

**CONTRACT ROUTING FORM**

1. Complete the information below BEFORE printing and completing items 2 through 7. Items in red are required.

Department: Library

Department contract file name (use effective date): B&T\_LIBRARY-WR\_20240901

Project Code: Click here to enter text.

Contract type: Other

Contracted Services/Goods: Book leasing credits

Contract Component: undefined

Change Order Number/Addendum Number: Click here to enter text.

Vendor Name: Baker & Taylor

Effective Date: 09/01/2024

Approved by: County Manager

Date approved by the BOC: Click here to enter text.

Ending Date: Click here to enter a date.

Total Amount: \$12,090

Please Return Contract to:

Name: Amanda Girelli

Email:

Amanda.girelli@chathamlibraries.org

Special Instructions for Clerks

Office:

2. Department Head or his/her designee has read the contract in its entirety.

By: Amanda Girelli (Department Head signature required)

3. County Attorney has reviewed and approved the contract

County Attorney has reviewed and rejects the contract  Reason: \_\_\_\_\_

This is an automatic renewal and does not require approval from the County Attorney: Yes  No



If this box is checked the County Attorney's Office has reviewed the contract but has not made needed changes to protect the County because the contract is a sole source contract and the services required by the County are not available from another vendor.

4. Technical/MIS Advisor has reviewed the contract if applicable. Yes  No

5. Vendor has signed the contract. Yes  No

6. A budget amendment is necessary before approval. Yes  No

If budget amendment is necessary, please attach to this form.

7. Approval

Requires approval by the BOC - contracts over \$100,000.00. Follow Board submission guidelines.

Requires approval by the Manager – contracts \$100,000 or less.

8. Submit to Clerk.

**Clerk's Office Only**

Finance Officer has signed the contract

The Finance Officer is not required to sign the contract





# BAKER & TAYLOR

06/10/2024

Mr. Dan Lamontagne  
Chatham Community Library  
Lease Plan - Wren  
197 N C Hwy 87 N.  
Pittsboro, NC 27312

RE: Account #: F940049

Dear Mr. Lamontagne:

Baker & Taylor has appreciated the opportunity to be your supplier for library books through our Book Leasing System. We sincerely hope services rendered in the past have been satisfactory.

At this time, we would like to offer for your consideration the renewal of your Book Leasing program. A renewal specifications form is enclosed for your convenience. Your library's current plan size is 50 quota per month. To renew your book leasing program, please sign and return the renewal form via fax to 1-877-460-6011, email to [leasing@baker-taylor.com](mailto:leasing@baker-taylor.com) or mail to the following address:

BAKER & TAYLOR  
BOOK LEASING SYSTEM  
251 MT. OLIVE CHURCH RD.  
COMMERCE, GA 30599

If you wish to make changes from the previous contract, please make the appropriate notation on the renewal form before returning it to us. The prompt return of the completed renewal form will prevent any lapse in your book leasing service. The Renewal Notice is not an invoice. Please do not submit payment without first returning your signed renewal form via fax or mail. Once your signed renewal is received, you will be invoiced on the first day of the month your contract begins.

Please feel free to contact our book leasing department any time we may be of assistance (800-775-3800). We consider it a privilege to serve your book leasing needs and look forward to continuing this service.

Sincerely,

*Jessica Krieger*

Attachment

251 Mt. Olive Church Road  
Commerce, GA 30599  
tf 800-775-3800 ext. 2235  
p 706-335-5000 ext. 2235  
[www.baker-taylor.com](http://www.baker-taylor.com)



This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

### Renewal Notice

BAKER & TAYLOR BOOK LEASING SYSTEM  
251 MT. OLIVE CHURCH ROAD  
COMMERCE, GA 30599-2300

*Roy Lynch*  
Roy Lynch, Finance Officer

To renew your Book Leasing Account, please make any changes necessary, then sign and return to Baker & Taylor Book Leasing System along with your purchase order, if applicable.

Service Inquiries: 800-775-3800 or FAX: 877-460-6011

#### RENEWAL AUTHORIZATION:

Please Confirm Phone Numbers

For Internal Use Only

Name / Title (Please Print)

Phone (919) 742-2016

Contract #: 016

Master #: 531990

Acct #: F940049

Signature

Fax

Territory ID: 478

Plan BQ050 Beginning On: 9/01/2024 Ending On: 08/31/2025

Total Contract Amt: \$12,090.00

Bill To: Chatham Community Library  
Lease Plan - Wren  
197 N C Hwy 87 N.  
Pittsboro, NC 27312

#### Cataloging: (SAME)

- Dewey/LC Subject Headings
- LC/LC Subject Headings
- Pocket on Front Flyleaf
- Pocket on Back Flyleaf
- Mylar Jacket Only
- Machine Readable Cataloging Records

Ship To: Chatham Community Library  
Lease Plan - Wren  
197 N C Hwy 87 N.  
Pittsboro, NC 27312

#### Payment Plan Chosen:

1. Monthly Payments of:
2. Quarterly Payments of:
3. Semi-Annual Payments of:
4. Annual Payments of: \$12,090.00

#### Service Requested:

Book Plan

Monthly Quota Allowance	50
Annual Quota Allowance:	600

-- 2% discount for annual payment of program within 60 days of invoice date  
-- 1% discount for semi-annual payment of program within 30 days of invoice date  
Credit card payments are not eligible for any prepay discount.

#### Quota Cutoff:

Cutoff:	\$30.00
2nd Cutoff:	\$40.00
3rd Cutoff:	\$50.00

**\*\*PLUS TAXES WHERE APPLICABLE\*\***

#### Management Report Sequence: (SAME)

- Author
- Title
- Ship Date
- Summary Only

#### Invoicing Instructions:

1. Purchase order number, if applicable: \_\_\_\_\_
2. Library systems only:
  - Separate invoices by branch
  - One combined invoice

#### Book Identification: (SAME)

Each book will have a white adhesive label that will readily identify it as a Baker & Taylor Lease Book. Please indicate below exactly how you wish your library name and address to appear on the label.

Line 1 \_\_\_\_\_

Line 2 \_\_\_\_\_

Line 3 \_\_\_\_\_