



City Council Memorandum

City of Arts & Innovation

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TO: HONORABLE MAYOR AND CITY COUNCIL DATE: MAY 6, 2025

FROM: LIBRARY DEPARTMENT WARDS: ALL

SUBJECT: APPROVE AMENDMENT TO SUBSCRIPTIONS SERVICES AGREEMENT WITH OVERDRIVE INC., TO INCREASE THE CONTRACT IN THE AMOUNT OF \$8,500 FOR SUBSCRIPTION SERVICES TO ACCESS THE LIBRARY DIGITAL COLLECTION FOR A REVISED TOTAL CONTRACT AMOUNT OF \$185,266 FOR A TWELVE-MONTH TERM WITH AUTOMATIC RENEWALS

ISSUE:

Approve an amendment to Subscriptions Services Agreement with Overdrive Inc., to increase the contract in the amount of \$8,500 for subscription services for the public to access the Library digital collection for a revised total contract amount of \$185,266 for a twelve-month term with automatic renewals.

RECOMMENDATIONS:

That the City Council:

1. Approve an amendment to Subscriptions Services Agreement with OverDrive Inc., Cleveland, Ohio., to increase the contract in the amount by \$8,500, for subscription services to access the Library digital collection for a revised contract amount of \$185,266, for a twelve-month term with automatic renewals; and
2. Authorize the annual total contract amount of \$185,266 for all subsequent annual renewals; and
3. Authorize the City Manager, or designee, to execute any purchase orders, change orders, agreements and all documents necessary to complete the purchase including making minor and non-substantive changes and extensions.

BACKGROUND:

The OverDrive library reading app is compatible with Apple iPhones and Ipads, tablets with Google Play, Amazon Fire Tablets, laptops & desktop computers and much more. Patrons can download and open the OverDrive App on their device for free and can sign in with their library card. Patrons can begin browsing or searching for immediate reading and listening. There is no subscription cost for patrons.

DISCUSSION:

On October 8, 2024, the City Council approved a subscriptions services agreement with OverDrive, Inc., Cleveland, Ohio, in the amount of \$176,766 for Library customers to access the library digital collection for a twelve-month term with automatic renewals.

The Library is seeking to amend the agreement to increase its subscription services to provide library customers with access to digital magazines. This is an increase in the amount of \$8,500 and the contract compensation will increase from \$176,766 to \$185,266 annually.

Purchasing Resolution 24101, Section 1104 which states “Change Orders. Modifications to a Purchase Order shall be made only by Change Order (b) Any Change Order which causes the contract price to exceed the authorization in section 203 hereof, if the Contract and/or Purchase Order was not previously approved by the Awarding Entity;”

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

STRATEGIC PLAN ALIGNMENT:

This item contributes to **Strategic Priority 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 members of the community to encourage or enhance communication.
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 funds are available in the Library’s operating budget.
4. **Innovation** - This item aligns with Innovation by utilizing modern technology to access the library collection.
5. **Sustainability & Resiliency** - This item supports Sustainability & Resiliency by reducing the Library’s carbon footprint through its digital magazine services, offering a more eco-friendly alternative to traditional print publications.

FISCAL IMPACT:

The total fiscal impact of this action is \$8,500. Sufficient funds to cover the increase in the contract amount are budgeted and available in General Fund, Library Neighborhood Services, Special Department Supplies expenditure account number 5135000-426800.

Prepared by: Angela Henson, Principal Management Analyst
Approved by: Erin Christmas, Library Director
Certified as to
availability of funds: Kristie Thomas, Finance Director/Assistant Chief Financial Officer
Approved by: Kris Martinez, Assistant City Manager
Approved as to form: Jack Liu, Interim City Attorney

Attachment:

1. Agreement
2. Amendment to Agreement