



EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES

BOARD MEETING PACKET

WEDNESDAY, SEPTEMBER 26, 2018

6:00 P.M.

FALCON ROOM – 3RD FLOOR



EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES
Wednesday, September 26, 2018

Chat with a Trustee
6:00 P.M. – 6:30 P.M.

Meeting of the Board
6:30 P.M.

Evanston Public Library, 1703 Orrington Avenue, Falcon Room – 3rd Floor

AGENDA

1. CALL TO ORDER / DECLARATION OF QUORUM

2. CITIZEN COMMENT

Not to exceed 15 minutes

3. CONSENT AGENDA

- A. Approval of Minutes of August 15, 2018 Regular Meeting
- B. Approval of Bills and Payroll

4. PUBLIC HEARING: Public Hearing on the FY2019 Proposed Budget

5. INFORMATION/COMMUNICATIONS

- A. Equity, Diversity and Inclusion Draft Report (DeEtta Jones)

6. LIBRARY DIRECTOR'S REPORT (Distributed in advance)

7. STAFF REPORTS

- A. Administrative Services Report (Teri Campbell)
- B. Summer Reading Program results (Jan Bojda, Renee Neumeier, Laura Antolin)

8. BOARD REPORTS

9. BOARD DEVELOPMENT

Per capita requirement:

Trustees are asked to review Chapters 6 - 10 of the THIRD edition of the Trustees Facts File: <https://www.cyberdriveillinois.com/departments/library/libraries/pdfs/trusteefacts.pdf> **Trustee Facts File**, Third Edition, is published by the **Illinois** Library Association and the **Illinois** State Library. The third edition of the **Trustee Facts File** is meant to provide a broad overview of the duties, responsibilities, and tasks of the public library **trustee**

Trustees will complete at least one online education opportunity focusing on meeting the needs of patrons with challenges or disabilities. RAILS online trainings include:

Accessible to All: Serving Youth and Young Adults with Disabilities

<https://www.railslibraries.info/events/131043>

Autism 101 for Libraries: What is Autism Spectrum Disorder and How Can We Help Students and Families at the Library? <https://www.railslibraries.info/ce/archive/102075>

Beyond Assistive Technology: Improving Library Services to People with Disabilities
<https://www.railslibraries.info/ce/archive/99650>

This one is only one hour long and broad enough to be a good match for trustees
Inclusive Programming for Adults with Developmental Disabilities
<https://www.railslibraries.info/ce/archive/104953>

Libraries and Autism: Why it Matters! <https://www.railslibraries.info/node/117143>

Serving Patrons with Dementia <https://www.railslibraries.info/events/135894>

Trustees will familiarize themselves with services provided by the Illinois Veterans' History Project. <http://www.cyberdriveillinois.com/departments/library/public/veteransproject.html>

10. UNFINISHED BUSINESS

A. Confirmation of Board Committee Assignments (UPDATE)

11. NEW BUSINESS

A. 3D printing procedure review (Discussion)

B. Main Weatherproofing Phase 4 (Recommendation from Facilities Committee and Action)

12. ADJOURNMENT

Next Meeting: October 17, 2018 at 6:30 pm

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 48 hours in advance of the meeting so that arrangements can be made for the accommodation if possible.



MEETING MINUTES
EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES
Wednesday, August 15, 2018
6:30 P.M.
1703 Orrington Avenue, Falcon Room – 3rd Floor

Members Present: Socorro Castro, Adam Goodman, Rachel Hayman, Ruth Hays, Vaishali Patel, Benjamin Schapiro,

Members Absent: Margaret Lurie (on phone), Shawn Iles

Staff: Karen Danczak Lyons, Teri Campbell, Jose Maldonado, Kim Hegelund, Wynn Shawver, Rebecca Daugherty, Kristen Wood

Presiding Member: Benjamin Schapiro, President

ALL TO ORDER/DECLARATION OF QUORUM – Board President Schapiro called the meeting to order at 6:31 pm.

CITIZEN COMMENT – None

CONSENT AGENDA

- A. Approval of the July Bills and Payroll and Minutes of July 18, 2018 Board Meeting** – Trustee Goodman moved to approve the Bills and Payroll and the minutes of the July meeting. Trustee Castro seconded the motion and it was approved by voice vote.

INFORMATION/COMMUNICATIONS

- A. Oath of Office** – Ruth Hays was sworn in as a new Trustee
- B. Development Update** – Chief Development Officer Wynn Shawver shared that Evanston Public Library is underfunded relative to peer libraries and 13% of its revenue comes from non-tax sources. The Development team has increased philanthropy over the last four years and is working to increase grant revenue through a new grant management process. Grants Manager Rebecca Daugherty shared updates on recent grant proposals including those to the National Science Foundation and Institute for Museum and Library Science. Shawver also discussed the work of the Development Committee, which is advising and supporting fundraising at the Library. The Development Committee is working on a benchmarking project to compare EPL fundraising to peer libraries and is exploring the possibility of forming a 501(c)(3) foundation. Board President Shapiro asked for Shawver to present at the February Board Meeting to further discuss the foundation.

LIBRARY DIRECTOR'S REPORT

A. Director's Report- Director Danczak Lyons shared information about the September library card campaign. The Library will be reconciling the database of current card holders with the City of Evanston directory to identify households without library cards. Those households will receive targeted marketing about library cards. Circulation Manager Jose Maldonado also shared that the new information system is working well and Assistant Circulation Manager Kim Hegelund shared that Morton Grove library has been added to the consortium.

STAFF REPORT

A. Administrative Services Report – Assistant Director Campbell reported that Library expenses are currently below projections. The Library has hired a new Latino Engagement Librarian and is working to fill a bilingual tech trainer position. Facilities Manager John Devaney shared that the final phase of weatherproofing is scheduled to be completed this year.

BOARD REPORTS - none

BOARD DEVELOPMENT – To comply with the Illinois Per Capita grant requirements, Assistant Director Campbell asked all Trustees to complete online education through RAILS as well as review the Trustees Fact File and the services provided by the Illinois Veterans' History Project.

UNFINISHED BUSINESS – none

NEW BUSINESS

A. Revision of September Board Meetings – The Board voted to move the September Special Budget Meeting to September 12 and the regular monthly Board Meeting to September 26. Trustee Hayman motioned and Trustee Patel seconded. The vote was approved by voice vote.

ADJOURNMENT – President Schapiro moved to adjourn the meeting at 7:15pm. It was approved by voice vote.

Respectfully Submitted,
Vaishali Patel

Next Meeting: Wednesday, September 12, 2018 at 6:30 pm Evanston Public Library

Library Director's Report August 15, 2018

Updates:

Middle School STEM Camps:

This summer teen services staff and D65 staff ran four one-week STEM camps targeting middle students who are underrepresented in STEM fields. The camps focused on video game design and Lego Robotics. 86% of the 49 camp attendees were from underrepresented groups. 100% of the attendees would recommend the camps to their friends. 95% of the attendees felt that the camps were valuable to their futures. The curriculum for the camps align with Next Generation Science Standards, Common Core and focused on allowing for as much student inquiry as possible.

Staff Training:

Adult Services Library Assistant Kim Hiltwein attended the 2018 RWA Annual Conference, where she was inspired by the call for diverse stories in the romance genre, including Suzanne Brockmann's Lifetime Achievement Award acceptance speech. We are applying what she learned to our collection and readers advisory practices.

Assessments, Metrics and initiative results:

Computer/Internet Use													
	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	FYTD
Main	4,080	3,741	4,097	3,654	3,855	4,263	4,563						28,253
North Branch	191	217	240	213	200	225	225						1,511
CAMS	467	440	470	438	411	435	459						3,120
Computer Lab	154	134	160	165	160	160	181						1,114
Overall Computer/Internet Use	4,892	4,532	4,967	4,470	4,626	4,923	5,428	-	-	-	-	-	33,998

Website Visits													
All Location	45,235	39,492	43,240	44,751	43,730	42,573	32,942						291,963

Wifi Users													
All Location	27,000	26,870	31,167	31,427	32,502	30,944	31,630						211,540

Library Visits													
Main	40,320	35,827	42,159	37,666	37,202	42,644	40,000						275,818
North Branch	3,798	3,593	4,162	3,790	3,552	4,999	4,400						28,294
CAMS	3,362	3,338	3,893	3,479	3,962	4,400	4,008						26,442
Overall Library Visits	47,480	42,758	50,214	44,935	44,716	52,043	48,408	-	-	-	-	-	330,554

Upcoming events of Note:

Library Card Sign-Up Month initiative outside the Library, focus on Wards 5,8, and 9, September 2018

Muse of Fire presents Shakespeare in the Library, after hours Friday Aug 24 and Saturday Aug 25.

Excerpts from Patron feedback:

A patron stopped her car As she was exiting the Main Library parking garage to share her praise for the work of Bridget Sweeney:

She and her son had arrived at CAMS to enjoy a program on magic. Unfortunately, they had not seen the notice that the program was cancelled. Her son was very disappointed but left smiling after his encounter with Bridget. She asked him about his favorite magicians, found a book on magic at CAMS and placed others on HOLD for him at the Main Library. Mom and her two children came to the Main library to pick up his books and participated in a program in the Children's Library while they were here. All three were smiling and happy as they were leaving.

Great work Bridget and the entire EPL team!

DRAFT



Memorandum

To: Evanston Public Library Board of Trustees
Karen Danczak Lyons, Library Director

From: Lea Hernandez-Solis, Bookkeeper
Tera Davis, Accounts Payable Coordinator

Subject: Library Fund Bills

Date: September 21, 2018

Recommended Action

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

Payroll

August 6, 2018 through August 19, 2018	\$ 148,582.51
August 20, 2018 through September 2, 2018	\$ 148,769.32
September 3, 2018 through September 16, 2018	\$ 150,050.38

Library Fund Bills List

August 14, 2018	\$ 99,892.65
September 11, 2018	\$ 118,263.79

Purchasing Card

June 1 through June 30, 2018	\$ 5,740.22
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Attachments: Bills Lists, Purchasing Card

CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 08.14.2018

185 LIBRARY FUND

4805 LIBRARY YOUTH SERVICES		
62506 NORTHWESTERN UNIVERSITY	WORK-STUDY STUDENTS	175.00
65100 AMAZON / GE CAPITAL RETAIL BANK	MAKER KIDS IN THE PARK SUPPLIES	1,498.73
65100 BAKER & TAYLOR	LIBRARY SUPPLIES	58.50
65100 BAKER & TAYLOR	SRP BOOK PRIZES	578.73
65100 DEMCO, INC.	SPR PRIZES	44.09
65630 BAKER & TAYLOR	JUV PRINT	1,345.62
65630 BAKER & TAYLOR	JUV PRINT	15,850.31
65630 BAKER & TAYLOR	MAIN JUV BOOK	1,359.38
65641 LIVE OAK MEDIA	JUV AV	67.36
65641 MIDWEST TAPE	ADULT AV	341.03
65641 MIDWEST TAPE	JUV AV	49.98
65641 RECORDED BOOKS INC.	JUV AV	236.40
65641 PENGUIN RANDOM HOUSE LLC	JUV AV	234.75
4805 LIBRARY YOUTH SERVICES Total		<u>21,839.88</u>
4806 LIBRARY ADULT SERVICES		
65100 BRIAN MICHALSKI	SRP VAGABONDING AROUND THE WORLD	150.00
65630 AMAZON / GE CAPITAL RETAIL BANK	ADULT PRINT	103.86
65630 AMAZON / GE CAPITAL RETAIL BANK	OFFICE SUPPLIES	54.54
65630 BAKER & TAYLOR	ADULT PRINT	20,354.29
65630 CENTER POINT INC	ADULT PRINT	250.61
65630 HAINES & COMPANY INC	ADULT PRINT	463.50
65630 GALE RESEARCH INC.	ADULT PRINT	603.51
65630 OVER DRIVE, INC.	EBOOKS	4,908.27
65641 MIDWEST TAPE	ADULT AV	1,004.95
65641 RECORDED BOOKS INC.	ADULT AV	682.47
65641 RECORDED BOOKS INC.	ADULT AV	40.50
4806 LIBRARY ADULT SERVICES Total		<u>28,616.50</u>
4820 LIBRARY CIRCULATION		
52610 UNIQUE MANAGEMENT SERVICES	COLLECTION CHARGES	44.75
62506 NORTHWESTERN UNIVERSITY	WORK-STUDY STUDENTS	1,003.14
65100 LUCAS COLOR CARD	LIBRARY CARDS	1,156.50
4820 LIBRARY CIRCULATION Total		<u>2,204.39</u>
4825 LIBRARY NEIGHBORHOOD SERVICES		
62375 ESSKAY DEVELOPMENT LLC	*RENT ADJUSTMENT FOR 2018	1,594.00
62375 ESSKAY DEVELOPMENT LLC	CAMS SEPTEMBER 2018 RENT	4,332.00
64015 NICOR	NATURAL GAS	1.67
65100 AMAZON / GE CAPITAL RETAIL BANK	OFFICE SUPPLIES	43.95
65630 BAKER & TAYLOR	ADULT PRINT	1,565.47
65630 BAKER & TAYLOR	JUV PRINT	1,383.71
4825 LIBRARY NEIGHBORHOOD SERVICES Total		<u>8,920.80</u>
4835 LIBRARY TECHNICAL SERVICES		
62340 BRIDGEALL LIBRARIES LTD.	COMPUTER LICENSE SUPPORT	1,918.00
62340 BLACKBAUD INC.	FUNDRAISING DATABASE	1,499.80
62341 SPRINT COM. INC.	INTERNET MOBILE ACCESS	3,752.00
65100 AMAZON / GE CAPITAL RETAIL BANK	OFFICE SUPPLIES	8.97
65100 DEMCO, INC.	LIBRARY SUPPLIES	38.72
4835 LIBRARY TECHNICAL SERVICES Total		<u>7,217.49</u>
4840 LIBRARY MAINTENANCE		
62225 CINTAS CORPORATION #769	MAT SERVICE	1,177.04
62225 DERBY TECH, INC. DBA CIPAFILTER	FILTERING MATERIAL	1,245.00
62225 CONQUEST PEST SOLUTIONS	PEST SOLUTION	395.00
64015 NICOR	UTILITIES NICOR	292.22
64015 CALL ONE	COMMUNICATION CHARGES	301.19
65040 SUPERIOR INDUSTRIAL SUPPLY	JANITORIAL SERVICES	880.36
65040 SUPERIOR INDUSTRIAL SUPPLY	JANITORIAL SUPPLIES	112.40
4840 LIBRARY MAINTENANCE Total		<u>4,403.21</u>

CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 08.14.2018

4845 LIBRARY ADMINISTRATION			
62185 STEVE JOHNSON CONNECTS	PROFESSIONAL SERVICE		675.00
62185 KLING, MARY	SEPT 2018 EPL VOLUNTEER MANAGEMENT		1,833.00
62210 FISHEYE GRAPHIC SERVICES, INC.	BOOKMARK PRINTING		130.00
62295 WILSON, BRIAN	ALA CONFERENCE IN NEW ORLEANS		1,888.55
62295 RUSSELL JOHNSON	ALA CONFERENCE IN NEW ORLEANS		939.58
62295 KIMBERLY N HILTWEIN	RWA CONFERENCE TRAVEL EXPENSE		958.26
62380 XEROX CORP.	COPYING SERVICE		316.24
62506 NORTHWESTERN UNIVERSITY	WORK-STUDY STUDENTS		535.95
65095 AMAZON / GE CAPITAL RETAIL BANK	OFFICE SUPPLIES		8.99
65095 AMAZON / GE CAPITAL RETAIL BANK	OFFICE SUPPLIES		381.54
65095 EVANSTON PUBLIC LIBRARY	PETTY CASH REIMBURSEMENT		66.38
65095 OFFICE DEPOT	OFFICE SUPPLIES		466.21
65095 4IMPRINT	LIBRARY TOTE BAGS QUOTE 15225823		1,057.55
65095 THE CONTAINED GARDEN	SUMMER PLANTING		595.00
65095 FISHEYE GRAPHIC SERVICES, INC.	SRP 2018 READING LOG		170.00
4845 LIBRARY ADMINISTRATION Total			<u>10,022.25</u>
4850 LIBRARY GRANTS			
65100 AMAZON / GE CAPITAL RETAIL BANK	ROTARY INTERNATIONAL BOOKS		100.26
4850 LIBRARY GRANTS Total			<u>100.26</u>
185 LIBRARY FUND Total			<u>83,324.78</u>
187 LIBRARY CAPITAL IMPROVEMENT FD			
4862 LIBRARY CAPITAL IMPROVEMENT			
65515 WIGHT & COMPANY	MAIN LIBRARY INTERIOR RENOVATION		9,831.05
4862 LIBRARY CAPITAL IMPROVEMENT			<u>9,831.05</u>
187 LIBRARY CAPITAL IMPROVEMENT FD Total			<u>9,831.05</u>
Grand Total			<u><u>93,155.83</u></u>

CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 08.14.2018

ACCOUNT NUMBER	SUPPLIER NAME	DESCRIPTION	AMOUNT
SUPPLEMENTAL BILLS LIST ATTACHMENT			
VARIOUS	BMO- MAY	PURCHASING CARD	5,740.22
VARIOUS	TWIN EAGLE	NATURAL GAS-JUNE 2018	<u>996.60</u>
			<u>6,736.82</u>
			<u>6,736.82</u>
		GRAND TOTAL	<u><u>99,892.65</u></u>

Prepared by _____ Date _____
Accounts Payable Coordinator

Approved by _____ Date _____
Library Administrative Services Manager

Approved by _____ Date _____
Library Director

Approved by _____ Date _____
Library Board Treasurer

BMO Harris Bank Credit Card Statement for the Period Ending June 26, 2018

REPORTS TO INTERMEDIATE	MERCHANT NAME	TRANSACTION AMOUNT	Posting Date	COST ALLOCATION - EXPENSE OBJECT	Expense Description
LIBRARY	DIGITALBUYER.COM	\$ 145.99	5/28/2018	65050 BUILDING MAINTENANCE MATERIAL	LAPTOP AND PROJECTOR CART COMBO FOR FALCON ROOM
LIBRARY	PAYPAL *ADAFRUITIND	\$ 28.29	5/31/2018	65100 LIBRARY SUPPLIES	TEEN SERVICES SUPPLIES
LIBRARY	PAYPAL *PRIMO TOYS	\$ 45.00	5/31/2018	65100 LIBRARY SUPPLIES	NEIGHBORHOOD SERVICES PROGRAM SUPPLIES
LIBRARY	PAYPAL *RETROBUILTG	\$ 315.00	5/31/2018	65100 LIBRARY SUPPLIES	TEEN SERVICES PROGRAM SUPPLIES
LIBRARY	PIONEER VALLEY BOOKS	\$ 49.50	5/31/2018	65100 LIBRARY SUPPLIES	ABC BOOSTERS GRANT
LIBRARY	FACEBK EB2R8F2J42	\$ 18.87	6/1/2018	62205 ADVERTISING	PROGRAM ADVERTISEMENT
LIBRARY	GOOGLE *SVCSPAPPS_EPL.O	\$ 10.00	6/1/2018	62341 INTERNET SOLUTION PROVIDERS	G-SUITE MONTHLY SERVICE FEE
LIBRARY	GREENHOUSE MEGASTO	\$ 329.01	6/1/2018	65050 BUILDING MAINTENANCE MATERIAL	250 FOOT LONG ROLL OF LANDSCAPING FABRIC.
LIBRARY	PAYPAL *OTCBRANDSIN	\$ 55.42	6/1/2018	65100 LIBRARY SUPPLIES	SUMMER READING PRIZES
LIBRARY	ROBERT BROOKE & ASSOCI	\$ 39.22	6/4/2018	65050 BUILDING MAINTENANCE MATERIAL	RESTROOM STALL LOCK KIT
LIBRARY	WP ENGINE	\$ 99.00	6/4/2018	62341 INTERNET SOLUTION PROVIDERS	WEB HOST
LIBRARY	REALLY GOOD *	\$ 110.37	6/6/2018	65100 LIBRARY SUPPLIES	ABC BOOSTERS PROGRAM SUPPLIES
LIBRARY	WWW.NEWEGG.COM	\$ 32.17	6/6/2018	65050 BUILDING MAINTENANCE MATERIAL	CABLE LOCK FOR PROJECTOR IN FALCON ROOM.
LIBRARY	PAYFLOW/PAYPAL	\$ 30.00	6/7/2018	62341 INTERNET SOLUTION PROVIDERS	PAYPAL MONTHLY FEE
LIBRARY	STANDARD PIPE	\$ 19.85	6/7/2018	65050 BUILDING MAINTENANCE MATERIAL	FLUSH LEVER KIT FOR TOILET.
LIBRARY	COMCAST CHICAGO	\$ 314.49	6/8/2018	62341 INTERNET SOLUTION PROVIDERS	NORTH BRANCH INTERNET SOLUTION PROVIDER
LIBRARY	CUSTOMINK LLC	\$ 667.70	6/8/2018	65100 LIBRARY SUPPLIES	ABC BOOSTERS BAGS
LIBRARY	LEMOI ACE HARDWARE	\$ 5.74	6/8/2018	65040 JANITORIAL SUPPLIES	BELL FOR BOOK BIKE
LIBRARY	MAX INDUSTRIES COMPANY	\$ 44.91	6/8/2018	65040 JANITORIAL SUPPLIES	BOOK BICYCLE AIR HORN AND EXTENSION KIT
LIBRARY	MCMASTER-CARR	\$ 432.13	6/8/2018	65050 BUILDING MAINTENANCE MATERIAL	4 CASES OF 55 GALLON TRASH BAGS.
LIBRARY	THE HOME DEPOT #1902	\$ 300.98	6/8/2018	65050 BUILDING MAINTENANCE MATERIAL	1 PALLET OF BROWN MULCH (60 BAGS) PLUS \$75 DELIVERY CHARGE.
LIBRARY	LEMOI ACE HARDWARE	\$ 31.86	6/12/2018	65040 JANITORIAL SUPPLIES	1/2"X4' COPPER PIPE, VALVE, FITTINGS FOR CHILLER COIL CLEANING
LIBRARY	OFFICE DEPOT #510	\$ 14.99	6/12/2018	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES
LIBRARY	CHICAGO TRIB SUBSCRIPT	\$ 26.00	6/14/2018	65635 PERIODICALS	EVANSTON REVIEW YEARLY SUBSCRIPTION AT NORTH BRANCH
LIBRARY	GOTPRINT.COM	\$ 51.06	6/14/2018	62210 PRINTING	BUSINESS CARD FOR T WORKS AND S MARKWELL
LIBRARY	ANDYS FROZEN CUSTARD -	\$ 25.00	6/15/2018	65100 LIBRARY SUPPLIES	GIFTCARDS FOR TEEN SUMMER READING PROGRAM WEEKLY RAFFLE
LIBRARY	BARNES & NOBLE #2236	\$ 25.00	6/15/2018	65100 LIBRARY SUPPLIES	GIFTCARDS FOR TEEN SUMMER READING PROGRAM WEEKLY RAFFLES

