



AGENDA MEMORANDUM

Future Item for the City Council Meeting of March 20, 2018
Action Item for the City Council Meeting of March 27, 2018

DATE: March 20, 2018

TO: Margie Rose, City Manager

FROM: Laura Garcia, Director of Libraries
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Koha Integrated Library System Service and Support

CAPTION:

Resolution authorizing a five-year service agreement with ByWater Solutions, from Santa Barbara, California, for a total amount not to exceed \$100,000.00.

PURPOSE:

This service and support agreement will provide continuous software support for the Library.

BACKGROUND AND FINDINGS:

The Library Department has been using the Koha Integrated Library System (ILS) software since 2011. The Koha Integrated Library System is used by all of the City's Libraries to manage the library materials to include, but not limited to: check-out, check-in, inventory, cataloging, online public catalog, holds, accounting features for fees, etc. ByWater Solutions is the service and support vendor that is Koha compliant to support and maintain the system. The contract that is in place with the current support vendor ByWater Solutions is at the end of its term. The support vendor provides ongoing system updates and maintenance of the Koha ILS. They provide the Library Technology Manager assistance with resolutions to issues that may arise from time to time involving system downtimes, updates and/or software bug issues as well as training materials for new versions of the software.

ALTERNATIVES:

Not applicable.

OTHER CONSIDERATIONS:

Not applicable.

CONFORMITY TO CITY POLICY:

This purchase conforms to the City's purchasing policies and procedures and State statutes regulating procurement.

EMERGENCY / NON-EMERGENCY:

Non-emergency.

DEPARTMENTAL CLEARANCES:

Library

FINANCIAL IMPACT:

☒ Operating ☐ Revenue ☐ Capital ☐ Not applicable

Fiscal Year: 2017-2018	Current Year	Future Years	TOTALS
Line Item Budget	\$483,177.07	\$80,000.00	\$563,177.07
Encumbered / Expended Amount	\$368,372.64	\$0.00	\$368,372.64
This item	\$20,000.00	\$80,000.00	\$100,000.00
BALANCE	\$94,804.43	\$0.00	\$94,804.43

Fund(s): General Fund

Comments:

The contract is for five years, with year one for an amount of \$20,000 budgeted in FY17-18. The subsequent four contract years for a total of \$80,000 will be budgeted the future years, bringing the total contract value to \$100,000.

RECOMMENDATION:

Staff recommends approval of the resolution as presented.

LIST OF SUPPORTING DOCUMENTS:

Resolution
Service Agreement