

Rochester Hills Public Library
500 Olde Towne Road, Rochester, MI

Mission:

Rochester Hills Public Library empowers people to explore and create with resources that enlighten, educate, entertain, and inform.

January 14, 2025 - 7:00pm

Agenda

- I. Call to order of the regular meeting
- II. Public Comments*
- III. Approval of the Agenda
- IV. Minutes of regular meeting on December 10, 2024
- V. Treasurer's Report for December 2024
- VI. Monthly bills for December 2024 in the amount of \$393,542.71
- VII. Communications
 - a. Customer Comments
 - b. Press Coverage
- VIII. Reports
 - a. Library Director
 - b. Statistical Report
 - c. 2024 RHPL Strategic Plan Year-End Update
- IX. Committee Updates
 - a. Finance
- X. Other Business
 - a. Update on library agreement contracts with community partners
- XI. Board Comments
- XII. Questions and Comments from the Liaisons
- XIII. Adjournment

*Each individual shall state their name, municipality, and will be permitted 3 minutes of comment time.

Minutes



ROCHESTER HILLS
PUBLIC LIBRARY

**Rochester Hills Public Library
Board of Trustees Meeting**

December 10, 2024

- I. The Board of Trustees of the Rochester Hills Public Library held a regular meeting on Tuesday, December 10, 2024. The President called the meeting to order at 7:01 pm in the boardroom of the library. The presiding officer was Melinda Deel.

A quorum of the board was present including Bob Bonam, Melinda Deel, Anne Kucher, Madge Lawson, and Harper West.

Julianne Reyes was absent with prior notice given.

Guests included Library Director Juliane Morian, City of Rochester Liaison, Lauren Coleman, and Oakland Township Library Board President, Jim Kiefer.

Additional members of the Oakland Township Library Board present at the meeting included Margaret Willard-Taub, David Youngman, and Kristin Syverson.

Additional staff present at the meeting included Sara Pinkham-Jones, Early Literacy Outreach Librarian.

Four additional members of the public were in attendance.

- II. Public Comments

- A. Scott Votaw, a resident of Rochester Hills, commented on the early literacy vehicle replacement plan and was concerned that it was not a good investment.

- III. Approval of Agenda

- A. On a motion by Ms. West, which Ms. Lawson seconded, the board unanimously approved the agenda as presented.

- IV. Early Literacy Mobile Outreach recommendation

- A. Ms. Morian led the board through additions to the summary document that the board reviewed last month regarding a bookmobile replacement. It chronicled the history of the early literacy outreach service and provided new analysis on options for continuing the service with various models of implementation.
- B. Ms. Morian introduced Sara Pinkham-Jones, Early Literacy Outreach Librarian to answer specific questions the board had.
 1. Ms. Pinkham-Jones answered questions about the capacity of the bookmobiles, shelving height, and what a day in the life of an early literacy librarian looked like.
 2. Ms. Pinkham-Jones, introduced Kendra Barnett who is a faculty member at Oakland University and oversees one of the sites that RHPL visits, the Lowry Center. Ms. Barnett said that RHPL's commitment to early literacy is exceptional

and sets the standard that other public libraries aspire to reach. As a caregiver she was able to comment on the positive impact she sees in the lives of children who use the early literacy bus. As a researcher in this field, she said she believes the Rochester Hills Public Library is following best practices prescribed by early literacy professionals regarding the importance of building reading comprehension skills and borrowing books from a library even at a young age.

- C. On a motion by Mr. Bonam, which was seconded by Ms. Lawson, the board unanimously approved spending up to \$200,000 on a new early literacy bookmobile manufactured by the vendor Winnebago, with no additional discussion.

V. Minutes

- A. On a motion by Mr. Bonam, which Ms. Kucher seconded, the board unanimously approved the regular meeting minutes from November 12, 2024 with no discussion.

VI. Treasurer's Report was reviewed and filed.

VII. Monthly Bills

- A. On a motion by Mr. Bonam, which Ms. Kucher seconded, the board unanimously approved paying the monthly bills for November 2024, which totaled \$886,054.38
 - 1. Ms. Morian commented that bills for December were unusually high because of the final payment due on the remodeling project for the second floor of the library.
 - 2. Ms. West inquired about the two entries for postage in the amount of \$15,000. Ms. Morian stated that RHPL pays for bulk mailing postage costs by maintaining a deposit of funds at the post office. This amount appears twice on the check registrar because the first is actually a voided check that was reissued later.

VIII. Communications

- A. The board reviewed and filed the communications with no significant discussion.

IX. Director's Reports

- A. The board reviewed and filed the director's report and statistical report with minor discussion regarding the preference for the Finance Committee to review investment options for the new revenue anticipated with the new millage in early 2025.

X. Committee Reports

- A. Nominating committee - Ms. Kucher reported that the nominating committee included Mr. Bonam, Ms. West, and herself. The committee met to discuss a slate of officers to propose for the RHPL Annual Meeting in January 2025. The proposed slate is:
 - 1. President - Bob Bonam
 - 2. Vice-President - Melinda Deel
 - 3. Treasurer - Anne Kucher
 - 4. Secretary - Julianne Reyes

XI. Other Business

- A. Ms. Morian presented a draft of proposed changes to the RHPL Board of Trustee Bylaws on November 25, 2024, more than the 10 days notice required. The board reviewed one proposed change: to strike a phrase that limits the millage amount to 1.0 mills that the board can appropriate on an annual basis.
- B. On a motion by Mr. Bonam, seconded by Ms. Lawson, the board unanimously adopted the change and removed the phrase that limits the millage amount to 1.0 mills, with no additional discussion.
- C. The board reviewed a draft planning calendar for 2025.
 - 1. On a motion by Mr. Bonam, which was seconded by Ms. Kucher, the board unanimously approved closing early on Friday, January 17th at 5:00pm in order to set up for one hour before the Winter Wonder Library event that begins that night at 6:00pm.

XII. Board Comments

- A. Ms. Deel welcomed the Oakland Township Library Board members present, and offered introductions to everyone in the room.
- B. Ms. Kucher extended gratitude to the hard work of Ms. Morian in a momentous year that ushered in major events and projects such as securing a new millage, celebrating the centennial year, and remodeling portions of the library.
- C. Ms. Deel also thanked Ms. Morian for her hard work in 2024 and stated that she has been very grateful to serve as the RHPL Board President in 2024 and commented that it has been a very fulfilling role for her.

XIII. Questions and Comments from the Liaisons

- A. Ms. Coleman stated that she has updated the Rochester City Council regarding library operations. That being said, she said there was no update from the Rochester City Council regarding the new library agreement.
- B. Mr. Kiefer stated that his board members have been officially sworn in as elected officials within the township, their first meeting will take place in January, and they are looking forward to exploring next steps with the library service agreement.

XIV. The regular meeting adjourned at 8:09 pm

Anne Kucher, Secretary

Treasurer's Report



ROCHESTER HILLS
PUBLIC LIBRARY

ROCHESTER HILLS PUBLIC LIBRARY
Balance Sheet
December 31, 2024

ASSETS

Current Assets

Circ Registers/Coin	\$	2,020.00	
PNC			
Payroll - PNC		9,185.36	
Operating - PNC		95,504.01	
UBS			
Operating - UBS		3,567,354.98	
Plant		676,831.82	
Roof		0.00	
Self-Insurance		8,031.41	
Vanguard		17,060.42	
Total Current Assets			4,375,988.00

Other Current Assets

Prepaid Expenses		41,796.18	
Taxes Receivable		4,579,929.08	
Total Other Current Assets			4,621,725.26

TOTAL ASSETS	\$	8,997,713.26	
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LIABILITIES AND FUND BALANCE

Current Liabilities

Accounts Payable	\$	31,178.68	
Staff Cash (pop cans)		20.94	
Accrued Wages		59,413.73	
Medicare W/H Payable		654.09	
FICA W/H Payable		2,796.78	
Flexible Spending W/H Payable		602.29	
Supplemental Ins W/H Payable		530.16	
Deferred Income - Roch Hills		5,267,500.00	
Deferred Income - Rochester		304,769.71	
Deferred Income - Oakland Twp		259,762.04	
Total Current Liabilities			5,927,228.42

Fund Balance

Fund Balance-Unrestricted		1,914,386.39	
Fund Balance - Assigned		675,000.00	
Current Year Operations		481,098.45	
Total Fund Balance			3,070,484.84

TOTAL LIABILITIES & FUND BALANCE	\$	8,997,713.26	
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Rochester Hills Public Library
Budget vs Actual
For the Period January 1, 2024 through December 31, 2024