BMO Harris Bank Credit Card Statement for the Period Ending June 26, 2018

REPORTS TO INTERMEDIATE	MERCHANT NAME	TRANSACTION AMOUNT	Posting Date	COST ALLOCATION - EXPENSE OBJECT	Expense Description
LIBRARY	BETH'S LITTLE BAKE SHO	\$ 75.00	6/15/2018	65100 LIBRARY SUPPLIES	3 \$25 GIFT CARDS FOR SUMMER READING PRIZES
LIBRARY	CHIPOTLE 0087	\$ 25.00	6/15/2018	65100 LIBRARY SUPPLIES	GIFTCARDS FOR TEEN SUMMER READING WEEKLY RAFFLE
LIBRARY	NOODLES & CO 606	\$ 10.00	6/15/2018	65100 LIBRARY SUPPLIES	GIFTCARDS FOR TEEN SUMMER READING PROGRAM WEEKLY RAFFLES
LIBRARY	PAYPAL *BARRELMAKER	\$ (81.13)	6/15/2018	65095 OFFICE SUPPLIES	SUMMER READING T-SHIRT REFUND
LIBRARY	POTBELLY #5	\$ 15.00	6/15/2018	65100 LIBRARY SUPPLIES	GIFTCARDS FOR TEEN SUMMER READING PROGRAM WEEKLY RAFFLE
LIBRARY	SQU*SQ *BENNISON S BAK	\$ 75.00	6/15/2018	65100 LIBRARY SUPPLIES	3 \$25 GIFT CARDS FOR SUMMER READING PRIZES BENINISON'S BAKERY
LIBRARY	SQU*SQ *BENNISON S BAK	\$ 16.72	6/15/2018	65100 LIBRARY SUPPLIES	SUMMER INTERN CELEBRATION
LIBRARY	STARBUCKS STORE 00243	\$ 25.00	6/15/2018	65100 LIBRARY SUPPLIES	PRIZES FOR TEEN SUMMER READING PROGRAM WEEKLY RAFFLE
LIBRARY	WHOLEFDS EVN 10076	\$ 6.51	6/15/2018	65100 LIBRARY SUPPLIES	SUMMER INTERN CELEBRATION
LIBRARY	DOLLOP COFFEE	\$ 25.00	6/19/2018	65100 LIBRARY SUPPLIES	2 \$25 GIFT CARDS FOR SUMMER READING PRIZES HOSIER MAMA
LIBRARY	DOLLOP COFFEE	\$ 50.00	6/19/2018	65100 LIBRARY SUPPLIES	2 \$25 GIFT CARDS FOR SUMMER READING PRIZES HOSIER MAMA
LIBRARY	VALLI PRODUCE	\$ 12.53	6/19/2018	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES
LIBRARY	PROMO VIDEOS PLUS PLAN	\$ 59.40	6/20/2018	62205 ADVERTISING	PROMOTIONAL VIDEO MONTHLY SUBSCRIPTION
LIBRARY	COMCAST CHICAGO	\$ 229.85	6/21/2018	62341 INTERNET SOLUTION PROVIDERS	NORTH BRANCH INTERNET SOLUTION PROVIDER
LIBRARY	INT*IN *JET BLUE PRINT	\$ 98.60	6/21/2018	65050 BUILDING MAINTENANCE MATERIAL	BLUE PRINT COPIES
LIBRARY	LANDS END BUS OUTFITTE	\$ 487.80	6/21/2018	65095 OFFICE SUPPLIES	SECURITY UNIFORMS
LIBRARY	CHICAGO TRIB SUBSCRIPT	\$ 23.10	6/22/2018	65635 PERIODICALS	EVANSTON REVIEW YEARLY SUBSCRIPTION
LIBRARY	JEWEL-OSCO	\$ 22.95	6/22/2018	65100 LIBRARY SUPPLIES	SNACKS FOR TEEN PRIDE PARTY
LIBRARY	S3 STORES INC	\$ 1,280.40	6/25/2018	65100 LIBRARY SUPPLIES	ABC BOOSTERS GRANT - MAGNETIC ENGLISH AND SPANISH LETTERS
LIBRARY	THE HOME DEPOT #1902	\$ 15.94	6/25/2018	65050 BUILDING MAINTENANCE MATERIAL	TWO WINDEX GLASS CLEANER PRO 128OZ
	JUNE LIBRARY TOTAL	\$ 5,740.22			

CITY OF EVANSTON
BILLS LIST
PERIOD ENDING 09.11.2018

185 LIBRARY FUND		
4805 LIBRARY YOUTH SERVICES		
65100 BAKER & TAYLOR	EVERYBODY READS	875.42
65100 BAKER & TAYLOR	LIBRARY SUPPLIES	68.25
65100 LEGO BRAND RETAIL, INC. DBA LEGO EDU NORTH AMERICA	LEGO MINDSTORMS QUO-32585-N9Y2X3 / 0	2,679.60
65100 CHRIS HOOKER	*PROFESSIONAL SERVICES FEE	200.00
65100 JESSICA IVERSON	ART MATERIALS FOR UPPER EL PROGRAM	13.62
65630 BAKER & TAYLOR	JUV PRINT	8,746.49
65630 GALE RESEARCH INC.	REFERENCE ONLINE	563.91
65630 THE COMIX REVOLUTION, INC.	JUV BOOKS	48.65
65630 CAVENDISH SQUARE PUBLISHING, LLC	JUV PRINT	177.93
65641 BAKER & TAYLOR	JUV AV	50.25
65641 BAKER & TAYLOR	JUV PRINT	47.57
65641 MIDWEST TAPE	JUV AV	404.06
65641 RECORDED BOOKS INC.	JUV AV	300.60
65641 PENGUIN RANDOM HOUSE LLC	JUV PRINT	28.50
65641 WESTON WOODS STUDIOS	JUV AV	179.70
65641 FINDAWAY WORLD, LLC	JUV AV	3,037.31
4805 LIBRARY YOUTH SERVICES Total		<u>17,421.86</u>
4806 LIBRARY ADULT SERVICES		
62341 ENCYCLOPAEDIA BRITANNICA INC.	BRITANNICA ONLINE RENEWAL	6,185.00
62341 MIDWEST TAPE	DIGITAL BOOKS	3,999.51
62341 MORNINGSTAR	ONLINE NEWSPAPER SUBSCRIPTION	2,390.00
62341 CONSUMER'S CHECKBOOK	REFERENCE ONLINE	375.00
65630 BAKER & TAYLOR	ADULT AV	427.71
65630 BAKER & TAYLOR	ADULT PRINT	16,146.45
65630 CENTER POINT INC	ADULT PRINT	225.86
65630 GALE RESEARCH INC.	ADULT PRINT	587.02
65630 OVER DRIVE, INC.	EBOOKS	2,243.81
65641 BAKER & TAYLOR	ADULT PRINT	366.70
65641 BLACKSTONE PUBLISHING	ADULT AV	315.00
65641 MIDWEST TAPE	ADULT AV	4,230.98
65641 RECORDED BOOKS INC.	ADULT AV	366.10
65641 THE TEACHING CO., DBA THE GREAT COURSES	ADULT AV	35.85
4806 LIBRARY ADULT SERVICES Total		<u>37,894.99</u>
4820 LIBRARY CIRCULATION		
65100 GLENVIEW PUBLIC LIBRARY	DAMAGED ITEMS REPLACEMENT	75.99
4820 LIBRARY CIRCULATION Total		<u>75.99</u>
4825 LIBRARY NEIGHBORHOOD SERVICES		
62375 ESSKAY DEVELOPMENT LLC	RENT AND RATE ADJUSTMENT	7,498.00
65630 BAKER & TAYLOR	ADULT PRINT	580.01
65630 BAKER & TAYLOR	JUV PRINT	609.26
65630 GALE RESEARCH INC.	REFERENCE ONLINE	563.91
4825 LIBRARY NEIGHBORHOOD SERVICES Total		<u>9,251.18</u>
4835 LIBRARY TECHNICAL SERVICES		
62340 OCLC ONLINE COMPUTER LIBRARY CENTER, INC	COMPUTER LICENSES SUPPORT	3,969.84
62340 TODAY'S BUSINESS SOLUTIONS, INC.	WEB PRINT RENEWAL	890.00
62341 COOPERATIVE COMPUTER SERVICES	CCS MEMBERSHIP FEE AND OCLC ADJUSTMENT	9,664.72
4835 LIBRARY TECHNICAL SERVICES Total		<u>14,524.56</u>
4840 LIBRARY MAINTENANCE		
61626 VERIZON WIRELESS	WIRELESS PHONE AND INTERNET	88.46
62225 TOTAL BUILDING SERVICES	JANITORIAL SERVICES	7,375.00
62225 CINTAS CORPORATION #769	MAT SERVICE	931.09
62225 CONQUEST PEST SOLUTIONS	MAT SERVICE	45.00
62225 CONQUEST PEST SOLUTIONS	PEST SOLUTION	145.00
64505 CALL ONE	COMMUNICATION CHARGES	304.31
4840 LIBRARY MAINTENANCE Total		<u>8,888.86</u>
4845 LIBRARY ADMINISTRATION		
62185 TRAUTMANN, LYNN	PHOTOGRAPHY SERVICE	200.00
62185 BLACKBAUD INC.	FUNDRAISING DATABASE ANNUAL SUBSCRIPTION	7,794.00
62185 KLING, MARY	EPL VOLUNTEER MANAGEMENT	1,833.00
62185 MULTILINGUAL CONNECTIONS LLC	TRANSLATION SERVICES	95.00
62295 PAULA SHAPIRO	TRAVEL REIMBURSEMENT	69.81
62295 KIMBERLY DAUFELDT	N@ML TRAINING IN DENVER	409.31
62295 KAREN DANCZAK LYONS	ALA MEMBERSHIP RENEWAL	250.00
62380 XEROX CORPORATION	COPYING SERVICE	67.20
64540 VERIZON WIRELESS	WIRELESS PHONE AND INTERNET	110.68
64540 VERIZON NETWORKFLEET, INC.	AVL TRACKERS	18.95
65095 OFFICE DEPOT	OFFICE SUPPLIES	94.99
65095 JILL SKWERSKI	NATIONAL NIGHT OUT SUPPLIES	45.82
65100 KIMBERLY DAUFELDT	CHILDREN'S SUPPLIES REIMBURSEMENT	139.76
4845 LIBRARY ADMINISTRATION Total		<u>11,128.52</u>
4850 LIBRARY GRANTS		
65100 BAKER & TAYLOR	EVERYBODY READS	5.24
65100 BAKER & TAYLOR	KLINE GRANT	9,049.75
65100 POSITIVE CONNECTIONS, INC.	KLEAP BUS TOUR	589.20
4850 LIBRARY GRANTS Total		<u>9,644.19</u>
185 LIBRARY FUND Total		<u>108,830.15</u>

