



City Council Memorandum

City of Arts & Innovation

.....

TO: HONORABLE MAYOR AND CITY COUNCIL DATE: AUGUST 16, 2022

FROM: LIBRARY DEPARTMENT WARDS: ALL

SUBJECT: PURCHASE OF LIBRARY MATERIALS FROM BIBLIOTHECA LLC., IN THE AMOUNT OF \$154,756

ISSUE:

Approve the purchase of Library materials including adult and youth e-books, cataloging services, processing services, e-audio, tax and shipping, and cloudlink from Bibliotheca LLC., of Norcross, GA., in the amount of \$154,756.

RECOMMENDATION:

That the City Council approve the purchase of Library materials from Bibliotheca LLC., of Norcross, GA., in accordance with Purchasing Resolution 23218, Article 4, Section 405, in the amount of \$154,756.

BACKGROUND:

The Riverside Public Library Purchases Library materials periodically as needed through Bibliotheca LLC. (Bibliotheca). The purchase is over \$50,000 and requires City Council approval.

DISCUSSION:

Bibliotheca provides complete library services internationally, including e-books, cataloging, subscription services, supplies and furnishings. The Riverside Public Library relies on the services provided by Bibliotheca for the purchase of e-books for adults and youth, and cataloging.

Purchasing Resolution 23812, Section 602 (I) states Competitive Procurement through the Informal Procurement and Formal Procurement process shall not be required in any of the following circumstances: When the Procurement is subject to Section 405 of this Resolution, which generally allows for books, journals, maps, publications and other supplies peculiar to the needs of the library to be made through Informal or Negotiated Procurement subject to the provisions of Section 808(d) of the City Charter; Article 4 Section 405 states Riverside Public Library Exception. 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: This would allow the Department to purchase the e-materials for its Library customers.

The Purchasing Manager concurs that the recommendation is in compliance with Resolution 23812, Section 602 (I) and Article 4 Section 405.

STRATEGIC PLAN ALIGNMENT:

The item presented in this report contribute to the following Strategic Priority and Goal from the Envision Riverside 2024 Strategic Plan:

Priority 1: Arts, Culture & Recreation: Provide diverse community experiences and personal enrichment opportunities for people of all ages.

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.

Goal 1.2: Facilitate equitable access to arts, culture and recreational service offerings and facilities.

Goal 1.5: Support the development, literacy, health, and education of children and youth throughout the community.

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

1. **Community Trust** – This item aligns by following compliance with Purchasing Resolution No. 23812, Section 602 (I) and Article 4 Section 405 in the competitive procurement of Library materials.
2. **Equity** - E-resources are accessible for equitable distribution and access of services to all community groups.
3. **Fiscal Responsibility** - This would allow the Department to purchase the e-materials for its Library customers using Grants and Restricted Program Gift Fund, Margaret Morgan & Mary Morgan Pedlow Memorial and Gladys Pedlow Wilcox Memorial Trust Fund and Special Department Supplies Fund.
4. **Innovation** - This item may assist in meeting the increased demand for digital access.
5. **Sustainability & Resiliency** - This item may assist in the increased demand for digital access while continuing to provide for books, journals, maps, publications and other supplies peculiar to the needs of the library.

FISCAL IMPACT:

The total fiscal impact of the action is \$154,756 for the purchase of Library materials including adult and youth e-books, cataloging services, processing services, e-audio, tax and shipping, and cloudlink.

Sufficient funds are budgeted and available in Fiscal Year 2022/23 as outlined in the following table:

Description	Account Number	Amount
Special Department Supplies	5135000-426800	\$21,341
Margaret Morgan & Mary Morgan Pedlow Memorial and Gladys Pedlow Wilcox Memorial Trust Fund	5145001-450200	\$66,998
Grants and Restricted Program Gift Fund	5145001-450201	\$66,417
Total		\$154,756

Prepared by: Erin Christmas, Library Director
Certified as to availability of funds: Edward Enriquez, Interim Assistant City Manager/Chief Financial Officer/City Treasurer
Approved by: Rafael Guzman, Assistant City Manager
Approved as to form: Phaedra A. Norton, City Attorney