



## CITY OF GLENDALE, CALIFORNIA REPORT TO THE CITY COUNCIL

### AGENDA ITEM

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Report: Library, Arts & Culture, re: Dispense with Competitive Bidding for online cataloging and eBook/Audiobook platform services

1. Resolution to dispense with competitive bidding and authorize the Deputy Director of Finance-Purchasing to issue a service authorization to OCLC USA Inc. for cataloging and eBook/Audiobook services, in a not to exceed amount of \$725,000 for 3 years.

### COUNCIL ACTION

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**Item Type:** Action Item

**Approved for** November 5, 2024 **calendar**

### EXECUTIVE SUMMARY

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OCLC USA Inc. is the sole provider of cataloging services and the eBook/Audiobook platform cloudLibrary for Glendale Library, Arts and Culture (LAC). These services are essential to library service, providing access to catalog records worldwide and shared eBook/Audiobooks with other California libraries.

## **RECOMMENDATION**

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Approve Resolution to dispense with competitive bidding and authorize the Deputy Director of Finance-Purchasing to issue a service authorization to OCLC USA Inc. for cataloging and eBook/Audiobook services.

## **ANALYSIS**

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On July 1, 2022, LAC entered into its most recent contract with OCLC USA Inc. and the contract is set to end on June 30, 2025. OCLC USA Inc. provides industry standard online cataloging services. This service allows the City to use the same cataloging service used by other libraries worldwide to be able to catalog all purchased books. This service links libraries so that cataloging each book doesn't have to be repeated by individual libraries for each individual book.

On July 1, 2023, LAC entered into a two-year contract with Bibliotheca, LLC (Bibliotheca) to use its eBook/Audiobook platform, cloudLibrary. Through its cloudLibrary application, library patrons can check out, read, and listen to those electronic materials from personal devices. cloudLibrary also provides patrons access to a linked consortium of libraries, opening access to materials purchased by California libraries to all cloudLibrary customers. LAC has been purchasing materials on this platform for several years and currently has over 750,000 copies of eBooks and Audiobooks available to patrons.

In 2024, OCLC purchased cloudLibrary from Bibliotheca and began invoicing cloudLibrary purchases under OCLC. With the change in invoicing for cloudLibrary services to OCLC, LAC requires a new contract with OCLC to continue receiving these essential services.

If LAC does not purchase from this vendor, each book would have to be cataloged from scratch, resulting in dramatically increased costs and staff time. OCLC USA Inc. is the industry standard for online cataloging and is the only vendor that can provide these critical cataloging services. Additionally, LAC currently has over 750,000 copies of eBooks and Audiobooks on the cloudLibrary platform. LAC would lose access to the licenses to these materials by changing vendors and would have to repurchase these digital materials. Since OCLC USA Inc. is the sole source vendor for its cataloging services and the City has over 750,000 eBook/Audiobook licenses through OCLC USA Inc., it is in the City's best interest to dispense with competitive bidding for these services.

## **STAKEHOLDERS/OUTREACH**

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cloudLibrary provided by OCLC USA Inc. is utilized by a significant number of Glendale Library, Arts & Culture patrons with an annual circulation (check-out) of 112,696 eBooks/Audiobooks by 3,213 patrons in FY 23-24. Usage demonstrates patron need and demand for electronic materials and informal patron feedback indicates a desire to continue these services in a familiar platform.

## **FISCAL IMPACT**

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OCLC USA Inc. cataloging services and cloudLibrary services will cost \$725,000 over

the next three years. \$210,000 was approved as part of the FY2024-25 budget. The funding for the future fiscal years will be included as part of each year's budget. The City Council approved funding is outlined below.

Existing Appropriation		
Amount	Account String	Funding Source
\$ 210,000.00	45101-1010-LAC-6012-P4121	General Fund

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### ENVIRONMENTAL REVIEW (CEQA/NEPA)

CEQA does not apply to projects where the lead agency determines "with certainty that there is no possibility that the activity in question may have a significant effect on the environment." CEQA Guidelines (14 Cal. Code Regs.) § 15061(b)(3). Here, the project consists of online services and there is no possibility that the project may have a significant effect on the environment.

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### CAMPAIGN DISCLOSURE

The names and business addresses of the members of the board of directors, the chairperson, CEO, COO, CFO, Subcontractors and any person or entity with more than ten percent interest in the company proposed for contract in this Agenda Item Report are attached in Exhibit 1, in accordance with the City Campaign Finance Ordinance No. 5744.

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### ALTERNATIVES TO STAFF RECOMMENDATION

Alternative 1: The City Council may deny the request of Glendale Library, Arts & Culture to issue contract a to OCLC USA Inc. If the request is denied, Library, Arts & Culture will be unable to catalog and update records for new and existing collection items and will lose access to purchased and shared eBooks/Audiobooks.

Alternative 2: The City Council may consider any other alternative not proposed by staff.

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### ADMINISTRATIVE ACTION

**Submitted by:**

Lessa Pelayo-Lozada, Assistant Director of Library, Arts & Culture

**Prepared by:**

Lessa Pelayo-Lozada, Assistant Director of Library, Arts & Culture

**Approved by:**

Roubik R. Golanian, P.E., City Manager

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### EXHIBITS/ATTACHMENTS

Exhibit 1: Campaign Disclosure Forms