

Orion Township Public Library Board of Trustees

Meeting Agenda

Thursday, March 21, 2024, 6:30 P.M.

825 Joslyn Rd., Lake Orion, MI 48362

Library Purpose: We enrich Orion Township. We accomplish this through a welcoming environment providing lifelong access to knowledge, connection, and discovery.

1. Call to order
2. Approval of agenda
3. Introduction of new staff – Julie Sugg, Adult Services/Makerspace Librarian
4. Consent agenda
 - a. Minutes of 2/22/2024 Regular Library Board meeting
 - b. Bills from February 2024
 - c. Financial Statement and Treasurer's Report as of February 29, 2024
5. Public Comment
6. Communications
 - a. Press Coverage
7. Director's Report
 - a. Library news and activities
 - b. Usage reports
 - c. Advocacy news
8. Old Business
9. Standing Committee Reports
 - a. Policy
 - b. Finance – will need to schedule meeting once we have quotes from financial software
 - c. Fund Development/Strategic Planning
 - i. Updates from 3/4/24 Fund Development/Strategic Planning meeting
 - d. Board Development
 - i. Policy review – MGT-14: Freedom of Information Act Policy
 - e. Building
 - i. Updates from 3/11/24 Building Committee meeting
 - f. Human Resources
10. Discussion Items
 - a. Proposed changes to CIR-1: Library Card Policy, CIR-5: Fines and Fees Policy, and MGT-12: Public Relations Policy
 - b. Board canvassing for election
 - c. Purchasing mower for library
 - d. Resolution for planning department
11. Action Items
 - a. Proposed policy changes
 - b. Mower
 - c. Resolution
12. Public Comment
13. Trustee Comments
14. Adjournment

Orion Township Public Library Board of Trustees

Meeting Minutes

Thursday, February 22, 2024, 6:30 P.M.

825 Joslyn Rd., Lake Orion, MI 48362

Library Purpose: We enrich Orion Township. We accomplish this through a welcoming environment providing lifelong access to knowledge, connection, and discovery.

1. Call to order
2. Approval of agenda – Pergeau/Phillips moved to approve. Motion carried.
3. Consent agenda– Pergeau/Phillips moved to approve. Motion carried.
 - a. Minutes of 1/25/2024 Regular Library Board meeting
 - b. Bills from January 2024
 - c. Financial Statement and Treasurer’s Report as of January 31, 2024
4. Public Comment – none present.
5. Communications
 - a. Press Coverage
 - i. The director reviewed press, ONTV, and social-media coverage.
 - ii. The director reviewed that candidate packets are available from the Orion Township clerk.
6. Director’s Report
 - a. Library news and activities
 - i. New office equipment ordered last year is starting to arrive.
 - ii. More than Books area was improved with better containers, etc.
 - iii. Digital signage being planned to replace posters.
 - iv. 500 Books by 5th grade area improved.
 - v. Space planning ongoing.
 - vi. Archivists from Wayne State University are being engaged to assist with better organizing the James Ingram room.
 - vii. Laminator replaced.
 - viii. Safety committee made recommendations for updating emergency manual. Recommended panic buttons.
 - ix. Smoke detectors replaced and fire panel inspected and repaired.
 - x. PatronPoint is now live. Used for market segmentation.
 - xi. Middle School Battle of the Books took place Feb 9th. The schools will not be continuing this program. 5th grade Battle of the Books is scheduled for March 9th.
 - xii. Chase and Dan toured the Great Lakes Athletic Club to view potential space for the Senior Library.
 - xiii. Dan Major accepted the position of Head of Adult Services. 12 applications receive for Adult Services position opened up from Dan’s promotion.

- xiv. Friends of the Library book sale netted \$5,468. Friends purchased all remaining items on the wish list.
 - b. Usage reports
 - i. The director reported the usage statistics for the month.
 - ii. Some database statistics removed from e-books category and put into a separate category.
 - iii. Cardholders exceed Orion population.
 - iv. Overall circulation is up.
 - c. Advocacy news
 - i. April 16 is advocacy day at the State Capital. The director is planning on attending.
7. Old Business
- a. Annual Board Evaluation
 - i. The president presented the compiled results of the board evaluation survey.
8. Standing Committee Reports
- a. Policy – no report
 - b. Finance – no report
 - c. Fund Development/Strategic Planning
 - i. Activity plan with January updates – reviewed by the director.
 - d. Board Development
 - i. Policy review
 - 1. MGT-11: Displays and Distribution of Non-Library Materials Policy
 - 2. MGT-12: Public Relations Policy
 - e. Building
 - i. Updates from building committee meeting
 - f. Human Resources – no report
9. Discussion Items
- a. New library website – the director reviewed the new website.
 - b. 2023 Annual Report – the director reviewed the annual report. Completed in house by James Pugh whereas prior reports used an outside graphic artist.
 - c. More than Books collection / wishlist items – the director demonstrated some of the items from the More than Books collection.
10. Action Items
- a. None.
11. Public Comment – none present.
12. Trustee Comments
13. Adjournment – adjourned at 8:30 p.m.

Respectfully, James J. Abramczyk, Secretary

BILLS SUMMARY FEBRUARY 1, 2024 - FEBRUARY 29, 2024

| | |
|---|-----------------------------|
| SALARIES-EXEMPT | \$ 103,275.60 |
| SALARIES-NON-EXEMPT | \$ 73,142.17 |
| SOCIAL SECURITY/MED | \$ 12,993.82 |
| OPT-OUT BENEFIT | |
| Non-covered employee ins. reimb | \$ 600.00 |
| Total bills per Solomon reports attached: | |
| Account Distribution Report | \$ 95,612.84 |
| Expenses recorded through Journal Entries | <u>\$ 17,844.57</u> |
| TOTAL BILLS TO DATE | <u><u>\$ 303,469.00</u></u> |

ORION TOWNSHIP PUBLIC LIBRARY
ELECTRONIC PAYMENTS
PERIOD 02/2024

| Check Nbr | Type | Date | Vendor name | Ref Nbr | Invoice Nbr | Invoice Date | Amount Paid |
|-----------|------|------|-----------------|---------|-----------------|--------------|--------------------|
| 2492 | EP | | Friends of OTPL | 37163 | Ck Request | 1/31/2024 | \$11,334.02 |
| 2499 | EP | | DTE | 37169 | STATEMENT | 2/5/2024 | \$3,142.27 |
| 2496 | EP | | ADP | 37166 | 654075473 | 2/14/2024 | \$375.30 |
| 2497 | EP | | ADP | 37167 | 653967079 | 2/9/2024 | \$276.08 |
| 2498 | EP | | ADP | 37168 | 653966358 | 2/9/2024 | \$148.35 |
| 2494 | EP | | CONS POWER | 37164 | 207058862962 | 2/1/2024 | \$1,218.56 |
| 2501 | EP | | J HANCOCK | 37171 | 35468545 | 2/29/2024 | \$15,638.08 |
| 2495 | EP | | ORION DPW | 37165 | JOS1-000825-000 | 12/31/2023 | \$7.98 |
| 2500 | EP | | ING | 37170 | VF3524 | 2/29/2024 | \$4,177.58 |
| | | | | | | | <u>\$36,318.22</u> |

Date: 3/11/2024
 Time: 11:02AM
 User: SYSADMIN

Orion Twp. Public Library
Account Distribution - Standard
 Period: 02-24 As of: 3/11/2024

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 Report: 03690.rpt
 Company: OTPL

| Account-Sub | Vendor | Tran Desc | Tran Type | Pd Post | Bat Nbr | Ref Nbr | Tran Date | Ext Ref Nbr | Debit Amount | Credit Amount |
|--|------------|--------------------------|-----------|---------|---------|---------|-----------|---------------|--------------|---------------|
| Company: OTPL | | | | | | | | | | |
| <u>101711-000 Medical Insurance</u> | | | | | | | | | | |
| 101711-000 -0 | BCN | BLUE CARE NETWORK | VO | 02-24 | 004912 | 037051 | 2/8/2024 | 240370042213 | 16,342.13 | 0.00 |
| 101711-000 -0 | MML BC/BS | BLUE CROSS BLUE SHIELD | VO | 02-24 | 004916 | 037079 | 2/15/2024 | 178757628 | 3,882.79 | 0.00 |
| | | | | | | | | Account Total | 20,224.92 | 0.00 |
| <u>101712-000 Pension Expense</u> | | | | | | | | | | |
| 101712-000 -0 | J HANCOCK | JOHN HANCOCK LIFE INSUR | VO | 02-24 | 004927 | 037171 | 3/7/2024 | 35468545 | 12,960.11 | 0.00 |
| | | | | | | | | Account Total | 12,960.11 | 0.00 |
| <u>101713-000 Disability Insurance</u> | | | | | | | | | | |
| 101713-000 -0 | EQUITABLE | EQUITABLE FINANCIAL LIFE | VO | 02-24 | 004916 | 037068 | 2/15/2024 | 1530687 | 847.78 | 0.00 |
| | | | | | | | | Account Total | 847.78 | 0.00 |
| <u>101714-000 Life Insurance</u> | | | | | | | | | | |
| 101714-000 -0 | EQUITABLE | EQUITABLE FINANCIAL LIFE | VO | 02-24 | 004916 | 037068 | 2/15/2024 | 1530687 | 128.10 | 0.00 |
| | | | | | | | | Account Total | 128.10 | 0.00 |
| <u>101729-000 Office Supplies</u> | | | | | | | | | | |
| 101729-000 -0 | AMAZON | AMAZON CAPITAL SERVICES | VO | 02-24 | 004911 | 037021 | 2/8/2024 | 16WW6Q4Q6Y19 | 220.61 | 0.00 |
| | | | | | | | | Account Total | 220.61 | 0.00 |
| <u>101731-000 Postage</u> | | | | | | | | | | |
| 101731-000 -0 | A BESEAU | ANNICE L BESEAU | VO | 02-24 | 004909 | 037019 | 2/1/2024 | EXPENSE | 23.86 | 0.00 |
| 101731-000 -0 | J BECKER | JOYCE BECKER | VO | 02-24 | 004912 | 037052 | 2/8/2024 | EXPENSE | 5.08 | 0.00 |
| 101731-000 -0 | FP FINANCE | FP FINANCE PROGRAM | VO | 02-24 | 004916 | 037069 | 2/15/2024 | 35883406 | 63.55 | 0.00 |
| 101731-000 -0 | J BECKER | JOYCE BECKER | VO | 02-24 | 004920 | 037097 | 2/22/2024 | EXPENSE | 21.08 | 0.00 |
| | | | | | | | | Account Total | 113.57 | 0.00 |

Date: 3/11/2024
 Time: 11:02AM
 User: SYSADMIN

Orion Twp. Public Library
Account Distribution - Standard
 Period: 02-24 As of: 3/11/2024

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 Report: 03690.rpt
 Company: OTPL

| Account-Sub | Vendor | Tran Desc | Tran Type | Pd Post | Bat Nbr | Ref Nbr | Tran Date | Ext Ref Nbr | Debit Amount | Credit Amount |
|-------------------|------------|------------------------------|-----------|---------|---------|---------|-----------|---------------|--------------|---------------|
| <u>101740-000</u> | | <u>Contingency Materials</u> | | | | | | | | |
| 101740-000 -0 | THOMS WEST | THOMSON REUTERS | VO | 02-24 | 004916 | 037085 | 2/15/2024 | 849765631 | 426.00 | 0.00 |
| | | | | | | | | Account Total | 426.00 | 0.00 |
| <u>101744-000</u> | | <u>Audio Visual</u> | | | | | | | | |
| 101744-000 -1 | MIDWEST TP | MIDWEST TAPE, LLC | VO | 02-24 | 004911 | 037036 | 2/8/2024 | 504987078 | 75.71 | 0.00 |
| 101744-000 -1 | MIDWEST TP | MIDWEST TAPE, LLC | VO | 02-24 | 004911 | 037037 | 2/8/2024 | 504987079 | 321.92 | 0.00 |
| 101744-000 -1 | MIDWEST TP | MIDWEST TAPE, LLC | VO | 02-24 | 004911 | 037043 | 2/8/2024 | 505019041 | 84.98 | 0.00 |
| 101744-000 -1 | MIDWEST TP | MIDWEST TAPE, LLC | VO | 02-24 | 004911 | 037044 | 2/8/2024 | 505019043 | 49.99 | 0.00 |
| 101744-000 -1 | MIDWEST TP | MIDWEST TAPE, LLC | VO | 02-24 | 004920 | 037103 | 2/22/2024 | 505051663 | 124.97 | 0.00 |
| 101744-000 -1 | MIDWEST TP | MIDWEST TAPE, LLC | VO | 02-24 | 004920 | 037104 | 2/22/2024 | 505051664 | 49.99 | 0.00 |
| 101744-000 -1 | MIDWEST TP | MIDWEST TAPE, LLC | VO | 02-24 | 004920 | 037105 | 2/22/2024 | 505051665 | 42.99 | 0.00 |
| 101744-000 -1 | MIDWEST TP | MIDWEST TAPE, LLC | VO | 02-24 | 004920 | 037108 | 2/22/2024 | 505082776 | 44.99 | 0.00 |
| 101744-000 -1 | MIDWEST TP | MIDWEST TAPE, LLC | VO | 02-24 | 004920 | 037109 | 2/22/2024 | 50582778 | 84.98 | 0.00 |
| 101744-000 -1 | MIDWEST TP | MIDWEST TAPE, LLC | VO | 02-24 | 004922 | 037124 | 2/29/2024 | 505115132 | 34.99 | 0.00 |
| | | | | | | | | Account Total | 915.51 | 0.00 |
| <u>101744-000</u> | | <u>Audio Visual</u> | | | | | | | | |
| 101744-000 -2 | MIDWEST TP | MIDWEST TAPE, LLC | VO | 02-24 | 004911 | 037038 | 2/8/2024 | 504987836 | 36.74 | 0.00 |
| 101744-000 -2 | MIDWEST TP | MIDWEST TAPE, LLC | VO | 02-24 | 004911 | 037040 | 2/8/2024 | 505014393 | 107.94 | 0.00 |
| 101744-000 -2 | AMAZON | AMAZON CAPITAL SERVICE | VO | 02-24 | 004911 | 037021 | 2/8/2024 | 16WV6Q4Q6Y19 | 439.23 | 0.00 |
| 101744-000 -2 | MIDWEST TP | MIDWEST TAPE, LLC | VO | 02-24 | 004916 | 037077 | 2/15/2024 | 505024714 | 29.99 | 0.00 |
| 101744-000 -2 | MIDWEST TP | MIDWEST TAPE, LLC | VO | 02-24 | 004920 | 037100 | 2/22/2024 | 505050870 | 22.48 | 0.00 |
| 101744-000 -2 | MIDWEST TP | MIDWEST TAPE, LLC | VO | 02-24 | 004920 | 037101 | 2/22/2024 | 505050872 | 36.74 | 0.00 |
| | | | | | | | | Account Total | 673.12 | 0.00 |
| <u>101746-000</u> | | <u>Maker Kits-Adult</u> | | | | | | | | |
| 101746-000 -0 | AMAZON | AMAZON CAPITAL SERVICE | VO | 02-24 | 004911 | 037021 | 2/8/2024 | 16WV6Q4Q6Y19 | 96.83 | 0.00 |
| | | | | | | | | Account Total | 96.83 | 0.00 |

Date: 3/11/2024
 Time: 11:02AM
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Orion Twp. Public Library
Account Distribution - Standard
 Period: 02-24 As of: 3/11/2024

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|-------------------|---|------------------------|-----------|---------|---------|---------|-----------|---------------|--------------|---------------|
| <u>101750-000</u> | <u>Books-Adult</u> | | | | | | | | | |
| 101750-000 -0 | B&T-A/J/S | BAKER & TAYLOR | VO | 02-24 | 004911 | 037028 | 2/8/2024 | L5568862 | 277.53 | 0.00 |
| 101750-000 -0 | B&T-A/J/S | BAKER & TAYLOR | VO | 02-24 | 004916 | 037062 | 2/15/2024 | L4235942 | 2,356.88 | 0.00 |
| | | | | | | | | Account Total | 2,634.41 | 0.00 |
| <u>101751-000</u> | <u>Operating Supplies & Expense</u> | | | | | | | | | |
| 101751-000 -0 | AQUARIUM | AQUARIUM DESIGN, INC | VO | 02-24 | 004911 | 037023 | 2/8/2024 | 43619 | 80.00 | 0.00 |
| 101751-000 -0 | VIEW NEWS | VIEW NEWSPAPER GROUP | VO | 02-24 | 004911 | 037050 | 2/8/2024 | 351318 | 142.00 | 0.00 |
| 101751-000 -0 | AMAZON | AMAZON CAPITAL SERVICE | VO | 02-24 | 004911 | 037021 | 2/8/2024 | 16WV6Q4Q6Y19 | 317.17 | 0.00 |
| 101751-000 -0 | J BECKER | JOYCE BECKER | VO | 02-24 | 004912 | 037052 | 2/8/2024 | EXPENSE | 8.54 | 0.00 |
| 101751-000 -0 | SHRED - IT | SHRED-IT | VO | 02-24 | 004916 | 037083 | 2/15/2024 | 8006158761 | 144.50 | 0.00 |
| 101751-000 -0 | DEMCO | DEMCO | VO | 02-24 | 004916 | 037066 | 2/15/2024 | 7433856 | 10.95 | 0.00 |
| 101751-000 -0 | M&B GRAPHI | M & B GRAPHICS, INC | VO | 02-24 | 004918 | 037086 | 2/15/2024 | 3407 | 58.30 | 0.00 |
| 101751-000 -0 | BASIC | BASIC BENEFITS | VO | 02-24 | 004920 | 037089 | 2/22/2024 | IN2967638 | 100.00 | 0.00 |
| 101751-000 -0 | K SCHULTZ | KURT SCHULTZ | VO | 02-24 | 004920 | 037099 | 2/22/2024 | EXPENSE | 20.00 | 0.00 |
| 101751-000 -0 | TASC | TASC | VO | 02-24 | 004922 | 037132 | 2/29/2024 | IN3031891 | 96.27 | 0.00 |
| 101751-000 -0 | ADP | AUTOMATIC DATA PROCESS | VO | 02-24 | 004927 | 037166 | 3/7/2024 | 654075473 | 375.30 | 0.00 |
| 101751-000 -0 | ADP | AUTOMATIC DATA PROCESS | VO | 02-24 | 004927 | 037167 | 3/7/2024 | 653967079 | 276.08 | 0.00 |
| 101751-000 -0 | ADP | AUTOMATIC DATA PROCESS | VO | 02-24 | 004927 | 037168 | 3/7/2024 | 653966358 | 148.35 | 0.00 |
| | | | | | | | | Account Total | 1,777.46 | 0.00 |
| <u>101751-001</u> | <u>Public Copier/Printer Supplies</u> | | | | | | | | | |
| 101751-001 -0 | GREAT AMER | GREATAMERICA FINANCIAL | VO | 02-24 | 004920 | 037093 | 2/22/2024 | 35944915 | 443.13 | 0.00 |
| | | | | | | | | Account Total | 443.13 | 0.00 |
| <u>101751-002</u> | <u>Processing Supplies</u> | | | | | | | | | |
| 101751-002 -0 | MIDWEST TP | MIDWEST TAPE, LLC | VO | 02-24 | 004911 | 037039 | 2/8/2024 | 504995573 | 3.30 | 0.00 |
| 101751-002 -0 | AMAZON | AMAZON CAPITAL SERVICE | VO | 02-24 | 004911 | 037021 | 2/8/2024 | 16WV6Q4Q6Y19 | 56.94 | 0.00 |
| 101751-002 -0 | S SCHMIDT | SHANNON SCHMIDT | VO | 02-24 | 004920 | 037113 | 2/22/2024 | EXPENSE | 112.55 | 0.00 |
| | | | | | | | | Account Total | 172.79 | 0.00 |

Date: 3/11/2024
 Time: 11:02AM
 User: SYSADMIN

Orion Twp. Public Library
Account Distribution - Standard
 Period: 02-24 As of: 3/11/2024

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| Account-Sub | Vendor | Tran Desc | Tran Type | Pd Post | Bat Nbr | Ref Nbr | Tran Date | Ext Ref Nbr | Debit Amount | Credit Amount |
|-------------------|------------|---------------------------------------|-----------|---------|---------|---------|-----------|---------------|--------------|---------------|
| <u>101751-003</u> | | <u>Staff Copier/ Printer Supplies</u> | | | | | | | | |
| 101751-003 -0 | AMAZON | AMAZON CAPITAL SERVICES | VO | 02-24 | 004911 | 037021 | 2/8/2024 | 16VV6Q4Q6Y19 | 12.29 | 0.00 |
| 101751-003 -0 | GREAT AMER | GREATAMERICA FINANCIAL | VO | 02-24 | 004920 | 037093 | 2/22/2024 | 35944915 | 443.13 | 0.00 |
| 101751-003 -0 | GREAT AMER | GREATAMERICA FINANCIAL | VO | 02-24 | 004922 | 037116 | 2/29/2024 | 35996997 | 96.44 | 0.00 |
| | | | | | | | | Account Total | 551.86 | 0.00 |
| <u>101760-000</u> | | <u>Books-Youth</u> | | | | | | | | |
| 101760-000 -0 | B&T-A/J/S | BAKER & TAYLOR | VO | 02-24 | 004911 | 037024 | 2/8/2024 | L4224222 | 81.10 | 0.00 |
| 101760-000 -0 | B&T-A/J/S | BAKER & TAYLOR | VO | 02-24 | 004911 | 037026 | 2/8/2024 | L4235952 | 2,464.70 | 0.00 |
| | | | | | | | | Account Total | 2,545.80 | 0.00 |
| <u>101770-000</u> | | <u>Outreach-Books</u> | | | | | | | | |
| 101770-000 -0 | B&T-A/J/S | BAKER & TAYLOR | VO | 02-24 | 004911 | 037025 | 2/8/2024 | L4235932 | 119.95 | 0.00 |
| 101770-000 -0 | B&T-A/J/S | BAKER & TAYLOR | VO | 02-24 | 004911 | 037029 | 2/8/2024 | L5601022 | 180.36 | 0.00 |
| 101770-000 -0 | GALE RES | GALE/CENGAGE LEARNING | VO | 02-24 | 004916 | 037070 | 2/15/2024 | 83816393 | 90.37 | 0.00 |
| 101770-000 -0 | GALE RES | GALE/CENGAGE LEARNING | VO | 02-24 | 004916 | 037071 | 2/15/2024 | 83830023 | 92.77 | 0.00 |
| 101770-000 -0 | GALE RES | GALE/CENGAGE LEARNING | VO | 02-24 | 004916 | 037072 | 2/15/2024 | 83843825 | 27.99 | 0.00 |
| 101770-000 -0 | GALE RES | GALE/CENGAGE LEARNING | VO | 02-24 | 004920 | 037090 | 2/22/2024 | 83904613 | 30.39 | 0.00 |
| 101770-000 -0 | GALE RES | GALE/CENGAGE LEARNING | VO | 02-24 | 004920 | 037091 | 2/22/2024 | 83911791 | 26.39 | 0.00 |
| | | | | | | | | Account Total | 568.22 | 0.00 |
| <u>101770-000</u> | | <u>Outreach-Books</u> | | | | | | | | |
| 101770-000 -3 | GALE RES | GALE/CENGAGE LEARNING | VO | 02-24 | 004909 | 037020 | 2/1/2024 | 83671150 | 26.39 | 0.00 |
| | | | | | | | | Account Total | 26.39 | 0.00 |
| <u>101780-000</u> | | <u>Computerized Reference</u> | | | | | | | | |
| 101780-000 -0 | HOOPLA | MIDWEST TAPE, LLC | VO | 02-24 | 004909 | 037018 | 2/1/2024 | 504970577 | 20,000.00 | 0.00 |
| 101780-000 -0 | TLN | TLN-CREATIVEBUG | VO | 02-24 | 004920 | 037115 | 2/22/2024 | 73567 | 1,050.00 | 0.00 |
| 101780-000 -0 | TLN | TLN-TUMBLEBOOK | VO | 02-24 | 004920 | 037115 | 2/22/2024 | 73567 | 559.30 | 0.00 |
| | | | | | | | | Account Total | 21,609.30 | 0.00 |

Date: 3/11/2024
 Time: 11:02AM
 User: SYSADMIN

Orion Twp. Public Library
Account Distribution - Standard
 Period: 02-24 As of: 3/11/2024

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 Report: 03690.rpt
 Company: OTPL

| Account-Sub | Vendor | Tran Desc | Tran Type | Pd Post | Bat Nbr | Ref Nbr | Tran Date | Ext Ref Nbr | Debit Amount | Credit Amount |
|-------------------|-------------------------------|-----------------------|-----------|---------|---------|---------|-----------|-----------------|--------------|---------------|
| <u>101790-000</u> | <u>Dvd-Adult</u> | | | | | | | | | |
| 101790-000 -1 | MIDWEST TP | MIDWEST TAPE, LLC | VO | 02-24 | 004911 | 037041 | 2/8/2024 | 505018969 | 87.71 | 0.00 |
| 101790-000 -1 | MIDWEST TP | MIDWEST TAPE, LLC | VO | 02-24 | 004911 | 037042 | 2/8/2024 | 505019040 | 116.20 | 0.00 |
| 101790-000 -1 | MIDWEST TP | MIDWEST TAPE, LLC | VO | 02-24 | 004916 | 037078 | 2/15/2024 | 505024715 | 29.99 | 0.00 |
| 101790-000 -1 | MIDWEST TP | MIDWEST TAPE, LLC | VO | 02-24 | 004920 | 037102 | 2/22/2024 | 505051662 | 23.99 | 0.00 |
| 101790-000 -1 | MIDWEST TP | MIDWEST TAPE, LLC | VO | 02-24 | 004920 | 037106 | 2/22/2024 | 505082774 | 42.73 | 0.00 |
| 101790-000 -1 | MIDWEST TP | MIDWEST TAPE, LLC | VO | 02-24 | 004920 | 037107 | 2/22/2024 | 505082775 | 44.23 | 0.00 |
| 101790-000 -1 | MIDWEST TP | MIDWEST TAPE, LLC | VO | 02-24 | 004922 | 037121 | 2/29/2024 | 505115069 | 13.49 | 0.00 |
| 101790-000 -1 | MIDWEST TP | MIDWEST TAPE, LLC | VO | 02-24 | 004922 | 037122 | 2/29/2024 | 505115130 | 29.98 | 0.00 |
| 101790-000 -1 | MIDWEST TP | MIDWEST TAPE, LLC | VO | 02-24 | 004922 | 037123 | 2/29/2024 | 505115131 | 29.99 | 0.00 |
| | | | | | | | | Account Total | 418.31 | 0.00 |
| <u>101790-005</u> | <u>Downloadable Materials</u> | | | | | | | | | |
| 101790-005 -1 | OVERDRIVE | OVERDRIVE, INC. | VO | 02-24 | 004911 | 037045 | 2/8/2024 | 00870CO24034638 | 1,300.27 | 0.00 |
| 101790-005 -1 | OVERDRIVE | OVERDRIVE, INC. | VO | 02-24 | 004922 | 037126 | 2/29/2024 | 00870CO24054377 | 1,552.01 | 0.00 |
| | | | | | | | | Account Total | 2,852.28 | 0.00 |
| <u>101790-005</u> | <u>Downloadable Materials</u> | | | | | | | | | |
| 101790-005 -2 | OVERDRIVE | OVERDRIVE, INC. | VO | 02-24 | 004922 | 037127 | 2/29/2024 | 00870CO24054724 | 402.82 | 0.00 |
| | | | | | | | | Account Total | 402.82 | 0.00 |
| <u>101801-000</u> | <u>Collection Agency Fee</u> | | | | | | | | | |
| 101801-000 -0 | UNIQUE MGM | UNIQUE MANAGEMENT SER | VO | 02-24 | 004911 | 037049 | 2/8/2024 | 6122348 | 256.30 | 0.00 |
| | | | | | | | | Account Total | 256.30 | 0.00 |

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Orion Twp. Public Library
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| Account-Sub | Vendor | Tran Desc | Tran Type | Pd Post | Bat Nbr | Ref Nbr | Tran Date | Ext Ref Nbr | Debit Amount | Credit Amount |
|---------------|--------------------------|--------------------------|-----------|---------|---------|---------|-----------|-----------------|--------------|---------------|
| 101803-000 | Friends Donation Expense | | | | | | | | | |
| 101803-000 -0 | B&T-AJ/S | BAKER & TAYLOR/FF 2108 | VO | 02-24 | 004911 | 037027 | 2/8/2024 | L5229042 | 57.51 | 0.00 |
| 101803-000 -0 | JETS | JETS PIZZA/FF 2537 | VO | 02-24 | 004911 | 037032 | 2/8/2024 | 12674 | 50.14 | 0.00 |
| 101803-000 -0 | L MORRIS | L MORRIS/FF 2533 | VO | 02-24 | 004911 | 037034 | 2/8/2024 | EXPENSE | 13.70 | 0.00 |
| 101803-000 -0 | S HALSEY | S HALSEY/FF 2537 | VO | 02-24 | 004911 | 037047 | 2/8/2024 | EXPENSE | 44.04 | 0.00 |
| 101803-000 -0 | AMAZON | AMAZON/FF A110 | VO | 02-24 | 004911 | 037021 | 2/8/2024 | 16WV6Q4Q6Y19 | 64.22 | 0.00 |
| 101803-000 -0 | AMAZON | AMAZON/FF A109 | VO | 02-24 | 004911 | 037021 | 2/8/2024 | 16WV6Q4Q6Y19 | 17.87 | 0.00 |
| 101803-000 -0 | AMAZON | AMAZON/FF A111 | VO | 02-24 | 004911 | 037021 | 2/8/2024 | 16WV6Q4Q6Y19 | 116.88 | 0.00 |
| 101803-000 -0 | AMAZON | AMAZON/FF 2528. | VO | 02-24 | 004911 | 037021 | 2/8/2024 | 16WV6Q4Q6Y19 | 47.85 | 0.00 |
| 101803-000 -0 | AMAZON | AMAZON/FF 1975 | VO | 02-24 | 004911 | 037021 | 2/8/2024 | 16WV6Q4Q6Y19 | 37.75 | 0.00 |
| 101803-000 -0 | AMAZON | AMAZON/FF A113 | VO | 02-24 | 004911 | 037021 | 2/8/2024 | 16WV6Q4Q6Y19 | 59.99 | 0.00 |
| 101803-000 -0 | AMAZON | AMAZON/FF 2529 | VO | 02-24 | 004911 | 037021 | 2/8/2024 | 16WV6Q4Q6Y19 | 6.99 | 0.00 |
| 101803-000 -0 | AMAZON | AMAZON/FF 2538 | VO | 02-24 | 004911 | 037021 | 2/8/2024 | 16WV6Q4Q6Y19 | 115.02 | 0.00 |
| 101803-000 -0 | AMAZON | AMAZON/FF 2541 | VO | 02-24 | 004911 | 037021 | 2/8/2024 | 16WV6Q4Q6Y19 | 95.11 | 0.00 |
| 101803-000 -0 | AMAZON | AMAZON/FF 2542 | VO | 02-24 | 004911 | 037021 | 2/8/2024 | 16WV6Q4Q6Y19 | 79.12 | 0.00 |
| 101803-000 -0 | AMAZON | AMAZON/FF 2546 | VO | 02-24 | 004911 | 037021 | 2/8/2024 | 16WV6Q4Q6Y19 | 78.67 | 0.00 |
| 101803-000 -0 | BLUE HERON | BLUE HERON/FF 2534 | VO | 02-24 | 004916 | 037063 | 2/15/2024 | FREINDS FUNDING | 150.00 | 0.00 |
| 101803-000 -0 | DEMCO | DEMCO/FF 2548 | VO | 02-24 | 004916 | 037066 | 2/15/2024 | 7433856 | 9.99 | 0.00 |
| 101803-000 -0 | HERITAGE | HERITAGE SPINNING/FF 254 | VO | 02-24 | 004916 | 037074 | 2/15/2024 | FUND REQUEST | 250.00 | 0.00 |
| 101803-000 -0 | S HALSEY | S HALSEY/FF 2555 | VO | 02-24 | 004916 | 037081 | 2/15/2024 | EXPENSE | 21.28 | 0.00 |
| 101803-000 -0 | S TISON | S TISON/FF 2547 | VO | 02-24 | 004916 | 037082 | 2/15/2024 | EXPENSE | 28.50 | 0.00 |
| 101803-000 -0 | DEMCO | DEMCO/FF 2543 | VO | 02-24 | 004916 | 037066 | 2/15/2024 | 7433856 | 17.98 | 0.00 |
| 101803-000 -0 | S HALSEY | S HALSEY/FF A112 | VO | 02-24 | 004916 | 037081 | 2/15/2024 | EXPENSE | 47.89 | 0.00 |
| 101803-000 -0 | J CRAFT | J CRAFT/FF 2545 | VO | 02-24 | 004920 | 037098 | 2/22/2024 | FUND REQUEST | 150.00 | 0.00 |
| 101803-000 -0 | S HALSEY | S HALSEY/FF 2556 | VO | 02-24 | 004920 | 037112 | 2/22/2024 | EXPENSE | 75.89 | 0.00 |
| 101803-000 -0 | S HALSEY | S HALSEY/FF 2557 | VO | 02-24 | 004920 | 037112 | 2/22/2024 | EXPENSE | 4.38 | 0.00 |
| 101803-000 -0 | H ZALESIN | H ZALESIN/FF 2546 | VO | 02-24 | 004922 | 037117 | 2/29/2024 | EXPENSE | 42.03 | 0.00 |
| 101803-000 -0 | S SCHREMP | S SCHREMP/FF 2549 | VO | 02-24 | 004922 | 037128 | 2/29/2024 | FUND REQUEST | 750.00 | 0.00 |
| 101803-000 -0 | S TISON | S TISON/FF 2561 | VO | 02-24 | 004922 | 037129 | 2/29/2024 | EXPENSE | 11.25 | 0.00 |
| 101803-000 -0 | S TISON | S TISON/FF 2553 | VO | 02-24 | 004922 | 037130 | 2/29/2024 | EXPENSE | 10.99 | 0.00 |
| 101803-000 -0 | H ZALESIN | H ZALESIN/FF 2551 | VO | 02-24 | 004922 | 037117 | 2/29/2024 | EXPENSE | 6.80 | 0.00 |
| 101803-000 -0 | H ZALESIN | H ZALESIN/FF 2558 | VO | 02-24 | 004922 | 037117 | 2/29/2024 | EXPENSE | 5.12 | 0.00 |
| | | | | | | | | Account Total | 2,466.96 | 0.00 |

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Orion Twp. Public Library
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| Account-Sub | Vendor | Tran Desc | Tran Type | Pd Post | Bat Nbr | Ref Nbr | Tran Date | Ext Ref Nbr | Debit Amount | Credit Amount |
|-------------------|------------|------------------------------------|-----------|---------|---------|---------|-----------|---------------|--------------|---------------|
| <u>101804-000</u> | | <u>Designated Donation Expense</u> | | | | | | | | |
| 101804-000 -0 | AMAZON | AMAZON CAPITAL SERVICES | VO | 02-24 | 004911 | 037021 | 2/8/2024 | 16WV6Q4Q6Y19 | 488.03 | 0.00 |
| | | | | | | | | Account Total | 488.03 | 0.00 |
| <u>101815-000</u> | | <u>Contingency Professional</u> | | | | | | | | |
| 101815-000 -0 | CRESTWOOD | CRESTWOOD ASSOCIATES, | VO | 02-24 | 004911 | 037030 | 2/8/2024 | 048130 | 409.50 | 0.00 |
| 101815-000 -0 | CRESTWOOD | CRESTWOOD ASSOCIATES, | VO | 02-24 | 004916 | 037065 | 2/15/2024 | 048449 | 58.50 | 0.00 |
| | | | | | | | | Account Total | 468.00 | 0.00 |
| <u>101820-000</u> | | <u>Accounting Fees</u> | | | | | | | | |
| 101820-000 -0 | S DUCKWORT | SHARON DUCKWORTH CPA | VO | 02-24 | 004920 | 037111 | 2/22/2024 | 951 | 1,250.00 | 0.00 |
| | | | | | | | | Account Total | 1,250.00 | 0.00 |
| <u>101831-000</u> | | <u>Dues</u> | | | | | | | | |
| 101831-000 -0 | ALA | ALA MEMBERSHIP | VO | 02-24 | 004920 | 037087 | 2/22/2024 | 0161603 | 524.00 | 0.00 |
| | | | | | | | | Account Total | 524.00 | 0.00 |
| <u>101850-000</u> | | <u>Telephone</u> | | | | | | | | |
| 101850-000 -0 | TELNET WOR | TELNET WORLDWIDE | VO | 02-24 | 004911 | 037048 | 2/8/2024 | 43699 | 147.53 | 0.00 |
| | | | | | | | | Account Total | 147.53 | 0.00 |
| <u>101860-000</u> | | <u>Transportation</u> | | | | | | | | |
| 101860-000 -0 | B SHERIDAN | BETH SHERIDAN | VO | 02-24 | 004909 | 037017 | 2/1/2024 | MILEAGE | 6.43 | 0.00 |
| 101860-000 -0 | K ROMAN | KERRY ROMAN | VO | 02-24 | 004911 | 037033 | 2/8/2024 | MILEAGE | 42.41 | 0.00 |
| 101860-000 -0 | M ZALEWSKI | MONICA ZALEWSKI | VO | 02-24 | 004911 | 037035 | 2/8/2024 | MILEAGE | 59.97 | 0.00 |
| 101860-000 -0 | S HALSEY | SABRINA HALSEY | VO | 02-24 | 004911 | 037046 | 2/8/2024 | MILEAGE | 25.73 | 0.00 |
| 101860-000 -0 | C MCMUNN | CHASE MCMUNN | VO | 02-24 | 004916 | 037064 | 2/15/2024 | MILEAGE | 53.60 | 0.00 |
| 101860-000 -0 | A LEHMAN | ASHLEY LEHMAN | VO | 02-24 | 004920 | 037088 | 2/22/2024 | MILEAGE | 15.68 | 0.00 |
| 101860-000 -0 | S SCHMIDT | SHANNON SCHMIDT | VO | 02-24 | 004920 | 037114 | 2/22/2024 | MILEAGE | 56.28 | 0.00 |
| 101860-000 -0 | H ZALESIN | HALLI ZALESIN | VO | 02-24 | 004922 | 037118 | 2/29/2024 | MILEAGE | 17.15 | 0.00 |
| 101860-000 -0 | J STREETMA | JESSICA STREETMAN | VO | 02-24 | 004922 | 037119 | 2/29/2024 | MILEAGE | 10.59 | 0.00 |
| | | | | | | | | Account Total | 287.84 | 0.00 |

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Orion Twp. Public Library
Account Distribution - Standard
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| Account-Sub | Vendor | Tran Desc | Tran Type | Pd Post | Bat Nbr | Ref Nbr | Tran Date | Ext Ref Nbr | Debit Amount | Credit Amount |
|--|------------|--------------------------|-----------|---------|---------|---------|-----------|-----------------|--------------|---------------|
| <u>101880-000 Promotion, Publishing, Printin</u> | | | | | | | | | | |
| 101880-000 -0 | GRAPHIC TA | GRAPHIC TAKEOVER LLC | VO | 02-24 | 004911 | 037031 | 2/8/2024 | 2905 | 37.50 | 0.00 |
| | | | | | | | | Account Total | 37.50 | 0.00 |
| <u>101920-000 Utilities-Gas</u> | | | | | | | | | | |
| 101920-000 -0 | CONS/POWR | CONSUMERS ENERGY | VO | 02-24 | 004927 | 037164 | 3/7/2024 | 207058862962 | 1,218.56 | 0.00 |
| | | | | | | | | Account Total | 1,218.56 | 0.00 |
| <u>101921-000 Utilities-Electricity</u> | | | | | | | | | | |
| 101921-000 -0 | DTE | DTE ENERGY | VO | 02-24 | 004927 | 037169 | 3/7/2024 | STATEMENT | 3,142.27 | 0.00 |
| | | | | | | | | Account Total | 3,142.27 | 0.00 |
| <u>101922-000 Water</u> | | | | | | | | | | |
| 101922-000 -0 | ORION DPW | CHARTER TOWNSHIP OF OF | VO | 02-24 | 004927 | 037165 | 3/7/2024 | JOS100082500000 | 7.98 | 0.00 |
| | | | | | | | | Account Total | 7.98 | 0.00 |
| <u>101935-000 Repairs & Maintenance-Building</u> | | | | | | | | | | |
| 101935-000 -0 | AMAZON | AMAZON CAPITAL SERVICE\$ | VO | 02-24 | 004911 | 037021 | 2/8/2024 | 16WV6Q4Q6Y19 | 6.41 | 0.00 |
| 101935-000 -0 | DEPENDABLE | DEPENDABLE SEPTIC TANK | VO | 02-24 | 004916 | 037067 | 2/15/2024 | 13995 | 600.00 | 0.00 |
| 101935-000 -0 | GFL | GREEN FOR LIFE ENVIRONM | VO | 02-24 | 004916 | 037073 | 2/15/2024 | 0064463481 | 52.20 | 0.00 |
| 101935-000 -0 | ORIONTWP | CHARTER TOWNSHIP OF OF | VO | 02-24 | 004916 | 037080 | 2/15/2024 | SNOW REMOVAL | 600.00 | 0.00 |
| 101935-000 -0 | SUPPLY | SUPPLY DEN | VO | 02-24 | 004916 | 037084 | 2/15/2024 | 515888-00 | 192.84 | 0.00 |
| 101935-000 -0 | GUARDIAN | GUARDIAN PEST CONTROL | VO | 02-24 | 004920 | 037094 | 2/22/2024 | 12353 | 249.00 | 0.00 |
| 101935-000 -0 | J&T | J&T ELECTRICAL SUPPLY | VO | 02-24 | 004920 | 037096 | 2/22/2024 | 248574 | 253.50 | 0.00 |
| 101935-000 -0 | PRO TECH | PRO TECH SECURITY SYSTI | VO | 02-24 | 004920 | 037110 | 2/22/2024 | S22612 | 4,099.00 | 0.00 |
| | | | | | | | | Account Total | 6,052.95 | 0.00 |
| <u>101965-000 Automation Expenses</u> | | | | | | | | | | |
| 101965-000 -0 | AMAZON | AMAZON CAPITAL SERVICE\$ | VO | 02-24 | 004911 | 037021 | 2/8/2024 | 16WV6Q4Q6Y19 | 224.08 | 0.00 |
| 101965-000 -0 | KNIGHT TEC | KNIGHT TECHNOLOGY GRO | VO | 02-24 | 004916 | 037075 | 2/15/2024 | 23330 | 156.52 | 0.00 |
| | | | | | | | | Account Total | 380.60 | 0.00 |

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Orion Twp. Public Library
Account Distribution - Standard
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| Account-Sub | Vendor | Tran Desc | Tran Type | Pd Post | Bat Nbr | Ref Nbr | Tran Date | Ext Ref Nbr | Debit Amount | Credit Amount |
|-----------------------|---------------------------------|-------------------------|-----------|---------|---------|---------|-----------|---------------|------------------|---------------|
| 101969-000 | <u>Education & Training</u> | | | | | | | | | |
| 101969-000 -0 | MLA | MICHIGAN LIBRARY ASSOCI | VO | 02-24 | 004922 | 037125 | 2/29/2024 | 17589 | 25.00 | 0.00 |
| | | | | | | | | Account Total | 25.00 | 0.00 |
| 101972-000 | <u>Capital Improvements</u> | | | | | | | | | |
| 101972-000 -0 | SPALDING | SPALDING DeDECKER | VO | 02-24 | 004922 | 037131 | 2/29/2024 | 00097728 | 8,250.00 | 0.00 |
| | | | | | | | | Account Total | 8,250.00 | 0.00 |
| Company Total: | | | | | | | | | 95,612.84 | 0.00 |

Orion Township Public Library
For the Two Months Ending February 29, 2024

| | <u>February Actual</u> | <u>Annual Budget</u> | <u>Actual To Date</u> | <u>Percent of Total Budget</u> | <u>Balance of Budget</u> |
|-------------------------------|----------------------------|--------------------------|---------------------------|------------------------------------|------------------------------|
| Revenues | | | | | |
| Property Taxes | 1,111,489 | 3,000,000 | 2,641,214 | 88% | 358,786 |
| State Aid | 0 | 37,000 | 0 | 0% | 37,000 |
| Penal Fines | 0 | 50,000 | 0 | 0% | 50,000 |
| Copier Service | 778 | 4,000 | 1,368 | 34% | 2,632 |
| Library Fines | 145 | 0 | 230 | 0% | (230) |
| Interest Income | 22,786 | 15,000 | 26,102 | 174% | (11,102) |
| Donation Income | 8,833 | 25,000 | 8,969 | 36% | 16,031 |
| Other Funding Sources | 0 | 870,000 | 0 | 0% | 870,000 |
| Miscellaneous Income | 1,336 | 10,000 | 3,319 | 33% | 6,681 |
| Realized/Unrealized Gain/Loss | -7,240 | 0 | 6,904 | 0% | (6,904) |
| Total Revenue | 1,138,128 | 4,011,000 | 2,688,105 | 67% | 1,322,895 |

Orion Township Public Library
For the Two Months Ending February 29, 2024

| | <u>February Actual</u> | <u>Annual Budget</u> | <u>Actual To Date</u> | <u>Percent of Total Budget</u> | <u>Balance of Budget</u> |
|-------------------------------------|----------------------------|--------------------------|---------------------------|------------------------------------|------------------------------|
| Operational Expenditures | | | | | |
| Salaries | 177,018 | 1,670,000 | 235,885 | 14% | 1,434,115 |
| Fringe Benefits | 42,420 | 455,586 | 71,810 | 16% | 383,776 |
| Supplies, Programs | 4,394 | 83,000 | 9,185 | 11% | 73,815 |
| Materials, Information Resources | 12,717 | 260,000 | 15,221 | 6% | 244,779 |
| Automation, Computerized Reference | 32,706 | 195,000 | 52,995 | 27% | 142,005 |
| Promotion, Publishing, Printing | 370 | 35,000 | 4,425 | 13% | 30,575 |
| Telephone | 148 | 3,300 | 342 | 10% | 2,958 |
| Utilities | 4,369 | 64,000 | 8,638 | 13% | 55,362 |
| Repairs & Maintenance | 6,276 | 53,000 | 7,889 | 15% | 45,111 |
| Capital Improvements | 8,250 | 969,914 | 8,250 | 1% | 961,664 |
| Insurance & Workers Comp | 4,519 | 62,000 | 9,092 | 15% | 52,908 |
| Education, Training & Dues | 686 | 45,000 | 4,253 | 9% | 40,747 |
| Mileage | 288 | 7,200 | 304 | 4% | 6,896 |
| Professional & Contractual Services | 2,096 | 77,000 | 3,725 | 5% | 73,275 |
| Donation Expense | 7,216 | 25,000 | 7,866 | 31% | 17,134 |
| Miscellaneous | 0 | 3,500 | 0 | 0% | 3,500 |
| MTT Reimbursements | 0 | 2,500 | 0 | 0% | 2,500 |
| Total Expenditures | <u>303,469</u> | <u>4,011,000</u> | <u>439,881</u> | <u>11%</u> | <u>3,571,119</u> |

Orion Township Public Library
For the Two Months Ending February 29, 2024

| | <u>February Actual</u> | <u>Annual Budget</u> | <u>Actual To Date</u> | <u>Percent of Total Budget</u> | <u>Balance of Budget</u> |
|------------------------------|----------------------------|--------------------------|---------------------------|------------------------------------|------------------------------|
| Revenues | | | | | |
| Property Taxes: | | | | | |
| 101403-000-0 Property Taxes | 1,111,489 | 3,000,000 | 2,641,214 | 88% | 358,786 |
| Total Property Taxes | <u>1,111,489</u> | <u>3,000,000</u> | <u>2,641,214</u> | <u>88%</u> | <u>358,786</u> |
| State Aid: | | | | | |
| 101575-000-0 State Aid | 0 | 37,000 | 0 | 0% | 37,000 |
| Total State Aid | <u>0</u> | <u>37,000</u> | <u>0</u> | <u>0%</u> | <u>37,000</u> |
| Penal Fines: | | | | | |
| 101658-000-0 Penal Fines | 0 | 50,000 | 0 | 0% | 50,000 |
| Total Penal Fines | <u>0</u> | <u>50,000</u> | <u>0</u> | <u>0%</u> | <u>50,000</u> |
| Copier Service: | | | | | |
| 101630-000-0 Copier Service | 778 | 4,000 | 1,368 | 34% | 2,632 |
| Total Copier Service | <u>778</u> | <u>4,000</u> | <u>1,368</u> | <u>34%</u> | <u>2,632</u> |
| Library Fines: | | | | | |
| 101659-000-0 Library Fines | 145 | 0 | 230 | 0% | (230) |
| Total Library Fines | <u>145</u> | <u>0</u> | <u>230</u> | <u>0%</u> | <u>(230)</u> |
| Interest Income: | | | | | |
| 101665-000-0 Interest Income | 22,786 | 15,000 | 25,683 | 171% | (10,683) |
| 101666-000-0 Dividend Income | 0 | 0 | 419 | 0% | (419) |
| Total Interest Income | <u>22,786</u> | <u>15,000</u> | <u>26,102</u> | <u>174%</u> | <u>(11,102)</u> |
| Donation Income: | | | | | |

Orion Township Public Library
For the Two Months Ending February 29, 2024

| | <u>February Actual</u> | <u>Annual Budget</u> | <u>Actual To Date</u> | <u>Percent of Total Budget</u> | <u>Balance of Budget</u> |
|--|----------------------------|--------------------------|---------------------------|------------------------------------|------------------------------|
| Donation Income (continued): | | | | | |
| 101674-000-0 Friends Donation | 0 | 20,000 | 0 | 0% | 20,000 |
| 101674-001-0 Designated Donations | 8,423 | 1,500 | 8,443 | 563% | (6,943) |
| 101674-002-0 Donation Income | 410 | 3,500 | 526 | 15% | 2,974 |
| Total Donation Income | 8,833 | 25,000 | 8,969 | 36% | 16,031 |
| Other Funding Sources: | | | | | |
| 101689-000-0 Other Financing Sources | 0 | 870,000 | 0 | 0% | 870,000 |
| Total Other Funding Sources | 0 | 870,000 | 0 | 0% | 870,000 |
| Miscellaneous Income: | | | | | |
| 101662-000-0 Lost/Damaged Income | 613 | 0 | 849 | 0% | (849) |
| 101680-000-0 Miscellaneous Income | 607 | 10,000 | 737 | 7% | 9,263 |
| 101688-000-0 Collection Agency Fee Inco | 116 | 0 | 234 | 0% | (234) |
| 101673-000-0 Meeting Room Income | 0 | 0 | 1,500 | 0% | (1,500) |
| Total Miscellaneous Income | 1,336 | 10,000 | 3,319 | 33% | 6,681 |
| Realized/Unrealized Gain/Loss: | | | | | |
| 101680-007-0 Realized/Unrealized Gain/Lo | -7,240 | 0 | 6,904 | 0% | (6,904) |
| Total Realized/Unrealized Gain/Loss | -7,240 | 0 | 6,904 | 0% | (6,904) |
| Total Revenue | 1,138,128 | 0 | 0 | 0% | 0 |
| | 0 | 4,011,000 | 0 | 0% | 4,011,000 |
| | 0 | 0 | 2,688,105 | 0% | (2,688,105) |
| Total Revenue | 1,138,128 | 4,011,000 | 2,688,105 | 67% | 1,322,895 |

Orion Township Public Library
For the Two Months Ending February 29, 2024

| | <u>February Actual</u> | <u>Annual Budget</u> | <u>Actual To Date</u> | <u>Percent of Total Budget</u> | <u>Balance of Budget</u> |
|---|----------------------------|--------------------------|---------------------------|------------------------------------|------------------------------|
| Operational Expenditures | | | | | |
| Salaries: | | | | | |
| 101702-000-0 Salaries-Exempt | 103,876 | 970,000 | 138,978 | 14% | 831,022 |
| 101703-000-0 Salaries-Nonexempt | 73,142 | 700,000 | 96,907 | 14% | 603,093 |
| Total Salaries | 177,018 | 1,670,000 | 235,885 | 14% | 1,434,115 |
| Fringe Benefits: | | | | | |
| 101704-000-0 EAP-EMPLOYEE ASSIST | 0 | 750 | 0 | 0% | 750 |
| 101710-000-0 FICA Tax Expense | 12,994 | 125,000 | 17,314 | 14% | 107,686 |
| 101711-000-0 Medical Insurance | 15,490 | 209,100 | 30,408 | 15% | 178,692 |
| 101712-000-0 Pension Expense | 12,960 | 105,736 | 22,200 | 21% | 83,536 |
| 101713-000-0 Disability Insurance | 848 | 2,500 | 1,639 | 66% | 861 |
| 101714-000-0 Life Insurance | 128 | 12,500 | 249 | 2% | 12,251 |
| Total Fringe Benefits | 42,420 | 455,586 | 71,810 | 16% | 383,776 |
| Supplies, Programs: | | | | | |
| 101729-000-0 Office Supplies | 221 | 5,500 | 221 | 4% | 5,279 |
| 101730-000-0 Contingency Supplies | 0 | 6,000 | 0 | 0% | 6,000 |
| 101731-000-0 Postage | 114 | 7,000 | 1,668 | 24% | 5,332 |
| 101746-000-0 Maker Kits-Adult | 97 | 0 | 97 | 0% | (97) |
| 101751-000-0 Operating Supplies & Expen | 2,354 | 33,100 | 3,873 | 12% | 29,227 |
| 101751-001-0 Public Copier/Printer Suppli | 443 | 7,700 | 802 | 10% | 6,898 |
| 101751-002-0 Processing Supplies | 241 | 12,000 | 1,064 | 9% | 10,936 |
| 101751-003-0 Staff Copier/ Printer Supplies | 669 | 7,700 | 1,204 | 16% | 6,496 |
| 101801-000-0 Collection Agency Fee | 256 | 2,000 | 256 | 13% | 1,744 |
| 101824-000-0 Volunteer Expenses | 0 | 2,000 | 0 | 0% | 2,000 |
| Total Supplies, Programs | 4,394 | 83,000 | 9,185 | 11% | 73,815 |

Orion Township Public Library
For the Two Months Ending February 29, 2024

| | <u>February Actual</u> | <u>Annual Budget</u> | <u>Actual To Date</u> | <u>Percent of Total Budget</u> | <u>Balance of Budget</u> |
|---|----------------------------|--------------------------|---------------------------|------------------------------------|------------------------------|
| Materials, Information Resources: | | | | | |
| 101740-000-0 Contingency Materials | 426 | 5,000 | 426 | 9% | 4,574 |
| 101744-000-2 Audio Visual | 673 | 13,000 | 673 | 5% | 12,327 |
| 101748-000-0 Streaming Video/Audio | 0 | 65,000 | 0 | 0% | 65,000 |
| 101749-000-0 Professional Development C | 0 | 1,000 | 0 | 0% | 1,000 |
| 101750-000-0 Books-Adult | 2,634 | 52,000 | 2,932 | 6% | 49,068 |
| 101752-000-0 Overdrive Digital Magazines | 0 | 3,500 | 0 | 0% | 3,500 |
| 101755-000-0 Board Games | 0 | 500 | 0 | 0% | 500 |
| 101760-000-0 Books-Youth | 2,546 | 41,000 | 2,546 | 6% | 38,454 |
| 101770-000-0 Outreach-Books | 568 | 6,500 | 881 | 14% | 5,619 |
| 101770-000-3 Outreach-Books | 26 | 0 | 26 | 0% | (26) |
| 101775-000-0 Periodicals | 0 | 11,000 | 132 | 1% | 10,868 |
| 101790-000-1 Dvd-Adult | 418 | 0 | 437 | 0% | (437) |
| 101790-005-0 Downloadable Materials | 1,254 | 0 | 2,508 | 0% | (2,508) |
| 101790-005-1 Downloadable Materials | 2,852 | 32,700 | 2,852 | 9% | 29,848 |
| 101790-005-2 Downloadable Materials | 403 | 4,000 | 800 | 20% | 3,200 |
| 101744-000-1 Audio Visual | 916 | 24,800 | 1,007 | 4% | 23,793 |
| Total Materials, Information Resources | 12,717 | 260,000 | 15,221 | 6% | 244,779 |
| Automation, Computerized Reference: | | | | | |
| 101780-000-0 Computerized Reference | 24,185 | 42,000 | 27,203 | 65% | 14,797 |
| 101965-000-0 Automation Expenses | 8,520 | 153,000 | 25,792 | 17% | 127,208 |
| Total Automation, Computerized Reference | 32,706 | 195,000 | 52,995 | 27% | 142,005 |
| Promotion, Publishing, Printing: | | | | | |
| 101880-000-0 Promotion, Publishing, Printi | 370 | 35,000 | 4,425 | 13% | 30,575 |
| Total Promotion, Publishing, Printing | 370 | 35,000 | 4,425 | 13% | 30,575 |

Orion Township Public Library
For the Two Months Ending February 29, 2024

| | <u>February Actual</u> | <u>Annual Budget</u> | <u>Actual To Date</u> | <u>Percent of Total Budget</u> | <u>Balance of Budget</u> |
|---|----------------------------|--------------------------|---------------------------|------------------------------------|------------------------------|
| Telephone: | | | | | |
| 101850-000-0 Telephone | 148 | 3,300 | 342 | 10% | 2,958 |
| Total Telephone | <u>148</u> | <u>3,300</u> | <u>342</u> | <u>10%</u> | <u>2,958</u> |
| Utilities: | | | | | |
| 101833-000-0 Contingency Utilities | 0 | 4,100 | 0 | 0% | 4,100 |
| 101921-000-0 Utilities-Electricity | 3,142 | 40,800 | 6,212 | 15% | 34,588 |
| 101922-000-0 Water | 8 | 2,100 | 16 | 1% | 2,084 |
| 101920-000-0 Utilities-Gas | 1,219 | 17,000 | 2,411 | 14% | 14,589 |
| Total Utilities | <u>4,369</u> | <u>64,000</u> | <u>8,638</u> | <u>13%</u> | <u>55,362</u> |
| Repairs & Maintenance: | | | | | |
| 101832-000-0 Contingency Repair/Maint/E | 0 | 3,000 | 0 | 0% | 3,000 |
| 101936-000-0 Repairs & Maintenance-Equi | 118 | 3,000 | 377 | 13% | 2,623 |
| 101935-000-0 Repairs & Maintenance-Buil | 6,158 | 47,000 | 7,512 | 16% | 39,488 |
| Total Repairs & Maintenance | <u>6,276</u> | <u>53,000</u> | <u>7,889</u> | <u>15%</u> | <u>45,111</u> |
| Capital Improvements: | | | | | |
| 101972-000-0 Capital Improvements | 8,250 | 969,914 | 8,250 | 1% | 961,664 |
| Total Capital Improvements | <u>8,250</u> | <u>969,914</u> | <u>8,250</u> | <u>1%</u> | <u>961,664</u> |
| Insurance & Workers Comp: | | | | | |
| 101812-000-0 Insurance & Worker's Comp. | 4,519 | 62,000 | 9,092 | 15% | 52,908 |
| Total Insurance & Workers Comp | <u>4,519</u> | <u>62,000</u> | <u>9,092</u> | <u>15%</u> | <u>52,908</u> |
| Education, Training & Dues: | | | | | |
| 101831-000-0 Dues | 661 | 7,113 | 1,311 | 18% | 5,802 |
| 101969-000-0 Education & Training | 25 | 37,887 | 2,942 | 8% | 34,945 |

Orion Township Public Library
For the Two Months Ending February 29, 2024

| | <u>February Actual</u> | <u>Annual Budget</u> | <u>Actual To Date</u> | <u>Percent of Total Budget</u> | <u>Balance of Budget</u> |
|---|----------------------------|--------------------------|---------------------------|------------------------------------|------------------------------|
| Education, Training & Dues (continued): | | | | | |
| Total Education, Training & Dues | 686 | 45,000 | 4,253 | 9% | 40,747 |
| Mileage: | | | | | |
| 101860-000-0 Transportation | 288 | 7,200 | 304 | 4% | 6,896 |
| Total Mileage | 288 | 7,200 | 304 | 4% | 6,896 |
| Professional & Contractual Services: | | | | | |
| 101810-000-0 Legal Fees | 0 | 12,000 | 0 | 0% | 12,000 |
| 101820-000-0 Accounting Fees | 1,250 | 27,400 | 2,500 | 9% | 24,900 |
| 101821-000-0 Library Services | 378 | 14,100 | 757 | 5% | 13,343 |
| 101815-000-0 Contingency Professional | 468 | 23,500 | 468 | 2% | 23,032 |
| Total Professional & Contractual Services | 2,096 | 77,000 | 3,725 | 5% | 73,275 |
| Donation Expense: | | | | | |
| 101803-000-0 Friends Donation Expense | 6,727 | 20,000 | 7,278 | 36% | 12,722 |
| 101966-804-0 Donation Expense | 0 | 500 | 0 | 0% | 500 |
| 101804-000-0 Designated Donation Expen | 488 | 4,500 | 588 | 13% | 3,912 |
| Total Donation Expense | 7,216 | 25,000 | 7,866 | 31% | 17,134 |
| Miscellaneous: | | | | | |
| 101960-000-0 Miscellaneous | 0 | 3,000 | 0 | 0% | 3,000 |
| 101966-803-0 Fund Raising Expense | 0 | 500 | 0 | 0% | 500 |
| Total Miscellaneous | 0 | 3,500 | 0 | 0% | 3,500 |
| MTT Reimbursements: | | | | | |
| 101899-000-0 MTT Reimbursements | 0 | 2,500 | 0 | 0% | 2,500 |
| Total MTT Reimbursements | 0 | 2,500 | 0 | 0% | 2,500 |
| Total Expenditures | <u>303,469</u> | <u>4,011,000</u> | <u>439,881</u> | <u>11%</u> | <u>3,571,119</u> |