	Current Month	YTD Actual	YTD Budget	YTD Variance	Annual Budget
Revenues					
Rochester Hills	323	3,275,463	3,248,470	26,993	3,248,470
City of Rochester	0	592,521	575,500	17,021	575,500
Oakland Twp	0	1,021,440	1,038,000	(16,560)	1,038,000
State Aid	0	152,725	151,100	1,625	151,100
OTBS	0	155,365	155,365	0	155,365
Penal Fines	0	150,279	148,800	1,479	148,800
Fines and Fees	4,936	64,379	37,000	27,379	37,000
Interest	9,732	55,118	25,000	30,118	25,000
Gains/Losses	3,185	129,304	0	129,304	0
Designated Gifts	410	196,765	200,000	(3,235)	200,000
Undesignated Gifts	24,148	45,282	35,000	10,282	35,000
Undesignated Gifts-Friends	0	0	0	0	0
Grants	906	21,993	4,000	17,993	4,000
Miscellaneous Revenue	4,465	30,747	14,765	15,982	14,765
Transfer-ReservedOTBS	0	0	0	0	0
Transfer-ReservedPlant	0	0	0	0	0
Total Revenues	48,105	5,891,381	5,633,000	258,381	5,633,000
Expenditures					
Payroll	246,711	2,482,214	2,613,100	(130,886)	2,613,100
Employee Benefits	55,298	583,059	619,000	(35,941)	619,000
Books	17,096	276,927	357,200	(80,273)	357,200
Print Subscriptions	0	17,041	15,000	2,041	15,000
Electronic Materials	39,493	408,830	375,400	33,430	375,400
Innovative Items	1,700	15,688	16,000	(312)	16,000
Audiovisual	10,950	62,979	96,400	(33,421)	96,400
Bookmobile Operation	478	12,187	17,100	(4,913)	17,100
OTBS	536	3,709	6,500	(2,791)	6,500
Voice and Data Services	967	15,840	26,000	(10,160)	26,000
Utilities	16,525	187,858	173,000	14,858	173,000
Insurance	0	23,750	20,000	3,750	20,000
Professional/Contract Services	5,072	61,614	71,500	(9,886)	71,500
Supplies	6,305	32,818	31,900	918	31,900
Promotion and Printing	407	54,954	63,300	(8,346)	63,300
Mileage	184	2,757	4,000	(1,243)	4,000
Postage	15,732	51,683	22,000	29,683	22,000
Staff Development/Membership Programs	1,168	37,797	34,800	2,997	34,800
Facilities Maintenance	1,711	54,833	60,000	(5,167)	60,000
IT Maintenance	9,133	212,487	235,900	(23,413)	235,900
IT Maintenance	6,435	127,650	107,000	20,650	107,000
Staff/Volunteer Recognition	0	3,348	7,500	(4,152)	7,500
Gift and Grant Expense	814	7,412	0	7,412	0
Tax Tribunal Refunds	0	0	500	(500)	500
Equipment/Fixed Assets	0	10,045	76,300	(66,255)	76,300
Furnishings	0	411,993	0	411,993	0
Capital Improvements	26,629	250,806	483,600	(232,794)	483,600
Contingency	0	0	100,000	(100,000)	100,000
Total Expenditures	463,344	5,410,279	5,633,000	(222,721)	5,633,000
Revenue Over Expenditures	(415,239)	481,102	0	481,102	0

Monthly Bills



ROCHESTER HILLS
PUBLIC LIBRARY

Payment Information		
Payment Due Date	For online and phone payments, the deadline is 8pm ET.	
Jan 11, 2025		
New Balance	Minimum Payment Due	
\$7,052.64	\$70.00	
<p>LATE PAYMENT WARNING: If we do not receive your minimum payment by your due date, you may have to pay a \$39.00 late fee and your APRs may be increased up to the Penalty APR of 34.15%.</p> <p>MINIMUM PAYMENT WARNING: If you make only the minimum payment each period, you will pay more in interest and it will take you longer to pay off your balance. For example:</p>		
If you make no additional charges using this card and each month you pay...	You will pay off the balance shown on this statement in about...	And you will end up paying an estimated total of...
Minimum Payment	28 Years	\$22,110
\$283	3 Years	\$10,194
Estimated savings if balance is paid off in about 3 years: \$11,916		
If you would like information about credit counseling services, call 888-326-8055.		

Account Summary	
Previous Balance	\$7,425.73
Payments	- \$7,425.73
Other Credits	- \$493.90
Transactions	+ \$7,546.54
Cash Advances	+ \$0.00
Fees Charged	+ \$0.00
Interest Charged	+ \$0.00
New Balance	= \$7,052.64
Credit Limit	\$30,000.00
Available Credit (as of Dec 17, 2024)	\$22,947.36
Cash Advance Credit Limit	\$15,000.00
Available Credit for Cash Advances	\$15,000.00

Rewards Summary	Rewards as of: 12/17/2024	
Rewards Balance	Track and redeem your rewards with our mobile app or on capitalone.com	
\$904.07		
Previous Balance	Earned This Period	Redeemed this period
\$791.30	\$112.77	\$0.00

Account Notifications

Please check page 5 of this statement for your Account Notifications.


Pay or manage your account at capitalone.com

Customer Service: 800-867-0904

See reverse for Important Information



JULIANE T MORIAN
 ROCHESTER HILLS PUBLIC LIBRARY
 500 OLDE TOWNE RD
 ROCHESTER, MI 48307-2043



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Payment Due Date: **Jan 11, 2025**

Account ending in 9289

New Balance	Minimum Payment Due	Amount Enclosed
\$7,052.64	\$70.00	\$ _____

Capital One
 P.O. Box 4069
 Carol Stream IL 60197-4069-69

Please send us this portion of your statement and only one check (or one money order) payable to Capital One to ensure your payment is processed promptly. Allow at least seven business days for delivery.



How can I Avoid Paying Interest Charges? If you pay your New Balance in full by the due date **each month**, we will not charge interest on new transactions that post to the purchase balance. If you have been paying in full **without** Interest Charges, but fail to pay your next New Balance in full, we will charge interest on the unpaid balance. Interest Charges on Cash Advances and Special Transfers start on the transaction date. Promotional offers may allow you to pay less than the total New Balance and avoid paying interest on new transactions that post to your purchase balance. See the front of your statement for additional information.

How is the Interest Charge Determined? Interest Charges accrue from the date of the transaction, date the transaction is processed or the first day of the Billing Cycle. Interest accrues daily on every unpaid amount until it is paid in full. Interest accrued during a Billing Cycle posts to your account at the end of the Billing cycle and appears on your next statement. You may owe Interest Charges even if you pay the entire New Balance one month, but did not do so the prior month. Once you start accruing Interest Charges, you generally must pay your New Balance in full two consecutive Billing Cycles before Interest Charges stop being posted to your Statement. Interest Charges are added to the corresponding segment of your account.

Do you assess a Minimum Interest Charge? We may assess a minimum Interest Charge of \$0.00 for each Billing Cycle if your account is subject to an Interest Charge.

How do you Calculate the Interest Charge? We use a method called Average Daily Balance (including new transactions).

1. First, for each segment we take the beginning balance each day and add in new transactions and the periodic Interest Charge on the previous day's balance. Then we subtract any payments and credits for that segment as of that day. The result is the daily balance for each segment. However, if your previous statement balance was zero or a credit amount, new transactions which post to your purchase segment are not added to the daily balance.

2. Next, for each segment, we add the daily balances together and divide the sum by the number of days in the Billing Cycle. The result is the Average Daily Balance for each segment.

3. At the end of each Billing Cycle, we multiply your Average Daily Balance for each segment by the daily periodic rate (APR divided by 365) for that segment, and then we multiply the result by the number of days in the Billing Cycle. We add the Interest Charges for all segments together. The result is your total Interest Charge for the Billing Cycle.

The Average Daily Balance is referred to as the Balance Subject to Interest Rate in the Interest Charge Calculation section of this Statement.

NOTE: Due to rounding or a minimum Interest Charge, this calculation may vary slightly from the Interest Charge actually assessed.

How can I Avoid Membership Fees? If a Renewal Notice is printed on this statement, you may avoid paying an annual membership Fee by contacting Customer Service fewer than 40 days after the annual membership Fee was assessed to request that we close your account. To avoid paying a monthly membership Fee, close your account and we will stop assessing your monthly membership Fee.

How can I Close My Account? You can contact Customer Service anytime to request that we close your account.

How do you Process Payments? When you make a payment, you authorize us to initiate an ACH or electronic payment that will be debited from your bank account or other related account. When you provide a check or check information to make a payment, you authorize us to use information from the check to make a one-time ACH or other electronic transfer from your bank account. We may also process it as a check transaction. Funds may be withdrawn from your bank account as soon as the same day we process your payment.

How do you Apply My Payment? We generally apply payments up to your Minimum Payment first to the balance with the lowest APR (including 0% APR), and then to balances with higher APRs. We apply any part of your payment exceeding your Minimum Payment to the balance with the highest APR, and then to balances with lower APRs.

Billing Rights Summary (Does not Apply to Small Business Accounts)

What To Do If You Think You Find A Mistake On Your Statement: If you think there is an error on your statement, write to us at:
P.O. Box 30285, Salt Lake City, UT 84130-0285.

In your letter, give us the following information:

- Account information: Your name and account number.
- Dollar amount: The dollar amount of the suspected error.
- Description of Problem: If you think there is an error on your bill, describe what you believe is wrong and why you believe it is a mistake. You must contact us within 60 days after the error appeared on your statement. You must notify us of any potential errors in writing. You may call us or notify us electronically, but if you do we are not required to investigate any potential errors and you may have to pay the amount in question. We will notify you in writing within 30 days of our receipt of your letter. While we investigate whether or not there has been an error, the following are true:
 - We cannot try to collect the amount in question, or report you as delinquent on that amount. The charge in question may remain on your statement, and we may continue to charge you interest on that amount. But, if we determine that we made a mistake, you will not have to pay the amount in question or any interest or other fees related to that amount.
 - While you do not have to pay the amount in question until we send you a notice about the outcome of our investigation, you are responsible for the remainder of your balance.
 - We can apply any unpaid amount against your credit limit. Within 90 days of our receipt of your letter, we will send you a written notice explaining either that we corrected the error (to appear on your next statement) or the reasons we believe the bill is correct.

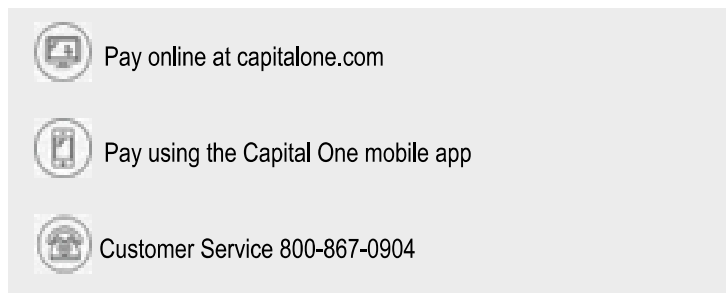
Your Rights If You Are Dissatisfied With Your Purchase: If you are dissatisfied with the goods or services that you have purchased with your credit card, and you have tried in good faith to correct the problem with the merchant, you may have the right not to pay the remaining amount due on the purchase. To use this right, the following must be true:

- 1) You must have used your credit card for the purchase. Purchases made with cash advances from an ATM or with a check that accesses your credit card account do not qualify; and
- 2) You must not yet have fully paid for the purchase.

