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PLYMOUTH DISTRICT LIBRARY

TO:	Plymouth District Library Board	**DATE:**	October 13, 2026
RE:	Meeting Room & Special Event Policy	**FROM:**	Shauna Anderson, Director

To follow up on the creation of the Special Events Rental program at PDL, I am suggesting the attached policy amendments and approvals. I have discussed potential liability concerns with our attorney and addressed all of these concerns through the drafts.

The current Meeting Room Policy was amended to reference the different policy governing Special Event Rentals.

The new Special Event Rental Policy includes a general application and scheduling process that is flexible enough to support library needs as the program gets off the ground. There are also considerations to keep the program purposefully specific in the kinds of events that we will allow and how we expect to handle the use of third-party vendors. As you will see, no Special Events are allowed to include alcohol, and there are strict guidelines for behavior that would impact library services or neighboring buildings.

I suggest that the attached policies be approved by the board. Additional details of the program, including fees and scheduling limitations will be presented at the meeting following policy approval.

MOTIONED BY _____, SECONDED BY_____, TO APPROVE THE UPDATED MEETING ROOM POLICY AS PRESENTED.

MOTIONED BY _____, SECONDED BY_____, TO APPROVE THE SPECIAL EVENTS POLICY AS PRESENTED.

MEETING ROOM POLICY

I. Introduction and Purpose of Policy

The mission of Plymouth District Library ("Library") is to provide quality Library services that support the cultural, educational, and informational needs and interests of the community. In keeping with this mission, the Library provides facilities for Library programs as well as Library business meetings. When certain Library space is not scheduled for Library-sponsored or co-sponsored events, it may be used by the public within the parameters set by this Meeting Room Policy ("Policy"). The restrictions of this Policy relating to Applications and Scheduling do not apply to Library-sponsored or co-sponsored events. In addition to free use of meeting rooms, the Library also has select spaces that can be rented for a fee, for special events. Please refer to the *Special Event Policy* for more details.

II. Application and Scheduling of Meeting Room

A. General Use. Any District resident may reserve the use of Library Meeting Rooms, on behalf of a not-for-profit group, club, or organization pursuant to the requirements of this Policy ("Users"). The Meeting Rooms are available during regular Library hours. Meeting Rooms may not be used for purely social events.

B. Specific Meeting Rooms. The following are a list of specific meeting rooms or meeting areas ("Meeting Rooms"). The regulations contained in this Policy apply to all Meeting Rooms, unless otherwise specified:

Room	**Maximum Capacity**
Walldorf Room	45
Dunning Room	45
Friends Board Room	16
Storytime Room	35

C. Scheduling.

1. Applications shall be accepted on a first-come-first-serve basis, with (a) Library business, (b) Library-sponsored or Library-co-sponsored events or (c) uses governed by contract with the Library having first priority. The next priority shall be given to applications that support the cultural, educational, and informational needs and interests of the community.

2. The Library reserves the right to reschedule meetings in the event the Library Board needs to schedule a special Library Board meeting or other Library-sponsored or Library-co-sponsored events.

3. Reservations

    a. The Library opens to requests for meeting room use on a quarterly basis, as guided by its program planning and marketing schedules. Reservation request opening dates for each quarter will be published on the library's website. Meeting room reservation should be requested at least 2 days in advance. The Library will not accept same day reservations.

    b. Study Rooms are available to the general public on a first come, first served basis.

4. The Library is responsible for scheduling use of the Meeting Rooms. The program and meeting schedule will be posted and updated regularly.

5. Time Limit

    a. Meeting Room reservations are limited to one day.

6. Meeting room use by any one User group is limited to once per calendar week with meetings during prime evening hours (5pm-close) not to exceed twice per calendar month.

D. <u>Application Process for the Community Room</u>.

1. Plymouth residents age 18+ with an active library card on file may request use of a meeting room. Persons requesting meeting room use who do not have Plymouth residency must secure a Plymouth resident sponsor age 18+. Exceptions may be made for requests made by organizations who regularly partner with the Library.

2. The Library will contact you with confirmation that your Reservation is accepted. Do not assume that your Reservation is complete upon submission of the application.

3. Users who need to cancel a reservation should advise the Library as soon as possible.

4. At the time of application, the Applicant must sign a Waiver of Liability prepared by the Library.

III. General Guidelines Affecting all Library Meeting Rooms

A. Smoking and Fire. No smoking, candles, matches or any other use of fire shall be permitted in the Meeting Rooms.

B. Use by Persons Under the Age of 18. Users of the Meeting Rooms must be under adequate supervision by adults 18 years of age or older. The reservation form requires the listing of an adult who will be in charge of the group, as well as being financially responsible for any damages that may occur. This listed adult must be on site during the reserved meeting time.

C. Tobacco, Marijuana, Alcohol and Controlled Substances Prohibited. The Library prohibits the use of tobacco, marijuana, alcohol and the illicit use of controlled substances in the Meeting Rooms.

D. Food and Beverages. Users of the Meeting Rooms may serve light refreshments, but only if approved by the Library at the time the User requests and receives permission to use the Meeting Rooms. It is the responsibility of the User to observe all health codes when serving light refreshments. Users may not use sterno or flames to heat food. Users utilizing the Walldorf Room and Friends Room may make use of the kitchenette and hot beverage equipment. Users must leave the room and equipment in clean, ready condition.

E. Disruption Prohibited. Users making excessive noise that disrupts normal Library functions or other patrons' use of the Library may be asked to leave. This includes conducting the meeting or any part of the meeting outside of the Meeting Rooms.

F. Equipment Requests. Requests for use of audio or visual equipment, tables, chairs and any equipment owned by the Library must be made at the time the venue is scheduled. The Library does not guarantee the availability of any equipment. Meeting Room users are not to make adjustments to monitors, microphones, or other audio visual equipment that would require staff reconfiguration.

G. Clean Up. It is the User's responsibility to leave the room in the condition (floors vacuumed, tables cleaned, etc.) in which they found it. The User must remove leftover food, containers, beverages and all

other personal or group-owned items. Failure to clean up may result in forfeiting the privilege of using the room in the future and an hourly cleaning rate of $25.00 per hour with a $25.00 minimum fee. Users must include time to clean up and set up within the scheduled time and must end meetings at least 15 minutes before the Library closing time.

