



Staff Report

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**File #:** 23-0268

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**REQUEST FOR CITY COUNCIL ACTION**

**DATE:** 04/19/2023

**TO:** Honorable Mayor and City Council Members

**FROM:** Community Services Department

**SUBJECT:**

ACCEPT AND APPROPRIATE \$100,000 IN LIBRARY SERVICES AND TECHNOLOGY ACT (LSTA) FUNDS FOR THE EBOOKS CORONA PROJECT

**EXECUTIVE SUMMARY:**

This staff report asks Council to accept \$100,000 in Federal Library Services and Technology Act funds from the California State Library, appropriate \$20,000 in the General Fund as the City's necessary local match in support of the eBooks for Corona project, and authorize the City Manager to issue a purchase order to the approved provider for the program, Lyrisis, in the amount of \$120,000 for the purchase of ebooks.

**RECOMMENDED ACTION:**

**That the City Council:**

- a. Accept the Federal Library Services and Technology Act Grant funds in the amount of \$100,000 for the Corona Public Library's eBooks for Corona project.
- b. Authorize the City Manager, or his designee, to execute agreements with the California State Library for the Corona Public Library's eBooks for Corona project.
- c. Appropriate \$100,000 to the Community Services Department's operating budget and increase revenue estimates by the same amount in Library - Other Grants Fund 415.
- d. Authorize an appropriation of \$20,000 to the Community Services Department's operating budget in the General Fund for the necessary local match.

- e. Make a determination under [Corona Municipal Code Section 3.08.140\(B\)](#) that there is no competitive market for the reasons provided in the "Basis of Determination of Competitive Bidding" section of this report.
  
- f. Authorize the City Manager, or his designee, to issue a purchase order to Lyris in the amount of \$120,000.
  
- g. Authorize the City Manager, or his designee, to negotiate and execute non-substantive extensions, amendments, and change orders up to 10% of the total cost, or \$12,000, as authorized by [Corona Municipal Code Section 3.08.080\(I\)](#).

**BACKGROUND & HISTORY:**

The Corona Public Library strives to create equitable access to information, services, and resources. Many patrons are familiar with the Library's online applications, and have frequently requested additional access/resources/offerings. The California State Library provides financial support in the form of LSTA funded grants to purchase ebooks, audiobooks, and digital media to libraries throughout the state. The eBooks for Corona project will enhance the collection, connection to our community's cultures and diversity. The e-book collection will also allow the library to create a virtual, accessible, and safe space for our community to feel supported, inspired, and connected to their community to collaborate with up-to-date tools, information, and knowledge.

**ANALYSIS:**

The California State Library has awarded the Corona Public Library \$100,000 from Federal LSTA funds to purchase e-books, audiobooks, and digital media to support, educate, and benefit the community of Corona, California. The Corona Public Library will use information, data, and statistics, in addition to community outreach to select titles that the community needs and/or desires to further enhance their lifelong learning.

One of the core values of the California State Library is Equitable Access. "Connecting all people and institutions to the information and resources they need". This in turn leads to a more connected and engaged community. The eBooks for Corona project will open the doors of possibility to our community.

The grant is effective for the period beginning February 1, 2023 and will end June 31, 2023. The award will be made in one payment.

Basis for Determination of Competitive Bidding

Palace Marketplace is a non-profit ebook and audiobook marketplace developed specifically for libraries. The California State Library grant program requires the City to purchase its ebooks through Palace Marketplace which offers a diverse mix of titles from major publishers. Lyris is the North American provider for the Palace Project hosting and marketplace services. Due to the grant requirements to obtain ebooks through the nonprofit Palace Project, staff believes no competitive market exists and the City should dispense with competitive bidding pursuant to CMC Section

3.08.140 (B) which states the following:

“No competitive market.” When the purchasing agent and the authorized contracting party, with the approval of the City Manager, determines in accordance with applicable law, that a competitive market does not exist and that no competitive advantage will be gained by the public bidding process.

Staff is requesting City Council consideration on approving the purchase order to Lyrasis to provide access to ebooks for the reasons stated above.

**FINANCIAL IMPACT:**

As specified in the grant application, the City is responsible for contributing a local match of \$20,000 for a total project cost of \$120,000. The City will accept and appropriate \$100,000 to Community Services Department’s operating budget in the Library - Other Grant Fund 415 and appropriate \$20,000 of the General Fund for the necessary local match funds. The funds will be appropriated and utilized in accordance with the grant guidelines.

<b>Project Funding</b>		
<b>Funding Source</b>	<b>Amount</b>	<b>Local Match</b>
California State Library LSTA	\$100,000	
General Fund		\$20,000
<b>Total</b>		<b>\$120,000</b>

**ENVIRONMENTAL ANALYSIS:**

This action is exempt pursuant to Section 15061(b)(3) of the Guidelines for the California Environmental Quality Act (CEQA), which states that a project is exempt from CEQA if the activity is covered by the common sense exemption that CEQA applies only to projects that have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA. This action is a financial transaction between the California State Library and the City of Corona, and there is no possibility of it having a significant effect on the environment. Therefore, no environmental analysis is required.

**PREPARED BY:** KATHERINE BACKUS, MANAGEMENT ANALYST I

**REVIEWED BY:** ANNE TURNER, COMMUNITY SERVICES DIRECTOR

**Attachments:**

1. Exhibit 1 - Grant Award Letter

2. Exhibit 2 - Lyrasis Letter as Vendor