



**TO:** Plymouth District Library Board      **DATE:** August 9, 2024  
**RE:** 2024 Budget Amendment,      **FROM:** Shauna Anderson,  
Approval      Director

Due to an excess of revenue received by the library this fiscal year, I recommend amending the 2024 budget to allow the library to address additional building projects slated for 2025 before the end of this fiscal year.

Additionally, the library is expecting to be in receipt of a new grant from the Wilcox Foundation to support the purchase and installation of better audio equipment for the outdoor amphitheater. We currently make use of a portable unit that requires significant support to setup for each event. Lump sum and line item breakdown of the proposed amended budget is attached.

RESOLVED BY \_\_\_\_\_ SECONDED BY \_\_\_\_\_ TO APPROVE THE AMENDED 2024 BUDGET AS PROPOSED FOR REVENUE AND EXPENDITURES TOTALLING \$4,626,000.

BATCH ADD BUDGET AMENDMENT REPORT FOR PLYMOUTH DISTRICT LIBRARY

GL Number	Description	2024 Activity	2024 Original Budget	2024 Amended Budget	New Amended	Change	Overbudget
101-000-403.000	PROPERTY TAXES CURRE	4,067,576.68	4,000,000.00	3,975,000.00	4,067,000.00	92,000.00	Y
101-000-407.000	PROPERTY TAXES/DELIN	18,572.61	200,000.00	50,000.00	30,000.00	(20,000.00)	N
101-000-538.000	GRANTS	11,250.00	20,000.00	20,000.00	38,000.00	18,000.00	N
101-000-574.000	STATE REVENUES	38,075.18	35,000.00	35,000.00	38,000.00	3,000.00	Y
101-000-664.000	BOOK FINES	3,899.76	3,000.00	3,000.00	5,000.00	2,000.00	Y
101-000-672.000	INTEREST ON INVESTME	112,119.69	100,000.00	115,000.00	150,000.00	35,000.00	N
101-000-694.000	OTHER MISC. INCOME	6,830.57	0.00	0.00	6,000.00	6,000.00	Y
101-000-694.001	CFSE DRAW	72,710.00	45,000.00	45,000.00	72,000.00	27,000.00	Y
101-000-695.000	COPIER FEES	4,941.96	2,000.00	2,000.00	5,000.00	3,000.00	Y
101-790-706.000	SALARIES/WAGES - PER	1,129,917.76	2,040,000.00	2,040,000.00	2,050,000.00	10,000.00	N
101-790-717.000	LIFE & DISABILITY	10,465.34	14,000.00	16,000.00	20,000.00	4,000.00	N
101-790-850.000	COMMUNICATIONS	13,048.75	20,000.00	20,000.00	25,000.00	5,000.00	Y
101-790-911.000	WORKERS COMPENSATION	5,751.00	5,000.00	5,000.00	6,000.00	1,000.00	Y
101-790-976.000	BLDG ADDITIONS & IMP	43,622.30	125,000.00	125,000.00	225,000.00	100,000.00	N
101-790-977.000	FURNITURE	11,570.47	50,000.00	28,000.00	69,000.00	41,000.00	N
101-790-983.000	TECHNOLOGY	59,469.37	150,000.00	150,000.00	155,000.00	5,000.00	N
Total Revenues:		4,528,228.17	4,460,000.00	4,460,000.00	4,626,000.00	0.00	
Total Expenditures:		2,466,962.54	4,460,000.00	4,460,000.00	4,626,000.00		
Net Rev/Exp:		2,061,265.63	0.00	0.00	0.00		



**TO:** Plymouth District Library Board      **DATE:** August 9, 2024  
**RE:** Social Media Policy, Approval      **FROM:** Shauna Anderson,  
Director

Due to recent issues on the library's social media page, in which individuals made disparaging remarks about library staff and the broader LGBT community, I am proposing the implementation of a Social Media Policy that will help govern how to handle inappropriate conduct on the library's social media pages.

Attached is a draft of a policy recommended by our attorney. This outlines the process that staff can use to determine if user-generated content posted on the library's page can be deleted, how to inform the individual of the library's decision, and how individuals can appeal to the library board for a final decision.

RESOLVED BY \_\_\_\_\_ SECONDED BY \_\_\_\_\_ TO APPROVE THE DRAFTED SOCIAL MEDIA POLICY AS WRITTEN.

YEAS

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# SOCIAL MEDIA POLICY

## I. Purpose.

The purpose of the Social Media Policy is to ensure effective promotion and discussion of the Plymouth District Library (“Library”) services, resources, and events, and to ensure a reputation for outstanding community engagement and customer service on social media. The purpose of the social media accounts is to discuss library programs, events, and materials.

## II. Definition of Social Media.

Social media is defined as electronic communication through which users create online communities to share information, ideas, personal messages, and other content. Social media would include any webpage or app through which the Library has an account and interacts with other users.

## III. Authority over Social Media Accounts.

The Library Director or their designee has the authority to determine whether a particular social media site or network is used by the Library. This Policy only applies to official Library social media accounts. The social media accounts of individual employees or Board members are not subject to this Policy.

## IV. Usage Rules.

The Library operates and maintains social media sites as a public service to provide information regarding Library services, programs, materials, events, and activities. Although the Library welcomes the comments, posts, and messages of other social media users that relate to the Library and/or its programs and recognizes and respects differences in opinion, Library social media accounts and any interactive sections contained therein are limited public forums and are subject to review by Library staff members. At the Library Director’s sole discretion, the Library may turn off or limit any features that allow comments about or reactions to the Library’s social media accounts. Unless otherwise indicated by reference directly to the Library’s

actions, the usage Rules apply only to comments, posts, and message from third parties and not the Library's own comments, posts, or messages.