If all of the criteria above are met and you are still dissatisfied with the purchase, contact us in writing at: P.O. Box 30285, Salt Lake City, UT 84130-0285. While we investigate, the same rules apply to the disputed amount as discussed above. After we finish our investigation, we will tell you our decision. At that point, if we think you owe an amount and you do not pay we may report you as delinquent.

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ETC-08 07/13/2023



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Customer Service 800-867-0904

Changing your mailing address?

You can change your address by signing into your account online or by calling Customer Service.

Any written request on this form will not be honored.

How do I Make Payments? You may make your payment in several ways:

1. Online Banking by logging into your account;
2. Capital One Mobile Banking app for approved electronic devices;
3. Calling the telephone number listed on the front of this statement and providing the required payment information;
4. Sending mail payments to the address on the front of this statement with the payment coupon or your account information.

When will you Credit My Payment?

- ◆ For mobile, online or over the phone, as of the business day we receive it, as long as it is made **by 8 p.m. ET**.
- ◆ For mail, as of the business day we receive it, as long as it is received **by 5 p.m. local time** at our processing center. You must send the bottom portion of this statement and your check to the payment address on the front of this statement. Please allow at least seven (7) business days for mail delivery. Mailed payments received by us at any other location or payments in any other form may not be credited as of the day we receive them.

Transactions

Visit capitalone.com to see detailed transactions.

JULIANE T MORIAN #9289: Payments, Credits and Adjustments

Trans Date	Post Date	Description	Amount
Nov 19	Nov 19	CAPITAL ONE ONLINE PYMTAuthDate 19-Nov	-\$7,425.73
Nov 22	Nov 25	SPECIALTY STORE SERVICES800-999-0771IL	-\$30.00

JULIANE T MORIAN #9289: Transactions

Trans Date	Post Date	Description	Amount
Nov 15	Nov 18	PAYPAL *ROCHROTCHAR4029357733CA	\$460.00
Nov 19	Nov 19	AMERLIBASSOC ECOMMERCE866-746-7252IL	\$1,290.00
Nov 22	Nov 23	ARCHIVAL METHODS585-334-7050NY	\$242.31
Nov 22	Nov 25	SPECIALTY STORE SERVICES800-9990771IL	\$713.48
Nov 26	Nov 29	OFFICE DEPOT #1170800-463-37680H	\$1,979.55
Dec 2	Dec 3	IN *ROCHESTER ROTARY CLUB248-6019500MI	\$81.00
Dec 4	Dec 6	ENGLISH GARDENSCLINTON TOWNSMI	\$30.75
Dec 7	Dec 9	Staples Incstaples.comMA	\$88.90
Dec 9	Dec 10	AMERICAN LIBRARY ASSOCIAT312-9446780IL	\$215.10
Dec 10	Dec 10	AMAZON RETA* ZR45X5X81WWW.AMAZON.COWA	\$43.40
Dec 10	Dec 11	Staples Incstaples.comMA	\$60.32
Dec 12	Dec 13	Staples Incstaples.comMA	\$36.92
Dec 13	Dec 14	AMZN Mktp US*ZX5WK6D00Amzn.com/billWA	\$47.58

JULIANE T MORIAN #9289: Total Transactions **\$5,289.31**

ALLISON SARTWELL #6129: Payments, Credits and Adjustments

Trans Date	Post Date	Description	Amount
Dec 9	Dec 9	ADOBE *ADOBE4085366000CA	-\$39.59

ALLISON SARTWELL #6129: Transactions

Trans Date	Post Date	Description	Amount
Nov 21	Nov 22	Hotmart Sci-Fi Loot - Mem312-5102623DE	\$15.00
Nov 21	Nov 22	Hotmart Fantasy Loot - Me312-5102623DE	\$15.00
Dec 3	Dec 4	AMAZON RETA* ZL8050252WWW.AMAZON.COWA	\$50.00
Dec 4	Dec 5	AMAZON RETA* ZL5TM1IL2WWW.AMAZON.COWA	\$50.00
Dec 9	Dec 10	CITY OF ROCHESTER PARKINGROCHESTERMI	\$4.25
Dec 9	Dec 11	MAIN STREET BILLARDSROCHESTERMI	\$25.00

ALLISON SARTWELL #6129: Total Transactions **\$159.25**

Transactions (Continued)

WENDY LEHMAN #9147: Payments, Credits and Adjustments

Trans Date	Post Date	Description	Amount
Nov 18	Nov 21	MEIJER STORE #057ROCHESTER HILMI	-\$6.44

WENDY LEHMAN #9147: Transactions

Trans Date	Post Date	Description	Amount
Nov 15	Nov 18	MEIJER.COM #057877-363-4537MI	\$49.38
Nov 19	Nov 20	LAKESHORE LEARNING MATER310-537-8600CA	\$49.96
Dec 4	Dec 5	CVS/PHARMACY #00445MACOMBMI	\$25.96
Dec 10	Dec 11	CVS/PHARMACY #08103HAZEL PARKMI	\$18.01
Dec 14	Dec 16	Spotify USA877-7781161NY	\$19.99

WENDY LEHMAN #9147: Total Transactions **\$163.30**

DEREK BROWN #8061: Payments, Credits and Adjustments

Trans Date	Post Date	Description	Amount
Nov 12	Nov 19	HILTON ADVPURCH8002367113MEMPHISTN	-\$417.87

DEREK BROWN #8061: Transactions

Trans Date	Post Date	Description	Amount
Nov 17	Nov 18	ZOHO* ZOHO-DESKWWW.ZOHO.COMCA	\$151.20
Nov 18	Nov 19	SOCKETLABS484-418-1285PA	\$63.96
Nov 25	Nov 26	USPS PO 2580700308ROCHESTERMI	\$48.55
Nov 27	Nov 27	SP FREEDOM SCI STORESTORE.FREEDOMFL	\$95.00
Nov 27	Nov 29	DIALPAD MEETINGS415-842-9989CA	\$254.40
Dec 2	Dec 3	BATTERY GIANT ROCHESTER248-7594231MI	\$14.75
Dec 3	Dec 4	STAMPS.COM855-608-2677TX	\$19.99
Dec 3	Dec 4	NATURALREADERS.COMRICHMONDBC	\$20.90
Dec 5	Dec 6	USPS STAMPS ENDICIA888-434-0055DC	\$400.00
Dec 11	Dec 12	STAMPS.COM855-608-2677TX	\$263.80
Dec 14	Dec 16	OPENAI *CHATGPT SUBSCRHTTSPOPENAI.CCA	\$20.00

DEREK BROWN #8061: Total Transactions **\$1,352.55**

MARY DAVIS #9241: Payments, Credits and Adjustments

Trans Date	Post Date	Description	Amount
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Transactions (Continued)

MARY DAVIS #9241: Transactions

Trans Date	Post Date	Description	Amount
Dec 5	Dec 6	CALENDLYHTTPSCALENDLYGA	\$12.00
Dec 6	Dec 9	VINCE & JOES GOURMET MARK586-786-9230MI	\$185.24

MARY DAVIS #9241: Total Transactions **\$197.24**

CAMILLE WESTMORE #4614: Payments, Credits and Adjustments

Trans Date	Post Date	Description	Amount
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CAMILLE WESTMORE #4614: Transactions

Trans Date	Post Date	Description	Amount
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STEVEN CLEMENT #7892: Payments, Credits and Adjustments

Trans Date	Post Date	Description	Amount
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STEVEN CLEMENT #7892: Transactions

Trans Date	Post Date	Description	Amount
Nov 25	Nov 26	BATTERY GIANT ROCHESTER248-7594231MI	\$339.90
Dec 9	Dec 10	AMZN Mktp US*ZR3ET9750Amzn.com/billWA	\$44.99

STEVEN CLEMENT #7892: Total Transactions **\$384.89**

ELIZABETH RACZKOWSKI #9004: Payments, Credits and Adjustments

Trans Date	Post Date	Description	Amount
------------	-----------	-------------	--------

ELIZABETH RACZKOWSKI #9004: Transactions

Trans Date	Post Date	Description	Amount
------------	-----------	-------------	--------

Total Transactions for This Period **\$7,546.54**

Fees

Trans Date	Post Date	Description	Amount
------------	-----------	-------------	--------

Total Fees for This Period **\$0.00**

Interest Charged

Interest Charge on Purchases	\$0.00
Interest Charge on Cash Advances	\$0.00
Interest Charge on Other Balances	\$0.00

Total Interest for This Period **\$0.00**

Transactions (Continued)

Totals Year-to-Date

Total Fees charged	\$0.00
Total Interest charged	\$0.00

Interest Charge Calculation

Your Annual Percentage Rate (APR) is the annual interest rate on your account.

Type of Balance	Annual Percentage Rate (APR)	Balance Subject to Interest Rate	Interest Charged
Purchases	25.74% P	\$0.00	\$0.00
Cash Advances	27.74% P	\$0.00	\$0.00

Variable APRs: If you have a letter code displayed next to any of the above APRs, this means they are variable APRs. They may increase or decrease based on one of the following indices (reported in The Wall Street Journal) as described below.

Code next to your APR(s)	How do we calculate your APR(s)?	When your APR(s) will change
P	Prime Rate + margin	The first day of the Billing Cycles that end in Jan., April, July and Oct.
L	3 month LIBOR + margin	
D	Prime Rate + margin	The first day of each Billing Cycle
F	1 month LIBOR + margin	

Account Notifications

- Renewal Notice - This periodic statement provides important information about your rate(s) and how your interest charge is calculated.
- You can find changes to your Rewards program by logging into your account and navigating to the Rewards FAQ section.



Protect yourself from scams.
 When dealing with uninvited contacts from people, businesses, or social networking sites, always use caution.

