I. Call to order
II. Approval of agenda
III. Introduction of new employees
IV. Consent agenda
   A. Minutes of 8/20/2015 Library Board meeting
   B. Bills
   C. Financial Statement and Treasurer’s Report from August 2015
V. Call to Public
VI. Communications
   A. Press coverage
   B. MLA Weekly Newsletter, August 20, 2015
   C. MLA Weekly Newsletter, August 27, 2015
   D. MLA Weekly Newsletter, September 3, 2015
   E. MLA Weekly Newsletter, September 10, 2015
VII. Director’s Report
   A. Library news and activities
   B. Usage reports
   C. Advocacy news
VIII. Old Business
   A. Sealcoat of parking lot
   B. HVAC system
   C. Bronze sculpture location
   D. Township Corridor Improvement Authority
IX. Standing Committee Reports
   A. Policy
   B. Finance
   C. Fund Development – Haunted House
   D. Board Development
   E. Building – report from meeting 9/9/2015
   F. Human Resources – report from meeting 9/9/2015
X. Discussion Items
XI. Action Items
   A. Sealcoat of parking lot
   B. Bronze sculpture location
   C. Healthcare coverage for 2016
   D. Personnel policy manual updates
XII. Questions from the Public
XIII. Trustee Comments
XIV. Adjournment
1) Call to order at 6:33 p.m.

2) Adjourn for Millage, Budget and Closed Sessions. 6:35 p.m.

3) Call to order at 7:29 p.m.

4) Approval of agenda. Motion to approve the agenda as amended by Luna/Quinn.
   a) Township letter regarding Brown Road Corridor Improvement Area.
   b) Action item for the proposal for asphalt parking lot proposal.
   c) Action item for Adult area renovation.

5) Consent Agenda as presented: Quinn/ Luna as presented.
   a) Minutes from last meeting
   b) Bills
   c) Financial Statement and Treasurer’s Report from July 2015

6) Call to the Public –
   None

7) Communications
   a) Press coverage – Another full-page advertisement on the OTPL was noted in the Lake Orion Review as a result of a donation to the publisher. This is very much appreciated.
   b) Materials are included in the packet.

8) Director’s report
   a) Summer Reading Program: As of the end of July, we have 176 adults, 249 teens and 948 kids signed up for the Program.
   b) Director to visit the Rotary Club on 8/27/15.
c) Hoopla will be a service available to residents of Orion. More information and awareness forthcoming. This is a very exciting development.

9) Old Business

A. Bronze sculpture update

Pictures were presented. The Trustees are excited to see the finished sculpture.

B. Sealcoat parking lot. RFP has been distributed. Parking lot and certain areas of curbing are deemed to be in need of smaller repairs and should be addressed prior to it needing significant repairs. September 9th is the due date for the bids from 8 contractors. Action to be taken next month.

   a.) Building committee meeting is scheduled for September 9th at 6 p.m. at the OTPL.

C. HVAC system: Phillips will attempt to get Engineer at the Library tomorrow. Engineer is familiar with the Library.

D. Public Hearing at the Orion Twp Board meeting on 9/8/15 at 7 p.m. for the Brown Road Corridor Improvement Authority. It is unknown whether we have an option to opt out. Board members or a representative are encouraged to attend.

10) Standing Committee Report –

a) Policy Report –

b) Finance –

   i) Discussed Proposed Budget was reviewed.

c) Fund Development –

d) Board Development –

e) Building –

   i) Report reviewed from 8/17/15 meeting.

   ii) Proposal to renovate the Adult area was reviewed.

   iii) Committee meeting is September 9th at 7:00 p.m. at the OTPL.

f) Human Resources –

Meeting on September 9th at 6:30 p.m. at the OTPL to review the health insurance renewal packet and personnel policy manual review.

  g) Ad Hoc Committee Reports

     None.

h) Advocacy – None.

11) Discussion Items

Review Emergency Action Plan to Appoint an Acting Director and Succession Plan for the Replacement of the Director

12) Action Items

a) Resolution for 2015 Millage Rate
Resolution was read by Trustee Pergeau. Motion to accept resolution made by Abramczyk, supported by Phillips, unanimously approved.

b) Proposed 2016 Budget

Resolution was read by Trustee Phillips. Motion to accept resolution made by Abramczyk, supported by Pergeau, unanimously approved.

c) Bank institutions and signers

i) Motion to approve the list of OTPL Banking Institutions and Authorized Signers dated 8/20/15, a copy of which is on file at the Library, by Abramczyk, 2nd by Pergeau. Motion unanimously carried.

d) Proposal by KBA for the design as presented, not to exceed the $11,000 as quoted. Motion by Phillips, seconded by Pergeau. Motion carried.

13) New meetings scheduled

a) Human Resources Committee meeting – September 9th at 6:30 p.m. at the OTPL.

b) Building Committee meeting – September 9th at 7:00 p.m. at the OTPL.

14) Questions from the Public – None

15) Trustee comments

16) Adjournment at 8:58 p.m.

Mike Luna
Secretary, Board of Trustees
Orion Township Public Library
1) Call to order @ 6:43 p.m.

2) No public.

3) Presentation of the 2016 Budget. Budgeted $70,000 of the anticipated $90,000 of increase from property tax revenue. Budgeted revenue of $2,573,000. Expenses: largest line item is salaries, approximately 70% of expenses. Healthcare is budgeted at 15% higher than 2015. Professional development increased from $28,000 in 2015 to $35,000 for 2016.

4) Resolution on the Proposed Budget for Fiscal Year 2015 was read into the record by Trustee Abramczyk.

The meeting adjourned at 7:02 p.m.

Mike Luna
Secretary, Board of Trustees
Orion Township Public Library
Orion Township Public Library
Board of Trustees
Public Hearing on 2015 Millage Rate, August 20, 2015

1) Call to order @ 6:36 p.m.

2) No public.

3) The 2015 Millage Rate
   a) Resolution on the 2015 millage rate was read into the record by Trustee Abramczyk. The resolution is to set the millage rate at 1.4135. A decrease from 1.4189 in 2014 was discussed, however dollars in the door are expected to be an extra $80,000 to $90,000 in 2015 as a result of property values increasing.

The meeting adjourned at 6:42 p.m.

Mike Luna
Secretary, Board of Trustees
Orion Township Public Library
# BILLS - AUGUST 1, 2015 TO AUGUST 31, 2015

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## Account Distribution - Standard

**Period:** 08-15 **As of:** 8/31/2015

### 7103 ORIONTWP: CHARTER TOWNSHIP OF ORION

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**Account Total:**

- **Debit:** 25.69
- **Credit:** 0.00

### 7110 Repairs & Maintenance - Building

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**Account Total:**

- **Debit:** 1,190.27
- **Credit:** 0.00

### 7115 Transportation

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**Account Total:**

- **Debit:** 183.07
- **Credit:** 0.00

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- **Debit:** 999.75
- **Credit:** 0.00

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## Orion Township Public Library
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<td>10,520</td>
<td>14,000</td>
<td>20,841</td>
<td>149%</td>
<td>(6,841)</td>
</tr>
<tr>
<td>Penal Fines</td>
<td>71,518</td>
<td>50,000</td>
<td>71,518</td>
<td>143%</td>
<td>(21,518)</td>
</tr>
<tr>
<td>Copier Service</td>
<td>716</td>
<td>9,000</td>
<td>5,628</td>
<td>63%</td>
<td>3,372</td>
</tr>
<tr>
<td>Vending Machine</td>
<td>0</td>
<td>0</td>
<td>294</td>
<td>0%</td>
<td>(294)</td>
</tr>
<tr>
<td>Library Fines</td>
<td>4,449</td>
<td>50,000</td>
<td>33,476</td>
<td>67%</td>
<td>16,524</td>
</tr>
<tr>
<td>Interest Income</td>
<td>1,372</td>
<td>20,000</td>
<td>7,312</td>
<td>37%</td>
<td>12,688</td>
</tr>
<tr>
<td>Donation Income</td>
<td>129</td>
<td>25,000</td>
<td>32,684</td>
<td>131%</td>
<td>(7,684)</td>
</tr>
<tr>
<td>Grant Income</td>
<td>0</td>
<td>0</td>
<td>437</td>
<td>0%</td>
<td>(437)</td>
</tr>
<tr>
<td>Sponsorship Income</td>
<td>0</td>
<td>0</td>
<td>500</td>
<td>0%</td>
<td>(500)</td>
</tr>
<tr>
<td>Miscellaneous Income</td>
<td>791</td>
<td>7,000</td>
<td>9,604</td>
<td>137%</td>
<td>(2,604)</td>
</tr>
<tr>
<td>Realized/Unrealized Gain/Loss</td>
<td>336</td>
<td>0</td>
<td>3,305</td>
<td>0%</td>
<td>(3,305)</td>
</tr>
<tr>
<td>Received from General Ledger</td>
<td></td>
<td>400,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Revenue</td>
<td>89,831</td>
<td>2,505,000</td>
<td>2,122,910</td>
<td>85%</td>
<td>382,090</td>
</tr>
</tbody>
</table>
# Orion Township Public Library
## For the Eight Months Ending August 31, 2015

### Operational Expenditures

<table>
<thead>
<tr>
<th>Category</th>
<th>August 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>85,164</td>
<td>1,265,000</td>
<td>669,188</td>
<td>53%</td>
<td>595,812</td>
</tr>
<tr>
<td>Fringe Benefits</td>
<td>23,061</td>
<td>405,000</td>
<td>203,626</td>
<td>50%</td>
<td>201,374</td>
</tr>
<tr>
<td>Supplies, Programs</td>
<td>5,395</td>
<td>54,500</td>
<td>38,648</td>
<td>71%</td>
<td>15,852</td>
</tr>
<tr>
<td>Materials, Information Resources</td>
<td>11,673</td>
<td>215,000</td>
<td>123,187</td>
<td>57%</td>
<td>91,813</td>
</tr>
<tr>
<td>Automation, Computerized Reference</td>
<td>5,804</td>
<td>121,000</td>
<td>82,494</td>
<td>68%</td>
<td>38,506</td>
</tr>
<tr>
<td>Promotion, Publishing, Printing</td>
<td>8,070</td>
<td>28,000</td>
<td>18,211</td>
<td>65%</td>
<td>9,789</td>
</tr>
<tr>
<td>Telephone</td>
<td>1,043</td>
<td>8,500</td>
<td>4,363</td>
<td>51%</td>
<td>4,137</td>
</tr>
<tr>
<td>Utilities</td>
<td>5,478</td>
<td>65,000</td>
<td>44,085</td>
<td>68%</td>
<td>20,915</td>
</tr>
<tr>
<td>Repairs &amp; Maintenance</td>
<td>1,218</td>
<td>41,500</td>
<td>26,062</td>
<td>63%</td>
<td>15,438</td>
</tr>
<tr>
<td>Capital Improvements</td>
<td>5,217</td>
<td>164,000</td>
<td>181,245</td>
<td>111%</td>
<td>(17,245)</td>
</tr>
<tr>
<td>Insurance &amp; Workers Comp</td>
<td>0</td>
<td>41,000</td>
<td>35,131</td>
<td>86%</td>
<td>5,869</td>
</tr>
<tr>
<td>Education, Training &amp; Dues</td>
<td>1,000</td>
<td>22,000</td>
<td>18,389</td>
<td>84%</td>
<td>3,611</td>
</tr>
<tr>
<td>Mileage</td>
<td>183</td>
<td>4,000</td>
<td>3,771</td>
<td>94%</td>
<td>229</td>
</tr>
<tr>
<td>Professional &amp; Contractual Services</td>
<td>6,387</td>
<td>28,000</td>
<td>20,173</td>
<td>72%</td>
<td>7,827</td>
</tr>
<tr>
<td>Donation Expense</td>
<td>2,013</td>
<td>0</td>
<td>20,416</td>
<td>0%</td>
<td>(20,416)</td>
</tr>
<tr>
<td>Grant Expense</td>
<td>0</td>
<td>0</td>
<td>250</td>
<td>0%</td>
<td>(250)</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>0</td>
<td>2,500</td>
<td>254</td>
<td>10%</td>
<td>2,246</td>
</tr>
<tr>
<td>MTT Reimbursements</td>
<td>351</td>
<td>40,000</td>
<td>1,831</td>
<td>5%</td>
<td>38,169</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td><strong>162,057</strong></td>
<td><strong>2,505,000</strong></td>
<td><strong>1,491,323</strong></td>
<td><strong>60%</strong></td>
<td><strong>1,013,677</strong></td>
</tr>
</tbody>
</table>
## Orton Township Library - Treasurer's Report - Plant Fund Activity
### August 2015

<table>
<thead>
<tr>
<th>Description</th>
<th>Balance</th>
<th>中间列</th>
<th>Final Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Beginning of Month</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PNC Bank - Savings (1)</td>
<td>$115,784.94</td>
<td>$9.83</td>
<td>$115,794.77</td>
</tr>
<tr>
<td>Mercantile Bank XG0 (2)</td>
<td>$0.00</td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>Huntington Bank CD 1855 (3)</td>
<td>$100,000.00</td>
<td></td>
<td>$100,000.00</td>
</tr>
<tr>
<td>JP Morgan Chase CD SY5 (4)</td>
<td>$100,000.00</td>
<td>$283.56</td>
<td>($283.56)</td>
</tr>
<tr>
<td>Bank of Holland YY8 (5)</td>
<td>$0.00</td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>UBS Plant Fund (6)</td>
<td>$213,916.83</td>
<td>$212.33</td>
<td>$214,435.16</td>
</tr>
<tr>
<td>Federal Home Loan 6V1 (7)</td>
<td>$0.00</td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>Federal Home Loan NA9 (8)</td>
<td>$100,000.00</td>
<td>$281.25</td>
<td>($100,281.25)</td>
</tr>
<tr>
<td>JP Morgan Chase CD 2B0 (9)</td>
<td>$50,000.00</td>
<td>$151.23</td>
<td>($151.23)</td>
</tr>
<tr>
<td>Federal Home Loan F95 (10)</td>
<td>$100,000.00</td>
<td></td>
<td>$100,000.00</td>
</tr>
<tr>
<td>Federal Home Loan 6V4 (11)</td>
<td>$0.00</td>
<td>$100,000.00</td>
<td>$100,000.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$779,701.77</td>
<td>$938.20</td>
<td>$100,716.04</td>
</tr>
</tbody>
</table>

- **BALANCE**
- **RECEIPTS**
- **DISBURSEMENTS/TRANSFERS**
- **BALANCE**

### Notes:
1. Variable interest, annual yield .10%
2. CD maturing 5/12/15 @ 2.00% interest, cashed
3. CD maturing 11/11/15 @ .60% interest, cashed
4. CD maturing 2/19/18 @ 1.125% interest
5. CD maturing 5/22/15 @ .350% interest, cashed
6. Money Market Account, CD
7. Gov't Agency Bond maturing 10/16/17 @1.300% interest, partial call 1/26/15, balance called on 2/12/15
8. Gov't Agency Bond maturing 11/10/17 @1.125% interest, called on 8/12/15
9. CD maturing 2/27/2018 @ 1.200% interest
10. Gov't Agency Bond maturing 5/25/18 step up @ .75% for 1 year, 1.00% for 6 months, 1.25% for 6 months, 1.50% for 6 months, 2.00% for 6 months
11. Gov't Agency Bond maturing 8/24/18 @ 1.200% interest