If comments, posts and messages are permitted, the Library Director or Director's designee reserves the right to (but is not required to) remove any comment, post, or message that it deems in violation of this Policy. The Rules are as follows:

1. Privacy: Users should have no expectation of privacy when commenting on Library posts or tagging the Library. Comments and posts may be read by anyone once posted, regardless of one's friends, followers, or subscribers list. The Library advises users against posting their personal information or contact information on social media sites. Comments and posts may also be subject to disclosure under the Freedom of Information Act.
2. Library's Rights: The Library reserves the right to reproduce comments and posts tagging the Library in other public venues (ex: testimonials). Reproductions of this nature may be edited for space or content, but the original intent of the comment or post will be maintained as much as practicable.
3. No Endorsement: The Library is not responsible for the content of posts made by third parties, including patrons, reviewers, advertisers, and others who may post comments. Public posts by third parties do not reflect the positions of the Library, its employees, or any individual Board member.
4. Unauthorized Content: To ensure a healthy, safe space to discuss Library services, resources, and events, content containing any of the following may be removed immediately from any Library social media forum:
  - Obscene, illegal, sexually harassing, threatening speech or nudity in profile pictures.
  - Any post that affects the safety and security of the Library, its property, patrons and staff, or creates a hostile work environment.
  - Private or personal information, including phone numbers and addresses, or requests for personal information.

- Comments, links, or information unrelated to the purpose of the limited public forum.
  - Spam or other commercial messages.
  - Any postings that would violate the Michigan Campaign Finance Act, the Library Privacy Act or other Michigan or federal laws.
  - Solicitation of funds.
  - Any comment, post or other content that violates any person's intellectual property rights, including but not limited to violations of the Copyright Act.
  - Any information deemed harmful to minors in violation of the Michigan Library Privacy Act.
  - Any post that violates any Library policy.
  - Any images, links, or other content that falls into the above categories.
  - Any post that requires immediate action because the Library does not monitor its social media 24 hours a day.
  - Any document, information, or image that would be considered a Library record that is posted without permission of the patron or person identified in that record. For example, no picture of a Library program shall be posted without permission of every person in that picture.
5. Third Party Usage Rules: In addition, users are expected to abide by the terms and conditions set by third party social media platforms as well as follow appropriate federal and state law.

## V. **Violations and Appeals.**

The Library Director or Director's designee reserves the right to ban or block users who have posted in violation of this Policy or to delete posts or comments. When the post, comment or other message reasonably appears to be spam, phishing, hacking, a malware or ransomware attack, or similar conduct where replying may cause harm to the Library's website, internet, computer system or other library property, notice is not required. To the extent the Library has sufficient contact

information and does not otherwise fall under any exception provided by this subsection, the Library will message users who have been blocked or whose content is deleted within a reasonable time to explain the issue and notify the person of the action. Any person who has been blocked or whose post or comment has been deleted has the right to appeal that decision to the Library Board. The appeal should be sent to the Library Director within 10 business days of the (1) decision to block or ban, or (2) deletion of the post or comment, whichever is applicable. The Library Board shall decide the appeal.

## **VI. General Complaints.**

The Library asks that individual user complaints be sent directly to a manager or the Director so that they can be addressed efficiently. Social media is not the mechanism used by the Library to document or address Library user problems and concerns, or influence Library policy, procedures, or programs.



**TO:** Plymouth District Library Board

**DATE:** August 9, 2024

**RE:** VEBA Administration Proposal,  
Approval

**FROM:** Shauna Anderson,  
Library Director

As discussed previously, I have distinct concerns about the long-term viability of the library's VEBA Retiree Healthcare program. While the financial side of the plan is healthy, and over 100% funded, the plan design makes it harder for the library to bid the employee pool on the insurance marketplace. Over the past few years, only Blue Care Network will bid on the library's plan, and every year, coverage options decline alongside an increase in premiums.

Recently, the library adopted a plan design change that allows retirees to purchase their own insurance coverage and be reimbursed up to an amount that aligns with what would have been spent on their behalf for coverage in the employee pool.

This plan design change helped move a number of retirees off of the library's medical census, however, there are still a number of retirees who wish to remain on the plan, which continues to limit the library's ability to provide high quality healthcare for our current staff.

In order to establish a better system moving forward, the VEBA committee met with representatives from MERS and Aptia to learn more about how they can support our transition to a more sustainable program. The committee voted to propose their offerings to the full board for approval of a 1/1/2025 implementation of their Health Care Savings Plan (HCSP) and Retiree Health Insurance Exchange

If approved, this program would oversee the administration of retiree healthcare reimbursements from the VEBA trust while also supporting Medicare-eligible retirees in signing up for the best Medicare supplemental coverage to meet their



needs. This program serves to reduce the amount of staff hours dedicated to VEBA oversight while improving coverage for retirees and current employees.

This same program was implemented at Redford District Library as a replacement for their VEBA program, and the results have been exactly what we are looking for—better coverage all around and a more financially sustainable model.

I request your approval to move forward with the necessary steps to ensure a rollout of the new program as agreed upon by the VEBA Committee, providing a \$250 per month HCSP tax-free stipend for each Medicare-eligible VEBA participant starting 1/1/2025. Once we receive approval, I will work with our attorneys to amend the VEBA plan documents to allow for the program to function with the new administration.

RESOLVED BY \_\_\_\_ SECONDED BY \_\_\_\_ TO APPROVE THE IMPLEMENTATION OF THE MERS HEALTH CARE SAVINGS PLAN PROGRAM ALONGSIDE THE RETIREE HEALTH INSURANCE EXCHANGE THROUGH APTIA WITH A \$250 MONTHLY STIPEND FOR ALL MEDICARE-ELIGIBLE VEBA RETIREES AND THEIR SPOUSES STARTING 1/1/2025.



**TO:** Plymouth District Library Board      **DATE:** August 12, 2024  
**RE:** OCLC Quote, Approval                  **FROM:** Shauna Anderson,  
 Director

As a “standalone” library, we employ our own ILS instead of participating in a shared system. This means that we have to do all of our cataloging and metadata in-house. There are two systems that make it easier to catalog library materials, by providing ready-made MARC records for almost every book that can be housed in a library collection. We have been making use of the Skyriver product, by Innovative Interfaces Incorporated (III).

