITE PLAN
A101	WEST COURTYARD ENLARGED PLAN
A102	EAST COURTYARD ENLARGED PLAN
A103	GATE ENLARGED PLAN
A201	WEST COURTYARD ELEVATIONS
A202	WEST COURTYARD ELEVATIONS
A203	WEST COURTYARD ELEVATIONS
A211	EAST COURTYARD ELEVATIONS
A212	EAST COURTYARD ELEVATIONS
A213	EAST COURTYARD ELEVATIONS
A221	GATE ELEVATIONS
A500	DETAILS
E100	ELECTRICAL
P100	PLUMBING

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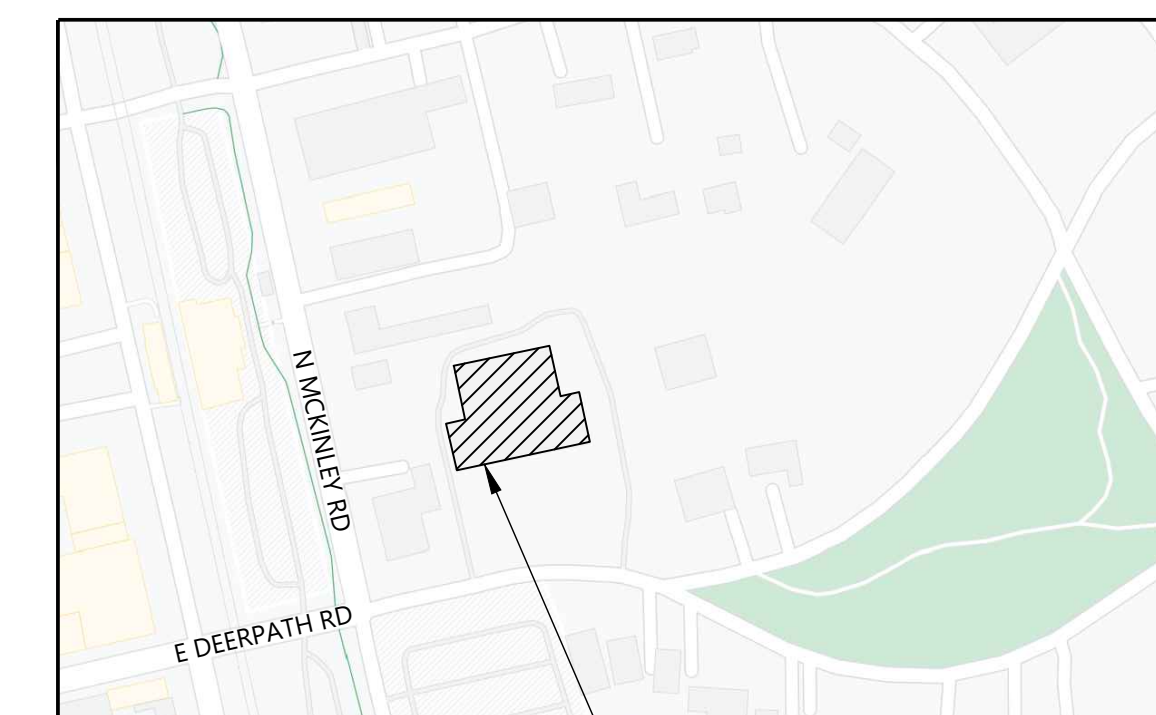
**Lake Forest Library  
Courtyard  
Rehabilitation**

360 East Deerpath Road  
Lake Forest, IL 60045

Client

**Lake Forest Library**

360 East Deerpath Road  
Lake Forest, IL 60045



LOCATION MAP:  
N.T.S.

Project Location

Mark	Date	Description
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**Title Sheet**

Sheet Title

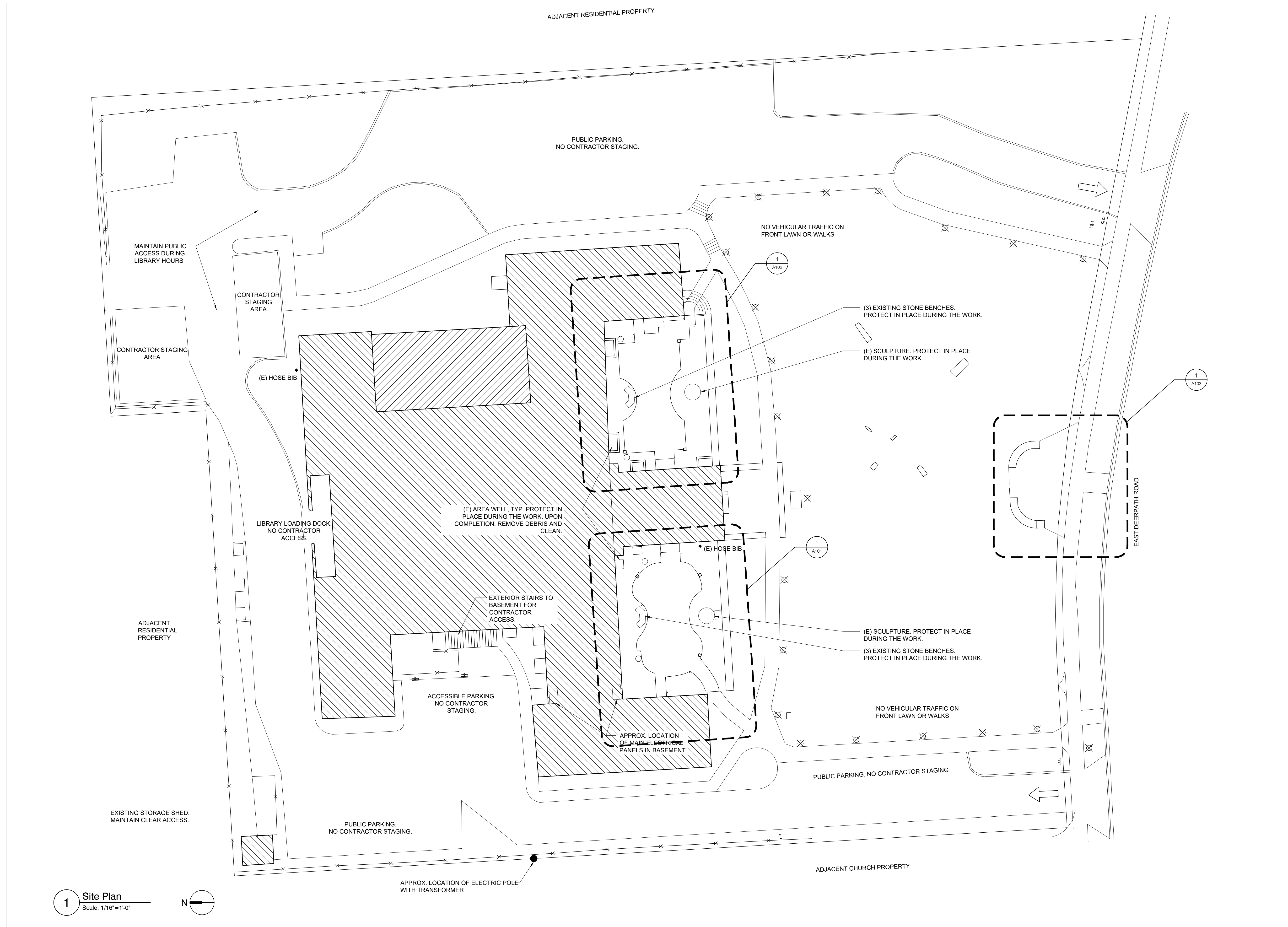
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Sheet No.

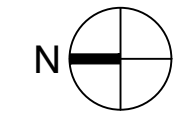
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**1 Site Plan**  
Scale: 1/16" = 1'-0"



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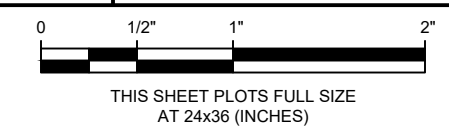
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Scale  
**Site Plan**

Sheet Title  
**A001**  
Sheet No.



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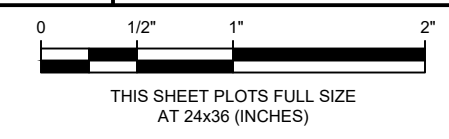
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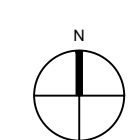
**West Courtyard  
 Enlarged Plan**

Sheet Title

Sheet No.

**A101**

**1 West Courtyard Plan**  
 SCALE: 1/4" = 1'-0"



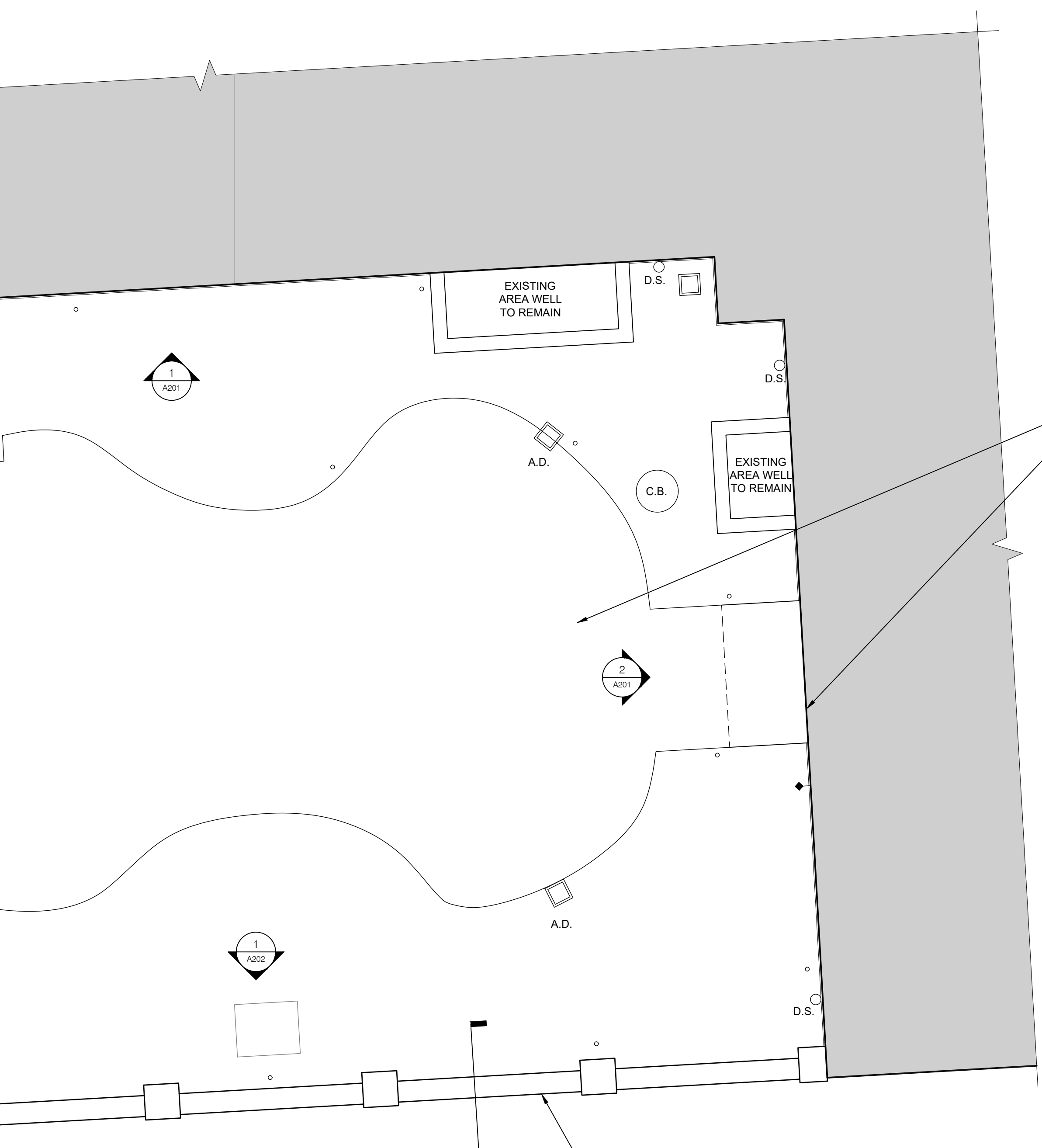
LEGEND	
C.B.	EXISTING CATCH BASIN TO REMAIN
D.S.	EXISTING DOWNSPOUT TO REMAIN
A.D.	NEW CAST BRONZE AREA DRAIN CONNECTED TO UNDERGROUND PIPING.

NEW STONE PAVING ON MORTAR SETTING BED ON CONCRETE SLAB ON GROUND. FILL AND RAISE GRADE SO THAT FINISHED PAVEMENT LEVEL MATCHES FINISHED FLOOR LEVEL AT DOOR THRESHOLD TO ENTRANCE HALL.

DISMANTLE MASONRY WALL, SALVAGE INTACT FACE BRICK AND LIMESTONE. CONSTRUCT NEW CONCRETE MASONRY WALL CLAD WITH BRICK AND LIMESTONE.

RESTORE EXISTING GATE.  
 OPTION 1: REINSTALL ON NEW STEEL POSTS WITH NEW STEEL FENCE  
 OPTION 2: REINSTALL AT NEW MASONRY WALL.

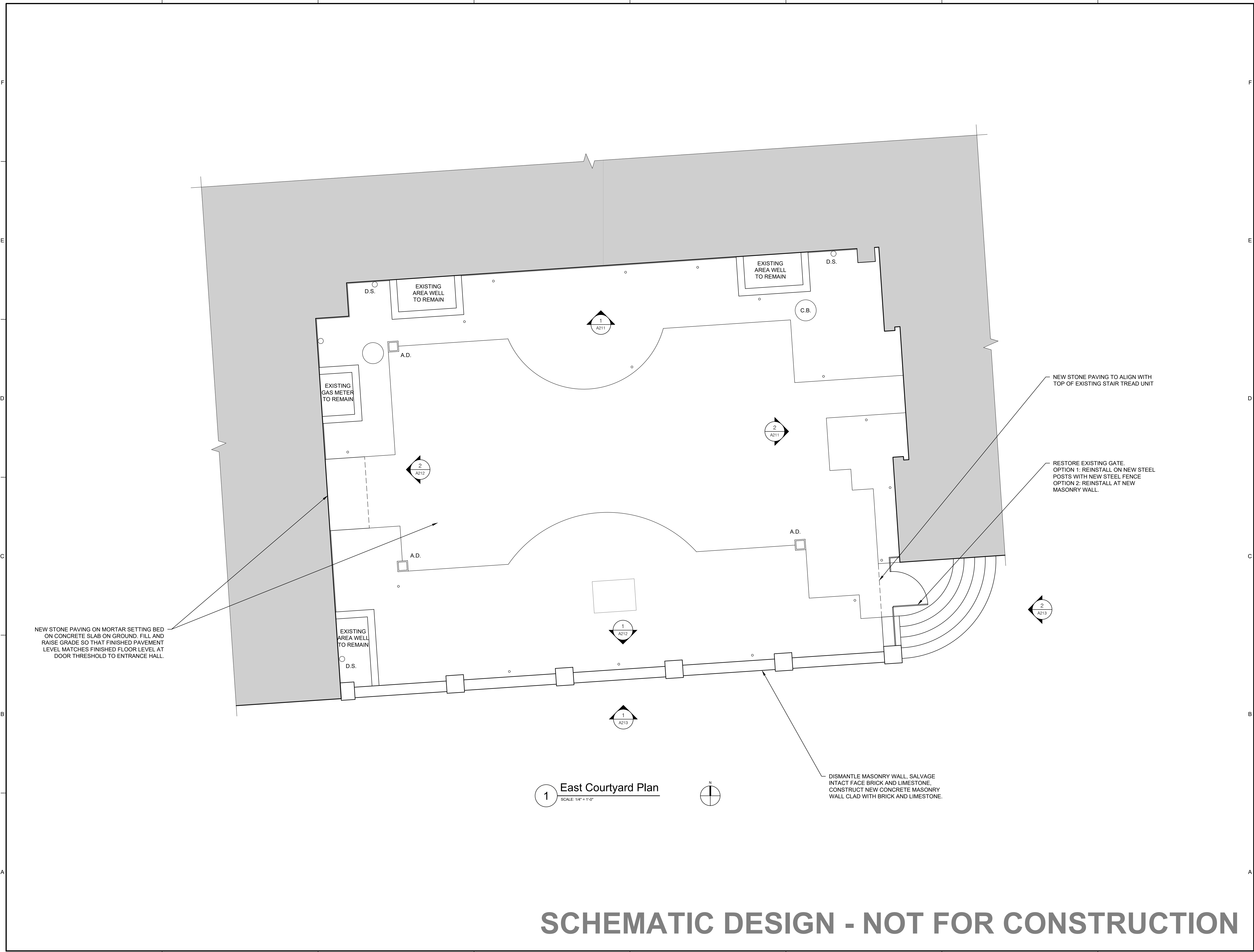
RE-GRADE AND REPLACE EXISTING SIDEWALK FROM GATE, OUT TO JOINT WITH MAIN SIDEWALK.



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1 East Courtyard Plan  
SCALE: 1/4" = 1'-0"

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Sheet Title  
**East Courtyard  
Enlarged Plan**

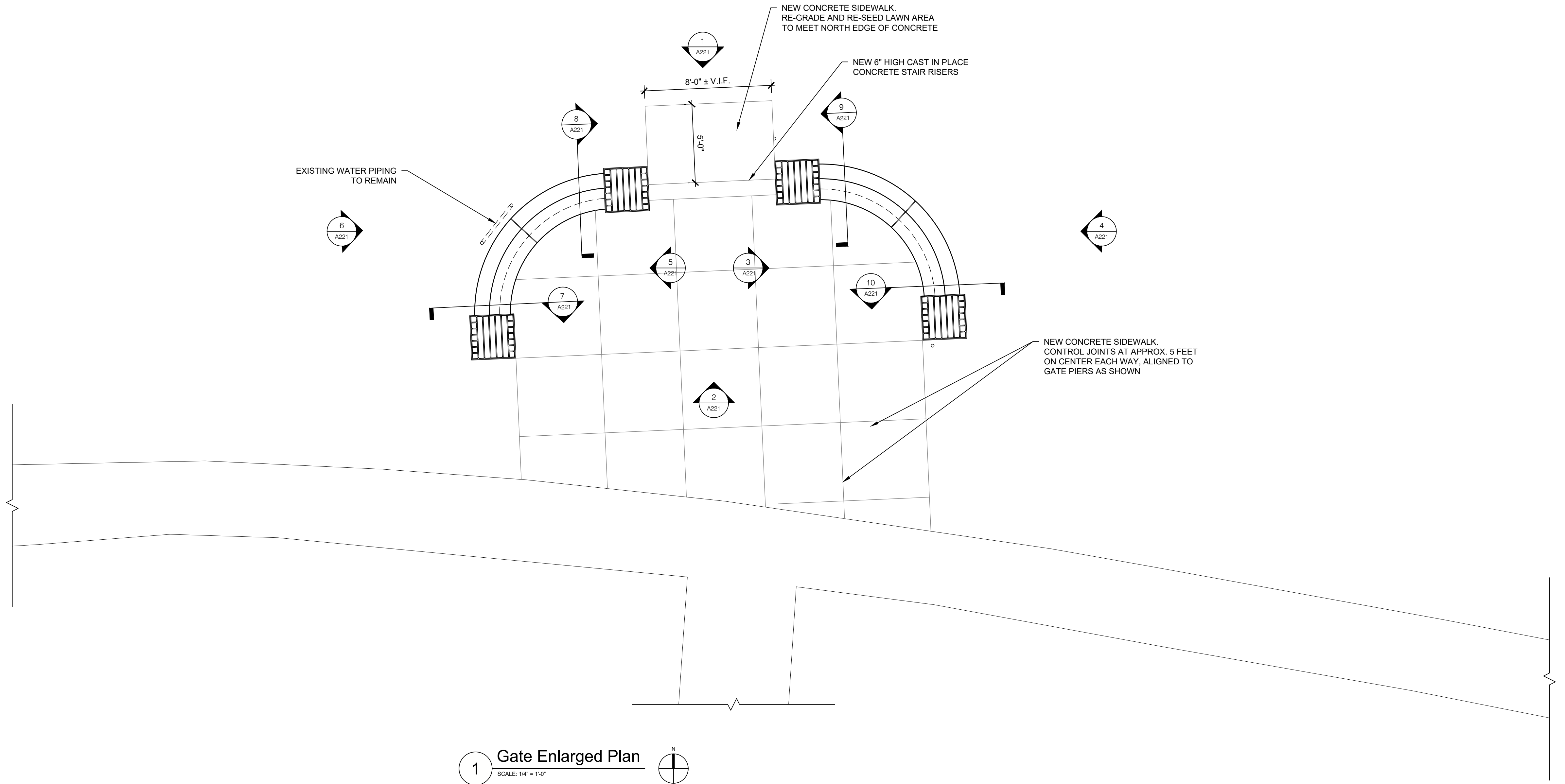
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**A102**

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**1 Gate Enlarged Plan**  
 SCALE: 1/4" = 1'-0"

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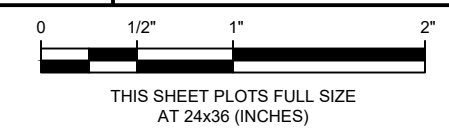
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Sheet Title  
**Gate Enlarged Plan**  
 Sheet No.  
**A103**

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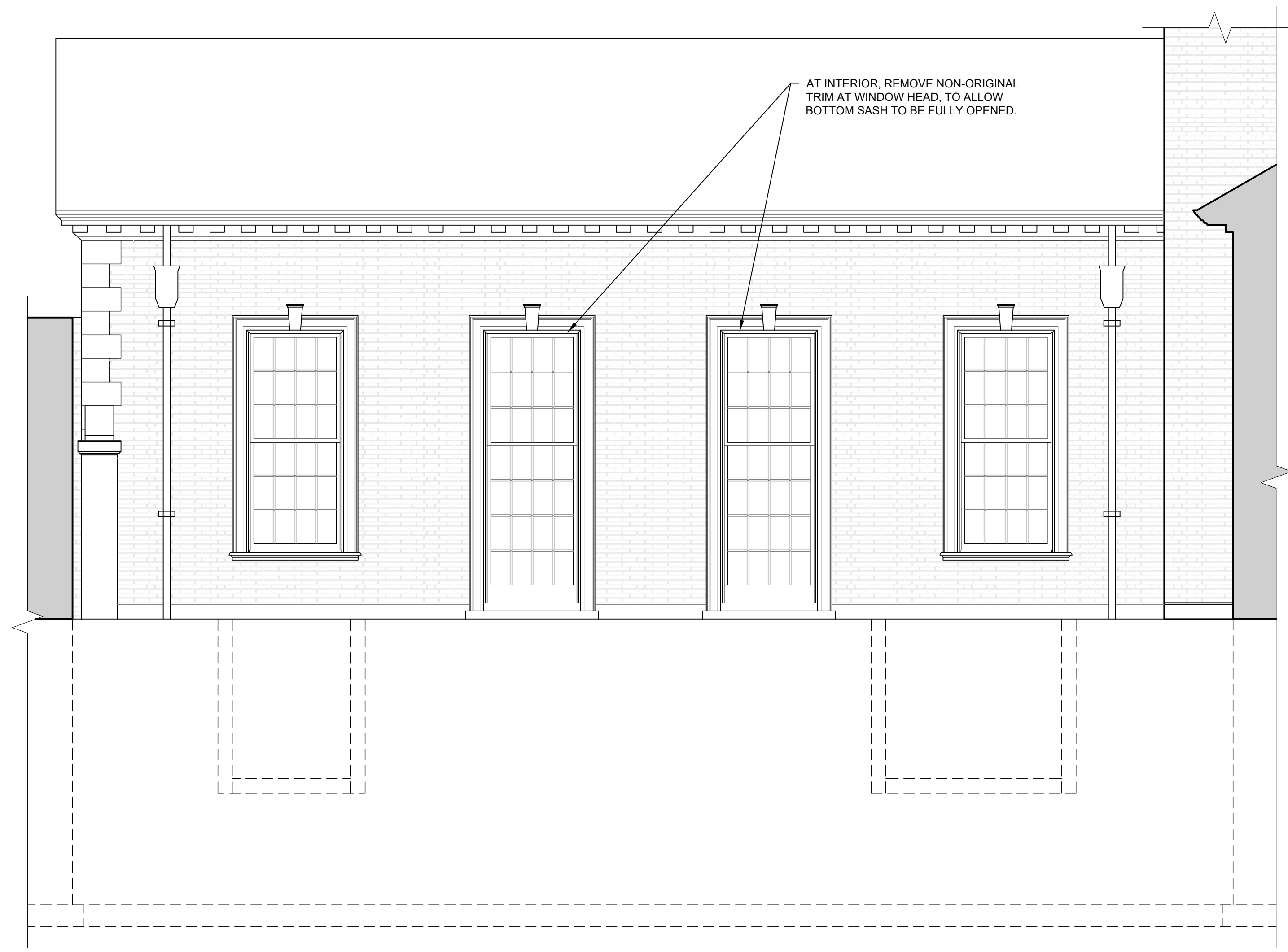
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**West Courtyard  
Elevations**

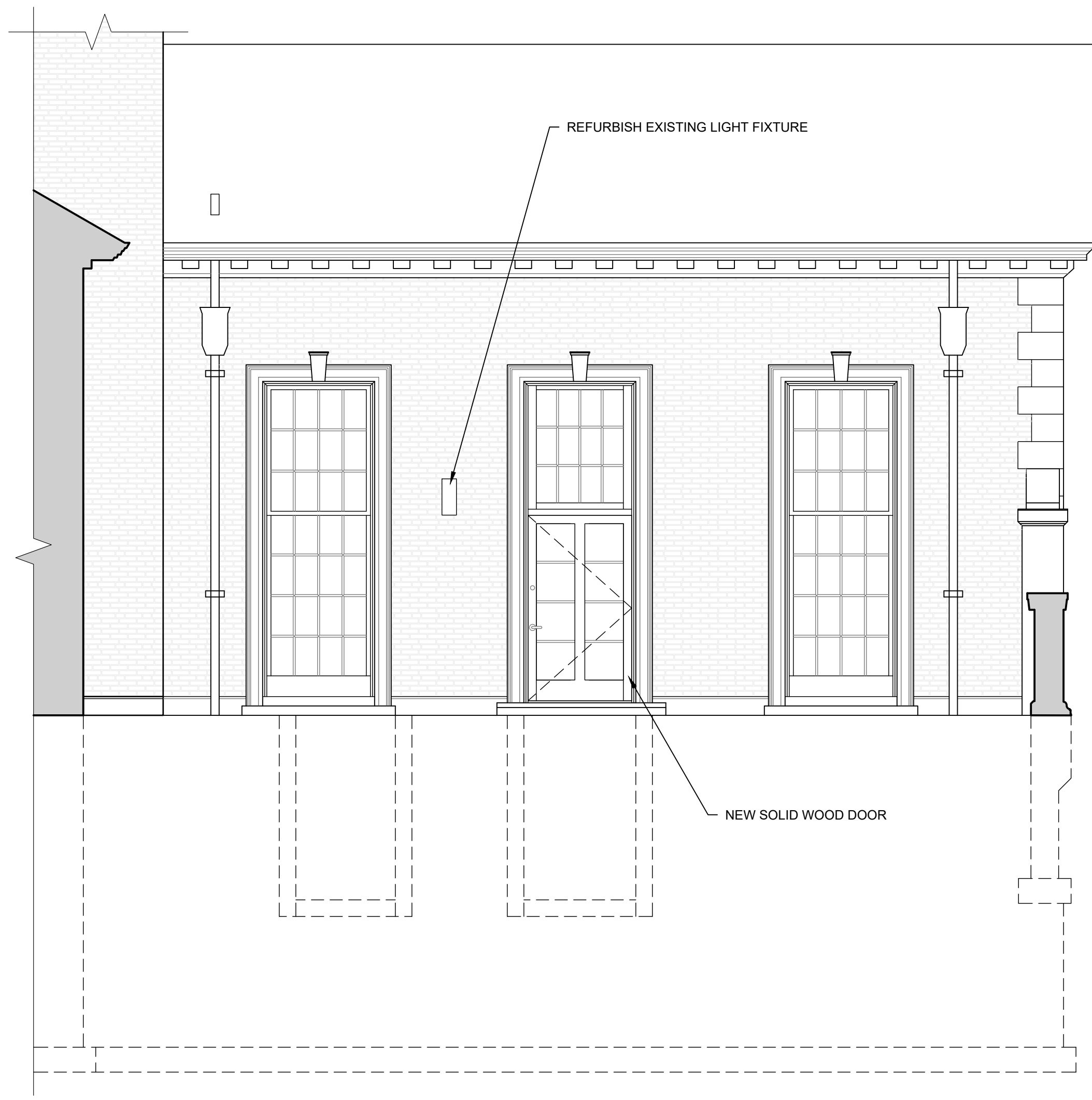
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Sheet No.

