



STAFF REPORT

Report To: Board of Supervisors **Meeting Date:** May 6, 2021

Staff Contact: Carol Akers, Purchasing and Contracts Administrator and Tod Colegrove, Library Director.

Agenda Title: For Possible Action: Discussion and possible action regarding purchase authority for books and periodicals for the Carson City Library, from BTAC Acquisition Corp., DBA: Baker & Taylor, LLC, for a total not to exceed amount of \$70,000 through June 30, 2021. (Carol Akers, Cakers@carson.org and Tod Colegrove, TColegrove@carson.org)

Staff Summary: The Carson City Library ("Library") has an annual budget of \$183,340 to purchase books, periodicals, and publications for the library. Baker & Taylor is used as the main vendor for book purchases, and the Library also pays Baker & Taylor an annual fee of \$16,699 to lease materials. Over the course of fiscal year 2021, the Library has expended \$51,527 with Baker & Taylor. Pursuant to City policy, approval from the Board of Supervisors is required when the total amount spent with any one vendor in any one fiscal year exceeds \$50,000.

Agenda Action: Formal Action / Motion **Time Requested:** Consent

Proposed Motion

I move to approve the purchase authority as requested.

Board's Strategic Goal

Efficient Government

Previous Action

none

Background/Issues & Analysis

Baker & Taylor is the main vendor for the Library's book purchasing. To date, the Library has expended \$51,527 with Baker & Taylor. Fiscal Year 2021 book purchases are expected to be completed by mid-May 2021.

Applicable Statute, Code, Policy, Rule or Regulation

NRS 332.115(1)(k)

Financial Information

Is there a fiscal impact? Yes

If yes, account name/number: General Fund Library Books/Periodical/Publication account 1016200-500645

Is it currently budgeted? Yes

Explanation of Fiscal Impact: If approved, account 1016200-500645 will decrease an additional amount of \$18,473; the available budget is \$36,316.

Alternatives

Do not approve requested purchase authority and provide direction to staff.

Attachments:

[Baker&Taylor FY21.pdf](#)

[PO 21200330.pdf](#)

[Library PO #2.pdf](#)

Board Action Taken:

Motion: _____	1) _____	Aye/Nay
	2) _____	_____

(Vote Recorded By)

