



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

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

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.

Account Number	Description	Amount
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.