



City of Denton

City Hall
215 E. McKinney Street
Denton, Texas
www.cityofdenton.com

AGENDA INFORMATION SHEET

DEPARTMENT: Procurement
ACM: Cassey Ogden
DATE: November 19, 2024

SUBJECT

Consider adoption of an ordinance of the City of Denton, a Texas home-rule municipal corporation, authorizing the City Manager to execute a contract extension between the City of Denton and Baker & Taylor, LLC through October 31, 2025, to continue the purchase of library print materials for the Denton Public Library; and declaring an effective date (File 7673 – extending a contract with Baker & Taylor, LLC, to October 31, 2025).

STRATEGIC PLAN ALIGNMENT

This action supports Key Focus Area: Strengthen Community and Quality of Life.

INFORMATION/BACKGROUND

The proposed contract is for the purchase of print materials (books) for the Denton Public Library (DPL). Materials include newly published books, replacements for dated, worn, or damaged materials, materials requested by library patrons, and materials to expand the collection depth and topical range. Materials purchased are also cataloged and processed for lending by the vendor before shipping. Processing may include call number spine labels with clear protective cover, protective book covers, property stamps, or affixed barcodes with clear protective cover. Cataloging includes MARC (machine-readable cataloging) standard catalog records, holding records, custom fields for series, local holding data, and other catalog record modifications to meet DPL's cataloging standards.

Baker & Taylor (B&T) is an established vendor with the library, providing the majority of print materials added to the Library collection. The Library has 27 different location/processing accounts with B&T, which allows for customized processing profiles for different collections (adult fiction, juvenile non-fiction, easy readers, paperbacks, etc.) and the three different Library branch locations. B&T provides an online acquisitions database, TitleSource360, allowing library staff across the system to conveniently select titles and conduct electronic ordering and invoicing through the Library's integrated library software system, Sierra. B&T also provides helpful selection and recommendation lists for upcoming titles, pre-ordering to ensure titles are available for checkout on publication dates, and standing order automatic shipping plans.

State of Texas Contract 715-M2-Publications, Audiovisual Materials, Books, and Cataloging Services (Prepared Materials Only) lists Baker & Taylor as an approved vendor and offers the strongest discounts for print materials on the contract. Discounts range from 46.5% for adult and juvenile trade fiction/non-

fiction hardbound to 8% for mass-market paperbacks, with an average discount of 31% off of print materials.

The State of Texas Contract 715-M2-Publications, Audiovisual Materials, Books, and Cataloging Services (Prepared Materials Only) received an extension from November 1, 2024 to October 31, 2025. The contract has been extended and includes Baker & Taylor as a print materials vendor.

Pricing obtained through the Texas Smart Buy Program has been competitively bid and meets the statutory requirements of Texas Local Government Code 271.102.

PRIOR ACTION/REVIEW (COUNCIL, BOARDS, COMMISSIONS)

On May 4, 2021, City Council approved a contract with Baker and Taylor, LLC, in the not-to-exceed amount of \$1,250,000 (Ordinance 21-807).

RECOMMENDATION

Award Amendment No. 1 with Baker and Taylor, LLC to continue the purchase of library print materials for the Denton Public Library, for a contract extension through October 31, 2025.

PRINCIPAL PLACE OF BUSINESS

Baker & Taylor, LLC
Charlotte, NC

ESTIMATED SCHEDULE OF PROJECT

The term of the Agreement is extended until October 31, 2025. This Texas Smart Buy Program contract expires on October 31, 2025.

FISCAL INFORMATION

Print materials are funded from Library Administration operating account 301000.8595; Library Donation account for Summer Reading Challenge books 22201.6389; and Library Donation project accounts for grants for print materials (accounts to be created as grants are awarded) in the total amount not to exceed \$1,250,000.00. A requisition was entered in the Purchasing software system on October 1, 2024, from the Library Administration operating account for \$116,000, and change orders up to \$284,147 will be entered for FY24/25 print material purchases. A requisition for Summer Reading Challenge books will be opened in March 2025 for up to \$7,500. Requisitions for print materials from grants will be opened upon the award of grants.

EXHIBITS

Exhibit 1: Agenda Information Sheet
Exhibit 2: Original Ordinance
Exhibit 3: Amendment 1 Ordinance

Respectfully submitted:
Lori Hewell, 940-349-7100
Purchasing Manager

For information concerning this acquisition, contact: Jennifer Bekker, 940-349-8753.

Legal point of contact: Marcella Lunn at 940-349-8333.