H. Library Policies. Users shall observe all rules of conduct and policies applicable to Library patrons.

I. Occupancy. Users shall permit no more persons than is stated by occupancy requirements identified in Section II. B above.

J. No Raffles and Contribution Requests. Users shall not sell tickets, raffles or any objects or solicit contributions from persons located anywhere in the Library or on Library property.

K. Private Literature. Users shall not distribute personal or group literature, brochures, and other materials to Library patrons outside of the Meeting Rooms. Users shall not leave printed materials on Library property without prior approval of the Library Director or in accordance with Library Policy.

L. Use of Walls and Other Surfaces. No decorations or other materials may be attached or affixed to the walls, doors, windows or other surfaces unless approved by the Library. At no time, shall any materials or other documents be displayed outside the meeting room, unless pre-approved. If such approval is granted, any such material must be removed at the close of the scheduled time.

M. Room Access. Users may not enter the Library before opening hours and should allow adequate time to set up in their meeting room reservation.

IV. Fees

A. Clean Up and Damage Fee. A fee of $25.00 per hour for cleanup will be charged if the Meeting Room is not cleaned up as required by this Policy. Users shall pay for any actual damage to the Meeting Rooms. This includes messing with library audio visual equipment in a manner that requires reconfiguring.

V. Library Disclaimer

A. No Endorsement. Use of the Meeting Rooms does not constitute the Library's endorsement of an individual's or group's policies or beliefs by any of the staff or Board members. Any publicity for any event held in the Meeting Rooms must state that "Plymouth District Library does not sponsor or endorse this event."

B. Right to Cancel. If necessary, the Library reserves the right to cancel the use of the Meeting Room or move the meeting to a different Meeting Room, including but not limited to inclement weather or other unexpected building closures. The Library shall use its best efforts to notify the Users if the Library intends to cancel the use of the Meeting Room. In the event of inclement weather or other area emergencies, please contact the Library before the meeting to confirm that the building is still open.

C. Hold Harmless. Plymouth District Library is released and held harmless from any and all claims for personal injury or property damage.

VI. Violation and Appeal Section

For violations of this Policy, the Library Director or the Director's designee may restrict access to Library facilities, including the Library Program Rooms, by immediately dismissing the patron from the premises, by suspending the patron's access to Library facilities for a set period of time pursuant to the Library's Violation and Appeal Policy.

SPECIAL EVENT POLICY

I. Introduction and Purpose of Policy

The mission of Plymouth District Library ("Library") is to provide quality Library services that support the cultural, educational, and informational needs and interests of the community. In keeping with this mission, the Library may make certain Library facilities available for private special events when those facilities are not needed for Library-sponsored or Library-co-sponsored programs or Library business.

The Library recognizes that its facilities, including its historic building and outdoor spaces, may provide unique and meaningful settings for certain private celebrations. The Library may therefore offer limited after-hours rental opportunities for wedding ceremonies and children's parties pursuant to the requirements of this Special Events Policy ("Policy") and the Library's Special Event Rental Agreement.

Special Event rentals are distinct from use of Library Meeting Rooms and are subject to separate rental fees, staffing requirements, scheduling procedures, and terms and conditions.

The restrictions of this Policy relating to Applications and Scheduling do not apply to Library-sponsored or Library-co-sponsored events.

II. Application and Scheduling of Special Events

A. General Use. Special Event rentals are available to members of the public who meet the requirements of this Policy. At least one individual responsible for the event must be a Plymouth resident age 18 or older. The Plymouth resident must be identified on the application and rental agreement and shall serve as the primary contact and financially responsible party for the event.

Special Events are private, invitation-only events and may not be open to the general public.

At this time, the Library offers the following types of Special Event rentals:

a. Indoor wedding ceremonies;
b. Outdoor wedding ceremonies utilizing the Library's outdoor amphitheater; and

c. Children's parties, generally intended for children age eight (8) and under with adequate adult supervision.

The Library may establish additional event types or modify the types of events offered under this Policy upon approval of the Library Board or Library Director, as appropriate.

B. Rental Areas. The following Library spaces may be made available for Special Event rentals:

Event Type	**Rental Space**
Indoor Wedding Ceremony	Designated Main Level spaces
Outdoor Wedding Ceremony	Wilcox Amphitheater and designated Main Level spaces as specified in the Rental Agreement
Children's Party	Designated Lower Level spaces

Rental of a Special Event space does not provide access to other areas of the Library. Areas not specifically identified in the Rental Agreement are not available for use by the User or event guests.

The Library reserves the right to identify specific areas within the permitted rental space that may or may not be used based on the nature of the event, Library operations, safety considerations, or facility limitations.

C. Scheduling. Special Events shall be scheduled on a first-come-first-served basis, with (a) Library business, (b) Library-sponsored or Library-co-sponsored events, and (c) uses governed by contract with the Library having first priority.

Special Events shall generally be scheduled outside regular Library operating hours. The Library may establish specific days and times during which Special Events may be held based upon staffing, building operations, and other Library needs.

The Library reserves the right to limit the number of Special Events scheduled during a particular period in order to maintain adequate staffing and protect Library facilities.

Special Events must be requested sufficiently in advance to allow the Library to review the application, prepare the facility, schedule required staff, and complete any required insurance or other documentation.

The Library will contact the Applicant with confirmation that the Special Event reservation has been accepted. Applicants should not assume that a reservation is complete upon submission of an application.

Reservations are not transferable. The individual identified as the responsible party on the Rental Agreement must remain responsible for the event and may not assign or transfer the reservation to another person or organization without prior approval from the Library.

The Library reserves the right to reschedule or decline a Special Event when necessary to accommodate Library operations, Library-sponsored or Library-co-sponsored events, Library Board activities, building maintenance, emergency circumstances, or other legitimate Library needs.

D. Application Process. The Applicant must be at least 18 years of age.

At least one responsible party must be a Plymouth resident. The resident's contact information shall be included on the application and Rental Agreement.

The Applicant must complete the Library's Special Event application and Rental Agreement and provide all information requested by the Library.

The Applicant must pay the required deposit at the time the reservation is scheduled.

