

10.1



TO: Plymouth District Library Board **DATE:** December 10, 2025
RE: 2026 Board Meeting Dates **FROM:** Shauna Anderson,
Director

It is customary for the Board to meet on the third Tuesday of each month at 7:30pm in the Friends Room at Plymouth District Library.

Attached is a list of proposed meeting dates for the year 2026 based on this.

RESOLVED BY _____, SECONDED BY _____, TO APPROVE
THE DATES FOR MONTHLY PDL BOARD MEETINGS IN 2026 AS PRESENTED.



PUBLIC NOTICE

2026 Library Board Meeting Dates

Since 1989, Library Board meetings have been held on the third Tuesday each month at 7:30 p.m. These dates for 2026 are:

January 20—*ANNUAL MEETING*

February 17

March 17

April 21

May 19

June 16

July 21

August 18

September 15

October 20

November 17

December 15

The District Library Board will provide auxiliary aids and services of materials being considered at the meeting, to individuals with disabilities upon reasonable notice. Individuals with disabilities requiring auxiliary aids or services should contact Shauna Anderson, Director, Plymouth District Library, 223 S. Main Street, Plymouth, MI at 734 453-0750 x 218

DATE: December 10, 2025
FROM: Shauna Anderson,
Director

This is a request for a resolution to confirm official 2026 Library Closings. The Library has been closed Sunday of Fall Festival and Art in the Park weekends for many years, all due to difficulty accessing the Library on those days. Again, I propose that we close on Saturday of those festivals as well, so that we can utilize staff resources at these signature community events.

Thursday, January 1	New Year's Day
Monday, February 16	President's Day (Staff In-service Day)
Sunday, April 19	Easter
Monday, May 25	Memorial Day
Saturday, July 4	Independence Day
Saturday, July 11	Art in the Park
Sunday, July 12	Art in the Park
Monday, September 7	Labor Day
Saturday, September 12	Fall Festival
Sunday, September 13	Fall Festival
Thursday, November 26	Thanksgiving
Thursday, December 24	Christmas Eve
Friday, December 25	Christmas Day
Thursday, December 31	New Year's Eve

RESOLVED BY _____, SECONDED BY _____, TO APPROVE THE PROPOSED LIST OF LIBRARY CLOSINGS FOR 2026.



TO: Plymouth District Library Board **DATE:** December 10, 2025
RE: 2026 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. Attached is our requested listing of vendors, including the anticipated spending and effected budget lines. The full approval of this list will set up our 2026 fiscal year for success.

RESOLVED BY _____, SECONDED BY _____, TO APPROVE THE PROPOSED LIST OF BLANKET PURCHASE ORDERS FOR FISCAL YEAR 2026.

VENDOR	REQUESTED	DESCRIPTION	GL #	
Abby B. Photography	\$9,500	Photography & Videography	880	Community Promotion
Adobe	\$8,000.00	Software Licenses	983	Technology
Albam Aquarium	\$4,000.00	Fish Tank Maintenance	930	Repairs & Maintenance
Amazon	\$13,000.00	Operating / Admin / Youth Supplies / Books	740	Operating Supplies
Amazon	\$12,000.00	Facilities Tools & Equipment	740.2	Building Supplies
Amazon	\$4,000.00	Collections, supplemental supplier	741	Books & Materials
Amazon	\$6,000	Program Supplies, Born to Read bags	880.001	Friends Events
Amazon	\$12,000.00	IT Supplies	983	Technology
Amazon	\$1,800	Marketing Supplies	880	Community Promotion
American Library Association	\$12,000.00	Memberships, conference, and trainings	864	Conferences & Training
Assa Abloy	\$5,000.00	ADA & Front Door Maintenance	930	Repairs & Maintenance
BambooHR	\$8,500.00	Payroll Fees	818	Contractual Services
BC 10	\$30,000.00	HVAC, Boiler, Snow Melt	930	Repairs & Maintenance
BCBS of Michigan	\$300,000.00	Medical Insurance	716	Medical/Dental Insurance
BCM One	\$3,600.00	SIP VoIP Lines	850	Communications
Bibliocommons	\$30,000	OPAC	818.1	Catalog
BS&A	\$8,000.00	Fixed Asset & Accounts Payable Software	983	Technology
BSB	\$2,000.00	Mitel Software Assurance and Maintenance	850	Communications
Canon Financial	\$7,500.00	Copier Leases	983	Technology
CDWG	\$9,000.00	IT Supplies	983	Technology
Cee Clean	\$6,000.00	Window & Matt Cleaning	930	Repairs & Maintenance
Cintas	\$10,000.00	Janitorial Supplies	740.2	Building Supplies
City of Plymouth	\$15,000	Water and Waste	920	Utilities
Comcast	\$3,000.00	POTS LINES	850	Communications
ConnectWise	\$3,000.00	Remote Support Software	983	Technology
Consumers Energy	\$20,000	Gas	920	Utilities
Delta Dental	\$25,000.00	Dental & Vision Insurance	716	Medical/Dental Insurance
Demco	\$3,500.00	Book Supplies	740	Operating Supplies
DTE	\$145,000	Electricity	920	Utilities
EBSCO	\$10,000.00	Periodicals	741	Books & Materials