CITY OF EVANSTON
 BILLS LIST
 PERIOD ENDING 09.11.2018

186	LIBRARY DEBT SERVICE FUND		
	5602 2018B BONDS		
	62716 IMAGE MASTER	PRINTING OF OFFICIAL STATEMENT FOR 2018 ABCD GO BOND ISSUE	<u>77.77</u>
	5602 2018B BONDS Total		<u>77.77</u>
	5602 2018B BONDS		
	62716 CHAPMAN & CUTLER	BOND COUNSEL SERVICES - 2018 ABCD GO BOND ISSUE	2,229.33
	62716 MOODY'S INVESTORS SERVICE	RATING AGENCY FEE - 2018 ABCD GO BOND ISSUE	1,297.06
	62716 ZIONS BANK	ANNUAL PAYING AGENT FEE - 2018 ABCD GO BOND ISSUE	73.68
	62716 INDEPENDENT PUBLIC ADVISORS, LLC	FINANCIAL ADVISORY SERVICES - 2018 ABCD GO BOND ISSUE	810.67
	62716 ICE MILLER LEGAL COUNSEL	DISCLOSURE COUNSEL FEE - 2018 ABCD GO BOND ISSUE	587.73
	62716 IPREO LLC	ELEC. DISTRIBUTION OF OFFICIAL STATEMENT - 2018 ABCD GO BONDS	50.66
	62716 PFM FINANCIAL ADVISORS LLC	FINANCIAL ADVISORY SERVICES - 2018 ABCD GO BOND ISSUE	2,128.00
	62716 FITCH RATINGS, INC.	RATING FEE FOR 2018 ABCD GO BOND ISSUE	<u>1,094.40</u>
	5602 2018B BONDS Total		8,271.53
	186 LIBRARY DEBT SERVICE FUND Total		<u>8,349.30</u>
	Grand Total		<u><u>117,179.45</u></u>

CITY OF EVANSTON
 LIBRARY BILLS LIST
 PERIOD ENDING 09.11.2018

ACCOUNT NUMBER	SUPPLIER NAME	DESCRIPTION	AMOUNT
SUPPLEMENTAL BILLS LIST ATTACHMENT			
VARIOUS	TWIN EAGLE	NATURAL GAS-JULY 2018	1,084.34
			<u>1,084.34</u>
			<u>1,084.34</u>
		GRAND TOTAL	<u>118,263.79</u>

Prepared by _____ Date _____
 Accounts Payable Coordinator

Approved by _____ Date _____
 Library Administrative Services Manager

Approved by _____ Date _____
 Library Director

Approved by _____ Date _____
 Library Board Treasurer

evanston public library



2019 Budget Request



Karen Danczak Lyons
Library Director

September 12, 2018

AGENDA

- **2019 Baseline Budget Request**
- **2019 Adjusted Budget Request**
- **2019 Capital Budget Request**
- **Budget Process Next Steps**

2019 Funds Overview

- **2018 Beginning Operating Fund Balance: \$1M**
- **Operating Reserve Goal (2 months Exp.): \$1.3M**

Funds	2016	2017	2018	2019	Change
Operating (Personnel)	4,751,497	4,961,269	5,115,260	5,253,036	2.69%
Operating (NonPers)	2,225,645	2,239,076	2,341,037	2,565,769	9.60%
Debt Service	393,409	345,955	345,790	353,437	2.21%
Capital	32,800	3,774,500	2,095,000	1,835,000	-12.41%
TOTAL	7,403,351	11,320,800	9,897,087	10,007,242	1.11%

2019 REQUEST – OPERATING FUND

- **Personnel**
 - Includes general wage increase, health insurance increase, and other costs
 - Includes RCCC staff costs (4.03 FTE) for Q4
- **Non Personnel**
 - Level transfer to City of \$270K
 - Includes Opening Day Collection for RCCC

EPL SERVICES

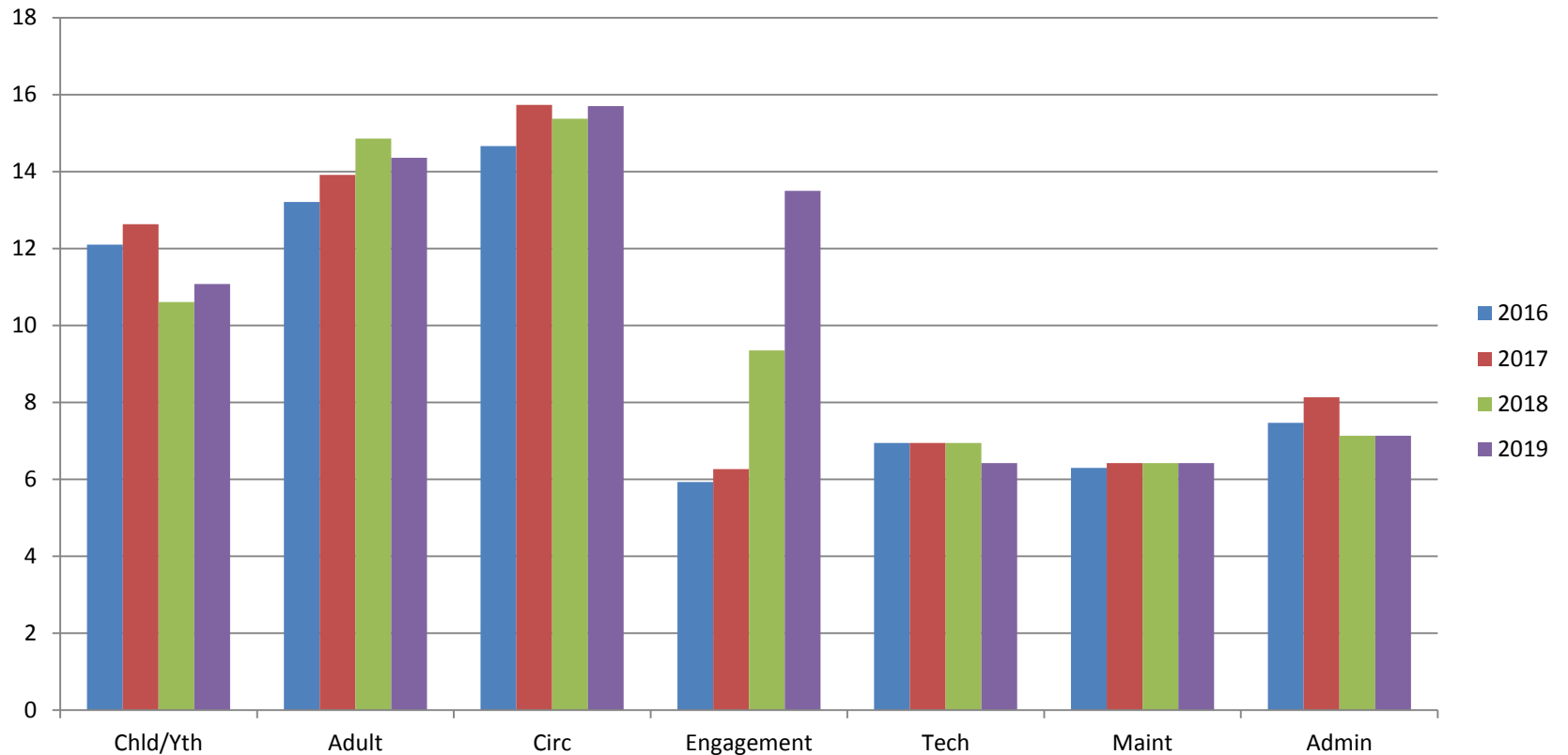
- **EPL is more than a building of books - it is a place to meet, connect, learn and explore.**
- **1 Main & 2 branch libraries**
- **New Robert Crown Community Center branch under construction**

OUTPUT MEASURES

- **1,116,388 in person and online visits (approx. \$6.50 per visit)**
- **49,285 registered borrowers (approx. \$150 per borrower)**
- **1,038,585 physical and electronic materials circulated (2017)**
- **321,358 Wi-Fi sessions (2017)**

