

evanston public library

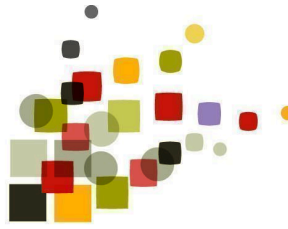


EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES

LIBRARY BOARD PACKET

Wednesday, October 16, 2024 at 6:30 pm
Main Library, Community Meeting Room, and via Zoom

Zoom Link: <https://us06web.zoom.us/j/84300088401>



BOARD OF TRUSTEES MEETING

Wednesday, October 16, 2024 at 6:30 PM

Main Library, Community Meeting Room, and Remote

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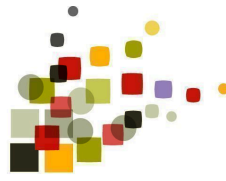
Members of the public are invited to provide comments in person during the Public Comment portion of the meeting or by submitting written comments in advance via the following link: <https://forms.gle/16fGTFeqEFR6tmro8>
Written comments will be attached to the Board minutes and distributed to Trustees.

MEETING AGENDA

1. **CALL TO ORDER / DECLARATION OF QUORUM**
2. **LAND ACKNOWLEDGMENT**
3. **CITIZEN COMMENT**
Not to exceed 45 minutes
4. **CONSENT AGENDA**
 - A. Approval of Management Committee Meeting Minutes September 18, 2024
 - B. Approval of Regular Board Meeting Minutes September 18, 2024
 - C. Approval of Facilities Committee Meeting Minutes September 25, 2024
 - D. Approval of Finance Committee Meeting Minutes October 8, 2024
 - E. Approval of Bills and Payroll
5. **TRUTH IN TAXATION HEARING**
6. **LIBRARY DIRECTOR'S REPORT** (Distributed in Advance)
7. **STAFF REPORTS**
 - A. Administrative Services Report (Distributed in Advance)
 - B. Neiger Design Group Branding Presentation (Discussion and Action)
 - C. Moody Nolan Presentation (Accept and File Reports)
8. **BOARD REPORTS**
 - A. President's Report
 - B. Finance Committee
 - C. Management Committee
 - D. Facilities Committee
9. **UNFINISHED BUSINESS**
 - A. Approval of the 2025 Proposed Library Expenditure Budget (Action)
 - B. Preliminary Tax Levy Estimate (Discussion)
10. **NEW BUSINESS**
 - A. Approval of the 2025 Board Meeting Schedule (Action)
 - B. Approval of the 2025 Library Closings Schedule (Action)
11. **EXECUTIVE SESSION**
12. **ADJOURNMENT**

Next Meeting: November 20, 2024 (Adoption of Tax Levy) at 6:30 pm: via Zoom and/or hybrid

The City of Evanston and the Evanston Public Library are committed to ensuring accessibility for all citizens. If an accommodation is needed to participate in this meeting, please contact the Library at 847-448-8650 or TDD/TTY number 847-866-5095 at least 48 hours in advance of the meeting so that arrangements can be made for the accommodation if possible.



Evanston Public Library Board of Trustees

MANAGEMENT COMMITTEE MEETING MINUTES

Wednesday, September 18, 2024 at 5:00 PM

Main Library, Library Board Room and remote

Members Present

Arikpo Dada, Tracy Fulce, Kathryn Hazelett and Michelle Mills.

Members Absent

none

Staff Present

Yolande Wilburn

Call to order/Declaration of Quorum

Trustee Dada called the meeting to order when a quorum of Trustees was established at 5:05 p.m.

Land Acknowledgement

Read by Michelle Mills

Citizen Comment

none

New Business

- A. Library Bylaws Discussion
- B. Policy Issues Discussion
- C. Strategic Plan Draft Discussion

Amended Agenda Item

Motion: Moved by Trustee Mills, seconded by Trustee Hazelett to amend the agenda to add an executive session to talk about a personnel matters.

Executive Session

Motion: Moved by Trustee Mills, seconded by Trustee Hazelett to go into executive session for personnel matters.

Motion: Moved by Trustee Hazelett, seconded by Trustee Fulce, to exit into executive session for personnel matters.

Adjournment

The motion to adjourn was made by Trustee Hazelett and seconded by Trustee Dada and approved by voice vote. The meeting adjourned at 6:18 p.m.

Submitted by

Esther Wallen

Evanston Public Library Board of Trustees



Evanston Public Library Board of Trustees

MEETING MINUTES

Wednesday, September 18, 2024 at 6:30 PM

Main Library, Community Meeting Room, and remote

Members Present

Samia Amamoo, Arikpo Dada, Tracy Fulce, Kathryn Hazelett, Cate Huggins, Michelle Mills, Meghan Shea, Terry Soto, and Esther Wallen.

Members Absent

None

Staff Present

Heather Norborg and Yolande Wilburn

Presiding Member

Tracy Fulce, President

Call to order/Declaration of Quorum.

President Fulce called the meeting to order when a quorum of Trustees was established at 6:32 p.m.

Land Acknowledgement

Read by Trustee Soto

Citizen Comment

Vaishali Patel and Shawn Iles

Amended Agenda Item

Motion: Moved by Trustee Mills, seconded by Trustee Fulce, to amend the agenda to include the Board President's report.

Roll call vote taken Trustee Amamoo, Trustee Dada, Trustee Fulce, Trustee Huggins, Trustee Hazelett, Trustee Mills, Trustee Shea, Trustee Soto, and Trustee Wallen voted aye. No nays. Motion carried.

Consent Agenda

- A. Approval of Management Committee Meeting Minutes August 21, 2024
- B. Approval of Regular Board Meeting Minutes August 21, 2024
- C. Approval of Special Budget Meeting Minutes September 4, 2024
- D. Approval of Finance Committee Meeting Minutes September 11, 2024
- E. Approval of Bills and Payroll

Motion: Moved by Trustee Huggins, seconded by Trustee Shea to approve the consent agenda.

Motion: Moved by Trustee Mills, seconded by Trustee Hazelett, to expunge the approval of the consent agenda to make edits

Motion: Moved by Trustee Mills, seconded by Trustee Hazelett, to approve the revised consent agenda

Roll call vote taken Trustee Amamoo, Trustee Dada, Trustee Fulce, Trustee Huggins, Trustee Hazelett, Trustee Mills, Trustee Shea, Trustee Soto, and Trustee Wallen voted aye. No nays. Motion carried.

Public Hearing

Public Hearing on the FY2025 Proposed Budget: no public comment

Library Director's Report

(Distributed in Advance)

Staff Report

- A. Administrative Services Report (Distributed in Advance)

Board Reports

- A. Finance Committee
- B. Management Committee
- C. Facilities Committee

Unfinished Business

- A. Adopt the Revised Bylaws

Motion: Moved by Trustee Huggins, seconded by Trustee Mills, to adopt revised by-laws.

Roll call vote taken Trustee Amamoo, Trustee Dada, Trustee Fulce, Trustee Huggins, Trustee Hazelett, Trustee Mills, Trustee Shea, Trustee Soto, and Trustee Wallen voted aye. No nays. Motion carried.

- B. Committee Selection Assignments
- C. 2025 Budget Discussion and Facility Options

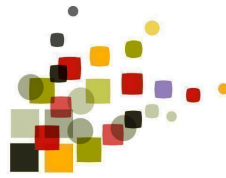
Motion: Moved by Trustee Huggins, seconded by Trustee Soto, to direct the Executive Director to pursue main branch renovation with lease.

Roll call vote taken Trustee Amamoo, Trustee Dada, Trustee Fulce, Trustee Huggins, Trustee Hazelett, Trustee Mills, Trustee Shea, Trustee Soto, and Trustee Wallen voted aye. No nays. Motion carried.

- D. Direction from the Board for Final Budget Preparation (Action)

Motion: Moved by Trustee Hazelett, seconded by Trustee Mills, to direct the Executive Director to proceed with the final budget preparation

Roll call vote taken Trustee Amamoo, Trustee Dada, Trustee Fulce, Trustee Huggins, Trustee Hazelett, Trustee Mills, Trustee Shea, Trustee Soto, and Trustee Wallen voted aye. No nays. Motion carried.



New Business

- A. Policy Issues (Discussion and Action)

Executive Session

Motion: Moved by Trustee Fulce, seconded by Trustee Wallen, to go into executive session for personnel matters.

Roll call vote taken Trustee Amamoo, Trustee Dada, Trustee Fulce, Trustee Huggins, Trustee Hazelett, Trustee Mills, Trustee Shea, Trustee Soto, and Trustee Wallen voted aye. No nays. Motion carried.

Motion: Moved by Trustee Hazelett, seconded by Trustee Sheat, to exit into executive session for personnel matters.

Roll call vote taken Trustee Amamoo, Trustee Dada, Trustee Fulce, Trustee Huggins, Trustee Hazelett, Trustee Mills, Trustee Shea, Trustee Soto, and Trustee Wallen voted aye. No nays. Motion carried.

Adjournment

MOTION: Moved by Trustee Huggins and seconded by Trustee Soto to adjourn. A voice vote was taken. All ayes. No nays. Motion carried. The meeting adjourned at 9:00 p.m.

Roll call vote taken Trustee Amamoo, Trustee Dada, Trustee Fulce, Trustee Huggins, Trustee Hazelett, Trustee Mills, Trustee Shea, Trustee Soto, and Trustee Wallen voted aye. No nays. Motion carried.

Submitted by

Esther Wallen, Secretary
Evanston Public Library Board of Trustees



Evanston Public Library Board of Trustees

FACILITIES COMMITTEE MEETING MINUTES

Wednesday, September 25, 2024 at 5:00 PM

Main Library, Library Board Room and remote

Members Present

Catie Huggins and Meghan Shea

Members Absent

None

Staff Present

Yolande Wilburn

Call to order/Declaration of Quorum

Trustee Huggins called the meeting to order when a quorum of Trustees was established at 5:01 p.m.

Land Acknowledgement

Read by Catie Huggins

Citizen Comment

none

New Business

- A. Facility Update From the Director or Designee
- B. Discuss and approve the regular meeting schedule

Adjournment

The motion to adjourn was made by Trustee Shea and seconded by Trustee Huggins and approved by voice vote. The meeting adjourned at 6:31 p.m.

Submitted by

Catie Huggins

Evanston Public Library Board of Trustees



Evanston Public Library Board of Trustees

FINANCE COMMITTEE MEETING MINUTES

Tuesday, October 8, 2024 at 4:30 PM

Main Library, Library Board Room and remote

Members Present

Tracy Fulce (virtual), Kathryn Hazelett (virtual) and Michelle Mills

Members Absent

None

Staff Present

Yolande Wilburn and Sameer Notta

Presiding Member

Michelle Mills

Call to order/Declaration of Quorum

Trustee Mills called the meeting to order when a quorum of Trustees was established at 4:34 p.m..

Land Acknowledgement

Read by Michelle Mills

Citizen Comment

none

New Business

- A. Review upcoming board packet finance items
- B. Update on budgetary impact of current vacancies and recent hiring
- C. Bond Issue to the Treasurer (Discussion)

Adjournment

MOTION: Moved by Trustee Fulce seconded by Trustee Mills, to adjourn. A voice vote was taken. All ayes. No nays. Motion carried. The meeting adjourned at 5:12 p.m.

Submitted by

Michelle Mills

Evanston Public Library Board of Trustees

MEMORANDUM

To: Evanston Public Library Library Board of Trustees
Yolande Wilburn, Executive Director

From: Sameer Notta, Finance Manager
Lea Hernandez-Solis, Office Coordinator

Subject: Library Fund Bills

Date: October 16, 2024

Recommended Action

Staff and the Finance Committee recommend Library Board approval of the Library Payroll and Fund bills list.

Payroll

September 9, 2024, through September 22, 2024, \$ 192,957.97

Library Fund Bills List

September 24, 2024, \$ 100,816.03

Purchasing Card

July 15, 2024, through July 25, 2024, \$ 17,363.47

Attachment: Bills List, Purchasing Card

Library Bills List

G/L Date Range 09/24/24 - 09/24/24

Vendor	Invoice Description	Invoice Date	G/L Date	Payment Date	Invoice Amount
Fund 185 - LIBRARY FUND					
Department 48 - LIBRARY					
Business Unit 4805 - EARLY LEARNING & LITERACY					
Account 65630 - LIBRARY BOOKS					
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	08/20/2024	09/24/2024	09/24/2024	344.40
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	08/20/2024	09/24/2024	09/24/2024	1,252.20
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	08/20/2024	09/24/2024	09/24/2024	427.53
100474 - BAKER & TAYLOR	JUV PRINT	08/22/2024	09/24/2024	09/24/2024	467.16
100474 - BAKER & TAYLOR	JUV PRINT	08/23/2024	09/24/2024	09/24/2024	50.60
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	08/26/2024	09/24/2024	09/24/2024	718.90
100474 - BAKER & TAYLOR	CROWN AND JUV PRINT	08/28/2024	09/24/2024	09/24/2024	871.16
100474 - BAKER & TAYLOR	YA AND JUV PRINT	08/28/2024	09/24/2024	09/24/2024	9.73
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	09/03/2024	09/24/2024	09/24/2024	321.89
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	09/04/2024	09/24/2024	09/24/2024	.81
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	09/05/2024	09/24/2024	09/24/2024	1,158.56
Account 65630 - LIBRARY BOOKS Totals			Invoice Transactions 11		\$5,622.94
Business Unit 4805 - EARLY LEARNING & LITERACY Totals			Invoice Transactions 11		\$5,622.94
Business Unit 4806 - LIFELONG LEARNING & LITERACY					
Account 65100 - LIBRARY SUPPLIES					
20706 - DROPN PEARLS HAIR ARTISTRY, LLC	RACIAL HEALING CIRCLES 08.14.2024	08/14/2024	09/24/2024	09/24/2024	125.00
Account 65100 - LIBRARY SUPPLIES Totals			Invoice Transactions 1		\$125.00
Account 65628 - Library Electronic Resources					
318690 - CONSUMER'S CHECKBOOK	MAIN ONLINE RESOURCES	08/30/2024	09/24/2024	09/24/2024	400.00
16334 - KANOPY	MAIN ONLINE RESOURCES	08/31/2024	09/24/2024	09/24/2024	1,576.00
103424 - MIDWEST TAPE LLC	MAIN ONLINE RESOURCES	08/31/2024	09/24/2024	09/24/2024	4,999.98
11577 - REACHING ACROSS ILLINOIS LIBRARY SYSTEMS (RAILS)	MAIN ONLINE RESOURCES	09/06/2024	09/24/2024	09/24/2024	2,119.16
Account 65628 - Library Electronic Resources Totals			Invoice Transactions 4		\$9,095.14
Account 65630 - LIBRARY BOOKS					
100474 - BAKER & TAYLOR	ADULT PRINT	08/20/2024	09/24/2024	09/24/2024	483.73
100474 - BAKER & TAYLOR	ADULT PRINT	08/21/2024	09/24/2024	09/24/2024	109.97

100474 - BAKER & TAYLOR	ADULT PRINT	08/21/2024	09/24/2024	09/24/2024	1,577.17
100474 - BAKER & TAYLOR	ADULT PRINT	08/22/2024	09/24/2024	09/24/2024	127.21
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	08/23/2024	09/24/2024	09/24/2024	1,000.07
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	08/23/2024	09/24/2024	09/24/2024	1,286.35
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	08/26/2024	09/24/2024	09/24/2024	1,061.07
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	08/27/2024	09/24/2024	09/24/2024	344.02
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	08/28/2024	09/24/2024	09/24/2024	758.32
100474 - BAKER & TAYLOR	ADULT PRINT	08/28/2024	09/24/2024	09/24/2024	195.45
100474 - BAKER & TAYLOR	ADULT PRINT	08/28/2024	09/24/2024	09/24/2024	106.80
100474 - BAKER & TAYLOR	ADULT PRINT	09/03/2024	09/24/2024	09/24/2024	188.10
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	09/04/2024	09/24/2024	09/24/2024	615.61
100474 - BAKER & TAYLOR	ADULT PRINT	09/04/2024	09/24/2024	09/24/2024	232.87
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	09/05/2024	09/24/2024	09/24/2024	1,460.65
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	09/06/2024	09/24/2024	09/24/2024	38.63
100474 - BAKER & TAYLOR	ADULT PRINT	09/06/2024	09/24/2024	09/24/2024	503.80
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	09/06/2024	09/24/2024	09/24/2024	1,477.19
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	08/19/2024	09/24/2024	09/24/2024	102.71
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	08/20/2024	09/24/2024	09/24/2024	54.73
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	08/21/2024	09/24/2024	09/24/2024	26.24
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	08/20/2024	09/24/2024	09/24/2024	146.94
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	08/27/2024	09/24/2024	09/24/2024	25.50
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	08/27/2024	09/24/2024	09/24/2024	24.00
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	08/27/2024	09/24/2024	09/24/2024	48.00
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	08/30/2024	09/24/2024	09/24/2024	20.24
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	09/03/2024	09/24/2024	09/24/2024	30.74
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	09/04/2024	09/24/2024	09/24/2024	320.14
102572 - INFORMATION TODAY INC	ADULT PRINT	08/22/2024	09/24/2024	09/24/2024	689.53
276974 - OVER DRIVE, INC.	MAIN EBOOKS	08/28/2024	09/24/2024	09/24/2024	232.84
276974 - OVER DRIVE, INC.	MAIN EBOOKS	08/23/2024	09/24/2024	09/24/2024	329.77
276974 - OVER DRIVE, INC.	MAIN EBOOKS	08/23/2024	09/24/2024	09/24/2024	553.29
276974 - OVER DRIVE, INC.	MAIN EBOOKS	08/23/2024	09/24/2024	09/24/2024	1,360.54
276974 - OVER DRIVE, INC.	MAIN EBOOKS	08/23/2024	09/24/2024	09/24/2024	866.19
276974 - OVER DRIVE, INC.	MAIN EBOOKS	08/23/2024	09/24/2024	09/24/2024	442.98
276974 - OVER DRIVE, INC.	MAIN EBOOKS	08/23/2024	09/24/2024	09/24/2024	665.00
276974 - OVER DRIVE, INC.	MAIN EBOOKS	08/30/2024	09/24/2024	09/24/2024	133.62
276974 - OVER DRIVE, INC.	MAIN EBOOKS	08/30/2024	09/24/2024	09/24/2024	396.58

276974 - OVER DRIVE, INC.	MAIN EBOOKS	08/30/2024	09/24/2024	09/24/2024	547.35
276974 - OVER DRIVE, INC.	MAIN EBOOKS	08/30/2024	09/24/2024	09/24/2024	369.96
276974 - OVER DRIVE, INC.	MAIN EBOOKS	08/31/2024	09/24/2024	09/24/2024	111.10
276974 - OVER DRIVE, INC.	MAIN EBOOKS	08/31/2024	09/24/2024	09/24/2024	572.31
276974 - OVER DRIVE, INC.	MAIN EBOOKS	09/04/2024	09/24/2024	09/24/2024	595.45
276974 - OVER DRIVE, INC.	MAIN EBOOKS	08/06/2024	09/24/2024	09/24/2024	211.11
276974 - OVER DRIVE, INC.	MAIN EBOOKS	09/06/2024	09/24/2024	09/24/2024	209.97
276974 - OVER DRIVE, INC.	MAIN EBOOKS	09/06/2024	09/24/2024	09/24/2024	260.07
276974 - OVER DRIVE, INC.	MAIN EBOOKS	09/06/2024	09/24/2024	09/24/2024	740.45
276974 - OVER DRIVE, INC.	MAIN EBOOKS	09/09/2024	09/24/2024	09/24/2024	351.47
19914 - SOLUTIONS FROM EBSCO YANKEE BOOK PEDDLER, INC. DBA GOBI LIBRARY	ADULT PRINT	08/21/2024	09/24/2024	09/24/2024	30.62
19914 - SOLUTIONS FROM EBSCO YANKEE BOOK PEDDLER, INC. DBA GOBI LIBRARY	ADULT PRINT	08/26/2024	09/24/2024	09/24/2024	212.35
19914 - SOLUTIONS FROM EBSCO YANKEE BOOK PEDDLER, INC. DBA GOBI LIBRARY	ADULT PRINT	08/26/2024	09/24/2024	09/24/2024	78.30
19914 - SOLUTIONS FROM EBSCO YANKEE BOOK PEDDLER, INC. DBA GOBI LIBRARY	ADULT PRINT	08/27/2024	09/24/2024	09/24/2024	29.73
19914 - SOLUTIONS FROM EBSCO YANKEE BOOK PEDDLER, INC. DBA GOBI LIBRARY	ADULT PRINT	09/09/2024	09/24/2024	09/24/2024	264.07

Account **65630 - LIBRARY BOOKS** Totals

Invoice Transactions 53

\$22,620.90

Account **65641 - AUDIO VISUAL COLLECTIONS**

100474 - BAKER & TAYLOR	ADULT AV	08/19/2024	09/24/2024	09/24/2024	156.28
100474 - BAKER & TAYLOR	ADULT AV	09/03/2024	09/24/2024	09/24/2024	149.02
103424 - MIDWEST TAPE LLC	ADULT AV	08/21/2024	09/24/2024	09/24/2024	57.04
103424 - MIDWEST TAPE LLC	ADULT AV	08/21/2024	09/24/2024	09/24/2024	180.00
103424 - MIDWEST TAPE LLC	ADULT PRINT	08/21/2024	09/24/2024	09/24/2024	130.08
103424 - MIDWEST TAPE LLC	ADULT AV	08/21/2024	09/24/2024	09/24/2024	28.11
103424 - MIDWEST TAPE LLC	ADULT AV	08/21/2024	09/24/2024	09/24/2024	27.43
103424 - MIDWEST TAPE LLC	ADULT AV	08/21/2024	09/24/2024	09/24/2024	38.36
103424 - MIDWEST TAPE LLC	ADULT AV	08/21/2024	09/24/2024	09/24/2024	19.18
103424 - MIDWEST TAPE LLC	ADULT AV	08/21/2024	09/24/2024	09/24/2024	124.72
103424 - MIDWEST TAPE LLC	ADULT AV	08/29/2024	09/24/2024	09/24/2024	42.43
103424 - MIDWEST TAPE LLC	ADULT AV	08/29/2024	09/24/2024	09/24/2024	38.36
103424 - MIDWEST TAPE LLC	ADULT AV	08/29/2024	09/24/2024	09/24/2024	31.97
103424 - MIDWEST TAPE LLC	ADULT AV	08/29/2024	09/24/2024	09/24/2024	67.43
103424 - MIDWEST TAPE LLC	ADULT AV	08/29/2024	09/24/2024	09/24/2024	93.26
103424 - MIDWEST TAPE LLC	ADULT AV	09/06/2024	09/24/2024	09/24/2024	31.18
103424 - MIDWEST TAPE LLC	ADULT AV	09/06/2024	09/24/2024	09/24/2024	111.72

Account **65641 - AUDIO VISUAL COLLECTIONS** Totals

Invoice Transactions 17

\$1,326.57

Business Unit **4820 - ACCESS SERVICES**

Account **62340 - IT COMPUTER SOFTWARE**

137361 - COOPERATIVE COMPUTER SERVICES	ACCESS SERVICES SOFTWARE	09/09/2024	09/24/2024	09/24/2024	8,171.00
12736 - ILLINOIS HEARTLAND LIBRARY SYSTEM	ACCESS SOFTWARE	08/29/2024	09/24/2024	09/24/2024	36.52

Account **62340 - IT COMPUTER SOFTWARE** Totals

Invoice Transactions 2

\$8,207.52

Account **65100 - LIBRARY SUPPLIES**

101406 - DEMCO, INC.	OFFICE SUPPLIES	08/21/2024	09/24/2024	09/24/2024	80.22
101406 - DEMCO, INC.	OFFICE SUPPLIES	08/29/2024	09/24/2024	09/24/2024	183.31
121187 - UNIQUE MANAGEMENT SERVICES	ACCESS SERVICES	09/01/2024	09/24/2024	09/24/2024	59.10

Account **65100 - LIBRARY SUPPLIES** Totals

Invoice Transactions 3

\$322.63

Business Unit **4820 - ACCESS SERVICES** Totals

Invoice Transactions 5

\$8,530.15

Business Unit **4825 - ENGAGEMENT SERVICES**

Account **65630 - LIBRARY BOOKS**

100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	08/20/2024	09/24/2024	09/24/2024	9.58
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	08/20/2024	09/24/2024	09/24/2024	10.73
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	08/21/2024	09/24/2024	09/24/2024	301.54
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	08/23/2024	09/24/2024	09/24/2024	43.11
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	08/23/2024	09/24/2024	09/24/2024	74.85
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	08/26/2024	09/24/2024	09/24/2024	70.84
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	08/27/2024	09/24/2024	09/24/2024	68.35
100474 - BAKER & TAYLOR	CROWN AND JUV PRINT	08/28/2024	09/24/2024	09/24/2024	51.70
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	08/28/2024	09/24/2024	09/24/2024	110.18
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	09/03/2024	09/24/2024	09/24/2024	10.71
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	09/04/2024	09/24/2024	09/24/2024	70.62
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	09/04/2024	09/24/2024	09/24/2024	40.38
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	09/05/2024	09/24/2024	09/24/2024	162.87
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	09/05/2024	09/24/2024	09/24/2024	127.82
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	09/06/2024	09/24/2024	09/24/2024	36.73
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	09/06/2024	09/24/2024	09/24/2024	178.87

Account **65630 - LIBRARY BOOKS** Totals

Invoice Transactions 16

\$1,368.88

Business Unit **4835 - INNOVATION & DIGITAL LEARNING**
 Account **65630 - LIBRARY BOOKS**

100474 - BAKER & TAYLOR	YA AND JUV PRINT	08/28/2024	09/24/2024	09/24/2024	31.42
				Account 65630 - LIBRARY BOOKS Totals	Invoice Transactions 1
					<u>\$31.42</u>
				Business Unit 4835 - INNOVATION & DIGITAL LEARNING Totals	Invoice Transactions 1
					<u>\$31.42</u>

Business Unit **4840 - LIBRARY MAINTENANCE**
 Account **62225 - BLDG MAINTENANCE SERVICES**

20510 - BRIGHTVIEW LANDSCAPES, LLC	OUTDOOR PLANTING AND CLEAN UP	08/28/2024	09/24/2024	09/24/2024	17,725.00
151986 - CINTAS CORPORATION #769	MAT SERVICE	09/03/2024	09/24/2024	09/24/2024	347.07
101063 - CINTAS FIRST AID & SUPPLY	FIRST AID KIT SERVICE	09/05/2024	09/24/2024	09/24/2024	24.60
16579 - CONDENSER PEOPLE INC.	CONDENSER COIL CLEANING 2024	09/11/2024	09/24/2024	09/24/2024	2,512.54
322695 - ECO-CLEAN MAINTENANCE	DEEP CLEANING SERVICE AT ROBERT CROWN LIBRARY	08/28/2024	09/24/2024	09/24/2024	2,100.00
19941 - PLUNKETT'S PEST CONTROL	PEST CONTROL	09/03/2024	09/24/2024	09/24/2024	218.40
19941 - PLUNKETT'S PEST CONTROL	PEST CONTROL	09/10/2024	09/24/2024	09/24/2024	150.80
145106 - TOTAL BUILDING SERVICES	JANITORIAL ANNUAL SERVICE CONTRACT 2024	09/05/2024	09/24/2024	09/24/2024	10,520.00
				Account 62225 - BLDG MAINTENANCE SERVICES Totals	Invoice Transactions 8
					<u>\$33,598.41</u>

Account **65040 - JANITORIAL SUPPLIES**

10546 - SUPERIOR INDUSTRIAL SUPPLY	JANITORIAL SUPPLIES	09/04/2024	09/24/2024	09/24/2024	1,810.18
				Account 65040 - JANITORIAL SUPPLIES Totals	Invoice Transactions 1
					<u>\$1,810.18</u>
				Business Unit 4840 - LIBRARY MAINTENANCE Totals	Invoice Transactions 9
					<u>\$35,408.59</u>

Business Unit **4845 - LIBRARY ADMINISTRATION**
 Account **62210 - PRINTING**

14818 - FISHEYE GRAPHIC SERVICES, INC.	PRINTING APPS BOOKMARK	05/28/2024	09/24/2024	09/24/2024	130.00
				Account 62210 - PRINTING Totals	Invoice Transactions 1
					<u>\$130.00</u>

Account **62295 - TRAINING & TRAVEL**

108473 - EVANSTON COMMUNITY FOUNDATION	TUITION PROGRAM FOR Y WILBURN	09/12/2024	09/24/2024	09/24/2024	1,500.00
				Account 62295 - TRAINING & TRAVEL Totals	Invoice Transactions 1
					<u>\$1,500.00</u>

Account **62340 - IT COMPUTER SOFTWARE**

11009 - BLACKBAUD INC.	DEVELOPMENT DATABASE SUBSCRIPTION	09/03/2024	09/24/2024	09/24/2024	13,752.15
				Account 62340 - IT COMPUTER SOFTWARE Totals	Invoice Transactions 1
					<u>\$13,752.15</u>

Account **65095 - OFFICE SUPPLIES**

20799 - AND DISSOCIATION INTERNATIONAL SOCIETY FOR THE STUDY OF TRAUMA	MEETING ROOM CANCELLATION REFUND	09/04/2024	09/24/2024	09/24/2024	180.00
103883 - ODP BUSINESS SOLUTIONS, LLC	OFFICE SUPPLIES	08/08/2024	09/24/2024	09/24/2024	30.17
103883 - ODP BUSINESS SOLUTIONS, LLC	OFFICE SUPPLIES	08/08/2024	09/24/2024	09/24/2024	37.09
103883 - ODP BUSINESS SOLUTIONS, LLC	OFFICE SUPPLIES	08/29/2024	09/24/2024	09/24/2024	199.99
107741 - SCHOLASTIC INC.	ADMIN SUPPLY	08/16/2024	09/24/2024	09/24/2024	857.04