Scan this QR Code with your phone's camera to learn more or visit
www.capitalone.com/stopscams

530886-EN

ROCHESTER HILLS PUBLIC LIBRARY
Cash Disbursements Journal
For the Period From Dec 1, 2024 to Dec 31, 2024

Filter Criteria includes: Report order is by Check Number. Report is printed in Detail Format.

Date	Check #	Account ID	Account Descriptio	Line Description	Debit Amount	Credit Amount
12/10/24	73820	5703-00 1123-00	Legal Operating - PNC	Invoice: 118185 BEIER HOWLETT, PC	250.00	250.00
12/10/24	73821	5501-00 5501-00 1123-00	Water Water Operating - PNC	Invoice: 112724 Invoice: 112724 CITY OF ROCHESTER	214.21 574.64	788.85
12/10/24	73822	6200-11 1123-00	Teen Programs Operating - PNC	Invoice: 2053 DO ART PRODUCTIONS	495.00	495.00
12/10/24	73823	5703-00 1123-00	Legal Operating - PNC	Invoice: 3627684 DYKEMA GOSSETT PLLC	658.00	658.00
12/10/24	73824	6401-00 1123-00	Service Contracts Operating - PNC	Invoice: 189604 ROCKET ENTERPRISE INC	375.00	375.00
12/10/24	73825	5303-50 1123-00	Innovative Items Operating - PNC	Invoice: 120924 T-MOBILE	637.01	637.01
12/10/24	73826	5401-00 1123-00	Basic Phone Operating - PNC	Invoice: 9979849902 VERIZON WIRELESS	247.80	247.80
12/30/24	73827	5301-10 7001-01 5301-10 5301-50 5301-10 5301-50 1123-00	Adult Books Misc. Reimbursable Adult Books Materials Processing Adult Books Materials Processing Operating - PNC	ACT #C019265 ACT# L406562 ACT #L410629 PROCESSING ACT #L424469 PROCESSING THE BAKER & TAYLOR COMPANY	840.86 36.87 279.72 13.43 4,135.50 372.68	5,679.06
12/30/24	73828	5301-30 5301-50 5301-30 5301-50 5301-30 5301-50 1123-00	Outreach Books Materials Processing Outreach Books Materials Processing Outreach Books Materials Processing Operating - PNC	ACT #L534941 PROCESSING ACT #L395513 PROCESSING ACT #L449672 PROCESSING THE BAKER & TAYLOR COMPANY	95.96 14.31 596.28 60.83 20.77	284.37 503.78
12/30/24	73829	5301-20 5301-50	Youth Books Materials Processing	ACT #L554618 PROCESSING	1,492.33 103.67	

ROCHESTER HILLS PUBLIC LIBRARY
Cash Disbursements Journal
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Date	Check #	Account ID	Account Descriptio	Line Description	Debit Amount	Credit Amount
		1123-00	Operating - PNC	THE BAKER & TAYLOR COMPANY		1,596.00
12/30/24	73830	5306-10	Adult DVDs	CUSTOMER #2000005835-DVD	1,395.88	
		5303-11	Adult Audio-Music	CUSTOMER #2000005835-MUSIC	63.70	
		5303-10	Adult Audio-Kits-Gam	CUSTOMER #2000005835-AUDIO	583.87	
		5301-50	Materials Processing	PROCESSING	417.19	
		5306-10	Adult DVDs	CUSTOMER #2000005843-DVD	59.97	
		5301-50	Materials Processing	PROCESSING	14.37	
		5306-10	Adult DVDs	CUSTOMER #200014883-DVD	206.93	
		5301-50	Materials Processing	PROCESSING	60.38	
		1123-00	Operating - PNC	MIDWEST TAPE LLC		2,802.29
12/30/24	73831	5306-30	Outreach DVDs	CUSTOMER #2000005836-DVD	216.65	
		5301-50	Materials Processing	PROCESSING	24.90	
		5306-30	Outreach DVDs	CUSTOMER #2000005839-DVD	98.21	
		1123-00	Operating - PNC	MIDWEST TAPE LLC		339.76
12/30/24	73832	5306-20	Youth DVDs/Videos	CUSTOMER #2000005837-DVD	1,059.26	
		5303-20	Youth Audio	CUSTOMER #2000005837-AUDIO	195.93	
		5303-21	Youth Music	CUSTOMER #2000005837-MUSIC	11.99	
		5301-50	Materials Processing	PROCESSING	291.29	
		1123-00	Operating - PNC	MIDWEST TAPE LLC		1,558.47
12/30/24	73833	6501-00	Copier Contract/Main	Invoice: 2696804	1,957.54	
		1123-00	Operating - PNC	APPLIED INNOVATION		1,957.54
12/30/24	73834	6401-00	Service Contracts	Invoice: 44853	320.00	
		1123-00	Operating - PNC	AQUARIUM DESIGN & MAINTENANCE		320.00
12/30/24	73835	6200-40	Community Programs	Invoice: 122124	36.00	
		1123-00	Operating - PNC	ASCAP		36.00

ROCHESTER HILLS PUBLIC LIBRARY
Cash Disbursements Journal
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Date	Check #	Account ID	Account Descriptio	Line Description	Debit Amount	Credit Amount
12/30/24	73836	1144-00 1123-00	Prepaid Expenses Operating - PNC	Invoice: 3988 BOOKBROWSE	2,470.00	2,470.00
12/30/24	73837	5301-30 1123-00	Outreach Books Operating - PNC	Invoice: 2136532 CENTER POINT LARGE PRINT	146.82	146.82
12/30/24	73838	5306-82 1123-00	Oakland Talking Boo Operating - PNC	Invoice: 716269141 CENTURY LINK	1.61	1.61
12/30/24	73839	6401-00 1123-00	Service Contracts Operating - PNC	Invoice: 12685820 CERTASITE, LLC	680.05	680.05
12/30/24	73840	6401-00 1123-00	Service Contracts Operating - PNC	Invoice: 121824 TERRY CRUCE	270.00	270.00
12/30/24	73841	5202-40 1123-00	Other Dental Operating - PNC	Invoice: RIS0006135430 DELTA DENTAL PLAN OF MICHIGAN	1,725.27	1,725.27
12/30/24	73842	5503-00 1123-00	Electric Operating - PNC	Invoice: 121924 DTE ENERGY	13,306.89	13,306.89
12/30/24	73843	5301-30 5301-30 5301-30 5301-30 5301-30 5301-30 5301-30 1123-00	Outreach Books Outreach Books Outreach Books Outreach Books Outreach Books Outreach Books Outreach Books Operating - PNC	Invoice: 86002399 Invoice: 86025555 Invoice: 86031360 Invoice: 86050153 Invoice: 86067996 Invoice: 86073110 Invoice: 86073205 GALE/CENGAGE LEARNING	81.60 364.70 165.55 33.20 274.33 22.39 48.78	990.55
12/30/24	73844	5201-40 1123-00	Other Medical Operating - PNC	Invoice: 100011222268 HEALTH ALLIANCE PLAN	21,411.45	21,411.45
12/30/24	73845	5201-40 1123-00	Other Medical Operating - PNC	Invoice: 100011226547 ALLIANCE HEALTH AND LIFE	3,772.55	3,772.55
12/30/24	73846	1144-00 1123-00	Prepaid Expenses Operating - PNC	Invoice: 378-317 HOWELL NATURE CENTER	423.20	423.20

ROCHESTER HILLS PUBLIC LIBRARY
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Date	Check #	Account ID	Account Descriptio	Line Description	Debit Amount	Credit Amount
12/30/24	73847	5930-00 1123-00	General Printing Operating - PNC	Invoice: 2134 JM DESIGN & PRINTING SERVICES LLC	220.00	220.00
12/30/24	73848	5302-13 1123-00	Electronic Materials Operating - PNC	Invoice: 428258-PPU KANOPY INC.	726.75	726.75
12/30/24	73849	8002-00 1123-00	Capital Improvement Operating - PNC	Invoice: 5043 KAZAK BUILDING COMPANY, INC.	26,629.10	26,629.10
12/30/24	73850	5401-00 1123-00	Basic Phone Operating - PNC	Invoice: 34249365 LINGO COMMUNICATIONS	222.53	222.53
12/30/24	73851	5709-00 1123-00	Consultants Operating - PNC	Invoice: 121124 APRIL LUCAS	300.00	300.00
12/30/24	73852	6401-00 1123-00	Service Contracts Operating - PNC	Invoice: 8465 MCCLELLAND LANDSCAPE	1,120.20	1,120.20
12/30/24	73853	1144-00 1123-00	Prepaid Expenses Operating - PNC	Invoice: AR-133040 MCLS	5,744.68	5,744.68
12/30/24	73854	6401-00 1123-00	Service Contracts Operating - PNC	Invoice: 1094 MDS LANDSCAPE MAINTENANCE LLC	885.00	885.00
12/30/24	73855	6200-40 1123-00	Community Programs Operating - PNC	Invoice: 121124 MICHIGAN FLIGHT MUSEUM	125.00	125.00
12/30/24	73856	1144-00 1123-00	Prepaid Expenses Operating - PNC	Invoice: 102522 MICHIGAN SCIENCE CENTER	375.00	375.00
12/30/24	73857	5302-13 1123-00	Electronic Materials Operating - PNC	Invoice: 506412693 MIDWEST TAPE LLC	11,340.82	11,340.82
12/30/24	73858	6403-00 6403-00 1123-00	Misc Repairs Misc Repairs Operating - PNC	Invoice: 161569 Invoice: 161627 NATIONAL TIME & SIGNAL CORP	451.64 1,739.50	2,191.14
12/30/24	73859	5301-50	Materials Processing	Invoice: 1000413480	375.53	

