



# Board of Library Trustees

City of Arts & Innovation

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**TO: HONORABLE MAYOR AND CITY COUNCIL      DATE: SEPTEMBER 9, 2024**

**FROM: LIBRARY DEPARTMENT      WARDS: ALL**

**SUBJECT: APPROVE SUBSCRIPTION SERVICES AGREEMENT WITH OVERDRIVE INC.,  
IN THE AMOUNT OF \$176,776 TO ACCESS THE LIBRARY DIGITAL  
COLLECTION FOR A TWELVE-MONTH TERM WITH AUTOMATIC RENEWALS**

**ISSUE:**

Approve subscriptions services agreement with OverDrive Inc., Cleveland, OH, in the amount of \$176,776 to access the Library digital collection for a twelve-month term with automatic renewals.

**RECOMMENDATIONS:**

That the Board of Library Trustees approve and recommend that the City Council:

1. Approve subscriptions services agreement with OverDrive Inc., Cleveland, OH, in the amount of \$176,776 to access the Library digital collection for a twelve-month term with automatic renewals.
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 is seeking to enter into an agreement with OverDrive for the Library to be able to provide patrons a free and convenient method in accessing the Library digital collection.

**DISCUSSION:**

The OverDrive library reading app (Libby) is compatible with Apple iPhone and iPad, tablets with Google Play, Amazon Fire Tablets, laptops & desktop computers and much more. Patrons can download and open Libby 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.

Purchasing Resolution 24101, Section 405 - Riverside Public Library Exception 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”.

The Purchasing Manager concurs that this purchase is in compliance with Purchasing Resolution No. 24101, Section 405.

**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 this the funds are from gift and trust accounts thus having minor impact on the general fund.
4. **Innovation** - This item aligns with Innovation by utilizing modern technology to access the library collection.
5. **Sustainability & Resiliency** - This item aligns with Sustainability & Resiliency by utilizing other fund development opportunities.

**FISCAL IMPACT:**

The total fiscal impact is \$176,776. Upon City Council approval, sufficient funds are available in the following accounts.

Fund	Expenditure	Account	Amount
General Fund	Library Special Department	5135000-426800	\$70,000
Grants & Restricted Programs	Library Trust Expenditures	5145001-450200	\$48,998
	Library Gift Expenditures	5145001-450201	\$57,778
<b>Total Expenditures</b>			<b>\$176,776</b>

Prepared by: Angela Henson, Principal Management Analyst  
Approved by: Erin Christmas, Library Director

Attachment: Agreement