



TO: Plymouth District Library Board
RE: ALA Code of Ethics Policy,
Approval

DATE: July 8, 2022
FROM: Shauna Anderson,
Director

The American Library Association regularly updates their Code of Ethics, and it is customary for public libraries to affirm this statement in their policies. I recommend that the board approve this statement as an addition to our public policies that govern how the library operates.

RESOLVED BY TRUSTEE _____, SECONDED BY TRUSTEE _____, TO
APPROVE THE ADDITION OF THE ALA CODE OF ETHICS POLICY TO THE PLYMOUTH
DISTRICT LIBRARY'S PUBLIC POLICIES THAT GOVERN HOW THE LIBRARY OPERATES

AYES _____

NAYS _____

ALA Code of Ethics

As members of the American Library Association, we recognize the importance of codifying and making known to the profession and to the general public the ethical principles that guide the work of librarians, other professionals providing information services, library trustees and library staff.

Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment.

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

- I. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
- II. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
- III. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.
- IV. We respect intellectual property rights and advocate balance between the interests of information users and rights holders.
- V. We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.
- VI. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.
- VII. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.

- VIII. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.
- IX. We affirm the inherent dignity and rights of every person. We work to recognize and dismantle systemic and individual biases; to confront inequity and oppression; to enhance diversity and inclusion; and to advance racial and social justice in our libraries, communities, profession, and associations through awareness, advocacy, education, collaboration, services, and allocation of resources and spaces.

Adopted at the 1939 Midwinter Meeting by the ALA Council; amended June 30, 1981; June 28, 1995; January 22, 2008; and June 29, 2021.



TO: Plymouth District Library Board **DATE:** July 14, 2022
RE: Quarterly Investment Review **FROM:** Shauna Anderson,
Director

To ensure transparent financial dealings, I present the status of the library's current accounts, as of June 30, 2022. For the next investment review, I hope to have each of these accounts broken up in our General Ledger to provide more formal reporting straight from our books.

Chase Bank, Operating Checking
Balance: \$2,838,138.60

Chase Bank, Operating Savings
Balance: \$1,439,569.56

Community Financial Credit Union, CD
Balance: \$777,338.89
Interest Rate: 2.01%
Maturation Date: 4/20/25

Flagstar Bank, CD
Balance: \$245,691.91
Interest Rate: 1.5%
Maturation Date: 6/1/23

Bank of Ann Arbor, CD
Balance: \$111,648.31 (not renewed, moving to MI Class)

Michigan Class, Investment Pool
Balance: \$0 (still working on moving funds over from BOAA and Huntington)

Huntington Bank, Money Market

Balance: \$127,879.10

Huntington Bank, CD

Balance: \$119,102.02 (not renewed, moving to MI Class)

Community Foundation of Southeast Michigan, General Operating Endowment

Balance: \$779,203.00

2022 Disbursement: \$35,544.00

Community Foundation of Southeast Michigan, Youth Endowment

Balance: \$258,767.74

2022 Disbursement: \$11,484.00

These monetary investments only encompass one aspect of the library's financial position. Other aspects include fixed assets (such as our building, mechanical fixtures, technology, collections, etc.) that will eventually depreciate and require the use of investment funds and annual revenue to maintain.



TO: Plymouth District Library Board

DATE: July 14, 2022

RE: Server Quote, Approval

FROM: Shauna Anderson,
Director

The upgrade of the library's aging servers was a priority in this year's budget. Assistant Director, Melanie Bell, secured quotes from the following vendors to update our SAN (Storage Area Network) server.

Of the quotes outlined below, the quote from Insight is our preferred option. They offer our preferred specifications for a more reasonable price that is still lower than we originally budgeted. Having worked with this vendor in the past, we can vouch for their professionalism. Also, this model is currently in stock, which is difficult to find.

Vendor	Cost	Specifications
Insight	\$15,763.13	Dell Poweredge R650 server 128 GB RAM
Connection	\$20,616.70	Dell Poweredge R650
CDW-G	\$12,849.00	Dell CTO PE R450 128 GB RAM

RESOLVED BY TRUSTEE _____, SECONDED BY TRUSTEE _____, TO
APPROVE HIRING INSIGHT TO UPDATE THE LIBRARY'S SAN (Storage Area Network)
SERVER

ROLL CALL: