



# Board of Library Trustees

City of Arts & Innovation

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**TO: BOARD OF LIBRARY TRUSTEES** **DATE: DECEMBER 9, 2024**

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

**SUBJECT: INCREASE PURCHASE ORDER NO. 251054 WITH OCLC, INC., IN THE AMOUNT OF \$5,500 FOR THE PURCHASE OF LIBRARY MATERIALS FOR A REVISED PURCHASE ORDER AMOUNT OF \$99,500**

**ISSUE:**

Approve an increase of Purchase Order No. 251054 with OCLC, in the amount of \$5,500 for the purchase of library materials for a revised purchase order amount of \$99,500.

**RECOMMENDATION:**

That the Board of Library Trustees approve the increase Purchase Order No. 251054 with OCLC, in the amount of \$5,500 for the purchase of library materials for a revised purchase order amount of \$99,500

**BACKGROUND:**

The Riverside Public Library Purchases Library materials periodically as needed through OCLC. The purchase is over \$50,000 and requires Board of Library Trustees approval.

**DISCUSSION:**

On August 12, 2024, the Board of Library Trustees approved the purchase of library materials purchased through OCLC in the amount of \$94,000.

On October 18, 2024, Purchase Order No. 251054 was issued for \$94,000 for expenditures for Fiscal Year 24/25. The Riverside Public Library is seeking to increase Purchase Order No. 251054 to \$99,500 from \$94,000 for the purchase of library digital materials. This is a 6% increase and Board approval is required. Council action is not required as the increase is under 10% and the total amount is under \$100,000.

OCLC Inc., is a nonprofit global library organization that provides shared technology services, original research, and community programs for the library community to make information more accessible. The Riverside Public Library relies on the services provided by OCLC for the purchase of e-books for adults and youth.

## **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 ongoing efforts in supporting community participation and engagement for all members of the community.
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 was planned for in the fiscal year 2024 to 2026 budget.
4. **Innovation** - This item aligns with Innovation by continuing partnership with Library specific partners.
5. **Sustainability & Resiliency** - This item aligns with Sustainability & Resiliency by offering access to information in various formats.

## **FISCAL IMPACT:**

The total fiscal impact is \$99,500. Sufficient funds in the amount of \$5,500 are budgeted in the Library Special Department Supplies account 5135000-426800.

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Approved by: Erin Christmas, Library Director