



City of Arts & Innovation

City Council Memorandum

TO: HONORABLE MAYOR AND CITY COUNCIL DATE: AUGUST 18, 2020
FROM: LIBRARY DEPARTMENT WARDS: ALL
**SUBJECT: PURCHASE OF LIBRARY MATERIALS FROM BIBLIOTHECA LLC., IN THE
AMOUNT OF \$117,872.00**

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 \$117,872.00.

RECOMMENDATION:

That the City Council approve the purchase of Library materials from Bibliotheca LLC., of Norcross, GA., in accordance with Purchasing Resolution 23256, Article 4, Section 405, in the amount of \$117,872.00.

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 23256, Article 4 Section 405 states that competitive procurement shall not be required when the procurement is for books, journals, maps, publications and other supplies peculiar to the needs of the library, which are subject to the provision of Section 808(d) of the City Charter. The Purchasing Division exempts Library Department from competitive bids for these materials.

The Purchasing Manager concurs that the recommended actions are in compliance with Resolution 23256, Article 4 Section 405.

FISCAL IMPACT:

The total fiscal impact of the action is \$117,872.00 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 available in the Fiscal Year 2020/21 budget listed below:

Description	Account Number	Amount
Special Department Supplies	5135000-426800	\$19,400.00
Margaret Morgan & Mary Morgan Pedlow Memorial and Gladys Pedlow Wilcox Memorial Trust Fund	5145001-450200	\$98,472.00
Total		\$117,872.00

Prepared by: Erin Christmas, Library Director
Certified as to
availability of funds: Edward Enriquez, Chief Financial Officer/City Treasurer
Approved by: Moises Lopez, Deputy City Manager
Approved as to form: Gary G. Geuss, City Attorney