ORION TOWNSHIP LIBRARY - TREASURER'S REPORT
GENERAL FUND ACTIVITY
Feb-24

| | BALANCE | RECEIPTS | | | DISBURSEMENTS/TRANSFERS | | | BALANCE | |
|----------------------------------|---------------------------|--------------------|---|-------------------|-------------------------|---------------------------------------|---------------------------|---------------------------------|-----------------------|
| | <u>Beginning of month</u> | <u>Interest</u> | <u>Realized/Un realized Gain/Loss *</u> | <u>Operations</u> | <u>Transferred in</u> | <u>Checks issued & deductions</u> | <u>Transferred to PNC</u> | <u>Transferred out to other</u> | <u>End of month</u> |
| PNC Bank - General Checking (1) | \$339,628.26 | | | | \$1,424,731.13 | (879,290.38) | | | \$885,069.01 |
| PNC Bank - General Savings (2) | \$35,695.62 | | | | | | | | \$35,695.62 |
| PNC Bank - Cafeteria (3) | \$15,007.14 | | | | \$1,200.00 | (2,465.71) | | | \$13,741.43 |
| PNC - James Ingram Fund (4) | \$5.00 | | | | | | | | \$5.00 |
| PNC Bank - Bastian Account (5) | \$1,144.90 | | | | | | | | \$1,144.90 |
| PNC Bank - Admin Debit Card | \$2,103.64 | | | | \$5,000.00 | (4,872.60) | | | \$2,231.04 |
| PNC Bank - Dept Debit Card | \$989.36 | | | | \$700.00 | (439.04) | | | \$1,250.32 |
| Genisys Credit Union MM (6) | \$229,875.33 | \$392.68 | | | | | | | \$230,268.01 |
| Genisys Credit Union Savings (7) | \$10.69 | | | | | | | | \$10.69 |
| UBS General Fund (8) | \$3,895,340.92 | \$15,681.03 | (\$2,788.99) | | \$650,000.00 | | (100,000.00) | | \$4,458,232.96 |
| UBS Endowment Fund (9) | \$68,800.72 | | \$242.20 | | | | | | \$69,042.92 |
| Total | \$4,588,601.58 | \$16,073.71 | (\$2,546.79) | \$0.00 | \$2,081,631.13 | (\$887,067.73) | (\$100,000.00) | \$0.00 | \$5,696,691.90 |

(1) Business Checking
(2) Business Savings Sweep
(3) Cafeteria
(4) Business Checking - Donation Account

(5) Business Checking - Donation Account
(6) High Yield Money Market .30% interest
(7) Credit Union Savings

(8) Money Market, Treasury Bills, CD's
* Change in value until the investment reaches maturity
(9) Money Market, CD
* Change in value until the investment reaches maturity

ORION TOWNSHIP LIBRARY - TREASURER'S REPORT
 PLANT FUND ACTIVITY
 FEBRUARY 2024

| | BALANCE | RECEIPTS | | | DISBURSEMENTS/TRANSFERS | | BALANCE | |
|-------------------------------------|---------------------------|-------------------------|--|-------------------|-------------------------|----------------------|--------------------|---------------------|
| | <u>Beginning of month</u> | <u>Accrued Interest</u> | <u>Realized/Unrealized Gain/Loss *</u> | <u>Operations</u> | <u>Transferred</u> | <u>Checks issued</u> | <u>Transferred</u> | <u>End of month</u> |
| UBS Plant Fund (5) | \$144,422.04 | \$4,064.60 | (\$3,619.45) | | | | | \$144,867.19 |
| Wells Fargo Bk Sioux Falls CN2 (20) | \$250,292.50 | \$449.66 | (\$759.66) | | | | | \$249,982.50 |
| Multibank Cash Account | \$21,966.63 | 2,066.17 | | | | | | \$24,032.80 |
| JPMorgan Chase NQ8 (17) | \$92,616.00 | \$66.30 | (\$165.30) | | | | | \$92,517.00 |
| JPMorgan Chase HD0 (18) | \$92,806.00 | \$65.75 | (\$115.75) | | | | | \$92,756.00 |
| First Nat'l Bk Amer VL6 (19) | \$93,818.00 | | (\$33.00) | | | | | \$93,785.00 |
| Total | \$695,921.17 | \$6,712.48 | (\$4,693.16) | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$695,921.17 |

(5) Money Market Account

(17) CD maturing 1/16/2026 @ 0.550% interest

(18) CD maturing 2/12/2027 @ 1.600% interest

(19) CD maturing 3/30/2027 @ 2.050% interest

(20) CD maturing 11/18/2024 @5.050% interest-this is a reinvestment of (14)

Purpose - We enrich Orion Township. We accomplish this through a welcoming environment providing lifelong access to knowledge, connection, and discovery.

Maximize and Modernize Library Spaces

Goal 1. Design welcoming spaces for flexibility, accessibility, and comfort.

- After hearing feedback from librarians and outreach staff, Chase sent the Township programming ideas for a new library branch to be included at the Great Lakes Athletic Club building. The Township is still working with consultants to design the space.
- Beth began weeding Large Print to prepare to swap location with Science Fiction & Fantasy. Relocated test collection to shelves behind the reference desk in order to make more room for YA Graphic Novels

Goal 2. Ensure library spaces meet community needs for future adaptability and growth.

- Kingscott Architects presented some initial exterior elevation drawings. Their engineers were onsite to evaluate the area for the building extension.
- Chase completed the RFP for the Automated Material Handling system to be installed in support services to compliment the drive-up service window. The RFP will close on April 12, 2024.
- Sabrina had archivists from Wayne State University Walter Reuther Archives come and evaluate the collection in the Ingram Room; we are waiting to receive the report.

Evolve and Engage with the Community

Goal 1. Develop a deeper understanding of the community in order to increase awareness and engagement.

- Lydia created a Read Across Lake Orion social media push with staff members reading in various areas. This post drew high interaction and comments on all three social media platforms.
- Ashley and Dan met with Halli and Troy (Chairs of the DEI committee) to discuss new benchmarks for diversity and accessibility in programming. These benchmarks will begin with Summer programming.
- James completed the annual report. We are now compiling an information packet including the report to be sent to community stakeholders.

Director's Report

March 21, 2023

Chase McMunn

- Sabrina assisted the librarian at Oakview Middle School to evaluate and weed the school's non-fiction collection.
- James met with the Chamber of Commerce and scheduled several events for 2024. The library will host some educational sessions and will be featured in the "Monday Motivator" newsletter regularly.
- The "Library News" blog banner was added to the top of the new website; "Welcome to the New Website" post received 252 views; Annual Report received 144 views.
- James used the new Patron Point software to send out the Monthly Newsletter, Annual Patron Saving Report. New Card Registration emails are now live – averaging 50% read rate. This is a very good read rate for emails.

Goal 2. Meet people where they are by expanding innovative outreach services.

- February passive program: Valentine/Letter mailing station. We did not record participation numbers, but this was a highly popular passive program.
- Ashley has reached out to the DDA regarding the storywalk. The storywalk will continue to be on hiatus for the time being, as there is new leadership at the DDA.
- Halli held the preschool open house and updated the preschool area directory. There were 10 schools in attendance and 12 schools included in the directory. 47 people attended the open house.
- Lydia created a Black History month book recommendation bookmark for February.

Goal 3. Inspire library visits through vibrant and relevant programming.

- Youth Services held the final Battle meetup. Final numbers include 91 participants and 22 teams. The battle was held March 9. Author Skyler Schrempp attended and addressed students.
- Suzanne's Glow in the Dark party was an extremely popular program that ran during student's midwinter break with 80 in attendance.
- Sabrina ran the Middle School Battle of the Books at Scripps Middle School.
- Sabrina hosted a Black History Art Exhibition with LOCS in the Friends Reading Room. The exhibit garnered a great deal of positive press and created significant foot traffic.
- Dan hosted a maker fair with volunteers from i3Detroit and LOCS. 74 attended.

Goal 4. Strengthen and expand collaborative local partnerships to foster an interconnected community.

- Kerry visited 39 elementary classrooms in February
- Halli visited 20 preschool classes in February

Director's Report

March 21, 2023

Chase McMunn

- The first kindergarten library field trip was in February. Kerry hosted two classes from Paint Creek in the library.
- Sabrina did Lit Lunches at Scripps and Oakview Middle Schools; 80 attended.
- 12 special needs students from Waldon Middle School came to the library for a field trip on 2/22. They toured the library and explored some resources.
- A Scout troop of 12 reserved the makerspace on 2/11 and made t-shirts using the Cricut to earn merit badges.

Cultivate a Thriving Organization

Goal 1. Ensure delivery of exceptional service through investment in and retention of staff.

- Ashley attended an MLA 2024 Spring Institute meeting as chair of the committee.
- Sabrina attended a Thumbs Up MLA Young Adult Book Award Meeting.
- James attended MLA Conference Workgroup.
- Beth attended a Social Work in Libraries webinar.

Goal 2. Prioritize staff development and a strong team culture to ensure a positive work environment that meets current and future community needs.

- We interviewed candidates for the Adult Services/Makerspace Librarian position. Julie Sugg was chosen from a competitive field of candidates.
- Our Outreach Services Coordinator, Beth Sheridan, has announced a retirement date of June 5, giving use time to recruit a new Outreach Coordinator.

Goal 3. Leadership demonstrates the value and long-term vitality of the library through advocacy and ensuring sustainable funding.

- Andrews Hooper Pavlik were onsite to conduct the annual audit March 4-5, 2024. They will present their findings at the April board meeting.
- Chase, Jessica, and Joyce attended several demos of new accounting software from different manufacturers. We are looking for a cloud-based system for added security, and a modern interface that can natively run reports. Once we have three quotes we will present our findings to the board.
- James drafted a Summer Reading Sponsor program to generate more funds for kickoff, prizes. Local businesses will be able to sponsor our most well-attended events.
- The Friends of the Library will host their annual meeting on April 9, 2024.

Action and Information

- The library served as a polling location during the February primary election. The library opened early with limited services; adult and circulation desks were staffed, and public

Director's Report

March 21, 2023

Chase McMunn

computers were on. Foot traffic was fairly consistent throughout the day, and there were no incidents to note.

- The Safety Committee has scheduled a severe weather drill for March 20, and a fire drill for May 20, dependent on weather. Mike also showed supervisors how to turn off the water in case of an emergency. The committee also reviewed and updated the emergency manual .
- The Red Cross will be hosting a blood drive at the library on March 27, 2024.

| Adult Programs | | | |
|-----------------------------|------------|------------|------|
| Program | Attendance | # Sessions | Type |
| Book Clubs | 26 | 3 | I |
| Murder Mystery | 25 | 1 | I |
| Maker Fair | 37 | 1 | I |
| Puzzle Tournament | 48 | 1 | I |
| The Chataqua Movement | 34 | 1 | I |
| Cook the Book | 7 | 1 | I |
| Writer's Workshop | 6 | 1 | I |
| Makerspace Office Hours | 3 | 1 | |
| Magic The Gathering Club | 0 | 1 | I |
| Adult Total | 186 | 11 | |
| Outreach Programs | | | |
| Program | Attendance | # Sessions | Type |
| SNAP | 45 | 1 | I |
| ELL | 12 | 4 | I |
| Basic Tech Help | 7 | 4 | I |
| Senior Social Hour | 6 | 2 | I |
| Weaving on Rocks | 9 | 1 | I |
| Alzheimer's Support Group | 11 | 1 | I |
| Memory Lane | 44 | 4 | I |
| Reminiscence Hour | 22 | 2 | I |
| You be The Judge | 6 | 1 | I |
| Outreach Total | 162 | 20 | |
| Adult/Outreach Total | 348 | 31 | |
| Teen Programs | | | |
| Program | Attendance | # Sessions | Type |
| TAB | 1 | 1 | I |

*Split with Youth

Director's Report

March 21, 2023

Chase McMunn

| ACT Practice Test and Results | 21 | 2 | I | | |
|------------------------------------|------------|------------|------|----------|-------|
| Middle School Battle of the Books | 72 | 1 | I | | |
| Teen Tuesday | 0 | 2 | I | | |
| Gap Program | 6 | 3 | I | | |
| Book Buddies | 6 | 1 | I | | |
| Teen Total | 100 | 9 | | | |
| Youth Programs | | | | | |
| Program | Attendance | # Sessions | Type | Ages | Grade |
| Tape Art | 43 | 1 | I | K-5 | |
| Little Lit | 306 | 12 | I | 0-5 | |
| Reverse Bookclub | 1 | 1 | I | | 3-5 |
| SENSEsational Storytime | 21 | 1 | I | 0-7 | |
| Bounce and Boogie | 34 | 1 | I | 0-5 | |
| Amulet Book Release Party | 15 | 1 | I | | 3-8 |
| Doggone Readers | 13 | 1 | I | | K-5 |
| Book Buddies | 3 | 1 | I | | K-3 |
| Maker Fair | 37 | 1 | I | All Ages | |
| Hibernation: Animals in the Winter | 48 | 1 | I | | K-5 |
| Glow in the Dark Party | 80 | 1 | I | All Ages | |
| If you Give a Kid a Bookclub | 4 | 1 | I | | K-2 |
| Rather Be Reading | 4 | 1 | I | | 3-5 |
| Leap Day Celebration | 46 | 1 | I | 3-6 | |
| Battle Final Meetup | 70 | 1 | V | | 5th |
| Youth Total | 725 | 26 | | | |

Split with youth

Other

Youth

- 1000 Books: 226 registered, 18 finishers
- 500 Books: 214 registered, 19 finishers

Teen

- 100 Books Before Graduation: 32 registered, 645 books read
- 75 Books Before High School: 82 registered, 1729 books read

Adult

- Makerspace appointments: 9, 12 3-D prints

Director's Report

March 21, 2023

Chase McMunn

- Exams proctored: 0
- 50 Books in 52 Weeks: 102 registered, 587 books read

Outreach

- Books by mail bags sent: 7
- Homebound deliveries: 34
- MI Bridges Navigator Appointments: 2



Orion Township
Public Library

WE'D LIKE TO KNOW.....

The Orion Township Public Library always welcomes compliments, concerns, and suggestions from our library users. The library director carefully reviews each form put in the suggestion box. Thank you for taking the time to comment. Purchase requests may also be sent to the library website at <http://orionlibrary.org/purchase-request/>

Please ~~of~~ AFFILIATE TO FAMILY SEARCH.ORG
IS A GENEALOGY WEBSITE AND IS FREE!

Dear Patron:

Thank you for taking the time to complete a comment card at the Orion Township Public Library. Your input is important to us!

We have previously reached out to FamilySearch about becoming an affiliated library, however we were advised that they are not accepting new applications at this time. Please see our website for a complete list of History and Genealogy databases available to our patrons at: <https://www.orionlibrary.org/topics/history-and-genealogy>

As always, if you need help navigating or accessing sites while at the library, please feel free to ask any librarian for assistance.

Thanks again for your thoughtful comments and thank you for using the Orion Township Public Library.

Sincerely,

Chase McMunn
Director



Orion Township
Public Library

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- Could you please buy a Heat Press Machine for
puffy letters on t-shirts

- Affiliate to family search.org

Dear Patron:

Thank you for taking the time to complete a comment card at the Orion Township Public Library. Your input is important to us!

I have passed your request for a heat press machine for placing puffy letters on t shirts to the Adult Department Head. He seriously considers patron requests and if the budget allows, he will add this to the makerspace in the future.

We have previously reached out to FamilySearch about becoming an affiliated library, however we were advised that they are not accepting new applications at this time. Please see our website for a complete list of History and Genealogy databases available to our patrons at: <https://www.orionlibrary.org/topics/history-and-genealogy>.

Thanks again for your thoughtful comments and thank you for using the Orion Township Public Library.

Sincerely,

Chase McMunn
Director



ORION TOWNSHIP
Public Library

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I like this Library
love

Dear Patron:

Thank you for taking the time to complete a comment card at the Orion Township Public Library. Your input is important to us!

It is always nice to hear positive comments from our patrons, especially in appreciation of the staff and the services that we provide to the community. I hope you continue to visit the library and enjoy all that it has to offer!

Thanks again for your thoughtful comment and thank you for using the Orion Township Public Library.

Sincerely,

Chase McMunn
Director



Orion Township
Public Library

WE'D LIKE TO KNOW.....

The Orion Township Public Library always welcomes compliments, concerns, and suggestions from our library users. The library director carefully reviews each form put in the suggestion box. Thank you for taking the time to comment. Purchase requests may also be sent to the library website at <http://orionlibrary.org/purchase-request/>

Too many horror films. Small selection
of movies for families and people who don't
like scary movies. 😊

Dear Patron,

Thank you for taking the time to fill out a comment card at the Orion Township Public Library. Your input is important to us!

One of our Adult Librarians and one of our Youth Librarians are assigned the task of purchasing movies, and feature films are ordered using box-office sales as a guideline. Children and Family movies can be found in the youth department and there is a special sub-section of family films. There may seem to be less availability as more movies move to streaming. If you are looking for a particular movie and it is checked out, please ask any librarian to assist with placing a hold. We also take patron requests into serious consideration.

If you have any specific request, please feel free to complete our 'Purchase Consideration Request' form that can be found at www.orionlibrary.org under 'Discover'.

Here is the link, <https://www.orionlibrary.org/suggest-a-purchase>.

Thanks again for your thoughtful comment and thank you for using the Orion Township Public Library.

Chase McMunn
Director



Orion Township
Public Library

WE'D LIKE TO KNOW.....

The Orion Township Public Library always welcomes compliments, concerns, and suggestions from our library users. The library director carefully reviews each form put in the suggestion box. Thank you for taking the time to comment. Purchase requests may also be sent to the library website at <http://orionlibrary.org/purchase-request/>

Please re-paint the operation times
on the front window with white paint,
so that they are visible from the
driveway.

Thank you

Dear Patron:

Thank you for taking the time to complete a comment card at the Orion Township Public Library. Your input is important to us!

Thank you for noticing that the hours of operation displayed on the front door of the library would be more visible if they were white. We will order new stencils in white. In the meantime, you can always check our website, orionlibrary.org for current operating hours of both the main library and the Orion Center Branch as well as any holiday or inclement weather closings.

Thanks again for your thoughtful comment and thank you for using the Orion Township Public Library.

Sincerely,

Chase McMunn
Director



Orion Township
Public Library

WE'D LIKE TO KNOW.....

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Hello -

Recently I needed to check out a book we didn't have at Orion. Somewhat to my surprise and delight they had comfortable chairs. I wish you would consider more comfortable chairs for the Reading Room.

Dear Patron:

Thank you for taking the time to complete a comment card at the Orion Township Public Library. Your input is important to us!

One of our current strategic planning goals is to design welcoming spaces for flexibility, accessibility, and comfort. This will certainly be a priority for the Reading Room, and we will be purchasing comfortable seating soon!

Thanks again for your thoughtful comments and thank you for using the Orion Township Public Library.

Sincerely,

Chase McMunn
Director



Orion Township
Public Library

2/12/2024

WE'D LIKE TO KNOW.....

The Orion Township Public Library always welcomes compliments, concerns, and suggestions from our library users. The library director carefully reviews each form put in the suggestion box. Thank you for taking the time to comment. Purchase requests may also be sent to the library website at <http://orionlibrary.org/purchase-request/>

Troy Walker - Library Tech Resource Person - has been excellent w/ his presentations to the public (Evening Computer Int. interest, + individual support for patrons.)

L. Orion Library is very fortunate to have such a knowledgeable person on staff.

Dear Patron:

Thank you for taking the time to complete a comment card at the Orion Township Public Library. Your input is important to us!

It is always nice to hear positive comments from our patrons, especially in appreciation of the staff and the services that we provide for the community. I will be sure to let Troy know that you left such positive feedback about his public programs and individual support to patrons.

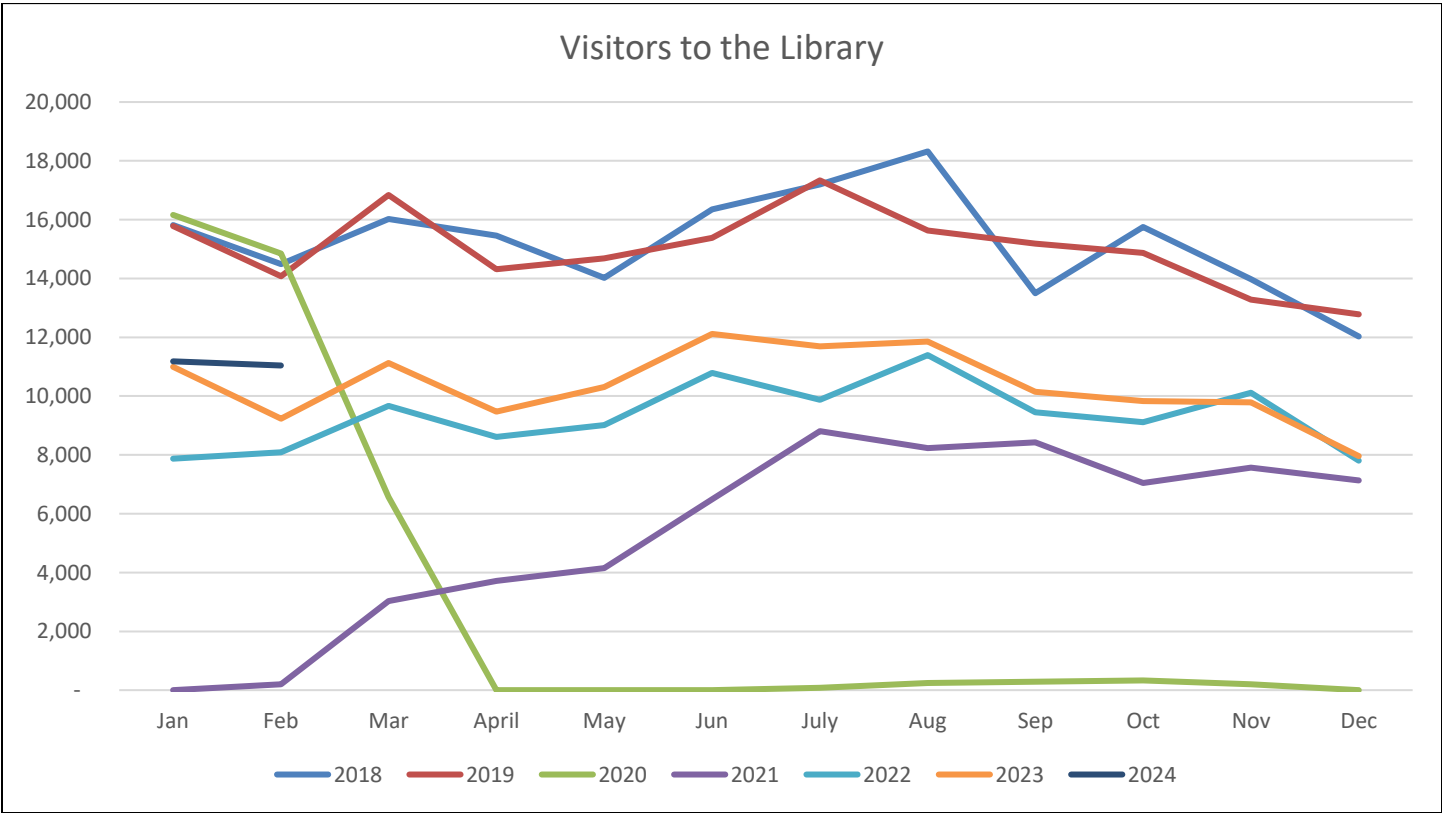
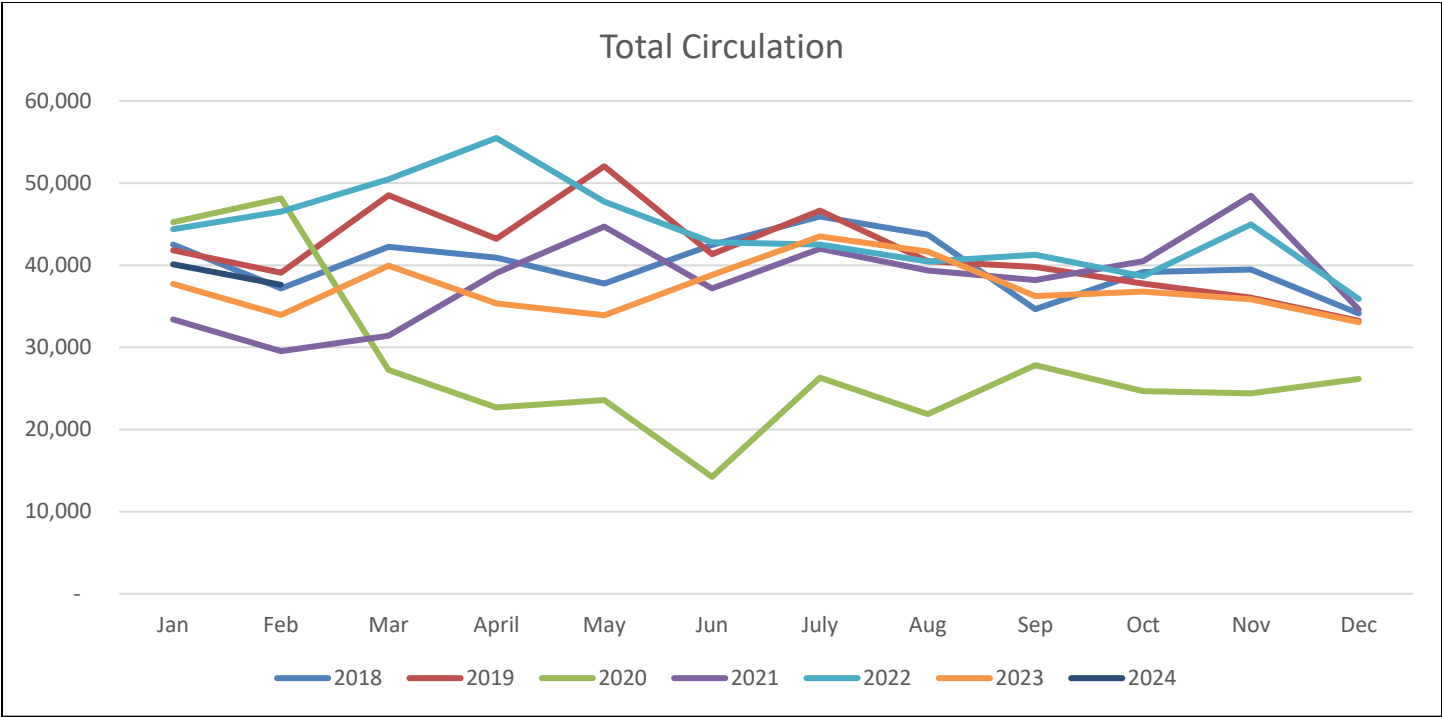
Thanks again for your thoughtful comments and thank you for using the Orion Township Public Library.

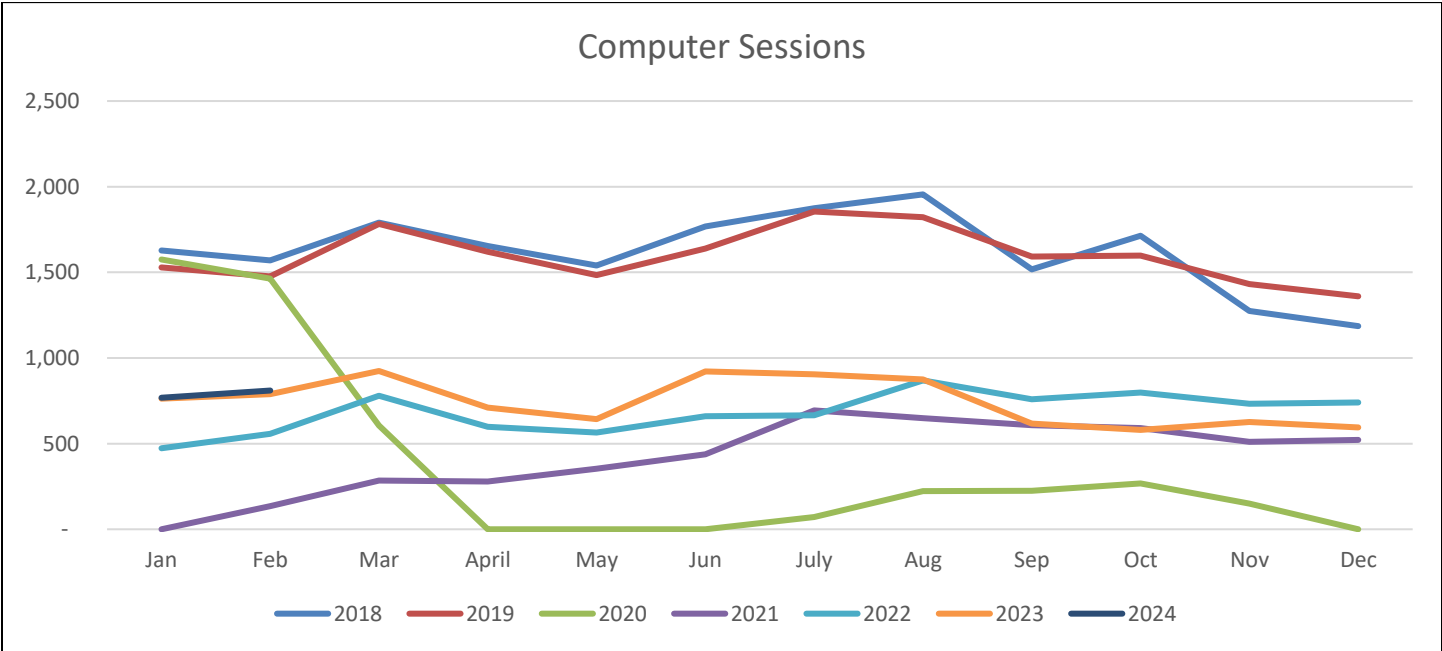
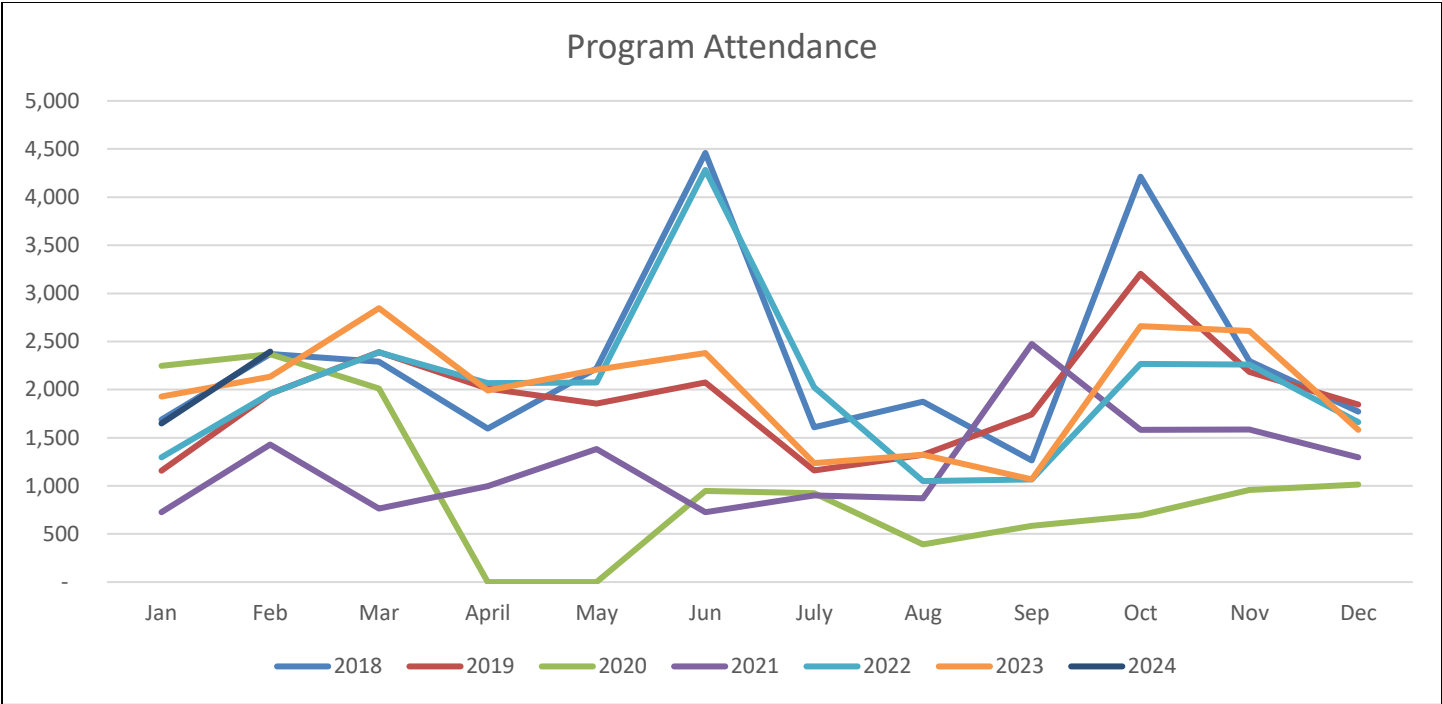
Sincerely,

Chase McMunn
Director

Statistical Report - Usage for the month of February 2024

| Circulation | | | | | |
|--|----------------|----------------------|--------------------------------|---------------|---------------------------|
| | Current month | This month last year | Current FYTD | Previous FYTD | |
| Main Library Circ Checkouts | 7,132 | 6,264 | 15,128 | 13,306 | |
| Main Library Self Checkouts | 7,933 | 8,355 | 16,899 | 17,826 | |
| Renewals | 11,570 | 11,030 | 23,063 | 23,169 | |
| Orion Cntr Branch Checkouts | 44 | 12 | 98 | 72 | |
| ILL Items borrowed | 807 | 598 | 1,590 | 1,392 | |
| ILL Items loaned | 434 | 471 | 949 | 1,036 | YTD % Change phys circ |
| Total Physical Checkouts | 27,486 | 26,259 | 56,778 | 55,765 | 1.82% |
| E-books ** | 3,113 | 2,842 | 6,739 | 5,985 | |
| E-audiobooks | 2,908 | 2,498 | 6,135 | 5,201 | |
| E-magazines | 1,564 | 417 | 3,097 | 802 | |
| Hoopla | 2,429 | 1,852 | 4,719 | 3,774 | |
| Kanopy | 116 | 63 | 257 | 135 | YTD % Change digital circ |
| Total digital checkouts | 10,130 | 7,672 | 20,947 | 15,897 | 31.77% |
| | | | | | YTD % Change |
| Total Circulation | 37,616 | 33,931 | 77,725 | 71,662 | 8.46% |
| ** Website stats low in February because missing data from Feb 1 - Feb 11 | | | | | |
| Number of Items in our Collection | | | Number of Library Card Holders | | |
| | Current month | This month last year | | Current month | This month last year |
| Print | 88,716 | 89,325 | Residents | 20,873 | 19,372 |
| Audio (physical) | 5,693 | 6,276 | Non-Residents | 4,190 | 3,822 |
| Video | 18,089 | 17,869 | Total Card Holders | 25,063 | 23,194 |
| E-books | 100,493 | 95,942 | New Registrations | 161 | 148 |
| E-audiobooks | 66,789 | 58,435 | | | |
| Other | 10,623 | 10,385 | | | |
| Total Items | 290,403 | 278,232 | | | |
| Room Usage Statistics | | | | | |
| | Current month | This month last year | Current FYTD | Previous FYTD | |
| Meeting Room bookings (public) | 142 | 108 | 271 | 230 | |
| # Programs for adults | 31 | 44 | 67 | 67 | |
| # Programs for children | 26 | 15 | 51 | 46 | |
| # Programs for teens | 9 | 7 | 16 | 13 | |
| # School visits for Think Link | 17 | 19 | 27 | 40 | |
| Program attendance for adults | 385 | 301 | 574 | 556 | |
| Program attendance for children | 725 | 897 | 1,293 | 1,763 | |
| Program attendance for teens | 100 | 33 | 146 | 87 | |
| Attendance school visits Think Link | 1,185 | 903 | 2,030 | 1,656 | |
| Technology Usage Statistics | | | | | |
| | Current month | This month last year | Current FYTD | Previous FYTD | |
| Computer signups | 810 | 789 | 1,578 | 1,552 | |
| Wireless users | 1,430 | 1,203 | 2,735 | 2,521 | |
| Web site hits - desktop users | 1,046 | 12,126 | 3,760 | 25,149 | |
| Web site hits - mobile users | 1,060 | 6,145 | 4,395 | 13,562 | |
| Other Usage Statistics | | | | | |
| | Current month | This month last year | Current FYTD | Previous FYTD | |
| # Visitors to Main Library | 10,869 | 9,201 | 21,868 | 19,954 | |
| # Visitors to Orion Center branch | 171 | 30 | 354 | 267 | |
| # Volunteer hours (adult) | 228 | 158 | 409 | 469 | |
| # Volunteer hours (teen) | 182 | 0 | 361 | 0 | |
| # Notarized documents | 20 | 14 | 49 | 42 | |
| # Think Link requests for books | 20 | 30 | 47 | 59 | |
| # Think Link check outs | 81 | 141 | 207 | 277 | |
| Database Usage | 20,129 | 16,292 | 34,709 | 47,857 | |
| * Orion Center building closed due to building flood (water damage) on Sunday February 5 thru Monday, March 6, 2023 | | | | | |
| *Volunteer hours now separated as adult and teen hours. This mo last yr, current FYTD & Previous FYTD are combined teen & adult. | | | | | |
| *CYBER ATTACK occurred on 10/20/23 some stats off due to the website outage and move to the temporary website | | | | | |
| *PebbleGo & BookFlix no longer included in Ebook circ stats as of 1/1/23 | | | | | |





Strategic Planning Committee Meeting Minutes

03/04/24

Mary, Nate, Chase

4:00: Orion Township Library Conference Room

Agenda/Discussion

- Discuss the donor event.
Recommend fundraiser during Month of April, focusing on National Library Week April 7.
Electronic outreach. Target date for donor reception June 2.

Action: Present and confirm agreement to the approach and dates at the next Board meeting.
Detailed planning to follow.
- Chase to bring ideas for focused fundraising.
Chase reviewed big ideas and shared a list of six great ideas - mobile library, improve outdoor spaces, study room pods, light wall/explore space for children's area, meeting room kitchen, book vending machine.
- Reviewed the activity plan. Chase shared the rationale for the color coding and the metrics/targets.

3-4-24 Strategic Planning Committee

- Ideas for fundraising campaigns
 - Mobile Library – identified as a need in strategic planning, could serve new communities across the entire township
 - Improvements to outdoor space – Outdoor storywalk, community garden. We can pave the trail connector while the parking lot is being replaced.
 - Study room pods – identified need during observation of space. These can be relocated if the space changes.
 - Light wall / explore space for children’s area. Applied for grant before, would be a good feature for older grade school kids
 - Meeting room kitchen – commercial kitchen equipment that would allow for cooking demonstrations. Food related activities draw large crowds, and the Orion Center will be sold soon removing a commercial kitchen
 - Book vending machine – work with DDA and place an automated book vending machine in the village

MGT-14: Freedom of Information Act (FOIA)

Adopted: 6/18/15; Last Revised: 1/25/2024

Policy Statement

The Orion Township Public Library ("Library") adopts the public policy set forth in the Michigan Freedom of Information Act, 1976 PA 442 ("FOIA"), that all persons, except those persons incarcerated in state, county or federal correctional facilities, are entitled to full and complete information regarding the affairs of government and the official acts of those who represent them as public officials and public employees, consistent with the FOIA. Access to information is important so that people may fully participate in the democratic process. These Procedures and Guidelines are enacted in compliance with the requirements set forth in Section 4(4) of the FOIA.

Regulations

1. FOIA Coordinator

The Library Director shall be the FOIA Coordinator. The FOIA Coordinator will respond to requests in accordance with the FOIA. An employee of the Library who receives a request for a public record must promptly forward that request to the FOIA Coordinator. The FOIA Coordinator is responsible for accepting, processing and approving a denial of a request and signing the written notice of denial. The FOIA Coordinator may designate another individual to act on his or her behalf in accepting and processing requests for the Library's public records, and in approving a denial.

2. Request Required

A. *Requestor; Public Record.* An individual, corporation, limited liability company, partnership, firm, organization, association, governmental entity, or other legal entity, except those persons incarcerated in state, county or federal correctional facilities, may request public records from the Library. "Public Record" has the meaning as defined in Section 2(e) of the FOIA.

B. *Verbal Requests.* The Library may, but is not required to, provide public records in response to a verbal request, unless such verbal request is for information that the Library believes is available on its website. In such case, an employee, where practicable and to the best of his or her knowledge, shall inform the requestor about the pertinent website where the information is available.

