

## AGENDA ITEM REPORT

**DATE:** January 15, 2019  
**DEPARTMENT:** Library  
**REQUESTER:** Mindi Simon  
**TITLE:** Approve Contract Renewal for Lease of Books, New and Popular

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### I. MOTION REQUESTED

- A. Authorize purchases from Baker and Taylor, Inc. utilizing Palm Beach County Term Contract No. 15025D, Books, New and Popular, for the leasing of books, as approved in the department's annual approved, adopted budget, effective through the contract expiration of January 21, 2020 or the expiration date of any renewals/extensions approved by Palm Beach County.

### II. ITEM SUMMARY

Authorize purchases from Baker and Taylor, Inc. utilizing Palm Beach County Term Contract No. 15025D, Books, New and Popular, for the leasing of books, as approved in the department's annual approved, adopted budget, effective through the contract expiration of January 21, 2020 or the expiration date of any renewals/extensions approved by Palm Beach County. Purchasing the leased quota program offered by Baker & Taylor allows the library system to acquire multiple copies of high demand books and then return items to the vendor once demand subsides. Total expenditures for these goods and services for Fiscal Year 2017 – 2018 were approximately \$356,386.80.

### III. BACKGROUND AND IMPLICATIONS OF ACTION

A) Board Action and Other History

Procurement Management received a request from Library Administration to use pricing on Palm Beach County's Term Contract No. 15025D through its Solicitation No. 15-025/JJ, Books, New and Popular, for the leasing of books from Baker & Taylor, Inc. Procurement Management reviewed the contract and determined that it is eligible for piggyback. Approval will allow the use of the contract until the expiration date of January 21, 2020 or the expiration date of any renewals/extensions approved by Palm Beach County.

Total expenditures for these services during Fiscal Year 2017-2018 were approximately \$356,386.80.

B) Policy Issues

C) BoCC Goals

D) Analysis

E) Options

### IV. FINANCIAL INFORMATION

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A)	Current year dollar amount of item:	See comments below.
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: Library System Project: Library Operations Account Strings: KG5710114800.506610.181	
G)	Fund Type?	Other: Library Fund
H)	Comments: Expenditures will be as needed and within the department's annual approved, adopted budgets.	

**V. RECOMMENDATION**

Approve

**VI. TIMING/IMPLEMENTATION**

**VII. FOLLOW UP**

**ATTACHMENTS:**

Description	Upload Date	Type
Palm Beach County Award Letter	1/4/2019	Backup Material
Palm Beach County Renewal 1	1/4/2019	Backup Material
Palm Beach County Renewal 2	1/4/2019	Backup Material
Palm Beach County Renewal 3	1/4/2019	Backup Material

**REVIEWERS:**

Department	Reviewer	Action	Date
Library	Turner, Nicole	Approved	1/4/2019 - 10:38 AM
Library	Simon, Mindi	Approved	1/4/2019 - 10:48 AM
Budget Services	Henkel, Anne	Approved	1/4/2019 - 10:56 AM
Budget Services	Winton, Peter	Approved	1/4/2019 - 10:58 AM
County Attorney	Lira, Louis C.	Approved	1/4/2019 - 3:30 PM
County Manager	Brady, Christine	Approved	1/7/2019 - 3:55 PM