**A201**



**1** West Courtyard - North Elevation  
SCALE: 1/4" = 1'-0"



**2** West Courtyard - East Elevation  
SCALE: 1/4" = 1'-0"

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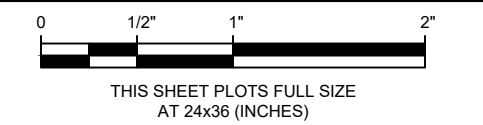
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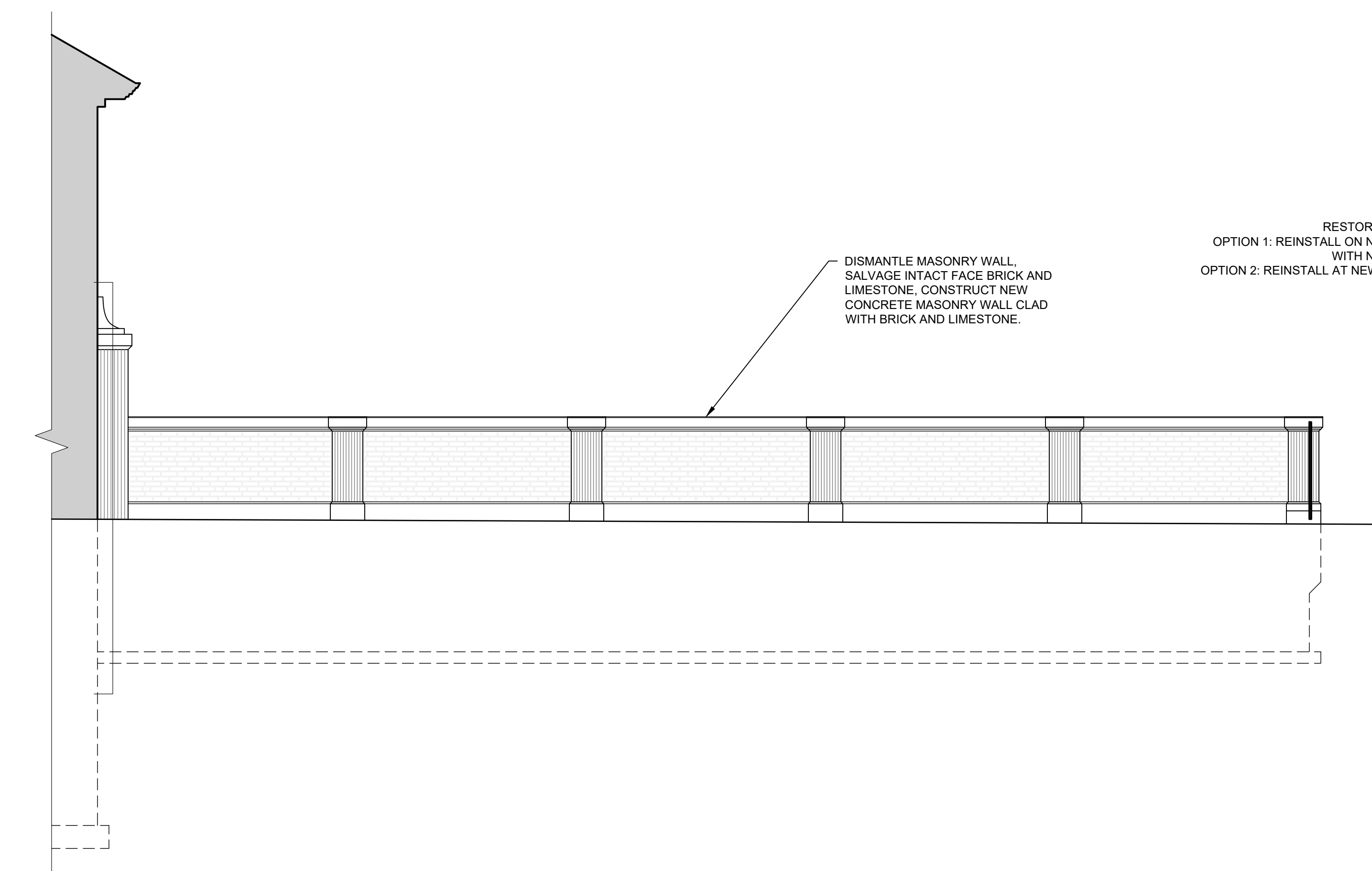
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**West Courtyard  
 Elevations**

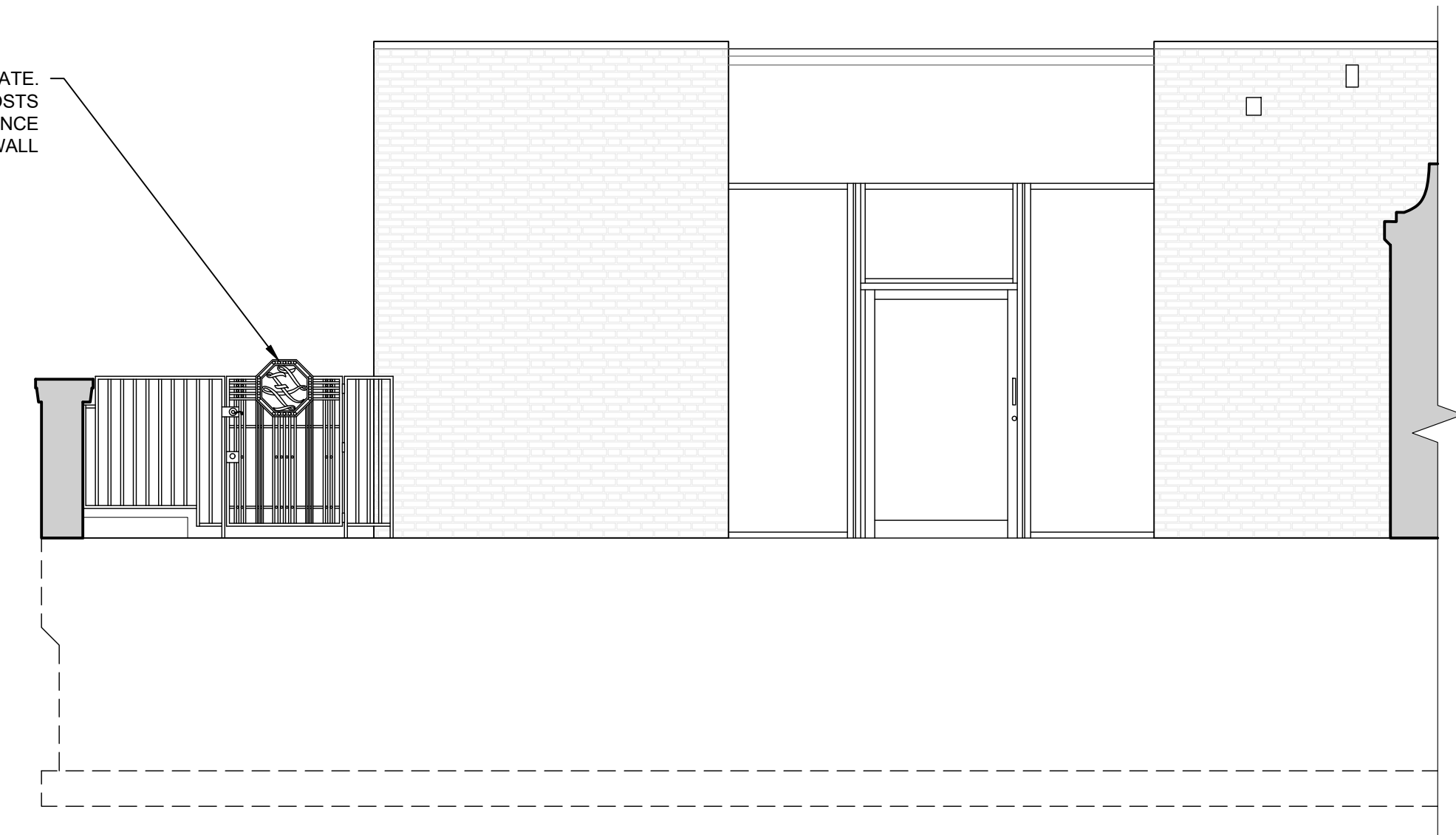
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Sheet No.

**A202**



1 West Courtyard - South Elevation  
 SCALE: 1/4" = 1'-0"



1 West Courtyard - West Elevation  
 SCALE: 1/4" = 1'-0"

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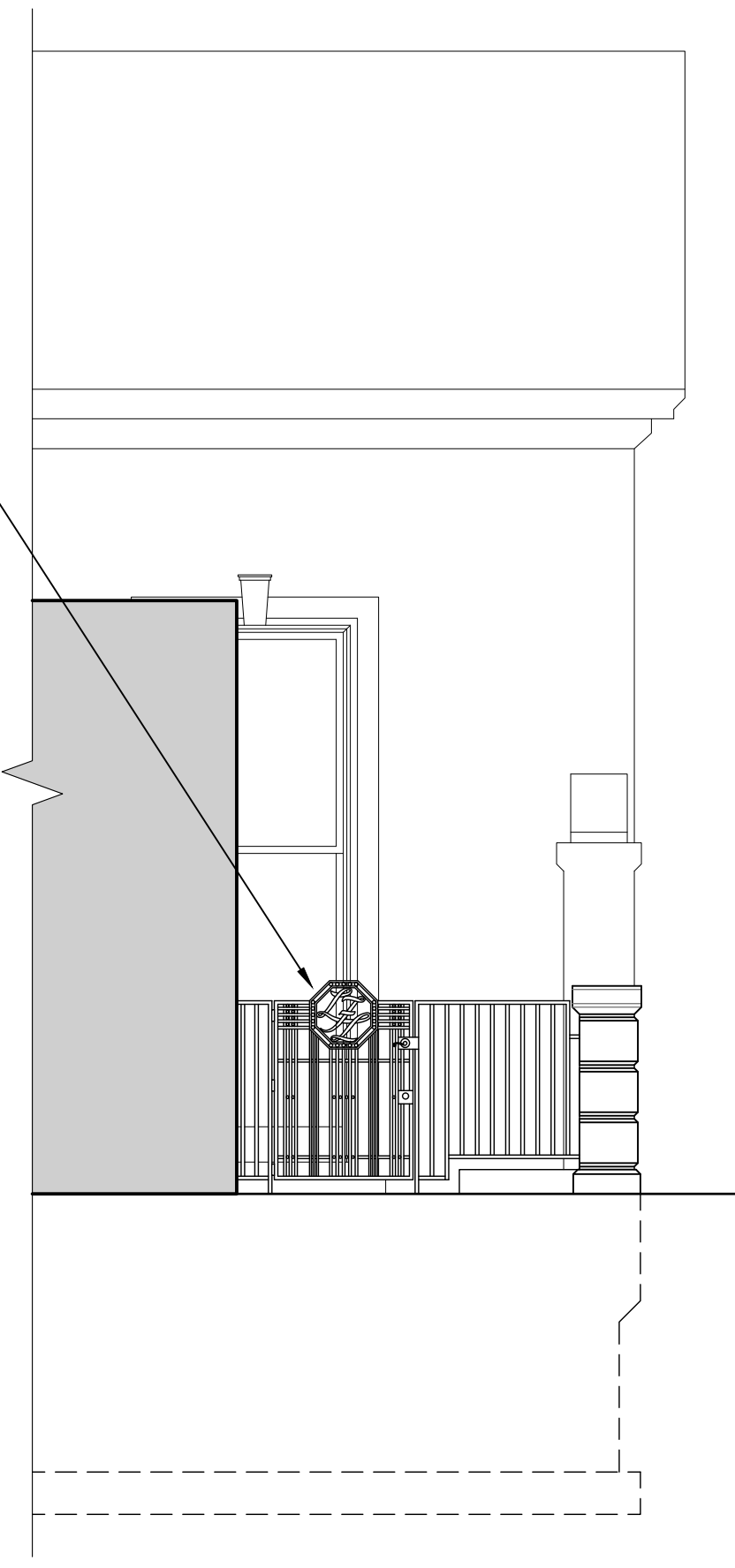
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**West Courtyard  
Elevations**

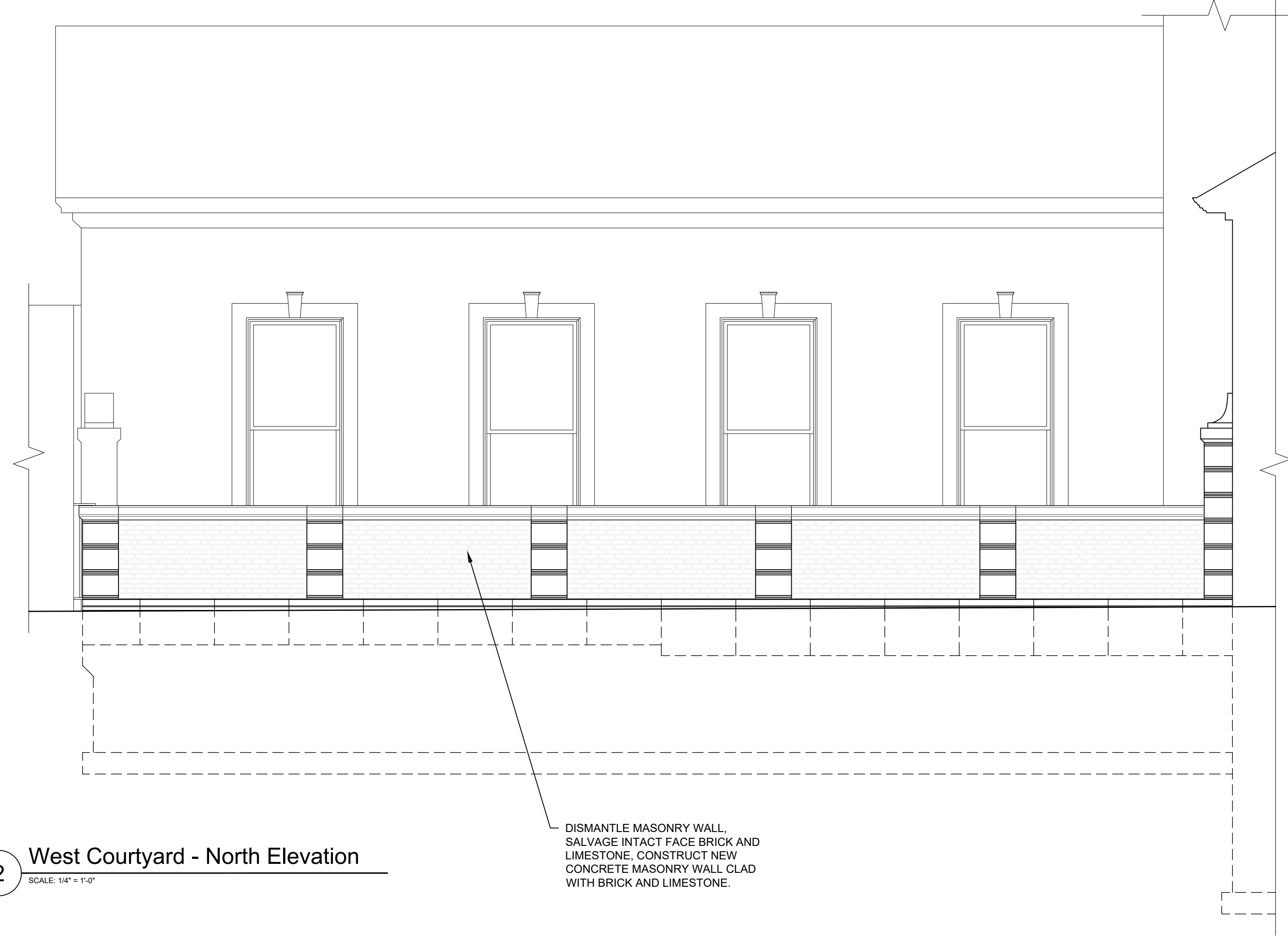
Sheet Title

Sheet No. **A203**

RESTORE EXISTING GATE  
OPTION 1: REINSTALL ON NEW STEEL POSTS  
WITH NEW STEEL FENCE  
OPTION 2: REINSTALL AT NEW MASONRY WALL



**1** West Courtyard - East Elevation  
SCALE: 1/4" = 1'-0"



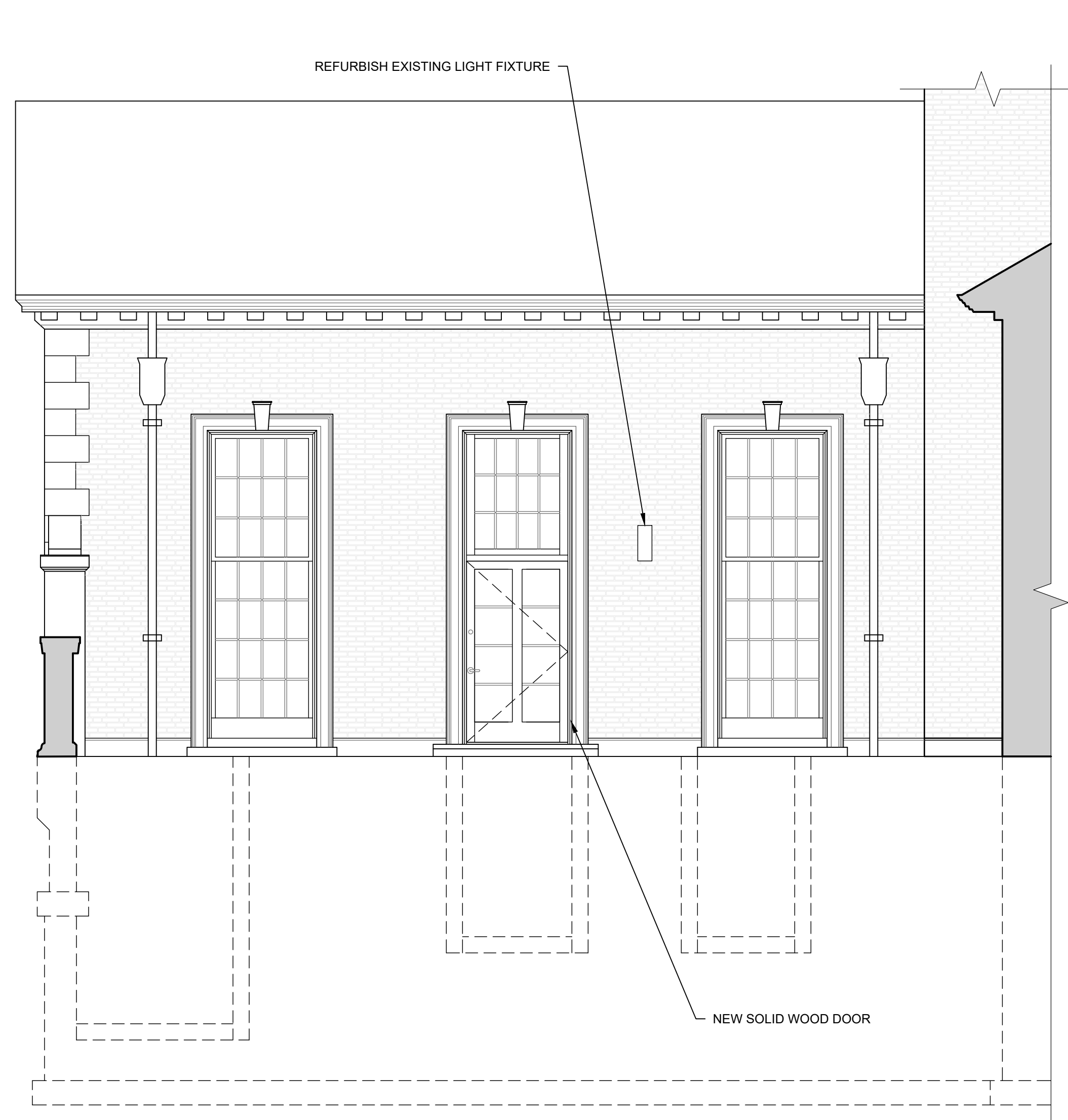
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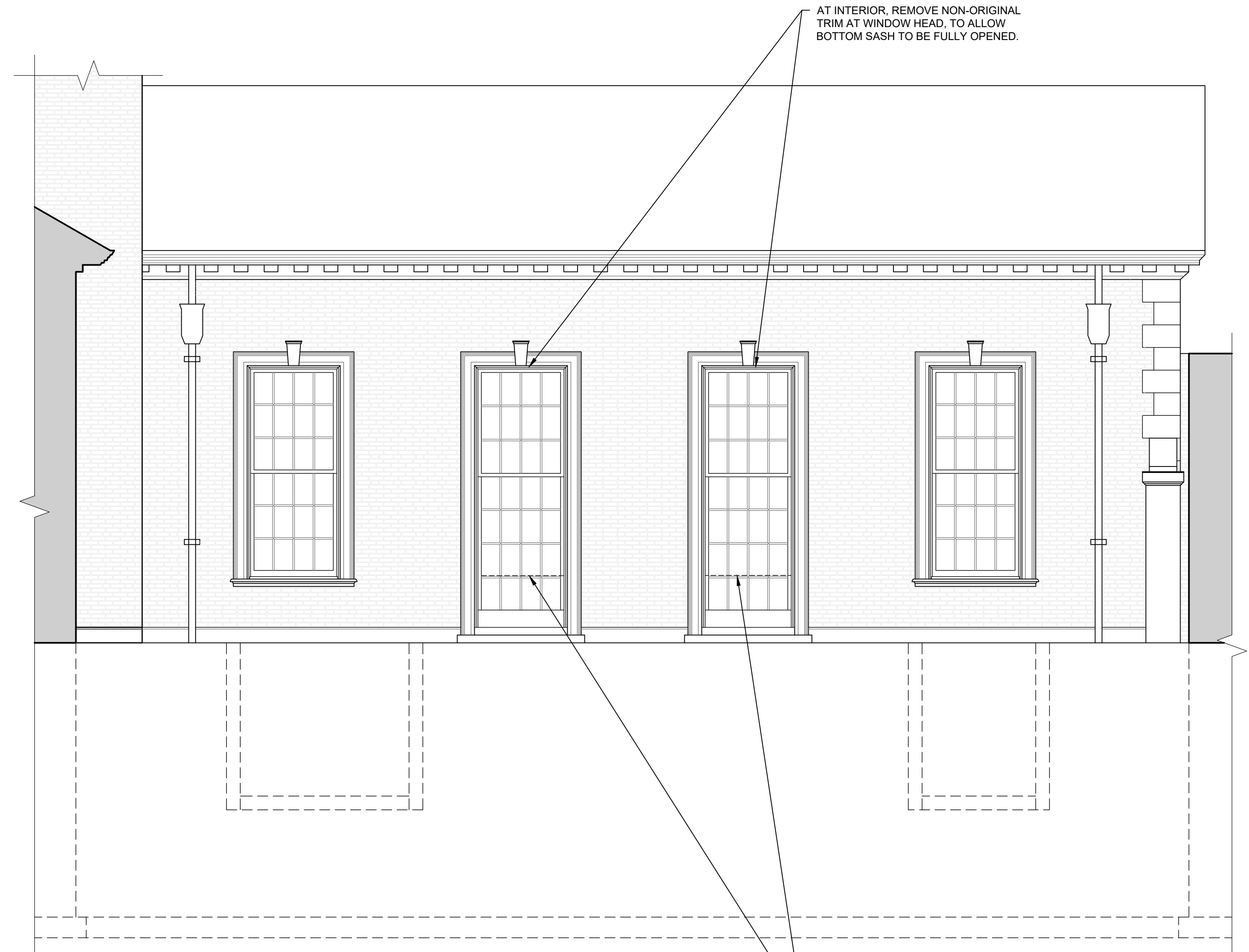


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**1** East Courtyard - West Elevation  
 SCALE: 1/4" = 1'-0"



**1** East Courtyard - North Elevation A  
 SCALE: 1/4" = 1'-0"

**WJE** ENGINEERS  
 ARCHITECTS  
 MATERIALS SCIENTISTS

**Wiss, Janney, Elstner Associates, Inc.**  
 330 Pfingsten Road  
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 (847) 272-7400  
 www.wje.com

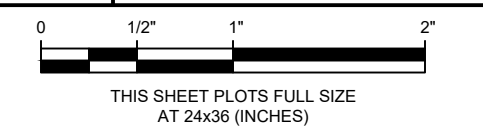
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 Doylestown | Honolulu | Houston | Indianapolis | London | Los Angeles  
 Minneapolis | New Haven | Northbrook (HQ) | New York | Philadelphia | Pittsburgh  
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Consultants

Project  
**Lake Forest Library  
 Courtyard  
 Rehabilitation**  
 360 East Deerpath Road  
 Lake Forest, IL 60045

Client  
**Lake Forest Library**  
 360 East Deerpath Road  
 Lake Forest, IL 60045

Mark	Date	Description
	11/15/2024	Schematic Design



Project No.	2024.3861
Date	November 15, 2024
Drawn	ICH / JFC
Checked	KMI
Scale	

**East Courtyard  
 Elevations**

Sheet Title  
**A211**  
 Sheet No.