Full payment of the rental fee must be received within the timeframe established by the Library and stated in the Rental Agreement.

At the time of application, the Applicant must sign a Waiver, Indemnification, and Hold Harmless Agreement prepared or approved by the Library.

The Library may require proof of event liability insurance for a Special Event. When required, the Applicant must provide a certificate of insurance meeting the requirements established by the Library before the event. The Library may require Plymouth District Library to be named as an additional insured.

The Applicant is responsible for providing any additional documentation requested by the Library, including documentation relating to vendors, caterers, entertainers, or other third parties participating in the event.

Users who need to cancel a reservation should notify the Library as soon as possible. Deposits and rental payments shall be subject to the cancellation terms established in the Rental Agreement.

III. General Guidelines Affecting all Special Events

A. Library Access. Special Event Users and their guests may access only those areas identified in the Rental Agreement. The Library's collection areas, staff areas, offices, storage areas, service areas, and other restricted spaces are not available for use.

The Library will provide access to the rental area at the agreed-upon start time. Users may not enter the Library before the agreed-upon access time.

B. Library Staffing. The Library will provide three (3) Library staff members for each Special Event, including an event coordinator, a facilities staff member, and an additional Library staff member.

Library staff are responsible for overseeing Library facilities, responding to building or facility issues, and ensuring compliance with this Policy and the Rental Agreement. Library staff are not responsible for providing event planning, catering, childcare, security, or other services on behalf of the User.

The cost of required Library staffing is included in the applicable Special Event rental fee.

C. Supervision of Children. Children attending a Special Event must remain under the supervision of a responsible adult at all times.

The Library does not provide childcare or supervision of children attending private events.

D. Tobacco, Marijuana, Alcohol and Controlled Substances Prohibited. The Library prohibits the use of tobacco, marijuana, alcohol, and the illicit use of controlled substances on Library property.

Alcohol may not be brought into, served, distributed, or consumed in connection with a Special Event.

E. Food and Beverages. Food and non-alcoholic beverages may be permitted in designated areas approved by the Library. Food and beverages must remain in the areas designated by the Library and may not be brought into areas where food and beverages are prohibited.

Users are responsible for complying with all applicable health and food safety requirements. No Sterno, open flame, chafing dish, grill, or other flame-based food warming or cooking equipment is permitted. The Library may establish additional food and beverage restrictions based on the event type or rental area.

F. Decorations and Personal Property. Decorations may be used only with prior approval from the Library and must comply with the following requirements:

a. No decorations or other materials may be attached, taped, nailed, stapled, pinned, or otherwise affixed to walls, doors, windows, ceilings, furniture, fixtures, or other Library surfaces without prior approval.
b. No glitter, confetti, rice, bird seed, or similar loose materials may be used.
c. No open flames, candles, sparklers, fireworks, or other fire-producing devices are permitted.
d. Decorations may not obstruct exits, doorways, hallways, accessibility routes, fire equipment, or other safety equipment.
e. The Library may prohibit any decoration or installation that could damage Library property or interfere with Library operations.
f. All decorations and personal property must be removed by the User before the end of the rental period. No storage of event materials on library property outside of the rental period is allowed.

G. Equipment and Furniture. Requests for use of Library tables, chairs, audio/visual equipment, or other Library-owned equipment must be made when the event is scheduled. The Library does not guarantee the availability of any particular equipment or furniture arrangement. Users may not move, remove, or rearrange Library furniture or equipment without approval from Library staff.

H. Music and Entertainment. Music and entertainment may be permitted as part of an approved Special Event, subject to the limitations of the rental area and the Library's building and noise requirements.

Amplified music, speakers, DJs, live entertainment, or other equipment that may affect Library facilities or neighboring properties require prior approval from the Library.

The Library reserves the right to limit sound levels or discontinue music or entertainment that causes excessive noise, interferes with Library operations, creates a safety concern, or unreasonably disrupts neighboring properties.

I. Disruption Prohibited. Users and their guests shall not engage in conduct that damages Library property, creates a safety concern, interferes with Library operations, or unreasonably disrupts Library staff, patrons, neighboring properties, or other Library activities. The Library may require any individual engaging in prohibited conduct to leave the premises.

J. Commercial Activities. Special Events are private rentals and may not be used for ongoing commercial operations, retail sales, product demonstrations, business promotions, or other commercial activities unless specifically approved by the Library in advance. The Library may establish additional requirements for any approved commercial participation, including insurance and vendor documentation.

K. Sales, Raffles and Contributions. Users may not conduct sales, raffles, fundraising activities, or solicit contributions on Library property as part of a Special Event unless specifically approved in writing by the Library.

L. Vendors and Contractors. The User is responsible for all vendors, contractors, entertainers, caterers, photographers, decorators, rental companies, and other third parties engaged for the Special Event.

The Library may require advance notice and documentation for any vendor or contractor entering Library property.

The Library may require vendors or contractors to provide proof of insurance and to name Plymouth District Library as an additional insured.

All vendors and contractors must comply with this Policy, the Rental Agreement, and all applicable Library rules.

M. Occupancy. Users shall permit no more persons than the maximum occupancy established for the rental area. The Library may establish a lower maximum occupancy based upon the nature of the event, furniture arrangement, staffing, or other safety considerations.

N. Accessibility. The Library's Special Event spaces and facilities are intended to be accessible to individuals with disabilities. Users shall not block, obstruct, or otherwise interfere with accessible entrances, routes, restrooms, seating, or other accessibility features. Users are responsible for communicating any specific accessibility needs related to their event to the Library in advance so that reasonable arrangements can be considered.

O. Clean Up. The User is responsible for leaving the rental area and any equipment used during the event in the condition required by the Rental Agreement.

The User must remove all decorations, food, containers, beverages, personal property, and other event-related materials before the end of the rental period.

The User must include set-up and clean-up time within the scheduled rental period.

The cost of standard Library staffing and cleaning associated with the event is included in the applicable rental fee. Additional cleaning, repair, or restoration required as a result of the User's failure to comply with this Policy or the Rental Agreement may result in additional charges.

