



## REQUEST FOR BOARD ACTION

ITEM NO. 5

**DATE OF MEETING:** July 5, 2016

**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 and there is no increase from the previous year. 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.

The purchase order 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 also in year 4 of a 5 year prepaid contract with TLC "cloud" hosting our database.

**SPECIFIC ACTION REQUESTED:** To consider authorizing a purchase order in the amount of \$18,509.00 to The Library Corporation as budgeted.

Contracts - 630-404500: \$18,509.00