**SCHEMATIC DESIGN - NOT FOR CONSTRUCTION**

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Portland | Princeton | Raleigh | San Antonio | San Diego | San Francisco | Seattle  
South Florida | Washington, DC

Consultants

Project

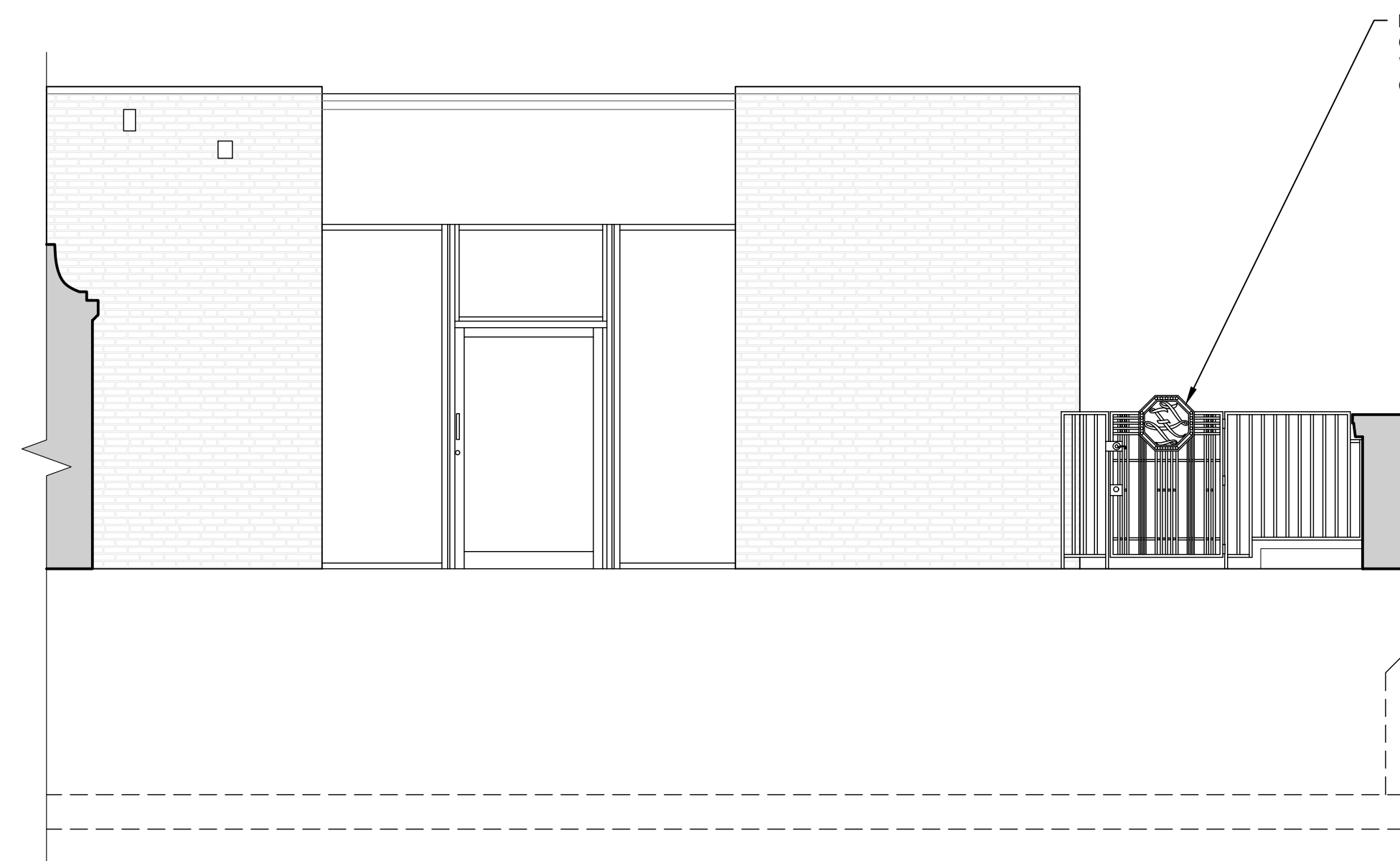
**Lake Forest Library  
Courtyard  
Rehabilitation**

360 East Deerpath Road  
Lake Forest, IL 60045

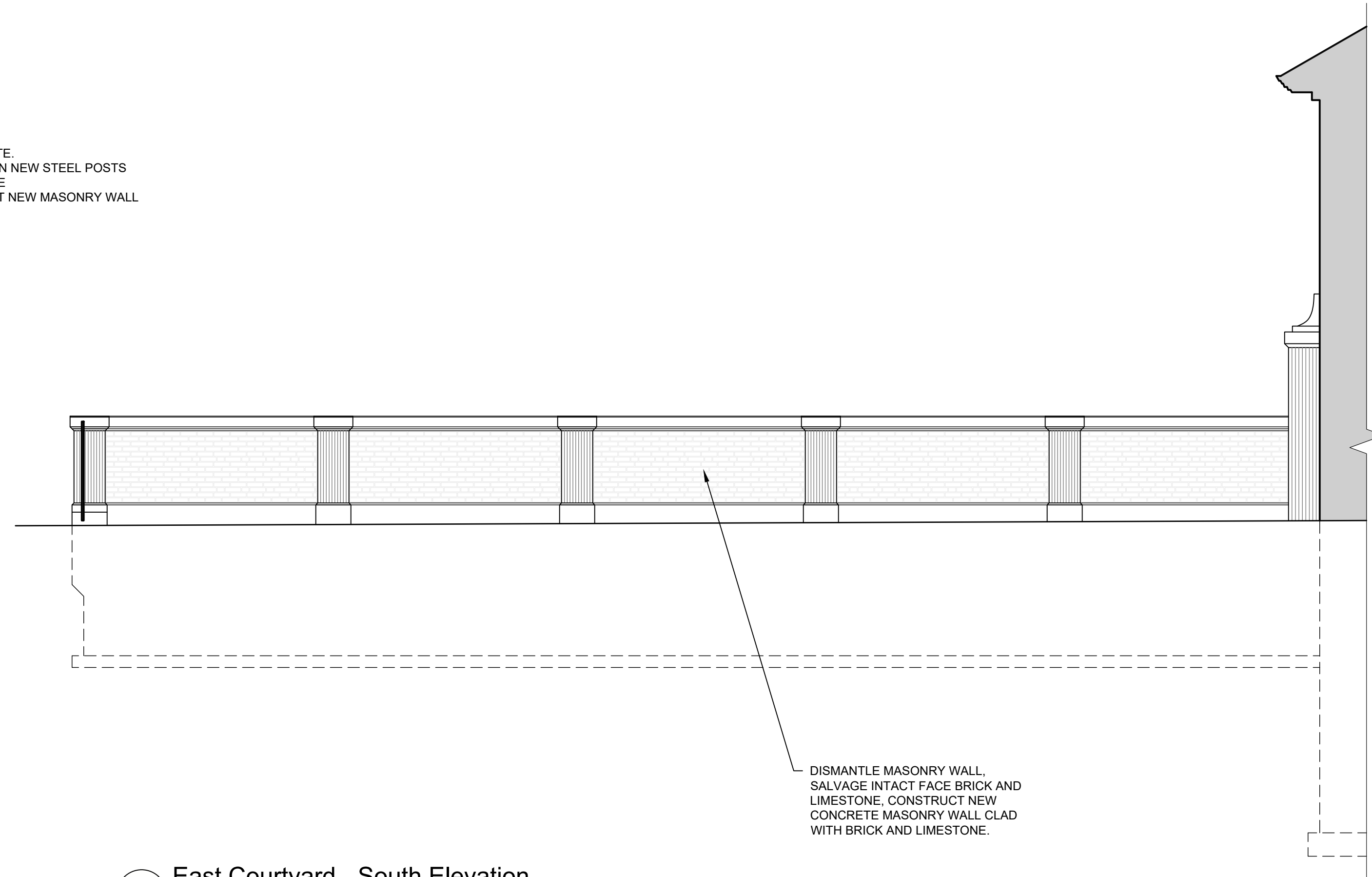
Client

**Lake Forest Library**

360 East Deerpath Road  
Lake Forest, IL 60045



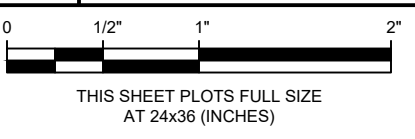
**1** East Courtyard - East Elevation  
SCALE: 1/4" = 1'-0"



**2** East Courtyard - South Elevation  
SCALE: 1/4" = 1'-0"


11/15/2024	Schematic Design
------------	------------------

Mark	Date	Description



Project No. 2024.3861

Date November 15, 2024

Drawn ICH / JFC

Checked KMI

Scale

**East Courtyard  
Elevations**

Sheet Title

Sheet No. **A212**

**SCHEMATIC DESIGN - NOT FOR CONSTRUCTION**

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Project

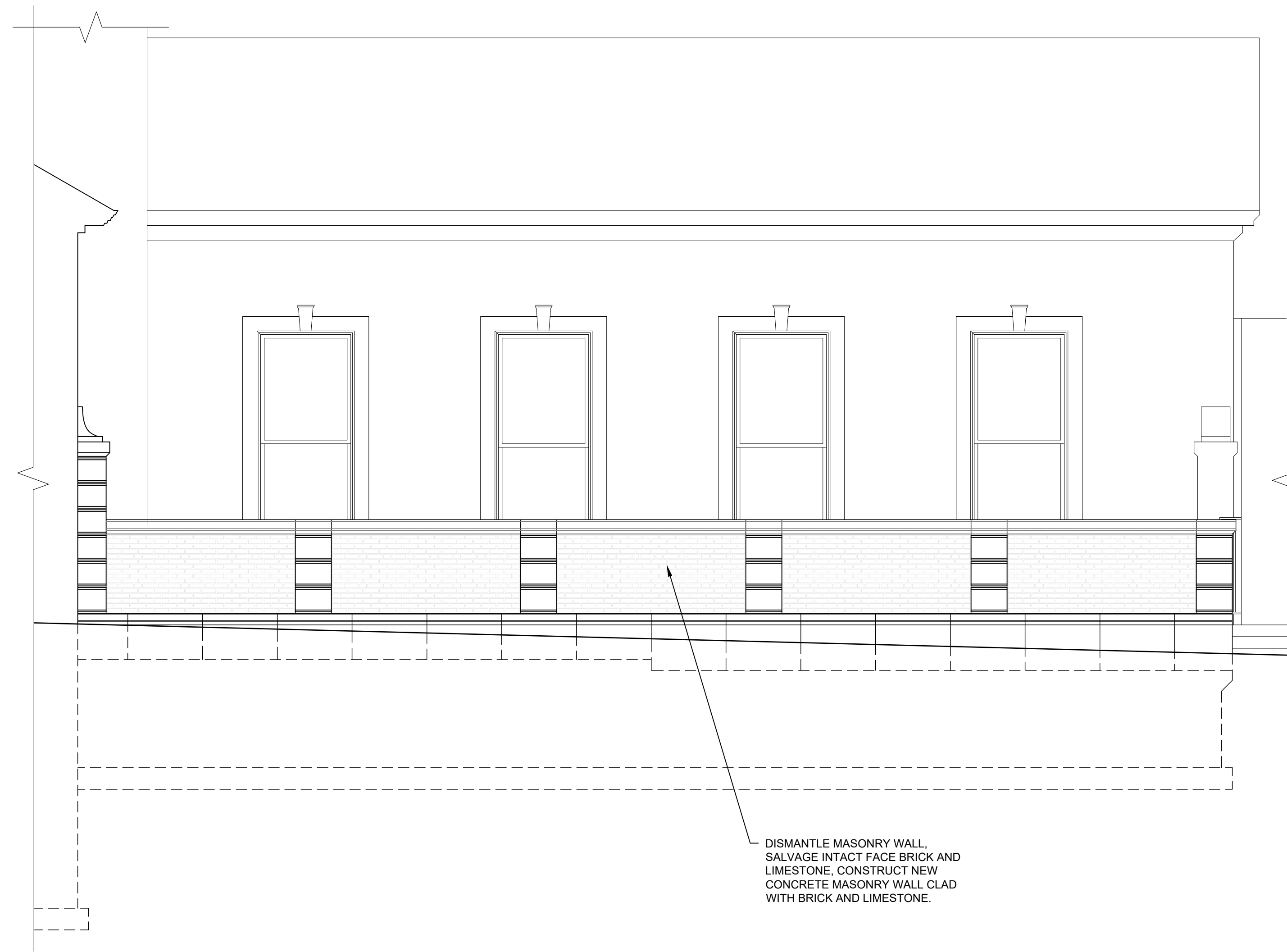
**Lake Forest Library  
Courtyard  
Rehabilitation**

360 East Deerpath Road  
Lake Forest, IL 60045

Client

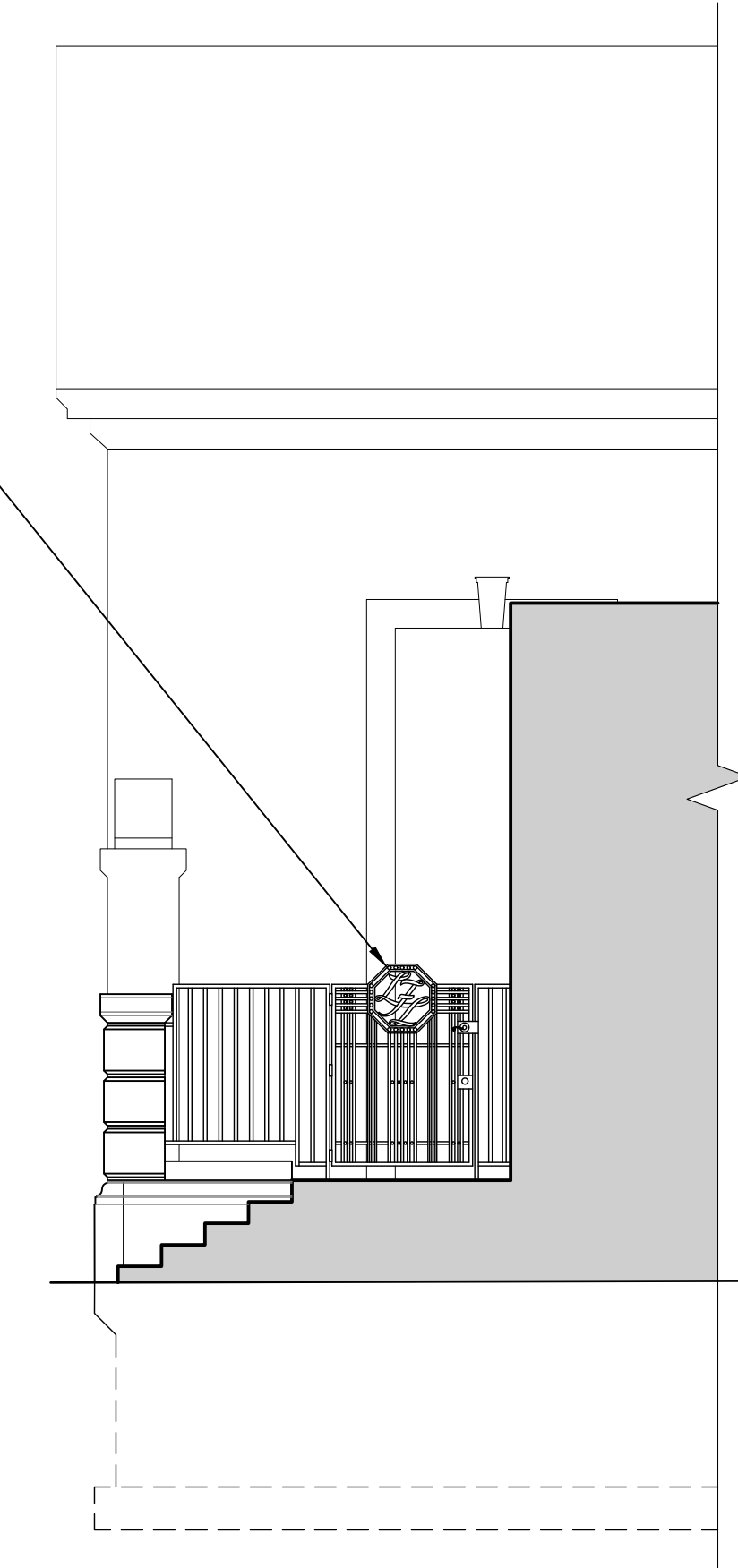
**Lake Forest Library**

360 East Deerpath Road  
Lake Forest, IL 60045



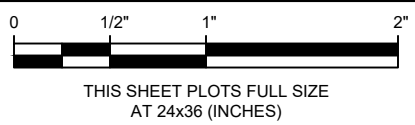
**1** East Courtyard - North Elevation  
SCALE: 1/4" = 1'-0"

RESTORE EXISTING GATE.  
OPTION 1: REINSTALL ON NEW STEEL POSTS  
WITH NEW STEEL FENCE  
OPTION 2: REINSTALL AT NEW MASONRY WALL



**2** East Courtyard - West Elevation  
SCALE: 1/4" = 1'-0"

Mark	Date	Description
	11/15/2024	Schematic Design



Project No. 2024.3861

Date November 15, 2024

Drawn ICH / JFC

Checked KMI

Scale

**East Courtyard  
Elevations**

Sheet Title

Sheet No.

**A213**

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Project

**Lake Forest Library  
 Courtyard  
 Rehabilitation**

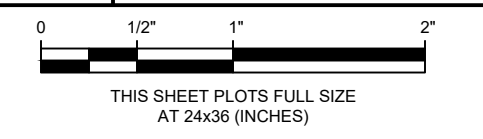
360 East Deerpath Road  
 Lake Forest, IL 60045

Client

**Lake Forest Library**

360 East Deerpath Road  
 Lake Forest, IL 60045

Mark	Date	Description
11/15/2024		Schematic Design

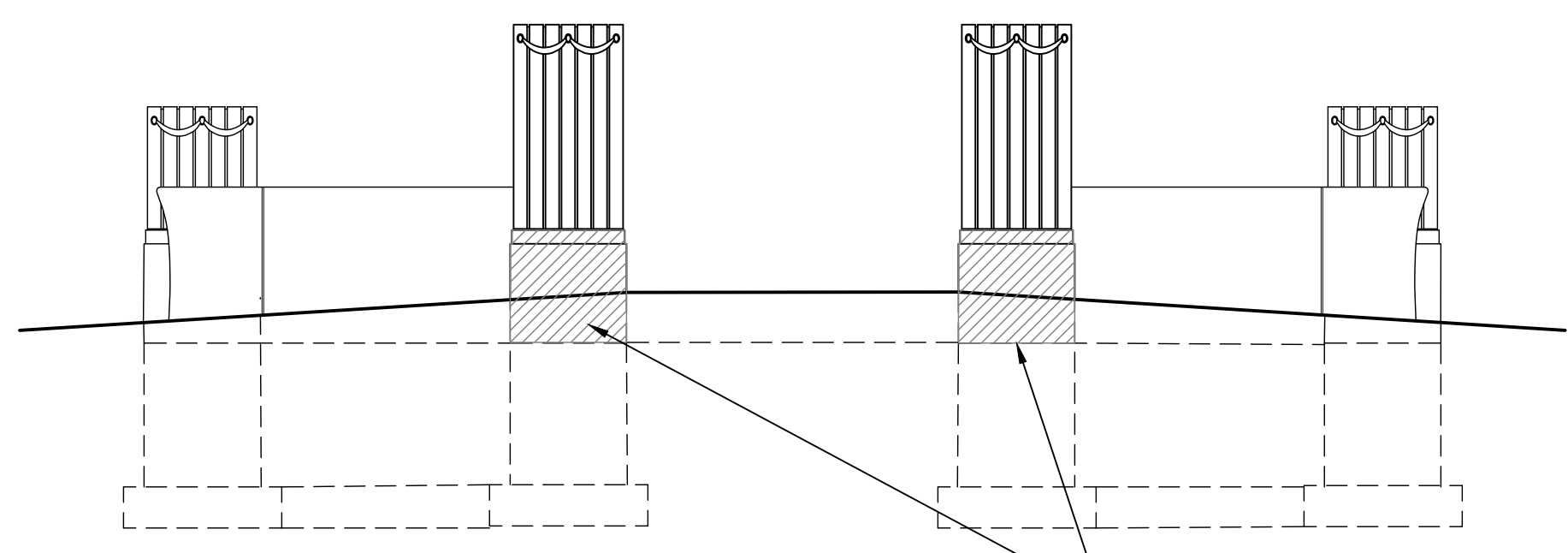


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Date	November 15, 2024
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Checked	KMJ
Scale	

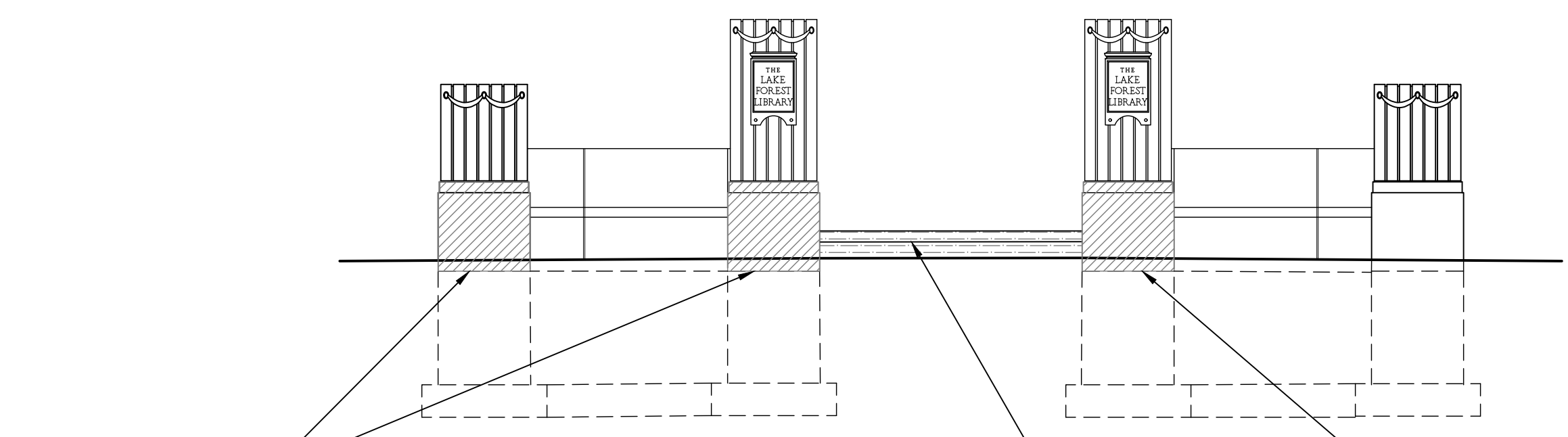
**Gate Elevations**

Sheet Title

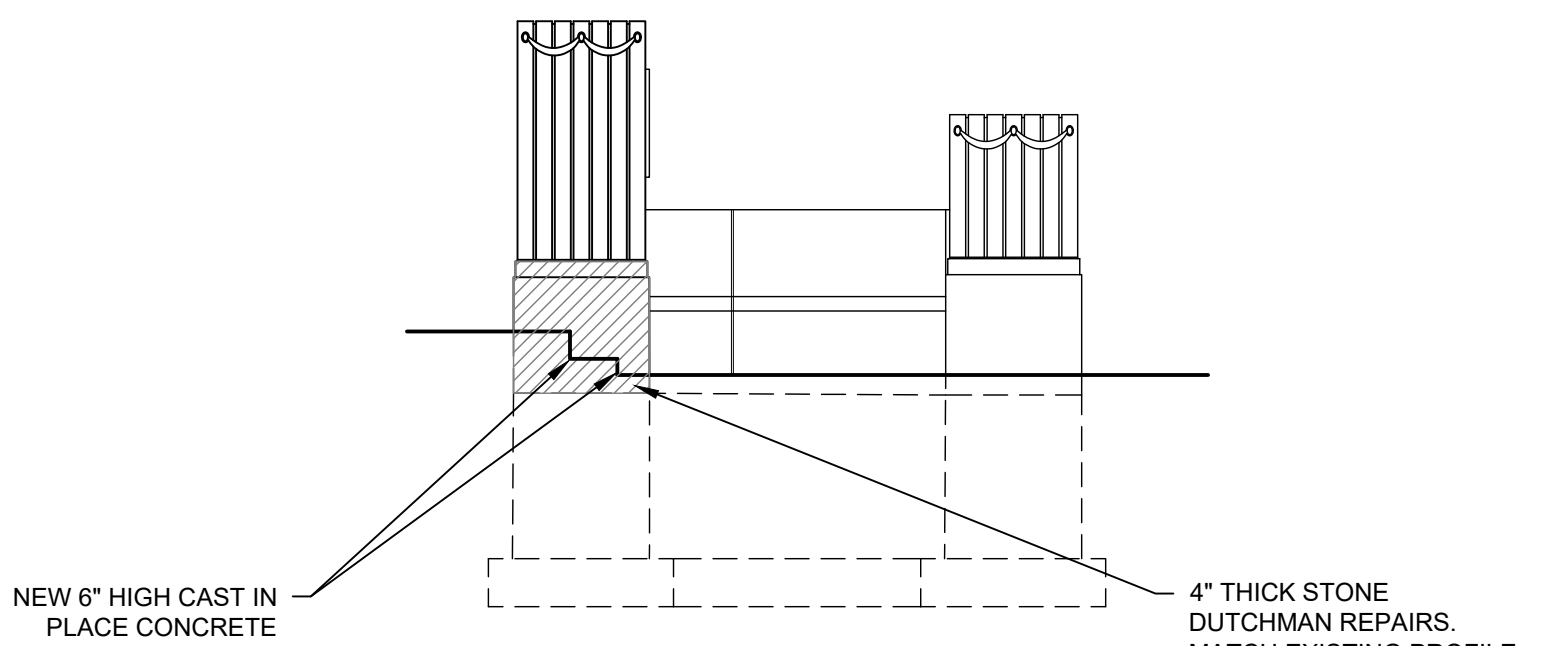
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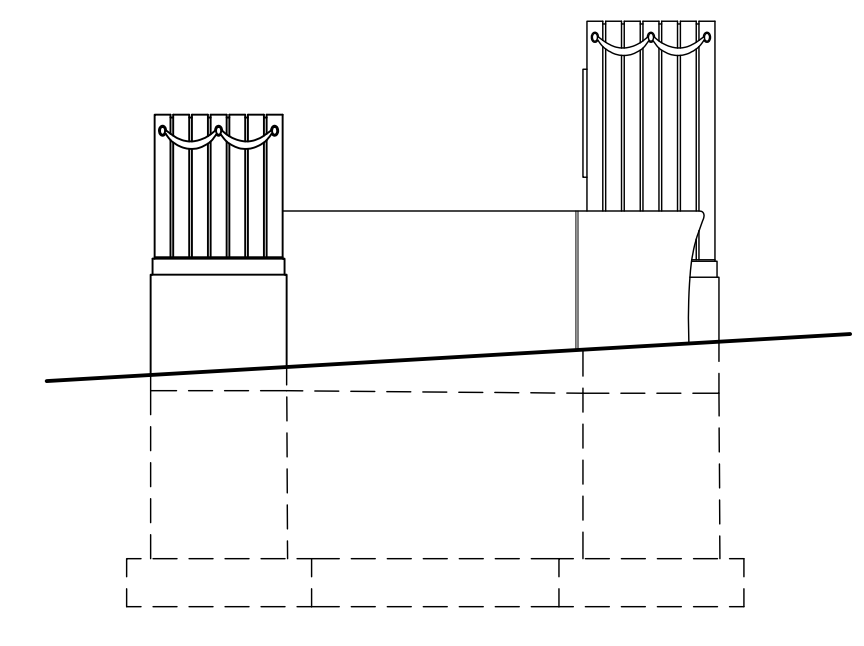
**1 Gate North Elevation**  
 Scale: 1/4"=1'-0"