P. Damage to Library Property. The User is responsible for any damage to Library property caused by the User, the User's guests, vendors, contractors, or other persons attending the Special Event. The Library will document any damage and may invoice the User for the actual cost of repair, replacement, or restoration. Payment of a deposit does not limit the User's responsibility for damages exceeding the amount of the deposit.

IV. Fees, Deposits and Cancellations

A. Rental Fees. Special Event rental fees shall be established by the Library Board or as otherwise authorized by Library policy and shall be published by the Library. Rental fees may vary based upon the type of event, rental area, length of rental, staffing requirements, and other costs associated with providing the event.

B. Deposit. A deposit is required to reserve a Special Event date. The amount and terms of the deposit shall be stated in the Rental Agreement. A reservation shall not be considered confirmed until the required deposit and completed documentation have been received and accepted by the Library.

C. Final Payment. Full payment of the rental fee must be received by the deadline stated in the Rental Agreement. Failure to make required payments by the applicable deadline may result in cancellation of the reservation and forfeiture of the deposit.

D. Cancellation. Cancellation and refund terms shall be established in the Rental Agreement and may vary based upon the timing of the cancellation. The Library may retain amounts necessary to cover non-refundable costs incurred in preparation for the event.

E. Damage and Additional Charges. The User shall be responsible for actual costs associated with damage to Library property, excessive cleaning, unauthorized use of Library facilities, lost equipment, or other costs resulting from violation of this Policy or the Rental Agreement. Additional charges may be invoiced following the event.

V. Library Disclaimer

A. No Endorsement. Use of Library facilities for a Special Event does not constitute the Library's endorsement of an individual, family, business, organization, product, service, policy, or belief. Publicity for a private Special Event must not imply that the Plymouth District Library sponsors, endorses, or is affiliated with the event.

B. Right to Cancel. If necessary, the Library reserves the right to cancel a Special Event or move the event to a different area, including but not limited to inclement weather, emergency conditions, building damage, unexpected building closure, or other circumstances affecting the safe operation of the Library.

The Library shall use its best efforts to notify the User as soon as reasonably possible if the Library must cancel or modify a scheduled

Special Event.

In the event of inclement weather or other area emergencies, Users should contact the Library before the event to confirm that the building and applicable rental areas remain available.

C. Hold Harmless and Indemnification. As a condition of renting Library facilities, the User shall execute a written agreement releasing, indemnifying, and holding harmless the Plymouth District Library, its Board, officers, employees, and agents from claims arising from the User's Special Event, except to the extent caused by the negligence or willful misconduct of the Library or as otherwise provided by law.

D. Insurance. The Library may require the User to obtain event liability insurance appropriate to the nature and size of the Special Event.

When insurance is required, the User must provide proof of coverage in the form and by the deadline established by the Library. The Library may require Plymouth District Library to be named as an additional insured.

The Library may establish different insurance requirements for different types of events or activities.

Failure to provide required insurance documentation by the applicable deadline may result in cancellation of the reservation.

VI. Violation and Appeal Section

For violations of this Policy or the Special Event Rental Agreement, the Library Director or the Director's designee may terminate the event, require the User or any event attendee to leave the premises, assess applicable fees or charges, and restrict the User's future access to Library facilities pursuant to the Library's Violation and Appeal Policy.

The Library may deny future Special Event rental requests from a User who has violated this Policy, failed to pay amounts owed to the Library, caused damage to Library property, or otherwise failed to comply with the terms of the Special Event Rental Agreement.

Nothing in this Policy limits the Library's authority to address conduct that violates other Library policies or applicable law.

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PLYMOUTH DISTRICT LIBRARY

TO:	Plymouth District Library Board	**DATE:**	October 13, 2026
RE:	PARCLife Foundation Café Project - Memorandum of Understanding	**FROM:**	Shauna Anderson, Director

The library has been working alongside PARCLife, a local group that supports young adults with special needs, to develop a potential café within the library once our current vending contract has concluded. This project aims to create meaningful employment opportunities for adults with special needs, embedded in a supportive community atmosphere, while also offering an often-requested amenity to library patrons.

In order to begin grant-seeking for this project, our organizations have developed a preliminary Memorandum of Understanding (MOU) to guide this phase of our partnership. The attached MOU has already been approved by the board of the PARCLife Foundation, and I bring this before you to consider for approval as well.

MOTIONED BY_____, SECONDED BY_____, TO APPROVE THE MEMORANDUM OF UNDERSTANDING WITH PARCLIFE FOUNDATION AS PRESENTED.

NON-BINDING MEMORANDUM OF UNDERSTANDING WITH LIMITED BINDING PROVISIONS

This Memorandum of Understanding ("MOU") reflects the current, good-faith understanding between PLF Foundation, a Michigan nonprofit corporation ("PLF"), and Plymouth District Library, a public library district organized under Michigan law ("PDL" and, together with PLF, the "Parties"), regarding a potential mission-aligned café collaboration within Plymouth District Library. PLF's address is 650 Church Street, Plymouth, Michigan 48170. PDL's address is 223 S. Main Street, Plymouth, Michigan 48170.

Effective Date: _____

1. Purpose

The Parties intend to explore and, if mutually approved, support the operation of a mission-aligned café within PDL's library facility.

The anticipated café collaboration is intended to:

- Provide convenient snack and beverage options for PDL patrons.
- Create meaningful employment, training, and livelihood opportunities for adults with disabilities.
- Promote community awareness, understanding, acceptance, and inclusion.
- Create opportunities for positive interaction between adults with disabilities and members of the broader community.
- Support PLF's long-term programming and mission in the Plymouth community.

The Parties recognize that PLF's anticipated role is not limited to providing food and beverage services. The café is intended to serve both as a patron amenity and as a mission-based employment and community-inclusion initiative.

2. Non-Binding Nature

This MOU is a statement of the Parties' present intentions only. Except for Section 3, Section 4, Section 5, and Section 11, which are intended to apply during the Parties' discussions and planning efforts, this MOU does not create legally enforceable obligations, require either Party to proceed with the café project, or obligate either Party to expend funds, provide space, make improvements, employ any person, obtain funding, or enter into any further agreement.

