Library Mission: To serve and engage a thriving community of lifelong learners

I. Call to order
II. Approval of agenda
III. New employee introductions
IV. Tour of Youth Services (Board Development)
V. Consent agenda
   A. Minutes of 1/24/2019 Library Board meeting
   B. Bills
   C. Financial Statement and Treasurer’s Report from January 2019
VI. Public Comment
VII. Communications
   A. Press coverage
   B. MLA Weekly Newsletter, January 24, 2019
   C. MLA Weekly Newsletter, February 7, 2019
   D. MLA Weekly Newsletter, February 14, 2019
VIII. Director’s Report
   A. Library news and activities
   B. Usage reports
   C. Advocacy news
IX. Old Business
   A. Community Magazine Contract
   B. 2019 Department Goals
   C. Review list of bank institutions for 2019
X. Standing Committee Reports
   A. Policy – update from 2/18/2019 meeting
   B. Finance
   C. Fund Development – update from 2/18/2019 meeting
   D. Board Development
   E. Building
   F. Human Resources – update from 2/18/2019 meeting
   G. Strategic Planning
XI. Discussion Items
   A. VEBA Actuarial report
XII. Action Items
   A. List of bank institutions for 2019
   B. Community Magazine Contract
   C. Proposal for Classification and Compensation Study (discussion at HR meeting)
   D. Set library closed date for staff in-service 2019
XIII. Public Comment
XIV. Trustee Comments
XV. Adjournment
Orion Township Public Library
Board of Trustees Meeting Minutes, January 24, 2019

Library Mission: To serve and engage a thriving community of lifelong learners

1) Call to order at 6:35 p.m.

2) Approval of agenda. Motion to approve the agenda as presented by Pergeau / Luna. Motion carries.

3) New employee introductions
   a) Holly Clarke – Librarian. Has a variety of experience
   b) John Jaklic – Internship in IT. Graduates in December

4) Consent Agenda as presented: Motion to approve the consent agenda as presented by Phillips / Phillips. Motion carries.
   a) Minutes from last meeting 12/20/18 Library Board meeting
   b) Bills
   c) Financial Statement and Treasurer’s Report from December 2018
      i) $83K of Property Taxes in excess of budget.
      ii) Total Revenue exceed budget by a favorable $61K.
      iii) Total expenditures yielded an excess of a favorable $258K of budget.
           Fund balance was not used and in fact, returning $58,205 to Fund Balance.

5) Communications
   a) Press coverage –
      i) See Board packet
      ii) Our 8 Little Libraries will be painted by local artists through a partnership with the Orion Art Center

6) Director’s report
   a) Report on file
b) Comment cards submitted with proper contact information were reviewed during the meeting.

c) Sunday attendance has been great. Patrons have been very excited and happy to have Sunday as an option to enjoy their library.

d) Department goals are in process.

e) A packet has been sent to various state and local government officials providing information on the Library.

f) The Library has not received its property tax revenue from Orion Township yet due to the new computer system in the Treasurer’s office. Were promised to have it by Monday, 1/28/19.

7) Old Business

a) Unique Management update – Total ROI of $5:$1.

b) Strategic Plan Work Plan update -

8) Standing Committee Report –


b) Finance –

c) Fund Development – Joint meeting with Strategic Planning. Report and Analysis on file. Meeting on 2/18/19 at 6:30 p.m.

d) Board Development –

   Introduction to new online databases.

   Kanopy – showcases world’s best films.

   Creativebug – 1,000 online arts and crafts website. No limit. Like YouTube.

e) Building – Condition of Boiler was inspected and appears to be functioning properly and no issues were noted. Future maintenance is planned for cleaning the pipes of sediment. The new pump itself is functioning well.

f) Human Resources

g) Ad Hoc Committee Reports

   Strategic Planning

   Advocacy – None

9) Discussion Items

a) Review Patron-NonResident fee from Fines & Fees Policy=

   i) Reviewed annually. $200; no change recommended.

b) Record retention policy report to board by director.

   i) Reviewed annually. No change recommended.

10) Action Items

a) None

11) New meetings scheduled at the OTPL unless noted otherwise

a) Policy and HR Committee meeting – 2/18/19 at 5:30 p.m.
b) Fund Development and Strategic Planning joint meeting - 2/18/19 at 6:30 p.m.

12) Questions from the Public –none

13) Trustee comments

14) Adjournment at 8:20 p.m.

Mike Luna
Secretary, Board of Trustees
Orion Township Public Library
<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>SALARIES-EXEMPT</td>
<td>$57,422.98</td>
</tr>
<tr>
<td>SALARIES-NON-EXEMPT</td>
<td>$32,809.97</td>
</tr>
<tr>
<td>SOCIAL SECURITY 1/1/2019 TO 1/31/2019</td>
<td>$6,732.66</td>
</tr>
<tr>
<td>OPT-OUT BENEFIT Non-covered employee ins. reimb</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>Total bills per Solomon reports attached: Account Distribution Report</td>
<td>$63,193.03</td>
</tr>
<tr>
<td>TOTAL BILLS TO DATE</td>
<td>$161,158.64</td>
</tr>
<tr>
<td>Acct</td>
<td>Vendor</td>
</tr>
<tr>
<td>-------</td>
<td>-----------------</td>
</tr>
<tr>
<td>4065</td>
<td>LEAF CAPITAL FUNDING LLC</td>
</tr>
<tr>
<td>4065</td>
<td>SYNCHRONY BANK/AMAZON</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| 4071  | DAN MAJOR       | Friends Donation Expense     | VO        | 01-19  | 1/10/2019       | 029302   | 1/10/2019      | FRIENDS FUNDING   | 14.84        | 0.00          |
| 4071  | JULIE SUGG      | Vo                            | VO        | 01-19  | 1/10/2019       | 029303   | 1/10/2019      | FRIENDS FUNDING   | 15.47        | 0.00          |
| 4071  | MEGAN KELLEY    | Vo                            | VO        | 01-19  | 1/10/2019       | 029305   | 1/10/2019      | FRIENDS FUNDING   | 50.00        | 0.00          |
| 4071  | MARY COONEY     | Vo                            | VO        | 01-19  | 1/10/2019       | 029308   | 1/10/2019      | FUND REQUEST      | 50.00        | 0.00          |
| 4071  | SUZANNE TISON   | Vo                            | VO        | 01-19  | 1/10/2019       | 029309   | 1/10/2019      | EXPENSE           | 15.00        | 0.00          |
| 4071  | YANKIE AIR MUSEUM | Vo                         | VO        | 01-19  | 1/10/2019       | 029311   | 1/10/2019      | FRIENDS FUNDING   | 200.00       | 0.00          |
| 4071  | KATE KLOOR      | Vo                            | VO        | 01-19  | 1/15/2019       | 029316   | 1/15/2019      | EXPENSE           | 30.00        | 0.00          |
| 4071  | SAM'S CLUB      | Vo                            | VO        | 01-19  | 1/17/2019       | 029327   | 1/17/2019      | STATEMENT         | 17.96        | 0.00          |
| 4071  | SAM'S CLUB      | Vo                            | VO        | 01-19  | 1/17/2019       | 029327   | 1/17/2019      | STATEMENT         | 26.36        | 0.00          |
| 4071  | BETH SHERIDAN   | Vo                            | VO        | 01-19  | 1/22/2019       | 029331   | 1/22/2019      | EXPENSE           | 54.63        | 0.00          |
| 4071  | ELLISON         | Vo                            | VO        | 01-19  | 1/22/2019       | 029333   | 1/22/2019      | EXPENSE           | 17.23        | 0.00          |
| 4071  | THOMAS ROMITO   | Vo                            | VO        | 01-19  | 1/24/2019       | 029346   | 1/24/2019      | FUNDING REQUEST   | 100.00       | 0.00          |
| 4071  | PNC/OUTREACH    | Vo                            | VO        | 01-19  | 1/24/2019       | 029348   | 1/24/2019      | STATEMENT         | 96.16        | 0.00          |
| 4071  | PNC/YOUTH       | Vo                            | VO        | 01-19  | 1/24/2019       | 029348   | 1/24/2019      | STATEMENT         | 141.98       | 0.00          |
| 4071  | PNC/TEEN        | Vo                            | VO        | 01-19  | 1/24/2019       | 029348   | 1/24/2019      | STATEMENT         | 63.59        | 0.00          |
| 4071  | AMAZON/AMAZON/YOUTH | Vo                        | VO        | 01-19  | 1/31/2019       | 029356   | 1/31/2019      | STATEMENT         | 6.46         | 0.00          |
|       |                 |                               |           |        |                 |          |                | Account Total      | 899.68       | 0.00          |

| 4684  | TODD ESTES      | Grant Expense                | VO        | 01-19  | 1/22/2019       | 029338   | 1/22/2019      | CK REQUEST        | 800.00       | 0.00          |
| 4684  | U OF WISCONSIN/LIB OF MI | Vo                        | VO        | 01-19  | 1/22/2019       | 029339   | 1/22/2019      | ORDER 482733      | 300.00       | 0.00          |
| 4684  | PNC/BEST BUY GRANT | Vo                        | VO        | 01-19  | 1/24/2019       | 029348   | 1/24/2019      | STATEMENT         | 27.00        | 0.00          |
|       |                 |                               |           |        |                 |          |                | Account Total      | 1,127.00     | 0.00          |

<p>| 5083  | DELTA DENTAL    | Medical Insurance            | VO        | 01-19  | 1/17/2019       | 029321   | 1/17/2019      | RIS0002132781     | 902.10       | 0.00          |</p>
<table>
<thead>
<tr>
<th>Acct</th>
<th>Vendor</th>
<th>Tran Desc</th>
<th>Tran Type</th>
<th>Period</th>
<th>Tran Date</th>
<th>ExRef Nbr</th>
<th>Debit Amount</th>
<th>Credit Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>5083</td>
<td>MML BC/BS</td>
<td>BLUE CROSS BLUE SHIELD OF MICH</td>
<td>VO</td>
<td>01-19</td>
<td>1/17/2019</td>
<td>007010015710</td>
<td>12,303.70</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5084</td>
<td>Life Insurance</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5084</td>
<td>PRINCIPAL</td>
<td>PRINCIPAL LIFE INSURANCE COMPA</td>
<td>VO</td>
<td>01-19</td>
<td>1/22/2019</td>
<td>Statement</td>
<td>140.72</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5085</td>
<td>Disability Insurance</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5085</td>
<td>PRINCIPAL</td>
<td>PRINCIPAL LIFE INSURANCE COMPA</td>
<td>VO</td>
<td>01-19</td>
<td>1/22/2019</td>
<td>Statement</td>
<td>743.65</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5086</td>
<td>Pension Expense</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5086</td>
<td>J HANCOCK</td>
<td>JOHN HANCOCK LIFE INSURANCE CO</td>
<td>VO</td>
<td>01-19</td>
<td>1/31/2019</td>
<td>23432160</td>
<td>6,187.82</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6900</td>
<td>Office Supplies</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6900</td>
<td>SAMS CLUB</td>
<td>SAM’S CLUB/SYNCHRONY BANK</td>
<td>VO</td>
<td>01-19</td>
<td>1/17/2019</td>
<td>Statement</td>
<td>-40.41</td>
<td>0.00</td>
</tr>
<tr>
<td>6900</td>
<td>AMAZON.CO</td>
<td>SYNCHRONY BANK/AMAZON</td>
<td>VO</td>
<td>01-19</td>
<td>1/31/2019</td>
<td>Statement</td>
<td>193.36</td>
<td>0.00</td>
</tr>
<tr>
<td>6900</td>
<td>AMAZON.CO</td>
<td>SYNCHRONY BANK/AMAZON</td>
<td>VO</td>
<td>01-19</td>
<td>1/31/2019</td>
<td>Statement</td>
<td>6.38</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6901</td>
<td>Staff Copier/ Printer Supplies</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6901</td>
<td>LEAF</td>
<td>LEAF CAPITAL FUNDING LLC</td>
<td>VO</td>
<td>01-19</td>
<td>1/10/2019</td>
<td>9040634</td>
<td>180.89</td>
<td>0.00</td>
</tr>
<tr>
<td>6901</td>
<td>SAMS CLUB</td>
<td>SAM’S CLUB/SYNCHRONY BANK</td>
<td>VO</td>
<td>01-19</td>
<td>1/17/2019</td>
<td>Statement</td>
<td>115.92</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6911</td>
<td>Automation Expenses</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6911</td>
<td>KNIGHT TEC</td>
<td>KNIGHT TECHNOLOGY GROUP, INC</td>
<td>VO</td>
<td>01-19</td>
<td>1/8/2019</td>
<td>12428</td>
<td>88.00</td>
<td>0.00</td>
</tr>
<tr>
<td>6911</td>
<td>CDW GOVT</td>
<td>CDW GOVERNMENT INC</td>
<td>VO</td>
<td>01-19</td>
<td>1/17/2019</td>
<td>QQN7664</td>
<td>417.99</td>
<td>0.00</td>
</tr>
<tr>
<td>6911</td>
<td>FOA</td>
<td>PNC BANK</td>
<td>VO</td>
<td>01-19</td>
<td>1/24/2019</td>
<td>Statement</td>
<td>842.45</td>
<td>0.00</td>
</tr>
<tr>
<td>6911</td>
<td>AMAZON.CO</td>
<td>SYNCHRONY BANK/AMAZON</td>
<td>VO</td>
<td>01-19</td>
<td>1/31/2019</td>
<td>Statement</td>
<td>315.33</td>
<td>0.00</td>
</tr>
<tr>
<td>Acct</td>
<td>Vendor</td>
<td>Tran Desc</td>
<td>Tran Type</td>
<td>Period</td>
<td>Post</td>
<td>Ref Nbr</td>
<td>Tran Date</td>
<td>ExRef Nbr</td>
</tr>
<tr>
<td>------</td>
<td>--------------</td>
<td>------------------------</td>
<td>-----------</td>
<td>--------</td>
<td>------</td>
<td>---------</td>
<td>----------------</td>
<td>----------------</td>
</tr>
<tr>
<td>6920</td>
<td>Downloadable Materials</td>
<td></td>
<td>VO</td>
<td>01-19</td>
<td></td>
<td>029336</td>
<td>1/22/2019</td>
<td>008700199008208</td>
</tr>
<tr>
<td>6921</td>
<td>Books-Adult</td>
<td></td>
<td>VO</td>
<td>01-19</td>
<td></td>
<td>029356</td>
<td>1/31/2019</td>
<td>STATEMENT</td>
</tr>
<tr>
<td>6924</td>
<td>Audio Visual</td>
<td></td>
<td>VO</td>
<td>01-19</td>
<td></td>
<td>029323</td>
<td>1/17/2019</td>
<td>966858035</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>VO</td>
<td>01-19</td>
<td></td>
<td>029353</td>
<td>1/29/2019</td>
<td>966889137</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>VO</td>
<td>01-19</td>
<td></td>
<td>029356</td>
<td>1/31/2019</td>
<td>STATEMENT</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6927</td>
<td>Computerized Reference</td>
<td></td>
<td>VO</td>
<td>01-19</td>
<td></td>
<td>029347</td>
<td>1/24/2019</td>
<td>63579</td>
</tr>
<tr>
<td>6928</td>
<td>Dvd-Adult</td>
<td></td>
<td>VO</td>
<td>01-19</td>
<td></td>
<td>029317</td>
<td>1/15/2019</td>
<td>96826627</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>VO</td>
<td>01-19</td>
<td></td>
<td>029322</td>
<td>1/17/2019</td>
<td>96858034</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>VO</td>
<td>01-19</td>
<td></td>
<td>029351</td>
<td>1/29/2019</td>
<td>96889135</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>VO</td>
<td>01-19</td>
<td></td>
<td>029352</td>
<td>1/29/2019</td>
<td>96889136</td>
</tr>
</tbody>
</table>
### Account Distribution - Standard

