



REQUEST FOR BOARD ACTION

ITEM NO. 4a

DATE OF MEETING: July 7, 2015

REQUESTED BY: Mike Taylor, Library Director

SHORT TITLE: Approval of a Purchase Order to Overdrive for Library E-Book Collection
Purchase and Management: \$6,000

BACKGROUND: The library belongs to a NC public library consortium that exists solely collectively negotiate management services for E-books. The consortium, EiNC, combines purchasing power to negotiate larger discounts and to share a much larger collection and any library could acquire and manage alone. This results in a much greater number of titles available to library users at a much reduced cost to the county. The cost to each library is based on population served.

SPECIFIC ACTION REQUESTED: To consider approving a purchase order in the amount of \$6,000 to Overdrive, Inc.



REQUEST FOR BOARD ACTION

ITEM NO. 4b

DATE OF MEETING: July 7, 2015

REQUESTED BY: Mike Taylor, Library Director

SHORT TITLE: Approval of a Purchase Order to Ingram Library Services: \$55,000

BACKGROUND: The library is requesting an annual purchase order for our primary book vendor rather than obtaining monthly purchase orders. This will reduce some work for the Finance Office by reducing the number of purchase orders that are issued and tracked. For the library, books will be selected and ordered on a weekly basis producing a more even work flow for staff and more timely delivery to the public.

Libraries typically select a primary book jobber to purchase the bulk of books, though not all, at a wholesale price rather than dealing with many separate publishers. Ingram Library Services was selected from a number of vendor contracts available to us through our membership in the Mid-Atlantic Library Alliance. The consortium exists to solicit and manage the competitive bid process for members. The collective buying power of the consortium results in better discounts and terms than libraries could achieve alone. Each library is free to select the best vendor for their needs.

We have selected Ingram Library Services for what we judge are best discounts, the breadth of their database of publications and the ease to use it, high fulfillment rate of orders, quick turn-around, free shipping and other factors.

SPECIFIC ACTION REQUESTED: To consider approving a purchase order in the amount of \$55,000 to Ingram Library Services "Books" line item 630-410100.



REQUEST FOR BOARD ACTION

ITEM NO. 4c

DATE OF MEETING: July 7, 2015

REQUESTED BY: Mike Taylor, Library Director

SHORT TITLE: Approval of Annual Renewal of Licenses and Maintenance Agreement for Library Automation System with Library Corporation: \$18,509.00

BACKGROUND: This is the annual renewal of licenses and technical support for the library operations computer software system. This is a budgeted annual expense. The vendor of the software is the sole provider for this essential service. This annual support contract provides software enhancements, upgrades, and unlimited technical support.

This year it also includes other annual costs billed during the fiscal year, such as digital content integration into the catalog of our historic photograph collection, cataloging access license, SIP communications license, debt collection software, and the online selection assistant which helps manage our ordering process and public catalog service for holds on materials in the collections.

The software provides the working interface between the 112,000 item collection and staff and the public. The software tracks about 600,000 loan transactions a year in and out of the library. The software also provides financial accounting, management related reports, inventory, and many other crucial functions to operating the library in a responsible and efficient manner. We are in year 3 of a 5 year prepaid contract for TLC "cloud" hosting our database.

SPECIFIC ACTION REQUESTED: To consider approving a purchase order in the amount of \$18,509.00 to The Library Corporation from "Computer" line item 630-406000 as budgeted.