



STAFF REPORT

AGENDA NO: 9i

MEETING DATE: March 16, 2026

To: Honorable Mayor and City Council

Date: March 16, 2026

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

Subject: Adoption of a Resolution Authorizing a \$150,000 Pricing Agreement with Ingram Library Services for the Purchase of Library Materials

RECOMMENDATION

Staff recommends that the City Council adopt the attached resolution authorizing a pricing agreement for the purchase of books and other library materials from the vendor Ingram Library Services in an amount not to exceed \$150,000 for the period January 1, 2026, through June 30, 2026.

BACKGROUND

Until recently, the Library purchased most of its reading materials from Baker & Taylor, a relationship dating back to before 1975. Baker & Taylor was a well-known company within the nationwide library community, and most libraries in California relied on them for the majority of their materials due to their large-scale capacity for handling preprocessed, shelf-ready items. However, Baker & Taylor abruptly closed in October of last year, leaving most libraries in San Mateo County and around the state scrambling to find alternative sources. Ingram Library Services was already familiar to many libraries as a solid, mid-sized vendor, and several libraries within the Peninsula Library System had existing accounts. Burlingame Library had worked with Ingram previously but did not have an active account until after the October closure of Baker & Taylor.

DISCUSSION

Since October, the Library has relied on a patchwork of small to mid-sized book vendors to keep books and other materials available to the public. Ingram Library Services, the largest of these vendors, is currently meeting most of Burlingame's needs for unprocessed materials. The book vendor market remains in flux, and Ingram has done a good of job pivoting to fill the gap. Currently, the Library is processing (creating catalog records, book covers, RFID tags, bar code, library logo and name stamp, location/author tags) all incoming books and materials in-house through a small team in the Technical Services division. The Library is adding approximately one half the normal number of materials to the collection due to the processing time – 4,000 items per month versus approximately 9,000 items. This is expected to change once Ingram has scaled up to fully meet the needs of the library community.

In the interest of not reaching the \$100,000 threshold before an agreement is approved and to ensure new books remain available to the public, staff would like to submit as evidence a book-vendor RFP presented by the Mountain View Public Library and awarded in March of 2025, along with a grading matrix identifying Ingram Library Services as the best available choice in the current situation.

FISCAL IMPACT

Book vendors, generally speaking, do not create contractual relationships with libraries but will agree to favorable pricing for an agreed-upon amount of time. Sufficient funds are available in the Library's proposed FY 2025 – 2026 budget to authorize a purchasing agreement of \$150,000 for library materials.

Exhibits:

- Resolution
- Price Agreement
- Mountain View RFP
- Mountain View Grading Matrix