**Period:** 01-19  **As of:** 2/13/2019

**Company:** OTPL

<table>
<thead>
<tr>
<th>Acct</th>
<th>Vendor</th>
<th>Tran Desc</th>
<th>Tran Type</th>
<th>Period Post</th>
<th>Ref Nbr</th>
<th>Tran Date</th>
<th>ExRef Nbr</th>
<th>Debit Amount</th>
<th>Credit Amount</th>
<th>Amount Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>6930</td>
<td>Operating Supplies &amp; Expense</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>742.63</td>
</tr>
<tr>
<td>6930</td>
<td>NICEBADGE</td>
<td>NICE BADGE</td>
<td>VO</td>
<td>01-19</td>
<td>029292</td>
<td>1/8/2019</td>
<td>220766-001</td>
<td>23.54</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>6930</td>
<td>SHRED - IT</td>
<td>SHRED-IT USA LLC</td>
<td>VO</td>
<td>01-19</td>
<td>029328</td>
<td>1/17/2019</td>
<td>8126382326</td>
<td>88.59</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>6930</td>
<td>FOA</td>
<td>PNC BANK</td>
<td>VO</td>
<td>01-19</td>
<td>029348</td>
<td>1/24/2019</td>
<td>STATEMENT</td>
<td>8.98</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>6930</td>
<td>MOBY DICK</td>
<td>MOBY DICK PET STORE INC.</td>
<td>VO</td>
<td>01-19</td>
<td>029354</td>
<td>1/29/2019</td>
<td>7063</td>
<td>100.00</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>6930</td>
<td>ADP</td>
<td>AUTOMATIC DATA PROCESSING</td>
<td>VO</td>
<td>01-19</td>
<td>029367</td>
<td>1/31/2019</td>
<td>527067468</td>
<td>121.12</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>6930</td>
<td>ADP</td>
<td>AUTOMATIC DATA PROCESSING</td>
<td>VO</td>
<td>01-19</td>
<td>029368</td>
<td>1/31/2019</td>
<td>527791518</td>
<td>110.71</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>6930</td>
<td>ADP</td>
<td>AUTOMATIC DATA PROCESSING</td>
<td>VO</td>
<td>01-19</td>
<td>029369</td>
<td>1/31/2019</td>
<td>528184931</td>
<td>137.28</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>6937</td>
<td>Streaming Video/Audio</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6937</td>
<td>HOOPLA</td>
<td>HOOPLA BY MIDWEST TAPE</td>
<td>VO</td>
<td>01-19</td>
<td>029289</td>
<td>1/8/2019</td>
<td>96823750</td>
<td>24,000.00</td>
<td>0.00</td>
<td>24,000.00</td>
</tr>
<tr>
<td>6938</td>
<td>Board Games</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6938</td>
<td>AMAZON.COM</td>
<td>SYNCHRONY BANK/AMAZON</td>
<td>VO</td>
<td>01-19</td>
<td>029356</td>
<td>1/31/2019</td>
<td>STATEMENT</td>
<td>12.50</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>6950</td>
<td>Promotion, Publishing, Printing</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6950</td>
<td>LO DDA</td>
<td>LAKE ORION DDA</td>
<td>VO</td>
<td>01-19</td>
<td>029362</td>
<td>1/31/2019</td>
<td>FLOWER FAIR</td>
<td>155.00</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>7100</td>
<td>Telephone</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7100</td>
<td>TELNET WOI</td>
<td>TELNET WORLDWIDE</td>
<td>VO</td>
<td>01-19</td>
<td>029310</td>
<td>1/10/2019</td>
<td>155662</td>
<td>299.64</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>7100</td>
<td>COMCAST</td>
<td>COMCAST</td>
<td>VO</td>
<td>01-19</td>
<td>029314</td>
<td>1/15/2019</td>
<td>STATEMENT</td>
<td>95.00</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>7100</td>
<td>VERIZON</td>
<td>VERIZON WIRELESS</td>
<td>VO</td>
<td>01-19</td>
<td>029340</td>
<td>1/22/2019</td>
<td>9822091736</td>
<td>100.68</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>7101</td>
<td>Utilities-Gas</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Account Total:**
- Operating Supplies & Expense: 742.63
- Streaming Video/Audio: 24,000.00
- Board Games: 12.50
- Promotion, Publishing, Printing: 155.00
- Telephone: 495.32
- Utilities-Gas: 0.00
<table>
<thead>
<tr>
<th>Acct</th>
<th>Vendor</th>
<th>Tran Desc</th>
<th>Tran Type</th>
<th>Period Post</th>
<th>Ref Nbr</th>
<th>Tran Date</th>
<th>ExRef Nbr</th>
<th>Debit Amount</th>
<th>Credit Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>7101</td>
<td>CONS/POWF</td>
<td>CONSUMERS ENERGY</td>
<td>VO</td>
<td>01-19</td>
<td>029372</td>
<td>1/31/2019</td>
<td>STATEMENT</td>
<td>1,320.96</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Account Total</td>
<td>1,320.96</td>
</tr>
<tr>
<td>7102</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2,539.10</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Account Total</td>
<td>2,539.10</td>
</tr>
<tr>
<td></td>
<td>DTE</td>
<td>DTE ENERGY</td>
<td>VO</td>
<td>01-19</td>
<td>029373</td>
<td>1/31/2019</td>
<td>STATEMENT</td>
<td>2,539.10</td>
<td>0.00</td>
</tr>
<tr>
<td>7110</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Account Total</td>
<td>2,539.10</td>
</tr>
<tr>
<td></td>
<td>GFL</td>
<td>GREEN FOR LIFE ENVIRONMENTAL</td>
<td>VO</td>
<td>01-19</td>
<td>029288</td>
<td>1/8/2019</td>
<td>0002732422</td>
<td>48.00</td>
<td>0.00</td>
</tr>
<tr>
<td>7110</td>
<td>SUPPLY</td>
<td>SUPPLY DEN</td>
<td>VO</td>
<td>01-19</td>
<td>029293</td>
<td>1/8/2019</td>
<td>407949-00</td>
<td>176.88</td>
<td>0.00</td>
</tr>
<tr>
<td>7110</td>
<td>SUPPLY</td>
<td>SUPPLY DEN</td>
<td>VO</td>
<td>01-19</td>
<td>029329</td>
<td>1/17/2019</td>
<td>408564-00</td>
<td>198.49</td>
<td>0.00</td>
</tr>
<tr>
<td>7110</td>
<td>SAMS CLUB</td>
<td>SAM'S CLUB/SYNCHRONY BANK</td>
<td>VO</td>
<td>01-19</td>
<td>029327</td>
<td>1/17/2019</td>
<td>STATEMENT</td>
<td>137.47</td>
<td>0.00</td>
</tr>
<tr>
<td>7110</td>
<td>J&amp;T</td>
<td>J&amp;T ELECTRICAL SUPPLY</td>
<td>VO</td>
<td>01-19</td>
<td>029342</td>
<td>1/24/2019</td>
<td>189827</td>
<td>12.00</td>
<td>0.00</td>
</tr>
<tr>
<td>7110</td>
<td>SUPPLY</td>
<td>SUPPLY DEN</td>
<td>VO</td>
<td>01-19</td>
<td>029355</td>
<td>1/29/2019</td>
<td>409120-00</td>
<td>162.44</td>
<td>0.00</td>
</tr>
<tr>
<td>7110</td>
<td>PROGPLUM</td>
<td>PROGRESSIVE PLUMBING SUPPLY</td>
<td>VO</td>
<td>01-19</td>
<td>029363</td>
<td>1/31/2019</td>
<td>2413752</td>
<td>161.29</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Account Total</td>
<td>896.57</td>
</tr>
<tr>
<td>7111</td>
<td>PRO TECH</td>
<td>PRO TECH SECURITY SYSTEMS</td>
<td>VO</td>
<td>01-19</td>
<td>029326</td>
<td>1/17/2019</td>
<td>S 21652</td>
<td>310.00</td>
<td>0.00</td>
</tr>
<tr>
<td>7111</td>
<td>SECURITY</td>
<td>SECURITY CENTRAL</td>
<td>VO</td>
<td>01-19</td>
<td>029345</td>
<td>1/24/2019</td>
<td>49332</td>
<td>430.25</td>
<td>0.00</td>
</tr>
<tr>
<td>7111</td>
<td>SECURITY</td>
<td>SECURITY CENTRAL</td>
<td>VO</td>
<td>01-19</td>
<td>029366</td>
<td>1/31/2019</td>
<td>50020</td>
<td>312.56</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Account Total</td>
<td>1,052.81</td>
</tr>
<tr>
<td>7115</td>
<td>A LEHMAN</td>
<td>ASHLEY LEHMAN</td>
<td>VO</td>
<td>01-19</td>
<td>029330</td>
<td>1/22/2019</td>
<td>MILEAGE</td>
<td>87.12</td>
<td>0.00</td>
</tr>
<tr>
<td>7115</td>
<td>M ZALEWSKI</td>
<td>MONICA ZALEWSKI</td>
<td>VO</td>
<td>01-19</td>
<td>029334</td>
<td>1/22/2019</td>
<td>MILEAGE</td>
<td>45.13</td>
<td>0.00</td>
</tr>
<tr>
<td>7115</td>
<td>H ZALESIN</td>
<td>HALLI ZALESIN</td>
<td>VO</td>
<td>01-19</td>
<td>029357</td>
<td>1/31/2019</td>
<td>MILEAGE</td>
<td>7.19</td>
<td>0.00</td>
</tr>
<tr>
<td>7115</td>
<td>J PUGH</td>
<td>JAMES PUGH</td>
<td>VO</td>
<td>01-19</td>
<td>029358</td>
<td>1/31/2019</td>
<td>MILEAGE</td>
<td>25.98</td>
<td>0.00</td>
</tr>
<tr>
<td>7115</td>
<td>J STREETMAN</td>
<td>JESSICA STREETMAN</td>
<td>VO</td>
<td>01-19</td>
<td>029359</td>
<td>1/31/2019</td>
<td>MILEAGE</td>
<td>17.08</td>
<td>0.00</td>
</tr>
<tr>
<td>7115</td>
<td>K KNOX</td>
<td>KAREN KNOX</td>
<td>VO</td>
<td>01-19</td>
<td>029360</td>
<td>1/31/2019</td>
<td>MILEAGE</td>
<td>148.83</td>
<td>0.00</td>
</tr>
<tr>
<td>7115</td>
<td>S TISON</td>
<td>SUZANNE TISON</td>
<td>VO</td>
<td>01-19</td>
<td>029364</td>
<td>1/31/2019</td>
<td>MILEAGE</td>
<td>23.20</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Account Total</td>
<td>354.53</td>
</tr>
</tbody>
</table>

**Account Total:** 354.53 0.00
<table>
<thead>
<tr>
<th>Acct</th>
<th>Vendor</th>
<th>Tran Desc</th>
<th>Tran Type</th>
<th>Period</th>
<th>Post</th>
<th>Ref Nbr</th>
<th>Tran Date</th>
<th>ExRef Nbr</th>
<th>Debit Amount</th>
<th>Credit Amount</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>7116</td>
<td>Education &amp; Training</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7116</td>
<td>MLA</td>
<td>MLA/MARKETING WKSHP</td>
<td>VO</td>
<td>01-19</td>
<td></td>
<td>029344</td>
<td>1/24/2019</td>
<td>2756</td>
<td>190.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>7116</td>
<td>FOA</td>
<td>PNC/AB WKSHP</td>
<td>VO</td>
<td>01-19</td>
<td></td>
<td>029348</td>
<td>1/24/2019</td>
<td>STATEMENT</td>
<td>417.60</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>7116</td>
<td>FOA</td>
<td>PNC/SMS WKSHP</td>
<td>VO</td>
<td>01-19</td>
<td></td>
<td>029348</td>
<td>1/24/2019</td>
<td>STATEMENT</td>
<td>417.60</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>7116</td>
<td>K KNOX</td>
<td>K KNOX/ALA</td>
<td>VO</td>
<td>01-19</td>
<td></td>
<td>029361</td>
<td>1/31/2019</td>
<td>EXPENSE</td>
<td>121.86</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>7120</td>
<td>Dues</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7120</td>
<td>MLA</td>
<td>MICHIGAN LIBRARY ASSOCIATION</td>
<td>VO</td>
<td>01-19</td>
<td></td>
<td>029306</td>
<td>1/10/2019</td>
<td>2451</td>
<td>50.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>7120</td>
<td>MLA</td>
<td>MICHIGAN LIBRARY ASSOCIATION</td>
<td>VO</td>
<td>01-19</td>
<td></td>
<td>029307</td>
<td>1/10/2019</td>
<td>2574</td>
<td>50.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>7120</td>
<td>SAMS DUES</td>
<td>SAM'S CLUB</td>
<td>VO</td>
<td>01-19</td>
<td></td>
<td>029365</td>
<td>1/31/2019</td>
<td>STATEMENT</td>
<td>45.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>7125</td>
<td>Miscellaneous</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7125</td>
<td>FOA</td>
<td>PNC/FISH</td>
<td>VO</td>
<td>01-19</td>
<td></td>
<td>029348</td>
<td>1/24/2019</td>
<td>STATEMENT</td>
<td>20.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>7129</td>
<td>Contingency Professional</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7129</td>
<td>KNIGHT TEC</td>
<td>KNIGHT TECHNOLOGY GROUP, INC</td>
<td>VO</td>
<td>01-19</td>
<td></td>
<td>029343</td>
<td>1/24/2019</td>
<td>12512</td>
<td>300.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>7503</td>
<td>Capital Improvements</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7503</td>
<td>BSB COMM</td>
<td>BSB COMMUNICATIONS INC</td>
<td>VO</td>
<td>01-19</td>
<td></td>
<td>029332</td>
<td>1/22/2019</td>
<td>143142</td>
<td>821.42</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>7516</td>
<td>MTT Reimbursements</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7516</td>
<td>ORIONTWP</td>
<td>CHARTER TOWNSHIP OF ORION</td>
<td>VO</td>
<td>01-19</td>
<td></td>
<td>029335</td>
<td>1/22/2019</td>
<td>19-0000357</td>
<td>44.94</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Acct</td>
<td>Vendor</td>
<td>Tran Desc</td>
<td>Tran Type</td>
<td>Period</td>
<td>Ref Nbr</td>
<td>Tran Date</td>
<td>ExRef Nbr</td>
<td>Debit Amount</td>
<td>Credit Amount</td>
<td></td>
<td></td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
<td>-----------</td>
<td>-----------</td>
<td>--------</td>
<td>---------</td>
<td>-----------</td>
<td>-----------</td>
<td>--------------</td>
<td>---------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Grand Total 63,193.03 0.00
### Orion Township Public Library
#### For the Month Ending January 31, 2019

<table>
<thead>
<tr>
<th>Revenues</th>
<th>January Actual</th>
<th>Annual Budget</th>
<th>January Actual To Date</th>
<th>Percent of Total Budget</th>
<th>Balance of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Property Taxes</td>
<td>1,505,320</td>
<td>2,200,000</td>
<td>1,505,320</td>
<td>68%</td>
<td>694,680</td>
</tr>
<tr>
<td>State Aid</td>
<td>0</td>
<td>22,000</td>
<td>0</td>
<td>0%</td>
<td>22,000</td>
</tr>
<tr>
<td>Penal Fines</td>
<td>0</td>
<td>68,000</td>
<td>0</td>
<td>0%</td>
<td>68,000</td>
</tr>
<tr>
<td>Copier Service</td>
<td>768</td>
<td>8,000</td>
<td>768</td>
<td>10%</td>
<td>7,232</td>
</tr>
<tr>
<td>Library Fines</td>
<td>3,124</td>
<td>45,000</td>
<td>3,124</td>
<td>7%</td>
<td>41,876</td>
</tr>
<tr>
<td>Interest Income</td>
<td>1,394</td>
<td>15,000</td>
<td>1,394</td>
<td>9%</td>
<td>13,606</td>
</tr>
<tr>
<td>Donation Income</td>
<td>5,007</td>
<td>25,000</td>
<td>5,007</td>
<td>20%</td>
<td>19,993</td>
</tr>
<tr>
<td>Grant Income</td>
<td>5,037</td>
<td>0</td>
<td>5,037</td>
<td>0%</td>
<td>(5,037)</td>
</tr>
<tr>
<td>Miscellaneous Income</td>
<td>747</td>
<td>7,000</td>
<td>747</td>
<td>11%</td>
<td>6,253</td>
</tr>
<tr>
<td>Realized/Unrealized Gain/Loss</td>
<td>2,676</td>
<td>0</td>
<td>2,676</td>
<td>0%</td>
<td>(2,676)</td>
</tr>
<tr>
<td>Received from General Ledger</td>
<td></td>
<td>100,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Revenue</td>
<td>1,524,074</td>
<td>2,490,000</td>
<td>1,524,074</td>
<td>61%</td>
<td>965,926</td>
</tr>
</tbody>
</table>
Orion Township Public Library  
For the Month Ending January 31, 2019

<table>
<thead>
<tr>
<th>Operational Expenditures</th>
<th>January 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>13,402</td>
<td>1,370,000</td>
<td>13,402</td>
<td>1%</td>
<td>1,356,598</td>
</tr>
<tr>
<td>Fringe Benefits</td>
<td>31,368</td>
<td>355,000</td>
<td>31,368</td>
<td>9%</td>
<td>323,632</td>
</tr>
<tr>
<td>Supplies, Programs</td>
<td>2,204</td>
<td>68,000</td>
<td>2,204</td>
<td>3%</td>
<td>65,796</td>
</tr>
<tr>
<td>Materials, Information Resources</td>
<td>31,711</td>
<td>230,000</td>
<td>31,711</td>
<td>14%</td>
<td>198,289</td>
</tr>
<tr>
<td>Automation, Computerized Reference</td>
<td>9,851</td>
<td>125,000</td>
<td>9,851</td>
<td>8%</td>
<td>115,149</td>
</tr>
<tr>
<td>Promotion, Publishing, Printing</td>
<td>408</td>
<td>36,000</td>
<td>408</td>
<td>1%</td>
<td>35,592</td>
</tr>
<tr>
<td>Telephone</td>
<td>495</td>
<td>8,000</td>
<td>495</td>
<td>6%</td>
<td>7,505</td>
</tr>
<tr>
<td>Utilities</td>
<td>3,860</td>
<td>55,000</td>
<td>3,860</td>
<td>7%</td>
<td>51,140</td>
</tr>
<tr>
<td>Repairs &amp; Maintenance</td>
<td>1,967</td>
<td>47,000</td>
<td>1,967</td>
<td>4%</td>
<td>45,033</td>
</tr>
<tr>
<td>Capital Improvements</td>
<td>13,156</td>
<td>69,500</td>
<td>13,156</td>
<td>19%</td>
<td>56,344</td>
</tr>
<tr>
<td>Insurance &amp; Workers Comp</td>
<td>3,131</td>
<td>47,000</td>
<td>3,131</td>
<td>7%</td>
<td>43,869</td>
</tr>
<tr>
<td>Education, Training &amp; Dues</td>
<td>3,274</td>
<td>30,000</td>
<td>3,274</td>
<td>11%</td>
<td>26,726</td>
</tr>
<tr>
<td>Mileage</td>
<td>309</td>
<td>7,000</td>
<td>309</td>
<td>4%</td>
<td>6,691</td>
</tr>
<tr>
<td>Professional &amp; Contractual Services</td>
<td>980</td>
<td>35,000</td>
<td>980</td>
<td>3%</td>
<td>34,020</td>
</tr>
<tr>
<td>Donation Expense</td>
<td>804</td>
<td>0</td>
<td>804</td>
<td>0%</td>
<td>(804)</td>
</tr>
<tr>
<td>Grant Expense</td>
<td>1,127</td>
<td>0</td>
<td>1,127</td>
<td>0%</td>
<td>(1,127)</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>20</td>
<td>2,500</td>
<td>20</td>
<td>1%</td>
<td>2,480</td>
</tr>
<tr>
<td>MTT Reimbursements</td>
<td>45</td>
<td>5,000</td>
<td>45</td>
<td>1%</td>
<td>4,955</td>
</tr>
<tr>
<td>Total Expenditures</td>
<td>118,113</td>
<td>2,490,000</td>
<td>118,113</td>
<td>5%</td>
<td>2,371,887</td>
</tr>
</tbody>
</table>
# ORION TOWNSHIP LIBRARY - TREASURER'S REPORT - PLANT FUND ACTIVITY

## JANUARY 2019

<table>
<thead>
<tr>
<th>ACCOUNT</th>
<th>BEGINNING OF MONTH</th>
<th>INTEREST</th>
<th>REALIZED/UNREALIZED GAIN/LOSS *</th>
<th>DISBURSEMENTS/TRANSFERS</th>
<th>BALANCE END OF MONTH</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lake Michigan CU MM (1)</td>
<td>$203,310.27</td>
<td>$86.16</td>
<td></td>
<td></td>
<td>$203,396.43</td>
</tr>
<tr>
<td>Lake Michigan CU Savings (2)</td>
<td></td>
<td>$5.00</td>
<td></td>
<td></td>
<td>$5.00</td>
</tr>
<tr>
<td>UBS Plant Fund (5)</td>
<td>$226,702.33</td>
<td>$159.32</td>
<td>$187.02</td>
<td></td>
<td>$227,048.67</td>
</tr>
<tr>
<td>TCF National Bank M37(10)</td>
<td>$99,801.00</td>
<td></td>
<td>$199.00</td>
<td></td>
<td>$100,000.00</td>
</tr>
<tr>
<td>Flagstar Bank CD Z34 (11)</td>
<td>$99,367.00</td>
<td>$1,083.84</td>
<td>633.00</td>
<td>($1,083.84)</td>
<td>$100,000.00</td>
</tr>
<tr>
<td>Sturgis Bank CD DS5 (12)</td>
<td>$248,917.50</td>
<td>$445.89</td>
<td>1082.50</td>
<td>($445.89)</td>
<td>$250,000.00</td>
</tr>
<tr>
<td>Wells Fargo Bank CD TP1 (13)</td>
<td>$99,571.00</td>
<td>$254.79</td>
<td>429.00</td>
<td>($254.79)</td>
<td>$100,000.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$977,674.10</strong></td>
<td><strong>$2,030.00</strong></td>
<td><strong>$2,530.52</strong></td>
<td><strong>$0.00</strong></td>
<td><strong>$1,784.52</strong></td>
</tr>
</tbody>
</table>

*(1) Credit Union Money Market .50% interest  
(2) Credit Union Savings  
(5) Money Market Account, CD  
* Change in value until the investment reaches maturity  
(10) CD maturing 3/20/2019 @ 1.50% interest  
(11) CD maturing 1/27/2020 @ 2.150% interest  
(12) CD maturing 10/21/2019 @ 2.10% interest  
(13) CD maturing 9/14/2021 @ 3.00% interest
### ORION TOWNSHIP LIBRARY - TREASURER'S REPORT - GENERAL FUND ACTIVITY
**JANUARY 2019**