Account **65095 - OFFICE SUPPLIES** Totals Invoice Transactions 5 \$1,304.29

Business Unit **4845 - LIBRARY ADMINISTRATION** Totals Invoice Transactions 8 \$16,686.44

Department **48 - LIBRARY** Totals Invoice Transactions 125 \$100,816.03

Fund **185 - LIBRARY FUND** Totals Invoice Transactions 125 \$100,816.03

* = Prior Fiscal Year Activity

Invoice Transactions 125 \$100,816.03

REPORTS TO INTERMEDATE	MERCHANT NAME	MERCHANT STATE	MERCHANT ZIP CODE	TRANSACTION AMOUNT	POSTING DATE	COST ALLOCATION - EXPENSE OBJECT	EXPENSE DESCRIPTION	BUSINESS UNIT	PROJECT NUMBER	Account Holder Last Name	Account Holder First Name
ADMIN SVCS/INFO SYS	LATER COM	BC	V6A3X3	\$ 400.00	7/15/2024	62340 IT COMPUTER SOFTWARE	EPL LATER COM LICENSE RENEWAL	185.48.4835	-	Mitano	Jim
ADMIN SVCS/INFO SYS	INSIGHT SOFTWARE	UT	84037	\$ 74.31	7/24/2024	62340 IT COMPUTER SOFTWARE	EPL SHORTKEYS SOFTWARE. TYLER WORKS	185.48.4820	-	Mitano	Jim
LIBRARY	TARGET.COM	MN	55445	\$ 5.00	6/26/2024	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES	185.48.4805	-	Antolin	Laura
LIBRARY	CHICAGO SUN-TIMES CIRC	IL	60654	\$ 22.80	6/26/2024	65635 PERIODICALS	MONTHLY NEWSPAPER SUBSCRIPTION	185.48.4806	-	Hernandez-Solis	Lea
LIBRARY	AMAZON MKTP RL RG10S3YC1	WA	98109	\$ 19.99	6/27/2024	65100 LIBRARY SUPPLIES	RC OFFICE SUPPLIES REBEL STEMERS	185.48.4825	-	Hernandez-Solis	Lea
LIBRARY	PAPA JOHNS 5056	IL	60201	\$ 17.98	6/27/2024	65100 LIBRARY SUPPLIES	RC PROGRAM FOOD TEA & TALK	185.48.4825	-	Hernandez-Solis	Lea
LIBRARY	OTC BRANDS INC	NE	68137	\$ 46.86	6/27/2024	65100 LIBRARY SUPPLIES	RC PROGRAM SUPPLIES MASCOT SCAVENGER HUNT	185.48.4825	-	Hernandez-Solis	Lea
LIBRARY	WALMART.COM 8009256278	AR	72716	\$ (15.44)	6/27/2024	65100 LIBRARY SUPPLIES	RETURN CREDIT	185.48.4825	-	Hernandez-Solis	Lea
LIBRARY	CRICUT	UT	84095	\$ 9.99	6/27/2024	65001 FEDERAL GRANT EXPENSE	CRICUT MONTHLY MEMBERSHIP COVERED BY THE PNG GRANT.	185.48.4835	-	Madison	Elisacha
LIBRARY	ISO ORP LLC	IL	60302	\$ 85.00	6/27/2024	65106 CONSULTING SERVICES	EVENT PHOTOGRAPHY PROFESSIONAL SERVICES	185.48.4846	-	Hernandez-Solis	Lea
LIBRARY	FLOWERSFLOWERS	IL	60201	\$ 125.00	6/27/2024	65095 OFFICE SUPPLIES	MONTHLY ENGAGEMENT FLOWERS	185.48.4845	-	Hernandez-Solis	Lea
LIBRARY	MICHAELS #9490	TX	75063	\$ 179.85	6/28/2024	65002 STATE GRANT EXPENSE	ELL PROGRAM SUPPLIES ABC BOOSTERS	185.48.4805	-	Hernandez-Solis	Lea
LIBRARY	D J BARROWS	NJ	08852	\$ 29.99	6/28/2024	65635 PERIODICALS	NEWSPAPER SUBSCRIPTION	185.48.4806	-	Hernandez-Solis	Lea
LIBRARY	TARGET.COM	MN	55445	\$ 48.40	6/28/2024	65100 LIBRARY SUPPLIES	RC PROGRAM SUPPLIES COOKING CLUB	185.48.4825	-	Hernandez-Solis	Lea
LIBRARY	JOANN STORES.JOANN.COM	OH	44236	\$ 23.30	6/28/2024	65100 LIBRARY SUPPLIES	RC PROGRAM SUPPLIES CROCHET PROGRAM	185.48.4825	-	Hernandez-Solis	Lea
LIBRARY	DBC BLICK ART MATERIAL	IL	61401	\$ 35.03	6/28/2024	65100 LIBRARY SUPPLIES	RC PROGRAM SUPPLIES CYANOTYPE PRINTING	185.48.4825	-	Hernandez-Solis	Lea
LIBRARY	TARGET.COM	MN	55445	\$ (10.20)	6/28/2024	65100 LIBRARY SUPPLIES	REFUND CREDIT	185.48.4825	-	Hernandez-Solis	Lea
LIBRARY	AMAZON MKTP RL R768Z14L0	WA	98109	\$ 451.74	7/1/2024	65002 STATE GRANT EXPENSE	ELL PROGRAM GRANT SUPPLIES ABC BOOSTERS	185.48.4805	-	Hernandez-Solis	Lea
LIBRARY	AMAZON MKTP RL C2LR5MM1	WA	98109	\$ 229.20	7/1/2024	65002 STATE GRANT EXPENSE	ELL PROGRAM GRANT SUPPLIES ABC BOOSTERS	185.48.4805	-	Hernandez-Solis	Lea
LIBRARY	AMAZON MKTP RL C5O06M62	WA	98109	\$ 311.80	7/1/2024	65002 STATE GRANT EXPENSE	ELL PROGRAM GRANT SUPPLIES ABC BOOSTERS	185.48.4805	-	Hernandez-Solis	Lea
LIBRARY	AMAZON MKTP RL C8J55BP1	WA	98109	\$ 334.25	7/1/2024	65100 LIBRARY SUPPLIES	ELL PROGRAM GRANT SUPPLIES ABC BOOSTERS	185.48.4805	-	Hernandez-Solis	Lea
LIBRARY	TARGET 00092724	IL	60202	\$ 850.00	7/1/2024	65001 FEDERAL GRANT EXPENSE	NSBE AT NORTHWESTERN TOKEN FOR HELPING OUT WITH THE DIST	185.48.4835	-	Madison	Elisacha
LIBRARY	BEST BUY 0003137	IL	60202	\$ 499.98	7/1/2024	65001 FEDERAL GRANT EXPENSE	TABLET REPLACEMENTS FOR THE FILM IT CHALLENGE. FUNDING TH	185.48.4835	-	Madison	Elisacha
LIBRARY	BEST BUY 0003137	IL	60202	\$ 749.97	7/1/2024	65001 FEDERAL GRANT EXPENSE	TABLET REPLACEMENTS FOR THE FILM IT CHALLENGE. FUNDING TH	185.48.4835	-	Madison	Elisacha
LIBRARY	DOMINOS #175	IL	60201	\$ 90.81	7/1/2024	65002 STATE GRANT EXPENSE	STEM CAMP FRIDAY LUNCH. FUNDING THROUGH D65 SUMMER GRAN	185.48.4835	-	Madison	Elisacha
LIBRARY	BEST BUY 0003137	IL	60202	\$ 149.98	7/1/2024	65100 LIBRARY SUPPLIES	2 P55 REMOTE REPLACEMENTS FOR THE TEEN LOFT. GAMING EQUIP	185.48.4835	-	Madison	Elisacha
LIBRARY	THE HOME DEPOT #1902	IL	602020000	\$ 224.93	7/1/2024	65040 JANITORIAL SUPPLIES	CLEANING SUPPLIES DRYWALL SCREWS	185.48.4840	-	Parker	Eric
LIBRARY	THE HOME DEPOT #1902	IL	602020000	\$ 176.42	7/1/2024	65050 BUILDING MAINTENANCE MATERIAL	PAINT MAINTENANCE MATERIAL	185.48.4840	-	Parker	Eric
LIBRARY	UPS 1ZRE07130298733147	GA	30328	\$ 30.35	7/1/2024	62315 POSTAGE	ACCESS SERVICES SHIPPING	185.48.4844	-	Hernandez-Solis	Lea
LIBRARY	UPS 1ZRE0713039359334	GA	30328	\$ 16.54	7/1/2024	62315 POSTAGE	RC SHIPPING ITEMS	185.48.4844	-	Hernandez-Solis	Lea
LIBRARY	UPS 1ZRE0713039425500	GA	30328	\$ 18.43	7/1/2024	62315 POSTAGE	RC SHIPPING LABEL	185.48.4845	-	Hernandez-Solis	Lea
LIBRARY	GAN USATODAYCIRC	IN	46038	\$ 29.00	7/2/2024	65635 PERIODICALS	MONTHLY NEWSPAPER SUBSCRIPTION	185.48.4806	-	Hernandez-Solis	Lea
LIBRARY	JOANN STORES.JOANN.COM	OH	44236	\$ 11.66	7/2/2024	65100 LIBRARY SUPPLIES	RC PROGRAM SUPPLIES CROCHET CLUB	185.48.4825	-	Hernandez-Solis	Lea
LIBRARY	GOOGLE GSUITE EPL.ORG	CA	94043	\$ 64.80	7/2/2024	65001 FEDERAL GRANT EXPENSE	WEBHOST MONTHLY FEE	185.48.4835	-	Hernandez-Solis	Lea
LIBRARY	WP ENGINE	TX	78701	\$ 290.00	7/3/2024	62340 IT COMPUTER SOFTWARE	LIBRARY MONTHLY STORAGE AND WEBSITE MAINTENANCE. WP ENG	185.48.4835	-	Madison	Elisacha
LIBRARY	PARTY CITY.COM	IL	60563	\$ 168.83	7/3/2024	65001 FEDERAL GRANT EXPENSE	IDL PROGRAM SUPPLIES PNG GRANT	185.48.4835	-	Hernandez-Solis	Lea
LIBRARY	LANDS END BUS OUTTRITTE	WI	53955	\$ 314.83	7/3/2024	65050 BUILDING MAINTENANCE MATERIAL	SAFETY LINFORM ORDER	185.48.4805	-	Hernandez-Solis	Lea
LIBRARY	DBC BLICK ART MATERIAL	IL	61401	\$ 5.00	7/4/2024	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES	185.48.4805	-	Antolin	Laura
LIBRARY	PAYFLOW/PAYPAL	NE	68126	\$ 30.60	7/4/2024	62340 IT COMPUTER SOFTWARE	MONTHLY FEE	185.48.4835	-	Hernandez-Solis	Lea
LIBRARY	BEST BUY 0003137	IL	60202	\$ 199.93	7/4/2024	65001 FEDERAL GRANT EXPENSE	FILM IT CHALLENGE PRIZES. FUNDING THROUGH THE PNG GRANT.	185.48.4835	-	Madison	Elisacha
LIBRARY	HOMEDEPOT.COM	GA	303390000	\$ 254.99	7/4/2024	65001 FEDERAL GRANT EXPENSE	IDL PROGRAM SUPPLIES PNG GRANT	185.48.4835	-	Hernandez-Solis	Lea
LIBRARY	OTC BRANDS INC	NE	68137	\$ 665.92	7/4/2024	65001 FEDERAL GRANT EXPENSE	IDL PROGRAM SUPPLIES PNG GRANT	185.48.4835	-	Hernandez-Solis	Lea
LIBRARY	BESTBYLCOM806945179604	MN	55423	\$ 1,199.99	7/4/2024	65100 LIBRARY SUPPLIES	IDL NEW STATION TV	185.48.4835	-	Hernandez-Solis	Lea
LIBRARY	BEST BUY 0003137	IL	60202	\$ 34.99	7/4/2024	65100 LIBRARY SUPPLIES	TEEN LOFT REPLACEMENT REMOTE FOR TV	185.48.4835	-	Madison	Elisacha
LIBRARY	SCANSUB.COM	AR	72712	\$ 111.41	7/8/2024	65100 LIBRARY SUPPLIES	ENGAGEMENT PROGRAMMING SNACKS BULK ORDER	185.48.4825	-	Hernandez-Solis	Lea
LIBRARY	TARGET 00092724	IL	60202	\$ 793.96	7/8/2024	65001 FEDERAL GRANT EXPENSE	FILM IT CHALLENGE AND SHOWCASE PRIZES AND SUPPLIES. FUNDIN	185.48.4835	-	Madison	Elisacha
LIBRARY	DOLLAR TREE	IL	60625	\$ 46.25	7/8/2024	65001 FEDERAL GRANT EXPENSE	FILM IT SHOWCASE SUPPLIES FUNDING THROUGH THE PNG GRANT.	185.48.4835	-	Madison	Elisacha
LIBRARY	TARGET 00092724	IL	60202	\$ 1,000.00	7/8/2024	65001 FEDERAL GRANT EXPENSE	NSBE AT NORTHWESTERN TOKEN FOR HELPING OUT WITH THE DIST	185.48.4835	-	Madison	Elisacha
LIBRARY	AEROGARDEN.COM	OH	43040	\$ 487.58	7/8/2024	65002 STATE GRANT EXPENSE	SMALL HYDROPONIC MACHINES FOR CAMP AND GARDENING PROGR	185.48.4835	-	Madison	Elisacha
LIBRARY	DOMINOS #175	IL	60201	\$ 102.92	7/8/2024	65002 STATE GRANT EXPENSE	STEM CAMP FRIDAY LUNCH. FUNDING THROUGH D65 SUMMER GRAN	185.48.4835	-	Madison	Elisacha
LIBRARY	BAH PHOTO 800-606-6969	NY	10001	\$ 339.00	7/8/2024	65100 LIBRARY SUPPLIES	PRINT/ETCHING KIT SUPPLIES FOR RC	185.48.4805	-	Hernandez-Solis	Lea
LIBRARY	TECHSOUP	CA	94107	\$ 198.00	7/8/2024	62340 IT COMPUTER SOFTWARE	MOBILE HOTSPOTS REPLACEMENT	185.48.4820	-	Hernandez-Solis	Lea
LIBRARY	OFFICE DEPOT #510	IL	60201	\$ 36.92	7/10/2024	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES	185.48.4805	-	Antolin	Laura
LIBRARY	AMZN MKTP US RY01P54Y1	WA	98109	\$ 46.54	7/10/2024	65630 LIBRARY BOOKS	ELL PRINT	185.48.4806	-	Hernandez-Solis	Lea
LIBRARY	WALMART.COM	AR	72716	\$ 28.48	7/10/2024	65100 LIBRARY SUPPLIES	ADULT PRINT	185.48.4806	-	Hernandez-Solis	Lea
LIBRARY	LEMOI ACE HARDWARE	IL	60201	\$ 28.04	7/10/2024	65040 JANITORIAL SUPPLIES	FRUTTLY TRAP REFIL 2 PK AND FRUIT FLY TRAP 2 PK	185.48.4840	-	Wade	Ray
LIBRARY	TARGET.COM	MN	55445	\$ 5.00	7/11/2024	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES	184.48.4805	-	Antolin	Laura
LIBRARY	IN IDENTITY LINKS INC.	IL	60714-3403	\$ 1,076.88	7/11/2024	65100 LIBRARY SUPPLIES	ELL WELCOME BABY SUPPLIES	185.48.4805	-	Hernandez-Solis	Lea
LIBRARY	OFFICE DEPOT #510	IL	60201	\$ (36.92)	7/11/2024	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES - RETURN SAME DAY	185.48.4805	-	Antolin	Laura
LIBRARY	AMAZON MAR 114-498702	WA	98109	\$ 112.51	7/11/2024	65630 LIBRARY BOOKS	ADULT PRINT	185.48.4806	-	Hernandez-Solis	Lea
LIBRARY	AMZN MKTP US RY5RW1J22	WA	98109	\$ 12.59	7/11/2024	65630 LIBRARY BOOKS	ADULT PRINT	185.48.4806	-	Hernandez-Solis	Lea
LIBRARY	AMZN MKTP US RY8KH73E1	WA	98109	\$ 22.60	7/11/2024	65630 LIBRARY BOOKS	ADULT PRINT	185.48.4806	-	Hernandez-Solis	Lea
LIBRARY	AMZN MKTP US RY9UN8A41	WA	98109	\$ 51.65	7/11/2024	65630 LIBRARY BOOKS	ADULT PRINT	185.48.4806	-	Hernandez-Solis	Lea
LIBRARY	AMAZON MKTP RL RY5OW2022	WA	98109	\$ 11.84	7/11/2024	65100 LIBRARY SUPPLIES	RC GENERAL SUPPLIES	185.48.4825	-	Hernandez-Solis	Lea
LIBRARY	WALMART.COM	AR	72716	\$ 20.98	7/12/2024	65100 LIBRARY SUPPLIES	RC PROGRAM SUPPLIES REBEL STEMERS	185.48.4825	-	Hernandez-Solis	Lea
LIBRARY	THE HOME DEPOT #1902	IL	602020000	\$ 17.05	7/15/2024	65100 LIBRARY SUPPLIES	RC PROGRAM SUPPLIES REBEL STEMERS	185.48.4825	-	Hernandez-Solis	Lea
LIBRARY	WALMART.COM	AR	72716	\$ 17.19	7/15/2024	65100 LIBRARY SUPPLIES	RC PROGRAM SUPPLIES REBEL STEMERS	185.48.4825	-	Hernandez-Solis	Lea
LIBRARY	TARGET 0032839	IL	60201	\$ 1,000.00	7/15/2024	65001 FEDERAL GRANT EXPENSE	NSBE AT NORTHWESTERN TOKEN FOR HELPING OUT WITH THE DIST	185.48.4835	-	Madison	Elisacha
LIBRARY	DOMINOS #175	IL	60201	\$ 78.89	7/15/2024	65002 STATE GRANT EXPENSE	STEM CAMP FRIDAY LUNCH. FUNDING THROUGH D65 SUMMER GRAN	185.48.4835	-	Madison	Elisacha
LIBRARY	THE HOME DEPOT #1902	IL	602020000	\$ 59.92	7/15/2024	65040 JANITORIAL SUPPLIES	DRAIN OPERNER INSECT TRAPS	185.48.4840	-	Parker	Eric
LIBRARY	DBC BLICK ART MATERIAL	IL	61401	\$ 5.00	7/16/2024	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES	185.48.4805	-	Antolin	Laura
LIBRARY	DANONI	GA	30093	\$ 100.99	7/17/2024	65100 LIBRARY SUPPLIES	LLL SUPPLIES STORAGE CASES	185.48.4806	-	Hernandez-Solis	Lea
LIBRARY	D J WALL-ST-JOURNAL	NJ	08852	\$ 64.99	7/17/2024	65635 PERIODICALS	MONTHLY NEWSPAPER SUBSCRIPTION	185.48.4806	-	Hernandez-Solis	Lea
LIBRARY	CRICUT	UT	84095	\$ 9.99	7/17/2024	65001 FEDERAL GRANT EXPENSE	CRICUT MONTHLY MEMBERSHIP COVERED BY THE PNG GRANT.	185.48.4835	-	Madison	Elisacha
LIBRARY	DBC BLICK ART MATERIAL	IL	61401	\$ 5.00	7/18/2024	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES	185.48.4805	-	Antolin	Laura
LIBRARY	OTC BRANDS OTC BRAND	NE	68137	\$ 269.97	7/18/2024	65001 FEDERAL GRANT EXPENSE	IDL PROGRAM SUPPLIES PNG GRANT	185.48.4835	-	Hernandez-Solis	Lea
LIBRARY	VARIABLES 1900 207 258	TX	75019	\$ 399.00	7/18/2024	65095 OFFICE SUPPLIES	STANDING DESK FOR M PERNELLE	185.48.4845	-	Hernandez-Solis	Lea
LIBRARY	UNITED 016206890761	TX	75007	\$ 236.77	7/19/2024	65100 LIBRARY SUPPLIES	CONFERENCE SUPPLIES FOR Y WILBURN	185.48.4845	-	Hernandez-Solis	Lea
LIBRARY	AMZN MKTP US RJC6K8F61	WA	98109	\$ 91.81	7/22/2024	65100 LIBRARY SUPPLIES	IDL GENERAL SUPPLIES FOR NEW WORK AREA	185.48.4835	-	Hernandez-Solis	Lea
LIBRARY	JEWEL OSCO 3428	IL	60202	\$ 19.19	7/22/2024	65100 LIBRARY SUPPLIES	TEEN AGUA FRESHA PROGRAM SUPPLIES	185.48.4835	-	Madison	Elisacha
LIBRARY	THE HOME DEPOT #1902	IL	602020000	\$ 491.57	7/22/2024	65040 JANITORIAL SUPPLIES	RATCHET STRAP/CROCH BAR	185.48.4840	-	Parker	Eric
LIBRARY	ALORT COLUMBIA	SC	29201	\$ 25.00	7/22/2024	65095 OFFICE SUPPLIES	CONFERENCE ACCOMODATION FOR Y WILBURN	185.48.4845	-	Hernandez-Solis	Lea
LIBRARY	OTHER DEBITS - FAST CARD FEE#	-	-	\$ 25.00	7/22/2024	65095 OFFICE SUPPLIES	FEE TO EXPENDITURE	185.48.4845	-	Parnell	Marche
LIBRARY	SO BOOKED	IL	60202	\$ 30.38	7/23/2024						



Updates:

Hispanic Heritage Month: From September 15 through October 15, EPL celebrated Hispanic Heritage Month through a unique array of programs, including one aimed at supporting Hispanic/Latine-owned businesses. Patrons picked up punch cards from the Robert Crown or Main Library and visited local businesses to make purchases or learn trivia. Completed cards were entered into a raffle for gift cards (\$50, \$75, and \$100). The initiative successfully promoted these businesses while fostering connections between the library, patrons, and the vibrant Latine community in Evanston.

Latino Family Game Night: Another big hit was the Latino Family Game Night, hosted at the Levy Senior Center; this event celebrated Hispanic culture with engaging trivia, games, and a delicious spread from local Hispanic-owned businesses. Oakton Community College generously sponsored the food, enhancing the evening's focus on community connection and cultural celebration.

Digital Inclusion Week: October 7th through 11th, the Evanston Public Library participated in Digital Inclusion Week events. This initiative spotlighted EPL's commitment to bridging the digital divide and enhancing digital literacy. During the week, EPL's Innovation and Digital Literacy Team hosted the following programs:

Intro to Canva: A Beginner's Guide (October 7)

Participants learned the basics of digital design using Canva.

One-on-One Tech Training Sessions (October 9)

Personalized sessions provided tailored guidance on using devices and digital platforms.

Using iCloud with Your iPhone or iPad (October 10, Virtual)

This online workshop covered managing and securing digital storage for iOS users.

Sphero Battlebots: Intro to Coding (October 11)

Participants explored coding principles through fun, hands-on Sphero robot battles.

Participants of the in-person sessions received a Digital Inclusion Week tote bag with a T-shirt, mug, and mousepad, enhancing engagement and visibility. These workshops served as an entry point for community members looking to build digital skills, aligning with EPL's mission to promote digital equity and lifelong learning.



Upcoming Programs of Note:

Raise Your Voice with Jason Reynolds

A virtual event featuring bestselling author and advocate for youth Jason Reynolds will take place on Tuesday, October 22nd, from 7 to 8 PM. This event is part of the Illinois Libraries Present series and is ideal for teens and families looking to engage in powerful storytelling and discussions.

Celebración del Día de Muertos takes place Friday, November 1st, from 5 to 7 PM at the Robert Crown Library. Join the celebration featuring crafts, face painting, and cultural activities. This engaging, family-friendly event honors traditions and promotes cultural connection.

Read to Cats!

A unique literacy event will take place on Wednesday, November 6th, from 7 to 8 PM at Paws and Claws Cat Rescue. Children (Grades K-5) can practice reading aloud to friendly feline companions. It's a great opportunity to build literacy skills in a welcoming environment.

Patron Feedback of Note:

Hi Martha and EPL!

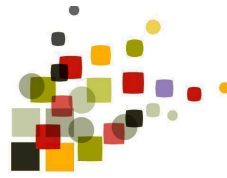
I just wanted to share this fun note about a family who participated in our Evanston Nature Passport program this summer. I got a number of phone calls from families who participated (sometimes three generations together) and it was great to hear about their adventures. Some had lived in Evanston for decades (one had been part of Keep Evanston Beautiful in the past) and had never visited some of the sites or had never participated in some of the nature activities.

It is great to hear that participants are now returning to Evanston's natural areas and even participating in activities (like the mindfulness one below) at other natural sites after the program has finished. The whole goal of this program was to give people some tools to visit more natural areas in Evanston and activities that they can enjoy wherever they go in the world.

Thank you all for helping with this program by promoting the program, passing out passports, talking with participants, and more!

Many thanks!

-Ethan



Data Dashboard:

<https://lookerstudio.google.com/u/0/reporting/071b2ae1-260b-43ca-8de4-57c7cd77cb5c/page/LeliC>

Press Mentions:

The Innovation Station Made the Round Table!

<https://evanstonroundtable.com/2024/09/25/at-this-time-new-at-the-library/>

Library to negotiate with city over sharing renovation costs

<https://evanstonroundtable.com/2024/09/19/evanston-library-renovation-costs/>

EPL trustees pushed for a \$10.5 million main library renovation 6 years ago

<https://evanstonroundtable.com/2024/09/20/epl-trustees-pushed-for-10-5-million-main-library-renovation-4-years-ago/>

Plumbing problem shuts library

<https://evanstonnow.com/plumbing-problem-shuts-library/>

The Evanstonian behind Banned Books Week

<https://evanstonroundtable.com/2024/09/21/in-process-the-evanstonian-behind-banned-books-week/>

At This Time: New at the library

<https://evanstonroundtable.com/2024/09/25/at-this-time-new-at-the-library/>

How to Celebrate Hispanic Heritage Month

<https://dailynorthwestern.com/2024/09/25/city/heres-how-to-celebrate-hispanic-heritage-this-month/>

Q&A: EPL and PFLAG Evanston talk Book Bans

<https://dailynorthwestern.com/2024/09/30/city/qa-epl-and-pflag-evanston-talk-book-bans/>

Evanston Public Library volunteer talks importance of books and service

<https://dailynorthwestern.com/2024/10/03/ae/evanston-public-library-volunteer-talks-importance-of-books-and-service/>

Evanston proposed 2025 budget down \$9.3 million from 2024

<https://dailynorthwestern.com/2024/10/06/city/evanston-proposed-2025-budget-down-9-3-million-from-2024/>

Proposed city budget avoids property tax hikes – for now

<https://evanstonroundtable.com/2024/10/07/proposed-city-budget-avoids-property-tax-hikes-for-now/>

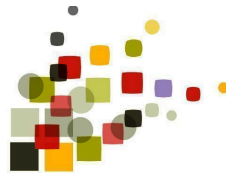
Library hosts photo exhibit on Lake Michigan through Nov. 30

<https://evanstonroundtable.com/2024/10/08/evanston-public-library-hosts-exhibit-focused-on-lake-michigan-through-nov-30/>

Development Update:

2024 Non-Tax Revenue Activity: As of October 4, we've reached 55% of our annual goal for individual giving and grants, up from 46% at this time last year. Based on current trends, revenue, and outstanding commitments, we expect to meet our grant goal and slightly exceed our individual giving target. We're actively engaging donors, planning a behind-the-scenes tour and campaign kickoff with Reimagine Campaign Committee members, and preparing for the year-end campaign.

2024 Year-to-Date Comparisons and Projections	Revenue Received 1/1/23 - 10/4/23	Revenue Received 1/1/24 - 10/4/24
Library Donations (56011)	\$153,918	\$158,324
Federal Grants (55201)	\$46,762	\$30,555
IL State Library Per Capita Grant (55245)	\$115,212	\$115,993
Local Library Grants (57551)	\$10,199	\$53,398
Totals	\$326,091	\$358,270
<i>Percent to Budget</i>	<i>45.59%</i>	<i>55.10%</i>



Grants Submitted and Awarded

Submitted	Mental Health Funding Circle	\$100,000.00	9/11/2024
Submitted	National Telecommunications & Info Admin.	\$7,293,106.00	9/18/2024
Submitted	Institute of Museum and Library Services	\$80,000.00	9/19/2024
Submitted	Family Caregiver Alliance	\$20,000.00	10/1/2024
Awarded	AgeOptions	\$3,500.00	9/11/2024

October 29, 2024 (6-7:30) - Behind-the-Scenes Tour: Reimagine Campaign Committee members, Trustees, and select donors are invited to explore the Innovation Station and Teen Loft, providing a firsthand look at the Library's work and priorities for growth.

November 7, 2024 - December 31st, 2024 - 2024 Reimagine Campaign

The annual mailer is delivered to 8,000 households. Development also sends electronic campaign messages throughout November and December. Although we receive donations after this date, only gifts made by December 31st will count toward our 2024 totals.

December 3, 2024 - Giving Tuesday - Day of Giving

Your gift will have TWICE THE IMPACT! Led by our generous Reimagine Campaign Committee, there will be a dollar-for-dollar match to make this our best day of giving yet! Please spread the word and consider making a gift that is meaningful to you. All gifts received in person, online, or postmarked that day and labeled "Giving Tuesday" will be matched, up to the Reimagine Campaign Committee challenge amount announced on Giving Tuesday.

MEMORANDUM

To: Evanston Public Library Board of Trustees
From: Yolande Wilburn, Executive Director
Subject: Administrative Services Update
Date: October 16, 2024

This memo provides an update on significant administrative activities.

Human Resources

Access Services	PT Library Clerk	Candidate Selected
Access Services	PT Shelver	Closing 10/24/2024
Administration	FT Marketing Manager	Interviews in Progress
Administration	FT Social Worker	Held
Engagement Services	FT Assistant Branch Mgr	Candidate Selected
Engagement Services	PT Library Clerk	Verification Pending
Innovation & Digital Lrng	PT Library Assistant	Closing 10/29/2024
Maintenance/Safety	FT Facilities Manager	Vacant
Maintenance/Safety	FT Safety Manager	Interviews in Progress
Maintenance/Safety	FT Safety Monitor	Closing 10/24/2024
Lifelong Lrng & Literacy	FT Librarian	Candidate Selected
Lifelong Lrng & Literacy	PT Library Assistant	Interviews in Progress

We welcome our new full-time Library Assistant in Innovation and Digital Learning 10/21/2024.

Financial Resources

The Library Fund financial report for the period ending September 30th is included for your review. For the operating fund, revenue collection is 74% of the budget projection, and expenditures are 54%. Capital fund expenditures total 19% of the budget.

Facilities Update

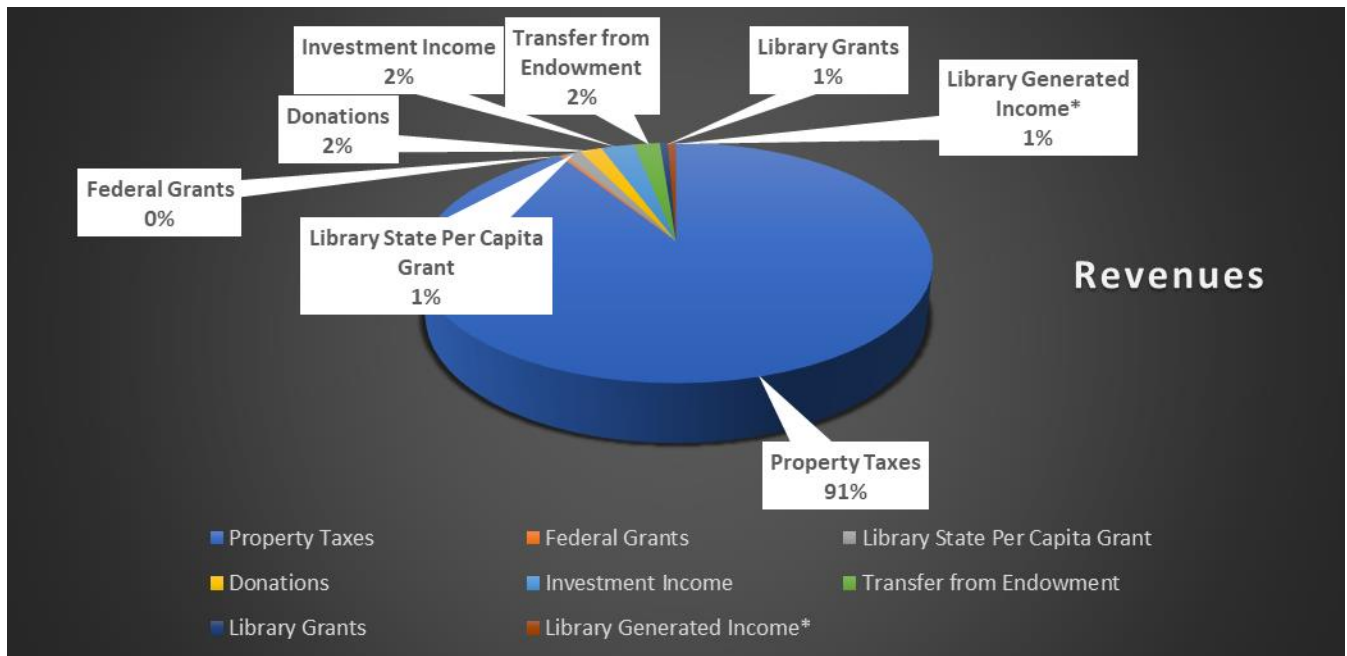
The Facilities Committee met on September 25, 2024. The next meeting takes place on November 13, 2024 at 4:15 PM.

Financial Report September 2024

Revenues

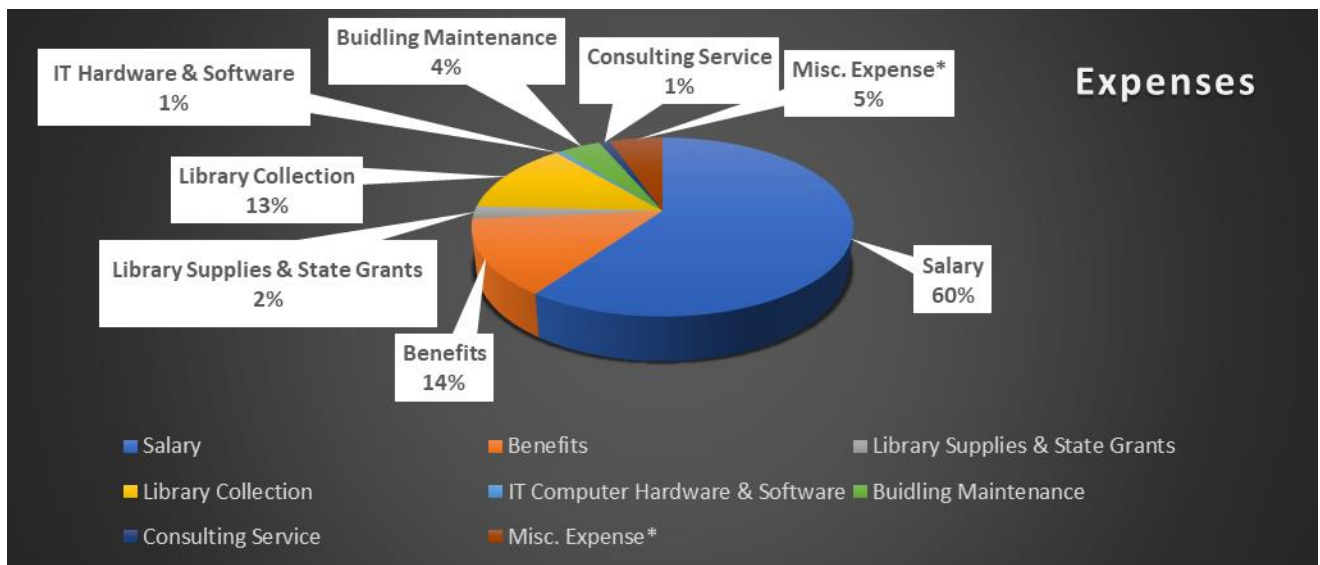
	YTD	2024 Budget	Deviation	Budget Utilized
Property Taxes	\$8,106,623	\$8,213,664	107,041	99%
Federal Grants	\$30,555	\$85,000	54,445	36%
Library State Per Capita Grant	\$115,993	\$115,213	(780)	101%
Donations	\$144,979	\$400,000	255,021	36%
Investment Income	\$220,081	\$25,000	(195,081)	880%
Transfer from Endowment	\$173,570	\$216,999	43,429	80%
Library Grants	\$53,398	\$50,000	(3,398)	107%
Library Generated Income*	\$54,071	\$64,794	10,723	83%
Total	\$8,899,272	\$9,170,670	271,398	97%

*Includes Vending Machine, Misc Revenue, Fees & Merchandise Sale, Library Material Replacement Charges, Library Book Sale, Copy Charges & Rental Income



Expenses

	YTD	2024 Budget	Deviation	Budget Utilized
Salary	\$3,723,707	\$5,881,652	2,157,945	63%
Benefits	\$858,594	\$1,421,376	562,783	60%
Library Supplies & State Grants	\$142,570	\$220,142	77,572	65%
Library Collection	\$808,682	\$1,154,800	346,118	70%
IT Computer Hardware & Software	\$38,255	\$78,000	39,745	49%
Buidling Maintenance	\$254,791	\$507,077	252,286	50%
Consulting Service	\$67,535	\$153,000	85,465	44%
Misc. Expense*	\$333,878	\$525,100	191,222	64%
Total	\$6,228,010	\$9,941,147	3,713,137	63%



Budget Performance Report

Date Range 01/01/24 - 09/30/24

Include Rollup Account and Rollup to Object Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd
Fund 185 - LIBRARY FUND									
REVENUE									
Department 48 - LIBRARY									
Business Unit 4845 - LIBRARY ADMINISTRATION									
51015	PROPERTY TAXES	8,213,664.00	.00	8,213,664.00	.00	.00	8,106,623.00	107,041.00	99
53200	BEV SNACK VENDING MACHINE	400.00	.00	400.00	.00	.00	1,525.46	(1,125.46)	381
55201	Federal Grants	85,000.00	.00	85,000.00	(19,112.69)	.00	30,555.34	54,444.66	36
55245	LIBRARY STATE PER CAPITA GRANT	115,213.00	.00	115,213.00	.00	.00	115,993.35	(780.35)	101
56011	DONATIONS	400,000.00	.00	400,000.00	.00	.00	144,979.05	255,020.95	36
56045	MISCELLANEOUS REVENUE	5,000.00	.00	5,000.00	.00	.00	2,306.71	2,693.29	46
56140	FEES AND MERCHANDISE SALE	.00	.00	.00	.00	.00	(139.00)	139.00	+++
56501	INVESTMENT INCOME	25,000.00	.00	25,000.00	.00	.00	220,081.25	(195,081.25)	880
57002	TRANSFER FROM ENDOWMENT	216,999.00	.00	216,999.00	.00	.00	173,570.00	43,429.00	80
57515	LIBRARY MATERIAL REPLACEMENT CHARGES	22,000.00	.00	22,000.00	.00	.00	18,253.74	3,746.26	83
57526	LIBRARY BOOK SALE	3,000.00	.00	3,000.00	(56.00)	.00	3,934.17	(934.17)	131
57535	LIBRARY COPY MACH. CHG	10,000.00	.00	10,000.00	.00	.00	7,497.19	2,502.81	75
57540	LIBRARY MEETING RM RENTAL	4,000.00	.00	4,000.00	.00	.00	6,825.00	(2,825.00)	171
57545	RENTAL INCOME	20,394.00	.00	20,394.00	.00	.00	13,868.00	6,526.00	68
57551	LIBRARY GRANTS	50,000.00	.00	50,000.00	.00	.00	53,398.36	(3,398.36)	107
Business Unit 4845 - LIBRARY ADMINISTRATION Totals		\$9,170,670.00	\$0.00	\$9,170,670.00	(\$19,168.69)	\$0.00	\$8,899,271.62	\$271,398.38	97%
Department 48 - LIBRARY Totals		\$9,170,670.00	\$0.00	\$9,170,670.00	(\$19,168.69)	\$0.00	\$8,899,271.62	\$271,398.38	97%
REVENUE TOTALS		\$9,170,670.00	\$0.00	\$9,170,670.00	(\$19,168.69)	\$0.00	\$8,899,271.62	\$271,398.38	97%

EXPENSE

Department **48 - LIBRARY**

Business Unit **4805 - EARLY LEARNING & LITERACY**

61010	REGULAR PAY	462,899.42	.00	462,899.42	36,717.67	.00	333,942.58	128,956.84	72
61050	PERMANENT PART-TIME	230,710.94	.00	230,710.94	12,807.67	.00	152,886.79	77,824.15	66
61060	SEASONAL EMPLOYEES	5,000.00	.00	5,000.00	375.00	.00	2,870.00	2,130.00	57
61415	TERMINATION PAYOUTS	.00	.00	.00	2,694.13	.00	6,319.85	(6,319.85)	+++
61510	HEALTH INSURANCE	78,922.00	.00	78,922.00	9,077.30	.00	55,358.38	23,563.62	70

Budget Performance Report

Date Range 01/01/24 - 09/30/24

Include Rollup Account and Rollup to Object Account

61513	VISION INSURANCE	.00	.00	.00	6.01	.00	18.65	(18.65)	+++
61615	LIFE INSURANCE	204.89	.00	204.89	15.90	.00	140.56	64.33	69
61710	IMRF	19,429.19	.00	19,429.19	1,383.49	.00	13,704.89	5,724.30	71
61725	SOCIAL SECURITY	43,004.10	.00	43,004.10	3,149.72	.00	30,088.11	12,915.99	70
61730	MEDICARE	10,058.31	.00	10,058.31	736.60	.00	7,036.77	3,021.54	70
62506	WORK- STUDY	900.00	.00	900.00	.00	.00	.00	900.00	0
65002	STATE GRANT EXPENSE	.00	.00	.00	.00	.00	16,622.09	(16,622.09)	+++
65100	LIBRARY SUPPLIES	28,000.00	.00	28,000.00	63.47	.00	10,808.19	17,191.81	39
65555	IT COMPUTER HARDWARE	8,300.00	.00	8,300.00	.00	6,928.00	.00	1,372.00	83
65630	LIBRARY BOOKS	150,000.00	.00	150,000.00	12,897.90	.00	79,280.75	70,719.25	53
65635	PERIODICALS	.00	.00	.00	.00	.00	29.00	(29.00)	+++
65641	AUDIO VISUAL COLLECTIONS	10,000.00	.00	10,000.00	.00	.00	5,084.57	4,915.43	51
Business Unit 4805 - EARLY LEARNING & LITERACY Totals		\$1,047,428.85	\$0.00	\$1,047,428.85	\$79,924.86	\$6,928.00	\$714,191.18	\$326,309.67	69%
Business Unit 4806 - LIFELONG LEARNING & LITERACY									
61010	REGULAR PAY	473,636.00	.00	473,636.00	25,544.58	.00	258,634.40	215,001.60	55
61050	PERMANENT PART-TIME	317,845.00	.00	317,845.00	23,309.94	.00	233,594.87	84,250.13	73
61060	SEASONAL EMPLOYEES	5,000.00	.00	5,000.00	.00	.00	250.00	4,750.00	5
61415	TERMINATION PAYOUTS	.00	.00	.00	.00	.00	976.06	(976.06)	+++
61510	HEALTH INSURANCE	78,330.00	.00	78,330.00	4,431.60	.00	40,812.42	37,517.58	52
61615	LIFE INSURANCE	159.00	.00	159.00	9.81	.00	57.52	101.48	36
61710	IMRF	23,033.00	.00	23,033.00	1,421.67	.00	14,350.71	8,682.29	62
61725	SOCIAL SECURITY	49,073.00	.00	49,073.00	2,954.02	.00	29,902.77	19,170.23	61
61730	MEDICARE	11,477.00	.00	11,477.00	690.87	.00	6,993.36	4,483.64	61
65001	FEDERAL GRANT EXPENSE	.00	.00	.00	.00	.00	8,000.00	(8,000.00)	+++
65002	STATE GRANT EXPENSE	5,500.00	.00	5,500.00	.00	.00	.00	5,500.00	0
65100	LIBRARY SUPPLIES	15,000.00	.00	15,000.00	125.00	.00	12,108.13	2,891.87	81
65628	Library Electronic Resources	320,000.00	.00	320,000.00	20,258.01	.00	246,786.53	73,213.47	77
65630	LIBRARY BOOKS	335,000.00	.00	335,000.00	28,939.86	.00	256,280.61	78,719.39	77
65635	PERIODICALS	6,500.00	.00	6,500.00	.00	.00	6,865.26	(365.26)	106
65641	AUDIO VISUAL COLLECTIONS	31,000.00	.00	31,000.00	1,885.71	.00	14,362.46	16,637.54	46
Business Unit 4806 - LIFELONG LEARNING & LITERACY Totals		\$1,671,553.00	\$0.00	\$1,671,553.00	\$109,571.07	\$0.00	\$1,129,975.10	\$541,577.90	68%
Business Unit 4820 - ACCESS SERVICES									

Budget Performance Report

Date Range 01/01/24 - 09/30/24

Include Rollup Account and Rollup to Object Account

61010	REGULAR PAY	788,008.13	.00	788,008.13	66,535.55	.00	587,127.49	200,880.64	75
61050	PERMANENT PART-TIME	278,352.02	.00	278,352.02	18,477.77	.00	189,793.81	88,558.21	68
61060	SEASONAL EMPLOYEES	5,000.00	.00	5,000.00	927.30	.00	4,189.30	810.70	84
61110	OVERTIME PAY	.00	.00	.00	.00	.00	253.98	(253.98)	+++
61415	TERMINATION PAYOUTS	.00	.00	.00	.00	.00	6,093.89	(6,093.89)	+++
61430	COMP / VACATION PAYOUTS	.00	.00	.00	.00	.00	2,943.13	(2,943.13)	+++
61510	HEALTH INSURANCE	177,406.00	.00	177,406.00	16,060.92	.00	127,701.86	49,704.14	72
61513	VISION INSURANCE	76.00	.00	76.00	9.48	.00	60.04	15.96	79
61615	LIFE INSURANCE	319.51	.00	319.51	29.08	.00	257.92	61.59	81
61710	IMRF	27,865.06	.00	27,865.06	2,336.94	.00	20,735.57	7,129.49	74
61725	SOCIAL SECURITY	66,114.30	.00	66,114.30	5,095.36	.00	47,183.02	18,931.28	71
61730	MEDICARE	15,463.03	.00	15,463.03	1,191.59	.00	11,034.71	4,428.32	71
62340	IT COMPUTER SOFTWARE	183,900.00	.00	183,900.00	9,287.52	.00	115,051.69	68,848.31	63
62506	WORK- STUDY	3,000.00	.00	3,000.00	.00	.00	.00	3,000.00	0
65100	LIBRARY SUPPLIES	15,000.00	.00	15,000.00	1,492.23	2,305.00	11,386.43	1,308.57	91
Business Unit 4820 - ACCESS SERVICES Totals		\$1,560,504.05	\$0.00	\$1,560,504.05	\$121,443.74	\$2,305.00	\$1,123,812.84	\$434,386.21	72%
Business Unit 4825 - ENGAGEMENT SERVICES									
61010	REGULAR PAY	654,189.43	.00	654,189.43	49,181.95	.00	446,433.52	207,755.91	68
61050	PERMANENT PART-TIME	249,125.62	.00	249,125.62	9,064.68	.00	116,661.30	132,464.32	47
61060	SEASONAL EMPLOYEES	5,000.00	.00	5,000.00	.00	.00	2,787.50	2,212.50	56
61110	OVERTIME PAY	.00	.00	.00	.00	.00	271.59	(271.59)	+++
61415	TERMINATION PAYOUTS	.00	.00	.00	.00	.00	1,045.60	(1,045.60)	+++
61510	HEALTH INSURANCE	150,948.44	.00	150,948.44	9,964.14	.00	81,265.56	69,682.88	54
61513	VISION INSURANCE	111.00	.00	111.00	9.49	.00	85.41	25.59	77
61615	LIFE INSURANCE	159.02	.00	159.02	20.39	.00	148.62	10.40	93
61710	IMRF	25,740.00	.00	25,740.00	1,695.01	.00	16,424.54	9,315.46	64
61725	SOCIAL SECURITY	56,005.70	.00	56,005.70	3,449.44	.00	33,810.87	22,194.83	60
61730	MEDICARE	13,098.64	.00	13,098.64	806.70	.00	7,907.35	5,191.29	60
62295	TRAINING & TRAVEL	.00	.00	.00	.00	.00	760.34	(760.34)	+++
62340	IT COMPUTER SOFTWARE	2,600.00	.00	2,600.00	.00	.00	.00	2,600.00	0
65001	FEDERAL GRANT EXPENSE	43,500.00	.00	43,500.00	1,000.00	.00	26,037.50	17,462.50	60
65002	STATE GRANT EXPENSE	.00	.00	.00	.00	.00	200.00	(200.00)	+++

Budget Performance Report

Date Range 01/01/24 - 09/30/24

Include Rollup Account and Rollup to Object Account

65100	LIBRARY SUPPLIES	38,000.00	.00	38,000.00	207.07	245.79	24,310.16	13,444.05	65
65503	FURNITURE / FIXTURES / EQUIPMENT	3,500.00	.00	3,500.00	.00	.00	.00	3,500.00	0
65630	LIBRARY BOOKS	35,000.00	.00	35,000.00	2,592.45	.00	30,270.19	4,729.81	86
65641	AUDIO VISUAL COLLECTIONS	1,500.00	.00	1,500.00	.00	.00	.00	1,500.00	0
66049	WORKERS COMP TTD PYMTS (NON SWORN)	.00	.00	.00	.00	.00	167.82	(167.82)	+++
Business Unit 4825 - ENGAGEMENT SERVICES Totals		\$1,278,477.85	\$0.00	\$1,278,477.85	\$77,991.32	\$245.79	\$788,587.87	\$489,644.19	62%
Business Unit 4835 - INNOVATION & DIGITAL LEARNING									
61010	REGULAR PAY	461,668.40	.00	461,668.40	24,397.89	.00	220,828.53	240,839.87	48
61050	PERMANENT PART-TIME	256,962.39	.00	256,962.39	17,975.57	.00	177,598.18	79,364.21	69
61060	SEASONAL EMPLOYEES	5,000.00	.00	5,000.00	1,759.00	.00	14,699.00	(9,699.00)	294
61415	TERMINATION PAYOUTS	.00	.00	.00	.00	.00	8,606.42	(8,606.42)	+++
61510	HEALTH INSURANCE	80,278.00	.00	80,278.00	4,198.80	.00	33,784.45	46,493.55	42
61513	VISION INSURANCE	114.00	.00	114.00	3.16	.00	28.44	85.56	25
61615	LIFE INSURANCE	59.38	.00	59.38	9.53	.00	84.11	(24.73)	142
61710	IMRF	20,913.04	.00	20,913.04	1,233.05	.00	11,580.93	9,332.11	55
61725	SOCIAL SECURITY	44,555.33	.00	44,555.33	2,679.54	.00	25,695.53	18,859.80	58
61730	MEDICARE	10,420.49	.00	10,420.49	626.68	.00	6,009.46	4,411.03	58
62340	IT COMPUTER SOFTWARE	55,000.00	.00	55,000.00	4,338.60	3,201.00	57,282.41	(5,483.41)	110
65001	FEDERAL GRANT EXPENSE	30,642.00	.00	30,642.00	.00	.00	10,612.62	20,029.38	35
65002	STATE GRANT EXPENSE	31,500.00	.00	31,500.00	.00	.00	11,679.92	19,820.08	37
65100	LIBRARY SUPPLIES	13,000.00	.00	13,000.00	8,878.40	.00	18,639.06	(5,639.06)	143
65555	IT COMPUTER HARDWARE	44,000.00	.00	44,000.00	.00	(5,125.00)	33,169.89	15,955.11	64
65630	LIBRARY BOOKS	20,000.00	.00	20,000.00	119.98	.00	1,712.30	18,287.70	9
65641	AUDIO VISUAL COLLECTIONS	2,500.00	.00	2,500.00	.00	.00	.00	2,500.00	0
Business Unit 4835 - INNOVATION & DIGITAL LEARNING Totals		\$1,076,613.03	\$0.00	\$1,076,613.03	\$66,220.20	(\$1,924.00)	\$632,011.25	\$446,525.78	59%
Business Unit 4840 - LIBRARY MAINTENANCE									
61010	REGULAR PAY	632,362.19	.00	632,362.19	33,169.89	.00	335,392.71	296,969.48	53
61050	PERMANENT PART-TIME	.00	.00	.00	.00	.00	2,608.23	(2,608.23)	+++
61060	SEASONAL EMPLOYEES	10,000.00	.00	10,000.00	.00	.00	844.15	9,155.85	8
61110	OVERTIME PAY	10,000.00	.00	10,000.00	.00	.00	1,558.79	8,441.21	16
61415	TERMINATION PAYOUTS	.00	.00	.00	430.76	.00	430.76	(430.76)	+++
61510	HEALTH INSURANCE	119,281.00	.00	119,281.00	8,422.84	.00	77,310.18	41,970.82	65

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61513	VISION INSURANCE	112.00	.00	112.00	12.46	.00	112.14	(.14)	100
61615	LIFE INSURANCE	113.92	.00	113.92	.24	.00	26.03	87.89	23
61630	SHOE ALLOWANCE	540.00	.00	540.00	.00	.00	690.00	(150.00)	128
61710	IMRF	18,402.44	.00	18,402.44	977.80	.00	9,918.49	8,483.95	54
61725	SOCIAL SECURITY	39,240.03	.00	39,240.03	1,968.15	.00	20,097.95	19,142.08	51
61730	MEDICARE	9,178.00	.00	9,178.00	460.29	.00	4,700.34	4,477.66	51
62225	BLDG MAINTENANCE SERVICES	305,060.00	.00	305,060.00	39,046.98	64,628.86	205,727.98	34,703.16	89
62235	OFFICE EQUIPMENT MAINT	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0
62245	OTHER EQMT MAINTENANCE	2,277.00	.00	2,277.00	.00	.00	1,324.00	953.00	58
62305	RENTAL OF AUTO-FLEET MAINTENANCE	5,440.00	.00	5,440.00	453.00	.00	4,077.00	1,363.00	75
62309	RENTAL OF AUTO REPLACEMENT	4,885.00	.00	4,885.00	407.00	.00	3,663.00	1,222.00	75
64005	ELECTRICITY	100,000.00	.00	100,000.00	.00	.00	7,514.08	92,485.92	8
64015	NATURAL GAS	32,400.00	.00	32,400.00	414.49	.00	11,126.03	21,273.97	34
65040	JANITORIAL SUPPLIES	19,265.00	.00	19,265.00	1,904.70	.00	14,383.70	4,881.30	75
65050	BLDG MAINTENANCE MATERIAL	36,750.00	.00	36,750.00	.00	.00	6,975.17	29,774.83	19
66049	WORKERS COMP TTD PYMTS (NON SWORN)	.00	.00	.00	.00	.00	2,363.35	(2,363.35)	+++

Business Unit	4840 - LIBRARY MAINTENANCE	Totals	\$1,346,306.58	\$0.00	\$1,346,306.58	\$87,668.60	\$64,628.86	\$710,844.08	\$570,833.64	58%
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Business Unit **4845 - LIBRARY ADMINISTRATION**

61010	REGULAR PAY	936,375.28	.00	936,375.28	56,875.86	.00	552,618.09	383,757.19	59
61050	PERMANENT PART-TIME	94,516.90	.00	94,516.90	7,921.04	.00	51,132.08	43,384.82	54
61415	TERMINATION PAYOUTS	.00	.00	.00	.00	.00	7,950.88	(7,950.88)	+++
61510	HEALTH INSURANCE	118,354.00	.00	118,354.00	7,644.96	.00	56,686.75	61,667.25	48
61513	VISION INSURANCE	38.00	.00	38.00	6.33	.00	50.60	(12.60)	133
61615	LIFE INSURANCE	221.84	.00	221.84	39.91	.00	349.21	(127.37)	157
61625	AUTO ALLOWANCE	.00	.00	.00	300.00	.00	2,700.00	(2,700.00)	+++
61626	CELL PHONE ALLOWANCE	1,008.00	.00	1,008.00	117.00	.00	1,389.00	(381.00)	138
61710	IMRF	29,999.59	.00	29,999.59	1,698.28	.00	17,202.71	12,796.88	57
61725	SOCIAL SECURITY	62,687.35	.00	62,687.35	3,935.25	.00	36,413.96	26,273.39	58
61730	MEDICARE	14,962.80	.00	14,962.80	920.33	.00	8,516.19	6,446.61	57
62185	CONSULTING SERVICES	153,000.00	.00	153,000.00	7,201.00	17,049.00	67,534.70	68,416.30	55
62205	ADVERTISING	2,000.00	.00	2,000.00	.00	.00	237.00	1,763.00	12
62210	PRINTING	48,000.00	.00	48,000.00	1,077.00	.00	12,443.40	35,556.60	26

