



BOARD OF TRUSTEES

FACILITIES COMMITTEE MEETING PACKET

Thursday, September 11, 2025, at 11:00 am
Main Library, Board Room, and via Zoom

Zoom Link:

<https://us06web.zoom.us/j/89310401362>



MEMORANDUM

To: Evanston Public Library Facilities Committee

From: Carlos Hernandez
Facilities Manager

Subject: Facilities Update

Date: September 17, 2025

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

Staffing & Personnel Updates

- Interviews are in progress for the Assistant Facility Manager recruitment.
- The City will reopen recruitment for the Safety Monitor position after the initial candidate declined the offer.

Repairs & Maintenance Overview

- **Main Library:**
 - **Board Room Wiring:** The connection issue has been resolved, and the system is fully functional.
 - **Roof Replacement:** The City has asked the vendor to complete \$46,586 in roof repairs, which will go to the City Council for approval on September 22. A full roof replacement, estimated at \$2.3 million, is planned for the 2026 budget. Under the 2014 MOU, costs will be split evenly, with the Library and the City each paying \$1,155,000.
- **Robert Crown**
 - **Crown Community Room:** The Walls in the Community Room have been rescheduled to be painted at the end of the month.
 - **Janitorial Issues:** We are continuing to contact TBS for cleaning deficiencies at Robert Crown.

Contracts & Vendor Management

None to report.



MEMORANDUM

Strategic Projects

- **MOU with the City:** The library attorney has shared the draft Intergovernmental Agreement (IGA) and lease with the Director and City Manager. Both documents are currently under review by the Library and the City. The Facilities Committee is asked to review the lease and provide input in September.
- **Continuity of Operations Plan:** The first draft of the Continuity of Operations Plan (COOP) is complete. The Facilities and Management committees will review and provide input in September.
- **Master Facilities Plan:** The process will initiate soon. We are gathering information and defining the needs of the building. The IGA and Lease will play a major role in the direction of the plan. Completion is expected by Q4 2025.

Safety & Security Update

On Friday, August 8, the Evanston Police Department reported that they responded to a disturbance at the library, and upon arrival, they did not observe any disturbance. There was no disturbance in the Library, and no staff contacted EPD.

Monthly Safety Summary

- **Incidents and Suspensions:** In August, eight (8) incidents and one (2) suspension were logged due to violations of library policies.
- **Turning Point:** Due to vacations and timing, these statistics were not available at the time of the report.

Upcoming Approvals & Budget Considerations

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