* Change in value until the investment reaches maturity
<table>
<thead>
<tr>
<th>ACCOUNT DESCRIPTION</th>
<th>BEGINNING OF MONTH</th>
<th>INTEREST</th>
<th>REALIZED/UNREALIZED GAIN/LOSS</th>
<th>OPERATIONS</th>
<th>TRANSFERRED</th>
<th>RECEIPTS</th>
<th>DISBURSEMENTS/TRANSFERS</th>
<th>BALANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>PNC Bank - General Checking (1)</td>
<td>$102,077.08</td>
<td></td>
<td></td>
<td>$88,324.05</td>
<td>$176,314.44</td>
<td></td>
<td>($165,931.65)</td>
<td>$200,783.92</td>
</tr>
<tr>
<td>PNC Bank - General Savings (2)</td>
<td>$251,524.79</td>
<td></td>
<td></td>
<td>$21.36</td>
<td></td>
<td></td>
<td></td>
<td>$251,546.15</td>
</tr>
<tr>
<td>PNC Bank - Cafeteria (3)</td>
<td>$3,599.19</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>($309.88)</td>
<td>$3,289.31</td>
</tr>
<tr>
<td>PNC - James Ingram Fund (4)</td>
<td>$3,556.37</td>
<td></td>
<td>($309.88)</td>
<td></td>
<td></td>
<td></td>
<td>($598.40)</td>
<td>$2,957.97</td>
</tr>
<tr>
<td>PNC Bank - Bastian Account (5)</td>
<td>$2,144.90</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$2,144.90</td>
</tr>
<tr>
<td>Genisys Credit Union MM (6)</td>
<td>$215,833.25</td>
<td></td>
<td>$82.49</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$215,915.74</td>
</tr>
<tr>
<td>Genisys Credit Union Savings (7)</td>
<td>$5.69</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$5.69</td>
</tr>
<tr>
<td>Lakes Cmnty C U MM (8)</td>
<td>$227,911.76</td>
<td></td>
<td>$48.32</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$227,960.08</td>
</tr>
<tr>
<td>Lakes Cmnty C U Sav (9)</td>
<td>$10.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$10.00</td>
</tr>
<tr>
<td>Chief Financial C U Sav (10)</td>
<td>$5.21</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$5.21</td>
</tr>
<tr>
<td>Chief Financial C U MM (11)</td>
<td>$203,698.03</td>
<td></td>
<td>$69.20</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$203,767.23</td>
</tr>
<tr>
<td>JP Morgan Chase CD (12)</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>UBS General Fund (13)</td>
<td>$1,176,898.63</td>
<td></td>
<td>$178.70</td>
<td>$4.40</td>
<td></td>
<td></td>
<td>($175,000.00)</td>
<td>$1,002,081.73</td>
</tr>
<tr>
<td>UBS Endowment Fund (14)</td>
<td>$83,152.12</td>
<td></td>
<td>$33.97</td>
<td>$25.60</td>
<td></td>
<td></td>
<td>($166,241.53)</td>
<td>$83,211.69</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$2,370,417.02</strong></td>
<td><strong>$434.04</strong></td>
<td><strong>$30.00</strong></td>
<td><strong>$88,324.05</strong></td>
<td><strong>$176,314.44</strong></td>
<td><strong>$88,324.05</strong></td>
<td><strong>$176,314.44</strong></td>
<td><strong>$0.00</strong></td>
</tr>
</tbody>
</table>

(1) Business Checking  
(2) Business Savings Sweep .10%  
(3) Cafeteria  
(4) Business Checking - Donation Account  
(5) Business Checking - Donation Account  
(6) High Yield Money Market .45% interest  
(7) Credit Union Savings @.100% interest  
(8) Credit Union Money Market .25% interest  
(9) Credit Union Savings  
(10) Credit Union Savings  
(11) Credit Union MM .40% interest  
(12) CD maturing 1/25/18 interest increases from .750% to 1.300%  
(13) Money Market, Treasury Bills, CD’s  
* Change in value until the investment reaches maturity  
(14) Money Market, CD  
* Change in value until the investment reaches maturity
Hoopla Digital Coming to the OTPL

Hoopla digital available September 14 at the OTPL

By Becky Bolin (Star Patcher) September 9, 2015

Beginning Monday, September 14 patrons with an Orion Township Public Library card will have access to hoopla digital which provides mobile and online access to more than 325,000 music albums, movies, TV shows, eBooks, audiobooks and comics - all available for instant streaming or downloading to smartphones, tablets, computers and AppleTV. There is no waiting to borrow titles on hoopla digital since on-demand content can be enjoyed by multiple patrons simultaneously. Patrons who use hoopla digital also avoid library late fees as digital content borrowing periods simply expire without charges.

More from Oakland Township-Lake Orion Patch

Stop by now at the Orion Township Public Library to get your library card! Sign up for library card during the month of September and be entered into a random drawing to win a gift card to 51 North Brewing Company in Lake Orion.
Outside the Lines at the OTPL

Experience the library in a whole new way!
By BECKY BOLIN (Star Patcher) September 10, 2015

The Orion Township Public Library will be participating in Outside the Lines, a global initiative designed to celebrate the creativity and innovation happening in libraries. From September 13-19, organizations from around the world will host events and campaigns designed to get people thinking - and talking - about libraries in a whole new way. Program and event details can be found at orionlibrary.org/otl.
Orion Oxford Dance Arts celebrates
a decade of dance education

Eleven years ago, Cheryl Ziegelbaur, the owner of Orion Oxford Dance Arts, opened her Studio doors to a community that would soon become her family. "When I say 'family,' I honestly mean she has shared her passion for dance with each and every single dancer, and has given them a place to call their second home.

With the 12th year on the horizon, Cheryl is excited to say that the class enrollments are continuing to expand. Orion Oxford Dance Arts offers four levels for dancers: The Competitive Company, The Pre-Competitive Company, Recreational Classes, and the newly added Pre-Professional Ballet Program. An important aspect to Cheryl opening her doors in 2004 was that she wanted her studio to be just as welcoming to Recreational Dancers as it is to Competitive Dancers. Over a decade later, she is proud to say that she runs a Studio that is equally split between these two levels.

Orion Oxford Dance Arts offers a wide variety of classes that give dancers an opportunity to express themselves in their own way. Classes are offered in Ballet, Tap, Jazz, Lyrical, Contemporary, Clogging, Hip-Hop, and Acro. All of these genres of dance, as well as technique and fitness classes can be taken at many different age and ability levels. Classes are offered to dancers ages 2 ½ to adult.

Orion Oxford Dance Arts has a total of 15 teacher/choreographers split between the four companies. Within this wide variety of instructors, several are earning or have graduated with Dance Degrees from Oakland University and Grand Valley State University. Many have danced on college or professional dance companies. The studio space is beautiful and welcoming, offering three dance rooms.

Orion Oxford Dance Arts is excited to start their 12th year of offering dance instruction to the Lake Orion Community with three beautiful dance rooms. Please feel free to stop in and try any of the dance classes for free before registering. If you're looking to join the OODA Competitive Company, it's not too late to audition.

Orion Oxford Dance Arts wants your dance education to be stress-free and a fun learning experience, while building lasting memories and lifetime friends. Discover Orion Oxford Dance Arts, where they are committed to students and their families! They are conveniently located in Lake Orion on M-24. For more information, please call 248-933-1060 or visit the website at www.orionoxforddancearts.com.

~ Advertorial

Orion Oxford Dance
Come in and discover what makes "OODA"
JOIN OUR COMPETITION COMPANY
Call to Schedule a Private Audition
FALL CLASSES BEGIN SEPTEMBER

WEEKLY CLASSES
Preschool Dance
Ballet Tapp Jazz
Lyrical Contemporary
Hip-Hop Clogging
Acro Tumble Dance
Jumps Turns Acro Dance
Core Conditioning

Orion residents with a valid Orion Township Public Library (OTPL) card can receive unlimited access to Lynda.com, an online training resource for professionals with a vast library of high-quality, current, and engaging video tutorials taught by great teachers who are also working professionals. Lynda.com offers more than 3,000 courses on ways to learn new skills and keep up with ever-changing digital technologies.

"Lynda.com is a fabulous resource for our community," said Judi Rudisill, head of Information Technology for the library. "This leading online learning company can help anyone learn business, software, technology, and creative skills to achieve personal and professional goals."

For patrons with an Orion Township Public Library card, Lynda.com can be accessed at orionlibrary.org/research/lynda.

For more information about Lynda.com, contact the Adult Reference Desk at 248-693-3001 or reference@orionlibrary.org.

We are Proud of our OWN Award Winning Class!
Go ‘Outside the Lines’ with the Orion Township Public Library!

The Orion Township Public Library invites the Orion Community to experience the library in a new way! Outside the Lines is a global initiative designed to celebrate the creativity and innovation happening in libraries. From September 13-19, 2023, patrons for the first time will be able to browse and download a variety of content from across the world, host events and campaigns designed to get people thinking—and doing—about libraries in a whole new way.

“We will be having a variety of events and programs during the week,” said Karen Knox, library director. “We are excited to be out in the community talking to residents and signing up new patrons for library cards, and of course, handing out library freebies!”

To kick off the week, the OTPL will be launching new services and programs on Monday, Sept. 14. This new service provides patrons with mobile and online access to more than 325,000 books, audiobooks, and comics—all available for instant streaming or downloading to their smartphones, tablets, computers, and Apple TV with simple access through a library card. There is no waiting to borrow titles on hoopla digital since on-demand content can be enjoyed by multiple patrons simultaneously. Patrons who use hoopla digital also avoid library late fees as digital content borrowing periods simply expire without charges.

For more information on event details or to register for a program visit orionlibrary.org.

Monday, Sept. 14
Adult Paper Crafting with Lynn Lim, designer, calligrapher and artist at 7 p.m.

Wednesday, Sept. 16
Doggone Readers at 4:30 p.m., grades K-5, register online

Thursday, Sept. 17
Make Your Own Fiesta at 7 p.m., grades 3-5, register online

Friday, Sept. 18
Sidewalk chalk drawings in downtown LO from 10 a.m. - 2 p.m.

Saturday, Sept. 19
Bike the Polly Ann Trail between 10 a.m. - 1 p.m.

COMMUNITY

An officer from the Oakland County Sheriff’s Department will be at the library from 10:30 a.m. to share bicycle safety tips with families. Bike south on the Polly Ann Trail to the Yates Cider Mill for a FREE donut and cider, then turn around for a total of 5 miles. Stop at the library when done riding and receive a prize!

In addition, the OTPL is hosting a photo contest. Anyone in the Orion community can take a photo of themselves reading throughout the community and submit it to bbl@orionlibrary.org. Winners will be added to the library's online photo gallery and be entered into a random raffle drawing for an HP tablet!

Outside the Lines is an innovative initiative designed by Colorado library marketers and directors that gets libraries “walking the walk” — taking action to show our communities how important libraries are and how they’ve changed. This celebration takes many of the concepts discussed at R-Squared — The Risk & Reward Conference, such as creativity, customer curiosity, culture, community, and creating spaces — and puts them into action where they count — in our local communities. Learn more at gotoutsideithelmes.org.

For more information about the Outside the Lines program at the OTPL, contact Beth Sherbon, head of marketing, at 248-932-3000, ext. 332 or sherbon@orionlibrary.org, or visit the Orion Township Public Library at 825 Joslyn Road, Lake Orion, MI 48362. The library is open 9:30 a.m. - 9 p.m. Monday through Thursday and 9:30 a.m. - 5 p.m. Friday and Saturday.

Work isn’t to make money; you work to justify life.
~Marc Chagall
Do what you love, love what you do

Just don’t give up trying to do what you really want to do. Where there is love and inspiration, I don’t think you can go wrong. ~ Ella Fitzgerald

We just had a long weekend with Labor Day, a day celebrating the economic and social contributions of workers. For some of us, work isn’t something to look forward to. It’s forced upon us only because we have to pay the bills. Then there are some who are indifferent to work, neither loving nor hating it but accepting it as part of life and something that just has to be done. There are the lucky ones who absolutely love their jobs and work is their passion and drive in life. Whichever group we fall into, what’s important is that we are happy where we are. It’s easier said than done. Many of us fall into a job we think we would love or at least would grow to love, but as time progresses, we realize that it’s not really what we signed up for. Then there are options: stay on and hope for a change (without making an effort), work toward making a change—be it a career move or an adjustment—or learn to accept the situation. Personally, I would work toward option two: work toward making a change. I acknowledge that’s not an easy option. There could be hurdles such as limited opportunities to move to or the lack of experience and qualifications. However, a little planning and strategizing would go a long way, while keeping in mind that plans, though important, are not guaranteed successes.

After graduation, I laid out my career plan. Two years at my first job and then secure a second job at organization “X” where I will stay for four years, after which I will move on to something greater and bigger where I will climb up the corporate ladder and make my mark in the world. Did it work out according to plan? Yes and no. To cut the long story short, while it provided some sort of guideline, it was not the blueprint of my career. It was good to have it though, because it kept me focused and led me to discover what I really should be doing and working toward.

So if you feel stuck in your job or have lost the passion to work, look ahead and make a change. Weigh the pros and cons, lay out a plan and pursue it. Change is never easy, but while the main objective of work is to be able to earn enough to pay bills and survive, it should also be about sharing your talents and skills by doing what you love best.

Email the editor at communitylifestyles@in-box.com.
GOT CLUTTER?

Clean Up With The Classifieds.

You’ll find yourself with space to spare and money to burn when you sell your stuff in the Lake Orion Review classifieds.

COFFEE ROASTER

McKee Bros. Coffee Roasters

Deliver fresh coffee beans to your door! Call 248-698-2653.

Drum Corps International

Continued from Page 15

mellophone, trumpets, the marimba, a tuba, and several color guards, the Dragons represented Lake Orion with pride.

First in the world were the Blue Devils, for their second straight world championship. Brodie Lewis from the Lake Orion Band Staff represented the Dragons with his third world championship as part of the Blue Devils.

Kim Hupperich (color guard) and Katie Tyrrell (trumpet) walked away with silver medals, as part of the Carolina Crown corps.

Bronze medalists include Brooke Trece (tuba) and Joshua Meyer (trumpet), who played for the Bluecoats.

The Boston Crusaders came in fourth, and 2010 LO graduate Steve Swerich is on their instructional team.

Santa Clara Vanguard corps team took fifth, with 2004 LO graduate Joe Busuito recognized on their brass instructional team.

The Madison Scouts came in 8th and The Cavaliers finished in 9th. The Blue Stars finished in 11th and Crossmen rounded out the top 12 in 12th place. Genesis finished semifinals in 22nd place and Legends, who qualified for semifinals for the first time in their history, finished in 25th place.

For a complete list of rankings and more information visit http://dcil.org.

Stasio

Continued from Page 14

natural occurrences that no one would believe, but that that is normal for him.

“If you actually took the Bible and read it, even the New Testament, and you took your actual life, and you put my life side by side with any of the people in the gospels, I fit right in. Like cookie cutter. People wonder why, it’s because it’s supposed to be, that’s the normal Christian minister’s life.”

Stasio said all of his Christian friends and followers have experienced their own version of a subjective encounter with God.

“They don’t open themselves up for it, most of the people are actually resisting it, mocking it, and then they get hammered [with a subjective encounter],” he said.

“They’re not very good at understanding the spiritual implications of what you do, that’s a problem for you,” he said.

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New school year brings changes and challenges

We are quickly approaching the start of a new school year.

It will be an exciting time, with new classes, new staff, new friends and new experiences in store for Lake Orion’s 7,500 students.

Our school district continues to experience change, as well. We are expanding our world languages program this fall to include an introductory class in sixth grade that introduces all students to the languages offered at their middle schools.

About 25 percent of our seventh and eighth graders take foreign language classes now, which can count toward high school credits. Our goal is to provide more opportunities for middle school students who wish to pursue world languages. Expansion of the program into lower grades will be considered in the future.

We have also identified the need to further improve math instruction, especially in our elementary schools where fundamentals are taught and a love for math is born. Therefore, math support has been made a priority and dedicated math specialists have been added to our elementary buildings, much like we already have with our reading curriculum.

They work collaboratively with teachers in the classroom as well as independently to meet the math-support needs of each student. In addition, our elementary math specialists will work together to assure current best practices are shared throughout the district.

It is not easy to offer programs like these and others when Lake Orion’s overall student enrollment continues to decline, mirroring the trend in public school districts across our region. According to a recent article in The Detroit Free Press, student enrollment in Michigan’s public schools has declined by 11.1 percent over the past decade.

