



CITY COUNCIL STAFF REPORT

ITEM NO. 5.4

DATE: June 23, 2025

TO: Honorable Mayor and City Council

FROM: Anwan Baker, Library Director

SUBJECT: Resolution authorizing a purchase order to Baker & Taylor Books for purchases of library books and related materials in FY 2025-26, in an amount not-to-exceed \$240,000.

RECOMMENDED ACTION

Staff recommends the City Council adopt a resolution authorizing the City Manager to execute a purchase order to Baker & Taylor Books for FY 2025-26 purchases of library books and related materials, not-to-exceed \$240,000.

SUMMARY

Ordering books from Baker & Taylor Books saves significant staff time because their software closely interfaces with the Library's Sierra Integrated Library Software (ILS). Through this interface, staff can place book orders electronically and download the catalog records that are needed to check out these books to library patrons. In addition, Baker & Taylor offers customized pre-processing of books, resulting in items being available for patrons to check out much sooner than they would be otherwise.

DISCUSSION

Baker & Taylor Books specializes in providing books for sale to libraries. This vendor has tailored its order process to make the library workflow as simple as possible. Since the Livermore Public Library (Library) purchases thousands of books each year, the order and receiving process must be simple and fast. The Library's Sierra Integrated Library Software (ILS) includes a feature called "One-Click Marc." With "One-Click Marc," the Library can order materials electronically through Baker & Taylor Books and seamlessly download the catalog records needed to check out these items to library patrons. This feature saves many hours of staff time throughout the year during the order and receiving process.

In addition, Baker & Taylor Books offers customized pre-processing. This means that the Library can pay for the most popular books to arrive shelf ready, complete with Livermore Public Library labels, call number labels, and barcodes. This saves significant staff time and results in items being available for patrons to check out much sooner than they would be otherwise.

Per the Livermore Municipal Code (LMC) 2.68.370 noncompetitive negotiations may be used to select a vendor “where it is determined that the supplies and equipment are unique or available only from one source” or “if there is no competitive advantage to be gained by soliciting bids.” While the Library purchases materials from a variety of vendors, it saves staff time and increases patron service to purchase from Baker & Taylor Books when they have the needed items. Furthermore, Baker & Taylor Books offers libraries a significant discount, 40% off list price for most items.

FISCAL AND ADMINISTRATIVE IMPACTS

Funds for the purchase of these books and related materials are included in the FY 2025-26 budget.

COMMUNITY PILLAR

1: A Safe Community That Thrives

GOAL

12: Promote literacy in all its forms to help residents fulfill their life goals and be more active community members

ATTACHMENTS

1. Resolution

Prepared by: Allen McFarland
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Approved by:



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City Manager

Fiscal Review by:



Tina Olson
Administrative Services Director