

Evanston Public Library Board of Trustees

MEETING MINUTES

Wednesday, January 17, 2024 at 6:30 PM

Main Library, Community Meeting Room and remote

Members Present

Arikpo Dada, Tracy Fulce, Kathryn Hazelett, Cate Huggins, Michelle Mills, Meghan Shea, Russ Shurbet, Terry Soto and Esther Wallen. *Dada attended virtually for 16 minutes and arrived in person at 6:51pm. Mills attended virtually. Huggins arrived at 7:15pm*

Members Absent

none

Staff Present

Elacsha Madison, Jenette Sturges, Heather Norborg, Ben Heet and Yolande Wilburn

Presiding Member

Tracy Fulce, President

Call to order/Declaration of Quorum

President Fulce called the meeting to order when a quorum of Trustees was established at 6:35 p.m.

Land Acknowledgement

Read by Trustee Fulce

Citizen Comment

none

Consent Agenda

- A. Approval of Finance Committee Meeting Minutes of December 15, 2023
- B. Approval of Regular Board Meeting Minutes of December 20, 2023
- C. Approval of the Bills and Payroll
Motion: Moved by Trustee Wallen, seconded by Trustee Hazelett, to approve the bills and Payroll and minutes as amended.

Roll call vote taken. Trustee Dada, Trustee Fulce, Trustee Hazelett, Trustee Huggins, Trustee Mills, Trustee Shea, Trustee Shurbet, Trustee Soto and Trustee Wallen voted aye. No nays. Motion carried.

Equity, Diversity and Inclusion (Joint Task Force):

- A. Racial Equity Task Force (Distributed in Advance)

Library Director's Report

Written report provided in advance.

Staff Report

- A. Administrative Services Report (Distributed in Advance)
- B. WiFi Hotspots Presentation (Powerpoint presentation attached)
- C. Black History Month Programming Presentation (Powerpoint presentation attached)

Board Reports

- A. Finance Committee
- B. Management Committee
- C. Facilities Committee

Unfinished Business

none at this time

New Business

- A. Approval for Yearly Renewal of Siemens Building Automation Service (ACTION)
MOTION Moved by Trustee Soto, seconded by Trustee Huggins, to approve Yearly Renewal of Siemens Building Automation Service.

Roll call vote taken. Trustee Dada, Trustee Fulce, Trustee Hazelett, Trustee Huggins, Trustee Mills, Trustee Shea, Trustee Shurbet, Trustee Soto and Trustee Wallen voted aye. No nays. Motion carried.

- B. Approval of Total Building Service contract yearly renewal (ACTION)
MOTION Moved by Trustee Shurbet, seconded by Trustee Mills, to approve Total Building Service contract's yearly renewal.

Roll call vote taken. Trustee Dada, Trustee Fulce, Trustee Hazelett, Trustee Huggins, Trustee Mills, Trustee Shea, Trustee Shurbet, Trustee Soto and Trustee Wallen voted aye. No nays. Motion carried.

- C. Addition of new agenda item. (ACTION)
MOTION Moved by Trustee Wallen, seconded by Trustee Shurbet, to amend the agenda to add a new agenda item adjusting the management report to reflect that bylaws are available for review in anticipation of future discussion.

Roll call vote taken. Trustee Dada, Trustee Fulce, Trustee Hazelett, Trustee Huggins, Trustee Mills, Trustee Shea, Trustee Shurbet, Trustee Soto and Trustee Wallen voted aye. No nays. Motion carried.

Adjournment

MOTION: Moved by Trustee Hazelett seconded by Trustee Dada, to adjourn. A voice vote was taken. All ayes. No nays. Motion carried. The meeting adjourned at 8:11 p.m.

Roll call vote taken. Trustee Dada, Trustee Fulce, Trustee Hazelett, Trustee Huggins, Trustee Mills, Trustee Shea, Trustee Shurbet, Trustee Soto and Trustee Wallen voted aye. No nays. Motion carried.

