

**Lee County Board Of County Commissioners
Agenda Item Summary**

Blue Sheet No. 20030451

1. REQUESTED MOTION:

ACTION REQUESTED: Execute agreement between Lee County Library System and Baker & Taylor for the adult portion of the Lakes Regional Library opening day collection.

WHY ACTION IS NECESSARY: All agreements over \$50,000 must be signed by the BOCC.

WHAT ACTION ACCOMPLISHES: Allows Library to proceed with ordering materials for the Lakes Regional Library opening day collection.

**2. DEPARTMENTAL CATEGORY:
COMMISSION DISTRICT #:**

CLA

3. MEETING DATE:

05-06-2003

4. AGENDA:

- CONSENT
- ADMINISTRATIVE
- APPEALS
- PUBLIC
- WALK ON
- TIME REQUIRED:

**5. REQUIREMENT/PURPOSE:
(Specify)**

- STATUTE
- ORDINANCE
- ADMIN. CODE *AC-3-17*
- OTHER

6. REQUESTOR OF INFORMATION:

- A. COMMISSIONER
- B. DEPARTMENT
- C. DIVISION *Cynthia N Cobb*
- BY:

7. BACKGROUND:

Requests for information were sent to various book vendors on 8/8/02. Evaluations were made based on 18 different criteria, the most important being cataloging, online ordering/selecting, price, available staff, and storage capability. The project is awarded as follows:

Baker & Taylor	adult print materials	approximate cost \$670,000
Book Wholesalers	juvenile/young adult print materials	\$462,000 (agreement not requested)
Ingram	audio/visual materials	\$307,500 (agreement not requested)

The purchase of titles and related title media formats for the Libraries is exempt from competitive quoting requirements per Section 11.0.4.5 of the Lee County Purchasing Payment and Procedures Manual.

Funds are available in 20360914800.506610.157

8. MANAGEMENT RECOMMENDATIONS:

9. RECOMMENDED APPROVAL:

A Department Director	B Purchasing or Contracts	C Human Resource s	D Other	E County Attorney	F Budget Services				G County Manager
					OA	OM	Risk	GC	
<i>Cynthia N Cobb</i> 4/14/03	<i>[Signature]</i> N/A-JKS			<i>[Signature]</i> 4/22/03	<i>[Signature]</i> 4-22-03	<i>[Signature]</i> 4/22/03	<i>[Signature]</i> 4/22/03	<i>[Signature]</i> 4-22-03	<i>[Signature]</i>

10. COMMISSION ACTION:

- APPROVED
- DENIED
- DEFERRED
- OTHER

Rec. by CoAtty
Date: *4/21/03*
Time: *9:55 am*
Forwarded To:
City Admin
4-24-03

RECEIVED BY
COUNTY ADMIN. *EW*
4/21/03
COUNTY ADMIN.
FORWARDED TO: *BH*
4/24/03

**Lee County Library System
Lakes Regional Library Opening Day Collection**

Collection Development Guidelines

Project Overview:

Baker and Taylor's Customized Collection Development Department (CLS) will provide selection lists for the opening day collections of the Lakes Regional Library, which has a projected opening in Winter 2004-2005. The estimated budget is \$670,000 for the collections to be supplied by B&T. The collection development contact at B&T is Stacey Askew.

CLS Collection Development will provide selection lists for adult nonfiction (all Dewey ranges), adult biography, adult fiction, large print fiction, and large print nonfiction,.

Selection List Detail

The materials on the selection lists will consist of core library-oriented titles as specified in the selection list requirements (attached). A schedule for list for the project is also attached. Unless otherwise noted, nonfiction print materials will be sorted by Dewey, author, and title; fiction will be sorted by author, title, and genre. Reference materials will be sorted by Dewey, author and title; biographies will be sorted by personal subject, title, and author. The selection lists will be scheduled in two distinct phases such that the first phase, which will take place in 2003, will consist of core materials, and the second phase, which will take place in 2004, will consist of time-sensitive materials as specified in the selection list requirements.

Selection lists will be submitted to the customer as printed documents and will arrive via UPS (either Second Day or Overnight). Entries in the selection lists shall provide expanded bibliographic information including author, title, Dewey and LC classes, series (where applicable), edition, list price, delivered price, ISBN, binding, brief subject heading, and full text reviews (where available).

Order lists will be submitted as Excel spreadsheets via email to Diana Dearing and Lesa Holstine, the collection development contacts at Lee County Library System, and returned via email to the Baker & Taylor Account Coordinator (to be determined) , at the appropriate service center for entry. These

order lists will consist of abbreviated bibliographic information including Dewey number, title, author, ISBN, list price, delivered price, binding, and edition. The Library will be responsible for indicating titles to be ordered on spreadsheets, including notes on specific collections where materials are intended to be placed in the provided notes column, and submitting them to the account coordinator for order entry.

Baker & Taylor will provide an explanatory listing of codes used for review sources in the selection lists. The primary collection development contact at LCL will be Diana Dearing and the address used is shown below:

Lee County Library System
Processing Center
881 Gunnery Road, Suite 2
Fort Myers, FL 33971

ACTION ITEMS:

1. Customized Library Services (CLS) to send Lee County Library System (LCLS) specifications documents and sign off letter.
2. LCLS to return signed off letter to CLS.
3. Upon receipt of signed letter, CLS will begin creating selection lists.
4. CLS to provide listing of review codes used in selection lists.

By signing this document I am agreeing that the content within reflects the correct collection development requests by Lee County Library System for the Lakes Regional Project.

