



Agenda Item

Orange City Council

Item #: 3.13.

7/28/2026

File #: 26-0317

TO: Honorable Mayor and Members of the City Council

THRU: Jarad Hildenbrand, City Manager

FROM: Leslie Hardy, Community and Library Services Director

1. SUBJECT

Authorize purchase of print and audiovisual materials for the Orange Public Library from Ingram Content Group.

2. SUMMARY

Request to authorize a \$95,000 blanket purchase order with Ingram Content Group for print and audiovisual materials (i.e. books, DVDs, and CDs) for the Orange Public Library & History Center and the El Modena and Taft Branch Libraries.

3. RECOMMENDED ACTION

1. Approve a purchase order for print and audiovisual materials from Ingram Content Group in the amount of \$95,000.
2. Authorize the City Manager to approve increases to the purchase order should the Library receive donations designated for purchase of additional print and audiovisual materials.

4. FISCAL IMPACT

The expense for this purchase is \$95,000 and will be funded through the General Fund (100):

100-2101-53101 Operating Materials & Supplies

5. STRATEGIC PLAN GOALS

Goal 3: Enhance Quality of Life Through City Services

6. DISCUSSION AND BACKGROUND

Ingram Content Group is the current vendor used by the Library for most of its physical library materials ordering needs and has demonstrated a high “fill rate” compared to other vendors. Ingram Content Group provides volume discounts and minimal shipping costs on terms that are comparable to other library vendors. The Library has an established procedure in place with this vendor that facilitates electronic ordering, invoicing, and product support that is fully integrated with existing library software.

Periodically, the Library will receive donations specifically for the purchase of print and audiovisual materials. For amounts over \$60,000 for any one donation, staff will request City Council approval to accept the donation into revenue and appropriate the monies to the designated expenditure account. For amounts of \$60,000 and under, the City Manager has this authority. Rather than requesting

Council approve an increase to the purchase order amount each time a donation is received, staff requests Council authorize the City Manager to approve any increases to the purchase order should the Library receive donations designated for the purchase of additional print and audiovisual materials.

Funds will purchase new books and audiovisual materials to meet public demand.

7. ATTACHMENTS

- None