1. Call to Order

2. Pledge of Allegiance

3. Roll Call

4. Approval of the Agenda

5. Approval of the Minutes, February 27, 2024

6. Call to Audience

7. Director’s Report

   7.1. Door Count Report

8. Trustee Reports

9. Financial Officer’s Report

   9.1. Review Check Register as of February 29, 2024

   9.2. Review Balance Sheet (Accrual Basis) as of February 29, 2024

   9.3. Review Income Statement as of February 29, 2024

   9.4. Approve Expenses Paid for February 2024  Action Item

10. Committee Reports

    10.1. Ad-Hoc Trustee Recruitment (Hagen, Rathburg, Taylor, Fromwiller)

    10.2. Ad-Hoc Board Training (Taylor, Rathburg, Quick)

    10.3. Policies (Cole, Rathburg, Hagen)

       10.3.1. Confidentiality Policy  Action Item
10.3.2. Photo Weeding Policy and Photo Weeding Guide—RESCIND Action Item

10.3.3. Social Media Policy

10.3.4. Photo/Video/Audio Release Form

10.4. Finance (Gault, Taylor, Wills)

10.4.1. Purchase Approval Action Item

10.5. Ad-Hoc Bylaw (Hagen, Taylor)

10.5.1. Board Bylaw Review

11. Communication

12. Unfinished Business

12.1. Study Room Doors Action Item

13. New Business

13.1. Strategic Plan Update

13.2. Job Description – Library Director Action Item

13.3. Copier Contract Action Item

14. Staff Reports

14.1. Library Statistics

15. Calendar Review – April – Approve Audit Start Board Evaluation

16. Public Comment

17. On Hold

18. Items for Next Agenda

19. Adjourn

Next Regular Meeting:
April 23, 2024 @ 5:00pm
Community Room
304 South St
Ortonville, MI 48462
BRANDON TOWNSHIP PUBLIC LIBRARY
Regular Meeting February 27, 2024 at 5:00 p.m.
Community Room
304 South Street
Ortonville, MI 48462

1. CALL TO ORDER
   TIME: 5:00 PM

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL
   NAME: Cole   ☒
   NAME: Gault   ☒
   NAME: Hagen   ☒
   NAME: Rathburg   ☒
   NAME: Taylor   ☒
   NAME: Wills   ☒
   ABSENT: ☐
   ABSENT W/ NOTICE: ☐

4. APPROVAL OF THE AGENDA

5. APPROVAL OF THE MINUTES
   DATE: January 31, 2024
   STATEMENT: “Motion to remove comments in Section 6 and 16, and to replace the word "maintenance" with "replacement" in Section 10.4.
   MOTION: J. TAYLOR                                             SECOND: H. WILLS
   VOTE – VIVA VOCE     YEA: 6                                NAY: 0

6. CALL TO AUDIENCE

7. DIRECTOR’S REPORT

8. TRUSTEE REPORTS

9. FINANCIAL OFFICER’S REPORT
   9.1. Review Check Register as of January 31, 2024
   9.2. Review Balance Sheet (Accrual Basis) as of January 31, 2024
   9.3. Review Income Statement as of January 31, 2024
   9.4. Approve Expenses Paid for January 2024
   STATEMENT: “Motion to approve expenses for the month of January for $109,264.24
   MOTION: J. TAYLOR                                             SECOND: H. WILLS
   VOTE – VIVA VOCE     YEA: Cole, Gault, Hagen, Rathburg, Taylor, Wills
   NAY: 0

10. COMMITTEE REPORTS
10.1. Ad-Hoc Trustee Recruitment- Open House (Hagen, Rathburg, Taylor, Fromwiller)
10.2. Ad-Hoc Board Training (Taylor, Rathburg, Quick)
10.3. Policies (Cole, Rathburg, Hagen)
  10.3.1. Confidentiality Policy
10.4. Finance (Gault, Taylor, Wills)
  10.4.1. Purchase Approval
  
  STATEMENT: “Motion to table the vote until next month”
  
  MOTION: J. TAYLOR  SECOND: C. GAULT
  VOTE – VIVA VOCE  YEA: 6  NAY: 0

11. COMMUNICATION

12. UNFINISHED BUSINESS

13. NEW BUSINESS
  13.1. Board Bylaw Review
  13.2. Job Descriptions: Public Services Manager
  
  STATEMENT: “Motion to approve as amended”
  
  MOTION: C. GAULT  SECOND: H. WILLS
  VOTE – VIVA VOCE  YEA: 6  NAY: 0
  
  13.3. Director Evaluation - Closed session requested
  
  STATEMENT: “Motion to close the meeting to go into Closed Session at 5:52PM”
  
  MOTION: H. WILLS  SECOND: J. TAYLOR
  VOTE – VIVA VOCE  YEA: 6  NAY: 0
  STATEMENT: “Motion to open the meeting from Closed Session at 7:07 PM”
  
  MOTION: C. GAULT  SECOND: H. WILLS
  VOTE – VIVA VOCE  YEA: 6  NAY: 0
  STATEMENT: “Motion to approve the outcome of the Closed Session”
  
  MOTION: C. GAULT  SECOND: H. WILLS
  VOTE – VIVA VOCE  YEA: 6  NAY: 0
  
  13.4. Request extended library hours (3 hours) on May 4th for the Garage Sale and July 26th (3 hours) for a teen program
  
  STATEMENT: “Motion to approve the request for extended Library hours”
  
  MOTION: H. WILLS  SECOND: J. TAYLOR
  VOTE – VIVA VOCE  YEA: 6  NAY: 0

14. STAFF REPORTS
  14.1 Library Statistics

15. CALENDAR REVIEW-MARCH-STRATEGIC PLAN UPDATE

16. PUBLIC COMMENT

17. ON HOLD

18. ITEMS FOR NEXT AGENDA
  
  • By Laws
• Board Training with the Director
• Review New Minutes
• Strategic Plan Update
• Calendar Review
  • Patron usage
• Confidentiality Policy
• Server Purchase

19. ADJOURN
TIME: 7:27 PM

Next Regular Meeting:
March 26, 2024 @ 5:00 pm
Community Room
304 South Street
Ortonville, MI 48462
I met with each staff member to go over their 2023 evaluation and 2024 goals. I enjoy meeting one-on-one to discuss what is working and what is not, whether it be in their position, department, or the library as a whole. They had a lot of good ideas the managers and I are working on. One example is a staff member who wished we had photo editing software to use for social media posts and fliers. I looked into it and it was only $30, so it was purchased and will be installed.

The TLN (The Library Network) Workplace Climate Survey Committee met on 2/29 to go over some initial survey questions. Members offered critiques and suggestions for edits. The survey was created by the University of Michigan for TLN to distribute to partnering libraries to gauge staff satisfaction. Unfortunately, we will not get data for our specific library, but by class size. We meet again on March 28th.

I attended two great educational opportunities this month. “Making Meaningful DEI Changes” which resulted in revising our Library Card Application to include “Preferred Name” in addition to “Legal Name” I also learned some ideas to include in achieving our strategic plan goals. The “Customer Centricity” webinar discussed staff as the “Internal Customer” and gave tips on discovering how to monitor staff satisfaction and find gaps in training.

On March 6th we had our Trustee Open House that went very well. All trustees were in attendance and the audience had some good questions and received informative, honest answers. The tour and cookies were a nice addition.

I was honored to be invited to represent the library alongside Ms. Fran at the BGYA (Brandon Groveland Youth Assistance) breakfast on 3/7. This organization is such an asset to the community. The speaker was Scott Hamilton, manager and judicial support for the 6th Judicial Circuit Court Family Division who talked about the changes in the legal system to include 18-year-old youth as minors, so BGYA will be even busier. The Library currently hosts their monthly board meetings, and Love and Logic Parenting Class, and we will continue to support them in any way we can.

When the parking lot was completed last year, Allied Construction informed us the lot would need to be sealed and re-striped this spring. I am working on getting quotes to be sure we protect our investment. This will need to be done regularly and was added to our Capital Replacement Schedule.

We received a draft copy of our 2023 audit from Gabridge & Co. The audit was successful and the Library did very well. The Finance committee met on 3/18 to discuss any changes and ask questions. We will have a final draft for the April board meeting.

The first planning meeting for Septemberfest took place at the Library on 3/20. This is a great outreach opportunity for the Library and I look forward to seeing how we can be involved.

The 2024-2026 Strategic Plan is making headway and staff have formed 4 teams who will meet and begin brainstorming and strategizing what the best projects we should focus on to best meet our goals.
Door Count:
Patrons IN September – February

Patrons OUT September – February
<table>
<thead>
<tr>
<th>Date</th>
<th>Num</th>
<th>Name</th>
<th>Memo</th>
<th>Paid Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>02/01/2024</td>
<td>26255</td>
<td>Baker and Taylor</td>
<td>Payroll 3</td>
<td>12,785.87</td>
</tr>
<tr>
<td>02/01/2024</td>
<td>26256</td>
<td>Credential Check Corporation</td>
<td>Materials</td>
<td>21,357.05</td>
</tr>
<tr>
<td>02/01/2024</td>
<td>26257</td>
<td>Educational Development Corp.</td>
<td>Materials</td>
<td>-1,215.57</td>
</tr>
<tr>
<td>02/01/2024</td>
<td>26258</td>
<td>Frances Hotchkiss</td>
<td>Outreach Mileage</td>
<td>-165.82</td>
</tr>
<tr>
<td>02/01/2024</td>
<td>26259</td>
<td>Hoopla</td>
<td>Streaming Services</td>
<td>-803.34</td>
</tr>
<tr>
<td>02/01/2024</td>
<td>26260</td>
<td>Jeff Morrison</td>
<td>Program- Guardians of MI...</td>
<td>-29.34</td>
</tr>
<tr>
<td>02/01/2024</td>
<td>26261</td>
<td>MERS</td>
<td>Retirement</td>
<td>-935.90</td>
</tr>
<tr>
<td>02/01/2024</td>
<td>26262</td>
<td>MicroTech Systems, Inc</td>
<td>Staff Server Replacement</td>
<td>-5,238.00</td>
</tr>
<tr>
<td>02/01/2024</td>
<td>26263</td>
<td>Office Pride</td>
<td>Custodial Services</td>
<td>-37.57</td>
</tr>
<tr>
<td>02/01/2024</td>
<td>26264</td>
<td>Ortonville Ace Hardware</td>
<td>Maintenance Supplies</td>
<td>-226.00</td>
</tr>
<tr>
<td>02/01/2024</td>
<td>26265</td>
<td>OverDrive</td>
<td>E-Materials</td>
<td>-250.00</td>
</tr>
<tr>
<td>02/01/2024</td>
<td>26266</td>
<td>Patrick J. McCarty, CPA PLLC</td>
<td>2023 YE Adjustment Meet...</td>
<td>-1,822.74</td>
</tr>
<tr>
<td>02/01/2024</td>
<td>26267</td>
<td>Scholastic Inc</td>
<td>Materials</td>
<td>-86.80</td>
</tr>
<tr>
<td>02/01/2024</td>
<td>26268</td>
<td>Zultys, Inc.</td>
<td>Phone Leasing/Services</td>
<td>-601.70</td>
</tr>
<tr>
<td>02/01/2024</td>
<td>26269</td>
<td>ADP Inc</td>
<td>Payroll Admin</td>
<td>-118.20</td>
</tr>
<tr>
<td>02/01/2024</td>
<td>26270</td>
<td>Ameritas Life Insurance</td>
<td>Vision Ins</td>
<td>-74.80</td>
</tr>
<tr>
<td>02/01/2024</td>
<td>26271</td>
<td>Baker and Taylor</td>
<td>Materials</td>
<td>-881.94</td>
</tr>
<tr>
<td>02/01/2024</td>
<td>26272</td>
<td>Cengage Learning</td>
<td>Materials</td>
<td>-140.95</td>
</tr>
<tr>
<td>02/01/2024</td>
<td>26273</td>
<td>Charter</td>
<td>Internet</td>
<td>-319.95</td>
</tr>
<tr>
<td>02/01/2024</td>
<td>26274</td>
<td>Consumers Energy</td>
<td>Gas Bill</td>
<td>-1,850.70</td>
</tr>
<tr>
<td>02/01/2024</td>
<td>26275</td>
<td>Ehrlich</td>
<td>Pest Service</td>
<td>-89.50</td>
</tr>
<tr>
<td>02/01/2024</td>
<td>26276</td>
<td>Foster Swift Collins &amp; Smith</td>
<td>Legal Fees</td>
<td>-117.50</td>
</tr>
<tr>
<td>02/01/2024</td>
<td>26277</td>
<td>Ingram</td>
<td>Materials</td>
<td>-11.15</td>
</tr>
<tr>
<td>02/01/2024</td>
<td>26278</td>
<td>ODP Business Solutions, LLC</td>
<td>Office/Maintenance Supplies</td>
<td>-340.52</td>
</tr>
<tr>
<td>02/01/2024</td>
<td>26279</td>
<td>OverDrive</td>
<td>E-Materials</td>
<td>-414.71</td>
</tr>
<tr>
<td>02/01/2024</td>
<td>26280</td>
<td>Shoreline Investment Services Inc.</td>
<td>Fire/Security Monitoring</td>
<td>-83.90</td>
</tr>
<tr>
<td>02/01/2024</td>
<td>26281</td>
<td>TOG Development LLC</td>
<td>Website Calendar Renew...</td>
<td>-570.24</td>
</tr>
<tr>
<td>02/01/2024</td>
<td>26282</td>
<td>Brandon Township-V</td>
<td>Postage-Spring 2024 New...</td>
<td>-679.09</td>
</tr>
<tr>
<td>02/01/2024</td>
<td></td>
<td></td>
<td></td>
<td>5,692.55</td>
</tr>
<tr>
<td>02/01/2024</td>
<td></td>
<td></td>
<td></td>
<td>22,215.84</td>
</tr>
<tr>
<td>02/01/2024</td>
<td></td>
<td></td>
<td></td>
<td>17,070.78</td>
</tr>
<tr>
<td>02/01/2024</td>
<td></td>
<td></td>
<td></td>
<td>10,481.35</td>
</tr>
<tr>
<td>02/01/2024</td>
<td></td>
<td></td>
<td></td>
<td>5,243.26</td>
</tr>
<tr>
<td>02/01/2024</td>
<td></td>
<td></td>
<td></td>
<td>1,481.47</td>
</tr>
<tr>
<td>02/01/2024</td>
<td></td>
<td></td>
<td></td>
<td>77.57</td>
</tr>
<tr>
<td>02/14/2024</td>
<td>26269</td>
<td>ADP Inc</td>
<td>Payroll Admin</td>
<td>-118.20</td>
</tr>
<tr>
<td>02/14/2024</td>
<td>26270</td>
<td>Ameritas Life Insurance</td>
<td>Vision Ins</td>
<td>-74.80</td>
</tr>
<tr>
<td>02/14/2024</td>
<td>26271</td>
<td>Baker and Taylor</td>
<td>Materials</td>
<td>-881.94</td>
</tr>
<tr>
<td>02/14/2024</td>
<td>26272</td>
<td>Cengage Learning</td>
<td>Materials</td>
<td>-140.95</td>
</tr>
<tr>
<td>02/14/2024</td>
<td>26273</td>
<td>Charter</td>
<td>Internet</td>
<td>-319.95</td>
</tr>
<tr>
<td>02/14/2024</td>
<td>26274</td>
<td>Consumers Energy</td>
<td>Gas Bill</td>
<td>-1,850.70</td>
</tr>
<tr>
<td>02/14/2024</td>
<td>26275</td>
<td>Ehrlich</td>
<td>Pest Service</td>
<td>-89.50</td>
</tr>
<tr>
<td>02/14/2024</td>
<td>26276</td>
<td>Foster Swift Collins &amp; Smith</td>
<td>Legal Fees</td>
<td>-117.50</td>
</tr>
<tr>
<td>02/14/2024</td>
<td>26277</td>
<td>Ingram</td>
<td>Materials</td>
<td>-11.15</td>
</tr>
<tr>
<td>02/14/2024</td>
<td>26278</td>
<td>ODP Business Solutions, LLC</td>
<td>Office/Maintenance Supplies</td>
<td>-340.52</td>
</tr>
<tr>
<td>02/14/2024</td>
<td>26279</td>
<td>OverDrive</td>
<td>E-Materials</td>
<td>-414.71</td>
</tr>
<tr>
<td>02/14/2024</td>
<td>26280</td>
<td>Shoreline Investment Services Inc.</td>
<td>Fire/Security Monitoring</td>
<td>-83.90</td>
</tr>
<tr>
<td>02/14/2024</td>
<td>26281</td>
<td>TOG Development LLC</td>
<td>Website Calendar Renew...</td>
<td>-570.24</td>
</tr>
<tr>
<td>02/14/2024</td>
<td>26282</td>
<td>Brandon Township-V</td>
<td>Postage-Spring 2024 New...</td>
<td>-679.09</td>
</tr>
<tr>
<td>02/14/2024</td>
<td></td>
<td></td>
<td></td>
<td>5,692.55</td>
</tr>
<tr>
<td>02/14/2024</td>
<td></td>
<td></td>
<td></td>
<td>22,215.84</td>
</tr>
<tr>
<td>02/14/2024</td>
<td></td>
<td></td>
<td></td>
<td>17,070.78</td>
</tr>
<tr>
<td>02/14/2024</td>
<td></td>
<td></td>
<td></td>
<td>10,481.35</td>
</tr>
<tr>
<td>02/14/2024</td>
<td></td>
<td></td>
<td></td>
<td>5,243.26</td>
</tr>
<tr>
<td>02/14/2024</td>
<td></td>
<td></td>
<td></td>
<td>1,481.47</td>
</tr>
<tr>
<td>02/14/2024</td>
<td></td>
<td></td>
<td></td>
<td>77.57</td>
</tr>
<tr>
<td>02/20/2024</td>
<td></td>
<td></td>
<td></td>
<td>-15,180.95</td>
</tr>
<tr>
<td>02/20/2024</td>
<td></td>
<td></td>
<td></td>
<td>-5,508.33</td>
</tr>
<tr>
<td>02/20/2024</td>
<td></td>
<td></td>
<td></td>
<td>-1,469.87</td>
</tr>
<tr>
<td>02/20/2024</td>
<td></td>
<td></td>
<td></td>
<td>-56.99</td>
</tr>
<tr>
<td>02/20/2024</td>
<td></td>
<td></td>
<td></td>
<td>-15,180.95</td>
</tr>
<tr>
<td>02/20/2024</td>
<td></td>
<td></td>
<td></td>
<td>-5,508.33</td>
</tr>
<tr>
<td>02/20/2024</td>
<td></td>
<td></td>
<td></td>
<td>-1,469.87</td>
</tr>
<tr>
<td>02/20/2024</td>
<td></td>
<td></td>
<td></td>
<td>-56.99</td>
</tr>
<tr>
<td>02/20/2024</td>
<td></td>
<td></td>
<td></td>
<td>-15,180.95</td>
</tr>
<tr>
<td>02/20/2024</td>
<td></td>
<td></td>
<td></td>
<td>-5,508.33</td>
</tr>
<tr>
<td>02/20/2024</td>
<td></td>
<td></td>
<td></td>
<td>-1,469.87</td>
</tr>
<tr>
<td>02/20/2024</td>
<td></td>
<td></td>
<td></td>
<td>-56.99</td>
</tr>
<tr>
<td>02/20/2024</td>
<td></td>
<td></td>
<td></td>
<td>-15,180.95</td>
</tr>
<tr>
<td>02/20/2024</td>
<td></td>
<td></td>
<td></td>
<td>-5,508.33</td>
</tr>
<tr>
<td>02/20/2024</td>
<td></td>
<td></td>
<td></td>
<td>-1,469.87</td>
</tr>
<tr>
<td>02/20/2024</td>
<td></td>
<td></td>
<td></td>
<td>-56.99</td>
</tr>
<tr>
<td>02/20/2024</td>
<td></td>
<td></td>
<td></td>
<td>-15,180.95</td>
</tr>
<tr>
<td>02/20/2024</td>
<td></td>
<td></td>
<td></td>
<td>-5,508.33</td>
</tr>
<tr>
<td>02/20/2024</td>
<td></td>
<td></td>
<td></td>
<td>-1,469.87</td>
</tr>
<tr>
<td>02/20/2024</td>
<td></td>
<td></td>
<td></td>
<td>-56.99</td>
</tr>
<tr>
<td>02/20/2024</td>
<td></td>
<td></td>
<td></td>
<td>-15,180.95</td>
</tr>
<tr>
<td>02/20/2024</td>
<td></td>
<td></td>
<td></td>
<td>-5,508.33</td>
</tr>
<tr>
<td>02/20/2024</td>
<td></td>
<td></td>
<td></td>
<td>-1,469.87</td>
</tr>
<tr>
<td>02/20/2024</td>
<td></td>
<td></td>
<td></td>
<td>-56.99</td>
</tr>
<tr>
<td>Date</td>
<td>Num</td>
<td>Name</td>
<td>Memo</td>
<td>Paid Amount</td>
</tr>
<tr>
<td>------------</td>
<td>-----</td>
<td>--------------------------</td>
<td>-------</td>
<td>-------------</td>
</tr>
<tr>
<td>02/29/2024</td>
<td></td>
<td></td>
<td></td>
<td>8,613.38</td>
</tr>
<tr>
<td>02/29/2024</td>
<td></td>
<td></td>
<td>Interest</td>
<td>2.95</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td>12,788.82</td>
</tr>
</tbody>
</table>