ROCHESTER HILLS PUBLIC LIBRARY
Cash Disbursements Journal
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Date	Check #	Account ID	Account Descriptio	Line Description	Debit Amount	Credit Amount
		1123-00	Operating - PNC	OCLC, INC.		375.53
12/30/24	73860	5302-13	Electronic Materials	Invoice: 721MA24373456	2,218.54	
		5302-13	Electronic Materials	Invoice: 721SA24374486	2,627.20	
		5302-13	Electronic Materials	Invoice: 721SV24372947	2.99	
		5302-13	Electronic Materials	Invoice: 721SA24390195	7,741.65	
		1123-00	Operating - PNC	OVERDRIVE INC		12,590.38
12/30/24	73861	5303-22	Youth Kits	Invoice: 484280	2,614.84	
		1123-00	Operating - PNC	PLAYAWAY PRODUCTS		2,614.84
12/30/24	73862	1144-00	Prepaid Expenses	Invoice: 70876783	3,120.00	
		1144-00	Prepaid Expenses	Invoice: 70876783	6,300.00	
		1144-00	Prepaid Expenses	Invoice: 70878517	1,030.00	
		1144-00	Prepaid Expenses	Invoice: 70878517	6,800.00	
		1123-00	Operating - PNC	PROQUEST INFORMATION&LEARNING		17,250.00
12/30/24	73863	5306-80	Bookmobile Operatio	Invoice: 120624	392.55	
		1123-00	Operating - PNC	CITY OF ROCHESTER HILLS DPS		392.55
12/30/24	73864	6406-01	HVAC Repair	Invoice: INV01040533	370.00	
		1123-00	Operating - PNC	TECH MECHANICAL, INC.		370.00
12/30/24	73865	5401-00	Basic Phone	Invoice: 85859	225.02	
		1123-00	Operating - PNC	TELNET WORLDWIDE		225.02
12/30/24	73866	5301-80	Interlibrary Loan (ILL)	Invoice: zv787 5710.12924	21.11	
		1123-00	Operating - PNC	TROY PUBLIC LIBRARY		21.11
12/30/24	73867	5701-30	Collection Agency	Invoice: 6133596	315.20	
		5701-30	Collection Agency	Invoice: 6133607	65.00	
		1123-00	Operating - PNC	UNIQUE MANAGEMENT SERVICES INC		380.20

ROCHESTER HILLS PUBLIC LIBRARY
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Date	Check #	Account ID	Account Descriptio	Line Description	Debit Amount	Credit Amount
12/30/24	73868	5206-40 2168-00 1123-00	Other LTD Insurance Supplemental Ins W/ Operating - PNC	Invoice: 121924 Invoice: 121924 UNUM LIFE INSURANCE CO OF AMERICA	481.12 42.51	523.63
12/30/24	73869	6402-00 1123-00	Cleaning Supplies Operating - PNC	Invoice: 92797 VANGUARD CLEANING SYSTEMS	700.83	700.83
12/30/24	73870	5207-30 1123-00	Vision Insurance Operating - PNC	Invoice: 821874507 VISION SERVICE PLAN	279.78	279.78
12/30/24	73871	5301-20 1123-00	Youth Books Operating - PNC	Invoice: ARI0005419 WORLD BOOK INCORPORATED	1,259.00	1,259.00
12/30/24	73872	5502-00 1123-00	Gas Operating - PNC	Invoice: 121224 CONSUMERS ENERGY	2,429.14	2,429.14
12/30/24	73873	1144-00 1123-00	Prepaid Expenses Operating - PNC	Invoice: 1498 OPENSLOT THEATRE	390.00	390.00
12/13/24	EFTAZ121324	5807-00 5805-00 5301-10 5306-11 5301-20 6200-60 5303-50 5306-13 6200-10 6200-50 6200-50 6200-20 5940-00 5306-80 1123-00	Office Supplies IT Supplies Adult Books Teen Anime Youth Books Makerspace Program Innovative Items Teen & Adult Video G Adult Programs Systemwide Program Systemwide Program Youth Programs 3D Printing/Makerspa Bookmobile Operatio Operating - PNC	WWL CENTENNIAL AMAZON CAPITAL SERVICES	134.73 1,148.37 1,436.94 822.62 222.24 34.89 306.95 659.34 69.50 23.47 105.69 13.49 61.98	79.99 4,960.22
12/30/24	EFTVISA1230	6100-60 5302-13 6402-10	Workshops/Conferen Electronic Materials Maintenance Supplie			202.77 9.59 384.89

ROCHESTER HILLS PUBLIC LIBRARY
Cash Disbursements Journal
For the Period From Dec 1, 2024 to Dec 31, 2024

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Date	Check #	Account ID	Account Descriptio	Line Description	Debit Amount	Credit Amount
		6200-20	Youth Programs		156.86	
		5301-50	Materials Processing		90.98	
		5805-00	IT Supplies		14.75	
		6506-00	Software Support/Mai		256.06	
		6100-50	Professional Member		1,371.00	
		5807-00	Office Supplies		1,416.54	
		6200-10	Adult Programs		129.25	
		5402-00	Postage/Shipping		732.34	
		5802-00	Circulation Supplies		186.14	
		6200-30	Outreach Programs		12.00	
		5801-01	Copier Paper		1,979.55	
		5306-82	Oakland Talking Boo		534.64	
		1123-00	Operating - PNC	CAPITAL ONE BK(USA), NA		7,052.64
	Total				165,714.76	165,714.76

**Rochester Hills Public Library
Supplemental Information
December 2024**

Checks & EFT's - Operating Account***			180,138.04	
Payroll Account - Net Payroll			142,473.79	
Employee Benefit EFTs and Misc Debits -				
Payroll Taxes		46,165.07		
Employee FSA Debits - Wage Works		4,271.96		
Employer Pension Contributions - MERS		8,893.60		
Employee Deferred Contributions		8,649.33		
Bank/Merchant Fees		651.82		
ADP & WageWorks Fees		2,299.10		
Other				
		TOTAL	70,930.88	
		TOTAL CASH DISBURSEMENTS	\$ 393,542.71	
		***Adjustments to Accts. Payable	(14,423.28)	
		Total Cash Disbursement Report	165,714.76	
		November Stop Payment cleared in December	15,000.00	Post Office-Bulk Mail Account
		December credits to A/P	(576.72)	
		Difference	14,423.28	

Communications



ROCHESTER HILLS
PUBLIC LIBRARY



Date: _____

12/1/24

"The Luddites" concert

Comment Card

500 Olde Towne Road
Rochester, Michigan 48307-2043



Amazing Band - Thank you!!!

(Optional) Name: _____

Contact #: _____

Email: _____

For staff use only:



Date: 12/3/24

"Rosie the Riveter/
B-24 Bomber Plant"
program

Comment Card

500 Olde Towne Road
Rochester, Michigan 48307-2043



Rosie
Very good
Really Touched
My Heart
Very good Teacher

(Optional) Name: _____

Contact #: _____

Email: _____

For staff use only:



Date: 12/3/24

Comment Card

500 Olde Towne Road
Rochester, Michigan 48307-2043



Rosie / Willow Run
Best presentation I've seen here!
Inspirational!

(Optional) Name: _____

Contact #: _____

Email: _____

For staff use only:



Date: 12-03-24
 500 Olde Towne Road
 Rochester, Michigan 48307-2043

"Rosie the Riveter /
 B-24 Bomber Plant"
 presentation

Comment Card

f i t y in



EXCELLENT PRESENTATION!
LEARNED SO MUCH!
GREAT WOMEN

(Optional) Name: _____ Contact #: _____ Email: _____

For staff use only:



Date: 12/3/2024
 500 Olde Towne Road
 Rochester, Michigan 48307-2043

Comment Card

f i t y in



~~THE~~ CLAIRE (ROSIE THE RIVETER) DID A FANTASTIC
 JOB WITH HER PRESENTATION.
 MY MOM WAS A ROSIE THE RIVETER WHEN I WAS
 YOUNG.

(Optional) Name: _____ Contact #: _____ Email: _____

For staff use only:



Date: 12/05/2024
 500 Olde Towne Road
 Rochester, Michigan 48307-2043

Comment Card

f i t y in



The Sunday Concert program is great - It
 would be nice to have a proper auditorium for
 those and other events such as speakers.
 Convert into large - about the same seating capacity; perhaps
 the current space by raising ceiling, & sloped floor for
 tiers. Not fancy - no \$\$\$\$ bells & whistles

(Optional) Name: _____ Contact #: _____ Email: _____

For staff use only:

I spoke w/ Mary Davis, Head of Outreach re staffing expectations and safety. 12/18/24



ROCHESTER HILLS PUBLIC LIBRARY

1 person on at certain stops is acceptable given time of day and locations. This has been researched & recommended as the norm among Outreach Dept.'s in other libraries.

500 Olde Towne Road
Rochester, Michigan 48307-2043

Comment Card

Date 12/13/24

Several weeks ago I returned a book to mobile at Avondale Meadows and found Mary solo. As this was close to dark I'm concerned. You have to think about this practice. Absolutely unsafe and vulnerable (sp?). At the very least a pendant alarm system tied in with police. After dark Mary should have a partner. This goes for anyone on the track. Let's be careful

Optional: Name _____

Contact No. _____



ROCHESTER HILLS PUBLIC LIBRARY

500 Olde Towne Road
Rochester, Michigan 48307-2043

Comment Card

Date 12-21-24

BRICK BOOK -

Wonderful CLASS -
CLASS + SUPPLIES WERE WELL PREPARED.

THANK YOU -

Optional: Name _____

Contact No. _____



ROCHESTER HILLS PUBLIC LIBRARY

500 Olde Towne Road
Rochester, Michigan 48307-2043

Brick Book
12-21-24

Comment Card

Date 12-21-24

Thank You!
Had fun

Optional: Name _____

Contact No. _____



Brick Book
12-21-24

500 Olde Towne Road
Rochester, Michigan 48307-2043

Comment Card

Date 12/21/24

Such a fun activity! I would love to do this again
Thank you so much Maryd Holly! Perfect Job

Optional: Name

Contact No.



