



**TO:** Plymouth District Library Board  
**RE:** Fixed Asset Policy, First  
Reading

**DATE:** March 13, 2023  
**FROM:** Shauna Anderson,  
Director

The library does not currently have a policy governing the proper management or disposal of capital assets. Our accountant, in preparing for the upcoming audit, asked that we move forward to produce a policy that makes sense for our organization, as we recently had to revise our capital asset listing to align with GASB standards.

The attached draft is a result of research into other similarly-sized institutions' procedure and policy around fixed assets. It also takes into account important features of other policies, such as our financial policy, in determining important thresholds.

# FIXED ASSET POLICY

This policy is established to safeguard assets and ensure compliance with Governmental Accounting Standards Board (GASB) Statement No. 34. The purpose of this capital asset policy is to provide control and accountability over capital assets, and to gather and maintain information needed for the preparation of financial statements.

Plymouth District Library purchases short-term and long-term fixed assets. Fixed Assets include land, land improvements, buildings, building improvements, equipment, furniture, physical collection and fixtures that:

1. Have a useful life of more than three years;
2. Are acquired for use in the library's operation; and
3. Are not intended for resale.

## THRESHOLD

The cost of an individual asset item to be capitalized shall exceed \$5,000. Any asset not meeting this threshold shall be expensed in the current period.

## INVENTORY

Department Heads will be responsible for the control of capital assets related to their department. An annual inventory of departmental assets will be reviewed by the Director in December of each year. Asset purchases that fall below the capitalization threshold will not be included in the capital asset inventory.

## ADDITIONS

The acquisition cost of land, buildings, and equipment shall include all reasonable and necessary expenditures to get the item(s) in place and ready for the intended use. This includes, but is not limited to, invoice price, legal fees, installation costs, and freight. All additions shall be recorded in the current period and correctly classified.

Details on approval needed for acquisition of capital assets are detailed in the library's Financial Policy.

## DISPOSALS

No item of property or equipment shall be removed from Library property without approval of the Administration. Furniture and equipment valued at less than \$500 may be donated or sold to another tax-supported library or the Friends of Plymouth District Library to be used for their fundraising purposes. Furniture and equipment valued at more than \$500 will be offered for sale at fair market value to the public.

The Library is not responsible or liable for the condition of any surplus furniture or equipment nor will the Library provide support or maintenance for furniture or equipment purchased by staff or through public auction.

At the time the property is retired, it will be recorded as required by generally accepted accounting principles. When the disposal is via a trade-in of a similar asset, the acquired asset should be recorded at the book value of the trade-in asset plus any additional cash paid. In no instance should such cost exceed the fair market value for the new asset. Fully depreciated assets remain on the fixed asset list with related accumulated depreciation as long as the property is still in use.



**TO:** Plymouth District Library Board      **DATE:** March 13, 2023  
**RE:** Friends Room Carpet Quote,      **FROM:** Shauna Anderson,  
Approval      Director

To continue our update of the Friends Meeting Room, we are hoping to replace the carpet with something that will be useable throughout the rest of the library in the larger building update tentatively scheduled for 2025/2026.

We worked with Library Design to pull together a number of samples and tested the preferred options for durability. The selection we've chosen is from a company that specializes in commercial carpeting. A pattern was chosen for its ability to mask signs of wear while being subtle enough not to detract from the library's overall design. Samples will be available at the board meeting.

We approached two additional vendors for quotes on carpet installation, all listed below.

VENDOR	PRICING	DETAILS
Library Design	\$5,716 (simple carpet style) \$7,463 (more elaborate style)	Pricing includes all labor and material to remove, prep floor, skim coat, and install. Also include moving of all furniture.
Allied Building Services	\$5,500 (install only)	This price does not include the purchase of the floor tiles.
DTS Contractors	\$16,380	Includes removal and replacement with selected floor tile style.

Library Design offered the most reasonable pricing for the space. Working with them in this smaller context also helps us understand their ability to support the eventual replacement of the rest of the library's carpeting in future years. I recommend that the board support the quote supplied by Library Design for the removal and replacement of the Friends Room carpeting, not to exceed \$8,000.

RESOLVED BY TRUSTEE \_\_\_\_\_, SECONDED BY TRUSTEE \_\_\_\_\_, TO APPROVE LIBRARY DESIGN FOR THE REMOVAL AND REPLACEMENT OF THE FRIENDS ROOM CARPETING, NOT TO EXCEED \$8,000.

ROLL CALL:

AYES:

NAYS:

ABSTAIN:

ABSENT:

RESOLUTION:



**TO:** Plymouth District Library Board      **DATE:** March 10, 2023  
**RE:** Time & Print Management Quote,      **FROM:** Melanie Bell, Asst. Director  
 Approval

We are looking to update our time and print management solution. The time and print management solution controls the amount of time a patron can be logged on to a public computer, filtering by age, usage statistics, charging for print jobs, and much more. There are not a lot of vendors available for this type of niche software.

TBS	<ul style="list-style-type: none"> <li>• Better security as the software is tied into the Windows infrastructure and does not require an app to be running consistently to manage patron time or printing.</li> <li>• Web based staff interface which makes it easy for staff to help patrons from any computer. As well as a simpler more intuitive interface for the back end.</li> <li>• The ability to have a cost effective credit card solution for paying for print jobs and copies.</li> <li>• The ability to offer free copies as well as free prints and a faster mobile printing solution</li> </ul>	\$18,344.00
Envisionware	<ul style="list-style-type: none"> <li>• Updated time mgmt. solution</li> <li>• Very dated print mgmt. solution. Complicated process to setup print options.</li> <li>• Security concerns on server side with the server always being logged in for the app to run</li> </ul>	\$16,048.21
Princh	This is a software only solution that only controls printing and would have us reusing our very old coin bill acceptors.	\$999

We received quotes from Envisionware, TBS, and Princh. There were a range of different features and equipment that each solution offered. We are recommending going with TBS.

We talked to some neighboring libraries who are using TBS and also attended multiple demos of the TBS software and were very impressed.

We budgeted \$24,000 for this project in 2023. We are recommending the board approve the purchase of TBS print management and time management solution for \$18,344.00

Resolved by Trustee \_\_\_\_\_, seconded by Trustee \_\_\_\_\_, to approve purchase of a new print & time management solution from TBS for a cost of \$18,344.

Roll Call:

AYES:

NAYS:

ABSTAIN:

ABSENT:

RESOLUTION: