



Branch District
Library

www.BranchDistrictLibrary.org

COMMITTEE MEETING REPORTS May 12, 2017

The Finance Committee met on 4/21/17. Proposed rewording on Purchasing Policy, see attached policy draft. Also, discussed what financial documents Board wants to see. They would like to see who is receiving money and how much money but do not need to see the check register and it does not need to be in the Consent Agenda. Basically, the Board wants to know what's coming in and what's going out. There was also discussion on who should be signing checks and it was decided that the Director would be signing checks. Discussion about donation card: remove line that states specific branch and keep BDL as a choice.

POLICY AND PROCEDURE FOR PURCHASING

The purchasing objective of the Board shall be to provide services, materials and supplies which offer personnel the most effective and efficient means to perform their tasks. The policy of the Board will be to acquire these at a minimum possible cost, but taking into consideration the best interests of the library. The Library Director shall serve as the purchasing agent for the organization and sign all purchase orders before ordering.

I. PROCEDURE/IMPLEMENTATION:

GENERAL GUIDELINES

1. Competitive buying procedures will be utilized whenever possible.
2. In awarding purchases or contracts for services, the Library Director shall consider the following:
 - (a.) Price.
 - (b.) Quality of product
 - (c.) Service
 - (d.) Suitability of product
 - (e.) Conformance to specifications
 - (f.) Past performance
 - (g.) Vendor reliability and
 - (h.) Vendor proximity
3. The Board directs that all purchases from all funds under its control and responsibility be made after proper written documentation is secured to support such purchases, excluding purchases of a minor or emergency nature.
4. Vendor competition in purchasing shall be practiced whenever possible. Purchasing shall not be based upon political or personal influence of the vendor upon any Board member or any personnel of the library.
5. Sufficient amounts must have been budgeted in appropriate accounts and sufficient funds be available in said accounts, or line item transfer approval given by Board approval.
6. The Library Director shall make available to the Board, upon request, the price quotations or competitive bids obtained from vendors for goods or services.
7. The lowest reasonable bidder submitting a competitive price quotation or bid ordinarily shall be awarded the contract. However, the Board reserves the right to accept or reject any bid which it feels is not in the best interest of the library.

NON-NEGOTIATED PURCHASES

Non-negotiated purchase can be made when there is only one supply source, provided the amount does not exceed bidding requirement limitations.

INFORMAL QUOTATIONS

Informal quotations (verbal information of price on equal products of services), secured in person or by telephone, may be used in obtaining routine supplies used by the library.

COMPETITIVE BIDS

No purchase shall be made for goods or services costing more than \$5,000.00 unless competitive bids are obtained and the Board approves the purchase.

EMERGENCY PURCHASES

Emergency purchases may be made without using the quotation or bidding process. Such emergencies may arise as a result of an accident or other unforeseen occurrence which could affect the life, health, welfare or safety of the library patrons or employees.

PURCHASING RULES AND REGULATIONS

The Library Director shall implement this policy, including requisition and approval procedures, verification of purchases and verification that goods have been received in an acceptable condition and services performed in an acceptable manner.

II. PURCHASING REGULATIONS

AUTHORIZED TO PURCHASE

1. It is the responsibility of the Library Director to administer the purchasing system for the Board. In doing so, the Director must negotiate and approve vendor contracts, consolidate purchases of like or common products and analyze supplies, services and equipment prices.
2. It is the responsibility of the Library Director to approve purchases and contracts up to the amounts established in the approved budget or other amounts approved by the Board. For purchases and contracts using general fund monies: up to \$5,000; for purchases and contracts using capital fund monies: up to \$2,000.

ADMINISTRATIVE GUIDELINES FOR PURCHASING

1. All purchases must be on a requisition form. The requisition form must be signed by the Director, turned over to the Bookkeeper for his/her signature and entered

into the accounting record. The Board will not honor purchases made without a requisition form.

