

evanston public library
community | events | ideas | resources



EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES

WEDNESDAY, APRIL 17, 2019

6:30 P.M.

CHICAGO AVE/MAIN ST BRANCH

900 CHICAGO AVE EVANSTON, 60202



EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES
Wednesday, April 17, 2019

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

Meeting of the Board
6:30 PM

Chicago Avenue Main Street Branch: 900 Chicago Avenue

AGENDA

- 1. CALL TO ORDER / DECLARATION OF QUORUM**
- 2. CITIZEN COMMENT**
Not to exceed 15 minutes
- 3. CONSENT AGENDA**
 - A. Approval of Minutes March 20, 2019 Regular Meeting.
 - B. Approval of Bills and Payroll
- 4. INFORMATION/COMMUNICATIONS: *Together, We are the Library***
 - A. What will success look like at the new Robert Crown branch? (Discussion)
- 5. EQUITY, DIVERSITY AND INCLUSION**
 - A. Joint Committee (Update)
- 6. LIBRARY DIRECTOR'S REPORT** (Distributed in Advance)
- 7. STAFF REPORTS**
 - A. Administrative Services Report (Teri Campbell)
 - B. Social Work (Christina Mendez and Cindy Castro)
- 8. BOARD REPORTS**
 - A. Facilities Committee - Fire Alarm Replacement (Action)
- 9. BOARD DEVELOPMENT**

Trustees share highlights from:
YWCA: 4th Annual Equity Summit
- 10. UNFINISHED BUSINESS**
 - A. Hours of Operation - Robert Crown Branch (Discussion)
 - B. Chicago Avenue Main Street (Discussion)
- 11. NEW BUSINESS**
 - A. Appointment of Nominating Committee
 - B. Approval of Change in Non-Resident Card Fee (For Action)
- 12. Executive Session**
 - A. Closed Session – Personnel (Library Director Evaluation and Contract)
- 13. ADJOURNMENT**

Next Meeting: May 15, 2019 at 6:30 pm: Robert Crown Community Center

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, March 20, 2019
6:30 P.M.
1703 Orrington Avenue, Community Meeting Room

Members Present: Adam Goodman, Rachel Hayman, Ruth Hays, Shawn Iles, Vaishali Patel, Benjamin Schapiro and Margaret Laurie by phone

Members Absent: None

Staff: Karen Danczak Lyons, Wynn Shawver, Constance Heneghan, Elizabeth Bird, Tim Longo, Jill Skwerski, Donald Westphal and Kim Hegelund

Presiding Member: Benjamin Schapiro, President

Call to order/Declaration of Quorum- President Schapiro called the meeting to order and we have a quorum at 6:36pm

Citizen Comment: None

Consent Agenda:

- A. Approval of the Bills and Payroll and Minutes of the February 20 2019 Board Meeting-** Trustee Goodman moved to approve and Trustee Hayman seconded the motion and it was approved by voice vote.

Information/Communications:

- A. Proclamation -** Director Danczak Lyons read a proclamation honoring Trustee Socorro Castro and her work on the Evanston Public Library Board from 2016-2019.

Equity, Diversity and Inclusion (Discussion): Trustees discussed how the development of the Task Force would unfold and the volunteer application questions. Two board members would serve on the Task Force in an ex officio capacity for one year terms, four staff members and six volunteer Evanston residents would meet twice per month. The final draft will be discussed at the next board meeting.

Library Director's Report: Director Danczak Lyons informed the board the library will be closed for All-Day Staff Development on April 4th. The theme for National Library Week (April 7-13) is "Libraries = Strong Communities", reminding the public that libraries of all types serve as change agents that strengthen communities by supporting community engagement and providing services that connect closely with patrons' needs.

Staff Reports:

- A. Administrative Services:** Director Danczak Lyons shared with the board that interviews were concluding on multiple positions and decisions will be made shortly. The auditors for the City of Evanston are finishing up the 2018 year-end reports.
- B. Collection Development:** Access Service Manager Tim Longo and Collection Development Manager Elizabeth Bird presented their collection assessment for 2018/19.

Evanston Public Library currently has the 6th largest physical materials collection in the state at roughly 434,000 items. Hoopla, Kanopy, Overdrive and more than 80 databases are provided for our patrons to utilize. 2018 highlights include: migration to a new Integrated Library System, beginning preparations for the Robert Crown Center, introduction of Pop-Up Libraries, and the new Electronic Content Consortium. Tracking has begun for materials used in programming, displays and for all new purchases of titles by Black authors. The second year of *101 Great Books for Kids* is supported through a continued collaboration with bookstore Bookends & Beginnings, and with a new bookstore partner Booked. With input from the EDI committee and the community, the library's Latino Engagement Coordinator Mariana Borjorquez will select materials for the Latinx Collection with input from Children's Library Assistant Hilda Gonzalez. Pursuing new streaming services, a reduction in romance purchases and tying programs to the collection are other goals for 2019.

Board Reports: Nothing to Report

Board Development: Trustees highlighted the Evanston Community Foundation's Becoming an Equitable Institution workshop. The workshop validated our current work and we are on the right path.

Unfinished Business:

- A. Development Committee:** The Development Committee recommends that the Library establish a more traditional and sustainable Evanston Public Library Friends group, and create a Memorandum of Understanding to better define the relationship between the Friends and the Library. Wynn Shawver is drafting the MOU for review and discussion.
- B. Hours of Operation:** Robert Crown Branch will feature the Open+ software which provides access after normal business hours. Discussion of operating and Open+ hours will continue at future meetings.
- C. Chicago Avenue Main Street:** The landlord has indicated that two one-year lease extensions is acceptable. Trustees inquired about the availability of an "early out clause".

New Business:

- A. Annual Report:** Trustee Iles moved to approve a motion to mail the Annual Report to every Evanston residence. Trustee Hays seconded the motion and it was approved by roll call vote.

Executive Session:

- A. The Board Meeting was moved into Executive Session at 8:3 9pm by Trustee Hayman and seconded by President Schapiro.** The Board Meeting was reconvened into public session by Trustee Hayman and seconded by Trustee Hays. Moved by Trustee Hayman and seconded by President Schapiro the meeting was adjourned at 9:20pm

Respectfully submitted
by Kim Hegelund



Memorandum

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

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

Subject: Library Fund Bills

Date: April 12, 2019

Recommended Action

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

Payroll

March 4, 2019 through March 17, 2019	\$ 153,439.92
March 18, 2019 through March 31, 2019	\$ 151,153.94

Library Fund Bills List

April 9, 2019 (includes February 2019 purchasing card expenses of \$8,659)	\$ 75,020.15
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Attachments: Bills Lists, February 2019 purchasing card report

**CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 04.09.2019**

**Accounts Payable by G/L
Distribution Report**

Payment Date Range 04/09/19 - 04/09/19

Vendor	Invoice Description	Invoice Date	Invoice Amount
Fund 185 - LIBRARY FUND			
Department 48 - LIBRARY			
Business Unit 4805 - EARLY LEARNING & LITERACY			
Account 65100 - LIBRARY SUPPLIES			
101401 - DELL COMPUTER CORP.	LOFT LAPTOPS	01/23/2019	9,588.00
Account 65100 - LIBRARY SUPPLIES Totals			<u>9,588.00</u>
Account 65630 - LIBRARY BOOKS			
100474 - BAKER & TAYLOR	JUV PRINT	03/04/2019	881.12
100474 - BAKER & TAYLOR	JUV PRINT	03/04/2019	347.17
100474 - BAKER & TAYLOR	JUV PRINT	02/27/2019	6.74
100474 - BAKER & TAYLOR	JUV PRINT	02/27/2019	618.73
100474 - BAKER & TAYLOR	JUV PRINT	02/22/2019	161.57
100474 - BAKER & TAYLOR	JUV PRINT	02/26/2019	1,376.22
100474 - BAKER & TAYLOR	JUV PRINT	02/26/2019	41.24
100474 - BAKER & TAYLOR	JUV PRINT	03/07/2019	608.20
100474 - BAKER & TAYLOR	JUV PRINT	03/05/2019	102.75
100474 - BAKER & TAYLOR	JUV PRINT	02/28/2019	248.34
100474 - BAKER & TAYLOR	JUV PRINT	03/05/2019	1,866.49
Account 65630 - LIBRARY BOOKS Totals			<u>1,866.49</u>
Account 65641 - AUDIO VISUAL COLLECTIONS			
103424 - MIDWEST TAPE	JUV AV	03/06/2019	121.92
103424 - MIDWEST TAPE	JUV AV	03/14/2019	30.48
103424 - MIDWEST TAPE	JUV AV	03/13/2019	398.72
103424 - MIDWEST TAPE	JUV AV	03/06/2019	318.22
103424 - MIDWEST TAPE	JUV AV	03/13/2019	264.90
103424 - MIDWEST TAPE	JUV AV	03/13/2019	272.40
11375 - PENGUIN RANDOM HOUSE LLC	JUV AV	03/08/2019	45.00
11375 - PENGUIN RANDOM HOUSE LLC	JUV AV	03/11/2019	18.00
11375 - PENGUIN RANDOM HOUSE LLC	JUV AV	03/05/2019	86.25
11375 - PENGUIN RANDOM HOUSE LLC	JUV AV	03/07/2019	41.25
11375 - PENGUIN RANDOM HOUSE LLC	JUV AV	03/14/2019	18.75
Account 65641 - AUDIO VISUAL COLLECTIONS Totals			<u>1,615.89</u>
Business Unit 4805 - EARLY LEARNING & LITERACY Totals			<u>\$17,462.46</u>
Business Unit 4806 - LIFELONG LEARNING & LITERACY			
Account 62341 - INTERNET SOLUTION PROVIDERS			
15412 - WORLD TRADE PRESS	ADULT ELECTRONIC RESOURCES	11/21/2018	525.00
Account 62341 - INTERNET SOLUTION PROVIDERS Totals			<u>525.00</u>
Account 65630 - LIBRARY BOOKS			
100474 - BAKER & TAYLOR	ADULT PRINT	03/08/2019	443.47
100474 - BAKER & TAYLOR	ADULT PRINT	03/07/2019	97.21
100474 - BAKER & TAYLOR	ADULT PRINT	03/06/2019	19.33
100474 - BAKER & TAYLOR	ADULT PRINT	02/26/2019	507.08
100474 - BAKER & TAYLOR	ADULT PRINT	03/05/2019	193.92
100474 - BAKER & TAYLOR	ADULT PRINT	03/04/2019	798.50
100474 - BAKER & TAYLOR	ADULT PRINT	02/28/2019	13.77
100474 - BAKER & TAYLOR	ADULT PRINT	02/27/2019	1,432.00
100474 - BAKER & TAYLOR	ADULT PRINT	03/12/2019	1,735.69
100474 - BAKER & TAYLOR	ADULT PRINT	03/08/2019	494.45
100474 - BAKER & TAYLOR	ADULT PRINT	03/12/2019	190.88
100932 - CENTER POINT INC	ADULT PRINT	03/08/2019	20.24
Account 65630 - LIBRARY BOOKS Totals			<u>5,946.54</u>
Account 65635 - PERIODICALS			
101584 - EBSCO INDUSTRIES, INC. DBA	PERIODICALS	03/13/2019	15.26
Account 65635 - PERIODICALS Totals			<u>15.26</u>
Account 65641 - AUDIO VISUAL COLLECTIONS			
103424 - MIDWEST TAPE	ADULT AV	03/06/2019	72.92
103424 - MIDWEST TAPE	ADULT AV	03/06/2019	517.29
103424 - MIDWEST TAPE	ADULT AV	03/06/2019	52.98

**CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 04.09.2019**

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Distribution Report**

Payment Date Range 04/09/19 - 04/09/19

Vendor	Invoice Description	Invoice Date	Invoice Amount
103424 - MIDWEST TAPE	ADULT AV	03/06/2019	158.94
103424 - MIDWEST TAPE	ADULT AV	03/06/2019	169.92
103424 - MIDWEST TAPE	ADULT AV	03/14/2019	57.28
103424 - MIDWEST TAPE	ADULT AV	03/14/2019	60.72
103424 - MIDWEST TAPE	ADULT AV	03/14/2019	22.74
103424 - MIDWEST TAPE	ADULT AV	03/14/2019	46.23
103424 - MIDWEST TAPE	ADULT AV	03/14/2019	18.24
103424 - MIDWEST TAPE	ADULT AV	03/14/2019	35.59
103424 - MIDWEST TAPE	ADULT AV	03/06/2019	26.49
103424 - MIDWEST TAPE	ADULT AV	03/13/2019	23.29
103424 - MIDWEST TAPE	ADULT AV	03/14/2019	191.16
103424 - MIDWEST TAPE	ADULT AV	03/14/2019	26.49
103424 - MIDWEST TAPE	ADULT AV	03/14/2019	98.46
103424 - MIDWEST TAPE	ADULT AV	03/13/2019	46.98
103424 - MIDWEST TAPE	ADULT AV	03/13/2019	24.24
103424 - MIDWEST TAPE	ADULT AV	03/13/2019	26.49
103424 - MIDWEST TAPE	ADULT AV	03/13/2019	107.06
103424 - MIDWEST TAPE	ADULT AV	03/13/2019	69.72
103424 - MIDWEST TAPE	ADULT AV	03/13/2019	52.98
11375 - PENGUIN RANDOM HOUSE LLC	ADULT AV	03/07/2019	37.50
104325 - RECORDED BOOKS INC.	ADULT AV	03/07/2019	50.39
104325 - RECORDED BOOKS INC.	ADULT AV	03/07/2019	53.98
104325 - RECORDED BOOKS INC.	ADULT AV	03/08/2019	85.47
Account 65641 - AUDIO VISUAL COLLECTIONS Totals			<u>\$2,133.55</u>
Business Unit 4806 - LIFELONG LEARNING & LITERACY Totals			<u>\$8,620.35</u>
Business Unit 4820 - ACCESS SERVICES			
Account 52610 - LIBRARY FINES & FEES			
121187 - UNIQUE MANAGEMENT	COLLECTION CHARGES	03/01/2019	268.50
Account 52610 - LIBRARY FINES & FEES Totals			<u>\$268.50</u>
Account 57515 - LIBRARY MATERIAL REPLACEMENT CHARGES			
16423 - SAMFORD UNIVERSITY	REPLACEMENT CHARGES	11/30/2018	130.00
Account 57515 - LIBRARY MATERIAL REPLACEMENT CHARGES Totals			<u>\$130.00</u>
Business Unit 4820 - ACCESS SERVICES Totals			<u>\$398.50</u>
Business Unit 4825 - ENGAGEMENT SERVICES			
Account 64015 - NATURAL GAS			
100474 - BAKER & TAYLOR	JUV PRINT	02/27/2019	168.07
103744 - NICOR	NATURAL GAS	03/06/2019	19.84
Account 64015 - NATURAL GAS Totals			<u>\$187.91</u>
Account 65630 - LIBRARY BOOKS			
100474 - BAKER & TAYLOR	ADULT PRINT	02/26/2019	76.24
100474 - BAKER & TAYLOR	JUV PRINT	02/27/2019	15.50
100474 - BAKER & TAYLOR	JUV PRINT	02/22/2019	71.38
100474 - BAKER & TAYLOR	ADULT PRINT	03/04/2019	31.64
100474 - BAKER & TAYLOR	JUV PRINT	02/26/2019	3.74
100474 - BAKER & TAYLOR	ADULT PRINT	02/27/2019	63.28
100474 - BAKER & TAYLOR	JUV PRINT	03/15/2019	518.38
Account 65630 - LIBRARY BOOKS Totals			<u>\$780.16</u>
Business Unit 4825 - ENGAGEMENT SERVICES Totals			<u>\$968.07</u>
Business Unit 4835 - INNOVATION & DIGITAL LEARNING			
Account 62340 - COMPTEER LICENSE & SUPP			
319766 - FARONICS TECHNOLOGIES	DEEP FREEZE LICENSE	03/08/2019	680.40
319766 - FARONICS TECHNOLOGIES	DEEP FREEZE LICENSE	03/31/2019	576.45
12896 - MC SALES COMPANY	ANNUAL MAINTENANCE COINBOXES	03/07/2019	2,107.00
Account 62340 - COMPTEER LICENSE & SUPP Totals			<u>\$3,363.85</u>
Account 62341 - INTERNET SOLUTION PROVIDERS			
137361 - COOPERATIVE COMPUTER	CCS MEMBERSHIP FEE	03/15/2019	7,173.80
14768 - SPRINT COM. INC.	MOBILE HOTSPOTS DEVICES	03/05/2019	3,166.71
Account 62341 - INTERNET SOLUTION PROVIDERS Totals			<u>\$10,340.51</u>

**CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 04.09.2019**

**Accounts Payable by G/L
Distribution Report**

Payment Date Range 04/09/19 - 04/09/19

Vendor	Invoice Description	Invoice Date	Invoice Amount
Account 65555 - PERSONAL COMPUTER EQUIPMENT			
101401 - DELL COMPUTER CORP.	DESKTOP COMPUTERS AN	03/08/2019	10,560.00
	Account 65555 - PERSONAL COMPUTER EQUIPMENT Totals		<u>\$10,560.00</u>
	Business Unit 4835 - INNOVATION & DIGITAL LEARNING Totals		<u>\$24,264.36</u>
Business Unit 4840 - LIBRARY MAINTENANCE			
Account 62225 - BLDG MAINTENANCE SERVICES			
104395 - RIDDIFORD ROOFING COMPANY	BUILDING MAINTENANCE	01/10/2019	1,291.20
	Account 62225 - BLDG MAINTENANCE SERVICES Totals		<u>\$1,291.20</u>
Account 64505 - TELECOMMUNICATIONS			
154298 - CALL ONE	COMMUNICATION CHARGES MAR 19	03/15/2019	310.72
	Account 64505 - TELECOMMUNICATIONS Totals		<u>\$310.72</u>
	Business Unit 4840 - LIBRARY MAINTENANCE Totals		<u>\$1,601.92</u>
Business Unit 4845 - LIBRARY ADMINISTRATION			
Account 56140 - FEES AND MERCHANDISE SALE			
102499 - ILLINOIS DEPT OF REVENUE	*SALES TAX	03/28/2019	134.00
	Account 56140 - FEES AND MERCHANDISE SALE Totals		<u>\$134.00</u>
Account 62295 - TRAINING & TRAVEL			
16314 - HOMELESS TRAINING INSTITUTE,	SPEAKER FOR STAFF	04/05/2019	1,593.00
	Account 62295 - TRAINING & TRAVEL Totals		<u>\$1,593.00</u>
Account 62380 - COPY MACHINE CHARGES			
149274 - CHICAGO OFFICE TECHNOLOGY	COPIER CHARGES	02/27/2019	982.90
149274 - CHICAGO OFFICE TECHNOLOGY	COPIER CHARGES	03/19/2019	42.16
105654 - XEROX CORP.	COPIER CHARGES	02/20/2019	16.80
105654 - XEROX CORP.	COPIER CHARGES	02/20/2019	16.80
	Account 62380 - COPY MACHINE CHARGES Totals		<u>\$1,058.66</u>
Account 65095 - OFFICE SUPPLIES			
103883 - OFFICE DEPOT	OFFICE SUPPLIES	02/26/2019	79.58
103883 - OFFICE DEPOT	OFFICE SUPPLIES	02/26/2019	56.38
103883 - OFFICE DEPOT	OFFICE SUPPLIES	02/27/2019	35.35
	Account 65095 - OFFICE SUPPLIES Totals		<u>\$171.31</u>
	Business Unit 4845 - LIBRARY ADMINISTRATION Totals		<u>\$2,956.97</u>
Business Unit 4850 - LIBRARY GRANTS			
Account 65100 - LIBRARY SUPPLIES			
101401 - DELL COMPUTER CORP.	MOBILE LIBRARY LAPTOPS	01/20/2019	7,990.00
103883 - OFFICE DEPOT	OFFICE SUPPLIES	03/01/2019	589.99
	Account 65100 - LIBRARY SUPPLIES Totals		<u>\$8,579.99</u>
	Business Unit 4850 - LIBRARY GRANTS Totals		<u>\$8,579.99</u>
	Department 48 - LIBRARY Totals		<u>\$64,852.62</u>
	Fund 185 - LIBRARY FUND Totals		<u>\$64,852.62</u>
			<u>\$64,852.62</u>

**CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 04.09.2019**

**SUPPLEMENTAL LIST
ACH AND WIRE**

<u>ACCOUNT NUMBER</u>	<u>SUPPLIER NAME</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
SUPPLEMENTAL BILLS LIST ATTACHMENT			
VARIOUS	TWIN EAGLE	NATURAL GAS-FEBRUARY	1,508.53
VARIOUS	BMO	PURCHASING CARD-FEB, 2019	8,659.00
			<u>10,167.53</u>
			<u>10,167.53</u>
		GRAND TOTAL	<u><u>75,020.15</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

REPORTS TO INTERMEDIATE	MERCHANT NAME	SUPPLIER STATE	SUPPLIER POSTAL CODE	TRANSACTION AMOUNT	POSTING DATE	COST ALLOCATION - EXPENSE OBJECT	EXPENSE DESCRIPTION
LIBRARY	EXXONMOBIL 96024591	IL	60201	\$ 4.95	1/28/2019	65550 AUTOMOTIVE EQUIPMENT	CAR WASH FOR LIBRARY VAN
LIBRARY	AMZN MKTP US*MB2OJ95Q2	WA	98109	\$ 84.83	1/29/2019	65630 LIBRARY BOOKS	ADULT PRINT
LIBRARY	PAYPAL *BESTBUY COM	KY	40165	\$ 196.90	1/30/2019	65100 LIBRARY SUPPLIES	CIRCULATION COMPUTER ACCESSORIES
LIBRARY	GOTPRINT.COM	CA	91505	\$ 39.48	1/30/2019	62210 PRINTING	BUSINESS CARD L ANTOLIN
LIBRARY	AMZN MKTP US*MB2U849K1	WA	98109	\$ 24.99	1/31/2019	65630 LIBRARY BOOKS	ADULT PRINT
LIBRARY	AMZN MKTP US*MB39A68W2	WA	98109	\$ 31.88	1/31/2019	65630 LIBRARY BOOKS	JUV PRINT
LIBRARY	FACEBK RE46GJSH42	CA	94025	\$ 55.58	2/1/2019	62205 ADVERTISING	PROGRAM ADVERTISEMENT IN SOCIAL MEDIA
LIBRARY	GOOGLE *GSUITE EPL_ORG	CA	94043	\$ 10.00	2/1/2019	62340 IS SUPPORT FEES	GOOGLE ACCOUNT SUBSCRIPTION TO EPL_ORG
LIBRARY	NY TIMES NATL SALES	NY	10018	\$ 305.50	2/4/2019	65635 PERIODICALS	NY TIMES
LIBRARY	WP ENGINE	TX	78701	\$ 115.00	2/4/2019	62340 IS SUPPORT FEES	WEB HOST MONTHLY SUBSCRIPTION
LIBRARY	AMZN MKTP US*MB6SD8DX2	WA	98109	\$ 29.13	2/4/2019	65630 LIBRARY BOOKS	ADULT PRINT
LIBRARY	AMAZON.COM*MB4Y63YG1	WA	98109	\$ 14.00	2/4/2019	65630 LIBRARY BOOKS	CHILDREN'S BOOK
LIBRARY	AMAZON.COM*MB2SD9DT2	WA	98109	\$ 175.53	2/4/2019	65630 LIBRARY BOOKS	YA BOOKS
LIBRARY	NOR*NORTHERN TOOL	MN	55337	\$ 216.98	2/6/2019	65050 BUILDING MAINTENANCE MATERIAL	WALK BEHIND SPREADER
LIBRARY	LEMOI ACE HARDWARE	IL	60201	\$ 59.32	2/6/2019	65040 JANITORIAL SUPPLIES	LONG HANDLE STEEL ICE SCRAPER,DUST PAN & BRUSH,SAFETY GLASSES, GOGGLES,C BATTERIES FOR CIRC, GLOVES
LIBRARY	PAYFLOW/PAYPAL	NE	68126	\$ 30.00	2/6/2019	62705 BANK SERVICE CHARGES	PAYMENT OPTION FOR PATRONS RESERVING MEETING ROOMS ONLINE THRU COMMUNICO
LIBRARY	MCAFFEE *WWW.MCAFFEE.COM	TX	75024	\$ 148.74	2/6/2019	62225 BLDG MAINT SVCS	BUILDING MATERIAL
LIBRARY	PAYPAL *SAFETYGEAR	PA	15672	\$ 135.36	2/8/2019	65100 LIBRARY SUPPLIES	NU GRANT SUPPLIES
LIBRARY	PAYPAL *OFFICEDEPOT	PA	17241	\$ 16.98	2/8/2019	65100 LIBRARY SUPPLIES	OFFICE SUPPLIES
LIBRARY	PAYPAL *OFFICEDEPOT	PA	17241	\$ 22.75	2/8/2019	65100 LIBRARY SUPPLIES	OFFICE SUPPLIES
LIBRARY	PAYPAL *OFFICEDEPOT	PA	17241	\$ 31.85	2/8/2019	65100 LIBRARY SUPPLIES	OFFICE SUPPLIES
LIBRARY	COMCAST CHICAGO	IL	60173	\$ 321.70	2/8/2019	62340 IS SUPPORT FEES	INTERNET SOLUTION AND PHONE SERVICE PROVIDER
LIBRARY	INT*IN *NATIONAL AWARD	IL	60202	\$ 1,408.00	2/8/2019	62225 BLDG MAINT SVCS	CUSTOM MAIN LIBRARY SIGNS
LIBRARY	THE HOME DEPOT #1902	IL	60202	\$ 71.20	2/8/2019	65040 JANITORIAL SUPPLIES	KDL YELLOW PAINT FOR REFERENCE AREAS, ROLLER HANDLE, PAINT PAN, HAZMAT VISOR SHIELD
LIBRARY	WALMART.COM	AR	72712	\$ 96.59	2/8/2019	65100 LIBRARY SUPPLIES	COMPUTER ACCESSORIES
LIBRARY	EB LIBRARIES AND CONS	CA	94103	\$ 15.00	2/8/2019	62295 TRAINING & TRAVEL	LACONI REGISTRATION T LONGC
LIBRARY	ALIEXPRESS	CA	94402	\$ 4.52	2/8/2019	65100 LIBRARY SUPPLIES	ANIME CLUB SUPPLIES
LIBRARY	PAYPAL *LABELVALUEC	CA	95131	\$ 98.76	2/8/2019	65100 LIBRARY SUPPLIES	OFFICE SUPPLIES
LIBRARY	THE HOME DEPOT 1902	IL	60202	\$ 237.57	2/11/2019	65050 BUILDING MAINTENANCE MATERIAL	4 BOTTLES OF PB BLASTER OIL, SILICONE SPRAY, 3 TIMER SWITCHES, COVER PLATES
LIBRARY	PAYPAL *OTTERBOX	CO	80521	\$ 89.12	2/11/2019	65100 LIBRARY SUPPLIES	COMPUTER ACCESSORIES
LIBRARY	LPI*LITTLE PASSPORTS	CA	94108	\$ 101.70	2/11/2019	65635 PERIODICALS	MAGAZINE SUBSCRIPTION
LIBRARY	PAYPAL *SAFETYGEAR	PA	15672	\$ 73.93	2/12/2019	65100 LIBRARY SUPPLIES	NU GRANT SUPPLIES
LIBRARY	WALMART.COM	AR	72712	\$ 7.69	2/12/2019	65100 LIBRARY SUPPLIES	STEM CLUB SUPPLIES
LIBRARY	CHICAGO TRIB SUBSCRIPT	TX	75067	\$ 107.83	2/12/2019	65635 PERIODICALS	NEWSPAPER SUBSCRIPTION
LIBRARY	LCI ONLINE	NC	27703	\$ 82.14	2/13/2019	65100 LIBRARY SUPPLIES	LEAP GRANT SUPPLIES
LIBRARY	ILLINOIS LIBRARY ASSOC	IL	60654	\$ 25.00	2/13/2019	62295 TRAINING & TRAVEL	WEBINAR COMMUNICATION J SCHAFTER
LIBRARY	GOTPRINT.COM	CA	91505	\$ 48.30	2/14/2019	62210 PRINTING	BUSINESS CARD E MADISON AND R NEUMEIER
LIBRARY	BLICK ART 800 447 1892	IL	60201	\$ 182.36	2/15/2019	65100 LIBRARY SUPPLIES	STEAM WORKSHOP SUPPLIES: WINTER WORDS SUPPLIES
LIBRARY	DOLLARTREE	IL	60202	\$ 16.00	2/15/2019	65100 LIBRARY SUPPLIES	SUPPLIES FOR TEEN PROGRAMMING
LIBRARY	DOLLARTREE	IL	60202	\$ 2.00	2/15/2019	65100 LIBRARY SUPPLIES	WINTER WORDS SUPPLIES
LIBRARY	U OF IL ONLINE PAYMENT	IL	61801	\$ 25.00	2/15/2019	62295 TRAINING & TRAVEL	LIBRARY INFORMATION DESK AT U OF I JOB FAIR
LIBRARY	UPS*1ZRE07130398097762	GA	30328	\$ 4.43	2/18/2019	62315 POSTAGE	SHIPPING
LIBRARY	RUSSO POWER - SCHILLER	IL	60176	\$ 783.75	2/18/2019	65050 BUILDING MAINTENANCE MATERIAL	1 PALLET OF CALCIUM CHLORIDE
LIBRARY	THE HOME DEPOT #1980	IL	60618	\$ 115.27	2/19/2019	65050 BUILDING MAINTENANCE MATERIAL	LED WORK LIGHT, 2 PACKS OF PAN HEAD SCREWS SELF TAPPING
LIBRARY	WALMART.COM	AR	72716	\$ 4.75	2/20/2019	65100 LIBRARY SUPPLIES	OFFICE SUPPLIES
LIBRARY	WALMART.COM	AR	72716	\$ 84.45	2/20/2019	65100 LIBRARY SUPPLIES	OFFICE SUPPLIES
LIBRARY	COMCAST CHICAGO	IL	60173	\$ 231.85	2/21/2019	62341 INTERNET SOLUTION PROVIDERS	INTERNET SOLUTION PROVIDER
LIBRARY	LEMOI ACE HARDWARE	IL	60201	\$ 15.32	2/21/2019	65050 BUILDING MAINTENANCE MATERIAL	SILICONE SEALANT AND WIRE BRUSH FOR LEAKING TRAP FILLER REPAIR, SANDING SPONGE FOR INFORMATION WALL
LIBRARY	PURE ELECTRIC	IL	60645	\$ 597.00	2/21/2019	65050 BUILDING MAINTENANCE MATERIAL	6 CASES OF CFL PL13 BULBS
LIBRARY	PHANTOM TOLLBOOTH DOC	NY	11222	\$ 65.47	2/22/2019	65630 LIBRARY BOOKS	ADULT AV
LIBRARY	CVENT* CI FORUM	VA	22102	\$ 375.00	2/22/2019	62295 TRAINING & TRAVEL	2019 CHICAGO COLLECTIVE IMPACT PARTIALLY UNDERWRITTEN BY EC2C FOR TC. JS
LIBRARY	BLICK ART 800 447 1892	IL	60201	\$ 11.48	2/22/2019	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES
LIBRARY	BLICK ART 800 447 1892	IL	60201	\$ (2.00)	2/22/2019	65100 LIBRARY SUPPLIES	REFUND - STEM SUPPLIES
LIBRARY	AMZN MKTP US*M17XJ9TQ2	WA	98109	\$ 288.15	2/22/2019	65100 LIBRARY SUPPLIES	NORTHWESTERN GRANT DRONE CHARGES
ADMIN SVCS/INFO SYS	AMZN MKTP US*MB97N18W2	WA	98109	\$ 1,319.92	2/1/2019	65555 PERSONAL COMPUTER EQ	4 IPADS TKT#24863
	LIBRARY FEBRUARY 2019 TOTAL			\$ 8,659.00			



Memorandum

To: Evanston Public Library Board of Trustees
From: Teri Campbell, Assistant Director
Subject: Administrative Services Update
Date: April 12, 2019

This memo provides an update on significant administrative activities.

Human Resources

Please join me in welcoming the newest members of the EPL team. Courtney Reed-Tanner will be the Teen Services Library Assistant for the Innovation & Digital Learning department. Our own Heather Ross will be the Literary Programming Librarian for the Lifelong Learning & Literacy team.

An offer has been extended for the Exhibits and Creative Programs Library Assistant in Lifelong Learning & Literacy. Interviews were completed for a Library Shelver (Access Services), and Library Assistant - Creative Programming (Innovation and Digital Learning, grant-funded). A new posting for Public Service Substitutes (system-wide) will be released next week.

Financial Resources

The Library Fund financial report for the period ending March 31st are included in this meeting packet for your review. Expenses fall within budget.

