



City of Arts & Innovation

City Council Memorandum

TO: HONORABLE MAYOR AND CITY COUNCIL **DATE: OCTOBER 9, 2018**

FROM: RIVERSIDE PUBLIC LIBRARY **WARDS: 2, 3, 5 and 7**

SUBJECT: PURCHASE OF FOUR (4) SELF-CHECK KIOSKS FROM BIBLIOTHECA, LLC IN ACCORDANCE WITH PURCHASING RESOLUTION NO. 23256, SECTION 602(C) IN THE AMOUNT OF \$113,366.32

ISSUES:

Approve the purchase of four (4) library self-check kiosks from Bibliotheca, LLC., of Norcross, Georgia, in accordance with Purchasing Resolution No 23256, Section 602(c) in the amount of \$113,366.32.

RECOMMENDATIONS:

That the City Council Approve the purchase of four (4) library self-check kiosks from Bibliotheca, LLC., of Norcross, Georgia in accordance with Purchasing Resolution No. 23256 Section 602(c) in the amount of \$113,366.32.

BACKGROUND:

A self-check system is a free-standing kiosk, which enables customers to conveniently check out books, pay fines and fees, and view all upcoming library programs and events in a customer-driven environment. Bibliotheca LLC is the preeminent provider of technologically advanced self-check kiosks with a worldwide reputation for innovation and seamless interface with library customer databases. Bibliotheca LLC customer self-checks use an advanced Radio Frequency Identification (RFID) System that assures accuracy and productivity when checking out books. By “tagging” library materials with a RFID tag, the self-check scanner is able to identify the material being checked out and synchronize it with the library card from the customer to enable self-checkout.

On April 18, 2017, the City Council accepted donations from the ER Carpenter Foundation and the Riverside Public Library Foundation in the total amount of \$56,268.72 for the purchase of library self-check kiosks.

On May 22, 2018, the City Council accepted a donation from the Riverside Public Library Foundation in the amount of \$116,129.28, designated for library self-check kiosk systems. Thus far, \$172,398 of donated funds have been raised for the self-check kiosks.

In 2017, one kiosk was purchased and installed at the Orange Terrace Library. The self-check kiosk was approximately \$12,195. The self-check system will be implemented at all library locations and is scheduled for completion in June 2019.

DISCUSSION:

The Library Department would like to purchase four (4) self-check kiosks from Bibliotheca, LLC in the amount of \$113,366.32, in accordance with Purchasing Resolution No 23256, Section 602(c), which allows for exceptions to the competitive procurement process when the procurement can only be obtained from a sole source or timely from a single source.

The four (4) self-check kiosks are for Library locations at Marcy, Arlington, Eastside and La Sierra. The unit cost of \$13,245 each includes a coin and note feature which will allow each self-check to receive and dispense cash and allow customers to pay library fines and add money to their library account as needed. Other fees included with the purchase are costs for RFID tag, software licenses, shipping and handling and installation.

The Purchasing Manager concurs that the recommended action is in compliance with Purchasing Resolution No. 23256.

FISCAL IMPACT:

The total fiscal impact of the action is \$113,366.32. Funding is available in Library Self-Checkout System Account No. 9898800-425400. All funding is from donations made by Riverside Public Library Foundation and ER Carpenter Foundation. There is no impact to the General Fund from this action.

Prepared by:	Erin Christmas, Library Director
Certified as to availability of funds:	Edward Enriquez, Acting Chief Financial Officer/City Treasurer
Approved by:	Lea Deesing, Assistant City Manager
Attachment:	Single/Sole Source Justification