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62272	OTHER PROFESSIONAL SERVICES	.00	.00	.00	.00	.00	95.00	(95.00)	+++
62290	TUITION	15,000.00	.00	15,000.00	2,640.00	.00	10,156.78	4,843.22	68
62295	TRAINING & TRAVEL	30,000.00	.00	30,000.00	1,500.00	.00	17,354.53	12,645.47	58
62315	POSTAGE	3,000.00	.00	3,000.00	.00	.00	166.70	2,833.30	6
62340	IT COMPUTER SOFTWARE	24,000.00	.00	24,000.00	13,752.15	.00	13,752.15	10,247.85	57
62360	MEMBERSHIP DUES	2,000.00	.00	2,000.00	.00	.00	1,596.99	403.01	80
62506	WORK- STUDY	3,600.00	.00	3,600.00	.00	.00	785.75	2,814.25	22
62703	BANK FEES	.00	.00	.00	.00	.00	151.28	(151.28)	+++
62705	CREDIT CARD FEES	5,000.00	.00	5,000.00	.00	.00	2,566.24	2,433.76	51
64009	UTILITIES - COE WATER	10,000.00	.00	10,000.00	1,873.06	.00	8,152.66	1,847.34	82
65025	FOOD	2,500.00	.00	2,500.00	.00	.00	2,801.59	(301.59)	112
65095	OFFICE SUPPLIES	54,000.00	.00	54,000.00	2,091.55	.00	14,875.85	39,124.15	28
65100	LIBRARY SUPPLIES	.00	.00	.00	.00	.00	165.98	(165.98)	+++
66131	TRANSFER TO GENERAL FUND	350,000.00	.00	350,000.00	29,166.00	.00	262,494.00	87,506.00	75
Business Unit 4845 - LIBRARY ADMINISTRATION Totals		\$1,960,263.76	\$0.00	\$1,960,263.76	\$138,759.72	\$17,049.00	\$1,150,340.07	\$792,874.69	60%
Department 48 - LIBRARY Totals		\$9,941,147.12	\$0.00	\$9,941,147.12	\$681,579.51	\$89,232.65	\$6,249,762.39	\$3,602,152.08	64%
EXPENSE TOTALS		\$9,941,147.12	\$0.00	\$9,941,147.12	\$681,579.51	\$89,232.65	\$6,249,762.39	\$3,602,152.08	64%
Fund 185 - LIBRARY FUND Totals									
REVENUE TOTALS		9,170,670.00	.00	9,170,670.00	(19,168.69)	.00	8,899,271.62	271,398.38	97%
EXPENSE TOTALS		9,941,147.12	.00	9,941,147.12	681,579.51	89,232.65	6,249,762.39	3,602,152.08	64%
Fund 185 - LIBRARY FUND Totals		(\$770,477.12)	\$0.00	(\$770,477.12)	(\$700,748.20)	(\$89,232.65)	\$2,649,509.23	(\$3,330,753.70)	
Fund 186 - LIBRARY DEBT SERVICE FUND									
REVENUE									
Department 48 - LIBRARY									
Business Unit 4861 - LIBRARY DEBT SERVICE ADMIN									
51015	PROPERTY TAXES	574,677.00	.00	574,677.00	.00	.00	574,676.00	1.00	100
Business Unit 4861 - LIBRARY DEBT SERVICE ADMIN Totals		\$574,677.00	\$0.00	\$574,677.00	\$0.00	\$0.00	\$574,676.00	\$1.00	100%
Department 48 - LIBRARY Totals		\$574,677.00	\$0.00	\$574,677.00	\$0.00	\$0.00	\$574,676.00	\$1.00	100%
REVENUE TOTALS		\$574,677.00	\$0.00	\$574,677.00	\$0.00	\$0.00	\$574,676.00	\$1.00	100%
EXPENSE									
Department 48 - LIBRARY									

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Business Unit 4861 - LIBRARY DEBT SERVICE ADMIN									
68305	DEBT SERVICE- PRINCIPAL	353,392.00	.00	353,392.00	.00	.00	.00	353,392.00	0
68315	DEBT SERVICE- INTEREST	221,285.00	.00	221,285.00	.00	.00	110,642.00	110,643.00	50
Business Unit 4861 - LIBRARY DEBT SERVICE ADMIN Totals		\$574,677.00	\$0.00	\$574,677.00	\$0.00	\$0.00	\$110,642.00	\$464,035.00	19%
Department 48 - LIBRARY Totals		\$574,677.00	\$0.00	\$574,677.00	\$0.00	\$0.00	\$110,642.00	\$464,035.00	19%
EXPENSE TOTALS		\$574,677.00	\$0.00	\$574,677.00	\$0.00	\$0.00	\$110,642.00	\$464,035.00	19%
Fund 186 - LIBRARY DEBT SERVICE FUND Totals									
REVENUE TOTALS		574,677.00	.00	574,677.00	.00	.00	574,676.00	1.00	100%
EXPENSE TOTALS		574,677.00	.00	574,677.00	.00	.00	110,642.00	464,035.00	19%
Fund 186 - LIBRARY DEBT SERVICE FUND Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$464,034.00	(\$464,034.00)	
Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD									
REVENUE									
Department 48 - LIBRARY									
Business Unit 4862 - LIBRARY CAPITAL IMPROVEMENT									
56060	BOND PROCEEDS	550,000.00	.00	550,000.00	.00	.00	.00	550,000.00	0
Business Unit 4862 - LIBRARY CAPITAL IMPROVEMENT Totals		\$550,000.00	\$0.00	\$550,000.00	\$0.00	\$0.00	\$0.00	\$550,000.00	0%
Department 48 - LIBRARY Totals		\$550,000.00	\$0.00	\$550,000.00	\$0.00	\$0.00	\$0.00	\$550,000.00	0%
REVENUE TOTALS		\$550,000.00	\$0.00	\$550,000.00	\$0.00	\$0.00	\$0.00	\$550,000.00	0%
EXPENSE									
Department 48 - LIBRARY									
Business Unit 4862 - LIBRARY CAPITAL IMPROVEMENT									
65515	OTHER IMPROVEMENTS	550,000.00	.00	550,000.00	.00	250,421.43	110,059.57	189,519.00	66
Business Unit 4862 - LIBRARY CAPITAL IMPROVEMENT Totals		\$550,000.00	\$0.00	\$550,000.00	\$0.00	\$250,421.43	\$110,059.57	\$189,519.00	66%
Department 48 - LIBRARY Totals		\$550,000.00	\$0.00	\$550,000.00	\$0.00	\$250,421.43	\$110,059.57	\$189,519.00	66%
EXPENSE TOTALS		\$550,000.00	\$0.00	\$550,000.00	\$0.00	\$250,421.43	\$110,059.57	\$189,519.00	66%
Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD Totals									
REVENUE TOTALS		550,000.00	.00	550,000.00	.00	.00	.00	550,000.00	0%
EXPENSE TOTALS		550,000.00	.00	550,000.00	.00	250,421.43	110,059.57	189,519.00	66%
Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD Totals		\$0.00	\$0.00	\$0.00	\$0.00	(\$250,421.43)	(\$110,059.57)	\$360,481.00	

Budget Performance Report

Date Range 01/01/24 - 09/30/24

Include Rollup Account and Rollup to Object Account

Grand Totals								
REVENUE TOTALS	10,295,347.00	.00	10,295,347.00	(19,168.69)	.00	9,473,947.62	821,399.38	92%
EXPENSE TOTALS	11,065,824.12	.00	11,065,824.12	681,579.51	339,654.08	6,470,463.96	4,255,706.08	62%
Grand Totals	(\$770,477.12)	\$0.00	(\$770,477.12)	(\$700,748.20)	(\$339,654.08)	\$3,003,483.66	(\$3,434,306.70)	

**Evanston Public Library Consolidated Endowment Fund
Statement of Activity
August 01, 2024 through August 31, 2024**

Beginning Balance		4,349,127.76
Revenue		
Investment results	74,490.25	
Total Revenues		74,490.25
Distributions/Grants and Expenses		
Foundation support charge	-2,357.03	
Total Distributions		-2,357.03
Ending Balance		4,421,260.98

Endowment for the Evanston Public Library
 Holdings as of September 2024

	Symbol	Shares/Quantity	Price	Value as of September 30, 2024	% of portfolio	% of portfolio by asset class
Vanguard Federal Money Market Fund	VMFXX	1.000	\$304,626.22	\$304,626.22	100.00%	100.0%
US Treasury TIPS Notes, maturing 1/25, 2.375%		100000.000	\$0.000	\$0.00	0.00%	
US Treasury TIPS Notes, maturing 1/26, 2.0%		100000.000	\$0.000	\$0.00	0.00%	
US Treasury TIPS Notes, maturing 2/40, 2.125%		100000.000	\$0.000	\$0.00	0.00%	0.0%
				\$304,626.22		100.0%
						Cash Equivalents 100.0%
						US Treasury Inflation Protected Securities 0.0%
						100.0%

MEMORANDUM

To: Evanston Public Library Board of Trustees

From: Yolande Wilburn, Executive Director

Subject: Neiger Design Group Branding Logo Proposals (Discussion and Action)

Date: October 16, 2024

Recommendation Action

Staff recommends that the Library Board discuss the design proposals from Neiger Design Group Branding and provide guidance on which logo to pursue.

MEMORANDUM

To: Evanston Public Library Board of Trustees
From: Yolande Wilburn, Executive Director
Subject: Moody Nolan Accept and File Report (Discussion and Action)
Date: October 16, 2024

Recommendation Action

Staff recommends that the Library board accept and file the following reports from Moody Nolan.

- Evanston Public Library Conceptual Program and Planning Study
- Evanston Public Library Summary Review of Conceptual Cost Estimate
- Evanston Public Library Conceptual Cost Estimate Report

Evanston Public Library – PO # 2024-00000611

CONCEPTUAL PROGRAM AND PLANNING STUDY

October 09, 2024



evanston public library



CONTENTS:

- 1. PROJECT TEAM
- 2. PROJECT SUMMARY
- 3. ARCHITECTURE
- 4. MECHANICAL, ELECTRICAL, PLUMBING, & FIRE PROTECTION
- 5. EXHIBITS

1. PROJECT TEAM

OWNER

Owner / Client Evanston Public Library	Evanston Public Library Yolande Wilburn, Executive Director 1703 Orrington Avenue Evanston, IL 60201 Phone 847.448.8655
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CONSULTANT DESIGN TEAM

Architect (Prime Consultant):	MOODY NOLAN 209 S. LaSalle Street, Suite 820 Chicago, IL 60604 Phone: 312.671.2576
MEP Engineering, Fire Protection Design	IMEG Engineering Associates Naperville, IL
Cost Estimating Consultant	The Concord Group Chicago, IL

2. PROJECT SUMMARY

2.1 Project Scope Description:

MOODY NOLAN was contracted by the Evanston Public Library / City of Evanston (Agreement executed on July 22, 2024) to provide professional design services that would be utilized to prepare an estimated construction cost budget for interior renovations, systems maintenance & upgrades, and ancillary construction alternates - for the main library branch located at 1703 Orrington Avenue; Evanston Illinois.

Moody Nolan met with the Evanston Public Library Director (on April 29, 2024) to tour the main library and learn the requested project scope. The Evanston Public Library (EPL) requested to develop a construction budget estimate for extensive renovations and updates to the main library facility, and that construction budget estimate will be used by the Evanston Public Library (EPL) to request funding or municipal bonds at the October 2024 Evanston City Council Meeting.

In order to determine a construction budget estimate, the services to determine those costs will require:

- Survey of the existing facility: including space utilization, overall building and infrastructure conditions.
- Assessment of the current facility program, and defining future program needs.
- Developing a conceptual program, identifying priorities, and a scenario for construction redevelopment.
- Prepare a Cost Estimate.
- Prepare a Final Report.
- Multiple meetings with Library Leadership and Key Stakeholders throughout the project duration.

We understand the existing building design is:

- Four Stories for Library space, approximately 112,000 Sq Ft total floor area.
- Basement/ below grade vehicle parking garage, Approximately 33,000 Sq. Ft area.
- The building is approximately 30 years old (opened in October, 1994).

2.2 Purpose of this Report:

The purpose of this report is to provide the Architecture Conceptual Planning for the proposed renovations, and Building Systems survey for existing systems and proposed maintenance & replacement, and Photograph documentation to represent existing interior space conditions. The contents of this “Conceptual Program and Planning Study” report were used as the basis for preparing the requested Construction Budget Estimate.

3. ARCHITECTURE

3.1 Programming and Conceptual Design Process:

The consultation process leading to this report involved multiple planning meetings between Moody Nolan and the Library Executive Director to discuss: library facility goals, needs and challenges; visioning for the library’s growth and aspirational services for the community; staffing operations and functions to deliver services; and visioning for community partners/ tenants that utilize spaces within the library building.

Meetings occurred on July 15th, July 22nd, July 29th, September 04th, and September 19th - to develop the goals, and workshops for space planning options that led to the final space program & conceptual floor plan layouts represented in this report.

Preparation of the Construction Budget Cost Estimate followed those conceptual design & planning meetings.

4. MECHANICAL, ELECTRICAL, PLUMBING, & FIRE PROTECTION

HVAC SYSTEM

1.1 Existing Ventilation

The building is served by a 100,000 CFM AHU located in the mechanical room on the fourth floor. The AHU is comprised of supply fan array, chilled water coil, sounds attenuator, filters and mixing section using masonry walls. All components are lost components that were installed on site. The two original fans were replaced a few years back with a fan array consisting of eight fans connected to VFDs. The AHU provides conditioning and ventilation air to the spaces via the main supply duct.

Terminal Air Boxes (TABs) provide zone control for each space. There is a combination of standard Variable Air Volume (VAV) and Fan Powered Boxes (FPBS) throughout the building. The TABs will modulate the amount of air delivered to each zone as well as provide reheat as required to maintain space temperature. The building has 85 VAV boxes and 20 FPB. All of the TABs are original to the 1993 building.

There are a total of 11 exhaust fans within the building. The fans serve the garage purge system, electrical rooms and toilet rooms. All of the exhaust fans are original to the 1993 building.

1.2 Existing Heating Water System

A primary secondary heating water system is used for the building. Two 4,000 MBH Fulton Endura+ high efficiency condensing boilers were installed in 2023. Each boiler has a ½ HP circulating pump and the system has two 30hp secondary pumps with VFDs. Heating water is routed to TABs, unit heater, cabinets heaters, radiation and snow melt heat exchangers.

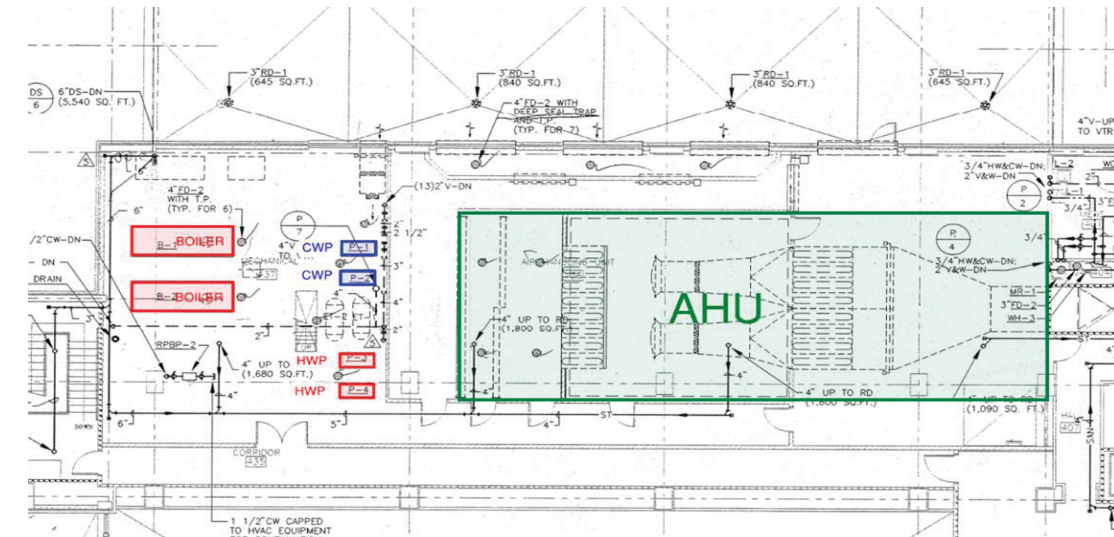
Cabinet Heaters are located within vestibules and entry ways throughout the building. Unit heaters are in storage and mechanical rooms. Radiation is in exterior zones with glass.

A snowmelt system with shell and tube exchanger and 5 hp pump is provided to serve the north and south ramps to the underground parking garage.

1.3 Existing Chilled Water System

Two 182-ton Air Cooled chillers are located on the roof and serve the chilled water coil in the AHU. Two 15hp chilled water pumps are in the mechanical room to serve the chilled water system.

HVAC



Short-Term HVAC Goals (1-5 years)

Repair/replace and unitary equipment.

Review the existing controls system to determine if any controls sequences can be modified to make the overall building more efficient. Possible controls modifications

AHU Economizer

Switch heating water and chilled water system to be variable volume.

Provide reset temperate on heating water system.

Provide reset pressure on duct static.

Review existing building schedule and building warm up.

Medium-Term Goals (5-10 years)

Modify TABs, branch ductwork, piping and diffusers as required for any renovation work. All large duct mains to remain.

Replace unitary equipment (fans/pumps/cabinet heaters, etc.) as it fails.

Long-Term Goals (10+ Years)

Replace large-scale equipment. (Chillers, Boilers, AHU Fans).

PLUMBING

2.1 Existing Domestic Water

An 8” cold water main enters the mechanical room in the northwest corner of the garage level. The 8” main splits to an 8” main to serve the fire protection system and 3” main to serve the domestic water system with a 3” reduced pressure zone backflow preventor. Domestic water is routed to plumbing fixtures throughout the building.

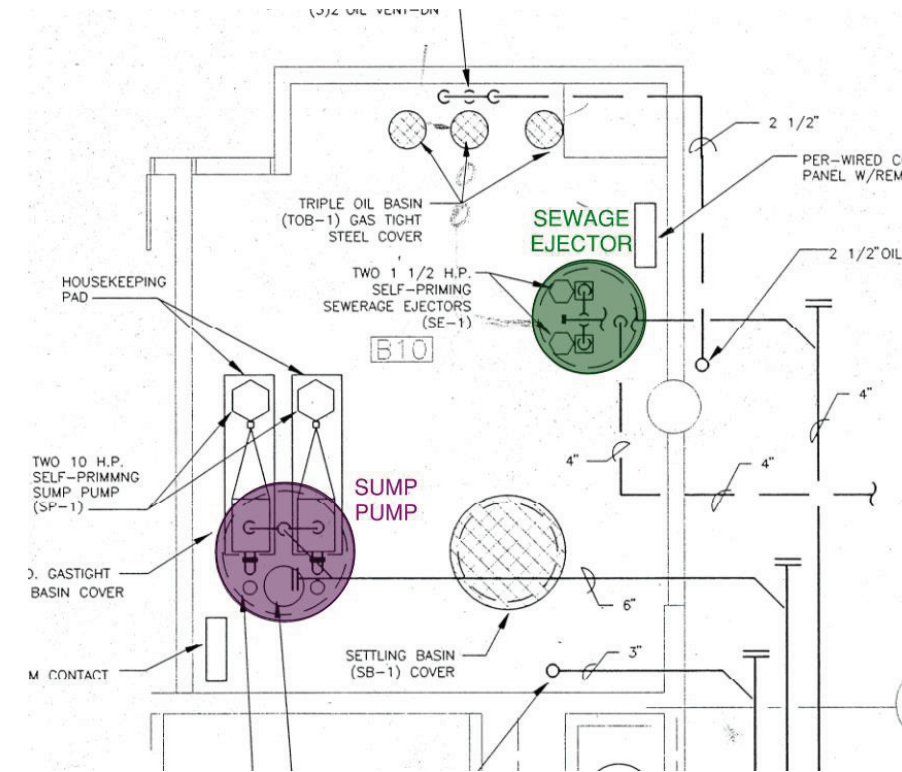
A 120gpm, 60 psi duplex booster pump connected on the cold-water system is located in the mechanical room in the northwest corner of the building.

Hot water is provided by local electric water heaters. The water heaters for each group toilet room are 30-gallon tank style heaters located in the janitor's closet. These have all been replaced within the last year. Individual sinks have small electric tank style heaters located below the sink.

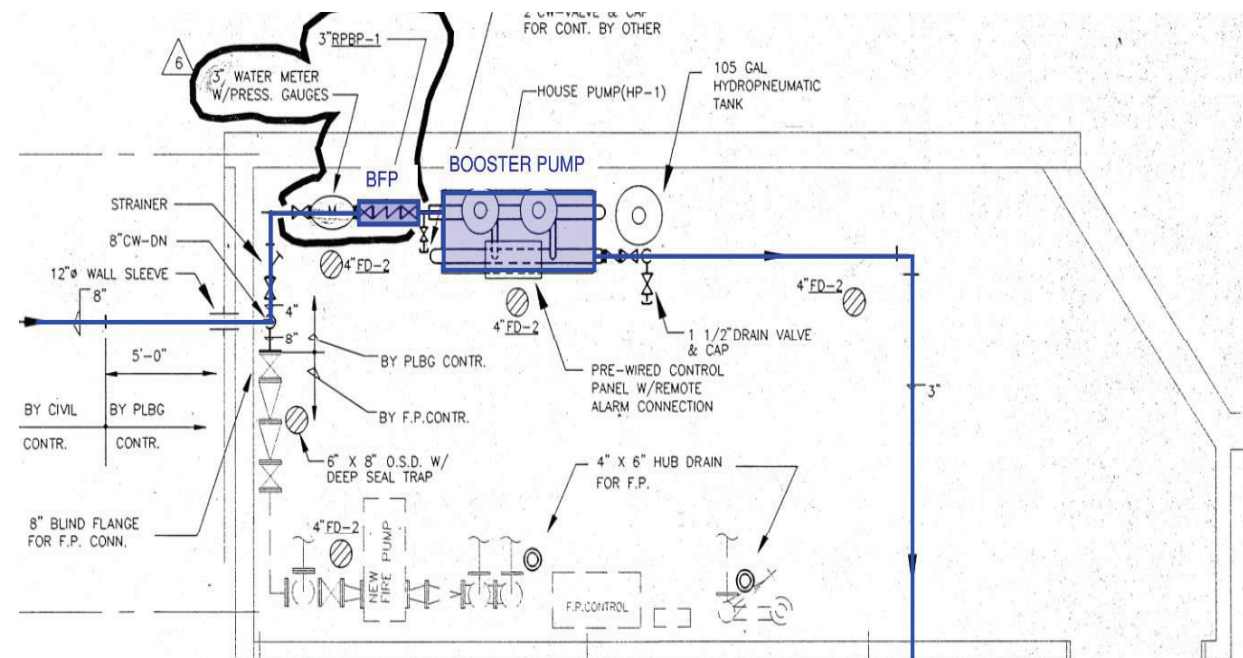
Hard-wired sensor operated plumbing fixtures are located within toilet rooms.

A 6" sanitary sewer exits the southwest corner of the building. All the drains from the garage route to an oil separator and then to duplex sewage ejector with 1-1/2 HP pumps that combines with the main exiting the building.

A 10" storm exits the southwest corner of the building. Drain tile around the exterior of the building and under the garage is routed to duplex sump pump with 10 HP pumps and combines with the storm main exiting the building.



EXISTING PLUMBING



Short-Term Goals (1-5 years)

Repair/replace and unitary equipment.

Medium-Term Goals (5-10 years)

Modify any plumbing as required for any renovation work.

Replace plumbing fixtures as they fails.

Long-Term Goals (10+ Years)

Replace large scale equipment. (Booster Pump, Sewage Ejector, Sump Pump, Water Heaters).

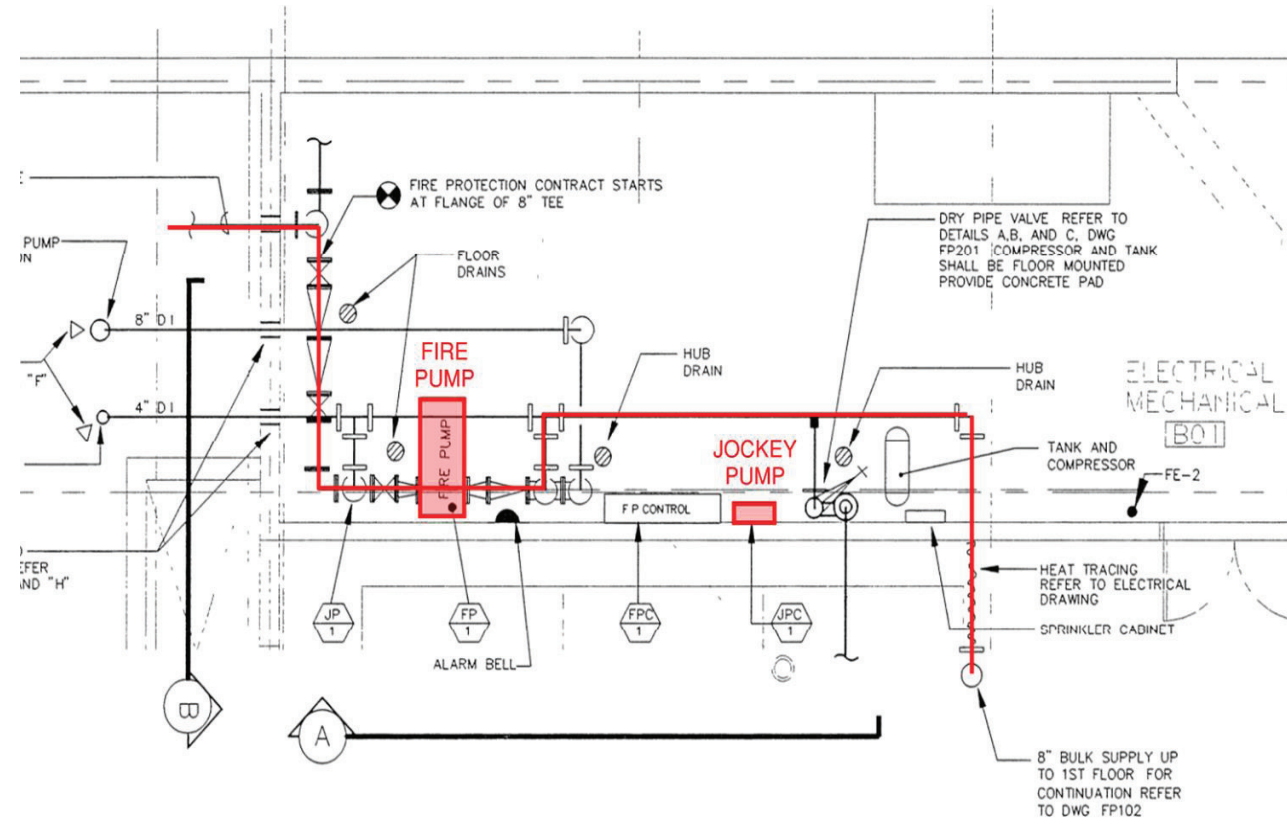
FIRE PROTECTION

3.1 Existing Fire Protection System

An 8" cold water main enters the mechanical room in the northwest corner of the garage level. The 8" main splits to an 8" main to serve the fire protection system. A 125hp fire pump and jockey pump serving the wet sprinkler system.

A dry sprinkler system serves the underground parking garage.

EXISTING FIRE PROTECTION



Short-Term HVAC Goals (1-5 years)

Repair/replace and unitary equipment.

Medium-Term Goals (5-10 years)

Modify any fire protection system as required for any renovation work.

Long-Term Goals (10+ Years)

Replace large scale equipment. (Fire pump, jockey pump, compressor).

ELECTRICAL SYSTEMS

4.1 Existing Distribution System

The building is served by an exterior pad mounted utility transformer which in turn feeds four services.

Service 1: Main service is rated at 480/277V, 3,000 Amp and it feeds the free-standing switchboard. Power is routed throughout the facility. Distribution equipment is mostly located in the electrical rooms on each floor. The step-down transformers are provided for 208/120V distribution.

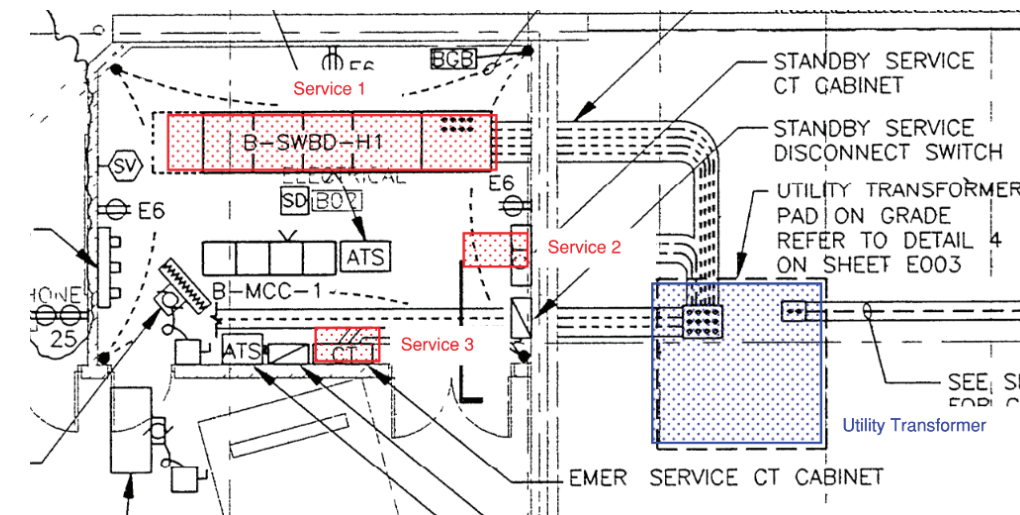
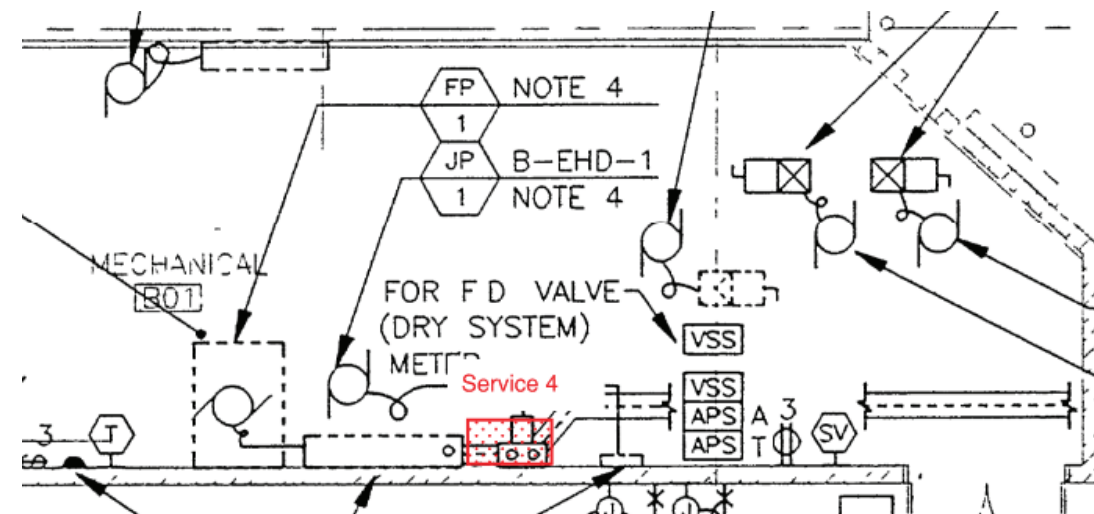
Service 2: Standby Service is rated at 480/277V, 600 Amp and it feeds the distribution panel via an ATS. This service feeds selected mechanical units including air handling units and exhaust fans.

Service 3: Emergency Service is rated 480/277V, 400 Amp and it feeds the distribution panel via an ATS. This service feeds elevators, sump and ejector pumps and selected lights and exit signs.

Service 4: This service is dedicated to the fire pump. It is rated at 480V, 200 Amps.

The facility does not have an emergency generator. The ATS's are wired so the normal side is fed from the main switchboard and an emergency side is fed from the utility transformer.

EXISTING ELECTRICAL SERVICES



Short-Term Goals (1-5 years)

Add surge protection devices to the main services and panels downstream of the step-down transformers. Total of 8 units.

Replace 3,000 Amp, 480V main service bolted pressure switch with circuit breaker.

Add an emergency generator to serve Standby and Emergency Services.

Medium-Term Goals (5-10 years)

Replace end devices (receptacles) and circuits and modify panels/distribution system as required for any renovation work.

Long-Term Goals (10+ Years)

Replace distribution equipment.

4.2 Existing Lighting System

The lighting system consists of a mix of new and existing fixtures. Some of the lights have been replaced with LED type. Other lights have been retrofitted with new LED bulbs. Exit signs are LED type. Egress lighting consists of wall mounted emergency units with battery backup. These units are original to the building.

Short-Term Goals (1-5 years)

Replace 130 emergency units.

Medium-Term Goals (5-10 years)

Replace lights, controls and circuits for any renovation work.

Long-Term Goals (10+ Years)

Replace rest of the original lights and upgrade controls to the newest IECC.

4.3 Existing Fire Alarm System

The existing main fire alarm control panel has been recently upgraded to the voice system (Simplex 4100ES). New speakers and speakers/strobes have been added throughout the facility. Initiating devices (smoke and heat detectors, pull station, duct smoke detectors) appear to be original to the building. The overall system appears in good condition.

Short-Term Fire Alarm System Goals (1-5 years)

None

Medium-Term Fire Alarm System Goals (5-10 years)

Replace any fire alarm end devices and circuits as required for any renovation work.

Long-Term Goals Fire Alarm System Goals (10+ Years)

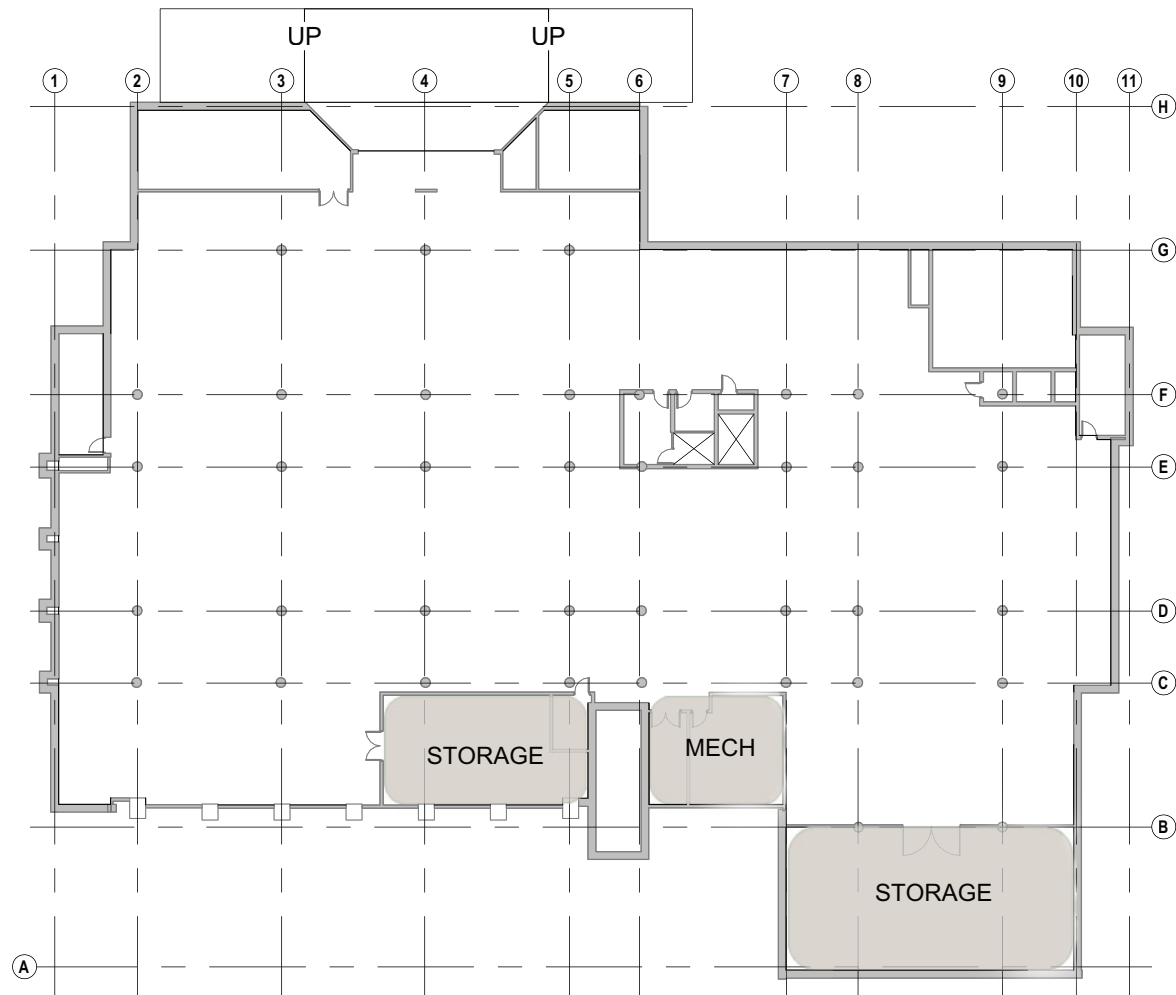
Replace initiating devices.

5. EXHIBITS

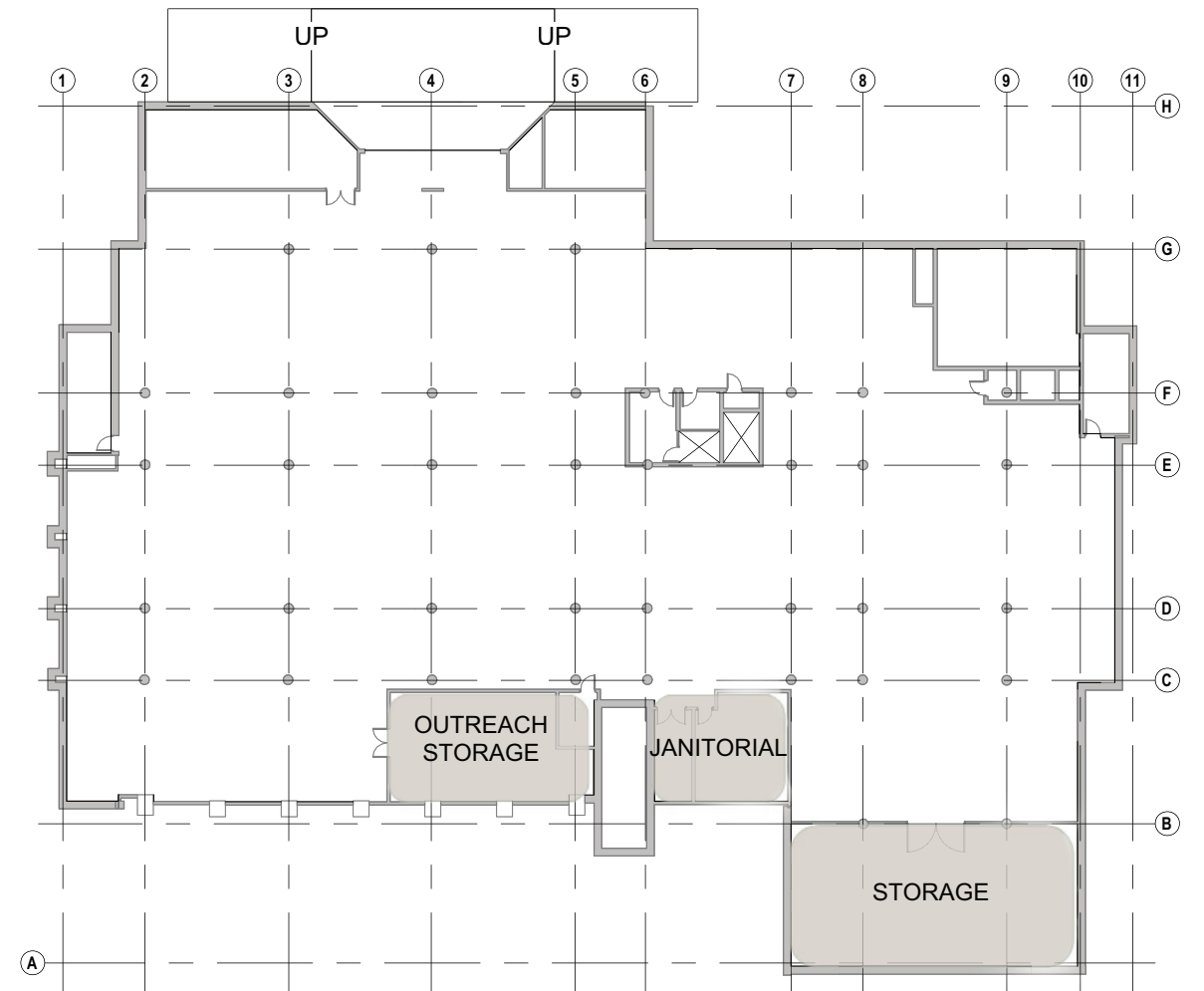
Exhibit A: Architectural Space Plans: Existing and Proposed (Key Floor Plans)

Exhibit B: Architectural Space Plans: Proposed (Overall Floor Plans)

Exhibit C: Existing Condition Photographs



LEVEL 00 - FLOOR PLAN - OVERALL
GARAGE / BASEMENT (EXISTING)

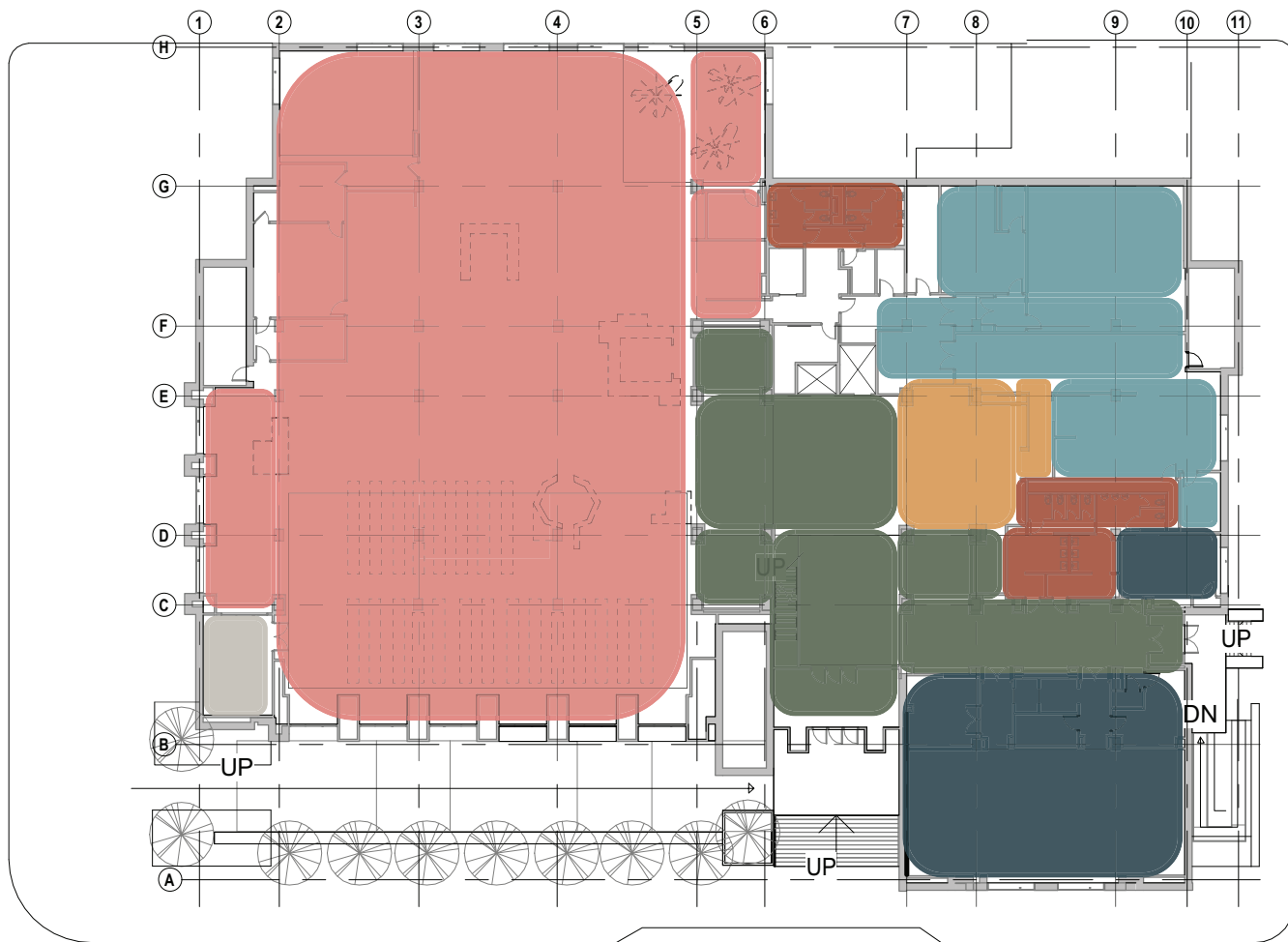


LEVEL 00 - PROPOSED FLOOR PLAN - OVERALL

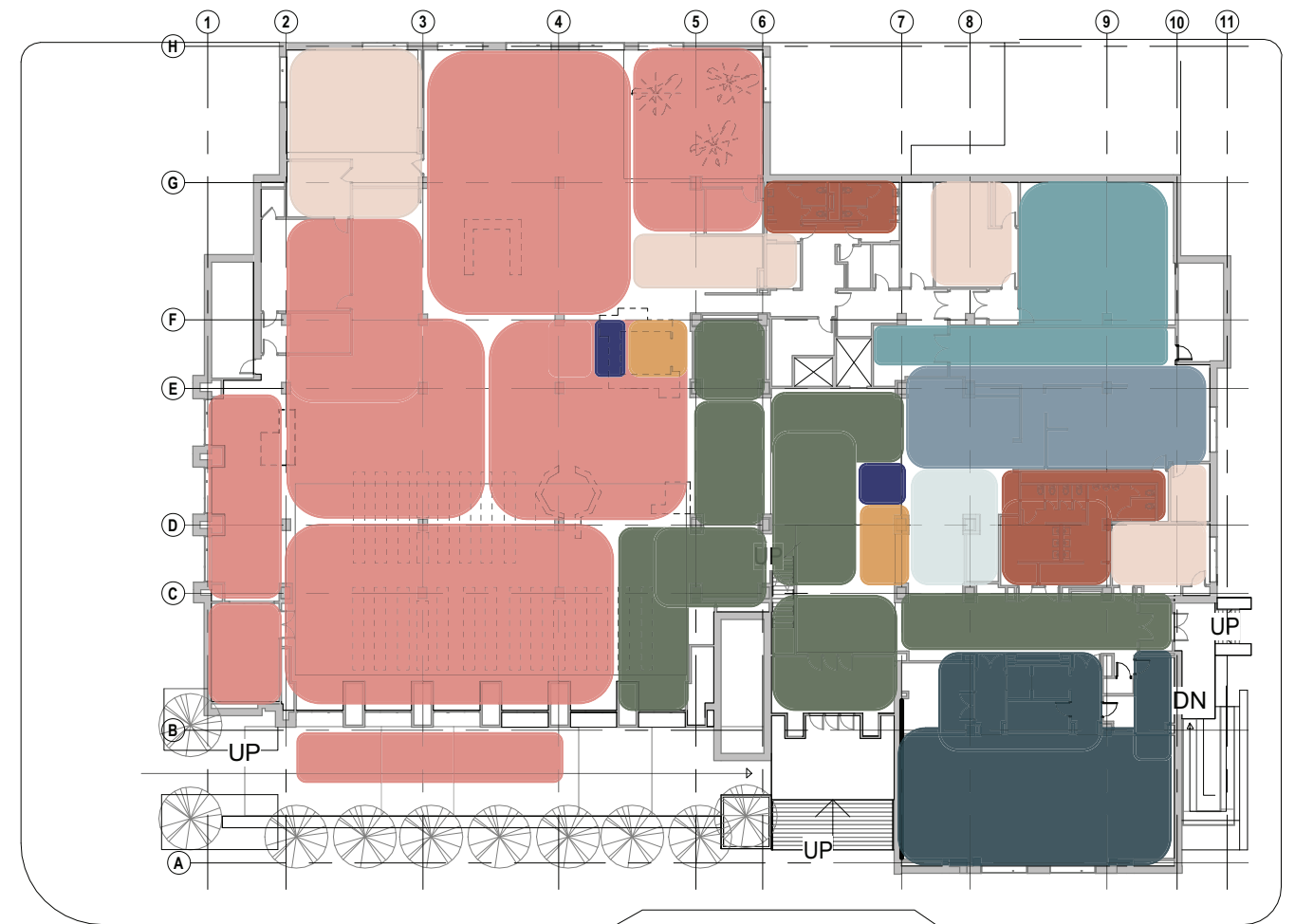
-10-



Exhibit A:
Architectural Space Plans:
Existing and Proposed (Key Floor Plans)

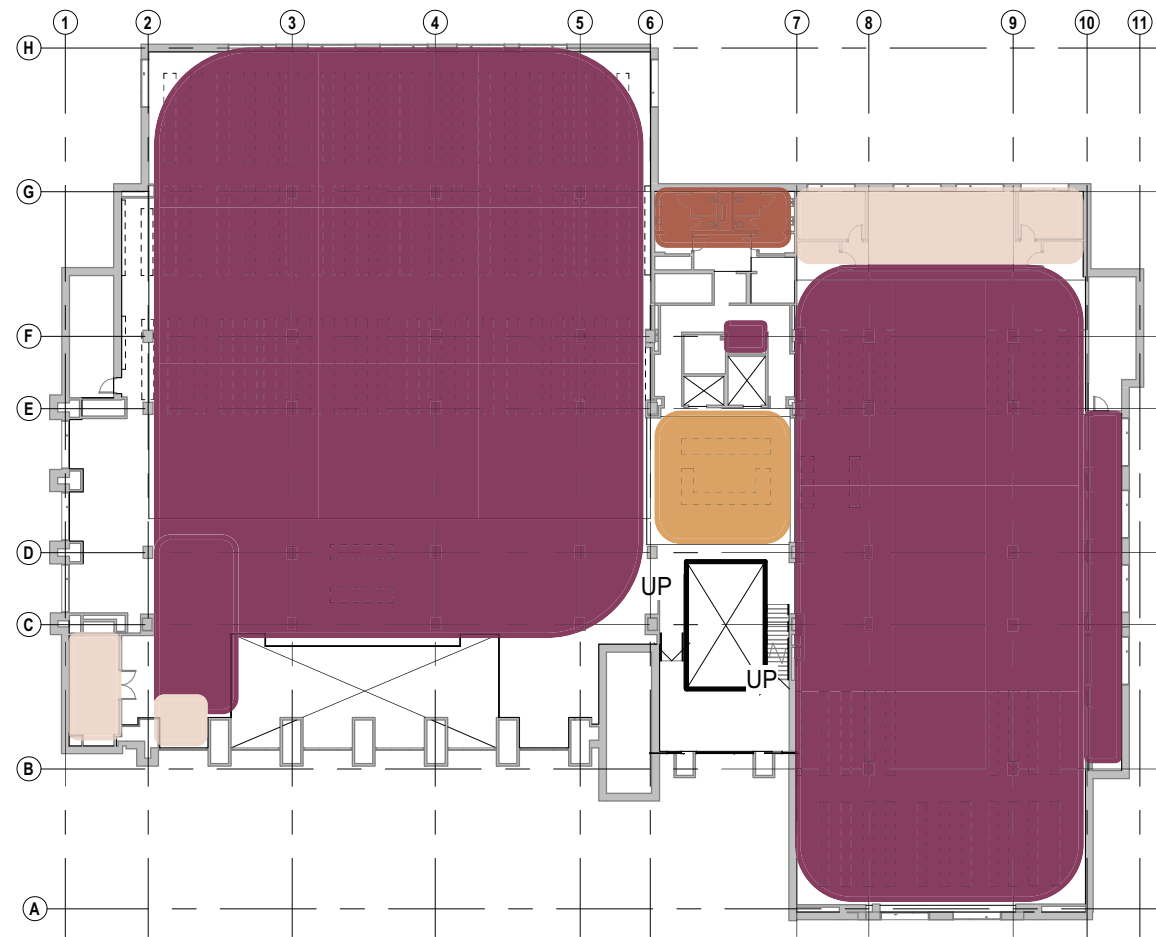


LEVEL 01 - FLOOR PLAN - OVERALL
(EXISTING)

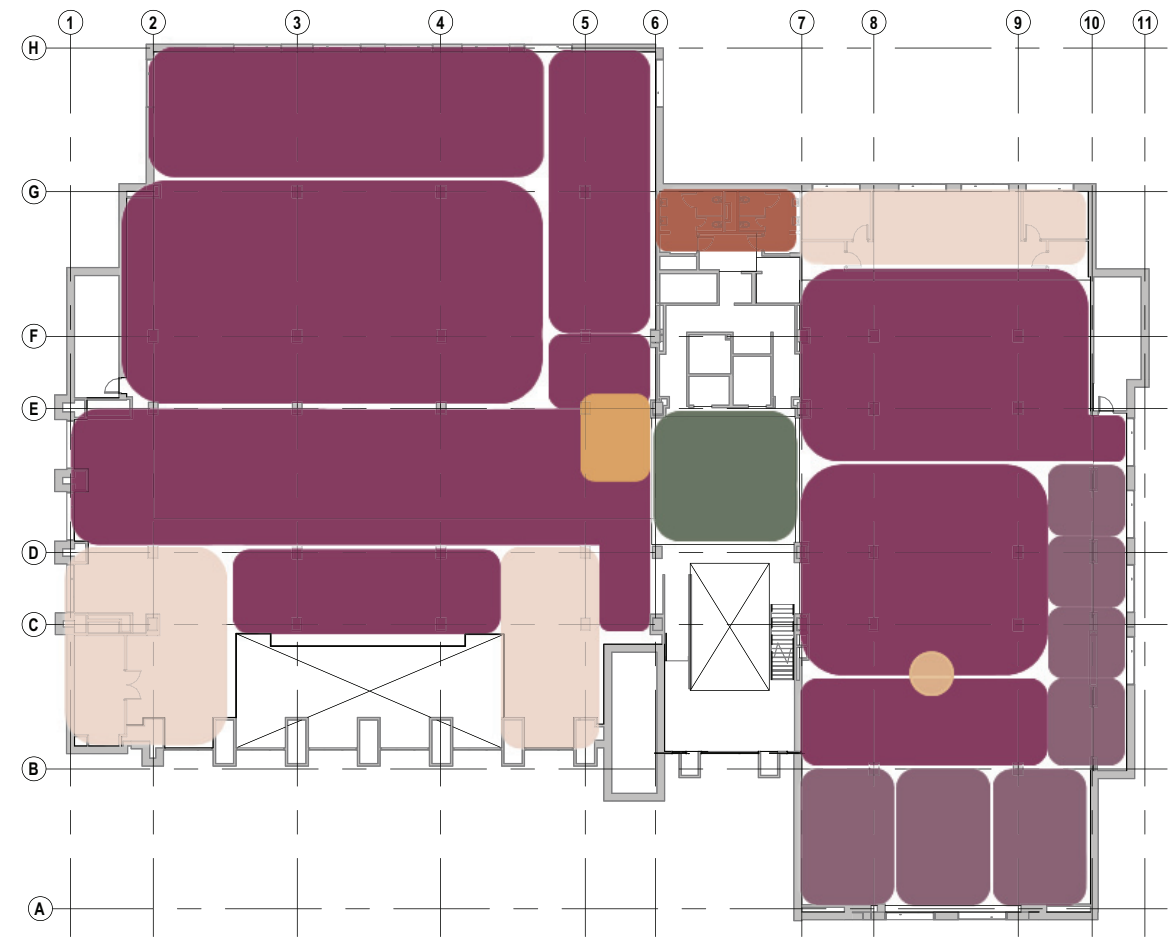


LEVEL 01 - PROPOSED FLOOR PLAN - OVERALL





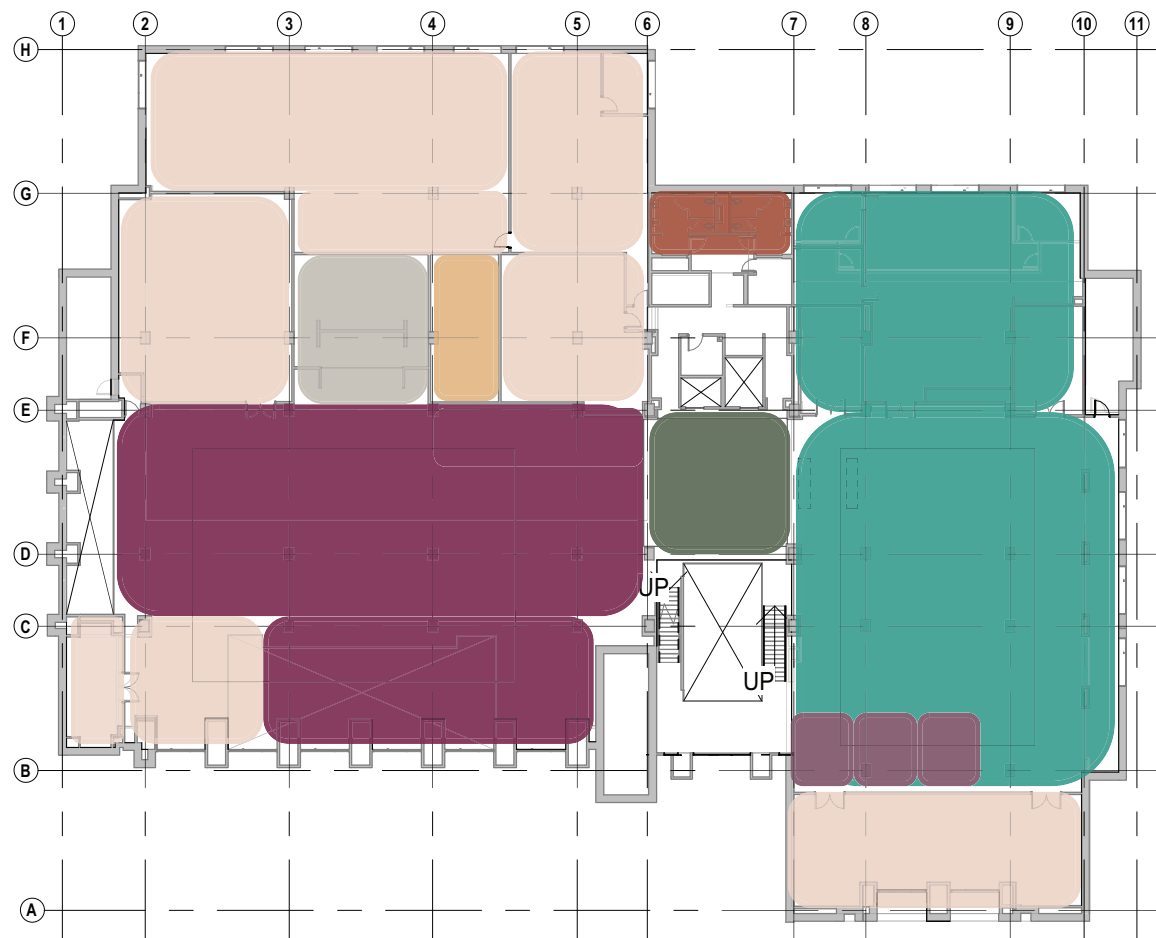
LEVEL 02 - FLOOR PLAN - OVERALL
(EXISTING)



