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

I. Call to order
II. Approval of agenda
III. New employee introduction
IV. Presentation from Maner Costerisan – 2018 Financial Audit
V. Tour Support Services (Board Development)
VI. Consent agenda
   A. Minutes of 3/21/2019 Library Board meeting
   B. Bills
VII. Financial Statement and Treasurer’s Report from March 2019
VIII. Public Comment
IX. Communications
   A. Press coverage
   B. MLA Weekly Newsletter, March 21, 2019
   C. MLA Weekly Newsletter, March 28, 2019
   D. MLA Weekly Newsletter, April 4, 2019
   E. MLA Weekly Newsletter, April 11, 2019
X. Director’s Report
   A. Library news and activities
   B. Usage reports
   C. Advocacy news
XI. Old Business
   A. Strategic plan work plan quarterly update
   B. Unique Management quarterly update
   C. Structured Compensation Program update
XII. Standing Committee Reports
   A. Policy – minutes from 4/10/2019 meeting joint with HR
   B. Finance
   C. Fund Development – set meeting joint with Strategic Planning
   D. Board Development – Elissa Slotkin newsletter
   E. Building – minutes from 4/18/2019 meeting on parking lot RFP
   F. Human Resources – minutes from 4/10/2019 meeting joint with Policy, set VEBA mtg
   G. Strategic Planning
XIII. Discussion Items
   A. Project Orion 2019
   B. Annual Report 2018
XIV. Action Items
   A. Parking Lot RFP (discussion at Building committee meeting)
   B. Review Emergency Plan to Appoint an Acting Director
XV. Public Comment
XVI. Trustee Comments
XVII. Adjournment
I. Call to order – 6:34 p.m. Present: Jim Phillips, Mary Pergeau, MaryAnne Thorndycraft, Jim Abramczyk, via phone, and Bert Quinn. Mike Luna -excused with notice

II. Approval of agenda- Motion by Pergeau, second by Phillips – approved

III. New employee introduction – Billy Gibala, new maintenance person.

IV. Presentation by Thrive Solutions – Friends strategic planning - Guests from Thrive Solutions: Eric Johnson, Founder, and Vito Cucuru, Partner. Philosophy behind Friends to achieve: to help Friends discover who they are and then build a strategic plan from there. Friends wanted to: Increased effectiveness, develop a distinct identity that can develop new volunteers, develop a tool for decision-making, develop a sustainable plan and take ownership of the initiative.

V. Consent agenda – motion to approve by Phillips, second by Pergeau - approved
   A. Minutes of 2/21/2019 Library Board meeting
   B. Bills
   C. Financial Statement and Treasurer’s Report from February 2019

VI. Public Comment - none

VII. Communications
   A. Press coverage
   B. MLA Weekly Newsletter, February 21, 2019
   C. MLA Weekly Newsletter, February 28, 2019
   D. MLA Weekly Newsletter, March 7, 2019
   E. MLA Weekly Newsletter, March 14, 2019

VIII. Director’s Report- The Director updated board on status of the library over the last month
   A. Library news and activities – offer extended to a new youth librarian for 28 hours a week. Changes in Adult Services staff – new posting for Department Head for adult Services. Two internal candidates to be interviewed. Appropriate changes in staff will be made as situation warrants. - National library week is approaching – will do a lunch for staff during the week. - Richard Harwood, (the person behind community conversations) will be touring the area and is willing to speak, provided his $7,000 fee is sponsored. He would host a community forum (Strategic Round-table) as well. No action necessary at this time. Director to see if sponsor(s) can be found to cover his fees. Director to develop a flier to help with promotion.
   B. Usage reports
   C. Advocacy news

IX. Old Business - none

X. Standing Committee Reports
   A. Policy – minutes from 2/18/2019 meeting, update from 3/11/2019 meeting. Went out for bids on salary survey, Three proposals received. Committee recommended Merces Consulting. -
   B. Finance - none
   C. Fund Development – minutes from 2/18/2019 meeting, update from 3/19/2019 advisory committee meeting. Committee considered hiring a fund-raising individual, but found out the idea was too expensive. -Decided on a voluntary
advisory council. -Advisory committee garnered interested 9 -13 individuals with plenty of good ideas. A mission statement was developed with committee member expectations. The Advisory Committee will meet four times a year with communication taking place by email. -Desire to increase the number of younger age volunteers to serve. - Director will send thank you email to volunteers. -Will set a next meeting date for the board committees of Fund Development/Strategic Planning at the April board meeting.

D. Board Development – Director shared information on MeL, MeLCat, and LSTA funding. Current funding for these services is in jeopardy as President Trump is not recommending funding for IMLS which funds the aforementioned in Michigan. Elissa Slotkin may be contacted to garner support for this important funding, since she will be holding a meeting in the area (Oakland University) very shortly.

E. Building – set meeting date to be Wednesday, March 27, 5:30 p.m., regarding parking lot RFP for repair, seal-coating, and other TBD items.-If islands are to be removed, the township might object, Director will inquire with the township.

F. Human Resources – minutes from 2/18/2019 meeting, update from 3/11/2019 meeting

G. Strategic Planning – minutes from 2/18/2019 meeting, update from 3/19/2019 advisory committee meeting

XI. Discussion Items - none

XII. Action Items

A. Proposal for Classification and Compensation Study (discussion at HR meeting) coming out of HR/Policy committees. Motion: For review and updating job descriptions, classifications, and pay ranges, the committee recommends Merces Consulting, not to exceed the amount of $10,000. -Approved

XIII. Public Comment- none

XIV. Trustee Comments

XV. Adjournment – adjourned at 8:10 p.m.
<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>SALARIES-EXEMPT</td>
<td>$57,856.77</td>
</tr>
<tr>
<td>SALARIES-NON-EXEMPT</td>
<td>$36,209.45</td>
</tr>
<tr>
<td>SOCIAL SECURITY 3/1/2019 TO 3/31/2019</td>
<td>$7,028.18</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:</td>
<td>$59,110.02</td>
</tr>
<tr>
<td>Account Distribution Report</td>
<td></td>
</tr>
<tr>
<td>TOTAL BILLS TO DATE</td>
<td>$161,204.42</td>
</tr>
<tr>
<td>Acct</td>
<td>Vendor</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
<tr>
<td>4065</td>
<td>RICOH</td>
</tr>
<tr>
<td>4065</td>
<td>LEAF</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>4069</td>
<td>B&amp;TA/J/S</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>4071</td>
<td>C ORourke</td>
</tr>
<tr>
<td>4071</td>
<td>Huron</td>
</tr>
<tr>
<td>4071</td>
<td>PAINT</td>
</tr>
<tr>
<td>4071</td>
<td>S TISON</td>
</tr>
<tr>
<td>4071</td>
<td>KROGER</td>
</tr>
<tr>
<td>4071</td>
<td>KROGER</td>
</tr>
<tr>
<td>4071</td>
<td>KROGER</td>
</tr>
<tr>
<td>4071</td>
<td>H ZALESIN</td>
</tr>
<tr>
<td>4071</td>
<td>LEINBACH</td>
</tr>
<tr>
<td>4071</td>
<td>M ZALEWSK</td>
</tr>
<tr>
<td>4071</td>
<td>R BeHar</td>
</tr>
<tr>
<td>4071</td>
<td>SAMS CLUB</td>
</tr>
<tr>
<td>4071</td>
<td>S TISON</td>
</tr>
<tr>
<td>4071</td>
<td>FOA</td>
</tr>
<tr>
<td>4071</td>
<td>FOA</td>
</tr>
<tr>
<td>4071</td>
<td>A LEHMAN</td>
</tr>
<tr>
<td>4071</td>
<td>AMAZON,CO</td>
</tr>
<tr>
<td>4071</td>
<td>AMAZON,CO</td>
</tr>
<tr>
<td>4071</td>
<td>AMAZON,CO</td>
</tr>
<tr>
<td>4071</td>
<td>H ZALESIN</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Acct</td>
<td>Vendor</td>
</tr>
<tr>
<td>-------</td>
<td>-----------------------</td>
</tr>
<tr>
<td>4071</td>
<td>Friends Donation Expense</td>
</tr>
<tr>
<td>4072</td>
<td>Designated Donation Expense</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>5083</td>
<td>Medical Insurance</td>
</tr>
<tr>
<td>5084</td>
<td>Life Insurance</td>
</tr>
<tr>
<td>5085</td>
<td>Disability Insurance</td>
</tr>
<tr>
<td>5086</td>
<td>Pension Expense</td>
</tr>
<tr>
<td>6900</td>
<td>Office Supplies</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Account Distribution - Standard

**Orion Twp. Public Library**

**Period: 03-19 As of: 3/29/2019**

<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>6901</td>
<td></td>
<td><strong>Staff Copier/ Printer Supplies</strong></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>03-19</td>
<td>029528</td>
<td>3/5/2019</td>
<td>9229827</td>
<td>180.89</td>
<td>0.00</td>
</tr>
<tr>
<td>6901</td>
<td>RICOH</td>
<td>RICOH USA, INC.</td>
<td>VO</td>
<td>03-19</td>
<td>029529</td>
<td>3/5/2019</td>
<td>5055951597</td>
<td>121.93</td>
<td>0.00</td>
</tr>
<tr>
<td>6901</td>
<td>SAMS CLUB</td>
<td>SAM'S CLUB/NAT'L LIB WK</td>
<td>VO</td>
<td>03-19</td>
<td>029581</td>
<td>3/19/2019</td>
<td>STATEMENT</td>
<td>119.92</td>
<td>0.00</td>
</tr>
<tr>
<td>6902</td>
<td>MIDWEST TF</td>
<td>MIDWEST TAPE</td>
<td>VO</td>
<td>03-19</td>
<td>029549</td>
<td>3/14/2019</td>
<td>97053224</td>
<td>26.40</td>
<td>0.00</td>
</tr>
<tr>
<td>6902</td>
<td>SHOWCASE</td>
<td>SHOWCASES</td>
<td>VO</td>
<td>03-19</td>
<td>029606</td>
<td>3/21/2019</td>
<td>310929</td>
<td>106.92</td>
<td>0.00</td>
</tr>
<tr>
<td>6902</td>
<td>DEMCO</td>
<td>DEMCO INC</td>
<td>VO</td>
<td>03-19</td>
<td>029610</td>
<td>3/26/2019</td>
<td>6571900</td>
<td>404.58</td>
<td>0.00</td>
</tr>
<tr>
<td>6902</td>
<td>AMAZON.COM</td>
<td>SYNCHRONY BANK/AMAZON</td>
<td>VO</td>
<td>03-19</td>
<td>029624</td>
<td>3/26/2019</td>
<td>STATEMENT</td>
<td>361.70</td>
<td>0.00</td>
</tr>
<tr>
<td>6911</td>
<td></td>
<td><strong>Automation Expenses</strong></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>03-19</td>
<td>029534</td>
<td>3/6/2019</td>
<td>12733</td>
<td>88.00</td>
<td>0.00</td>
</tr>
<tr>
<td>6911</td>
<td>STAND COM</td>
<td>STANDARD COMPUTER SYSTEMS, INC</td>
<td>VO</td>
<td>03-19</td>
<td>029583</td>
<td>3/19/2019</td>
<td>10-71431</td>
<td>877.20</td>
<td>0.00</td>
</tr>
<tr>
<td>6911</td>
<td>FOA</td>
<td>PNC BANK</td>
<td>VO</td>
<td>03-19</td>
<td>029604</td>
<td>3/21/2019</td>
<td>STATEMENT</td>
<td>1,903.00</td>
<td>0.00</td>
</tr>
<tr>
<td>6911</td>
<td>AMAZON.COM</td>
<td>SYNCHRONY BANK/AMAZON</td>
<td>VO</td>
<td>03-19</td>
<td>029624</td>
<td>3/26/2019</td>
<td>STATEMENT</td>
<td>84.99</td>
<td>0.00</td>
</tr>
<tr>
<td>6920</td>
<td>OVERDRIVE</td>
<td>OVERDRIVE, INC.</td>
<td>VO</td>
<td>03-19</td>
<td>029562</td>
<td>3/14/2019</td>
<td>00870CO19045555</td>
<td>991.83</td>
<td>0.00</td>
</tr>
<tr>
<td>6920</td>
<td>OVERDRIVE</td>
<td>OVERDRIVE, INC.</td>
<td>VO</td>
<td>03-19</td>
<td>029563</td>
<td>3/14/2019</td>
<td>00870CO19046245</td>
<td>916.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

### Books-Adult
<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>Date:</th>
<th>Ref Nbr</th>
<th>ExRef Nbr</th>
<th>Debit Amount</th>
<th>Credit Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>6921</td>
<td>THOMS WEST</td>
<td>THOMSON REUTERS</td>
<td>VO</td>
<td>03-19</td>
<td></td>
<td>029564</td>
<td>3/14/2019</td>
<td>839946612</td>
<td></td>
<td>272.00</td>
<td>0.00</td>
</tr>
<tr>
<td>6921</td>
<td>B&amp;T-A/J/S</td>
<td>BAKER &amp; TAYLOR BOOKS</td>
<td>VO</td>
<td>03-19</td>
<td></td>
<td>029566</td>
<td>3/14/2019</td>
<td>0249193</td>
<td></td>
<td>120.54</td>
<td>0.00</td>
</tr>
<tr>
<td>6921</td>
<td>B&amp;T-A/J/S</td>
<td>BAKER &amp; TAYLOR BOOKS</td>
<td>VO</td>
<td>03-19</td>
<td></td>
<td>029568</td>
<td>3/14/2019</td>
<td>L4235932</td>
<td></td>
<td>278.19</td>
<td>0.00</td>
</tr>
<tr>
<td>6921</td>
<td>B&amp;T-A/J/S</td>
<td>BAKER &amp; TAYLOR BOOKS</td>
<td>VO</td>
<td>03-19</td>
<td></td>
<td>029569</td>
<td>3/14/2019</td>
<td>L4235942</td>
<td></td>
<td>5,096.44</td>
<td>0.00</td>
</tr>
<tr>
<td>6921</td>
<td>B&amp;T-A/J/S</td>
<td>BAKER &amp; TAYLOR BOOKS</td>
<td>VO</td>
<td>03-19</td>
<td></td>
<td>029571</td>
<td>3/14/2019</td>
<td>L5568862</td>
<td></td>
<td>91.68</td>
<td>0.00</td>
</tr>
<tr>
<td>6921</td>
<td>HW WILSON</td>
<td>HW WILSON C/O GREY HOUSE PUBLI</td>
<td>VO</td>
<td>03-19</td>
<td></td>
<td>029612</td>
<td>3/26/2019</td>
<td>352486</td>
<td></td>
<td>390.50</td>
<td>0.00</td>
</tr>
<tr>
<td>6921</td>
<td>AMAZON.COM</td>
<td>SYNCHRONY BANK/AMAZON</td>
<td>VO</td>
<td>03-19</td>
<td></td>
<td>029624</td>
<td>3/26/2019</td>
<td></td>
<td></td>
<td>53.64</td>
<td>0.00</td>
</tr>
</tbody>
</table>

**Account Total:** 6,302.99 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>Date:</th>
<th>Ref Nbr</th>
<th>ExRef Nbr</th>
<th>Debit Amount</th>
<th>Credit Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>6922</td>
<td>B&amp;T-A/J/S</td>
<td>BAKER &amp; TAYLOR BOOKS</td>
<td>VO</td>
<td>03-19</td>
<td></td>
<td>029567</td>
<td>3/14/2019</td>
<td>L4224222</td>
<td></td>
<td>227.61</td>
<td>0.00</td>
</tr>
<tr>
<td>6922</td>
<td>B&amp;T-A/J/S</td>
<td>BAKER &amp; TAYLOR BOOKS</td>
<td>VO</td>
<td>03-19</td>
<td></td>
<td>029570</td>
<td>3/14/2019</td>
<td>L4235952</td>
<td></td>
<td>1,574.68</td>
<td>0.00</td>
</tr>
</tbody>
</table>

**Account Total:** 1,802.29 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>Date:</th>
<th>Ref Nbr</th>
<th>ExRef Nbr</th>
<th>Debit Amount</th>
<th>Credit Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>6924</td>
<td>MIDWEST TF</td>
<td>MIDWEST TAPE</td>
<td>VO</td>
<td>03-19</td>
<td></td>
<td>029514</td>
<td>3/4/2019</td>
<td>97045962</td>
<td></td>
<td>41.81</td>
<td>0.00</td>
</tr>
<tr>
<td>6924</td>
<td>MIDWEST TF</td>
<td>MIDWEST TAPE</td>
<td>VO</td>
<td>03-19</td>
<td></td>
<td>029515</td>
<td>3/4/2019</td>
<td>97045963</td>
<td></td>
<td>8.99</td>
<td>0.00</td>
</tr>
<tr>
<td>6924</td>
<td>MIDWEST TF</td>
<td>MIDWEST TAPE</td>
<td>VO</td>
<td>03-19</td>
<td></td>
<td>029518</td>
<td>3/4/2019</td>
<td>97045966</td>
<td></td>
<td>114.97</td>
<td>0.00</td>
</tr>
<tr>
<td>6924</td>
<td>MIDWEST TF</td>
<td>MIDWEST TAPE</td>
<td>VO</td>
<td>03-19</td>
<td></td>
<td>029519</td>
<td>3/4/2019</td>
<td>97045967</td>
<td></td>
<td>74.46</td>
<td>0.00</td>
</tr>
<tr>
<td>6924</td>
<td>MIDWEST TF</td>
<td>MIDWEST TAPE</td>
<td>VO</td>
<td>03-19</td>
<td></td>
<td>029552</td>
<td>3/4/2019</td>
<td>97078662</td>
<td></td>
<td>27.58</td>
<td>0.00</td>
</tr>
<tr>
<td>6924</td>
<td>MIDWEST TF</td>
<td>MIDWEST TAPE</td>
<td>VO</td>
<td>03-19</td>
<td></td>
<td>029557</td>
<td>3/4/2019</td>
<td>97078668</td>
<td></td>
<td>11.24</td>
<td>0.00</td>
</tr>
<tr>
<td>6924</td>
<td>MIDWEST TF</td>
<td>MIDWEST TAPE</td>
<td>VO</td>
<td>03-19</td>
<td></td>
<td>029558</td>
<td>3/4/2019</td>
<td>97078669</td>
<td></td>
<td>142.97</td>
<td>0.00</td>
</tr>
<tr>
<td>6924</td>
<td>MIDWEST TF</td>
<td>MIDWEST TAPE</td>
<td>VO</td>
<td>03-19</td>
<td></td>
<td>029586</td>
<td>3/19/2019</td>
<td>97108610</td>
<td></td>
<td>15.74</td>
<td>0.00</td>
</tr>
<tr>
<td>6924</td>
<td>MIDWEST TF</td>
<td>MIDWEST TAPE</td>
<td>VO</td>
<td>03-19</td>
<td></td>
<td>029589</td>
<td>3/19/2019</td>
<td>97108614</td>
<td></td>
<td>12.59</td>
<td>0.00</td>
</tr>
<tr>
<td>6924</td>
<td>MIDWEST TF</td>
<td>MIDWEST TAPE</td>
<td>VO</td>
<td>03-19</td>
<td></td>
<td>029590</td>
<td>3/19/2019</td>
<td>97108615</td>
<td></td>
<td>102.97</td>
<td>0.00</td>
</tr>
<tr>
<td>6924</td>
<td>MIDWEST TF</td>
<td>MIDWEST TAPE</td>
<td>VO</td>
<td>03-19</td>
<td></td>
<td>029591</td>
<td>3/19/2019</td>
<td>97108616</td>
<td></td>
<td>44.99</td>
<td>0.00</td>
</tr>
<tr>
<td>6924</td>
<td>MIDWEST TF</td>
<td>MIDWEST TAPE</td>
<td>VO</td>
<td>03-19</td>
<td></td>
<td>029592</td>
<td>3/19/2019</td>
<td>97108617</td>
<td></td>
<td>9.99</td>
<td>0.00</td>
</tr>
<tr>
<td>6924</td>
<td>MIDWEST TF</td>
<td>MIDWEST TAPE</td>
<td>VO</td>
<td>03-19</td>
<td></td>
<td>029593</td>
<td>3/19/2019</td>
<td>97108618</td>
<td></td>
<td>39.99</td>
<td>0.00</td>
</tr>
<tr>
<td>6924</td>
<td>MIDWEST TF</td>
<td>MIDWEST TAPE</td>
<td>VO</td>
<td>03-19</td>
<td></td>
<td>029594</td>
<td>3/19/2019</td>
<td>97108619</td>
<td></td>
<td>9.99</td>
<td>0.00</td>
</tr>
<tr>
<td>6924</td>
<td>MIDWEST TF</td>
<td>MIDWEST TAPE</td>
<td>VO</td>
<td>03-19</td>
<td></td>
<td>029619</td>
<td>3/26/2019</td>
<td>97141599</td>
<td></td>
<td>34.99</td>
<td>0.00</td>
</tr>
<tr>
<td>6924</td>
<td>MIDWEST TF</td>
<td>MIDWEST TAPE</td>
<td>VO</td>
<td>03-19</td>
<td></td>
<td>029620</td>
<td>3/26/2019</td>
<td>97141600</td>
<td></td>
<td>154.96</td>
<td>0.00</td>
</tr>
<tr>
<td>6924</td>
<td>MIDWEST TF</td>
<td>MIDWEST TAPE</td>
<td>VO</td>
<td>03-19</td>
<td></td>
<td>029621</td>
<td>3/26/2019</td>
<td>97141602</td>
<td></td>
<td>49.99</td>
<td>0.00</td>
</tr>
<tr>
<td>6924</td>
<td>AMAZON.COM</td>
<td>SYNCHRONY BANK/AMAZON</td>
<td>VO</td>
<td>03-19</td>
<td></td>
<td>029624</td>
<td>3/26/2019</td>
<td></td>
<td></td>
<td>331.03</td>
<td>0.00</td>
</tr>
<tr>
<td>Acct</td>
<td>Vendor</td>
<td>Tran Desc</td>
<td>Tran Type</td>
<td>Period Post</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>6924</td>
<td>Audio Visual</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6924</td>
<td>MIDWEST TF</td>
<td>MIDWEST TAPE</td>
<td>VO</td>
<td>03-19</td>
<td>029509</td>
<td>3/4/2019</td>
<td>97045927</td>
<td>59.94</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6924</td>
<td>MIDWEST TF</td>
<td>MIDWEST TAPE</td>
<td>VO</td>
<td>03-19</td>
<td>029510</td>
<td>3/4/2019</td>
<td>97045928</td>
<td>77.22</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6924</td>
<td>MIDWEST TF</td>
<td>MIDWEST TAPE</td>
<td>VO</td>
<td>03-19</td>
<td>029511</td>
<td>3/4/2019</td>
<td>97045929</td>
<td>65.34</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6924</td>
<td>MIDWEST TF</td>
<td>MIDWEST TAPE</td>
<td>VO</td>
<td>03-19</td>
<td>029520</td>
<td>3/4/2019</td>
<td>97049147</td>
<td>59.98</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6924</td>
<td>MIDWEST TF</td>
<td>MIDWEST TAPE</td>
<td>VO</td>
<td>03-19</td>
<td>029559</td>
<td>3/14/2019</td>
<td>97079268</td>
<td>47.66</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6924</td>
<td>MIDWEST TF</td>
<td>MIDWEST TAPE</td>
<td>VO</td>
<td>03-19</td>
<td>029560</td>
<td>3/14/2019</td>
<td>97079540</td>
<td>11.24</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6924</td>
<td>MIDWEST TF</td>
<td>MIDWEST TAPE</td>
<td>VO</td>
<td>03-19</td>
<td>029561</td>
<td>3/14/2019</td>
<td>97079541</td>
<td>11.24</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6924</td>
<td>MIDWEST TF</td>
<td>MIDWEST TAPE</td>
<td>VO</td>
<td>03-19</td>
<td>029595</td>
<td>3/19/2019</td>
<td>97109018</td>
<td>97.27</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6924</td>
<td>MIDWEST TF</td>
<td>MIDWEST TAPE</td>
<td>VO</td>
<td>03-19</td>
<td>029596</td>
<td>3/19/2019</td>
<td>97109170</td>
<td>73.48</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6924</td>
<td>MIDWEST TF</td>
<td>MIDWEST TAPE</td>
<td>VO</td>
<td>03-19</td>
<td>029597</td>
<td>3/19/2019</td>
<td>97109171</td>
<td>46.48</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6924</td>
<td>MIDWEST TF</td>
<td>MIDWEST TAPE</td>
<td>VO</td>
<td>03-19</td>
<td>029598</td>
<td>3/19/2019</td>
<td>97111554</td>
<td>58.48</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6924</td>
<td>MIDWEST TF</td>
<td>MIDWEST TAPE</td>
<td>VO</td>
<td>03-19</td>
<td>029613</td>
<td>3/26/2019</td>
<td>97141099</td>
<td>22.49</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6924</td>
<td>AMAZON.COM</td>
<td>SYNCHRONY BANK/AMAZON</td>
<td>VO</td>
<td>03-19</td>
<td>029624</td>
<td>3/26/2019</td>
<td>STATEMENT</td>
<td>303.31</td>
<td>0.00</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>6925</td>
<td>Outreach-Books</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6925</td>
<td>B&amp;T-AJ/S</td>
<td>BAKER &amp; TAYLOR BOOKS</td>
<td>VO</td>
<td>03-19</td>
<td>029568</td>
<td>3/14/2019</td>
<td>L4235932</td>
<td>207.94</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6925</td>
<td>GALE RES</td>
<td>GALE/CENGAGE LEARNING</td>
<td>VO</td>
<td>03-19</td>
<td>029611</td>
<td>3/26/2019</td>
<td>66801090</td>
<td>31.19</td>
<td>0.00</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>6927</td>
<td>Computerized Reference</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6927</td>
<td>DEARREAD</td>
<td>DEARREADER.COM, LLC</td>
<td>VO</td>
<td>03-19</td>
<td>029609</td>
<td>3/26/2019</td>
<td>33219</td>
<td>490.00</td>
<td>0.00</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>6928</td>
<td>Dvd-Adult</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6928</td>
<td>MIDWEST TF</td>
<td>MIDWEST TAPE</td>
<td>VO</td>
<td>03-19</td>
<td>029506</td>
<td>3/4/2019</td>
<td>97042200</td>
<td>46.48</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6928</td>
<td>MIDWEST TF</td>
<td>MIDWEST TAPE</td>
<td>VO</td>
<td>03-19</td>
<td>029507</td>
<td>3/4/2019</td>
<td>97044418</td>
<td>56.22</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6928</td>
<td>MIDWEST TF</td>
<td>MIDWEST TAPE</td>
<td>VO</td>
<td>03-19</td>
<td>029508</td>
<td>3/4/2019</td>
<td>97044419</td>
<td>48.73</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6928</td>
<td>MIDWEST TF</td>
<td>MIDWEST TAPE</td>
<td>VO</td>
<td>03-19</td>
<td>029512</td>
<td>3/4/2019</td>
<td>97045960</td>
<td>49.47</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Acct</td>
<td>Vendor</td>
<td>Tran Desc</td>
<td>Tran Type</td>
<td>Period</td>
<td>Post Date</td>
<td>Ref Nbr</td>
<td>Tran Date</td>
<td>ExRef Nbr</td>
<td>Debit Amount</td>
<td>Credit Amount</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>6928</td>
<td>MIDWEST TF</td>
<td>MIDWEST TAPE</td>
<td>VO</td>
<td>03-19</td>
<td>3/4/2019</td>
<td>029513</td>
<td>3/4/2019</td>
<td>97045961</td>
<td>89.21</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>6928</td>
<td>MIDWEST TF</td>
<td>MIDWEST TAPE</td>
<td>VO</td>
<td>03-19</td>
<td>3/4/2019</td>
<td>029517</td>
<td>3/4/2019</td>
<td>97045964</td>
<td>37.48</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>6928</td>
<td>MIDWEST TF</td>
<td>MIDWEST TAPE</td>
<td>VO</td>
<td>03-19</td>
<td>3/4/2019</td>
<td>029521</td>
<td>3/4/2019</td>
<td>97049148</td>
<td>20.24</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>6928</td>
<td>MIDWEST TF</td>
<td>MIDWEST TAPE</td>
<td>VO</td>
<td>03-19</td>
<td>3/14/2019</td>
<td>029550</td>
<td>3/14/2019</td>
<td>97073867</td>
<td>26.24</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>6928</td>
<td>MIDWEST TF</td>
<td>MIDWEST TAPE</td>
<td>VO</td>
<td>03-19</td>
<td>3/14/2019</td>
<td>029551</td>
<td>3/14/2019</td>
<td>97078661</td>
<td>37.47</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>6928</td>
<td>MIDWEST TF</td>
<td>MIDWEST TAPE</td>
<td>VO</td>
<td>03-19</td>
<td>3/14/2019</td>
<td>029553</td>
<td>3/14/2019</td>
<td>97078664</td>
<td>74.96</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>6928</td>
<td>MIDWEST TF</td>
<td>MIDWEST TAPE</td>
<td>VO</td>
<td>03-19</td>
<td>3/14/2019</td>
<td>029554</td>
<td>3/14/2019</td>
<td>97078665</td>
<td>26.24</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>6928</td>
<td>MIDWEST TF</td>
<td>MIDWEST TAPE</td>
<td>VO</td>
<td>03-19</td>
<td>3/14/2019</td>
<td>029555</td>
<td>3/14/2019</td>
<td>97078666</td>
<td>127.43</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>6928</td>
<td>MIDWEST TF</td>
<td>MIDWEST TAPE</td>
<td>VO</td>
<td>03-19</td>
<td>3/14/2019</td>
<td>029556</td>
<td>3/14/2019</td>
<td>97078667</td>
<td>26.24</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>6928</td>
<td>MIDWEST TF</td>
<td>MIDWEST TAPE</td>
<td>VO</td>
<td>03-19</td>
<td>3/19/2019</td>
<td>029584</td>
<td>3/19/2019</td>
<td>97108118</td>
<td>12.74</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>6928</td>
<td>MIDWEST TF</td>
<td>MIDWEST TAPE</td>
<td>VO</td>
<td>03-19</td>
<td>3/19/2019</td>
<td>029585</td>
<td>3/19/2019</td>
<td>97108119</td>
<td>22.48</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>6928</td>
<td>MIDWEST TF</td>
<td>MIDWEST TAPE</td>
<td>VO</td>
<td>03-19</td>
<td>3/19/2019</td>
<td>029587</td>
<td>3/19/2019</td>
<td>97108612</td>
<td>29.99</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>6928</td>
<td>MIDWEST TF</td>
<td>MIDWEST TAPE</td>
<td>VO</td>
<td>03-19</td>
<td>3/19/2019</td>
<td>029588</td>
<td>3/19/2019</td>
<td>97108613</td>
<td>104.94</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>6928</td>
<td>MIDWEST TF</td>
<td>MIDWEST TAPE</td>
<td>VO</td>
<td>03-19</td>
<td>3/26/2019</td>
<td>029614</td>
<td>3/26/2019</td>
<td>97141188</td>
<td>48.74</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>6928</td>
<td>MIDWEST TF</td>
<td>MIDWEST TAPE</td>
<td>VO</td>
<td>03-19</td>
<td>3/26/2019</td>
<td>029615</td>
<td>3/26/2019</td>
<td>97141595</td>
<td>26.24</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>6928</td>
<td>MIDWEST TF</td>
<td>MIDWEST TAPE</td>
<td>VO</td>
<td>03-19</td>
<td>3/26/2019</td>
<td>029616</td>
<td>3/26/2019</td>
<td>97141596</td>
<td>44.98</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>6928</td>
<td>MIDWEST TF</td>
<td>MIDWEST TAPE</td>
<td>VO</td>
<td>03-19</td>
<td>3/26/2019</td>
<td>029617</td>
<td>3/26/2019</td>
<td>97141597</td>
<td>37.48</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>6928</td>
<td>MIDWEST TF</td>
<td>MIDWEST TAPE</td>
<td>VO</td>
<td>03-19</td>
<td>3/26/2019</td>
<td>029618</td>
<td>3/26/2019</td>
<td>97141598</td>
<td>59.98</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>6928</td>
<td>MIDWEST TF</td>
<td>MIDWEST TAPE</td>
<td>VO</td>
<td>03-19</td>
<td>3/26/2019</td>
<td>029622</td>
<td>3/26/2019</td>
<td>97141910</td>
<td>52.48</td>
<td>0.00</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Acct</th>
<th>Vendor</th>
<th>Tran Desc</th>
<th>Tran Type</th>
<th>Period</th>
<th>Post Date</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>6930</td>
<td>NICEBADGE</td>
<td>NICE BADGE</td>
<td>AD</td>
<td>03-19</td>
<td>3/18/2019</td>
<td>029572</td>
<td>3/18/2019</td>
<td>220766</td>
<td>0.00</td>
<td>23.54</td>
</tr>
<tr>
<td>6930</td>
<td>SHRED - IT</td>
<td>SHRED-IT USA LLC</td>
<td>VO</td>
<td>03-19</td>
<td>3/19/2019</td>
<td>029582</td>
<td>3/19/2019</td>
<td>8126808555</td>
<td>319.68</td>
<td>0.00</td>
</tr>
<tr>
<td>6930</td>
<td>ADP</td>
<td>AUTOMATIC DATA PROCESSING</td>
<td>VO</td>
<td>03-19</td>
<td>3/26/2019</td>
<td>029625</td>
<td>3/26/2019</td>
<td>53712301</td>
<td>127.78</td>
<td>0.00</td>
</tr>
<tr>
<td>6930</td>
<td>ADP</td>
<td>AUTOMATIC DATA PROCESSING</td>
<td>VO</td>
<td>03-19</td>
<td>3/26/2019</td>
<td>029626</td>
<td>3/26/2019</td>
<td>530840665</td>
<td>327.50</td>
<td>0.00</td>
</tr>
<tr>
<td>6930</td>
<td>ADP</td>
<td>AUTOMATIC DATA PROCESSING</td>
<td>VO</td>
<td>03-19</td>
<td>3/26/2019</td>
<td>029627</td>
<td>3/26/2019</td>
<td>531645966</td>
<td>118.96</td>
<td>0.00</td>
</tr>
<tr>
<td>6930</td>
<td>ADP</td>
<td>AUTOMATIC DATA PROCESSING</td>
<td>VO</td>
<td>03-19</td>
<td>3/27/2019</td>
<td>029634</td>
<td>3/27/2019</td>
<td>532438819</td>
<td>121.12</td>
<td>0.00</td>
</tr>
<tr>
<td>6930</td>
<td>ADP</td>
<td>AUTOMATIC DATA PROCESSING</td>
<td>VO</td>
<td>03-19</td>
<td>3/27/2019</td>
<td>029636</td>
<td>3/27/2019</td>
<td>532438200</td>
<td>134.42</td>
<td>0.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Acct</th>
<th>Vendor</th>
<th>Tran Desc</th>
<th>Tran Type</th>
<th>Period</th>
<th>Post Date</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>6931</td>
<td>Postage</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Account Total | 1,141.69 | 0.00

