

BRANDON TOWNSHIP PUBLIC LIBRARY
Regular Meeting November 22, 2022 at 5:00 p.m.
304 South Street
Ortonville, MI 48462
Community Room

“The Brandon Township Library is the center of community activity and experiences.”

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of the Agenda
5. Approval of the Minutes, November 15, 2022 Special Meeting
6. Call to Audience
7. Election of Officers Action Item
8. Director’s Report
9. Financial Officer’s Report
 - 9.1. Review Check Register as of October 31, 2022
 - 9.2. Review Balance Sheet (Accrual Basis) as of October 31, 2022
 - 9.3. Review Income Statement as of October 31, 2022
 - 9.4. Approve Expenses Paid for October 2022 Action Item
 - 9.5. Budget Amendments
10. Committee Reports
 - 10.1. Ad-Hoc Trustee Recruitment (Cole, Hagen)
 - 10.2. Ad-Hoc Policies (Rathburg, Wills, Fromwiller, Rocheleau)
 - 10.2.1. Policies Review – PERF 1 Action Item
 - 10.2.2. Policies Review – BENA Action Item
 - 10.3. Professional Development (Rathburg, Wills)
 - 10.4. Friends Liaison (Rathburg, Taylor)

- 10.5. Student Liaison (Cole, Hagen)
- 10.6. Advocacy (Gault, Hagen)
- 10.7. Finance (Gault, Taylor)
- 10.8. Evaluations (Cole, Wills)
- 11. Communication
- 12. Unfinished Business
- 13. New Business
- 14. Staff Reports
 - 14.1. Library Statistics
- 15. Calendar Review – December – Fiscal Year Ends
Strategic Plan Update
- 16. Public Comment
- 17. On Hold
Job Descriptions
- 18. Items for Next Agenda
- 19. Adjourn

**Next Meeting:
December 20, 2022
Regular Meeting 5:00 pm
Community Room**

BRANDON TOWNSHIP PUBLIC LIBRARY
Special Meeting November 15, 2022 at 5:00 p.m.
304 South Street
Ortonville, MI 48462
Meeting Room

1. CALL TO ORDER

TIME: 5:00PM

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

	PRESENT	ABSENT W/ NOTICE	ABSENT
NAME: Cole	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NAME: Gault	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NAME: Hagen	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NAME: Rathburg	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NAME: Taylor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NAME: Wills	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. APPROVAL OF THE AGENDA

STATEMENT: "Motion to approve the agenda."

MOTION: J. Rathburg

SECOND: J. Taylor

VOTE – *VIVA VOCE* YEA: Cole, Gault, Hagen, Rathburg, Taylor, Wills

NAY:

5. APPROVAL OF THE MINUTES

DATE: October 25, 2022

STATEMENT: "Motion to approve the October 25, 2022 meeting minutes."

MOTION: H. Wills

SECOND: J. Taylor

VOTE – *VIVA VOCE* YEA: Cole, Gault, Hagen, Rathburg, Taylor, Wills

NAY:

6. CALL TO AUDIENCE

7. DIRECTOR'S REVIEW

SUMMARY: L. Fromwiller requested this discussion to take place in closed session.

V. Cole calls for closed session to begin at 5:03pm

STATEMENT: "Motion to close the closed session at 6:49pm."

MOTION: J. Taylor

SECOND: H. Wills

VOTE – *VIVA VOCE* YEA: Cole, Gault, Hagen, Rathburg, Taylor, Wills

NAY:

STATEMENT: "Motion to reconvene the open meeting at 6:49pm."

MOTION: J. Rathburg

SECOND: S. Hagen

VOTE – *VIVA VOCE* YEA: Cole, Gault, Hagen, Rathburg, Taylor, Wills

NAY:

STATEMENT: No action taken during closed session

8. PUBLIC COMMENT

9. ADJOURN

TIME: 6:51PM

**Next Meeting:
November 22, 2022
Regular Meeting 5:00 pm
Community Room**

DRAFT

Regular November 22, 2022 @5:00 p.m.

DIRECTOR REPORT

- For strategic plan item 2.4 "Establish a Quiet Study Area" We solicited two bids exploring the idea to provide closing / sliding doors on the bump outs in the Adult Services area. The bids were \$25,000 and \$30,000. Considering upcoming capital improvements (parking lot) this project will be put on hold due to funding. We do have the meeting room which is available for quiet study reservations. We are keeping watch for potential grants.
- Ms. Fran and I read stories and provided a Thanksgiving themed craft at the Mann Schoolhouse at the Old Mill on November 12th. We had 9 attendees and a lot of fun.
- I am currently working on the State Aid Report and hope to have it done by the end of December. Once that is completed, I will be revisiting the job descriptions.
- After careful consideration, Kathleen and I worked closely with our health insurance representative and chose a new health plan for qualifying employees starting on December 1st. The current plan was slated to increase by 11.74% which would have pushed it out of our budget. This new plan keeps us on budget and still provides staff with a great plan.
- I attended the Elevate Conference presented virtually by Monday.com. It was a great collection of sessions. I found the following sessions particularly interesting:
 - Maximize Efficiency- which explored busy vs productive
 - Giving and Receiving Feedback
 - Adapt a Creative Mindset to your Everyday Work
 - Monday.com in Ukraine - How Monday helped streamline important services when the war broke out.
 - Robin Sharma - Keynote speaker who asks "What is our social impact" (especially important for libraries!)
- I would like to share a lovely note we received from a Library Direct patron: "Thank you all so much for creating this program of books through the mail. I quit reading for almost 7 years due to health problems and not being able to get to the library. I hate asking people for help and this solves that problem. Thanks again". Staff did a great job getting this up and running.
- Ryan Madis, Ortonville's Village Manager, stopped in to ask for our help with materials for a Village council members book club. They are providing titles and we are working on a pathfinder for them to show what is available, and possibly purchasing items. Thank you to Dani and Rebekah for helping out with this project. A great community partnership.
- We have 10 staff and board members signed up to walk in the Christmas in the Village parade at 1pm on December 3rd. We have activity books, pencils and FOL coupons to pass out. A great way to start the holiday season.
- The policy committee reviewed the BENA policies this month. The suggested revisions are included in the packet for board approval. They have been sent to the attorney for review and we hope to have them back before the board meeting.
- In July, the Michigan Court of Claims reinstated Michigan's Improved Workforce Opportunity Wage Act and the Earned Sick Time Act. In February, this is proposed to increase Michigan's minimum wage rate to \$12/hour and expands the paid sick leave employers must provide to eligible employees. I am keeping an eye on the changes and will keep you updated.