TOTAL

12,788.82
# Balance Sheet

**As of February 29, 2024**

## ASSETS

### Current Assets

- **Checking/Savings**
  - 001.000 · Oxford Bank - Checking-4002112: $35,147.70
  - 002.000 · Oxford Bank - Savings-4002079: $237,137.76
  - 004.000 · Petty Cash: $445.07
  - 018.000 · Michigan Class Investment: $1,867,954.03

  **Total Checking/Savings:** $2,140,684.56

- **Other Current Assets**
  - 019.000 · Taxes Receivable: $59,084.34

  **Total Other Current Assets:** $59,084.34

  **Total Current Assets:** $2,199,768.90

### Fixed Assets

- 130.000 · Land: $171,000.00
- 136.000 · GASB 34 - Building and Improve: $4,126,161.00
- 137.000 · GASB 34 - Build/Impr A/D: -$2,204,536.15
- 146.000 · GASB 34 - Furn and Fixtures: $564,802.47
- 147.000 · GASB 34 - Furn/Fixtures A/D: -$507,686.85
- 150.000 · GASB 34 - Books and Materials: $1,115,175.88
- 151.000 · GASB 34 - Books and Period A/D: -$697,928.14

  **Total Fixed Assets:** $2,566,987.21

### Other Assets

- 157.000 · GASB 34 Artwork: $7,537.00

  **Total Other Assets:** $7,537.00

**TOTAL ASSETS:** $4,774,293.11

## LIABILITIES & EQUITY

### Liabilities

#### Current Liabilities

- **Other Current Liabilities**
  - 339.000 · Deferred Revenue: $59,084.34

  **Total Other Current Liabilities:** $59,084.34

  **Total Current Liabilities:** $59,084.34

### Equity

- **Committed Fund Balance:** $800,000.00
- 388.000 · ALA Grant- Restricted: $10,000.00
- 390.001 · Retained Earnings: $2,819,906.64
- Net Income: $1,085,302.13

  **Total Equity:** $4,715,208.77

**TOTAL LIABILITIES & EQUITY:** $4,774,293.11
## Ordinary Income/Expense

### Income

<table>
<thead>
<tr>
<th>Category</th>
<th>Code</th>
<th>Description</th>
<th>Feb 24</th>
<th>Jan - Feb 24</th>
<th>YTD Budget</th>
<th>$ Over Budget</th>
<th>% of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>01 - Property Taxes 101-000</td>
<td>402.000</td>
<td>Property Taxes</td>
<td>462,285.56</td>
<td>1,253,694.66</td>
<td>1,312,779.00</td>
<td>-59,084.34</td>
<td>95.5%</td>
</tr>
<tr>
<td>Total 01 - Property Taxes 101-000</td>
<td></td>
<td></td>
<td>462,285.56</td>
<td>1,253,694.66</td>
<td>1,312,779.00</td>
<td>-59,084.34</td>
<td>95.5%</td>
</tr>
<tr>
<td>03 - State Revenues 101-000</td>
<td>566.000</td>
<td>State Aid</td>
<td>0.00</td>
<td>0.00</td>
<td>15,000.00</td>
<td>-15,000.00</td>
<td>0.0%</td>
</tr>
<tr>
<td>657.000</td>
<td>Penal Fines</td>
<td>0.00</td>
<td>0.00</td>
<td>15,000.00</td>
<td>-15,000.00</td>
<td>0.0%</td>
<td></td>
</tr>
<tr>
<td>Total 03 - State Revenues 101-000</td>
<td></td>
<td></td>
<td>0.00</td>
<td>0.00</td>
<td>30,000.00</td>
<td>-30,000.00</td>
<td>0.0%</td>
</tr>
<tr>
<td>05 - Services 101-000</td>
<td>642.000</td>
<td>Copy/Fax</td>
<td>496.70</td>
<td>776.40</td>
<td>2,000.00</td>
<td>-1,223.60</td>
<td>38.82%</td>
</tr>
<tr>
<td>643.000</td>
<td>Library Cards</td>
<td>100.00</td>
<td>300.00</td>
<td>500.00</td>
<td>-200.00</td>
<td>60.0%</td>
<td></td>
</tr>
<tr>
<td>667.000</td>
<td>Room Rental</td>
<td>80.00</td>
<td>80.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total 05 - Services 101-000</td>
<td></td>
<td></td>
<td>676.70</td>
<td>1,156.40</td>
<td>2,500.00</td>
<td>-1,343.60</td>
<td>46.26%</td>
</tr>
<tr>
<td>06 - Fines 101-000</td>
<td>659.000</td>
<td>Lost and Damaged Materials</td>
<td>30.93</td>
<td>152.66</td>
<td>500.00</td>
<td>-347.34</td>
<td>30.53%</td>
</tr>
<tr>
<td>Total 06 - Fines 101-000</td>
<td></td>
<td></td>
<td>30.93</td>
<td>152.66</td>
<td>500.00</td>
<td>-347.34</td>
<td>30.53%</td>
</tr>
<tr>
<td>07 - Interest 101-000</td>
<td>665.000</td>
<td>Interest - Bank</td>
<td>15.86</td>
<td>50.54</td>
<td>100.00</td>
<td>-49.46</td>
<td>50.54%</td>
</tr>
<tr>
<td>669.000</td>
<td>Interest - Investments</td>
<td>7,190.60</td>
<td>12,502.68</td>
<td>50,000.00</td>
<td>-37,497.32</td>
<td>25.01%</td>
<td></td>
</tr>
<tr>
<td>Total 07 - Interest 101-000</td>
<td></td>
<td></td>
<td>7,206.46</td>
<td>12,553.22</td>
<td>50,100.00</td>
<td>-37,546.78</td>
<td>25.06%</td>
</tr>
<tr>
<td>08 - Other Revenue 101-000</td>
<td>674.000</td>
<td>Donations</td>
<td>0.00</td>
<td>100.00</td>
<td>250.00</td>
<td>-150.00</td>
<td>40.0%</td>
</tr>
<tr>
<td>675.000</td>
<td>FOL Contribution</td>
<td>0.00</td>
<td>5,500.00</td>
<td>6,000.00</td>
<td>-500.00</td>
<td>91.67%</td>
<td></td>
</tr>
<tr>
<td>688.000</td>
<td>Miscellaneous</td>
<td>27.00</td>
<td>100.51</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total 08 - Other Revenue 101-000</td>
<td></td>
<td></td>
<td>27.00</td>
<td>5,700.51</td>
<td>6,250.00</td>
<td>-549.49</td>
<td>91.21%</td>
</tr>
<tr>
<td><strong>Total Income</strong></td>
<td></td>
<td></td>
<td>470,226.65</td>
<td>1,273,257.45</td>
<td>1,402,129.00</td>
<td>-128,871.55</td>
<td>90.81%</td>
</tr>
</tbody>
</table>

### Gross Profit

<table>
<thead>
<tr>
<th>Category</th>
<th>Code</th>
<th>Description</th>
<th>Feb 24</th>
<th>Jan - Feb 24</th>
<th>YTD Budget</th>
<th>$ Over Budget</th>
<th>% of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>09 - Staffing/Fringe Benefits101-000</td>
<td>702.000</td>
<td>Salaries</td>
<td>41,365.92</td>
<td>71,314.46</td>
<td>610,000.00</td>
<td>-538,685.54</td>
<td>11.69%</td>
</tr>
<tr>
<td>709.000</td>
<td>Payroll Taxes</td>
<td>3,065.57</td>
<td>5,992.36</td>
<td>50,000.00</td>
<td>-44,007.64</td>
<td>11.99%</td>
<td></td>
</tr>
<tr>
<td>717.000</td>
<td>Employee Retirement</td>
<td>1,871.80</td>
<td>3,691.73</td>
<td>28,000.00</td>
<td>-24,308.27</td>
<td>13.19%</td>
<td></td>
</tr>
<tr>
<td>718.000</td>
<td>Health Insurance</td>
<td>3,940.42</td>
<td>12,711.80</td>
<td>57,000.00</td>
<td>-44,288.20</td>
<td>22.3%</td>
<td></td>
</tr>
<tr>
<td>725.000</td>
<td>Vision Insurance</td>
<td>61.00</td>
<td>122.00</td>
<td>1,000.00</td>
<td>-878.00</td>
<td>12.2%</td>
<td></td>
</tr>
<tr>
<td>726.000</td>
<td>Dental Insurance</td>
<td>265.15</td>
<td>866.73</td>
<td>5,000.00</td>
<td>-4,133.27</td>
<td>17.34%</td>
<td></td>
</tr>
<tr>
<td>727.000</td>
<td>Life Insurance +ADD</td>
<td>50.74</td>
<td>142.47</td>
<td>700.00</td>
<td>-557.53</td>
<td>20.35%</td>
<td></td>
</tr>
<tr>
<td>Total 09 - Staffing/Fringe Benefits101-000</td>
<td></td>
<td></td>
<td>50,620.60</td>
<td>94,841.55</td>
<td>751,700.00</td>
<td>-656,858.45</td>
<td>12.62%</td>
</tr>
</tbody>
</table>

### Expense

<table>
<thead>
<tr>
<th>Category</th>
<th>Code</th>
<th>Description</th>
<th>Feb 24</th>
<th>Jan - Feb 24</th>
<th>YTD Budget</th>
<th>$ Over Budget</th>
<th>% of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>11 - Office Supplies 101-000</td>
<td>752.000</td>
<td>Office Supplies</td>
<td>437.71</td>
<td>437.71</td>
<td>6,000.00</td>
<td>-5,562.29</td>
<td>7.3%</td>
</tr>
<tr>
<td>790.000</td>
<td>Book Materials and Supplies</td>
<td>0.00</td>
<td>456.84</td>
<td>6,000.00</td>
<td>-5,543.16</td>
<td>7.61%</td>
<td></td>
</tr>
<tr>
<td>851.000</td>
<td>Postage</td>
<td>0.00</td>
<td>0.00</td>
<td>600.00</td>
<td>-600.00</td>
<td>0.0%</td>
<td></td>
</tr>
<tr>
<td>980.000</td>
<td>Equipment and Furniture</td>
<td>0.00</td>
<td>0.00</td>
<td>15,000.00</td>
<td>-15,000.00</td>
<td>0.0%</td>
<td></td>
</tr>
<tr>
<td>Total 11 - Office Supplies 101-000</td>
<td></td>
<td></td>
<td>437.71</td>
<td>894.55</td>
<td>27,600.00</td>
<td>-26,705.45</td>
<td>3.24%</td>
</tr>
</tbody>
</table>
# Cash Basis