Most of our operational budget, determined by the number of kids in our classrooms, so we have seen a consistent reduction in state funding. Consequently, we have reduced or eliminated more than $25 million in budget expenditures over the past years and are always looking for ways to operate more efficiently.

Lake Orion Township continues to be an attractive place to live, but there is uncertainty surrounding the potential rebound in the numbers of school-age children in our community. We cannot count new students until they actually enroll.

Continued on Page 3d

Screaming for ice cream

We are a nation of challenges whether it is in sports or charity. Who can forget the ice bucket challenge earlier this year where funds were raised to eradicate ALS. And of course there was the Floyd Mayweather vs. Manny Pacquiao title fight challenge that consumed months of discussion before the first-round bell sounded. Currently a bevy of Presidential candidates are challenging their opponents in debates as they vie for the top slot in their party.

My challenge raised no money for charity — did not result in any fistfights — and avoided the bombastic atmosphere of a debate. It was an attempt to locate the tallest and tallest ice cream cone in the area.

My first challenge was with Checkers in Lake Orion. When I approached the order counter I remarked to the clerk that I was under the impression that Checkers’ had ice cream cones larger than those offered at McDonald’s. The clerk quickly seized on the opportunity to thrust Checkers’ into the winner’s circle and delivered a cone that was a bit like the Leaning Tower of Pisa but one that certainly was worthy of being placed in the winner’s circle for the time being.

McDonald’s in Oxford, Michigan was my next stop. I displayed the Checker’s picture to the crew and asked if they were up to the challenge. Without hesitation, the crew put together a mammoth ice cream cone that eclipsed the cone from Checkers’. We now had a new winner.

Finally, I traveled to Culver’s in Lake Orion, Michigan and issued a challenge to Manager Jamie Zimmers. Joe was shown the two pictures from Checkers’ and McDonald’s and immediately accepted the challenge remarking that his “cone would be immense and large and so fresh that the cow would not even know it was missing”.

Joe then enlisted the assistance of Michael The Custard King who prepared an eye popping cone so large that it took two people to hold it. The cone even had a cherry on top.

So there you have it. The ice cream cone challenge is complete. My thanks to all who participated. My next challenge? To shed five pounds from all the ice cream judging.

Bill Kalmar
Lake Orion resident

To all Orion Kemosabes

On behalf of the Lone Ranger Posse I would like to thank our friends and neighbors for participating in the wonderful parade we had on Saturday, August 2 in downtown Oxford. The Dragon youth football players, the cheerleaders, the Knights of Colum-
A column by Marion Ginopolis

Changes and challenges await new school year

Continued from Page 6

As many people know, a long-range planning committee made up of nearly 40 people from around the community was formed earlier this year. It has been charged with considering ways to re-imagine the school district to best reflect Lake Orion and the evolving needs of its families over the next 3-5 years. This group has successfully met three times this summer. Working together, they have identified a number of priority areas and key considerations. Work groups have been formed, with everyone committed to completing the work needed to make thoughtful, responsible recommendations to our Board of Education before the end of the school year.

The priority areas and key considerations being reviewed are as follows:

1. Optimize the funding streams of the school district to assure its short- and long-term viability
   - Evaluate a future sinking fund and/or bond millage
   - Explore the leasing of district building assets and increase in facility rentals

2. Align the district’s existing facilities to meet the needs of students
   - Evaluate school boundaries and align/adjust with population centers
   - Evaluate the location of our focus schools
   - Consider the closing/repurposing of school buildings
   - Reconfigure the grade structure within the district and utilize existing buildings accordingly

3. Improve the efficiency of the district’s operations to further reduce its operational expenses
   - Evaluate the use of existing buildings
   - Explore the expansion of shared services with other school districts
   - Consider additional privatization of services
   - Adjust school bus routes and stops to optimize transportation efficiencies

4. Identify key competitive attributes of district and communicate/market to attract students and families on an ongoing basis
   - Identify key district issues; inform and educate community stakeholders to increase support
   - Determine specific methods to best communicate more thoroughly and effectively with stakeholders of all ages

This group has its work cut out over the next several months, but I am very confident it will make the right recommendations to keep Lake Orion Community Schools among the best in Oakland County and Michigan.

We believe in transparency and all information shared with the committee is posted on the school district’s website. The public is invited to observe the meetings, with the dates listed online as soon as they are determined. I also welcome people to share their thoughts by contacting me directly.

In the meantime, I hope our students, families and staff enjoy the last days of the summer and the beginning of another great school year. Go Dragons!
**Stories in the Park**

*Thursday, August 20 @ 10:00a*

Join us at Children's Park in downtown Lake Orion for an all-ages, fun-filled, FREE family storyline!

---

**Summer Reading Finale**

*Teen Overnight Lock-In*

*Friday, August 21 @ 9:30p-Saturday, August 22 @ 6:00a*

Teens bring sleeping bags, watch movies, play video games, do crafts, and eat! Register at orionlibrary.org/calendar. Incoming 6th graders who participated in the teen summer reading program are eligible to attend the Lock-In until midnight.

---

**Magician Gordon Russ**

*Saturday, August 22 @ 11:00a*

Don't blink an eye! Gordon Russ, magician to the world, will perform his unique brand of illusion. All ages welcome!

---

**Grand Prize Drawings**

*Saturday, August 22 @ 11:45a*

Youth Drawings (must be present to win)

*Saturday, August 22 @ 11:45a*

Adult Drawing (do not have to be present to win)

All adults who attend will receive a treat!

---

**Movies in the Afternoon**

*Thursday, August 27 @ 2:30p*

All ages welcome at the library to see *The Incredibles*. Free popcorn too!

---

**September is Library Card Month**

Sign up for a library card throughout the month of September and be entered into a drawing to win a gift card to a local restaurant. Come explore all that your library has to offer!

---

**Blood Drive**

*Wednesday, September 2 @ 9:30a-6:30p*

There is always an urgent need for blood so please give - Be A Lifesaver! Sign-up online at redcrossblood.org, sponsor code orionlibrary, or call 1.800.733.2767.

---

**Outdoor Yoga**

*Thursdays, September 10, 17, 24 @ 6:30p*

Join yoga instructor Renee Westcott for a series of three Hatha yoga classes outside the library. Register for one or all three classes at orionlibrary.org/calendar. Teens and adults welcome! Please bring towel or yoga mat. In case of rain, classes will held indoors.

---

**Little Scientists**

*Saturday, September 12 @ 10:00a*

This hands-on science program for 3-6 year olds is a collaborative effort featuring Ms. Christine, science guru from Poe Wee Patch Preschool, and our science-loving librarians.

---

**Paint Creek Boys Concert**

*Saturday, September 12 @ 3:00p*

Enjoy this blend of country, folk and bluegrass music on the lawn at the library. All ages welcome!

---

**Outside the Lines September 13-19**

The library invites the Orion community to experience the library in a whole new way! Outside the Lines is a global initiative designed to reintroduce libraries to their local communities. The OTPL will be having a variety of events during the week of September 13 throughout the community.

See orionlibrary.org for a complete list of events and activities happening throughout the week.

---

**Read Around the Community**

Take photos of yourself reading around the community the week of September 13 and submit them to bholin@orionlibrary.org for our online photo gallery. All submissions will be entered into a random drawing for a prize. Details online at orionlibrary.org.

---

**Bike the Polly Ann Trail with the OTPL**

We will end the Outside the Lines week with a family-friendly bike ride at the library anytime between 10:00a and 1:00p on Saturday, September 19. An officer from the Oakland County Sheriff's department will be at the library from 10:00a-10:30a to share bicycle safety tips with families. Bike south on the Polly Ann Trail to Yates Cider Mill for a free donut and cider, then turn around and return to the library for a total of 5 miles and receive a prize!
Money Matters for Kids

hat money could be an education, but you can’t count on it. More money skills in: “Money stops genisys Credit
 sleeping children programs or cy education management

Get your allowance and teaching them theirs, you as well as things you can

Lake Orion farmers market Wednesdays
now-Oct. 21, 2-7pm, 93 S. Anderson St. (next to Orion Art Center), Aug. 19: Safety Patrol;
Aug. 26: Iron Belle Trail Day.

Summer Concerts Wednesdays 7-9pm,
Children’s Park, downtown Lake Orion, next to Farmers Market. Bring blanket/lawn chairs.
Aug. 19: The Smokin’ 45’s– Blues & rock;
Aug. 26: Toppermost Beatles–Beetle’s tribute.
Hungry Howie’s pizza available for purchase.

Family Pizza and Bingo Night Thursday,
Aug. 20, 5:30-7:30 pm $5. Prizes awarded to
Bingo winners. Orion Center, 1335 Joslyn Rd.

Movie Night in the OC- Sandlot, Aug. 20,
6:30pm. Free. Orion Center, 1335 Joslyn Rd.

Power of the Arts show on display at the
Orion Art Center, 115 S. Anderson St., downtown
July 17-Aug. 29.

Summer programs at Orion Library:
Register at orionlibrary.org/calendar, 248-693-
3000 or 825 Joslyn Rd.
-Stories in the Park Thursday, Aug. 20, 10am.
All ages are welcome at Children’s Park in
downtown LO for a fun family experience.
-Night Lock-In Friday, Aug. 21, 9:30pm-
Saturday, Aug. 22, 6am. Teens who partici-

pated in the Teen Summer Reading Program are
eligible to bring sleeping bags and sleep in
the library and watch movies, play video
games and capture the flag, do crafts, and eat.
There is also a Midnight Lock-In for 6th
graders who participated in the Teen
Summer Reading Program on Friday, Aug. 21,
9:30pm-midnight.

Summer programs at Seven Ponds Nature
Center, 3854 Crawford Rd, Dryden. Nocturnal
Adventure (ages 10 & up) Friday, Aug. 14,
6:30-9:30pm. Spend evening in woods and
learn about nocturnal creatures. Cost $6. For
info 810-796-3200.

Oxford/Orin FISH needs volunteers on the
2nd and 4th Saturdays of every month at the
pantry, from 10am-noon. 248-628-3933.

Painted Trees of Hawaii photography exhibit
by Kelly Dunn at Oxford Library, 50 Pontiac Rd.
June, July and August. 248-628-3034.

Adult Children of Alcoholics Group Thurs-
days 6:30-8pm Aug. 13- Sept. 17 at
Willows Edge Healing Arts Center, 51 S
Washington, Ste. F, Oxford. Join a journey of
healing and insight as dysfunctional family systems and behavioral patterns that lead to
chronic emotional pain in adulthood are ex-
plored. Learn to let go of old harmful beliefs
and learn new skills to foster healthy rela-
tionships. Register at 248-860-0808.

Bump in Baby Expo Saturday, Aug. 22, 10am-
2pm, Orion Center, 1335 Joslyn Rd. Meet with
professionals who can help with all things
baby-related.

Golf Outing benefiting Blessings in a Back-
pack Aug. 23, Registration begins 8am. Close-
the hole, longest drive, Vegas hole, skins, beverage car, raffle, 3700 Metamora

Donate blood Monday, Aug. 24, 2-7:45pm.
Great Lakes Athletic Club, 3800 Baldwin Rd.,
Orion Twp. Monday, Aug. 31, 2-7:45pm.
Church of Christ Lake Orion, 1080
Hemmingway. Schedule an appt. at
redcrossbLOOD.org or call 1-800-733-2767.
Walk ins welcome.

Friends of the Orion Center Seniors meet
10am on 4th Wednesday of each month at
Orion Center, 1335 Joslyn Rd.

Swiss Steak Dinner, $12. Wednesday, Aug.
26, 4:30-7pm. Hoyth HUMC, 550 E. Silverbell,
Lake Orion. 248-393-2360.

Upcoming School Board Meetings.
Interested in what’s happening in the Lake Orion
School District. Board meetings typically held
at 7pm on the 2nd and 4th Wednesdays of
the month at the Administration Building. 315
N. Lake St, downtown LO. August mgs
are: Aug. 12, 26.

Free Movies in the Afternoon Movies in the
Afternoon at Orion Library, 825 Joslyn Rd.
Aug. 27: The Incredibles, 2:30pm. Free pap-
corn. All ages welcome.

Adaptive Dance for special need and indi-

Continued on page 9
CABLE PROVIDERS
Comcast provides cable television service to the entire Orion area. (888) 266-2278
comcast.com

AT&T provides cable television service to some areas in Orion. Check their website or call AT&T to find out if service is available to your home. (800) 288-2020
uverse.att.com

If you have a problem with a cable provider that you cannot resolve, you may contact one of these commissions:

Orion Community Cable
Communications Commission
1349 Joslyn Road
Lake Orion, Michigan, 48360
Phone (248) 393-0147
orioncablecommission.org

Michigan Public Service Commission
Attn: Video Franchising
P. O. Box 30221
Lansing, Michigan 48909
Phone: (800) 292-9555
Fax: (517) 241-2400
michigan.gov/mpsc

ACCESS CHANNELS

Public (Comcast 10, AT&T 99) Programs produced by local residents, staff produced programs for and about Lake Orion. Community events and non-profit announcements. Free message board.

Education (Comcast 22, AT&T 99) School Board meetings and agendas. Calendar of events for each school building. School closings.


All three access channels Stream Live on orionONTV.org. Meetings are also archived and indexed, allowing viewers to skip to agenda items of interest.

To learn how to produce your own programs or be trained to crew for ONTV, the first step is a FREE Orientation Session. Check our website orionONTV.org, call (248) 693-3377 or email onty@orionONTV.org to find out when the next orientation is scheduled.

COMMUNITY GROUPS

Orion Art Center
Providing the community with; art classes in ceramics, painting and drawing, as well as kids art camps, farmers market, gallery openings and displays, art contests, scholarships, music, events, and the Lake Orion Dragon on the Lake Festival. Check out our website to sign up for classes and our current events.
115 S Anderson St.
Lake Orion, MI 48362
(248)693-4986
orionartcenter.org

Orion Township Public Library
825 Joslyn Road
Lake Orion, MI 48362
(248) 693-3000
Mon- Thurs 9:30 am-9:00 pm
Fri & Sat 9:30 am-5:00 pm
Closed Sundays

Paint Creek Boys
Bluegrass Concert
Saturday, September 12 @ 3:00 pm
All ages are welcome!

Haunted House
October 26-29, 6:00 pm - 8:00 pm
Drop in if you dare for the annual kid-friendly Haunted House put on by teen volunteers. Ages birth to 5th grade are welcome.

The Giving Season: Author Fair
Saturday, December 5, 1:00 pm - 4:00 pm
Meet authors and illustrators from the Detroit Metro area. Books for readers of all ages will be available for signing and purchase. This is a perfect chance to find holiday gifts!

For more program details or to register visit orionlibrary.org/calendar/
ORION TOWNSHIP PUBLIC LIBRARY
825 Joslyn Road
Lake Orion MI 48362
248.693.3000

Hours:
Mon-Thurs 9:30a-9:00p
Fri & Sat 9:30a-5:00p
Closed Sundays

Dragon Award—Vote for Books!
Monday, September 14—November 3
Vote for the Third Annual Dragon Award! Details online at orionlibrary.org/youth. Save the Date: Dragon Award Victory Party—Wednesday, November 4 @ 7:00p

Game On!
Tuesdays: September 22—December 15 @ 6:30p
Drop into the Youth room for a fun evening playing games! Board games, card games, chess, checkers, and more! Grades K-5, drop in, limit 20

Haunted House
October 26-29, 6:00p-8:00p
Drop in if you dare for the annual kid-friendly Haunted House put on by teen volunteers. Ages birth to 5th grade
Paint Creek Boys Concert at the OTPL on Saturday, September 12 at 3:00p! Weather permitting, we will savor the last warm days of summer and enjoy the concert out on the lawn at the library. All ages welcome!

Orion Township Public Library shared Goodwill Librarian’s photo.
Perfect recipe for our cloudy day.

Rainy weather + Good book + Hot coffee = Perfect day

24 people like this.

● Ray Harris likes this.

