REPORT TO THE BOARD OF MAYOR & ALDERMEN

DATE: November 9, 2026

FROM: Lisa Plath, Library Director

SUBJECT: Contract Renewal 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 used multiple vendors to ensure a broad selection of materials at competitive prices.

In March 2025, the Town issued a Request for Proposals (RFP) for library materials. Four vendors were deemed responsive: Baker & Taylor, LLC; Brodart Company; Midwest Tape, LLC; and Playaway Products. Ingram Library Services, LLC, did not meet the RFP requirements. However, following Baker & Taylor's closure on October 8, 2025, the Procurement Department identified an existing New York State contract with Ingram and obtained permission for the Town to use the agreement. The contract is on file with the Town's Procurement Office and available for review upon request.

Ingram's proposal (see attachment) follows the New York State contract terms, offering discounts of 10–45%, a processing fee increase from $3.39 to $3.74, and a $2.50 fuel surcharge per shipment. The cooperative contract term is 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 FY27 Library Materials Budget is $261,618.00.

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	$96,944.97	Not to exceed budget	N/A

ATTACHMENTS:
GS-26-01605 - Ingram Renewal - 2026-2027.pdf

PROPOSED MOTION:
To approve a contract allowing 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						