<table>
<thead>
<tr>
<th>ACCOUNT</th>
<th>BEGINNING OF MONTH</th>
<th>INTEREST</th>
<th>REALIZED/UNREALIZED GAIN/LOSS *</th>
<th>OPERATIONS</th>
<th>TRANSFERRED</th>
<th>CHECKS ISSUED</th>
<th>TRANSFERRED TO PNC GENERAL</th>
<th>TRANSFERRED TO OTHER</th>
<th>END OF MONTH</th>
</tr>
</thead>
<tbody>
<tr>
<td>PNC Bank - General Checking (1)</td>
<td>$258,738.64</td>
<td></td>
<td></td>
<td>$1,355,546.17</td>
<td>$1,784.52</td>
<td>($175,592.44)</td>
<td>($902,000.00)</td>
<td></td>
<td>$538,476.89</td>
</tr>
<tr>
<td>PNC Bank - General Savings (2)</td>
<td>$166,696.62</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$166,696.62</td>
</tr>
<tr>
<td>PNC Bank - Cafeteria (3)</td>
<td>$144.88</td>
<td></td>
<td></td>
<td>$2,000.00</td>
<td></td>
<td>($1,025.58)</td>
<td></td>
<td></td>
<td>$1,119.30</td>
</tr>
<tr>
<td>PNC - James Ingram Fund (4)</td>
<td>$7,077.29</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$7,077.29</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></td>
<td>$2,144.90</td>
</tr>
<tr>
<td>Genisys Credit Union MM (6)</td>
<td>$220,599.44</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$220,777.43</td>
</tr>
<tr>
<td>Genisys Credit Union Savings (7)</td>
<td>$10.69</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$10.69</td>
</tr>
<tr>
<td>Lakes Cmnty C U MM (8)</td>
<td>$104,225.03</td>
<td></td>
<td></td>
<td>$22.10</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$104,247.13</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></td>
<td>$10.00</td>
</tr>
<tr>
<td>Chief Financial C U Sav (10)</td>
<td>$15.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$15.00</td>
</tr>
<tr>
<td>Chief Financial C U MM (11)</td>
<td>$212,121.90</td>
<td></td>
<td></td>
<td>$225.15</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$212,347.05</td>
</tr>
<tr>
<td>UBS General Fund (13)</td>
<td>$540,866.26</td>
<td></td>
<td></td>
<td>$573.42</td>
<td>$145.68</td>
<td>$900,000.00</td>
<td>($176,618.02)</td>
<td>($902,000.00)</td>
<td>$1,441,585.36</td>
</tr>
<tr>
<td>UBS Endowment Fund (14)</td>
<td>$75,192.44</td>
<td></td>
<td></td>
<td>$13.53</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$75,205.97</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$1,587,843.09</td>
<td>$1,012.19</td>
<td>$1,355,546.17</td>
<td>$903,784.52</td>
<td>($176,618.02)</td>
<td>($902,000.00)</td>
<td>$0.00</td>
<td></td>
<td>$2,769,713.63</td>
</tr>
</tbody>
</table>

---

**Notes:**
- (1) Business Checking
- (2) Business Savings Sweep
- (3) Cafeteria
- (4) Business Checking - Donation Account
- (5) Business Checking - Donation Account
- (6) High Yield Money Market .95% interest
- (7) Credit Union Savings
- (8) Credit Union Money Market .25% interest
- (9) Credit Union Savings
- (10) Credit Union Savings
- (11) Credit Union MM 1.26% interest
- (12) Credit Union MM 1.26% interest
- (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
If you are in search of the right preschool or childcare facility in the Orion and Oxford area, come to the **Orion Township Public Library's 18th annual Preschool and Childcare Open House on Wednesday, February 20 from 4:00p to 7:00p.**

"The Preschool Fair offers people a chance to meet face to face with over 15 local preschool and daycare providers," said Suzanne Tison, youth services librarian. "These providers all have a slightly different approach and philosophy that makes their school unique. People that participate in the fair can get an idea of these differences in one evening and can find the best match for their family."

Attendees will receive a checklist with tips on what to look for in preschool or childcare, along with information on the programs that each facility has scheduled throughout the year.

For more information about the Preschool and Childcare Open House contact Suzanne Tison at 248.693.3000 x424 or visit orionlibrary.org or the Orion Township Public Library at 825 Joslyn Road, Lake Orion, MI 48362. The library is open 9:30a-9:00p Monday through Thursday, 9:30a-5:00p Friday and Saturday, and 1:00p-5:00p on Sunday during the school year.
Guest House names new board chair

Guest House recently named Robert D. Steele, MD, as the new chair of its Board of Trustees.

Steele accepted the position last fall and began his tenure early this year. He will serve a two-year term.

A trustee since 2000, Steele is a long-time advocate of the Guest House ministry; and as a retired physician, he brings a clinical perspective to the Board leadership.

Steele and his wife make their home in Naples, Florida, and spend summers in Gaylord, Michigan. Steele is a retired radiologist and previously served as chairman of the radiology department at St. Joseph Mercy Oakland.

Guest House President and CEO Jeff Henrich shared, "The trustees look forward to Dr. Steele's direction, based on wisdom and knowledge, so they can support the staff in the mission of helping priests, deacons, brothers, seminarians and religious women overcome addiction with treatment, begin their recovery journeys and return to their ministries."

Guest House representatives shared that they are grateful to former board of trustees chair and current trustee Michael J. Fontana for his leadership over the years.

Steele offered appreciation to Fontana at the January Board meeting.

"It has been inspirational to me to watch you deal with the difficult problems in a manner which was fair, just and respectful to all," he shared.

"Guest House is a better organization because of your leadership, and we are a better Board because of what you have done."

Fontana will remain on the Board as a trustee.

At a recent Board breakfast, which included Guest House staff and alumni, Steele commented, "Everyone suffering from the disease of addiction has at one time uttered the most basic prayer of all addicts: 'God, help me.' I believe that Guest House and everyone who makes up this mission are part of God's answer to that basic prayer, and we must be here for the individual who is saying that prayer at this very moment."

Guest House, Inc., identified in the Official Catholic Directory, is a 501(c)(3) non-profit health care provider that specializes in residential addiction treatment for Catholic clergy and religious people, since 1956.

It is governed by a Board of Trustees, comprised of 15 individuals, including lay people and religious leaders, from throughout the United States.

Contact Doris Brandt at 248-393-8933 or dorish@guesthouse.org for more information.

Finalists chosen for Little Free Libraries Art Project

The eight finalists have been chosen for the Little Free Libraries Art Project, a collaboration between the Orion Art Center and the Orion Township Library. Karin Starick, Executive Director of the Orion Art Center, Kate Kloer, Outreach Services Coordinator of the Orion Township Library, and Donald Walker, a local community volunteer and Orion Township's Citizen of the Month, chose the following finalists to put their own artistic touch on these Little Free Libraries:

- Patricia Alessandro – Downtown Parklet
- Kristen Carter – Orion Center
- Laura Gabrielle – Green's Park
- Betsy Lubick – Civic Center Park
- Kelley Peake – Jesse Decker Park
- Sarah Roberts – Friendship Park
- Kimberly Santini – Children's Park
- Julie Sugg – Orion Oaks Dog Park

All eight Little Libraries are expected to be completed by the end of March. Stay tuned for more details.
Orion Township Public Library to host ‘Michigan Science Center: Science Spectacular’

Love science? Bring the family to the Orion Township Public Library on Sunday, Feb. 10 at 2 p.m. and enjoy an afternoon with a variety of engaging science demonstrations provided by the Michigan Science Center.

Attendees of all ages will be wowed with topics of high voltage electricity, rockets, and centripetal motion, and volunteers will get to go on stage to help with some fascinating and fun science tricks.

“This is a great family event for all ages to attend during our new Sunday hours,” said Ashley Lehman, head youth librarian.

“The Michigan Science Center: Science Spectacular” is sponsored by the Friends of the Orion Township Public Library.

The Orion Township Public Library is located at 825 Joslyn Road in Lake Orion. For more information, visit orionlibrary.org or call 248-633-3000. The library is open 9:30 a.m.–9 p.m., Monday through Thursday; 9:30 a.m.–5 p.m. Friday and Saturday, and Sundays, 1–5 p.m. during the school year.
The Youth Department at the Orion Township Public Library is providing FREE early literacy bags to patrons who attend Baby Time Storytime programs, and to babies who come into the library that are six months and younger. They contain information about the different physical and cognitive developmental milestones of children ages birth-three years of age.

"The bags were created to not only welcome a brand new user to the library (and the world), but also to provide different tools for caregivers to use when interacting with their little ones," said Youth Librarian Emily Ellison. "We have also included early literacy tips that offer fun activities to do with little ones as well as the brain science behind that particular activity.

The bag contains a free book and materials and pamphlets from multiple sources, including Early On Oakland, and reputable online sources such as the Association for Library Services to Children, the American Academy of Pediatrics; and Zero to Three, the National Center for Infants, Toddlers and Families.

"People with young children are always busy, so we created an introduction to baby in quick, succinct pieces," said Ellison. For more information about the Youth Department, visit the Orion Township Public Library at 825 N. Riley Road, in Lake Orion, visit orionlibrary.org or call 248-693-3000 x320. The Library is open 8:30 a.m.-9 p.m. Monday through Thursday, 9:30 a.m.-5 p.m. Friday and Saturday, and 1-5 p.m. on Sundays during the school year.

COMMUNITY HAPPENINGS

EVENTS

Pinchie Players Wednesdays of your choice Enjoy a roving game of Pinchis! Join in the fun from noon-4 p.m. in Lake Orion. No fee. Contact Jackie at 248-393-8555 for location and details.

Floating Palaces of the Great Lakes History Program at the Oxford Public Library Join Joel Stone, author and senior curator at the Detroit Historical Society, on Monday, Feb. 4 at 7 p.m. as he examines the growth of the Great Lakes steamboat industry and the development of the ships that supported it. Of course, the dining experience will be included. The Library is located at 620 Pontiac Street in Oxford. For more information about this or any other Library program, visit www.miopl.org or call 248-628-0304.

St. Joseph Mercy Oakland’s Senior Fit Senior Fit is a FREE exercise program for people age 55 and over that encourages senior adults. A doctor’s consent is required. Classes are forming at: Auburn Hills Apostolic Church, Auburn Hills Community Center, Christ the Redeemer Catholic Church in Lake Orion, Oxford Lake Point Community Church, Rochester RARA, and Rochester Ballbrock Senior Community. Enroll at www.stjosephmercy.org or call 248-986-2545 for dates and times.

The Alzheimer’s Association Caregiver Support Group The Alzheimer’s Association invites the community to a Caregiver Support Group the third Thursday of each month at 6 p.m. at the Auburn Hills Community Center. For more information, call Anneta Werner at 248-940-5169 or Cindy Morley at 248-875-2052.

ORGANIZATIONS

East Oakland County MEA-Retired Chapter Membership The East Oakland County MEA-Retired chapter is accepting new members. Any retired MEA school employee is welcome to join. The East Oakland County MEA-Retired Chapter is affiliated with the MEA-Retired and MEA-Retired organizations. For more information, e-mail Oakland.ratines@yahoo.com.

Oakland County Quilt Guild The Oakland County Quilt Guild meets the first Thursday of each month, September through June, at the First Congregational Church, 1315 N. Pine in Rochester at 7 p.m. For more information, visit www.oaklandcountyquiltguild.com.

Your local “Good News” Paper info@communitylifestyles.com
What is a Chamber of Commerce, and what does it do?

According to the Association of Chamber of Commerce Executives, a Chamber is "an organization of businesses seeking to further their collective interests, while advancing their community. Business owners voluntarily form these local societies/networks to advocate on behalf of the community at large, economic prosperity and business interests. Chambers have existed in the U.S. for more than two centuries. Chamber missions vary, but they all tend to focus on shared primary goals, some of which include: Building communities to which residents, visitors and investors are attracted, and promoting those communities."

The Orion Area Chamber of Commerce, established in 1950, has grown to 350 members including independently-owned local retailers and restaurants, "big box" and chain businesses, service providers, non-profit organizations, community leaders, and individuals.

Take a look around you the next time you attend one of the many events and fundraisers happening in the Orion area—ONTV 5 for 5 Food Drive, Dragon on the Lake, LOPalooza, Holly Jolly Folks—and you will see a great deal of our Chamber members participating in and supporting these causes. Our Dragon football, cheer, wrestling and track teams benefit from the generosity of businesses that donate food, funds, or time. The yearly Cell Out for Soldiers program relies on sponsorship dollars. Blessings in a Backpack feeds hundreds of at-risk Lake Orion students, supported by a team of volunteer parents, community leaders, and local business owners.

Our community programs and non-profits thrive through the support of those local businesses whose owners and operators share...
What’s going on?
Member-sponsored and community events

Share the Love Fashion Show to benefit Love INC of North Oakland County. Wednesday, February 6th, Boulder Pointe Golf Club starting at 5 pm with shopping and a silent auction, dinner at 6 and the fashion show at 7. Tickets are $40 per person or $360 for a table of 10. Tickets available at The Boulevard Boutique in Oxford or at loveincnoc.org.

Meet and Greet at Nuview Nutrition Wellness Center. Are you ready to feel better, sleep better, think better, improve your mood, lose weight, and get off medications? Bring a friend and find out more about us, what we do, and how we can help you. Join us Thursday, February 7th at 6:30 pm for our FREE Meet and Greet at 7300 Dixie Hwy, Ste 500 in Clarkston. Call 248-623-5143 to register.

Project Kidsight Free Vision Screening for Children. Project Kidsight is a free vision-screening program, conducted by the Lake Orion Lions Club, for children age five months and older. Screening checks for eye strength, near/farsightedness, blurred vision, unequal pupils and asymmetric vision. A photo of the eye is taken and results are immediate. A report is provided at the screening which only takes a few minutes. Screening takes place at Orion Township Public Library, 825 Joslyn, Lake Orion on Saturday, February 9th from 10 am to noon.

ONTV’s 9th Annual Food Drive. Saturday, February 9th from 10 am to 4 pm at ONTV, 1349 Joslyn, Orion. Help stock the shelves of the Oxford/Orion Fish Food Pantry. Bring in 5 CANS OR $5 to the ONTV Studio and enter their raffle drawings. Stick around for LIVE Family Fun Entertainment! For more information call 248-693-3377 or visit OrionONTV.org.

Orion Art Center’s 30th Annual Gala. On Saturday, February 9th at Paint Creek Country Club, the Orion Art Center will host the most creative event of the season—its 30th Annual Gala, where Patron of the Arts, Heather Muzzy, and Artist of the Year, Ron Finch will be honored! The evening includes heavy hors d’oeuvres stations, beer, wine, and a featured cocktail. There are over 100 amazing auction and raffle items, including a 50/50 raffle, and music will be spun by local DJ Nathan Olli for your dancing enjoyment! Tickets are $75 per person or $560 for a table of 8. Contact the Orion Art Center for information and tickets at 248-693-4986 or info@orionart-center.org.

Coffee with Chris. Stop in the Orion Center Friday, February 25th for an informational meeting with Supervisor Chris Barnett. Topics include current events in Orion.

February Club Meetings
BNI North Oakland Business Associates: Wednesdays, February 6th, 13th, 20th and 27th, 7 to 8:30 am, Lake Orion United Methodist Church, 140 E. Flint (Anderson Street entrance), Lake Orion.

Greater Oakland Republican Club: Tuesday, February 12th, 7 pm, King’s Court Castle at Canterbury Village, Lake Orion

Lake Orion Optimist Club: Thursdays, February 7th and 21st, 7:30 am, Times Square Deli, 500 N. Lapeer, Lake Orion.

Visit the Chamber’s Events Calendar at oriontownship.org or schedule an appointment. Held monthly on the fourth Friday from 9:30 to 10:30 am at the Orion Center, 1335 Joslyn Road in Lake Orion.

Culver’s of Lake Orion Bingo Night. Visit Culver’s every Tuesday for free Bingo. Trivia questions, games & free prizes, along with a chance to win a $100 Gift certificate every week. Fun for the whole family at Culver’s, 4963 InterPark North in Lake Orion.

Taco Tuesdays at Legacy 925. Enjoy tacos every Tuesday from 4 to 10 pm! $2 Build your tacos your way, $5 frozen Margaritas, $4 bottles. Family Night Specials: Free Table games 50% off, activities with a food purchase of $10 or more include football bowling, archery tag, regular & mini bowling. 925 N Lapeer Road, Oxford.

Waffle Wednesdays. All day every week Wednesday, February 13th from 10 to 4 pm at Culver’s every Tuesday.

The Lake Orion Review -- What’s Up? Township and other matters of interest. If you have a request that may take some research please submit it in advance to ebarnett@oriontownship.org or schedule an appointment. Held monthly on the fourth Friday from 9:30 to 10:30 am at the Orion Center, 1335 Joslyn Road in Lake Orion.

Why join the Orion Area Chamber? Because our website is often the first place go to find goods, services and events. An investment in Membership gives you access to the website, the Chamber’s Events Calendar, and the Chamber’s LinkedIn Group.

Visit the Chamber’s Events Calendar at oriontownship.org or schedule an appointment. Held monthly on the fourth Friday from 9:30 to 10:30 am at the Orion Center, 1335 Joslyn Road in Lake Orion.

Culver’s of Lake Orion Bingo Night. Visit Culver’s every Tuesday for free Bingo. Trivia questions, games & free prizes, along with a chance to win a $100 Gift certificate every week. Fun for the whole family at Culver’s, 4963 InterPark North in Lake Orion.

Taco Tuesdays at Legacy 925. Enjoy tacos every Tuesday from 4 to 10 pm! $2 Build your tacos your way, $5 frozen Margaritas, $4 bottles. Family Night Specials: Free Table games 50% off, activities with a food purchase of $10 or more include football bowling, archery tag, regular & mini bowling. 925 N Lapeer Road, Oxford.

Waffle Wednesdays. All day every week Wednesday, February 13th from 10 to 4 pm at Culver’s every Tuesday.
Revisiting the Founding Era Readings

Identifying early signs of Dementia/Alzheimer's 2-3:30pm Jan. 31, Orion Center, 1335 Joslyn. Early detection allows possibility and provides patients/families chance to plan for what’s to come. Free. Pre-register at 248-391-0304 x3500.

Special Girl Date Night Dance Feb. 1, girls ages 5-8, Feb. 2, ages 9-12, 7-9pm. CERC, 455 E. Scripps Rd, L. Tickets: $10 ea. Girls ages 5-12 invited to spend an evening with their dad, grandpa or uncle. 248-693-5436 or https://www.digitalsignup.com/lakeorion

Winterfest 10am-3pm Feb. 2, Place: Seven Ponds Nature Center, 3854 Crawford Rd, Dryden. $3/non-members; members free. Enjoy a bonfire on the ice, ice cutting, snowshoe walks, cross country skiing, ice skating, snowman building competition, smores' bar. Inside crafts. Bring your own skates and cross-country skis or try out the center's.
Around Town...

Continued from page 14

imagine. express. discover Orion Art Center gala 7pm-midnight Feb. 9, Paint Creek Country Club, 2375 Stanton Rd, LO. Beer, wine, small plates, dancing, auction, raffles. Semi-formal attire. $75/person; $560/table of 8. Register by Feb. 1: 248-693-4965; orionartcenter.org/gala.

Disc Golf: 24-hour course open year round at Addison Oaks Park, 1480 W. Romeo Rd, Leonard.

Orion Historical Society meets Monday, Feb. 11, 7-8:30pm. Orion Library, 825 Joslyn Rd. Join the Orion Historical Society to learn about Orion Township's history and work on projects to preserve the past.

Community Conversations- Cultural Diversity, a panel presentation by the LOHS Culture Club Thursday, Feb. 11; Lockhart's BBQ, 37 E. Flint St., LO. 248-693-3001.

Grief Support Group for all ages for those who have recently lost a loved one Feb. 12, 7pm-8pm, The carriage House in Cliftonwood Park, Clarkston Rd, Clarkston. Topic: What should I be doing to help myself? Walk in; free of charge. Any questions: 248-625-5231.

Pinochio players- noon-4pm Wednesdays. No fee. Call Jackie for location and details:

Flag Football- co-ed ages 4-14, 5 vs. 5, non-contact, recreational program. Learn the fundamentals of football or enhance your skills. All levels welcome. Games played at LOHS on Sunday afternoons; practices one hour prior to game each week. Participants receive NFL reversible jersey and a flag belt. Season is end of April-end of June. Register by Mar 1 at www.NationalFlagFootball.com

MAKER Fair for Gr 3-8, 8-9:30am or 10-11:30am Mar. 2, LOHS, 495 E. Scripps Rd. Use STEM to make derby cars, popsicle catapults, jewelry, bounce balls/lava lamps, coding necklaces, VR, knitting, more. Fee: $5/student; grades 3-5 must be accompanied by adult.


