Orion Township Public Library Board of Trustees
Meeting Agenda
Thursday, February 22, 2024, 6:30 P.M.

825 Joslyn Rd., Lake Orion, MI 48362

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

1. Call to order
2. Approval of agenda
3. Consent agenda
   a. Minutes of 1/25/2024 Regular Library Board meeting
   b. Bills from January 2024
   c. Financial Statement and Treasurer's Report as of January 31, 2024
4. Public Comment
5. Communications
   a. Press Coverage
6. Director's Report
   a. Library news and activities
   b. Usage reports
   c. Advocacy news
7. Old Business
   a. Annual Board Evaluation
8. Standing Committee Reports
   a. Policy – schedule a policy committee meeting
   b. Finance
   c. Fund Development/Strategic Planning
      i. Activity plan with January updates
   d. Board Development
      i. Policy review
      ii. Navigating materials challenges review
   e. Building
      i. Updates from building committee meeting
   f. Human Resources
9. Discussion Items
   a. New library website
   b. 2023 Annual Report
   c. More than books collection / wishlist items
10. Action Items
11. Public Comment
12. Trustee Comments
13. Adjournment

Meeting of the Orion Township Public Library Board of Trustees
825 Joslyn Road, Lake Orion, Michigan 48362

1/25/2024

Present: Quinn, Phillips, Abramczyk, Pergeau, Thorndycraft, Butki, McMunn

Call to Order at 6:30

1. Agenda approval.
    a. Amendments – add 2nd action item, "12.b VEBA Retirement Fund". Pergeau/Phillips. Motion carried.
2. New employee introduction – Jason Harter.
3. Consent agenda approval – Phillips/Pergeau. Motion carried.
4. Financial Statement and Treasurer's report. Receive and file. Quinn/Phillips Motion carried.
5. Public comment – none present.

6. Communications
    a. McMunn – Elected to the board of the Orion Area Chamber of Commerce.
    b. Computer systems have been fully restored after recovery from our cybersecurity event.
    c. Website scheduled to be restored by early February.

7. Director's report
    a. Librarians studying heat maps of patron usage of facilities and resources.
    b. Architects studying current building and future expansion plans for circulation area.
    c. Magazine racks and shelving reduced in magazine area. Looking to replace with more functional furniture.
    d. Patron point is now live – used for determining marketing segments to allow target marketing and tailored messaging.
    e. Website work continues.
    f. Battle of the Books for 5th grade and middle school preparations sessions are in progress.
    g. Winter workshop was successful – 150 attendees.
        i. Plan is to have a large, all-age activity, once per quarter.
    h. Dan and James working with Orion Art Center on "the Art of Storytelling".
    i. Pine Tree Center being added to ThinkLink partnership.
    j. Kathleen Kwiatkowski, Adult services head moved to a new job. 4 candidates identified for interviews next week.
    k. James Pugh was appointed Business and Marketing Librarian.
    l. Chase, Joyce, and Jessica are reviewing software for HR and accounting.
    m. Fire inspector noted our alarm panel inspection was out of date.

8. Usage reports –
    a. Charts presented by the Director.
    b. Usage for 2023 is a record, driven by a 39% increase in electronic resources.
    c. Library card holder count is up.
    d. Meeting room usage up.
    e. Programming for Children & Adults is up, Teens down.

     f.   Computer workstation and WiFi use are up. Plans are to reduce stationary computers and add nice workstations to accommodate patron laptops which include large monitors, etc.

     g.   The director presented library statistics from comparable area libraries.

9. Advocacy News
     a.   Toronto library and others have had recent cybersecurity events.

10. Old Business
     a.   Library Board Meeting Dates – The director proposed moving the February meeting to the 4th Thursday.
     b.   Cyberattack – mostly finished with recovery. 4 individuals PII was compromised. Insurance covers their credit monitoring.

11. Committee Reports
     a.   Policy – no report
     b.   Finance – no report
     c.   Fund Development / Strategic Planning
          i.   Donations: $6300 in 2023 vs $1350 in 2022
          ii.   Number of doners: 15 in 2023 vs 7 in 2022
     d.   Building
          i.   Driveway plan sent to Spaulding-Decker
          ii.   The director presented materials showing book-sorting automation equipment.
     e.   Human Resources – no report.
     f.   Board Development – Reviewed Facility Use and Fund Balance Policies.

12. Discussion Items
     a.   VEBA is at approximately $340,000k to fund 1 retired person for dental insurance.
     b.   The board president discussed options for the future of the VEBA.
     c.   Patron-Non-Resident fee from Fines & Fees policy was reviewed.
     d.   Records retention policy audit was reviewed.
     e.   The list of banking institutions was reviewed.

13. Action Items
     a.   Motion to amend the board meeting calendar to move the February meeting to the 4th Thursday. Quinn/Phillips. Motion carried.
     b.   Phillips moved to proceed to dissolve the VEBA by having our attorney write the appropriate letters to the IRS from both the Library and VEBA, at a cost of $25K, plus attorney fees. Seconded by Abramczyk. Motion carried.

14. Public comment – None present.

15. Meeting adjourned at 9:02 p.m.

Respectfully,

James J. Abramczyk, Secretary

BILLS SUMMARY   JANUARY 1, 2024 - JANUARY 31, 2024

SALARIES-EXEMPT	$	**74,640.08**
SALARIES-NON-EXEMPT	$	43,415.10
SOCIAL SECURITY/MED	$	8,702.78
OPT-OUT BENEFIT		
Non-covered employee ins. reimb	$	600.00
Total bills per Solomon reports attached:		
Account Distribution Report	$	53,723.42
Expenses recorded through Journal Entries	$	(44,669.83)
TOTAL BILLS TO DATE	$	136,411.55

ORION TOWNSHIP PUBLIC LIBRARY
ELECTRONIC PAYMENTS
PERIOD 01/2024

Check Nbr	Type	Date	Vendor name	Ref Nbr	Invoice Nbr	Invoice Date	Amount Paid
2484	EP	1/30/2024	VERIZON	37053	9953996228	1/10/2024	$73.36
2485	EP	1/30/2024	DTE	37054	STATEMENT	1/8/2024	$3,069.38
2488	EP	1/19/2024	ADP	37057	651212199	1/12/2024	$148.35
2489	EP	1/19/2024	ADP	37058	651212183	1/12/2024	$263.95
2486	EP	1/2/2024	CONS POWER	37055	206970011394	12/8/2023	$1,192.28
2491	EP	1/18/2024	J HANCOCK	37060	35248521	1/18/2024	$11,926.94
2487	EP	1/5/2024	ORION DPW	37056	JOS1-000825-000	12/1/2023	$7.98
2490	EP	1/18/2024	ING	37059	VF3524	1/18/2024	$2,475.24
2493	EP	1/16/2024	FRANCOTYP	37061	STATEMENT	1/16/2024	$500.00
							$19,657.48

Account-Sub	Vendor	Tran Desc	Tran Type	Pd Post	Bat Nbr	Ref Nbr	Tran Date	Ext Ref Nbr	Debit Amount	Credit Amount
Company:	**OTPL**									
101711-000		Medical Insurance								
101711-000 -0	AMERITAS	AMERITAS LIFE INSURANCE	VO	01-24	004876	036929	1/4/2024	STATEMENT	1,059.60	0.00
101711-000 -0	EYEMED	FIDELITY SECURITY LIFE IN:	VO	01-24	004876	036930	1/4/2024	166077257	166.88	0.00
101711-000 -0	BCN	BLUE CARE NETWORK	VO	01-24	004895	036965	1/11/2024	240090045026	12,904.37	0.00
101711-000 -0	MML BC/BS	BLUE CROSS BLUE SHIELD ·	VO	01-24	004895	036971	1/11/2024	176896230	3,882.79	0.00
101711-000 -0	EYEMED	FIDELITY SECURITY LIFE IN:	VO	01-24	004907	037012	1/31/2024	166123378	166.88	0.00
								Account Total	18,180.52	0.00
101712-000		Pension Expense								
101712-000 -0	J HANCOCK	JOHN HANCOCK LIFE INSUF	VO	01-24	004914	037060	2/9/2024	35248521	9,239.41	0.00
								Account Total	9,239.41	0.00
101713-000		Disability Insurance								
101713-000 -0	EQUITABLE	EQUITABLE FINANCIAL LIFE	VO	01-24	004904	036994	1/25/2024	1516491	791.27	0.00
								Account Total	791.27	0.00
101714-000		Life Insurance								
101714-000 -0	EQUITABLE	EQUITABLE FINANCIAL LIFE	VO	01-24	004904	036994	1/25/2024	1516491	121.10	0.00
								Account Total	121.10	0.00
101731-000		Postage								
101731-000 -0	ORIONTWP	CHARTER TOWNSHIP OF OF	VO	01-24	004895	036973	1/11/2024	24-0002029	991.29	0.00
101731-000 -0	FP FINANCE	FP FINANCE PROGRAM	VO	01-24	004902	036983	1/18/2024	35680818	63.55	0.00
101731-000 -0	FRANCOTYP	FRANCOTYP-POSTALIA, INC	VO	01-24	004914	037061	2/9/2024	STATEMENT	500.00	0.00
								Account Total	1,554.84	0.00
101744-000		Audio Visual								
101744-000 -1	MIDWEST TP	MIDWEST TAPE, LLC	VO	01-24	004904	036998	1/25/2024	504926058	64.99	0.00
101744-000 -1	MIDWEST TP	MIDWEST TAPE, LLC	VO	01-24	004907	037015	1/31/2024	504937469	26.99	0.00
								Account Total	91.98	0.00

Date: 2/16/2024
Time: 03:09PM
User: SYSADMIN

Orion Twp. Public Library
Account Distribution - Standard
Period: 01-24 As of: 2/16/2024

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Report: 03690.rpt
Company: OTPL

Account-Sub	Vendor	Tran Desc	Tran Type	Pd Post	Bat Nbr	Ref Nbr	Tran Date	Ext Ref Nbr	Debit Amount	Credit Amount
101750-000	Books-Adult									
101750-000 -0	CCH	CCH INCORPORATED	VO	01-24	004907	037011	1/31/2024	4806038324	297.89	0.00
								Account Total	297.89	0.00
101751-000	Operating Supplies & Expense									
101751-000 -0	AQUARIUM	AQUARIUM DESIGN, INC	VO	01-24	004895	036964	1/11/2024	43495	80.00	0.00
101751-000 -0	TASC	TASC	VO	01-24	004902	036991	1/18/2024	IN3000605	161.40	0.00
101751-000 -0	ADP	AUTOMATIC DATA PROCESS	VO	01-24	004914	037057	2/9/2024	651212199	148.35	0.00
101751-000 -0	ADP	AUTOMATIC DATA PROCESS	VO	01-24	004914	037058	2/9/2024	651212183	263.95	0.00
								Account Total	653.70	0.00
101751-001	Public Copier/Printer Supplies									
101751-001 -0	GREAT AMER	GREATAMERICA FINANCIAL	VO	01-24	004902	036986	1/18/2024	35735291	359.19	0.00
								Account Total	359.19	0.00
101751-002	Processing Supplies									
101751-002 -0	DEMCO	DEMCO INC	VO	01-24	004895	036968	1/11/2024	7417274	807.36	0.00
								Account Total	807.36	0.00
101751-003	Staff Copier/ Printer Supplies									
101751-003 -0	GREAT AMER	GREATAMERICA FINANCIAL	VO	01-24	004902	036986	1/18/2024	35735291	359.19	0.00
101751-003 -0	GREAT AMER	GREATAMERICA FINANCIAL	VO	01-24	004904	036996	1/25/2024	35787101	96.44	0.00
								Account Total	455.63	0.00
101770-000	Outreach-Books									
101770-000 -0	GALE RES	GALE/CENGAGE LEARNING	VO	01-24	004907	037013	1/31/2024	83536517	290.30	0.00
101770-000 -0	GALE RES	GALE/CENGAGE LEARNING	VO	01-24	004907	037014	1/31/2024	83618008	22.39	0.00
								Account Total	312.69	0.00

Date: 2/16/2024
Time: 03:09PM
User: SYSADMIN

Orion Twp. Public Library
Account Distribution - Standard
Period: 01-24 As of: 2/16/2024

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Report: 03690.rpt
Company: OTPL

Account-Sub	Vendor	Tran Desc	Tran Type	Pd Post	Bat Nbr	Ref Nbr	Tran Date	Ext Ref Nbr	Debit Amount	Credit Amount
101775-000	Periodicals									
101775-000 -0	VIEW NEWS	VIEW NEWSPAPER GROUP	VO	01-24	004904	037005	1/25/2024	LOR012424	120.00	0.00
								Account Total	120.00	0.00
101790-000	Dvd-Adult									
101790-000 -1	MIDWEST TP	MIDWEST TAPE, LLC	VO	01-24	004904	036997	1/25/2024	504871948	18.74	0.00
								Account Total	18.74	0.00
101790-005	Downloadable Materials									
101790-005 -2	OVERDRIVE	OVERDRIVE, INC.	VO	01-24	004904	037002	1/25/2024	00870CO24017193	397.29	0.00
								Account Total	397.29	0.00
101803-000	Friends Donation Expense									
101803-000 -0	C SEEMAN	C SEEMAN/FF 2526	VO	01-24	004895	036967	1/11/2024	FUND REQUEST	88.44	0.00
101803-000 -0	OAKLANDCNY	OAK COUNT PARK/FF 2126	VO	01-24	004895	036972	1/11/2024	FUND REQUEST	100.00	0.00
101803-000 -0	S TISON	S TISON/FF 2543	VO	01-24	004904	037003	1/25/2024	EXPENSE	6.98	0.00
101803-000 -0	K ROMAN	K ROMAN/FF 2543	VO	01-24	004904	037006	1/25/2024	EXPENSE	25.57	0.00
								Account Total	220.99	0.00
101812-000	Insurance & Worker's Comp.									
101812-000 -0	CNA SURETY	CNA SURETY	VO	01-24	004904	036993	1/25/2024	66928899N	55.00	0.00
								Account Total	55.00	0.00
101820-000	Accounting Fees									
101820-000 -0	S DUCKWORT	SHARON DUCKWORTH CPA	VO	01-24	004902	036989	1/18/2024	931	1,250.00	0.00
								Account Total	1,250.00	0.00

Date: 2/16/2024
Time: 03:09PM
User: SYSADMIN

Orion Twp. Public Library
Account Distribution - Standard
Period: 01-24 As of: 2/16/2024

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Account-Sub	Vendor	Tran Desc	Tran Type	Pd Post	Bat Nbr	Ref Nbr	Tran Date	Ext Ref Nbr	Debit Amount	Credit Amount
101831-000	**Dues**									
101831-000 -0	ABOS	ABOS	VO	01-24	004876	036928	1/4/2024	06491	135.00	0.00
101831-000 -0	D MAJOR	DAN MAJOR	VO	01-24	004902	036982	1/18/2024	EXPENSE	59.00	0.00
101831-000 -0	ALA	ALA MEMBERSHIP/N.B.	VO	01-24	004904	036992	1/25/2024	2343335	73.00	0.00
								Account Total	267.00	0.00
101850-000	**Telephone**									
101850-000 -0	TELNET WOR	TELNET WORLDWIDE	VO	01-24	004895	036975	1/11/2024	39435	146.74	0.00
101850-000 -0	VERIZON	VERIZON WIRELESS	VO	01-24	004914	037053	2/9/2024	9953996228	47.41	0.00
								Account Total	194.15	0.00
101860-000	**Transportation**									
101860-000 -0	H ZALESIN	HALLI ZALESIN	VO	01-24	004904	037007	1/25/2024	MILEAGE	16.35	0.00
								Account Total	16.35	0.00
101880-000	**Promotion, Publishing, Printin**									
101880-000 -0	ORIONTWP	CHARTER TOWNSHIP OF OF	VO	01-24	004895	036973	1/11/2024	24-0002029	3,408.15	0.00
101880-000 -0	GRAPHIC TA	GRAPHIC TAKEOVER LLC	VO	01-24	004902	036985	1/18/2024	2860	150.00	0.00
								Account Total	3,558.15	0.00
101920-000	**Utilities-Gas**									
101920-000 -0	CONS/POWR	CONSUMERS ENERGY	VO	01-24	004914	037055	2/9/2024	206970011394	1,192.28	0.00
								Account Total	1,192.28	0.00
101921-000	**Utilities-Electricity**									
101921-000 -0	DTE	DTE ENERGY	VO	01-24	004914	037054	2/9/2024	STATEMENT	3,069.38	0.00
								Account Total	3,069.38	0.00
101922-000	**Water**									
101922-000 -0	ORION DPW	CHARTER TOWNSHIP OF OF	VO	01-24	004914	037056	2/9/2024	JOS1-000825-000	7.98	0.00
								Account Total	7.98	0.00

Account-Sub	Vendor	Tran Desc	Tran Type	Pd Post	Bat Nbr	Ref Nbr	Tran Date	Ext Ref Nbr	Debit Amount	Credit Amount
101935-000	Repairs & Maintenance-Building									
101935-000 -0	SERVICE GL	SERVICE GLASS CO, INC	VO	01-24	004895	036974	1/11/2024	250495	413.82	0.00
101935-000 -0	GFL	GREEN FOR LIFE ENVIRONN	VO	01-24	004902	036984	1/18/2024	0064151123	52.20	0.00
101935-000 -0	SUPPLY	SUPPLY DEN	VO	01-24	004902	036990	1/18/2024	514367-000	172.98	0.00
101935-000 -0	SUPPLY	SUPPLY DEN	VO	01-24	004907	037016	1/31/2024	514920-000	400.89	0.00
								Account Total	1,039.89	0.00
101965-000	Automation Expenses									
101965-000 -0	BIBLIOTHEC	BIBLIOTHECA, LLC	VO	01-24	004895	036966	1/11/2024	INV-US71835	5,592.22	0.00
101965-000 -0	KNIGHT TEC	KNIGHT TECHNOLOGY GRO	VO	01-24	004895	036970	1/11/2024	23149	156.52	0.00
101965-000 -0	KNIGHT TEC	KNIGHT TECHNOLOGY GRO	VO	01-24	004902	036987	1/18/2024	23226	370.00	0.00
101965-000 -0	1PASSWORD	AGILEBITS INC	VO	01-24	004902	036988	1/18/2024	INV CAN29016	2,461.90	0.00
								Account Total	8,580.64	0.00
101969-000	Education & Training									
101969-000 -0	MLA	MLA/A.L.	VO	01-24	004904	036999	1/25/2024	17260	220.00	0.00
101969-000 -0	MLA	MLA/H.Z.	VO	01-24	004904	037000	1/25/2024	17262	295.00	0.00
101969-000 -0	MLA	MLA/L.J.	VO	01-24	004904	037001	1/25/2024	17264	355.00	0.00
								Account Total	870.00	0.00
								Company Total:	**53,723.42**	**0.00**

Orion Township Public Library
For the Month Ending January 31, 2024

	January Actual	Annual Budget	Actual To Date	Percent of Total Budget	Balance of Budget
Revenues					
Property Taxes	1,529,724	3,000,000	1,529,724	51%	1,470,276
State Aid	0	37,000	0	0%	37,000
Penal Fines	0	50,000	0	0%	50,000
Copier Service	590	4,000	590	15%	3,410
Library Fines	84	0	84	0%	(84)
Interest Income	3,316	15,000	3,316	22%	11,685
Donation Income	136	25,000	136	1%	24,864
Other Funding Sources	0	870,000	0	0%	870,000
Miscellaneous Income	1,983	10,000	1,983	20%	8,017
Realized/Unrealized Gain/Loss	14,143	0	14,143	0%	(14,143)
Total Revenue	1,549,977	4,011,000	1,549,977	39%	2,461,023

Orion Township Public Library
For the Month Ending January 31, 2024

	January Actual	Annual Budget	Actual To Date	Percent of Total Budget	Balance of Budget
Operational Expenditures					
Salaries	58,867	1,670,000	58,867	4%	1,611,133
Fringe Benefits	29,390	455,586	29,390	6%	426,196
Supplies, Programs	4,791	83,000	4,791	6%	78,209
Materials, Information Resources	2,505	260,000	2,505	1%	257,495
Automation, Computerized Reference	20,290	195,000	20,290	10%	174,710
Promotion, Publishing, Printing	4,055	35,000	4,055	12%	30,945
Telephone	194	3,300	194	6%	3,106
Utilities	4,270	64,000	4,270	7%	59,730
Repairs & Maintenance	1,614	53,000	1,614	3%	51,386
Capital Improvements	0	969,914	0	0%	969,914
Insurance & Workers Comp	4,574	62,000	4,574	7%	57,426
Education, Training & Dues	3,568	45,000	3,568	8%	41,433
Mileage	16	7,200	16	0%	7,184
Professional & Contractual Services	1,628	77,000	1,628	2%	75,372
Donation Expense	651	25,000	651	3%	24,349
Miscellaneous	0	3,500	0	0%	3,500
MTT Reimbursements	0	2,500	0	0%	2,500
Total Expenditures	136,412	4,011,000	136,412	3%	3,874,588

Orion Township Public Library
For the Month Ending January 31, 2024

	January Actual	Annual Budget	Actual To Date	Percent of Total Budget	Balance of Budget
Revenues					
Property Taxes:					
101403-000-0 Property Taxes	1,529,724	3,000,000	1,529,724	51%	1,470,276
Total Property Taxes	1,529,724	3,000,000	1,529,724	51%	1,470,276
State Aid:					
101575-000-0 State Aid	0	37,000	0	0%	37,000
Total State Aid	0	37,000	0	0%	37,000
Penal Fines:					
101658-000-0 Penal Fines	0	50,000	0	0%	50,000
Total Penal Fines	0	50,000	0	0%	50,000
Copier Service:					
101630-000-0 Copier Service	590	4,000	590	15%	3,410
Total Copier Service	590	4,000	590	15%	3,410
Library Fines:					
101659-000-0 Library Fines	84	0	84	0%	(84)
Total Library Fines	84	0	84	0%	(84)
Interest Income:					
101665-000-0 Interest Income	2,897	15,000	2,897	19%	12,103
101666-000-0 Dividend Income	419	0	419	0%	(419)
Total Interest Income	3,316	15,000	3,316	22%	11,685

Donation Income:

Orion Township Public Library
For the Month Ending January 31, 2024

	January Actual	Annual Budget	Actual To Date	Percent of Total Budget	Balance of Budget
Donation Income (continued):					
101674-000-0 Friends Donation	0	20,000	0	0%	20,000
101674-001-0 Designated Donations	20	1,500	20	1%	1,480
101674-002-0 Donation Income	116	3,500	116	3%	3,384
Total Donation Income	136	25,000	136	1%	24,864
Other Funding Sources:					
101689-000-0 Other Financing Sources	0	870,000	0	0%	870,000
Total Other Funding Sources	0	870,000	0	0%	870,000
Miscellaneous Income:					
101662-000-0 Lost/Damaged Income	236	0	236	0%	(236)
101680-000-0 Miscellaneous Income	130	10,000	130	1%	9,870
101688-000-0 Collection Agency Fee Inco	118	0	118	0%	(118)
101673-000-0 Meeting Room Income	1,500	0	1,500	0%	(1,500)
Total Miscellaneous Income	1,983	10,000	1,983	20%	8,017
Realized/Unrealized Gain/Loss:					
101680-007-0 Realized/Unrealized Gain/Lo	14,143	0	14,143	0%	(14,143)
Total Realized/Unrealized Gain/Loss	14,143	0	14,143	0%	(14,143)
Total Revenue	1,549,977	0	0	0%	0
	0	4,011,000	0	0%	4,011,000
	0	0	1,549,977	0%	(1,549,977)
Total Revenue	1,549,977	4,011,000	1,549,977	39%	2,461,023

Orion Township Public Library
For the Month Ending January 31, 2024

	January Actual	Annual Budget	Actual To Date	Percent of Total Budget	Balance of Budget
Operational Expenditures					
Salaries:					
101702-000-0 Salaries-Exempt	35,102	970,000	35,102	4%	934,898
101703-000-0 Salaries-Nonexempt	23,765	700,000	23,765	3%	676,235
Total Salaries	58,867	1,670,000	58,867	4%	1,611,133
Fringe Benefits:					
101704-000-0 EAP-EMPLOYEE ASSIST	0	750	0	0%	750
101710-000-0 FICA Tax Expense	4,321	125,000	4,321	3%	120,679
101711-000-0 Medical Insurance	14,918	209,100	14,918	7%	194,182
101712-000-0 Pension Expense	9,239	105,736	9,239	9%	96,497
101713-000-0 Disability Insurance	791	2,500	791	32%	1,709
101714-000-0 Life Insurance	121	12,500	121	1%	12,379
Total Fringe Benefits	29,390	455,586	29,390	6%	426,196
Supplies, Programs:					
101729-000-0 Office Supplies	0	5,500	0	0%	5,500
101730-000-0 Contingency Supplies	0	6,000	0	0%	6,000
101731-000-0 Postage	1,555	7,000	1,555	22%	5,445
101751-000-0 Operating Supplies & Expen	1,519	33,100	1,519	5%	31,581
101751-001-0 Public Copier/Printer Suppli	359	7,700	359	5%	7,341
101751-002-0 Processing Supplies	823	12,000	823	7%	11,177
101751-003-0 Staff Copier/ Printer Supplies	535	7,700	535	7%	7,165
101801-000-0 Collection Agency Fee	0	2,000	0	0%	2,000
101824-000-0 Volunteer Expenses	0	2,000	0	0%	2,000
Total Supplies, Programs	4,791	83,000	4,791	6%	78,209

Orion Township Public Library
For the Month Ending January 31, 2024

	January Actual	Annual Budget	Actual To Date	Percent of Total Budget	Balance of Budget
Materials, Information Resources:					
101740-000-0 Contingency Materials	0	5,000	0	0%	5,000
101744-000-2 Audio Visual	0	13,000	0	0%	13,000
101748-000-0 Streaming Video/Audio	0	65,000	0	0%	65,000
101749-000-0 Professional Development C	0	1,000	0	0%	1,000
101750-000-0 Books-Adult	298	52,000	298	1%	51,702
101752-000-0 Overdrive Digital Magazines	0	3,500	0	0%	3,500
101755-000-0 Board Games	0	500	0	0%	500
101760-000-0 Books-Youth	0	41,000	0	0%	41,000
101770-000-0 Outreach-Books	313	6,500	313	5%	6,187
101775-000-0 Periodicals	132	11,000	132	1%	10,868
101790-000-1 Dvd-Adult	19	0	19	0%	(19)
101790-005-0 Downloadable Materials	1,254	0	1,254	0%	(1,254)
101790-005-1 Downloadable Materials	0	32,700	0	0%	32,700
101790-005-2 Downloadable Materials	397	4,000	397	10%	3,603
101744-000-1 Audio Visual	92	24,800	92	0%	24,708
Total Materials, Information Resources	2,505	260,000	2,505	1%	257,495
Automation, Computerized Reference:					
101780-000-0 Computerized Reference	3,018	42,000	3,018	7%	38,982
101965-000-0 Automation Expenses	17,272	153,000	17,272	11%	135,728
Total Automation, Computerized Reference	20,290	195,000	20,290	10%	174,710
Promotion, Publishing, Printing:					
101880-000-0 Promotion, Publishing, Printi	4,055	35,000	4,055	12%	30,945
Total Promotion, Publishing, Printing	4,055	35,000	4,055	12%	30,945

Orion Township Public Library
For the Month Ending January 31, 2024

	January Actual	Annual Budget	Actual To Date	Percent of Total Budget	Balance of Budget
Telephone:					
101850-000-0 Telephone	194	3,300	194	6%	3,106
Total Telephone	194	3,300	194	6%	3,106
Utilities:					
101833-000-0 Contingency Utilities	0	4,100	0	0%	4,100
101921-000-0 Utilities-Electricity	3,069	40,800	3,069	8%	37,731
101922-000-0 Water	8	2,100	8	0%	2,092
101920-000-0 Utilities-Gas	1,192	17,000	1,192	7%	15,808
Total Utilities	4,270	64,000	4,270	7%	59,730
Repairs & Maintenance:					
101832-000-0 Contingency Repair/Maint/E	0	3,000	0	0%	3,000
101936-000-0 Repairs & Maintenance-Equi	260	3,000	260	9%	2,740
101935-000-0 Repairs & Maintenance-Buil	1,354	47,000	1,354	3%	45,646
Total Repairs & Maintenance	1,614	53,000	1,614	3%	51,386
Capital Improvements:					
101972-000-0 Capital Improvements	0	969,914	0	0%	969,914
Total Capital Improvements	0	969,914	0	0%	969,914
Insurance & Workers Comp:					
101812-000-0 Insurance & Worker's Comp.	4,574	62,000	4,574	7%	57,426
Total Insurance & Workers Comp	4,574	62,000	4,574	7%	57,426
Education, Training & Dues:					
101831-000-0 Dues	651	7,113	651	9%	6,463
101969-000-0 Education & Training	2,917	37,887	2,917	8%	34,970

Orion Township Public Library
For the Month Ending January 31, 2024

	January Actual	Annual Budget	Actual To Date	Percent of Total Budget	Balance of Budget
Education, Training & Dues (continued):					
Total Education, Training & Dues	3,568	45,000	3,568	8%	41,433
Mileage:					
101860-000-0 Transportation	16	7,200	16	0%	7,184
Total Mileage	16	7,200	16	0%	7,184
Professional & Contractual Services:					
101810-000-0 Legal Fees	0	12,000	0	0%	12,000
101820-000-0 Accounting Fees	1,250	27,400	1,250	5%	26,150
101821-000-0 Library Services	378	14,100	378	3%	13,722
101815-000-0 Contingency Professional	0	23,500	0	0%	23,500
Total Professional & Contractual Services	1,628	77,000	1,628	2%	75,372
Donation Expense:					
101803-000-0 Friends Donation Expense	551	20,000	551	3%	19,449
101966-804-0 Donation Expense	0	500	0	0%	500
101804-000-0 Designated Donation Expen	100	4,500	100	2%	4,400
Total Donation Expense	651	25,000	651	3%	24,349
Miscellaneous:					
101960-000-0 Miscellaneous	0	3,000	0	0%	3,000
101966-803-0 Fund Raising Expense	0	500	0	0%	500
Total Miscellaneous	0	3,500	0	0%	3,500
MTT Reimbursements:					
101899-000-0 MTT Reimbursements	0	2,500	0	0%	2,500
Total MTT Reimbursements	0	2,500	0	0%	2,500
Total Expenditures	136,412	4,011,000	136,412	3%	3,874,588

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

	BALANCE	RECEIPTS				DISBURSEMENTS/TRANSFERS		BALANCE
	Beginning of month	Accrued Interest	Realized/U nrealized Gain/Loss *	Operations	Transferred	Checks issued	Transferred	End of month
UBS Plant Fund (5)	$143,789.84		$632.20					$144,422.04
Wells Fargo Bk Sioux Falls CN2 (20)	$249,827.50	$518.84	($53.84)					$250,292.50
Multibank Cash Account	$20,395.62	1,571.01						$21,966.63
JPMorgan Chase NQ8 (17)	$91,789.00	$22.60	$804.40					$92,616.00
JPMorgan Chase HD0 (18)	$90,608.00	$745.21	$1,452.79					$92,806.00
First Nat'l Bk Amer VL6 (19)	$91,591.00		$2,227.00					$93,818.00
Total	$688,000.96	$2,857.66	$5,062.55	$0.00	$0.00	$0.00	$0.00	$688,000.96

(5) Money Market Account

(17) CD maturing 1/16/2026 @ 0.550% interest
(18) CD maturing 2/12/2027 @ 1.600% interest
(19) CD maturing 3/30/2027 @ 2.050% interest
(20) CD maturing 11/18/2024 @5.050% interest-this is a reinvestment of (14)

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

	BALANCE	RECEIPTS				DISBURSEMENTS/TRANSFERS			BALANCE
	Beginning of month	Interest	Realized/Unrealized Gain/Loss *	Operations	Transferred in	Checks issued & deductions	Transferred to PNC	Transferred out to other	End of month
PNC Bank - General Checking (1)	$445,009.91				$1,533,945.85	(1,639,327.50)			$339,628.26
PNC Bank - General Savings (2)	$35,695.62								$35,695.62
PNC Bank - Cafeteria (3)	$4,322.09				$11,750.00	(1,064.95)			$15,007.14
PNC - James Ingram Fund (4)	$5.00								$5.00
PNC Bank - Bastian Account (5)	$1,144.90								$1,144.90
PNC Bank - Admin Debit Card	$2,792.61				$3,500.00	(4,188.97)			$2,103.64
PNC Bank - Dept Debit Card	$969.93				$750.00	(730.57)			$989.36
Genisys Credit Union MM (6)	$229,456.34	$418.99							$229,875.33
Genisys Credit Union Savings (7)	$10.69								$10.69
UBS General Fund (8)	$2,736,416.45	$38.85	$8,885.62		$1,350,000.00		(200,000.00)		$3,895,340.92
UBS Endowment Fund (9)	$68,605.42		$195.30						$68,800.72
Total	$3,524,428.96	$457.84	$9,080.92	$0.00	$2,899,945.85	($1,645,311.99)	($200,000.00)	$0.00	$4,588,601.58

(1) Business Checking

(2) Business Savings Sweep

(3) Cafeteria

(4) Business Checking - Donation Account

(5) Business Checking - Donation Account

(6) High Yield Money Market .30% interest

(7) Credit Union Savings

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

* Change in value until the investment reaches maturity

(9) Money Market, CD

* Change in value until the investment reaches maturity

Director's Report
February 22, 2023
Chase McMunn

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

Maximize and Modernize Library Spaces

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

- Steve and Troy were able to install our new office productivity equipment from TBS. This is equipment for patrons of the library to scan or send faxes. We are still in the process of transitioning the credit card payment system to TBS.
- James and Shannon helped give the More than Books area a facelift with some posters and signage. More of the kits will be put in standardized plastic bins to make the area look more orderly.
- James purchased Yodeck digital signage software to replace most of the printed posters throughout the building. He is working with Steve to purchase the screens that will be placed around the library.
- Halli and Suzanne worked on a revamped display for our 500 Books by 5th Grade program. This new display will be more eye-catching, hopefully attracting more long-term participation.

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

- The department heads and Chase reviewed data from the heatmapping process of information gathering. They identified several dayparts when library uses served different needs and identified some areas of conflict. This information will be used to brief a space planner when they are brought on board.
- Sabrina scheduled archivists from Wayne State University to provide guidance on materials in the James Ingram Room. The collection has become cramped in the space we have.
- The large format laminator was removed from the Makerspace and replaced with a single sheet laminator. The large format was not used often, and when it broke a service call was prohibitively expensive.
- The safety committee met and made several recommendations for updates on the library's emergency manual. They also recommended purchasing panic buttons for public service desks. We have asked for a quote from Pro Tech Security Systems to have these installed.
- The library had Pro Tech Security Systems install new smoke detectors throughout the library, many of them were original to the building. They also tested the fire panel. That information was sent to the fire inspector and met his approval.

Director's Report
February 22, 2023
Chase McMunn

Evolve and Engage with the Community

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

- Monica recruited the quilting group from the Orion Center to assist with a grant funded program for people with dementia.
- Halli and Suzanne worked on a revamped display for our 500 Books by 5th Grade program. This new display will be more eye-catching, hopefully attracting more long-term participation.
- Halli met with author/illustrator and Orion resident Matt Faulkner about DEI in graphic novels. They also set preliminary plans for a summer program surrounding his new picture book.
- January was an active month on TikTok – Lydia created 6 videos that garnered 22,000 views and 49 comments.

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

- James sent out the first newsletter through Patron Point. He has also set up the new patron email sequence that will automatically be sent as people register for library cards.
- Sabrina attended Middle School Battle of the Books planning meetings. The teen Battle of the Books will be held on February 9 at Scripps Middle School.
- Halli compiled current information on local preschools to put together the Preschool Directory for this year's preschool fair, held later in February.
- Youth Book Bundles have been discontinued due to low use.
- The January episode of "We Blame Our Shelves" featured a discussion of book tracking websites and journals.

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

- YS completed writing Battle of the Books questions and finalized a list of 53 questions for the competition next month. We have 23 teams and 95 5th graders participating in Battle. This is lower than all previous years. 5th grade enrollment for 2024 is a significantly smaller class size than other grades.
- Seven children's programs and multiple school outreach sessions were canceled because of LOCS snow days. Although we cannot make up snow day events scheduled for in-school, we plan on revisiting our policy for in-library programming.

Director's Report
February 22, 2023
Chase McMunn

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

- Chase and Dan toured the Great Lakes Athletic Center building with Township staff to learn more about their plans for the space. The Township reiterated their desire to have the library present in the new facility. Library staff will be meeting in February to discuss potential programming for the new space.
- Kerry and Sabrina held the first ThinkLink Middle school GAP program with a low attendance two people.
- Ashley and Kerry attended the LOCS staff wellness fair on Martin Luther King Day and interacted with about 120 teachers. The library will also host artwork created by LOCS students through the month of February.
- Kerry visited 25 elementary classrooms in December.
- Halli visited 16 preschool classes for December.

Cultivate a Thriving Organization

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

- We interviewed candidates for the Head of the Adult Services Department. Dan Major was chosen from a field of qualified candidates. He will officially begin as Head of Adult Services on February 12.
- Kerry spearheaded the New Year resolution patron bulletin board with the patron experience committee.
- We are currently recruiting for a full-time Adult Services/Makerspace Librarian and a part-time shelver.

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

- Ashley attended an MLA 2024 Spring Institute meeting as chair of the committee.
- The SNAC Committee is putting together plans for a staff recognition program to recognize staff excellence.

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

- The Friends of the Library held a successful book sale in January, which brought in $5,468, a strong showing for a January sale. At their most recent meeting the Friends announced that they would purchase all the items remaining on the library wishlist,

Director's Report
February 22, 2023
Chase McMunn

which totaled an estimated $7,800. The Friends also agreed to fund the staff recognition program.

- Ashley applied for a received two RAPP grants through Oakland County for entertainment and activities for kickoff equal to $1000.

- Received a $100 sponsorship from Blick Art Materials for the Art of Storytelling contest

- Beth and Monica completed application for the Stephen T. Reidner Grant for Life Enhancing Library Programs for People Living with Dementia grant.

Action and Information

- Steve and Troy were able to launch the newly designed website. The website features a section to update with library news and focuses on the tasks patrons most frequently use on the home page. As iii continues to develop Vega Promote Web we should see additional integrations with the catalog features.

Adult Programs			
Program	Attendance	# Sessions	Type
Book Clubs	36	4	I
Leftover Take and Makes	25	1	TM
OHS	5	1	I
Makerspace Office Hours	1	1	I
Glowforge Acrylic Signs	9	3	I
Managing Digital Images	5	1	I
Winter Wildlife	5	1	I
Magic the Gathering Club	1	1	I
Writer's Workshop	5	1	I
Adult Total	**92**	**14**	
Outreach Programs			
Program	Attendance	# Sessions	Type
ELL	13	5	I
Basic Tech Help	7	5	I
Alzheimer's Support Group	5	1	I
Memory Lane	61	5	I
Senior Social Hour	2	5	I
Reminiscence Hour	9	1	I
Outreach Total	**97**	**22**	

Director's Report
February 22, 2023
Chase McMunn

Adult/Outreach Total	189	36			
Teen Programs					
Program	**Attendance**	**# Sessions**	**Type**		
Teen Tuesday	3	2	I		
Exam Study Break	7	1	I		
SAT Practice Test	17	1	V		
SAT Results Session	15	1	I		
Middle School GAP Program	4	2	I		
Teen Total	46	7			
Youth Programs					
Program	**Attendance**	**# Sessions**	**Type**	**Ages**	**Grade**
Slumber Party Movie	27	1	I	All	
Frostology MSC	114	1	I	All	
Hedgehog Bookart	21	2	I		3-5
Sensory Gym	18	1		0-5	
Little Lit	244	12	I	0-5	
Doggone Readers	16	1	I		K-5
Reverse Bookclub	2	1	I		3-5
Battle Halfway Meetup	80	1	V		5th
SENSEsational Storytime	16	1	I	0-8	
Rather Be Reading	4	1	I		3-5
Michigan Day Celebration	9	1	I		K-5
Busy Baby	2	1	I	Infants	
Joys of Art	15	1	I		K-5
Youth Total	568	25			

Other

Youth
- 1000 Books: 226 registered, 18 finishers
- 500 Books: 211 registered, 19 finishers
- Passive Programs: Winter Scavenger Hunt – 330 participants

Teen
- 100 Books Before Graduation: 29 registered, 600 books read
- 75 Books Before High School: 50 registered, 1084 books read

Adult
- Makerspace appointments: 2, 10 3-D prints

Director's Report
February 22, 2023
Chase McMunn

- Exams proctored: 0
- 50 Books in 52 Weeks: 94 registered, 354 books read

Outreach

- Books by mail bags sent: 10
- Homebound deliveries: 40
- MI Bridges Navigator Appointments: 0

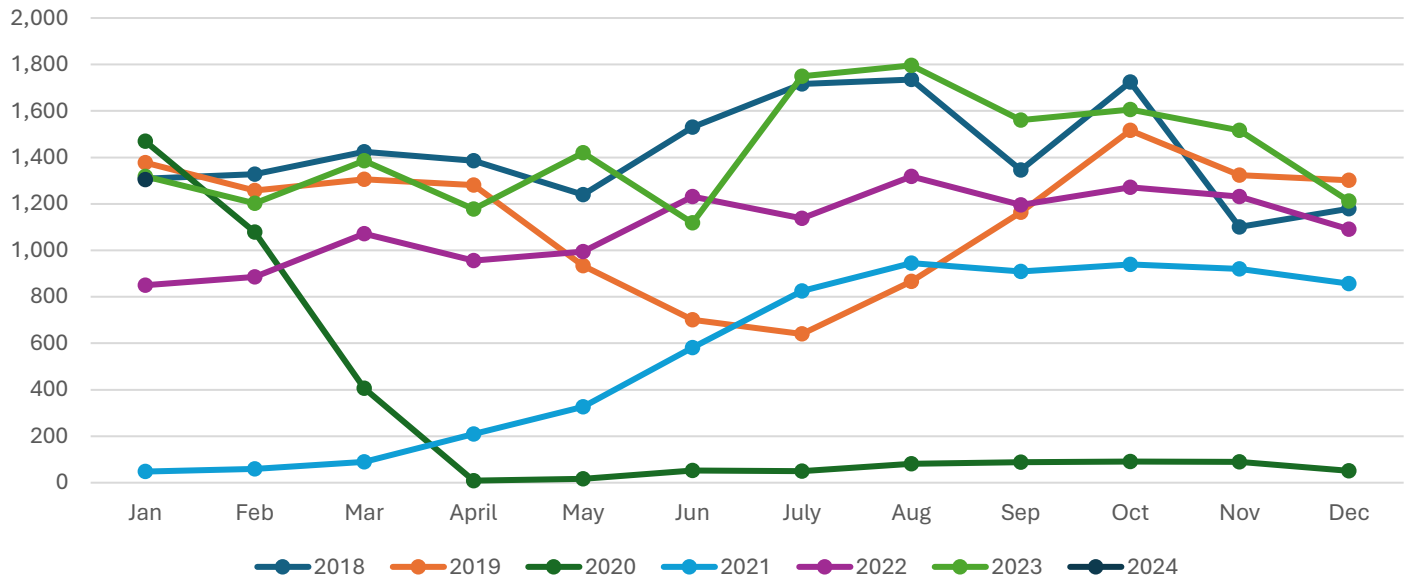## Statistical Report - Usage for the month of January 2024

Circulation

	Current month	This month last year	Current FYTD	Previous FYTD	
Main Library Circ Checkouts	7,996	7,042	7,996	7,042	
Main Library Self Checkouts	8,966	9,471	8,966	9,471	
Renewals	11,493	12,139	11,493	12,139	
Orion Cntr Branch Checkouts	54	60	54	60	
ILL Items borrowed	783	794	783	794	
ILL Items loaned	515	565	515	565	YTD % Change phys circ
Total Physical Checkouts	**29,292**	**29,506**	**29,292**	**29,506**	**-0.73%**
E-books **	3,626	3,143	3,626	3,143	
E-audiobooks	3,227	2,703	3,227	2,703	
E-magazines	1,533	385	1,533	385	
Hoopla	2,290	1,922	2,290	1,922	
Kanopy	141	72	141	72	YTD % Change digital circ
Total digital checkouts	**10,817**	**8,225**	**10,817**	**8,225**	**31.51%**
					YTD % Change
Total Circulation	**40,109**	**37,731**	**40,109**	**37,731**	**6.30%**

Number of Items in our Collection			Number of Library Card Holders		
	Current month	This month last year		Current month	This month last year
Print	88,685	88,740	Residents	20,754	19,310
Audio (physical)	5,703	9,775	Non-Residents	4,169	19,310
Video	18,123	17,828	**Total Card Holders**	**24,923**	**38,620**
E-books	99,792	95,208	New Registrations	206	271
E-audiobooks	65,208	57,550			
Other	10,423	10,476			
Total Items	**287,934**	**279,577**			

Room Usage Statistics

	Current month	This month last year	Current FYTD	Previous FYTD
Meeting Room bookings (public)	129	122	129	122
# Programs for adults	36	23	36	23
# Programs for children	25	31	25	31
# Programs for teens	7	6	7	6
# School visits for Think Link	10	21	10	21
Program attendance for adults	189	255	189	255
Program attendance for children	568	866	568	866
Program attendance for teens	46	54	46	54
Attendance school visits Think Link	845	753	845	753

Technology Usage Statistics

	Current month	This month last year	Current FYTD	Previous FYTD
Computer signups	768	763	768	763
Wireless users	1,305	1,318	1,305	1,318
Web site hits - desktop users	2,714	13,023	2,714	13,023
Web site hits - mobile users	3,335	7,417	3,335	7,417

Other Usage Statistics

	Current month	This month last year	Current FYTD	Previous FYTD
# Visitors to Main Library	10,999	10,753	10,999	10,753
# Visitors to Orion Center branch	183	237	183	237
# Volunteer hours (adult)	181	311	181	311
# Volunteer hours (teen)	179	0	179	0
# Notarized documents	29	28	29	28
# Think Link requests for books	27	29	27	29
# Think Link check outs	126	136	126	136
Database Usage	14,580	31,565	126	136

* Orion Center building closed due to building flood (water damage) on Sunday February 5 thru Monday, March 6, 2023

*Volunteer hours now separated as adult and teen hours. This mo last yr, current FYTD & Previous FYTD are combined teen & adult.

*CYBER ATTACK occurred on 10/20/23 some stats off due to the website outage and move to the temporary website

*PebbleGo & BookFlix no longer included in Ebook circ stats as of 1/1/23

Total Circulation

Visitors to the Library
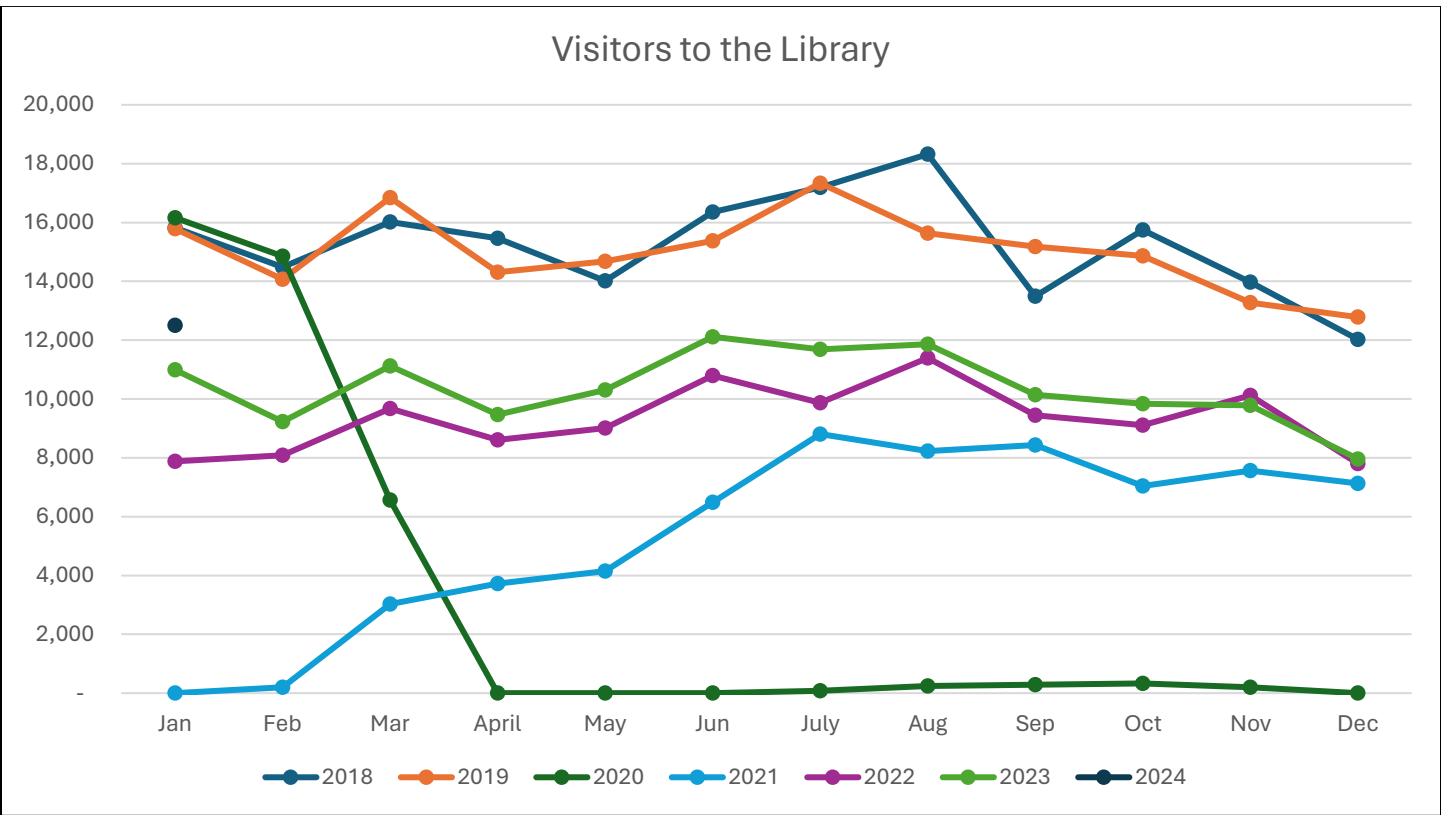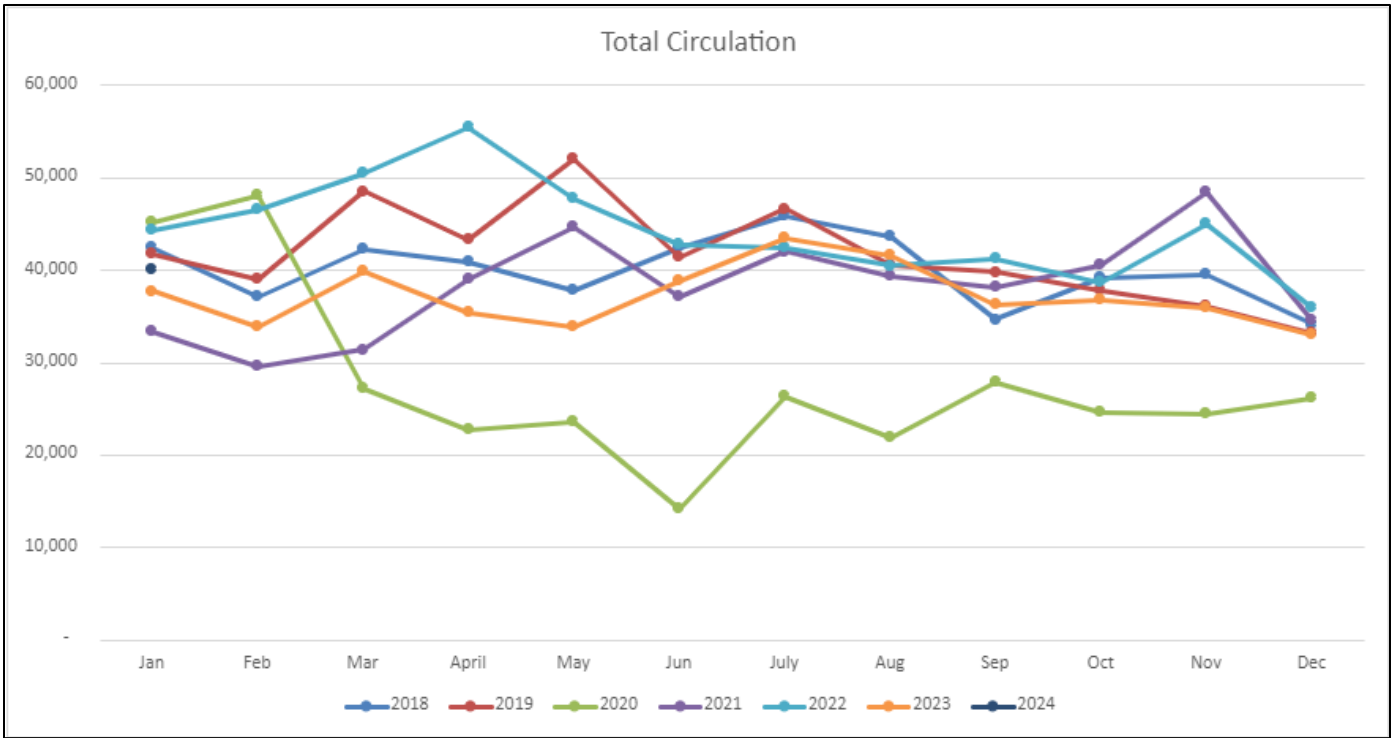
Program Attendance

Wifi Use

Computer Sessions

Legend: 2018, 2019, 2020, 2021, 2022, 2023, 2024

Website Visits

Legend: 2018, 2019, 2020, 2021, 2022, 2023, 2024
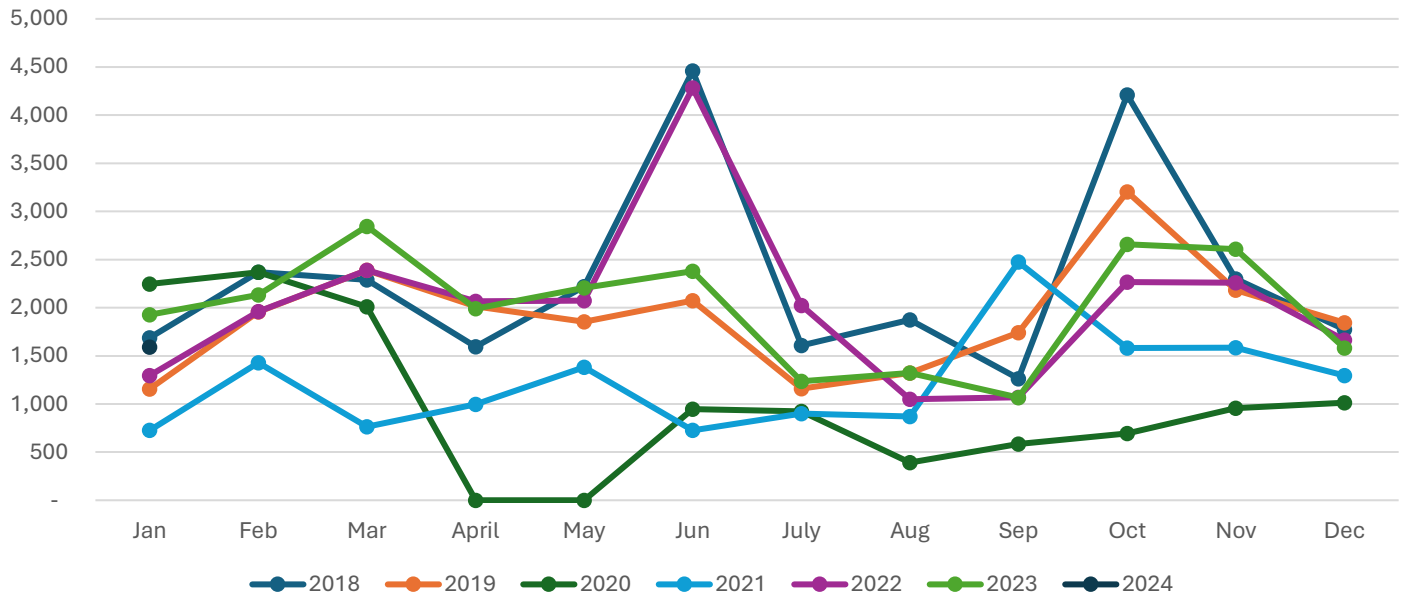
Orion Township Public Library
Activity Plan
2024
Latest Update: January 2024

MAXIMIZE AND MODERNIZE LIBRARY SPACES

		Goal 1.1 Design welcoming spaces for flexibility, accessibility, and comfort.		
Activity	**Person/Group Responsible**	**Timeline**	**Resources Needed**	**Update**
Journey mapping	Dan Major, Ashley Lehman, Shannon Schmidt	Q1	N/A	Adult, youth, and Support Services have recorded use from several days. Meeting with departments in January to identify day parts and conflict areas.
Internal space planning with design brief	Chase, with consultation from Dan, Ashley, Shannon	Q1	Department journey maps	
Create welcoming, comfortable spaces with seating and pleasing displays through patron experience committee.	Kerry Roman	Q2		
Redesign and replace parking lot for safety and accessibility.	Chase McMunn, Mike Morris	Q1-Q4	Design plan with building committee and Spalding DeDecker	The Building Committee opted to move forward with concept 3A. Chase will work with SDD and reach out to Planning Commission
Install drive-up window for book returns and checkouts	Chase McMunn, Mike Morris	Q3-Q4		
Modify spaces as needed for ADA compliance and increased accessibility	DEI committee	Q2		
Install Wi-Fi routers outside for increased internet access	Steve Saunders	Q2	Warm weather	

Activity	Person/Group Responsible	Timeline	Resources Needed	Update
Get design and cost estimate to enclose entryway	Chase McMunn	Q3	Space needs assessment	
Evaluate suitable location for café space, get cost estimate and design	Chase McMunn	Q3	Space needs assessment	

		Goal 1.2 Ensure library spaces meet community needs for future adaptability and growth.		
Activity	**Person/Group Responsible**	**Timeline**	**Resources Needed**	**Update**
Create Master Building plan with architect/space planner	Chase McMunn	Q2	Space needs assessment	
Work with Township to move library services to former GLAC facility	Chase McMunn,	Q2-Q3	Township plan	Township is working with consultant to design GLAC. Will work with them when available.
Move Large Print closer to the front of the library to improve accessibility.	Head of Adult Services, Beth Sheridan	Q2	Determine appropriate collection size for Large Print	
Look into adding an additional shelf to the teen manga collection.	Sabrina Halsey	Q1	Shelving	
Decrease the print magazine collection and consolidate titles	Head of Adult Services	Q1	N/A	Magazines have been discarded and all magazines are shelved on the right side of the reading room. Shannon - Done
Decrease the audiobook budget and put funding towards higher circulating collections like video games and digital material	Head of Adult Services, Ashley Lehman	Q1	N/A	KAK sent proposed AS collection development budget to CM on 11/29/23. - *Done*
Relocate youth audio for better findability and use of space	Suzanne Tison, Ashley Lehman	Q2	N/A	
Reorganize space for story book kit collection	Lydia Jacobsen, Ashley Lehman	Q2	New hanging shelving ideas	
Create an easy to see and use display for 1000 and 500 book programs	Suzanne Tison, Halli Zalesin	Q2	Use of Glowforge,	

Activity	Person/Group Responsible	Timeline	Resources Needed	Update
Develop new explore space for K-5	Ashley Lehman	Q3	Space planner and/or meeting with design companies	
Move Die Cut machine and dies to Makerspace; update Die Cut machine with newer model with more adaptability	Ashley Lehman, Dan Major	Q1	Purchase of new machine	
Create Room for Graphic Novel collection to grow	Halli Zalesin	Q2	N/A	

EVOLVE AND ENGAGE WITH THE COMMUNITY

		Goal 2.1 Develop a deeper understanding of the community in order to increase awareness and engagement among current and new users.		
Activity	**Person/Group Responsible**	**Timeline**	**Resources Needed**	**Update**
Implement targeted and segmented marketing through Patron Point	James Pugh	Q1		
In partnership with the Orion Historical Society and ONTV develop an oral history project titled, "Life in Lake Orion".	Kurt Schultz	Q1-Q4	High quality audio recorder. Add to wishlist.	
Engage greater Lake Orion community through social media videos	Lydia Jacobsen	Q1-Q4		TikTok was our most viewed social media in 2023. The team continues to put out new content.
Seek customer feedback in new ways (one question surveys at points of service, etc)	Ashley Lehman, Head of Adult Services, Shannon Schmidt	Q1	iPads with stands – software for survey	I have a quote from a company that specializes in getting this feedback. Will also investigate ways to do this in house.
Launch new website	IT	Q1		Steve, Troy, and James have been working with iii on design. Website should roll-out in late January or early February.

Collect patron compliments, complaints, and points of failure	Public staff	Q1-Q4		Staff are service desks will continue to record these interactions.

		Goal 2.2 Meet people where they are by expanding innovative outreach services.		
Activity	**Person/Group Responsible**	**Timeline**	**Resources Needed**	**Update**
Explore funding opportunities for a bookmobile.	Head of Adult Services, Beth Sheridan	Q1-Q4		
Consider the Passport Ambassador program	Beth Sheridan, Kurt Schultz	Q3-Q4	Need to know where the Orion Center branch will be located GLAC	
Expand ThinkLink to Pine Tree Center	Beth Sheridan, Sabrina Halsey	Q1		We met with the pine Tree center staff on 12/13/23 -Done
Pop-up libraries and tech help at assisted living facilities and other underserved populations/areas	Beth Sheridan, James Pugh	Q1-Q4		Scheduled at facilities for Q2
Transition programming to the Great Lakes Athletic Center	Head of Adult Services, Beth Sheridan, Kurt Schultz, Lydia Jacobsen	Q2-Q3	GLAC branch plans	
Clearly define each outreach role and responsibility in the community	Head of Adult Services, Beth Sheridan, James Pugh	Q1		
Develop new ways to market Homebound, Books by Mail, and Orion Center Branch library.	Beth Sheridan, James Pugh	Q1-Q4		
Pop up Library events at community spaces (soccer fields, parks events, etc)	Lydia Jacobsen	Q3		
Engage Polly Ann Trail Users with Nature seek and find post/signage	Suzanne Tison, Ashley Lehman	Q3	Resources to create permanent sign, permission through PA trail board	
Expand Preschool Outreach with in library visits, brochures, and infosheets	Halli Zalesin	Q3		

Create additional volunteer opportunities	Lori Morris	Q1-Q4		

		Goal 2.3 Inspire library visits through vibrant and relevant programming.		
Activity	**Person/Group Responsible**	**Timeline**	**Resources Needed**	**Update**
Host a maker fair	Dan Major, Sabrina Halsey	Q1		
Explore new ways to engage with teens in the community through programming	Sabrina Halsey	Q1-Q4		
Expand the Adult Battle of the Books	Head of Adult Services, Dan Major	Q3		
New Summer Reading format to keep engagement up (weekly challenges)	Adult Services, Teen Services	Q3		
GAP bussing for middle school students (6-8) to the library	Sabrina Halsey	Q1		Buses wil be starting in January.
Add a 3D scanner to the makerspace	Dan Major	Q3		
Update the LOCS/OTPL middle school Battle of the Books to increase participation	Sabrina Halsey	Q1		
Book recommendation vending machine	Adult Services, Youth Services	Q3		
Update makerspace training videos	Dan Major	Q2		
Explore circulating streaming sticks to better utilize digital copies of purchased movies	Head of Adult Services	Q2	Streaming stick compatible with Movies Anywhere and Vudu (on wish list)	All current digital codes are redeemed on a library Movies Anywhere or Vudu account. Account and password information in 1Password.
Create a performer guide for librarians seeking out new outside presenters	Lydia Jacobsen	Q1		
Develop more regular programming for babies	Suzanne Tison	Q2		
Develop unique programming series on specific topics for Little Lit	Kerry Roman	Q2		

Activity	Person/Group Responsible	Timeline		
Diversify 123 Play with Me through new Resource Professionals	Ashley Lehman	Q2		
Raise interest in Library resources through unique programming	Youth Services	Q2		
Host high school exam Library Take Over	Sabrina Halsey	Q2		

		Goal 2.4 Strengthen and expand collaborative partnerships to increase usage of library services and foster an interconnected community.		
Activity	**Person/Group Responsible**	**Timeline**	**Resources Needed**	**Update**
Increase engagement with the Chamber of Commerce	Chase McMunn, James Pugh	Q1-Q4		Chase will be serving on the CoC board, and James will be working with members.
Increase partnership opportunities with the North Oakland Community Coalition	Sabrina Halsey	Q1-Q4		
Draft a formal partnership agreement with Parks and Rec similar to the ThinkLink program to create a stronger partnership	Chase McMunn, James Pugh, Lydia Jacobsen, Ashley Lehman	Q2		
Increase classroom visits to library through 2nd grade history visit and Kindergarten library experience visits	Kerry Roman	Q4		
Increase usage of youth e-resources through monthly promotion at programs and a social media series	Ashley Lehman, James Pugh	Q1		
Increase visits with youth-based community groups like scouts, homeschoolers, etc.	Halli Zalesin	Q3		

CULTIVATE A THRIVING ORGANIZATION

		Goal 3.1 Ensure delivery of exceptional service through investment in and retention of staff.			
Activity	**Person/Group Responsible**	**Timeline**	**Resources Needed**	**Update**	
Update pay scales to reflect library employment market	Chase McMunn	Q3	Contract with ElementOne.		
Use staff development meetings and stay interviews to focus on individual professional development	Admin, Department Heads	Q2			
Update onboarding software	Chase, Joyce	Q2		Chase and Joyce reviewed software packages.	
Cross train benefits and payroll administrators	Admin	Q2			
Transition retiree benefits to annuities	Admin	Q1-Q2	Counsel needs to file petition in court	Working with counsel on actions.	
Seek out new and unusual professional development opportunities for all Staff	Department Heads	Q1-Q4			

		Goal 3.2 Prioritize staff development and a strong team culture to ensure a positive work environment that meets current and future community needs.			
Activity	**Person/Group Responsible**	**Timeline**	**Resources Needed**	**Update**	
Provide customer service training for all staff	Chase McMunn	Q4 – all staff day			
Genealogy continuing education in the form of webinars and classes	Adult Services	Q1-Q4			
Train an hourly librarian that has daytime availability to cover the Orion Center branch	Head of Adult Services, Beth Sheridan	Q1		Patti Lareau was trained 1/8/24 -done	
Prioritize librarians reading Library Journal/ SLJ from cover to cover and encourage information sharing among staff	Adult Services, Youth Services	Q1-Q4			

Activity	Person/Group Responsible	Timeline	Resources Needed	Update
Transition the Community Relations Specialist in admin to the Business and Marketing Librarian in AS	Head of Adult Services	Q1		KAK and JP meeting on 12/11/23.
Draft purchasing criteria for eMaterials including holds ratios and weeding guidelines	Dan Major	Q1		
Reformat monthly department report for Director to better align with strategic plan activities	Head of Adult Services, Ashley Lehman	Q1		Done
Branch Associate to become a notary	Kurt Schultz	Q1-Q2		
Purposefully include all staff members in TikTok videos and invite video ideas from all staff.	Lydia Jacobsen	Ongoing		
Grow SNAC offerings to include staff recognition program, among other things	Ashley Lehman	Q2	Increase of SNAC budget through friends funding	
Offer staff mental health moments	Halli Zalesin	Ongoing	Create new Staff wellness committee or incorporate into SNAC	

		Goal 3.3 Leadership demonstrates the value and long-term vitality of the library through advocacy and ensuring sustainable funding.		
Activity	**Person/Group Responsible**	**Timeline**	**Resources Needed**	**Update**
Seek partnerships for shared services vis-à-vis LOACT	Chase McMunn	Q1-Q2		
Better utilize the library wish list	Adult Services, Youth Services	Q1-Q4		
Monthly review of policies	Board of Trustees	Q1-Q4		Will review Fund Balance and Facility Use Policy in January.

Board members attend meetings of other community organizations to talk about the library	Board of Trustees			
Annual Donor Reception	Fundraising committee	Q2		
Annual fundraising campaign	Fundraising committee	Q4	3 big ticket items for fundraising goal	
Obtain LJ "Starred Library" status	All	Q1-Q4	Raise key metrics of library visits, circulation, and PC/wifi use	
Record Retention review and expunge materials as able	All	Q1		Chase is getting clarification from counsel on keeping applications. Will review retention with Department Heads.

MGT-11: Displays and Distribution of Non-Library Materials Policy

Adopted: 9/18/2014, Last Revised: 1/25/2024

Policy Statement

As an educational and cultural institution and as part of its public service, the Orion Township Public Library (OTPL) provides designated areas for displays, handouts, announcements of interest and petitioning.

Regulations

1. General
    a. The library, individuals, other nonprofit organizations, community groups or governmental agencies may provide materials.
    b. Businesses may provide materials for advertising purposes only as defined in section 6 below.
    c. Content shall meet the criteria upheld by library staff in the *Materials Selection Collection Development Policy*.
    d. Displays, handouts and announcements must be approved by the library director or appointed designee(s) before being set up or posted.
2. Displays and Exhibits
    a. The library retains priority rights to all display space for library purposes.
    b. Display space is available on an equitable basis, regardless of the beliefs or affiliations of an individual or group.
    c. Displays must support the mission of the library and not cause disruption of the regular flow of library work and service.
    d. The library may limit the size of the display, number of items, schedule and the frequency an individual or group has a display.
    e. Setup and removal of displays during regular library hours are the responsibility of the owner.
    f. The library assumes no liability in the event of damage, destruction or theft of a display.
    g. A sign stating the sponsorship of the display may be included. Values of displayed items shall not be included.
3. Handouts and Announcements
    a. Distribution or posting of materials by the library does not indicate the library's endorsement of the issue or events promoted by those materials.
    b. Unapproved materials will be disposed of at the library's discretion.
    c. The library and Friends of OTPL retain priority rights to space for handouts and announcements. Materials from other eligible organizations will be posted by library staff as space permits and may be removed at any time.
5. Sales and Fundraising - The library does not allow panhandling or the sale or promotion of goods, services or fundraising events by members of the public in the library building, on the grounds or in the parking lot. The only merchandising

activities permitted are library or Friends of OTPL-sponsored sales or activities approved by the library director.

6. Advertising
    a. Lobby TV Monitor - Slides can be purchased for display on the library's lobby TV monitor.
        i. Ad slide will run for one week. It will run on an ongoing basis.
        ii. A maximum of 5 ads will run each week.
        iii. Content shall not include the controversial topics of politics, sex, and religion.
        iii. Fees for advertising are defined in the *Fines and Fees Policy*.

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

Chase McMunn, Director
James Pugh, Community Relations Specialist

PHOTOGRAPHY AND VIDEO CONSENT, RELEASE AND WAIVER OF LIABILITY

I hereby give my consent to the Orion Township Public Library to photograph and/or videotape me anduse the image(s) for informational, educational, promotional, or publicity purposes concerning the library and its services.

I understand that the image(s) may be used on the library's website, or in official library publications ordisplays, public newspapers, magazines, reports, or other public documents; or electronic or digital videos and recordings. I also understand that the image(s) may be used without any further consent or authorization from me; the library may modify the photograph(s) in the process of editing, and I will notbe entitled to any compensation for use of the image(s).

I also agree to release the Orion Township Public Library, its trustees, employees, or agents, from any and all liability arising out of or connected to the use of the image(s) as stated above.

I have read and understand the foregoing consent, release, and waiver of liability, and voluntarily acceptand agree to its terms.

Name (print): _____

Signature (if 18 years of age or older): _____

Date: _____

Name of Parent/Guardian, if under 18 years of age (print):

_____

Parent/Guardian Signature: _____

Date: _____

Orion Township Public Library

Automated Materials Handling (AMH)

Project Proposal

Business Case

Prepared by: Chase McMunn, Director

Revised:　　　February 15, 2024

Table of Contents

Executive Summary

a. *Introduction*

The Orion Township Public Library (OTPL) currently checks-in all returned materials by hand. In the 2023 calendar year, support services staff handled 198,327 unique items (the total circulation of physical items less renewals). This means that during an average day of service staff handle approximately 600 items. OTPL has invested in technologies that automate processes for the public, including Radio Frequency Identification (RFID) tags for books, self-checkout machines, anti-theft gates, and automated material holds lockers. Investing in an Automated Materials Handling (AMH) would leverage those existing technologies in use and further automate the process of circulation of physical materials.

In 2023, OTPL sought plans for a redesigned parking lot that included a drive-up window for patrons to check out and return materials. The drive-up window seeks to solve both the frustration of staff having to brave the elements to retrieve materials from its most used book return location, and to give patrons a convenient option for picking up and dropping off materials without leaving their vehicles. Adding an AMH solution to this project would complement the drive up return process by creating an automatic system that checks materials in instantly and sorts materials for reshelving.

b. *Objectives*

The desired outcome of this project is to gain further efficiencies by utilizing the library's existing investment in RFID technology and automation. Savings on staff time spent manually checking materials in would be used to redeploy staff to patron facing activities such as patron assistance and instruction, and community outreach.

c. *Summary of Benefits*

Adding an AMH would offer numerous benefits to both patrons and staff at OTPL. Some benefits include:

- Productivity gains realized through the reduction of labor-intensive workflow processes in receiving items from outdoor bins, checking in items by hand, and sorting books for reshelving

- Enhanced customer service by redistributing the workforce from behind-the-scenes tasks to public-facing duties

- The ability to stay ahead of increasing circulation numbers that have steadily grown in the last several years

- Returns will be accepted and sorted 24/7, meaning staff will not visit the library empty bookdrops on holidays, and will not have to deal with a backlog of items upon reopening

- More frequent collection turnover as materials are returned to circulation more quickly and holds are filled more quickly. Most AMH machines are rated to check in at least 55 books per minute, so they can easily sort potentially thousands of books per hour

d. *Summary of Assumption (Risks)*

There would be no penalty if this project were not approved. We are not dependent on grants or any outside funding. In addition to the monetary costs of installation, OTPL would need to spend a minimal amount of staff time on training for operation and regular maintenance (dusting and wiping surfaces). The IT department would potentially need to format a server to handle the operations of the AMH depending on which vendor is chosen.

e. *Summary of Facts*

OTPL staff handle approximately 200,000 physical items every year. These items are currently checked-in by hand, relying on staff to place individual items on an RFID pad and sort them for shelving. The Support Services Department generally has one staff member checking-in items at any given time during the workday, except when they may be called out to provide assistance at the circulation desk. Staff is rotated into this role for hour long shifts given the repetitive nature of the work. Currently, the outside bookdrop is emptied 4 times day, including an evening emptying. It is estimated, then, that there is the equivalent time of one FTE per day spent checking in materials. Additionally, during holidays one staff member must visit the library to empty the outdoor bookdrop so it does not overflow.

Cost of installing an AMH would be minimized at this time as the AMH vendor could communicate directly with the architect on the space needs of the equipment and proper placement of the return window. While OTPL will not

seek any reduction in staffing, a reduction in time spent checking materials in would allow staff to be redeployed to patron-facing tasks.

f. *Conclusion and Recommendations*

It is recommended the building committee approves moving forward with the RFP process to procure an AMH. An RFP to select a vendor during the parking lot will be posted publicly seeking a five-bin sorting system. Initial costs of installation can be covered by the OTPL's plant fund, and ongoing maintenance costs can be budgeted for future years.

1. Success Criteria

Success will be determined through the following criteria:

- Circulation numbers increased material handling efficiencies thereby allowing for materials to be processed and placed in the hands of our patrons more quickly

- Improved collection management showing item availability more accurately with fewer check in errors

- Increased community outreach with staff deployed to public facing tasks

- Better situational awareness of public spaces with more staff on the floor

2. Justification

Implementation of this project will realize long-term cost-savings for the library with efficiencies in inventory control and workflow. It will allow labor-intensive workflow processes to be streamlined with the more accurate receiving and distribution of materials. Staff can be redeployed from repetitive behind the scenes tasks to public facing duties. The potential for repetitive motion injuries will be mitigated. The AMH is a long-term investment, the lifespan is estimated to be between 10-20 years.

a. *Strategic Fit*

The proposed AMH project is consistent with the library's 2024 Strategic Plan in the following ways:

- Goal 1.2 – Ensure library spaces meet community needs for future adaptability and growth
  - OTPL will be investing in state-of-the-industry technology that provides the ability for increased circulation of materials without additional staff. It also provides for convenient ways for patrons to drop off materials 24/7
- Goal 2.2 – Meet people where they are by expanding innovative outreach services
  - Staffing can be realigned to provide more help for community outreach

b. Expected Outcomes

This project will create greater patron satisfaction resulting from quick, accurate, intuitive processes that meet the increasing demands for library materials. This project will also free Support Services staff from a labor-intensive, repetitive job, allowing them to focus on patron-facing activities.

c. Business Drivers

The justification behind investing time and money on this project are:

- Meeting patron demand for materials quickly, efficiently, accurately. In 2023 approximately 200,000 items were handled in the process of circulation materials to patrons

- Operational efficiency by repositioning staff members from behind-the-scenes tasks to front-facing patron engagement

- Improved employee morale through the reduction of repetitive tasks replaced by human interaction and opportunities to engage the community

d. Technological Drivers

OTPL has invested in technologies that automate processes for the public, including Radio Frequency Identification (RFID) tags for books, self-checkout machines, anti-theft gates, and automated material holds lockers. Investing in an Automated Materials Handling (AMH) would leverage those existing technologies in use and further automate the process of circulation of physical materials. Automating the returns process would produce several desired effects:

- Redeploy staff to patron facing services from behind-the-scenes repetitive tasks

- Ensure accurate handling of materials

- Potential mitigation of repetitive motion injuries

- Fewer processing errors with mishandled materials being reshelved before being properly discharged from patron's accounts

- Quicker reshelving times as materials will be instantly checked in and sorted for the appropriate library collection

3.   Resource Requirements

The library would like to implement the AMH system during the 2024 parking lot replacement project. Upon board approval, the library will submit an RFP for turnkey AMH solutions. Estimated timeline listed below.

- Release RFP for AMH system – March 11, 2024

- Deadline for final questions – March 29, 2024

- Responses to Written Questions – April 2, 2024

- Proposal Submission Deadline – April 12, 2024

- Contractor Interviews as needed – early May 2024

- Contract Approval by Board of Trustees – May 16, 2024

- Design and coordination with architects – Summer 2024

- Installation complete, AMH operational – Fall 2024

e. *Other Library Resource Requirements*

Upon installation, the library will require staff training on new equipment operation. Additionally, IT staff may need to install a server to handle communication between the AMH and the Polaris ILS.

4. Solution Opportunity Analysis

a. *Preliminary Products (Vendor) Analysis*

AMH technologies represent the state-of-the-industry for libraries in the United States, and as such there exists a robust marketplace for library solutions. The library will collect preliminary quotes from four vendors: Lyngsoe Systems, Bibliotheca, Tech Logic, and D-Tech. These vendors offer a comprehensive solution that integrates with the Polaris ILS. It is anticipated that the cost of a 5 bin AMH will be between $100,000 - $125,000. All four vendors specialize in AMH and are fully compatible with standardized RFID solutions. Most vendors guarantee system maintenance for one year under warranty with additional maintenance available beyond, and have representatives located within the U.S. available for servicing.

5. Financial Considerations

b. *Budget Estimate and Funding Sources*

Installation of the AMH would be funded through library plant funds and could be incorporated into the current parking lot and building project. Ongoing maintenance costs would be included in future library budgets.

Estimated Implementation Cost Based on quotes

Item	Number of Items	Item Cost	
5 bin AMH system	1	$113,995	$113,995
Total			$113,995

Estimated Recurring Costs Based

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Annual Maintenance	Under warranty	$12,725	$12,725	$12,725	$12,725	$50,900

c. *Financial Benefit Estimates*

The primary cost benefits of this project will be realized through increased staff efficiency in handling items checked-in and out from the library. Through implementation of AMH and RFID the library expects to be able to reallocate one FTE to public facing tasks and outreach.

Position	Annual Cost	Number FTE	Total
Support Service Clerk	$36,800	1	$36,800
		5-year savings	$184,000

Total 5-year cost of implementing	$164,895
Total estimated savings over 5 years	$184,000
Net savings over 5 years	$19,105

6.   Methods

The information and data contained within this business case were obtained through reviewing annual circulation statistics provided by the ILS Coordinator and feedback from the Head of Support Services on time spent checking materials in by hand.

1. Costs were provided by quotes from vendors Tech Logic, Lyngsoe, D-Tech, and Bibliotheca.

2. Repurposing Support Services Clerk from current duties to front-facing duties should yield potential savings as needs for additional Outreach staff is increasing with potential bookmobile and new service locations.

3. Customer support, installation, consultation, hardware, and proprietary software (e.g. scripts for running AHM) will be provided as a component of the vendor's contract.

Orion Township Public Library

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

288,114
Total items in Collection

610, 167
Total Items Checked Out

- Physical : 344,590
- Digital: : 265,577

124,505
People visited the library
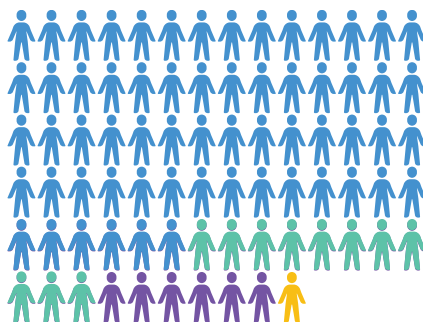
- Wi-Fi Users : 17, 062
- Computer Users : 8,946
- Meeting Room Rentals : 1,498

201,200
Social Media Reach

- Instagram 3,700
- Facebook 65,100
- TikTok 132,400

24,769
Cardholders saved over

$9.1 million
using the library in 2023

14,163
People attended

774
programs

Outreach Services served
5,809 people
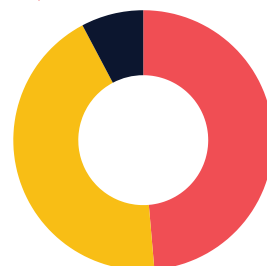
- Book Bike Visitors : 2,825
- Orion Center Visits : 2,534
- Home Deliveries : 450

ThinkLink School Outreach

212
ThinkLink visits to Schools

9,797
Students attended ThinkLink visits

Summer Reading Participation

FIND YOUR VOICE! SUMMER 2023! iREAD

- 750 Participants
- 3,323 Completed Activities
- 12,150 Books Read

Brand New Look!

THE LIBRARY OF ORION TOWNSHIP →

Orion Township Public Library

PURPOSE

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

Strategic Plan Goals

FY 2024 - FY 2027

Maximize and Modernize Library Spaces

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

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

Evolve and Engage with the Community

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

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

3. Inspire library visits through vibrant and relevant programming.

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

Cultivate a Thriving Organization

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

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

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

Orion Area Chamber of Commerce announces 2024 board of directors

ORION TWP. — The Orion Area Chamber of Commerce announced that three new members will be joining its board of directors in 2024, as well as the new slate of executive officers.

New members Tonya Hamilton, executive director of North Oakland Community Coalition; Chase McMunn, director of Orion Township Public Library; and Janice Zale, LPL financial advisor

Hamilton

at Zale Group Wealth Management were elected to the board to serve three-year terms.

Hamilton, McMunn and Zale will join the 11 member chamber leadership team, which includes:

Angela DelPup of Ascension Michigan Community Health is the newly-appointed chairperson of the board, while Jimmy Johnson of Graphic Takeover and Theresa Doan of Genisys Credit Union were appointed vice-chairs.

Steve Wandrie of Steve Wandrie Caliber Home Loans is the treasure. Nicki North of Hershey Insurance is secretary, and Wayne Haney of Haney Farm Bureau Insurance is the immediate past president.

Also on the board are Aaron Whatley, director of Orion Township Parks & Recreation, and Jennifer Whit-

teaker of DTE Energy.

"The Orion Area Chamber is very fortunate to have dedicated volunteers who share their time, talent and treasures to the benefit of the Orion Area business community," said Joyce Donaldson, president and CEO of the chamber. "We are

McMunn

a passionate team of 11 volunteer board of directors, two paid staff and 300-plus enthusiastic members. Together, we are working rigorously to enhance the quality of life in the Orion area and are proud to offer a growing and energetic environment in which businesses can joyfully flourish."

Zale

The Orion Area Chamber leadership team is dedicated to creating a healthy local economy and building a strong environment for economic growth and sustainability.

The chamber will host its annual meeting and Membership Appreciation Breakfast on Jan. 31 at the Orion Center, 1335 Joslyn Rd.

To register, or for more information, contact Joyce Donaldson at 248-693-6300 or visit orionareachamber.com.

Lake Orion Chat Room...

Orion Township Public Library · ·

January 28, 2024

Today, we cheer on the Lions. Tomorrow, we go to the library!
While we have a lot of regularly scheduled programming this week, Saturday, February 3rd, is going to the Teens! We have ACT Practice Test Reschedule
10:00am - 1:00pm (please register), the Teen Advisory Board (TAB) at 11:00am (earn service hours!), and The Great Teen Baking Challenge
at 1:00pm (🥐!). Check out our calendar of events for more information.
GO LIONS!!!🦁

Lake Orion and Oxford Community Chat

Orion Township Public Library · ·

January 31, 2024

There are still spots available for our Great Teen Baking Challenge this Saturday, February 3rd, at 1:00pm! Teens can compete in this ultimate baking battle where amateur baking fans compete to be crowned OPTL'S Best Amateur Baker. Registration is required. Register online or by calling 248-693-3001.

Orion Township Public Library

January 24, 204

Reminder that there is still spots available for our ACT Practice Test with the Huntington Learning Center Saturday, February 3rd, beginning at 10:00am. Register online or by calling 248-693-3001. Please register with a frequently used email as registration information will be sent before the test date.

Orion Township Public Library

January 22, 2024

We want to thank the The Fur Angels for bringing some of the most goodest boys and girls to our Exam Study Break program last Saturday. They provided much comfort and many cuddles for Lake Orion Community Schools students looking to decompress and get refocused for their exams today and tomorrow.
We'd also like to wish everyone luck on their exams this week! We have plenty of quiet spaces and even some study rooms available if you would like to do any last-minute cram sessions.

Orion Township Public Library

January 21, 2024

Is there anything better than cozying up with a good book, a warm beverage, and a beautiful view out the window on a winter day? (We'll wait...)
OK. You got us. Coming to the Friends of Orion Township Library Gently Used Book Sale this week! It all kicks off Tuesday with Member Day, members of the Friends get a special first look at the thousands of books available for sale. Not a member yet? Memberships can be purchased that the door.
All of the proceeds go towards library programs.

Orion Township Public Library

January 20, 2024

Next week, our Friends of Orion Township Library will be having their Winter Gently Used Book Sale! All proceeds will help fund the amazing programming the library offers all year long.

Orion Township Public Library

January 16, 2024

Reminder: All OTPL youth programs are cancelled when Lake Orion Public Schools are called off. The library remains open. Little Lit and Book Buddies are cancelled for the day. Stay safe and warm!

Orion Township Public Library

January 14, 2024

Michiganders: "Man, this has been a mild winter..."
Mother Nature: "Hold my beverage..."
That escalated quickly. But we won't let cold weather stop us from serving you this week! Stop in to see all of the fun programming we have planned, like our Managing Digital Images program, or the National Michigan Day Celebration for preschoolers, or discover Winter Wildlife with Oakland County Parks. Plus, Teens can come and take a study break with us on Saturday, January 20th. Check out our events calendar or call 248-693-3000 for more information.
Also, a reminder that we will be closed Monday, January 15th, in observance of Martin Luther King Jr. Day. Regular hours of operation will resume Tuesday, January 16th.

Orion Township Public Library

January 13, 2024

The library will have a postponed opening and will open at noon. Stay safe!

SNAP

SPECIAL

NEEDS

ADULT

PROGRAM