



# Agenda Item

## City Council

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Item #: 3.10.

10/22/2024

File #: 24-0600

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**TO:** Honorable Mayor and Members of the City Council

**THRU:** Tom Kisela, City Manager

**FROM:** Amy Harpster, Interim Library Services Director

### 1. SUBJECT

Authorize increase of blanket purchase order for Baker & Taylor, Inc. to purchase print and audiovisual materials in the amount of \$27,500 funded by the Friends of the Orange Public Library.

### 2. SUMMARY

Request to authorize a \$27,500 increase to the blanket purchase order with Baker & Taylor, Inc. for print and audiovisual materials.

### 3. RECOMMENDED ACTION

1. Approve the purchase order increase of \$27,500 for print and audiovisual materials from Baker & Taylor, Inc.
2. Authorize the City Manager to approve increases to the blanket purchase order should the Library receive donations designated for purchase of additional materials.

### 4. FISCAL IMPACT

There is no direct fiscal impact to the City. The expense for the purchase order increase will be funded by revenue received from the Friends of the Orange Public Library.

### 5. STRATEGIC PLAN GOALS

Goal 3: Enhance and promote quality of life in the community

- b: Deliver high quality and safe recreational, social, environmental, educational and cultural services.

### 6. DISCUSSION AND BACKGROUND

The Friends of the Orange Public Library donated \$41,000 to meet Library needs, of which \$27,500 was designated for print and audiovisual materials. This donation was approved and appropriated by City Council on August 27, 2024. Currently, the Library has an open purchase order with Baker and Taylor, Inc. for \$12,000. Adding \$27,500 will increase the total of the Baker & Taylor purchase order amount to \$39,500, requiring City Council approval.

Baker & Taylor, Inc. is the current vendor used by the Library for most of its physical library materials ordering needs and has demonstrated a high “fill rate” compared to other vendors. Baker & Taylor, Inc. provides volume discounts and minimal shipping costs on terms that are comparable to other library vendors. The Library has an established procedure in place with this vendor that facilitates

electronic ordering, invoicing, and product support that is fully integrated with existing library software.

## 7. ATTACHMENTS

- None