



## AGENDA MEMORANDUM

Action Item for the City Council Meeting April 20, 2021

**DATE:** April 20, 2021  
**TO:** Peter Zanoni, City Manager  
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### Library Books, Audio and Visual Recordings and Downloadable Digital Content

#### **CAPTION:**

Motion authorizing a five-year supply agreement in the amount not to exceed \$1,750,000 with Baker & Taylor, LLC., Charlotte, North Carolina for library books, audio and visual recordings, downloadable digital content, and processing services, with FY 2021 funding in the amount of \$145,830.00 available from the General fund.

#### **SUMMARY:**

This five-year supply agreement with Baker & Taylor LLC., through Texas Smart Buy (TXMAS), will provide for the purchase of library books, audio and visual recordings, downloadable digital content, and processing services that includes book jackets, spine labels, barcodes and MARC (cataloging) records.

#### **BACKGROUND AND FINDINGS:**

Library patrons borrow over 800,000 items per year. Material purchased through this supply agreement will consist of over 10,000 books in print and over 1,500 downloadable digital content (eBooks\Audio), audio, and visual recordings (spoken word audio, DVD, Blu-Ray).

Full and partial processing services will also be provided through this agreement for book jackets, spine and barcode labels, security strips, and brief or full MARC (cataloging) records. Partially processing items entails placing book jackets and mylar covers on books, adding barcodes and other labeling, inserting theft detection security strips, and adding MARC records (cataloging) to the library catalog. These processing tasks are time-consuming and must be performed before an item is ready for check-out. Through this agreement, Baker & Taylor LLC. will provide most of these tasks which will reduce processing time and allow for more readily available library items.

Baker & Taylor LLC. will provide some full processing services, which means that items will be received ready for placement on the shelves for check-out; however, full processing is more costly, so it will only be used for high-demand items, such as bestsellers.

Both partial and full processing services are essential to the operation of the department as only one staff member is available to handle processing and cataloging, with other public service staff assisting when there is a backlog.

The current supply agreement with Baker & Taylor LLC., in the amount of \$330,000 per year, was for a 24-month term with the option to extend for up to two additional 12-month periods, which were both executed, and the agreement expires May 25, 2021. Baker & Taylor LLC., currently is the only vendor that provides the full range of products being requested through the proposed agreement. Other existing vendors that cater to public libraries do not supply audio and visual recordings (spoken word audio, DVD, Blu-Ray) or digital content (eBooks/eAudio). Consolidating these products and services into one agreement for a five-year term will bring more efficiency and availability to City libraries and staff as well as increase the level of digital content, making our libraries more in-line with contemporary practices and patrons' needs.

**PROCUREMENT DETAIL:**

This procurement is through the Texas Smart Buy (TXMAS) Cooperative Contract No. 715-M2. Contracts awarded through the TXMAS Cooperative have been competitively procured in compliance with Texas Local and State procurement requirements.

**ALTERNATIVES:**

The alternative would be to have multiple vendors for the different products being requested. Consolidating these products and services into one agreement for a five-year term will bring more efficiency and availability to City libraries and staff as well as increase the level of digital content, making our libraries more in-line with contemporary practices and patrons' needs.

**FISCAL IMPACT:**

The fiscal impact for the Library Department in FY 2021 is an estimated amount of \$145,830.00 for this five-year supply agreement. The remaining estimated \$1,604,170 will be budgeted in future years through the annual budget process.

**FUNDING DETAIL:**

Fund:	General Fund 1020
Organization/Activity:	12800
Mission Element:	111
Project # (CIP Only):	N/A
Account:	520060
Amount:	\$145,830.00

**RECOMMENDATION:**

Staff recommends approval of the motion authorizing a five-year supply agreement with Baker & Taylor, LLC, as presented.

**LIST OF SUPPORTING DOCUMENTS:**

Supply Agreement  
Price Sheet