

9.2



TO: Plymouth District Library Board **DATE:** December 10, 2024
RE: 2025 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: _____

2025 OBJECTIVES

GOAL 1: Foster connections between residents

OBJECTIVE 1: Facilitate at least 8 intergenerational opportunities before the end of the fiscal year in varying formats with over 50% of participants reporting enhanced sense of community as a result of participation. (Holly Hibner & Lauren Baker)

OBJECTIVE 2: By year-end, launch a "Checkout an Expert" program at the library, offering at least five different topics for community members to explore. Achieve a minimum of 20 participants in the first three months and gather feedback to improve the program, aiming for a satisfaction rating of 85% or higher. (Zach Hose)

GOAL 2: Enhance communication and information sharing

OBJECTIVE 3: Prototype a community-created newsletter for local news and information sharing. Publish at least 3 newsletters by the end of fiscal year 2025. (Donna Jackson)

OBJECTIVE 4: Implement a system of rotating topical displays throughout the library, with a primary focus on civic engagement. At least 12 displays will be produced throughout the year to support a 5% increase in overall circulation. (Holly Hibner & Donna Jackson)

GOAL 3: Contribute to the character of our community

OBJECTIVE 5: Enhance the library's interior (including more meeting spaces to foster deeper community connections) in ways that highlight and celebrate the historic charm of our downtown neighborhood. (Shauna Anderson)

OBJECTIVE 6: Facilitate at least 6 initiatives offsite, throughout the community centered on place-making-- creating vibrant, inclusive environments that foster social interaction and community engagement—with a goal of at least 50 participants per session. (Heather Pacheco)



TO: Plymouth District Library Board **DATE:** December 11, 2024
RE: Circulation Schedule, **FROM:** Shauna Anderson,
 Fines/Fees, Review Director

A few updates were recently made to the library's circulation schedule to align with the needs of our patrons. Board books and encyclopedias were integrated with the rest of our book circulation rules. Wonderbooks were added as a new format. Cricut cartridges and Holiday Items were removed as a category. Technology kits required proof of district residency to checkout.

No updates are suggested for our fines and fees at this time.

RESOLVED BY _____, SECONDED BY _____, TO APPROVE THE UPDATED CIRCULATION SCHEDULE AND REAFFIRM CURRENT FINES/FEES.

CIRCULATION SCHEDULE

ITEM	LOAN PERIOD	RENEW	HOLDS	MAX
PRINT ITEMS				
Books	3 Weeks	X	X	
Book Club Kits	8 Weeks		X	
Lucky Day Books	3 Weeks			
Magazines	1 Week	X		
Teen Stacks	8 weeks		X	
Bookpacks	3 Weeks	X	X	
AUDIO				
Audio Books	3 Weeks	X	X	
Music CDs	1 Week	X	X	
Playaway/VOX Audio/Wonderbook	3 Weeks	X	X	
VIDEO				
DVD/BluRay - Feature	1 Week	X	X	
DVD/BluRay - 1 Day	1 Day			
DVD/Blu-Ray - Nonfiction	3 Weeks	X	X	
Launchpads	1 Week	X	X	2
OTHER				
Magnifiers	3 Weeks			
STEAM Kits	2 Weeks	X	X	1
Technology Kits Laptops and hotspots: Only available to ages 18+ with Plymouth resident ID	2 Weeks			1
Video Games	3 Weeks	X	X	5
Board Games	2 Weeks	X	X	2

FINES & FEES

ITEM	COST
Non-Resident Card	\$150/year
Black/White Copies & Prints - Under 10 pages/day	FREE
Black/White Copies & Prints - Over 10 pages/day	\$0.10/page
Color Copies & Prints - Under 10 pages/day	FREE
Color Copies & Prints - Over 10 pages/day	\$0.10/page
Large-Format Prints	\$0.40/inch paper
3D Printed Items	\$0.10/gram filament + \$1/hour of printing
Processing Fee	\$2/item

Lost (over 30 days late) or damaged items will be charged for the replacement cost of each item plus the processing fee outlined above. The library will issue a refund if the lost item is returned within 60 days after payment.

Accounts with over \$50 in fees will be limited to digital checkouts until their charges are paid off.

Groups or individuals responsible for damage to the library facilities or equipment will be charged for the cost of repairs or special cleaning required.