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

Facilities

NB:

- The newly installed fire protection and burglar systems have been installed and commissioned. After the Evanston Fire Department inspects and passes the installation, EPL facilities team will begin training Branch staff on the systems.

MAIN:

- We are currently soliciting bids for the installation of our new tower clock that will replace the original clock that was damaged twice by Lake storms. The new clock will include LED lit hands and numerals, and electronics that will make automatic adjustments for DST. These features will greatly reduce the number of trips that maintenance staff will need to make to the clock tower. This greatly reduces the possibilities climbing accidents by staff.
- Our new doors and aluminum storefront components are in the last stages of assembly and will be installed soon. This installation will require periodic entryway closures.
- Maintenance staff is crafting a plan for rejuvenating the landscaping here at Main. Look for some improvements starting on the West side over the next several weeks.

Budget Performance Report

Fiscal Year to Date 03/31/19

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	6,750,000.00	.00	6,750,000.00	.00	.00	966,655.18	5,783,344.82	14	6,649,933.45
51025	PRIOR YEAR'S TAXES	60,000.00	.00	60,000.00	.00	.00	.00	60,000.00	0	(52,461.49)
52610	LIBRARY FINES & FEES	85,000.00	.00	85,000.00	.00	.00	15,318.26	69,681.74	18	110,720.55
53200	BEV SNACK VENDING MACHINE	.00	.00	.00	29.96	.00	108.52	(108.52)	+++	331.95
55146	STATE, COUNTY AND OTHER GRANTS	.00	.00	.00	20,200.00	.00	20,200.00	(20,200.00)	+++	9,100.00
55201	Federal Grants	30,000.00	.00	30,000.00	.00	.00	9,179.90	20,820.10	31	61,117.49
55245	LIBRARY STATE PER CAPITA GRANT	93,000.00	.00	93,000.00	.00	.00	.00	93,000.00	0	150,940.91
56011	DONATIONS	333,500.00	.00	333,500.00	.00	.00	102,374.23	231,125.77	31	236,077.46
56045	MISCELLANEOUS REVENUE	.00	.00	.00	.00	.00	.00	.00	+++	5,861.24
56140	FEES AND MERCHANDISE SALE	.00	.00	.00	(23.00)	.00	331.31	(331.31)	+++	3,003.66
56501	INVESTMENT INCOME	10,000.00	.00	10,000.00	5,317.37	.00	18,574.48	(8,574.48)	186	48,821.00
57002	TRANSFER FROM ENDOWMENT	195,771.00	.00	195,771.00	.00	.00	.00	195,771.00	0	195,771.00
57058	TRANSFER FROM GOOD NEIGHBOR FUND	150,000.00	.00	150,000.00	12,500.00	.00	37,500.00	112,500.00	25	70,000.00
57515	LIBRARY MATERIAL REPLACEMENT CHARGES	12,000.00	.00	12,000.00	(23.98)	.00	305.44	11,694.56	3	5,037.76
57526	LIBRARY BOOK SALE	10,000.00	.00	10,000.00	.00	.00	1,857.01	8,142.99	19	5,730.85
57527	LIBRARY FUND FOR EXCELLENCE	.00	.00	.00	.00	.00	.00	.00	+++	69,280.61
57535	LIBRARY COPY MACH. CHG	18,000.00	.00	18,000.00	.00	.00	3,014.21	14,985.79	17	17,287.07
57540	LIBRARY MEETING RM RENTAL	13,000.00	.00	13,000.00	.00	.00	2,596.16	10,403.84	20	9,261.09
57545	NORTH BRANCH RENTAL INCOME	35,000.00	.00	35,000.00	.00	.00	4,370.66	30,629.34	12	25,708.96
57551	LIBRARY GRANTS	150,000.00	.00	150,000.00	500.00	.00	5,500.00	144,500.00	4	88,675.00
REVENUE TOTALS		\$7,945,271.00	\$0.00	\$7,945,271.00	\$38,500.35	\$0.00	\$1,187,885.36	\$6,757,385.64	15%	\$7,710,198.56
EXPENSE										
61010	REGULAR PAY	2,694,412.00	.00	2,694,412.00	194,001.55	.00	517,262.95	2,177,149.05	19	2,461,824.65
61050	PERMANENT PART-TIME	1,366,132.00	.00	1,366,132.00	102,899.46	.00	283,103.27	1,083,028.73	21	1,333,272.63
61060	SEASONAL EMPLOYEES	45,000.00	.00	45,000.00	4,765.50	.00	10,899.91	34,100.09	24	55,957.81
61110	OVERTIME PAY	10,000.00	.00	10,000.00	728.11	.00	5,472.98	4,527.02	55	13,697.81
61415	TERMINATION PAYOUTS	.00	.00	.00	320.93	.00	3,732.27	(3,732.27)	+++	31,834.18
61420	ANNUAL SICK LEAVE PAYOUT	.00	.00	.00	.00	.00	911.79	(911.79)	+++	4,262.52
61430	VACATION PAYOUTS (PREVIOUSLY OTHER PAYOUTS)	.00	.00	.00	.00	.00	3,792.49	(3,792.49)	+++	6,062.42
61510	HEALTH INSURANCE	531,560.00	.00	531,560.00	41,324.62	.00	110,774.91	420,785.09	21	499,498.45
61610	DENTAL INSURANCE	.00	.00	.00	.00	.00	.00	.00	+++	35.29

Budget Performance Report

Fiscal Year to Date 03/31/19

Include Rollup Account and Rollup to Object Account

61615	LIFE INSURANCE	2,060.00	.00	2,060.00	175.41	.00	524.67	1,535.33	25	2,041.65
61625	AUTO ALLOWANCE	13,200.00	.00	13,200.00	1,100.00	.00	3,300.00	9,900.00	25	13,200.00
61626	CELL PHONE ALLOWANCE	2,550.00	.00	2,550.00	296.08	.00	888.14	1,661.86	35	3,948.76
61630	SHOE ALLOWANCE	465.00	.00	465.00	.00	.00	.00	465.00	0	465.00
61710	IMRF	237,070.00	.00	237,070.00	17,446.77	.00	47,654.44	189,415.56	20	335,610.91
61725	SOCIAL SECURITY	245,312.00	.00	245,312.00	18,225.03	.00	49,719.56	195,592.44	20	232,547.84
61730	MEDICARE	58,415.00	.00	58,415.00	4,262.38	.00	11,627.98	46,787.02	20	55,014.27
62185	CONSULTING SERVICES	176,700.00	.00	176,700.00	3,683.00	.00	9,212.00	167,488.00	5	189,393.08
62205	ADVERTISING	8,000.00	.00	8,000.00	55.58	.00	95.58	7,904.42	1	3,972.32
62210	PRINTING	8,000.00	.00	8,000.00	87.78	.00	87.78	7,912.22	1	1,723.07
62225	BLDG MAINTENANCE SERVICES	212,700.00	.00	212,700.00	3,534.22	10,157.16	37,833.11	164,709.73	23	157,653.18
62235	OFFICE EQUIPMENT MAINT	12,000.00	.00	12,000.00	.00	.00	.00	12,000.00	0	.00
62240	AUTOMOTIVE EQMP MAINT	.00	.00	.00	.00	.00	.00	.00	+++	14.85
62245	OTHER EQMT MAINTENANCE	1,300.00	.00	1,300.00	.00	.00	.00	1,300.00	0	7.52
62275	POSTAGE CHARGEBACKS	2,600.00	.00	2,600.00	.00	.00	.00	2,600.00	0	1,658.89
62290	TUITION	10,000.00	.00	10,000.00	.00	.00	.00	10,000.00	0	10,067.00
62295	TRAINING & TRAVEL	42,000.00	.00	42,000.00	2,248.97	.00	7,013.50	34,986.50	17	27,168.47
62305	RENTAL OF AUTO-FLEET MAINTENANCE	5,440.00	.00	5,440.00	453.33	.00	1,359.99	4,080.01	25	5,439.96
62309	RENTAL OF AUTO REPLACEMENT	4,885.00	.00	4,885.00	407.08	.00	1,221.24	3,663.76	25	4,885.04
62315	POSTAGE	4,500.00	.00	4,500.00	4.43	.00	437.56	4,062.44	10	2,079.84
62340	COMPTER LICENSE & SUPP	212,600.00	.00	212,600.00	771.15	130.74	4,745.30	207,723.96	2	69,744.17
62341	INTERNET SOLUTION PROVIDERS	200,000.00	.00	200,000.00	25,072.75	18,264.00	50,053.21	131,682.79	34	289,516.61
62360	MEMBERSHIP DUES	2,100.00	.00	2,100.00	.00	.00	445.00	1,655.00	21	1,911.40
62375	RENTALS	46,238.00	.00	46,238.00	4,808.00	.00	19,232.00	27,006.00	42	62,504.00
62380	COPY MACHINE CHARGES	12,900.00	.00	12,900.00	88.28	.00	383.86	12,516.14	3	23,001.16
62506	WORK- STUDY	8,700.00	.00	8,700.00	.00	.00	.00	8,700.00	0	9,782.17
62705	BANK SERVICE CHARGES	5,700.00	.00	5,700.00	438.58	.00	1,772.98	3,927.02	31	5,473.89
64015	NATURAL GAS	29,900.00	.00	29,900.00	2,161.84	.00	5,796.26	24,103.74	19	25,563.01
64505	TELECOMMUNICATIONS	.00	.00	.00	.00	.00	622.07	(622.07)	+++	3,059.48
64540	TELECOMMUNICATIONS - WIRELESS	2,000.00	.00	2,000.00	178.85	.00	554.09	1,445.91	28	2,170.15
65040	JANITORIAL SUPPLIES	12,000.00	.00	12,000.00	130.52	.00	1,252.37	10,747.63	10	16,251.95
65050	BLDG MAINTENANCE MATERIAL	30,000.00	.00	30,000.00	1,965.89	.00	2,675.27	27,324.73	9	18,427.48
65095	OFFICE SUPPLIES	90,000.00	.00	90,000.00	825.49	32,290.77	2,928.12	54,781.11	39	85,120.54
65100	LIBRARY SUPPLIES	193,850.00	.00	193,850.00	2,028.22	17,578.00	9,505.92	166,766.08	14	91,454.67
65125	OTHER COMMODITIES	50,000.00	.00	50,000.00	.00	.00	.00	50,000.00	0	949.47

Budget Performance Report

Fiscal Year to Date 03/31/19

Include Rollup Account and Rollup to Object Account

65503	FURNITURE / FIXTURES / EQUIPMENT	5,500.00	.00	5,500.00	.00	.00	.00	5,500.00	0	1,179.38	
65550	AUTOMOTIVE EQUIPMENT	7,000.00	.00	7,000.00	4.95	.00	4.95	6,995.05	0	.00	
65555	PERSONAL COMPUTER EQUIPMENT	49,000.00	.00	49,000.00	5,269.19	14,935.53	10,917.17	23,147.30	53	12,674.98	
65628	Library Electronic Resources	.00	.00	.00	19,317.61	.00	26,838.59	(26,838.59)	+++	38,243.64	
65630	LIBRARY BOOKS	598,200.00	.00	598,200.00	43,803.85	.00	84,260.82	513,939.18	14	496,246.58	
65635	PERIODICALS	22,700.00	.00	22,700.00	616.53	.00	2,615.18	20,084.82	12	21,507.18	
65641	AUDIO VISUAL COLLECTIONS	141,800.00	.00	141,800.00	5,088.20	.00	13,598.11	128,201.89	10	104,588.81	
66025	TRANSFER TO DEBT SERVICE - ERI	87,456.00	.00	87,456.00	7,288.00	.00	21,864.00	65,592.00	25	86,623.86	
66131	TRANSFER TO GENERAL FUND	270,000.00	.00	270,000.00	22,500.00	.00	67,500.00	202,500.00	25	270,000.00	
	EXPENSE TOTALS	\$7,771,945.00	\$0.00	\$7,771,945.00	\$538,378.13	\$93,356.20	\$1,434,491.39	\$6,244,097.41	20%	\$7,189,331.99	
	Fund 185 - LIBRARY FUND Totals										
	REVENUE TOTALS	7,945,271.00	.00	7,945,271.00	38,500.35	.00	1,187,885.36	6,757,385.64	15%	7,710,198.56	
	EXPENSE TOTALS	7,771,945.00	.00	7,771,945.00	538,378.13	93,356.20	1,434,491.39	6,244,097.41	20%	7,189,331.99	
	Fund 185 - LIBRARY FUND Totals	\$173,326.00	\$0.00	\$173,326.00	(\$499,877.78)	(\$93,356.20)	(\$246,606.03)	\$513,288.23		\$520,866.57	
	Fund 186 - LIBRARY DEBT SERVICE FUND										
	REVENUE										
51015	PROPERTY TAXES	353,437.00	.00	353,437.00	.00	.00	.00	353,437.00	0	333,896.13	
	REVENUE TOTALS	\$353,437.00	\$0.00	\$353,437.00	\$0.00	\$0.00	\$0.00	\$353,437.00	0%	\$333,896.13	
	EXPENSE										
68305	DEBT SERVICE- PRINCIPAL	182,561.00	.00	182,561.00	.00	.00	.00	182,561.00	0	231,831.00	
68315	DEBT SERVICE- INTEREST	170,876.00	.00	170,876.00	.00	.00	.00	170,876.00	0	101,573.11	
	EXPENSE TOTALS	\$353,437.00	\$0.00	\$353,437.00	\$0.00	\$0.00	\$0.00	\$353,437.00	0%	\$333,404.11	
	Fund 186 - LIBRARY DEBT SERVICE FUND Totals										
	REVENUE TOTALS	353,437.00	.00	353,437.00	.00	.00	.00	353,437.00	0%	333,896.13	
	EXPENSE TOTALS	353,437.00	.00	353,437.00	.00	.00	.00	353,437.00	0%	333,404.11	
	Fund 186 - LIBRARY DEBT SERVICE FUND Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$492.02	
	Grand Totals										
	REVENUE TOTALS	8,298,708.00	.00	8,298,708.00	38,500.35	.00	1,187,885.36	7,110,822.64	14%	8,044,094.69	
	EXPENSE TOTALS	8,125,382.00	.00	8,125,382.00	538,378.13	93,356.20	1,434,491.39	6,597,534.41	19%	7,522,736.10	
	Grand Totals	\$173,326.00	\$0.00	\$173,326.00	(\$499,877.78)	(\$93,356.20)	(\$246,606.03)	\$513,288.23		\$521,358.59	

Endowment for the Evanston Public Library
Holdings as of March 2019

	Symbol	Shares/Quantity	Price	Value as of 03/31/2019	% of portfolio	% of portfolio by asset class
Vanguard S&P 500 Index Fund	VFIAX	7234.882	\$261.56	\$1,892,355.74	45.6%	
Vanguard Small-Cap Index Fund	VSMAX	3807.914	\$73.23	\$278,853.54	6.7%	
Vanguard REIT Index Fund	VGSLX	1910.256	\$123.11	\$235,171.62	5.7%	
Vanguard Total International Stock Index Fund	VTIAX	14516.108	\$27.88	\$404,709.09	9.7%	
Vanguard Emerging Markets Stock Index Fund	VEMAX	6802.431	\$35.29	\$240,057.79	5.8%	73.5%
Vanguard Federal Money Market Fund	VMFXX	1.000	\$233,319.96	\$233,319.96	5.6%	
iShares Silver Trust	SLV	4788.000	\$14.18	\$67,893.84	1.6%	
SPDR Gold Trust	GLD	625.000	\$122.01	\$76,256.25	1.8%	9.1%
US Treasury TIPS Notes, maturing 1/25, 2.375%		100000.000	\$111.015	\$148,218.34	3.6%	
US Treasury TIPS Notes, maturing 1/26, 2.0%		100000.000	\$110.296	\$139,853.12	3.4%	
US Treasury TIPS Notes, maturing 2/40, 2.125%		100000.000	\$124.680	\$145,173.65	3.5%	10.4%
Vanguard Short-Term Investment Grade Bond Fund	VFSUX	10.590	\$27,488.94	\$291,107.89	7.0%	7.0%
				\$4,152,970.82		100.0%

Cash Equivalents	9.1%
US Treasury Inflation Protected Securities	10.4%
Corporate Bonds	7.0%
Domestic Equities	57.9%
International Equities	15.5%
	100.0%



Memorandum

To: Evanston Public Library Board of Trustees
Evanston Public Library Facilities Committee

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

Subject: Proposed FY2019 Capital Budget Expenditure

Date: March 11, 2019

Subject: Replacement of the Main Library Fire System Control Panel and devices
CIP: 480017

Recommended Action:

Staff recommends the Library Board and Facilities Committee authorize the Library Director to execute a single-source agreement for the replacement of the existing fire panel (FACP) and system devices at the Evanston Main Library with Johnson Controls (Simplex) 91 N. Mitchell Court, Addison, IL in the amount of \$99,084.83.

