



CITY OF SALINAS COUNCIL STAFF REPORT

DATE: NOVEMBER 5, 2019

DEPARTMENT: LIBRARY AND COMMUNITY SERVICES

FROM: KRISTAN LUNDQUIST, LCS DIRECTOR

BY: MILA RIAN TO, DEPUTY LIBRARIAN

TITLE: EL GABILAN LIBRARY OPENING DAY COLLECTION

RECOMMENDED MOTION:

A motion to approve a resolution allowing the Library & Community Services Department to purchase materials for the opening of El Gabilan Library from Ingram Library Services, Inc.

RECOMMENDATION:

Staff recommends the City Council approve a resolution allowing the purchase of materials for the opening of El Gabilan Library, including books and audio-visual items, from Ingram Library Services, Inc.

BACKGROUND:

The Salinas Public Library is planning to reopen the El Gabilan branch library in early 2020. The new El Gabilan Library will significantly increase in size, expanding from 3500 to approximately 20,000 square feet. The building will accommodate a larger collection and expanded library services for the community. Due to its increase in size, it is necessary to purchase additional materials in order to provide quality and comprehensive collection to meet the needs of the community and to expand utilization of library services.

Ingram Library Services has been the main vendor that supplies books and audio-visual material for Salinas Public Library. As a company, they have had the experience and expertise in providing various services for public libraries, including opening day collection service. The Library will work with Ingram to maximize the \$150,000 budgeted for this project to ensure that collection purchased will reflect the needs and diversity of Salinas community.

City Council can approve this purchase without the competitive bid process per Salinas Municipal Code Section 12-27, "supplies and/or services may be procured by negotiated contract and without low-based competition when the city council determines that, due to the nature of the purchase, low-bid based competition is not likely to serve the best interests of the city, yield the best value to the city, or result in the lowest price." As mentioned above, Ingram Library Services already provides services to the Salinas Public Library that is being requested. Conducting a formal bid

process would delay providing the El Gabilan Library necessary materials for a successful reopening.

CEQA CONSIDERATION:

Not a Project. The City of Salinas has determined that the proposed action is not a project as defined by the California Environmental Quality Act (CEQA) (CEQA Guidelines Section 15378).

STRATEGIC PLAN INITIATIVE:

The purchase of opening day collection material for El Gabilan Library supports City Council's goals of Quality of Life

DEPARTMENTAL COORDINATION:

The Salinas Public Library has been working closely with the City's Legal and Finance (Purchasing) department to ensure that this recommendation meets necessary requirements and procedures.

FISCAL AND SUSTAINABILITY IMPACT:

Purchase of materials for the opening of El Gabilan Library will be funded from Capital Improvement Project (CIP) and current operating budget of the Library. CIP No. 9100, El Gabilan Library Opening Day Collection, will fund \$100,000 out of the \$150,000 budgeted for this purchase. The remainder \$50,000 will be funded from the Library's current budget for books (1100.60.6009-62.7000) and audio-visual material (1100.60.6009-62.7220).

ATTACHMENTS:

El Gabilan Library Opening Day Collection Proposal