



## REQUEST FOR BOARD ACTION

ITEM NO. 12

**DATE OF MEETING:** July 5, 2016

**REQUESTED BY:** Mike Taylor, Library Director

**SHORT TITLE:** Approval of a Purchase Order to Ingram Library Services: \$50,000.

**BACKGROUND:** The library is requesting approval of an annual purchase order to a primary book vendor selected for the new fiscal year. The vendor was among those vetted by the Mid-Atlantic Library Alliance based in Virginia which was created solely to solicit and award contracts based on a very large volume of business. Membership is extended to NC, TN, and WV libraries. We have been members since 2010. The alliance formally solicits, scores, awards and manages bids from vendors giving member libraries choices. Multiple companies are accepted because they may offer specific services or have certain strengths various libraries are looking for.

After a review of the bidding results and evaluating our past year experience with Ingram Library Services, we hereby request approval of this purchase order. This expenditure is budgeted. A copy of the contract with Ingram has been provided to the Finance Officer. Attached is the schedule of discounts. The contract includes no charge for the shipping of books.

The following is taken in part from the consortium RFP report: In business for over 44 years, Ingram boasts the largest on-hand inventory in the industry. Services offered include their new Collection Analysis program (customizable to your exact needs), comprehensive collection development support. Libraries may order books, spoken word audio materials, music, and DVD, and receive a full range of value added services customized to the library's individual needs. The vendor offers online tools to assist in the selection and management of orders and offers software that works seamlessly with our integrated library software vendor to import records of materials ordered into our system.

**SPECIFIC ACTION REQUESTED:** To approve a Purchase Order to Ingram Library Services in the amount of \$50,000. The expenditure has been budgeted in the FY 2016-17 Budget Ordinance and amended to be appropriated from the following line item:

Books - 630-410100: \$50,000