



CITY COUNCIL MEMORANDUM

FROM: The Office of the City Manager **DATE:** November 5, 2020

SUBJECT: Authorize the purchase of books, audiovisual materials and maintenance related items from Baker and Taylor, LLC for Fiscal Year 2021 using a State of Texas Comptroller Contract in an amount not to exceed \$221,000.

PRESENTER: Cecilia Barham, Director of Library Services

SUMMARY:

This item is to authorize one time as well as cumulative purchases from Baker and Taylor, LLC for purchases that exceed the \$50,000 purchasing threshold for books, audiovisual materials, and regularly budgeted maintenance related items.

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 eight years. By participating in the State of Texas Comptroller cooperative purchasing program, the city is meeting all state competitive bidding requirements for this purchase. As part of the FY2020-21 budget process, City Council approved the funding for the purchase of books for the library’s circulating collection.

The Library makes monthly purchases from Baker and Taylor using circulation-driven monthly spending targets. Below are the monthly and annual spending targets by major collection categories.

ADULT COLLECTION TOTALS	
MONTHLY TARGET	FY TARGET
\$12,869.09	\$141,560.00
YOUTH COLLECTION TOTALS	
\$ 6,815.00	\$78,765.00

This authorization allows the ongoing purchase for Fiscal Year 2021 of these materials through the State of Texas Comptroller of Public Accounts Contract No. 715M2-2704.

RECOMMENDATION:

Authorize the purchase of books, audiovisual materials and maintenance related items from Baker and Taylor, LLC for Fiscal Year 2021 using a State of Texas Comptroller Contract in an amount not to exceed \$221,000.