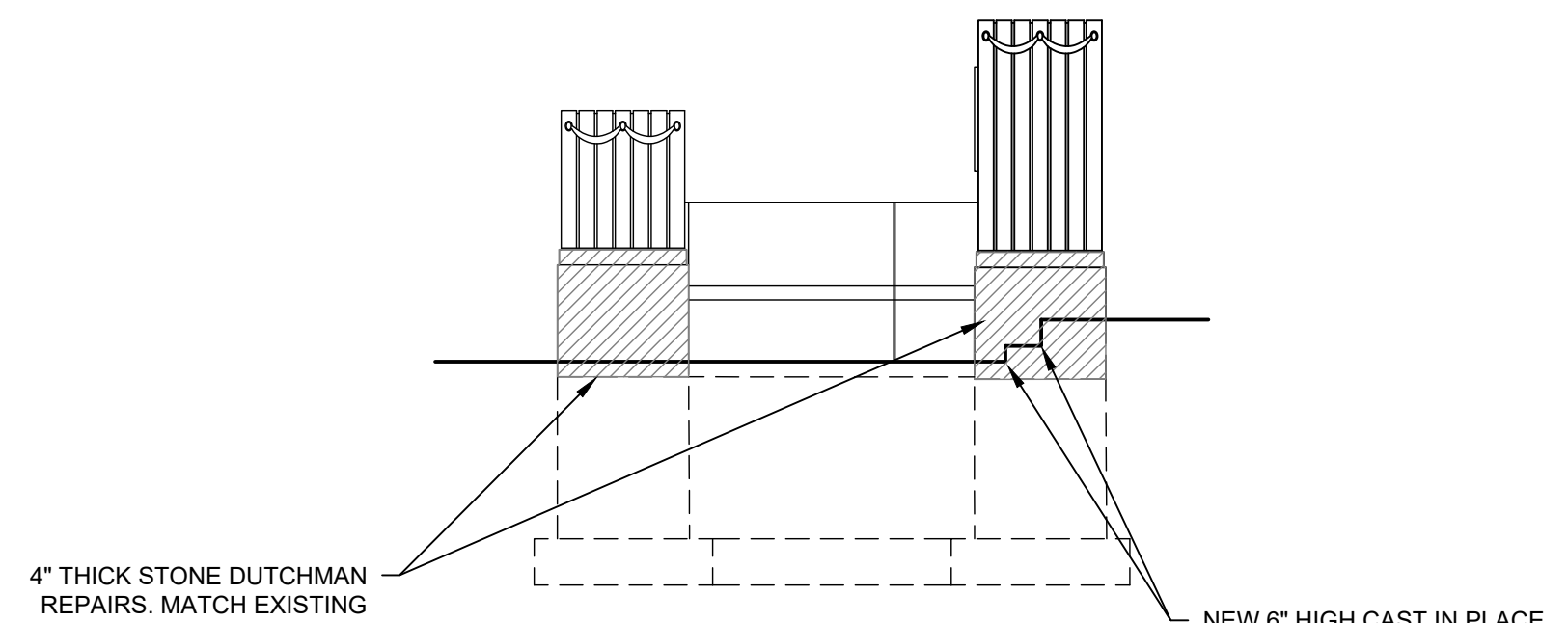
**2 Gate South Elevation**  
 Scale: 1/4"=1'-0"



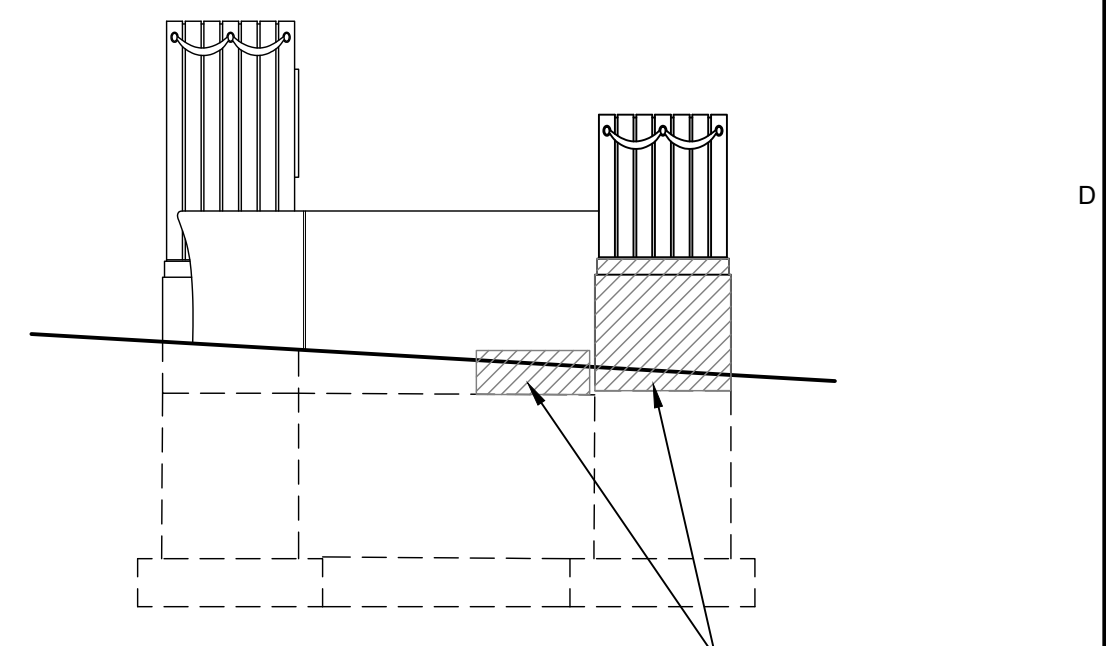
**3 West Elevation - East Piers**  
 Scale: 1/4"=1'-0"



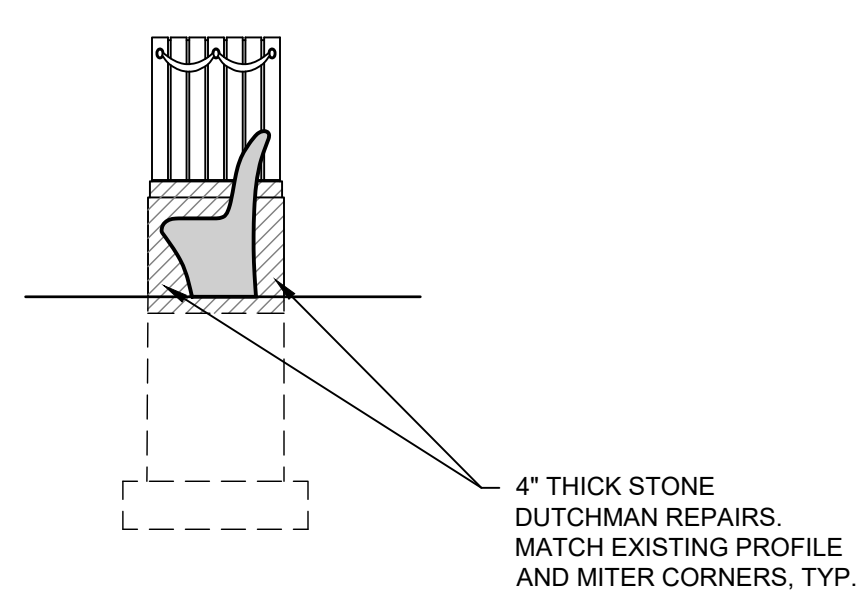
**4 East Elevation - East Piers**  
 Scale: 1/4"=1'-0"



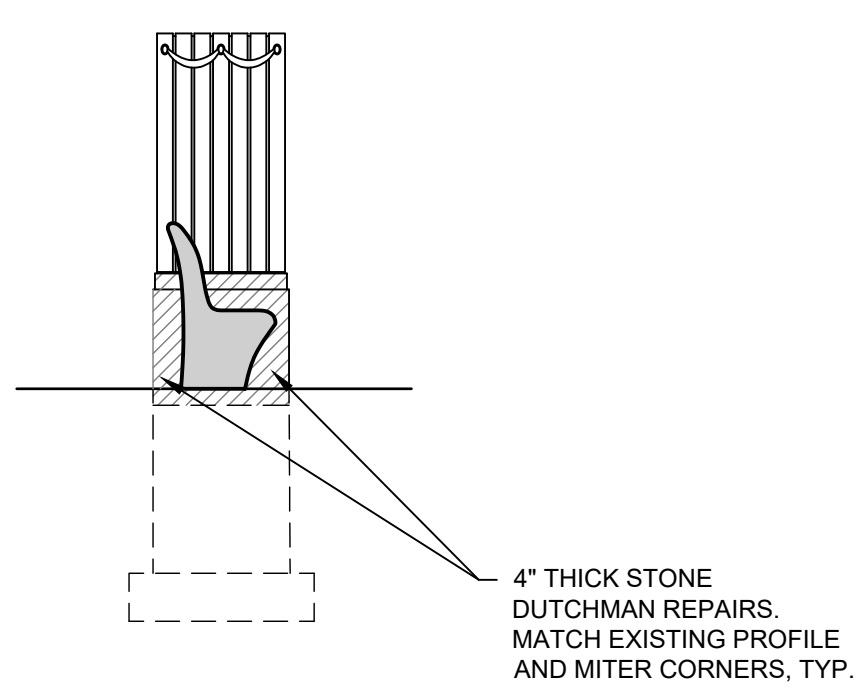
**5 East Elevation - West Piers**  
 Scale: 1/4"=1'-0"



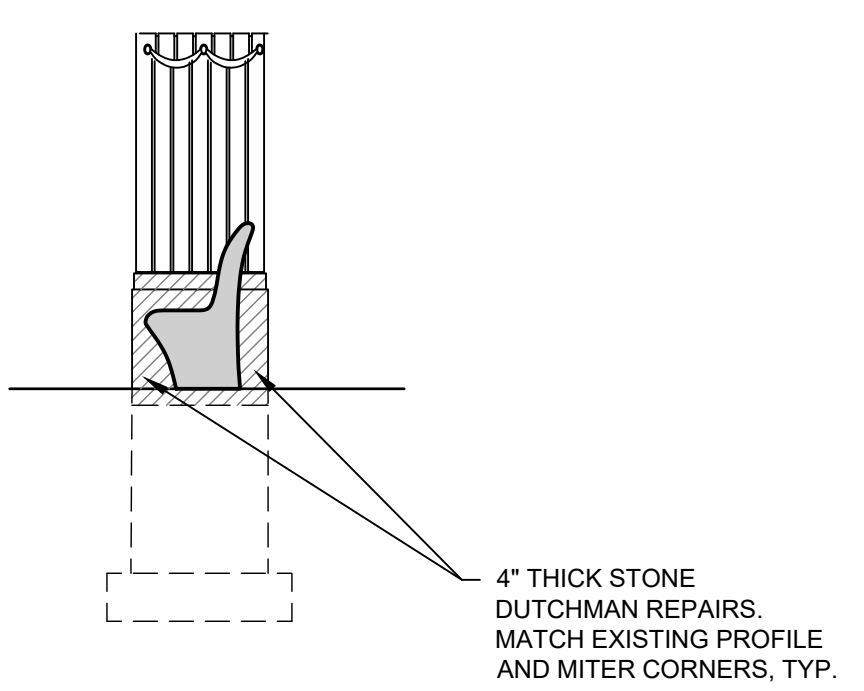
**6 West Elevation - West Piers**  
 Scale: 1/4"=1'-0"



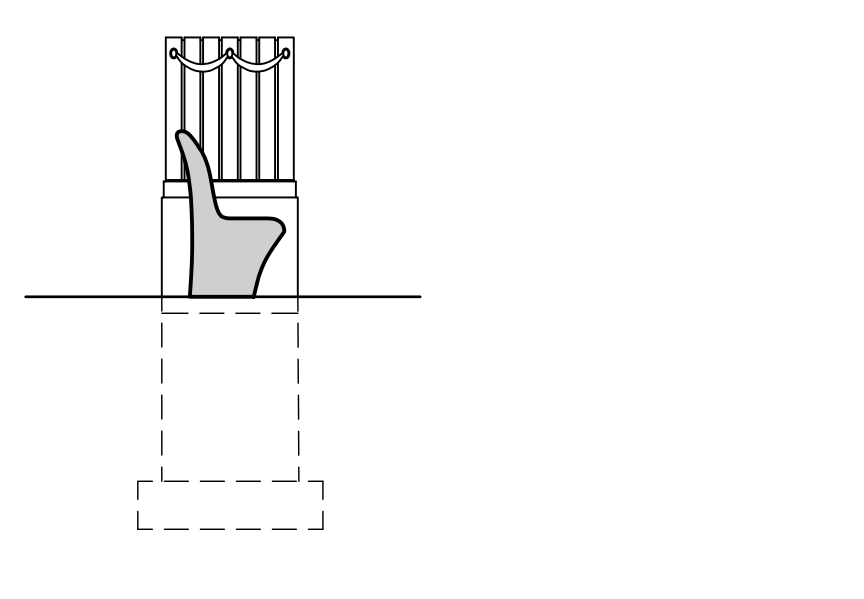
**7 Short Pier Section - West Piers**  
 Scale: 1/4"=1'-0"



**8 Tall Pier Section - West Piers**  
 Scale: 1/4"=1'-0"



**9 Tall Pier Section - East Piers**  
 Scale: 1/4"=1'-0"



**10 Short Pier Section - East Piers**  
 Scale: 1/4"=1'-0"

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Consultants

Project

**Lake Forest Library  
 Courtyard  
 Rehabilitation**

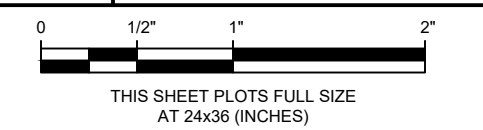
360 East Deerpath Road  
 Lake Forest, IL 60045

Client

**Lake Forest Library**

360 East Deerpath Road  
 Lake Forest, IL 60045

Mark	Date	Description
	11/15/2024	Schematic Design



Project No. 2024.3861

Date November 15, 2024

Drawn ICH / JFC

Checked KMI

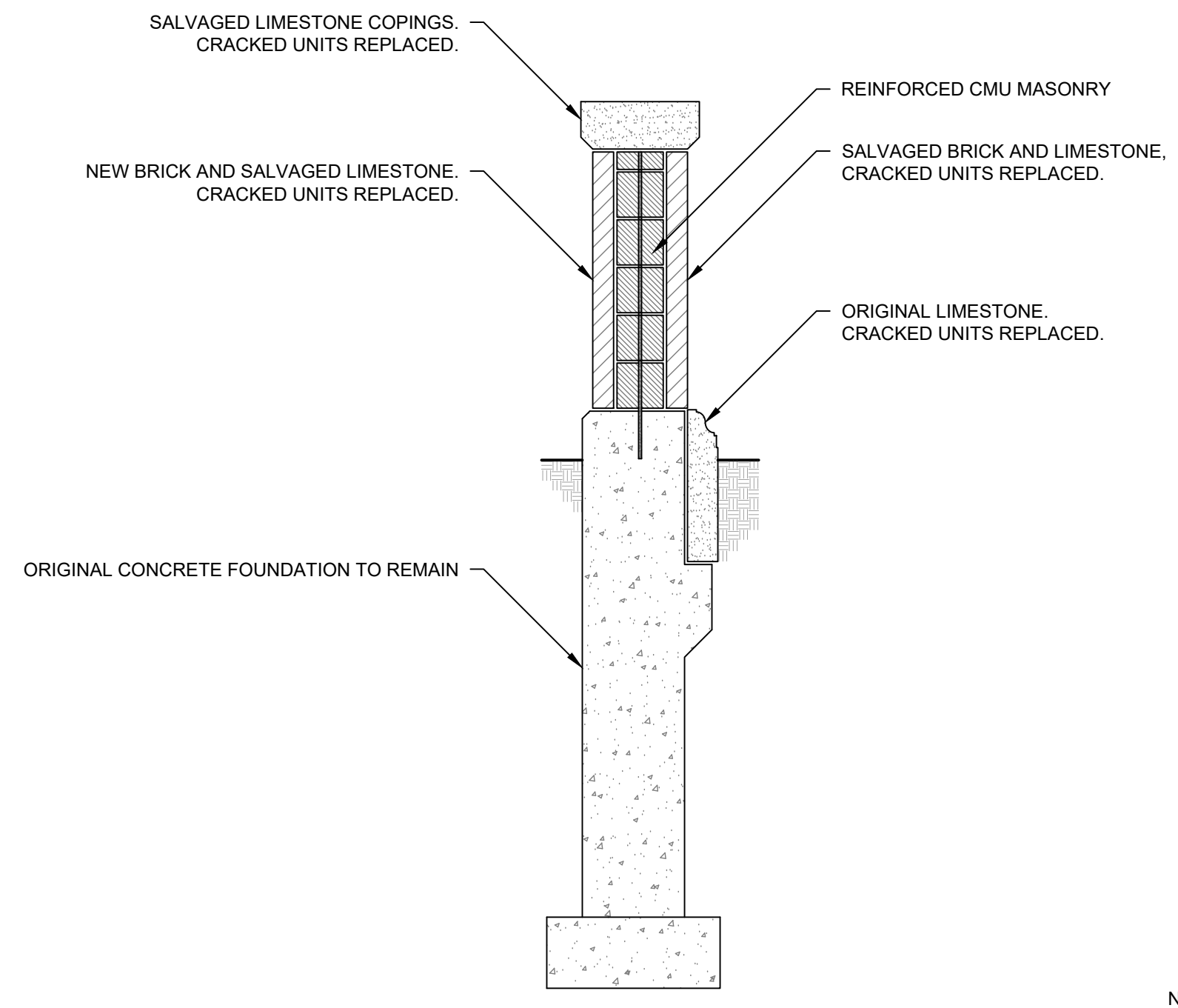
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**Courtyard Wall Details**

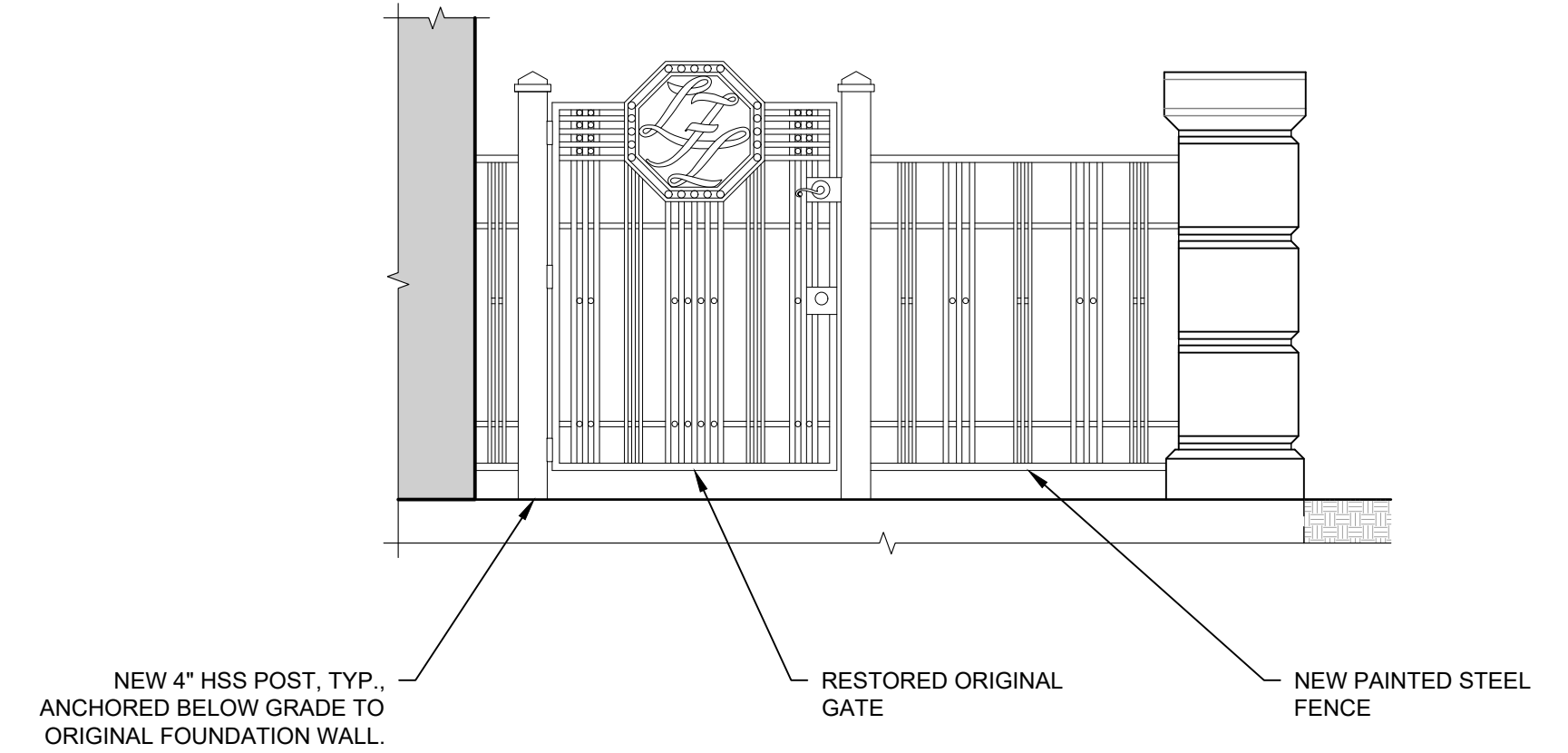
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Sheet No.

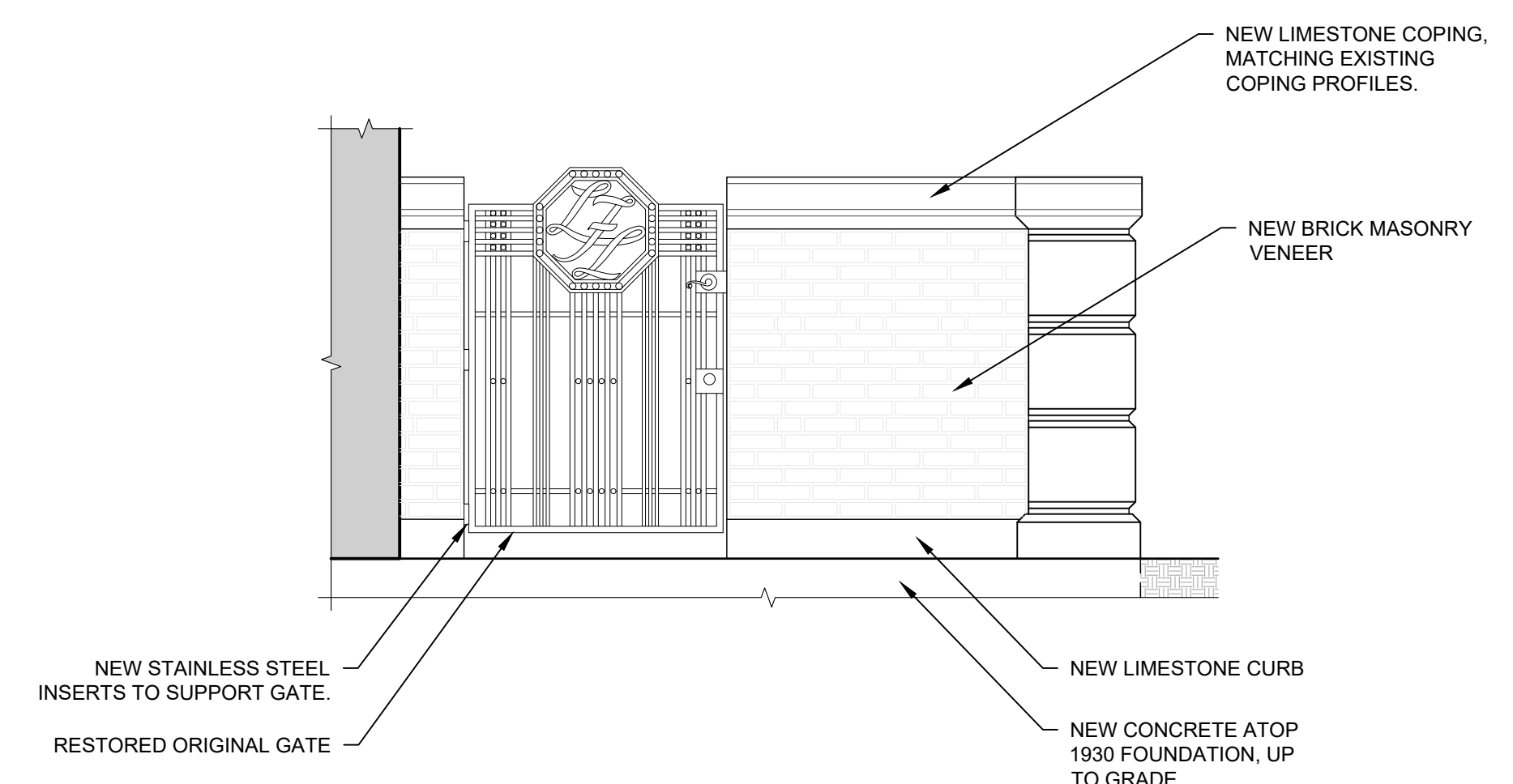
**A500**



**1** Courtyard Wall Section  
 SCALE: 1/2" = 1'-0"



**2** Option 1: Steel Fence End Wall  
 SCALE: 1/2" = 1'-0"



**2** Option 2: Masonry End Wall  
 SCALE: 1/2" = 1'-0"

**SCHEMATIC DESIGN - NOT FOR CONSTRUCTION**



**Grumman|Butkus Associates**  
Energy Efficiency Consultants and Sustainable Design Engineers  
825 Davis St. Ste 303  
Evanston, Illinois 60201-4446  
847.328.3555 grummanbutkus.com