TO: Plymouth District Library Board **DATE:** December 11, 2024
RE: 2025 Cost of Living **FROM:** Shauna Anderson,
Adjustments & Merit Raises, Director
Approval

Annually, I budget for a cost of living adjustment (COLA) to help ensure that our wages are regularly increased. For 2025, I budgeted for a 2% increase to go into effect at the start of the first full pay period in 2025. Included in this, I would like to move Circulation Clerks to the same pay grade as Technical Services Clerks, which would be a slightly larger increase for most of those staff members.

For merit raises, I budgeted an additional 2% increase in the first full pay period in July pending a positive annual performance evaluation.

RESOLVED BY _____, SECONDED BY _____, TO MOVE CIRCULATION CLERKS TO THE SAME PAY GRADE AS TECHNICAL SERVICES CLERKS, BEGINNING THE FIRST FULL PAY PERIOD IN JANUARY 2025.

RESOLVED BY _____, SECONDED BY _____, TO APPROVE A 2% COST OF LIVING ADJUSTMENT TO ALL STAFF WAGES, BEGINNING THE FIRST FULL PAY PERIOD IN JANUARY 2025.

RESOLVED BY _____, SECONDED BY _____, TO APPROVE A 2% MERIT INCREASE TO WAGES FOR STAFF WHO RECEIVE A POSITIVE ANNUAL PERFORMANCE EVALUATION, BEGINNING THE FIRST FULL PAY PERIOD IN JULY 2025.

9.5



TO: Plymouth District Library Board **DATE:** 12/11/2024
RE: HVAC Mechanicals One Year **FROM:** Melanie Bell,
Contract Assistant Director

We need to sign a new preventative maintenance (PM) contract for the mechanical side of our HVAC system, boiler, and snow melt in 2025. After the issues with the HVAC system that we had in July of this year we decided that we wanted to request quotes from a number of vendors. These quotes are shown below

VENDOR	COST
Campbell Inc	\$22,900
B&C Ten Air	\$17,440
Robertson & Morrison	\$12,990

We would like the board to approve the purchase of preventative maintenance services for our HVAC mechanical system with B&C Ten Air. B&C Ten Air is not the cheapest option but their quote includes two filter changes for our 30 Fan powered VAV box per year instead of one in the Robertson and Morrison agreement. It also includes quarterly filter changes on our RTU's versus semi-annual with Robertson and Morrison. We've worked with B&C Ten Air previously so they are very familiar with our building and equipment. This cost is already included in our 2025 approved budget.

RESOLVED BY _____, SECONDED BY _____, TO APPROVE
PURCHASING PREVENTATIVE MAINTENANCE SERVICE FOR HVAC
MECHANICALS FOR A TOTAL OF \$17,440

Plymouth District Library
223 S Main St
Plymouth, MI 48170



Preventive Maintenance Service Agreement

Benefits of a Preventative Maintenance & Inspection Agreement

A Preventative Maintenance & Inspection Agreement is the optimum choice to maintain your HVAC equipment operation at peak efficiency. This program is customized to meet all of the unique requirements of your specific HVAC equipment. A well designed and implemented maintenance program such as this one can help you in a variety of ways to ultimately increase your business.

B&C / Ten Air HVAC Systems maintenance program is designed to help you reduce the cost of operating and maintaining your HVAC Systems. Studies have shown that our type of maintenance program can help you in a number of ways:

Save Energy Dollars

Preventative maintenance keeps your equipment in peak operating condition, thereby reducing energy consumption. Our program will provide the proper maintenance tasking procedures that includes cleaning of all heat transfer surfaces and calibrating your equipment to operate at peak performance, saving you as much as 20% on wasted utility usage.

Eliminate Expensive Down Time

Not being able to work because of unexpected and unbudgeted equipment failures is money out of your pocket. This Preventative Maintenance Agreement provides the manufacturers' recommended maintenance tasking procedures for your equipment on a predetermined schedule. Our program will reduce equipment failures and costly equipment downtime while increasing your comfort and productivity

Extend Equipment Life

B&C / Ten Air HVAC Systems, Inc. will keep your equipment in optimum condition to increase the life expectancy of your equipment over that of inadequately maintained equipment. The result is a deferral of costly replacement expenditures.