BTAC Acquisition Corp., DBA: Baker Taylor FY2021

ORG	OBJECT	DESCRIPTION	YEAR	PO/REF2	REFERENCE	AMOUNT	VDR NAME/ITEM DESC	COMMENTS
1016200	500645	BOOKS/ PERIODICALS/ PUBLICATIO	2021		PCARD	\$ 14.01	BTAC ACQUISITION CORP	
1016200	500645	BOOKS/ PERIODICALS/ PUBLICATIO	2021		PCARD	\$ 81.81	BTAC ACQUISITION CORP	
1016200	500645	BOOKS/ PERIODICALS/ PUBLICATIO	2021		PCARD	\$ 17.62	BTAC ACQUISITION CORP	
1016200	500645	BOOKS/ PERIODICALS/ PUBLICATIO	2021		PCARD	\$ 28.68	BTAC ACQUISITION CORP	
1016200	500645	BOOKS/ PERIODICALS/ PUBLICATIO	2021		PCARD	\$ 58.34	BTAC ACQUISITION CORP	
1016200	500645	BOOKS/ PERIODICALS/ PUBLICATIO	2021		PCARD	\$ 23.99	BTAC ACQUISITION CORP	
1016200	500645	BOOKS/ PERIODICALS/ PUBLICATIO	2021		PCARD	\$ 28.85	BTAC ACQUISITION CORP	
1016200	500645	BOOKS/ PERIODICALS/ PUBLICATIO	2021		PCARD	\$ 58.31	BTAC ACQUISITION CORP	
1016200	500645	BOOKS/ PERIODICALS/ PUBLICATIO	2021		PCARD	\$ 35.29	BTAC ACQUISITION CORP	
1016200	500645	BOOKS/ PERIODICALS/ PUBLICATIO	2021		PCARD	\$ 59.72	BTAC ACQUISITION CORP	
1016200	500645	BOOKS/ PERIODICALS/ PUBLICATIO	2021		PCARD	\$ 27.78	BTAC ACQUISITION CORP	
1016200	500645	BOOKS/ PERIODICALS/ PUBLICATIO	2021		PCARD	\$ 41.32	BTAC ACQUISITION CORP	
1016200	500645	BOOKS/ PERIODICALS/ PUBLICATIO	2021		PCARD	\$ 29.25	BTAC ACQUISITION CORP	
1016200	500645	BOOKS/ PERIODICALS/ PUBLICATIO	2021		PCARD	\$ 29.78	BTAC ACQUISITION CORP	
1016200	500645	BOOKS/ PERIODICALS/ PUBLICATIO	2021		PCARD	\$ 11.58	BTAC ACQUISITION CORP	
1016200	500645	BOOKS/ PERIODICALS/ PUBLICATIO	2021		PCARD	\$ 60.93	BTAC ACQUISITION CORP	
1016200	500645	BOOKS/ PERIODICALS/ PUBLICATIO	2021		PCARD	\$ 19.45	BTAC ACQUISITION CORP	
1016200	500645	BOOKS/ PERIODICALS/ PUBLICATIO	2021		PCARD	\$ 192.96	BTAC ACQUISITION CORP	
1016200	500645	BOOKS/ PERIODICALS/ PUBLICATIO	2021		PCARD	\$ 54.37	BTAC ACQUISITION CORP	
1016200	500645	BOOKS/ PERIODICALS/ PUBLICATIO	2021		PCARD	\$ 14.34	BTAC ACQUISITION CORP	
1016200	500645	BOOKS/ PERIODICALS/ PUBLICATIO	2021		PCARD	\$ 12.19	BTAC ACQUISITION CORP	
1016200	500645	BOOKS/ PERIODICALS/ PUBLICATIO	2021		PCARD	\$ 15.47	BTAC ACQUISITION CORP	
1016200	500645	BOOKS/ PERIODICALS/ PUBLICATIO	2021		PCARD	\$ 63.18	BTAC ACQUISITION CORP	
1016200	500645	BOOKS/ PERIODICALS/ PUBLICATIO	2021		PCARD	\$ 75.10	BTAC ACQUISITION CORP	
1016200	500645	BOOKS/ PERIODICALS/ PUBLICATIO	2021		PCARD	\$ 57.54	BTAC ACQUISITION CORP	
1016200	500645	BOOKS/ PERIODICALS/ PUBLICATIO	2021		PCARD	\$ 157.01	BTAC ACQUISITION CORP	
1016200	500645	BOOKS/ PERIODICALS/ PUBLICATIO	2021		PCARD	\$ 142.62	BTAC ACQUISITION CORP	
1016200	500645	BOOKS/ PERIODICALS/ PUBLICATIO	2021		PCARD	\$ 13.78	BTAC ACQUISITION CORP	
1016200	500645	BOOKS/ PERIODICALS/ PUBLICATIO	2021		PCARD	\$ 188.19	BTAC ACQUISITION CORP	
1016200	500645	BOOKS/ PERIODICALS/ PUBLICATIO	2021		PCARD	\$ 15.22	BTAC ACQUISITION CORP	
1016200	500645	BOOKS/ PERIODICALS/ PUBLICATIO	2021		PCARD	\$ 26.42	BTAC ACQUISITION CORP	
1016200	500645	BOOKS/ PERIODICALS/ PUBLICATIO	2021		PCARD	\$ 15.83	BTAC ACQUISITION CORP	
1016200	500645	BOOKS/ PERIODICALS/ PUBLICATIO	2021		PCARD	\$ 23.17	BTAC ACQUISITION CORP	
1016200	500645	BOOKS/ PERIODICALS/ PUBLICATIO	2021		PCARD	\$ 40.01	BTAC ACQUISITION CORP	
1016200	500645	BOOKS/ PERIODICALS/ PUBLICATIO	2021		PCARD	\$ 54.70	BTAC ACQUISITION CORP	
1016200	500645	BOOKS/ PERIODICALS/ PUBLICATIO	2021		PCARD	\$ 388.65	BTAC ACQUISITION CORP	
1016200	500645	BOOKS/ PERIODICALS/ PUBLICATIO	2021		PCARD	\$ 247.54	BTAC ACQUISITION CORP	
1016200	500645	BOOKS/ PERIODICALS/ PUBLICATIO	2021		PCARD	\$ 35.87	BTAC ACQUISITION CORP	
1016200	500645	BOOKS/ PERIODICALS/ PUBLICATIO	2021		PCARD	\$ 24.76	BTAC ACQUISITION CORP	
1016200	500645	BOOKS/ PERIODICALS/ PUBLICATIO	2021		PCARD	\$ 14.34	BTAC ACQUISITION CORP	
1016200	500645	BOOKS/ PERIODICALS/ PUBLICATIO	2021		PCARD	\$ 48.09	BTAC ACQUISITION CORP	
1016200	500645	BOOKS/ PERIODICALS/ PUBLICATIO	2021		PCARD	\$ 14.34	BTAC ACQUISITION CORP	
1016200	500645	BOOKS/ PERIODICALS/ PUBLICATIO	2021		PCARD	\$ 52.40	BTAC ACQUISITION CORP	
1016200	500645	BOOKS/ PERIODICALS/ PUBLICATIO	2021		PCARD	\$ 71.22	BTAC ACQUISITION CORP	
1016200	500645	BOOKS/ PERIODICALS/ PUBLICATIO	2021		PCARD	\$ 83.48	BTAC ACQUISITION CORP	
1016200								

BTAC Acquisition Corp., DBA: Baker Taylor FY2021[illegible]

BTAC Acquisition Corp., DBA: Baker Taylor FY2021

1016200	500645	BOOKS/ PERIODICALS/ PUBLICATIO	2021	21200330	5288	\$ 47.23	BTAC ACQUISITION CORP	1016200500645/2035413201/BAKER
1016200	500645	BOOKS/ PERIODICALS/ PUBLICATIO	2021	21200330	5288	\$ 13.78	BTAC ACQUISITION CORP	1016200500645/2035378612/BAKER
1016200	500645	BOOKS/ PERIODICALS/ PUBLICATIO	2021	21200330	5288	\$ 46.03	BTAC ACQUISITION CORP	1016200500645/2035396755/BAKER
1016200	500645	BOOKS/ PERIODICALS/ PUBLICATIO	2021	21200330	5288	\$ 212.02	BTAC ACQUISITION CORP	1016200500645/2035413197/BAKER
1016200	500645	BOOKS/ PERIODICALS/ PUBLICATIO	2021	21200330	5288	\$ 20.01	BTAC ACQUISITION CORP	1016200500645/2035420581/BAKER
1016200	500645	BOOKS/ PERIODICALS/ PUBLICATIO	2021	21200330	5288	\$ 287.68	BTAC ACQUISITION CORP	1016200500645/2035396757/BAKER
1016200	500645	BOOKS/ PERIODICALS/ PUBLICATIO	2021	21200330	5288	\$ 14.34	BTAC ACQUISITION CORP	1016200500645/2035413194/BAKER
1016200	500645	BOOKS/ PERIODICALS/ PUBLICATIO	2021	21200330	5288	\$ 31.12	BTAC ACQUISITION CORP	1016200500645/2035396754/BAKER
1016200	500645	BOOKS/ PERIODICALS/ PUBLICATIO	2021	21200330	5288	\$ 514.88	BTAC ACQUISITION CORP	1016200500645/2035378335/BAKER
1016200	500645	BOOKS/ PERIODICALS/ PUBLICATIO	2021	21200330	5288	\$ 126.90	BTAC ACQUISITION CORP	1016200500645/2035423090/BAKER
1016200	500645	BOOKS/ PERIODICALS/ PUBLICATIO	2021	21200330	5288	\$ 29.25	BTAC ACQUISITION CORP	1016200500645/2035413203/BAKER
1016200	500645	BOOKS/ PERIODICALS/ PUBLICATIO	2021	21200330	5288	\$ 27.10	BTAC ACQUISITION CORP	1016200500645/2035420588/BAKER
1016200	500645	BOOKS/ PERIODICALS/ PUBLICATIO	2021	21200330	5288	\$ 45.67	BTAC ACQUISITION CORP	1016200500645/2035387685/BAKER
1016200	500645	BOOKS/ PERIODICALS/ PUBLICATIO	2021	21200330	5288	\$ 33.39	BTAC ACQUISITION CORP	1016200500645/2035387688/BAKER
1016200	500645	BOOKS/ PERIODICALS/ PUBLICATIO	2021	21200330	5288	\$ 3,609.85	BTAC ACQUISITION CORP	multiple/LS200090007/BAKER&TAY
1016200	500645	BOOKS/ PERIODICALS/ PUBLICATIO	2021	21200330	5288	\$ 45.86	BTAC ACQUISITION CORP	1016200500645/2035420580/BAKER
1016200	500645	BOOKS/ PERIODICALS/ PUBLICATIO	2021	21200330	5288	\$ 40.02	BTAC ACQUISITION CORP	1016200500645/2035373417/BAKER
1016200	500645	BOOKS/ PERIODICALS/ PUBLICATIO	2021	21200330	5288	\$ 13.78	BTAC ACQUISITION CORP	1016200500645/2035423084/BAKER
1016200	500645	BOOKS/ PERIODICALS/ PUBLICATIO	2021	21200330	5288	\$ 14.01	BTAC ACQUISITION CORP	1016200500645/2035378611/BAKER
1016200	500645	BOOKS/ PERIODICALS/ PUBLICATIO	2021	21200330	5288	\$ 19.45	BTAC ACQUISITION CORP	1016200500645/2035387681/BAKER
1016200	500645	BOOKS/ PERIODICALS/ PUBLICATIO	2021	21200330	5288	\$ 14.01	BTAC ACQUISITION CORP	1016200500645/2035373418/BAKER
1016200	500645	BOOKS/ PERIODICALS/ PUBLICATIO	2021	21200330	5288	\$ 40.05	BTAC ACQUISITION CORP	1016200500645/2035415159/BAKER
1016200	500645	BOOKS/ PERIODICALS/ PUBLICATIO	2021	21200330	5288	\$ 21.15	BTAC ACQUISITION CORP	1016200500645/2035420584/BAKER
1016200	500645	BOOKS/ PERIODICALS/ PUBLICATIO	2021	21200330	5288	\$ 16.43	BTAC ACQUISITION CORP	1016200500645/2035426124/BAKER
