



CITY COUNCIL MEMORANDUM

FROM: The Office of the City Manager **DATE:** December 9, 2024
SUBJECT: Authorize the purchase of books from Baker and Taylor in an amount not to exceed \$160,000 utilizing State Contract No. 715-M2.
PRESENTER: Cecilia Barham, Director of Library Services

SUMMARY:

This item is to authorize cumulative payments to Baker and Taylor for the purchase of books in an amount not to exceed \$160,000. This amount is within the adopted budget amount for these expenses.

GENERAL DESCRIPTION:

The North Richland Hills Library uses Baker and Taylor for the purchase of books in a variety of formats for the library's circulating collection. The Library has used Baker and Taylor for the purchase of books for the past nine years. By utilizing the TX SMART Buy agreement, the city is meeting all state competitive bidding requirements for this purchase. As part of the FY24-25 budget process, City Council approved the funding for the purchase of books for the Library's circulating collection.

The Library prepares its materials budget by analyzing prior years' spending and circulation to establish monthly allocations. The Library makes monthly purchases from Baker and Taylor using circulation-driven monthly spending targets in the amount of \$13,333 per month totaling \$160,000 per year.

This authorization allows for ongoing purchases of these materials for Fiscal Year 2024-2025 through the State Contract No. 715-M2.

RECOMMENDATION:

Authorize the purchase of books from Baker and Taylor in an amount not to exceed \$160,000 utilizing State Contract No. 715-M2.