Funding Source:

Funding will be from the CIP 2019 General Obligation Bond. Account 187.48.4862.65515 - 480017.

Livability Benefit:

Health & Safety:

Improve emergency prevention and response; Enhance emergency response.

Built Environment:

Enhance public space safety

Summary:

The Evanston Main Public Library currently has an existing fire alarm system in place that is original to the building. This system utilizes an existing "4100 Classic" Simplex Addressable Fire Panel, Remote Command Center, Transponder, and Addressable Devices. The Simplex system is a proprietary system that is now serviced and maintained by Johnson Controls who purchased Simplex. The Library currently has an annual service and maintenance agreement with Johnson Controls (Simplex) to ensure that the system is inspected and functioning properly. The technicians at Johnson Controls (Simplex) are familiar with our building and its fire protection systems.

The Fire Alarm System at the Main Library (circa 1994) is addressable, made up of a series of detection devices that are connected back to a central control panel. This type of system is ideal for large buildings, and allows Library staff and the Fire Department to quickly identify the exact location of a triggered or troubled device. This critical system allows first responders and staff to respond to alarms, evacuate the building in life safety situations, and determine quickly where and how to address the emergency.

Recently, the system has been showing 'end of life failures' alarming due to "trouble alerts" etc...., indicating a problem within the system. Most recently, the panel went into trouble status for a long duration due to another failed component. The panel will only continue to decline. After evaluating the system, it was determined that the main 4100 Classic Fire Panel is obsolete, and repair parts are no longer available, all hardware programming needs to be performed on an obsolete platform which is very difficult. Therefore, our system needs to be upgraded to a 4100ES Model FACP, which is a current model, has readily available parts, and will perform reliably. The existing Remote Command Center Panel, currently located in the Church St. vestibule will be replaced along with each ancillary device and all hardware cards in the system. The existing auxiliary panel located in the maintenance office and all addressable devices throughout the building will be replaced to ensure that the whole system is modernized and in good working order for proper protection of the building and its occupants.

Since the Simplex fire alarm, system is proprietary and developed by Simplex Company there are no other competitors that can offer the service at a reasonable rate. All City facilities are monitored by Tyco Systems for fire protection. Tyco Company is also owned by Johnson Controls Inc.

The Simplex Brand system has proven very reliable over the years.

Attachments:

Johnson Controls Proposal, dated 2/24/2019

Explanatory Documentation

Wiss, Janney, Elstner Building Reserve Study Recommendation Page



Johnson Controls
50 Technology Dr.
Westminster MA 01441

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www.johnsoncontrols.com

Subject: 4100 “Classic” Fire Alarm Panel End of Life Support

The original 4100 platform was launched in 1988 and was replaced by the 4100+ panel in 1992. That original 4100 panel is now commonly referred to as the “4100 Classic”. This panel was launched as a 512 point conventional zone panel and featured technology that can no longer be supported, namely:

- The programmer used to create the operating program of the system utilized EEPROM technology that required the use of an off-line prom burner that has not been available for some time. It is not known how many of these prom burners still exist in our district field offices.
- The EEPROMs themselves are obsolete and the entire last time buy of chips has been depleted.
- The programming of a 4100 Classic requires a laptop with a DOS partition and the programs themselves were often stored on 3.5” floppy drives. It is no longer viable to maintain these laptops or advisable to store Fire Alarm programs on obsolete storage mediums.
- The display board for the 4100 Classic is now obsolete and is no longer available as a service part.

The Solution:

In maintaining its long tradition of providing its customers with a viable upgrade path to the latest in technology there is a legacy migration kit that will provide an upgrade path from the ‘4100 Classic’ all the way to a 4100ES without changing out the field devices, cabling or the box in the wall. The part number for this upgrade kit is 4100-7152.



Given the age of an existing 4100 Classic panel combined with the lack of a service part to replace the CPU it is recommended that any customer who still has a 4100 Classic panel installed begin the transition plan to an upgraded 4100ES system as soon as possible to avoid the potential of expensive fire watches and an unplanned emergency upgrade.

Respectfully,

A handwritten signature in black ink, reading "Paul J. Vautour". The signature is written in a cursive style and is positioned above a horizontal dashed line that extends to the right.

Paul J. Vautour

Sr. Fire Alarm Product Manager –
Fire Detection Products Panels and Workstations
Johnson Controls
50 Technology Drive
Westminster, Ma. 01441
paul.joseph.vautour@jci.com



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 ADDISON, IL 60101-5608
 (630) 948 1100
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Johnson Controls Quotation

TO:
 Evanston Public Library
 2100 RIDGE AVENUE
 EVANSTON, IL 60201

Project: Devices Evanston PublicLibrary
 Customer Reference: Change out devices 1 for 1
 Johnson Controls Reference: 311487521
 Date: 02/24/2019
 Page 1 of 7

Johnson Controls is pleased to offer for your consideration this quotation for the above project.

QUANTITY	MODEL NUMBER	DESCRIPTION
Devices 1 for 1 replacement		
Initiating Devices		
23	4099-9006	STATION-LED, DA PUSH ADDR
65	4098-9714	PHOTO SENSOR
65	4098-9792	SENSOR BASE
5	4098-9733	HEAT SENSOR
5	4098-9792	SENSOR BASE
POC (Point of Connection) SSWF		
Waterflows		
20	4090-9001	SUPERVISED IAM
20	YJ1263	BRACKET/COVER IAM 2-GANG RED
Tampers		
53	4090-9001	SUPERVISED IAM
53	YJ1263	BRACKET/COVER IAM 2-GANG RED
POC Dry System		
9	4090-9001	SUPERVISED IAM
9	YJ1263	BRACKET/COVER IAM 2-GANG RED
Addressable Duct Detectors		
6	4098-9756	DUCT SENSOR HOUSING-4-WIRE
6	2098-9806	REMOTE TEST STATION
6	4098-9857	SAMPLING TUBE 73", PLASTIC
6	4090-9002	RELAY IAM
6	4090-9801	COVER-ADDRESS MODULE FLUSH
Elevator Control		
10	4090-9002	RELAY IAM
10	4090-9801	COVER-ADDRESS MODULE FLUSH
10	MR-101/T	RELAY 24V 120/230V SPDT 10A
Notification Conventional		
73	4906-9151	SPKR/STROBE MC RED
50	4906-9101	STROBE MC RED
Permits and Reviews		

THIS QUOTATION AND ANY RESULTING CONTRACT SHALL BE SUBJECT TO THE GENERAL TERMS AND CONDITIONS ATTACHED HERETO.
 Fire, Security, Communications, Sales & Service
 Offices & Representatives in Principal Cities throughout North America



Johnson Controls Quotation

QUANTITY	MODEL NUMBER	DESCRIPTION
		Devices Professional Services
		Devices Technical Services
		Devices - Labor to change out Labor to change out existing device Initiating&Notification 1 for 1 replacement

Total net selling price, FOB shipping point, \$54,241.95

Comments

Evanston Library - Devices ONLY - Replace existing addressable initiating devices as well as all notification with new devices. This is a 1 for 1 replacement of existing. We will use the existing wire and connect to the new 4100ES Fire Panels originally quoted on a separate proposal.

This proposal is based on site visit and inspection reports.

This is a "Turn-key" proposal. Installation is included. 1 for 1 replacement of existing devices.

SimplexGrinnell will do a complete "Turn Key" installation which means we will supply all the parts listed above in the proposal, and install those device. We will attempt to use the existing wires and will connect those to the new 4100ES addressable panels recently installed on a separate quote. SimplexGrinnell will do final programming and test and conduct the Final Inspection with the local AHJ (Authority Having Jurisdiction) if needed.

Any additional wire and conduit will be run by others.

This proposal includes the following items: Submittal Drawings, Material Submittals, Equipment, Material, and Shipping/Transport of equipment, Test and Inspection and Programming,

Clarifications:
Connection to newly installed 4100ES Simplex Addressable Fire Panel already installed and operational.

Assumes that the current panel is in good working order and free of all troubles and ground faults. Additional charges may occur if service work is required to bring that panel to good working order.

Pricing does include installation of devices.

This proposal does include electrical sub-contractor labor and material.

This proposal does not include conduit, raceways and/or sleeves. These items shall be provided and installed by others.



Johnson Controls Quotation

Comments (continued)

New notification devices WILL synchronize.

Review of responsibility:

SimplexGrinnell is responsible for applying for permits with submittal package supplied by Simplex.
SimplexGrinnell is responsible to pay for any permit and review fees
Customer is responsible for all conduit runs needs for installation.

SimplexGrinnell will do complete submittal package to include drawings, battery calculation and voltage drops.

SimplexGrinnell will test all INSTALLED devices to assure system integrity
SimplexGrinnell will conduct Final Inspection with local AHJ (Authority Having Jurisdiction)
SimplexGrinnell will do CAD Drawings based on availability of CAD File

Submittal drawing work is based on availability of AutoCAD compatible drawings from the contractor/owner. Drawings shall depict device locations, column lines, door swings, and correct room labels. If CAD drawings are not available, SimplexGrinnell reserves the right to request additional compensation for floor plan drawing development.

Testing, Certification, and Training services have also been included in this proposal and will be performed by a SimplexGrinnell technician. The contractor is encouraged to contact SimplexGrinnell prior to the onset of construction to arrange for a pre-construction meeting. This is an integral part of the technical support package provided by SimplexGrinnell.

This proposal does include submission of documents to the local AHJ or governing body for permit application/review.

This proposal does not include zone maps. Should zone maps be required in accordance with local requirements an additional charge may occur.

This proposal does not include sales tax. Taxes will be added to any/all applicable invoices on this project.

This proposal does include permits.

This proposal does not include performance or payment bonds. If required, bonding can be obtained.

This proposal does not include patch and paint work.

This proposal does not include 120 VAC work. All 120 VAC circuits for panels to be provided by contractor or owner. If replacement of panel, SimplexGrinnell will attempt to use the existing circuit if available

This proposal does not include premium time. Overtime or holiday work required (as a result of project delays created by others) will be justification for a Change Order for additional work hours or shift premium. Installation assumed to occur Monday thru Friday between 7am and 3:30pm

SimplexGrinnell requests a secure staging area on site to store equipment, tools, and materials.

This proposal is valid for 90 days.

This proposal does not include conduit, raceways, sleeving. These items shall be provided and installed by others.



Johnson Controls Quotation

Comments (continued)

This proposal does not include procurement or coordination of monitoring service for the fire alarm/security system. However should local requirements allow UL Central Station monitoring, SimplexGrinnell can supply a quote for monitoring and maintenance if needed

Pending final review by the local AHJ (Authority Having Jurisdiction). Any changes may affect the final cost, annual monitoring or maintenance charges. Any additional devices above what is listed within the quote would be a change order to this initial order.

This proposal includes a one (1) year standard parts and labor warranty in accordance with SimplexGrinnell terms and conditions.

Additional labor, material, specifications and requirements not specifically listed above maybe an additional cost. We understand that there may be specific facility construction procedures and requirements unique to this installation. We encourage you to bring those to our attention before accepting this proposal so that we may understand them and bring any deficiencies in this proposal to your immediate attention to ensure we provide you with a proposal that will address all of your needs.

Please contact me with any questions at the number listed below. To place an order please send an executed copy of this quote (see signatory block on the last page) with a purchase order number.

David Prajka
Electronic Solutions Sales Representative
NICET Certification No. 110484

SimplexGrinnell
708-945-6455 cell
630-948-1150 fax
david.prajka@jci.com

TERMS AND CONDITIONS (Rev. 4/18)

1. Payment. Payments shall be invoiced and due in accordance with the terms and conditions set forth above. Work performed on a time and material basis shall be at Company's then-prevailing rate for material, labor, and related items, in effect at the time supplied under this Agreement. Company shall invoice Customer for progress payments to one hundred (100%) percent based upon equipment delivered or stored, and services performed. Customers without established satisfactory credit shall make payments of cash in advance, upon delivery or as otherwise specified by Company. Where Customer establishes and maintains satisfactory credit, payments shall be due and payable thirty (30) days from date of invoice. Company reserves the right to revoke or modify Customer's credit in its sole discretion. Customer's failure to make payment when due is a material breach of this Agreement. If Customer fails to make any payment when due, in addition to any other rights and remedies available, Company shall have the right, at Company's sole discretion, to stop performing any Services and/or withhold further deliveries of materials, until the account is current. In the event payment is not received when due, Company may, at its discretion, assess late fees at the rate of 1.5% per month or the maximum rate allowed by law. Customer agrees to pay all costs of collection, including without limitation costs, fees, and attorneys' fees. Customer's failure to make payment when due is a material breach of this Agreement until the account is current.

2. Pricing. The pricing set forth in this Agreement is based on the number of devices to be installed and services to be performed as set forth in the Scope of Work ("Equipment" and "Services"). If the actual number of devices installed or services to be performed is greater than that set forth in the Scope of Work, the price will be increased accordingly. If this Agreement extends beyond one year, Company may increase prices upon notice to the Customer. Customer agrees to pay all taxes, permits, and other charges, including but not limited to state and local sales and excise taxes, however designated, levied or based on the service charges pursuant to this Agreement. Prices in any quotation or proposal from Company are subject to change upon notice sent to Customer at any time before the quotation or proposal has been accepted. Prices for products covered may be adjusted by Company, upon notice to Customer at any time prior to shipment, to reflect any increase in Company's cost of raw materials (e.g., steel, aluminum) incurred by Company after issuance of Company's applicable proposal or quotation.

3. Alarm Monitoring Services. Any reference to alarm monitoring services in this Agreement is included for pricing purposes only. Alarm monitoring services are performed pursuant to the terms and conditions of Company's standard alarm monitoring services agreement.

4. Code Compliance. Company does not undertake an obligation to inspect for compliance with laws or regulations unless specifically stated in the Scope of Work. Customer acknowledges that the Authority Having Jurisdiction (e.g. Fire Marshal) may establish additional requirements for compliance with local codes. Any additional services or equipment required will be provided at an additional cost to Customer.

5. Limitation of Liability; Limitations of Remedy. It is understood and agreed by the Customer that Company is not an insurer and that insurance coverage shall be obtained by the Customer and that amounts payable to company hereunder are based upon the value of the services and the scope of liability set forth in this Agreement and are unrelated to the value of the Customer's property and the property of others located on the premises. Customer agrees to look exclusively to the Customer's insurer to recover for injuries or damage in the event of any loss or injury and that Customer releases and

waives all right of recovery against Company arising by way of subrogation. Company makes no guaranty or Warranty, including any implied warranty of merchantability or fitness for a particular purpose that equipment or services supplied by Company will detect or avert occurrences or the consequences therefrom that the equipment or service was designed to detect or avert. It is impractical and extremely difficult to fix the actual damages, if any, which may proximately result from failure on the part of Company to perform any of its obligations under this Agreement. Accordingly, Customer agrees that, Company shall be exempt from liability for any loss, damage or injury arising directly or indirectly from occurrences, or the consequences therefrom, which the equipment or service was designed to detect or avert. Should Company be found liable for any loss, damage or injury arising from a failure of the equipment or service in any respect, Company's liability shall be limited to an amount equal to the Agreement price (as increased by the price for any additional work) or where the time and material payment term is selected, Customer's time and material payments to Company. Where this Agreement covers multiple sites, liability shall be limited to the amount of the payments allocable to the site where the incident occurred. Such sum shall be complete and exclusive. IN NO EVENT SHALL COMPANY BE LIABLE FOR ANY DAMAGE, LOSS, INJURY, OR ANY OTHER CLAIM ARISING FROM ANY SERVICING, ALTERATIONS, MODIFICATIONS, CHANGES, OR MOVEMENTS OF THE COVERED SYSTEM(S) OR ANY OF ITS COMPONENT PARTS BY THE CUSTOMER OR ANY THIRD PARTY. COMPANY SHALL NOT BE LIABLE FOR INDIRECT, INCIDENTAL OR CONSEQUENTIAL DAMAGES OF ANY KIND, INCLUDING BUT NOT LIMITED TO DAMAGES ARISING FROM THE USE, LOSS OF THE USE, PERFORMANCE, OR FAILURE OF THE COVERED SYSTEM(S) TO PERFORM. The limitations of liability set forth in this Agreement shall inure to the benefit of all parents, subsidiaries and affiliates of company, whether direct or indirect, company's employees, agents, officers and directors.