Priority Emergency Service Response

Our Preventative Maintenance & Inspection Service Agreement has continuously proven to reduce emergency or trouble calls. However, when one does occur, you will receive our highest priority response. If you have an emergency or trouble with your equipment, B&C / Ten Air HVAC Systems, Inc. will respond 24 hours a day, 365 days a year.

Mechanical Equipment Maintenance

Preventative Maintenance Inspections: We will provide Two (2) routine scheduled operating inspections to check system performance, equipment operating and safety controls and fluid levels to maximize efficiency and reliability.

B&C / Ten Air HVAC Systems, Inc. will provide the following Professional Maintenance Services for the building Environmental Mechanical System(s) comprised of the equipment listed on the Inventory of Equipment List:

SCOPE OF WORK TO INCLUDE: Job labor, travel labor and travel expenses preventive to clean, align, calibrate, tighten, adjust, and lubricate equipment. These activities are intended to extend equipment life and assure proper operating condition and efficiency. Typical activities include:

- **TESTING** for excessive vibration; motor winding resistance; refrigerant charge; fan RPM; safety controls; combustion and draft; crankcase heaters; control system(s), etc.
- **INSPECTING** for worn, failed or doubtful parts, mountings; drive couplings; oil level; rotation; soot; flame composition and shape; pilot and igniter; steam, water, oil and/or refrigerant leaks, etc.
- **FILTER CHANGE** – Quarterly on RTU's, Semi-Annual on FPB's
- **BELTS:** Not included
- **ALIGNING** belt drives, drive couplings, air fins, etc.
- **CALIBRATING** safety controls; temperature and pressure controls, etc.
- **TIGHTENING** electrical connections; mounting bolts; pipe clamps, refrigerant piping fittings; damper sections, etc.
- **ADJUSTING** belt tension; refrigerant charge; super heat; fan RPM; burner fuel/air ratios; gas pressure; set point of controls and limits; compressor cylinder unloaders; damper close-off; sump floats, etc.
- **LUBRICATING** motors; fan and damper bearings; valve stems; damper linkages; fan vane linkages, etc.
- **ANALYSIS** of compressor

NOT INCLUDED: Cleaning of heating coils, cooling coils, fan housings, blower wheels, ductwork, air balancing, main power service, sanitation sewers, condensate or refrigerant lines, heat exchangers, or other non-moving parts of the heating, ventilation and air conditioning systems, water treatment, and building automation controls. Condenser coil power washing is also not included, unless otherwise specified in the agreement.

Additional Labor and Material Costs: Upon customer approval, we will repair or replace failed mechanical equipment in order to keep your system in peak operating condition. These labor and material costs are not included within the scope of the agreement, unless otherwise specified.

Emergency Services

Response Window-Monday through Sunday, 24 Hours per Day. We will provide emergency service between scheduled preventive maintenance calls, Monday through Sunday, including holidays, 24 hours per day to minimize downtime. Emergencies will be determined by the Customer and B&C / Ten Air HVAC Systems, Inc. and will be billed on a time and material basis.

On-Site Response Within 4 Hours. We will be on-site to provide emergency service within 4 hours. Non-emergency calls, as determined by the Client and B&C / Ten Air HVAC Systems, Inc. will be incorporated into the next scheduled preventive maintenance visit.

Documentation and Quality Assurance

Documentation of All Service Provided. We will document each on-site service call and furnish you with a copy showing time, date, and a brief description of activity. Work orders for on-site system preventive maintenance will list the inspection date, individual to report to, equipment identification, equipment location, work to be performed, and any special instructions.

PREVENTATIVE MAINTENANCE AND INSPECTION AGREEMENT 2025

BY AND BETWEEN:

B&C / Ten Air HVAC Systems, Inc. 3861 Childs Lake Road Milford, MI 48381-3628 248-348-1360 – Fax: 248-348-1387 www.bctenair.com
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Plymouth District Library 223 S Main St Plymouth, MI 48170 (734) 453-0750 Loreen Graham lgraham@plymouthlibrary.org
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Hereinafter Customer

SERVICES WILL BE PROVIDED AT:

Inspection service will be performed during normal business hours on approximately the following schedule:

Spring 25' – Equipment inspection	Fall 25' – Equipment inspection	Summer 25' – RTU condenser coil cleaning
Quarterly filter change on RTU's / Semi-annual filter change on FPB's / Annual Boiler CSD-1's		
Annual canister replacement for steam humidifiers		

B&C / Ten Air HVAC Systems, Inc. will provide the services described in the maintenance program and schedules, which are attached hereto and made a part of this Agreement, in accordance with the terms and conditions, set forth in this document.