Account Total | 1,149.46 | 23.54
<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>
</tr>
</thead>
<tbody>
<tr>
<td>6931</td>
<td>FRANCOTYF</td>
<td>FRANCOTYP-POSTALIA, INC.</td>
<td>VO</td>
<td>03-19</td>
<td></td>
<td>029527</td>
<td>3/5/2019</td>
<td>R103978146</td>
<td>123.00</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Collection Agency Fee</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>123.00</td>
<td>0.00</td>
</tr>
<tr>
<td>6932</td>
<td>UNIQUE MGI</td>
<td>UNIQUE MANAGEMENT SERVICES, IN</td>
<td>VO</td>
<td>03-19</td>
<td></td>
<td>029565</td>
<td>3/14/2019</td>
<td>501176</td>
<td>196.90</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Board Games</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>196.90</td>
<td>0.00</td>
</tr>
<tr>
<td>6938</td>
<td>AMAZON.COM</td>
<td>SYNCHRONY BANK/AMAZON</td>
<td>VO</td>
<td>03-19</td>
<td></td>
<td>029624</td>
<td>3/26/2019</td>
<td>STATEMENT</td>
<td>115.01</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Promotion, Publishing, Printin</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>115.01</td>
<td>0.00</td>
</tr>
<tr>
<td>6950</td>
<td>CONSTANT</td>
<td>CONSTANT CONTACT, INC</td>
<td>VO</td>
<td>03-19</td>
<td></td>
<td>029539</td>
<td>3/14/2019</td>
<td>QWD54ANAB7019</td>
<td>1,575.00</td>
<td>0.00</td>
</tr>
<tr>
<td>6950</td>
<td>LO PRINT&amp;D</td>
<td>LAKE ORION PRINTING &amp; DESIGN L</td>
<td>VO</td>
<td>03-19</td>
<td></td>
<td>029546</td>
<td>3/14/2019</td>
<td>2539</td>
<td>1,985.00</td>
<td>0.00</td>
</tr>
<tr>
<td>6950</td>
<td>ORION CHAM</td>
<td>ORION AREA CHAMBER OF COMMERCE</td>
<td>VO</td>
<td>03-19</td>
<td></td>
<td>029623</td>
<td>3/26/2019</td>
<td>18593</td>
<td>50.00</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Telephone</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3,610.00</td>
<td>0.00</td>
</tr>
<tr>
<td>7100</td>
<td>TELNET WOR</td>
<td>TELNET WORLDWIDE</td>
<td>VO</td>
<td>03-19</td>
<td></td>
<td>029536</td>
<td>3/6/2019</td>
<td>160751</td>
<td>321.42</td>
<td>0.00</td>
</tr>
<tr>
<td>7100</td>
<td>COMCAST</td>
<td>COMCAST</td>
<td>VO</td>
<td>03-19</td>
<td></td>
<td>029538</td>
<td>3/14/2019</td>
<td>STATEMENT</td>
<td>95.00</td>
<td>0.00</td>
</tr>
<tr>
<td>7100</td>
<td>VERIZON</td>
<td>VERIZON WIRELESS</td>
<td>VO</td>
<td>03-19</td>
<td></td>
<td>029607</td>
<td>3/21/2019</td>
<td>9826007805</td>
<td>100.67</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Utilities-Gas</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>517.09</td>
<td>0.00</td>
</tr>
<tr>
<td>7101</td>
<td>CONSUMER:</td>
<td>CONSUMERS ENERGY</td>
<td>VO</td>
<td>03-19</td>
<td></td>
<td>029637</td>
<td>3/27/2019</td>
<td>STATEMENT</td>
<td>1,319.21</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Utilities-Electricity</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1,319.21</td>
<td>0.00</td>
</tr>
<tr>
<td>7102</td>
<td>DTE</td>
<td>DTE ENERGY</td>
<td>VO</td>
<td>03-19</td>
<td></td>
<td>029638</td>
<td>3/27/2019</td>
<td>STATEMENT</td>
<td>2,736.75</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>
<td>2,736.75</td>
<td>0.00</td>
</tr>
</tbody>
</table>
### Account Distribution - Standard

**Period: 03-19 As of: 3/29/2019**

<table>
<thead>
<tr>
<th>Acct</th>
<th>Vendor</th>
<th>Tran Desc</th>
<th>Tran Type</th>
<th>Period</th>
<th>Ref Nbr</th>
<th>Period Post</th>
<th>Ref Date</th>
<th>Ref Description</th>
<th>Tran Desc</th>
<th>ExRef Nbr</th>
<th>Debit Amount</th>
<th>Credit Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>7110</td>
<td>SUPPLY</td>
<td>Repairs &amp; Maintenance-Building</td>
<td>VO</td>
<td>03-19</td>
<td>029524</td>
<td>3/4/2019</td>
<td>410828-00</td>
<td>28.64</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>SUPPLY</td>
<td>Repairs &amp; Maintenance-Building</td>
<td>VO</td>
<td>03-19</td>
<td>029525</td>
<td>3/4/2019</td>
<td>411073-00</td>
<td>174.72</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>HOME DEP 2</td>
<td>Repairs &amp; Maintenance-Building</td>
<td>VO</td>
<td>03-19</td>
<td>029542</td>
<td>3/14/2019</td>
<td>STATEMENT</td>
<td>33.59</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>J&amp;T</td>
<td>Repairs &amp; Maintenance-Building</td>
<td>VO</td>
<td>03-19</td>
<td>029543</td>
<td>3/14/2019</td>
<td>190832</td>
<td>200.00</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>PROGPLUM</td>
<td>Repairs &amp; Maintenance-Building</td>
<td>VO</td>
<td>03-19</td>
<td>029579</td>
<td>3/19/2019</td>
<td>2419108</td>
<td>652.99</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>SAMS CLUB</td>
<td>Repairs &amp; Maintenance-Building</td>
<td>VO</td>
<td>03-19</td>
<td>029581</td>
<td>3/19/2019</td>
<td>STATEMENT</td>
<td>111.13</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>GFL</td>
<td>Repairs &amp; Maintenance-Building</td>
<td>VO</td>
<td>03-19</td>
<td>029600</td>
<td>3/21/2019</td>
<td>STATEMENT</td>
<td>52.00</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Account Total**: 1,253.07

<table>
<thead>
<tr>
<th>Acct</th>
<th>Vendor</th>
<th>Transportation</th>
<th>Tran Type</th>
<th>Period</th>
<th>Ref Nbr</th>
<th>Period Post</th>
<th>Ref Date</th>
<th>Ref Description</th>
<th>Tran Desc</th>
<th>ExRef Nbr</th>
<th>Debit Amount</th>
<th>Credit Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>7115</td>
<td>E ELLISON</td>
<td>Transportation</td>
<td>VO</td>
<td>03-19</td>
<td>029504</td>
<td>3/4/2019</td>
<td>MILEAGE</td>
<td>26.80</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>D MAJOR</td>
<td>Transportation</td>
<td>VO</td>
<td>03-19</td>
<td>029526</td>
<td>3/5/2019</td>
<td>MILEAGE</td>
<td>61.48</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>S TISON</td>
<td>Transportation</td>
<td>VO</td>
<td>03-19</td>
<td>029531</td>
<td>3/5/2019</td>
<td>MILEAGE</td>
<td>2.09</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>M ZALEWSKI</td>
<td>Transportation</td>
<td>VO</td>
<td>03-19</td>
<td>029548</td>
<td>3/14/2019</td>
<td>MILEAGE</td>
<td>46.75</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>A LEHMAN</td>
<td>Transportation</td>
<td>VO</td>
<td>03-19</td>
<td>029599</td>
<td>3/21/2019</td>
<td>MILEAGE</td>
<td>38.16</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>M WOOD</td>
<td>Transportation</td>
<td>VO</td>
<td>03-19</td>
<td>029603</td>
<td>3/21/2019</td>
<td>MILEAGE</td>
<td>16.12</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>J PUGH</td>
<td>Transportation</td>
<td>VO</td>
<td>03-19</td>
<td>029630</td>
<td>3/28/2019</td>
<td>MILEAGE</td>
<td>59.33</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>K KNOX</td>
<td>Transportation</td>
<td>VO</td>
<td>03-19</td>
<td>029631</td>
<td>3/28/2019</td>
<td>MILEAGE</td>
<td>127.72</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Account Total**: 378.45

<table>
<thead>
<tr>
<th>Acct</th>
<th>Vendor</th>
<th>Education &amp; Training</th>
<th>Tran Type</th>
<th>Period</th>
<th>Ref Nbr</th>
<th>Period Post</th>
<th>Ref Date</th>
<th>Ref Description</th>
<th>Tran Desc</th>
<th>ExRef Nbr</th>
<th>Debit Amount</th>
<th>Credit Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>7116</td>
<td>FOA</td>
<td>Education &amp; Training</td>
<td>VO</td>
<td>03-19</td>
<td>029604</td>
<td>3/21/2019</td>
<td>STATEMENT</td>
<td>386.60</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>FOA</td>
<td>Education &amp; Training</td>
<td>VO</td>
<td>03-19</td>
<td>029604</td>
<td>3/21/2019</td>
<td>STATEMENT</td>
<td>52.14</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Account Total**: 438.74

<table>
<thead>
<tr>
<th>Acct</th>
<th>Vendor</th>
<th>Dues</th>
<th>Tran Type</th>
<th>Period</th>
<th>Ref Nbr</th>
<th>Period Post</th>
<th>Ref Date</th>
<th>Ref Description</th>
<th>Tran Desc</th>
<th>ExRef Nbr</th>
<th>Debit Amount</th>
<th>Credit Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>7120</td>
<td>ALA</td>
<td>Dues</td>
<td>VO</td>
<td>03-19</td>
<td>029573</td>
<td>3/19/2019</td>
<td>STATEMENT</td>
<td>24.50</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>MLA</td>
<td>Dues</td>
<td>VO</td>
<td>03-19</td>
<td>029632</td>
<td>3/28/2019</td>
<td>STATEMENT</td>
<td>85.00</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Account Total**: 109.50
<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>
</tr>
</thead>
<tbody>
<tr>
<td>7122</td>
<td>MANER COS</td>
<td>MANER COSTERISAN</td>
<td>VO</td>
<td>03-19</td>
<td>029601</td>
<td>3/21/2019</td>
<td>218590</td>
<td>4,300.00</td>
<td>0.00</td>
<td>Account Total</td>
</tr>
<tr>
<td>7124</td>
<td>DANIEL BRY</td>
<td>DANIEL BRYSON PRODUCTIONS LLC</td>
<td>VO</td>
<td>03-19</td>
<td>029540</td>
<td>3/14/2019</td>
<td>CHECK REQUEST</td>
<td>300.00</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>7124</td>
<td>FOA</td>
<td>PNC BANK VOL. LUNCH</td>
<td>VO</td>
<td>03-19</td>
<td>029604</td>
<td>3/21/2019</td>
<td>STATEMENT</td>
<td>73.36</td>
<td>0.00</td>
<td>Account Total</td>
</tr>
<tr>
<td>7125</td>
<td>KROGER</td>
<td>KROGER/ROGERS PARTY</td>
<td>VO</td>
<td>03-19</td>
<td>029535</td>
<td>3/6/2019</td>
<td>STATEMENT</td>
<td>24.64</td>
<td>0.00</td>
<td>Account Total</td>
</tr>
<tr>
<td>7503</td>
<td>L.O.LUMBER</td>
<td>LO LUMBER/MEETING ROOM</td>
<td>VO</td>
<td>03-19</td>
<td>029545</td>
<td>3/14/2019</td>
<td>496450</td>
<td>47.65</td>
<td>0.00</td>
<td>Account Total</td>
</tr>
</tbody>
</table>

Grand Total | 59,133.56 | 23.54 |
**Orion Township Public Library**  
*For the Three Months Ending March 31, 2019*

<table>
<thead>
<tr>
<th>Revenues</th>
<th>March Actual</th>
<th>Annual Budget</th>
<th>Actual To Date</th>
<th>Percent of Total Budget</th>
<th>Balance of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenues</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Property Taxes</td>
<td>13,339</td>
<td>2,200,000</td>
<td>1,825,359</td>
<td>83%</td>
<td>374,641</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>856</td>
<td>8,000</td>
<td>2,552</td>
<td>32%</td>
<td>5,448</td>
</tr>
<tr>
<td>Library Fines</td>
<td>4,301</td>
<td>45,000</td>
<td>10,429</td>
<td>23%</td>
<td>34,571</td>
</tr>
<tr>
<td>Interest Income</td>
<td>2,513</td>
<td>15,000</td>
<td>5,905</td>
<td>39%</td>
<td>9,095</td>
</tr>
<tr>
<td>Donation Income</td>
<td>20,052</td>
<td>25,000</td>
<td>25,185</td>
<td>101%</td>
<td>(185)</td>
</tr>
<tr>
<td>Grant Income</td>
<td>0</td>
<td>0</td>
<td>5,037</td>
<td>0%</td>
<td>(5,037)</td>
</tr>
<tr>
<td>Miscellaneous Income</td>
<td>1,327</td>
<td>7,000</td>
<td>2,789</td>
<td>40%</td>
<td>4,211</td>
</tr>
<tr>
<td>Realized/Unrealized Gain/Loss</td>
<td>3,882</td>
<td>0</td>
<td>8,883</td>
<td>0%</td>
<td>(8,883)</td>
</tr>
<tr>
<td>Received from General Ledger</td>
<td></td>
<td></td>
<td>100,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td>46,271</td>
<td>2,490,000</td>
<td>1,886,139</td>
<td>76%</td>
<td>603,861</td>
</tr>
</tbody>
</table>
### Operational Expenditures

<table>
<thead>
<tr>
<th>Category</th>
<th>March Actual</th>
<th>Annual Budget</th>
<th>Actual To Date</th>
<th>Percent of Total Budget</th>
<th>Balance of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Salaries</strong></td>
<td>95,066</td>
<td>1,370,000</td>
<td>202,743</td>
<td>15%</td>
<td>1,167,257</td>
</tr>
<tr>
<td><strong>Fringe Benefits</strong></td>
<td>25,282</td>
<td>355,000</td>
<td>81,844</td>
<td>23%</td>
<td>273,156</td>
</tr>
<tr>
<td><strong>Supplies, Programs</strong></td>
<td>4,474</td>
<td>68,000</td>
<td>9,832</td>
<td>14%</td>
<td>58,168</td>
</tr>
<tr>
<td><strong>Materials, Information Resources</strong></td>
<td>14,640</td>
<td>230,000</td>
<td>64,540</td>
<td>28%</td>
<td>165,460</td>
</tr>
<tr>
<td><strong>Automation, Computerized Reference</strong></td>
<td>10,651</td>
<td>125,000</td>
<td>28,979</td>
<td>23%</td>
<td>96,021</td>
</tr>
<tr>
<td><strong>Promotion, Publishing, Printing</strong></td>
<td>3,863</td>
<td>36,000</td>
<td>5,005</td>
<td>14%</td>
<td>30,995</td>
</tr>
<tr>
<td><strong>Telephone</strong></td>
<td>517</td>
<td>8,000</td>
<td>1,508</td>
<td>19%</td>
<td>6,492</td>
</tr>
<tr>
<td><strong>Utilities</strong></td>
<td>4,056</td>
<td>55,000</td>
<td>12,050</td>
<td>22%</td>
<td>42,950</td>
</tr>
<tr>
<td><strong>Repairs &amp; Maintenance</strong></td>
<td>1,280</td>
<td>47,000</td>
<td>5,025</td>
<td>11%</td>
<td>41,975</td>
</tr>
<tr>
<td><strong>Capital Improvements</strong></td>
<td>48</td>
<td>69,500</td>
<td>17,649</td>
<td>25%</td>
<td>51,851</td>
</tr>
<tr>
<td><strong>Insurance &amp; Workers Comp</strong></td>
<td>3,131</td>
<td>47,000</td>
<td>9,392</td>
<td>20%</td>
<td>37,608</td>
</tr>
<tr>
<td><strong>Education, Training &amp; Dues</strong></td>
<td>743</td>
<td>30,000</td>
<td>6,134</td>
<td>20%</td>
<td>23,866</td>
</tr>
<tr>
<td><strong>Mileage</strong></td>
<td>378</td>
<td>7,000</td>
<td>1,029</td>
<td>15%</td>
<td>5,971</td>
</tr>
<tr>
<td><strong>Professional &amp; Contractual Services</strong></td>
<td>5,292</td>
<td>35,000</td>
<td>7,697</td>
<td>22%</td>
<td>27,303</td>
</tr>
<tr>
<td><strong>Donation Expense</strong></td>
<td>2,678</td>
<td>0</td>
<td>5,027</td>
<td>0%</td>
<td>(5,027)</td>
</tr>
<tr>
<td><strong>Grant Expense</strong></td>
<td>0</td>
<td>0</td>
<td>5,921</td>
<td>0%</td>
<td>(5,921)</td>
</tr>
<tr>
<td><strong>Miscellaneous</strong></td>
<td>25</td>
<td>2,500</td>
<td>121</td>
<td>5%</td>
<td>2,379</td>
</tr>
<tr>
<td><strong>MTT Reimbursements</strong></td>
<td>0</td>
<td>5,000</td>
<td>45</td>
<td>1%</td>
<td>4,955</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td>171,997</td>
<td>2,490,000</td>
<td>464,541</td>
<td>19%</td>
<td>2,025,459</td>
</tr>
</tbody>
</table>
### ORION TOWNSHIP LIBRARY - TREASURER'S REPORT - PLANT FUND ACTIVITY

**MARCH 2019**

<table>
<thead>
<tr>
<th>Account Details</th>
<th>Balance</th>
<th>Interest</th>
<th>Realized/Unrealized Gain/Loss *</th>
<th>Operations</th>
<th>Transferred</th>
<th>Checks issued</th>
<th>Transferred</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lake Michigan CU MM (1)</td>
<td>$203,474.29</td>
<td>$86.23</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$203,560.52</td>
</tr>
<tr>
<td>Lake Michigan CU Savings (2)</td>
<td></td>
<td>$5.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$5.00</td>
</tr>
<tr>
<td>JPMorgan Chase FU7 (3)</td>
<td>$100,000.00</td>
<td></td>
<td></td>
<td>$100,000.00</td>
<td></td>
<td></td>
<td></td>
<td>$100,000.00</td>
</tr>
<tr>
<td>UBS Plant Fund (5)</td>
<td>$227,930.21</td>
<td>$237.86</td>
<td>($355.85)</td>
<td>($21.67)</td>
<td></td>
<td></td>
<td></td>
<td>$227,790.55</td>
</tr>
<tr>
<td>TCF National Bank M37(10)</td>
<td>$100,000.00</td>
<td>$743.84</td>
<td></td>
<td>($100,743.84)</td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>Flagstar Bank CD Z34 (11)</td>
<td>$100,000.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$100,000.00</td>
</tr>
<tr>
<td>Sturgis Bank CD DS5 (12)</td>
<td>$250,000.00</td>
<td>$402.74</td>
<td></td>
<td>($402.74)</td>
<td></td>
<td></td>
<td></td>
<td>$250,000.00</td>
</tr>
<tr>
<td>Wells Fargo Bank CD TP1 (13)</td>
<td>$100,000.00</td>
<td>$230.14</td>
<td></td>
<td>($230.14)</td>
<td></td>
<td></td>
<td></td>
<td>$100,000.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$1,081,409.50</strong></td>
<td><strong>$1,700.81</strong></td>
<td><strong>($355.85)</strong></td>
<td><strong>$0.00</strong></td>
<td><strong>$0.00</strong></td>
<td><strong>($21.67)</strong></td>
<td><strong>$101,376.72</strong></td>
<td><strong>$981,356.07</strong></td>
</tr>
</tbody>
</table>

(1) Credit Union Money Market .50% interest
(2) Credit Union Savings
(3) CD maturing 2/15/2021 @ 2.70% interest
(4) Money Market Account, CD
(5) Money Market Account, CD
(6) CD maturing 3/20/2019 @ 1.50% interest, cashed
(10) CD maturing 3/20/2019 @ 1.50% interest, cashed
(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

* Change in value until the investment reaches maturity
## General Fund Activity - March 2019

### Balance Sheet

<table>
<thead>
<tr>
<th>Account Description</th>
<th>Beginning of Month</th>
<th>Interest</th>
<th>Realized/Unrealized Gain/Loss *</th>
<th>Operations</th>
<th>Transferred Checks</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>$190,624.01</td>
<td></td>
<td></td>
<td>$101,376.72</td>
<td></td>
<td>($157,171.56)</td>
<td>($5,000.00)</td>
<td>$170,226.09</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>$166,696.62</td>
</tr>
<tr>
<td>PNC Bank - Cafeteria (3)</td>
<td>$459.95</td>
<td></td>
<td></td>
<td>$5,000.00</td>
<td></td>
<td>($4,604.23)</td>
<td></td>
<td>$855.72</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>$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>$2,144.90</td>
</tr>
<tr>
<td>Genisys Credit Union MM (6)</td>
<td>$220,938.33</td>
<td></td>
<td></td>
<td>$178.26</td>
<td></td>
<td></td>
<td></td>
<td>$221,116.59</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>$10.69</td>
</tr>
<tr>
<td>Lakes Cmnty C U MM (8)</td>
<td>$104,267.09</td>
<td></td>
<td></td>
<td>$22.10</td>
<td></td>
<td></td>
<td></td>
<td>$104,289.19</td>
</tr>
<tr>
<td>Lakes Cmnty C U Sav (9)</td>
<td>$10.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$10.00</td>
</tr>
<tr>
<td>Chief Financial C U Sav (10)</td>
<td>$15.00</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>$212,550.63</td>
<td></td>
<td></td>
<td>$225.61</td>
<td></td>
<td></td>
<td></td>
<td>$212,776.24</td>
</tr>
<tr>
<td>UBS General Fund (13)</td>
<td>$1,843,880.17</td>
<td></td>
<td></td>
<td>$382.43</td>
<td>$4,031.42</td>
<td>($161,775.79)</td>
<td>($5,000.00)</td>
<td>$1,848,294.02</td>
</tr>
<tr>
<td>UBS Endowment Fund (14)</td>
<td>$75,188.81</td>
<td></td>
<td></td>
<td>$3.69</td>
<td>$206.70</td>
<td></td>
<td></td>
<td>$75,399.20</td>
</tr>
<tr>
<td>Total</td>
<td>$2,823,863.49</td>
<td>$812.09</td>
<td>$4,238.12</td>
<td>$106,376.72</td>
<td></td>
<td>($161,775.79)</td>
<td>($5,000.00)</td>
<td>$0.00</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) Chief Financial C U Sav
- (13) Money Market, Treasury Bills, CD's
- (14) Money Market, CD
- * Change in value until the investment reaches maturity
Celebrate National Library Week
April 7-13

Libraries Strengthen Their Communities

By Becky Bolin, Patch Contributor | Mar 25, 2019 10:37 am ET

The Orion Township Public Library (OTPL) joins libraries of all types in celebrating the many ways libraries build strong communities by providing critical resources, program, and expertise.

April 7-13, 2019 is National Library Week, an annual celebration highlighting the valuable role libraries, librarians and library workers play in transforming lives and communities. Libraries are at the heart of their cities, towns, schools and campuses. They have public spaces where people of all backgrounds can come together and connect.

Library programs encourage community members to meet to discuss civic issues, work together using new technologies or learn alongside one another in English language classes. Library staff also partner with other civic and service organizations to actively engage with the people they serve, always striving to make sure their community's core needs are being met.

"Libraries are cornerstones of democracy, promoting the free exchange of information and ideas for all," said Orion Library Director Karen Knox. "They also encourage literacy at any age by providing literature for all, and they foster civic engagement by keeping people informed and aware of community events and issues."

Stop by the OTPL during National Library week to pick up some library materials and free tokens of appreciation, with thanks to the Friends of the Orion Township Library and the General Federation of Women's Clubs (GFWC) Lake Orion for their support. We look forward to celebrating with you!

First sponsored in 1958, National Library Week is a national observance sponsored by the American Library Association (ALA) and libraries across the country each April.

For more information visit orionlibrary.org, call 248.693.3000, or stop by 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 on Friday and Saturday, and 1:00p-5:00p on Sundays during the school year.
When was the last time you sat down with a good book? No, I'm not talking about scrolling through the internet, reading tidbits of news snippets or listening to an audio book (although that counts for people who need supports to read).

When was the last time you sat down and opened a book that you either checked out of a library or purchased from a book store and cozied up in a quiet space and escaped into another reality? That's what March is supposed to be about ... reading. Aside from the "in like a lion, out like a lamb" mantra of the month, the shenanigans that come with St. Patrick's Day and the madness of hoops, reading is reserved for the month of March.

Whether it's poetry, a good mystery, a biography, a love story, a chilling tale of horror or any other genre you choose - there are still a few days left to tune out of the rest of the world and get lost in a book.

Who are your favorite authors? Do you aspire to write your own book? These days, one can easily self-publish a book, making the art of becoming an author much less mysterious. While I have yet to accomplish this goal, I plan to one day. Many of my peers who are now former journalists have taken to writing online books. A couple of them have been extremely successful at writing series of "chick lit" marketed specifically to teens and tweens.

Their success is not only impressive, it is inspiring. One former Macomb Daily reporter, Amanda Lee, now owns a massive home, replete with an enviable closet filled with her favorite gym shoes. Her crib sports a lavish pool and smacks of her literally success. She writes of beguiling witches and has a cult-like following. I'm guilty of reading mostly parenting or self-improvement books, and not books for pleasure or leisure. However, I still find comfort in my old favorites, like Thoreau and Emerson, Edgar Allan Poe and that hippy lecturer/author from University of Southern California, Leo Buscaglia Phd., who wrote and lectured about "Love." He also wrote a magnificent book about the seasons of life, entitled "The Pali of Freddie the Leaf." I read it to my kids when their grandmother died, and again when their grandfather passed. It's a timeless classic. As March finally leaves us, just like a lamb, and finds an hour or so to curl up with a book, before they, too, (gasp) become a thing of the past.

Email the editor atCommunitylifestyles@inbox.com.

---

A good read ...

When was the last time you sat down and opened a book that you either checked out of a library or purchased from a book store and cozied up in a quiet space and escaped into another reality? That's what March is supposed to be about ... reading. Aside from the "in like a lion, out like a lamb" mantra of the month, the shenanigans that come with St. Patrick's Day and the madness of hoops, reading is reserved for the month of March.

Whether it's poetry, a good mystery, a biography, a love story, a chilling tale of horror or any other genre you choose - there are still a few days left to tune out of the rest of the world and get lost in a book.

Who are your favorite authors? Do you aspire to write your own book? These days, one can easily self-publish a book, making the art of becoming an author much less mysterious. While I have yet to accomplish this goal, I plan to one day. Many of my peers who are now former journalists have taken to writing online books. A couple of them have been extremely successful at writing series of "chick lit" marketed specifically to teens and tweens. Their success is not only impressive, it is inspiring. One former Macomb Daily reporter, Amanda Lee, now owns a massive home, replete with an enviable closet filled with her favorite gym shoes. Her crib sports a lavish pool and smacks of her literally success. She writes of beguiling witches and has a cult-like following. I'm guilty of reading mostly parenting or self-improvement books, and not books for pleasure or leisure. However, I still find comfort in my old favorites, like Thoreau and Emerson, Edgar Allan Poe and that happy lecturer/author from University of Southern California, Leo Buscaglia Phd., who wrote and lectured about "Love." He also wrote a magnificent book about the seasons of life, entitled "The Pali of Freddie the Leaf." I read it to my kids when their grandmother died, and again when their grandfather passed. It's a timeless classic. As March finally leaves us, just like a lamb, and finds an hour or so to curl up with a book, before they, too, (gasp) become a thing of the past.

Email the editor atCommunitylifestyles@inbox.com.

---

OTPL celebrates National Library Week April 7-13

April 7-13, 2019 is National Library Week, an annual celebration highlighting the valuable role libraries, librarians and library employees play in transforming lives and communities. Libraries are at the heart of their cities, towns, schools and campuses. They have public spaces where people of all backgrounds can come together and connect.

"Libraries are cornerstones of democracy, promoting the free exchange of information and ideas for all," said Orion Township Public Library (OTPL) Director Karen Knox. "They also encourage literacy at any age by providing literature for all, and they foster civic engagement by keeping people informed and aware of community events and issues.

Stop by the OTPL during National Library week to pick up some library materials and free tokens of appreciation, with thanks to the Friends of the Orion Township Library and the General Federation of Women's Clubs (GFWC) Lake Orion for their support. We look forward to celebrating with you!

For information, visit Orionlibrary.org, call 248-693-3000, or stop by the OTPL at 825 Joslyn Road, in Lake Orion. Library hours 9:30 a.m.-9 p.m. Monday-Thursday, 9:30 a.m.-5 p.m. on Friday and Saturday, and 1-5 p.m. on Sundays during the school year.

---

RCS Caring Steps Childcare Center

OPEN HOUSE
Saturday, April 13
9am - 2pm
3838 N. Rochester Road, Oakland Twp.

Open to families residing outside of school district boundaries.

Go to: caring steps@rochester.k12.mi.us, or call (248) 726-4800

---

COLD STONE CREAMERY

WE DEFINITELY TAKE THE CAKE!

Handcrafted Ice Cream Cakes Always in Stock!

$3 OFF any Signature Cake (Excludes Fills, Patisserie Cakes, Cupcakes & Cookie Sandwiches)

Expires 4/17/19 PLU OFF #116 PLU ROC #43

RCS Caring Steps

CHILDREN'S CENTER

OPEN HOUSE
Saturday, April 13
9am - 2pm
3838 N. Rochester Road, Oakland Twp.

Open to families residing outside of school district boundaries.

Go to: caring steps@rochester.k12.mi.us, or call (248) 726-4800

---
Lake Orion fifth graders participate in annual Battle of the Books competition on March 23

By Megan Kelcey

Lake Orion fifth graders spent their morning on March 23 competing in the Orion Township Public Library’s annual Battle of the Books competition.

Every year, the Orion Township Library invites fifth graders in teams of 3-5 to read 12 books that were chosen by Youth Services Librarians and then answer questions about those books in quiz show format.

The list of books fifth graders are asked to read varies from year to year. Some favorites from this year include Ms. Bishop’s Last Day by John David Anderson, Lucky Broken Girl by Ruth Behar and The Terrible Two by Mac Barnett.

The competition was held at Waldon Middle School on Saturday with the award ceremony held on Monday at Lake Orion High School. While at the competition on Saturday, teams were able to vote on their favorite book, get team pictures in a photo booth, talk to other teams and show off their costumes.

The competition consisted of two rounds of questions. Teams raced to answer the questions as quickly and as accurately as possible.

On Monday, teams and their family members headed to Lake Orion High School to hear the results of their hardwork and to meet and hear from the author of Lucky Broken Girl, Ruth Behar.

The results were in: 3rd place went to Order of the Phoenix and 2nd place to ______ (Blank Excitement). The first place team with the most correct answers was the BookNook Narwhals. Order of the Phoenix also won Best Costume. Best Team Name went to Bookie Monsters and Best Team Spirit to Krazy Kickers and Master Readers Jr.

Fifth graders in Orion Township spent their Saturday morning competing in the annual Battle of the Books competition. Photos by Megan Kelcey.

(Above) The Nerdy Pandas work together to answer questions based on the 12 books they read.

(Above) The State Readers came in ready with their thinking caps on. (Left) The Sky Spies, a small but mighty team, were accompanied by their cool fox mascot.

The Sesame Schoolers, dressed as different Sesame Street characters, take a break from answering questions to give the thumbs up.
**Oakland County Sheriff’s Office searches for ‘Bank Note Bandit’ in Orion Twp. bank robbery**

By Jim Newell
Review Editor

Police are seeking information on a suspect who allegedly robbed a Bank of America in Orion Township on Thursday.

The suspect also matches the description of a man who robbed two other banks in southeast Michigan.

The Orion Township robbery occurred at 4:20 p.m. March 21 in the Bank of America at 1391 Lapeer Rd., according to an incident report and information released from Oakland County Sheriff’s Office Undersheriff Mike McCabe’s office.

The suspect is described as a white male, around six-feet tall, with a goatee and mustache.

Witnesses described the suspect as wearing a light-colored shirt, dark brown jacket, blue jeans, tennis shoes and a burgundy Carhartt knit hat with glasses hanging around his neck, according to sheriff’s office reports.

The suspect was last seen leaving the bank heading north on foot and may have left behind a black Ford pickup truck, authorities said.

Anyone with information on the suspect should contact Crime Stoppers at 1-800-SPEAK-UP (1-800-773-2587). There is a $1,000 cash reward and callers will remain anonymous, the news release stated.

The Oakland County Sheriff’s Office Orion Twp. Substation non-emergency number is 248-393-0090.

Sheriff’s deputies arrived at the bank, secured the scene and conducted a search of the area but were unable to locate the suspect or his vehicle.

A teller told deputies that the suspect had handed her a note demanding money, which she gave him from the teller’s tray.

No weapon was seen or implied during the robbery, and the suspect exited the bank with an unknown amount of money.

OCSO detectives responded to assist with the investigation and were able to get crisp images of the suspect, along with other evidence, sheriff’s office reports stated.

The OCSO Forensic Science Lab unit processed the scene for potential evidence and DNA.

Detectives investigating the case determined that the suspect matched the description of a person wanted in connection with similar robberies in Shelby and Chesterfield townships in Macomb County, according to authorities.

Oakland County Sheriff’s Office detectives are working with Macomb detectives and the FBI on the case.

---

**LOCs School Board Pres. Birgit McQuiston receives state MASB Diamond Award**

Each year the Michigan Association of School Boards awards local school board members who are working to improve their leadership skills, become more effective school leaders, demonstrate their commitment to student achievement and their own continuous improvement.

One of the recipients of these awards was Lake Orion Community Schools Board of Education President Birgit McQuiston, who was awarded the 2018 Master Diamond Award.

McQuiston has been active on the LOCs board for seven years now, and has previously held the positions of secretary and vice president before taking over as president in January.

This is McQuiston’s fifth award from the MASB. She has also been awarded the Certified Boardmember Award, Award of Merit, Award of Distinction and Master Boardmember Award.

The Master Diamond Award is given to board members who have completed 14 advanced level classes in MASB’s Leadership Training and 528 education credits. McQuiston is joined by 22 other Oakland County school board members who also received awards from the MASB in 2018.

McQuiston was first elected as a school board trustee in May 2011.

---

**LOCs receives additional forgiven time waiver for 3 snow days**

By Megan Kelley
Review Writer

Lake Orion residents are no strangers to snow days. This year however, school districts across the state have grown accustomed to regularly having to cancel school due to the weather conditions.

During this school year, Lake Orion Community Schools have racked up 11 total canceled days -- with the exception of Carpenter which, has 14, because of extra closures due to building problems.

In a board meeting on Feb. 13, Superintendent Marion Ginopolis stated that Lake Orion is not alone in their abundance of canceled school days. As of then, Brandon had canceled school 12 times, Clarkson 11, Holly 13, Huron Valley 10, Oxford 9, Pontiac 8, Rochester 8 and Waterford 10.

School districts in Michigan are automatically given six canceled school days. After those six are used, there are a couple of options.

Either districts must make up their missed days, or they can apply for an “additional forgiven time waiver,” which, would provide the district with an extra three allotted days.

On Feb. 25, Ginopolis stated on the district website that they were currently planning to have the full week of June 17-21.

However, Assistant Superintendent of Human Resources Rick Arnett was able to confirm to The Lake Orion Review on March 12 that LOCs had been approved for the “additional forgiven time waiver.”

This gives LOCs nine forgiven days and therefore, only two (Carpenter five) days need to be made up.

While these additional three days do not cover the full 11 missed days, the district is also keeping their eye on proposed legislation that could potentially forgive the two days missed during the State of Emergency called by Gov. Gretchen Whitmer in January. Should this legislation pass, Lake Orion would receive an additional two days which, would fully cover the 11 missed days (Carpenter would be left with three days to make up).

“Until we feel comfortable with how much time, if any, we will need to make up, we are not publishing a new calendar,” said Arnett.


~ Around Town ~
A calendar of places to go, people to see and things to do...

Culver's
Welcome to delicious...
Open 7 Days A Week - 10am - 11 pm
Michigan's Largest Tuesday Summer Cruise

Joe's Summer Car Cruise
Starts Tuesday, April 30th
Every Tuesday, 4 - 8 pm - Rain or Shine
DI Sunday by popular demand spinning all the hits & favorites

15% Off for all cruisers!

Chance to Win
In our progressive card game, each Tuesday ($2 card draw)
If no winner, each week Culver's keeps adding $10.00 until somebody wins and then starts again

Thank you to our sponsors:

One Summer Night Every Wednesday from 4 - 9 pm
Kids Meal $2.99
Also Sunday from 10am-2pm
Kids Meals are $1.00 OFF

The kids will enjoy:
• Face Painting
• Clowns
• FREE Balloons & Craft Table
• Hula Hoop Counter
• Riddles and much more!


April Fools Craft 2-3pm Mar. 30, Orion Library, 825 Joslyn Rd. Elementary age kids can come and create some funny tricks to fool even the grown-ups at your house on April Fools Day.

Craft Day 1-2pm Mar. 31, Seven Ponds Nature Center, 3854 Crawford Rd, Dryden. Celebrate spring with season-themed crafts. Fun for the whole family. $3/adult; under 12 free. 810-796-3300.


Emoji Crafts 2-3pm Apr. 2, Orion Library, 825 Joslyn Rd. Elementary age kids can come and make a variety of crafts featuring Emojis and more. WWF and WWF Military Recordet presented by Oak. Cty. Genealogical Society 7pm Apr. 2, St. Stephen's Church, 5500 N. Adams Rd, Troy. Learn the types of records that are available. No charge. 248-548-1737.

Orion Walking Club 1st & 3rd Wednesdays Mar-June. Meet at 9:15am, Orion Center, 1335 Joslyn Rd. Register at 248-391-0040 x4300. Jigsaw Jamboree 2-6pm Apr. 3, Orion Library, 825 Joslyn Rd. Families have 3 hours to finish a puzzle for this challenge. Register your team of 2-5 to see who can complete theirs the fastest. Puzzles of various difficulty levels available for participants of all ages. Registration required. 248-693-3000.

Cereal Madness 10-11am Apr. 4, Orion Library, 825 Joslyn Rd. Open to all ages to build, create, munch, and enjoy some favorite cereals. Can you tell the difference between generic and name brand? Can you make the ultimate cereal mash up? Come and find out.

Not All Sugar & Spice: Real Women of the Mitten 7pm Apr. 4, Rochester Libraries, 500 Olde Towne Rd. Learn about four infamous Michigan female criminals through a talk and slide show. Free; open to public.

Free Spotter Training 7-8:30pm Apr. 4, Rochester Fire Department, 277 E. Second St, Rochester. Learn how to accurately observe weather such as floods, hail, wind and its associated damage, cloud features that lead to tornadoes, and cloud features that do not lead to tornadoes. Go to OakGov.com/HomelandSecurity and click on the Skywarn logo to register.

Lazy Day Storytime 10-11am Apr. 5, Orion Library, 825 Joslyn Rd. Kids of all ages can spend this lazy spring break morning in the pajamas at the library for a special storyline. Wear your PJs, bring your blankie/ staffers animal for a warm and cozy storytime complete with a fireplace and hot cocoa.

Harry Potter themed Escape Room 10am-3pm Apr. 5, Orion Library, 825 Joslyn Rd. Teens/ adults must solve Harry Potter themed puzzles and challenges to escape a locked room. Participants MUST register online for desired timeslot; orionlibrary.org

Community Conversations: The Special Needs population in our community, 7pm Apr. 8. Lockeart's BBQ, 37 E. Flint St, L.O. 248-693-3001.

Please see Around Town on page 22

Obituaries

Foust, Theresa, 73, of Lake Orion
Theresa M. Foust (Lancewicz, Nickson); of Lake Orion; passed away March 22, 2019. She was 73-years-old. Theresa is the loving wife of Ronald Foust and the late Robert G. Nickson; mother of Teri Ann Nickson-Nye, Joe Gregory (Jennifer) Nickson, Vince (Jamie) Foust, Keith Foust, Dewayne (Mary) Foust; and beloved nana of Britney Foust, Zach Foust, Autumn Nickson-Nye, Sabrina Nickson, Ariana Nickson, Madien Nickson and Oliver Foust. Through the years Theresa has worked at the Community National Bank, Dancer's Fashions, Nino Salvaggio's, Rosie Rosie's Floral & Gift and Papa Joe's Market. Theresa was the ultimate sports mom of all time and the Red Wings and Packers have just lost a devoted fan. She was a true fighter till the very end.

In lieu of flowers and in honor of Theresa's love of animals, please donate to a local animal rescue.

www.sparksgiffin.com

Hill, Earl E.; 69, of Lake Orion
Earl Edwin Hill; of Lake Orion; passed away suddenly on March 21, 2019. He was 69-years-old. Earl is the loving father of William Hill, Karen (Anthony) Sitalo and Louis Hill; loving grandfather of Myrissa Ramirez and Julia Sitalo; and loving great-grandfather of two. He was preceded in death by his parrents, Earl and Joyce Goitschall; and his brother, William Hill. During his younger years, Earl was a Sergeant in the United States Army. After completing his military service, he went on to work as an Engineer for General Motors. In his spare time, he enjoyed working in his yard, gardening, and cars of all sorts; but he was especially fond of classic cars. Most of all, Earl loved his family and friends.

A memorial service will be held on Sunday, March 31, 2019 from 2-5 p.m. with a luncheon at The Fraternal Order of Eagles, 317 Clarkson Road, Lake Orion 48362.

www.sparksgiffin.com
School Board Meetings: Interested in what’s happening in the Lake Orion School District? Record meetings are broadcast on channel 2 on Monday’s and Wednesday’s at 8 p.m. on channel 2. They will fill with shamrocks to celebrate St. Patrick’s Day. $5/person. Pre-register at 810-786-3200.

Night at the Museum: “The Musical” It’s a wild goose chase as Butch Cassidy, the Sundance Kid, Blackheart and a bunch of lady pirates come alive to find the hidden treasure. Presented by the Orion Community Players on 2/5 & 2/6 Thursday and Friday at 7:30pm, and on Saturday at 2:30pm. Tickets are $30. Call 248-693-3000 or visit www.orioncommunityplayers.org for more information.

YWCA: Digital Storytelling for those with special needs on 2/1 at 1:30pm. $30/person.


WHO TO CALL
For $5.00 a column inch (12 week minimum), your ad will be circulated to 2,000 homes and businesses every week with an advertisement on the post. Call and place your ad today! 248-693-8331.

~ Around Town ~
A calendar of places to go, people to see and things to do...

COMMUNITY CONVERSATIONS: The Special Needs population in our community, 7pm Apr. & 4/26 Leaner’s BBQ, 37 E. Flint St. LO. 248-693-3001.


Easter egg scramble Apr. 16, Bald Mountain Recreation Area- Beach-Day Use area. 248-693-1301. S. Lapeer Rd., Orion. Starts promptly at 11:15am. Bring your Easter basket and collect some eggs while you are out! Hunt will end when rain or shine. Cost: $9/resident; $12/non-resident. Register at 248-391-0304 x3500.

Easter Bunny Bonanza 1pm Apr. 20, Seymour Lake Park, 2755 Seymour Lake Rd. Oxford. Free family fun event includes visit with Easter Bunny. Bag full of goodies to take home! Drop tickets in by mail, call, or stop by the town office. No charge. 248-693-1720; www.oakparkrec.org.

Pineapple players- noon-4pm Wednesdays. No fee. Call Jackie for location and details: 248-393-8553.

Open Gym 12:30-3:30pm Fridays, Orion Center, 1356 River Rd., Oxford. Fun family event includes visit with Easter Bunny! Easter games, crafts, and more. 248-693-3000.

BLM Project: Contact Landon Rusk, 248-693-3000, for more information.


Easter egg scramble Apr. 16, Bald Mountain Recreation Area- Beach-Day Use area. 248-693-1301. S. Lapeer Rd., Orion. Starts promptly at 11:15am. Bring your Easter basket and collect some eggs while you are out! Hunt will end when rain or shine. Cost: $9/resident; $12/non-resident. Register at 248-391-0304 x3500.

Easter Bunny Bonanza 1pm Apr. 20, Seymour Lake Park, 2755 Seymour Lake Rd. Oxford. Free family fun event includes visit with Easter Bunny. Bag full of goodies to take home! Drop tickets in by mail, call, or stop by the town office. No charge. 248-693-1720; www.oakparkrec.org.

Pineapple players- noon-4pm Wednesdays. No fee. Call Jackie for location and details: 248-393-8553.

Open Gym 12:30-3:30pm Fridays, Orion Center, 1356 River Rd., Oxford. Fun family event includes visit with Easter Bunny! Easter games, crafts, and more. 248-693-3000.
In this issue:
- April Luncheon - April 11
- Member Orientation - April 16
- Home Based & Direct Sales Networking Meeting - April 17
- Thirsty Thursday - April 18
- Non-Profit and Charity Networking meeting - April 23
- Healthy Body Healthy Mind Expo 2019 - April 27

Home Based and Direct Sales Businesses

Connect the Dots

The next meeting is on

Wednesday, April 17th
7:30pm - 9:00pm
at
The Creative Space,
169 W Clarkston rd.
Lake Orion
(same building as Cross Fit)

Non-Profits and Charities

The next meeting is on

Tuesday, April 23rd
10:00am - 11:30am
at
Orion Township
Public Library
825 Joslyn Rd
Lake Orion, MI 48362

Check out this networking opportunity, offered in collaboration with the Orion Area Chamber of Commerce.

- Are you part of a non-profit or charity focused organization?
- Do you want to grow your volunteer base and board members?

Connect the Dots - a networking and educational meeting for Home Based and Direct Sales businesses. The meeting is offered in collaboration with the Orion Area Chamber of Commerce.

Topic: Strategic marketing initiatives for home based businesses.
Led by Brian Birney of the Birney Directive. This networking event will cover how to build brand awareness, generate leads, target the right audience, advertise, create content and how to field reviews - both positive and negative.

The group is organized and led by Chamber members Janny Hurkmans (Rodan and Fields) and Katie Vachon (cabi)

The meeting is free for members and non-members alike to attend but we ask that you please register.

- Do you want to learn from similar organizations?
- Do you want to expand your network?

If you’ve answered “yes” to at least one of these questions, come and join us!

The group is organized by Chamber members Vito Curcuru (Consult Vito) and Patricia Duke (Love INC).

The meeting is free for members and non-members alike to attend but we ask that you please register.

Presented by

**GENiSYS**

**HEALTHY BODY, HEALTHY MIND**

**EXPO 2019**

Free Admission! Open to the Public!

**Saturday, April 27th, 2019**

1pm - 4pm

at

**The Orion Center**

1335 Joslyn Rd

Lake Orion, MI 48360

in partnership with

Orion Township's
Orion Township Public Library
18 hrs ·
Happy National Library Workers Day! Libraries = Strong Communities thanks to these hard working folks all year round.

46Lori Morris, Beth Blubaugh Sheridan and 44 others
5 Shares
LikeShow more reactions
CommentShare

Orion Township Public Library
April 8 at 1:44 PM ·
It's National Library Week! Libraries = Strong Communities

We are honored and privileged to not only house historical documents and artifacts of Orion Township, but work with community organizations like the Orion Historical Society to maintain and preserve our past for future generations.

Anyone interested in learning more about the Orion Historical Society and Orion history projects is invited to stop in tonight at 7pm.

MON, APR 8
Orion Historical Society April Meeting
You like Orion Township Public Library
Interested
LikeShow more reactions
Orion Township Public Library
April 7 at 1:27 PM
Happy National Library Week! To celebrate we have lots of giveaways, contests, and freebies for you all week long! Stop by the table in front of the Friends Reading Room in the library today!

#nationallibraryweek #librariesequalstrongcommunities #libraryswag #ala#communitypartners #morethanbooks

Megan Lynn Can’t wait!
**Orion Township Public Library**
April 4 at 3:14 PM
Thanks for coming, Lakes Community Credit Union! The kids had a great time!

**Lakes Community Credit Union**
Like Page
April 4 at 2:32 PM
On Monday, April 1st, Lakes Community Credit Union sponsored its first "Money Smart Week" event in partnership with Orion Township Public Library. Thirty child...
7Beth Blubaugh Sheridan, Halli Zalesin and 5 others
1 Comment

**Megan Lynn** This event was so fun! Thank you OTPL and LCCU

**Orion Township Public Library**
April 4 at 11:38 AM
Three spaces just opened up at 11am for our jam-packed escape room! Register now, as they will fill fast! (Ages 10-Adult)

**Harry Potter Escape Room**
21Jennifer Hamel Dholakia, Kris Remenar and 19 others
3 Comments6 Shares
LikeShow more reactions
CommentShare
Orion Township Public Library

The slots have been filled, but we are planning on hosting another escape room in the future! Keep your eye on our schedule here. orionlibrary.org/calendar

Stacie Shanks Thank you for hosting this! My family had a wonderful time today! We escaped!! Great fun and we had a great group of people 😊

Orion Township Public Library

April 3 at 2:40 PM

The Orion Winter Challenge is now complete! This is Bill, our March drawing winner! Bill won a fun Camp Agawam basket full of goodies including a free night of camping and a certificate for one free month of exercise in the OC exercise room! Congrats Bill!

Thank you to the over 40 participants who made the Orion Winter Challenge from the Orion Center and Orion Township Parks & Recreation such a success this year! Great job everyone!

Chuck Plets WooHoo! Congrats Bill!

Bob Pat Ross Congrats 🎉
**Orion Township Public Library** is with Kym Schonmeier McGee.
April 1 at 8:25 PM ·
It was Beth, our former head of Adult Services but our new Outreach Services Co-ordinator's, last Cook the Book Club before she passes the spatula! This program was her baby and she, as well as everyone who attends, made some FANTASTIC culinary delights.

Thanks Beth! And thank you to all of our Cook the Book participants! Here's to more delicious dishes in the future!

---

**Orion Township Public Library**
March 30 at 9:30 AM ·
There is still time to register for the Harry Potter Escape Room! Sessions begin at 11am, Noon, 1pm, and 2pm on Saturday April 6. Ages 10 to adult!

---

Lindsay Patrick This looks so fun! Any chance the library would consider designing an escape room for younger participants in the near future? (7-9 yrs)

**Orion Township Public Library** Hi Lindsay, We'll pass this on to the Youth Department.
ONTV's Joey Tysick reports from the 2019 Battle of the Books!

https://www.youtube.com/watch?v=hXBjn5ygAqw

On Saturday, March 23, 2019, the Orion Township Public Library hosted its 34th Annual Battle of the Books event. An awards ceremony was held on…

Lori Morris, Laurel Dancoe and 3 others

Write a comment...
We ❤️ our volunteers! Volunteer Coordinator Lori planned an amazing Italian-themed volunteer appreciation lunch today! It was catered by G's Pizzeria and library staff. We were serenaded by Daniel Bryson Productions and had adorable pizza cookies provided by Who Wants Cake?
Orion Township Public Library
March 26 at 11:37 AM ·
The Results are in!!!
Thank you all who participated in the 2019 Battle of the Books! 163 5th Graders in 37 teams answered 50 questions about 12 books they read (that's 2554 pages!) over 4 months. GREAT JOB EVERYONE!
And a special shout out to our guest author Ruth Behar for sharing her story of how she wrote her book Lucky Broken Girl and signing so many copies of her book for the kids.

<table>
<thead>
<tr>
<th>Team</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Book Olympians</td>
<td>70</td>
</tr>
<tr>
<td>Krazy Kitzers</td>
<td>66</td>
</tr>
<tr>
<td>Master Misters</td>
<td>79</td>
</tr>
<tr>
<td>Book Bandits</td>
<td>28</td>
</tr>
<tr>
<td>The Mythicals</td>
<td>82</td>
</tr>
<tr>
<td>Book Busters</td>
<td>57</td>
</tr>
<tr>
<td>Nerdy Nerdles</td>
<td>91</td>
</tr>
<tr>
<td>Book Dragons</td>
<td>84</td>
</tr>
<tr>
<td>Order of the Phoenix</td>
<td>85</td>
</tr>
<tr>
<td>Book Thieves</td>
<td>44</td>
</tr>
<tr>
<td>Palmaida Police</td>
<td>80</td>
</tr>
<tr>
<td>Wacky Monsters</td>
<td>73</td>
</tr>
<tr>
<td>Pandorinos</td>
<td>72</td>
</tr>
<tr>
<td>Bookshock Naramah</td>
<td>44</td>
</tr>
<tr>
<td>Reading Rebels</td>
<td>65</td>
</tr>
<tr>
<td>Cardkemitters</td>
<td>45</td>
</tr>
<tr>
<td>Rocket's Librarians</td>
<td>84</td>
</tr>
<tr>
<td>Chapter Anemals</td>
<td>54</td>
</tr>
<tr>
<td>Royale Knights</td>
<td>85</td>
</tr>
<tr>
<td>The Coffee Gang</td>
<td>64</td>
</tr>
<tr>
<td>Runners of Brook</td>
<td>54</td>
</tr>
<tr>
<td>Dancing Donuts</td>
<td>64</td>
</tr>
<tr>
<td>Seasons Readings</td>
<td>54</td>
</tr>
<tr>
<td>Dumbledore's Army</td>
<td>84</td>
</tr>
<tr>
<td>Sesame Schoolers</td>
<td>74</td>
</tr>
<tr>
<td>Portraits Fantastics</td>
<td>56</td>
</tr>
<tr>
<td>The Sly Spies</td>
<td>86</td>
</tr>
<tr>
<td>Fuzzy Booktasters</td>
<td>58</td>
</tr>
<tr>
<td>State Readers</td>
<td>59</td>
</tr>
<tr>
<td>The Good Sports</td>
<td>74</td>
</tr>
<tr>
<td>Storytime Sleepers</td>
<td>74</td>
</tr>
<tr>
<td>The Groove Girls</td>
<td>29</td>
</tr>
<tr>
<td>Supersonic Readers</td>
<td>74</td>
</tr>
<tr>
<td>Weird Weeds</td>
<td>81</td>
</tr>
</tbody>
</table>

Lori Gerardi Schulte  Great event!!!! The kids loved it!!!

Patty Bechtel Cady Thank you again for such a wonderful event. The kids had the best time
Orion Township Public Library
March 23 at 2:12 PM
No, Thank YOU Chapter Animals and ALL of the teams who participated in the 2019 5th Grade Battle of the Books! We will post the scores Monday, so stay tuned! Teams, we'll see you Monday evening at 6:30 in the LOHS Auditorium for the award ceremony with special guest author, Ruth Behar! Great job everyone!

[Image of a hand-written note]

28Lori Morris, Halli Zalesin and 26 others
3 Comments2 Shares

Jason Greg Prater Abby!

Patty Bechtel Cady Thank you again! It was awesome!

Orion Township Public Library
March 19 at 7:26 PM
Get your cosplay ready! Fandom Fest @OTPL is just over a month away! Get ready for crafts, shopping, cosplay, gaming, movies, and more!

[Image of a Fandom Fest logo]

SAT, MAY 4 AT 10 AM
Fandom Fest at OTPL
Orion Township Public Library - Lake Orion
Halli, Kathleen and James
Interested

7Alice Cruz and 6 others
Orion Township Public Library
March 19 at 9:36 AM ·
Support our Library Wishlist! This online webpage lists some of the many things that we would like to purchase, but are beyond the scope of our budget. Donating is easy and can be done right online at orionlibrary.org/library-wishlist. Thank you to our donors for these great items!

