



# City Council Memorandum

City of Arts & Innovation

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**TO: HONORABLE MAYOR AND CITY COUNCIL      DATE: AUGUST 20, 2024**

**FROM: LIBRARY DEPARTMENT      WARDS: ALL**

**SUBJECT: PURCHASE OF LIBRARY MATERIALS AND SERVICES FROM BAKER & TAYLOR, LLC., IN ACCORDANCE WITH PURCHASING RESOLUTION 24101, SECTION 405 FOR THE TOTAL AMOUNT OF \$288,000**

**ISSUE:**

Approve the purchase of library materials and services from Baker & Taylor, LLC., of Charlotte, North Carolina, in accordance with Purchasing Resolution 24101, Section 405 for the total amount of \$288,000.

**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 24101, Section 405, for the total amount of \$288,000; 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 vendor to furnish, catalog, process, and delivery of printed and/or audiovisual materials to the Riverside Public Library.

**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 International Standard Book Numbers (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 24101, Section 405 - Riverside Public Library Exception states “The following supplies, materials and services are determined to be peculiar to the needs of the Library Department through City Charter Section 808(d). If it appears to the Manager to be in the best interest of overall economy and efficiency of the City to do so and is within existing budget appropriation, be acquired by Informal Procurement or Negotiated Procurement, regardless of their estimated Procurement expenditure amounts, provided that the City’s Board of Library Trustees or City Council shall have approved the proposed acquisition if required under the provisions of the City Charter, either by approval of the procurement contract or approval of annual purchase orders: Books, Journals, Maps, Office Supplies, Publications, Subscription Services, Other Needs as determined by the Manager”.

The Purchasing Manager concurs that this purchase is in compliance with Purchasing Resolution No. 24101, Section 405.

### **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 is \$288,000. There are sufficient funds budgeted and available to cover the purchases. Upon City Council approval, the purchases will be charged against the following accounts as listed in the table below.

<b>Fund</b>	<b>Expenditure</b>	<b>Account</b>	<b>Amount</b>
General Fund	Library Special Department	5135000-426800	\$244,852
Grants & Restricted Programs	Library Trust Expenditures	5145001-450200	\$25,148
	Library Gift Expenditures	5145001-450201	\$18,000
<b>Total Expenditures</b>			<b>\$288,000</b>

Prepared by: Angela Henson, Principal Management Analyst  
 Approved 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