



STAFF REPORT

Meeting Type: City Council Meeting
Meeting Date: August 19, 2024
From: Sarah McIntyre, Library Director
Subject: Library Outreach Vehicle Purchase

DECISION TO BE MADE:

Whether to order the outreach vehicle without having all the funding secured, or wait until after the next budget process.

PURPOSE / OBJECTIVE:

This vehicle will be used 3-5 times per week to visit community stops, schools, parks, and special events in the Sandy and Hoodland Service Areas. We will offer Internet Service and Computer use/classes at our community stops, STEM activities at the schools, and offer materials for checkout at all our locations.

BACKGROUND / CONTEXT:

When the budget committee awarded \$150,000 to the library, this was based on a specific model vehicle that the city had been quoted shortly before the budget process started. By the time July 1 rolled around, the company was no longer offering this vehicle.

Rebecca Hanset and I attended an Outreach Services conference in Hershey, PA, to look at prospective vehicles and assess their specifications. All of the vehicles offered started at about \$250,000. The Farber Elf listed at the bottom of this Staff Report is currently \$310,000 and has the benefit of being wide enough to hold desks, thus making it much more flexible than the \$250,000 vans that can only be used to carry materials. This means that even in rain and poor weather, the library can hold computer classes and offer STEM activities for up to 5 students at a time.

The library plans to apply for grant funding for this vehicle. From the grants that we have scouted, we have the possibility of gaining an additional \$125,000, and could do community fundraising for the remainder of the amount. Our grant sources all say that we need to apply for funding within the year that we will receive the vehicle. The vehicle currently takes 18 – 24 months from the time of order to delivery of the vehicle. Therefore, we need to order the vehicle without having secured the funding.

KEY CONSIDERATIONS / ANALYSIS:

\$310,000 is the price I was quoted for this vehicle on 8/5/2024. I was quoted \$295,000 on 10/18/2023. This price could change significantly again if we don't order soon.

BUDGET IMPACT:

If we order now, a possible \$145,000 if no grant funding is secured. Or wait to allocate more funding through the budget process.

RECOMMENDATION:

Discuss the outreach vehicle, available funding sources, and provide staff with direction whether to move forward with ordering the vehicle without all funding being secured, or wait until additional funding can be identified prior to ordering.

LIST OF ATTACHMENTS / EXHIBITS:

[Farber Elf](#)