City Council Memorandum

City of Riverside — City of Arts & Innovation

TO:	**HONORABLE MAYOR AND CITY COUNCIL**	**DATE: JANUARY 9, 2018**
FROM:	**LIBRARY DEPARTMENT**	**WARD: 1**

SUBJECT: ACCEPT A $27,450 GRANT AWARD FROM CALIFORNIA STATE LIBRARY FOR LIBRARIES ILLUMINATED PROJECT FUNDING THROUGH CALIFORNIA LIBRARY SERVICES ACT FOR THE PURCHASE OF LAPTOPSANYTIME 12 BAY HOST LAPTOP KIOSK AT THE MAIN LIBRARY – 3581 MISSION INN AVENUE; AUTHORIZE A SUPPLEMENTAL APPROPRIATION IN THE SAME AMOUNT; APPROVE $20,140.50 IN FUNDING TO MATCH THE GRANT AND IN-KIND CONTRIBUTIONS

ISSUES:

Accept a grant award from the California State Library in the amount of $27,450 and appropriate all funds for use by the Riverside Public Library for the purchase of an automated laptop checkout machine LaptopsAnytime 12 Bay Host Laptop Kiosk at the Main Library. Approve the cash match of $20,140.50 as required under the current grant management policy.

RECOMMENDATIONS:

That the City Council:

1. Approve a cash match of $20,140.50 as required under the current grant management policy to be funded from Special Programs Gift Fund Account Number 5145000-450201 for the purchase of an automated laptop checkout machine LaptopsAnytime 12 Bay Host Laptop Kiosk;

2. Upon approval of the grant match, accept the award and authorize an increase in estimated revenues in the amount of $27,450 and appropriate expenditures in the same amount to the Grants and Capital, Libraries Illuminated Project Account Number 5145000-450201; and

3. Authorize the City Manager, or his designee, to execute all documents and agreements related to the grant including making minor and non-substantive changes and amendments.

BACKGROUND:

The Riverside Public Library submitted a grant application to the California State Library for the Libraries Illuminated project funded by the California Library Services Act for an automated laptop checkout machine at the Main Library.

The Libraries Illuminated Project (Project) helps California public libraries make software and hardware improvements to maximize benefits to patrons as they access new high-speed broadband connections and utilize non-broadband Internet connections. Technology can be used in a variety of ways to create rich learning and community building experiences for adults, teens, and children and their families.

DISCUSSION:

On November 14, 2017, the California State Library awarded $27,450 in grant funds to the Riverside Public Library. The funding is contingent upon a signed agreement with the Southern California Library Cooperative, the administrative and fiscal agent for this Project. Per the City's current Grant Management Administration Policy, if a grant requires matching City funds in any amount, or if the grant application requires the approval of the City Council, the grant application must be submitted to the City Council for consideration and approval prior to submittal to the funding agency. The cash match in the amount of $20,140.50 is being presented for Council approval subsequent to the submittal of the grant application, as the timeframe to submit the application was on a limited timeline. The funds for the grant match and in-kind contributions for staffing are available within the Library Department's budget and additional funding assistance from the Riverside Public Library Foundation. A detail of itemized costs can be found in a table under the Fiscal Impact.

Stipulations for use of grant funds:
1. The project is intended to help libraries make purchases that will leverage and fulfill the potential of their Internet connections. Grant funds should be spent on technology and not on the programs that the technology will support; technology purchased must maximize benefits to patrons as they access the library's Internet connection.
2. Funds may not be used to help libraries connect to broadband. The California State Library provides Technology Improvement Grants for that purpose through the Lighting Up Libraries broadband project.
3. Project funds may be used to upgrade technology if the applicant can demonstrate that the upgrade helps them leverage and fulfill the potential of their Internet connections.

The grant and match will pay for a 12-Bay LaptopsAnytime Laptop Kiosk, 12 laptops, an initial Service Contract that covers the cost of shipping, branding, and 1 year of kiosk maintenance. An additional Platinum Plus contract is also included and will allow for free shipping and a free upgrade of the kiosk every three years to work with new technology. The kiosk allows for automated checkout of laptops for library customers.

The Kiosk will serve the community through the Main Library, which is currently outfitted with a 12-seat computer lab with outdated computers. The lab is closed when staffing is at minimum levels, preventing the community from having access to technology and the Internet. Offering the Laptop Kiosk will provide the community with self-service, anytime access to updated equipment. Customers would only need a library card, which is available free of charge. Additionally, the footprint of the Laptop Kiosk is significantly smaller than that of 12 hardwired desktops, which could free up useful space for other library needs.

In preparation for the project, Library staff, inclusive of Library technical team, met with the top three vendors providing laptop vending. Information received in the meetings included product demonstrations, dimensions, interface, ease of customer use, compatibility with existing and future equipment, client references, and pricing. Additionally, Library staff consulted with the

City's Innovation and Technology team, a requirement for procurements that connect to the City network. Library Technicians and the City's Innovation Technology team have reviewed the equipment's features, functionality, durability and its ability to interface with existing technology. The team, Library Technicians and the City's Innovation Technology, which manages and conducts maintenance of hardware and network systems in the Library Department and across City facilities, will be responsible for interfacing with the LaptopsAnytime team for procurement and installation. The Chief Innovation Officer, Lea Deesing, concurs with the grant award for purchase of 12-Bay LaptopsAnytime Laptop Kiosk.

The grant is effective immediately upon City Council approval and ends December 31, 2018.

FISCAL IMPACT:

The total fiscal impact of the action is $27,450 with a commitment to a cash match of $20,140.50 and in-kind contribution of 70 staff hours valued at $1,880.10. The funds appropriated in Grants and Capital Libraries Illuminated Project Account are for the purchase of an automated laptop checkout machine, LaptopsAnytime 12 Bay Host Laptop Kiosk, at the Main Library. The cash match of $20,140.50 is available in Special Programs Gift Fund Account Number 5145000-450201 and funding assistance from the Riverside Public Library Foundation. The table below itemizes the costs.

Item Description	Cost	Funds Awarded	Cash Match	In-Kind Contribution
12 Bay Host (LaptopsAnytime) Laptop Kiosk	$23,950	$23,950		
Annual Service Contract	$1,800		$1,800	
ILS Integration	$3,500	$3,500		
Platinum Plus Contract	$5,392.50		$5,392.50	
12 Dell e5480 Estimate	$12,948		$12,948	
50 hours of Library Technician Time	$1,228.50			$1,228.50
20 hours of Librarian Time	$651.60			$651.60
Total	$49,470.60	$27,450	$20,140.50	$1,880.10

Prepared by:	Erin Christmas, Acting Library Director
Certified as to availability of funds:	Adam Raymond, Chief Financial Officer/Treasurer
Approved by:	Alexander Nguyen, Assistant City Manager
Approved as to form:	Gary G. Geuss, City Attorney

Attachments: Grant Award Letter