Submitted by

Terry Soto, Secretary
Evanston Public Library Board of Trustees



EPL Mobile Hotspots

Program Update Jan 2024

Today

120 Franklin T-10 4G mobile hotspots

- 90 hotspot only
- 30 with tech kit

Device Costs

- \$60 purchase price
- \$120 annual fee for service

Anticipated 2024 Expenditure

- \$14,400 minimum
- \$18k-\$20k more likely

Your T10 Mobile Hotspot



Jan 2023

200 Inseego M2000 5G hotspots

- 170 hotspot only
- 30 with tech kit

Device Costs

- \$340 purchase price
- \$360 per year for service

Estimated 2023 Total Cost

- Device services fees = \$72,000
- 3rd party support = \$6,000

Actual 2023 Spend

- \$50,890



What changed in 2023?

200 devices was really 180

- Lost but still paying
- Cancelled managed service

180 quickly became 160 (long long overdue)

- T-mobile Portal self management
- Improved inventory control

160 began steady decline (cracked or damaged)



Free Hotspots! Sort of...

We're losing hotspots. Where do we get more?

Mobile Beacon for Nonprofits

- 11 'free' devices a year
- 4G with Franklin T-10 devices

The logo for TechSoup, featuring the word "tech" in black and "soup" in orange.

How well do they work?

- Refreshed Senior Tech Kits
- As Inseego 5G alternatives?

The logo for Mobile Beacon, featuring the word "mobile" in blue and "beacon" in orange, with a stylized signal icon above the "i" in "beacon".

Let's find out more

How often and where are they circulating?

- Are we achieving our goals

How are they being used?

- Data usage, majority less than 50GB/month

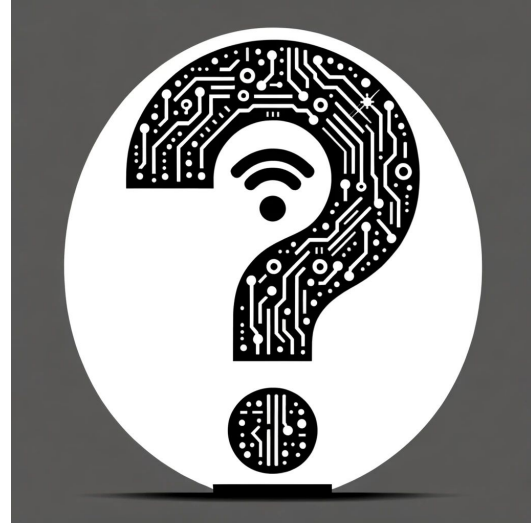
How many unique users?

- Could we serve everyone at same time

How many power users?

- Is use driven by a frequent few?

