

May 21, 2024 Board Meeting

agenda

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1,2,3,4	CTO, Roll Call, Pledge (3 min)	
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	ACTION: Election of Secretary Pro Tempore	
	Additions & Corrections to the Agenda (2 min)	
	Opportunity to Address Board (5 min)	
	Vendor Presentation: Findings from Lead Paint and Asbestos Testing and Proposed Abatement Budget from Robert Mellecker, Midwest Consulting Environmental Services	
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	Election of Board Officers and Selection of Committee Members (ACTIONS) (15 minutes)	
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	Approval of Minutes (ACTIONS) (5 minutes)	
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	Committee Reports (15 minutes)	
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	April 2024 Detailed Revenue/Expenditures Report	12
	Approval of Checks (ACTION) (2 minutes)	
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	New Business (ACTIONS) (1 hr. 30 min)	
	Expired IGA Museum/Village/Library	14
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	Correspondence 2: Summer 2024 Director Letter and Public Events	22
	Correspondence 3: Trustee Janie Jerch Letter State of Library Building	23
	Any and All Other Business (5 minutes)	
	Executive Session(s) if needed	
	Adjournment (1 minute)	

Lake Bluff Public Library
Board of Library Trustees Meeting
Tuesday, May 21, 2024 at 7:00 PM
 123 E. Scranton Ave, Lake Bluff, IL 60044

The in-person meeting will be simulcast for any members of the public who do not wish to attend the meeting in-person at the Lake Bluff Public Library building. Questions related to the Library agenda can be sent before or during the meeting to Library Director Renee Grassi at rgrassi@lakeblufflibrary.org. The meeting will be recorded, with the recording made available through the Library's website. For any questions, contact at Renee Grassi at 847-234-2540 or rgrassi@lakeblufflibrary.org.

NOTICE: Members of the public may attend in-person or participate in the meeting remotely via Zoom:

Join Zoom Meeting	+1 301 715 8592 US (Washington DC)
https://us06web.zoom.us/j/2069598344?omn=86815559806	+1 646 558 8656 US (New York)
Meeting ID: 206 959 8344	+1 253 215 8782 US (Tacoma)
One tap mobile	+1 346 248 7799 US (Houston)
+13092053325,,2069598344# US	+1 720 707 2699 US (Denver)
+13126266799,,2069598344# US (Chicago)	Meeting ID: 206 959 8344
Dial by your location	Find your local number:
+1 312 626 6799 US (Chicago)	https://us06web.zoom.us/j/2069598344

Agenda

1. **Call to Order**
2. **Roll Call (1 min)**
3. **Pledge of Allegiance (1 min)**
4. **ACTION: Election of Secretary Pro Tempore (2 min)**
5. **Additions & Corrections to the Agenda (2 min)**
6. **Opportunity for Public to Address the Board (5 min)**
7. **Vendor Presentation: Findings from Lead Paint and Asbestos Testing and Proposed Abatement Budget from Robert Mellecker, Midwest Consulting Environmental Services (20 min)**
8. **ACTIONS: Election of Board Officers and Selection of Committee Members (15 min)**
 - a. ACTIONS: Appointment of FY24-25 Lake Bluff Public Library Board of Trustee Officers
 - b. ACTIONS: Appointment of Board of Trustee Committee Members and Chairpersons
 - i. Building and Grounds Committee
 - ii. Bylaws & Policy Committee
 - iii. Engagement Committee
 - iv. Finance and Technology Committee
 - v. Human Resource Committee
 - vi. Intergovernmental Committee
 - vii. Long Range Planning Committee
9. **ACTION: Approval of Library Board Meeting Minutes (3 min)**
 - a. Regular Board Meeting: Tuesday, April 16, 2024
 - b. Special Board Meeting: Thursday, May 9, 2024
10. **Library Director Updates (10 min)**
 - a. Library Director's Monthly Report

- b. Monthly Statistics Reports

11. ACTIONS: April 2024 Financial Reports (5 min)

- a. ACTION: Approve April 2024 Detailed Revenue & Expenditure Report
- b. ACTION: Approve April 2024 Monthly Check Disbursement Report (15995-16030)

12. Committee Reports (25 min)

(Met)

- a. Intergovernmental Committee (**MEMBERS:** Jerch, Grassi)
- b. Finance and Technology Committee (**CHAIR:** Hayes **MEMBERS:** Shaul, Zaute)
- c. Engagement Committee (**CHAIR:** Jardine **MEMBERS:** Graziano)
- d. Long Range Planning Committee (**CHAIR:** Shaul **MEMBERS:** Friedeman)
- e. Building and Grounds Committee (**CHAIR:** Jerch **MEMBERS:** Jardine, Shaul)

(Did Not Meet)

- f. Human Resources Committee (**CHAIR:** Graziano **MEMBERS:** Jerch and Shaul)
- g. Bylaws & Policy Committee (**CHAIR:** Friedeman **Members:** Zaute)

13. New Business

- a. Discussion: 2024-2025 Board Meeting Schedule and Meeting Efficiency Ideas
- b. ACTION: Vote to make change(s) to Library Board Meeting Schedule for FY24-25
- c. Discussion: Update on draft intergovernmental agreement between Lake Bluff Library and Village of Lake Bluff
- d. Discussion: Vote Lake Bluff Letter to President Bonnie Shaul
- e. Director Presentation: Completion of FY23-24 Annual Work Plan
- f. Presentation and Discussion: Hours Pilot Report – Month 4, April. 2024

14. Library Correspondence (7 min)

- a. Correspondence 1: Village Lake Bluff Letter Outdoor Light Fixtures
- b. Correspondence 2: Summer 2024 Director Letter and Public Events
- c. Correspondence 3: Janie Jerch Letter State of the Library Building

15. Any and all other business which may properly come before the Board (10 min)

16. Executive Session(s) if needed

- a. Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06 and in compliance with the Open Meetings Act 5 ILCS 120/2 (c) (21)
- b. To discuss the appointment, compensation, discipline, performance or dismissal of specific employees of the public body in compliance with the Open Meetings Act 5 ILCS 120/2 (c) (1)

17. Adjournment (1 minute)

Attachments

- MCES Report– Lead
- MCES Report– Asbestos
- MCES Abatement Budget
- LBPL Governance Policy
- Regular Board Minutes
- Special Meeting Minutes
- Directors Report April 2024
- April 2024 FY Statistics
- April 2024 3 Year Comparison
- April 2024 Revenue and Expenditures Report
- April 2024 Check Disbursement
- Expired IGA Museum/Village/Library
- Draft Library Village IGA
- Vote Lake Bluff Letter Library Issues
- Completed FY23-24 Plan
- April 2024 Monthly Hours Pilot Report
- Jan Feb March Apr 2024 Heat Map
- Village Letter Outdoor Light Fixtures Letter
- Summer 2024 Director Letter and Public Events
- Trustee Janie Jerch Letter State of Library Building

Upcoming Board Meetings

- June 18, 2024 at 7 pm: IN PERSON, Lake Bluff Public Library
- July 16, 2024 at 7 pm: IN PERSON, Lake Bluff Public Library
- Pending Board Vote during 5/21/2024 meeting: August, 2024 Board Meeting Cancelled

Midwest Environmental Consulting Services

LEAD-BASED PAINT INSPECTION

Performed For:

LAKE BLUFF PUBLIC LIBRARY

123 E. Scranton Ave.
Lake Bluff, IL 60044

Project Location:



LAKE BLUFF PUBLIC LIBRARY

*123 E. Scranton Ave.
Lake Bluff, IL 60044*

April 15, 2024

MEC Project #: 24-04-330-LEAD

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LAKE BLUFF PUBLIC LIBRARY
LAKE BLUFF PUBLIC LIBRARY
123 E. Scranton Ave.
Lake Bluff, IL 60044

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LAKE BLUFF PUBLIC LIBRARY
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123 E. Scranton Ave.
Lake Bluff, IL 60044

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LEAD-BASED PAINT INSPECTION SUMMARY
LAKE BLUFF PUBLIC LIBRARY, 123 E. Scranton Ave., Lake Bluff, IL 60044

This lead-based paint inspection is an investigation to identify lead based-paint hazards and potential lead-based paint hazards on a surface-by-surface basis. A non-HUD lead-based paint inspection was performed on April 15, 2024, for the Lake Bluff Public Library at a the Lake Bluff Public Library located at 123 E. Scranton Ave., Lake Bluff, Illinois, 60044. The Non-HUD inspection was conducted as the building structure is scheduled for possible renovation.

In each room, the wall closest to the street address side of that particular building was always labeled side A. Then, in clockwise fashion the remaining walls were labeled side B, C, and D. Other attached painted surfaces (e.g., doors, floors) were tested but not always in order. There are instances when a wall or other painted surface could not be tested due to obstructions present during the time of this evaluation. That was not the case during this inspection. All practical efforts were made to test each surface. Every attempt was made to sample the existing remaining surfaces.

Validation of sampling was accomplished based upon adherence to the standard calibration check protocol as outlined in the Performance Characteristic Sheet for the instrument. Calibration check readings are recorded and taken at the beginning and end of the inspection also every time during the inspection the instrument is turned off and then turned back on.

Accessible Lead-based paint and lead-based containing substances found to be in a non-intact condition and therefore constitute a Lead-Based Paint Hazard are the following:

Interior:

- None

Exterior:

- None

Accessible Lead-Based Paint and lead-based containing substances found to be in an intact condition and therefore are potential moderate risks are the following:

Interior:

- None

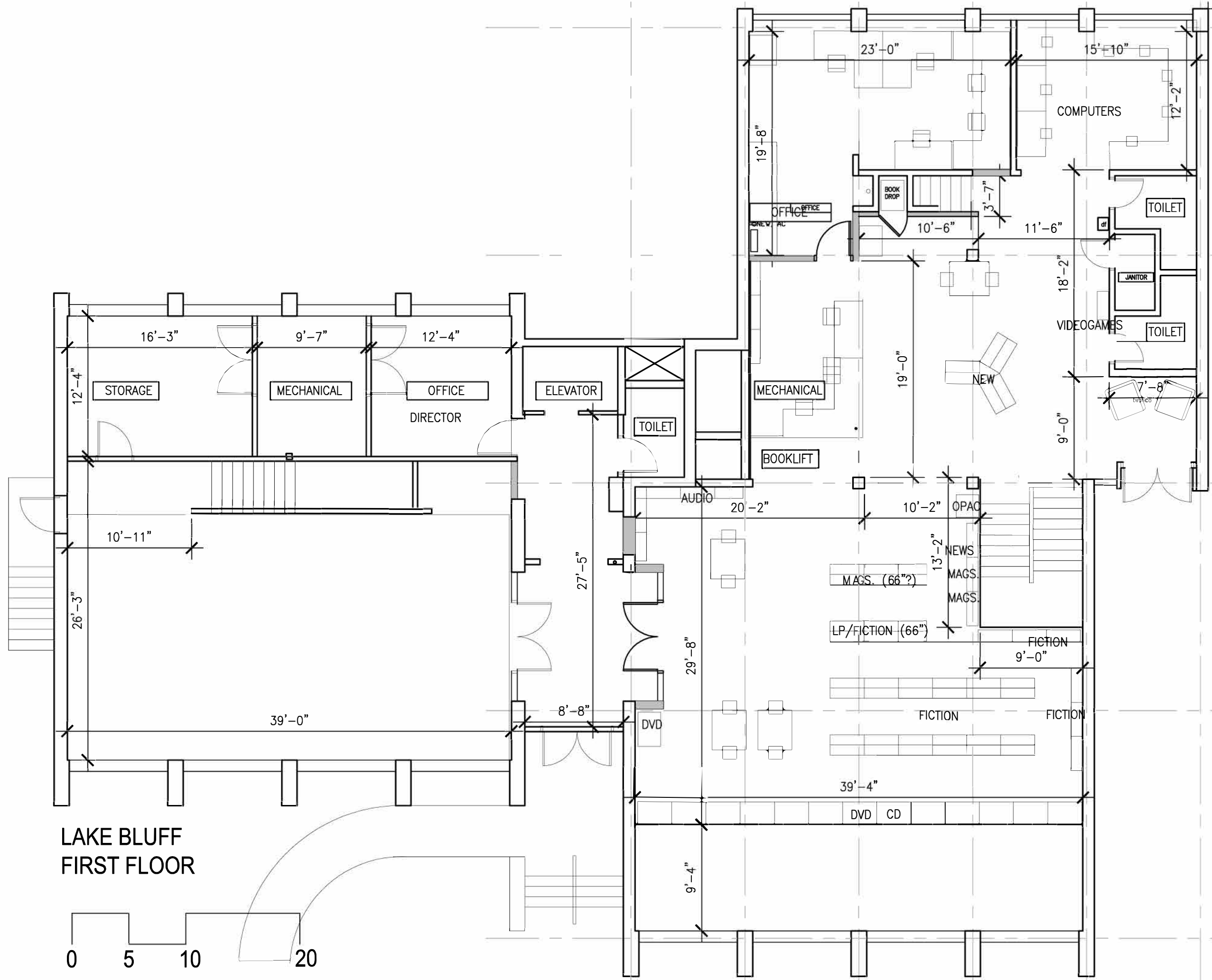
Exterior:

- None

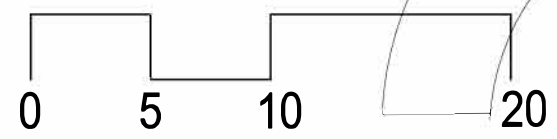
Testing was performed by Stephen Merwin, an Illinois licensed and certified Lead Based Paint Risk Assessor (#L-009858), using the RMD Model LPA-1 XRF Unit. His credentials are provided in Section 5, Certifications, Licenses, and Accreditations. The XRF analyzer is designed to measure the lead content of surface coatings on a variety of building surfaces, substrates, and components. The measurement is rapid and nondestructive and, according to the manufacturer, capable of detecting concentrations that occur within numerous layers of various surface coatings.

Please refer to the XRF Testing Results Section 2, for the detailed analytical testing results for each

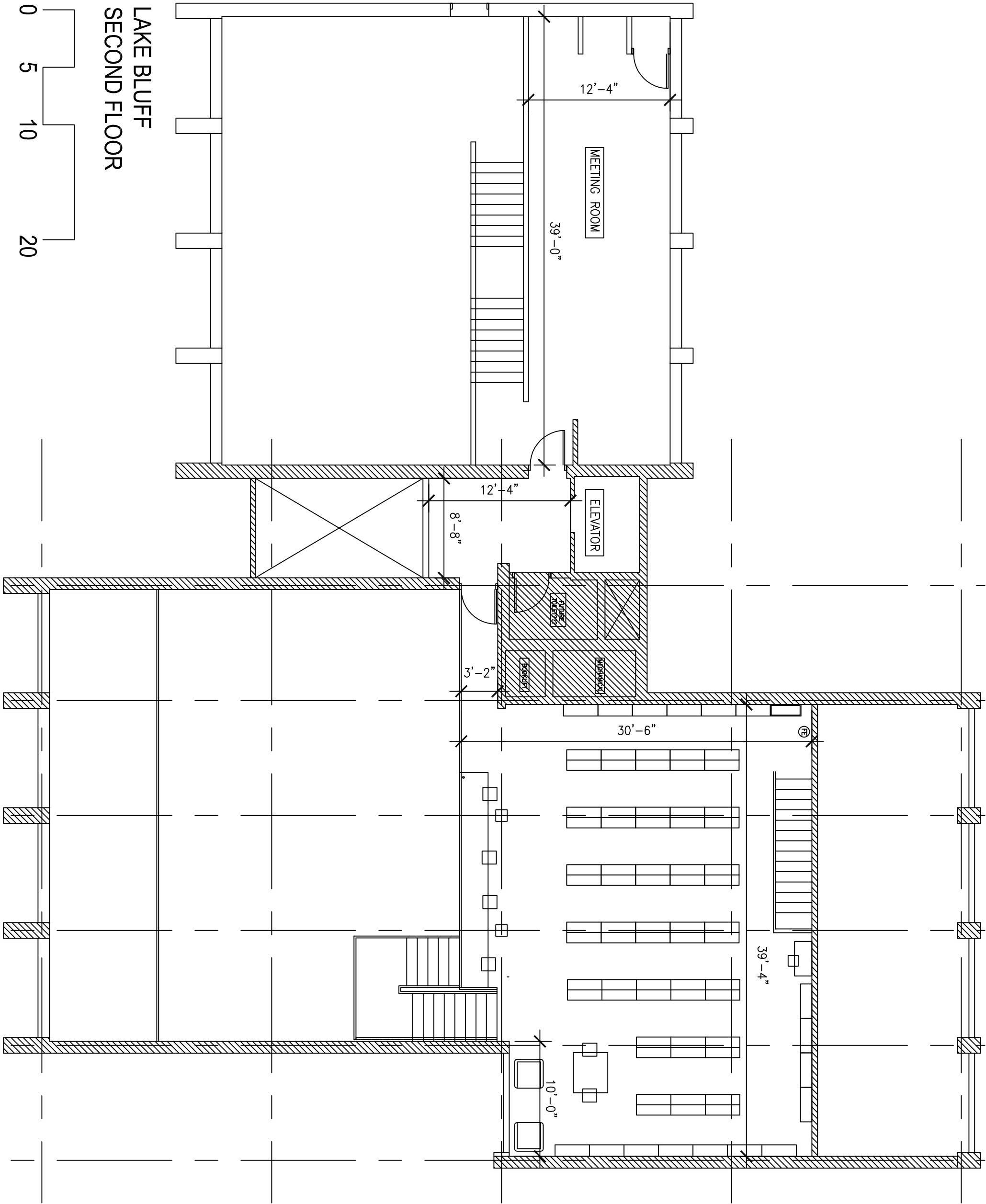
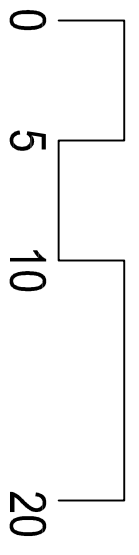
distinct area or unit inspected. The reports provide a summary of surfaces and components identified with lead-based paint coatings (Summary Report), and a sequential report providing complete testing data in sequential order (Sequential Report).

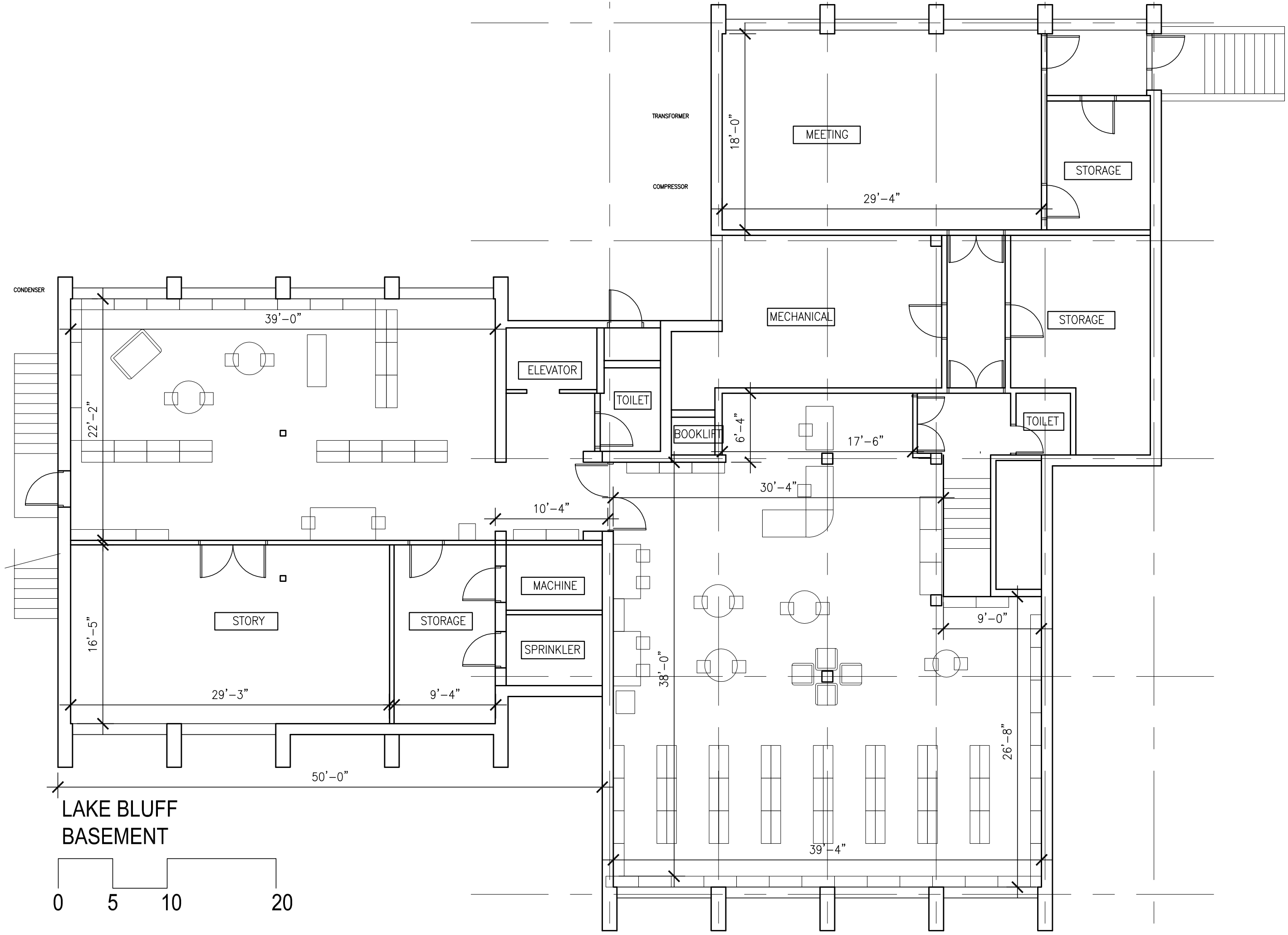


LAKE BLUFF
FIRST FLOOR

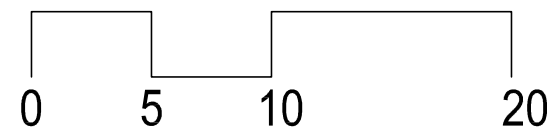


LAKE BLUFF
SECOND FLOOR





**LAKE BLUFF
BASEMENT**



Performance Characteristic Sheet

EFFECTIVE DATE: October 25, 2006

EDITION NO.: 5

MANUFACTURER AND MODEL:

Make: *Radiation Monitoring Devices*Model: *LPA-1*Source: *⁵⁷Co*

Note: This sheet supersedes all previous sheets for the XRF instrument of the make, model, and source shown above ***for instruments sold or serviced after June 26, 1995. For other instruments, see prior editions.***

FIELD OPERATION GUIDANCE

OPERATING PARAMETERS:

Quick mode or 30-second equivalent standard (Time Corrected) mode readings.

XRF CALIBRATION CHECK LIMITS:

0.7 to 1.3 mg/cm ² (inclusive)

SUBSTRATE CORRECTION:

For XRF results below 4.0 mg/cm², substrate correction is recommended for:

Metal using 30-second equivalent standard (Time Corrected) mode readings.

None using quick mode readings.

Substrate correction is not needed for:

Brick, Concrete, Drywall, Plaster, and Wood using 30-second equivalent standard (Time Corrected) mode readings

Brick, Concrete, Drywall, Metal, Plaster, and Wood using quick mode readings

THRESHOLDS:

30-SECOND EQUIVALENT STANDARD MODE READING DESCRIPTION	SUBSTRATE	THRESHOLD (mg/cm ²)
Results corrected for substrate bias on metal substrate only	Brick	1.0
	Concrete	1.0
	Drywall	1.0
	Metal	0.9
	Plaster	1.0
	Wood	1.0

QUICK MODE READING DESCRIPTION	SUBSTRATE	THRESHOLD (mg/cm ²)
Readings not corrected for substrate bias on any substrate	Brick	1.0
	Concrete	1.0
	Drywall	1.0
	Metal	1.0
	Plaster	1.0
	Wood	1.0

BACKGROUND INFORMATION

EVALUATION DATA SOURCE AND DATE:

This sheet is supplemental information to be used in conjunction with Chapter 7 of the HUD *Guidelines for the Evaluation and Control of Lead-Based Paint Hazards in Housing* ("HUD Guidelines"). Performance parameters shown on this sheet are calculated from the EPA/HUD evaluation using archived building components. Testing was conducted on approximately 150 test locations in July 1995. The instrument that performed testing in September had a new source installed in June 1995 with 12 mCi initial strength.

OPERATING PARAMETERS:

Performance parameters shown in this sheet are applicable only when properly operating the instrument using the manufacturer's instructions and procedures described in Chapter 7 of the HUD Guidelines.

XRF CALIBRATION CHECK:

The calibration of the XRF instrument should be checked using the paint film nearest 1.0 mg/cm² in the NIST Standard Reference Material (SRM) used (e.g., for NIST SRM 2579, use the 1.02 mg/cm² film).

If readings are outside the acceptable calibration check range, follow the manufacturer's instructions to bring the instruments into control before XRF testing proceeds.

SUBSTRATE CORRECTION VALUE COMPUTATION:

Chapter 7 of the HUD Guidelines provides guidance on correcting XRF results for substrate bias. Supplemental guidance for using the paint film nearest 1.0 mg/cm² for substrate correction is provided:

XRF results are corrected for substrate bias by subtracting from each XRF result a correction value determined separately in each house for single-family housing or in each development for multifamily housing, for each substrate. The correction value is an average of XRF readings taken over the NIST SRM paint film nearest to 1.02 mg/cm² at test locations that have been scraped bare of their paint covering. Compute the correction values as follows:

Using the same XRF instrument, take three readings on a bare substrate area covered with the NIST SRM paint film nearest 1 mg/cm². Repeat this procedure by taking three more readings on a second bare substrate area of the same substrate covered with the NIST SRM.

Compute the correction value for each substrate type where XRF readings indicate substrate correction is needed by computing the average of all six readings as shown below.

For each substrate type (the 1.02 mg/cm² NIST SRM is shown in this example; use the actual lead loading of the NIST SRM used for substrate correction):

$$\text{Correction value} = (1^{\text{st}} + 2^{\text{nd}} + 3^{\text{rd}} + 4^{\text{th}} + 5^{\text{th}} + 6^{\text{th}} \text{ Reading}) / 6 - 1.02 \text{ mg/cm}^2$$

Repeat this procedure for each substrate requiring substrate correction in the house or housing development.

EVALUATING THE QUALITY OF XRF TESTING:

Randomly select ten testing combinations for retesting from each house or from two randomly selected units in multifamily housing. Use either the Quick Mode or 30-second equivalent standard (Time Corrected) Mode readings.

Conduct XRF re-testing at the ten testing combinations selected for retesting.

Determine if the XRF testing in the units or house passed or failed the test by applying the steps below.

Compute the Retest Tolerance Limit by the following steps:

Determine XRF results for the original and retest XRF readings. Do not correct the original or retest results for substrate bias. In single-family and multi-family housing, a result is defined as a single reading. Therefore, there will be ten original and ten retest XRF results for each house or for the two selected units.

Calculate the average of the original XRF result and retest XRF result for each testing combination.

Square the average for each testing combination.

Add the ten squared averages together. Call this quantity C.

Multiply the number C by 0.0072. Call this quantity D.

Add the number 0.032 to D. Call this quantity E.

Take the square root of E. Call this quantity F.

Multiply F by 1.645. The result is the Retest Tolerance Limit.

Compute the average of all ten original XRF results.

Compute the average of all ten re-test XRF results.

Find the absolute difference of the two averages.

If the difference is less than the Retest Tolerance Limit, the inspection has passed the retest. If the difference of the overall averages equals or exceeds the Retest Tolerance Limit, this procedure should be repeated with ten new testing combinations. If the difference of the overall averages is equal to or greater than the Retest Tolerance Limit a second time, then the inspection should be considered deficient.

Use of this procedure is estimated to produce a spurious result approximately 1% of the time. That is, results of this procedure will call for further examination when no examination is warranted in approximately 1 out of 100 dwelling units tested.

BIAS AND PRECISION:

Do not use these bias and precision data to correct for substrate bias. These bias and precision data were computed without substrate correction from samples with reported laboratory results less than 4.0 mg/cm² lead. The data which were used to determine the bias and precision estimates given in the table below have the following properties. During the July 1995 testing, there were 15 test locations with a laboratory-reported result equal to or greater than 4.0 mg/cm² lead. Of these, one 30-second standard mode reading was less than 1.0 mg/cm² and none of the quick mode readings were less than 1.0 mg/cm². The instrument that tested in July is representative of instruments sold or serviced after June 26, 1995. These data are for illustrative purposes only. Actual bias must be determined on the site. Results provided above already account for bias and precision. Bias and precision ranges are provided to show the variability found between machines of the same model.

30-SECOND STANDARD MODE READING MEASURED AT	SUBSTRATE	BIAS (mg/cm ²)	PRECISION* (mg/cm ²)
0.0 mg/cm ²	Brick	0.0	0.1
	Concrete	0.0	0.1
	Drywall	0.1	0.1
	Metal	0.3	0.1
	Plaster	0.1	0.1
	Wood	0.0	0.1
0.5 mg/cm ²	Brick	0.0	0.2
	Concrete	0.0	0.2
	Drywall	0.0	0.2
	Metal	0.2	0.2
	Plaster	0.0	0.2
	Wood	0.0	0.2
1.0 mg/cm ²	Brick	0.0	0.3
	Concrete	0.0	0.3
	Drywall	0.0	0.3
	Metal	0.2	0.3
	Plaster	0.0	0.3
	Wood	0.0	0.3
2.0 mg/cm ²	Brick	-0.1	0.4
	Concrete	-0.1	0.4
	Drywall	-0.1	0.4
	Metal	0.1	0.4
	Plaster	-0.1	0.4
	Wood	-0.1	0.4

*Precision at 1 standard deviation.

CLASSIFICATION RESULTS:

XRF results are classified as positive if they are greater than the upper boundary of the inconclusive range, and negative if they are less than the lower boundary of the inconclusive range, or inconclusive if in between. The inconclusive range includes both its upper and lower bounds. Earlier editions of this *XRF Performance Characteristics Sheet* did not include both bounds of the inconclusive range as "inconclusive." While this edition of the Performance Characteristics Sheet uses a different system, the specific XRF readings that are considered positive, negative, or inconclusive for a given XRF model and substrate remain unchanged, so previous inspection results are not affected.

DOCUMENTATION:

An EPA document titled *Methodology for XRF Performance Characteristic Sheets* provides an explanation of the statistical methodology used to construct the data in the sheets, and provides empirical results from using the recommended inconclusive ranges or thresholds for specific XRF instruments. For a copy of this document call the National Lead Information Center Clearinghouse at 1-800-424-LEAD. A HUD document titled *A Nonparametric Method for Estimating the 5th and 95th Percentile Curves of Variable-Time XRF Readings Based on Monotone Regression* provides supplemental information on the methodology for variable-time XRF instruments. A copy of this document can be obtained from the HUD lead web site, www.hud.gov/offices/lead.

This XRF Performance Characteristic Sheet was developed by QuanTech, Inc., under a contract from the U.S. Department of Housing and Urban Development (HUD). HUD has determined that the information provided here is acceptable when used as guidance in conjunction with Chapter 7, Lead-Based Paint Inspection, of HUD's *Guidelines for the Evaluation and Control of Lead-Based Paint Hazards in Housing*.



ILLINOIS DEPARTMENT OF PUBLIC HEALTH

IDPH

PROTECTING THE HEALTH OF ILLINOIS

**LEAD RISK
ASSESSOR LICENSE**

LEAD ID

009858

ISSUED

2/8/2024

EXPIRES

1/31/2025

Stephen D Merwin

25W101 Marblehead Court

Naperville, IL 60540



ILLINOIS LEAD PROGRAM
Environmental Health

CERTIFICATE OF ACHIEVEMENT

Lead Risk Assessment Recertification

Accredited by Illinois Department of Public Health

This is to certify that STEPHEN MERWIN has completed the 8-HOUR LEAD RISK ASSESSMENT RECERTIFICATION course and successfully passed the examination on 11/21/2022 with a minimum score of 70%. Training was in accordance with Title X, U.S. EPA Model Training Course Curriculum, 1995, the HUD Guidelines, 1995, and the Illinois Dept. of Public Health, 1998.