Break the Winter Blues 1-2:30pm Mar 5, Orion Center, 1335 Orion Rd. Listen to Thomas Smith “Smitty”- music from the 50’s-60’s. Tap your toes to all the well-known songs from artists like the Beatles, Elvis Presley, Cat Stevens, Gordon Lightfoot, more. $3/resident. Pre-register at 248-391-0304.

St. Patrick’s Day Social 6-8pm Mar. 6, Waterford Oaks Activity Center, 2800 Watkins Lake Rd. Ages 16-26 with special needs/disabilities will enjoy music, dancing, pizza. Cost: $10/participant; $5/caregiver. Register at OaklandCountyParks.com, 248-424-7081 or Adaptive@oakgov.com.

NA Meetings 8-9:30pm nightly, LO United Methodist Church, 140 E. Flint St. Enter off Slater St.

AA Meetings. Oxford Free Methodist Church, 790 S. Lapeer Rd. Monday night mens, 7:30pm. Thursday Night Open, 7:30pm.
**Two kinds of cookies and three kinds of milk! Kid paradise!**

Lucas, 4, goes back for a second cookie, this time chocolate chip. Hey, it’s Cookies with Cops and the cops aren’t issuing citations for too many cookies. Photos by Jim Newell.

Oakland County Sheriff’s Office Deputy Steve Meech of the Orion Twp. Substation with three- and a half-year-old Hudson, who wore his police outfit to Cookies with Cops. A new recruit, someday?

Brooks, 3, with K9 Deputy Robert Loken and Lex, an explosive detection canine.

Deputy Robert Loken and Lex pose with Peyton, 5, who attended Cookies with Cops with his dad.

Twins Vivian and Catherine, 7, liked the cops, K9s and cookies but didn’t forget what makes libraries special – all the wonderful books! – as they took some time to read after the show.

**Cookies with Cops is a great way to spend a Saturday**

What’s better than cookies and milk? Cookies and milk with cops... and canines.

The Orion Twp. Public Library hosted Cookies with Cops on Saturday in honor of Law Enforcement Appreciation Day. About 80 people attended the event, part of the library’s youth services community outreach, said Youth Services Librarian Emily Ellison.

Deputy Steve Meech from the OCSO Orion Twp. Substation and Lt. Harold Rossmann from the Lake Orion Police Department talked to kids about what law enforcement officers do to protect the public, stranger danger and why police officers sometimes go into schools.

While all the kids (and parents) liked hearing the deputies and police officers, the dogs stole the show.

Sheriff’s Office K-9 Deputy Robert Loken brought in his two patrol canines – Lex, specializing in explosive detection, and Stark, specializing in accelerant detection. Loken, a canine handler/trainer for more than 13 years, set up bugs around the stage for the canines to display their talents for sniffing out contraband.

For more on upcoming library programs, visit orionlibrary.org. – J.N.
Please note that the Orion Center will closed Monday, February 18th, in observance of Presidents' Day. Therefore there will be no access for visitors to the Chamber office that day.

**Upcoming Targeted Network Group Meetings**

**Non-Profit & Charity:** Tuesday, February 19th, 10:00-11:30am at Orion Township Library. Click here for more info and to register.

**Connect the Dots:** Tuesday, February 19th, 7:00-8:30pm at Orion Township Library. Click here for more info and to register.

**Thirsty Thursday**
The Orion Area Chamber of Commerce is committed to advance the general welfare and prosperity of the business community in the Orion Area.

Welcome New Members!

Upcoming Chamber Events

Upcoming Targeted Networking Group Meetings:

- **Non-Profit & Charity**: Tuesday, February 19th, 10:00-11:30am at Orion Township Library. [Click here for more info and to register.](#)

- **Connect the Dots**: Tuesday, February 19th, 7:00-8:30pm at Orion Township Library. [Click here for more info and to register.](#)

*Both meetings are open to members and non-members and are free of charge. However, registration is requested.*
Your monthly news & updates

Finalists Chosen!

Little Free Libraries Art Project

The 8 finalists have been chosen for the Little Free Libraries Art Project, a collaboration between the Orion Art Center and the Orion Township Library. Karin Starick, Executive Director of the Orion Art Center, Kate Kloor, Outreach Services Coordinator of the Orion Township Library, and Donald Walker, a local community volunteer and Orion Township’s Citizen of the Month, chose the following 8 finalists to put their own artistic touch on these Little Free Libraries:

- Patricia Alessandro - Downtown Parklet
- Kristen Carter - Orion Center
- Laura Gabriel - Green's Park
- Betsy Labick - Civic Center Park
- Kelleny Peake - Jesse Decker Park
- Sarah Roberts - Friendship Park
- Kimberly Santini - Children's Park
- Julie Sugg - Orion Oaks Dog Park

All 8 Little Libraries are expected to all be completed by the end of March. We can't wait to see them!
Lectures/Legislator hours/Meetings

• Oakland County Pioneer and Historical Society Mini Lecture is 2 p.m. Jan. 20 at the Pine Grove Historical Museum, 405 Cesar E Chavez Ave., Pontiac. Tom Nelson, Adjunct Professor at MCCC, will present 'Confederate Postage in the Civil War', with slides of pre-war postage stamps. Admission $7 at the door, 248-338-6732.

• State Rep. John Reilly to host district office hours, Jan. 21 in Oxford and Orion Township: 6-7 p.m. at the Oxford Library, 530 Pontiac St., Oxford and 7:30-8:30 p.m. at the Orion Township Library, 825 Joslyn Road, Orion Township. No appointment needed, Rep. Reilly at 517-373-1798 or via email at JohnReilly@house.mi.gov.


• Annual Meeting & Donut Dolly Vietnam Presentation is 10 a.m.-noon, Jan. 26 at Orchard Lake Schools, 3535 Commerce Road, www.gwbhs.org/events, 248-757-2451, $15 brunch ticket donation. Make brunch reservations by Jan. 21. RSVP to rsvp@gwbhs.org or 248-518-0871.
Orion Township Public Library

29 mins ·
Take a sweet winter break on Monday, February 18 from 2-3pm for "The Sweetest Taste Test". Sample unique and crazy flavors of favorite treats, guess the flavors, and vote for your favorites. Grades K-12 welcome!

Orion Township Public Library shared a post.
February 9 at 9:52 AM ·

Michigan Secretary of State's Office
Like Page
February 7 at 12:02 PM ·

The Michigan Department of State is replacing its decades-old vehicle records system with a modern computer system to better serve millions of customers. CARS a...
We participated in 8th Grade Welcome Night at Official: Lake Orion High School Thursday. Students and their families picked up information about teen programming and volunteer opportunities at the library.

Learn more about our Teen Services by following the links under the Teen tab on our website: orionlibrary.org

Want to be a volunteer? Apply here: orionlibrary.org/volunteers/

Dang, 22 yrs ago i was in the 1st freshman class of the new High school 😲

They're not lying! AND we have online resources for homework help and project inspiration, too! Check them out here: https://orionlibrary.org/youth/student-resources/

and here:
https://orionlibrary.org/teens/homework-database-help/

Looking for project inspiration? Your library is here to help!
Orion Township Public Library
February 8 at 9:30 AM ·
The Michigan Science Center will be here Sunday, February 10th at 2:00p wowing us with topics of high voltage electricity, rockets, centripetal motion, and more! 🧪🔍🔍🔍🔍 All ages welcome. No registration required.

Orion Township Public Library
February 7 at 9:43 AM ·
Update on our Revisiting the Founding Era Discussion Series. Click below.

Orion Township Public Library
February 7 at 9:42 AM ·
The weather just does not want to cooperate with us! We have added new dates to the series to make up for lost sessions. Stay tuned to this event and our Facebook page for more information as we make updates. Our apologies for any inconveniences!
Orion Township Public Library
February 7 at 9:07 AM ·
We ARE Open today!

However, due to Lake Orion Community Schools being closed, all storytimes have been cancelled this morning. Be safe on those untreated roads!
The first session in our four part discussion series Revisiting the Founding Era has been rescheduled to this Wednesday, February 6th at 7:00PM.

Space is limited, so please register for the discussions by following the "Get Tickets" link in the Event Description or by following this link: https://orionlibrary.evanced.info/signup/EventDetails...

***Please note that selecting "Going" in the Facebook event does mean you have registered for the discussion sessions! Please register on our website***

Revisiting the Founding Era Discussion Series
Orion Township Public Library · Lake Orion

- **Interested**
  WED, FEB 13
  7:00 PM – 8:30 PM

- **Interested**
  WED, FEB 27
  7:00 PM – 8:30 PM

- **Interested**
  WED, MAR 6
  7:00 PM – 8:30 PM

+ 1 more time

LikeShow more reactions
CommentShare
**Orion Township Public Library**
February 4 at 1:38 PM ·
February marks Black History Month, a tribute to African-American men and women who have made significant contributions to America and the rest of the world in the fields of science, politics, law, sports, the arts, entertainment, and many other fields. Come see the Black History Month display in the lobby of our library now through the end of the month.

---

**Orion Township Public Library**
February 2 at 2:32 PM ·
#DYK that when Mel.org: Michigan eLibrary changed its online database lineup this past October, one of the new resources added was Consumer Reports? Browse or search trustworthy, independent product reviews from the comfort of home.

**Consumer Reports | Orion Township Public Library**
Consumer Reports
Doing research takes time. Choosing the wrong product wastes money. Provide trusted information for making the smart…
Stuck inside because of the cold? Tuck in with a new perspective on a Harry Potter binge.

The Hit Podcasters Breaking Down Harry Potter, Chapter by Chapter

“Binge Mode” has attracted a cult following for its lively, in-depth analysis.

James Pugh and 2 others

Edward Blake Great podcast but be careful. It’s not for kids.

Stop by the Orion Library during the month of February and see the beautiful paintings from guest artist Christina Haylett on display.
Orion Township Public Library shared a photo.
January 31 at 11:59 AM ·
We are a drop off location for OrionONTV's 9th Annual Food Drive benefitting the Oxford/Orion FISH - Food Pantry! Bring in some non-perishable food or personal items and drop them off in the box in our lobby or any of the locations listed below. Then watch the Food Drive on LIVE TV on Saturday, February 9th!
Thank you for supporting our community, OrionONTV!

OrionONTV
January 24 at 2:20 PM ·
Donate Today! ONTV's 9th Annual Food Drive is right around the corner. Please considering donating non-perishable food or personal items at one of our drop off locations. http://ow.ly/Iycx30nrj8F

5James Pugh and 4 others

Orion Township Public Library Look for the box in the main lobby!
Manage

LikeShow more reactions
· Reply · 1w

Orion Township Public Library
January 31 at 9:00 AM ·
Toddler Time and Preschool Pals storytimes are cancelled today (January 31st) due to school closings. Stay warm and safe!
Attention parents of 5th graders! Tomorrow, January 31, is the final day to sign up for Battle of the Books. Make sure all team members are registered, and fill out the Team Confirmation Form. Sign up and information can be found at: https://orionlibrary.org/youth/battle-of-the-books/

Due to the weather we are canceling tonight's first Founding Era program. This first session will be rescheduled to next Wednesday, February 6. Check back for further scheduling updates.
**Orion Township Public Library**
January 29 at 11:27 PM

With all the fun winter weather, unexpected closings and bad driving conditions we won't fine you for a late book if we’re closed. Stay safe everyone! If you can't make it to the library to return your stuff on time let us know and we may waive that fine for you. We're nice that way.

---

You, Halli Zalesin, Lori Morris and 114 others

**Showey Howey** Next time, hold the books the other way. That fourth one from the top looks good.

**Stephanie Knight** I’m thankful to be able to renew online!

---

**Orion Township Public Library**
January 28 at 11:32 AM

Due to inclement weather, we will be closing at 3:30p today. Stay warm and safe!

17Laurel Dancoe and 16 others
Orion Township Public Library
January 28 at 8:41 AM ·
Toddler Time & Preschool Pals storytimes are canceled today because LO Schools are closed. Stay cozy!

88
Jon Paul Hanson Are you still opening at 9:30 today?
Orion Township Public Library Jon Paul Hanson Yes, we are opening at 9:30.

Orion Township Public Library
January 27 at 2:13 PM ·
It is FREEZING outside! ❄️ ❄️ ❄️
If you don't want to come out in this frigid weather, we get it. So stay at home and access library materials digitally 24/7! Curl up with a good book with OverDrive for Libraries. Watch a documentary or indie film with Kanopy. Stream music and movies with hoopla digital. You can find all of our ebook & downloadable content here: orionlibrary.org/downloads/

Wishing everyone warm thoughts!

39 You, Beth Blubaugh Sheridan, James Pugh and 36 others
The winter meeting of the teen book club will be discussing "The Fighting Ground" by Avi as part of our series of Founding Era programs. We will discuss this award winning book and enjoy pizza! The first five teens who arrive will get a free paperback copy of the next book club book.

Teen Book Club

5Beth Blubaugh Sheridan, James Pugh and 3 others

**ATTENTION LIBRARY CARD HOLDERS**

Show your Orion Library card at any Emagine Theater on the first Monday of every month starting in February through December 2019 for an $8 ticket and 44 oz popcorn!

110Halli Zalesin, Alice Cruz and 108 others

Sara Boots Barb Monday movies?
Michael Talbert Amanda

View 18 more comments
Toddler Time & Preschool Pals storytimes are canceled today because LO Schools are closed due to icy road conditions. Be safe!

The Orion Library will not open until 1:00 PM today due to icy road conditions. Be safe and we'll see you this afternoon.

Will the book sale begin when you are open?

Thanks Donald Walker and ALL of our Friends members who help raise money for the library! Let mom know

we love to see books returned on time, but never at the cost of safely getting them here. Just come by this afternoon when we open! 👍
Orion Township Public Library shared a photo.
January 22 at 3:17 PM ·
Save the date for May 4th, 2019 and join us in a celebration of anime, comics, movies, gaming, cosplay and more! We will have all ages programming all day like free comics, Star Wars crafts, gaming tournaments, a cosplay contest, Harry Potter duels, video game trivia, and more! Keep an eye on our Facebook page for more updates as they come.

Orion Township Public Library to Fandom Fest at OTP
January 22 at 3:02 PM ·
1 Comment
1 Share
99
Carol Mason can't wait!

Orion Township Public Library shared a post.
January 21 at 8:15 AM ·
Book sale starts tomorrow!

Friends of Orion Township Library
December 28, 2018 ·
Mark your calendar for the winter gently used book sale in January! 📚
6 Shares
Our Youth Librarians are patiently waiting for our storytimes to start back up next week. It all kicks off Monday at 10a with Toddler Time. Check out our storytime schedule as well as other upcoming library events here: orionlibrary.evanced.info/msignup/Events

Danika Martinchek Poor miss Suzanne.
Orion Township Public Library Melissa Walters 😾 we hope she can make it in soon so she can see her!
Green Hippo Gifts We’ll be there at 10! We’ve been feeling the same way! 😊

**Attention Orion Library Card Holders**
Check out these discounted tickets for February to see the Detroit Red Wings!
Orion Township Public Library shared a post.
January 17 at 1:05 PM ·
Thank you OrionONTV for all of your help in the community! We will certainly try to do our part!

OrionONTV to Orion Township Public Library
January 16 at 2:52 PM ·
ONTV's 9th annual 5 or 5 Food Drive benefiting Oxford/Orion FISH Food Pantry is right around the corner!

https://www.youtube.com/watch?v=ixwnSTbX41s

ONTV's 5 or 5 Food Drive 2019 Promo
ONTV invites you to take part in the 9th annual 5 or 5 Food Drive benefiting Oxford/Orion FISH Food Pantry. Visit www.orionontv.org for more…

Orion Township Public Library
January 17 at 9:30 AM ·
Calling all children! Calling all children! Fun activity has been spotted at the library this Saturday, January 19th at 10:00a for our 2nd annual Cookies with Cops program! Help us show appreciation for the Oakland County Sheriff’s Office and the Lake Orion Police Department on National Law Enforcement Day! Activities are to be considered fun and educational. Milk and cookies will be served, requesting back-up!

16Halli Zalesin and 15 others
While we appreciate the effort and especially liked the duct tape on the inside of the spine on this one, let’s leave book repairs to the experts, shall we?

Take a photo or video with this effect by Funnyism.

40 Halli Zalesin, James Pugh and 38 others

Eric Diez The date on the post-it note is 1-19-19. This person is from the future. Wait a few days, maybe the duct tape will heal the wound underneath.

Showey Howey The hardest book to read from the library was War and Peace. The front of the volume was well-worn but the back was barely touched.

Orion Township Public Library War and Peace is a marathon, not a sprint

Orion Township Public Library

There is still spaces available to read to Henry, one of our Doggone Readers, tomorrow from 6:00-7:00p. Click here to register online: https://orionlibrary.evanced.info/signup/List
Orion Township Public Library added an event.
January 14 at 1:43 PM
A celebration of anime, comics, movies, gaming, cosplay and more! Join us May 4th for great events like free comics, Star Wars crafts, gaming tournaments, a cosplay contest, Harry Potter duels, and video game trivia. All ages welcome! More details to come.

SAT, MAY 4 AT 10 AM
Fandom Fest at OTPL
Orion Township Public Library · Lake Orion
Halli, Kathleen and James
Interested
9 James Pugh and 8 others

Orion Township Public Library shared a post.
January 13 at 1:01 PM
Coming next week!

Friends of Orion Township Library
December 28, 2018
Mark your calendar for the winter gently used book sale in January! ️

5 Shares

10 James Pugh and 9 others
Orion Township Public Library

January 11 at 11:20 AM

Join us at the Orion Library on Tuesday, January 15 at 6:30p for OUCARES - a 90-minute informational session that will introduce you to Oakland University's Center for Autism Outreach Service.

OUCARES
Oakland University Center for Autism Research, Education and Support

5Lisa Russell, James Pugh and 3 others

Orion Township Public Library

January 10

***Attention Orion Township Library Card Holders***

Because of The Library Network's relationship with the Detroit Red Wings and Little Caesars Arena, members (that's us) will receive special ticket offers during the 2018-19 season. These special offers are NOT available to the general public and is not available at the Little Caesars Arena XFINITY Box Office. To receive special-offer tickets, you must purchase through this offer by going here: DetroitRedWings.com/TLN for game tickets and here: DetroitRedWings.com/TLNTOURS for LCA tour tickets.

Let's Go Red Wings! 🏒️🏒

23James Pugh and 22 others

Katie Jolly Daryl Fosmoen
Orion Township Public Library

January 8

We had a lot of fun filming this edition of Orion @ Your Library with OrionONTV! Check out all of our upcoming events for January and February here: https://www.youtube.com/watch?v=qHkLdYmOU3Q&t=743s
Dear Karen,

MLA is currently engaged with a number of public policy issues affecting our libraries across the state and nationally. We are working with legislators and stakeholders to ensure the library voice is heard at the Capitol.

**Advocate for Our Libraries: Practice Advocacy Every Day**

The new legislature is getting settled and our new Governor is gearing up for her first State of the State on February 5. We're busy figuring out the new committee members and who could have a big impact on state aid to libraries this year. We'll be meeting with new legislators soon and recommend that you reach out to your new elected officials and invite them into the library for a tour, coffee hour, or any community event.

We need to practice advocacy every day in our libraries, in our communities and in our personal lives. As much as we might dislike some of the politics we read about every day, it's important to realize that politics and advocacy are two different things. As you know, public libraries depend on millages, penal fines, state aid and myriad other sources of funding. What you may not realize is that for every dollar funneled into your library budget, someone advocated to see that funding was not taken away.

