PLYMOUTH DISTRICT LIBRARY

9.1

TO: Plymouth District Library Board   DATE: 10 September 2021

RE: 3D Printing Policy   FROM: Shauna Anderson, Director

Printer Distinctions:

Teen Department 3D Printers are to be used for the purpose of programs on behalf of the Teen Department, or other departments upon request. They function separately from 3D printers that operate as a service for general library patrons. Teen programs will not charge any patron fees for use of the 3D printers.

Policy Regarding Behavior:

- Please listen to all staff directions, failure to adhere to staff instruction may result in being asked to leave the space.

- Staff members reserve the right to remove patrons by their own discretion.

- No Food or Drink are allowed in proximity to the 3D Printers.

- Patrons will have limited direct access to the 3D printers, excluding specific programs. All access to the 3D printers given to patrons will be supervised by staff, at staff discretion.

3D Printer Policy Disclaimer:

The Library's 3D printers are available to the public to make three-dimensional objects in plastic using a design that is uploaded from a digital computer file.

The Library's 3D printers may be used only for lawful purposes. The public will not be permitted to use the Library's 3D printers to create material that is:

- Prohibited by local, state or federal law.

- Unsafe, harmful, dangerous or poses an immediate threat to the well-being of others. (Such use may violate the terms of use of the manufacturer).

- Obscene or otherwise inappropriate for the Library environment.

- In violation of another's intellectual property rights. For example, the printers will not be used to reproduce material that is subject to copyright, patent, or trademark protection.

The Library reserves the right to refuse any 3D print request.

The patron agrees to assume all responsibility for, and shall hold the library harmless in, all matters related to copyrighted, patented or trademarked materials. The Plymouth District Library is not responsible for any damage, loss, or security of data arising from the use of its equipment or network, nor the functionality or quality of objects produced on the 3-D printer.

- The library does not guarantee complete privacy for the print design during the 3-D printing process as printing will be done in a public space.

- Size of the file, timing of printing, and maximum length of time allowed for each print job will be regulated according to demand and equipment restrictions. The library reserves the right to limit the number of print requests.

Library staff will review every object file before it is printed. Patrons are solely responsible for the creation and editing of design files. All files will be deleted from the system following the completion of the print job.
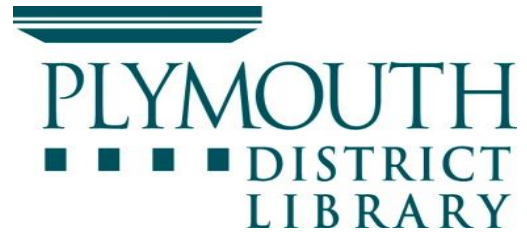
TO: Plymouth District Library Board   DATE: 1 September 2021

RE: Financial Software Purchase   FROM: Shauna Anderson, Director

After receiving demonstrations and quotes from the three vendors listed below, I would like to move forward with the purchase of BS&A Cloud Financials. This Lansing-based company works in the public sector and is utilized by a number of public libraries. BS&A Cloud Financials provides the updated functionality, web-based utility, and organizational transparency that we were looking for at the best overall price. They are also familiar with converting data from our current financial software.

The total purchase price for the first year of BS&A Cloud Financials will be $26,010, with a future annual cost of $4,995. The payment schedule places $9,700 in this current fiscal year, with another $16,010 to be invoiced next fiscal year. Implementation and training will take place over the course of the next 6 months, headed by Kwamsia Seals and Melanie Bell.

Product Name: Sage Intacct	
Quote: $15,000 annual subscription $15,000-$20,000 implementation fees	
Anticipated Implementation Timeline: Within Q1 2022	
Pros: • Interfaces directly with our payroll system for easy documentation/recording in the GL • Connects directly to our banks for easy reconciliation • Includes seamless communication tools within individual records • Lots of internal controls that can flag issues before they are added to the system	
Cons: • Not familiar with our current system, so data transfer could have some hiccups • Implementation is completed by a contracted CPA team • Budgeting and grant modules are extra • Limited user licenses available • More nonprofit-focused, less public/government experience	

Product Name: Tyler Incode	
Quote: $6,223 annual subscription fees $44,549 implementation fee	
Anticipated Implementation Timeline: Within Q1 2022	
Pros: • Options to potentially move over our payroll system in the future for better automation and cost savings • Staff found this user interface to be easier to navigate • Global search feature made the platform more user-friendly for non-financial personnel • Lots of self-service options for customer service	
Cons: • Not familiar with our current system, so data transfer could have some hiccups • The cost-saving option for us would be server-based, adding more server maintenance to our plate	

Product Name:
BS&A Cloud Financials
Quote:
$4,995 annually for software modules and cloud hosting fees
$21,015 for data conversion, implementation, training, and travel expenses
Anticipated Implementation Timeline:
6 months from purchase
Pros:
• Completed over 60 Pontem transfers and commit to moving over 10 years of financial data with no need for staff involvement
• Unlimited user licenses with customized views and privileges
• Customized approval processes
• Impressive customer service options
• Lots of Michigan libraries use this product, so there is a strong user group to rely on for support or ideas
Cons:
• Fewer opportunities for automation of other tools (payroll, banking, etc.)

Resolved by_____, seconded by _____, to approve the purchase of BS&A Cloud Financials. The total purchase price for the first year of BS&A Cloud Financials will be $26,010, with a future annual cost of $4,995.

AYES_____   NAYS: _____
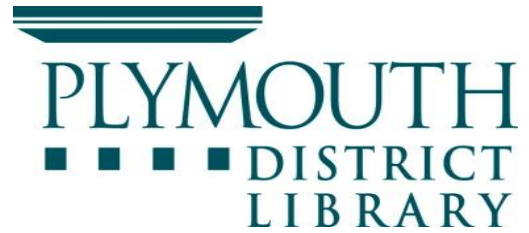
TO:	Plymouth District Library Board	DATE:	1 September 2021
RE:	Memorial Project Proposal	FROM:	Shauna Anderson, Director

At the August Budget Study session, the board asked for suggestions for possible spaces to recognize the contributions of Steven Harper and Pat Thomas. After polling staff familiar with both of these library leaders, I suggest naming the two group study rooms on the upper level of the library the **Harper Group Study Room** and the **Thomas Group Study Room**.

These rooms are important community spaces that are utilized consistently during open hours, allowing us to weave Pat and Steve into the everyday life of the library. This practice would also mirror our current meeting room naming convention (i.e. the Waldorf and Dunning Meeting Rooms).

If supported, we would create educational signage for each of our spaces with biographical information about each of the individuals, highlighting their service to the library and the community.