Brandon Township Public Library

## Income Statement

**February 2024**

<table>
<thead>
<tr>
<th>Category</th>
<th>Feb 24</th>
<th>Jan - Feb 24</th>
<th>YTD Budget</th>
<th>$ Over Budget</th>
<th>% of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 · Technology 101-000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>792.000 · Hardware</td>
<td>8,259.00</td>
<td>8,259.00</td>
<td>10,000.00</td>
<td>-1,741.00</td>
<td>82.59%</td>
</tr>
<tr>
<td>802.000 · Software</td>
<td>570.24</td>
<td>691.22</td>
<td>14,000.00</td>
<td>-13,308.78</td>
<td>4.94%</td>
</tr>
<tr>
<td>804.000 · Website</td>
<td>0.00</td>
<td>0.00</td>
<td>1,200.00</td>
<td>-1,200.00</td>
<td>0.0%</td>
</tr>
<tr>
<td>805.000 · Email</td>
<td>0.00</td>
<td>288.00</td>
<td>3,500.00</td>
<td>-3,212.00</td>
<td>8.23%</td>
</tr>
<tr>
<td><strong>Total 12 · Technology 101-000</strong></td>
<td>8,829.24</td>
<td>9,238.22</td>
<td>28,700.00</td>
<td>-19,461.78</td>
<td>32.19%</td>
</tr>
<tr>
<td>13 · ILS Expenses 101-000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>806.000 · ILS</td>
<td>0.00</td>
<td>3,033.75</td>
<td>4,200.00</td>
<td>-1,166.25</td>
<td>72.23%</td>
</tr>
<tr>
<td>807.000 · Delivery</td>
<td>0.00</td>
<td>0.00</td>
<td>3,500.00</td>
<td>-3,500.00</td>
<td>0.0%</td>
</tr>
<tr>
<td><strong>Total 13 · ILS Expenses 101-000</strong></td>
<td>0.00</td>
<td>3,033.75</td>
<td>7,700.00</td>
<td>-4,666.25</td>
<td>39.4%</td>
</tr>
<tr>
<td>14 · Professional Services 101-000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>801.000 · Auditing</td>
<td>0.00</td>
<td>0.00</td>
<td>7,500.00</td>
<td>-7,500.00</td>
<td>0.0%</td>
</tr>
<tr>
<td>803.000 · Payroll Fees</td>
<td>103.20</td>
<td>975.20</td>
<td>4,000.00</td>
<td>-3,024.80</td>
<td>24.38%</td>
</tr>
<tr>
<td>808.000 · Vetting</td>
<td>165.82</td>
<td>165.82</td>
<td>1,000.00</td>
<td>-834.18</td>
<td>16.58%</td>
</tr>
<tr>
<td>809.000 · Copiers</td>
<td>0.00</td>
<td>1,110.31</td>
<td>7,500.00</td>
<td>-6,389.69</td>
<td>14.8%</td>
</tr>
<tr>
<td>810.000 · Attorney Fees</td>
<td>485.00</td>
<td>931.50</td>
<td>5,000.00</td>
<td>-4,068.50</td>
<td>18.63%</td>
</tr>
<tr>
<td>812.000 · Accountant Fees</td>
<td>580.00</td>
<td>910.00</td>
<td>4,500.00</td>
<td>-3,590.00</td>
<td>20.22%</td>
</tr>
<tr>
<td>933.000 · IT Contract</td>
<td>0.00</td>
<td>17,850.00</td>
<td>17,850.00</td>
<td>0.00</td>
<td>100.0%</td>
</tr>
<tr>
<td><strong>Total 14 · Professional Services 101-000</strong></td>
<td>1,334.02</td>
<td>21,942.83</td>
<td>47,350.00</td>
<td>-25,407.17</td>
<td>46.34%</td>
</tr>
<tr>
<td>15 · Staff &amp; Board Expenses 101-000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>910.000 · Staff Training</td>
<td>0.00</td>
<td>25.00</td>
<td>2,000.00</td>
<td>-1,975.00</td>
<td>1.25%</td>
</tr>
<tr>
<td>910.001 · Staff Memberships</td>
<td>0.00</td>
<td>247.00</td>
<td>500.00</td>
<td>-253.00</td>
<td>49.4%</td>
</tr>
<tr>
<td>911.000 · Conferences</td>
<td>0.00</td>
<td>25.00</td>
<td>2,000.00</td>
<td>-1,975.00</td>
<td>1.25%</td>
</tr>
<tr>
<td>915.000 · Board Training</td>
<td>0.00</td>
<td>0.00</td>
<td>300.00</td>
<td>-300.00</td>
<td>0.0%</td>
</tr>
<tr>
<td>915.001 · Institutional Memberships</td>
<td>0.00</td>
<td>0.00</td>
<td>1,600.00</td>
<td>-1,600.00</td>
<td>0.0%</td>
</tr>
<tr>
<td>915.002 · Mileage Reimbursement</td>
<td>28.34</td>
<td>28.34</td>
<td>1,500.00</td>
<td>-1,471.66</td>
<td>1.89%</td>
</tr>
<tr>
<td>915.010 · Board Membership</td>
<td>0.00</td>
<td>0.00</td>
<td>200.00</td>
<td>-200.00</td>
<td>0.0%</td>
</tr>
<tr>
<td>916.000 · Staff In-Service</td>
<td>0.00</td>
<td>0.00</td>
<td>1,500.00</td>
<td>-1,500.00</td>
<td>0.0%</td>
</tr>
<tr>
<td><strong>Total 15 · Staff &amp; Board Expenses 101-000</strong></td>
<td>28.34</td>
<td>325.34</td>
<td>9,600.00</td>
<td>-9,274.66</td>
<td>3.39%</td>
</tr>
<tr>
<td>16 · Organization Insurance 101-000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>710.000 · Unemployment Compensation</td>
<td>0.00</td>
<td>0.00</td>
<td>5,000.00</td>
<td>-5,000.00</td>
<td>0.0%</td>
</tr>
<tr>
<td>728.000 · Workers Compensation</td>
<td>149.26</td>
<td>306.02</td>
<td>2,800.00</td>
<td>-2,493.98</td>
<td>10.93%</td>
</tr>
<tr>
<td>840.000 · Property/Liability Insurance</td>
<td>3,800.50</td>
<td>8,206.50</td>
<td>17,000.00</td>
<td>-8,793.50</td>
<td>48.27%</td>
</tr>
<tr>
<td><strong>Total 16 · Organization Insurance 101-000</strong></td>
<td>3,949.76</td>
<td>8,512.52</td>
<td>24,800.00</td>
<td>-16,287.48</td>
<td>34.33%</td>
</tr>
<tr>
<td>17 · Community Relations 101-000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>880.000 · Promotions</td>
<td>5.99</td>
<td>828.87</td>
<td>7,000.00</td>
<td>-6,171.13</td>
<td>11.84%</td>
</tr>
<tr>
<td>880.001 · Programming</td>
<td>382.15</td>
<td>988.86</td>
<td>10,000.00</td>
<td>-9,011.14</td>
<td>9.89%</td>
</tr>
<tr>
<td>880.004 · Newsletter</td>
<td>679.09</td>
<td>679.09</td>
<td>25,000.00</td>
<td>-24,320.91</td>
<td>2.72%</td>
</tr>
<tr>
<td>880.007 · FOL Contributions</td>
<td>7.02</td>
<td>42.01</td>
<td>6,000.00</td>
<td>-5,957.99</td>
<td>0.7%</td>
</tr>
<tr>
<td>880.011 · Library Direct</td>
<td>0.00</td>
<td>50.00</td>
<td>750.00</td>
<td>-700.00</td>
<td>6.67%</td>
</tr>
<tr>
<td><strong>Total 17 · Community Relations 101-000</strong></td>
<td>1,074.25</td>
<td>2,588.83</td>
<td>48,750.00</td>
<td>-46,161.17</td>
<td>5.31%</td>
</tr>
<tr>
<td>18 · Public Utilities 101-000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>850.000 · Telephone</td>
<td>601.70</td>
<td>1,192.37</td>
<td>8,500.00</td>
<td>-7,307.63</td>
<td>14.03%</td>
</tr>
<tr>
<td>850.001 · Internet</td>
<td>319.95</td>
<td>639.90</td>
<td>4,000.00</td>
<td>-3,360.10</td>
<td>16.0%</td>
</tr>
<tr>
<td>Activity</td>
<td>Feb 24</td>
<td>Jan - Feb 24</td>
<td>YTD Budget</td>
<td>$ Over Budget</td>
<td>% of Budget</td>
</tr>
<tr>
<td>----------------------------------</td>
<td>--------</td>
<td>--------------</td>
<td>------------</td>
<td>---------------</td>
<td>-------------</td>
</tr>
<tr>
<td>Waste and Recycling</td>
<td>0.00</td>
<td>430.27</td>
<td>3,000.00</td>
<td>-2,569.73</td>
<td>14.34%</td>
</tr>
<tr>
<td>Electric</td>
<td>1,649.29</td>
<td>4,563.48</td>
<td>32,000.00</td>
<td>-27,436.52</td>
<td>14.26%</td>
</tr>
<tr>
<td>Gas</td>
<td>1,850.10</td>
<td>3,256.37</td>
<td>15,000.00</td>
<td>-11,743.63</td>
<td>21.71%</td>
</tr>
<tr>
<td><strong>Total 18 · Public Utilities 101-000</strong></td>
<td>4,421.04</td>
<td>10,082.39</td>
<td>62,500.00</td>
<td>-52,417.61</td>
<td>16.13%</td>
</tr>
<tr>
<td>Custodial and Maint. Supplies</td>
<td>178.64</td>
<td>260.93</td>
<td>5,000.00</td>
<td>-4,739.07</td>
<td>5.22%</td>
</tr>
<tr>
<td>Window Cleaning</td>
<td>0.00</td>
<td>0.00</td>
<td>1,200.00</td>
<td>-1,200.00</td>
<td>0.0%</td>
</tr>
<tr>
<td>Carpet Cleaning</td>
<td>0.00</td>
<td>0.00</td>
<td>1,400.00</td>
<td>-1,400.00</td>
<td>0.0%</td>
</tr>
<tr>
<td>Security/Fire Systems</td>
<td>83.90</td>
<td>167.80</td>
<td>1,200.00</td>
<td>-1,032.20</td>
<td>13.98%</td>
</tr>
<tr>
<td>Custodial Services</td>
<td>2,338.00</td>
<td>4,676.00</td>
<td>35,000.00</td>
<td>-30,324.00</td>
<td>13.36%</td>
</tr>
<tr>
<td>HVAC</td>
<td>1,659.75</td>
<td>1,659.75</td>
<td>10,000.00</td>
<td>-8,340.25</td>
<td>16.6%</td>
</tr>
<tr>
<td>Septic</td>
<td>0.00</td>
<td>0.00</td>
<td>6,000.00</td>
<td>-6,000.00</td>
<td>0.0%</td>
</tr>
<tr>
<td>Water Purification</td>
<td>0.00</td>
<td>0.00</td>
<td>500.00</td>
<td>-500.00</td>
<td>0.0%</td>
</tr>
<tr>
<td>Groundskeeping</td>
<td>0.00</td>
<td>0.00</td>
<td>12,000.00</td>
<td>-12,000.00</td>
<td>0.0%</td>
</tr>
<tr>
<td>Snow Plowing</td>
<td>0.00</td>
<td>9,946.66</td>
<td>20,000.00</td>
<td>-10,053.34</td>
<td>49.73%</td>
</tr>
<tr>
<td>Repairs and Maintenance</td>
<td>89.50</td>
<td>925.71</td>
<td>28,000.00</td>
<td>-27,074.29</td>
<td>3.31%</td>
</tr>
<tr>
<td><strong>Total 19 · Facilities 101-000</strong></td>
<td>4,349.79</td>
<td>17,636.85</td>
<td>120,300.00</td>
<td>-102,663.15</td>
<td>14.66%</td>
</tr>
<tr>
<td>Bank/Credit Card Fees</td>
<td>62.30</td>
<td>158.92</td>
<td>2,500.00</td>
<td>-2,341.08</td>
<td>6.36%</td>
</tr>
<tr>
<td><strong>Total 20 · Administrative Expenses 101-000</strong></td>
<td>62.30</td>
<td>158.92</td>
<td>2,500.00</td>
<td>-2,341.08</td>
<td>6.36%</td>
</tr>
<tr>
<td>Adult Fiction</td>
<td>1,385.53</td>
<td>4,038.04</td>
<td>18,000.00</td>
<td>-13,961.96</td>
<td>22.43%</td>
</tr>
<tr>
<td>Adult Non-Fiction</td>
<td>885.66</td>
<td>2,230.77</td>
<td>12,000.00</td>
<td>-9,769.23</td>
<td>18.59%</td>
</tr>
<tr>
<td>Reference</td>
<td>11.39</td>
<td>101.39</td>
<td>1,000.00</td>
<td>-898.61</td>
<td>10.14%</td>
</tr>
<tr>
<td>Juvenile</td>
<td>1,689.68</td>
<td>3,835.32</td>
<td>20,000.00</td>
<td>-16,164.68</td>
<td>19.18%</td>
</tr>
<tr>
<td>Young Adult</td>
<td>429.52</td>
<td>1,113.19</td>
<td>8,000.00</td>
<td>-6,886.81</td>
<td>13.92%</td>
</tr>
<tr>
<td>E-Books</td>
<td>2,144.96</td>
<td>4,410.00</td>
<td>26,500.00</td>
<td>-22,090.00</td>
<td>16.64%</td>
</tr>
<tr>
<td>Print Periodicals</td>
<td>0.00</td>
<td>0.00</td>
<td>3,500.00</td>
<td>-3,500.00</td>
<td>0.0%</td>
</tr>
<tr>
<td>Databases</td>
<td>1,822.74</td>
<td>6,869.07</td>
<td>35,000.00</td>
<td>-28,130.93</td>
<td>19.63%</td>
</tr>
<tr>
<td>DVD Adult</td>
<td>553.53</td>
<td>1,354.24</td>
<td>8,000.00</td>
<td>-6,645.76</td>
<td>16.93%</td>
</tr>
<tr>
<td>DVD Juvenile</td>
<td>65.19</td>
<td>151.72</td>
<td>2,000.00</td>
<td>-1,848.28</td>
<td>7.59%</td>
</tr>
<tr>
<td><strong>Total 23 · Materials 101-000</strong></td>
<td>8,988.20</td>
<td>24,103.74</td>
<td>134,000.00</td>
<td>-109,896.26</td>
<td>17.99%</td>
</tr>
<tr>
<td>Contingencies101-000</td>
<td>0.00</td>
<td>0.00</td>
<td>136,629.00</td>
<td>-136,629.00</td>
<td>0.0%</td>
</tr>
<tr>
<td><strong>Total 27 · Contingencies101-000</strong></td>
<td>0.00</td>
<td>0.00</td>
<td>136,629.00</td>
<td>-136,629.00</td>
<td>0.0%</td>
</tr>
<tr>
<td><strong>Total Expense</strong></td>
<td>84,095.25</td>
<td>193,359.49</td>
<td>1,402,129.00</td>
<td>-1,208,769.51</td>
<td>13.79%</td>
</tr>
<tr>
<td><strong>Net Ordinary Income</strong></td>
<td>386,131.40</td>
<td>1,079,897.96</td>
<td>0.00</td>
<td>1,079,897.96</td>
<td>100.0%</td>
</tr>
<tr>
<td><strong>Net Income</strong></td>
<td>386,131.40</td>
<td>1,079,897.96</td>
<td>0.00</td>
<td>1,079,897.96</td>
<td>100.0%</td>
</tr>
</tbody>
</table>
Confidentiality Policy: Disclosure of Library Records

Policy Statement

It is the policy of the Brandon Township Public Library ("Library") to preserve the confidentiality and privacy of Library Records ("Library Records" or "Library Record") to the fullest extent permitted by law.

Definitions

A. "Agent or Employee” includes an employee of the Library, a member of the governing body of the Library, an individual who is specifically designated as a volunteer and who is acting solely on behalf of the Library, and any other person who is lawfully performing services on behalf of the Library under a written contract, including a collection agency.

B. "Crime" means that term as defined in section 5 of the Michigan penal code, 1931 PA 328, MCL 750.5

C. "Law Enforcement Officer” means an individual licensed under the Michigan Commission on Law Enforcement Standards Act, 1965 PA 203, MCL 28.601 to 28.615.

D. "Library Record”

1. Definition As defined by the Michigan Library Privacy Act, for the purpose of this policy means:

   "a document, record, or other method of storing information retained by a library that contains information that personally identifies a library patron, including the patron’s name, address, or telephone number, or that identifies a person as having requested or obtained specific materials from a library."

   For example, a Library Record would include, but not be limited to patron circulation records, internet browsing history, and program attendance records.

2. Excluded from Definition The following are specifically excluded from the definition of Library Record.

   a. Non-Identifying Material. Library Record does not include non-identifying material that may be retained for the purpose of studying or evaluating the circulation of library materials in general.

   b. Certain Video Surveillance A Library Record also does not include recorded video surveillance images made solely for security purposes that do not include images of any activity or any other document or record that identifies a person as having requested or lawfully obtained specific services, materials, or information resources from the Library.

Approved:
Brandon Township Public Library Policies
Public Library Policies
3. **Library Director Determination of “Library Record”** The Library Director, or their designee, shall be responsible for determining whether a particular document meets the definition of Library Record or whether the video surveillance footage contains any images that would require it to be considered a “Library Record.”

**Disclosure of Library Records**

The Library takes seriously its obligation to protect the privacy of every patron, as required by law, even if this commitment to patron’s privacy may appear to cause inconvenience on occasion. To that end, Library Records or other confidential information shall be released or disclosed only as provided for herein or otherwise provided by Michigan or federal law.

A. **Freedom of Information Act Requests** All requests for public records that are not subpoenas, court orders, or other legal processes must be processed according to the Michigan Freedom of Information Act ("FOIA") and the Library’s FOIA Procedures and Guidelines. See Procedures and Guidelines and Written Summary for additional information. Library Records are exempt from disclosure under the FOIA.

B. **Subpoenas, Court Orders, or other Legal Processes** Any employee of the Library who is served with a subpoena, court order, or other legal process to release or disclose any Library Record or other Library document from (1) a state or local law enforcement agency or (2) a federal law enforcement agency shall promptly notify the Library Director or his/her designee. If neither is available, the Library Board President shall be contacted.

1. **Consultation with Attorney** The Library Director, their designee, or the Board President has the authority to consult with the Library Attorney regarding the sufficiency, scope, or any other matter related to the subpoena, court order, or other legal process.

2. **Action by Library Director** After review of the subpoena, court order or other legal process, the Library Director, their designee, or the Board President shall take appropriate action to respond.

3. **Opportunity to be Heard** Depending upon the type of subpoena, court order, or other legal process, the Library may appear and be represented by the Library’s counsel at a hearing on the request for records.

4. **Confidentiality** If a subpoena, court order, or other legal process is submitted to the Library, the Library shall keep the subpoena, court order, or other legal process confidential if required by court order, Michigan law, or federal law. To that end, the Library may not be able to inform the patron that their records were sought. The Library Board acknowledges that the Library Director, if required by
Confidentiality Policy: Disclosure of Library Records

A non-disclosure order or law, may not be permitted to inform the Board or its individual members that a local, state, or federal agency has sought or obtained requested records.

C. Consent In compliance with the Michigan Library Privacy Act, a person who is liable for the payment or return of the materials identified in a Library Record or portion of a Library Record may provide written consent for the release of that Library Record. Further, a parent or legal guardian who signs to accept legal responsibility for the return of the child’s (under the age of 18) library materials and accepts financial liability for that child’s library fines and other charges, may authorize the disclosure of the minor’s Library Records by signing the disclosure and release statement granting consent on behalf of the minor.

D. Voluntary Disclosure without Court Order and Consent A library or an employee or agent of the Library may disclose Library Records without a court order or written consent under either of the following circumstances:

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

2. Interlibrary Loan The Library or an employee or agent of the Library may disclose library records to another library or library cooperative to conduct interlibrary loans. The Library Records must be limited to those required for providing interlibrary loans.

Disclosures Regarding Alleged Crimes in this Library

The Library Privacy Act does not prohibit an employee or agent of the Library from providing a sworn statement or testimony to a law enforcement officer based solely on the personal knowledge of the employee or agent of the Library regarding a crime alleged to have occurred at the Library.
Photograph Weeding Policy

Purpose

This policy outlines the parameters whereby photos are weeded from the Staff Drive to ensure a clean, usable photo archive. The photo archive should strive to be free of duplicates, low-quality images, and a variety of images that appear to have no clear relation to the library or its programs, since these types of photos take up space on the staff drive and make it difficult to find usable images for promotional materials. This policy seeks to clarify how digital photos will be weeded to ensure no photos of import are lost in the process.

Procedure

Parties involved: Adult Services Department (ASD)

Considerations: Staff members should aim to keep no more than 100 photos each year. These considerations will help ASD decide whether a photo is worth keeping or deleting.

1. Images saved should be of fair quality. If an image is blurry, grainy, or in any way difficult to see (too dark/light, or subject too close/far), delete it.
2. Images that do not provide sufficient identifying information or event context (e.g., photos of squirrels on an unknown patch of grass) should be deleted, particularly when the photo does not feature people.
3. If the photo features a known staff or board member, volunteer, or current/former library premises, it may be kept.
4. If an image is of a one-time program we will not host again, and it does not meet consideration #3, it may be deleted.
5. When deciding between images with the same composition, the ASD should save photos where people appear more flattering rather than photos where people’s faces are caught in awkward positions (e.g., eyes closed, mouth contorted, etc.)
6. Many times, photos are duplicates or part of a series with the same composition. Only one image per composition should be kept, so long as it meets the other rules outlined above.

File Naming Steps: To ensure photos are easy to locate and retrieve, a file name system is necessary.

1. In most cases, folders will be named by year (e.g., 2019 Photos). Because photos will be limited to a maximum of 100 each year, the ASD shouldn’t need to break down annual photo folders any further. Exceptions include:
   a. Annual programs with many photographs will be named according to the program (e.g., Bookin’ It for Your Library 5K), with additional folders separating images by year.
   b. A folder dedicated to Library Premises photos will also be included; when this folder fills up (50+ images), it may be further separated according to location name. (e.g., Teen, Lobby, Youth, Outside, etc.)
      i. This folder will be used to archive the building’s history over the years. Images may also be reused in marketing and shared with program
partners and room reservation requesters. The Director should periodically copy the folder to the Admin or Shared drive as a backup to prevent the loss of historic images.

2. Files will be named according to the subject, with specificity where possible.
   a. If the file is related to a known program or service, that name comes first, followed by additional identifying information to distinguish it from event images. (eg., Llamas and Donkeys and Stories_Photo Booth)
      i. If the exact event name is not known, name it in such a way that it might be easily understood and retrieved (eg., Storytime_Lion Book)
      ii. If the file features a known person related to the library, also include their name in the file title; this will ensure it is easy to retrieve photos of the individual in question when needed.
         1. Eg., Storytime_Lion Book_Fran or Volunteer Brunch_Fran_Robin
         2. If 6 or more known figures are represented in the image, name them according to their group(s) (Board, Adult Staff, Circ Staff, Youth Staff, All Staff, etc.)
   b. If the image is not tied to a known program or service, name it in whatever way would be easiest to identify and retrieve it. For example, you may name generic people photos according to location and/or significance (eg., Boy Scout Eagle Project_Picnic Table_Harmony_Rebecca, or Adult Room_Man Reading Newspaper_Fireplace)
PHOTO WEEDING GUIDE

A BTPL Guide for Maintaining Digital Photo Archives

Is the photo blurry, grainy, or hard to see?

YES

DELETE

NO

Is the photo of a regular program, or a program we may offer again?

YES

NO

Is it unique? (not similar to other saved photos)

YES

KEEP

NO

Does it feature a staff/board member, volunteer, or old library facilities?

Your paragraph text
Social Media Policy

Purpose-Policy Statement

The Brandon Township Public Library (“Library”) operates and maintains social media sites as a public service to provide information regarding Library services, programs, materials, events, resources, and activities. The purpose of the Social Media Policy is to ensure effective promotion and discussion of Brandon Township Public Library services, resources, and events, and to ensure a reputation for outstanding community engagement and customer service on social media.

Definition of Social Media

A. “Social media” is defined as any webpage or app through which the Brandon Township Public Library has an account and interacts with other users.

B. “Third Parties” are defined as patrons, reviewers, advertisers, and others who post comments on any social media platform.

Usage Rules—General Regulations

The Brandon Township Public Library operates and maintains social media sites as a public service to provide information regarding Library services, programs, materials, events, and activities. Although

A. Comments, Posts, and Messages. The Library welcomes the comments, posts, and messages of other social media users that relate to the Library and recognizes and respects differences in opinion, the social media sites are limited public forums and are subject to review by Library staff members. The Library reserves the right to but is not required to, remove any comment, post, or message that it deems in violation of this Policy. The Library’s social media is as follows:

B. Privacy. Users should have no expectation of privacy when commenting on Library posts or tagging the Library. Comments and posts may be read by anyone once posted, regardless of one’s friends, followers, or subscribers list. The Library advises users against posting their personal information or contact information on social media sites. Comments and posts may also be subject to disclosure under the Freedom of Information Act.

C. Library’s Rights. The Library reserves the right to reproduce comments and posts tagging the Library in other public venues (ex: testimonials). Reproductions of this nature may be edited condensed for space or content, but the original intent of the comment or post will be maintained.
D. **No Endorsement.** The Library is not responsible for the content of posts made by third parties, including patrons, reviewers, advertisers, and others who may post comments. Public posts by third parties do not reflect the positions of the Library or its employees or Brandon Township.