You can help MLA advocate for our libraries by meeting your elected officials and educating them about your place in the community. Local and state elected officials and community leaders need to be educated and reminded of the good work you do every single day.

That's why advocacy is everyone’s responsibility. Develop a relationship with your community leaders and elected officials and educate them. That is imperative. But don't stop there, tell your neighbor, your barista and the person who changes the oil in your car. It's all about community advocacy. What type of advocacy are you doing in your community? [Continue reading]

**NARCAN Legislation Being Drafted**

Our NARCAN legislation is currently being drafted and we expect it to be introduced in the House. We do not anticipate opposition and hope to move it quickly through the process. The bills offer liability protection for libraries when providing the life-saving opioid antidote naloxone, common brand name Narcan, to an overdosing patron.
Dark Store Legislation Back in Play

Legislation addressing the dark store issue has been introduced by Rep. LaFave (R-Menominee). The bill HB 4025 addresses The Michigan Tax Tribunal practice to reduce tax obligations allowing thriving big box stores to be taxed at the same rate as closed-down, abandoned stores. This is sure to garner debate as it moves along. The Daily Press in Escanaba covered the details, read more: http://www.dailypress.net/news/local-news/2019/01/dark-store-fight-moves-to-legislature/A

Changes to Freedom of Information Act

Effective December 28, 2018, the Legislature approved two important amendments to the Michigan Freedom of Information Act. Public Act 523 added a new requirement to Section 3 regarding the information that must be included in a FOIA request. In addition, Act 523 amended Section 4 to address what happens when a requester does not pay a deposit in a timely manner. Anne Seurynck of Foster Swift Collins & Smith PC Attorneys has more on this on their website: https://www.fosterswift.com/communications-admendment-FOIA-PublicAct523.html

Support Michigan Candidates

Michigan Libraries have the opportunity to be represented at a national level. Please support our Michigan candidates for ALA President, AASL President-elect and ALA Council.

ALA President

Lance Werner, Executive Director at Kent District Library, is on the slate for 2020-2021 ALA President.

Werner has held numerous positions in the Michigan library community, including chairing the Michigan Library Association Legislative Committee (2015-2016), serving as president of the Lakeland Library Cooperative (2015-2016), and president of the Michigan Library Association (2012-2013).

"Having found success fighting for libraries on a local and state level, I'm eager to be a mentor and champion for library systems nationwide. I've always believed that the success of one library depends on the success of all libraries. My ultimate personal goal is to ensure that success by acting as a legislative champion for the libraries, the people who work for them and the patrons they serve. The accomplishment of this depends on helping libraries to deliver exceptional value to tax payers and serving under-served audiences. During my 20 years as a librarian, I've witnessed libraries help people to become the absolute best versions of themselves - and to me, that's something worth fighting for." - Lance Werner

View Werner's candidate website here and check out his blog posts on the importance of empathy and kindness in the library profession and in life.

AASL President-elect
Lisa Brakel, District Library Media Specialist, Airport Community Schools, is in the running for American Association of School Librarians (AASL) President-elect. Learn more about Lisa Brakel on her campaign website.

**ALA Council**

Holly Hibner, Adult and Teen Services Coordinator, Plymouth District Library, is a candidate for a position on the ALA Council. Biographical information is available on the ALA Elections webpage.

ALA elections will be held March 11 through April 3, 2019. **Please support our Michigan candidates!** To be eligible to vote, individuals must be members in good standing of ALA as well as applicable divisions and round tables as of **January 31, 2019**. To learn more and make sure your vote counts, visit: [http://www.ala.org/aboutala/governance/alaelection](http://www.ala.org/aboutala/governance/alaelection)
Dear Karen,

Welcome to this month’s round up of 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.

Scholarship Applications Due Today

Don't let financial issues stand between you and an enriching education opportunity. MLA has a scholarship fund to assist individual members with defraying costs for attending association sponsored education events. Scholarship applications for Spring Institute 2019 and spring workshops are due today!

Visit our website to learn more and submit your application using the online form.

Academic Libraries 2019

Join us on Friday, March 15 at Washtenaw Community College in Ann Arbor for Academic Libraries 2019.

Academic libraries face growing opportunities and challenges regarding the amount and types of data they capture; the privacy and ethical responsibilities surrounding that data; and a desire to make data-driven decisions to improve services and best support their campus communities.

Join Abigail Goben, MLS, for the morning session where participants will tackle these issues and debate if and how academic libraries can use data responsibly and develop strategies to engage with students, faculty and administration on the future of library-generated data.

Early Bird Registration expires February 22, 2019. Register Today!

More information

Spring Institute 2019
Register for Spring Institute 2019, this March 28-29 in Bay City, and join youth library professionals from all across Michigan. This two-day event is designed to encourage growth, facilitate networking and offer encouragement and inspiration. Don't miss the opportunity to connect with colleagues. Meet new friends and develop new connections while you learn about the cool things other libraries are doing at the Cool Things my Library Does reception, join a Let's Chat session, and show off your trivia knowledge at Just Lunch. Visit the conference website for detailed information.

Early Bird Registration ends March 6, 2019. Register Today!

Register for MLA Spring Workshops

Visit the MLA website event calendar for program details and register online today!

Human Resources
April 4, 2019
Rochester Hills Public Library, Rochester, MI
Staffing typically represents the largest portion of a library's budget. Learn about budget planning for staffing costs, setting compensation and developing benefits packages, creating job descriptions and organizational charts, plus interviewing skills and employee development.

Community Collaborations
April 15, 2019
Grand Rapids Public Library, Grand Rapids, MI
Immigration issues are impacting communities across the country. How can libraries better serve the immigrant population in our state? A lineup of experts will give you an overview of concerns and how your library can better serve these patrons and students.

Library Hospitality - More Than Just Customer Service
May 3, 2019
Ann Arbor District Library, Westgate Branch, Ann Arbor, MI
Is your library welcoming, comfortable and inviting? It's more than just providing resources, it's assuring a positive holistic experience to patrons.

Marketing the Library
May 14, 2019
Delta Township District Library, Lansing, MI
Should your marketing plan include outreach to nonusers or should the focus be on getting repeat visits? Get an outside perspective on how to create a marketing plan.

Executive Summit
May 31, 2019
Learn how to build a robust succession planning program that aligns current talent development with future leadership needs.

**Michigan Research Institute for Public Libraries Scholarship Opportunity**

The Michigan Regional Research Institute for Public Libraries (MIRIPL) has scholarships available to attend the MIRIPL workshop on August 7-8, 2019, in East Lansing. Scholarships are provided by the Colorado State Library and the Colorado Library Consortium. Learn more

The deadline to apply is February 26, 2019. Applicants will be notified of a decision by March 15, 2019 at 5:00 p.m. Learn more and apply online

**Library of Michigan LSTA Grant Programs**

The Library of Michigan Library Services and Technology Act (LSTA) Collaborative Library Services, Public Library Services and Improving Access to Information grant programs are open.

**Public Library Services Grant Program**

This program provides funding for public libraries to purchase materials and supplies that meet the selected program topics for a given year and are for an identified program or service the library will be providing. The application deadline is March 8, 2019. More information

**Collaborative Library Services Grant Program**

This multi-year grant program provides Michigan public, academic and school libraries the opportunity to develop innovative programs or services that have the potential to develop into sustainable regional or statewide programs that can benefit a broad range of libraries. Interested applicants must have submitted an Intent to File form by January 31, 2019. The full application deadline is May 31, 2019. More information

**Improving Access to Information Grant Program**

This LSTA grant program is designed to provide public and academic libraries with the opportunity to expand services for learning and access to information and/or to develop library services that provide all users access to information. The application deadline is May 31, 2019. More information

Detailed information on these grant programs, including the program timelines, applicant eligibility, and the application questions are available at www.michigan.gov/lsta. Register for upcoming informational webinars on the grant programs and application processes at www.michigan.gov/ceevents.

**JIFP Call for Contributors**

The Journal of Intellectual Freedom and Privacy (JIFP) is seeking contributors for book reviews, commentaries and feature articles for their quarterly publication. To
Free Copies of the 2019 Michigan Farm Fun Directory

Each year, the Michigan Agritourism Association receives requests from libraries around the state for boxes of their popular Michigan Farm Fun Directory. This year, they want to be sure that all libraries in Michigan know about this resource. The directory is free and it is Michigan's only statewide printed directory that solely features farms and other agricultural destinations that welcome visitors, including farm markets, petting farms, u-pick farms and more. View the directory online.

If you would like to request copies of the directory for your library visitors, please email info@michiganfarmfun.com or call (616) 952-1151.

Seeking Nominees for the 2019 Michigan Author Award

Help us recognize an author who has made a significant contribution to Michigan's literary heritage. Submit your nomination and supporting materials through the MLA website using the online form.

Nominations will be accepted through February 28. Visit the MLA website or download the criteria and guidelines (pdf) for more information.

Featured Jobs

View these jobs and more at the MLA Career Center.

Library Director
Traverse Area District Library - Traverse City, Michigan
The Traverse Area District Library (TADL), a network of community libraries, is a district library funded by a dedicated countywide millage. TADL was established by an agreement between the City of Traverse City and Grand.. Read more

Youth Services Librarian
East Lansing Public Library - East Lansing, Michigan
The East Lansing Public Library (ELPL) is seeking a dynamic, full-time Youth Services Librarian with a strong knowledge of children's, tween and teen services; and of science, technology, engineering, arts, and math (STEAM) programming. Read more

Circulation Library Assistant/Aide Supervisor-Trainer
Kalamazoo Public Library - Kalamazoo, Michigan
Under the direct supervision of the Circulation Manager, this position is responsible for providing service to patrons and support for library circulation through public desk service, supervision, training and evaluation of library aides.. Read more
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: 6/30/2019
Visit the MLA website to renew your membership or update your profile (login required).

President's Update

Happy Library Lovers Month! I hope you are all feeling the love and warming up!

The end of January brought the ALA Midwinter Conference and the Polar Vortex. I was able to attend the Councilor’s Forum at Midwinter with Jennifer Dean, Michigan’s ALA Councilor. Jennifer and I were excited to meet other association presidents and councilors from around the country.

The United States National Library of Medicine (NLM), a division of the National Institute of Health (NIH), also presented at the forum. They are doing good things to connect with libraries, especially public libraries, including health-related book discussion kits that they will send to libraries to use in book discussions for free. This month they are focusing on books on heart health. Other great initiatives include the All of Us Journey traveling exhibit designed to promote, educate, and enroll participants in the NIH All of Us Research Program. The Journey exhibits are visiting the Greater Midwest Region! Click here to learn more and see a list of dates and cities where the mobile will be. Contact darlene-kaskie@uiowa.edu if your institution would like to host the Journey. Darlene Kaskie is the representative from National Network of Libraries of Medicine (NNLM) for the Greater Midwest Region. Check out the NNLM Greater Midwest Region at: https://nnlm.gov/gmr

Continue Reading

From the Executive Director's Desk

"Change is inevitable. Your growth is optional." John C Maxwell, leadership author.

When it comes to conferences I am a firm believer that sometimes you learn as much during a conversation in the hallway as you do sitting in a session or listening to a speaker.

I had the privilege of many hallway conversations, meetings and sessions at the ALA Midwinter conference in Seattle last month. I listened to passionate ALA presidential candidates
talk about their vision of the future. Our own Michigan librarian Lance Werner was eloquent, passionate and visionary in his thoughts on ALA and librarianship.

However, this year's conference was different for me as I walked the exhibit floor and talked with attendees and exhibitors. It was my last conference as MLA's executive director and perhaps my last professional conference as I transition to a new stage in my life.

That's when the saying "Change is inevitable. Your growth is optional." spoke to me -- from a billboard -- as I was traveling on the shuttle to the airport to catch my flight back home. Not only does it confirm that you sometimes learn things in unexpected places, but it illustrates that you must first be open to learning from the unexpected.

Continue Reading

Creating Better Libraries and Stronger Communities through Kindness, Empathy and Love

By Lance Werner, Executive Director, Kent District Library and ALA President Candidate

The world is in desperate need of more kindness, empathy and love. Incorporating kindness, empathy and love into your daily life inspires others and creates stronger friendships, communities and familial relationships. Now for some editorializing: I feel strongly that the world is in the state it's in because there's an utter lack of kindness, empathy and love. All you have to do to know that I'm speaking the truth is watch the news. It breaks my heart. I ask myself, "why do we accept this?" and "what am I going to do?" What are you going to do to change that? Start with this - be kind. Be empathetic. Be loving. If each person makes that commitment, we can start a revolution. We can make kindness the new norm. We've accepted a level of behavior that's low and we need to raise the bar. We need to get back to caring about each other. We need to realize that everybody matters.

First and foremost, live your life with kindness, empathy and love. Share stories that celebrate these things, especially from the perspective of those who are on the receiving end and have had their lives transformed. People often get abstract ideas from communications and efforts that have no emotional handle. If you tell a story that people can't connect to emotionally, you might as well just save your breath. It doesn't do anything. But stories that are authentic and real - the stories that make your heart go thumpity-thump-thump - those stories matter to other people. Those are the stories we need to tell!

Continue reading

Please join us for a retirement reception honoring MLA Executive Director Gail Madziar, on Friday, March 8 at the East Lansing Public Library.

Friday, March 8, 2019
2:00 p.m. to 4:00 p.m.
Please email MLA@milibraries.org to RSVP by March 1, 2019.

Stay Connected

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

Copyright © 2019. All Rights Reserved.

Michigan Library Association, 3410 Belle Chase Way, Suite 100, Lansing, MI 48911

SafeUnsubscribe™ kknox@orionlibrary.org
Forward this email | Update Profile | About our service provider
Sent by mla@milibraries.org in collaboration with

Try it free today
Director’s Report  
February 21, 2019  
Karen Knox

With the start of a new year, it is always fun to see how the library can respond to the needs of our community with new services, collections, and programs. In addition, we are in Michigan, so we have to respond to Mother Nature as well. To that end, we opened late on Wednesday, January 23 at 1p, closed early at 3:30p on Monday, January 28 due to the snow storm, and we were closed on Wednesday, February 6 after the ice storm as our parking lot was a sheet of ice and a serious safety hazard for all. Generally, we try to stay open regular hours whenever possible to serve our community, even when the schools are closed. However, we do cancel our youth programs when schools are cancelled, so you will see a drop in attendance for those and for our ThinkLink visits this month.

We started our Sunday afternoon hours on Sunday, January 6, and we are averaging over 200 people during the four hours we are open on Sundays. Patrons of all ages come to the library and seem very happy with our new hours. On Sunday, January 13, we had 60 people attend our program, How Detroit Saved the World! This past Sunday, February 10, we had a youth program with the Michigan Science Center, attracting 165 patrons! It was fantastic!

In the Youth Department, we now have 255 children registered for the 1000 Books before Kindergarten program, with 16 children having completed the program. Our new 500 by 5th program has 34 kids signed up, and 1 has already read over 200 books! We currently have 32 teams registered for the Battle of the Books, which includes 167 5th graders!

Our January youth programs included LEGO (19), Pick Up Steam – Volcanoes (44), 3 Doggone Readers (18), Babytime (19), 2 Toddler Time (68), Preschool Pals (17), Friday Family Storytime (18), and a Let’s Build Storytime (42). We also repeated our popular Cookies with Cops program, and 82 attendees came to the library, despite the winter weather on Saturday, January 19.

Halli designed our passive program for January; a character scavenger hunt throughout the youth department. 186 children participated in this activity. In addition, our youth staff completed 8 Pre-K school visits (185), 8 K-5 school visits (260), and 6 Thinklink Book Requests, checking out 61 items. Youth staff are also researching and applying for grants for this year, and Ashley already received the RAP (Recreational Assistance Program) grant through Oakland County Parks to cover the cost of two bouncer for programs and two sessions of Star Lab (inflatable planetarium) for the summer reading program.

Teen Services offered: Geek Club (12), Dungeons & Dragons (12), 2 Think Link After School (17), SAT Practice Exam (30), and Prizm Jar Lights (17). Dan is also collaborating with the middle school librarians on the Middle School Battle of
the Books, which happened on Friday, February 8, with approximately 200 middle school students. Best Buy grant volunteers began programming with Think Link students. They did art demonstrations on new generation of iPads and touchscreen laptops.

In Adult Services, we had: 4 Book Discussions (36) 4 Tech help (19), 2 Quilting/Needle Arts groups (6), Writers Workshop (6), Your Smart Home (8), and I already mentioned How Detroit Saved the World (60). In addition, we proctored 3 tests. Due to the weather, we have had to reschedule our Revisiting the Founding Era series, so it is now scheduled to start on Feb 13, and continue then on Feb 27, Mar 6, and Mar 13.

We have started to receive some new makerspace equipment, purchased with the Best Buy grant, including converters for VHS and audio to digital formats, a photo scanner, and a laser cutter. This equipment will be setup during the next couple of months, with an open house planned for May 28 from 6-8p to show patrons how it works! In addition, we are starting to explore ways that we might be able to contain or mask the sound from the makerspace and the small group study rooms. As we collect information, I’ll let you know what our options might be.

Outreach Services offered: 3 ESL Conversation Groups (6), Senior Book Bunch (22), 2 Heritage Place programs (11), 6 Next Chapter Book Clubs (48), Beacon Square Memory Lane (3), LONC Memory Lane (24), Silverbell Memory Lane (12), 2 Computer Classes (4), Community Conversation (30), OU Cares (2). Mary is also collaborating with the Orion Center on a Winter reading challenge, which has about 50 participants!

We emailed out “Year in Review” messages for 2018 sharing how much patrons saved using the library. We also have started emailing out welcome messages to new patrons and asking for a bit of feedback. I’ll be collecting that information to see if there are opportunities there.

Orion Township is forming a Complete Count Committee for the 2020 Census, and they’ve asked me to participate, so I’ll keep you posted on what that means as I learn more.

In case you haven’t seen it, the January/February ONTV show, Orion @ Your Library, is available here: https://youtu.be/qHkLdYmOU3Q. This one was fun and different, as we filmed at the library in more of a talk-show style. ☺
The new flooring materials for the Meeting Room have been installed! What nice refresh to have new carpet in there, and the new flooring on the stage gives the room a fresh look. Be sure to check it out!

Roger’s last day was February 5. We have hired Billy Gibala as our new Maintenance Assistant, and he came on board on February 4 and has been doing a great job helping out Mike with weather issues and building projects.

The Friends of the Library had their last board meeting on January 15. They had another successful Used Book Sale in January 22-26. They also held a special meeting on Saturday, February 2 with their Strategic Planning consultant. 14 people were in attendance, and I thought it was a very productive session. The board will meet again on February 26 for their next meeting.

Thank you for allowing me to attend the ALA Midwinter conference in Seattle in January. I was able to attend sessions on the Future of Libraries, which were slightly disappointing in content, but sparked ideas in me for our library that I will follow up with staff about. I also met with many vendors, visited displays on the exhibit floor, and networked with fellow attendees. These activities allowed me continue to make plans for what may come to our library in the coming years, provided we find the funding. Finally, I was able to visit the infamous fish market (picture emailed upon my return) and find out firsthand what the book is all about. Overall, it was a good trip.

Reminders and other notable upcoming events for the Library:

- Feb 21-22 – Auditors at OTPL
- RESCHEDULED: Feb 13, 27, Mar 6, 13 – Revisiting the Founding Era series of programs, 7p
- Mar 9 – Cricut Pillow Making, 10a
- Mar 10 (SUNDAY) – Paint Creek Boys concert, 2p
- Mar 11 – Community Conversation @Lockhart’s, 7p
- Mar 13 – Maple Sugaring, 7p
- Mar 20 – Spring Skin Renewal, 7p
- Mar 21 – Library board meeting, 7p
Tell us what you think! Complete this card or complete the online survey at: orionlibrary.org/survey/

**COMMENTS:**

I have bad knees; I can't use the little round rolling stools to reach top shelves of DVDs. I wish there was a ladder which would provide not just height but also something to hold on to. Since I can't read the titles on the covers, I'm unable to make a request. I can't ask someone else to bring them down for me.

