2014 Millage Rate

For the Orion Township Public Library:

The 2013 Millage Rate was 1.4189.

The 2014 Headlee Factor is 1.000, so that means that there is no Headlee rollback for the 2015 budget year. (1.4189 x 1.000 = 1.4189)

The 2014 Truth in Taxation Factor is .9879, which means that without a public hearing, our 2014 Millage Rate would be 1.4017. (1.4189 x .9879 = 1.4017)

The Orion Township Public Library will hold a public hearing on the 2014 Millage Rate on Thursday, August 21, 2014 at 6:30pm in order to maintain the same millage rate of 1.4189 for 2014.
Orion Township Public Library

Budget Plan

Year Ending December 31, 2015
## Orion Township Public Library
### Budget Plan
#### Year Ending December 31, 2015

<table>
<thead>
<tr>
<th></th>
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<th></th>
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<tr>
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<td>From General Fund</td>
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<td><strong>Total Revenue</strong></td>
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<td><strong>$2,125,602</strong></td>
<td><strong>$2,487,000</strong></td>
<td><strong>$2,011,264</strong></td>
<td><strong>$2,505,000</strong></td>
<td><strong>$2,521,950</strong></td>
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</table>

*2014 YTD as of 7/31/2014
## Orion Township Public Library

### Budget Plan

#### Year Ending December 31, 2015

<table>
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<tr>
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<tr>
<td><strong>Personnel</strong></td>
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<td>Salaries</td>
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<td><strong>Operating Expenses</strong></td>
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<td>Supplies, Programs</td>
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<td>Education, Training &amp; Dues</td>
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<td>$2,041</td>
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<td>Professional &amp; Contractual Services</td>
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<td>Misc Expenses</td>
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<td><strong>Total Operating Expenses</strong></td>
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<td>$2,521,950</td>
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*2014 YTD as of 7/31/2014*
## Fund Balance

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<tr>
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<th></th>
<th></th>
<th></th>
<th></th>
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<tr>
<td><strong>Beginning of year balance</strong></td>
<td>$3,395,969</td>
<td>$3,156,709</td>
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<td>$2,798,904</td>
<td>$2,058,904</td>
<td>$1,658,904</td>
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<td><strong>Net Increase (Decrease)</strong></td>
<td>($239,260)</td>
<td>($256,885)</td>
<td>($100,920)</td>
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<td><strong>End of year balance</strong></td>
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<td>$2,899,824</td>
<td>$2,798,904</td>
<td>$2,058,904</td>
<td>$1,658,904</td>
<td>$1,258,904</td>
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</table>

Fund Balance is combined general fund and plant fund.
Orion Township Public Library Board of Trustees
Meeting Agenda
Thursday, August 21, 2014
6:30 p.m. – Library Conference Room

I. Public Hearing on 2014 Millage Rate
II. Public Hearing on Proposed Budget for Fiscal Year 2015

Regular Library Board of Trustees Meeting Follows
I. Call to order
II. Approval of agenda
III. Consent agenda
   A. Minutes of 7/17/2014 Library Board meeting
   B. Bills
   C. Financial Statement and Treasurer’s Report from July 2014
IV. Call to Public
V. Communications
   A. Press coverage
   B. MLA Weekly Newsletter, July 17, 2014
   C. MLA Weekly Newsletter, July 24, 2014
   D. MLA Weekly Newsletter, August 7, 2014
   E. MLA Weekly Newsletter, August 14, 2014
   F. Friends of Michigan Libraries Trustee Alliance Fall Newsletter, August 2014
VI. Director’s Report
   A. Library news and activities
   B. Usage reports
   C. Advocacy news
VII. Old Business
   A. RFID/Self-checkout project update
   B. Space planning project update
VIII. Standing Committee Reports
   A. Policy – report from meeting 8/5/2014
   B. Finance – report from meeting 8/5/2014
   C. Fund Development
   D. Board Development
   E. Building – report from meeting 8/7/2014
   F. Human Resources
IX. Discussion Items
   A. Review of Emergency Plan to Replace Executive Director and Long Term Succession Plan
X. Action Items
   A. Resolution for 2014 Millage Rate
   B. Proposed 2015 Budget
   C. Revised Policies
   D. Recommendation for Auditor
XI. Questions from the Public
XII. Trustee Comments
XIII. Adjournment
Orion Township Public Library Board of Trustees
Meeting Minutes
Thursday, July 17, 2014
6:30 p.m. – Library Conference Room

I. Call to order 6:42 p.m. Present: Jim Abramczyk, Jim Phillips, MaryAnne Thorndycraft, and Bert Quinn, Absent with notice: Mary Pergeau and Mike Luna

II. Approval of agenda – Motion to approve the agenda by Quinn, Second by Abramczyk – passed

III. Consent agenda - Motion to approve the consent agenda by Abramczyk, Second by Phillips – passed
   A. Minutes of 6/19/2014 Library Board meeting
   B. Bills

IV. Financial Statement and Treasurer’s Report from June 2014- It was pointed out a new line appears on revenue report, ‘Realized/Unrealized Gain/Loss’. Current spending is on track at 42%

V. Call to Public- none

VI. Communications- Two additional communiques were received after the printing of the agenda and were presented by Pres. Thorndycraft
   A. Press coverage
   B. MLA Weekly Newsletter, July 3, 2014
   C. MLA Weekly Newsletter, July 10, 2014
   D. “It’s All About the Board,” Public Libraries, May/June 2014, pgs. 20-21,44.
   E. Copy of minutes from Zoning Board of Appeals meeting on May 27, 2014
   F. New company request for 50% waiver of Industrial Facilities Tax

VII. Director’s Report –The Friends fund raising do well.
   A. Library news and activities - As of 7/17/2014, summer reading participant numbers were: 940 youth, 235 teens and 161 adults. - New outreach services began at Silverbell Manor and were renewed at Lake Orion Nursing Center. – The library is partnering with N.O. Community Coalition for summer activities. – There is a new summer intern working at library. -Shelving moved out of adults services area. -Youth services has been extremely busy. -ONTV sessions continue to be produced. -RFID project going well. -DDA project to add sidewalk poetry in the down town area Is the works. -Staff focused on emergency preparedness, adding active shooter and bomb threats procedures, –RFP for auditing services is due back 8-7-14.
   B. Usage reports
   C. Advocacy news - An endowment account was established with Ingram funds. -The Friends fund raising is do well.

VIII. Old Business
   A. RFID/Self-checkout project update- going well, tagging about 11,000 items
per week. Expected completion date is October.
B. Space planning project update - Going very well. Staff is in the process of finalizing a list of needed furniture. A RFP will be needed to purchase the suggested furniture. Building committee may be needed soon (August?) to determine next steps.
C. Strategic Plan Work Plan review - Quarterly review w/ board. Plan is color coordinated to identify similar or same items/tasks and to make the report easier to read.

IX. Standing Committee Reports-  
A. Policy – set meeting. Policy committee set a meet date of 8/5/14 @ 5 p.m. to review 10-12 policies.
B. Finance – report from meeting 7/16/2014. Finance committee report -First draft of the budget was reviewed. Revenue and expenditures were optimistic for the year. Finance committee to meet on 8/5/14 @ 6 p.m. for a final reading before the board's August meeting. Committee will also review Audit RFP responses.
C. Fund Development – A mailing will take place this fall seeking contributions for the endowment fund.
D. Board Development – N/A
E. Building – The Building Committee needs to set a meeting date, but it is to be determined.
F. Human Resources – There will be a H.R. meeting September date to review benefit costs. Committee will have to take into account the need for staff to be included as part of the Affordable Care Act.

X. Discussion Items- none
XI. Action Items- none
XII. Questions from the Public- none
XIII. Trustee Comments

XIV. Adjournment - 7:53 p.m.

Minutes respectfully submitted by Bert Quinn
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<tr>
<th>Category</th>
<th>Amount</th>
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<tr>
<td>SALARIES-SUPERVISORY</td>
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<td>SALARIES-NON-SUPERVISORY</td>
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<td>SOCIAL SECURITY</td>
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<td>HOSPITALIZATION Non-covered employee ins.reimb</td>
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<td>Total bills per Solomon reports attached: Account Distribution Report</td>
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<td>TOTAL BILLS TO DATE</td>
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## Account Distribution - Standard

**Period:** 07-14 As of: 7/31/2014

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<th>Vendor</th>
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<th>Tran Type</th>
<th>Period Post</th>
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<th>Tran Date</th>
<th>ExRef Nbr</th>
<th>Debit Amount</th>
<th>Credit Amount</th>
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<tbody>
<tr>
<td>4065</td>
<td>Copier Supplies &amp; Expenses</td>
<td>LEAF - ADULT, LOBBY</td>
<td>VO</td>
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**Account Total:** 367.56 0.00

| Acct  | Donation Expense                                  | PNC CC - PUPPETS YOUTH                           | VO        | 07-14       | 021511  | 7/9/2014  | 1485      | 273.91       | 0.00          |

**Account Total:** 273.91 0.00

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**Account Total:** 1,182.37 0.00

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**Account Total:** 53.84 0.00

| Acct  | Coffee Expense                                   | COFFEE BREAK SERVICE, INC.                      | VO        | 07-14       | 021496  | 7/2/2014  | 60474     | 70.30        | 0.00          |
4073 | COFFEE | COFFEE BREAK SERVICE, INC. | VO | 07-14 | 021623 | 7/30/2014 | 62452 | 77.50 | 0.00 |

5083 | Medical Insurance |
5083 | MML BC/BS | BLUE CROSS BLUE SHIELD OF MICH | VO | 07-14 | 021556 | 7/15/2014 | STATEMENT | 15,558.98 | 0.00 |
5083 | DELTA | DELTA DENTAL | VO | 07-14 | 021581 | 7/17/2014 | 583707 | 1,236.64 | 0.00 |

5084 | Life Insurance |
5084 | LINCOLN LI | THE LINCOLN NATIONAL LIFE INS. | VO | 07-14 | 021555 | 7/15/2014 | STATEMENT | 180.62 | 0.00 |

5085 | Disability Insurance |
5085 | LINCOLN LI | THE LINCOLN NATIONAL LIFE INS. | VO | 07-14 | 021555 | 7/15/2014 | STATEMENT | 802.70 | 0.00 |

5086 | Pension Expense |
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6900 | QUILL | QUILL CORPORATION | VO | 07-14 | 021597 | 7/24/2014 | 4388495 | 126.95 | 0.00 |
6900 | QUILL | QUILL CORPORATION | VO | 07-14 | 021598 | 7/24/2014 | 4400981 | 63.99 | 0.00 |
6900 | QUILL | QUILL CORPORATION | VO | 07-14 | 021599 | 7/24/2014 | 4474945 | 7.99 | 0.00 |

6901 | Copier Supplies & Expense |
6901 | PREMIER | PREMIER BUS. - WKROOM COPIER | VO | 07-14 | 021549 | 7/15/2014 | 166732 | 200.21 | 0.00 |

6902 | Processing Supplies |
6902 | DEMCO | DEMCO INC | VO | 07-14 | 021583 | 7/17/2014 | 5336606 | 773.33 | 0.00 |
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<td>1485</td>
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</tr>
<tr>
<td>7116</td>
<td>FOA PNC CC - PUG CONF JR</td>
<td>VO 07-14 021511</td>
<td>7/9/2014</td>
<td>1485</td>
<td>300.00</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>Account</td>
<td>Description</td>
<td>Date</td>
<td>Vendor</td>
<td>Amount</td>
<td>Remarks</td>
<td>Balance</td>
<td>Notes</td>
</tr>
<tr>
<td>---------</td>
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<tr>
<td>7120</td>
<td>Dues</td>
<td>07/14</td>
<td>FOA PNC CC - MLA KATHLEEN</td>
<td>021511</td>
<td>7/9/2014</td>
<td>1485</td>
<td>49.60</td>
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<td></td>
<td></td>
<td>07/10/2014</td>
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<td>Account Total</td>
<td>49.60</td>
</tr>
<tr>
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<td>Miscellaneous</td>
<td>07/14</td>
<td>FOA PNC CC - FOOD BOARD MEETING</td>
<td>021511</td>
<td>7/9/2014</td>
<td>1485</td>
<td>51.66</td>
</tr>
<tr>
<td></td>
<td></td>
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<td></td>
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<td>Account Total</td>
<td>51.66</td>
</tr>
<tr>
<td></td>
<td>Contingency Professional</td>
<td>07/14</td>
<td>K BOLAN KIMBERLY BOLAN &amp; ASSOCIATES, L</td>
<td>021528</td>
<td>7/10/2014</td>
<td>1236</td>
<td>1,150.00</td>
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<td>Account Total</td>
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<tr>
<td>7503</td>
<td>Capital Improvements</td>
<td>07/14</td>
<td>CDW GOV1 CDW GOV - HARDWARE SERVER</td>
<td>021628</td>
<td>7/30/2014</td>
<td>NC25728</td>
<td>3,836.38</td>
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<tr>
<td>7503</td>
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<td>07/14</td>
<td>BIBLIOTHECA, LLC</td>
<td>021630</td>
<td>7/30/2014</td>
<td>S10006200-US</td>
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<td>Account Total</td>
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<tr>
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<td></td>
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<td></td>
<td>Grand Total</td>
<td>71,713.65</td>
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## Orion Township Public Library
### For the Seven Months Ending July 31, 2014

