



BOARD OF TRUSTEES

FACILITIES COMMITTEE PACKET

Tuesday, April 08, 2025, at 11:00 am
Main Library, Small Meeting Room, and via Zoom

Zoom Link: <https://us06web.zoom.us/j/88304280666>



FACILITIES COMMITTEE MEETING

Tuesday, April 8, 2025, at 11:00 AM

Main Library, Small Meeting Room, and remote

Zoom Link: <https://us06web.zoom.us/j/88304280666>

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/16fGTFeqEER6tmro8>

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

To: Evanston Public Library Facilities Committee
From: Yolande Wilburn, Executive Director
Subject: Facilities Update
Date: April 07, 2025

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

Staffing & Personnel Updates

HR Source was enlisted to recruit for the Facilities Manager position. Initial candidate screenings began on 03/27/25, and interviews began the week of 04/14/25.

Restorative Justice training for the safety team continued on April 16. The facilities team will begin training once the new Facilities Manager comes on board.

In March, the Safety Manager completed the Evolving Manager Bootcamp provided through HR Source.

Repairs & Maintenance Overview

- **Main Library:**
 - **Board Room Wiring:** IT inspected the wiring in the library board room. There is an issue with the projector going in and out of operation when the table or wires move. Wires were tightened. Should the issue persist, it is advised that the old equipment be replaced.
- **Robert Crown:**
 - **Carpet Replacement:** Samples are en route to EPL for final color and pattern selection. The chosen vendor is Central Rug and Floor. Lead time for new tiles is six weeks. Scheduling with COE is two months.
 - **Study Rooms:** The patching and painting of the study rooms are complete.



MEMORANDUM

Contracts & Vendor Management

There are no contracts and vendors to discuss.

Strategic Projects

- **MOU with the City:** The draft MOU remains with the City. No progress was made this month. As the City is relocating to the new 909 Davis space, there should be some progress in late April.
- **The Staff Door Card Key Project:** City Facilities Management ran two data lines required for the card key system and time clock. Work continues in April to patch the two lines into the switch in the data closet. The library was notified that there might be a delay as the network administrator is out of the office.
- **Roof Replacement:** This project was approved for this year but has not yet started. Before proceeding, it will be assessed in conjunction with the larger renovation project.
- **Master Facilities Plan:** Once the facilities manager comes on board, work on the Master Facilities Plan will begin. Completion is expected by Q4 2025.

Safety & Security Update

The new incident tracking system went live in mid-March. The Safety Team has input all incidents from January of 2025 and included incidents from 2024 that are tied to existing suspensions.

Monthly Safety Summary

- **Incidents and Suspensions:** In March, 13 incidents and 7 suspensions were made due to violations of library policies.
- **Turning Point:** The Mobile Living Room (van) staff noted they had twenty-eight (28) interactions with patrons during March 2025. The crisis response team inside the library reported 14 referrals.
- Starting April 5th, the Mobile Living Room will be stationed at the Main Library on Thursdays and Saturdays from 11 a.m. to 5 p.m. to provide adult behavioral support services. Additionally, they will visit the Robert Crown Library on the first Friday of each month from 12 p.m. to 7 p.m. The Mobile Crisis Response team will continue to offer support for all ages inside the Main Library every Thursday.

Q1 Incidents and Suspensions

| Month | Incidents | Suspensions |
|---------|-----------|-------------|
| January | 3 | 2 |



MEMORANDUM

| | | |
|----------|----|----|
| February | 16 | 3 |
| March | 13 | 7 |
| Total | 32 | 12 |

| Q1 25 INCIDENT TYPE SUMMARY | | |
|-----------------------------|-----------------|-------------|
| INCIDENT TYPE | TOTAL INCIDENTS | SUSPENSIONS |
| Disruptive Behavior | 9 | 6 |
| Other | 0 | |
| Physical Altercations | 0 | |
| Property Damage | 0 | |
| Trespass | 2 | |
| Medical | 1 | |
| Theft | 1 | 1 |
| Total | 13 | 7 |

Upcoming Approvals & Budget Considerations

There are no facility or safety items up for approval at this time.