Brick Book
12-21-24

500 Olde Towne Road
Rochester, Michigan 48307-2043

Comment Card

Date 12-20-24

What a fun class. Great instructions & something
I can also do at home Thank you.

Optional: Name

Contact No.



Brick Book
12-21-24

500 Olde Towne Road
Rochester, Michigan 48307-2043

Comment Card

Date 12/21/24

Great class! Thank you for making
it so much fun!

Optional: Name

Contact No.



Brick Book
12-21-24

500 Olde Towne Road
Rochester, Michigan 48307-2043

Comment Card

Date 12-21-24

Really nice activity, very well planned with good presenters. Would be better maybe not Christmas week next time.

Optional: Name _____

Contact No. _____



ROCHESTER HILLS PUBLIC LIBRARY

500 Olde Towne Road
Rochester, Michigan 48307-2043

Date: 12-22-2024

Comment Card



Have we considered having stickers/candy for the desks to help crying children? I would love to see RHPL ~~add~~ stretch the giraffe stickers in general. There are likely a dozen graphic design students at oakland university/OCC who could use a big project to build their Portfolios we can utilize. OCC saw good success with this from their student population with Talon.

(Optional) Name: _____

Contact #: _____

Email: _____

For staff use only:

RHPL does have stickers (newly designed in 2025) to incentivize youth behavior. *Juliane*



ROCHESTER HILLS PUBLIC LIBRARY

500 Olde Towne Road
Rochester, Michigan 48307-2043

Date: 12-22-2024

Comment Card



I found my new job thanks to RHPL! I applied to 418 jobs since February, and the library staff has been crucial to my job hunt. They've helped me access job boards I never knew existed, revise my resume and LinkedIn profile, and point me to free online classes (like fundamentals of Python from Gale courses) that I've used to demonstrate knowledge proficiency in key interviews. Library staff also directed me to 'Michigan works!' for further resources and support. I have the best gift I could ask for ~~thank~~

(Optional) Name: _____

Contact # _____

Email: _____

For staff use only:

TO RHPL!



Lauren Bradley

6 reviews • 0 photos



1 week ago

NEW

This is one of the most helpful, beautiful and well stocked libraries I've ever seen, and I've seen many. Great job employees, keep doing what you're doing.



Rochester Hills Public Library

Owner

Yesterday

Thank you for your kind words, Lauren! We are happy to hear how much you enjoy your library and look forward to welcoming you back soon.

Google Reviews, December 31, 2024

Rochester Hills PUBLIC LIBRARY
DIRECTOR & BOB
500 Old Towne Road
Rochester MI

N. Cherup
P.O. Box 41132
Rochester MI
48307-0021

Dear DIRECTOR:

January 1, 2025

I have asked, in the past, for you to remove books with factually inaccurate information. You refused to do so calling the facts opinions and calling sloppy (perhaps deliberately so) research free speech.

Based then on the fairness doctrine, please invite Alex Berenson to speak on his book

TELL YOUR CHILDREN The truth about Marijuana, mental illness, and violence (with new material*)

See: The SIMON & SCHUSTER SPEAKER'S BUREAU
at 1-800-248-3049 or website:
www.simonspeakers.com.

Please note in all correspondence the amount of money you receive from the pot (THC) industry and drug industry in Tax dollars, subsidies and gifts (before + after THC legalization.).

Sincerely,
Nadia Cherup

Enclosures (2) BIRTH DEFECT Warning
Acknowledgment
postcard

LC record available at <https://leen.loc.gov/2018037132>
ISBN 978-1-9821-0366-8
ISBN 978-1-9821-0367-5 (pbk)
ISBN 978-1-9821-0368-2 (ebook)

*Bibliography: pp 243-257, Scientific Abstracts

Library Director's Report



ROCHESTER HILLS
PUBLIC LIBRARY

Director's Report

January 14, 2025

1. Update on Library Agreements

I had a number of productive meetings with representatives from the City of Rochester and Oakland Township to discuss questions around the proposed library agreements that RHPL shared in October of 2024. Conversations continue this month with some follow-up answers. I am happy to report that the outlook appears to be positive and both communities seek a mutually agreeable solution for continued partnership with the RHPL.

2. Earned Sick Time Act

In 2024, the Michigan Supreme Court codified the Earned Sick Time Act (ESTA) that provides accrued sick time to all Michigan employees and goes into effect on Friday, February 21, 2025. At RHPL, salaried staff already accrue sick time at a greater rate than the thresholds established in the ESTA, but hourly (aka provisional staff) do not. As the law is currently written, for every 30 hours worked, all employees will accrue a minimum of one hour of earned sick time off. Employees can utilize 72 hours of paid sick time in a 12-month period. Unused sick time must rollover but does not have to be paid out. As such, I am working with our legal counsel to prepare and propose changes to RHPL policy. There is some speculation that the current legislative body in Lansing may amend aspects of the act, but the timing is unclear.

3. Newsletter cycle

Staff are researching the pros and cons of moving to a cycle of three printed newsletters each year (as opposed to four). Over the years, newsletters have been costly to produce and the library has made compromises on the number of pages and quality of paper over the years to reduce costs. While not necessarily recommended as a cost-saving measure, reducing the cycle to three could result in a better quality product and would help with internal project management. The pace by which we are producing four newsletters a year means the month after staff complete one edition, departments are immediately working on the next one. Consolidation to three would be more efficient for program planning and promotions, with very few drawbacks for the public. Monthly (digital) newsletters have emerged as the most popular way that people find out about library programs and services, followed by the printed newsletters.

4. Open World Delegation Visit

In February 2025, select Michigan Rotary Clubs will welcome a delegation of visitors from Kazakhstan who wish to learn more about public library operations and services. I volunteered to coordinate aspects of the trip. The delegation will arrive on Friday, February 21st and depart on February 28th. In addition to visiting 3-4 large libraries in southeast Michigan, the delegation will visit cultural sites in Michigan. RHPL Board Members and liaisons would be welcome to join the tour on Tuesday, February 25th when the delegation will visit the Rochester Hills Public Library.

5. Michigan Activity Pass Popularity

The Michigan Activity Pass (MAP) is a statewide collaborative program between Michigan’s public libraries and participating partner destinations. MAP provides Michigan library cardholders the opportunity to discover and learn more about participating cultural destinations, parks, campgrounds, and recreation areas in the state at a discounted rate. In 2024, Rochester Hills Public Library was the library system with the most checkouts and enabled over 700 visits to local cultural institutions and other destinations.

6. Upcoming Events

January 17, 2025	Winter Wonder Library, 6pm - 8pm
January 21, 2025	Friends of RHPL Board Meeting, 7pm
February 11, 2025	RHPL Board of Trustees Meeting, 7pm
February 25, 2025	Delegation from Kazakhstan visits RHPL
March 10, 2025	RHPL Board of Trustees Meeting, 7pm

Statistical Report - Usage for the month of December 2024

<i>Circulation</i>	LY Month	Month	MTM	Last YTD	YTD	YTY
Checkouts	35,578	36,223	1.8%	505,641	507,612	0.4%
Renewals	48,772	46,330	-5.0%	598,393	585,889	-2.1%
e-Materials	27,733	30,044	8.3%	292,240	362,964	24.2%
Bookmobile	3,336	4,162	24.8%	40,556	44,997	11.0%
Mini-Branch	1,368	1,271	-7.1%	18,234	16,983	-6.9%
OTBS Circ	5,375	4,834	-10.1%	72,923	63,348	-13.1%
MeLCat Borrowed	926	1,049	13.3%	15,784	16,012	1.4%
MeLCat Loaned	1,118	1,258	12.5%	18,899	16,266	-13.9%
Total Circulation	124,206	125,171	0.8%	1,563,337	1,614,592	3.3%

<i>Other Statistics</i>	LY Month	Month	MTM	Last YTD	YTD	YTY
In-Person Visits	29,792	32,738	9.9%	421,646	480,336	13.9%
Room Reservations	827	819	-1.0%	10,049	10,816	7.6%
Adult Programs	12	30	150.0%	178	486	173.0%
--Attendance	238	444	86.6%	4,419	9,003	103.7%
Teen Programs	5	5	0.0%	46	53	15.2%
--Attendance	26	12	-53.8%	242	254	5.0%
Youth Programs	19	28	47.4%	246	315	28.0%
--Attendance	647	632	-2.3%	11,399	12,558	10.2%
Outreach Attendance	0	74	∞	0	3422	∞
Makerspace Use	0	318	∞	0	3984	∞
Computer Use	1,473	1,219	-17.2%	19,329	18,153	-6.1%
Wireless Use	5,494	5,567	1.3%	69,394	69,961	0.8%
Database Use	5,925	5,664	-4.4%	72,467	73,319	1.2%
Volunteer Hours	256	247	-3.5%	3,546	3,575	0.8%

Number of Library Card Holders

<i>Municipality</i>	LY Month	Month	% Total
Rochester Hills	47,689	45,932	58.7%
Rochester	10,498	10,478	13.4%
Oakland	9,636	9,059	11.6%
Non-residents	4,793	5,136	6.6%
Virtual Students	7,222	7,641	9.8%
Total Card	79,838	78,246	100%

Number of Items

<i>Type</i>	LY Month	Month
Print	267,035	284,047
Audio	19,266	19,820
Video	47,168	48,771
Other	440	441
E-Material	26,752	30,715
Total	360,661	383,794

RHPL Strategic Plan: 2024 Year-End Update

Inspire Lifelong Learners

Encourage reading, listening, and viewing opportunities that match an individual's personal taste and preferences.

Expand pilot service of offering materials in lobbies of local assisted living facilities	OS	Completed	First piloted in 2023, and proving to be a very successful alternative to traditional bookmobile stops, staff now provide access to reading materials inside the lobby of five assisted living facilities in the service area.
Attend Public Library Association Annual Conference in 2024 on how to grow multiple literacies within the library.	Department Heads	Completed	Six staff members in total attended PLA Annual Conference in Columbus, OH and submitted a summary report in April 2024 to the RHPL Board.