Today, I am requesting approval to migrate over to a different product from the nonprofit OCLC. They host WorldCat, a project that aims to provide a record for library materials internationally. We are currently subscribed to a few of their products already, including WorldCat, WebDewey, and our new mobile application. By adding a cataloging and metadata subscription, we will have access to additional supports to help make our collection more findable, including on google. I have attached a presentation to this memo that explains the affordances of this new subscription.

Since there are only two products on the market that achieve these ends, I have provided the cost comparison below. As you will see, OCLC is significantly cheaper and provides additional services that will serve library patrons better.

Vendor	Cost	Details
OCLC	\$6,683.25	Includes better cataloging records, web visibility, and an eventual Z3950 connection to Evergreen
Skyriver	\$20,649.17	Already in use, no additional training or setup required

RESOLVED BY \_\_\_\_\_ SECONDED BY \_\_\_\_\_ TO APPROVE OCLC CATALOGING AND METADATA SUBSCRIPTION FOR AN ANNUAL FEE OF \$6,683.25.

# OCLC Cataloging and Metadata Subscription

## What's included



## A community of collaborative work and data

**WorldCat®**, the world's most comprehensive database of information about library collections ([oclc.org/worldcat](https://oclc.org/worldcat))

- Unlimited searching of WorldCat records, authority control records, and local holdings records
- Registration of your library collections
- Copy cataloging for the majority of your collection with more than 420 million bibliographic records
- Cooperation with thousands of library and OCLC staff, who create, enrich, and share high-quality records and collections through WorldCat
- Full support for RDA and continued support for AACR2 standards
- Registration of your shared print retention commitments ([oclc.org/sharedprint](https://oclc.org/sharedprint))

**The OCLC Community Center**, where you can submit enhancement suggestions, view the global release calendar, and to connect with other subscribers ([oclc.org/community](https://oclc.org/community))

**Active listservs** to discuss best practices ([oclc.org/listservs](https://oclc.org/listservs))

**Authority files**, including VIAF ([oclc.org/VIAF](https://oclc.org/VIAF))

**OCLC Online Service Center** to manage your institution's information ([oclc.org/servicecenter](https://oclc.org/servicecenter))

**Unlimited product support** ([oclc.org/ProductSupport](https://oclc.org/ProductSupport)) and **online training** ([oclc.org/training](https://oclc.org/training)) as well as the Librarians' Toolbox ([oclc.org/toolbox](https://oclc.org/toolbox))

An **OCLC Cataloging and Metadata Subscription** allows you to quickly copy catalog most of your new materials in WorldCat, the world's largest database of library metadata, and provides a toolset for original cataloging. When the WorldCat community enriches metadata, you receive automatic MARC record updates that keep your collections current.



## Tools to help you create and manage metadata

For simple to expert online cataloging of physical and electronic titles:

**Connexion®** ([oclc.org/connexion](https://oclc.org/oclc/connexion))

**CatExpress®** ([oclc.org/catexpress](https://oclc.org/oclc/catexpress))

**Z39.50 Cataloging** ([oclc.org/z3950](https://oclc.org/oclc/z3950))

**WorldShare® Record Manager** ([oclc.org/getRM](https://oclc.org/oclc/getRM))

**Cataloging Label Program** to print labels with Connexion browser or CatExpress ([oclc.org/labels](https://oclc.org/oclc/labels))

**WorldShare Collection Manager** ([oclc.org/getCM](https://oclc.org/oclc/getCM))

- WorldCat updates for automatic delivery of MARC record updates
- WorldCat knowledge base collections to manage electronic resources, automated holdings feeds ([oclc.org/autoload](https://oclc.org/oclc/autoload)), demand-driven acquisitions collections, and open-access resources ([oclc.org/kbcollections](https://oclc.org/oclc/kbcollections))
- WorldCat cataloging partner collections for automatic output of WorldCat records that match vendor orders ([oclc.org/wcpproviders](https://oclc.org/oclc/wcpproviders))
- WorldCat query collections to create expert searches to extract sets of records from WorldCat
- WorldCat data sync collections to synchronize your entire catalog with WorldCat

## Developer resources to help you create new solutions

A community of library developers ([oclc.org/developer](https://oclc.org/oclc/developer)) and APIs, including:

- **WorldCat Metadata API** for managing WorldCat master records, holdings, and local bib data ([oclc.org/metadatasapi](https://oclc.org/oclc/metadatasapi))
- **WorldCat knowledge base API** for developer access to knowledge base information ([oclc.org/kbapi](https://oclc.org/oclc/kbapi))
- **WorldCat registry API** for developer access to a global directory of libraries and consortia ([oclc.org/registryapi](https://oclc.org/oclc/registryapi))



**Contact us at [libservices@oclc.org](mailto:libservices@oclc.org) to learn more.**

Let us help you take full advantage of the benefits you receive as part of your OCLC Cataloging and Metadata Subscription. Log into all your WorldShare services at [oclc.org/MyAccount](https://oclc.org/oclc/MyAccount).

**Because what is known must be shared.®**



July 18, 2024

# OCLC Cataloging and Metadata subscription

**Susan Gustaverson**

Public Library Services Consultant, Cataloging specialist



## OCLC subscriptions

### Current Subscriptions:

- FirstSearch
- Web Dewey 1 user

## Why do libraries catalog in WorldCat?



- Cooperative expertise drives **quality**
- Data registration expands **impact**
- Metadata automation increases **efficiency**



## Cooperative expertise drives quality

**Describe the scholarly and cultural record through the world's most comprehensive library catalog**

- Create new, original records
- Enrich bibliographic data
- Connect data across cultures and languages
- Drive the development of new standards



## Holdings expand impact

**Connect your collection to others and enhance the services your library offers**

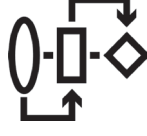
- Register your holdings in WorldCat
- Help the community (patrons, researchers, and librarians) find your collections
- Enable functionality in your other OCLC services
- Library listing on [WorldCat.org](http://WorldCat.org)