VENDOR	REQUESTED	DESCRIPTION	GL #	
Ebsco	\$6,000	Consumer Reports and NoveList	741.1	Databases
Equinox Library Initiative	\$20,000	ILS	818.1	Catalog
Executive Property	\$5,000.00	Grounds Maintenance	930	Repairs & Maintenance
Foster Swift	\$15,000	Attorney Fees	818	Contractual Services
Genson Plumbing	\$5,000.00	Plumbing	930	Repairs & Maintenance
Go Daddy	\$1,500.00	Domain Renewal	983	Technology
Graybar	\$2,000.00	Light Bulbs	740.2	Building Supplies
Green Earth Coatings	\$12,000.00	Painting & Repairs	930	Repairs & Maintenance
Green Electrical Solutions	\$12,000.00	Electrical	930	Repairs & Maintenance
Guaridan Alarm	\$7,000.00	Security, Fire Provider	930	Repairs & Maintenance
Hatteras	\$4,000	Printing	880	Community Promotion
Hatteras Printing	\$400.00	PDL Business Cards	740	Operating Supplies
Healthiest You	\$5,000.00	Telehealth Coverage	716	Medical/Dental Insurance
HomeDepot	\$2,000.00	Maintenance Supplies	740.2	Building Supplies
HV Burton	\$1,500.00	Boiler PH Testing	930	Repairs & Maintenance
Ingram	\$180,000.00	Collections, main supplier	741	Books & Materials
Interior Plant Maintenance	\$3,500.00	Interior Plant Maintenance	930	Repairs & Maintenance
Kanopy	\$9,000	Kanopy	741.2	eResources
Lan-Tec Inc	\$3,500.00	Data/cabling	983	Technology
LB Office	\$18,000.00	Paper / Toners / Operating / Admin Supplies	740	Operating Supplies
Leader Business	\$19,200.00	Printing/Copying	983	Technology
Library Market	\$2,000.00	Calendar Software	983	Technology
Library Things	\$5,000.00	Vox books	741	Books & Materials
LinkedIn	\$7,000	LinkedIn Learning	741.1	Databases
LSS	\$2,000.00	Janitorial Supplies	740.2	Building Supplies
Maner Costerisan	\$18,800	Audit Fees	818	Contractual Services
MCD	\$3,000	Architect Fees	818	Contractual Services
MCLS	\$1,000.00	Trainings	864	Conferences & Training
MCLS	\$24,000	Data Axle, Heritage Quest, Mango Languages, Morningstar	741.1	Databases
MCLS	\$41,000	Overdrive Cooperative Fees plus Magazines	741.2	eResources

VENDOR	REQUESTED	DESCRIPTION	GL #	
MERS	\$275,000.00	Pension Contributions	718	Retirement
Metcom	\$1,000.00	Barcodes	740	Operating Supplies
Michigan Library Associat	\$7,000.00	Memberships, conference, and trainings	864	Conferences & Training
Miciganense Natives	\$7,000.00	Exterior Garden Maintenance	930	Repairs & Maintenance
Midwest Tape	\$25,000.00	DVDs and Audiobooks	741	Books & Materials
Midwest Tapes	\$110,000	Hoopla	741.2	eResources
MML Liability Insurance P	\$68,000.00	Annual Liability Insurance Premium	910	Insurance & Bonds
MML Worker's Comp Poo	\$6,000.00	Annual Worker's Compensation Premium	911	Workers Comp
Mobile Beacon	\$3,300.00	Hotspots	850	Communications
Modernistic	\$5,000.00	Partition and Hard Surface Cleaning	930	Repairs & Maintenance
Murphy & Spagnuolo	\$3,000	Penal Fine Attorney	818	Contractual Services
Mutual of Omaha	\$20,000.00	Life and Disability Insurance Coverage	717	Disability Insurance
Nationwide	\$65,000.00	457 Employer Contributions	718	Retirement
OCLC	\$15,000	Cataloging, Mobile App, WebDewey	818.1	Catalog
Orange Boy	\$8,000	Marketing Software	880	Community Promotion
OTIS	\$13,000.00	Elevator Maintenance	930	Repairs & Maintenance
Overdrive	\$50,000	Overdrive Advantage	741.2	eResources
PBC Guru	\$3,900	Library Speakers Consortium	880.001	Friends Events
Plante Moran	\$40,000	Accounting Fees	818	Contractual Services
Playaway Products	\$6,500.00	Wonderbooks and Launchpads	741	Books & Materials
Proquest	\$5,000	Syndetics Unbound Cover Art	818.1	Catalog
Proquest	\$10,000	Free Press, Historical News, Ancestry, Fold3,	741.1	Databases
Redford Lock Smith	\$1,000.00	Key & Lock repairs	930	Repairs & Maintenance
Regal Pest	\$2,000.00	Infestation Prevention	930	Repairs & Maintenance
Security101	\$5,000.00	Secuirty Projects	983	Technology
Sehi Computer Products	\$65,000.00	Anticipated projects, Veeam, Barracuda, & Meraki licenses	983	Technology
Shaw Construction	\$10,000.00	Small Projects	930	Repairs & Maintenance
Shaw Construction	\$450,000	Leftover 2025 projects for LL Playscape	976	Building Renovation
TBS	\$5,000.00	Printing & Scanning System	983	Technology
The Library Network	\$4,000	TLN Delivery Fees + movie license	818	Contractual Services

VENDOR	REQUESTED	DESCRIPTION	GL #	
The Library Network	\$13,000.00	Gigabit Internet Upgrade	850	Communications
The Library Network	\$1,000.00	RFID Tags	740	Operating Supplies
The Library Network	\$1,000	LOTE	741.1	Databases
Total Energy Systems	\$4,000.00	Generator Maintenance	930	Repairs & Maintenance
Tristar	\$1,000.00	Fire Supression System Inspection	930	Repairs & Maintenance
USPS	\$1,000.00	Stamps / Postage costs	740	Operating Supplies
USPS	\$8,200	Postage	880	Community Promotion
Watkins Ross	\$1,500	Actuarial Fees	818	Contractual Services
Web Press of Michigan	\$16,000	Printing	880	Community Promotion
Zoom	\$2,500.00	Virtual Meetings	983	Technology



TO: Plymouth District Library Board **DATE:** December 10, 2025
RE: 2026 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 2026, I budgeted for a 2% increase to go into effect at the start of the first full pay period in 2025. Staff who have been with the library for over 90 days are eligible for this raise.

For merit raises, I budgeted an additional 2% increase in the first full pay period in July pending a positive annual performance evaluation. Staff who have been with the library for over a year are eligible for this raise.

RESOLVED BY _____, SECONDED BY _____, TO APPROVE A 2% COST OF LIVING ADJUSTMENT TO WAGES FOR STAFF WHO HAVE BEEN WITH THE LIBRARY OVER 90 DAYS, BEGINNING THE FIRST FULL PAY PERIOD IN JANUARY 2026.

RESOLVED BY _____, SECONDED BY _____, TO APPROVE A 2% MERIT INCREASE TO WAGES FOR STAFF WHO HAVE BEEN WITH THE LIBRARY FOR OVER 1 YEAR AND RECEIVE A POSITIVE ANNUAL PERFORMANCE EVALUATION, BEGINNING THE FIRST FULL PAY PERIOD IN JULY 2026.



TO: Plymouth District Library Board
RE: 2026 Objectives, Approval

DATE: December 10, 2025
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 2026 objectives to this memo and will present on our plans at the meeting.

RESOLVED BY _____, SECONDED BY _____, TO APPROVE THE 2026
OBJECTIVES AS PRESENTED

2026 OBJECTIVES

GOAL 1: Foster connections between residents

OBJECTIVE 1: Host a series of community conversations and panel discussions on civic engagement to provide inclusive spaces for dialogue, helping residents connect across differences and deepen their sense of belonging within the community during a complicated political time.

GOAL 2: Enhance communication and information sharing

OBJECTIVE 2: Redesign the staff intranet to a format that is easier to update and maintain, improving internal communication, information access, and efficiency so that staff can more effectively serve the public.

GOAL 3: Contribute to the character of our community

OBJECTIVE 3: Hold a grand opening celebration of the refreshed library building to showcase updated spaces, honor community investment, and celebrate the library as a central piece of Plymouth's identity and civic pride.