

REPORT TO THE BOARD OF MAYOR & ALDERMEN

DATE: December 8, 2025

FROM: Lisa Plath, Library Director

SUBJECT: Contract for Library Materials with Ingram Library Services, LLC

INTRODUCTION:

Approval of this contract will allow the library to procure materials from Ingram Library Services, LLC, a reputable and widely used supplier of library resources nationwide.

BACKGROUND:

Since assuming responsibility for managing the Collierville Burch Library in 2015, the Library has maintained contracts with multiple vendors to ensure the broadest possible selection of materials at the most competitive prices.

In March 2025, the Town issued a Request for Proposals (RFP) for the purchase of library materials. Four firms—Baker & Taylor, LLC; Brodart Company; Midwest Tape, LLC; and Playaway Products—were deemed responsive to the RFP requirements. One additional firm, Ingram Library Services, LLC, did not meet the RFP criteria and was therefore not eligible for award at that time.

On October 8, 2025, Baker & Taylor, LLC, the library's largest book supplier, ceased operations, resulting in a significant disruption to library services and immediate urgency to reestablish a stable and reliable supply chain.

To address this, the Procurement Department explored cooperative purchasing options and identified a current contract between the State of New York and Ingram Library Services, LLC. The State of New York has granted permission for the Town of Collierville to piggyback on this agreement (see Exhibit A). The full New York State contract is on file in the Town of Collierville Procurement Office and is available for review upon request.

Ingram's proposal to the Town (Exhibit B) reflects the pricing and terms of the New York State contract, including discounts of 10–45% and processing services. The cooperative contract term is for one year.

DISCUSSION:

This contract does not obligate the Town to spend a set dollar amount with Ingram. Instead, it establishes Ingram as an approved vendor from whom the Library may purchase materials as needed, within the annual materials budget authorized by the Board. The FY26 Library Materials Budget is \$250,238.00.

BUDGET IMPACT:**FY 2026**

Fund	Dept.	Obj. Code	Description	Approved Line Item Budget	Previous Expenses	Proposed Expense	Budget Impact
110	44800	222	Library Materials	\$250,238.00	\$118,685.80	Not to exceed budget	N/A

ATTACHMENTS:
[Exhibit A - 23260 - Piggyback Approval Letter Collierville.pdf](#)
[Exhibit B - TN-Collierville 2025 New Price Agreement.pdf](#)
PROPOSED MOTION:

To approve a contract that will allow the library to procure materials from Ingram Library Services, LLC, a reputable and widely used supplier of library resources nationwide.

Board Action: Motion By _____ Seconded By _____

Vote Total	Hall	Jordan	Robbins	Marshall	Stamps	Fraser
Yes						
No						
Abstain						