## Automation increases efficiency

**Simplify cumbersome metadata management processes for print and electronic resources**

- Keep your holdings current in WorldCat
- Deliver shelf-ready materials
- Enhance your local records to enriched WorldCat records
- Deliver the latest electronic records



 WorldCat®

—  
AT THE CENTER



WorldCat®

**548**  
million records

**3.3**  
billion holdings

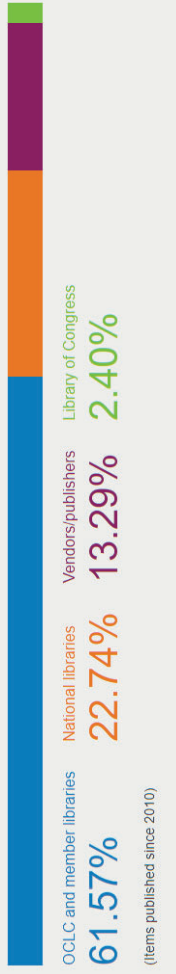
one new record  
**every**  
**second**

As of September 2023



## The power of cooperative cataloging

Sources of WorldCat bibliographic records (as of April 2023)



## Cooperative cataloging saves time

OCLC public library members  
copy cataloged  
**24,936,289**  
records last year



**93%**  
of their items from WorldCat

That's saving an average of 10  
minutes per title, that's more than  
**4 million hours**  
of time saved



## What catalogers find in WorldCat



Physical  
items



490 World  
languages



Audio  
Visual



Library of  
Things



Electronic content



Open-access  
content



## OCLC Cataloging and Metadata Subscription

Tools to expand the library's impact by increasing efficiency through automated processes and registering your collections in WorldCat.

### Cataloging tools

WorldShare® **Record Manager**  
Connexion®

### Create custom solutions

- Z39.50 Cataloging
- WorldCat Metadata API
- WorldCat knowledge base API
- WorldCat Registry API

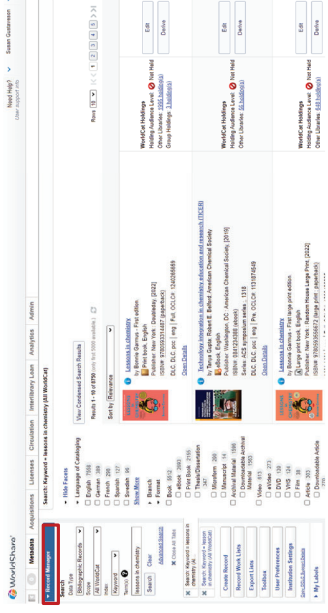
### Metadata automation tools

WorldShare® **Collection Manager**

- WorldCat data sync collections
- WorldCat cataloging partner collections
- WorldCat updates
- WorldCat query collections
- WorldCat knowledge base collections



# WorldShare® Record Manager

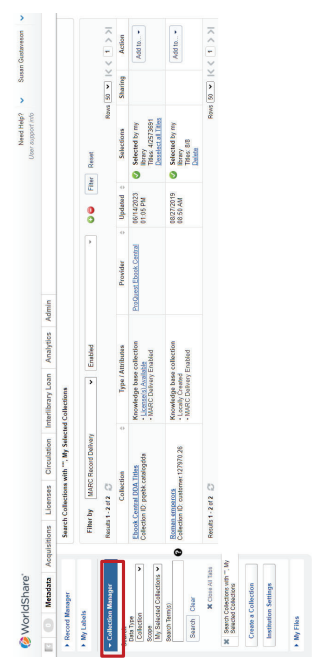


- Copy catalog and localize existing records in WorldCat
- Integrate authority files to facilitate research
- Enrich bibliographic data quickly and easily

oc.lc/getRM



# WorldShare® Collection Manager



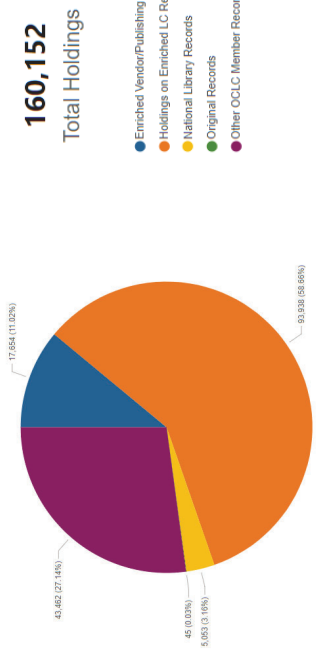
- Automate print and electronic workflows in one place
- Improve the quality of your catalog
- Highlight and share your electronic collections

oc.lc/getCM



## Holding you currently have set:

Holdings set in WorldCat



## Streamlined holdings update

### What is it?

- Streamlined offering to help libraries update their holdings
- No additional charge for libraries with a cataloging subscription

### What does it do?

- Add holdings to records in WorldCat that match
- Remove inaccurate holdings
- Add new records where there is no match

### What is not included in the process?

- WorldCat enrichment; high-touch data counseling, LHRs

oc.lc/holdings-request





## WorldCat data sync collections

Data synchronization integrates your library's holdings in WorldCat to accurately reflect your collection and make it visible to your patrons, other libraries, and users of the web through OCLC services.



## WorldCat cataloging partner collections

- Get new **physical items** to users quickly
- Automatically receive WorldCat MARC records that can also **include invoice data, net price, barcodes, custom notes** and other local data
- Get spine and pocket label files for **faster processing**

[oc.lc/wcpcollections](http://oc.lc/wcpcollections)



## WorldCat data sync collections

Data synchronization integrates your library's holdings in WorldCat to accurately reflect your collection and make it visible to your patrons, other libraries, and users of the web through OCLC services.