E. **Rules of Use.** To ensure a healthy, safe space to discuss Library services, resources, and events, content containing any of the following may be removed immediately from any Library social media forum:

1. Obscene, illegal, sexually harassing, threatening or abusive speech
2. Any post that affects the safety and security of the Library, its property, patrons and staff or creates a hostile work environment.
3. Private or personal information, including phone numbers and addresses, or requests for personal information
4. Any statement by a user under a false name or any falsification of identity
5. Spam or other commercial messages and posts that would violate the Michigan Campaign Finance Act or other election laws.
6. Solicitation of funds
7. Any comment, post, or other content that violates any person’s intellectual property rights, including but not limited to violations of the Copyright Act.
8. Any information deemed harmful to minors or that violates the Michigan Library Privacy Act.
9. Any post that violates any Library policy.
10. Any images, links, or other content that falls into the above categories

F. **Third-Party Usage Rules.** In addition, users are expected to abide by the terms and conditions set by third-party social media platforms as well as follow appropriate Federal and State Laws.

**Violations and Appeals**

The Library reserves the right to ban or block users who have posted in violation of this policy or to delete posts or comments. To the extent the Library has sufficient contact information, the Library will message users who have been blocked or whose content has been deleted to explain the issue and notify the person of the action.

**Appeals**
Social Media Policy

Any person who has been blocked or whose post or comment has been deleted has the right to appeal that decision to the Library Board. The appeal should be sent to the Library Board President Director within 10 business days of the (1) decision to block or ban or (2) deletion of the post or comment, whichever is applicable. The Library Board shall decide the appeal.

General Complaints

The Library asks that individual user complaints be sent directly to a manager or the Director so that they can be addressed efficiently. Social Media is not the mechanism used by the Library to document or address Library user problems and concerns or influence Library policy, procedures, or programs.
I, ______________________________________________________ hereby authorize and grant permission to the Brandon Township Public Library ("Library") to use, reproduce, and publish photographs, video and audio recordings or any other images of me, including any of my images, likenesses, and voices, without compensation. I understand that these photographs and video/audio recordings may be used by the Library for publicity or promotion in any print or electronic format or other format or media, including, but not limited to, newsletters, brochures or other publications, public affairs releases, recruitment materials, broadcast public service advertising (PSAs), and the website or social media sites of the Library. I hereby release the Library and its officers, agents, and employees from all claims relating to the release, use, reproduction, or publication of any photographs, audiovisual materials, or other images by signing this Photo/Video/Audio Release Form.

Signature: ________________________________________________

Printed Name: ____________________________________________ Date: __________

For persons under the age of 18, the permission of a parent or guardian is required.

I hereby represent that I am the parent or legal guardian and grant permission to the Brandon Township Public Library to use, reproduce and publish photographs, and video and audio recordings of my child, and to use the name of my child, as outlined above.

Name of Child under 18: _____________________________________
# INVOICE

**INVOICE #** 100198873  
**DATE** 2/4/2024  
**BILL TO**  
Attention: Accounts Payable  
Brandon Township Public Library  
304 South Street  
Ortonville, Michigan 48462  

**SHIP TO**  
Attention: Accounts Payable  
Brandon Township Public Library  
304 South Street  
Ortonville, Michigan 48462  

<table>
<thead>
<tr>
<th>P.O. NUMBER</th>
<th>TERMS</th>
<th>CUSTOMER #</th>
<th>SERVICE REP</th>
<th>PROJECT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Verbal</td>
<td>2/24/2024</td>
<td>MDS</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>QUANTITY/HOURS</th>
<th>PRICE RATE</th>
<th>TAX</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intel Solid State Server/Domain Controller</td>
<td>1</td>
<td>8,259.00</td>
<td></td>
<td>8,259.00</td>
</tr>
</tbody>
</table>

---

**RECEIVED**  
FEB 05 2024  
BY:  
FEB 07 2024  

Please complete the information below and return:

Card #:  
Security Code:  
Expiration Date:  
Cardholder name (Please Print):  
Billing Address:  
Zip Code:  

---

THANK YOU FOR YOUR BUSINESS.  
OUTSTANDING INVOICES OVER 30 DAYS ARE ASSESSED A MONTHLY 3% LATE FEE.  

| Subtotal | $8,259.00 |
| Sales Tax (6.0%) | $0.00 |
| **Total** | $8,259.00 |
| Payments/Credits | $0.00 |
| Balance Due | $8,259.00 |

Phone #  
(248) 391-9470  
FEB 09 2024
SERVICE ACTIVITY LOG

Business Name: B7PL

Business Address: 

City, State, Zip: [Signature]

Phone: ( )

Contact Individual: [Signature]

Reported Problem: 

Problem Found: 

Action Taken: 

Parts Used: I Sold Set Sun of MTS 7/30/2021

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Repair Time:</th>
<th>Travel Time:</th>
<th>Call Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Yes No</td>
</tr>
</tbody>
</table>

Labor $8259.80
Parts $8259.80
Freight $
Tax $
Total $

Comments: 

Client Signature: [Signature]  Tech Rep Signature: [Signature]

Your signature indicates responsibility for payment

White Copy - Office  Yellow Copy - Rep.  Pink Copy - Client
<table>
<thead>
<tr>
<th>Order Details</th>
<th>Billing Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Product:</strong></td>
<td>Charges:</td>
</tr>
<tr>
<td>WIN SVR 2022 STD 16-CORE DG TO SVR 2019 STD</td>
<td>1069.0</td>
</tr>
<tr>
<td>MS WIN SVR 2022 USER CAL OEM 5-PACK (QTY: 3)</td>
<td>829.0</td>
</tr>
<tr>
<td>BTPL</td>
<td>Charges:</td>
</tr>
<tr>
<td>c7ef7437-11fe-44cb-817f-028322adb589</td>
<td>0.0</td>
</tr>
<tr>
<td><strong>Discounts:</strong></td>
<td>Credits:</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Tax:</td>
</tr>
<tr>
<td></td>
<td>Total:</td>
</tr>
<tr>
<td></td>
<td>1898.0</td>
</tr>
</tbody>
</table>

**Payment Instructions:** This bill contains the charges for your purchases and services consumed from Microsoft.
## Billing Summary

<table>
<thead>
<tr>
<th>PO Number</th>
<th>Ship To</th>
<th>Amount in USD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intel SSDSC2KB019T701 dc 1.92tb 7mm SSD - QTY=4</td>
<td>BTPL</td>
<td>$960.00 USD</td>
</tr>
<tr>
<td>Freight</td>
<td>Billed To Address</td>
<td>$42.41 USD</td>
</tr>
<tr>
<td>Grand Total</td>
<td></td>
<td>$1002.41 USD</td>
</tr>
</tbody>
</table>

Four selected method of payment was charged $1002.41 USD on Jan 24, 2024 and reference invoice number 1036662.2090. No further payment is needed.

Thank you for your purchase. We appreciate your business and the opportunity to serve you. For Intel Support please visit https://www.intel.com/content/www/us/en/
From: No Reply <noreply@equuscs.com>
Sent: Wednesday, January 24, 2024 10:27 AM
To: mike@mtsystemsinc.com
Cc: tom.bohn@equuscs.com
Subject: Thank you for your order - CU# 9073592 / ID# 1110479 / PO# BTPL

THIS MESSAGE WAS SENT FROM AN UNMONITORED MAILBOX. DO NOT REPLY TO THIS EMAIL. PLEASE CONTACT YOUR EQUUS ACCOUNT MANAGER DIRECTLY WITH ANY REQUESTS.

Dear Mike Shackelford,

Your order has been received and identified as Web Order ID # 1110479 (details below).

After review by a member of your Equuscs account team, it will be released for standard processing.

We appreciate your business.

Thank you,
Equuscs Computer Systems

<table>
<thead>
<tr>
<th>Your PO Number:</th>
<th>BTPL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your comments:</td>
<td></td>
</tr>
<tr>
<td>Web Order ID:</td>
<td>1110479</td>
</tr>
<tr>
<td>Payment Method</td>
<td>VISA</td>
</tr>
<tr>
<td>Shipping Method</td>
<td>3 Day Select</td>
</tr>
<tr>
<td>Freight</td>
<td>$288.59</td>
</tr>
<tr>
<td>Estimated Tax</td>
<td>$.00</td>
</tr>
<tr>
<td>Total</td>
<td>$5358.59</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Order Shipping Info:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ship To Company Name</td>
</tr>
<tr>
<td>Ship To Address</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

T2170
SKU #: 4826 Includes:

SM CSE-732D3-1K26B Supermicro Case Mid-tower E-ATX ATX

PEDESTAL - MATX

DYNATRON K650 CPU COOLER 60MM 2 BALL LGA1156

BMC ADVISORY LETTER, ECS

5YR DOM BQCARE SERVER PEDESTAL - MATX

SM X12SPL-LN4F ATX LGA4189 C621A 8DIMM 4XGBE 4XPCIe4

Intel Xeon Gold 6334 3.6GHZ 165W Processor Tray

MICRON 16GB DDR4 3200 ECC UDIMM MTA9ASF2G72AZ-3G2 SR X8 16GB

INTEGRATED SATA RAID 0, 1, 0+1, 5

SM CBL-0044L SATA CABLE 24IN COMPACT CONNECTOR

BASE SERVER ALTERNATIVE OS

SM SFT-OOB-LIC MGMT LICENSE OOB BIOS MANAGEMENT LICENSE
Enterprise Limited Warranty and Terms

MicroTech Systems, Inc. (hereinafter referred to as "MicroTech") warrants to the original enterprise purchaser (hereinafter referred to as "Brandon Township Library") that the MicroTech server hardware product(s) specified on Brandon Township Library's invoice (hereinafter referred to as "System") will be free from defects in materials and workmanship under normal use in accordance for a period that begins, for new System purchases, at the time of original System invoice date for a period of, no less than, five (5) years. This warranty applies to the hardware components comprising the System, including: CPU, motherboard, memory, hard drive, solid state drive, optical drive, case, power supply, and other standard internal components normally carried and offered for sale by MicroTech.

For ALL warranty related service work, Brandon Township Library must contact MicroTech to open a support case and obtain a Return Merchandise Authorization (RMA) number prior to shipping any System or components back to MicroTech. The RMA number must be clearly marked on the outside of the shipping package. MicroTech will reject any inbound shipments that do not have an RMA number clearly marked on the outside of the package.

After diagnostics and issuance of RMA, at MicroTech' discretion, the System can be shipped to MicroTech for repair, or MicroTech will dispatch replacement components to Brandon Township Library, via ground shipping service for client Systems or Next Business Day (NBD) shipping service for server Systems, for Brandon Township Library to replace defective components within the System. MicroTech will, at its discretion, utilize new or like new (refurbished, tested equivalent to new) components of equivalent or better performance.

For components dispatched to Brandon Township Library for field repair, Brandon Township Library will be invoiced for components then credited back once failed components have been received back at MicroTech. Brandon Township Library is responsible for packaging and delivering the failed component, freight prepaid for client Systems or freight paid by MicroTech for server Systems, to MicroTech. If the component is not returned to MicroTech or is damaged due to negligence, shipping damage, improper shipment packing or improper component handling, Brandon Township Library is financially responsible for the non-returned or damaged component.

For a System bench repair at MicroTech’s office, Brandon Township Library is responsible for packaging and delivering the System freight prepaid to MicroTech. MicroTech will repair the System at no additional cost and within a period of time deemed reasonable by MicroTech and return the System to Brandon Township Library via ground shipping service unless Brandon Township Library upgrades the shipping mode at Brandon Township Library’s expense.
Enterprise Server Limited Warranty
Terms and Conditions

After 30 days of the original System invoice date, Brandon Township Library may purchase a warranty extension ("Warranty Extension"), if offered for a particular System by MicroTech. Warranty extensions will extend the System warranty for the duration purchased to begin in concurrence with the end of the original Warranty Period. Warranty Extensions cannot be purchased if the original warranty has expired. MicroTech reserves the right to not offer a Warranty Extension on any Systems for any reason in its sole discretion. Any and all components purchased from MicroTech, but not installed in a System by MicroTech are covered under the respective manufacturer’s warranties only. No MicroTech warranty is offered on these components.

Any component listed on a MicroTech invoice or any other document (including email, text message or recorded phone conversation) that does not align with MicroTech’s parts description are only covered under the respective manufacturer’s warranties. Brandon Township Library assumes full responsibility of working with the original manufacturer to resolve any warranty. Some problems or defects associated with components (e.g. graphic cards, NICs, I/O controllers, CPUs) may require troubleshooting the component in the System prior to replacement. MicroTech agrees to troubleshoot the issue and provide relevant details to Brandon Township Library and provide a temporary, suitable replacement while the original System is being repaired if possible.

At the expiration of the Warranty Plan Period, MicroTech may provide additional out-of-warranty services on the System to Brandon Township Library on a time and materials basis. MicroTech will attempt to repair the System to the extent possible. Brandon Township Library is responsible for charges associated with an out-of-warranty service event including: all shipping (both directions), service labor, parts and other charges.

This warranty will be void if, in the sole opinion of MicroTech, the System has been damaged by misuse, accident, abnormal use, improper return packaging, improper handling, neglect, abuse, alteration, improper installation, unauthorized modification, improper testing or causes external to the System such as, but not limited to, excessive heat or humidity, power failures, liquid exposure, power surges, lightning, or acts of God/Nature. Any unauthorized post-System sale hardware additions, upgrades, modifications, or configuration changes done by Brandon Township Library (or by a third party on Brandon Township Library's behalf) are not covered by this warranty.

Warranties on Systems may be transferred if Brandon Township Library transfers ownership of the System and requests transfer of the warranty with MicroTech. All requests to transfer warranties are at MicroTech’s sole discretion and such transfers will be subject to the terms and conditions of the original warranty and limited to the duration of the remaining Warranty Period.
Enterprise Systems built and purchased from MicroTech shall provide to Brandon Township Library the services described in the **MicroTech Business Onsite Service Response:**

- Typically arrives on-site within 4 hours after completion of telephone-based troubleshooting.
- Incidents with Warranted Systems can be reported to MicroTech via Phone, e-mail, text message or in person 24x7.
- Available seven days each week, twenty-four hours each day – including holidays.
- MicroTech will send authorized personnel to the registered installation site to assess the issue and work on the problem if it is deemed that onsite service is necessary and/or possible.
- Parts, if needed, will be shipped using overnight delivery when available at no cost to Brandon Township Library.
- On-Site Service Technician, or other necessary support will restore the System to full functionality.

**RESPONSIBILITIES OF BRANDON TOWNSHIP LIBRARY**

Brandon Township Library shall:

1. Operate the System in an environment meeting MicroTech’s specifications for thermal, humidity and power;

2. Protect/condition the supply of electricity to the System through the use of appropriate surge protection devices;

3. If experiencing hardware difficulties and are receiving diagnostic messages or logs, print out or make note of the specific error messages and communicate them to a MicroTech help desk technician;

4. Have an adult representative present whenever MicroTech provides phone or onsite services.

5. Perform such diagnostic procedures or programs as requested by MicroTech if appropriate prior to or when on-site;

6. Safeguard and deliver to an authorized MicroTech service provider all replacement parts and/or accessories shipped by MicroTech to Brandon Township Library upon authorized MicroTech service provider’s arrival to the service location;

7. Return the component(s) to be replaced or the replacement component(s) or item(s) shipped to Brandon Township Library to MicroTech.
WARRANTY SERVICE EXCLUSIONS:

What the Warranty Does Not Include:

1. Service or replacement of peripherals including, but not limited to, monitors, keyboards, mice, scanners, printers, speakers, external drives, backup media, video adapters, external cables, power protection devices (UPSs and power strips);

2. Coverage for any component not listed on the MicroTech invoice or otherwise identified as "special order" or "non-stock" which are only covered under their respective manufacturer's warranties;

3. Integrated battery products including CMOS, disk controller cache backup (BBU) batteries within Systems are covered during the first year of the Warranty only. Battery components coverage beyond the first year of the Warranty are only covered by the respective component manufacturer’s warranty;

4. Installation or set-up of the System unless installed and set-up by MicroTech

5. Service needed as a result of moving the System unless moved by MicroTech

6. Physical and/or cosmetic damage to the exterior surface or housing of the System

7. Service needed if the System has been damaged by misuse, accident, abnormal use, improper handling, neglect, abuse, alteration, improper installation, unauthorized modification, improper testing or causes external to the System such as, but not limited to, excessive heat or humidity, power failures, liquid exposure, power surges, lightning, or acts of God/Nature

8. Only post-System-sale hardware additions, hardware upgrades, hardware modifications, or hardware configuration changes provided from MicroTech are covered by the Warranty

9. If any failure cannot be resolved by an on-site replacement of a failed component, as determined by MicroTech in its sole discretion, MicroTech may require Brandon Township Library to return the entire System to MicroTech for diagnostic testing and repair

10. Use of any component in the System if the component is not purchased with the original System, or designated by MicroTech for use with the System.

Because of the rapid development of technology in the computer industry, or for other reasons, a particular component may not be available from MicroTech. In such event, MicroTech will make commercially reasonable efforts to locate a compatible replacement component from other sources

Once the Warranty Period has expired, MicroTech will not honor warranties on Systems or individual components
TO THE EXTENT PERMITTED BY LAW, THE EXPRESS WARRANTY AND REMEDIES SET FORTH HEREIN ARE EXCLUSIVE AND IN LIEU OF ALL OTHER WARRANTIES, REMEDIES AND CONDITIONS, WHETHER ORAL OR WRITTEN, STATUTORY, EXPRESS OR IMPLIED. AS PERMITTED BY APPLICABLE LAW, MICROTECH SPECIFICALLY DISCLAIMS ALL OTHER WARRANTIES AND CONDITIONS, EXPRESS OR IMPLIED, STATUTORY OR OTHERWISE, RELATING TO OR ARISING IN ANY WAY OUT OF THESE TERMS AND CONDITIONS, INCLUDING ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.

IN NO EVENT WILL MICROTECH HAVE ANY LIABILITY FOR ANY INDIRECT, SPECIAL, INCIDENTAL OR CONSEQUENTIAL DAMAGES, INCLUDING, BUT NOT LIMITED TO, DAMAGES FOR LOSS OF BUSINESS; LOSS OF REVENUE OR PROFITS; LOSS OF, DAMAGE TO, OR CORRUPTION OF DATA; LOSS OF BUSINESS; LOSS OF OPPORTUNITY; LOSS OF GOODWILL; LOSS OF REPUTATION; DOWNTIME; CLAIMS BY THIRD PARTIES; OR ANY FAILURE TO MAINTAIN THE CONFIDENTIALITY OF INFORMATION STORED IN STORAGE MEDIA; LOSS OF USE OR EQUIPMENT OR FACILITIES, OR INTERRUPTION OF BUSINESS; ARISING IN ANY WAY OUT OF THESE TERMS AND CONDITIONS UNDER ANY THEORY OF LIABILITY (WHETHER IN TORT, INCLUDING NEGLIGENCE, CONTRACT, OR OTHERWISE), WHETHER OR NOT MICROTECH HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGE. TO THE EXTENT PERMITTED BY LAW, MICROTECH'S LIABILITY UNDER THESE TERMS AND CONDITIONS IS LIMITED TO ACTUAL DIRECT DAMAGES, NOT TO EXCEED THE ORIGINAL PURCHASE PRICE OF THE SYSTEM COVERED UNDER WARRANTY. SOME STATES DO NOT ALLOW THE EXCLUSION OR LIMITATION OF INCIDENTAL OR CONSEQUENTIAL DAMAGES, SO THE FOREGOING LIMITATION OR EXCLUSION MAY NOT APPLY.