<table>
<thead>
<tr>
<th></th>
<th>July Actual</th>
<th>Annual Budget</th>
<th>Actual To Date</th>
<th>Percent of Total Budget</th>
<th>Balance of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenues</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Property Taxes</td>
<td>0</td>
<td>1,880,000</td>
<td>1,875,542</td>
<td>100%</td>
<td>4,458</td>
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<tr>
<td>State Aid</td>
<td>0</td>
<td>14,000</td>
<td>10,336</td>
<td>74%</td>
<td>3,664</td>
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<tr>
<td>Penal Fines</td>
<td>53,183</td>
<td>42,000</td>
<td>53,183</td>
<td>127%</td>
<td>(11,183)</td>
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<tr>
<td>Copier Service</td>
<td>909</td>
<td>9,000</td>
<td>4,693</td>
<td>52%</td>
<td>4,307</td>
</tr>
<tr>
<td>Coffee Service</td>
<td>53</td>
<td>0</td>
<td>447</td>
<td>0%</td>
<td>(447)</td>
</tr>
<tr>
<td>Vending Machine</td>
<td>435</td>
<td>0</td>
<td>2,297</td>
<td>0%</td>
<td>(2,297)</td>
</tr>
<tr>
<td>Library Fines</td>
<td>5,052</td>
<td>50,000</td>
<td>30,329</td>
<td>61%</td>
<td>19,671</td>
</tr>
<tr>
<td>Interest Income</td>
<td>1,524</td>
<td>20,000</td>
<td>6,700</td>
<td>34%</td>
<td>13,300</td>
</tr>
<tr>
<td>Donation Income</td>
<td>81</td>
<td>25,000</td>
<td>22,838</td>
<td>91%</td>
<td>2,162</td>
</tr>
<tr>
<td>Miscellaneous Income</td>
<td>508</td>
<td>7,000</td>
<td>4,899</td>
<td>70%</td>
<td>2,101</td>
</tr>
<tr>
<td>Realized/Unrealized Gain/Loss</td>
<td>518</td>
<td>0</td>
<td>-5,120</td>
<td>0%</td>
<td>5,120</td>
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<tr>
<td>Received from General Ledger</td>
<td>518</td>
<td>440,000</td>
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<td></td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td>62,263</td>
<td>2,487,000</td>
<td>2,061,444</td>
<td>81%</td>
<td>480,856</td>
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</tbody>
</table>
### Orion Township Public Library

**For the Seven Months Ending July 31, 2014**

<table>
<thead>
<tr>
<th>Operational Expenditures</th>
<th>July Actual</th>
<th>Annual Budget</th>
<th>Actual To Date</th>
<th>Percent of Total Budget</th>
<th>Balance of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries</td>
<td>127,189</td>
<td>1,275,000</td>
<td>587,148</td>
<td>46%</td>
<td>687,852</td>
</tr>
<tr>
<td>Fringe Benefits</td>
<td>33,192</td>
<td>410,000</td>
<td>221,626</td>
<td>54%</td>
<td>188,374</td>
</tr>
<tr>
<td>Supplies, Programs</td>
<td>4,120</td>
<td>50,000</td>
<td>35,495</td>
<td>71%</td>
<td>14,505</td>
</tr>
<tr>
<td>Materials, Information Resources</td>
<td>12,772</td>
<td>215,000</td>
<td>106,472</td>
<td>50%</td>
<td>108,528</td>
</tr>
<tr>
<td>Automation, Computerized Reference</td>
<td>8,921</td>
<td>100,000</td>
<td>76,845</td>
<td>77%</td>
<td>23,155</td>
</tr>
<tr>
<td>Promotion, Publishing, Printing</td>
<td>488</td>
<td>26,000</td>
<td>10,048</td>
<td>39%</td>
<td>15,952</td>
</tr>
<tr>
<td>Telephone</td>
<td>644</td>
<td>12,000</td>
<td>4,951</td>
<td>41%</td>
<td>7,049</td>
</tr>
<tr>
<td>Utilities</td>
<td>5,296</td>
<td>65,000</td>
<td>39,702</td>
<td>61%</td>
<td>25,298</td>
</tr>
<tr>
<td>Repairs &amp; Maintenance</td>
<td>2,817</td>
<td>35,000</td>
<td>17,560</td>
<td>50%</td>
<td>17,440</td>
</tr>
<tr>
<td>Capital Improvements</td>
<td>10,726</td>
<td>174,500</td>
<td>65,597</td>
<td>38%</td>
<td>108,903</td>
</tr>
<tr>
<td>Insurance &amp; Workers Comp</td>
<td>-2,157</td>
<td>41,000</td>
<td>32,448</td>
<td>79%</td>
<td>8,552</td>
</tr>
<tr>
<td>Education, Training &amp; Dues</td>
<td>974</td>
<td>17,000</td>
<td>9,392</td>
<td>55%</td>
<td>7,608</td>
</tr>
<tr>
<td>Mileage</td>
<td>296</td>
<td>4,000</td>
<td>2,041</td>
<td>51%</td>
<td>1,959</td>
</tr>
<tr>
<td>Professional &amp; Contractual Services</td>
<td>1,150</td>
<td>20,000</td>
<td>29,164</td>
<td>146%</td>
<td>(9,164)</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>52</td>
<td>2,500</td>
<td>173</td>
<td>7%</td>
<td>2,327</td>
</tr>
<tr>
<td>MTT Reimbursements</td>
<td>0</td>
<td>40,000</td>
<td>2,279</td>
<td>6%</td>
<td>37,721</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td><strong>206,480</strong></td>
<td><strong>2,487,000</strong></td>
<td><strong>1,240,941</strong></td>
<td><strong>50%</strong></td>
<td><strong>1,246,059</strong></td>
</tr>
</tbody>
</table>
## ORION TOWNSHIP LIBRARY - TREASURER'S REPORT - PLANT FUND ACTIVITY
### JULY 2014

<table>
<thead>
<tr>
<th>Account</th>
<th>Beginning of month</th>
<th>Interest</th>
<th>Realized/Unrealized Gain/Loss</th>
<th>Operations</th>
<th>Transferred</th>
<th>Checks issued</th>
<th>Transferred</th>
<th>End of month</th>
</tr>
</thead>
<tbody>
<tr>
<td>PNC Bank - Savings (1)</td>
<td>$255,429.68</td>
<td>41.22</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td>$255,470.90</td>
</tr>
<tr>
<td>JP Morgan Chase (2)</td>
<td>$0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>TCF National Bank (3)</td>
<td>$0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>Bank of Holland (4)</td>
<td>$100,000.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$100,000.00</td>
</tr>
<tr>
<td>Founders Bank #2 BV7(5)</td>
<td>$100,000.00</td>
<td>184.93</td>
<td></td>
<td>($100,184.93)</td>
<td>$0.00</td>
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<td></td>
<td>$0.00</td>
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<tr>
<td>New Buffalo Savings (6)</td>
<td>$0.00</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Mercantile Bank XG0 (7)</td>
<td>$35,000.00</td>
<td>347.12</td>
<td>($347.12)</td>
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<td>$35,000.00</td>
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<tr>
<td>Huntington Bank CD 1855 (8)</td>
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<td>$100,000.00</td>
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<tr>
<td>JP Morgan Chase CD SY5 (9)</td>
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<tr>
<td>Bank of Holland YY8 (10)</td>
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<tr>
<td>UBS Plant Fund (11)</td>
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<td>Federal Home Loan (12)</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>$999,898.09</strong></td>
<td><strong>$814.70</strong></td>
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<td><strong>$100,000.00</strong></td>
<td><strong>$0.00</strong></td>
<td><strong>($100,560.82)</strong></td>
<td><strong>$1,000,579.97</strong></td>
</tr>
</tbody>
</table>

(1) Variable interest, annual yield .19%
(2) Variable interest, annual yield .02%, account closed
(3) Money Market Account Variable interest annual yield .10%, account closed
(4) CD maturing 9/30/14 @ 1.300% interest
(5) CD maturing 7/21/14 @ 2.250% interest, cashed
(6) CD maturing 2/7/14 @ 1.00% interest, cashed
(7) CD maturing 5/12/15 @ 2.00% interest
(8) CD maturing 11/11/15 @ .60% interest,
(9) CD maturing 2/19/18 @ 1.125% interest
(10) CD maturing 5/22/15 @ .350% interest
(11) Money Market Account, CD
(12) Gov’t Agency Bond maturing 7/28/17 @ 1.08% interest

* Change in value until the investment reaches maturity
<table>
<thead>
<tr>
<th>BEGINNING</th>
<th>RECEIPTS</th>
<th>DISBURSEMENTS/TRANSFERS</th>
<th>ENDING</th>
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</thead>
<tbody>
<tr>
<td>MONTH</td>
<td>INTEREST</td>
<td>REALIZED/UNREALIZED GAIN/LOSS</td>
<td>CHECKS ISSUED</td>
</tr>
<tr>
<td>$0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>$217,039.99</td>
<td>$69,077.76</td>
<td>180,977.67</td>
<td>(215,242.31)</td>
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<tr>
<td>$251,128.00</td>
<td>40.52</td>
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<tr>
<td>$2,774.06</td>
<td>2,000.00</td>
<td>(1,132.39)</td>
<td>0.00</td>
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<td>$6,847.47</td>
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<td>$0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>$0.00</td>
<td>0.00</td>
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<td>0.00</td>
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<tr>
<td>$0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>$203,318.06</td>
<td>77.71</td>
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</tr>
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<tr>
<td>$0.00</td>
<td>0.00</td>
<td>0.00</td>
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<tr>
<td>$227,298.88</td>
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</tr>
<tr>
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<td>0.00</td>
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<tr>
<td>$0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>$5.21</td>
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</tr>
<tr>
<td>$202,816.10</td>
<td>68.90</td>
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<td>0.00</td>
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</table>
### ORION TOWNSHIP LIBRARY - TREASURER'S REPORT - GENERAL FUND ACTIVITY
### JULY 2014

<table>
<thead>
<tr>
<th>Balance of Month</th>
<th>Interest</th>
<th>Realized/Unrealized Gain/Loss *</th>
<th>Operations</th>
<th>Transferred</th>
<th>Checks Issued</th>
<th>Transferred to PNC General</th>
<th>Transferred to Other</th>
<th>End of Month</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alliance Catholic CU Savings (23)</td>
<td>$0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>Alliance Catholic CU MM (24)</td>
<td>$0.00</td>
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<td></td>
<td></td>
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<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>JP Morgan Chase CD (25)</td>
<td>$100,000.00</td>
<td>416.85</td>
<td></td>
<td></td>
<td></td>
<td>(416.85)</td>
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<td>Chief Financial CU CD (27)</td>
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<td>$0.00</td>
</tr>
<tr>
<td>PNC - James Ingram Fund (33)</td>
<td>$87,458.36</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>($80,000.00)</td>
</tr>
<tr>
<td>PNC Bank - Bastian Account (34)</td>
<td>$2,144.90</td>
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<td></td>
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<td></td>
<td></td>
<td>$2,144.90</td>
</tr>
<tr>
<td>UBS General Fund (35)</td>
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<td>90.71</td>
<td>319.78</td>
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<td></td>
<td>($100,000.00)</td>
<td></td>
<td>$1,224,857.48</td>
</tr>
<tr>
<td>UBS Endowment Fund (36)</td>
<td>$0.00</td>
<td>14.24</td>
<td>(229.64)</td>
<td>80,000.00</td>
<td></td>
<td></td>
<td></td>
<td>$79,784.60</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$2,629,775.17</strong></td>
<td><strong>708.93</strong></td>
<td><strong>90.14</strong></td>
<td><strong>$69,077.76</strong></td>
<td><strong>$262,977.67</strong></td>
<td><strong>($216,374.70)</strong></td>
<td><strong>($180,416.85)</strong></td>
<td><strong>($82,000.00)</strong></td>
</tr>
</tbody>
</table>

1. Variable daily interest monthly average rate .0%, account closed
2. Business Checking
3. Business Savings Sweep .19%
4. Cafeteria
5. Short Term Investment Fund
6. Public Funds MM Account .04%, account closed
7. MaxSaver Plus variable interest, account closed
8. Credit Union Savings
9. Money Market Account @ .150% interest, account closed
10. High Yield Money Market .45% interest
11. Credit Union Savings @ .100% interest
12. Short Term Investment Fund variable daily interest
13. MILAF+MAX Money Market Fund @ .04% interest, account closed
14. Cash Mgmt Money Market Fund @ .02% interest, account closed
15. Credit Union MM .40% interest
16. Credit Union Money Market .25% interest
17. Credit Union Savings
18. CD maturing 1/13/14 @ 1.150% interest, cashed
19. Credit Union Savings
20. CD maturing 3/28/14 @ .490% interest, cashed
21. CD maturing 1/25/18 interest increases from .750% to 1.300%
22. CD maturing 3/28/14 @ .490% interest, cashed
23. Business Checking - Donation Account
24. Business Checking - Donation Account
25. Business Checking - Donation Account
26. Business Checking - Donation Account
27. Money Market, Treasury Bills, CD's
28. Change in value until the investment reaches maturity
29. Money Market, CD
30. Change in value until the investment reaches maturity
Galileo and His Universe

Posted by Becky Bolin, July 11, 2014 at 10:34 AM

Join "historyteller" Maureen Esther at the Orion Township Public Library on Monday, July 14 at 7:00p and meet the man who is called "The Father of Modern Science," physicist, mathematician, astronomer and philosopher, Galileo. All adults welcome!
Come to the Orion Township Public Library on Monday, July 14 at 2:30p and learn how bubble gum came to be and do some hands-on (and teeth-on) experiments. Grades K-5, drop in, limit 15
Come to the Orion Township Public Library on Tuesday, July 15 at 2:30p, bring your friends, and make something special! Grades K-5, drop in
Learn how to make your own cleaning products with essential oils and natural ingredients at the Orion Township Public Library on Tuesday, July 15 at 6:30p. All adults welcome! Register online at orionlibrary.org/calendar/
Avondale announces drop-in enrollment hours for Avondale resident families

Avondale School District announces drop-in enrollment hours for new Avondale residents from kindergarten to 12th grade for the 2014-2015 school year are from 8 a.m. to 3 p.m. on:
- Aug. 4-6, 11-13, 19-21, 26-27

To expedite the process, parents should pick up an enrollment package at the district office or go to the district website, www.avondale.k12.mi.us, to download enrollment forms under the enrollment tab and then bring the completed forms to the drop-in session. The following information is required to enroll:
- Student’s original birth certificate with raised seal
- Student’s immunization record
- Parent/guardian driver’s license with current address
- Proof of residency in the Avondale School District – property tax papers or lease agreement
- Two current utility bills

Enrollment appointments may also be scheduled by calling 248-337-6039. The first day of school for students in the Avondale School District is Tuesday, Sept. 2. Students must be enrolled by Wednesday, Aug. 27 to start school on opening day.

The Avondale enrollment office is located within the Avondale administrative offices at 2540 Waukegan St., Auburn Hills.

Fizz, Bang, Traveling Science Fun in Orion

Come to the Orion Township Library on Friday, Aug. 1 at 11 a.m. for the Michigan Science Center’s popular Fizz, Bang, Traveling Science program. All ages will be amazed at the science behind “Boom, Boom, Wow!”

...a 30-minute demonstration that will explore the reasons things explode and reveals the relationships between pressure, temperature and fuel.

The Michigan Science Center is a hands-on museum that encourages children and their families to discover, explore and appreciate science, technology, engineering and math (STEM) in a creative, dynamic learning environment.

For more information, call 248-658-3003.

The summer night is like a perfection of thought.
- Wallace Stevens

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We Are Worth The Drive, And We're Sure To Please!
New format creates greater networking during the Auburn Hills Open ‘fore’ business

Fieldstone Golf Club, will feature groups of eight to foster greater networking on the course.

The Auburn Hills Open has already confirmed 140 participants to date, and has capacity for 160 players. “By placing teams into groups of eight, players increase the number of strategic connections made during the day,” states Executive Director Denise Asker. “This format allows for an even greater degree of relationship-building,” she says.

Included with the purchase of a team is a continental breakfast, lunch, dinner, 18 holes, a day of networking, drink tickets, and contests. A 50/50 raffle and raffle prizes will also be available. There is also a dinner-only option and special offers for teams wishing to purchase a tee sponsorship.

The Auburn Hills Open begins registration at 8:30 a.m., providing access to both the putting green and driving range, and networking over breakfast. The event has a shotgun start at 10 a.m., with lunch on the turn. The dinner and awards program will begin at 4:30 p.m. Tickets are $650 for a team and $175 per individual. The dinner-only option is $35 for members and $45 for non-members. A special offer for the Tee and Sponsorship is $900.

2014 Summer Reading Finale at the Orion Township Public Library

The Orion Township Public Library will complete their 2014 Summer Reading program with some fun and exciting activities the weekend of Aug. 8. Over 1,300 adults, teens and youth participated in Summer Reading this year.

On Friday, Aug. 8 at 9:30 p.m., teens that attended at least one library program this summer are invited to the Library Lock-In (registration required at orio library.org/calendar). The teens will spend the night in the library in sleeping bags and enjoy movies, games and crafts. The program ends at 6 a.m. on Saturday, Aug. 9.

On Saturday, Aug. 9 at 11 a.m. all ages are invited to a Magic Show with Gordon Russ, magician to the world, with his trusty sidekick, George the Raccoon. After the show, the Grand Prize Drawings will mark the end of Summer Reading. Any child who completes the Rubber Ducky Club or three levels in the Pizz Boom Read Summer Reading Program is eligible for the prizes. Each child must have completed their levels by Aug. 8 (must be present to win the youth prizes).

On Saturday, Aug. 9 at 2 p.m., all ages can enjoy the music of the Rd Spangler Trio and Larry Smith. The Grand Prize Winner for the Adult Summer Reading Program will be announced (do not have to be present to win).

In conjunction with the Summer Reading program through Aug. 9, local businesses are offering discounts and freebies to customers who show their library card. Visit orionlibrary.org/partners to see a list of participating local businesses. If you do not have a library card, bring your ID and visit the library to get your free card.

For more information about the 2014 Summer Reading program, visit the Orion Township Public Library at 925 Joslyn Road, Lake Orion, MI 48362, orionlibrary.org or call 248-692-3000.

Those who are quite satisfied sit still and do nothing; those who are not quite satisfied are the sole benefactors of the world.

— Walter Savage Landor
Avondale School District announces retirements

Home to these staff members for a collective 341 years and their contributions to the district are immense. We wish them all the best in retirement and thank them for their years of tremendous service to the students, staff and families of Avondale,” said Avondale Interim Superintendent Dr. Rick Repicky.

The retiring staff was honored at a reception on June 2. Separately, on June 5, Carolyn Czechowski, retiring Avondale Middle School teacher, was honored as Educator of the Year by the Auburn Hills Morning Optimist Club.

Sue Briggs, Kathy Guerrero and Mary Zuehlk, retiring Avondale administrative offices secretaries, were presented with Lifetime Achievement Awards by the Auburn Hills Morning Optimist Club on June 12.

2013-14 MME student proficiency scores are released and Lake Orion shines!

The State of Michigan released the results of the 2013-14 Michigan Merit Exam and ACT taken by 11th-graders. Lake Orion High School did very well. The students scored significantly higher in all subject areas compared to other students in Oakland County and Michigan overall. There is room for improvement, however, and the district and our educators will continue to work hard with students to reach higher proficiency levels in the future.

MME Student Proficiency:
- Mathematics: LOHS 46 percent, Oakland County 37.7 percent, State 28.8 percent
- Reading: LOHS 78 percent, Oakland County 63.3 percent, State 58.7 percent
- Science: LOHS 46 percent, Oakland County 35.2 percent, State 28.4 percent
- Social Studies: LOHS 70 percent, Oakland County 50.5 percent, State 43.9 percent
- Writing: LOHS 73 percent, Oakland County 57.8 percent, State 50.8 percent
- ACT Composite Scores: LOHS 22.5, Oakland County 20.8, State 19.8

COMMUNITY

Gordon Russ Comedy Magic Show

Hold onto your hats and don't blink an eye! Gordon Russ, magician to the world, is coming to Orion Township Public Library! Gather the kids and prepare to be amazed.

Gordon and his trusty sidekick, George the Raccoon, have traveled the globe in search of smiles, laughs, and fun. But this time, instead of China, England, Israel, Japan, or Australia, Gordon is bringing his unique brand of illusion right to the Orion Township Library.

After this show we will conduct the grand prize drawing to mark the end of summer reading! It will be held on Aug. 9 at 11 a.m.-12:30 p.m.

To register, go to http://orionlibrary.org.

We have no right to ask when sorrow comes, “Why did this happen to me?” unless we ask the same question for every moment of happiness that comes our way.

Author Unknown
Blessings & Pet Adoption with MQORP and Shop with our vendors on July 12, 11-3pm at Unity Ranch 1000 S. Baldwin Rd. Orion is a wonderful opportunity to have your beloved pets, find out more about MQORP, and shop with vendors who you pet's best interest at heart. Interact with MQORP's pets, they are no dull and can be pets on display. Pets get by in picture. Pet Blessings are free. Interested in setting up as a vendor? Call 248-391-9211. Visit www.unitedlakeorion.org

ne the Dragon Contest. What would we Dragon on the Lake Mascot! Meet Soothe the Dragon at 3pm on July 13 at Springfield Oaks County Park 1245 N. 11th St. Orion every 3rd Sunday of the month. Visit www.orsa.org for more info.

River Walk: Avon Nature Area on July 16, 6:30 pm, at 1115 W. Avon Road, Roch. Hills. Discover the natural history of the Clinton River and how we can help protect it. It's a walk through the Avon Creek Reservoir Project's nature trail. The Skipmasters Field Station is located on Sycamore Road. Visit www.avonpark.org for more information. For reservations: 248-693-6605.

Helicopter Fun Fly on Sunday, July 21, 10 am - 4 pm. This event is dedicated to helping children, which also includes a unique DLR stunt. The Skipmasters Field Station is located on Sycamore Road. Visit www.avonpark.org for more information. For reservations: 248-693-6605.

Summer Shopping on July 21, 10 am - 4 pm. This event is dedicated to helping children, which includes a unique DLR stunt. The Skipmasters Field Station is located on Sycamore Road. Visit www.avonpark.org for more information. For reservations: 248-693-6605.


New Pottery Classes at the Clay Studio: Hand Building for Adults and Teens. This 6 week class, students learn about pinch, slab and coil work. You will make a bowl, serving plate or vase, a special box and a container out of clay. Call 248-888-5555 for more information. For reservations: 248-693-6605.

Cleanup at Lake Orion on July 30 at the Orion Oaks County Park Boat Launch. Call 248 888-8888 for details.

**Vacation Bible School** July 21-25, 9am-noon, Lake Orion United Methodist Church, 140 E. Flint St., L0, Ages 4-7th grade. $15 incl. supplies, snacks and T-shirt. Call 248 693-6201 x206 to register.

**Lean the facts abt Proposal 1 on Thurs July 24, 8-9:30pm at the Orion Center, 1335 Jolyn Rd. Proposal 1, if approved on the August 5 ballot, will eliminate personal property tax (PPT) from manufacturing and phase it our for larger manufacturing businesses. It will ensure a stable funding source for communities to support essential services such as police, fire and transportation. Info will be presented at the Orion Department and NOTA meeting. For more information, please visit www.savingmichigan.com or call 248-555-1212 for more details.


**Join the Fun!** Lake Orion Dragon Boat Derby. Monday, July 28th at Paint Creek Golf Club, 2375 Stanton Rd, Lake Orion. 18 hole Sandale format with carts, refreshments, 3 drink tickets & luncheon following all included. $65 per person, Registration starts 8am. For more information, call 248-693-6986 or contact Carol Whiteman at 248-693-6986.

**Lunch and Learn Series** on Wednesdays at the Orion Center, 1335 Jolyn Rd. Each series includes a bag lunch and an hour of programming on the topic. The Genealogy series will meet July 16, 23, Aug 6, 13, 20. Know Your Tablet series will discuss fun things you can do with your tablet or iPad and will meet July 9, 23, Aug 6, 20. The final series will be Autumn Harvest which will help you learn what to do with your harvested vegetables and will meet September 10, 24. Call 248 391-0304 for more information.

**Summer Music Series** at the Orion Center 1335 Jolyn Rd. For more information, call 248 391-0304 or visit www.orionpark.org.
Stay safe

Continued from page 3

...ease are in Oakland County. We have done some looking this year and a few years ago, Foster said.

In order to be infected with Lyme disease, someone needs to be bitten by a blacklegged tick, the only tick in eastern United States that holds the virus.

These ticks reside in the western region of Michigan, so Oakland County is not at risk. The best way to prevent Lyme disease is being educated on where you are traveling and what types of precautions need to be taken, according to Foster. It is recommended to use area repellent and check for ticks after being in wooded areas, where ticks may lie.

"Bazz-Off" has created a brand of clothing, pretreated with Permethrin, or hikers and campers that fight ticks from sticking to your body.

When traveling to areas that are infested with blacklegged ticks, make sure to check for ticks on your body or shoes quickly after entering into a safe area. If ticks are imbedded on your skin, the most commonly accepted way to remove them is with fine-tipped tweezers, grasping the tick as close to the skin as possible and slowly pulling straight away from the skin. Wash the area with soap and water after tick removal.

"Lyme disease takes 24 to 48 hours to be transmitted. If you can pull it off quickly, the chances of getting Lyme disease is very low," Foster said. "A blacklegged tick may stay on you for 3-7 days."

If the ticks are not removed before they spread the Lyme disease virus, one may experience fever, headache, body aches, and erythema migrans, a "bull's-eye" rash about a week after the initial bite.

Summer is the most common time for ticks and mosquito related diseases, so the best way to prevent infection is to be aware of where these insects reside and how to protect yourself. For more information on West Nile and Lyme disease visit Michigan.gov.

DDA improvements

Continued from page 3

corral on the south side of W. Flint St. between the alley and the Saginaw parking lot entrance. The 10-bike corral would take the place of one vehicle parking spot and would allow bikers from as far as Shelby Township to more conveniently lock up their rides.

Alley excursions


"You've got Lockhart's BBQ coming in and the village hall moving so that opens up more parking behind there and you want to encourage people to get out to the street," Perrault said.

Improvement concepts include stringing lights between the alley walls, a possible public art project, and trellis to make the alley and the DDA engaging with them for the future, Perrault noted.

Poetry in motion

An upcoming sidewalk reconstruction will be near Florence St., Perrault said, where a Dr. Seuss line such as "Oh the places you will go," would be appropriate for school children going to Blanche Simms Elementary.

Whiskey art

The DDA will be repainting the wall around the newest parking lot built earlier this year. The site of the old Whiskey's Steakhouse and is reaching out to local artists for help.

If the DDA's projects are approved they will seek artists to paint a ten-by-five foot mural on the exterior of the wall encompassing the parking spaces.

Thoughts of also painting the village's dragon logo have also been tossed around. This project will add to the DDA's goal to install outdoor art in the downtown.

Nitty signs

Later this year the DDA will be developing a large-scale way-finding signage system, but in the mean time wants to promote downtown access.

For example, the Paint Creek Trail ends at Atwater Commons behind the CVS parking lot on M24 but little signage points to where downtown Lake Orion is.

"If that was your first time on the trail and you had never been to Lake Orion before you might think "where do I go now," and probably just turn around," she said. "Even if there was just signage that said downtown is just a hop, skip, and a jump away when we're sending more people downtown."

It is estimated that nearly 100,000 people used the Paint Creek Trail every year, which extends from Rochester to the Village of Lake Orion, according to the Paint Creek Trailways Commission.

Helpful signage is also being considered for other popular downtown attractions such as Green's Park.

Perrault said these are just five little ideas that give way to bigger projects the DDA is undertaking, including the more extensive market and also the goal to connect the Paint Creek Trail to the Polly Ann Trail.

Several years ago the Aspen Group donated funds to extend the Paint Creek Trail to Atwater Commons, and now it is up to the local municipalities to finish the extension, according to Trail Manager Kristen Myers.

"There would have to be some purchase of property or easement acquisition," she said. "We would likely have to have an official access point for people on the trail to get to the shops or restaurants. Then as it goes through the village it could eventually go into Onion Township to the Polly Ann Trail. That's our ultimate goal."

Eventually, Myres said, a path could be extended all the way to Burdick St. in downtown Oxford on the east side of M24. Oxford Township has begun researching possible grants and would need to purchase easements along the old railroad right-of-way for their preferred route.

A public hearing has been scheduled August 6 at the Orion Art Center for anyone interested in voicing their opinions on possible connection routes. So far the commission has discussed four possible routes.

Letters to the Editor

Continued from page 12

is a water wedge under the property. Unfortunately the old station sales value did not cover the new station costs.

Because I am now a strong believer in the work and planning ethic of our new Orion supervisor Chris Barnett, I feel he will manage this problem and its solutions in a detailed, orderly and businesslike manner. Will the citizenry hand him, by our votes, as many tools to do so as we can and as he needs? I hope we do. If we don't, the situation will only get worse and be more expensive to fix.

