

Orion Township Public Library Board of Trustees

Meeting Agenda

Thursday, July 18, 2024, 6:30 P.M.

825 Joslyn Rd., Lake Orion, MI 48360

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. American Red Cross award presentation
4. Consent agenda
 - a. Minutes of 6/20/2024 Regular Library Board meeting
 - b. Bills from June 2024
5. Financial Statement and Treasurer's Report as of June 30, 2024
6. Public Comment
7. Communications
 - a. Press Coverage
8. Director's Report
 - a. Library news and activities
 - b. Usage reports
 - c. Advocacy news
 - i. Publishers Weekly article
9. Old Business
 - a. VEBA accounts
10. Standing Committee Reports
 - a. Policy
 - b. Finance – set meeting for August
 - c. Fund Development/Strategic Planning
 - d. Board Development
 - i. MLA bookmobile advocacy video
 - ii. Policy Review
 - e. Building – updates from 7/18/24 committee meeting – vendor interviews
 - f. Human Resources
11. Discussion Items
 - a. Strategic Plan updates
 - b. EV charging grant
12. Action Items
 - a. VEBA resolution
13. Public Comment
14. Trustee Comments
15. Adjournment

Orion Township Public Library Board of Trustees Meeting Minutes

Thursday, June 20, 2024, 6:30 P.M.
2323 Joslyn Rd., Lake Orion, MI 48360

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

Attendance: Thorndycraft, Abramczyk, Quinn, Pergeau, Butki, McMunn
Absent with notice: Phillips

1. Call to order: 6:30 p.m
2. Approval of agenda – Pergeau/Quinn. Motion carried.
 - a. Add to Action Items, “Update to CUS-3: Patron Conduct Policy Appeals Process
3. Introduction of new staff: Paige, David, Alice
4. Consent agenda – Pergeau/Quinn. Motion carried.
 - a. Minutes of 5/16/2024 Regular Library Board meeting
 - b. Bills from May 2024
 - c. Financial Statement and Treasurer’s Report as of May 31, 2024
5. Public Comment – None present.
6. Communications
 - a. Press Coverage
7. Director’s Report
 - a. Library news and activities
 - i. New wraps on the hold pickup locker. Checkout Kiosks updated with new logo.
 - ii. New Polly Ann trail signs.
 - iii. Space planning Request for Qualifications issued.
 - iv. Website now has a ADA assistant feature. A grant supported the change.
 - v. Orion Center hours were increased due to the fire-related library closure.
 - vi. Leaching field failed to drain recently and was repaired.
 - vii. Story book stroll reinitiated.
 - viii. The library participated in the Flower Fair.
 - ix. ADP Recruitment, Onboarding, and Performance Evaluation modules added.
 - x. BS&A Accounting Software, originally scheduled 14 months out has been rescheduled for this July.
 - xi. In-service day activities being planned.
 - xii. June 29th pop-up book sale planned.
 - b. Usage reports
 - i. Usage is down. The closure due to the fire is responsible for much of the loss.
 - c. Advocacy news – no report.
8. Old Business
 - a. VEBA accounts – the director reported on progress to dissolve the VEBA.

- b. Fire recovery updates
 - i. Library reopened June 6th.
 - ii. The library public areas and materials were thoroughly cleaned.
 - iii. The sanitizing wand that caused the fire was subject to a recall. Batteries were replaced subsequent to the recall, but it still caught fire.
- 9. Standing Committee Reports
 - a. Policy – No report
 - b. Finance – updates from 6/6/24 committee meeting
 - i. Review of various fund balances.
 - c. Fund Development/Strategic Planning – meeting to be scheduled.
 - d. Board Development
 - i. Policy Review: CUS-2 “Patron Conduct Policy” and CUS-3 “Patron Conduct Policy Appeals Process” were reviewed.
 - e. Building – updates from 6/6/24 committee meeting – reviewed with the architect the layout of proposed building modifications and layout of Automated Materials Handling system.
 - f. Human Resources – No report.
- 10. Discussion Items
- 11. Action Items
 - a. Update to CUS-3: Patron Conduct Policy Appeals Process. Changes to policy as presented. A copy of the changes is on file at the library. Abramczyk/Quinn. Motion carried.
- 12. Public Comment – None present.
- 13. Trustee Comments
- 14. Adjournment – 8:17 p.m.

BILLS SUMMARY JUNE 1, 2024 - JUNE 30, 2024

SALARIES-EXEMPT	\$ 77,800.32
SALARIES-NON-EXEMPT	\$ 44,388.68
SOCIAL SECURITY/MED	\$ 9,050.41
OPT-OUT BENEFIT	
Non-covered employee ins. reimb	\$ 800.00
Total bills per Solomon reports attached:	
Account Distribution Report	\$ 154,044.75
Expenses recorded through Journal Entries	<u>\$ 17,222.84</u>
TOTAL BILLS TO DATE	<u><u>\$ 303,307.00</u></u>

ORION TOWNSHIP PUBLIC LIBRARY
ELECTRONIC PAYMENTS
PERIOD 06/2024

Check Nbr	Type	Date	Vendor name	Ref Nbr	Invoice Nbr	Invoice Date	Amount Paid
2529	EP	6/28/2024	DTE	37622	STATEMENT	6/6/2024	\$3,723.18
2531	EP	6/21/2024	ADP	37624	663308628	6/14/2024	\$256.70
2532	EP	6/21/2024	ADP	37625	663318434	6/14/2024	\$283.80
2533	EP	6/21/2024	ADP	37626	663318917	6/14/2024	\$148.35
2538	EP	6/3/2024	CONS POWER	37644	205724923062	5/7/2024	\$368.69
2535	EP	6/20/2024	J HANCOCK	37628	36261202	6/20/2024	\$10,465.80
2530	EP	6/5/2024	ORION DPW	37623	JOS1-000825-000	6/5/2024	\$7.98
2534	EP	6/20/2024	ING	37627	VF3524	6/20/2024	\$2,893.34
2528	EP	6/30/2024	VERIZON	37621	9966382407	6/10/2024	\$73.33
2536	EP	6/25/2024	CRESTWOOD	37629	52762	5/24/2024	\$2,667.60
2537	EP	6/25/2024	CRESTWOOD	37630	53191	6/7/2024	\$2,737.80
2539	EP	6/3/2024	POSTALIA	37645	POSTAGE	6/3/2024	\$500.00
							<u>\$24,126.57</u>

Date: 7/10/2024
 Time: 02:17PM
 User: SYSADMIN

Orion Twp. Public Library
Account Distribution - Standard
 Period: 06-24 As of: 7/10/2024

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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	AMERITAS	AMERITAS LIFE INSURANCE	VO	06-24	004983	037474	6/5/2024	STATEMENT	1,021.00	0.00
101711-000 -0	EYEMED	FIDELITY SECURITY LIFE IN:	VO	06-24	004983	037482	6/5/2024	166293464	166.88	0.00
101711-000 -0	BCN	BLUE CARE NETWORK	VO	06-24	004989	037563	6/13/2024	241590058251	10,535.89	0.00
101711-000 -0	MML BC/BS	BLUE CROSS BLUE SHIELD	VO	06-24	004989	037564	6/13/2024	185748096	3,882.79	0.00
								Account Total	15,606.56	0.00
<u>101712-000 Pension Expense</u>										
101712-000 -0	J HANCOCK	JOHN HANCOCK LIFE INSUF	VO	06-24	004998	037628	7/3/2024	36261202	8,934.02	0.00
								Account Total	8,934.02	0.00
<u>101713-000 Disability Insurance</u>										
101713-000 -0	EQUITABLE	EQUITABLE FINANCIAL LIFE	VO	06-24	004991	037566	6/20/2024	1575784	795.81	0.00
								Account Total	795.81	0.00
<u>101714-000 Life Insurance</u>										
101714-000 -0	EQUITABLE	EQUITABLE FINANCIAL LIFE	VO	06-24	004991	037566	6/20/2024	1575784	121.10	0.00
								Account Total	121.10	0.00
<u>101729-000 Office Supplies</u>										
101729-000 -0	GRAPHIC TA	GRAPHIC TAKEOVER LLC	VO	06-24	004988	037542	6/13/2024	3186	915.00	0.00
101729-000 -0	AMAZON	AMAZON CAPITAL SERVICE	VO	06-24	004988	037528	6/13/2024	17P9D7LQ4CK9	61.20	0.00
								Account Total	976.20	0.00
<u>101731-000 Postage</u>										
101731-000 -0	FP FINANCE	FP FINANCE PROGRAM	VO	06-24	004991	037567	6/20/2024	36723308	63.55	0.00
101731-000 -0	POSTALIA	FRANKOTYP-POSTALIA, INC	VO	06-24	005004	037645	7/5/2024	POSTAGE	500.00	0.00
								Account Total	563.55	0.00

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Orion Twp. Public Library
Account Distribution - Standard
 Period: 06-24 As of: 7/10/2024

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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
101740-000		Contingency Materials								
101740-000 -0	B&T-A/J/S	BAKER & TAYLOR	VO	06-24	004988	037529	6/13/2024	C0249193	220.04	0.00
								Account Total	220.04	0.00
101744-000		Audio Visual								
101744-000 -1	MIDWEST TP	MIDWEST TAPE, LLC	VO	06-24	004984	037503	6/6/2024	505544880	44.99	0.00
101744-000 -1	MIDWEST TP	MIDWEST TAPE, LLC	VO	06-24	004984	037504	6/6/2024	505544881	49.99	0.00
101744-000 -1	MIDWEST TP	MIDWEST TAPE, LLC	VO	06-24	004988	037554	6/13/2024	505576396	44.99	0.00
101744-000 -1	AMAZON	AMAZON CAPITAL SERVICE	VO	06-24	004988	037528	6/13/2024	17P9D7LQ4CK9	131.95	0.00
101744-000 -1	MIDWEST TP	MIDWEST TAPE, LLC	VO	06-24	004991	037573	6/20/2024	505609077	34.99	0.00
101744-000 -1	MIDWEST TP	MIDWEST TAPE, LLC	VO	06-24	004996	037602	6/27/2024	505638841	59.98	0.00
101744-000 -1	MIDWEST TP	MIDWEST TAPE, LLC	VO	06-24	004996	037605	6/27/2024	505638844	34.99	0.00
101744-000 -1	MIDWEST TP	MIDWEST TAPE, LLC	VO	06-24	004996	037606	6/27/2024	505638845	77.98	0.00
101744-000 -1	MIDWEST TP	MIDWEST TAPE, LLC	VO	06-24	004996	037607	6/27/2024	505638847	44.99	0.00
101744-000 -1	MIDWEST TP	MIDWEST TAPE, LLC	VO	06-24	004996	037612	6/27/2024	505670564	36.99	0.00
101744-000 -1	MIDWEST TP	MIDWEST TAPE, LLC	VO	06-24	004996	037613	6/27/2024	505670565	47.99	0.00
								Account Total	609.83	0.00
101744-000		Audio Visual								
101744-000 -2	LIB IDEAS	LIBRARY IDEAS LLC	VO	06-24	004983	037491	6/5/2024	113317	153.85	0.00
101744-000 -2	MIDWEST TP	MIDWEST TAPE, LLC	VO	06-24	004984	037505	6/6/2024	505545194	52.48	0.00
101744-000 -2	MIDWEST TP	MIDWEST TAPE, LLC	VO	06-24	004984	037506	6/6/2024	505545195	23.98	0.00
101744-000 -2	MIDWEST TP	MIDWEST TAPE, LLC	VO	06-24	004984	037507	6/6/2024	505545196	14.99	0.00
101744-000 -2	TONIES	TONIES US INC	VO	06-24	004984	037514	6/6/2024	PSI3843624	384.00	0.00
101744-000 -2	MIDWEST TP	MIDWEST TAPE, LLC	VO	06-24	004988	037548	6/13/2024	505558348	32.24	0.00
101744-000 -2	MIDWEST TP	MIDWEST TAPE, LLC	VO	06-24	004988	037549	6/13/2024	505576183	46.46	0.00
101744-000 -2	MIDWEST TP	MIDWEST TAPE, LLC	VO	06-24	004988	037550	6/13/2024	505576185	36.74	0.00
101744-000 -2	B&T-A/J/S	BAKER & TAYLOR	VO	06-24	004988	037533	6/13/2024	L4235952	242.68	0.00
101744-000 -2	AMAZON	AMAZON CAPITAL SERVICE	VO	06-24	004988	037528	6/13/2024	17P9D7LQ4CK9	523.78	0.00
101744-000 -2	MIDWEST TP	MIDWEST TAPE, LLC	VO	06-24	004991	037574	6/20/2024	505609651	60.72	0.00
101744-000 -2	BOOKFARM	THE BOOK FARM LLC	VO	06-24	004996	037595	6/27/2024	ERG14614	63.97	0.00
								Account Total	1,635.89	0.00

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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>101750-000</u>		<u>Books-Adult</u>								
101750-000 -0	B&T-A/J/S	BAKER & TAYLOR	VO	06-24	004988	037532	6/13/2024	L4235942	3,117.32	0.00
101750-000 -0	B&T-A/J/S	BAKER & TAYLOR	VO	06-24	004988	037534	6/13/2024	L5568862	275.28	0.00
								Account Total	3,392.60	0.00
<u>101751-000</u>		<u>Operating Supplies & Expense</u>								
101751-000 -0	CONCENTRA	CONCENTRA	VO	06-24	004983	037479	6/5/2024	715419323	206.00	0.00
101751-000 -0	AQUARIUM	AQUARIUM DESIGN, INC	VO	06-24	004984	037494	6/6/2024	44102	80.00	0.00
101751-000 -0	TASC	TASC	VO	06-24	004984	037512	6/6/2024	IN3115221	96.27	0.00
101751-000 -0	BROWNINDUS	BROWN INDUSTRIES, INC	VO	06-24	004988	037536	6/13/2024	124-07995	49.45	0.00
101751-000 -0	AMAZON	AMAZON CAPITAL SERVICES	VO	06-24	004988	037528	6/13/2024	17P9D7LQ4CK9	464.32	0.00
101751-000 -0	SHRED - IT	SHRED-IT	VO	06-24	004992	037587	6/20/2024	8007309649	154.61	0.00
101751-000 -0	RIGHT HOOK	RIGHT HOOK BRANDED MEI	VO	06-24	004996	037617	6/27/2024	101443	127.20	0.00
101751-000 -0	ADP	ADP/PAYROLL	VO	06-24	004998	037624	7/3/2024	663308628	256.70	0.00
101751-000 -0	ADP	ADP/H.R.	VO	06-24	004998	037625	7/3/2024	663318434	283.80	0.00
101751-000 -0	ADP	ADP/T&A	VO	06-24	004998	037626	7/3/2024	663318917	148.35	0.00
								Account Total	1,866.70	0.00
<u>101751-001</u>		<u>Public Copier/Printer Supplies</u>								
101751-001 -0	GREAT AMER	GREATAMERICA FINANCIAL	VO	06-24	004991	037570	6/20/2024	36809427	383.86	0.00
								Account Total	383.86	0.00
<u>101751-002</u>		<u>Processing Supplies</u>								
101751-002 -0	MIDWEST TP	MIDWEST TAPE, LLC	VO	06-24	004984	037496	6/6/2024	505566026	6.60	0.00
101751-002 -0	AMAZON	AMAZON CAPITAL SERVICES	VO	06-24	004988	037528	6/13/2024	17P9D7LQ4CK9	311.06	0.00
								Account Total	317.66	0.00
<u>101751-003</u>		<u>Staff Copier/ Printer Supplies</u>								
101751-003 -0	GREAT AMER	GREATAMERICA FINANCIAL	VO	06-24	004983	037487	6/5/2024	36632956	96.44	0.00
101751-003 -0	AMAZON	AMAZON CAPITAL SERVICES	VO	06-24	004988	037528	6/13/2024	17P9D7LQ4CK9	78.71	0.00
101751-003 -0	GREAT AMER	GREATAMERICA FINANCIAL	VO	06-24	004991	037570	6/20/2024	36809427	383.85	0.00
101751-003 -0	GREAT AMER	GREATAMERICA FINANCIAL	VO	06-24	004996	037599	6/27/2024	36857266	96.44	0.00
								Account Total	655.44	0.00

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Orion Twp. Public Library
Account Distribution - Standard
 Period: 06-24 As of: 7/10/2024

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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>101755-000</u>		<u>Board Games</u>								
101755-000 -0	AMAZON	AMAZON CAPITAL SERVICE	VO	06-24	004988	037528	6/13/2024	17P9D7LQ4CK9	8.97	0.00
								Account Total	8.97	0.00
<u>101760-000</u>		<u>Books-Youth</u>								
101760-000 -0	GALE RES	GALE/CENGAGE LEARNING	VO	06-24	004983	037484	6/5/2024	84403761	19.99	0.00
101760-000 -0	B&T-A/J/S	BAKER & TAYLOR	VO	06-24	004988	037530	6/13/2024	L4224222	175.63	0.00
101760-000 -0	B&T-A/J/S	BAKER & TAYLOR	VO	06-24	004988	037533	6/13/2024	L4235952	2,343.76	0.00
101760-000 -0	AMAZON	AMAZON CAPITAL SERVICE	VO	06-24	004988	037528	6/13/2024	17P9D7LQ4CK9	14.95	0.00
101760-000 -0	BOOKFARM	THE BOOK FARM LLC	VO	06-24	004996	037593	6/27/2024	ERG14609	841.11	0.00
101760-000 -0	BOOKFARM	THE BOOK FARM LLC	VO	06-24	004996	037594	6/27/2024	ERG14610	83.91	0.00
101760-000 -0	BOOKFARM	THE BOOK FARM LLC	VO	06-24	004996	037596	6/27/2024	ERG14625	874.22	0.00
101760-000 -0	BOOKFARM	THE BOOK FARM LLC	VO	06-24	004996	037597	6/27/2024	ERG14640	1,313.66	0.00
								Account Total	5,667.23	0.00
<u>101770-000</u>		<u>Outreach-Books</u>								
101770-000 -0	GALE RES	GALE/CENGAGE LEARNING	VO	06-24	004983	037483	6/5/2024	84394888	62.38	0.00
101770-000 -0	B&T-A/J/S	BAKER & TAYLOR	VO	06-24	004988	037531	6/13/2024	L4235932	168.09	0.00
101770-000 -0	B&T-A/J/S	BAKER & TAYLOR	VO	06-24	004988	037535	6/13/2024	L5601022	117.60	0.00
101770-000 -0	GALE RES	GALE/CENGAGE LEARNING	VO	06-24	004988	037539	6/13/2024	84462040	32.79	0.00
101770-000 -0	GALE RES	GALE/CENGAGE LEARNING	VO	06-24	004988	037540	6/13/2024	84469124	32.79	0.00
101770-000 -0	GALE RES	GALE/CENGAGE LEARNING	VO	06-24	004991	037568	6/20/2024	84506580	65.58	0.00
101770-000 -0	GALE RES	GALE/CENGAGE LEARNING	VO	06-24	004996	037598	6/27/2024	84544193	27.99	0.00
								Account Total	507.22	0.00
<u>101775-000</u>		<u>Periodicals</u>								
101775-000 -0	WT.COX	WT.COX INFORMATION SER'	VO	06-24	004984	037516	6/6/2024	3136644	536.81	0.00
								Account Total	536.81	0.00
<u>101780-000</u>		<u>Computerized Reference</u>								
101780-000 -0	MCLS	MIDWEST COLLABORATIVE	VO	06-24	004988	037546	6/13/2024	365799	1,645.65	0.00
								Account Total	1,645.65	0.00