CORELINES

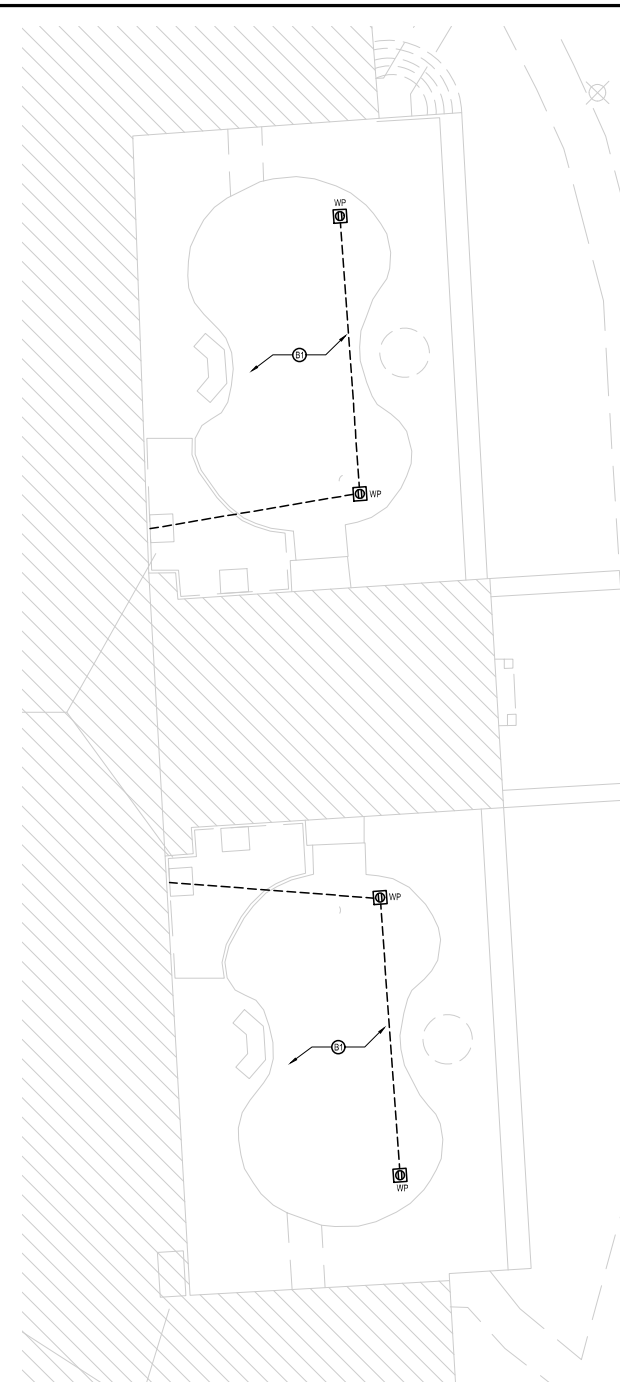
PRELIMINARY  
NOT FOR  
CONSTRUCTION

LAKE FOREST LIBRARY - OUTDOOR RENOVATION - ELECTRICAL  
**LAKE FOREST LIBRARY**  
Courtyard Renovation  
360 East Deerpath Road  
Lake Forest, IL 60045

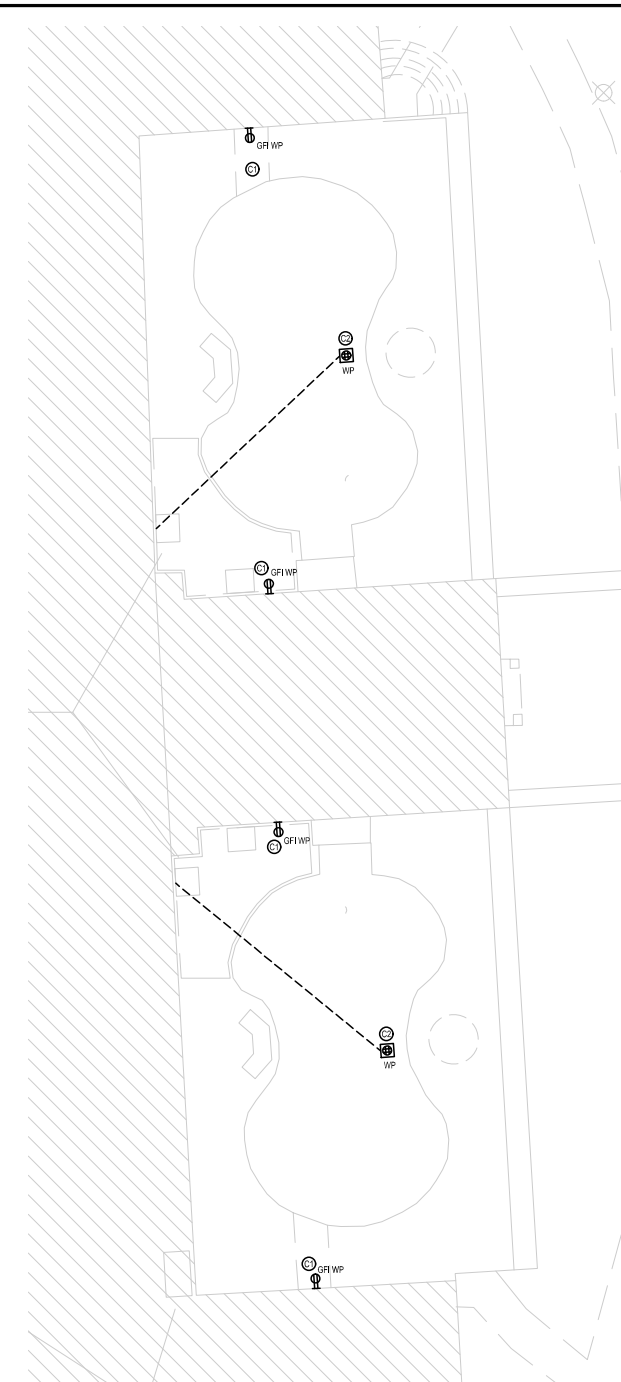
ISSUES & REVISIONS		
NO.	DESCRIPTION	DATE
1	REVIEW FOR OWNER REVIEW	10/14/2018



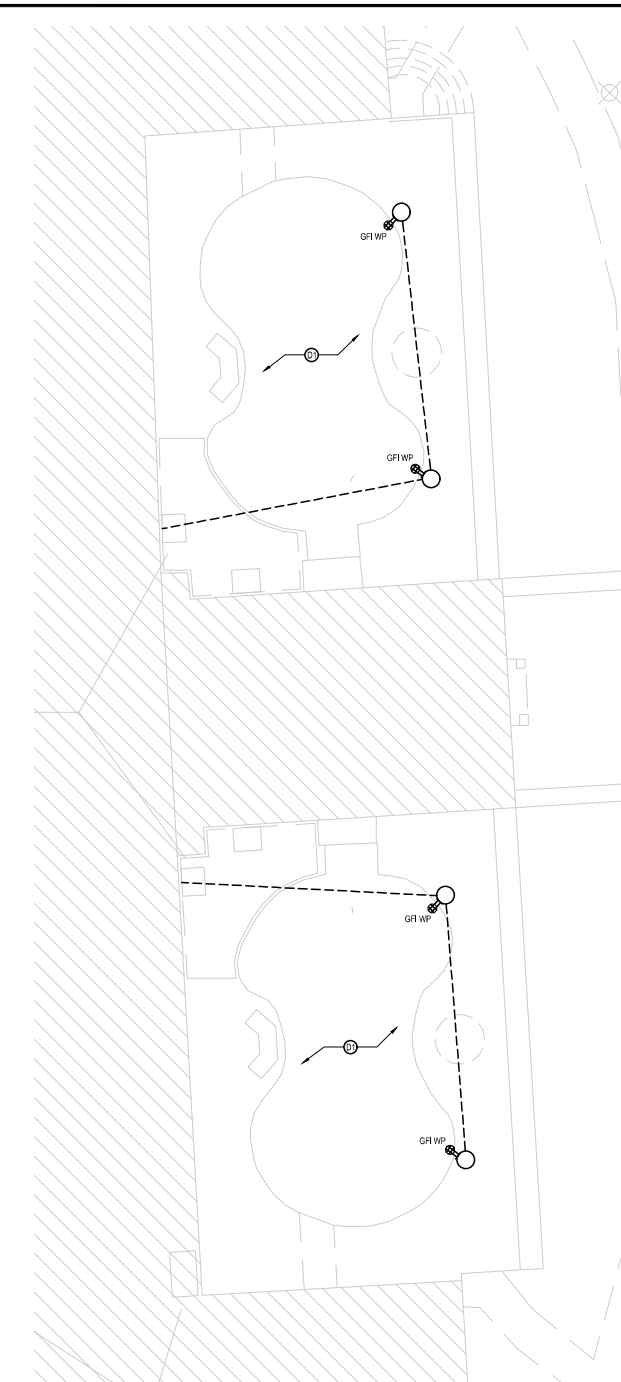
1 LAKE FOREST LIBRARY - NEW POWER PLANS - OPTION A  
SCALE: 1/8" = 1'-0"



2 LAKE FOREST LIBRARY - NEW POWER PLANS - OPTION B  
SCALE: 1/8" = 1'-0"



3 LAKE FOREST LIBRARY - NEW POWER PLANS - OPTION C  
SCALE: 1/8" = 1'-0"



4 LAKE FOREST LIBRARY - NEW POWER PLANS - OPTION D  
SCALE: 1/8" = 1'-0"

- CONSTRUCTION PLAN NOTES**
- A1. PROVIDE NEW GFI WP RECEPTACLES WITH WHILE-IN-USE COVER. RECEPTACLES SHALL BE OF TAMPER-PROOF TYPE. PROVIDE WIRING AND CONDUIT IN 2"12, 1"12G IN 3/4" BACK TO PANEL BOARD. PROVIDE NEW GFI BREAKER AT PANEL BOARD.
  - B1. PROVIDE NEW WEATHERPROOF OUTDOOR GROUND BOX WITH WHILE-IN-USE COVER AND DUPLEX RECEPTACLE. RECEPTACLES SHALL BE OF TAMPER-PROOF TYPE. PROVIDE WIRING AND CONDUIT IN 2"12, 1"12G IN 3/4" BACK TO PANEL BOARD. PROVIDE NEW GFI BREAKER AT PANEL BOARD.
  - C1. PROVIDE NEW GFI WP RECEPTACLES WITH WHILE-IN-USE COVER. RECEPTACLES SHALL BE OF TAMPER-PROOF TYPE. PROVIDE WIRING AND CONDUIT IN 2"12, 1"12G IN 3/4" BACK TO PANEL BOARD. PROVIDE NEW GFI BREAKER AT PANEL BOARD.
  - C2. PROVIDE NEW WEATHERPROOF OUTDOOR GROUND BOX WITH WHILE-IN-USE COVER AND QUADRUPLUX RECEPTACLE. RECEPTACLES SHALL BE OF TAMPER-PROOF TYPE. PROVIDE WIRING AND CONDUIT IN 2"12, 1"12G IN 3/4" BACK TO PANEL BOARD. PROVIDE NEW GFI BREAKER AT PANEL BOARD.
  - D1. PROVIDE NEW GFI WP QUAD POWER PEDESTAL RECEPTACLES WITH WHILE-IN-USE COVER. RECEPTACLES SHALL BE OF TAMPER-PROOF TYPE. PROVIDE WIRING AND CONDUIT IN 2"12, 1"12G IN 3/4" BACK TO PANEL BOARD.

**LEGEND - ELECTRICAL SYMBOLS**

DESIGNATION	DESCRIPTION
	DUPLEX RECEPTACLE (WALL MOUNTED) +18" AFF UNO
	DOUBLE DUPLEX (WALL MOUNTED) +18" AFF UNO
	GROUND FAULT INTERRUPTER DUPLEX RECEPTACLE (WALL MOUNTED) +18" AFF UNO
	FLUSH MOUNTED FLOOR BOX WITH DUPLEX RECEPTACLE
	FLUSH MOUNTED FLOOR BOX WITH DOUBLE DUPLEX RECEPTACLE

**ELECTRICAL ABBREVIATIONS**

WP	WEATHERPROOF
----	--------------



PHOTO 1A: HEAVY DUTY GFCI RECEPTACLE



PHOTO 1B: METALLIC IN-USE COVER FOR OUTDOOR RECEPTACLE



PHOTO 2A: OUTDOOR FLOOR BOX WITH QUAD CONFIGURATION WHILE OPEN

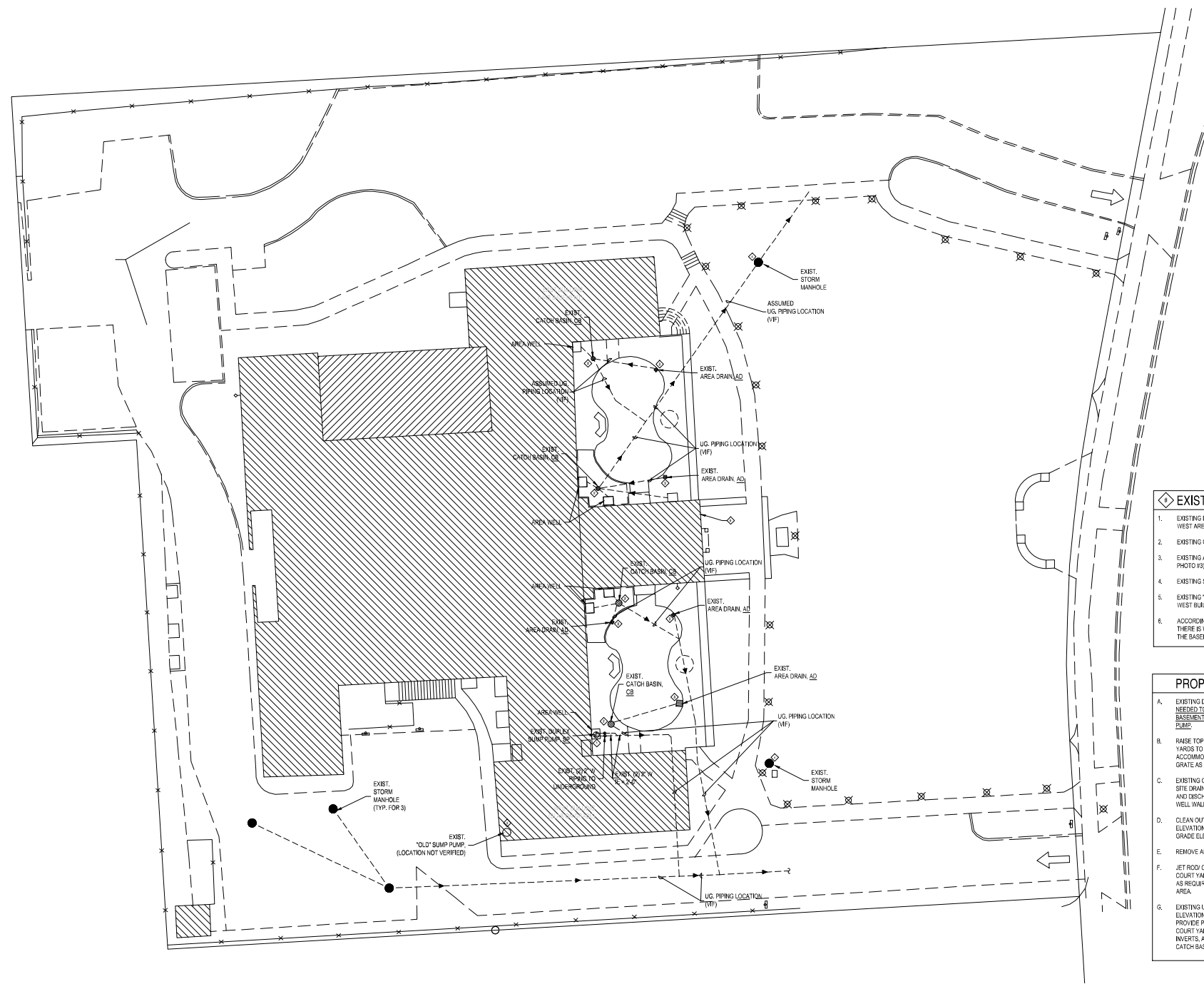


PHOTO 2B: OUTDOOR FLOOR BOX WHILE IN USE



PHOTO 2C: POWER PEDESTALS, NO RECEPTACLES ARE INSTALLED IN THIS PICTURE





- EXISTING CONDITION NOTES:**
- EXISTING DUPLEX SUMP PUMP LOCATED IN COURTYARD WEST AREA WELL (REFER TO PHOTO #1 & #2).
  - EXISTING CATCH BASIN (TWO IN EACH COURTYARD).
  - EXISTING AREA DRAIN, ALL PLUGGED UP WITH DIRT (REFER TO PHOTO #3).
  - EXISTING STORM MANHOLE (OUT OF AREA OF WORK).
  - EXISTING 'OLD' SUMP PUMP LOCATED IN CRAWL SPACE OF WEST BUILDING (LOCATION NOT VERIFIED).
  - ACCORDING TO THE MAINTENANCE STAFF OF THE LIBRARY, THERE IS WATER SEEPAGE THRU THE FOUNDATION WALL IN THE BASEMENT AREA, APPROX LOCATION.

- PROPOSED WORK NOTES:**
- EXISTING DUPLEX SUMP PUMP - KEEP AS IS, SUMP PUMP IS NEEDED TO KEEP UNDERGROUND WATER OUT OF THE BASEMENT. WE DO NOT RECOMMEND REMOVAL OF THE SUMP PUMP.
  - RAISE TOP ELEVATION OF AREA WELL WALLS IN BOTH COURTYARDS TO BE APPROX. 4" ABOVE NEW GRADE TO ACCOMMODATE NEW GRADE ELEVATION. CLEAN/REPLACE GRATE AS REQUIRED.
  - EXISTING OPEN SITE DRAIN (OSD) TO REMAIN (WITHOUT OPEN SITE DRAIN PIPE WILL FREEZE). ADJUST OPEN SITE DRAIN AND DISCHARGE PIPING TO ACCOMMODATE RAISED AREA WELL WALLS.
  - CLEAN OUT EXISTING CATCH BASINS (TOTAL OF 4). RAISE RIM ELEVATION OF EACH CATCH BASIN TO ACCOMMODATE NEW GRADE ELEVATION.
  - REMOVE AND REPLACE ALL AREA DRAINS.
  - JET RODDY CAMERA ALL UNDERGROUND PIPING IN BOTH COURTYARDS. REPLACE ALL BROKEN UNDERGROUND PIPING AS REQUIRED TO FACILITATE PROPER DRAINAGE OF THE AREA.
  - EXISTING UNDERGROUND STORM PIPING ROUTING AND ELEVATIONS UNKNOWN. CONTRACTOR TO LOCATE AND PROVIDE PLAN OF ALL UNDERGROUND PIPING IN BOTH COURTYARDS INDICATING PIPE SIZES, LOCATIONS AND INVERTS, AS WELL AS INVERTS' ELEVATION FOR EXISTING CATCH BASINS INCLUDING DOWN SPOUT LEADERS.

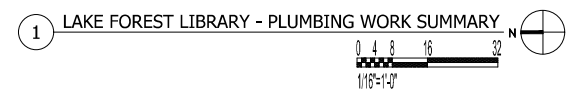


PHOTO #1



PHOTO #2



PHOTO #3



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 Energy Efficiency Consultants and Sustainable Design Engineers  
 820 Davis St, Ste 302  
 Evanston, Illinois 60201-4448  
 847.328.3555 grummanbutkus.com

CONSULTANTS  
 DATE:

LAKE FOREST LIBRARY - W&E COURT YARDS RENOVATION - PLUMBING  
**LAKE FOREST LIBRARY**  
 Courtyard Renovation  
 360 East Deerpath Road  
 Lake Forest, IL 60045

ISSUES & REVISIONS		
NO.	DESCRIPTION	DATE
1	Issue for Owner Review	11/14/2024

REVISION

SCALE  
 DRAWN: NKD  
 CHECKED: JFF  
 APPROVED: JET  
 PROJECT NO.: P24-0475-00

**Lake Forest Library**  
(A Component Unit of the City of Lake Forest)

Financial Statements

April 30, 2024



# Lake Forest Library

---

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April 30, 2024

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## **FINANCIAL SECTION**

## **INDEPENDENT AUDITORS' REPORT**

## **Independent Auditors' Report**

To the Lake Forest Library Board of Trustees of  
Lake Forest Library

### **Opinions**

We have audited the accompanying financial statements of the governmental activities and the major fund of the Lake Forest Library (the Library), a component unit of the City of Lake Forest, Illinois as of and for the year ended April 30, 2024, and the related notes to the financial statements, which collectively comprise the Library's basic financial statements as listed in the table of contents.

In our opinion, the accompanying financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and the major fund of the Library as of April 30, 2024 and the respective changes in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

### **Basis for Opinions**

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS). Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Library and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

### **Responsibilities of Management for the Financial Statements**

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America; and for the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Library's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

### **Auditors' Responsibilities for the Audit of the Financial Statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

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In performing an audit in accordance with GAAS, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Library's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Library's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings and certain internal control-related matters that we identified during the audit.

#### **Required Supplementary Information**

Accounting principles generally accepted in the United States of America require that the required supplementary information, as listed in the table of contents be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

*Baker Tilly US, LLP*

Oak Brook, Illinois  
October 17, 2024

## **MANAGEMENT'S DISCUSSION AND ANALYSIS**

# Lake Forest Public Library

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Management's Discussion and Analysis (UNAUDITED)

April 30, 2024

The discussion and analysis of the Lake Forest Library's (the "Library") financial performance provides an overall review of the Library's financial activities for the year ended April 30, 2024. The Library is a discretely presented component of the City of Lake Forest, Illinois (the "City") pursuant to GASB Statement No. 61, since the City is financially accountable for the Library.

The management of the Library encourages readers to consider the information presented herein in conjunction with the basic financial statements, as well as the City's annual financial report, to enhance their understanding of the Library's financial performance. Certain comparative information between the current year and the prior is presented in the Management's Discussion and Analysis (the "MD&A").

## **Moving Forward With a New Vision:**

The start of the Library's fiscal year coincided with the hiring of a new Executive Director who prioritized the establishment of a new Strategic Plan to guide the operations of the library for the next three years. We learnt from the City of Lake Forest Community-Wide Survey that the Library has a 91% satisfaction rating among community residents. Based on feedback received from Survey respondents, Library staff and the Board of Trustees crafted a new Strategic Plan and Mission Statement. Here are the highlights:

### **Mission Statement**

We are the cornerstone of literacy in our community where everyone is respected and free to pursue a lifelong love for reading and learning.

### **2024 - 2027 Strategic Priorities**

1. Growing Generations of Avid Readers
2. Preserving and Enhancing a Beloved Community Asset
3. Enhancing Organizational Excellence
4. Inspiring all Residents with Lifelong Learning Opportunities
5. Bringing the Library into the Story of Each Lake Forester

### **Steady growth in Library usage:**

The Library continued to see an upswing in usage by community residents after several years of COVID-19 pandemic induced declines. We welcomed over 156,843 in-person visitors and another 135,429 visitors to our website at [www.lakeforestlibrary.org](http://www.lakeforestlibrary.org). Librarians answered 27,802 reference questions and provided 799 individual technology and tutorial sessions. The number of registered card holders grew to 7,282 who checked out a total of 320,109 items, including 88,339 electronic books and other resources. Over 20,600 individuals attended the Library's 507 programs and self-directed projects. The Library hosted popular reading and literacy programs for adults, teens, and children including 1,000 Books Before Kindergarten, Summer and Winter Reading, Book Discussions and more. It promoted reading in the community through its signature events – Read Between the Ravines and Lake Forest Reads - which both featured live author appearances and popular programming throughout the year.

# Lake Forest Public Library

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Management's Discussion and Analysis (UNAUDITED)

April 30, 2024

## **FY 2024 Operational Highlights**

- Celebrated 125 years of service to the Lake Forest community!
- Completed the repair and restoration of the library's historic dome. Received a 2024 Historic Preservation Award from the Lake Forest Preservation Foundation.
- Completed the repair, restoration and cleaning of the historic Remisoff murals, funded by a \$260,000 grant from the Friends of the Lake Forest Library.
- Winter Exam Escape for teens drew in 1,437 students who studied at the Library.
- Implemented a new World Language Collection in Chinese, French, German, Italian, Polish, Spanish and other languages.
- Media Lab expanded staffing and hours and added a 3D printer, sublimation printer, and heat press machine.
- Launched the Lake Forest Library App.
- The Children's Library introduced Drop-in Playtime, Big Blue Blocks, and Tonies.
- Added new databases including National Geographic and Nat Geo Kids, Udemy, O'Reilly, ABI/INFORM, Craft and Hobby and the Oxford English Dictionary.
- Welcomed authors Diane Wilson and Christie Tate as part of our community wide reading programs.

## **FY2024 Financial Highlights**

- > The Library's total financial position increased by \$1,585,658, due to well-managed expenditures, increased revenues from grants, private gifts, investment income, and property taxes.
- > As of the close of the last fiscal year, the Library's governmental fund reported combined ending fund balances of \$8,401,256 an increase of \$797,733.
- > Total revenues in FY2024 were \$5,691,108, an increase of \$646,547 over the FY 2023 revenues of \$5,044,561. Property taxes accounted for \$4,739,540 or 83% of all FY2024 revenues. The Library received \$83,274 in Intergovernmental Taxes (replacement of personal property taxes) and \$362,458 in Government and Non-Government Grants and Gifts accounting for a total of \$445,742 or 8% of all FY2024 revenues. The Library generated an additional \$505,826 or 9% in investment income and other income.



# Lake Forest Public Library

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Management's Discussion and Analysis (UNAUDITED)

April 30, 2024

- > Total expenditures in FY2024 were \$4,893,375. Library services accounted for \$3,363,908 or 69% of all FY2024 expenditures. The Library building accounted for \$478,342 or 10% and capital outlay accounted for \$1,051,125 or 21% of all FY2024 expenditures that included a substantial investment in repairing and restoring the library's historic dome and the Remisoff murals.

During this fiscal year, library management successfully advanced its strategic objectives and realized an increase in revenue of \$859,154 from the projected budget primarily from the higher return on our investments and additional grants and contributions. In view of reduced personnel costs, strong fiscal management and deferred projects, the Library did not need to use the contingency of \$576,596 that was included in the Appropriation Ordinance for the Library Budget for FY 2024. Actual expenditures for fiscal year 2024 were \$872,580 lower than the forecasted budget for FY 2024.

## Overview of the Financial Statements

This discussion is intended to serve as an introduction to the Library's basic financial statements. The Library's basic financial statements are comprised of three components:

- > Government-wide financial statements,
- > Fund financial statements, and
- > Notes to the financial statements.

This report also contains the required supplementary information in addition to the basic financial statements themselves.

### *Government-Wide Financial Statements*

The government-wide financial statements (see pages 10 to 11) are designed to be corporate-like in that all governmental activities are consolidated into columns which add to a total for the Primary Government. The focus of the Statement of Net Position (the Unrestricted Net Position) is designed to be similar to bottom line results for the Library and its activities. This statement combines and consolidates governmental fund's current financial resources (short-term spendable resources) with capital assets and long-term obligations using the accrual basis of accounting and economic resources measurement focus.