The Parties intend Sections 6 through 10 to memorialize their current agreed-in-principle business framework for the proposed café collaboration and the terms they expect to include in a definitive agreement. Those sections are not intended to create present enforceable obligations to proceed, perform, expend funds, provide or accept space, grant occupancy rights, commence café operations, or enter into a definitive agreement.

This MOU does not itself authorize PLF or any PLF personnel, participants, contractors, or vendors to enter, occupy, or conduct café operations in any PDL space. The Parties anticipate that, before café

operations begin, they may enter into one or more separate written agreements addressing matters that require binding commitments, including as applicable:

- Facility access and use rights.
- Operating hours and access procedures.
- Construction, permanent improvements, and ownership of improvements.
- Food-service licensing, plan review, inspections, and health-department requirements.
- Insurance, indemnification, risk allocation, and any additional-insured requirements.
- Employment, participant support, supervision, workplace accommodations, and safety procedures.
- Equipment ownership, installation, maintenance, removal, and utilities.
- Grant funding, grant compliance, payment obligations, and ownership of grant-funded assets.
- Privacy, confidentiality, participant information, photography, and media releases.
- Signage, branding, publicity, and use of names and logos.
- Financial controls, café revenue, sales tax, tips, donations, fundraising, gift cards, and customer obligations.
- Term, termination, transition procedures, dispute resolution, and other legal terms.

Neither Party is required to negotiate or enter into a binding definitive agreement unless and until its authorized representatives approve and sign that agreement.

3. Confidentiality During Planning; Public Records

To the extent either Party provides the other with nonpublic business, operational, financial, personnel, participant, technical, proprietary, or other confidential information in connection with evaluating or planning the proposed café collaboration ("Confidential Information"), the receiving Party will use reasonable care to protect the Confidential Information and will use it solely as reasonably necessary to evaluate, plan, or carry out the proposed collaboration.

Neither Party is expected to provide the other with disability-related, medical, accommodation, employment, program-support, or other sensitive personal information concerning an identifiable PLF participant unless the disclosure is reasonably necessary for an agreed planning or operational purpose, is authorized by the affected individual when required, and is permitted by applicable law.

Notwithstanding the foregoing, PDL is a public body and may be subject to the Michigan Freedom of Information Act, the Michigan Library Privacy Act, subpoenas, court orders, and other applicable disclosure requirements. Nothing in this MOU requires PDL to withhold, or prevents PDL from disclosing, a record that PDL determines in good faith it is legally required to disclose.

To facilitate handling of records requests and internal review, PLF shall specifically mark any designated record as "Confidential / Trade Secret" and identify in writing, at the time of disclosure, the specific statutory exemption under Michigan law (e.g., MCL 15.243(1)(g) for commercial or financial information) it reasonably believes applies; however, such designation will not be determinative of PDL’s obligations under applicable law.

To the extent legally permitted and reasonably practicable, if PDL receives a FOIA request, subpoena, or administrative/court demand that may require disclosure of PLF Confidential Information, PDL will promptly provide PLF written notice of such request within two (2) business days of receipt. PDL agrees not to disclose such Confidential Information for a period of at least ten (10) business days following receipt of notice by PLF, to the extent permitted by law, to afford PLF a reasonable opportunity to seek a protective order, injunction, or other appropriate legal remedy from a court of competent jurisdiction. PLF will be responsible, at its own expense, for pursuing any protective order or other remedy it considers appropriate. If PLF fails to obtain an injunction or provide written notice of active court proceedings prior to the expiration of the ten (10) business day period, PDL will retain sole authority to determine its response to any request for records, subject to applicable law.

For purposes of this Section, Confidential Information does not include information that the receiving Party can demonstrate:

- Is or becomes publicly available through no breach of this MOU by the receiving Party;
- Was lawfully known to the receiving Party without restriction before disclosure by the disclosing Party;
- Is independently developed by the receiving Party without use of the disclosing Party's Confidential Information;
- Is lawfully obtained from a third party without breach of a confidentiality obligation; or
- Is required to be disclosed by applicable law, subpoena, court order, or public-records requirement, provided that the receiving Party gives notice to the disclosing Party to the extent legally permitted and reasonably practicable.

4. Names, Logos, Publicity, and Images

Neither Party may use the other Party’s name, logo, trademarks, service marks, participant images, testimonials, or identifying information in public communications without prior written approval from the other Party and any required individual authorization.

The Parties may discuss a possible name, identity, and marketing approach for the café. Unless separately approved in writing, neither Party may represent that the other Party has endorsed a final café concept, committed funding, approved operations, or entered into a legally binding arrangement.

Any press release, public announcement, fundraising representation, major marketing campaign, co-branded material, or use of participant stories or images will require prior mutual written approval.

5. No Partnership, Agency, Employment Relationship, or Lease

Nothing in this MOU creates or is intended to create:

- A legal partnership, joint venture, fiduciary relationship, agency relationship, franchise, or employment relationship between the Parties.

- An employment, contractor, volunteer, participant, or supervisory relationship between PDL and any individual associated with PLF.
- A leasehold interest, tenancy, license, possessory right, or other property interest in favor of PLF.
- Authority for either Party to bind, obligate, make commitments for, or speak on behalf of the other Party.

If the Parties elect to proceed, the relationship, if any, and any rights to occupy or use PDL space must be described in a separate written agreement approved by both Parties.

6. Anticipated Café Concept

The Parties' current agreed-in-principle business understanding is that PLF will operate a mission-aligned café in a designated main-level area of the PDL, subject to execution of a definitive facility-use and operating agreement and completion of required approvals, funding, construction, and regulatory processes.

The anticipated café concept may include:

- Coffee, tea, lemonade, and similar beverages served in covered containers.
- Packaged snacks and baked goods.
- A limited, low-impact food and beverage operation consistent with the PDL's intended patron experience.
- Employment, training, job coaching, and livelihood opportunities for adults with disabilities.
- Mission-oriented community engagement and inclusion activities.

The Parties presently anticipate that any menu expansion, on-site food preparation, cooking process, ventilation requirement, grease-management need, utility modification, or material change to the planned café footprint would require further review and mutual written approval.

