Orion Township Public Library Board of Trustees
Meeting Agenda
Thursday, February 20, 2020
6:30 p.m. – Library Conference Room

Library Mission: To serve and engage a thriving community of lifelong learners

I. Call to order
II. Approval of agenda
III. Friends of the Orion Township Library, Jan Thomas
IV. Consent agenda
   A. Minutes of 1/23/2020 Library Board meeting
   B. Bills
   C. Financial Statement and Treasurer’s Report from January 2020
V. Public Comment
VI. Communications
   A. Press coverage
VII. Director’s Report
   A. Library news and activities – includes 2020 departmental goals
   B. Usage reports
   C. Advocacy news – Library Privacy Act substitute bill introduced
VIII. Old Business
   A. DDA strategic plan update
   B. Meeting Room AV upgrade – grant from OCCCC update
   C. New sculpture update
IX. Standing Committee Reports
   A. Policy
   B. Finance
   C. Fund Development/Strategic Planning – kitchen design update
   D. Board Development
      a. NEH article: https://www.neh.gov/article/complicated-role-modern-public-library
      b. ALA PSA video: http://www.ala.org/advocacy/harrison-ford-video-psa
   E. Building – roof leak in admin update
   F. Human Resources
X. Discussion Items
   A. Annual Board Evaluation
   B. Automatic renewals
   C. Digitizing LOHS yearbooks – Ingram Request
   D. 3D Printer – Friends funding
   E. Proposal from OAYA – Child Abuse Prevention Month (April)
   F. MeLCat policy changes in effect
XI. Action Items
   A. Meeting Room AV upgrade
   B. Furniture for director’s office
XII. Public Comment
XIII. Trustee Comments
XIV. Adjournment
Orion Township Public Library  
Board of Trustees Meeting Agenda  
Thursday, January 23, 2020 6:30 pm. –  
Library Conference Room Library  
Mission: To serve and engage a thriving community of lifelong learners

I. Call to order: 6:35 pm.  
   Present: Abramczyk, Luna, Pergeau, Phillips, Thorndycraft, and Quinn
II. Approval of agenda as amended -motion by Mary, second by Jim A - approved  
III. Friends of the Orion Township Library, Jan Thomas – reschedule for next meeting  
IV. Consent agenda: Motion by Jim A, second by Mary – approved  
   A. Minutes of 12/19/2019 Library Board meeting  
   B. Bills -  
      V. Financial Statement and Treasurer’s Report from December 2019 -approved  
VI. Public Comment – none  
VII. Communications  
   A. Press coverage- as included in board packet  
VIII. Director’s Report  
   A. Library news and activities – 2 new little libraries are out in community, thanks to an Eagle Scout project. - MLA changes could give surveillance video to police w/o warrant. - shared graphic on where adults hear about programing. -fire panel has been inspected and is in proper working order. - new signs are posted in parking lot to prevent unauthorized parking. Police may now ticket if needed. - major donor last year passed away early this year. Knox was asked to serve on MLA Finance board and has accepted. -EnergyWare to look into an energy audit of the library. - Oakland County Executive to be at library 6 pm on April 6, 2020 for a meet and greet.. Orion area’s State Senator and Representative are or will be holding meet and greets in library in near future.  
   B. Usage reports – as presented in board packet  
   C. Advocacy news – Library Privacy Act update bill introduced  
IX. Old Business  
   A. Unique Management quarterly update – 6 to 1 ROI  
   B. Strategic Plan Workplan quarterly update – looking at Library App for the future. - looking to create a family movie collection. -need to create an OHS agreement, similar to the NOGS agreement. - Department goals to be shared next month as they relate to the plan  
   C. DDA strategic plan update. Received a second letter from an attorney. Library’s reply from our attorney will go out tomorrow.  
   D. Meeting Room AV upgrade – grant from OCCCC. – 3 vendors did a site visit. Bids received Project costs upward of $66,000. Grant expected to be $40,000. Library recognizes and support potential additional expenditures to complete the project.  
   E. New sculpture update – donor is aware of the Library Boards support and is proceeding.  
   F. Internet policy agreement – need to consider replacing wifi infrastructure, due to being antiquated. Available on statewide bid.  
   G. Signage for property access – see above  
X. Standing Committee Reports  
   A. Policy - none  
   B. Finance - none  
   C. Fund Development/Strategic Planning – updates from mtgs 1/13/20 & 1/14/20. Librarian's kitchen survey results were shared. 1-13-2020 meeting- Request from librarians to raise money so a professional plan and cost for the kitchen upgrades can be conducted. The board discussed the need to hire a consultant to design the kitchen upon which Knox to handle. 1/14/2020 meeting – update
provided. - committee can use new and younger members. Next meeting May 12, 2020, 5-6 pm.
D. Board Development – United for Libraries webinar. - “Why do people volunteer?” was discussed. Service opportunity needed to keep people engage. Need an elevator pitch. Think outside of the fund-raising box. - “12 Golden Rules for Board Members” handout; What should board members do for the Library, how to behave, accept responsibility, keep confidential information as warranted. Power is in the board, not in the individual.
E. Building – roof leak in admin update. Claim will be covered, less deductible. New furniture will not be covered. Knox reviewed admin office design. Knox will check state bid list for equipment so bid is not required. - reminded that at some point roof replacement may be necessary to keep enforce insurability. Potential cost of $200,000 - $300,000.
F. Human Resources – may need to look at new benefit company in the future
XI Discussion Item
   A. Record retention policy report to board by director – we are in compliance
   B. Annual Board Evaluation – a new eval form was handed out. Due to president A.S.A.P
   C. OHS agreement – signed off by OHS. If board agrees, president will sign.
   D. Ingram funds for OCHR digitization project. - discontinuing IDigOrion, migrating to OCHR. Request for $1000.00 to continue project.
   E. Memorial for Linda Sickles. -donations have been received in Linda's name. Look to create an appropriate memorial in her honor.
F. April board meeting date (added to agenda) April 16, 2020 board meeting in conflict with the adult battle of the books at the C Pub. Thus, need to move board meeting to April 23rd.
XII. Action Items
   A. Patron-NonResident fee from Fines & Fees Policy. - Discussed: no change needed, thus no action
   B. Review list of bank institutions – Discussed: no change needed, thus no action
   C. OHS agreement – motion to accept agreement as presented – Motion by Luna, support by Abramczyk – approved.
   D Move the April 16th board meeting to April 23, 2020, Motion by Pergeau, second by Phillips - approved
XIII. Public Comment - none
XIV. Trustee Comments
XV. Adjournment @ 8:57 pm
<table>
<thead>
<tr>
<th>Description</th>
<th>Amount ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>SALARIES-EXEMPT</td>
<td>54,869.84</td>
</tr>
<tr>
<td>SALARIES-NON-EXEMPT</td>
<td>41,277.86</td>
</tr>
<tr>
<td>SOCIAL SECURITY 1/1/2020 TO 1/31/2020</td>
<td>7,137.35</td>
</tr>
<tr>
<td>OPT-OUT BENEFIT</td>
<td>1,000.00</td>
</tr>
<tr>
<td>Total bills per Solomon reports attached:</td>
<td>70,185.45</td>
</tr>
<tr>
<td>Account Distribution Report</td>
<td></td>
</tr>
<tr>
<td>TOTAL BILLS TO DATE</td>
<td>174,470.50</td>
</tr>
<tr>
<td>Acct</td>
<td>Vendor</td>
</tr>
<tr>
<td>------</td>
<td>----------------</td>
</tr>
<tr>
<td>4065</td>
<td>LEAF</td>
</tr>
<tr>
<td></td>
<td>LEAF CAPITAL FUNDING LLC</td>
</tr>
<tr>
<td>4071</td>
<td>BELIGHTFUL</td>
</tr>
<tr>
<td></td>
<td>BELIGHTFUL YOGA, LLC</td>
</tr>
<tr>
<td>4071</td>
<td>HERITAGE</td>
</tr>
<tr>
<td></td>
<td>HERITAGE SPINNING &amp; WEAVING, I</td>
</tr>
<tr>
<td>4071</td>
<td>H ZALESIN</td>
</tr>
<tr>
<td></td>
<td>HALLI ZALESIN</td>
</tr>
<tr>
<td>4071</td>
<td>REPCO</td>
</tr>
<tr>
<td></td>
<td>REPCO WILDLIFE ENCOUNTERS</td>
</tr>
<tr>
<td>4071</td>
<td>COMP VIDEK</td>
</tr>
<tr>
<td></td>
<td>COMPLETE VIDEO SOLUTIONS, LLC</td>
</tr>
<tr>
<td>4071</td>
<td>FOA</td>
</tr>
<tr>
<td></td>
<td>PNC/TEEN</td>
</tr>
<tr>
<td>4071</td>
<td>A LEHMAN</td>
</tr>
<tr>
<td></td>
<td>A LEHMAN/YOUTH</td>
</tr>
<tr>
<td>4071</td>
<td>ORION ART</td>
</tr>
<tr>
<td></td>
<td>ORION ART CENTER</td>
</tr>
<tr>
<td>4071</td>
<td>AMAZON.CO</td>
</tr>
<tr>
<td></td>
<td>SYNCHRONY BANK/AMAZON</td>
</tr>
<tr>
<td>4071</td>
<td>AMAZON.CO</td>
</tr>
<tr>
<td></td>
<td>AMAZONYOUTH</td>
</tr>
<tr>
<td>4072</td>
<td>D DERYCKE</td>
</tr>
<tr>
<td></td>
<td>D DERYCKE/INGRAM PROJECT</td>
</tr>
<tr>
<td>4072</td>
<td>M FRISBIE</td>
</tr>
<tr>
<td></td>
<td>M FRISBIE/INGRAM PROJECT</td>
</tr>
<tr>
<td>5083</td>
<td>MML BC/BS</td>
</tr>
<tr>
<td></td>
<td>BLUE CROSS BLUE SHIELD OF MICH</td>
</tr>
<tr>
<td>5083</td>
<td>DELTA</td>
</tr>
<tr>
<td></td>
<td>DELTA DENTAL</td>
</tr>
<tr>
<td>5084</td>
<td>PRINCIPAL</td>
</tr>
<tr>
<td></td>
<td>PRINCIPAL LIFE INSURANCE COMPA</td>
</tr>
<tr>
<td>Acct</td>
<td>Vendor</td>
</tr>
<tr>
<td>-------</td>
<td>---------------------------------</td>
</tr>
<tr>
<td>5085</td>
<td>Disability Insurance</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>5086</td>
<td>Pension Expense</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>6900</td>
<td>Office Supplies</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>6901</td>
<td>Staff Copier/ Printer Supplies</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>6902</td>
<td>Processing Supplies</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>6911</td>
<td>Automation Expenses</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>6921</td>
<td>Books-Adult</td>
</tr>
<tr>
<td>Acct</td>
<td>Vendor</td>
</tr>
<tr>
<td>-------</td>
<td>-----------------</td>
</tr>
<tr>
<td>6921</td>
<td>HOLISTIC</td>
</tr>
<tr>
<td>6921</td>
<td>GREENHAVEN</td>
</tr>
</tbody>
</table>

Account Total: 165.95

6922 Books-Youth

<table>
<thead>
<tr>
<th>Acct</th>
<th>Vendor</th>
<th>Tran Desc</th>
<th>Tran Type</th>
<th>Period Post</th>
<th>Ref Nbr</th>
<th>Tran Date</th>
<th>ExRef Nbr</th>
<th>Debit Amount</th>
<th>Credit Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>6922</td>
<td>AMAZON.COM</td>
<td>SYNCHRONY BANK/AMAZON</td>
<td>VO</td>
<td>01-20</td>
<td>031223</td>
<td>1/30/2020</td>
<td>STATEMENT</td>
<td>17.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Account Total: 17.00

6923 Periodicals

<table>
<thead>
<tr>
<th>Acct</th>
<th>Vendor</th>
<th>Tran Desc</th>
<th>Tran Type</th>
<th>Period Post</th>
<th>Ref Nbr</th>
<th>Tran Date</th>
<th>ExRef Nbr</th>
<th>Debit Amount</th>
<th>Credit Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>6923</td>
<td>FOA</td>
<td>PNC BANK</td>
<td>VO</td>
<td>01-20</td>
<td>031188</td>
<td>1/23/2020</td>
<td>STATEMENT</td>
<td>15.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Account Total: 15.00

6924 Audio Visual

<table>
<thead>
<tr>
<th>Acct</th>
<th>Vendor</th>
<th>Tran Desc</th>
<th>Tran Type</th>
<th>Period Post</th>
<th>Ref Nbr</th>
<th>Tran Date</th>
<th>ExRef Nbr</th>
<th>Debit Amount</th>
<th>Credit Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>6924</td>
<td>BLACKSTONE</td>
<td>BLACKSTONE PUBLISHING</td>
<td>VO</td>
<td>01-20</td>
<td>031186</td>
<td>1/23/2020</td>
<td>1159378</td>
<td>43.94</td>
<td>0.00</td>
</tr>
<tr>
<td>6924</td>
<td>MIDWEST TF</td>
<td>MIDWEST TAPE</td>
<td>VO</td>
<td>01-20</td>
<td>031198</td>
<td>1/23/2020</td>
<td>98472854</td>
<td>9.99</td>
<td>0.00</td>
</tr>
<tr>
<td>6924</td>
<td>MIDWEST TF</td>
<td>MIDWEST TAPE</td>
<td>VO</td>
<td>01-20</td>
<td>031204</td>
<td>1/23/2020</td>
<td>98505622</td>
<td>55.31</td>
<td>0.00</td>
</tr>
<tr>
<td>6924</td>
<td>MIDWEST TF</td>
<td>MIDWEST TAPE</td>
<td>VO</td>
<td>01-20</td>
<td>031205</td>
<td>1/23/2020</td>
<td>98505624</td>
<td>568.86</td>
<td>0.00</td>
</tr>
<tr>
<td>6924</td>
<td>MIDWEST TF</td>
<td>MIDWEST TAPE</td>
<td>VO</td>
<td>01-20</td>
<td>031206</td>
<td>1/23/2020</td>
<td>98505625</td>
<td>731.83</td>
<td>0.00</td>
</tr>
<tr>
<td>6924</td>
<td>MIDWEST TF</td>
<td>MIDWEST TAPE</td>
<td>VO</td>
<td>01-20</td>
<td>031207</td>
<td>1/23/2020</td>
<td>98505626</td>
<td>34.99</td>
<td>0.00</td>
</tr>
<tr>
<td>6924</td>
<td>MIDWEST TF</td>
<td>MIDWEST TAPE</td>
<td>VO</td>
<td>01-20</td>
<td>031232</td>
<td>1/30/2020</td>
<td>98532341</td>
<td>74.98</td>
<td>0.00</td>
</tr>
<tr>
<td>6924</td>
<td>MIDWEST TF</td>
<td>MIDWEST TAPE</td>
<td>VO</td>
<td>01-20</td>
<td>031233</td>
<td>1/30/2020</td>
<td>98532342</td>
<td>193.95</td>
<td>0.00</td>
</tr>
<tr>
<td>6924</td>
<td>AMAZON.COM</td>
<td>SYNCHRONY BANK/AMAZON</td>
<td>VO</td>
<td>01-20</td>
<td>031223</td>
<td>1/30/2020</td>
<td>STATEMENT</td>
<td>186.74</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Account Total: 1,900.59

