Tech Plan Purchases

The current AI datacenter boom is already affecting prices on memory and data storage, so we'd like to get an early start on the process this year.

In searching for the best prices, our main tech plan purchases for the year are coming from two vendors.

Insight Public Sector

16 desktop computers, 11 laptops, 11 flatbed scanners, 1 staff iPad, shipping: **$27,029.39**.

Netgate

Qty. 1 - Netgate 8300 security gateway: **$3,599.00**.
Qty 5 - Netgate 6100 security gateway: **$4,245.00**.
Shipping: $60.21
Netgate Total: **$7,904.21**.

Grand total of tech plan purchases from the general fund: **$34,933.60**.

The budget has $55,000 in it for general fund tech purchases, but remember that we did purchase $25,511.44 in January for branch security cameras that were not on the technology plan. I have therefore adjusted the plan for this year, pushing back some purchases until later so that we are not hugely over budget. There are no further major tech purchases planned for the remainder of the year.

Aspen Discovery Layer

Please see the attached document from Kimberly for details on a new infrastructure service we budgeted for to enhance our library catalog for our patrons, followed by the contract for implementation. The full amount of implementation is budgeted for 2026.

We request $9,000 for the one-time setup from the Assigned Fund Balance for Special Projects, and $5,000 from the general fund for year 1 operations and support.

As part of the 2026 budget, the Board approved funding for Aspen Discovery, a catalog enhancement designed to improve access to the library's collections and services for both patrons and staff.

Aspen Discovery is a feature-rich platform that provides a single, user-friendly interface for accessing the library's physical materials and electronic resources. It integrates content from OverDrive/Libby and Hoopla through API connections, allowing those collections to be updated dynamically without the need to load individual records. Currently, the more than two million digital items available through Hoopla and Libby are not represented in our catalog. With Aspen, patrons will be able to view availability, check out materials, and place holds on these digital items directly within the catalog, without navigating to separate websites or apps. For electronic resources that do not support API integration, such as Mango Languages, Aspen provides tools to highlight and surface those resources more effectively. One search will now give the patron and staff all the available forms of a title.
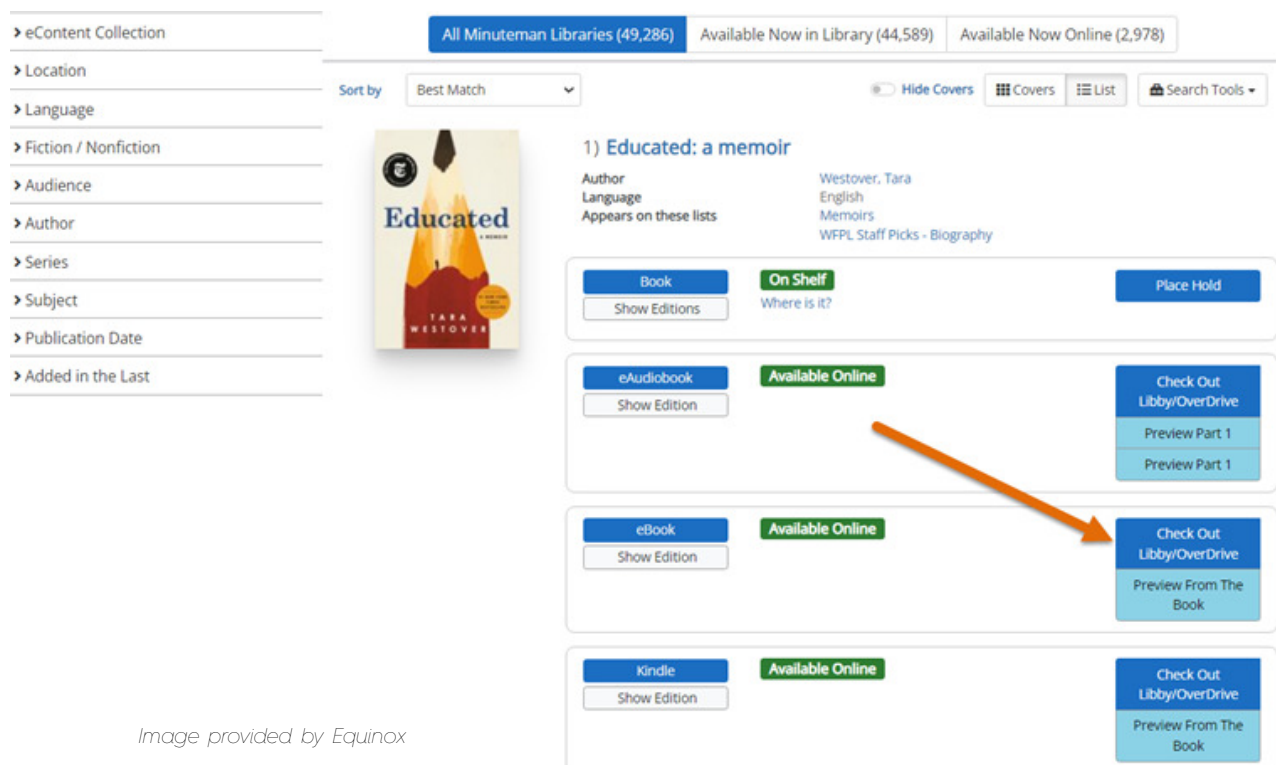

