



# STAFF REPORT

AGENDA NO: 9h

MEETING DATE: July 6, 2026

**To: Honorable Mayor and City Council**

**Date: July 6, 2026**

**From: Brad McCulley, City Librarian – (650) 558-7401**

**Subject: Adoption of a Resolution to Approve the Purchase of Library Materials from Ingram Library Services on an As-needed Basis, with a Not-to-Exceed Limit of \$220,000 for FY 2025-26, and an Additional \$1,110,000 for a Three-Year Term Ending June 30, 2029, for a Total Not-to-Exceed Amount of \$1,330,000**

## **RECOMMENDATION**

Staff recommends that the City Council adopt the attached resolution to approve the purchase of library materials from Ingram Library Services on an as-needed basis, with a not-to-exceed limit of \$220,000 for FY 2025-26, and \$1,110,000 for an additional three-year term ending June 30, 2029, for a total not-to-exceed amount of \$1,330,000.

## **BACKGROUND**

In October of 2025, Baker & Taylor book distributor abruptly closed, leaving most libraries in San Mateo County scrambling to find alternative sources. Ingram Library Services is familiar to many libraries as a solid, mid-sized vendor, and several libraries within the Peninsula Library System have existing accounts. Burlingame Library had worked with Ingram previously but did not have an active account until after Baker & Taylor's October 2025 closure.

## **DISCUSSION**

In March 2026, the City Council adopted Resolution No. 028-2026 for a \$150,000 pricing agreement with Ingram Library Services for the purchase of library materials for the period January 1, 2026, through June 30, 2026. Over the past few months, staff has worked very hard to fully catalog and process the books and materials from Ingram Library Services, the largest of the book vendors, to meet the needs of the community, and this work has exhausted the current authorized amount of \$150,000. An additional spending authority of \$70,000 (for a total of \$220,00) is necessary to complete the work planned for Fiscal Year 2025-26.

In addition, staff is seeking funding authority for three additional fiscal years (FY 2026-27, 2027-28, 2028-29) for an additional \$1,110,000 for a total not-to-exceed amount of \$1,330,000 (\$220,000 + \$1,110,00) to allow the City to continue using Ingram Library Services on an as-needed basis.

**FISCAL IMPACT**

Adequate funds have been appropriated in the Library Department budget for FY 2025-26 and FY 2026-27. The future cost of the purchase will be included in the budget development process for the upcoming fiscal years.

Exhibit:

- Resolution