6924 Audio Visual

<table>
<thead>
<tr>
<th>Acct</th>
<th>Vendor</th>
<th>Tran Desc</th>
<th>Tran Type</th>
<th>Period Post</th>
<th>Ref Nbr</th>
<th>Tran Date</th>
<th>ExRef Nbr</th>
<th>Debit Amount</th>
<th>Credit Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>6924</td>
<td>MIDWEST TF</td>
<td>MIDWEST TAPE</td>
<td>VO</td>
<td>01-20</td>
<td>031173</td>
<td>1/14/2020</td>
<td>98437353</td>
<td>9.74</td>
<td>0.00</td>
</tr>
<tr>
<td>6924</td>
<td>MIDWEST TF</td>
<td>MIDWEST TAPE</td>
<td>VO</td>
<td>01-20</td>
<td>031201</td>
<td>1/23/2020</td>
<td>98502935</td>
<td>86.22</td>
<td>0.00</td>
</tr>
<tr>
<td>6924</td>
<td>MIDWEST TF</td>
<td>MIDWEST TAPE</td>
<td>VO</td>
<td>01-20</td>
<td>031208</td>
<td>1/23/2020</td>
<td>98505901</td>
<td>261.57</td>
<td>0.00</td>
</tr>
<tr>
<td>6924</td>
<td>MIDWEST TF</td>
<td>MIDWEST TAPE</td>
<td>VO</td>
<td>01-20</td>
<td>031209</td>
<td>1/23/2020</td>
<td>98505902</td>
<td>8.99</td>
<td>0.00</td>
</tr>
<tr>
<td>6924</td>
<td>MIDWEST TF</td>
<td>MIDWEST TAPE</td>
<td>VO</td>
<td>01-20</td>
<td>031225</td>
<td>1/30/2020</td>
<td>98508745</td>
<td>47.23</td>
<td>0.00</td>
</tr>
<tr>
<td>6924</td>
<td>AMAZON.COM</td>
<td>SYNCHRONY BANK/AMAZON</td>
<td>VO</td>
<td>01-20</td>
<td>031223</td>
<td>1/30/2020</td>
<td>STATEMENT</td>
<td>39.56</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Account Total: 453.31
<table>
<thead>
<tr>
<th>Acct</th>
<th>Vendor</th>
<th>Tran Desc</th>
<th>Tran Type</th>
<th>Period</th>
<th>Post</th>
<th>Ref Nbr</th>
<th>Tran Date</th>
<th>ExRef Nbr</th>
<th>Debit Amount</th>
<th>Credit Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>6925</td>
<td>Outreach-Books</td>
<td>GALE RES GALE/CENGAGE LEARNING</td>
<td>VO</td>
<td>01-20</td>
<td>0</td>
<td>031189</td>
<td>1/23/2020</td>
<td>69269019</td>
<td>425.45</td>
<td>0.00</td>
</tr>
<tr>
<td>6927</td>
<td>Computerized Reference</td>
<td>TLN THE LIBRARY NETWORK</td>
<td>VO</td>
<td>01-20</td>
<td>0</td>
<td>031214</td>
<td>1/23/2020</td>
<td>65600</td>
<td>559.30</td>
<td>0.00</td>
</tr>
<tr>
<td>6928</td>
<td>Dvd-Adult</td>
<td>MIDWEST TAPE</td>
<td>VO</td>
<td>01-20</td>
<td>0</td>
<td>031174</td>
<td>1/14/2020</td>
<td>98437354</td>
<td>48.73</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>MIDWEST TAPE</td>
<td>VO</td>
<td>01-20</td>
<td>0</td>
<td>031175</td>
<td>1/14/2020</td>
<td>98441634</td>
<td>29.98</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>MIDWEST TAPE</td>
<td>VO</td>
<td>01-20</td>
<td>0</td>
<td>031197</td>
<td>1/23/2020</td>
<td>98472853</td>
<td>29.99</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>MIDWEST TAPE</td>
<td>VO</td>
<td>01-20</td>
<td>0</td>
<td>031199</td>
<td>1/23/2020</td>
<td>98502933</td>
<td>48.74</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>MIDWEST TAPE</td>
<td>VO</td>
<td>01-20</td>
<td>0</td>
<td>031200</td>
<td>1/23/2020</td>
<td>98502934</td>
<td>158.94</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>MIDWEST TAPE</td>
<td>VO</td>
<td>01-20</td>
<td>0</td>
<td>031202</td>
<td>1/23/2020</td>
<td>98505620</td>
<td>733.19</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>MIDWEST TAPE</td>
<td>VO</td>
<td>01-20</td>
<td>0</td>
<td>031203</td>
<td>1/23/2020</td>
<td>98505621</td>
<td>237.65</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>MIDWEST TAPE</td>
<td>VO</td>
<td>01-20</td>
<td>0</td>
<td>031226</td>
<td>1/30/2020</td>
<td>98509933</td>
<td>92.96</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>MIDWEST TAPE</td>
<td>VO</td>
<td>01-20</td>
<td>0</td>
<td>031231</td>
<td>1/30/2020</td>
<td>98532340</td>
<td>22.49</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>MIDWEST TAPE</td>
<td>VO</td>
<td>01-20</td>
<td>0</td>
<td>031234</td>
<td>1/30/2020</td>
<td>98531508</td>
<td>149.92</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>MIDWEST TAPE</td>
<td>VO</td>
<td>01-20</td>
<td>0</td>
<td>031235</td>
<td>1/30/2020</td>
<td>98531509</td>
<td>22.49</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>MIDWEST TAPE</td>
<td>VO</td>
<td>01-20</td>
<td>0</td>
<td>031216</td>
<td>1/29/2020</td>
<td>549674340</td>
<td>238.51</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>MIDWEST TAPE</td>
<td>VO</td>
<td>01-20</td>
<td>0</td>
<td>031217</td>
<td>1/29/2020</td>
<td>549674831</td>
<td>137.24</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>MOBY DICK MOBY DICK PET STORE INC.</td>
<td>VO</td>
<td>01-20</td>
<td>0</td>
<td>031228</td>
<td>1/30/2020</td>
<td>7695</td>
<td>162.99</td>
<td>0.00</td>
</tr>
<tr>
<td>6930</td>
<td>Operating Supplies &amp; Expense</td>
<td>ADP AUTOMATIC DATA PROCESSING</td>
<td>VO</td>
<td>01-20</td>
<td>0</td>
<td>031216</td>
<td>1/29/2020</td>
<td>549674340</td>
<td>238.51</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ADP AUTOMATIC DATA PROCESSING</td>
<td>VO</td>
<td>01-20</td>
<td>0</td>
<td>031217</td>
<td>1/29/2020</td>
<td>549674831</td>
<td>137.24</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>MOBY DICK MOBY DICK PET STORE INC.</td>
<td>VO</td>
<td>01-20</td>
<td>0</td>
<td>031228</td>
<td>1/30/2020</td>
<td>7695</td>
<td>162.99</td>
<td>0.00</td>
</tr>
<tr>
<td>6937</td>
<td>Streaming Video/Audio</td>
<td>KANOPY KANOPY LLC</td>
<td>VO</td>
<td>01-20</td>
<td>0</td>
<td>031158</td>
<td>1/9/2020</td>
<td>KDEP-5551</td>
<td>1,500.00</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>HOOPLA HOOPLA BY MIDWEST TAPE</td>
<td>VO</td>
<td>01-20</td>
<td>0</td>
<td>031171</td>
<td>1/14/2020</td>
<td>98447162</td>
<td>30,000.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Acct</td>
<td>Vendor</td>
<td>Tran Desc</td>
<td>Tran Type</td>
<td>Period</td>
<td>Period Post</td>
<td>Ref Nbr</td>
<td>Tran Date</td>
<td>ExRef Nbr</td>
<td>Debit Amount</td>
<td>Credit Amount</td>
</tr>
<tr>
<td>------</td>
<td>-------------------------</td>
<td>-------------------------------------</td>
<td>-----------</td>
<td>--------</td>
<td>-------------</td>
<td>---------</td>
<td>---------------</td>
<td>-----------</td>
<td>---------------</td>
<td>---------------</td>
</tr>
<tr>
<td>6950</td>
<td>Promotion, Publishing, Printin</td>
<td></td>
<td>VO</td>
<td>01-20</td>
<td></td>
<td>031172</td>
<td>1/14/2020</td>
<td>CK REQUEST</td>
<td>250.00</td>
<td>0.00</td>
</tr>
<tr>
<td>7100</td>
<td>Telephone</td>
<td></td>
<td>VO</td>
<td>01-20</td>
<td></td>
<td>031150</td>
<td>1/7/2020</td>
<td>184893</td>
<td>142.62</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>VO</td>
<td>01-20</td>
<td></td>
<td>031215</td>
<td>1/23/2020</td>
<td>98546146165</td>
<td>101.33</td>
<td>0.00</td>
</tr>
<tr>
<td>7102</td>
<td>Utilities-Electricity</td>
<td></td>
<td>VO</td>
<td>01-20</td>
<td></td>
<td>031220</td>
<td>1/29/2020</td>
<td>STATEMENT</td>
<td>2,685.54</td>
<td>0.00</td>
</tr>
<tr>
<td>7110</td>
<td>Repairs &amp; Maintenance-Building</td>
<td></td>
<td>VO</td>
<td>01-20</td>
<td></td>
<td>031148</td>
<td>1/7/2020</td>
<td>I24855</td>
<td>49.00</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>VO</td>
<td>01-20</td>
<td></td>
<td>031164</td>
<td>1/14/2020</td>
<td>V20002270679</td>
<td>51.64</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>VO</td>
<td>01-20</td>
<td></td>
<td>031166</td>
<td>1/14/2020</td>
<td>114647</td>
<td>100.00</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>VO</td>
<td>01-20</td>
<td></td>
<td>031182</td>
<td>1/16/2020</td>
<td>8949</td>
<td>212.50</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>VO</td>
<td>01-20</td>
<td></td>
<td>031196</td>
<td>1/23/2020</td>
<td>I24153</td>
<td>738.00</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>VO</td>
<td>01-20</td>
<td></td>
<td>031213</td>
<td>1/23/2020</td>
<td>428080-11</td>
<td>351.14</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>VO</td>
<td>01-20</td>
<td></td>
<td>031188</td>
<td>1/23/2020</td>
<td>STATEMENT</td>
<td>78.19</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>VO</td>
<td>01-20</td>
<td></td>
<td>031224</td>
<td>1/30/2020</td>
<td>0000134261</td>
<td>523.27</td>
<td>0.00</td>
</tr>
<tr>
<td>7111</td>
<td>Repairs &amp; Maintenance-Equip.</td>
<td></td>
<td>VO</td>
<td>01-20</td>
<td></td>
<td>031177</td>
<td>1/14/2020</td>
<td>S21851</td>
<td>150.00</td>
<td>0.00</td>
</tr>
<tr>
<td>7115</td>
<td>Transportation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Acct</td>
<td>Vendor</td>
<td>Tran Desc</td>
<td>Tran Type</td>
<td>Period</td>
<td>Ref Nbr</td>
<td>Tran Date</td>
<td>ExRef Nbr</td>
<td>Debit Amount</td>
<td>Credit Amount</td>
<td></td>
</tr>
<tr>
<td>------</td>
<td>----------------</td>
<td>-----------------</td>
<td>-----------</td>
<td>--------</td>
<td>---------</td>
<td>-----------</td>
<td>-----------</td>
<td>--------------</td>
<td>---------------</td>
<td></td>
</tr>
<tr>
<td>7115</td>
<td>E HAYES</td>
<td>ERIC HAYES</td>
<td>VO</td>
<td>01-20</td>
<td>031169</td>
<td>1/14/2020</td>
<td>MILEAGE</td>
<td>31.63</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>7115</td>
<td>H ZALESIN</td>
<td>HALLI ZALESIN</td>
<td>VO</td>
<td>01-20</td>
<td>031192</td>
<td>1/23/2020</td>
<td>MILEAGE</td>
<td>30.65</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>7115</td>
<td>K KNOX</td>
<td>KAREN KNOX</td>
<td>VO</td>
<td>01-20</td>
<td>031194</td>
<td>1/23/2020</td>
<td>MILEAGE</td>
<td>51.87</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>7115</td>
<td>L MORRIS</td>
<td>LORI MORRIS</td>
<td>VO</td>
<td>01-20</td>
<td>031195</td>
<td>1/23/2020</td>
<td>MILEAGE</td>
<td>33.24</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>7115</td>
<td>A LEHMAN</td>
<td>ASHLEY LEHMAN</td>
<td>VO</td>
<td>01-20</td>
<td>031222</td>
<td>1/30/2020</td>
<td>MILEAGE</td>
<td>28.87</td>
<td>0.00</td>
<td></td>
</tr>
</tbody>
</table>

**Account Total**

<p>| | | | | | | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>176.26</td>
<td>0.00</td>
</tr>
</tbody>
</table>

**7116 Education & Training**

<table>
<thead>
<tr>
<th>Acct</th>
<th>Vendor</th>
<th>Tran Desc</th>
<th>Tran Type</th>
<th>Period</th>
<th>Ref Nbr</th>
<th>Tran Date</th>
<th>ExRef Nbr</th>
<th>Debit Amount</th>
<th>Credit Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>7116</td>
<td>FOA</td>
<td>PNC/IUG A.B.</td>
<td>VO</td>
<td>01-20</td>
<td>031188</td>
<td>1/23/2020</td>
<td>STATEMENT</td>
<td>417.80</td>
<td>0.00</td>
</tr>
<tr>
<td>7116</td>
<td>FOA</td>
<td>PNC/IUG S.M.S.</td>
<td>VO</td>
<td>01-20</td>
<td>031188</td>
<td>1/23/2020</td>
<td>STATEMENT</td>
<td>677.80</td>
<td>0.00</td>
</tr>
<tr>
<td>7116</td>
<td>FOA</td>
<td>PNC/BS, LM, JP</td>
<td>VO</td>
<td>01-20</td>
<td>031188</td>
<td>1/23/2020</td>
<td>STATEMENT</td>
<td>75.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

**Account Total**

|          |               |                   |          |       |         |          |           | 1,170.60     | 0.00          |

**7120 Dues**

<table>
<thead>
<tr>
<th>Acct</th>
<th>Vendor</th>
<th>Tran Desc</th>
<th>Tran Type</th>
<th>Period</th>
<th>Ref Nbr</th>
<th>Tran Date</th>
<th>ExRef Nbr</th>
<th>Debit Amount</th>
<th>Credit Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>7120</td>
<td>MLA</td>
<td>MLA/J PHILLIPS</td>
<td>VO</td>
<td>01-20</td>
<td>031227</td>
<td>1/30/2020</td>
<td>5440</td>
<td>50.00</td>
<td>0.00</td>
</tr>
<tr>
<td>7120</td>
<td>SAMS DUES</td>
<td>SAM'S CLUB/LIBRARY CARD</td>
<td>VO</td>
<td>01-20</td>
<td>031230</td>
<td>1/30/2020</td>
<td>MEMBERSHIP</td>
<td>45.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

**Account Total**

|          |               |                   |          |       |         |          |           | 95.00        | 0.00          |

**Grand Total**

|          |               |                   |          |       |         |          |           | 70,185.45    | 0.00          |
## Orion Township Public Library
### For the Month Ending January 31, 2020

<table>
<thead>
<tr>
<th></th>
<th>January Actual</th>
<th>Annual Budget</th>
<th>Actual To Date</th>
<th>Percent of Total Budget</th>
<th>Balance of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenues</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Property Taxes</td>
<td>1,267,000</td>
<td>2,350,000</td>
<td>1,267,000</td>
<td>54%</td>
<td>1,083,000</td>
</tr>
<tr>
<td>State Aid</td>
<td>0</td>
<td>25,000</td>
<td>0</td>
<td>0%</td>
<td>25,000</td>
</tr>
<tr>
<td>Penal Fines</td>
<td>0</td>
<td>68,000</td>
<td>0</td>
<td>0%</td>
<td>68,000</td>
</tr>
<tr>
<td>Copier Service</td>
<td>696</td>
<td>8,000</td>
<td>696</td>
<td>9%</td>
<td>7,304</td>
</tr>
<tr>
<td>Library Fines</td>
<td>2,916</td>
<td>40,000</td>
<td>2,916</td>
<td>7%</td>
<td>37,084</td>
</tr>
<tr>
<td>Interest Income</td>
<td>315</td>
<td>20,000</td>
<td>315</td>
<td>2%</td>
<td>19,685</td>
</tr>
<tr>
<td>Donation Income</td>
<td>545</td>
<td>25,000</td>
<td>545</td>
<td>2%</td>
<td>24,455</td>
</tr>
<tr>
<td>Miscellaneous Income</td>
<td>661</td>
<td>7,000</td>
<td>661</td>
<td>9%</td>
<td>6,339</td>
</tr>
<tr>
<td>Realized/Unrealized Gain/Loss</td>
<td>229</td>
<td>0</td>
<td>229</td>
<td>0%</td>
<td>(229)</td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td>1,272,362</td>
<td>2,543,000</td>
<td>1,272,362</td>
<td>50%</td>
<td>1,270,638</td>
</tr>
</tbody>
</table>
### Orion Township Public Library
#### For the Month Ending January 31, 2020

<table>
<thead>
<tr>
<th>Operational Expenditures</th>
<th>January Actual</th>
<th>Annual Budget</th>
<th>Actual To Date</th>
<th>Percent of Total Budget</th>
<th>Balance of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries</td>
<td>12,124</td>
<td>1,420,000</td>
<td>12,124</td>
<td>1%</td>
<td>1,407,876</td>
</tr>
<tr>
<td>Fringe Benefits</td>
<td>40,859</td>
<td>380,000</td>
<td>40,859</td>
<td>11%</td>
<td>339,141</td>
</tr>
<tr>
<td>Supplies, Programs</td>
<td>2,340</td>
<td>65,000</td>
<td>2,340</td>
<td>4%</td>
<td>62,660</td>
</tr>
<tr>
<td>Materials, Information Resources</td>
<td>40,706</td>
<td>230,000</td>
<td>40,706</td>
<td>18%</td>
<td>189,294</td>
</tr>
<tr>
<td>Automation, Computerized Reference</td>
<td>8,509</td>
<td>135,000</td>
<td>8,509</td>
<td>6%</td>
<td>126,491</td>
</tr>
<tr>
<td>Promotion, Publishing, Printing</td>
<td>449</td>
<td>25,000</td>
<td>449</td>
<td>2%</td>
<td>24,551</td>
</tr>
<tr>
<td>Telephone</td>
<td>244</td>
<td>8,000</td>
<td>244</td>
<td>3%</td>
<td>7,756</td>
</tr>
<tr>
<td>Utilities</td>
<td>2,686</td>
<td>52,000</td>
<td>2,686</td>
<td>5%</td>
<td>49,314</td>
</tr>
<tr>
<td>Repairs &amp; Maintenance</td>
<td>2,293</td>
<td>45,000</td>
<td>2,293</td>
<td>5%</td>
<td>42,707</td>
</tr>
<tr>
<td>Capital Improvements</td>
<td>0</td>
<td>28,500</td>
<td>0</td>
<td>0%</td>
<td>28,500</td>
</tr>
<tr>
<td>Insurance &amp; Workers Comp</td>
<td>3,237</td>
<td>50,000</td>
<td>3,237</td>
<td>6%</td>
<td>46,763</td>
</tr>
<tr>
<td>Education, Training &amp; Dues</td>
<td>1,510</td>
<td>30,000</td>
<td>1,510</td>
<td>5%</td>
<td>28,490</td>
</tr>
<tr>
<td>Mileage</td>
<td>176</td>
<td>7,000</td>
<td>176</td>
<td>3%</td>
<td>6,824</td>
</tr>
<tr>
<td>Professional &amp; Contractual Services</td>
<td>1,037</td>
<td>35,000</td>
<td>1,037</td>
<td>3%</td>
<td>33,963</td>
</tr>
<tr>
<td>Donation Expense</td>
<td>1,628</td>
<td>25,000</td>
<td>1,628</td>
<td>7%</td>
<td>23,372</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>0</td>
<td>2,500</td>
<td>0</td>
<td>0%</td>
<td>2,500</td>
</tr>
<tr>
<td>MTT Reimbursements</td>
<td>0</td>
<td>5,000</td>
<td>0</td>
<td>0%</td>
<td>5,000</td>
</tr>
<tr>
<td>Total Expenditures</td>
<td>117,797</td>
<td>2,543,000</td>
<td>117,797</td>
<td>5%</td>
<td>2,425,203</td>
</tr>
</tbody>
</table>
## ORION TOWNSHIP LIBRARY - TREASURER'S REPORT - PLANT FUND ACTIVITY
### JANUARY 2020

