



REQUEST FOR ACTION

Rochester Public Library Delivery and Outreach Van

MEETING DATE:

July 6, 2026

ORIGINATING DEPT:

Library

AGENDA SECTION:

Consent Agenda

PRESENTER:

Karen Lemke

Action Requested:

Approving a budget adjustment for the purchase of a Delivery and Outreach Van for the library, in the amount of \$90,287.80.

Report Narrative:

During the 2026-27 budget process, the library was approved for the purchase of a Dodge Caravan to support library work. Previously, the library had been using a retired vehicle from another city department, without following a depreciation schedule.

The 2026-27 budget process concluded prior to the completion of the Library Master Plan, which identified the need for a delivery and outreach vehicle to support future initiatives.

Library staff are recommending purchasing a delivery and outreach vehicle instead of a 7-passenger Dodge Caravan. If approved by Council, the purchase will allow the library the opportunity to begin holds pickup at partner locations this year or early next year. A delivery and outreach vehicle will also be instrumental for piloting satellite locations in the future.

Priorities & Foundational Principles:

Fiscal Responsibility & Sustainability
Inclusive Decision-Making

Policy Considerations & DEI Impact:

Improving access is essential to ensuring the library is able to serve the community as equitably as possible.

Prior Legislative Actions & Community Engagement:

The Library Board approved the proposal at their June 17, 2026 meeting and directed staff to make a request for a budget adjustment, using library reserves to fill in the funding gap.

Additionally, community members provided input during the Library Master planning process, requesting additional services outside of the downtown location. Approving this request provides essential infrastructure to support those services.

Fiscal & Resource Impact:

The Library is proposing to use money earmarked for a vehicle in the 2026 budget plus reserves to cover the additional expense.

The total cost for the van, including a wrap, shelving and customization, carts, totes, and taxes and licensing fees is \$90,287.80. In the 2026 budget, the library was approved for a Dodge caravan totaling \$42,226.80.

In order to cover the remainder of \$48,226.80, the Library Board is recommending using library reserves.

Alternative Action(s):

Currently, the Library does not have a vehicle suitable for moving materials between the downtown library and offsite locations. Additionally, current outreach activities are limited to a very small collection of materials (or, none at all).

While the Bookmobile brings materials to locations for browsing and borrowing, it does not have additional space for transporting additional materials to support holds pickup at partner locations or future satellite locations.

The alternative action is to not offer those services in the future.

Prepared By:

Karen Lemke

Attachments:

[Presentation - RPL Van Discussion](#)