



July 16, 2025

Abbey Buckham, Collection Management Supervisor
Flagstaff City-Coconino County Public Library
300 West Aspen Ave.
Flagstaff, Arizona 86001

RE: Letter of Service Summary – Midwest Tape, LLC

Dear Ms. Buckham:

For the past 36 years, Midwest Tape has grown steadily by always listening to our library customers. Making sure we deliver the service libraries need with the physical and digital media that their patrons want. Our exclusive focus on serving public libraries, along with a commitment to continual innovation, is what leads to our innovation and the creation of library services such as hoopla, the company's digital media service.

Midwest Tape (Midwest) is a full-service media distributor offering a wide variety of workflow solutions. Our unique product offerings and performance capabilities make us a number one media provider for public libraries. Midwest provides complete custom solutions for the fulfillment and support for physical media (DVDs, Music CDs, and Audiobooks) as well as Digital Media (Movies, TV, Audiobooks, Music, eBooks, and Comics) to Public Libraries throughout North America. From custom selection processes all the way through to library and patron support, Midwest Tape's consultative approach delivers superlative performance and enables us to provide unique products and services that fit each individual library's needs.

Midwest Tape is pleased to extend to the **Flagstaff City-Coconino County Public Library** the following discounts on audiovisual materials.

DVDs– 25% off MSRP on all Hot New Release and Catalog titles.

Blu-Rays – 25% off MSRP on all Hot New Release and Catalog titles.

Music CDs – 25% off MSRP on all Hot New Release and Catalog titles.

Audiobooks – This media is offered at the retail price; this cost includes the product, specialty welded sleeves to prevent disc slipping, artwork, and a library-friendly, highly durable SoundSafe™ case.

In addition to the discounts, free shipping is provided to your Library for all orders, regardless of order size.

Workflow Solutions and Physical Media

Midwest Tape's Customized Standing Order service (called *myCarts*) offers a variety of selection lists based on your library's selection preferences and requirements. Our selection lists provide libraries with unique performance capabilities that you will not find elsewhere. This service is **free** of charge, modifiable at any time; includes free vendor records which are utilized to generate order records and on staff selectors at your disposal, all with no minimums, no contracts, and no obligation to purchase.

In addition, Midwest Tape offers seamless processes for opening day collection requirements. We offer a dedicated coordinator team to assist your library in creating a complete turnkey process, including

everything from customized selection lists, ILS ordering integration to full delivery of shelf-ready products delivered and packed by the designated shelf or genre.

Our Digital Processing Services provide shelf-ready products customized to each individual library. A dedicated coordinator and a team of processors are assigned to assist you throughout the process and after. Midwest Tape's exclusive Variable Integrated Processing (VIP) uses imaging technology to create customized packaging and data services. In addition, for audiobooks, our digital processing service includes our patented SoundSafe[™] case, which has been engineered specifically for libraries. These services are available in all formats.

Should the library require advancements in the physical processing of their audiovisual materials, please note that Midwest Tape reserves the right to adjust the pricing for processing services accordingly. Advancements include but are not limited to; changes to the type of cases required, activation of the library requested RFID tag and the application of additional physical labels to either the disc or case. Additional digital labels can be provided at no additional cost to the library.

Midwest Tape also can provide Full MARC records for DVD, Blu-Ray DVD, and Audiobooks for \$1.40 per title along with entering detailed holdings information in a (949) field at the cost of \$0.30 per (949) field.

Midwest Tape is pleased to provide our audiovisual goods and value-added services to the Flagstaff City-Coconino County Public Library for the Fiscal Year 2025 - 2026 with the estimated expenditure of \$50,000.00. This amount represents an annual content purchase of physical audiovisual materials and hoopla digital access over 12 months. This can be renewed annually until the fiscal year end 2028. Midwest Tape requests an annual review of digital expenditures to ensure the level of funding meets the library patron's usage.

Line item:	Description	Estimated Expenditure:
001	Audiovisual Materials	\$ 4,000.00
002	hoopla Digital Platform	\$46,000.00

Thank you for allowing us to extend this information. If we can be of further assistance, please contact our team and we'd be happy to help.

Sincerely,

Ann Ford

Ann Ford, Vice President of Sales and Customer Support

CC: Gracie Calvin, Account Executive; Midwest Tape (Gcalvin@midwesttapes.com)
Janet Timm, Bid/RFP Specialist; Midwest Tape(BIDRFPinfo@midwesttapes.com)

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