

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BURLINGAME
AUTHORIZING 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**

WHEREAS, in October of 2025, the City's long-time book distributor Baker & Taylor abruptly closed, leaving most libraries in San Mateo County scrambling to find alternative sources; and

WHEREAS, 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; and

WHEREAS, since adoption of Resolution No. 028-2026, 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; and

WHEREAS, 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; and

WHEREAS, 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; and

WHEREAS, Ingram Library Services is currently able to fulfill materials orders with competitive pricing; and

WHEREAS, library staff has maintained a steady flow of cataloged and processed materials.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF BURLINGAME DOES
RESOLVE AS FOLLOWS:**

The City Council of the City of Burlingame hereby approves the purchase of library materials from Ingram Library Services for books and other library materials and 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 an additional three-year term ending June 30, 2029, for a total not-to-exceed amount of \$1,330,000.

Mayor Michael Brownrigg

I, MEAGHAN HASSEL-SHEARER, City Clerk of the City of Burlingame, do hereby certify that the foregoing Resolution was introduced at a regular meeting of the City Council held on the 6th day of July, 2026, and was adopted thereafter by the following vote:

AYES: COUNCILMEMBERS:

NOES: COUNCILMEMBERS:

ABSENT: COUNCILMEMBERS:

Meaghan Hassel-Shearer, City Clerk