

**TO:** Andrew P. Powers, City Manager

**FROM:** Jennifer Patterson, Library Director

**DATE:** February 28, 2023

**SUBJECT: Remote Lockers at Grant R. Brimhall Library**

**RECOMMENDATION:**

1. Approve single source purchase of Remote Lockers from Bibliotheca, LLC (Norcross, GA), in the amount of \$48,036 for the Grant R. Brimhall Library.
2. Approve budget appropriation and expenditure of \$48,050 for the purchase of Bibliotheca remote lockers for the Grant R. Brimhall Library from A/C #110-7020-486-0000 (Friends of the Library Revenue) to A/C #110-7020-673-8400 (Equipment \$5,000 and Over).
3. Find that this action is not a project as defined under the California Environmental Quality Act.

**FINANCIAL IMPACT:**

**\$48,050 Increase to Adopted FY 2022-23 Library Fund Budget, Fully Offset by Friends of the Thousand Oaks Library Revenue.** Minimal staff time required to prepare the report is included in the Adopted FY 2022-23 Library Fund Budget. Cost for the annual license subscription will be requested during the upcoming biennial budget process.

**BACKGROUND:**

Library service delivery options continue to evolve from strictly in-person to high-touch service with various options, including in-person, self-service, "delivery on-demand" and entirely electronic. These changes represent not only industry best practices but also respond directly to patron requests for more flexibility in how, where, and when it delivers materials and services.

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The longstanding popularity of services, such as the always open Virtual Library and self-check machines, and the similarity of those same options available in other environments, has given patrons a comfort level with self-service technology and using Library services outside conventional "business" hours. These service enhancements, made possible by a wealth of new technologies, have been beneficial and popular with patrons, especially during the COVID-19 operational period, as patrons visited the Virtual Library, checked out eBooks and other digital, on-demand resources in greater numbers.

To improve service for users of the Grant R. Brimhall Library wanting physical items and in response to demand for access outside of conventional Library hours, staff recommend adding remote lockers at the Grant R. Brimhall Library.

**DISCUSSION/ANALYSIS:**

Library staff was able to obtain two quotes from vendors with remote lockers compatible with the system already in use by the Library. Bibliotheca offered the lowest cost and was therefore selected for the purchase. City Council approved the Newbury Park Library locker purchase on January 12, 2021. In May 2021, staff completed the purchase and installed Bibliotheca remote lockers at the Newbury Park Library.

Since then, Newbury Park patrons have been successfully enjoying convenient self-service access to circulating materials on hold, outside of library hours. As a result, staff would like to extend this service to the Grant R. Brimhall Library. The lockers at the Grant R. Brimhall Library will provide a secure location to access library materials, extending access to the Grant R. Brimhall collection when the library is not open. The proven reliability of the Newbury Park Library lockers and the unified administration console gives staff confidence that the additional outlet will enhance service with minimal impact on staffing resources.

The non-profit auxiliary library group Friends of the Thousand Oaks Library periodically provides general donations to the Library. Donation revenue is available for the purchase of remote lockers at the Grant R. Brimhall Library and will offset the cost of the lockers entirely.

Bibliotheca is the current vendor for the software that centrally manages the library materials security system, including the security gates, self-check machines, and Newbury Park Library lockers, making Bibliotheca the single source vendor for this purchase. The new remote lockers (Attachment #1) at the Grant R. Brimhall Library will easily integrate into the library's existing technology infrastructure.

**COUNCIL GOAL COMPLIANCE:**

Meets the following City Council goals:

A. Create a more equitable, accessible, safe, welcoming, and inclusive government and community regardless of race, color, ethnicity, religion, sex, physical or mental ability, sexual orientation, gender identity and expression, age, language, education, and/or socio-economic status.

C. Operate City government in a fiscally and managerially responsible and prudent manner to ensure that the City of Thousand Oaks remains one of California's most desirable places to live, work, visit, recreate, and raise a family.

G. Continue City's commitment to community and cultural programs and services (such as Performing Arts/Theatres, Libraries, TOTV, Visual Arts, Youth and Senior Programs).

H. Participate in public-private and multi-jurisdictional opportunities to ensure residents have access to high levels of parks, recreation, education and leisure programs and services.

**PREPARED BY:** Alina Savulescu, Accounting Specialist  
Samantha Yeung, Library Division Manager

Attachments:  
Attachment #1 – Quote