Lowell City Council
Special Meeting and Executive Session
Wednesday, May 4, 2022 at 5:30 p.m.

Lowell Rural Fire Protection District Fire Station 1
389 N. Pioneer Street, Lowell, OR 97452

An option to join the meeting electronically through Zoom Meeting is available. Instructions on how to listen to the meeting by PC, tablet, or telephone are available at the following web address: https://www.ci.lowell.or.us/

Special Meeting Agenda

Call to Order/Roll Call/Pledge of Allegiance
Councilors: Mayor Bennett ____ Harris ____ Stratis ____ Weathers ____ Murray____

Approval of Agenda

New Business

1. Motion to approve a memorandum of understanding with the State Library of Oregon for a grant in the amount of $12,275, and to authorize the City Administrator to sign. – Discussion/ Possible action

Executive Session:

To conduct deliberations with persons designated by the governing body to negotiate real property transactions, pursuant to ORS 192.660(2)(e). – Review offer received for sale of 8 N. Hyland Lane. (Estimated timeframe – 15 minutes)

Return to Open Session. Members of the audience will be invited back into the meeting.

At this time, City Council may take action on items discussed in Executive Session.
▪   Accept, reject, or take any other action regarding offer received for sale of 8 N. Hyland Lane.

Adjourn the Special Meeting. The Budget Committee meeting will follow at 6:00 p.m.

Agenda Item Sheet
City of Lowell City Council

Type of item:	Other

Item title/recommended action:

Motion to approve a memorandum of understanding with the State Library of Ore-gon for a grant in the amount of $12,275, and to authorize the City Administrator to sign. –Discussion/ Possible action

Justification or background:

Library consultant Penny Hummel submitted a grant request to the State Library of Oregon for IT equipment. The list that she prepared is attached. The State Library approved the request. Staff are requesting City Council approval of the MOU to accept the funds. Since the MOU is for an amount over $5,000, City Council approval is required. We must spend the entire amount by August 31.

Budget impact:

Grant award of $12,275

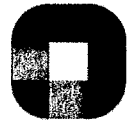**Department or Council sponsor:**

Library

Attachments:

MOU; list of library equipment to be purchased with the grant funds

Meeting date:	05/04/2022

Oregon

Kate Brown, Governor

MEMORANDUM OF UNDERSTANDING BETWEEN THE STATE LIBRARY OF OREGON AND CITY OF LOWELL

This memorandum is between the State Library of Oregon (State Library) and City of Lowell for the purpose of providing technology for the new library building.

This MOU shall become effective upon signature by the authorized officials from each entity. This memorandum will expire on August 31, 2022.

The State Library agrees to:
- Direct up to $12,275.00 from the federal Library Services and Technology Act (LSTA) award for FFY 2021 (CFDA No. 45.310) to City of Lowell for the direct purpose of this memorandum.

City of Lowell agrees to:
- Use the funds to purchase:
    - computers, printers, and related equipment for public and staff computing;
    - equipment for network and Wi-Fi service;
    - software for Children's Internet Protection Act (CIPA) compliance; and
    - software and supplies for an Integrated Library System migration.
- Comply with federal requirements regarding LSTA funds (see https://libguides.osl.state.or.us/lstagrants/federallaws).
- Acknowledge the funding source on any public-facing information or resources purchases made with these grant funds (see https://libguides.osl.state.or.us/lstagrants/acknowledgment).
- Expend all funds received by August 31, 2022.
- Submit a final report, including all invoices and documentation related to grant purchases, to the State Library by August 31, 2022 through the online grants portal (https://www.grantinterface.com/Home/Logon?urlkey=slor). **All documentation must add up to at least the total grant amount, as the State Library wants all the funds expended.**

SIGNATURES

State Library of Oregon

Buzzy Nielsen
Program Manager for Library Support
April 14, 2022

City of Lowell

Maggie Osgood Library Technology Cost Estimates (prepared by Library IT Consultant Lance Murty and Library Consultant Penny Hummel)
Updated 4/6/22

Assumptions:

Prices need to be updated from State contracts or other local vendors

Computer software (OS & Office) is licensed through the city using state pricing

Estimate does not include staff time for installation & setup

Full Cost Estimate - all new equipment

Item/Device	Qty	Unit Cost	Total	Notes
Public Internet laptop	4	700	2,800	
Public catalog computer	1	800	800	
Circ desk computer	1	800	800	small form factor w/ 20" monitor
Staff printer	1	400	400	small networked b&w laser printer
Staff laptop (for librarian's use)	1	800	800	
Public printer	1	400	400	small networked b&w laser printer
Bar code scanner	2	200	400	
Receipt printer	1	250	250	
Network router	1	750	750	
Managed wifi access point	1	500	500	commercial grade, e.g., Meraki MR36
Managed network firewall	1	1,000	1,000	commercial grade, e.g., Cisco, SonicWall, etc.
OS Software image mgmt	5	75	375	public PCs, e.g., Pharonics DeepFreeze or WinLock Prof.
Internet Filtering Software	5	160	800	public PCs, e.g., CurrentWare Browse Control
Integrated Library System	1	800	800	Apollo setup (Biblionix)
Catalog migration and maintenance	1	1,200	1,200	Software to accompany Apollo ILS that provides capability to migrate existing collection, catalog future items (Biblionix)
Migration supplies (labels, etc.)	1	200	200	Barcode labels and other supplies
Total Estimate		$	**12,275**	

Other notes:

No print management system included.

All computers, public printers and network equipment are commercial grade for greater reliability, security & lifespan

Public and staff computers are specified to current processor standards and at least 8GB memory to achieve a 4/5 year life cycle
Public desktop computers are micro form factor and use a CPU/monitor stand to save space
Price estimates are based on retail pricing for top tier products such as Dell, Cisco, HP, and others
  (utilize state contract pricing and cooperative purchasing agreements whenever possible to get best possible pricing)