



Memorandum

TO: HONORABLE MAYOR
AND CITY COUNCIL

FROM: Maria Öberg

SUBJECT: See Below

DATE: July 20, 2026

Approved

Date:

7/29/26

COUNCIL DISTRICT: Citywide

SUBJECT: Actions Related to the Purchase Order with OverDrive, Inc. for a Library Digital Content Platform

RECOMMENDATION

Adopt a resolution authorizing the City Manager or her designee to:

- (a) Execute a purchase order with OverDrive, Inc., (Cleveland, OH), for the purchase of a library digital content platform beginning on or about September 1, 2026, and ending on or about August 31, 2027, for a not-to-exceed amount of \$1,600,000, subject to the appropriation of funds;
- (b) Approve a contingency amount of \$320,000 to address any unanticipated changes to platform specifications, subject to the appropriation of funds; and
- (c) Exercise up to six one-year options to extend the term of the purchase order with the last option ending on or about August 31, 2033, subject to the appropriation of funds.

SUMMARY AND OUTCOME

The Library Department is responsible for curating physical and digital library materials. The City requires a digital content platform to provide a diverse selection of eMaterials, including eBooks, eAudiobooks, and eMagazines accessible across a variety of devices and formats for public use. Authorizing the City Manager or her designee to take this action will allow the Library Department to continue offering digital library resources through a platform that supports multiple languages, integrates with the Library Department's catalog and provides access to a broad collection of content from major publishers.

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BACKGROUND

In 2003, San José Public Library became one of the first public libraries to provide access to eBooks through a digital content platform. Since the launch of a digital content platform in 2003, eMaterials have grown significantly in popularity and now account for more than 25% of the San José Public Library annual circulation. In addition to eMaterials, the platform includes associated services such as cataloging, hosting, and subscriptions.

The digital content platform offers library patrons eMaterials in many formats, including Kindle formats for public libraries. Content is available from all major publishers and may be downloaded for offline reading and listening. Library patrons may access content through a website, the companion apps, and in multiple languages, including Chinese, Korean, Russian, Spanish and Vietnamese. Digital content provided through the platform integrates with the San José Public Library's online catalog for discoverability and ease of use. The purchase order identified in the recommendation would help ensure access to a full complement of eMaterials for library patrons in a wide variety of formats across various devices.

ANALYSIS

In April 2026, a competitive Request for Bid was facilitated by the Finance Department to procure these products and services. The Request for Bid provisioned for a one-year initial term and an additional six one-year options for the City to extend the term. One responsive bid was submitted.

Local and Small Business Enterprise Preference: In accordance with San José Municipal Code Section 4.12.320B, bidders who requested and qualified for the local business preference would be given a 2.5% credit of the cost bid and bidders who requested and qualified for the small business preference would be given an additional 2.5% credit of the cost bid. OverDrive, Inc. did not qualify for the local or small business enterprise preference.

Protest: The City's Request for Bid process included a 10-day protest period that began when the City issued the Notice of Intended Award on May 26, 2026. No protests were received.

Award: Staff recommends award to OverDrive, Inc., as the sole responsive, and responsible bidder pursuant to the bidding procedures of the San José Municipal Code, Section 4.12.310B(1).

Approval of this recommendation ensures the City receives these essential products and services for ongoing operations at the San José Public Library.

EVALUATION AND FOLLOW-UP

No additional follow-up action with the City Council is expected at this time.

FISCAL IMPACTS

The recommended purchase order will be funded by the Acquisition of Materials appropriation in the Library Construction and Conveyance Tax Fund for 2026-2027. Future extensions to the purchase order are subject to the appropriation of funds.

BUDGET REFERENCE

The table below identifies the fund and appropriation to fund the purchase order recommended as part of this memorandum.

Fund #	Appn. #	Appropriation Name	Total Appropriation	Amount for Contract	2026-2027 Proposed Mid-Biennial Capital Budget Page*	Last Budget Action (Date, Ord. No.)
393	4078	Acquisition of Materials	\$4,000,000	\$1,600,000	188	6/16/2026 31336

* The 2026-2027 Proposed Mid-Biennial Capital Budget was approved on June 9, 2026 and adopted on June 16, 2026 by the City Council.

COORDINATION

This memorandum has been coordinated with the City Attorney's Office, City Manager's Budget Office, and the Library Department.

PUBLIC OUTREACH

This memorandum will be posted on the City Council Agenda website for the August 11, 2026 City Council meeting.

BOARD, COMMISSION, COMMITTEE RECOMMENDATION AND INPUT

No board, commission, or committee recommendation or input is associated with this action.

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CEQA

Not a Project, File No. PP17-003, Agreements/Contracts (New or Amended) resulting in no physical changes to the environment.

PUBLIC SUBSIDY REPORTING

This item does not include a public subsidy as defined in section 53083 or 53083.1 of the California Government Code or the City's Open Government Resolution.



Maria Öberg
Director of Finance

For questions, please contact Fletcher Barnes, Deputy Director of Purchasing, Finance Department at Fletcher.Barnes@sanjoseca.gov.