STAFFING TRENDS

Full Time Equivalents by Business Unit

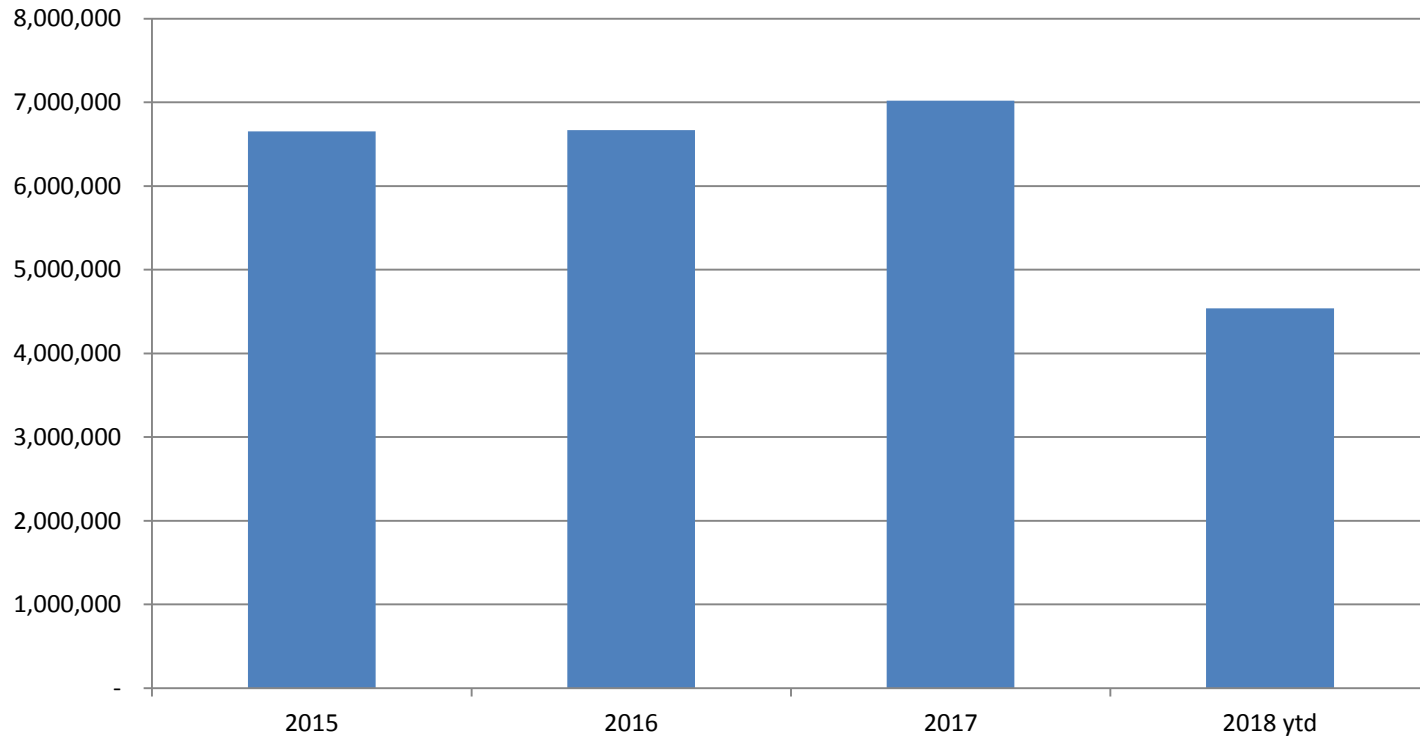


FY2018: 70.69 FTE

FY2019: 74.61 FTE

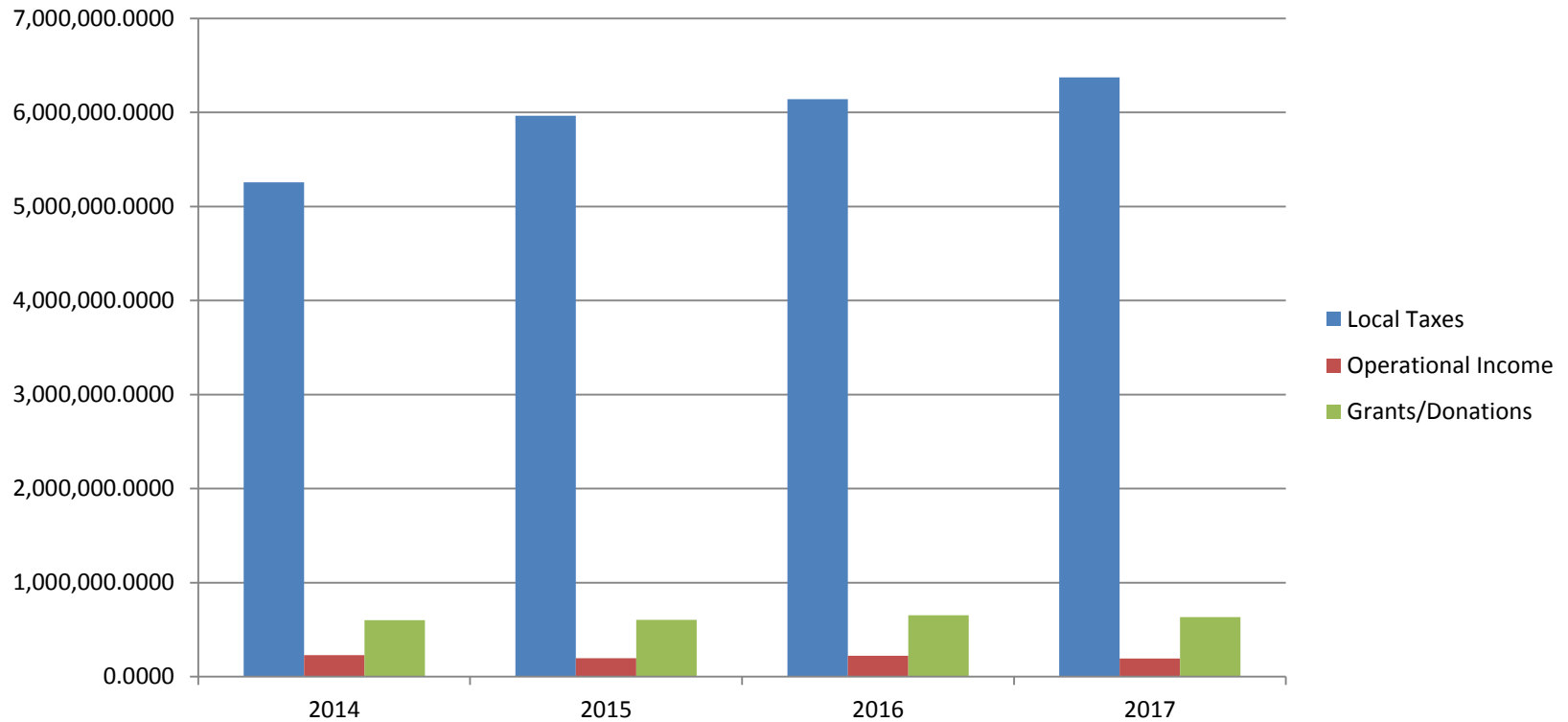
BUDGET TRENDS - EXPENSES

Annual Operating Budget Expenditures



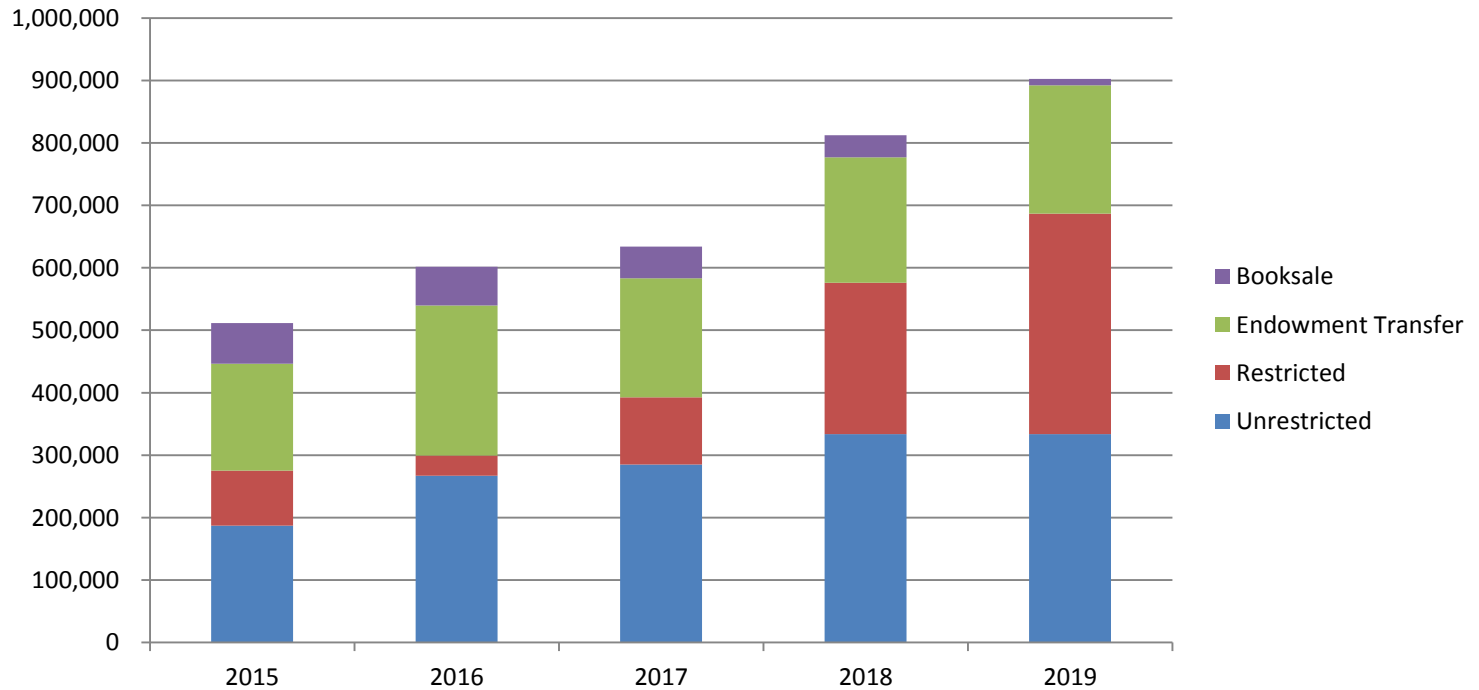
BUDGET TRENDS – REVENUES

Annual Operating Revenue



BUDGET TRENDS – REVENUES

Development (Grants/Donations)



ADJUSTMENT STRATEGY

Historically under-funded, EPL advocates for its fair share of local tax revenues.

Efforts to identify non-local revenue to cover costs in the adjustment proposal include seeking:

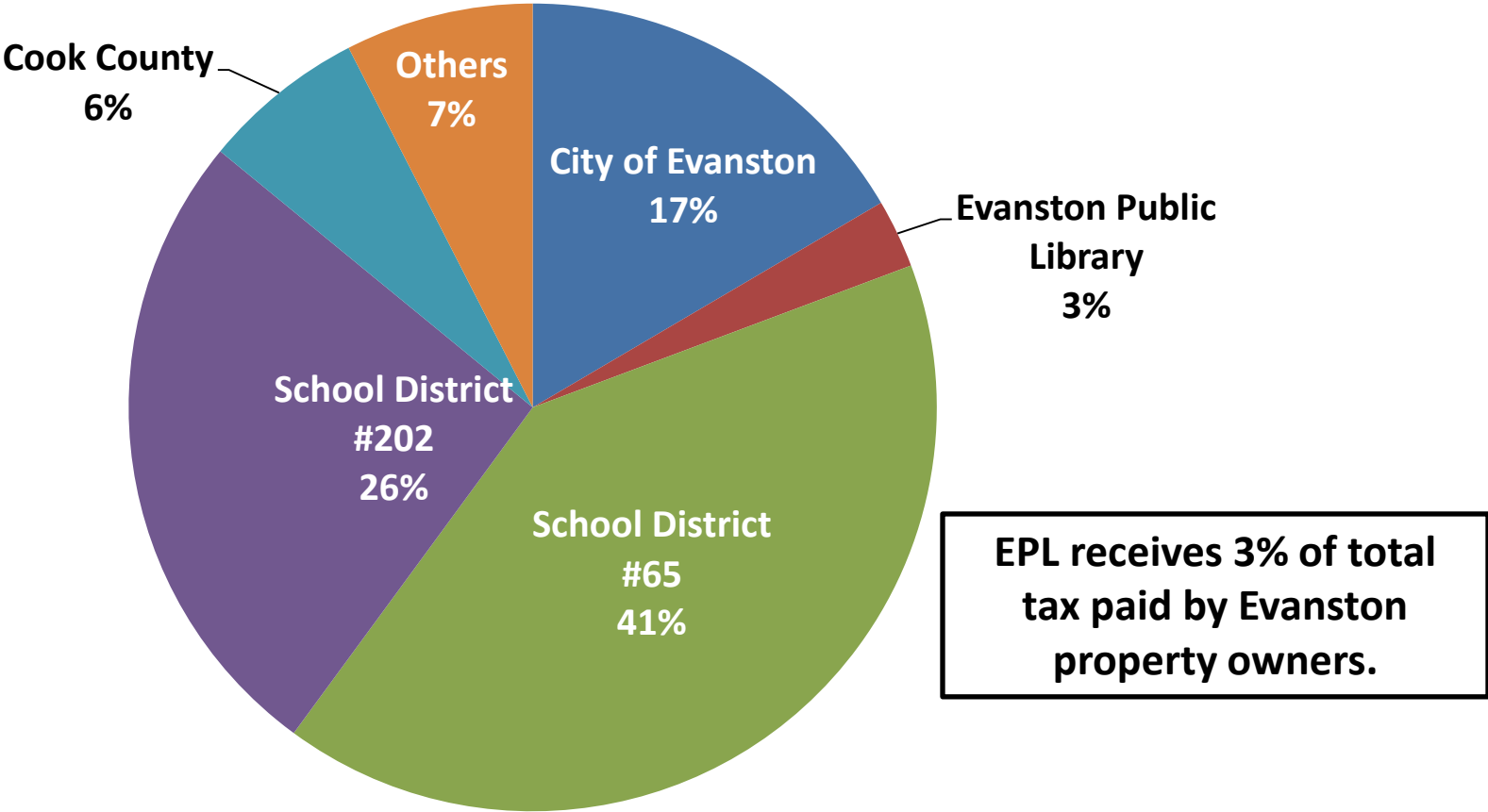
- **Partnerships, collaborations, cost-sharing**
- **Public and private funding**
- **Volunteers and in-kind contributions**

STATE OF ILLINOIS BUDGET IMPACT

- **Annual Per Capita Grant from State had averaged \$90K until 2015 when grant was cut to \$57K**
- **2017 grant was not received in 2017**
- **Received \$57K grant for 2017 in 2018**
- **Received \$97K grant for 2018 in 2018**
- **Uncertainty in future state budgets due to 2018 gubernatorial election, high state debt**

PROPERTY TAX

2017 Total Property Tax Bill



PROPERTY TAX

Property Tax Levy Trend

	2014	2017	% Change
General Levy (Includes General Assistance and Solid Waste)	12,735,671	11,706,544	-8.1%
Debt Service	11,049,841	10,879,993	-1.5%
Library *	6,418,643	6,972,225	8.6%
Fire Pension	6,061,575	8,064,947	33.1%
Police Pension	8,380,207	10,137,704	21.0%
Total City/Library Levy	44,645,937	47,761,413	7.0%

* Includes \$750,000 transfer to City for administrative services used by EPL.

