



## **FACILITIES COMMITTEE MEETING**

### **LIBRARY COMMITTEE PACKET**

Tuesday, February 11, 2025 at 9:00 AM  
Main Library, 4th Floor Board Room, and via Zoom

Zoom Link: <https://us06web.zoom.us/j/86338424414>



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**Tuesday, February 11, 2025, at 9:00 AM**  
**Main Library, Library Board Room, and remote**  
**Zoom Link: <https://us06web.zoom.us/j/86338424414>**

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

### **MEETING AGENDA**

**1. CALL TO ORDER / DECLARATION OF QUORUM**

**2. LAND ACKNOWLEDGMENT**

**3. CITIZEN COMMENT**

Not to exceed 45 minutes

**4. NEW BUSINESS**

A. Facilities Services Update

**5. ADJOURNMENT**

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



## MEMORANDUM

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**To:** Evanston Public Library Facilities Committee

**From:** Yolande Wilburn, Executive Director

**Subject:** Facilities Services Update

**Date:** 02/11/2025

This memo provides an update on significant maintenance and safety activities.

### Staffing & Personnel Updates

- **Facilities Manager Position:** Recruitment for a permanent Facilities Manager is ongoing, with Tim Garvey serving in the interim. The recruitment closed on 01/30/2025.
- **Succession Planning:** Library administration continues to look for pathways to train maintenance staff on higher-level tasks for succession planning.

### Repairs & Maintenance Overview

- **Main Library:**
  - **Camera Repair:** The camera at the second-floor reference desk was repaired.
  - **Plumbing:** Multiple incidents of clogged toilets were resolved with assistance from the City plumber.
  - **Rekeying Project:** The project to rekey the doors is a priority but has not yet been completed. Efforts are being made to ensure this is addressed promptly.
  - **Signage:** "Staff Only" and "No Smoking" signs were installed in January. Fire Pump room signage is anticipated to be installed in February.
  - **Roof Replacement:** Approved for this year but not yet started. The project will be assessed in conjunction with the larger renovation project before proceeding with vendor selection.
- **Robert Crown:**
  - **Carpet Replacement:** Replacement of worn carpet squares is underway. Tim is reaching out to the vendor and City to determine the number of squares needed and working with the city to determine if the vendor or City staff can do the swap out once the carpet squares arrive.
  - **Study Rooms:** Patching and painting of study rooms are nearing completion, and new chairs are being installed.



## MEMORANDUM

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### Contracts & Vendor Management

- **Janitorial Services:** The new janitorial contract began on February 1, following a successful RFP. The Director and Interim facilities manager met with TBS to walk through the buildings and highlight key deficiencies/concerns. The new contract now provides daily janitorial services at the Robert Crown Branch Library. TBS and the facilities manager set the quarterly deep cleaning schedule to take place in February, May, August, and November for both locations in 2025.
- **MOU with the City:** Discussions on a revised administrative services MOU continue. It includes requests that the City pay for major repairs over the amount of \$10,000 per occurrence or \$50,000 cumulative per year. The MOU was sent to the City of Evanston City Manager, Assistant City Manager, and Legal on January 28, 2025.

### Strategic Projects

- **Shared Space Feasibility:** Representatives from the Library, City, and Moody Nolan met on January 24, 2025, to refine criteria for the rough estimates for cost per square foot City space sharing within the library. Moody Nolan needs additional time to engage with the IMEG engineers before a final draft can be done. They estimate completion by February 24th. Numbers will be shared with the City Council at the March 10th meeting. If numbers are available by the 19th, they will be shared with the board. If the project is unfeasible, independent renovations requiring bond issuance will be pursued.
- **Master Facilities Plan:** Work on the Master Facilities Plan, including the development of a Sustainability Plan aligned with the City's Climate Action and Resilience Plan (CARP), will begin this year, with completion expected by Q4 2025.

### Safety & Security Update

- In January, there were nine reported incidents and one one-year suspension due to repeated violations of library policies.
- Turning Point's Mobile Living Room staff now have a designated table inside the building and will be available outside on Thursdays at the Main Library. This increased presence aims to provide support to patrons experiencing mental health challenges and housing insecurity.



## MEMORANDUM

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### Year-End Safety Summary

2024 MONTHLY INCIDENT SUMMARY		
MONTH	INCIDENTS	SUSPENSIONS
January	8	4
February	6	3
March	16	6
April	14	6
May	10	1
June	5	2
July	5	1
August	2	0
September	7	0
October	20	2
November	51	7
December	18	4
Total	162	36

2024 INCIDENT TYPE SUMMARY		
INCIDENT TYPE	TOTAL INCIDENTS	SUSPENSIONS
Disruptive Behavior	30	14
Other	100	13
Physical Altercations	12	3
Property Damage	2	0
Property Damage	2	3



## MEMORANDUM

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Refusal to Leave	8	0
Safety Concern	1	0
Theft	9	3
Total	162	36

### Upcoming Approvals & Budget Considerations

- **Contracts:** There are no contracts this month for board approval.
- **Budget:** All ongoing projects are within the approved budget. However, over the past two years, the Library's capital projects have been running a deficit due to not receiving the anticipated bond revenues, despite the projects proceeding as originally budgeted. As of December 31, 2024, the Library reserves stand as follows:
  - **Operating Reserve:** \$5,689,623
  - **Capital Reserve:** (\$693,564)

To address this, the Library is requesting the Board to transfer \$693,564 from the Operating Reserve (Account 185) to the Capital Reserve (Account 187) to eliminate the deficit in the Capital Reserve. Following this transfer, the overall Library reserve will total **\$4,996,059**. This amount will be sufficient to cover six months of the Library's operating expenses for FY2025.