



LIBRARY STAFF REPORT

To: Chair and Board of Trustees

Date: September 16, 2025

From: Brad McCulley, City Librarian

Subject: Appointment of One Commissioner to the Time Capsule Ad Hoc Committee

RECOMMENDATION

Staff recommends that the Board Chair request and appoint one Trustee to the Time Capsule Ad Hoc Committee.

BACKGROUND

The City will be opening a 25-year time capsule in December 2025. The time capsule is located in the lawn of City Hall. The contents of the time capsule will be displayed in the Library.

This opens the opportunity to create a new time capsule, which will be in the Community Center. The City has an old steel footlocker that will serve as the time capsule.

DISCUSSION

The Ad Hoc Committee will be comprised of one commissioner from both the Beautification Commission and Parks and Recreation Commission, one Library Trustee, and a representative from the Historical Society.

The Ad Hoc Committee will meet as needed to determine how items should be submitted for review, which items will ultimately be included in the time capsule, the wording of the plaque on the time capsule, and the schedule for having it ready to be sealed.

The Ad Hoc Committee is expected to be active from October 2025 through April 2026

FISCAL IMPACT

None