7. Anticipated PLF Role

The Parties' current agreed-in-principle understanding is that, if café operations commence under a definitive agreement, PLF will be responsible for the operational aspects of the café that are under its control, including:

- Recruiting, selecting, hiring, compensating, supervising, supporting, accommodating, and managing PLF personnel and participants.
- Determining and maintaining responsibility for the legal and program status of individuals participating in café operations, including whether each person is an employee, trainee, intern, volunteer, contractor, or program participant.
- Providing appropriate job coaching, primary and backup supervision, and operational support consistent with the café model.
- Obtaining and maintaining required licenses, permits, food-safety certifications, and regulatory approvals.

- Managing food safety, café sanitation, inventory, supplies, deliveries, operational waste, sales, taxes, point-of-sale systems, tips, refunds, and customer-facing operations.
- Purchasing, owning, maintaining, repairing, and replacing PLF-owned café equipment.
- Establishing café hours within any mutually approved operating parameters.
- Maintaining a menu and operating model consistent with the approved facility design, applicable law, and any future agreement between the Parties.
- Promptly communicating material operational, safety, licensing, insurance, or staffing issues reasonably likely to affect café operations.

The Parties' current understanding is that PLF will use an appropriately licensed commercial kitchen for food preparation to the extent required by applicable law or the approved operating model.

8. Anticipated PDL Role

The Parties' current agreed-in-principle understanding is that, if café operations commence under a definitive agreement, PDL will provide the following support, subject to PDL's required approvals, budget authority, applicable law, grant requirements, and the definitive agreement:

- Providing the designated café space on the PDL's main level for café operations during PDL public hours, without rental charge.
- Coordinating construction, facility planning, and PDL-owned permanent improvements.
- Providing ordinary building infrastructure associated with the approved café area, such as utilities, Wi-Fi, HVAC, plumbing, building security systems, and building-wide pest control.
- Providing or coordinating patron seating outside the café area.
- Identifying approved procedures for trash, recycling, deliveries, access, and café-related movement through the building.
- Providing anticipated PDL closure dates and communicating emergency or weather-related closures when practicable.
- Coordinating reasonable in-building signage and patron communications related to the café.
- Maintaining PDL's control over PDL policies, public spaces, building operations, security systems, and camera recordings.
- Seeking or administering, as available and approved, grant funding to support construction and preparation of the café space, including PDL-owned cabinetry, furniture, plumbing improvements, accessibility-related modifications, and other approved permanent improvements.

The foregoing reflects the Parties' current agreed-in-principle understanding and remains subject to PDL's required approvals, budget authority, applicable law, grant terms, and the definitive agreement.

9. Preliminary Financial and Funding Understanding

The Parties' current agreed-in-principle understanding is that the proposed café will operate as a strategic, mission-aligned collaboration rather than a traditional commercial vendor arrangement. Subject to the definitive agreement, required approvals, applicable law, and grant requirements:

- PDL will make the designated café space, ordinary utilities, and Wi-Fi available to PLF without rental charge.
- PDL will not receive a portion of café sales revenue.
- PLF will retain all café sales revenue and tips and may accept donations, conduct fundraising, and sell approved branded merchandise in support of its mission, subject to applicable law, grant requirements, PDL policies, and the definitive agreement.
- PLF will be responsible for café operating expenses, including supplies, ingredients, payroll, employment-related costs, sales taxes, equipment maintenance, point-of-sale costs, credit-card processing costs, refunds, gift cards, and other café operating costs.
- Subject to available funding and approved budgets, PDL or grant funding administered by PDL is expected to support approved permanent improvements to the café space, including built-in cabinetry, counters, plumbing improvements, a suitable sink, accessibility modifications, and other approved building improvements.
- PLF is expected to fund, own, maintain, repair, and replace its movable café equipment, including refrigeration, dishwashing or ice-making appliances, commercial coffee and beverage equipment, point-of-sale equipment, water filtration if desired or required, small equipment, and operational supplies.

Any grant application, grant award, budget, expenditure, payment arrangement, ownership determination for grant-funded property, or grant-compliance obligation must be separately documented and approved as required by the applicable grantor and the Parties. Before purchase, the Parties will document ownership of grant-funded equipment or other assets when ownership is not established by the applicable grant award.

10. Preliminary Operations and Facility Considerations

If the café proceeds, the Parties anticipate addressing the following operational matters in a definitive agreement or an agreed operational plan:

- A site plan identifying the café area, boundaries, storage areas, equipment locations, and permitted access routes.
- Café hours, which are anticipated to occur only during PDL public operating hours.
- Procedures for unexpected café closures, PDL closures, weather events, emergencies, and temporary operational interruptions.
- Delivery, loading, trash, recycling, and storage procedures.
- Café cleaning, sanitation, deep-cleaning, waste disposal, and maintenance responsibilities.
- Procedures for PDL-policy issues, immediate safety concerns, public conduct, patron complaints, and incident reporting.
- Security-camera access and review procedures, recognizing PDL's control over its security systems and recordings.

- Signage, menus, accessibility, patron flow, branding, and the overall PDL experience.
- Equipment installation, utility needs, facility modifications, removal of equipment, and restoration or reuse of the space following the end of operations.
- Insurance, liability, indemnification, and risk-management requirements.

The Parties presently anticipate that PLF personnel and participants would have access only during PDL public hours unless PDL expressly agrees otherwise in a future written agreement.

11. Costs; No Commitment of Funds

Unless and until the Parties execute a separate written agreement, each Party will bear its own costs, expenses, professional fees, planning costs, and other expenditures incurred in evaluating, negotiating, designing, or planning the proposed café collaboration.

Nothing in this MOU authorizes either Party to incur expenses, enter into contracts, make purchases, request reimbursement, seek grant funds in the other Party's name, or make financial commitments on behalf of the other Party.

12. Next Steps

The Parties anticipate working collaboratively to evaluate the proposed café concept, including:

- Facility feasibility, space planning, site layout, construction needs, and accessibility.
- Food-service licensing, plan review, health-department requirements, and food-safety protocols.
- Grant opportunities, fundraising opportunities, budgets, and ownership of permanent improvements and equipment.
- Insurance, risk-management, liability, and additional-insured requirements.
- Operational staffing, job coaching, participant support, transportation, safety, and emergency procedures.
- PDL policies, signage, branding, communications, and patron-experience considerations.
- A mutually acceptable binding facility-use and operating agreement, if the Parties decide to proceed.

