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
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

How well do they work?
- Refreshed Senior Tech Kits
- As Inseego 5G alternatives?
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.

5th Ward: 46
4th Ward: 41
2nd Ward: 40
3rd Ward: 39
9th Ward: 36
8th Ward: 26
7th Ward: 24
1st Ward: 23
6th Ward: 8
26.8K total days checked out

South Evanston users account for the most usage

- 3: 4.3K
- 9: 4.2K
- 4: 4.1K
- 5: 3.4K
- 7: 2.9K
- 2: 2.9K
- 8: 2.1K
- 1: 1.8K
- 6: 1.0K
The top 18% of users account for almost 50% of hotspot usage.

<table>
<thead>
<tr>
<th>Total days Checked out</th>
<th>% of users</th>
<th>% of usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-60</td>
<td>51%</td>
<td>14%</td>
</tr>
<tr>
<td>61-120</td>
<td>18%</td>
<td>17%</td>
</tr>
<tr>
<td>121-180</td>
<td>13%</td>
<td>21%</td>
</tr>
<tr>
<td>181-240</td>
<td>7%</td>
<td>17%</td>
</tr>
<tr>
<td>241+</td>
<td>11%</td>
<td>32%</td>
</tr>
</tbody>
</table>
60% of users returned their hotspot exactly on time or late.

28 days is the standard checkout period of a hotspot and by far the most common checkout period.
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
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.

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.

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120 GIRLS

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!