6. Reciprocal Waiver of Claims (SAFETY Act). Certain of Company's systems and services have received Certification and/or Designation as Qualified Anti-Terrorism Technologies ("QATT") under the Support Anti-terrorism by Fostering Effective Technologies Act of 2002, 6 U.S.C. §§ 441-444 (the "SAFETY Act"). As required under 6 C.F.R. 25.5 (e), to the maximum extent permitted by law, Company and Customer hereby agree to waive their right to make any claims against the other for any losses, including business interruption losses, sustained by either party or their respective employees, resulting from an activity resulting from an "Act of Terrorism" as defined in 6 C.F.R. 25.2, when QATT have been deployed in defense against, response to, or recovery from such Act of Terrorism.

7. General Provisions. Customer has selected the service level desired after considering and balancing various levels of protection afforded, and their related costs. All work to be performed by Company will be performed during normal working hours of normal working days (8:00 a.m. - 5:00 p.m., Monday through Friday, excluding Company holidays), as defined by Company, unless additional times are specifically described in this Agreement. Company will perform the services described in the Scope of Work section ("Services") for one or more system(s) or equipment as described in the Scope of Work section or the listed attachments ("Covered System(s)"). The Customer shall promptly notify Company of any malfunction in the Covered System(s) which comes to Customer's attention. This Agreement assumes the Covered System(s) are in operational and maintainable condition as of the Agreement

date. If, upon initial inspection, Company determines that repairs are recommended, repair charges will be submitted for approval prior to any work. Should such repair work be declined Company shall be relieved from any and all liability arising therefrom. UNLESS OTHERWISE SPECIFIED IN THIS AGREEMENT, ANY INSPECTION (AND, IF SPECIFIED, TESTING) PROVIDED UNDER THIS AGREEMENT DOES NOT INCLUDE ANY MAINTENANCE, REPAIRS, ALTERATIONS, REPLACEMENT OF PARTS, OR ANY FIELD ADJUSTMENTS WHATSOEVER, NOR DOES IT INCLUDE THE CORRECTION OF ANY DEFICIENCIES IDENTIFIED BY COMPANY TO CUSTOMER. COMPANY SHALL NOT BE RESPONSIBLE FOR EQUIPMENT FAILURE OCCURRING WHILE COMPANY IS IN THE PROCESS OF FOLLOWING ITS INSPECTION TECHNIQUES, WHERE THE FAILURE ALSO RESULTS FROM THE AGE OR OBSOLESCENCE OF THE ITEM OR DUE TO NORMAL WEAR AND TEAR. THIS AGREEMENT DOES NOT COVER SYSTEMS, EQUIPMENT, COMPONENTS OR PARTS THAT ARE BELOW GRADE, BEHIND WALLS OR OTHER OBSTRUCTIONS OR EXTERIOR TO THE BUILDING, ELECTRICAL WIRING, AND PIPING.

8. Customer Responsibilities. Customer shall furnish all necessary facilities for performance of its work by Company, adequate space for storage and handling of materials, light, water, heat, heat tracing, electrical service, local telephone, watchman, and crane and elevator service and necessary permits. Where wet pipe system is installed, Customer shall supply and maintain sufficient heat to prevent freezing of the system. Customer shall promptly notify Company of any malfunction in the Covered System(s) which comes to Customer's attention. This Agreement assumes any existing system(s) are in operational and maintainable condition as of the Agreement date. If, upon initial inspection, Company determines that repairs are recommended, repair charges will be submitted for approval prior to any work. Should such repair work be declined Company shall be relieved from any and all liability arising therefrom. Customer shall further:

- supply required schematics and drawings unless they are to be supplied by Company in accordance with this Agreement;
- Provide a safe work environment, in the event of an emergency or Covered System(s) failure, take reasonable safety precautions to protect against personal injury, death, and property damage, continue such measures until the Covered System(s) are operational, and notify Company as soon as possible under the circumstances.
- Provide Company access to any system(s) to be serviced,
- Comply with all laws, codes, and regulations pertaining to the equipment and/or services provided under this agreement.

9. Excavation. In the event the Work includes excavation, Customer shall pay, as an extra to the contract price, the cost of any additional work performed by Company due to water, quicksand, rock or other unforeseen condition or obstruction encountered or shoring required.

10. Structure and Site Conditions. While employees of Company will exercise reasonable care in this respect, Company shall be under no responsibility for loss or damage due to the character, condition or use of foundations, walls, or other structures not erected by It or resulting from the excavation in proximity thereto, or for damage resulting from concealed piping, wiring, fixtures, or other equipment or condition of water pressure. All shoring or protection of foundation, walls or other structures subject to being disturbed by any excavation required hereunder shall be the responsibility of Customer. Customer shall have all things in readiness for installation including, without limitation, structure to support the sprinkler system and related equipment (including tanks), other materials, floor or suitable working base, connections and facilities for erection at the time the materials are delivered. In the event Customer fails

to have all things in readiness at the time scheduled for receipt of materials, Customer shall reimburse Company for all expenses caused by such failure. Failure to make areas available to Company during performance in accordance with schedules that are the basis for Company's proposal shall be considered a failure to have things in readiness in accordance with the terms of this Agreement.

11. Confined Space. If access to confined space by Company is required for the performance of Services, Services shall be scheduled and performed in accordance with Company's then-current hourly rate.

12. Hazardous Materials. Customer represents that, except to the extent that Company has been given written notice of the following hazards prior to the execution of this Agreement, to the best of Customer's knowledge there is no:

- "permit confined space," as defined by OSHA,
- risk of infectious disease,
- need for air monitoring, respiratory protection, or other medical risk,
- asbestos, asbestos-containing material, formaldehyde or other potentially toxic or otherwise hazardous material contained in or on the surface of the floors, walls, ceilings, insulation or other structural components of the area of any building where work is required to be performed under this Agreement.

All of the above are hereinafter referred to as "Hazardous Conditions". Company shall have the right to rely on the representations listed above. If hazardous conditions are encountered by Company during the course of Company's work, the discovery of such materials shall constitute an event beyond Company's control and Company shall have no obligation to further perform in the area where the hazardous conditions exist until the area has been made safe by Customer as certified in writing by an independent testing agency, and Customer shall pay disruption expenses and re-mobilization expenses as determined by Company. This Agreement does not provide for the cost of capture, containment or disposal of any hazardous waste materials, or hazardous materials, encountered in any of the Covered System(s) and/or during performance of the Services. Said materials shall at all times remain the responsibility and property of Customer. Company shall not be responsible for the testing, removal or disposal of such hazardous materials.

13. OSHA Compliance. Customer shall indemnify and hold Company harmless from and against any and all claims, demands and/or damages arising in whole or in part from the enforcement of the Occupational Safety Health Act (and any amendments or changes thereto) unless said claims, demands or damages are a direct result of causes within the exclusive control of Company.

14. Interferences. Customer shall be responsible to coordinate the work of other trades (including but not limited to ducting, piping, and electrical) and for and additional costs incurred by Company arising out of interferences to Company's work caused by other trades.

15. Modifications and Substitutions. Company reserves the right to modify materials, including substituting materials of later design, providing that such modifications or substitutions will not materially affect the performance of the Covered System(s).

16. Changes, Alterations, Additions. Changes, alterations and additions to the Scope of Work, plans, specifications or construction schedule shall be invalid unless approved in writing by Company. Should changes be approved by Company, that increase or decrease the cost of the work to Company, the parties shall agree, in writing, to the change in price prior to performance of any work. However, if no agreement is reached prior to the time for performance of said work, and Company elects to perform said work so as to avoid delays, then Company's estimate as to the value of said work shall be deemed accepted by Customer. In addition, Customer shall pay for all extra work requested by Customer or made necessary because of incompleteness or inaccuracy of plans or other information submitted by Customer with respect to the location,

type of occupancy, or other details of the work to be performed. In the event the layout of Customer's facilities has been altered, or is altered by Customer prior to the completion of the Work, Customer shall advise Company, and prices, delivery and completion dates shall be changed by Company as may be required.

17. Commodities Availability. Company shall not be responsible for failure to provide services, deliver products, or otherwise perform work required by this Agreement due to lack of available steel products or products made from plastics or other commodities. In the event Company is unable, after reasonable commercial efforts, to acquire and provide steel products, or products made from plastics or other commodities, if required to perform work required by this Agreement, Customer hereby agrees that Company may terminate the Agreement, or the relevant portion of the Agreement, at no additional cost and without penalty. Customer agrees to pay Company in full for all work performed up to the time of any such termination.

18. Project Claims. Any claim of failure to perform against Company arising hereunder shall be deemed waived unless received by Company, in writing specifically setting forth the basis for such claim, within ten (10) days after such claims arises.

19. Backcharges. No charges shall be levied against Company unless seventy-two (72) hours prior written notice is given to Company to correct any alleged deficiencies which are alleged to necessitate such charges and unless such alleged deficiencies are solely and directly caused by Company.

20. System Equipment. The purchase of equipment or peripheral devices (including but not limited to smoke detectors, passive infrared detectors, card readers, sprinkler system components, extinguishers and hoses) from Company shall be subject to the terms and conditions of this Agreement. If, in Company's sole judgment, any peripheral device or other system equipment, which is attached to the Covered System(s), whether provided by Company or a third party, interferes with the proper operation of the Covered System(s), Customer shall remove or replace such device or equipment promptly upon notice from Company. Failure of Customer to remove or replace the device shall constitute a material breach of this Agreement. If Customer adds any third party device or equipment to the Covered System(s), Company shall not be responsible for any damage to or failure of the Covered System(s) caused in whole or in part by such device or equipment.

21. Reports. Where inspection and/or test services are selected, such inspection and/or test shall be completed on Company's then current Report form, which shall be given to Customer, and, where applicable, Company may submit a copy thereof to the local authority having jurisdiction. The Report and recommendations by Company are only advisory in nature and are intended to assist Customer in reducing the risk of loss to property by indicating obvious defects or impairments noted to the system and equipment inspected and/or tested. They are not intended to imply that no other defects or hazards exist or that all aspects of the Covered System(s), equipment, and components are under control at the time of inspection. Final responsibility for the condition and operation of the Covered System(s) and equipment and components lies with Customer.

22. Limited Warranty. Subject to the limitations below, Company warrants any equipment (as distinguished from the Software) installed pursuant to this Agreement to be free from defects in material and workmanship under normal use for a period of one (1) year from the date of first beneficial use or all or any part of the Covered System(s) or 18 months after Equipment shipments, whichever is earlier, provided however, that Company's sole liability, and Customer's sole remedy, under this limited warranty shall be limited to the repair or replacement of the Equipment or any part thereof, which Company determines is defective, at Company's sole option and subject to the availability of service personnel and parts, as determined by Company. Company warrants expendable items, including, but not limited to, video and print heads, television camera tubes,

video monitor displays tubes, batteries and certain other products in accordance with the applicable manufacturer's warranty. Company does not warrant devices designed to fail in protecting the System, such as, but not limited to, fuses and circuit breakers. Company warrants that any Company software described in this Agreement, as well as software contained in or sold as part of any Equipment described in this Agreement, will reasonably conform to its published specifications in effect at the time of delivery and for ninety (90) days after delivery. However, Customer agrees and acknowledges that the software may have inherent defects because of its complexity. Company's sole obligation with respect to software, and Customer's sole remedy, shall be to make available published modifications, designed to correct inherent defects, which become available during the warranty period. If Repair Services are included in this Agreement, Company warrants that its workmanship and material for repairs made pursuant to this Agreement will be free from defects for a period of ninety (90) days from the date of furnishing.

EXCEPT AS EXPRESSLY SET FORTH HEREIN, COMPANY DISCLAIMS ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE WITH RESPECT TO THE SERVICES PERFORMED OR THE PRODUCTS, SYSTEMS OR EQUIPMENT, IF ANY, SUPPORTED HEREUNDER.

Warranty service will be performed during Company's normal working hours. If Customer requests warranty service at other than normal working hours, service will be performed at Company's then current rates for after ours services. All repairs or adjustments that are or may become necessary shall be performed by and authorized representative of Company. Any repairs, adjustments or interconnections performed by Customer or any third party shall void all warranties.

23. Indemnity. Customer agrees to indemnify, hold harmless and defend Company against any and all losses, damages, costs, including expert fees and costs, and expenses including reasonable defense costs, arising from any and all third party claims for personal injury, death, property damage or economic loss, including specifically any damages resulting from the exposure of workers to Hazardous Conditions whether or not Customer pre-notifies Company of the existence of said hazardous conditions, arising in any way from any act or omission of Customer or Company relating in any way to this Agreement, including but not limited to the Services under this Agreement, whether such claims are based upon contract, warranty, tort (including but not limited to active or passive negligence), strict liability or otherwise. Company reserves the right to select counsel to represent it in any such action.

24. Insurance. Customer shall name Company, its officers, employees, agents, subcontractors, suppliers, and representatives as additional insureds on Customer's general liability and auto liability policies.

25. Termination. Any termination under the terms of this Agreement shall be made in writing. In the event Customer terminates this Agreement prior to completion for any reason not arising solely from Company's performance or failure to perform, Customer understands and agrees that Company will incur costs of administration and preparation that are difficult to estimate or determine. Accordingly, should Customer terminate this Agreement as described above, Customer agrees to pay all charges incurred for products and equipment installed and services performed, and in addition pay an amount equal to twenty (20%) percent of the price of products and equipment not yet delivered and Services not yet performed, return all products and equipment delivered and pay a restocking fee of twenty (20%) percent of the price of products or equipment returned. Company may terminate this Agreement immediately at its sole discretion upon the occurrence of any Event of Default as hereinafter defined. Company may also terminate this Agreement at its sole discretion upon notice to Customer if Company's performance of its obligations under this Agreement becomes impracticable due to obsolescence of equipment at



Customer's premises or unavailability of parts.

26. Default. An Event of Default shall be 1) failure of the Customer to pay any amount within ten (10) days after the amount is due and payable, 2) abuse of the System or the Equipment, 3) dissolution, termination, discontinuance, insolvency or business failure of Customer. Upon the occurrence of an Event of Default, Company may pursue one or more of the following remedies, 1) discontinue furnishing Services, 2) by written notice to Customer declare the balance of unpaid amounts due and to become due under the this Agreement to be immediately due and payable, provided that all past due amounts shall bear interest at the rate of 1 ½% per month (18% per year) or the highest amount permitted by law, 3) receive immediate possession of any equipment for which Customer has not paid. 4) proceed at law or equity to enforce performance by Customer or recover damages for breach of this Agreement, and 5) recover all costs and expenses, including without limitation reasonable attorneys' fees, in connection with enforcing or attempting to enforce this Agreement.

27. Exclusions. Unless expressly included in the Scope of Work, this Agreement expressly excludes, without limitation, testing inspection and repair of duct detectors, beam detectors, and UV/IR equipment; provision of fire watches; clearing of ice blockage; draining of improperly pitched piping; replacement of batteries; recharging of chemical suppression systems; reloading of, upgrading, and maintaining computer software; system upgrades and the replacement of obsolete systems, equipment, components or parts; making repairs or replacements necessitated by reason of negligence or misuse of components or equipment or changes to Customer's premises, vandalism, corrosion (including but not limited to micro-bacterially induced corrosion ("MIC")), power failure, current fluctuation, failure due to non-Company installation, lightning, electrical storm, or other severe weather, water, accident, fire, acts of God or any other cause external to the Covered System(s). Repair Services provided pursuant to this Agreement do not cover and specifically excludes system upgrades and the replacement of obsolete systems, equipment, components or parts. All such services may be provided by Company at Company's sole discretion at an additional charge. If Emergency

Services are expressly included in the scope of work section, the Agreement price does not include travel expenses.

28. No Option to Solicit. Customer shall not, directly or indirectly, on its own behalf or on behalf of any other person, business, corporation or entity, solicit or employ any Company employee, or induce any Company employee to leave his or her employment, for a period of two years after termination of this Agreement.

29. Force Majeure; Delays. Company shall not be liable for any damage or penalty for delays or failure to perform work due to acts of God, acts or omissions of Customer, acts of civil or military authorities, Government regulations or priorities, fires, epidemics, quarantine, restrictions, war, riots, civil disobedience or unrest, strikes, delays in transportation, vehicle shortages, differences with workmen, inability to obtain necessary labor, material or manufacturing facilities, defaults of Company's subcontractors, failure or delay in furnishing complete information by Customer with respect to location or other details of work to be performed, impossibility or impracticability of performance or any other cause or causes beyond Company's control, whether or not similar to the foregoing. In the event of any delay caused as aforesaid, completion shall be extended for a period equal to any such delay, and this contract shall not be void or voidable as a result of the delay. In the event work is temporarily discontinued by any of the foregoing, all unpaid installments of the contract price, less an amount equal to the value of material and labor not furnished, shall be due and payable upon receipt of invoice by Customer.