The AGREEMENT Price is... **\$17,440.00** per year and payable in Four (4) equal installments of...**\$4,360.00**

This proposal is the proprietary property of B&C / Ten Air HVAC Systems, Inc. and is provided for Customer's use only. B&C / Ten Air HVAC Systems, Inc. guarantees the price stated in this Agreement for thirty (30) days from proposal date above. This proposal will become a binding Agreement only after acceptance by Customer and approval by an officer of B&C / Ten Air HVAC Systems, Inc. as evidenced by their signatures below. This Agreement sets forth all of the terms and conditions binding upon the parties hereto; and no person has authority to make any claim, representation, promise or condition on behalf of B&C / Ten Air HVAC Systems, Inc., which is not expressed herein.

Offered by B&C / Ten Air HVAC Systems, Inc.

Approved for: Customer Name

Approved: B&C / Ten Air HVAC Systems, Inc.

Signature: _____
Name/Title: _____
Sales Manager

Date: _____

Signature (Authorized Representative)
(Print/Type)

Signature: _____
Name/Title: _____

Date: _____

Terms & Conditions

1. Preferential service will be granted to Agreement customers over non-agreement customers during rush periods or when emergency service is required.
2. Agreement customers shall receive our preferred customer rate of **\$120.00** per hour. Emergency service and special services required after normal business hours will be invoiced at our overtime rate of **\$180.00** per hour. A vehicle charge of **\$75.00** per vehicle, per day shall apply. Holidays will be invoiced at **\$240.00** per hour.
3. A special report of recommended or necessary repairs to maintain the system(s) in proper operating condition will be rendered, as required. An itemized estimate of parts, material costs and approximate labor costs will be submitted and no repairs or improvements will be undertaken without specific authorization.
4. All work under this agreement shall be performed during our normal working hours unless otherwise specified (8:00 a.m. to 4:30 p.m., Monday through Friday) except Holidays.
5. It is agreed that, in order to permit us to perform our obligations under this Agreement, we shall be free to start and stop the equipment for reasonable periods. It is also agreed that you will provide means of access to the equipment.
6. It is agreed that we shall not be liable for operation of the equipment or for injuries to persons or damages to property, except those directly due to the negligent acts or omissions of our employees and in no event shall we be liable for consequential or incidental damages. We shall not be liable for any loss or damage or delay caused by acts of government, difficulties with workmen, fire or for any other reason beyond our control.
7. Since the normal operation of this equipment is a function of the owner, we cannot be responsible for the failure of the equipment or its controls, nor can we be responsible for obsolescence. However, this service together with the recommended operation improvements and maintenance should result in satisfactory performance and normal life expectancy for your mechanical equipment.
8. Material warranty is limited to the manufacturers' allowed warranty. Labor warranty is thirty (30) days. All warranty is limited to these terms.
9. The term of this Agreement shall be from **1/1/25** to **12/31/25** and shall thereafter automatically renew for one (1) year terms, unless terminated by either party at any time for cause or without cause upon thirty (30) days written notice.
10. It is agreed that no service will be rendered under this Agreement if the customer has a past due account over sixty (60) days, annual rate 18%.
11. An itemized invoice will be presented for all authorized additional services provided by B&C / Ten Air HVAC Systems, Inc. These services will be invoiced at the B&C / Ten Air HVAC Systems, Inc. prevailing labor and transportation rates.
12. It is further agreed that the Agreement price and special hourly rates and vehicle charges shall be adjusted yearly based on our prevailing cost of labor compared to such costs at the beginning of the previous year.
13. This proposal contains the entire Agreement and shall become effective on the date accepted by both parties.

Operations Support Staff

B&C / Ten Air HVAC Systems, Inc. provides Preventative Maintenance Service to your equipment for a fixed fee. These services minimize potential damage/down time and can extend the life expectancy of your equipment.