Image provided by Equinox

Aspen also includes tools for creating virtual displays, curated lists, and other engagement features that encourage exploration of the library's collections. In addition, it allows archival and special collection materials to appear alongside standard catalog results, increasing visibility of these resources. For example, a patron searching for historical information about Branch County could see resources available in the Local History Digital Archive in the

catalog. Aspen will also promote awareness of library programs by displaying events and programs within the catalog interface.

Aspen is highly customizable and will be configured to align with the library's branding and the needs of our users. Multiple employees will be involved in this in-depth project, including staff from Technical Services, Circulation, IT, and Marketing.

Overall, the implementation of Aspen Discovery represents a significant step forward in modernizing the library's catalog and improving access to our full range of resources. By bringing physical materials, digital collections, special archives, and library programs into a single, intuitive search experience, Aspen will enhance service for patrons and streamline workflows for staff.

Submitted:

Kimberly Feltner

ADDENDUM TO SERVICE AGREEMENT ISSUED: Jan 22, 2026	
Original Agreement:	Sequoia Services Agreement, issued October 2, 2017 (amended January 2026)
Current Project Job No.:	US-884-26-AN-102
Client Info:	Branch District Library 10 E Chicago Street Coldwater, MI 49036
Client Contact:	John Rucker Library Director RuckerJ@BranchDistrictLibrary.org 517-278-2341 x. 115
Equinox Contact:	Felicia Beaudry Business Development Manager felicia@equinoxOLI.org 470-375-1835

This Addendum to the Sequoia Services Agreement, issued October 2, 2017 and amended January 21, 2026, is between Equinox Open Library Initiative ("Equinox") and Branch District Library ("BDL"). The purpose of this Addendum is to add Aspen Discovery Services, including Implementation and Hosting and Support.

1. Equinox will implement Aspen Discovery for Client as follows:

Service	Service Description	One Time Cost	Annual Cost
Implementation Services	Equinox will provide services to implement Aspen Discovery as described in Attachment 1.	$9,000.00	
Hosting & Support Services	Equinox will provide services to host and support Aspen Discovery as described in Attachment 2.		$5,000.00
SUBTOTAL		$9,000.00	$5,000.00
DISCOUNT APPLIED* (10%) *Current Client Discount Applies only to One Time Costs*		*($900.00)*	*N/A*

Customer (Initial): _____

	TOTAL	$8,100.00	$5,000.00
	TOTAL - YEAR 1	**$13,100.00**	

2. **Payment Terms**. Equinox will invoice Client as follows:
   a. Implementation Services: Equinox will invoice Client:
      i. 50% of total Implementation Services upon signing
      ii. 40% of total Implementation Services upon project initiation
      iii. 10% of total Implementation Services upon delivery of the production system. The final invoice will reflect the actual count of bibliographic records indexed in the production Aspen environment.
      iv. Costs may be adjusted to reflect modifications of services rendered during the implementation process. As a result, total project costs may be different than shown above.
   b. Hosting and Support Services: Equinox will invoice Client
      i. 100% of total Hosting and Support Costs, prorated to the end of the 2025-2026 service interval of the Original Agreement (May 31, 2026) upon the delivery of the production environment.
      ii. Thereafter, 100% of Aspen Hosting and Support will be invoiced annually with Hosting and Support Costs of Evergreen, pursuant to the Original Agreement and under the same renewal terms, beginning with the June 1, 2026 service interval.
   c. Net 30 terms apply to all invoices.
   d. Equinox reserves the right to change its stated rates and costs if Client materially exceeds the scope of the Services set forth in this Agreement. Client shall pay Equinox for such additional services.
   e. Client will contact accounting@equinoxoli.org for instructions on remitting payment by mail if needed.

