



To: Library Board

Fr: Peter Loeffel, Library Director

April 16, 2025

Re: Library Agency Trust funding request: Administrative office furniture

Purpose/Need

New desks and cabinet storage for the Assistant Director and Library Director.

Background

A few years ago, the Library updated the workstations for all staff, except for the Library Director and Assistant Director. That multi-year project was funded with a mix of Agency Trust funds and capital funding. The administration workspaces were specifically left out of the project to allow for other employees to have new workstations first.

The current Assistant Director office does not have cabinet storage space for technical equipment, and the side portion of the desk in the Library Director office is currently supported by two 1990s-era Innopac manuals (<https://books.infotoday.com/books/Innopac.shtml>)

The library received a proposal and quote from EBI, the City's pre-bid office vendor. The Library Director office will get an adjustable standing desk with monitor arms and side storage. The Assistant Director office has a desk with side storage, along with two additional cabinets for storage.

Project Costs

| | |
|-----------------------------|----------------|
| Assistant Director desk | \$2,610 |
| Assistant Director cabinets | \$3,045 |
| Director Desk | \$4,199 |
| Freight | \$30.93 |
| Install | \$91.90 |
| Project total: | \$9,978 |

Recommendation

A motion for the Library Board to approve funding the proposal with Library Agency Trust funds.