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TO: Plymouth District Library Board **DATE:** June 11, 2026
RE: Blanket Purchase Order **FROM:** Shauna Anderson,
Updates, Approval Director

We are requesting a new Blanket Purchase Order be established with Staples Advantage to support purchasing on our Supplies line. I approved an initial purchase order under the board approval threshold, but due to changes with our preferred vendor, LB Office Supplies (now doing business as Smart Business Source), we would like to reallocate funding toward Staples. Staples now provides better product availability and more favorable pricing options.

If approved, \$7,000 in encumbered funds from our LB Office Supply purchase order will be transferred to Staples Advantage for a total of \$11,000.

We would also like to request an additional Blanket Purchase Order with Williams Sonoma for the purchase of additional furniture, lighting, and toys for use throughout the library for a total not to exceed \$9,000. Various pieces were already purchased for the renovation and this will allow us to provide solid play pieces to round out the lower level and bolster seating in key areas.

VENDOR	LINE ITEM	AMOUNT
Staples Advantage	740 Supplies	\$7,000
Williams Sonoma	977 Furniture	\$9,000

RESOLVED BY _____, SECONDED BY _____, TO APPROVE THE ADDITION OF BLANKET PURCHASE ORDERS FOR STAPLES ADVANTAGE AND WILLIAMS SONOMA FOR FISCAL YEAR 2026.