The Statement of Activities (see page 11) is focused on both the gross and net cost of various activities, which are supported by the government's general taxes and other resources. This is intended to summarize and simplify the user's analysis of the cost of various governmental services of Library activities. The Governmental Activities reflect the Library's operations. Property taxes finance the majority of these operations.

# Lake Forest Public Library

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Management's Discussion and Analysis (UNAUDITED)

April 30, 2024

## *Fund Financial Statements*

Traditional users of governmental financial statements will find the Fund Financial Statements (see pages 12-15) presentation more familiar.

While the General Fund column on the Governmental Fund Financial Statements is essentially the same as the Governmental Activities column on the Government-Wide Financial Statement, the Governmental Funds Total column requires a reconciliation because of the different measurement focus (current financial resources versus total economic resources) which is reflected on the page following each statement. The flow of current financial resources will reflect capital expenditures as expenditures. The reconciliation will eliminate these transactions and incorporate the capital assets and long-term obligations (pension and others) into the Governmental Activities column (in the Government-wide statements).

## *Notes to the Financial Statements*

The notes to the financial statements provide additional information that is essential to understanding the government-wide financial statements and the various fund financial statements.

## *Other Information*

Other information is also included in this report. The other information includes the pension information of the Illinois Municipal Retirement Fund and budget to actual comparisons.

## **Government-Wide Financial Analysis**

The Library's combined net position increased \$1,585,658 from \$10,577,796 in FY2023 to \$12,163,454 in FY 2024. Total assets increased by \$1,573,976 from \$15,488,402 in FY2023 to \$17,062,378 in FY 2024. Liabilities decreased by \$535,198 from \$1,262,626 in year FY2023 to \$727,428 in FY 2024.

# Lake Forest Public Library

Management's Discussion and Analysis (UNAUDITED)

April 30, 2024

Table 1 reflects the condensed Statement of Net Position as compared to FY2024.

**Table 1**  
**Financial Statement**  
**As of April 30, 2023 and 2024**

	<b>FY2023</b>	<b>FY2024</b>
Current And Other Assets	12,396,610	13,470,148
Capital Assets, Net	3,091,792	3,592,230
<b>Total Assets</b>	<b>\$15,488,402</b>	<b>\$17,062,378</b>
Deferred Outflows of Resources	<b>\$1,052,307</b>	<b>\$773,036</b>
<b>Total</b>	<b>\$16,540,709</b>	<b>\$17,835,414</b>
Total Liabilities	<b>\$1,262,626</b>	<b>\$727,428</b>
Deferred Inflows of Resources	<b>\$4,700,287</b>	<b>\$4,944,532</b>
Net Investment in Capital Assets	3,091,792	3,592,230
Unrestricted	7,486,004	8,571,224
<b>Total Net Position</b>	<b>\$10,577,796</b>	<b>\$12,163,454</b>
<b>Total</b>	<b>\$16,540,709</b>	<b>\$17,835,414</b>

# Lake Forest Public Library

Management's Discussion and Analysis (UNAUDITED)

April 30, 2024

Table 2 reflects the changes in revenues and expenses compared to FY2024.

**Table 2**  
**Changes in Fund Balance**  
**For the Fiscal Year Ended April 30, 2023 and 2024**

	FY2023	FY2024
<b>Revenues</b>		
Property Taxes	4,463,978	4,739,540
Intergovernmental	117,016	83,274
Grants and Contributions	117,279	362,468
Charges for Services (Including Impact Fees)	35,088	27,056
Fines and Penalties	3,650	3,497
Investment Income	307,550	475,273
<b>Total Revenues</b>	<b>\$5,044,561</b>	<b>\$5,691,108</b>
<b>Expenditures</b>		
Library Services	3,043,272	3,363,908
Library Building	560,415	478,342
Capital Outlay	908,958	1,051,125
Debt Service	-	-
<b>Total Expenditures</b>	<b>\$4,512,645</b>	<b>\$4,893,375</b>
<b>Excess of Revenues Over Expenditures</b>	<b>\$531,916</b>	<b>\$797,733</b>
Total Other Financing Sources	-	-
<b>Net Change In Fund Balance</b>	<b>\$531,916</b>	<b>\$797,733</b>
<b>Fund Balance, Beginning Of Year</b>	<b>\$7,071,607</b>	<b>\$7,603,523</b>
<b>Fund Balance, End Of Year</b>	<b>\$7,603,523</b>	<b>\$8,401,256</b>

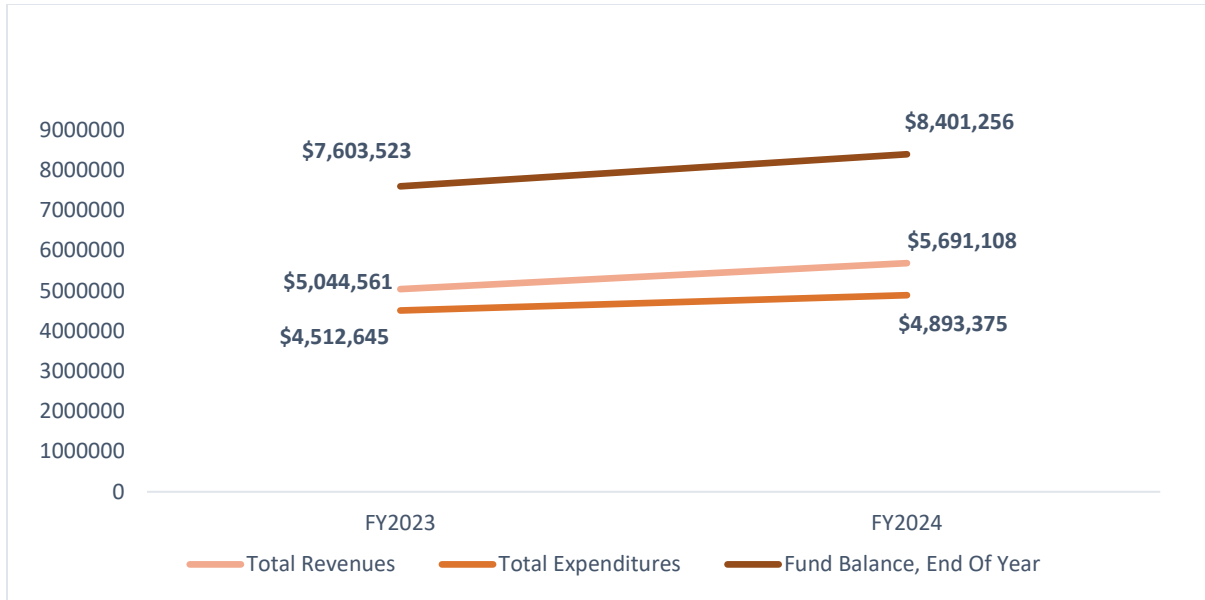


# Lake Forest Public Library

Management's Discussion and Analysis (UNAUDITED)

April 30, 2024

The graph below shows revenues and expenditures for this year in comparison to the last fiscal year.



## Financial Analysis of the Government Funds

Traditional users of governmental financial statements will find the Fund Financial Statements presentation more familiar. The focus is on Major Funds, rather than fund types.

The Governmental Fund presentation is presented on a source and uses of liquid resources basis. This is the manner in which the financial plan (the budget) is typically developed. The flow and availability of liquid resources is a clear and appropriate focus of any analysis of a government. Funds are established for various purposes and the Fund Financial Statement allows the demonstration of sources and uses and/or budgeting compliance associated therewith.

## General Fund Budgetary Highlights

The actual revenues in FY 2024 were 18% greater than projected revenues by \$859,154 in the General Fund for the year ended April 30, 2024. This is primarily due to the fact that the Library received more revenue from investment income, taxes, grants and contributions than originally forecasted.

The actual expenditures for fiscal year 2024 were 23% less than the budget by \$1,449,176 in view of reduced personnel costs, strong fiscal management and deferred projects, the Library did not need to use the contingency of \$576,596 that was included in the Appropriation Ordinance for the Library Budget for FY 2024. Actual expenditures for fiscal year 2024 were \$872,580 lower than the forecasted budget for FY 2024. Additionally, the Library was still in the process of restoring key personnel due to leadership transition.

# Lake Forest Public Library

Management's Discussion and Analysis (UNAUDITED)

April 30, 2024

As of the close of the fiscal year, the Library's governmental fund reported combined ending fund balances of \$8,401,256, an increase of \$797,733 from the prior year.

## Capital Assets

At the end of FY2024, the Library had total capital assets (net of accumulated depreciation) of \$3,592,230 invested in a broad range of capital assets including art, equipment, buildings, land, land improvements, and library materials.

The total increase in the Library's net book value of capital assets for the current year was \$500,438. Most of the capital asset acquisitions in FY2024 were related to replacement of equipment, the purchase of library materials and construction. All retirements in FY2024 related to library materials and equipment. Additional information on capital assets can be found in Note 3 of the basic financial statements (page 22).

<b>Table 3</b>		
<b>Capital Assets (Net of Depreciation)</b>		
	<b>FY2023</b>	<b>FY2024</b>
Land	70,000	70,000
Construction in Progress	480,000	-
Art	168,500	168,500
Building	354,839	1,381,104
Improvements Other than Buildings	474,593	415,755
Machinery and Equipment	1,543,860	1,556,871
<b>Total</b>	<b>\$3,091,792</b>	<b>\$3,592,230</b>

### Highlights of Major Capital Projects in FY 2024:

- Completed repair and restoration of the library's historic dome and the 12 Remisoff murals in the rotunda of the Library.
- Replaced aging IT switches to provide enhanced patron and staff Internet connectivity.
- Installed new security cameras for improved monitoring of safety and weather conditions.
- Installed a new boiler that heats the core of the building.
- Installed new sidewalk lights for improved visibility and safety for library users and staff.
- Installed sump pumps to address long term water seepage and provide water abatement in the basement.

## Debt Outstanding

The Library has no bonded indebtedness currently outstanding.

# Lake Forest Public Library

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Management's Discussion and Analysis (UNAUDITED)

April 30, 2024

## **Fiscal Year 2025 Budget Priorities:**

The Library's Board of Trustees approved a budget for Fiscal Year 2025 that funds several initiatives to implement its new strategic priorities. These include continuing to fund collections, programs and services at a high level, hiring additional staffing, and implementing several capital and technology expenditures to preserve, maintain and enhance our historic building.

## **Challenges and Opportunities:**

With the impending reduction in interest rates projected by the Federal Reserve, one of the big challenges the library is likely to see is a decline in its investment income which hit a high of \$475,273 in FY 2024. The Library has budgeted more conservatively for FY 2025 and has begun to explore ways to proactively optimize its investment returns for the longer term while emphasizing safety and liquidity through a partnership with the City of Lake Forest.

The Library is continually seeking out collaborations with other entities in the City of Lake Forest to enhance its outreach to community residents. This will include a drive to enroll more cardholders, especially from the large number of households who have moved into the community in recent years.

## **Requests for Information**

This financial report is designed to provide our citizens, customers, investors, and creditors with a general overview of the Library's finances and to demonstrate the Library's accountability for the money it receives. Questions concerning this report or requests for additional financial information should be directed to Ishwar Laxminarayan, Executive Director, Lake Forest Library, 360 East Deerpath Road, Lake Forest, IL 60045.

## **BASIC FINANCIAL STATEMENTS**

The basic financial Statements include integrated sets of financial statements as required by the GASB. The sets of statements include:

- Government-wide Financial Statements
- Fund Financial Statements – Governmental Fund

In addition, the notes to the financial statements are included to provide information that is essential to a user's understanding of the basic financial statements.



# Lake Forest Library

## Statement of Net Position

April 30, 2024

	<b>Governmental Activities</b>
<b>Assets</b>	
Cash and cash equivalents	\$ 8,273,635
Receivables (net of allowance for uncollectibles):	
Property taxes	4,907,879
Other taxes	15,187
Other	273,447
Capital assets not being depreciated	238,500
Capital assets being depreciated (net of accumulated depreciation)	<u>3,353,730</u>
 Total assets	 <u>17,062,378</u>
<b>Deferred Outflows of Resources</b>	
Deferred outflows of resources related to pensions	768,253
Deferred outflows related to total OPEB liability	<u>4,783</u>
 Total deferred outflows of resources	 <u>773,036</u>
<b>Liabilities</b>	
Accounts payable	66,655
Accrued liabilities	94,358
Long-term obligations:	
Due within one year	15,816
Due in more than one year	<u>550,599</u>
 Total liabilities	 <u>727,428</u>
<b>Deferred Inflows of Resources</b>	
Property taxes levied for future periods	4,907,879
Deferred inflows of resources related to pensions	4,578
Deferred inflows related to total OPEB liability	<u>32,075</u>
 Total deferred inflows of resources	 <u>4,944,532</u>
<b>Net Position</b>	
Net investment in capital assets	3,592,230
Unrestricted	<u>8,571,224</u>
 Total net position	 <u>\$ 12,163,454</u>

See notes to financial statements

## Lake Forest Library

Statement of Activities

Year Ended April 30, 2024

<u>Functions/Programs</u>	<u>Expenses</u>	<u>Program Revenues</u>		<u>Net</u>
		<u>Charges for</u>	<u>Operating</u>	<u>(Expense)</u>
		<u>Services</u>	<u>Grants and</u>	<u>Revenue and</u>
			<u>Contribution</u>	<u>Changes in</u>
				<u>Net Position</u>
<b>Governmental activities</b>				
Library services	\$ 4,105,450	\$ 30,553	\$ 362,468	\$ (3,712,429)
Total governmental activities	<u>\$ 4,105,450</u>	<u>\$ 30,553</u>	<u>\$ 362,468</u>	<u>(3,712,429)</u>
General revenues:				
Property taxes				4,739,540
Replacement taxes				83,274
Investment income				<u>475,273</u>
Total general revenues				<u>5,298,087</u>
Change in net position				1,585,658
<b>Net Position, Beginning</b>				<u>10,577,796</u>
<b>Net Position, Ending</b>				<u>\$ 12,163,454</u>

See notes to financial statements

# Lake Forest Library

Governmental Fund -  
Balance Sheet  
April 30, 2024

	<u>General Fund</u>
<b>Assets</b>	
Cash and cash equivalents	\$ 8,273,635
Receivables (net of allowance for doubtful accounts):	
Property taxes	4,907,879
Other taxes	15,187
Other	<u>273,447</u>
Total assets	<u>\$ 13,470,148</u>
<b>Liabilities Deferred Inflows of Resources and Fund Balance</b>	
<b>Liabilities</b>	
Accounts payable	\$ 66,655
Accrued liabilities	<u>94,358</u>
Total liabilities	<u>161,013</u>
<b>Deferred Inflows of Resources</b>	
Property taxes levied for future periods	<u>4,907,879</u>
Total deferred inflows of resources	<u>4,907,879</u>
<b>Fund Balance</b>	
Unassigned	<u>8,401,256</u>
Total fund balance	<u>8,401,256</u>
Total liabilities, deferred inflows of resources and fund balance	<u>\$ 13,470,148</u>

See notes to financial statements

## Lake Forest Library

Reconciliation of the Governmental Fund  
Balance Sheet to the Statement of Net Position  
April 30, 2024

**Total Fund Balances, Governmental Funds** \$ 8,401,256

Amounts reported for governmental activities in the Statement of Net Position are different because:

The cost of capital assets (buildings and improvements, furniture and equipment) purchased or constructed is reported as an expenditure in governmental funds. The Statement of Net Position includes those capital assets among the assets of the Library as a whole.

Cost of capital assets	\$ 8,665,207	
Depreciation expense to date	<u>(5,072,977)</u>	3,592,230

Deferred outflows of resources related to pensions do not relate to current financial resources and are not included in the Governmental Funds Balance Sheet. 768,253

Deferred outflows of resources related to OPEB liability do not relate to current financial resources and are not included in the Governmental Funds Balance Sheet. 4,783

Deferred inflows of resources related to pensions do not relate to current financial resources and are not included in the Governmental Funds Balance Sheet. (4,578)

Deferred inflows of resources related to OPEB liability do not relate to current financial resources and are not included in the Governmental Funds Balance Sheet. (32,075)

Long-term assets/liabilities applicable to the Library's governmental activities are not due and payable in the current period, and accordingly, are not reported as fund liabilities. All liabilities - both current and long-term, are reported in the Statement of Net Position.

Compensated absences	(99,235)	
Net pension liability	(422,335)	
Total OPEB liability	<u>(44,845)</u>	<u>(566,415)</u>

**Net Position of Governmental Activities** \$ 12,163,454



## Lake Forest Library

Statement of Revenues, Expenditures and Changes in Fund Balances -  
Governmental Fund  
Year Ended April 30, 2024

	<b>General Fund</b>
<b>Revenues</b>	
Property taxes	\$ 4,739,540
Intergovernmental	83,274
Grants and contributions	362,468
Charges for services	27,056
Fines and penalties	3,497
Investment income	<u>475,273</u>
Total revenues	<u>5,691,108</u>
<b>Expenditures</b>	
Library services:	
Personnel services	2,272,091
Other	1,091,817
Library building:	
Personnel services	249,130
Other	229,212
Capital outlay:	
Capital improvements	<u>1,051,125</u>
Total expenditures	<u>4,893,375</u>
Net change in fund balance	797,733
<b>Fund Balance, Beginning</b>	<u>7,603,523</u>
<b>Fund Balance, Ending</b>	<u>\$ 8,401,256</u>

See notes to financial statements

## Lake Forest Library

Reconciliation of the Governmental Fund  
Statement of Revenues, Expenditures and Changes in Fund Balances to the Statement of Activities  
Year Ended April 30, 2024

**Net Change in Fund Balances - Total Governmental Funds** \$ 797,733

Amounts reported for governmental activities in the Statement of Activities are different because:

Capital outlays are reported in governmental funds as expenditures. However, in the Statement of Activities, the cost of those assets is allocated over their estimated useful lives as depreciation expense. This is the amount by which depreciation exceeds capital outlay in the current period.

Depreciation expense	\$ (444,337)	
Capital outlay	<u>944,775</u>	
		500,438

In the Statement of Activities, operating expenses are measured by the amounts incurred during the year. However, several of these items are included in the governmental funds only to the extent that they require the expenditure of current financial resources:

Compensated absences	1,296	
Total OPEB liability	26,628	
Net pension liability	530,073	
Deferred outflows of resources related to pensions	(278,283)	
Deferred outflows of resources related to total OPEB liability	(988)	
Deferred inflows of resources related to pensions	1,806	
Deferred inflows of resources related to total OPEB liability	<u>6,955</u>	
		<u>287,487</u>

**Change in Net Position - Governmental Activities** \$ 1,585,658

# Lake Forest Library

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Notes to Financial Statements  
April 30, 2024

## 1. Summary of Significant Accounting Policies

The financial statements of the Lake Forest Library (the Library) have been prepared in conformity with accounting principles generally accepted in the United States of America as applied to governmental units (hereinafter referred to as general accepted accounting principles (GAAP)). The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The more significant of the Library's accounting policies are described below.

### Reporting Entity

The Library is a discretely presented component of the City of Lake Forest, Illinois (the City) pursuant to GASB Statement No. 61, since the City is financially accountable for the Library.

### Basis of Presentation

#### Government-wide Financial Statements

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the activities of the Library. Governmental activities generally are financed through property taxes. The statement of activities demonstrates the degree to which the direct expenses of a given function are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function. Program revenues include (1) charges to customers or applicants who purchase, use or directly benefit from goods, services or privileges provided by a given function and (2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function. Taxes and other items not properly included among program revenues are reported as general revenues instead.

#### Fund Financial Statements

The accounts of the Library in the governmental fund financial statements are organized and operated on the basis of funds. A fund is an independent fiscal and accounting entity with a self-balancing set of accounts that comprise its assets, deferred outflows of resources, liabilities, deferred inflows of resources, fund balance, revenues and expenditures. Fund accounting segregates funds according to their intended purpose and is used to aid management in demonstrating compliance with finance-related legal and contractual provisions. The minimum number of funds is maintained consistent with legal and managerial requirements. Separate financial statements are provided for the governmental (General) fund, the only fund of the Library.

### Measurement Focus, Basis of Accounting and Financial Statement Preparation

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Under the accrual basis of accounting, revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied and intended to be utilized. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental funds are used to account for the Library's general government activities. Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual, i.e., when they are both measurable and available.

# Lake Forest Library

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Notes to Financial Statements  
April 30, 2024

Measurable means that the amount of the transaction can be determined and available means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. The Library considers all revenues, except for property taxes, available if they are collected within 90 days after year-end. Revenues for property taxes are considered to be available if they are collected within 60 days of the end of the current fiscal year. Expenditures are recorded when the related fund liability is incurred, except for unmatured principal and interest on general long-term debt which is recognized when due and certain compensated absences, claims and judgments which are recognized when the obligations are expected to be liquidated with expendable available financial resources.

Property taxes, replacement taxes and interest on investments associated with the current fiscal period are susceptible to accrual and are recognized as revenues of the current fiscal period. Other receipts become measurable and available when cash is received by the Library and are recognized as revenue at that time.

Grant funds are considered to be earned to the extent of expenditures made under the provisions of the grant and accordingly, when such funds are received they are recorded as unearned revenues until earned.

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets, liabilities, deferred inflows of resources and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenditures/expenses during the reporting period. Actual results could differ from those estimates.

## **Assets, Deferred Outflows of Resources, Liabilities, Deferred Inflows of Resources and Net Position or Equity**

### **Deposits and Investments**

The Library considers all highly liquid investments with a maturity date within three months of the date acquired to be cash equivalents.

The Library is authorized to invest in the following types of securities under Illinois law:

- Bonds, notes, certificates of indebtedness, treasury bills or other securities which are guaranteed by the full faith and credit of the United States of America;
- Bonds, notes, debentures or other similar obligations of the U.S. government or its agencies;
- 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 Library or held under a custodial agreement at a bank, provided the bonds shall be rated at the time of purchase within the four highest general classifications established by a rating service of nationally recognized expertise in rating bonds of states and their political subdivisions;
- 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 which are insured by the Federal Deposit Insurance Corporation (FDIC);



## Lake Forest Library

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### Notes to Financial Statements

April 30, 2024

- Commercial paper – 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 standard rating services, must mature within 180 days of purchase, 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 securities which are guaranteed by the full faith and credit of the federal government as to principal and interest;
- 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 loans 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 loans associations are insured by the Federal Deposit Insurance Corporation;
- Dividend-bearing share accounts, share certificate accounts or class of share accounts of a credit union chartered under the law 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 union accounts of which are insured by applicable law;
- The Public Treasurer's Investment Pool created under Section 17 of the State Treasurer Act (15 ILCS 505/17) or in a fund managed, operated and administered by a bank subsidiary of a bank or subsidiary of a bank holding company or use the services of such an entity to hold and invest or advice regarding the investment of any public funds; and
- 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 Library, shall 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 Library's established standards, which shall include mutual execution of a Master Repurchase Agreement adopted by the Library.

#### **Custodial Credit Risk - Deposits**

Custodial credit risk for deposits is the risk that in the event of a financial institution failure, the Library's deposits may not be returned to the Library. The Library's investments are made on its behalf by the City in accordance with the Public Funds Investment Act (30 ILCS 235/1) (the Act) and the City's investment policy. The City's investment policy requires that deposits that exceed the amount insured by FDIC, NCUA and/or SIPC insurance protection be collateralized, at the rate of 110% of such deposits, by U.S. Government securities, obligations of Federal instrumentalities, obligations of the State of Illinois or general obligation bonds of the City.

# Lake Forest Library

Notes to Financial Statements  
April 30, 2024

## Credit Risk

Credit risk is the risk that an issuer or other counterparty will not fulfill its obligation. The Library's investment policy limits the Library's exposure to credit risk by limiting investments to the safest types as described above.

## Property Tax Receivable

Tax bills for levy year 2023 are prepared by Lake County and issued in May 2024 and are payable in two installments, on or about June 1, 2024 and September 1, 2024 or within 30 days of the tax bills being issued.

The county collects such taxes and remits them periodically. The 2023 property tax levy is recognized as a receivable and deferral in fiscal 2024, net the 1.5% allowance for uncollectible. As the taxes become available to finance current expenditures, they are recognized as revenues. At April 30, 2024, the property taxes receivable and property taxes levied for future periods consisted of the estimated amount collectible from the 2023 levy.

Property taxes for levy year 2024 attaches as an enforceable lien on January 1, 2024, on property values assessed as of the same date. Taxes are levied by December following the lien date (by passage of a Tax Levy Ordinance). The 2024 tax levy, which attached as an enforceable lien on the property as of January 1, 2024, has not been recorded as a receivable as of April 30, 2024, as the tax has not yet been levied by the City and will not be levied until December 2024 and therefore, the levy is not measurable at April 30, 2024.

## Capital Assets

Capital assets, which include property, buildings, equipment, art and intangible assets (software) are reported in the government-wide financial statements. Capital assets are defined by the Library as assets with an initial individual cost of more than \$10,000 and a useful life greater than 1 year, with the exception of books and materials. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at acquisition value at the date of donation.

The cost of normal maintenance and repairs that do not add to the value of the asset or materially extend assets' lives are not capitalized.

Depreciation of capital assets is provided using the straight-line method over the following estimated useful lives:

<u>Assets</u>	<u>Years</u>
Building	30–50
Improvements other than buildings	40–80
Vehicles, machinery, equipment and software	3–20
Books and materials	6

## Deferred Outflows of Resources

A deferred outflow of resources represent a consumption of net assets that applies to a future period and will not be recognized as an outflow of resources (expense/expenditure) until that future time.

## Compensated Absences

Under terms of employment, employees are granted sick leave and vacations in varying amounts. Only benefits considered to be vested are disclosed in these statements. All vested vacation and sick leave pay is accrued when incurred in the government-wide statements. A liability for these amounts is reported in governmental funds only if they have matured, for example, as a result of employee resignations and retirements and are payable with expendable resources.

## Deferred Inflows of Resources

A deferred inflow of resources represent an acquisition of net assets that applies to a future period and therefore will not be recognized as an inflow of resources (revenue) until that future time.

## Equity Classifications

### Fund Balances

GAAP establishes fund balance classifications that comprise a hierarchy based primarily on the extent to which a government is bound to observe constraints imposed upon the use of the resources reported in the governmental funds. Within the governmental fund types, the Library's fund balances are reported in one of the following classifications:

**Nonspendable** - includes amounts that cannot be spent because they are either: a) not in spendable form; or b) legally or contractually required to be maintained intact.

**Restricted** - includes amounts that are restricted to specific purposes, that is, when constraints placed on the use of resources are either: a) externally imposed by creditors (such as through debt covenants), grantors, contributors or laws or regulations of other governments; or b) imposed by law through constitutional provisions or enabling legislation.

**Committed** - includes amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of the Library's highest level of decision-making authority. Committed amounts cannot be used for any other purpose unless the Library removes or changes the specified use by taking the same type of action it employed to previously commit those amounts. The Library's highest level of decision-making authority rests with the Library Board of Trustees. The Library passes formal resolutions to commit their fund balances.