11/21/2022

Course Dates:

11/21/2025

Expires:

2211RAR03

Certificate Number:



Environmental &
Occupational Services

37 S Ashland Ave, Chicago, IL 60607 • www.public-health-safety.com

A handwritten signature in black ink, appearing to read "N Peneff", is written over a horizontal line.

Director of Training

Nicholas J. Peneff
Doctor of Public Health

Phone: 312-491-0081

FORM # L-017B

NESHAP ASBESTOS SURVEY

Performed For:

LAKE BLUFF PUBLIC LIBRARY

123 E. Scranton Avenue
Lake Bluff, IL 60044

Project Location:



LAKE BLUFF PUBLIC LIBRARY

*123 E. Scranton Avenue
Lake Bluff, IL 60044*

Inspection Date: April 15, 2024

MEC Project #: 24-04-330-INSP

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P: 309-621-4680



LAKE BLUFF PUBLIC LIBRARY
LAKE BLUFF PUBLIC LIBRARY
123 E. Scranton Avenue
Lake Bluff, IL 60044

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<i>Laboratory Analytical Report</i>	<i>Section 5</i>
<i>Licensing / Certifications</i>	<i>Section 6</i>

Section 1:

Introduction:

Midwest Environmental Consulting Services, Inc. (MEC) was retained by the Lake Bluff Public Library to conduct a National Emission Standards for Hazardous Air Pollutants (NESHAP) survey for suspect asbestos-containing materials (ACM) at the Lake Bluff Library located at 123 E. Scranton Avenue, Lake Bluff, IL 60044. The asbestos inspection was performed on April 15, 2024. This comprehensive NESHAP inspection was intended to address the potential existence of ACM on the interior and exterior prior to future planned renovations.

Section 2:

Protocol:

The bulk sampling strategy is based upon the protocol of homogeneous areas established by the United States Environmental Protection Agency (USEPA). A homogeneous sampling area (HSA) is defined as an area of material that is uniform in color, texture, construction, general appearance, and date of installation.

Bulk samples of suspect ACM were analyzed by Polarized Light Microscopy (PLM) utilizing the EPA-600/M4-82-020 Method. Bulk samples were analyzed using Asbestos Hazard Emergency Response Act (AHERA) "positive stop" protocol, meaning each sample of each HSA group is analyzed until asbestos is found in the HSA or all samples in the group are analyzed and are negative for asbestos content.

Section 3:

Building Description:

The structure is a partial two-story building with a fully furnished lower level originally constructed in the 1900's. An addition built on to the east was constructed in the 1990's. The addition also is occupied by the Lake Bluff History Museum. The building contains approximately 9,500 square feet of usable space. The flooring consists of concrete and is covered by various types of vinyl tile and carpeting. Interior walls are concrete block with areas of drywall with brick outer walls. The exterior walls are constructed with face brick & siding. The roof consists of pitched asphalt shingles.

Section 4:

Scope of Work:

The inspection was to address the following objectives:

- * Observe, assess, and collect bulk samples of friable and non-friable asbestos containing building materials within the specific scope of work.
- * The inspection was intended to identify all homogeneous areas, and did not attempt to identify or address any other environmental health hazards.
- * The scope of work did not include identifying all potential concerns or eliminate possible

A total of twenty-one (21) homogeneous areas were identified within the scope of work. Of the twenty-one (21) homogeneous areas, five (5) homogeneous areas tested positive for asbestos content. Zero (0) homogeneous areas were assumed to contain asbestos.

Inspection Performed For:

LAKE BLUFF PUBLIC LIBRARY

123 E. Scranton Avenue

Lake Bluff, IL 60044

MEC Project #: 24-04-330-INSP

Asbestos-Containing Materials:

- MFA - 12"x12" Floor Tile/Mastic- Brown
- MFB - Floor Tile/Mastic - Beige w/Gray Flecks
- MDA - Drywall w/Compound & Tape (1970's)
- MFG- 12"x12" Floor Tile/Mastic- Tan Squares
- MDB - Drywall w/Compound & Tape (1990's)

Assumed Asbestos-Containing Materials:

- None

Section 5:

Executive Summary:

Standard practice requires that the owner provide Certified-As-Built drawings for review by the inspector. At the time of the inspection, these drawings were not available. Therefore, the accuracy of the inspection can only be based on the materials that were accessible or known about prior to the inspection. If a suspect material is identified during demolition, all work shall stop immediately until the materials can be sampled for asbestos content.

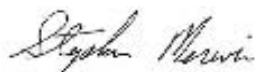
During renovation or demolition, it is recommended that a project design, project oversight, and air monitoring be in place prior to any asbestos abatement work being conducted. An Illinois Department of Public Health licensed asbestos abatement contractor must be in place prior to any asbestos abatement activities.

Prior to any planned renovation or demolition taking place, Midwest Environmental Consulting Services, Inc., strongly recommends that either the client contact Midwest Environmental Consulting Services, Inc., or the Illinois Department of Public Health or the Illinois Environmental Protection Agency in regards to applicable rules and regulations.

This survey report is for the exclusive use of the Lake Bluff Public Library and their respective affiliates, designees, successors, and assignees, and no other party shall have any right to rely on service provided by Midwest Environmental Consulting Services, Inc., without prior written consent. This asbestos survey is not intended to be a scope of work or project design. Estimated quantities of materials are for information only and should not be utilized for abatement bidding purposes.

Although Midwest Environmental Consulting Services, Inc., has attempted to identify all suspect asbestos materials located on the inside of the building; some materials may have been inaccessible. Midwest Environmental Consulting Services, Inc. makes no warranty, expressed or implied.

Sincerely,



Stephen Merwin
IDPH-Licensed Asbestos Building Inspector 100-02871

Inspection Performed For:
LAKE BLUFF PUBLIC LIBRARY
123 E. Scranton Avenue
Lake Bluff, IL 60044
MEC Project #: 24-04-330-INSP

Asbestos Bulk Sample Field Summary Table

Client: LAKE BLUFF PUBLIC LIBRARY

Project Location: LAKE BLUFF PUBLIC LIBRARY

MEC Project #: 24-04-330-INSP

Address: 123 E. Scranton Avenue
Lake Bluff, IL 60044

Address: 123 E. Scranton Avenue
Lake Bluff, IL 60044

Insp. Date: April 15, 2024

Inspector: Stephen Merwin

IDPH #: 100-02871

H S A	MATERIAL DESCRIPTION	MATERIAL LOCATION	ACM CATEGORY	TYPE OF ANALYSIS OR ASSUMED	MATERIAL CONDITION	MATERIAL TYPE	APPROX. QUANTITY	ACM YES/NO	COMMENTS
MFA	12"x12" Floor Tile/Mastic - Brown	Basement - Southwest	Category I Non-Friable	PLM	G	M	800 S.F.	Yes	N/A
MFB	12"x12" Floor Tile/Mastic - Beige w/Gray Flecks	Basement - West Storage Room	Category I Non-Friable	PLM	G	M	205 S.F.	Yes	N/A
TJA	Cementitious Pipe Fittings	Basement - 1970's Section	N/A	PLM	G	M	20 Fittings	No	N/A
MMA	HVAC Duct Sealant	Basement - Mechanical Room	N/A	PLM	G	M	100 S.F.	No	N/A
MCA	2'x4' Lay-In Ceiling Tile- Fissures & Pin Holes	1970's Section - Basement	N/A	PLM	G	M	960 S.F.	No	N/A
MFC	Floor Leveler	Basement - Fiction Area	N/A	PLM	D	M	150 S.F.	No	N/A
MMB	Stair Tread/Mastic- Gray	Stairs	N/A	PLM	D	M	120 S.F.	No	N/A
MDA	Drywall w/Compound & Tape	Scattered - Throughout	Friable	PLM	G	M	1,500 S.F.	Yes	N/A
MFD	2' x 2' Floor Tile/Mastic - Gray	Stairs	N/A	PLM	G	M	200 S.F.	No	N/A

ACM Category Classification:

Friable Asbestos-Containing Material = A friable ACM is a material containing more than 1% asbestos that can easily be crumbled, pulverized, or reduced to powder by hand pressure when it is dry.

Category I Non-Friable Asbestos-Containing Material = Any asbestos-containing packet, gasket, resilient floor covering, mastic, or asphalt roofing product that contains more than 1% asbestos.

Category II Non-Friable Asbestos-Containing Material = Any material excluding Category I Non-Friable material containing more than 1% asbestos that when dry cannot be crumbled, pulverized, or reduced to powder by hand pressure or mechanical forces expected to act on the material.

Analysis Type: PLM = Polarized Light Microscopy TEM = Transmission Electron Microscopy Assumed = Material was not tested and is assumed to contain ACM.

Condition: G = Good D = Damaged SD = Significantly Damaged

Material Type: M = Miscellaneous S = Surfacing T = Thermal

Asbestos Bulk Sample Field Summary Table

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H S A	MATERIAL DESCRIPTION	MATERIAL LOCATION	ACM CATEGORY	TYPE OF ANALYSIS OR ASSUMED	MATERIAL CONDITION	MATERIAL TYPE	APPROX. QUANTITY	ACM YES/NO	COMMENTS
MCB	2'x4' Lay-In Ceiling Tile - Pin Holes	1990's Addition	N/A	PLM	G	M	2,300 S.F.	No	N/A
MFE	12"x12" Floor Tile/Mastic - Multi-Colored Specks	Basement - 1990's Addition - Central Bathroom & Near Elevator	N/A	PLM	G	M	170 S.F.	No	N/A
MFF	12"x12" Floor Tile/Mastic- Blue Flecks	Basement- 1990's Addition	N/A	PLM	G	M	860 S.F.	No	N/A
MBA	Vinyl Wallbase/Mastic- Gray	1990's Building- Basement	N/A	PLM	G	M	350 S.F.	No	N/A
MFG	12"x12" Floor Tile/Mastic-Tan Squares	1st Floor- West Bathrooms	Category I - Non-Friable	PLM	G	M	140 S.F.	Yes	N/A
MFH	12"x12" Floor Tile/Mastic- Beige w/Brown Tile Accent	1990's Addition	N/A	PLM	G	M	2,300 S.F.	No	N/A
MCD	2' x 2' Lay-In Ceiling Tile- Rough	1st Floor- West Bathrooms	N/A	PLM	D	M	140 S.F.	No	N/A
MBB	Vinyl Wallbase/Mastic - Dark Brown	First Floor	N/A	PLM	G	M	150 S.F.	No	N/A

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Analysis Type: PLM = Polarized Light Microscopy TEM = Transmission Electron Microscopy Assumed = Material was not tested and is assumed to contain ACM.

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Insp. Date: April 15, 2024

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H S A	MATERIAL DESCRIPTION	MATERIAL LOCATION	ACM CATEGORY	TYPE OF ANALYSIS OR ASSUMED	MATERIAL CONDITION	MATERIAL TYPE	APPROX. QUANTITY	ACM YES/NO	COMMENTS
MDB	Drywall w/Compound & Tape	1990's Addition	Friable	PLM	G	M	1,400 S.F.	Yes	N/A
MMC	Exterior Caulking	Exterior - South Wall - 1970's Building	N/A	PLM	SD	M	200 S.F.	No	N/A
MRA	Asphalt Roofing Shingles	Roof	N/A	PLM	G	M	6,500 S.F.	No	N/A
MCC	2'x2' Lay-In Ceiling Tile - Smooth	1st Floor- Reception Area	PLM	PLM	G	M	870 S.F.	No	N/A

ACM Category Classification:

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Category I Non-Friable Asbestos-Containing Material = Any asbestos-containing packet, gasket, resilient floor covering, mastic, or asphalt roofing product that contains more than 1% asbestos.

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Analysis Type: PLM = Polarized Light Microscopy TEM = Transmission Electron Microscopy Assumed = Material was not tested and is assumed to contain ACM.

Condition: G = Good D = Damaged SD = Significantly Damaged

Material Type: M = Miscellaneous S = Surfacing T = Thermal

LAKE BLUFF PUBLIC LIBRARY

LAKE BLUFF PUBLIC LIBRARY

123 E. Scranton Avenue

Lake Bluff, IL 60044



Homogeneous Area:	MFA
Material Description:	12"x12" Floor Tile/Mastic - Brown
Material Location:	Basement - Southwest
ACM Y/N:	Yes

Comments: N/A



Homogeneous Area:	MFB
Material Description:	12"x12" Floor Tile/Mastic - Beige w/Gray Flecks
Material Location:	Basement - West Storage Room
ACM Y/N:	Yes

Comments: N/A

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Lake Bluff, IL 60044



Homogeneous Area:	TJA
Material Description:	Cementitious Pipe Fittings
Material Location:	Basement - 1970's Section
ACM Y/N:	No

Comments: N/A



Homogeneous Area:	MMA
Material Description:	HVAC Duct Sealant
Material Location:	Basement - Mechanical Room
ACM Y/N:	No

Comments: N/A

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Homogeneous Area:	MCA
Material Description:	2'x4' Lay-In Ceiling Tile- Fissures & Pin Holes
Material Location:	1970's Section - Basement
ACM Y/N:	No

Comments: N/A



Homogeneous Area:	MFC
Material Description:	Floor Leveler
Material Location:	Basement - Fiction Area
ACM Y/N:	No

Comments: N/A

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123 E. Scranton Avenue

Lake Bluff, IL 60044



Homogeneous Area:	MMB
Material Description:	Stair Tread/Mastic- Gray
Material Location:	Stairs
ACM Y/N:	No

Comments: N/A



Homogeneous Area:	MDA
Material Description:	Drywall w/Compound & Tape
Material Location:	Scattered - Throughout
ACM Y/N:	Yes

Comments: N/A

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Lake Bluff, IL 60044



Homogeneous Area:	MFD
Material Description:	2' x 2' Floor Tile/Mastic - Gray
Material Location:	Stairs
ACM Y/N:	No

Comments: N/A



Homogeneous Area:	MCB
Material Description:	2'x4' Lay-In Ceiling Tile - Pin Holes
Material Location:	1990's Addition
ACM Y/N:	No

Comments: N/A

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123 E. Scranton Avenue

Lake Bluff, IL 60044



Homogeneous Area:	MFE
Material Description:	12"x12" Floor Tile/Mastic - Multi-Colored Specks
Material Location:	Basement - 1990's Addition - Central Bathroom & Near Elevator
ACM Y/N:	No

Comments: N/A



Homogeneous Area:	MFF
Material Description:	12"x12" Floor Tile/Mastic- Blue Flecks
Material Location:	Basement- 1990's Addition
ACM Y/N:	No

Comments: N/A

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Homogeneous Area:	MBA
Material Description:	Vinyl Wallbase/Mastic- Gray
Material Location:	1990's Building- Basement
ACM Y/N:	No

Comments: N/A



Homogeneous Area:	MFG
Material Description:	12"x12" Floor Tile/Mastic- Tan Squares
Material Location:	1st Floor- West Bathrooms
ACM Y/N:	Yes

Comments: N/A

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Homogeneous Area:	MFH
Material Description:	12"x12" Floor Tile/Mastic- Beige w/Brown Tile Accent
Material Location:	1990's Addition
ACM Y/N:	No

Comments: N/A



Homogeneous Area:	MCD
Material Description:	2' x 2' Lay-In Ceiling Tile- Rough
Material Location:	1st Floor- West Bathrooms
ACM Y/N:	No

Comments: N/A

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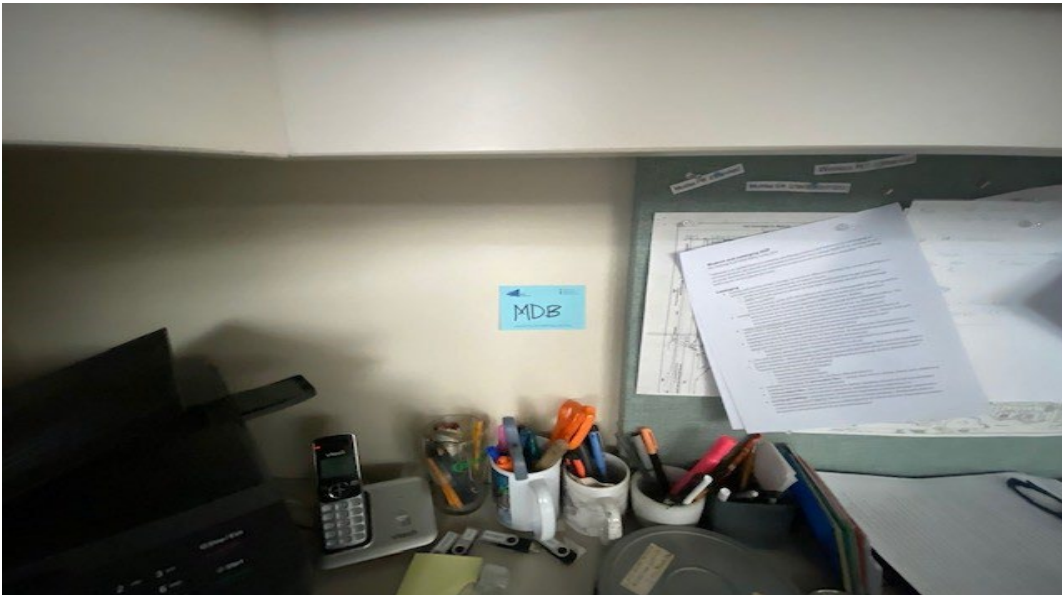
123 E. Scranton Avenue

Lake Bluff, IL 60044



Homogeneous Area:	MBB
Material Description:	Vinyl Wallbase/Mastic - Dark Brown
Material Location:	First Floor
ACM Y/N:	No

Comments: N/A



Homogeneous Area:	MDB
Material Description:	Drywall w/Compound & Tape
Material Location:	1990's Addition
ACM Y/N:	Yes

Comments: N/A

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123 E. Scranton Avenue

Lake Bluff, IL 60044



Homogeneous Area:	MMC
Material Description:	Exterior Caulking
Material Location:	Exterior - South Wall - 1970's Building
ACM Y/N:	No

Comments: N/A



Homogeneous Area:	MRA
Material Description:	Asphalt Roofing Shingles
Material Location:	Roof
ACM Y/N:	No

Comments: N/A

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123 E. Scranton Avenue

Lake Bluff, IL 60044



Homogeneous Area:	MCC
Material Description:	2'x2' Lay-In Ceiling Tile - Smooth
Material Location:	1st Floor- Reception Area
ACM Y/N:	No

Comments: N/A



EMSL Analytical, Inc.

4140 Litt Drive Hillside, IL 60162
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<http://www.EMSL.com/chicagolab@emsl.com>



EMSL Order: 262403448
Customer ID: MECO77
Customer PO:
Project ID:

Attention: Stephen Merwin
Midwest Environmental Consulting Svs.
2551 North Bridge Street
Yorkville, IL 60560

Phone: (630) 514-3758
Fax: (630) 553-3990
Received Date: 04/17/2024 8:00 AM
Analysis Date: 04/23/2024
Collected Date:

Project: 24-04-330-INSP LAKE BLUFF PUBLIC LIBRARY-123 SCRANTON AVE LAKE BLUFF IL

Test Report: Asbestos Analysis of Bulk Materials via AHERA Method 40CFR 763 Subpart E Appendix E supplemented with EPA 600/R-93/116 using Polarized Light Microscopy

Sample	Description	Appearance	Non-Asbestos		Asbestos
			% Fibrous	% Non-Fibrous	% Type
MFA-1-Floor Tile 262403448-0001	12X12 FLOOR TILE /MASTIC-BROWN	Brown/Red Non-Fibrous Homogeneous		95% Non-fibrous (Other)	5% Chrysotile
MFA-1-Mastic 262403448-0001A	12X12 FLOOR TILE /MASTIC-BROWN	Black Non-Fibrous Homogeneous		96% Non-fibrous (Other)	4% Chrysotile
MFA-2 262403448-0002	12X12 FLOOR TILE /MASTIC-BROWN				Positive Stop (Not Analyzed)
MFA-3 262403448-0003	12X12 FLOOR TILE /MASTIC-BROWN				Positive Stop (Not Analyzed)
MFB-1-Floor Tile 262403448-0004	12X12 FLOR TILE/MASTIC-BEIGE W/GRAY FLECKS	Gray/Beige Non-Fibrous Homogeneous		97% Non-fibrous (Other)	3% Chrysotile
MFB-1-Mastic 262403448-0004A	12X12 FLOR TILE/MASTIC-BEIGE W/GRAY FLECKS	Black Non-Fibrous Homogeneous		96% Non-fibrous (Other)	4% Chrysotile
MFB-2 262403448-0005	12X12 FLOR TILE/MASTIC-BEIGE W/GRAY FLECKS				Positive Stop (Not Analyzed)
MFB-3 262403448-0006	12X12 FLOR TILE/MASTIC-BEIGE W/GRAY FLECKS				Positive Stop (Not Analyzed)
TJA-1 262403448-0007	CEMENTITIOUS PIPE FITTINGS	Gray Non-Fibrous Homogeneous	20% Min. Wool	80% Non-fibrous (Other)	None Detected
TJA-2 262403448-0008	CEMENTITIOUS PIPE FITTINGS	Gray Non-Fibrous Homogeneous	20% Min. Wool	80% Non-fibrous (Other)	None Detected
TJA-3 262403448-0009	CEMENTITIOUS PIPE FITTINGS	Gray Non-Fibrous Homogeneous	20% Min. Wool	80% Non-fibrous (Other)	None Detected
MMA-1 262403448-0010	HVAC DUCT SEALANT	Black Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
MMA-2 262403448-0011	HVAC DUCT SEALANT	Black Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
MMA-3 262403448-0012	HVAC DUCT SEALANT	Black Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
MCA-1 262403448-0013	2X4 LAY-IN CEILING TILE-FISSURES &PINHOLES	Gray/White Fibrous Homogeneous	50% Cellulose 10% Min. Wool	30% Perlite 10% Non-fibrous (Other)	None Detected
MCA-2 262403448-0014	2X4 LAY-IN CEILING TILE-FISSURES &PINHOLES	Gray/White Fibrous Homogeneous	50% Cellulose 10% Min. Wool	30% Perlite 10% Non-fibrous (Other)	None Detected

Initial report from: 04/23/2024 16:06:36



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<http://www.EMSL.com> / chicagolab@emsl.com

EMSL Order: 262403448
Customer ID: MECO77
Customer PO:
Project ID:

Test Report: Asbestos Analysis of Bulk Materials via AHERA Method 40CFR 763 Subpart E Appendix E supplemented with EPA 600/R-93/116 using Polarized Light Microscopy

Sample	Description	Appearance	Non-Asbestos		Asbestos
			% Fibrous	% Non-Fibrous	% Type
MCA-3 262403448-0015	2X4 LAY-IN CEILING TILE-FISSURES &PINHOLES	Gray/White Fibrous Homogeneous	40% Cellulose 30% Min. Wool	20% Perlite 10% Non-fibrous (Other)	None Detected
MFC-1-Leveler 262403448-0016	FLOOR LEVELER	Gray Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
MFC-1-Adhesive 262403448-0016A	FLOOR LEVELER	Clear Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
MFC-2-Leveler 262403448-0017	FLOOR LEVELER	Gray Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
MFC-2-Adhesive 262403448-0017A	FLOOR LEVELER	Clear Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
MFC-3-Leveler 262403448-0018	FLOOR LEVELER	Gray Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
MFC-3-Adhesive 262403448-0018A	FLOOR LEVELER	Clear Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
MMB-1-Stair Tread 262403448-0019	STAIRTREAD /MASTIC -GRAY	Gray Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
MMB-1-Mastic 262403448-0019A	STAIRTREAD /MASTIC -GRAY	Brown/Gray Non-Fibrous Homogeneous	5% Cellulose	95% Non-fibrous (Other)	None Detected
MMB-2-Stair Tread 262403448-0020	STAIRTREAD /MASTIC -GRAY	Gray Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
MMB-2-Mastic 262403448-0020A	STAIRTREAD /MASTIC -GRAY	Brown/Gray Non-Fibrous Homogeneous	5% Cellulose	95% Non-fibrous (Other)	None Detected
MMB-3-Stair Tread 262403448-0021	STAIRTREAD /MASTIC -GRAY	Gray Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
MMB-3-Mastic 262403448-0021A	STAIRTREAD /MASTIC -GRAY	Brown Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
MFD-1-Floor Tile 262403448-0022	2X2 FLOOR TILE /MASTIC -GRAY	Gray Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
MFD-1-Mastic 262403448-0022A	2X2 FLOOR TILE /MASTIC -GRAY	Gray/Beige Non-Fibrous Homogeneous	5% Cellulose	95% Non-fibrous (Other)	None Detected
MFD-2-Floor Tile 262403448-0023	2X2 FLOOR TILE /MASTIC -GRAY	Gray Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
MFD-2-Mastic 262403448-0023A	2X2 FLOOR TILE /MASTIC -GRAY	Gray/Beige Non-Fibrous Homogeneous	5% Cellulose	95% Non-fibrous (Other)	None Detected
MFD-3-Floor Tile 262403448-0024	2X2 FLOOR TILE /MASTIC -GRAY	Gray Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
MFD-3-Mastic 262403448-0024A	2X2 FLOOR TILE /MASTIC -GRAY	Gray/Beige Non-Fibrous Homogeneous	4% Cellulose	96% Non-fibrous (Other)	None Detected

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Customer ID: MECO77
Customer PO:
Project ID:

Test Report: Asbestos Analysis of Bulk Materials via AHERA Method 40CFR 763 Subpart E Appendix E supplemented with EPA 600/R-93/116 using Polarized Light Microscopy

Sample	Description	Appearance	Non-Asbestos		Asbestos
			% Fibrous	% Non-Fibrous	% Type
MCB-1 262403448-0025	2X4 LAY-IN CEILING TILE-PIN HOLES	Gray/White Fibrous Homogeneous	50% Cellulose 10% Min. Wool	30% Perlite 10% Non-fibrous (Other)	None Detected
MCB-2 262403448-0026	2X4 LAY-IN CEILING TILE-PIN HOLES	Gray/White Fibrous Homogeneous	50% Cellulose 10% Min. Wool	30% Perlite 10% Non-fibrous (Other)	None Detected
MCB-3 262403448-0027	2X4 LAY-IN CEILING TILE-PIN HOLES	Gray/White Fibrous Homogeneous	50% Cellulose 15% Min. Wool	30% Perlite 5% Non-fibrous (Other)	None Detected
MFE-1-Floor Tile 262403448-0028	12X12 FLOOR TILE/MASTIC -MULTI-COLORED SPECKS	White/Various Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
MFE-1-Mastic 262403448-0028A	12X12 FLOOR TILE/MASTIC -MULTI-COLORED SPECKS	Gray/Black/Yellow Non-Fibrous Homogeneous	5% Cellulose	95% Non-fibrous (Other)	None Detected
MFE-2-Floor Tile 262403448-0029	12X12 FLOOR TILE/MASTIC -MULTI-COLORED SPECKS	White/Various Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
MFE-2-Mastic 262403448-0029A	12X12 FLOOR TILE/MASTIC -MULTI-COLORED SPECKS	Gray/Black/Yellow Non-Fibrous Homogeneous	5% Cellulose	95% Non-fibrous (Other)	None Detected
MFE-3-Floor Tile 262403448-0030	12X12 FLOOR TILE/MASTIC -MULTI-COLORED SPECKS	White/Various Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
MFE-3-Mastic 262403448-0030A	12X12 FLOOR TILE/MASTIC -MULTI-COLORED SPECKS	Yellow Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
MFE-3-Leveler 262403448-0030B	12X12 FLOOR TILE/MASTIC -MULTI-COLORED SPECKS	Gray Non-Fibrous Homogeneous	2% Cellulose	98% Non-fibrous (Other)	None Detected
MFF-1-Floor Tile 262403448-0031	12X12 FLOOR TILE /MASTIC-BLUE FLECKS	White/Blue Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
MFF-1-Mastic 262403448-0031A	12X12 FLOOR TILE /MASTIC-BLUE FLECKS	Black Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
MFF-2-Floor Tile 262403448-0032	12X12 FLOOR TILE /MASTIC-BLUE FLECKS	White/Blue Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
MFF-2-Mastic 262403448-0032A	12X12 FLOOR TILE /MASTIC-BLUE FLECKS	Black Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
MFF-3-Floor Tile 262403448-0033	12X12 FLOOR TILE /MASTIC-BLUE FLECKS	White/Blue Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
MFF-3-Mastic 262403448-0033A	12X12 FLOOR TILE /MASTIC-BLUE FLECKS	Black Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
MBA-1-Cove Base 262403448-0034	VINYL WALLBASE/MASTIC- GRAY	Gray Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected

Initial report from: 04/23/2024 16:06:36



EMSL Analytical, Inc.

4140 Litt Drive Hillside, IL 60162

Tel/Fax: (773) 313-0099 / (773) 313-0139

<http://www.EMSL.com> / chicagolab@emsl.com

EMSL Order: 262403448
Customer ID: MECO77
Customer PO:
Project ID:

Test Report: Asbestos Analysis of Bulk Materials via AHERA Method 40CFR 763 Subpart E Appendix E supplemented with EPA 600/R-93/116 using Polarized Light Microscopy

Sample	Description	Appearance	Non-Asbestos		Asbestos
			% Fibrous	% Non-Fibrous	% Type
MBA-1-Mastic 262403448-0034A	VINYL WALLBASE/MASTIC- GRAY	Beige Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
MBA-2-Cove Base 262403448-0035	VINYL WALLBASE/MASTIC- GRAY	Gray Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
MBA-2-Mastic 262403448-0035A	VINYL WALLBASE/MASTIC- GRAY	Beige Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
MBA-3-Cove Base 262403448-0036	VINYL WALLBASE/MASTIC- GRAY	Gray Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
MBA-3-Mastic 262403448-0036A	VINYL WALLBASE/MASTIC- GRAY	Beige Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
MFG-1-Floor Tile 262403448-0037	12X12 FLOOR TILE /MASTIC-TAN SQUARES	Gray/Tan Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
MFG-1-Mastic 262403448-0037A	12X12 FLOOR TILE /MASTIC-TAN SQUARES	Black Non-Fibrous Homogeneous		97% Non-fibrous (Other)	3% Chrysotile
MFG-2-Floor Tile 262403448-0038	12X12 FLOOR TILE /MASTIC-TAN SQUARES	Gray/Tan Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
MFG-2-Mastic 262403448-0038A	12X12 FLOOR TILE /MASTIC-TAN SQUARES				Positive Stop (Not Analyzed)
MFG-3-Floor Tile 262403448-0039	12X12 FLOOR TILE /MASTIC-TAN SQUARES	Gray Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
MFG-3-Mastic 262403448-0039A	12X12 FLOOR TILE /MASTIC-TAN SQUARES				Positive Stop (Not Analyzed)
MFH-1-Floor Tile 262403448-0040	12X12 FLOOR TILE/MASTIC -BEIGE W/BROWN TILE ACCENT	White Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
MFH-1-Mastic 262403448-0040A	12X12 FLOOR TILE/MASTIC -BEIGE W/BROWN TILE ACCENT	Black Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
MFH-2-Floor Tile 262403448-0041	12X12 FLOOR TILE/MASTIC -BEIGE W/BROWN TILE ACCENT	White Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
MFH-2-Mastic 262403448-0041A	12X12 FLOOR TILE/MASTIC -BEIGE W/BROWN TILE ACCENT	Black Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
MFH-3-Floor Tile 262403448-0042	12X12 FLOOR TILE/MASTIC -BEIGE W/BROWN TILE ACCENT	White Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
MFH-3-Mastic 262403448-0042A	12X12 FLOOR TILE/MASTIC -BEIGE W/BROWN TILE ACCENT	Black Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected

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EMSL Order: 262403448
Customer ID: MECO77
Customer PO:
Project ID:

Test Report: Asbestos Analysis of Bulk Materials via AHERA Method 40CFR 763 Subpart E Appendix E supplemented with EPA 600/R-93/116 using Polarized Light Microscopy

Sample	Description	Appearance	Non-Asbestos		Asbestos
			% Fibrous	% Non-Fibrous	% Type
MCD-1 262403448-0043	2X2 LAY-IN CEILING TILE -ROUGH	Gray/Silver Non-Fibrous Homogeneous	90% Min. Wool	10% Non-fibrous (Other)	None Detected
MCD-2 262403448-0044	2X2 LAY-IN CEILING TILE -ROUGH	Gray/Silver Fibrous Homogeneous	90% Min. Wool	10% Non-fibrous (Other)	None Detected
MCD-3 262403448-0045	2X2 LAY-IN CEILING TILE -ROUGH	Gray/White/Silver Fibrous Homogeneous	90% Min. Wool	10% Non-fibrous (Other)	None Detected
MMC-1 262403448-0046	EXTERIOR CAULKING	White Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
MMC-2 262403448-0047	EXTERIOR CAULKING	White Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
MMC-3 262403448-0048	EXTERIOR CAULKING	Gray Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
MCC-1 262403448-0049	2X2 LAY-IN CEILING TILE-SMOOTH	Gray/White Fibrous Homogeneous	40% Cellulose 20% Min. Wool	30% Perlite 10% Non-fibrous (Other)	None Detected
MCC-2 262403448-0050	2X2 LAY-IN CEILING TILE-SMOOTH	Gray/White Fibrous Homogeneous	40% Cellulose 20% Min. Wool	30% Perlite 10% Non-fibrous (Other)	None Detected
MCC-3 262403448-0051	2X2 LAY-IN CEILING TILE-SMOOTH	Gray/White Fibrous Homogeneous	40% Cellulose 20% Min. Wool	30% Perlite 10% Non-fibrous (Other)	None Detected

Analyst(s) _____

- Mazen Elkhatib (39)
- Michael Eppley (10)
- Shamya Pugh (23)

James Hahn, Laboratory Manager
or Other Approved Signatory

EMSL maintains liability limited to cost of analysis. Interpretation and use of test results are the responsibility of the client. This report relates only to the samples reported above, and may not be reproduced, except in full, without written approval by EMSL. EMSL bears no responsibility for sample collection activities or analytical method limitations. The report reflects the samples as received. Results are generated from the field sampling data (sampling volumes and areas, locations, etc.) provided by the client on the Chain of Custody. Samples are within quality control criteria and met method specifications unless otherwise noted. The above analyses were performed in general compliance with Appendix E to Subpart E of 40 CFR (previously EPA 600/M4-82-020 "Interim Method") but augmented with procedures outlined in the 1993 ("final") version of the method. This report must not be used by the client to claim product certification, approval, or endorsement by NVLAP, NIST or any agency of the federal government. Non-friable organically bound materials present a problem matrix and therefore EMSL recommends gravimetric reduction prior to analysis. Unless requested by the client, building materials manufactured with multiple layers (i.e. linoleum, wallboard, etc.) are reported as a single sample. Estimation of uncertainty is available on request.