Orion Township Public Library One of the reasons I love living in Michigan, you can count on those grey days!
Dawn Woodward Especially nice in in a room with a cozy couch, a cat and a metal roof. Bliss. ....

Orion Township Public Library

We are getting ready for Outside The Lines which takes place next week, September 13-19. This is a global campaign to reintroduce patrons to our library. We have a lot of special programs, activities and pop-up libraries (where you can win prizes!) planned! #getOTL. Check out our website for more details.

Lori Salley McGeary and 4 others like this.
Orion Township Public Library
September 8 at 9:08am ·

Check out this week's Project Orion @ Your Service table in the library lobby to learn more about Barn Daze happening this Saturday at Friendship Park. Stop by the library table between 11:00a and 5:00p for library freebies during Barn Daze!

Orion Township Public Library
September 3 at 10:36am ·

The Orion Township Public Library will be closed on Saturday, September 5 through Monday, September 7 for Labor Day weekend. The library will reopen on Tuesday, September 8 at 9:30a. Enjoy the beautiful weekend weather!!

Orion Township Public Library updated their cover photo.
September 3 at 10:34am ·

Like Comment Share

26 people like this.

Liz Goble Think Spring!
Here are some great ways to store all those books you borrow from Orion Township Public Library.

19 Rad Bookshelves For Your Home (or Dream Home)
Check out these 19 unique, fun, practical, and impractical bookshelves.
BOOKRIOT.COM

September is National Library Card Sign-up Month! We are hoping to reach a goal of 350 new sign-ups this year. Those who sign-up will be eligible to be in a drawing for a $25.00 gift card to 51 North Brewery.

There is no age requirement. We provide library for all ages!

Library Blood Drive - Wednesday, September 2, 9:30a-6:30p - there is always an urgent need for blood so please give - Be A Lifesaver! Sign up online at redcrossblood.org, sponsor code: Orionlibrary, or call 1.800.733.2767.
Orion Township Public Library shared Fullerton Public Library's photo.
August 31 at 10:02am

―

Orion Township Public Library
August 29 at 1:26pm

Check out this blog post for a behind-the-scenes look at the desks of some emerging children's book illustrators!
http://www.slate.com/.../jake_green_photographs_emerging_chil...

The Creative and Colorful Desks of Children’s Book Illustrators

Like many parents, Jake Green often found that his favorite books to read to his kids were those that had been read to him as a child. But two years ago, while...

SLATE.COM

—

2 people like this.
Orion Township Public Library shared Magician Gordon Russ's post.
August 28 at 9:53am

We loved having you here! It was a wonderful show and our patrons really enjoyed your magic and humor.

Magician Gordon Russ added 9 new photos.

Last week I had a lot of fun at the Orion Township Public Library. One of my largest library crowds of the summer. Good fun and Great times in Orion Township. Once again I was foiled by Gus the Bunny, who correctly guessed the card that was chosen.

• 4 people like this.

Orion Township Public Library shared Library Journal's photo.
August 27 at 11:37am

Library Journal

One picture is worth a thousand words. #publiclibraries

CREDIT: Chris OBrion - http://chrisobrion.com

• 63 people like this.

Norman Leon Agreed, 100%.
Like · Reply · August 27 at 2:18pm
Thank you to our Gardening Angels! Have you noticed how beautiful our flower beds and landscaping look at the OTPL lately? A big thank you to our "Gardening Angels," Diane Anderson, Connor Kingston, Joseph McDaniel, La McDaniel, and Catherine Schneider, who have dedicated so much time and effort to plant, weed, and maintain the outside area.

Suzanne Radabaugh, Lori Salley McGeary and 26 others like this.

● 1 share

Lori Salley McGeary Thanks for all of your wonderful efforts to help our library look so beautiful!
Like · Reply · 2 · August 27 at 10:52am

Suzanne Radabaugh Great job the gardens have never looked better. We have some secret angels too, a patron told me yesterday he always brings a watering can in his car in case the planters out front need a quick drink! #librarylove
Like · Reply · 3 · August 27 at 11:20am

Stuck in a reading slump? The library has a service called "Your Next Few Books!" You fill out a form and tell us a little about what you like (and hate) to read and within 1-2 days we will email you back with a personal list of recommendations. http://orionlibrary.org/your-next-few-books/

Your Next Few Books! - Orion Township Public Library

In a reading rut? Looking for something perfect for your next read? Ask a Librarian! Tell us a little bit about what you like (and hate!) to read and within 1...

ORIONLIBRARY.ORG

Like · Comment · Share

● 8 people like this.

● 2 shares
Orion Township Public Library
August 25 at 8:18am ·

Movies in the Afternoon at the Orion Township Public Library - Thursday, August 27 at 2:30p. Bring the kids to watch The Incredibles! Free movie and free popcorn! All ages welcome!

Orion Township Public Library
August 24 at 4:23pm ·

Did you know that we have a WishList? You can help the library by making a donation or volunteering your time. Please follow the link below to learn more!
http://orionlibrary.org/library-wishlist/

Library WishList - Orion Township Public Library

Make a Donation Click above and browse our WishList categories. Discover a variety of ways you can help. You can purchase a book or make a cash...
ORIONLIBRARY.ORG
Orion Township Public Library added 36 new photos to the album: Youth Summer Reading Finale 2015.
August 22 at 2:10pm

Our Summer Reading Finale with Magician Gordon Russ

Orion Township Public Library added 14 new photos to the album: Youth Summer Reading Prize Winners 2015.
August 22 at 2:06pm

12 people like this.

Orion Township Public Library

7 people like this.

1 share
Summer Reading is coming to a close tomorrow!! Come by the Orion Township Public Library and see Magician Gordon Russ at 11:00a, followed by the Grand Prize Drawings at 11:45a. Any child who completed the Rubber Ducky Club or all 3 levels in the Every Hero Has a Story Summer Reading Program is eligible for prizes. Participants must be present to win.

Three of our lovely librarians giving #bookface a try. Feel free to share your bookface in the comments below!
**Orion Township Public Library** added 6 new photos to the album: Color My World — at Orion Township Public Library.
August 15 at 10:57am ·

Kids had a blast this morning learning about science and art by exploring color. #MoreThanBooks

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**Orion Township Public Library** added 8 new photos to the album: Teen Volunteer Lunch 2015 — at Orion Township Public Library.
August 13 at 1:26pm ·

We had a great Teen Volunteer Lunch! Continued thanks to all the teens that volunteer the time to make our Library so great!

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- [Lori Salley McGeary](https://www.facebook.com/LoriSalleyMcGeary) and 10 others like this.

  **Mary Gnodtke Painter** Love my library<3
  Like · Reply · 1 · August 15 at 11:50am

- [You, Stephanie Akers Knight](https://www.facebook.com/StephanieAkersKnight) and 10 others like this.

  **Erica Boehm Kingston** nice work teens. Wish Connor could've been there with you all.
  Like · Reply · August 13 at 10:38pm
Orion Township Public Library added 12 new photos to the album: Really Big Game Day — at Orion Township Public Library.

August 8 ·

What a blast playing games all day!
Dear Karen,

Welcome to this week’s round up of information on professional development programs and events from MLA and other organizations serving the library community.

MLA 2015 Offers More Than 50 Education Sessions
This year's annual conference features more than 50 programs on topics such as cloud computing, trustee resources, data analytics, millage elections, FOIA, building school outreach and much more. In addition, the All Conference and Poster Reception will feature 10 poster sessions to extend learning beyond the classroom. New for 2015 is the Executive Exchange, an unconference in a conference. Early bird registration discounts expire September 11 - act now for maximum savings! More Information

Events Provide Opportunities for Networking and Fun
A great conference is about more than programming. Just as important is the opportunity to relax and enjoy the company of your fellow attendees. MLA 2015 offers a variety of events designed to connect colleagues and facilitate fun. Morning coffee service, the All Conference and Poster Reception and Your Professional Connection are included with registration; other events such as the President’s Reception and Hats Off to Learning are available with an additional ticket purchase. More Information
MLA Program Seeks Mentor Candidates
To be successful in any field, aspiring leaders require role models and guidance. That is especially true of library science, where students and emerging professionals have such a wide range of specialties to choose from. If you are a public, academic or special library professional who has a desire to help others grow through your experience, please consider applying to the MLA Mentor Program. Not only will you provide guidance and expanded growth opportunities for your mentee, the experience you gain by mentoring someone can facilitate your own professional growth, making you more of an asset to your organization. More Information

New Tools to Help Libraries Engage Communities
The American Library Association (ALA), in partnership with The Harwood Institute for Public Innovation, has released three new tools to help libraries engage their communities, focus efforts where they are needed most and lead positive community change. The tools are the final pieces of a set of community engagement resources created for libraries as part of ALA’s Libraries Transforming Communities initiative. Taken together, the collection - which includes worksheets, conversation guides and webinars - teaches libraries to "turn outward," making their communities the reference point for the libraries' work. More Information

DALNET Education Forum - August 10
Join MCLS on August 26, at 9:30 am for a brief, half-hour, free webinar on utilizing MeL legal resources. Learn from your colleagues, practitioners in the field who regularly utilize MeL legal resources to provide their patrons with the information they need. You will hear from both the public library and special/academic legal library perspectives. Registration is free and open to all Michigan library staff. More Information

Save the Date: Small and Rural Libraries Conference
The Loleta Fyan Small and Rural Libraries Conference will be held at Grand Hotel on Mackinac Island, May 4-6, 2016. The conference is a specially crafted event for whose goal is to reach the informational needs of small and rural library staff members from every area of Michigan. The three day conference will feature vendors, awards, keynote speakers and an array of sessions all geared to rural and small libraries. More Information

Would you attend MLA 2015 if you could go for FREE?
Don't let financial issues stand between you and an enriching education opportunity. MLA has a scholarship fund to assist individuals with defraying costs for attending MLA 2015 Annual Conference.

For more information, visit the [MLA website](http://www.milibraries.org) for an application and further information. But don't delay, the deadline for submission is **September 1, 2015**.
Dear Karen,

Welcome to this month's roundup of advocacy news. Read on for information on recent millage victories for MLA members, the current status of road funding talks, updates on TIFA legislation that could impact library millages, tax breaks for big box retailers, an update on PPT reimbursement, proposed changes to federal overtime pay, eight ballot issues on the November 2016 ballot and in our feature column, ALA offers free school library advocacy packs.

Libraries Pass Millages
Congratulations to Superior District Library, Stair Public Library and Buchanan District Library. The August 4 millage proposals for all three libraries were passed. Great work on the part of the libraries and their communities.

No Road Fix Yet
Lansing’s legislators are back in district until after Labor Day. Despite scheduling sessions during the summer months, neither chamber was able to come up with a solution to fund repairs to Michigan's bumpy roads. Watch for further developments in September.

Dedicated Library Millages Should Fund Libraries
The MLA Legislative Committee and GCSI continue work on Tax Increment Financing Authorities (TIFA) legislation that would prevent some of the tax siphoning from library millages. Next month you will be asked to contact your legislators and request their support of legislation that would ensure dedicated library millages go to the library, unless the library board decides differently. I will keep you informed of our progress.
Big Box Stores Are Getting a Big Break from the Tax Tribunals
The Michigan Tax Tribunal continues its practice of reducing tax obligations allowing thriving big box stores to be taxed at the same rate as closed-down, abandoned stores. In some cases, libraries have been forced to pay back thousands of dollars in tax revenue. Librarians from the Upper Peninsula to southeast Michigan are facing the loss of thousands of dollars in tax revenue. Sen. Tom Casperson (R-Escanaba) has assured us that his four-bill package will offer some relief for those problems. We are waiting to review the language which is aimed at softening the effects of Tax Tribunal rulings.

Update for Personal Property Tax Reimbursement
The Michigan Department of Treasury has asked MLA to share with libraries the 2015 Form 5192 for claiming personal property reimbursement for millage levied in July 2015 used to pay debt. The form is available at:
http://www.michigan.gov/taxes/0,4676,7-238-43535_53197-316719--00.html

Changes to Federal Overtime Pay Proposed
Regulations are pending that would raise the salary threshold at which workers qualify for overtime pay. While this proposal would negatively impact associations such as MLA, it could also impact library employees. Many employees currently qualify as exempt from overtime eligibility because their annual salary is greater than $23,660 and because their primary duties fall under the executive, administrative and professional (EAP) exemption included in the original Fair Labor Standards Act of 1938. Full Story

Eight Ballot Issues Crowd the November Ballot
Currently there are eight ballot issues scheduled for the November 8, 2016 general election. MLA lobbyists GCSI (Governmental Consultant Services Inc.) have put together an outline of the proposals along with links to the language. Full Story

Free School Library Advocacy Packs Available Through ALA Store
School library advocacy packs containing tools to spread the word about the many ways school librarians are transforming teaching and learning are now freely available through the ALA online store. Generously sponsored by Bound to Stay Bound Books (BTSB), these specially created packs are available while supplies last. Valued at $29.99, school library advocates pay only for shipping.

The advocacy pack includes 25 copies of a limited print edition of the digital supplement AASL produced in collaboration with American Libraries, "School Libraries Transform Learning." The pack also contains assorted brochures from the "School Library Programs Improve Student Learning" advocacy series, another AASL advocacy tool generously sponsored by BTSB. More Information
Dear Karen,

Welcome to this month’s round up of networking, collaboration and resources to build stronger libraries and library professionals. 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.

MLA 2015 Early Bird Deadline is September 11
The annual conference work group is putting the finishing touches on MLA 2015 and getting ready to roll out the red carpet to welcome you to Novi next month. Speakers and sessions are set, the exhibit hall has sold out and fun networking events await. The only thing missing is you! Need help convincing the boss? Check out Make the Case to Attend. Financial incentives always help - the early bird deadline is next Friday, September 11. Register Now.

Free Driving Tests for Library Patrons
Your library is invited to join this driver education program at zero cost for the library and the patrons. The program will help your patrons prepare online for the theory part of their DMV test. No registration or library card number is required, no personal information is collected and there are no display ads. Join 1,000+ U.S. libraries (including 31 in Michigan) that are already using this program! More Information.
September is Library Card Sign-up Month
Snoopy, the world-famous beagle has been known as The Flying Ace, The Masked Marvel, Man’s Best Friend and the Literary Ace, among other personas. In September, he’s especially proud to serve as Honorary Chair of Library Card Sign-up Month - the perfect time to remind parents and children that a library card is the most important school supply of all. Visit the ALA website for free resources, tips and ideas to help promote library card sign-up in your community. More Information

I Love My Librarian Award
Did you just wrap up another amazing summer reading season? Perhaps you are in the midst of educating freshman about the tools at your academic library? Or maybe you are helping teachers supplement their classroom instruction with library resources? Whether you are a public, school or academic librarian, the work you do every day has the power to transform the lives of the people in your community and you deserve to be recognized for your accomplishments. This year, The New York Public Library is joining Carnegie Corporation of New York, The New York Times and ALA in asking members of the public to nominate their librarian for a 2015 I Love My Librarian Award. More Information

TLN Tech Forum Registration Deadline is Sept. 11
Don't miss the opportunity to register for The Library Network's Technology Forum to be held October 2 at the Bloomfield Township Public Library. This day-long event includes a keynote on emerging technologies from Brian Pichman, Director of Strategic Innovation, Evolve Project, as well as your choice of four breakout sessions and a closing Tech Talk on lending electronic devices. Registration is $30 and includes continental breakfast, lunch and afternoon snack. All Michigan library staff are welcome and encouraged to attend. Registrations are due September 11. More Information

Free Conflict Resolution Webinar from WebJunction
Are you looking for training on how to handle conflict? If so, then add this upcoming webinar from WebJunction on your calendar for September. Growing Through Conflict: Healthy Workplace Communication will explore ways to use healthy communication skills to address conflict and proactively contribute to a happier workplace. This webinar will take place September 10, 3:00-4:00 p.m. EST. More Information
**FOML Fall Workshop - October 1, Petoskey**

Friends can play a vital role as advocates for the library and its services. Join Friends of Michigan Libraries as they explore how Friends can work with the director, library staff and trustees to carry out cooperative and collaborative activities which make the library a center of the community at their Fall Workshop, "Community Engagement: How Friends Can Promote the Value of Your Library," October 1 at the Petoskey District Library. [More Information]

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**Free MeL Webinar - The New MeL Lineup**

Please join MCLS on September 30 at 3:30 PM for a brief, half hour webinar focusing on the new resources available in MeL starting on October 1, 2015. Registration is free and open to all Michigan library staff. [More Information]

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**IMLS National Medal for Museum and Library Service**

Each year, the Institute of Museum and Library Services presents select museums and libraries with the nation's highest honor, the National Medal for Museum and Library Service. IMLS is now accepting nominations for the 2016 award which recognizes libraries and museums that make significant and exceptional contributions in service to their communities. Nomination forms are due October 1, 2015. [More Information]

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**Reminder: NEW Networking Page on MLA Website**

We have found the number of valuable resources, programs, education and networking opportunities available in the library community far exceeds our ability to share in this monthly email format. So we have created a new networking page under the Career Resources tab on the MLA website to bring you more of what you love from the MLA Weekly: Networking newsletter.