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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>101790-000</u>		<u>Dvd-Adult</u>								
101790-000 -1	MIDWEST TP	MIDWEST TAPE, LLC	VO	06-24	004984	037497	6/6/2024	505544734	56.23	0.00
101790-000 -1	MIDWEST TP	MIDWEST TAPE, LLC	VO	06-24	004984	037498	6/6/2024	505544735	111.70	0.00
101790-000 -1	MIDWEST TP	MIDWEST TAPE, LLC	VO	06-24	004984	037499	6/6/2024	505544736	14.99	0.00
101790-000 -1	MIDWEST TP	MIDWEST TAPE, LLC	VO	06-24	004984	037500	6/6/2024	505544737	42.73	0.00
101790-000 -1	MIDWEST TP	MIDWEST TAPE, LLC	VO	06-24	004984	037501	6/6/2024	505544738	56.22	0.00
101790-000 -1	MIDWEST TP	MIDWEST TAPE, LLC	VO	06-24	004984	037502	6/6/2024	505544739	76.49	0.00
101790-000 -1	MIDWEST TP	MIDWEST TAPE, LLC	VO	06-24	004988	037551	6/13/2024	505576393	11.24	0.00
101790-000 -1	MIDWEST TP	MIDWEST TAPE, LLC	VO	06-24	004988	037552	6/13/2024	505576394	112.44	0.00
101790-000 -1	MIDWEST TP	MIDWEST TAPE, LLC	VO	06-24	004988	037553	6/13/2024	505576395	22.49	0.00
101790-000 -1	AMAZON	AMAZON CAPITAL SERVICE	VO	06-24	004988	037528	6/13/2024	17P9D7LQ4CK9	21.94	0.00
101790-000 -1	MIDWEST TP	MIDWEST TAPE, LLC	VO	06-24	004996	037603	6/27/2024	505638842	26.24	0.00
101790-000 -1	MIDWEST TP	MIDWEST TAPE, LLC	VO	06-24	004996	037604	6/27/2024	505638843	42.73	0.00
101790-000 -1	MIDWEST TP	MIDWEST TAPE, LLC	VO	06-24	004996	037608	6/27/2024	505648273	61.48	0.00
101790-000 -1	MIDWEST TP	MIDWEST TAPE, LLC	VO	06-24	004996	037609	6/27/2024	505648275	29.99	0.00
101790-000 -1	MIDWEST TP	MIDWEST TAPE, LLC	VO	06-24	004996	037610	6/27/2024	505670562	22.49	0.00
101790-000 -1	MIDWEST TP	MIDWEST TAPE, LLC	VO	06-24	004996	037611	6/27/2024	505670563	44.98	0.00
								Account Total	754.38	0.00
<u>101790-005</u>		<u>Downloadable Materials</u>								
101790-005 -1	OVERDRIVE	OVERDRIVE, INC.	VO	06-24	004992	037578	6/20/2024	00870CO24183075	1,397.46	0.00
101790-005 -1	OVERDRIVE	OVERDRIVE, INC.	VO	06-24	004992	037580	6/20/2024	00870DS24184606	341.30	0.00
								Account Total	1,738.76	0.00
<u>101790-005</u>		<u>Downloadable Materials</u>								
101790-005 -2	OVERDRIVE	OVERDRIVE, INC.	VO	06-24	004984	037510	6/6/2024	00870DA24159369	9.99	0.00
101790-005 -2	OVERDRIVE	OVERDRIVE, INC.	VO	06-24	004992	037579	6/20/2024	00870CO24183261	527.15	0.00
								Account Total	537.14	0.00
<u>101801-000</u>		<u>Collection Agency Fee</u>								
101801-000 -0	UNIQUE MGM	UNIQUE MANAGEMENT SER	VO	06-24	004988	037561	6/13/2024	6126784	151.45	0.00
								Account Total	151.45	0.00

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<u>101803-000</u>		<u>Friends Donation Expense</u>								
101803-000 -0	A LEHMAN	A LEHMAN/FF 2607	VO	06-24	004983	037472	6/5/2024	EXPENSE	513.80	0.00
101803-000 -0	E HALLER	E HALLER/FF 2582	VO	06-24	004983	037481	6/5/2024	FUND REQUEST	430.00	0.00
101803-000 -0	M FAULK	M FAULKNER/FF 2600	VO	06-24	004983	037493	6/5/2024	FUND REQUEST	400.00	0.00
101803-000 -0	AMAZON	AMAZON/FF 2596	VO	06-24	004988	037528	6/13/2024	17P9D7LQ4CK9	86.83	0.00
101803-000 -0	AMAZON	AMAZON/FF 2533	VO	06-24	004988	037528	6/13/2024	17P9D7LQ4CK9	16.25	0.00
101803-000 -0	AMAZON	AMAZON/FF 2576	VO	06-24	004988	037528	6/13/2024	17P9D7LQ4CK9	39.98	0.00
101803-000 -0	AMAZON	AMAZON/FF 2599	VO	06-24	004988	037528	6/13/2024	17P9D7LQ4CK9	148.49	0.00
101803-000 -0	AMAZON	AMAZON/FF 2602	VO	06-24	004988	037528	6/13/2024	17P9D7LQ4CK9	22.06	0.00
101803-000 -0	AMAZON	AMAZON/FF 2603	VO	06-24	004988	037528	6/13/2024	17P9D7LQ4CK9	26.10	0.00
101803-000 -0	AMAZON	AMAZON/FF 2605	VO	06-24	004988	037528	6/13/2024	17P9D7LQ4CK9	12.39	0.00
101803-000 -0	AMAZON	AMAZON/FF 2606	VO	06-24	004988	037528	6/13/2024	17P9D7LQ4CK9	58.94	0.00
101803-000 -0	A KHALYLEH	A KHALYLEH/FF 2613	VO	06-24	004991	037565	6/20/2024	FUND REQUEST	230.00	0.00
101803-000 -0	S TISON	S TISON/FF 2611	VO	06-24	004992	037583	6/20/2024	EXPENSE	73.26	0.00
101803-000 -0	SCHOLASINC	SCHOLASTIC/ FF 2607	VO	06-24	004992	037584	6/20/2024	61267079	200.28	0.00
101803-000 -0	H ZALESIN	H ZALESIN/FF 2608	VO	06-24	004996	037600	6/27/2024	EXPENSE	43.16	0.00
101803-000 -0	R DORE	R DORE/FF 2590	VO	06-24	004996	037616	6/27/2024	FUND REQUEST	300.00	0.00
101803-000 -0	STORYTELLE	STORYTELLERS/AALLISON	VO	06-24	004996	037619	6/27/2024	FUND REQUEST	450.00	0.00
								Account Total	3,051.54	0.00
<u>101804-000</u>		<u>Designated Donation Expense</u>								
101804-000 -0	AMAZON	AMAZON CAPITAL SERVICE	VO	06-24	004988	037528	6/13/2024	17P9D7LQ4CK9	392.54	0.00
101804-000 -0	H ZALESIN	HALLI ZALESIN	VO	06-24	004996	037600	6/27/2024	EXPENSE	50.03	0.00
								Account Total	442.57	0.00
<u>101810-000</u>		<u>Legal Fees</u>								
101810-000 -0	DYKEMA	DYKEMA GOSSETT PLLC	VO	06-24	004988	037538	6/13/2024	3590269	9,570.00	0.00
								Account Total	9,570.00	0.00
<u>101812-000</u>		<u>Insurance & Worker's Comp.</u>								
101812-000 -0	MML WORK	MML WORKERS' COMP FUNI	VO	06-24	004992	037575	6/20/2024	1897207	2,417.50	0.00
101812-000 -0	MML	MML LIABILITY AND PROPEF	VO	06-24	004992	037576	6/20/2024	3637207	25,405.00	0.00
								Account Total	27,822.50	0.00

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<u>101820-000</u>		<u>Accounting Fees</u>								
101820-000 -0	S DUCKWORT	SHARON DUCKWORTH CPA	VO	06-24	004992	037582	6/20/2024	1232	1,250.00	0.00
								Account Total	1,250.00	0.00
<u>101821-000</u>		<u>Library Services</u>								
101821-000 -0	MCLS	MIDWEST COLLABORATIVE	VO	06-24	004988	037547	6/13/2024	366090	2,412.25	0.00
								Account Total	2,412.25	0.00
<u>101824-000</u>		<u>Volunteer Expenses</u>								
101824-000 -0	L MORRIS	LORI MORRIS	VO	06-24	004992	037589	6/20/2024	EXPENSE	27.98	0.00
								Account Total	27.98	0.00
<u>101831-000</u>		<u>Dues</u>								
101831-000 -0	ORION CHAM	ORION AREA CHAMBER OF C	VO	06-24	004984	037509	6/6/2024	22768	430.00	0.00
101831-000 -0	MCLS	MIDWEST COLLABORATIVE	VO	06-24	004991	037572	6/20/2024	366207	125.00	0.00
101831-000 -0	MML	MML LIABILITY AND PROPEF	VO	06-24	004992	037576	6/20/2024	3637207	200.00	0.00
101831-000 -0	MLA	MICHIGAN LIBRARY ASSOCI	VO	06-24	004996	037614	6/27/2024	18738	2,088.00	0.00
101831-000 -0	MLA	MICHIGAN LIBRARY ASSOCI	VO	06-24	004996	037615	6/27/2024	18739	1,048.34	0.00
								Account Total	3,891.34	0.00
<u>101850-000</u>		<u>Telephone</u>								
101850-000 -0	TELNET WOR	TELNET WORLDWIDE	VO	06-24	004984	037513	6/6/2024	60443	150.02	0.00
101850-000 -0	VERIZON	VERIZON	VO	06-24	004998	037621	7/3/2024	996382407	47.38	0.00
								Account Total	197.40	0.00

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<u>101860-000</u>	<u>Transportation</u>									
101860-000 -0	A LEHMAN	ASHLEY LEHMAN	VO	06-24	004983	037471	6/5/2024	MILEAGE	23.99	0.00
101860-000 -0	B SHERIDAN	BETH SHERIDAN	VO	06-24	004983	037475	6/5/2024	MILEAGE	24.05	0.00
101860-000 -0	H ZALESIN	HALLI ZALESIN	VO	06-24	004983	037489	6/5/2024	MILEAGE	34.77	0.00
101860-000 -0	K ROMAN	KERRY ROMAN	VO	06-24	004983	037490	6/5/2024	MILEAGE	76.98	0.00
101860-000 -0	M ZALEWSKI	MONICA ZALEWSKI	VO	06-24	004984	037495	6/6/2024	MILEAGE	241.13	0.00
101860-000 -0	C MCMUNN	CHASE MCMUNN	VO	06-24	004988	037537	6/13/2024	MILEAGE	21.71	0.00
101860-000 -0	A CRUZ	ALICE CRUZ	VO	06-24	004996	037590	6/27/2024	MILEAGE	22.38	0.00
101860-000 -0	H ZALESIN	HALLI ZALESIN	VO	06-24	004996	037601	6/27/2024	MILEAGE	22.91	0.00
101860-000 -0	S HALSEY	SABRINA HALSEY	VO	06-24	004996	037618	6/27/2024	MILEAGE	63.45	0.00
								Account Total	531.37	0.00
<u>101880-000</u>	<u>Promotion, Publishing, Printin</u>									
101880-000 -0	GRAPHIC TA	GRAPHIC TAKEOVER LLC	VO	06-24	004983	037486	6/5/2024	3208	400.00	0.00
101880-000 -0	S SCHMIDT	SHANNON SCHMIDT	VO	06-24	004984	037511	6/6/2024	EXPENSE	17.23	0.00
101880-000 -0	VIEW NEWS	VIEW NEWSPAPER GROUP	VO	06-24	004984	037515	6/6/2024	357005	500.00	0.00
101880-000 -0	GRAPHIC TA	GRAPHIC TAKEOVER LLC	VO	06-24	004988	037542	6/13/2024	3186	890.00	0.00
101880-000 -0	SPRINGSHAR	SPRINGSHARE LLC	VO	06-24	004992	037586	6/20/2024	24-R7039	5,695.00	0.00
								Account Total	7,502.23	0.00
<u>101920-000</u>	<u>Utilities-Gas</u>									
101920-000 -0	CONS/POWR	CONSUMERS ENERGY	VO	06-24	005002	037644	7/5/2024	205724923062	368.69	0.00
								Account Total	368.69	0.00
<u>101921-000</u>	<u>Utilities-Electricity</u>									
101921-000 -0	DTE	DTE ENERGY	VO	06-24	004998	037622	7/3/2024	STATEMENT	3,723.18	0.00
								Account Total	3,723.18	0.00
<u>101922-000</u>	<u>Water</u>									
101922-000 -0	ORION DPW	CHARTER TOWNSHIP OF OF	VO	06-24	004998	037623	7/3/2024	JOS100082500000	7.98	0.00
								Account Total	7.98	0.00

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101935-000	Repairs & Maintenance-Building									
101935-000 -0	CUTRITE	CUTRITE LAWNCARE & LANI	VO	06-24	004983	037480	6/5/2024	495	725.00	0.00
101935-000 -0	GRAPHIC TA	GRAPHIC TAKEOVER LLC	VO	06-24	004983	037485	6/5/2024	3182	595.00	0.00
101935-000 -0	GUARDIAN	GUARDIAN PEST CONTROL	VO	06-24	004983	037488	6/5/2024	13275	399.00	0.00
101935-000 -0	ACE OUTDOO	ACE OUTDOOR SERVICES, I	VO	06-24	004988	037527	6/13/2024	85205	1,580.00	0.00
101935-000 -0	GFL	GREEN FOR LIFE ENVIRONM	VO	06-24	004988	037541	6/13/2024	0066097948	52.20	0.00
101935-000 -0	PROGPLUM	PROGRESSIVE PLUMBING S	VO	06-24	004988	037555	6/13/2024	2631989	29.07	0.00
101935-000 -0	AMAZON	AMAZON CAPITAL SERVICE\$	VO	06-24	004988	037528	6/13/2024	17P9D7LQ4CK9	52.89	0.00
101935-000 -0	P BOLTON	PEGGY BOLTON	VO	06-24	004992	037581	6/20/2024	CK REQUEST	88.81	0.00
101935-000 -0	SUPPLY	SUPPLY DEN	VO	06-24	004992	037588	6/20/2024	522959-00	35.40	0.00
								Account Total	3,557.37	0.00
101965-000	Automation Expenses									
101965-000 -0	CDW GOVT	CDW GOVERNMENT INC	VO	06-24	004983	037477	6/5/2024	QZ35372	349.66	0.00
101965-000 -0	KNIGHT TEC	KNIGHT TECHNOLOGY GRO	VO	06-24	004988	037544	6/13/2024	24128	156.52	0.00
101965-000 -0	AMAZON	AMAZON CAPITAL SERVICE\$	VO	06-24	004988	037528	6/13/2024	17P9D7LQ4CK9	633.91	0.00
101965-000 -0	B&T-A/J/S	BAKER & TAYLOR	VO	06-24	004996	037592	6/27/2024	NS24060137	2,731.80	0.00
101965-000 -0	TLN	THE LIBRARY NETWORK	VO	06-24	004996	037620	6/27/2024	74131	2,269.79	0.00
101965-000 -0	CRESTWOOD	CRESTWOOD ASSOCIATES,	VO	06-24	004998	037629	7/3/2024	052762	2,667.60	0.00
101965-000 -0	CRESTWOOD	CRESTWOOD ASSOCIATES,	VO	06-24	004998	037630	7/3/2024	053191	2,737.80	0.00
								Account Total	11,547.08	0.00
101966-802	Grant Expense									
101966-802 -0	CDW GOVT	CDW GOVERNMENT INC	VO	06-24	004983	037478	6/5/2024	RM15998	128.33	0.00
101966-802 -0	AMAZON	AMAZON CAPITAL SERVICE\$	VO	06-24	004988	037528	6/13/2024	17P9D7LQ4CK9	112.94	0.00
								Account Total	241.27	0.00
101969-000	Education & Training									
101969-000 -0	ZINGTRAIN	ZINGERMANS/STAFF INSER'	VO	06-24	004984	037517	6/6/2024	23381	2,250.00	0.00
101969-000 -0	K ROMAN	KERRY ROMAN	VO	06-24	004988	037543	6/13/2024	EXPENSE	376.20	0.00
								Account Total	2,626.20	0.00

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101972-000	Capital Improvements									
101972-000 -0	PRO TECH	PRO TECH SECURITY SYSTI	VO	06-24	004988	037556	6/13/2024	S22672	1,972.00	0.00
101972-000 -0	SEHI	SEHI COMPUTER PRODUCT	VO	06-24	004988	037559	6/13/2024	I00246328	600.00	0.00
101972-000 -0	SEHI	SEHI COMPUTER PRODUCT	VO	06-24	004988	037560	6/13/2024	I00246472	3,895.64	0.00
101972-000 -0	AMAZON	AMAZON CAPITAL SERVICE	VO	06-24	004988	037528	6/13/2024	17P9D7LQ4CK9	867.29	0.00
101972-000 -0	ORIONTWP	CHARTER TOWNSHIP OF OF	VO	06-24	004992	037577	6/20/2024	PLANNING COMM	550.00	0.00
101972-000 -0	SEHI	SEHI COMPUTER PRODUCT	VO	06-24	004992	037585	6/20/2024	I00246655	19,762.00	0.00
								Account Total	27,646.93	0.00
									<hr/>	
Company Total:									154,044.75	0.00

Orion Township Public Library
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	<u>June 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	112,980	3,000,000	2,784,769	93%	215,231
State Aid	0	37,000	19,236	52%	17,764
Penal Fines	0	50,000	0	0%	50,000
Copier Service	49	4,000	2,903	73%	1,097
Vending Machine	0	0	254	0%	(254)
Library Fines	33	0	619	0%	(619)
Interest Income	16,368	15,000	116,675	778%	(101,675)
Donation Income	1,550	25,000	12,079	48%	12,921
Grant Income	0	0	1,594	0%	(1,594)
Other Funding Sources	0	870,000	0	0%	870,000
Miscellaneous Income	290	10,000	5,790	58%	4,210
Realized/Unrealized Gain/Loss	-309	0	-16,855	0%	16,855
Total Revenue	130,962	4,011,000	2,927,063	73%	1,083,937

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	<u>June 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	122,989	1,670,000	713,972	43%	956,028
Fringe Benefits	31,344	455,586	202,065	44%	253,521
Supplies, Programs	5,859	83,000	33,692	41%	49,308
Materials, Information Resources	16,871	260,000	93,425	36%	166,575
Automation, Computerized Reference	23,102	195,000	160,031	82%	34,969
Promotion, Publishing, Printing	7,502	35,000	18,935	54%	16,065
Telephone	197	3,300	1,331	40%	1,969
Utilities	4,100	64,000	26,772	42%	37,228
Repairs & Maintenance	3,990	53,000	22,678	43%	30,322
Capital Improvements	28,316	969,914	82,251	8%	887,663
Insurance & Workers Comp	32,341	62,000	52,081	84%	9,919
Education, Training & Dues	7,868	45,000	19,201	43%	25,799
Mileage	531	7,200	2,507	35%	4,693
Professional & Contractual Services	13,611	77,000	52,228	68%	24,772
Donation Expense	4,443	25,000	24,159	97%	841
Grant Expense	241	0	1,582	0%	(1,582)
Miscellaneous	0	3,500	403	12%	3,097
MTT Reimbursements	0	2,500	0	0%	2,500
Total Expenditures	<u>303,307</u>	<u>4,011,000</u>	<u>1,507,313</u>	<u>38%</u>	<u>2,503,687</u>

Orion Township Public Library
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	<u>June 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	112,980	3,000,000	2,784,769	93%	215,231
Total Property Taxes	<u>112,980</u>	<u>3,000,000</u>	<u>2,784,769</u>	<u>93%</u>	<u>215,231</u>
State Aid:					
101575-000-0 State Aid	0	37,000	19,236	52%	17,764
Total State Aid	<u>0</u>	<u>37,000</u>	<u>19,236</u>	<u>52%</u>	<u>17,764</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	49	4,000	2,903	73%	1,097
Total Copier Service	<u>49</u>	<u>4,000</u>	<u>2,903</u>	<u>73%</u>	<u>1,097</u>
Vending Machine:					
101680-005-0 Vending Machine Income	0	0	254	0%	(254)
Total Vending Machine	<u>0</u>	<u>0</u>	<u>254</u>	<u>0%</u>	<u>(254)</u>
Library Fines:					
101659-000-0 Library Fines	33	0	619	0%	(619)
Total Library Fines	<u>33</u>	<u>0</u>	<u>619</u>	<u>0%</u>	<u>(619)</u>
Interest Income:					
101665-000-0 Interest Income	16,368	15,000	116,256	775%	(101,256)

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	<u>June Actual</u>	<u>Annual Budget</u>	<u>Actual To Date</u>	<u>Percent of Total Budget</u>	<u>Balance of Budget</u>
Interest Income (continued):					
101666-000-0 Dividend Income	0	0	419	0%	(419)
Total Interest Income	<u>16,368</u>	<u>15,000</u>	<u>116,675</u>	<u>778%</u>	<u>(101,675)</u>
Donation Income:					
101674-000-0 Friends Donation	0	20,000	0	0%	20,000
101674-002-0 Donation Income	50	3,500	1,081	31%	2,419
101674-001-0 Designated Donations	1,500	1,500	10,997	733%	(9,497)
Total Donation Income	<u>1,550</u>	<u>25,000</u>	<u>12,079</u>	<u>48%</u>	<u>12,921</u>
Grant Income:					
101502-000-0 Grant Income	0	0	1,594	0%	(1,594)
Total Grant Income	<u>0</u>	<u>0</u>	<u>1,594</u>	<u>0%</u>	<u>(1,594)</u>
Other Funding Sources:					
101689-000-0 Other Financing Sources	0	870,000	0	0%	870,000
Total Other Funding Sources	<u>0</u>	<u>870,000</u>	<u>0</u>	<u>0%</u>	<u>870,000</u>
Miscellaneous Income:					
101662-000-0 Lost/Damaged Income	180	0	2,132	0%	(2,132)
101680-000-0 Miscellaneous Income	16	10,000	914	9%	9,086
101688-000-0 Collection Agency Fee Inco	94	0	562	0%	(562)
101673-000-0 Meeting Room Income	0	0	2,183	0%	(2,183)
Total Miscellaneous Income	<u>290</u>	<u>10,000</u>	<u>5,790</u>	<u>58%</u>	<u>4,210</u>
Realized/Unrealized Gain/Loss:					
101680-007-0 Realized/Unrealized Gain/Lo	-309	0	-16,855	0%	16,855
Total Realized/Unrealized Gain/Loss	<u>-309</u>	<u>0</u>	<u>-16,855</u>	<u>0%</u>	<u>16,855</u>
Total Revenue	130,962	0	0	0%	0
	0	4,011,000	0	0%	4,011,000

Orion Township Public Library
For the Six Months Ending June 30, 2024

	<u>June Actual</u>	<u>Annual Budget</u>	<u>Actual To Date</u>	<u>Percent of Total Budget</u>	<u>Balance of Budget</u>
Total Revenue	0	0	2,927,063	0%	(2,927,063)
	130,962	4,011,000	2,927,063	73%	1,083,937

Orion Township Public Library
For the Six Months Ending June 30, 2024

	<u>June 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	78,600	970,000	428,622	44%	541,378
101703-000-0 Salaries-Nonexempt	44,389	700,000	285,350	41%	414,650
Total Salaries	<u>122,989</u>	<u>1,670,000</u>	<u>713,972</u>	<u>43%</u>	<u>956,028</u>
Fringe Benefits:					
101704-000-0 EAP-EMPLOYEE ASSIST	0	750	675	90%	75
101710-000-0 FICA Tax Expense	9,050	125,000	52,450	42%	72,550
101711-000-0 Medical Insurance	12,443	209,100	86,202	41%	122,898
101712-000-0 Pension Expense	8,934	105,736	56,993	54%	48,743
101713-000-0 Disability Insurance	796	12,500	4,984	40%	7,516
101714-000-0 Life Insurance	121	2,500	762	30%	1,738
Total Fringe Benefits	<u>31,344</u>	<u>455,586</u>	<u>202,065</u>	<u>44%</u>	<u>253,521</u>
Supplies, Programs:					
101729-000-0 Office Supplies	976	5,500	2,041	37%	3,459
101730-000-0 Contingency Supplies	0	6,000	0	0%	6,000
101731-000-0 Postage	564	7,000	3,348	48%	3,652
101746-000-0 Maker Kits-Adult	0	0	126	0%	(126)
101751-000-0 Operating Supplies & Expen	2,666	33,100	15,588	47%	17,512
101751-001-0 Public Copier/Printer Suppli	384	7,700	2,375	31%	5,325
101751-002-0 Processing Supplies	318	12,000	3,650	30%	8,350
101751-003-0 Staff Copier/ Printer Supplies	772	7,700	3,669	48%	4,031
101801-000-0 Collection Agency Fee	151	2,000	1,037	52%	963
101824-000-0 Volunteer Expenses	28	2,000	1,859	93%	141
Total Supplies, Programs	<u>5,859</u>	<u>83,000</u>	<u>33,692</u>	<u>41%</u>	<u>49,308</u>

Orion Township Public Library
For the Six Months Ending June 30, 2024

	<u>June 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	220	5,000	1,726	35%	3,274
101744-000-1 Audio Visual	610	24,800	4,940	20%	19,860
101744-000-2 Audio Visual	1,644	13,000	5,344	41%	7,656
101748-000-0 Streaming Video/Audio	0	65,000	22,000	34%	43,000
101749-000-0 Professional Development C	0	1,000	0	0%	1,000
101750-000-0 Books-Adult	3,393	52,000	18,922	36%	33,078
101752-000-0 Overdrive Digital Magazines	0	3,500	0	0%	3,500
101755-000-0 Board Games	9	500	108	22%	392
101760-000-0 Books-Youth	5,667	41,000	15,729	38%	25,271
101770-000-0 Outreach-Books	507	6,500	2,616	40%	3,884
101770-000-3 Outreach-Books	0	0	26	0%	(26)
101775-000-0 Periodicals	537	11,000	669	6%	10,331
101790-000-1 Dvd-Adult	754	0	3,093	0%	(3,093)
101790-005-0 Downloadable Materials	1,254	0	7,524	0%	(7,524)
101790-005-1 Downloadable Materials	1,739	32,700	8,059	25%	24,641
101790-005-2 Downloadable Materials	537	4,000	2,640	66%	1,360
101744-000-0 Audio Visual	0	0	30	0%	(30)
Total Materials, Information Resources	16,871	260,000	93,425	36%	166,575
Automation, Computerized Reference:					
101780-000-0 Computerized Reference	4,221	42,000	42,154	100%	(154)
101965-000-0 Automation Expenses	18,881	153,000	117,877	77%	35,123
Total Automation, Computerized Reference	23,102	195,000	160,031	82%	34,969
Promotion, Publishing, Printing:					
101880-000-0 Promotion, Publishing, Printi	7,502	35,000	18,935	54%	16,065

Orion Township Public Library
For the Six Months Ending June 30, 2024

	<u>June Actual</u>	<u>Annual Budget</u>	<u>Actual To Date</u>	<u>Percent of Total Budget</u>	<u>Balance of Budget</u>
Promotion, Publishing, Printing (continued):					
Total Promotion, Publishing, Printing	7,502	35,000	18,935	54%	16,065
Telephone:					
101850-000-0 Telephone	197	3,300	1,331	40%	1,969
Total Telephone	197	3,300	1,331	40%	1,969
Utilities:					
101833-000-0 Contingency Utilities	0	4,100	0	0%	4,100
101921-000-0 Utilities-Electricity	3,723	40,800	20,177	49%	20,623
101922-000-0 Water	8	2,100	48	2%	2,052
101920-000-0 Utilities-Gas	369	17,000	6,547	39%	10,453
Total Utilities	4,100	64,000	26,772	42%	37,228
Repairs & Maintenance:					
101832-000-0 Contingency Repair/Maint/E	0	3,000	0	0%	3,000
101936-000-0 Repairs & Maintenance-Equi	0	3,000	1,038	35%	1,962
101935-000-0 Repairs & Maintenance-Buil	3,990	47,000	21,639	46%	25,361
Total Repairs & Maintenance	3,990	53,000	22,678	43%	30,322
Capital Improvements:					
101972-000-0 Capital Improvements	28,316	969,914	82,251	8%	887,663
Total Capital Improvements	28,316	969,914	82,251	8%	887,663
Insurance & Workers Comp:					
101812-000-0 Insurance & Worker's Comp.	32,341	62,000	52,081	84%	9,919
Total Insurance & Workers Comp	32,341	62,000	52,081	84%	9,919
Education, Training & Dues:					

Orion Township Public Library
For the Six Months Ending June 30, 2024

	<u>June 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):					
101831-000-0 Dues	4,028	7,113	6,127	86%	986
101969-000-0 Education & Training	3,840	37,887	13,074	35%	24,813
Total Education, Training & Dues	<u>7,868</u>	<u>45,000</u>	<u>19,201</u>	<u>43%</u>	<u>25,799</u>
Mileage:					
101860-000-0 Transportation	531	7,200	2,507	35%	4,693
Total Mileage	<u>531</u>	<u>7,200</u>	<u>2,507</u>	<u>35%</u>	<u>4,693</u>
Professional & Contractual Services:					
101810-000-0 Legal Fees	9,570	12,000	16,907	141%	(4,907)
101820-000-0 Accounting Fees	1,250	27,400	17,500	64%	9,900
101821-000-0 Library Services	2,791	14,100	4,683	33%	9,417
101815-000-0 Contingency Professional	0	23,500	13,138	56%	10,362
Total Professional & Contractual Services	<u>13,611</u>	<u>77,000</u>	<u>52,228</u>	<u>68%</u>	<u>24,772</u>
Donation Expense:					
101803-000-0 Friends Donation Expense	3,840	20,000	22,736	114%	(2,736)
101966-804-0 Donation Expense	0	500	0	0%	500
101804-000-0 Designated Donation Expen	603	4,500	1,423	32%	3,077
Total Donation Expense	<u>4,443</u>	<u>25,000</u>	<u>24,159</u>	<u>97%</u>	<u>841</u>
Grant Expense:					
101966-802-0 Grant Expense	241	0	1,582	0%	(1,582)
Total Grant Expense	<u>241</u>	<u>0</u>	<u>1,582</u>	<u>0%</u>	<u>(1,582)</u>
Miscellaneous:					
101960-000-0 Miscellaneous	0	3,000	403	13%	2,597

Orion Township Public Library
For the Six Months Ending June 30, 2024

	<u>June Actual</u>	<u>Annual Budget</u>	<u>Actual To Date</u>	<u>Percent of Total Budget</u>	<u>Balance of Budget</u>
Miscellaneous (continued):					
101966-803-0 Fund Raising Expense	0	500	0	0%	500
Total Miscellaneous	<u>0</u>	<u>3,500</u>	<u>403</u>	<u>12%</u>	<u>3,097</u>
MTT Reimbursements:					
101899-000-0 MTT Reimbursements	0	2,500	0	0%	2,500
Total MTT Reimbursements	<u>0</u>	<u>2,500</u>	<u>0</u>	<u>0%</u>	<u>2,500</u>
Total Expenditures	<u><u>303,307</u></u>	<u><u>4,011,000</u></u>	<u><u>1,507,313</u></u>	<u><u>38%</u></u>	<u><u>2,503,687</u></u>

ORION TOWNSHIP LIBRARY - TREASURER'S REPORT
GENERAL FUND ACTIVITY
6/30/2024

	BALANCE	RECEIPTS			DISBURSEMENTS/TRANSFERS			BALANCE	
	<u>Beginning of month</u>	<u>Interest</u>	<u>Realized/Unrealized 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)	\$183,452.54			\$115,366.89	\$300,000.00	(324,921.77)			\$273,897.66
PNC Bank - General Savings (2)	\$35,695.62								\$35,695.62
PNC Bank - Cafeteria (3)	\$11,447.12				\$700.00	(2,955.07)			\$9,192.05
PNC - James Ingram Fund (4)	\$594.24								\$594.24
PNC Bank - Bastian Account (5)	\$1,144.90								\$1,144.90
PNC Bank - Admin Debit Card	\$3,045.68				\$1,800.00	(2,849.89)			\$1,995.79
PNC Bank - Dept Debit Card	\$828.06				\$900.00	(1,056.27)			\$671.79
Genisys Credit Union MM (6)	\$231,518.14	\$409.12							\$231,927.26
Genisys Credit Union Savings (7)	\$10.69								\$10.69
UBS General Fund (8)	\$3,552,211.55	\$12,468.01	(\$3,737.86)					(300,000.00)	\$3,260,941.70
UBS Endowment Fund (9)	\$69,975.32	\$0.01	\$287.70						\$70,263.03
Total	\$4,089,923.86	\$12,877.14	(\$3,450.16)	\$115,366.89	\$303,400.00	(\$331,783.00)	\$0.00	(\$300,000.00)	\$3,886,334.73

(1) Business Checking

(2) Business Savings Sweep

(3) Cafeteria

(4) Business Checking - Donation Account

(5) Business Checking - Donation Account

(6) High Yield Money Market 2.17%

(7) Credit Union Savings

(8) Money Market, Treasury Bills, CD's

* Change in value until the investment reaches maturity

(9) Treasury Bills

* Change in value until the investment reaches maturity

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

	BALANCE	RECEIPTS				DISBURSEMENTS/TRANSFERS		BALANCE
	<u>Beginning of month</u>	<u>Accrued Interest</u>	<u>Realized/Un realized 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)	\$1,148,060.94	\$1,197.31	\$3,124.94					\$1,152,383.19
Wells Fargo Bk Sioux Falls CN2 (20)	\$249,620.00	\$484.25	\$ (379.25)					\$249,725.00
Multibank Cash Account	\$27,856.56	1,095.91						\$28,952.47
JPMorgan Chase NQ8 (17)	\$92,865.00	\$113.01	\$393.99					\$93,372.00
JPMorgan Chase HD0 (18)	\$91,677.00	\$600.55	(\$258.55)					\$92,019.00
First Nat'l Bk Amer VL6 (19)	\$92,455.00		\$260.00					\$92,715.00
Total	\$1,702,534.50	\$3,491.03	\$3,141.13	\$0.00	\$0.00	\$0.00	\$0.00	\$1,702,534.50

(5) Treasury Bills

- (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%

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.

- All librarians, clerks, and shelvers shelf read the entire collection prior to reopening from fire.
- Dan and Shannon began work on a project to reorganize the adult nonfiction religion (Dewey 200s) section. The organization will use an official OCLC optional arrangement that arranges materials in a more coherent way and allows more evenly distributes numbers across the range for world religions.
- Dan set up a permanent display for Dungeons and Dragons books at the end of the Science Fiction/Fantasy area, and Sabrina set up LOCS Honors books display in teen room.
- Suzanne spearheaded adding circulating Tonie Box Story kits. Each kit includes one Tonie box player and five figures with stories. We have three kits, and they were promptly checked out by patrons.
- All youth audio books have been relocated to the "Audiobook" shelf together. This includes Vox, Wonderbooks, Tonie Story kits, Playaway, and book on CD. Additionally, youth services eliminated the book with CD collection, interfiling these in their respective collections.
- Braille and Large print books have been moved to more accessible areas of the youth department, located in the front of the room with plenty of space for browsing.
- Lydia moved all big books from story kits and professional to circulating, the new collection is located near the Parenting collection.

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

- The RFQ for space planning closed on June 28. The building committee will be interviewing firms that bid on the project.
- New public computers were installed in the adult area following the fire.
- Julie is in the process of adding the rapid photo scanner and photo printer to the makerspace and is adding 3d scanner to circulation.

Evolve and Engage with the Community

Director's Report

July 18, 2024

Chase McMunn

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

- Patron Point emails for May averaged a 40% read rate, which is a high standard for marketing emails.
- The library received one more sponsor from fLipSpot for the summer reading program. This will go towards the cost of the Finale performer.
- Chase has been getting quotes for a replacement roadside monument sign so we can replace the sign during the parking lot project.

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

- Paige, Dan, and Monica attended the Summer Sizzle.
- Paige is developing automated book recommendation emails in Patron Point.
- Outreach submitted paperwork for Orion Center to become a Passport Acceptance site. Once the workflow is established it will be easy to add the service to the main library or transfer it to the new GLAC building.
- Dan and Paige met with ONTV about reviving *The Library Show*, and brainstormed ways to make it engaging and compelling.
- Ashley and the DDA set up the Storybook Stroll for June and July. The title, *Wonder Walkers*, is located in 16 downtown business windows.
- We sent out four community-related messages through Bright by Text and reached 491 subscribers in our area in Oakland County.
- Lydia helped create three TikTok videos in June with 2679 views.

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

- Summer Reading Kickoff was a success with an estimated 1000 people in attendance.
- Kerry and Lydia ran a new program they were specifically trained for by Great Start Oakland County. This program, Sing, Say, Point, Play has been well attended weekly, with a waitlist.
- Halli and Lori hosted the first sensory movie night for teens and adults with special needs. This was well attended and requested for a repeat program.

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

- Sabrina met with Parks and Recreation and LOCS to plan a teen event at the GLAC
- Outreach scheduled an event with a quilting group, Alzheimer's Support Group, and memory care facilities for a fidget quilt program

Director's Report

July 18, 2024

Chase McMunn

- Paige and Ashley attended the Oakland Community Health Network Community Baby Shower.
- Paige began participating in Chamber of Commerce events and attended their Bagels and Brews Mixer.
- Kerry worked to schedule July summer school visits with LOCS. The teachers visited in June to prepare for these visits and learn about library resources.
- Ashley scheduled a library visit to Orion Township summer camp at GLAC for the end of July.
- Halli added Lake Orion Kindercare to her preschool outreach rotation.
- Lori worked with an Eagle Scout candidate to install a sensory wall in the outdoor reading garden.

Cultivate a Thriving Organization

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

- Our longstanding Outreach Coordinator, Beth, retired from the library after 20 years. Alice started as our new Outreach Coordinator, and Julie began full-time as our Makerspace Librarian.
- Chase is working with ElementOne to update the staff position roster and the salary schedule for the 2025 year.
- We are currently running a recruitment for Technology Librarian as our current Technology Librarian, Troy, is moving away from the area. This is the first recruitment we have run since implementing our new recruitment and onboarding platform. We currently have 21 applicants.

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

- Alice, Monica, Kerry, and Kurt attended training for TheirStory oral history platform.
- Alice completed MI Bridges Navigator training.
- Paige submitted paperwork to become a notary and attended a "Marketing Your Collection with Better Book Displays" webinar.
- Julie completed multiple training sessions to learn to use the makerspace equipment.
- Halli completed her American Sign Language eLearning course from ALA, and Lydia took the course "Unattended children: How to talk to parents about their children's behavior."

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

Director's Report

July 18, 2024

Chase McMunn

- Chase, Dan, and Ashley met with Hoopla representatives to discuss options to control the monthly cost of Hoopla. We have lowered the maximum price of audiobooks and are looking into alternative means to loan e-materials.

Action and Information

- There were two incidents of theft of patron property recently at the library. In both cases the incident was captured on video and the suspect was identified and reported to the Oakland County Sheriff's Department. Both thefts were crimes of convenience. Staff was asked to remind patrons not to leave personal property unattended in the library.
- Spalding DeDecker presented updated plans for the parking lot to the Township. They will submit the final plans for approval shortly.
- The insurance adjuster notified me that the insurance company will be declining to take additional action against the manufacturer of the battery that caused our fire. The adjuster is still waiting on invoices from several companies. The library is waiting for payment on items that were marked as a total loss, and the return of our textiles.
- The Friends of the Library held a Pop-Up Booksale on June 29, they made \$604 on the day. They will host another Sidewalk Sale on August 3 during the Summer Reading Program finale.

Adult Programs			
Program	Attendance	# Sessions	Type
Cook the Book	8	1	I
Cutting the Cord	8	1	I
Writer's Workshop	9	2	I
Makerspace Office Hours	1	1	I
Magic the Gathering Draft	8	1	I
Book Clubs	23	2	I
Beers of Summer @ Oat Soda	40	1	F
Glowforge Bird Houses	7	2	I
Summer Reading Kickoff	335	1	O
Adult Total	439	12	
Outreach Programs			
Program	Attendance	# Sessions	Type
ELL	7	4	I
Tech Help for Seniors	3	3	I
Alzheimer's Support Group	13	1	I

Split
A/T/Y

Director's Report

July 18, 2024

Chase McMunn

Senior Social Hour	5	2	I		
Memory Lane	66	5	F		
Outreach Total	94	15			
Adult/Outreach Total	533	27			
Teen Programs					
Program	Attendance	# Sessions	Type		
Readstagram Book Club	1	1	I		
DIY Pineapple Succulent Planters	7	1	I		
Summer Reading Kickoff	165	1	O	Split A/T/Y	
Teen Total	173	3			
Youth Programs					
Program	Attendance	# Sessions	Type	Ages	Grade
Squirrel Needs a Break Author Visit	21	1	I	All Ages	
Summer Reading Kickoff	500	1	O	All Ages	
Sing Say Point Play	93	3	I	0-3	
Tie Dye	80	1	O		3-8
Science of Toys with Mad Science	30	1	I		K-5
Neighborhoods of Stories	369	3	F		
Let's Make Bookmarks	38	1	I		k-5
Bounce and Boogie LIVE	62	1	I	All Ages	
Mud Day - STEAM	20	1	O	All Ages	
Family Fort Reading Night	40	1	I	All Ages	
Youth Total	1253	14			

Other

Youth

- 1000 Books: 262 registered, 19 finishers
- 500 Books: 269 registered, 23 finishers

Teen

- 100 Books Before Graduation: 37 registered, 786 books read
- 75 Books Before High School: 68 registered, 1407 books read

Adult

- Makerspace appointments: 4, 13 3-D prints
- Exams proctored: 0

Director's Report

July 18, 2024

Chase McMunn

- 50 Books in 52 Weeks: 176 registered, 2,220 books read

Outreach

- Books by mail bags sent: 7
- Homebound deliveries: 42
- MI Bridges Navigator Appointments: 2

Summer Reading (as of 6/30/24)

- Youth: 398 registered
- Adult: 225 registered; 599 books read
- Teen: 88 registered; 192 books read
- Outreach: 23 registered



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/>

The staff here is remarkable!

Today it was Dawn. Friendly,

Knowledgeable people.

Lucky us!

July 8, 2024

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 Dawn know that you left such positive feedback about her customer service.

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 June 2024

Circulation					
	Current month	This month last year	Current FYTD	Previous FYTD	
Main Library Circ Checkouts	6,671	7,942	37,957	41,723	
Main Library Self Checkouts	8,758	11,978	44,833	56,234	
Renewals	6,763	10,184	64,642	69,933	
Orion Cntr Branch Checkouts	71	65	318	264	
ILL Items borrowed	571	549	4,053	3,864	
ILL Items loaned	485	421	2,639	2,610	YTD % Change phys circ
Total Physical Checkouts	22,834	30,718	151,803	172,018	-11.75%
E-books **	3,097	2,875	19,495	17,275	
E-audiobooks	3,382	2,685	19,263	15,884	
E-magazines	1,050	497	7,433	2,540	
Hoopla	2,441	1,962	15,103	11,585	
Kanopy	239	61	917	356	YTD % Change digital circ
Total digital checkouts	10,209	8,080	62,211	47,640	30.59%
					YTD % Change
Total Circulation	33,043	38,798	214,014	219,658	-2.57%

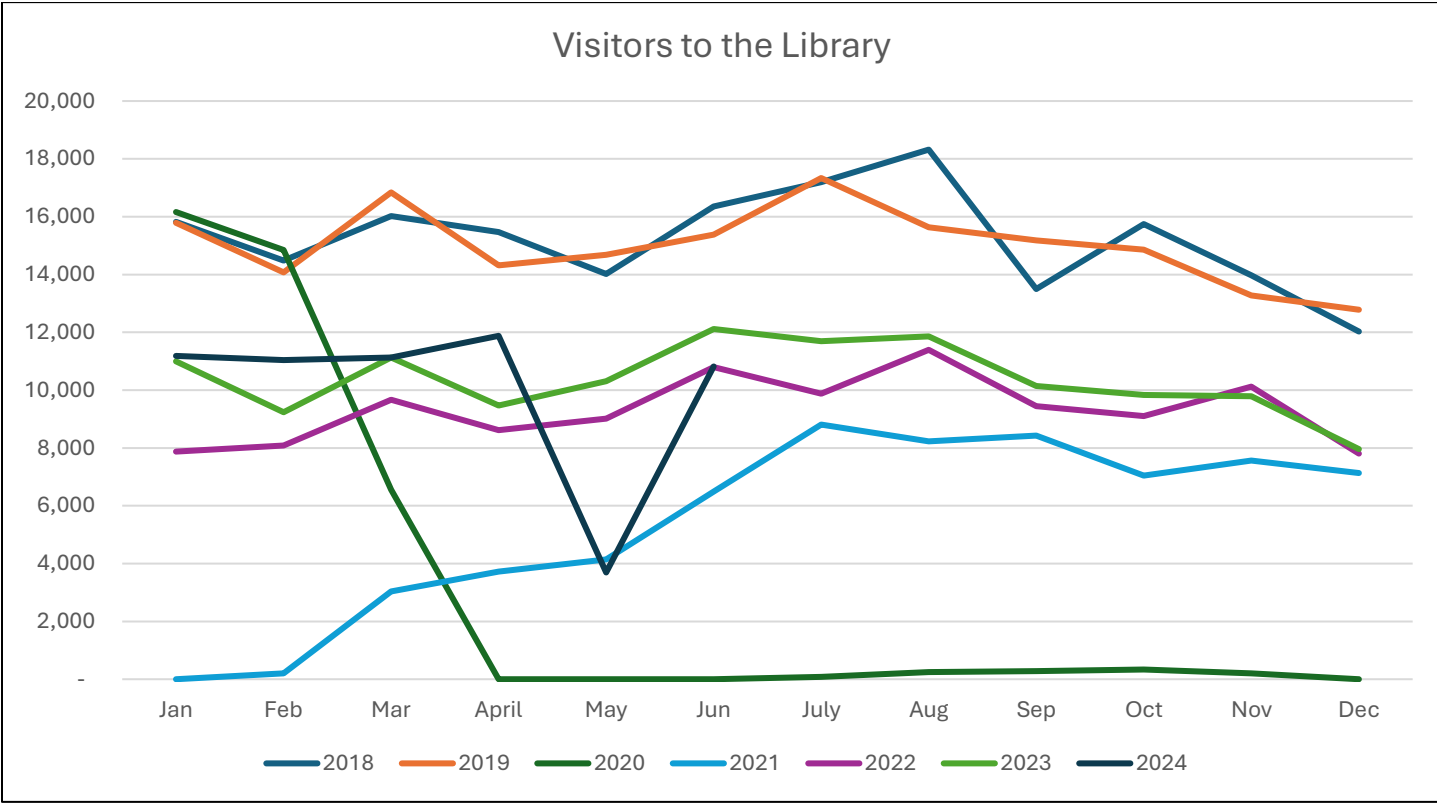
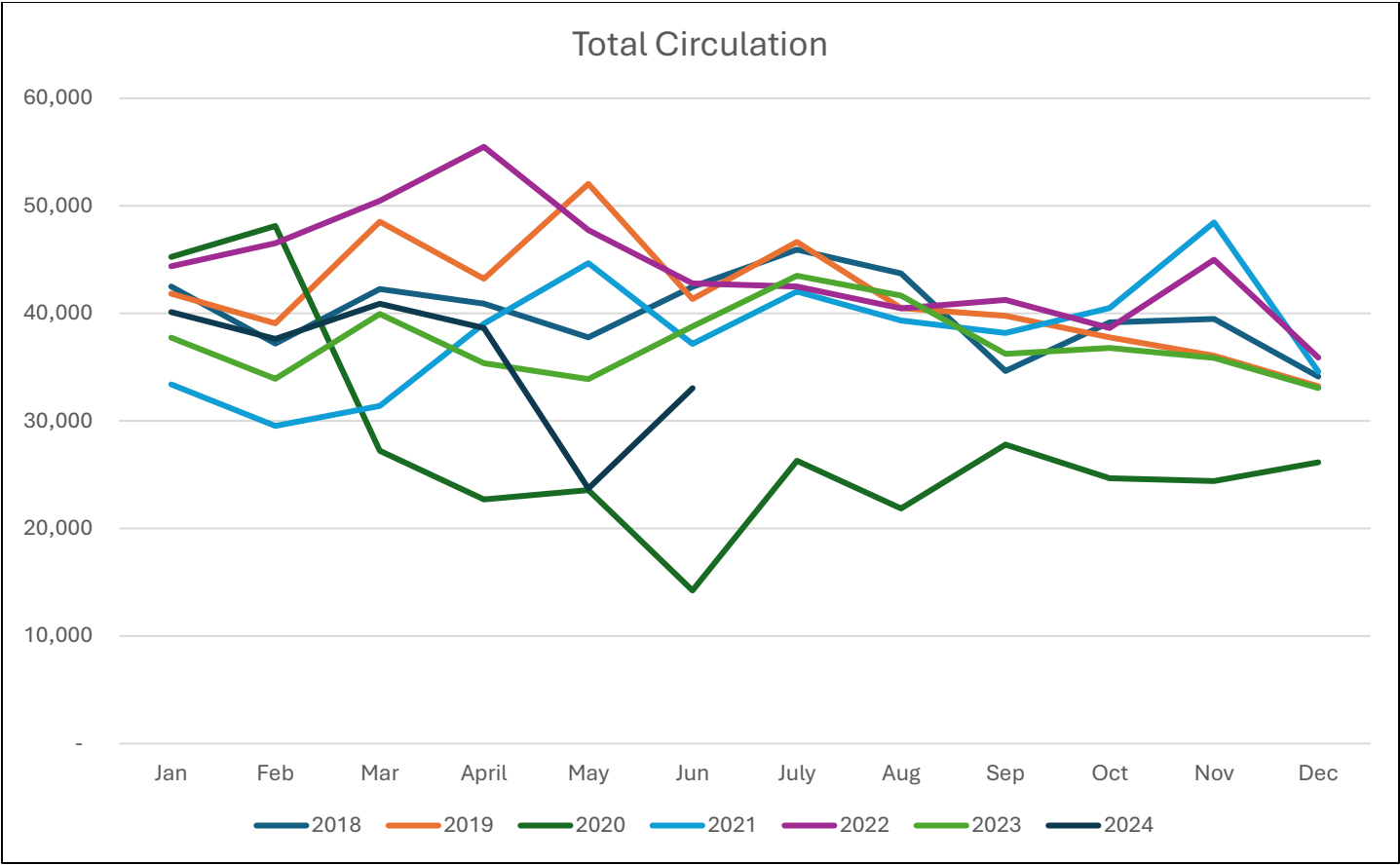
Number of Items in our Collection			Number of Library Card Holders		
	Current month	This month last year		Current month	This month last year
Print	87,702	88,437	Residents	21,294	19,993
Audio (physical)	5,573	5,937	Non-Residents	4,282	3,947
Video	18,039	18,026	Total Card Holders	25,576	23,940
E-books	101,590	97,597	New Registrations	164	410
E-audiobooks	69,566	61,154			
Other	11,194	11,166			
Total Items	293,664	282,317			

Room Usage Statistics				
	Current month	This month last year	Current FYTD	Previous FYTD
Meeting Room bookings (public)	84	112	666	736
# Programs for adults	27	33	169	204
# Programs for children	13	16	140	143
# Programs for teens	3	6	31	39
# School visits for Think Link	6	2	110	132
Program attendance for adults	533	560	1,981	2,065
Program attendance for children	1,253	1,441	4,753	5,545
Program attendance for teens	173	185	365	428
Attendance school visits Think Link	332	193	6,588	5,445

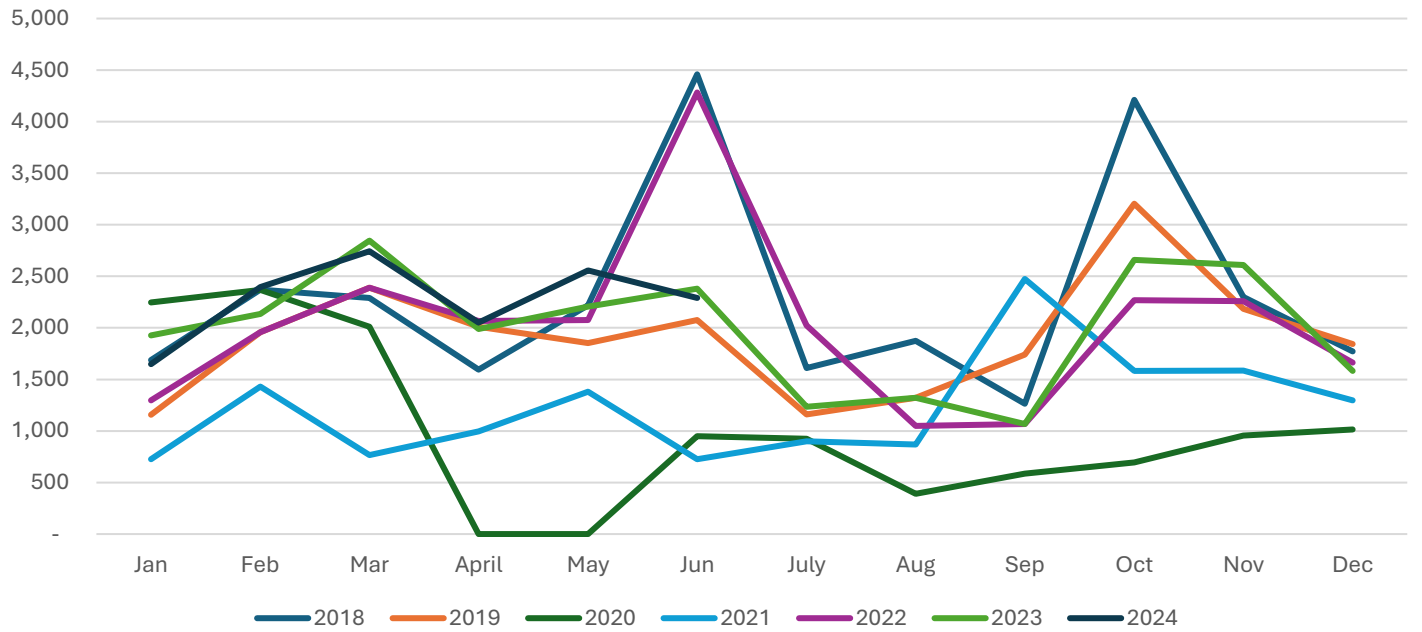
Technology Usage Statistics				
	Current month	This month last year	Current FYTD	Previous FYTD
Computer signups	635	921	3,708	4,750
Wireless users	1,394	1,118	7,333	7,623
Web site hits	10,247	8,595	42,914	98,003

Other Usage Statistics				
	Current month	This month last year	Current FYTD	Previous FYTD
# Visitors to Main Library	10,571	11,853	58,421	61,991
# Visitors to Orion Center branch	244	261	1,314	1,246
# Volunteer hours (adult)	246	354	1,220	1,441
# Volunteer hours (teen)	259	0	1,084	0
# Notarized documents	38	35	176	172
# Think Link requests for books	4	5	175	149
# Think Link check outs	4	45	445	784
Database Usage	5,302	6,106	0	132,887