<table>
<thead>
<tr>
<th></th>
<th>Balance</th>
<th>Interest</th>
<th>Realized/Unrealized Gain/Loss *</th>
<th>Operations</th>
<th>Transferred</th>
<th>Checks issued</th>
<th>Transferred</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Beginning of month</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lake Michigan CU MM (1)</td>
<td>$204,322.09</td>
<td>$86.59</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$204,408.68</td>
</tr>
<tr>
<td>Lake Michigan CU Savings (2)</td>
<td>$10.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$10.00</td>
</tr>
<tr>
<td>JPMorgan Chase FU7 (3)</td>
<td>$100,111.00</td>
<td>($111.00)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$100,000.00</td>
</tr>
<tr>
<td>UBS Plant Fund (5)</td>
<td>$231,776.60</td>
<td>$145.14</td>
<td>$52.75</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$231,974.49</td>
</tr>
<tr>
<td>Flagstar Bank CD Z34 (11)</td>
<td>$100,039.00</td>
<td>$1,089.73</td>
<td>($39.00)</td>
<td></td>
<td></td>
<td>($101,089.73)</td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>Wells Fargo Bank CD TP1 (13)</td>
<td>$102,190.00</td>
<td>$254.79</td>
<td>($2,190.00)</td>
<td></td>
<td></td>
<td>($254.79)</td>
<td></td>
<td>$100,000.00</td>
</tr>
<tr>
<td>First Natl Bank of MI Kalamazoo CD (14)</td>
<td>$248,520.00</td>
<td>$350.34</td>
<td>$1,480.00</td>
<td></td>
<td></td>
<td>($350.34)</td>
<td></td>
<td>$250,000.00</td>
</tr>
<tr>
<td>Wells Fargo Bank CD S80 CD (15)</td>
<td>$0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$100,000.00</td>
<td></td>
<td>$100,000.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$986,968.69</strong></td>
<td><strong>$1,926.59</strong></td>
<td><strong>($807.25)</strong></td>
<td><strong>$0.00</strong></td>
<td><strong>$100,000.00</strong></td>
<td><strong>$0.00</strong></td>
<td><strong>($101,694.86)</strong></td>
<td><strong>$986,393.17</strong></td>
</tr>
</tbody>
</table>

(1) Credit Union Money Market .50% interest  
(2) Credit Union Savings  
(3) CD maturing 2/15/2021 @ 2.70% interest  
(4) Money Market Account, CD  
(5) CD maturing 1/31/2022 @1.800% interest  
(11) CD maturing 1/27/2020 @ 2.150% interest, cashed  
(13) CD maturing 9/14/2021 @ 3.00% interest  
(14) CD maturing 5/12/2023 @1.650% interest  
* Change in value until the investment reaches maturity
## ORION TOWNSHIP LIBRARY - TREASURER’S REPORT - GENERAL FUND ACTIVITY
### JANUARY 2020

### BALANCE

<table>
<thead>
<tr>
<th>Account</th>
<th>Beginning of Month</th>
<th>Interest</th>
<th>Realized/Unrealized Gain/Loss *</th>
<th>Operations</th>
<th>Transferred</th>
</tr>
</thead>
<tbody>
<tr>
<td>PNC Bank - General Checking (1)</td>
<td>$79,565.37</td>
<td></td>
<td>1,292,899.60</td>
<td>$1,694.86</td>
<td>($191,313.75)</td>
</tr>
<tr>
<td>PNC Bank - General Savings (2)</td>
<td>$166,696.62</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PNC Bank - Cafeteria (3)</td>
<td>$1,693.70</td>
<td></td>
<td>$51.08</td>
<td>$3,000.00</td>
<td></td>
</tr>
<tr>
<td>PNC - James Ingram Fund (4)</td>
<td>$6,954.79</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PNC Bank - Bastian Account (5)</td>
<td>$1,144.90</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Genisys Credit Union MM (6)</td>
<td>$222,667.09</td>
<td>$10.69</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Genisys Credit Union Savings (7)</td>
<td>$10.69</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lakes Cmnty C U MM (8)</td>
<td>$104,519.85</td>
<td></td>
<td>$26.53</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lakes Cmnty C U Sav (9)</td>
<td>$15.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chief Financial C U Sav (10)</td>
<td>$15.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chief Financial C U MM (11)</td>
<td>$214,788.13</td>
<td></td>
<td>$227.38</td>
<td></td>
<td></td>
</tr>
<tr>
<td>UBS General Fund (13)</td>
<td>$1,019,997.22</td>
<td></td>
<td>$279.41</td>
<td>$962.38</td>
<td>$1,100,000.00</td>
</tr>
<tr>
<td>UBS Endowment Fund (14)</td>
<td>$71,475.89</td>
<td></td>
<td>$0.44</td>
<td>$73.45</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>$1,889,544.25</td>
<td></td>
<td>$694.51</td>
<td>$1,292,950.68</td>
<td>$1,104,694.86</td>
</tr>
</tbody>
</table>

### RECEIPTS

<table>
<thead>
<tr>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1,035.83</td>
</tr>
</tbody>
</table>

### DISBURSEMENTS/TRANSFERS

<table>
<thead>
<tr>
<th>Checks issued</th>
<th>Transferred to PNC General</th>
<th>Transferred to other</th>
</tr>
</thead>
<tbody>
<tr>
<td>($193,426.33)</td>
<td>($1,103,000.00)</td>
<td></td>
</tr>
</tbody>
</table>

### BALANCE

<table>
<thead>
<tr>
<th>Account</th>
<th>End of Month</th>
</tr>
</thead>
<tbody>
<tr>
<td>PNC Bank - General Checking (1)</td>
<td>$79,846.08</td>
</tr>
<tr>
<td>PNC Bank - General Savings (2)</td>
<td>$166,696.62</td>
</tr>
<tr>
<td>PNC Bank - Cafeteria (3)</td>
<td>$2,632.20</td>
</tr>
<tr>
<td>PNC - James Ingram Fund (4)</td>
<td>$6,954.79</td>
</tr>
<tr>
<td>PNC Bank - Bastian Account (5)</td>
<td>$1,144.90</td>
</tr>
<tr>
<td>Genisys Credit Union MM (6)</td>
<td>$222,827.84</td>
</tr>
<tr>
<td>Genisys Credit Union Savings (7)</td>
<td>$10.69</td>
</tr>
<tr>
<td>Lakes Cmnty C U MM (8)</td>
<td>$104,546.38</td>
</tr>
<tr>
<td>Lakes Cmnty C U Sav (9)</td>
<td>$15.00</td>
</tr>
<tr>
<td>Chief Financial C U Sav (10)</td>
<td>$15.00</td>
</tr>
<tr>
<td>Chief Financial C U MM (11)</td>
<td>$215,015.51</td>
</tr>
<tr>
<td>UBS General Fund (13)</td>
<td>$2,121,239.01</td>
</tr>
<tr>
<td>UBS Endowment Fund (14)</td>
<td>$71,549.78</td>
</tr>
<tr>
<td>Total</td>
<td>$2,992,493.80</td>
</tr>
</tbody>
</table>

---

(1) Business Checking  
(2) Business Savings Sweep  
(3) Cafeteria  
(4) Business Checking - Donation Account  
(5) Business Checking - Donation Account  
(6) High Yield Money Market .85% interest  
(7) Credit Union Savings  
(8) Credit Union Money Market 0.3% interest  
(9) Credit Union Savings  
(10) Credit Union Savings  
(11) Credit Union MM 1.26% interest  
(12) Credit Union MM 1.26% interest  
(13) Money Market, Treasury Bills, CD’s  
* Change in value until the investment reaches maturity  
(14) Money Market, CD  
* Change in value until the investment reaches maturity
Harry Potter Family Trivia
Saturday, February 8 | 2 pm
This all-ages and family event will test your knowledge of everything Harry Potter including the books and movies, and the Fantastic Beasts universe. Register your team of six people or less online. Please have at least one person bring a cellphone in your group. Refreshments provided. Register online.

Grow with Google
Saturdays, February 8 & 22 | 10 am
Participants will learn applied digital skills using the ‘Grow with Google’ curriculum. Course topics will include internet security and safety, creating and editing shared documents, internet searching, and more. This is a series of three introductory level online classes. Register online.

19th Annual Preschool and Child Care Fair
Wednesday, February 19 | 4-7 pm
Parents, are you searching for the right preschool or child care? Meet Lake Orion and Oxford area providers, ask questions, and gather information at this special open house. Receive a checklist of what to look for in preschool or child care, along with information on the programs that each facility has scheduled throughout the year.

The Perfect Charcuterie Board
Tuesday, February 11 | 7 pm
Executive Chef, Angelo Loria, from Vince and Joe's will be at the library to teach participants about which cheese, cured meats and other accompaniments can be paired together, making you and your charcuterie the hit of the party. Space is limited. Register online.

Teen Late Night
Friday, February 14 | 6-9 pm
Teen Late Night is an after-hours event open to teens in 6th through 12th grade, involving games, crafts, movies and just hanging out. Pizza will be provided for dinner. Register online.

Jigsaw Jamboree
Sunday, February 16 | 2 pm
Families and friends are encouraged to register your team of 2-5 to compete to see who can complete their puzzle the fastest. Puzzles will all be 300-piece puzzles. Prizes and refreshments provided. All ages, register online, limit 10 teams.

“Nailed It!” Kids Edition
Tuesday, February 18 | 2 pm
Our kid version of the popular kitchen competition show. Participants will compete in groups to create the best edible art. Grab some friends and sign up to compete to see which team “Nailed It!” Gr K-5, register online, limit 30

Kids Create—Paper Quilling
Thursday, February 20 | 4:30 pm
Learn to DIY with various teacher-led craft classes. Take a fun creation home with you! Gr 3-6, register online, limit 25

Immigration: an American Story
Saturday, February 22-Wednesday, March 18 during open hours
This traveling display, created by the Gilder Lehrman Institute of American History, presents documents, maps, and images to tell select stories of those who came to America, some by coercion and others by choice, in search of a better future for themselves and later generations.

Leap Day Party
Saturday, February 29 | 10 am
Celebrate your bonus day with us at this frog-themed party. There will be fun crafts, games, and snacks!

Teen Taste Test Challenge
Saturday, February 29 | 2-3 pm
Would you drink pickle flavored soda? Can you tell the difference between Oreo and off brand cookies? Do you know what a macaroon is? How hot do you like your hot sauce? Let's see how brave you are with this taste test challenge! Register online.
Christina Guest of Royal Oak reads an ebook. The Midwest Collaborative for Library Services achieved two million digital book checkouts last year.

Photo by Shelby Kubbe

A milestone two million ebooks and audiobooks were checked out through the Midwest Collaborative for Library Services’ OverDrive group in 2019.

According to Forbes, the number of OverDrive digital checkouts rose by 20 percent since 2018. Last year, the top ebook title borrowed from the digital collection was “Where the Crawdads Sing” by Delia Owens, and the top audiobook was “Becoming” by Michelle Obama.

“When the MCLS OverDrive group first began, libraries took a major gamble. We couldn't predict what would happen,” said Scott Garrison, executive director at Midwest Collaborative for Library Services.

“Clearly, the gamble has paid off, and it is so gratifying to see how successful this program has been. Reaching the milestone of two million checkouts shows how greatly many, many users value 24/7 access to books from their libraries.”

Midwest Collaborative for Library Services is made up of more than 650 member libraries in Michigan and Indiana, including Brandon Township, Orion Township, Royal Oak, South Lyon and Troy public libraries.

With a valid library card, patrons can borrow books at mlc.overdrive.com or through the mobile app Libby, which was named one of Popular Mechanics’ 20 Best Apps of the 2010s and one of PCMag’s Best Free Software of 2019.

Through the app, readers can browse the library’s digital collection, put books on hold, instantly borrow titles and start reading or listening for free. All titles automatically expire at the end of the lending period (the default is 14 days), and there are no late fees. Readers can also download the borrowed books for offline use.

“Our OverDrive group has worked together really well for many years to make this possible. This achievement is a testament to how well they have worked to deliver for their users, on a large scale,” said Garrison.
In 2019, more Americans went to the library than to the movies. Yes, really.
The US film industry may have generated revenues somewhere in the region of $40 billion last year, but it seems Hollywood still has plenty of work to do if it wants to compete with that most hallow...

The US film industry may have generated revenues somewhere in the region of $40 billion last year, but it seems Hollywood still has plenty of work to do if it wants to compete with that most hallow...

Adele McCoy Us for sure. Love our library.

Orion Township Public Library
February 1 at 9:03 AM ·
Free magazines are here! After 2 pm they will be recycled. Stop by!

Lori Morris, Kathleen Kwiatkowsi and 12 others
4 Shares
Orion Township Public Library
January 30 at 9:30 AM
Our new display features props from popular movies like Back to the Future, Indiana Jones, Titanic, Harry Potter, and many more. Thanks to OrionONTV for sharing this special collection!

24Lori Morris, Amanda Sharp and 22 others
1 Comment
Forty years ago, the Orion Township Library installed its first computer, used as a library catalog. So much has changed since 1980!

Beth Blubaugh Sheridan  Ain’t that the truth😊

Penny R. Peterson  At the old library on Lapeer. The staff had to go through lots of training at that time.

There’s still space available for our Kids Create Embroidery embroidery program this afternoon at 4:30! Sign Up here: orionlibrary.evanced.info/signup/EventDetails...
Did you know our Cricut has a pen attachment? Use this awesome feature to do precise calligraphy, address envelopes, and decorate a variety of paper and card projects! More info at orionlibrary.org/makerspace.

Oriam Township Public Library

Carrie Schumaker Buss: Wow! Didn’t know this. So patrons can use the cricket? Do we supply our own paper?

Hi Carrie. Yes, the Cricut is always available in the Makerspace. Patrons have free access to the machine, blade, and cutting mat, you just provide your own paper (and in this case, Cricut pen).

Kate Boozer, Gabi, Mandy: I'm totally gonna try this out!
Youth and Teens! Join us on Saturday, February 1 @ 11am: Reptiles, amphibians, mammals and more!! REPCO Wildlife Encounters is coming to the Orion Township Public Library. Families of all ages will experience a live animal show that focuses on research, education, conservation and of course, entertainment! *Space is limited.

Orion Township Public Library
January 24 at 10:00 AM ·
Our 2019 magazines will be in the library lobby on Saturday, February 1 between 10 am and 2 pm for the public to pick up for FREE (while supplies last). After 2 pm they will be recycled.
Roger King I'm happy to see them doing this. I offered to buy some last year and they said they couldn't. Maybe that sparked the idea.

View 2 more comments

Orion Township Public Library

January 23 at 10:00 AM ·
Come check out some cool historical textile techniques and fabrics and peak behind the scenes of the Henry Ford Museum with Joan from Heritage Spinning and Weaving! Thursday January 30 @ 7pm

Historical Textiles and Fabrics
Thursday, January 30 @ 7:00p

Join Joan Sheldon, a collector since the 1970s and textile specialist, volunteer and consultant at the Henry Ford Museum of American Innovation in Dearborn, Michigan, to see the world of textiles and get a glimpse behind the scenes of the Henry Ford. Joan is also the owner of Heritage Spinning and Weaving in downtown Lake Orion.
Orion Township Public Library
January 22 at 10:00 AM
We are excited to welcome Tom Santilli, Executive Producer of Movie Show Plus and Rotten Tomatoes film critic, to the library on Tuesday, January 28 at 7 pm for an exciting discussion on the 2020 Oscar nominations. He will discuss the categories, why certain films were nominated, and participants will get to vote for their favorite movies of the year! Refreshments will be provided. Register online at orionlibrary.org/calendar.

Orion Township Public Library
January 21 at 3:17 PM
Love cooking and sharing delicious food? Try Cook the Book! Our next meeting will be Monday February 3 @ 7pm. Pick up a copy of "Marcus off Duty" from the adult reference desk any time, prepare a dish, and share it with other foodies at the event!
Orion Township Public Library updated their cover photo.  
January 21 at 12:48 PM ·  
Like  
Comment  
Share

Orion Township Public Library  
January 17 at 1:29 PM ·  
New year, new budget! Our first orders of the year came in this week and our "New Books" shelves are once again filling up with new titles!

102Lori Morris, Alice Cruz and 100 others  
9 Comments 1 Share  
Like

Governor Is the local author section still in place?

Orion Township Public Library Yes! Our local and self-published author collection is still by our new book area.

Layele Sitar Do you take book donations?
Yes, we take donations all year round. For a list of what the Friends will and will not accept, see https://orionlibrary.org/donations/.

Hey parents, we would like your feedback!

We are planning on offering more programming for kids in elementary school. What times would work best (after-school, weekends, over breaks, etc.)? Do certain days of the week work better than others? Let us know in a comment or message us!

Help us in providing the best programming for kids K-5!

Michelle Schoenhals

Thank you!😊

Katie London Saturday mornings never work for us. I would love a weeknight activity. 4 or 4:30 start time on Monday, Tuesday, Thursday or Friday would be awesome for us. My boys are 7 and 9 and love the library.
Orion Township Public Library

January 16 at 10:00 AM

Join LOCS Assistant Superintendent Heidi Mercer, and our Head of Adult Services Librarian Kathleen Kwiatkowski, on Wednesday, January 29 at 7 pm here at the library for a discussion of the parenting book, Unselfie: Why Empathetic Kids Succeed in Our All-About-Me World by Michele Borba. Contact our adult reference desk for a copy of the book at 248-693-3001. Register for the discussion online at orionlibrary.org/calendar.

Orion Township Public Library

January 13 at 10:00 AM

Interested in honing your digital literacy skills? There is still space in our "Grow with Google" series of courses. Learn about internet safety, email, shared documents, and more with this introductory online class starting January 25. ORIONLIBRARY.EVANCED.INFO

Grow with Google

Like

CommentShare
Orion Township Public Library
January 11 at 9:10 AM
Avoid the ice and snow today! Use the OTPL from your living room by downloading an audio or ebook through Cloud Library straight to your computer, phone, tablet, or e-reader!

ebook.yourcloudlibrary.com
With the kids back in school, we have gotten back into our regular routine at OTPL, with programming and collection development, much thanks to the new budget year!

We did a test run on a new intergenerational storytime in January, where we do a storytime for babies and their caregivers, along with seniors. We had 5 seniors and 15 babies/caregivers in attendance. We look forward to taking this program on the road this spring to nearby senior living facilities.

In the Youth Department, we now have 331 children registered for the 1000 Books before Kindergarten program, with 28 children having completed the program. Our 500 by 5th program has 102 kids signed up, with 2 kids having completed the program! We have given out 46 welcome baby bags to patrons with babies under 12 months.

Our January youth programs included Fly Guy Book Party (38), Create with your Crew (31), Sleepy Storytime (9), Amulet Party (7), 4 Friday Family storytimes (96), SENSEsational Storytime (8), Kids Create – Embroidery (5), LEGO (10), 2 Doggone Readers (11), 3 Baby Time (44), 12 Toddler Time (343), and 8 Preschool Pals (213).

Our passive program for January was to decorate the front of the youth desk with post-its ranging from book recommendations, cool drawings, or favorite things. We had 248 children participate in this activity.

We are gearing up for the 5th grade Battle of the Books, with currently 141 students and 33 teams registered (which is lower than the 158 students we had last year). In addition, we filled 11 ThinkLink Book Requests and had 147 items checked out. We did 11 Pre-K school visits (261) and 8 K-5 school visits (431).

Teen Services offered: Chopped Teen Edition (20), ThinkLink After School (16), Teen Advisory Board (0), and 2 sessions of Geek Club (24).

Sabrina did two Lit Lunch programs at Waldon and Scripps where she concentrated on programming centered towards the Middle School Battle of the Books, with book bingo. 94 teens participated. Sabrina also met with the three middle school media specialists to write questions for the Middle School Battle, which was held on Friday, February 7. I attended part of it this year for the first time, and it was a great event.

In Adult Services, we had: 3 Book Discussions (31), Orion Historical Society (8), 5 Drop-in Tech Help (23), Parenting Book Discussion (6), Historical Textiles (34), Printmaking Workshop (17), Grow with Google (2), They Shall Not Grow Old
Dan applied for a $1000 grant from The Awesome Foundation. The Awesome Foundation is a global community advancing the interest of awesome in the universe, $1000 at a time. Micro-grants are given to organizations on a no-strings-attached basis to people and groups working on projects. Grants are given on a monthly basis. The money would be used to purchase two Oculus Quest headsets ($499 each) and if we get this grant some programs we would plan include workshops on how to use Virtual Reality CAD, creating a library informational/promotional experience to use at community events, creating an Augmented Reality haunted house and other collaborative art projects.

Adult Service staff applied to host a Michigan Notable Books author at our library this spring, and they also created a new readers advisory binder, which is now available for patrons near our February “Blind Date with a Book” display.

Outreach Services offered: 4 ELL Conversation Groups (25), 4 Dr. Bob Computer Classes at the Orion Center (5), 4 Senior Moments Activity Hours at the Orion Center (25), 4 Coloring and Coffee with the Classics (13), 4 Geri-Fit Exercise Programs for Seniors (67), Alzheimer's Caregivers Support Group (11), 8 Next Chapter Book Clubs (57), Book Bunch Book Club (11), 4 ELL Small Group Classes (27), Pomeroy Memory Lane (13), SNAP: Chair Yoga (25), LONC Memory Lane (8), 2 Heritage Place programs (12), and Villa at Silver Bell Estates Memory Lane (12).

During January, 35 patrons participated in the Orion Winter Challenge, a partnership with the Orion Center and OTPL that encourages seniors to participate in Orion Center activities. This program continues thru February.

In building news, we have had the staff kitchen wallpaper stripped and painted, as part of the repairs from November’s roof leak. We have plans to finish the work with paint and carpet in the office shared by Joyce, Margie, and Jessica at the end of February/beginning of March. In addition, we did have a problem with mice in the building in mid-January. We seem to have alleviated the problem with traps, but we are also moving forward with adding card access openers on the exterior doors of the storage room to assist with keeping the doors shut at all times instead of allowing volunteers to prop them open. We also plan to add functionality to the staff entry door that will not automatically open
when unlocked, but there will be a button to push for folks who need the door opened for them (like those that bring in the return bin).

As for my office, I did collect updated pricing on the furniture, which is on a statewide bid. I included the updated information in the packet for discussion.

As I mentioned via email, we did have an accident in the parking lot last month with a patron hitting the bike rack. We filed a police report and an insurance claim, and we have received an estimate for repair. I am coordinating with insurance at this point.

The department heads and I had a kickoff meeting for our project to rewrite staff job descriptions with Mercers Consulting at the beginning of February. We are working on the rewrites at this time and plan to get staff input as part of the process.

Due to over 500 documents notarized in 2019, we have added 3 more notaries to the OTPL staff. Kathleen, Dan, and Mary (at the Orion Center) are going to become notaries, to help out Joyce and James. This is a very popular service in our community.

I attended the OCCCC (Orion cable commission) meeting last night, where they discussed our grant again for our project to upgrade the AV equipment in our meeting room. And they approved a grant of $40,000 for our project! We will discuss this in more detail at our board meeting as well, but I’m excited that they approved a grant for us!

I put in a call to AKA architects with regard to the meeting room kitchen design and cost estimate, and I had a meeting with them this morning, where I shared the drawings from Kimberly Bolan & Associates and also additional feedback from staff. They are going to put some thoughts together and get back to me. I will let you know the latest on that at the board meeting.

The MLA board has continued to work on the Library Privacy Act changes, and we passed a motion last week to move forward with some of the changes, taking them back to the senator who introduced the bill. I will update you at the board meeting with the latest that I have on that. I have also started working with the MLA board committees on strategic planning and finance.

The library has our 2019 audit scheduled, and the field work will be done on February 19-20 with Maner Costerisan. Aaron Stevens is planning to present the findings to the library board on April 23, 2020.
In case you haven’t seen it, the December/January/February ONTV show, Orion @ Your Library, is available here: https://youtu.be/LsS9j1k_iro. We taped the spring show and it should be ready next week!

The next issue of Orion Living, covering March, April, and May should hit your mailbox at the end of February. Check out all the fun we have planned!

I am looking forward to taking Kathleen & Ashley with me to the Public Library Association conference the last week in February, which is in Nashville. This is my favorite conference, as it’s most helpful for public librarians.

Friends of Michigan Libraries (FOML) is having their spring workshop for trustees on March 27 focused on “Spreading the Word about Library Relevancy.” The workshop will be in Portage, Michigan, and I sent the info out via email this week. Let me know if you would like me to register any of you.

MLA is having an Advocacy Day in Lansing on Wednesday, April 22. I will be attending. Please let me know if you would also like to attend. Information at: https://mla.memberclicks.net/advocacy-day

Noting the Advocacy Day on April 22 – that falls during National Library Week, which will be celebrated at our library from April 19-25. More fun along the theme of “Find Your Place at the Library” will be underway that week!

The Friends of the Library board met last on February 11, where they had some good discussion about their own strategic planning. They were happy with the proceeds from their Winter Used Book Sale. Additionally, President Jan Thomas will be attending the library board meeting in February for further discussion with the library board.

Reminders and other notable upcoming events for the Library:

- **SUNDAY, February 16 – Jigsaw Jamboree, 2p**
- **February 19 – Annual Preschool & Child Care Fair, 4-7p**
- **February 20 – Library Board meeting, 6:30p**
- **February 22-March 18 – Immigration exhibit on display**
- **March 7 – 5th grade Battle of the Books @Waldon MS, 10a**
- **March 9 – Community Conversation @313 Pizza Bar, 7p; Orion Historical Society, 7p**
- **March 10 – Battle Awards Ceremony @LOHS, 6:30p**
- **March 13 – Murder Mystery for adults, after hours @6p**
• March 14 – Pierogi Making for adults, 2p
• March 17 – Census Open House, 1p
• March 18 – Leadership Book Discussion with Karen K, 7p
• March 19 – Library Board meeting, 6:30p
• March 21 – Introduction to Tinkercad, 10a
...AND SO MUCH MORE!
Automatic Renewals if there is NO HOLD on the item and Movie Rental for longer than 1 week (i.e. Rochester Library does this)

If you would like a response, please provide contact information below:

Name: Louise Bjelobrk
Phone: 248.371.0686 Email: L080372@gmail.com
February 3, 2020

Dear Patron:

Thank you for taking the time to complete a comment card at the Orion Township Public Library. Your input, ideas and suggestions are important to us!

Thank you for your interest in automatic renewals. I appreciate that the Rochester Hills Public Library does this already, and it is definitely on my radar. I have it on the February board agenda to discuss further with the library board, and ultimately it will be their decision. We have to make decisions that make sense for the size and budget of the Orion Township Public Library. But I understand that it is important to you.

In the meantime, please continue to renew your items as our current policies allow and if no one else has a hold on the item – either in person, on the phone, or online through your library account.

In regards to the loan period for movies, at this time we must limit it to one week for movies, as they are in demand by our patrons. However, I will consider your request for this as well in discussions with the library board.

Thank you again for your suggestion, and thank you for using the Orion Township Public Library.

Sincerely,

Karen Knox
Director
Tell us what you think! Complete this card or complete the online survey at: orionlibrary.org/survey/

**COMMENTS:**

Imperfect Union

*Store Inseep*

book form

If you would like a response, please provide contact information below:

Name: *Cindy Elliott*

Phone: ______________________ Email: ______________________

**DATE:** 1/14/20
Dear Patron:

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

We are so delighted to hear comments and suggestions from our patrons. I will pass along your suggestion to acquire *Imperfect Union* by Steve Inskeep to our collection development librarians to see if they might be able to purchase this book for the community.

Please feel free to submit additional comment cards, or if you have future purchase requests, we have a separate form for those at: [http://orionlibrary.org/purchase-request/](http://orionlibrary.org/purchase-request/) on our website. Thank you for using the Orion Township Public Library.

Sincerely,

Karen Knox
Director
Strategic Focus Areas:

1. Exceptional Resources
   - Programming:
     - Plan and execute an Adult Battle of the Books program partnering with surrounding libraries (CIDL & AHPL).
     - Add a self-guided computer learning program (Grow with Google).
     - Continue Think Link Afterschool to include grades 6-8 and add working with community organizations and businesses to assist with programming.
     - Add an Intergenerational Storytime program at senior living homes for children and residents.
     - Reassess how library programming is run.
     - Continue to do Lit Lunches at the middle schools and boost regular programming at the high school level.
     - Partner with area business for programs outside the library each month.
     - Update and organize passive activities including board games in the teen room.
     - Offer more diverse cultural programming for kids & families
     - Explore more programming opportunities for babies – including more resources/play materials
     - Offer more special ed programming
     - Cross department programming – including moms’ night out, family makerspace etc.
     - Refresh longstanding programming – including LEGO, Doggone Readers, storytimes
     - Continue to seek out grant opportunities
     - Create and perform a diversity audit of picture book collection

   - Collections:
     - Explore creating and circulating memory kits for patrons with memory disorders.
     - Explore circulating classic/old school gaming systems.
     - Add a seed library.
     - Complete the creation of a family movie collection.
     - Continue to catalog and process new materials in a timely fashion.
     - Reinvestigate circulating wireless hotspots to patrons.
     - Complete the development of LitFit Kit collection.
     - Expand parenting collection to include reading resources.
     - Expand wonderbook (audio enabled book) collection.

   - Services:
     - Purchase and install a 3D printer in our Maker Space for patrons and programs.
     - Build up Maker Space resources to assist with patron and staff training.
     - Add routine monthly window displays in the Teen Room.
     - Research grant opportunities and apply for applicable grants to assist with but not limited to:
       - Borrow by Mail program for DVDs for homebound patrons.
       - Soundproofing study rooms.
       - Short story dispenser either in the library or somewhere in a popular area of town.
       - Motorized assist to our Bookbike.
2. Community Awareness

- Utilize the Bookbike for new pop-up services such as using it as an “Art Cart” at the park.
- Service all new senior living facilities being built in the township; Laurels of Lake Orion on Clarkston Road is due to be completed summer/fall 2020.
- Spontaneous programs and/or displays for viral pop culture events.
- Add an online music streaming service and slowly eliminate or decrease our physical CD collection.
- Teen Librarian to work on having a presence at outside the building teen related events (Ex: Real Talk).
- Purchase and design a library mobile app.
- Consider adding a new bulletin board behind customer service desk to help with awareness of library resources.
- Continue to schedule Bookbike appearances throughout the community.
- Design a new public website.
- Explore options to customize Polaris email to include surveys, event, and resource information (3rd party)
- Continue to build new partnerships with community organizations and hold more programs offsite – including Orion Art Center, senior homes, storytime popups, local cultural organizations for multicultural programming.
- Continue partnerships with LOCS; efforts to expand field trip opportunities and “March is Reading Month” visits.
- Partner with ONTV for candid school/library relationships.
- Improve and increase youth book displays, including new display areas and shelf talkers.
- Maintain and expand preschool outreach connections.
- Explore options for traveling storywalk.
- Recruit and create a library Dragon boat team.
3. Customer Satisfaction

- Staff Training:
  - Develop a voluntary cross-training program for staff interested in learning new aspects of the library.
  - Review and update the new employee onboarding process.
  - Train youth librarians in all Maker Space services so they can assist with patron trainings and use the Maker Space for youth programs.
  - Work with Merces Consulting to update job descriptions and performance evaluations.
  - Utilize Lynda.com for staff learning opportunities.
  - Encourage staff to view Webjunction workshops, such as for customer service.
  - Continue seeking out professional development opportunities for all staff.

- Resources:
  - Easily accessible computers for the 2020 census and properly trained staff to assist Orion Township residents with census questions. Dedicated census terminal and link on all library catalogs.
  - Sell old Orion Library picture frames in a silent auction.
  - Give patrons the opportunity to take home magazines from the previous year before recycling.
  - Dan to start offering Maker Space office hours for walk-in questions.
  - Revamp the Adult and Teen Summer Reading Program.
  - Add cloth bags with our logo for home delivery books so patrons don’t misplace items as easily.
  - Develop new ways to market the Orion Center (trifold, bookmarks, ONTV, lobby slide).
  - Work on 2021-2023 Strategic Plan.
  - Eliminate paper forms for mileage reimbursement and implement an online submission forms much like funding requests.
  - Develop a local history donation form to better keep track of accession records and donor files.
  - Go through old adult archival posters in support services.
  - Explore Auto Renewal and Fine Free options.
  - Stay current with Polaris releases (barring major bug reports).
  - Explore networked digital clocks.
  - Continue reading current research for libraries.
  - Explore and evaluate new methods of collecting patron comments/feedback on services and programming.
  - Explore ways to become more ecofriendly including moving forms online, eliminating single use items (storytime name tags, for example) and generally using less paper.
4. **Easy & Convenient Library Access**

   - **Facility Improvements:**
     - Add decorative signage at the customer service desk.
     - Upgrade AV in the Meeting Room and tie in to ONTV.
     - Replace WiFi hardware infrastructure.
     - Clean carpet.
     - Finish renovations in admin department from roof leak from November 2019.
     - Investigate LED for rear exterior lights.
     - Thoroughly clean each department work area.
     - Replace wood surrounding outdoor book drop.
     - Refinish lobby floor.
     - Paint light pole bases in the parking lot.
     - Power wash meeting room tables and chairs.
     - Adjust sprinkles so they don’t shoot trees.
     - Add new signage for unauthorized parking, trail access.
     - Work on plan and cost estimate for Meeting Room kitchen project.
     - Add new sculpture to the front entry gardens.
     - Add automated card readers on storage room exterior doors.
     - Inventory shelving parts in the storage room.
     - Add option to employee entrance for door opener.

   - **Services:**
     - Digitize all LOHS yearbooks and make them accessible online.
     - Consider adding curbside pickup for library materials.
     - Add a “What to read next” tab on the library website for adults, consider using Good Reads.
     - Consider removing user agreement splash page for both patron computers and wireless which could be considered a barrier to access.
     - Finish iDigOrion to OCHR migration.
     - Increase passive in-library activities in elementary area – add games, manipulatives, unique brain puzzles, etc., to mimic a learning space like younger kids play space (i.e. Make fish tank a space to learn and explore).
     - Explore opportunities to ensure the youth area is welcoming to kids/families of all abilities (i.e. add sensory kits).
     - Promote the ThinkLink Teacher Portal to other educational entities (private preschools, schools).
     - Use e-books and apps at large programs to promote the ease of use and access and promote current digital literacy.
## Statistical Report - Usage for the month of January 2020

### Circulation

<table>
<thead>
<tr>
<th>Library</th>
<th>Current month</th>
<th>This month last year</th>
<th>Current FYTD</th>
<th>Previous FYTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Library</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Circ Checkouts</td>
<td>9,766</td>
<td>9,315</td>
<td>9,766</td>
<td>9,315</td>
</tr>
<tr>
<td>Self Checkouts</td>
<td>12,234</td>
<td>14,299</td>
<td>12,234</td>
<td>14,299</td>
</tr>
<tr>
<td>Renewals</td>
<td>7,971</td>
<td>8,884</td>
<td>7,971</td>
<td>8,884</td>
</tr>
<tr>
<td><strong>E-books (OD &amp; CL)</strong></td>
<td>10,132</td>
<td>4,755</td>
<td>10,132</td>
<td>4,755</td>
</tr>
<tr>
<td>E-audiobooks (OD &amp; CL)</td>
<td>2,118</td>
<td>1,458</td>
<td>2,118</td>
<td>1,458</td>
</tr>
<tr>
<td>E-magazines</td>
<td>378</td>
<td>572</td>
<td>378</td>
<td>572</td>
</tr>
<tr>
<td>Hoopla</td>
<td>1,511</td>
<td>1,489</td>
<td>1,511</td>
<td>1,489</td>
</tr>
<tr>
<td>Kanopy</td>
<td>57</td>
<td>39</td>
<td>57</td>
<td>39</td>
</tr>
<tr>
<td>Orion Center branch</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Checkouts</td>
<td>73</td>
<td>144</td>
<td>73</td>
<td>144</td>
</tr>
<tr>
<td>Interlibrary Loan</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Items borrowed</td>
<td>1,000</td>
<td>868</td>
<td>1,000</td>
<td>868</td>
</tr>
<tr>
<td>Items loaned</td>
<td>703</td>
<td>698</td>
<td>703</td>
<td>698</td>
</tr>
<tr>
<td><strong>Total Circulation</strong></td>
<td><strong>45,240</strong></td>
<td><strong>41,823</strong></td>
<td><strong>45,240</strong></td>
<td><strong>41,823</strong></td>
</tr>
<tr>
<td><strong>YTD % Change</strong></td>
<td><strong>8.17%</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Number of Items in our Collection

<table>
<thead>
<tr>
<th>Library</th>
<th>Current month</th>
<th>This month last year</th>
<th>Current FYTD</th>
<th>Previous FYTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Print</td>
<td>90,758</td>
<td>90,008</td>
<td>Residents</td>
<td>19,334</td>
</tr>
<tr>
<td>Audio (physical)</td>
<td>10,257</td>
<td>10,116</td>
<td>Non-Residents</td>
<td>4,157</td>
</tr>
<tr>
<td>Video</td>
<td>18,660</td>
<td>18,730</td>
<td>Total Card Holders</td>
<td>23,491</td>
</tr>
<tr>
<td>E-books</td>
<td>82,038</td>
<td>73,959</td>
<td>New Registrations</td>
<td>180</td>
</tr>
<tr>
<td>E-audiobooks</td>
<td>34,790</td>
<td>28,643</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>10,147</td>
<td>10,059</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Items</strong></td>
<td><strong>246,650</strong></td>
<td><strong>231,515</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Room Usage Statistics

<table>
<thead>
<tr>
<th>Library</th>
<th>Current month</th>
<th>This month last year</th>
<th>Current FYTD</th>
<th>Previous FYTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting Room bookings (public)</td>
<td>120</td>
<td>120</td>
<td>120</td>
<td>120</td>
</tr>
<tr>
<td># Programs for adults</td>
<td>62</td>
<td>32</td>
<td>62</td>
<td>32</td>
</tr>
<tr>
<td># Programs for children</td>
<td>37</td>
<td>13</td>
<td>37</td>
<td>13</td>
</tr>
<tr>
<td># Programs for teens</td>
<td>5</td>
<td>6</td>
<td>5</td>
<td>6</td>
</tr>
<tr>
<td># School visits for Think Link</td>
<td>26</td>
<td>20</td>
<td>26</td>
<td>20</td>
</tr>
<tr>
<td>Program attendance for adults</td>
<td>566</td>
<td>297</td>
<td>566</td>
<td>297</td>
</tr>
<tr>
<td>Program attendance for children</td>
<td>835</td>
<td>327</td>
<td>835</td>
<td>327</td>
</tr>
<tr>
<td>Program attendance for teens</td>
<td>60</td>
<td>88</td>
<td>60</td>
<td>88</td>
</tr>
<tr>
<td>Attendance school visits Think Link</td>
<td>786</td>
<td>445</td>
<td>786</td>
<td>445</td>
</tr>
</tbody>
</table>

### Technology Usage Statistics

<table>
<thead>
<tr>
<th>Library</th>
<th>Current month</th>
<th>This month last year</th>
<th>Current FYTD</th>
<th>Previous FYTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer signups</td>
<td>1,575</td>
<td>1,529</td>
<td>1,575</td>
<td>1,529</td>
</tr>
<tr>
<td>Wireless users</td>
<td>1,469</td>
<td>1,378</td>
<td>1,469</td>
<td>1,378</td>
</tr>
<tr>
<td>Web site hits - desktop users</td>
<td>15,326</td>
<td>12,442</td>
<td>15,326</td>
<td>12,442</td>
</tr>
<tr>
<td>Web site hits - mobile users</td>
<td>11,327</td>
<td>9,803</td>
<td>11,327</td>
<td>9,803</td>
</tr>
</tbody>
</table>

### Other Usage Statistics

<table>
<thead>
<tr>
<th>Library</th>
<th>Current month</th>
<th>This month last year</th>
<th>Current FYTD</th>
<th>Previous FYTD</th>
</tr>
</thead>
<tbody>
<tr>
<td># Visitors to Main Library</td>
<td>16,161</td>
<td>15,783</td>
<td>16,161</td>
<td>15,783</td>
</tr>
<tr>
<td># Visitors to Orion Center branch</td>
<td>427</td>
<td>407</td>
<td>427</td>
<td>407</td>
</tr>
<tr>
<td># Volunteer hours</td>
<td>602</td>
<td>552</td>
<td>602</td>
<td>552</td>
</tr>
<tr>
<td># Notarized documents</td>
<td>33</td>
<td>19</td>
<td>33</td>
<td>19</td>
</tr>
<tr>
<td># Think Link requests for books</td>
<td>22</td>
<td>10</td>
<td>22</td>
<td>10</td>
</tr>
<tr>
<td># Think Link check outs</td>
<td>161</td>
<td>85</td>
<td>161</td>
<td>85</td>
</tr>
</tbody>
</table>
A bill to amend 1982 PA 455, entitled
“The library privacy act,” by amending the title and sections 2, 3, and 4 (MCL 397.602, 397.603, and 397.604), section 2 as amended by 1999 PA 37 and section 3 as amended by 1996 PA 188.

THE PEOPLE OF THE STATE OF MICHIGAN ENACT:

1 TITLE
2 An act to provide for the confidentiality of certain library records; and to provide for certain exceptions to the confidentiality of those library records; to provide for the
selection and use of library materials; and to provide remedies.

Sec. 2. As used in this act:

(a) “Computer” means any connected, directly interoperable
or interactive device, equipment, or facility that uses a
computer program or other instructions to perform specific
operations including logical, arithmetic, or memory functions
with or on computer data or a computer program, and that can
store, retrieve, alter, or communicate the results of the
operations, to a person, computer program, computer, computer
system, or computer network.

(b) “Computer network” means the interconnection of
hardwire or wireless communication lines with a computer through
remote terminals, or a complex consisting of 2 or more
interconnected computers.

(c) “Computer program” means a series of internal or
external instructions communicated in a form acceptable to a
computer that directs the functioning of a computer, computer
system, or computer network in a manner designed to provide or
produce products or results from the computer, computer system,
or computer network.

(d) “Computer system” means a set of related, connected or
unconnected, computer equipment, devices, software, or hardware.

(e) “Crime” means that term as defined in section 5 of 1931
PA 328, MCL 750.5.

(f) “Device” includes, but is not limited to, an
electronic, magnetic, electrochemical, biochemical, hydraulic,
optical, or organic object that performs input, output, or
storage functions by the manipulation of electronic, magnetic,
or other impulses.
(g) “Harmful to minors” means that term as it is defined in section 4 of 1978 PA 33, MCL 722.674.


(j) “Library” includes a library that is established by the this state or by a county, city, township, village, school district, or other local unit of government or authority or combination of local units of governments and authorities, or a community college district, or a college or university, or any private library open to the public.

(k) “Library record” means a document, record, or other method of storing information retained by a library that contains information that personally identifies a library patron, including the patron's name, address, or telephone number, or that identifies a person as having requested or obtained specific materials from a library. Library record does not include either of the following:

(i) Nonidentifying material that may be retained for the purpose of studying or evaluating the circulation of library materials in general.

(ii) Recorded video surveillance images made solely for security purposes that do not include images of any other document or record that identifies a person as having requested or lawfully obtained specific materials from a library.
"Minor" means an individual who is less than 18 years of age.

"Obscene" means that term as it is defined in section 2 of 1984 PA 343, MCL 752.362.

"Sexually explicit matter" means that term as it is defined in section 3 of 1978 PA 33, MCL 722.673.

"Terminal" means a device used to access the internet or a computer, computer program, computer network, or computer system.

Sec. 3. (1) Except as provided in subsection (2), a library record is not subject to the disclosure requirements of the freedom of information act, Act No. 442 of the Public Acts of 1976, being sections MCL 15.231 to 15.246, of the Michigan Compiled Laws.

(2) Unless ordered by a court after giving the affected library notice of the request and an opportunity to be heard of the request, a library or an employee or agent of a library shall not release or disclose a library record or portion of a library record to a person without the written consent of the person liable for payment for or return of the materials identified in that library record, unless 1 of the following exceptions applies:

(a) A court has ordered the release or disclosure after giving the affected library notice of the request and an opportunity to be heard of the request.

(b) The release or disclosure is permitted under subsection (5).

(3) The procedure and form of giving the written consent described in subsection (2) may be determined by the library.
(4) A library may appear and be represented by counsel at a hearing described in subsection subdivision (2)(a).

(5) A library or an employee or agent of a library may disclose library records without a court order or the written consent described in subsection (2) under any of the following circumstances:

(a) The library or an employee or agent of the library may report information about the delinquent account of a patron who obtains materials from the library to a collection agency under contract with the library. The library or an employee or agent of the library shall provide the collection agency with only the library records necessary to seek the return of overdue or stolen materials or to collect fines from the patron.

(b) The library or an employee or agent of the library may disclose library records to another library or library cooperative for the purpose of conducting interlibrary loans. The library records must be limited to those required for providing interlibrary loans.

(c) The library or an employee or agent of the library may disclose library records to a law enforcement officer if the library records include information identifying a suspect, witness, or victim of a crime and the law enforcement officer signs a form attesting to the existence of exigent circumstances that make it impractical to secure a court order and acknowledging receipt of the library records under this subdivision.

(6) This section does not prohibit an employee or agent of a library from providing a sworn statement or testimony to a law enforcement officer based solely on the personal knowledge of
the employee or agent of the library regarding a crime alleged
to have occurred at the library.

(7) As used in this section, “employee or agent of a
library” includes an employee of the library, a member of the
governing body of the library, an individual who is specifically
designated as a volunteer and who is acting solely on behalf of
the library, and any other person who is lawfully performing
services on behalf of the library under a written contract.

Sec. 4. (1) A library or an employee or agent of
a library which violates section 3, the library
shall be liable to the person identified
in a library record that is improperly released or disclosed.
The person identified in the library record may bring a civil
action against the library for actual damages or $250.00,
whichever is greater; reasonable attorney fees; and the costs of
bringing the action. A court also may grant equitable relief to
a person under this subsection.

(2) If an employee or agent of a library knowingly violates
section 3, the employee or agent is subject to liability to the
person identified in a library record that is improperly
released or disclosed. The person identified in the library
record may bring a civil action against the employee or agent
for actual damages or $250.00, whichever is greater; reasonable
attorney fees; and the costs of bringing the action. A court
also may grant equitable relief to a person under this
subsection.

(3) A civil action under this section must be brought
within 180 days of the release or disclosure.
1. Call to Order

2. Call to Public

3. Approval of Agenda

4. Approval of Minutes
   A. Regular Meeting of December 11, 2019

5. Commission Business
   A. Grant #191201, Orion Township Public Library
   B. 2019 Financial Audit

6. ONTV Board Report
   A. November, 2019 Meeting Minutes
   B. January, 2020 Meeting Synopsis

7. Treasurer’s Report
   A. Payment of Bills

8. Cable Providers’ Reports
   A. Comcast
      1. January 9, 2020 Letter re: Xfinity TV Changes
   B. AT&T
      1. Fourth Quarter 2019 Franchise/PEG Fee Report – Village of Lake Orion

9. Administrator’s Report
   A. Subscriber Concerns Log - None

10. Upcoming Conferences and Conference Reports
    A. Alliance for Community Media National, Chicago, Illinois, June 30 – July 2
    B. NATOA National, Denver, Colorado, August 31 – September 3
    C. Great Lakes Media Show, Lansing, March 3-4

11. Communications Received
    A. Joint Township/Village Resolution Approving OCCCC 2020 Proposed Budget

12. Commissioner Comments

13. Adjournment

In the spirit of compliance with the Americans with Disabilities Act, individuals with a disability should feel free to contact the Commission Administrator, 248-393-0147, at least seventy-two hours in advance of the meeting, if requesting accommodations.
Librarian Kitchen Survey Results

Kitchen usages

Teen programming does a lot of food related programs where using Kitchen is very useful.

Teens have a lot of craft and art projects and they use the Kitchen for clean up.

More counter space and storage.

Kitchen used for food prep, food storage for items used during programs.

Kitchen used by most programs that offer refreshments.

Kitchen used for food based programs example “Nailed it!”

Very useful for programs Like Candle making, cookie decorating, craft programs. “Cook the Book”, Winter Workshop, etc.

Sugar crafts, some beauty related programs.

Kitchen invaluable during Use Kitchen for maker Space programs and cooking demos.

Think Link after school uses kitchen for snacks and drinks.

Needed in the Kitchen

**Counter space and Storage space** Kitchen needs enough counter space for staff to enhance their programs for example Cook the Book, Sugar skull making, etc.

Pass through window

Popcorn machine used all the time

One big sink rather than two small sinks for cleaning large items

Microwave, Refrigerator, oven stove top, Dishwasher

Blender, Food Processor, Instant Pot

A set of one or two kid safe knives

Dish towels, Prep and serving utensils, Measuring cups, cutting boards, serving trays, dishes, spatulas, eating utensils, plates
Assessment

In addition to analyzing the seating capacity options for the main meeting area, KBA also reviewed options for expanding the kitchen. Goals for the space included:

- Creating more counter / work space to accommodate 4 – 5 people
- Adding a prep island (mobile, if possible, to create maximum flexibility)
- Adding a cut-out serving window
- Including a new refrigerator, ice machine, large deep single sink, microwave, stove and oven, a garbage disposal, and a dishwasher, if space allowed
- Adding as much cabinetry as possible, including upper cabinets to the ceiling to maximize storage

MEETING ROOM KITCHEN OPTION 1

MEETING ROOM KITCHEN OPTION 2
3. After reviewing the draft kitchen layout designs with Karen Knox and Joyce Becker on July 6, a third kitchen layout was established. *See below.

![Meeting Room Kitchen Option 3 Diagram]

**Key**
- **=** Existing Duplex Outlet
- **=** New Duplex Outlet
- **=** Equipment
- **=** New Furniture

Serving Window Examples
Feature
The Complicated Role of the Modern Public Library

Something for everyone

Jennifer Howard

There aren’t many truly public places left in America. Most of our shared spaces require money or a certain social status to access. Malls exist to sell people things. Museums discourage loiterers. Coffee shops expect patrons to purchase a drink or snack if they want to enjoy the premises.
Pratt Library President and CEO Heidi Daniel reads at story time.
—Enoch Pratt Free Library

Pima County Health Department Library Nurse Daniel Lopez takes the blood pressure of homeless man Jim Truitt at the Main Joel D. Valdez Pima County Public Library in Tucson, Arizona.
—© Pima County Public Library
One place, though, remains open to everybody. The public library requires nothing of its visitors: no purchases, no membership fees, no dress code. You can stay all day, and you don’t have to buy anything. You don’t need money or a library card to access a multitude of on-site resources that includes books, e-books and magazines, job-hunting assistance, computer stations, free Wi-Fi, and much more. And the library will never share or sell your personal data.

In a country riven by racial, ethnic, political, and socioeconomic divides, libraries still welcome everyone. “We are open spaces,” says Susan Benton, the president and CEO of the Urban Libraries Council, whose members include public-library systems serving cities large and small across the United States. “We certainly are without judgment about anybody’s characteristics.”

That commitment to inclusivity, along with a persistent ability to adapt to changing times, has kept public libraries vital in an era of divisive politics and disruptive technological change. But it has also put pressure on them to be all things to all people, and to meet a vast range of social needs without correspondingly vast budgets. These days, a branch librarian might run story hour in the morning, assist with a research project at lunchtime, and in the afternoon administer life-saving medical aid to a patron who’s overdosed on the premises.

If the idea of libraries as frontline responders in the opioid crisis sounds far-fetched, look no further than the Denver Public Library. In February 2017, a twenty-five-year-old man suffered a fatal overdose in one of its
bathrooms. That prompted the library to lay in a supply of Narcan, a drug used to counteract opioid overdoses. Other libraries, including the San Francisco Public Library, have followed suit and begun to stock the life-saving drug.

Such interventions indicate the expanded role our public libraries now play in a fraying social network. Eric Klinenberg, a sociologist based at New York University, spent a year doing ethnographic research in New York City library branches for his latest book, *Palaces for the People: How Social Infrastructure Can Help Fight Inequality, Polarization, and the Decline of Civic Life*. Klinenberg borrowed the title from Andrew Carnegie, the Gilded Age industrialist-turned-philanthropist who funded some three thousand public libraries—“palaces for the people”—in the United States and abroad.

In an update of Carnegie’s idea, Klinenberg describes public libraries as “social infrastructure.” That means “the physical spaces and organizations that shape the way people interact,” he wrote in a 2018 op-ed in the *New York Times*. “Libraries don’t just provide free access to books and other cultural materials, they also offer things like companionship for older adults, de facto childcare for busy parents, language instruction for immigrants and welcoming public spaces for the poor, the homeless and young people.”

Klinenberg’s book is just one of a series of recent high-profile tributes to America’s public libraries. The *New Yorker* writer Susan Orlean’s most recent book, called simply *The Library Book*, begins with a personal love
song to the subject before diving into the rich, troubled history of the Los Angeles Public Library and its iconic building in downtown L.A. In 2014, the photographer Robert Dawson published a book-length photographic essay that lovingly documents the astonishing variety of the seventeen thousand or so public libraries across the United States, from one-room shacks in the tiniest of towns to branches in strip malls to breathtaking, Carnegie-era book palaces in center cities. And a forthcoming NEH-funded documentary, Free for All: Inside the Public Library, brings to life some of the history and personalities that have shaped this major force for public good.

All of these projects confirm how libraries have proved over and over again, through decades of rapid change and predictions of obsolescence, that they remain essential to Americans’ lives. In an era of extreme weather events and other disasters, they’re becoming even more necessary.

The journalist Deborah Fallows and her husband, James Fallows, road-tripped across the country to report their 2018 book Our Towns: A 100,000-Mile Journey into the Heart of America, in which public libraries play a starring role. “In Ferguson, Missouri, the public library stayed open when the schools were closed after the riots, to offer the kids a safe place and even classes taught by volunteers,” Deborah Fallows wrote in a May 2019 dispatch for the Atlantic. “After the hurricanes in Houston, some library websites were immediately up and running, announcing that they were open for business. After Hurricane Sandy, some libraries
in New Jersey became places of refuge. And in the Queens Library’s Far Rockaway branch, which didn’t have heat or light, the librarians set up shop in the parking lot to continue children’s story hours.”

Beyond Books

There are limits to the civic responsibilities public libraries can shoulder. “We’re not the police, we’re not social workers,” says Monique le Conge Ziesenhenne, the director of the Palo Alto City Library system in Silicon Valley and the 2018–19 president of the Public Library Association, a division of the American Library Association. “We do provide an important thread to a community’s well-being and health.”

In calmer times, public library systems offer a staggering array of programming that goes well beyond the books-and-story-time model many of us remember from our childhoods.

Ziesenhenne rattles off a list of some of Palo Alto’s offerings: a seed-lending library, home-brewing tutorials, a “Knack 4 Knitting” club, bilingual story hours, programs designed to help immigrants learn how to live in the United States. Keeping up with a national trend, the library recently created a makerspace with 3-D printers. In July, one branch hosted a workshop on how to use “graywater” from inside a house to sustain native-plant landscaping in the yard.
The list goes on and on. There’s something for almost everyone at the local library, whether you’re a parent who needs literacy support for your preschooler, an immigrant working on language skills or bureaucratic forms, a mystery fan in search of the latest whodunit by a favorite author, or someone experiencing homelessness who needs assistance with social services or access to a computer and the Internet.

Or you could just check out a book, as generations of library patrons have done before you. As extra-literary programs and digital offerings have expanded, the codex has not faded away. “We are still crazy busy with the basic printed materials,” Ziesenhenne says. “In Silicon Valley you would not necessarily expect that, but it’s absolutely true.”

Being located at the wealthy epicenter of the tech revolution doesn’t mean that the library has bottomless funds, though. Like most libraries, “we never have enough money for what we want to do,” Ziesenhenne says.

Even as print thrives, public librarians everywhere spend a lot of time wrangling with the great digital shift and how to adapt to it. In Palo Alto and elsewhere, they’re seeing an increase in the use of digital content as patrons become more familiar with how to use streaming media.

To keep up with changing technology and user expectations, public libraries have invested in more computer terminals and Wi-Fi capability. They have upgraded and expanded facilities to provide more outlets,
meeting rooms, study spaces, and seating that patrons can use for extended periods of time as they take advantage of free Wi-Fi.

New, bigger, brighter coworking spaces see high usage among millennials, according to Ziesenhenne. “We are the original sharing economy, I like to say.”

The explosion of information online hasn’t sidelined librarians. It’s only made them more essential at a time when too few of us know how to distinguish real news from the fake variety. “We’ve worked very hard to think about media and how information is presented and ways we can equip people going forward to look for clues on a website,” including asking how old the content is and who’s providing it, Ziesenhenne says.

Librarians have an advantage in making themselves heard through the noise and confusion: Along with nurses and firefighters, they’re among the few groups and institutions Americans still trust, according to Lee Rainie, director of Internet and technology research at the Pew Research Center.

From 2011 until 2016, Pew did a number of deep-dive studies of public libraries, work funded by the Bill & Melinda Gates Foundation. In those surveys, researchers found that trust in librarians remained high because of their proven ability to curate and share reliable knowledge. “That’s become one of the more precious skills in a world where gaming the information ecosystem is an everyday reality,” Rainie says.
Pew’s library research generated other findings that grabbed media attention: Millennials grew up loving libraries and continue to support and make use of them, Rainie says. Now that they have families of their own, they’ve remained loyal. Having a child under the age of six is the biggest predictor of library use, Rainie adds; parents of young children like the family-friendly programs libraries run.

Pew’s research also found that families often see libraries as sanctuaries. “They were zones of peace, sometimes, in neighborhoods and communities where that was a precious commodity,” notes Rainie.
For many teens and adults, especially those from underprivileged backgrounds or without computer access at home, the local branch also functions as an on-ramp to the Internet. “Libraries have rebranded themselves as tech hubs without a lot of fanfare,” he says. They allow customers to learn and experiment with new digital resources such as 3-D printers without having to invest in them at home. “People treat libraries as petting zoos for new technology,” as Rainie puts it.

All of those activities require staff time and/or money. As they decide where to spend finite resources, libraries rely on survey data and on detailed conversations with their communities to keep content and programming up to date and adjust what they offer as times and needs change. Library staffers often act as community liaisons even when they’re not on duty, bringing back grassroots knowledge that helps the library add or adapt services in response.

“The library of my youth made all the rules,” says Patrick Losinski, CEO of the Columbus Metropolitan Library in Ohio. The mantra of today’s library, he says, is: How do you meet people where they want to be?

To get answers, the Columbus library recently hired a survey firm to gather information on patrons’ use of and views on the library. The results revealed a virtual town square of activity, with visitors dropping by to check out and return books (41 percent), bring their kids to play area (13 percent), do research (14 percent), read and relax (13 percent),
study (9 percent), and use Wi-Fi, computers, printers, or copiers (about 27 percent combined). “Our customers also checked out more than fifteen million items last year, so we’re still a library,” Losinski says.

The survey confirmed that the community views its library as a force for social good. Ninety-one percent of respondents said helping kids by working more closely with schools should be one of the library’s top priorities; 50 percent said that should be its highest priority. Losinski reports that over 50 percent of the area’s youngsters do not have the literacy skill set they need for kindergarten, including basics such as how to hold a book and how to pronounce words they encounter.

Being able to read well gives kids a leg up in schooling and in life, but many children do not have the resources—books at home, parents with time and literacy skills and good child care—to help them master that skill. Public libraries around the country are stepping up to the challenge.

Children participate in 37,000 sessions a year in the Columbus library’s reading-buddies program, which helps kids prepare for a reading-proficiency test in third grade. In Los Angeles County, libraries have recast traditional story time as “school readiness time” and rebranded bookmobiles as “Reading Machines” to visit day care centers and bring parenting-support strategies out into the community.
“Libraries are not about books, they’re about people,” says Skye Patrick, who since 2016 has been the director of the Los Angeles County Library system. When Library Journal named Patrick its Librarian of the Year for 2019, it saluted her “efforts to eliminate barriers and increase access to services for her residents.”

“Equity means different things for different people,” Patrick says. “We wanted to challenge our staff to have a better awareness both of the experience of their colleagues and the experience of their customers.”

Patrick’s strategy to improve library access included putting in place a program called iCount, which provides tools and training for supervisors and staff on how to recognize inherent biases in programs and services.
Thinking hard about equity and a wide range of patron experiences and needs is a must for L.A. County’s librarians, who work in one of the four largest and most diverse public library systems in North America. (The other three are the Toronto Public Library, the New York Public Library, and the Los Angeles Public Library system that serves the city of L.A.) The county has 86 library facilities (plus three bookmobiles) that collectively serve about 3.4 million residents; the system covers some 3,000 square miles and 49 cities.

Statistics for the fiscal year that ended June 30, 2018, give a sense of the scale at which it operates: annual circulation—10,857,015; e-book circulation—1,184,289; reference and information questions handled—5,908,474; number of Wi-Fi sessions—4,388,244.

Patrick is no stranger to large library systems; she ran the Broward County Library in Florida before she took her current job. In her experience, there is no workable one-system–fits-all model for public libraries. When she arrived in L.A. County, she set up a listening tour to meet with some of the county’s 3.4 million residents to hear what they wanted from their library.

“I called it a community visioning system, because I wanted the community to actively participate in the creation of the library they needed,” she says. One of the biggest takeaways: “a resounding desire for more hours.” Along with money constraints, “that’s always the issue for every library,” she says.
In response, the system added fifteen thousand more public service hours with some creative strategies that included the use of self-checkout technology, staggered staff schedules, and an additional 1 to 4 service hours per branch per week. “It was low-hanging fruit for us, and it garnered some true goodwill from the community,” Patrick says.

Other requests, such as a kindergarten class’s request to install slides and serve ice cream every day, weren’t feasible—“although we did think about it!” Patrick says. But “based on that response, they associated us with fun, and that’s a big win.” The kids didn’t see the library as stuffy and rule-bound.

Beyond being fun, libraries create sanctuaries for patrons who have few safe spaces in their lives. “There’s a tremendous amount of comfort and safety for people experiencing mental health issues,” Patrick says. “When they’re here, they’re not on the street.”

That inclusivity brings challenges. Some are minor, as when patrons wash up in library bathrooms because they’ve been living on the streets without access to personal-hygiene essentials. But if mental illness is at work, a library user may need a lot more than a place to clean up.

The vast majority of library users do not represent a danger to other patrons or staff, but libraries’ openness carries risks. Librarians have been threatened or killed in the course of doing their jobs. In January 2019, while getting ready for a book sale, the director of the Fort Myers Beach library in Florida was targeted and stabbed to death by a homeless
man. A month earlier, in December 2018, the supervisor of the North Natomas branch of the Sacramento Public Library was shot to death in her car in the library’s parking lot by a man she had banned from the library for bad behavior. Her widower wrote an op-ed in American Libraries magazine to call attention to the dangers that library workers face. But security measures like metal detectors or monitoring systems don’t align well with libraries’ commitment to maintaining patron privacy and creating truly open spaces.

Pew’s Lee Rainie describes libraries as “early warning systems for broad cultural phenomena.” Those phenomena can be positive, such as the thirst to experiment with new technology and the desire to broaden access to good information and social services. But they can also be negative. Tensions between different social groups can arise when people who otherwise rarely interact rub elbows at the library.

Skye Patrick identifies a fracture point between what she calls “our two customer bases.” Some patrons ask for more security at library branches or express dismay about disruptions created by homelessness. Her job involves trying to educate one group about the rights of the other. The bottom line for all patrons: “As long as they are adhering to our code of customer expectations, they have the right to use the library,” she says.

The L.A. County bureaucracy, of which the library is a part, can help smooth the way for the disenfranchised. For instance, the Department of Social Services will provide an address for homeless patrons to use in order to get a library card. The library also offers fine-free cards for
young people under 21, eliminating one common barrier to full access. (The system hasn’t dispensed with fines altogether yet, although like many libraries it is moving away from fines and has held amnesty periods in which patrons can return overdue materials without penalty.)

Librarians have long helped users navigate life challenges like finding a job, studying for an exam, or applying to school. More and more they play a crucial role in connecting patrons in need of social or mental health services with relevant agencies. “Our branch staff has been trained to at least point to the kinds of services that are available,” Patrick says.

Along with a growing number of libraries, it joined forces with the mental health department to bring social workers on-site to work with patrons in need. Beyond such partnerships with other county agencies, the Los Angeles County Library focuses on fostering what Skye Patrick calls “protective factors”: meaningful social connections, positive parent-child interactions, positive cultural identity, literacy support, and school readiness.

“Time will tell, but I feel really confident that it’s working,” Patrick says, adding that library staff also feel safer with that extra support in place. “That does not mean it solves everything.” Even an institution as resourceful, flexible, and resilient as the public library has its limits.

---

*About the author*
Jennifer Howard is a writer based in Washington, D.C. Her work has appeared in the Washington Post, the Chronicle of Higher Education, the Times Literary Supplement, Bookforum, VQR, and elsewhere.

Funding information
The National Endowment for the Humanities has had long and productive partnerships with libraries of all kinds across the country: public libraries, research libraries, specialized libraries and collections, university libraries, and school libraries. NEH library projects—from infrastructure to outreach—help these vital institutions stay current and inclusive.

In 2018, NEH launched a new program for Infrastructure and Capacity-Building Challenge Grants to support brick-and-mortar library projects as well as other efforts to strengthen the institutional base for the humanities in America. For example, the Hartford Public Library in Michigan received a 2019 NEH grant of $400,000 to construct a new library and community center, making available cultural and educational resources for the southwest area of the state.

Free for All: Inside the Public Library is an upcoming documentary on the history of the public library in America. Video Veracity received $540,000 from NEH to plan and produce the film, which looks at past and current uses of libraries and examines the library's role in American democracy.

With an NEH grant of $315,000, the University of California, San Francisco, Library, collaborating with San Francisco Public Library and the Gay, Lesbian, Bisexual, Transgender Historical Society, will digitize 150,000 pages from 49 archival collections related to the early days of the AIDS epidemic in the Bay Area and make them accessible online.

NEH has awarded $1,250,000 to the Digital Public Library of America, an online resource for materials in America’s libraries, archives, and museums. From its launch in 2013, the all-digital library has grown from 2.4 million items in its collection to more than 35 million images, texts, videos, and sounds.

The Newberry Library in Chicago has received 183 grants from NEH since 1970, totaling $53,698,333 to support collection building, exhibitions, research, workshops and institutes for teachers, and public programming. This year, with a $200,000 NEH grant, the library offers a series of citywide public programs and digital resources exploring the history of the July 1919 Chicago race riots.

Since 1970, the American Library Association has received 66 NEH grants, totaling $32,006,701 for projects ranging from bookshelf programs such as Muslim Journeys to traveling exhibits on topics such as the Dust Bowl and the African-American baseball experience, to reading and discussion series such as
the Federal Writers Project and the Columbian Quincentenary. In 2018, ALA received an NEH grant of $397,255 to conduct the Great Stories Club, a nationwide program for at-risk teens on themes of empathy, heroism, and marginalization.

Republication statement
The text of this article is available for unedited republication, free of charge, using the following credit: “Originally published as “Something for Everyone” in the fall 2019 issue of Humanities magazine, a publication of the National Endowment for the Humanities.” Please notify us at publications@neh.gov if you are republicing it or have any questions.
<table>
<thead>
<tr>
<th>Line #</th>
<th>Qty.</th>
<th>Product Code</th>
<th>Product Description</th>
<th>Edgeband Color Selection</th>
<th>Select Grommet Color</th>
<th>Grd 1 Laminate Selection</th>
<th>Purchase Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>H5220</td>
<td>Dual Monitor Arm - Effortless Adj</td>
<td>.G</td>
<td>.T1</td>
<td>.PINC - Pinnacle</td>
<td>$328.68</td>
</tr>
<tr>
<td>2</td>
<td>1</td>
<td>HNLRC3072</td>
<td>72W x 30D Rectangle Worksurface</td>
<td>PINCEdgeband Color</td>
<td>.T1</td>
<td>.T1 - Color: Platinum</td>
<td>$188.76</td>
</tr>
<tr>
<td>3</td>
<td>1</td>
<td>HHAB3S2L</td>
<td>Height Adjustable Base - electric 3 Stage, 2 Leg</td>
<td>.G</td>
<td>.P8L</td>
<td>.PINC - Nickel</td>
<td>$470.40</td>
</tr>
<tr>
<td>4</td>
<td>2</td>
<td>HLAMSHB30</td>
<td>5-1/8Wx26Dx26-1/4H Shroud for HAB w/ 30D Top</td>
<td>.G</td>
<td>.G</td>
<td>.PINC - $L1STD</td>
<td>$746.24</td>
</tr>
<tr>
<td>5</td>
<td>1</td>
<td>HLSL6014L</td>
<td>60&quot;W x 14&quot;H Laminate Floating Modesty Panel</td>
<td>.G</td>
<td>.PINC</td>
<td>.PINC - Pinnacle</td>
<td>$110.00</td>
</tr>
<tr>
<td>6</td>
<td>1</td>
<td>HLDST1</td>
<td>26-1/2Wx12-1/2Dx10-1/2H Desktop Storage Terrace</td>
<td>.G</td>
<td>.G</td>
<td>.G - Color: Black</td>
<td>$134.64</td>
</tr>
<tr>
<td>--------</td>
<td>-----</td>
<td>------------------</td>
<td>-------</td>
<td>-----------</td>
<td>----------------</td>
<td>--------------------------</td>
<td>--------------------------</td>
</tr>
<tr>
<td>7</td>
<td>1</td>
<td>HNLR2448</td>
<td>48W x 24D Rectangle Worksurface</td>
<td>$120.56</td>
<td>$120.56</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>1</td>
<td>HNLEP2428L</td>
<td>15-3/4Wx24Dx28-1/2H L-Shaped End Panel Left</td>
<td>$146.08</td>
<td>$146.08</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>1</td>
<td>HNL2972FD</td>
<td>72x15x28-1/2 Wall Mount Storage frosted drs</td>
<td>$1,038.84</td>
<td>$1,038.84</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>1</td>
<td>HNLR2472</td>
<td>72W x 24D Rectangle Worksurface</td>
<td>$161.04</td>
<td>$161.04</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>1</td>
<td>HNLEP248R</td>
<td>1-1/8Wx23-1/8Dx28-1/2H End Panel for 24D Right</td>
<td>$89.76</td>
<td>$89.76</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>1</td>
<td>HNL233028PSL</td>
<td>30Wx23-1/8Dx28-1/2H Shelf/Box/Box/Lat File Ped</td>
<td>$537.24</td>
<td>$537.24</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Line #</td>
<td>Qty</td>
<td>Product</td>
<td>Description</td>
<td>Purchase Price</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>-------</td>
<td>-----</td>
<td>---------</td>
<td>-------------</td>
<td>---------------</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>HNLMP7210</td>
<td>72W x 10H Modesty / Back Panel</td>
<td>$125.40</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>HNLLB3018</td>
<td>30W x 18H Ped Low Back Panel</td>
<td>$65.56</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>HNL241879WLL</td>
<td>18x24x78-1/8 Wardrobe/Storage Cab lam dr Lf</td>
<td>$762.96</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>HNL4936BHXD</td>
<td>36x14-1/4x48-5/8 Bookcase Hutch no drs/open</td>
<td>$324.72</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>HNL2436LD2</td>
<td>36x24x29-1/2 Lateral File two drawer</td>
<td>$513.48</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>HBTRRN42</td>
<td>42&quot; Round Top</td>
<td>$176.44</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Line #</td>
<td>Qty.</td>
<td>Product</td>
<td>Description</td>
<td>Purchase Price</td>
<td>Unit</td>
<td>Extended</td>
<td></td>
</tr>
<tr>
<td>--------</td>
<td>------</td>
<td>---------</td>
<td>-------------</td>
<td>----------------</td>
<td>------</td>
<td>----------</td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>1</td>
<td>HON</td>
<td>HBTDD30</td>
<td>$157.96</td>
<td></td>
<td>$157.96</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Between Seated height disc base</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Select Grommet</td>
<td>.N</td>
<td>No Grommets</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Select Grade</td>
<td>$(L1STD)</td>
<td>Grd L1 Standard Laminates</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Select Laminate Finish</td>
<td>.PINC</td>
<td>Pinnacle</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Select Edgeband Color</td>
<td>.C</td>
<td>EDGE: Harvest</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>20</td>
<td>HON</td>
<td>HBTTCW</td>
<td>$62.48</td>
<td></td>
<td>$62.48</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Between Counterweight for disc base w/ 42&quot; tops</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>21</td>
<td>4</td>
<td>HON</td>
<td>HIGS6</td>
<td>$236.28</td>
<td></td>
<td>$945.12</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Ignition Guest/Multi-Purpose Chair Four-Leg Stacking</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Select Arm Type</td>
<td>.F</td>
<td>Arm: Fixed</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Select Caster/Glide Option</td>
<td>.H</td>
<td>Hard</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Select Back</td>
<td>.IY</td>
<td>Back: Navy</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Select Upholstery</td>
<td>$(2)</td>
<td>GRADE: II UPHOLSTERY</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Upholstery Selection</td>
<td>.WP</td>
<td>Whisper Vinyl</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>UPH: Whisper Vinyl</td>
<td>37</td>
<td>COLOR: Navy</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Select Frame</td>
<td>.PR8T</td>
<td>Frame: Textured Titanium</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>OEX</td>
<td>INTDESIGN</td>
<td>Design Fee</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Deliver + Install</td>
<td></td>
<td></td>
<td>$575.00</td>
<td>$575.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Total:</td>
<td></td>
<td></td>
<td>$7,781.36</td>
<td></td>
</tr>
</tbody>
</table>
Automatic Renewals

Have you ever forgotten a book’s due date and brought it in a little late? Has the weather ever prevented you from being able to bring your materials back?

A new service through the Orion Township Public Library may be able to help prevent this from happening again! An auto renewal service has been added to our system, so when certain materials reach their due date, they will be renewed for the usual duration of that item. There are, however, a few rules to the auto renewal service that you should be aware of:

- Not all materials can be automatically renewed. Examples of this are: One-Day Movies, iPads, and Game Consoles.
- Items that have a hold on them will not be automatically renewed.
- Items that have reached the maximum number of renewals (2) will not be automatically renewed.
- If an item is borrowed from another library, it will use their rules for auto renewal.
- If your account has a fine or fee exceeding $10, items will not be automatically renewed.
- If your account is expired, items will not be automatically renewed.

