

9.1



TO: Plymouth District Library Board DATE: November 6, 2022
RE: 2023 Board Meeting Dates FROM: Shauna Anderson,
Director

Since 1989, Library Board meetings have been held on the third Tuesday each month at 7:30 p.m. These dates for 2023 are:

January 17—**ANNUAL MEETING**
February 21
March 21
April 18
May 16
June 20
July 18
August 15
September 19
October 17
November 21
December 19
January 16, 2024—**ANNUAL MEETING**

RESOLVED BY _____, SECONDED BY _____ TO ESTABLISH THE CALENDAR
OF 2023 LIBRARY BOARD MEETINGS AND JANUARY 2024 ANNUAL MEETING ON THE THIRD
TUESDAY OF EACH MONTH AT 7:30 P.M.

AYES:

NAYS:

9.2



TO: Plymouth District Library Board DATE: October 27, 2022
RE: 2023 Closing Dates FROM: Shauna Anderson,
Director

This is a request for a resolution to confirm official 2023 Library Closings. In addition to the official holidays included in the Library's Personnel Manual, the list includes the Sundays of Memorial and Labor Day weekends as has been our tradition and mirror other local government holiday closings. I am also including the Saturdays of Memorial and Labor Day weekends in this list, due to our difficulty maintaining staffing levels.

The Library has been closed Sunday of Fall Festival and Art in the Park weekends for many years, all due to difficulty accessing the Library on those days.

We also include New Year's on our proposal list as this day will need to be scheduled prior to the 2024 Annual Board meeting.

January 1 (Sunday)	New Year's Day
February 20 (Monday)	Staff In Service Day
April 9 (Sunday)	Easter
May 27/28/29 (Saturday/Sunday/Monday)	Memorial Day
July 4 (Tuesday)	Independence Day
July 9 (Sunday)	Art in the Park
September 02/03/04 (Saturday/Sunday/Monday)	Labor Day
September 10 (Sunday)	Fall Festival
November 22 (Wednesday) @ 6 pm	Day prior to Thanksgiving
November 23 (Thursday)	Thanksgiving
December 24/25 (Sunday/Monday)	Christmas
December 31; January 1, 2024 (Sunday/Monday)	New Year's Day

RESOLVED BY _____, SECONDED BY _____, TO APPROVE THE PROPOSED LIST OF LIBRARY CLOSINGS FOR 2023 AND NEW YEAR'S DAY, JANUARY 01, 2024.

AYES:

NAYS:

Vendor	Cost	Specifications
Michigan Web Press	\$2080.50 printing + \$150 delivery per quarter \$7,722 TOTAL (layout support \$50/page)	11x16 quarter fold, 8/8, 50# 88 bright Delivery to PDL and Plymouth Post Office 19,000 copies
Allegra	\$3,047 per quarter \$12,188 TOTAL (layout support extra)	12.5x18 fold to 9x12.5, 4/4, 70# Offset Prepare for carrier route mail and deliver to post office 19,000 copies
Progressive	\$3,655 printing + \$1,400 layout per quarter \$20,220 TOTAL	17x24.625 fold to 8.5x11, 4/4, 80# Silk Text Trim, Fold for mailing, Carrier Route Sort Residents Only, Balance to fold face out and deliver to client. 18,772 copies

RESOLVED BY TRUSTEE _____, SECONDED BY TRUSTEE _____, TO APPROVE THE QUOTE PROVIDED BY MICHIGAN WEB PRESS FOR THE PRINTING OF THE LIBRARY'S QUARTERLY PRINT NEWSLETTER.

ROLL CALL:

Price Quotation



MICHIGAN WEB PRESS

10450 ENTERPRISE DR. • DAVISBURG, MI 48350
248.620.2990 • WWW.MICHIGANWEBPRESS.COM

Heather Pacheco
Plymouth District Library
223 S. Main Street
Plymouth, MI 48170

Effective Date: 08/02/22
Customer Phone: 734-453-0750 ext. 242
Customer Email: -
Prepared By: Todd Hagerman
Payment Terms: Net 30

Publication:	Newsletter	Page Count:	4 thru 16 page
Product Type:	Tabloid	Ink Colors:	Four color on all pages
Stock:	34" 50# 88 bright	Fold:	Quarter Folded
Page Size:	11" x 17"	Artwork:	Print Ready PDF's
Image Size:	10" x 16"	Quantity:	19,000

Base Printing Prices		
<i>Base Printing Prices include standard pre-press labor, film, plates, ink, stock and press room labor required to print the publication as specified above.</i>		
Quantity	Price Per M	Extented Price
4 Tab	\$ 75.40	\$ 1,432.60
8 Tab	109.50	2,080.50
12 Tab	155.69	2,958.11
16 Tab	189.78	3,605.82

Custom Service Prices	
<i>If required to complete your order, these items will appear as additional costs on your invoice.</i>	
Item	Price
Delivery to Plymouth Library & Plymouth PO	\$150
Mail Prep	\$12.50/M
Postage paid by customer	
Layout & Design	
4 page	\$60/page
8 or more pages	\$50/page

Prices subject to change due to cost increases in raw materials and labor. **6% sales tax will be added as applicable.**

This Price Quotation Accepted By: _____ Date: _____