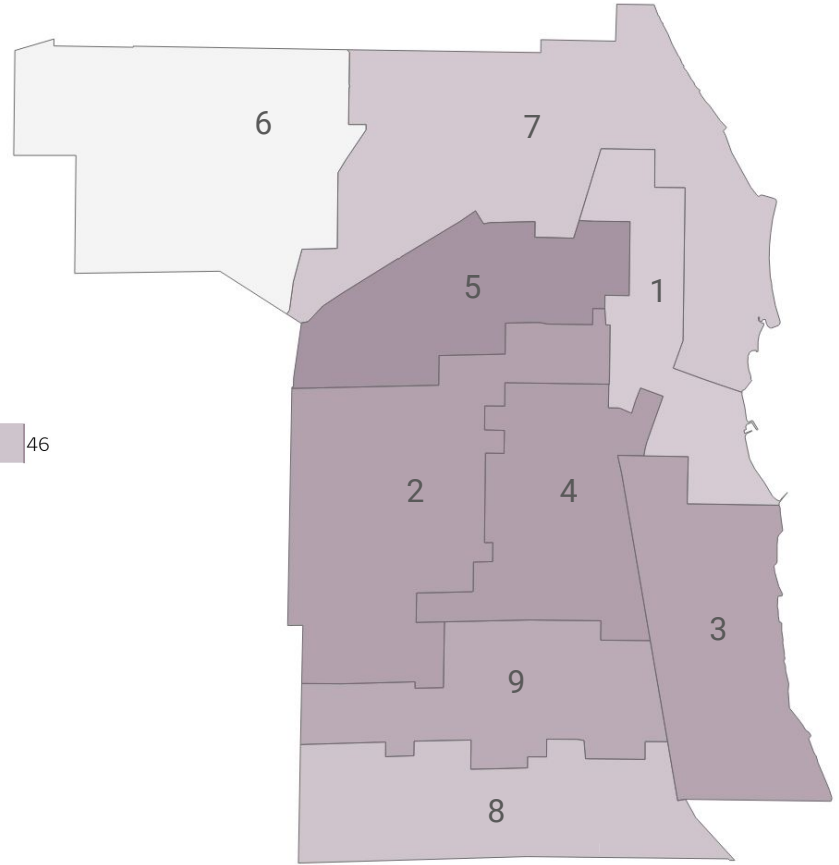
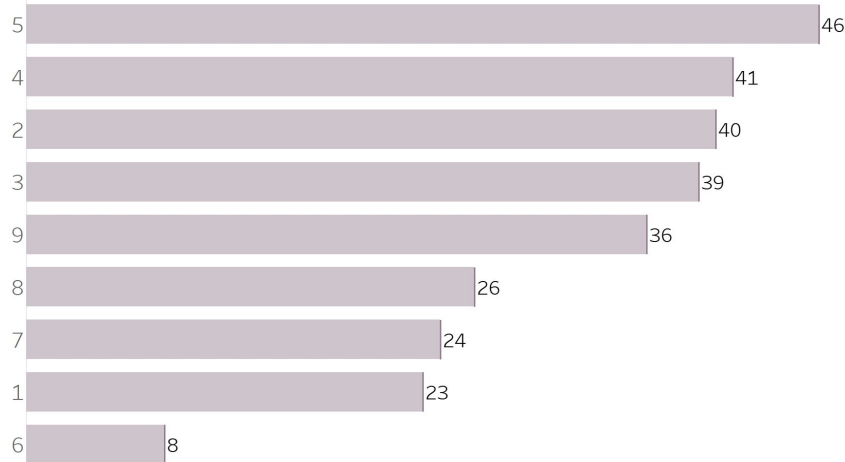
Do we need 5G devices?



