



Board of County Commissioners

AGENDA ITEM

Meeting: 12/15/20 09:00 AM

Department: Library

Prepared By: Mary Soto

Initiator: Cynthia Loftis-Culp

DOC ID: 17749

Legal Request Number:

Bid/Contract Number:

TITLE

Authorization for Chief Procurement Officer to Approve Purchase of Library Materials Over \$35,000

BRIEF OVERVIEW

At the July 27, 2010, Board meeting (see Doc ID No. 3922, attached for reference), the Board approved a purchase requisition to Baker & Taylor Inc., and additionally gave the Chief Procurement Officer (CPO) the ability to approve future purchases for library materials and electronic resources, including those in excess of \$25,000, without obtaining additional Board approval provided that funding was available within the approved budget. This Board approval was a process efficiency to a specific vendor, Baker & Taylor Inc., and the Library Services Department is requesting to expand the ability to obtain needed library materials from the other following valid sources:

- Baker & Taylor, Inc.
- Midwest Tape
- Brodart
- Bibliotheca, LLC
- OverDrive
- LexisNexis
- Ebsco Industries.

Library Services Department purchases are in compliance with Hernando County, Florida Code of Ordinances No. 93-16 Sec. 2-101(3) for procurement exclusions related to subscriptions for periodicals, books and publications and copyrighted materials (see attached).

The traditional and primary roles of the Library Services Department is to provide materials and access to information to the public. As such, library materials are purchased on a continual basis throughout the year in the form of books and other print materials, e-books, books on CD, DVD's, downloadable audiobooks, music and access to additional digital resources.

Some of the costs for these library materials and access to information may be in an excess of "or" a combined excess of \$35,000 to a single vendor. In order to continue ordering library materials with the fewest delays to patrons, Library staff recommends the Board grant authority to the CPO to approve purchases for library print and audio/visual materials and electronic resources, including those in excess of \$35,000 from the aforementioned vendors, and to waive the requirement of obtaining additional Board approval. This authorization is requested for an on-going basis and only utilized

within the approved budget for that Fiscal Year.

FINANCIAL IMPACT

Expenditure for library books and other print materials, e-books, books on CD, DVDs, downloadable audiobooks and music, and provides access to additional digital resources are approved each year within the Library Services budget.

LEGAL NOTE

The Board has the authority to approve the attached pursuant to Florida Statutes, Sec. 125.01(1).

RECOMMENDATION

It is recommended that the Board grant authority to the Chief Procurement Officer (CPO) to approve purchases for library materials and electronic resources, including those in excess of \$35,000, from Baker & Taylor Inc., Midwest Tape, Brodart, Bibliotheca, LLC, OverDrive, LexisNexis, and Ebsco Industries, on an ongoing basis, and to waive the requirement of obtaining additional Board approval, provided that the expenditure is within the approved department budget for that Fiscal Year.

REVIEW PROCESS

Cynthia Loftis-Culp	Completed	11/25/2020 3:03 PM
James Wunderle	Completed	12/01/2020 12:13 PM
Stephanie Russ	Completed	11/30/2020 12:58 PM
Pamela Hare	Completed	12/01/2020 12:14 PM
Garth Coller	Completed	12/01/2020 12:43 PM
Jenine Wimer	Completed	12/03/2020 9:32 AM
Tobey Phillips	Completed	12/02/2020 10:31 AM
Jeffrey Rogers	Completed	12/07/2020 4:19 PM
Tina Duenninger	Completed	12/08/2020 1:07 PM
Board of County Commissioners	Completed	12/15/2020 9:00 AM

RESULT: ADOPTED BY CONSENT VOTE [UNANIMOUS]

MOVER: Steve Champion, Vice Chairman

SECONDER: Wayne Dukes, Commissioner

AYES: Allocco, Champion, Holcomb, Dukes, Narverud