



City of Arts & Innovation

City Council Memorandum

TO: HONORABLE MAYOR AND CITY COUNCIL DATE: AUGUST 25, 2026

FROM: LIBRARY DEPARTMENT WARDS: ALL

SUBJECT: RECEIVE AN UPDATE ON THE LITERACY SPACES PROJECT AND APPROVE THE RECEIPT OF EQUIPMENT AND SUPPLIES FOR THE LITERACY OFFICE AND ARLINGTON LIBRARY STUDY SPACES

ISSUES:

Receive an update on the Literacy Spaces project and approve the receipt of mobile facility equipment, furniture, and instructional supplies from Demco for the Literacy Office and Arlington Library study spaces in the amount of \$11,394.53.

RECOMMENDATIONS:

That the City Council receive an update on the Literacy Spaces project and approve the receipt of mobile facility equipment, furniture, and instructional supplies from Demco for the Literacy Office and Arlington Library study spaces in the amount of \$11,394.53.

BACKGROUND:

The Riverside Public Library actively participates in cooperative state and regional programs to supplement local funding and enhance educational environments for the community. The Literacy Spaces project is an activity of the Literacy and Learning Initiatives initiative, which operates as a partnership between the Pacific Library Partnership (PLP) and the California State Library. This project is supported by the U.S. Institute of Museum and Library Services under the provisions of the Library Services and Technology Act (LSTA), administered in California by the State Librarian. Rather than providing direct grant funding to local jurisdictions, the program allows California Library Literacy Services (CLLS) libraries to receive physical equipment and resources purchased centrally through PLP to upgrade community-facing learning environments.

DISCUSSION:

The Literacy Spaces project focuses on expanding the capability of the library's local Literacy Office and optimizing public study spaces to deliver highly functional environments for patrons, tutors, and learners. The Literacy Office and corresponding operations are currently housed within the Arlington Library facility.

Under the project guidelines, all requested equipment must be mobile, non-permanently installed, and used primarily for public literacy services rather than back-office functions. While the initial base allocation was approximately \$7,000 per participating CLLS library, individual allocations were scalable to incorporate applicable tax, shipping, and the reallocation of unused project funds.

The total equipment package configured for Riverside's literacy operations equals \$11,394.53. The specific mobile furniture, display assets, and instructional supplies ordered include:

- One (1) Sandusky Lee Mobile Storage Cabinet
- One (1) Library Quiet 3-Flat Booktruck
- One (1) KI Signia Arm Task Chair
- Six (6) Smith System Flavors Mobile Chairs
- One (1) Library Quiet Single-side Booktruck
- Two (2) Luxor Reversible Markerboard Easels
- One (1) Porcelain Easel on Wheels
- Two (2) Pack and Go Whiteboard Easels
- Various organizational and marketing displays, including zig-zag display pockets, a 6 tier tabletop display rack, a 6 shelf mobile display cart, window display acrylic sign holders, and an indoor double sided sign stand
- Instructional and administrative supplies, including clear plastic shelf organizers, grab-n-go book bins, and bulk packages of dry erase markers

The formal breakdown of the procurement cost is detailed in the table below:

Budget Description	Amount
Merchandise Total	\$8,576.45
Contract Discount (CTL003)	(\$558.15)
Shipping and Freight	\$2,459.41
Sales Tax	\$916.82
Total Cost	\$11,394.53

All orders are processed and paid centrally by the Pacific Library Partnership, with materials delivered directly to the library to immediately support local educational programming.

FISCAL IMPACT:

The total estimated fiscal impact of the donations received is \$11,394.53.

Prepared by: Jorge Rocha, Principal Management Analyst
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 availability of funds: Julie Nemes, Finance Director
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