283 unique users

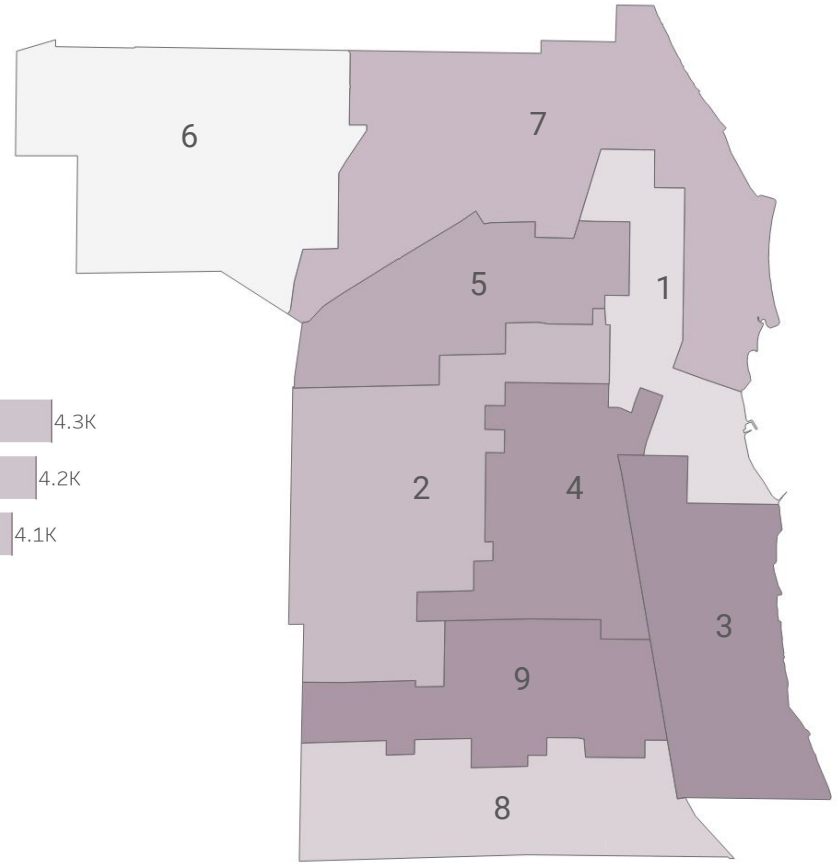
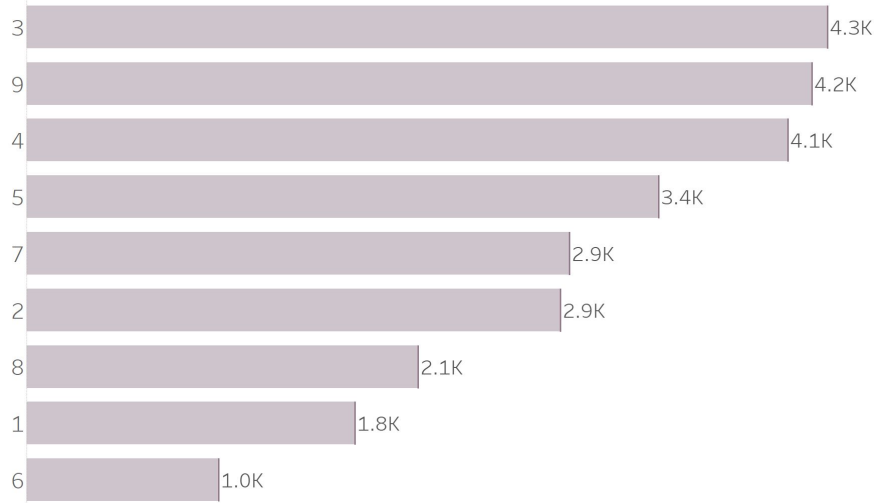
checked out a hotspot
in 2022.