~~2. All approved requisitions will be submitted for ordering after obtaining the two signatures.~~

Approved by the Branch District Library Board 4/16/01
Amended by the BDL Board Spetember 19, 2016

The Personnel Committee met on 5/5/17. The purpose of the meeting was to discuss the termination of employee [REDACTED]. After discussion of [REDACTED] personnel record, the committee agreed that [REDACTED] termination should be effective immediately.

The Building Committee met on 5/5/17. The purpose of the meeting was to discuss the City of Coldwater's Facilities Planning Document. Some of the information in the document about the library are incorrect. The City has not indicated when the plan will be implemented. The Committee also discussed different options for moving the library into another building. The Director will ask the Chamber for ideas about using a realtor or different realtors. The Committee will research the availability of the JC Penney building or the Baker College building. There was some discussion on the City's request to the library to repair the steps outside the front of the building. Finally, the committee discussed a proposal from Mulder's Moving & Storage about moving books from the basement to the 3rd floor in anticipation of renovating the basement into a Teen Room. The Director will ask for a reduction in the quote and return to the Board.

Submitted by Linda Lyshol

The Technology Committee met on May 5, 2017. Items discussed were:

- Web site re-design in the works, and patron comment card about mobile support.
- New server deployment to branches
- Upcoming Strawberry Fest used hardware sale
- Federal E-rate reimbursement opportunities, and technology plan filed with the Library of Michigan
- Reviewing submitted proposals for telephone system

The Technology Committee met again on May 12, 2017 to finalize its recommendation to the Board. Report follows.

Submitted by John Rucker



TELEPHONE SYSTEM COMPARISON AND RECOMMENDATION May 12, 2017

Summary

On March 17th, I publicly posted our RFP for upgrading our telephone system across the district. I received quotes from two companies for 3 systems.

AMT Telecom from Farmington Hills is represented by local contactor Scott Van Blarcom (VanTel Communications), who has done excellent repair work on our old phone system. He sold the Star2Star phone system to Killgore International and VIP Autobody in Coldwater.

Technology Solutions from Livonia offered two proposals, one for a system from Zultys platform, and another for Pulsar360. Zultys is used at the offices of the Midwest Collaborative for Library Services (MCLS), where I have used the system as an end user. I also heard rave reviews for it from MCLS staff, including their Chief Technology Officer, Mark Szidick: "Yes, we are still happy with the Zultys system 12 years on. We discussed putting money in the budget to replace it, but decided there really is nothing that we want in a phone system that it's lacking. Even though it's 12 years old, we are still under support and get all software updates, and hardware support." There was a positive testimonial from the Director of the Milford, MI, Public Library for Technology Solutions and the Zultys product.

Technology Solutions also offered a second quote for a system they sell from Pulsar360, a hosted system for small businesses. Both their proposal and the Pulsar360 website were somewhat lacking in detail. Based upon the feature sets in the three systems, we decided to focus most of our efforts on Star2Star and Zultys.

Both vendors offer high-quality, feature rich platforms. Both have excellent support, and the library would be well served by either.

Ultimately the Committee Recommends that the Board select the Zultys System, installed and supported by Technology Solutions of Livonia, MI. We have selected this proposal because of the testimonials and because over the long term it is more cost effective, and in the event of a budget crash here we could drop the support contract and keep the hardware we own running indefinitely.

We are requesting that \$40,000 be authorized for this project from the Major District Project fund, which currently has approximately \$170,000.

What follows is a comparison and checklist, based upon the criteria in our RFP.

Price Comparison

	Upfront	Maintenance
Pulsar360 (Technology Solutions, Livonia)	\$2,499.05	\$16,740.00/yr. (Cloud Hosted)
Star2Star (AMT Telecom, Farmington Hills)	\$15,146.61	\$14,591.64/yr. (Cloud Hosted)
Zultys (Technology Solutions, Livonia)	\$36,260.00	\$5,439/yr. (Locally hosted) ¹

- (1) Zultys also offers a hosted solution. It is also about \$15,000/year. The upfront cost would be lower, but I don't know the exact amount. Technology Solutions acknowledges that the industry is slowly moving toward cloud hosting, but most of their customers self-host and they recommend that. We decided to focus on that quote.