Samples analyzed by EMSL Analytical, Inc. Hillside, IL NVLAP Lab Code 200399-0

Initial report from: 04/23/2024 16:06:36



Asbestos Chain of Custody (Air, Bulk, Soil)

EMSL Order Number / Lab Use Only

EMSL Analytical, Inc.
200 Route 130 North
Cinnaminson, NJ 08077

EMSL ANALYTICAL, INC.
TESTING LABS • PRODUCTS • TRAINING

262403448

PHONE: (800) 220-3675
EMAIL: ConnAsblab@EMSL.com

Customer ID:		If Bill-To is the same as Report-To leave this section blank. Third-party billing requires written authorization.	
Customer Information	Company Name:	Billing ID:	
	Contact Name:	Company Name:	
	Street Address:	Billing Contact:	
	City, State, Zip:	Street Address:	
	Phone:	City, State, Zip:	
Email(s) for Report:		Email(s) for Invoice:	

Project Name/No:		Purchase Order:	
EMSL LIMS Project ID:		State of Connecticut (CT) must select project location:	
Sampled By Name:		Sampled By Signature:	
No. of Samples in Shipment:			

Turn-Around-Time (TAT)

3 Hour
 4-4.5 Hour (AHERA ONLY)
 6 Hour
 24 Hour
 32 Hour
 48 Hour
 72 Hour
 96 Hour
 1 Week
 2 Week

TEM Air 3-6 Hour, please call ahead to schedule. 32 Hour TAT available for select tests only; samples must be submitted by 11:30 am.

PCM Air <input type="checkbox"/> NIOSH 7400 <input type="checkbox"/> NIOSH 7400 w/ 8hr. TWA <input checked="" type="checkbox"/> PLM - Bulk (reporting limit) <input checked="" type="checkbox"/> PLM EPA 600/R-93/116 (<1%) <input type="checkbox"/> PLM EPA NOB (<1%) <input type="checkbox"/> POINT COUNT <input type="checkbox"/> 400 (<0.25%) <input type="checkbox"/> 1,000 (<0.1%) <input type="checkbox"/> POINT COUNT w/ GRAVIMETRIC <input type="checkbox"/> 400 (<0.25%) <input type="checkbox"/> 1,000 (<0.1%) <input type="checkbox"/> NIOSH 9002 (<1%) <input type="checkbox"/> NYS 198.1 (Friable - NY) <input type="checkbox"/> NYS 198.6 NOB (Non-Friable - NY) <input type="checkbox"/> NYS 198.8 (Vermiculite SM-V)		Test Selection TEM - Air <input type="checkbox"/> AHERA 40 CFR, Part 763 <input type="checkbox"/> NIOSH 7402 <input type="checkbox"/> EPA Level II <input type="checkbox"/> ISO 10312* TEM - Bulk <input type="checkbox"/> TEM EPA NOB <input type="checkbox"/> NYS NOB 198.4 (Non-Friable-NY) <input type="checkbox"/> TEM EPA 600/R-93/116 w Milling Prep (0.1%) Other Test (please specify)		TEM - Settled Dust <input type="checkbox"/> Microvac - ASTM D5755 <input type="checkbox"/> Wipe - ASTM D6480 <input type="checkbox"/> Qualitative via Filtration Prep <input type="checkbox"/> Qualitative via Drop Mount Prep Soil - Rock - Vermiculite (reporting limit)* <input type="checkbox"/> PLM EPA 600/R-93/116 with milling prep (<0.25%) <input type="checkbox"/> PLM EPA 600/R-93/116 with milling prep (<0.1%) <input type="checkbox"/> TEM EPA 600/R-93/116 with milling prep (<0.1%) <input type="checkbox"/> TEM Qualitative via Filtration Prep <input type="checkbox"/> TEM Qualitative via Drop Mount Prep	
--	--	--	--	--	--

*Please call with your project-specific requirements

Positive Stop - Clearly Identified Homogeneous Areas (HA) Filter Pore Size (Air Samples) 0.8um 0.45um

Sample Number	Sample Location / Description	Volume, Area or Homogeneous Area	Date / Time Sampled (Air Monitoring Only)
MFA-13	12"x12" Floor Tile/Mastic - Brown		
MFB-13	12"x12" Floor Tile/Mastic - Beige w/gray flecks		
TJA-13	Cementitious Pipe Fittings		
MMA-13	HVAC Duct Sealant		
MCA-13	2'x4' Lay-in Ceiling Tile - Frisures & Pin Holes		
MFE-13	Floor Leveler		
MMB-13	Stair Tread Mastic - gray		
MFD-13	2'x2' Floor Tile/Mastic - gray		

Special Instructions and/or Regulatory Requirements (Sample Specifications, Processing Methods, Limits of Detection, etc.)

Method of Shipment:	Sample Condition Upon Receipt:
Relinquished by: <i>[Signature]</i>	Received by: <i>[Signature]</i>
Date/Time: 4/16/24 5:00 P	Date/Time: 4/17/24 8AM
Relinquished by:	Received by:

Controlled Document - COC-05 Asbestos R16 10/28/2021 AGREE TO ELECTRONIC SIGNATURE (By checking, I consent to signing this Chain of Custody document by electronic signature.)

EMSL Analytical, Inc.'s Laboratory Terms and Conditions are incorporated into this Chain of Custody by reference in their entirety. Submission of samples to EMSL Analytical, Inc. constitutes acceptance and acknowledgment of all terms and conditions by Customer.



EMSL Analytical, Inc.

4140 Litt Drive Hillside, IL 60162
Tel/Fax: (773) 313-0099 / (773) 313-0139
<http://www.EMSL.com/chicagolab@emsl.com>



EMSL Order: 262403855

Customer ID: MECO77

Customer PO:

Project ID:

Attention: Stephen Merwin
Midwest Environmental Consulting Svs.
2551 North Bridge Street
Yorkville, IL 60560

Phone: (630) 514-3758

Fax: (630) 553-3990

Received Date: 04/29/2024 5:35 PM

Analysis Date: 05/06/2024

Collected Date:

Project: 24-04-330-INSP-LAKE BLUFF LIBRARY 123 SCRATON AVE LAKE BLUFF IL

Test Report: Asbestos Analysis of Bulk Materials via AHERA Method 40CFR 763 Subpart E Appendix E supplemented with EPA 600/R-93/116 using Polarized Light Microscopy

Sample	Description	Appearance	Non-Asbestos		Asbestos
			% Fibrous	% Non-Fibrous	% Type
MDA-1-Drywall <small>262403855-0001</small>	DRYWALL W/COMPOUND (1970) BLDG	Brown/White Non-Fibrous Homogeneous	10% Cellulose 2% Glass	88% Non-fibrous (Other)	None Detected
MDA-1-Joint Compound <small>262403855-0001A</small>	DRYWALL W/COMPOUND (1970) BLDG	Beige Non-Fibrous Homogeneous		98% Non-fibrous (Other)	2% Chrysotile
MDA-2-Drywall <small>262403855-0002</small>	DRYWALL W/COMPOUND (1970) BLDG	Brown/White Non-Fibrous Homogeneous	10% Cellulose 2% Glass	88% Non-fibrous (Other)	None Detected
MDA-2-Joint Compound <small>262403855-0002A</small>	DRYWALL W/COMPOUND (1970) BLDG				Positive Stop (Not Analyzed)
MDA-3-Drywall <small>262403855-0003</small>	DRYWALL W/COMPOUND (1970) BLDG	Brown/White Non-Fibrous Homogeneous	10% Cellulose 2% Glass	88% Non-fibrous (Other)	None Detected
MDA-3-Joint Compound <small>262403855-0003A</small>	DRYWALL W/COMPOUND (1970) BLDG				Positive Stop (Not Analyzed)
MDB-1-Drywall <small>262403855-0004</small>	DRYWALL W/COMPOUND (1990)	Brown/White Non-Fibrous Homogeneous	10% Cellulose 2% Glass	88% Non-fibrous (Other)	None Detected
MDB-1-Joint Compound <small>262403855-0004A</small>	DRYWALL W/COMPOUND (1990)	Yellow Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
MDB-2-Drywall <small>262403855-0005</small>	DRYWALL W/COMPOUND (1990)	Brown/White Non-Fibrous Homogeneous	10% Cellulose 2% Glass	88% Non-fibrous (Other)	None Detected
MDB-2-Joint Compound <small>262403855-0005A</small>	DRYWALL W/COMPOUND (1990)	Yellow Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
MDB-3-Drywall <small>262403855-0006</small>	DRYWALL W/COMPOUND (1990)	Brown/White Non-Fibrous Homogeneous	10% Cellulose 2% Glass	88% Non-fibrous (Other)	None Detected
MDB-3-Joint Compound <small>262403855-0006A</small>	DRYWALL W/COMPOUND (1990)	Beige Non-Fibrous Homogeneous		98% Non-fibrous (Other)	2% Chrysotile
MMB-1-Wallbase <small>262403855-0007</small>	VINYL WALLBASE /MASTIC-BROWN (1970) BLDG	Black Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
MMB-1-Mastic <small>262403855-0007A</small>	VINYL WALLBASE /MASTIC-BROWN (1970) BLDG	Tan/Black Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
MMB-2-Wallbase <small>262403855-0008</small>	VINYL WALLBASE /MASTIC-BROWN (1970) BLDG	Black Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
MMB-2-Mastic <small>262403855-0008A</small>	VINYL WALLBASE /MASTIC-BROWN (1970) BLDG	Tan Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected

Initial report from: 05/06/2024 14:25:29



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EMSL Order: 262403855
Customer ID: MECO77
Customer PO:
Project ID:

Test Report: Asbestos Analysis of Bulk Materials via AHERA Method 40CFR 763 Subpart E Appendix E supplemented with EPA 600/R-93/116 using Polarized Light Microscopy

Sample	Description	Appearance	Non-Asbestos		Asbestos
			% Fibrous	% Non-Fibrous	% Type
MMB-3-Wallbase 262403855-0009	VINYL WALLBASE /MASTIC-BROWN (1970) BLDG	Black Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
MMB-3-Mastic 262403855-0009A	VINYL WALLBASE /MASTIC-BROWN (1970) BLDG	Tan Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
MRA-1-Shingle 262403855-0010	ASPHALT ROOFING SHINGLE /ADDITION W/TAR PAPER	Various/Black Non-Fibrous Homogeneous	10% Glass	90% Non-fibrous (Other)	None Detected
MRA-1-Tar Paper 262403855-0010A	ASPHALT ROOFING SHINGLE /ADDITION W/TAR PAPER	Black Non-Fibrous Homogeneous	30% Glass	70% Non-fibrous (Other)	None Detected
MRA-2-Shingle 262403855-0011	ASPHALT ROOFING SHINGLE /ADDITION W/TAR PAPER	Various/Black Non-Fibrous Homogeneous	10% Glass	90% Non-fibrous (Other)	None Detected
MRA-2-Tar Paper 262403855-0011A	ASPHALT ROOFING SHINGLE /ADDITION W/TAR PAPER	Black Non-Fibrous Homogeneous	30% Glass	70% Non-fibrous (Other)	None Detected
MRA-3-Shingle 262403855-0012	ASPHALT ROOFING SHINGLE /ADDITION W/TAR PAPER	Various/Black Non-Fibrous Homogeneous	10% Glass	90% Non-fibrous (Other)	None Detected
MRA-3-Tar Paper 262403855-0012A	ASPHALT ROOFING SHINGLE /ADDITION W/TAR PAPER	Black Non-Fibrous Homogeneous	30% Glass	70% Non-fibrous (Other)	None Detected

Analyst(s)

Mazen Elkhatib (15)
Selina Zeiss (7)

James Hahn, Laboratory Manager
or Other Approved Signatory

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Samples analyzed by EMSL Analytical, Inc. Hillside, IL NVLAP Lab Code 200399-0

Initial report from: 05/06/2024 14:25:29

Asbestos Chain of Custody (Air, Bulk, Soil)

EMSL Analytical, Inc.
200 Route 130 North
Cinnaminson, NJ 08077



EMSL Order Number / Lab Use Only

262403855

PHONE: (800) 220-3675

EMAIL: EnvAslab@EMSL.com

EMSL ANALYTICAL, INC.
TESTING LABS • PRODUCTS • TRAINING

If Bill-To is the same as Report-To leave this section blank. Third-party billing requires written authorization.

Customer Information	Customer ID:	Billing ID:	
	Company Name: Midwest Environmental Consultants, Inc.	Company Name:	
	Contact Name: Stephen Merwin	Billing Contact:	
	Street Address: 57 N. Bridge St.	Street Address: N/A	
City/State/Zip: Yorkville IL 60560	Country:	City, State, Zip:	Country:
Phone: 630-553-3989		Phone:	
Email(s) for Report: STEPHEN.MERWIN@MPC-US.COM		Email(s) for Invoice:	

Project Information	
Project Name/No: 24-04330 - Insp - Lake Bluff Library	Order:
EMSL LIMS Project ID: 23 FA Scranton Ave Lake Bluff IL	US State where samples collected: IL
Sampled By Name: Stephen Merwin	Sampled By Signature: <i>[Signature]</i>
No. of Samples in Shipment	

Turn-Around-Time (TAT)

3 Hour
 4-4.5 Hour (AHERA ONLY)
 6 Hour
 24 Hour
 32 Hour
 48 Hour
 72 Hour
 96 Hour
 1 Week
 2 Week

TEM Air 3-6 Hour, please call ahead to schedule. 32 Hour TAT available for select tests only, samples must be submitted by 11:30 am.

<p>PCM Air</p> <input type="checkbox"/> NIOSH 7400 <input type="checkbox"/> NIOSH 7400 w/ 8hr. TWA <p>PLM - Bulk (reporting limit)</p> <input checked="" type="checkbox"/> PLM EPA 600/R-93/116 (<1%) <input checked="" type="checkbox"/> PLM EPA NOB (<1%) <input type="checkbox"/> POINT COUNT <input type="checkbox"/> 400 (<0.25%) <input type="checkbox"/> 1,000 (<0.1%) <input type="checkbox"/> POINT COUNT w/ GRAVIMETRIC <input type="checkbox"/> 400 (<0.25%) <input type="checkbox"/> 1,000 (<0.1%) <input type="checkbox"/> NIOSH 9002 (<1%) <input type="checkbox"/> NYS 198.1 (Friable - NY) <input type="checkbox"/> NYS 198.6 NOB (Non-Friable - NY) <input type="checkbox"/> NYS 198.8 (Vermiculite SM-V)	<p>Test Selection</p> <p>TEM - Air</p> <input type="checkbox"/> AHERA 40 CFR, Part 763 <input type="checkbox"/> NIOSH 7402 <input type="checkbox"/> EPA Level II <input type="checkbox"/> ISO 10312* <p>TEM - Bulk</p> <input type="checkbox"/> TEM EPA NOB <input type="checkbox"/> NYS NOB 198.4 (Non-Friable-NY) <input type="checkbox"/> TEM EPA 600/R-93/116 w Milling Prep (0.1%) <p>Other Test (please specify)</p>	<p>TEM - Settled Dust</p> <input type="checkbox"/> Microvac - ASTM D5755 <input type="checkbox"/> Wipe - ASTM D6480 <input type="checkbox"/> Qualitative via Filtration Prep <input type="checkbox"/> Qualitative via Drop Mount Prep <p>Soil - Rock - Vermiculite (reporting limit)*</p> <input type="checkbox"/> PLM EPA 600/R-93/116 with milling prep (<0.25%) <input type="checkbox"/> PLM EPA 600/R-93/116 with milling prep (<0.1%) <input type="checkbox"/> TEM EPA 600/R-93/116 with milling prep (<0.1%) <input type="checkbox"/> TEM Qualitative via Filtration Prep <input type="checkbox"/> TEM Qualitative via Drop Mount Prep
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*Please call with your project-specific requirements.

Positive Stop - Clearly Identified Homogeneous Areas (HA) Filter Pore Size (Air Samples) 0.8um 0.45um

Sample Number	Sample Location / Description	Volume, Area or Homogeneous Area	Date / Time Sampled (Air Monitoring Only)
MDA-13	Drywall w/Compound (1970's) Bldg		4/29/24
MDB-13	Drywall w/Compound (1990's)		
MRA-13	Asphalt Roofing Shingles Addition		
MRB-13	Vinyl Wallpaper/Mastic - BROWN (1970's) Bldg		

List MMB Before MRA

Special Instructions and/or Regulatory Requirements (Sample Specifications, Processing Methods, Limits of Detection, etc.)

Method of Shipment:	Date/Time: 4/29/24	Sample Condition Upon Receipt:	Date/Time: 4/29/24 5:35pm
Relinquished by: <i>[Signature]</i>	Date/Time: 4/29/24	Received by: <i>[Signature]</i>	Date/Time: 4/29/24 5:35pm

Controlled Document - COC-05 Asbestos R16 10/26/2021

AGREE TO ELECTRONIC SIGNATURE (By checking, I consent to signing this Chain of Custody document by electronic signature.)

EMSL Analytical, Inc.'s Laboratory Terms and Conditions are incorporated into this Chain of Custody by reference in their entirety. Submission of samples to EMSL Analytical, Inc. constitutes acceptance and acknowledgment of all terms and conditions by Customer.

(24 PM S)

United States Department of Commerce
National Institute of Standards and Technology



Certificate of Accreditation to ISO/IEC 17025:2017

NVLAP LAB CODE: 200399-0

EMSL Analytical Inc.
Hillside, IL

*is accredited by the National Voluntary Laboratory Accreditation Program for specific services,
listed on the Scope of Accreditation, for:*

Asbestos Fiber Analysis

*This laboratory is accredited in accordance with the recognized International Standard ISO/IEC 17025:2017.
This accreditation demonstrates technical competence for a defined scope and the operation of a laboratory quality
management system (refer to joint ISO-ILAC-IAF Communique dated January 2009).*

2024-04-01 through 2025-03-31

Effective Dates



A handwritten signature in blue ink, reading "Dana S. Laman".

For the National Voluntary Laboratory Accreditation Program

SCOPE OF ACCREDITATION TO ISO/IEC 17025:2017

EMSL Analytical Inc.
4140 Litt Drive
Hillside, IL 60162
Mr. James Hahn
Phone: 773-313-0099 Fax: 773-313-0139
Email: jhahn@emsl.com
<http://www.emsl.com>

ASBESTOS FIBER ANALYSIS

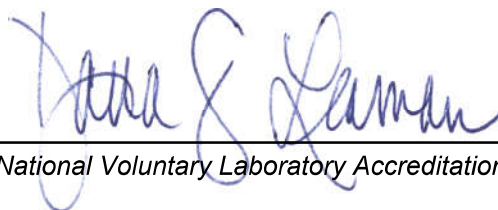
NVLAP LAB CODE 200399-0

Bulk Asbestos Analysis

<u>Code</u>	<u>Description</u>
18/A01	EPA -- 40 CFR Appendix E to Subpart E of Part 763, Interim Method of the Determination of Asbestos in Bulk Insulation Samples
18/A03	EPA 600/R-93/116: Method for the Determination of Asbestos in Bulk Building Materials

Airborne Asbestos Analysis

<u>Code</u>	<u>Description</u>
18/A02	U.S. EPA's "Interim Transmission Electron Microscopy Analytical Methods-Mandatory and Nonmandatory-and Mandatory Section to Determine Completion of Response Actions" as found in 40 CFR, Part 763, Subpart E, Appendix A.



For the National Voluntary Laboratory Accreditation Program



525-535 West Jefferson Street • Springfield, Illinois 62761-0001 • www.dph.illinois.gov

STEPHEN D MERWIN
25 W 101 MARBLEHEAD COURT
NAPERVILLE, IL 60540

2/28/2024


ASBESTOS PROFESSIONAL LICENSE ID NUMBER: 02871

Enclosed is your Asbestos Professional License. Please note the expiration date on the card and in the image depicted below.

COPY OF THE ASBESTOS PROFESSIONAL LICENSE

Front of License

Back of License

ASBESTOS PROFESSIONAL LICENSE			ENDORSEMENTS	TC EXPIRES
ID NUMBER	ISSUED	EXPIRES	INSPECTOR	7/14/2024
100 - 02871	2/28/2024	05/15/2025	MANAGEMENT PLANNER	1/31/2025
STEPHEN D MERWIN 25 W 101 MARBLEHEAD COUR NAPERVILLE, IL 60540 Environmental Health <i>Stephen D. Merwin</i>			PROJECT MANAGER	6/12/2024
			AIR SAMPLING PROFESSIONAL	
			Alteration of this license shall result in legal action This license issued under authority of the State of Illinois Department of Public Health This license is valid only when accompanied by a valid training course certificate.	

If you have any questions or need further assistance, contact the Asbestos Program at (217)782-3517 or fax (217)785-5897.

Our WEB address is: dph.illinois.gov/topics-services/environmental-health-protection/asbestos
EMAIL Address: dph.asbestos@illinois.gov

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**ASBESTOS
PROFESSIONAL
LICENSE**

ID NUMBER ISSUED EXPIRES
100 - 02871 2/28/2024 05/15/2025

STEPHEN D MERWIN
25 W 101 MARBLEHEAD COUR
NAPERVILLE, IL 60540



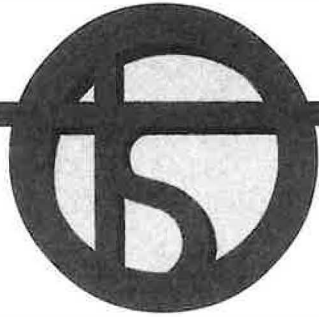
Environmental Health

ENDORSEMENTS

TC EXPIRES

INSPECTOR	7/14/2024
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OCCUPATIONAL TRAINING & SUPPLY, INC.

Asbestos Building Inspector Refresher

Occupational Training & Supply, Inc. certifies that

Stephen Merwin

has successfully completed the Asbestos Building Inspector Refresher course and has passed the competency exam with a minimum score of 70%. The course is accredited by the Illinois Department of Public Health and Indiana Department of Environmental Management for purposes of accreditation in accordance with EPA 40 CFR 763, Asbestos Hazard Emergency response Act (AHERA) and TSCA Title II.

Course Date: 7/14/2023

Exam Date: 7/14/2023

Expiration Date: 7/14/2024

Certificate Number: BIR2307142000

Kathy DeSalvo, Director



May 15, 2024

Lake Bluff Public Library
123 E. Scranton Avenue
Lake Bluff, IL 60044

Attention: Renee Grassi, Library Director

Subject: **Cost Estimates for Asbestos Abatement**
Project Location: Lake Bluff Public Library
Project Address: 123 E. Scranton, Avenue, Lake Bluff, IL 6044
MEC Project #24-04-330 INSP

Dear Renee,

Below please find asbestos abatement budgets for the above project.

Base Bid – Gross removal of approximately 1,145 SF of 12"x12" floor tile and mastic, 2,900 SF of drywall, tape, and compound in a full containment.

EPA 10-day Notification:	Yes
Project Duration:	8-10 days
Full Containment	Yes
Clearance Air Monitoring	Yes
Licensed Contractor Required	Yes
Abatement Project Design Required:	Yes
Asbestos Project Design & Contractor Bidding:	\$ 2,500.00
Project Management and Air Quality Testing:	\$ 10,400.00 - \$ 12,000.00
Abatement Contractor Fees	\$ 26,000.00 - \$ 32,000.00
Total estimated for base bid:	\$ 38,900.00 - \$ 46,500.00

If you have any questions, please feel free to contact me at my office or on my cell phone 630.461.0857.

Sincerely,

R. Mellecker
Robert Mellecker
Sr. Client Advisor

Corporate Headquarters
2551 N. Bridge Street
Yorkville, Illinois 60560
P: 630-553-3989

Chicago Office
954 W. Washington Blvd.
Suite 425
Chicago, Illinois 60607
P: 312-535-3228

Peoria Office
3100 N. Knoxville Ave.
Suite 204
Peoria, Illinois 61603
P: 309-621-4680





GOV-1: Location and Hours

The Lake Bluff Public Library (the Library) is located at 123 East Scranton Avenue in Lake Bluff, Illinois 60044.

As of January 1, 2024, Library hours are:

- Mondays and Wednesdays 10 a.m. to 6 p.m.
- Tuesdays and Thursdays 10 a.m. to 9 p.m.
- Fridays and Saturdays 10 a.m. to 5 p.m.
- Sundays Closed

GOV-2: Library Board Bylaws

1.1 Name

The name of this municipal body is the Lake Bluff Public Library (hereafter referred to as the Library).

The Library operates under the Illinois Local Library Act (75 ILCS 5/4-1 et seq). The Lake Bluff Public Library Board of Library Trustees (hereafter referred to as the Board), is a publicly elected body of seven individuals having the duties, responsibilities, and privileges set forth in Illinois State Law.

1.2 Use

The Library shall be used by the residents and taxpayers of the Village of Lake Bluff and other patrons as authorized by law subject to such reasonable rules and regulations as the Board may adopt.

1.3 Library Board

1.3.1 Responsibilities of the Board

Legal and financial responsibility for the operations of the Library is vested in the Board. Subject to existing statutes, the powers of the Board include but are not limited to:

- Determining rules and regulations governing library service;
- Exercising exclusive control of all expenditures of money credited to the library fund, and any grant, gift, or endowment funds provided for library purposes;
- Determining the property tax levy required to support the Library within the law, and;
- Hiring, evaluating, and, if necessary, dismissing the Library Director.

The Board may adopt such policies, rules, and regulations for the conduct of its business as shall be deemed advisable or necessary and may, in the execution of the powers granted, appoint such agents as it may consider necessary.

1.3.2 Qualification and Tenure



Consistent with the Local Library Act (75 ILCS 5/4), the seven Trustees of the Board are elected to four-year terms, serving until their successors are elected and have qualified. Terms are staggered so that if three positions are up for election, the other four Trustees serve for another two years and vice versa.

All Trustees elected to serve on the Board shall be residents of incorporated Lake Bluff.

1.3.3 Trustee Resignation

Any Trustee may resign at any time by giving written notice to the President or Secretary. Such resignation shall be effective when the notice is delivered unless the notice specifies a future date; and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

1.3.4 Trustee Removal

Per the Illinois Local Library Act (75 ILCS 5/4-4) a Trustee vacancy shall be declared under the following circumstances:

- An elected Trustee declines to serve or is unable to serve;
- A Trustee is absent without cause from all regular Board meetings for one year;
- A Trustee becomes a nonresident of the Village of Lake Bluff;
- A Trustee fails to pay the Library taxes levied by the local corporate authority;
- A Trustee is convicted of a felony or misdemeanor for failing, neglecting, or refusing to perform any duty imposed by the Local Libraries Act, or;
- If at a general election not enough Trustees were elected to create a seven-member board.

1.3.5 Trustee Vacancies

When a Trustee vacancy occurs the Library Director shall notify the Lake County Clerk's office. The Board will act to fill the position forthwith by selecting a qualified candidate by majority vote to fill the vacant position until the next regular library election at which Library Trustees are scheduled to be elected under the consolidated schedule of elections under the general election law. At this election a Trustee will be elected to serve the remainder of the term at the next regular Board meeting.

1.3.6 Board Officers

The officers of the Board shall be a President, a Vice-President, a Secretary, and a Treasurer. Officers shall be elected at the Annual Meeting by majority vote of the Board to fill a one-year term. Nominations, with the consent of the nominee, will be made at the Annual Meeting. No Trustee shall hold more than one office at a time. In the event of a resignation, an election to fill the unexpired term of that office shall be conducted.

All officers shall sign such official and financial documents as necessary, including but not limited to contracts, grant applications, and checks. All officers shall be bonded as specified by law. All



officers shall perform any other duties as may be assigned by the Board. Specific job descriptions of the officers are as follows:

- President – The President of the Board shall preside at all regular and special meetings of the Board, authorize calls for any special meetings, execute and sign all documents authorized by the Board, approve agendas for regular and special meetings, serve as the Library’s representative to the Village of Lake Bluff, and generally perform all duties associated with that office and as assigned by the Board. The President also serves as an ex-officio member of all committees, with the same expectations and rights as any other member of each committee. The President’s attendance counts towards a quorum.
- Vice President – The Vice-President shall assume and perform all duties of the President in the temporary absence of the President. In case of the permanent absence of the President, by resignation or otherwise, the Vice-President shall assume and perform all duties of the President until such time as a successor is elected.
- Treasurer – The Treasurer shall serve as the Board’s financial officer and Chairperson of the Finance Committee. The Treasurer shall cause to be received and safely kept all monies belonging to the Library in depositories approved and designated by the Board, in the name of the Library or in such other investments as may be authorized by law, and shall disburse the same only upon the authority of the Board. The Treasurer shall cause to have prepared a monthly report to the Board of all receipts and disbursements and shall review and report on the annual financial audit. In the absence of the President and Vice President, the Treasurer shall act as President. In the absence of the Treasurer, the President or Vice President may perform the duties of the Treasurer.
- Secretary – The Secretary shall keep a true and accurate record of all meetings, both regular and special, of the full Library Board. In the absence of the President, Vice President, and Treasurer the Secretary shall serve as President. In the absence of the Secretary, the President shall appoint a secretary pro tempore to keep a record of the meeting. The Secretary shall also maintain any other records required by law.

1.4 Meetings of the Board of Trustees

All Board meetings shall meet the requirements of the Illinois Open Meetings Act (5 ILCS 120/2(c) et seq.).

1.4.1 Regular Meetings

Before December 31 of each calendar year a regular monthly meeting schedule for the subsequent calendar year will be established by the Board and publicly posted.

1.4.2 Annual Meeting

The first regular meeting after May 1 shall be the Annual Meeting of the Board at which the Annual Report will be presented, per the Illinois Local Library Act (75 ILCS 5/4-14). The report shall include a summary of the year’s work, a statement of plans for the following year, a detailed account of



the receipts and expenditures of the previous fiscal year, and any other information required by State Statutes. Officers and committee members for the next year shall be elected by majority vote at the Annual Meeting.

1.4.3 Special Meetings

Special meetings of the Board may be called by the President, or upon the request of any three Trustees. Notice of the special meeting shall be given at least 48 hours in advance, except in the case of a bona fide emergency. No business shall be transacted other than stated in the notice. For an emergency meeting, notice shall be posted as far in advance of the meeting as possible.

1.4.4 Posting of Notice

In keeping with the Illinois Open Meetings Act (5 ILCS 120/2.02) notice of all meetings shall be posted at the library, at the location of the meeting if the meeting is not to be held at the library, and online on the Library's website. Posting shall occur a minimum of 48 hours in advance of the meeting except in the case of a bona fide emergency. Any news medium that has filed an annual request for meeting notice per the Illinois Open Meetings Act (5 ILCS 120/2.02(b)) shall receive notice of regular, special, emergency, rescheduled, and reconvened meetings.

The Library Director shall prepare and post notice of meetings with the input and approval of the President of the Board or, in the case of a Committee posting, a Committee Chair.

1.5 Board Meeting Rules

1.5.1 Quorum

For the transaction of business at any regular or special meeting of the Board a quorum shall consist of a majority of the Board. If a meeting has been properly posted and a quorum is not present, the meeting can continue but no action can take place.

1.5.2 Remote Participation at Meetings

Under limited circumstances, Trustees unable to be physically present at a public meeting may participate in the meeting via communication devices. Communication devices include, without limitation, audio and/or video equipment which allows all Trustees and other meeting participants to interact on all motions, discussions, and votes. The limited circumstances which allow a Trustee to participate via communication devices are personal illness, disability, travel due to employment, family emergency, or other emergency. A Trustee wishing to attend via communication devices must give advance notice to the Board President and Library Director of the desire to attend via communication devices, unless notice is impractical. A majority of a quorum must vote in favor of a Trustee attending via communication devices. The circumstances supporting use of communication devices shall be announced at the start of a meeting, and such circumstances shall be noted in the minutes of the meeting.

Only Trustees attending in person shall be counted toward establishing a quorum.



1.5.3 Conduct of Meeting

The most current available edition of Robert's Rules of Order shall be the basis for the conduct of Board meetings. The President shall preserve order and decorum and decide questions of order. In the case of disturbance or disorderly conduct, the President shall have the power to:

- Remove the offenders;
- Clear the meeting room of all spectators, or;
- Suspend or adjourn the meeting.

1.5.4 Trustee Participation

Trustees are expected to attend and participate in all regular Board meetings and to fulfill their committee obligations.

1.6 Board Committees

1.6.1 Standing Committees

Library Trustees shall be appointed to Standing Committees at the Annual Meeting by a majority vote of the Trustees. Standing Committees shall consist of at least two Trustees. Each Committee shall elect a chairperson. New Standing Committees may be designated by a resolution adopted by a majority of the Trustees present at a meeting at which a quorum is present. Any Trustee may be removed from a Committee by majority vote of the Board of Library Trustees should, in the judgment of the Trustees, the best interests of the Library be served by such a removal. Specific Standing Committees are:

- Building and Grounds Committee – Responsibilities include reviewing proposals for the repair or improvement of the building and/or landscaping and making recommendations to the Board.
- Bylaws and Policy Committee – The Bylaws and Policy shall be comprised of at least two Trustees and the Library Director. Responsibilities include but are not limited to creating and adhering to regular schedule of library policy review, reviewing recommendations from Library Staff for policy changes, discussing changes to current library policy, and making recommendations for policy changes to the Library Board.
- Engagement Committee – Responsibilities include acting as community liaison to community and library organizations, including the 'Reaching Across Illinois Library System' (RAILS). This Committee shall also undertake any measures necessary to communicate with the public regarding the Library's status, activities, and needs.
- Finance and Technology Committee – The Treasurer shall be included as a member of this committee. Responsibilities include but are not limited to approving a preliminary Budget for Board approval, recommending a tax levy for Board approval, and monitoring funds invested according to the Library's investment policy. Responsibilities also include evaluation and budgeting for Library technology needs.



- Human Resources Committee – Responsibilities include preparation of the annual review of the Library Director for discussion by the Trustees prior to the formal review, and assisting the Library Director in the preparation of his/her annual goals for the coming year. The Library Director is responsible for the annual review of all other Library employees.
- Intergovernmental Committee – The Intergovernmental Committee shall be comprised of one Library Trustee and the Library Director. As established by the 1999 Intergovernmental Agreement between the Lake Bluff History Museum, the Village of Lake Bluff, and the Lake Bluff Public Library, an Intergovernmental Committee of the Museum Executive Director, Library Director, Museum Board Member, Library Board Member and a Village Representative shall meet to discuss concerns and coordinate activities relating to both the Museum and the Library.
- Long Range Planning Committee – Responsibilities include working with Library staff in the preparation of a Long Range Plan. A Long Range or Strategic Plan of some type should always be in place.

1.6.2 Special Committees

Special committees may be created by a resolution adopted by a majority of the Trustees present at a meeting at which a quorum is present. Such committees shall be created for a project with a limited duration, with the expectation that they will disband when their project has been completed. The President shall appoint members to special and ad hoc committees as deemed appropriate. Any special committee member may be removed by the President if, in the President's judgment, the best interests of the Library can be served by such a removal.

1.6.3 Quorum for a Committee

A majority of the total membership of any committee shall constitute a quorum.

1.7 Duties of the Library Director

The Board shall select, appoint, and evaluate a qualified librarian as Library Director, who will be the Library's chief executive and be responsible for the day-to-day administration of the Library under the general policies approved by the Board.

The Director shall be responsible to the Board pursuant to the provisions of the Local Library Act (75 ILCS 5/1-0.1).

The Director will report directly to the Board, will execute the policies adopted by the Board, and shall be authorized to establish organizational structure, purchase materials and services, and undertake such activities as may be necessary for the library's operation, subject to the policies established by the Board. The Library Director shall have the authority to execute contracts on behalf of the Library within the



parameters established by the Board. The Library Director shall attend all meetings of the Board. The Director shall make a monthly report to the Board and submit an Annual Report at the Annual Meeting.

In a manner consistent with the Library's Personnel Policies and applicable State and Federal Laws, the Library Director shall hire, supervise, evaluate and may terminate the employment of staff members necessary to carry out the work of the Library. The Director shall direct and supervise staff members to ensure the efficient delivery of high quality services.

The Director is responsible to the Board for all properties and funds belonging to the Library.

The Director shall make other reports at the meetings of the Board in such form and on such subjects as the Board may direct.

1.7.1 Termination and Resignation

At least 4 weeks (28 days) notice of resignation is requested should the Director choose to submit his/her resignation and depart in good standing. A resolution adopted by a majority of the Trustees present at a meeting at which a quorum is present is necessary to terminate the employment of the Library Director.

1.8 Conflict of Interest

A Trustee has a conflict of interest in a matter if the member's interest, either through business, investment, or family might reasonably create the appearance of or result in:

- Using public office for direct or indirect private gain;
- Giving preferential treatment to any organization or person;
- Losing impartiality of action;
- Making a government decision outside official channels, or;
- Adversely affecting the confidence of the public in the integrity of the Board.

1.8.1 Disclosure

Prior to the Board taking action on a matter in which a Trustee has or may have a conflict of interest, the Trustee shall disclose the potential conflict to the other Board members. If a Trustee has a conflict of interest, he/she will recuse him/herself from the discussion relating to the matter that he/she has a conflict with in order to maintain the impartiality of the Board.

If a Trustee believes he/she may have a conflict of interest, he/she will coordinate with the President of the Board and the Library Director to determine whether or not this is the case.

1.9 Records

1.9.1 Personnel Records

Staff personnel records are confidential and shall be kept by the Library Director in a secure place. Only the Library Director or any person authorized by the Director has access to these records.



1.9.2 Confidential Records

Confidential records of the Board, such as minutes of meetings still closed to the public, shall be kept secure, and only Library Trustees shall have access to these records. Space may be provided at the Library for confidential Board documents to be securely stored. The President and Secretary shall have keys to this access confidential documents.

1.9.3 Regular Meeting Minutes

Minutes will be kept of each regular meeting, reviewed and approved at the subsequent regular meeting, and made publicly available in a timely fashion. Minutes will be kept and approved according to the Illinois Open Meetings Act (5 ILCS 120).

1.9.4 Committee Reports

Minutes will be kept of all Committee Meetings and will be presented at the next regularly scheduled Board meeting. The minutes will be approved at the next meeting of each committee.

1.9.5 Board Packets

Packets of information provided to Trustees prior to regular, special, and committee meetings will be kept on file at the Library and made available to the public upon request.

1.10 Amendment of the Bylaws

These bylaws may be amended at any regular meeting of the Board of Trustees by a two-thirds vote of a quorum of the Trustees present. A copy of the proposed amendment must accompany the call of the meeting.

Approved by the Lake Bluff Library Board of Trustees. Revised March 19, 2024.



Lake Bluff Public Library
Library Board of Trustees Meeting
Tuesday, April 16th at 7 PM

123 E. Scranton Avenue, Lake Bluff, Illinois 60044

Notice: This meeting of the Lake Bluff Library Board of Trustees was held with a quorum of Trustees physically present. The meeting was simulcast for any members of the public who did not wish to attend the meeting in-person at the Lake Bluff Public Library building. Guidelines and access codes were published before the meeting so members of the public could log in. The meeting was recorded, with the recording made available through the Library's website. As required by law, at least one representative from the Library was present at the Library while participating in the meeting.

1. **Call to Order:** Board President Bonnie Shaul called the meeting to order at 7:04 pm.
2. **Roll Call:** Trustees Friedeman, Zaute (arrived after roll call), Graziano, Hayes, Jerch (arrived after roll call), and Shaul were present; Trustee Jardine was absent. Library Director Renee Grassi and library staff member Eliza Jarvi were present.
3. **Additions & Corrections to the Agenda:** There were none.
4. **Opportunity for Public to Address the Board:** There was none.
5. **Approval of Board Meeting Minutes**
 - a. Trustee Friedeman moved to approve the Board meeting minutes from March 19, 2024, Trustee Shaul seconded; all voted aye.
6. **Library Director Updates:**
 - a. **Director's Report:** Library Director Grassi provided an overview of March 2024 happenings at the library. She highlighted the new addition of a grants section in the report, as well as a medical leave for a full-time manager at the library. The Library recently received a \$5,000 grant from RAILS and will be hearing about the Accessibility and Technology grants at the end of April and May, respectively. There are multiple environmental tests pending results, including lead, asbestos, and air quality tests.
 - b. **Monthly Statistics Report:** Director Grassi provided a usage overview, noting that the connection between the Library website and Google analytics has been restored and updated statistics on website visits will be available next month. There was also an increase in building usage in the past month.
7. **March 2024 Financial Reports:**
 - a. **March 2024 Detailed Revenue & Expense Report:** The Library received another PPRT disbursement after the true-up in January 2024. The Library has one more month (April 2024) in the fiscal year and anticipates that there will be a similar amount added to the fund balance as last year. Trustee Hayes moved to approve the March 2024 revenue and expense report, Trustee Zaute seconded; all voted aye.



- b. **March Monthly Check Disbursement (15970-15994):** The Board reviewed all checks from March 2024. Trustee Zaute moved to approve checks numbered 15970-15994, Trustee Hayes seconded; all voted aye.

8. **Committee Reports**

(Met)

- a. **Building & Grounds Committee** (CHAIR: Jerch. MEMBERS: Berg, Shaul): The Building & Grounds Committee discussed issues with the carpet tile and reviewed the environmental sample report quotes.
- b. **Human Resources Committee** (CHAIR: Graziano. MEMBERS: Jerch and Shaul): The HR Committee met March 22nd to conduct the Library Director's annual review. The HR Committee will also meet with the Finance Committee to review the Director's salary adjustments.

(Did Not Meet)

- c. **Bylaws & Policy Committee** (CHAIR: Friedeman. MEMBERS: Zaute)
- d. **Engagement Committee** (CHAIR: Jardine. MEMBERS: Graziano)
- e. **Finance Committee** (CHAIR: Hayes. MEMBERS: Shaul, Zaute)
- f. **Long Range Planning Committee** (CHAIR: Shaul. MEMBERS: Friedeman)
- g. **Technology Committee** (CHAIR: Berg. MEMBERS: Graziano)
- h. **Intergovernmental Committee** (MEMBERS: Jerch, Grassi)
- i. **Special Topics Committee** (MEMBERS: Zaute, Shaul and Jerch)

9. **New Business:**

- a. **Grant-Funded Security Project with CVI:** Library Director Grassi provided an overview of the timeline, scope and financial milestones for the security project funded by the grant received by the Library in 2019, which is disbursed on a reimbursement basis. The current CVI contract covers labor for installation and training for staff.
 - i. Trustee Friedeman moved to approve the CVI Quote for Outdoor Security Cameras in the amount of \$20,105.00, Trustee Jerch seconded; all voted aye.
 - ii. Trustee Jerch moved to approve the CVI Quote for Door Access Control System in the amount of \$21,400.00, Trustee Shaul seconded; all voted aye.
 - iii. Trustee Jerch moved to approve the CVI Quote for Indoor Security Cameras in the amount of \$35,143, Trustee Hayes seconded; all voted aye.
- b. **Vliet Contribution and Village Intergovernmental Agreement:** The Board discussed the possibility of a new Village Intergovernmental Agreement given that the former IGA has expired.
- c. **Johnson Carpet Analysis Report:** The Library received a free analysis and quote for the delamination of the carpet in different spaces of the library. The Board reviewed the five solutions provided and discussed priority areas. The Building & Grounds Committee will make a recommendation and advise the Director on next steps.



- d. Master Plan Project Plan and Updates:** The Board reviewed the draft Strategic Facility Plan, with a focus on Board and Community Engagement opportunities throughout a 150-day process.
- e. Hours Pilot Report – Month 3, Mar. 2024:** Library Director Grassi provided a summary of the Hours Pilot, which is halfway complete. Saturday usage increased noticeably, while weekday evening hours maintained the same ratio of usage as previous months.
- 10. Library Correspondence:** Director Grassi provided an overview of patron correspondence, including responses to the “Library Board Retreat: An Insider’s Look” article, Village Lake Bluff Proclamation for National Library Week, Legislation HB 4567, State of American Libraries 2024 Report and the RAILS MLI Grant Award Letter.
- 11. Any and all other business which may come before the Board:**

 - a. Director Grassi reminded Board members that the Statement of Economic Interest is due May 1, 2024.
 - b. Officers will be elected at the May meeting.
- 12. Executive Session(s) if needed:** There was none.
- 13. Adjournment:** Trustee Jerch moved to adjourn, Trustee Zaute seconded; all voted aye. The meeting adjourned at 9:00 pm.

Respectfully submitted,

Alexandra Friedeman
Secretary



Lake Bluff Public Library
Library Board of Trustees Special Meeting
Thursday, May 9th at 7 PM
123 E. Scranton Avenue, Lake Bluff, Illinois 60044

Notice: This meeting of the Lake Bluff Library Board of Trustees was held with a quorum of Trustees physically present. The meeting was simulcast for any members of the public who did not wish to attend the meeting in-person at the Lake Bluff Public Library building. Guidelines and access codes were published before the meeting so members of the public could log in. The meeting was recorded, with the recording made available through the Library's website. As required by law, at least one representative from the Library was present at the Library while participating in the meeting.

1. **Call to Order:** Board President Bonnie Shaul called the meeting to order at 7:00 pm.
2. **Roll Call:** Trustees Friedeman, Graziano, Jardine, Zaute, Jerch, and Shaul were present; Trustee Hayes was absent. Library Director Renee Grassi and library staff member Eliza Jarvi were present. Adam Simon of Ancel Glink was also present.
3. **Additions & Corrections to the Agenda:** Trustee Jerch moved to allow Trustee Friedeman to participate in the meeting virtually, Trustee Jardine seconded the motion; all voted aye.
4. **Opportunity for Public to Address the Board:** There was none.
5. **New Intergovernmental Agreement between the Lake Bluff Public Library and the Village of Lake Bluff:** Library Director Grassi provided an overview of the original intergovernmental agreement (IGA) between the Lake Bluff Public Library and the Village of Lake Bluff, which expired in July 2023. She also reviewed the timeline of communication with the village beginning in January 2024 regarding a new draft IGA that would clarify roles and responsibilities for each entity. There is no legal definition of a component unit of government, as the Library is defined in the original IGA, which means the Village is not legally required to provide any level of support beyond what is defined in the statute. This includes serving as a conduit for levying taxes for the Library, borrowing on the Library's behalf and including the Library's annual budget in presentation with the Village's.
 - a. **Vote to approve delegating negotiation powers to Lake Bluff Public Library Trustee(s) and Library Director with representatives of the Village of Lake Bluff for the purposes of entering into a new Intergovernmental agreement.** Trustee Shaul nominated Trustee Friedeman to the negotiating committee, Trustee Jerch seconded; all voted aye. Trustee Zaute nominated Trustee Shaul to the negotiating committee, Trustee Jardine seconded; all voted aye.
 - b. **Vote to approve authorizing Lake Bluff Public Library Trustee(s) and Library Director to write and send communication on behalf of Library Board to Village Board Members and Village Administrator RE: the draft IGA agreement.** Trustee Zaute moved to authorize the Library Board delegates to write and send communication on behalf of the



Library Board to Village Board Members and Village Administrator, Trustee Jardine seconded; all voted aye.

6. **Executive Session(s) if needed:** There was none.
7. **Adjournment:** Trustee Jerch moved to adjourn, Trustee Zaute seconded; all voted aye. The meeting adjourned at 7:50 pm.

Respectfully submitted,

Alexandra Friedeman
Secretary

Administration and Human Resources

- In anticipation of our Shelters' departure to college, the Library posted two part-time Shelter positions to backfill existing positions. Each position will work 8 hours per week. Interviews were held at the end of April. Additional context: The Library's Shelters, who have been in their positions for more than 2 years), had been trained on desk coverage on evenings and weekends prior to Director Grassi's arrival in January 2023. Since then, the Library has created a new job description for Library Shelter. This position will not include desk hours for a variety of reasons, including Labor Laws prohibiting minors from working past 7 pm. Later this summer, the Library will hire for one part time Library Associate to backfill the weekly weekend desk hours previously held by the Library's Shelters prior to the Library pilot. These desk hours were unable to be added back into the work week at the start of the pilot because of the limited schedule availability of the two part time high-school aged Shelters.
- Cataloging Librarian Lara Leaf returned to work in April for limited work hours and transitioned back to a full work week of 28 budgeted hours by the end of the month. Technical Associate Rachel Yancey was able to resume her regular hours and responsibilities in April. Thank you to the Library's Technical Association Rachel Yancey who worked additional hours and took on major roles and responsibilities to support cataloging, processing, acquisitions, and other technical services related work to ensure there was no disruption in service for patrons.
- Reference and Circulation Manager Katie Horner met with a member of the North Chicago Public Library staff to share information about the Library's passport services. North Chicago Public Library recently began processing passports. Katie presented how the service is organized at this library and shared internal procedure and training documents for their library to adapt.
- Director Grassi worked with the Library's lawyers to revise the Lake Bluff Public Library programmer and vendor contract. As a result of advice given, the Director will be the only one in the organization to sign contracts. A new internal procedure for executing library contracts is currently being developed and will go live starting the Fall 2024 program planning process.
- Library staff have been working for many months on the creation of a new Desk Statistics sheet that would streamline statistic gathering across the Library at all service desks and better align with the statistical requirements of the Library's annual IPLAR report. After many months of this project being deferred, Library managers created a new statistics sheet. They also developed all staff training about the new definitions and process for keeping daily statistics at the desk. Thank you to Youth Services Manager Eliza Jarvi and Reference and Circulation Manager Katie Horner for working with Director Grassi on the implementation of this new process. Thanks also to Library staff Anna Fifhouse, Jillian Champan, Martha Horner, and Laurence Sacherer who have all helped inform the development of this new process. The new Desk Statistics form will go into effect May 1, 2024 at the start of the new Fiscal Year. This will also result in an improvement of statistics reporting in the monthly Board Packet to align data collection with the Library's annual IPLAR report and feature data that is more commonly presented to Library Boards, including number of study room uses, number of reference questions answered, and others.
- Patron satisfaction for passports continues to be high, although need far exceeds our overall availability. Patrons are requesting more availability overall, but are particularly interested in weekend appointments, which we can't provide with our passport agents' schedules.
- **Passport applications processed: 21**
- **Notary transactions completed: 31**

Grants

- The Library expects to hear from T-Mobile on the status of its \$50,000 grant proposal by the end of May, 2024.
- The Library is waiting to hear on the status of its application and possible reward of the Illinois State Library Accessibility Grant of \$45,000. As part of the grant application review process Director Renee Grassi and Library Trustee Alexandra Friedeman attended the FY24 Public Library Construction Grant Review Committee Virtual Meeting hosted by Illinois State Library on April 25. There were a total of four individuals on the Public Library Construction Grant Review Committee, including one architect and three experienced library administrators. A total of \$1.7 million dollars in grant money was requested, while Secretary of State/Illinois State Library has approximately only \$870,00 to fund these grant projects. Priority for grant awards be given to libraries who were not recipients in FY 2021, 22 & 23. Each of the reviewers shared feedback about each grant, including Lake Bluff Public Library's grant. The Library received one perfect score of 100, one score of 98 and one score of 95, and one score of 75, for an average score of 92. Feedback from grant reviewers included the following:
 - Beautifully written!
 - We know you have professionals supporting the project—that's good to see!

Collections

- Digital circulation for FY23-24 saw an increase of 24% from the previous fiscal year, and an increase of 104% compared to FY 19-20 pre-pandemic.
- All ordering for budget lines was completed by April 15th to ensure everything arrived before the end of the fiscal year.
- Relabeling projects and collection weeding was put on hold for the month due to staff capacity.
- Displays for April:
 - National Library Week
 - Holidays: Passover, Eid, Earth Day
 - Hidden Gems
 - Blossoming Books
 - Spies, Lies, and Deception
 - Eclipse and Space Books
 - Star Wars/May the Fourth
- In anticipation of taking on the responsibility of managing the Adult Graphic Novels collection at the start of the new fiscal year, Adult Services Librarian Anna Fifhouse reviewed guides and online training resources for graphic novel collection development. Anna completed an audit of current holdings of graphic novels to familiarize herself with current community's interest.
- In anticipation of assuming the responsibility of managing the Trending Titles collection, Anna developed tools to analyze the collection, including creating Sierra reports and setting goals for average turnover periods for titles.
- Adult Services Librarian Carol Carter and Anna Fifhouse are beginning again a documentation project that was previously working on with Martha O'Hara, the goal of which begin to develop legacy and succession planning documents for Carol's current responsibilities for collection management. Thank you, Anna, for supporting Carol in this way!

Communications

- The Library did not issue a digital newsletter in April or May due to Director's capacity.
- Director Grassi led the process for content creation of the Summer 2024 newsletter coordinating deadlines for content creation, creating content for news issues, and proofreading content aligned to the organization's style guide.
- As of May 19 (at the time of this report being written), despite its best efforts with staffing and capacity limitations, the Summer 2024 print newsletter will be delayed and not delivered Lake Bluff residences by June 1 because of the amount of lead time needed for delivery. Instead, the Library will publish its PDF online and via social to promote information as close to June 1 as possible.

Events, Programming and Outreach

- Teen Volunteers Monthly Statistics
 - Total Number of Volunteers: 6
 - Total Hours Volunteered: 10.5 hrs.
 - Total Number of Activities: 5
- In April, the Library distributed a total of 1434 solar eclipse glasses to community members. This total includes the number of glasses distributed through online registration, in-building pick-up, and partnerships with the Lake Bluff Chamber of Commerce, the Park District Preschool, among others. This community service was sponsored in part by the Library's Per Capita Grant from the Illinois State Library. Thank you to Katie Horner and Eliza Jarvi who, in lieu of Jillian Chapman's leave, coordinated staff communication, staff training and implemented the process for distributing to the community. Thank you to all library staff for supporting this initiative!
- In April, Youth Services Librarian Mary Webber presented a total of three storytimes to the Park District Preschool to a total of 90 children.
- The Library offered a take-and-make craft kit Flower Fairy Lights popular with adults and teens.
- The Library hosted their annual Read Between the Ravines: Two Communities, One Non-Fiction Book featuring *Group: How One Therapist and a Circle of Strangers Saved My Life* by Christie Tate. Director Grassi co-hosted the event with Lake Forest Library Director Ishwar Laxminarayan. Over 90 participants attended the event in-person at the Lake Forest/Lake Bluff History Center. Many thanks to Communications and Community Engagement Manager Jillian Chapman, who collaborated on the planning of this event with Lake Forest Library. Thank you, Jill!
- In honor of the Solar Eclipse, throughout the month of April, the Library featured a Storywalk experience through the downtown of Lake Bluff in partnership with local Lake Bluff businesses. The Library displayed the picture book *The Moon* by Stacey McAnulty and raffled off a stuffed crescent moon and a copy of the book for those who participated in the Storywalk.
- Total Youth Services Grab and Go Crafts distributed this month: 148

Technology Updates

- The Library experienced several issues with the online catalog this month. While one problem was able to be fixed with support from Innovative (the Library's catalog vendor), two other issues are ongoing. The two issues impact staff's ability to support customer service: 1) the online catalog periodically crashing for hours at a time when staff perform typical tasks with patron records and 2) mobile users are unable to search the catalog from the Library's webpage while using their devices. Thank you, Katie, who has been managing a significant amount of technology issues during staff leave.

- Director Grassi has been working with Net2Community, the Library's website vendor, to address minor website issues, including the issue with the catalog and the website (above).
- Library staff have experienced ongoing issues with printing license plate stickers on the Library's new copier machines for months. Thanks to Katie Horner's management of this issue, the Library's catalog vendor, Innovative, was able to solve the issue by making a change in the copier setting.

Building and Maintenance Updates

- Aunt Flow products went live in mid-April! They are seeing regular use, and staff and public have remarked positively about their impact.
- Due to inclement weather in April, exterior painting project was delayed until end of May, 2024.
- In April, Midwest Consulting Environmental Services (MCES) performed onsite testing and sampling for the Library's Environmental Report. In total, MCES made three visits to gather all materials and samples needed for the report. Results due in mid-May to be presented at the May 21, 2024 Board Meeting by Robert Mellecker from MCES.
- The following building and maintenance projects were completed this month:
 - Gutters cleaned
 - Windows cleaned (exterior and interior)
 - Lightbulbs replaced

[Home](#) / [Dashboards](#) / FY 23-24 Graphs

FY 23-24 Graphs

Select row type ▼ Add New Row Preview

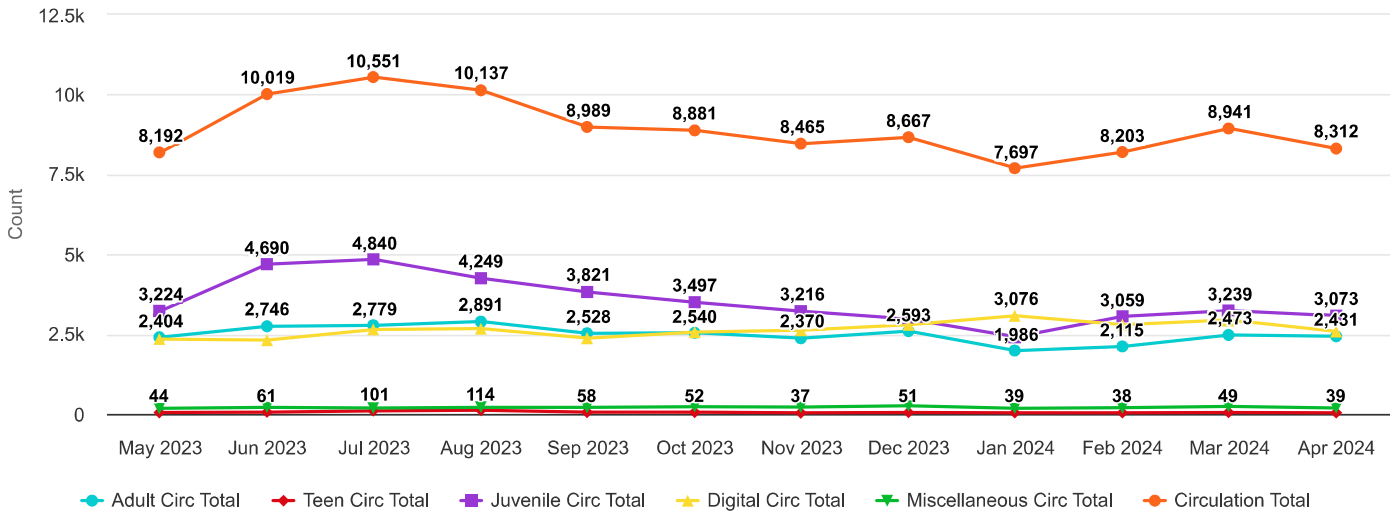
Edit Dashboard Settings ← Back to Dashboards List

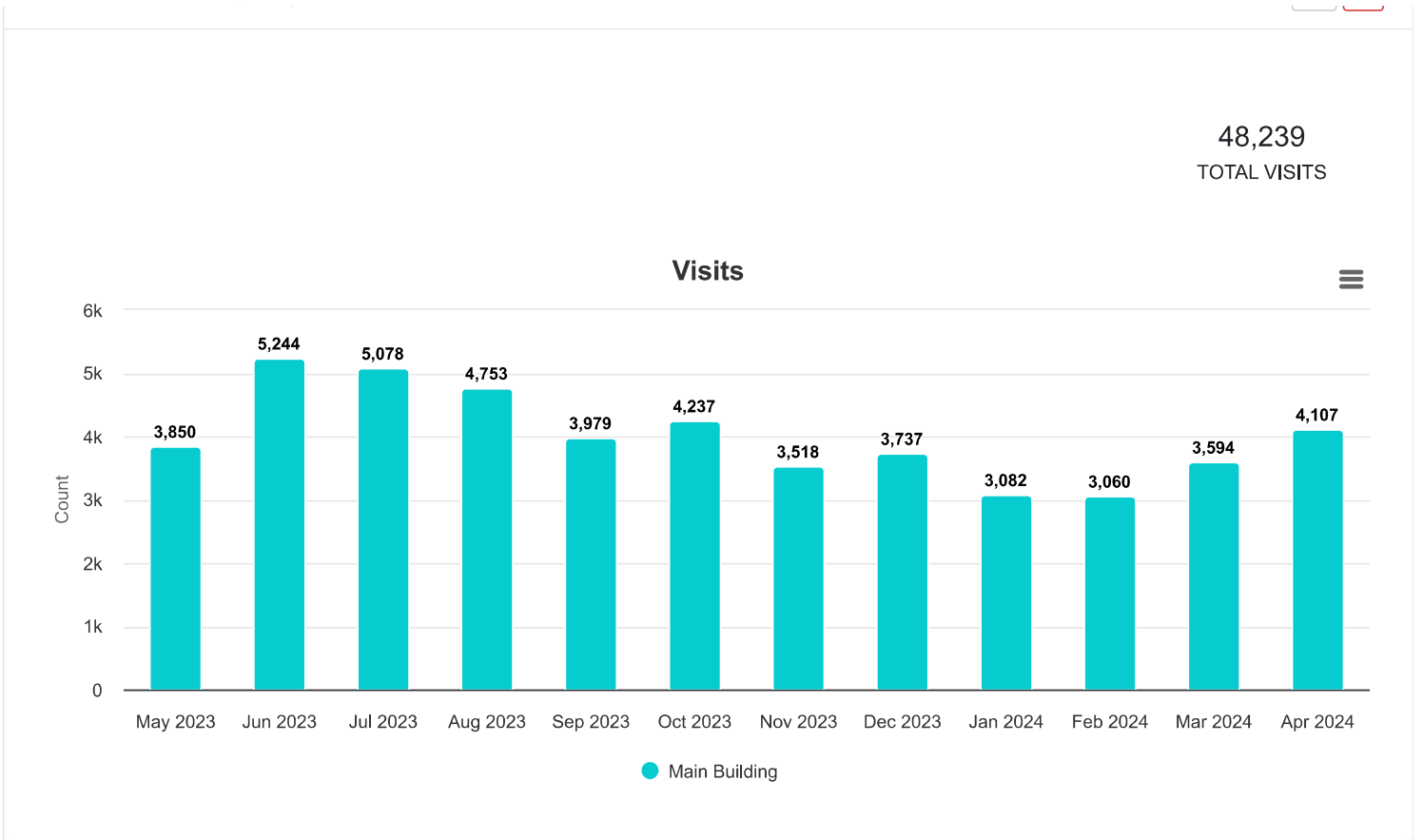
FY 23-24 Circulation Totals (#73)