These terms and conditions are governed by and will be construed in accordance with the laws of the State of Michigan. If any of the provisions contained in these terms and conditions is void or unenforceable, MicroTech and Brandon Township Library agree to delete it and agree that the remainder of these terms and conditions will continue to be in effect. MicroTech may assign the warranty to any entity that controls, is controlled by or is under common control with MicroTech. No term or condition of any purchase order or other writing issued by Brandon Township Library inconsistent with these terms and conditions will be binding upon MicroTech.
Article I  Identification

Section 1  The Brandon Township Public Library (“Library”) of Brandon Township, Michigan, was established by virtue of the provisions of the City, Village and Township Libraries Act of 1877, PA 164 (“Act 164”), as amended.

Section 2  The official name of the Library Board shall be the Brandon Township Public Library Board of Trustees (“Board”).

Section 3  The Board serves the residents of the Brandon Charter Twp., Oakland County, Michigan.

Section 4  The mission of the Library is, to “Engage, Educate, Enrich, Empower.”

Article II  Authority of the Board

Section 1  Governing Authority
The Board shall have the power and authority to do and perform acts, tasks, and functions as described in Sec. 397.205 of Act 164, Michigan Public Acts of 1877, as amended. (Act 164)

Section 2  Fiscal Authority
a) The Board shall have exclusive control of the expenditure of monies deposited into the Library Fund, including the authority to approve budgets and the final authority as to the expenditure of such funds. The Board shall be responsible for establishing an approval process for all financial expenditures. The Library’s fiscal year shall be January 1 to December 31.

b) The Board shall set the millage levy at the August meeting as required by law. The approved millage shall be submitted by the Secretary to the Brandon Township Clerk, Brandon Township Supervisor, and Oakland County Equalization Department no later than September 1 of each year for inclusion in the tax statements.

Section 3  Operational Authority
a) The Board shall select, hire, and supervise a properly certified and experienced library director. (See Appendix I)

b) The Board shall set policies for operations and services, including the duties and compensation of all staff, and engage in strategic planning for the future.
Section 4 Ethics Statement
The Board shall abide by the Public Library Trustee Ethics Statement published by United for Libraries January 2012 and the American Library Association’s Library Bill of Rights as amended January 23, 1996. (Library Bill of Rights) (Ethics Statement)

Article III Membership
Section 1 The members of the Board shall consist of six (6) voting members elected at large as prescribed in Act 164, Michigan Public Acts of 1877, as amended. (397.211, Sec. 11(4(d)). “In a Township that holds elections for township officers every 4 years, 6 members shall be elected for 4-year terms.”

Section 2 Vacancy
Vacancies shall occur on the Board in the event that any member resigns, dies, is convicted of a felony, ceases to be a resident of the township, or is removed from office by the Governor of the State of Michigan pursuant to the provisions of Section 10 of Article V of the State Constitution of 1963, as amended. In accordance with the provisions of Act 164, Michigan Public Acts of 1877, as amended (397.211, Sec 11 (6), in the event of a vacancy, the Board shall appoint a person to hold the vacant office until the next general township election. This appointment must be made by the majority vote of the Board as soon as possible but no later than the 2nd regular meeting after the vacancy occurs. (See Appendix II)

Section 3 Compensation
Members of the Board shall serve without compensation.

Section 4 Attendance
Members shall prepare for and attend regularly scheduled Board meetings and participate in training and educational opportunities.

Article IV Officers
Section 1 The officers of the Board shall be the President, Vice President, Secretary, and Financial Officer.

Section 2 The officers shall be elected by a majority vote at the beginning of the November meeting of the Board.

Section 3 Officers shall serve one-year terms.

Section 4 A vacancy in the office of President shall be filled by the current Vice President. Vacancies in the offices of Vice President, Secretary, and Financial Officer shall be filled
from the current Board members by election at the next regularly scheduled Board meeting.

**Article V  Duties of Board Officers**

**Section 1** It shall be the duty of the **President** to:
- a) Preside at all meetings of the Board or cancel meetings due to extraordinary circumstances.
- b) Approve meeting agendas in advance of the meeting.
- c) Appoint committees with the approval of the Board.
- d) Sign on behalf of the Board all instruments, contracts or documents as approved by a majority of the Board.
- e) Act as Liaison to the Library Director.
- f) Speak on behalf of the Board and Library.
- g) Interact with the attorney on behalf of the Library.

**Section 2** It shall be the duty of the **Vice President** to:
- a) Assume all duties of the President in his/her absence.
- b) Assume the office of the President in the event of the resignation, removal, disability, or death of the President, for the unexpired portion of the vacated term.
- c) Facilitate the annual Board and Library Director evaluation processes.

**Section 3** It shall be the duty of the **Secretary** to
- a) Oversee the recording and keeping of the official minutes of all Board meetings and make them available to the public.
- b) Be responsible for the posting of public notices for meetings in accordance with the Open Meeting Act.
- c) Maintain sign-up sheets for certain Trustee duties, which may include monthly check register and timesheet signoff and Friends of the Library meeting attendance.

**Section 4** It shall be the duty of the **Financial Officer** to:
- a) Act as a Liaison to the Library Director on financial matters.
- b) Review the financial statements and make a report at each Board meeting.

**Article VI  Meetings and Quorum**

**Section 1** Meetings
The regular meetings of the Board shall take place as determined by the Board at its Annual Meeting in November. Special meetings may be called at any time by the President or at the request of four (4) Board members. All meetings and cancellations
will be posted in accordance with the Open Meetings Act.- Cancellations due to unforeseen circumstances shall be determined by the President.

Section 2 Quorum
a) Four (4) members of the Board shall constitute a quorum. A simple majority of those members voting shall be sufficient to pass a resolution or take any official action.- All actions/resolutions requiring expenditures outside of the Board established limits, set either by policy or budget, require a roll call vote.
b) In the absence of a quorum, the attending members may continue the meeting for information purposes or reschedule the meeting as decided by a majority vote of members present.

Section 3 Agenda
The following items constitute the minimum agenda for regular meetings:
a) Call to Order
b) Pledge of Allegiance
c) Roll Call
d) Approval of the Agenda
e) Approval of the Minutes
f) Call to Audience
g) Director’s Report
h) Financial Officer’s Report
i) Committee Reports
j) Communication
k) Unfinished Business
l) New Business
m) Staff Reports
n) Public Comment
o) On Hold
p) Items for Next Agenda
q) Adjournment

Section 4 Rules of Order
The latest edition of Robert’s Rules of Order shall govern all actions of the Board in all cases in which they are applicable and in which they are not inconsistent with the rules of the Board.- All provisions of the Open Meetings Act (Michigan Public Act 267 of 1976, as amended) will be followed. (Open Meetings Act Handbook)

Article VII Standing Committees
Section 1 Committees, along with committee chairs and members, shall be appointed by the President with the approval of the Board and may include both Board members and staff. Committees are only advisory, and assignments are limited to study/investigation and reporting of recommendations to the Board.- All recommendations must be approved by the Board.- Standing and Ad Hoc committees will meet as needed.
Section 2  Finance
a) Annually reviews
   a. Budget drafts
   b. Capital Replacement Schedule
b) Prioritizes
   a. Budget expenditures
   b. Maintenance repairs and replacement
c) Recommends Fund Balance goals.
d) Reviews and recommends audit to Board.
e) Reviews and recommends contracts, when requested by the Director.

Section 3  Policies
a) Reviews policies developed or revised by the Library Director.
b) Endorses the submittal of policy drafts to the Board for review and approval.

Article VIII  Finance

Section 1  The Library shall be financed in the following manner:
   a) Library millage funds
   b) Penal fines
   c) Contract funds from surrounding communities when applicable
   d) State Aid to Public Libraries
   e) Fines and forfeits
   f) Interest and Rents
   g) Contributions, Donations, and Grants
   h) Fees for services
   i) All other revenues, as allowed by law

Section 2  All monies described above shall be credited to the Library Fund and deposited with the Township Treasurer of the Charter Township of Brandon.

Section 3  All expenditures from the Library Fund shall be dispersed by the Township Treasurer in accordance with properly authenticated vouchers of the Board, approved monthly (Pursuant to 397.205, Sec 5 of Act 164).

Section 4  Disbursements
   a) A Trustee shall sign the check register, payroll records, and any other disbursement records, along with the Library Director. If the Library Director cannot sign these documents, they must be signed by two (2) Trustees.
b) It is the duty of the Board to approve all disbursements.
Section 5  The financial records shall be audited annually by an independent auditing firm selected by the Board. The completed audit must be approved by a majority vote of the Board.

Section 6  A Trustee shall approve and sign the Library Director’s time sheet.

ARTICLE IX  Budget

Section 1  The budget allocation for the Staff Expenditures, Operating Expenditures, and Collection Expenditures will be determined annually by the Board.

Section 2  The Library Director shall prepare, in cooperation with the Finance Officer, an annual draft budget and submit the annual draft budget to the Board.

Article X  Library Director

Section 1  The Library Director’s performance shall be evaluated annually by the Board.

Section 2  The Library Director shall have sole charge of the administration of the Library under the direction and review of the Board. The Library Director shall be responsible for the care of the building and equipment; for the employment, development, and direction of the staff; for the efficiency of the Library’s service to the community; for the annual preparation of a budget proposal; for the operation of the Library under the financial conditions contained set forth in the budget approved by the Board; for the preparation of a written/illustrated annual report; for the preparation of packet information for the Board meetings; and any other duties delegated by the Board.

Section 3  The Library Director or the Director’s representative shall attend all Board meetings as a non-voting member, except those at which his/her appointment, salary, or performance is to be discussed or acted upon.

Section 4  The Library Director must have the Board’s approval for new staff positions.

Section 5  The Library Director shall submit a written monthly report at each monthly meeting.

Section 6  The Library Director shall submit a written quarterly report updating the Board on the status of goals set by Strategic Plans and his/her annual review.

Section 7  The Library Director shall have the responsibility to make emergency decisions to protect public health and safety, the assets of the Library and legal protections of patrons from unforeseen threats if immediate communications with the Board.
President areis not feasible. The Director shall advise the Board of said actions at the first opportunity of said actions.

Section 8 The Library Director shall maintain a calendar of topics and periodic reports to be covered at future Board meetings.

ARTICLE XI AMENDMENTS

Section 1 These bylaws may be amended by a majority vote of the Board.

Section 2 Amendments may not be proposed and acted upon at the same meeting and must be stated in the meeting notice.

APPENDIX I: DIRECTOR HIRING/APPOINTMENT PROCESS

APPENDIX II: TRUSTEE VACANCY APPOINTMENT PROCESS

APPENDIX III: SUGGESTED DIRECTOR AND BOARD EVALUATION PROCESSES
APPENDIX III: SUGGESTED DIRECTOR AND BOARD EVALUATION PROCESSES

Director Evaluation Process

- October: Present questions for review (sample questions provided page 2-4)
  - Appoint ad hoc committee if desired
- November: Board approval of questions
  - Work with Library tech staff (Shauna) to put together online survey
- December: Present survey to the Board
  - Analyze results (using sample goal sheet pages 5-6), optionally, with committee
- January: Present results to Board/director optionally in closed session as requested

Board Evaluation Process

- April: Present questions for review (sample questions provided page 7-10)
  - Appoint ad hoc committee if desired
- May: Board approval of questions
  - Work with Library tech staff (Shauna) to put together online survey
- June: Present Survey to Board
  - Analyze results, optionally, with committee
- July: Present Board evaluation results with training or improvement suggestions
Library Director Review Questions

Ratings:

- Exceptional
- Effective
- Developing
- Needs Support

Strategic Plan

- Does the director establish and oversee the implementation of the strategic plan with quarterly updates to the Board for the library?
- Are the library’s priorities and accomplishments in sync with the goals and objectives of the mission, vision, and strategic plan?

Library Use and Community Development

- Does the director visibly advocate for the library in a way that is consistent with the library's mission and vision to the community?
- Does the director establish mutually beneficial relationships with Township/Village administration, elected officials, business leaders, and community groups on behalf of the library?
- Are library services effectively communicated to the public? Is community feedback actively solicited and analyzed?
- Does the director keep updated on state and national library laws, informing the Board, and actively support state and national library legislation to improve and extend library service?

Preparing and Managing the Budget

- Does the director adequately prepare and support the annual budget to the Board?
- Does the director administer the annual budget within budgetary constraints?
- Does the director regularly communicate with the CPA and auditor?
- Does the director seek additional sources of income for programs and materials?
- Does the budget cover all necessary expenses, capital needs, unanticipated contingencies, and an adequate reserve?

Managing Staff

- Does the director adequately determine appropriate staffing levels, wage/salary levels and benefits, work performances, and standards?
- Are fair and equitable personnel policies proposed and then fairly administered?
- Are positive and effective management/staff relations maintained?
APPENDIX III: SUGGESTED DIRECTOR AND BOARD EVALUATION PROCESSES

Professional Technology Awareness and Continuing Education

- Does the director regularly attend meetings, workshops, seminars, and conferences of organizations appropriate to the library and management fields and share insight with the Board?
- Does the director stay on top of library trends and best practices through professional reading, communicate them to the Board, and integrate them into management and culture at the library?
- Are innovative methods of service delivery and technical processes studied thoroughly and implemented only after they are determined to fit the community’s needs and are proven to be cost effective?

Relationship with the Board and Implementing Decisions

- Does the director regularly meet with and guide the Board with professional expertise?
- Does the director prepare Board packets with timely information and reports on the budget, policies, activities, needs, personnel, legislation, and current library trends and make appropriate proactive recommendations to the Board?
- Does the director adequately inform the Board of library and trustee related conferences, workshops, webinars, and other training for trustees?
- Are Board decisions supported and implemented on a timely basis?

Friends of the Library

- Does the director establish a mutually beneficial relationship with the FOL?
- Has the director actively promoted the FOL group?

Maintenance of the Building

- Does the director adequately oversee the selection and processing of all library materials and equipment?
- Has the director appropriately directed the care and maintenance of library materials, equipment, and the building, including quarterly reports to the Board with updates on the schedule of life expectancy?

Leadership and Ethics

- Does the director maintain contacts with other library directors and professional committees?
- Does the director encourage and assist the Board and staff to keep informed of developments in library-related fields?
- Does the director support intellectual freedom and the right to access in the public library?
- Are hard decisions made and implemented rather than being deferred and ignored?
- Does the director display proactive initiative rather than merely reacting to necessities?
APPENDIX III: SUGGESTED DIRECTOR AND BOARD EVALUATION PROCESSES

- Is the director consistent in decisions that affect the staff and/or public?
- Does the director set an example for staff through professional conduct, high principles, and good work habits?
- Is the director open with the Board and objective in making the necessary decisions without personal prejudice?

*There should be 1 comment section for each category, and it should be emphasized that the trustee feedback is the most important tool for analyzing the information.*
Director Evaluation: Example Goals for 2024

Strategic Plan
2023 Feedback

•

2024 Goals

•

Library Use and Community Development
2023 Feedback

•

2024 Goals

•

Preparing and Managing the Budget
2023 Feedback

•

2024 Goals

•

Managing Staff
2023 Feedback

•

2024 Goals

•

Professional Technology Awareness and Continuing Education
2023 Feedback

•
APPENDIX III: SUGGESTED DIRECTOR AND BOARD EVALUATION PROCESSES

2024 Goals

•

Relationship with the Board

2023 Feedback

•

2024 Goals

•

Friends of the Library

2023 Feedback

•

2024 Goals

•

Maintenance of the Building and Materials

2023 Feedback

•

2024 Goals

•

Leadership and Ethics

2023 Feedback

•

2024 Goals

•
APPENDIX III: SUGGESTED DIRECTOR AND BOARD EVALUATION PROCESSES

Trustee Self-Assessment

Please answer the following questions as:
1-Completely 2-Mostly 3-Partially 4-Not at all

1. I know the library’s mission statement.
2. I am familiar with the library’s strategic plan.
3. I am familiar with Michigan state statutes that apply to libraries or where to find them.
4. I visit my library frequently enough to be familiar with services and to see potential needs.
5. I refer any staff requests I receive to the library director or Board president.
6. I am willing to serve on library committees as needed.
8. I am familiar with the library’s annual report.
9. I come to meetings having already read the information relevant to that meeting.
10. I understand and am comfortable with the Board’s decision-making process during meetings.
11. I willingly abide by majority Board decisions and support them publicly.
12. I treat other Board members with respect and listen openly to their opinions.
13. I understand and respect the different roles and duties of the library director and the Board.
14. I am familiar with the library’s policies or where to find them.
15. I encourage and support the library director in achieving our organization’s goals.
16. I am familiar with the Board’s bylaws.
17. I am a library advocate to civic groups, community organizations, and public officials.
18. I keep abreast of legislation impacting the library community.
19. I have established a relationship with my local and state representatives and discuss library issues with them, advocating for their support.
20. I understand library financial statements and basic governmental accounting concepts.
21. I have read articles pertaining to libraries on the state or national level over the past six months.
22. I have attended at least two library events in the last year.
23. I have been formally introduced to key staff and understand their major job duties.
24. I feel free to vote my conscience even when I disagree with other Board members.
APPENDIX III: SUGGESTED DIRECTOR AND BOARD EVALUATION PROCESSES

25. I review the Michigan and ALA Public Library guidelines periodically and assess the library’s progress in meeting them.

Comments:

*This survey is designed to be a quick click through for self-evaluation with an emphasis on pointing out areas that may need training if more than one trustee feels weak in that area. It may or may not be presented as determined by the Board.*
APPENDIX III: SUGGESTED DIRECTOR AND BOARD EVALUATION PROCESSES

Self-Evaluation for The Library Board

These questions are intended to assess how the Board works together overall. Please answer accordingly and offer comments as needed.

1. Our Board members fulfill an important role in the organization; they represent a high degree of competence and experience and are in position to influence others in the community.
   __ all do __ most do __ half do __ few do __ none does

2. Our Board as a whole represents a cross section of our community.
   __ completely __ mostly __ half __ only small portion__ not at all

3. Our Board members brief themselves on the Library’s problems and needs; know the organization’s mission, history, philosophy and plans; keep abreast of trends that affect our organization; understand the role of a Board member.
   __ all do __ most do __ half do __ few do __ none does

4. Our Board members prepare themselves for meetings; study and understand reports and background materials; ask probing and insightful questions at meetings; focus on problems; demand and get necessary information for major decisions.
   __ always __ usually __ sometimes __ occasionally __ never

5. Our Board members are active spokespersons for our organization and are using their influence with others who help our library.
   __ always __ usually __ sometimes __ occasionally __ never

6. Our Board members are well equipped with an understanding of basic governmental accounting concepts so they can understand our library financial statements and budget.
   __ all do __ most do __ half do __ few do __ none does

7. Our Board members serve on one or more important Board committees and are active in committee assignments, carrying out duties and making useful contributions of ideas and information.
   __ all do __ most do __ half do __ few do __ none does
APPENDIX III: SUGGESTED DIRECTOR AND BOARD EVALUATION PROCESSES

8. Our Board members attend Board meetings regularly and faithfully.
   __ all do __ most do __ half do __ few do __ none does

9. The mission and goals of the library are:
   __ very clear __ clear __ somewhat clear __ not clear

10. The role of the Board compared to the Director’s role is:
    __ very clear __ clear __ somewhat clear __ not clear

11. The Board’s problem-solving abilities are:
    __ very good __ good __ somewhat good __ not good

12. Conflict on the Board is managed:
    __ very effectively __ effectively __ somewhat effectively __ not effectively

13. The Board’s decision-making processes (taking into account procedures, the level of
    information and the people involved) are:
    __ very effective __ somewhat effective __ not effective

14. The quality of communication among Board members is:
    __ very good __ good __ somewhat good __ not good

15. The quality of communication between the Director and the Board is:
    __ very good __ good __ somewhat good __ not good

16. The level of effectiveness of the Board’s committees and the committee structure is:
    __ very effective __ effective __ somewhat effective __ not effective

17. I find serving on the library Board to be a satisfying and rewarding experience:
    __ completely __ almost completely __ very little __ not at all

18. Meetings are run according to Robert’s Rules of Order
    __very effectively _effectively _not effectively

19. Support of the Friends of the Library by the Board is
    __very adequate _adequate _not adequate

*Each question on this survey should contain a short comment section in order to provide
further feedback as necessary.
## Handymen Lake Orion LLC
348 Gan Eden Dr
Lake Orion, MI 48362
chris@handymanlakeorion
+1 (248) 330-6391

---

### Director Laura Fromwiller

**Bill to**
Director Laura Fromwiller  
Brandon Township Public Library  
304 South Street  
Ortonville, MI 48462  
United States

**Ship to**
Director Laura Fromwiller  
Brandon Township Public Library  
304 South Street  
Ortonville, MI 48462  
United States

---

### Estimate Details

- **Estimate no.:** 1001  
- **Estimate date:** 03/15/2024  
- **Expiration date:** 03/22/2024

---

<table>
<thead>
<tr>
<th>#</th>
<th>Product or service</th>
<th>Qty</th>
<th>Rate</th>
<th>Amount</th>
</tr>
</thead>
</table>
| 1. | **Type**  
Office Partition - Frameless Heavy Glass System      | 1   | $9,665.50 | $9,665.50 |
| 2. | **Glass**  
1/2" Clear Tempered Glass                             | 1   | $0.00  | $0.00   |
| 3. | **Finish**  
Matte Black                                             | 1   | $0.00  | $0.00   |
| 4. | **Size**  
176" x 96" Door Left with 3 Panels 48" x 94" Approximate | 1   | $0.00  | $0.00   |
| 5. | **Door**  
36"w x 96"H with Pivoted hinges, Hinge Left             | 1   | $0.00  | $0.00   |
| 6. | **Handle**  
24" Ladder                                              | 1   | $0.00  | $0.00   |
| 7. | **Header Repair**  
Re-install Header faceplate                              | 1   | $300.00 | $300.00 |
| 8. | **Other**                                              | 1   | $0.00  | $0.00   |

---

**Total**  
$9,965.50
**INVOICE**

Handyman Lake Orion LLC  
Lake Orion, MI 48362  
chris@handymanlakeorion  
+1 (248) 330-6391

**Director Laura Fromwiller**

**Bill to**  
Director Laura Fromwiller  
Brandon Township Public Library  
304 South Street  
Ortonville, MI 48462  
United States

**Ship to**  
Director Laura Fromwiller  
Brandon Township Public Library  
304 South Street  
Ortonville, MI 48462  
United States

**Invoice details**  
Invoice no.: 1002  
Terms: Due on receipt  
Invoice date: 03/18/2024  
Due date: 03/18/2024

<table>
<thead>
<tr>
<th>#</th>
<th>Product or service</th>
<th>Qty</th>
<th>Rate</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Deposit</td>
<td>1</td>
<td>$4,982.75</td>
<td>$4,982.75</td>
</tr>
<tr>
<td></td>
<td>Estimate 1001</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Final payment</td>
<td>1</td>
<td>$4,982.75</td>
<td>$4,982.75</td>
</tr>
<tr>
<td></td>
<td>Estimate 1001</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Subtotal</td>
<td></td>
<td></td>
<td>$9,965.50</td>
</tr>
<tr>
<td></td>
<td>Subtotal</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Contact Handyman Lake Orion LLC to pay.

**Note to customer**

Deposit required (half). Check payable to Handyman Lake Orion LLC payment in full upon completion. Estimate install date approximately, April 22, 2024. Thanks for your business.
**SOLD TO**
WALK-IN

**JOB ADDRESS**
BRANDON LIBRARY
304 SOUTH STREET
ORTONVILLE MI 48462

Thank you for your business!

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>D</th>
<th>Quantity</th>
<th>UM</th>
<th>Price</th>
<th>Per</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMMENT</td>
<td>LEAD TIME 13-14 WEEKS</td>
<td></td>
<td>4</td>
<td>EA</td>
<td>1928.7200</td>
<td>EA</td>
<td>7,714.88</td>
</tr>
<tr>
<td>SOMISC</td>
<td>TRUSTILE - 44 1/2 inch X 92</td>
<td></td>
<td>4</td>
<td>EA</td>
<td>1928.7200</td>
<td>EA</td>
<td>7,714.88</td>
</tr>
<tr>
<td></td>
<td>5/8 inch, 1 3/4, FL100, Slab</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Only, Single, TruStile</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Interior Plain Sawn Red Oak</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Door, QB-Quarter Bead</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sticking, <em><strong>NOT COVERED UNDER WARRANTY</strong></em> NO WARRANTY ON TRUSTILE STANDARD WOOD DOORS OVER 42&quot; WIDE Glass = 1/4&quot; Clear ***PREFINISHED STAINED FROM STANDARD COLORS TBD ***</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SOMISC</td>
<td>PART# 13313414 134F 4DR HDWE W/1125</td>
<td></td>
<td>1</td>
<td>EA</td>
<td>399.9200</td>
<td>EA</td>
<td>399.92</td>
</tr>
<tr>
<td>SOMISC</td>
<td>PART# 134F-192 192&quot; BYPASS TRACK ONLY WITH FASCIA</td>
<td></td>
<td>1</td>
<td>EA</td>
<td>506.4500</td>
<td>EA</td>
<td>506.45</td>
</tr>
<tr>
<td>SOMISC</td>
<td>1060 SOFT CLOSE</td>
<td></td>
<td>2</td>
<td>EA</td>
<td>73.3400</td>
<td>EA</td>
<td>146.68</td>
</tr>
<tr>
<td>SOMISC</td>
<td>EMTK - BTB 86188 SS FOR 1-3/4&quot; DOOR, 72&quot; SQUARE DOOR PULL BACK-TO-BACK BRUSHED STAINLESS STEEL (SS)</td>
<td></td>
<td>1</td>
<td>EA</td>
<td>1034.0000</td>
<td>EA</td>
<td>1,034.00</td>
</tr>
</tbody>
</table>

**INSTALL**
INSTALLATION SERVICES:

|     |                                                                                     |   | 1        | EA | 2000.0000 | EA  | 2,000.00 |

This is an estimate; prices vary based on market conditions. This is NOT a legally binding contract between parties. Customer is responsible for quantity, specifications, code requirements, pricing errors, and lead times. PLEASE EXAMINE CAREFULLY.

Subtotal |
Sales Tax |
Total |

Buyer: [Signature]
**SOLD TO**

WALK-IN

**JOB ADDRESS**

BRANDON LIBRARY  
304 SOUTH STREET  
ORTONVILLE MI 48462

---

Thank you for your business!

---

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>D</th>
<th>Quantity</th>
<th>UM</th>
<th>Price</th>
<th>Per</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>TERMSCOND2</td>
<td>TOTAL COST OF THE PROJECT IS REQUIRED AT THE TIME OF ORDER. THE REMAINING BALANCE IS DUE ON THE LAST DAY OF SUBSTANTIAL COMPLETION OF INSTALLATION IF AND ONLY IF ANTCLIFF WINDOWS &amp; DOORS IS RESPONSIBLE FOR PRODUCT INSTALLATION. CHANCE ORDERS: ANY COST ASSOCIATED WITH A CHANGE ORDER WILL BE THE RESPONSIBILITY OF THE PURCHASER. ALL CHANGE ORDER REQUESTS MUST BE SUBMITTED IN WRITING, SIGNED BY THE PURCHASER AND ACCEPTED BY ANTCLIFF WINDOWS &amp; DOORS. WHERE SUCH ADDITIONAL WORK IS ADDED TO THIS CONTRACT, IT IS AGREED THAT THE TOTAL PRICE OF THIS CONTRACT SHALL BE INCREASED BY THE PRICE OF THE ADDITIONAL WORK AND THAT ALL TERMS AND CONDITIONS OF THIS CONTRACT SHALL APPLY EQUALLY TO SUCH ADDITIONAL WORK.</td>
<td></td>
<td>1</td>
<td>EA</td>
<td>EA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TERMSCOND3</td>
<td>ALL DELIVERY DATES AND SUGGESTED INSTALLATION DATES ARE APPROXIMATE AND CANNOT BE GUARANTEED. ANTCLIFF WINDOWS &amp; DOORS AGREES TO COMPLETE ANY WORK IN A WORKMANLIKE MANNER. HOWEVER, ANTCLIFF WINDOWS &amp; DOORS IS NOT RESPONSIBLE FOR FAILURES OR DEFECTS THAT RESULT FROM WORK DONE BY OTHERS PRIOR</td>
<td></td>
<td>1</td>
<td>EA</td>
<td>EA</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

This is an estimate; prices vary based on market conditions. This is NOT a legally binding contract between parties. Customer is responsible for quantity, specifications, code requirements, pricing errors, and lead times. PLEASE EXAMINE CAREFULLY.

---

This is an estimate; prices vary based on market conditions. This is NOT a legally binding contract between parties. Customer is responsible for quantity, specifications, code requirements, pricing errors, and lead times. PLEASE EXAMINE CAREFULLY.
Thank you for your business!

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>D</th>
<th>Quantity</th>
<th>UM</th>
<th>Price</th>
<th>Per</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>TERMSCOND4</td>
<td>TO, AT THE TIME OF, OR SUBSEQUENT TO WORK DONE UNDER THIS AGREEMENT. ANTCLIFF WINDOWS &amp; DOORS IS NOT LIABLE FOR ANY PREPARATION WORK INCLUDING BUT NOT LIMITED TO BLIND REMOVAL, MOVING FURNITURE OR ANY OTHER OBSTRUCTIONS. ALL PREPARATORY WORK IS TO BE PERFORMED BY OTHERS UNLESS OTHERWISE NOTED IN THIS AGREEMENT. UNLESS OTHERWISE NOTED IN THIS AGREEMENT, THE PRICE QUOTED DOES NOT INCLUDE FILLING NAIL HOLES, PAINTING, STAINING OR PERMITS. IF PLASTER WALLS DEVELOP SMALL CRACKS, ANTCLIFF WINDOWS &amp; DOORS WILL BE HELD HARMLESS. ANTCLIFF WINDOWS &amp; DOORS WILL PERFORM SIMPLE DISCONNECTION OF ALARM SYSTEM WHERE POSSIBLE. PURCHASER IS RESPONSIBLE FOR HAVING SECURITY COMPANY RE-CONNECT SAID ALARM SYSTEM AFTER COMPLETION OF WORK. IN THE EVENT THE PURCHASER IS IN DEFAULT OF ANY OF THE TERMS OF THIS CONTRACT, ANTCLIFF WINDOWS &amp; DOORS MAY, IN ADDITION TO ANY OTHER REMEDIES PROVIDED BY LAW, ENFORCE THE TERMS OF THIS CONTRACT AND SHOULD COLLECTION OF ANY SUM DUE ON THIS CONTRACT BE REQUIRED, PURCHASER AGREES TO</td>
<td></td>
<td>1</td>
<td>EA</td>
<td>EA</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

This is an estimate; prices vary based on market conditions. This is NOT a legally binding contract between parties. Customer is responsible for quantity, specifications, code requirements, pricing errors, and lead times. PLEASE EXAMINE CAREFULLY.

Subtotal | Sales Tax | Total |
---------|-----------|-------|

Buyer: _____________________________

Signature
Thank you for your business!

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>TERMSCOND5</td>
<td>PAY TO ANTCLIFF WINDOWS &amp; DOORS ALL OF ITS COSTS, INCLUDING ACTUAL ATTORNEY</td>
</tr>
<tr>
<td></td>
<td>FEES AND INTEREST AT THE RATE OF 2% PER MONTH OR AT THE HIGHEST RATE</td>
</tr>
<tr>
<td></td>
<td>PERMITTED BY LAW, FROM THE DATE PAYMENT WAS DUE UNTIL COLLECTED IN FULL</td>
</tr>
<tr>
<td></td>
<td>BY ANTCLIFF WINDOWS &amp; DOORS.</td>
</tr>
<tr>
<td></td>
<td>IN THE EVENT THE PURCHASER CLAIMS ANY WARRANTY AND/OR WORKMANSHIP DEFECTS,</td>
</tr>
<tr>
<td></td>
<td>PURCHASER MAY RETAIN UP TO 5% OF THE REMAINING BALANCE DUE ON THE CONTRACT (</td>
</tr>
<tr>
<td></td>
<td>NOT TO EXCEED $500) UNTIL CORRECTIONS HAVE BEEN MADE.</td>
</tr>
<tr>
<td></td>
<td>SUBSEQUENT SERVICE WORK, WARRANTY WORK OR ANY OTHER WORK WILL NOT BE</td>
</tr>
<tr>
<td></td>
<td>PERFORMED UNTIL ALL TERMS AND PAYMENT OBLIGATIONS AS NOTED WITHIN HAVE</td>
</tr>
<tr>
<td></td>
<td>BEEN FULFILLED IF WE HAVE READ AND UNDERSTAND THE FOREGOING TERMS AND</td>
</tr>
<tr>
<td></td>
<td>CONDITIONS OF THIS CONTRACT AND AGREE TO ABIDE BY THEM.</td>
</tr>
<tr>
<td></td>
<td>ANTCLIFF WINDOWS &amp; DOORS IS AUTHORIZED TO ORDER THE PRODUCT IDENTIFIED</td>
</tr>
<tr>
<td></td>
<td>HEREIN.</td>
</tr>
</tbody>
</table>

This is an estimate; prices vary based on market conditions. This is NOT a legally binding contract between parties. Customer is responsible for quantity, specifications, code requirements, pricing errors, and lead times. PLEASE EXAMINE CAREFULLY.

Subtotal | 11,801.93
Sales Tax | 0.00
Total | 11,801.93

Signature
All panels have a vertical grain orientation.

- Door Style: FL100
- Sticking: QB
- Panel: NA
- Material: Plain Sawn Red Oak
- Glass: 1/4" Clear
- Fire Rating: Non-Rated
- Grade: Interior

Quote #: SQEKL000340-1
Approval (sign here):
Entered By: James Pagel
Created On: 04/26/2023
Optional Soft-Close Door Hangers
- Each door soft operates in both directions of travel.
- Smooth rolling nylon encapsulated ball bearing wheels
- Tripod design means all wheels carry equal door weight
- Adjust for door height and door travel
- Less than 5lbs. of force to move door

Precision Extruded Box Track
- Box design captures hanger wheels to prevent track jumping.
- Convex track rails for single point low rolling resistance
- Heavy gauge track can carry doors weighing up to 200 lbs. [91 kg] each.
- Fascia track designed to accept 1-3/4” [44mm] thick doors only.
- Track lengths available up to 192” (16’).

Heavy-Duty Track Stops (For 3 or 4 Door installations)
- Securly clamps to track profile limiting door travel wherever it is positioned.
- Soft-Close Actuator Arm/Track Stop (included with soft-close hangers) clamps into track profile, position determines where door will start and stop the soft-operation process.

Door Guides
- Guides for 1-3/4” (44mm) doors.
- 201 Steel Reinforced Guide Set included with Soft-Close Hardware sets.
- 2034 Steel Reinforced Guide included with Ball Bearing Wheel Hardware sets.
- 2134 Nylon Guide included with Standard Wheel Hardware sets.
- Slotted mounting holes on guide plates allow for precision door alignment.

Flush Pull Access
- 2155 Door Stop prevents front door from covering rear flush pull.
- Included Flush Pulls for easy door operation.
March 2024 Strategic Plan Update: Implementation Timeline created, Staff have been broken into their Brainstorming teams that change every 6 months. As teams identify items to work on they will be added to this document.
Library Director

Hours: Full-time  Salary Range: $62,669–75,105  Grade: 9E

Classification: Regular Full Time; Salaried Exempt

Job Summary
To plan, organize, direct, and manage all day-to-day operations of the Library under the general direction of the Board of Trustees (“Board”). Lead the Library in maintaining its reputation for superior customer service and community contribution.

Responsibilities-Essential Job Duties
The following tasks are typical for the Library Director position but are NOT intended to reflect all duties performed within the job.

1. Report to a Board composed of members elected every four years by Brandon Township electors
2. Meet with the Board at regularly scheduled meetings
3. Responsible for Board packets with timely information and reports on the budget, policies, activities, needs, personnel, legislation, and current library trends; make recommendations to the Board
4. Guide the Board with professional expertise
5. Perform tasks as assigned by the Board
6. Inform the Board of library and trustee-related conferences, workshops, webinars, and other training
7. Assume the responsibility for the monthly and annual reports of Library services and activities
8. Support and implement policies and procedures and recommend changes to Library policies and procedures to the Board
9. Oversees the supervision, training, scheduling, and evaluation of all staff as well as recommending wage/salary levels and benefits
10. Determine appropriate staffing levels, work performances, and standards
11. Provide support and direction to managers in their work with Library staff
12. Prepare the annual budget proposal in conjunction with the Board Finance Committee
13. Administer the annual budget and all budgetary constraints with the Board
14. Maintain communication with CPA for monthly financial report compilation
15. Seek additional sources of income for programs and materials
16. To establish, with the Board, a long-range vision for the Library in the form of a Strategic Plan and oversee the implementation of the Strategic Plan’s goals and objectives
17. Oversee planning of and coordination of all Library activities and programs
18. Establish and conduct an efficient communication pathway to managers and staff recognizing that others on the staff are professionals or paraprofessionals in the field of librarianship, and respecting their expertise and judgment
19. Direct the care and maintenance of the Library materials, building, and equipment
20. Oversee the selection and processing of all Library materials and equipment
21. Be a highly visible public advocate for the Library and able to present the Library’s vision and mission
22. Establish mutually beneficial relationships with Township administration, local officials, Friends of the Library, business leaders, and community groups on behalf of the library
23. Attend meetings, workshops, seminars, and conferences of organizations appropriate to the library and management fields
24. Keep informed of library trends and best practices through professional reading and integrate them into management and culture
25. Maintain contact with other library directors and professional committees
26. Encourage Library staff to keep informed of developments in library-related fields
27. Keep updated on state and national library laws and actively support state and national library legislation which would improve and extend library service
28. Support intellectual freedom and the right to access in the public library

Qualifications: Education and Experience Requirements
1. Master of Library Science degree from an ALA-accredited program
2. State of Michigan professional Level 2 Certification (New Directors Workshop within 1-year, Advanced Directors Workshop within 2 years)
3. A minimum of three years of library experience, with at least two years in an administrative or managerial capacity in a library setting
4. Budget management experience
5. Extensive personnel management experience

Requirements: Essential Knowledge, Skills, and Abilities
1. Sound knowledge of library best practices and current trends including management, policies, budgetary principles, and operational procedures.
2. Understanding of the Director’s role under a governing Board.
3. Ability to accept a changing environment of patrons’ services and fiscal needs; envision a new/changing role of the Library and initiate steps to accomplish.
4. Ability to plan, assign, and direct the work of subordinates.
5. Ability to prioritize work and meet established deadlines.
6. Ability to think analytically and to exercise initiative.
7. Ability and willingness to present the Library’s mission, vision, and fiscal needs to all elements of its constituency.
8. Ability and desire to keep the Library at the forefront of the technological needs of Library and its patrons.
9. Ability to establish and maintain satisfactory working relationships with staff, patrons, community officials, and the general public.
10. Knowledge of traditional and alternative sources of Library income.
11. Sound knowledge of reference and reader’s advisory services.
12. Ability to handle personnel conflicts with diplomacy and skill.
13. Exceptional verbal and written communication skills.
14. Wide knowledge and skill with library technology.
15. Ability to project a professional demeanor with behavior and attire.