Provide easy access to materials that support reading as a hobby and habit.

Increase the number of OTBS patrons using BARD by 5% annually.	OTBS	Progressing	BARD usage increased, but only by 2.5%
Explore using an alternate ID number such as drivers licenses, student IDs, usernames, etc. to access library accounts rather than requiring default library card/barcode number.	UX/CS	Finalizing	Staff can search by student ID number; patrons are not fully able to use it yet but an enhancement request has been filed with vendor. RHPL plans to meet with RCS stakeholders in 2025 to review virtual cards and discuss mutual goals moving forward.

Automate the process of recommending titles based on reading history data (while maintaining patron privacy)	UX/IT	Finalizing	This has been submitted as an enhancement request for the desktop/web version of the catalog. The new RHPL app has a tracking feature for titles that could be used in a future version.
Add bi-weekly curated lists to Libby to promote reading, based on certain themes and holidays.	Digital Services Librarian	ongoing	Staff routinely create 3 new lists a month on Libby, for all age groups in fiction and non-fiction.
Investigate and add outdoor equipment such as picnic tables, solar benches, etc.	Director	Completed	Three picnic tables and complementary umbrellas/stands were installed in August 2024.
Provide a staff training session on how Canva can be used to update end cap signage and reader's advisory publications within each department.	PR	Completed	The RHPL Marketing Coordinator added book labels, bookmarks, and booklet templates for staff to use (for consistent branding) in 2024
Start a Books with BoB story time session for individuals in the community who may not otherwise visit the Main Library.	OS	Completed	Outreach Services offered eight group storytime sessions in summer of 2024. Approximately 76 people have attended these storytime sessions at three locations in the community: Hampton Community Center, Borden Park, and Timberlea Village apartments.

Create opportunities to experience, discuss, and reflect on stories that enhance self-awareness and broaden perspectives.

Reflect major cultural community events in a program calendar and acknowledge/celebrate diversity of cultural traditions.	PR, Programming Committee	ongoing	Community Relations launched Explore with RHPL reading challenge. As part of this year-long initiative, patrons were encouraged to read titles that corresponded with commemorative months.
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Use the rotunda wall space as a continuing exhibit space.	PR	Completed	The MPR round wall and rotunda were used to commemorate the 2024 centennial with historic pictures and banners.
Explore ways to expand programming that appeals to young(ish) adults.	AS, PR	ongoing	Hosted a Plant Parenthood workshop in January 2024, "speed friending" events in January and June, Bridgerton costume tea party in April, started a graphic novel and a LGBTQIA+ book discussion for patrons in 2024, as well as an online asynchronous book club.
Launched "Explore with RHPL" Reading Challenge that includes librarian- curated lists for each of our explore topics	PR	Completed	433 participants as of December 2024.

Acquire materials in a variety of formats an in sufficient quantities to meet demand.

Review e-content collection quarterly and create e-content bibliographies.	AS, eMaterials	ongoing	eMaterials regularly reviews eContent to acquire (or weed), and routinely creates guides and recommended reading lists. eMaterial circulation increased by 24% in 2024.
Evaluate the materials budget annually to determine the number of copies to purchase according to the patron material holds ratio.	AS, YS, OS	Completed	Holds ratios were updated in 2024 (number of holds to copies) with goals of 3:1 for print, 5:1 for AV, and 8:1 for eBooks. With the millage passing in 2024, these ratios will be updated in 2025.

Offer experience-based opportunities, equipment, and technologies that foster productivity or creative self-expression.

Update makerspace furnishings, flooring, and equipment with innovative products that maximize self-expression and personal productivity.	AS/Makerspace Librarian	Completed	Renovations included, a second laser cutter/engraver, new resin printer, new shelves and layout for storage purposes.
Add more visual display/signage to indicate what can be produced in makerspace	AS, Makerspace	Completed	New shelving was added in April for display of sample work that could be accomplished in the makerspace.

Provide programs that facilitate learning and discussion about popular interest topics and foster various literacies (reading literacy, digital literacy, financial literacy, health literacy, etc.).

Create and upload YouTube video tutorials of the library's digital services, such as searching the catalog, using MeLCat, and accessing OverDrive and Hoopla.	OS/Digital services librarian	Completed	Digital Service librarian updated 10+ brochures and online training videos.
Launch a one-on-one technology assistance service for patrons.	Digital services librarian	Completed	Digital Services Librarian launched one on one tech appointments in April 2024 and completed an average of 10-15 appointments every month.
Prioritize and promote popular databases.	AS, digital services librarian	ongoing	Marketing team promotes databases for use by patrons, and staff provide learning sessions on some of the more complex and robust databases such as Ancestry, Novelist, and Gale Databases. Overall database use increased by 1.2% in 2024

Develop concrete guidelines on tech help for patrons for consistent staff help - encourage sign-ups for one on one tech help for those who need it	PR	Completed	Developed a roadmap for how RHPL can offer help to patrons, explaining what is regularly covered in a tech-help appointment, and what kind of information staff cannot consult (legal, banking, health) etc.
Continue Try it Out Tuesdays for demonstrating innovative items available for loan and to pique interest in borrowing them.	IIC committee chairs	Completed	Staff set up a table in the rotunda to display some of the innovative item collection on Tuesdays in the summer. They engaged with patrons who were not aware of the collection. Circulation increased 17% after Try it Out Tuesdays.
Expand the service for patrons to sign up for one-on-one technology help with digital services librarian	OS/Digital services librarian	Completed	First launched in April 2024; the Digital Service librarian solicited help from other staff members to serve as backup for appointments (if needed).

Provide programs that facilitate learning and discussion about popular interest topics and foster various literacies (reading literacy, digital literacy, financial literacy, health literacy, environmental literacy etc.)

Develop organization-wide programming goals and objectives based on community survey feedback and forecasting into future trends and topics that traditionally dominate news and culture.	PR, Programming Committee	Finalizing	Key departments were given goals for increasing programming, such as Teen programming and Adult Services in 2024. Attendance for adult programs doubled in 2024 and increased by 5% for Teens.
Enhance key spaces throughout the library with an interior design consultant.	Director/PR	Completed	Storyroom and Adult Services/Teen Services department were updated with new furnishings and space layout as part of large remodeling projects.

Provide formal skill-building opportunities with an emphasis on those that support career and life-readiness.

Increase teen program attendance by 20% by utilizing more outside speakers.	Teen	Finalizing	Summer 2024 line-up features 2 paid outside speakers and Fall included 2 outside speakers.
Provide a college essay writing workshop for teens	Teen	Completed	Working with a professor from Oakland University, RHPL offered three sessions for creating and improving a college essay.

Nurture Developing Minds

Engage parents, caregivers, and educators about techniques for building literacy skills.

Offer programming aligned with Family Place philosophies and under the guidance of our Early Childhood Specialist	YS	ongoing	The YS team conducted 15 parent-child workshops in 2024, and two staff members attended Family Place training in New York in fall 2024.
Promote the online tracking program for use with Summer Reading or other reading challenges to parents of young children.	YS	Completed	100 Days of Summer launched on May 1st to provide families with an opportunity to track summer reading goals for 100 days (longer than RHPL has ever conducted a summer reading program). Engagement remained the same through 2024, compared to previous years which suggests increasing the time to complete the goals is not much of a factor, but regularly promoting the service is an effective way to keep patrons engaged.

Offer passive and active programs that teach the building blocks of literacy: singing, playing, talking, reading, and writing

Explore ways to incentivize completion of the summer reading program.	SRP committee	Completed	Launched "Spread Library Love" campaign with prize patrol incentives - 592 signs distributed (34% of registrants). YS created an "Ultimate Grand Prize" for those patrons that participate up to the end with 338 entries or 18% of all participants. 71% engagement rate at the end of the program, 20% completion rate
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Provide access to circulating materials, including play-based learning collections, for use outside of the library.

Explore eSports as a form of play-based/strategy learning and create programs for teens and young adults.	AS/Teen	Completed	Teen services hosted video gaming tournaments.
Explore circulating an educational games collection (feasibility study)	YS	Progressing	In June of 2024 YS added some educational games/materials to the Innovative Items Collection for patrons to borrow.
Host a mini-branch story exchange	OS/Mini-branch Coordinator	Completed	Successfully hosted at OPC with interest in another. Need to make a final determination to continue with programming at mini-branches in this manner.

Create inclusive environments to enable developing minds to find stimulating materials and services that match their interest and practice social interaction.

Continue to make programs & public spaces more accessible for those with differing needs and plan for renovation of physical space.	YS	ongoing	All librarians are using some sign language in storytimes and have made programs welcome to those with differing abilities.
Start a Tween Book Club	YS	Completed	Launched in March of 2024, tweens now have a book club option for their own age. By the end of 2024, the club draws 7-8 patrons regularly.

Advocate Critical Thinking

Teach individuals how to evaluate information based on currency, accuracy, authority, reliability, and purpose.

<p>Prioritize programs that foster personal expressions such as writing, art creation, video, and audio production.</p>	<p>Program Committee</p>	<p>Completed</p>	<p>RHPL offered 480 personal expression programs in 2024 that ranged from patrons exploring their own writing, art, and music.</p>
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Teach individuals how to evaluate information based on currency, accuracy, authority, reliability, and purpose.

<p>Attend WonderMedia training (grant-funded and provided by the Library of Michigan) to learn best practices on teaching media literacy skills to tweens and teens.</p>	<p>Teen</p>	<p>Completed</p>	<p>Teen librarian attended training on WonderMedia in 2023 and incorporated insights into teen programming in 2024. RHPL acquired a pop-up banner that teaches critical thinking skills regarding media & news and placed the banner in the teen area of the library.</p>
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Provide outreach to local schools and develop services that support student activities and research needs.

<p>Promote student-centered databases</p>	<p>PR</p>	<p>Completed</p>	<p>The marketing team developed a marketing campaign around the concept of "RHPL Revealed" and showcased useful tips, services, and collections that may be under utilized. Database use has increased by 1.2% in 2024.</p>
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Provide library services and programs that stimulate connections between history and contemporary life at the local, regional, state, and world level.

<p>Create a memorable library year focused on Centennial events each month to commemorate RHPL's 100th anniversary</p>	<p>All Departments</p>	<p>Completed</p>	<p>RHPL staff and Friends of RHPL provided a variety of programs, passive activities, and interactive sessions around the 100th anniversary of the library. The year-long celebration culminated in three parties in October -- a staff homecoming, a ticketed gala for 100+ guests, and a family-fun open house on Sunday.</p>
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Motivate STEAM (Science, Technology, Engineering, Arts, Math)-based learning and computational thinking.

<p>Develop new programs for makerspace and collaborate with YS, AS on experience-based learning programs.</p>	<p>Makerspace</p>	<p>Completed</p>	<p>Due to the popularity of makerspace programs, this is now tracked on monthly statistical reports, but since it is the first year it cannot be compared to a previous year to measure impact. YTD attendance is 1,867 patrons and the library director has received numerous positive comment cards about how wonderful the staff and resources are in the makerspace.</p>
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Foster Community Collaboration

Cultivate partnerships to advance the library's mission.

Choose 1-2 need-based organizations to partner with throughout the year.	PR	Completed	RHPL partnered with Neighborhood House (for donations from the public) in November 2024, partnered with Rotary & Kiwanis in October 2024, and staff contributed to Haven House as part of charitable giving for the end of year holidays.
Explore the possibility of partnering with another organization to host (or co-host) a low vision expo for the community.	OTBS	Completed	The Low Vision Fair (vendors and speakers) was held in October 2024 at the Leader Dogs of Rochester site. It was well attended (75 guests).
Host a non-profit fair for patrons	PR	Completed	Held a successful fair in the MPR during summer reading kickoff. Organizations were very pleased and saw between 100-200 people. Will be making this an annual event.

Promote convenient access to the library by meeting customers where they are.

Work with OPC and other community partners to provide transportation to RHPL for programs, special events, and library service.	OTBS/Outreach Services	Progressing	The summer Look Again (OTBS newsletter) promoted the new route for the SMART bus which includes stops in downtown Rochester.
Increase BoB attendance by 5%	Outreach	Completed	Attendance for 2024 smashed this goal and increased by 62%

Develop concrete policies about mini-branches, so our partnership with the organizations is clear.	OS/Mini-branch Coordinator	Progressing	First MOU's completed with Avon Tower and Samaritas. Courtney Piper and Rebecca LaFave are drafting a comprehensive Mini-Branch Manual which will outline organization partnerships and guidelines.
Increase mini-branch circulation by 5%	OS/Mini-branch Coordinator	Progressing	Circulation decreased and staff are working with mini-branch volunteers to learn more about circulation trends at the mini-branches.

Expand the presence of the library outward in the community to improve engagement and use of library services and materials.

Promote library tours with homeschool families	Outreach Librarian	Completed	In Fall of 2024, staff completed a collaborative makerspace program for homeschool students.
Acquire the proper equipment to record stories from patrons that can be converted into digital files and re-shared (in part for Centennial, and other events in the future.)	PR	Completed	The Story Exchange launched in April 2024 - a phone was placed in the lobby to collect patron stories for the 100 Stories Project. A phone line was also established to call in from outside the building. Approximately 40 entries were recorded. Stories are being archived and shared on social media.
Work with the communications team to create a BoB quarterly newsletter.	OS	ongoing	The Early Literacy Outreach librarian is working with community engagement and sent out the first newsletter in April 2024.

Begin process of replacing the blue bus (early literacy bus).	Director, OS Department Head	Completed	Outreach Services completed a summary and recommendation to the RHPL Board in November 2024. Board approved a new early literacy bus acquisition in December 2024.
Develop an in-house display table with perennial literature or pop-up banners to display in the lobby during key events such as early voting.	PR	Completed	Communications & Community Engagement created table displays for the centennial and millage information by the multipurpose room from June - September, to capitalize on additional foot traffic due to the early election
Partner with key businesses or organizations to enhance and extend the library's centennial celebration.	PR/Director	Completed	In Summer of 2024, Royal Park offered two signature cocktails in honor of the library's 100th anniversary. \$1.00 from the sale of each drink was donated back to the library, resulting in a gift of just over \$500 for the library this year.

Encourage good citizenship and respectful discourse through active and passive programming.

Continue offering "office hours" meeting space to local and state representatives.	PR	Completed	State Representative Mark Tisdell held regular office hours at the Rochester Hills Public Library. State Senator Michael Webber also hosted a joint office hours with Rep. Tisdell in 2024.
Expand National Day of Service programming to all departments to encourage patrons to volunteer in their community and understand the people within it.	PR	Completed	A service project was offered to a local school of 20-40 participants in January 2024.

Develop intentional programming around the general election of 2024 (November)	all departments	Completed	46 people attended the Civility Workshop in June 2024
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Create mutually beneficial volunteer opportunities for individual community members who can support the library's mission.

Increase volunteer participation by 1-3%	PR	Finalizing	Created a new volunteer position for the entire library - 2.5 hours/week, and three regular circ. volunteers - 3 hours/week, all three are graduates of RCS Adult education program and previously volunteered as part of school, now they are on their own. Added temporary project volunteer from New Horizons 2.5 hour shift helping prep for Festival of the hills.
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Provide a Welcoming Space for Enjoyment and Discovery

Provide sufficient space that allow individuals to be productive in their work, study, and hobby pursuits.

Offer tech training or training on personal devices (ipads, kindles, etc.) at mini-branches.	OS/Digital Services	Progressing	Emily West and Courtney Piper presented the first training at Danish Village and then again at Avon Tower. 27 attendees in total, and more sessions are planned for 2025.
Added new study spaces as part of the Adult Services remodel	Facilities	Completed	Added 16 study pods with plexiglass side for greater privacy and sound-deadening features; added a new bank of teen seating with benches that have electrical outlets; added a new laptop bar for study spaces; added 32 new tables and corresponding task chairs for the AS department.

Create a usable, accessible online library experience that provides easy access to digital materials and online resources.

Update the website to incorporate easy access to popular links (such as digital collection) and moving image header on the homepage.	PR	Completed	Small edits were made to the website in May 2024 to enhance the homepage; the website platform will move to a new host in January 2025.
Implement a favorite author's club (automatic holds for perennial authors)	AS	Completed	This launched in January of 2024 and was announced in the News & Views winter newsletter; this service has struggled to find a foothold with only 47 participants.
Enhance the digital library catalog for young patrons, makerspace, and other collections by crafting a visually captivating interface.	IT, PR, YS, AS, Makerspace	Completed	RHPL moved from Beta partner to Spotlight library after launching Clarivate's Vega Children's catalog in June of 2024.

Explore the feasibility of migrating our library patron data to a cloud-hosted solution.	IT	Completed	The IT Director presented to the RHPL Board about a hosted data solution in May 2024. Given positive feedback, RHPL migrated to the cloud (fully) in fall of 2024.
Bring information about library events and services directly to patrons	PR	Completed	Redesigned the Monthly Current with LX Starter in January 2024 to be more visual and promote library initiatives and programming currently seeing a 56% open rate as of december 2024. 72.58% March/April survey respondents reported getting their library news from the monthly current, started including program promotions in account notifications

Create inclusive, barrier-free facilities that maximize independent use of the library regardless of ability.

Complete a capital project timeline and establish funding goals for major projects prior to the annual budget process.	Director/Facilities	Completed	The library director completed a 10-year forecast of infrastructure projects and projected revenue for the Finance Committee in December/January of 2024. The Board made the decision to appeal to voters in August 2024 to ask for an additional millage of .39 for 10 years. Voters supported the new millage with 66% voting in favor of it.
In conjunction with PR, develop an updated tri-fold brochure to help educate new patrons on library offerings and procedures.	CS/PR	Finalizing	Draft created - needs revising; new patron welcome letter and follow up letter distribution will begin in Q3 or Q4 with Vega Promote

Evaluate what extra materials can be kept at service desks to aid in communication with patrons with disabilities.	CS	Completed	Small dry erase boards / erasers added for each of the service desks. Staff continue to evaluate other options.
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Provide spaces and self-service opportunities that reflect a modern library facility.

Determine slow-downs at the drive-up window and implement 1-2 solutions to resolve in order to increase efficiency for patrons waiting in the drive-thru line.	CS	Finalizing	12/4/24 Feedback collected and compiled from circulation staff about slowdowns and suggestions for the drive-up window efficiency. This will inform new direction for reducing wait times in 2025.
Introduce a self-service room reservation system by integrating digitally enhanced security doors and synchronizing them with third-party software.	IT/Facilities	Completed	OpenPath/LocalHop integration for self-service access to rooms was completed in August 2024.

Provide programming and services that help new citizens navigate the community.

Add another ELL Book Discussion Group to foster leveled reading (some enjoy more difficult books; some need easier ones).	OS	Completed	In 2024, a total of 34 new session were offered with 130 attendees.
Offer programming that increases visibility of world language collections and language-learning databases (e.g. film night, intro to language learning resources)	AS, Digital Services Librarian	Completed	Emily led a program in December teaching patrons about Pronunciator (language learning); 4 attended.

Provide touchpoints for unexpected delight.

Expand and enhance the story time room to modernize it and create more space for patrons.	YS	Completed	Storyroom was remodeled in summer of 2024 and opened for story time sessions in September 2024.
Create an interactive display for library patrons to engage with during each visit.	All Departments		Each department offered interactive engagement for patrons ranging from scavenger hunts in YS, to a community art project in the lobby, to paint by sticker art in Teen Services, and world postcard day (send a postcard from the library) in Adult Services.

Submitted by: Juliane Morian, Library Director

Committee Updates



ROCHESTER HILLS
PUBLIC LIBRARY

Other Business



ROCHESTER HILLS
PUBLIC LIBRARY