Either Party may discontinue discussions regarding the proposed collaboration at any time, with or without cause, by written notice to the other Party.

13. Duration

This MOU will remain in effect for one year after the Effective Date solely as a framework for planning and documenting the proposed café collaboration, unless extended, replaced by a definitive agreement, or earlier ended by either Party upon written notice.

The Parties' current agreed-in-principle understanding is that, if operations commence under a definitive agreement, the initial operating term will be three (3) years, subject to the termination, suspension, renewal, and transition provisions of that definitive agreement.

The expiration or termination of this MOU will not affect Section 3, Section 4, Section 5, or Section 11, each of which will continue as provided by its terms.

14. Points of Contact

The Parties anticipate designating the following individuals as primary contacts for planning and coordination:

PARClife Foundation
Name: _____
Title: _____
Email: _____
Telephone: _____

Plymouth District Library
Name: _____
Title: _____
Email: _____
Telephone: _____

15. Acknowledgment

The undersigned acknowledge that this MOU reflects the Parties' current agreed-in-principle business framework for the proposed PDL PLF café collaboration. Except for Sections 3, 4, 5, and 11, this MOU is non-binding and does not obligate either Party to proceed unless and until the Parties execute a definitive written agreement approved by their authorized representatives.

This MOU may be signed in counterparts and by electronic signature for acknowledgment purposes.

PARClife Foundation

By: _____
Name: _____
Title: _____
Date: _____

Plymouth District Library

By: _____
Name: _____
Title: _____
Date: _____

5.3

PLYMOUTH DISTRICT LIBRARY

TO:	Plymouth District Library Board	**DATE:**	October 13, 2026
RE:	Board By-Law Review	**FROM:**	Shauna Anderson, Director

Based on feedback from board members, I am bringing forward the Library Board By-Laws for review. This document was last re-approved in February 2023.

BY-LAWS
BOARD OF TRUSTEES

ARTICLE I
NAME

Section 1. Establishment. This organization shall officially be known as the Plymouth District Library.

Section 2. Purpose. The purpose of the Library will be to operate for educational and scientific purposes, including, for such purposes, supporting other educational or community organizations that qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code. Notwithstanding any provision in these bylaws to the contrary, the organization shall operate to provide public library services to residents of the Plymouth District Library District in accordance with applicable Michigan law.

ARTICLE II
MEMBERSHIP

Section 1. Library Board. In accordance with Public Act 24 of 1989 (the "District Library Establishment Act") the Board of Trustees of the Plymouth District Library ("Board") shall consist of seven (7) members ("Board Members") elected from the District at large for terms of four (4) years, who shall serve until the election and qualification of a successor.

Section 2. Vacancy. The office of Board Member becomes vacant when the incumbent dies, resigns, is convicted of a felony, is removed from office by the Governor, ceases to be a resident of the Library District. Any vacancy shall be filled by appointment by majority vote of the remaining members of the Board until the expiration of the vacating Board Member's term, unless such vacancy occurs 140 days or more before the first regularly scheduled election of Board Members that follows the beginning of the term of the Board Member vacating office. In such case, (a) The vacancy shall be filled by appointment by majority vote of the remaining board members only until the next date on which the term of any board member expires and (b) A board member shall be elected at the regularly scheduled election of board members next following the occurrence of the vacancy to fill the vacancy for the remainder of the term of the board member vacating office.

Section 3. Removal. In accordance with Section 8(2) of the DLEA, the Governor of the State of Michigan shall have the power to remove a Board Member pursuant to the provisions of Section 10 of Article V of the State Constitution of 1963, as amended.

ARTICLE III
POWERS OF THE BOARD

Section 1. Power and Authority. The Board may exercise any and all of the powers granted to it in the District Library Establishment Act, the District Library Financing Act, federal, Michigan or other law. By resolution and if permitted by law, the Board may delegate such powers to the Officers of the Board and/or the Library Director as it deems necessary and as permitted by law.

Section 2. Budget. The Board shall have the exclusive control of the budget of the District Library. The Board shall approve a budget prior to January 1 of the fiscal year. A budget proposal shall be submitted by the Library Director at a meeting of the Board September preceding the fiscal year. A budget proposal must be approved by a majority of the Board Members present at an official meeting. The Board may require the Treasurer or Library Director to submit to the Board monthly data regarding the actual and estimated budget to date. The Board may then revise or amend the budget as deemed necessary by a majority of Board Members voting on the questions. The Board shall prepare and make available an annual budget.

Section 3. Fiscal Year. The fiscal year of the District Library shall be January 1 through December 31.

Section 4. Audit. The Board shall prepare and publish an annual budget and shall obtain an annual audit by an independent certified public accountant selected by the Board, all in accordance with the Uniform Budgeting and Accounting Act, MCL 141.421 et seq., as amended.

ARTICLE IV
OFFICERS

Section 1. Officers. Officers of the Board shall be President, Vice-President, Secretary, and Treasurer.

Section 2. Terms. The officers shall be elected for a term of one year at the Annual Meeting of the Board. Each officer shall serve until the appointment of a successor.

Section 3. Vacancies. Vacancies in office shall be filled by the Board at the next regular meeting of the Board following the occurrence of a vacancy, except for the office of President, in which case the Vice-President shall assume the duties of the office for the unexpired term. A successor Vice-President shall be elected to fill the vacancy so created in that office.

Section 4. Limits. No officer shall serve more than two consecutive one-year terms in the same office.

ARTICLE V
DUTIES OF THE OFFICERS

Section 1. President. The President shall preside at all meetings, appoint committees with the approval of the Board, authorize calls for any special meetings, execute any document authorized by the Board (unless otherwise provided by the authorization) and generally perform the duties of a presiding officer.

Section 2. Vice-President. In the absence of the President, the Vice-President shall perform the duties of the President. In the case of a vacancy in the office of the President, the Vice-President shall assume the office for the unexpired term.