Check the page often to see what new programs and resources are available within the library community to support the success of your library and staff.

If you would like to have your program or resource featured on this page, please email summary information and applicable web links to Laura Covey at lcovey@milibraries.org.

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**Stay Connected**

[Facebook] [Twitter]
Dear Karen,
Welcome to this week's round up of all things membership. Read on for messages from our leadership, MLA news, member news and more.
As always we welcome your feedback and ideas at MLA@milibraries.org.

Your MLA membership will expire on: 6/1/2016
Visit the MLA website to renew your membership or update your profile (login required.)

President's Update
Those of us lucky enough to live in the central Upper Peninsula know that we're experiencing a tremendous blackberry season. We also know that good berries mean good pie and good pie is meant to be shared.

This month I struggled with what to write about. Please indulge me as I share a story about pie. Or maybe it's about building relationships with the library's community and how a simple idea became the symbol of my leadership style. I'll leave it to you to decide. Continue reading President's Update

Executive Director's Desk
Recently MLA staff attended the American Society of Association Executives (ASAE) conference held in Detroit. This international conference is held annually and showcases best practices, trends and professional development for association professionals. Due to its proximity this year, we planned the MLA staff professional development budget so all staff could attend. The overarching topics at this conference focused on trends and forecasting. Additionally, mentoring, and leadership development and training, especially preparing the next generation of association executives was highlighted. Like library leaders, association directors are largely boomers, many on their way to retirement. Continue reading Executive Director's Desk
Early Bird Deadline is Tomorrow, September 11

MLA 2015 Annual Conference opens in less than seven short weeks. Thankfully you still have time to register and take advantage of early bird discounts. You can save up to $40 on the member advanced registration price and up to $70 on the member on-site fee. But you have to act quickly - the early bird registration discount ends tomorrow - **Friday, September 11**.

Register for MLA 2015

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Ypsilanti District Library Welcomes New Director

The Board of Trustees of the Ypsilanti District Library (YDL) welcomes Lisa Hoenig as the Director of the library. Hoenig fills the position vacated by Jill Morey, who will retired after 15 years of service at YDL’s helm. Hoenig assumed her new duties in Ypsilanti on September 8, 2015. Hoenig comes to the Ypsilanti District Library from the Redford Township District Library (Redford, MI) where she has served as Director since 2011. Prior to that, she was Director of the Wixom Public Library (Wixom, MI) for 6 years.  

[Full Story](#)

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Spotlight on Success: Share Your Story!

*Spotlight on Success* features member generated content sharing progressive library programs to inspire ideas and spark exchange among MLA members. If you would like to suggest a program to spotlight, please contact Laura Covey, Director of Membership, Communications and Marketing at [lcovey@milibraries.org](mailto:lcovey@milibraries.org) or (517) 394-2774, ext. 225.

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Grand Rapids Public Library: Tim Gleisner

Trust me on this: If you ever find yourself playing a game of Jeopardy when the category is Grand Rapids history, you want Tim Gleisner on your team. Though he’s only been in his role as Head of Special Collections at the Grand Rapids Public Library for seven years, his knowledge of everything from local Native American tribes to Lucius Lyon to the history of Grandville Avenue is impressive.  

[Full Story](#)

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MLA Member Christine Hage Launches ALA Election Campaign

* I am a candidate for ALA President. I am contacting key people to ask for their advice and if possible your support. I have not firmly settled on a theme, but I’m leaning toward a tag line of ALA in the Lead or ALA at the Table. Your comments are welcome.

I believe that ALA can have a tremendous impact on all kinds of libraries when we focus on national issues. I am particularly interested in the Information Policy strategic direction that ALA is taking. The work of the Digital Content Working Group (DCWG) has had a tremendous impact on getting more ebooks into libraries with more pricing models. This is just one example of ALA’s success on a national project.
I’m interested in any advice you can give me. I hope you will be willing to support my candidacy as well. I look forward to hearing your thoughts. Please be frank with me. You can reach me at: Christine.Hage@rhpl.org
Director’s Report  
September 17, 2015  
Karen Knox  

August remained just as busy as the rest of the summer at the library. When the Summer Reading Program ended on August 22, we had a total of 969 kids, 179 adults, and 251 teens – all of these numbers are greater than our 2014 totals.

We had an all-library program on Saturday, August 8 called our Really Big Game Day! We had about 72 people of all ages stop by the library that day to play board games with family and friends. We also had 26 adults come and learn how to make sushi on August 3!

Our kids were especially active during the month of August, attending Bracelet Making Fun (21), Puppet Show (75), Movie – Big Hero 6 (80), Pete the Cat (2 sessions: 38, 49), See a Magician (34), Be a Magician (9), Little Scientists (34), Kindermusik (3 sessions: 26, 37, 58), Angelina Dance Party (45), Stories in the Park (42), and Movie – Incredibles (42). However, our biggest draw for the month was our Summer Reading Finale program featuring magician Gordon Russ, and approximately 350 people attended!

The teens were also busy this past month. They learned to play Quidditch (19), participated in our Super Smash Bros Brawl Tournament (42), and spent the night at the library for our Lock-In celebration at the end of Summer Reading (38).

A handful of staff members took part this summer in a professional development opportunity to read the book Contagious: Why Things Catch On. For those of us who read the book, Beth Sheridan led a book discussion as a learning lunch. We talked about the book and shared ideas on how we might apply some of the ideas to our library.

Staff have also been busy with other projects. We are getting ready to launch hoopla digital on September 14, so staff has been learning all about this new service. Kate has worked on finalizing the Time Tracs book by James Ingram. Kathleen attending the registration walkthroughs at the middle and high schools. Youth Services staff is planning their upcoming school visits.

The Michigan Activity Pass (MAP) program kicked off again on May 24. This is an entirely online program where patrons can check out passes to state parks, museums, and other organizations all across the state! The organizations provide discounted or free admission with the pass available from the library. I also received statistics on the Orion Township cardholders use of this program, and we had 15 passes checked out during the month of August, for a total of 71 passes checked out so far!

The library was closed for the Labor Day holiday from September 5-7.
In case you haven’t seen it, the September/October ONTV show, Orion @ Your Library, is available here: [https://youtu.be/u0tVdYl4uGo](https://youtu.be/u0tVdYl4uGo). We worked with ONTV to reorganize our show, and this is the first episode in the new format. We will now be offering a show every other month, with a new design, including a round-table discussion, short segments by staff, and eventually a more in-depth feature story. Staff visited the ONTV studio to practice being in front of the camera and receive some tips from the ONTV staff. We’re excited about the way this one came out!

The latest issue of the Library Link was mailed to homes the last week in August. It is full (once again) of activities and events at the library!

As mentioned at last month’s board meeting, the library is going “Outside the Lines” for the week of September 14. This will include “pop-up libraries” around the community, special contests, and a chance to market the library in new ways. All the details are online and in the newsletter.

In addition, September is National Library Card Sign-up Month! We are tracking how many new library cards we issue this month on a chalkboard in the lobby, with the goal of reaching 350 new cards!

The Friends’ next board meeting is September 24. They will be attending the Love Inc. Car Show at Golling Buick GMC on September 19 to promote the Friends. Their Autumn Used Book Sale is coming up the week of September 21.

Reminders and other notable upcoming events for the Library:

- September 19 – Bike the Polly Ann Trail, 10a-1p
- September 21 – Township Board Meeting: Public Hearing regarding the intent to create the Brown Road Corridor Improvement Authority, 7p
- September 21-26 – Friends Autumn Used Book Sale
- October items – Calendar of 2016 library closings, Finance committee meeting for revised budget, Michigan Library Association annual conference
<table>
<thead>
<tr>
<th>Statistics</th>
<th>Current month</th>
<th>This month last year</th>
<th>Current FYTD</th>
<th>Previous FYTD</th>
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</table>
# Orion Township Public Library
## Board of Trustees Building Committee Meeting, 9/9/2015
### Minutes

<table>
<thead>
<tr>
<th>attendance</th>
<th>Policy</th>
<th>Finance</th>
<th>Fund Development</th>
<th>Board development</th>
<th>Building</th>
<th>Technology</th>
<th>Strategic planning</th>
<th>Human Resources</th>
<th>Director Evaluation</th>
</tr>
</thead>
<tbody>
<tr>
<td>x President</td>
<td>MaryAnne Thorndycraft</td>
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<td>x Vice-President</td>
<td>Mary Pergeau</td>
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<td>x Treasurer</td>
<td>James Phillips</td>
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<td>x Trustee</td>
<td>James Abramczyk</td>
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<td>Secretary</td>
<td>Mike Luna</td>
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<td>Trustee</td>
<td>Bert Quinn</td>
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<td>x Director</td>
<td>Karen Knox</td>
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1) Call to order @ 6:00 p.m.

2) Agenda:
   a) Parking Lot Repair RFP bid review
   b) HVAC system engineering proposal for preparing RFP scope

3) Call to Public – None present.

4) Discussion Items
   a) Parking Lot RFP contractor bids
   b) HVAC engineering proposal
   c) Adult Library renovation plans updated by the Director including the possible use of State of Michigan and Federal “pre-bid items” programs for purchasing furniture and other items. Compliance with Purchasing Policy discussed. Director to send committee members information on both purchasing programs.
   d) Annual Preventative Maintenance plans were presented as suggestions for possible use at the library.

5) Action Items
   a) Director to proceed with a contract with the HVAC engineer to help with the HVAC RFP scope, this being within her spending authority. Meeting to be scheduled with engineer, Knox, Morris and Phillips.

6) Motions to be recommended to the Library Board.
a) The Parking Lot Repair project is to be presented to the full board for approval as follows: Radiant Paving proposal of $11,625 for pavement repairs and Birmingham Seal Coating proposal of $14,355 for curb repair, crack filling, seal coating and striping are suggested for approval with a total job cost not to exceed $30,000.

7) Meeting adjourned at 7:10 p.m.

 Recorded by:
 James Phillips
 Treasurer, OPTL Board of Trustees
August 30, 2015

Orion Township Library
824 Joslyn Road
Lake Orion, MI 48362
Mr. Jim Phillips

Subject: Proposal for Professional Services
HVAC Upgrade

Dear Jim,

Mechanical Electrical Engineering Consultants, PC (M.E.E.C.) proposes to provide the Mechanical Engineering services for the above referenced project, subject to the following agreement:

SERVICES TO BE PERFORMED

Included in this Proposal are the following specific items of work:

1. Scope of Project:

   M.E.E.C. shall prepare a RFP that can be distributed to mechanical Design/Build contractors that will provide a detailed scope of work for the upgrade of the existing HVAC system. This will be a narrative that can be accompanied by the original design documents.

2. An allowance is built into the contract amount for expenditures on telephone calls, reproduction for coordination of systems, postage and/or freight, and deliveries. Overnight shipping at owner’s request shall be a reimbursable fee.

3. Provide site visit to observe existing conditions and determine the extent of new work to be performed to incorporate the systems required.

4. Provide required code check for design and construction requirements.

5. Provide review of mechanical contractors proposals for compliance with contract documents.

6. Provide Professional Liability Insurance.
SERVICES NOT INCLUDED

1. Reproduction of contract documents for owner’s review, permit submittals and bidding and construction. (Reproduction of drawings for coordination and review will be provided.)

2. Re-evaluation of contract documents for cost cutting measures and/or product evaluation for project cost reduction. "Value Engineering"

3. General contract management, including processing of the contractor’s request for payment.

4. Preparation of "As-Built" drawings.

5. Review of mechanical shop drawings.

6. Field visits and site observation during construction, over what was indicated.

7. Final site observation and preparation of final punch list.

8. Services for bidding and negotiating.

MISCELLANEOUS

1. Any revisions by the owner and/or architect resulting in change of scope of work or the preparation of alternates will be completed at the hourly rate. (See "Schedule of Hourly Rates" included.)

REIMBURSABLE EXPENSES

1. Reimbursable expenses are in addition to compensation for basic and additional services requested. Reimbursable expenditures shall be billed as actual expense plus 10% for administration.

2. Each additional field visit shall be billed at the rate of $145.00 per hour, which includes travel time, plus all other incurred travel expenses.

3. The following is a breakdown of our printing charges:

   a. Blueline 24 x 36 $ 2.00/sheet
   b. Blueline 30 x 42 $ 5.00/sheet

ENGINEERING FEES

1. The Engineering fee for the services as described will be a lump sum fee of $1600.00. (This fee is good for six months from the date of the proposal.)
SCHEDULE OF HOURLY RATES

<table>
<thead>
<tr>
<th>Classification</th>
<th>Hourly Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal</td>
<td>$145.00</td>
</tr>
<tr>
<td>Associate Engineer</td>
<td>$130.00</td>
</tr>
<tr>
<td>Project Engineer</td>
<td>$120.00</td>
</tr>
<tr>
<td>Engineer</td>
<td>$100.00</td>
</tr>
<tr>
<td>CAD Tech / Designer</td>
<td>$ 85.00</td>
</tr>
<tr>
<td>Specification / Support</td>
<td>$ 45.00</td>
</tr>
</tbody>
</table>

2. Termination Agreement:

The client agrees to pay for all engineering services up to the date of termination based on time spent and the above schedule of payroll rates.

INSTRUMENT OF SERVICES

The contract documents are Instruments of service for use solely with respect to this Project. MEEC and MEEC's consultants shall be deemed the authors and owners of their respective Instruments of Service and shall retain all common law, statutory and other reserved rights, including copyrights. MEEC grants to the owner a nonexclusive license to reproduce MEEC's Instruments of service solely for purposes of constructing, using and maintaining the project.

INVOICES AND PAYMENTS

Invoices for 90% of our engineering services will be submitted upon release of construction documents. The remaining 10% of our engineering services will be submitted upon shop drawing review completion, and/or no later than six months after CD's permit / construction date. Reimbursable expenses will be billed as we are billed by the appropriate vendor. Payments are expected within 30 days after your receipt of our invoices. Interest shall be due and payable on all past due accounts at the rate of 1-1/2 percent per month.

MEDIATION

Any claim, dispute or other matter in question arising out of, or related to this Agreement shall be subject to mediation as a condition precedent to the institution of legal or equitable proceedings by either party. The mediation shall be in accordance with the Construction Industry Mediation Rules of the American Arbitration Association currently in effect.
STANDARD OF CARE

The design professional (MEEC) shall furnish and provide the engineering services necessary to design the Project in accordance with the owner requirements, as outlined in the owner program and other relevant data defining the project. The engineering services shall be performed in accordance with the standard of professional skill and care required for a Project of similar size, scope, and complexity, during the time in which the Services are provided.

All articles contained in the AIA Document Standard Form of Agreement between Owner/Architect and/or Consultants (latest edition) including supplemental, shall be incorporated as part of this agreement.

TERMS OF PAYMENT

M.E.E.C. requires a 10% retainer for the total contractual fee, prior to the commencement of the project. It is the client's responsibility to furnish M.E.E.C. with a notice of commencement, and/or any other document which may be required by the project owner and/or the local, state and federal law. Refer to ACCEPTANCE page of this proposal for requirements.

