



## 2017 CONTRACT APPROVAL LIST POLICY

March 13, 2017

### Rapid City Public Library - Service Contracts/Leases/Purchase Agreements

SDCL: 14-2-41 (5) Duties of Trustee Enter into any contracts for the provision of or for the improvement of public library services.

SDCL: 14-2-42 (6) Duties of Library Executive all contracts and agreements approved by the board of public library trustees

According to legal interpretation, all written agreements for services must be signed by the Board; forms for Outreach Services and programming also need approval. All contracts are assessed annually based on services, cost efficiency, and the institutional need; costs associated with the agreements are considered and included when outlining annual budgets. A list of current contracts will be brought to the Board each November, to be approved for the coming calendar year. New contracts will be brought forward to the Board for approval as they occur, and once approved, will be added to the contract approval list.

Budget	Service	Service Provider	2017 Annual Cost	Renewal
Collection	Access Science	McGraw Hill	\$ 3,434	Annual
Collection	American Indian Experience	ABC-CLIO Solutions	\$ 689	Annual
Collection	AV Processing/Audio Visual Materials (based on usage)	Various	\$ 21,036	Periodic
Collection	A to Z	A to Z	\$ 1,800	Annual
Collection	BiblioBoard	BiblioBoard	\$ 5,000	Annual
Collection	Career Guidance Center	Facts on File	\$ 2,075	Annual
Collection	Cataloging (based on usage)	OCLC	\$ 40,000	Annual
Collection	Collection HQ	Bridgeall Libraries, LTD	\$ 14,000	Annual
Collection	EBSCO Various Databases	EBSCO	\$ 18,960	Annual
Collection	Kanopy	Kanopy Streaming	\$	Ongoing
Collection	NewsBank	NewsBank	\$ 3,590	Annual
Collection	OverDrive Marketplace	OverDrive	\$ 12,360	Annual
Collection	Rapid City Journal	Rapid City Journal	\$ 595	Ongoing
Collection	Recorded Books - Various Databases	Recorded Books	\$ 8,900	Annual
Collection	Title Source 360	Baker & Taylor	\$ 2,200	Annual
Collection	Tumblebooks	Tumblebooks	\$ 420	Annual
Collection	ValueLine	ValueLine	\$ 5,198	Annual
Collection	Various Periodicals	WTCox	\$ 7,104	Annual
Collection	Zinio Digital Magazines	Recorded Books	\$ 8,449	Annual
Computers and Software	Scheduling Software & Hosting	Schedule 3W	\$ 876	Annual
Computers and Software	Events/Room Reserve Software	Library Insight	\$ 1,344	Annual
Computers and Software	Integrated Library System Hosting	South Dakota Library Consortium	\$ 31,000	Annual
Computers and Software	Print Management, Computer Use Scheduler and Internet Filtering	Envisionware	\$ 1,500	Annual
Computers and Software	Sonicwall Pro (Firewall)	Golden West Technologies	\$ 941	Annual
Equipment	Postage Machine Lease & Maintenance	Pitney Bowes	\$ 1,583	5 Year Until December 2021
Equipment	Copier/Lease & Maintenance	Dakota Business	\$ 1,079	5 Year Until February 2022
Facilities	Art Loan Agreements	Various	\$	N/C Periodic
Facilities	HVAC Controls / HVAC Preventative Maintenance	Climate Control	\$ 7,423	Annual
Facilities	Elevator Maintenance	ThyssenKrupp Elevator	\$ 1,800	Annual
Facilities	Polling Place	Pennington County Auditor	\$	N/C Annual
Facilities	Staff Parking Spaces (15)	Various	\$ 3,688	Ongoing
Outreach	Area Group Homes	Various	\$	N/C Periodic
Outreach	General and Youth Programming	Various	\$ 11,075	Periodic
Outreach	Literacy Council of the Black Hills	Literacy Council of the Black Hills	\$	N/C Ongoing
Utilities	Internet	Midcontinent	\$ 11,520	5 Year until 2021
Utilities	Mobile Phone Service	Verizon Wireless	\$ 5,162	Periodic
Utilities	Telephone Service	Vast Broadband	\$ 8,000	Periodic
		<b>Total</b>	<b>\$ 242,801</b>	

Revised: 3/13/17, 12/12/16, 11/14/16, 11/10/14, 03/03/14, 11/8/13, 7/8/13, 1/13, 11/12/12, 2/24/12, 10/28/11, 03/17/11, 12/16/10, 11/26/10, 11/12/09, 11/12/08, 11/7/07, 11/8/06, 06/14/06, 04/12/06, 1/25/06, 12/21/05, 09/14/05, 4/13/05

[http://staff.rcgov.org/Library/Restricted/rcpl/Policies\\_and\\_Procedures/Policies/Contract\\_Approval\\_List\\_\(2017\)](http://staff.rcgov.org/Library/Restricted/rcpl/Policies_and_Procedures/Policies/Contract_Approval_List_(2017))