



SAN RAFAEL
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Agenda Item No: 4.h

Meeting Date: April 7, 2025

SAN RAFAEL CITY COUNCIL STAFF REPORT

Department: Library & Recreation Department

**Prepared by: Daniel Avalos,
Assistant Library & Recreation
Director**

City Manager Approval:

A handwritten signature in blue ink, appearing to be "CK", written over a horizontal line.

TOPIC: SAN RAFAEL PUBLIC LIBRARY BOOK PURCHASE

SUBJECT: RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE A FIRST AMENDMENT TO THE PURCHASE ORDER WITH BAKER & TAYLOR (EXEMPT FROM BIDDING) TO INCREASE THE PURCHASE AMOUNT OF \$123,000

RECOMMENDATION:

Staff recommends that the City Council adopt a resolution authorizing the City Manager to execute a first amendment to the purchase order with Baker & Taylor (exempt from bidding) to increase the total purchase amount of \$123,000.

BACKGROUND:

The San Rafael Public Library (SRPL) is a division of the Library and Recreation Department and operates three branches: Downtown, Pickleweed, and Northgate. SRPL is part of the MARINet (Marin Automated Resources and Information Network) Consortium, which includes seven public and two academic libraries. Member libraries share a catalog, physical collections, and select digital resources.

SRPL serves the 60,000 residents of San Rafael as well as library users throughout Marin County. Currently, there are approximately 36,000 SRPL cardholders. A library card from any MARINet member library grants access to all consortium libraries. With some exceptions, patrons can borrow materials from one member library and return them to another.

SRPL's physical collection is one of the core services offered to the community. As of Fiscal Year (FY) 2023-24, the collection included more than 93,800 physical items, such as books, audiovisual materials, and periodicals in English and Spanish. SRPL has consistently expanded its collection, adding an average of 8,500 items annually. Currently, the collection includes 59,567 adult books, 31,465 children's books, and 2,768 teen books. During the last fiscal year, the total circulation of physical items reached 295,986, with 56,221 item requests (holds) fulfilled. SRPL also recorded 183,067 in-person visits and 122,109 virtual visits to the Library's website.

The City executed a purchase order at the beginning of the fiscal year for \$74,000 to purchase books from Baker & Taylor. As staff prepare to re-open the Downtown Carnegie Library after renovation, there

FOR CITY CLERK ONLY

Council Meeting: _____

Disposition: _____

is a need to increase the purchase order amount to ensure that the Library's book collection is current and incorporates new and in-demand titles that meet the diverse needs and interests of the community.

ANALYSIS:

Procuring library books and other collection materials requires working with specialty vendors that can pre-process materials so they are shelf-ready and can be quickly uploaded into the Library's online catalog. The vendors must adhere to the Library's specific cataloging standards, which include incorporating detailed metadata consistent with the Library's classification methods, required database fields, and appropriate labeling protocols for shelf identification. Utilizing vendors that can provide this level of service saves significant staff time and allows library staff to focus on higher-impact work.

There are three to four vendors nationally that specialize in selling library collection materials with these specific, tailored services. Given the level of tailored service required to meet libraries' cataloging and processing standards, vendors typically require libraries to purchase a minimum quantity of materials annually. For a library the size of San Rafael's, it is standard to primarily purchase from one vendor. Staff currently purchase books primarily from Baker & Taylor, who adequately meet the Library's needs at a reasonable cost. The Library purchases alternative format collections (audiobooks, DVDs, video games, etc.) from other specialty vendors.

The [San Rafael Municipal Code Section 2.55.100](#) allows for supplies and materials that are specialty in nature to be purchased through a sole source procurement process. Staff are proposing to utilize the sole source provision of the San Rafael Municipal Code for this purchase.

FISCAL IMPACT:

The book purchase will be funded from Measure D and the General Fund Books budget. Sufficient appropriations to cover this purchase are included in the Library's approved FY 2024-25 budget (\$20,000 from General Fund Books and Publications 001-51-11001-9362 and \$29,000 from Measure D Books and Publications 215-51-11001-9362).

OPTIONS:

The City Council has the following options to consider on this matter:

1. Adopt the resolution.
2. Adopt the resolution with modifications.
3. Do not adopt the resolution.

RECOMMENDED ACTION:

Staff recommends that the City Council adopt a resolution authorizing the City Manager to execute a first amendment to the purchase order with Baker & Taylor (exempt from bidding) for the purchase of books to increase the purchase order amount to \$123,000.

ATTACHMENTS:

1. Resolution

RESOLUTION NO. _____

RESOLUTION OF THE SAN RAFAEL CITY COUNCIL AUTHORIZING THE CITY MANAGER TO EXECUTE A FIRST AMENDMENT TO THE PURCHASE ORDER WITH BAKER & TAYLOR (EXEMPT FROM BIDDING) FOR THE PURCHASE OF BOOKS IN AN AMOUNT NOT TO EXCEED \$49,000, FOR A REVISED PURCHASE AMOUNT OF \$123,000

WHEREAS, the book collection is one of the core services offered to the community by the San Rafael Public Library; and

WHEREAS, the City desires to maintain a library collection that is current, diverse, and responsive to community needs and interests; and

WHEREAS, library collections require continual purchasing and weeding to ensure that they are relevant, well maintained, and meet community needs; and

WHEREAS, procuring library books and other collection materials requires working with specialty vendors that are able to pre-process materials so they are shelf-ready and can be quickly uploaded into the library's online catalogue; and

WHEREAS, the City currently purchases books primarily from Baker & Taylor, who adequately met the library's needs at a reasonable cost; and

WHEREAS, the San Rafael Municipal Code Section 2.55.100 allows for supplies and materials that are specialty in nature to be purchased through a sole source procurement process; and

WHEREAS, sufficient funding for the purchase of books was included in the Library's FY 2024-25 General Fund and Measure D Books budget (001-51-11001-9362 and 215-51-11001-9362).

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of San Rafael hereby finds the foregoing recitals to be true and correct and authorizes the City Manager to execute a first amendment to the purchase order with Baker & Taylor for the purchase of books in an amount not to exceed \$49,000, for a revised total purchase amount of \$123,000.

I, LINDSAY LARA, Clerk of the City of San Rafael, hereby certify that the foregoing Resolution was duly and regularly introduced and adopted at a regular meeting of the City Council of the City of San Rafael, held on Monday, the 7th day of April 2025, by the following vote, to wit:

AYES:
NOES:
ABSENT:

Councilmembers:
Councilmembers:
Councilmembers:

Lindsay Lara, City Clerk