C. *Written Requests.* Except as provided in Section III.B above, a person desiring to inspect, copy or receive a copy of a public record shall make a written request for the public record to the Library. A request can be made through a letter, in person, or sent by electronic transmission.

- I. Where to Send the Request. Whenever possible, requests for public records should be directed to the following recipients so that the information can reach the FOIA Coordinator:

a. By mail or in person:

Orion Township Public Library
Attn: FOIA Coordinator
825 Joslyn Road
Lake Orion, MI 48362

b. By e-mail: kknnox@orionlibrary.org

c. By fax: 248-683-3009

II. Sufficient Description. Requests in writing must identify the public record sufficiently to allow the Library to find the requested record. If not, the request may be denied on that basis.

III. Electronic Transmissions. For requests sent by electronic transmission, the following shall apply:

a. Electronic Transmissions. A written request made by facsimile, electronic mail, or other electronic transmission is not received by a Library's FOIA coordinator until 1 business day after the electronic transmission is made.

b. Spam or Junk Mail Folder. If a written request is sent by electronic mail and delivered to the Library's spam or junk mail folder, the request is not received until 1 day after the Library first becomes aware of the written request. The Library shall note in its records both the time a written request is delivered to its spam or junk mail folder and the time the Library first becomes aware of that request. The FOIA Coordinator shall be responsible for routinely monitoring the spam and junk mail folders in order to determine whether they contain any FOIA requests.

D. Specify Format. The requestor may specify whether he or she would like to inspect, receive paper copies, or receive the public records on nonpaper physical media. The Library is only required to comply with the request for specified nonpaper physical media if it has the technological capability necessary to provide the public records on the requested nonpaper physical media in the particular instance.

E. Subscription. A person has a right to subscribe to future issuances of public records that are created, issued, or disseminated on a regular basis. A subscription shall be valid for up to 6 months, at the request of the subscriber, and shall be renewable.

3. **Procedures for Responding to Written FOIA Requests**

A. *Response.* Unless otherwise agreed to in writing by the person making the request, the Library shall respond to a request within 5 business days after it receives the request by:

I. Granting the request (which would include notifying the requestor that all or a portion of the public records requested are available on the website, if applicable);

II. Issuing a written notice to the requesting person denying the request;

III. Granting the request in part and issuing a written notice to the requesting person denying the request in part (which would include notifying the requestor that all or a portion of the public records requested are available on the website if applicable); or

IV. Issuing a notice extending for not more than 10 business days the period during which the Library shall respond to the request.

The Library's written response shall be considered the final determination regarding the FOIA request.

B. *Understanding the Library's Response.* The Library has an obligation to respond as required under the FOIA. If the Library grants a written request in full, the requestor will receive a notice indicating that it has been granted. However, if the request is denied or denied in part, the Library shall provide the following information:

I. Pursuant to Section 13 of the FOIA, the Library may exempt certain documents from disclosure. The FOIA Coordinator will review the request to determine if any exemptions apply. The FOIA Coordinator may request assistance from the Library's Attorney regarding the application of exemptions. If exempt, the Library shall provide an explanation of the basis under this act or other statute for the determination that the public record, or portion of that public record, is exempt from disclosure, if that is the reason for denying all or a portion of the request.

II. A certificate that the public record does not exist under the name given by the requestor or by another name reasonably known to the Library, if that is the reason for denying the request or a portion of the request. The denial letter may indicate that that the letter serves as the certificate as required by the FOIA.

III. A description of a public record or information on a public record that is separated or deleted pursuant to Section 14 of the FOIA, if a separation or deletion is made.

- IV. A full explanation of the requesting person's right to do either of the following:
 - a. Submit to the head of the Library a written appeal that specifically states the word "appeal" and identifies the reason or reasons for reversal of the disclosure denial; or
 - b. Seek judicial review of the denial under Section 10 of the FOIA.
- V. Notice of the right to receive attorneys' fees and damages as provided in Section 10 of the FOIA, MCL 15.240, if, after judicial review, the court determines that the Library has not complied and orders disclosure of all or a portion of a public record.

C. *No Obligation to Create Records.* The FOIA does not require the Library to make a compilation, summary, or report of information. Further, the Library is not required to create a new public record in order to respond to a request.

D. *Documents Available on Website.* If the FOIA Coordinator knows or has reason to know that all or a portion of the requested information is available on its website, the Library shall notify the requestor in its written response. The written response, to the degree practicable in the specific instance, shall include a specific webpage address where the requested information is available.

If all or a portion of the requested records are available on the website and the Library has included the website address in its written response but the requestor wants the public records in a paper format or other nonpaper physical media, the Library shall provide the public records in the specified format. On the detailed itemization, the Library shall separate the requested public records that are available on its website from those that are not available on the website and shall inform the requestor of the additional charge to receive copies of the public records that are available on its website.

4. Fees

The Library may charge a fee for a public record search, for the necessary copying of a public record for inspection, or for providing a copy of a public record because it has established, made publicly available, and follows these Procedures and Guidelines and the FOIA. The fee shall be limited to actual mailing costs and to the actual incremental cost of duplication or publication including labor; the cost of search, examination and review; and the deletion and separation of exempt information from non-exempt information as set forth more fully in these Procedures and Guidelines. The FOIA Coordinator shall provide a detailed itemization of costs on a standard form, as required under Section 4(4) of the FOIA ("Detailed Itemization"). The total fee shall not exceed the sum of the following components:

A. *Labor Costs:*

- I. Searching for, Locating and Examining.

a. The Library may charge for searching for, locating and examining public records in conjunction with receiving and fulfilling a granted written request.

b. The Library shall not charge more than the hourly wage of its lowest-paid employee capable of searching for, locating, and examining the public records in the particular instance regardless of whether that person is available or who actually performs the labor.

c. These labor costs shall be estimated and charged in increments of 15 minutes, with all partial time increments rounded down.

II. Separating and Deleting Exempt from Non-Exempt:

a. For services performed by an employee of the Library, the Library shall not charge more than the hourly wage of its lowest-paid employee capable of separating and deleting exempt information from non-exempt information in the particular instance, regardless of whether that person is available or who actually performs the labor. All references in these Procedures and Guidelines to separating and deleting exempt information from non-exempt information shall refer to the separation and deletion requirements set forth in Section 14 of the FOIA, MCL 15.244.

b. If the Library does not employ a person capable of separating and deleting exempt information from non-exempt information in the particular instance, it may treat necessary contracted labor costs used for the separating and deleting of exempt information from non-exempt information in the same manner as employee labor costs when calculating charges under this subdivision if all of the following occur:

1) The Library's FOIA Coordinator determines on a case-by-case basis that the Library does not employ a person capable of separating and deleting exempt information from non-exempt information.

2) The Library clearly notes the name of the contracted person or firm on the Detailed Itemization.

3) Total labor costs calculated for contracted labor costs shall not exceed an amount equal to 6 times the state minimum hourly wage rate.

c. These labor costs shall be estimated and charged in increments of 15 minutes, with all partial time increments rounded down.

d. The Library shall not charge for labor directly associated with redaction if it knows or has reason to know that it previously redacted the public record in question and the redacted version is still in the Library's possession.

f. If the Library directly or indirectly administers or maintains an official internet presence, any public records available to the general public on that internet site at the time the request is made are exempt from this labor charge.

III. Duplication or Publication Labor Charges.

a. The Library may charge labor costs for duplication and publication, including making paper copies, making digital copies, or transferring digital public records to be given to the requestor on nonpaper physical media or through the internet or other electronic means as stipulated by the requestor.

b. The Library shall not charge more than the hourly wage of its lowest-paid employee capable of necessary duplication or publication in the particular instance, regardless of whether that person is available or who actually performs the labor.

c. Labor costs shall be estimated and charged in increments of one (1) minute, with all partial time increments rounded down.

IV. Fringe Benefit Costs. The Library may also add up to 50% to the applicable labor charge amount to cover or partially cover the cost of fringe benefits if it clearly notes the percentage multiplier used to account for benefits in the Detailed Itemization. Subject to the 50% limitation, the Library shall not charge more than the actual cost of fringe benefits, and overtime wages shall not be used in calculating the cost of fringe benefits.

If all or a portion of the requested records are available on the website and the Library has included the website address in its written response but the requestor wants the public records in a paper format or other nonpaper physical media, the Library shall provide the public records in the specified format but may use a fringe benefit multiplier greater than the 50% limitation, not to exceed the actual costs of providing the information in the specified format.

V. Overtime Wages. Overtime wages shall not be included in the calculation of labor costs unless overtime is specifically stipulated by the requestor and clearly noted on the Detailed Itemization.

VI. Itemization. All labor fee components shall be itemized using both the hourly wage and the number of hours charged on the Detailed Itemization.

VII. Unreasonably High Costs. The labor fee shall not be charged for (1) searching for, locating and examining of public records, or (2) the cost of the deletion and separation of exempt information from non-exempt

information, unless failure to charge a fee would result in unreasonably high costs to the Library because of the nature of the request in the particular instance, and the Library specifically identifies the nature of these unreasonably high costs. The FOIA Coordinator has authority to determine when the costs are unreasonably high in a particular instance, including, but not limited to, instances when the costs would be excessive and beyond the normal or usual amounts for responding to a request. In doing so, the FOIA Coordinator may take into account considerations such as the volume and complexity of the FOIA request as well as the Library's particular fiscal condition at the time of the request or any other conditions authorized by law.

B. *Other Costs.*

I. Nonpaper Physical Media. Costs for providing records on nonpaper physical media.

a. The requestor may stipulate that the public records be provided on nonpaper physical media, electronically mailed, or otherwise electronically provided to him or her in lieu of paper copies. The Library is not required to provide the documents on nonpaper physical media if it lacks the technological capability necessary to provide records on the requested particular nonpaper physical media.

b. For public records provided to the requestor on nonpaper physical media, the Library may charge the actual and most reasonably economical cost of the computer discs, computer tapes, or other digital or similar media. The Library may use (but is not required to) a computer disc, thumb drive or other nonphysical media provided by the requestor but only if it is provided in its original packaging. Because the safety and security of the Library's computers and network is of important public interest, the Library may take that security interest into account when determining the means of providing the documents on nonpaper physical media.

II. Costs for Providing Paper Copies.

a. For paper copies of public records provided to the requestor, the Library may charge the actual total incremental cost of necessary duplication or publication, not including labor.

b. The cost of paper copies shall be calculated as a total cost per sheet of paper and shall be itemized and noted in a manner that expresses both the cost per sheet and the number of sheets provided.

c. The fee shall not exceed 10 cents per sheet of paper for copies of public records made on 8-1/2- by 11-inch paper or 8-1/2- by 14-inch paper. For all other paper sizes, the Library may charge the actual total incremental cost of duplication or publication, not including labor.

d. A Library shall utilize the most economical means available for making copies of public records, including using double-sided printing, if cost saving and available.

III. Mailing Costs.

a. The Library shall charge the actual cost of mailing, if any, for sending the public records in a reasonably economical and justifiable manner.

b. The Library shall not charge more for expedited shipping or insurance unless specifically stipulated by the requestor, but may otherwise charge for the least expensive form of postal delivery confirmation when mailing public records.

C. *Statutory Fees.* The fees set forth in this Section V do not apply to public records prepared under an act or statute specifically authorizing the sale of those public records to the public, or if the amount of the fee for providing a copy of the public record is otherwise specifically provided by an act or statute.

D. *Fees Paid Before Providing Documents.* The Library shall require that all fees be paid in full before providing records in response to granted or granted in part written requests.

5. **Deposit**

A. *Deposit.* In either the Library's initial response or subsequent response as described under Section 5(2)(d), the Library may require a good-faith deposit before providing the public records to the requestor if the entire fee estimate or charge authorized the FOIA exceeds \$50.00, based on a good-faith calculation of the total. The deposit shall not exceed 1/2 of the total estimated fee, and the Library's request for a deposit shall be included in the Detailed Itemization. The response shall also contain a best efforts estimate by the Library regarding the time frame it will take the Library to comply with the law in providing the public records to the requestor. The time frame estimate is nonbinding upon the Library, but the Library shall provide the estimate in good faith and strive to be reasonably accurate and to provide the public records in a manner based on this state's public policy under Section 1 and the nature of the request in the particular instance. If a Library does not respond in a timely manner as required by the FOIA, it is not relieved from its requirements to provide proper fee calculations and time frame estimates in any tardy responses. Providing an estimated time frame does not relieve a Library from any of the other requirements of this act.

B. *Increased Deposit For Prior Unpaid Requests.* After the Library has granted and fulfilled a written request from an individual under this act, if the Library has not been paid in full the total amount for the copies of public records that the Library made available to the individual as a result of that written request, the Library may require a deposit of up to 100% of the estimated fee before it begins a full public record search for any subsequent written request from that individual if all of the following apply:

- I. The final fee for the prior written request was not more than 105% of the estimated fee.
- II. The public records made available contained the information being sought in the prior written request and are still in the Library's possession.
- III. The public records were made available to the individual, subject to payment, within the time frame estimate described Section 4(7) of the FOIA.
- IV. Ninety days have passed since the Library notified the individual in writing that the public records were available for pick up or mailing.
- V. The individual is unable to show proof of prior payment to the Library.
- VI. The Library calculates a Detailed Itemization that is the basis for the current written request's increased estimated fee deposit.

The Library shall no longer require an increased estimated fee deposit from an individual described above if any of the following apply:

- I. The individual is able to show proof of prior payment in full to the Library;
- II. The Library is subsequently paid in full for the applicable prior written request; or
- III. Three hundred sixty-five days have passed since the individual made the written request for which full payment was not remitted to the Library.

6. Waiver or Reduction of Fees

A. *Waiver of Fees of First \$20.00.* A public record search shall be made and a copy of a public record shall be furnished without charge for the first \$20.00 of the fee for each request by either of the following:

- I. Indigency. An individual who is entitled to information under this act and who submits an affidavit stating that the individual is indigent and receiving specific public assistance or, if not receiving public assistance, stating facts showing inability to pay the cost because of indigency.

a. If the requestor is eligible for a requested discount, the Library shall fully note the discount on the Detailed Itemization.

b. If a requestor is ineligible for the discount, the Library shall inform the requestor specifically of the reason for ineligibility in the Library's written

response. An individual is ineligible for this fee reduction if any of the following apply:

1) The individual has previously received discounted copies of public records from the same Library twice during that calendar year.

2) The individual requests the information in conjunction with outside parties who are offering or providing payment or other remuneration to the individual to make the request, as verified by an affidavit executed by the requestor.

II. Certain Non-Profit Organizations. A non-profit organization formally designated by the state to carry out activities under subtitle C of the developmental disabilities assistance and bill of rights act of 2000, Public Law 106-402, and the protection and advocacy for individuals with mental illness act, Public Law 99-319, or their successors, if the request meets all of the following requirements:

a. Is made directly on behalf of the organization or its clients.

b. Is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the mental health code, 1974 PA 258, MCL 330.1931.

c. Is accompanied by documentation of its designation by the state, if requested by the Library.

B. *Public Interest Reduction or Waiver*. The FOIA Coordinator may reduce or waive the imposition of fees if the FOIA Coordinator determines that a waiver or reduction of the fee is in the public interest because searching for or furnishing copies of the public record can be considered as primarily benefiting the general public.

C. *Reduction for Late Responses*. If the Library does not respond to a written request in a timely manner as required by the FOIA, the Library shall do the following:

I. Reduce the charges for labor costs by 5% for each day the Library exceeds the time permitted, with a maximum 50% reduction, if either of the following applies:

a. The late response was willful and intentional.

b. The written request:

(i) included language that conveyed a request for information within the first 250 words of the body of a letter, facsimile, electronic mail, or electronic mail attachment, or

(ii) The written request specifically included the words, characters, or abbreviations for "freedom of information", "information", "FOIA", "copy", or a recognizable misspelling of such, or appropriate legal code reference for this act, on the front of an envelope, or in the subject line of an electronic mail, letter, or facsimile cover page.

II. If a charge reduction is required, the Library shall fully note the charge reduction on the Detailed Itemization.

7. **Inspection**

Upon request, the Library must furnish a requesting person a reasonable opportunity for inspection and examination of its public records, and must furnish reasonable facilities for making memoranda or abstracts from its public records during the usual business hours. Pursuant to Section 4(1) of the FOIA, the Library may charge a fee for the public record search, for the necessary copying of a public record for inspection or for providing a copy of the public record after inspection.

The FOIA permits the Library to make reasonable rules necessary to protect its public records and to prevent excessive and unreasonable interference with the discharge of its functions. The Library must protect public records from loss, unauthorized alteration, mutilation, or destruction. As such, the Library authorizes the FOIA Coordinator to determine whether in a particular circumstance an employee or agent of the Library must be present at any inspection of documents to protect the public records, and in such cases may assess charges as appropriate under law.

8. **Certified Copies**

The Library must, upon written request, furnish a requesting person a certified copy of the public record disclosed in whole or in part by the Library.

9. **Appeals**

A. Appeal of a Final Determination to Deny All or a Portion of the Request.

I. Submit an Appeal. If a requestor desires to appeal all or part of a final determination to deny a request, the requestor must submit to the Head of the Orion Township Public Library Board, ("Library Board") a written appeal that specifically states the word "appeal" and identifies the reason or reasons for reversal of the denial.

II. Receipt of Appeal. The Library Board is not considered to have received a written appeal until the first regularly scheduled meeting of the Library Board following submission of the written appeal.

III. Response to Appeal. Within 10 business days after receiving a written appeal, the Library Board shall do 1 of the following:

a. Reverse the disclosure denial.

b. Issue a written notice to the requesting person upholding the disclosure denial.

c. Reverse the disclosure denial in part and issue a written notice to the requesting person upholding the disclosure denial in part.

d. Under unusual circumstances, issue a notice extending for not more than 10 business days the period during which the Library Board shall respond to the written appeal. The Library Board shall not issue more than 1 notice of extension for a particular written appeal.

B. *Appeals of Fees (Including Deposits).*

I. Submit an Appeal. If the Library requires a fee that exceeds the amount permitted under these Procedures and Guidelines or Section 4 of the FOIA, the requesting person may submit to the Library Board a written appeal for a fee reduction that specifically states the word "appeal" and identifies how the required fee exceeds the amount permitted under these Procedures and Guidelines or Section 4 of the FOIA.

II. Receipt of Appeal. The Library Board is not considered to have received a written appeal until the first regularly scheduled meeting of the Library Board following submission of the written appeal.

III. Response of Appeal. Within 10 business days after receiving a written appeal, the Library Board shall do 1 of the following:

a. Waive the fee.

b. Reduce the fee and issue a written determination to the requesting person indicating the specific basis under Section 4 of the FOIA that supports the remaining fee. The determination shall include a certification from the Library Board that the statements in the determination are accurate and that the reduced fee amount complies with its publicly available Procedures and Guidelines and Section 4 of the FOIA.

c. Uphold the fee and issue a written determination indicating the specific basis under Section 4 of the FOIA that supports the required fee. The determination shall include a certification from the Library Board that the statements in the determination are accurate and

that the fee amount complies with these Procedures and Guidelines and Section 4 of the FOIA.

d. Issue a notice extending for not more than 10 business days the period during which the Library Board must respond to the written appeal. The notice of extension shall include a detailed reason or reasons why the extension is necessary. The Library Board shall not issue more than 1 notice of extension for a particular written appeal.

10. Civil Action

A. *Civil Action for Non-Disclosure or Denial of Public Records.*

I. Civil Action After Appeal: If the Library Board fails to respond to a written appeal or if the Library Board upholds all or a portion of the disclosure denial that is the subject of the written appeal, the requesting person may seek judicial review of the nondisclosure by commencing a civil action within 180 days after a Library's final determination to deny a request.

II. Civil Action Directly After Denial. A requestor may also commence a civil action in the circuit court to compel the Library's disclosure of the public records within 180 days after a Library's final determination to deny a request. The requestor is not required to appeal the denial to the Library Board before commencing the civil action.

III. Remedies; Fines. If the court determines a public record is not exempt from disclosure, it shall order the Library to cease withholding or to produce all or a portion of a public record wrongfully withheld. If the person prevails, the court shall award reasonable attorneys' fees, costs, and disbursements. If the person or Library prevails in part, the court may, in its discretion, award all or an appropriate portion of reasonable attorneys' fees, costs, and disbursements. If the court determines that the Library has arbitrarily and capriciously violated this act by refusal or delay in disclosing or providing copies of a public record, the court shall order the Library to pay a civil fine of \$1,000.00 and shall award, in addition to any actual or compensatory damages, punitive damages in the amount of \$1,000.00.

