City of Orange

Legislation Details (With Text)

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File created:	5/21/2021	**In control:**	City Council
On agenda:	7/13/2021	**Final action:**	7/13/2021
Title:	Authorize purchase of print and audiovisual materials for the Orange Public Library from Baker & Taylor, Inc.		
Sponsors:			
Indexes:			
Code sections:			
Attachments:	1. Staff Report		

Date	Ver.	Action By	Action	Result
7/13/2021	1	City Council	Approved	Pass

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

THRU: **Rick Otto, City Manager**

FROM: **Dave Curtis, Library Services Director**

1. SUBJECT

Authorize purchase of print and audiovisual materials for the Orange Public Library from Baker & Taylor, Inc.

2. SUMMARY

Request to authorize a $115,000 purchase order with Baker & Taylor, Inc. for print and audiovisual materials (i.e. books, DVDs, and CDs) for the Orange Public Library & History Center and the El Modena and Taft Branch Libraries.

3. RECOMMENDED ACTION

1. Approve purchase order for print and audiovisual materials from Baker & Taylor, Inc. in the amount of $115,000.
2. Authorize the City Manager to approve increases to the purchase order should the Library receive donations designated for the purchase of additional print and audiovisual materials.

4. FISCAL IMPACT

The total initial expenditure for this purchase is $115,000 and will be funded through General Fund (100).

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

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services.

6. DISCUSSION AND BACKGROUND

As the vendor with the largest inventory and widest selection of titles in the USA, Baker & Taylor, Inc. (Baker & Taylor) is capable of providing a wide variety of library materials sought by Orange Public Library to meet the interests and needs of city users.

Baker & Taylor has demonstrated the highest “fill rate” of any library materials vendor in providing the titles ordered, according to the professional literature. Staff has determined that Baker & Taylor provides the Orange Public Library with volume discounts and minimal shipping costs on terms that are as good as any that are being provided to other libraries.

Periodically, the Library will receive donations specifically designated for the purchase of print and audiovisual materials. For amounts over $5,000 for any one donation, staff will request Council to accept the donation into revenue and appropriate the monies to the designated expenditure account. For amounts of $5,000 and under, the City Manager has this authority. Rather than requesting Council approve an increase to the purchase order amount each time a donation is received, staff requests Council to authorize the City Manager to approve any increases to the purchase order should the Library receive donations designated for the purchase of additional print and audiovisual materials.

Funds will purchase new books and audiovisual materials to meet public demand.

7. ATTACHMENTS

None

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