The following building professionals will be dedicated to your Preventative Maintenance Program:

Jeff Weber / Eric Biehl, our Sales Representatives are responsible for managing and maintaining all aspects of your Preventative Maintenance Program. Jeff can be contacted at (248) 348-1360

Jason Chaldecott, our Sales Manager is responsible for scheduling the Preventative Maintenance Inspections and Emergency service calls. Jason also handles all service-related operational issues to ensure your satisfaction. Jason can be contacted at (248) 348-1360

Todd Guajardo, will be your primary service mechanic for your Mechanical equipment and responsible for performing the ongoing service of your system. However, due to scheduling complications, there are times that another capable service technician will be dispatched to your location.

Executive Summary

In today's economy, organizations are challenged with finding ways to continually improve upon quality service while containing or reducing costs. During this time, strategic decision making is crucial in meeting these higher standards.

B&C / Ten Air HVAC Systems, Inc. is a resource that offers turnkey, integrated mechanical solutions designed to help meet these goals. We are dedicated to identifying, developing and implementing strategies that will reduce your cost structure through the implementation of optimally designed mechanical maintenance programs and innovative procurement strategies.

B&C / Ten Air HVAC Systems, Inc. is not only the best, but also one of the largest mechanical service organizations in Southeastern Michigan with the most sophisticated computerized dispatch and maintenance management system available. Our purchasing power of HVAC equipment and maintenance materials through our purchasing network is second to none in the industry. Our purchasing power helps keep our costs lower, which in turn benefits you directly in all categories of HVAC work. We have, for more than 30 years been able to provide our customers with the best value for their investment dollar.

PLYMOUTH DISTRICT LIBRARY - EQUIPMENT LIST

<u>EQUIPMENT</u>	<u>LABEL</u>	<u>LOCATION</u>	<u>MAKE</u>	<u>MODEL</u>
PACKAGE RTU	RTU 1	ROOF	DAIKIN	RPS079DLYS
PACKAGE RTU	RTU 2	ROOF	DAIKIN	RPS079DLYS
FAN COIL	BCU1	VESTIBULE (ATTIC)	DAIKIN	
AIR CURATIN	ACFD	VESTIBULE	MARS	
DUCTLESS HEAT PUMP			SAMSUNG	AC012KXADCH
BOILER	B-1	BOILER ROOM	PATTERSON K.	C200
BOILER	B-2	BOILER ROOM	PATTERSON K.	C200
CIRC PUMP	P-1	BOILER ROOM	TACO	FE250
CIRC PUMP	P-2	BOILER ROOM	TACO	FE250
EXPANSION TANK	EXP-1	BOILER ROOM	TACO	PS080
DUCTLESS SPLIT (EVAP)	AC-1	IT ROOM	CARRIER	40QNB018
DUCTLESS SPLIT (COND)	AC-1B	STORAGE ROOM	CARRIER	38HD018
STEAM HUMIDIFIER	H-1	2ND FLOOR	NORTEC	MP1288215
STEAM HUMIDIFIER	H-2	2ND FLOOR	NORTEC	MP1288215
UNIT HEATER	MENS	BATHROOM		
UNIT HEATER	WOMENS	BATHROOM		
WATER HEATER	WH-1	BOILER ROOM	LOCHINVAR	LTA030
WATER HEATER	WH-2	BOILER ROOM	LOCHINVAR	LTA030
EXHAUST FANS 1-3	EF 1-3	ROOF	GREENHECK	GB91 / GB71
EXHAUST FAN UL-3	UL-3	ROOF	GREENHECK	GB-91
EXHAUST FAN ML-1	ML-1	CLOSET	GREENHECK	CSPA410
EXHAUST FANS 4, 5, 6, 9				
EXHAUST FANS UL-1, 2	UL-1 / UL-2	CEILING		
EXHAUST FANS 1 & 2	EX-1 / EX-2	HUMID ROOM		
CABINET HEATERS 1, 2, 3	CU1/CU2/CU3	WALL		
UNIT HEATER	UH-1	ATTIC	Q MARK	
UNIT HEATER	UH SP / RC	SHIPPING / RECEIVING	TRANE	
CONDENSATE PUMPS 1 & 2	COND 1 & 2	2ND FLOOR	HOFFMAN	WC
SNOW MELT SYSTEM				
FAN POWERED BOXES (30)	FPB	LOWER / MAIN / UPPER LEVEL		



TO: Plymouth District Library Board **DATE:** December 17, 2024
RE: 2025 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 2025 fiscal year for success.

