



# City Council Memorandum

City of Arts & Innovation

TO: HONORABLE MAYOR AND CITY COUNCIL      DATE: SEPTEMBER 17, 2019  
FROM: RIVERSIDE PUBLIC LIBRARY      WARDS: 4 and 6  
SUBJECT: PURCHASE OF TWO (2) SELF-CHECK KIOSKS FROM BIBLIOTHECA, LLC IN ACCORDANCE WITH PURCHASING RESOLUTION NO. 23256, SECTION 602(C) IN THE AMOUNT OF \$59,769.78

**ISSUE:**

Approve the purchase of two (2) library self-check kiosks from Bibliotheca, LLC., of Norcross, Georgia, in accordance with Purchasing Resolution No 23256, Section 602(c) in the amount of \$59,769.78.

**RECOMMENDATION:**

That the City Council approve the purchase of two (2) library self-check kiosks from Bibliotheca, L.L.C., of Norcross, Georgia in accordance with Purchasing Resolution No. 23256 Section 602(c) in the amount of \$59,769.78.

**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 L.L.C., is the preeminent provider of technologically advanced self-check kiosks with a worldwide reputation for innovation and seamless interface with library customer databases. Bibliotheca L.L.C., 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 a \$25,000 donation from Carpenter Foundation and \$31,268.72 from the Riverside Public Library Foundation; authorized an increase in revenues in the total amount of \$56,268.72, and appropriated expenditures in the same amount to the Library Self-Check System Account for the Library to purchase self-check kiosks systems.

On May 22, 2018, the City Council accepted a donation from the Riverside Public Library Foundation in the amount of \$116,129.28, which was also designated and appropriated to the Library Self-Check Kiosk System Account to purchase self-check kiosks systems.

On June 4 2019, the City Council accepted a \$20,000 donation from the Riverside Public Library Foundation and \$25,000 donation from Christopher Carpenter for a total amount of \$45,000 for the purchase of library self-check kiosk systems. The City Council also authorized the increase in revenue and appropriated expenditures in the total amount of \$45,000 into the Library Self-Check System Account. Thus far, \$217,398 have been raised for self-check kiosks.

In 2017, one (1) kiosk was purchased at approximately \$12,195 and installed at the Orange Terrace Library.

In 2019, four (4) kiosks were purchased and installed at the Arlington, SPC Jesus S. Duran Eastside, La Sierra, and Marcy Libraries. The self-check kiosks were approximately \$13,245 each for a total amount of \$52,980.

### **DISCUSSION:**

The Library Department would like to purchase two (2) additional self-check kiosks from Bibliotheca, L.L.C., in the amount of \$59,769.78, in accordance with Purchasing Resolution No 23256, Section 602(c), which provides that competitive procurement through the informal or formal procurement process shall not be required when the procurement can only be obtained from a sole source or timely from a single source and the Manager is satisfied that the best price, terms and conditions for the procurement thereof have been negotiated.

The two (2) library self-check kiosks are for the Arlanza and SSgt. Salvador J. Lara Casa Blanca Library locations. Each self-check kiosk unit costs \$13,695 and 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 estimated at \$32,379.78, are costs for RFID tags, software licenses, shipping and handling and installation. The purchase of the two (2) kiosks will be the final purchase made as part of the project.

The Purchasing Manager concurs that this purchase is in compliance with Purchasing Resolution No. 23256, Section 602(c).

### **FISCAL IMPACT:**

The total fiscal impact of the action is \$59,769.78. Funding is available in Library Self-Checkout System Expenditure Account No. 9898800-425400. There is no impact to the General Fund from this action as these items are paid for by donations received.

Prepared by: Erin Christmas, Library Director  
Certified as to  
availability of funds: Edward Enriquez, Chief Financial Officer/City Treasurer  
Approved by: Lea Deesing, Assistant City Manager  
Approved as to form: Gary G. Geuss, City Attorney

Attachment: Single/Sole Source Justification Form