Weatherford City Council

AGENDA REPORT

Meeting Date:	January 27, 2026	**Staff Contact:**	Erin Spicer, Director of Library Services
Item Number:	2025-671-AR	**Phone:**	817-598-4158

SUBJECT: Consider approval for the purchase of library books, material processing, Summer Reading Challenge books, and Book Club books from Ingram Library Services, LLC for a total amount not to exceed $130,000 during FY26 under Texas State Comptroller of Public Accounts contract #715-M2.

BACKGROUND/DISCUSSION

The Weatherford Public Library requires a consistent supply of books and materials to maintain current collections, support patron demand, and deliver programming including the Summer Reading Challenge and Book Club activities.

Ingram Library Services, LLC is the library's primary book vendor and provides comprehensive library materials including:

- New release and backlist books (fiction and non-fiction)
- Children's and young adult materials
- Material processing services (cataloging, covering, security tagging)
- Summer Reading Challenge program books
- Book Club selections

This purchase is made through the Texas State Comptroller of Public Accounts cooperative purchasing contract #715-M2, which provides competitive pricing and eliminates the need for a separate procurement process. The Library has successfully utilized this contract in previous fiscal years.

In FY25, the Library spent approximately $115,000 with Ingram Library Services. The requested FY26 authorization of $130,000 accounts for rising book costs, growing patron demand as Weatherford's population expands, and anticipated programming needs.

The $130,000 authorization will be spent incrementally throughout FY26 based on collection needs, patron requests, and program requirements. This authorization allows the Library Director to make purchases throughout the fiscal year up to the total amount without requiring additional Council approval for individual orders.

All library materials are selected by professional library staff in accordance with the Weatherford Public Library’s Collection Development Policy, which guides purchasing decisions based on community needs, educational value, relevance, demand, and professional review sources. Materials are reviewed prior to purchase and again upon receipt to ensure they meet established standards for quality and appropriateness. In addition, the Library maintains a formal materials reconsideration process that allows library users to submit a written request for review if they have a concern about a specific item. Any challenged material is evaluated using established policy criteria, with

final decisions made through a structured review process to ensure transparency, consistency, and responsible stewardship of public resources.

FINANCIAL IMPACT

Funds are available in the FY26 Library budget.

SUGGESTED ACTION

Staff recommends approval.

ATTACHMENTS

- 715-M2 Contract Details FY26
- 715-M2 Ingram Contract Item Listing