

**AGENDA ITEM REPORT**

**DATE:** November 7, 2017  
**DEPARTMENT:** Library  
**REQUESTER:** Mindi Simon  
**TITLE:** Approve Contract Renewal Request for Baker and Taylor Lease Plan for Popular Materials

**I. MOTION REQUESTED**

Approve utilization of Palm Beach County Term Contract No. 15025/ Solicitation No. 15-025/JJ, Books New & Popular Leased from Baker and Taylor in an estimated annual expenditure of \$382,800 annually.

**II. ITEM SUMMARY**

Approves the use of Palm Beach County Term Contract No. 15025/ Solicitation No. 15-025/JJ, Books New & Popular Leased, for the leasing of books from Baker & Taylor, Inc. at a unit cost of \$15.95 per physical book per year. This contract is currently in force through January 1, 2019 and has an option to renew for one additional 12-month period.

**III. BACKGROUND AND IMPLICATIONS OF ACTION**

- A) Board Action and Other History  
 Lee County Procurement Management received a request from Library Administration to use pricing on Palm Beach County's Term Contract No. 15025 through its Solicitation No. 15-025/JJ, Books New & Popular Leased, for the leasing of books from Baker & Taylor, Inc. Procurement Management reviewed the contract and determined that is eligible for piggyback.
- B) Policy Issues  
 This falls under Board Policy/Code Number AC-14-10 which details the Library Selection Materials policy and supports collection development efforts for the library system.
- C) BoCC Goals  
 In terms of both Board and more specifically Library goals, this aligns with the Library System's Strategic Plan for 2015-2018. Two areas which would apply from this plan include: "Services and Resources"--Objective 1, which ensures the relevancy of library collections. Also, "Accessibility"--Objective 1 states that we will provide physical and virtual services based on user preference and community needs.
- D) Analysis  
 The book leasing program helps to supplement high demand/popular materials for our library customers.
- E) Options

**IV. FINANCIAL INFORMATION**

A)	Current year dollar amount of item:	\$382,800
B)	Is this item approved in the current budget?	Yes
C)	Is this a revenue or expense item?	Expense
D)	Is this Discretionary or Mandatory?	Discretionary
E)	Will this item impact future budgets? If yes, please include reasons in III(D) above.	No
F)	Fund: Library Program: Lee County Library System Project: Library Operations and State Aid to Libraries Account Strings: KG5710114800.506610 and 12115414800.506611	
G)	Fund Type?	Other Library
H)	Comments:	

**V. RECOMMENDATION**

Approve

**VI. TIMING/IMPLEMENTATION**

The general time frame for book lease renewals is in October of each year. The library system wants to ensure that we have enough funds/lease quota available so that we can continue to meet the needs of our customers for high demand materials and do not have a lapse in service for these resources.

**VII. FOLLOW UP**

All parties involved should aim to have the lease renewal program completed before the renewal time frame is up each October, so that we have enough time for the renewal and approval process and are not at risk of running out of lease quota to purchase popular materials.

**ATTACHMENTS:**

Description	Upload Date	Type
<a href="#">Palm Beach County Solicitation</a>	10/17/2017	Backup Material
<a href="#">Baker &amp; Taylor Quote</a>	10/17/2017	Backup Material

**REVIEWERS:**

Department	Reviewer	Action	Date
Library	Turner, Nicole	Approved	10/17/2017 - 4:14 PM
Library	Keyes, Pamela	Approved	10/17/2017 - 6:01 PM
Budget Services	Henkel, Anne	Approved	10/18/2017 - 10:45 AM
Budget Services	Winton, Peter	Approved	10/19/2017 - 11:46 AM
County Attorney	Lira, Louis C.	Approved	10/19/2017 - 4:03 PM
County Manager	Brady, Christine	Approved	10/26/2017 - 4:41 PM