Brandon Township Public Library

11/16/22

Check Register

Cash Basis

As of October 31, 2022

Date	Num	Name	Memo	Paid Amount
001.000 - Oxford Bank - Checking-4002112				
10/03/2022			Payroll 20	23,549.37
10/05/2022	25385	Baker and Taylor	Materials	-958.70
10/05/2022	25386	Cleaning Guy LLC	Custodial Services	-3,147.00
10/05/2022	25387	Educational Development Corp.	Materials	-65.93
10/05/2022	25388	Eleve Leadership LLC	Staff In-Service- Strength ...	-876.25
10/05/2022	25389	Foster Swift Collins & Smith	Legal Services	-67.50
10/05/2022	25390	Goyette Mechanical	HVAC Repair- Crankcase ...	-583.00
10/05/2022	25391	Hoopla	Streaming Services	-1,135.70
10/05/2022	25392	Ingram	Materials	-17.99
10/05/2022	25393	Kathleen Rocheleau	MERS Conference- Hotel,...	-445.06
10/05/2022	25394	Kristy Robinett	Program- Witches 10/25/2...	-250.00
10/05/2022	25395	MERS	Retirement	-994.81
10/05/2022	25396	Nowak & Fraus Engineers	Parking Lot- Survey 9/26/...	-2,100.00
10/05/2022	25397	Republic Services #253	Trash/Recycling Services	-255.85
10/05/2022	25398	Rosen Publishing Group	Materials	-73.80
10/05/2022	25399	T-Mobile	5 Hotspots- Monthly Charge	-154.55
10/05/2022	25400	Zultys, Inc.	Phone Leasing/Service	-606.43
10/05/2022				11,732.57
10/07/2022			Payroll 20- Salaries	-16,171.79
10/07/2022			Payroll 20- Taxes, Deducti...	-6,064.60
10/07/2022			Payroll 20- Deduction- Ret...	-1,253.17
10/07/2022			Payroll 20- Workers Comp	-59.81
10/17/2022			Payroll 21	23,423.51
10/19/2022	25401	Abel Electronics Inc.	Comm Room Panel Repair	-993.00
10/19/2022	25402	ADP Inc	Payroll Admin	-116.41
10/19/2022	25403	Alyssa Waldie	Mileage- Performers Sho...	-63.53
10/19/2022	25404	Amazon	Materials, Program Suppli...	-1,237.68
10/19/2022	25405	Ameritas Life Insurance	Vision Ins	-83.24
10/19/2022	25406	Atlas Outdoor	Groundskeeping	-792.75
10/19/2022	25407	Baker and Taylor	Materials	-1,415.73
10/19/2022	25408	Bueche's Food World	Program Supplies	-46.38
10/19/2022	25409	Charter	Internet	-329.95
10/19/2022	25410	Cheryl Gault	Email	-288.00
10/19/2022	25411	Consumers Energy	Gas/Heating Bill	-229.50
10/19/2022	25412	Delta Dental	Dental Ins	-423.49
10/19/2022	25413	Ehrlich	Pest Control	-81.36
10/19/2022	25414	Foster Swift Collins & Smith	Legal Fees	-90.00
10/19/2022	25415	Hartford Group	Life/AD&D Ins	-46.84
10/19/2022	25416	Laura Fromwiller	Staff In-Service Lunch- Es...	-200.70
10/19/2022	25417	MERS	Retirement	-994.81
10/19/2022	25418	ODP Business Solutions, LLC	Office/Maintenance Suppli...	-194.28
10/19/2022	25419	Ortonville Ace Hardware	Maintenance Supplies	-30.14
10/19/2022	25420	Rosen Publishing Group	Materials	-36.90
10/19/2022	25421	Shoreline Investment Services Inc.	Fire/Security Monitoring	-83.90
10/19/2022	25422	T-Mobile	(5) Hotspot Subscriptions	-154.55
10/19/2022	25423	The Library Network-001	Open DNS Renewal, Labels	-396.20
10/19/2022				8,279.34
10/21/2022			Payroll 21- Salaries	-16,078.96
10/21/2022			Payroll 21- Taxes, Deducti...	-6,031.67
10/21/2022			Payroll 21- Deduction- Reti...	-1,253.17
10/21/2022			Payroll 21- Workers Comp	-59.71
10/21/2022			Raising standing amount	30,000.00
10/26/2022	25424	ADP Inc	Payroll Admin	-114.85
10/26/2022	25425	Aflac	Supplemental Ins	-17.24
10/26/2022	25426	Baker and Taylor	Materials	-521.69
10/26/2022	25427	Cengage Learning	Materials	-107.96
10/26/2022	25428	DTE Energy	Electric Bill	-1,799.51
10/26/2022	25429	Frances Hotchkiss	Outreach Mileage, 1000 B...	-101.54
10/26/2022	25430	Goyette Mechanical	HVAC Repair- Compress...	-21,561.34
10/26/2022	25431	HAP	Health Ins.	-4,316.13
10/26/2022	25432	Katherine Heiny	Program- Brandon Reads ...	-48.85
10/26/2022	25433	Kathleen Rocheleau	Patio Furniture Covers	-94.97
10/26/2022	25434	Nowak & Fraus Engineers	Parking Lot Engineers- Su...	-6,300.00
10/26/2022	25435	OverDrive	E-Materials	-735.75
10/26/2022	25436	Patrick J. McCarty, CPA PLLC	Sep 2022 Reconciliation	-300.00
10/26/2022			Raise Standing Acct Amo...	36,019.83

1:35 PM

11/16/22

Cash Basis

Brandon Township Public Library

Check Register

As of October 31, 2022

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Paid Amount</u>
10/26/2022			Payroll 22	23,594.33
10/31/2022			Interest	1.83
Total 001.000 · Oxford Bank - Checking-4002112				53,546.16
TOTAL				53,546.16