30. One-Year Limitation on Actions; Choice of Law. It is agreed that no suit, or cause of action or other proceeding shall be brought against either party more than one (1) year after the accrual of the cause of action or one (1) year after the claim arises, whichever is shorter, whether known or unknown when the claim arises or whether based on tort, contract, or any other legal theory. The laws of Massachusetts shall govern the validity, enforceability, and interpretation of this Agreement.

31. Assignment. Customer may not assign this Agreement without Company's prior written consent. Company may assign this Agreement to an affiliate without obtaining Customer's consent.

32. Entire Agreement. The parties intend this Agreement, together with any attachments or Riders (collectively the "Agreement") to be the final, complete and exclusive expression of their Agreement and the terms and conditions thereof. This Agreement supersedes all prior representations, understandings or agreements between the parties, written or oral, and shall constitute the sole terms and conditions of sale for all equipment and services. No waiver, change, or modification of any terms or conditions of this Agreement shall be binding on Company unless made in writing and signed by an Authorized Representative of Company.

33. Severability. If any provision of this Agreement is held by any court or other competent authority to be void or unenforceable in whole or in part, this Agreement will continue to be valid as to the other provisions and the remainder of the affected provision.

34. Legal Fees. Company shall be entitled to recover from the customer all reasonable legal fees incurred in connection with Company enforcing the terms and conditions of this Agreement.

35. License Information (Security System Customers): AL Alabama Electronic Security Board of Licensure 7956 Vaughn Road, Pmb 392, Montgomery, Alabama 36116 (334) 264-9388; AR Regulated by: Arkansas Board of Private Investigators And Private Security Agencies, #1 State Police Plaza Drive, Little Rock 72209 (501)618-8600; CA Alarm company operators are licensed and regulated by the Bureau of Security and Investigative Services, Department of Consumer Affairs, Sacramento, CA, 95814. Upon completion of the installation of the alarm system, the alarm company shall thoroughly instruct the purchaser in the proper use of the alarm system. Failure by the licensee, without legal excuse, to substantially commence work within 20 days from the approximate date specified in the agreement when the work will begin is a violation of the Alarm Company Act: NY Licensed by N.Y.S. Department of the State: TX Texas Commission on Private Security, 5805 N. Lamar Blvd., Austin, 78752-4422, 512-424-7710. License numbers available at www.jci.com or contact your local Johnson Controls office.

IMPORTANT NOTICE TO CUSTOMER

In accepting this Proposal, Customer agrees to the terms and conditions contained herein including those on the following pages of this Agreement and any attachments or riders attached hereto that contain additional terms and conditions. It is understood that these terms and conditions shall prevail over any variation in terms and conditions on any purchase order or other document that the Customer may issue. Any changes in the system requested by the Customer after the execution of this Agreement shall be paid for by the Customer and such changes shall be authorized in writing. **ATTENTION IS DIRECTED TO THE LIMITATION OF LIABILITY, WARRANTY, INDEMNITY AND OTHER CONDITIONS ON THE FOLLOWING PAGES. This proposal shall be void if not accepted in writing within thirty (30) days from the date of the Proposal.**

<p>Offered By: Johnson Controls Fire Protection LP License#: 91 N Mitchell Ct ADDISON, IL 60101-5608 Telephone: (630) 948 1100 Representative: _____ _____</p>	<p>Accepted By: (Customer) Company: _____ Address: _____ Signature: _____ Title: _____ P.O.#: _____ Date: _____</p>
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91 N Mitchell Ct
 ADDISON, IL 60101-5608
 (630) 948 1100
 FAX: (630) 948 1150

Johnson Controls Quotation

TO:
 Evanston Public Library
 1703 Orrington Ave
 EVANSTON, IL 60201-3886

Project: Evanston Public Library -FACP
 Customer Reference: Change out existing FACP/install new
 Johnson Controls Reference: 611538801
 Date: 02/24/2019
 Page 1 of 7

Johnson Controls is pleased to offer for your consideration this quotation for the above project.

QUANTITY	MODEL NUMBER	DESCRIPTION
Evanston Library		
1	4100-9111	4100ES PRECONFIG DOMESTIC 120V
2	4100-0011	FACTORY USE ONLY-AUDIO SHIPKIT
2	4100-0634	POWER DISTRIBUTION MODULE 120V
1	4100-0636	BOX TO BOX HARNESS KIT
3	4100-0638	ADDITIONAL 24V HARNESS
1	4100-1241	MESSAGE EXPANSION, 8 MINUTES
1	4100-1248	100W NAC EXPANSION, 6 CLASS B
1	4100-1252	AUDIO IF MODULE, SGL CHANNEL
1	4100-1270	MASTER TELEPHONE, 3 NACS
21	4100-1279	2 BLANK DISPLAY MODULE
5	4100-1280	8 SWITCH, 8 RED LED MODULE
1	4100-1284	8 SW, 16 RED/GREEN LED MODULE
2	4100-1288	64/64 LED/SWITCH CONTROLLER
1	4100-1289	EXPANSION 64/64 LED/SW MODULE
2	4100-1290	24 POINT I/O MODULE
1	4100-1314	100W AMP W/6 B NACS 120VAC 25V
3	4100-2300	EXPANSION BAY (PHASE 10 ONLY)
1	4100-2302	8 SLOT EXP BAY FILLER PANEL
3	4100-2303	LEGACY CARD STABILIZER BRKT
1	4100-2320	AUDIO EXPANSION BAY
2	4100-3102	MAPNET MODULE, UP TO 127 PTS
3	4100-3202	4 RELAYS, 10 AMP CONTACTS
1	4100-3206	8 POINT 3 AMP AUX RELAY MODULE
3	4100-5101	XPS POWER, 3 NACS, 120VAC
3	4100-5115	XPS EXPANSION MODULE, 3 NACS
2	4100-5128	BATTERY DIST TERM MODULE
1	4100-6046	DUAL RS-232 IF CARD 4X5
1	4100-6052	EVENT/POINT REPORTING DACT
1	4100-9620	BASIC AUDIO W/MIKE-ANALOG
2	41002153	INDICATOR ONLY 3 BAY GLASS
1	41007905	FACTORY BUILT-MAIN CONFIGURED
1	ETHEDROP	ETHERNET-NETWORK COMPATIBLE
2	2081-9271	BATTERY 33AH

THIS QUOTATION AND ANY RESULTING CONTRACT SHALL BE SUBJECT TO THE GENERAL TERMS AND CONDITIONS ATTACHED HERETO.
 Fire, Security, Communications, Sales & Service
 Offices & Representatives in Principal Cities throughout North America



Johnson Controls Quotation

QUANTITY	MODEL NUMBER	DESCRIPTION
1	4100-7152	4100 BASIC MC UPGD TO ES 2X40
5	4100-2301	EXPANSION BAY UPGRADE
2	4100-9926	4100ES RETROKT 3 BAY BGE SLD D

FACP Professional Services

FACP Technical Services

FACP Whse & shipping

FACP - Labor to install FACP

Remove existing- Install new

Total net selling price, FOB shipping point, \$44,842.88

Comments

Evanston Library - FACP ONLY - Replace existing 4100 Classic (qty 2 FACP's) with new 4100ES's. We will use the existing wire and devices , does NOT include new devices.

This proposal is based on site visit and inspection reports.

This is a "Turn-key" proposal. Installation is included.

SimplexGrinnell will do a complete "Turn Key" installation which means we will supply all the parts listed above in the proposal, and install those device. We will attempt to use the existing wires and devices already installed. SimplexGrinnell will do final programming and test and conduct the Final Inspection with the local AHJ (Authority Having Jurisdiction) if needed.

Any additional wire and conduit will be run by others.

This proposal includes the following items: Submittal Drawings, Material Submittals, Equipment, Material, and Shipping/Transport of equipment, Test and Inspection and Programming,

Clarifications:

Connection to existing 4100 Classic Simplex Addressable Fire Panel already installed and operational.

Assumes that the current panel is in good working order and free of all troubles and ground faults. Additional charges may occur if service work is required to bring that panel to good working order.

Pricing does NOT include installation of devices.

This proposal does include electrical sub-contractor labor and material.

This proposal does not include conduit, raceways and/or sleeves. These items shall be provided and installed by others.



Johnson Controls Quotation

Comments (continued)

Existing and New notification devices MAY not synchronize - Additional charges may occur if synchronization is required.

Review of responsibility:

SimplexGrinnell is responsible for applying for permits with submittal package supplied by Simplex.

SimplexGrinnell is responsible to pay for any permit and review fees

Customer is responsible for all conduit runs needs for installation.

SimplexGrinnell will do complete submittal package to include drawings, battery calculation and voltage drops.

SimplexGrinnell will test all INSTALLED devices to assure system integrity

SimplexGrinnell will conduct Final Inspection with local AHJ (Authority Having Jurisdiction)

SimplexGrinnell will do CAD Drawings based on availability of CAD File

Submittal drawing work is based on availability of AutoCAD compatible drawings from the contractor/owner. Drawings shall depict device locations, column lines, door swings, and correct room labels. If CAD drawings are not available, SimplexGrinnell reserves the right to request additional compensation for floor plan drawing development.

Testing, Certification, and Training services have also been included in this proposal and will be performed by a SimplexGrinnell technician. The contractor is encouraged to contact SimplexGrinnell prior to the onset of construction to arrange for a pre-construction meeting. This is an integral part of the technical support package provided by SimplexGrinnell.

This proposal does include submission of documents to the local AHJ or governing body for permit application/review.

This proposal does not include zone maps. Should zone maps be required in accordance with local requirements an additional charge may occur.

This proposal does not include sales tax. Taxes will be added to any/all applicable invoices on this project.

This proposal does include permits.

This proposal does not include performance or payment bonds. If required, bonding can be obtained.

This proposal does not include patch and paint work.

This proposal does not include 120 VAC work. All 120 VAC circuits for panels to be provided by contractor or owner. If replacement of panel, SimplexGrinnell will attempt to use the existing circuit if available

This proposal does not include premium time. Overtime or holiday work required (as a result of project delays created by others) will be justification for a Change Order for additional work hours or shift premium. Installation assumed to occur Monday thru Friday between 7am and 3:30pm

SimplexGrinnell requests a secure staging area on site to store equipment, tools, and materials.

This proposal is valid for 90 days.



Johnson Controls Quotation

Comments (continued)

This proposal does not include conduit, raceways, sleeving. These items shall be provided and installed by others.

This proposal does not include procurement or coordination of monitoring service for the fire alarm/security system however should local requirements allow UL Central Station monitoring, SimplexGrinnell can supply a quote for monitoring and maintenance if needed

Pending final review by the local AHJ (Authority Having Jurisdiction). Any changes may affect the final cost, annual monitoring or maintenance charges. Any additional devices above what is listed within the quote would be a change order to this initial order.

This proposal includes a one (1) year standard parts and labor warranty in accordance with SimplexGrinnell terms and conditions.

Additional labor, material, specifications and requirements not specifically listed above maybe an additional cost. We understand that there may be specific facility construction procedures and requirements unique to this installation. We encourage you to bring those to our attention before accepting this proposal so that we may understand them and bring any deficiencies in this proposal to your immediate attention to ensure we provide you with a proposal that will address all of your needs.

Please contact me with any questions at the number listed below. To place an order please send an executed copy of this quote (see signatory block on the last page) with a purchase order number.

David Prajka
Electronic Solutions Sales Representative
NICET Certification No. 110484

SimplexGrinnell
708-945-6455 cell
630-948-1150 fax
david.prajka@jci.com

TERMS AND CONDITIONS (Rev. 4/18)

1. Payment. Payments shall be invoiced and due in accordance with the terms and conditions set forth above. Work performed on a time and material basis shall be at Company's then-prevailing rate for material, labor, and related items, in effect at the time supplied under this Agreement. Company shall invoice Customer for progress payments to one hundred (100%) percent based upon equipment delivered or stored, and services performed. Customers without established satisfactory credit shall make payments of cash in advance, upon delivery or as otherwise specified by Company. Where Customer establishes and maintains satisfactory credit, payments shall be due and payable thirty (30) days from date of invoice. Company reserves the right to revoke or modify Customer's credit in its sole discretion. Customer's failure to make payment when due is a material breach of this Agreement. If Customer fails to make any payment when due, in addition to any other rights and remedies available, Company shall have the right, at Company's sole discretion, to stop performing any Services and/or withhold further deliveries of materials, until the account is current. In the event payment is not received when due, Company may, at its discretion, assess late fees at the rate of 1.5% per month or the maximum rate allowed by law. Customer agrees to pay all costs of collection, including without limitation costs, fees, and attorneys' fees. Customer's failure to make payment when due is a material breach of this Agreement until the account is current.

2. Pricing. The pricing set forth in this Agreement is based on the number of devices to be installed and services to be performed as set forth in the Scope of Work ("Equipment" and "Services"). If the actual number of devices installed or services to be performed is greater than that set forth in the Scope of Work, the price will be increased accordingly. If this Agreement extends beyond one year, Company may increase prices upon notice to the Customer. Customer agrees to pay all taxes, permits, and other charges, including but not limited to state and local sales and excise taxes, however designated, levied or based on the service charges pursuant to this Agreement. Prices in any quotation or proposal from Company are subject to change upon notice sent to Customer at any time before the quotation or proposal has been accepted. Prices for products covered may be adjusted by Company, upon notice to Customer at any time prior to shipment, to reflect any increase in Company's cost of raw materials (e.g., steel, aluminum) incurred by Company after issuance of Company's applicable proposal or quotation.

3. Alarm Monitoring Services. Any reference to alarm monitoring services in this Agreement is included for pricing purposes only. Alarm monitoring services are performed pursuant to the terms and conditions of Company's standard alarm monitoring services agreement.

4. Code Compliance. Company does not undertake an obligation to inspect for compliance with laws or regulations unless specifically stated in the Scope of Work. Customer acknowledges that the Authority Having Jurisdiction (e.g. Fire Marshal) may establish additional requirements for compliance with local codes. Any additional services or equipment required will be provided at an additional cost to Customer.

5. Limitation of Liability; Limitations of Remedy. It is understood and agreed by the Customer that Company is not an insurer and that insurance coverage shall be obtained by the Customer and that amounts payable to company hereunder are based upon the value of the services and the scope of liability set forth in this Agreement and are unrelated to the value of the Customer's property and the property of others located on the premises. Customer agrees to look exclusively to the Customer's insurer to recover for injuries or damage in the event of any loss or injury and that Customer releases and

waives all right of recovery against Company arising by way of subrogation. Company makes no guaranty or Warranty, including any implied warranty of merchantability or fitness for a particular purpose that equipment or services supplied by Company will detect or avert occurrences or the consequences therefrom that the equipment or service was designed to detect or avert. It is impractical and extremely difficult to fix the actual damages, if any, which may proximately result from failure on the part of Company to perform any of its obligations under this Agreement. Accordingly, Customer agrees that, Company shall be exempt from liability for any loss, damage or injury arising directly or indirectly from occurrences, or the consequences therefrom, which the equipment or service was designed to detect or avert. Should Company be found liable for any loss, damage or injury arising from a failure of the equipment or service in any respect, Company's liability shall be limited to an amount equal to the Agreement price (as increased by the price for any additional work) or where the time and material payment term is selected, Customer's time and material payments to Company. Where this Agreement covers multiple sites, liability shall be limited to the amount of the payments allocable to the site where the incident occurred. Such sum shall be complete and exclusive. IN NO EVENT SHALL COMPANY BE LIABLE FOR ANY DAMAGE, LOSS, INJURY, OR ANY OTHER CLAIM ARISING FROM ANY SERVICING, ALTERATIONS, MODIFICATIONS, CHANGES, OR MOVEMENTS OF THE COVERED SYSTEM(S) OR ANY OF ITS COMPONENT PARTS BY THE CUSTOMER OR ANY THIRD PARTY. COMPANY SHALL NOT BE LIABLE FOR INDIRECT, INCIDENTAL OR CONSEQUENTIAL DAMAGES OF ANY KIND, INCLUDING BUT NOT LIMITED TO DAMAGES ARISING FROM THE USE, LOSS OF THE USE, PERFORMANCE, OR FAILURE OF THE COVERED SYSTEM(S) TO PERFORM. The limitations of liability set forth in this Agreement shall inure to the benefit of all parents, subsidiaries and affiliates of company, whether direct or indirect, company's employees, agents, officers and directors.

