



*City of Arts & Innovation*

# City Council Memorandum

**TO: HONORABLE MAYOR AND CITY COUNCIL**      **DATE: SEPTEMBER 5, 2023**

**FROM: LIBRARY DEPARTMENT**      **WARDS: ALL**

**SUBJECT: PURCHASE LIBRARY MATERIALS FROM BIBLIOTHECA, LLC., IN THE TOTAL AMOUNT OF \$165,183**

## **ISSUE:**

Approve the purchase of library materials from Bibliotheca, LLC., of Norcross, GA, in the total amount of \$165,183.

## **RECOMMENDATIONS:**

That the City Council:

1. Approve the purchase of library materials from Bibliotheca, LLC., of Norcross, GA, in accordance with Purchasing Resolution 23914, Section 602(I) and for the total amount of \$165,183; and
2. Authorize the City Manager, or designee, to execute all documents necessary to complete the purchase including making minor and non-substantive changes and extensions.

## **BACKGROUND:**

The Riverside Public Library Purchases Library materials periodically as needed through Bibliotheca LLC. (Bibliotheca). The purchase request associated with this report 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. The Riverside Public Library intends to purchase books and other materials from Baker & Taylor. The purchase also includes processing services, which includes, but is not limited to, adding book jackets and barcodes.

Purchasing Resolution 23914, Section 602(I) state "Competitive Procurement through the Informal Procurement and Formal Procurement process shall not be required in any of the following circumstances: (I) 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.”

The Purchasing Manager concurs that the recommendation is in accordance with Purchasing Resolution No. 23914, Section 602(l).

### **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 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 this purchase has minimal financial implications to the City since the funds are from the gift, trust and grant funds will be utilized.
4. **Innovation** - This item aligns with Innovation by continuing partnership with Library’s other supplemental funding sources.
5. **Sustainability & Resiliency** - This item aligns with Sustainability & Resiliency by other fund development opportunities.

### **FISCAL IMPACT:**

The total fiscal impact of this action is \$165,183. Sufficient funds are budgeted and available in the following accounts listed in the table below.

Fund	Section	Account	Amount
General	Neighborhood Services	5135000-426800	\$15,000
Grants and Restricted Programs	Library-Gift & Trust	5145001-450200	\$66,998
Grants and Restricted Programs	Library-Gift & Trust	5145001-450201	\$33,000
Grants and Restricted Programs	Neighborhood Services	8821100-440110	\$50,185
<b>Total</b>			<b>\$165,183</b>

Prepared 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: Phaedra A. Norton, City Attorney