Brandon Township Public Library

Balance Sheet

11/16/22

As of October 31, 2022

Accrual Basis

	<u>Oct 31, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
001.000 · Oxford Bank - Checking-4002112	56,190.31
002.000 · Oxford Bank - Savings-4002079	34,877.61
004.000 · Petty Cash	363.01
017.000 · Oakland County Investment Pool	1,271,164.75
Total Checking/Savings	<u>1,362,595.68</u>
Other Current Assets	
019.000 · Taxes Receivable	35,165.22
Total Other Current Assets	<u>35,165.22</u>
Total Current Assets	<u>1,397,760.90</u>
Fixed Assets	
130.000 · Land	171,000.00
136.000 · GASB 34 - Building and Improve	4,111,461.00
137.000 · GASB 34 - Build/Impr A/D	-2,093,458.15
146.000 · GASB 34 - Furn and Fixtures	558,856.47
147.000 · GASB 34 - Furn/Fixtures A/D	-497,266.85
150.000 · GASB 34 - Books and Materials	1,117,193.88
151.000 · GASB 34 - Books and Period A/D	-690,850.14
Total Fixed Assets	<u>2,676,936.21</u>
Other Assets	
157.000 · GASB 34 Artwork	7,537.00
Total Other Assets	<u>7,537.00</u>
TOTAL ASSETS	<u><u>4,082,234.11</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
339.000 · Deferred Revenue	35,165.22
Total Other Current Liabilities	<u>35,165.22</u>
Total Current Liabilities	<u>35,165.22</u>
Total Liabilities	<u>35,165.22</u>
Equity	
Committed Fund Balance	400,000.00
390.001 · Retained Earnings	3,294,869.02
Net Income	352,199.87
Total Equity	<u>4,047,068.89</u>
TOTAL LIABILITIES & EQUITY	<u><u>4,082,234.11</u></u>

Brandon Township Public Library Income Statement

October 2022

Ordinary Income/Expense	Oct 22	Jan - Oct 22	YTD Budget	\$ Over Budget	% of Budget
Income					
01 - Property Taxes 101-000					
402.000 - Property Taxes	0.00	1,147,055.41	1,171,764.00	-24,708.59	97.89%
411.000 - Delinquent Tax	0.00	40,284.05			
437.000 - DNR Facilities Tax	0.00	2,490.85			
Total 01 - Property Taxes 101-000	0.00	1,189,830.31	1,171,764.00	18,066.31	101.54%
03 - State Revenues 101-000					
566.000 - State Aid	0.00	15,119.80	12,000.00	3,119.80	126.0%
657.000 - Penal Fines	0.00	22,987.80	15,000.00	7,987.80	153.25%
Total 03 - State Revenues 101-000	0.00	38,107.60	27,000.00	11,107.60	141.14%
05 - Services 101-000					
642.000 - Copy/Fax	294.95	2,806.40	2,000.00	806.40	140.32%
643.000 - Library Cards	100.00	1,000.00	500.00	500.00	200.0%
667.000 - Room Rental	0.00	420.00			
Total 05 - Services 101-000	394.95	4,226.40	2,500.00	1,726.40	169.06%
06 - Fines 101-000					
659.000 - Lost and Damaged Materials	124.90	916.14	500.00	416.14	183.23%
Total 06 - Fines 101-000	124.90	916.14	500.00	416.14	183.23%
07 - Interest 101-000					
665.000 - Interest - Bank	4.75	53.74	100.00	-46.26	53.74%
669.000 - Interest - Investments	2,326.58	8,150.04	13,000.00	-4,849.96	62.69%
Total 07 - Interest 101-000	2,331.33	8,203.78	13,100.00	-4,896.22	62.62%
08 - Other Revenue 101-000					
584.000 - NEH Grant	0.00	10,000.00	10,000.00	0.00	100.0%
674.000 - Donations	154.90	327.97	500.00	-172.03	65.59%
675.000 - FOL Contribution	0.00	4,536.95	4,500.00	36.95	100.82%
677.000 - Fundraising	0.00	1,065.00			
688.000 - Miscellaneous	262.00	2,684.40			
689.000 - Cash Over and Short	0.00	0.31			
696.000 - Appropriated Fund Balance	0.00	0.00	25,000.00	-25,000.00	0.0%
Total 08 - Other Revenue 101-000	416.90	18,614.63	40,000.00	-21,385.37	46.54%
Total Income	3,268.08	1,259,898.86	1,254,864.00	5,034.86	100.4%
Gross Profit	3,268.08	1,259,898.86	1,254,864.00	5,034.86	100.4%
Expense					
09 - Staffing/Fringe Benefits 101-000					
702.000 - Salaries	44,454.66	448,704.83	600,000.00	-151,295.17	74.78%
709.000 - Payroll Taxes	3,308.26	33,668.87	42,000.00	-8,331.13	80.16%
717.000 - Employee Retirement	1,989.62	16,496.70	21,000.00	-4,503.30	78.56%
718.000 - Health Insurance	3,520.65	32,714.05	46,000.00	-13,285.95	71.12%
725.000 - Vision Insurance	67.88	769.49	1,200.00	-430.51	64.12%
726.000 - Dental Insurance	342.01	3,422.20	4,800.00	-1,377.80	71.3%
727.000 - Life Insurance +ADD	46.84	446.92	600.00	-153.08	74.49%
Total 09 - Staffing/Fringe Benefits 101-000	53,729.92	536,223.06	715,600.00	-179,376.94	74.93%