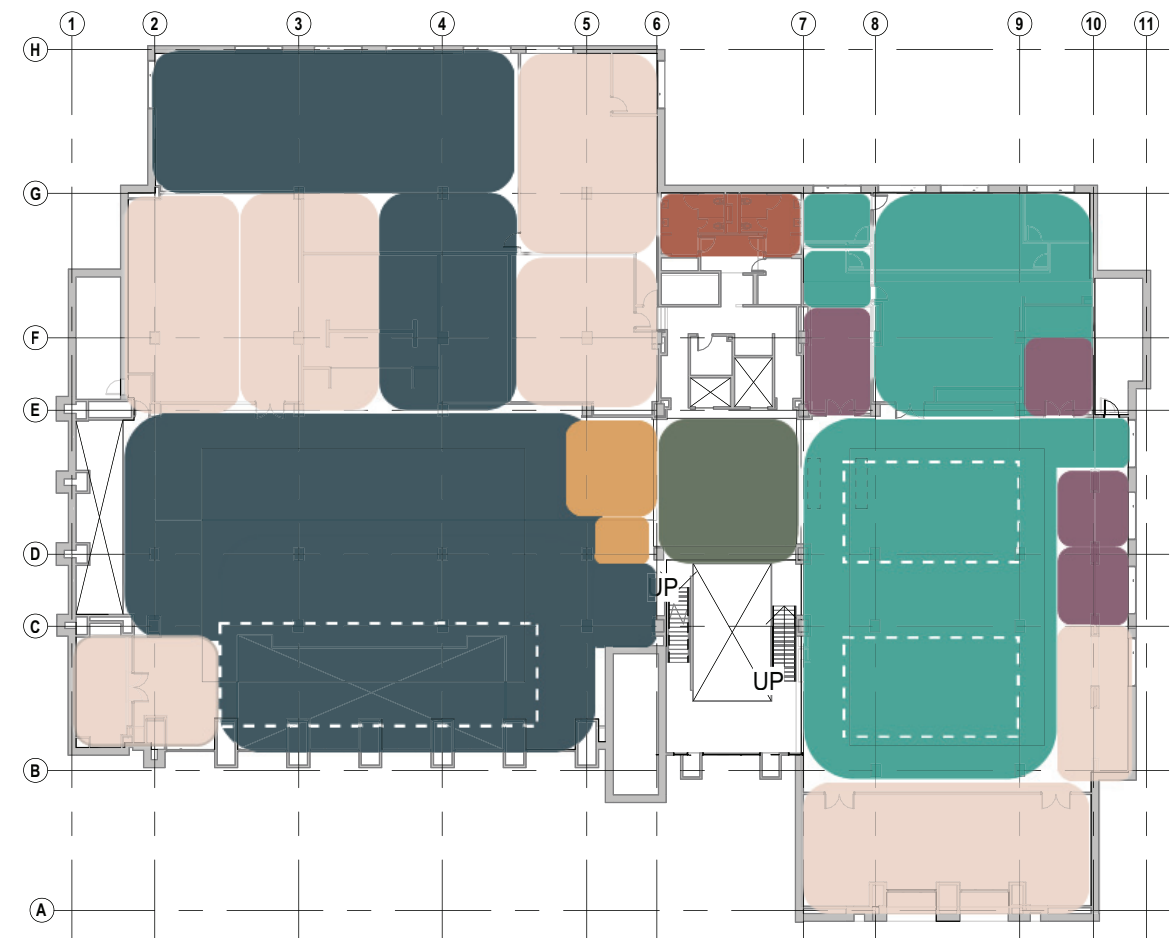
LEVEL 02 - PROPOSED FLOOR PLAN - OVERALL



- | | | | |
|--------------------------------|------------------------------|---------------------|------------------------|
| ENTRY | SERVICE POINT (S.P.) | LOADING & RECEIVING | STAFF WORKROOM/OFFICES |
| COMMUNITY ROOM (MULTI-PURPOSE) | THE PERCH | CHILDREN'S AREA | MANAGERS OFFICE |
| STUDY ROOMS | SELF-CHECKOUT | TEEN AREA | STAFF BREAKROOM |
| RESTROOMS (PUBLIC) | MATERIAL HANDLING AREA (MHA) | ADULT AREA | RESTROOMS (STAFF) |



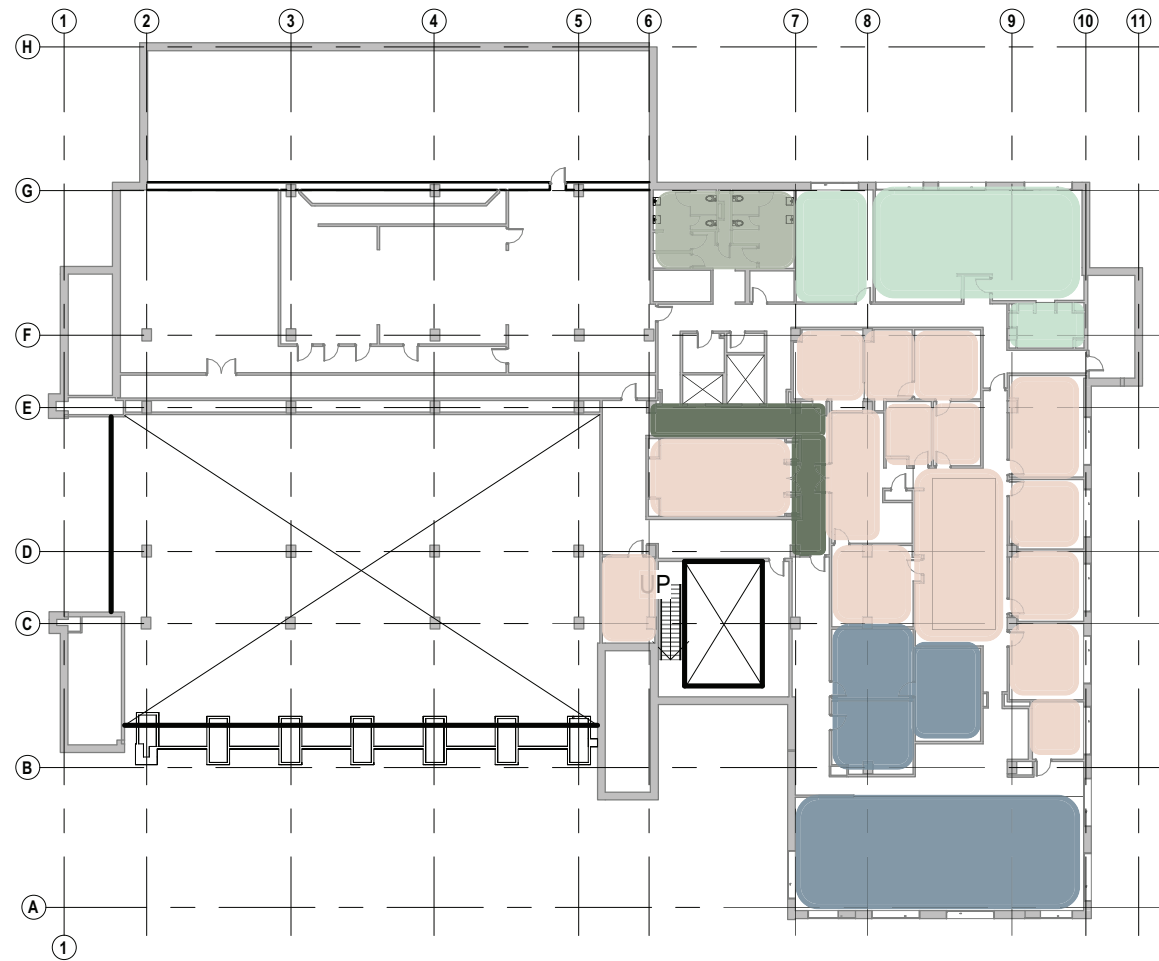
LEVEL 03 - FLOOR PLAN - OVERALL
(EXISTING)



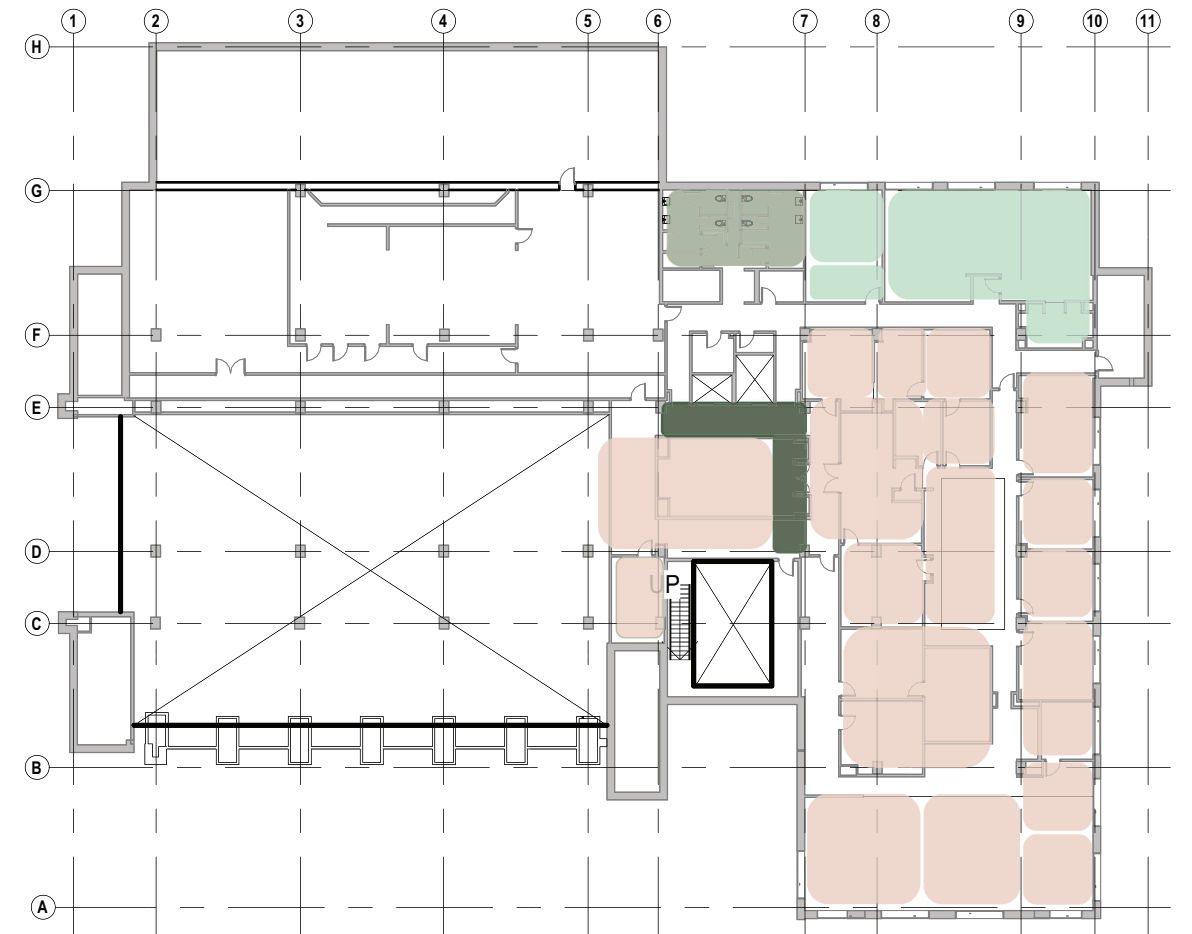
LEVEL 03 - PROPOSED FLOOR PLAN - OVERALL



- | | | | |
|--------------------------------|------------------------------|---------------------|------------------------|
| ENTRY | SERVICE POINT (S.P.) | LOADING & RECEIVING | STAFF WORKROOM/OFFICES |
| COMMUNITY ROOM (MULTI-PURPOSE) | THE PERCH | CHILDREN'S AREA | MANAGER'S OFFICE |
| STUDY ROOMS | SELF-CHECKOUT | TEEN AREA | STAFF BREAKROOM |
| RESTROOMS (PUBLIC) | MATERIAL HANDLING AREA (MHA) | ADULT AREA | RESTROOMS (STAFF) |



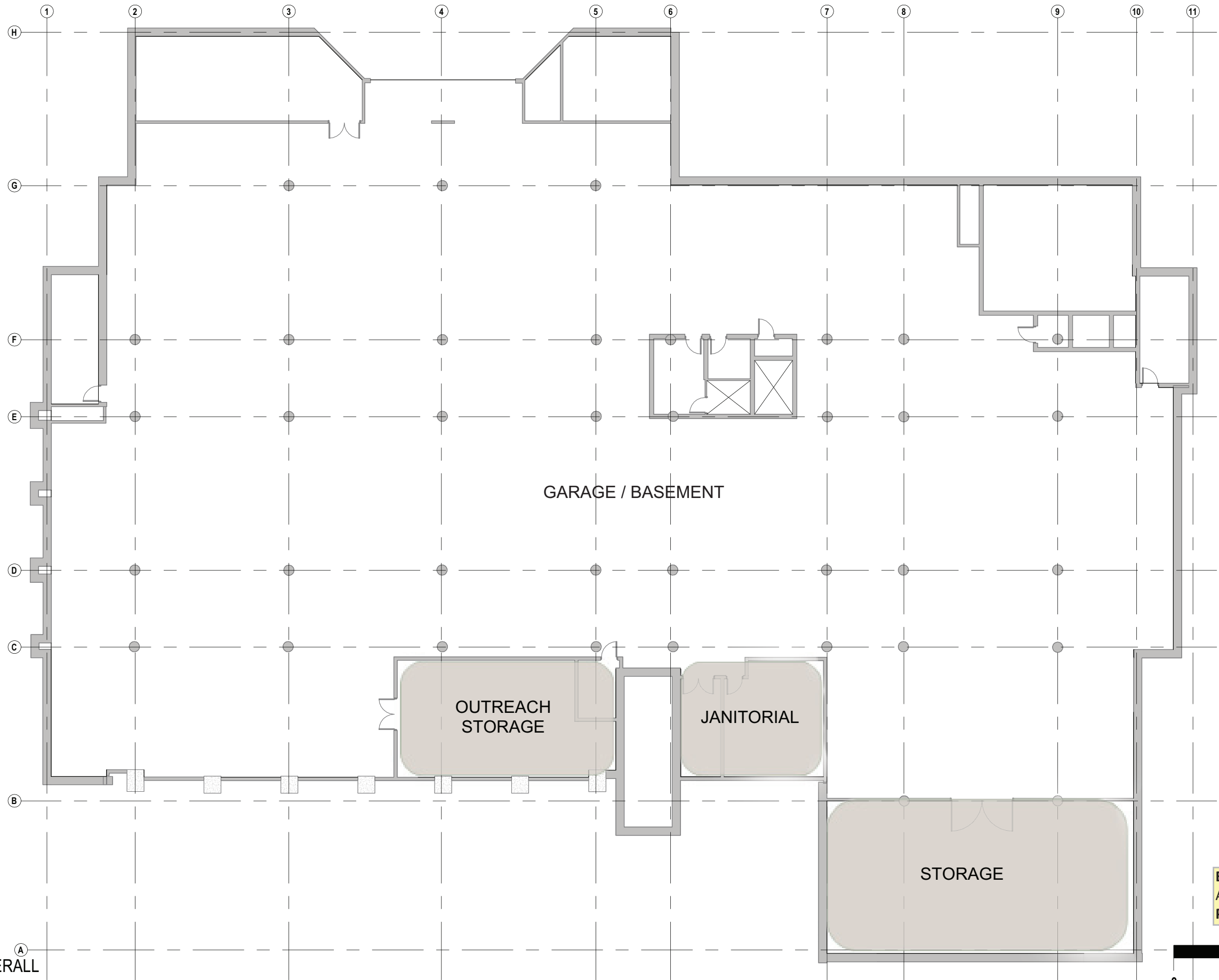
LEVEL 04 - FLOOR PLAN - OVERALL
(EXISTING)



LEVEL 04 - PROPOSED FLOOR PLAN - OVERALL



- | | | | |
|--------------------------------|------------------------------|---------------------|------------------------|
| ENTRY | SERVICE POINT (S.P.) | LOADING & RECEIVING | STAFF WORKROOM/OFFICES |
| COMMUNITY ROOM (MULTI-PURPOSE) | THE PERCH | CHILDREN'S AREA | MANAGERS OFFICE |
| STUDY ROOMS | SELF-CHECKOUT | TEEN AREA | STAFF BREAKROOM |
| RESTROOMS (PUBLIC) | MATERIAL HANDLING AREA (MHA) | ADULT AREA | RESTROOMS (STAFF) |



GARAGE / BASEMENT

OUTREACH
STORAGE

JANITORIAL

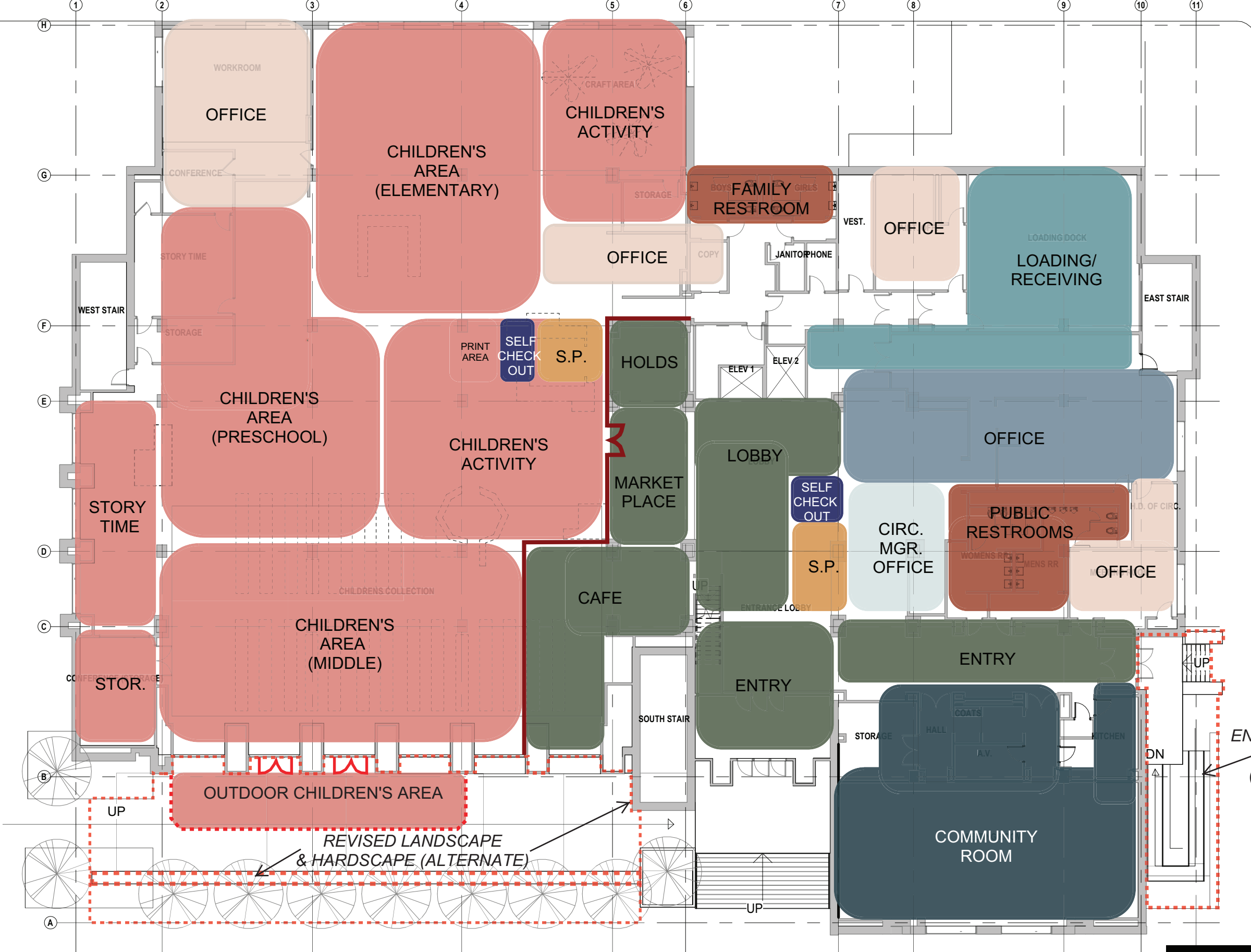
STORAGE

Exhibit B:
Architectural Space Plans:
Proposed (Overall Floor Plans)



LEVEL 00 - FLOOR PLAN - OVERALL
(PROPOSED)

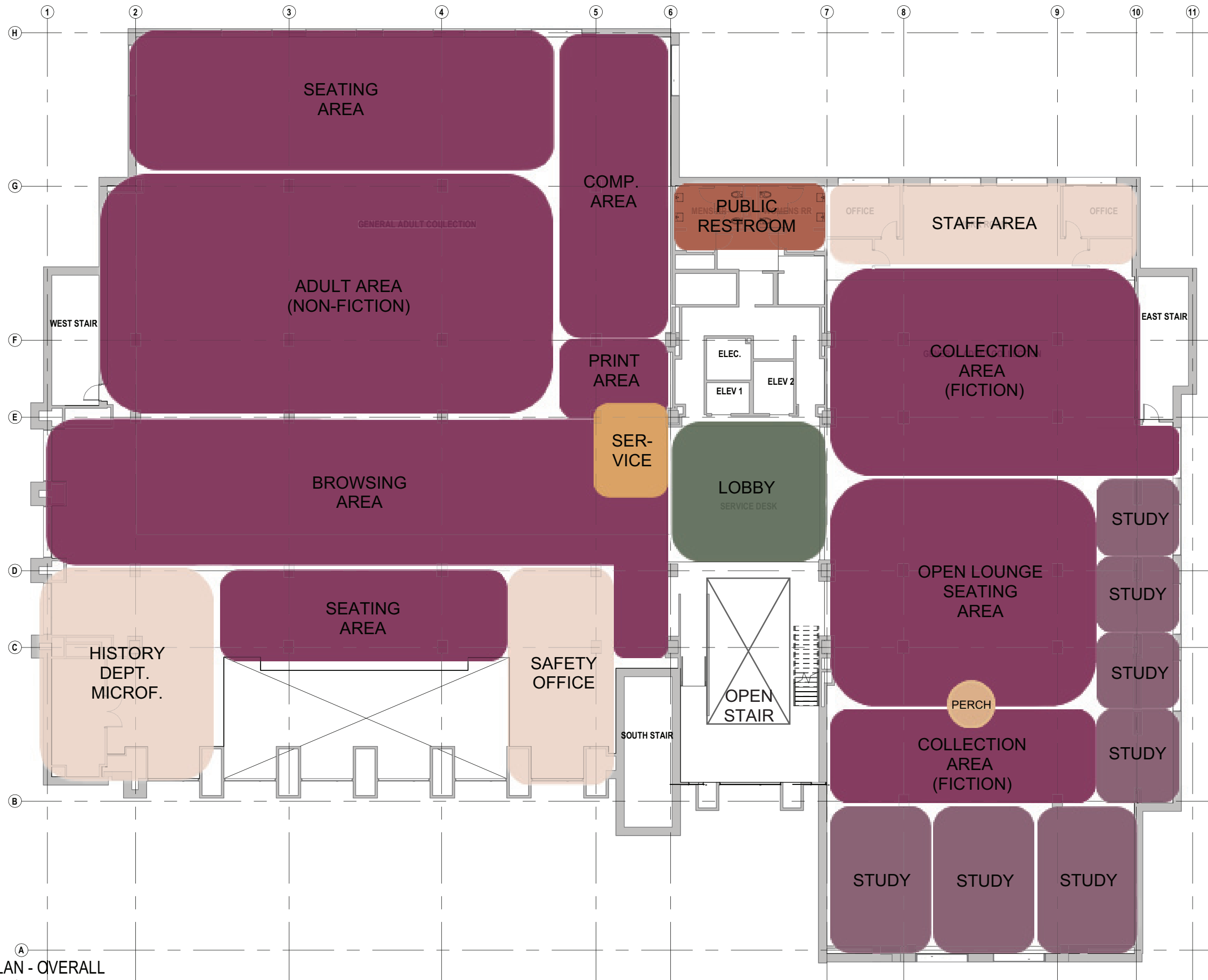
-15-



ENTRY	4,477 sq ft
COMMUNITY ROOM (MULTI-PURPOSE)	2,533 sq ft
STUDY ROOMS	N/A
RESTROOMS (PUBLIC)	1,087 sq ft
SERVICE POINT (S.P.)	380 sq ft
THE PERCH	N/A
SELF-CHECKOUT	189 sq ft
MATERIAL HANDLING AREA (MHA)	N/A
LOADING & RECEIVING	1,633 sq ft
CHILDREN'S AREA	11,563 sq ft
TEEN AREA	N/A
ADULT AREA	N/A
STAFF WORKROOM/OFFICES	3,394 sq ft
MANAGERS OFFICE	568 sq ft
STAFF BREAKROOM	N/A
RESTROOMS (STAFF)	N/A

LEVEL 01 - FLOOR PLAN - OVERALL (PROPOSED)



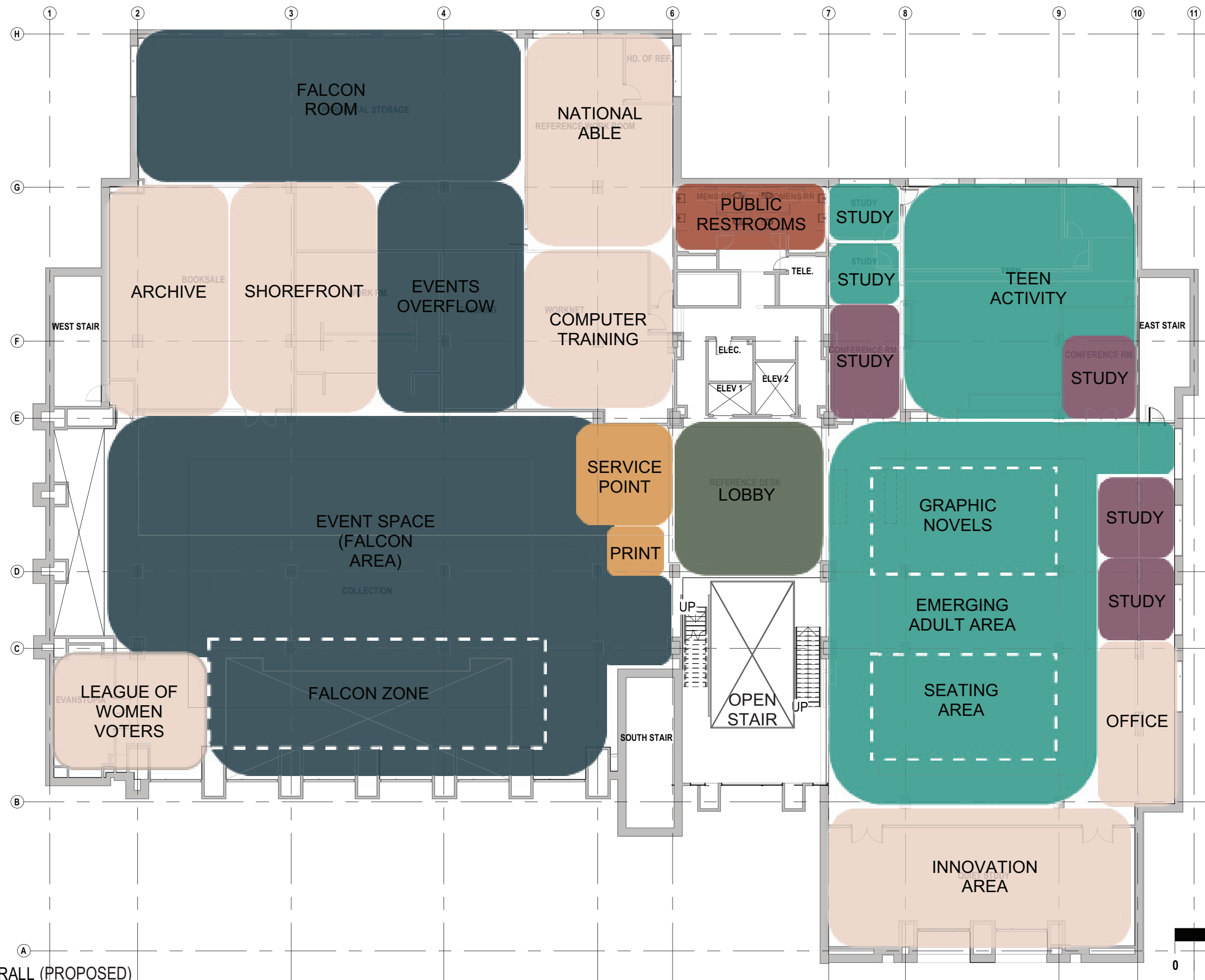


ENTRY	817 sq ft
COMMUNITY ROOM (MULTI-PURPOSE)	N/A
STUDY ROOMS	2,740 sq ft
RESTROOMS (PUBLIC)	411 sq ft
SERVICE POINT (SP)	279 sq ft
THE PERCH	64 sq ft
SELF-CHECKOUT	N/A
MATERIAL HANDLING AREA (MHA)	N/A
LOADING & RECEIVING	N/A
CHILDREN'S AREA	N/A
TEEN AREA	N/A
ADULT AREA	17,988 sq ft
STAFF WORKROOM/OFFICES	3,266 sq ft
MANAGERS OFFICE	N/A
STAFF BREAKROOM	N/A
RESTROOMS (STAFF)	N/A

-17-

LEVEL 02 - FLOOR PLAN - OVERALL (PROPOSED)