So it is best addressed now and $200 per year for a $100,000 home isn't too much to ask.

I have intended to address, in clear detail, more information than provided by the mailed fact sheet from the "Say Yes 2 Safety" group. Each citizen of Orion Township should know the details so their vote is an informed choice.

Remember the August 5. Vote on the fire department millages of one mill each.

Fred Fleming
Orion Township Resident

Won't be supporting Marleau

Please note all facts and figures have been provided by the State of Michigan. Our State Senator James Marleau is running again for re-election, based on the assumption that nobody looks beyond the fact that he runs as a Republican. As a Citizen, what has he done for you and your family, friends and neighborhood?

Besides being "Yellow", he has never held a town hall meeting (never as a State House or Senate Representative) to share his views and hear what the people he represents have to say. Other than the local Republican club, he will not present himself to questions from the public. He has not been interviewed nor will he write anything for his citizens to read.

He is also called the "whisperer" as he is how he operates in a crowd of people that might know him. He does this with his hand on someone's shoulder in a space where no one can hear him except the person whose ear he has. He never answers his phone in Lansing nor returns most of his calls and/or e-mail requests.

Overall, Marleau is a very poor representative of the citizens of Northern Oakland County. When not kissing the Governor's rear side, he voted for all the new legislation for fireworks. (Do contact you for your opinion?) He has sponsored for the Doctors/Medical Practice Act benefit, the "I am sorry bill". As our representative he has missed 149 vote. Apparently, it's too long a drive from his home in Orion Township.

He was praised for 10 minutes in Christian terms by our Township Clerk Penny Shults at a township board meeting for voting to require those women of lesser incomes to require additional insurance to have an abortion.

As Myres told Supervisor Chris Barnett after being asked if he would attend Barnett's State of the Township meeting this spring, Marleau stated that he had to be in Lansing. He must have had a quick round trip ride as his car was in the garage after the event. As our representative he has only voted against the Republican Party line twice. Also, as our representative he has missed 149 roll call votes.

As Marleau is "our" and not the Lansing Lobbyist's representative, I sought some answers. Marleau has collected during the year 2013, $241,895.00 from lobbyist PAC's while only $2,975.00 from single citizens.

The following are totals from the various PAC's:

Continued on Page 23

Obituaries

Continued from page 13

Lake Orion Nursing for their care given over the last four years and to "QT" Eline Long of Pontiac for her exemplary care and friendship during her stay at Lake Orion Nursing.

Her Children will cherish all of the wonderful childhood memories their parents provided with the many wonderful camping trips made from Madison Heights to Metamora. After experiencing the wonderful "up north life" through their camping trips in Metamora, the family moved to lovely Beach Drive on Tommy's Lake in Lake Orion.

A Memorial Service will be held on Saturday, July 26, 2014 at 12am at Sparks-Griffin Funeral Home, 111 E. Flint Street, Lake Orion. The family will receive friends from 11am until time of service. A luncheon will follow at Christ's Restaurant 95 E. Clarkston Road, Lake Orion. Memorials may be made to Alzheimer's Association 25200 Telegraph Rd Ste 100 Southfield, MI 48033-7443 www.alz.org/gmc phone: 800-727-3900
Orion Township Public Library hosts Summer Reading finale

Posted: 08/07/14, 9:57 AM EDT | Updated: 44 secs ago

The Orion Township Public Library will complete their 2014 Summer Reading program with several activities during the weekend of Aug. 8.

More than 1,300 adults, teens and youth participated in Summer Reading this year.

At 9:30 p.m. Friday, Aug. 8, teens that attended at least one library program this summer are invited to the Library Lock-In (registration required at orionlibrary.org/calendar/). The teens will spend the night in the library in sleeping bags and enjoy movies, games and crafts. The program ends at 6 a.m. on Saturday, Aug. 9.

At 11 a.m. Saturday, Aug. 9, all ages are invited to a Magic Show with Gordon Russ and his trusty sidekick, George the Raccoon. After the show, the Grand Prize Drawings will mark the end of Summer Reading. Any child who completes the Rubber Ducky Club or three levels in the Fizz Boom Read Summer Reading Program is eligible for the prizes. Each child must have completed their levels by Aug. 8 (must be present to win the Youth prizes).

At 2 p.m. Saturday, all ages can enjoy the music of the RJ Spangler Trio and Larry Smith. The grand prize winner for the Adult Summer Reading Program will be announced (do not have to be present to win).

In conjunction with the Summer Reading program through Aug. 9, local businesses are offering discounts and freebies to customers who show their library card. Visit orionlibrary.org/partners/to see a list of participating local businesses. If you do not have a library card, bring your ID and visit the library to get your free card.

For more information about the 2014 Summer Reading program visit the Orion Township Public Library at 825 Joslyn Road, orionlibrary.org or call 248-693-3000.

—Submitted by Becky Bolin
No Trespass
Per Ordinance 49, property owners can apply for a No Trespass permit to be posted on their property. The permit application fee is $25, with a $10 annual renewal. The Clerk's office will provide signs as part of the original application fee.

Solicitation
Non-profit groups who wish to solicit funds in the community must register with the Township Clerk's office (391-0304, ext. 104). Per Ord. 95, all other solicitors must apply for a permit ($35 application fee for up to a 90-day period). Solicitors are allowed to go door-to-door between the hours of 11 a.m. and 1 1/2 hours before dusk in Orion Township, and must carry a Township-issued ID badge.

Volunteers Welcome
We encourage you to submit an Application Form Candidates for Board, Commissions and Committees (available on our website or at the Clerk's office), if you would like to offer your time as a volunteer on a Township committee or to work on a Township project.

Township Maps
Township maps are available at the Township Hall at a cost of $2.50. Maps are also available at the Orion Township Public Library, the Lake Orion Village Hall, and The Lake Orion Review.

Frequently Requested Phone Numbers:
- 52-3 District Court - (248) 853-5553
- Lake Orion Community Schools - (248) 693-5400
- North Oakland Transportation Authority (NOTA) - (248) 628-7900
- Oakland County Animal Control - (248) 391-4100
- Oakland County Clerk - (248) 858-0581
- Oakland County Equalization - (248) 858-0781
- Oakland County Sheriff's Department Dispatch - (248) 858-4911
- Orion Area Chamber of Commerce - (248) 693-6300
- Orion Historical Society - (248) 693-4154
- Orion Township Public Library - (248) 693-3000
- Secretary of State - (888) 764-6424
- Square Lake Cemetery - (248) 628-7531
- Village of Lake Orion - (248) 693-8391
- Orion Township Senior Center - (248) 693-2066

TOWNSHIP EXTENSIONS:
Dial (248) 391-0304, then press:
- Clerk, Elections & General Info - 1
- Treasurer & Taxes - 2
- Community Programs or Senior Services - 3
- Water & Sewer - 4
- Building Dept. - 5
- Planning & Zoning - 6
- Assessing - 7
- Fire Department - 8
- Supervisor, Buildings & Grounds & Human Resources - 9

Michigan Organ Donor Registry
The Michigan Organ Donor Registry is a database of residents who wish to be organ and tissue donors that is maintained by the Department of State. The registry is confidential and can only be accessed by Gift of Life Michigan to assist hospitals in the recovery and transplantation of organs and tissue.

Besides signing up online, you can add your name to the Organ Donor Registry when you:
- Renew or replace your standard driver’s license or state ID card online at ExpressSOS.com.
- Visit a Secretary of State office and simply let the clerk know you want your name added to the Michigan Organ Donor Registry.
- Renew your state ID card by mail by checking the organ donor box and your name will be placed on the donor registry.

Coffee and Conversation at the Library
The Clerk is inviting all Orion Township residents to attend the new Coffee and Conversation program to be held at the Orion Township Library, 825 Joslyn Road, Lake Orion. If you have any questions or suggestions concerning Township government, come and visit between 10:30 a.m. and 11:30 a.m. on the following dates:
- Wednesday, June 25, 2014 - Voter Registration for August Primary Election
- Wednesday, October 1, 2014 - Voter Registration for November General Election
- Wednesday, December 3, 2014

We look forward to hearing from you!
Milestones

LOHS Class of 1959 reunites!

On June 21, the Lake Orion High School Class of 1959 met for their 50th reunion. About 35 attended the dinner at King’s Court for dinner and cocktails. The previous day, about 12 met at Chuck Stephen’s house and took a boat ride around Lake Orion followed by an informal dinner at Chrisy’s. Saturday morning had a golfing event at Devil’s Ridge and 6 at Canterbury Village. Pictured LOHS grads are: (front row) Gary Sheldon, Doug Black, Jim Hard and Ken Robinson; (middle row) Catherine Sheldon, Margaret Gawne, Bobbi Schumacher, Diana Roberts, Marleen Matteson, Evelyn Sallagh, and Jerry Bushman; (back row) Ed Boettger, Charles Williams, Bob Wiltsie, Darrell Grinn, and Chuck Stephen. A great time was enjoyed by all, catching up on grandkids, travel, and retirement.

Orion Township resident named CFO at Mental Health Authority

Oakland County Community Mental Health Authority (OCCMHA) has promoted Orion Township resident Amy Ellassen to Chief Financial Officer (CFO). Ellassen began her career at OCCMHA as a purchasing clerk in 1999. One year later, she became a team support specialist and held that position for eight years while pursuing her educational goals. Prior to her appointment as CFO, Ellassen held the position of controller of costing. She was promoted to this post after receiving her Master of Business Administration Degree in 2013. As controller, Ellassen supervised members of OCCMHA’s fiscal analyst team. She was also responsible for the financial management of the organization, including fund source management, funding allocations, and the load for annual financial, compliance, and A133 audits.

In her role as CFO, Ellassen assumes the budget and finance responsibility of overseeing Costing, Accounting, Contracts, and Facility Management. She also serves as a member of OCCMHA’s executive leadership team responsible for evaluating and directing all organizational decisions to ensure quality service delivery for people through Oakland County’s public mental health system.

Student Achievements

Bradley Horvath

Horvath is attending Jacksonville University, studying Marine Science, where he has received recognition on the Dean’s list for both fall and spring semesters, inducted into Rho Rho Rho Marine Science Honor Society, Sigma Alpha Pi National Society of Leadership and Success, Outstanding Achievement award be Sigma Alpha Pi and was among the top 40 freshmen awarded by Phi Kappa Phi Honor Society. Horvath just returned home after completing a study aboard program at Gerace Research Center in San Salvador in the Bahamas studying Coral Reef Ecology and Marine Geology.

Kristine Bishop

Bishop was named to the Dean’s List at Davenport University for the winter 2014 semester, where she maintained a minimum of 3.5 GPA while enrolled in at least nine credits of regular class work.

Grand Valley State University Graduates

Holly K. Cassell, BA; Katie M. Chernobay, BS; Junesha M. Gildings, BA; Emilie B. Hubbard, BS; Danielle D. Leigh, BA; Megan V. Sturza, BS.

Scott Lehman

Lehman graduated from Lawrence Technological University on Saturday May 10th.

Ian & Zachary Prochaska

Ian R. Prochaska and Zachary W. Prochaska of Lake Orion, Michigan, received their white coats at the Physician Assistant Program Class of 2015 White Coat Ceremony at Lincoln Memorial University-DeBusk College of Osteopathic Medicine (LMU-DCOM) in Harrogate, Tennessee, on June 28, 2014. The Prochaskas are second-year physician assistant students at LMU-DCOM.

Tiffany LeDonne and Bobby Smith announce engagement

Gino and Debbi LeDonne are pleased to announce the engagement of their daughter, Tiffany LeDonne, to Bobby Smith, son of Craig and Robin Smith.

Tiffany and Bobby are both 2008 graduates of Lake Orion High School. Tiffany received a Bachelor of Arts degree in communications from Oakland University. She is currently pursuing her Masters degree in College Student Personnel at Bowling Green State University.

Bobby received a Bachelor of Science degree in Criminal Justice from Ferris State University and is currently employed as police officer. A 2016 wedding is planned.

See Page 24 for more Milestones
Dear Karen,

Welcome to MLA Weekly, professional development edition! Here is where you will find all the news and announcements regarding upcoming educational opportunities from MLA and around the library community. Read on for the latest information regarding MLA 2014, October 15-17 in Grand Rapids.

MLA 2014 Featured Speakers Announced
MLA is pleased to welcome keynote speakers Wade Rouse on Wednesday morning, Improv Effects on Thursday morning and Hajji Flemings on Friday morning, along with Thursday luncheon program leaders Pam Sandlian Smith and Kathleen Wheelihan. Featured Speakers

New Program Tracks Break Barriers at MLA 2014
While different types of libraries face different sets of challenges, the way in which we approach them may not be so different. Break down traditional barriers and embrace a shared sense of creativity, leadership and growth through these new avenues of education. Program Tracks
Call for Poster Deadline is August 22
Libraries and librarians are at the center of each community. The MLA 2014 Annual Conference work group invites you to submit a poster session proposal presenting how you or your institution specifically represents the mission of libraries. Let's talk about why we are working in the center and how it moves the profession forward. Call for Posters

Seeking Ignite and Fizzle Program Presenters
Do you have a program or idea you're passionate about? How about a failure that led to your next great idea? We are looking for participants who are willing to share their experiences through a combination of innovative slides and lightning fast talks to inspire attendees of MLA 2014. Ignite and Fizzle Programs

Save the Date: Academic Libraries 2015 Conference Set for May
Mark your calendar now for the Academic Libraries 2015 Conference, May 28-29 at the Double Tree by Hilton, Bay City - Riverfront. Work has already begun to make Michigan's premiere education event for academic library professionals better than ever. Watch your email and the MLA website for more information beginning this fall. MLA Events

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Michigan Library Association | MLA@milibraries.org | http://www.milibraries.org
3410 Belle Chase Way, Ste. 100
Lansing, MI 48911
517-394-2774
Dear Karen,

Welcome to MLA Weekly, advocacy news. In addition to updates on MLA advocacy efforts, you'll also find information on related programs and news from around the state and country. For all things advocacy, MLA Weekly is your go-to resource.

Proposal 1 Supports Libraries: The PPT Proposal

On August 5, Michigan voters will decide on a number of statewide as well as local ballot proposals. If you have taken the time to seek clarification by reading some of the proposal language, it is likely you came away more confused than ever.

