



# WASHOE COUNTY

Integrity Communication Service

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## STAFF REPORT

BOARD MEETING DATE: April 22, 2025

**DATE:** April 1, 2025

**TO:** Board of County Commissioners

**FROM:** Debi Stears, Collection Development Manager, Library  
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**THROUGH:** Jeff Scott, Washoe County Library Director  
775-327-8341, [jscott@washoecounty.gov](mailto:jscott@washoecounty.gov)

**SUBJECT:** Recommendation to approve purchases that are expected to exceed [\$300,000] from OverDrive Inc. for licensing of eBooks, eAudio Books and Digital Magazines for an amount not to exceed [\$850,000] and Baker & Tayler for physical books and CD books with cataloging and shelf-ready processing for an amount not to exceed [\$400,000] for Fiscal Year 2025 and authorize the Purchasing and Contracts Manager to execute related contracts and purchase orders for these purchases. Comptroller. (All Commission Districts.) FOR POSSIBLE ACTION

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### **SUMMARY**

The Board of County Commissioners must approve purchase orders greater than \$300,000.00. The purpose of this item is to inform the Board of County Commissioners that the Washoe County Library will procure current titles and services from two vendors, OverDrive Inc. and Baker & Taylor in the aggregate of \$300,000, which is the reporting threshold.

**Washoe County Strategic Objective supported by this item:** Innovative Services

### **PREVIOUS ACTION**

December 19, 2024, The Washoe County Board of Commissioners approved the necessary purchases that exceeded or were expected to exceed \$300,000.

October 8, 2024, The Washoe County Board of Commissioners approved the necessary purchases that exceeded or were expected to exceed \$300,000.

**AGENDA ITEM # \_\_\_\_\_**

September 24, 2024, The Washoe County Board of Commissioners approved the County moving to one copier vendor, Canon Solutions America, where purchases are expected to exceed \$300,000.

### **BACKGROUND**

Washoe County Code 15.490 requires that purchase of supplies, materials, equipment and contractual services required by the agencies in annual amount or estimated annual amounts in excess of \$300,000.00 must be submitted to the Board of County Commissioners for approval.

Washoe County vendors that have or are estimated to exceed this threshold and the goods or services that were supplied are listed below:

**OverDrive Inc. – \$850,000.00 – Licensing of eBooks, eAudio Books, Digital Magazines**

**Baker & Taylor – \$400,000.00– Physical Books and CDBooks with Cataloging and Shelf-Ready Processing**

### **FISCAL IMPACT**

These expenses have been recognized in the FY25 Library Expansion fund 204. There is no additional fiscal impact associated with this staff report.

<b>Account Number</b>	<b>Description</b>	<b>Amount</b>
710316	Library Current Titles	\$850,000
710316	Library Current Titles	\$400,000

### **RECOMMENDATION**

It is recommended that the Board of County Commissioners approve purchases that are expected to exceed [\$300,000] from OverDrive, Inc. for licensing of eBooks, eAudio Books and Digital Magazines for an amount not to exceed \$850,000 and Baker & Taylr for physical books and CD books with cataloging and shelf-ready processing for any amount not to exceed \$400,000 for Fiscal Year 2025 and authorized the Purchasing and Contracts Manager to execute related contracts and purchase orders for these purchases.

### **POSSIBLE MOTION**

Should the Board agree with staff's recommendation, a possible motion would be to: approve purchases that are expected to exceed \$[300,000] from OverDrive, Inc. for licensing of eBooks, eAudio Books and Digital Magazines for an amount not to exceed \$850,000 and Baker & Taylr for physical books and CD books with cataloging and shelf-ready processing for any amount not to exceed \$400,000 for Fiscal Year 2025 and authorized the Purchasing and Contracts Manager to execute related contracts and purchase orders for these purchases.