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MEMORANDUM

To: Gregg Mandsager, City Administrator
From: Pam Collins, Library Director
Date: April 5th, 2018
RE: Request for Council to Authorize the Issuance of a Purchase Order for Outdoor Theater & Sound System from Marco.

Introduction: The outdoor theater will be used for various events throughout the year at the new Musser Public Library & HNI Community Center and will take advantage of the extra outdoor space now available as part of HNI's building donation to the City. The outdoor theater consists of:

- (1) Panasonic 7200 Lumens 1080p HDTV projector
- (1) Mobile projector and multimedia cart
- (1) Da-Lite Fast-Fold NXT 10'x16' Portable Projection Screen with aluminum frame
- (1) JBL All-In-One Public Address System w/Speakers
- Accompanying equipment warranties provided by the manufacturer

The Library is seeking City Council approval for issuance of a purchase order to initiate this equipment acquisition and delivery.

Background: The Library, as part of its transition to the new facility will utilize the additional space to provide all-ages outdoor programming on a regular basis and will use this equipment in conjunction with our new outdoor stage, which was purchased with a \$10,000 donation.

The cost for this equipment is **\$12,000**.

At the beginning of this project, the Library budgeted the Outdoor theater cost at \$10,000.

Recommendation/Rationale: The Library recommends that City Council authorize the issuance of a purchase order to Marco, for the amount of \$12,000.

Additional Information:

1. Budgetary Quote from Marco.