First on the ballot is Proposal 1. Supported by your MLA, this proposal provides for the reimbursement to libraries for losses due to the Personal Property Tax (PPT) repeal. Note that the ballot language says nothing about the PPT. As you may recall, legislators voted to repeal the PPT last year, and that repeal also requires approval from voters.

With the elimination of the PPT an important source of funding for many libraries was abolished. Through the hard work of MLA, our lobbyists and a coalition of local government units and others, language was included in the proposed legislation that would provide for reimbursement for those losses.

If the ballot proposal fails, libraries and other entities will not be guaranteed reimbursement if and when new legislation once again repealed the PPT.
The Personal Property Tax is confusing because unlike its name implies, it is actually a tax on business assets such as equipment and machinery. Proposal 1 would phase out the tax on all industrial personal property and a portion of commercial personal property by 2023. Businesses with total personal property valued at or below $80,000 were exempted from the PPT immediately. Revenue from the PPT would be replaced by the funding from the current State Use Tax which is levied on things like hotel rooms and rented cars.

Two years from now, large manufacturers would begin paying an assessment to replace some of the lost revenue to the state. The state would recover the rest of the lost revenue by allowing some business tax credits to expire.

MLA Legislative Committee recommends support of the ballot proposal as a way to guarantee reimbursement to libraries for the loss of the PPT revenue.

Much of this report was taken from Ballotpedia.org and an editorial by Jack Lessenberry for Michigan Radio. For FAQs and a brochure go to the MLA website.

FCC Chairs Speaks on Libraries, E-rate
During the ALA Annual Conference, the Washington Office secured a video from the Chairman of the Federal Communications Commission, Tom Wheeler. We are pleased to share four clips from the video for use in your own advocacy work on the importance of high-capacity broadband and the E-rate program for your libraries and the communities you serve. District Dispatch

"It's Time to Vote" Text and Email Reminders Available from SOS
For the first time, Michigan voters can sign-up for free text or email reminders from the Secretary of State's office whenever an upcoming election is around the corner. To sign-up, go to Michigan.gov/sos and click on the red envelope. A similar service is also available to remind drivers when it's time to renew their license plate tabs.

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Dear Karen,

Check out this month’s round up of networking, collaboration and resources to build stronger libraries and library professionals. And in the spirit of networking, feel free to share information on programs or articles you feel would be of interest to MLA members. Email MLA@milibraries.org to suggest a topic or idea.

Your Professional Connection
Going to MLA 2014 in Grand Rapids, but not sure how to facilitate new connections that can further your career? My Professional Connection is a new event at this year’s conference designed specifically to bring emerging and established library professionals together to make new connections, explore collaboration opportunities or just put names together with faces. MLA 2014 Special Events
2015 National Medal for Museum and Library Service
For more than 20 years, the Institute of Museum and Library Services has recognized museums and libraries that make extraordinary contributions to their communities. The National Medal for Museum and Library Service is the nation's highest honor for exemplary service by these institutions. IMLS is now accepting nominations for the 2015 National Medal for Museum and Library Service. Nominations are due October 15. [IMLS.gov]

Networking No-No’s
Do you have trouble asking your contacts for a favor or keeping in touch with your network? These are just two of the common networking mistakes identified in a new survey. Networking can help make or break a career, or at least take it to the next level. But are you networking the right way? One career coach shares advice for combating these mistakes. [Associations Now]

MLA Virtual Open House
MLA has been on the move. First we moved to our redesigned website. Then we moved to a new office space. In order to celebrate these hallmarks of growth and opportunity with all 1,200 MLA members, we’re hosting a virtual Open House. On Friday, August 8, please join us online for a look around the new MLA office, a tour of some of the exciting new features of the website, a scavenger hunt and a chance to win a free registration for a spring MLA workshop of your choice. The fun begins at 1 pm tomorrow. We hope to "see" you there! [MLA website]

Members in Action: Detroit Public Library Offers Break to Scofflaws
The Detroit Public Library is taking a page from the city's parking bureau where amnesty is concerned - and its efforts might just improve student reading scores and teach some scofflaw parents a lesson or two. The library is partnering with the Detroit Public Schools to offer students free library cards and waive all past library fines to encourage kids to use the system's 22 branches and bookmobile. [Detroit Free Press article]

Stay Connected
Dear Karen,

Welcome to this week’s round up of all things membership. Read on for messages from our leadership, news about MLA 2014, ideas for taking full advantage of your membership and more. As always we welcome your feedback and ideas at MLA@milibraries.org.

President’s Update
Former Tonight Show host Johnny Carson once said "Talent alone won't make you a success. Neither will being in the right place at the right time, unless you are ready. The most important question is: 'Are you ready?'"

That's the question that we, as librarians, need to ask ourselves every day. Are we ready to push ourselves to the next level, so that we can better serve our communities? Are we ready to perform in new and creative ways? Are we ready... to tango?

Continue reading President’s Update

Executive Director's Desk
August signals the end of summer reading programs and college students returning to the classroom. It also means that MLA 2014 is only two months away. If you haven't started your conference planning yet, watch your mailbox for the conference brochure arriving soon. If you can't wait, visit the MLA website to download a PDF copy of the brochure or explore programs, speakers, networking and social opportunities in detail directly on the website...Continue reading Executive Director's Desk
2014 MLA Award Winners Announced
It is our distinct pleasure to introduce you to the 2014 MLA Award Winners:
Librarian of the Year: Kenneth B. Miller, Jr.
Up and Comer: Andrea Estelle
Many thanks to all those who submitted nominations and to our MLA Awards work group members who had the unenviable task of selecting the winners.

MLA Virtual Open House
In honor of our new website and offices, MLA is hosting a Virtual Open House. Browse a photo gallery of the new space and official ribbon cutting, tour the highlights of the web redesign and enjoy a fun website scavenger hunt. Sign the guest book and be entered to win a 2015 MLA workshop registration of your choice. Virtual Open House

MLA 2014: Early Bird Registration Deadline August 29
Summer is winding down and fall will be here before you know it. Don't miss out on valuable MLA 2014 registration and housing discounts while you squeeze in that last bit of summer fun. Early bird registration deadline is August 29 and our special $129/night room rate at the Amway Grand Plaza Hotel is only guaranteed through September 23. If you haven't started making plans to join us in Grand Rapids, now is the time to get started! MLA 2014 Details

Make the Most of Your Membership
Interested in attending MLA 2014 in Grand Rapids this October but need help with finances? MLA has a scholarship fund to assist individuals with defraying costs for attending the association's annual conference. Applicants must be an individual member of MLA to qualify. Organizational members may apply for a scholarship on behalf of any staff member, if that person is an individual member of MLA. Application deadline is September 1, 2014. Scholarship Application

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A Helpful Power Guide from United for Libraries

Trustees play an integral role in advocacy for their library. The quality of a library’s services ultimately rests with the library’s Board of Trustees and, therefore, it is critically important that they do everything they can to ensure that the library has the resources it needs. Trustees can be powerful advocates for their library. If libraries are to thrive in the 21st century, Trustees must step up and let those who fund them know that communities and even our democracy depend on free and open access to the wide variety of materials and resources an excellent library with excellent funding offers.

NEW! Power Guide for Successful Library Advocacy

United for Libraries, along with the Neal-Schuman Foundation, believe strongly that advocacy can and does work. We’ve seen evidence of it from coast to coast in all types of libraries at the local and the state levels. Developing an advocacy campaign, as you will soon see, is not rocket science but it does take dedication, hard work, a core group of people who are passionate about the cause and the support of many, many people in your community. This guide will take the mystery out of advocacy, provide you with an organized step-by-step approach, and allow you to develop a set of strategies that will motivate your community to pressure funders to support the library or in the case of a referendum or a bond issue – to vote “yes.”

Citizens-Save-Libraries Power Guide: 
http://www.ala.org/united/powerguide

SUMMER 2014

It is hard to believe Summer is at its halfway point, and that it’s already time for our Fall newsletter as well as planning for the Fall workshop. Of course planning for workshops actually began over a year ago since 2014 is turning out to be a busy workshop year. In early April the Trustee Alliance had its first BIG workshop and annual meeting in Canton under the leadership of the multi-talented Sarah Ann Long (see last page of newsletter for her brief biography). This well-attended workshop, “Connecting the Dots,” covered many facets of advocacy and the role of trustees in governing public libraries. There were many positive reviews by those in attendance. Participants remarked, “Dynamic speaker”….”Good advice about making money”….“Materials and handouts will be very helpful.”

Our next workshop took place the last week of April/May 1 at the Rural Library Conference (RLC) on Mackinac Island where Sarah led a five-part presentation on various topics of interest to trustees. It was quite the challenge getting through the ice to the Island, but it was well worth the travels and there were many Trustees in attendance. Not even Lake Michigan ice could keep trustees away from a great learning experience!

Our final 2014 trustee workshop will be held in Grand Rapids at a branch of the Kent District Library, the Cascade Township Library, on Friday September 12, 8:30 a.m. - 3:00 p.m. The library is near the I-96 exit which is known as 28th street. The meeting room is at the east end of the library, a large room which can accommodate everyone and offers lots of space for group discussion and interaction. FOML and the Trustee Alliance are so grateful and appreciative of the Library of Michigan for the LSTA funding to cover the cost of these workshops and Sarah Long’s expenses as presenter. It has indeed been an educational highlight for the Alliance. Thank you, Library of Michigan!

If you have not attended a workshop, I invite you to register for the upcoming September 12 workshop which will be a similar presentation as the workshop conducted by Sarah at the Canton Public Library in April. A delicious lunch is included in your low-cost registration. And I certainly want to extend a warm welcome to the twelve new libraries that have joined the FOML Trustee Alliance in 2014. Great to have you on board!

I have included an article published in the June 15, 2014 issue of Library Journal. I believe the article is very applicable to trustees and directors, pointing out the value we bring to our library communities.

I look forward to seeing many of you September 12 in Grand Rapids, and I hope your Summer has been a pleasurable experience.

Wishing each of you all the best,
Shirley A. Bruursema
libsabsarg@aol.com
It was a full house for the Trustee Alliance workshop in Canton.

Shirley Bruursema (Trustee Alliance Rep) at the Canton Public Library Spring workshop

(From left), Sarah Long, Charles Hanson, and Paul Snyder take a moment to pose for a picture.

Shirley Bruursema, (left), speaking with Sarah Ann Long—RLC.

Sarah Long addresses the Trustee Alliance members.

Sarah Long listens to a Trustee in the audience
Agenda for the FOML Trustee Alliance Workshop:
“Connecting the Dots: Creating a Star Board of Trustees”
Cascade Township Branch of the Kent District Library
Friday, September 12, 2014, 8:30 a.m. to 3:00 p.m.

SYNOPSIS: Serving as a library trustee means selecting and working with the library director, finding and being responsible for the money necessary to operate the library, and designing and implementing policies for fair and open library operations. This workshop will focus on these basics with an overarching goal of creating a Star Board of Trustees. Participants will gain an in-depth view of the charge to public library trustees and will leave with samples of policies and documents that will help with the process of connecting the dots and creating a star board of trustees.

8:30 a.m. Registration, Breakfast Refreshments, and Get Acquainted

9:00 a.m. Welcome and Introductions - Paul Snyder, FOML President
          Shirley Bruursema, FOML Trustee Alliance Representative
          Diane Cutler, Director, Cascade Twp. Branch of the Kent District Library
          Sarah Ann Long, Workshop Facilitator: “What do you want to learn today?”

9:30 a.m. “The Trustees Role: What is it? Are there dos and don’ts?”
          Sarah will introduce the topic, followed by table discussions

10:15 a.m. Morning Break

10:30 a.m. “The Library Director’s Role vs. Trustee Roles”
          Sarah will introduce the topic, followed by table discussions of questions

11:15 a.m. “Evaluating the Library Director: Why It Is Necessary and a Formula for Success”

11:45 a.m. Personal Testimonial regarding Library Director Evaluation

12:00 p.m. Questions regarding Library Director Evaluation

12:15 p.m. Lunch with Table Talks: Library Funding and Fund Raising

1:15 p.m. “Library Funding Issues: Reprise”

1:30 p.m. “Library Policies: What’s Needed and Not Needed (By-Laws, Library Policy, Staff Procedures)”
          Sarah introduces topic followed by table discussions

2:15 p.m. Afternoon Break

2:30 p.m. Wrap-Up, Review of Learning Desires, and Workshop Evaluation

3:00 p.m. Adjournment/Optional Library Tours of the Canton Public Library
          Shirley Bruursema, Trustee, Kent District Library

This project is funded (in part) with a Library Services and Technology Act grant from the Institute of Museum and Library Services administered by the Library of Michigan.
FOML Trustee Alliance Workshop Registration
Friday, September 12, 2014
Cascade Twp. Branch of the Kent District Library
2870 Jack Smith Ave. SE
Grand Rapids, MI 49546
(616) 784-2007

Registration deadline is Friday, Aug 29, 2014 ★ No refunds after Sept 5, 2014

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<th># Attending</th>
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<tr>
<td></td>
<td>non-members x $30</td>
<td>$ ________</td>
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<td></td>
<td>TOTAL</td>
<td>$ ________</td>
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“Connecting the Dots:
Creating a Star Board of Trustees”
With special guest speaker Sarah Ann Long

Name(s) of those attending workshop:

Any dietary issues? (diabetic, vegetarian, etc.)

What issues would you like to discuss during “Table Talks”? (Use the back of this form if necessary.)

Please send registration form and check made out to:
Friends of Michigan Libraries
c/o Linda Pierce
Kettering University Library
1700 University Ave.
Flint, MI 48504

Questions or concerns: email to lpierce1@kettering.edu or call Linda at (810) 762-9840

This project is funded (in part) with a Library Services and Technology Act grant from the Institute of Museum and Library Services administered by the Library of Michigan.

The Institute of Museum and Library Services is the primary source of federal support for the nation’s 122,000 libraries and 17,500 museums. The Institute’s mission is to create strong libraries and museums that connect people to information and ideas.
I have a theory that too many library trustees are underutilized in their board work. In far too many libraries, fear of meddling and of losing control have meant that directors don’t take advantage of the expertise and talent on their Board of Trustees. Where that is true, library leaders are squandering critical capacity and losing a potent edge in the key task of connecting to the community.

There is excellent board development happening in many libraries, but I have also seen politics trump proactive leadership. This can take place anywhere on a continuum from worst case to bad enough to unfortunate. In the worst, but relatively rare, case, an embattled board works purposefully against a director. Bad enough, but perhaps more pervasive, more subtle power struggles undermine a director’s authority or limit how deeply the director pulls the board into the strategic thinking involved in running a library. Unfortunate, and possibly most pernicious, the board walks through the process, rubber-stamping decisions and remaining relatively uninformed about the library—and that’s okay with the director. If any of this sounds like your board, take action to remedy the situation.

Working with a board can be a chore, or it can be an evolving collaboration. Trustees are often kept at arm’s length, out of the loop, and dealt with as another management problem, not as allies in the delivery of library service. Great things can happen when directors actively involve a diverse range of board members in solving problems and guide them in how to apply their special skills to delivering on the library mission. This is the goal of many directors I have spoken with, and many spend a great deal of time nurturing board members, attuning them to the fundamentals of the library, and educating them about the finer points of the responsibility of governance. That is hard work, requiring savvy and its own skill set. It also requires vision to keep seeing where new people can fit into the library plan. Also, if the board is hampered by a political issue, infighting, or a director who dreads micromanaging more than she or he desires aid, it can be a tense dance to move toward a more productive environment.

For many libraries, the bulk of board work occurs outside the flow of daily library life, via periodic meetings punctuated by special events such as fundraisers or holiday festivities. But it shouldn’t be an afterthought. In a crisis, such as a budget battle, a book challenge, or even something as simple as bad press about a library service, an aligned board can bolster and even improve the outlook, while an unprepared board will be a drain on the director, if not a stumbling block. During active strategic development, such as master planning, a disconnected board can slow responsive change, while an informed and community-aware board can help drive the right transformations.

Trustees are, of course, a source of all types of mastery and social and financial contacts, and they are committed library supporters ready to assist with the myriad talents they bring from their lives beyond libraries. The standing tenet, that trustees set policy and directors manage operations, holds—it is a critical balance in the governance of the library. Experienced library directors know this is most often observed in the breach, where policies and practice are frequently the product of shared cooperative effort by trustees and librarians to solve problems and improve service.

I consider board members emissaries of the library in the community and think they should hear issues and think about where the library could fit into a solution. They are also representatives of the community, bringing perspective and, one hopes, a diversity of voices back to the library. There should be a high expectation of their service.

As a library board member myself, at the Floyd Memorial Library in Greenport, NY, I think every player has a role in creating a better board—even if I sometimes fall short of my own goals.

(continued on page 6)
We welcome your contributions, especially any interesting articles about our Alliance member libraries. Please send submissions for newsletters to: Charles Hanson, Kettering University Library, 1700 University Avenue, Flint, Michigan 48504-9974. Phone (810) 762-7812 or e-mail chanson@kettering.edu. You may also send contributions to Shirley Bruursema, libsabsarg@aol.com. Thank you!
Summer programming was in full swing in July at OTPL! The 2014 Summer Reading program has been very successful. As of July 30, we had 961 kids (196 in the ages 0-5 program and 765 in the grades K-5 program), 240 teens, and 163 adults signed up for the program. These numbers are higher for kids, but a bit lower for teens and adults. Regardless, it is a good amount of participation in our community!

Our youth programs drew great attendance during July. In fact, we had originally scheduled one session for our Neon Glow Art and Bubble Gum Science programs, and we ended up doing a second session for each program in order to accommodate the interested attendees. In total for the month, we had 753 attendees at our special one-time programs, which included: Kitchen Science (34), Bracelet Making Fun (24), Neon Glow Art (35 and 25), Book Bingo (43), Bubble Gum Science (28 and 24), Drop In Crafts (50), Stories in the Park (45 and 70), Joel Tacey (104), Pet Parade (32), School of Mind & Body visit (16), Kindermusik (146 over 3 sessions), and Guess the Shredded Book (77). Just to highlight a couple, Stories in the Park was done at Children’s Park and was quite popular, and Joel Tacey did a great comedy show that attracted many families.

Teens were also active at the library in July. We had 2 meetings of Anime Club (13), 3 events that were co-sponsored with the NOCC (14), a tie-dye t-shirt program (26), and a myth busters program (27). We had a few adult special adult programs, including Mission Control (12), Galileo and his Universe (9), and Green Cleaning (13), along with our regular ESL meetings, Book Discussions, Needle Arts Circles, and one-on-one downloading e-book sessions. We also continue with our outreach programming, at the Main Library, the Orion Center, and at senior living facilities around town, totaling 107 people involved in the library’s events.

Gina and Becky staffed a table at the Farmer's Market one week to help spread the word about the library's summer events. Gina also completed adding the Little Library to Green’s Park.

We have added 2 new databases that are mostly geared toward students. One is World eBooks, which is a collection of great reference books with information that can help with many different homework assignments. They allow for remote access and simultaneous use, with embedded video and audio clips. It also includes e-book versions of many of the classics that the high school students are required to read. The second database we added is Pebble Go Next, which is a research database for grades 3-6 and will start this fall. It includes great modules such as States and American Indian Studies.
Staff continues to provide content for the Orion @ Your Library program on ONTV. We aired our 9th episode in July, which included information from Kathleen Kozlowski about summer programming for teens, from Brad Reuter about cataloging, from Judi Rudisill about the RFID tagging project and upcoming self-checkouts, from Kristen Remenar about the iPads that we are circulating, and from me about the plans for the space renovations. The link to the 9th episode is: https://www.youtube.com/watch?v=EFTAE3oMzyc

All of the staff is pitching in, along with a number of volunteers, to help tag our library materials with RFID. We are nearing the halfway point with tagging the collection. I will continue working with staff on the implementation for this project.

I also continue to work with Kim Cullin and the Building Committee on our space renovation project. I have drafted RFPs for the work to be done on the walls and flooring in the lobby and youth area. We will also need to have electrical work done. In addition, I am working with Kim to flush out the details with regard to furniture, colors, etc. I met with the Building Committee, and we will provide an update at the board meeting.

I continue to work on revising more of the library’s policies and met with the Policy Committee to review them. We will provide an update at the board meeting.

We received seven responses to our RFP for audit services. I shared the summary of responses with the Finance Committee, and we will provide an update at the board meeting.

In order to install our new digital LED sign, Mike is working with a steel company to build a frame for it and an electrician to provide the necessary connections. Judi is working with the technology to implement our wireless connection to the sign. Becky is working with Green Light Graphics to get the graphical sign made that will be mounted above the LED sign. We hope to get it all installed in September.

With the high rains in early August, we have been trying to diagnose some roof leaks, mostly over the Youth Reference desk. We are working with Butcher and Butcher, who have been able to patch one leak. We continue to monitor the situation.
The Friends of the Library sponsored our Summer Reading Program and many of the special events that happened at the library this summer. They are getting ready for their next Used Book Sale, which will happen in the meeting room at the library the week of September 15.

Reminders and other notable upcoming events for the Library:

- August 30 – September 1: Closed for Labor Day
- September 2, 9, 23, 30, October 7: Family Place Parent/Child Workshops
- September 3: Red Cross Blood Drive
- September 6: Geocaching
- September 15-20: Friends Used Book Sale
### Statistical Report - Usage for the month of July 2014

#### Circulation

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<th>Current month</th>
<th>This month last year</th>
<th>Current FYTD</th>
<th>Previous FYTD</th>
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<tr>
<td><strong>Checkouts</strong></td>
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<td>39,526</td>
<td>209,739</td>
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<td><strong>Renewals</strong></td>
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<td><strong>E-books</strong></td>
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<td><strong>E-audiobooks</strong></td>
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<td><strong>Orion Center branch</strong></td>
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<th><strong>Interlibrary Loan</strong></th>
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<tr>
<td><strong>Items borrowed</strong></td>
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<td><strong>Items loaned</strong></td>
<td>745</td>
<td>538</td>
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**Total Circulation** 51,196 50,867 299,111 301,932 -0.93%

#### Number of Items in our Collection

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<th>Current month</th>
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<tr>
<td><strong>Print</strong></td>
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<td>126,127</td>
<td>residents</td>
<td>27,923</td>
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<td><strong>Audio (physical)</strong></td>
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<td>11,280</td>
<td>Non-Residents</td>
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<td><strong>Video</strong></td>
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<td>14,894</td>
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<td>Other</td>
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<td><strong>Total Items</strong></td>
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#### Technology Usage Statistics

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<td>2,870</td>
<td>18,051</td>
<td>19,298</td>
</tr>
<tr>
<td><strong>Wireless users</strong></td>
<td>1,289</td>
<td>902</td>
<td>7,098</td>
<td>6,396</td>
</tr>
<tr>
<td><strong>Web site hits - desktop users</strong></td>
<td>10,457</td>
<td>9,711</td>
<td>63,991</td>
<td>67,851</td>
</tr>
<tr>
<td><strong>Web site hits - mobile users</strong></td>
<td>4,555</td>
<td>4,059</td>
<td>25,399</td>
<td>22,822</td>
</tr>
</tbody>
</table>

*In-house public workstations no longer load our home page on start-up*

#### Other Usage Statistics

<table>
<thead>
<tr>
<th></th>
<th>Current month</th>
<th>This month last year</th>
<th>Current FYTD</th>
<th>Previous FYTD</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong># Visitors to Main Library</strong></td>
<td>19,979</td>
<td>20,620</td>
<td>118,965</td>
<td>128,983</td>
</tr>
<tr>
<td><strong># Visitors to Orion Center branch</strong></td>
<td>222</td>
<td>293</td>
<td>1,554</td>
<td>1,987</td>
</tr>
<tr>
<td><strong># Volunteer hours</strong></td>
<td>431</td>
<td>371</td>
<td>2,543</td>
<td>2,519</td>
</tr>
<tr>
<td><strong># Notarized documents</strong></td>
<td>48</td>
<td>41</td>
<td>273</td>
<td>204</td>
</tr>
<tr>
<td><strong># Think Link requests for books</strong></td>
<td>3</td>
<td>0</td>
<td>92</td>
<td>97</td>
</tr>
</tbody>
</table>
Meeting Minutes
Orion Township Public Library
Policy Committee Meeting
August 5, 2014

Present: Knox, Phillips, Abramczyk

Call to Order: 6:00 p.m.

Discussion:

The director presented the following policies and/or changes for review.

1. MGT-1: Confidentiality of Library Patron Records Policy
   - Replaces 2 existing policies: Privacy of Patron Circulation Records and Privacy of Patron Registration Records

2. MGT-2: Records Retention Policy
   - Replaces existing policy: Record Retention and Disposal

3. MGT-3: Financial Policy
   - Replaces existing policy: Purchasing

4. MGT-4: Investment Policy
   - Replaces existing policy: Investment of Library Funds

5. MGT-5: Gifts & Donations Policy
   - Replaces existing policy: Gifts

6. MGT-6: Endowment Fund Policy
   - NEW policy

Board Action:

1. The Policy committee unanimously recommends that the above items be approved by the Board of Trustees.

Adjourned: 7:00 p.m.

Respectfully,

James J. Abramczyk, Trustee
Policies Reviewed (and related documents):
Policy Committee Meeting – 8/5/2014

1. MGT-1: Confidentiality of Library Patron Records Policy
   - Replaces 2 existing policies: Privacy of Patron Circulation Records and Privacy of Patron Registration Records
   - Keep existing form: Denial of Request for Information
2. MGT-2: Records Retention Policy
   - Replaces existing policy: Record Retention and Disposal
3. MGT-3: Financial Policy
   - Replaces existing policy: Purchasing
4. MGT-4: Investment Policy
   - Replaces existing policy: Investment of Library Funds
   - Keep existing form: Certification
5. MGT-5: Gifts & Donations Policy
   - Replaces existing policy: Gifts
   - Include (revised) existing Naming Policy in here
   - Keep existing form: Designated Gift Expenditure Request
6. MGT-6: Endowment Fund Policy
   - NEW policy
MGT-1: Confidentiality of Library Patron Records Policy

Policy Statement
To protect patrons' rights of free speech, free thought and free association, the library will maintain confidentiality of library patron records to the fullest extent permitted by law.

Regulations
1. Patrons have the right to be informed about the policies governing the amount and retention period of personally identifiable information and about why that information is necessary for the provision of library services. See also Records Retention policy.
2. Patron registration information is exempted from disclosure in the Michigan Freedom of Information Act1.
3. The library will avoid collecting and retaining information not needed for the fulfillment of its mission and will engage in practices to prevent placing records on public view.
4. Information the library may gather and retain about current and valid library users may include the following:
   a. Library circulation system
      i. Information is collected in order to maintain an accurate record of items borrowed, to provide a means of notification and contact and to record outstanding fines and fees.
      ii. Information collected includes: name, address, phone number, e-mail address, gender, date of birth, items currently checked out, fines owed, fines paid or waived, current holds, requests and informational notes related to library card account matters.
      iii. Library cards contain the following information: barcode number, PIN number and monetary balance
   b. Internet access
      i. Information is collected to allow automated management of the library’s public computer resources.
      ii. Information collected includes: barcode number, age for individuals under the age of 18, computer time used for the day, allowed computer time and monetary balance.
   c. Web-based events application
      i. Information is collected to manage library program and event registration. It includes name, phone number, e-mail address, grade, age and library card number.
   d. Web-based summer reading application
      i. Information is collected to manage summer reading logs. It includes name, phone number, e-mail address, grade, library card number, PIN and total books read.

1 MCLA 15.243 et seq. Freedom of Information Act
e. Surveillance recordings
   i. The library records people using the library in order to increase security and to provide a means of identification should an incident occur.

f. Meeting room applications
   i. The library requires an application for the use of its meeting rooms (see Meeting Room Use policy) in order to verify eligibility, designate a responsible party and to provide a point of contact. It includes name, organization, phone number and library card number.

g. Credit card transactions
   i. In order to process credit card transactions, the library will collect the following information: credit card holder's name, address, credit card number, credit card security code, credit card type and credit card expiration date. Credit card information is not stored beyond the need for the transaction.

