
City of Minot



TO: Mayor Shaun Sipma
Members of the City Council

FROM: Janet Anderson, Library Director

DATE: July 18, 2018

SUBJECT: Library Digital Sign (LIB033)

I. RECOMMENDED ACTION

It is recommended the Committee and Council:

- 1.) Due to the timing of the bid opening, a recommendation was not available in time for the Committee meeting, however, a recommendation will be placed on the Council's desk for consideration at the August 6th meeting.

II. DEPARTMENT CONTACT PERSON

Janet Anderson, Library Director 852-1045

III. DESCRIPTION

A. Background

As approved at the February 5, 2018 City Council meeting, the Minot Public Library will be installing a digital message center on the southwest library lawn. A monument base will be built to complement the existing building and the digital message center will be installed to the monument so that the Library can promote events and services.

B. Proposed Project

The Library requests that the bid be awarded so that contractors can begin work before the end of summer.

C. Consultant Selection

Advertisements for bids were published in the Minot Daily News on 7/13/18, 7/20/18 and 7/27/18 with a bid opening on 8/3/18.

IV. IMPACT:

A. Strategic Impact:

One of the primary goals of the Minot Public Library is to make more residents aware of the Library's resources and services. Staff and patrons of the Library have suggested outdoor signs for years and we believe this will help meet this goal to promote the Library.

B. Service/Delivery Impact:

In addition to Library services, the digital sign can be used to make residents aware of City-related events. City Council and Committee of the Whole meetings could be included on the scrolling sign.

C. Fiscal Impact:

Funding for the digital billboard is coming from donations made to the Library. The \$16,795.91 approved at the 2/5/18 City Council meeting, plus an additional \$243.47 of available funding, totaling \$16,795.91 was transferred from the Library's Memorial Funds to this project. In addition to this money, the Friends of the Minot Public Library have agreed to fund the difference of \$27,204.09 to purchase and install the sign.

Project Costs

Transfer of Memorial Funds	\$16,795.91
From the Friends of the Minot Public Library	<u>\$27,204.09</u>
Total	\$44,000.00

Project Funding

LIB033	\$44.000
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V. **TIME CONSTRAINTS**

Approval of this bid would permit work to begin this summer.

VI. **LIST OF ATTACHMENTS**

A. **Recommendation & bid details to be provided at 8/6/18 City Council Meeting**

Approved for Council Agenda: _____

Date: _____