



# City Council Memorandum

City of Arts & Innovation

**TO: HONORABLE MAYOR AND CITY COUNCIL      DATE: NOVEMBER 28, 2023**

**FROM: LIBRARY DEPARTMENT      WARDS: ALL**

**SUBJECT: INCREASE PURCHASE ORDER NO. 241896 WITH MIDWEST TAPE, LLC, OF HOLLAND, OHIO, IN THE AMOUNT OF \$30,000 FOR THE PURCHASE OF LIBRARY MATERIALS AND SERVICES FOR A REVISED PURCHASE ORDER AMOUNT OF \$60,000 WITH AUTOMATIC ANNUAL RENEWAL FOR THE TERM OF THE CONTRACT FOR A TOTAL AMOUNT OF \$120,000**

**ISSUES:**

Authorize an increase of Purchase Order No. 241896 with Midwest Tape, LLC, of Holland, Ohio, and authorize in the amount of \$30,000 for the purchase of library materials and services for a revised purchase order amount of \$60,000 with automatic annual renewal for the term of the contract for a total amount of \$120,000.

**RECOMMENDATIONS:**

That the City Council:

1. Approve and authorize an increase of Purchase Order No. 241896 with Midwest Tape, LLC, of Holland, Ohio, in the amount of \$30,000 for the purchase of library materials and services for a revised purchase order amount of \$60,000 with automatic annual renewal;
2. Authorize the increase from \$30,000 to \$60,000 annually for the term of the contract for a total amount of \$120,000, and
3. Authorize the City Manager or designee to execute any purchase orders, agreements and other documents affecting the purchase.

**BACKGROUND:**

Midwest Tape, LLC, is a library-dedicated, full-service entertainment media distributor that provides physical and audiovisual products exclusively to public libraries across the U.S. and Canada. Midwest Tape's hoopla® digital media platform (hoopla®) allows libraries to provide their users with access to digital media content using smart phones, tablets, computers, streaming devices, and web browsers. The hoopla® platform is designed to be accessible 24/7 and offers various media content in multiple formats, including movies, television programs, music, audiobooks, eBooks, and comics, subject to circulation limits established by the library.

On September 5, 2023, the City Council approved a hoopla® Digital Media Agreement in an amount not to exceed \$60,000, for a 24-month term with automatic renewal periods of 12 months thereafter.

### **DISCUSSION:**

On September 27, 2023, Purchase Order No. 241896 was issued for \$30,000 for use for FY 2023/24.

The Riverside Public Library is seeking to increase its existing hoopla® digital media platform access for patrons from \$30,000 to a not to exceed amount of \$60,000 per year for a cumulative amount of \$120,000 for the 24-month term of the agreement. The increase is due to the demand of users anticipated and the funding is being provided by the Riverside Public Library Foundation, a non-profit organization. This funding was appropriated by the City Council on August 15, 2023.

Per Purchasing Resolution 23914, Section 1104(c) states, “Modifications to a Purchase Order shall be made only by Change Order...Change Orders which cumulatively exceed the following will require Awarding Entity Approval: ...(c) 10% of the original contract price for Contracts and or Purchase Orders Previously approved by the Awarding Entity and the total Change Order amount will not exceed \$150,000.”

The Purchasing Manager concurs that this purchase is in compliance with Purchasing Resolution No. 23914, Section 1104(c).

### **STRATEGIC PLAN ALIGNMENT:**

This item 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 community.
2. **Equity** - This item aligns with Equity by facilitating equitable distribution of services to every member of the community through programs funded by donations, gift and trust funds.
3. **Fiscal Responsibility** - This item aligns with Fiscal Responsibility as the community would benefit with no financial implications to the City other than in-kind contributions of staff time.
4. **Innovation** - This item aligns with Innovation by continuing partnerships with the Friends of the Library and Riverside Public Library Foundation to secure funding for programming needs for the community.
5. **Sustainability & Resiliency** - This item aligns with Sustainability & Resiliency by providing fund development opportunity.

**FISCAL IMPACT:**

The total fiscal impact of the action is \$60,000 over the two-year term of this agreement, or \$30,000 for Fiscal Years 2023/24 & 2024/25. Funds are budgeted and available in the Grants & Restricted Programs Fund, Library Gift & expenditure account 5145001-450201. Appropriations for future fiscal years will be included in the department's budget submissions for those fiscal years to be presented to the City Council for approval.

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 Norton, City Attorney

Attachments: Executed Contract