

CITY OF BUCKEYE
Regular Council Meeting
COUNCIL ACTION REPORT

MEETING DATE: 07/07/26	AGENDA ITEM: 4.D. CSD - Library Materials Contracts with Brodart, Follett, and Ingram
DATE PREPARED: 07/07/26	DISTRICT NO.: All
STAFF LIAISON: Robert Wisener, Interim Director of Community Services, rwisener@buckeyeaz.gov, (623) 349-6621	
DEPARTMENT: Community Services	AGENDA ITEM TYPE: Consent Agenda Items / New Business

ACTION/MOTION: (This language identifies the formal motion to be made by the Council) Council to take action on the Contracts for Materials and Services between the City of Buckeye, an Arizona municipal corporation, and Brodart Co., a Pennsylvania general partnership (Contract No. 32600250), Follett Content Solutions, LLC, a Delaware limited liability company (Contract No. 32600255), and Ingram Library Services LLC, a Tennessee limited liability company (Contract No. 32600256), for the purchase of library materials and related services; and authorize the City Manager to execute and deliver said Contracts on behalf of the City of Buckeye.

GOALS AND OBJECTIVES FOR THE STRATEGIC PLAN FOCUS AREAS:

A Safe and Sustainable Quality of Life

SUMMARY

PROJECT DESCRIPTION:

The Buckeye Public Library is requesting approval to enter into separate five-year contracts with Brodart, Follett, and Ingram for the purchase of library materials and related services. These vendors provide books, audiovisual materials, digital content, collection development resources, and processing services that support the Library's collections. Approval of these contracts will ensure continued access to high-quality library materials, while providing greater flexibility and direct control over purchasing. The importance of maintaining a robust library collection is demonstrated by community usage. In FY2025, the Buckeye Public Library circulated nearly 280,000 physical items and 60,000 digital content and eBooks. In addition to supporting ongoing collection needs, these contracts will allow for the acquisition of the opening day collection for the North Library, anticipated to open in summer 2028.

The City went through a competitive RFQ process to select the vendors, who provide a comprehensive range of library resources. Maintaining agreements with multiple vendors allows the library to obtain the best combination of pricing, availability, selection, and service while meeting the needs of the community. The contracts establish pricing and purchasing for a five-year period.

BENEFITS:

Historically, the City has relied on cooperative purchasing agreements established by other municipalities to purchase library materials. Establishing direct contracts with Brodart, Follett, and Ingram will provide the City with greater flexibility and improved oversight of library acquisitions.

Maintaining agreements with multiple vendors supports competitive pricing, broader material selection, improved product availability, and efficient procurement processes that support the library's collection goals and community needs. In addition, having contracts in place with all three vendors will position the City to acquire the opening day collection for the north library, which is anticipated to open in summer 2028.

FUTURE ACTION:

Upon Council approval, the contracts with Brodart, Follett, and Ingram will be executed for a five-year term. Library staff will purchase materials in accordance with approved annual budgets, City procurement requirements, and the terms of each agreement. Throughout the contract term, staff will evaluate vendor performance, pricing, material availability, and quality of service to ensure the library continues to receive the best value and resources for the community.

FINANCIAL IMPACT STATEMENT:

No funding is being approved through this action. All purchases made under these contracts will be funded through approved annual library operating budgets and remain subject to annual appropriations and available funding.

Approval of these contracts will establish purchasing agreements with Brodart, Follett, and Ingram, each with a not to exceed amount of \$2 million over the five-year term. The library's current annual materials budget is approximately \$200,000 or \$1 million over a five-year period. The additional contract capacity is intended to support future collection development needs, including the acquisition of the opening day collection for the North Library. Establishing a \$2 million limit for each contract provides the City with the flexibility to purchase materials from a single vendor or distribute purchases among multiple vendors based on pricing, availability, and service needs.

CURRENT FISCAL YEAR TOTAL COST:

NA

FISCAL YEAR:

NA

FUND/DEPARTMENT:

NA

Items related to a project or facility location must include an attached vicinity map for Council Review.

ATTACHMENTS:

[Contract No. 32600256- Ingram.pdf](#)

[Contract No. 32600255- Follett.pdf](#)

[Contract No. 32600250- Brodart.pdf](#)