1016200	500645	BOOKS/ PERIODICALS/ PUBLICATIO	2021	21200330	5288	\$ 57.11	BTAC ACQUISITION CORP	1016200500645/2035390245/BAKER
1016200	500645	BOOKS/ PERIODICALS/ PUBLICATIO	2021	21200330	5288	\$ 105.49	BTAC ACQUISITION CORP	1016200500645/2035423091/BAKER
1016200	500645	BOOKS/ PERIODICALS/ PUBLICATIO	2021	21200330	5288	\$ 21.28	BTAC ACQUISITION CORP	1016200500645/2035377511/BAKER
1016200	500645	BOOKS/ PERIODICALS/ PUBLICATIO	2021	21200330	5288	\$ 63.98	BTAC ACQUISITION CORP	1016200500645/2035413190/BAKER
1016200	500645	BOOKS/ PERIODICALS/ PUBLICATIO	2021	21200330	5288	\$ 860.35	BTAC ACQUISITION CORP	1016200500645/2035358357/BAKER
1016200	500645	BOOKS/ PERIODICALS/ PUBLICATIO	2021	21200330	5288	\$ 168.10	BTAC ACQUISITION CORP	1016200500645/2035396750/BAKER
1016200	500645	BOOKS/ PERIODICALS/ PUBLICATIO	2021	21200330	5288	\$ 65.66	BTAC ACQUISITION CORP	1016200500645/2035377514/BAKER
1016200	500645	BOOKS/ PERIODICALS/ PUBLICATIO	2021	21200330	5288	\$ 46.27	BTAC ACQUISITION CORP	1016200500645/2035377513/BAKER
1016200	500645	BOOKS/ PERIODICALS/ PUBLICATIO	2021	21200330	5288	\$ 9.77	BTAC ACQUISITION CORP	1016200500645/2035426123/BAKER
1016200	500645	BOOKS/ PERIODICALS/ PUBLICATIO	2021	21200330	5288	\$ 233.71	BTAC ACQUISITION CORP	1016200500645/2035373422/BAKER
1016200	500645	BOOKS/ PERIODICALS/ PUBLICATIO	2021	21200330	5288	\$ 25.05	BTAC ACQUISITION CORP	1016200500645/2035378610/BAKER
1016200	500645	BOOKS/ PERIODICALS/ PUBLICATIO	2021	21200330	5288	\$ 589.67	BTAC ACQUISITION CORP	1016200500645/2035387690/BAKER
1016200	500645	BOOKS/ PERIODICALS/ PUBLICATIO	2021	21200330	5288	\$ 142.61	BTAC ACQUISITION CORP	1016200500645/2035420589/BAKER
1016200	500645	BOOKS/ PERIODICALS/ PUBLICATIO	2021	21200330	5288	\$ 14.32	BTAC ACQUISITION CORP	1016200500645/2035377515/BAKER
1016200	500645	BOOKS/ PERIODICALS/ PUBLICATIO	2021	21200330	5288	\$ 17.72	BTAC ACQUISITION CORP	1016200500645/2035423087/BAKER
1016200	500645	BOOKS/ PERIODICALS/ PUBLICATIO	2021	21200330	5288	\$ 278.55	BTAC ACQUISITION CORP	1016200500645/2035358359/BAKER
1016200	500645	BOOKS/ PERIODICALS/ PUBLICATIO	2021	21200330	5288	\$ 139.83	BTAC ACQUISITION CORP	2306200500645/2035358358/BAKER
1016200	500645	BOOKS/ PERIODICALS/ PUBLICATIO	2021	21200330	5288	\$ 122.22	BTAC ACQUISITION CORP	1016200500645/2035378613/BAKER
1016200	500645	BOOKS/ PERIODICALS/ PUBLICATIO	2021	21200330	5288	\$ 44.33	BTAC ACQUISITION CORP	1016200500645/2035426126/BAKER
1016200	500645	BOOKS/ PERIODICALS/ PUBLICATIO	2021	21200330	5288	\$ 31.30	BTAC ACQUISITION CORP	1016200500645/2035396756/BAKER
1016200	500645	BOOKS/ PERIODICALS/ PUBLICATIO	2021	21200330	5288	\$ 43.29	BTAC ACQUISITION CORP	1016200500645/2035373423/BAKER
1016200	500645	BOOKS/ PERIODICALS/ PUBLICATIO	2021	21200330	5288	\$ 29.59	BTAC ACQUISITION CORP	1016200500645/2035390246/BAKER
1016200	500645	BOOKS/ PERIODICALS/ PUBLICATIO	2021	21200330	5288	\$ 86.40	BTAC ACQUISITION CORP	1016200500645/2035420585/BAKER
1016200	500645	BOOKS/ PERIODICALS/ PUBLICATIO	2021	21200330	5288	\$ 73.66	BTAC ACQUISITION CORP	2306200500645/2035423082/BAKER
1016200	500645	BOOKS/ PERIODICALS/ PUBLICATIO	2021	21200330	5288	\$ 76.53	BTAC ACQUISITION CORP	2306200500645/2035387682/BAKER
						\$ 51,526.82		