**DATE:** 1-22-19

If you would like a response, please provide contact information below:

Name: **Anne Loftus**

Phone: ____________ Email: Loftusm.anne@yahoo.com
Tell us what you think! Complete this card or complete the online survey at orionlibrary.org/survey/

COMMENTS: Date: 1-22-19

I'm looking for the New Yorker, Dec 17. Also the NY Times Mag with the big story on the disappearance of bugs. (I think the cover photo may be a bug, or something that looks like an exploding brush.)

If you would like a response, please provide contact information below:

Name: Anne Loftus

Phone: ___________________ Email: loftusm,anne@yahoo.com
February 11, 2019

Dear Patron:

Thank you for taking the time to complete a comment card at the Orion Township Public Library. Your input, ideas and suggestions are important to us!

We like to make appropriate and safe accommodations for all of our patrons whenever possible. At this time the library does not have a ladder available to patrons, however we will investigate purchasing a step ladder with handles while keeping patron safety as top priority. In the meantime and as always, please feel free to ask a library staff member if you need any type of assistance at any time.

I also checked with the circulation department about the magazines that you are looking for, unfortunately some magazines published in 2018 including the New Yorker and the NY Times Magazine were purged in January, 2019.

Thanks for your thoughtful suggestion, and thank you for using the Orion Township Public Library.

Sincerely,

Karen Knox
Director
**COMMENTS:**

I would like to thank the Orion Library staff members that helped my brother Joe Pechenik on Halloween. He fell and you helped him pick him up.

If you would like a response, please provide contact information below:

Name: **Tom Pechenik (brother)**

Phone: **248-701-1689**

Email: **pechenik2@gmail.com**
February 12, 2019

Dear Patron:

Thank you for taking the time to complete a comment card at the Orion Township Public Library to let us know about your brother passing and to thank the staff member who helped him to his car on Halloween.

I was sorry to hear about the loss of your brother. A few of the library staff members remember him fondly and were sorry to hear of his passing as well. Interacting with regular patrons like your brother make working at the library enjoyable and strengthens the library’s bond to the community.

Thanks again for sharing your thoughtful comment with us during this difficult time.

Sincerely,

Karen Knox
Director
## Statistical Report - Usage for the month of January 2019

### Circulation

<table>
<thead>
<tr>
<th></th>
<th>Current month</th>
<th>This month last year</th>
<th>Current FYTD</th>
<th>Previous FYTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Circ Checkouts</td>
<td>9,315</td>
<td>9,554</td>
<td>9,315</td>
<td>9,554</td>
</tr>
<tr>
<td>Self Checkouts</td>
<td>14,299</td>
<td>14,658</td>
<td>14,299</td>
<td>14,658</td>
</tr>
<tr>
<td>Renewals</td>
<td>8,884</td>
<td>8,627</td>
<td>8,884</td>
<td>8,627</td>
</tr>
<tr>
<td>E-books</td>
<td>4,755</td>
<td>6,041</td>
<td>4,755</td>
<td>6,041</td>
</tr>
<tr>
<td>E-audiobooks</td>
<td>1,458</td>
<td>1,272</td>
<td>1,458</td>
<td>1,272</td>
</tr>
<tr>
<td>E-magazines</td>
<td>572</td>
<td>287</td>
<td>572</td>
<td>287</td>
</tr>
<tr>
<td>Hoopla</td>
<td>1,489</td>
<td>1,185</td>
<td>1,489</td>
<td>1,185</td>
</tr>
<tr>
<td>Orion Cntr Checkouts</td>
<td>144</td>
<td>108</td>
<td>144</td>
<td>108</td>
</tr>
<tr>
<td>Interlibrary Loan</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Items borrowed</td>
<td>868</td>
<td>765</td>
<td>868</td>
<td>765</td>
</tr>
<tr>
<td>Items loaned</td>
<td>698</td>
<td>1,087</td>
<td>698</td>
<td>1,087</td>
</tr>
<tr>
<td>Total Circulation</td>
<td>41,823</td>
<td>42,497</td>
<td>41,784</td>
<td>42,497</td>
</tr>
</tbody>
</table>

### Number of Items in our Collection

<table>
<thead>
<tr>
<th></th>
<th>Current month</th>
<th>This month last year</th>
<th>Current FYTD</th>
<th>Previous FYTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Print</td>
<td>90,008</td>
<td>88,957</td>
<td>Residents</td>
<td>26,508</td>
</tr>
<tr>
<td>Audio (physical)</td>
<td>10,116</td>
<td>10,165</td>
<td>Non-Residents</td>
<td>6,895</td>
</tr>
<tr>
<td>Video</td>
<td>18,730</td>
<td>18,084</td>
<td></td>
<td></td>
</tr>
<tr>
<td>E-books</td>
<td>73,959</td>
<td>46,866</td>
<td>New Registrations</td>
<td>225</td>
</tr>
<tr>
<td>E-audiobooks</td>
<td>28,643</td>
<td>17,819</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>10,059</td>
<td>10,031</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Items</strong></td>
<td><strong>231,515</strong></td>
<td><strong>191,922</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Number of Library Card Holders

<table>
<thead>
<tr>
<th></th>
<th>Current month</th>
<th>This month last year</th>
<th>Current FYTD</th>
<th>Previous FYTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residents</td>
<td>26,508</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non-Residents</td>
<td>6,895</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Card Holders</strong></td>
<td><strong>33,403</strong></td>
<td><strong>31,530</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Room Usage Statistics

<table>
<thead>
<tr>
<th></th>
<th>Current month</th>
<th>This month last year</th>
<th>Current FYTD</th>
<th>Previous FYTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting Room bookings</td>
<td>120</td>
<td>131</td>
<td>120</td>
<td>131</td>
</tr>
<tr>
<td># Programs for adults</td>
<td>32</td>
<td>34</td>
<td>32</td>
<td>34</td>
</tr>
<tr>
<td># Programs for children</td>
<td>13</td>
<td>31</td>
<td>13</td>
<td>31</td>
</tr>
<tr>
<td># Programs for teens</td>
<td>6</td>
<td>3</td>
<td>6</td>
<td>3</td>
</tr>
<tr>
<td># School visits for Think Link</td>
<td>20</td>
<td>20</td>
<td>20</td>
<td>20</td>
</tr>
<tr>
<td>Program attendance for adults</td>
<td>297</td>
<td>292</td>
<td>297</td>
<td>292</td>
</tr>
<tr>
<td>Program attendance for children</td>
<td>327</td>
<td>659</td>
<td>327</td>
<td>659</td>
</tr>
<tr>
<td>Program attendance for teens</td>
<td>88</td>
<td>152</td>
<td>88</td>
<td>152</td>
</tr>
<tr>
<td>Attendance school visits Think Link</td>
<td>445</td>
<td>584</td>
<td>445</td>
<td>584</td>
</tr>
</tbody>
</table>

### Technology Usage Statistics

<table>
<thead>
<tr>
<th></th>
<th>Current month</th>
<th>This month last year</th>
<th>Current FYTD</th>
<th>Previous FYTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer signups</td>
<td>1,529</td>
<td>1,628</td>
<td>1,529</td>
<td>1,628</td>
</tr>
<tr>
<td>Wireless users</td>
<td>1,378</td>
<td>1,309</td>
<td>1,378</td>
<td>1,309</td>
</tr>
<tr>
<td>Web site hits - desktop users</td>
<td>12,442</td>
<td>12,204</td>
<td>12,442</td>
<td>12,204</td>
</tr>
<tr>
<td>Web site hits - mobile users</td>
<td>9,803</td>
<td>7,736</td>
<td>9,803</td>
<td>7,736</td>
</tr>
</tbody>
</table>

### Other Usage Statistics

<table>
<thead>
<tr>
<th></th>
<th>Current month</th>
<th>This month last year</th>
<th>Current FYTD</th>
<th>Previous FYTD</th>
</tr>
</thead>
<tbody>
<tr>
<td># Visitors to Main Library</td>
<td>15,783</td>
<td>15,817</td>
<td>15,783</td>
<td>15,817</td>
</tr>
<tr>
<td># Visitors to Orion Center branch</td>
<td>407</td>
<td>322</td>
<td>407</td>
<td>322</td>
</tr>
<tr>
<td># Volunteer hours</td>
<td>552</td>
<td>451</td>
<td>552</td>
<td>451</td>
</tr>
<tr>
<td># Notarized documents</td>
<td>19</td>
<td>48</td>
<td>19</td>
<td>48</td>
</tr>
<tr>
<td># Think Link requests for books</td>
<td>10</td>
<td>21</td>
<td>10</td>
<td>21</td>
</tr>
<tr>
<td># Think Link check outs</td>
<td>85</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Late start @ 1 pm on Wed, Jan 23 and library closed early on Mon, Jan 28 @ 3:30 pm due to poor weather/road conditions**
COMMUNITY MAGAZINE CONTRACT

THIS CONTRACT (the “Contract”) is made and entered into this 31st day of January, 2019, by and between THE CHARTER TOWNSHIP OF ORION, a municipal corporation, with offices located at 2525 Joslyn Road, Lake Orion, Michigan 48360 (hereinafter called “Township”), and on behalf of THE ORION TOWNSHIP PARK AND RECREATION DEPARTMENT, (hereinafter called “Parks Department.”); THE ORION TOWNSHIP PUBLIC LIBRARY, located at 825 Joslyn Road Lake Orion, MI 48360 (hereinafter called “Library”); THE LAKE ORION DOWNTOWN DEVELOPMENT AUTHORITY, with offices at 118 N. Broadway, Lake Orion, MI 48362 (hereinafter called “DDA”); THE ORION AREA CHAMBER OF COMMERCE, with offices located at 1335 Joslyn Rd, Orion Charter Township, MI 48360 (hereinafter called “Chamber of Commerce”); and LAKE ORION COMMUNITY SCHOOLS, with offices at 315 N. Lapeer Street, Lake Orion, MI 48362 (hereinafter called “Community Schools”); all of whom are located in the County of Oakland, State of Michigan, each individually referred to as a “party” and jointly referred to as the “parties,” shall govern payment for services required for the production of the new community magazine.

WHEREAS, the parties have collaborated to create a new community magazine that will be printed on a quarterly basis and replace the existing Outreach publication.

NOW THEREFORE, Township will be responsible for paying the invoices to the printer and graphic designer.

FURTHERMORE, the Township, after paying the invoices to the printer and graphic designer, will invoice the Parks Department, Library, DDA, Chamber of Commerce, and Community Schools on a “per page basis.”

FURTHERMORE, “per page basis,” will be calculated by dividing the total amount the Township paid to the printer and to the graphic designer by the number of total pages in the publication (48 pages plus the cover). This number will be multiplied by the number of pages that any party used in the magazine.

FURTHERMORE, upon receiving an invoice from the Township, the Parks Department, Library, DDA, Chamber of Commerce, and Community Schools will be responsible for paying the Township on a “per page basis.”

FURTHERMORE, it is anticipated that the Community Schools will use 4 pages per publication, Chamber of Commerce will use 10 pages per publication, DDA will use 2 pages per publication, and the Library will use 10 pages per publication. However, should said pages change, the parties shall be invoiced accordingly.

FURTHERMORE, it is anticipated that the Township and the Parks Department, combined, will use approximately 22 pages per publication.

FURTHERMORE, this agreement shall be automatically renewed in one (1) year increments.
FURTHERMORE, any party may withdraw from this Agreement by giving 60 days written notice prior to the start of the next quarter.

FURTHERMORE, if a party withdraws from this Agreement, they shall pay any outstanding balance owed to the Township prior to the start of the next quarter.

FURTHERMORE, if all Parties agree to terminate this Agreement, the date of termination shall be as agreed by the Parties, and the 60 days’ notice requirement shall be waived. In the event this Agreement is terminated, all parties shall pay any outstanding balance owed to the Township and the Township shall pay all outstanding invoices to the printer and graphic designer.

IN WITNESS WHEREOF, this Agreement has been duly executed and shall become effective on the date of the last signature stated below.

CHARTER TOWNSHIP OF ORION

By: ______________________________
Its: Township Supervisor

Dated: __________________________

ORION TOWNSHIP PUBLIC LIBRARY

By: ______________________________
Its: __________________________

Dated: __________________________

LAKE ORION DDA

By: ______________________________
Its: __________________________

Dated: __________________________

ORION AREA CHAMBER OF COMMERCE

By: ______________________________
Its: __________________________

Dated: __________________________

LAKE ORION COMMUNITY SCHOOLS

By: ______________________________
Its: __________________________

Dated: __________________________
Orion Township Public Library Strategic Plan for 2018-2020 (Departmental Goals for 2019)

Strategic Focus Areas:

1. **Exceptional Resources**
   - **Programming:**
     - Frame youth programs into series in order to increase interest
     - Explore use of a universal program planning guide
     - Create a Fandom program for all ages
     - Focus on redesigning the 2019 Author Fair
     - Electronics Recycling – make a recurring event
     - Research grant opportunities and apply for applicable grants to assist with programming, including but not limited to:
       - Oakland Parks – Bouncers and Star Lab
       - LSTA Mini Grants - Telescope
       - ALA travelling exhibit
       - Baker and Taylor summer grant
       - MHC Touring Artist grants
     - Explore passive programming for all ages, especially early literacy and teens
     - Organize craft supplies
   - **Collections:**
     - Set up a Local Authors shelf in the New Book area
     - Ingram Room: Add to Orion History collection, catalog Ingram Room items, label MI history cabinets, inventory keys
     - Create Binge Boxes (DVD TV series, movies)
     - Explore creating a family movie collection/location
     - Assess separate collection location and needs in youth for special needs and HILO (possible interfile) and for Youth games
     - Explore new display ideas in youth
     - Create Battle book kits
     - Support new collections by cataloging and processing new items in a timely fashion
     - Continue to migrate iDigOrion to OCHR and explore grant to fund scanning Lake Orion Reviews into OCHR
     - Explore circulating hotspots
     - Explore circulating Roku devices
     - Explore Reading glasses for in-house circulation
     - Explore partnering with Holy Spokes to have several bikes to loan patrons on an hourly basis
     - Continue weeding collections to ensure that the best possible materials are available
   - **Services:**
     - Complete Lab to Makerspace conversion, with a grand opening in May
     - Get the MIBRIDGES program up and running
     - Networked Digital Clocks in Public Area
     - Explore private space cubes / white noise machines
2. **Community Awareness**

- Join *Orion Living* magazine project with the community for seasonal promotions of activities
- Explore new options for online calendar/room software
- Work with the social media staff committee to improve use of information outlets: Facebook, twitter, Instagram
- Form a staff committee to revamp the public website
- Adult librarians provide community outreach to an organization by attending meetings
- Increase outreach to businesses
- Continue making outreach to the schools a priority
  - Streamline some processes for Thinklink outreach
  - Make a yearly schedule for big outreach events: new school year, battle, summer visits, etc.
  - Explore designated field trip days
- Complete the Little Library Artist project in partnership with the Orion Art Center
- Explore community programming partnerships outside our building
  - Beginning Songwriting program at Orion Music Studio
  - Expanded park storytime with Clarkston
- Partner with community businesses/members
  - New Summer Reading Program prizes
  - Oakland County Sheriff/LO Police
  - Lakes Community Credit Union
- Support for the Bookbike activities by all departments
- Continue to participate in Oakland County Historical Resources collaboration and plan for 2020 Oakland County Bicentennial celebration
3. Customer Satisfaction
   - Staff Training:
     o Staff training/webinars on customer service and plan for professional development
     o Continue to promote the FISH philosophy
     o Look collectively at the question: What can we do better
     o Implement what was learned in 2018
       ▪ Youth librarians will utilize resources and ideas provided in Supercharged Storytime web course
       ▪ Customer service committee will be revitalized
       ▪ Grant writing staff committee will be formed
     o All will read professional materials to keep up to date on current research/trends
     o Contribute to cross department training
     o Use Lynda.com more
     o IT/Support Services work on improved inventory system (need to work out power issue)
   - Resources:
     o Update and all use evaluation forms to improve our program offerings
     o Revise plans for a Teen Advisory Board
     o Explore adding a donation wall in lobby
     o Replace / Upgrade Public PCs – Win10/office
     o Stay current with Polaris releases (barring major bug reports)
4. **Easy & Convenient Library Access**

- **Facility Improvements:**
  - Look into a grant to pave trail between our parking lot and Polly Ann trail
  - Decorative signage at the customer service desk
  - Finish meeting room Phase 1 and start Phase 2 – lighting / AV
  - Finish on lobby floor
  - LED lighting in the back of the building
  - Sealcoat the parking lot
  - Mulch the gardens
  - Restroom stall painting
  - Replace planters in front of building
  - Keep tabs on the boiler
  - Fish plates on light poles
  - Rework/replace LED lights in lobby and new book area
  - Roof evaluation
  - Clean out, reorganize storage area (include Friends space)
  - Revamp shed and ramp (paint, wood, shingle)

- **Services:**
  - Explore the idea of a small self-service branch downtown
  - Complete kiosks at middle school and high school libraries (Best Buy Grant)
  - Use outdoor space when practical for programs
  - Explore options with Polaris LEAP for select outreach events
  - Research ideas to increase access to popular/seasonal materials in our collections
<table>
<thead>
<tr>
<th>BANK</th>
<th>SIGNERS</th>
</tr>
</thead>
<tbody>
<tr>
<td>PNC  General Checking</td>
<td>MaryAnne Thorndycraft, Jim Phillips, Karen Knox, Marjorie Wood</td>
</tr>
<tr>
<td>PNC  Ingram</td>
<td>MaryAnne Thorndycraft, Jim Phillips, Karen Knox, Marjorie Wood</td>
</tr>
<tr>
<td>PNC  Bastian</td>
<td>MaryAnne Thorndycraft, Jim Phillips, Karen Knox, Marjorie Wood</td>
</tr>
<tr>
<td>PNC  General Savings</td>
<td>MaryAnne Thorndycraft, Jim Phillips, Karen Knox, Marjorie Wood</td>
</tr>
<tr>
<td>PNC  Cafeteria</td>
<td>MaryAnne Thorndycraft, Jim Phillips, Karen Knox, Marjorie Wood</td>
</tr>
<tr>
<td>UBS  General Fund</td>
<td>MaryAnne Thorndycraft, Jim Phillips, Karen Knox, Marjorie Wood</td>
</tr>
<tr>
<td>UBS  Plant Fund</td>
<td>MaryAnne Thorndycraft, Jim Phillips, Karen Knox, Marjorie Wood</td>
</tr>
<tr>
<td>UBS  Endowment Fund</td>
<td>MaryAnne Thorndycraft, Jim Phillips, Karen Knox, Marjorie Wood</td>
</tr>
<tr>
<td>Chief Financial CU</td>
<td>Jim Phillips, Karen Knox, Marjorie Wood</td>
</tr>
<tr>
<td>Genisys CU</td>
<td>Jim Phillips, Karen Knox, Marjorie Wood</td>
</tr>
<tr>
<td>Lakes Community CU</td>
<td>Jim Phillips, Karen Knox, Marjorie Wood</td>
</tr>
<tr>
<td>Comerica Checking</td>
<td>Jim Phillips, Karen Knox, Marjorie Wood</td>
</tr>
<tr>
<td>Comerica Money Market (Trust)</td>
<td>Jim Phillips, Karen Knox, Marjorie Wood</td>
</tr>
<tr>
<td>Comerica CD (1)</td>
<td>Jim Phillips, Karen Knox, Marjorie Wood</td>
</tr>
<tr>
<td>Comerica CD (2)</td>
<td>Jim Phillips, Karen Knox, Marjorie Wood</td>
</tr>
<tr>
<td>Multi Bank Securities</td>
<td>MaryAnne Thorndycraft, Jim Phillips, Karen Knox, Marjorie Wood</td>
</tr>
<tr>
<td>Lake Michigan CU</td>
<td>Jim Phillips, Karen Knox, Marjorie Wood</td>
</tr>
</tbody>
</table>
ORION TOWNSHIP PUBLIC LIBRARY
Proposal for a Classification and Compensation Study
January 10, 2019

INTRODUCTION

The Orion Township Public Library (“Library”) is interested in a classification and compensation study for approximately 47 employees in 23 job classifications. The objectives of the Study are to have an updated classification and compensation plan that is both internally equitable and externally competitive, and allows the Library to attract and retain highly qualified employees. The Study will provide compensation policy alternatives that include options for progression through the pay range and a plan that provides methods and tools for maintaining and updating the system, including reclassification of positions, establishment of new positions and marketplace adjustments.