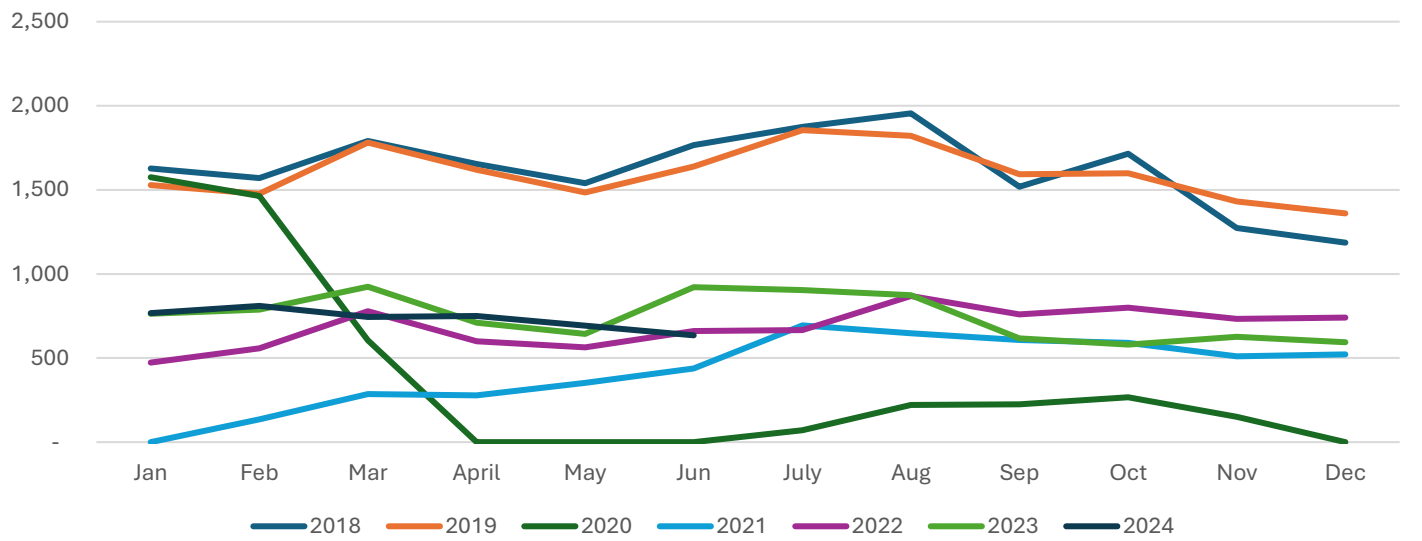
* Orion Center building closed due to building flood (water damage) on Sunday February 5 thru Monday, March 6, 2023
 *Volunteer hours now separated as adult and teen hours. This mo last yr, current FYTD & Previous FYTD are combined teen & adult.
 *CYBER ATTACK occurred on 10/20/23 some stats off due to the website outage and move to the temporary website
 *PebbleGo & BookFlix no longer included in Ebook circ stats as of 1/1/23
 * 5/4/2024 - Small fire in the adult department cases library closure
 * 6/6/2024 - library fully opens to patrons after being closed on 5/4/24 due to fire

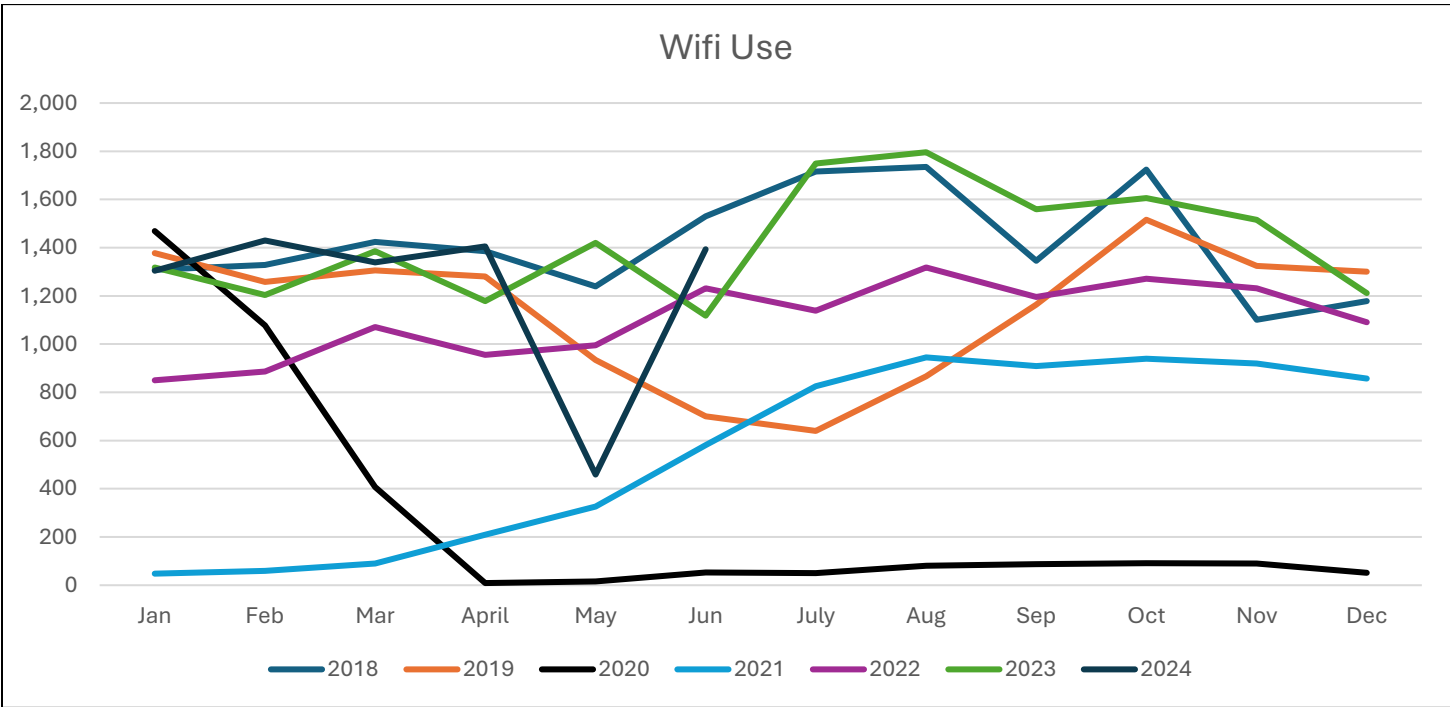
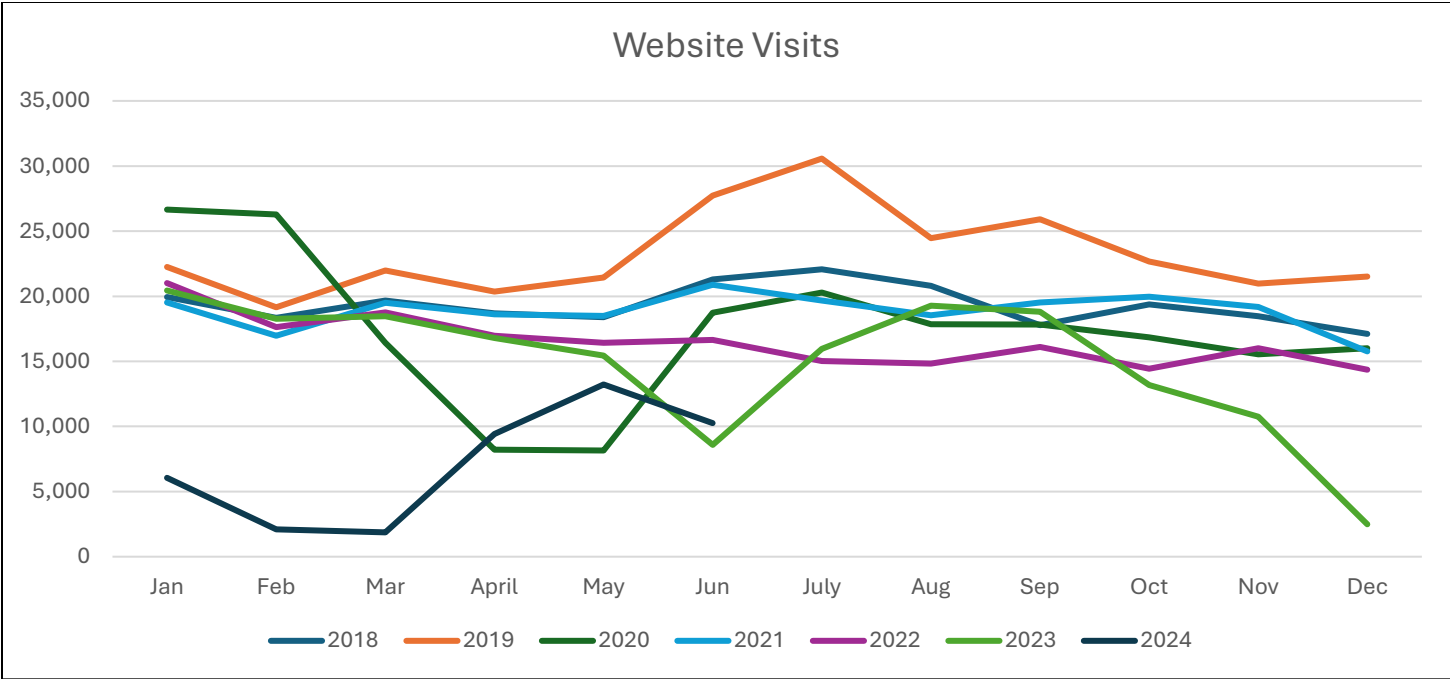


Program Attendance



Computer Sessions





The Quiet Crisis Facing U.S. Public Libraries

By Tim Coates | Jun 28, 2024

According to most recent data from [the Institute of Museum and Library services annual Public Library Survey](#), released earlier this month, gate counts at U.S. public libraries (that is, in-person visits) rose in 2022 over 2021. Overall, however, physical library visits—which have been in a troubling decline for more than a decade—remain dramatically lower than before the pandemic. IMLS counted about 671 million physical visits in 2022 vs. roughly 1.25 billion in 2019, the year before the pandemic shutdowns. And over the last decade, the average number of library visits per user per year has fallen by nearly half (49.1%).

The decade-plus declines are nationwide: In New York, visits have fallen by 47% since 2012; in Los Angeles by 74%; San Francisco by 65%; Chicago by 66%, Miami by 52%, Philadelphia by 72%. In the big county library systems, visits are also down by large margins: visits in King County (in Washington state) are down by 51%; Multnomah (in Oregon), 54%; Cuyahoga (Ohio) 61%; and Broward County (Florida) 48%.

Also of concern, the IMLS data show a continuing drop in the number of print books held in U.S. library collections. In 2022 there were 162 million fewer books on U.S. library shelves than in 2010, a roughly 20% decline.

So what's driving the decline in visits? For five years now [I have been publishing *The Freckle Report*](#), in which I present statistical evidence drawn from the IMLS (going back to 2010) alongside data from a consumer survey that I've been running since 2019 (with support from the EveryLibrary

Institute). And [as I opined in *Publishers Weekly* last year](#), I remain convinced that shrinking print book collections is the single biggest factor contributing to the decline in U.S. public library usage.

I recently [concluded the user survey portion for the 2024 Freckle Report](#), and while the final report is forthcoming, my initial findings once again suggest that print books very likely hold the key to reversing the decline in library visits. For sure, more programming is not the answer to the decline in library usage. While many library programs are innovative and useful, the numbers show that library users are far more interested in reading and borrowing books from their libraries than attending programs.

Fortunately, despite more years of decline in physical visits, there is still great strength in U.S. public libraries. The data suggests that the shrinking gate counts is largely coming from existing users visiting libraries less often, rather than a falling number of people using libraries at all. There is no evidence to suggest that people's need or desire for libraries has waned.

On the contrary, much of the survey data (my own and elsewhere) shows that the desire for library books has remained steady over the last decade and that Americans, particularly parents and their children, value their library service. And despite a dangerous wave of book banning across the U.S., there is also no shortage of public and political support for libraries.

Of course, that could change. After all, when political leaders believe they are paying for something their constituents aren't using, experience dictates they will eventually look to slash that funding. On that score, the U.K. stands as a cautionary tale, where library funding has been slashed by more than 50% over the past decade, and a third of the U.K.'s public libraries have now closed.

In any other operation—whether commercial or non-profit—such steady

declines in usage would be the cause of great alarm and would almost certainly lead to action. But curiously, [as I've pointed out in past articles](#), there has been scarcely any real discussion of these declines among U.S. library leaders, much less any ideas or potential actions to address the trend. I believe this must change. With the 2024 American Library Association annual conference now underway, I am once again calling—loudly, and urgently—for U.S. library leaders to address the troubling declines in library visits.

Tim Coates has worked in the book industry for four decades, including as the former CEO of Waterstone's and WH Smith in Europe. He has tracked, advised, commented on, and worked in the public library service for 20 years in the U.K., U.S., and other countries. He can be reached at tim@freckle.us.

CUS-4: Unattended Children Policy

Adopted: 3/20/2014; Last Revised: 1/25/2024

Policy Statement

The goal of the library is to maintain a welcoming environment that encourages families to explore library resources and share learning opportunities. The library wants adults and children of all ages to have a safe, positive experience.

Regulations

1. Children under the age of ten must be accompanied and adequately supervised by a caregiver at all times. Caregivers must be at least fourteen years of age and are responsible for their children's behavior while at the library. The library is a public place and, as such, cannot be responsible for unattended children.
2. Children aged eight to ten must have a caregiver in the building, while children aged seven and under must be in the same room and within direct sight of their caregiver.
3. When a child is discovered to be unattended, library staff will attempt to contact the caregiver and explain the Unattended Children Policy. If a caregiver cannot be contacted within thirty minutes, library staff will take appropriate action that may include contacting the police to take charge of the child.
4. If an unattended child acts in a manner not in compliance with the library's *Patron Conduct Policy*, staff members will take appropriate actions that may include contacting the police.
5. If unattended children are in the library at closing, staff will take appropriate actions that may include contacting the police. If the child is ten and under or is an older child who is uncomfortable being left behind after closing, the child is considered to be unattended.
6. Under no circumstances will a library staff member take a child out of the building or knowingly allow a child to leave the building unaccompanied.
7. When a parent or caregiver reports a lost child in the library, staff will immediately respond and follow established guidelines and procedures that may include contacting the police.
8. First offenses will be handled verbally by attending staff or in writing by the library director. Second offenses may result in restricted or suspended library privileges.
9. 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.

CIR-1: Library Card Policy

Adopted: 10/17/2013; Last Revised: 3/21/2024

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 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 eighteen¹ 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.



Orion Township Public Library

Activity Plan

2024

Latest Update: July 2024

MAXIMIZE AND MODERNIZE LIBRARY SPACES

Goal 1.1 Design welcoming spaces for flexibility, accessibility, and comfort.					
Activity	Person/Group Responsible	Timeline	Resources Needed	Update	
Journey mapping	Dan Major, Ashley Lehman, Shannon Schmidt	Q1	N/A	Adult, youth, and Support Services have recorded use from several days. Meeting with departments in January to identify day parts and conflict areas.	
Space needs assessment with design brief	Chase, with consultation from Dan, Ashley, Shannon	Q3		RFP for space planner has closed. We will be interviewing candidates shortly.	
Create welcoming, comfortable spaces with seating and pleasing displays through patron experience committee.	Kerry Roman	Q2		Have started added features such as plants to make spaces more welcoming; Dan looking at "impulse checkout" display options	
Redesign and replace parking lot for safety and accessibility.	Chase McMunn, Mike Morris	Q1-Q4		Spalding DeDecker will be submitting final plans for review following removal of unloading area.	
Install drive-up window for book returns and checkouts	Chase McMunn, Mike Morris	Q3-Q4		Project is moving forward with parking lot project	
Modify spaces as needed for ADA compliance and increased accessibility	DEI committee	Q2		Printer in adult services moved, Accessibility widget added to website; adjustable height catalogs in adult	
Install Wi-Fi routers outside for increased internet access	Steve Saunders	Q2	Warm weather		
Get design and cost estimate to enclose entryway	Chase McMunn	Q3	Space needs assessment	This project will be rolled into space needs assessment.	

Evaluate suitable location for café space, get cost estimate and design	Chase McMunn	Q3	Space needs assessment	This project will be rolled into space needs assessment.
Goal 1.2 Ensure library spaces meet community needs for future adaptability and growth.				
Activity	Person/Group Responsible	Timeline	Resources Needed	Update
Create Master Building plan with architect/space planner	Chase McMunn	Q3	Space needs assessment and cost of parking lot	RFP for space planner has closed. We will be interviewing candidates shortly.
Work with Township to move library services to former GLAC facility	Chase McMunn,	Q2-Q4	Township plan	Township is working with consultant to design GLAC. We have shared our ideas for a branch library with them. Move is scheduled to happen in 2025.
Move Large Print closer to the front of the library to improve accessibility.	Dan Major, Alice Cruz, Ashley Lehman	Q2	Determine appropriate collection size for Large Print	Done. YS also moved Large Print and Braille to more accessible and open areas.
Look into adding an additional shelf to the teen manga collection.	Sabrina Halsey	Q3-4	Shelving	
Decrease the print magazine collection and consolidate titles	Dan Major	Q1	N/A	Magazines have been discarded and all magazines are shelved on the right side of the reading room. Shannon - Done
Decrease the audiobook budget and put funding towards higher circulating collections like video games and digital material	Dan Major, Ashley Lehman	Q1	N/A	KAK sent proposed AS collection development budget to CM on 11/29/23. - <i>Done</i> YS added Tonie Boxes, expanding Audio options
Relocate youth audio for better findability and use of space	Suzanne Tison, Ashley Lehman	Q2	N/A	Done. Audio all together, Tonie Boxes added.
Reorganize space for story book kit collection	Lydia Jacobsen, Ashley Lehman	Q2	N/a	Done. Storykits transitioned to Preschool and Discovery kits; all big books moved to parenting collection to make them circulating.
Create an easy to see and use display for 1000 and 500 book programs	Suzanne Tison, Halli Zalesin	Q3	Use of Glowforge,	500 books Display done. Still researching 1000 books changes

Develop new explore space for K-5	Ashley Lehman	Q3	Space planner and/or meeting with design companies	
Move Die Cut machine and dies to Makerspace; update Die Cut machine with newer model with more adaptability	Ashley Lehman, Dan Major	Q3	No space in makerspace, but new die cutter purchased	Purchased new machine 3/2024.
Create Room for Graphic Novel collection to grow	Halli Zalesin	Q2	N/A	Added one section of shelving to graphics by moving kits.