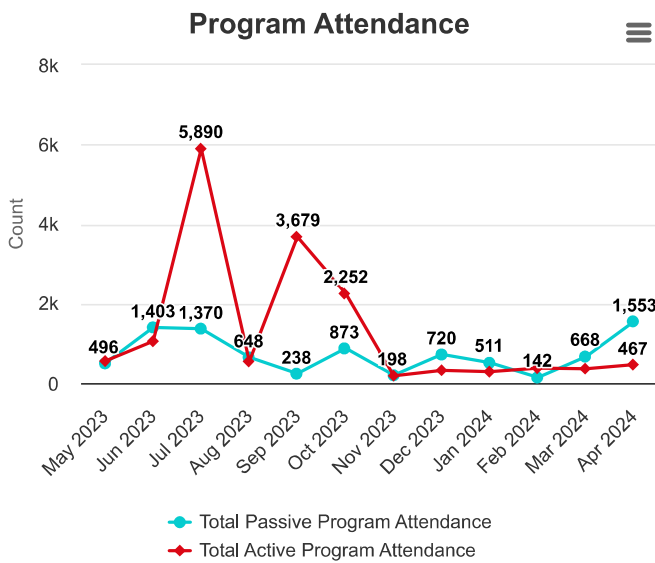
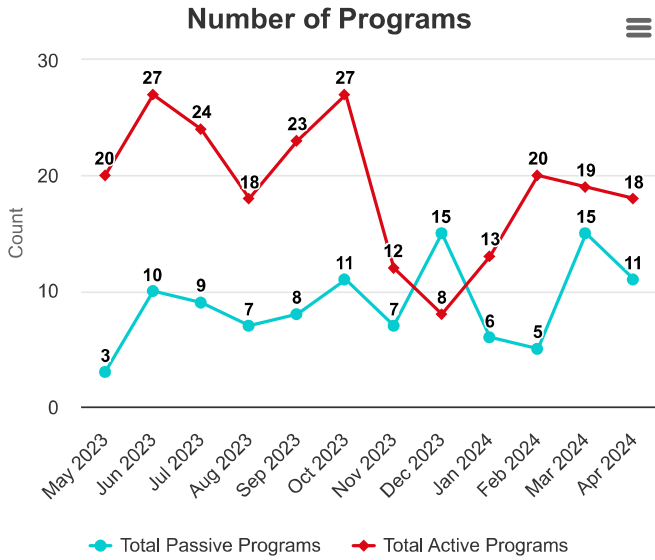


107,054
TOTAL CIRCS

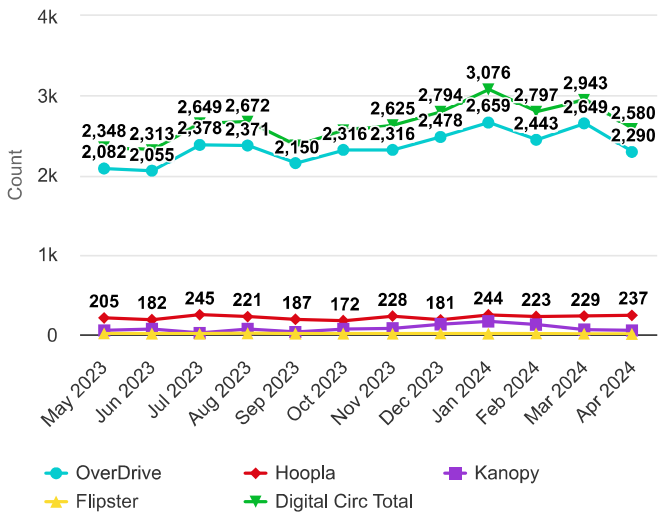
Circulation Totals



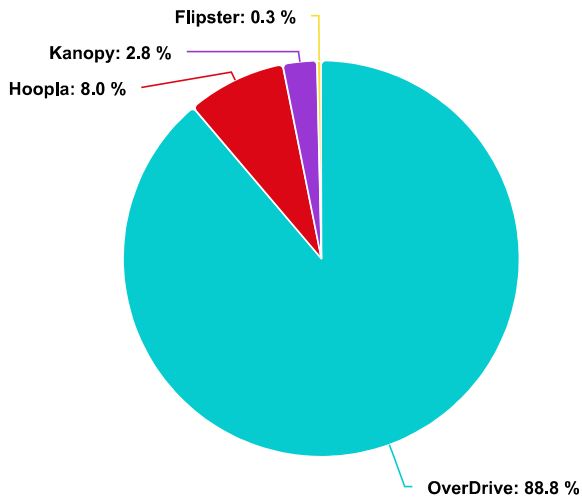




Monthly Usage

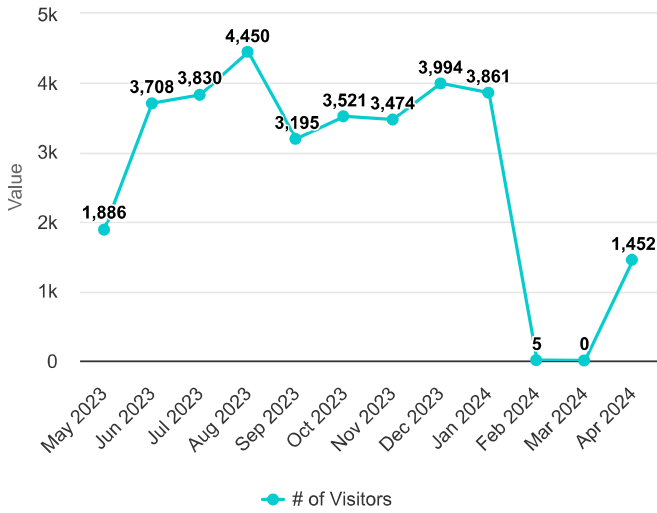


Distribution by Platform

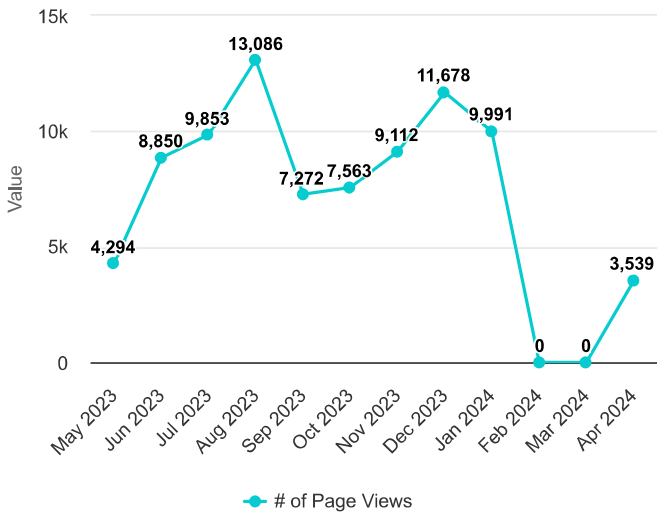


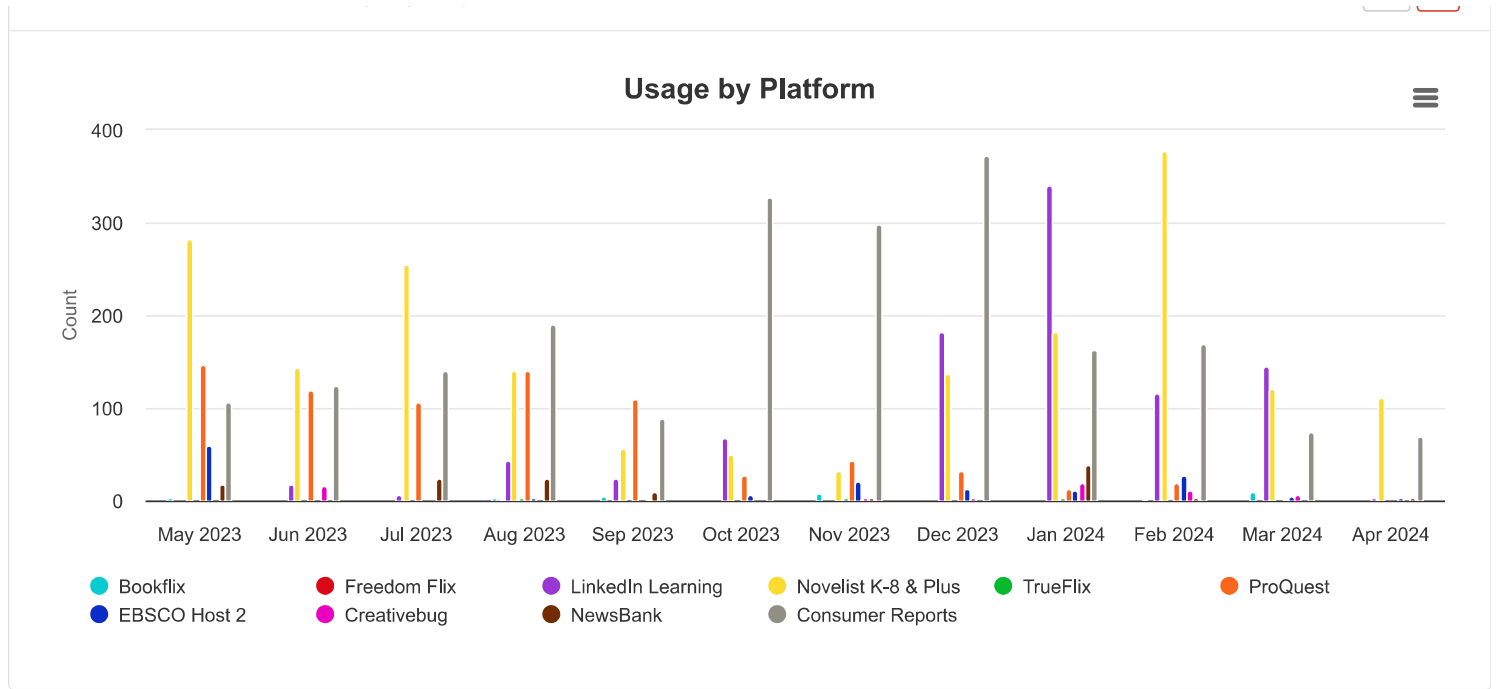
39,764
TOTAL SESSIONS

Visitors



Page Views





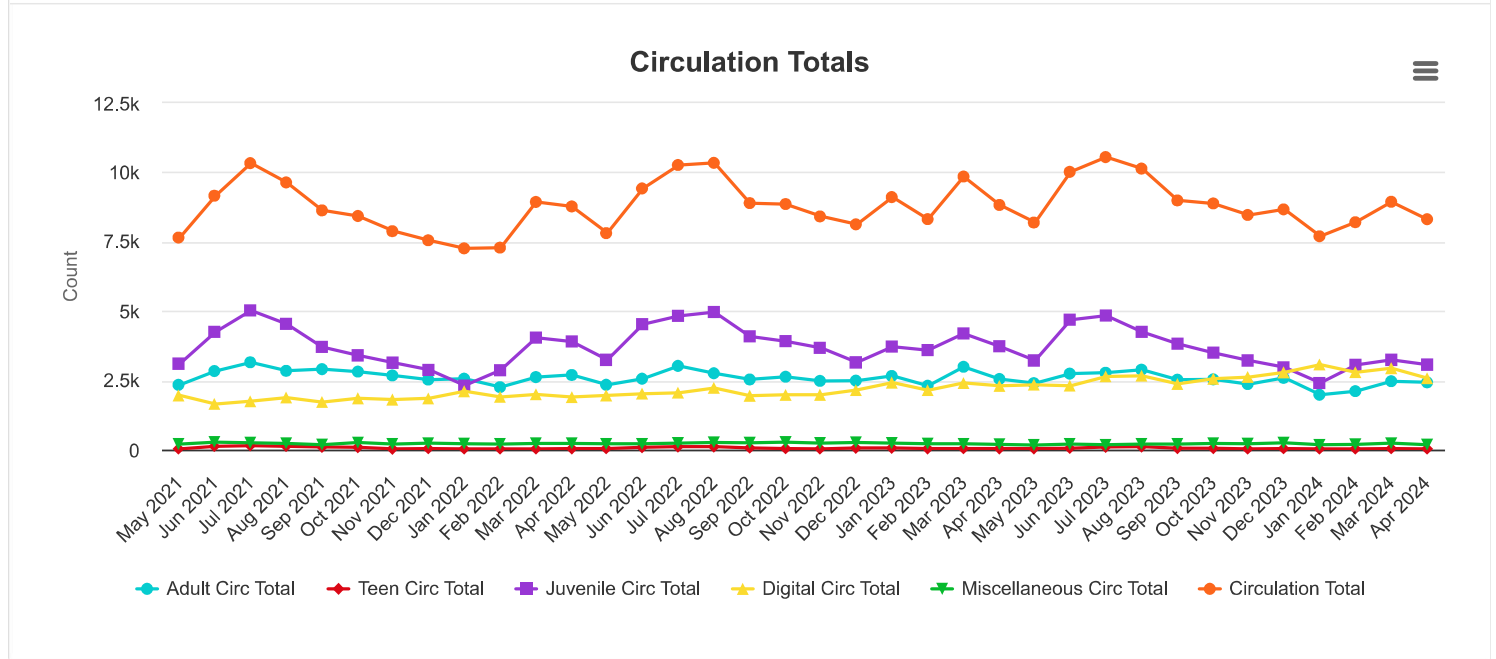
Powered by [Springshare](#)

3 Year Comparison Graphs

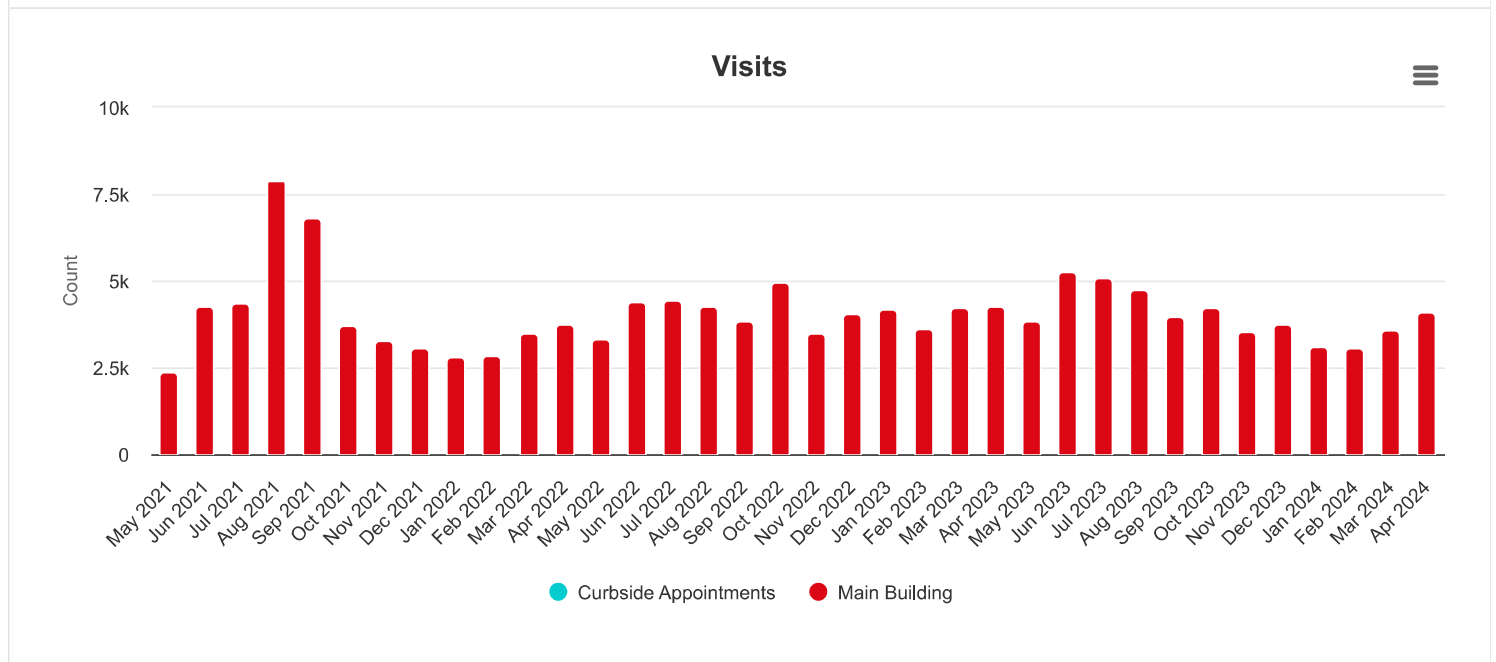
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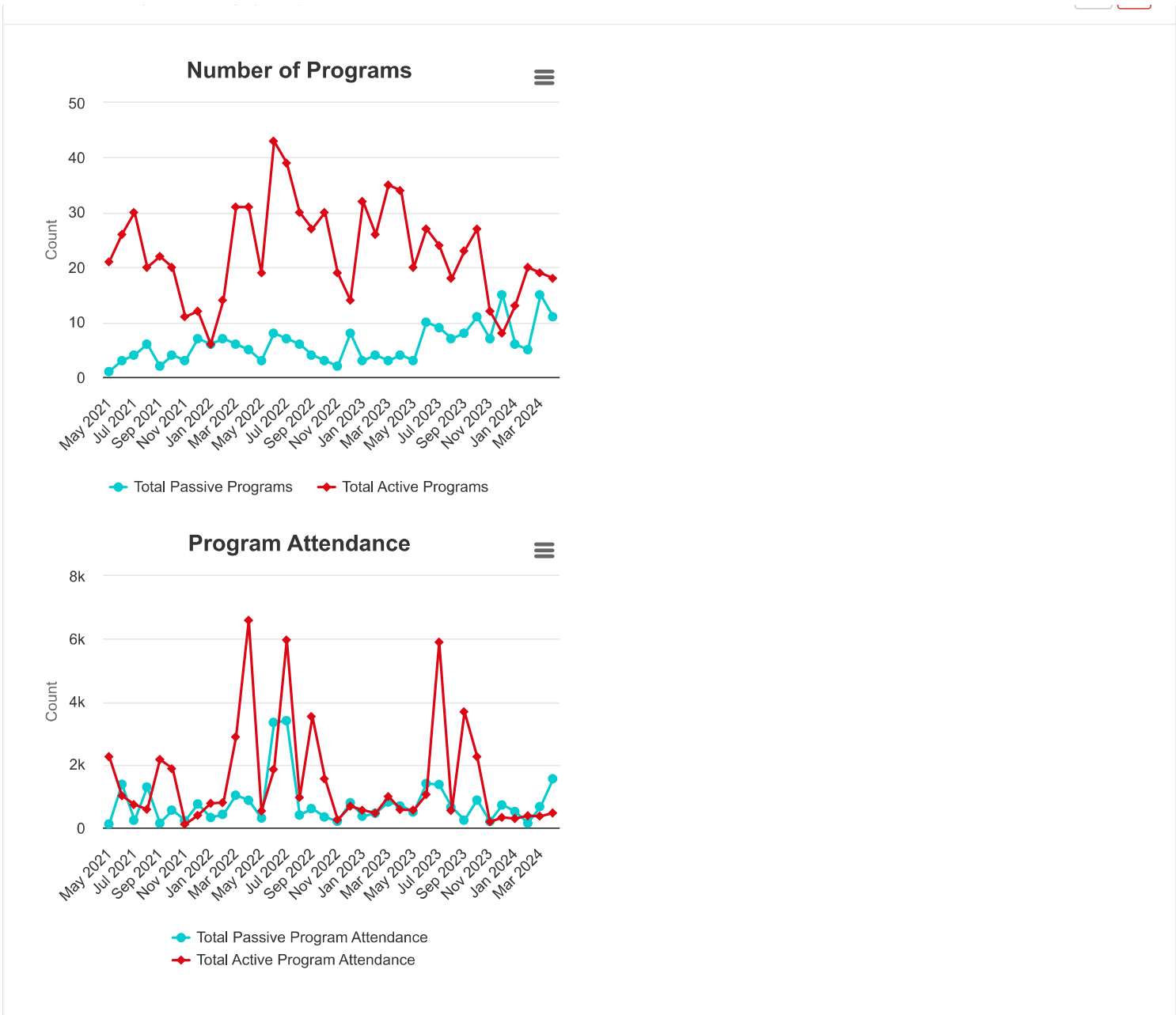
Edit Dashboard Settings Back to Dashboards List

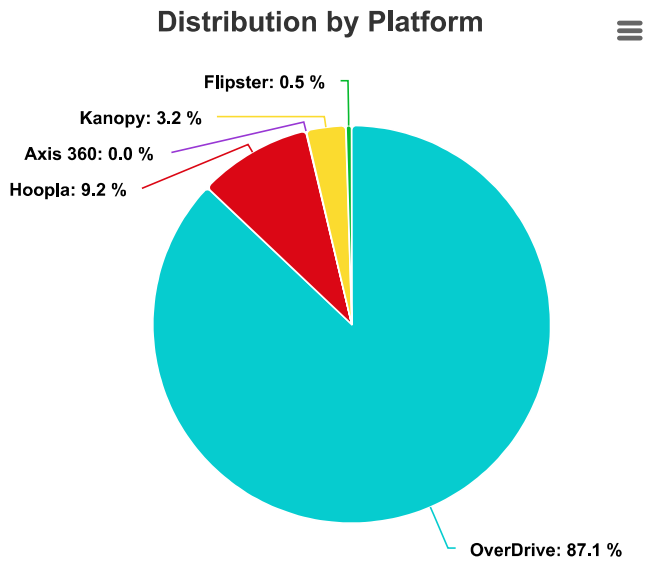
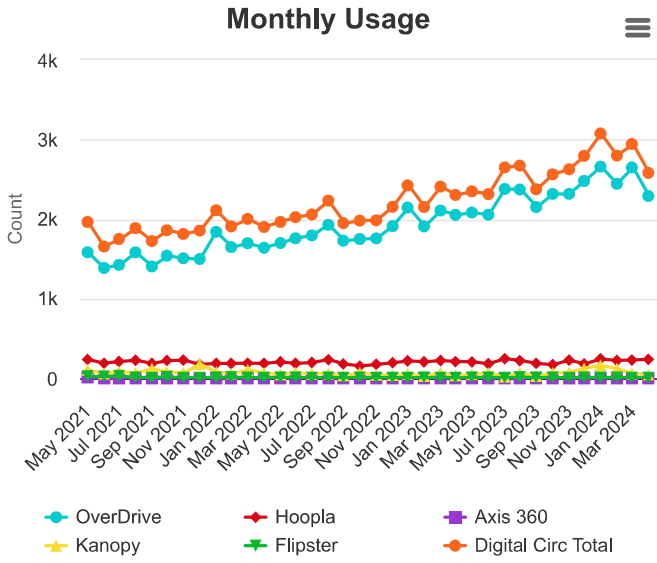
3 Year Circulation Totals (#46)



3 Year Visits (#48)

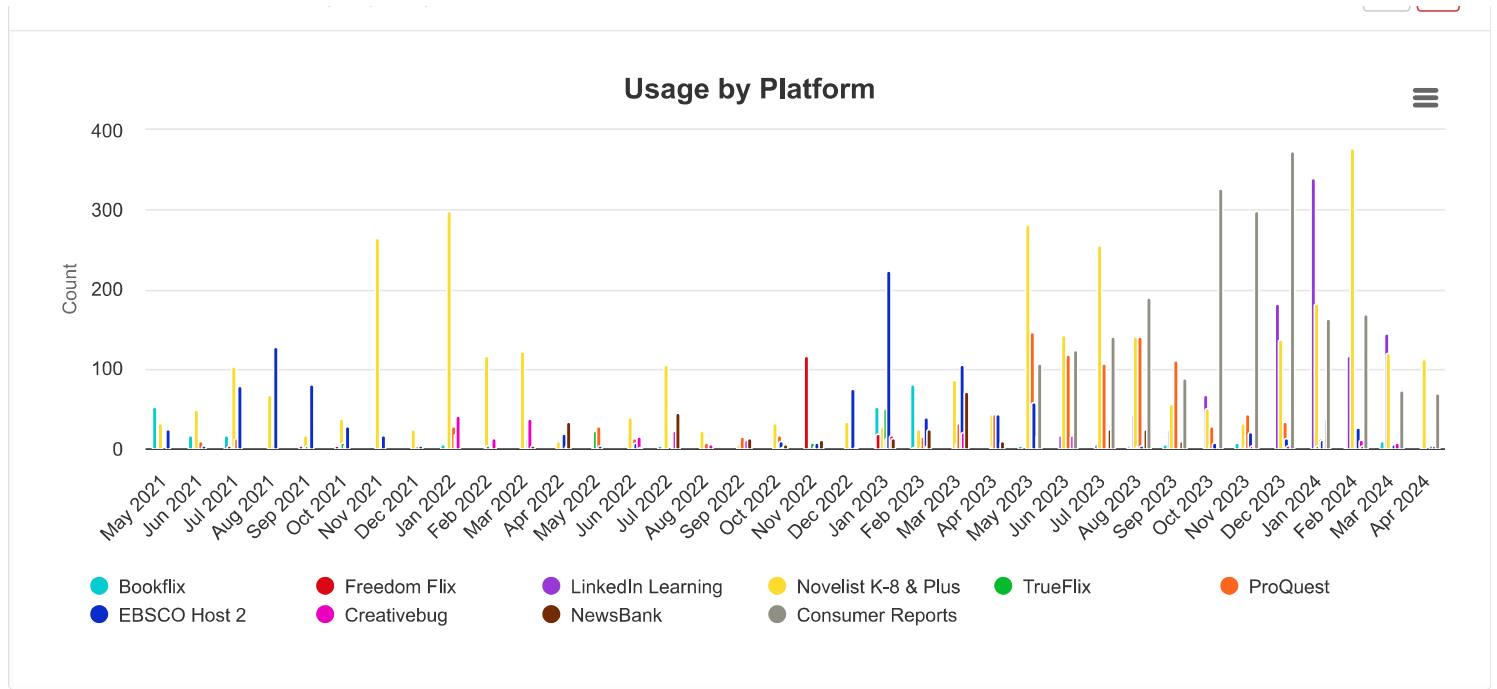












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PERIOD ENDING 04/30/2024

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 04/30/24 INCR (DECR)	ACTIVITY FOR MONTH 04/30/23 INCR (DECR)	YTD BALANCE 04/30/2024 NORM (ABNORM)	YTD BALANCE 04/30/2023 NORM (ABNORM)	2023-24 AMENDED BUDGET	% BGD USED
Fund 080 - LAKE BLUFF PUBLIC LIBRARY							
Revenues							
Dept 300 - REVENUE							
PROPERTY TAXES							
080-300-30000	PROPERTY TAX REVENUE	0.00	0.00	1,076,098.71	1,034,156.96	1,084,364.00	99.24
PROPERTY TAXES		0.00	0.00	1,076,098.71	1,034,156.96	1,084,364.00	99.24
OTHER TAXES							
080-300-30200	PERSONAL PROPERTY REPLACE TAX	363.44	0.00	5,694.43	0.00	0.00	100.00
OTHER TAXES		363.44	0.00	5,694.43	0.00	0.00	100.00
CHARGE FOR SERVICES							
080-300-34235	PHOTO-COPY CHARGES	217.72	124.05	2,329.60	1,800.04	2,000.00	116.48
080-300-34250	NON-RESIDENT FEES	548.42	757.39	6,046.34	6,705.53	6,000.00	100.77
080-300-34260	PASSPORT FEES	691.92	2,488.38	14,483.18	31,883.64	20,000.00	72.42
080-300-34265	PASSPORT POSTAGE REIMB	0.00	0.00	0.00	0.00	0.00	0.00
CHARGE FOR SERVICES		1,458.06	3,369.82	22,859.12	40,389.21	28,000.00	81.64
FINES/FORFEITS							
080-300-35700	LIBRARY FEES	29.75	35.77	1,566.59	1,429.85	1,000.00	156.66
FINES/FORFEITS		29.75	35.77	1,566.59	1,429.85	1,000.00	156.66
INTERGOVERNMENTAL							
080-300-36200	MISC GRANT REVENUE	0.00	0.00	0.00	0.00	1,000.00	0.00
080-300-36265	PER CAPITA GRANTS	0.00	0.00	0.00	0.00	8,284.00	0.00
INTERGOVERNMENTAL		0.00	0.00	0.00	0.00	9,284.00	0.00
MISCELLANEOUS							
080-300-37000	VILLAGE CONTRIBUTION	0.00	9,367.70	0.00	9,367.70	10,233.00	0.00
080-300-37010	VLIET OPERATING COST CONTRIB	0.00	0.00	10.00	790.00	790.00	1.27
080-300-37020	SCHOOL DIST 65 IGA	50.00	0.00	1,550.00	1,500.00	1,550.00	100.00
080-300-38300	CONTRIBUTIONS/DONATIONS	0.00	0.00	0.00	0.00	0.00	0.00
080-300-38310	CONTRIBUTIONS/DONATIONS	0.00	0.00	0.00	0.00	0.00	0.00
080-300-38315	RESTRICTED DONATIONS	0.00	0.00	0.00	0.00	0.00	0.00
080-300-38316	RESTRICTED GRANTS	0.00	0.00	0.00	0.00	0.00	0.00
080-300-38800	NAPERVILLE (IMPACT) FEE	2,159.36	0.00	2,159.36	0.00	0.00	100.00
080-300-38850	LICENSE RENEWALS	8.71	49.23	(93.39)	88.38	500.00	(18.68)
080-300-38900	MISCELLANEOUS INCOME	90.29	449.05	85,924.82	5,840.24	3,000.00	2,864.16
MISCELLANEOUS		2,308.36	9,865.98	89,550.79	17,586.32	16,073.00	557.15
INVESTMENT INCOME							
080-300-37500	INTEREST EARNINGS	2,713.78	2,349.02	47,803.51	20,885.82	20,000.00	239.02
INVESTMENT INCOME		2,713.78	2,349.02	47,803.51	20,885.82	20,000.00	239.02
Total Dept 300 - REVENUE							
		6,873.39	15,620.59	1,243,573.15	1,114,448.16	1,158,721.00	107.32
TOTAL REVENUES							
		6,873.39	15,620.59	1,243,573.15	1,114,448.16	1,158,721.00	107.32

Expenditures
 Dept 603 - LIBRARY ADMINISTRATION

User: rgrassi
DB: Lake Bluff

PERIOD ENDING 04/30/2024

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 04/30/24 INCR (DECR)	ACTIVITY FOR MONTH 04/30/23 INCR (DECR)	YTD BALANCE 04/30/2024 NORM (ABNORM)	YTD BALANCE 04/30/2023 NORM (ABNORM)	2023-24 AMENDED BUDGET	% BDGT USED
Fund 080 - LAKE BLUFF PUBLIC LIBRARY							
Expenditures							
SALARIES							
080-603-40025	LIBRARIAN SALARIES	22,987.94	29,458.05	265,178.82	228,095.45	220,557.00	120.23
080-603-40030	STAFF SALARIES	30,392.00	33,369.21	347,607.70	340,806.22	379,800.00	91.52
	SALARIES	<u>53,379.94</u>	<u>62,827.26</u>	<u>612,786.52</u>	<u>568,901.67</u>	<u>600,357.00</u>	<u>102.07</u>
PERSONNEL							
080-603-40400	MEDICAL INSURANCE	0.00	6,771.57	68,887.39	80,521.55	95,000.00	72.51
080-603-40900	OTHER EMPLOYEE BENEFITS	0.00	0.00	0.00	0.00	250.00	0.00
	PERSONNEL	<u>0.00</u>	<u>6,771.57</u>	<u>68,887.39</u>	<u>80,521.55</u>	<u>95,250.00</u>	<u>72.32</u>
RETIREMENT							
080-603-40970	EMPLOYER FICA TAX	4,036.97	4,689.20	46,414.16	43,023.24	44,000.00	105.49
080-603-40980	IMRF RETIREMENT CONTRIBUTION	0.00	1,995.95	17,632.76	25,895.29	30,000.00	58.78
	RETIREMENT	<u>4,036.97</u>	<u>6,685.15</u>	<u>64,046.92</u>	<u>68,918.53</u>	<u>74,000.00</u>	<u>86.55</u>
CONTRACTUAL							
080-603-41000	MAINTENANCE-BUILDING	7,024.00	10,151.33	74,379.59	42,658.07	41,000.00	181.41
080-603-41020	ELEVATOR MAINTENANCE	0.00	0.00	1,314.00	1,247.00	1,750.00	75.09
080-603-41050	MAINTENANCE-GROUNDS	0.00	2,860.00	8,325.00	8,300.00	9,000.00	92.50
080-603-41300	COMPUTER SERVICES	0.00	0.00	15,085.00	14,385.00	15,000.00	100.57
080-603-41301	COMPUTER SERVICES/DO NOT USE	0.00	0.00	0.00	0.00	0.00	0.00
080-603-41313	COPIER MAINTENANCE/SUPPLIES	125.11	1,095.00	9,384.85	4,314.65	4,000.00	234.62
080-603-41314	OTHER PROFESSIONAL/CONTRACTUAL	2,857.50	522.90	26,678.53	7,162.97	10,000.00	266.79
080-603-41345	MARKETING	0.00	0.00	1,073.94	545.28	1,000.00	107.39
080-603-41350	LEGAL SERVICES	236.25	562.50	7,938.50	1,912.50	1,500.00	529.23
080-603-42400	PROFESSIONAL DEVELOPMENT	379.91	0.00	4,976.05	2,956.19	4,500.00	110.58
	CONTRACTUAL	<u>10,622.77</u>	<u>15,191.73</u>	<u>149,155.46</u>	<u>83,481.66</u>	<u>87,750.00</u>	<u>169.98</u>
COMMODITIES							
080-603-42440	DUES	0.00	0.00	1,633.04	1,856.27	2,500.00	65.32
080-603-43230	UTILITIES	754.76	677.32	11,442.91	8,717.95	13,000.00	88.02
080-603-43300	POSTAGE	188.95	564.35	5,122.90	8,067.68	7,000.00	73.18
080-603-43410	PRINTING/E-NEWSLETTER	29.99	29.99	11,826.10	12,725.88	12,500.00	94.61
080-603-43520	PASSPORT SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00
080-603-43550	OFFICE SUPPLIES	523.45	120.56	7,353.54	7,285.92	7,000.00	105.05
080-603-43660	MAINTENANCE SUPPLIES-BUILDING	71.75	0.00	5,040.09	1,483.35	1,750.00	288.01
080-603-43668	TECHNICAL SERVICES SUPPLIES	310.40	483.79	4,964.20	3,898.07	5,500.00	90.26
080-603-43700	HOSPITALITY PROGRAM SUPPLIES	227.02	291.28	2,084.86	1,146.83	1,000.00	208.49
080-603-43710	ADULT PROGRAM SUPPLIES	199.25	50.00	6,358.20	6,509.49	8,000.00	79.48
080-603-43720	JUVENILE PROGRAM SUPPLIES	78.13	12.38	6,997.00	6,279.11	7,000.00	99.96
080-603-43730	OUTREACH SUPPLIES	0.00	75.22	2,808.83	2,990.24	6,000.00	46.81
080-603-43740	TEEN PROGRAM SUPPLIES	0.00	0.00	827.09	315.60	1,250.00	66.17
080-603-46100	MISCELLANEOUS EXPENSES	25.10	25.20	3,080.08	3,072.30	3,000.00	102.67
080-603-48001	EXPENSES FR RESTRICTED DONATIO	0.00	0.00	0.00	0.00	0.00	0.00
	COMMODITIES	<u>2,408.80</u>	<u>2,330.09</u>	<u>69,538.84</u>	<u>64,348.69</u>	<u>75,500.00</u>	<u>92.10</u>
LIBRARY MATERIALS							
080-603-45000	ADULT NON-FICTION BOOKS	478.54	678.53	12,174.53	12,327.25	17,000.00	71.61
080-603-45100	ADULT FICTION BOOKS	318.00	293.72	15,510.33	15,344.54	15,500.00	100.07
080-603-45110	ADULT LARGE PRINT MATERIAL	0.00	74.16	656.99	519.71	700.00	93.86
080-603-45200	ADULT AUDIO VISUAL MATERIAL	326.10	562.42	11,226.11	11,109.07	15,500.00	72.43
080-603-45220	ADULT REFERENCE/E-REFER	631.22	496.09	21,153.85	17,594.83	21,000.00	100.73

User: rgrassi
DB: Lake Bluff

PERIOD ENDING 04/30/2024

GL NUMBER	DESCRIPTION	ACTIVITY FOR		YTD BALANCE	YTD BALANCE	2023-24 AMENDED BUDGET	% BDGT USED
		MONTH 04/30/24 INCR (DECR)	MONTH 04/30/23 INCR (DECR)	04/30/2024 NORM (ABNORM)	04/30/2023 NORM (ABNORM)		
Fund 080 - LAKE BLUFF PUBLIC LIBRARY							
Expenditures							
080-603-45400	JUVENILE NON-FICTION	615.10	0.00	9,719.05	7,960.13	12,000.00	80.99
080-603-45410	PICTURE BOOKS, READERS	46.38	27.47	7,655.05	8,457.03	8,000.00	95.69
080-603-45420	JUVENILE FICTION	18.67	208.24	7,019.72	4,537.32	8,000.00	87.75
080-603-45430	JUVENILE AUDIO-VISUAL	0.00	24.99	2,157.21	507.63	3,000.00	71.91
080-603-45440	JUVENILE E-REFERENCE	0.00	0.00	1,337.00	1,378.00	1,500.00	89.13
080-603-45445	JUVENILE KITS & DEVICES	9.00	141.67	729.40	595.02	3,000.00	24.31
080-603-45450	TEEN BOOKS	0.00	0.00	1,982.80	1,783.31	2,500.00	79.31
080-603-45460	E-BOOKS	1,809.80	1,512.63	20,994.64	18,980.29	21,000.00	99.97
080-603-45470	GRAPHIC NOVELS	0.00	308.39	207.46	612.67	750.00	27.66
080-603-45500	PERIODICALS	64.99	0.00	7,705.55	7,854.65	7,350.00	104.84
080-603-45510	VIDEO GAMES	0.00	(0.11)	3,317.73	3,241.81	3,500.00	94.79
080-603-45520	TRENDING TITLES	73.79	64.28	616.47	798.56	2,000.00	30.82
080-603-45600	PATRON & STAFF SOFTWARE	19.99	19.99	8,379.23	6,216.88	15,550.00	53.89
080-603-45610	LIBRARY AUTOMATION SOFTWARE	0.00	0.00	22,500.00	22,500.00	25,000.00	90.00
LIBRARY MATERIALS		4,411.58	4,412.47	155,043.12	142,318.70	182,850.00	84.79
CAPITAL EXPENSES							
080-603-50100	LIBRARY FURNISHINGS	0.00	0.00	3,451.57	21,188.74	6,000.00	57.53
080-603-51200	EXT BUILDING IMPROVEMENTS	0.00	0.00	16,180.00	0.00	6,000.00	269.67
080-603-58100	COMPUTER EQUIPMENT	0.00	0.00	13,706.83	17,470.98	10,000.00	137.07
080-603-58270	OTHER EQUIPMENT	288.99	0.00	322.98	332.22	1,000.00	32.30
CAPITAL EXPENSES		288.99	0.00	33,661.38	38,991.94	23,000.00	146.35
CONTINGENCY							
080-603-70000	CONTINGENCY	0.00	0.00	0.00	0.00	0.00	0.00
CONTINGENCY		0.00	0.00	0.00	0.00	0.00	0.00
TRANSFER TO OTHER FUND							
080-603-71000	INTERFUND TRANSFER TO RESERVE	0.00	0.00	0.00	0.00	20,000.00	0.00
TRANSFER TO OTHER FUND		0.00	0.00	0.00	0.00	20,000.00	0.00
<hr/>							
Total Dept 603 - LIBRARY ADMINISTRATION		75,149.05	98,218.27	1,153,119.63	1,047,482.74	1,158,707.00	99.52
<hr/>							
TOTAL EXPENDITURES		75,149.05	98,218.27	1,153,119.63	1,047,482.74	1,158,707.00	99.52
<hr/>							
Fund 080 - LAKE BLUFF PUBLIC LIBRARY:							
TOTAL REVENUES		6,873.39	15,620.59	1,243,573.15	1,114,448.16	1,158,721.00	107.32
TOTAL EXPENDITURES		75,149.05	98,218.27	1,153,119.63	1,047,482.74	1,158,707.00	99.52
NET OF REVENUES & EXPENDITURES		(68,275.66)	(82,597.68)	90,453.52	66,965.42	14.00	646,096.

PERIOD ENDING 04/30/2024

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 04/30/24 INCR (DECR)	ACTIVITY FOR MONTH 04/30/23 INCR (DECR)	YTD BALANCE 04/30/2024 NORM (ABNORM)	YTD BALANCE 04/30/2023 NORM (ABNORM)	2023-24 AMENDED BUDGET	% BDGT USED
Fund 082 - LIBRARY GRANTS & GIFTS FUND							
Revenues							
Dept 300 - REVENUE							
INTERGOVERNMENTAL							
082-300-36200	GRANT REVENUE	0.00	0.00	0.00	0.00	0.00	0.00
082-300-36263	STATE PER CAPITA GRANT	0.00	0.00	8,283.60	8,283.60	8,284.00	100.00
INTERGOVERNMENTAL		0.00	0.00	8,283.60	8,283.60	8,284.00	100.00
MISCELLANEOUS							
082-300-38300	UNRESTRICTED DONATIONS/CONTRIB	779.07	1.61	3,937.56	2,010.46	98.00	4,017.92
082-300-38315	RESTRICTED DONATIONS	23.89	0.00	42,169.21	91,927.72	65,000.00	64.88
MISCELLANEOUS		802.96	1.61	46,106.77	93,938.18	65,098.00	70.83
INVESTMENT INCOME							
082-300-37500	INTEREST EARNINGS	0.00	0.00	0.00	0.00	0.00	0.00
INVESTMENT INCOME		0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 300 - REVENUE		802.96	1.61	54,390.37	102,221.78	73,382.00	74.12
TOTAL REVENUES		802.96	1.61	54,390.37	102,221.78	73,382.00	74.12
Expenditures							
Dept 603 - LIBRARY ADMINISTRATION							
PROGRAMS							
082-603-44810	PER CAPITAL GRANT EXPENDITURES	941.29	944.67	7,738.96	8,023.81	8,284.00	93.42
082-603-44825	MISC. GRANT EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0.00
PROGRAMS		941.29	944.67	7,738.96	8,023.81	8,284.00	93.42
Unclassified							
082-603-99999	USE OF DONATIONS/TEMPORARY EXP	3,230.09	231.42	59,198.93	88,890.94	65,098.00	90.94
Unclassified		3,230.09	231.42	59,198.93	88,890.94	65,098.00	90.94
Total Dept 603 - LIBRARY ADMINISTRATION		4,171.38	1,176.09	66,937.89	96,914.75	73,382.00	91.22
TOTAL EXPENDITURES		4,171.38	1,176.09	66,937.89	96,914.75	73,382.00	91.22
Fund 082 - LIBRARY GRANTS & GIFTS FUND:							
TOTAL REVENUES		802.96	1.61	54,390.37	102,221.78	73,382.00	74.12
TOTAL EXPENDITURES		4,171.38	1,176.09	66,937.89	96,914.75	73,382.00	91.22
NET OF REVENUES & EXPENDITURES		(3,368.42)	(1,174.48)	(12,547.52)	5,307.03	0.00	100.00
TOTAL REVENUES - ALL FUNDS							
		7,676.35	15,622.20	1,297,963.52	1,216,669.94	1,232,103.00	105.35
TOTAL EXPENDITURES - ALL FUNDS							
		79,320.43	99,394.36	1,220,057.52	1,144,397.49	1,232,089.00	99.02

PERIOD ENDING 04/30/2024

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 04/30/24 INCR (DECR)	ACTIVITY FOR MONTH 04/30/23 INCR (DECR)	YTD BALANCE 04/30/2024 NORM (ABNORM)	YTD BALANCE 04/30/2023 NORM (ABNORM)	2023-24 AMENDED BUDGET	% BDT USED
NET OF REVENUES & EXPENDITURES		(71,644.08)	(83,772.16)	77,906.00	72,272.45	14.00	556,471.

Check Date	Bank	Check #	Payee	Description	GL #	Amount
05/08/2024	LIBC K	15995	AMAZON CAPITAL SERVICES	AMAZON PURCHASES FOR APRIL 2024/OFFICE SUPPLIES/TECHNICAL SERVIC	080-603-43550	70.79
		15995		AMAZON PURCHASES FOR APRIL 2024/OFFIC	080-603-43668	22.90
		15995		AMAZON PURCHASES FOR APRIL 2024/ADULT	080-603-43710	157.20
		15995		AMAZON PURCHASES FOR APRIL 2024/USE O	080-603-43720	57.57
		15995		AMAZON PURCHASES FOR APRIL 2024/ADULT	080-603-45000	170.58
		15995		AMAZON PURCHASES FOR APRIL 2024/ADULT	080-603-45100	113.99
		15995		AMAZON PURCHASES FOR APRIL 2024/ADULT	080-603-45200	326.10
		15995		AMAZON PURCHASES FOR APRIL 2024/USE O	080-603-45420	18.67
		15995		AMAZON PURCHASES FOR APRIL 2024/USE O	080-603-45445	9.00
		15995		AMAZON PURCHASES FOR APRIL 2024/TREND	080-603-45520	36.34
		15995		AMAZON PURCHASES FOR APRIL 2024/OFFIC	080-603-58270	288.99
		15995		AMAZON PURCHASES FOR APRIL 2024/USE O	082-603-99999	135.63
						1,407.76
05/08/2024	LIBC	15996	ANCEL GLINK, PC	LEGAL SERVICES THROUGH MARCH 2024	080-603-41350	236.25
05/08/2024	LIBC K	15997	BAKER & TAYLOR ENTERTAINMENT	JUVENILE NON-FICTION/TECHNICAL SERVICES SIPLIES	080-603-43668	59.57
		15997		ADULT NON-FICTION/TECHNICAL SERVICES	080-603-45000	317.66
		15997		ADULT FICTION/TECHNICAL SERVICES SIPP	080-603-45100	204.01
		15997		JUVENILE NON-FICTION/TECHNICAL SERVIC	080-603-45400	615.10
		15997		PICTURE BOOKS/TECHNICAL SERVICES SUPP	080-603-45410	46.38
		15997		TRENDING TITLES/TECHNICAL SERVICES SI	080-603-45520	37.45
		15997		ADULT NON-FICTION/USE OF DONATIONS/TE	082-603-99999	17.51
						1,297.68
05/08/2024	LIBC	15998	CHICAGO TRIBUNE	PERIODICALS/CHICAGO TRIBUNE RENEWAL T	080-603-45500	467.48
05/08/2024	LIBC K	15999	COLLEY ELEVATOR COMPANY	ELEVATOR/INSPECTION FOR 3 MONTHS	080-603-41020	244.00
05/08/2024	LIBC K	16000	COMPLETE CLEANING COMPANY, INC.	BUILDING MAINTENANCE/CLEANING SERVICES FOR MAY 2024	080-603-41000	1,460.00
05/08/2024	LIBC	16001	COMPUTER VIEW, INC.	COMPUTER SERVICES/LAN MANAGEMENT MAY	080-603-41300	4,075.00
		16001		PATRON & STAFF SOFTWARE/SSL CERTIFICA	080-603-45600	500.00
						4,575.00
05/08/2024	LIBC K	16002	CONFIDENCE WITH ETIQUETTE	ADULT PROGRAM/THERE'S ALWAYS TIME FOR TEA AND SCONES! 7/18/2024	080-603-43710	300.00

Check Date	Bank	Check #	Payee	Description	GL #	Amount
05/08/2024	LIBC K	16003	EBSCO SUBSCRIPTION SERVICES	PERIODICALS/EBSCO RENEWAL 2024-2025	080-603-45500	2,022.88
05/08/2024	LIBC	16004	ELIZABETH KIRCHHOFF	ADULT PROGRAM/TEA CUP CANDLES 6/20/20	080-603-43710	350.00
05/08/2024	LIBC K	16005	ENGBERG ANDERSON, INC.	OTHER PROFESSIONAL/PRELIMINARY DESIGN	080-603-41314	2,857.50
05/08/2024	LIBC	16006	FIRST BANKCARD	ADULT PROGRAM SUPPLIES	080-603-43710	17.05
05/08/2024	LIBC	16007	FIRST BANKCARD	USE OF DONATIONS/HOSPITALITY/BUILDING	080-603-43660	71.75
		16007		USE OF DONATIONS/HOSPITALITY/BUILDING	080-603-43700	67.85
		16007		USE OF DONATIONS/HOSPITALITY/BUILDING	082-603-99999	282.50
						<hr/> 422.10
05/08/2024	LIBC	16008	FIRST BANKCARD	COPIER MAINTENANCE/PRINTING/NEWSLETTE	080-603-41313	125.11
		16008		COPIER MAINTENANCE/PRINTING/NEWSLETTE	080-603-43410	29.99
						<hr/> 155.10
05/08/2024	LIBC	16009	FIRST BANKCARD	HOSPITALITY/UTILITIES/PERIODICALS	080-603-43230	317.85
		16009		HOSPITALITY/UTILITIES/PERIODICALS	080-603-43700	159.17
		16009		HOSPITALITY/UTILITIES/PERIODICALS	080-603-45500	64.99
						<hr/> 542.01
05/08/2024	LIBC	16010	FIRST BANKCARD	BUILDING MAINTENANCE/PATRON & STAFF S	080-603-41000	108.00
		16010		BUILDING MAINTENANCE/PATRON & STAFF S	080-603-42400	350.00
		16010		BUILDING MAINTENANCE/PATRON & STAFF S	080-603-43300	188.95
		16010		BUILDING MAINTENANCE/PATRON & STAFF S	080-603-43668	229.98
		16010		BUILDING MAINTENANCE/PATRON & STAFF S	080-603-43710	25.00
		16010		BUILDING MAINTENANCE/PATRON & STAFF S	080-603-45600	19.99
		16010		BUILDING MAINTENANCE/PATRON & STAFF S	080-603-46100	25.10
						<hr/> 947.02
05/08/2024	LIBC K	16011	FLYING FOX CONSERVATION FUND	USE OF DONATIONS FROM FRIENDS/ADULT PROGRAM/MAMMALS & MORE 6/21/2024	082-603-99999	400.00
05/08/2024	LIBC	16012	GARY LEVIN	BUILDING MAINTENANCE/CLEAN WINDOWS,	080-603-41000	1,186.00
05/08/2024	LIBC K	16013	GRANITE TELECOMMUNICATIONS	UTILITIES/PHONE SERVICES FOR APRIL 2024	080-603-43230	436.91

Check Date	Bank	Check #	Payee	Description	GL #	Amount
05/08/2024	LIBC K	16014	GREATAMERICA FINANCIAL SVCS.	COPIER MAINTENANCE/COPIER LEASES FOR 06-15-2024 TO 07-14-2024	080-603-41313	589.79
05/08/2024	LIBC K	16015	INNOVATIVE INTERFACES, INC.	LIBRARY AUTOMATION SOFTWARE/SIERRA RENEWAL/FY 24-25	080-603-45610	23,625.00
05/08/2024	LIBC	16016	KANOPY, INC.	ADULT E-REF/KANOPY DECEMBER 2023	080-603-45220	138.00
05/08/2024	LIBC	16017	LAURENCE SACHERER	PROFESSIONAL DEVELOPMENT/MILEAGE REIM	080-603-42400	14.34
05/08/2024	LIBC K	16018	LIBRARY FURNITURE INTERNATIONAL, LLC	USE OF DONATIONS FROM KIWANIS/STOOLS FOR PRE-SCHOOL ROOM	082-603-99999	2,584.50
05/08/2024	LIBC	16019	MAGNOLIA JOURNAL	PERIODICALS/MAGNOLIA JOURNAL 2 YEARS	080-603-45500	35.00
05/08/2024	LIBC	16020	MARK HAMILTON	JUV PROGRAMS/CHESS CLUB 6/17/2024 AND	080-603-43720	300.00
05/08/2024	LIBC	16021	MARTINA MATHISEN	ADULT PROGRAM/THE SIX WIVES OF HENRY	080-603-43710	325.00
05/08/2024	LIBC	16022	MIDWEST MECHANICAL	BUILDING MAINTENANCE/PREVENTATIVE MAI	080-603-41000	5,430.00
05/08/2024	LIBC	16023	MIDWEST TAPE LLC	ADULT AV/AUDIOBOOKS	080-603-45200	89.99
		16023		ADULT E-REF/HOOPLA APRIL 2024	080-603-45220	493.22
						<u>583.21</u>
05/08/2024	LIBC	16024	OVERDRIVE , INC	E-BOOKS/E-AUDIOBOOKS	080-603-45460	2,230.29
		16024		PER CAPITA GRANT/COST PER CIRC APRIL	082-603-44810	941.29
						<u>3,171.58</u>
05/08/2024	LIBC	16025	PETTY CASH	JUV PROGR SUPPL/PROFESSIONAL DEVELOPM	080-603-42400	15.57
		16025		JUV PROGR SUPPL/PROFESSIONAL DEVELOPM	080-603-43720	20.56
						<u>36.13</u>
05/08/2024	LIBC	16026	PLAYAWAY PRODUCTS LLC	USE OF DONATIONS FROM KIWANIS/JUVENIL	082-603-99999	523.90
05/08/2024	LIBC	16027	QUILL LLC	OFFICE SUPPLIES	080-603-43550	48.03
05/08/2024	LIBC	16028	ROSE PEST SOLUTIONS	BUILDING MAINT/ANTS TREATMENT 04-19-2	080-603-41000	300.00
05/08/2024	LIBC	16029	TECH SYSTEMS, INC	BUILDING MAINT/SECURITY MONITORING 5/	080-603-41000	1,176.00
05/08/2024	LIBC	16030	VILLAGE OF LAKE BLUFF	MED INSUR/DENTAL/VISION/LIFE INSUR/IM	080-100-11580	9,012.22
			TOTAL - ALL FUNDS	TOTAL OF 36 CHECKS		67,217.44

Check Date	Bank	Check #	Payee	Description	GL #	Amount
--- GL TOTALS ---						
080-100-11580			DUE FROM THE VILLAGE			9,012.22
080-603-41000			MAINTENANCE-BUILDING			9,660.00
080-603-41020			ELEVATOR MAINTENANCE			244.00
080-603-41300			COMPUTER SERVICES			4,075.00
080-603-41313			COPIER MAINTENANCE/SUPPLIES			714.90
080-603-41314			OTHER PROFESSIONAL/CONTRACTUAL			2,857.50
080-603-41350			LEGAL SERVICES			236.25
080-603-42400			PROFESSIONAL DEVELOPMENT			379.91
080-603-43230			UTILITIES			754.76
080-603-43300			POSTAGE			188.95
080-603-43410			PRINTING/E-NEWSLETTER			29.99
080-603-43550			OFFICE SUPPLIES			118.82
080-603-43660			MAINTENANCE SUPPLIES-BUILDING			71.75
080-603-43668			TECHNICAL SERVICES SUPPLIES			312.45
080-603-43700			HOSPITALITY PROGRAM SUPPLIES			227.02
080-603-43710			ADULT PROGRAM SUPPLIES			1,174.25
080-603-43720			JUVENILE PROGRAM SUPPLIES			378.13
080-603-45000			ADULT NON-FICTION BOOKS			488.24
080-603-45100			ADULT FICTION BOOKS			318.00
080-603-45200			ADULT AUDIO VISUAL MATERIAL			416.09
080-603-45220			ADULT REFERENCE/E-REFER			631.22
080-603-45400			JUVENILE NON-FICTION			615.10
080-603-45410			PICTURE BOOKS, READERS			46.38
080-603-45420			JUVENILE FICTION			18.67
080-603-45445			JUVENILE KITS & DEVICES			9.00
080-603-45460			E-BOOKS			2,230.29
080-603-45500			PERIODICALS			2,590.35
080-603-45520			TRENDING TITLES			73.79
080-603-45600			PATRON & STAFF SOFTWARE			519.99
080-603-45610			LIBRARY AUTOMATION SOFTWARE			23,625.00
080-603-46100			MISCELLANEOUS EXPENSES			25.10
080-603-58270			OTHER EQUIPMENT			288.99
082-603-44810			PER CAPITAL GRANT EXPENDITURES			941.29
082-603-99999			USE OF DONATIONS/TEMPORARY EXP			3,944.04
			TOTAL			67,217.44

KENT S. STREET
Village Administrator



July 20, 1998

Documents Related to 127 Scranton Building

Mrs. Janet Nelson
President
Vliet Center for Lake Bluff History
P.O. Box 247
Lake Bluff, IL 60044

Mr. Bob Morrissette
President
Lake Bluff Library
29 E. Woodland Road
Lake Bluff, IL 60044

Dear Janet and Bob,

Attached for your use is an executed copy of the intergovernmental agreement for 127 E. Scranton Avenue.

Thank you for your many efforts to accomplish this project and if you have any further questions please feel free to call me.

Sincerely,

Kent S. Street
Village Administrator

cc: Sara Lamb, Head Librarian
Lew Steadman, VCLA Fundraising Co-Chair

AN INTERGOVERNMENTAL AGREEMENT BETWEEN
THE VILLAGE OF LAKE BLUFF,
THE BOARD OF LIBRARY TRUSTEES OF THE VILLAGE OF LAKE BLUFF,
AND THE VLIET CENTER FOR LAKE BLUFF HISTORY
REGARDING 127 E. SCRANTON AVENUE

THIS INTERGOVERNMENTAL AGREEMENT is made and entered into as of the 13th day of July, 1998, by and between the VILLAGE OF LAKE BLUFF, an Illinois municipal corporation (the "*Village*"); the BOARD OF LIBRARY TRUSTEES OF THE VILLAGE OF LAKE BLUFF, a public library created pursuant to the Illinois Local Library Act, 75 ILCS 5/1-0.1 et seq. (the "*Library*"); and the VLIET CENTER FOR LAKE BLUFF HISTORY, an Illinois non-profit organization formed for the public purpose of preserving the history and character of the Village of Lake Bluff (the "*Vliet Center*").

IN CONSIDERATION OF the recitals and mutual covenants and agreements set forth herein, the receipt and sufficiency of which are hereby mutually acknowledged, the parties hereto agree as follows:

SECTION 1. RECITALS.

A. The parties desire to arrange for the acquisition, improvement, use, and maintenance of that certain real property located at 127 E. Scranton Avenue, Lake Bluff Illinois (the "*Property*"), the legal description of which is attached hereto and incorporated herein as *Exhibit A*, on which there is currently located a two-story brick and frame building (the "*Building*") and an accessory frame storage structure (the "*Accessory Structure*").

B. On March 12, 1998, the Village and the owners of the Property entered into a Real Estate Sales Contract (the "*Contract*") for the acquisition of the Property at a closing scheduled to occur on July 20, 1998 (the "*Closing*").

C. The purchase price of the Property is \$335,000.00 (the "*Purchase Price*"), of which \$16,750 has previously been deposited with Chicago Title and Trust Company as earnest money (the "*Earnest Money Deposit*"). The balance of the Purchase Price, plus or minus prorations, is due at Closing.

D. The Earnest Money Deposit consists of the following payments made by the parties prior to the execution of this Agreement:

- \$5,583.00 by the Village (the "*Village Earnest Money Contribution*"); and
- \$11,167.00 by the Library and the Vliet Center collectively (the "*Library / Vliet Earnest Money Contribution*"), which amount consists of equal payments of \$5,583.00 each from the Library and the Vliet Center.

E. The purpose of this Agreement is to provide a means by which the parties can cooperate to allow and provide for:

- i. The funding of a two-step acquisition (the "*Two-Step Acquisition*") of the Property whereby (a) title to the Property is initially vested in the Village and

(b) title is then immediately conveyed by the Village to the Library to allow for the operation thereon of a public library annex;

- ii. The lease of a portion of the Property to the Vliet Center, to allow for the operation thereon of a historical museum for the preservation and display of an extensive collection of photographs, documents and other memorabilia recording the history of the Lake Bluff area; and
- iii. The improvement and ongoing maintenance of the Property, including, without limitation, improvements necessary to bring the Property into compliance with federal and state statutes requiring accommodation of disabled people in public facilities.

F. The parties acknowledge and agree that the net total financial exposure of the Village for the Two-Step Acquisition shall be \$100,000.00 and no more.

G. To assist in fundraising efforts to provide the funds necessary to help offset the costs and obligations of the Library and the Vliet Center herein, an ad-hoc, volunteer group of residents have formed the VC / LA Committee (the "**VC / LA Committee**").

H. The Corporate Authorities of the Village; the Board of Trustees of the Library; and the Board of Directors of the Vliet Center have each found and determined that it is appropriate and in the best interests of their respective constituents, and the public welfare in general, to enter into this Agreement.

I. The parties to this Agreement have the power and authority to enter into, and perform and comply with the terms and conditions of, this Agreement pursuant to Article VII of the Illinois Constitution of 1970, Ill. Const. 1970, Art. VII, Section 10 (a); The Intergovernmental Cooperation Act 410 ILCS 25/1 et seq.; Section 11-61-3 of the Illinois Municipal Code, 65 ILCS 5/11-61-3; The Local Government Property Transfer Act, 50 ILCS 605/0.01 et seq.; Sections 4-7 and 4-12 of the Illinois Local Library Act, 75 ILCS 5/4-7, 4-12 and other applicable provisions of law.

SECTION 2. ACQUISITION OF THE PROPERTY BY THE VILLAGE.

A. **Closing.** Subject to the contingency set forth in Section 2.B below, the Village shall, at its sole cost and expense, take all necessary steps required of the purchaser under the Contract, including, without limitation, the payment of the balance of the Purchase Price, to cause the title to the Property to be conveyed to the Village at Closing.

B. **Closing Contingency.** The Village shall have the right to terminate the Contract, and cause the forfeiture of the Earnest Money Deposit, in the event that, at any time prior to the date of the Closing, the Village determines, in its sole and absolute discretion, that sufficient funds are not, or will not be, available or forthcoming so as to allow for completion of the Two-Step Acquisition at a net total financial exposure to the Village of not more than \$100,000.00. In such event, neither the Library nor the Vliet Center shall have recourse against the Village for any portion of the Earnest Money Deposit.

SECTION 3. CONVEYANCE OF THE PROPERTY TO THE LIBRARY.

A. **Conveyance Deed.** Immediately after the Closing of the acquisition of the Property by the Village, the Village shall cause all of its right, title, and interest in the Property to be

conveyed to the Library (the "**Library Conveyance**") by a recordable quit claim deed, in substantially the form attached hereto as **Exhibit B** (the "**Library Conveyance Deed**").

B. Consideration for Conveyance. As consideration for the Village's acquisition of the Property and conveyance thereof to the Library, the Library and the Vliet Center shall, and do hereby agree to, pay or cause to be paid to the Village, on or before December 31, 1998, the amount of \$235,000.00 (the "**Library / Vliet Conveyance Consideration**"). The Village acknowledges and agrees that the following amounts may, at the option of the Library and the Vliet Center, be a credit against the Library/Vliet Conveyance Consideration:

1. The Library / Vliet Earnest Money Contribution; and
2. Contributions raised by the VC / LA Committee; and
3. That certain grant in the amount of \$150,000.00 that may be made available to the Village from the Illinois Department of Commerce and Community Affairs for the purpose of community development; provided that the proceeds thereof are received by the Village on or before December 31, 1998.

C. Tax Exemption. Promptly after the Closing, the Village and the Library shall take all necessary steps, and file all applicable documentation, to cause the Lake County Board of Review to designate the Property as tax exempt due to the governmental, not-for-profit use thereof.