It is a pleasure for GovHR USA, LLC (“GovHR”) to provide the Library with a Proposal for a Classification and Compensation Study that will achieve these goals.

CONSULTANT INFORMATION

GovHR is a public-sector management consulting firm specializing in executive recruitment and management consulting. The firm is co-owned by Heidi Voorhees, President, and Joellen Cademartori, Chief Executive Officer. Ms. Voorhees and Ms. Cademartori work out of the principal office in Northbrook, Illinois, but travel extensively around the country providing services to the firm’s clients. The company was formed as Voorhees Associates in 2009; however, several of our consultants also worked together previously at The PAR Group. The PAR Group was a public-sector management consulting firm in business for over 30 years. GovHR is certified by the State of Illinois as an FBE (Female Business Enterprise) under the State’s Business Enterprise Program.

Our organization has a staff of twenty-three consultants. We provide service to jurisdictions and agencies in a variety of contemporary issues, providing management, financial, and human resources assistance. All services are provided solely for public jurisdictions and not-for-profit entities. GovHR has one of the most experienced professional staffs of any comparable public management consulting firm, and our consultants have extensive experience with classification and pay plan work.

Ms. Joellen Cademartori, Chief Executive Officer and Co-Owner of GovHR, will serve as Project Manager for the Orion Township Library Study, and local Michigan resident and GovHR Vice President Jaymes Vettraino will assist Ms. Cademartori with employee interviews and job evaluation and analysis. Associate Vice President Alice Bieszczat will assist with Study preparation and analysis, and Ms. Charlene Stevens will assist with project management (in training). Biographies for the Consultants are attached to this Proposal.
RELEVANT EXPERIENCE

GovHR has conducted numerous Classification and Compensation Studies for municipal clients; including recently for the Bloomfield Township Public Library, and several others which included public library positions. A list of clients served in the last five years and the projects performed for them is attached as an Appendix to this Proposal. Without fail, every pay plan recommended by GovHR has been successfully implemented by the client. All of these studies included the use of public sector salary data, and included the following recommendations:

- New classification and compensation plans, assuring internal equity.
- Recommendations for job title changes where appropriate.
- Recommendations on how to deal with specific problems that arose during the course of the study (i.e., compression issues, internal equity issues, market discrepancy issues, etc.)
- Pay plans that were tied to performance.

In addition to Ms. Cademartori’s role as the Project Manager in several Classification and Compensation Studies that have included library positions, she has also worked closely with Library Directors in several of the local government jobs she has held. As the Assistant Town Administrator in Yarmouth, Massachusetts and as the Assistant City Manager in Catawba City, North Carolina, the Library Directors were under her direct supervision. She also worked with the library staffs in Evanston, Illinois, and in Northborough and Barnstable, Massachusetts.

PLAN OF SERVICES

To accomplish the Library’s objectives, GovHR will perform the following steps (listed in the order that the work will be performed). Please note, we have specified several areas where we will need the Library’s input/assistance.

I. Meetings, Salary Survey and Job Analysis.

- **Study preparation and project meetings.**
  Meet with Library representatives to discuss study methods, review organizational charts, personnel rules and regulations, and the current classification and pay plans. Determine problem areas, answer questions, and review the scope and schedule of work. In the interest of keeping travel expenses to a minimum, GovHR suggests that this initial meeting be conducted via conference call; however, the Project Manager will meet with the Library Director in person, if desired, for an additional fee. (See Fee Proposal) GovHR will require copies of any pay plans, the current personnel manual, current job descriptions, and any other relevant information related to salaries prior to the initial meeting.

  **Establishing comparables.**

  **DELIVERABLE**: Group of Comparable Libraries

  Working with Library staff, we will determine a logical survey sample of comparable libraries that impact the compensation market for the Library. Working with Library staff, and using our broad-based cohort methodology, we will determine a logical survey sample of “like” entities that impact the compensation market for the Library. In selecting public employers, we normally use criteria such as number of employees, population served, EAV, budget size, proximity, etc., the purpose of which is to select jurisdictions that are most comparable to the Orion Township Public Library.
**Employee Kickoff Meeting (1st trip).**
**DELIVERABLE:** Employee understanding of Study purpose and process

Shortly after the initial project meeting with the Library representative(s), the Project Manager will meet with employees to explain the scope of the project and distribute Job Analysis Questionnaire (JAQ) forms. GovHR understands that many employees have not participated in this type of process before, and we take the time to carefully explain the purpose of the project to the employees and to answer any questions they may have. If any of the employees are not available when these first meetings are held, they can view a video presentation of the meeting. Employees will then be allowed two (2) weeks to complete the questionnaire. The questionnaires will also be reviewed by each employee’s supervisor and returned to GovHR within three (3) weeks of distribution.

• **Prepare and send out salary surveys.**
  **DELIVERABLE:** Salary Survey

Design and send out the salary survey (under Library letterhead) to gather salary data for each of the 23 classifications in the comparable entities. In addition to job titles, brief position descriptions are included in the salary survey to make sure we are receiving salary data for "like" positions in the comparable entities.

**Note:** While GovHR will prepare all the materials to be sent out for the salary survey, we have found that sending out the survey under the Client’s letterhead generates a better/faster response from the survey respondents than when it is sent out under our letterhead/name. In addition, the Library may be asked to make one follow up contact to those entities that do not initially respond to the survey request.

• **Job evaluation analysis and establishment of job classification system (2nd trip).** Upon return of the JAQs by the Library, GovHR will perform the following:

  ➢ Read each JAQ (up to 47) and corresponding Job Description (23), in their entirety.
  ➢ Personally interview at least one (1) employee from each job classification to further understand the scope of their job.
  ➢ Apply a measurement system of job evaluation factors, using nine (9) main factors used in our job evaluation instrument in order to evaluate the internal/comparable worth of each job classification. Upon completion of the job evaluation measurements, a new Classification Plan will be developed. It is important to emphasize that the job, not the qualifications or performance of the incumbents, is being evaluated. Part of this process will include the evaluation of current job titles and the recommendation for any changes to same, assuring that the job title and related recommended pay range matches what the employee is actually doing.

**Note:** A formal job evaluation system, such as the one utilized by GovHR, is an attempt to objectify the reasons that jobs are compensated differently. Most compensation practitioners agree that three (3) basic factors are important in determining compensation. These are: (1) skills required; (2) responsibility; and (3) working conditions. The Equal Employment Opportunity Commission recognizes these three (3) basic factors, along with seniority and performance, as valid determinants of compensation. The nine (9) factors used by GovHR are essentially subdivisions of the first three (3) factors mentioned above. In addition, it is GovHR’s practice that, under Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act (ADA), and the Age Discrimination of Employment Act (ADEA), it is illegal to discriminate in any aspect of employment. GovHR will not use discriminatory practices on the basis of race, color, religion, sex, national origin,
disability, or age when performing a classification analysis. Decisions and recommendations will not be based on stereotypes or assumptions about the abilities, traits, or performance of individuals of a certain sex, race, age, religion, or ethnic group, or individuals with disabilities.

➢ Based on the results of the job evaluation process outlined above, assign all classifications to skill levels.

**Note:** Logical breaks in the continuum of points determine the skill levels used for determining the classification system. For example, skill level 1 might contain jobs that scored between 185 and 200 points, skill level 2 between 205 and 220 points, and so on.

➢ Review the results of the job evaluation exercise with Library representatives, and revise as necessary.

### II. Salary Survey Analysis

**DELIVERABLE:** Salary Survey Data

**DELIVERABLE:** New Salary Schedules

The following steps will be included in this component of the study:

- Tabulate, summarize, and analyze comparative compensation information obtained through the surveys. Our pay tabulations compare the Library’s salaries for the surveyed positions, with the average minimum and the average maximum of the survey data for each surveyed class, when possible. Data is displayed for each entity on each class and summarized in an overall table. This data is analyzed to determine the percentage difference between the Library’s present pay for each class and the survey data.

- Using the data from the salary surveys, the Consultants will work with the Library to determine the Library’s policy with respect to compensation (i.e., 50th percentile; 75th percentile, etc.). Once this is determined, the Consultants will use the salary survey data to develop and recommend new salary schedules for the Library’s 23 classifications. This process will include a recommendation regarding how employees are inserted into the new plan and how they move through the proposed pay plan, with recommendations for a specific performance-oriented program with respect to salary advancement through the new salary ranges. The salary schedules will outline what the specific percentages are between ranges and grades.

**Note:** GovHR always recommends that there be a merit component associated with the granting of wage adjustments and a recommendation for this will be included in the Library's report.

- The Draft and Final Reports will address any issues of concern to the Library, such as salary compression between supervisors and subordinates, policies for employees whose base salaries exceed existing maximums in their pay range, and the financial impact to the Library in implementing recommendations of the Study.

### III. Progress Reports

The Consultants will make regular progress reports to the Library as requested, particularly at critical points in the Study. Additionally, the Project Manager will meet with key Library staff via conference call (or in person, if desired, for an additional fee/see Fee Proposal) to review the results of the job evaluation exercise and the proposed new salary schedules.
IV. Draft and Final Report Preparation.

**DELIVERABLE:** Draft and Final Report

- A draft report will be prepared by the Consultants and sent electronically to the Library that includes:
  - an Executive Summary highlighting the overall scope of the Study and the general observations, outcomes and recommendations contained within the Report (sample attached);
  - a summary of all aspects of the Study, including recommendations, methods and guidelines for achieving the overall aspects of the Study as well as recommendations for annual maintenance and review of the new plans;
  - assignment of each position to an appropriate classification and pay grade based on internal equity and marketplace considerations;
  - a Position Evaluation Manual with forms and instructions needed to evaluate new or revised positions after conclusion of the Study.

- Once the Library representatives return review comments, a final report will be prepared and sent to the Library.

V. Presentation of Findings (3rd Trip).

Make a presentation of findings of the Study to the Library Joint Board of Trustees.

VI. Job Description Updates (Optional).

GovHR will create and/or update the Library’s job descriptions if requested. Job descriptions will include essential job functions, minimum education and experience requirements, special requirements such as licenses and certifications, knowledge, abilities and skills, and physical requirements and restrictions.

PROPOSED TIMELINE

GovHR is available to start this project within two weeks of acceptance of the proposal. A project of this size would normally take between 90 and 120 days. The schedule is contingent, however, upon the timely response from the comparable entities supplying the salary data, and the employees and supervisors in returning the completed JAQs. Any delays in receipt of this information are beyond the control of GovHR and will lengthen the completion of the report.

The following is a detailed breakdown of the proposed work schedule:

- Week 1: Meet with designated Library representative(s) (via conference call or in person, if requested) to discuss Study methodology and expectations.
- Week 2: Conduct employee meetings; hand out JAQs and explain the purpose of the Study and the process; prepare and distribute salary survey to comparable communities.
- Week 3 to 4: Return of JAQs and salary surveys.
- Week 5: Reading of JAQs and job descriptions.
- Week 6: Return to interview employees.
- Week 7 to 8: Analyze data; prepare new classification and compensation plans; send draft findings to the Library and receive return comments.
- Week 9: Meet with key Library representatives (via conference call) to review preliminary findings.
• Week 10: Prepare Draft Report and send to the Orion Township Public Library.
• Week 11: Receive comments from the Library and prepare Final Report.
• Week 12: Present Final Report to the Joint Finance Committee and the Library Board of Trustees.
• Updating of job descriptions – done as requested.

GovHR prides itself in adhering to this time frame. Our past clients will confirm our diligence in delivering our report and other deliverables on time.

REFERENCES

Bloomfield Township Public Library
Classification and Compensation Study (2017)
Contact: Carol Mueller, Library Director
1099 Lone Pine Road
Bloomfield Township, Michigan 48322
muellerc@btpl.org
Telephone: (248-642-5800

Town of Eastham, Massachusetts
Classification and Compensation Study (2016) – included Library positions
Contact: Jacqueline Beebe, Town Administrator
jbeebe@eastham-ma.gov
Telephone: (508) 240-5900, ext. 3211

City of New Berlin, Wisconsin
Classification and Compensation Study (2016) – included Library positions
Contact: Kari Morgan, City Clerk/Director of Administrative Services
New Berlin City Hall, 3805 S. Casper Dr.
New Berlin, WI 53151-0921
kmorgan@newberlin.org
Telephone: (262) 797-2447

City of Franklin, Wisconsin
Classification and Compensation Study (2015) – included Library positions
Classification and Compensation Study
Contact: Mark Luberda, Director of Administration
9229 W. Loomis Road
Franklin, WI 53132
mluberda@franklinwi.gov
Telephone: (414) 858-1100

A complete list of GovHR’s clients is on our website at www.Govhrusa.com.

FEE PROPOSAL

The cost of the services described in our Proposal is based on the time of our professional and support staff to complete it, as well as travel/transportation costs and miscellaneous expenses such as report
reproduction, postage and supply expenses. We estimate the maximum cost of the project based on the above factors and propose a not-to-exceed fee inclusive of expenses.

In keeping with the above statement of our usual practices, we estimate the fee for the entire study to be $14,750 ($12,750 for professional fees and $2,000 for expenses – based on three [3] trips to the Library) and will agree to complete the study for this **fixed fee of $14,750** plus job descriptions, if requested.

Payment terms are 50% of the professional fees ($6,500) due after the initial meeting, and the balance ($6,500) plus expenses due after project completion. Invoices will be submitted and are payable within 60 days, after which a 2% monthly charge will be added. Job Descriptions will be billed separately, upon completion.

<table>
<thead>
<tr>
<th>Study Phase Breakdown</th>
<th>Hour Breakdown</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. Meetings, Salary Survey, Job Analysis</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Study preparation and project meeting (via conference call*)</td>
<td>4 hours</td>
<td>$500</td>
</tr>
<tr>
<td>• Establishing comparables (deduct these hours if Client provides)</td>
<td>8 hours</td>
<td>$1,000</td>
</tr>
<tr>
<td>• Employee kickoff meetings (1st trip/Project Manager)</td>
<td>12 hours</td>
<td>$1,500</td>
</tr>
<tr>
<td>• Prepare and send out salary surveys</td>
<td>4 hours</td>
<td>$500</td>
</tr>
<tr>
<td>• Job description and classification plan analysis</td>
<td></td>
<td></td>
</tr>
<tr>
<td>✓ reading of up to 47 JAQs/23 JDs</td>
<td>2 hours</td>
<td>$250</td>
</tr>
<tr>
<td>✓ employee interviews (2nd trip/Project Manager and Consultant)</td>
<td>20 hours</td>
<td>$2,500</td>
</tr>
<tr>
<td>✓ analyzing data and establishing classes</td>
<td>4 hours</td>
<td>$500</td>
</tr>
<tr>
<td>II. Salary Survey Analysis</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Analyzing salary survey data</td>
<td>8 hours</td>
<td>$1,000</td>
</tr>
<tr>
<td>• Establishing new salary schedules</td>
<td>8 hours</td>
<td>$1,000</td>
</tr>
<tr>
<td>III. Review job evaluation results and salary survey data with Library Representatives (via conference calls)</td>
<td>4 hours</td>
<td>$500</td>
</tr>
<tr>
<td>IV. Draft and Final Report Preparation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Writing draft report</td>
<td>12 hours</td>
<td>$1,500</td>
</tr>
<tr>
<td>• Final report</td>
<td>4 hours</td>
<td>$500</td>
</tr>
<tr>
<td>V. Presentation of Findings (3rd trip/Project Manager)</td>
<td>12 hours</td>
<td>$1,500</td>
</tr>
<tr>
<td>PROJECT HOUR AND COST TOTAL</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Plus:</td>
<td>102 HOURS</td>
<td>$12,750 plus expenses</td>
</tr>
<tr>
<td>VI. Update Job Descriptions (Optional).</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Plus:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>$150 per JD update; $250 for new JDs</td>
<td></td>
</tr>
</tbody>
</table>
NOTE: If the Library accepts our proposal for this project, GovHR will for one (1) year from the date of the signature of this agreement, provide support services at no additional cost. This will include any telephone communication necessary by the staff with regard to any questions concerning the report.

OPTIONAL SERVICES/EXPENSES:

- **Progress Reports** – It is customary to have periodic telephone conversations throughout the Study to give progress reports. There will be no charge for these periodic telephone updates.
- **Additional Site Visits** – If the Library chooses to have the Consultants make an additional on-site visit to present the findings of the Study to the Library employees, or any other additional on-site visits, there would be an additional cost of $1,200 for professional fees and expenses per visit.
- **Benefits Review** – If the Library would like a review and comparison of its benefits, there will be an additional charge of $1,500 for this service.
- **Update Job Descriptions** – At the conclusion of the project, GovHR will update the job descriptions or create new job descriptions, if requested. The cost is $150 per update, or $250 for each new job description.

**CONCLUDING REMARKS**

In closing, GovHR is a public-sector management consulting firm devoted to assisting only public sector entities. We believe that the team assembled for conducting the proposed Study for the Orion Township Public Library is of the highest caliber and qualifications. GovHR appreciates your consideration of this Proposal and looks forward to the opportunity to work with the Library on this important project.

Sincerely,

Joellen Cademartori
Co-Owner, GovHR USA, LLC

Attachments: Consultant Biographies
GovHR Project List
APPENDIX A – CONSULTANT BIOGRAPHIES

Joellen Cademartori (Earl)
Chief Executive Officer, GovHR USA, LLC
President/Co-owner – GovTempsUSA

Joellen Cademartori is the Co-Owner of GovHR USA, LLC, a company that combines Voorhees Associates, LLC and GovTempsUSA, LLC. GovHR USA focuses on recruitment, interim staffing, management and human resources consulting and professional development. Prior to creating GovHR USA, Ms. Cademartori founded GovTempsUSA along with Ms. Heidi Voorhees. She has managed the day-to-day operations of the interim staffing firm since its inception in 2011 and has overseen numerous human resources studies, recruitments and related projects.

Ms. Cademartori is currently serving as the Project Manager on Classification and Compensation Studies in Dartmouth, Falmouth, Framingham, Hingham and New Bedford, Massachusetts; Eastham, Massachusetts; the McHenry Conservation District, Orland Park, Oswegoland Park District, the St. Charles Park District and the Wilmette Park District, Illinois; and in Troy, Michigan.

Ms. Cademartori is regarded for the commitment and dedication she has shown in her service to local government over her twenty-four year career. She is a seasoned manager, with expertise in public sector human resources management. She has worked in three states: Massachusetts, North Carolina and Illinois; and in six jurisdictions, with populations ranging from 15,000 to 150,000: Holden, Northborough, Yarmouth and Barnstable, Massachusetts; Catawba County, North Carolina; and Evanston, Illinois. She has held positions from Human Resources Director and Administrative Services Director to Assistant Town Manager and Assistant County Manager. Ms. Cademartori has worked in forms of government ranging from Open Town Meeting to Council-Manager and has supervised all municipal and county departments ranging from Public Safety and Public Works to Mental Health and Social Services.

