



TO: Plymouth District Library Board **DATE:** December 12, 2022
RE: 2024 Blanket Purchase Order **FROM:** Shauna Anderson,
 Approval Director

The library's financial policy requires board approval of any services totaling over \$5,000. Each year, the library compiles a list of vendors with whom we regularly expect to spend over that threshold during the course of regular business. These vendors become pre-approved for a blanket purchase order, allowing for a simpler purchasing setup. Below is our requested listing of vendors, including the anticipated spending and effected budget lines. The full approval of this list will set up our 2024 fiscal year for success.

VENDOR	BUDGET LINE	ANTICIPATED SPENDING
Baker & Taylor	741 (Books & Materials)	\$65,000
Midwest Tapes	741 (Books & Materials)	\$35,000
	741.2 (eResources)	\$76,200
EBSCO	741 (Books & Materials)	\$12,000
	741.1 (Databases)	\$5,200
Gale Cengage Learning	741 (Books & Materials)	\$8,000
Books Galore	741 (Books & Materials)	\$5,000
BambooHR	818 (Contractual Services)	\$10,000
Foster Swift	818 (Contractual Services)	\$7,000
BS&A	818 (Contractual Services)	\$6,000
Office Depot	740 (Operating Supplies)	\$12,500
Plante Moran	818 (Contractual Services)	\$14,000

Amazon	740 (Operating Supplies)	\$20,000
	741 (Books & Materials)	\$15,000
	880 (Community Promotion)	\$300
	880.1 (Events/Friends)	\$5,000
	740.2 (Building Supplies)	\$2,000
	740.1 (Processing Supplies)	\$1,000
	983 (Technology)	\$19,000
SirsiDynix	818.1 (Catalog)	\$100,000
Blue Cross Blue Shield of Michigan	716 (Insurance)	\$232,000
Delta Dental	716 (Insurance)	\$18,000
Mutual of Omaha	717 (Life & Disability)	\$14,000
MERS	718 (Retirement)	\$288,000
Nationwide	718 (Retirement)	\$12,000
The Library Network	850 (Communications)	\$10,600
	741.1 (Databases)	\$650
	740.1 (Processing Supplies)	\$3,500
MCLS	741.2 (eResources)	\$31,600
	741.1 (Databases)	\$26,120
	880.1 (Catalog)	\$21,000
American Library Association	864 (Conferences & Training)	\$12,000
Scholastic	880.1 (Events/Friends)	\$5,000
Consumers Energy	920 (Utilities)	\$42,000
DTE	920 (Utilities)	\$150,000
City of Plymouth	920 (Utilities)	\$8,000
Michigan Web Press	880 (Community Promotion)	\$10,500
USPS	880 (Community Promotion)	\$6,700
Abby B Photography	880 (Community Promotion)	\$6,000
ProQuest	741.1 (Databases)	\$9,345
Overdrive	741.2 (eResources)	\$45,600
Kanopy	741.2 (eResources)	\$9,600
BSB	983 (Technology)	\$3,500
Leader Business	983 (Technology)	\$11,000
BS&A	983 (Technology)	\$5,000
CDWG	983 (Technology)	\$5,000
Sehi Computer Products	983 (Technology)	\$20,000
Canon Financial	983 (Technology)	\$7,500

RESOLVED BY _____, SECONDED BY _____, TO APPROVE THE PROPOSED LIST OF BLANKET PURCHASE ORDERS FOR FISCAL YEAR 2024.

AYES _____

NAYS _____



TO: Plymouth District Library Board DATE: December 04, 2023
 RE: Embroidery Machine Quote Approval FROM: Melanie Bell,
 Assistant Director

The library would like to purchase a new embroidery machine. The current embroidery machine was donated and is over 10 years old. It is no longer functioning in a dependable way. The embroidery machine quoted fits within the 2023 budget for technology and will not put this line over budget.

We requested three quotes from vendors for an embroidery machine that came with a hat module for embroidering hats, one for embroidery t-shirts and hoops for 4x4 and 5x7 . We also required delivery before December 31st. Below is a summary of the quotes we received:

VENDOR	COST
All-Sew	\$9,499.95
Sew Many Things Center	\$9,599.95
Leabu Sewing Center	\$8,699.96

We are recommending the quote from Leabu Sewing Center. Leabu has been a very responsive vendor who is locally available and has guaranteed delivery before December 31st.

RESOLVED BY _____, SECONDED BY _____, TO APPROVE THE PURCHASE OF AN EMBROIDERY MACHINE AND ACCESSORIES FOR A TOTAL OF \$8,699.96

AYES _____

NAYS _____




INVOICE #D989

Complete your purchase

[Complete your purchase](#) or [Visit our store](#)

Order summary

PRX1 Bundle HGG × 1	\$6,999.99
PRX1 Bundle	\$6,499.99
 LIBRARY BUNDLE DISCOUNT (-\$500.00)	

PRX1 Bundle HGG × 1	\$999.99
Add Universal (flatbrim) Cap Frame set PRCF5 HGGB	

PRX1 Bundle HGG × 1	\$899.99
Add Flash Frame kit and 5x7 and 4x4 hoops. HGGB	

PRX1 Bundle HGG × 1	\$299.99
Add Tubular Frame Table PRTT1	

Will apply a 5% discount if purchased before price increase on Jan 1 2024 × 1	Free
-------------------------------------------------------------------------------	------

Subtotal	\$8,699.96
Shipping	\$0.00
Estimated taxes	\$0.00

Total	\$8,699.96 USD
	You saved \$500.00

Customer information

Shipping address

Lily Frondon
Plymouth Library (The Lab)
223 S Main St
Plymouth MI 48170
United States

Billing address

Lily Frondon
Plymouth Library (The Lab)
223 S Main St
Plymouth MI 48170
United States

If you have any questions, reply to this email or contact us
at stitching@leabusewingcenter.com

9.3



TO: Plymouth District Library Board
RE: Collection Audit Report

DATE: December 12, 2023
FROM: Shauna Anderson,
Director

Throughout the course of the past year, staff across the library supported a sweeping audit of our physical collections in an effort to understand representation of diverse voices in the materials we provide. I have invited Adult Services Coordinator, Holly Hibner, to this meeting to discuss the findings of the audit and reflect on next steps for the library in light of this data.