This service is designed to work as a safety net to help prevent patrons from incurring fines, but we recommend that patrons be aware of the status of their items. If a patron believes that their item will automatically renew, but a hold was placed on it, they would be subjected to the usual fines for the item. Manual renewals are still available by:

- Going online to the Orion Township Public Library website at https://catalog.orionlibrary.org/patronaccount/itemsout.aspx
- Calling the Orion Township Public Library 248-693-3000

Reasons for Auto Renewal

Many neighboring libraries are offering this service, including Rochester Hills, Troy, and Clarkston. Many of our patrons use these libraries and have asked for this service.

 Patron friendly service. Takes the worry out of “did I return my books on time”. An email is sent notifying patrons 3 days before that items will renew, the notice also tells patrons what items didn’t renew.

The new service hopes to potentially reduce overdue fines and allow patrons to check out items longer easily.
# Appendix F: Designated Gift Expenditure Request

**Adopted:** 4/15/2010; **Revised:** 2/16/2017

**Reference:** Gifts and Donations Policy

<table>
<thead>
<tr>
<th>Requestor's Name:</th>
<th>Kathleen Kwiatkowski</th>
<th>Date:</th>
<th>02/10/2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Designated Gift Name:</td>
<td>James Ingram Estate</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Designated purpose as described by the donor, will, or other documentation:**

To preserve local history.

**Description of Expenditure:**

Digitizing costs for scanning six Lake Orion High School yearbooks published before 1950.

In a few brief sentences, please describe how this expenditure conforms to the designated purpose as described by the donor, will, or other documentation:

This designated gift expenditure request is to digitize our Lake Orion High School yearbooks through the Oklahoma Department of Corrections (OCI) yearbook project. OCI digitizes yearbooks from 1950 and newer for free but any books that have an earlier publication date they charge $5.00-$10.00 per book.

We would like $60.00 to digitize LOHS yearbooks with the following years: 1925, 1945, 1946, 1947, 1948, and 1949. This is assuming each book costs $10.00 to digitize.

OCI does all non-destructive scanning and does not take any books apart to scan them. They also use archival gloves when handling material.

OCI is insured for $100 per box and we estimate it will take 7-8 boxes to send all of our yearbooks.

OCI will take 4-6 weeks to digitize and return books to us on two flash drives.

By digitizing our LOHS yearbooks and making them available to the public we are preserving our local history. We are also making yearbooks accessible to patrons who cannot make a visit to the library by putting them on OCHR.

**Estimated Project Completion Date:** Spring 2020

<table>
<thead>
<tr>
<th>Requested Amount</th>
<th>$60.00</th>
</tr>
</thead>
</table>

**Conformance Approval**

<table>
<thead>
<tr>
<th>Approved</th>
<th>Rejected</th>
<th>(Circle one)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Printed Name</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Title</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

All expenditures must comply with the financial policy
<table>
<thead>
<tr>
<th>Name</th>
<th>Price</th>
<th>Print Area</th>
<th>Speed</th>
<th>Heated Print Bed?</th>
<th>Camera?</th>
<th>Material</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lulzbot Mini</td>
<td>$1,495.00</td>
<td>6.3x6.3x7.1 in</td>
<td>300mm/s</td>
<td>Yes</td>
<td>No</td>
<td>Any</td>
</tr>
<tr>
<td>Makerbot Replicator</td>
<td>$1,999.00</td>
<td>11.6x7.6x6.5 in</td>
<td>150mm/s</td>
<td>No</td>
<td>Yes</td>
<td>***</td>
</tr>
<tr>
<td>Jellybox</td>
<td>$1,075.00</td>
<td>6.7x6.3x5.7 in</td>
<td>Not spec.</td>
<td>No</td>
<td>No</td>
<td>Any</td>
</tr>
</tbody>
</table>

Jellybox is self-assembly

Makerbot - warranty voided if using non-brand name material

Heated bed - prevents warping - increases quality
Print speed is fast
Good reviews
Takes many materials
Few libraries have Lulzbot Mini and like it (RHPL)
Saw Jellybox @ ALA and Lulzbot is better for the price.
Lulzbot

All user exp good.
## Specifications

### Printing

- **Print Technology:** Fused Filament Fabrication
- **Print Area:** 160 mm x 160 mm x 180 mm (6.30 in x 6.30 in x 7.09 in)
- **Print Volume:** 4608 cm³ (281.2 in³)
- **Ambient Operating Temperature:** From 5°C to 45°C (41°F to 113°F)
- **Operating Footprint:** 457 mm x 406 mm (18 in x 16 in)
- **Operating Noise:** 42-50 dB
- **Maximum Travel Speed:** 300 mm/s
- **Leveling:** Automatic Compensation
- **Connectivity:** USB Serial and Included 8gb SD Card

### Extruder/Hot End

- **Nozzle Diameter:** 0.5 mm
- **Extrusion Rate:** 13.82 mm³/s
- **Nozzle Material:** Nickel-Plated Copper Alloy
- **Nozzle Temperature:** Up to 290°C (554°F)
- **Nozzle Heat Up Time:** From 23°C to 210°C (73°F to 410°F) in 73 seconds

### Print Surface

- **Print Area:** E3D Titan Aero
- **Heated Borosilicate Glass/PEI**
  - Maximum Build Plate Temperature: Up to 120°C (248°F)
  - Build Plate Heat Up Time: From 23°C to 60°C (73°F to 140°F) in 97 seconds

### Layer Resolution

- **Layer Resolution:** 0.05 mm-0.4 mm (0.002 in-0.016 in)
- **Minimum Positive Feature Size:** 0.5 mm (0.02 in)
- **Calculated XYZ Positional Resolution:** 10, 10, >1 micron
- **Printed Part Dimensional Accuracy:** ±0.2 mm

### Operating Footprint

For full range of Y-axis motion. 305 mm (12 in) clearance on all sides recommended.

### Materials

- **Filament Diameter:** 2.85 mm
- **Supported Materials:** Open filament system compatible with PLA, Natural and Metal PLA Blends, TPU, ABS, PETG, nGen, INOVA-1800, HIPS, HT, t-glase, Alloy 910, Polyamide, Nylon 645, Polycarbonate, PC-Max, PC-ALR, PC-ARS Alloy, PCTFE and more.

### Print Area

- **Print Area:** 160 mm x 160 mm x 180 mm (6.30 in x 6.30 in x 7.09 in)

### Print Volume

- **Print Volume:** 4608 cm³ (281.2 in³)
Physical Dimensions

Boxed Unit Weight
Unit Weight
Boxed Dimensions
Dimensions with 1 kg Filament Spool
Dimensions with 3 kg Filament Spool

12 kg (26.5 lbs)
9 kg (19.8 lbs) without filament spool
58.4 cm x 45.7 cm x 53.3 cm (23 in x 18 in x 21 in)
45.7 cm x 33.6 cm x 61.0 cm (18 in x 13 in x 24 in)
48.3 cm x 33.6 cm x 63.5 cm (19 in x 13 in x 25 in)

Software

Operating System Compatibility
Recommended Software
Firmware
Supported File Types

GNU/Linux, Mac, Windows
Cura LulzBot Edition Version 3.2 or newer
Marlin
.stl, .obj, .3d, .3mf, .png, .jpg

Electrical

Power Requirements
Output
Power Supply

100VAC-240VAC, 50Hz-60Hz, 3.2A max
24VDC
Delta PMC-24V150W1AA

Safety and Compliance

Certifications
Warranty
Country of Origin

UL, CSA, ETL, FCC, CE, WEEE, OSHWA
Includes one-year warranty and access to technical support seven days a week.
Optional one, two, or three-year extended warranties available.
Made in USA from domestic and imported components.
LulzBot Mini 2

A versatile, high performance desktop 3D printer engineered to deliver premium results print after print. Compact, portable, and scalable, the Mini 2 features numerous upgrades over the original LulzBot Mini:

- 20% larger build volume with no increase in footprint
- Innovative belt-driven Z-axis for better print quality and faster cycle times
- GLCD Controller for tetherless 3D printing
- Prints both rigid and flexible filaments out of the box
- Whisper quiet operation

PRODUCT ALERT (1)
- Now Available!

US$1,49500
Share

LulzBot Mini v2.0 3D Printer, North America Power Cable

Quantity
1
Add to cart

Viewing availability for United States Change location

Plug 'n Play 2018
EDITOR'S CHOICE
tom's guide

Choice Award
Parts & Specifications
Key Technical Specifications

- Tool Head: Genuine E3D Titan Aero, .50mm nozzle
- Max Hot End Temperature: 290°C
- Print Surface: Borosilicate Glass/PEI
- Max Print Surface Temperature: 120°C
- Leveling: Automatic Z-Axis Compensation
- Certifications: FCC, CE, RCM, ETL by Intertek (UL), CSA, OSHWA, WEE

Print Area
160mm x 160mm x 180mm
(6.30" x 6.30" x 7.09")

Print Volume
4608cm³ (281.4in³)

Full Spec Sheets and Other Resources

- Complete Technical Specifications
- Quick Start Guide
Resource Sharing Policies

1.0 Introduction

Access to information is a fundamental right of all Michigan residents. Since no individual library has the resources available to meet all patron needs, libraries participate in resource sharing services. These services supplement and greatly expand local collections, remove geographic barriers and are essential to libraries of all types and sizes. Successful resource sharing services depend on the ability to identify, locate and promptly deliver specific items to library patrons.

The purpose of the Michigan eLibrary Catalog (MeLCat) resource sharing service is to facilitate unmediated, patron-initiated borrowing and lending between participating libraries in Michigan. Participating libraries have agreed to abide by the resource sharing policies in this document. These policies are developed by the MeL Resource Sharing Policies Committee and are based on the ATLAS Interlibrary Loan Policies finalized on February 7, 2002. They become effective upon approval by the State Librarian.

1.1 Purpose of the Resource Sharing Policies

The purpose of the policies outlined herein is to:

1. support interlibrary cooperation among all types of libraries participating in MeLCat;
2. encourage continued development of high quality resource sharing services to Michigan library users;
3. provide standards, guidelines and protocols for consistent MeLCat practice at the state level;
4. provide delivery of information and materials across the state in a timely manner;
5. help ensure equitable lending and borrowing within Michigan.

MeLCat resource sharing services, as defined in these policies, are intended to serve as a supplement to, not a substitute for, local collection development and local automated circulation systems. Participating libraries are responsible for providing their own local circulation systems.

1.2 Existing resource sharing arrangements in Michigan

In Michigan, resource sharing arrangements have been developed by library groups and networks organized geographically or by mutual interest. The intent of these policies is to expand local resource sharing to a statewide level. The policies established in this document are based on accepted national practice and have been designed to be as liberal and easy to use as possible. It is not the intent of these policies to govern resource sharing with libraries outside of Michigan.

1.3 Scope of service

MeLCat libraries that participate in the resource sharing system are expected to use both the borrowing and lending components of the service.
2.0 Definitions

2.1 API

The INN-Reach Application Programming Interface (API) is the set of instructions needed for local system software to interact with the MeLCat system. It is through this interaction that bibliographic and holdings records are updated either in real time or batch mode on MeLCat. The API also describes all INN-Reach circulation messages between the central server and local systems. API programs can be written by vendors of library systems according to specifications supplied by Innovative Interfaces.

2.2 Authentication

The process used to authorize patrons for access to resources or services. A library card number (or similar library identification number) from a participating library will be used when placing MeLCat resource sharing requests.

2.3 Borrowing library (home library)

The library that borrows items requested by its patrons through the MeLCat resource sharing system. The borrowing library checks out the requested items to its patrons. It is the patron's home library.

2.4 MeLCat Staff

The staff at the Midwest Collaborative for Library Services (MCLS) responsible for MeLCat implementation, training, and support.

2.5 NCIP

The NISO Circulation Interchange Protocol (NCIP) standard (Z39.83) intended to facilitate communication between diverse circulation and interlibrary loan systems. The standard defines the messages corresponding to circulation transactions such as authenticating patrons, checking-out, renewing or checking-in items between disparate remote systems.

2.6 Non-returnables

Materials that the lending library does not expect to have returned. Examples of non-returnables include photocopies or facsimiles, fiche to fiche copies, print copies of microfilm, and electronic full-text documents.

2.7 Patron Type Coding (Ptype)

Ptypes are used to define categories of patrons who may have different circulation privileges.

2.8 SSH

SSH (Secure SHell) is a program designed to perform a number of functions, such as file transfer between computers, execution of commands on a remote computer, or logging on to a computer.
over a network. It does these tasks with greater security than previous programs such as telnet or ftp.

2.8 2.9 SSL

SSL is an acronym for "Secure Sockets Layer", a security protocol that provides communications privacy over the Internet. The protocol allows client/server applications to communicate in a way that is designed to prevent eavesdropping, tampering, or message forgery.

2.9 2.10 Lending library

The library that supplies an item requested through the MeLCat resource sharing system. The lending library lends the item to the borrowing library.

2.10 Pickup Elsewhere

Pickup Elsewhere is an optional service allowing patrons to have their items delivered to any participating Pickup Elsewhere location within the MeLCat system. Staff at Pickup Elsewhere locations can receive and check out materials for patrons that belong to other sites. Both the home and pickup location libraries must agree to be participants in the MeLCat Pickup Elsewhere feature.

2.11 Transit time

The time it takes an item to be transported between libraries.

2.12 Visiting patron reciprocal borrowing

In-person borrowing by patrons authorized by their home libraries to check out materials at the lending libraries. Both the home and lending libraries must be participants in the MeLCat reciprocal borrowing service. These patrons are called visiting patrons.

2.13 Week days

Week days are Monday through Friday, excluding the Delivery Holidays.

3.0 Interlibrary borrowing

3.1 Eligible patrons

The MeLCat resource sharing service is available to registered library patrons at any participating MeLCat library in Michigan. Patrons must be authorized to borrow materials through MeLCat and be in good standing with their local school, public, academic or special libraries as defined by the policies of their home libraries. The patrons can search, make requests, renew, review status and cancel requests prior to the items shipping. Patrons may not place holds or recalls on MeLCat items.
3.2 Maximum number of MeLCat requests

Eligible patrons will be allowed to have up to 50–70 active MeLCat requests at a time. MeLCat requests are active from the time they are made until the requested items have been returned to the lending libraries or until they are canceled.

3.3 Patron responsibilities

Patrons requesting and receiving items through the MeLCat system are responsible for complying with the conditions of loan established by MeLCat and their home libraries. They are responsible for making sure their patron information is up-to-date at their home libraries. Patrons are also responsible for returning items to the library from which they were borrowed on or before the stated due date, as well as for paying any late fees, damage or replacement reimbursement fees while the item is in their possession as determined by the policy of the patron's home library. If patrons return materials to a different library, they may be responsible for fines accrued until the items are checked in by the borrowing library or, any fines assessed by the borrowing library (i.e., their home library).

3.4 Eligible libraries

Any Michigan library may participate in the MeLCat resource sharing service. Participation is voluntary. A participating library agrees to:

1. loan its requestable materials at no charge;
2. assign barcodes to returnable items loaned from its collections;
3. provide access to up-to-date local patron records to be used to authenticate patrons;
4. register patrons with a barcode or other identification number so they may use the MelCat system, e.g., by issuing library cards or identification numbers;
5. use MeLCat’s INN-Reach and Direct Consortial Borrowing (DCB) system to check out MeLCat items to its patrons;
6. compensate the lending library for materials lost or damaged by its patrons;
7. participate in the designated statewide delivery service;
8. add its holdings to the MeLCat statewide union catalog;
9. provide a MeLCat Resource Sharing contact, administrative contact as well as primary and backup contacts for the day-to-day operation of the MeLCat resource sharing system. These contacts will The contact must subscribe to the appropriate MeLCat discussion list. Additional library staff may also be subscribed to the discussion list; and
10. abide by the MeLCat statewide catalog and resource sharing policies and procedures.

3.5 Requestable materials  (*section reformatted with some new text*)

Participating libraries are required to make their circulating book collections available for loan. Special collections, including audio-visual collections, may be made available at the discretion of the lending library. Participating libraries that wish to borrow audio-visual materials must make some portion of their locally circulating audio-visual collection available. Libraries with no locally circulating or otherwise restricted audio-visual collections may apply for a waiver of this requirement. Libraries are encouraged to be generous about lending their circulating materials.

Materials with a status of available in the patron's home library will not be requestable through MeLCat.
Libraries are encouraged to be generous about lending their circulating materials.

3.5.1 Participating libraries are required to make their circulating book collections available for loan with the following exceptions:

(a) Special collections;
(b) Audio-visual collections;
(c) Collections required for academic coursework (i.e., reserves);
(d) New items, if set to non-requestable via data loading processes. (See MeLCat Catalog Policies for additional information. [The Cat Policies don’t talk about this yet, but will!])

3.5.1.1 MeLCat staff may request that libraries modify the categories of materials they have made eligible for lending.

3.5.2 Participating libraries that wish to borrow audio-visual materials must make some portion a significant percentage of their locally circulating audio-visual collection available. Libraries with no locally circulating or otherwise restricted audio-visual collections may apply for a waiver of this requirement.

3.5.2.1 As new media formats become available, libraries must review their MeLCat AV policy to determine if additional formats should be available for lending.

3.5.2.2 MeLCat staff may review libraries’ AV policies and practices as needed.

3.5.3 Libraries may lend selected materials with the requirement that the borrowing library must handle the item as “library use only.” Any materials lent with this requirement must be clearly marked as such. Materials that may be lent as “library use only” must fall into one of the following categories:

(a) fragile materials;
(b) items with multiple art plates;
(c) maps;
(d) rare materials

3.5.4 Borrowing libraries may restrict use of MeLCat-loaned material to “library use only”.

3.6 Scope of service

MeLCat libraries that participate in the resource sharing system are expected to use both the borrowing and lending components of the service.

3.7 Request balancing principles

The MeLCat resource sharing service goal is to get requested materials to patrons as quickly and efficiently as possible from any participating library in the state. Further, the service seeks to balance lending and borrowing among all participating libraries so that there are no net lenders. To balance lending and borrowing, MeLCat staff will regularly monitor usage and adjust the request balancing tables in the software.
4.0 Participating Library Responsibilities

4.1 MeLCat implementation (new MeLCat libraries and system migrations)

4.1.1 New MeLCat libraries

4.1.1.1 Groups of libraries will be regularly scheduled for MeLCat implementation. Libraries implementing MeLCat resource sharing will be required to complete their system profiling (deciding which of their patron types are authorized to borrow materials through MeLCat and which of their collections are requestable), data loading, training and testing before they "go live".

