



CITY OF INGLEWOOD

OFFICE OF THE CITY MANAGER



DATE: March 23, 2021

TO: Mayor and Council Members

FROM: Library Services Department

SUBJECT: Annual Purchase Order for Electronic Books and E-Magazines

RECOMMENDATION:

It is recommended that the Mayor and Council Members approve a three-year annual purchase order from Overdrive, Inc. for electronic books and e-magazines in an annual amount not to exceed \$90,000 (total of \$270,000) beginning Fiscal Year 2020-2021. (General Fund)

BACKGROUND:

E-books have become a larger portion of the library's collection over the last few years. The current health crisis has emphasized the need to provide material directly to library patrons that can be accessed through mobile devices, tablets, phones, and computer. Overdrive, Inc. is a leading e-book and e-magazine provider that is used by hundreds of libraries around the country.

DISCUSSION:

Staff is looking to move away from our current e-book vendor Cloud Library from Bibliotheca to provide a more cutting edge and intuitive interface that will lead to increased utilization of electronic materials by Inglewood Public Library patrons. There are only two major e-book vendors of note in the market place, Bibliotheca's cloud library and Overdrive, Inc. Overdrive is considered a best in class product and has become the predominant e-material provider to surrounding libraries such as El Segundo, Santa Monica and Beverly Hills. Our independent checks as to the ease of use of the platform and variety of e-books publishers under contract has matched the positive recommendations provided by adjacent libraries. This change will also allow Inglewood Public Library Patrons to have access to e-magazines for the first time and fill a significant hole in the electronic material offerings that has previously been offered.

Per the Inglewood Municipal Code (IMC), every purchase or contract involving an expenditure of more than \$50,000 shall be awarded by the City Council. Staff requests that the City Council approve purchases from Overdrive, Inc. for the annual purchase of e-books and e-magazines that will exceed this \$50,000 threshold.

This purchase is not subject to the competitive bidding process per the IMC Section 2-198.1 Exceptions to Competitive Bidding Requirement which states "*Notwithstanding any provisions of this Article to the contrary, the competitive bidding procedures and requirements may be dispensed with in any of the following instances: (k): "Public library collection material and/or services for the provision of public library collection materials or other books or periodicals."*

FINANCIAL/FUNDING ISSUES AND SOURCES:

Funds in the amount of \$90,000 for annual purchases will be available in the following Account Code No. for the Fiscal Year 2020-2021 (and subsequent Fiscal Years) Budget.

| Overdrive, Inc. | Account Code No. | Description | Amount |
|--------------------|--------------------|---|-----------------|
| Technical Services | 001.050.5020.44850 | General Fund - Library - Technical Services - Contract Services | \$90,000 |
| Total | | | \$90,000 |

LEGAL REVIEW VERIFICATION: Yp

Administrative staff has verified that the legal documents accompanying this report have been reviewed and approved by the Office of the City Attorney.

BUDGET REVIEW VERIFICATION: Yp

Administrative staff has verified that this report in its entirety, has been submitted to, reviewed, and approved by the Budget Division.

FINANCE REVIEW VERIFICATION: Yp

Administrative staff has verified that this report in its entirety, has been submitted to, reviewed, and approved by the Finance Department.

DESCRIPTION OF ANY ATTACHMENTS:

None.

PREPARED BY:

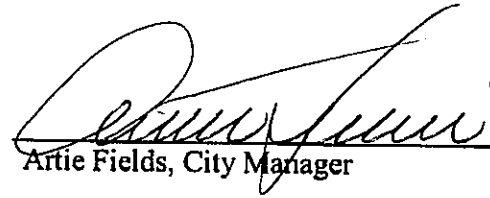
Harjinder Singh, Deputy to the City Manager

COUNCIL PRESENTER:

Harjinder Singh, Deputy to the City Manager

APPROVAL VERIFICATION SHEET

CITY MANAGER APPROVAL:



Artie Fields, City Manager