INSURANCE

For the protection of our clients and our firm, we carry professional and general liability insurance. A copy of our certificate of insurance will be provided upon request.

Mechanical Electrical Engineering Consultants, PC has the experience and resources to successfully complete this project and we would appreciate the opportunity to be of service. If you have any questions regarding our proposal or wish to discuss any aspect of the project, please contact us.

Very truly yours,
MECHANICAL ELECTRICAL ENGINEERING CONSULTANTS, PC

James F. Busha, P.E.
President
ACCEPTANCE

If this proposal meets with your approval, please indicate your authorization to proceed by signing this ACCEPTANCE, keeping a copy for your records, and returning this ACCEPTANCE to us.

ACCEPTED BY: ______________________________
(Signature)

NAME: ______________________________________

TITLE: ______________________________________

DATE: ______________________________________

P.O. #: _____________________________________
(if applicable)

Note: In the event that signed acceptance is not provided on time, Project Kick Off meeting will constitute acceptance of this proposal.
Proposal # 9603-15

The following Proposal will consist of a thermal bonding process described below.

After heating the repair area, the surface is scarified with a rake removing all cracks, alligations, and high spots. Fresh asphalt, kept at 300 degrees is blended with the scarified asphalt and immediately compacted to form a thermal bonded joint free patch.

- Thermal Bond 155 Ea. (6' x 8') Heats @ $75.00 = $ 11,625.00
- Thermal Bond Ea. (4' x 6') Heats @ $45.00 = $ -

fill small holes n/c

NOTE AREA 11 WILL FIX BAD AREAS NOT ENTIRE AREA

Total $ 11,625.00

WE PROPOSE hereby to furnish material and labor - complete with above specifications, for the sum of:

<table>
<thead>
<tr>
<th>Payment to be made as follows:</th>
<th>WHEN COMPLETED</th>
</tr>
</thead>
<tbody>
<tr>
<td>dollars</td>
<td>$11,625.00</td>
</tr>
</tbody>
</table>

All material is guaranteed to be as specified. All work to be completed in a substantial workmanlike manner according to specifications submitted, per standard practices. Any alteration or deviation from above specifications involving extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control.

ACCEPTANCE OF PROPOSAL The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Authorized Signature

Note: This proposal may be withdrawn by us if not accepted within 30 days.
OTPL Parking Lot Repair
Bid Submittal Form

<table>
<thead>
<tr>
<th>Description</th>
<th>Measurement</th>
<th>Total Cost Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Repave Replace Asphalt</td>
<td>7440 sq ft</td>
<td>$11,625</td>
</tr>
<tr>
<td>Repair Asphalt, Curbs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Crack fill</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Seal coat</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Re-stripe</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Additional costs (please specify)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grand Total Cost (including materials and labor)</td>
<td></td>
<td>$11,625 1/2</td>
</tr>
</tbody>
</table>
Birmingham Sealcoat Inc.
46 W. Shadbolt, Unit B
Lake Orion, MI 48362
Date: 9-8-15

825 Joslyn Road
Lake Orion, Mi. 48362

Dear Karen,

We have completed our evaluation for the proposed project.

This proposal presents the results of our observations and analysis, our recommendations for the project’s construction methods and any pertinent construction considerations.

We look forward to working with you, if you have any questions or concerns please contact me.

Respectfully Submitted,

[Signature]

Ryan Austin
Owner, Birmingham Sealcoat Inc.
Mobile: 248-770-8891
Ryan@birminghamsealcoat.com

Please visit www.BirminghamSealcoat.com for videos and examples of our work!
Comment on Facebook if you like our work!
Client Information:
Orion Township Public Library
Karen Knox
825 Joslyn Rd.
Lake Orion, MI 48362

Date: 9/9/2015
Phone: 248.693.3000
Fax: 248.693.3009
Mobile: 248.693.3000
Email:
BID# 154325

Asphalt Removal and Replacement

Safety and Engineering
1. Provide all engineering and layouts to perform this project.
2. Provide sufficient barricading during the entire construction process.

Selective Prep Work Removal - Approx. 11,185sq ft
3. Remove selected areas to a 4.0" maximum depth, hauling spoils off-site.
4. Wedge in all low areas, holes, and voids to ensure a level paving surface and a smooth transition from new asphalt to old asphalt areas.

Asphalt Installation - Approx. 11,185sq ft
5. Furnish and install SS-1h emulsion (tack coat), as required.
6. Furnish and install 4.0" #1100 20AA MDOT wearing course and compact.
7. Remove debris resulting from aforementioned operations.

(Base may be needed at an extra $39 per ton)

OUR PRICE: $47,537.00

NOTES Excludes: permits, bonds, layouts, inspections, undercutting of unsuitable sub base, restoration of landscaping, repair to hidden structures (such as, but not limited to, irrigation lines, electrical lines, and anything not marked by the MISS DIG system).

By signing below, the client/agent agrees to the payment terms and Terms and Conditions set forth on the following pages of this proposal.

Signed: [Signature]  Accepted: [Signature]

Ryan M. Austin | Owner/CEO  Schedule Date: __________
Our Asphalt and Crack Fill Services:
1. Provide barricading for your location during the course of our project.

2. Trim grass and weeds along perimeter of our work area. (May be Additional charge)

3. Clean areas to be seal and crack filled with power blowers and brooms.

4. Prepare cracks prior to the installation of hot rubber.

5. Seal cracks with HOT Rubberized Crack Filler. HOT (400F) applied crack filler is better than ANY cold applied crack filler. Its highly elastic qualities allow it to expand and contract with temperature fluctuations such as freezing and thawing. HOT Crack Filler seals out moisture and preserves the asphalt structure.

6. Apply surface seal coat with Seal-Pave brand sealer, applied by hand. Contains a minimum of 2 lbs. of silica sand per gallon of sealer. Sand provides a non-skid surface and also helps fill smaller cracks and imperfections. We are always neat, and never smear on bricks or concrete.

7. We have one of the thickest applications of sealer in Oakland County. Our sealer is mixed in a bulk storage tank so every load is consistent. We Hand Apply all sealer for an even application. Our seal is more than the average cost due to Extra sand, drying applicators, and more material being used. We can now say we use 50% more material than the average sealcoat company’s.

What’s Included in This Work:

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>SEALCOATING</td>
<td>72,996 SQFT</td>
<td>$6,205.00</td>
</tr>
<tr>
<td>CRACKS</td>
<td>7,500 LNFT</td>
<td>$4,875.00</td>
</tr>
<tr>
<td>Stripe</td>
<td></td>
<td>$625.00</td>
</tr>
<tr>
<td>Additional Work: New Curbing: R&amp;R 323 Lnt</td>
<td></td>
<td>$2,650.00</td>
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</tbody>
</table>

TOTAL PRICE: $14,355.00

Notes:
Sealing application will cure in 8-10 hours with Diamond Shield* drying agent.
Do not use lawn sprinklers near driveway for at least 24 hours before and after sealer application.
Do not use lawn fertilizer for at least 5 days prior to or after sealcoating.
Birmingham Sealcoat Inc. is not responsible for any damage to driveway during process of cleaning or sealcoating. If rubber pulls up from lack of adhesion, we are not required to fix. If the customer is unwilling to accept these conditions then we are not able to do project.

By signing below, Client/Agent agrees to the payment terms detailed and Terms and Conditions set forth below on the following pages of this Proposal.
<table>
<thead>
<tr>
<th>Description</th>
<th>Measurement</th>
<th>Total Cost Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Repave/Replace Asphalt</td>
<td>11,185</td>
<td>$47,537.00</td>
</tr>
<tr>
<td>Repair Asphalt, Curbs</td>
<td>323.64</td>
<td>$2,650.00</td>
</tr>
<tr>
<td>Crack fill</td>
<td>7,500</td>
<td>$4,875.00</td>
</tr>
<tr>
<td>Seal coat</td>
<td>72,996</td>
<td>$6,205.00</td>
</tr>
<tr>
<td>Re-stripe</td>
<td></td>
<td>$625.00</td>
</tr>
<tr>
<td>Additional costs (please specify)</td>
<td>Permits Bond $2000-3000 estimated unsuitable base $35 per ton Extra</td>
<td>?</td>
</tr>
<tr>
<td>Grand Total Cost (including materials and labor)</td>
<td></td>
<td>$61,892.00</td>
</tr>
</tbody>
</table>
1. We don't recommend any thermal patching.

2. Are crack filling we Crackjett all cracks prior to filling resulting in proper prep to give longer lasting for crackfilling double and sometimes triples the life of the crackfill.


4. Parking Lot will be completely Weed free prior to work being performed.

If you have any questions feel free to contact us.

Thank you

Ryan Austin

Owner, Locally owned and operated here in Lake Orion

46 West Shadbolt, Lake Orion, Mi. 48362
WARRANTY COVERAGE: Work quoted in our proposals is covered by our standard warranty against defects in materials and workmanship for a period of 12 months (unless specified otherwise) subject to the terms and conditions contained herein. Due to the volatility of the crude oil market and the potential for geopolitical issues, prices quoted are valid for 30 days from issue date of the proposal, unless specified otherwise.

STANDARD TERMS: This contract shall be subject to the following general conditions and standard terms of the contract printed below. Birmingham Sealcoat Inc., will be referred to as contractor or BSI. The owner, architect, client or customer to whom this proposal/contract is addressed and authorized by will be referred to as “Customer”.

A finance charge of 1.25% per month will be added to all past due accounts; an annum of 18%. Payment is due in full upon completion or upon invoicing of completed work.

NO ORAL AGREEMENTS: It is expressly understood that all terms, agreements, and conditions relating to this contract are only those expressed in writing herein, and that there are no oral representations, undertakings, terms, agreements or conditions of any kind.

CHANGES: No changes or alterations in the specifications shall be allowed except in writing and at prices agreed upon at the time the changes are authorized.

EXTRA WORK: Any additional work requested beyond the specifications on the reverse side will be outlined in writing on a separate proposal form. Extra work performed on a time & material basis shall be signed for at the time the work is performed. The lack of a representative of the Customer does not release the Contractor from payment obligation for the work billed.

ESTIMATED OR APPROXIMATE QUANTITIES: Quantities and areas in this proposal are approximate, arrived at for estimating purposes only. In addition, it is understood that payment is to be made on actual quantities of work completed and actual areas covered unless otherwise indicated.

PROPERTY LINES: The Customer shall establish and designate property lines, and shall be obligated to pay for work performed as ordered. The property lines established and designated by Contractor trespass on other property. Also, the Customer shall be responsible for any damages caused hereby to the owner of any property encroached on by work specified in this proposal.

DELAyS/TIME OF COMPlETION: BSI shall complete this work within a reasonable time, but shall not be held responsible for delays beyond the control of the Contractor.

SUr GRaDES: No material shall be placed on a wet, unstable or frozen sub-grade. A suitable sub-grade is a condition precedent to the requirement of performance of this contract.

MINIMUM GRADE: BSI reserves the right to refuse to construct a pavement unless minimum grades of 1% are possible for surface drainage. If construction is performed with less than a minimum grade of 1%, it is understood that waterpounding may occur and that there is no warranty attached to the work as to satisfactory surface drainage. Depressions over 1/8” can be filled.

WATER DRAINAGE: BSI will make water drain as best as possible. However, we make no guarantees against drainage of new or old pavement of any type when resurfacing and not replacing the project in its entirety.

PERMITS: Customers of the work shall obtain and pay for any and all permits, inspections or assessments if they are required, unless otherwise noted.

ZONING REQUIREMENTS & REGULATIONS: BSI assumes no responsibility for determining whether the Customer has the legal right or authority to perform the work as specified. Notwithstanding that such work might be deemed to violate any ordinance, zoning regulation, or other law, the Customer shall, nevertheless, be obligated to pay for the work performed as ordered.

REPRODUCTION OF CRACKS: When resurfacing existing pavement of any type, BSI is not responsible for the reproduction of cracks (“reflective cracking”) which may occur when resurfacing existing asphalt.

STOCKPILE MATERIALS: BSI shall be permitted to stockpile materials necessary to perform its work on the Customer’s property or adjacent to the site of the work at no cost.

HIDDEN OBJECTS: BSI assumes no responsibility for removing hidden objects encountered during the performance of their work, nor the cost associated with same.

THICKNESS OF ASPHALT PAVEMENT: All descriptions of pavement in this proposal refer to average thickness. Variations in sub-grade and technical limitations may result in variations from the average. BSI warrants that sufficient material will be used on the job as to result in the average thickness specified.

SOIL CONDITIONS: BSI assumes no responsibility for any unusual soil conditions encountered that are not specifically referred to in this proposal. Also, BSI assumes no responsibility for the excavation, removal or disposal of any contaminated soils encountered during any excavation for the Customer. The Customer will pay any extra cost for such conditions incurred by BSI.

TREE ROOTS: Contractor shall not be responsible for any damage to trees occasioned by the removal of tree or tree roots in preparing the site.

UNDERGROUND STRUCTURES: It is the Customer’s responsibility to advise contractor of the existence and location of all underground structures such as sewers, water lines, gas lines, etc., which might be encountered by BSI in the performance of its work. BSI shall be deemed to have notice of the existence of only those structures specifically referred to in this proposal and of the location thereof as indicated in this proposal. If a condition develops in the performance of BSI’s work where the identity or location of the underground structures varies from those specified herein, any extra cost incurred thereby in moving, protecting or covering same, or otherwise, shall be borne by the Customer.

COLD WEATHER CONDITIONS: Effective October 1st, jobs are subject to winter conditions (50 degrees or below). Roller marks and asphalt marks may be visible due to cold weather temperatures.

STREET PRINT®: The sample card replicates as closely as possible the Street Bond Surface System. Natural pigments are used in the cobaltants, and as a result some color variation may occur. It is recommended that these colors be applied in an inconspicuous area of asphalt to verify color choice.

STAMPED CONCRETE: Color samples shown represent the color of the finished product as closely as possible when sealed with two coats of hard bright sealer. Variations occur due to differences in cement aggregate, water/cement ratio, weather, finishing and application methods.

NOTICE OF COMMENCEMENT: Notice of Commencement is requested per Sec. 576.110a (1)(9)(10)(11) of the Michigan Construction Lien Act 497 of 1890, on any signed contract.

STANDARD TERMS OF CONTRACT: Customer shall not withhold payment to BSI in the event of any dispute arising out of this contract. In the event of a dispute, Customer will deposit any unpaid balance due on this contract with a mutually agreed upon bank, which will act as Escrow Agent until the dispute is resolved. Any dispute arising out of this contract that cannot be resolved between the Customer and BSI shall be submitted to an arbitrator who shall be an engineer or architect selected by both parties. In the event the parties cannot agree upon such an arbitrator, the American Institute of Architects shall select the arbitrator and the arbitration proceedings shall be governed by their rules. The decision of the arbitrator shall be binding upon the parties and enforceable in a Circuit Court for the State of Michigan. The arbitrator shall be empowered to direct the Escrow Agent to disburse the funds held in escrow to the proper party and to direct such other relief as he determines necessary. The cost of the arbitration shall be borne equally by both parties. BSI shall be entitled to liquidated damages equal to 25% of the total contract amount. The Customer shall pay BSI all costs, including actual attorney’s fees, incurred by contractor in enforcing this contract, including collection of any payment due herein.

I have read all pages and agree to these general conditions. The general conditions and prices and specifications associated with this contract are hereby accepted. Birmingham Sealcoat Inc. is authorized to perform this work.

SCHEDULING PAYMENT AND HOLD: Birmingham Sealcoat Inc. requires a $25.00 down payment for the scheduling of a sealcoating and crackfilling project.

Cancellation Notice Requirements: Birmingham Sealcoat Inc. requires at least 48 hours notice prior to start of any job. A 10% penalty will be charged. Failure to produce sufficient notification will result in forfeiture of $25.00 scheduling down payment.