**Physical Demands and Working Conditions**

1. Specific vision abilities required by this job include close vision and the ability to adjust focus
2. Manual dexterity is essential
3. Must be able to sit, bend, stoop, kneel, and walk for extended periods of time.
4. Must be able to reach, carry, push carts, and lift up to 40 pounds
5. Possible exposure to books and other materials with mold, mildew, and dust

This job requires the ability to perform the essential functions contained in this job description. These include, but are not limited to, the above requirements for working conditions. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.

**Department Affiliation/Supervisor**
Reports to and acts for the Board of Trustees
## 2024 Copier Options Overview

<table>
<thead>
<tr>
<th></th>
<th>CURRENT</th>
<th>Toshiba</th>
<th>Applied Innovation</th>
<th>Visual Edge</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Monthly Leasing Cost</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>W/O Wide Format</td>
<td>275.62</td>
<td>$</td>
<td>303.69</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$</td>
<td></td>
<td></td>
</tr>
<tr>
<td>W/ Wide Format</td>
<td>$</td>
<td>358.69</td>
<td>$</td>
<td>403.25 $</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Cost per Print</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B&amp;W</td>
<td>0.01385</td>
<td>$</td>
<td>0.0083</td>
<td>$</td>
</tr>
<tr>
<td>Color</td>
<td>0.08116</td>
<td>$</td>
<td>0.0440</td>
<td>0.0700 $</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Staff</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Toshiba e-Studio 2515 AC</td>
<td></td>
<td>Toshiba e-Studio 3025AC</td>
<td>Ricoh IM C3510</td>
<td>Toshiba 3525AC</td>
</tr>
<tr>
<td>Public</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Toshiba e-Studio 3015 AC</td>
<td></td>
<td>Toshiba e-Studio 3025AC</td>
<td>Ricoh IM C3010</td>
<td>Toshiba 3525AC</td>
</tr>
<tr>
<td><strong>Admin</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lexmark XM1246</td>
<td></td>
<td>Brother MFC-L9570cdw</td>
<td>Ricoh IM C300f</td>
<td>Xerox C415</td>
</tr>
<tr>
<td><strong>Wide Format</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>None</td>
<td></td>
<td>HP 36&quot; Wide Format Printer</td>
<td>Canon TM-240 Wide Format System</td>
<td>HP Z6 Wide Format Printer</td>
</tr>
<tr>
<td><strong>Set Up Fee</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>None</td>
<td></td>
<td>*None</td>
<td></td>
<td>None*</td>
</tr>
</tbody>
</table>

*Est. Min. $1200-1500 to return current Machines

Overall pricing depends on the usage agreements.
# Toshiba

## Proposed Options #1

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flagship e3025AC Qty=2 &amp; Brother MFC L9570cdw With Wide Format ($358.69 lease only)</td>
<td>$513.39</td>
</tr>
<tr>
<td>Benefits:</td>
<td></td>
</tr>
<tr>
<td>Close out existing lease at no cost or penalty</td>
<td></td>
</tr>
<tr>
<td>Refresh the technology to latest/greatest</td>
<td></td>
</tr>
<tr>
<td>Soft Close Drawers</td>
<td></td>
</tr>
<tr>
<td>Large Capacity feeder 2000 pages</td>
<td></td>
</tr>
<tr>
<td>Upgrade Staff Copier to faster device</td>
<td></td>
</tr>
<tr>
<td>Upgrade Admin Copier to a faster device with color</td>
<td></td>
</tr>
<tr>
<td>Add 36 inch Wide Format Printer with support</td>
<td></td>
</tr>
<tr>
<td>Pages Included 3600 black &amp; 2600 color</td>
<td></td>
</tr>
<tr>
<td>Cost per copy Black = $0.0083 &amp; Color = $0.044</td>
<td></td>
</tr>
<tr>
<td>Security Enhancements</td>
<td></td>
</tr>
<tr>
<td>Built In Optical Character Recognition OCR (convert to editable files like Word, create Searchable PDFs, etc on the fly)</td>
<td></td>
</tr>
</tbody>
</table>
**Applied Innovation**

*Fast * Friendly * Amazing*

11404 N Linden Rd  
Clio, MI 48420

**Bill To:**

Brandon Township Public Library  
304 S Main St  
Ortonville, MI. 48462

**DATE**  March 11, 2024  
**Quotation valid until:**  March 31, 2024  
**Prepared by:**  Neal J Petermann

<table>
<thead>
<tr>
<th>Description</th>
<th>AMOUNT</th>
</tr>
</thead>
</table>
| 1 - Ricoh IM C3510  
Standard with: 35ppm, 2 x 550 page paper trays, 1 x 2000 sheet paper cassette | 63 mo Lease $403.25 |
| 1 - Ricoh IM C3010  
Standard with: 30 ppm, 4 x 550 page paper trays |  |
| 1 - Ricoh IM C300f  
Standard with: 30 ppm, 1 x 550 page paper trays |  |
| 1 - Canon TM-340 Wide Format System |  |

Maintenance Contract: Monthly  
IM C300F B&W .018 COLOR .084  
IM C3010/3510 B&W .0093 COLOR .07  
Monthly B&W copies allotted: 6,840 Overages billed as above  
Monthly Color copiers allotted: 950 Overages billed as above  
Quote does not include tax, freight for supplies, or lease origination fee if necessary

Accepted By:  

Date:  

If you have any questions concerning this quotation, contact  
Jim DuRall TN:810-845-2603 Email: jdurall@appliedinnovation.com

**THANK YOU FOR YOUR BUSINESS!**
## Usage Agreement

### Mono Volume Grid

<table>
<thead>
<tr>
<th>Monthly Minimum Volume</th>
<th>Total CPI</th>
<th>Total Monthly</th>
</tr>
</thead>
<tbody>
<tr>
<td>1,300</td>
<td>$0.2175</td>
<td>$282.77</td>
</tr>
<tr>
<td>1,900</td>
<td>$0.1513</td>
<td>$287.51</td>
</tr>
<tr>
<td>2,500</td>
<td>$0.1169</td>
<td>$292.25</td>
</tr>
<tr>
<td>3,100</td>
<td>$0.0958</td>
<td>$296.99</td>
</tr>
<tr>
<td><strong>3,600</strong></td>
<td><strong>$0.0836</strong></td>
<td><strong>$300.94</strong></td>
</tr>
<tr>
<td>4,200</td>
<td>$0.0728</td>
<td>$305.68</td>
</tr>
<tr>
<td>4,800</td>
<td>$0.0647</td>
<td>$310.42</td>
</tr>
<tr>
<td>5,400</td>
<td>$0.0584</td>
<td>$315.16</td>
</tr>
<tr>
<td>6,000</td>
<td>$0.0533</td>
<td>$319.90</td>
</tr>
</tbody>
</table>

### Color Volume Grid

<table>
<thead>
<tr>
<th>Monthly Minimum Volume</th>
<th>Total CPI</th>
<th>Total Monthly</th>
</tr>
</thead>
<tbody>
<tr>
<td>200</td>
<td>$0.4990</td>
<td>$99.80</td>
</tr>
<tr>
<td>800</td>
<td>$0.1615</td>
<td>$129.20</td>
</tr>
<tr>
<td>1,400</td>
<td>$0.1133</td>
<td>$158.60</td>
</tr>
<tr>
<td>2,000</td>
<td>$0.0940</td>
<td>$188.00</td>
</tr>
<tr>
<td><strong>2,600</strong></td>
<td><strong>$0.0836</strong></td>
<td><strong>$217.40</strong></td>
</tr>
<tr>
<td>3,200</td>
<td>$0.0771</td>
<td>$246.80</td>
</tr>
<tr>
<td>3,800</td>
<td>$0.0727</td>
<td>$276.20</td>
</tr>
<tr>
<td>4,400</td>
<td>$0.0695</td>
<td>$305.60</td>
</tr>
<tr>
<td>5,000</td>
<td>$0.0670</td>
<td>$335.00</td>
</tr>
</tbody>
</table>

**Starting Total Monthly:** $518.34

Signature: ____________________________

Date: ____________________________
The words you and your, refer to the Customer. The words Lessor, we, us, and our, refer to Toshiba Financial Services. The Toshiba Equipment is covered by the terms of the Toshiba Quality Commitment, a copy of which may be obtained from your service provider. We own the Equipment, as defined below, (excluding software) and you have the right to use it under the terms of this Agreement.

CUSTOMER CONTACT INFORMATION

Legal Company Name: BRANDON TOWNSHIP PUBLIC LIBRARY

Contact Person: Bill-To Phone: (248) 627-1464  Bill-To Fax: +1.248.627.7450

Billing Address: 304 SOUTH ST

City, State - Zip: ORTONVILLE, MI 48462

Equipment Location:

Contact Name: John Tantaro  Location: Detroit

TBS LOCATION

EQUIPMENT WITH CONSOLIDATED MINIMUMS

<table>
<thead>
<tr>
<th>ITEM DESCRIPTION</th>
<th>MODEL NO.</th>
<th>SERIAL NO.</th>
<th>STARTING METER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brother MFC-L9570CDW</td>
<td>MFC-L9570CDW</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Toshiba e-STUDIO3025AC</td>
<td>ESTUDIO3025AC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Toshiba e-STUDIO3025AC</td>
<td>ESTUDIO3025AC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HP DesignJet T650 36&quot;</td>
<td>SHB10H#B1K</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

☐ See attached form (Schedule "A") for Additional Equipment  ☐ See attached form (Billing Schedule) for Additional Equipment/Payment Schedule

LEASE TERM & PAYMENT SCHEDULE

Number of Payments: 63 of $ 513.39  Security Deposit**: $ 0.00  Received  plus applicable taxes

Payments includes: 3,600 B&W Images per Month  Excess Images at: $ 0.00917 * per B&W Image

Payments includes: 2,600 Color Images per Month  Excess Images at: $ 0.04489 * per Color Image

Payments includes: Scan Images per Month  Excess Images at: $ * per Scan Image

Payments includes: B&W Print Images per Month  Excess Images at: $ * per B&W Print Image

Payments includes: Color Print Images per Month  Excess Images at: $ * per Color Print Image

Origination Fee: Up to $99.00 (included in First Invoice)  Lease payment period is monthly unless otherwise indicated.

Excess Images billed: ☐ Monthly  ☑ Quarterly  ☐ Semi-Annually  ☐ Annually

☐ See attached form (Schedule "A") for Additional Equipment  ☐ See attached form (Billing Schedule) for Additional Equipment/Payment Schedule

End-of-Lease Options:
You will have the following options at the end of your original term, provided the Agreement has not terminated early and no event of default under the Agreement has occurred and is continuing:

1. Purchase the Equipment at Fair Market Value per section 16.
2. Renew the Agreement per section 17.
3. Return Equipment.

** Security Deposit: The security deposit is non interest bearing and is to secure your performance under this Agreement. Any security deposit made may be applied by us to satisfy any amount owed by you in, in which event you will promptly restore the security deposit to its full amount as set forth above. If all conditions are fully complied with and provided you have not ever been in default of the Agreement in the Default section, the security deposit will be refunded to you after the return of the equipment in accordance with the Return of Equipment section.

LEASER ACCEPTANCE

Toshiba Financial Services  Signature:  Title:  Date:

CUSTOMER ACCEPTANCE

You hereby acknowledge and agree that your original or electronic signature below shall constitute an enforceable and original signature for all purposes. This Agreement may be executed in counterparts. The executed counterpart which has Lessor’s original signature and/or is in Lessor’s possession shall constitute chattel paper as that term is defined in the Uniform Commercial Code (“UCC”) and shall constitute the original agreement for all purposes, including, without limitation, (i) any hearing, trial or proceeding with respect to this Agreement, and (ii) any determination as to which version of this Agreement constitutes the single true original item of chattel paper under the UCC. If Customer signs and transmits this Agreement to Lessor by facsimile or other electronic transmission, the transmitted copy, upon execution by Lessor, shall be binding upon the parties. Customer agrees that the facsimile or other electronic transmission of this Agreement manually signed by Lessor, when attached to the facsimile or other electronic copy signed by Lessor, shall constitute the original agreement for all purposes, including, without limitation, those outlined above in this Section. Without limiting and subject to the foregoing, the parties further agree that, for purposes of executing this Agreement, (a) a document signed and transmitted by facsimile or other electronic transmission shall be treated as an original document, (b) the signature of any party on such document shall be considered an original signature, (c) the document transmitted shall have the same effect as a counterpart thereof containing original signatures, and (d) at the request of Lessor, Customer, who executed this Agreement and transmitted its signature by facsimile, or other electronic transmission shall provide the counterpart of this Agreement containing Customer’s original manual signature to Lessor. No party may raise as a defense to the enforcement of this Agreement that a facsimile or other electronic transmission was used to transmit any signature of a party to this Agreement. BY SIGNING THIS PAGE, YOU REPRESENT TO US THAT YOU HAVE RECEIVED AND READ THE ADDITIONAL TERMS AND CONDITIONS APPEARING ON THE SECOND PAGE OF THIS AGREEMENT, THIS AGREEMENT IS BINDING UPON OUR ACCEPTANCE HEREOF.
1. Lease Agreement: You agree to lease from us the equipment described under "ITEM DESCRIPTION" and on any attached Schedule hereinafter, with all replacement parts, repairs, additions and accessories, referred to as the "Equipment" and as modified by Supplements to this Agreement from time to time signed by you and us. You authorize us to insert or correct missing information on this Agreement, including your accurate legal name, serial numbers and any other information describing the Equipment. You further authorize us to charge all Payments due under any Payment Schedule or this Agreement directly to your credit card account at any time(s) at our discretion. You also authorize us to use any applicable sales taxes. We will send you copies of any changes. You agree to provide updated annual and/or quarterly financial statements to us upon request. You authorize us or our assignees to obtain credit reports and make credit inquiries regarding you and your financial condition and to provide your information, including payment history, to our assignees or third parties having an economic interest in this Agreement or the Equipment. Toshiba Financial Services (TFS) is not responsible for service or maintenance matters in any way, except as to service maintenance warranty.
BRANDON TOWNSHIP PUBLIC LIBRARY
Regular March 26, 2024 @5:00 p.m.
STAFF REPORTS

Managers:

Sara
- We are continuing to add items to the LOT collection. A radon detector, a sewing machine, a smores maker… Fun stuff!
- Taylor is helping me weed adult non-fiction so we can shift our collections and get a more central area to feature our LOT items.
- We are revamping our Welcome packet for new cardholders. An effort is being made to reduce the number of items in the packet focusing on the most important details. It will probably include a fridge magnet, a bookmark of library details, and an FOL brochure.
- I taught a baking class in February featuring puff pastry. Delicious, but I don’t want to see another sheet of pastry for a while.
- Attended the annual MCLS (overdrive) meeting setting the budget for next year’s digital consortium purchases.
- Virtually attended the Southeast Collaborative Conference; attended 2 AI seminars, Managers workshop, Reader’s Advisory, and a few others.

Alyssa
- I attended the Youth and Teen TLN meetings on Friday, March 15 at Commerce Township Community Library. I’m looking forward to hosting our next meeting in May here!
- At the end of February, I hosted the programs Computer Scams & Other Safety Related Issues and Singing the Good Old Songs again. Both programs went well and I’ve already been asked to host both presenters again.
- I hosted local author Jeff Morrison for a presentation on Michigan architecture and had 33 patrons attend.
- I went to the senior center for Tech Help and was able to assist two community members with their smartphones. It’s so rewarding when I’m able to answer all of their questions!
- I hosted Oreo Madness this month and it was a huge success! The kids and parents had so much fun and the 46 participants decided that Birthday Cake Oreos were the best flavor.
- The Walk at the Library program has started. After having to cancel the first week due to illness, we were able to walk outside our second week. It was a little chilly, but everyone agreed they would rather walk outside than do a walking video inside the building.
- The SRP committee met again and is busy finalizing projects and plans for this year’s program, which will kick off on Monday, June 17.
- I was able to complete the July title for Brandon Reads and look forward to meeting with my fellow committee members to start planning our program.
- Fall program planning is underway and I will be hosting the following: Walk at the Library, Beginner Yoga, Yoga for Kids, Tai-Chi, a pop-up Planetarium with Oakland Parks and Rec, a Michigan Education Trust presentation, Go to College Not into Debt, Community Shred Day, Spooky Paintings, Between the Veil with Kristy Robinett, Native American Connections with Carol Egbo, and a Disguise a Turkey craft.
- I’ve been helping keep the slideshow on the TV behind circulation up to date. I’ve enjoyed choosing which programs to promote and creating other fun slides.
- I did the YA display for March, “March into a Good Series.”
- I attended two virtual webinars, “Creating Direction & Action with Continuous Improvement” and “Making Meaningful DEI Changes.” The webinar on DEI changes was neat because it was presented by staff at our neighbor library, Orion Township.
Shauna

- Acquired Bids for the Quiet Study Room Doors.
- Launched 2024 M-15 Heritage Garage Sale Fundraiser
- Completed the Implementation plan for the 2024-2026 Strategic Plan

Circulation

- Locker usage continues to be popular and we have had requests for locker pickup for the COVID tests. It keeps the unwell patrons out of the library.
- Hailey created the newest artwork behind the circ desk with the cute hungry caterpillar.
- Sue and Marlee have been working on processing the newest LOT items. Lots of details and stickers on everything.
- February and March had a higher number of new releases so our processing room has been busy.