Orion Township Public Library
March 18 at 11:28 AM ·
If you are a local community business leader, or an aspiring leader of any kind, then this book discussion is for you! Join Library Director, Karen Knox, to discuss the book Start With Why by Simon Sinek on Wednesday, March 27 at 7:00p at the library. Copies are available at the adult reference desk while supplies last. Registration is required at orionlibrary.org/calendar.
March is Reading Month! Sometimes it's better to read with friends and the library has many book clubs to choose from! Pictured here is The Book Bunch who meet at our branch in the Orion Center! There's also the Dine, Drink, & Discuss group, Thursday Afternoon Book Club, and (our employees' personal favorite) Cook the Book group. Plus many more! Find them all here: orionlibrary.evanced.info/signup/

And if you want to start your own book club, we have Book Discussion Kits! See what you can check out for your book club by typing in "Book Discussion Kits" here: https://catalog.orionlibrary.org/
Orion Township Public Library
March 13 at 9:30 AM ·
The Orion Winter Challenge hosted on by the Orion Center and Orion Township Parks & Recreation has been a success! Patty here was our drawing winner for the month of February. She won a fun flower sundae bouquet with a Dairy Queen gift card.

Thank you to all of the people participating in the Orion Winter Challenge and staying active and being apart of the great programming our little community has to offer! The Challenge ends in three weeks, keep up the great work!

If you would like more information about the challenge as well as all of the programming the Orion Center has to offer please call 248-391-0304 ext. 3500 or 248-693-6840 (OTPL’s small branch located in the center).

9 Renée Miron-Alimpich and 8 others
2 Comments

Misty Bazan Morin  Yay! Patty
Lisa Fitzpatrick Sokol  Congrats Patty Kalso!!

Orion Township Public Library
March 12 at 10:00 AM ·
Remember, there is always an urgent need for blood so please give - Be A Lifesaver!

6 Lori Morris and 5 others
3 Comments 1 Share
Like Show more reactions
Comment Share
Comments

Candice Grupido Schmidt  Cheryl Hubbard  Eric Schmidt  David’s request...
Hey kids in 3rd-6th Grade: want to learn the art of calligraphy? Join Cali O'Rourke Calligraphy on Wednesday March 13th at 4:30pm and learn some fancy fonts as well as other handwriting tips, tricks, and skills. We'll provide the workbooks, you provide the eagerness to learn a new skill! 

Space is limited, so we ask that you please register here: [link](https://orionlibrary.evanced.info/signup/EventDetails…)

---

**Handwriting Workshop**

5 Halli Zalesin, James Pugh and 3 others

1 Comment

**Bento Box Making**

15 Halli Zalesin, Judi Rudisill and 13 others

3 Comments 5 Shares

---

Carol Mason so cute.could you post online how to make those cat face sandwiches for us with little kids.

Orion Township Public Library Hi Carol, we are using "The just bento cookbook : everyday lunches to go" by Makiko Itoh as reference for this program, as well as some YouTube tutorials on preparing bento.
Orion Township Public Library
March 9 ·
Orion Township Public Library updated their business hours.

Email Now

11 Kim Dillon Winther, Kris Remenar and 9 others

Orion Township Public Library
March 9 ·
Don't forget to set your clocks forward one hour tonight!
(You also might want to let your pets know...)

8 James Pugh and 7 others

Orion Township Public Library
March 9 ·
Join us as we welcome our very special guests The Paint Creek Boys this Sunday (that's tomorrow) as they perform bluegrass, country, western swing, gospel, jazz music, and more! Concert starts at 2pm.

Y'all come back now, ya hear!
Orion Township Public Library

March 8

Our very own Ms. Ashley will be there doing a very special storytime! Stop by and say "Hello!"

Second Saturday:
March is Reading Month

Green Hippo Gifts & The Orion Public Library

SAT, MAR 9

Second Saturday @ Green Hippo Gifts

Green Hippo Gifts · Lake Orion
Katie and 5 friends like this place
10 Halli Zalesin, James Pugh and 8 others
Dear Karen,

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

**Scholarship Application Deadline**

The MLA Scholarship Fund application deadline has been extended for spring workshops. To apply for funding to attend upcoming MLA events, submit your application online by March 31. [Learn more and apply](#).

If you plan to apply for continuing education support from the Library of Michigan for MLA spring workshops, the deadline is the last business day of March. You can submit at any time throughout the year, however the Library of Michigan reviews requests quarterly. The next review will be for submissions made by the last business day of March for events AFTER March 31. [Learn more and apply online](#).

**Spring Institute Gives Back**

Attending Spring Institute next week? Please consider bringing a donation! Continuing the tradition of supporting local youth-based programs, attendees are invited to bring a donation for Do-All, Inc. a non-profit agency that fills backpacks with school supplies for Bay County children in need. Over 1,000 filled backpacks are given away each year. [Learn more about Do-All, Inc.](#)

Bring donations to the registration desk between 8:30 a.m. on Thursday morning and 8:50 a.m. on Friday morning. MLA will present the items to Do-All, Inc. during Friday’s welcome and announcements. [Download the list of requested supplies here](#).
It's not too late to register! We hope to see you in Bay City. Learn more about the conference and register online.

MLA 2019 Annual Conference Call for Proposals

MLA 2019 Annual Conference
October 16 - 18, 2019
Suburban Collection Showplace, Novi

The MLA 2019 Annual Conference work group seeks a variety of program and poster proposals on topics addressing the wide range of professional responsibilities found in libraries. Library professionals interested in sharing their insights, experiences, and knowledge are invited to submit a proposal for consideration. Librarians, staff and administrators from all types of libraries are encouraged to participate.

MLA 2019 will focus on issues of diversity, equity and inclusion, but proposals on all topics are welcome and encouraged. Visit the Call for Proposals web page for complete details and submit a proposal for a breakout session or poster presentation using the online form. Submissions welcome through March 31, 2019.

Human Resources for Libraries

April 4, 2019
8:30 a.m. - 3:30 p.m.
Rochester Hills Public Library, Rochester, MI

Join MLA on Thursday, April 4 in Rochester for Human Resources for Libraries, a one-day workshop covering your most pressing HR issues. Learn about budget planning for staffing costs, setting compensation and developing benefits packages, creating job descriptions and organizational charts, plus interviewing skills, employee development, handling staff discipline and the legal side of employee termination. Learn more

Advanced Registration rates expire Friday, March 29, 2019. Register online
Community Collaborations 2019 - EB Rates Expire Friday

Community Collaborations
April 15, 2019
9:00 a.m. - 4:00 p.m.
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. Early Bird rates expire Friday, March 22, 2019. Learn more and register online

Spring Institute 2019

The Spring Institute 2019 work group has carefully selected guest speakers and a lineup of education sessions to meet the unique professional development needs of youth librarians. Join us March 28-29 in Bay City for engaging keynotes, breakout programs, poster presentations, interactive Let’s Chat sessions and more! Visit the conference website for detailed information.

It’s not too late to register! Register Today!

MLA Spring Workshops: Registration is Open!

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

Human Resources
April 4, 2019
Rochester Hills Public Library, Rochester, MI

Community Collaborations
April 15, 2019
Grand Rapids Public Library, Grand Rapids, MI

Library Hospitality - More Than Just Customer Service
May 3, 2019
Beginning Workshop Registration is Open

Registration for the Library of Michigan 2019 Beginning Workshop is open. The workshop is a yearly 3-day event for library staff members that have not had the opportunity for formal library coursework. Its aim is to introduce library staff to a variety of topics and offer them practical skills that they can use working in a Michigan public library. Anyone new to the profession or just hired at a library, no matter what their academic credentials, is welcome to attend the event.

2019 Dates: May 15-17, 2019
2019 Location: Shanty Creek Resort, Bellaire, MI.

For event details visit: http://www.michigan.gov/beginningworkshop.

Free Media Literacy Resource for Libraries

NewsGuard is a free media literacy resource that helps people evaluate the credibility of their news. NewsGuard's journalists seek to fight misinformation and spread media literacy by writing "Nutrition Label" reviews of news websites, which provide people with more context for the news and information they see on Facebook and Google. They've been working with librarians and educators who install NewsGuard onto computers and use it in media literacy lessons, and they're looking to partner with more libraries who have an interest in media literacy. (You can read about how one library, the Toledo, OH Public Library, uses NewsGuard in this feature in The Blade). If you're interested in bringing NewsGuard to your library, please email Sarah Brandt at sarah.brandt@newsguardtech.com.

Libraries = Strong Communities: Celebrate National Library Week April 7-13, 2019

Join the celebration! National Library Week is an exciting opportunity for library supporters and libraries of all types to raise awareness of their value and impact in their communities. Free tools are available from ALA to help spread the word including print and digital graphics, sample social media posts and more.
Celebrations during National Library Week include:

- Tuesday, April 9: National Library Workers Day, a day for library staff, administrators, and Friends groups to recognize the valuable contributions made by all library workers. #nlwd19
- Wednesday, April 10: National Bookmobile Day, a day to recognize the contributions of our nation's bookmobiles and the dedicated professionals who make high-quality bookmobile outreach possible in their communities. #BookmobileDay2019
- Thursday, April 11: Take Action for Libraries Day, a day to speak up for libraries and share your library story. #MyLibraryMyStory

Visit ala.org/nlw for ideas and tools to celebrate National Library Week.

---

**NNLM Funding Opportunities for Public Libraries in Michigan**

The Greater Midwest Region (GMR) of the National Network of Libraries of Medicine (NNLM) has released nearly $500,000 in funding opportunities for public libraries. Projects should include promotion of NNLM resources and support the NNLM mission:

To advance the progress of medicine and improve the public health by providing all U.S. health professionals with equal access to biomedical information; and improving the public's access to information to enable them to make informed decisions about their health. Public libraries in Michigan are encouraged to apply.

For detailed information on funding opportunities, and to apply, visit: nnlm.gov/gmr/funding. Applications are due April 1.

---

**Featured Jobs**

View these jobs and more at the MLA Career Center.

**Teen Librarian I**  
*Kalamazoo Public Library - Kalamazoo, Michigan*  
Position Summary: Responsible for professional library duties that support the Youth Services Department and their service to children, tweens, teens and their caregivers under the direct supervision of Head of Youth Services.  
[Read more](#)

**Associate University Librarian for Research**  
*University of Michigan Libraries - Ann Arbor, Michigan*  
The University of Michigan Library is an essential partner in the world-changing work of the University of Michigan. We are committed to excellence and public impact. Our strategic view is engaged, future-oriented, collaborative and user-focused.  
[Read more](#)

**DIR/LIBRARY RESEARCH & INSTRUCTION SVCS**  
*Central Michigan University - Mount Pleasant, Michigan*  
The Director of Library Research and Instruction Services (LRIS) provides vision and leadership for user-centered research and instruction services within the LRIS department. This 12-month non-tenure track staff position.  
[Read more](#)
Director
White Pine Library Cooperative - Saginaw, MI
The White Pine Library Cooperative is seeking a uniquely qualified leader to create vision, provide direction, and promote library services for the community while promoting the library as an employer-of-choice. Read more

Director
Mideastern Michigan Library Cooperative - Flint, Michigan
The Mideastern Michigan Library Cooperative Board of Trustees invites you to apply for the position of Cooperative Director. MMLC is one of eleven cooperatives in Michigan and its members - including 20 public library systems. Read more
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.

House Passes Library Protection for Narcan Use

On a 106 to 0 vote the Michigan House of Representatives passed HB 4366 and 4367 which would provide liability protection for libraries when providing the life-saving opioid antidote naloxone, common brand name Narcan, to an overdosing patron. The bills are now headed for the Senate.

Last week the House Government Operations Committee took testimony on the bills. Kristin Shelley, MLA Legislative Committee Chair and MLA President-elect gave an excellent overview of why the bills are needed. She also provided a heart wrenching story of a death that occurred at a library where she worked years ago. The committee heard first hand how a life might have been saved if naloxone had been available then.

Library of Michigan, the Michigan Department of Education and MLA have been working together to see this protection added for our libraries. In the United States, it is reported that a person dies of an opioid overdose every thirteen minutes. While they happen everywhere, it's been impossible to miss the stories of overdoses happening in the restrooms and parking lots of public libraries especially in New York, Philadelphia and Denver. There, librarians have administered life-saving Narcan on a weekly and sometimes daily basis.

Continue reading
MLA Supports Coalition for Michigan School Libraries and HB 4392 4393 and 4394

State Reps. and former teachers Darrin Camilleri (D-Brownstown Township) and Matt Koleszar (D-Plymouth), along with Rep. Kristy Pagan (D-Canton) introduced a package of bills aimed at addressing the state’s ongoing literacy crisis by requiring staffed libraries in every public school in the state. The three bill package would ensure every student access not only to a school library, but to a certified librarian or media specialist trained to improve literacy, foster a love of learning, and help identify and correct problems before they become significant obstacles to reading.

MLA supports HB 4392 4393 and 4394 and the coalition for Michigan school libraries. Please send a letter to your Michigan Representative. EveryLibrary has made it easy to do so at this link: https://www.saveschoollibrarians.org/3billsmichigan

The Budget Process Unfolds

Governor Gretchen Whitmer proposed her 2020 budget. Library funding remains pretty much unchanged from 2019. This is step one in the budget process. Both the House and Senate will make their own recommendations. Any differences between the chambers are decided in conference committee. The proposed budget then heads back to the governor for her signature.

The budget process gives us an opportunity to educate the new representatives about how libraries are funded. In the next few weeks MLA and GCSI begin a series of meeting with legislators. Recall that last year ago, we saw a $1 million boost in state aid to libraries. We hope to try to increase state aid again this year. Presentations to the House and Senate subcommittees overseeing our budgets will be scheduled soon. We will explain libraries’ value to their communities, Michigan residents and their positive economic impact throughout the state.

Continue reading

HB 4025 Tax Tribunal Bill Offers Relief

This Tax Tribunal bill would prevent tax tribunals from reducing the tax obligation of dark stores. This is similar to past bills that offer relief to local governmental entities suffering from an unfair reduction in taxes for big box stores. We don’t know how quickly it will move. It depends on the opposition. We will monitor and assist where we can.
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.

MLA 2019-2020 Board of Directors Elections

MLA will hold elections for the Board of Directors April 8 - April 22. This year MLA members will vote for an MLA President-elect and four member-at-large board positions. These positions will serve for a three-year term beginning July 2019 and ending June 2022.

One of the benefits of membership is the right to vote for the leaders that will help chart MLA’s course into the future. Visit the MLA website to learn more and view detailed information on our candidates.

MLA 2019-2020 Call for Volunteers
The 2019-2020 Call for Volunteers is open! Take advantage of the opportunity to make a difference in the Michigan library community. Develop your leadership skills and grow your professional network by volunteering to serve on a committee or work group. If you’re interested in growing personally or professionally, we have a place for you.

Visit the MLA website for complete details. All members are welcome to participate. Online sign-up is available through April 19.

Celebrate National Library Week April 7-13, 2019

Join the celebration! National Library Week is an exciting opportunity for library supporters and libraries of all types to raise awareness of their value and impact in their communities.

Celebrations during National Library Week include:

- Tuesday, April 9: National Library Workers Day, a day for library staff, administrators, and Friends groups to recognize the valuable contributions made by all library workers. #nlwd19
- Wednesday, April 10: National Bookmobile Day, a day to recognize the contributions of our nation's bookmobiles and the dedicated professionals who make high-quality bookmobile outreach possible in their communities. #BookmobileDay2019
- Thursday, April 11: Take Action for Libraries Day, a day to speak up for libraries and share your library story. #MyLibraryMyStory

Visit ala.org/nlw for free tools to help spread the word including print and digital graphics, sample social media posts and more.

Lynda.com Discount for MLA Members

MLA members are now eligible for a 20% discount on subscription to the online learning platform Lynda.com. Both new and existing Lynda.com subscribers are eligible for the discount. Keep patrons and employees current with a wide range of software, creative, and business skills tutorials. Boost digital literacy in your community and help anyone achieve personal and professional goals.

To take advantage of discount pricing, new subscribers will need to sign up by May 15, 2019 for services beginning in mid-June. For details on the program and to
Spring Institute 2019

Thank you to everyone who joined us for Spring Institute 2019. Save the date for Spring Institute 2020, March 26-27, 2020. The location will be announced soon - watch our upcoming newsletters for more information. Thank you to all of our speakers and presenters and special thanks to the Spring Institute 2019 work group for planning an excellent conference. Session handouts are available online.

2019 Thumbs Up! Top Ten Titles and Teen Vote

The Thumbs Up! Top Ten Teen Vote is live! Through May 31, teens aged 13 to 18 can vote online for their favorite book from the top ten titles. Simply distribute the top ten list (pdf) with the MLA website link for voting to your teens or include the direct link to the survey on your library’s website:

https://www.surveymonkey.com/r/2019ThumbsUpTeenVote

Voting can be done online from home or from the library through May 31, 2019. The winner of the Thumbs Up! Award will be announced at the MLA 2019 Annual Conference in Novi this October. Learn more about the Thumbs Up! Award.

Community Collaborations 2019
Community Collaborations
April 15, 2019
9:00 a.m. - 4:00 p.m.
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. Advanced Registration rates expire Friday, April 5, 2019. Learn more and register online.

Library Hospitality - More Than Just Customer Service
Friday, May 3, 2019
9:00 a.m. - 3:30 p.m.
Ann Arbor District Library - Westgate Branch
2503 Jackson Ave
Ann Arbor, MI 48103
Is your library welcoming, comfortable and inviting? It's more than just providing resources, it's assuring a positive holistic experience to patrons. Learn more and register online. Early Bird rates expire Friday, April 12, 2019.

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

Community Collaborations
April 15, 2019 - Grand Rapids Public Library, Grand Rapids, MI

Library Hospitality - More Than Just Customer Service
May 3, 2019 - Ann Arbor District Library, Westgate Branch, Ann Arbor, MI
Featured Jobs

View these jobs and more at the MLA Career Center.

**Teen Librarian I**
*Kalamazoo Public Library - Kalamazoo, Michigan*
Position Summary: Responsible for professional library duties that support the Youth Services Department and their service to children, tweens, teens and their caregivers under the direct supervision of Head of Youth Services. Read more

**Associate University Librarian for Research**
*University of Michigan Libraries - Ann Arbor, Michigan*
The University of Michigan Library is an essential partner in the world-changing work of the University of Michigan. We are committed to excellence and public impact. Our strategic view is engaged, future-oriented, collaborative and user-focused. Read more

**Director**
*White Pine Library Cooperative - Saginaw, MI*
The White Pine Library Cooperative is seeking a uniquely qualified leader to create vision, provide direction, and promote library services for the community while promoting the library as an employer-of-choice. Read more

**Director**
*Mideastern Michigan Library Cooperative - Flint, Michigan*
The Mideastern Michigan Library Cooperative Board of Trustees invites you to apply for the position of Cooperative Director. MMLC is one of eleven cooperatives in Michigan and its members - including 20 public library systems. 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: 06/30/2020
Visit the MLA website to renew your membership or update your profile (login required).

President’s Update

It is National Library Week! Since 1958, libraries across the country have been celebrating National Library Week by acknowledging our patrons, staff, and all the innovative and engaging services we provide our communities. The American Library Association established this year’s theme as Libraries=Strong Communities.

Let’s reflect on the many ways the Michigan Library Association helps libraries build strong communities. Through its advocacy efforts to the legislature, MLA has worked to protect library funding; fought to allow library staff to administer Narcan without retribution; and fought for tax capture money. In addition, MLA has provided professional development opportunities for all levels of staff and helped to promote libraries around the state. MLA achieves this with five incredibly, dedicated staff members. In the past few months, this staff has welcomed new faces and bid Executive Director Gail Madziar a happy retirement. Thank you to the MLA staff for all you do to help libraries make our communities strong! Personally, I feel libraries deserve far more than one week to celebrate all we do and our value.

As you all know, MLA is actively working on getting the Narcan bills passed through the legislature. House Bills 4366 and 4367 passed unanimously through the House.
We are working on moving these bills through the Senate Health Policy and Human Services Committee this week. I want everyone to understand that these bills do not make it mandatory for libraries to carry or administer Narcan. They allow those libraries who choose to carry Narcan, and those who have to use it to help save a life, to do so without fear of being prosecuted.

Effective Succession Planning

Succession planning continues to be a popular topic at the MLA office as we await the selection of a new executive director. In addition, I continue to observe a growing number of library director openings as well as several Coops in search of new leadership.

While change is always challenging and changing leadership can be downright scary, I remind my staff that everyone had to leave their job at some time for us to be in the position we're in right now. When you can put it in perspective, it can be easier to appreciate the positive aspects of change.

Last Thursday's MLA workshop on Human Resources highlighted the struggle libraries have with hiring, coaching, promoting and maintaining staff. There was also a session by a labor law attorney concerning the necessity to sometimes make a difficult choice and how to legally and compassionately let someone go.

We must understand that smaller libraries, much like smaller associations (MLA for example) are the farm teams for larger organizations. We find smart, ambitious and talented people. We give them a chance, we train and mentor them, and then we let them spread their wings and move on to a new and more challenging role. Unfortunately, that often means we lose them to another library or association. However, it also means we've done our jobs. We've helped them on their career path and at the same time we help other organizations by sending them our best and brightest. We give them the benefit of our hard work and training. If we've done our jobs right, they take with them expanded skills and an understanding of what good leadership and management looks like.

Education, Creativity & Community - What I Learned at SXSW EDU

By Leslie A. Warren, Dean, Library and Instructional Support, Northern Michigan University

Last month I attended SXSW EDU in Austin, Texas. It's from the same family of festivals/events that brings us the big SXSW music festival. This was my first time attending and it probably won't be my last. The conference was probably more diverse than anything else that I attend. In general, the content was at the broad intersection of education, creativity, and community. Participants and speakers were from K-12,
higher ed, non-profits, corporations, teachers, administrators, students, vendors, etc. primarily from the US, but also global. https://www.sxswedu.com/

I compiled this list of the takeaways that I’ve been pondering the most since the conference. If you have any questions or want to talk about this further, let me know. I'm happy to chat.

**Artificial intelligence** is being adopted in education much more slowly than in other industries. There is potential to use AI in multiple ways in education:

- Learner-facing (e.g., adaptive learning platforms)
- Teacher-facing (e.g., advanced learning analytics dashboards or automated assessment)
- System-facing (e.g., prioritizing school inspections to deploy human inspectors to settings that are in greatest need)

---

### MLA 2019-2020 Board of Directors Elections

Voting for the MLA 2019-2020 Board of Directors Elections is open through April 22. This year MLA members will vote for an MLA President-elect and four member-at-large board positions. These positions will serve for a three-year term beginning July 2019 and ending June 2022.

One of the benefits of membership is the right to vote for the leaders that will help chart MLA’s course into the future. Visit the MLA website to view detailed information on our candidates and vote online.

---

### MLA 2019-2020 Call for Volunteers

**The 2019-2020 Call for Volunteers is open!** Take advantage of the opportunity to make a difference in the Michigan library community. Develop your leadership skills and grow your professional network by volunteering to serve on a committee or work group. If you're interested in growing personally or professionally, we have a place for you.

Visit the MLA website for complete details. All members are welcome to participate. Online sign-up is available through April 19.

---
March is nationally known as “Reading Month,” celebrated in schools and libraries across the country, including right here in Lake Orion.

In the Youth Department, we now have 270 children registered for the 1000 Books before Kindergarten program, with 18 children having completed the program. Our new 500 by 5th program has 36 kids signed up, and participants have already read over 300 books!

Our March youth programs included 2 Babytime (40), 6 Toddler Time (191), 4 Preschool Pals (105), 3 Friday Family Storytime (68), 2 Doggone Readers (7), LEGO (12), OU Cares Information Session (5), April Fool’s Day Crafts (32), and Fingerprint Art (11). This month’s passive program was an ABC scavenger hunt designed by Ashley, and 98 children participated.

We also held our popular 5th Grade Battle of the Books event and awards celebration. 163 5th graders participated on 37 teams. Ruth Behar was our author speaker at the awards celebration. We estimated about 800 people attended between the 2 events.

In addition, our youth staff completed 13 Pre-K school visits (335), 3 K-5 school visits (142), and 3 Thinklink Book Requests, checking out 34 items. Youth staff are also in learning mode – Ashley attended the Power Up conference, while James and Suzanne attended MLA’s Spring Institute.

Teen Services offered: Geek Club (16), Dungeons & Dragons (16), 2 Think Link After School (14), Magic the Gathering (13), and Bento Box Making (25).

In Adult Services, we had: 4 Book Discussions (34) 4 Tech help (18), Orion Historical Society (8), Writers Workshop (5), Maple Sugaring (6), Circuit Pillow Making (14), Spring Skin Renewal (12), NOGS meeting (8), and our Paint Creek Boys concert (75). We finished up the last two sessions for the Revisiting the Founding Era series in March, drawing 33 engaged attendees! In addition, we proctored 7 tests.

Outreach Services offered: 4 ELL Conversation Groups (29), 2 Quilting/Needle Arts groups (5), Michigan Works (2), Senior Book Bunch (12), 2 Heritage Place programs (12), 8 Next Chapter Book Clubs (62), Beacon Square Memory Lane (6), LONC Memory Lane (19), and Community Conversation (52).

Staff in all departments are starting to get ready for our 2019 Summer Reading Program, which will kick off on Saturday, June 8 and have a theme of “A Universe of Stories.” Ashley is working on designing a general Summer Reading
Director’s Report
April 18, 2019
Karen Knox

tshirt that staff will have an opportunity to purchase and wear throughout the summer during programs.

In case you haven’t seen it, the March/April ONTV show, Orion @ Your Library, is available here: https://youtu.be/sutWCnPwJsk.

In continuing staff news, Katie Perkey was hired as a new 28 hour youth librarian, and she started April 8. In addition, I promoted Kathleen Kwiatkowski to the head of adult services. Both Kathleen and Beth started in their new roles on March 31. In turn, Dan Major wants to transition from Teen Librarian to Adult Services Librarian, so I will make that official in early May. Meanwhile, we have a posting out for a new full-time Teen Librarian.

We put out an RFP to repair and sealcoat our parking lot again this Spring, with a contractor pre-bid meeting on April 10 and bids due April 17. I will meet with the Building committee on April 18 before the board meeting to go over the bids.

As we continue to see high demand for our digital audiobooks (especially in hoopla), I have worked with the staff to add a new opportunity for patrons called CloudLibrary. This is another way for patrons to get access to e-books and e-audiobooks with shorter wait times than Overdrive and an easier experience. This content will have an app and will be integrated in our online library catalog and self-checkout machines. I will share more details on CloudLibrary at the May board meeting.

Lori Morris held our 2019 Volunteer Lunch to thank all of our volunteers for their work over the past year. She had over 80 people in attendance, and a nice time was had by all.

Margie and I attended an MLA HR workshop on April 4, and the week prior, MLA contacted me and asked if I could fill in as a speaker at the event. I did, sharing our story and plans for working with a consultant on a staff salary survey. That project is moving along. I have connected with the lead at Merces Consulting and am planning an on-site meeting with him and a few library staff on May 2.

Due to ongoing issues with our dialer for the fire/burglar alarm system, we will be working with Security Corp to update the system hardware. We will be able to eliminate 2 phone lines that we have for the system right now (reducing monthly costs) and lower the monitoring costs with the new system. So although there is an upfront investment, it will lower ongoing costs.
Director’s Report
April 18, 2019
Karen Knox

Just a reminder that we will not have another issue of the Library Link coming out as we normally would at the end of April. Instead, we are mailing a postcard to homes with highlights of May activities and a reminder to look for us in the upcoming Orion Living magazine due out to homes at the end of May. We will also have one-page May calendar available for patrons in the library.

The Friends of the Library had their last board meeting on March 26, which unfortunately I did not attend. The Friends board will meet again on for their Annual Meeting on April 23. They also have their Spring Used Book Sale coming up from May 14 to May 18.

