

Agenda Report

June 23, 2014

TO: Honorable Mayor and City Council

FROM: Libraries and Information Services

SUBJECT: AUTHORIZATION TO ENTER INTO A CONTRACT FOR A SUBSCRIPTION FOR THE USE OF THE LIBRARY SYSTEM SOFTWARE WITH INNOVATIVE INTERFACES, INC. FOR AN INITIAL TERM OF FIVE (5) YEARS FOR THE PASADENA AND GLENDALE PUBLIC LIBRARIES IN AN AMOUNT NOT TO EXCEED \$160,409

RECOMMENDATION:

It is recommended that the City Council:

1. Find that the proposed action is exempt from the California Environmental Quality Act ("CEQA") pursuant to State CEQA Guidelines Section 15061 (b)(3), General Rule; and
2. Authorize the City Manager to enter into a contract with Innovative Interfaces, Inc. for an initial term of five (5) years for an Integrated Library System for the Pasadena and Glendale Public Libraries in an amount not to exceed \$160,409. Service of this contract will be re-evaluated during Year Five for possible annual renewal of terms. Competitive bidding is not required pursuant to City Charter Section 1002(F), contracts for professional or unique services; and
3. Authorize the City Manager to enter into a service agreement with Innovative Interfaces, Inc. to support the ongoing operation of the system in an amount not to exceed \$123,000 annually, commencing in Year Two. Pasadena's share of this amount is \$61,500.

BACKGROUND:

The Pasadena Public Library and the Glendale Library, Arts & Culture Department (formerly the Glendale Public Library) have jointly operated an Integrated Library System [ILS] since 1981. The software supports the system union catalog. This shared database allows the two cities to operate interdependently with reciprocal lending to customers. The current Horizon ILS was purchased in 2003 from SirsiDynix, Inc. and serves patrons and staff at 18 library facilities in Pasadena and Glendale, through more than 400 computer terminals and remotely via the Internet. The combined circulation activity of this joint system currently exceeds two million transactions per year.

As of 2013, it was determined that in order to advance the growth and expansion of library resources and services, a more robust ILS product that used a state of the art technology infrastructure was needed. By replacing the Horizon ILS product with one from the current marketplace, the Libraries could exploit advances in resource management products, discovery services, and other technologies, in order to better provide collections and services to the community. Additional areas of focus would be: increasing patron self-service capabilities, improving the public interface as well as better integration of print and digital content to this interface.

The Sierra ILS product from Innovative Interfaces, Inc. emerged as the leader during the Request for Proposal process which is described in detail below. This was due, in part, to their performance in areas of the public interface, social networking tools and patron self-service options where they ranked highest in four of the six related areas.

RFP Process

In the spring 2013, the Libraries began this competitive selection process designed to identify the Integrated Library System that would best meet the needs of the two library systems. This process included four primary phases:

- Needs Assessment
- Request for Proposals
- Product Demonstration and Technical Assessment
- Final Review and References

The Pasadena Public Library and the Glendale Library, Arts & Culture Department began their ILS selection process by hiring Quipu Group consultant, Melissa Stockton. She along with staff with a wide variety of expertise from different areas of the library, created the Core Selection Team. The team conducted needs assessments and helped to determine the most important functionality requirements for the Libraries. These requirements became the basis of the functional sections of the Request for Proposal (RFP) which was released on August 1, 2013.

Five proposals were received in response to this RFP. Each response was reviewed and scored by each member of the Core Team according to pre-established guidelines and weights. The top three vendor candidates were invited to provide an on-site demonstration of their software. These demonstrations included sessions on overall system administration and reports as well as functionality in the circulation, public interface, and collection management areas. Approximately 40 Library staff attended these sessions. Vendors were also asked to demonstrate and discuss new products that are in development.

In addition, IT groups from each city reviewed the information provided by each vendor using Pasadena's standard Technical Assessment Questionnaire. These IT groups had additional conversations with vendors to cover technical infrastructure and configurations proposed. These webinar-based meetings were attended by selected Core Team members as well as IT staff from each of the Cities.

The Core Team then met to discuss the top three vendors and the accumulated information they had gathered. They selected Innovative Interfaces, Inc. in a unanimous decision.

The Project Managers from each City were given the responsibility for performing reference checks on the top vendors. References that were contacted represented libraries of similar size and complexity. The final report outlining this process is included as Attachment "A" to this agenda item.

The proposal submitted by Innovative Interfaces, Inc. met the requirements laid out by the Pasadena and Glendale Public Libraries in the RFP, and received the highest overall ranking. Innovative Interfaces is therefore recommended for award of the proposed contract. The current project timeline calls for the implementation of the new Integrated Library System during the 3rd quarter of FY2015.

COUNCIL POLICY CONSIDERATION:

This contract with Innovative Interfaces, Inc. promotes the City Council's three year goal to improve, maintain, and enhance public facilities and infrastructure by replacing obsolete equipment and further maintains a high level of public services by improving public access to library resources and services.

ENVIRONMENTAL ANALYSIS:

The action proposed herein is exempt from the California Environmental Quality Act (CEQA), pursuant to State CEQA Guidelines Section 15061 (b)(3). The activity is covered by the general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment.

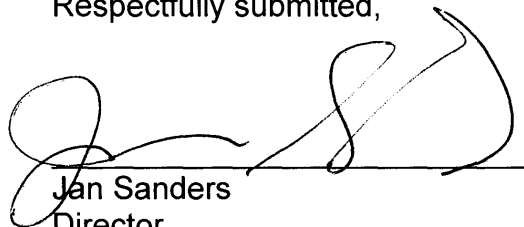
The proposed action is to enter into a contract with Innovative Interfaces, Inc. for an Integrated Library System for the Pasadena and Glendale Libraries. No construction is involved. These are not actions that would have a significant effect on the environment.

FISCAL IMPACT:

The Integrated Library System Replacement Project is included in the Capital Improvement Program (Project Account # 71155). Pasadena acts as the fiscal agent for all expenses associated with the shared system. Funds are available to support this contract in the Pasadena/Glendale shared equipment fund which was established to pay for the operation and maintenance of the shared system. Both Cities contribute equally to this fund.

All figures discussed in this report represent total costs. Because of the joint nature of this project, these costs are split equally between the Pasadena and Glendale Public Libraries. Pasadena's share of the contract amount is \$80,205.

Respectfully submitted,



Jan Sanders
Director
Department of Libraries and Information
Services

Prepared by:



Brigida Campos
Librarian III

Approved by:



MICHAEL J. BECK
City Manager

Attachments: (1)

Attachment A – "Final Report—Core Team Pasadena Glendale Libraries ILS Procurement Project, November 21, 2013"