X

Client Please Initial Here
OTPL Human Resources Committee Meeting
Minutes
9/9/2015

Present: MaryAnne Thomdycraft, Jim Abramczyk, Karen Knox
Absent: Bert Quinn

Called to order at 7:20pm

1. 2016 Health Care renewal was discussed.
   a. Renewal costs were reviewed.
   b. Hard cap vs. 80/20 was discussed.
   c. Recommendation to the full board: Renew existing Blue Cross Blue Shield Simply Blue PPO Gold plan using the 80/20 cost-sharing ratio, same as 2015. This will cost the library $111,953.09. (Was $115,608.10 in 2015) Also renew existing Delta Dental plan. This will cost the library $10,643.80. (Was $10,463.04 in 2015) The total cost of healthcare for 2016 for OTPL will be $122,601.89.

2. Personnel Policy updates were reviewed.
   a. A number of minor updates to the personnel policy manual were reviewed.
   b. Karen K to check with attorney about any requirements for verbiage on medical marijuana for our policy.
   c. Recommendation to the full board: Accept proposed changes to the Personnel Policy manual as presented.

Meeting adjourned at 7:50pm
• Understand that discrimination based on race, color, religion, national origin, sex, marital status, age, disability, height, weight, or other protected classes is unacceptable.

• Perform job duties to the best of his/her ability in an efficient and safe manner.

• Observe at all times, all Library work rules, policies and procedures.

1.03 Application of Policies

These policies and procedures apply to all of the Library's employees unless otherwise specifically provided. The policies contained herein shall govern regardless of past practices or former policies.

1.04 At-Will Employment

The Orion Township Public Library is an at-will employer. This means that employment with the Library is at the mutual consent of the employee and the Library. Consequently, either the employee or the Library can terminate the employment relationship at will, at any time, with or without cause or advance notice. This aspect of the employment relationship cannot be changed absent an individual, written employment contract signed by the employee and the Library Board.

However, because business conditions change, the Library reserves the right to alter, modify, amend or terminate any and all of the other policies and benefits that are described in this Handbook. Nothing contained within this Handbook is intended to create, nor is it to be construed to create a contract between the Library and any of its employees for either employment or the provision of any benefits.

1.05 Distribution

Access to an electronic copy of this manual shall be provided to each employee of the Library. Each employee receiving a copy of access to this manual will be responsible for reading it, signing and returning a standard form certifying his/her receipt and review of the manual.
We will handle this information with the utmost confidentiality as explained in Section 4.11.

2.08 Physical Examination and Drug Screening

After receiving a job offer, employees must present satisfactory proof of physical fitness to perform job duties, with or without reasonable accommodation. This will include a drug screening. Proof of fitness to perform must be obtained from a qualified physician as designated by the Library. The cost of the physical exam and drug screening will be borne by the Library.

Employees returning from an extended leave (see 7.06.7.07 and FMLA appendix) or past employees seeking reappointment to a position may be required to complete this process upon each return to employment with the Library. Furnishing false or misleading information will result in immediate discharge.

We will handle this information with the utmost confidentiality as explained in Section 4.11.

2.09 Nepotism

As detailed in the Library’s Equal Employment Opportunity policy, employment decisions are made based on qualifications, skills and abilities and without regard to race, color, religion, sex, national origin, disability, age, height, weight, marital status, or other protected classes.

Relatives of elected Library Board members or current employees are ineligible for hire during the term of office or tenure of employment of their relative.

"Relative" is defined as a spouse, child, parent, grandchild, grandparent, sibling, half-sibling, or spouse of any of the aforementioned, including relationships established through marriage, adoption or other legal arrangement.

2.10 Orientation Period

All new employees of the Library or newly promoted employees will complete an orientation period during which training is provided regarding Library operations, procedures and specific job duties. Employees will be provided instruction and guidance from their supervisors and co-workers during this orientation period, and are encouraged to seek job and performance clarification and actively participate in orientation to the Library and their positional responsibilities.

The orientation period is typically ninety (90) days. Under certain circumstances, the orientation period may be extended at the discretion of the applicable Department Head, with approval of the Library Director.

A formal performance evaluation will be conducted sometime near the end of the orientation period. In cases where the orientation period is extended, performance feedback will be provided regularly, in either a formal or informal format, or some combination thereof.

For new employees, benefits accrue during the orientation period but are not available for use until completion; except personal time.
3. GENERAL OPERATING PROCEDURES

3.01 Workday and Work Week

The normal workday and work week for Library employees will vary based on position and department. Library operations include evening and weekend hours and, as such, employees' schedules may encompass these hours. Depending on operational needs, the regular work week may range to forty (40) hours. Any requests for changes to work schedules should be made with as much advance notice as possible and must receive prior approval from a Department Head. As well, any overtime work must receive prior approval from the respective Department Head or Library Director. Overtime pay is subject to the guidelines in Section 5, "Compensation and Classification".

The Library Director or designated Department Head shall determine an employee's daily starting and ending times. An employee's hours of work may be rescheduled to satisfy workload demands, operational needs, or to accommodate special requests.

3.02 Attendance

Prompt and regular attendance is an important job performance factor. All employees shall attend each day of scheduled work unless they receive authorized leave. Unnecessary, habitual or frequent tardiness or absence will result in disciplinary action up to and including discharge.

To some degree, all Library jobs involve providing services to the public. Therefore, it is important that employees report to work on time, leave for and return from lunch and breaks according to established schedules, and depart at the end of the day according to policies and schedules. Any departure from the established work schedule, either as a special circumstance or permanent change, must be approved by the appropriate Department Head in advance.

Employees should allow for sufficient travel time in severe weather. In extraordinary circumstances, employees may be granted a "grace period" for tardiness due to severe weather. However, tardiness exceeding one (1) hour will be deducted from employee's personal days or vacation time. In any event, employees should notify their Department Head if he/she will not be able to report to work on time.

3.03 Pay Periods and Time Cards

For payroll purposes, the workweek begins at 12:01 a.m. Sundays and ends the following Saturday at 11:59 p.m. Time cards indicating the number of hours worked and vacation/sick/personal leave used are to be completed by each employee and submitted to the appropriate Department Head by 5:00 p.m. on the Friday preceding payday. Timesheets or changes submitted after payroll deadlines will be reflected in the next pay period.

There are twenty-six (26) pay periods in a year, with paydays observed every other Thursday. If a payday falls on a holiday, employees will receive paychecks the preceding day.
• The Library encourages any employee with a chemical dependence problem or concern about chemical dependence to seek professional treatment before the problem becomes a deterrent to job performance.
• Possession, use or being under the influence of alcohol or a controlled substance is grounds for disciplinary action up to and including immediate termination.

Provide verbiage for candidates with a Medical Marijuana card?

The Library's Drug Free Workplace policy, contained in Appendix A of this manual, provides further detail.

3.08 Use of the Library's Resources

Library materials, facilities and equipment are meant to be used for Library business. Further, Library employees shall only perform work related to Library business while on work time. Specific examples include the following:

• **Mail** - **The Library's postage meter is intended for library mail. Employees may not use the Library's postage meter for personal mail using the Library's postage meter.** Additionally, employees should not routinely receive personal mail or package deliveries while at work.

• **Phone** - All phone lines are to be kept available for the Library's business. If an employee needs to place a personal call, it should be made during break time, away from the public service area. All telephone calls should be kept to a minimum. Employees will be expected to reimburse any expense associated with personal phone calls made using a Library telephone.

• **Computers** - While on Library time, employees are to use Library computers and related internet access for Library business only. All staff is required to sign the Staff Technology Policy agreement.

• **Equipment, Facilities and Supplies** - While on work time, equipment, facilities and supplies are to be used for Library business only, including computers, copiers and other office machines. Employees are expected to pay the same charges assessed to patrons for personal use of equipment.

• **Personnel** - Library personnel are only to perform work related to Library business and/or projects while on work time.

3.09 Care of Equipment

The Orion Township Public Library possesses and maintains a wide array of costly equipment and materials. Employees are expected to follow prescribed procedures for equipment usage and materials lending, and guard against equipment abuse and materials damage or loss.

Should an employee encounter equipment malfunction or be involved in an accident, the incident should be immediately reported to the appropriate Department Head. Intentional abuse of equipment or damaging of materials may result in disciplinary action, up to and including discharge.

3.10 Expense Reimbursements
The Library will reimburse approved expenses incurred on behalf of the Library. The proper form and supporting receipts must be completed, approved in advance by a supervisor, and submitted to the Library Director/Bookkeeper to obtain reimbursements. Mileage shall be reimbursed at the rate set by the IRS.

3.11 Political Activity

The Library does not discourage political participation or activity. However, certain restrictions are imposed to ensure the integrity and impartiality of the Library. In this regard:

- Employees of the Library shall not engage in political activities or governmental issues on behalf of a candidate for partisan or non-partisan election during those hours when the employee is being compensated for the performance of his/her duties as a Library employee. This includes distributing or circulating literature or paraphernalia for or against an issue or candidate.

- Solicitation and/or distribution of literature are prohibited during working hours or in the Library and its work areas. Working hours include the actual working time (excluding designated breaks or meal periods) of both the individual performing the solicitation or distribution and the employee to whom it is directed.

- Employees of the Library shall not solicit or receive or be in any manner concerned in soliciting or receiving, any assessment, subscription or contribution for any political party or any political purpose whatsoever, during those hours when the employee is being compensated for the performance of his/her duties as a Library employee.

- Employees involved with political campaigns or other political or governmental activities shall do so as private citizens. Employment status with the Library shall not be referenced when campaigning for or against any candidate or ballot issue, question or proposal. Employees involved with political activity shall neither claim to represent the Library or claim their views or opinions reflect the views or opinions of the Library.

- Equipment, materials and supplies belonging to the Library, including the Library's letterhead, shall not be used in support of political activities or governmental issues.

If a conflict of interest should arise, the Library Board may require an employee to take a leave of absence or resign employment with the Library.

3.12 Non-Discrimination and Anti-Harassment Policy

The Library is committed to a workplace which is free of discrimination or harassment. All individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices, including harassment. Therefore, the Library expects that all relationships among persons in the workplace will be free of bias, prejudice and harassment.
telephone voicemail, facsimile machines, copy machines, and all communications and
information transmitted by, received from, entered into, or stored in these systems. It is
the Library’s policy to restrict the use of all Information Systems to appropriate job-related
or other approved business purposes and minimal personal use by employees which
does not result in added cost to the Library or in any way impair operation of the systems.

2. **Expectations Regarding Use of Information System**

   The appropriate and regular use of the Information System is considered an
important part of every employee’s responsibility. For example, the daily review and use
of e-mail is expected as the Library would expect an employee to use and respond to
telephone calls and U.S. mail. In providing access to the Information System, the Library
expects an employee to use these resources in the conduct of the business. Every
employee is expected to exercise good professional and personal judgment in the use of
the Information System.

3. **Access to Information System and No Expectation of Privacy**

   Employees should understand that they have no expectation of privacy in
connection with the use of any Information System, including stored e-mail or voicemail
messages. All messages created, sent, received or stored in the system are and remain
the property of the Library.

   The Library reserves the right to retrieve and review any message composed,
sent or received, using the Information System; therefore, ultimate privacy of messages
cannot be insured.

   All pass codes, passwords, ID and encrypted information are the property of the
Libary. No employee may use a password, pass code, ID or method of encryption that
has not been issued to that employee or that is not made known in advance to the
Library—No employee shall permit another person to use another’s pass code, password,
ID or method of encryption.

   No employee shall permit or cause any access to Library Information System by
any person who is not an employee of the Library, except in those cases where access to
the Information System is related to the Library’s business and approved in writing.

   To safeguard and protect the proprietary, confidential and business-sensitive
information of the Library and its patrons, and to ensure that the use of the Information
System is consistent with the Library’s legitimate business interest, authorized
representatives of the Library and their agents may monitor the use of the Information
System from time to time which may include inspecting, printing or reading messages,
files, list servers or equipment.

4. **Prohibited Use**

   Employees should also understand that the Information System should not be
used in methods that are discourteous, unprofessional, deceptive, disruptive or offensive
to others. For example, using the Information System to make or communicate
discriminatory or harassing statements, vulgarities, obscenities or disparaging comments
is strictly prohibited. Employees are encouraged to be professional in their use of
Information System communications and considerate of others. Employees are
prohibited from subscribing to Internet discussion lists.
4.08 Promotions

A promotion is a reassignment to a classification with an expanded scope of job duties and responsibilities. An employee can be promoted to fill an existing, vacant classification; or an employee’s position can be reclassified if duties and responsibilities have been expanded over time. Promotions may result in an increase in pay.

4.09 Demotions

A demotion is a reassignment to a classification with a reduced scope of job duties and responsibilities. An employee can be demoted to fill an existing, vacant classification; or an employee’s position can be reclassified if duties and responsibilities have been reduced over time. Demotions may result in a decrease in pay.

4.10 Performance Evaluation

A performance evaluation system will be used at the conclusion of an orientation period and annually on or around the employee’s anniversary date near the end of the fiscal year to ascertain performance issues and areas of success. Following the appraisal process, evaluation forms will be filed in the employee’s personnel file. Employees have the right to read and discuss their evaluation, and submit a statement covering points of disagreement to their official personnel file.

4.11 Personnel Files

Personnel files containing job performance records, educational and professional development activities, payroll and benefits information, and related employment information are maintained on each employee.

In compliance with Michigan "Social Security Number Privacy Act", the library will ensure the confidentiality of all personnel files, particularly those containing Social Security Numbers.

Confidentiality will be ensured though enforcements of extremely limited access to all personnel on a strictly business-need-to-know basis. Those with a business-need-to-know may include the Director, Supervisors and Payroll/HR Staff. Confidentiality is also ensured through the proper storage of personnel files in a locked cabinet.

The library prohibits unlawful disclosure of Social Security Numbers including:

- Unauthorized disclosure to third parties
- Publicly displaying social security numbers or mailing documents with social security numbers visible
- Use of social security numbers as identification

Further, the library will ensure the proper disposal of all documents, paper and electronic, containing Social Security Numbers or any other protected consumer information.

Consumer information may include credit reports, employment background checks, insurance claims, medical records and other items covered by the Fair Credit Reporting Act.
7. PAID AND UNPAID LEAVE TIME

7.01 Holidays

Full-time and regular part-time employees who have successfully completed their orientation period are eligible for paid holidays. Regular part-time employees will receive holiday pay on a prorated basis.

Part-time, substitute, temporary, or other types of employees are not eligible for holiday pay.

Employees must work the day before and the day following a holiday to be paid for the holiday, unless otherwise on an authorized leave (vacation, sick/personal, bereavement or other approved leave).

If a holiday falls on an employee's regularly scheduled day off, the employee will be credited with compensatory time to be used in accordance with compensatory time-off policies discussed in Section 6 (to work with his/her supervisor to adjust his/her work week schedule in order to maintain the approved number of hours worked for the pay period).

The Library recognizes the following as paid holidays:

- New Year’s Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
  (Library closes at 5:00 p.m. on the Wednesday preceding Thanksgiving)
- Day after Thanksgiving
- December 24th
- December 25th
- New Year’s Eve Day
- 1 floating holiday
  (prorated for regular part-time staff according to the average number of hours worked per day)

Employees required to work the Saturday after Thanksgiving will be awarded one (1) day of compensatory time, provided it is taken before the end of December. Sufficient notice is required to allow for proper staffing arrangements.

At the Library Director’s recommendation and with Board approval, the Library may close additional days of a holiday weekend.

Employees may opt to use earned vacation or personal time to observe holidays not covered above.

7.02 Vacation Time
Full-time and regular part-time employees who have successfully completed their orientation period are eligible for vacation time as it is earned.

New employees will receive vacation time on a prorated basis, upon completion of the orientation period.

Regular part-time employees will receive vacation time on a prorated basis according to the hours regularly worked by the employee.

Part-time, substitute, temporary, or other types of employees are not eligible for vacation time.