B. Civil Action Regarding Fees.

I. Civil Action After Appeal. A requestor may commence a civil action in the circuit court for a fee reduction if the Library (1) failed to respond to a written appeal or (2) made a determination on a written appeal. A requestor must submit an appeal to the Library Board for a fee reduction before commencing a civil action. If a civil action is commenced against the Library, the Library is not obligated to complete the

processing of the written request for the public record at issue until the court resolves the fee dispute. This action must be filed within 45 days after receiving the determination of an appeal to the Library Board.

II. Remedies; Fines. If the requesting person prevails by receiving a reduction of 50% or more of the total fee, the court may, in its discretion, award all or an appropriate portion of reasonable attorneys' fees, costs, and disbursements. If the court determines the Library has arbitrarily and capriciously violated this act by charging an excessive fee, the court shall order the Library to pay a civil fine of \$500.00, which shall be deposited in the general fund of the state treasury. The court may also award, in addition to any actual or compensatory damages, punitive damages in the amount of \$500.00 to the person seeking the fee reduction.

11. FOIA Record Retention

The FOIA Coordinator must keep a copy of all written requests and documents sent in response to the request for public records on file for no less than 1 year, unless a longer retention time has been specified in a record retention policy applicable to the Library.

12. Publication and Notification of Procedure and Guidelines

Because the Library maintains a website, these Procedures and Guidelines and the summary shall be posted and maintained on the website. The Library shall make these Procedures and Guidelines and summary publicly available by providing free copies both in the response to a written request and upon request by visitors at the Library. However, the Library may include the website link instead of providing paper copies in its response to a written request.

13. Severability; Enforceability

If any clause, provision or section of these Procedures and Guidelines shall be ruled invalid or unenforceable by any court of competent jurisdiction, the invalidity or unenforceability of such clause, provision or section shall not affect any of the remaining clauses, provisions or sections. If any of these Procedures and Guidelines are determined by the FOIA Coordinator to be in conflict with the FOIA or other law after adoption, the FOIA Coordinator has the authority to process FOIA requests in conformance with the FOIA shall seek to amend these Procedures and Guidelines as soon as possible.

14. Effective Date

These Procedures and Guidelines shall become effective on July 1, 2015.

15 A patron may contest a library policy or any portion of a library policy by following the procedures as outlined in MGT-15: Appeals Process Policy.

Orion Township Public Library, Board of Trustees
 825 Joslyn Road, Lake Orion, MI 48362
 Building Committee Meeting, 3/11//24
 Minutes

| attendance | | | Policy | Finance | Fund Development | Board development | Building | Advocacy | Strategic planning | Human Resources | Succession | James Ingram Fund | Director Evaluation |
|------------|----------------|-----------------------|--------|---------|------------------|-------------------|----------|----------|--------------------|-----------------|------------|-------------------|---------------------|
| y | President | MaryAnne Thorndycraft | x | x | c | c | x | x | x | x | c | | c |
| y | Vice-President | Mary Pergeau | | | x | x | x | x | c | | | | x |
| n | Secretary | Bert Quinn | | | x | | | | | | | | |
| y | Treasurer | James Phillips | x | c | | | c | x | | | | | |
| y | Trustee | James Abramczyk | c | | | x | x | x | | c | | c | |
| n | Trustee | Nick Butki | | x | | | | x | | x | x | | |
| y | Director | Chase McMunn | | | | | | | | | | | |

- 1) Call to order @ 2:00pm
- 2) Agenda:
 - a) Automated Materials Handling (AMH) RFP review
 - b) Discussion on building addition preliminary meeting with architect for the proposed drive-up window.
- 3) Call to Public – None present.
- 4) Discussion Items
 - a) AMH RFP details discussion; location, configuration, space requirements, electrical requirements...optional considerations to be included in RFP. RFP reviewed; some suggestions offered by committee to be incorporated into the RFP documents. Chase to update the RFP and post the information online 3/12/24 for vendors to bid. Bid submittals are due by 4/12/24, bids will be opened that day.
 - b) The AMH vendor list is limited due to the specialized nature of the equipment.
 - c) The architects and engineers visited the library to review the site on 3/8/24. Preliminary architect sketches, items suggested to architect for consideration, cistern back fill were all discussed. The next step will be architect plan review.
 - d) The Scotch Pines growing in the back field are not native to the area and not suggested in the future plans for the area. There are about 150 8-10' tall 10-year-old trees we could make available to our Collaborative partners if they need trees.
 - e) Spring cleanup, Arbor Day, Orion Green Up day is coming up April 26. We have a scope started for projects at the library, contact Jim P if you have additional projects for consideration.
- 5) Action Items

a) none

6) Motions to be recommended to the Library Board.

a) None currently

7) Meeting adjourned at 3:08pm

Recorded by:

James Phillips

Treasurer, Board of Trustees

Orion Township Public Library

CIR-1: Library Card Policy

Adopted: 10/17/2013; Last Revised: 1/25/2024

Policy Statement

Library cards are issued in order to identify eligible users and to determine the level of access to services and resources.

Regulations

1. The library offers a variety of cards based on eligibility and service needs.
 - a. Patron
 - i. Patron - Resident: Available to any individual who lives or owns property in Orion Township or the Village of Lake Orion.
 - ii. Student - Non-Resident: Individuals who attend a ~~K-12~~ school in, but do not reside in, the OTPL service area are eligible. Library privileges are restricted to the student only; family members do not qualify for library privileges.
 - iii. Business: Upon proof of employment available to any individual who works or owns a business in Orion Township or the Village of Lake Orion. Library privileges are restricted to the individual only; family members do not qualify for library privileges.
 - iv. Lake Orion Teachers: Available to current teachers in a Lake Orion school. Extends special borrowing privileges for materials that can assist in their classrooms.
 - v. Temporary: A temporary library card is available to patrons who have valid photo ID but may not have a permanent address. This card is intended for unhoused individuals residing within the library's service area.
 - vi. Digital: Available to all residents of Orion Township age eighteen and older. This card has all the rights and privileges of a Patron - Resident card but may be obtained online and does not have a physical copy of the card. A patron may opt to have their Digital card converted to a physical card at any time.
 - b. TLN home library card and Troy Public Library card
 - i. Patron - Non-Resident: Any individual who lives in The Library Network (TLN) service area or in the city of Troy, Michigan and is not eligible for a resident card may use their home library card to set up a library account at OTPL.
 - ii. These TLN and Troy patrons must provide their library card, which we will add to our OTPL database to provide library services to them.
 - iii. TLN home library cards and Troy Public Library cards are not eligible for interlibrary loan privileges with MeLCat. See the *Interlibrary Loan Policy* for more details.
 - c. Non-Resident purchased library card
 - i. Non-Resident - Annual: Available to any individual who does not live, work, or own property in Orion Township or the Village of Lake Orion and is not a resident of a community entitled to reciprocal borrowing

privileges through membership in The Library Network (TLN) or a resident of Troy, Michigan.

- ii. Payment of a non-resident fee is required for a library card of this type. The non-resident fee is set by the Orion Township Public Library Board of Trustees, constitutes reasonable financial support, and entitles card holders to programs and services of this library only.
 - iii. The non-resident fee shall be computed at the beginning of each fiscal year and shall be calculated as either:
 1. The amount of money received for property tax, single business tax, state aid, and penal fines for previous year divided by the number of households from the latest U.S. Census of Population rounded off to the next highest \$5 divisible figure. (i.e. \$35, \$40, etc).
 2. An amount designated by the Board of Trustees.
 - iv. The fee shall be reviewed at each January board meeting and changed if necessary, via board motion and vote (see details in the *Fines and Fees Policy*). Immediate family members at the same address may receive their own cards, but each card will have the same expiration date.
2. An application process must be completed for each card.
- a. Applicants age **eighteen**ⁱ and above may apply for a library card online.
 - b. Minor applicants (under age eighteen) require a parent/guardian signature on the paper form before a card is issued.
 - c. Applicants must present valid identification to demonstrate eligibility.
 - i. Proof of street address is required, such as a Michigan driver's license or learner's permit, tax statement or receipt, or a recent utility bill not older than three months. Online applications will be verified electronically using address-verification software. Post office box addresses will not be accepted. In the case of a minor, the proof of street address may be that of the parent/guardian instead of the minor.
 - ii. Business card applicants must present a recent tax bill, tax receipt or proof of local employment, such as a pay stub showing the company street address. Post office box addresses will not be accepted.
 - iii. Lake Orion teacher card applicants are verified with the Lake Orion schools each school year.
 - iv. Temporary cards are intended for individuals experiencing homelessness who can provide valid photo ID and form of contact but do not possess a permanent address. Temporary cards provide full use of online databases, electronic resources, and computers, but are limited to three checkouts at a time and may not request interlibrary loans through the Michigan Electronic Library. Temporary cards expire after six months. Those holding temporary cards can have their card converted to a permanent form of card upon showing proof of address or employment within the library's service area.

- d. Student applicants through our Think Link partnership with Lake Orion schools require approval by a parent/guardian. The procedure for obtaining library cards through Think Link is assisted by school personnel and may vary from the process outlined above as approved by the Library Director.
3. Patron - Resident cards, Digital cards, and Patron - Non-Resident (TLN home library and Troy Public Library) cards must be renewed every three years. Business, Lake Orion teacher, and purchased non-resident cards must be renewed on an annual basis. Patron - Resident and Digital cardholders will have their address verified and automatically renewed. Other cardholders must provide the same type of documentation used to apply for a new card.
4. The card owner (or parent/guardian in the case of a minor) is responsible for all materials borrowed on the card and agrees to abide by library policies.
5. The cost to replace a lost card is listed in the *Fines and Fees Policy*. Lost cards should be reported immediately. The library is not responsible for any debit amounts on lost cards.
6. Borrowing privileges may be suspended if the patron exceeds the maximum outstanding fee limit or has unresolved lost materials until the patron account is resolved.
7. Patron records will be deleted three years after they become expired or after a patron account is deemed uncollectible by the collection agency.
8. A patron may contest a library policy or any portion of a library policy by following the procedures as outlined in MGT-15: Appeals Process Policy.

ⁱ U.S. Code, Title 15 §§ 6501-6506, P.L. No. 105-277, 112 Stat. 2681-728.

CIR-5: Fines and Fees Policy

Adopted: 10/17/2013; Last Revised: 1/25/2024

Policy Statement

A public library exists to serve the community and is based on the concept of sharing resources. When one person violates that principle by retaining materials beyond the established limits, that person takes unfair advantage of the community as a whole. Additionally, some library resources require additional funding support.

Regulations

1. Fines will no longer be charged on Orion Township Public Library materials. Material not returned within 30 days of being overdue, will be subject to a replacement fee and processing charge being added to the patrons library account.

| Library Material Type | Daily Overdue Fine | Maximum Fine | Default Replacement Fee for Material (subject to adjustment) ¹ |
|----------------------------|------------------------------|-------------------------------------|---|
| MeLCat Item | \$1.00 DVDs \$0.15 others | \$10.00 DVDs \$4.00 others | \$100.00 |
| Print Materials | | | |
| Binge Box | N/A | N/A | \$100.00 |
| Book | N/A | N/A | \$25.00 |
| Book Discussion Kit | N/A | N/A | \$150.00 |
| VOX Books | N/A | N/A | \$25.00 |
| Magazine | N/A | N/A | \$5.00 |
| Non-Print Materials | | | |
| Audiobook on CD | N/A | N/A | \$45.00 |
| Audiobook on Playaway | N/A | N/A | \$45.00 |
| Blu-Ray/DVD | N/A | N/A | \$25.00 |
| Bicycle with lock | N/A | N/A | \$110.00 |
| Board Games | N/A | N/A | \$25.00 |
| Cake Pans | N/A | N/A | \$25.00 |
| Canvas Bags | N/A | N/A | \$25.00 |
| CD Book Kit | N/A | N/A | \$25.00 |
| Chromebooks | N/A | N/A | \$300.00 |
| Chromecast | N/A | N/A | \$35.00 |
| iPad | N/A | N/A | \$450.00 |
| Kill-A-Watt Meter | N/A | N/A | \$25.00 |

¹ Default price is used when the exact price is not available.

| | | | |
|-------------------|-----|-----|---|
| Music CD | N/A | N/A | \$15.00 |
| Puppet | N/A | N/A | \$25.00 |
| Puzzle | N/A | N/A | \$25.00 |
| Tools | N/A | N/A | Market value |
| Sewing Machine | N/A | N/A | \$125.00 |
| Software | N/A | N/A | \$25.00 |
| Videogame | N/A | N/A | \$60.00 |
| Videogame Console | N/A | N/A | \$450.00 |
| Wireless Hotspot | N/A | N/A | \$100.00 |
| Youth Theme Kit | N/A | N/A | \$250.00* *Refer to the schedule within each kit for the replacement cost of individual items lost |

| Library Material Type | Hourly Overdue Fine | Maximum Fine | Default Replacement Fee for Material (subject to adjustment) ² |
|--|---------------------|--------------|---|
| In-Library Only | | | |
| Charging Cords | N/A | N/A | \$15.00 |
| Graphing Calculator | N/A | N/A | \$125.00 |
| Reading Glasses | N/A | N/A | \$15.00 |
| Videogame Console (Nintendo Switch and Game controllers) | N/A | N/A | \$450.00 |

2. On the day after the due date, all materials will be considered overdue if they have not been renewed or returned.
3. All checked out items will be automatically renewed, if eligible, up to 2 times, if the item is not on hold for another patron and there are renewals remaining. Patrons will receive email notice stating what has been auto-renewed and what could not be auto-renewed.
4. No fines will accrue on days that the library is closed for MeLCat materials.
5. The library will notify patrons of the overdue materials via email or United States Postal Service in compliance with state law.³
6. Any patron who has a lost item on their account shall forfeit borrowing privileges until item is returned or paid for. Patrons experiencing unusual difficulty in returning their materials or paying their fees should contact the library circulation staff.
7. When a patron claims an item returned, staff will continue to look for the item for six months. If the item is not found and the claim is the second one for the patron, there will be a Processing Fee of \$15.00 added to the patron account.
8. Accounts with a balance of \$25 for more than 30 days shall be turned over to a collection agency. A service fee will be automatically added.

² Default price is used when the exact price is not available.

³ MCL 397.603 *et seq.* Library Privacy Act

9. Patrons should resolve disputed fees before paying for them. Once payment for library fees has been accepted, monetary refunds will not be issued.
10. Library services listed below require the specified fees:

| Library Service | Fee |
|---|--|
| Printing & Copying, Faxing | |
| Black & White printing/copying | \$0.10 per page |
| Color printing/copying | \$0.25 per page |
| Patron print/copy account pre-pay limit | \$25.00 |
| Faxes sent at the library | \$1.00 per page |
| 3D Prints | \$1.00 setup fee \$0.05/gram |
| Library Cards (see <i>Library Card Policy</i> for definitions) | |
| Patron – Resident, Student – Non-Resident, Business, Lake Orion Teachers, TLN home library card | No Charge |
| Non-Resident | \$200.00 |
| Replacement of lost library card | \$1.00 |
| Meeting Rooms (see <i>Meeting Room Policy</i> for more details) | |
| Commercial Use – Meeting Room A, B, Youth Activity Room, and James Ingram Room Therefore, Meeting Rooms A&B combined | \$35.00 per hour per room \$35x2=\$70.00 per hour |
| Excessive amount of cleaning in any Meeting Space | Professional cleaning fee |
| Use extending outside normal library hours | \$25.00 per 15 minutes |
| Advertising (see <i>Displays and Distribution of Non-Library Materials Policy</i> for more details) | |
| Lobby TV slide (commercial) | \$100/week |
| Lobby TV slide (non-profit) | \$50/week |
| Lobby TV slide setup (optional) | \$50 |

Makerspace Equipment replacement costs:

1. Users are responsible for any damage done to the Makerspace equipment up to the full cost of repair (subject to adjustment) resulting from the misuse of the facility or the equipment or from failure to follow all rules, policies, procedures, and restrictions.

| Equipment | Cost of Replacement |
|--------------------------|----------------------------|
| ION Audio Tape 2 PC | \$125.00 |
| ION USB Turntable | \$85.00 |
| Epson Perfection V800 | \$1,300.00 |
| Toshiba DVR620 Converter | \$260.00 |
| Elgato Video Capture | \$90.00 |
| Pulse 3-D Printer | \$1,000.00 |
| Glowforge Basic | \$4,000.00 |
| Cricut Explore Air | \$200.00 |
| Cricut Mug Press | \$250.00 |
| Laminator | \$1,925.00 |
| Mayku FormBox | \$839.00 |
| Button Maker | \$275.00 |

A patron may contest a library policy or any portion of a library policy by following the procedures as outlined in MGT-15: Appeals Process Policy.

MGT-12: Public Relations Policy

Adopted: 9/18/2014; Last Revised: 2/15/2018

Policy Statement

The following public relations policy has been developed to provide guidance to the public, including the news media, and promote a positive images of the Orion Township Public Library (OTPL).

Regulations

1. The terms of this policy apply to members of the public, including the news media. The library's security cameras are excluded from this policy.
2. Non-public areas of the library may be closed to the public, including the news media.
3. All meetings, whether or not sponsored by the library, are considered open to the public, including the news media, unless in closed session as allowed by state law¹ or limited by capacity.
4. The public including the news media are subject to the provisions of the *Patron Conduct* policy and may not disturb the normal operations of the library without special permission by the Library Director.
5. The library's primary points of contact with the news media shall be the Library Director or the ~~Community Relations Specialist~~[Business and Marketing Librarian](#). Employees and individual members of the Library Board should refer all requests for information about the library, its policies and operations to the Library Director.
6. In the event of a critical incident or emergency, access to areas usually open to public, including the news media, may be limited to allow emergency personnel to ensure safety and security.
7. Video and/or photographic use of the library's property and employees does not imply any institutional endorsement by OTPL. This includes the use of identifiable logos or logotypes, marks, symbols, or music.
8. Attendance at library programs, events, or library spaces constitutes consent to be photographed or filmed for use in print and/or electronic publicity of the library. Such photos, images, and videos submitted by users for online galleries or contests may also be used by the library for promotional purposes.
9. To ensure the privacy of individuals and children, OTPL images will not be identified using full name or personal identifying information without written approval from the photographed subject, parent or legal guardian.
10. State law² prohibits the disclosure of customer records, including whether or not an individual is a patron of the library.
11. A patron who lives in the library service area who wishes to challenge a library policy or any portion of a library policy should follow procedures as outlined in MGT-15: Appeals Process Policy.

¹ MCL 15.261 *et seq.* Open Meetings Act

² MCL 397.601 *et seq.* Library Privacy Act

Q U O T A T I O N

BURDICK STREET LANDSCAPE SUPPLY & EQT
43 EAST BURDICK STREET
OXFORD, MI 48371 USA
Phone #: (248)969-2800
Fax #: (248)969-2978

PHONE #:
CELL #:
ALT. #:
P.O.#:
TERMS: **Cash**
SALES TYPE: **Quote**

DATE: **3/12/2024**
ORDER #: **162549**
CUSTOMER #: **12367**
CP: **TYLER**
LOCATION: **1**
STATUS: **Active**

BILL TO 12367

Orion township library
825 JOSLYN
LAKE ORION, MI

SHIP TO

Orion township library
825 JOSYLEN
LAKE ORION, MI

| MFR | PRODUCT NUMBER | DESCRIPTION | QTY | PRICE | NET | TOTAL |
|------|----------------------|---|-----|-------------|-------------|-------------|
| SCA | SCZII-61V-38FX-EFI-S | SUSPENSION SEAT, 61" Velocity plus, 38HP Kawasaki EFI | 1 | \$16,125.00 | \$12,578.00 | \$12,578.00 |
| SCA | 901T | CLAM-SHELL CATCHER SYSTEM | 1 | \$2,590.00 | \$2,020.00 | \$2,020.00 |
| SCA | 900X | INSTALL GC-STT/SCZ61 | 1 | \$1,643.00 | \$1,282.00 | \$1,282.00 |
| SCA | 9242 | HITCH SCAG TURF TIGER | 1 | \$74.00 | \$58.00 | \$58.00 |
| SCA | 9288 | Mulch Plate for 61" Velocity Plus Deck - MULCHPLATE61V | 1 | \$128.00 | \$100.00 | \$100.00 |
| **** | LABOR | LABOR | 3 | \$120.00 | \$120.00 | \$360.00 |
| **** | MISC | *** SOURCEWELL PRICING *** | 0 | \$0.00 | \$0.00 | \$0.00 |

Prices reflected on this quote are valid for 10 days.

