



City of Arts & Innovation

City Council Memorandum

TO: HONORABLE MAYOR AND CITY COUNCIL **DATE: SEPTEMBER 5, 2023**

FROM: LIBRARY DEPARTMENT **WARDS: ALL**

SUBJECT: PURCHASE OF LIBRARY MATERIALS AND SERVICES FROM BAKER & TAYLOR, LLC., IN THE TOTAL AMOUNT OF \$676,000

ISSUE:

Approve the purchase of library materials and services from Baker & Taylor, LLC., of Charlotte, North Carolina, in the total amount of \$676,000.

RECOMMENDATIONS:

That the City Council:

1. Approve the purchase of library materials and services from Baker & Taylor, LLC., of Charlotte, North Carolina, in accordance with Purchasing Resolution 23914, Section 702(k), for the total amount of \$676,000; and
2. Authorize the City Manager, or designee, to execute all documents necessary to complete the purchase including making minor and non-substantive changes and extensions.

BACKGROUND:

The Riverside Public Library is seeking purchasing options for vendors to furnish, catalog, process, and deliver the Riverside Public Library's printed and/or audiovisual materials.

DISCUSSION:

Baker & Taylor, LLC is a full-line distributor of books, videos, and music products to library facilities. Baker & Taylor has been in business for over 189 years and ships more than 1 million unique ISBNs annually. They maintain one of the largest combined in-stock book, video, and music inventories in the United States with approximately 1 million titles in inventory and over 3.3 million available for order.

The Riverside Public Library intends to purchase print books and other materials from Baker & Taylor. The purchase also includes processing services, which includes, but is not limited to, adding book jackets and barcodes.

Purchasing Resolution 23914, Section 702(k) states that, "Competitive Procurement through the

Informal Procurement and Formal Procurement process shall not be required in any of the following circumstances: ... (k) When the procurement is subject to Section 405 of this Resolution, which generally allows for books, journals, maps, publications, and other supplies peculiar to the needs of the library to be made through Informal or Negotiated Procurement subject to the provisions of Section 808(d) of the City Charter”.

The Purchasing Manager concurs that the recommendation is in accordance with Purchasing Resolution No. 23914, Section 702(k).

STRATEGIC PLAN ALIGNMENT:

This item contributes to **Strategic Priority 1 - Arts, Culture & Recreation** and **Goal 1.1 - Strengthen Riverside’s portfolio of arts, culture, recreation, senior and lifelong learning programs and amenities through expanded community partnerships, shared use opportunities and fund development.**

The item aligns with each of the five Cross-Cutting Threads as follows:

1. **Community Trust** - This item aligns with Community Trust by minimizing the expenditure of City funds through community partnership and involving the members of the community to encourage or enhance communication.
2. **Equity** - This item aligns with Equity by facilitating equitable distribution of services to every member of the community.
3. **Fiscal Responsibility** - This item aligns with Fiscal Responsibility as the community would benefit as this purchase has no financial implications to the City since the funds are from the gift and trust fund.
4. **Innovation** - This item aligns with Innovation by continuing partnership with the other supplemental funding sources.
5. **Sustainability & Resiliency** - This item aligns with Sustainability & Resiliency by other fund development opportunities.

FISCAL IMPACT:

The total fiscal impact of this action is \$676,000. Sufficient funds in the amount of \$528,000 are budgeted and available in the Grants & Restricted Programs Fund, Library-Neighborhood Services Account 8821100-440110 and \$148,000 in the Grant & Restricted Programs Fund, Library-Neighborhood Services Account 8811900-440110.

Prepared by: Erin Christmas, Library Director
Certified as to
availability of funds: Kristie Thomas, Finance Director/Assistant Chief Financial Officer
Approved by: Kris Martinez, Assistant City Manager
Approved as to form: Phaedra A. Norton, City Attorney

Attachment: Pricing Proposal