TO: Plymouth District Library Board **DATE:** December 12, 2023
RE: 4th Quarter Objective Review **FROM:** Shauna Anderson,
Director

Staff across the library contributed diligently to move forward our objectives for the 2023 fiscal year. Listed below are current status updates for each of the projects.

OBJECTIVE 1: Conduct a sample audit of the library's items to support continued development of a representational collection. A report will be completed and presented by the end of FY 2023.

COMPLETE

OBJECTIVE 2: Assess the current signage needs of the library with the goal of creating welcoming, accessible spaces. Develop effective signage templates that align with expressed community needs by the end of FY 2023.

IN PROCESS— After working with volunteers to conduct a signage assessment, it was decided that the project would be best suited to the new Marketing & Visual Design Specialist when they begin in FY2024.

OBJECTIVE 3: Present a coordinated lineup of events and experiences to celebrate the library's 100th anniversary throughout FY 2023. As a result of these programs, members of the public will report a positive increase in awareness of library services.

COMPLETE

OBJECTIVE 4: Implement a data-driven online marketing system to provide messaging that more closely aligns with individual interests and needs of our constituents.

COMPLETE

OBJECTIVE 5: Invest in expanding the outdoor areas of the library to support nontraditional learning environments. By the end of FY 2023, a functional outdoor program space will be available on-site.

COMPLETE

OBJECTIVE 6: Complete technology upgrades in the Walldorf/Dunning Rooms and create the necessary training materials for staff and public use of the new hybrid meeting spaces.

COMPLETE

OBJECTIVE 7: Reconvene the Know Your Neighbor committee and take responsibility for producing at least two collaborative public programs related to the goals of this committee.

IN PROCESS—The library continues to present our own events in coordination with different community groups. A *Human Library* event is planned for early next fiscal year to continue the goals of this committee.

OBJECTIVE 8: Create a proposal for updates to staff scheduling with the goal to provide more reliability and allow us to increase operating hours and service points by 2025.

IN PROCESS—Based on previous analyses and discussions with managers, we are moving forward with a budget proposal for 2024 that moves the library toward the staffing levels needed to accommodate an increase to open hours on Sundays. We continue to discuss the viability of a drive-thru window and the potential timing on that project.

OBJECTIVE 9: Apply for Essential certification with the Library of Michigan Quality Services Audit Checklist.

COMPLETE—The application has been submitted to the Library of Michigan, and we are awaiting their reply.

OBJECTIVE 10: Apply for 501c3 status for the library to support future fundraising and grant opportunities.

COMPLETE

9.5



TO: Plymouth District Library Board **DATE:** December 12, 2023
RE: 2024 Objectives, Approval **FROM:** Shauna Anderson,
Director

After debriefing our objectives for this year, the management team met to determine objectives that will push us closer toward our goals for this upcoming fiscal year. I have attached the proposed 2024 objectives to this memo and will present on our plans at the meeting.

RESOLVED BY _____, SECONDED BY _____, TO APPROVE THE 2024 OBJECTIVES AS PRESENTED

AYES: _____

NAYS: _____

2024 OBJECTIVES

GOAL 1: Promote equity across our community and contribute to a welcoming, inclusive environment for all.

OBJECTIVE 1: Address economic insecurity through the implementation of all recommendations derived from the PDL Homeless Support Task Force.

GOAL 2: Increase awareness of library services and resources.

OBJECTIVE 2: Add an outdoor digital sign to the parking lot entrance.

OBJECTIVE 3: Implement a digital signage solution to seamlessly integrate all of the library's monitors to provide enhanced service information throughout the building.

GOAL 3: Connect with patrons across multiple environments, prototyping services that extend beyond books.

OBJECTIVE 4: Plan and present a new lineup of outdoor events in the amphitheater area, experimenting to better understand best practices for this new venue.

OBJECTIVE 5: Utilize community support and volunteerism to complete outdoor upgrades throughout the rest of the library's outdoor areas.

GOAL 4: Become a convening space in our community for shared dialog and action.

OBJECTIVE 6: In an effort to bring community members together, library staff will experiment with in-person program formats, including festivals, fairs, retreats, and an official Human Library event onsite at PDL to offer, high-interest, deep-engagement experiences with popular subject matter.

OBJECTIVE 7: The library will hold a series of Community Conversations with key stakeholder groups to gain a better understanding of community needs and aspirations.

GOAL 5: Establish benchmarks and formalize procedures in ways that increase organizational clarity and public transparency.

OBJECTIVE 8: Librarian and Technical Services staff will collaborate on the implementation of new workflows to enhance and clarify procedures around ordering, cataloging, processing, and organizing collection materials.

OBJECTIVE 9: Library staff will work together on the implementation of stronger internal communication tools: including a new paging system, incident reporting tools, mobile communication, and internal web services.

OBJECTIVE 10: Library staff will work together to recommend a path forward and begin implementation of an upgrade to the library's online catalog system.