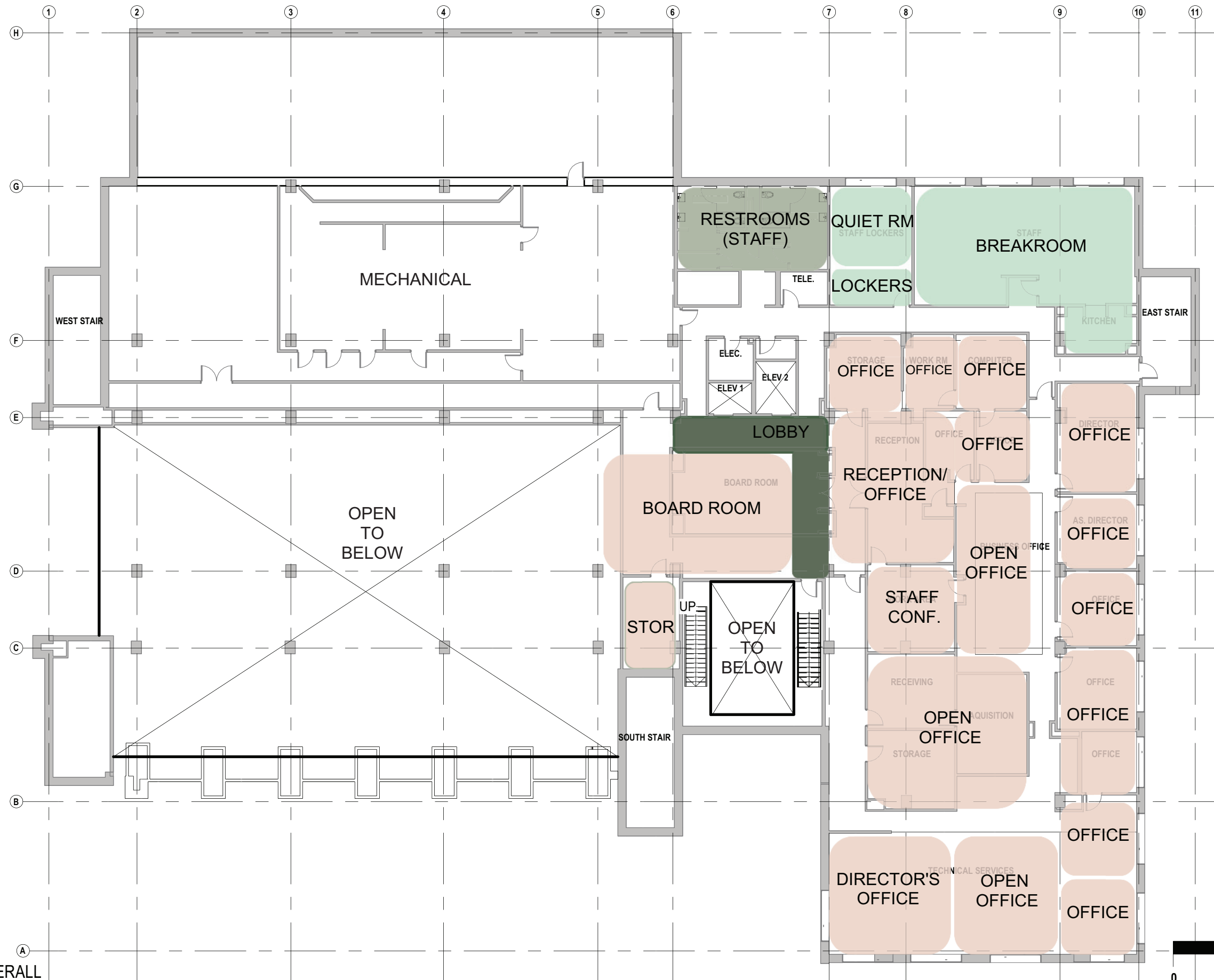


ENTRY	879 sq ft
COMMUNITY ROOM (MULTI-PURPOSE)	9,911 sq ft
STUDY ROOMS	1,071 sq ft
RESTROOMS (PUBLIC)	453 sq ft
SERVICE POINT (S.P.)	547 sq ft
THE PERCH	N/A
SELF-CHECKOUT	N/A
MATERIAL HANDLING AREA (MHA)	N/A
LOADING & RECEIVING	N/A
CHILDREN'S AREA	N/A
TEEN AREA	4,344 sq ft
ADULT AREA	N/A
STAFF WORKROOM/OFFICES	2,090 sq ft
MANAGERS OFFICE	N/A
STAFF BREAKROOM	N/A
RESTROOMS (STAFF)	N/A

-18-



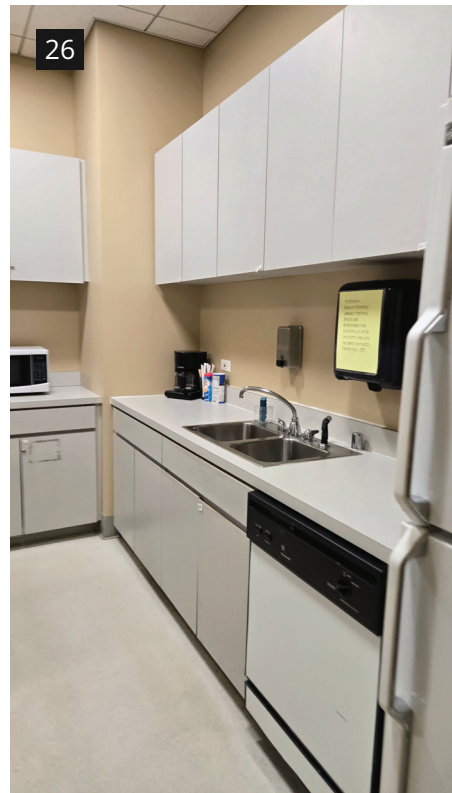
LEVEL 03 - FLOOR PLAN - OVERALL (PROPOSED)



ENTRY	379 sq ft
COMMUNITY ROOM (MULTI-PURPOSE)	N/A
STUDY ROOMS	N/A
RESTROOMS (PUBLIC)	N/A
SERVICE POINT (S.P.)	N/A
THE PERCH	N/A
SELF-CHECKOUT	N/A
MATERIAL HANDLING AREA (MHA)	N/A
LOADING & RECEIVING	N/A
CHILDREN'S AREA	N/A
TEEN AREA	N/A
ADULT AREA	N/A
STAFF WORKROOM/OFFICES	6,551 sq ft
MANAGERS OFFICE	N/A
STAFF BREAKROOM	1,481 sq ft
RESTROOMS (STAFF)	474 sq ft



LEVEL 04 - FLOOR PLAN - OVERALL (PROPOSED)



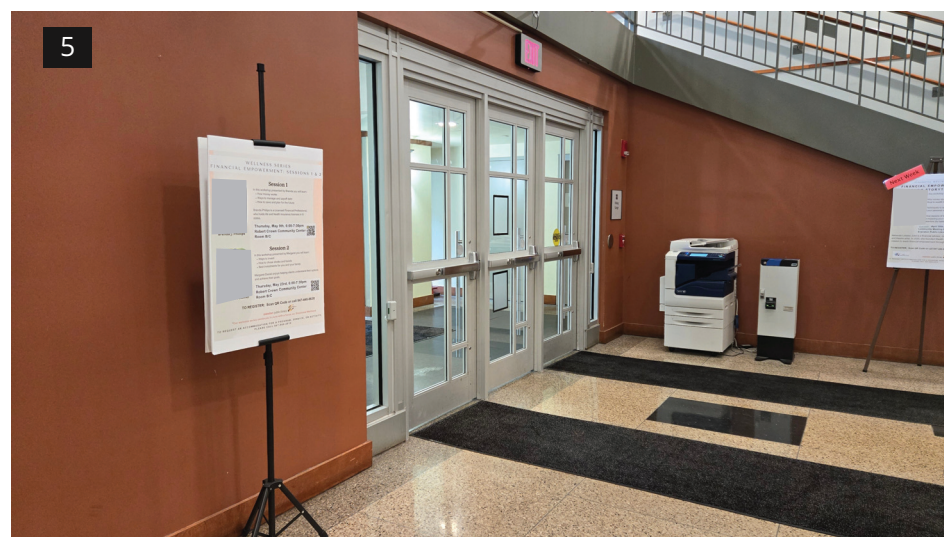
LEGEND of IMAGES:

Photos represent examples of Existing Conditions throughout the Library, and Comments to consider for Renovations and Re-planning.

1. REMOVE COMPARTMENTALIZED AREAS IN CHILDREN'S DEPARTMENT.
2. REPLACE CEILING TILE.
3. CLEAN REGISTERS AND DIFFUSERS.
4. STRIP, CLEAN, AND POLISH EXISTING TERRAZZO FLOORS / RESURFACE AS NEEDED.
5. ENTRY TO BE RECONFIGURED.
6. REMOVE AND RE-PLAN THE STORY-TIME ROOM.
7. EXPAND "CAFE" AREA.
8. ADD KEYCARD CONTROLS TO EXITS.
9. INVENTORY AND REMOVE OLD EQUIPMENT.
10. RE-PLAN USE OF AREAS WITH NATURAL LIGHT.
11. REPLACE ALL CARPET.
12. WORN AND DATED CARPET.
13. REVISE MEETING ROOM LAYOUT SPACE IN TEEN AREA.
14. RELOCATE HOLDINGS AREA.
15. REMOVE UNNECESSARY STACKS / SHORTEN FOR BETTER SIGHT & SECURITY CONTROL
16. STORAGE ROOM AREAS TO BE RE-PLANNED AND UTILIZED FOR PUBLIC/ PATRON USES.
17. RE-PLAN OVER-CAPACITY STAFF OFFICES IN CHILDREN'S LIBRARY AREA.
18. TEEN LOCKERS AREAS ARE WORN, NEED TO BE REFURBISHED AND RE-PLANNED.
19. FRONT DESK TO BE REIMAGINED FOR MORE EFFICIENT WORKFLOW AND AREA USE.
20. EMERGING ADULT AREA TO BE RE-PLANNED FOR UPDATED AND EFFICIENT USE.
21. TEEN ROOM FINISHES ARE WORN, NEED TO BE REFURBISHED.
22. TEEN STUDY ROOMS ARE WORN, NEED TO BE REFURBISHED.
23. WORN CARPET BETWEEN STACKS.
24. WORN CARPET AND FINISHES.
25. MOSAIC ART FOUNTAIN TO BE REMOVED / REPURPOSED ELSEWHERE.
26. STAFF KITCHENETTE REQUIRES UPDATES/ RENOVATION.
27. INTERIOR FINISHES ARE WORN FROM AGE, NEED TO BE REFURBISHED.
28. WORN CARPET BETWEEN STACKS.

Exhibit C:
Existing Condition Photographs







Moody Nolan
 The Rookery Building
 209 S La Salle Street, Suite 820
 Chicago, IL 60604
 312.929.2516
 moodynolan.com

October 11, 2024

MEMO: Summary Review of Conceptual Cost Estimate

**RE: Evanston Public Library (EPL), Conceptual Program and Planning Study
 PO # 2024-00000611**

This memo provides summary review for the opinion for Construction Cost Budget (Conceptual Estimate, dated October 09, 2024).

This cost estimate is based on the “Conceptual Program and Planning Study” report document (Drawings and written descriptions, also dated October 09, 2024).

We understand these costs will be provided to the City Council, to assist with funding requests for the proposed main library renovation project.

The table below is an **excerpt from the cost summary (Report Page 4/24)**.

SUBTOTAL		\$62.66	\$7,345,420
DESIGN CONTINGENCY	15.0%	\$9.40	\$1,101,813
GENERAL CONDITIONS/BOND/INSURANCE	15.0%	\$10.81	\$1,267,085
CONTRACTOR'S FEES	5.0%	\$4.14	\$485,716
ESCALATION TO MID-POINT OF CONSTRUCTION	14.90%	\$12.97	\$1,519,805
TOTAL ESTIMATED CONSTRUCTION COSTS		\$99.98	\$11,719,839
ALTERNATES INCLUDING MARKUPS			
Alternate #1: Replace Existing Flat Roofs		ADD	\$1,723,466
Alternate #2: Replace Existing Standing Seam Roof		ADD	\$364,028
Alternate #3: MEP Medium Term Goals		ADD	\$6,991,701
Alternate #4: MEP Long Term Goals		ADD	\$1,883,123
Alternate #5: Ramp A (South Ramp)		ADD	\$586,348
Alternate #6: Ramp B (Southeast Ramp/Stair)		ADD	\$853,795

A) TOTAL Base Scope Construction Cost, INTERIORS Only, INTERIOR Floors 1-4 Only

B) Base Scope Alternate, Flat Roof Replacement

C) Deferred Alternates, Systems Maintenance & Replacement

D) Exterior Alternates, Ramp and Landscape/Hardscape areas

FFE Costs (Furniture, Fixtures & Equipment) costs were excluded from this estimate.

Assuming \$30 - \$35 / Square Foot (for 117,221 GSF), the estimated FFE cost ranges **\$3,516,600** to **\$4,102,700**.

E) FFE (Furniture, Fixtures & Equipment)

Estimated Costs for the Library Interior Renovations & Roofing, at Conceptual Design level total are as follows:

Area or Item		Owner's Prior Estimate (Updated to June 2027)	Conceptual Estimate (Report date: Oct 2024)	Difference
A	Floors 1-4 only (Construction Hard Cost)	\$11,307,660	\$11,719,839	+ \$412,179
B	Roofing replacement work (Flat Roofs only)	\$1,886,400	\$1,723,466	(-\$162,934)
E	FFE (Furniture, Fixtures & Equipment)	\$1,699,740	\$3,516,600	+ \$1,816,860
TOTAL		\$14,893,800	\$16,959,905	+ \$2,066,105

Further review of the **Conceptual Cost Estimate** will be explained by Moody Nolan, at the Library Board Meeting scheduled for Wednesday, October 16, 2024.

End of Memo.

City of Evanston

Evanston Public Library Renovation

1703 Orrington Avenue
Evanston, Illinois 60201

Conceptual Estimate

October 9, 2024

Project: 2024A125

Prepared For:

Moody Nolan
209 S. LaSalle Street
Suite 820
Chicago, IL 60604

NOTES REGARDING PREPARATION OF ESTIMATE

This estimate was prepared based on the following documents provided by Moody Nolan:

1. EPL Conceptual Program & Planning Study dated September 20, 2024.
2. Basement Floor Narrative dated September 20, 2024.
3. First Floor Narrative dated September 20, 2024.
4. Second Floor Narrative dated September 20, 2024.
5. Third Floor Narrative dated September 20, 2024.
6. Fourth Floor Narrative dated September 20, 2024.
7. Original construction documents dated July 22, 1993.
8. Information regarding the project was also obtained via meetings, phone conversations, and email messages that clarified the project scope.

BIDDING PROCESS - MARKET CONDITIONS

This document is based on the measurement and pricing of quantities wherever information is provided and/or reasonable assumptions for other work not covered in the drawings or specifications, as stated within this document. Unit rates have been generated from current material/labor rates, historical production data, and discussions with relevant subcontractors and material suppliers. The unit rates reflect current bid costs in the area. All unit rates relevant to subcontractor work include the subcontractors overhead and profit unless otherwise stated.

Pricing reflects probable construction costs obtainable in the Chicago, Illinois area on the bid date. This estimate is a determination of fair market value for the construction of this project. It is not a prediction of low bid. Pricing assumes competitive bidding for every portion of the construction work for all subcontractors with a minimum of 3 bidders for all items of subcontracted work and a with a minimum of 3 bidders for a general contractor. Experience indicates that a fewer number of bidders may result in higher bids, conversely an increased number of bidders may result in more competitive bids.

Since The Concord Group has no control over the cost of labor, material, equipment, or over the contractor's method of determining prices, or over the competitive bidding or market conditions at the time of bid, this statement of probable construction cost is based on industry practice, professional experience and qualifications, and represents The Concord Group's best judgment as professional construction cost consultants familiar with the construction industry. However, The Concord Group cannot and does not guarantee that the proposals, bids, or the construction cost will not vary from opinions of probable cost prepared by them.

ASSUMED CONSTRUCTION PARAMETERS

The pricing is based on the following project parameters:

1. A construction notice to proceed date of June, 2027.
2. A construction duration of 18-24 months.
3. The contract will be competitively bid to multiple contractors.
4. All contractors will be required to pay prevailing wages.
5. There are no phasing requirements.
6. The contractors will have full access to the site during normal working hours
7. Estimate detail includes pricing as of October 2024.

EXCLUSIONS

The following are excluded from the cost of this estimate:

1. Professional Design Fees
2. Testing Fees
3. Owner Contingencies/Scope Changes
4. Premium Time / Restrictions on Contractor Working Hours
5. Cost Escalation Beyond a Construction Mid-Point Date of April 2028
6. Finance and Legal Charges
7. Environmental Abatement Costs
8. Temporary Owner Facilities
9. Moisture Mitigation
10. Equipment (Owner Furnished/Installed)
11. Loose Furniture
12. Artwork
13. Third Party Commissioning
14. Non-fixed Audio/Visual Equipment & Wiring
15. Telephone / Data Equipment & Wiring
16. Contaminated Soil Removal
17. Structurally Unsuitable Soil Removal
18. Unforeseen Future Cost Impacts Based on Supply Chain Impacts

COST SUMMARY		117,221	GSF	\$/SF	BUILDING TOTAL
01000	GENERAL REQUIREMENTS			\$0.00	\$0
02000	EXISTING CONDITIONS			\$3.26	\$381,895
03000	CONCRETE			\$3.06	\$358,426
04000	MASONRY			\$0.00	\$0
05000	METALS			\$1.59	\$186,405
06000	WOODS, PLASTICS & COMPOSITES			\$2.70	\$316,991
07000	THERMAL & MOISTURE PROTECTION SYSTEM			\$0.49	\$57,198
08000	OPENINGS			\$7.28	\$853,542
09000	FINISHES			\$32.97	\$3,865,362
10000	SPECIALTIES			\$0.48	\$56,426
11000	EQUIPMENT			\$0.00	\$285
12000	FURNISHINGS			\$2.32	\$272,329
13000	SPECIAL CONSTRUCTION			\$0.00	\$0
14000	CONVEYING EQUIPMENT			\$0.00	\$0
21000	FIRE SUPPRESSION			\$0.47	\$54,707
22000	PLUMBING			\$1.02	\$119,321
	HEATING, VENTILATING & AIR CONDITIONING			\$2.95	\$345,300
26000	ELECTRICAL			\$4.07	\$477,234
27000	COMMUNICATIONS			\$0.00	\$0
28000	ELECTRONIC SAFETY AND SECURITY			\$0.00	\$0
31000	EARTHWORK			\$0.00	\$0
32000	EXTERIOR IMPROVEMENTS			\$0.00	\$0
33000	UTILITIES			\$0.00	\$0
SUBTOTAL				\$62.66	\$7,345,420
	DESIGN CONTINGENCY	15.0%		\$9.40	\$1,101,813
	GENERAL CONDITIONS/BOND/INSURANCE	15.0%		\$10.81	\$1,267,085
	CONTRACTOR'S FEES	5.0%		\$4.14	\$485,716
	ESCALATION TO MID-POINT OF CONSTRUCTION	14.90%		\$12.97	\$1,519,805
TOTAL ESTIMATED CONSTRUCTION COSTS				\$99.98	\$11,719,839
ALTERNATES INCLUDING MARKUPS					
	Alternate #1: Replace Existing Flat Roofs			ADD	\$1,723,466
	Alternate #2: Replace Existing Standing Seam Roof			ADD	\$364,028
	Alternate #3: MEP Medium Term Goals			ADD	\$6,991,701
	Alternate #4: MEP Long Term Goals			ADD	\$1,883,123
	Alternate #5: Ramp A (South Ramp)			ADD	\$586,348
	Alternate #6: Ramp B (Southeast Ramp/Stair)			ADD	\$853,795

DESCRIPTION	QTY	UM	UNIT COST	TOTAL COST
BASE BID				
02100 Selective Demolition				
02000 EXISTING CONDITIONS				
Remove decorative window and trim, salvage	1	EACH	250.16	250
Remove overhead garage door	2	EACH	500.32	1,001
Demolish exterior wall assembly	230	SQFT	16.61	3,820
Remove drywall metal stud partition	16,940	SQFT	2.29	38,720
Remove ceiling grid and tiles	79,978	SQFT	1.44	114,904
Remove flooring and base	74,183	SQFT	2.16	160,413
Remove ceramic tile	1,680	SQFT	2.96	4,981
Remove ceramic tile wall	6,510	SQFT	3.34	21,713
Remove terrazzo flooring	2,352	SQFT	6.67	15,690
Remove interior door and frame, single	12	EACH	216.25	2,595
Remove interior door and frame, single, salvage	7	EACH	216.25	1,514
Remove interior door and frame, double	5	EACH	389.25	1,946
Remove casework	117	LNFT	43.25	5,060
Remove casework, salvage service point desk	12	LNFT	173.00	2,076
Remove lockers, salvage	12	EACH	50.00	600
Remove toilet partition & toilet accessories, restrooms, salvage	10	EACH	500.32	5,003
Demo wall covering	760	SQFT	2.12	1,608
SUBTOTAL: EXISTING CONDITIONS				\$381,895
TOTAL: Selective Demolition				\$381,895
03700 Concrete Restoration				
03000 CONCRETE				
Patch & repair concrete floor	29,233	SQFT	12.26	358,426
SUBTOTAL: CONCRETE				\$358,426
TOTAL: Concrete Restoration				\$358,426
05100 Structural Steel				
05000 METALS				
Cantilevered structure extension at Board Room, approx 23'-0" x 3'-6"	1	EACH	30,946.30	30,946
Miscellaneous angles, channels, lintels, etc.	117,221	SQFT	1.33	155,458
SUBTOTAL: METALS				\$186,405
TOTAL: Structural Steel				\$186,405
06200 Rough Carpentry				
06000 WOODS, PLASTICS & COMPOSITES				
Miscellaneous wood blocking & rough carpentry	117,221	SQFT	1.46	171,131
SUBTOTAL: WOODS, PLASTICS & COMPOSITES				\$171,131
TOTAL: Rough Carpentry				\$171,131

DESCRIPTION	QTY	UM	UNIT COST	TOTAL COST
06300 Millwork				
06000 WOODS, PLASTICS & COMPOSITES				
P-lam base cabinets and solid surface countertops	78	LNFT	606.54	47,310
P-lam wall hung cabinets	78	LNFT	586.53	45,750
Banquette Seating	56	LNFT	599.70	33,583
Service point desk	33	LNFT	481.46	15,888
Service point desk, reinstall salvage	12	LNFT	277.44	3,329
SUBTOTAL: WOODS, PLASTICS & COMPOSITES				\$145,860
TOTAL: Millwork				\$145,860
07700 Fireproofing & Firestopping				
07000 THERMAL & MOISTURE PROTECTION				
Fireproof steel structure at cantilever	1	LSUM	1,529.74	1,530
SUBTOTAL: THERMAL & MOISTURE PROTECTION				\$1,530
TOTAL: Fireproofing & Firestopping				\$1,530
07800 Caulking & Sealants				
07000 THERMAL & MOISTURE PROTECTION				
Miscellaneous caulking & sealants	117,221	SQFT	0.47	55,668
SUBTOTAL: THERMAL & MOISTURE PROTECTION				\$55,668
TOTAL: Caulking & Sealants				\$55,668
08300 Exterior Doors, Frames, & Hardware				
08000 OPENINGS				
Aluminum frame, 6'-0" x 7'-0"	2	EACH	1,417.05	2,834
Aluminum glass door, 6'-0" x 7'-0"	2	EACH	8,284.32	16,569
Elect operated OH garage door	2	EACH	2,445.98	4,892
Hardware set, double	2	EACH	1,918.64	3,837
SUBTOTAL: OPENINGS				\$28,132
TOTAL: Exterior Doors, Frames, & Hardware				\$28,132
08400 Interior Doors, Frames, & Hardware				
08000 OPENINGS				
HM frame, 3'-0" x 7'-0"	2	EACH	879.32	1,759
HM frame, 3'-0" x 7'-0", reinstall salvaged	7	EACH	284.32	1,990
HM frame, 3'-0" x 7'-0"; 2'-0" x 7'-0" sidelite	16	EACH	1,302.24	20,836
HM frame, 6'-0" x 7'-0"; 2'-0" x 7'-0" sidelite each side	10	EACH	2,114.48	21,145
Aluminum glass door, 3'-0" x 7'-0"	9	EACH	4,225.49	38,029
Aluminum glass door, 6'-0" x 7'-0"	10	EACH	8,284.32	82,843
Wood door, 3'-0" x 7'-0"	18	EACH	1,142.16	20,559
Wood door, 3'-0" x 7'-0", reinstall salvaged	7	EACH	142.16	995
Wood door, 6'-0" x 7'-0"	10	EACH	2,284.32	22,843
Hardware set, single	34	EACH	1,284.32	43,667

DESCRIPTION	QTY	UM	UNIT COST	TOTAL COST
Hardware set, double	20	EACH	1,918.64	38,373
SUBTOTAL: OPENINGS				\$293,039
TOTAL: Interior Doors, Frames, & Hardware				\$293,039
08500 Interior Glazing				
08000 OPENINGS				
Interior storefront, assuming 9' height at all locations	3,942	SQFT	134.26	529,249
SUBTOTAL: OPENINGS				\$529,249
TOTAL: Interior Glazing				\$529,249
08900 Miscellaneous Openings				
08000 OPENINGS				
Electric operated security gate	1	EACH	3,121.48	3,121
SUBTOTAL: OPENINGS				\$3,121
TOTAL: Miscellaneous Openings				\$3,121
09100 Plaster & Gypsum Board				
09000 FINISHES				
Partition: 3-5/8" metal studs @ 16" OC, 5/8" type X gypboard both sides, 3-1/2" sound attenuation batt insulation, full-height	17,160	SQFT	20.70	355,286
SUBTOTAL: FINISHES				\$355,286
TOTAL: Plaster & Gypsum Board				\$355,286
09200 Floor Finishes				
09000 FINISHES				
Ceramic tile floor	1,680	SQFT	27.52	46,235
Patch and repair terrazzo flooring	7,233	SQFT	37.74	272,987
Patch and repair terrazzo stair treads	660	LNFT	86.85	57,324
VCT	4,320	SQFT	3.79	16,379
Luxury vinyl tile	147	SQFT	9.29	1,366
Resilient base, 4" high	9,913	LNFT	2.76	27,384
Concrete sealer	29,233	SQFT	2.07	60,369
Carpet flooring	72,152	SQFT	6.30	454,558
SUBTOTAL: FINISHES				\$936,602
TOTAL: Floor Finishes				\$936,602
09300 Wall Finishes				
09000 FINISHES				
Ceramic wall tile	6,510	SQFT	23.87	155,402
Patch & repair wood wall trims	102,968	SQFT	6.39	657,677
SUBTOTAL: FINISHES				\$813,079
TOTAL: Wall Finishes				\$813,079

DESCRIPTION	QTY	UM	UNIT COST	TOTAL COST
09400 Ceiling Finishes				
09000 FINISHES				
ACT system, 2'-0" x 4'-0"	80,063	SQFT	9.03	723,193
SUBTOTAL: FINISHES				\$723,193
TOTAL: Ceiling Finishes				\$723,193
09600 Paints & Coatings				
09000 FINISHES				
Paint door, single, interior	50	EACH	163.28	8,164
Paint door, double, interior	20	EACH	261.24	5,225
Paint door frame, single, interior	50	EACH	99.97	4,998
Paint door frame, double, interior	20	EACH	134.62	2,692
Patch and paint walls	102,968	SQFT	9.83	1,012,031
Paint exposed structure	1,620	SQFT	2.53	4,092
SUBTOTAL: FINISHES				\$1,037,203
TOTAL: Paints & Coatings				\$1,037,203
10200 Signage				
10000 SPECIALTIES				
Interior wayfinding signage	117,221	SQFT	0.34	39,808
SUBTOTAL: SPECIALTIES				\$39,808
TOTAL: Signage				\$39,808
10400 Toilet Accessories				
10000 SPECIALTIES				
Replace toilet partition & toilet accessories, restrooms	10	EACH	500.32	5,003
SUBTOTAL: SPECIALTIES				\$5,003
TOTAL: Toilet Accessories				\$5,003
10500 Fire Protection Specialties				
10000 SPECIALTIES				
Fire extinguisher & cabinet, recessed	10	EACH	554.09	5,541
SUBTOTAL: SPECIALTIES				\$5,541
TOTAL: Fire Protection Specialties				\$5,541
10600 Lockers & Benches				
10000 SPECIALTIES				
Storage locker	22	EACH	276.08	6,074
SUBTOTAL: SPECIALTIES				\$6,074
TOTAL: Lockers & Benches				\$6,074
11200 Library Equipment				

DESCRIPTION	QTY	UM	UNIT COST	TOTAL COST
11000 EQUIPMENT				
Printer, reinstall existing	1	EACH	142.69	143
Microfiche, reinstall existing	1	EACH	142.69	143
SUBTOTAL: EQUIPMENT				\$285
TOTAL: Library Equipment				\$285
12500 Library Furniture				
12000 FURNISHINGS				
Remove and replace stacks, salvage	7	EACH	250.16	1,751
Computer work station	32	EACH	8,455.55	270,578
SUBTOTAL: FURNISHINGS				\$272,329
TOTAL: Library Furniture				\$272,329
21300 Sprinkler Heads & Piping				
21000 FIRE SUPPRESSION				
Perform necessary repairs to existing wet sprinkler system	99,467	SQFT	0.55	54,707
SUBTOTAL: FIRE SUPPRESSION				\$54,707
TOTAL: Sprinkler Heads & Piping				\$54,707
22300 Plumbing Equipment & Specialties				
22000 PLUMBING				
Repair/replace existing unitary equipment - allowance	99,467	SQFT	1.20	119,321
SUBTOTAL: PLUMBING				\$119,321
TOTAL: Plumbing Equipment & Specialties				\$119,321
23200 Ventilation & Exhaust				
23000 HEATING VENTILATION & AIR CONDITIONING				
Repair/replace existing unitary equipment - allowance	99,467	SQFT	1.62	161,296
SUBTOTAL: HEATING VENTILATION & AIR CONDITIONING				\$161,296
TOTAL: Ventilation & Exhaust				\$161,296
23600 Temperature Controls				
23000 HEATING VENTILATION & AIR CONDITIONING				
Modify/upgrade existing BAS/DDC controls - allowance	99,467	SQFT	1.85	184,004
SUBTOTAL: HEATING VENTILATION & AIR CONDITIONING				\$184,004
TOTAL: Temperature Controls				\$184,004
26100 Selective Demolition				
26000 ELECTRICAL				
Selective demolition and removal of light fixtures	130	EACH	107.17	13,932
SUBTOTAL: ELECTRICAL				\$13,932
TOTAL: Selective Demolition				\$13,932

