



STAFF REPORT

MEETING DATE:	April 6 th 2025
MEETING TYPE:	City Council
SUBMITTED BY:	Wanda Randle
AGENDA CAPTION:	Discuss and consider authorizing the City Administrator to execute and agreement purchase a Hutchins Mobile Library, not to exceed \$280,000.00. Presented by Wanda Randle-Director

Background Information

The City of Hutchins continues to face access challenges related to library services. Current data indicates that approximately **60% of residents live two miles or more from the library**, creating a significant barrier for families without reliable transportation. The community also experiences **limited public transit options** and **low internet access**, both of which further limit opportunities for education, digital literacy, and youth engagement.

A **Hutchins Mobile Library** would help bridge these service gaps by delivering books, technology resources, and programming directly into neighborhoods, senior communities, schools, and special events. This program would enhance literacy, support student achievement, and expand equitable access to library services across the city. The Mobile Library is an integral part of the City of Hutchins Community Outreach goals.

Budget Implications

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FY2026-FY2027 CIP General Fund Reserve

The cost to establish the Hutchins Mobile Library program is **not to exceed \$280,000.00**, which includes:

- Book Mobile vehicle
- Technology (Wi-Fi equipment, laptops/tablets, circulation system)
- Library materials (books, educational kits, media)

Operational Impact

The proposed Mobile Library will be initially incorporated into existing library operations and staffing, however after up and running PTE will be required.

Legal Review

N/A – No legal concerns identified at this stage.

Staff Recommendation

Staff recommend that the City Council **approve the Hutchins Mobile Library proposal** and authorize funding not to exceed \ \$280,000.00 for the acquisition of Book Mobile, technology, and materials.

FY2026-FY2027 CIP General Fund Reserve

Supporting Documentation and Attachments

- Proposed Vehicle Specifications
- Preliminary Cost Estimate
- Service Area Map (Library Access Distance)
- Community Needs Assessment Summary
- Example Program Schedule (Draft)