LIVERMORE
CALIFORNIA

CITY COUNCIL STAFF REPORT **ITEM NO. 6.7**

DATE: June 22, 2026

TO: Honorable Mayor and City Council

FROM: Anwan Baker, Library Director

SUBJECT: Resolution authorizing a purchase order to Ingram Book Group LLC for purchases of library books and related materials in FY 2026-27, in an amount not-to-exceed $240,000.

RECOMMENDED ACTION

Staff recommends the City Council adopt a resolution authorizing the City Manager to execute a purchase order to Ingram Book Group LLC for FY 2026-27 purchases of library books and related materials, not-to-exceed $240,000.

SUMMARY

Ordering books from Ingram Book Group LLC saves significant staff time because their software closely interfaces with the Library's Sierra Integrated Library Software (ILS). Through this interface, staff can place book orders electronically and download the catalog records that are needed to check out these books to library patrons. In addition, Ingram supports the pre-processing of books, resulting in items being available for patrons to check out much sooner than they would be otherwise.

DISCUSSION

For more than a decade, the Library has used Baker & Taylor Books as its primary source of book procurement. Baker & Taylor ceased company operations late in 2025; this necessitated a need for the Library to identify a new primary source. During the time the Library worked with Baker & Taylor, Ingram was another partner who was able to provide materials in a manner that ensured smooth processing and met our curating needs. Ingram has tailored its order process to make the library workflow as simple as possible. Since the Livermore Public Library (Library) purchases thousands of books each year, the order and receiving process must be simple and fast. The Library's Sierra Integrated Library Software (ILS) includes a feature that allows the Library to order materials electronically through Ingram Book Group LLC and seamlessly download the catalog records needed to check out these items to library patrons. This feature saves many hours of staff time throughout the year during the order and receiving process.

Per the Livermore Municipal Code (LMC) 2.68.370 noncompetitive negotiations may be used to select a vendor "where it is determined that the supplies and equipment are unique or available only from one

source” or “if there is no competitive advantage to be gained by soliciting bids.” While the Library purchases materials from a variety of vendors, it saves staff time and increases patron service to purchase from Ingram Book Group LLC when they have the needed items. Furthermore, Ingram Book Group LLC offers libraries a significant discount for most items. There are no alternative vendors available who offer the access to books and materials in a complete package that is similar to what Ingram Book Group LLC offers.

FISCAL AND ADMINISTRATIVE IMPACTS

Funds for the purchase of these books and related materials are included in the FY 2026-27 budget.

COMMUNITY PILLAR

1: A Safe Community That Thrives

GOAL

12: Promote literacy in all its forms to help residents fulfill their life goals and be more active community members

ATTACHMENTS

1. Resolution

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