

DISCUSSION:

On January 13, 2025, the City Council approved the Riverside Public Library request to increase its existing hoopla® digital media platform access for patrons from \$60,000 to \$100,000 per year for a cumulative amount of \$160,000 for the remaining 24-month term of the agreement that terms on September 7, 2025. The increase is due to the anticipated demand of users and funding is available in the Library's operating budget.

This is in accordance with Purchasing Resolution 24101, Section 1104 (a) and 1104 (c). Section 1104 (a) states as follows "Change Orders. Modifications to a Purchase Order shall be made only by Change Order, when (a) 10% of the original contract price for Contracts and/or Purchase Orders for Goods Services and Professional Services up to \$100,000 or for Contracts and/or Purchase Orders of Construction or Design-Build Services up to \$50,000; additional percentage authority may be authorized by the Manager up to \$100,000 or as otherwise specified for in the City Charter;" Section 1104 (c) states as follows "10% of the original contract price for Contracts and/or Purchase Orders previously approved by the Awarding Entity and the total Change Order amount will not exceed \$150,000"

The Purchasing Manager concurs that this purchase is in compliance with Purchasing Resolution No. 24101, Section 1104(a) and 1104(c).

The Innovation and Technology Director approves of this purchase.

STRATEGIC PLAN ALIGNMENT:

This item contributes to ***Strategic Priority No. 1 Arts, Culture & Recreation*** and **Goal 1.1** - Strengthen Riverside's portfolio of arts, culture, recreation, senior and lifelong learning programs and amenities through expanded community partnerships, shared use opportunities and fund development.

The item aligns with each of the five Cross-Cutting Threads as follows:

1. **Community Trust** - This item aligns with Community Trust by minimizing the expenditure of City funds through community partnership and involving the community.
2. **Equity** - This item aligns with Equity by facilitating equitable distribution of services to every member of the community through programs funded by donations, gift and trust funds.
3. **Fiscal Responsibility** - This item aligns with Fiscal Responsibility as the community would benefit with no financial implications to the City other than in-kind contributions of staff time.
4. **Innovation** - This item aligns with Innovation by continuing partnerships with the Friends of the Library and Riverside Public Library Foundation to secure funding for programming needs for the community.
5. **Sustainability & Resiliency** - This item aligns with Sustainability & Resiliency by providing fund development opportunity.

FISCAL IMPACT:

The total fiscal impact of the action is \$40,000 over the two-year term of this agreement, or \$160,000 for Fiscal Years 2023/24 & 2024/25. Funds are budgeted and available in the Library Special Department Supplies expenditure account 5135000-426800.

Prepared by: Angela Henson, Principal Management Analyst
Approved by: Erin Christmas, Library Director

Attachments: Executed Contract