Brandon Township Public Library Income Statement

October 2022

	Oct 22	Jan - Oct 22	YTD Budget	\$ Over Budget	% of Budget
11 - Office Supplies 101-000					
752.000 - Office Supplies	309.93	2,677.03	6,500.00	-3,822.97	41.19%
790.000 - Book Materials and Supplies	121.20	2,278.46	8,000.00	-5,721.54	28.48%
851.000 - Postage	0.00	352.00	600.00	-248.00	58.67%
980.000 - Equipment and Furniture	0.00	15,283.90	10,000.00	5,283.90	152.84%
Total 11 - Office Supplies 101-000	431.13	20,591.39	25,100.00	-4,508.61	82.04%
12 - Technology 101-000					
792.000 - Hardware	993.00	13,409.95	24,000.00	-10,590.05	55.88%
802.000 - Software	584.10	8,910.46	14,000.00	-5,089.54	63.65%
804.000 - Website	0.00	570.00	800.00	-230.00	71.25%
805.000 - Email	288.00	2,812.47	2,100.00	712.47	133.93%
Total 12 - Technology 101-000	1,865.10	25,702.88	40,900.00	-15,197.12	62.84%
13 - ILS Expenses 101-000					
806.000 - ILS	0.00	5,523.00	3,500.00	2,023.00	157.8%
807.000 - Delivery	0.00	0.00	3,500.00	-3,500.00	0.0%
Total 13 - ILS Expenses 101-000	0.00	5,523.00	7,000.00	-1,477.00	78.9%
14 - Professional Services 101-000					
801.000 - Auditing	0.00	4,700.00	5,000.00	-300.00	94.0%
803.000 - Payroll Fees	201.26	2,853.14	3,500.00	-646.86	81.52%
808.000 - Vetting	0.00	632.28	1,000.00	-367.72	63.23%
809.000 - Copiers	0.00	4,258.24	6,000.00	-1,741.76	70.97%
810.000 - Attorney Fees	157.50	4,035.00	8,500.00	-4,465.00	47.47%
812.000 - Accountant Fees	300.00	3,050.00	4,000.00	-950.00	76.25%
933.000 - IT Contract	0.00	17,850.00	17,000.00	850.00	105.0%
Total 14 - Professional Services 101-000	658.76	37,378.66	45,000.00	-7,621.34	83.06%
15 - Staff & Board Expenses 101-000					
910.000 - Staff Training	0.00	591.54	2,000.00	-1,408.46	29.58%
910.001 - Staff Memberships	0.00	1,187.00	600.00	587.00	197.83%
911.000 - Conferences	240.08	1,089.08	2,000.00	-910.92	54.45%
915.000 - Board Training	0.00	510.00	300.00	210.00	170.0%
915.001 - Institutional Memberships	0.00	1,272.99	1,400.00	-127.01	90.93%
915.002 - Mileage Reimbursement	310.05	550.68	2,000.00	-1,449.32	27.53%
915.010 - Board Membership	0.00	0.00	200.00	-200.00	0.0%
916.000 - Staff In-Service	1,147.42	1,147.42	1,500.00	-352.58	76.5%
Total 15 - Staff & Board Expenses 101-000	1,697.55	6,348.71	10,000.00	-3,651.29	63.49%
16 - Organization Insurance 101-000					
710.000 - Unemployment Compensation	0.00	0.00	5,000.00	-5,000.00	0.0%
728.000 - Workers Compensation	149.52	1,599.60	2,800.00	-1,200.40	57.13%
840.000 - Property/Liability Insurance	0.00	13,643.50	17,000.00	-3,356.50	80.26%
Total 16 - Organization Insurance 101-000	149.52	15,243.10	24,800.00	-9,556.90	61.46%
17 - Community Relations 101-000					
880.000 - Promotions	0.00	4,876.40	6,000.00	-1,123.60	81.27%
880.001 - Programming	468.24	5,646.16	8,000.00	-2,353.84	70.58%
880.004 - Newsletter	0.00	13,383.80	20,000.00	-6,616.20	66.92%

Brandon Township Public Library Income Statement

October 2022

	Oct 22	Jan - Oct 22	YTD Budget	\$ Over Budget	% of Budget
880.005 · Outreach	0.00	557.96	600.00	-42.04	92.99%
880.007 · FOL Contributions	0.00	6,500.00	4,500.00	2,000.00	144.44%
880.009 · NEH Grant	0.00	10,000.00	10,000.00	0.00	100.0%
880.010 · Save the Children Grant	131.40	-39.26			
Total 17 · Community Relations 101-000	599.64	40,925.06	49,100.00	-8,174.94	83.35%
18 · Public Utilities 101-000					
850.000 · Telephone	606.43	6,136.48	8,500.00	-2,363.52	72.19%
850.001 · Internet	329.95	3,279.50	4,000.00	-720.50	81.99%
919.000 · Waste and Recycling	255.85	2,503.61	2,000.00	503.61	125.18%
920.000 · Electric	1,799.51	21,642.31	32,000.00	-10,357.69	67.63%
921.000 · Gas	229.50	8,723.94	12,500.00	-3,776.06	69.79%
Total 18 · Public Utilities 101-000	3,221.24	42,285.84	59,000.00	-16,714.16	71.67%
19 · Facilities 101-000					
753.000 · Custodial and Maint. Supplies	211.95	2,915.60	6,500.00	-3,584.40	44.86%
816.000 · Window Cleaning	0.00	1,000.00	1,200.00	-200.00	83.33%
818.000 · Carpet Cleaning	0.00	0.00	1,400.00	-1,400.00	0.0%
820.000 · Security/Fire Systems	83.90	839.00	1,200.00	-361.00	69.92%
824.000 · Custodial Services	3,147.00	28,323.00	50,000.00	-21,677.00	56.65%
826.000 · HVAC	22,144.34	27,775.01	10,000.00	17,775.01	277.75%
827.000 · Septic	0.00	5,700.00	5,000.00	700.00	114.0%
828.000 · Water Purification	0.00	150.00	500.00	-350.00	30.0%
930.000 · Groundskeeping	792.75	10,037.67	9,000.00	1,037.67	111.53%
930.001 · Snow Plowing	0.00	10,466.68	16,000.00	-5,533.32	65.42%
931.000 · Repairs and Maintenance	81.36	3,192.41	28,000.00	-24,807.59	11.4%
932.000 · Paking Lot Engineer	8,400.00	8,400.00	25,000.00	-16,600.00	33.6%
Total 19 · Facilities 101-000	34,861.30	98,799.37	153,800.00	-55,000.63	64.24%
20 · Administrative Expenses 101-000					
960.000 · Bank/Credit Card Fees	221.69	1,687.86	1,800.00	-112.14	93.77%
Total 20 · Administrative Expenses 101-000	221.69	1,687.86	1,800.00	-112.14	93.77%
23 · Materials 101-000					
790.001 · Adult Fiction	1,113.14	13,844.68	16,000.00	-2,155.32	86.53%
790.002 · Adult Non-Fiction	716.81	9,038.45	10,000.00	-961.55	90.39%
790.003 · Reference	47.45	203.42	400.00	-196.58	50.86%
790.004 · Juvenile	777.19	14,958.61	18,000.00	-3,041.39	83.1%
790.005 · Young Adult	274.44	3,847.81	5,000.00	-1,152.19	76.96%
790.006 · E-Books	735.75	14,791.02	21,500.00	-6,708.98	68.8%
790.007 · Print Periodicals	0.00	360.97	4,000.00	-3,639.03	9.02%
790.008 · Databases	1,135.70	30,103.51	27,000.00	3,103.51	111.49%
790.009 · Audio Books	449.79	3,722.36	5,000.00	-1,277.64	74.45%
790.011 · DVD Adult	502.01	4,700.47	7,500.00	-2,799.53	62.67%
790.012 · DVD Juvenile	145.72	1,329.88	1,600.00	-270.12	83.12%
Total 23 · Materials 101-000	5,898.00	96,901.18	116,000.00	-19,098.82	83.54%
27 · Contingencies 101-000					
941.000 · Contingencies	0.00	0.00	6,764.00	-6,764.00	0.0%

