



STAFF REPORT

City Council

Meeting Date:

4/28/2026

Staff Report Number:

26-062-CC

Consent Calendar:

Authorize the city manager to purchase library books and media from current vendor Ingram Content Group in total amount not to exceed \$141,785 during fiscal year 2025-26

Recommendation

Staff recommends that City Council authorize the city manager to purchase library books, media, and other circulating materials from current vendor Ingram Content Group (Ingram) in amount not to exceed \$141,785 for fiscal year 2025-26.

Policy Issues

The City's purchasing policy requires City Council authorization when cumulative expenditures with a single vendor exceed \$93,000 during a fiscal year.

Background

On Feb. 28, 2022, the Library Commission recommended the Library Collection Development Policy outlining the principles and criteria librarians use to select books and media for the library collections (Attachment A).

On Aug. 12, 2025, the City Council authorized the city manager to purchase library books, media, and other circulating materials from current vendor Ingram Content Group (Ingram) in amount not to exceed \$130,000 for fiscal year 2025-26 (Attachment C).

On Sept. 26, 2025, Baker and Taylor, longtime fixture in the library technology industry and a major supplier of library materials to public libraries, failed to complete a sale of its business due to financial challenges, and began to unwind the services it provides to public libraries. Baker and Taylor has been a major supplier of library materials to the library.

Analysis

Because of Baker and Taylor's demise, the library needs to rely on other existing vendors that can provide materials and value-added services. The increased reliance on Ingram would cause expenditures to exceed the \$130,000 amount authorized by the City Council Aug. 12, 2025.

The library team continues to explore options in response to the loss of Baker and Taylor as a major materials vendor. The team has increased in-house processing of materials, is collaborating with Peninsula Library System partners for system-wide solutions, and is looking for new vendors who can

provide the variety of materials desired by the community and the value-added services (cataloging, processing).

Current library book vendor Ingram provides value-added services such as physical processing and electronic cataloging records that meet necessary library standardization requirements. Library book vendors provide shelf-ready materials and electronic records for library collections including specific formats such as DVDs, audiobooks, Spanish language, large print; and have the inventory and capacity to quickly fulfill orders of books and media items shelf-ready for libraries. Table 1 shows purchasing totals for Ingram for the past two fiscal years.

Table 1: Vendor purchasing totals			
Vendor	Fiscal year 2023-24 actual	Fiscal year 2024-25 actual	Fiscal year 2025-26 projected
Ingram Content Group	\$122,854	\$91,060	\$141,785

Fiscal year 2023-24 purchasing received City Council authorization to exceed the city manager's purchasing authority limit. Fiscal year 2024-25 also received authorization to exceed the city manager's purchasing authority limit but did not do so. Fiscal year 2025-26 is expected to exceed the city manager's purchasing authority limit due to Ingram's stock availability and Baker and Taylor's demise.

The requested purchase authorization will allow staff to comply with the City's purchasing policy and purchase enough library books and media from Ingram to support ongoing collection development needs.

Impact on City Resources

The requested action will result in no new impact to the General Fund. The requested purchase authorization does not increase total expenditures. The fiscal year 2025-26 budget includes sufficient funding allocated to library books and media for the requested purchase authorization.

Environmental Review

This action is not a project within the meaning of the California Environmental Quality Act (CEQA) Guidelines §§15378 and 15061(b)(3) as it will not result in any direct or indirect physical change in the environment.

Public Notice

Public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

Attachments

- A. Hyperlink – "Library Collection Development Policy":
www.menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/library-commission/2022-meetings/agendas/20220228-library-commission-agenda-

[packet.pdf#page=37](#)

- B. Hyperlink – Aug. 12, 2025, Staff Report #25-115-CC:
www.menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/city-council/2025-meetings/20250812/g5-authorize-purchase-library-books-and-media.pdf
- C. Hyperlink – “Baker and Taylor to Cease Operations”. American Libraries Magazine, Oct. 8, 2025. <https://americanlibrariesmagazine.org/2025/10/08/baker-taylor-to-cease-operations/>

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