EVOLVE AND ENGAGE WITH THE COMMUNITY

		Goal 2.1 Develop a deeper understanding of the community in order to increase awareness and engagement among current and new users.			
Activity	Person/Group Responsible	Timeline	Resources Needed	Update	
Implement targeted and segmented marketing through Patron Point	Paige Greer	Q1		New patron and monthly emails are being sent out.	
In partnership with the Orion Historical Society and ONTV develop an oral history project titled, "Life in Lake Orion".	Kurt Schultz	Q1-Q4	High quality audio recorder. Add to wishlist.	Kurt, Alice, and Kerry trained on Their Story platform. Audio recorder purchased. First interviews to start in July once release form is finalized. Topic for this year's interviews is <i>Leadership Through the Years in Orion</i>	
Engage greater Lake Orion community through social media videos	Lydia Jacobsen	Q1-Q4		TikTok was our most viewed social media in 2023. The team continues to put out new content.	
Seek customer feedback in new ways (one question surveys at points of service, etc)	Ashley Lehman, Dan Major, Shannon Schmidt	Q1	QR Codes at desks	Done. Surveys created. Need to promote	
Launch new website	IT	Q1		Website is live. Done	
Collect patron compliments, complaints, and points of failure	Public staff	Q1-Q4		Staff at service desks will continue to record these interactions.	

Goal 2.2 Meet people where they are by expanding innovative outreach services.				
Activity	Person/Group Responsible	Timeline	Resources Needed	Update
Explore funding opportunities for a bookmobile.	Dan Major, Alice Cruz	Q1-Q4		Researching potential grants, talking with Outreach librarians at TPL and RHPL about potential vendors and their fundraising/budgeting/planning process. Will get more information at ABOS conference in October.
Consider the Passport Ambassador program	Alice Kruz, Kurt Schultz	Q3-Q4	Need to know where the Orion Center branch will be located GLAC	Application submitted to Detroit Passport Agency 6/20 for initial approval. Alice and Kurt to complete online training by 7/31.
Expand ThinkLink to Pine Tree Center	Beth Sheridan, Sabrina Halsey	Q1		Done, We met with the pine Tree center staff on 12/13/23; Pine Tree student planning field trip to library; PHASES students past K-12 will be able to get library cards
Pop-up libraries and tech help at assisted living facilities and other underserved populations/areas	Alice Cruz, Troy Walker	Q1-Q4		Scheduled at 2 assisted living facilities for Q3
Transition programming to the Great Lakes Athletic Center	Dan Major, Alice Cruz, Kurt Schultz, Lydia Jacobsen	Q2-Q3	GLAC branch plans	Developed programming ideas. When we know more about the space we will fully develop concept.
Clearly define each outreach role and responsibility in the community	Dan Major, Alice Cruz, Paige Greer	Q3	New outreach coordinator	Done.
Develop new ways to market Homebound, Books by Mail, and Orion Center Branch library.	Alice Cruz, Paige Greer	Q1-Q4		Use of OC increased during fire restoration
Pop up Library events at community spaces (soccer fields, parks events, etc)	Lydia Jacobsen	Q3		Will begin in late spring/summer, will roll into new bookbike goal
Engage Polly Ann Trail Users with Nature seek and find post/signage	Suzanne Tison, Ashley Lehman	Q3	Resources to create permanent sign, permission through PA trail board	Looped into storywalk discussion and funding using Access to Information Grants

Expand Preschool Outreach with in library visits, brochures, and infosheets	Halli Zalesin	Q3		Expanded to two new schools Q2; Infosheet will be available for start of 24/25 school year
Create additional volunteer opportunities	Lori Morris	Q1-Q4		Partnerships established with LOCS to include volunteers from the Robotics team, National English & Science Honor Society, sports teams, Scouts, local churches to help with targeted programs relating to technology (MakerSpace/3D printing) and book clubs. Created additional opportunities for our adults with special needs including folding of towels, quality control of markers/pencils/crayons and cleaning. Gardening Angels to partner with Patron Experience Committee's plan to include indoor plants and their care. (Always ongoing and looking for new opportunities, as library grows)

Goal 2.3 Inspire library visits through vibrant and relevant programming.				
Activity	Person/Group Responsible	Timeline	Resources Needed	Update
Host a maker fair	Dan Major, Sabrina Halsey	Q1		Went well about 74 people attended
Explore new ways to engage with teens in the community through programming	Sabrina Halsey	Q1-Q4		
Expand the Adult Battle of the Books	Dan Major	Q3		Scheduled for August
New Summer Reading format to keep engagement up (weekly challenges)	Adult Services, Teen Services	Q3		Hybrid print and online version.
GAP bussing for middle school students (6-8) to the library	Sabrina Halsey	Q1		Buses will be starting in January.
Add a 3D scanner to the makerspace	Dan Major	Q3		Done, purchased from wishlist.
Update the LOCS/OTPL middle school Battle of the Books to increase participation	Sabrina Halsey	Q1		Sabrina is working with school librarians on a new format and event

Book recommendation vending machine	Adult Services, Youth Services	Q3		Ashley to investigate purchasing "Gumball" machine
Update makerspace training videos	Julie Sugg	Q3-Q4		
Explore circulating streaming sticks to better utilize digital copies of purchased movies	Dan Major	Q3	Streaming stick compatible with Movies Anywhere and Vudu (on wish list)	All current digital codes are redeemed on a library Movies Anywhere or Vudu account. Account and password information in 1Password. We have one streaming stick to enter into circulation. Concerns about stored credit card information.
Create a performer guide for librarians seeking out new outside presenters	Lydia Jacobsen	Q1		Done. Available in Teams.
Develop more regular programming for babies	Suzanne Tison, Lydia Jacobsen	Q2		Busy Baby, fall baby programs in the plans
Develop unique programming series on specific topics for Little Lit	Kerry Roman	Q2		Working on Early Literacy tips spreadsheet to match topic/tip. Will implement in Q3
Diversify 123 Play with Me through new Resource Professionals	Ashley Lehman	Q2		Added two new resource professionals for fall parent child workshop. Scheduled for November.
Raise interest in Library resources through unique programming	Youth Services	Q2		Ongoing. Added diversity benchmarks with DEI committee
Host high school exam Library Take Over	Sabrina Halsey	Q4		

Goal 2.4 Strengthen and expand collaborative partnerships to increase usage of library services and foster an interconnected community.				
Activity	Person/Group Responsible	Timeline	Resources Needed	Update
Increase engagement with the Chamber of Commerce	Chase McMunn, Paige Greer	Q1-Q4		We will be hosting a number of Chamber meetings, and the September networking event; Hosted educational seminar in April
Increase partnership opportunities with the North Oakland Community Coalition	Sabrina Halsey	Q1-Q4		
Draft a formal partnership agreement with Parks and Rec similar to the	Chase McMunn, Lydia Jacobsen, Ashley Lehman	Q2		On hold until GLAC transition is complete.

ThinkLink program to create a stronger partnership				
Increase classroom visits to library through 2 nd grade history visit and Kindergarten library experience visits	Kerry Roman	Q4		
Increase usage of youth e-resources through monthly promotion at programs and a social media series	Ashley Lehman	Q1		YS to begin this for summer programming
Increase visits with youth-based community groups like scouts, homeschoolers, etc.	Halli Zalesin	Q3		Will create deliverable to visiting scout groups to market library fieldtrips

CULTIVATE A THRIVING ORGANIZATION

Goal 3.1 Ensure delivery of exceptional service through investment in and retention of staff.					
Activity	Person/Group Responsible	Timeline	Resources Needed	Update	
Update pay scales to reflect library employment market	Chase McMunn	Q3	Contract with ElementOne.	Working with ElementOne to review pay for next year.	
Use staff development meetings and stay interviews to focus on individual professional development	Admin, Department Heads	Q2			
Update onboarding software	Chase, Joyce	Q3		Currently implementing ADP Workforce Now modules.	
Cross train benefits and payroll administrators	Admin	Q3		Cross training beginning with new HR module implementation.	
Transition retiree benefits to annuities	Admin	Q3	Counsel needs to file petition in court	Working with counsel to move funds from VEBA back to library.	
Seek out new and unusual professional development opportunities for all Staff	Department Heads	Q1-Q4			

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Goal 3.2 Prioritize staff development and a strong team culture to ensure a positive work environment that meets current and future community needs.				
Activity	Person/Group Responsible	Timeline	Resources Needed	Update
Provide customer service training for all staff	Chase McMunn	Q4 – all staff day		ZingTrain will present at In-Service day. Patron experience committee will build on that going forward.
Genealogy continuing education in the form of webinars and classes	Adult Services	Q1-Q4		Sent request to LOC for resources; located webinars on Ancestry.com
Train an hourly librarian that has daytime availability to cover the Orion Center branch	Dan Major, Beth Sheridan	Q1		Patti Lareau was trained 1/8/24 - done
Prioritize librarians reading Library Journal/ SLJ from cover to cover and encourage information sharing among staff	Adult Services, Youth Services	Q1-Q4		
Transition the Community Relations Specialist in admin to the Business and Marketing Librarian in AS	Dan Major	Q1		James working in adult services department; job description rewritten prior to new job posting
Draft purchasing criteria for eMaterials including holds ratios and weeding guidelines	Dan Major	Q1		Met with Daiva to manage weeding; Attended Blackstone audio webinarp
Reformat monthly department report for Director to better align with strategic plan activities	Dan Major, Ashley Lehman	Q1		Done

Branch Associate to become a notary	Kurt Schultz	Q1-Q2		Kurt has been trained for notary.
Purposefully include all staff members in TikTok videos and invite video ideas from all staff.	Lydia Jacobsen	Ongoing		
Grow SNAC offerings to include staff recognition program, among other things	Ashley Lehman	Q2	Increase of SNAC budget through friends funding	done
Offer staff mental health moments	Halli Zalesin	Ongoing	Create new Staff wellness committee or incorporate into SNAC	SNAC working on various options

Goal 3.3 Leadership demonstrates the value and long-term vitality of the library through advocacy and ensuring sustainable funding.					
Activity	Person/Group Responsible	Timeline	Resources Needed	Update	
Seek partnerships for shared services vis-à-vis LOACT	Chase McMunn	Q1-Q4			
Better utilize the library wish list	Adult Services, Youth Services	Q1-Q4		Ongoing, staff will maintain a robust selection on the wishlist.	
Monthly review of policies	Board of Trustees	Q1-Q4		Continue to review during meetings.	
Board members attend meetings of other community organizations to talk about the library	Board of Trustees				
Annual Donor Reception	Fundraising committee	Q3		Committee planning event. Need to set new date.	
Annual fundraising campaign	Fundraising committee	Q4	3 big ticket items for fundraising goal	Small fundraiser run on Library Giving Day, April 3. Identified several opportunities for fundraising target.	
Obtain LJ “Starred Library” status	All	Q1-Q4	Raise key metrics of library visits,	Due to closure we are unlikely to raise most metrics this year.	

			circulation, and PC/wifi use	
Record Retention review and expunge materials as able	All	Q1		Have reviewed practices. Will be digitizing older records and reducing paper storage. Will delete electronic files within guidelines.

Strategic Outcomes				
<u>Metric</u>	<u>Desired Outcome</u>	<u>YTD</u>	<u>Notes</u>	<u>Update</u>
Physical Circulation	1% growth			
Digital Circulation	20% growth			
Program attendance	7% growth			
PC use	9% growth			
Wifi sessions	5% growth			

Consumers, DTE to expand EV charger network in Michigan



- **Consumers Energy will help install 1,500 public fast-chargers by 2030**
- **That's a 44% increase in the number of public chargers in Michigan**
- **The state remains far behind its goal of installing 100,000 public chargers by 2030**

Michigan utilities say they're stepping up efforts to expand the state's electric vehicle charging network, which remains a patchwork and woefully behind stated goals.

Consumers Energy announced Monday that it plans to help build 1,500 publicly-accessible fast chargers by 2030, as part of a new Transportation Electrification [Plan](#) filed with state utility regulators.

DTE Energy filed a similar plan in January, targeting 620 public fast chargers in its territory by 2028.

The commitments represent a significant bump for Michigan, which today only has fewer than 3,400 publicly-accessible charging ports. Some 780 are the superfast kind that can refuel a car in minutes rather than hours.

By the state's own estimate, it needs 100,000 publicly accessible chargers, including 10,000 fast chargers, by 2030, to support 2 million EVs on the road.

But as Bridge Michigan has reported, the state [is far behind in building out a network](#), and it's not clear how it will reach its 2030 goal.

The outcome has huge implications for the state's environment and economy, given that gas-powered cars are a major source of greenhouse gas emissions and a charger shortage is dissuading consumers from switching to EVs.

Here's what to know:

Michigan's way behind:

Achieving 100,000 chargers by the deadline would mean installing 48 public chargers a day, every day, for the next five and a half years.

Michigan is nowhere near that pace. The state added 335 total charging stations last year.

Related:

- [Michigan to invest \\$110M in EV chargers. At \\$134K a plug, it won't go far](#)
- [EV transition a slow go in Michigan. It needs 100,000 chargers, has 3,300](#)
- [Michigan's auto industry awaits an EV revolution in flux](#)
- [Michigan opens first public EV charging network for off-road vehicles](#)

Michigan's slow charger rollout is a risk to both the climate and jobs: The state's economy remains heavily dependent on auto manufacturing, and automakers can only sell EVs as fast as consumers are willing to buy them.

The fear of getting stranded on a road trip with nowhere to charge is "one of the main factors that impact consumers' decisions about whether to purchase an electric vehicle," said Cristina Benton, a consultant with Anderson Economic Group.

Utilities are key to catching up

Michigan's [new climate law](#) and other state policies require utilities to shift to clean energy by mid-century, while preparing for their systems to absorb new electricity demand from EVs.

As part of that push, utilities have begun aggressively subsidizing the build-out of EV chargers. In addition to the money dedicated to public chargers, Michigan's major utilities have launched rebate programs for customers to install chargers at homes and businesses (read more about [DTE's program](#) and [Consumers' program](#)).

Beyond helping utilities fulfill their legal requirements, investing in chargers makes financial sense, said Brian Wheeler, a spokesperson for Consumers Energy.

“There's a strong business case in a lot of ways,” he said.

First, state-regulated utilities enjoy a guaranteed rate-of-return on the money they spend expanding the state's charging network.

Second, more EV charging leads to more electricity consumption, particularly at night when power plants have plenty of extra capacity.

The added demand benefits ratepayers by adding new customers to share infrastructure maintenance costs, thereby lowering rates for everyone.

Milena Kabashi, transportation electrification manager with DTE Energy, said the utility plans to spend \$145 million on charger rebates through 2028 — an investment that will bring customers \$56 million in benefits.

“We see that EVs are coming, and we as a utility play an important role,” she said.

But utility and public money still isn't enough

But even with utilities' contribution, Michigan is still well short of the number of chargers experts say it needs.

An influx of \$110 million in federal money for chargers should alleviate (but not solve) the problem.

At [an average price of \\$134,000 per plug](#), that money is expected to buy about 800 plug points statewide.

That leaves Michigan still tens of thousands of chargers short of its 2030 goal, even with the newly-announced utility spending.

The hope is that eventually, there will be enough EVs on Michigan roads to make charging a lucrative business, prompting private investors to build chargers without need for subsidies.

“The trend (of rising EV adoption) is going to continue,” said Wheeler of Consumers Energy. “And that's not just going to drive Consumers Energy to be involved. But you're going to see a point where it's going to happen more with retailers, gas stations.”

The true number is a moving target

Despite the state's 100,000 goal, it's difficult to pinpoint exactly how many public chargers Michigan needs.

The target changes by the day as technology advances and driving habits change.

For instance, today's average EV has a 270-mile range, and the average fast-charger takes 20 minutes to an hour to refuel a vehicle. But ranges are expanding while charging times decline. Both of those advancements will reduce the need for chargers.

Even so, Michigan will need more public chargers if EV owners aren't disciplined about charging at home, or heeding the ["stop at 80%"](#) rule when charging in public.

Utility officials are watching all of those changes, and planning to adjust their EV charging programs as needed.

Charging and Fueling Infrastructure Discretionary Grant Program Round 2 Notice of Funding Opportunity

CFIgrants@dot.gov



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Background Road Photo (Source: FHWA)



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Round 2 CFI Overview Webinar

- Charging and Fueling Infrastructure (CFI) Program Overview
- Overall Available Funding
- Funding Information for CFI Round 2 New Applications
- Program Eligibility for CFI Round 2 NOFO
- CFI Round 2 NOFO New Application Overview
- Information to Consider for Application Development
- Review and Selection Process
- Application Submission Process
- Administrative and National Policy Requirements
- Resources



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CFI Program Overview

NOFO Section A, Program Description, pages 14 - 15



CFI Program Overview

- The CFI Program was established by the Bipartisan Infrastructure Law (BIL)^{*}, ^{**}
- Authorized to strategically deploy publicly accessible electric vehicle charging and other alternative fueling infrastructure in communities and along designated Alternative Fuel Corridors (AFCs)
- BIL established two distinct funding categories within CFI: Community Grants[†] and Corridor Grants^{††}
- BIL authorized CFI funding for FY 2022 through FY 2026 for this program (\$2.5B total)

*23 U.S.C. § 151(f)

**BIL - Enacted as the Infrastructure Investment and Jobs Act (IIJA) (Pub. L. No. 117-58, Nov. 15, 2021)

†23 U.S.C. 151(f)(8)

†† 23 U.S.C. 151(f)(6)



Eligible Infrastructure for the CFI Grant Program

EV Charging and Other Alternative Fueling Infrastructure

- Electric Vehicle (EV) Charging
- Hydrogen Fueling
- Natural Gas Fueling
 - Compressed Natural Gas
 - Liquefied Natural Gas
- Propane Fueling*

* Propane fueling infrastructure is limited to infrastructure for medium- and heavy-duty vehicles, as per 23 U.S.C. § 151(f)(7).