Brandon Township Public Library Income Statement

October 2022

	Oct 22	Jan - Oct 22	YTD Budget	\$ Over Budget	% of Budget
Total 27 - Contingencies101-000	0.00	0.00	6,764.00	-6,764.00	0.0%
Total Expense	103,333.85	927,610.11	1,254,864.00	-327,253.89	73.92%
Net Ordinary Income	-100,065.77	332,288.75	0.00	332,288.75	100.0%
Net Income	-100,065.77	332,288.75	0.00	332,288.75	100.0%

Positions and Standards Policy

Policy Statement

The library organizes employees into ~~positions and~~ classifications to determine job requirements, duties, and supervisory ~~relationships~~ positions.

Regulations

1. Classifications are determined by a written job description
 - A. A job description gives the employee a definition of his/her place within the library organization.
 - B. It defines areas of responsibility and accountability based on the jobs to be performed.
 - C. All job descriptions are approved by the library board.
- ~~2. Job descriptions and an organizational chart are available in the emergency binder.~~
2. Job classifications:
 - A. Library Director
 - B. Department Manager
 - C. Librarian
 - D. Library Associate
 - E. Administrative Assistant
 - F. Administrative Clerk
 - G. Library Assistant
 - H. Custodian
 - I. Shelver
 - J. Building Monitor

~~Approved: 10/25/2022~~

Workers' Compensation Insurance Policy

Policy Statement

The library purchases workers' compensation insurance in compliance with Michigan law.

Regulations

1. Employees, as defined under the Michigan Worker's Disability Compensation Act, are covered by the library's workers' compensation insurance policy while employed by the library **at no cost to the employee**. The policy covers employees in the event of work related injury or illness. Whether the injury or illness is work related or compensable is determined pursuant to the Michigan Worker's Disability Compensation Act. The policy provides certain wage loss benefits for time lost from work and the cost of medical treatment in accordance with state law. This protection starts on the day the employee begins work. All work-related injuries or illness, **no matter how slight**, must be immediately reported to the employee's supervisor.
2. An employee, injured on the job, requiring medical attention with a professional immediately following the injury, will be paid through the end of the scheduled work day on the date of injury. An employee may use sick leave time, if available, for subsequent follow-up medical treatment.
3. **An employee should alert management to any condition that could lead to or contribute to an injury or illness.**
4. **Consistent with applicable state law, failure to report an injury within a reasonable period of time could jeopardize an employee's claim.**
5. Employees with questions about workers' compensation benefits should contact administration.
6. Volunteers, trustees, and members of the public are not covered under the library's workers' compensation insurance.

99999:ABIRACH:4544470-1

DRAFT Approved: 12/16/2019

Brandon Township Public Library Board of Trustees
Personnel Policies and Guidelines Manual

Workers' Compensation Insurance Guidelines

Procedures

1. Any employee injured on the job should seek medical care as appropriate, which may include calling 911.
2. When injured, the injured employee should immediately report the injury to the employee's supervisor and the library director. The injured employee should complete an *Employee Injury Form* (BENA-1). The form is located on the O Drive. The employee's supervisor should complete the form in the event the injured employee is incapacitated from doing so.
3. The library director or administration should contact the library's workers' compensation carrier to initiate a claim. The workers' compensation carrier will file the Employer's Basic Report of Injury- Form 100 and notify the State of Michigan in cases of disability extending beyond seven (7) consecutive days, not including the date of injury, death or specific loss.
4. An adjustor will be assigned by the workers' compensation carrier to the claim and will provide the library director with a claim number and bill submission information.

99999:ABIRACH:4544489-1

DRAFT Approved: 12/16/2019

Brandon Township Public Library Board of Trustees
Personnel Policies and Guidelines Manual

Employee Injury Form

Date of incident: _____ Time of incident: _____

Name of employee injured: _____

Location: _____

What was the employee doing just before the incident occurred? _

How did the injury occur? _____

Describe the nature of the injury: _____

What object or substance directly harmed the employee? _____

Did the employee lose consciousness? _____ If so, for how long?

Part of body directly affected: _____

Was the employee treated in an emergency or outpatient facility?

Yes No

Was the employee hospitalized overnight as an in-patient?

Yes No

Where was treatment given? _____

Action taken/help offered:

If 911 called, how long did it take for help to arrive? _____

Witnesses' names and phone numbers: _____

Police report number (or attach report): _____

DRAFT Approved: 12/16/2019

Brandon Township Public Library Board of Trustees

Personnel Policies and Guidelines Manual

Name of employee completing form: _____

Date: _____

Send completed form to the library director.

99999:ABIRACH:4540255-1

DRAFT

Deferred Compensation Policy

Policy Statement

The library encourages employees to put aside pre- or post-tax savings for retirement and offers an optional MERS 457(b) deferred compensation plan.

Regulations

1. The library shall not contribute funds towards the plan.
2. Information about the plan is available from Administration or visit www.mersofmich.com.
3. Participation is completely voluntary for the employee.

FOL Report

November 7, 2022

1. Website to pay dues on-line should be up and running very soon. December for sure. Dues will remain at \$10 per person, \$50 per business. Once your individual dues are paid, you receive coupons to purchase 10 items at the bookstore.
2. Current balance is \$15,968.96. January 1, the FOL will pay the library \$6000 for 2023. A budget for 2023 was set, and will be voted upon in December.
3. Kids garden instrument is still being considered. There will be a meeting in December.
4. Silent Auction baskets are coming in for the Christmas raffle. This will be advertised in The Citizen.
5. A presentation was made by the Four County Community Foundation for the Imagination Library founded by Dolly Parton. It was passed to sponsor 2 children at \$300 for 5 years. Shauna Quick has signed up 57 children so far from our library.
6. The FOL will donate coupons to be attached to candy canes for handing out at the Christmas Parade in the village.
7. Nominations were set for officers for 2023. Voting will take place next month.

Regular November 22, 2022 @5:00 p.m.

STAFF REPORTS

Managers:

Sara

- Working on the final book and adult dvd orders for the year.
- Attended 2 webinars; Revise. Refocus. Reshape. A Candid Conversation on Collection Development and The Fundamentals of Email Marketing for Nonprofits
- Virtually attend Library Journal's Day of Dialog; an all-day program of speakers and vendors
- We have 3 homebound patrons enrolled at this time. We are learning a lot about what works and what doesn't.
- Read the Brandon Reads book "Early Morning Riser" (was not a big fan).
- Trained our Michigan works intern who is doing various jobs around the library including helping Fran with crafts, cleaning and inspecting DVDs, etc.

Alyssa

- I attended the MLA Annual Conference for one day where I attended three sessions: one on bridging the humility gap and becoming a better manager/coworker, one on becoming a coordinator location for VA resources, and one on innovative item collections in libraries. The last two sessions were wonderful and I have already contacted the presenters for guidance on projects for our library.
- Since attending MLA in October, I have met with the Community Engagement & Partnership Coordinator from the Detroit VA Hospital to discuss the library becoming a coordinator location. She will be dropping off a box of toolkits on Nov 19th which will include pamphlets with information and resources for community members who have served, as well as their families. The toolkits will also include a variety of promotional items that are branded with the VA suicide hotline information. We also discussed having someone from the VA come out and provide two different programs on benefits available to veterans and PTSD. These probably wouldn't occur until summer.
- On October 25th I hosted the adult program, History, Mystery, & the Magic of Witches. It was the perfect program to get people feeling spooky and ready for Halloween; we had 45 people in attendance. Thank-you again for being flexible and holding your October meeting a little early, making this program possible!
- I completed my Winter 22/23 Amazon cart, as well as my Spring 23 budget.
- I assisted Paige in completing our Winter 22/23 newsletter, which will be mailed to our community the week of Thanksgiving.
- All winter programs are now on our website's event calendar. Registration opens at 9am on Thursday, November 19th.

Regular November 22, 2022 @5:00 p.m.

STAFF REPORTS

- I attended a meeting at the Village Office to discuss Christmas in the Village. Library staff and board members will be walking in the parade and our youth programs that day (story time & LEGO) will be holiday themed.
- I watched a NoveList Plus webinar that recapped all of the amazing readers advisory tools that are available for library staff. I also learned about their new Explore pages and how they can be used for programming and display ideas.
- We had our final college planning program, A Parent's Guide to Pay for College, on November 9th. We had 8 people in attendance.
- On November 15th, I hosted the youth program Board Games from Around the World.

Shauna

- Submitted the National Endowment of the Humanities Grant Final Report on October 28 with Alyssa's help. Alyssa and I attended their celebration wrap-up meeting on 11/7. Two grants officially completed for Brandon Library in 2022.
- Setting up the Friends of the Library's membership links and donate button for Giving Tuesday on our website.
- Teaching a pie crust program on November 17.
- Attended Michigan Library Association Annual Conference for a day. I took two marketing-based sessions where I learned about trends in email marketing reaching patrons, targeting messages for social media, and non-user ideas. Another session I took was based on strategic planning and how it is trending with less goals and a shorter timespan (1-3 years instead of 3-5).
- Compiled some data for the State Aid report.
- Working with the Four County Community Foundation Dolly Parton Imagination Library Committee. Many thanks to Fran for getting local community information for me to pass along and encouraging our preschools to sign up.
- Hosted Brandon Reads Author Talk Ice Cream program with Dani. We had some great discussions!

Public Services:

Anya

- This month I had my final tarot club, and board member Cheryl attended! Thanks for coming, Cheryl, I enjoyed the reading and conversation.
- Rebekah, Jesse, Alyssa, and I met to discuss ideas for the PR video. As I will be the one editing the final product together, I am happy to follow the lead and ideas of the rest of the team.

Regular November 22, 2022 @5:00 p.m.

STAFF REPORTS

- I have finished editing and scheduling Fran's Storytime videos for the rest of the year. Everything is scheduled to post and ready to go. Fran always makes it very easy for me to edit her videos and schedule them, thanks Fran!
- I edited and posted Paige's Book Talk, I hope you all got a chance to give it a watch. I also edited and scheduled Jesse's Book Talk, so look for that one soon as well. Next month will be my review, so get ready for that! I have yet to choose a title, but I will be sure to make my review as thrilling and engaging as possible.
- Like the rest of PS staff, I am working on programming for the spring. All of my programs are arts and crafts, which I think is going to be a lot of fun and will be a good draw for the community. Despite a lackluster turnout for my teen programs this fall, I think the crafts will do better this winter and spring. I will, of course, keep you all posted. Particularly, I am really looking forward to our knitting/crocheting club that will be starting this winter and continuing into the spring.
- I've been in touch with a guest speaker from the DIA about doing a DIA talk at the library this summer. He's been very accommodating. His talk is called "Let Me Tell You A Story" and is about how artists throughout the ages have used their artwork to tell stories, which I think will be a great fit for the library. This will be an in-person event.
- Put up and subsequently took down my Shooting Star Art display! It did really well, our wall behind the youth desk was covered in colorful shooting stars from the kids! Thank you to everyone on staff who helped me with this display.
- Happy Native American Heritage Month!

Danielle

- I'm working on the final book orders of the year. I've been working hard to try to spend absolutely as much of the budget as possible without going over, so fingers crossed! I think there have been some great titles added to the collection recently, so hopefully they will help keep our patrons entertained during the cold winter months.
- We're already planning our Spring programs. Besides continuing my story times, I'm going to be doing a Family Movie Night monthly program, a youth craft program where they get to make and decorate their own journals, and hosting presenter Andrew Kercher for another presentation. He did such a great job the last time he presented here, so I'm glad we were able to get him back again.
- Storytime with Dani this month had 3 families, and we had a lot of fun reading some robot books. The families seemed excited to hear that Storytime with Dani will now be twice a month going forward.
- Public Services all watched the NoveList webinar this month, which highlighted a lot of the cool features and resources that NoveList has available for use. There were a lot of cool things that I didn't know about NoveList, so I'm definitely going to be keeping them in mind when it comes to reader's advisory in the future.

Regular November 22, 2022 @5:00 p.m.

STAFF REPORTS

- This month wrapped up our first community read. Brandon Reads did very well, especially for our first attempt at the project. We had two successful programs, including our author visit with Katherine Heiny. She was particularly impressed by the fact that everyone who attended the program had read the book and were so active in the discussion! Many patrons expressed interest in participating again, so fingers crossed that next year's Brandon Reads will go even better.
- I've watched two Booklist Spring Preview webinars this month. These are really helpful at showing upcoming releases, especially some that might be likely to be missed when ordering. There are a lot of really interesting titles coming out this spring. I also watched the booklist webinar Graphic Novels for All, which gave a bunch of cool graphic novel and manga titles. Lots of great stuff will be coming out in the next few months.

Fran

- October was another very busy month. I did 124 outreach story times with a total attendance of 699; six classes walked over from the schools for an in-person story time with a total attendance of 124. The children enjoy being able to check out books. The teachers loved me doing their story time in the small Story Time Room in the youth department! Some of the students have social and emotional needs and the child friendly room is very beneficial. My Reading and Rhythm classes were very well attended with a total attendance of 399, four Books Before Bedtime with 51 in attendance, one Super Saturday with 22, one Super Build Lego club with 15 and a special Day of the Dead Fun with Spanish with 20 in attendance. I had Kasey Rondo from Twisting Smiles Balloons donate her time and supplies making a special balloon animal for each child attending Super Saturday. That was a big surprise and the children loved it! It was a joy telling stories at the Mann School House with Laura. We had fun with 11 children and parents in October and nine in November. We completed the four-week session of Parenting with Love and Logic with a total attendance of 75. The parents were very appreciative of all of the new skills they learned and they received a certificate.
- I always enjoy decorating the Youth Department for the holidays. I brought in all of my favorite decorations and made two colorful eye-catching displays for Thanksgiving. Thankful for Good Books! And November is Native American Heritage Month. Thank you to Paige for helping me create my posters. I also emailed Penguin Random House to receive a free "Celebrate Indigenous Stories" poster, it is beautiful.
- My nine Story Time Videos and one adult Book Talk on BTPL's Facebook page received a total of 3,621 total views. I receive a lot of positive feedback from the community on how much they enjoy the stories and songs. Thank you to Anya for her hard work on posting these videos.

Regular November 22, 2022 @5:00 p.m.

STAFF REPORTS

- It was fun to see the statistics for Dial-a-Story increase after my promotion of dedicating stories to Andrea Swoyer's class and the four kindergarten classes. This month I recorded three Thanksgiving stories and dedicated them to the three kindergarten classes at Oakwood Elementary. Line #1 is *How to Catch a Turkey* by Adam Wallace and Andy Elkerston; line #2 is *Who Will Carve the Turkey This Thanksgiving* by Jerry Pallotta, and line #3 is *Dino-Thanksgiving* by Lisa Wheeler. I can't wait to see the statistics for November. I am hoping for an increase in callers. Thank you Jesse for all of your hard work on this service for our library!
- I created a promotional PowerPoint presentation to promote my Battle of the Books Competition for 2023. This will be the first time I get to host this fun program again since COVID. It is always a very popular program that encourages teamwork and creativity.
- It is an honor every year to judge the VFW's Patriot's Pen Essay contest. There were 18 entries this year. The theme was "My Pledge to Veterans". After reading them at least four times I was able to choose the top four essays. They do receive a monetary prize and their essays will be entered into the District competition. I will be attending the Award Ceremony in December.

Jesse

- Began work on the PR video. Met with Alyssa, Anya, and Rebekah to go over ideas
- I had a genealogy club meeting earlier this month. We're still going strong! We have a member who moved to Massachusetts but still joins the Zoom. Talk about dedication!
- I did the stats again this month. Fran's Dial-a-Story strategy worked! We jumped from 14 to 33 calls! Hopefully we get even more for the holidays.
- Speaking of Dial-a-Story, we are doing good with readers! Anya does a fantastic job every month and Fran continues to do a stellar job.
- I have a very fun and popular Lego club program. Last month we tried to build enough ships to catch Captain Hook. The children really enjoy it.
- I continue to make the eNewsletter and do a Weekly Update email for all staff at the beginning of each week.
- I read *The Mountain in the Sea* for my book talk video. I look forward to seeing it posted on Facebook.
- I hosted Larry Martin and a viewing of his interview with Fred Bahlau, a WWII veteran who was a part of the 101st airborne. We had good attendance and Larry brought a lot of cool memorabilia with him.

Paige

- October and November are program-heavy for me. I held the Cauldron of Clay club where 12 kids created a Halloween monster each Thursday of the month, and it was a real treasure of a program for me and the children. In November, I have my Stimulation

Regular November 22, 2022 @5:00 p.m.

STAFF REPORTS

Stations (activities for the 5 senses) program and Beautiful Bookmarks (crafting with wooden bookmarks) programs.

- We have planned and budgeted our winter and spring programs, and I am feeling both accomplished and excited about these programs already.
- I created the graphics for winter programs and I'm starting up on the spring programs now.
- Alyssa and I finished working on the newsletter. She is always a lot of help on this project and it is always much appreciated.
- Brandon Reads has completed. My biggest portion of the project was communicating with the author of our Brandon Reads book title, Katherine Heiny. It felt special to take on this task!
- I read the book Either/Or by Elif Batuman for my book talk video on Facebook. I recommend the book! Anya edited the video, so thank you to Anya. I have been working on the rest of our Facebook posts and have been sharing our programs through various Ortonville-based Facebook groups.
- Rebekah and I have been hard at work putting the final touches on the Teen Advisory Board before we have our first meeting (in Late November or Early December). We are having more and more success recruiting students each week. I think I can speak for both of us when I say we're really proud of how this little committee of ours is turning out.
- Lastly, I created a display in the youth department with a cooking theme to complement Fran's Thanksgiving book display.

Rebekah

- Paige and I have slowly been putting together the TAB group, we are at 5 members! Very exciting to finally have a group of people willing to spend some of their time at the library. I have sent out emails and called a few to find a time. If you know of any local teens, let them know our meetings will be on Tuesdays from 4-5, the third week of the month.
- I worked with Shauna and Denise to make the pyramid display for the month of November, it is pie themed. I helped with creating some of the decorations and the pie recipes. I am hoping we get more votes and maybe even a patron telling us about a pie recipe they tried.
- My one program that is STEM related, Maker Mondays, has been a great hit. At our second event, I had a kid tell me about the plant we made in the first session. It was very rewarding to hear him talk about that. This time we made bouncy balls and oobleck. It was messy but the bouncy balls were a big hit, even some of the adults were getting into it!
- I am very excited for the spring programs I am planning, most notably my two different book clubs. I am hoping that I will get a good group of patrons and maybe even make

Regular November 22, 2022 @5:00 p.m.

STAFF REPORTS

this something that continues after the spring. We will be focusing on Joanne Fluke books and enjoying the treat that we read about, so if you know any adults interested in that, please share! I also have another book club for parents & their children so I will be hoping that's a hit too.

- A few of us are working on a PR video that will promote the library in many different ways. We are still figuring out what it will look like and creating a list of everything this great library has to offer. Listing everything out that we do on the daily really makes us realize how much we do for patrons and maybe not even notice it.
- I have been putting together a few different flyers of our programs and I am shocked and impressed with all of us in PS. Despite December being a regularly slow month, we have 5 more programs for the whole winter quarter than we did for fall (**for onetime events: 28 & 23**). Each of them sounds very fun and interesting and I hope all of our patrons and community members take advantage of them!
- Instagram has been doing okay. We are up to 441 followers, which is a lot since I took it over. Despite not getting a lot of likes, we do reach a lot of people in terms of how many people are seeing our content and that is at least a little bit of good news!



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MICHIGAN HOUSE OF REPRESENTATIVES

JOHN REILLY
STATE REPRESENTATIVE

COMMITTEES:
COMMUNICATIONS
AND TECHNOLOGY
OVERSIGHT
ENERGY
FINANCIAL SERVICES

October 18, 2022

Dear Fran Hotchkiss:

I write to offer congratulations for receiving the honor of the 2022 Citizen of the Year.

I am very grateful for the work you've done for the library and all the outreach you have done to impact your community. 47 years is a considerable amount of time to pour back into your town and I applaud you for your dedication to the people of Brandon Township. Reading is a powerful tool, and I am so glad you have been able to pass that along to Brandon's youth.

Thank you again Fran for all you do in this community. I am proud to be your State Representative. Please do not hesitate to reach out to my office at 517-373-1798 on any issue.

With every good wish,

Representative John Reilly



CONGRESS OF THE UNITED STATES
HOUSE OF REPRESENTATIVES
WASHINGTON, D.C. 20515

October 29, 2022

Ms. Fran Hotchkiss
Director, Brandon Township Library
304 South Street
Ortonville, MI 48462

Ms. Hotchkiss, *Fran*:

I want to congratulate you on being named the 2022 Citizen of the Year by The Citizen newspaper. I can certainly see why you were selected for this honor, given your 47 years with the Brandon Township Library and your continued dedication to childrens' literacy, outreach, and community building. *!!*

I have had the opportunity to visit many libraries around the 8th Congressional District and I am so very proud of the work our librarians do to keep the community connected, and to engage readers and patrons of all ages. Our libraries are such special places because of the incredible people behind them. Thank you for being part of such a critical community resource for so many years, and congratulations again on this honor. I'm very proud to represent you in Washington, D.C.!

Best wishes,

Congresswoman Elissa Slotkin

*So impressive!
Thanks for all you do!*

2022 Library Statistics

		Sep-22	Oct-22	Nov-22	2022 Totals
Check Outs	Renewals	600	752		6519
	Auto-Renewals	1754	1833		19247
	Checkouts	4734	4608		48891
	Total Circulation	7088	7193		74567
MeL ILL	Borrowed	363	251		2850
	Lent	258	245		2679
Patrons	New Patrons	106	81		703
	Total Current Patrons	5591	5583		
Collection Totals	Consortium Electronic Items Added	1984	1764		25899
	Brandon Electronic Items Added	12	19		388
	Physical Items Added	501	411		4438
	Physical Collection Total	49855	49810		
Revenue	Friends	\$ -	\$ -		\$ -
	Library	\$ 855.74	\$ 936.75		\$ 12,219.29
Door Count		3006	3359		30396
Reference/Readers Advisory		648	559		3976
Programs	Adult Sessions	4	6		31
	Adult Attendance	58	144		665
	Teen Sessions	2	5		33
	Teen Attendance	3	11		76
	Juvenile Sessions	17	38		249
	Juvenile Attendance	319	730		4536
	General Sessions	2	6		162
	General Attendance	37	97		736
	Total Sessions	25	56		472
	Total Attendance	417	982		6017
Virtual Programs	Live Sessions	2	1		27
	Live Attendance	17	6		179
	Recorded Sessions	7	9		53
	Recorded Total # of Views	3240	3287		23043
	Live to Recorded Sessions				1
	Live to Recorded Attendance				65
	Total Sessions	9	10		80
Total Attendance	3257	3293		23283	
Outreach	Inreach Sessions		6		6
	Inreach Attendance		124		124
	Outreach Sessions	26	30		270
	Outreach Attendance	551	699		6956
	Total Sessions	26	36		276
Total Attendance	551	836		7093	
Room Use	Meeting Room	31	19		154
	Study Room				0
	Community Room	6	5		39
	Youth Craft Room				0
Internet Logins	Library Computers	200	205		1657
	Wireless	583	554		4220
eResources	Ancestry Searches	50	17		518
	AtoZ World Food Sessions	0	x		4
	AtoZ World Travel Sessions	0	x		2
	Creativebug Users	2	1		29
	Dial-a-Story Users	14	33		274
	Hoopla Circulations	541	572		5841
	Hoopla Users	135	129		1205
	Mango Sessions	18	1		205
	Overdrive Checkouts	1763	1751		18031
	Overdrive Users	320	327		3128
Scholastic Teachables Sessions	22	1		130	
Website Sessions*		2866	2670		29344