6. Reciprocal Waiver of Claims (SAFETY Act). Certain of Company's systems and services have received Certification and/or Designation as Qualified Anti-Terrorism Technologies ("QATT") under the Support Anti-terrorism by Fostering Effective Technologies Act of 2002, 6 U.S.C. §§ 441-444 (the "SAFETY Act"). As required under 6 C.F.R. 25.5 (e), to the maximum extent permitted by law, Company and Customer hereby agree to waive their right to make any claims against the other for any losses, including business interruption losses, sustained by either party or their respective employees, resulting from an activity resulting from an "Act of Terrorism" as defined in 6 C.F.R. 25.2, when QATT have been deployed in defense against, response to, or recovery from such Act of Terrorism.

7. General Provisions. Customer has selected the service level desired after considering and balancing various levels of protection afforded, and their related costs. All work to be performed by Company will be performed during normal working hours of normal working days (8:00 a.m. - 5:00 p.m., Monday through Friday, excluding Company holidays), as defined by Company, unless additional times are specifically described in this Agreement. Company will perform the services described in the Scope of Work section ("Services") for one or more system(s) or equipment as described in the Scope of Work section or the listed attachments ("Covered System(s)"). The Customer shall promptly notify Company of any malfunction in the Covered System(s) which comes to Customer's attention. This Agreement assumes the Covered System(s) are in operational and maintainable condition as of the Agreement

date. If, upon initial inspection, Company determines that repairs are recommended, repair charges will be submitted for approval prior to any work. Should such repair work be declined Company shall be relieved from any and all liability arising therefrom. UNLESS OTHERWISE SPECIFIED IN THIS AGREEMENT, ANY INSPECTION (AND, IF SPECIFIED, TESTING) PROVIDED UNDER THIS AGREEMENT DOES NOT INCLUDE ANY MAINTENANCE, REPAIRS, ALTERATIONS, REPLACEMENT OF PARTS, OR ANY FIELD ADJUSTMENTS WHATSOEVER, NOR DOES IT INCLUDE THE CORRECTION OF ANY DEFICIENCIES IDENTIFIED BY COMPANY TO CUSTOMER. COMPANY SHALL NOT BE RESPONSIBLE FOR EQUIPMENT FAILURE OCCURRING WHILE COMPANY IS IN THE PROCESS OF FOLLOWING ITS INSPECTION TECHNIQUES, WHERE THE FAILURE ALSO RESULTS FROM THE AGE OR OBSOLESCENCE OF THE ITEM OR DUE TO NORMAL WEAR AND TEAR. THIS AGREEMENT DOES NOT COVER SYSTEMS, EQUIPMENT, COMPONENTS OR PARTS THAT ARE BELOW GRADE, BEHIND WALLS OR OTHER OBSTRUCTIONS OR EXTERIOR TO THE BUILDING, ELECTRICAL WIRING, AND PIPING.

8. Customer Responsibilities. Customer shall furnish all necessary facilities for performance of its work by Company, adequate space for storage and handling of materials, light, water, heat, heat tracing, electrical service, local telephone, watchman, and crane and elevator service and necessary permits. Where wet pipe system is installed, Customer shall supply and maintain sufficient heat to prevent freezing of the system. Customer shall promptly notify Company of any malfunction in the Covered System(s) which comes to Customer's attention. This Agreement assumes any existing system(s) are in operational and maintainable condition as of the Agreement date. If, upon initial inspection, Company determines that repairs are recommended, repair charges will be submitted for approval prior to any work. Should such repair work be declined Company shall be relieved from any and all liability arising therefrom. Customer shall further:

- supply required schematics and drawings unless they are to be supplied by Company in accordance with this Agreement;
- Provide a safe work environment, in the event of an emergency or Covered System(s) failure, take reasonable safety precautions to protect against personal injury, death, and property damage, continue such measures until the Covered System(s) are operational, and notify Company as soon as possible under the circumstances.
- Provide Company access to any system(s) to be serviced,
- Comply with all laws, codes, and regulations pertaining to the equipment and/or services provided under this agreement.

9. Excavation. In the event the Work includes excavation, Customer shall pay, as an extra to the contract price, the cost of any additional work performed by Company due to water, quicksand, rock or other unforeseen condition or obstruction encountered or shoring required.

10. Structure and Site Conditions. While employees of Company will exercise reasonable care in this respect, Company shall be under no responsibility for loss or damage due to the character, condition or use of foundations, walls, or other structures not erected by It or resulting from the excavation in proximity thereto, or for damage resulting from concealed piping, wiring, fixtures, or other equipment or condition of water pressure. All shoring or protection of foundation, walls or other structures subject to being disturbed by any excavation required hereunder shall be the responsibility of Customer. Customer shall have all things in readiness for installation including, without limitation, structure to support the sprinkler system and related equipment (including tanks), other materials, floor or suitable working base, connections and facilities for erection at the time the materials are delivered. In the event Customer fails

to have all things in readiness at the time scheduled for receipt of materials, Customer shall reimburse Company for all expenses caused by such failure. Failure to make areas available to Company during performance in accordance with schedules that are the basis for Company's proposal shall be considered a failure to have things in readiness in accordance with the terms of this Agreement.

11. Confined Space. If access to confined space by Company is required for the performance of Services, Services shall be scheduled and performed in accordance with Company's then-current hourly rate.

12. Hazardous Materials. Customer represents that, except to the extent that Company has been given written notice of the following hazards prior to the execution of this Agreement, to the best of Customer's knowledge there is no:

- "permit confined space," as defined by OSHA,
- risk of infectious disease,
- need for air monitoring, respiratory protection, or other medical risk,
- asbestos, asbestos-containing material, formaldehyde or other potentially toxic or otherwise hazardous material contained in or on the surface of the floors, walls, ceilings, insulation or other structural components of the area of any building where work is required to be performed under this Agreement.

All of the above are hereinafter referred to as "Hazardous Conditions". Company shall have the right to rely on the representations listed above. If hazardous conditions are encountered by Company during the course of Company's work, the discovery of such materials shall constitute an event beyond Company's control and Company shall have no obligation to further perform in the area where the hazardous conditions exist until the area has been made safe by Customer as certified in writing by an independent testing agency, and Customer shall pay disruption expenses and re-mobilization expenses as determined by Company. This Agreement does not provide for the cost of capture, containment or disposal of any hazardous waste materials, or hazardous materials, encountered in any of the Covered System(s) and/or during performance of the Services. Said materials shall at all times remain the responsibility and property of Customer. Company shall not be responsible for the testing, removal or disposal of such hazardous materials.

13. OSHA Compliance. Customer shall indemnify and hold Company harmless from and against any and all claims, demands and/or damages arising in whole or in part from the enforcement of the Occupational Safety Health Act (and any amendments or changes thereto) unless said claims, demands or damages are a direct result of causes within the exclusive control of Company.

14. Interferences. Customer shall be responsible to coordinate the work of other trades (including but not limited to ducting, piping, and electrical) and for and additional costs incurred by Company arising out of interferences to Company's work caused by other trades.

15. Modifications and Substitutions. Company reserves the right to modify materials, including substituting materials of later design, providing that such modifications or substitutions will not materially affect the performance of the Covered System(s).

16. Changes, Alterations, Additions. Changes, alterations and additions to the Scope of Work, plans, specifications or construction schedule shall be invalid unless approved in writing by Company. Should changes be approved by Company, that increase or decrease the cost of the work to Company, the parties shall agree, in writing, to the change in price prior to performance of any work. However, if no agreement is reached prior to the time for performance of said work, and Company elects to perform said work so as to avoid delays, then Company's estimate as to the value of said work shall be deemed accepted by Customer. In addition, Customer shall pay for all extra work requested by Customer or made necessary because of incompleteness or inaccuracy of plans or other information submitted by Customer with respect to the location,

type of occupancy, or other details of the work to be performed. In the event the layout of Customer's facilities has been altered, or is altered by Customer prior to the completion of the Work, Customer shall advise Company, and prices, delivery and completion dates shall be changed by Company as may be required.

17. Commodities Availability. Company shall not be responsible for failure to provide services, deliver products, or otherwise perform work required by this Agreement due to lack of available steel products or products made from plastics or other commodities. In the event Company is unable, after reasonable commercial efforts, to acquire and provide steel products, or products made from plastics or other commodities, if required to perform work required by this Agreement, Customer hereby agrees that Company may terminate the Agreement, or the relevant portion of the Agreement, at no additional cost and without penalty. Customer agrees to pay Company in full for all work performed up to the time of any such termination.

18. Project Claims. Any claim of failure to perform against Company arising hereunder shall be deemed waived unless received by Company, in writing specifically setting forth the basis for such claim, within ten (10) days after such claims arises.

19. Backcharges. No charges shall be levied against Company unless seventy-two (72) hours prior written notice is given to Company to correct any alleged deficiencies which are alleged to necessitate such charges and unless such alleged deficiencies are solely and directly caused by Company.

20. System Equipment. The purchase of equipment or peripheral devices (including but not limited to smoke detectors, passive infrared detectors, card readers, sprinkler system components, extinguishers and hoses) from Company shall be subject to the terms and conditions of this Agreement. If, in Company's sole judgment, any peripheral device or other system equipment, which is attached to the Covered System(s), whether provided by Company or a third party, interferes with the proper operation of the Covered System(s), Customer shall remove or replace such device or equipment promptly upon notice from Company. Failure of Customer to remove or replace the device shall constitute a material breach of this Agreement. If Customer adds any third party device or equipment to the Covered System(s), Company shall not be responsible for any damage to or failure of the Covered System(s) caused in whole or in part by such device or equipment.

21. Reports. Where inspection and/or test services are selected, such inspection and/or test shall be completed on Company's then current Report form, which shall be given to Customer, and, where applicable, Company may submit a copy thereof to the local authority having jurisdiction. The Report and recommendations by Company are only advisory in nature and are intended to assist Customer in reducing the risk of loss to property by indicating obvious defects or impairments noted to the system and equipment inspected and/or tested. They are not intended to imply that no other defects or hazards exist or that all aspects of the Covered System(s), equipment, and components are under control at the time of inspection. Final responsibility for the condition and operation of the Covered System(s) and equipment and components lies with Customer.

22. Limited Warranty. Subject to the limitations below, Company warrants any equipment (as distinguished from the Software) installed pursuant to this Agreement to be free from defects in material and workmanship under normal use for a period of one (1) year from the date of first beneficial use or all or any part of the Covered System(s) or 18 months after Equipment shipments, whichever is earlier, provided however, that Company's sole liability, and Customer's sole remedy, under this limited warranty shall be limited to the repair or replacement of the Equipment or any part thereof, which Company determines is defective, at Company's sole option and subject to the availability of service personnel and parts, as determined by Company. Company warrants expendable items, including, but not limited to, video and print heads, television camera tubes,

video monitor displays tubes, batteries and certain other products in accordance with the applicable manufacturer's warranty. Company does not warrant devices designed to fail in protecting the System, such as, but not limited to, fuses and circuit breakers. Company warrants that any Company software described in this Agreement, as well as software contained in or sold as part of any Equipment described in this Agreement, will reasonably conform to its published specifications in effect at the time of delivery and for ninety (90) days after delivery. However, Customer agrees and acknowledges that the software may have inherent defects because of its complexity. Company's sole obligation with respect to software, and Customer's sole remedy, shall be to make available published modifications, designed to correct inherent defects, which become available during the warranty period. If Repair Services are included in this Agreement, Company warrants that its workmanship and material for repairs made pursuant to this Agreement will be free from defects for a period of ninety (90) days from the date of furnishing.

EXCEPT AS EXPRESSLY SET FORTH HEREIN, COMPANY DISCLAIMS ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE WITH RESPECT TO THE SERVICES PERFORMED OR THE PRODUCTS, SYSTEMS OR EQUIPMENT, IF ANY, SUPPORTED HEREUNDER.

Warranty service will be performed during Company's normal working hours. If Customer requests warranty service at other than normal working hours, service will be performed at Company's then current rates for after ours services. All repairs or adjustments that are or may become necessary shall be performed by and authorized representative of Company. Any repairs, adjustments or interconnections performed by Customer or any third party shall void all warranties.

23. Indemnity. Customer agrees to indemnify, hold harmless and defend Company against any and all losses, damages, costs, including expert fees and costs, and expenses including reasonable defense costs, arising from any and all third party claims for personal injury, death, property damage or economic loss, including specifically any damages resulting from the exposure of workers to Hazardous Conditions whether or not Customer pre-notifies Company of the existence of said hazardous conditions, arising in any way from any act or omission of Customer or Company relating in any way to this Agreement, including but not limited to the Services under this Agreement, whether such claims are based upon contract, warranty, tort (including but not limited to active or passive negligence), strict liability or otherwise. Company reserves the right to select counsel to represent it in any such action.

24. Insurance. Customer shall name Company, its officers, employees, agents, subcontractors, suppliers, and representatives as additional insureds on Customer's general liability and auto liability policies.

25. Termination. Any termination under the terms of this Agreement shall be made in writing. In the event Customer terminates this Agreement prior to completion for any reason not arising solely from Company's performance or failure to perform, Customer understands and agrees that Company will incur costs of administration and preparation that are difficult to estimate or determine. Accordingly, should Customer terminate this Agreement as described above, Customer agrees to pay all charges incurred for products and equipment installed and services performed, and in addition pay an amount equal to twenty (20%) percent of the price of products and equipment not yet delivered and Services not yet performed, return all products and equipment delivered and pay a restocking fee of twenty (20%) percent of the price of products or equipment returned. Company may terminate this Agreement immediately at its sole discretion upon the occurrence of any Event of Default as hereinafter defined. Company may also terminate this Agreement at its sole discretion upon notice to Customer if Company's performance of its obligations under this Agreement becomes impracticable due to obsolescence of equipment at



Customer's premises or unavailability of parts.

26. Default. An Event of Default shall be 1) failure of the Customer to pay any amount within ten (10) days after the amount is due and payable, 2) abuse of the System or the Equipment, 3) dissolution, termination, discontinuance, insolvency or business failure of Customer. Upon the occurrence of an Event of Default, Company may pursue one or more of the following remedies, 1) discontinue furnishing Services, 2) by written notice to Customer declare the balance of unpaid amounts due and to become due under the this Agreement to be immediately due and payable, provided that all past due amounts shall bear interest at the rate of 1 ½% per month (18% per year) or the highest amount permitted by law, 3) receive immediate possession of any equipment for which Customer has not paid. 4) proceed at law or equity to enforce performance by Customer or recover damages for breach of this Agreement, and 5) recover all costs and expenses, including without limitation reasonable attorneys' fees, in connection with enforcing or attempting to enforce this Agreement.

27. Exclusions. Unless expressly included in the Scope of Work, this Agreement expressly excludes, without limitation, testing inspection and repair of duct detectors, beam detectors, and UV/IR equipment; provision of fire watches; clearing of ice blockage; draining of improperly pitched piping; replacement of batteries; recharging of chemical suppression systems; reloading of, upgrading, and maintaining computer software; system upgrades and the replacement of obsolete systems, equipment, components or parts; making repairs or replacements necessitated by reason of negligence or misuse of components or equipment or changes to Customer's premises, vandalism, corrosion (including but not limited to micro-bacterially induced corrosion ("MIC")), power failure, current fluctuation, failure due to non-Company installation, lightning, electrical storm, or other severe weather, water, accident, fire, acts of God or any other cause external to the Covered System(s). Repair Services provided pursuant to this Agreement do not cover and specifically excludes system upgrades and the replacement of obsolete systems, equipment, components or parts. All such services may be provided by Company at Company's sole discretion at an additional charge. If Emergency

Services are expressly included in the scope of work section, the Agreement price does not include travel expenses.

28. No Option to Solicit. Customer shall not, directly or indirectly, on its own behalf or on behalf of any other person, business, corporation or entity, solicit or employ any Company employee, or induce any Company employee to leave his or her employment, for a period of two years after termination of this Agreement.

29. Force Majeure; Delays. Company shall not be liable for any damage or penalty for delays or failure to perform work due to acts of God, acts or omissions of Customer, acts of civil or military authorities, Government regulations or priorities, fires, epidemics, quarantine, restrictions, war, riots, civil disobedience or unrest, strikes, delays in transportation, vehicle shortages, differences with workmen, inability to obtain necessary labor, material or manufacturing facilities, defaults of Company's subcontractors, failure or delay in furnishing complete information by Customer with respect to location or other details of work to be performed, impossibility or impracticability of performance or any other cause or causes beyond Company's control, whether or not similar to the foregoing. In the event of any delay caused as aforesaid, completion shall be extended for a period equal to any such delay, and this contract shall not be void or voidable as a result of the delay. In the event work is temporarily discontinued by any of the foregoing, all unpaid installments of the contract price, less an amount equal to the value of material and labor not furnished, shall be due and payable upon receipt of invoice by Customer.

