



City of Arts & Innovation

City Council Memorandum

City of Arts & Innovation

TO: HONORABLE MAYOR AND CITY COUNCIL **DATE: JANUARY 6, 2026**

FROM: LIBRARY DEPARTMENT **WARDS: ALL**

SUBJECT: APPROVE SECOND AMENDMENT TO SUBSCRIPTIONS SERVICES AGREEMENT WITH OVERDRIVE INC., TO EXTEND THE CONTRACT LENGTH TO JUNE 30, 2026, FOR SUBSCRIPTION SERVICES TO ACCESS THE LIBRARY DIGITAL COLLECTION FOR A REVISED TOTAL CONTRACT AMOUNT OF \$278,075 WITH AUTOMATIC RENEWALS

ISSUE:

Approve an amendment to Subscriptions Services Agreement with Overdrive Inc., to extend the contract length to June 30, 2026, for subscription services for the public to access the Library digital collection for a revised total contract amount of \$278,075 with automatic renewals.

RECOMMENDATIONS:

That the City Council:

1. Approve a second amendment to Subscriptions Services Agreement with OverDrive Inc., Cleveland, OH to extend the contract length to June 30, 2026, for subscription services to access the Library digital collection for a revised contract amount of \$278,075, for a twelve-month term with automatic renewals; and
2. Authorize the annual total contract amount of \$278,075 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.

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.

On May 6, 2025, the City Council approved the amendment to the agreement with OverDrive to increase the contract by \$8,500 and the contract compensation increased from \$176,766 to \$185,266. The increase allowed the Library to be able to provide patrons a free and convenient method in accessing the Library digital collection.

DISCUSSION:

The Library is seeking to enter a second amendment to extend the contract term to June 30, 2026, for a total contract amount of \$278,075 with automatic annual renewals.

On October 8, 2024, The City Council approved the subscription services agreement with Overdrive Inc per Purchasing Resolution 24101, Section 405, Riverside Public Library Exception, which 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”.

Purchasing Resolution 24101, Section 1104 which states “Change Orders. Modifications to a Purchase Order shall be made only by Change Order. Unless otherwise specifically authorized by the Awarding Entity, Change Orders which cumulatively exceed the following will require Awarding Entity approval.... (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” and “(d) A Contract amendment which extends the term of the agreement beyond one year of the original expiration date.”

The Purchasing Manager concurs that this purchase is in compliance with Purchasing Resolution No. 24101.

FISCAL IMPACT:

The total fiscal impact of this action is \$278,075. Funding for FY 2025/26 is budgeted and available in the General Fund, Library Neighborhood Services account 5135000-426800. Funds for future contract costs will be included in the department’s budget submission during budget development for the FY 2026-2028 biennial budget.

Fund	Program	Account	Amount
General Fund	Library Neighborhood Services	5135000-426800	\$278,075
Total Expenditure			\$278,075

Prepared by: Jorge Rocha, 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: Rebecca McKee-Reimbold, Interim City Attorney

Attachment: 1. Second Amendment to Agreement

2. First Amendment to Agreement

3. Order Form