D. Reconveyance. In the event that the Library fails to pay to the Village the Library/Vliet Conveyance Consideration, as the same may be credited pursuant to Section 4.B above, on or before December 31, 1998, the Village, in addition to all other remedies available in law and in equity, shall, at its option, have the right to cause the Property to be reconveyed back to the Village by recordation of the reconveyance deed attached hereto as **Exhibit C** (the "**Reconveyance Deed**"). To facilitate such reconveyance, the Library agrees that, concurrent with the execution of this Agreement, it will deliver to the Village Administrator a fully executed original copy of the Reconveyance Deed, in recordable form. The Village shall not allow the Reconveyance Deed to be recorded unless it does not receive the Library/Vliet Conveyance Consideration, as the same may be credited pursuant to Section 4.B above, on or before December 31, 1998. In the event of such reconveyance, the Village shall have the right, but not the obligation, to terminate the Vliet Center Lease (as defined herein), in which case the Vliet Center shall vacate the Property.

SECTION 4. LEASE OF A PORTION OF THE PROPERTY TO THE VLIET CENTER.

A. Lease Agreement. Immediately after the recordation of the Library Conveyance Deed, the Library shall enter into a lease agreement with the Vliet Center, in a form substantially similar to the lease agreement attached hereto and incorporated herein as **Exhibit D** (the "**Vliet Center Lease**"), whereby the Library agrees to lease to the Vliet Center a minimum of 1,500 square feet of the Building and a minimum of 200 square feet of the Accessory Structure, as depicted in the Vliet Center Lease (collectively, the "**Leased Premises**"). The lease shall provide that, in the event that the Building or the Accessory Structure is demolished and replaced by a new structure used by the Library for the provision of library services, the Vliet Center shall be entitled to occupy substantially similar space in the new building.

B. Term. The term of the Vliet Center Lease shall be 25 years, with three options to renew in 10 year increments.

C. Rent. The rent for the Leased Premises shall not exceed \$10.00 per year.

SECTION 5. IMPROVEMENT AND MAINTENANCE OF PROPERTY.

A. Obligations of Library. The Library shall:

1. Take all steps necessary to bring the Property into compliance with the Americans with Disabilities Act of 1990, 42 USC §12101 et seq. (the "ADA") prior to the opening of the Property to the general public, but in no event later than 12 months after the effective date of this Agreement; and
2. Subject to the terms of the Vliet Center Lease, maintain and keep the Property in good condition and repair, with the assistance of the Village as provided in Section 5.B below.

The foregoing obligations of the Library shall be performed at the Library's sole cost and expense. The parties acknowledge, however, that such costs and expenses may be offset by and through contributions made to, and raised by, the VC / LA Committee.

B. Obligations of the Village. The Village does hereby agree that, for so long as the Property is used and occupied by both the Library and the Vliet Center, the Village shall:

1. Assist the Library in the maintenance and repair of the exterior portions of the Property; provided, however, that the total cost to the Village for the provision of the same shall not exceed \$5,000 per calendar year. Said amount shall be adjusted annually for inflation to reflect the most recent annual increase, if any, in the Illinois Municipal Price Index prepared by the Illinois Institute for Rural Affairs of Western Illinois University and published annually in the Illinois Municipal Review (1982=100); if such index is ever not published, the Fixed-Weighted Price Index for State and Local Government Purchase of Goods and Services (July adjustment), published by the Bureau of Economic Analysis of the United States Department of Commerce (1982=100), shall be used. Such maintenance and repair shall include, without limitation, landscaping and lawn care, snow and ice removal, and maintenance of the existing exterior of the Building and the Accessory Structure including, without limitation, painting, tuck pointing, minor roof repair (but not roof replacement); and
2. Provide, or cause to be provided, at no expense to the Library or the Vliet Center, all electric, natural gas, water, sanitary sewer, and trash collection service, to the Property.

SECTION 6. ZONING RELIEF.

The Village, the Library, and the Vliet Center agree to jointly take all procedural steps necessary to initiate and pursue to completion the following zoning actions in accordance with the Lake Bluff Zoning Ordinance:

1. The repeal of Lake Bluff Ordinance No. 96-5 granting a variation to allow for the operation of a business and administrative office on the Property; and
2. The granting of a special use permit for the operation of public library facilities and a public museum on the Property.

SECTION 7. WAIVER OF BUILDING PERMIT AND ZONING APPLICATION FEES.

The Village agrees to take all steps necessary to allow for the waiver of:

1. Any and all applicable building permit fees associated with any construction on the Property by the Vliet Center or Library necessary for the purpose of complying with the ADA and in operating the historical museum on the Property; and
2. Any and all application and processing fees that may be applicable to the petitions for zoning relief filed pursuant to Section 6 of this Agreement.

SECTION 8. FUTURE DISPOSITION OF PROPERTY.

A. **During the Vliet Center Lease Term.** The Library does hereby agree that it will not sell, offer to sell, transfer, mortgage, pledge, convey, or otherwise dispose of the Property at any time during the term of the Lease without the prior written consent of the Village, which consent may be withheld at the Village's sole and absolute discretion.

B. **After the Vliet Center Lease Term.** At all times after the expiration of the term of the Vliet Center Lease, the Village shall have a right of first refusal with respect to the Property as follows:

1. **Right of First Refusal.** If, at any time after the expiration of the term, including any renewal thereof, of the Vliet Center Lease, the Library shall receive a bona fide offer to purchase the Property, or the Library shall desire to enter into a bona fide agreement for the sale of the Property (the "***Proposed Sale***"), the Library shall first give the Village written notice of said offer or agreement (the "***Proposed Sale Notice***"), setting forth all of the terms and conditions thereof, including, without limitation, the purchase price. Within 30 days following the Village's receipt of the Proposed Sale Notice, the Village shall have the right to purchase the Library's interest in the Property on the same terms and under the same conditions as the Proposed Sale, or on such other terms and conditions as the Library and the Village shall mutually agree (the "***Purchase Right***").

2. **Exercise of the Purchase Right.** The Purchase Right shall be exercised only by the Village delivering to the Library written notice of the Village's intent to purchase within the 30 day period following the Village's receipt of the Proposed Sale Notice.

3. **Failure to Exercise Right.** In the event that the Village does not exercise the Purchase Right in the manner, and within the time period, set forth herein, the Library shall have the right to sell the Property in accordance with the terms and conditions of the Proposed Sale.

4. **Continuing Right.** In the event that the Village does not exercise the Purchase Right for any reason at all, and the Library does not sell the Property in accordance with the Proposed Sale, the Village shall have a right of first refusal with respect to any new or subsequent proposed sale in the same manner as set forth in Sections 1 - 3 of this Section.

SECTION 9. ADVISORY COMMITTEE.

A. **Formation.** The parties shall, and do hereby agree to the formation of an advisory committee (the "**Advisory Committee**") within 30 days after the date of execution of this Agreement. The primary purpose of the Advisory Committee shall be to monitor and assure compliance with this Agreement.

B. **Composition.** The Advisory Committee shall consist of five members, appointed as follows:

- i. Two members shall be appointed by the Board of Trustees of the Library;
- ii. Two members shall be appointed by the Board of Directors of the Vliet Center; and
- iii. One member shall be appointed by the Village President of the Village.

C. **Term.** Advisory Committee members shall serve a term of three years and may succeed themselves in office. Vacancies on the Advisory Committee shall be filled in same manner as initial appointments and by the same entity that made the initial appointment. Persons appointed to fill a vacancy on the Advisory Committee shall serve the remainder of the term for which they have been appointed.

D. **Meetings.** The Advisory Committee shall hold a minimum of four meetings per year. At the first meeting held during the calendar year, the members of the Advisory Committee shall appoint a Chairperson from among their membership, who shall serve a one year term. Members of the Advisory Committee may serve as Chairperson for more than one one-year term. Meetings of the Advisory Committee shall be subject to the terms of the Open Meetings Act., 5 ILCS 120/2.01, *et seq* and all other applicable laws rules and regulations.

E. **Contribution Acknowledgments.** It shall be the responsibility of the Advisory Committee to ensure that all contributions made to, or as a result of the fundraising efforts by, the VC / LA Committee are recognized in the manner provided in the VC / LA fundraising letter, a copy of which is attached hereto as *Exhibit E*.

F. **Annual Report.** On or before the first day of January of each year, the Advisory Committee shall deliver to the Board of Trustees of the Library, with a copy to the Village and to the Vliet Center, a written report outlining the activities and recommendations of the Advisory Committee for the previous calendar year.

SECTION 10. TERM.

This Agreement shall be in full force and effect from and after the date of its execution for a period of 25 years irrespective of whether the Vliet Center Lease has been renewed. Notwithstanding the foregoing, Section 8.B of this Agreement concerning the Village's right of first refusal to purchase the Property shall survive the term of this Agreement and shall bind and run with the Property.

SECTION 11. GENERAL PROVISIONS.

A. **Notice.** Any notice or other communication required or permitted to be given under this Agreement shall be in writing and shall be (i) personally delivered, or (ii) delivered by a

reputable overnight courier, or (iii) delivered by certified mail, return receipt requested, and deposited in the U.S. Mail, postage prepaid. Telecopy notices shall be deemed valid only to the extent they are (a) actually received by the individual to whom addressed and (b) followed by delivery of actual notice in the manner described in either (i), (ii) or (iii) above within three (3) business days thereafter. Unless otherwise expressly provided in this Agreement, notices shall be deemed received upon the earlier of (x) actual receipt; or (y) one (1) business day after deposit with an overnight courier as evidenced by a receipt of deposit; or (z) three (3) business days following deposit in the U.S. mail, as evidenced by a return receipt.

Notices and communications to the Village shall be addressed to, and delivered at, the following address:

Village President
40 E. Center Ave.
Lake Bluff, IL 60044
Facsimile: 847-234-7254

Notices and communications to the Library shall be addressed to, and delivered at, the following address:

Library Board President
Lake Bluff Public Library
123 East Scranton Avenue
Lake Bluff, IL 60044
Facsimile: 847-234-2649

Notices and communications to the Vliet Center shall be addressed to, and delivered at, the following address:

President
Vliet Center for Lake Bluff History
P.O. Box 247
Lake Bluff, IL 60044

By notice complying with the requirements of this Section, each party shall have the right to change the address or the addressee, or both, for all future notices and communications to such party, but no notice of a change of addressee or address shall be effective until actually received.

B. Time of the Essence. Time is of the essence in the performance of all terms and provisions of this Agreement.

C. Rights Cumulative. Unless expressly provided to the contrary in this Agreement, each and every one of the rights, remedies and benefits provided by this Agreement shall be cumulative and shall not be exclusive of any other such rights, remedies and benefits allowed by law.

D. Consents. Whenever the consent or approval of any party hereto is required in this Agreement such consent or approval shall be in writing and shall not be unreasonably withheld or delayed, and, in all matters contained herein, all parties shall have an implied obligation of reasonableness, except as may be expressly set forth otherwise.

E. **Governing Law.** This Agreement shall be governed by, construed, and enforced in accordance with the internal laws, but not the conflicts of laws rules, of the State of Illinois.

F. **Entire Agreement.** This Agreement shall constitute the entire agreement of the parties to this Agreement with respect to the subject matter herein; all prior agreements between the parties, whether written or oral, are merged in this Agreement and shall be of no force and effect.

G. **Grammatical Usage and Construction.** In construing this Agreement, feminine or neuter pronouns shall be substituted for those masculine in form and vice versa, and plural terms shall be substituted for singular and singular for plural, in any place in which the context so requires.

H. **Interpretation.** This Agreement shall be construed without regard to the identity of the party who drafted the various provisions of this Agreement. Moreover, each and every provision of this Agreement shall be construed as though all parties to this Agreement participated equally in the drafting of this Agreement. As a result of the foregoing, any rule or construction that a document is to be construed against the drafting party shall not be applicable to this Agreement.

I. **Headings.** The table of contents, heading, titles, and captions in this Agreement have been inserted only for convenience and in no way define, limit, extend, or describe the scope or intent of this Agreement.

J. **Exhibits.** Exhibits A through E attached hereto are, by this reference, incorporated in and made a part of this Agreement. In the event of a conflict between an exhibit and the text of this Agreement, the text of this Agreement shall control.

K. **Amendments and Modifications.** No modification, addition, deletion, revision, alteration, or other change to this Agreement shall be effective unless and until such change is reduced to writing and executed by all parties hereto.

M. **Authority to Execute.** The parties hereto do hereby warrant and represent to each other that the persons executing this Agreement on its behalf have been properly authorized to do so.

N. **Calendar Days and Time.** Any reference herein to "day" or "days" shall mean calendar and not business days. If the date for giving of any notice required to be given hereunder or the performance of any obligation hereunder falls on a Saturday, Sunday or Federal holiday, then said notice or obligation may be given or performed on the next business day after such Saturday, Sunday or Federal holiday.

P. **No Third Party Beneficiaries.** No claim as a third party beneficiary under this Agreement by any person, firm or corporation shall be made, or be valid, against the Village or the Owners.

Q. **Counterparts.** This Agreement may be executed in any number of multiple identical counterparts and all of said counterparts shall, individually and taken together, constitute the Agreement.

R. **Effective Date.** The Effective Date of this Agreement shall be the date on which this Agreement is executed by the parties hereto. If any party to this Agreement fails to

execute this Agreement within 30 days after being notified in writing that the other party or parties have executed this Agreement, then, and in that event, this Agreement shall be deemed to have been rejected by the party or parties failing to execute this Agreement with said 30-day period.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly authorized representatives as of the date first above written.

ATTEST:

Ken S. Stuf
Deputy Village Clerk

VILLAGE OF LAKE BLUFF

By: *Julia M. Walker*
Village President

ATTEST:

By: *Victoria M. Pecora*
Its: Vice President

BOARD OF LIBRARY TRUSTEES OF THE VILLAGE OF LAKE BLUFF

By: *Ralph M. Morrison*
Its: President

ATTEST:

By: *John W. Stramie*
Its: TREASURER

VLIET CENTER FOR LAKE BLUFF HISTORY

By: *Janet W. Nelson*
Its: President

**INTERGOVERNMENTAL AGREEMENT BETWEEN THE VILLAGE OF LAKE
BLUFF AND THE LAKE BLUFF PUBLIC LIBRARY BOARD OF TRUSTEES**

THIS INTERGOVERNMENTAL AGREEMENT (“*Agreement*”), is entered into as of May __, 2024 (“*Effective Date*”), between the Village of Lake Bluff, a home rule Illinois municipal corporation (“*Village*”), and the Lake Bluff Library Board, also known as the Lake Bluff Public Library, a library board of trustees operating under the Illinois Local Library Act, 75 ILCS 5/1-0.1 *et seq.* (“*Library*”) (collectively, the Village and the Library are the “*Parties*”, and individually each is a “*Party*”).

IN CONSIDERATION OF, and in reliance upon, the recitals and the mutual covenants set forth in this Agreement, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

WHEREAS, the Constitution of the State of Illinois, 1970, Article VII, Section 10, authorizes units of local government to contract or otherwise associate among themselves in any manner not prohibited by law or ordinance, and the Intergovernmental Cooperation Act, 5 ILCS 220/1 *et seq.*, authorizes and encourages intergovernmental cooperation; and

WHEREAS, the Library was created by referendum in 1924; and

WHEREAS, historically the Village has voluntarily and without legal obligation provided financial support for certain expenses and subsidized operational costs for the Library (“*Operational Support*”); and

WHEREAS, the Village Board of Trustees (“*Village Board*”) desires to set forth all forms of Operational Support the Village has provided historically or is currently providing to the Library; and

WHEREAS, the Library acknowledges it receives the Operational Support from the Village; and

WHEREAS, the Parties desire to enter into this Agreement to memorialize the amount of Operational Support the Village has provided and is currently willing to provide the Library; and

WHEREAS, the Parties further agree that this Agreement also sets forth certain responsibilities and obligations of the Parties;

NOW THEREFORE, the Village and the Library hereby agree as follows:

1. **Recitals:** The recitals set forth above are incorporated into the body of this Agreement as if fully set forth herein.
2. **Term:** This Agreement will be for a term commencing on the Effective Date of the Agreement and ending five years from the Effective Date.

3. **Village Role in Library Revenue Generation:** On an annual basis, the Library Board of Trustees ("**Library Board**") requests the Village Board approve its property tax levy, which is included as part of the Village's tax levy as required under and pursuant to the Illinois Local Library Act, 75 ILCS 5/1-0.1 *et seq.*
4. **Library Governance & Component Unit Structure:** The Library Board is comprised of seven members which are elected at the consolidated election and must be residents of the Village. Under Illinois law, local libraries, such as the Lake Bluff Library, have less authority than library districts; for example, local libraries can only issue bonds or borrow money with permission of the municipality that created them. Over the past several decades, the Village has provided substantial administrative and financial support to the Library, a component unit of the Village, that far exceeds what is required by law.
5. **Exterior Library Building Maintenance:** In 1998, the Village orchestrated and subsidized the acquisition of the Library and the Lake Bluff History Museum's ("**History Museum**") current building in the amount of \$100,000, with no payback required by the Library ("**Library Building**") located at 123 East Scranton Avenue, Lake Bluff, Illinois. The Village continues to provide Operational Support for the on-going exterior maintenance of the Library Building in an amount currently valued at \$8,997 per calendar year. Notwithstanding that Village Ordinance No. 1998-16 that authorized the payment for ongoing exterior maintenance via intergovernmental agreement has expired, the Village will pay \$9,000 annually with an annual increase of the Consumer Price Index ("CPI") or 3 percent, whichever is higher before the end of the Village's fiscal year after the Library submits expenditure details related to exterior library building maintenance for that particular year.
6. **Parking Lot Use and Maintenance:** The Village has provided free snow removal services for the Library employee parking lot in the rear of the Library Building since the Library began operating at its current location. The Village will continue to plow the Library's employee parking lot at no expense to the Library, so long as the Library allows public use of the parking lot. The Village will pay for signs and any other improvements it deems necessary to facilitate the use of the Library Parking lot by the general public. This agreement will serve as that license, granting the Village the use of the lot for such purposes. The Village is not authorized to transfer the license without the written authorization of the Library.
7. **Audit, Actuarial and Accounting Expenses:** As a matter of practice, the Village has historically paid for the Library's annual audit. Presently, this cost is valued at \$6,610 per year. The Village currently provides general accounting support to the Library valued at approximately \$7,000. The Library agrees that it will attempt to procure audit services at a lower rate than provided by the Village in the next 24 months; if successful, the Library will use the new audit, actuarial, and accounting services and the Village agrees to cover the cost of those services and fees through the duration of this agreement. If the Library is unable to procure audit, actuarial, and accounting services at a cost less than what the Village provides, the Library may continue to use the Village financial services at no charge through the duration of this agreement.

8. **Insurance:** The Village has historically paid the Library’s annual Comprehensive Liability, Public Officials Liability, Property, Boiler & Machinery, Crime & Fidelity Insurance policy, valued at \$21,187 in 2024. The Village was a founding member of IRMA and has been paying for the Library’s insurance since at least 1980. The Library is currently seeking quotes for its own insurance. The Library agrees that it will attempt to procure its own insurance at a lower rate than the insurance provided by the Village in the next 24 months; if successful, the Library will use the new insurance carrier and the Village agrees to cover the cost of that expense through the duration of this agreement. If the Library is unable to procure insurance at a cost less than what the Village provides, the Library may continue to remain under the Village’s coverage at no charge through the duration of this agreement.

9. **Additional Provisions:**

(i) Amendments and Modifications. No amendment or modification to this Agreement will be effective unless and until it is reduced to writing and approved and executed by all Parties to this Agreement in accordance with all applicable statutory procedures.

(ii) Notices. All notices and payments required or permitted to be given under this Agreement must be given by the Parties by (i) personal delivery, (ii) deposit in the United States mail, enclosed in a sealed envelope with first class postage thereon, (iii) deposit with a nationally recognized overnight delivery service, addressed as stated in this Section 5.C. or (iv) by email. The address of either Party may be changed by written notice to the other Party. Any mailed notice will be deemed to have been given and received within three days after the same has been mailed and any notice given by overnight courier will be deemed to have been given and received within 24 hours after deposit. Email notices will be deemed received by the addressee upon explicit or implicit acknowledgement of receipt by the addressee.

Notices and communications must be addressed to, and delivered at, the following addresses:

If to the Village: Village of Lake Bluff
40 East Center Avenue
Lake Bluff, IL 60044
Email: dirvin@lakebluff.org
Attention: Village Administrator

With a copy to: Elrod Friedman LLP
325 N. LaSalle St, Suite # 450
Chicago, IL 60654
Attention: Peter Friedman, Village Attorney
Email: peter.friedman@elrodfriedman.com

If to the Library: The Lake Bluff Public Library

123 E Scranton Avenue
Lake Bluff, Illinois 60044
Email:
Attention: Library Director

With a copy to:

Attention: _____

(iii) Successors and Assigns. The terms, covenants and conditions of this Agreement will bind and inure to the benefit of the Parties and their respective heirs, executors, administrators, and authorized successors and assigns; provided, however, that neither Party may assign this Agreement except upon the prior written consent of the other Party.

(iv) Rights Cumulative. Unless expressly provided to the contrary in this Agreement, each and every one of the rights, remedies and benefits provided by this Agreement will be cumulative and will not be exclusive of any other such rights, remedies and benefits allowed by law.

(v) Governing Law. This Agreement will be governed by, and enforced in accordance with the internal laws, but not the conflicts of laws rules, of the State of Illinois. This Agreement is subject to the jurisdiction of the Circuit Court of Lake County, Illinois.

(vi) Authority to Execute. The Parties warrant and represent to each other that (a) the persons executing this Agreement on behalf of each Party have been properly authorized to do so by their respective corporate authorities; (b) each Party has the full and complete right, power and authority to enter into this Agreement and to agree to the terms, provisions and conditions set forth in this Agreement; (c) all legal actions needed to authorize the execution, delivery and performance of this Agreement have been taken by each Party; and (d) neither the execution of this Agreement nor the performance of the obligations of each Party under this Agreement will (1) result in a breach or default under any other agreement or obligation of each Party or (2) violate any statute, law, restriction, court order or agreement to which each Party may be subject.

(viii) Effective Date. This Agreement is dated and effective as of the date set forth in the first paragraph on the first page of this Agreement.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed and by executing this Agreement, the Parties do hereby affirmatively state that they have been given full authority by their respective governing bodies to execute this Agreement.

VILLAGE OF LAKE BLUFF

LAKE BLUFF PUBLIC LIBRARY

By: _____

By: _____

Its: Village Administrator

Date: _____

ATTEST:

Its: Village Clerk

Its: _____

Date: _____

ATTEST:

Its: _____



LAKE BLUFF PUBLIC LIBRARY

123 E. Scranton Ave. • Lake Bluff, IL 60044
 Phone: 847-234-2540 • Fax: 847-234-2649
www.lakeblufflibrary.org

Lake Bluff Village Board of Trustees
 40 E. Center Avenue
 Lake Bluff, IL 60044

May 16, 2024

Dear Trustees,

This message is a follow-up to the Zoom meeting hosted on May 1, 2024 with Village President Regis Charlot, Village Administrator Drew Irvin, Library Board President Bonnie Shaul, and Library Director Renee Grassi to discuss entering into a new Intergovernmental Agreement (IGA) between our two institutions. Upon receiving the first draft of the IGA emailed to the Library the afternoon of May 1 by Mr. Irvin, Lake Bluff Public Library Board of Trustees held a Special Meeting on May 9. During this Special Meeting of the Library Board, Trustees voted unanimously to delegate negotiating authority for the proposed Lake Bluff Village and Lake Bluff Public Library Intergovernmental Agreement to:

- Bonnie Shaul, President, Lake Bluff Public Library Board
- Alexandra Friedeman, Secretary, Lake Bluff Public Library Board
- Renee Grassi, Director, Lake Bluff Public Library

The Library would like to approach the IGA negotiation with the Village as efficiently and amicably as possible. Thus, we propose our next meeting be face to face and in person with the individual(s) to whom the Lake Bluff Village Board chooses to delegate its negotiating authority and without lawyers present. This could bring us quickly to a mutually acceptable agreement.

Would you please provide us with the following information as we prepare for this meeting?

- Name(s) of the Village Board's authorized delegate(s)
- Feedback on the proposed expedited approach described above
- Documentation and/or past invoices on calculation of audit services and accounting support as provided in the draft IGA
- Availability of your authorized delegates for the following meeting dates and times:
 - ◇ Monday, June 17 from 9—11 AM or 1—3 PM
 - ◇ Wednesday, June 19 from 9—11 AM or 1—3 PM



LAKE BLUFF PUBLIC LIBRARY

123 E. Scranton Ave. • Lake Bluff, IL 60044
Phone: 847-234-2540 • Fax: 847-234-2649
www.lakeblufflibrary.org

Lastly, the Library would like to respond to the matter of the letter from Mike Croak, Village Building Codes Supervisor, addressed to Director Grassi dated May 6, 2024 and received by Director Grassi on May 13, 2024. As the topic of Lake Bluff Public Library's employee parking lot lighting has been brought to the table by Mr. Irvin as part of the first IGA negotiation conversation held on May 1, the Architectural Board Review Design Review Approval will be submitted by the party responsible for the parking lot once the IGA negotiations are complete and the new IGA is fully executed by both parties.

Sincerely, on behalf of the Lake Bluff Public Library Board of Trustees,

Bonnie Shaul
President, Library Board of Trustees

Renee Grassi
Director, Lake Bluff Public Library

CC Drew Irvin, Village Administrator
Mike Croak, Village Building Codes Supervisor



May 16, 2024

Bonnie Shaul, President
Lake Bluff Library
Board of Trustees
123 E Scranton Ave.
Lake Bluff, IL 60044

Dear Ms. Meierhoff,

The VOTE Lake Bluff Administrative Committee is preparing for the upcoming 2025 consolidated election. We are seeking information on the central issues pertinent to each of our five elected local boards: The Village of Lake Bluff, the Lake Bluff Public Library, the Lake Bluff Elementary School District 65, the Lake Forest Community High School District 115, and the Lake Bluff Park District boards.

We request your assistance in collecting some information from the Library Board. The Committee will be identifying and recruiting candidates for the open board positions to be voted on in the election next spring. Our group does not have a platform, so we are asking you to identify issues that you believe will be relevant to voters in this election cycle and issues that you feel candidates running for office should be able to address. We will also be asking voters throughout our community to identify and discuss their concerns with us.

A form to guide you is attached. If you would like to discuss this with our committee, please email and we'll make arrangements to meet with you. Our committee hopes to have your **response before Monday, June 17**. We will post your response on our website for the community and potential board candidates to see. We appreciate your willingness to keep our community informed as we earnestly seek the best candidates we can find.

Sincerely,

A handwritten signature in black ink that reads "Rosa".

Jill Rosa
Member, Administrative Committee
VOTE Lake Bluff
votelakebluff@gmail.com



Volunteers Organized To Elect

*Please provide one paragraph of issue or explanation for each question,
and use one page or less total for all your answers.*

What do you perceive as the three major issues facing the Library today and in the near future?

1.

2.

3.

What qualifications are you looking for in a board member?

1.

2.

3.



Lake Bluff Public Library Completed FY 2023-2024 Work Plan

Administration

- ✓ Complete onboarding process for two new Lake Bluff Public Library Trustees
- ✓ Review and revise the following Library policies for Board review and approval
 - ✓ Personnel Policy
 - ✓ Meeting Room Policy
 - ✓ User Suspension Policy
 - ✓ Public Comment Policy
 - ✓ Governance Policy
 - ✓ Collection Development Policy
 - Computer Use Policy – in process
 - Wireless Network Usage Policy – in process
 - Safe Child Policy – deferred
 - Library User Conduct Policy – deferred
- ✓ Review and revise staff documentation and training:
 - ✓ Staff Emergency Manual
 - ✓ Audio Visual Cart Setup
 - ✓ Book Bike
 - ✓ Changing the backup tape
 - ✓ Entering Program Attendance to LibCal
 - ✓ Lost & Found Procedure
 - ✓ Meeting Room Reservation Procedure
 - ✓ Opening and Closing Procedures
 - ✓ Passport Services
 - ✓ Relabeling Project
 - ✓ Seed Library
 - ✓ Teen Volunteer Program Management
- ✓ Complete Salary Benchmarking Project with consulting services HR Source
- ✓ Create Board-approved Competitive Pay Structure
- ✓ Create Board-approved Pay Grade Scale
- ✓ Complete a communication audit analyzing various staff communication platforms; evaluate and improve opportunities for streamlining communication
- ✓ Evaluate current processes for bookkeeping; determine what can be digitized; reduce redundancies and paper records
- Create a new Long Range Plan for Lake Bluff Public Library – in process
 - Determine timeline for development and implementation
 - Develop process
 - Identify audience groups for engagement (Library Board, Library Staff, Patrons, etc.)
 - Determine methods for community engagement (focus groups, online survey, interviews, etc.)
 - Review and consider revising Mission Statement and Values Statement
 - Determine quantitative and qualitative data for ongoing evaluation and reporting
 - Develop communication plan for implementation
- Evaluate organization's paper records, determine opportunities for digitization and shredding, and update record retention standards – deferred

Building and Grounds

- ✓ Complete Site Evaluation and Accessibility Survey with Engberg Anderson Architects
- ✓ Work with Library Furniture International (LFI) to support the acquisition of new furniture throughout the building
 - Powered Study Tables funded by the Friends of the Lake Bluff Public Library
 - New tables and chairs for the Children's Preschool Area funded by Lake Bluff/Lake Forest Kiwanis Club
- ✓ Develop a proposal for increasing access to menstruation products in library restrooms in collaboration with national non-profit organization AuntFlow
- ✓ Added new face-out display space on main floor for promoting adult collections
- Develop Capital Planning document for Lake Bluff Public Library; identify short-term and long-term building needs – in process

Collections

- ✓ Research Playaways and determine whether they would be an appropriate addition to Adult A/V collection
- ✓ Draft procedural documents describing current best practices for purchasing and weeding collections
- Complete building-wide relabeling project for library materials – in process
- Develop juvenile non-fiction collection to enhance support of local school curriculum – in process
- Develop and implement new circulating collection of Yoto Player audio devices for kids – deferred
- Evaluate and improve Advantage Plus sharing procedure; determine how it can be incorporated into regular collection development workflow; implement changes – deferred
- Support "low-to-now" cataloging backlog and support procedural improvement – deferred

Personnel

- ✓ Create and update documents and procedures related to succession planning
 - Teen Volunteer Program
- ✓ Identify and pursue professional development opportunities for levels of all staff
 - Sensory Friendly Storytime Training through The KASE Project
 - Disability Inclusion Webinar through ALA
 - Reaching Forward Annual Conference
 - Person In Charge Training Webinar
 - Library Journal manager training – October-December 2023
- ✓ Explore cross-training opportunities to support library's ongoing needs in the areas of desk coverage and acquisitions
- ✓ Add one additional Notary to staff; support staff training and certification
- ✓ Create new job descriptions for all levels of library employees assessing job responsibilities and scoping jobs
- ✓ Create an additional part-time Adult Services Librarian position
- ✓ Implement a new organization-wide schedule calendar in Microsoft Outlook; complete training with all staff
- ✓ Update staffing model for circulation & reference desk that prioritizes coverage by part-time staff
- ✓ Implement a rotating Saturday schedule for part-time staff



- Evaluate staffing needs and current staffing levels against total operating hours; implement six month pilot program for reduced operating hours in 2024
- Explore opportunities for standardized customer service training for staff onboarding – in process
- Create an organization-wide training checklist and documentation for staff acting as “person-in-charge” – in process/deferred
- Create library-wide standards and best practices for expectations for all Lake Bluff Public Library staff customer service skills – deferred

Programs, Outreach and Community Engagement

- ✓ Increase reach and impact of Library’s Teen Volunteer Program
- ✓ Explore opportunities for underserved or not-served groups in the Lake Bluff library communities
 - Hosted monthly Sensory Storytime events throughout the year
- ✓ Increase program opportunities for older elementary children
 - Gingerbread House Decorating
 - Hosted quarterly Tween Craft programs throughout the year
 - The Art of Chinese Papercutting
- Identify desired goals and outcomes for Seed Library service; develop an evaluation for users of Seed Library and evaluate quantitative and qualitative statistics gathered – in process
- Identify desired goals and outcomes for Learning Garden programming; evaluate quantitative and qualitative statistics gathered – deferred
- Explore new partnerships, programming opportunities and expanded services to reach new audience groups with Learning Garden – deferred
- Explore new partnerships with partners to expand awareness and usage of Seed Library – deferred

Technology

- ✓ Create opportunities for staff development in learning various technologies and software programs
- ✓ Purchase new patron and staff copiers for the main floor
- ✓ Implement LX Starter to send updated/customized hold and overdue email notifications to patrons
- ✓ Install new door counter system that provides more up-to-date information on in-building traffic statistics
- Develop Technology Plan for Lake Bluff Public Library; identify short-term and long-term technology needs for the Library – in process
- Identify transition plan to remove PCs in the Youth Services Department; research and implement iPads featuring reading and learning app-based games and activities for a wide variety of age groups and interests – in process
- Complete phased implementation of Microsoft 365 for staff and public computers – deferred



Visit Count	Jan. 2024	Feb. 2024	Mar. 2024	Apr. 2024
Average: Mondays 4-6 pm	20	36	38	33
Average: Tuesdays 6-9 pm	11	14	16	19
Average: Wednesdays 4-6 pm	20	23	28	26
Average: Thursdays 6-9 pm	15	11	22	20
Average: Saturdays 10-5 pm	107	104	161	169
Staff Leave				
Sick	132.75 hrs.	348.50 hrs.	466.75 hrs.	485.25 hrs.
Vacation	29.5 hrs.	61.50 hrs.	70.50 hrs.	65.25 hrs.
Personal	15 hrs.	21 hrs.	21 hrs.	38.25 hrs.
Holiday	125.75 hrs.	0 hrs.	0 hrs.	0 hrs.
Bereavement	4 hrs.	0 hrs.	16 hrs.	0 hrs.
<i>Monthly Leave Total</i>	<i>307 hrs.</i>	<i>431 hrs.</i>	<i>574.25</i>	<i>588.75</i>
<i>Total Work Hrs. Paid</i>	<i>2304 hrs.</i>	<i>2166.75 hrs.</i>	<i>2184.50 hrs.</i>	<i>1675.00 hrs.</i>
<i>Leave Percentage</i>	<i>13.3%</i>	<i>19.9%</i>	<i>26.3%</i>	<i>35.1%</i>
Programs				
Number of programs cancelled	5	1	1	3
Number of programs rescheduled	3	0	0	1
Library Services				
Number of staff hours added to passports	0	2 hrs.	0	0
Number of staff hours removed to passports	0	0	2 hrs.	0
Number of passport cancellations	14	0	0	0
Number of passport appointments rescheduled	12	0	0	0

Organizational Capacity

“Renee was on vacation for a week towards the end of April and I was point person of the Library during her time off. During her vacation, the Library had four staff members out sick that week, not including staff who were out on FMLA leave. We were able to keep the desk fully staffed thanks to Marina, who covered a couple extra 4-hour circulation shifts that week.”

