

## **Library Services Update:**

### **Board Approval on December 16, 2025 Board Meeting on November Library Book Post**

A list of library materials that have been donated or proposed for procurement was posted on the district webpage for public review on November 1, 2025. We received no community feedback or comments on the titles posted. The list attached below is recommended for Board approval on December 16, 2025

- November Library Book Posting for December 16, 2025 Board Approval (attached)

A new list of books donated or proposed for procurement was posted for community review and feedback from December 1, 2025, to December 30, 2025. The books on this post are for consideration at the January Board meeting. [Link to Book List Online](#)

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In alignment with SB13 and the recent Board approval of the updates to Board Policy EFB Local, new library procurement processes have been put in place.

### **Library Book Purchase Steps:**

1. Librarians create their library book list for purchase following the Library Purchase Procedures, creating two lists
  1. New ISBNs to our library collection
    1. Required 30-day post and board approval
  2. Matching ISBNs within our current library collection
    1. Approval from Library Services Dept.
2. Librarians fill out the form stating they followed EFB Local and library purchase procedures for creating their library book lists and then submit lists for approval.
3. The Library Coordinator reviews library lists to ensure there aren't any books on the list from the removed books list or the books under review list.
  1. New ISBN books approved by library coordinator move to the 30-day post for any community feedback.
  2. Matching ISBN books move back to campus for purchase
4. After the 30-day post of the New ISBNs, library books with no comments or positive comments will go before the Board of Trustees at the next public meeting for

approval. Books with negative comments will be reviewed, and based on the feedback, additional information will be provided to the Board.

1. The Board of Trustees can begin reviewing the list for approval starting on the first day of the 30-day period.
2. Board of Trustees can access professional reviews using either the Titlewave or Mackin account below.
5. Library books approved by the Board of Trustees return to the Library Services Department
  1. Approved library books will be sent to each campus that requested to purchase
6. Campuses will submit their approved library books through the district requisition process
  1. The Director of Innovative Learning will approve campus library books purchase to ensure the books being ordered go through the appropriate approval process.
7. Once campuses receive their library books from the book vendor, they will review the packing slip against the books ordered to ensure the correct books were delivered to the campus.

### **Supporting Documents and Website for the Board of Trustees**

- EFB Local Board Policy
- [Library Book Purchase Procedures](#)
- [Library Book Selection Flow Chart](#)
- [Www.titlewave.com](http://www.titlewave.com) for professional library reviews
  - Username: lamarcisd
  - Password: library
- [Www.mackin.com](http://www.mackin.com) for professional library reviews
  - Username: [bookreview@lcisd.org](mailto:bookreview@lcisd.org)
  - Password: bookreview