Reminders and other notable upcoming events for the Library:
- April 19-21 – LIBRARY CLOSED for Easter holiday
- April 23 – Annual Meeting for the Friends of the Library, 6:30p
- April 25 – Team Trivia Tourney, 7:30p
- Sunday, April 28 – Alex Thomas and Friends Puppet Show, 2p
- May 4 – Fandom Fest, 10a-3p
- Sunday, May 5 – Folksongs of the Great Lakes, 2p
- May 8 – Cutting the Cord, 6p
- May 12 – LIBRARY CLOSED for Mother’s Day
- May 14-18 – Friends Used Book Sale
- May 16 – Board meeting, 6:30p
### Statistical Report - Usage for the month of March 2019

#### Circulation

<table>
<thead>
<tr>
<th>Library</th>
<th>Current month</th>
<th>This month last year</th>
<th>Current FYTD</th>
<th>Previous FYTD</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Circ Checkouts</strong></td>
<td>10,089</td>
<td>10,435</td>
<td>28,041</td>
<td>28,821</td>
</tr>
<tr>
<td><strong>Self Checkouts</strong></td>
<td>15,335</td>
<td>15,719</td>
<td>41,993</td>
<td>43,956</td>
</tr>
<tr>
<td><strong>Renewals</strong></td>
<td>9,178</td>
<td>8,968</td>
<td>26,195</td>
<td>25,508</td>
</tr>
<tr>
<td><strong>E-books</strong></td>
<td>9,352</td>
<td>3,400</td>
<td>20,224</td>
<td>12,990</td>
</tr>
<tr>
<td><strong>E-audiobooks</strong></td>
<td>1,501</td>
<td>1,312</td>
<td>3,911</td>
<td>3,633</td>
</tr>
<tr>
<td><strong>E-magazines</strong></td>
<td>626</td>
<td>353</td>
<td>1,803</td>
<td>936</td>
</tr>
<tr>
<td><strong>Hoopla</strong></td>
<td>1,607</td>
<td>1,323</td>
<td>4,515</td>
<td>3,704</td>
</tr>
<tr>
<td><strong>Canopy</strong></td>
<td>34</td>
<td>0</td>
<td>117</td>
<td>0</td>
</tr>
<tr>
<td><strong>Orion Center branch</strong></td>
<td>Current month</td>
<td>This month last year</td>
<td>Current FYTD</td>
<td>Previous FYTD</td>
</tr>
<tr>
<td>Checkouts</td>
<td>91</td>
<td>32</td>
<td>348</td>
<td>222</td>
</tr>
<tr>
<td><strong>Interlibrary Loan</strong></td>
<td>Current month</td>
<td>This month last year</td>
<td>Current FYTD</td>
<td>Previous FYTD</td>
</tr>
<tr>
<td>Items borrowed</td>
<td>706</td>
<td>718</td>
<td>2,262</td>
<td>2,166</td>
</tr>
<tr>
<td>Items loaned</td>
<td>844</td>
<td>1,052</td>
<td>2,291</td>
<td>3,086</td>
</tr>
</tbody>
</table>

**Total Circulation**

- **48,519**
- **42,260**
- **129,409**
- **121,936**
- **6.13%**

#### Room Usage Statistics

<table>
<thead>
<tr>
<th>Activity</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 (public)</td>
<td>138</td>
<td>134</td>
<td>363</td>
<td>380</td>
</tr>
<tr>
<td># Programs for adults</td>
<td>38</td>
<td>40</td>
<td>105</td>
<td>112</td>
</tr>
<tr>
<td># Programs for children</td>
<td>23</td>
<td>26</td>
<td>73</td>
<td>92</td>
</tr>
<tr>
<td># Programs for teens</td>
<td>6</td>
<td>4</td>
<td>17</td>
<td>11</td>
</tr>
<tr>
<td># School visits for Think Link</td>
<td>20</td>
<td>16</td>
<td>59</td>
<td>50</td>
</tr>
<tr>
<td>Program attendance for adults</td>
<td>412</td>
<td>450</td>
<td>1,106</td>
<td>1,274</td>
</tr>
<tr>
<td>Program attendance for children</td>
<td>1,271</td>
<td>1,298</td>
<td>2,438</td>
<td>2,998</td>
</tr>
<tr>
<td>Program attendance for teens</td>
<td>84</td>
<td>44</td>
<td>286</td>
<td>244</td>
</tr>
<tr>
<td>Attendance school visits Think Link</td>
<td>623</td>
<td>498</td>
<td>1,675</td>
<td>1,831</td>
</tr>
</tbody>
</table>

#### Technology Usage Statistics

<table>
<thead>
<tr>
<th>Activity</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>1,782</td>
<td>1,790</td>
<td>4,787</td>
<td>4,988</td>
</tr>
<tr>
<td>Wireless users</td>
<td>1,306</td>
<td>1,424</td>
<td>3,942</td>
<td>4,061</td>
</tr>
<tr>
<td>Web site hits - desktop users</td>
<td>12,058</td>
<td>11,911</td>
<td>35,245</td>
<td>35,212</td>
</tr>
<tr>
<td>Web site hits - mobile users</td>
<td>9,921</td>
<td>7,753</td>
<td>28,130</td>
<td>22,726</td>
</tr>
</tbody>
</table>

#### Other Usage Statistics

<table>
<thead>
<tr>
<th>Activity</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>16,839</td>
<td>16,022</td>
<td>46,692</td>
<td>46,322</td>
</tr>
<tr>
<td># Visitors to Orion Center branch</td>
<td>388</td>
<td>393</td>
<td>1,151</td>
<td>1,023</td>
</tr>
<tr>
<td># Volunteer hours</td>
<td>690</td>
<td>481</td>
<td>1,746</td>
<td>1,366</td>
</tr>
<tr>
<td># Notarized documents</td>
<td>87</td>
<td>49</td>
<td>135</td>
<td>135</td>
</tr>
<tr>
<td># Think Link requests for books</td>
<td>7</td>
<td>18</td>
<td>34</td>
<td>46</td>
</tr>
<tr>
<td># Think Link check outs</td>
<td>38</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Investment</td>
<td>Project</td>
<td>Timeline</td>
<td>Status</td>
<td>Cost</td>
</tr>
<tr>
<td>---------------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------</td>
<td>-----------------------------------------</td>
<td>--------------------------</td>
<td>-----------</td>
</tr>
<tr>
<td>Continue to expand and deploy new creative technologies in demand by the community</td>
<td>1. Explore transition of Computer Lab to Maker Space area</td>
<td>Completion goal May 2019</td>
<td>Karen working with staff</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2. Explore setting up a station for analog to digital media conversion</td>
<td>Spring 2019</td>
<td>Equipment purchased and being set up</td>
<td>$5,000</td>
</tr>
<tr>
<td></td>
<td>3. Add Photoshop Elements for the public</td>
<td>2018</td>
<td>completed</td>
<td>$193.00</td>
</tr>
<tr>
<td></td>
<td>4. Replace/upgrade public iPads</td>
<td>2018</td>
<td>completed</td>
<td>$5,000.00</td>
</tr>
<tr>
<td></td>
<td>5. Upgrade public computers to Windows 10 and Office 2016</td>
<td>2019</td>
<td>not started yet</td>
<td></td>
</tr>
<tr>
<td>Offer distinctive and well-attended programming focused on quality vs quantity of programs</td>
<td>1. Big Game Day program</td>
<td>February 3, 2018</td>
<td>completed</td>
<td>$769.00</td>
</tr>
<tr>
<td></td>
<td>2. Repair Café program</td>
<td>April 14, 2018 AND November 3, 2018</td>
<td>completed</td>
<td>$90.00</td>
</tr>
<tr>
<td></td>
<td>3. Star Wars Day</td>
<td>May 5, 2018</td>
<td>completed</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4. Tech Recycling Drop Off Day</td>
<td>October 13, 2018 AND June 15, 2019</td>
<td>completed</td>
<td></td>
</tr>
<tr>
<td></td>
<td>5. Winter Workshop</td>
<td>December 8, 2018</td>
<td>completed</td>
<td>$526.81</td>
</tr>
<tr>
<td></td>
<td>6. Fandom Fest</td>
<td>May 4, 2019</td>
<td>planned</td>
<td></td>
</tr>
<tr>
<td>Increase departmental coordination and cooperation</td>
<td>1. Create a &quot;family movie collection&quot;</td>
<td>2019</td>
<td>Staff are evaluating titles to shift</td>
<td></td>
</tr>
<tr>
<td>Further experiment with new types of collections and services</td>
<td>1. Explore circulation of wireless hotspots</td>
<td>2018</td>
<td>Gathered initial info, will consider in 2019</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2. Explore circulation of extra videogame consoles</td>
<td>2018</td>
<td>completed</td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td>3. Investigate becoming a Passport Acceptance Facility</td>
<td>2018</td>
<td>Decided not to pursue this</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4. Explore circulation of Roku devices with digital movies</td>
<td>2018</td>
<td>Gathered initial info, may consider in 2019</td>
<td>$2,500.00</td>
</tr>
<tr>
<td></td>
<td>5. Add cake pans to circulating collection</td>
<td>2018</td>
<td>completed</td>
<td></td>
</tr>
<tr>
<td></td>
<td>6. Add sewing machines to circulating collection</td>
<td>2018, January 2019</td>
<td>completed, 2nd one (donation) added January 2019</td>
<td>part of videogame budget</td>
</tr>
<tr>
<td></td>
<td>7. Add Nintendo Switch games to circulating collection</td>
<td>2018</td>
<td>completed, continuing to add</td>
<td></td>
</tr>
<tr>
<td></td>
<td>8. Add CloudLibrary for more e-offerings</td>
<td>2019</td>
<td>in process</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>Increase staff training on new technologies and services</td>
<td>1. Staff using lynda.com for training</td>
<td>2018, 2019</td>
<td>ongoing</td>
<td>$7,000.00</td>
</tr>
<tr>
<td></td>
<td>2. Staff attending conferences of interest (i.e. Power Up, Spring Institute, MLA Workshops)</td>
<td>2019</td>
<td>ongoing</td>
<td></td>
</tr>
<tr>
<td>Explore sponsorships and grants for key offerings and programs</td>
<td>1. ALA Grant coming - Thinking Money for Kids</td>
<td>Fall 2019</td>
<td>awarded</td>
<td></td>
</tr>
</tbody>
</table>
## Community Awareness

<table>
<thead>
<tr>
<th>Investment</th>
<th>Project</th>
<th>Timeline</th>
<th>Status</th>
<th>Cost</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Look to lead interagency coordination and cooperation in the Orion community</td>
<td>1. Participate in community-wide marketing publication</td>
<td>June 2019 - first issue</td>
<td>In process</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2. Continue LDACT meetings</td>
<td>ongoing</td>
<td>Karen coordinate monthly meetings</td>
<td>$0.00</td>
<td>staff time</td>
</tr>
<tr>
<td></td>
<td>3. Revise ThinkLink partnership agreement</td>
<td>June 21, 2018</td>
<td>completed</td>
<td>$0.00</td>
<td>staff time</td>
</tr>
<tr>
<td></td>
<td>4. Create GPWC partnership agreement</td>
<td>2018</td>
<td>completed</td>
<td>$0.00</td>
<td>staff time</td>
</tr>
<tr>
<td></td>
<td>5. Create OHS partnership agreement</td>
<td>2019</td>
<td>drafted</td>
<td>$0.00</td>
<td>draft presented, leadership changed, will follow up</td>
</tr>
</tbody>
</table>

### Deploy adequate resources to actively engage the community inside and outside of the building

| 1. Support Bookbike schedule                                             | 2018 season, 2019 season                                               | completed, planning    | $0.00         | staff time                                                          |
| 2. Attend community events in town                                       | 2018 completed; continue in 2019                                      | many events attended    |                 | staff time and marketing giveaways                               |
| 3. Expand Stories in the Park to other venues                           | 2018 completed; continue in 2019                                      | added Friendship Park and Camp Agawam in 2018 | staff time |
| 4. Collaborate with Clarkson on youth programming in the community parks | 2019 planned                                                           |                          |                 |                                                                      |
| 5. Expand other programs in the community (i.e. Beginning Songwriting @Orion Music Studio 4/13/19) | 2019 in process                                                       |                          |                 |                                                                      |

### Explore new approaches to marketing, including more targeted approaches and social media advertising

| 1. Karen to explore Analytics on Demand from Gale                       | 2019                                                                  | Karen to follow up on this at ALA MW | $1,500.00  |
| 2. Explore printing coasters for local restaurants to advertise the library's resources | 2018 printed - 400 distributed, remainder?                          | $487.41                                      |
| 3. Advertise library resources on Kroger pharmacy bags                  | 2018 completed                                                        | $450.00                                      |
| 4. Improve delivery method for in-house public displays to keep updated more efficiently | 2018 completed                                                        |                                                                                 |
| 5. Staff and board to attend MLA Marketing workshop                     | May 14, 2019              | upcoming/registered          |                 |                                                                      |
| 6. Collect patron feedback at programs                                  | ongoing                                                               | in process                        | $0.00         | staff time                                                          |

### Integrate fundraising into the core of library marketing to create active donors

| 1. Karen to attend MLA fundraising workshop                             | April 12, 2018            | completed                | $95.00        |
| 2. Create OTPS Advisory Committee                                      | Met March 19, 2019        | in process               | $0.00         | staff time                                                          |

## Customer Satisfaction

<table>
<thead>
<tr>
<th>Investment</th>
<th>Project</th>
<th>Timeline</th>
<th>Status</th>
<th>Cost</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Focus on customer-friendly approaches to service delivery and policies</td>
<td>1. Create new social media policy to enable staff to engage with patrons</td>
<td>2018</td>
<td>completed</td>
<td>$0.00</td>
<td>staff time</td>
</tr>
<tr>
<td></td>
<td>2. Enabled patron associations</td>
<td>2018</td>
<td>completed</td>
<td>$0.00</td>
<td>staff time</td>
</tr>
<tr>
<td></td>
<td>3. Investigate enabling auto-renewal</td>
<td>2019</td>
<td>not yet started</td>
<td>unknown</td>
<td>will be loss of fine revenue</td>
</tr>
<tr>
<td></td>
<td>4. Re-initiate staff Customer Service committee</td>
<td>2019</td>
<td>includes staff from all departments</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Train and develop staff to deliver the highest levels of service and satisfaction

| 1. Implement FISH! initiatives among the staff                           | 2018 completed; continue in 2019                                      | monthly activities completed and more planned | $185.00       | Lori M leading staff committee                                     |
| 2. Plan 2018 staff in-service day                                        | October 5, 2018 joint with Troy PL                                     | completed                                     | $1,932.83     |                                                                      |
| 3. Karen to take 2 dept heads to PLA conference                         | March 21-24, 2018                                                      | completed                                     |               |                                                                      |
| 4. Staff attend MLA conference                                           | October 17-19, 2018                                                   | multiple staff attended                       |               |                                                                      |

### Evaluate library resources and collect customer feedback

<p>| 1. Board do short survey of patrons for feedback                         | 2018                                                                  | completed - need to analyze feedback          | $0.00         |                                                                      |</p>
<table>
<thead>
<tr>
<th>Investment</th>
<th>Project</th>
<th>Timeline</th>
<th>Status</th>
<th>Cost</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete facilities improvements</td>
<td>1. Renovate large meeting room - Design contract with KBA</td>
<td>2018 design, painting completed; flooring scheduled Feb 2019</td>
<td>in process</td>
<td>$17,250.00</td>
<td>donations</td>
</tr>
<tr>
<td></td>
<td>2. Outdoor space - added hopscotch board in memory of Gina Crowther</td>
<td>October 2018</td>
<td>completed</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>3. Pave path to trail</td>
<td>2019</td>
<td>looking for grants</td>
<td></td>
<td>$24,300- $33,400</td>
</tr>
<tr>
<td></td>
<td>4. Redesign parking lot and materials drop box</td>
<td>later?</td>
<td>received quote from ASI</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>5. Explore donors/sponsorships for upgrades</td>
<td>ongoing</td>
<td>Friends paid for painting of Meeting Room ($4,930)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>6. Explore roof replacement cost for future planning</td>
<td>2018</td>
<td>received quote from Butcher &amp; Butler</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>7. Vinyl lettering to finish adult signage</td>
<td>2019</td>
<td>Karen to work with staff</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>8. Decor on wall behind Customer Service desk in lobby</td>
<td>2019</td>
<td>Karen to work with staff</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>9. Furniture for the Orion Center branch, desk chair &amp; shelving</td>
<td>2018</td>
<td>completed</td>
<td>$3,591.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10. Explore Lego wall for youth area</td>
<td>2018</td>
<td>Decided not to pursue this</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>11. Permanent OTPFL sign on building</td>
<td>to explore after work on parking lot is completed</td>
<td>consider after work on parking lot</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>12. Repair/sealcoat parking lot</td>
<td>Spring 2019</td>
<td>RFP out</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Evaluate shifts/changes in library hours</td>
<td>1. Karen to explore Sunday hours with budget process</td>
<td>started January 2019</td>
<td>ongoing</td>
<td>$25,000/year</td>
<td></td>
</tr>
<tr>
<td>Make access to new technologies as easy and convenient as possible</td>
<td>1. Upgrade to VoIP telephone system</td>
<td>August 2018</td>
<td>completed</td>
<td>$30,000.00</td>
<td>part of maintenance agreement</td>
</tr>
<tr>
<td></td>
<td>2. Upgrade to the latest version of Polaris</td>
<td>2018, annually ongoing</td>
<td>completed</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>3. Partner with schools for transportation of middle school students to the libraries on Monday afternoons</td>
<td>started September 2018</td>
<td>ongoing</td>
<td></td>
<td>staff time + program funds from Friends</td>
</tr>
</tbody>
</table>
# Monthly Recovery Statistics: Orion Township Public Library

**4/2018 Through 3/2019**

<table>
<thead>
<tr>
<th>Month</th>
<th>Cash</th>
<th>Material</th>
<th>Waives</th>
<th>Total</th>
<th>Assets Only</th>
<th>Invoice Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>March-19</td>
<td>$773.99</td>
<td>$348.63</td>
<td>$2.00</td>
<td>$1,124.62</td>
<td>$1,122.62</td>
<td>$134.25</td>
</tr>
<tr>
<td>February-19</td>
<td>$398.53</td>
<td>$648.52</td>
<td>$46.99</td>
<td>$1,094.04</td>
<td>$1,047.05</td>
<td>$196.90</td>
</tr>
<tr>
<td>January-19</td>
<td>$295.14</td>
<td>$330.80</td>
<td>$73.10</td>
<td>$699.04</td>
<td>$625.94</td>
<td>$196.90</td>
</tr>
<tr>
<td>December-18</td>
<td>$680.46</td>
<td>$365.08</td>
<td>$167.75</td>
<td>$1,213.29</td>
<td>$1,045.54</td>
<td>$143.20</td>
</tr>
<tr>
<td>November-18</td>
<td>$367.33</td>
<td>$433.58</td>
<td>$24.10</td>
<td>$825.01</td>
<td>$800.91</td>
<td>$232.70</td>
</tr>
<tr>
<td>October-18</td>
<td>$579.02</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$579.02</td>
<td>$579.02</td>
<td>$187.95</td>
</tr>
<tr>
<td>September-18</td>
<td>$471.82</td>
<td>$253.84</td>
<td>$66.85</td>
<td>$792.51</td>
<td>$725.66</td>
<td>$205.85</td>
</tr>
<tr>
<td>August-18</td>
<td>$952.51</td>
<td>$330.13</td>
<td>$2.00</td>
<td>$1,284.64</td>
<td>$1,282.64</td>
<td>$196.90</td>
</tr>
<tr>
<td>July-18</td>
<td>$508.13</td>
<td>$118.88</td>
<td>$20.00</td>
<td>$647.01</td>
<td>$627.01</td>
<td>$89.50</td>
</tr>
<tr>
<td>June-18</td>
<td>$669.99</td>
<td>$316.24</td>
<td>$74.67</td>
<td>$1,060.90</td>
<td>$986.23</td>
<td>$170.05</td>
</tr>
<tr>
<td>May-18</td>
<td>$396.97</td>
<td>$186.82</td>
<td>$24.00</td>
<td>$607.79</td>
<td>$583.79</td>
<td>$196.90</td>
</tr>
<tr>
<td>April-18</td>
<td>$513.77</td>
<td>$602.15</td>
<td>$39.40</td>
<td>$1,155.32</td>
<td>$1,115.92</td>
<td>$34.00</td>
</tr>
</tbody>
</table>

Total       | $6,607.66 | $3,934.67 | $540.86 | $11,083.19 | $10,542.33 | $2,085.35       |
Average      | $550.64   | $327.89   | $45.07  | $923.60   | $878.53     | $173.78         |

Total ROI: $5:1

### Average Monthly Recovery and Cost

- **Cash**: $550.64
- **Material**: $327.89
- **Waives**: $45.07
- **Asset Only**: $878.53
- **Invoice Amount**: $173.78

Unique Management Services, Inc.
Orion Township Public Library
Human Resources Committee & Policy Joint Committee Meeting
4/10/2019
Meeting to called to order at 6:30 p.m.
Attendance: Abramczyk, Thorndycraft, Quinn, Knox, Phillips

- The committee reviewed a proposed change to GOV-3 Hours of Service Policy
  - Add to regulation 1, “...and Sundays during the school year.”

- The committee reviewed a proposed new form, “Borrow-a-Bike Borrower Agreement/Liability Waiver and Procedures”
  - The committee recommended that the form be reviewed by OTPL counsel.

- The committee discussed adding new regulations to INF-1 Material Selection Collection Development policy to regulate local & self-published works.
  - The library receives frequent requests to add local and self-published works to our collection.
  - The director will draft the changes for review at a future committee meeting.

- The committee continued the review of the Personnel Policy Manual
  - Section 6.01 to the end, including appendices.

Committee recommendations:
1. Approve change to GOV-3 regarding Sunday service.
2. Approve changes to the Personnel Policy manual.

Adjourned at 8:15 p.m.

Respectfully,

James J. Abramczyk, Trustee
GOV-3: Hours of Service Policy
Adopted: 5/15/2014; Last Revised: 2/15/2018/4/18/19

Policy Statement
In order to be accessible to as many patrons as possible and to comply with state regulations, the Orion Township Public Library (OTPL) maintains regular service hours.

Regulations
1. The Main Library is open Monday through Saturday, and Sunday during the school year. The Orion Center Branch Library is open Monday through Friday.
2. The library is closed on New Year’s Day, Good Friday through Easter Sunday, Mother’s Day, Memorial Day weekend, Independence Day, Labor Day weekend, Thanksgiving Day and the Friday after Thanksgiving Day, Christmas Eve, Christmas Day, New Year’s Eve, and one day for a Staff In-Service. A list of specific closing dates can be found on the library’s website at orionlibrary.org.
3. The library closes at 5p.m. on the Wednesday before Thanksgiving Day.
4. The library may be closed when weather conditions deteriorate to the point where emergency situations prevail, when vital equipment in the building fails or when there is a general emergency impacting a library facility. See also Temporary Closures Policy.
5. A patron who lives in the library service area who wishes to challenge a library policy or any portion of a library policy should follow procedures as outlined in MGT-15: Appeals Process Policy.

1 State Aid to Public Libraries Act, Act 89 of 1977
1. INTRODUCTION TO THE MANUAL
   1.01 History and General Purpose of the Library
   1.02 Purpose of the Manual
   1.03 Application of Policies
   1.04 At-Will Employment
   1.05 Distribution

2. EMPLOYEE SELECTION AND CLASSIFICATION
   2.01 Equal Employment Opportunity
   2.02 Accommodation of Disabilities
   2.03 Recruitment and Job Postings
   2.04 Application for Position Opening
   2.05 Rejection of Applications
   2.06 Selection: Internal Promotions and New Appointments
   2.07 Background and Reference Checks
   2.08 Physical Examination and Drug Screening
   2.09 Nepotism, Employment of Relatives and Personal Relationships
   2.10 Orientation Period
   2.11 Employee Types and Job Descriptions
   2.12 Full-time Employees
   2.13 Regular Part-time Employees
   2.14 Part-time Employees
   2.15 Substitutes or Temporary Employees

3. GENERAL OPERATING PROCEDURES
   3.01 Workday and Work Week
   3.02 Attendance
   3.03 Pay Periods and Time Cards
   3.04 Breaks
<table>
<thead>
<tr>
<th>Section</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.05</td>
<td>Courtesy</td>
<td>9</td>
</tr>
<tr>
<td>3.06</td>
<td>Personal Appearance</td>
<td>9</td>
</tr>
<tr>
<td>3.07</td>
<td>Drug Free Workplace</td>
<td>9</td>
</tr>
<tr>
<td>3.08</td>
<td>Use of the Library’s Resources</td>
<td>10</td>
</tr>
<tr>
<td>3.09</td>
<td>Care of Equipment</td>
<td>11</td>
</tr>
<tr>
<td>3.10</td>
<td>Expense Reimbursements</td>
<td>11</td>
</tr>
<tr>
<td>3.11</td>
<td>Political Activity</td>
<td>11</td>
</tr>
<tr>
<td>3.12</td>
<td>Non-Discrimination and Anti-Harassment Policy</td>
<td>12</td>
</tr>
<tr>
<td>3.13</td>
<td>Workplace Violence</td>
<td>14</td>
</tr>
<tr>
<td>3.14</td>
<td>Smoking and Other Tobacco Products</td>
<td>14</td>
</tr>
<tr>
<td>3.15</td>
<td>Right-To-Know</td>
<td>14</td>
</tr>
<tr>
<td>3.16</td>
<td>Gifts and Gratuities</td>
<td>15</td>
</tr>
<tr>
<td>3.17</td>
<td>Outside Employment</td>
<td>15</td>
</tr>
<tr>
<td>3.18</td>
<td>Personal Articles in the Workplace</td>
<td>15</td>
</tr>
<tr>
<td>3.19</td>
<td>Key Dispersal</td>
<td>15</td>
</tr>
<tr>
<td>3.20</td>
<td>Emergency Situations</td>
<td>15</td>
</tr>
<tr>
<td>3.21</td>
<td>Urgent/Emergency Communications, News Media Inquiries &amp; Other Formal External Communications</td>
<td>15</td>
</tr>
<tr>
<td>3.22</td>
<td>Use of Library Business Information</td>
<td>15</td>
</tr>
<tr>
<td>3.23</td>
<td>Information Technology Policy</td>
<td>16</td>
</tr>
<tr>
<td>3.24</td>
<td>Personal Workspace</td>
<td>18</td>
</tr>
<tr>
<td>4.</td>
<td>CLASSIFICATION AND COMPENSATION</td>
<td>19</td>
</tr>
<tr>
<td>4.01</td>
<td>Classification and Compensation Structure</td>
<td>19</td>
</tr>
<tr>
<td>4.02</td>
<td>Pay Adjustments</td>
<td>19</td>
</tr>
<tr>
<td>4.03</td>
<td>New Hires</td>
<td>19</td>
</tr>
<tr>
<td>4.04</td>
<td>Overtime for Non-exempt Employees</td>
<td>19</td>
</tr>
<tr>
<td>4.05</td>
<td>FLSA Exempt Employees</td>
<td>20</td>
</tr>
<tr>
<td>Section</td>
<td>Description</td>
<td>Page</td>
</tr>
<tr>
<td>---------</td>
<td>------------------------------------------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>4.06</td>
<td>Compensation During Emergency Closings</td>
<td>20</td>
</tr>
<tr>
<td>4.07</td>
<td>Transfer</td>
<td>21</td>
</tr>
<tr>
<td>4.08</td>
<td>Promotions</td>
<td>21</td>
</tr>
<tr>
<td>4.09</td>
<td>Demotions</td>
<td>21</td>
</tr>
<tr>
<td>4.10</td>
<td>Performance Evaluation</td>
<td>21</td>
</tr>
<tr>
<td>4.11</td>
<td>Personnel Files</td>
<td>21</td>
</tr>
<tr>
<td>4.12</td>
<td>Social Security Number Privacy</td>
<td>22</td>
</tr>
<tr>
<td>5.</td>
<td>TERMINATION OF EMPLOYMENT</td>
<td>23</td>
</tr>
<tr>
<td>5.01</td>
<td>Voluntary Termination</td>
<td>23</td>
</tr>
<tr>
<td>5.02</td>
<td>Involuntary Termination</td>
<td>23</td>
</tr>
<tr>
<td>5.03</td>
<td>Seniority</td>
<td>23</td>
</tr>
<tr>
<td>5.04</td>
<td>Layoffs/Reduction-in-Force and Recall</td>
<td>23</td>
</tr>
<tr>
<td>5.05</td>
<td>Return of Property</td>
<td>24</td>
</tr>
<tr>
<td>5.06</td>
<td>Exit Interview</td>
<td>24</td>
</tr>
<tr>
<td>6.</td>
<td>EMPLOYEE DISCIPLINE</td>
<td>25</td>
</tr>
<tr>
<td>6.01</td>
<td>Rules of Conduct</td>
<td>25</td>
</tr>
<tr>
<td>6.02</td>
<td>Disciplinary Actions</td>
<td>26</td>
</tr>
<tr>
<td>6.03</td>
<td>Open Door Policy</td>
<td>26</td>
</tr>
<tr>
<td>7.</td>
<td>PAID AND UNPAID LEAVE TIME</td>
<td>27</td>
</tr>
<tr>
<td>7.01</td>
<td>Holidays</td>
<td>27</td>
</tr>
<tr>
<td>7.02</td>
<td>Vacation Time</td>
<td>27</td>
</tr>
<tr>
<td>7.03</td>
<td>Personal Days</td>
<td>28</td>
</tr>
<tr>
<td>7.04</td>
<td>Bereavement Leave</td>
<td>29</td>
</tr>
<tr>
<td>7.05</td>
<td>Jury Duty Leave</td>
<td>30</td>
</tr>
<tr>
<td>7.06</td>
<td>Family and Medical Leave Policy</td>
<td>30</td>
</tr>
<tr>
<td>7.07</td>
<td>Extended Leave</td>
<td>31</td>
</tr>
<tr>
<td>7.08</td>
<td>Military Leave</td>
<td>32</td>
</tr>
</tbody>
</table>

iii
INTRODUCTION TO THE MANUAL

1.01 History and General Purpose of the Library

The Orion Township Public Library began in 1926 under the auspices of the Lake Orion Woman's Club and received electoral support for tax funding in 1929. As a public library, information and services are provided to patrons of all ages and interests, with the overarching objective of serving as a source of accurate information for the community.

The Orion Township Public Library Board is an elected body comprised of six Trustees serving four-year terms. The Board has final authority in determining the policies of the Library, and it adheres to the American Library Association’s “Library Bill of Rights” and the “Freedom to Read Statement.”

The Library provides full borrowing privileges to all residents, property owners and full-time employees of businesses located in Orion Township, as well as registered borrowers from libraries participating in The Library Network. The Library participates in various cooperative lending arrangements; material that is not available at the Orion Township Public Library may be obtained through an interlibrary loan utilizing one of these sources.

Guidelines pertaining to borrowing restrictions, renewals and fines are available in work areas, and specific procedures will be communicated during the orientation process. In any event, supervisors should be consulted if there is any question as to the release of Library materials.

1.02 Purpose of the Manual

The purpose of this manual is to establish formal policies to be used as a guide to personnel matters and as a basis for consistent and fair treatment of employees of the Orion Township Public Library (the Library). The Library reserves the right to modify, deviate from or discontinue any of the policies or employee benefits described in this manual.

The Library and its employees take great pride in the quality of service offered to Library patrons. Employees are expected to use good judgment in their actions, especially regarding the impact of their actions upon co-workers and the public. It is important for every staff member to be familiar with circulation policies and procedures and related Library rules to give fair and quality service to all who visit the Library. The primary purpose of the Library is to provide patrons with the information and services they need, provide a pleasurable experience and encourage patron's recognition of their responsibilities associated with using the Library and returning materials.

Should you have any questions regarding Library policies, ask your supervisor or the Library Director for clarification. In general, it shall be the responsibility of each employee to:

- Treat other employees and the general public in a courteous manner.
• Act in accordance with the highest ethical standards in all dealings with the public, employees, supervisors and others.

• Understand that discrimination based on race, color, religion, national origin, sex, marital status, age, disability, height, weight, or other protected classes is unacceptable.

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

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

1.03 Application of Policies

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

The policies are not intended to, will not be applied by the Library, and should not be construed by employees, to restrict employees from engaging in activity protected by the National Labor Relations Act or any other state or federal statute. Further, in the event any policy conflicts with a state or federal statute or regulation, the statute and/or regulation shall control.

1.04 At-Will Employment

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

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

1.05 Distribution

Access to an electronic copy of this manual shall be provided to each employee of the Library. Each employee receiving access to this manual will be responsible for reading it, signing and returning a standard form certifying his/her review of the manual.
2. EMPLOYEE SELECTION AND CLASSIFICATION

2.01 Equal Employment Opportunity

Orion Township Public Library is an equal employment opportunity employer and provides employment and advancement opportunities to its employees without discrimination because of race, color, religion, sex, age, national origin, disability, genetic information, height, weight, marital status, veteran status, or any other protected characteristic as established by law. This policy of equal employment opportunity applies to all policies and procedures relating to recruitment and hiring, compensation, benefits, termination and all other terms and conditions of employment.