Hosting Comparison, in General

Locally Hosted		Cloud Hosted	
Pro	Con	Pro	Con
	More expensive up front	Cheaper up front	
	System gear in our server rack	Less gear in-house	
Much cheaper annually			More expensive annual maintenance
		Hosted in a secure datacenter	
Any warrants for phone access would come to us (as unlikely as it is to receive such a thing)			Warrants would go to the host, we'd probably never know (as unlikely as it is to receive such a thing)
	If Coldwater ever loses electricity or Internet, all branches lose phone service.	Branches would keep phone service if Coldwater is without Internet or power.	
	If Coldwater Branch Ever moves, we'd have to plan very carefully to avoid lengthy telephone outages.	Coldwater Branch moving wouldn't matter.	
We can hook up a line-in for audio (think hold music)			Can only upload audio files

The Bottom line: Is the small chance of all branches losing service worth the significantly higher annual cost? Coldwater branch has the most reliable Internet and power, by far, of all our branches. On average one brief outage per year or less during business hours.

Hardware Comparison

	Standard Handsets	Gigabit Adapters	Bluetooth Support	Speakerphone	Displays	Power Supplies	Quote includes desired # of handsets
Pulsar360	x			x	x		
Star2Star		x		x	x	x	x
Zultys	x	X (some)	x	x	x		

Handsets

- Pulsar360
 - Sangoma S300 https://www.sangoma.com/wp-content/uploads/2016/01/Sangoma_DataSheet_Phone-S300.pdf
 - Polycom IP5000 <http://www.polycom.com/content/dam/polycom/common/documents/data-sheets/soundstation-ip-5000-ds-enus.pdf>
- Star2Star
 - Polycom VX 601 <http://www.polycom.com/content/dam/polycom/common/documents/data-sheets/vvx-600-series-data-sheet-enus.pdf>
 - Polycom IP5000 <http://www.polycom.com/content/dam/polycom/common/documents/data-sheets/soundstation-ip-5000-ds-enus.pdf>
- Zultys
 - ZIP 59i <http://www.zultys.com/zultys/brochures/96-35409-Zultys-ZIP-59i-Brochure.pdf>
 - Polycom IP 6000 <http://www.polycom.com/content/dam/polycom/common/documents/data-sheets/soundstation-ip-6000-ds-enus.pdf>

Software Comparison

	Automated Attendant	Can Schedule Messages	Caller ID	Call Transfer	Hold Music	Line Input for Hold Music	Voicemail	Voicemail to email attachment	Voicemail transfer
Pulsar360	x		x	x	x		x	x	
Star2Star	x	X	x	x	x		x	x	
Zultys	x	X	x	x	x	X	x	x	x

	Check messages from outside line	Hunt groups (ring multiple lines simultaneously)	Call forwarding	Call Forwarding to outside numbers (mobile)	Conference Calling	Instant messaging
Pulsar360	x	x	x			
Star2Star	x	x	x	x	x	
Zultys	x	x	x	x	x	x

	Softphone (any computer could be an extension)	Reports / analytics available	Web-based administration	Desktop Clients Windows- and macOS-compatible	Mobile Client
Pulsar360	x		x		
Star2Star	X	x	x	X	X
Zultys	x	x	x	x	x

All platforms offer more features that listed above. See these links for more details:

<https://www.pulsar360.com/products/pbx-hosting.aspx>

<http://www.star2star.com/solutions/which-plan-is-right-for-you>

<http://www.zultys.com/products/unified-communications/mxie-software/>

[http://www.zultys.com/wp-content/uploads/2016/03/MXIE User Guide Version-10.pdf](http://www.zultys.com/wp-content/uploads/2016/03/MXIE_User_Guide_Version-10.pdf)