Public Services:

Anya

- I have had two teen craft programs in the past month, both of which went very well. I enjoy doing crafts with the teens, and I love talking to them, they're such interesting people! After my most recent teen program (the Fairy Jar Charms craft), one of the kids announced to their mom that I was their favorite library staff member, which, as I'm sure you can imagine, was extremely gratifying to hear. Worth having to clean up an entire room of glitter-covered surfaces.
- We are beginning to plan fall programming now. I have some difficulty with planning things so far in advance (especially with teen programs, as it's harder to plan things that teens like when trends for young people move so quickly), but I think I've managed to come up with some good ideas anyway. Halloween is, of course, the best and most important day of the year, so you can bet that I will have some fantastic things planned for the entire month of Halloween October.
- Speaking of teen programming, Taylor and I are running the Teen After Hours Escape Room together. I think the kids will have a lot of fun with what we have planned, and if not, at least we can be certain that they will enjoy eating the pizza we will be providing.
- As always, I have a variety of graphics projects to work on at any given moment. Especially with SRP planning being well underway, I have lots of fun things to work on. Right now, I am working on finalizing the design options for the SRP staff t-shirt for everyone to vote on.
- Cozy Corner is getting bigger and better every single week, with new outreach projects and new members! Our current outreach project is going very well, our liaison to the hospital was blown away with the quantity and quality of our most recent donations! I am very proud of the group and it continues to be the highlight of my week every single week.
- Public Services staff got a new office this month. It is a big adjustment to make, but I think we will be able to make the most of the new space.
- The Facebook page has no important updates. I am sure this comes as a major shock to all of you, but I assure you it is the truth.

Danielle

- March is a busy month for me. Not only is it my birthday month, but I have tons of programs lined up and projects to work on. If you see me running around like a busy bee, you know why.
- As always, we can start with Storytime with Dani. My first session was super fun, we read two *Llama Llama* books and had an activity where the kids got to create their own llama ears. We had a couple of new attendees and some returning friends, which made it a very fun program. For my next one, I'm planning to do a St. Patrick’s Day theme, which will be all sorts of fun.
My Leprechaun Trap program was a huge hit! Including adults, we had 37 patrons in the room, and everyone’s traps were so fun and inventive. The kids got creative with it, and it was such a blast.

Intro to Gmail went really well! I was a little nervous that my presentation was too focused on the basics, but everyone who came seemed to be engaged and asked questions as we went along. There were five patrons in attendance, and I think they all got something out of it, so I would call that a success.

Fall programming is already underway. It’s always such a trip to be planning programs so far in advance, but alas we do what we must. My plans for fall include: continuing Storytime with Dani, hosting a computer class with a presenter who comes highly recommended from other libraries, having a “trick-or-treat” bag decorating program, and doing a craft where kids make scarecrows out of old coffee cans.

We are also getting going on Brandon Reads for the summer. By the end of the month, the committee will be meeting after we’ve read the summer’s selection (The Summer Cottage by Viola Shipman) so we can plan our discussion questions for our program. Brandon Reads is always fun to do, and I’m excited to see how our new twice-a-year format will go.

I also have switched offices now, moving into a bigger space that I will be sharing with Lorry. There’s lots more room here, and now I’m closer to the back where books get delivered, which will make things much easier for me. It’s a bit strange to be working in a new space, but I’m liking it so far.

This month, I did a webinar that focused on creating a video game collection at the library. It was a really interesting webinar that focused on how to maximize a budget, prevent potential theft, and which games you should start with. I would really like to do a bit more research into this and potentially see if it’s something that we could implement here.

Fran

I was super excited to hear from Jesse that we had 53 callers for Dial-a-Story in February! It was awesome to see that my different marketing techniques were a success in increasing the number of callers. I like the graphic Anya created for FB. I shared BTPL’s post to many pages and we had 19 shares. Teachers are some of the people that share it, they also send the info home to all of the families. For March I recorded six different titles that would be extra fun for March is Reading Month. Dr. Seuss would have been 120 on March 2nd so I recorded two titles of his in addition to four other great titles about reading and books. Many families said they are enjoying the selection. Thank you, Jesse, for all of your hard work on this service!

The annual BGYA Breakfast thanking our sponsors was a big success, I enjoy helping host this every year as a board member. Although 7 am is super early to set everything up. Thank you to Laura and Alan, FOL VP for attending so bright and early. Our photos were in March 9th’s edition of The Citizen. The speaker did a great job and it is always wonderful to hear all of the amazing things that are offered for our students. The food is always good, I make an extra-large fruit tray that is popular and the networking that goes on is very beneficial. FUJI is one of the organizations that does a program out at Clarkston Lakes and Sashabaw Meadows. I will hold a Back to School supply drive for them the first week in August. Thank you, Laura, for the suggestion.

Toni Marruci from Downtown Ortonville invited me to do eight Butterfly-themed story times for the Spring Garden Show on May 18th in Crossman Park. I will read some fun butterfly books, tell the story The Very Hungry Caterpillar with my puppet Charlie who eats through a lot of food and turns into a beautiful butterfly. The children will enjoy a parachute activity, play band instruments to the song A Butterfly in My Soup and color butterfly kites.

In my outreach endeavors for February I did story times for 12 classes that walked to the library and 29 for daycares and schools reaching 1,001 different students. I look forward to reporting the statistics for March. I received invitations from Oakwood and Harvey Swanson Elementary
Schools for Kindergarten roundups and Literacy Nights. Just in the two kindergarten round-ups I gave out over 100 library card applications. It has been fun seeing these new patrons in the library. For the two Literacy nights, I am sharing some of my favorite pop-up books, and stories about libraries and getting a card. I also will take the parachute for a fun activity. I will highlight our spring program flyers and Online Resources brochure that Alyssa updated. I enjoy doing many additional story times in the month of March.

- For the strategic plan, several adults asked for an adult-only beginning dulcimer class so I offered a three-week series that began March 7th. The four adults that attended had a great time, I taught them four songs the first week. Two of them received library cards. In February I had a donation of a beautiful dulcimer. I thought this would make a great addition to our Library of Things. I will include the notebook with copies of the songs we play in the class.
- I made a “Spring into a Good Book!” book display consisting of some beautiful books on spring and clocks in honor of Daylight Savings Time and springing the clock ahead. My “March is Reading Month!” book display is extremely popular and helpful to the students who are completing the March is Reading Month Bingo Sheet that Oakwood Elementary has their students complete. This display is filled with award-winning titles, books from famous authors such as Dr. Seuss, Eric Carle and Marc Brown to name a few, cookbooks and holiday books has been a time saver for the families to have them at their fingertips. I have been refilling this display several times daily. My “Stay Calm and Shamrock On! Window display has received many compliments.
- The Game Day program I hosted went really well. I had 22 people attend. We played different board and card games and the last half hour we played bingo for candy prizes. The students, a few parents and grandparents said they had so much fun they hope I will offer it again, so this fall I will host another game day. The six BHS NHS students that helped out were amazing. They appreciated getting their volunteer hours in.
- 256 students at Brandon Preschool and Stepping Stone earned their 400, 500 and 600 milestone stickers as part of the 1,000 Books Before Kindergarten program. They are always so proud and excited to receive their stickers. They are doing a great job with their reading! The books I read to them when I go to their classes monthly count too. I really appreciate The Ortonville Rotary Club for sponsoring this beneficial early literacy program.
- The paper product and personal hygiene drive I did for the Food Table Pantry at the end of February went really well! We were able to donate a month’s supply of toilet paper for the families. When I volunteered the families were so very appreciative of the paper products! March 1 - March 22 I am doing an Easter Drive for OCEF. Just in the first three days we collected three large boxes of food and supplies! Thank you to everyone who generously donated.

Jesse

- Dial-A-Story was wildly successful this past month with 53 calls. We tried a few different things to pump the numbers up and it is honestly impossible to know what worked. But success is success and we take our wins where we can get them. It will be interesting doing the recording in the new programming room, so we will see how that goes.
- Dungeons and Dragons continues and we may have new members to welcome to the group coming up here! That will be exciting. The teens have a lot of fun.
- Stats were also done by yours truly. Nothing particular to note here. I fixed a small error with the 2022 materials total.
- Our spring newsletter is out! Big thanks to Alyssa for helping me with that. We’ve got the process down to a science now.
- LEGO Club: Brick Battle is going well and we have a few builders closing in on prizes! I think I will have to be a bit more aware of how many LEGO pieces are in use but I have an interesting idea for the next challenge. We will see how it works out.
Lorry

- I have felt so warmly welcomed here by all the amazing staff, and my first few weeks went very well as a result. I had valuable training time with Alyssa who is incredibly thorough and well-organized, which will give me an amazing start to my career here.
- I have planned two summer programs: a children’s program titled “Nature Explorers” which will be a story and craft time outside at the Brandon Township Park and an adult program titled “Armchair Traveler” where patrons will “visit” a new country each month (Greece, China, and Switzerland) through travel documentaries, and sample some snacks from that country, for a three-month series.
- Here are my fall programs: “Last train to Auschwitz 80th anniversary” on September 3rd, “Spooky short story writing contest for teens” the month of October, “Bookies and cookies for middle schoolers” the second Monday of every month in the meeting room, “Hair Love” styling help for caregivers the end of November, “Harvest macramé craft” the end of October, along with a “Social Media Safety” class at the end of September. I am excited to begin programming here as it is one of my favorite things to do.
- I have been shelf reading in the picture book section, early readers, and board books. I was recently given specific shelving assignments for shelf reading in both adult fiction and non-fiction and have nearly completed these sections for the month.
- I found information about a “Little Free Library” giveaway, sponsored by Dav Pilkey (a popular children’s author). He will be donating one free library to each state along with 1,000 of his books to keep the free library well stocked. After speaking with Laura and Alyssa about this opportunity, I have applied for our library and should know more by mid-April.
- Dani trained me on the process for the story time to-go bags at the beginning of March. I will now be responsible for taking care of this collection and have a goal to add a couple of new bags quarterly.
- I am taking care of an outreach activity for the spring garden show on May 18th. I decoupaged five butterflies of Oakland County onto rocks which will be hidden around town, and created a bookmark with the butterfly images, brief information about each butterfly along with a QR code that leads to websites with more butterfly information, and instructions for the hunt.

Taylor

- I did Crafts and Coffee this month. We decorated fans to prepare ourselves for the warmer weather! Everyone had a wonderful time, it’s always fun to get together and do some crafting with patrons.
- I have started a four-week-10 hour-long webinar/module called ‘Teen Services Fundamentals’. In this course we learn in-depth about teen services, what it means to be bringing teens into the library, and how we can maintain those relationships with teens through programming, and getting them involved in our community.
- I’m excited to announce that we have a new T.A.B. member joining us! She already has some great programming ideas and will be discussing them at the upcoming T.A.B. meeting.
- T.A.B. was also in charge of the March pyramid display and they decided to display books for Women’s History Month. They chose all of the books to be displayed and were very proud of the options they picked.
- Sara and I are continuing to add items to LOT and I’m excited to do more research about what else we can add that will support our community’s needs.
- I’m slowly weeding out nonfiction to prepare to move our LOT items so that more patrons can easily spot that collection.
- Anya and I are doing the Teen Escape Room and I’m excited to see all of our hard work paid off.
<table>
<thead>
<tr>
<th></th>
<th>Jan-24</th>
<th>Feb-24</th>
<th>2024 Totals</th>
<th>2023 Totals</th>
<th>2022 Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Check Outs</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Renewals</td>
<td>608</td>
<td>663</td>
<td>1271</td>
<td>5557</td>
<td>7,933</td>
</tr>
<tr>
<td>Auto-Renewals</td>
<td>2008</td>
<td>2290</td>
<td>4298</td>
<td>28,142</td>
<td>23,350</td>
</tr>
<tr>
<td>Checkouts</td>
<td>5585</td>
<td>5048</td>
<td>10,633</td>
<td>57,612</td>
<td>55,027</td>
</tr>
<tr>
<td>Total Circulation</td>
<td>8201</td>
<td>8001</td>
<td>16,202</td>
<td>91,311</td>
<td>88,420</td>
</tr>
<tr>
<td><strong>Med. ILL</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Borrowed</td>
<td>408</td>
<td>458</td>
<td>866</td>
<td>3,656</td>
<td>3,387</td>
</tr>
<tr>
<td>Lent</td>
<td>309</td>
<td>289</td>
<td>598</td>
<td>3,207</td>
<td>3,131</td>
</tr>
<tr>
<td><strong>Patrons</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>New Patrons</td>
<td>63</td>
<td>73</td>
<td>136</td>
<td>837</td>
<td>804</td>
</tr>
<tr>
<td>Total Current Patrons</td>
<td>6141</td>
<td>5619</td>
<td>Not Cumulative</td>
<td>6,084</td>
<td>5,709</td>
</tr>
<tr>
<td><strong>Collection Totals</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Consortium Electronic Items Added</td>
<td>3,777</td>
<td>4933</td>
<td>8,710</td>
<td>51,848</td>
<td>31,520</td>
</tr>
<tr>
<td>Brandon Electronic Items Added</td>
<td>54</td>
<td>50</td>
<td>104</td>
<td>597</td>
<td>504</td>
</tr>
<tr>
<td>Physical Items Added</td>
<td>277</td>
<td>527</td>
<td>804</td>
<td>4,844</td>
<td>5,287</td>
</tr>
<tr>
<td>Physical Collection Total</td>
<td>50,234</td>
<td>50,367</td>
<td>Not Cumulative</td>
<td>50,691</td>
<td>50,135</td>
</tr>
<tr>
<td><strong>Library Revenue</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>$814.04</td>
<td>$754.63</td>
<td>$1,568.67</td>
<td>$11,218.96</td>
<td>$13,096.69</td>
</tr>
<tr>
<td>Locker Pick-up</td>
<td>84</td>
<td>73</td>
<td>157</td>
<td>621</td>
<td>904</td>
</tr>
<tr>
<td>Hotspot Circulation</td>
<td>10</td>
<td>15</td>
<td>25</td>
<td>145</td>
<td></td>
</tr>
<tr>
<td><strong>Door Count</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>3515</td>
<td>4022</td>
<td>7,537</td>
<td>37,691</td>
<td>33,206</td>
</tr>
<tr>
<td>Reference/Readers Advisory</td>
<td>714</td>
<td>819</td>
<td>1,533</td>
<td>9,626</td>
<td>9,347</td>
</tr>
<tr>
<td><strong>Programs</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Take and Make Sessions</td>
<td>1</td>
<td>3</td>
<td>4</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>Take and Make Quantities</td>
<td>5</td>
<td>10</td>
<td>15</td>
<td>552</td>
<td></td>
</tr>
<tr>
<td>Adult Sessions</td>
<td>15</td>
<td>16</td>
<td>31</td>
<td>108</td>
<td></td>
</tr>
<tr>
<td>Adult Attendance</td>
<td>158</td>
<td>197</td>
<td>355</td>
<td>1,578</td>
<td>721</td>
</tr>
<tr>
<td>Teen Sessions</td>
<td>4</td>
<td>6</td>
<td>10</td>
<td>54</td>
<td>38</td>
</tr>
<tr>
<td>Teen Attendance</td>
<td>21</td>
<td>34</td>
<td>55</td>
<td>276</td>
<td>98</td>
</tr>
<tr>
<td>Juvenile Sessions</td>
<td>5</td>
<td>29</td>
<td>34</td>
<td>260</td>
<td>280</td>
</tr>
<tr>
<td>Juvenile Attendance</td>
<td>179</td>
<td>590</td>
<td>769</td>
<td>5,572</td>
<td>5,124</td>
</tr>
<tr>
<td>Early Literacy Sessions</td>
<td>20</td>
<td>18</td>
<td>38</td>
<td>179</td>
<td></td>
</tr>
<tr>
<td>Early Literacy Attendance</td>
<td>454</td>
<td>389</td>
<td>843</td>
<td>3,176</td>
<td></td>
</tr>
<tr>
<td>All Ages Sessions</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>90</td>
<td>166</td>
</tr>
<tr>
<td>All Ages Attendance</td>
<td>4</td>
<td>10</td>
<td>14</td>
<td>714</td>
<td>817</td>
</tr>
<tr>
<td>Total Sessions</td>
<td>45</td>
<td>71</td>
<td>116</td>
<td>681</td>
<td>518</td>
</tr>
<tr>
<td>Total Attendance</td>
<td>816</td>
<td>1220</td>
<td>2,036</td>
<td>11,316</td>
<td>6,764</td>
</tr>
<tr>
<td><strong>Outreach</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Inreach Sessions</td>
<td>7</td>
<td>12</td>
<td>19</td>
<td>64</td>
<td>16</td>
</tr>
<tr>
<td>Inreach Attendance</td>
<td>194</td>
<td>299</td>
<td>493</td>
<td>1,369</td>
<td>339</td>
</tr>
<tr>
<td>Outreach Sessions</td>
<td>26</td>
<td>29</td>
<td>55</td>
<td>274</td>
<td>327</td>
</tr>
<tr>
<td>Outreach Attendance</td>
<td>596</td>
<td>702</td>
<td>1,298</td>
<td>8,026</td>
<td>8,314</td>
</tr>
<tr>
<td><strong>Room Use</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meeting Room</td>
<td>17</td>
<td>14</td>
<td>31</td>
<td>175</td>
<td>179</td>
</tr>
<tr>
<td>Community Room</td>
<td>2</td>
<td>4</td>
<td>6</td>
<td>54</td>
<td>53</td>
</tr>
<tr>
<td><strong>Internet Logs</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Library Computers</td>
<td>157</td>
<td>196</td>
<td>353</td>
<td>2,165</td>
<td>1,803</td>
</tr>
<tr>
<td>Wireless</td>
<td>415</td>
<td>542</td>
<td>957</td>
<td>5,808</td>
<td>4,649</td>
</tr>
<tr>
<td>Website Sessions</td>
<td>3192</td>
<td>3078</td>
<td>6,270</td>
<td>35,760</td>
<td>33,483</td>
</tr>
<tr>
<td><strong>Online Resources</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Consumer Reports</td>
<td>13</td>
<td>19</td>
<td>32</td>
<td>104</td>
<td></td>
</tr>
<tr>
<td>Dial-a-Story Users</td>
<td>18</td>
<td>53</td>
<td>71</td>
<td>260</td>
<td>346</td>
</tr>
<tr>
<td>Hoopla Circulations</td>
<td>796</td>
<td>692</td>
<td>1,488</td>
<td>7,377</td>
<td>6,839</td>
</tr>
<tr>
<td>Hoopla Users</td>
<td>209</td>
<td>194</td>
<td>Not Cumulative</td>
<td>178</td>
<td>128</td>
</tr>
<tr>
<td>Mango Sessions</td>
<td>26</td>
<td>11</td>
<td>37</td>
<td>119</td>
<td>212</td>
</tr>
<tr>
<td>Niche Academy</td>
<td>4</td>
<td>36</td>
<td>40</td>
<td>93</td>
<td></td>
</tr>
<tr>
<td>Libby Checkouts</td>
<td>2,302</td>
<td>2024</td>
<td>4,326</td>
<td>23,746</td>
<td>21,424</td>
</tr>
<tr>
<td>Libby Magazine Checkouts</td>
<td>299</td>
<td>274</td>
<td>573</td>
<td>1,380</td>
<td></td>
</tr>
<tr>
<td>Libby Users</td>
<td>395</td>
<td>378</td>
<td>Not Cumulative</td>
<td>363</td>
<td>323</td>
</tr>
<tr>
<td>Scholastic Teachables Sessions</td>
<td>20</td>
<td>16</td>
<td>36</td>
<td>232</td>
<td>180</td>
</tr>
</tbody>
</table>

Last month’s Board Statistics incorrectly showed the total # of library materials for 2022 as something like 596000. This was due to the file adding the number of materials in the collection for all 12 months. The value has been corrected.