One of Ms. Cademartori’s significant abilities is to think and act strategically. She has the proven ability to start with a conceptual idea, identify stakeholders, develop a scope of work, supervise the agreed upon process, and deliver desired outcomes.

In addition, she is adept at assessing service delivery, identifying efficiencies and areas of opportunities and implementing recommendations. In Evanston, she took a newly formed department of Administrative Services and improved operations in all areas: Finance, Human Resources, Information Technology and Parking Operations, with a 30% reduction in staff.

Ms. Cademartori holds an undergraduate degree in Economics from Worcester State College in Worcester and a Master of Public Administration degree from Northeastern University in Boston, MA. She is a proponent of continuing education and continuous learning. She attended the Senior Executive Institute, Leading, Educating and Developing (LEAD) Program, at the University of Virginia’s Weldon Cooper Center for Public Service in 2008.

Ms. Cademartori has valued her professional affiliations throughout her career and has been privileged to serve on numerous local, state and national committees. A highlight was serving on the International City/County Management Association (ICMA) Executive Board from 2001 to 2003.
Jaymes Vettraino
Vice President

Jaymes Vettraino is a Vice President with GovHR USA, and provides municipal management consulting services to communities. His focus is on assisting with employee recruitment, classification/compensation, financial planning, operational management, human resources, community relations and economic development.

Prior to starting his consulting service, Jaymes spent 17 years as a City Manager, most recently as the City Manager of Rochester, MI. In Rochester, he had the opportunity to lead a dynamic management team to simultaneously reduce expenses and increase the level of community service during years of the “great recession.” During his time as the Manager of Kutztown, PA, Jaymes had the opportunity to lead the college town in the development of its own fiber optic network and improve its relations with Kutztown University. Jaymes also had the chance to be the first Manager of Pen Argyl, PA, where he led the community in creating a city manager form of government and implemented many grant funded quality of life improvement initiatives and projects.

Jaymes believes that great local communities are the foundation of our lives. Through his facilitative style and technical knowledge of local government, he excels at problem solving and consensus building.

Professional Education, Training and Instruction, Memberships and Affiliations, Awards and Local Government
Professional Background

Professional Education

• Master of Business Administration degree in Management, Lehigh University
• Bachelor’s degree in Political Science, Michigan State University, MI

Training and Instruction

• Director of the Center for Social Entrepreneurship and Assistant Professor, Rochester College
• Adjunct Professor at Oakland University, Rochester, MI
• Former Adjunct Professor at Alvernia College, Reading, PA

Memberships and Affiliations

• International City and County Managers Association
• Michigan Local Government Management Association
• Leadership Oakland County
• Pennsylvania Association of Municipal Managers
• American Public Power Association
• Pennsylvania Electric Association

Awards

• Selected as one of “Oakland County’s Elite 40 under 40” (2015)
• Outstanding Service Award from Michigan Municipal League (2013)
Local Government Professional Background

- Director of the Center for Social Entrepreneurship, Rochester College, MI 2015-Present
- City Manager, Rochester, MI 2008-2015
- Town Manager, Kutztown, PA 2003-2008
- Manager of Pen Argyl, PA 1998-2003

Alice Bieszczat
Associate Vice-President/Human Resources Management Consultant
GovHR USA

Alice Bieszczat joined Voorhees Associates in early 2013 and brings almost 20 years of experience spanning the private, non-profit and public sectors to the organization. Ms. Bieszczat has a Master’s Degree in Public Service Management and a Bachelor of Science Degree in Mathematics, both from DePaul University. In addition, she has provided human resources consulting services for both Voorhees Associates and The PAR Group, as well as non-profit consulting services for clients including the Ann & Robert H. Lurie Children’s Hospital of Chicago, the North Shore Senior Center and the Archdiocese of Milwaukee.

Ms. Bieszczat’s most recent consulting assignments for GovHR have included Classification and Compensation Studies in Illinois, Wisconsin, Iowa and Indiana. She has served as the Project Manager for Classification and Compensation Studies in Wisconsin (Algoma, Waukesha, Cross Plains, Evansville, New Berlin and Berlin), Illinois (Des Plains, Sterling and Dixon), and Iowa (Burlington). She also assisted with numerous studies including those for Munster, Indiana; Joliet, New Lenox, Richton Park and Villa Park in Illinois; and the Baraboo District Ambulance Service in Wisconsin.

Ms. Bieszczat also worked for the Chaddick Institute of Metropolitan Development at DePaul University. During her tenure there she helped implement programs advancing the field of urban planning and design review for municipalities in metropolitan Chicago. Her research on transportation innovations was published in the Transportation Research Journal and featured in national media such as the New York Times, Atlantic Cities and Planning Magazine. She has lectured on transportation innovations in conference, seminar and university settings. At Lurie Children’s Hospital of Chicago, Ms. Bieszczat led the Foundation Gifts team in securing leadership gifts to support its community-based outreach programs and the construction of its new facility in downtown Chicago. Ms. Bieszczat began her career in telephony. As a Radio Frequency Engineer for Sprint Cellular and Alltel, she partnered with local maintenance technician teams to plan, design, implement and optimize cellular phone networks nationwide.

Charlene Stevens
Senior Vice President

Ms. Stevens has over twenty years of experience in municipal management. Her career spans three states: Minnesota, Kansas and Pennsylvania. Ms. Stevens has worked in both county and city government and her career covers work in urban, suburban and rural communities.

Ms. Stevens is a proven leader in the profession and has had multiple opportunities to serve her profession, including a personal highlight of serving as a Regional Vice President for ICMA early in her career. Ms. Stevens is also proud that she was able to serve on the League of Minnesota Cities’ Board of Directors and the Coalition of Greater Minnesota Cities’ Board of Directors simultaneously.
Ms. Stevens has expertise in community and civic engagement, having started her career in neighborhood services and led two community wide visioning and strategic planning efforts for two different communities. Charlene is passionate about community engagement and striving to have all diverse voices heard during the process.

Ms. Stevens’ results-oriented management has included projects that have expanded parks and preserved greenspace in rapidly developing communities, developed a workforce training center for a large urban county and developed downtown development plans for two communities.

Ms. Stevens’ strength is her ability to develop strong partnerships with multiple and diverse stakeholders. Through those partnerships, Ms. Stevens helps communities develop consensus and achievable plans.

Charlene is an innovative problem solver and brings enthusiasm and creativity to her work. Ms. Stevens is proud to have mentioned many young professionals throughout her diverse career, including helping to establish women’s mentoring groups in three different communities.

**Professional Training, Education and Instruction**

Master of Public Administration, University of Kansas – Lawrence, Kansas
Bachelor of Arts, International Relations, Pomona College – Claremont, California
Leadership Wichita Graduate
Instructor, International City and County Management Association (ICMA), Emerging Leaders Development Program
Instructor, ICMA Mid-Career Institute

**Memberships and Affiliations**

International City and County Management Association (ICMA) – Current Member
ICMA Task Force on Welcoming New Members – Chair – 2009 - 2015
ICMA Task Force on Women in the Profession – 2012-2014, Member
ICMA Regional Vice President – ICMA Executive Board Member – 2003-2006
ICMA Committee of Professional Conduct – 2006 – Chair
ICMA Conference Host Committee -2002 – Co Chair
ICMA Conference Planning Committee – 2001 and 2002 - Member
ICMA Task Force on Small Communities – 1999-2001 – Member
League of Minnesota Cities (LMC) - Board Member – 2013-2015
Coalition of Greater Minnesota Cities (CGMC) - Board Member – 2011-2015
Minnesota City and County Management Association (MCMA) – Current Member
MCMA Task Force on Women in the Profession – Current Member
YMCA of Woodbury Community Board – Current Member and Board Vice Chair
KUCIMAT President – University of Kansas – 2013 - 2014
Willmar Area Rotary, 2011 - 2015

Kansas Association of City and County Managers (KACM) – Member, 2006 – 2011

Association of Pennsylvania Municipal Managers (APMM) – Member, 1997-2006

**Local Government Background**

**22 Years of Local Government Leadership and Management Experience**

City Administrator, Cottage Grove, MN – 2015-2018

City Administrator, Willmar, MN – 2011 – 2015

Assistant County Manager, Sedgwick County, KS – 2006-2011

Assistant Township Manager, Lower Gwynedd, PA – 1999 – 2006

Assistant Township Manager, Buckingham, PA – 1997-1999

Neighborhood Assistant, City of Wichita, KS – 1995-1996
<table>
<thead>
<tr>
<th>Client</th>
<th>Study</th>
<th>Year Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dartmouth, Massachusetts</td>
<td>Classification and Compensation</td>
<td>In progress</td>
</tr>
<tr>
<td>Falmouth, Massachusetts</td>
<td>Classification and Compensation</td>
<td>In progress</td>
</tr>
<tr>
<td>Framingham Library, Massachusetts</td>
<td>Classification and Job Descriptions</td>
<td>In progress</td>
</tr>
<tr>
<td>New Bedford, Massachusetts</td>
<td>Classification and Compensation</td>
<td>In progress</td>
</tr>
<tr>
<td>Orland Park, Illinois</td>
<td>Classification and Compensation</td>
<td>In progress</td>
</tr>
<tr>
<td>Oswegoland Park District</td>
<td>Classification and Compensation</td>
<td>In progress</td>
</tr>
<tr>
<td>Southborough, Massachusetts</td>
<td>Compensation</td>
<td>In progress</td>
</tr>
<tr>
<td>St. Charles Park District, Illinois</td>
<td>Classification and Compensation</td>
<td>In progress</td>
</tr>
<tr>
<td>Troy, Michigan</td>
<td>Classification and Compensation</td>
<td>In progress</td>
</tr>
<tr>
<td>Wauconda, Illinois</td>
<td>Classification and Compensation, Job Descriptions</td>
<td>In progress</td>
</tr>
<tr>
<td>Wilmette Park District, Illinois</td>
<td>Classification and Compensation</td>
<td>In progress</td>
</tr>
<tr>
<td>Channahon, Illinois</td>
<td>Compensation</td>
<td>2018</td>
</tr>
<tr>
<td>Glenview, Illinois</td>
<td>Classification and Compensation</td>
<td>2018</td>
</tr>
<tr>
<td>Greater Peoria Mass Transit Dist., Illinois</td>
<td>Compensation</td>
<td>2018</td>
</tr>
<tr>
<td>Lodi, Wisconsin</td>
<td>Compensation—Update</td>
<td>2018</td>
</tr>
<tr>
<td>McHenry, Illinois</td>
<td>Classification and Compensation</td>
<td>2018</td>
</tr>
<tr>
<td>Moline, Illinois</td>
<td>Classification and Compensation</td>
<td>2018</td>
</tr>
<tr>
<td>Mukwonago Library</td>
<td>Compensation</td>
<td>2018</td>
</tr>
<tr>
<td>Westborough, Massachusetts</td>
<td>Classification and Compensation</td>
<td>2018</td>
</tr>
<tr>
<td>Woodbury, Minnesota</td>
<td>Classification and Compensation</td>
<td>2018</td>
</tr>
<tr>
<td>Arlington Heights, Illinois</td>
<td>Classification and Compensation</td>
<td>2017</td>
</tr>
<tr>
<td>Baraboo, Wisconsin</td>
<td>Compensation—Update</td>
<td>2017</td>
</tr>
<tr>
<td>Bloomfield Township Library, Michigan</td>
<td>Classification and Compensation, Job Descriptions</td>
<td>2017</td>
</tr>
<tr>
<td>Geneva, Illinois</td>
<td>Organizational Analysis</td>
<td>2017</td>
</tr>
<tr>
<td>ILCMA</td>
<td>Strategic Plan</td>
<td>2017</td>
</tr>
<tr>
<td>Joliet, Illinois</td>
<td>Classification and Compensation</td>
<td>2017</td>
</tr>
<tr>
<td>Lexington, Massachusetts</td>
<td>Classification and Compensation</td>
<td>2017</td>
</tr>
<tr>
<td>Lincolnwood, Illinois</td>
<td>Police Department Analysis</td>
<td>2017</td>
</tr>
<tr>
<td>McHenry, Illinois</td>
<td>Classification and Compensation</td>
<td>2017</td>
</tr>
<tr>
<td>Moline, Illinois</td>
<td>Classification and Compensation</td>
<td>2017</td>
</tr>
<tr>
<td>Morton Grove, Illinois</td>
<td>Executive Coaching and Strategic Plan</td>
<td>2017</td>
</tr>
<tr>
<td>Mount Prospect, Illinois</td>
<td>Classification and Compensation</td>
<td>2017</td>
</tr>
<tr>
<td>Mukwonago, Wisconsin</td>
<td>Classification and Compensation</td>
<td>2017</td>
</tr>
<tr>
<td>Needham, Massachusetts</td>
<td>Compensation</td>
<td>2017</td>
</tr>
<tr>
<td>North Aurora, Illinois</td>
<td>Job Description Updates</td>
<td>2017</td>
</tr>
<tr>
<td>Oak Park Township</td>
<td>HR Needs Assessment</td>
<td>2017</td>
</tr>
<tr>
<td>Palatine Park District</td>
<td>Classification and Compensation</td>
<td>2017</td>
</tr>
<tr>
<td>Park District of Oak Park, Illinois</td>
<td>Compensation</td>
<td>2017</td>
</tr>
<tr>
<td>Rantoul, Illinois</td>
<td>Classification and Compensation</td>
<td>2017</td>
</tr>
<tr>
<td>Round Lake, Illinois</td>
<td>Classification and Compensation</td>
<td>2017</td>
</tr>
<tr>
<td>Location</td>
<td>Title</td>
<td>Year</td>
</tr>
<tr>
<td>-----------------------------------------</td>
<td>--------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>St. John, Indiana</td>
<td>Police &amp; Fire Staffing Analysis</td>
<td>2017</td>
</tr>
<tr>
<td>South Milwaukee, WI</td>
<td>Streets Department Study</td>
<td>2017</td>
</tr>
<tr>
<td>Weston, Massachusetts</td>
<td>Classification and Compensation</td>
<td>2017</td>
</tr>
<tr>
<td>Windsor, Connecticut</td>
<td>Classification and Compensation</td>
<td>2017</td>
</tr>
<tr>
<td>Algonia Sanitary District</td>
<td>Compensation</td>
<td>2016</td>
</tr>
<tr>
<td>Burlington, Iowa</td>
<td>Classification and Compensation</td>
<td>2016</td>
</tr>
<tr>
<td>Eastham, Massachusetts</td>
<td>Classification and Compensation</td>
<td>2016</td>
</tr>
<tr>
<td>Geneseo Park District, Illinois</td>
<td>Strategic Plan</td>
<td>2016</td>
</tr>
<tr>
<td>Glencoe, Illinois</td>
<td>Classification and Compensation</td>
<td>2016</td>
</tr>
<tr>
<td>Machesney Park, Illinois</td>
<td>Compensation, Job Descriptions</td>
<td>2016</td>
</tr>
<tr>
<td>New Berlin, Wisconsin</td>
<td>Classification and Compensation</td>
<td>2016</td>
</tr>
<tr>
<td>Niles, Illinois</td>
<td>Compensation</td>
<td>2016</td>
</tr>
<tr>
<td>Pekin, Illinois</td>
<td>Organizational Analysis</td>
<td>2016</td>
</tr>
<tr>
<td>Plainfield, Illinois</td>
<td>Classification and Compensation</td>
<td>2016</td>
</tr>
<tr>
<td>Rantoul, Illinois</td>
<td>Classification and Compensation</td>
<td>2016</td>
</tr>
<tr>
<td>Riverside/ North Riverside, Illinois</td>
<td>Dispatch Consolidation Project</td>
<td>2016</td>
</tr>
<tr>
<td>South Barrington, Illinois</td>
<td>Classification and Compensation</td>
<td>2016</td>
</tr>
<tr>
<td>South Barrington, Illinois</td>
<td>Police Staffing Analysis</td>
<td>2016</td>
</tr>
<tr>
<td>Winnetka Park District, Illinois</td>
<td>Strategic Plan</td>
<td>2016</td>
</tr>
<tr>
<td>Berlin, Wisconsin</td>
<td>Classification and Compensation</td>
<td>2015</td>
</tr>
<tr>
<td>Dixon, Illinois</td>
<td>Classification and Compensation</td>
<td>2015</td>
</tr>
<tr>
<td>Evansville, Wisconsin</td>
<td>Compensation</td>
<td>2015</td>
</tr>
<tr>
<td>Franklin Park, Illinois</td>
<td>Compensation</td>
<td>2015</td>
</tr>
<tr>
<td>Franklin, Wisconsin</td>
<td>Classification and Compensation</td>
<td>2015</td>
</tr>
<tr>
<td>Oregon, Illinois</td>
<td>Compensation and Benefits</td>
<td>2015</td>
</tr>
<tr>
<td>Oshkosh, Wisconsin</td>
<td>Public Works Department Analysis</td>
<td>2015</td>
</tr>
<tr>
<td>Park District of Highland Park, Illinois</td>
<td>Classification and Compensation</td>
<td>2015</td>
</tr>
<tr>
<td>Plymouth, Wisconsin</td>
<td>Recreational Services Analysis</td>
<td>2015</td>
</tr>
<tr>
<td>Portage, Wisconsin</td>
<td>Organizational Analysis</td>
<td>2015</td>
</tr>
<tr>
<td>Romeoville, Illinois</td>
<td>Classification and Compensation, Staffing Analysis</td>
<td>2015</td>
</tr>
<tr>
<td>Schiller Park, Illinois</td>
<td>Police Department Analysis</td>
<td>2015</td>
</tr>
<tr>
<td>Southborough, Massachusetts</td>
<td>Classification and Compensation</td>
<td>2015</td>
</tr>
<tr>
<td>Sterling, Illinois</td>
<td>Classification and Compensation</td>
<td>2015</td>
</tr>
<tr>
<td>Vernon Hills</td>
<td>Public Works Department Analysis</td>
<td>2015</td>
</tr>
<tr>
<td>Waukesha, Wisconsin</td>
<td>Classification and Compensation, Job Descriptions</td>
<td>2015</td>
</tr>
<tr>
<td>Waupaca, Wisconsin</td>
<td>Job Descriptions</td>
<td>2015</td>
</tr>
<tr>
<td>Westmont, Illinois</td>
<td>Compensation</td>
<td>2015</td>
</tr>
</tbody>
</table>
# 2019 Calendar of Library Closings

**New Year’s Day**  
Tuesday, Jan 1  
Closed Holiday

**Easter Holiday**  
Friday, April 19  
Closed Holiday  
Saturday, April 20  
Closed Day off  
Sunday, April 21  
Closed Day off

**Mother’s Day**  
Sunday, May 12  
Closed Day off

**Memorial Day**  
Saturday, May 25  
Closed Day off  
Sunday, May 26  
Closed Day off  
Monday, May 27  
Closed Holiday

**July 4th**  
Thursday, July 4  
Closed Holiday

**Labor Day**  
Saturday, Aug 31  
Closed Day off  
Sunday, Sep 1  
Closed Day off  
Monday, Sep 2  
Closed Holiday

**Library In-Service Day**  
Monday, Oct 14  
Library Closed

**Thanksgiving**  
Wednesday, Nov 27  
Close at 5 pm  
Thursday, Nov 28  
Closed Holiday  
Friday, Nov 29  
Closed Holiday

**Christmas**  
Tuesday, Dec 24  
Closed Holiday  
Wednesday, Dec 25  
Closed Holiday

**New Year’s Eve**  
Tuesday, Dec 31  
Closed Holiday

TOTAL HOLIDAYS: 10

APPROVED: