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**Agenda Item  
Regular Meeting of the  
Board of Supervisors  
Tuesday, November 18, 2025**

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**Item Number: 1.14**

**MEETING DATE:** 11/18/2025

**DEPARTMENT:** LIBRARY

**AGENDA ITEM PREPARER:** Austin Curtis

**DEPT HEAD/DIRECTOR:** Austin Curtis

**SUBJECT:**

**LIBRARY - A. CURTIS**

1. Authorize the termination of the EnvisionWare agreement for purchase of a 24-hour library kiosk system; and
2. Approve the release of \$20,000.00 from the remaining project funds for work satisfactorily performed, including maintaining the equipment through this termination; and
3. Delegate Authority to the Chair, County Administrative Officer, or designee to take any necessary action to terminate the agreement with legal review from County Counsel.

SBC FILE NUMBER: 80

**AGENDA SECTION:**

CONSENT AGENDA

**BACKGROUND/SUMMARY:**

On October 20th, 2020 the Board of Supervisors approved the acceptance of a \$499,000.00 grant from the Institute of Museum and Library Services (IMLS) to help improve access to reliable internet connections and library resources for the community. The planned expenses included site and system preparation, along with purchase of the kiosk system itself.

On April 4th, 2022, the Board of Supervisors approved a contract with EnvisionWare for the purchase of a 24-hour Kiosk system and canopy structure. In June, 2022 the County engaged MME Engineering and Design Firm to provide project design services, which were completed. In December 2022, the IMLS grant received a brief extension and a final closeout was completed in 2023. In the closeout report submitted through the eGMS Reach portal, it was reported that the kiosk had not been completed, and the grant was formally closed with no further reporting required.

The total cost for the Library Kiosk Project is \$587,000.00 which is funded by non-general funds, including a \$300,000.00 Library Impact Fee, a total of \$172,000.00 from the IMLS Grant, and \$115,000.00 Monterey Peninsula Foundation Grant. With the termination of the Kiosk project, the Impact Fee's could be used to support the library expansion and the Monterey Peninsula Foundation Grant can help support the library in more impactful ways. So far, \$86,000.00 has been spent on the project as of fiscal year 2024-25. Given the remaining project cost of approximately \$501,000.00 and the County's current budget constraints, the Library contacted the vendor to explore options for cancelling the project.

Section 18, "Termination" of Attachment 3 to the EnvisionWare agreement provides that either party may terminate the agreement, with or without cause, upon thirty (30) days' written notice delivered personally, by regular mail, or by fax and regular mail. In the event of termination, the County is responsible for paying EnvisionWare for all work satisfactorily performed or software provided prior to the effective date of the termination.

On June 3, 2025, Library staff met with EnvisionWare to discuss closing out the project. EnvisionWare agreed that the County could formally terminate the contract with a \$20,000.00 cancellation fee, allowing for an orderly and cost-effective project closeout. Additionally, the Project Manager from the Corporation for Education Network Initiatives in California (CENIC), which oversees the library's broadband connection, has informed the county that there could be an additional cost to cancel the Spectrum line that was installed out to the planned Kiosk location.

#### **FISCAL IMPACT:**

There is no fiscal impact to the general fund as the payment will come from the remaining cost of the funds allocated for the Kiosk Project.

#### **STAFF RECOMMENDATION:**

1. Authorize the termination of the EnvisionWare agreement for purchase of a 24-hour library kiosk system; and
2. Approve the release of \$20,000.00 from the remaining project funds for work satisfactorily performed, including maintaining the equipment through this termination; and
3. Delegate Authority to the Chair, County Administrative Officer, or designee to take any necessary action to terminate the agreement with legal review from County Counsel.

#### **ATTACHMENTS:**

[Agenda Fact Sheet - EnvisionWare](#)

[IMLS Grant Application](#)

[Sales Order Envisionware](#)

[Mesiti-Miller Engineering Contract for Kiosk \\$52.4K 7.1.22-6.30.23](#)

[Email Correspondence EnvisionWare](#)

[Email Correspondence - IMLS Grant Portal](#)

[BOS April 12, 2022 Agenda Item \(EnvisionWare\)](#)