Section 3. Secretary. The Secretary of the Board shall see that a true and accurate account of all proceedings of the Board meetings and other Library records are kept in accordance with Michigan law. In compliance with any requirements of state law regarding the holding of meetings, the Secretary shall issue notices of all regular meetings, and, on the authorization of the President or two Board Members, of all special meetings, and shall have custody of the minutes and other records of the Board. With the approval of a majority of the Board, the Secretary may delegate any of these responsibilities to the Library Director. The Secretary shall also have the authority to execute any document authorized by the Board (unless otherwise provided in the authorization).

Section 4. Treasurer. The Treasurer shall have charge of the funds of the Plymouth District Library, providing for their safe custody and investment as directed by the Board, subject to limitations for investment of public funds as provided by law. The Treasurer shall control expenditures from the Library fund through a system of vouchers presented by authorized personnel. A record of all moneys received or deposited to the Library fund, and all disbursements, sales and transfers from the fund shall be kept by the Treasurer, and reported monthly to the Board at its regular meeting. In addition, the Treasurer shall perform such other duties as may be prescribed for him or her by State or Federal law and these by-laws. With the approval of a majority of the Board, the Treasurer may delegate any of these responsibilities to the Library Director.

ARTICLE VI
MEETINGS

Section 1. Regular Meetings. The regular meeting of the Board shall be held each month, the date, place and time to be set by the Board at its annual meeting. Within ten (10) days following the annual meeting a notice shall be posted in a public place setting forth the dates, times, and places of all regular meetings scheduled for the ensuing fiscal year. Any changes to the schedule, as required, shall be posted in a public notice stating the new dates, times, and places of its regular meetings within 3 days after the meeting at which the change is made. The Library may

also post the changes in the monthly announcement of the regular meeting.

Section 2. Annual Meeting. The Annual Meeting of the Board shall be the first regular meeting of the fiscal year and shall be for the purpose of the election of officers and consideration of such other organizational matters as may be required.

Section 3. Special Meetings. Special meetings may be called by the President or upon written request of two Board Members, provided eighteen (18) hours of notice is given of the time and purpose for which such meeting is called. For a special meeting, a public notice stating the date, time, and place of the meeting shall be posted in the format and manner as required by the Open Meetings Act at least 18 hours before the meeting. Board Members not present at the time of announcement of such special meeting shall be notified by the Secretary.

Section 4. Distribution of Agendas. Agendas of regular meetings shall be posted in a public place and shall be distributed by the Secretary to all members at least three (3) days before the meeting. The Board has the discretion to amend the agenda at any regular meeting, unless prohibited by law or the Bylaws.

Section 5. Agenda. The following items will constitute the agenda for regular meetings, unless otherwise changed by motion of the Board at any meeting:

Call to order and attendance
Approval of minutes
Citizens' comments
Financial Report, including approval of bills Librarian's report
Committee reports
Old business
New business
Adjournment

Section 6. Quorum. A quorum for the transaction of business shall consist of a majority of Board Members appointed and serving.

Section 7. Board Action. Any Board action, to be official, must be approved at an official Board meeting. Actions with respect to the levy of taxes, incurring of debt and expenditure of funds shall require a vote of four (4) members of the Board. All other action must be approved by a majority of the quorum, unless otherwise required by law.

Section 8. Open Meetings Act. The Board will maintain compliance with the Open Meetings Act, 1976 PA 267, at all times.

ARTICLE VII
LIBRARY DIRECTOR

Section 1. Appointment. The Library Director shall be appointed by the Board and shall be considered the executive officer of the Library.

Section 2. Duties. The Library Director shall have sole charge of the administration of the Library under the direction and review of the Board. The Library Director shall be responsible for the care of the building and equipment; for the employment, development and direction of the staff; for the efficiency of the Library's service to the community; for the annual preparation of a budget proposal; for the operation of the Library under the financial conditions set forth in the budget approved by the Board; and for the submission to the Board at its regular April meeting a written annual report of the state of the Library, including the audited financial statements.

Section 3. Attendance at Board Meetings. The Library Director or his/her representative shall attend all meetings of the Board, unless otherwise directed by the Board President.

ARTICLE VIII
AMENDMENTS

These by-laws may be amended at any regular meeting of the Board by a majority vote of all members, provided the amendment was presented in writing at the previous regular meeting.

Adopted by the Plymouth District Library Board of Trustees at its regular meeting on February 21, 2023.

ARTICLE IX
PURPOSE

The purpose of the Library will be to operate for educational and scientific purposes, including, for such purposes, supporting other educational or community organizations that qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code. Notwithstanding any provision in these bylaws to the contrary, the Board of Directors shall at all times operate the Library in accordance with applicable Michigan law.

ARTICLE X
DISSOLUTION

In the event of the dissolution of the Library, the remaining assets of the Library shall be disposed of in the following manner; after paying or making provisions for the payment of liabilities of the Library, the Board of Directors shall distribute the remaining assets of the Library (except assets held upon condition requiring return, transfer or other conveyance in the event of dissolution, which assets shall be returned, transferred or conveyed in accordance with those requirements) in the manner described in the Library's Organizational Plan, or if the Organizational Plan does not specify the manner of dissolution, to an organization or organizations exempt from federal income tax under Section 501(c)(3) or Section 501(c)(4) of the Code as designated by the Board of Directors. Any assets not so disposed of, for whatever reason, shall be disposed of by the order of the Circuit Court for the County of Wayne, State of Michigan, to such organization or organizations described in Section 501(c)(3) of the Code as the Court Selects.

By

_____

Elizabeth Sexton, Secretary

5.4

PLYMOUTH DISTRICT LIBRARY

TO: Plymouth District Library Board **DATE:** 10/13/2026
RE: Facilities Blanket PO Adjustments **FROM:** Melanie Bell, Assistant Director

We have had to do some repairs on our boilers and will need to spend more money with BC10. We are also trying to stock pile some paper products for next year and finish up some repairs on our windows and lights. We are asking the Board to approve the following modifications to blanket PO's approved previously so that we might finalize these projects. This remains within the approved budget for 2026.

VENDOR	Approved Previously	Requesting Approval
BC-10 - HVAC	$40,000	$45,000
Green Earth Coating - Windows	$12,000	$14,000
Cintas - Janitorial Supplies	$10,000	$10,700
Green Electrical Solutions - Lights	$12,000	$12,700
Library Design - Furniture	$38,000	$47,000

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