**Assigned** - includes amounts that are constrained by the Library's *intent* to be used for specific purposes, but that are neither restricted nor committed. Intent is expressed by: a) the Library Board itself; or b) a body or official to which the Board has delegated the authority to assign amounts to be used for specific purposes. The Board has not delegated this to anyone at this time.

**Unassigned** - includes the residual fund balance that has not been restricted, committed or assigned.

In the General Fund, it is the Library's policy to consider restricted resources to have been spent first when an expenditure is incurred for which both restricted and unrestricted (i.e. committed, assigned or unassigned) fund balances are available, followed by committed and then assigned fund balances. Unassigned amounts are only used after the other resources have been used.

# Lake Forest Library

Notes to Financial Statements  
April 30, 2024

## Net Position

In the government-wide financial statements, equity is being displayed in three components as follows:

### Net Investment in Capital Assets

This consists of capital assets, net of accumulated depreciation, less the outstanding balances of any bonds, mortgages, notes or other borrowings that are attributable to the acquisition, construction or improvement of those assets.

### Restricted

This consists of net position that is legally restricted by outside parties or by law through constitutional provisions of enabling legislation. When both restricted and unrestricted resources are available for use, generally it is the Library's policy to use restricted resources first, then unrestricted resources when they are needed.

### Unrestricted

This consists of net position that does not meet the definition of restricted or net investment in capital assets.

## 2. Deposits and Investments

For disclosure purposes, for the Lake Forest Library, cash and cash equivalents are segregated into the following components:

	<b>Cash and Cash Equivalents</b>
Cash on hand	\$ 350
Deposits with financial institutions	<u>8,273,285</u>
Total	<u>\$ 8,273,635</u>

### Custodial Credit Risk - Deposits

As of April 30, 2024, the Library's bank balances were not subject to custodial credit risk as they were either insured or collateralized with investments held by the Library or its agent, in the Library's name.



## Lake Forest Library

Notes to Financial Statements  
April 30, 2024

### 3. Capital Assets

The Library's capital asset activity for the year ended April 30, 2024, was as follows:

	<u>Beginning Balance</u>	<u>Increases</u>	<u>Decreases</u>	<u>Ending Balance</u>
Capital assets not being depreciated:				
Land	\$ 70,000	\$ -	\$ -	\$ 70,000
Construction in progress	480,000	592,800	1,072,800	-
Art	168,500	-	-	168,500
Total capital assets not being depreciated	<u>718,500</u>	<u>592,800</u>	<u>1,072,800</u>	<u>238,500</u>
Capital assets being depreciated:				
Buildings	1,180,907	1,072,800	-	2,253,707
Improvements other than buildings	2,271,091	-	-	2,271,091
Machinery and equipment	<u>3,890,227</u>	<u>351,975</u>	<u>340,293</u>	<u>3,901,909</u>
Total capital assets being depreciated	<u>7,342,225</u>	<u>1,424,775</u>	<u>340,293</u>	<u>8,426,707</u>
Less accumulated depreciation for:				
Buildings	826,068	46,535	-	872,603
Improvements other than buildings	1,796,498	58,838	-	1,855,336
Machinery and equipment	<u>2,346,367</u>	<u>338,964</u>	<u>340,293</u>	<u>2,345,038</u>
Total accumulated depreciation	<u>4,968,933</u>	<u>444,337</u>	<u>340,293</u>	<u>5,072,977</u>
Net capital assets being depreciated	<u>2,373,292</u>	<u>980,438</u>	<u>-</u>	<u>3,353,730</u>
Total governmental activities capital assets, net of accumulated depreciation	<u>\$ 3,091,792</u>	<u>\$ 1,573,238</u>	<u>\$ 1,072,800</u>	<u>\$ 3,592,230</u>

## Lake Forest Library

Notes to Financial Statements

April 30, 2024

### 4. Long-Term Liabilities

During the year ended April 30, 2024, the following is the long-term liability activity for the Library:

	<u>Beginning Balance</u>	<u>Increases</u>	<u>Decreases</u>	<u>Ending Balance</u>	<u>Amounts Due Within One Year</u>
Governmental activities:					
Total OPEB liability	\$ 71,473	\$ 3,348	\$ 29,976	\$ 44,845	\$ 10,816
Net pension liability	952,408	936,079	1,466,152	422,335	-
Compensated absences	100,531	166,628	167,924	99,235	5,000
Total long-term liabilities	<u>\$ 1,124,412</u>	<u>\$ 1,106,055</u>	<u>\$ 1,664,052</u>	<u>\$ 566,415</u>	<u>\$ 15,816</u>

The Library's long-term obligations will be liquidated by the Library's General Fund.

### 5. Retirement Systems Illinois Municipal Retirement Fund

The Library contributes to the Illinois Municipal Retirement Fund (IMRF) an agent multiple employer pension plan that acts as a common investment and administrative agent for local governments and school districts in Illinois through the City of Lake Forest. The Illinois Pension Code establishes the benefit provisions of the plan that can only be amended by the Illinois General Assembly. IMRF issues a publicly available financial report that includes financial statements and required supplementary information. That report may be obtained by writing to the Illinois Municipal Retirement Fund, 2211 York Road, Suite 500, Oak Brook, Illinois 60523.

The employees of the Library are pooled with the employees of the City of Lake Forest for purposes of actuarial valuation. As the Library is participating under the City's employer number, IMRF is considered to be a cost-sharing plan for the Library.

**Plan Description** - All employees hired in positions that meet or exceed the prescribed annual hourly standard must be enrolled in IMRF as participating members. IMRF has a two tier plan. Members who first participated in IMRF or an Illinois Reciprocal System prior to January 1, 2011 participate in Tier 1. All other members participate in Tier 2. For Tier 1 participants, pension benefits vest after 8 years of service. Participating members who retire at age 55 (at reduced benefits) or after age 60 (at full benefits) with 8 years of service are entitled to an annual retirement benefit, payable monthly for life in an amount equal to 1-2/3% of their final rate of earnings (average of the highest 48 consecutive months' earnings during the last 10 years) for credited service up to 15 years and 3% for each year thereafter.

## Lake Forest Library

Notes to Financial Statements

April 30, 2024

For Tier 2 participants, pension benefits vest after 10 years of service. Participating members who retire at age 62 (at reduced benefits) or after age 67 (at full benefits) with 10 years of service are entitled to an annual retirement benefit, payable monthly for life in an amount equal to 1-2/3% of their final rate of earnings for the first 15 years of service credit, plus 2% for each year of service after 15 years to a maximum of 75% of their final rate of earnings. Final rate of earnings is the highest total earnings during any 96 consecutive months within the last 10 years of service, divided by 96. Under Tier 2, the pension is increased every year after retirement, upon reaching age 67, by the lesser of 3% of the original pension amount or 1/2 of the increase in the Consumer Price Index of the original pension amount.

**Contributions** - As set by statute, Library employees participating in IMRF are required to contribute 4.50% of their annual covered salary. The statute requires the Library to contribute the amount necessary, in addition to member contributions, to finance the retirement coverage of its own employees. The Library's actuarially determined contribution rate for calendar year 2023 was 5.88% of annual covered payroll. The Library also contributes for disability benefits, death benefits and supplemental retirement benefits, all of which are pooled at the IMRF level. Contribution rates for disability and death benefits are set by the IMRF Board of Trustees, while the supplemental retirement benefits rate is set by statute.

**Fiduciary Net Position** - Detailed information about the IMRF fiduciary net position as of December 31, 2023 is available in the separately issued City of Lake Forest, Illinois Annual Comprehensive Financial Report as of and for the year ended April 30, 2024.

**Net Pension Liability** - At April 30, 2024, the Library reported an asset for its proportionate share of the net pension liability that reflected the Library's portion of the total net pension liability associated with the City's employer number. The amount recognized by the Library as its proportionate share of the net pension liability, the City's share of the net pension liability and the total net pension liability associated with the City's employer number were as follows:

Library's proportionate share of the collective net pension liability	\$ 422,335
City's proportionate share of the collective net pension liability	<u>4,197,652</u>
Total	<u>\$ 4,619,987</u>

The net pension liability was measured as of December 31, 2023. The Library's proportion of the net pension liability was based on the Library's share of contributions to IMRF for the fiscal year ended April 30, 2024, relative to the total contributions of the Library and the City during that period. At April 30, 2024, the Library's proportion was 9.14%. The Library's proportion at April 30, 2023 was 9.04%.

**Summary of Significant Accounting Policies** - For purposes of measuring the collective net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions and pension expense, information about the fiduciary net position of IMRF and additions to/deductions from IMRF fiduciary net position have been determined on the same basis as they are reported by IMRF. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

**Actuarial Assumptions** - The assumptions used to measure the total pension asset in the December 31, 2023 annual actuarial valuation included a 7.25% investment rate of return, (b) projected salary increases from 2.85% to 13.75%, including inflation and (c) price inflation of 2.25%. The retirement age is based on experience-based table of rates that are specific to the type of eligibility condition.

## Lake Forest Library

Notes to Financial Statements

April 30, 2024

**Mortality** - For nondisabled retirees, the Pub-2010, Amount-Weighted, below-median income, General, Retiree, Male (adjusted 108.0%) and Female (adjusted 106.4%) tables and future mortality improvements projected using scale MP-2021. For disabled retirees, the Pub-2010, Amount-Weighted, below-median income, General, Disabled Retiree, Male and Female (both unadjusted) tables and future mortality improvements projected using scale MP-2021. For active members, the Pub-2010, Amount-Weighted, below-median income, General, Employee, Male and Female (both unadjusted) tables and future mortality improvements projected using scale MP-2021.

**Long-Term Expected Real Rate of Return** - The long-term expected rate of return on pension plan investments was determined using an asset allocation study in which best-estimate ranges of expected future real rates of return (net of pension plan investment expense and inflation) were developed for each major asset class. These ranges were combined to produce long-term expected rate of return by the target asset allocation percentage and by adding expected inflation. The target allocation and best estimates of arithmetic and geometric real rates of return for each major asset class are summarized in the following table:

Asset Class	Target Allocation	Projected Returns/Risk	
		One Year Arithmetic	Ten Year Geometric
Equities	34.50 %	6.35 %	5.00 %
International equities	18.00	8.00	6.35
Fixed income	24.50	4.85	4.75
Real estate	10.50	7.20	6.30
Alternatives	11.50		
Private equity		12.35	8.65
Commodities		7.20	6.05
Cash equivalents	1.00	3.80	3.80

**Discount Rate** - The discount rate used to measure the total collective pension liability for IMRF was 7.25%. The discount rate calculated using the December 31, 2022 measurement date was 7.25%. The projection of cash flows used to determine the discount rate assumed that member contributions will be made at the current contribution rate and that the City's and Library's contributions will be made at rates equal to the difference between actuarially determined contribution rates and the member rate. Based on those assumptions, the fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on investments was applied to all periods of projected benefits to determine the total pension liability.

**Discount Rate Sensitivity** - The following is a sensitivity analysis of the Library's proportionate share of the net pension liability to changes in the discount rate. The table below presents the Library's proportionate share of the net pension liability calculated using the discount rate of 7.25% as well as what the Library's proportionate share of the net pension liability would be if it were to be calculated using a discount rate that is 1-percentage-point lower (6.25%) or 1-percentage-point higher (8.25%) than the current rate:

	1% Decrease	Current Discount Rate	1% Increase
Library's proportionate share of the collective net pension liability (asset)	\$ 1,994,598	\$ 422,335	\$ (841,526)



## Lake Forest Library

Notes to Financial Statements

April 30, 2024

**Pension Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions** - For the year ended April 30, 2024, the Library recognized pension expense/(income) of \$(158,761). The Library reported deferred outflows and inflows of resources related to pension from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Difference between expected and actual experience	\$ 137,839	\$ -
Changes in assumptions	-	4,578
Net difference between projected and actual earnings on pension plan investments	594,837	-
Contributions subsequent to the measurement date	<u>35,577</u>	<u>-</u>
Total	<u>\$ 768,253</u>	<u>\$ 4,578</u>

The amount reported as deferred outflows resulting from contributions subsequent to the measurement date in the above table will be recognized as a reduction in the net pension liability/(asset) for the year ending April 30, 2025. The remaining amounts reported as deferred outflows and inflows of resources related to pensions \$ 728,098 will be recognized in pension expense as follows:

Years ending December 31:	
2024	\$ 141,340
2025	247,559
2026	423,955
2027	<u>(84,756)</u>
Total	<u>\$ 728,098</u>

### 6. Other Postemployment Benefits

**Plan Description** - In addition to providing the pension benefits described in Note 5, the Library (through the City) provides postemployment health care benefits (OPEB) for retired employees. Hereinafter, the medical and dental plan benefits offered are referred to as the Plan. The Plan offers several medical and dental insurance benefit options to eligible retirees and their dependents. The benefits, benefit levels, employee contributions and employer contributions are governed by the Board and can only be amended by the Board. The Plan is not accounted for as a trust fund and an irrevocable trust has not been established. The Library does not issue a Plan report.

**Contributions and Benefits Provided** - The Plan provides healthcare and dental coverage for retirees and their dependents. Employees before the age of 65 may remain on the Library's insurance plan & pay the full cost of coverage. Dependent coverage may continue under COBRA should the Retiree coverage terminate. Once a retiree turns 65, they may elect a separate policy that is not administered by the Library.

## Lake Forest Library

Notes to Financial Statements  
April 30, 2024

Employees covered by benefit terms. At April 30, 2024, the following employees were covered by the benefit terms:

Inactive plan members or beneficiaries currently receiving benefit payments	3
Active plan members	<u>19</u>
Total	<u><u>22</u></u>

**Total OPEB Liability** - The Library's total OPEB liability of \$44,845 was measured as of April 30, 2024 and was determined by an actuarial valuation as of that date.

**Actuarial Assumptions and Other Inputs** - The total OPEB liability in the April 30, 2024 actuarial valuation was determined using the following actuarial assumptions and other inputs, applied to all periods included in the measurement, unless otherwise specified:

Inflation	2.25%
Salary increases	3.00%
Healthcare participation rate	Currently participating – 16%
Healthcare cost trend rates	Initial – 10.00%; Ultimate – 5.00%

The discount rate was based on the Bond Buyer 20-Bond G.O Index Bond Rate as of April 30, 2024.

Mortality rates were based on the PubG-2010(B) Improved Generationally using MP-2020 Improvement Rates, weighted per IMRF Experience Study Report dated December 14, 2020.

The actuarial assumptions used in the April 30, 2024 valuation were based on the results of an actuarial experience study conducted by the independent actuary.

**Discount Rate** - At April 30, 2024, the discount rate used to measure the total OPEB liability was a rate of 4.07%, which was a change from the April 30, 2023 rate of 3.53%. The rate was increased for a better reflection of the current high-quality fixed income environment. The underlying index used was the Bond Buyer 20-Bond G.O. Index.

### Changes in the Total OPEB Liability

	<b>Total OPEB Liability</b>
Balances at April 30, 2023	\$ 71,473
Service cost	1,349
Interest	1,999
Changes in assumptions or other inputs	(252)
Benefit payments	<u>(29,724)</u>
Balances at April 30, 2024	<u><u>\$ 44,845</u></u>

## Lake Forest Library

Notes to Financial Statements

April 30, 2024

**Sensitivity of the Total OPEB Liability to Changes in the Discount Rate** - The following presents the total OPEB, as well as what the total OPEB liability would be if it were calculated using a discount rate that is 1-percentage-point lower (3.07%) or 1-percentage-point higher (5.07%) than the current discount rate:

	<u>1% Decrease (3.07%)</u>	<u>Discount Rate (4.07%)</u>	<u>1% Increase (5.07%)</u>
Total OPEB liability	\$ 45,308	\$ 44,845	\$ 44,380

**Sensitivity of the Total OPEB Liability to Changes in the Healthcare Cost Trend Rates** - The following presents the total OPEB liability, as well as what the total OPEB liability would be if it were calculated using healthcare cost trend rates that are 1-percentage-point lower or 1-percentage-point higher than the current healthcare cost trend rates:

	<u>1% Decrease</u>	<u>Healthcare Cost Trend Rates</u>	<u>1% Increase</u>
Total OPEB liability	\$ 43,284	\$ 44,845	\$ 46,558

**OPEB Expense/(Income) and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB** - For the year ended April 30, 2024, the Library recognized OPEB income of \$(2,871). At April 30, 2024, the Library reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Differences between expected and actual experience	\$ -	\$ 28,622
Changes of assumptions	4,783	3,453
Total	<u>\$ 4,783</u>	<u>\$ 32,075</u>

Amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEB will be recognized in OPEB expense as follows:

Years ending April 30:	
2025	\$ (6,219)
2026	(6,219)
2027	(4,234)
2028	(2,299)
2029	(2,458)
Thereafter	<u>(5,863)</u>
Total	<u>\$ (27,292)</u>

## 7. Risk Management

The Library is exposed to various risks of loss related to torts, theft of, damage to and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The Library purchases commercial insurance to cover its risks. The Library has not had significant reductions in insurance coverage during the year nor did settlements exceed insurance coverage in any of the last three years.

**8. Effect of New Accounting Standards on Current-Period Financial Statements**

The Governmental Accounting Standards Board (GASB) has approved the following:

- Statement No. 100, *Accounting Changes and Error Corrections an amendment of GASB Statement No. 62*
- Statement No. 101, *Compensated Absences*
- Statement No. 102, *Certain Risk Disclosures*
- Statement No. 103, *Financial Reporting Model Improvements*

When they become effective, application of these standards may restate portions of these financial statements.



**REQUIRED SUPPLEMENTARY INFORMATION**

## Lake Forest Library

Schedule of Revenues, Expenditures and Changes in Fund Balance - Budget and Actual -

General Fund

Year Ended April 30, 2024

	<u>Original and Final Budget</u>	<u>2024 Actual</u>	<u>Variance With Final Budget</u>
<b>Revenues</b>			
Property taxes	\$ 4,631,204	\$ 4,739,540	\$ 108,336
Intergovernmental	40,000	83,274	43,274
Grants and contributions	110,250	362,468	252,218
Charges for services	15,000	27,056	12,056
Fines and penalties	500	3,497	2,997
Investment income	35,000	475,273	440,273
	<u>4,831,954</u>	<u>5,691,108</u>	<u>859,154</u>
Total revenues			
<b>Expenditures</b>			
Library services:			
Personnel services	2,856,771	2,272,091	584,680
Other	1,262,700	1,091,817	170,883
Library building:			
Personnel services	251,984	249,130	2,854
Other	304,500	229,212	75,288
Capital outlay:			
Capital improvements	1,090,000	1,051,125	38,875
Contingency	576,596	-	576,596
	<u>6,342,551</u>	<u>4,893,375</u>	<u>1,449,176</u>
Total expenditures			
Net change in fund balance	<u>\$ (1,510,597)</u>	797,733	<u>\$ 2,308,330</u>
<b>Fund Balance, Beginning</b>		<u>7,603,523</u>	
<b>Fund Balance, Ending</b>		<u>\$ 8,401,256</u>	

See notes to required supplementary information

**Lake Forest Library**

Illinois Municipal Retirement Fund  
 Schedule of Library's Proportionate Share of the Net Pension Liability/(Asset) and Library Contributions  
 Nine Most Recent Fiscal Years

	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
Library's proportion of the net pension liability	11.84%	10.90%	10.66%	9.38%	9.38%
Library's proportionate share of the net pension liability	\$ 1,526,764	\$ 1,320,867	\$ 127,514	\$ 1,415,574	\$ 521,685
City's proportionate share of the net pension liability	<u>11,368,286</u>	<u>10,802,554</u>	<u>1,068,344</u>	<u>13,677,279</u>	<u>4,821,513</u>
Total net pension liability	<u>\$ 12,895,050</u>	<u>\$ 12,123,421</u>	<u>\$ 1,195,858</u>	<u>\$ 15,092,853</u>	<u>\$ 5,343,198</u>
Covered payroll	\$ 1,585,497	\$ 1,431,183	\$ 1,412,607	\$ 1,268,262	\$ 1,382,814
Library's proportionate share of the net pension liability as a percentage of covered payroll	96.30%	92.29%	9.03%	111.62%	37.73%
Plan fiduciary net position as a percentage of the total pension liability (asset)	86.95%	88.04%	98.83%	86.17%	95.31%
Contractually required contribution	\$ 233,902	\$ 177,896	\$ 172,745	\$ 156,757	\$ 131,782
Contributions in relation to the contractually required contribution	<u>(235,978)</u>	<u>(182,795)</u>	<u>(177,258)</u>	<u>(158,885)</u>	<u>(132,449)</u>
Contribution deficiency (excess)	<u>\$ (2,076)</u>	<u>\$ (4,899)</u>	<u>\$ (4,513)</u>	<u>\$ (2,128)</u>	<u>\$ (667)</u>
Contributions as a percentage of covered payroll	14.88%	12.77%	12.55%	12.53%	9.58%
		<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>
Library's proportion of the net pension liability (asset)		9.39%	9.08%	9.04%	9.14%
Library's proportionate share of the net pension liability (asset)		\$ (451,219)	\$ (1,477,936)	\$ 952,408	\$ 422,335
City's proportionate share of the net pension liability (asset)		<u>(4,353,929)</u>	<u>(14,801,919)</u>	<u>9,578,816</u>	<u>4,197,652</u>
Total net pension liability		<u>\$ (4,805,148)</u>	<u>\$ (16,279,855)</u>	<u>\$ 10,531,224</u>	<u>\$ 4,619,987</u>
Covered payroll		\$ 1,326,186	\$ 1,380,692	\$ 1,438,338	\$ 1,558,363
Library's proportionate share of the net pension liability as a percentage of covered payroll		-34.02%	-107.04%	66.22%	27.10%
Plan fiduciary net position as a percentage of the total pension liability (asset)		104.16%	113.47%	91.59%	96.43%
Contractually required contribution		\$ 158,082	\$ 155,110	\$ 115,501	\$ 87,264
Contributions in relation to the contractually required contribution		<u>(152,846)</u>	<u>(155,101)</u>	<u>(115,509)</u>	<u>(87,264)</u>
Contribution deficiency (excess)		<u>\$ (18)</u>	<u>\$ 9</u>	<u>\$ (8)</u>	<u>\$ -</u>
Contributions as a percentage of covered payroll		11.92%	11.23%	8.03%	5.60%

Note: The Library implemented GASB 68 in 2016. Information for fiscal years prior to 2016 is not applicable.

**Notes to Schedule**

Amounts reported in 2024 reflect an investment rate of return of 7.25%, an inflation rate of 2.25% and real return of 5%, and a salary increase assumption of 2.75% to 13.75% including inflation.

See notes to required supplementary information

## Lake Forest Library

Other Postemployment Benefit Plan  
 Schedule of Changes in the Total OPEB Liability and Related Ratios  
 Six Most Recent Fiscal Years

	2024	2023	2022	2021	2020	2019
<b>Total OPEB liability</b>						
Service cost	\$ 1,349	\$ 2,431	\$ 2,435	\$ 2,014	\$ 1,718	\$ 1,620
Interest	1,999	3,541	3,258	4,829	7,379	8,019
Differences between expected and actual experience	-	(27,075)	-	(19,803)	-	-
Changes of assumptions	(252)	1,458	(3,354)	(3,818)	6,686	1,221
Benefit payments, including refunds of member contributions	(29,724)	(38,375)	(32,723)	(23,925)	(19,768)	(16,545)
<b>Net change in total OPEB liability</b>	(26,628)	(58,020)	(30,384)	(40,703)	(3,985)	(5,685)
<b>Total OPEB liability, beginning</b>	<u>71,473</u>	<u>129,493</u>	<u>159,877</u>	<u>200,580</u>	<u>204,565</u>	<u>210,250</u>
<b>Total OPEB liability, ending (a)</b>	<u>\$ 44,845</u>	<u>\$ 71,473</u>	<u>\$ 129,493</u>	<u>\$ 159,877</u>	<u>\$ 200,580</u>	<u>\$ 204,565</u>
<b>Plan fiduciary net position as a percentage of the total OPEB liability</b>	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
<b>Covered payroll</b>	\$ 1,558,363	\$ 1,438,338	\$ 1,380,692	\$ 1,458,298	\$ 1,382,150	\$ 1,467,746
<b>Library's total pension liability as a percentage of covered payroll</b>	2.88%	4.97%	9.38%	10.96%	14.51%	13.94%

### Notes to Schedule:

The District implemented GASB Statement No. 75 in fiscal year 2019. Information prior to fiscal year 2019 is not available.

See notes to required supplementary information



# Lake Forest Library

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Notes to Required Supplementary Information  
Year Ended April 30, 2024

## 1. Budgets and Budgetary Accounting

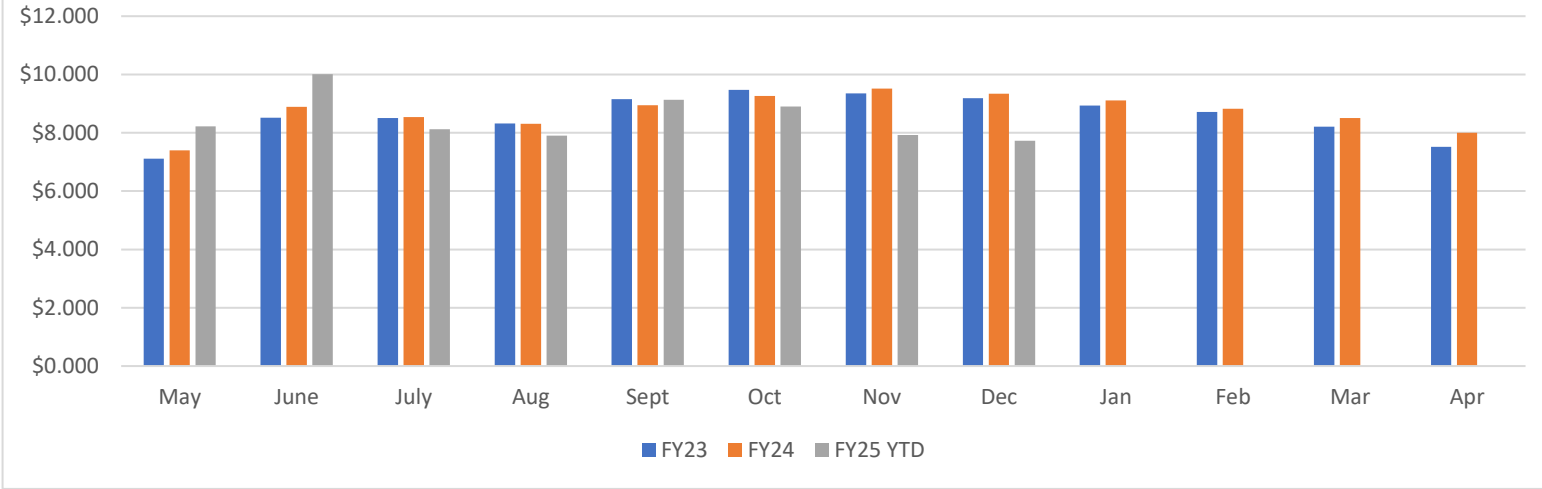
### Budget Process

The budget amounts represent the operating budget for the Library and the appropriations represent the Library's legal expenditure limit. The budget amounts are principally prepared on the cash basis of accounting. The difference from accounting principles generally accepted in the United States of America is not material. The Library Board follows these procedures in establishing the budgetary and appropriations data reflected in the financial statements.