Carson City
City Hall
201 North Carson Street
Carson City, NV 89701

Purchase Order

Fiscal Year 2021

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LIBRARY
900 NORTH ROOP ST.
CARSON CITY, NV 89701

THIS NUMBER MUST APPEAR ON ALL INVOICES, PACKAGES AND SHIPPING PAPERS.

Purchase Order # **21200330**

Delivery must be made within doors of specified destination.

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BTAC ACQUISITION CORP
BAKER & TAYLOR, LLC
PO BOX 277930
ATLANTA, GA 30384

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LIBRARY
900 NORTH ROOP ST.
CARSON CITY, NV 89701

Vendor Phone Number		Vendor Fax Number		Requisition Number	Delivery Reference		
				21100501			
Date Ordered	Vendor Number	Date Required	Freight Method/Terms		Department/Location		
11/05/2020	2564				LIBRARY		
Item#	Description/PartNo			QTY	UOM	Unit Price	Extended Price
1	Annual P-card expenses for boo The Above Purchase Order Number Must Appear On All Correspondence - Packing Sheets And Bills Of Lading Annual P-card expenses for books and materials GL Account: 1016200 - 500645 Cross Reference: 101-6200-455.06-45			1.0	EACH	\$35,500.00	\$35,500.00

For Terms and Conditions visit
Carson.org/conditions

By: Carol
Purchasing & Contracts Administrator

Total Ext. Price	\$35,500.00
PO Total	\$35,500.00



Carson City
City Hall
201 North Carson Street
Carson City, NV 89701

Purchase Order

Fiscal Year 2021

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900 NORTH ROOP ST.
CARSON CITY, NV 89701

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Purchase Order # **21200287**

Delivery must be made within doors of specified destination.

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BTAC ACQUISITION CORP
BAKER & TAYLOR, LLC
PO BOX 277930
ATLANTA, GA 30384

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LIBRARY
900 NORTH ROOP ST.
CARSON CITY, NV 89701

Vendor Phone Number		Vendor Fax Number	Requisition Number	Delivery Reference			
			21100433				
Date Ordered	Vendor Number	Date Required	Freight Method/Terms		Department/Location		
10/15/2020	2564				LIBRARY		
Item#	Description/PartNo			QTY	UOM	Unit Price	Extended Price
1	Book lease			1.0	EACH	\$16,699.20	\$16,699.20
	The Above Purchase Order Number Must Appear On All Correspondence - Packing Sheets And Bills Of Lading						
	Book lease						
	GL Account: 1016200 - 500645 \$8,199.20						
	Cross Reference: 101-6200-455.06-45						
	GL Account: 2306200 - 500623 \$8,500.00						

For Terms and Conditions visit
Carson.org/conditions

By: Carol
Purchasing & Contracts Administrator

Total Ext. Price	\$16,699.20
PO Total	\$16,699.21