



Board of Library Trustees

City of Arts & Innovation

TO: BOARD OF LIBRARY TRUSTEES **DATE: AUGUST 12, 2024**

FROM: LIBRARY DEPARTMENT **WARDS: ALL**

SUBJECT: PURCHASE LIBRARY MATERIALS FROM OCLC, IN ACCORDANCE WITH PURCHASING RESOLUTION 24101, SECTION 405 FOR THE TOTAL AMOUNT OF \$94,000

ISSUE:

Approve the purchase of library materials from OCLC, in accordance with Purchasing Resolution 24101, Section 702(k) for the total amount of \$94,000.

RECOMMENDATION:

That the Board of Library Trustees approve the purchase of library materials from OCLC in accordance with Purchasing Resolution 24101, Section 702(k) and for the total amount of \$94,000.

BACKGROUND:

The Riverside Public Library Purchases Library materials periodically as needed through OCLC. The purchase is over \$50,000 and requires Board of Library Trustees approval.

DISCUSSION:

OCLC is a nonprofit global library organization that provides shared technology services, original research, and community programs for the library community to make information more accessible. The Riverside Public Library relies on the services provided by OCLC for the purchase of e-books for adults and youth. The Riverside Public Library intends to purchase books and other materials from OCLC.

Purchasing Resolution 24101, Section 405 - Riverside Public Library Exception states "The following supplies, materials and services are determined to be peculiar to the needs of the Library Department through City Charter Section 808(d). If it appears to the Manager to be in the best interest of overall economy and efficiency of the City to do so and is within existing budget appropriation, be acquired by Informal Procurement or Negotiated Procurement, regardless of their estimated Procurement expenditure amounts, provided that the City's Board of Library Trustees or City Council shall have approved the proposed acquisition if required under the provisions of the City Charter, either by approval of the procurement contract or approval of annual

purchase orders: Books, Journals, Maps, Office Supplies, Publications, Subscription Services, Other Needs as determined by the Manager”.

STRATEGIC PLAN ALIGNMENT:

The item presented in this report 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 ongoing efforts in supporting community participation and engagement for all members of the community.
2. **Equity** - This item aligns with Equity by facilitating equitable distribution of services to every member of the community.
3. **Fiscal Responsibility** - This item aligns with Fiscal Responsibility as the community would benefit as this purchase was planned for in the fiscal year 2024 to 2026 operating budget.
4. **Innovation** - This item aligns with Innovation by continuing partnership with Library specific partners.
5. **Sustainability & Resiliency** - This item aligns with Sustainability & Resiliency by offering access to information in various formats.

FISCAL IMPACT:

The total fiscal impact is \$94,000. Sufficient funds are available in the following accounts.

Fund	Expenditure	Account	Amount
General Fund	Library Special Department	5135000-426800	\$79,275.25
Grants & Restricted Programs	Library Gift Expenditures	5145001-450201	\$14,724.75
Total Expenditures			\$94,000.00

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

Attachment: Pricing Sample