



CITY COUNCIL MEMORANDUM

FROM: The Office of the City Manager **DATE:** December 11, 2023

SUBJECT: Authorize the purchase of books, audiovisual materials, and maintenance related items from Baker and Taylor, LLC for Fiscal Year 2023-24 using State of Texas Comptroller Texas Smart Buy Cooperative Contract No. 715-M2 in an amount not to exceed \$150,000.

PRESENTER: Cecilia Barham, Director of Library Services

SUMMARY:

This item is to authorize a contract with Baker and Taylor LLC for the purchase of library materials authorized in the Fiscal Year 2023-24 Adopted Budget not to exceed \$150,000.

GENERAL DESCRIPTION:

The North Richland Hills Library uses Baker and Taylor LLC 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 (9) years. By participating in the Texas Smart Buy purchasing program, the city is meeting all state competitive bidding requirements for this purchase. As part of the Fiscal Year 2023-24 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 a monthly allocations. The Library makes monthly purchases from Baker and Taylor using circulation-driven monthly spending targets in the amount of \$12,500 per month totaling \$150,000 per year.

This authorization allows the ongoing purchase for Fiscal Year 2023-24 of these materials through the State of Texas Comptroller Texas Smart Buy Contract No. 715-M2.

RECOMMENDATION:

Authorize the purchase of books, audiovisual materials, and maintenance related items from Baker and Taylor, LLC for Fiscal Year 2023-24 using State of Texas Comptroller Texas Smart Buy Cooperative Contract No. 715-M2 in an amount not to exceed \$150,000.