5. Access to records shall be restricted as much as possible and treated as confidential:
   a. Staff shall only access records required to complete library work as assigned and appropriate to job duties.
   b. Staff shall only provide account information to the library cardholder, unless the person inquiring is listed as a parent, legal guardian or authorized user. This includes questions about whether or not a person has a library card.
   c. Records may be shared with designated agents of the library if required for the conduct of the library’s activities.
   d. The library may use records to distribute library-related information to registered borrowers.
   e. The library may use information collected in aggregate for statistical analysis and planning purposes.
   f. The library director is the designated custodian of records.
   g. If the library requests the assistance of a law enforcement officer, and the library director determines that records produced by a surveillance device may assist the law enforcement officer to render the requested assistance, the library may disclose the records to the law enforcement officer upon request.
   h. Any other disclosure of library records is prohibited unless required by law.

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2 MLC 397.601 et seq. Library Privacy Act
Denial of Request for Information

Adopted: Revised: 11/17/2005

Reference: Confidentiality of Library Patron Records Policy

To: ________________________________

You are hereby notified that your request of _____________ (date) has been denied because the information requested is exempt for disclosure pursuant to MCL 15.243 (I) (a).

The Orion Township Public Library maintains a policy of confidentiality of library patron records and will not release library patron names, addresses, telephone numbers or other registration information without the written permission of the library patron.

Under Michigan law, you may commence an action in the Circuit Court to compel disclosure of public records (Freedom of Information Act, Section 10, MCL 15.240). We have attached a copy of the Freedom of Information Act for a full explanation of your right to seek judicial review under Section 10.

____________________________________

Name and Title of Person Denying the Request

____________________________________

Date
**MGT-2: Records Retention Policy**

**Adopted:**

**Policy Statement**
To satisfy administrative, legal, fiscal and historical needs, library records will be retained.

**Regulations**
1. Records will be retained in accordance with Michigan State law\(^1\).
2. Access to retained records shall be in accordance with the library’s Confidentiality of Library Customer Records policy.

\(^1\) MCL 399.5 *et seq.* and 750.491 *et seq.* General Schedule #17 Michigan Public Libraries.
MGT-3: Financial Policy
Adopted:

Policy Statement
As a Michigan township library\(^1\) the Orion Township Public Library is required to adopt financial regulations and to comply with state statutes\(^2\).

Regulations
1. The library board annually holds a public hearing and approves a budget.
2. An annual, independent, outside audit is conducted.
3. The library board has a written investment policy.
4. The bookkeeper will prepare a monthly report for the board covering cash flow, investment report and a list of checks issued.
5. The library board has written financial procedures governing the receipt of checks, frequency of bank deposits, and petty cash levels.
6. Two signatures are required on all library checks – library director, board treasurer, and/or board president.
7. Levels of purchasing authority are as follows:
   a. Level I purchases: $1 to $1000 – Require simple comparison shopping to ensure a fair price is paid for materials and services. Department Heads may approve purchases at this level.
   b. Level II purchases: $1001 to $3000 – Require simple comparison shopping to ensure a fair price is paid for materials and services. The approval of the Library Director is required for purchases at this level.
   c. Level III purchases: $3001 to $7,500 – Require written quotes be acquired from a minimum of three vendors. The approval of the Library Director is required for purchases at this level.
   d. Level IV purchases: $7,501 to $20,000 – Require written quotes be acquired from a minimum of three vendors. The Library Director shall present purchases at this level to the Board for approval.
   e. Level V purchases: over $20,000 – Require a written Request for Proposals be published for open bidding by all interested parties. Sealed bids must be submitted to be opened in public. Board approval is required for purchases at this level.
8. Long-term contracts – The board recognizes that there may be financial opportunities in securing long-term contract for certain materials and/or services. However, it also recognizes that contract terms that are excessive in length may reduce opportunities to reduce costs. Contract length is to be considered in all purchases, where appropriate. Contracts may not exceed three years without specific board approval.
9. Contracts may be sent to the library’s attorney for review at the board’s discretion.

\(^1\) P.A. 164 of 1877 et seq. City, Village and Township Libraries Act
\(^2\) P.A. 2 of 1968 et seq. Michigan Uniform Budgeting and Accounting Act, and P.A. 34 of 2001 et seq. the Revised Municipal Finance Act
10. The library has a petty cash fund that is available to staff members, authorized by the library director, for the purchase of materials under $100. Written documentation including a description of what the purchase is for and a receipt are required before the employee is reimbursed for the expenditure.

11. The library director shall authorize specific employees to use the library’s charge card for the ordering of materials, supplies, services and other library expenditures. Receipts must be submitted to the library’s bookkeeper who will reconcile the monthly charge card statement.
Policy Statement
The Orion Township Public Library (OTPL) invests its funds in a manner that will provide the highest investment return with the maximum security, and comply with all state statutes governing the investment of public funds\(^1\) while meeting the daily cash flow needs of the library.

Regulations
1. This investment policy applies to all financial assets of OTPL. These assets are accounted for in various funds of the library that include the general fund, plant fund, endowment funds or any new fund established by the library.
2. In priority order, the primary objectives of OTPL’s investment activities shall be:
   a. Safety - Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio.
   b. Diversification - The investments will be diversified by security type and institution in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.
   c. Liquidity - The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated.
   d. Return on Investment - The investment portfolio shall be designed with the objective of obtaining a favorable rate of return throughout the budgetary and economic cycles, taking into account the investment risk constraints and the cash flow characteristics of the portfolio.
3. Authority to manage the investment program is derived from Michigan State law\(^2\). The OTPL finance committee will make investment recommendations for approval by the library board.
4. The treasurer or his designee shall be responsible for all transactions undertaken. No person may engage in an investment transaction except as provided under the terms of this policy and the Investment guidelines established by the finance and audit committee and approved by the Board.
5. As authorized and limited by Michigan State law\(^3\), OTPL may invest in the following:
   a. Certificates of deposit, no greater in value than $250,000 in a single banking institution in Michigan; savings accounts, deposit accounts or depository receipts of a given financial institution. The financial institution must:
      i. Be a state or nationally chartered bank, savings and loan association, savings bank or credit union whose deposits are insured by an agency of the United States government.

\(^1\) P.A. of 1968 et seq. Michigan Uniform Budgeting and Accounting Act, and P.A. 34 of 2001 et seq. the Revised Municipal Finance Act
\(^2\) MCL 41.76
\(^3\) Public Act 20 of 1943, as amended
ii. Maintain a principal office or branch office located in the State of Michigan under the laws of this state or the United States.

b. Library operating funds will be deposited in a financial institution which maintains an office within the library’s service area.

c. Bonds, securities or other obligations of the United States or an agency or instrumentality of the United States.

d. Commercial paper rated at the time of purchase within the two highest classifications by at least two rating services and with maturity not more than 270 days after the date of purchase.

e. Repurchase agreements of the United States or an agency or instrumentality of the United States.

f. Bankers’ acceptances of United States banks.

g. Obligations of the State of Michigan or any of its political subdivisions that at the time of purchase are rated as investment grade by at least two rating services.

h. Mutual funds registered under federal law, composed of the investment vehicles described above. Mutual funds with a net asset value per share that may fluctuate on a periodic basis are authorized.

i. Obligations described above if purchased through an interlocal agreement under state law (e.g. the MBIA Michigan CLASS program).

j. Investment pools organized under state law (e.g. the Kent County investment pool).

6. All security transactions, including collateral for repurchase agreements and financial institution deposits, entered into by OTPL shall be on a cash (or delivery vs. payment) basis. Securities may be held by a third party custodian designated by the library board treasurer and evidenced by safekeeping receipts as determined by the finance committee.

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4 Investment Company Act of 1940
5 Urban Cooperation Act of 1967
6 Surplus Funds Investment Pool Act, Public Act 367 of 1982
Certification Letter

I hereby certify that I have received the Orion Township Public Library’s Investment of Library Funds policy. I have personally read the Investment of Library Funds policy, and agree to comply with the terms of the Investment of Library Funds policy regarding the investment of the Orion Township Public Library’s funds. Any investment not conforming to the Investment of Library Funds policy provisions or objectives will be disclosed promptly. In light of the inherent difficulties in calculating losses arising out of the purchase or sale of investments not in conformance with the Investment of Library Funds policy, I agree to pay the Orion Township Public Library for any loss in principle arising from a nonconforming investment, and to reimburse any transaction fees and/or commissions paid by the Orion Township Public Library associated with such nonconforming investments. We also pledge to exercise due diligence in informing the Orion Township Public Library of all foreseeable risks associated with financial transactions conducted with our firm.

Institution: ________________________________________________________

Address: _________________________________________________________

Authorized Official and Title: _______________________________________

Signature of Authorized Official: _________________________________

Dated: ____________________
**MGT-5: Gifts and Donations Policy**

Adopted:

**Policy Statement**
The Orion Township Public Library (OTPL) welcomes gifts and donations that will promote the library’s mission, programs and services. Through donors the library has been able to acquire materials and artwork which could not have been purchased otherwise.

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**Regulations**

1. OTPL makes the final decision on acceptance, use or disposition of all materials, donations or gifts and retains unconditional ownership of same.
2. Checks shall be made payable to the Orion Township Public Library. In no event shall a check be made payable to an individual who represents the library in any capacity.
3. Appraisal of non-cash donations are the responsibility of the donor.
4. Gifts to the library, a governmental unit, may qualify as a federal tax deduction; the donor will have to consider his or her particular circumstances for the specific effect.
5. Library Materials
   a. When the library receives a cash gift for the purchase of materials, whether as a memorial or for any other purpose, the general nature or subject area of the materials to be purchased will be guided by the wishes of the donor. The library staff, however, will choose specific titles and retain the right of final decision.
   b. The staff will consider donated materials for possible addition to the library’s collection using the same selection criteria as purchased materials. Materials not added to the collection or gifts may be given to the Friends of the Library for their used book sale.
6. Special collections and memorial collections may not be shelved as separate physical entities. Such collections will be considered only with the understanding that, if accepted, they will be integrated into the general collection. The only form of commemorative identification will be a bookplate.
7. Donor Recognition
   a. The library will provide written acknowledgment to the donor which clearly describes the nature of the gift and when it was received.
   b. Unless anonymity is specifically requested and with full respect for donor privacy:
      i. Donor names for items other than book sale materials may be published in reports to the board, press, library newsletters or via bookplates.
      ii. Donors contributing $1,000 or more will have their names listed by gift category on the library’s donor plaque.
      iii. Donors contributing $5,000 or more will have their name embossed on a gift plate near the item their contribution purchased.
      iv. The library may choose to recognize significant contributions of time, talent or money in other ways.
8. Name Recognition may be granted upon request, upon receipt of a monetary gift to the OTPL. Recognition signage shall be appropriate with respect to the gift and its purpose. Approval of signs rests with the library staff, director, and Board of Trustees. The library reserves the right to deny a request for sign without comment.
   a. The display of pictures and/or portraits of donors or honorees will be granted for significant donations based upon available space and must be approved by the Board of Trustees.
   b. Naming of circulating materials will be granted with a gift to the library that is equivalent to the replacement cost of the individual item or annual cost of a periodical item. Selection and disposal of circulating materials shall be in accordance with the Materials Selection Collection Development Policy.
   c. Programming can be sponsored upon receipt of a gift of at least 10% of the program expense. Multiple sponsors for the same program are permitted. The sponsor of the program will be recognized as appropriate.
   d. Naming of furniture and fixtures will be granted with a gift to the library that is equivalent to the replacement cost of the asset. Furniture and fixtures shall be disposed of when they reach the end of their useful life.
   e. Naming of art and sculpture will be granted with a gift to the library that is equivalent to the purchase cost of the individual item. Selection and disposal of art and sculpture items shall be in accordance with this policy.
   f. Naming of individual rooms that can be identified as a specific space will be granted with a gift to the library that is calculated at the time of the gift as shown below, rounded to the nearest $1,000. A name will be granted to the library building or room for the time period of 20 years, at which time, it may be renamed upon receipt of a gift equal or more to the original gift. Room naming shall expire should the room cease to exist due to remodeling or the library moving to a different building.

<table>
<thead>
<tr>
<th>Undepreciated Capital Asset Value, Building and Improvements (from annual audit)</th>
<th>Total Building Square Feet</th>
<th>50% Discount Factor</th>
<th>Square Feet of the Room to be Named</th>
</tr>
</thead>
</table>

   g. Naming of library collections will be granted upon receipt of a gift in the amount to fund at least 25% of the annual operating cost at the time of the gift for 10 years. The name will be granted to the library collection for a time period of 10 years, at which time, it may be renamed upon receipt of a gift equal or more to the original gift. The Annual Budget report shall be used to determine the annual operating cost at the time of the gift.
| Collection Annual Operating Budget (from annual budget report) | X | 25% Discount Factor | X | 10 Years |

h. The library director shall provide and keep current a list of items that are available to be named, to be made available to the public.
**Designated Gift Expenditure Request**

Adopted: 4/15/2010; Revised: 1/20/2011

Reference: Gifts and Donations Policy

<table>
<thead>
<tr>
<th>Requestor’s Name:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Designated Gift Name:</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Description of Expenditure:</th>
</tr>
</thead>
</table>

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

<table>
<thead>
<tr>
<th>Estimated Project Completion Date:</th>
</tr>
</thead>
</table>

**Financial Section** (to be filled in advance of approval by library book keeper)

<table>
<thead>
<tr>
<th>Account Number</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Account Balance</td>
<td></td>
</tr>
<tr>
<td>Requested Amount</td>
<td></td>
</tr>
<tr>
<td>Remaining Balance</td>
<td></td>
</tr>
</tbody>
</table>

**Conformance Approval**

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

All expenditures must comply with the Financial Policy
MGT-6: Endowment Fund Policy

Adopted:

Policy Statement
The Orion Township Public Library’s (OTPL) primary source of income is through a voter-approved millage. Additional income is received through state aid to public libraries from the Library of Michigan, penal fines, library fines and undesignated gifts. These revenue sources are the basis for basic library services. The library board recognizes the importance of planned gifts in enhancing the library’s programs, facilities and collections and has established endowment funds and may do so in the future.