VENDOR	BUDGET LINE	ANTICIPATED SPENDING
Delta Dental	716 Med/Hosp/Insurance	\$20,000
BCBS of Michigan	716 Med/Hosp/Insurance	\$250,000
Healthiest You	716 Med/Hosp/Insurance	\$5,000
Mutual of Omaha	717 Life/Disability	\$18,000
MERS	718 Retirement	\$300,000
Nationwide	718 Retirement	\$40,000
Amazon	740 Operating Supplies	\$17,000
	740.2 Building Supplies	\$6,000
	741 Books & Materials	\$1,000
	880 Community Promotion	\$1,200
	880.001 Events (Friends)	\$6,000
	983 Technology	\$14,000
Demco	740 Operating Supplies	\$1,000
	740.2 Building Supplies	\$1,000
Envisionware	740 Operating Supplies	\$3,000
Office Depot Business	740 Operating Supplies	\$12,000
The Library Network	740 Operating Supplies	\$4,000
	741.1 Databases	\$700

	818 Contractual Services	\$4,000
	850 Communications	\$12,000
Staples	740 Operating Supplies	\$4,000
Cintas	740.2 Building Supplies	\$14,000
Graybar	740.2 Building Supplies	\$4,000
Baker & Taylor	741 Books & Materials	\$48,500
Ingram	741 Books & Materials	\$160,000
Best Buy	741 Books & Materials	\$5,000
Midwest Tape	741 Books & Materials	\$40,000
	741.2 eResources	\$86,000
EBSCO	741 Books & Materials	\$12,000
	741.1 Databases	\$5,500
MCLS	741.1 Databases	\$26,500
	741.2 eResources	\$39,500
Proquest	741.1 Databases	\$10,000
LinkedIn Learning	741.1 Databases	\$7,000
Overdrive	741.2 eResources	\$20,000
The Palace Project	741.2 eResources	\$6,000
Kanopy	741.2 eResources	\$8,500
BambooHR	818 Contractual Services	\$8,500
Foster Swift	818 Contractual Services	\$10,000
Andrews Hooper Pavlik	818 Contractual Services	\$17,500
Plante Moran	818 Contractual Services	\$30,000
Equinox Library Initiative	818 Contractual Services	\$23,000
	818.1 Catalog	\$17,000
Sirsi Dynex	818 Contractual Services	\$7,000
	818.1 Catalog	\$28,000
OCLC	818.1 Catalog	\$12,500
Bibliocommons	818.1 Catalog	\$26,000
Web Press of Michigan	880 Community Promotion	\$14,500
USPS	880 Community Promotion	\$8,200
Abby B. Photography	880 Community Promotion	\$9,500
Orange Boy	880 Community Promotion	\$8,000
Scholastic	880.001 Events (Friends)	\$5,000
Michigan Municipal League Insurance Pool	910 Liability Insurance	\$62,000
	911 Workers Compensation	\$6,000
DTE	920 Utilities	\$142,000
Consumers Energy	920 Utilities	\$24,000
City of Plymouth	920 Utilities	\$14,000
Assa Abloy	930 Repairs & Maintenance	\$7,500
BC Ten Air	930 Repairs & Maintenance	\$18,000
BASS Controls	930 Repairs & Maintenance	\$6,000
Executive Property Maintenance	930 Repairs & Maintenance	\$10,000
Feral Flora	930 Repairs & Maintenance	\$14,000
First Response Property Maintenance	930 Repairs & Maintenance	\$8,000
Five Star Elevator	930 Repairs & Maintenance	\$9,000

Guardian Alarm	930 Repairs & Maintenance	\$7,000
MCD Architects	976 Building Renovation	\$85,000
Shaw Construction	976 Building Renovation	\$300,000
Library Design Associates	977 Furniture	\$100,000
Leader Business	983 Technology	\$18,000
BS&A	983 Technology	\$7,000
Sehi Computer Products	983 Technology	\$58,000
Canon Financial	983 Technology	\$7,200
Adobe	983 Technology	\$8,500
Security 101	983 Technology	\$16,000

RESOLVED BY _____, SECONDED BY _____, TO APPROVE THE PROPOSED LIST OF BLANKET PURCHASE ORDERS FOR FISCAL YEAR 2025.

AYES _____

NAYS _____