DESCRIPTION	QTY	UM	UNIT COST	TOTAL COST
26200 Main Power Distribution				
26000 ELECTRICAL				
Replace 3,000 Amp, 480V main service bolted pressure switch with circuit breaker.	1	EACH	35,343.36	35,343
Add surge protection devices to the main services and panels downstream	8	EACH	2,251.88	18,015
Add a 200KW emergency generator to serve Standby and Emergency Services	1	EACH	348,200.00	348,200
SUBTOTAL: ELECTRICAL				\$401,558
TOTAL: Main Power Distribution				\$401,558
26500 Lighting				
26000 ELECTRICAL				
Replace emergency units.	130	EACH	474.95	61,744
SUBTOTAL: ELECTRICAL				\$61,744
TOTAL: Lighting				\$61,744
TOTAL: BASE BID				\$7,345,420

DESCRIPTION	QTY	UM	UNIT COST	TOTAL COST
ALTERNATE #1: REPLACE EXISTING FLAT ROOFS				
02100 Selective Demolition				
02000 EXISTING CONDITIONS				
Remove roof assembly	19,342	SQFT	11.07	214,155
SUBTOTAL: EXISTING CONDITIONS				\$214,155
TOTAL: Selective Demolition				\$214,155
07400 Roofing				
07000 THERMAL & MOISTURE PROTECTION				
Roofing system, including insulation and protection board, walkway pads	19,342	SQFT	35.09	678,620
Flashing & counterflashing	1,763	LNFT	48.97	86,338
Flashing at roof drains	22	EACH	246.61	5,425
SUBTOTAL: THERMAL & MOISTURE PROTECTION				\$770,383
TOTAL: Roofing				\$770,383
22100 Selective Demolition				
22000 PLUMBING				
Remove roof drains	22	EACH	281.12	6,185
SUBTOTAL: PLUMBING				\$6,185
TOTAL: Selective Demolition				\$6,185
22300 Plumbing Equipment & Specialties				
22000 PLUMBING				
Provide new roof drains	22	EACH	985.97	21,691
Extend existing plumbing vents to required height - allowance	10	EACH	432.30	4,323
Rod and scope existing roof drains	22	EACH	2,883.96	63,447
SUBTOTAL: PLUMBING				\$89,461
TOTAL: Plumbing Equipment & Specialties				\$89,461
TOTAL: ALTERNATE #1: REPLACE EXISTING FLAT ROOFS				\$1,080,184

DESCRIPTION	QTY	UM	UNIT COST	TOTAL COST
ALTERNATE #2: REPLACE EXISTING STANDING SEAM ROOF				
02100 Selective Demolition				
02000 EXISTING CONDITIONS				
Remove metal standing seam roofing	8,550	SQFT	2.34	19,998
SUBTOTAL: EXISTING CONDITIONS				\$19,998
TOTAL: Selective Demolition				\$19,998
07400 Roofing				
07000 THERMAL & MOISTURE PROTECTION				
Standing seam metal roof system, including rigid insulation	8,550	SQFT	24.35	208,157
SUBTOTAL: THERMAL & MOISTURE PROTECTION				\$208,157
TOTAL: Roofing				\$208,157
TOTAL: ALTERNATE #2: REPLACE EXISTING STANDING SEAM ROOF				\$228,155

DESCRIPTION	QTY	UM	UNIT COST	TOTAL COST
ALTERNATE #3: MEP MEDIUM TERM GOALS				
21300 Sprinkler Heads & Piping				
21000 FIRE SUPPRESSION				
Reconfigure existing wet sprinkler system for renovation/buildout	99,467	SQFT	4.24	421,541
SUBTOTAL: FIRE SUPPRESSION				\$421,541
TOTAL: Sprinkler Heads & Piping				\$421,541
22100 Selective Demolition				
22000 PLUMBING				
Remove existing self-rimming sinks including roughin	1	EACH	210.97	211
SUBTOTAL: PLUMBING				\$211
TOTAL: Selective Demolition				\$211
22200 Plumbing Fixtures				
22000 PLUMBING				
Sink, stainless steel, single basin self-rimming, manual faucet	2	EACH	1,529.50	3,059
Allowance to replace other plumbing fixtures	99,467	SQFT	0.40	39,837
SUBTOTAL: PLUMBING				\$42,896
TOTAL: Plumbing Fixtures				\$42,896
22300 Plumbing Equipment & Specialties				
22000 PLUMBING				
Circuit setter balancing valve, 3/4"	2	EACH	171.22	342
Cleanouts - floor	2	EACH	768.21	1,536
SUBTOTAL: PLUMBING				\$1,879
TOTAL: Plumbing Equipment & Specialties				\$1,879
22400 Domestic Water, Waste & Vent, & Storm Drainage Piping				
22000 PLUMBING				
Domestic water pipe, fittings, and supports, 3/4" type L copper	100	LNFT	29.84	2,984
Pipe insulation, 3/4" domestic water piping	100	LNFT	10.86	1,086
Sanitary/waste pipe, fittings, and supports, CI no-hub, AG, 3"	20	LNFT	65.67	1,313
Vent pipe, fittings, and supports, CI no-hub, AG, 2"	50	LNFT	56.99	2,849
Shutoff/isolation valve, ball, 3/4"	4	EACH	156.41	626
Tie new domestic water piping into existing	4	EACH	824.74	3,299
Tie new sanitary/waste & piping into existing	2	EACH	912.80	1,826
Tie new vent piping into existing	2	EACH	751.24	1,502
Pipe and valve tagging - domestic water	100	LNFT	1.56	156
System pressure testing, water pipe chlorination, and pipe flushing - domestic plumbing	1	LSUM	3,414.06	3,414
SUBTOTAL: PLUMBING				\$19,055
TOTAL: Domestic Water, Waste & Vent, & Storm Drainage Piping				\$19,055

DESCRIPTION	QTY	UM	UNIT COST	TOTAL COST
23100 Selective Demolition				
23000 HEATING VENTILATION & AIR CONDITIONING				
Remove existing branch ductwork and insulation	99,467	SQFT	4.65	462,651
Remove existing grilles and diffusers	99,467	EACH	0.47	46,759
SUBTOTAL: HEATING VENTILATION & AIR CONDITIONING				\$509,410
TOTAL: Selective Demolition				\$509,410
23200 Ventilation & Exhaust				
23000 HEATING VENTILATION & AIR CONDITIONING				
Provide new galvanized steel branch duct & insulation	99,467	SQFT	8.97	892,696
Provide new grilles and diffusers	99,467	SQFT	0.83	82,289
SUBTOTAL: HEATING VENTILATION & AIR CONDITIONING				\$974,985
TOTAL: Ventilation & Exhaust				\$974,985
23700 Testing, Balancing, & Commissioning				
23000 HEATING VENTILATION & AIR CONDITIONING				
Airflow system testing and balancing	1	LSUM	125,000.00	125,000
SUBTOTAL: HEATING VENTILATION & AIR CONDITIONING				\$125,000
TOTAL: Testing, Balancing, & Commissioning				\$125,000
26100 Selective Demolition				
26000 ELECTRICAL				
Modify panels/distribution system as required for any renovation work	99,467	EACH	0.65	64,654
Selective demolition and removal of devices and branch wiring	99,467	EACH	0.50	49,734
SUBTOTAL: ELECTRICAL				\$114,387
TOTAL: Selective Demolition				\$114,387
26200 Main Power Distribution				
26000 ELECTRICAL				
Rework/Upgrade/Relabel existing panelboards	1	LSUM	10,000.00	10,000
SUBTOTAL: ELECTRICAL				\$10,000
TOTAL: Main Power Distribution				\$10,000
26500 Lighting				
26000 ELECTRICAL				
Replace lights, controls and circuits for any renovation work.	99,467	EACH	15.65	1,556,688
Lighting control, devices, cabling, connections and testing	99,467	SQFT	1.20	119,002
Rework existing branch wiring installation 600 V, including 3/4" EMT conduit and THWN wire, 20A	99,467	SQFT	1.50	148,813
SUBTOTAL: ELECTRICAL				\$1,824,503
TOTAL: Lighting				\$1,824,503
26600 Branch Power Distribution & Devices				

DESCRIPTION	QTY	UM	UNIT COST	TOTAL COST
26000 ELECTRICAL				
Replace end devices (receptacles) and circuits	99,467	EACH	1.15	114,387
	SUBTOTAL: ELECTRICAL			\$114,387
TOTAL: Branch Power Distribution & Devices				\$114,387
28200 Fire Alarm Systems				
28000 ELECTRONIC SAFETY & SECURITY				
Replace any fire alarm end devices and circuits as required for any renovation work.	99,467	EACH	2.25	223,801
	SUBTOTAL: ELECTRONIC SAFETY & SECURITY			\$223,801
TOTAL: Fire Alarm Systems				\$223,801
TOTAL: ALTERNATE #3: MEP MEDIUM TERM GOALS				\$4,382,055

DESCRIPTION	QTY	UM	UNIT COST	TOTAL COST
ALTERNATE #4: MEP LONG TERM GOALS				
21100 Selective Demolition				
21000 FIRE SUPPRESSION				
Shutdown and drain entire wet sprinkler system	1	LSUM	5,354.80	5,355
Remove fire pump and controller	1	EACH	4,283.84	4,284
Remove jockey pump and controller	1	EACH	2,141.92	2,142
Remove dry pipe valve and compressor	1	EACH	805.23	805
SUBTOTAL: FIRE SUPPRESSION				\$12,586
TOTAL: Selective Demolition				\$12,586
21200 Fire Sprinkler Equipment & Specialties				
21000 FIRE SUPPRESSION				
Fire pump, 1250 gpm, electric motor, w/controller	1	EACH	62,649.71	62,650
Jockey pump, electric motor, w/controller	1	EACH	6,070.96	6,071
SUBTOTAL: FIRE SUPPRESSION				\$68,721
TOTAL: Fire Sprinkler Equipment & Specialties				\$68,721
21400 Testing & Commissioning				
21000 FIRE SUPPRESSION				
System pressure testing and certification	1	LSUM	3,245.33	3,245
SUBTOTAL: FIRE SUPPRESSION				\$3,245
TOTAL: Testing & Commissioning				\$3,245
21900 Special Fire Suppression				
21000 FIRE SUPPRESSION				
Dry pipe valve assembly, 4", w/trim & compressor	1	EACH	12,574.89	12,575
SUBTOTAL: FIRE SUPPRESSION				\$12,575
TOTAL: Special Fire Suppression				\$12,575
22100 Selective Demolition				
22000 PLUMBING				
Disconnect the remove domestic booster system	1	EACH	5,622.40	5,622
Disconnect and remove domestic water heaters	1	LSUM	13,493.76	13,494
Remove duplex sump pump	1	EACH	3,373.44	3,373
Remove duplex sewage ejector	1	EACH	3,373.44	3,373
SUBTOTAL: PLUMBING				\$25,863
TOTAL: Selective Demolition				\$25,863
22300 Plumbing Equipment & Specialties				
22000 PLUMBING				
Domestic booster system, duplex, remote hydropneumatic tank, controls	1	EACH	48,000.00	48,000
Domestic water heaters	1	LSUM	60,000.00	60,000

DESCRIPTION	QTY	UM	UNIT COST	TOTAL COST
Sewage ejectors, duplex, in existing basin, controls	1	EACH	35,000.00	35,000
Sump pumps, duplex, in existing basin, controls	1	EACH	33,500.00	33,500
SUBTOTAL: PLUMBING				\$176,500
TOTAL: Plumbing Equipment & Specialties				\$176,500
23100 Selective Demolition				
23000 HEATING VENTILATION & AIR CONDITIONING				
Disconnect and remove AHU fan array	1	EACH	9,063.04	9,063
Disconnect and remove HW boilers	2	EACH	6,759.84	13,520
Disconnect and remove air-cooled chillers	2	EACH	19,013.12	38,026
Disconnect and remove hydronic system pumps, base-mount end suction	4	EACH	1,681.55	6,726
Disconnect and remove hydronic system pumps, inline	2	EACH	563.32	1,127
SUBTOTAL: HEATING VENTILATION & AIR CONDITIONING				\$68,462
TOTAL: Selective Demolition				\$68,462
23200 Ventilation & Exhaust				
23000 HEATING VENTILATION & AIR CONDITIONING				
Provide new 100,000 cfm fan array, 4x2	1	EACH	228,594.56	228,595
SUBTOTAL: HEATING VENTILATION & AIR CONDITIONING				\$228,595
TOTAL: Ventilation & Exhaust				\$228,595
23300 Central Hydronic & Steam Equipment & Specialties				
23000 HEATING VENTILATION & AIR CONDITIONING				
HW boilers, condensing, 4000 mbh	2	EACH	100,541.50	201,083
Chiller, air-cooled, 182 tons	1	EACH	293,519.68	293,520
Hydronic system pump, 30 hp, base-mount	2	EACH	23,681.55	47,363
Hydronic system pump, 15 hp, base-mount	2	EACH	10,447.10	20,894
Hydronic system pump, 1/2 hp, inline	2	EACH	1,440.83	2,882
Variable frequency drive, pump, 30 hp (MC supply, EC install)	2	EACH	5,718.91	11,438
Variable frequency drive, pump, 15 hp (MC supply, EC install)	2	EACH	3,261.91	6,524
SUBTOTAL: HEATING VENTILATION & AIR CONDITIONING				\$583,703
TOTAL: Central Hydronic & Steam Equipment & Specialties				\$583,703
TOTAL: ALTERNATE #4: MEP LONG TERM GOALS				\$1,180,249

DESCRIPTION	QTY	UM	UNIT COST	TOTAL COST
ALTERNATE #5: RAMP A (SOUTH RAMP)				
02100 Selective Demolition				
02000 EXISTING CONDITIONS				
Remove exterior window system/curtainwall	198	SQFT	27.96	5,536
SUBTOTAL: EXISTING CONDITIONS				\$5,536
TOTAL: Selective Demolition				\$5,536
03100 Concrete Formwork				
03000 CONCRETE				
Formwork for strip footing	181	SQFT	16.29	2,948
Formwork for retaining wall	1,044	SQFT	24.56	25,643
SUBTOTAL: CONCRETE				\$28,591
TOTAL: Concrete Formwork				\$28,591
03200 Concrete Reinforcement				
03000 CONCRETE				
Reinforcement in strip footings, avg 65 lbs/cy	612	LBS	3.96	2,423
Reinforcement in retaining walls, avg 125 lbs/cy	2,417	LBS	4.35	10,524
SUBTOTAL: CONCRETE				\$12,947
TOTAL: Concrete Reinforcement				\$12,947
03300 Cast in Place Concrete				
03000 CONCRETE				
Concrete in strip footings	10	CUYD	429.61	4,296
Concrete in retaining walls	20	CUYD	497.82	9,956
SUBTOTAL: CONCRETE				\$14,252
TOTAL: Cast in Place Concrete				\$14,252
04100 Exterior Masonry				
04000 MASONRY				
Brick veneer, retaining wall	795	SQFT	50.46	40,116
Precast cap, retaining wall	87	LNFT	208.93	18,177
SUBTOTAL: MASONRY				\$58,293
TOTAL: Exterior Masonry				\$58,293
05400 Metal Fabrications				
05000 METALS				
Railing for ramps, exterior	178	LNFT	179.84	32,012
SUBTOTAL: METALS				\$32,012
TOTAL: Metal Fabrications				\$32,012
08200 Curtainwall & Storefront				

DESCRIPTION	QTY	UM	UNIT COST	TOTAL COST
08000 OPENINGS				
Aluminum curtainwall system	198	SQFT	202.89	40,172
SUBTOTAL: OPENINGS				\$40,172
TOTAL: Curtainwall & Storefront				\$40,172
08300 Exterior Doors, Frames, & Hardware				
08000 OPENINGS				
Aluminum glass door, 6'-0" x 7'-0"	2	EACH	8,443.71	16,887
Hardware set, double	2	EACH	1,918.64	3,837
SUBTOTAL: OPENINGS				\$20,725
TOTAL: Exterior Doors, Frames, & Hardware				\$20,725
31100 Site Preparation & Excavation				
31000 EARTHWORK				
Temporary job fence, qty allowance	148	LNFT	30.61	4,531
SUBTOTAL: EARTHWORK				\$4,531
TOTAL: Site Preparation & Excavation				\$4,531
31300 Foundation Excavation & Fill				
31000 EARTHWORK				
Excavate for foundations	120	CUYD	61.70	7,404
Backfill with imported material	209	CUYD	88.71	18,540
Haul off excavated material as CCDD	120	CUYD	37.09	4,451
SUBTOTAL: EARTHWORK				\$30,396
TOTAL: Foundation Excavation & Fill				\$30,396
31700 Pavement Bases				
31000 EARTHWORK				
Aggregate base, 6" thk, at concrete paving	35	CUYD	188.30	6,591
Aggregate base, 6" thk, at concrete paving terrace	10	CUYD	188.30	1,883
SUBTOTAL: EARTHWORK				\$8,474
TOTAL: Pavement Bases				\$8,474
31800 Site Demolition				
31000 EARTHWORK				
Remove concrete pavement	2,441	SQFT	3.95	9,652
Remove brick ledge wall & foundations	110	LNFT	319.38	35,132
Remove railings/guardrail	110	LNFT	18.19	2,001
SUBTOTAL: EARTHWORK				\$46,786
TOTAL: Site Demolition				\$46,786
32100 Pavement				
32000 EXTERIOR IMPROVEMENTS				

DESCRIPTION	QTY	UM	UNIT COST	TOTAL COST
Concrete pavement, 8" thk, terrace	541	SQFT	15.54	8,405
Concrete pavement, ramp, 8" thk	1,874	SQFT	15.54	29,115
SUBTOTAL: EXTERIOR IMPROVEMENTS				\$37,520
TOTAL: Pavement				\$37,520
32600 Landscaping				
32000 EXTERIOR IMPROVEMENTS				
Landscaping allowance	1	EACH	27,258.80	27,259
SUBTOTAL: EXTERIOR IMPROVEMENTS				\$27,259
TOTAL: Landscaping				\$27,259
TOTAL: ALTERNATE #5: RAMP A (SOUTH RAMP)				\$367,494

DESCRIPTION	QTY	UM	UNIT COST	TOTAL COST
ALTERNATE #6: RAMP B (SOUTHEAST RAMP/STAIR)				
03100 Concrete Formwork				
03000 CONCRETE				
Formwork for strip footings	160	SQFT	16.29	2,606
Formwork for foundation walls	164	SQFT	24.56	4,028
SUBTOTAL: CONCRETE				\$6,634
TOTAL: Concrete Formwork				\$6,634
03200 Concrete Reinforcement				
03000 CONCRETE				
Reinforcement in strip footings, avg 65 lbs/cy	506	LBS	3.96	2,004
Reinforcement in foundation walls, avg 115 lbs/cy	350	LBS	4.35	1,524
SUBTOTAL: CONCRETE				\$3,528
TOTAL: Concrete Reinforcement				\$3,528
03300 Cast in Place Concrete				
03000 CONCRETE				
Concrete in strip footings	8	CUYD	429.61	3,437
Concrete in foundation walls	4	CUYD	497.82	1,991
Concrete slab on grade ramp, 5" thk, with WWF	777	SQFT	16.53	12,843
Aggregate base, 6" thk, at concrete	15	CUYD	188.30	2,825
Vapor barrier at slab	777	SQFT	1.71	1,325
Concrete steps	44	LNFT	104.09	4,580
SUBTOTAL: CONCRETE				\$27,001
TOTAL: Cast in Place Concrete				\$27,001
03400 Cementitious Decks				
03000 CONCRETE				
LWT Concrete on metal deck, 5" thk, with WWF	910	SQFT	16.14	14,690
SUBTOTAL: CONCRETE				\$14,690
TOTAL: Cementitious Decks				\$14,690
05200 Structural Metal Stud Framing				
05000 METALS				
Structural steel tube reinforcement	96	LNFT	133.99	12,863
SUBTOTAL: METALS				\$12,863
TOTAL: Structural Metal Stud Framing				\$12,863
05400 Metal Fabrications				
05000 METALS				
Railing for ramps and stairs, interior	85	LNFT	179.84	15,287
SUBTOTAL: METALS				\$15,287

DESCRIPTION	QTY	UM	UNIT COST	TOTAL COST
TOTAL: Metal Fabrications				\$15,287
07400 Roofing				
07000 THERMAL & MOISTURE PROTECTION				
Roofing system, including insulation and protection board, walkway pads	910	SQFT	35.09	31,928
Flashing & counterflashing	151	LNFT	48.97	7,395
Flashing at roof drains	2	EACH	246.61	493
SUBTOTAL: THERMAL & MOISTURE PROTECTION				\$39,816
TOTAL: Roofing				\$39,816
07700 Fireproofing & Firestopping				
07000 THERMAL & MOISTURE PROTECTION				
Fireproof steel structure	910	SQFT	5.43	4,940
SUBTOTAL: THERMAL & MOISTURE PROTECTION				\$4,940
TOTAL: Fireproofing & Firestopping				\$4,940
08200 Curtainwall & Storefront				
08000 OPENINGS				
Aluminum curtainwall system	984	SQFT	202.89	199,644
SUBTOTAL: OPENINGS				\$199,644
TOTAL: Curtainwall & Storefront				\$199,644
08300 Exterior Doors, Frames, & Hardware				
08000 OPENINGS				
Aluminum glass door, 6'-0" x 7'-0"	1	EACH	8,443.71	8,444
Hardware set, double	1	EACH	1,918.64	1,919
SUBTOTAL: OPENINGS				\$10,362
TOTAL: Exterior Doors, Frames, & Hardware				\$10,362
09200 Floor Finishes				
09000 FINISHES				
Terrazzo flooring	865	SQFT	56.61	48,967
SUBTOTAL: FINISHES				\$48,967
TOTAL: Floor Finishes				\$48,967
09400 Ceiling Finishes				
09000 FINISHES				
ACT system, 2'-0" x 4'-0"	892	SQFT	9.03	8,057
SUBTOTAL: FINISHES				\$8,057
TOTAL: Ceiling Finishes				\$8,057
09600 Paints & Coatings				
09000 FINISHES				

DESCRIPTION	QTY	UM	UNIT COST	TOTAL COST
Paint walls	804	SQFT	1.83	1,470
SUBTOTAL: FINISHES				\$1,470
TOTAL: Paints & Coatings				\$1,470
21300 Sprinkler Heads & Piping				
21000 FIRE SUPPRESSION				
Extend sprinkler system into new addition/enclosed space	1	LSUM	8,354.17	8,354
SUBTOTAL: FIRE SUPPRESSION				\$8,354
TOTAL: Sprinkler Heads & Piping				\$8,354
22300 Plumbing Equipment & Specialties				
22000 PLUMBING				
Provide new roof drains	2	EACH	985.97	1,972
SUBTOTAL: PLUMBING				\$1,972
TOTAL: Plumbing Equipment & Specialties				\$1,972
23200 Ventilation & Exhaust				
23000 HEATING VENTILATION & AIR CONDITIONING				
HVAC provisions, extend existing system into new addition/enclosed space	1	LSUM	40,489.70	40,490
SUBTOTAL: HEATING VENTILATION & AIR CONDITIONING				\$40,490
TOTAL: Ventilation & Exhaust				\$40,490
26500 Lighting				
26000 ELECTRICAL				
Electrical & lighting provisions, extend existing system into new addition/enclosed space	1	LSUM	39,112.37	39,112
SUBTOTAL: ELECTRICAL				\$39,112
TOTAL: Lighting				\$39,112
31100 Site Preparation & Excavation				
31000 EARTHWORK				
Temporary job fence, qty allowance	82	LNFT	30.61	2,510
SUBTOTAL: EARTHWORK				\$2,510
TOTAL: Site Preparation & Excavation				\$2,510
31300 Foundation Excavation & Fill				
31000 EARTHWORK				
Excavate for foundations	48	CUYD	61.70	2,962
Backfill with imported material	36	CUYD	88.71	3,194
Haul off excavated material as CCDD	48	CUYD	37.09	1,780
SUBTOTAL: EARTHWORK				\$7,936
TOTAL: Foundation Excavation & Fill				\$7,936

DESCRIPTION	QTY	UM	UNIT COST	TOTAL COST
31800 Site Demolition				
31000 EARTHWORK				
Remove concrete pavement	603	SQFT	3.95	2,384
Remove brick ledge wall & foundations	88	LNFT	319.38	28,106
Remove concrete steps	44	SQFT	62.91	2,768
Remove railings/guardrail	66	LNFT	18.19	1,201
	SUBTOTAL: EARTHWORK			\$34,459
TOTAL: Site Demolition				\$34,459
32100 Pavement				
32000 EXTERIOR IMPROVEMENTS				
Pavement patching allowance	1	EACH	7,024.27	7,024
	SUBTOTAL: EXTERIOR IMPROVEMENTS			\$7,024
TOTAL: Pavement				\$7,024
TOTAL: ALTERNATE #6: RAMP B (SOUTHEAST RAMP/STAIR)				\$535,117

MEMORANDUM

To: Evanston Public Library Library Board of Trustees
Yolande Wilburn, Executive Director

From: Sameer Notta, Finance Manager
Lea Hernandez-Solis, Office Coordinator

Subject: Approval of the 2025 Proposed Library Expenditure Budget (Action)

Date: October 16, 2024

Summary

This memo will provide you with information on expenditures in the Library’s proposed expenditure budget for FY2025.

FY2025 Budget Operating Expenditures	Amount
Early Learning and Literacy	\$1,118,079
Lifelong Learning and Literacy	\$1,624,973
Access Services	\$1,705,197
Engagement Services	\$509,025
Robert Crown	\$730,787
Innovation & Digital Learning	\$1,142,614
Maintenance	\$1,472,312
Administration	\$1,944,917
Less: Salary Adjustment	-\$240,659
TOTAL	\$10,007,245

2025 Capital Improvement Planned Expenditures	Request
MAIN - Roof Restoration	\$1,900,000
TOTAL	\$1,900,000

MEMORANDUM

2025 Capital Improvement Projects - Detail

MAIN - Roof Restoration - This project will be funded through bonds issued by the City

MEMORANDUM

To: Evanston Public Library Library Board of Trustees
Yolande Wilburn, Executive Director

From: Sameer Notta, Finance Manager
Lea Hernandez-Solis, Office Coordinator

Subject: 2025 Preliminary Tax Levy Estimate

Date: October 16, 2024

Summary

For your information, this memo provides the Evanston Public Library's preliminary property tax estimate for FY2025:

- The corporate and special purpose property taxes extended for tax year 2023 (FY2024) equaled \$8,467,695.
- The proposed corporate and special purpose property taxes to be levied for tax year 2024 (FY2025) equals \$8,845,484. This represents a 4.46% increase over the previous year.
- The property taxes extended for debt service for tax year 2023 equaled \$603,411.
- The estimated property taxes to be levied for debt service for tax year 2024 equals \$594,790. This represents a 1.43% decrease over the previous year.
- The total property taxes extended for tax year 2023 equaled \$9,071,106.
- The estimated total property taxes to be levied for tax year 2024 equals \$9,440,274. This represents a 4.07% increase over the previous year.

MEMORANDUM

To: Evanston Public Library Board of Trustees
From: Yolande Wilburn, Executive Director
Subject: 2025 Library Board Meeting Schedule
Date: October 11, 2024

Traditionally the Library Board meets on the third Wednesday of the month at 6:30 p.m.

The proposed 2025 Board meeting dates are the third Wednesday of each month except for the first September special meeting for the budget.

I recommend Board approval of the following Board meetings for 2025:

January 15th
February 19th
March 19th
April 16th
May 21st
June 18th
July 16th
August 20th
September 3rd (Special Budget meeting)
September 17th (Public Hearing on budget)
October 15th (Truth in Taxation Hearing)
November 19th (Adoption of Tax Levy)
December 17th

To: Evanston Public Library Board of Trustees
From: Yolande Wilburn, Executive Director
Subject: 2025 Library Closings Schedule
Date: October 11, 2024

I propose that the Board consider the closure of the Library on the following significant dates in 2025:

2025 Library Closing Schedule:

Monday, January 1	New Year's Day*	
Monday, January 20	Martin Luther King, Jr. Day	Crown Branch only**
Thursday, April 21	Staff Development Day (all day)	
Monday, May 26	Memorial Day*	
Thursday, June 19	Juneteenth*	
Friday, July 4	Independence Day*	
Monday, September 1	Labor Day*	
Thursday, October 28	Staff Development Day (all day)	
Thursday, November 27	Thanksgiving Day*	
Friday, November 28	Day after Thanksgiving	Crown Branch only**
Thursday, December 24	Christmas Eve*	
Friday, December 25	Christmas Day*	
Thursday, December 31	New Year's Eve (Close at 5 pm)	
Friday, Jan 1, 2026	New Year's Day*	

*Paid holidays: Holiday time off with pay is granted for full-time and eligible part-time employees on January 1, May 26, June 19, July 4, September 1, November 27, December 24, December 25, and January 1, 2026.

Holiday pay is not granted for January 20, November 28, or December 31.

**The Robert Crown building is scheduled to be closed these days, so the Crown Branch Library cannot be open. Crown Branch Library staff can either work at Main or in another capacity, use paid time off, take the day unpaid, or make up the hours per the Union contract.