



## **LIBRARY BOARD COMMUNICATION**

**DATE:** September 28, 2022

**FROM:** Audrey Tolle, Director of Library

**AGENDA ITEM:** Draft of Proposal for use of building adjacent to library (311 5<sup>th</sup> St.)

**SUMMARY:**

- The library has need of additional space to store books and other materials, and the Friends of the Library need a place where they can receive, sort, and house books for future book sales. It seems appropriate that the library should use the vacant building next door, which was deeded to the Sanger Public Library many years ago.
- In addition to storing extra books, the library would also like to start a “Library of Things.” An ECF grant was received for hotspots to check out, and staff is planning to purchase several other types of electronic equipment to circulate such as DVD players and scanners. We would like to offer a variety of other practical items to loan, such as fishing poles and post-hole diggers.
- The Sanger Friends of the Library has a new president, Beth Sullivan, who has new ideas and enthusiasm. She is trying to get more people involved, and having the goal of creating a physical space for Friends’ sales would give them a more tangible purpose. It would also help generate more income that would benefit the library.
- The building would only be occupied briefly during times when volunteers and/or staff are accepting donations, sorting and organizing, and during occasional book sales. Both the library’s management and the Friends are open to contributing funds to be put towards repairs and basic improvements such as window air-conditioning units and a new garage opener. The requirements to bring the building to code are unknown at this time, but city administration researched this subject for other uses and would be able to provide guidance.
- Contingent on approval of this proposal and necessary repairs being completed in a timely manner, the library and its Friends group would begin setting up the space in early 2023. The front room would be used for book sale shelves and a small reception area. For heating, an electric fireplace/stove could be added to the opening in the front wall. The room behind it would also be

used for book sale shelves as well as items in the Library of Things collection. Some shelves and hooks would need to be mounted on at least one of the walls for Library of Things items.

- The space behind the garage door would be a receiving and sorting area for donations. Tables and carts would be kept in this room. We are aware that there may be a safety issue with the garage door, as it is not only difficult to raise but doesn't always stay up; it may require new springs and/or rollers in addition to an opener.
- A sign outside the building would of course be needed, and we would want to make the most of this opportunity to increase the visibility of the library by also improving the library building's signage facing 5<sup>th</sup> Street. If we are able to use this space for the purposes stated above, it could easily increase awareness of the library's presence in the community and its need for more space in the future.

**FISCAL INFORMATION:**

Budgeted: YES/NO

Amount: Not yet known

GL Account: XXX.XX.XXXX

**RECOMMENDED MOTION OR ACTION:**

Recommend consideration of and approval of proposal with changes if needed.

**ATTACHMENTS:**

N/A