

**TOWN OF PRESCOTT VALLEY
REQUEST FOR COUNCIL ACTION
Date: June 9, 2016**

SUBJECT: Purchasing Annual Materials

SUBMITTING DEPARTMENT: Library

PREPARED BY: Stuart Jean Mattson, Library Director

AGENDA LOCATION: Comments/Communications , Consent , Work/Study ,
New Business , Public Hearing , Second Reading

ATTACHMENTS: None

SUMMARY/BACKGROUND: The Library has a budget for purchasing new materials for distribution on an annual basis. Those purchases are typically item by item over time (like individual book or CD/DVD purchases) but eventually are over the \$16,000 threshold for administrative approval of purchases. Each item is not individually bid. Rather, the Library typically uses four different vendors that are part of a purchasing cooperative. Library staff is asking that the Council consider a single approval to purchase such items from the four different sources. They are: Baker & Taylor: Contract # ADOC14-064454; Midwest Tape: Contract # ACON60811; Ingram: Contract # ACON61111; Recorded Books: Contract # ACON60711

OPTIONS ANALYSIS: Council may approve the purchase of annual library materials from these vendors OR not approve.

ACTION OPTION: Motion to authorize the Library to make the annual purchase of materials from the above-mentioned vendors. **VOTE.**

RECOMMENDATION: Staff recommends this one-time approval to purchase annual library materials in the new fiscal year 2016-2017 from the above-mentioned vendors.

FISCAL ANALYSIS: The main portion of the materials budget is funded through the IGA of Yavapai Free Library District at \$53,000.00. Additional funds are continually assessed through the Library budget within the fiscal year.

REVIEWED BY:

Management Services Director _____

Town Clerk _____

Town Attorney _____

Town Manager _____

COUNCIL ACTION:

Approved Denied Tabled/Deferred Assigned to _____