Signing this document does not bind Lee County to spend the budgeted amounts listed within the document.

Accepted by:

Accepted by:

**Ray Judah, Chairman
Lee County Board of County Commissioners**

**Stacey Askew, Librarian
Baker & Taylor**

Date:

Date:

LEE COUNTY LIBRARY SYSTEM LAKES REGIONAL LIBRARY ODC

SELECTION LIST REQUIREMENTS

ADULT LISTS GENERAL REQUIREMENTS

Exclude: Anything smaller than a mass market paperback, spiral bindings, ring binders (except reference books), larger than coffee table, bargain books, publish on demand (POD), gift books, soft books, books with accessories, books with movable parts, pop ups, lift the flaps, calendars, cards, coloring books, consumable books, crossword puzzles, games, merchandising oddities, stickers, stencils, toys, workbooks, and paperback picture books (i.e. comics), and books with CD-Roms or software (except computer books).

Report Codes: Exclude Publisher Out of Stock, Publisher Permanently Out of Stock, Out of Print and Apply Direct.

Cover Price: In all Deweys (except as noted), not to exceed \$40.00. Large Print titles not to exceed \$60.00. Dewey 700 nonfiction not to exceed \$100.00. Reference titles have no price limit.

Sort Sequence: Fiction by Author, Title, and genre. Nonfiction by Dewey, Author, Title. Biography by Personal Subject, Author, Title. Reference by Dewey, Author, and Title.

Binding: Include hardcover, trade paper, and mass market paperback bindings. Show best bindings where available in the following order of preference: hardcover, trade paper, mass market paper. Classic literature (including Shakespeare) is OK in mass market as a first choice.

Review Sources: Booklist, Library Journal, Publisher's Weekly, Baker & Taylor Automatically Yours (author/title criteria). Favorable reviews preferred. Full text reviews to be provided where available.

TOTAL BUDGET	BUDGET	# TITLES	TOT. LIST	TOT. DISC.	# TITLES	DUE	DATE
	AMT(Y)	ON LIST	PRICE	PRICE	SELECTED	WEEKENDING	SHIPPED
Adult Reference	\$40,000.00						
Adult Non-Fiction	\$275,000.00						
Dewey 000's							
Dewey 100's							
Dewey 200's							
Dewey 300's							
Dewey 400's							
Dewey 500's							
Dewey 600's							
Dewey 700's							
Dewey 800's							
Dewey 900's							
Florida	\$15,000.00						
Adult Spanish	\$5,000.00						
ESL	\$3,000.00						
Adult Fiction	\$325,000.00						
General Fiction							
Classics							
Christian							
Mystery							
Romance							
Science Fiction							
Western							
Horror							
Fantasy							
Large Print	\$10,000.00						

**Lee County Library System
Lakes Regional Library ODC
List Production Schedule**

Phase I – 2003

List	Sent to LCL Week Ending	Orders Due to B&T Week Ending
Adult Fiction A-D Dewey 400-499	3/21/03	4/4/03
Adult Fiction E-H Dewey 100-199	4/18/03	5/2/03
Adult Fiction I-M Dewey 200-299	5/16/03	5/30/03
Adult Fiction N-Q 641 – cookbooks Other Dewey 600-699	6/13/03	6/27/03
Adult Fiction R-S Dewey 700s – arts and crafts Adult Fiction T-V	8/1/03	8/15/03
Adult Fiction W-Z Dewey 800s – classic literature Dewey 800s – literature criticism	8/29/03	9/12/03
Florida nonfiction Dewey 700s – music and sports	9/12/03	9/26/03
Large Print Fiction Large Print Nonfiction Dewey 900s - history	10/10/03	10/24/03

**Lee County Library System
Lakes Regional Library ODC
List Production Schedule**

Phase I – 2003

Dewey 000s – computers Bographies	11/7/03	12/5/03
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**LEE COUNTY LIBRARY SYSTEM
LAKES REGIONAL LIBRARY ODC**

SELECTION LIST DETAIL

DEWEY	DATE RANGE	COMMENTS
000s	1/00-3/03	Computers to be listed separately
100s	1/00-3/03	Core
200s	1/00-3/03	Core religions; individual volumes; some bibles
300s	1/00-3/03	Empahasize mythology; legal titles will be included in a separate list
400s	1/00-3/03	Core; dictionaries
500s	1/00-3/03	Science fair projects; current issues in science; animals; weather
600s	1/01-9/03	Include do-it-yourself titles on gardening/decorating; homeschooling; cookbooks and health and medicine titles will be included in separate lists.
700s	1/01-9/03	Art history surveys; individual major artists; core sports; decorating, crafts; art techniques, arts and crafts will be included in a separate list.
800s	1/01-9/03	Literature classics included in separate list; poetry, drama, Cliffs Notes, Max Notes, Spark Notes: literature criticism; Shakespeare to be included in mass market bindings (Penguin preferred)
900s	1/00-9/03	Core; mainly U.S. history, WWII; some country studies if recent
Florida nonfiction	1/00-9/03	Florida history, flora and fauna, etc.

Biography	1/00-9/03	Core historical/notable people, popular interest
Fiction	1/93-3/03	Core; major authors (all works avail.)
Large Print Fiction		Major authors as reflected by popular interest/bestsellers
Large Print Nonfiction		Major authors and popular interest subjects
Computers	1/01-6/03	
Health/Medicine	1/01-6/03	
Cookbooks	1/01-6/03	
Arts and Crafts	1/01-6/03	
Legal	1/01-6/03	