CAPITAL BUDGET REQUEST

2019 Capital Improvement Plan (Bonds)

Main Library: \$555,000

North Branch: \$30,000

Robert Crown: \$1,250,000

TOTAL \$1,835,000

2019 EPL BUDGET NEXT STEPS

- **September 26 – Library Trustee Meeting with budget approval**
- **October 17 – Library Truth in Taxation Hearing on 2019 Budget and Tax Levy**
- **October 27 - City Council (CC) Special Meeting and Public Hearing on 2019 Budget and Tax Levy**
- **November 12 – CC Meeting with budget discussion**
- **November 19 – CC Meeting, Budget and Tax Levy Adoption**



Memorandum

To: Evanston Public Library Board of Trustees

From: Karen Danczak Lyons, Library Director

Subject: FY2019 Proposed Library Base Budget

Date: September 12, 2018

For the consideration of the Library Board, I have provided a baseline budget that is essentially level. The proposed 2019 Baseline Budget includes a general wage increase, health insurance increase, and other personnel calculations based upon projections. Non-personnel accounts were reduced in order to achieve savings that would help absorb higher personnel costs.

Significant changes in the base budget include the following:

- Elimination of two vacant positions
- Reduction in consulting budget
- Increase in tuition reimbursement



Memorandum

To: Evanston Public Library Board of Trustees

From: Karen Danczak Lyons, Library Director

Subject: Proposed FY2019 Adjustment Budget

Date: September 12, 2018

I recommend that the Library Board consider the following adjustments to the Library’s FY 2019 proposed base budget:

Operating support for Robert Crown library	\$ 225,000
“First Sunday” programming for Robert Crown library*	6,000
Reading specialist consultant to support literacy efforts*	10,000
Operating support for the mobile library	2,000
Fundamentals of Social Work**	40,083
Equity, Diversity and Inclusion - Professional Development**	<u>35,042</u>
Total	\$318,125
* denotes potential for grant or donor funding	
** denotes local match for grant	

Justifications for these proposed adjustments follow.

Operating Support of the Robert Crown branch library - \$225,000

With the opening of the Robert Crown branch in the 4th quarter, the requested funding reflects the estimated salary and benefits for 90 days. Hiring/transferring staff in October, 2019 will allow

staff to become familiar with the new facility and systems and assist in preparing the branch to open (i.e. shelving the new collection).

The staffing level requested anticipates 5 day per week public service totaling 42 hours. This operating level mirrors the hours operated at the existing branches, though we propose to have three late nights (1:00 – 9:00) and are seeking grant funds to support “First Sunday” programming (see below).

In addition to funding for staff, a one-time expense of \$150,000 is requested for the opening day collection of new books. We will seek support from donors for this expense but have also included \$100,000 in the tax supported operating budget.

Branch Librarian	
Children’s Librarian	
Branch Assistant (Part Time)	
(2) Clerks (Part Time)	
Shelver (part Time)	\$ 75,000
Opening Day Collection	150,000
Total:	<u>\$225,000</u>

“First Sunday” programming for the Robert Crown branch library - \$6,000

In reviewing the foot traffic pattern of the existing Robert Crown we have learned that Sundays are popular family days at the current facility. To welcome families to the new branch, we will seek donations to create a series of “First Sunday” programs. Funding requested will pay for staff to provide library service while guest storytellers or other performers provide programming. Light refreshments could also be provided.

Support from donors sought: \$6,000.

Reading Specialist Consultation and Program Review - \$10,000

In our Vision Statement, the second element states our desire: “The Evanston Public Library’s staff, collections, programs, technology and leadership help ensure that:

- Every child experiences the pleasure of reading, the joy of learning, enters school with the requisite developmental skills and continues to develop critical thinking skills including functional literacy.”

Our staff provides a variety of engaging and fun programs to support our youngest future readers and their families. As test results and studies demonstrate, the early learning and skills development that occurs in the 0-5 years is critical to future success.

As we plan for the new Robert Crown branch library and a deepening partnership to support the infant, toddler and preschool programs at that facility, we have an opportunity to review our existing programs, services and collections and evaluate the best strategies for program and service refinement and strategic expansion.

Engaging the temporary consulting services of a reading or early childhood specialist to meet with staff, review our programs and services and help to evaluate our results would inform our planning and confirm our approach. The consultant could also provide additional training necessary to support staff.

Support from grants and donors will be sought: \$10,000

Operating Support of the Mobile Library- \$2,000

Through a generous donor and Family Foundation grant, we are launching the Evanston Public Library Mobile Library in 2018. Programming and services produced through the mobile library will be provided by existing staff. The maintenance for the vehicle and equipment and fuel is estimated at \$2,000 for 2019. This would include the normal maintenance i.e. fluids/filters, inspections, generator inspection (performed by generator contractor at a cost of \$600.00), and vehicle stickers.

Fundamentals of Social Work - Professional Development - \$40,083

A proposal is being submitted to the Institute of Museums and Libraries for grant funding which requires a local match. This preliminary proposal seeks \$335,258 in funding over three years to support the development and implementation of a continuing education program for public library staff focused on the fundamentals of social work. In collaboration with Chicago Public Library, Oak Park Public Library, and Presence Behavioral Health, the Evanston Public Library (EPL) and its social work staff will lead the design, implementation, and dissemination of a multi-part training curriculum, providing library staff with the content knowledge and skills to appropriately support patrons experiencing homelessness, mental illness, poverty, and trauma. The cost share to EPL for the three years is: \$ 122,949 and includes salaries of existing staff and the current social worker.

Requested grant amount for 2019: \$40,083

Equity, Diversity, and Inclusion in the Public Library - Professional Development for Librarians and Library Staff - \$35,042

A proposal is being submitted to the Institute of Museums and Libraries for grant funding which requires a local match. This preliminary proposal seeks \$291,017 in funding over three years to support the development, implementation, and dissemination of a continuing education program for public librarians and library staff focused on equity, diversity, and inclusion (EDI). In partnership with the City of Evanston, the Evanston Public Library would hire a full-time Equity Coordinator or engage a consultant to design and teach the training program in order to provide library staff with the perspective, understanding, and skills to deliver more equitable, diverse, and inclusive library collections, programs and services. The cost share for EPL over three years is \$156, 624. Part of the cost share is the value of current staff time; the majority of the cost is the hiring of a new EDI Coordinator position or consultant.

Requested grant amount for 2019: \$35,042



Memorandum

To: Evanston Public Library Board of Trustees

From: Karen Danczak Lyons, Library Director

Subject: Proposed FY2019 Capital Budget

Date: September 12, 2018

I recommend that the Library Board consider the Capital Improvement Plan projects described in this memo as part of the proposed FY2019 budget. Following is a summary of the projects and a justification for each project. These projects would be funded through the Library Debt Service Fund.

2019 Proposed Capital Projects - Summary

2019 Capital Improvement Plan	Request
Main - Electrical Upgrades	\$70,000
Main - Life Safety Upgrade (Audio)	\$125,000
Main - Ventilation Upgrade	\$50,000
Main - Fire System Upgrade (code requirement)	\$160,000
Main - HVAC/Storm Pump Upgrade	\$70,000
Main - Lift Equipment Upgrade (elevators)	\$50,000
Main - Interiors/Exteriors (paint, trees, roof maintenance)	\$30,000
Main Library Total	\$555,000
North Branch Building Plumbing Upgrades	\$10,000
North Branch Building Life safety upgrades	\$20,000
North Branch Total	\$30,000
Robert Crown Construction	\$1,250,000
Robert Crown Total	\$1,250,000
TOTAL	\$1,835,000

2019 Proposed Capital Projects - Detail

Main Library – Electrical Upgrade

Complete building main electrical ground maintenance and minor automation additions.

Main Library – Life Safety Upgrade

Upgrade area of rescue assistance audio, building public announcement, and other audio features.

Main Library – Ventilation Upgrade

Replace aging garage exhaust fans. Perform phase 1 of 5 to replace all HVAC fan powered box/vav terminals throughout the building.

Main Library – Fire System Upgrade

Replace all sprinkler heads, horns, lights, detectors. We are out dated and no longer code compliant.

Main Library – HVAC/Storm Pump Upgrade

Replace all HVAC/plumbing circulators.

Main Library – Lift Equipment Upgrades

Automate old elevator controls (go to digital).

North Branch – Plumbing Upgrade

Add stationary mop station and associated piping to the Branch mechanical room.

North Branch – Building Life Systems Upgrade

Add burglar alarm and hard-wired fire monitoring systems.

Robert Crown Community Center Construction

Additional funds dedicated to the new RCCC Branch Library.



Memorandum

To: Evanston Public Library Board of Trustees
From: Teri Campbell, Assistant Director
Subject: Administrative Services Update
Date: September 21, 2018

This memo provides an update on significant administrative activities.

Human Resources

We bid a fond farewell and send well wishes to Russell Johnson, Adult Services department and Justine Janis, our Social Worker. We are pleased to welcome our new social worker, Christina Mendez, LCSW.

Financial Resources

The Library Fund financial report for the period ending August 31st is attached. Expenses are within budget.

A summary of the Endowment portfolio as of August 31st is also attached.