If an employee believes that he or she has been the victim of discrimination, they should report that fact immediately to their Department Head, the Library Director, or any Library Board member. After receiving such a complaint, the Library will undertake a full and complete investigation of the charges. If it is determined that discrimination has occurred, the Library will take steps to eliminate that discrimination and take disciplinary action against any employee whom it determines engaged in discriminatory behavior. The Library prohibits retaliation against any employee who reports discrimination or harassment, or participates in an investigation of such reports.

2.02 Accommodation of Disabilities

The Library is committed to complying with all applicable provisions of the Americans With Disabilities Act ("ADA"), The Michigan Persons With Disabilities Civil Rights Act, and any applicable local laws. It is the library's policy not to discriminate against any qualified employee with regard to any terms or conditions of employment because of such individual's disability or perceived disability so long as the employee can perform the essential functions of the job with or without reasonable accommodation. Consistent with this policy, the Library will provide reasonable accommodations to a qualified individual with a disability, who has made the Library aware of his or her disability, provided that such accommodation does not constitute an undue hardship on the Library.

Michigan law requires that a person with a disability requiring an accommodation to perform the essential duties of their job, must notify their employer, in writing, within 182 days after the need is known. Therefore, if you are a person with a disability and require reasonable accommodations to perform the essential functions of your job, please notify the Library Director in writing, of that need within 182 days after the need is known.

The Library will determine the feasibility of the requested accommodation considering various factors as required by law and you will be informed of the Library’s decision as soon as possible. In some situations, the specific request may not be granted but the Library may suggest alternative accommodations or may not provide an accommodation if such accommodation would constitute an undue hardship. The Library is under no obligation to provide personal use items to employees such as eyeglasses, hearing aids or wheelchairs.

An employee who has questions regarding this policy or believes that he or she has been discriminated against or not reasonably accommodated based on a disability or perceived disability should notify the Library Director. All such inquires or complaints will be treated confidentially to the extent consistent with conducting an adequate investigation and taking appropriate corrective action.
2.03 Recruitment and Job Postings

The Library Director, with approval from the Library Board, shall determine the necessity for filling job vacancies and adding or removing positions within the Library. If a vacancy should arise, it will be posted at the discretion of the Library Director.

Employees who wish to be considered should so advise the Library Director within the time frame indicated in the posting. The Library may also post the position on websites or in local, State and/or national publications, as deemed appropriate.

2.04 Application for Position Opening

All applicants seeking employment with the Library must complete a uniform job application form and submit it to the Library Director. Additionally, a résumé may be required depending on the particular position. The purpose of the job application is to obtain pertinent information related to the applicants’ education, training and qualifications.

2.05 Accuracy of Applications

The Library considers the accuracy of the information the applicant provides during the employment process to be of utmost importance. The Library may reject employment applications or dismiss current employees if the Library finds inaccuracies in the job application or submitted résumé, including, but not limited to, the following:

- The applicant is found to lack some or all of the established qualification requirements for the position to which he/she seeks appointment.
- The applicant has made a false or inaccurate statement on their application or résumé with regard to any material facts, or omitted any material fact.
- The applicant has practiced or attempted to practice deception or fraud in their application or résumé, in his or her examination or interview, or in securing eligibility for appointment.
- Any other appropriate reasons.

2.06 Selection: Internal Promotions and New Appointments

The Library shall actively strive to hire the best-qualified individual available for a position as determined by a review of qualifications and/or competitive exam or other established selection criteria. Occasionally, outside experts or consultants may be used to assist the Library in recruiting, testing and evaluating applicants.

The Library Director, with input from the applicable Department Head, shall make appointments or promotions according to merit as established by:

1. Knowledge, training, qualifications, and ability to successfully perform the essential duties of the position, with or without reasonable accommodation;

2. Past performance as documented in performance evaluations (for internal applicants) or reference checks (for outside applicants).
The Library Director shall have the final determination over employee selection, and will provide written notification of selection determinations to position applicants.

2.07 Background and Reference Checks

The Library will verify information provided during the application process through background and reference checks. This may include a driver’s license review and driving record check to establish insurability and validity for some positions. Driving records will be checked periodically for employees who operate vehicles for Library related business.

In addition to the driver’s license and driving record check, the Library will contact the professional references provided by the applicant, and verify criminal conviction records. Certain positions which have access to or deal with public funds and/or accounting systems may be subject to a credit history check.

Consent forms will be provided prior to the conduct of background and reference checks to inform employees of the specific checks being conducted and to obtain liability waivers.

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

2.08 Physical Examination and Drug Screening

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

Employees returning from an extended leave (see 7.06, 7.07 and FMLA appendix) or past employees seeking reappointment to a position may be required to complete this process upon each return to employment with the Library. Furnishing false or misleading information will result in immediate discharge.

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

2.09 Nepotism, Employment of Relatives and Personal Relationships

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

To ensure that Library practices do not create situations such as conflict of interest or favoritism, close relatives of elected Library Board members are ineligible for hire during the term of office of their relative. Further, employees who are close relatives, in a dating relationship or members of the same household, are not permitted to be in positions that have a reporting responsibility to each other. This extends to practices that involve employee hiring, promotion and transfer.
Close relatives are defined as husband, wife, domestic partner, father, mother, father-in-law, mother-in-law, grandfather, grandmother, son, son-in-law, daughter, daughter-in-law, uncle, aunt, nephew, niece, brother, sister, brother-in-law, sister-in-law, step relatives, cousins and domestic partner relatives, including relationships established through marriage, adoption or other legal arrangement.

If employees begin a dating relationship with or become relatives, partners, or members of the same household of a Library Board Member, the employee is required to inform Human Resources of the relationship.

If an employee begins a dating relationship or becomes relative, partner or member of the same household, each employee is required to inform management and Human Resources of the relationship.

The Library reserves the right to apply this policy to situations where there is a conflict or the potential for conflict because of the relationship between employees, even if there is no direct-reporting relationship or authority involved.

2.10 Orientation Period

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

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

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

For new employees, paid time off benefits accrue during the orientation period but are not available for use until completion. Employees working in a new position as the result of internal promotion will maintain the benefit levels earned in their former position until the orientation period is successfully completed. Following successful completion of orientation to the new position, a promoted employee will receive any modifications to their benefits package that may result from the promotion.

For purposes of calculating accrued paid time off benefits, the anniversary date is considered the date on which an employee began work, not the date orientation was successfully completed, less any time deducted for authorized unpaid leaves.

Successful completion of an orientation period in no way suggests permanency of employment or any form of an employment agreement. The Library is an at-will employer and therefore either the employee or the Library may terminate the employment relationship at will, at any time, with or without cause or advance notice, unless expressly prohibited by law.
2.11 Employee Types and Job Descriptions

The Library's organization is comprised of different types of employees, functioning in various job classifications. Job descriptions exist which define each classification's essential job functions and the knowledge, skills and abilities needed to perform successfully. Job descriptions are intended to reflect the position, not the individual in it. A job description will be provided to each employee at the time of hire, and modifications will be provided as necessary.

Various employee types are described in the following subsections.

2.12 Full-time Employees

Full-time employees are regularly scheduled to work thirty (30) hours or more per week. Regular full-time employees are eligible for the Library's complete array of employee benefits, as outlined in Sections 7 and 8.

2.13 Regular Part-time Employees

Regular part-time employees are specifically designated as such. They are generally scheduled to work twenty (20) to twenty-nine (29) hours per week, except in cases of filling in for absent co-workers or when operational needs dictate. Regular part-time employees accrue seniority and are eligible for some select benefits on a prorated basis. Benefit offerings for regular part-time employees are detailed in Sections 7 and 8.

2.14 Part-time Employees

Part-time employees are specifically designated as such. They are generally scheduled to work less than twenty (20) hours per week, except in cases of filling in for absent co-workers or when operational needs dictate. Part-time employees do not accrue seniority and are not eligible for benefits.

2.15 Substitutes or Temporary Employees

Substitute or temporary employees are specifically designated as such and are employed for a specific period of time for special projects, replacement or fill-in work or other assignments of a non-recurring nature. Substitute or temporary employees may work over thirty (30) hours per week, however, they are not, by definition, “full-time employees.” Substitute or temporary employees do not accrue seniority and are not eligible for benefits.
3. GENERAL OPERATING PROCEDURES

3.01 Workday and Work Week

The normal workday and work week for Library employees will vary based on position and department. Library operations include evening and weekend hours and, as such, employees' schedules may encompass these hours.

Depending on operational needs, the regular work week may range to forty (40) hours, but a typical work week is 37.5 hours. Any requests for changes to work schedules should be made with as much advance notice as possible and must receive prior approval from a Department Head. As well, any overtime work must receive prior approval from the respective Department Head or Library Director. Overtime pay is subject to the guidelines in Section 54, "Compensation and Classification".

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

3.02 Attendance

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

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

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

3.03 Pay Periods and Time Cards

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

There are twenty-six (26) pay periods in a year, with paydays observed every other Thursday. If a payday falls on a holiday, employees will receive paychecks the preceding day.
3.04 Breaks

Employees may be extended an unpaid lunch period depending on scheduling arrangements and organizational needs. Employees may also be extended one (1) fifteen (15) minute break per day for employees when working more than three and a half (3½) consecutive hours in a day.

Breaks should be taken in the staff lounge or away from the work area, and must be properly alternated-coordinated with colleagues to ensure adequate coverage of work areas. Employees should notify their supervisor when they desire to take a lunch period or break. Breaks are subject to operational needs and, in certain instances, an employee may be required to delay or forego a break.

Breaks may not be saved and aggregated or used at the beginning or end of a day, or added to a lunch period, unless specifically approved by a supervisor in advance. Employees are expected to limit all lunch breaks to specified time limits.

For up to one year after a child’s birth, the Library will provide a reasonable amount of break time to accommodate an employee desiring to express breast milk for the employee’s child and will provide the employee with a private area to do so. An employee will be allowed to adjust her breaks if necessary, subject to supervisor approval.

3.05 Courtesy

Public inquiries, questions and complaints should be addressed in a prompt and tactful manner. In dealing with confrontational individuals, employees are expected to remain composed and direct the individual to an appropriate Department Head for assistance.

In addition to personal contacts with the public, courtesy and consideration are expected of Library employees while talking on the phone or otherwise representing the Library.

3.06 Personal Appearance

The appearance and demeanor of our employees is important to demonstrating the professionalism of our organization and commitment to public service. For this reason, each employee is expected to report for work each day with a positive attitude and an appropriate appearance for his or her position.

This includes reporting to work in appropriate attire, with grooming and personal cleanliness standards suitable to the Library environment. Hair and clothing should be neat and clean. Anyone who does not meet this standard may be sent home.

3.07 Drug Free Workplace

The Library is dedicated to maintaining a safe and drug free workplace. To do so, employees must comply with the following rules:

- Employees may not use, distribute, manufacture, dispense, or possess controlled substances as specified in Schedules I and II of the Controlled Substances Act while on work time or in the workplace.
• Controlled substances, as specified in Schedules III-V of the Controlled Substances Act are permitted on the Library's property only if they have been prescribed for an employee by a licensed health care professional and only if use does not affect an employee’s ability to safely and effectively perform their job duties.

(See Title 21 CFR – Part 1308 for Schedules of Controlled Substances under the Controlled Substances Act [www.deadiversion.usdoj.gov/21cfr/cfr/2108cfrt.htm]).

• Employees may not consume alcohol on Library premises except during a fund raising or other event approved by the Library Board. With the exception of bottles of alcohol used in conjunction with events approved by the Library Board (e.g., silent or live auction), employees are not to bring alcohol onto the Library premises. In such an instance, bottles must be sealed and given to the Library Director.

• Employees may not come to work under the influence of, or when their ability to safely and effectively perform their job duties is affected by, alcohol or any drug, including a drug for which an employee has a properly authorized prescription.

Violation of any of the above rules is grounds for disciplinary action up to and including immediate termination.

The Library recognizes alcoholism and drug dependency as an illness for which there is effective treatment and rehabilitation. Employees who suspect that they may have an alcoholism or drug dependency problem, even in its early stages, are encouraged to seek diagnosis and follow through with the treatment that may be prescribed by qualified professionals in order to arrest the problem as early as possible.

Any employee having these problems will receive the same careful consideration and offer of treatment that is presently extended to those having other physical disabilities or diseases under our existing benefit plans. The same benefits and insurance coverages that are provided for all other diseases under the established benefit plan will be available for individuals who accept medically approved treatment of alcoholism or drug dependency according to our health plan.

Nothing in this statement of policy is to be interpreted as constituting a waiver of the Library's responsibility to maintain discipline, or the right to take disciplinary measures in the case of poor performance or misconduct that may result from alcoholism or drug dependency. Further, this policy does not alter the fact that the Library is an at-will employer and as such may terminate the employment relationship at any time, with or without cause or reason and with or without notice.

3.08 Use of the Library’s Resources

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

• Mail – The Library’s postage meter is intended for library mail. Employees will be expected to reimburse any expense associated with personal mail using the Library’s postage meter. Additionally, employees should not routinely receive personal mail or package deliveries while at work.
• **Phone** - All phone lines are to be kept available for the Library's business. If an employee needs to place a personal call, it should be made during break time, away from the public service area. All telephone calls should be kept to a minimum. Employees will be expected to reimburse any expense associated with personal phone calls made using a Library telephone.

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

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

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

### 3.09 Care of Equipment

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

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

### 3.10 Expense Reimbursements

The Library will reimburse approved expenses, including out of town travel expenses, incurred on behalf of the Library. The proper form and supporting receipts must be completed, approved by a supervisor, and submitted to the Bookkeeper to obtain reimbursements. Mileage shall be reimbursed at the rate set by the IRS. Prior to traveling out of town, employees should review the Library’s Out of Town Travel Expenses Policy with their supervisor.

### 3.11 Political Activity

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

• Employees of the Library shall not engage in political activities or governmental issues on behalf of a candidate for partisan or non-partisan election during those hours when the employee is being compensated for the performance of his/her duties as a Library employee. This includes but is not limited to distributing or circulating literature or paraphernalia for or against an issue or candidate.
Solicitation and/or distribution of literature are prohibited during working hours or in the Library and its work areas. Working hours include the actual working time (excluding designated breaks or meal periods) of both the individual performing the solicitation or distribution and the employee to whom it is directed.

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

Employees involved with political campaigns or other political or governmental activities shall do so as private citizens. Employment status with the Library shall not be referenced when campaigning for or against any candidate or ballot issue, question or proposal. Employees involved with political activity shall neither claim to represent the Library nor claim their views or opinions reflect the views or opinions of the Library.

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

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

3.12 Non-Discrimination, Anti-Harassment, Non-Retaliation and Complaint Policy

The Library is committed to a work place which is free of discrimination and harassment. All individuals are to be treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices, including harassment. Therefore, the Library expects that all relationships among persons in the workplace will be free of bias, prejudice and harassment.

Definitions of Harassment

A. Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communication of a sexual nature when:

(i) Submission to such conduct or communication is made a term or condition, either explicitly or implicitly, to obtain employment.

(ii) Submission to or rejection of such conduct or communication by an individual is used as a factor in decisions affecting such individual’s employment.

(iii) Such conduct or communication has the purpose or effect of substantially interfering with an individual’s employment or creating an intimidating, hostile or offensive employment environment.
Sexual harassment includes a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual’s body, sexual prowess or sexual deficiencies; leering, catcalls or touching; insulting or obscene comments or gestures; display or circulation in the workplace of sexually suggestive objects or pictures (including through e-mail); and other physical, verbal or visual conduct of a sexual nature.

B. Harassment on the Basis of Other Protected Characteristics

Under this policy, in addition to sexual harassment, harassment constitutes verbal or physical conduct that denigrates or shows hostility or aversion towards an individual because of his or her race, color, religion, national origin, age, disability, genetic information, marital status, height, weight, veteran status, or any other characteristic protected by law; or that of the employee’s relatives, friends or associates and that: a) has the purpose or effect of creating an intimidating, hostile or offensive work environment; b) has the purpose or effect of unreasonably interfering with an individual’s work performance, or c) otherwise adversely affects an individual’s employment opportunities.

Harassing conduct includes, but is not limited to, epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes and display or circulation in the workplace of written, electronic or graphic material that denigrates or shows hostility or aversion toward an individual or group (including through e-mail).

The Library prohibits any sexual or other discriminatory, harassing behavior. This behavior is a serious violation of the Library’s policies and procedures. These policies apply to all applicants and employees and prohibit harassment, discrimination and retaliation, whether engaged in by fellow employees, by a department head, director, Library Board member, or patrons.

Non-Retaliation

The Library prohibits retaliation against any individual who reports discrimination and harassment or participates in an investigation of such reports. Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action.

Complaint Procedure

The Library strongly urges the reporting of all incidents of harassment, discrimination, harassment or retaliation, regardless of the offender’s identity or position. Individuals who believe they have experienced conduct that they believe is contrary to the Library’s policy, or who have concerns about such matters should file their complaints with their Department Head, the Library Director, or any Library Board member as soon as possible. Employees are not obligated to bring their complaints to their immediate Department Head before bringing the matter to the attention of the Library Director or any Library Board member.
Early reporting and intervention have proven to be the most effective methods of resolving actual or perceived incidents of harassment. Therefore, the Library strongly urges prompt reporting of complaints or concerns so that rapid and constructive action can be taken. The Library will make every effort to stop alleged harassment before it becomes severe or pervasive, but can only do so with the cooperation of its employees.

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly, thoroughly and impartially.

Misconduct constituting harassment, discrimination or retaliation will be dealt with promptly and appropriately.

Any questions, concerns, or other inquiries regarding conduct that is prohibited by this policy or about this policy should be directed immediately to the Library Director.

3.13 Workplace Violence

The Orion Township Public Library’s objective is to provide a safe environment for all of our employees and patrons. To help maintain this working environment, all employees are prohibited from bringing or carrying any weapons, including knives or firearms of any kind onto our premises or to any Library-related activity held off of our premises.

All employees should promptly notify the Library Director of any work-related threats or acts of abuse or intimidation by employees or patrons.

3.14 Smoking and Other Tobacco Products and Vaping

The Library acknowledges the health and safety benefits of a smoke-free workplace. Therefore, smoking is prohibited in all Library buildings and vehicles.

Employees wishing to smoke or vape on Library-owned property must do so during their break periods, and in designated smoking-areas to be located away from building entrances. All employees are expected to properly extinguish and discard any litter which may result from smoking.

Employees wishing to use smokeless tobacco must do so during their break periods and away from public areas. Employees using smokeless tobacco must properly discard any associated litter.

3.15 Right-To-Know

The Library complies with federal and state Right-To-Know laws. In this regard, the Library will make every effort to provide information to employees about any hazardous chemical to which they may be exposed. Right-To-Know information is posted near the areas in which employees may be exposed to chemicals or other potentially hazardous materials available in the Maintenance Office, and its location is posted in the employee workroom. Employees are required to read and be familiar with all posted materials.
3.16 Gifts and Gratuities

As public servants, services must be rendered and business contracts awarded without favoritism or the suggestion that gifts and/or gratuities are expected in return. Employees should not accept personal gifts. If a situation should arise that an employee considers inappropriate, they should promptly report it to their Department Head or the Library Director. The Library Director may approve the acceptance of gifts presented for the benefit of the Library as a whole, its employees and the public.

3.17 Outside Employment

Outside employment shall not be in conflict with the interests of the Library or hinder the effectiveness of the employee in performing the duties of their position with the Library.

3.18 Personal Articles in the Workplace

The Library is not responsible for loss or damage to personal articles brought into the workplace.

Unless on a break or in case of emergency, employees shall not use personal phones or other personal devices for any reason, including to make or receive calls, emails, instant messages or other communications, or to access social media sites or the internet. Personal cell phones are to remain on silent during working hours and out of areas of the library open to the public.

3.19 Key and Key Card Dispersal

Keys and key cards to Library buildings, facilities, rooms or equipment may be issued to employees. Keys are never to be duplicated, given or lent to anyone else, including a fellow employee. Lost keys and key cards should be reported to the appropriate Department Head immediately.

3.20 Emergency Situations

For medical and/or law enforcement emergencies dial 8-911 and inform the emergency dispatcher of the emergent conditions. After dialing 911, immediately notify your supervisor of the emergency conditions.

3.21 Urgent/Emergency Communications, News Media Inquiries & Other Formal External Communications

To ensure consistency and accuracy in the release and handling of organizational information, all urgent or emergency communications will be issued by the Library Director or their designee. As well, requests for information made by members of the news media, non-standard requests for information from the public or other organizations or entities, or other formal external communications on behalf of the Library shall be channeled through your department head or the Library Director. These individuals will provide appropriate referrals or formal statements and/or process requests made under the Freedom of Information Act, as defined in the FOIA policy.

3.22 Use of Library Business Information

All employees are expected to conduct themselves with the utmost professionalism and exercise impeccable discretion with the business information entrusted to them.
Library business information, even “public information,” is to be used for Library business only, and is to be disseminated and released according to departmental protocol. In some instances a Freedom of Information Act Request (FOIA) is required. Always get clearance from a supervisor prior to releasing information not specifically covered in a departmental procedure.

Employees may also have access to private internal information, such as other employees’ addresses, phone numbers, etc. This information is never to be used for personal gain or released to anyone without proper authorization.

3.23 Information Technology Policy

1. Scope

The Orion Township Public Library’s Information Systems are valuable Library assets which require policies and guidelines regarding their use to (i) protect business confidences, (ii) safeguard the systems from unauthorized access or damage from outside intentional or inadvertent causes, and (iii) exercise control over the systems to ensure that they operate at their intended speed and capacity.

All of the Library’s Information Systems are the property of the Library. The term Information Systems includes, but is not limited to, computer software and hardware, Internet sites, any on-line services, electronic mail accounts (“e-mail”), telephones, telephone voicemail, facsimile-fax machines, copy machines, and all communications and information transmitted by, received from, entered into, or stored in these systems. It is the Library’s policy to restrict the use of all Information Systems to appropriate job-related or other approved business purposes and minimal personal use by employees which does not (1) result in added cost to the Library, (2) in any way impair operation of the systems, (3) violate any Library Policy, (4) take place during an employee’s scheduled work time, or (5) take place in areas of the Library open to the public. All communications, information, and data sent and received through the Library’s systems are Library records and are the property of the Library, maintained per our Record Retention Policy.

2. Expectations Regarding Use of Information System

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

With regard to social media forums for the library, employees can comment, post, message, and share content on behalf of the library using their personal social media accounts. When doing so, employees must acknowledge employment at OTPL (such as including “I work for OTPL” in their message). Employees that are part of the staff Social Media Committee can comment and post using the library’s social media accounts and should do so to share factual information about library resources and activities. Additionally, members of the Social Media Committee will continually maintain and edit the content of the OTPL social media forums as to comply with all Library Policies. All postings (by employees or members of the public) are subject to the OTPL Policy INF-6: Social Media Use Policy.

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

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

All pass codes, passwords, ID and encrypted information are the property of the Library. No employee shall permit another person to use another’s pass code, password, ID or method of encryption.

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

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

4. Prohibited Use

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

Employees are not permitted to use the Information System to communicate copyrighted material without proper authorization.

The Information System may not be used to solicit or communicate with others regarding commercial, religious or political causes, or for any other solicitation.

Employees are responsible for the cost of any personal or unauthorized use of the Information System (including, for example, the cost of copying charges on copy machines for personal use and personal long distance telephone charges to the library).

5. Enforcement

It is the responsibility of each user of the Information System to adhere to specific security guidelines and procedures issued periodically by representatives of the Library. Employees who violate these policies are subject to disciplinary action which may include discharge from employment. The Information Technology Policy is not intended to, will not be applied by the Library, and should not be construed by employees, to restrict employees from engaging in activity protected by the National Labor Relations Act.
3.24 **Personal Workspace**

The appearance and organization of personal work spaces are important to productivity and reflect our professionalism and commitment to public service. As such, employees are expected to keep their personal work areas neat and organized. Employees may display art, pictures, decorative items and related personal effects within reason, including content and quantity. Such items need to be consistent with the Library’s policies, including those related to harassment, political activity and rules of conduct. It is impossible to describe or define every possible acceptable or unacceptable example of work space decoration or display. Consideration of the sensitivities of others is extremely important. Generally speaking, all items should be in keeping with the image of a professional organization.

Items related to or considered to be any the following are prohibited:

- Sexually suggestive, lewd, inflammatory or offensive to coworkers or the general public
- **Items which people individually or as group might find offensive, including, but are not limited to:** Making fun of someone’s appearance someone else, which could including include race, color, country of origin, ancestry, age, height, weight, physical or mental disability, creed, religion, marital status, sexual orientation, or political affiliation, or any protected classes other descriptive characteristic
- Gambling
- Violence
- Drugs
- Alcohol
- Smoking
- Political activity

If in doubt, ask your supervisor prior to displaying an item. An employee may be asked to remove personal effects or displays from their workspace, either because they are considered inappropriate or because the quantity is distracting or interferes with productivity. An employee who takes offense to another’s work space should speak to their supervisor.

Complaints from the general public should be immediately referred to a supervisor.
4. CLASSIFICATION AND COMPENSATION

4.01 Classification and Compensation Structure

It is the intent of the Orion Township Public Library to provide fair and equitable wages to its employees. In accordance with this, the Library employs a classification and compensation system.

The classification system uses a job description to clearly define each classification’s duties and responsibilities, as well as the knowledge, skills and abilities required for success in the position. Based on job-related criteria, classifications are grouped together into various grades; each grade contains positions requiring similar levels of responsibility, professional training, formal education and other relevant job factors.

Each grade has a salary range with a minimum, midpoint and maximum defining the pay rate. Range midpoints are intended to be reflective of the local labor market.

The above classification and compensation structure and related goals are tempered by the Library’s ability to pay, overall financial condition, and general fiscal responsibility to the taxpayers.

4.02 Pay Adjustments

The Library Board may determine an overall annual adjustment in conjunction with the budget process each year (presently around January 1st) to be applied to the compensation system as a whole. Annual adjustments shall be based on the recommendation of the Library Director and the Library’s ability to pay.

The Library Director may recommend merit-based pay increases for individual employees based on annual performance evaluations conducted by Department Heads.

In exceptional circumstances the Library Board may award additional pay increases or merit bonuses at other times of the year as recommended by the Library Director. Employees completing an orientation period may also receive pay increases or discretionary merit increases depending on the results of their performance evaluations.

4.03 New Hires

The starting rate of new employees will be assessed on a case-by-case basis and established at a level that meets the Library's organizational needs and/or market demand.

4.04 Overtime for Non-exempt Employees

Employees who are defined as non-exempt by the Fair Labor Standards Act (FLSA) will be compensated for overtime work at the rate of time and one-half (1½) for all time worked over forty (40) hours in a week.
Non-exempt employees may request to receive compensatory time off, earned at the rate of time and one-half (1½), in lieu of paid overtime. Employees who desire to receive compensatory time off in lieu of overtime pay must receive written approval from their supervisor. Compensatory time may not be accumulated in excess of 37.5 hours. Non-exempt employees may use approved earned compensatory time off by requesting time off with sufficient notice, and provided that organizational staffing needs permit. Non-exempt employees also may request payment for earned compensatory time off at any time; payment for earned compensatory time will be included in the next paycheck.

Overtime work must receive prior approval from a supervisor.

4.05 FLSA Exempt Employees

Employees who are defined as exempt by the FLSA are not compensated for overtime. FLSA exempt positions may be required to work more than forty (40) hours in a particular workweek to satisfy work demands. Overtime pay is not available to exempt positions.

However, with prior approval from the Library Director, exempt employees may utilize compensatory time off equal to actual time worked in excess of forty (40) hours (i.e. “straight time”). Compensatory time off should be used within a reasonable amount of time from the point it was earned, such as thirty (30) days, and is not available as cash pay.

Compensatory time off for exempt employees is a professional courtesy rather than an entitlement and does not alter a position’s FLSA exempt designation.

The Library has discretion to make deductions from the salaries of employees under certain circumstances defined by law. Generally, an employer cannot make deductions from an employee’s salary for absences occasioned by the employer or by the operating requirements of the employer. If you believe that an improper deduction has been made from your salary, please notify the Library Director. Review of the deduction will be conducted and, if appropriate, you will be reimbursed for any improper deduction that was made.

4.06 Compensation During Emergency Closings

“The Library” is defined as the Main Library and its branch libraries.

Employees may be requested to report to work or remain at work even if the library is closed to the general public.

If the library remains open to the public during inclement weather, employees are expected to work their regular hours. Staff members are expected to leave home early enough to compensate for poor weather conditions so that they may reach work at their scheduled time. When employees report late or do not report due to bad weather, the time should be taken from the employee’s accumulated benefit time (personal leave or vacation) unless other arrangements are made.

If there is no accumulated time, the employee will be docked pay, unless prohibited by state or federal law.
If the Library is officially closed due to emergency weather conditions, building emergencies or other emergency circumstances, regular full-time and regular part-time employees scheduled to work at the time of closure, will be paid for their regularly scheduled time. Employees are expected to remain on “standby” and report back to the Library should the situation be resolved during the employees’ regular work shift.

Part-time, substitute, or temporary employees who are at work at the time of closure will be paid for their full shift. Those not at work at the time of closure will receive notice not to report, and will not receive pay. Reference Sections 2.12 through 2.16 for definitions of employee types.

4.07 Transfer

A transfer is an assignment to a classification with comparable duties, responsibilities, authority, and compensation. Transfers between departments require the agreement of both Department Heads, and the approval of the Library Director.

4.08 Promotions

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

4.09 Demotions/Reclassifications

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

4.10 Performance Evaluation

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

4.11 Personnel Files

Personnel files containing job performance records, educational and professional development activities, payroll and benefits information, and related employment information are maintained on each employee. Personnel files are stored in a locked cabinet with access limited to those with a need to know (e.g., Library Director, supervisors and Payroll/HR Staff) and maintained per the Record Retention Policy.

Employees may review their file’s contents upon reasonable notice, and in the presence of Administrative staff. Copies of file contents may be obtained for a reasonable copy fee in accordance with state law. Personnel files are not to be removed from the administrative office without authorization.
4.12 Social Security Number Privacy

In compliance with Michigan “Social Security Number Privacy Act”, the library will ensure the confidentiality of Social Security Numbers.