4.1.1.2 If a library cannot complete these steps within the scheduled time, it will be re-scheduled to a future MeLCat implementation group.

4.1.2 Existing MeLCat libraries and system migrations

4.1.2.1 Existing MeLCat libraries that migrate to a new local ILS are responsible for notifying MeLCat staff at least 2 months in advance of the migration.

4.1.2.2 If the migration library uses Millennium, Sierra, or Polaris (with the Direct to INN-Reach API), they must contract with Innovative Interfaces for INN-Reach exit services.

4.1.2.3 Libraries will be required to provide revised system profiling and test data to facilitate the revision of their MeLCat data load profiles.

4.1.2.3 Migration work is scheduled around current MeLCat support schedules. If a library cannot provide the profiling and requested data within a reasonable time, their migration may be substantially delayed.

4.2 Unautomated libraries

Libraries without online catalogs and automated circulation systems will be able to participate in MeLCat resource sharing when they have met the minimum requirement for adding their holdings to the MeLCat statewide union catalog. At that time, they may begin inputting patron records to the MeLCat central system and authorizing patrons to make requests.

4.3 Turnaround time

Participating libraries are expected to respond to requests for materials within two weekdays. Unfilled requests are sent on passed to another library’s available copy or to cancellation after 6 days. Lending libraries are expected to process returned materials within two weekdays.

4.4 Right of refusal

While lending libraries are encouraged to loan materials as generously as possible, it is understood that some items may not be loaned because they are in poor condition, not on the
shelf, checked out, being processed, non-circulating or have local restrictions on use. Libraries are expected to provide reasons why they are unable to lend requested materials.

4.5 Delivery Shipping requirements (reorganized sections and rewrote original 3rd paragraph)

MeLCat libraries are required to participate in the statewide delivery service in a way that enables their shipments to be delivered in a timely manner. A library’s participation in MeLCat resource sharing will be suspended during times the statewide delivery service is not operational, e.g., during the summer months for libraries using the partial year delivery option.

Shipping guidelines for all libraries are available on the statewide delivery service procedures site.

Participating libraries are responsible for including approved paging slips and exterior identification with each item shipped. The lending library’s label should clearly indicate the branch to which the item should be returned. For procedures, see MeL Book Bands and Book Labels.

4.5.1 Participating libraries are responsible for including with each of their shipped items:

   a) Permanent lending library identification
   
   b) MeLCat identifier, no smaller than 1”x2.63”, which, for multi-branch libraries, clearly indicates the branch to which the item should be returned
   
   c) Approved MeLCat paging slip.

For procedures, see MeL Book Bands and Book Labels

4.5.2 MeLCat libraries are required to participate in the statewide delivery service in a way that enables their shipments to be delivered in a timely manner.

   4.5.2.1 A library’s participation in MeLCat resource sharing will be suspended during the summer months for libraries using the partial year delivery option.

Shipping guidelines for all libraries are available on the statewide delivery service policies and procedures site.

4.6 Returning borrowed materials

Borrowing libraries will return items promptly, follow up with patrons when needed and use the packaging required by the statewide delivery service.

4.7 NISO Circulation Interchange Protocol (NCIP) requirements

Participating libraries without an application programming interface (API) between their local systems and the MeLCat system are strongly encouraged, but not required, to obtain NCIP Direct Consortial Borrowing INN-Reach DCB Application Profile capability for their local systems.
4.8 Closures and suspensions

1. Participating libraries are responsible for notifying MeLCat staff in advance about closures, or periods of suspended service, that will be longer than three weeks and less than four months.
   a. All suspensions must have an anticipated end date. No open-ended suspensions will be permitted. If a library needs an extension to the suspension period, staff should contact MeLCat staff as early as possible.
   b. When a library is suspended from MeLCat, both borrowing and lending will be turned off.
2. Service suspensions longer than four months must be for approved reasons.
   a. Approved reasons include, but are not limited to, extended holiday closures and library renovations.
3. Suspensions for other reasons need to be approved by the State Librarian.
4. Service suspensions longer than 4 months may require a withdrawal from MeLCat participation.

4.9 Patron assistance

Requests for materials are patron-initiated. Borrowing library staff are expected to help their patrons use the resource sharing system and to communicate between their patrons and the lending libraries about items not returned, items damaged and other situations. Patrons should not be directed to contact the lending library or MeLCat staff.

4.10 Staff responsibilities

Participating library staff will be authorized for access to the appropriate MeLCat functions after they have completed the required training.

4.11 Management and statistical reports

Participating libraries will be responsible for monitoring their own MeLCat management and statistical reports for their lending and borrowing activities and for following up on materials identified in tracking reports. Library staff are required to respond promptly to inquiries from other libraries and from MeLCat staff.

4.12 MeLCat system evaluation

Libraries will be expected to participate in staff and patron evaluations as needed.

4.13 Withdrawal from MeLCat participation

If a library decides to withdraw from MeLCat participation, it will be responsible for responding to MeLCat resource sharing requests until a mutually-agreed date within three months notice of withdrawal.
4.14 Rejoining MeLCat after a withdrawal from participation

Libraries wishing to rejoin MeLCat after a withdrawal will need to repeat the MeLCat implementation process. This will result in the library being placed at the end of the loading queue, generally requiring a wait of more than one year.

5.0 Patron Records

5.1 Standards

Participating libraries must provide access to up-to-date records for their patrons who are eligible to request MeLCat items. Records for other patrons may also be provided and identified as ineligible to make requests. At least two test patron records must be provided. The patron records must have the patron's name, identifier such as a barcode, expiration date, and patron type coding. Optionally, the patron records may also include the patron's address, telephone number, email address, PIN and blocks, e.g., for money owed.

5.2 Updating requirements

Daily updates of new and changed patron information are recommended. The frequency of patron record updates is at the discretion of the participating library. Patron record deletions can be done as part of the daily update process or on a quarterly basis, depending on local system capabilities.

5.3 Patron privacy

Participating libraries are responsible for ensuring the confidentiality of patron records according to the Michigan Library Privacy Act, PA 455 of 1982 as amended. For information see: Michigan Library Privacy Act.

5.4 Patron records on MeLCat servers

Participating libraries' patron records that are stored on MeLCat servers will only be accessible to authorized MeLCat staff and to library staff with authorization to view patron or edit their own libraries' records. Only authorized staff at the home library may override blocks for their patrons.

Copies of the patron records will be made only for the purposes of system backup in case of emergencies and will be kept no longer than three months. Exported patron data will not be archived but be retained no longer than one year. MeLCat will keep no borrowing history information linked to patron records after the materials have been returned to the lending libraries.

5.5 Transmission of patron information between local and MeLCat servers

To ensure secure transmission of patron information between local system and MeLCat servers, participating libraries with an API will use Secure Sockets Layer (SSL) security protocol for data encryption. Participating libraries without an API will use Secure Shell (SSH) security protocol to transmit patron records to MeLCat.
Transmission of patron information between local systems and MeLCat servers must be encrypted via SSL or SSH.

6.0 Circulation policies

These loan rules are used for all MeLCat returnable materials circulated through borrowing libraries.

6.1 Loan periods

6.1.1 MeLCat’s standard regular loan period between libraries allows 34–38 days for delivery, pickup and use of the item, and its return. The length of loan to patrons is three weeks with one renewal 28 days with the option of one 28 day renewal.

6.1.2 MeLCat’s optional AV loan period between libraries allows 17–24 days for delivery, pickup and use of the item, and its return. The length of loan to patrons is 7–14 days with no renewal. Only video and music audio formats, videos (VHS) and DVDs may use this optional loan rule.

6.1.3 MeLCat staff may work with subsets of libraries to create additional loan periods on a pilot basis.

6.1.4 Lending libraries may designate an item as “in-library use only.” Borrowing libraries must adhere to this request.

6.1.4.1 Lending libraries must clearly indicate that an item is intended for in-library use only.

6.2 Renewals

MeLCat items on standard regular loan may be renewed once for three weeks 28 days from the date renewed. Renewals will not be granted until seven days before the due date. Renewals are not guaranteed and will not be granted for materials needed by the lending library, for materials using the optional loan period, or for patrons no longer in good standing with their home libraries. Library staff are authorized to renew overdue items if the due date is within the prior 6 days. No renewals should be granted for items that are 7 or more days overdue.

6.3 Overdue materials and fines

The borrowing library is responsible for retrieving overdue items from its patrons. Overdue fines are the local decision of the borrowing library. Loans between the lending library and the borrowing library will be considered overdue when they are 30 days past the due date.

Libraries will not charge overdue fines to each other.

6.4 Claims returned

The borrowing library is responsible for items its patrons claim to have returned. No updates will be made in MeLCat until the lending library has been contacted to determine if the item has been
Claims returned items will be treated as overdue or lost in MeLCat, if the items cannot be located.

6.5 Patron fees

Participating MeLCat libraries will not charge any fees to patrons wishing to initiate MeLCat requests, whether for the delivery cost, staff processing time, failure to pick up the requested item, or any similar reason. Libraries will not solicit donations solely for the purpose of offsetting their costs for MeLCat processing or delivery. The Library of Michigan subsidizes the MeLCat system so that it is accessible at no cost to the end user. Borrowing libraries may choose to charge their patrons for lost, overdue or damaged MeLCat materials. No other fees may be charged by borrowing libraries.

6.6 Notices

Borrowing libraries will be responsible for notifying their patrons when materials are available for pickup and when materials are overdue. Patron notices provided by MeLCat will be sent via email. Libraries using MeLCat for their patron notices will supply a library email account to be used as a default. Libraries without an API can choose whether to notify their patrons through MeLCat or through their local systems. Libraries with an API will use their local systems for notices.

6.7 Holds and recalls

Recalls cannot be placed on items in MeLCat.

6.8 Time to pickup

Patrons will be given ten days to pick up items at the borrowing library or alternate pickup location before the materials will be returned to the lending library.

6.9 Course reserves

Materials borrowed through MeLCat will not be placed on course reserve at the borrowing library.

7.0 Visiting patron reciprocal borrowing

Visiting patron reciprocal borrowing is a service provided by MeLCat to give patrons of participating libraries the option to get immediate access to the materials they need. Patrons are able to check materials out in person at the lending libraries instead of waiting for the materials to be delivered to their home libraries for pickup. Their home libraries are still responsible for the borrowed materials until they are returned. This service builds on reciprocal borrowing arrangements already in use among Michigan libraries.
7.1 Participation in Visiting Patron Reciprocal Borrowing (reorganizing section and some new text)

7.1.1 Use of the visiting patron reciprocal borrowing service is optional for each MeLCat participating library. Libraries that choose to participate in reciprocal borrowing agree to lend as well as borrow.

7.1.1.1 Only those collections eligible for traditional MeLCat requesting can be borrowed via visiting patron.

7.1.2 Libraries will determine which of their patron types are eligible to be visiting patrons. Eligible patrons may go to any MeLCat library that participates in reciprocal borrowing and may check out materials even if the items are available in their home libraries.

7.2 Responsibilities of libraries participating in visiting patron reciprocal borrowing

Participating libraries are responsible for informing patrons about their visiting patron privileges through MeLCat. They agree to take responsibility for the materials their patrons check out at lending libraries. They agree to lend to eligible, registered patrons from other MeLCat reciprocal borrowing libraries. They agree to identify as MeLCat loans the materials they check out to visiting patrons. Visiting patron loans are subject to lending library policies regarding limits for checking out specific formats.

7.3 Visiting patron responsibilities

Patrons who visit lending libraries to check out materials need to be eligible and registered with a barcode or other patron identifier from MeLCat libraries that participate in visiting patron reciprocal borrowing. They will also be expected to present a picture ID when borrowing materials. They may return materials to either the lending libraries or their home libraries.

8.0 Pickup Elsewhere (dropping section until this function is available)

Pickup Elsewhere is a service provided by MeLCat to give patrons of participating libraries the option to have their items delivered to any participating Pickup Elsewhere location. Patrons are able to check materials out in person at an alternative pickup location instead of the default of having it delivered to their home libraries for pickup. Their home libraries are still responsible for the borrowed materials until they are returned.

8.1 Participation in Pickup Elsewhere

Libraries that choose to participate in Pickup Elsewhere agree to allow their users to select from alternative pickup locations as well as to serve as an alternative pickup location for other libraries.

8.2 Responsibilities of libraries participating in Pickup Elsewhere
Participating libraries are responsible for informing patrons about their Pickup Elsewhere privileges through MeLCat. They agree to take responsibility for the materials their patrons check out at alternative pickup locations. They agree to process and checkout to patrons from other MeLCat libraries materials which arrive at their library as an alternative pickup location. They agree to identify as MeLCat loans the materials they check out as Pickup Elsewhere loans.

8.3 Pickup Elsewhere patron responsibilities

At the time of pickup, patrons from an eligible Pickup Elsewhere library must provide a picture ID or their barcode/other patron identifier for their home library. They may return materials to either the Pickup Elsewhere locations, the original lending libraries or their home libraries.

9.0 Lost and damaged materials (restructuring section and some new text)

9.1 Borrowing library responsibility

9.1.1 The borrowing library is responsible for borrowed material from the time it leaves the lending library until it has been returned to and received by the lending library. This includes all material checked out directly to visiting patrons by the lending libraries or Pickup Elsewhere locations.

9.1.1.1 Materials lost or damaged while at the borrowing library or with the patron are subject to these policies. Materials lost or damaged in transit to the borrowing library or while being returned to the lending library are subject to RIDES Lost/Missing policies and procedures.

9.1.1.2 Borrowing libraries will make a concerted effort to retrieve materials from their patrons.

9.1.2 The borrowing library will be responsible for compensation or replacement of lost or damaged items, in accordance with the preference of the lending library.

9.1.2.1 The lending library can bill the borrowing library an amount reflecting the cost of replacement. A nominal processing fee can also be charged. The lending library refers patrons who contact them about replacement to their home libraries.

9.1.2.2 The MeLCat replacement default amount for print and AV materials is $100.01. The MeLCat replacement default amount for AV cases is $5. There will be an explanation on the MeLCat billing notice stating that the actual replacement amount may be higher or lower depending on the cost of the item and the lending library's policies.

9.1.2.3 A borrowing library may contact the lending library to negotiate a lower replacement cost and/or the provision of a replacement copy. Acceptance of a lower dollar amount and/or replacement copy is at the discretion of the lending library. Libraries may contact MeLCat staff for assistance in the event the borrowing and lending libraries are unable to agree upon a dollar amount.
9.1.2.4 If contacted by another library’s patron, the lending library should refer the patron to their home library.

9.1.3 A borrowing library must respond to an invoice from the lending library within a month of its issuance. Payment is expected within three (3) months. If payment is not received within three months and the bill is uncontested, the lending library should notify MeLCat Support with all pertinent details.

9.1.3.1 MeLCat Support will contact the borrowing library’s Resource Sharing contact. If the library does not respond within one month, a letter will be mailed to the library director and the issue turned over to the State Librarian for action recommendation.

9.2 Lending library responsibility

9.2.1 The lending library must initiate contact with the borrowing library, or respond to the borrowing library, within three (3) months of the institutional due date of the overdue item in question. If contact is not made within three (3) months, the lending library forfeits the right to seek reimbursement from the borrowing library for missing/lost items.

9.2.2 A lending library may invoice a borrowing library for material(s) lost or damaged by the borrowing library’s patron(s).

9.2.2.1 It is the lending library’s responsibility to provide an invoice to the borrowing library.

9.2.2.2 Invoices must be issued within seven (7) months of the institutional due date. If an invoice is not issued within seven (7) months of the institutional due date, the lending library forfeits the right to seek reimbursement from the borrowing library for missing/lost items.

9.2.2.3 The seven (7) month time frame may be extended if the lending library has been closed for an extended period of time. An extension of the time frame requires approval from MeLCat staff.

9.3 Lost in transit

For materials lost in transit between libraries, the borrowing library is responsible for contacting the delivery service. The borrowing library is also responsible for billing the delivery service for the replacement amount they were invoiced by the lending library. To report lost items, use the delivery service assistance form.

10.0 Problem reporting and resolution

10.1 Problem reporting

Participating libraries will work together to resolve resource sharing problems between themselves and will provide contact persons to follow up promptly on problem reports received.
If problems persist or are ignored, participating libraries may report them to MeLCat Support. MeLCat Support staff will contact the libraries involved to analyze and find solutions to the problems.

10.2 Unresolved problems

If MeLCat Support staff are unable to resolve an interlibrary problem within one (1) month, they may refer the problem to the State Librarian for action recommendations. Serious problems including, but not limited to, unmet financial obligations may result in suspension of MeLCat resource sharing privileges. The State Librarian will be the final arbiter.

11.0 Policy revisions

11.1 These policies will be reviewed as needed by the MeLCat Advisory Committee. Comments on revisions will be solicited from the participating libraries via the MeLCat email discussion list. Participating libraries will have three (3) weeks for comment. In the event a revision is deemed problematic by a majority of commenters, the issue may be further considered by the Advisory Committee before the changes are forwarded to the State Librarian for approval.

11.2 Policy revisions go into effect upon posting to the MeLCat email list following approval by the State Librarian. A grace period to permit staff education and training will be granted. The announcement will include the date that the grace period ends.


Revisions to 4.5, 6.1 and 6.2 approved by the Acting State Librarian: July 15, 2005

Revisions to 8.1 and 8.2 approved by the State Librarian: May 17, 2006.

Revisions to 3.5 approved by the State Librarian: July 1, 2009.

Revisions to 3.4, 3.7, 4.2, 4.5, 4.8, 4.9, 4.12, 4.13, 6.2, 6.7, 8.2, 9.2 and 10.0 approved by the State Librarian: July 14, 2010.

Revisions to 6.5 approved by the State Librarian: July 13, 2011

Revisions to 4.1, 4.8, 4.14, 8.1, 8.3, 9.1, 9.2 approved by the State Librarian: May 22, 2013.

Revisions to 2.13, 3.4, 4.7, 6.3, 6.5, 6.8, 7.2. New section 8 added and subsequent sections renumbered. Revisions to new 9.1, 9.2, 11.0 approved by the State Librarian: March 1, 2016.

Revisions to 4.5, 6.2, 8.3, 9.1 and reordered section 2 to restore alphabetical order approved by the State Librarian: December 28, 2017.