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Community Grant Program

Community Program grants are expected to **reduce greenhouse gas emissions** and to **expand or fill gaps in access to charging or alternative fueling infrastructure.**

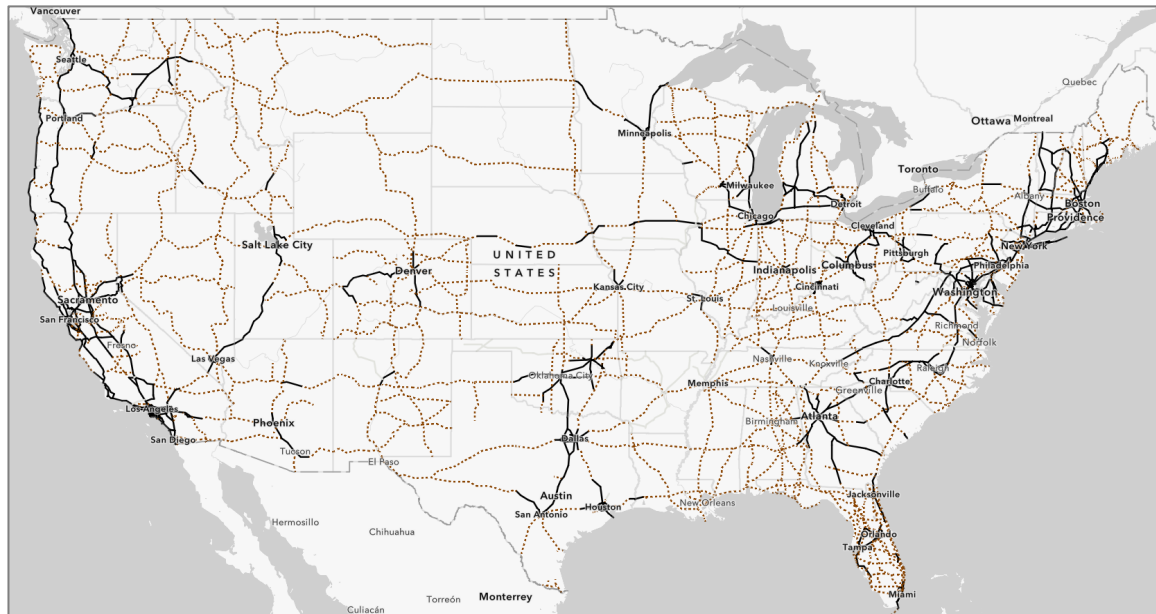


Charging Networks. (Source: DOT)
<https://www.transportation.gov/rural/ev/toolkit/ev-partnership-opportunities/charging-networks>

Corridor Grant Program



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EV Alternative Fuel Corridor Designations, Rounds 1-7 (Source: FHWA)

Corridor Program grants are expected to **support charging or other alternative fueling infrastructure** along designated AFCs.

DOT designates national AFCs that identify near- and long-term needs for, and location of, charging and other fueling infrastructure at strategic locations along major national highways across the United States.*



Alternative Fuels Corridor Identification Signage (Source: FHWA)

https://mutcd.fhwa.dot.gov/resources/policy/signing_alt_fuel_corridors/index.htm

*23 U.S.C. § 151

National Electric Vehicle Infrastructure (NEVI) Minimum Standards and Requirements Rule (23 CFR Part 680)



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- 23 CFR 680 is applicable to all CFI EV infrastructure
- 23 CFR Part 680 specifies technical aspects of EV chargers
- Impacts the design and operations of your charging infrastructure
- EV Charging Minimum Standards Final Rule is available in the [Federal Register](#)
- Webinar on the [EV Charging Minimum Standards Final Rule](#)
 - Passcode Required: z*&^4*6g



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Overall Available Funding

NOFO Section B, Federal Award Information, pages 18 – 20

Two Funding Opportunities under CFI Round 2 NOFO (693JJ324NF00017)

1. Up to \$800 million to fund new CFI Round 2 applications to strategically deploy publicly accessible EV charging and alternative fueling infrastructure in certain locations or along designated AFCs that will be accessible to all drivers of EVs, hydrogen vehicles, propane vehicles, and natural gas vehicles
2. Up to \$521 million is reserved to fund applications previously submitted but not selected for award under the FY2022/2023 CFI Round 1 NOFO (693JJ323NF00004) published on March 14, 2023.

To maximize chances of obtaining an award, CFI FY 2022/2023 Round 1 unawarded applicants may request consideration under the reserved funds, and they may also submit a new application following the criteria outlined in the Round 2 NOFO.



Summary of Available Funding

Fiscal Year and Program of Funding	Funding for New Applications Submitted under Round 2 NOFO	Funding for Applications Previously Submitted under FY 2022/2023 Round 1 NOFO
CFI FY 2024	\$100,000,000	\$400,000,000
CFI FY 2025	\$600,000,000	
NEVI 10 FY 2023		\$21,200,000
NEVI 10 FY 2024		\$100,000,000
NEVI 10 FY 2025	\$100,000,000	
Total Available (up to)	\$800,000,000	\$521,200,000

Note: CFI Awards are Cost Reimbursement Grants



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New Applications Submitted under the CFI Round 2 NOFO

- CFI Round 2 new applications submitted under this NOFO must follow the criteria and considerations outlined in the CFI Round 2 NOFO.
- New applications must be submitted in Grants.gov by 11:59 PM EST on August 28, 2024.

After this section, the remainder of this presentation is focused on the criteria and considerations for new applications.

Reserved Funding for Round 1 Applicants



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- Reserved funding is available for applications that were not selected for funding but rated by the technical review team as either “Highly Recommended,” or “Recommended,” and also found to meet one or more DOT priority considerations.
- To request reconsideration of a Round 1 application, lead applicants **must notify FHWA by July 1, 2024**, that they wish for their previously submitted application to be considered for award.
- Lead applicants should respond to the email sent by FHWA from CFIgrants@dot.gov.
- If the lead applicant did not receive an email, they should send a message to CFIgrants@dot.gov with the State where the project is located and the title of the project.
- Webinar on Reconsideration of Round 1 Applicants will be held on June 11, 2024, at 1:00 pm ET. [Webinar Registration - Zoom \(zoomgov.com\)](https://zoomgov.com)



Key Dates

Action	Date
CFI Round 2 NOFO Release Date	May 30, 2024
Due Date for non-awarded Round 1 Applicants to Request Reconsideration for Award under Reserved Funding	July 1, 2024
Due Date for All Applicant Questions to CFIGrants@dot.gov	July 29, 2024
Due Date for Round 2 New Applications – by 11:59 PM EST in Grants.gov	August 28, 2024



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Funding Information for CFI Round 2 New Applications

NOFO Section B, Federal Award Information, pages 18 - 19

NOFO Section C, Eligibility Information, page 22 - 23

Award Size



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Community Program Grants

- Minimum anticipated award of \$500,000
- Maximum award of \$15M*

Corridor Program Grants

- Minimum anticipated award of \$1M
- No maximum award size

*23 U.S.C 151(f)(8)(I)



Cost Share

- Maximum Federal Share shall not exceed 80 percent of the total project cost*
- Awardees must provide at least 20 percent of the total project cost (not 20 percent of the Federal share) as a matching non-Federal share
 - When a private entity is contracted with, the private entity must agree to pay the non-Federal share of the project cost.**
 - The recipient must demonstrate it has taken best efforts to require the private entity to contractually pay for the non-Federal share.
- Additional information on cost share can be found at 2 CFR 200.306 -- Cost sharing or matching and FHWA's guidance on [Non-Federal Matching Requirements](#).

*23 U.S.C. § 151(f)(10)(A)

**23 U.S.C. § 151(f)(10)(B)



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Program Eligibility for CFI Round 2 NOFO

NOFO Section C, Eligibility Information, pages 20 - 21

Eligible Applicants



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Eligible Applicants	Community Program 23 U.S.C. § 151(f)(8)(C)	Corridor Program 23 U.S.C. § 151(f)(3)	NEVI 10 Community or Corridor
A State or political subdivision of a State*	✓	✓	✓
A metropolitan planning organization	✓	✓	
A unit of local government	✓	✓	✓
A special purpose district or public authority with a transportation function, including a port authority	✓	✓	
An Indian Tribe (as defined in section 4 of the Indian Self-Determination and Education Assistance Act (25 U.S.C. § 5304)) †	✓	✓	
A territory of the United States	✓	✓	
An authority, agency, or instrumentality of, or an entity owned by, 1 or more entities as listed above	✓	✓	
A group of entities as listed above	✓	✓	
A State or local authority with ownership of publicly accessible transportation facilities	✓		✓

* The term "State" means any of the 50 States, the District of Columbia, or Puerto Rico 23 U.S.C. § 101(a)(28).

† The term "Indian" means a person who is a member of an Indian tribe 25 U.S.C. § 5304(d).



Community Program: Eligible Projects

- A project expected to **reduce greenhouse gas emissions** and to **expand or fill gaps** in access to infrastructure.
- Eligible infrastructure is **publicly accessible** charging and fueling infrastructure.
- A project located on any **public road or in other publicly accessible** locations.
Examples include:
 - Parking facilities at public buildings, public schools, and public parks
 - Publicly accessible parking facilities owned or managed by a private entity.*
- Both Direct Current Fast Charging and Alternative Current Level 2 chargers are eligible.

* 23 U.S.C. § 151(f)(8)(E)



Community Program: Eligible Project Costs

- The acquisition and installation of EV charging or alternative fueling infrastructure.
- Costs associated with any related construction or reconstruction and the acquisition of real property that directly relates to a project.
- Development phase activities, including planning, feasibility analysis, revenue forecasting, environmental review, preliminary engineering and design work, and other preconstruction activities.
- Contracting with a private entity for the acquisition, construction, installation, maintenance, or operation of eligible infrastructure.
- Educational and community engagement activities to develop and implement education programs.



Corridor Program: Eligible Projects

- A project expected to **support** charging or alternative fueling infrastructure along designated AFCs.
- Eligible infrastructure is **publicly accessible** charging and fueling infrastructure.
- A project that **shall contract with a private entity*** for acquisition and installation, or operation, of eligible infrastructure.
- Projects must be **located no greater than five miles** from a designated alternative fuel corridor.

*23 U.S.C. 151(f)(6)(A)

Corridor Program: Eligible Project Costs



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- **Must** contract with a private entity for acquisition and installation of eligible infrastructure.
- Providing a private entity with operating assistance for the first 5 years of operations after the installation of eligible infrastructure.
- Acquisition and installation of traffic control devices located in the right-of-way to provide directional information to eligible infrastructure.
- Preliminary engineering, engineering, and design-related services directly relating to the construction of a highway project, including engineering, design, project development and management, construction project management and inspection.



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CFI Round 2 NOFO New Application Overview

NOFO Section D, Application and Submission Information, pages
27 - 44

Content and Form of Round 2 Application



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1. Standard Forms:

- Standard Form 424 (Application for Federal Assistance)
- Standard Form 424C (Budget Information for Construction Programs)
- Standard Form 424D (Assurances for Construction Programs)
- Standard Form LLL (Disclosure of Lobbying Activities)
- Project Abstract Summary

2. Narrative Document (25-page limit) that addresses the following items:

- i. Project Narrative
- ii. Budget Information
- iii. Project Merit Criteria
- iv. Project Readiness and Environmental Risk

Note:

- All application materials may be found on [Grants.gov](https://www.Grants.gov).
- All application materials must be submitted electronically through [Grants.gov](https://www.Grants.gov).

Community Program Narrative Document

2.i. Project Narrative Section (1 of 2)



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I. Description of project location, including:

- Detailed geographical description of proposed project
- Map of location with connections to existing transportation infrastructure
- Geospatial data and/or description of project locations(s)
- Number of EV charging ports or alternative fueling dispensers expected at each site
- Traffic safety considerations for vehicles entering and leaving the site

II. Description of how the project expands community-based infrastructure or fills gaps in access by equitably expanding the deployment of publicly available EV charging or alternative fuel infrastructure

Community Program Narrative Document

2.i. Project Narrative Section (2 of 2)



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- III. Additional Information: Indicate which focus area(s) the proposed project address(es)
- Neighborhood and Multi-Family Charging
 - Multi-Modal Hubs and Shared-Use Fleets and Services
 - Multi-Purpose Workplace and Destination Charging
 - Community Fleets and Freight

Corridor Program Narrative Document

2.i. Project Narrative Section (1 of 3)



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- I. Description of project location
 - i. Detailed geographical description of proposed project
 - ii. Map of location with connections to existing transportation infrastructure
 - iii. Geospatial data description project locations(s)
 - iv. Number of EV charging ports or alternative fueling dispensers expected at each site
 - v. Traffic safety considerations for vehicles entering and leaving the site
- II. Description of how the public accessibility of charging and fueling infrastructure has been considered
- III. Description of outcomes from collaborative engagement with stakeholders
- IV. Identify whether the location of the station considered the availability of onsite amenities, ADA, Height and fueling capacity requirements for large vehicles (if applicable), and appropriate distribution to avoid redundancy and fill charging or fueling gaps

Corridor Program Narrative Document

2.i. Project Narrative Section (2 of 3)



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- V. Details to ensure infrastructure installation that can be responsive to technology advancements
- VI. Discussion about the long-term operation and maintenance of infrastructure
- VII. Assessment of the estimated emissions conducted using the [AFLEET CFI Emissions tool](#)
- VIII. Description of how the project improves AFCs by expanding the deployment of public EV charging and alternative fueling infrastructure

Corridor Program Narrative Document

2.i. Project Narrative Section (3 of 3)

IX. Additional Information:

- Specify the reasons for which CFI Corridor Program funding is being requested and demonstrate that the proposed project is not duplicative with the NEVI Formula Program or previous FHWA CFI awards
- Indicate which focus area(s) the proposed project address(es)
 - Demonstrate Build-Out of Alternative Fueling Corridors
 - Zero Emission Corridors for Medium- and Heavy-Duty Vehicles
 - Long Dwell Time Locations Along Alternative Fueling Corridors



Narrative Document for Both Programs

2.ii. Budget Information Section

- Describe overall budget and how funds will be spent on various portions of the project(s).
- Explain each element of cost contained in the Standard Form 424C.
- Categorize budget into uses such as project planning and development (such as costs for meaningful public involvement), ROW/acquisition costs, installation costs, operation costs, maintenance costs, educational activity costs, etc. Include estimated amount of funds or percentage allocated to each category, as well the entity expected to be responsible for each cost.
- Identify operating subsidies that will be sought or have been obtained.
- Describe how the cost share requirements will be satisfied.
- Identify others Federal funds the applicant is applying for, has been awarded, or intends to use.
- Identify any named or planned sub-recipients or contractors.
- Provide a table showing the following as applicable: (1) the Federal funding requested for activities that are pre-NEPA and/or do not require NEPA approval; and (2) the Federal funding requested for activities that are post-NEPA approval (i.e., final design, ROW, construction).



Narrative Document for Both Programs

2.iii. Project Merit Criteria

For the following section, describe how the proposed project meets the following Project Merit Criteria:

1. Safety
2. Climate Change, Resilience, and Sustainability
3. Equity, Community Engagement, and Justice40*
4. Workforce Development, Job Quality, and Wealth Creation
5. CFI Program Vision

* The Justice40 Initiative is the Administration's whole-of-government approach to advancing environmental justice through recommendations on how certain Federal investments might be made toward a goal that 40 percent of the overall benefits of investments flow to disadvantaged communities.



Narrative Document for Both Programs

2.iii. Project Merit Criteria (1 of 3)

Your application should address how your project meets the following.

1. **Safety:** the project identifies and mitigates any safety risks introduced by the project
2. **Climate change, resilience and sustainability:** the project
 - i. addresses greenhouse gas emissions reduction in the transportation sector
 - ii. incorporates evidence-based climate resilience measures and features
 - iii. advances objectives in the National Climate Resilience Framework
 - iv. reduces the lifecycle greenhouse gas emissions from project materials
 - v. avoids adverse environmental impacts to air or water quality, wetlands, endangered species, and resiliency to natural disasters

Narrative Document for Both Programs

2.iii. Project Merit Criteria (2 of 3)



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3. Equity, Community Engagement, and Justice 40: the application project

- i. Will use the Climate and Economic Justice Screening Tool (CEJST) to include an equity assessment of whether the project will create proportional impacts/remove transportation disparities in the area
- ii. Demonstrate how meaningful public involvement will occur
- iii. Demonstrate how outcomes will target benefits towards disadvantaged communities
- iv. Demonstrate how benefits will increase transportation options, improve safety, connect Americans to jobs, and improve access to resources and quality of life



Narrative Document for Both Programs

2.iii. Project Merit Criteria (3 of 3)

4. Workforce Development, Job Quality, and Wealth Creation: the application addresses how their project
 - i. Will create good-paying jobs
 - ii. Will promote local inclusive economic development and entrepreneurship
 - iii. Will use hiring policies and provide a workplace culture to promote the entry and retention of underrepresented populations
 - iv. promote local inclusive economic development and entrepreneurship

5. CFI Program Vision: the applicant must describe how their project will fulfill the CFI Program Vision by expanding the deployment of EV charging and alternative fuels through community-based infrastructure in the Community Program, and Alternative Fueling Corridor Networks in the Corridor Program

Note: Criterion #5 differs between Community and Corridor Programs

Narrative Document for Both Programs

2.iv. Project Readiness and Environmental Risk Section



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- Statement on the technical and engineering aspects of the project to be constructed;
- Discussion of energy source and storage needs
- An assessment of real property and ROW acquisition necessary for the project;
- Information about the inclusion of this project (or a plan to having this project included) in the relevant State, metropolitan, and local planning documents;
- Any project approvals already obtained;
- Identification of known or anticipated project risks and how they will be addressed;
- Discussion about any coordination or public engagement that has been completed or is on-going regarding this project;
- Discussion about intentions for Disadvantaged Business Enterprise (DBE) participation or engagement;
- Discussion of how equity and accessibility requirements will be met;
- An anticipated project timeline or anticipated project milestone dates;
- Information about how 23 CFR Part 680 requirements will be included



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Information to Consider for Application Development

NOFO Section E, Application Review Information, pages 58 - 64



Community Program Only: Statutory Selection Priorities

Priority goes to projects that expand access to charging and fueling infrastructure within:

1. Rural areas^{*}
2. Low- and moderate-income neighborhoods[†]
3. Communities with a low ratio of private parking spaces to households or a high ratio of multiunit dwellings to single family homes, as determined by the Secretary^{††}

^{*}23 U.S.C. § 151(f)(8)(F)(i)

[†] 23 U.S.C. § 151(f)(8)(F)(ii)

^{††} 23 U.S.C. § 151(f)(8)(F)(iii)



Community Program: Additional Considerations

DOT will consider the extent to which the project:

1. Complements and does not duplicate existing Federal investments,
2. Contributes to geographic diversity among eligible entities, including achieving a balance between urban and rural communities,^{*}
3. Meets current or anticipated market demands for charging or fueling infrastructure, including faster charging speeds with high-powered capabilities necessary to minimize the time to charge or refuel current and anticipated vehicles,[†] and;
4. Plans for infrastructure to be completed in a timely manner and made available for use by the traveling public.

