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

I. Call to order
II. Approval of agenda
III. Consent agenda
   A. Minutes of 6/18/2020 Library Board meeting
   B. Bills from June 2020
   C. Financial Statement and Treasurer’s Report as of June 30, 2020
IV. Public Comment
V. Communications
   A. Press coverage
VI. Director’s Report
   A. Library news and activities – includes 2020 departmental goals
   B. Usage reports
   C. Advocacy news
VII. Old Business
   A. Meeting Room AV upgrade – project update
VIII. Standing Committee Reports
   A. Policy – set new meeting to review patron Code of Conduct, others?
   B. Finance – set meeting for 2021 budget review
   C. Fund Development/Strategic Planning – set new meeting
   D. Board Development
   E. Building
   F. Human Resources
IX. Discussion Items
   A. Status of reopening
   B. Updated Coronavirus Preparedness and Response Plan (Stage 3)
X. Action Items
   A. Updated Coronavirus Preparedness and Response Plan
XI. Public Comment
XII. Trustee Comments
XIII. Adjournment
Library Mission: To serve and engage a thriving community of lifelong learners

I. Call to order: 6:36 p.m.  Present: Abramczyk, Phillips, Pergeau, Luna, Thorndycraft, and Quinn

II. Approval of agenda – Motion by Pergeau, second by Phillips to add items to the agenda:
   1) VIII. D. b. Who’s on the Ballot in Orion Township,
   2) VIII. D. c. Youtube clips:
      i. Nashville PL Curbside: https://youtu.be/rnk4qeu9WZY
      ii. Springville PL: https://youtu.be/HY2PkpIcbQo
   3) IX. D. Amnesty on Fines
   4) X.  B. Amnesty on Fines

Ayes: Abramczyk, Phillips, Pergeau, Luna, and Quinn
Nays: None.  Motion approved

III. Consent agenda – Motion by Phillips, second by Abramczyk to approve the consent agenda as presented: Ayes: Phillips, Pergeau, Luna, Quinn, and Abramczyk, Nays: None. Motion approved
   A. Minutes of 5/21/2020 Library Board meeting
   B. Minutes of 6/4/2020 Special Library Board meeting
   C. Bills from May 2020
   D. Financial Statement and Treasurer’s Report as of May 31, 2020

IV. Public Comment - None

V. Communications
   A. Press coverage – The director reviewed articles as presented in the board packet

VI. Director’s Report
   A. Library news and activities – includes 2020 departmental goals. Continued the review 2020 departmental goals, concentrating on goal #3, Customer Satisfaction
   B. Usage reports- Reviewed the monthly report, which is smaller in size; for only digital/electronic data is presented due to the library’s closing.
   C. Advocacy news- none

VII. Old Business
   A. Meeting Room AV upgrade – project update- Installers have been working. Expected completion by 6-19-2020. We expect to limit attendance in the meeting room due to the covid-19 restrictions, but hope to be able to stream activities/programs

VIII. Standing Committee Reports
   B. Policy – set meeting to review patron Code of Conduct, others? – Set virtual meeting date to be 6-30-2020 at 2:00 p.m. Committee will discuss changes needed upon reopening of the library
   C. Finance- Director reported there should not be a drop property tax revenue for next year. Director is working on the 2021 budget.
   D. Fund Development/Strategic Planning – update from 5/27/2020 mtg, set new mtg – It was reported the AV project is continuing, but the kitchen project/advisory meeting has been postponed. -Discussed the concept of “Give a special day”, utilizing lawn sign and indoor electronic devices to acknowledge the activity/person(s). -Looking to hold an outdoor, hoedown themed, donor acknowledgement day on the 3rd Sunday of October, 2020. -Donor stones have been sold, proofs are done, next step is engraving.
E. Board Development
   a. "The Library’s Community Role" article from Public Libraries magazine, March/April 2020 – Reviewed the article which showed, based on statistical data, the importance of libraries to a community
   b. Who’s on the Ballot in Orion Township – Candidates for the various township offices included all offices except the library board. The listing could prove vital to the library as it attempts to do more advocacy. -Board members names will be listed in the fall Orion Living magazine.
   c. Youtube clips: Tried to watch video clips, but due to technical difficulties were unable to do so. The Director will send out an email with links for board members review
      i. Nashville PL Curbside: https://youtu.be/rnk4qeu9WZY
      ii. Springville PL: https://youtu.be/HY2PkpIcbQo
F. Building- Upon reopening of the library, we are considering keeping HVAC system on continuously to bring in fresh air for the patrons and staff. More information is needed before a final decision is made. Precautions have or are being undertaken to ensure building is as safe as possible for public use. We will follow CDC recommendations
G. Human Resources – Benefits review to be done in near future.

IX. Discussion Items
   A. Status of reopening- Curbside delivery to open the week of June 22nd. Staff that return to the building will be screened and provided with PPE as needed. Looking to begin contactless home delivery
   B. Updated Coronavirus Preparedness and Response Plan (Stage 3)- Director reviewed Stage 3 of the plan. After discussion, no recommendation was made to implement at this time. This item will be brought back at next month’s meeting
   C. Staff vacation time rollover policy- Due to the library’s closing, some staff face losing vacation time. Director will not enforce ‘use it or lose it’ for up to one week into the next year
   D. Amnesty on Fines- all library materials are due back July 6, 2020. Hope is to have all material returned by July 31, 2020. Discussed a ‘fine’ amnesty period until end of July.

X. Action Items
   A. Updated Coronavirus Preparedness and Response Plan- no action.

XI. Public Comment- None
XII. Trustee Comments
XIII. Adjournment: 8:01 p.m.
BILLs - June 1, 2020 to June 30, 2020

Salaries-exempt $56,499.40

Salaries-non-exempt $39,648.94

Social security 6/1/2020 to 6/30/2020 $7,136.34

Opt-out benefit Non-covered employee ins. reimb $1,000.00

Total bills per Solomon reports attached: Account distribution report $90,879.33

Total bills to date $195,164.01
## Check Register - Standard

**Period: 06-20 As of: 7/6/2020**

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**7112 Insurance & Worker's Comp.**

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**7121 Legal Fees**

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**7503 Capital Improvements**
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**Period:** 06-20  
**As of:** 6/30/2020

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**Account Total:** 12,532.21  
**Debit Amount:** 0.00  

**Grand Total:** 92,486.56  
**Credit Amount:** 1,607.23
# Orion Township Public Library
## For the Six Months Ending June 30, 2020

### Revenues

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<td>7,000</td>
<td>3,599</td>
<td>51%</td>
<td>3,401</td>
</tr>
<tr>
<td><strong>Realized/Unrealized Gain/Loss</strong></td>
<td>129</td>
<td>0</td>
<td>13,156</td>
<td>0%</td>
<td>(13,156)</td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td>75,071</td>
<td>2,543,000</td>
<td>2,455,235</td>
<td>97%</td>
<td>87,765</td>
</tr>
</tbody>
</table>
## Orion Township Public Library
### For the Six Months Ending June 30, 2020

<table>
<thead>
<tr>
<th>Operational Expenditures</th>
<th>June 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>97,148</td>
<td>1,420,000</td>
<td>560,851</td>
<td>39%</td>
<td>859,149</td>
</tr>
<tr>
<td>Fringe Benefits</td>
<td>22,383</td>
<td>380,000</td>
<td>179,544</td>
<td>47%</td>
<td>200,456</td>
</tr>
<tr>
<td>Supplies, Programs</td>
<td>1,934</td>
<td>65,000</td>
<td>19,207</td>
<td>30%</td>
<td>45,793</td>
</tr>
<tr>
<td>Materials, Information Resources</td>
<td>11,282</td>
<td>230,000</td>
<td>179,544</td>
<td>38%</td>
<td>141,478</td>
</tr>
<tr>
<td>Automation, Computerized Reference</td>
<td>11,636</td>
<td>135,000</td>
<td>80,219</td>
<td>60%</td>
<td>74,781</td>
</tr>
<tr>
<td>Promotion, Publishing, Printing</td>
<td>0</td>
<td>25,000</td>
<td>5,142</td>
<td>21%</td>
<td>19,858</td>
</tr>
<tr>
<td>Telephone</td>
<td>138</td>
<td>8,000</td>
<td>1,154</td>
<td>19%</td>
<td>6,456</td>
</tr>
<tr>
<td>Utilities</td>
<td>1,467</td>
<td>52,000</td>
<td>17,599</td>
<td>34%</td>
<td>34,401</td>
</tr>
<tr>
<td>Repairs &amp; Maintenance</td>
<td>3,959</td>
<td>45,000</td>
<td>10,323</td>
<td>23%</td>
<td>34,678</td>
</tr>
<tr>
<td>Capital Improvements</td>
<td>13,755</td>
<td>28,500</td>
<td>63,198</td>
<td>222%</td>
<td>(34,698)</td>
</tr>
<tr>
<td>Insurance &amp; Workers Comp</td>
<td>26,136</td>
<td>50,000</td>
<td>42,485</td>
<td>85%</td>
<td>7,515</td>
</tr>
<tr>
<td>Education, Training &amp; Dues</td>
<td>403</td>
<td>30,000</td>
<td>7,889</td>
<td>26%</td>
<td>22,111</td>
</tr>
<tr>
<td>Mileage</td>
<td>53</td>
<td>7,000</td>
<td>861</td>
<td>12%</td>
<td>6,139</td>
</tr>
<tr>
<td>Professional &amp; Contractual Services</td>
<td>14,451</td>
<td>35,000</td>
<td>36,400</td>
<td>104%</td>
<td>(1,400)</td>
</tr>
<tr>
<td>Donation Expense</td>
<td>475</td>
<td>25,000</td>
<td>13,893</td>
<td>56%</td>
<td>11,107</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>0</td>
<td>2,500</td>
<td>56</td>
<td>2%</td>
<td>2,444</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><strong>Total Expenditures</strong></td>
<td><strong>205,220</strong></td>
<td><strong>2,543,000</strong></td>
<td><strong>1,107,733</strong></td>
<td><strong>44%</strong></td>
<td><strong>1,435,267</strong></td>
</tr>
</tbody>
</table>
## ORION TOWNSHIP LIBRARY - TREASURER'S REPORT - PLANT FUND ACTIVITY
### JUNE 2020

<table>
<thead>
<tr>
<th>Account Details</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>End of month</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lake Michigan CU MM (1)</td>
<td>$204,747.02</td>
<td>$83.97</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$204,830.99</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>$0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>UBS Plant Fund (5)</td>
<td>$233,975.80</td>
<td>$140.27</td>
<td>($105.10)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$234,010.97</td>
</tr>
<tr>
<td>Flagstar Bank CD Z34 (11)</td>
<td>$0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>Wells Fargo Bank CD TP1 (13)</td>
<td>$100,000.00</td>
<td>$254.79</td>
<td></td>
<td></td>
<td></td>
<td>($254.79)</td>
<td></td>
<td>$100,000.00</td>
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<tr>
<td>First Natl Bank of MI Kalamazoo CD (14)</td>
<td>$250,000.00</td>
<td>$350.34</td>
<td></td>
<td></td>
<td></td>
<td>($350.34)</td>
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<td>$250,000.00</td>
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<tr>
<td>Wells Fargo Bank CD S80 CD (15)</td>
<td>$100,000.00</td>
<td>$152.88</td>
<td></td>
<td></td>
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<td>($152.88)</td>
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<td>$100,000.00</td>
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<tr>
<td>Multibank Cash Account</td>
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<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>JPMorgan Chase 3X5 (16)</td>
<td>$100,000.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$100,000.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$988,732.82</strong></td>
<td><strong>$982.25</strong></td>
<td><strong>($105.10)</strong></td>
<td><strong>$0.00</strong></td>
<td><strong>$0.00</strong></td>
<td><strong>$0.00</strong></td>
<td><strong>$0.00</strong></td>
<td><strong>($758.01)</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, cashed
(4) Money Market Account, CD
(5) Money Market Account, CD
(6) Money Market Account, CD
(7) Money Market Account, CD
(8) Money Market Account, CD
(9) Money Market Account, CD
(10) CD maturing 1/27/2020 @ 2.150% interest, cashed
(11) CD maturing 9/14/2021 @ 3.00% interest
(12) CD maturing 1/31/2022 @ 1.800% interest
(13) CD maturing 5/12/2023 @ 1.650% interest
(14) CD maturing 3/30/2025 @ 1.250% interest

* Change in value until the investment reaches maturity
<table>
<thead>
<tr>
<th>Account Description</th>
<th>Beginning of Month</th>
<th>Interest</th>
<th>Realized/Unrealized Gain/Loss</th>
<th>Operations</th>
<th>Transferred</th>
<th>Checks Issued</th>
<th>Transferred to PNC General</th>
<th>Transferred to other</th>
<th>End of Month</th>
</tr>
</thead>
<tbody>
<tr>
<td>PNC Bank - General Checking (1)</td>
<td>$108,444.84</td>
<td></td>
<td></td>
<td>$75,937.93</td>
<td>$175,758.01</td>
<td></td>
<td>($245,786.26)</td>
<td>($5,000.00)</td>
<td>$109,354.52</td>
</tr>
<tr>
<td>PNC Bank - General Savings (2)</td>
<td>$166,696.62</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td>$166,696.62</td>
</tr>
<tr>
<td>PNC Bank - Cafeteria (3)</td>
<td>$2,086.85</td>
<td></td>
<td></td>
<td>$5,000.00</td>
<td></td>
<td></td>
<td></td>
<td>($2,068.64)</td>
<td>$5,018.21</td>
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<tr>
<td>PNC - James Ingram Fund (4)</td>
<td>$6,954.79</td>
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<td></td>
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<td>$6,954.79</td>
</tr>
<tr>
<td>PNC Bank - Bastian Account (5)</td>
<td>$1,144.90</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$1,144.90</td>
</tr>
<tr>
<td>Genisys Credit Union MM (6)</td>
<td>$223,334.36</td>
<td></td>
<td></td>
<td>$91.78</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$223,426.14</td>
</tr>
<tr>
<td>Genisys Credit Union Savings (7)</td>
<td>$10.69</td>
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<td>$10.69</td>
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<tr>
<td>Lakes Cmnty C U MM (8)</td>
<td>$104,627.31</td>
<td></td>
<td></td>
<td>$14.55</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$104,641.86</td>
</tr>
<tr>
<td>Lakes Cmnty C U Sav (9)</td>
<td>$15.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$15.00</td>
</tr>
<tr>
<td>Chief Financial C U Sav (10)</td>
<td>$15.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$15.00</td>
</tr>
<tr>
<td>Chief Financial C U MM (11)</td>
<td>$215,905.35</td>
<td></td>
<td></td>
<td>$221.19</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$216,126.54</td>
</tr>
<tr>
<td>UBS General Fund (13)</td>
<td>$2,338,061.62</td>
<td>$3.63</td>
<td></td>
<td>$233.65</td>
<td></td>
<td>($175,000.00)</td>
<td></td>
<td>($180,000.00)</td>
<td>$2,163,298.90</td>
</tr>
<tr>
<td>UBS Endowment Fund (14)</td>
<td>$71,558.32</td>
<td>$0.58</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$71,558.90</td>
</tr>
<tr>
<td>Total</td>
<td>$3,238,855.65</td>
<td>$331.73</td>
<td>$233.65</td>
<td>$75,937.93</td>
<td>$180,758.01</td>
<td>($247,854.90)</td>
<td>($180,000.00)</td>
<td>$0.00</td>
<td>$3,068,262.07</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 .50% interest
(7) Credit Union Savings
(8) Credit Union Money Market 0.17% interest
(9) Credit Union Savings
(10) Credit Union Savings
(11) Credit Union MM 1.25% interest
(12) Money Market, Treasury Bills, CD's
(13) Money Market, Treasury Bills, CD's
(14) Money Market, CD

* Change in value until the investment reaches maturity
Orion Township Library begins offering curbside pickup and at-home delivery

On Monday, the Orion Township Public Library began offering curbside pickup as well as home delivery services for library patrons.

Curbside pickup
Patrons will be able to check out items via curbside pickup in the library parking lot. Items can be selected online at www.catalog.orionlibrary.org or by calling the library at 248-693-3000. Once the items selected are available for pickup, patrons will receive an email or a phone call notifying them.

Once at the library, patrons will have to pull into one of the library's five numbered spots located near the building and send a text to 248-975-7410 to notify the library staff that they are there. Patrons without the ability to text should call the library directly. Clerks will then place the checked-out items in the patron's trunk or through an open window in the car. All items being returned must be placed in return bins, not given to the clerks delivering their items.

Checkouts are currently limited to 10 items per library card.

Home delivery
No contact home delivery is expected to be a temporary service for those who are currently uncomfortable leaving their home due to COVID-19.

Applications for home delivery can be found at www.orionlibrary.org/home-delivery/registration.

Once registration is complete, applicants may place their selected items on hold and will later be contacted by the library to set up a delivery date. Items will be placed in a bag which will be delivered to your door.

To place item requests for home delivery, please contact the library at 248-693-3001, email at homedelivery@orionlibrary.org or using the library online catalog. – M.K.
Orion Twp. Library announces summer reading program

The Orion Township Public Library may be closed but their summer reading program is still very much ready for takeoff. Starting on June 6 and ending on August 8, children, teens and adults will have the opportunity to win prizes based on the number of books read during that time.

"Fantasy and Fairy Tales come alive this year with our theme ‘Imagine Your Story,’ said Library Director, Karen Knox in a press release. "Whether you participate in the Read with Me (0-5), Readers (K-5), Teen (6-12), or the Adult program, you will for sure expand your vocabulary, sharpen your literacy skills, and have a great time reading.”

Youth between the ages of 0-5 are encouraged to read 10, 20 and 30 books together throughout the summer, with prizes being given along the way.

Elementary age students are challenged to read 5, 10 and 15 hours to receive their prizes. They will also have the Bingo challenge for completing library-related activities. The library will also be offering virtual programming throughout the summer.

Teens are encouraged to read two, four or six to win a number of prizes and a chance to win the grand prize of a $100 Amazon gift card. Earn additional prizes by completing other library challenges along the way. And be sure to sign up for other virtual teen summer programs.

Adults can read five books over the summer to receive a $5 gift card to a local business as well as a free coffee from ABeanToGo in downtown Lake Orion. Adults will also have the opportunity to participate in other challenges as well as additional programs such as Fairy House Makerspace, Dungeons and Dragons and Mythological Monsters.

Sign up at orionlibrary.org/summer-reading.

Additionally, with “Safer At Home” orders now beginning to be lifted throughout Michigan, it is anticipated that the library will begin allowing employees in the building next week. As for when patrons will be able to visit and under what guidelines is still unclear. -- M.K.
Do you need something to keep your kids (or yourself) busy this summer? Register for a Take & Make program, pick up a kit created by our librarians, and bring the fun of a library program home with you! Programs for kids, teens, and adults can be found on our calendar. 

https://orionlibrary.evanced.info/signup/

Check out our new Storybook Walk, featuring "I Got the Rhythm" by Connie Shoefield-Morrison. You'll find the Storybook Walk along the path that runs around the library!

Don't forget: Taxes are now due on July 15! Federal and state 1040 forms and instruction booklets are available outside the front entrance until 8:30pm weekdays and until 4:30pm Friday and Saturday. All other forms can be found at IRS.gov
Last week was the first week of curbside pickup, and it looks like a lot of our patrons missed having physical library materials. Thank you for your patience and support during this time! 😊

The hottest books of the summer are available now! Visit catalog.orionlibrary.org to place your holds for curbside pickup!

#Newbooktuesday! Check out some of our new juvenile fiction. Looking to put any of these on hold? Use this list to find these books, and more: https://orionlibrary.org/youth/new/

A reminder that if you have materials that have been checked out during the COVID-19 shutdown (March-May) that they will be due Monday, July 6th. For your safety as well as the safety of our staff, we are currently following CDC guidelines and all returned items are quarantined for 72 hours before being checked in. For more information, visit orionlibrary.org/covid-19-closure-status-update/
Orion Township Public Library
June 29 at 2:12 PM · 3
You can order New Movies for Curbside Pickup! For the time being, New Overnight Movies can now be checked out for a week. Place your hold on the latest blockbusters today at catalog.orionlibrary.org today! New movies cannot be renewed. Service subject to change. see orionlibrary.org/curbside-pickup for more details.

Orion Township Public Library
June 29 at 10:00 AM · 3
Last week we started curbside pickup and officially moved into the next phase of our reopening plan. What other new services have you had a chance to use? Take and make kits, book bundles, home delivery? We are here connecting with you in new ways.

Orion Township Public Library
June 28 at 10:00 AM · 3
We’ll be closed for a few days this week for the 4th of July but we still have some fun virtual and take and make programs coming up! Remember to take a look at our calendar for full program details. orionlibrary.org/calendar.
**Orion Township Public Library**  
**June 27 at 12:00 PM**  
We are engaging the community in new ways! Teens' first take and make program is Tuesday June 30th. Please register, and program bag pickup starts today in front of the library in the circle drive.

**Orion Township Public Library**  
**June 27 at 10:00 AM**  
We've teamed up with Orion Township Parks & Recreation to bring you some family fun at two local parks. Check out our Lit Adventure Walks! Read, go on an adventure, and post on social media with the hashtag #OrionAdventureWalk, tagging either Orion Township Public Library or Orion Parks by July 31 to be entered to win a gift basket!

**Orion Township Public Library**  
**June 26 at 6:00 PM**  
We are engaging the community in new ways! Join us on Zoom for Adult Dungeons and Dragons on Monday, June 29 at 6:30pm.  
https://us02web.zoom.us/j/2486933000

2Katie Perkey and 1 other  
1 Share
Calling all Teen Adventurers, you quest starts here! Join teens from across the state of Michigan and embark on a virtual journey through many different Michigan libraries, finding the codes to fulfill your quest. Visit www.Mi.gov/MiLibraryQuest

We are engaging the community in new ways! Join us for the Toddler & Friends Dance Party Tuesday, June 30th! This live virtual dance party will have toddlers and their caregivers ready to shimmy and shake to some magical tunes. Register at orionlibrary.org/calendar. We can’t wait to dance with you!

Curbside from the inside looking out. One day we’ll be together again! How do you like this new service so far? Leave us your comments, questions, or suggestions, it’s all new to us too!

Orion Township Public Library updated their cover photo.
Although we appreciate the help, please leave the sanitizing and quarantining to us. 😞 For your safety as well as the safety of our staff, we are currently following CDC guidelines and all returned items are quarantined for 72 hours before being checked in.

FREEP.COM

People are microwaving library books and masks to kill COVID-19 — and that's bad
A book was returned to Kent District Library after it had been microwaved and burned due to the metal sensor located inside.

Orion Township Public Library
June 25 at 10:26 AM · 🌐

Orion Township Public Library
June 24 at 6:00 PM · 🌐

Orion Township Public Library
June 24 at 2:00 PM · 🌐
We are serving our community in new ways! Introducing Bright by Text. For families with young children, see how to sign up for this great texting service below!

The OTPL Bookbike will be at the Farmer's Market on Wednesday June 24th! Come find us and ask us all the questions!!!!

We are serving our community in new ways! Introducing Ring Me a Story! Do you want to hear a good joke or story? If so, call Youth Services at (248) 693-3002 and we will read you a recorded story, tell you a joke, recite a rhyme, or regale you with a fairy/folk tale. This will be a fun way for everyone in the family to listen together. You can call any time of day! New stories, jokes, and fairy tales every week.
Orion Township Public Library

June 23 at 10:00 AM · ⏲️

We are engaging our community in new ways! Families are invited to join us this Friday at 2pm for a fun LIVE program with Fresh Food is Fun all about Pizza! Who doesn't love pizza? This high energy food education program will teach kids and families all they need to know to create pizzas that feed us in a nutritious way. Sign up here to receive a link to the program: orionlibrary.org/calendar

55
5 Shares

Orion Township Public Library

June 22 at 6:00 PM · ⏲️️

We are serving our community in new ways! Introducing Take & Make Programs and Book Bundles. We want to bring the library to you, and with take and make, library programs come alive in your own home! With our book bundles, your dreams of browsing the stacks for the perfect book can be fulfilled by a librarian just for you! For more information on these and more new services, check out www.orionlibrary.org!

10 Lori Morris and 9 others
1 Comment

Orion Township Public Library

June 22 at 2:28 PM · ⏲️️

We are serving our community in new ways! Curbside started today. Reserve your items online and we will send you a message when it's ready for pickup. Signs in the curbside area will give you more instruction when you arrive. Happy reading!

41 Beth Blubaugh Sheridan, Lori Morris and 39 others
2 Comments
4 Shares

Like
**Orion Township Public Library**

**June 22 at 2:00 PM · 🌐**

Teens! It's Hungry Games time! Join us virtually for this fun program!

33

Like

---

**Orion Township Public Library**

**June 22 at 10:00 AM · 🌐**

We are serving our community in new ways! Starting Today: Curbside Pickup and Home Delivery! Find out more at OrionLibrary.org/new-services

23

Lori Morris and 22 others
3 Comments
4 Shares

---

**Orion Township Public Library**

**June 21 at 6:00 PM · 🌐**

We are serving our community in new ways! Auto-renewals start June 22nd! Items will automatically renew for you if no one else has put a hold on it. Visit orionlibrary.org or contact Support Services at 248-693-3000 for more information.

9

Lori Morris and 8 others
Like
**Orion Township Public Library**

**June 21 at 10:00 AM** ·  
Happy Father's Day to all our community dads!

24Lori Morris and 23 others

![Bookshelf with a person reading](image)

**Orion Township Public Library**

**June 20 at 2:00 PM** ·  
Happy First Day of Summer!
Whether it's golfing with loved ones, hanging out on the Great Lakes beaches, chillin' on a boat, working in the garden, kayaking down a river, or conversing by the bonfire, our staff hopes you enjoy the Pure Michigan summer!
What are some of your favorite summer activities?

21Beth Blubaugh Sheridan, Lori Morris and 19 others

2 Comments

![Images of people enjoying summer activities](images)
We are serving our community in new ways! Curbside Pickup will be available starting Monday, June 22nd!
Have questions? Watch this video: youtu.be/d2vY-AfgyB8
And for more information go to orionlibrary.org/curbside-pickup/...

YOUTUBE.COM

Curbside Pickup in 5 Easy Steps
Orion Library now offers curbside pickup! For more information, please visit www.orionlibrary.org/curbside-pickup.

Remember you don’t have to wait until we are open to return your items. Book drops are open! Due dates for all items are July 6 and no fines will be charged.
On June 4, we were joined by Jim Craft from the Oakland County Historical Commission to learn about The History of Oakland County, a book originally published in 1877 and reprinted in 2020 in honor of the county's bicentennial celebration.

Introducing Book Bundles!
If you are a frequent library browser, we are please to offer this service while our indoors are closed to the public. Book Bundles are collections of books chosen and checked out to you on a certain topic, author, or series. Book Bundles can be then picked up curbside, and are available for all ages. For more information or to request a bundle, visit https://orionlibrary.org/book-bundles/

OverDrive / Libby may experience service interruptions beginning at 6:00 PM this evening. We apologize for the inconvenience.
Check out PebbleGo, provided by the library! The newly added Health module includes topics such as healthy habits, relationships and emotions, health care visit information for kids, and illness and the human body! These timely topics are great to explore with your children today. Visit https://login.pebblego.com/modules to explore.

Introducing No Contact Home Delivery!
This service starts Monday, June 22. You can register for the service and get further information at orionlibrary.org/home-delivery/.

Staff is in the building this week working out all of the details to provide curbside delivery service to our patrons with a tentative start date of Monday June 22nd!
Orion Township Public Library
June 16 at 2:00 PM · 🌟

LIBRARY UPDATES
Summer Reading is happening now through Aug 8. Register online at orionlibrary.org/summer-reading.

Home delivery applications will be accepted starting June 17, but deliveries will not start until the week of June 22.

Curb side pickup will begin June 22.

Automatic renewals will begin June 22.

Take and Make programs start June 22.

The due date to return materials is JULY 6 and no fines will be incurred until after this date.

Library cards due to expire have been extended to Aug 31.

Our volunteer program is temporarily on hold, with no volunteers being allowed in the building.

Friends membership fees are waived for 2020.

We are not taking book donations at this time.

Remote access for library patrons to Ancestry Library Edition has been extended to July 31.

The maximum checkouts for hoopla for library patrons have been increased to 8.

Please take a few seconds to review your current holds list and cancel titles you no longer want. This will help our team provide you the items you want, as well as move titles to our other waiting patrons.

Remote notary services are available. Visit orionlibrary.org/additional-services for more details.

Visit orionlibrary.org for more information, or call (248) 693-3000.
We're just over a week into Summer Reading and our 341 summer reading participants have already read over 400 books and 11,709 minutes! If you're interested in taking part, you can still sign up at https://orionlibrary.org/summer-reading/.

*Attention Library Volunteers*
We have missed seeing all of our wonderful volunteers here at the Orion Library over the past few months! We hope that you and your family are staying healthy and adjusting to this new normal. We are just beginning the phase-in process of re-opening the library. At this time, the Volunteer Program is temporarily on hold, with no volunteers being allowed in the building. We will keep you posted and updated as we go forward.
We’ve started checking in quarantined items today! Another step toward opening. We had over 13,000 items checked out when we closed. That’s a lot of returns. We are asking that you don’t put donated books in our book drops or outside the building until we are able to accept them again. There are no volunteers or Friends of the Library to help sort, quarantine, and store them. We will let you know when we are accepting them again. Thank you!

Sunday 6/14 through Saturday 6/20 we will be holding our teen virtual animation workshop, but this is open for all ages! The link can be found on the OTPL website on the event calendar page. Have fun creating!

School is almost out and summer reading is here! If you need a recommendation for a great book to start off your summer, OTPL has you covered!
Orion Township Public Library updated their cover photo.

June 11 at 11:55 AM · ☄️

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Orion Township Public Library

June 11 at 10:00 AM · ☄️

Summer reading lists are here! Looking for a new book or a fun summer read? Check out these awesome lists from ALSC - The Association for Library Service to Children. Click the links and print from home. http://www.ala.org/alsc/publications-resources/book-lists/2020-summer-reading-list

Then don’t forget to sign up for our Imagine Your Story Summer Reading program at https://orionlibrary.org/summer-reading/

Happy Reading!
2020 Summer Reading Lists

ALSC’s Quicklists Consulting Committee has updated our Summer Reading Lists with new and exciting titles! The lists are full of book titles to keep children engaged in reading throughout the summer.

Orion Township Public Library

June 10 at 4:39 PM

Please be advised the hoopla digital service is currently experiencing some technical difficulties and you may temporarily see some challenges when accessing the service. The hoopla team is working on correcting the issue.

Orion Township Public Library

June 10 at 11:17 AM

Drop boxes are open! We have limited staff in the building today getting things ready. Call, email, orionlibrary.org, or check social media for updates as we work our way through things. Please, no book donations are being accepted at this time. Thank you for your patience!
Congratulations graduates of the Class of 2020!!

Lake Orion Community Schools

The Lake Orion High School and Learning Options High School graduating classes were scheduled to walk this week. That’s coming this summer. Today, LOCS wanted t...

See More

16Lori Morris and 15 others
3 Shares
As we continue to navigate this new normal, I give all the credit to the library staff for their creative solutions to continue to serve our Orion community. We continue to put health and safety of staff and patrons at the forefront of everything we do.

As noted in last month’s report, as of June 1, 2020, EO 2020-110 stated, “Unless otherwise prohibited by local regulation, libraries and museums may open as of June 8, 2020, subject to the rules governing retail stores described in Executive Order 2020-97 or any order that may follow from it.” With the release of that, I started finalizing plans and documentation to phase the staff back into work on June 8, 2020.

On Saturday, June 6, we did launch our Summer Reading program for 2020 online with videos for all ages. There were many views online though, with 578 watching the kids videos, 30 teens, and 60 adults. Due to relying solely on the online format at this time, participation is down. At the end of June, we had 138 adults, 81 teens, and 255 kids.

Once staff were back in the building after June 8, we have forged ahead with new services. First up was Curbside Pickup, which was launched on June 22. Support Services staff are doing an awesome job keeping up with all the many requests for items and delivering them curbside to patrons. During the first week of curbside pickup, 2988 items were checked out to 890 patrons!

We also started our new home delivery service with 5 new patrons participating in that. We also have delivered to 15 existing homebound patrons.

We started offering Book Bundles in June, which is a way for patrons to request a “bundle” of up to 10 books in a particular genre, subject, series, etc. These are available for all ages, with 36 requests completed in youth and 23 requests completed in adult and teen (combined).

We started our Take and Make programs as well, where patrons can pick up a bag of supplies and instructions for a project to be completed at home. These have been extremely popular among all ages.

In addition, we did transition some of our programs over to a virtual format. For kids, we had 3 sessions of Kindermusik (60), Toddler Dance Party (17), 2 Summer Stories (50), Imagine You’re an Outlaw (16), Baby Buddies (15), Sensory Bins at Home (4), Magical Creature Crafts (69), Party Like a Troll (80), Pizza Invasion (17), and Little Dragons Storytime (64). For teens, we had Geek Club (1), Virtual Stop Motion Animation (28), The Hungry Games (0), Perler Bead Creations (12).
adults, we did our Dine, Drink, and Discuss Book Discussion (3), Orion Historical Society Meeting (8), Michigan Works (0), Cook the Book (9), Bicentennial History of Oakland County (8), Alzheimer’s Caregivers Support Group (5), The Sandwich Generation (17), Writers Workshop (6), Cutting the Cord (0), and Adult Dungeons and Dragons (5). We also had 4 sessions of our ELL group with 21 in attendance.

Halli did 2 Zoom visits for Carpenter classes in early June reaching 30 DK and 1st graders.

In the Youth department, James and Suzanne set up our Ring Me a Story call in storytime. Eric is working on figuring out a way to pull stats. We have been live for two weeks and change the stories every Monday. Katie and Ashley worked on setting up Bright by Text. We have 6 families signed up so far for the texting program in our surrounding communities. Ashley put out the Storybook walk for the months of July and August. We have already had 2 patrons complete the short survey at the end with positive feedback.

Our social media continues to be one of the best ways to get the word out, with a reach of 1500 people for the month of June! James filmed and edited a great curbside pickup video that has been well-received.

We finalized another grant, this one for CARES act funding for PPE and digital access.

Due to ongoing issues, the Glowforge was shipped out for repair. 😊

Mary rode the Bookbike to the Lake Orion Farmer’s Market for our first trip of 2020. The LOHS yearbooks were shipped to get digitized. And tax forms are outside and available for patrons who may need to pick them up.

We continue to have staff working remotely as possible and carefully watch the ongoing changes coming from the governor’s office, as the COVID-19 cases are spiking again. Just yesterday, she made it a requirement for all people to wear masks in indoor public spaces. We will talk more about our next steps at the meeting on Thursday. I will get you a revised reopening plan next week before the meeting.

Due to a personal family emergency, I have been out of the library for a few weeks. I appreciate all of your ongoing support during this difficult time.

I look forward to “seeing” you all at our meeting next week on Zoom. Thanks so much for all your continued support and all that you do.
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 wide programming is run.
     - Continue to do Lit Lunches at the middle schools and boost regular programming at the high school level.
     - 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.
     - 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 programing – including moms’ night out, family makerspace etc.
     - Refresh longstanding programming – including LEGO, Doggone Readers, storytimes
     - 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 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 June 2020

### Circulation

<table>
<thead>
<tr>
<th>Main 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>Circ Checkouts</td>
<td>2,637</td>
<td>9,136</td>
<td>25,858</td>
<td>54,302</td>
</tr>
<tr>
<td>Self Checkouts</td>
<td>127</td>
<td>14,953</td>
<td>28,522</td>
<td>81,287</td>
</tr>
<tr>
<td>Renewals</td>
<td>694</td>
<td>7,617</td>
<td>20,965</td>
<td>50,327</td>
</tr>
<tr>
<td>E-books (OD &amp; CL)</td>
<td>1,863</td>
<td>5,002</td>
<td>72,885</td>
<td>53,053</td>
</tr>
<tr>
<td>E-audiobooks (OD &amp; CL)</td>
<td>6,429</td>
<td>1,695</td>
<td>15,934</td>
<td>8,733</td>
</tr>
<tr>
<td>E-magazines</td>
<td>585</td>
<td>623</td>
<td>3,589</td>
<td>3,721</td>
</tr>
<tr>
<td>Hoopla</td>
<td>1,764</td>
<td>1,438</td>
<td>10,534</td>
<td>8,974</td>
</tr>
<tr>
<td>Kanopy</td>
<td>136</td>
<td>52</td>
<td>534</td>
<td>274</td>
</tr>
<tr>
<td>Orion Center branch</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Checkouts</td>
<td>0</td>
<td>67</td>
<td>184</td>
<td>633</td>
</tr>
<tr>
<td>Interlibrary Loan</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Items borrowed</td>
<td>0</td>
<td>760</td>
<td>2,102</td>
<td>4,718</td>
</tr>
<tr>
<td>Items loaned</td>
<td>0</td>
<td>829</td>
<td>1,612</td>
<td>4,814</td>
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<tr>
<td>Total Checkouts</td>
<td>14,235</td>
<td>41,343</td>
<td>181,107</td>
<td>266,022</td>
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<table>
<thead>
<tr>
<th>YTD % Change</th>
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</thead>
<tbody>
<tr>
<td>Total Circulation</td>
</tr>
</tbody>
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### Number of Items in our Collection

<table>
<thead>
<tr>
<th></th>
<th>Current month</th>
<th>This month last year</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Print</td>
<td>90,759</td>
<td>91,659</td>
<td>19,509</td>
</tr>
<tr>
<td>Audio (physical)</td>
<td>10,297</td>
<td>6,083</td>
<td>4,193</td>
</tr>
<tr>
<td>Video</td>
<td>18,612</td>
<td>19,149</td>
<td>23,702</td>
</tr>
<tr>
<td>E-books</td>
<td>83,914</td>
<td>78,540</td>
<td>51</td>
</tr>
<tr>
<td>E-audiobooks</td>
<td>41,778</td>
<td>31,178</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>10,367</td>
<td>15,331</td>
<td></td>
</tr>
<tr>
<td>Total Items</td>
<td>255,727</td>
<td>241,940</td>
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</tr>
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### Number of Library Card Holders

<table>
<thead>
<tr>
<th></th>
<th>Current month</th>
<th>This month last year</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Residents</td>
<td>19,509</td>
<td>27,228</td>
<td></td>
</tr>
<tr>
<td>Non-Residents</td>
<td>4,193</td>
<td>7,091</td>
<td></td>
</tr>
<tr>
<td>Total Card Holders</td>
<td>23,702</td>
<td>34,319</td>
<td></td>
</tr>
<tr>
<td>New Registrations</td>
<td>51</td>
<td>238</td>
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</table>

### Room Usage Statistics

<table>
<thead>
<tr>
<th></th>
<th>Current month</th>
<th>This month last year</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting Room bookings (public)</td>
<td>0</td>
<td>110</td>
<td>327</td>
</tr>
<tr>
<td># Programs for adults</td>
<td>18</td>
<td>31</td>
<td>157</td>
</tr>
<tr>
<td># Programs for children</td>
<td>14</td>
<td>20</td>
<td>86</td>
</tr>
<tr>
<td># Programs for teens</td>
<td>6</td>
<td>3</td>
<td>26</td>
</tr>
<tr>
<td># School visits for Think Link</td>
<td>2</td>
<td>12</td>
<td>65</td>
</tr>
<tr>
<td>Program attendance for adults</td>
<td>142</td>
<td>336</td>
<td>1,317</td>
</tr>
<tr>
<td>Program attendance for children</td>
<td>705</td>
<td>1,217</td>
<td>3,185</td>
</tr>
<tr>
<td>Program attendance for teens</td>
<td>71</td>
<td>25</td>
<td>414</td>
</tr>
<tr>
<td>Attendance school visits Think Link</td>
<td>30</td>
<td>497</td>
<td>2,657</td>
</tr>
</tbody>
</table>

### Technology Usage Statistics

<table>
<thead>
<tr>
<th></th>
<th>Current month</th>
<th>This month last year</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer signups</td>
<td>0</td>
<td>1,639</td>
<td>3,643</td>
</tr>
<tr>
<td>Wireless users</td>
<td>53</td>
<td>701</td>
<td>3,032</td>
</tr>
<tr>
<td>Web site hits - desktop users</td>
<td>9,443</td>
<td>15,074</td>
<td>58,619</td>
</tr>
<tr>
<td>Web site hits - mobile users</td>
<td>9,295</td>
<td>12,658</td>
<td>45,851</td>
</tr>
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</table>

### Other Usage Statistics

<table>
<thead>
<tr>
<th></th>
<th>Current month</th>
<th>This month last year</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td># Visitors to Main Library</td>
<td>0</td>
<td>15,377</td>
<td>37,573</td>
</tr>
<tr>
<td># Visitors to Orion Center branch</td>
<td>0</td>
<td>387</td>
<td>751</td>
</tr>
<tr>
<td># Volunteer hours</td>
<td>0</td>
<td>543</td>
<td>1,159</td>
</tr>
<tr>
<td># Notarized documents</td>
<td>4</td>
<td>20</td>
<td>83</td>
</tr>
<tr>
<td># Think Link requests for books</td>
<td>0</td>
<td>0</td>
<td>48</td>
</tr>
<tr>
<td># Think Link check outs</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

* LIBRARY BUILDING TEMPORARY CLOSURE STARTED on MARCH 13, 2020 DUE TO COVID-19
* CURBSIDE SERVICE BEGAN ON JUNE 22, 2020
CUS-2: Patron Conduct Policy
Adopted: 3/20/2014; Last Revised: 2/21/2019

Policy Statement
In order to provide a safe and appropriate environment within the Orion Township Public Library (OTPL) that allows all patrons to use library facilities to the fullest extent during regularly scheduled hours, the library board of trustees has adopted the following rules and regulations.

Regulations
1. Patrons shall engage in activities associated with the use of a public library. Patrons that are not reading, studying or using library materials may be required to leave the building, library program or approved community event.
2. Any patron not abiding by these or other regulations and regulations of the library may be required to leave the library premises and may forfeit his or her library privileges. Library employees will contact the police if deemed advisable.
3. The library board of trustees authorizes library staff and law enforcement officers to enforce the library’s published Patron Conduct Policy up to and including long-term suspension of library privileges, permanent banning from the library or prosecution.
4. A patron whose privileges have been suspended or revoked may have the decision reviewed. See CUS-3: Patron Conduct Policy Appeals Process.
5. Persons entering or refusing to leave the building after being evicted or banned will be charged with trespassing.
6. Patrons shall respect the rights of other patrons.
7. Patrons shall not assault, harass or annoy others in the library. This includes noisy or boisterous activities, staring at another person with the intent to annoy that person, following another person about the building with the intent to annoy that person, playing audio equipment so that others can hear it, singing or talking loudly to others or in monologues, using profanity, displaying print or non-print materials of an offensive nature to others or by behaving in a manner that can be reasonably expected to disturb others.
8. The library requires all individuals to set their cell phones to no-ring (vibrate) mode upon entering the library. Individuals needing to use a cell phone to make or receive calls while in the library must move away from others. Voices must be kept at a reasonable level so as not to disturb other library patrons. Cell phone conversations are not permitted in the Computer Lab.
9. Smoking (of any type, including e-cigarettes) is prohibited throughout the library facility. Smoking is permitted on library grounds by anyone over the age of 18 so long as smoke (or other vapor) does not enter the building.
10. Non-alcoholic beverages may be consumed in the library if they have a spill-proof lid. Alcoholic beverages are prohibited in the library unless previously approved by the board of trustees.
11. Food may be consumed in the library except near the library’s computers.
12. Patrons may not utilize the library while under the influence of alcohol or drugs.
13. Patrons shall not engage in any illegal activity while on library property. Persons whose actions violate state or local law will be prosecuted.
14. Patrons shall not interfere with the use of the library by other patrons or with library employees’ performance of their duties.

15. Patrons shall not deface or mar library materials including books, magazines, newspapers, recordings or other items of the library collection. Nor shall they deface, mar or in any way destroy or damage library furnishings, walls, machines, or other library property.

16. Patrons shall not enter the building without appropriate clothing including a shirt and shoes. Patrons whose bodily hygiene is offensive so as to constitute a nuisance to other patrons or library staff may be required to leave the building.

17. Patrons shall not bring pets or animals into the library, other than service dogs.

18. Motorized vehicles are prohibited on the unpaved areas of the library’s property, including the area leading to the Polly Ann Trail.

19. Knives with blades longer than 3” and guard dogs are not allowed in the library or on library property.

20. No one shall make solicitations, campaign, survey or interview in the library building for any reasons unless approved by the board of trustees. The library is a polling location and will follow the guidelines of the township Clerk’s office on voting days.

21. The library allows petitioning, distribution of literature or leaflets, canvassing, protesting and other similar activities by members of the public on the sidewalks; however, not under the library’s portico. This activity must not interfere with building or parking lot ingress or egress or interfere with customers’ rights to be free from such activity.

22. Any materials removed from the library must be checked out on a valid library card or through other standard library procedures such as interlibrary loan.

23. Unauthorized use of the library’s computer network or failure to comply with the library’s Internet Access and Use Policy may result in suspension of library privileges.

24. In cases of disruptive behavior patron identification including name, address and phone number, may be requested.

25. A patron who lives in the library service area who wishes to challenge a library policy or any portion of a library policy not involving a disciplinary action should follow procedures as outlined in MGT-15: Appeals Process Policy.

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1 Michigan Clean Air Act, P.A. 198 of 1986