The **5th Ward** had the highest
number of unique users



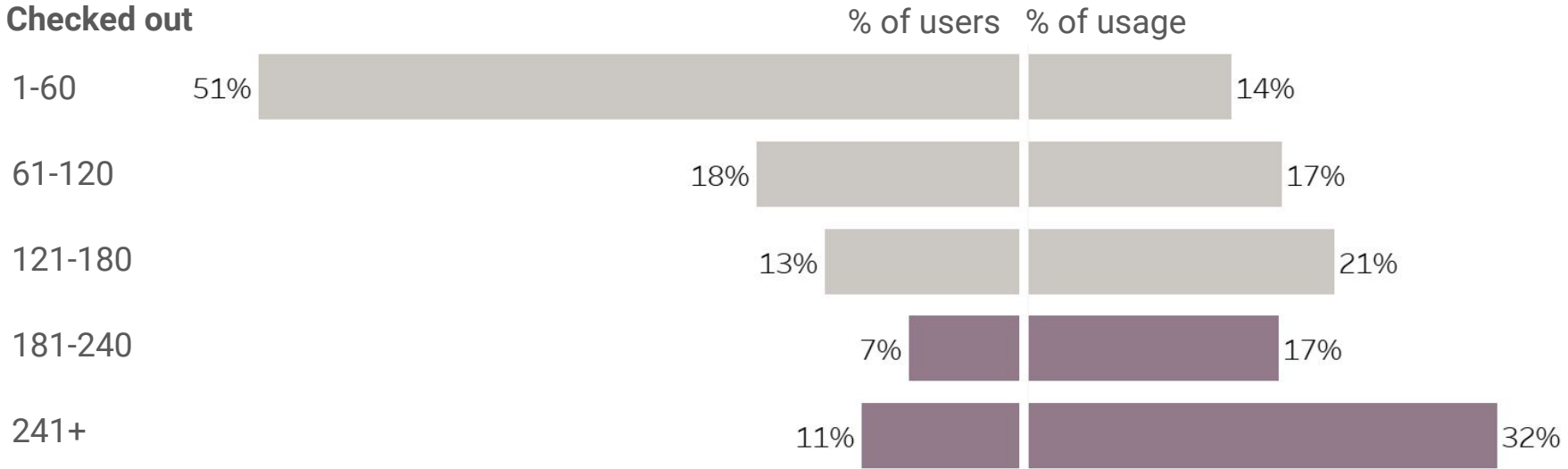
26.8K total days checked out

South Evanston users account for the most usage

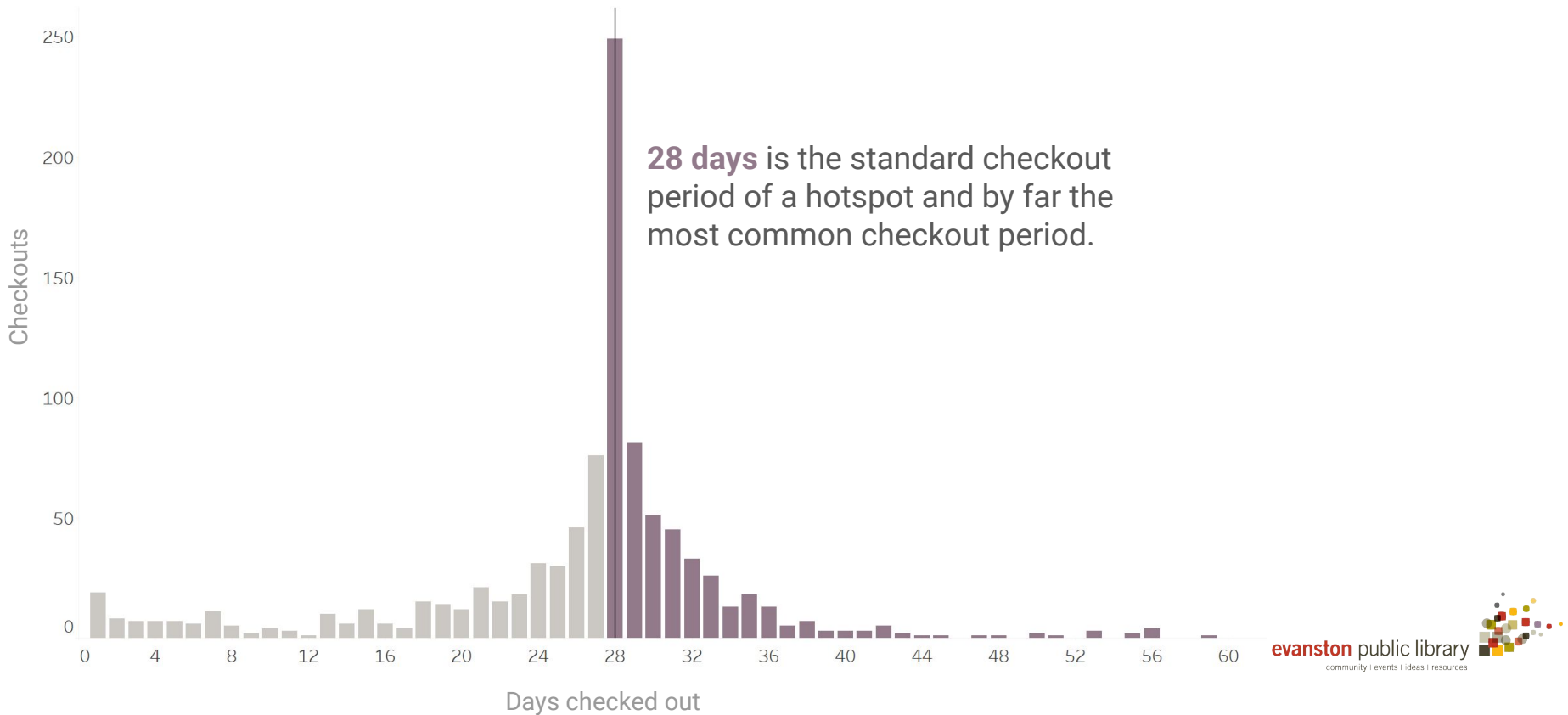


The top 18% of users account for almost 50% of hotspot usage.

Total days
Checked out



60% of users returned their hotspot exactly on time or late



Taking action

How many hotspots do we need?

- No less than 120
- Support power users and retain tech kits
- Need to plan for continued loss

Do we need 5G devices?

- Majority are not high data consumers
- 4G speeds still support most streaming

What can we afford to spend?

- Can we sustain \$50k+
- Do we replace aging chromebooks?

Back to Today

120 Franklin T-10 4G mobile hotspots

- 90 hotspot only
- 30 with tech kit
- All from Mobile Beacon

Anticipated 2024 Expenditure

- \$14,400 minimum
- \$18k-\$20k more likely

Still pondering

- Non-holdable units for on demand use
- Longer loan period for power users
- Holds queue, size and wait time

Your T10 Mobile Hotspot



INNOVATION & DIGITAL LEARNING

SEW IT CHALLENGE

In Sew It, students at Nichols, Chute, Haven, and MetroSquash learned how to use a sewing machine, how to sew by hand, and how to use the Cricut for designing and cutting garments. Students got to see their flat sketches come to life into three dimensional products. Adding in these elements taught students through the process of solving problems in order to make a garment or accessory. Having to go through the process of determining what type of fabric to use, what pattern, sizing, and readjusting sizes and the list goes on is all a part of the science experiment.