* 23 U.S.C. § 151(f)(8)(G)(i)

† 23 U.S.C. § 151(f)(8)(G)(ii)

Corridor Program: Additional Considerations (1 of 3)



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DOT will consider the extent to which the project:

1. Complement and not duplicate existing Federal investments,
2. Improve designated alternative fueling corridor networks;
3. Meet excess demand or reduce congestion at existing charging or fueling infrastructure in high-traffic locations;*
4. Meet current or anticipated market demands for corridor charging or alternative fueling infrastructure, supports a long-term competitive market, and does not significantly impair existing charging and infrastructure providers;†

*† 23 U.S.C. § 151(f)(5)(A)(ii); 23 U.S.C. § 151(f)(5)(A)(iv)

Corridor Program: Additional Considerations (2 of 3)



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5. Enable or accelerate the construction of charging or fueling infrastructure that would be unlikely to be completed without Federal assistance*, as a result of meaningful public engagement with communities that have lacked private infrastructure investment;
6. Deploy charging and fueling infrastructure for medium- and heavy-duty vehicles, including along the National Highway Freight Network;†
7. Ensure, to the maximum extent practicable, geographic diversity among grant recipients to ensure that charging and fueling infrastructure is available throughout the U.S.††

*23 U.S.C. § 151(f)(5)(A)(iii)

† 23 U.S.C. § 151(f)(5)(A)(vi)

†† 23 U.S.C. § 151(f)(5)(B)

Corridor Program: Additional Considerations (3 of 3)

8. The private entity that the eligible entity contracts for an eligible project
 - i. submits to the Secretary the most recent year of audited financial statements, and
 - ii. has experience in installing and operating charging and fueling infrastructure;*
9. The eligible entity and the private entity that the eligible entity contracts for an eligible project enter into an agreement
 - i. to operate and maintain publicly available charging and fueling infrastructure, and
10. Plans for the infrastructure to be completed in a timely manner and made available for use by the traveling public.

* 23 U.S.C. § 151(f)(5)(C)(i) and (ii)

† 23 U.S.C. § 151(f)(5)(D)(i) and (ii)



Both Programs: DOT Priority Considerations

- DOT will prioritize Highly Recommended projects and Recommended projects that demonstrate exceptional benefits under:
 - Merit Criterion #3 Equity, Community Engagement, and Justice40;
 - Merit Criterion #4 Workforce Development, Job Quality, and Wealth Creation, or;
 - Merit Criterion #5 CFI Program Vision
- These Considerations apply to both the Community and Corridor Programs.



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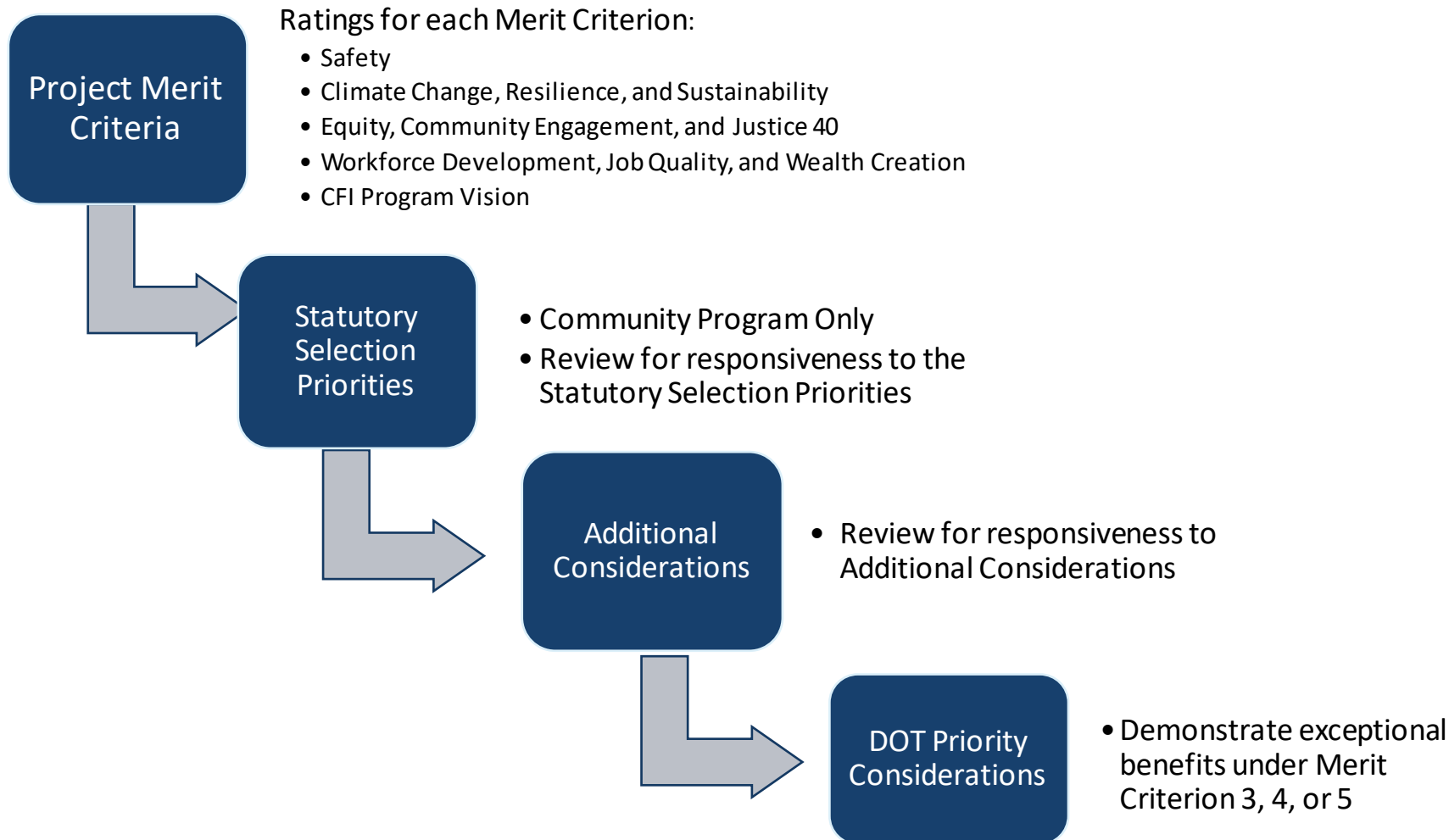
Review and Selection Process

NOFO Section E, Application Review Information, page 47-64

Selection Criteria: Community Program



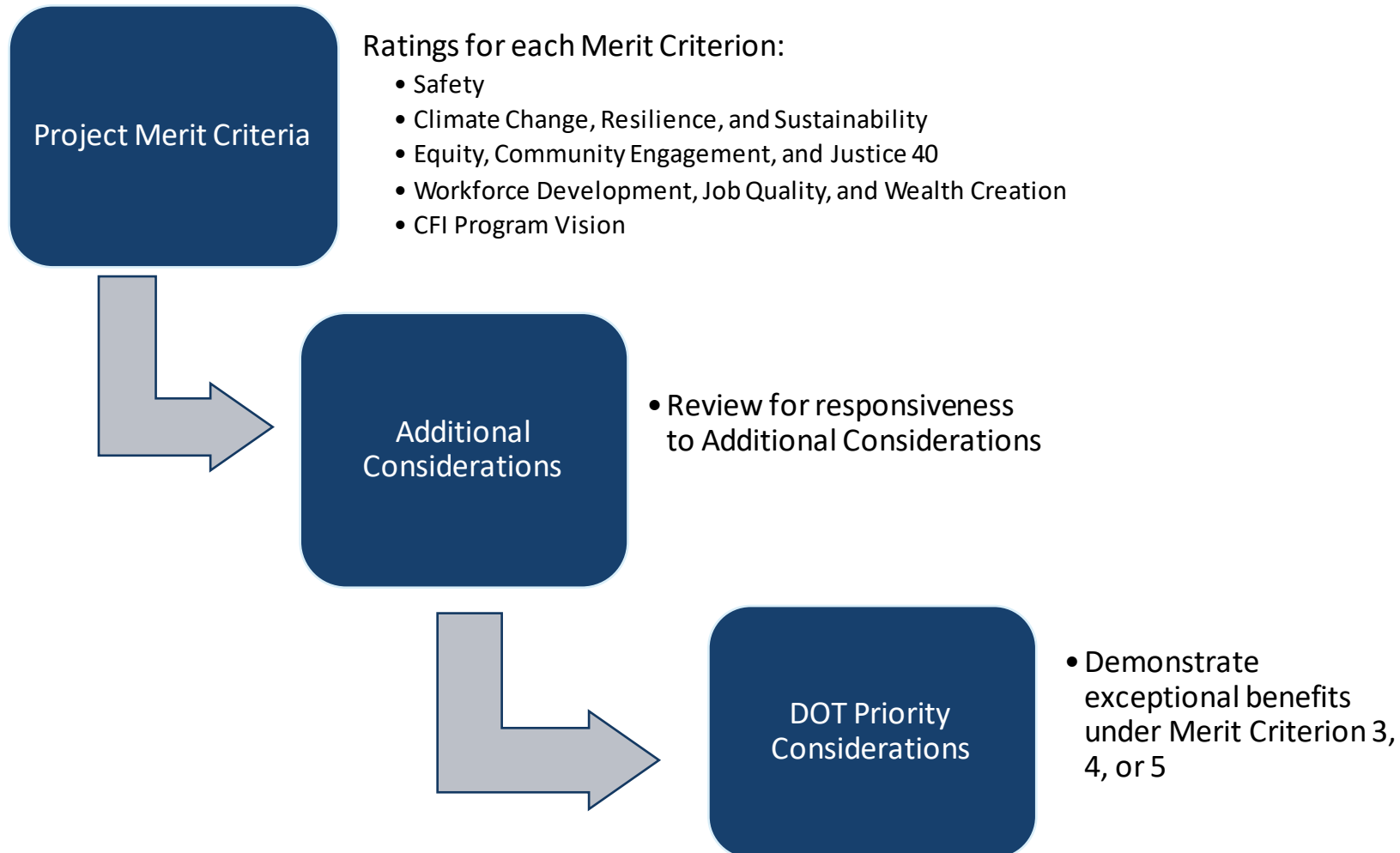
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Selection Criteria: Corridor Program



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Overall Application Rating

- **Highly Recommended**
 - Meets all eligibility requirements
 - Receives a Highly Qualified rating in at least 3 of the 5 Project Merit Criteria, and at least a rating of Qualified for each of the Project Merit Criteria
- **Recommended**
 - Meets all eligibility requirements
 - Receives a rating of Qualified for each of the Project Merit Criteria
- **Not Recommended**
 - Does not meet one or more eligibility requirements, or
 - Receives a rating of Not Qualified for any of the Project Merit Criteria



Review and Selection Process

- **Technical Review Team:**
 - Review applications and assign Overall Rating of “Highly Recommended”, “Recommended”, or “Not Recommended”.
 - Assess responsiveness to Statutory Selection Priorities (Community Program only), Additional Considerations, and DOT Priority Considerations.
- **FHWA Senior Review Team** determines which projects to advance to the FHWA Administrator as recommended for funding.
- **FHWA Administrator** determines which projects to advance to the Secretary.
- The **Secretary** makes final project selections.



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CFI Round 2 Application Submission Process

NOFO Section D, Application and Submission Information, pages
27 - 46

Round 2 New Applications: Submission Process



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- Applicants must submit their applications via www.grants.gov under the Notice of Funding Opportunity Number: 693JJ324NF00017
- Applications are due by **August 28, 2024**, by 11:59 PM (Eastern Time) through www.grants.gov

A registered Grants.gov account is required. Obtaining an account can involve multiple steps and numerous days. Please see the NOFO and Grants.gov website for detailed instructions, training videos, an online user guide, and a help desk.

The screenshot displays the Grants.gov interface for a specific grant opportunity. The page title is 'VIEW GRANT OPPORTUNITY' and the opportunity number is 693JJ320NF00005. The grant is titled 'Commuter Authority Rail Safety Improvement (CARSI) Grants' and is issued by the Department of Transportation, DOT Federal Highway Administration. A red 'Apply' button is visible on the right side of the page. Below the title, there are tabs for 'SYNOPSIS', 'VERSION HISTORY', 'RELATED DOCUMENTS', and 'PACKAGE'. The 'SYNOPSIS' tab is selected, showing a 'General Information' section with the following details:

Document Type:	Grants Notice	Version:	Synopsis 1
Funding Opportunity Number:	693JJ320NF00005	Posted Date:	Aug 25, 2020
Funding Opportunity Title:	Commuter Authority Rail Safety Improvement (CARSI) Grants	Last Updated Date:	Aug 25, 2020
Opportunity Category:	Discretionary	Original Closing Date for Applications:	Oct 26, 2020
Opportunity Category Explanation:		Current Closing Date for Applications:	Oct 26, 2020
Funding Instrument Type:	Grant	Archive Date:	Nov 25, 2020
Category of Funding Activity:	Transportation	Estimated Total Program Funding:	\$50,000,000
Category Explanation:		Award Ceiling:	\$50,000,000
Expected Number of Awards:		Award Floor:	\$0
CFDA Number(s):	20.205 -- Highway Planning and Construction		
Cost Sharing or Matching Requirement:	Yes		

Program Type and Application Submission: Community or Corridor



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Applicants can choose to apply to the CFI Community Program, or the CFI Corridor Program, or to both programs.

If applying for both CFI Programs, applicants can choose to:

- Submit two separate applications (preferred).
- Submit a single application and clearly separate the proposed work, selection criteria, and budget requested for each CFI Program.



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Administrative and National Policy Requirements

NOFO Section F, Administrative and National Policy Requirements,
pages 65 – 75



Administrative and National Policy Requirements

Applicable Federal laws, rules, and regulations set forth in title 23, U.S.C., and title 23 of the CFR, shall apply to awards provided under this program, including:

- Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards (2 CFR Part 200)
- National Environmental Policy Act (NEPA) (23 CFR part 771)
- Build America, Buy America Act (Pub. L. No. 117-58, div. G §§ 70901–70927)
- Title VI of the Civil Rights Act of 1964 and implementing regulations (49 CFR part 21)
- Federal Contract Compliance
- Davis-Bacon Act (40 U.S.C. §§ 3141-3148; 23 U.S.C. § 109(s)(2); 23 U.S.C. § 113(a))
- Disadvantaged Business Enterprise (DBE) Program (*Does not apply to projects funded with NEVI 10 funds*).
- NEVI Minimum Standards and Requirements (23 CFR Part 680)
- Plus, others as listed in section F.2 of the NOFO



NEVI Standards and Requirements (23 CFR Part 680)

NEVI Standards and Requirements (23 CFR Part 680) specify technical aspects of chargers including:

- Connector types
- Power levels
- Minimum number of charging ports per station
- Minimum uptime (reliability standards)
- Payment methods
- Data submittal requirements
- Workforce requirements for installation, operation, or maintenance by qualified technicians
- Interoperability of EV charging infrastructure; traffic control devices and signage
- Network connectivity
- Publicly available information

EV Charging Minimum Standards Final Rule is available in the [Federal Register](#)



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Resources



CFI Resources

- Submit questions to CFIgrants@dot.gov
- [NOFO on Grants.gov](https://www.grants.gov)
- [FHWA CFI Website](https://www.fhwa.dot.gov/cfi/)
- [FHWA CFI Grant Resources Website](https://www.fhwa.dot.gov/cfi/grants/)
- [National Electric Vehicle Infrastructure Minimum Standards and Requirements Final Rule \(23 CFR 680\)](https://www.fhwa.dot.gov/infrastructure/minimumstandards/)



Tools for Applicants

Corridor Program Tool:

- [Alternative Fuel Life-Cycle Environmental and Economic Transportation \(AFLEET\) CFI Emissions Tool \(Argonne National Lab\)](#)

Equity Tools for Both Programs:

- [Climate and Economic Justice Screening Tool \(CEJST\)](#)

Urban/Rural Classification

- [List of Urbanized Areas \(UZA\)](#)



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Thank You for Attending

Please direct all inquiries to:

CFIgrants@dot.gov

Eagle Scout project

Sensory Wall



Shelby Says: Adventure Begins at Your Library

By [Joseph Goral](#) on June 26, 2024 [No Comment](#)

Shelby Stewart-Soldan

It is no secret that I love reading, and that love started very young. When I was a little girl, my mom and I read a book every night, eventually moving to chapter books where we alternated reading chapters. My dad always had a book in his hand or his back pocket. Reading was very important in my household.

That love of reading has stuck with me, and I've always stressed the importance of reading for kids. Area libraries are well aware of that importance, and all have their summer reading programs in full swing.

"Reading every day in the summer helps children to enrich their vocabulary, can reduce stress and they will not lose the knowledge they learned in the school year," said Brandon Township Public Library Outreach Liaison Librarian Fran Hotchkiss. "Reading improves the quality of their lives and it is fun."

At BTLTP, registration for Adventure Begins at Your Library is now open. Fill out the travel map reading log to explore one of three treasure maps (one for youth, one for teens and one for adults), follow the adventure path each week to earn prize tickets, and even participate in the youth scavenger hunt. There are 50 programs for the summer reading program, and 13 grand prizes. Register at [brandonlibrary.org](#). Adventure is also the name of the game at the Clarkston Independence District Library. Log the books you read to earn badges and rewards, or join the summer programs. There are programs for youth, teens and adults. Register at [cidlibrary.org](#).

"Summer reading is important to the community because it gives everyone an opportunity to enhance reading skills, come to educational programs to break boredom, and to have an overall great time all while having the chance to earn prizes for their hard work," said Stacia Serafina, head of youth and teen services at CIDL.

The adventure continues at the Oxford Public Library with their youth reading program. Log books online or in person every day you read and earn a reading coin every five days you read. Save up the coins to buy books from the Story Room Bookstore. Register at [miopl.org](#).

For the adventure at the Orion Township Public Library, read to participate in a Bingo adventure. Collect spaces by logging your reading for teens and youth to win prizes and a free book. For adults, participate in the weekly reading adventures and library challenges to win free books, gift cards, or an eReader. Register at [orionlibrary.org](#).

"Summer is our busy season at the library with the summer reading program," said Ashley Lehman, head of youth services at OTPL. "We like to provide opportunities for kids, teens and adults to read for fun, because there is no better way to practice literacy skills and gain knowledge than coupling reading with something you are interested in, passionate about, or just plain enjoy. Summer reading programs are an important component to continue to learn and refine reading skills by having fun doing so."

Summer is the perfect time to pick up a book, even if you're not a regular reader, especially for kids who are out of school. Visit your local library to sign up for Adventure Begins at Your Library and pick out a book (or several) to start with.

Summer Reading Kickoff at the Orion Twp. Public Library

By [Joseph Goral](#) on May 29, 2024 [No Comment](#)



The Summer Reading Kickoff begins in the reading garden at the Orion Township Public Library, 825 Joslyn Rd, on June 8, from 11 a.m. to 1 p.m.

The annual program for youth, teens and adults will have blow-up obstacle courses, strolling entertainment and activities hosted by local organizations. Two local food trucks will also be available to help celebrate the start of summer.

Guests will also be able to register for the Summer Reading program during the first weekend, and enter for a chance to win a family prize pack to a Detroit Tigers game.

Around 500 kids participated in the Summer Reading Program last year, experiencing the joy of reading, completing library-related tasks and keeping their minds sharp over summer break to avoid the “summer slide.”