- 1) The Library's Finance Committee (two members) submits to the Library Board (nine members) a proposed operating budget in February for the following fiscal year beginning May 1st. The operating budget includes proposed expenditures and estimated revenues.
- 2) Public budget and appropriations meetings are conducted by the Library to obtain taxpayer comments.
- 3) The budget is legally enacted through action of the Library Board at its March meeting. Once enacted, the budget cannot be amended without approval from the Library Board. Funds may have expenditures in excess of budgeted amounts, but legally may not have expenditures in excess of appropriations. As has been the practice of the Library Board to be included in what the City of Lake Forest does, every July, the Library's budget that was approved in March is increased by 10% and is included in the Appropriation Ordinance. The Appropriation Ordinance provides for a 10% contingency for all City funds and is approved by the City Council.
- 4) The legal level of budgetary control is the fund level. Management may make transfers of appropriations within a fund. Any expenditures that exceed the total appropriations at the fund level must be approved by the Library Board. No supplemental appropriations were made during the year.

### Lake Forest Library Cash

(in Millions and excludes IL Funds)



	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr
FY23	\$7.111	\$8.518	\$8.509	\$8.323	\$9.157	\$9.471	\$9.356	\$9.184	\$8.933	\$8.715	\$8.214	\$7.524
FY24	\$7.404	\$8.886	\$8.540	\$8.307	\$8.946	\$9.262	\$9.512	\$9.343	\$9.113	\$8.828	\$8.511	\$7.998
FY25 YTD	\$8.219	\$10.010	\$8.126	\$7.903	\$9.138	\$8.898	\$7.927	\$7.732 (As of 12/13/24)				

Investment Purchases:

	\$1.230	\$0.249	\$0.249	\$0.500	\$2.228 eConnectDirect Investments
					<u>\$10.794</u>

#### INVESTMENTS - MULTIBANK SECURITIES

Type	Purchase	Maturity	Principal	Rate
CD	7/26/24	1/26/26	249,000.00	4.75%
CD	7/30/24	1/30/26	244,000.00	4.85%
CD	7/30/24	7/30/26	249,000.00	4.55%
CD	7/30/24	7/30/26	244,000.00	4.55%
TREAS	11/14/24	2/15/27	250,000.00	4.25% YTM
CD	9/25/24	3/26/27	249,000.00	3.65%
CD	9/25/24	4/2/27	249,000.00	3.80%
TREAS	11/14/24	5/15/27	250,000.00	4.24% YTM
CD	7/24/24	7/24/29	244,000.00	4.30%
			<u>\$2,228,000.00</u>	

## 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”), 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.
- 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, audit services through the City’s independent audit firm, 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 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 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 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.
  
- 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: \_\_\_\_\_

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

Jason Wicha, City Manager

Jim Clifton, President, Board of Trustees

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

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



**LIBRARY HOURS**  
**January 2025 – December 2025**

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

**Library Closures**

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

**Staff In-Service Days**

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

Approved by the Lake Forest Library Board of Trustees on \_\_\_\_\_, 2024

**LAKE FOREST LIBRARY BOARD OF TRUSTEES  
ANNUAL MEETING CALENDAR FOR 2025**

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

Tuesday, January 21, 2025

Tuesday, February 18, 2025

Tuesday, March 18, 2025

Tuesday, April 15, 2025

Tuesday, May 20, 2025

Tuesday, June 17, 2025

Tuesday, July 15, 2025

Tuesday, August 19, 2025

Tuesday, September 16, 2025

Tuesday, October 21, 2025

Tuesday, November 18, 2025

Tuesday, December 16, 2025

## Library Operations Report November 2024

### Adult Services

Over 50 patrons brought their copies of *Remarkably Bright Creatures* to our two Lake Forest Reads author events, one on Friday evening and the other on Saturday morning. Patrons enjoyed chatting with the author Shelby Van Pelt while she signed their books and were excited to have their picture taken with the author. One attendee brought the author a gift of a crocheted octopus she had made especially for this event. As of late November, we still had 22 copies of this title checked out to local patrons. With 540 checkouts from May when the title was announced to the end of November, *Remarkably Bright Creatures* was a popular read for our patrons. We had over 370 checkouts of the hard copy, 9 large print, 68 eBooks and 91 eAudiobooks circulated to our patrons.

We had a large crowd for Judy Levin's discussion of *James* by Percival Everett. This title won the National Book Award and was shortlisted for The Booker Prize. Ms. Levin continues to discuss a wide variety of titles and has an enthusiastic following.



Twenty-six Lake Forest patrons attended our Illinois Libraries Presents program featuring chef Art Smith on Zoom. As award winning local reporter Monica Eng fielded cooking questions from the audience via chat on Zoom, the chef discussed his career path from the White House to Harpo studios as well as sharing his favorite holiday tips and tricks.

Adult Services staff fielded election questions from October through November 5th. These ranged from how to register to vote to where to cast their ballot.



After hosting David Blixt for a program on Nellie Bly, we brought him in to host a workshop on research and publishing. In 2021, Blixt announced the discovery of eleven lost novels by journalist Nellie Bly which he subsequently published as *The Lost Novels of Nellie Bly*.

He currently serves as the Artistic Associate at the Michigan Shakespeare Festival and since 2011, he has been on the arts faculty of the Chicago High School for the Arts.

The craft projects in the foyer continue to be popular with our patrons. We received a lovely compliment from one of our patrons who used the "word search" for stationery. (pictured left) The text reads, "This is an amazing library I'm so grateful! Dusklight #nicknames"

## Media Lab

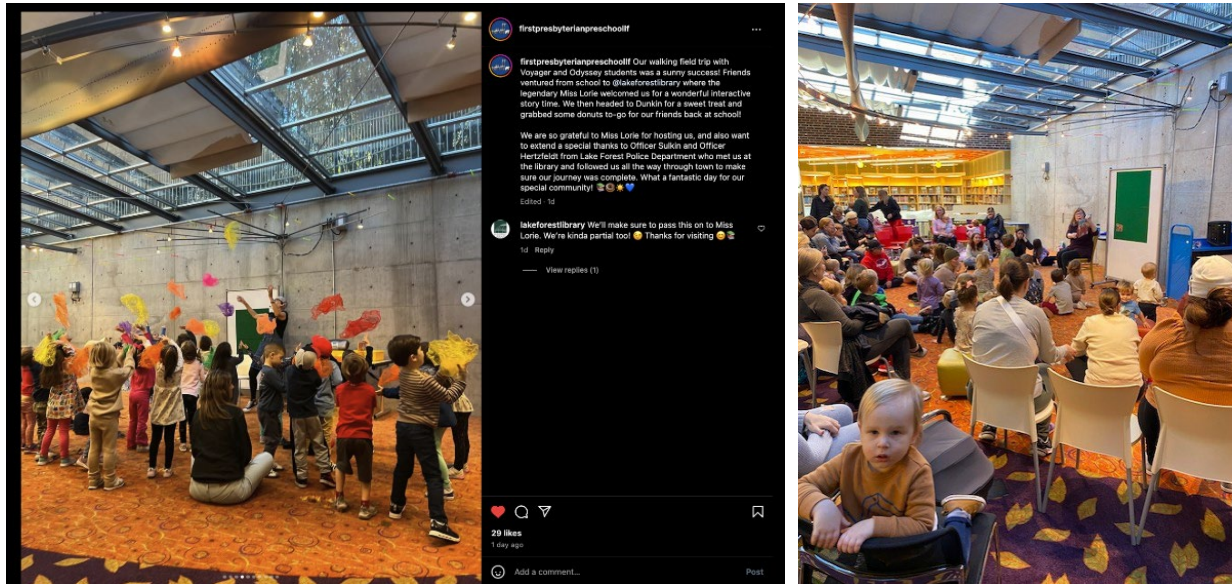
Daisy Girl Scout Troop 47923 visited the library to learn about 3D printing. The troop used computer modeling software to create cookie cutters in the shapes of reindeer, Christmas trees, and gingerbread men.



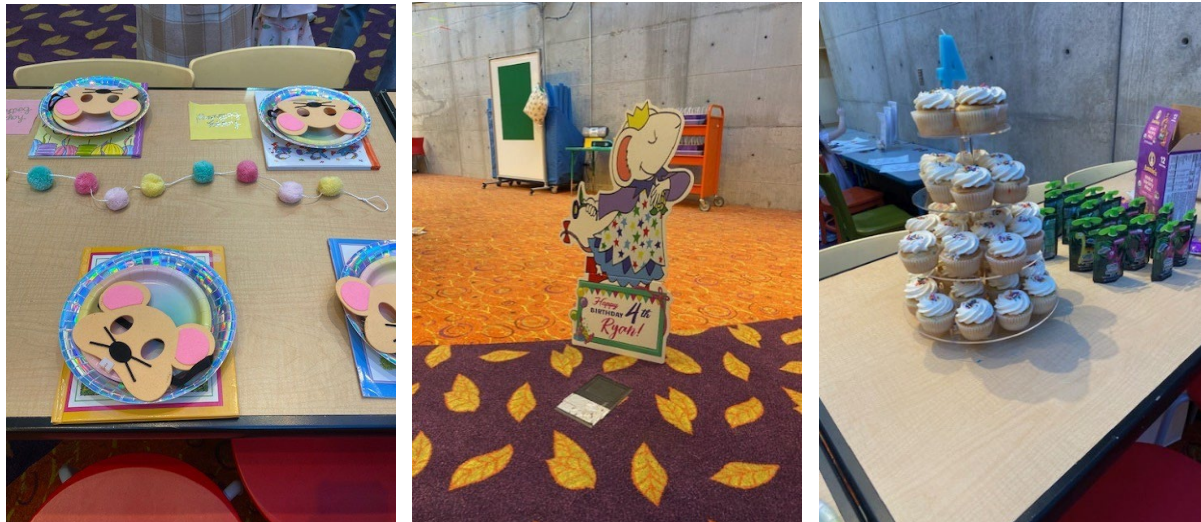
A Knitting Machine and Automotive Diagnostic Tool were added to the Takeout Tech collection. The Automotive Diagnostic Tool allows patrons to access real-time engine data and error analysis for their automobiles. The device displays key metrics like oil temperature, voltage, fuel consumption, speed, pressure, and more. The Knitting Machine makes it easy to create knitted projects in no time, allowing patrons to knit tubes, hats, scarves, and more with ease.



## Children's Services



First Presbyterian Preschool classes walked over to the Lake Forest Library for a special Storytime with Miss Lorie. (Pictured left, in a social media post from First Presbyterian) Between our seasonal Storytimes we are offering an extremely popular Thursday morning Movement Storytime. (pictured right)



We offered two Birthday Party Storytimes for two silent auction winners. November 3, 2024, Lake Forest Country Day School's 2024 auction winner went to Jessica Krupka and her four-year-old daughter Naomi, and November 30, 2024, Montessori School of Lake Forest silent auction winner went to Ashley Debruin and her four-year-old daughter Ryan.





Lots of creativity is going on in the Children’s Library, featuring the Design Center, Grab ‘n’ Go creativity kits and Playtime.

*Traveling World of Reptiles* was an exciting show for the whole family on a cold Saturday afternoon. We learned all about reptiles and amphibians from around the world.



One of our youngest patrons has read 200 books and earned a book of his own. We currently have a total of 32 finishers and 338 participants from the start of the 1000 Books Before Kindergarten program through November 30, 2024.

## Young Adult Services



The LFHS Book Club, which Teen Librarian Emmy helps facilitate, read *The Book Thief* this month and took their photo for the 2025 Yearbook. In addition to our monthly gaming clubs of Magic the Gathering and Chess, Emmy also held a 3D Printed Ornament program in conjunction with the Media Lab and led a Paint & Sip class. Forest Bluff Montessori's 12–13-year-old students visited the Library in November so Emmy could teach their students about database searching, how to navigate the library catalog, and the fundamentals of research.





## **Facilities**

On November 6th, Fish Window cleaning provided services to clean both interior and exterior windows.

On November 7th, Hill Mechanical was on-site to continue preventative maintenance on the air handlers, including changing the filters. Additionally, they replaced the recirculating pump for the boiler.

On Friday, November 8th, Pasquesi was on-site to stop the water flow from a broken spigot on the northeast side of the library. Facilities were able to shut off the water to that section, but this also affected the staff bathrooms, rendering them out of order until the water service was restored. To address the issue, Pasquesi had to remove the dishwasher and access the back of the drywall to install a ball valve. This will allow them to stop the water flow at that point in the future, should the problem occur again.

On November 13th, Hartford Steam Boiler Company was on-site to install water sensors in several locations, including the Kasian Room, Staff Entrance, Closet in the Snowflake bathroom, the bottom of the air handler controlling the Kasian Room, Sprinkler Room, Fine Arts Room, and Business Room. These sensors are designed to alert you via your cellular device if a leak is detected or if the temperature is too hot or too cold. This is a pilot project through the insurance underwriter and is at no cost for the first year.

Additionally, Tee Jay Door services was onsite November 16th and replaced the transmitter on the front interior handicap push button that operates the exterior entrance door.

From Monday, November 18th through Wednesday, November 20th, Hill Mechanical was on-site to install the chilled water valves. Additionally, any pipes that were affected were re-insulated as needed.

Finally, on Thursday, November 21st, Anchor Mechanical was on-site to redo the piping on the vacuum pumps, which were leaking water. The new piping now directs the water properly to the drain, and the system is functioning well.

## **Circulation/Interlibrary Loan**

Our new vending machine is up and running for check-outs and check-ins. We are excited it can be shown off during the upcoming Holiday Market. Choosri Goebel (my assistant) has been diligent and laser focused working with the vendor rep Bill McClendon to make sure the email notification option for a receipt is working. That appears to be corrected, but we will still continue testing. Heidi has wisely started Workflow discussions for placing holds out at the machine and I think a good plan is underway. Added side note, we were also having issues with email receipts at the self-checkouts, this has been repaired as well.

Our phones were down only at the Circulation desk Thursday, November 7. Fortunately, patrons were able to get through to Children's and Reference, but Circulation could not answer or

transfer. We were able to have a repair man in on Friday November 8<sup>th</sup> to correct our two phones and the system was up and running before the end of the day.

Fun number for the month:

In House Use: 1,456 (last November 420)

In-house use does not count to our actual checkout numbers but does indicate that the item (book/magazine etc.) was used for help or research or was read to a child in house but not checked out. These numbers go into the statistics of the title for a librarian to consider along with its checkout numbers.

## Training Report

Core Forum, Minneapolis, MN - Heidi Krueger

**November 14** (Preconference Day - Session and Tour)

### ***Hello from the Outside: Reorganizing Library Space for Inclusion***

Speaker: David Vinjamuri. Website: [Davidvinjamurispaces.com](http://Davidvinjamurispaces.com)

This four-hour session covered a lot of topics in design including UX studies, surveys, daypart analysis, trends in library design, specific furniture and design recommendations, collection organization, and more. Mr. Vinjamuri consults extensively and has done so at many Illinois libraries.

### **Minneapolis Institute of Art (MIA) - Tour**

MIA offers specialized literary tours in which they showcase selected art to highlight the themes of books. They often run these tours for local book clubs. Coincidentally, the book featured on the tour was *The Seed Keeper*, by Diane Wilson, previously our Lake Forest Reads fiction title.

**November 15**

### **Opening Session/Keynote Presentation: More Than Hope**

Speaker: Saray Garnet-Hochuli

Currently the Deputy City Operations Officer with the City of Minneapolis, Ms. Garnet-Hochuli has been influential in fostering an atmosphere of inclusion and working with departments to work on issues with housing, safety, homelessness response, and operational efficiencies. She talked about change in turbulent times and striving to create an atmosphere where people can thrive.

### **Reimagine Your Creative Lab/Makerspace**

Speakers: Luka Redmond and Amber Lawvor, Salt Lake City Public Library

I provided Chad with some of their sample brochures. They were open about sunseting machines and instruction for items that were too complex for even the staff to understand (or were unreliable).

## **Using your Character Strengths to Boost Wellbeing Workshop** (Two-hour session)

Speakers: Andrew Whitis and Jillian Tuttle, OhioNet

Information on how to think more deeply about understanding individual character strengths and values to boost personal wellbeing and support coworkers and employees. Promoted two evidence-based methods – Values in Action (VIA) and PERMAH which utilizes six inventories to help individuals identify where they can build up strengths or improve. We used a VIA inventory to help identify our own values. Their training was offered at all OhioNet (entire state) libraries.

## **Generative AI Tools and Library Materials**

Speaker: Heidi Voss, Salt Lake City Library

The speaker didn't have enough time to delve deeply into any one part of the presentation. This was a high-level overview. We talked briefly about artists and authors using AI to assist or even completely create works, the changing ethics, etc.

## **November 16**

### **Keynote Presentation**

Speaker: Dr. Kate Beane Executive Director, Minnesota Museum of American History

Dr. Beane talked about serving on the leadership of the Minnesota Historical Team and the Capitol Area Architectural and Planning Board which oversees the Capitol Complex and the public art in downtown Minneapolis.

### **Keys to the Library: Extending Library Hours with Self Service Technology**

Speakers: Drew Wylie, Washington County Library; Shawn Foster-Huot, Dakota County Library System; Scott Duimstra Hennepin County Library; and Kristy Rieger, Scott County Library. All were from Minnesota.

All of the speakers' libraries offered some sort of access to the library for hours outside normal business hours. Some offered complete access to the space, some offered just partial access for hold pickups, and all offered different numbers of hours. Three out of four used Bibliotheca Open+ technology to provide access.

### **Saying Less, Asking More: Expand Your Impact with Coaching**

Speakers Stacy Hendren and Carol Jackson

I voted for this session to become a Core Webinar. It was something I'd recommend to anyone managing folks in any industry. I like that it was an adaptable model and I'm planning to follow up with some of the suggested reading. I think that it dovetailed nicely with the earlier session I took on character strengths, but here the focus was more on helping employees to not just achieve, but to do so in a healthy way and to help people become resilient and responsible.

### **Evolving Libraries: Trends in Wellbeing, Interactivity, and Hybrid Spaces**

Moderator: Wendy Tressler, Columbus Metropolitan Library



Speakers: Marika Staloch, Saint Paul Public Library; Traci Lesneski, MSR Design; Scott Duimstra, Hennepin County Library; Kelly Karpinsky Shepley Bulfinch Architecture; Cheryl Gowing, University of Miami

This talk heavily featured recently renovated or reimagined spaces in the libraries. Flexible and multifunctional spaces were trendy. Think about everyone who may use a space. For example, make sure there's furniture for caregivers in YS spaces. This presentation featured lots of 3-walled spaces for some privacy, but which don't require special air handling, fire suppression, etc.

### **If I Hear the Word AI One More Time**

Speaker: Justin Bumbico, Columbus Metropolitan Library

Honestly, I was pretty tired of hearing about AI by the time this last session started. This was more about how one library uses AI, but I felt as AI is changing so fast, that it already was a bit dated. I wanted more about how to navigate ethical use of AI in libraries and our working lives. I know area libraries are starting to create policies around AI, but those that I've read seem either too vague or too specific. That is, they don't seem enforceable. So, I came with my own preconceived wishes, and maybe didn't get all that I could from what was offered.

**Other:** I toured the poster sessions and attended the opening reception and went to a "dine around" opportunity with a lot of academic librarians. I liked the mix of public and academic and special librarians at this smaller conference. The scale was nice and it was good to see presenters attending sessions and I had some nice discussions outside of the sessions during breaks, at dinners and similar. I was asked if I was interested in joining some Core committees, and while I don't think it's the right time as we have a lot of big projects upcoming at LFL, I would like to attend another conference soon and may consider becoming more active in this group in the future.

## **SELECTED UPCOMING EVENTS**

Exam Escape (Special extended hours for teens!)	Sunday, December 15, 11:00 am–7:00 pm
Think Local Pop-Up Shop (Friends)	Saturday, December 19-21, 26-28: 11:00 am–4:00 pm 270 Market Square, Lake Forest
Memory Café at Dickinson Hall: Seasonal Songs and Holiday Magic with Amy Lowe	Tuesday, December 17, 10:00–11:30am Dickinson Hall, 100 E. Old Mill Road, Lake Forest
Elevator Upgrade Project	Begins Monday, January 6, 2025
The Past, Present, & Future of Chicago Pizza with Steve Dolinsky	Thursday, January 9, 2025, 7:00–8:00 pm Zoom

**TOP TEN CIRCULATING ITEMS - November 2024**

**By Format & Audience**

<b>e-Books</b>			
<b>Position</b>	<b>Title</b>	<b>Author</b>	<b>Circ</b>
1	<i>The Women</i>	Hannah, Kristin	30
2	<i>All the Colors of the Dark</i>	Whitaker, Chris	17
3	<i>First Lie Wins</i>	Elston, Ashley	14
4	<i>Intermezzo</i>	Rooney, Sally	14
5	<i>Here One Moment</i>	Moriarty, Liane	13
6	<i>The Wedding People</i>	Espach, Alison	13
7	<i>Fourth Wing</i>	Yarros, Rebecca	12
8	<i>Remarkably Bright Creatures</i>	Van Pelt, Shelby	12
9	<i>The God of the Woods</i>	Moore, Liz	12
10	<i>The Grey Wolf</i>	Penny, Louise	12

<b>e-Audiobooks</b>			
<b>Position</b>	<b>Title</b>	<b>Author</b>	<b>Circ</b>
1	<i>All the Colors of the Dark</i>	Whitaker, Chris	19
2	<i>Funny Story</i>	Henry, Emily	18
3	<i>The Women</i>	Hannah, Kristin	16
4	<i>First Lie Wins</i>	Elston, Ashley	14
5	<i>Here One Moment</i>	Moriarty, Liane	14
6	<i>The Wedding People</i>	Espach, Alison	14
7	<i>Be Ready When the Luck Happens: A Memoir*</i>	Garten, Ina	13
8	<i>From Here to the Great Unknown*</i>	Presley, Lisa Marie	13
9	<i>Remarkably Bright Creatures</i>	Van Pelt, Shelby	11
10	<i>Revenge of the Tipping Point*</i>	Gladwell, Malcolm	11
11	<i>The Anxious Generation*</i>	Haidt, Jonathan	11
12	<i>The Last One at the Wedding</i>	Rekulak, Jason	11
13	<i>Tom Lake</i>	Patchett, Ann	11

\*Denotes nonfiction title

**TOP TEN CIRCULATING ITEMS - November 2024**

**By Format & Audience**

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**Adult Books**

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<b>Position</b>	<b>Title</b>	<b>Author</b>	<b>Circ</b>
1	<i>The Wedding People</i>	Espach, Alison	16
2	<i>James</i>	Everett, Percival	12
3	<i>The Heaven &amp; Earth Grocery Store</i>	McBride, James	11
4	<i>Absolution</i>	McDermott, Alice	11
5	<i>Swan song</i>	Hilderbrand, Elin	10
6	<i>Here One Moment</i>	Moriarty, Liane	10
7	<i>All the Colors of the Dark</i>	Whitaker, Chris	9
8	<i>An Unfinished Love Story*</i>	Goodwin, Doris Kearns	9
9	<i>The Anxious Generation*</i>	Haidt, Jonathan	9
10	<i>The Demon of Unrest*</i>	Larson, Erik	9

*\*Denotes Nonfiction Title*

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**Children's Books**

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<b>Position</b>	<b>Title</b>	<b>Author</b>	<b>Circ</b>
1	<i>The Thankful Book</i>	Parr, Todd	21
2	<i>Pookie's Thanksgiving</i>	Boynton, Sandra	11
3	<i>The Scarlet Shedder</i>	Pilkey, Dav	11
4	<i>Apples and Pumpkins</i>	Rockwell, Anne F.	11
5	<i>The Wild Robot</i>	Brown, Peter	10
6	<i>Mary Anne's Bad Luck Mystery</i>	Cheng, Cynthia Yuan	10
7	<i>Big Truck, Little Island</i>	Van Dusen, Chris	10
8	<i>5-Minute Princess Power Stories</i>	Allen, Elise	9
9	<i>Bear Says Thanks</i>	Wilson, Karma	9
10	<i>Peppa Pig Story Treasury</i>	Astley, Neville	8

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## TOP TEN CIRCULATING ITEMS - November 2024

### By Format & Audience

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Teen Books			
Position	Title	Author	Circ
1	<i>Solo Leveling</i>	Chugong	13
2	<i>Tokyo Ghoul: Re</i>	Ishida, Sui	9
3	<i>The Selection</i>	Cass, Kiera	6
4	<i>Kaiju no. 8</i>	Matsumoto, Naoya	6
5	<i>Spy x Family</i>	Endō, Tatsuya	4
6	<i>Blue Flag</i>	Kaito	4
7	<i>Throne of Glass</i>	Maas, Sarah J.	4
8	<i>The Inheritance Games</i>	Barnes, Jennifer Lynn	3
9	<i>The Elite</i>	Cass, Kiera	3
10	<i>The One</i>	Cass, Kiera	3

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NonBooks		
Position	Title	Circ
1	Mobile Hotspot	31
2	Children's Book Bag	21
3	<i>Twisters</i> DVD	14
4	<i>It Ends with Us</i> DVD	11
5	<i>A Charlie Brown Thanksgiving</i> DVD	10
6	Nintendo Switch Console	9
7	<i>The Fabulous Four</i> DVD	8
8	Lake Forest GoPro HERO9 Black	8
9	<i>Blink Twice</i> DVD	7
10	<i>The Amazing Maurice</i> DVD	7

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**SERVICE STATISTICS - NOVEMBER 2024**

	<b>November 2024</b>	<b>November 2023</b>	<b>YTD FY 2025</b>	<b>YTD FY 2024</b>
Library Visits	<b>13,921</b>	12,419	<b>99,144</b>	90,038
Physical Items circulated	<b>19,944</b>	19,310	<b>148,783</b>	146,709
E-Media Circulated	<b>8,552</b>	9,510	<b>59,695</b>	61,639
Database Uses	<b>13,454</b>	9,749	<b>93,412</b>	76,217
Library Programs & Attendees**	<b>61 / 3,952</b>	47 / 2,558	<b>389 / 25,330</b>	409 / 19,824
Media Lab, Appts, and Tutorials	<b>163</b>	80	<b>568</b>	437
Reference Questions	<b>2,121</b>	2,151	<b>15,581</b>	16,625
New Library Cards Issued	<b>112</b>	114	<b>909</b>	1,000
Items added to collection	<b>684</b>	805	<b>6,689</b>	7,433
Items withdrawn from collection	<b>1,428</b>	1,495	<b>11,358</b>	8,803

\*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