

REPORT TO THE BOARD OF MAYOR & ALDERMEN

DATE: October 26, 2026

FROM: Lisa Plath, Library Director

SUBJECT: Establishment of a Contract for Library Materials with Follett Content Solutions, LLC

INTRODUCTION:

Approval of this contract will allow the library to procure materials from Follett Content Solutions, 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.

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.

A reputable vendor for school library materials, Follett Content Solutions, recently expanded their business to include servicing public libraries. Town Library and Procurement staff explored establishing a relationship with Follett utilizing the BuyBoard National Purchasing Cooperative, an online cooperative purchasing program that streamlines the procurement process for public schools, municipalities, counties, universities, and other governmental or non-profit entities. The Town's relationship with Buyboard utilizes Master Agreement No. 802-26.

Follett's proposal to the Town (Attachment) reflects the pricing and terms of the agreement, including discounts of 25% and processing services. The cooperative contract term is in effect from October 28, 2026 through June 30, 2027.

DISCUSSION:

This contract does not obligate the Town to spend a set dollar amount with Follett. Instead, it establishes Follett 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 \$261,618.

BUDGET IMPACT:
FY 2027

Fund	Dept.	Obj. Code	Description	Approved Line Item Budget	Previous Expenses	Proposed Expense	Budget Impact
110	44800	222	Materials	\$261,618.00	\$90,350.81	Not to exceed budget	N/A

ATTACHMENTS:

[Follett Agreement - Collierville Burch Library - Rev 09-24-2026.pdf](#)

PROPOSED MOTION:

To approve a one-year contract for the purchase of Library materials with Follett Content Solutions, LLC.

Board Action: Motion By_____ Seconded By_____

Vote Total	Hall	Jordan	Robbins	Marshall	Stamps	Fraser
Yes						
No						
Abstain						