Except as expressly amended, modified, or supplemented by this Addendum, all other terms, conditions, and provisions of the Original Agreement and any prior addenda or amendments thereto shall remain in full force and effect.

Branch District Library   **Equinox Open Library Initiative**

By: _____   By: _____
          Authorized Representative   Authorized Representative

          John Rucker,   **Lisa Carlucci,**
          Library Director   **Executive Director**
          Printed Name and Title   Printed Name and Title

Date: _____   Date: _____

Customer (Initial): _____

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ATTACHMENT 1: ASPEN DISCOVERY IMPLEMENTATION SERVICES

Equinox will provide the following implementation services for Aspen Discovery:

Project Management

Equinox will appoint a Project Manager to serve as the primary point of contact from the point of contract signing through go-live and sign-off to manage scheduling and implementation activities.

The Project Manager will also:

- Set up a migration mailing list for regular communication throughout the project and as a means for sharing important documents and information
- In cooperation with the library, establish an implementation schedule and coordinate tasks with Equinox staff
- Hold regular, scheduled calls to provide project updates, address questions, and review important documents

Installation, Configuration, and Customization

Equinox will:

- Download and install the latest stable, community-supported version of Aspen Discovery on Equinox's chosen platform
- Configure integration of Aspen Discovery and the mobile app with the Client's existing Evergreen ILS production environment
- Configure integration of electronic resources and enrichment sources currently supported by Aspen Discovery via API, side-loading records, and/or OAI-PMH harvesting, including, but not limited to Overdrive, hoopla, and Kanopy, including those resources independently purchased by the member libraries
- Customize the public theme for each end point with basic branding (e.g., logo and colors) and menu links

Training

Equinox will:
- Provide eight (8) hours of train-the-trainer instruction for staff on Aspen's public interfaces and Aspen Administration
    - The topics covered and allotment of hours for each topic will be determined during consultation with the Client
    - Remote instruction is limited to thirty (30) participants per session

All remote training sessions are recorded and will be made available to Client for one year after go live on Equinox's video platform.

ATTACHMENT 2: ASPEN DISCOVERY HOSTING AND SUPPORT SERVICES

I.   *System Hosting and Hardware System Administration*

Equinox will:
- Provide hosting for one (1) production and one (1) test system for Aspen Discovery
- Host the Aspen Discovery system on Equinox's chosen platform, including up to 5GB of additional storage for other files (e.g., images, PDFs, etc.) the library may add to Aspen Discovery
- Actively monitor system health 24x7x365
- Perform and oversee data backups and disaster recovery. Monitor nightly partial backups and weekly full backups
- Apply unlimited patches and upgrade the Operating System and dependencies as needed to maintain the system in good working order and secure
- Conduct continuous periodic updates to ensure the subscriber is always using the most stable code base for the Aspen Discovery version
- Perform upgrades to the next major Aspen Discovery release annual or more frequently
- Coordinate and perform hardware replacement and new hardware installs when required
- Maintain and troubleshoot the production system

II.   *Technical Support*

Equinox will:
- Provide support for one (1) production and one (1) test environment
- Provide helpdesk services for non-emergency technical support incidents and issues by phone, email, or Equinox Support portal during standard business hours (8:00am - 6:00pm, Eastern), Monday through Friday, excluding holidays
    - Includes incidents and issues requiring server access, a senior systems administrator, or software developer to investigate and/or resolve
    - Incidents or issues that may be resolved through the staff interfaces after training are the responsibility of the Client
- Provide helpdesk support for emergency, system-down events 24x7x365
- Identify and document bugs and errors in the Aspen software

Limitations

- Equinox will make its best effort to respond to non-emergency technical incidents and issues within eight (8) business hours, but response time is not guaranteed
- There is no limit to the number of issues that may be reported, but Equinox reserves the

Customer (Initial): _____

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right to disallow what is deemed to be excessive or abuse of our Support services
- Equinox shall not be held accountable for local network connectivity that may adversely affect the usability of the Aspen system or the companion mobile app by the Client's remote users. Network connectivity should be tested and verified by the Client

Fees

Current fees are based on the following:

Number of indexed bibliographic records	92,685
Number of entry points	1

Annual costs for Hosting and Support costs will increase if/when the number of indexed bibliographic records is greater than 500,000 bibliographic records indexed or the number of entry points exceeds three (3) as follows:

	Additional Annual Hosting and Support Costs
Indexed bibliographic records	$1,500.00 for every 500,000 additional indexed bibs
Entry points	$4,000.00 for 4 - 75 entry points