## WorldCat knowledge base

**76M+** records  
**26k+** content collections  
**670** providers



## Creating custom solutions

Your subscription also provides access to the **Z39.50 protocol** and to APIs you can use to **support the processes that work best for your unique library.**

- Z39.50 cataloging
- WorldCat Metadata API
- WorldCat knowledge base API
- WorldCat Registry API



## New Services

- Streamline Holdings Services
- Collection Manager
- More automation tools



## Web Visibility included with FirstSearch

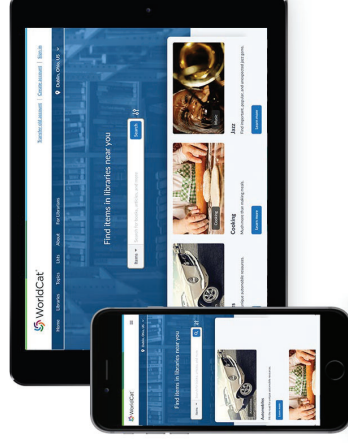
- Register Holdings in WorldCat
- Holdings are visible in WorldCat.org as a featured library
- Direct links from Google to your library



## What are WorldCat holdings?

- Holdings are used by libraries to communicate what they currently own or license by associating their unique institution symbol with specific records in WorldCat.
- Libraries set and maintain their holdings information by using tools and services included in OCLC cataloging subscriptions.

## More Web Visibility with WorldCat.org



Device friendly

Increased library visibility

Tools for staff, such as:

- Lists
- API



# Be visible by setting your holdings

WorldCat

Home Libraries Search Lists About Get Help

Find items in libraries near you

hugo cabret in Books  
hugo cabret in Titles  
See all results for [hugo cabret](#)

hugo cabret  
11 editions in 4,200 libraries

Featured libraries All libraries

Showing 3,356 libraries near [Tacoma, Washington](#)

- University of Puget Sound  
Collis Memorial Library  
1500 N. Warner St., Crab 1021, Tacoma, WA, 98416-1021, United States
- Pierce County Library System  
Administrative Center & Library  
3009 112th Street East, Tacoma, WA, 98444-2215, United States

Holdings are visible as a featured library and link you directly to your library's local catalog.



# Be visible by setting your holdings

The Invention of Hugo Cabret : a novel in words and pictures  
Author: Brian Selznick (Author, Artist)  
Illustrator: Brian Selznick (Illustrator)  
Publisher: Scholastic Press, New York, 2007  
Life and his biggest secret are preordained

Buy this item  
\$16.95  
\$12.95  
\$24.95

Find a Copy at a Library

11 editions in 4,200 libraries

Featured libraries All libraries

Showing 3,356 libraries near [Tacoma, Washington](#)

- University of Puget Sound  
Collis Memorial Library  
1500 N. Warner St., Crab 1021, Tacoma, WA, 98416-1021, United States
- Pierce County Library System  
Administrative Center & Library  
3009 112th Street East, Tacoma, WA, 98444-2215, United States

Holdings are visible as a featured library and link you directly to your library's local catalog.



# Be visible by setting your holdings

Pierce County Library System  
Pierce County Library System

Catalog Home Search Catalog My Account Library Website Help

Power search for: oclcs-67382888  
More Search Options

1 - 1 of 1

1. The Invention of Hugo Cabret : a novel in words and pictures, then  
By Selznick, Brian  
Over 400 pages, illustrations: 22 cm  
Publication: New York: Scholastic Press, [2007]  
Target Audience: None  
System Availability: A (6/3)  
Call Number: CHILDREN SELZNIC B 2007  
Current Holdings: 0

AVAILABILITY BY BRANCH

FULL DISPLAY
PLACE HOLD
ADD TO MY LIST

Related searches

- France
- Milled, Georgia, 1861-1928
- Onghars
- Pain (Fiction)
- Rationalism
- Selznick, Brian
- Stitching, Brian
- Other Searches
- Any Field Search
- Title Search
- Author Search



# More Web Visibility with WorldCat.org

Google Books Search Google Books Back to classic Google Books

The Invention of Hugo Cabret  
By Brian Selznick - 2015

Preview Search Inside Add to my library

Get the book More by author Other editions Similar books

Preview 49 pages

Preview inside

More by author

Other editions

Similar books

Search for books by author or keyword



# Be visible by setting your holdings

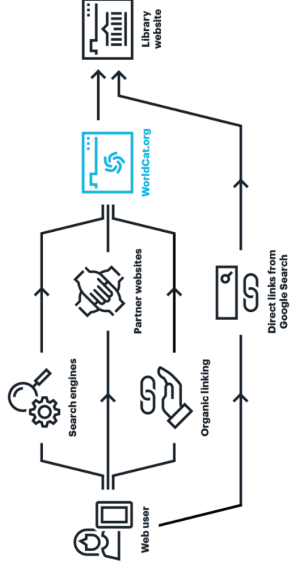
The screenshot shows the Pierce County Library System search results page. The search bar at the top contains the text 'ecls-67383288'. Below the search bar, there are navigation links for 'Catalog Home', 'Search Catalog', 'My Account', 'Library Website', and 'Help'. The main content area displays search results for 'The invention of Hugo Cabret : a novel in words and pictures' by Brian Koppelman and Lev Raphael. The results include the book title, author, publisher (Scholastic Press, [2007]), target audience (New 820), system availability (4 of 6), call number (CHILDREN SELZING B 2007), and current holds (0). There are also options to 'Add to My List' and 'More Search Options'.



# Web Visibility

The secret to better visibility online

Your library's collections can be represented in WorldCat, visible on WorldCat.org, and shared by our visibility partners through a variety of subscription choices. Information about your library's collections is then actively shared across the web through a wide variety of [statistic.com](#), [search engines](#), [social media](#), and [other popular websites](#). The presence of library links on websites viewed daily by millions of people increases awareness of and engagement with your library and the global library community.



# Web Visibility

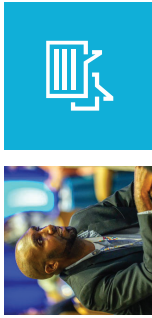
## Link users directly to your catalog from Google Search



OCLC and Google work together to link directly from books discovered through Google Search to print book records in the catalogs of libraries near them. The initial phase of this new initiative links to hundreds of US libraries, and is expected to expand to more libraries and connect to more library resources in the future.