SUBTOTAL: **\$16,398.00**
TAX: **\$0.00**

ORDER TOTAL: \$16,398.00

Authorized By: _____

QUOTATION

To: **ORION TOWNSHIP PUBLIC LIBRARY**
 825 JOSLYN RD
 MIKE MORRIS
 LAKE ORION, MI 48362

Quote #: **60435307-00**
 Date: 03/14/24
 Exp Date:

Attn:
 Phone: (248) 693-3000
 Email:

Prepared By: **Ryan Schroeder**
 Phone: (248) 922-2280
 Email: rschroeder@weingartz.com

| Product number | Product and Description | Qty | Sale Price | Total |
|------------------|---|-----|-------------|-------------|
| EXLZE801CKA604A1 | Lazer E-Series 801 KAW 60" Deck Superseded Prod: EXLZE801GKA604A1 List Price: \$15,206.00 | 1 | \$11,644.00 | \$11,644.00 |
| exlzuv3b | Ultra Vac S-Series Tripl 60 List Price: \$4,399.00 | 1 | \$3,739.00 | \$3,739.00 |
| ex116-2086 | Completing Kit List Price: \$499.00 | 1 | \$424.00 | \$424.00 |
| ex109-9487 | Nlz Hitch Kit List Price: \$125.99 | 1 | \$107.00 | \$107.00 |

Total \$15,914.00
 Invoice Total \$15,914.00

Approved By

Customer

Date

Weingartz Representative

Date

QUOTATION

To: **ORION TOWNSHIP PUBLIC LIBRARY**
 825 JOSLYN RD
 MIKE MORRIS
 LAKE ORION, MI 48362

Quote #: **60435309-00**
 Date: 03/14/24
 Exp Date:

Attn:
 Phone: (248) 693-3000
 Email:

Prepared By: **Ryan Schroeder**
 Phone: (248) 922-2280
 Email: rschroeder@weingartz.com

| Product number | Product and Description | Qty | Sale Price | Total |
|------------------|---|-----|-------------|-------------|
| EXLZX921GKA606Q1 | Lazer X-Series 921v Kaw 60" Deck List Price: \$20,867.00 | 1 | \$15,979.00 | \$15,979.00 |
| exlzuv3b | Ultra Vac S-Series Tripl 60 List Price: \$4,399.00 | 1 | \$3,739.00 | \$3,739.00 |
| ex109-9627 | Completing Kit List Price: \$499.00 | 1 | \$424.00 | \$424.00 |
| ex109-9487 | Nlz Hitch Kit List Price: \$125.99 | 1 | \$107.00 | \$107.00 |

Total \$20,249.00
 Invoice Total \$20,249.00

Approved By

Customer

Date

Weingartz Representative

Date



Orion Township Public Library

Chase McMunn | Library Director

**RESOLUTION
ORION TOWNSHIP PUBLIC LIBRARY
825 Joslyn Road
Lake Orion, MI 48362**

BOARD OF TRUSTEES

At a regular meeting of the Orion Township Public Library Board of Trustees, held on March 21, 2021, at 6:30 p.m. at the Orion Township Public Library, 825 Joslyn Road, Lake Orion MI 48362.

PRESENT:

ABSENT:

WHEREAS, the Orion Township Public Library is seeking approval for its site plan for parking lot changes, and for a Special Land Use Approval to bring the Library into conformance, something that was omitted when the library's site plan was approved during its original construction.

NOW THEREFORE BE IT RESOLVED, the Board of Trustees of the Orion Township Public Library, authorize Chase McMunn, Director of the Orion Township Public Library, to act on our behalf in all matters related to the planning and zoning of the Orion Township Public Library Property. This shall include approval of applications for Site Plan Approval for the library's parking lot project and Special Land Use Application, and representing the library at the Planning Commission meeting.

MaryAnne Thorndycraft
Library Board, President

Jim Phillips
Library Board, Treasurer

Residents can still file to run for local, county, state public offices

By *mmkelley* on March 13, 2024 *No Comment*

By Jim Newell

Managing Editor

jnewell@mihomepaper.com

ORION TWP. — Residents in the Village of Lake Orion and Orion Township still have time to file nominating petitions if they would like to run for public office in the primary and general elections. There are seats up for election on the Orion Township Board of Trustees, the Lake Orion Village Council, the Lake Orion Community Schools Board of Education and the Lake Orion Public Library Board of Trustees.

Some positions are partisan while others are nonpartisan. See each section below for specific filing instructions. Partisan candidates will appear on the Aug. 6 Primary Election ballot and the Nov. 5 General Election ballot. Nonpartisan candidates will appear on the general election ballot only.

Orion Township Board of Trustees

All seven seats on the Orion Township Board of Trustees are up for election, which includes supervisor, clerk, treasurer and four trustee seats. Terms are for four years.

Supervisor Chris Barnett will seek a fourth term. Treasurer Kim Urbanowski and Trustee Matt Pfeiffer have also filed petitions to seek reelection for their respective positions, according to the Oakland County Elections Division Unofficial Candidate List.

Trustee Julia Dalrymple has filed to run for clerk, while current Clerk Penny Shults will challenge for the treasurer's position.

The township board election is a partisan election so candidates will be placed on the Aug. 6 Primary Election and the Nov. 5 General Election ballots.

A candidate must be at least 18 years of age, a resident of the township for at least 30 days and a qualified elector of the township by the filing deadline. To appear on the ballot, partisan candidates must file nominating petitions containing a sufficient number of signatures and an affidavit of identity with the township clerk's office by 4 p.m. April 23.

Candidates can pay a \$100 fee in lieu of file nominating petitions.

Any candidate who wishes to withdraw their name from the ballot must do so by 4 p.m. April 26.

Forms are available at the Orion Township Clerk's Office, 2323 Joslyn Rd.

Lake Orion Village Council

There are four seats up for election on the seven-member Lake Orion Village Council. The top three vote-getters will serve four-year terms on the council while the fourth highest vote-getter will serve a two-year term.

The seats up for election are currently held by council members Jerry Narsh, Ken Van Portfliet, Michael Lamb and Stan Ford.

The Lake Orion Village Council is nonpartisan so candidates will be placed on the Nov. 5 General Election ballot.

Candidates can pick up filing packets at Orion Township Hall, 2323 Joslyn Rd., from the clerk's office and must file an affidavit of identity and nominating petitions.

Lake Orion Community Schools Board of Education

There are four school board seats up for election in Nov. 5 General Election. The seats up for election are

currently held by school board President Daniel Bressett, Secretary Susan Flaherty and trustees Birgit McQuiston and Scott Taylor.

School board candidates must pick up and file their petitions with the Oakland County Clerk's Office Election Division, not the Orion Township clerk.

The school board is nonpartisan and candidates will appear on the Nov. 5 General Election ballot. Candidates will have to file an Affidavit of Identity and can file nominating petitions with a minimum of 40 signatures (maximum of 100) from qualified and registered electors living in the Lake Orion school district. Candidates may pay a \$100 non-refundable filing fee in lieu of petition signatures.

Candidates must file no later than 4 p.m. on July 23 and must be a citizen of the United States and a qualified and registered elector of the school district the candidate seeks to represent by the filing deadline.

A candidate who wishes to seek election to the office of local school district board member with write-in votes must file a Declaration of Intent with the appropriate filing official no later than 4 p.m. on Oct. 25, 2024.

For more information, visit the Oakland County Elections Division website at oakgov.com/government/clerk-register-of-deeds/elections-voting.

Orion Township Public Library Board of Trustees

The library board has six members with nonpartisan six seats up for election in the Nov. 5 General Election. Terms are for four years.

As of Monday, no candidates have filed petitions for the library board.

A candidate must be a registered and qualified elector of Orion Township by the filing deadline.

Petitions are available at the Orion Township Clerk's Office, 2323 Joslyn Rd., and must be returned to the clerk's office by 4 p.m. April 23.

Candidates will need to file an affidavit of identity and petition forms containing at least 40 but not more than 100 valid signatures of registered voters. A \$100 nonrefundable fee may be filed in lieu of a petition.

Other offices:

Incumbent state Rep. Donnie Steele (R-Orion Twp.) has filed petitions for reelection in the Michigan State Legislature, District 54. Bloomfield Hills Democrat Shadia Martini has also filed to run.

In the Oakland County Board of Commissioners District 6 race, Lake Orion resident Christina Joy Root has filed to run on the Democratic ticket.

Incumbent Commissioner Michael Gingell (R-Orion Twp.) had not filed for reelection as of Tuesday. Anyone who wants information on running for Oakland County offices or state representative can visit the Oakland County Election Division website at www.oakgov.com under the Clerk/Register of Deeds tab.



Residents can still file to run for local, county, state public offices added by mmkelley on March 13, 2024

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Let the battle begin!

By *mmkelley* on March 13, 2024 *No Comment*



The Reading Rockstars showed tremendous team spirit with their inflatable instruments during the 5th grade Battle of the Books and won best team spirit. **Photos by Jim Newell.**

Lake Orion fifth graders engage in Battle of the Books

By Jim Newell

Managing Editor

jnewell@mihomepaper.com

ORION TWP. — It was a battle of epic proportions.

Sure, there were paper swords, spatulas, canes and graduated cylinders as props, but the weapons of choice for the 94 fifth graders in the annual Battle of the Books was the knowledge they possessed.

The Orion Township Public Library staff hosted the Lake Orion 5th grade Battle of the Books at Waldon Middle School on Saturday, testing students on their knowledge of the 11 books students read in preparation for the competition.

The library began Battle of the Books in 1986 and since then it has become a favorite event for librarians and students, who get to test their knowledge against their peers in a fun environment.

“We did a kickoff in November where we revealed all 11 books,” said Ashley Lehman, head of library Youth Services. “They’ve been reading books and making videos and practicing since then.”

The winners, determined by which team has the most correct answers, were announced during a ceremony on Monday, where the students also got to meet with Skyler Schrempp, author of *Three Strike Summer*.

The aptly-named Dragon Samurais – Aadit Sree, Ashritha Pulavarthi, Kellie Gabriel and Maria Francese – took first place in the battle of 22 teams.

Men in Books team of Elliot McKay, Gus Combs, Jay Combs and Joseph Peake were second. The Page Protectors – Lucy Robertson, Onika Lopez, Reece Nolin and Vrishank Kethidi – finished in third place.

Best costumes went to the Robo Readers: Giovanni Cantanese, Kylie Robinson, Logan Andrews and Maxwell Johnson.

Best team name went to the Bean BurREADtos: Andrew McKenzie, Bronson Brow, Luca Opris and Thomas Marsh.

The Reading Rockstars – Adam Bhatti, Ava Chill, Emma Czapinski and Emma Giera – earned the team spirit award.

“I like seeing them discover new books and become readers. Maybe their friends convince them to join a team but they’re not big readers. This forces them to read and forces them to read books that are enjoyable and then they discover that they like different genres and different types of books that they never knew about before,” Lehman said.

The kids really get into Battle of the Books; wearing costumes, bringing props, blankets, pillows and treats.

“This is one of the most fun events that we have during the year and it’s super fun to see all the kids dress up, participate in teams and really put their best into it,” said library Director Chase McMunn. “It’s a long, extensive process just guiding the team and parents through it. It’s a lot of work but it all pays off with a ton of fun today,” McMunn said.

And instilling that love of reading and awakening young minds to the worlds of wonder that reading brings is the goal of the battle.

“We want them to walk away with a love of reading. I think reading for fun is what we want to instill here, and I think that happens,” McMunn said. “Just talking to a parent that was talking about how much fun their kid had reading all the books and memorizing as much as they could, how eager they were to participate.”



Let the battle begin! added by mmkelley on March 13, 2024

View all posts by mmkelley →

LOCS students have their artwork featured in MLK showcase at Orion Twp. Public Library



By Megan Kelley
Staff Writer

ORION TWP. — Students from Lake Orion Community Schools gathered with their families last week to kick off the Martin Luther King Jr. artwork showcase featured at the Orion Township Public Library this month.

While each year the elementary and middle schools hold an art contest for Martin Luther King Jr., this is the first year that the artwork is being showcased at the Orion Township Public Library, said Jessica Ligrow, the district's elementary level DEI (Diversity, Equity and Inclusion) coordinator and fourth grade teacher at Carpenter Elementary.

Students began learning about Martin Luther King Jr. in February and were encouraged to take what they learned and express it through various mediums like drawing, painting, poetry, music and even PowerPoint presentations.

“We wanted to put the kid’s artwork on display and be able to show how they see Martin Luther King’s legacy and how they can use their voice with artwork to share his love for the world,” Ligrow said.

All artwork submitted had to be original and follow the theme ‘Stick with Love.’ Elementary school staff picked winners from lower elementary and upper elementary while middle schools picked two winners from each grade level.

“We were looking at how the theme was most creatively shown for each of the levels. Some of it was done through PowerPoint, some of it was done through artwork, some of it done through essay, poetry. So, it’s really neat to be able to see the students all showcase their thinking and their voices in so many different ways,” said Ligrow.

The contest ran from Jan. 12 until the end of January.

The six winners from each school received a certificate, a gift card and also have their artwork displayed at the Orion Township Library throughout the month of February.

Orion Township Public Library

We love to see it! Go Dragons!



Official: Lake Orion High School

February 29, 2024

We're getting excited for March is Reading Month and Read Across America (March 2) because dragons love reading at Lake Orion High School! [#ProtectTheThunder](#) [#AlwaysLakeOrion](#) [#DragonsRead](#) Orion Township Public Library [#readacrossamerica](#) [#ReadAcrossLakeOrion](#)

Orion Township Public Library

February 26, 2024

March 2 is National Read Across America Day! Our staff has been reading across Lake Orion in unique places. Show us where you read across Lake Orion by tagging us on Instagram or Facebook.



Orion Township Public Library

February 25, 2024

It's the last week to see the "Stick with Love" Art Exhibit. Students from [Lake Orion Community Schools](#) created art with the theme "Stick with Love". honoring the legacy of Dr. Martin Luther King Jr. Stop in before it's gone!
Also, reminder that the library is a polling location for the 2024 Presidential Primary election. Polls open at 7:00am and close at 8:00pm. There will be limited library access before we open at 9:30am.
Oh yeah, and we have plenty of programs this week for all ages, too! Like the history of the Chautauqua Movement in Lake Orion on Monday, Leap Day Celebration for preschoolers on Thursday, and more! Check out our calendar of events at our new website for more info.

Orion Township Public Library

February 23, 2024

Tax forms have arrived! We have:

- MI 1040 instructions and forms
- MI Homestead Property Tax forms
- MI Home Heating Tax Credit forms
- Federal 1040 and 1040SR instructions and forms
- Federal 1040 instructions and forms in Spanish

All instructions and forms are available while supplies last.

Orion Township Public Library

February 21, 2024

Join us and the Orion Historical Society Monday for this event!
The Chautauqua Movement touched many aspects of American life, playing a significant role in the evolution of American society between 1874 and 1930. The Chautauqua Movement was also an important part of Lake Orion's history. Historian Jim Craft will explain Chautauqua's impact on society.
*This program is generously sponsored by the [Friends of Orion Township Library](#)

Orion Township Public Library

February 18, 2024

Stick with Love! That's the theme of the art exhibit featuring work from students at the [Lake Orion Community Schools](#) on display for the entire month of February in our Friends Reading Room. The exhibit features illustrations, paintings, poetry, and more all honoring the legacy of Dr. Martin Luther King Jr.
This week at the library, we have a few special programs for students for Mid-Winter Break, like the Glow in the Dark Party on Tuesday. We also have our two Youth book clubs, If You Give a Kid a Book Club (K-2nd Grade) and Rather Be Reading Book Club (3rd-5th Grades) on Wednesday.
Finally, we would like to remind everyone that the Orion Center Library Branch will be closed on Monday for Presidents' Day. The main library will be open.
Check out our new and improved website orionlibrary.org for more information.

Orion Township Public Library

February 16, 2024

Thanks to [OrionONTV](#) for showcasing this awesome exhibit by [Lake Orion Community Schools](#) students! We are grateful to have such a strong partnership with the schools.
If you have not had a chance yet, stop in and see the great art pieces now through the end of the month.

Orion Township Public Library

February 15, 2024

Don't forget that this Saturday, February 17, from 2-4pm will be our Maker Fair featuring hosts from [i3detroit](#) Makerspace and [Lake Orion Community Schools'](#) LOHS. This fair will include creative technology such as creating in augmented reality, playing with robots, exploring coding, and much more!

This program is generously funded by the Friends of the [Friends of Orion Township Library](#).

Orion Township Public Library

February 13, 2024

Parents: Looking for something to do with your K-5th Grader during Mid-winter Break? Come to the library Monday, February 19 at 2:00pm to join [Blue Heron Headwaters Conservancy](#) staff as they teach elementary schoolers about animals in the winter, hibernation, and winter survival. The presentation will be followed by a fun activity! Registration is required. Register at our new website by clicking "Upcoming Events" or by calling (248) 693-3002.

This program was generously funded by the [Friends of Orion Township Library](#).

Hibernation: Animals in the Winter

With the [Blue Heron Headwaters Conservancy](#)

Monday, February 19 at 2:00pm
Grades K-5. Registration required.



Orion Township Public Library

orionlibrary.org (248) 693-3000

825 Joslyn Road, Lake Orion, MI 48362

Orion Township Public Library

February 12, 204

After months of hard work, we are pleased to introduce our new and improved website! Whether you're accessing your account, hunting down your latest read, diving into online databases, or signing up for the next big library event, our new website is the digital hub where you can discover all the ways the Orion Township Public Library enriches our community. Start exploring the new www.orionlibrary.org today!

Orion Township Public Library

February 11, 2024

Celebrate Black History month by checking out our display of Black Creators and Voices featuring books and movies from and about Black Artists. And don't forget to stop by and see the [Lake Orion Community Schools'](#) student art exhibit honoring the legacy of Dr. Martin Luther King Jr. all month long!

As for programs this week, parents and caregivers can stop by for our annual Preschool & Childcare Open House on Tuesday from 5-7pm, aspiring writers can join our Write Stuff Writers' Workshop this Wednesday at 7pm, and the whole family is invited to our Maker Fair featuring equipment from our Makerspace and guests [i3detroit](#) and LOHS this Saturday from 2-4pm. As always, check our calendar of events for more information.

Orion Township Public Library

February 8, 2024

Attention fans of the "Amulet" graphic novel series: We're throwing a book release party this Saturday, February 10th at 2:00pm! The long-awaited final book in Kazu Kibuishi's popular graphic novel series is finally being released and we are ready to celebrate! 3rd - 8th Graders are welcome to join us for activities, snacks, and even a chance to win Amulet books! We can't wait to see you there!

This program is generously funded by the Friends of the Orion Township Public Library.

Orion Township Public Library

February 7, 2024

This Saturday, February 10th, join us for our annual Magazine Purge. We will be purging old issues of our magazines on a first-come, first-served basis. Magazines will be available while supplies last, so get here early before they're gone!

Orion Township Public Library updated their bio.

February 7, 2024

We enrich the lives of Orion Township. We achieve this through a welcoming environment providing lifelong access to knowledge, connection, and discovery.

Orion Township Public Library

February 5, 2024

Join us and local childcare and preschool programs Tuesday, February 13th, from 5:00-7:00pm for our annual Preschool & Childcare Open House! Representatives from local preschools and childcare facilities will be available to answer questions and share resources.

Orion Township Public Library

February 4, 2024

We can't decide if it's already February or only February... How did January both drag and fly by at the same time?

In any case, this Black History Month, we are privileged to be hosting an art exhibit from the [Lake Orion Community Schools'](#) students honoring the legacy of Dr. Martin Luther King, Jr. Stop by any time the library is open to see artwork from elementary, middle, and high school students who choose to "Stick with Love" all month long.

See our events calendar for more information and a list of upcoming programs.

Orion Township Public Library

February 3, 2024

Calling all artists! We are still looking for entries into our 2024 Art of Storytelling Contest with the [Orion Art Center!](#) Contestants receive a copy of "Kitchens of the Great Midwest" by J. Ryan Stradal to create a piece of art based on the book. The entry fee is \$30. Details and entry form can be found at www.orionartcenter.org.

Then join us and the contestants as they display their artwork at the Orion Art Center (115 Anderson St., Lake Orion) for a gallery opening reception Thursday, March 7th at 6:30pm. The winners of the contest will be announced during the reception, and refreshments will be provided.

This program has been generously funded by the [Friends of Orion Township Library](#) and [Blick Art Materials](#) (www.dickblick.com)

Orion Township Public Library

February 2, 2024

There are very few spots open for our after-hours Murder Mystery program next Friday, February 9th!

Mardi Gras masks and a murder! Assume the role of a character and work together (or against each other) to solve a murder most foul at New Orleans' most exclusive Mardi Gras party. Refreshments will be provided, dress to impress!

Every attendee must be registered individually. Register online or by calling (248) 693-3001.

This program was generously funded by the Friends of the Orion Township Public Library.