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

The Library prohibits unlawful disclosure of Social Security Numbers including:

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

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

Anyone violating this policy is subject to disciplinarily action up to and including immediate discharge. The library will also report anyone illegally using Social Security Numbers or protected consumer information to the appropriate authorities.
5. TERMINATION OF EMPLOYMENT

5.01 Voluntary Termination

The Library desires written notification to the Library Director of an employee’s resignation at least two (2) weeks prior to the effective date of resignation. However, since employees are at-will, employees may terminate their employment at any time, with or without notice and with or without reason, unless expressly prohibited by law.

Advance notice simply allows the Library to process final paperwork and payments due the employee in a timely fashion. Regardless of the notice provided, employees are entitled to payment for earned but unused vacation time (calculated on a prorated basis), as well as payment for actual time worked.

However, failure to provide reasonable notice of resignation will be taken into account should the employee seek future employment with the Library.

In the case of retirement, an employee should provide the Library Director with as much notice as possible, preferably two months or more. This advance notice will assure that retirement issues are satisfactorily addressed prior to the actual date of retirement.

5.02 Involuntary Termination

Employees who are separated from employment involuntarily (dismissed or discharged) will be paid for actual time worked and earned, and unused vacation time (calculated on a prorated basis).

5.03 Seniority

Seniority is accrued by full-time and regular part-time employees only. Reference sections 2.12 through 2.15 for definitions of employee types. Seniority begins accruing on the date of hire into a full-time or regular part-time position. Completed service as a part-time, substitute, grant-funded or temporary employee does not count in calculating seniority.

Further, unless otherwise required by law, gaps in service of one (1) or more years will result in loss of credit for previous years worked.

5.04 Layoffs/Reduction-in-Force and Recall

In the event a layoff or reduction-in-force is necessary, the Library Director will determine the distribution of layoffs among job classifications and departments based upon need. In some cases entire classifications may be eliminated or consolidated, or hours reduced. The Library Board may reconfigure the hours, operations, conditions, benefits or other factors of employment at any time and for any reason, with or without notice.

An employee may be eligible for recall, where appropriate, for up to ninety (90) days after their layoff.
5.05 Return of Property

An employee separating from employment with the Library shall return all Library materials, equipment, property, identification, security codes, keys or keycards in his/her possession to their supervisor, on their last day of employment, or at any other time when requested by the Library Director.

5.06 Exit Interview

The Library Director or your supervisor may conduct an exit interview. Exit interviews help to ensure a seamless transition for the departing employee and provide an opportunity for the Library to gather important information on their operations and business practices.
6. EMPLOYEE DISCIPLINE

6.01 Rules of Conduct

The Library has certain rules of conduct that must be followed if the organization is to operate in a safe and efficient manner. Employee cooperation is essential; therefore, each employee is required to familiarize himself/herself with the standards listed below and any department-level rules which may exist.

These rules do not alter the fact that the Library is an at-will employer and as such may terminate the employment relationship at any time, with or without cause or reason and with or without notice.

The list provided below is a guideline; an employee committing any of the following offenses may be subject to disciplinary action including immediate discharge. This list is not all-inclusive; there may be other circumstances that result in disciplinary action or dismissal. The Rules of Conduct are not, however, intended to, will not be applied by the Library, and should not be construed by employees, to restrict employees from engaging in activity protected by the National Labor Relations Act. Furthermore, the following are examples of unacceptable conduct:

- Insubordination
- Rudeness to or mistreatment of others; offensive language or conduct
- Possessing, dispensing, consuming or being under the influence of alcohol or narcotics
- Dishonesty, falsification of documents, work records or employment application
- The mishandling of confidential information
- Viewing pornography or obscene materials in the Library, including internet websites (accidental or inadvertent access should be reported immediately to the system administrator and Library Director so appropriate action can be taken to clear the system history)
- Willful damage, carelessness or negligence with Library property
- Disregard for safety rules, negligence or carelessness
- Neglect of duty, inefficiency, incompetence, unsatisfactory performance ratings or other poor work performance
- Irregular attendance, excessive absenteeism, excessive tardiness, abuse of leave time or absence without notification or permission
- Committing unlawful acts, violating Library rules or regulations, or inducing other employee(s) to do so
- Solicitation or unauthorized acceptance of gifts
- Posting or removing bulletin notices without proper authorization
- Fighting, disorderly conduct or rowdy, rough, boisterous or prankish behavior
- Gambling on duty
- Sleeping on duty
- Theft
- Conviction of a felony or criminal activity more serious than a misdemeanor
- Possession of a weapon
- Violation of other conditions or procedures specified within this policy manual or through department-level mandates.
- Use of personal phones or other personal devices, to make or receive calls, emails, instant messages or other communications, or to access social media sites or the internet, unless on a break or in case of an emergency.
6.02 Disciplinary Actions

Disciplinary actions may include any or all of the following in any order at the discretion of the Library:

1. **Oral Reprimand** is a verbal notice to an employee that his/her behavior or performance must be improved or corrected. A written record of the oral reprimand will be placed in the employee’s personnel file.

2. **Written Reprimand** is a written notice to an employee that his/her behavior or performance must be improved or corrected. Written reprimands will be placed in the employee’s personnel file and furnished to the employee.

3. **Suspension** is the temporary removal of an employee from duty, with or without pay. Suspensions may vary in length depending upon the seriousness of the offense or frequency of occurrence. Suspensions will be documented, placed in the employee’s personnel file and a copy provided to the employee.

4. **Discharge** (also may be referred to as Dismissal or Involuntary Termination) is the removal of an employee from the employ of the Library. As an at-will employer, the Library may discharge an employee at any time, with or without reason or cause and with or without notice, unless expressly prohibited by law. Discharges are subject to confirmation by the Library Director.

   Employees may submit written explanations or responses to disciplinary actions to their personnel file.

   **The Orion Township Public Library is an at-will employer and as such may sever an employment relationship at any time, with or without reason or cause and with or without notice, and with or without progressive discipline.**

6.03 Open Door Policy

The Library seeks to address employee concerns and complaints in a fair, consistent manner.

Should an employee feel that he or she has a legitimate concern or complaint, the matter should first be taken up with the employee’s Department Head. Concerns or complaints should be communicated as soon as they occur to ensure a timely disposition of the matter. In some cases, the Library may require the employee to provide their complaint in writing.

Issues that cannot be resolved through the Department Head may be presented to the Library Director for consideration. The Library Director’s decision is final and will be communicated to the employee as expeditiously as possible.
7. PAID AND UNPAID LEAVE TIME

7.01 Holidays

Full-time and regular part-time employees who have successfully completed their orientation period are eligible for paid holidays. Full-time employees who work 30-37 hours and regular part-time employees will receive holiday pay on a prorated basis.

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

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

If a holiday falls on an employee’s regularly scheduled day off, the employee will work with his/her supervisor to adjust his/her work week schedule in order to maintain the approved number of hours worked for the pay period.

The Library recognizes the following as paid holidays:

- New Year’s Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
  (Library closes at 5:00 p.m. on the Wednesday preceding Thanksgiving)
- Day after Thanksgiving
- December 24th
- December 25th
- New Year’s Eve Day
- 1 floating holiday
  (prorated for full-time staff who work 30-37 hours and regular part-time staff according to the average number of hours worked per day)

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

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

7.02 Vacation Time

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

New employees will receive vacation time on a prorated basis, upon completion of the orientation period.
Full time employees who work 30-37 hours and regular part-time employees will receive vacation time on a prorated basis according to the hours regularly worked by the employee.

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

Vacation time is earned, and accrued on a bi-weekly basis, according to the following schedules:

**Regular Staff**

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

**Director**

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

Employees are expected to utilize vacation time during the year in which it is earned. Vacation time beyond one (1) year’s accrual cannot be carried into the following year and will be forfeited the following December 31 unless otherwise approved in advance by the Library Director.

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

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

In any event, operational needs presuppose any vacation requests.

If a holiday falls within an employee’s vacation, vacation time will not be debited for that time; rather holiday pay will be used. If an employee becomes ill during a vacation, the employee may substitute personal time for vacation, if available.

**7.03 Personal Days**

Full-time and regular part-time employees who have successfully completed their orientation period are eligible for personal days, awarded January 1st of each year.
New employees will receive personal days on a prorated basis. The full allotment of personal days will then be awarded the following January 1st.

**Fulltime employees who work 30-37 hours and Regular part-time employees will receive personal days on a prorated basis according to the hours regularly worked by the employee. Part-time, substitute, temporary, or other types of employees are not eligible for personal days.**

Personal days are awarded based on the following schedules:

**Full-time Staff** earn twelve (12) days per year, which may accumulate to a maximum of thirty-six (36) days for 1st through 4th year; forty-eight (48) days for 5th through 9th year, and sixty (60) days for 10th year and above. **Personal days for full-time staff who work 30-37 hours will be calculated on a prorated basis according to the average number of hours worked per day over a regularly scheduled workweek.**

**Regular Part-time Staff** earn ten (10) days per year, which may accumulate to a maximum of thirty-six (36) days for 1st through 4th year; forty-eight (48) days for 5th through 9th year, and sixty (60) days for 10th year and above. Personal days for regular part-time staff will be calculated on a prorated basis according to the average number of hours worked per day over a regularly scheduled workweek.

Personal leave banks are intended to protect employees from lost earnings in instances of prolonged illness, disability or other emergencies. **Personal leave banks should not be abused or perceived as “extra vacation.”**

If personal days are requested for personal business or other non-illness related reasons, prior arrangements must be made with a supervisor. Non-illness related requests are subject to operational demands and are not guaranteed.

When using personal days in cases of illness, employees must contact their supervisor with as much notice as possible, and no later than the beginning of their shift. If the supervisor is unavailable, the employee should contact their Department.

Absences related to illness which exceeds three (3) consecutive days require a doctor’s note to verify the employee’s fitness for duty. Further, the Department Head or Library Director may request a doctor’s note to verify any illness-related personal leave if abuse of personal days is suspected.

Failure to provide appropriate advance notice for the use of personal days and/or repeated “call-ins” to utilize personal day time on a day that the employee is scheduled to work may result in discipline up to and including discharge.

Employees will receive payment for fifty percent (50%) of unused personal leave days upon retirement, provided the employee qualifies for retirement under the pension plan.

**7.04 Bereavement Leave**

**Full-time and regular part-time employees may be excused from work with pay for up to three (3) days for bereavement leave. **Full-time employees who work 30-37 hours and Regular part-time employees will receive bereavement leave on a prorated
basis according to the hours regularly worked by the employee. Bereavement leave is to be used to attend funeral services and handle any personal affairs associated with the death of immediate family members. Immediate family members are defined as spouse, child, sibling, parent, grandparent, grandchild, any of the preceding relationships formed through marriage, other legal dependents, or step-children/sibling/parent/grandparent.

One (1) day paid bereavement leave (prorated for full-time employee who work 30-37 hours and regular part-time employees) is available for employees to attend funeral services for extended family not included above. Further, an employee may use earned vacation or personal days to extend a bereavement leave or to attend funeral services for persons not included above.

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

**7.05 Jury Duty Leave**

Full-time and regular part-time employees who are called to and report for jury duty shall be paid by the Library for each day partially or wholly spent in performing jury duty, if the employee otherwise would have been scheduled to work for the Library. Full-time employees who work 30-37 hours and R regular part-time employees will receive jury duty pay on a prorated basis according to the hours regularly worked by the employee. If jury duty should only require a partial day of service, the employee is expected to return to work and complete their workday.

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

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

**7.06 Family and Medical Leave Policy**

The Orion Township Public Library complies with all statutory requirements of the Family and Medical Leave Act of 1993 (FMLA), as amended. The Act provides for up to twelve (12) weeks of unpaid leave during a twelve (12) month period for the following reasons: (1) the birth of the employee’s child or to care for the newborn child; (2) the placement of a child with the employee for adoption or foster care or to care for the newly placed child; (3) to care for the employee’s spouse, child or parent (but not in-law) with a serious health condition; (4) to care for the employee’s own serious health condition that makes the employee incapable of performing the functions of his or her job; and/or (5) a qualifying exigency (as defined by the Department of Labor) arising out of the fact that the spouse, or a son, daughter, or parent of the employee is on covered active duty or call to covered active duty status in the Armed Forces. Eligible employees may also take up to 26 work weeks of unpaid leave during a single 12-month period to care for the employee’s spouse, child, parent, or next of kin(as defined by the Department of Labor) who is a covered service member.
To qualify for FMLA leave, an employee must have worked at least twelve (12) months for the Library, and a minimum of 1,250 hours in the 12-month period preceding the date the requested leave is to start. Employees taking leave under FMLA are guaranteed the same job, or one of equivalent status and compensation, upon return. Certain requirements apply related to providing notice of FMLA leave and medical documentation.

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

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

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

7.07 Extended Leave

Personal Leave

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

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

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

Employees will continue to be covered by the Library’s health and other insurance benefits for the period through the end of the calendar month in which the employee exhausts his/her paid leave, if the employee was on paid status during any part of the leave, or during any period in which the employee was on FMLA leave, which ever period is longer. When the employee is no longer eligible to continue under the Library’s health insurance plans, in accordance with COBRA laws (See section 9.01), qualified employees may elect to pay the group premium rate to continue coverage in the Library’s group health insurance plans.
In the event a personal leave is for a reason that comes under the Family and Medical Leave Act (FMLA), the FMLA portion is included in, and not in addition to, the six-month maximum leave period. Employees taking an extended personal leave that is also covered under FMLA are subject to different reinstatement rules, during that portion of the leave that overlaps FMLA leave. Reference the FMLA policy and procedures in Section 7.06 and in Appendix A, for more detail.

Employees returning from an extended leave may be required to update paperwork.

Medical Leave

A medical leave of absence, not to exceed six (6) months, unless otherwise required by law, may be granted to Library employees at the Library’s discretion, for reasons related to an employee’s medical/health condition. The leave should be requested with as much advance notice as possible and in writing and include the desired leave dates, certification from the employee’s medical care provider of the need for leave, and any other information required by the Library. An extended medical leave is subject to approval by the Library Director, who will grant or refuse such leaves based on the best business interests of the Library, and as required by law. The Library Director may also alter the length of leaves depending on operational needs.

An employee’s return rights will be determined by the Library Director, taking into consideration any applicable laws, including an employee’s reinstatement rights under the Family and Medical Leave Act (FMLA).

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

Employees will continue to be covered by the Library’s health and other insurance benefits for the period through the end of the calendar month in which the employee exhausts his/her paid leave, if the employee was on paid status during any part of the leave, during any period in which the employee was on FMLA leave, or during the period the employee was receiving short-term disability benefits, which ever period is the longest. When the employee is no longer eligible to continue under the Library’s health insurance plans, in accordance with COBRA laws (See section 9.01), qualified employees may elect to pay the group premium rate to continue coverage in the Library’s group health insurance plans.

In the event an extended medical leave is for a reason that comes under the FMLA, the FMLA portion is included in, and not in addition to, the six-month maximum leave period. Reference the FMLA policy and procedures in Section 7.06 and in Appendix A, for more detail.

Employees returning from a medical leave may be required to produce verification from their medical care provider that they are able to perform their essential job functions, with or without an accommodation.

7.08 Military Leave
Full-time and regular part-time employees inducted in the armed forces shall be granted leaves of absence without pay for periods of actual military service in accordance with state and federal laws.
The Library abides by all federal laws concerning the job rights of reservists called to active duty. Employees who are called up for active duty will be treated as if on a leave of absence. Upon discharge from military duty, the employee will be reinstated to their former position, or one of equivalent status and compensation as required by federal or state law. Employees on leave for military service will continue to accrue seniority and credit toward retirement and will suffer no loss of seniority or be demoted in any way.

7.09 Unapproved Leave

Unapproved absences of any length of time are subject to disciplinary action and will not be paid. Furthermore, unapproved absences of more than three (3) days will be considered a resignation.
8. **BENEFITS**

8.01 **Coverage and Eligibility**

Full-time employees are eligible for health benefits commencing their 31st day of employment. Plan documents which detail policies, coverages, limitations and other important information are available in the Library Administration office. Full-time employees will be required to pay a portion of the health insurance premium with payment via deductions from an employee’s pay each pay period. Employees will be advised as to their share of the premium and of any changes in their share or the manner in which it is determined.

Regular part-time employees hired before December 31, 2004 are provided health and dental insurance, but are required to share in the cost of benefits for themselves and their dependents. Regular part-time employees hired after December 31, 2008 will not be eligible for health or dental insurance coverage.

Part-time employees will also be required to pay a portion of the health insurance premium with payment via deductions from an employee’s pay each pay period. Eligible part-time employees will pay the difference between the monthly premium and the amount paid by the Library. The amount paid by the Library is determined by multiplying the premium times the percent of a full-time schedule (i.e., 40 hours a week) a part-time employee works. Part-time employees will be advised as to their share and of any change in their share or the manner in which it is determined.

The Library pays benefit premiums on a monthly basis. Once a premium is paid for the month, coverage is provided until the next premium statement comes due. Employees who have terminated employment with the Library or are laid-off will maintain coverage until the next monthly premium payment date.

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

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

**RELATED RIGHTS AND OBLIGATIONS**

**COBRA (Consolidated Omnibus Budget Reconciliation Act)**

Federal law provides you and your dependents the right to continue group health coverage under certain circumstances after benefits would otherwise cease.

An employee may continue his or her health coverage for up to 18 months if coverage ends due to:

1. A reduction in the number of hours worked, or
2. Termination of employment for any reason other than the employee’s gross misconduct.
If you or any qualified beneficiary is determined to be disabled by the Social Security Administration at the time coverage is terminated or during the first 60 days of COBRA coverage, continuation coverage is available for up to 29 months.

Your dependents may continue their health coverage for up to 36 months if their coverage ends due to:

1. Divorce or legal separation from the employee.
2. Death of an employee.
3. Employee becomes eligible for Medicare.
4. A dependent child marries.
5. A dependent child reaches the limiting age for coverage under the policy.

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

**HIPAA (Health Insurance Portability and Accountability Act of 1996)**

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

### 8.02 Health Insurance Package

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

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

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

### 8.03 Life Insurance

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

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

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

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

8.05 Pension Plan

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

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

For staff that are part of Class II employees (as defined in the pension plan documents), after five (5) years of service have been completed, the library will contribute eleven percent (11%). Employee contributions are not required after five (5) years of service, however employees may opt to have additional, voluntary contributions to retirement deducted from their pay.

Additionally, the Library has established a deferred compensation (457) retirement savings plan in which employees may opt to participate. The Library does not provide a contribution to this plan. It is provided as an additional vehicle for savings and tax advantages for employees.

Detailed information regarding the pension plan, including vesting periods and specific pension benefits is contained in a summary plan description, which may be obtained from the Library Administration office.

The Library retains the right to amend or terminate the pension plan, subject to plan and statutory limitations, if any.
8.06 Retiree Health Care
This section applies to retirees as of prior to May 1, 2018.

The Library currently offers a medical benefit program to its eligible retirees and, at the retiree’s expense, their spouse and dependents. This policy, and by extension the retiree medical program, incorporates the terms of the medical benefits program as included in the health insurance contracts for current employees at the time coverage begins for the retiree.

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

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

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

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

8.07 Social Security

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

Library employees are covered by the Library’s workers’ compensation insurance policy while employed by the Library. The policy covers employees in the event of a work related injury or illness and provides certain wage loss benefits for time lost from work and the cost of medical treatment in accordance with state law. This protection starts on the day you begin work. All work related injuries or illness must be immediately reported to your supervisor.

8.09 **Unemployment Compensation**

The Library participates in an unemployment insurance program and complies with statutory guidelines. Terminated employees are advised to refer questions of benefit eligibility to any office of the State of Michigan Employment Security Commission.

8.10 **Educational Assistance**

Staff is encouraged to be involved with professional associations and related activities. Further, the Library values ongoing education and participation in workshops, conferences and related activities. Accordingly, the Library will provide financial support for these types of professional development and educational pursuits, as set forth below.

Employees attending seminars, workshops, conferences and related professional activities will receive their regular pay provided proper approval is obtained prior to the absence. Requests to attend professional activities during work hours, with pay, and/or requests that the Library cover associated fees and costs, should be made in writing to the Library Director and should include:

1. A description of the event or activity
2. Date(s) the employee will be attending
3. Location
4. Costs associated with the event or activity, including registration, travel and estimated expenses
5. Other relevant information

Subject to budget considerations, in addition to other factors, full-time and regular part-time employees are also eligible to receive tuition assistance for job-related college-level courses. Full-time staff may be reimbursed for up to fifty percent (50%) of tuition costs and regular part-time employees may receive up to thirty percent (30%) reimbursement.

For both full- and regular part-time employees, tuition assistance will be provided for up to twelve (12) credit hours per year. Assistance is not provided for materials, registration fees, or other miscellaneous fees.

Further, for any employee utilizing this tuition assistance benefit, payment is contingent upon the employee signing a Tuition Reimbursement Agreement prior to course registration and upon successful completion of the course(s) taken, defined as follows:

- Technical or undergraduate level courses require a grade of 2.5 or higher.
- Graduate or post-graduate level courses require a grade of 3.0 or higher.
Full-time employees who have completed one year of service with the Library and are pursuing a Master’s Degree in an accredited ALA school of Library/Information Science may use up to four (4) hours of their weekly work time to attend courses. Employees desiring to utilize this benefit offering must receive prior approval of their supervisor and the Library Director to ensure proper scheduling and coverage.

To ensure reimbursement eligibility, employees should provide their Department Head with course content information in advance and obtain written confirmation that the course is considered job-related. Further, employees should confirm that educational reimbursement funds are available prior to course registration, as this benefit is subject to budgetary constraints and is not guaranteed.

All requests for assistance under this policy must be pre-approved in writing, by the Library.

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

The Library offers professional development and educational assistance benefits to encourage job-related training and education, and views this as an investment in its workforce. As such, an employee receiving tuition assistance is expected to remain in the employ of the Library for one (1) year following the completion of a course for which the Library has provided assistance. In the event an employee terminates his/her employment less than one (1) year after completing a course for which he/she received tuition assistance, the employee will be required to reimburse the Library in an amount equal to the tuition assistance, as set out in the Tuition Reimbursement Agreement signed by the employee.

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

8.11 Professional and Trade Associations

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

8.12 Cafeteria Plan

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

8.13 Miscellaneous Benefits

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

I acknowledge that I have been advised that the Library’s Personnel Policy Manual including Appendix A (FMLA Policy) and Appendix B (Staff Technology Policy), which was last revised on October 18, 2018, are located on the Orion Township Public Library Staff Intranet, to which I have access. I understand and agree that it is my responsibility to read and familiarize myself with the policies and procedures contained therein and that if there is any policy or procedure that I do not understand, it is my responsibility to seek clarification from the Library Director.

I agree to abide by the provisions in The Staff Technology Policy and the rules and regulations of the Library’s network user as stated in The Staff Technology Policy and in future revisions as notified, and I release the Library from any and all claims arising from my use, misuse or inability to use network resources.

I further understand that:

- When used herein, any reference to Manual includes Appendix A and Appendix B.

- The Library is an "at will" employer and as such employment with the Library is not for a fixed term or definite period and may be terminated at the will of either myself or the Library, with or without cause, and with or without prior notice, unless expressly prohibited by law.

- No representative of the Library (except the Library Director) has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the at-will status described above. Any such agreement modifying the at-will relationship must be in writing and signed by the Library Director.

- This Manual states the Library’s policies and practices in effect on the date of publication and that nothing contained in the Manual may be construed as creating a promise of future benefits or a binding contract with the Library for benefits or for any other purpose.

- These policies and procedures are continually evaluated and may be amended, modified, deviated from or terminated at any time, with or without notice, except as otherwise provided in the Manual.

- The Manual supersedes any prior Manual policies and/or procedures.

- The policies contained in the Manual are not intended to, will not be applied by the Library, and should not be construed by employees, to restrict employees from engaging in activity protected by the National Labor Relations Act or any other state or federal statute.

Employee’s Signature: __________________________  Date: ________________

Print Name: ________________________________
ACKNOWLEDGEMENT OF RECEIPT

I acknowledge receipt of the following plan documentation (please initial for each document received):

__________ Health insurance plan documents
__________ Retirement plan documents
__________ Life insurance description
__________ Short and long-term disability plan description

Employee’s Signature: ___________________________ Date: ________________

Print Name: ___________________________
APPENDIX A

Orion Township Public Library

FMLA Policy

Family and Medical Leave of Absence

The Family and Medical Leave Act (FMLA) provides eligible employees with unpaid leave for certain family and medical reasons. This policy sets out the employee’s rights and obligations.

A. **Employee Eligibility Criteria.** To be eligible for FMLA leave, you must be in a position covered under the FMLA and you must have been employed:

- for at least twelve months (which need not be consecutive);
- for at least 1250 hours during the 12 month period immediately preceding the commencement of the leave.

B. **Reasons for FMLA Leave.** Subject to the provisions of this policy and the Family and Medical Leave Act, an eligible employee may take leave for any one, or a combination of, the following reasons:

1. The birth of the employee’s child or to care for the newborn child;
2. The placement of a child with the employee for adoption or foster care or to care for the newly placed child.
3. To care for the employee’s spouse, child or parent (but not in-law) with a serious health condition; and/or
4. To care for the employee’s own serious health condition that makes the employee incapable of performing the functions of his or her job.
5. A qualifying exigency (as defined by the Department of Labor) arising out of the fact that the spouse, or a son, daughter, or parent of the employee is on covered active duty or call to covered active duty status in the Armed Forces.
6. Care of the employee’s spouse, child, parent, or next of kin (as defined by the Department of Labor) who is a covered servicemember.

As used in Section B, paragraphs 5 and 6 above, the following definitions apply:

(a) The term “covered active duty” means:

(i) in the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country; and

(ii) in the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty.
APPENDIX A

(b) The term “covered servicemember” means:

(i) a member of the Armed Forces (including a member of the National Guard or Reserves) who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or

(ii) a veteran who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness and who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the period of 5 years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy.

(c) The term “serious injury or illness” used in (b)i and ii above means:

(i) in the case of a member of the Armed Forces (including a member of the National Guard or Reserves), means an injury or illness that was incurred by the member in line of duty on active duty in the Armed Forces (or existed before the beginning of the member's active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating; and

(ii) in the case of a veteran who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the period of 5 years preceding the date of treatment, recuperation or therapy, means a qualifying (as defined by the Department of Labor) injury or illness that was incurred by the member in line of duty on active duty in the Armed Forces (or existed before the beginning of the member's active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that manifested itself before or after the member became a veteran.

C. Amount of Leave.

1. An eligible employee is entitled to up 12 workweeks of unpaid leave during a 12-month period for reasons 1-5 above.

2. An eligible employee is entitled to up to 26 workweeks in a single 12-month period to care for an injured or ill service member (reason 6 above). Provided, however, leave to care for an injured or ill service member, when combined with other FMLA qualifying leave (reasons 1-5), may not exceed 26 weeks in a single 12 month period. The single 12-month period is on a per-covered-servicemember, per-injury basis. If all of the 26 workweek entitlement is not used in the single 12-month period, the remaining leave entitlement is forfeited. This paragraph does not limit the availability of FMLA leave for reasons 1-5 during any other 12-month period.

D. Leave Period.

1. Reasons 1-5. The leave period for reasons 1-5 is a rolling 12-month period measured backward from the first day of the employee’s leave.
APPENDIX A

2. **Reason 6.** The single 12-month leave period for reason 6 will be measured beginning with the first day of leave taken and ending 12 months later.

E. **Birth, Care or Placement of Child.** The right to FMLA leave for the birth, care and/or placement of a child into an employee’s family may only be taken within the 12 months after the date of the birth or placement of the child.

F. **Spouses Working for the Library.** If both spouses are employed by the Library, the combined leave for either birth, care and/or placement of a child, or to care for the employee’s parent with a serious health condition shall not exceed 12 weeks. The combined leave for spouses working for the Library is limited to 26 weeks when leave is to care for an injured or ill service member, or such leave is taken in combination with leave for either birth, care and/or placement of a child, or to care for the employee’s parent.

G. **Intermittent Or Reduced Work Schedule Leave.**

1. **Definitions.** Under some circumstances, employees may take FMLA leave intermittently or on a reduced work schedule basis. Intermittent leave is leave taken in separate blocks of time. A reduced work schedule leave is a leave schedule that reduces an employee’s usual number of hours per workweek or hours per workday.

2. **Birth, Care or Placement of a Child.** In the case of unpaid leave for the birth, care or placement of a child, intermittent leave or working a reduced number of hours is not permitted, unless both the employee and the Library agree.

3. **Medical Necessity.** In the case of unpaid leave for serious health conditions, the leave may be taken intermittently or on a reduced hours basis only if such leave is medically necessary.

4. **Military Family Leave.** FMLA leave may also be taken intermittently or on a reduced hours basis for reasons relating to a family member’s qualifying exigency (reason 5) or when an employee needs to care for a family member who has incurred an injury or illness while on active duty (reason 6).

5. **Temporary Transfer of Position.** Where an employee requests intermittent leave or leave on a reduced hours basis, the Library has the option, in its sole discretion, to require the employee to transfer to a temporary alternative job for which the employee is qualified and which better accommodates the intermittent leave or reduced hours leave than the employee’s regular job. The temporary position will have equivalent pay and benefits as the employee’s regular job.

6. **Scheduling of Leave.** If an employee takes leave intermittently or on a reduced work schedule basis, the employee must, if possible, attempt to schedule the leave so as not to unduly disrupt operations.

H. **Written Application.** You should request FMLA leave by completing the Library’s Application for FMLA Leave form and submitting it to Human Resources. You can obtain one of these forms from Human Resources.
APPENDIX A

I. Employee Notice Requirement.

1. **Reasons 1 and 2.** When the necessity for leave under reasons 1 and 2 is foreseeable based on an expected birth or placement, the employee must provide Human Resources with at least 30 days advance notice, before the leave is to begin, of the employee’s intention to take leave, except that if the date the birth or placement requires leave to begin in less than 30 days, the employee shall provide such notice as is practicable and shall comply with the Library’s normal call-in procedure.