Learn more about this new initiative





# New - OCLC Community Center

- Learn from peers in online discussion boards
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# Ask OCLC Quality Control

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**Virtual AskQC Office Hours**

					
Specialist WorldCat Quality	Specialist II	Specialist II	Specialist Database	Specialist II	Specialist Training Database

OCLC



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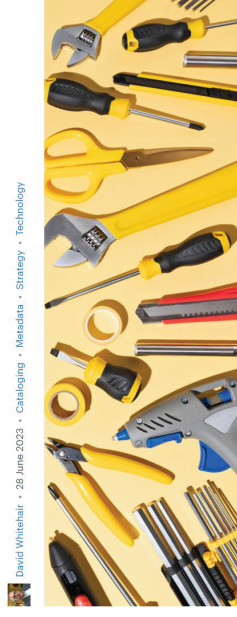
**Abstracts**

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## More than maintenance: Four reasons to update holdings



David Whitehair • 28 June 2023 • Cataloging • Metadata • Strategy • Technology

We do lots of maintenance tasks in our daily lives. We change tires, clean the HVAC, and inspect our roof and gutters—the list goes on and on. Usually, we do these things to prevent bad things from happening. But have you ever stopped and considered the benefits?

Holdings maintenance—making sure your library's WorldCat holdings are accurate and up to date—is a good example of how important maintenance is. But there's still so much more at play. In fact, there are major benefits for your library, your users, and the wider library community.

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28 June 2023
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- How resource sharing and collections data can inform collaboration.  
19 April 2023
- Local decision support based on collective intelligence.  
07 February 2023
- Are you asking the library experience?  
24 January 2023

### ARCHIVES

- June 2023
- April 2023
- February 2023
- January 2023
- December 2022

9.



**TO:** Plymouth District Library Board      **DATE:** 8/13/2024  
**RE:** Outdoor Audio Quote, Approval      **FROM:** Melanie Bell,  
Assistant Director

The Wilcox Foundation has expressed interest in paying for an outdoor sound system to the Amphitheater. Approval of the below vendor will allow the library to move forward with applying for a grant from the Wilcox Foundation.

Our IT Coordinator, Eric Klute met with three different vendors and walked them through the Wilcox Amphitheater. We requested quotes for an outdoor system with controls located indoors.

A summary of the quotes is listed below:

<b>VENDOR</b>	<b>COST</b>
Sound Planning	\$23,644.59
Omni Tech Spaces	\$7,450
National Communications Corp.	\$24,963.55

There is a wide variance between the quotes provided by OmniCable and the other two vendors. OmniCable supplied a quote for a high-end home theater receiver and speakers that support 100 watts per channel. These specs indicate a system that would be quieter than our current portable system and will not meet the needs for the Wilcox Amphitheater environment.

We are recommending the National Communications Corporation quote for \$24,963.44. This quote demonstrates a lot of attention to the details. They offered three different types of microphones that will accommodate a number of different programming situations. They included an equalizer to help with overriding the

sound of the HVAC unit on top of City Hall. National Communications also had better implementation availability for the fall. This company comes highly recommended from the Northville District Library.

RESOLVED BY \_\_\_\_\_, SECONDED BY \_\_\_\_\_, TO APPROVE THE PURCHASE OF AN OUTDOOR SOUND SYSTEM FOR THE WILCOX AMPHITHEATER IF GRANT FUNDS ARE RECEIVED FOR A TOTAL OF \$24,963.55

AYES \_\_\_\_\_

NAYS \_\_\_\_\_



NATIONAL SATELLITE CORPORATION, DBA  
**NATIONAL COMMUNICATIONS  
 CORPORATION**

**Prepared By:** Robert Murray  
**Email:** r.murray@natcomcorp.com  
**Phone:** C: 248.765.9336 O: 248.816.1100  
**Date of Quotation:** July 26, 2024

**Customer:** Plymouth Library  
**Project Name:** Amphitheater

**Quotation**

Quotes Are Good For 30 Days

Item	Qty	Manufacturer	Description	Price	Extended Price
1	2	Bose	AMU105 Outdoor Loud Speaker Black	\$568.92	\$1,137.84
2	1	Bose	PowerShare PS604D adaptable power amplifier	\$2,358.78	\$2,358.78
3	1	Bose	ControlCenter CC-1 Zone Controller	\$57.74	\$57.74
4	1	Shure	Eight Channel Automatic Mixer	\$1,585.36	\$1,585.36
5	1	Shure	Quad Digital Wireless Receiver	\$6,007.61	\$6,007.61
6	2	Shure	Handheld Transmitter with SM58® Mic	\$566.58	\$1,133.16
7	2	Shure	Wireless Bodypack Transmitter	\$528.01	\$1,056.02
8	2	Shure	2 Bay Networked Docking Station	\$384.37	\$768.74
9	4	Shure	Rechargeable Battery	\$106.40	\$425.60
10	2	Shure	Low-profile Cardioid Lavalier Microphone	\$127.68	\$255.36
11	2	Shure	Omnidirectional Earset Headworn Microphone	\$240.73	\$481.46
12	2	Shure	In Line Antenna Amplifier	\$166.25	\$332.50
13	2	Shure	1/2 Wave Antenna	\$30.59	\$61.18
14	4	Shure	50' Antenna Extension Cable	\$105.07	\$420.28
15	1	Middle Atlantic	EWR Series Pivoting Wall Rack	\$651.04	\$651.04
16	1	Middle Atlantic	2 RU Utility Rackshelf	\$65.84	\$65.84
17	1	Middle Atlantic	9 Outlet, 15 Amp Rackmount Power + Surge	\$598.50	\$598.50
18	1	NCC	Misc. Cables, Connectors, and Hardware	\$1,180.00	\$1,180.00

Please Send Purchase Orders To: orders@natcomcorp.com or Fax 877-615-6699

**Notes:** Electrical Provided by Other      **Payment Terms: 1/2 Down, Balance Net 30**  
 Outdoors to have Conduit/Boxes/Covers as required for protection and clean looks.

<b>Sub Total:</b>	\$18577.01
<b>Labor:</b>	\$6000.00
<b>Sales Tax:</b>	
<b>Freight:</b>	\$386.54
<b>TOTAL:</b>	<b>24,963.55</b>



9.6



**TO:** Plymouth District Library Board      **DATE:** 8/13/2024  
**RE:** Scanning Station Quote              **FROM:** Melanie Bell,  
Assistant Director

The library would like to purchase a scanning station that would allow our patrons to more easily scan and fax documents to a variety of different locations. The system also supports scanning and translating text to various languages as well as scanning text to audio.

We requested two quotes from vendors for this scanning solution. We were unable to locate a third vendor with a similar product. Below is a summary of the quotes we received:

<b>VENDOR</b>	<b>COST</b>
TBS	\$6,225.00
Envisionware	\$8,025.00

We are recommending the quote from TBS. TBS is the current vendor for our time and print management system. This means that any prints from the scanner will easily tie into our current print interfaces. The quote includes a 60 day trial period so that we can evaluate how well the equipment works in our environment.

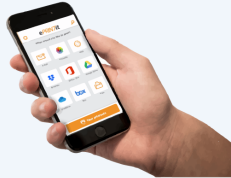
RESOLVE BY \_\_\_\_\_, SECONDED BY \_\_\_\_\_, TO APPROVE THE PURCHASE OF A SCANNING STATION FROM TBS FOR A TOTAL OF \$6225.00

AYES \_\_\_\_\_

NAYS \_\_\_\_\_

# Redefining Your Library's Customer Experience

**ePRINTit™**  
SECURE CLOUD PRINTING  
**Mobile Printing**



**PaperCutMF**  
**Print Management**

**TBS 9900**  
**PAYMENT KIOSKS**  
**Payment Solutions**



**EasyBooking™**  
**MyPC**  
**Computer Booking**

**ScanEZ (60 Day Trial Order)**

Quote # MS001567  
Version 1

Prepared for:

**Plymouth District Library - Michigan**

Eric Klute  
eklute@plymouthlibrary.org

Prepared by:

**Corporate Office**

Mick Smith  
msmith@tbsit360.com



**Scanning Solutions**



POINT OF SALE SYSTEM  
**MAGNA**  
**POS-L**  
FOR LIBRARIES  
**Point Of Sale**





Tuesday, July 30, 2024

Plymouth District Library - Michigan  
Eric Klute  
223 S. Main Street  
Plymouth, MI 48170  
eklute@plymouthlibrary.org

Dear Eric,

Today's Business Solutions, Inc. (TBS) would like to thank your Library Team for the opportunity to further expand our partnership. We are excited to provide more capabilities and provide significant enhancements for your patrons and staff with our solutions and outstanding customer service and support.

A few of the many benefits your staff and patrons will receive from TBS include:

- Since 1991 TBS has become the leader for advancing technology for time and print management for libraries.
- Customer service is the center of our philosophy.
- Our extensive knowledge of library management systems, your patrons and staff for the ever-changing needs of this market has set TBS apart from other companies within this industry.
- We are a Hardware and Software expert, thus for the past 5 years TBS has been Awarded Platinum Status from MLA for our products and solutions.
- TBS was the first vendor to bring mobile printing to the market and our solution is far easier for your patrons to use than any other.
- TBS offers a browser-based staff portal that will save your staff hours.
- Our robust standard reporting provides valuable tools for your staff that are unmatched by anyone else in the industry.
- Our Scan EZ solution with scan, copy, internet based faxing, restoring old photos and translation service to text and audio is revolutionizing scanning to attract more patrons.
- TBS's expertise in system conversions will make transitioning to the TBS solution a smooth one for both customers and staff.

It is our intent to continue to earn your partnership and provide your Library with a state of the art solution that far exceeds your minimum requirements. Thank you again for being a TBS partner and the opportunity to expand our partnership.

Thank you in advance for reviewing our proposal. Do not hesitate to reach me to review or ask any questions regarding any part of our proposal or solution via email or at 630-537-1370.

Mick Smith  
Director of Sales  
Corporate Office



## About Us

**TBS – Today’s Business Solutions** was established in 1991 and is a software and hardware solutions provider specializing in the Public Library and Higher Education markets.

TBS provides **BookScan Stations, Print Management, MyPC Computer** booking, and **Web-Based Printing Portals** as well as a full line of payment devices.

Payment devices range from low-cost coin towers to combination systems of a coin, bill, and debit cards; to “networked” terminals connected to a centralized server. Payment devices control access and charge for such things as copies, printing, scanning, fax, laundry, vending, Point of Sale, PC time access, door access.

Our solutions can also integrate a Web-Base credit card gateway which will allow users to use their credit cards or Debit cards (**Master Card, Visa, American Express**, etc.) for such purchases. Our solutions decrease your cost of operating your business while increasing your patron’s overall satisfaction.

In addition to being an equipment provider, TBS provides: Sales Support, Technical Support and can custom design support and implementation programs to meet any customer’s requirements

Scan Stations

Product No.	Qty	Description	Unit Price	Ext. Price
SSS-21-FBS	1	<b>ScanEZ with 21" Tablet/Wide Screen and 11" x 17" Book Edge Flat Bed Scanner (60 Day Trial Order)</b>	\$5,095.00	\$5,095.00
AD370	1	<b>Single Pass Duplex Sheet Feed Scanner 70ppm/140ppm</b>	\$695.00	\$695.00
ASA-SCANEZ	1	<b>ScanEZ Annual license and support. Includes all hardware and software support, updates, and licenses. First Year Maintenance &amp; Support are included with the purchase.</b>	\$0.00	\$0.00
SSS-ATS	1	<b>ScanEZ - 80+ Languages to Text, 40+ Languages to Audio (MP3)</b>	\$240.00	\$240.00
SSS-VPIX	1	<b>Image Enhancement Module</b>	\$195.00	\$195.00
SSS-Fax	1	<b>Simple Scan Station - Fax Service</b>	\$0.00	\$0.00
SSS-FEATURES	1	<b>Exclusive TBS ScanEZ Features:</b> <ul style="list-style-type: none"> <li>• ScanEZ Web Reports</li> <li>• ABBYY® Fine Reader - OCR supports</li> <li>• True Copy Function</li> <li>• Multilingual User Interface</li> <li>• HIPAA Compliant Secure Fax Service</li> <li>• Automatic call FAX re-submission during off-hours</li> <li>• Print from USB/Cloud Storage</li> </ul>	\$0.00	\$0.00
SSS-WR	1	<b>ScanEZ Web Reports</b>	\$0.00	\$0.00
SSS-OCR	1	<b>ABBYY® Fine Reader - OCR supports 198 recognition languages in all combinations. 53 languages include dictionary support.</b>	\$0.00	\$0.00
SSS-MLI	1	<b>The ScanEZ Station multilingual interface allows users to switch on-screen text to one of languages 25 different languages.</b>	\$0.00	\$0.00
SSS-TC	1	<b>True Copy Function – Provides user with an easy way to utilize the ScanEZ Station as a copier replacement including Single Pass ID Copy, reduction and enlargement capabilities. Incorporated into Papercut and the Kiosk.</b>	\$0.00	\$0.00
SSS-HSF	1	<b>HIPAA Compliant Fax Service - Privacy and Security of an individual's medical records and health information.</b>	\$0.00	\$0.00
SSS-BF	1	<b>Busy Fax - Automatic call re-submission during off-hours</b>	\$0.00	\$0.00
SSS-UCP	1	<b>Print from USB/Cloud Storage</b>	\$0.00	\$0.00



Subtotal: \$6,225.00

Annual Maintenance and Support After Year 1

Description		Price	Qty	Ext. Price
ASA-SSS	<b>ScanEZ Station Annual license and support. Includes all hardware support and software support , updates and licenses.</b>	\$795.00	1	\$795.00
SSS-VPIX-BSA	<b>Yearly Support for Image Enhancement</b>	\$60.00	1	\$60.00
SSS-ATS	<b>ScanEZ - 80+ Languages to Text, 40+ Languages to Audio (MP3)</b>	\$240.00	1	\$240.00
			Subtotal:	\$1,095.00



## ScanEZ (60 Day Trial Order)

**Quote Information:**

**Quote #:** MS001567

Version: 1

Delivery Date: 07/30/2024

Expiration Date: 08/27/2024

**Prepared for:**

**Plymouth District Library - Michigan**

223 S. Main Street

Plymouth, MI 48170

Eric Klute

(734) 453-0750

eklute@plymouthlibrary.org

**Prepared by:**



**Corporate Office**

Mick Smith

630-537-1370 ex: 1004

Fax 630-537-1369

msmith@tbsit360.com

## Quote Summary

Description	Amount
Scan Stations	\$6,225.00
Services	\$250.00
Subtotal:	\$6,475.00
Estimated Shipping:	\$280.00
Total:	\$6,755.00

**Terms and Conditions**

1. Freight Prepaid
2. This price quote is good for 40 days from the date of this quotation
3. TERMS are Net 30 days from the date of shipment (not installation)
4. Lead-time is TBD
5. Equipment remains TBS Inc. property until payment is received

### Corporate Office

Signature: \_\_\_\_\_

Name: Mick Smith

Title: Director of Sales

Date: 07/30/2024

### Plymouth District Library - Michigan

Signature: \_\_\_\_\_

Name: Eric Klute

Date: \_\_\_\_\_



**TO:** Plymouth District Library Board      **DATE:** 8/13/2024  
**RE:** Wireless AV Quote, Approval      **FROM:** Melanie Bell,  
 Assistant Director

The library would like to purchase two wireless audio visual components (one per room) for the Walldorf and Dunning meeting rooms. This equipment supports both hybrid and in-person setups. Users would just have to plug a USB device into their equipment and it would be displayed on the meeting room screens.

We have demoed and tested this equipment in our meeting rooms and at other libraries. We also discussed with other libraries their experience with the equipment and it is highly recommended.

We requested quotes from three vendors. The CDWG quote does not include labor for installation. The summary of the quotes is listed below:

<b>VENDOR</b>	<b>COST</b>
Sound Planning	\$7,208.02
CDWG	\$5,717.76
National Communications Corp.	\$9,821.27

We are recommending the quote from Sound Planning. We have worked well with Sound Planning in the past. They set up the current audio visual equipment in the meeting rooms and are therefore very familiar with it.

RESOLVED BY \_\_\_\_\_, SECONDED BY \_\_\_\_\_, TO APPROVE THE PURCHASE OF A WIRELESS AUDIO VISUAL COMPONENT FROM SOUND PLANNING FOR A TOTAL OF \$7,208.02

AYES \_\_\_\_\_

NAYS \_\_\_\_\_





# ESTIMATE

13000 inkster road - redford, mi 48239  
 p 313.255.4100 - f 313.255.4103

DATE	ESTIMATE #
3/15/2024	3750

NAME / ADDRESS
Plymouth District Library Melanie Bell 223 S. Main St. Plymouth, MI 48170

Ship To
Plymouth District Library Melanie Bell 223 S. Main St. Plymouth, MI 48170 734-453-0750 x 239

TERMS	EXP DATE	REP	PROJECT #
Net 30	8/9/2024	CS	

DESCRIPTION	QTY	Each	TOTAL
Barco CX-50 Clickshare Conference Set-Gen 2	2	3,363.75	6,727.50
CTG 50612; Core Series High Speed HDMI® Cable with Ethernet - 4K 60Hz, 15' cable	2	16.26	32.52T
Labor for Installation	2	224.00	448.00

	<b>Subtotal</b>	\$7,208.02
	<b>Sales Tax (0.00)</b>	\$0.00
	<b>Total</b>	<b>\$7,208.02</b>

Sign and Date to Proceed \_\_\_\_\_