Council Meeting of
November 25, 2008

Honorable Mayor and Members
of the City Council
City Hall
Torrance, California

Members of the Council:

SUBJECT: Community Services-Library Division – Accept and appropriate donations for the purchase of five new service desks for the branch libraries.

Expenditure: $70,053.79

RECOMMENDATION

Recommendation of the Community Services Director that City Council:

1. Accept and appropriate a donation, not to exceed $75,000, for the purchase of four new service desks for the El Retiro, Henderson, North Torrance, and the Walteria Libraries from the Friends of the Torrance Library;
2. Accept and appropriate a donation of $5,605 from the Torrance Public Library Foundation;
3. Appropriate $11,269.52 from the Library Trust Fund for the purchase of the service desk at the Southeast Library.

Funding

Four of the service desks will be funded by the donation from the Friends of the Torrance Library, and the fifth will be funded by a donation from the Torrance Public Library Foundation and funds from the Library Trust Fund.

BACKGROUND

Over the next two years, each of the City's five branch libraries will undergo significant refurbishment including electrical infrastructure, seismically safe shelving, new carpeting, and interior paint. The project aims to upgrade each branch library one after the other to minimize the impact to the community. This project provides an ideal opportunity to replace the worn and damaged service desks that date back to the 1960's. As each library refurbishment is completed, new service desks can be installed with no impact on the project or the libraries' patrons.

The Friends of the Torrance Library are providing up to $75,000 for the purchase of four of the five service desks. The funding will not be provided in one lump sum, but instead

will be submitted upon the completion and request of payment by the vendor. Any unspent funds from the donation at the conclusion of the project will be returned to the Friends of the Torrance Library. The fifth service desk will be funded by a combination of funds from a donation of the Torrance Public Library Foundation ($5,605) and the Library Trust Fund ($11,269.52).

ANALYSIS

It is estimated that the total project will cost $70,053.79. This includes sales tax and installation of all five desks. The purchase price with tax of the service desks for each of the branch libraries is as follows:

Southeast	El Retiro	Henderson	Walteria	North
$16,874.52	$17,531.62	$12,236.70	$13,106.07	$10,304.88

The quotes for the desks are as of November 2008, and are based on current prices with an anticipated 4% increase in costs per year, and 8.25% Los Angeles County sales tax rate. The Friends of the Torrance Library approved a larger amount should costs escalate or the sales tax rate change.

Respectfully submitted,

JOHN JONES
COMMUNITY SERVICES DIRECTOR

By Hillary Theyer
Hillary Theyer
Principal Librarian, Public Services

CONCUR:

Hillary Theyer for Paula Weiner
Paula J. Weiner
City Librarian

John Jones, Director
Community Services Department

LeRoy J. Jackson
City Manager

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