

11. Purchase Order Contract with Brodart Company for Purchase of Collections and Cataloging Services for the Santa Ana Public Library (General Fund)

**Department(s):**

**Recommended Action:** Authorize the City Manager to execute an amendment to increase Purchase Order Contract authority with Brodart Company for the purchase of Library collections and cataloging services by \$375,000, for an annual not to exceed amount of \$965,000, for the current contract term ending October 31, 2026, with two optional one-year renewals.



**City of Santa Ana**  
**20 Civic Center Plaza, Santa Ana, CA 92701**  
**Staff Report**  
**January 21, 2025**

---

**TOPIC:** Purchase Order Contract for Library Materials and Cataloging Services

---

**AGENDA TITLE**

Purchase Order Contract with Brodart Company for Purchase of Collections and Cataloging Services for the Santa Ana Public Library (General Fund)

**RECOMMENDED ACTION**

Authorize the City Manager to execute an amendment to increase Purchase Order Contract authority with Brodart Company for the purchase of Library collections and cataloging services by \$375,000, for an annual not to exceed amount of \$965,000, for the current contract term ending October 31, 2026, with two optional one-year renewals.

**GOVERNMENT CODE §84308 APPLIES:** No

**DISCUSSION**

On October 17, 2023, the City Council approved a Purchase Order Contract with Brodart Company in an annual not-to-exceed amount of \$590,000 for the purchase of Library collection and cataloging services for all Library locations, for a term expiring October 31, 2026 with two optional one-year extensions. Brodart Company is the Library's primary supplier of collections/materials purchases and cataloging processing services.

On December 17, 2024, the City Council approved a one-time funding allocation in the amount of \$375,000 to purchase additional collections to rebuild the Library's inventory in preparation for the Library locations reopening after construction. Much of the existing collection was worn due to prolonged use and sun damage and needed to be replaced. Further, the Library anticipates a significant increase in circulation upon re-opening of the Library branches, requiring the purchase of additional materials.

Increasing Purchase Order Contract authority with Brodart Company will allow the Library to quickly and effectively curate collections and order books. Brodart Company will also hold all book purchases and ship them in accordance with construction completion timelines. This will eliminate the need to pay for additional storage space while the Library locations are under construction.

The Purchase Order Contract was approved on October 17, 2023 in accordance with Santa Ana City Municipal Code Section 2-807, which authorizes the City to purchase against contracts from any public agency utilizing a competitive bid process. The County of Orange Contract #MA-012-22010343 with Brodart Company for library cataloging, collections, and materials was awarded as a result of an open, competitive bidding, and meets this City's requirement.

**ENVIRONMENTAL IMPACT**

There is no environmental impact associated with this action.

**FISCAL IMPACT**

An appropriation adjustment for the additional \$375,000 for Library collections was approved by City Council on December 17, 2024. Subsequent fiscal year funding will be included in the proposed budgets for City Council consideration. The following table summarizes the funds budgeted for expenditure:

<b>Fiscal Year</b>	<b>Accounting Unit - Account No. (Project No.)</b>	<b>Fund Description</b>	<b>Accounting Unit, Account No. Description</b>	<b>Amount</b>
2024-25	01111110-66600	General Fund	Library Administration – Books Records Videos	\$375,000
<b>TOTAL</b>				<b>\$375,000</b>

Submitted By: Brian Sternberg, Executive Director of Library Services

Approved By: Alvaro Nuñez, City Manager