The Sew It Challenge incorporated social justice concepts and helps students learn about poverty issues in our community and in the world. For example, in other areas of the world, girls miss 20 of school due to not having menstrual supplies. In our own community, there are roughly 135 people experiencing homelessness on any given day, many of whom use the Library and who could benefit from the supplies as well. 71 students participated in our 10-week challenge and 93% of them can now sew.

MLK DAY OF SERVICE



On MLK Day, we held our second annual day of service. Patrons came in on one of the coldest days thus far to help make reusable pads for the Girls 4 Ghana Organization. There were several stations set up for measuring and cutting materials. A sewing station and card making station as well as animal chew toys for the local shelter.

LAST YEAR

- **1** session was held and **77** people attended
- **150** Pads were made
- Over **500** disposable pads were donated
- **140** yards of fabric was cut

THIS YEAR

- **2** sessions were held and **341** people attended
- **360** Pads were made
- Over **1,000** disposable pads were donated
- **600** yards of fabric was cut



120 GIRLS

NEW YEAR BETTER US

- Charging lockers coming to the library
- Free prints up to 80 cents
- New Additional Scanner
- Reimagine the Quiet Study Room- Maker Space & Emerging Adult Space

CARDBOARD CARNIVAL

Cardboard Carnival is open to all D65 students and Evanston residents in grades 5th through 8th. The rules are simple. Design a carnival style game using cardboard and other everyday materials. You must also include one motorized element. We will provide you with a free kit to help you get started that includes supplies, tools, and everything you need. We will begin touring middle schools next week to promote the challenge and the official kickoff date is February 1st!