-Katie Horner, Reference and Circulation Manager

“One particular area that is of increasing concerns is PIC coverage, or Person In Charge. The Library is open two evenings a week. The current list of PICs is short and weekday evening PIC coverage relies almost entirely on Katie Horner and Eliza Jarvi, and I’ve picked up a few shifts as well. At the beginning of the pilot, the four Library Managers were working only 1 evening shift every other week and the Director was able to be relieved of evening PIC shifts, so she could focus on committee meetings. Now, the two Library Managers currently working are working at least 1 evening PIC shift a week, sometimes two due to each other’s availability. This reduces PIC coverage in weekday mornings and lunchtimes, limiting the ability for some PICs to go to lunch at their preferred times and having to wait until there is afternoon PIC coverage.

-Renee Grassi, Library Director

Delivery of Library Services

Assessment of Desk Coverage

- The Library has been planning for summer scheduling, which is proving difficult, as part time staff are making plans for the days and weekends when they're not expected to be in, understandably so. As a result, there's limited availability, especially for weekends, during summer months. Additional content for this issue is the fact that the Library employees staff with families and other part or full time jobs. It's increasingly clear that the Library doesn't have a sufficient number of people to easily facilitate this, due to the few number of part time positions.
- The Library has not been able to fill all of the known scheduling gaps at the Circulation and Reference Desk in April. As a result, Reference and Circulation Manager Katie Horner has opted to schedule herself as being "on call" for those periods, where I'm not actively working at the desk, but I'm available in the back staff office in case of questions or busy periods.
- Adult Services Librarian Gus Standiford was trained to manage Youth Services desk coverage during the month of April, with the goal of increasing the number of staff in the organization who are cross-trained and able to cover both public facing departments (Adult and Youth Services). Gus is currently a part time Youth Services Assistant at the Lake Villa Public Library and expressed interest in supporting the Lake Bluff Public Library in this way. Thank you, Gus! Gus will be helping out with Youth Services coverage during the month of May.
- Patron requests for Sunday hours have decreased from the start of the pilot, possibly due to the pilot's schedule becoming more known in the community. One Youth Services Staff member received a request for Sunday hours to return.
- Director Renee Grassi has returned to filling in and working desk shifts to ensure that we have full coverage at all service desks.

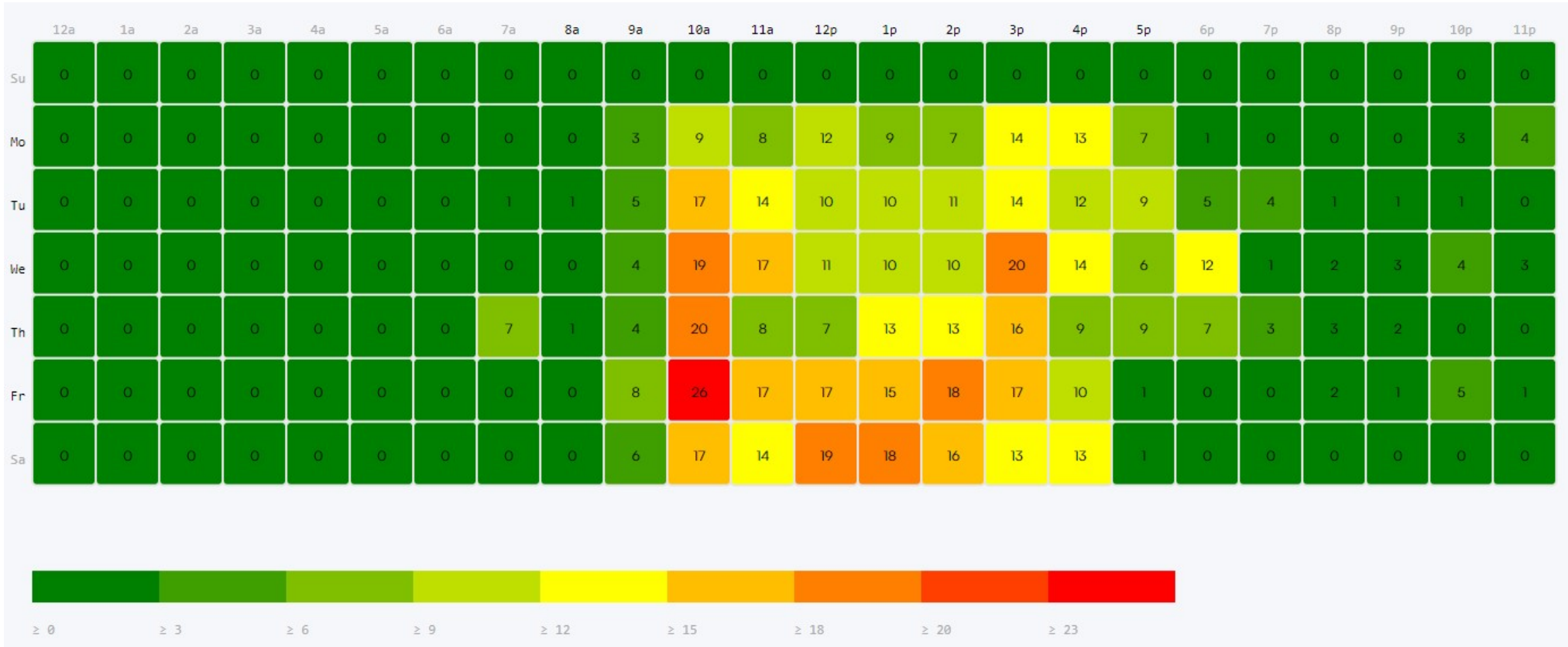
Assessment of Passport Service Capacity

- We did not have to cancel any existing passport appointments due to staff absences. No additional passport capacity was added.
- Requests for passport appointments dipped slightly after spring break passed, but we're seeing an increase in people trying to get their passports for summer travel.

Assessment of Notary Service Capacity

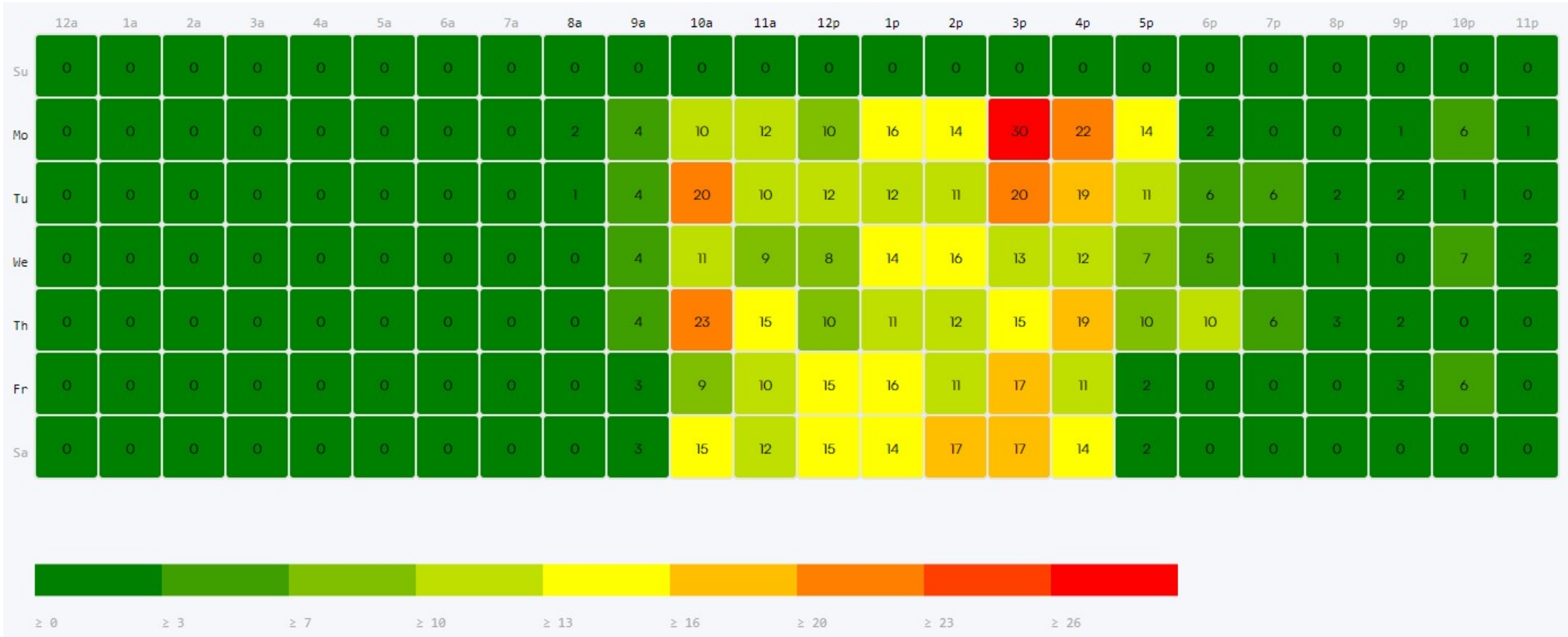
- Notary requests remain steady this month. Reference and Circulation Manager Katie Horner has handled most of the requests herself, due to other notaries being absent/unavailable.
- Claire's notary training continues, and she was able to take some notary requests with guidance.

Lake Bluff Public Library Day Hour Heatmap (Vea Software) January, 2024



- DATA KEY**
- Date Range: Jan. 1-31, 2024
 - Traffic Ins only
 - Monthly Average

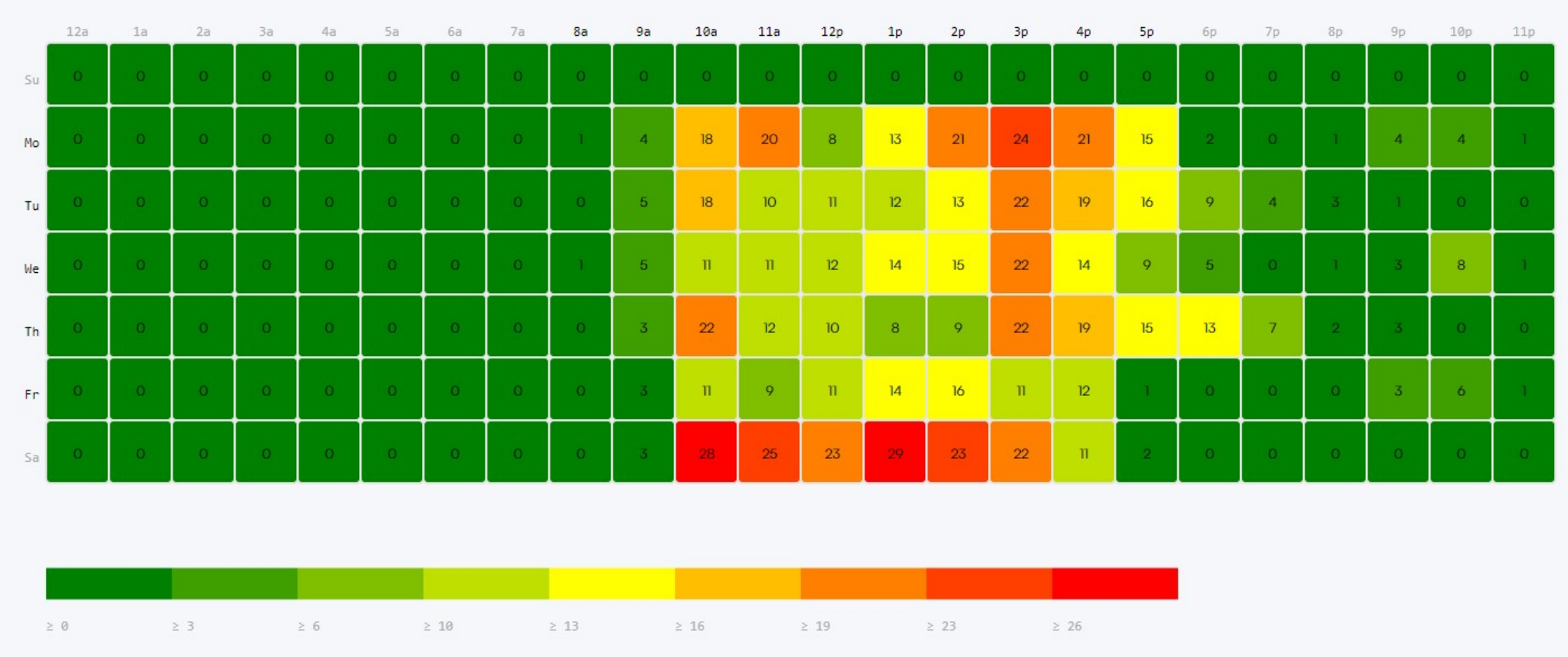
Lake Bluff Public Library Day Hour Heatmap (Vea Software) February, 2024



DATA KEY

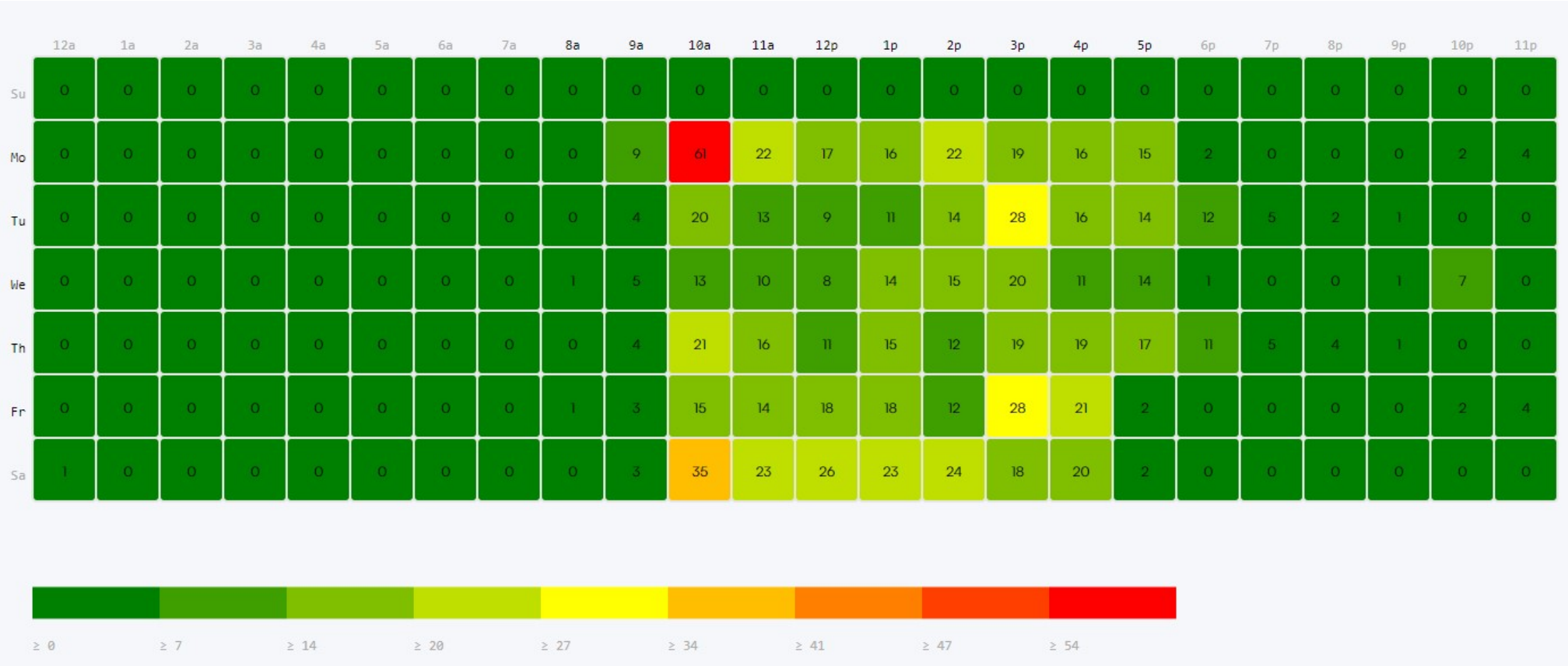
- Date Range: Feb. 1-29, 2024
- Traffic Ins only
- Monthly Average

Lake Bluff Public Library Day Hour Heatmap (Vea Software) March, 2024



- DATA KEY**
- Date Range: Mar. 1-31, 2024
 - Traffic Ins only
 - Monthly Average

Lake Bluff Public Library Day Hour Heatmap (Vea Software) April, 2024



- DATA KEY**
- Date Range: Apr. 1-30, 2024
 - Traffic Ins only
 - Monthly Average



May 6, 2024

VIA Regular and Certified US Mail

Renee Grassi
 Executive Director
 Lake Bluff Public Library
 123 E Scranton Ave
 Lake Bluff, IL 60044

Re: Notice of Code Violations at 123 E Scranton Avenue

Dear Renee:

The purpose of this letter is provide notice of violative conditions at the Lake Bluff Library that require your immediate attention.

Drew and I met with you back in October of last year to discuss the new exterior lights that were installed on the library property; more specifically, the nine exterior wall lights that the Library replaced (along with some of the wiring to them) without obtaining a permit or Village approvals. As you will recall, this is a violation of at least two sections of the Lake Bluff Municipal Code (copies attached):

1. Section 9-1-5: Building Permits. The Library is required to obtain a permit for this work.
2. Section 10-2C-5 Design Review. The Library is required to obtain the approval of the Architectural Board of Review for the new lights.

When we met we discussed how the installation of the new lights, although an understandable attempt by the Library to improve the safety and security of the parking lot and exterior of the building, projected light into the windows of neighboring homes and businesses. I recall that you stated that some of these lights had been inoperable for years and, since the proper Village review process was not followed, it did not come as a surprise that the neighbors were surprised by the much brighter fixtures. While the neighbors and Village are appreciative of the interim adjustments that were made by you (reducing the intensity of the lights and limiting the hours of the lights), it remains necessary for the Library to complete the required process to obtain Village approval of the exterior lighting improvements.

The Village has been working with you over the past several months to apply to the ABR for Design Review Approval. SEC Chairman Brian Rener has provided the Library professional design advice and support for no charge and repeatedly given additional time to prepare a plan at your request; additionally, I personally assisted in preparing a scaled site plan to further the design review of the lighting. In order to remedy these violations, we must insist that you submit the following two applications within 30 days and pursue the required approvals without further delay which include (i) an after-the-fact permit for all work which was done without a permit for which a permit is required and (ii) an application to the Architectural Board Review for Design Review approval. We ask that you correct these violations now. While the Village can impose fines of up to \$750 per day per violation and/or seek injunctive relief to abate the nuisances and assess you for abatement costs, please

Village of Lake Bluff, 40 East Center Avenue, Lake Bluff, IL 60044
 Lakebluff.org

know that the Village's goal is for the Library to bring the property in compliance in a reasonable amount of time; however, more than six months to bring improvements of this scale and scope into compliance is likely a disproportionate amount of time.

Thank you for your prompt attention to this outstanding matter. If I can be of assistance, please let me know.

Mike Croak

Mike Croak
Building codes Supervisor
847-283-6885
mcroak@lakebluff.org
C: Drew Irvin, Village Administrator

Enclosure

9-1-5: BUILDING PERMITS:

- A. Permit Required. It is unlawful to construct, enlarge, repair, alter, or demolish a structure, or to change the occupancy of a building or structure in a manner requiring greater strength, an altered exitway, or sanitary provisions, or to change to another use, or to install or alter any equipment for which provision is made in or the installation of which is regulated by this Title, or to change the grade of earth by more than three inches, or to alter the earth in a way that changes the drainage of water across a property line, without first filing an application with the Building Commissioner in writing and obtaining the required permits therefor; except that the permit requirement may be waived, in the sole discretion of the Building Commissioner, for work costing \$200.00 or less.

10-2C-5: DESIGN REVIEW:

- B. Regulated Activities: No person may engage in the following activities without first obtaining design approval in accordance with the procedures of this Section:
3. Substantially changing outdoor lighting fixtures, such as by adding or removing light fixtures or by increasing or decreasing the intensity, color temperature, distribution pattern, or shielding of a light fixture. The changing of light bulbs shall not constitute a substantial change to an outdoor lighting fixture;

Planning for the Future of Lake Bluff Public Library

Letter from the Director

One of the primary responsibilities of Lake Bluff Library's elected Board of Trustees is to ensure the sustainability of the Library, so the organization has a place in the future of Lake Bluff. To that end, earlier this year, the Board and I met for our first professional retreat together to discuss the Library's current financial standing.

During this retreat, the Board and I learned about funding opportunities that are available for public libraries. We also discussed short and long-term goals to help address significant financial and facility-related needs of our Library. For example, neighboring public libraries who do not have capital reserve funds, such as Deerfield, Lake Forest, and North Chicago, carry fund balances of as much as 140% or higher of their annual expenditures. With a fiscal year-end fund balance of just 41% of expenditures, our Library's fund balance falls to as little as 25% at its low point, which is similar to Highwood Public Library. The Board also discussed facility needs and how they relate to its financial standing. I encourage community members to watch the recording of the February 2024 Library Board Meeting, in particular, which features a presentation of two critical building reports: Building Systems and Site Report and the Library Accessibility Report.

As a result of the retreat, the Library Board identified several next steps:

- Develop a Master Plan inclusive of building, facility, and technology needs
- Create a three-tied financial projection analysis that encompasses capital and operational costs
- Develop a community engagement plan to expand understanding of the state of the Library with the Lake Bluff community

To keep this work moving forward, at the March 2024 Board Meeting, the Library Board unanimously approved a proposal from Engberg Anderson Architects to develop a Strategic Facility Master Plan. The scope of work includes assessment of the physical character of the Library's building and grounds, as well as engagement with residents to ensure these spaces address the current and future needs of the Lake Bluff Library community. The goal is for the Board and the community to develop an in-depth understanding of how well the Library meets the current needs of patrons and plan for the future. This process also aims to quantify short-term and long-term financial costs of addressing building code violations, asbestos abatement, and replacement of critical building systems.

Lake Bluff Library exists because of the support of the Lake Bluff community. The Board and I are committed to being transparent and inclusive, involving stakeholders throughout the process, and representing the community's priorities. We hope that library users and non-users alike will collaborate with us in this planning. On Page 5 of this newsletter, learn how you can participate and share your feedback. The Library Board and I look forward to your engagement in this process and thank you for your help ensuring the future of Lake Bluff Public Library is bright!

Renee Grassi, Library Director



Planning for the Future of Lake Bluff Public Library

Community Open House Events

Tuesday, 6/11 10am - 12pm

Tuesday, 6/11 5 - 7 pm

Saturday, 6/15 10:30am - 1pm

All Ages

Stop by the Library to chat with architects, ask questions and share preferences about the future of the Library. Drop-in, no advanced registration required.

Focus Group Events

Tuesday, 6/18 at 10:30am

Tuesday, 6/18 at 4pm

Saturday, 6/22 at 10:30am

Adults and Teens Ages 13+

Participate in a facilitated conversation with library leadership and architects about the needs of the Library. Receive a building-wide tour and provide feedback that will be incorporated into the Library's Strategic Facility Plan.

Online Survey

Starting 6/1 - 6/30

All Ages

Help the Library plan for the future. Complete our online survey and share your ideas. All survey participants will be entered into a raffle for a Lake Forest/Lake Bluff Chamber of Commerce gift card.

Sponsored in part by the Reaching Across Illinois Libraries System (RAILS) My Library Is Grant.



Thank you, Lake Bluff Garden Club!



The Lake Bluff Garden Club helps keep the Library beautiful all year long. From flower design, to potting and weeding, local Garden Club members volunteer many hours each season to help make the outside of the Library bloom. Thank you for your hard work and dedication, Lake Bluff Garden Club. The Library appreciates you! Founded in 1917, the Lake Bluff

Garden Club has been a vital part of Lake Bluff for over 100 years. Learn more at GardenClubLakeBluff.Blogspot.com.



NEW! Menstrual Products for Patrons

This April, the Library began offering free period products through a partnership with non-profit organization Aunt Flow. All of the building's six bathrooms now feature wall-mounted dispenser units stocked with 100% organic cotton biodegradable tampons and pads. For more information, visit the News Section on the Library website.

Spotlight Resource: Chicago Community Collection

Lake Bluff Public Library provides free access to NewsBank's Chicago Community Collection, a digital platform featuring Chicagoland area newspapers and journals. Use it to read digital versions of local newspapers, such as the *Chicago Sun-Times*, *Crain's Chicago Business*, and the *Lake Forester*.

Subscriptions also included:

- *Chicago Parent*
- *Chronicle by College of Lake County*
- *Lake County Journal*
- *Pioneer Press Newspapers*
- *Pritzker Pulse: University of Chicago School of Medicine*

Features included:

- Text Enlargement
- Reading Aloud via ReadSpeaker
- Citation Exporter
- Personal Folders

Ready to get started? Get your Lake Bluff Library card number and visit LakeBluffLibrary.org/Chicago-CommunityCollection

[Or search the website](#)

THE STATE OF THE LAKE BLUFF LIBRARY BUILDING: A LETTER TO THE LAKE BLUFF COMMUNITY

Hello Lake Bluff neighbors,

As current Vice President of the Lake Bluff Public Library Board of Trustees, I want to thank you for your continued interest in and support of our Library. I am currently the longest-serving Trustee, elected to the Library Board in 2015. I have served as Library Board Secretary for eight years, and have taken on the role of Chair of the Library's Building and Grounds Committee for 6 years. I am deeply committed not only to making the Library the best it can be to serve your needs as our patrons and community, but also in being a good steward of the public funds we receive from your property tax dollars.

With my years of involvement, I have been well aware of the needs of our nearly 50-year-old building. Our new Library Director Renee Grassi, who joined the Library in January 2023, is responsible for managing the building and has been supporting the Board's planning of our capital needs. In the last year, you may have noticed improvements that have been made to our aging building, such as new furniture, new accessible door operators, [period product dispensers](#), and new lighting to name just a few. Still, there remains much to be done.

Here's where you come in. We need your help to plan for our future. At the [March 2024 meeting](#), the Library Board approved a Master Plan project with Engberg Anderson Architects to make plans for short and long term building needs. Part of that project includes engagement with the community. Starting [this summer](#)



and throughout the rest of 2024, you will have opportunities to participate in online surveys, drop-in open house events, and focus groups to help inform our building planning. Look out for more information in the Library's Summer 2024 *Off The Shelf* newsletter scheduled to arrive to 60044 residences in early June. Why is this needed? Here's some background about the state of the library building to provide more context.

In the 1970s when the original library building at 123 E. Scranton Avenue was built, the [Americans with Disabilities Act \(ADA\)](#) had not yet been signed into law and accessibility code compliance was not state or federally mandated. In the State of Illinois, public libraries are now required to comply with the [Illinois Environmental Barriers Act and Accessibility Code](#) to address environmental barriers in their facilities. Unfortunately, our Library does not comply in many areas, as much of our building retains the original design from the 1970s.

You may be surprised to know that none of the Library's six restrooms are ADA compliant. In addition, the ramps in the front and side entrances, the exterior stairs, and some of the interior doorways are also non-compliant. Handrails inside and outside the building are either absent or fall below compliance standards. There is also no accessible means of egress from the lower level and mezzanine level without the elevator. Beyond the scope of ADA law, it is recommended for safety and accessibility that public libraries have an internal building-wide paging system, as well as indoor and outdoor security cameras. The Library, unfortunately, does not have any of these.

The Board was made aware of the building's many compliance issues during the [February 2024 Regular Board Meeting](#), when Engberg Anderson Architects presented their Final Report of their Universal Design Assessment of the Library building. This work was recommended by Director Grassi and was approved by the Library Board in the fall of 2023. I invite you to learn more about the Library's current accessibility needs and [review the Library's Universal Design Assessment Final Report](#). These issues require immediate attention and planning of the Board and the Library to improve the accessibility and safety for our patrons and employees.

The building has other significant capital improvement needs as well. Many of you may remember the unexpected closures last winter, which resulted from the [failure of one of our furnaces](#). Since 2023, our Library has actually experienced several HVAC systems issues resulting in costly emergency repairs. A related

issue is that the windows associated with the original parts of the building are also almost 50 years old, lacking modern-day energy efficiencies and rendering the Library's HVAC system less effective. Managing building temperature is vital for the comfort and safety of both staff and patrons alike. Without an HVAC system that properly manages building temperature, these environmental issues can negatively impact experiences at the Library. You can learn more about the Library's building systems needs in Engberg Anderson Architect's [Building Systems and Site Report](#) and [their Capital Needs Assessment](#), which were also presented at the February 2024 Board Meeting.

The Library Board is well aware of the significant amount of projects that need attention at the Library, and we are working diligently to gather information and plan for what lies ahead. In fact, earlier this year, [Library Board President Bonnie Shaul discussed](#) the Library's [financial situation](#), sharing with the community that Lake Bluff Library, unlike neighboring libraries, does not have a Capital Reserve Fund to cover expected and unexpected building projects. The Library also does not have a Capital Plan to identify needed updates and replacements of building systems, but we are working on creating one.

We elected Library Trustees are gratified that in the last several community-wide surveys of governmental entities within the Village of Lake Bluff, [the Library received the highest esteem ranking of all other local agencies](#). The Trustees and I are proud to have a talented, hard-working staff who clearly love serving our patrons—whether they request book suggestions, passports, assistance with technology, or a myriad of other available services. On behalf of the Board and the staff, thank you for allowing us the opportunity to support and serve our great Lake Bluff community. We look forward to working with you on planning for the future of the building and the Library for many more years to come.

Janie Jerch, Library Board Vice President

Chair of the Library Board Building and Grounds Committee

[News category](#)
[General news](#)