Vacation time is earned according to the following schedules:

**Regular Staff**

<table>
<thead>
<tr>
<th>Length of Service</th>
<th>Vacation Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st year</td>
<td>2 Weeks</td>
</tr>
<tr>
<td>2nd to 5th year</td>
<td>3 Weeks</td>
</tr>
<tr>
<td>6th to 15th year</td>
<td>4 Weeks</td>
</tr>
<tr>
<td>16th year on</td>
<td>4 Weeks + 1 day added for each year of service after 16 years to a maximum of 25 days.</td>
</tr>
</tbody>
</table>

**Director**

<table>
<thead>
<tr>
<th>Length of Service</th>
<th>Vacation Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st to 15th year</td>
<td>4 Weeks</td>
</tr>
<tr>
<td>16th year on</td>
<td>4 Weeks + 1 day added for each year of service after 16 years to a maximum of 25 days.</td>
</tr>
</tbody>
</table>

Vacation time must be used in increments of four (4) hours or half (1/2) days. Employees are expected to utilize vacation time during the year in which it is earned. Vacation time beyond one (1) year’s accrual cannot be carried into the following year and will be forfeited the following December 31 unless otherwise approved in advance by the Library Director.

All vacation time must be requested in writing and scheduled in advance with the appropriate Department Head. Vacation leave shall be scheduled so as to ensure the least disturbance to the efficient operation of the Department and the Library. Should a conflict in vacation requests arise, seniority will be used as a basis for approving vacation leave.

Compensatory and personal leave time are not meant to be used for the purpose of extending vacation time. However, vacation time may be used for personal time once personal leave time has been exhausted. If so used, it falls under the same requirements used for personal days.

To coordinate summer vacations, any vacation sought between May 1st and September 1st must be requested in writing no later than April 1st. Conflicting requests for summer vacation leave will be decided based on a first come, first served basis; seniority will not be applied. In any event, operational needs presuppose any vacation requests.
7.04 Bereavement Leave

Full-time and regular part-time employees may be excused from work with pay for up to three (3) days for bereavement leave. Regular part-time employees will receive bereavement leave on a prorated basis according to the hours regularly worked by the employee. Bereavement leave is to be used to attend funeral services and handle any personal affairs associated with the death of immediate family members. Immediate family members are defined as spouse, child, sibling, parent, grandparent, grandchild, or any of the preceding relationships formed through marriage, other legal dependents, or step-children/sibling/parent/grandparent.

One (1) day paid bereavement leave (prorated for regular part-time employees) is available for employees to attend funeral services for extended family not included above. Further, an employee may use earned vacation or personal days to extend a bereavement leave or to attend funeral services for persons not included above.

If bereavement leave is required, the employee should notify his/her supervisor or the Library Director with as much notice as possible, and at least prior to the beginning of the work shift.

7.05 Jury Duty Leave

Full-time and regular part-time employees who are called to and report for jury duty shall be paid by the Library for each day partially or wholly spent in performing jury duty, if the employee otherwise would have been scheduled to work for the Library. Regular part-time employees will receive jury duty leave at a prorated rate according to the hours regularly worked by the employee. If jury duty should only require a partial day of service, the employee is expected to return to work and complete their workday.

The employee will be paid their regular rate of pay for time on jury duty. When the employee has completed his/her jury time, he/she will turn the jury pay over to the Library, less the payment for mileage and other out-of-pocket expenses. An employee must give the Library prior notice that he/she has been summoned for jury duty and must furnish satisfactory evidence that jury duty was performed on the days for which payment is sought.

Employees required to appear before a court or public agency on matters related to their work for the Library shall be granted a leave of absence with pay for the period during which they are required to be absent from work. Witness fees or other payments made to the employee are to be remitted to the Library.

7.06 Family and Medical Leave Policy

The Orion Township Public Library complies with all statutory requirements of the Family and Medical Leave Act of 1993 (FMLA), as amended. The Act provides for up to twelve (12) weeks of unpaid leave during a twelve (12) month period for the following reasons: (1) the birth of the employee's child or to care for the newborn child; (2) the placement of a child with the employee for adoption or foster care or to care for the newly placed child; (3) to care for the employee’s spouse, child or parent (but not in-law) with a serious health condition; (4) to care for the employee’s own serious health condition that makes the employee incapable of performing the functions of his or her job; and/or (5) a qualifying exigency (as defined by the Department of Labor) arising out of the fact
that the spouse, or a son, daughter, or parent of the employee is on covered active duty or call to covered active duty status in the Armed Forces. Eligible employees may also take up to 26 work weeks of unpaid leave during a single 12-month period to care for the employee’s spouse, child, parent, or next of kin (as defined by the Department of Labor) who is a covered service member.

To qualify for FMLA leave, an employee must have worked at least twelve (12) months for the Library, and a minimum of 1,250 hours in the 12-month period preceding the date the requested leave is to start. Employees taking leave under FMLA are guaranteed the same job, or one of equivalent status and compensation, upon return. Certain requirements apply related to providing notice of FMLA leave and medical documentation.

The Library will continue insurance coverage at the same levels provided prior to FMLA Leave. Employees will be required to continue any previously paid contributions toward this coverage. If an employee should opt not to return from a FMLA Leave, the Library may require repayment of premiums paid on the employee’s behalf during the leave, as permitted by law.

Employees will be required to use any available vacation or personal time in conjunction with FMLA leave.

The Library’s complete FMLA policy is set out in Appendix C.

A personal leave of absence, not to exceed six (6) months, may be granted at the Library’s discretion to full-time and regular part-time employees who have completed one (1) year of service for an education hiatus, personal pursuits, or other reasons unrelated to an employee’s medical/health condition. The leave should be requested with as much advance notice as possible and in writing and include the desired leave dates, the reason for leave, and any other information required by the Library. Extended leaves are subject to approval by the Library Director, who will grant or refuse such leaves based on the best business interests of the Library. The Library Director may also alter the length of leaves depending on operational needs.

The Library makes no guarantee that an employee will be returned to the same position held prior to an extended leave, nor does the Library guarantee employment after the extended leave. Whenever possible, the Library shall inform an employee on extended leave if a permanent replacement is being sought.

Employees must use all accrued personal or vacation leave time at the onset of an extended personal leave. Accrual of paid time-off will cease and accumulation of service time for computation of benefits and credit toward retirement will be frozen for that portion of the leave, if any, that the employee is on unpaid status (i.e., not using paid leave).

Employees will continue to be covered by the Library’s health and other insurance benefits for the period through the end of the calendar month in which the employee exhausts his/her paid leave, if the employee was on paid status during any part
8. BENEFITS

8.01 Coverage and Eligibility

Full-time employees are eligible for health benefits commencing the first day of the month following the date their 31st day of employment. The Library shall cover the entire cost of health insurance premiums for full-time employees and their dependents (as defined by plan documents). Plan documents which detail policies, coverages, limitations and other important information are available in the Library Director's office.

Regular part-time employees hired before December 31, 2004 are provided health and dental insurance, with limited dental coverage, but are required to share in the cost of benefits for themselves and their dependents. Regular part-time employees hired after December 31, 2004 are provided health and dental insurance for themselves only, and are also required to share in the cost of these benefits. Regular part-time employees hired after December 31, 2003 will not be eligible for health or dental insurance coverage.

Premium share will be determined using an average hours worked formula, and payroll deductions for employee’s contributions will be taken each pay period. For example:

A regular part-time employee working an average of twenty-four (24) hours per week works the equivalent of 60% of a full-time workweek (24/40=.6). Therefore, the Library will cover 60% of premium costs for that employee and the employee is responsible for the remaining 40%.

The Library pays benefit premiums on a monthly basis, with enrollment occurring the first of each month. New enrollments or changes in status become effective according to this monthly payment schedule and will not be immediate. Once a premium is paid for the month, coverage is provided until the next premium statement comes due. Employees who have terminated employment with the Library or are laid-off will maintain coverage until the next monthly premium payment date.

Employees on approved vacation, paid personal leave, FMLA, short-term disability, or worker's compensation leave will retain health benefits during their leave at the same benefit and cost level as provided prior to the leave, within the confines of any applicable insurance or pension plans.

The Library reserves the right to modify benefit offerings at any time, including health insurance. This may involve eliminating or expanding particular coverages, expanding or reducing employee contributions toward premiums, contracting with a different insurance carrier, or self-insuring.

RELATED RIGHTS AND OBLIGATIONS

COBRA (Consolidated Omnibus Budget Reconciliation Act)

Federal law provides you and your dependents the right to continue group health coverage under certain circumstances after benefits would otherwise cease. An employee may continue his or her health coverage for up to 18 months if coverage ends due to:
1. A reduction in the number of hours worked, or
2. Termination of employment for any reason other than the employee’s gross misconduct.

If you or any qualified beneficiary is determined to be disabled by the Social Security Administration at the time coverage is terminated or during the first 60 days of COBRA coverage, continuation coverage is available for up to 29 months.

Your dependents may continue their health coverage for up to 36 months if their coverage ends due to:
1. Divorce or legal separation from the employee.
2. Death of an employee.
3. Employee becomes eligible for Medicare.
4. A dependent child marries.
5. A dependent child reaches the limiting age for coverage under the policy.

You or the affected dependent should notify the Library Director’s office promptly if any of these events occur to determine COBRA eligibility.

HIPAA (Health Insurance Portability and Accountability Act of 1996)

This act is intended to enhance the portability and availability of health coverage for those with health status issues or preexisting conditions. The act requires that covered group health plans and issuers of health insurance furnish Certificates of Creditable Coverage for individuals when their group coverage concludes so they may gain subsequent coverage elsewhere with reduced or no preexisting condition limitations. This act also provides privacy protection and rights to employees with regard to protected health information. See the Library Director’s office for additional detail.

8.02 Health Insurance Package

Each full-time and regular part-time employee is eligible for health insurance coverage, including prescription and limited dental coverage, for themselves and their legal dependents. Dependents are defined in the plan book and special riders are available, at the employee’s expense, in certain instances where dependents do not qualify. As addressed in section 8.01, eligible regular part-time employees hired before December 31, 2004 are required to share in the cost of premiums. Regular part-time employees hired after December 31, 2004 are provided health and dental insurance for themselves only, and are also required to share in the cost of these benefits. Regular part-time employees hired after December 31, 2008 will not be eligible for health or dental insurance coverage.

Changes in status (i.e. marriage, birth of a child, etc.) should be reported in a timely fashion to the Library Administration office to ensure proper modifications are implemented.

Full time employees covered by a health plan through a spouse or other means may opt to waive health coverage through the Library and receive a cash payment, paid in equal monthly increments. Proof of coverage through another source is required. If that coverage should terminate, the employee and their legal dependents would be eligible for coverage through the Library. If a spouse and/or dependent has elected coverage at their place of employment for themselves and/or their dependents, they are ineligible for coverage by the library plan.
8.03 Life Insurance

Full-time employees will receive an employer-paid life insurance policy upon completion of ninety days of employment. The Library reserves the right to modify benefit levels at any time, including eliminating or expanding life insurance, or contracting with a different life insurance carrier.

8.04 Disability Insurance

The Library provides both short and long-term disability insurance for full-time employees upon completion of the orientation period. This insurance provides for partial payment of an employee’s salary if they should incur a non-work related injury or suffer a non-work related illness resulting in a disability that renders the employee unable to work. Generally there is an elimination (waiting) period before short-term disability benefits begin. Long-term disability insurance, assuming continued disability, begins at the conclusion of the short-term disability period. The plan documents, available in the Library’s office, contain information regarding elimination period(s), duration of short and long-term benefits, maximum weekly/monthly benefits, requirements pertaining to medical verifications and other plan details. The Library’s disability insurance carrier makes the determination of whether an employee is entitled to receive benefits.

Employees may utilize earned vacation or personal leave time to receive pay during the elimination period(s) and/or to make up the difference between regular pay and disability pay to the allowable limits specified by insurance plans.

Coverage in the Library’s health plan will continue for the period the employee receives short-term disability benefits. If an employee is unable to return to work after exhausting short-term disability benefits, the employee may elect to continue coverage in the Library’s health insurance plan in accordance with COBRA guidelines, and apply for long-term disability benefits.

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8.05 Pension Plan

The Library participates in a pension program for full-time employees. For the first five (5) years of service, an employee contribution of 2% of gross salary/wages is required, with an 8% contribution provided by the Library.

After five (5) years of service have been completed, the Library will contribute the full ten percent (10%); employee contributions are not required after five (5) years of service, however employees may opt to have additional, voluntary contributions to retirement deducted from their pay.

Additionally, the Library has established a deferred compensation (457) retirement savings plan in which employees may opt to participate. The Library does not provide a contribution to this plan. It is provided as an additional vehicle for savings and tax advantages for employees.
For further information regarding vesting periods and specific pension benefits, consult the Library Director's office/Administration office.
8.06 Retiree Health Care

The Library offers a medical benefit program to its qualifying retirees and, at the retiree’s expense, their spouse and dependents. This policy, and by extension the retiree medical program, incorporates the terms of the medical benefits program as included in the health insurance contracts. To determine qualification, see the Library Administration Office.

Retiree medical coverage is Medicare supplemental coverage for those Retirees qualifying for Medicare. The Retiree, Surviving Spouse or Dependents must be enrolled in Medicare Part A and B in order to maintain benefits with the Library. The Library shall not pay Medicare Part B premiums.

Premium payments are due the first day of the calendar month for that month’s coverage. Payments should be sent to the Orion Township Public Library c/o the Library Benefits Coordinator. Failure to pay premiums for two (2) consecutive months will result in cancellation of coverage. Cancelled coverage may not be reinstated.

Insured retirees must notify the Library Benefits Coordinator in writing, at least thirty (30) days prior to the effective date, of any changes in the number of people insured under the policy or if coverage is to be terminated.

The Library reserves the right to amend, modify or terminate this retiree health benefit at any time. Any insured individual, whether retired or not, will be notified in writing of any changes to this policy, not later than ninety days prior to the date such change is effective.

In general, the conditions of eligibility for retiree health insurance benefits are the following:

1. At least ten (10) years of full-time continuous employment with the Library prior to retirement.
2. Receipt of a retirement benefit from the Orion Township Public Library Group Pension Plan (“Pension Plan”); and
3. Participation in the Library’s health insurance program at the time of retirement.

For purposes of this policy, “continuous employment” will include any authorized leave of absence for a period of up to five six months other than for an authorized disability leave of absence. If you return to work on a full-time basis immediately after your approved leave of absence ends, you will not lose credit for your immediate prior years of continuous employment at the Library for purposes of eligibility for this benefit.

8.07 Social Security

Employees of the Library are covered by Social Security, a federally administered plan for supplemental old age pensions and survivor’s insurance. Questions concerning Social Security benefits and coverage may be directed to any Social Security office.

8.08 Worker’s Compensation
reimbursement funds are available prior to course registration, as this benefit is subject to budgetary constraints and is not guaranteed.

Employees should submit documentation related to job training, certifications, accreditations, degrees, memberships and professional credentials to the Library Director's office for submission to their personnel file. This will help to ensure complete, up-to-date personnel files.

The Library offers professional development and educational assistance benefits to encourage job-related training and education, and views this as an investment in its workforce. As such, employees utilizing tuition reimbursement are expected to remain in the employ of the Library following the completion of a course for which the Library has reimbursed them for a reasonable period of time.

Reference Section 8.06 for information on extended leaves, which may be used for educational purposes.

8.11 Professional and Trade Associations

The Library will pay for some or all of the expense associated with membership in certain professional or trade associations. Prior approval of the Library Director is required. Payment of memberships is subject to budgetary constraints and is not guaranteed.

8.12 Cafeteria Plan

Each full-time and regular part-time employee can enroll in the Library’s cafeteria style benefits plan through the Library Director's office. A cafeteria plan allows for a certain level of choice for employees in selecting the coverage most appropriate for their needs.

8.13 Miscellaneous Benefits

The library may offer at its discretion purchasing discounts, partially subsidized wellness programs, and special recognition awards for exemplary actions on behalf of the library beyond regular performance expectations.