30. One-Year Limitation on Actions; Choice of Law. It is agreed that no suit, or cause of action or other proceeding shall be brought against either party more than one (1) year after the accrual of the cause of action or one (1) year after the claim arises, whichever is shorter, whether known or unknown when the claim arises or whether based on tort, contract, or any other legal theory. The laws of Massachusetts shall govern the validity, enforceability, and interpretation of this Agreement.

31. Assignment. Customer may not assign this Agreement without Company's prior written consent. Company may assign this Agreement to an affiliate without obtaining Customer's consent.

32. Entire Agreement. The parties intend this Agreement, together with any attachments or Riders (collectively the "Agreement") to be the final, complete and exclusive expression of their Agreement and the terms and conditions thereof. This Agreement supersedes all prior representations, understandings or agreements between the parties, written or oral, and shall constitute the sole terms and conditions of sale for all equipment and services. No waiver, change, or modification of any terms or conditions of this Agreement shall be binding on Company unless made in writing and signed by an Authorized Representative of Company.

33. Severability. If any provision of this Agreement is held by any court or other competent authority to be void or unenforceable in whole or in part, this Agreement will continue to be valid as to the other provisions and the remainder of the affected provision.

34. Legal Fees. Company shall be entitled to recover from the customer all reasonable legal fees incurred in connection with Company enforcing the terms and conditions of this Agreement.

35. License Information (Security System Customers): AL Alabama Electronic Security Board of Licensure 7956 Vaughn Road, Pmb 392, Montgomery, Alabama 36116 (334) 264-9388; AR Regulated by: Arkansas Board of Private Investigators And Private Security Agencies, #1 State Police Plaza Drive, Little Rock 72209 (501)618-8600; CA Alarm company operators are licensed and regulated by the Bureau of Security and Investigative Services, Department of Consumer Affairs, Sacramento, CA, 95814. Upon completion of the installation of the alarm system, the alarm company shall thoroughly instruct the purchaser in the proper use of the alarm system. Failure by the licensee, without legal excuse, to substantially commence work within 20 days from the approximate date specified in the agreement when the work will begin is a violation of the Alarm Company Act: NY Licensed by N.Y.S. Department of the State: TX Texas Commission on Private Security, 5805 N. Lamar Blvd., Austin, 78752-4422, 512-424-7710. License numbers available at www.jci.com or contact your local Johnson Controls office.

IMPORTANT NOTICE TO CUSTOMER

In accepting this Proposal, Customer agrees to the terms and conditions contained herein including those on the following pages of this Agreement and any attachments or riders attached hereto that contain additional terms and conditions. It is understood that these terms and conditions shall prevail over any variation in terms and conditions on any purchase order or other document that the Customer may issue. Any changes in the system requested by the Customer after the execution of this Agreement shall be paid for by the Customer and such changes shall be authorized in writing. **ATTENTION IS DIRECTED TO THE LIMITATION OF LIABILITY, WARRANTY, INDEMNITY AND OTHER CONDITIONS ON THE FOLLOWING PAGES. This proposal shall be void if not accepted in writing within thirty (30) days from the date of the Proposal.**

<p>Offered By: Johnson Controls Fire Protection LP License#: 91 N Mitchell Ct ADDISON, IL 60101-5608 Telephone: (630) 948 1100 Representative: _____ _____</p>	<p>Accepted By: (Customer) Company: _____ Address: _____ Signature: _____ Title: _____ P.O.#: _____ Date: _____</p>
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Table 2. Recommendations and Estimated Costs

Recommended Work Item	Cost (2018)	Priority
Division 04: Exterior Wall		
04-03. Recoating exterior steel at sound attenuation wall	\$ 8,000	High
04-10. Repaint exterior gypsum board soffits	\$ 3,000	Medium
Division 07: Roofing		
07-01. Annual roof maintenane and inspection		Annual
07-07. Replace heat-trace in south gutter	\$ 7,000	High
07-09. Repair of standing seam roof	\$ 25,000	Medium
07-10b. Install two overflow scuppers	\$ 5,000	Low
07-14. Replacement of membrane roof	\$ 622,000	Low
07-15. Removal of roof tie-backs (cost included with 07-14)	N/A	Low
Division 08: Windows and Doors		
08-01. Re-align window system snap covers	N/A	N/A
Division 09: Interiors		
09-06. Monitor the concrete masonry boiler room wall	N/A	N/A
09-12. Replace toilet partitions	\$ 15,000	High
Division 10: Specialties		
10-01. Rearrange bookstack furniture to provide clearance	N/A	N/A
10-04. Modify handrail design if affected by other work	N/A	N/A
Division 14: Conveying Equipment		
14-03. Elevator controllers / linestarter	\$ 50,000	High
Division 21: Fire Protection System		
21-01. Dry valve inspection and pipe treatment	N/A	N/A
21-02. Sampling and analysis of wet sprinkler pipes	N/A	N/A
21-03. Jockey pump replacement	\$ 10,000	Medium
21-04. Replace drying medium for all dry valves	N/A	N/A
21-06a. Fourth floor dry system piping replacement	\$ 50,000	High
21-06b. Garage and loading dock dry system piping replacement	\$ 75,000	Low
21-07. Dry system air compressor replacement (three total)	\$ 6,000	Medium
21-08. Fire pump major servicing	\$ 3,000	Low
Division 22: Plumbing System		
22-01. Adding the major plumbing equipment to the BAS	\$ 4,500	High
22-03. Yard cleanouts reset to grade, approximately 20 total	\$ 22,000	Medium
22-04. Booster pump replacement	\$ 30,000	High
22-06. Plumbing fixture replacement: approximately 65 total fixtures at \$2,250 each	\$ 146,250	Medium
22-08. Repair and service sewage ejector pumps	\$ 15,000	Low
Division 23: HVAC System		
23-09. Boiler Circulating Pumps (two pumps)	\$ 20,000	Medium
23-10. Main heating distribution pumps (two pumps, valves and vibrations isolators)	\$ 20,000	Medium
23-12. Snow melt pumps (two pumps)	\$ 15,000	Medium
23-13. Chilled Water Pumps (two pumps, valves and vibrations isolators).	\$ 20,000	Medium
23-15. Parking garage fans replacement	\$ 25,000	Medium
23-16. VAV terminal Box replacement (phased, yearly cost)	\$ 14,000	Low
23-17. Fan Powered Box replacement (phased, yearly cost)	\$ 11,000	Low
23-18. Replace boilers	\$ 250,000	Medium
Division 25: Building Management System		
25-01. Control Points for General building Exhaust VFDs	\$ 12,000	High
25-02. Control Points for heating distribution pump VFDs	\$ 12,000	High
25-04. Garage CO sensors calibration and integration	\$ 3,500	High

Division 26: Electrical System		
26-01. Service transformer pad shoring, grounding repairs, transformer cleaning	\$ 50,000	High
26-04. Meter interfaced with building automation system	\$ 7,500	Low
26-05. Retrofit recessed downlights	N/A	N/A
26-06. Replace bonding clamp for grounding	\$ 5,000	High
Division 28: Fire Alarm System		
28-02. Area of rescue system replacement	\$ 75,000	High
28-04. Remote annunciator to duct smoke detectors	\$ 15,000	Medium
28-05. Building public address system	\$ 50,000	Medium
28-06. Replace main fire alarm panel	\$ 75,000	High
28-07. Replace fire alarm system detectors and devices	\$ 75,000	Medium
Division 32: Site Features		
32-01. Replace vegetation at west planting area	\$ 15,000	High
32-03. Reconstruct north staff entrance stairs	\$ 23,000	Medium
32-04. Foundation leakage at south ramp	N/A	High
32-05. Replace guardrail at north ramp retaining wall	\$ 29,000	High
32-08. Paving joint sealants	\$ 16,000	High
32-09. Repainting of handrails	\$ 4,000	Medium
32-11. Recoating north retaining wall	\$ 9,000	Low
32-14. Monitor tree health	N/A	N/A

Table 3. Phasing and Annual Budgets

5% Annual Escalation Factor

Recommended Work Item	Cost (2018)	Escalated Cost
2019		
04-03. Recoating exterior steel at sound attenuation wall	\$ 8,000	\$ 8,400
07-07. Replace heat-trace in south gutter	\$ 7,000	\$ 7,350
09-12. Replace toilet partitions	\$ 15,000	\$ 15,750
25-01. Control Points for General building Exhaust VFDs	\$ 12,000	\$ 12,600
23-16. VAV terminal Box replacement (phased, yearly cost)	\$ 14,000	\$ 14,700
23-17. Fan Powered Box replacement (phased, yearly cost)	\$ 11,000	\$ 11,550
25-02. Control Points for heating distribution pump VFDs	\$ 12,000	\$ 12,600
25-04. Garage CO sensors calibration and integration	\$ 3,500	\$ 3,675
26-01. Service transformer pad shoring, grounding repairs, transformer cleaning	\$ 50,000	\$ 52,500
26-06. Replace bonding clamp for grounding	\$ 5,000	\$ 5,250
28-02. Area of rescue system replacement	\$ 75,000	\$ 78,750
28-06. Replace main fire alarm panel	\$ 75,000	\$ 78,750
2019 Budget		\$ 301,875

Year 7: 2020		
14-03. Elevator controllers / linestarter	\$ 50,000	\$ 55,125
21-06a. Fourth floor dry system piping replacement	\$ 50,000	\$ 55,125
22-04. Booster pump replacement	\$ 30,000	\$ 33,075
25-01. Control Points for General building Exhaust VFDs	\$ 12,000	\$ 13,230
23-16. VAV terminal Box replacement (phased, yearly cost)	\$ 14,000	\$ 15,435
23-17. Fan Powered Box replacement (phased, yearly cost)	\$ 11,000	\$ 12,128
32-01. Replace vegetation at west planting area	\$ 15,000	\$ 16,538
32-05. Replace guardrail at north ramp retaining wall	\$ 29,000	\$ 31,973
32-08. Paving joint sealants	\$ 16,000	\$ 17,640
2020 Budget		\$ 184,118

2021		
07-09. Repair of standing seam roof	\$ 25,000	\$ 28,941
23-12. Snow melt pumps (two pumps)	\$ 15,000	\$ 17,364
23-16. VAV terminal Box replacement (phased, yearly cost)	\$ 14,000	\$ 16,207
23-17. Fan Powered Box replacement (phased, yearly cost)	\$ 11,000	\$ 12,734
28-04. Remote annunciator to duct smoke detectors	\$ 15,000	\$ 17,364
28-05. Building public address system	\$ 50,000	\$ 57,881
28-07. Replace fire alarm system detectors and devices	\$ 75,000	\$ 86,822
32-03. Reconstruct north staff entrance stairs	\$ 23,000	\$ 26,625
32-09. Repainting of handrails	\$ 4,000	\$ 4,631
2021 Budget		\$ 268,569

2022		
04-10. Repaint exterior gypsum board soffits	\$ 3,000	\$ 3,647
21-03. Jockey pump replacement	\$ 10,000	\$ 12,155
21-07. Dry system air compressor replacement (three total)	\$ 6,000	\$ 7,293
22-03. Yard cleanouts reset to grade, approximately 20 total	\$ 22,000	\$ 26,741
22-06. Plumbing fixture replacement: approximately 65 total fixtures at \$2,250 each	\$ 146,250	\$ 177,768
23-13. Chilled Water Pumps (two pumps, valves and vibrations isolators).	\$ 20,000	\$ 24,310
23-15. Parking garage fans replacement	\$ 25,000	\$ 30,388
23-16. VAV terminal Box replacement (phased, yearly cost)	\$ 14,000	\$ 17,017
23-17. Fan Powered Box replacement (phased, yearly cost)	\$ 11,000	\$ 13,371
2022 Budget		\$ 312,689

2023		
23-09. Boiler Circulating Pumps (two pumps)	\$ 20,000	\$ 25,526
23-10. Main heating distribution pumps (two pumps, valves and vibrations isolators)	\$ 20,000	\$ 25,526
23-16. VAV terminal Box replacement (phased, yearly cost)	\$ 14,000	\$ 17,868
23-17. Fan Powered Box replacement (phased, yearly cost)	\$ 11,000	\$ 14,039
23-18. Replace boilers	\$ 250,000	\$ 319,070
2023 Budget		\$ 402,029

2024 and after		
07-10b. Install two overflow scuppers	\$ 5,000	\$ 6,700
07-14. Replacement of membrane roof	\$ 622,000	\$ 833,539
21-06b. Garage and loading dock dry system piping replacement	\$ 75,000	\$ 100,507
21-08. Fire pump major servicing	\$ 3,000	\$ 4,020
22-08. Repair and service sewage ejector pumps	\$ 15,000	\$ 20,101
23-16. VAV terminal Box replacement (phased, yearly cost)	\$ 14,000	\$ 18,761
23-17. Fan Powered Box replacement (phased, yearly cost)	\$ 11,000	\$ 14,741
26-04. Meter interfaced with building automation system	\$ 7,500	\$ 10,051
32-11. Recoating north retaining wall	\$ 9,000	\$ 12,061
2024 Budget		\$ 1,020,483

Fire Alarm System

Description

The building is fully sprinklered and also has fire alarm detection and notification devices supplementing some areas. The building is equipped with two-way talk/listen push button system.

Existing Conditions

The main fire alarm control panel (Simplex make, with firefighters voice communication to the elevator cab for fire-related emergencies only) is located in the south main entrance vestibule. An auxiliary fire alarm annunciator panel is located in the maintenance office. **The Simplex panel is known as the 4100 Classic model and was introduced in 1988. This panel is no longer able to be maintained, due to the unavailability of parts and obsolete computerized programming.** The Simplex detectors and components likely have a thirty to forty year life expectancy **and are therefore approaching the end of their expected service life.**

The area of rescue system provides communication between fire department at the south main entrance vestibule and the person requesting rescue, normally in designated stair landings. Reportedly, this system is not working as intended.

Recommendations

Completed Work, 2014–2018

- 28-01. The fire alarm has been integrated with the elevator controls.
- 28-03. The elevator in-cab phone system has been repaired.

High Priority Items (Next 1 to 2 Years)

- 28-02. The area of rescue system should be replaced. Proper signage should be provided in general/open/outside designated stair landings, to direct a person seeking refuge and rescue. The existing communication system should be replaced with a new digital two-way communication system.
- **28-06.** The main fire alarm panel should be replaced with a new panel that can be maintained and serviced. Simplex offers the 4100ES model to allow for direct replacement of the 4100 Classic model without the need to replace field devices, cabling, or the panel enclosure.

Medium Priority Items (Next 3 to 5 Years)

- 28-04. A remote annunciator wired to individual duct smoke detectors should be installed. The annunciator would be located in corridors for easy testing and notification.
- 28-05. The building public address system should be maintained and updated.
- **28-07.** The individual Simplex detectors and components should be replaced in kind.



Memorandum

To: Library Board of Trustees

From: Karen Danczak Lyons, Library Director

Subject: Proposed Change to Non-Resident Card Fee

Date: April 12, 2019

The State of Illinois requires the Library Board to “annually take action to decide whether to issue non-resident library cards during the ensuing 12 months. At that time, the non-resident library card fee formula and fee, if applicable, to be used will be determined and adopted.”

The Illinois State Library has a recommended formula for calculating a library non-resident fee. The Library income from local property tax sources or its equivalent is divided by the population to yield the per capita library property tax support. This amount is then multiplied by the average number of persons per household (per the 2010 census) to produce the recommended non-resident fee of \$208.00. Our non-resident fee must at least equal this amount in order for the Library to be eligible for the State Per Capita Grant.

A	Local Property Tax Support	\$6,887,755
B	Population	74,486
C	A divided by B	\$92.47
D	Average number of people per household	2.25
E	NR Fee = C * D	\$208.06

All of the territory surrounding Evanston is served by tax supported public libraries, so we have a relatively small number of people who purchase non-resident cards. We average 10 active non-resident card users per year. Most are purchased by Chicago residents who wish to check out more than 50 items per visit to the Library and access to our e-resources. The Library anticipates higher demand once our branch opens at Robert Crown. Our current non-resident card fee is \$208.00 per year effective May 1st.

Recommendation: Staff recommends Board approval of increasing the non-resident library card fee to \$208.00 per year effective May 1st.