Regulations
1. OTPL makes the final decision on acceptance, use or disposition of all materials, donations or gifts and retains unconditional ownership of same.
2. Checks shall be made payable to the Orion Township Public Library. In no event shall a check be made payable to an individual who represents the library in any capacity.
3. Appraisal of non-cash donations are the responsibility of the donor.
4. Gifts to the library, a governmental unit, may qualify as a federal tax deduction; the donor will have to consider his or her particular circumstances for the specific tax effect of their gifts.
5. The library board’s fund development committee will make investment recommendations for board approval.
6. The library may accept a wide variety of endowment fund gifts such as:
   a. Readily marketable securities, such as those traded on a stock exchange
   b. Closely held securities
   c. Real estate
   d. Life insurance
   e. Tangible personal property, such items as jewelry, artwork, collections, and equipment
7. Planned giving can be bequests or other deferred giving through estate planning or outright gifts.
8. The library encourages deferred gifts in its favor through any of a variety of vehicles such as:
   a. Charitable or deferred gift annuity
   b. Pooled income fund
   c. Charitable remainder trust
   d. Charitable lead trust
   e. Bequest
   f. Retained life estate
9. The library shall not act as a personal representative for a donor’s estate or as a trustee of a charitable remainder trust.
10. An endowment fund gift may receive assets, by way of any means by which assets are transferred to the OTPL, directly by the donor or by the donor’s agent upon the death of the donor. The assets may be in any form, such as cash, securities, personal property, or real property and should identify the OTPL as the beneficiary.
11. Endowment fund gifts may be of two general types:
   a. **Unrestricted**: These are gifts with no specific donor requirements or restrictions as to how they are to be used. Expenditures of these funds are made at the discretion of the library’s board on the advice of its fund development committee, for purposes consistent with the mission of the library.
   b. **Restricted**: These are gifts for specific objectives or interests of the donor and acceptable to the OTPL. These gifts may be in response to a specific request or unsolicited. They may be directed toward and used for special purposes, such as programs, building and grounds, equipment or library materials. See the Designated Gift Expenditure Request form for expenditure of restricted funds.

12. Endowment fund gifts may also express the following:
   a. **Designated as currently expendable**: In the absence of specific donor or use instructions to the contrary, all gifts are considered to be available for current expenditures.
   b. **Designated as a quasi-endowment**: Gifts greater than $1,000 may be directed to a named, quasi-endowment fund. Gifts will be treated as a permanent fund except that the Board, after recommendation from the finance committee, by special deliberation or in response to donor instructions, may direct the withdrawal and expenditure of some or all of the principle at some future time. Quasi-endowment funds will be added to the endowment fund’s general fund.
   c. **Designated as a true endowment**: Donors may direct that a gift be placed into a permanent fund, the principle of which may not be withdrawn. Gifts of over $5,000 may be used to set up a named, true endowment.

13. See Gifts and Donations Policy for information on Donor and Name Recognition opportunities.
Meeting Minutes
Orion Township Public Library
Finance Committee Meeting
August 5, 2014

Present: Knox, Phillips, Abramczyk, Thorndycraft

Call to Order: 5:00 p.m.

Discussion:

1. The director reviewed the final draft of the 2015 fiscal year budget.
2. The director reviewed a document explaining the 2015 Truth in Taxation factor.
3. The three-year contract for auditing services expired in 2014. The director reviewed bids from seven auditing firms in order to retain a firm for the next three years. Our current firm, Abraham & Gaffney was among the low bidders. The director determined, via interview, that the low bidder was unsatisfactory. The committee decided that the difference in offer between the three next lowest bidders was insufficient to warrant changing firms, given the excellent service of our current auditing firm.

Board Action:

1. The Finance committee unanimously recommends items 1 and 2 above be approved by the Board of Trustees.
2. The Finance committee unanimously recommended retaining Abraham & Gaffney for auditing services for a three-year period.

Adjourned: 6:00 p.m.

Respectfully,

James J. Abramczyk, Trustee
<table>
<thead>
<tr>
<th>Vendor</th>
<th>Total Bid Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yeo &amp; Yeo</td>
<td>$12,500, $13,250, $14,000 = $39,750</td>
</tr>
<tr>
<td>Andrews, Hooper, Pavlik</td>
<td>$11,900, $12,200, $12,500 = $36,600</td>
</tr>
<tr>
<td>Pfeffer, Hanniford, Palka</td>
<td>$6,800, $6,400, $6,500 = $19,700</td>
</tr>
<tr>
<td>Abraham &amp; Gaffney</td>
<td>$7,100, $7,100, $7,100 = $21,300</td>
</tr>
<tr>
<td>Doeren Mayhew</td>
<td>$11,840, $12,200, $12,600 = $36,640</td>
</tr>
<tr>
<td>Ramie Phillips</td>
<td>$6,850, $7,000, $7,200 = $21,050</td>
</tr>
<tr>
<td>Gabridge &amp; Co.</td>
<td>$6,570, $6,750, $7,000 = $20,320</td>
</tr>
</tbody>
</table>
Emergency Action Plan to replace the Executive Director

In the case of a short/long term absence:

A. Notification of trustees
B. Formal approval of action to be taken by Board members
C. Process begins
D. Compensation and authority of acting director
E. Provisions for recruiting a new director
F. The President of the Board is the chief spokesperson
G. Revoke authorization for the Director to invest and transfer funds, done by the treasurer

Immediate replacement on a short term, not more than 6 weeks:

Debra Refior, Head of Youth Services

Contact Information: Debra Refior
Home Phone: 586-336-0288
Work Phone: 248-693-3000 Ext. 341

Authority to: Make payroll decisions, approval of the bills
Immediate building decisions
Attend to e-mail/written correspondence/telephone calls
Follow library policies and procedures
Attend Library board meetings
Two Board members sign checks

Other issues: Consult with the Library Board President
Consult with department heads for their expertise
Consult with business office personnel

Compensation: Effective the first day of appointment
The salary will be at current beginning range of Executive Director instead of their current pay rate.

Replacement during emergency or while pursuing new director:

Contacts: Michigan Library Association
Executive Director
Gail Madziar
(517) 394-2774 Ext. 224
madziarg@mlcnet.org
Gail directs the association and is the chief lobbyist and public relations contact

Or
Authority over:

- Manage and supervise library operations
- Make payroll decisions, approval of the bills
- Attend to e-mail/written correspondence/telephone calls
- Represent the library at meetings with community groups, library organizations, media personnel and other governmental entities
- Two Board members sign checks
- Investments: Treasurer with another Board member
- Follow authority of purchasing policy for contracts
- Follow library policies and procedures for hiring/firing

Compensation:

- Pro-rated according to the Director’s salary, contract provided

Communication Plan and Protocol:

Chain of command:

Library Board President, Vice President, Secretary, Treasurer, Trustees

Library Department Heads:

- IT
- Support Services
- Adult/Outreach/Teen
- Youth
- Maintenance
- Library Staff

Media

- Release to school, township and village
  - Superintendent, Marion Ginopolis, 248-693-5400
  - Supervisor, Chris Barnett 248-391-0304 x201
  - Manager, Darwin McClary 248-693-8391
- Release to Library Cooperative
  - TLN Director, James Pletz 248-536-3100
- Release to Library of Michigan
  - MLA Executive Director, Gail Madziar 517-394-2774 x224

Review this procedure annually, each August of the year.
Orion Township Public Library  
Long Term Succession Plan  

Last Updated: August 11, 2014

The purpose of this Long Term Succession Plan (“Plan”) document is to provide guidance to the development and full integration of a successor Executive Director (“ED”).

This Plan should be reviewed in conjunction with the Board created and approved Emergency Action Plan to replace the ED, attached to this Plan.

Develop an Associate Director (“AD”) using the current staff. Integration of the responsibilities is necessary for a smooth transition, whether it be the AD or a new ED.

- No additional increase in pay will be provided. This is considered a personal career development opportunity for the staff.

Create an ED binder kept in a secure location and not shared with library staff unless provided by the Board with categories which entail all major categories of responsibilities:

Personnel
- All Job Expectations/Descriptions
- Ensure an ED Job Expectations document which is realistic, both in terms of current responsibilities and proactive/future responsibilities.

Operations
- Contact information for
  - Insurance Company
  - Auditors
  - Lawyers and a description of which Firm provides what type of service

Premises and building
- Passcodes
  - Financial institutions
  - Building
  - Safe combination codes
  - Other

Fund Development
Marketing
Technology
Finance
- Fund Balance and its use
- Capital/Plant Fund
- Daily Operations
- Copy of the current year budget
- Record of investments and their location
- Banking information

Advocacy
- Who’s who in the community
  - Local
Regional
State
Policies and procedures
Strategic Plan
Measuring metrics and the constant implementation of the strategic plan.

What efforts would be appropriate pursuing. What would ED like to have done, but did not have time to implement/pursue

What are the core competencies of the ED?

Board of Trustees
Immediately revoke the “Authorization to invest and transfer funds” from library staff and authorization to be transferred to the Board of Trustees Treasurer.

Need to development a Recruitment Materials package, with the assistance of the Search Committee. What will the Board provide to prospective candidates/search firms?

- What are the desired experienced and qualifications of the ED?
- What is exceptional about the OTPL and why is this job a wonderful opportunity?
- What leadership skills and competencies are unique to the library’s needs and challenges?
- What are the key attributes needed?
  - Fund Development
  - Management experience/expertise
  - Visionary
  - Turnaround expert
  - Community builder

What educational and experience requirements are needed to be considered for the position?

Appointment of a Selection Committee
It is suggested to have at least one representative from the following groups/entities:

- Friends of the OTPL
- Lake Orion School Administration Office
- Township/Village
- Public
- OTPL Board of Trustees
- OTPL Staff, nonvoting representation

This should be done before the need arises. Contact should be made with the following to ensure the process to begin a search is known and in place for the Selection Committee.

Contacts: Michigan Library Association
          Executive Director
          Gail Madziar
          (517) 394-2774 Ext. 224
          madziarg@mlcnet.org
Gail directs the association and is the chief lobbyist and public relations contact

Hartzell-Mika Consultants
P.O. Box 4396
East Lansing, MI 48823
517-719-3487
Fax 517-324-3637
Marianne Hartzell  marianne@hartzell-mikaconsulting.com
Joseph J. Mike      joe@hartzell-mikaconsulting.com
Bob Raz            bob@hartzell-mikaconsulting.com

Executive Director recommendation

Media
Release to school, township and village
  Marion Ginopolis, Superintendent       248-693-5400
  Chris Barnett, Supervisor              248-391-0304 ext. 201
  Darwin McClary, Manager                248-693-8391
Release to Library Cooperative
  TLN Director, James Pletz              248-536-3100
Release to Library of Michigan
  Gail Madziar                           517-394-2774 ext. 224

Proceedings and interviews will be open to the public. Plan and prepare. Communication during the selection process by the President of the Board should be frequent and timely, both to the Staff and Community
RESOLUTION
ORION TOWNSHIP PUBLIC LIBRARY

Upon motion made by , and seconded by , the Orion Township Public Library adopted the following resolution:

RESOLVED, that the Library Board held a public hearing on August 21, 2014 at 6:30 p.m. in the conference room of the library on assessing 1.4189 mills for the support of the library for the fiscal year beginning January 1, 2015, and hereby determines that 1.4189 mills be assessed on the 2014 tax rolls for the support of the library for the fiscal year beginning January 1, 2015.

Adopted August 21, 2014

Ayes:

Nays:
I certify this is a true copy of the resolution adopted by the Orion Township Public Library Board.

MaryAnne Thorndycraft, President

Michael Luna, Secretary
Minutes of a public hearing and special meeting of the Board of Trustees of the Orion Township Public Library, County of Oakland, Michigan, held on the 21st day of August, 2014 in the Orion Township Public Library, 825 Joslyn Road, Lake Orion, Michigan at 6:30 p.m. eastern daylight time.

PRESENT:

ABSENT:
The following preamble and resolution were offered by member, and supported by member,

WHEREAS, the Board of Trustees of the Orion Township Public Library, Oakland County, Michigan, has determined, prepared and adopted an estimate of the amount of money necessary for the support and maintenance of the Library for the ensuing year, January 1, 2015 through December 31, 2015, as set forth in its budget, a copy of which is attached hereto; and

WHEREAS, based upon such estimate, it is necessary that there be levied on the taxable property of the Charter Township of Orion and Village of Lake Orion for the tax year 2014, a total tax of $1,943,298 to be levied at 1.4189 mills (based on current taxable value of $1,385,668,700 less DDA of $22,518,449, IFT of $2,727,355 at 50% value, Brownfield tax abatement of $3,387,100, and DNR District of $7,089,916) for such support and maintenance, which will result in a library tax rate not exceeding one and one-half (1.5) mills on the dollar of the taxable value and three-quarter (3/4) mill of
the IFT Assessed Valuations under abatement by the Charter Township of Orion and Village of Lake Orion as authorized by law;

WHEREAS, a public hearing was held on August 21, 2014 to meet the Truth in Taxation requirements and a resolution was adopted at the regular meeting of the Board of Trustees of the Orion Township Public Library, August 21, 2014 approving the millage rate of 1.4189 mills to be assessed for the tax year 2014, a copy of which is attached here to.

NOW, THEREFORE BE IT RESOLVED, that it is necessary that there be levied on the taxable property of the Charter Township of Orion and Village of Lake Orion for the year 2014 a total tax of $1,943,298 for the support and maintenance of the Orion Township Public Library, resulting in a tax rate equivalent to one and one-half (1.5) mills on the dollar of the Township’s taxable property value (less DDA value) and three-quarter (3/4) mill of the IFT Valuations under abatement.

BE IT FURTHER RESOLVED, that a certified copy of this Resolution, together with a copy of the budget estimate for the ensuing year, be submitted to the Supervisor and Assessor of the Charter Township of Orion not later than September 1, 2014 with a request that the amount above certified be levied, assessed, collected, and transmitted to library accounts in accordance with the laws in such case made and provided.

AYES:

NAYS:

ABSTENTION:

RESOLUTION DECLARED AND ADOPTED.
I certify that the foregoing constitutes a true and complete copy of a resolution adopted by the Board of Trustees of the Orion Township Public Library, County of Oakland, Michigan, at a regular meeting held on August 21, 2014, and that public notice of said meeting was given pursuant to Act No. 266, Public Acts of Michigan, 1976, as amended.

Dated August 21, 2014