Budget Performance Report

Fiscal Year to Date 08/31/18

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	Prior Year Total
Fund 185 - LIBRARY FUND										
REVENUE										
51015	PROPERTY TAXES	6,625,000.00	.00	6,625,000.00	1,198,943.24	.00	6,564,154.38	60,845.62	99	6,334,842.84
51025	PRIOR YEAR'S TAXES	60,000.00	.00	60,000.00	(2,202.13)	.00	(50,075.81)	110,075.81	-83	35,663.70
52610	LIBRARY FINES & FEES	130,000.00	.00	130,000.00	8,836.45	.00	69,132.57	60,867.43	53	122,861.69
53200	BEV SNACK VENDING MACHINE	.00	.00	.00	46.90	.00	236.31	(236.31)	+++	337.66
55201	Federal Grants	95,000.00	.00	95,000.00	2,468.97	.00	50,426.85	44,573.15	53	16,372.17
55245	LIBRARY STATE PER CAPITA GRANT	57,418.00	.00	57,418.00	93,107.00	.00	150,940.91	(93,522.91)	263	57,833.91
56011	DONATIONS	130,000.00	.00	130,000.00	1,264.42	.00	36,647.94	93,352.06	28	69,984.14
56045	MISCELLANEOUS REVENUE	.00	.00	.00	.00	.00	6,547.11	(6,547.11)	+++	56.00
56140	FEES AND MERCHANDISE SALE	.00	.00	.00	.00	.00	1,403.70	(1,403.70)	+++	766.81
56501	INVESTMENT INCOME	5,400.00	.00	5,400.00	4,676.14	.00	17,075.38	(11,675.38)	316	5,169.12
57002	TRANSFER FROM ENDOWMENT	195,771.00	.00	195,771.00	.00	.00	.00	195,771.00	0	190,200.00
57058	TRANSFER FROM GOOD NEIGHBOR FUND	70,000.00	.00	70,000.00	5,833.33	.00	46,666.64	23,333.36	67	.00
57515	LIBRARY MATERIAL REPLACEMENT CHARGES	12,000.00	.00	12,000.00	.00	.00	4,472.49	7,527.51	37	12,475.78
57526	LIBRARY BOOK SALE	35,000.00	.00	35,000.00	.00	.00	3,621.95	31,378.05	10	50,928.67
57527	LIBRARY FUND FOR EXCELLENCE	203,500.00	.00	203,500.00	.00	.00	68,980.61	134,519.39	34	214,858.92
57535	LIBRARY COPY MACH. CHG	18,000.00	.00	18,000.00	1,950.11	.00	10,640.18	7,359.82	59	16,914.13
57540	LIBRARY MEETING RM RENTAL	11,000.00	.00	11,000.00	470.00	.00	4,235.00	6,765.00	38	8,109.17
57545	NORTH BRANCH RENTAL INCOME	25,120.00	.00	25,120.00	2,830.33	.00	14,350.31	10,769.69	57	25,525.97
57551	LIBRARY GRANTS	20,000.00	.00	20,000.00	13,200.00	.00	25,200.00	(5,200.00)	126	33,795.00
REVENUE TOTALS		\$7,693,209.00	\$0.00	\$7,693,209.00	\$1,331,424.76	\$0.00	\$7,024,656.52	\$668,552.48	91%	\$7,196,695.68
EXPENSE										
61010	REGULAR PAY	2,533,417.00	.00	2,533,417.00	187,165.34	.00	1,563,642.24	969,774.76	62	2,368,802.78
61050	PERMANENT PART-TIME	1,358,094.00	.00	1,358,094.00	101,703.13	.00	824,565.23	533,528.77	61	1,163,134.73
61060	SEASONAL EMPLOYEES	41,000.00	.00	41,000.00	5,971.50	.00	30,277.80	10,722.20	74	48,014.50
61110	OVERTIME PAY	7,000.00	.00	7,000.00	183.12	.00	5,006.62	1,993.38	72	3,241.03
61415	TERMINATION PAYOUTS	32,500.00	.00	32,500.00	.00	.00	24,127.60	8,372.40	74	79,582.74
61420	ANNUAL SICK LEAVE PAYOUT	.00	.00	.00	.00	.00	4,262.52	(4,262.52)	+++	6,255.47
61430	VACATION PAYOUTS (PREVIOUSLY OTHER PAYOUTS)	.00	.00	.00	.00	.00	1,035.19	(1,035.19)	+++	2,488.05
61510	HEALTH INSURANCE	493,468.00	.00	493,468.00	40,993.78	.00	327,347.86	166,120.14	66	504,604.93
61610	DENTAL INSURANCE	.00	.00	.00	.00	.00	35.29	(35.29)	+++	204.30
61615	LIFE INSURANCE	2,106.00	.00	2,106.00	171.86	.00	1,363.62	742.38	65	826.01
61625	AUTO ALLOWANCE	7,200.00	.00	7,200.00	1,100.00	.00	8,800.00	(1,600.00)	122	9,600.00
61626	CELL PHONE ALLOWANCE	3,400.00	.00	3,400.00	200.00	.00	2,669.55	730.45	79	4,293.52
61630	SHOE ALLOWANCE	465.00	.00	465.00	.00	.00	465.00	.00	100	465.00
61710	IMRF	343,098.00	.00	343,098.00	25,690.72	.00	212,834.74	130,263.26	62	328,452.29
61725	SOCIAL SECURITY	237,205.00	.00	237,205.00	17,827.39	.00	147,319.61	89,885.39	62	216,076.69
61730	MEDICARE	56,307.00	.00	56,307.00	4,169.37	.00	34,446.42	21,860.58	61	51,117.30
62185	CONSULTING SERVICES	211,700.00	.00	211,700.00	2,508.00	7,794.00	30,207.40	173,698.60	18	65,920.23
62205	ADVERTISING	8,000.00	.00	8,000.00	66.16	.00	3,677.56	4,322.44	46	3,052.89



Budget Performance Report

Fiscal Year to Date 08/31/18

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	Prior Year Total
Fund 185 - LIBRARY FUND										
EXPENSE										
62210	PRINTING	8,000.00	.00	8,000.00	130.00	.00	601.35	7,398.65	8	2,539.74
62225	BLDG MAINTENANCE SERVICES	212,700.00	.00	212,700.00	2,817.04	61,914.00	105,624.60	45,161.40	79	179,342.72
62235	OFFICE EQUIPMENT MAINT	12,000.00	.00	12,000.00	.00	.00	.00	12,000.00	0	7,062.30
62240	AUTOMOTIVE EQMP MAINT	.00	.00	.00	.00	.00	14.85	(14.85)	+++	203.69
62245	OTHER EQMT MAINTENANCE	1,300.00	.00	1,300.00	.00	.00	.00	1,300.00	0	152.33
62275	POSTAGE CHARGEBACKS	2,600.00	.00	2,600.00	.00	.00	1,032.67	1,567.33	40	.00
62290	TUITION	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	.00
62295	TRAINING & TRAVEL	42,000.00	.00	42,000.00	5,329.59	.00	20,422.60	21,577.40	49	28,455.06
62305	RENTAL OF AUTO-FLEET MAINTENANCE	5,440.00	.00	5,440.00	453.33	.00	3,626.64	1,813.36	67	5,440.00
62309	RENTAL OF AUTO REPLACEMENT	4,885.00	.00	4,885.00	407.09	.00	3,256.68	1,628.32	67	4,885.00
62315	POSTAGE	4,500.00	.00	4,500.00	.00	.00	1,043.82	3,456.18	23	3,373.80
62340	COMPTER LICENSE & SUPP	44,000.00	.00	44,000.00	3,417.80	3,979.00	47,903.32	(7,882.32)	118	93,100.13
62341	INTERNET SOLUTION PROVIDERS	368,600.00	.00	368,600.00	4,481.48	8,575.00	148,931.48	211,093.52	43	303,075.85
62360	MEMBERSHIP DUES	2,100.00	.00	2,100.00	.00	.00	850.00	1,250.00	40	3,229.74
62375	RENTALS	46,238.00	.00	46,238.00	4,332.00	.00	36,250.00	9,988.00	78	52,706.37
62380	COPY MACHINE CHARGES	12,900.00	.00	12,900.00	16,579.16	.00	18,775.35	(5,875.35)	146	3,432.50
62506	WORK- STUDY	8,700.00	.00	8,700.00	1,714.09	.00	7,470.42	1,229.58	86	10,524.40
62705	BANK SERVICE CHARGES	5,700.00	.00	5,700.00	463.75	.00	3,595.87	2,104.13	63	4,855.32
62770	MISCELLANEOUS	.00	.00	.00	.00	.00	.00	.00	+++	21.93
64015	NATURAL GAS	29,900.00	.00	29,900.00	1,679.42	.00	16,051.76	13,848.24	54	23,886.62
64505	TELECOMMUNICATIONS	.00	.00	.00	.00	.00	1,507.22	(1,507.22)	+++	3,197.32
64540	TELECOMMUNICATIONS - WIRELESS	2,000.00	.00	2,000.00	857.48	.00	1,387.12	612.88	69	5,285.63
65005	AGRI/BOTANICAL SUPPLIES	.00	.00	.00	.00	.00	.00	.00	+++	352.60
65020	CLOTHING	.00	.00	.00	.00	.00	.00	.00	+++	(18.50)
65040	JANITORIAL SUPPLIES	12,000.00	.00	12,000.00	1,026.03	.00	6,148.26	5,851.74	51	11,185.11
65050	BLDG MAINTENANCE MATERIAL	30,000.00	.00	30,000.00	1,118.82	.00	11,878.31	18,121.69	40	24,605.69
65095	OFFICE SUPPLIES	98,100.00	.00	98,100.00	3,588.11	6,577.47	47,653.03	43,869.50	55	74,959.81
65100	LIBRARY SUPPLIES	103,850.00	.00	103,850.00	5,643.39	3,719.60	49,980.16	50,150.24	52	90,502.42
65503	FURNITURE / FIXTURES / EQUIPMENT	5,400.00	.00	5,400.00	.00	.00	492.00	4,908.00	9	9,903.97
65550	AUTOMOTIVE EQUIPMENT	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	.00
65555	PERSONAL COMPUTER EQUIPMENT	49,100.00	.00	49,100.00	.00	.00	3,846.82	45,253.18	8	22,112.16
65628	Library Electronic Resources	.00	.00	.00	.00	.00	38,243.64	(38,243.64)	+++	.00
65630	LIBRARY BOOKS	518,200.00	.00	518,200.00	48,394.52	.00	263,684.73	254,515.27	51	513,301.78
65635	PERIODICALS	17,700.00	.00	17,700.00	855.84	.00	4,838.38	12,861.62	27	19,262.90
65640	AUDIO RECORDINGS	.00	.00	.00	.00	.00	.00	.00	+++	74.20
65641	AUDIO VISUAL COLLECTIONS	126,800.00	.00	126,800.00	2,657.44	.00	42,283.15	84,516.85	33	114,610.14
66019	COMPONENT UNIT DISBURSEMENT	.00	.00	.00	.00	.00	.00	.00	+++	333,292.91
66025	TRANSFER TO DEBT SERVICE - ERI	86,624.00	.00	86,624.00	7,218.65	.00	57,749.20	28,874.80	67	.00
66131	TRANSFER TO GENERAL FUND	270,000.00	.00	270,000.00	22,500.00	.00	180,000.00	90,000.00	67	.00



Budget Performance Report

Fiscal Year to Date 08/31/18

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	Prior Year Total
Fund 185 - LIBRARY FUND										
	EXPENSE TOTALS	\$7,476,297.00	\$0.00	\$7,476,297.00	\$523,415.40	\$92,559.07	\$4,347,227.68	\$3,036,510.25	59%	\$6,805,048.10
Fund 185 - LIBRARY FUND Totals										
	REVENUE TOTALS	7,693,209.00	.00	7,693,209.00	1,331,424.76	.00	7,024,656.52	668,552.48	91%	7,196,695.68
	EXPENSE TOTALS	7,476,297.00	.00	7,476,297.00	523,415.40	92,559.07	4,347,227.68	3,036,510.25	59%	6,805,048.10
Fund 185 - LIBRARY FUND Totals										
		\$216,912.00	\$0.00	\$216,912.00	\$808,009.36	(\$92,559.07)	\$2,677,428.84	(\$2,367,957.77)		\$391,647.58
Fund 186 - LIBRARY DEBT SERVICE FUND										
REVENUE										
51015	PROPERTY TAXES	345,790.00	.00	345,790.00	61,290.00	.00	333,529.13	12,260.87	96	338,897.00
56060	BOND PROCEEDS	.00	.00	.00	.00	.00	.00	.00	+++	743,535.00
56061	BOND PREMIUM	.00	.00	.00	.00	.00	.00	.00	+++	35,209.93
56501	INVESTMENT INCOME	.00	.00	.00	.00	.00	.00	.00	+++	7.24
	REVENUE TOTALS	\$345,790.00	\$0.00	\$345,790.00	\$61,290.00	\$0.00	\$333,529.13	\$12,260.87	96%	\$1,117,649.17
EXPENSE										
62716	BOND ISSUANCE COSTS	.00	.00	.00	.00	.00	.00	.00	+++	8,586.60
66019	COMPONENT UNIT DISBURSEMENT	.00	.00	.00	.00	.00	.00	.00	+++	112.00
68305	DEBT SERVICE- PRINCIPAL	231,831.00	.00	231,831.00	.00	.00	.00	231,831.00	0	1,064,547.00
68315	DEBT SERVICE- INTEREST	101,573.00	.00	101,573.00	.00	.00	54,961.88	46,611.12	54	70,022.96
	EXPENSE TOTALS	\$333,404.00	\$0.00	\$333,404.00	\$0.00	\$0.00	\$54,961.88	\$278,442.12	16%	\$1,143,268.56
Fund 186 - LIBRARY DEBT SERVICE FUND Totals										
	REVENUE TOTALS	345,790.00	.00	345,790.00	61,290.00	.00	333,529.13	12,260.87	96%	1,117,649.17
	EXPENSE TOTALS	333,404.00	.00	333,404.00	.00	.00	54,961.88	278,442.12	16%	1,143,268.56
Fund 186 - LIBRARY DEBT SERVICE FUND Totals										
		\$12,386.00	\$0.00	\$12,386.00	\$61,290.00	\$0.00	\$278,567.25	(\$266,181.25)		(\$25,619.39)
Grand Totals										
	REVENUE TOTALS	8,038,999.00	.00	8,038,999.00	1,392,714.76	.00	7,358,185.65	680,813.35	92%	8,314,344.85
	EXPENSE TOTALS	7,809,701.00	.00	7,809,701.00	523,415.40	92,559.07	4,402,189.56	3,314,952.37	58%	7,948,316.66
	Grand Totals	\$229,298.00	\$0.00	\$229,298.00	\$869,299.36	(\$92,559.07)	\$2,955,996.09	(\$2,634,139.02)		\$366,028.19

Endowment for the Evanston Public Library
 Holdings as of August 2018

	Symbol	Shares/Quantity	Price	Value as of 08/31/2018	% of portfolio	% of portfolio by asset class
Vanguard S&P 500 Index Fund	VFIAX	7124.294	\$268.78	\$1,914,867.74	43.9%	
Vanguard Small-Cap Index Fund	VSMAX	3759.550	\$79.39	\$298,470.67	6.8%	
Vanguard REIT Index Fund	VGSLX	1848.370	\$119.09	\$220,122.38	5.0%	
Vanguard Total International Stock Index Fund	VTIAX	14248.202	\$29.09	\$414,480.20	9.5%	
Vanguard Emerging Markets Stock Index Fund	VEMAX	6667.041	\$34.97	\$233,146.42	5.3%	70.6%
Vanguard Federal Money Market Fund	VMFXX	1.000	\$433,236.98	\$433,236.98	9.9%	
iShares Silver Trust	SLV	4788.000	\$13.65	\$65,356.20	1.5%	
SPDR Gold Trust	GLD	625.000	\$113.51	\$70,943.75	1.6%	13.1%
US Treasury TIPS Notes, maturing 1/25, 2.375%		100000.000	\$110.121	\$147,206.44	3.4%	
US Treasury TIPS Notes, maturing 1/26, 2.0%		100000.000	\$108.870	\$138,215.90	3.2%	
US Treasury TIPS Notes, maturing 2/40, 2.125%		100000.000	\$124.254	\$144,855.31	3.3%	9.9%
Vanguard Short-Term Investment Grade Bond Fund	VFSUX	10.480	\$27,019.45	\$283,163.83	6.5%	6.5%
				\$4,364,065.82		100.0%

Cash Equivalents	13.1%
US Treasury Inflation Protected Securities	9.9%
Corporate Bonds	6.5%
Domestic Equities	55.8%
International Equities	14.8%
	100.0%



Memorandum

To: Evanston Public Library Board

From: Karen Danczak Lyons, Library Director
John Devaney, Facilities Manager

Subject: Approval of Main Library Weatherproofing – CIP Phase IV
Bid 18-38

Date: September 20, 2018, 2018

Recommended Action:

Staff recommends the Evanston Public Library Board authorize the Library Director to execute a contract for the Main Library Weatherproofing Project Phase IV with Reliable & Associates Construction Co. (4106 S. Emerald Ave., Chicago, Illinois 60609) in the amount of \$538,800.00.

Funding Source:

Funding will be provided from Capital Improvements Fund 2018 GO Bonds (Account 187.48.4862.65515). This project was budgeted at \$755,000 in FY 2018.

Bid 18-38 includes a project allowance of \$75,000. Project allowances are funds that are in addition to the base bid amount in anticipation of unforeseen additional costs that may be uncovered during completion of a project. The \$75,000 allowance is calculated by a customary 10% of a project's total budget.

Livability Benefits:

Built Environment: Enhance public spaces.
Preserve and maintain the Main Library structure. Promote safe and healthy spaces.

Background:

This proposal/scope includes masonry repairs, applying weatherproofing components to the South and West facades of the structure, power washing, replacing main entrance way doors/operating controls/hardware, storefront glazing and frames, replace/repair of concrete steps and walkways. Replace/repair of all components includes the furnishing of labor and materials to repair/restore masonry on the West and South building elevations, restoration of artwork and flagpole finishes.

In 2013, the comprehensive facility assessment report compiled by WJE architectural firm for the Main Library included recommendations for exterior weatherproofing. As a result of this assessment report, the first phase of the weatherproofing project was included in the 2016 Capital Improvement Budget, approved by the Library Board, and completed during 2016. Phase 1 included coping stone replacement/refurbishment at the roof level. Phases 2&3 performed in 2017 remedied the deterioration of the cast stone at the lower areas of the building as identified by CTL Group (EPL architects of record on the project), and restoration of the South and East facades. Phases 1, 2, &3 were completed by April Building Services (ABS). All three Phases were done well, were professionally managed in a safe manner, and came in under budget. In 2018, Phase 4 will continue the building envelope-weatherproofing project and will include West and South facades, building entryways and a number of ancillary construction items. Phase 4 is the final phase of the three-year project.

Analysis:

On July 19, 2018, COE/EPL issued bid documents for Bid 18-38. On August 03, 2018, eleven firms attended a pre-bid meeting for project details on Bid 18-38. On August 21, 2018, the COE Purchasing Department received and publicly read results of these six bids that were received back for the project. COE purchasing department, CTL Group (EPL's architect of record), and Library staff reviewed all six bids. Of the six bids submitted, three (3) were eliminated due to high base bid pricing, and two (2) bids were considered non-responsive/non-responsible due to a number of factors.

Bid results were as follows:

AGAE Construction's bid has been determined to be non-responsive as they failed to designate whether they did or did not have exceptions to the COE Contractor Services Agreement (contract), an incomplete Exhibit F form (LEP), and selected unable to comply with City's LEP policy but was willing to work with the City. Labor costs also seemed low. Reference inquires did not return any positive results.

Continental Construction's bid has been determined to be non-responsive as they failed to return COE Contractors Services Agreement. Signed off on Exhibit F (LEP compliance form) but the labor costs were deemed too low.

Continental Construction's bid has been determined to be non-responsible for the following reasons:

1. Continental Construction has an established history of poor performance and unsuccessful projects with the City of Evanston. Examples include:
 - a. Harley Clarke Coach House Renovations (2009). Work included tuckpointing, roofing repairs, gutters, and sidewalk. Continental Construction failed to pay their subcontractors in a timely manner resulting in the need for the City to issue joint checks to guarantee payments. Additionally, most likely as a result of Continental Construction failing to

- pay subcontractors, the City never received project closeout documents or final lien waivers.
- b. Water Plant Masonry Repairs (2009). Work included tuck-pointing for several buildings. Continental Construction damaged windows and doors at the high lift pumping station as a result of performing non-compliant acid washing of the brick exterior of this building. Continental declined to remedy the situation, so payment was withheld from their contract. Following this damage, the windows, and one door at this facility had to be replaced under separate contracts, and the withheld funds were applied to the replacement costs for these items.
 - c. Maple Avenue Parking Garage Repairs (2010). Work included façade repairs and removal of a portion of building's fire suppression system. Due to Continental Construction's lack of proper supervision, construction crews removed and discarded critical fire suppression system piping scheduled to remain resulting in the need to replace and reinstall this material on an emergency basis. Following the emergency reinstallation, Continental Construction failed to pay the fire protection company hired to replace the piping resulting in a lien against the property which required extensive work on the part of the City to resolve.

Reliable & Associates:	Recommended for bid award
Central Lakes Construction Co:	High base bid
All Chicago Inc:	High Base bid
Structures Construction Co:	High base bid

Summary:

Reliable & Associates Construction Co. is compliant with the City's M/W/EBE goals and intends to comply with the City's LEP requirements (see-attached memo for more information). Staff contacted Reliable & Associates Construction Co. references, which indicate they have performed similar masonry renovation projects with satisfactory results. Staff has also worked with Reliable & Associates Construction Co. on other City of Evanston renovation projects with satisfactory results. Staff recommends that Reliable & Associates be awarded this work based on their positive references, prior performance, and lowest responsive and responsible bid for a total amount of \$538,800.

Agenda Item 11.B

Bidder Name	Address	Base Bid
AGAE Contractors. Inc.	4549 N. Milwaukee Ave,	Non-responsive/ Non-responsible \$470,839.00
Continental Const Co. Inc.	1919 Greenwood Ave, Evanston, IL 60201	Non-responsive/ Non-responsible \$473,500.00
Reliable & Assoc Const Co.	4106 S. Emerald Ave, Chicago, IL 60609	\$538,800.00
Central Lakes Const Co.	749 Pinecrest, Prospect Heights, IL 60070	Non-responsive/ Non-responsible \$623,282.00
All Chicago Inc.	4100 W. Belmont Ave, Chicago, IL 60641	Non-responsive/ Non-responsible \$705,000.00
Structures Const Co. Inc.	2300 W. Diversey Ave, Chicago, IL 60647	Non-responsive/ Non-responsible \$749,800.00

As a result, staff recommends award of this project to Reliable & Associates Construction Company. A breakdown of the recommended bid award is:

Item Bid 18-38	Reliable & Associates Construction Company
Base Bid	\$463,300
Construction Allowance	\$75,000
Total	\$538,800

Attachments:

M/W/EBE Compliance Memo

CTL Group Memo

Reliable & Associates Construction Contract



September 6, 2018

Mr. John Devaney
Manager – Maintenance/Security
Evanston Public Library
1703 Orrington Ave.
Evanston, IL 60201

Phone: (847) 448-8622
Email: jdevaney@cityofevanston.org

**Bid Evaluation for 2018 Main Library Weatherproofing Phase IV
Evanston Public Library – BID 18-38
CTLGroup Project No. 262906**

Dear Mr. Devaney:

As requested, CTLGroup reviewed three bids for weatherproofing work described in the Evanston Public Library Main Library Phase 4 Weatherproofing 2018 documents prepared by CTLGroup and issued on June 29, 2018. This work is to be implemented at the Evanston Public Library located at 1703 Orrington Avenue in Evanston, Illinois. Copies of bids were received by CTLGroup on August 30, 2018 from the following bidders:

- AGAE Contractors, Inc. (AGAE)
- Continental Construction Company, Inc. (Continental)
- Reliable & Associates Construction Company (Reliable)

CTLGroup can recommend only Reliable based on previous experience working with them. CTLGroup has not worked with AGAE before and therefore cannot recommend them based on personal experience. CTLGroup has, however, worked with Continental but cannot recommend.

CTLGroup attended a post-bid meeting with you, Reliable and their concrete subcontractor. The paint subcontractor they would be working with on this job is someone we have worked with before and have had a positive working experience with. We believe Reliable understands the scope of work and that their approach to the Work is well thought out and suitable for the type of work being performed. Having reviewed their subcontractor's estimates, they seem realistic based on our estimations. If Reliable is awarded the job, we believe the work will be thorough and accurate.

AGAE's bid is incomplete and therefore may be considered non-responsive. The Exhibit F, Local Employment Program Compliance form is incomplete and they selected "unable to comply with the LEP requirements but am willing to work with the City to achieve compliance." They also did not state whether they did or did not have exceptions to the Contractor Services Agreement. Additionally, their bid of \$470,839.00 is inconsistent with our estimated construction cost. This disparity will most likely result in a number of change orders during construction.

Continental's bid is also incomplete because they did not return the Contractor Services Agreement and, therefore, may be considered non-responsive. Their bid of \$473,500.00 is also inconsistent with our estimated construction cost.

RECOMMENDATIONS

CTLGroup recommends Reliable based on our past experience with them, the complete bid package provided by them for the Work, and the fact that their bid is consistent with our estimations for this project. If the City elects to enter into a contract with AGAE or Continental, they should anticipate possible additional costs for the work in the form of change orders or possible legal issues as they try to negotiate a more favorable contract. Past experience with Continental required additional construction oversight.

If you have any questions, or if we can be of further assistance, please do not hesitate to call.

Very truly yours,
CTLGroup



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