2. **Reasons 3, 4 and 6.** When the necessity for leave under reasons 3, 4 and 6, is foreseeable based upon planned medical treatment, the employee
   a) Shall make a reasonable effort to schedule the treatment so as to not unduly disrupt operations, subject to the approval of the applicable health care provider; and
   b) Shall provide not less than 30 days’ notice, before the date the leave is to begin, of the employee’s intention to take leave, except that if the date of treatment requires leave to begin in less than 30 days, the employee shall provide such notice as is practicable and shall comply with the Library’s normal call-in procedure.

3. **Reason 5.** When the necessity for leave under reason 5 is foreseeable, the employee shall provide such notice as is reasonable and practicable and shall comply with the Library’s normal call-in procedure.

J. Initial Documentation.

1. **Family Member Status.** When leave is taken to care for a family member, the Library may require the employee to provide documentation or statement of family relationship (e.g., birth certificate or court document).

2. **Medical Certification.** An application for FMLA leave based on reasons 3, 4 or 6 must, in addition to the “Application For FMLA Leave” form, be accompanied by the applicable “Certification of Health Care Provider” form. The certification must state the date on which the health condition commenced, the probable duration of the condition, and the appropriate medical facts regarding the condition. If the employee has a serious health condition, the certification must state that the employee cannot perform the functions of his or her job. If the Library receives a complete medical certification, it will limit its inquiries to the health care provider for clarification and authenticity.

3. **Qualified Exigency (Reason 5).** A request for leave for a qualified exigency (reason 5), must be supported by complete and sufficient certification as provided for on the “Certification of Qualifying Exigency for Military Family Leave” form.

K. Employee’s Reporting Requirements.

1. **Recertification and Periodic Reporting.** The Library may require an employee on FMLA leave to report periodically on his or her status and the intention of the employee to return to work, and also periodic recertification of the medical condition. The Library will notify the employee in writing of its initial requirement for medical certification. The Library will advise the employee of its need for additional medical certification in writing. Recertification is not required for Military Family Leaves (reasons 5 and 6).
APPENDIX A

2. **Change in Return to Work Date.** If the employee’s anticipated return to work date changes and it becomes necessary for the employee to take more or less leave than originally anticipated, the employee must provide Human Resources with reasonable notice of the employee’s changed circumstances and new return to work date. If the employee gives Human Resources notice of the employee’s intent not to return to work, the employee will be considered to have voluntarily resigned.

3. **Fitness for Duty Certification.** Before the employee returns to work from FMLA leave for the employee’s own serious health condition, the employee may be required to submit a fitness for duty certification from the employee’s health care provider, with respect to the condition for which the leave was taken, stating that the employee is able to resume work.

FMLA leave or return to work may be delayed or denied if the appropriate documentation is not provided in a timely manner.

L. **Use of Paid and Unpaid Leave.** Leave taken shall be charged first to accumulated and earned personal leave and, if this is insufficient, vacation time will be charged.

If the employee exhausts his/her earned and accumulated personal leave and vacation bank during the leave of absence, the remainder of the leave shall be unpaid. The employee shall continue to receive the benefits described in the Extended Leave policy during the leave of absence period.

The employee shall not suffer any loss of benefits or service credit which he/she accrued prior to the leave of absence.

The Library is responsible for designating if paid leave used by the employee counts as FMLA leave, based on information provided by the employee.

M. **Designation of Leave.** Human Resources will notify the employee that leave has been designated as FMLA leave, either upon the employee’s request or, if the Library believes the leave to be for an FMLA qualifying purpose. The Library may provisionally designate the employee’s leave as FMLA leave if the Library has not received medical certification or has not otherwise been able to confirm that the employee’s leave qualifies as FMLA leave. If the employee has not notified Human Resources of the reason for the leave, and the employee desires that leave be counted as FMLA leave, the employee must notify Human Resources as soon as practicable that the leave is/was for an FMLA reason. The employee will be expected to respond to reasonable employer inquiries designed to determine if the absence is potentially FMLA-qualified. Failure to provide timely notice or sufficient information may result in the delay or denial of FMLA coverage. In addition, if the Library determines that an employee’s leave was for an FMLA purpose, it may designate the leave as retroactive FMLA leave in appropriate circumstances in accordance with FMLA regulations.

N. **Maintenance of Health Benefits.** During FMLA leave an employee is entitled to continued group health plan coverage under the same conditions as if the employee was at work.

An employee on FMLA leave must continue making insurance premium payments to maintain insurance coverage, as must the Library. The employee and the Library will determine, prior to commencement of the FMLA leave, the method for the employee to pay his or her share of health insurance premiums while on unpaid FMLA leave. If the employee’s payment of health insurance premiums is more than 30 days late, the Library may discontinue health insurance coverage upon notice to the employee.
APPENDIX A

The Library’s obligation to maintain health benefits under FMLA will cease if and when an employee informs the Library of an intent not to return to work at the end of the leave period, or if the employee fails to return to work when the FMLA leave entitlement is used up.

O. **Return From FMLA leave.** Upon return from FMLA leave, the Library will place the employee in the same position the employee held before the leave or an equivalent position with equivalent pay, benefits and other employment terms and conditions.

P. **Limitations on Reinstatement.** An employee is entitled to reinstatement only if he/she would have continued to be employed had FMLA leave not been taken. Thus, an employee is not entitled to reinstatement if, because of a layoff, reduction in force or other legitimate business reason, the employee would not have been employed at the time job restoration is sought.

In addition, the Library reserves the right to deny reinstatement to salaried, eligible employees who are among the highest paid 10 percent of the Library’s employees (“key employees”), if such denial is necessary to prevent substantial and grievous economic injury to the Library’s operations.

Q. **Failure to Return to Work Following FMLA Leave.** If the employee does not return to work following the conclusion of FMLA leave, the employee will be considered to have voluntarily resigned. The Library may recover, through deduction of accrued paid PTO or vacation or other means, premiums it paid to maintain health insurance coverage for an employee who fails to return to work from FMLA leave, unless the reason the employee does not return is due to (1) the continuation, recurrence or onset of a serious health condition that entitles the employee to leave under reasons 3 or 4, or (2) the continuation, recurrence or onset of a serious injury or illness of the family member when leave was taken for reason 6, or (3) other circumstances beyond the employee’s control.

R. **Conformance with FMLA.** The foregoing provisions are intended to comply with the Family and Medical Leave Act of 1993, as amended, and with Regulations promulgated, from time to time, by the Department of Labor. To the extent that any provision conflicts with the Act or Regulations, the Act and/or Regulations shall control.

S. **Reservation of Rights.** The Library reserves the right to exercise all rights accorded employers under the Act and Regulations, whether or not the policy specifically sets out those rights.
INTRODUCTION
Orion Township Public Library (OTPL) recognizes that technology is used to support patrons, facilitate inter library communications, and to access information necessary for job functions. It is a general policy that all technology is to be used in a responsible, efficient, ethical and legal manner.

As used in this contract "Network" refers to all technology devices administered by OTPL for the transmission or copying of data or information in text or graphic form, including, but not limited to, all computers, software, scanning devices, copiers and video equipment.

GENERAL RESPONSIBILITIES
In exchange for the privilege of using the technology resources either at OTPL or at any remote location, I understand and agree to the following:

The use of the technology is a privilege that may be revoked by Orion Township Public Library.

OTPL reserves the right to review any material stored in files to which users have access and to remove any material which the library, in Its sole discretion believes may be unlawful, indecent, obscene, pornographic, abusive, or otherwise objectionable. Staff will not use his or her approved computer account/access to obtain, view, download, or otherwise gain access to such materials.

All information services and features contained on OTPL or Network resources are intended for the private professional use of its registered users. Any use of these resources for commercial, profit, or other unauthorized purposes (ie. advertisements, political lobbying), in any form, is expressly forbidden.

USE
Network resources are intended for use exclusively by registered users. Staff is responsible for the use of his /her account/password and/or access privilege. Any problems that arise from the use of a staff member's account are the responsibility of the account holder. Use of an account by someone other than the registered account holder is forbidden and may be grounds for loss of access privileges. Any loss of security of an account or password should be reported immediately to an appropriate Network administrator.

Any misuse of the account may result in suspension of the account privileges and/or other disciplinary action as determined by OTPL. Misuse shall include, but not be limited to:
- intentionally seeking information on, obtaining copies of, or modifying nonpublic files or other data, or passwords belonging to other users;
- impersonating another user on the Network;
- disrupting the operation of the Network through abuse of the hardware or software;
- the transmission or duplication of any material which would constitute a violation of state or federal law, including, but not limited to, copyrighted material; harassing, abusive, threatening, indecent or obscene material; material protected as a trade secret; any defamatory matter or matter which would constitute an invasion of personal privacy; and any matter which would reasonably be considered to be discriminatory on the basis of sex, race, nationality origin or religion; interfering with the use of the Network by others;
- unapproved use of non-job-related communications during the work day;
- illegal installation of copyrighted software;
- unauthorized downloading, copying, or use of unlicensed or copyrighted software or documents;
- allowing anyone to use an account other than account holder;

Use of Network resources is intended for the following purposes:
APPENDIX B

- support of the library community
- professional growth
- general information
- development of knowledge and skills regarding use of telecommunications technologies.

OTPL does not warrant that the functions of the system will meet any specific requirements the user may have, or that it will be error free or uninterrupted. OTPL will not be liable for any direct or indirect, incidental, or consequential damages (including lost data, information, or time) sustained or incurred in connection with the use, operation, or inability to use the system. Use of any information obtained via the Network is at your own risk.

E-MAIL RESPONSIBILITIES
Staff will employ electronic mail on a daily basis at work as a tool for communications. OTPL may rely upon this medium to communicate information, and all staff with assigned e-mail accounts will be responsible for checking and reading messages daily.

Staff will diligently delete e-mail messages on a daily basis from the personal directory to avoid excessive use of the electronic mail disk space.

OTPL will periodically make determinations on whether specific uses of the technology are consistent with the acceptable use practice. OTPL reserves the right to log Internet use and to monitor electronic mail.

OTPL will periodically make backup copies of all staff files, documents, e-mail, bookmarks, and Internet activity for disaster recovery purposes. Staff will be aware that this information may remain accessible for periods up to or exceeding one year after it has been deleted from the Network. Any and all requests for this information by law enforcement will be handled in compliance with local, State and Federal laws, including the PATRIOT Act.

Staff may not transfer files, shareware, or other software from information services and electronic bulletin boards without the permission of an appropriate Network administrator.

Staff violating any provisions of this Technology Contract face disciplinary action for such violations. Depending upon the nature and severity of the violation, possible disciplinary action include:
- Staff may be banned from further use of the technology and may be required to attend additional training sessions as a precondition to continued use;
- Staff may be required to make full financial restitutions for any unauthorized expenses or damages incurred;
- OTPL may refer the matter to appropriate law enforcement authorities.

I agree to abide by the rules and regulations of OTPL network user as stated above and in future revisions as notified and release OTPL from any and all claims arising from my use, misuse or inability to use network resources.
Welcome to Your 8th District Update

Dear friend,

Greetings! I’m writing to keep you up-to-date on my activities in Washington representing our district. This inaugural newsletter contains news on important legislation affecting our community, and information on how my office can help you and your family. We’ll be sending a newsletter like this out every few weeks, and I hope you find it useful.

My job is to serve the people of the 8th Congressional district in our U.S. Congress, so please don’t hesitate to reach out to me to share your opinion, ask a question, or seek help dealing with a federal agency. We have opened two offices in the district, hired three representatives - one for each county in our district - and hired two caseworkers to address constituents’ Social Security, veterans, and immigration issues. My team and I are here for you.

Legislative Highlights

It's been a very busy three months as the new U.S. Representative for Michigan's 8th congressional district. Since taking office, I have been named to serve on the House Armed Services and Homeland Security Committees, and I’ve introduced or co-sponsored 56 pieces of legislation. You can view the full list here, but I’d like to highlight two bills in particular.

**The Protecting Pre-Existing Conditions and Making Health Care More Affordable Act.** This bill, which I helped introduce, would help lower premiums and strengthen protections for those with pre-existing conditions. My mother passed away in 2011 from ovarian cancer after struggling for years to access health care due to her pre-existing condition. Improving access to affordable health care is a top priority for me, and I promise to fight hard to pass this important bill.

**The For the People Act.** This critically important bill would strengthen our democracy by expanding voting times and registration access, strengthening campaign finance disclosures and government ethics rules, and enhancing voting rights. I introduced an amendment to the bill that would close a loophole in our current finance laws that allows foreign governments and foreign nationals to influence American elections through campaign ads.

In The Community

In my first months in office, I’ve had a wonderful time getting to know more people in our district, with over 35 events -- from attending a fantastic musical theater production at Brighton High School to meeting with the Chamber of Commerce in Lansing. I also
hosted a public forum in Lansing on H.R. 1 and voting rights, and a town hall in Rochester on health care and prescription drugs. If you missed those events, you can read about them (or even watch them) below.

Watch HR1 Forum.

Watch Rochester Town hall.

Congresswoman Slotkin speaks to constituents at first town hall in Rochester Hills.

News from Our District:

Our caseworkers recouped **$26,600** for constituents from federal agencies in February and March.

If you're having an issue with Social Security, Medicaid/Medicare, veterans' benefits or a federal agency, please call our office at 517.993.0510 and ask to speak with a caseworker.

Upcoming Events:

We're planning our in-district coffee hours and our next town hall later this spring. Check out upcoming events and our social media for more details, coming soon!

Follow us on Social Media:
Table of Contents

Department Updates ................................. 2, 3
New Collections........................................ 4
Staff Development.................................. 4
Technology .......................................... 4
Volunteer Highlights ............................... 5
Friends of the Library .............................. 5
New Staff, Department Heads ..................... 6
Board of Trustees.................................... 6
Budget Highlights.................................. 7
Strategic Plan........................................ 7
Library Statistics .................................... 8
2018 Donors ......................................... 9

Mission
To serve and engage a thriving community of lifelong learners.

Vision
Be known for more than books.
DEPARTMENT HIGHLIGHTS

The library hosted two traveling exhibits this year – Hemingway’s Years in Michigan from the Clarke Historical Library, and World War I and America from the Gilder Lehrman Institute of American History.

A monthly series of Community Conversations was started consisting of discussions and presentations about social justice topics, in partnership with the Lake Orion United Methodist Church.

The first Repair Café was held in April which was very well received by the community with many items successfully repaired. We held a second event in November.

Paranormal Michigan, a presentation about haunts in Michigan held in October, was one of the most popular programs of the year.

The library-wide Star Wars Day, Summer Reading Kickoff, and Winter Workshop were also very well attended.

260 adults participated in the Adult Summer Reading program this year.

The Outreach Department started a successful Senior Summer Reading program and continued to participate in the Orion Center’s Winter Challenge.

Staff delivered books to over 30 homebound patrons and hosted programs at several of Orion’s senior living communities.

In conjunction with the Orion Art Center, staff initiated a program to have local artists decorate our eight little libraries – the newly painted libraries will be on display in 2019.

The library received the Library Soup Grant from the Michigan Library Association for a video game coding class in summer 2018. The library also received a Best Buy Community Grant which funded Think Link After School, which in partnership with the Lake Orion Community Schools bussed 6th graders to the library on Mondays for an after school program.
Some of the most successful teen programs throughout 2018 were Dungeons and Dragons, Video Game Cooking, and the annual Haunted House, which attracted 723 patrons and 40 teen volunteers.

307 teens participated in the Summer Reading Program, an increase of 9% over 2017. The teens completed 3,663 hours of reading.

5th grade Battle of the Books was yet another successful run with 166 students participating in the program. The battle took place on Saturday, March 10 with 39 teams participating. We welcomed author Margaret Peterson Haddix, who wrote *Found*, at the Battle Awards Ceremony.

Rain did not keep families away for our 2018 Summer Reading Kickoff this year with 873 people attending the party in June. We simply moved the activities inside. Throughout the summer, a total of 797 kids participated in the program and recorded 237,097 minutes of reading. We held 75 programs during the summer months with 2,858 people in attendance.

This past summer we also received a Recreation Assistance Grant through Oakland County Parks, providing us with bouncers for a fun summer festival in July.

Our 1000 Books Before Kindergarten continued to be popular in 2018. 250 children were signed up in 2018 with 15 participants completing the program. We also added a continuation reading program for children in grades K-5 called 500 Books By 5th. 31 children signed up for this program in 2018 and continue to reach for their goal of 500 more books read by the time they finish 5th grade.

We debuted a new Winter Reading Challenge Bookmark in December that challenged children to read for at least 15 minutes a day for at least 15 of the days of December. 195 kids participated in this challenge.

Finally, we designed a new library card with the help of artist Alec Longstreth just for kids in September. This new dragon card is available to any student attending a Lake Orion school or any kid under age 18, and is proving to be the popular design choice for kids!
NEW COLLECTIONS

In 2018, the Library added the following new collections to share in the community:

- Cake pans
- Jigsaw puzzles
- Videogame controllers and consoles
- Sewing machines
- Switch video games
- Graphing calculators
- Device charging cords

STAFF DEVELOPMENT

All library staff attended a full day in-service. In 2018, we teamed up with the staff of the Troy Public Library and learned together from multiple presentations and breakout sessions, including tours of the Troy Public Library.

In addition, many staff attended online webinars, in-person training sessions, and various conferences to learn new ways to provide a high-quality of library service to our community. Staff attended the Michigan Library Association’s Spring Institute and Annual Conference, the Innovative Users Group conference, various workshops and networking meetings, and numerous online training sessions.

TECHNOLOGY

The library upgraded its aging phone system to a new VOIP system.

New iPads were purchased for public circulation and for use by children in the Youth department.

Our “tech guy” Eric continued to offer one-on-one Tech Help on Thursday evenings at the library, where he answers any tech question you might have and helps many patrons with their tech needs.

The library partnered with ElectroCycle to host a Technology Recycling Day in October, collecting enough equipment to recycle from patrons to fill eight 4’ x 4’ x 4’ boxes.
VOLUNTEER HIGHLIGHTS

Little Library adopters keep our Little Libraries filled with a wonderful selection of materials for people to enjoy throughout the community, and volunteers ride along with our staff riding the Bookbike to promote the library out in the community.

Our outdoor gardens are beautiful and eye-catching thanks to our “Gardening Angel” volunteers that take great pride in planting, watering and maintaining such a welcoming space for everyone to enjoy.

We are proud of our relationship with Lake Orion High School’s National Honor Society (NHS), as they are instrumental in making our 5th Grade Battle of the Books event run so smoothly.

Many teen and adult volunteers contribute time to many popular programs and events including: Star Wars Day, Summer Reading Kickoff, Lego @ the Library, Haunted House and Winter Workshop. We even have volunteers that provide assistance offsite along with our Outreach staff at programs in the community.

In 2018, we had 184 teen and 93 adult volunteers for the library, contributing over 6,364 hours of volunteer service.

FRIENDS OF THE LIBRARY

Made up entirely of volunteers, the Friends supported over 100 programs and events for the Library this year.

To meet their fundraising goals, they held their annual Passport to Spring Gala, three used book sales, and a basket silent auction, as well as their ongoing book sales through Twice Told Tales in the library lobby.

Over $21,000 was donated to the Library by the Friends in 2018.

President               Marty Wheeler
Vice President          Don Walker
Secretary               Jan Thomas
Treasurer               Carla Tousley
Deputy Treasurer        Bob Bambach
Book Sale Chair         Steve Hoffman
Membership Chair        Carla Tousley
Fundraising Chair       Mary Duenow
PR/Marketing Chair      Jan Thomas
NEW STAFF

Below are the staff members that joined the Library team in 2018:

Holly Clarke, Hourly Librarian, Adult and Youth
John Jaklic, Hourly IT Assistant
Ashley Lehman, Youth Services Head
Dan Major, Teen Services Librarian
Kurt Schultz, Hourly Support Services Clerk

DEPARTMENT HEADS

Director: Karen Knox
Information Technology: Steve Saunders
Adult Services: Beth Sheridan
Youth Services: Deb Refior/Ashley Lehman
Support Services: Shannon Schmidt
Maintenance: Mike Morris

BOARD OF TRUSTEES

Your interests are represented by an elected six member Board of Trustees. The Board governs the library and is responsible for its annual operations and upkeep. Board members were re-elected in November 2016.

President: MaryAnne Thorndycraft
Vice President: Mary Pergeau
Secretary: Mike Luna
Treasurer: Jim Phillips
Trustee: Bert Quinn
Trustee: Jim Abramczyk
## BUDGET HIGHLIGHTS

<table>
<thead>
<tr>
<th>REVENUE</th>
<th>AMOUNT</th>
<th>% Budget</th>
<th>EXPENDITURE</th>
<th>AMOUNT</th>
<th>% Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Property Taxes</td>
<td>$ 2,183,146</td>
<td>89.87%</td>
<td>Personnel</td>
<td>$ 1,498,293</td>
<td>67.11%</td>
</tr>
<tr>
<td>State Aid/Penal Fines</td>
<td>$ 100,561</td>
<td>4.14%</td>
<td>Library Materials</td>
<td>$ 227,748</td>
<td>10.20%</td>
</tr>
<tr>
<td>Interest/Dividend Income</td>
<td>$ 22,880</td>
<td>0.94%</td>
<td>Automation</td>
<td>$ 107,867</td>
<td>4.83%</td>
</tr>
<tr>
<td>Unrealized gain on investments</td>
<td>$ 12,733</td>
<td>0.52%</td>
<td>Operating Expenses</td>
<td>$ 244,829</td>
<td>10.97%</td>
</tr>
<tr>
<td>Fines &amp; Fees</td>
<td>$ 51,910</td>
<td>2.14%</td>
<td>Utilities</td>
<td>$ 45,961</td>
<td>2.06%</td>
</tr>
<tr>
<td>Donations/Grants</td>
<td>$ 29,842</td>
<td>1.23%</td>
<td>Capital Improvement/Professional Services/Property Tax Tribunal</td>
<td>$ 107,970</td>
<td>4.83%</td>
</tr>
<tr>
<td>Other</td>
<td>$ 28,235</td>
<td>1.16%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>$ 2,429,307</td>
<td>100%</td>
<td><strong>TOTAL</strong></td>
<td>$ 2,232,668</td>
<td>100%</td>
</tr>
</tbody>
</table>

| Fund Balance beginning      | $ 2,239,506 |          | Net Change in Fund Balance       | $ 196,639 |          |
| Fund Balance ending         | $ 2,436,145 |          |                                  |          |          |

## STRATEGIC PLAN

In 2018, we started our new Strategic Plan, focusing on the following areas: Exceptional Resources, Community Awareness, Customer Satisfaction, and Easy & Convenient Library Access.

With this new plan, we worked toward being the best library for the Orion Township community. As noted earlier in this report, we offered a variety of exceptional resources, unique offerings for our community in terms of services, collections, and programs. Through community partnerships, we also offered a number of programs throughout the community to raise awareness about what the library offers, including seasonal events with our Bookbike. With an increase of staff engagement through social media, surveys done by our board of trustees, and ongoing staff training, we strive to provide a high level of customer satisfaction. We began some basic renovations in our main Meeting Room near the end of the year as well, painting the walls, with the carpet replaced in early 2019. We added a hopscotch memorial near our back gardens in memory of former staff member, Gina Bucalo-Crowther, and we look forward to all using it to play for years to come. Through the budgeting process for 2019, we were able to plan for reopening the library on Sunday afternoons.

We will continue to work toward these focus areas for the next two years.
## Library Collection

<table>
<thead>
<tr>
<th>Category</th>
<th>Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>Print</td>
<td>95,832</td>
</tr>
<tr>
<td>Audio</td>
<td>4,467</td>
</tr>
<tr>
<td>Video</td>
<td>18,736</td>
</tr>
<tr>
<td>E-books</td>
<td>72,450</td>
</tr>
<tr>
<td>E-audiobooks</td>
<td>28,119</td>
</tr>
<tr>
<td>Other</td>
<td>12,406</td>
</tr>
</tbody>
</table>

**TOTAL**: 194,000

## Library Usage

<table>
<thead>
<tr>
<th>Category</th>
<th>Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>Library visitors (Main Library)</td>
<td>182,913</td>
</tr>
<tr>
<td>Library visitors (Orion Center)</td>
<td>4,518</td>
</tr>
<tr>
<td>Total items checked out</td>
<td>480,108</td>
</tr>
<tr>
<td>New library cards issued</td>
<td>2,095</td>
</tr>
<tr>
<td>Total # of library card holders</td>
<td>33,244</td>
</tr>
<tr>
<td># of Adult programs</td>
<td>426</td>
</tr>
<tr>
<td>Adult program attendance</td>
<td>5,011</td>
</tr>
<tr>
<td># of Teen programs</td>
<td>73</td>
</tr>
<tr>
<td>Teen program attendance</td>
<td>1,825</td>
</tr>
<tr>
<td># of Youth programs</td>
<td>293</td>
</tr>
<tr>
<td>Youth program attendance</td>
<td>10,124</td>
</tr>
<tr>
<td>Meeting room bookings</td>
<td>1,489</td>
</tr>
<tr>
<td>Website hits (desktop)</td>
<td>136,436</td>
</tr>
<tr>
<td>Website hits (mobile)</td>
<td>95,462</td>
</tr>
<tr>
<td>Computer sign ups</td>
<td>19,469</td>
</tr>
<tr>
<td>Wireless users</td>
<td>17,018</td>
</tr>
<tr>
<td># of volunteer hours</td>
<td>6,364</td>
</tr>
<tr>
<td># Notarized documents</td>
<td>449</td>
</tr>
<tr>
<td># ThinkLink requests for books</td>
<td>146</td>
</tr>
<tr>
<td>ThinkLink visits</td>
<td>186</td>
</tr>
<tr>
<td>ThinkLink attendance</td>
<td>9,245</td>
</tr>
</tbody>
</table>
### 2018 Donors

<table>
<thead>
<tr>
<th>Name</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Terri and James Abramczyk</td>
<td>Matthew Rizor</td>
</tr>
<tr>
<td>Jill Banaszynski</td>
<td>Frederick Roberts</td>
</tr>
<tr>
<td>Anne Barnard</td>
<td>William Rudaitis</td>
</tr>
<tr>
<td>Helen Barnes</td>
<td>Shannon Schmidt</td>
</tr>
<tr>
<td>James &amp; Carol Bartunek</td>
<td>Beth Sheridan</td>
</tr>
<tr>
<td>Joyce Becker</td>
<td>Matthew &amp; Deborah Smith</td>
</tr>
<tr>
<td>Clay &amp; Sherry Berkley</td>
<td>Debbie Stephen</td>
</tr>
<tr>
<td>Joan Birnie</td>
<td>Edna Stephens</td>
</tr>
<tr>
<td>Bonk Family</td>
<td>Susan Taft</td>
</tr>
<tr>
<td>Mike &amp; Julie Brinkmann</td>
<td>MaryAnne Thorndycraft</td>
</tr>
<tr>
<td>Anne &amp; Rob Burns</td>
<td>Kate &amp; Craig Thornton</td>
</tr>
<tr>
<td>Amy Carrier</td>
<td>Suzanne Tison</td>
</tr>
<tr>
<td>Mark Carter</td>
<td>Friends of the Orion Township Public Library</td>
</tr>
<tr>
<td>Jim Childers</td>
<td>Ava Turnbull</td>
</tr>
<tr>
<td>DPW Employees. City of Auburn Hills</td>
<td>Kelly Walton</td>
</tr>
<tr>
<td>Laurel Dancoe</td>
<td>Tom &amp; Maureen Wightman</td>
</tr>
<tr>
<td>Dipzinski Family</td>
<td>Margie Wood</td>
</tr>
<tr>
<td>Edwardsburg Education Association</td>
<td>Halli Zalesin</td>
</tr>
<tr>
<td>Michael &amp; Joanne Evola</td>
<td>Arni &amp; Paula Zalesin</td>
</tr>
<tr>
<td>Anthony Gismondi</td>
<td>Monica Zalewski</td>
</tr>
<tr>
<td>Mary Gleason</td>
<td>Mary Zednik</td>
</tr>
<tr>
<td>Mr. &amp; Mrs. Francis Granit</td>
<td></td>
</tr>
<tr>
<td>Carol Hermann</td>
<td></td>
</tr>
<tr>
<td>The Jackson Family</td>
<td></td>
</tr>
<tr>
<td>Doris Knox</td>
<td></td>
</tr>
<tr>
<td>Karen Knox</td>
<td></td>
</tr>
<tr>
<td>GFWC - Lake Orion</td>
<td></td>
</tr>
<tr>
<td>Greg and Mary Landry</td>
<td></td>
</tr>
<tr>
<td>Amy Lenard</td>
<td></td>
</tr>
<tr>
<td>Alice Lewis</td>
<td></td>
</tr>
<tr>
<td>Lhota Family</td>
<td></td>
</tr>
<tr>
<td>Deborah Lopez</td>
<td></td>
</tr>
<tr>
<td>Laurence and Linda Matola</td>
<td></td>
</tr>
<tr>
<td>Paula McClellan</td>
<td></td>
</tr>
<tr>
<td>Megan Meganck</td>
<td></td>
</tr>
<tr>
<td>Tracy Mentier</td>
<td></td>
</tr>
<tr>
<td>Pam Murphy</td>
<td></td>
</tr>
<tr>
<td>Maurice and Carla Nolin</td>
<td></td>
</tr>
<tr>
<td>Tatiana Panina</td>
<td></td>
</tr>
<tr>
<td>Linda Pannuto</td>
<td></td>
</tr>
<tr>
<td>James Phillips</td>
<td></td>
</tr>
<tr>
<td>Jessica Rico</td>
<td></td>
</tr>
<tr>
<td>Phillip Rico</td>
<td></td>
</tr>
</tbody>
</table>
Emergency Action Plan to Appoint an Acting Director

Last Updated: April 18, 2019

In the case of a temporary absence:
1. Notify Trustees
2. Take formal action by Board to appoint Acting Director
3. Set compensation for Acting Director
4. The President of the Board is the chief spokesperson

Immediate replacement – Acting Director:
**Steve Saunders, Head of Information Technology**

Contact Information:  
Steve Saunders  
Cell Phone: 586-215-5061  
Work Phone: 248-693-3000 Ext. 440

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

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

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

Chain of command:  
Library Board President, Vice President, Secretary, Treasurer, Trustees
Acting Director
Library Department Heads:
   IT
   Support Services
   Adult/Outreach/Teen
   Youth
   Maintenance
   Library Staff

Review this procedure annually, each August of the year.