

**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.

**July 9, 2024 – 7 p.m.**

**Agenda**

- I. Call to order of the regular meeting
- II. Public Comments\*
- III. Minutes of regular meeting on June 11, 2024
- IV. Treasurer's Report for June 2024
- V. Monthly bills for June 2024 in the amount of \$375,290.65
- VI. Communications
  - a. Letter to Board of Trustees from Vanguard regarding the Hunstad Trust
  - b. 2024 Millage Brochure
  - c. 2024 Millage Bookmark
  - d. Customer Comments
  - e. Press Coverage
- VII. Reports
  - a. Library Director
  - b. Statistical Report
  - c. 2024 Mid-Year Strategic Plan Update
- VIII. Committee Updates
  - a. Finance
    - i. Presentation of 2025 Budget Plan (draft)
  - b. Policy
    - i. First reading of MGT-14 Volunteer Policy with recommended changes
    - ii. Possible new policy - Environmental Impact Policy
    - iii. Repeal CUS-2a Code of Conduct during COVID-19 Policy
- IX. Other Business

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

- a. Suggested motion: move the Hunstad Trust funds currently managed at Vanguard to the endowed funds held at the Community Foundation of Greater Rochester.
- X. Board Comments
- XI. Questions and Comments from the Liaisons
- XII. 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**

**June 12, 2024**

- I. The Board of Trustees of the Rochester Hills Public Library held a regular meeting on Tuesday, June 11, 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, and Harper West.

Madge Lawson and Julianne Reyes were absent with prior notice given.

Guests included Library Director Juliane Morian, Oakland Township Library Board President, Michael Tyler, and the RHPL Director of IT, Derek Brown. City of Rochester Liaison position was unfilled at the time of this meeting.

- II. Public Comments – none

- III. Presentation of Information Technology plan at RHPL

- A. Director of IT, Derek Brown, provided a roadmap of how RHPL might move the majority of data previously housed on premise at the library to a cloud-computing option, as is the trend in large-scale network management of data. In summary, it will likely result in the same cost to the library but moving to cloud solutions promise greater security and sustainability related to the integrity of patron and staff data.

1. The board discussed greater efficiencies gained from an environmental standpoint (less power needed to run a server room or cool devices) and opportunity to run the IT department with a lean staffing model to offset the cost of outsourcing to cloud computing/management of data.
2. Mr. Tyler asked if there were value added aspects to the IT roadmap that benefit a patron when using library resources over their own. Mr. Brown responded that while there is no value added with the immediate changes he recommends, he will note that for future wishlist items.
3. Ms. Deel asked if patrons would notice any change and Mr. Brown responded that results for catalog searches would be faster for the patron experience.

- B. Mr. Brown left the meeting at 8:02pm

- IV. Minutes

- A. On a motion by Ms. Kucher, which Mr. Bonam seconded, the board discussed the regular meeting minutes from May 14, 2024. Mr. Tyler offered a clarifying detail on point C.3 noting that candidates running for Oakland Township Library board were “disqualified by the Oakland County Clerk”. The board voted to unanimously approve the minutes as amended.

- V. Treasurer's Report was reviewed and filed.
- VI. Monthly Bills
  - A. On a motion by Mr. Bonam, which Ms. Kucher seconded, the board discussed the monthly bills for May 2024, which totaled \$500,781.99.
    - 1. Ms. Morian noted that this month's bills are higher because there were three pay periods in this month (and usually there are only two within a month).
    - 2. Ms. West asked about why there were bills for both T-Mobile and Verizon, and Ms. Morian stated that T-Mobile is the carrier for the WiFi hotspots that are loaned to the public and Verizon is the carrier that maintains cellular plans for staff that are on-call or for the devices maintained on the bookmobile vehicles.
  - B. The board voted to unanimously approve the monthly bills after discussion concluded.
- VII. Communications
  - A. The board reviewed and filed the communications with no significant discussion.
- VIII. Director's Report and Statistical Report
  - A. The board reviewed and filed the director's report and statistical report with no significant discussion.
- IX. Committee Reports – no updates
- X. Other Business
  - A. Centennial Gala Update – Ms. Morian reported on catering options and recommended setting the ticket price at \$100/person to offset the costs. There was minor discussion from the board on various elements of the party that would make it a special and memorable event.
  - B. Requests to hold political candidate meet and greets at the library – Ms. Morian explained the pros, cons, and considerations that accompany the request by a community member to use a library meeting room for a political candidate meet and greet with their constituents in the community. The board took no action and directed Ms. Morian to continue with the status quo approach of denying requests for meeting room bookings solely to host a political candidate meet and greet and explain that it is a form of canvassing that can only occur on public sidewalks. The Policy Committee will review the meeting room policy at their next meeting and recommend possible edits or policy changes to the board at a future date.
  - C. List of Single-Signature Vendors – On a motion by Mr. Bonam, which was seconded by Ms. West, the board unanimously approved updating the list due to business name change for the existing lawn care contractor.
- XI. Board Comments
  - A. Ms. Kucher stated that she is eager to recognize the Friends of RHPL in a broader way for their individual contribution to the library's operations.

- B. Ms. Deel commented that she attended the Summer Reading Kick-off party on Saturday, June 8<sup>th</sup> and that it was a lovely event and well attended.
- C. Ms. West reported that she attended a webinar by the Michigan Library Association on the topic of library millages and that it imparted interesting information.

XII. Questions and Comments from the Liaisons

- A. Mr. Tyler provided some statistical research he completed on taxable values in Oakland Township and how a request to increase the millage formula used in the RHPL and the Oakland Township library contract would affect property owners in Oakland Township.
- B. Mr. Tyler stated that the Oakland Township Library Board is aware that if the Rochester Hills residents approve a millage increase, he will request a meeting of the Oakland Township Library Board on August 8<sup>th</sup> to discuss next steps. He encouraged RHPL to be prepared with talking points in advance of August 8<sup>th</sup> regarding the millage.

XIII. The regular meeting adjourned at 9:10 pm.

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Anne Kucher, Secretary

# Treasurer's Report



ROCHESTER HILLS  
PUBLIC LIBRARY

**ROCHESTER HILLS PUBLIC LIBRARY**  
**Balance Sheet**  
**June 30, 2024**

**ASSETS**

**Current Assets**

Circ Registers/Coin	\$	2,020.00	
<b>PNC</b>			
Payroll - PNC		250.00	
Operating - PNC		158,883.43	
<b>UBS</b>			
Operating - UBS		4,377,716.47	
Plant		564,779.81	
Roof		0.00	
Self-Insurance		7,887.52	
Vanguard		16,237.41	
Total Current Assets			5,127,774.64

**Other Current Assets**

			0.00
Total Other Current Assets			0.00

<b>TOTAL ASSETS</b>			<b>\$ 5,127,774.64</b>

**LIABILITIES AND FUND BALANCE**

**Current Liabilities**

Staff Cash (pop cans)	\$	122.10	
Flexible Spending W/H Payable		1,738.45	
Supplemental Ins W/H Payable		530.16	
Total Current Liabilities			2,390.71

**Fund Balance**

Fund Balance-Unrestricted		1,914,386.39	
Fund Balance - Assigned		675,000.00	
Current Year Operations		2,535,997.54	
Total Fund Balance			5,125,383.93

<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>			<b>\$ 5,127,774.64</b>



**Rochester Hills Public Library**  
**Budget vs Actual**  
**For the Period January 1, 2024 through June 30, 2024**

	Current Month	YTD Actual	YTD Budget	YTD Variance	Annual Budget
<b>Revenues</b>					
Rochester Hills	0	3,273,434	3,248,470	24,964	3,248,470
City of Rochester	0	287,752	283,606	4,146	575,500
Oakland Twp	346,349	934,852	602,040	332,812	1,038,000
State Aid	0	75,618	75,550	68	151,100
OTBS	0	155,365	155,365	0	155,365
Penal Fines	0	0	0	0	148,800
Fines and Fees	4,608	33,257	18,500	14,757	37,000
Interest	3,773	10,646	12,500	(1,854)	25,000
Gains/Losses	11,636	77,120	0	77,120	0
Designated Gifts	580	1,855	5,000	(3,145)	200,000
Undesignated Gifts	810	6,358	0	6,358	35,000
Undesignated Gifts-Friends	0	0	0	0	0
Grants	0	1,087	2,000	(913)	4,000
Miscellaneous Revenue	1,100	8,735	7,383	1,352	14,765
Transfer-ReservedOTBS	0	0	0	0	0
Transfer-ReservedPlant	0	0	0	0	0
<b>Total Revenues</b>	<b>368,856</b>	<b>4,866,079</b>	<b>4,410,414</b>	<b>455,665</b>	<b>5,633,000</b>
<b>Expenditures</b>					
Payroll	190,229	1,191,928	1,306,550	(114,622)	2,613,100
Employee Benefits	48,949	282,088	312,750	(30,662)	619,000
Books	29,499	126,930	178,600	(51,670)	357,200
Print Subscriptions	653	1,828	7,500	(5,672)	15,000
Electronic Materials	30,218	180,934	187,700	(6,766)	375,400
Innovative Items	461	9,055	8,000	1,055	16,000
Audiovisual	5,537	25,232	48,200	(22,968)	96,400
Bookmobile Operation	599	3,324	8,550	(5,226)	17,100
OTBS	7	1,652	3,250	(1,598)	6,500
Voice and Data Services	2,929	8,269	13,000	(4,731)	26,000
Utilities	20,573	93,700	86,500	7,200	173,000
Insurance	0	2,053	10,000	(7,947)	20,000
Professional/Contract Services	3,624	34,679	35,750	(1,071)	71,500
Supplies	620	14,082	15,950	(1,868)	31,900
Promotion and Printing	1,395	25,354	31,650	(6,296)	63,300
Mileage	338	1,337	2,000	(663)	4,000
Postage	620	12,166	11,000	1,166	22,000
Staff Development/Membership Programs	2,744 6,371	16,926 31,743	17,400 30,000	(474) 1,743	34,800 60,000
Facilities Maintenance	12,983	121,857	117,950	3,907	235,900
IT Maintenance	4,085	87,486	53,500	33,986	107,000
Staff/Volunteer Recognition	0	2,907	3,750	(843)	7,500
Gift and Grant Expense	349	1,893	0	1,893	0
Tax Tribunal Refunds	0	0	250	(250)	500
Equipment/Fixed Assets	0	0	38,150	(38,150)	76,300
Capital Improvements	12,269	52,662	241,800	(189,138)	483,600
Contingency	0	0	50,000	(50,000)	100,000
<b>Total Expenditures</b>	<b>375,052</b>	<b>2,330,085</b>	<b>2,819,750</b>	<b>(489,665)</b>	<b>5,633,000</b>
<b>Revenue Over Expenditures</b>	<b>(6,196)</b>	<b>2,535,994</b>	<b>1,590,664</b>	<b>945,330</b>	<b>0</b>

# Monthly Bills



ROCHESTER HILLS  
PUBLIC LIBRARY

Payment Information		
Payment Due Date	For online and phone payments, the deadline is 8pm ET.	
<b>Jul 11, 2024</b>		
New Balance	Minimum Payment Due	
<b>\$5,524.64</b>	<b>\$55.00</b>	
<p><b>LATE PAYMENT WARNING:</b> 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 34.65%.</p> <p><b>MINIMUM PAYMENT WARNING:</b> 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	26 Years	\$17,443
\$223	3 Years	\$8,039
Estimated savings if balance is paid off in about 3 years: \$9,404		
If you would like information about credit counseling services, call 1-888-326-8055.		

Account Summary	
Previous Balance	\$9,396.96
Payments	- \$8,310.41
Other Credits	- \$1,187.03
Transactions	+ \$5,625.12
Cash Advances	+ \$0.00
Fees Charged	+ \$0.00
Interest Charged	+ \$0.00
<b>New Balance</b>	<b>= \$5,524.64</b>
Credit Limit	\$30,000.00
Available Credit (as of Jun 16, 2024)	\$24,475.36
Cash Advance Credit Limit	\$15,000.00
Available Credit for Cash Advances	\$15,000.00

Earnings as of 06/15/2024			
Previous	\$1,084.46	Adjusted	\$0.00
Earned	\$57.57	Transferred in	\$28.71
Redeemed	-\$1,086.55	Transferred out	-\$28.71
		<b>Rewards</b>	<b>\$55.48</b>

### Account Notifications

**i** You can find changes to your Rewards program by logging into your account and navigating to the Rewards FAQ section.


Pay or manage your account at [capitalone.com](https://capitalone.com)

Customer Service: 1-800-867-0904

See reverse for Important Information



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



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Payment Due Date: **Jul 11, 2024**

Account ending in 9289

New Balance	Minimum Payment Due	Amount Enclosed
<b>\$5,524.64</b>	<b>\$55.00</b>	\$ _____

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



Pay online at capitalone.com



Pay using the Capital One mobile app



Customer Service 1-800-867-0904

## 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](https://capitalone.com) to see detailed transactions.

### JULIANE MORIAN #9289: Payments, Credits and Adjustments

Trans Date	Post Date	Description	Amount
May 20	May 20	CREDIT-CASH BACK REWARD	- \$1,086.55
May 21	May 21	CAPITAL ONE ONLINE PYMTAuthDate 21-May	- \$8,310.41

### JULIANE MORIAN #9289: Transactions

Trans Date	Post Date	Description	Amount
May 22	May 23	Amazon.com*ZC40J3VO3Amzn.com/billWA	\$85.65
May 24	May 27	STARBUCKS COFFEE COMPANYMACKINAC ISLAMI	\$14.10
May 28	May 29	ROCHESTER REG CHAMBERRRCMI.COMMI	\$150.00
Jun 2	Jun 3	IN *ROCHESTER ROTARY CLUB248-6019500MI	\$112.00
Jun 8	Jun 10	Staples Incstaples.comMA	\$62.50
Jun 10	Jun 11	PAPA JOES OAKLAND, LLCROCHESTER HILMI	\$17.97
Jun 11	Jun 11	BRODART SUPPLIES570-326-2461PA	\$114.68
Jun 13	Jun 14	BORDINE ROCHESTER QPSROCHESTER HILMI	\$10.59
Jun 14	Jun 15	THE SILVER* (1 OF 2 PAHTTPTSTHESILVEMI	\$1,760.00

**JULIANE MORIAN #9289: Total Transactions** **\$2,327.49**

### ALLISON SARTWELL #6129: Payments, Credits and Adjustments

Trans Date	Post Date	Description	Amount
May 29	May 31	THENOUNPROJECT.COMTHENOUNPROJECCA	- \$9.99
Jun 10	Jun 12	SP BAMBULAB.USUS.STORE.BAMBTX	- \$38.50
Jun 10	Jun 12	SP BAMBULAB.USUS.STORE.BAMBTX	- \$51.99

### ALLISON SARTWELL #6129: Transactions

Trans Date	Post Date	Description	Amount
May 20	May 21	SILHOUETTE AMERICA-8019838019838937UT	\$25.00
May 20	May 21	SILHOUETTE AMERICA-8019838019838937UT	\$25.00
May 21	May 22	Hotmart Fantasy Loot - Me319-9477252DE	\$15.00
May 21	May 22	Hotmart Sci-Fi Loot - Mem319-9477252DE	\$15.00
May 24	May 25	THENOUNPROJECT.COMTHENOUNPROJECCA	\$9.99
May 24	May 25	CUTTLE.XYZHTTTPSCUTTLE.XCA	\$15.00
May 28	May 29	CUTTLE.XYZHTTTPSCUTTLE.XCA	\$130.93
May 29	May 29	Patreon* MembershipInternetCA	\$10.06
May 29	May 30	SP HEAT PRESS NATIONHTTPSHEATPRESCA	\$116.90
May 29	May 30	THENOUNPROJECT.COMTHENOUNPROJECCA	\$39.99
Jun 1	Jun 3	AB* ABEBOOKS.CO KDRHWNMUNCHEN	\$34.97
Jun 1	Jun 3	AB* ABEBOOKS.CO KDRHWMUNCHEN	\$125.79

Additional Information on the next page

### Transactions (Continued)

Trans Date	Post Date	Description	Amount
Jun 1	Jun 3	AB* ABEBOOKS.CO KDRHWPMUNCHEN	\$12.03
Jun 1	Jun 4	AB* ABEBOOKS.CO KDRHWOMUNCHEN	\$55.64
Jun 5	Jun 6	SP AMERICAN BUTTON MAMERICANBUTTOTX	\$38.30
Jun 10	Jun 11	SP BAMBULAB.USUS.STORE.BAMBTX	\$38.50
Jun 10	Jun 11	SP BAMBULAB.USUS.STORE.BAMBTX	\$51.99
Jun 10	Jun 11	SP BAMBULAB.USUS.STORE.BAMBTX	\$60.99
Jun 10	Jun 11	SP BAMBULAB.USUS.STORE.BAMBTX	\$89.94
Jun 11	Jun 12	SP RECORD PIRECORDPI.COMIL	\$274.99
Jun 12	Jun 13	Amazon.com*4Z55R9N93Amzn.com/billWA	\$50.00
<b>ALLISON SARTWELL #6129: Total Transactions</b>			<b>\$1,236.01</b>

#### MARY DAVIS #9241: Payments, Credits and Adjustments

Trans Date	Post Date	Description	Amount
<b>MARY DAVIS #9241: Transactions</b>			
Trans Date	Post Date	Description	Amount
May 20	May 21	EXXON HIGH POINTE OILROCHESTER HILMI	\$71.13
May 20	May 21	EXXON FMA INCROCHESTER HILMI	\$65.02
Jun 5	Jun 6	CALENDLYHTTSCALENDLYGA	\$12.00
<b>MARY DAVIS #9241: Total Transactions</b>			<b>\$148.15</b>

#### WENDY LEHMAN #9147: Payments, Credits and Adjustments

Trans Date	Post Date	Description	Amount
<b>WENDY LEHMAN #9147: Transactions</b>			
Trans Date	Post Date	Description	Amount
Jun 4	Jun 5	MEIJER # 057ROCHESTER HLSMI	\$17.97
Jun 5	Jun 6	MICHAELS STORES 4827ROCHSTR HLLSMI	\$21.97
Jun 11	Jun 13	GFS STORE #0947ROCHESTER HILMI	\$44.95
Jun 13	Jun 15	GFS STORE #0947ROCHESTER HILMI	\$38.97
Jun 14	Jun 15	Spotify USA877-7781161NY	\$16.99
<b>WENDY LEHMAN #9147: Total Transactions</b>			<b>\$140.85</b>

#### CAMILLE WESTMORE #4614: Payments, Credits and Adjustments

Trans Date	Post Date	Description	Amount
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### Transactions (Continued)

**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
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**ELIZABETH RACZKOWSKI #9004: Payments, Credits and Adjustments**

Trans Date	Post Date	Description	Amount
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**ELIZABETH RACZKOWSKI #9004: Transactions**

Trans Date	Post Date	Description	Amount
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Jun 5	Jun 7	OFFICE DEPOT #492800-463-3768MI	\$101.92
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<b>ELIZABETH RACZKOWSKI #9004: Total Transactions</b>			<b>\$101.92</b>
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**DEREK BROWN #8061: Payments, Credits and Adjustments**

Trans Date	Post Date	Description	Amount
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**DEREK BROWN #8061: Transactions**

Trans Date	Post Date	Description	Amount
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May 18	May 20	SOCKETLABS484-418-1285PA	\$63.96
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May 28	May 29	USPS STAMPS ENDICIA888-434-0055DC	\$200.00
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May 30	May 31	DNH*GODADDY.COM480-5058855AZ	\$419.88
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Jun 2	Jun 3	STAMPS.COM855-608-2677TX	\$19.99
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Jun 7	Jun 8	Spiceworks Inc512-3467743TX	\$149.00
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Jun 7	Jun 10	HILTON ADVPURCH8002367113MEMPHISTN	\$417.87
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Jun 11	Jun 12	USPS STAMPS ENDICIA888-434-0055DC	\$400.00
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<b>DEREK BROWN #8061: Total Transactions</b>			<b>\$1,670.70</b>
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<b>Total Transactions for This Period</b>			<b>\$5,625.12</b>
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### Fees

Trans Date	Post Date	Description	Amount
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<b>Total Fees for This Period</b>			<b>\$0.00</b>
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Transactions (Continued)	
Interest Charged	
Interest Charge on Purchases	\$0.00
Interest Charge on Cash Advances	\$0.00
Interest Charge on Other Balances	\$0.00
<b>Total Interest for This Period</b>	<b>\$0.00</b>
Totals Year-to-Date	
<b>Total Fees charged</b>	<b>\$0.00</b>
<b>Total Interest charged</b>	<b>\$0.00</b>

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	26.24% P	\$0.00	\$0.00
Cash Advances	28.24% P	\$0.00	\$0.00
<p><b>Variable APRs:</b> 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.</p>			
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		



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130486-EN



**ROCHESTER HILLS PUBLIC LIBRARY**  
**Cash Disbursements Journal**  
**For the Period From Jun 1, 2024 to Jun 30, 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
6/11/24	73443	5501-00	Water	Invoice: 053124	100.75	
		5501-00	Water	Invoice: 053124	203.83	
		1123-00	Operating - PNC	CITY OF ROCHESTER		304.58
6/11/24	73444	5930-00	General Printing	Invoice: 060724	1,113.38	
		6200-50	Systemwide Program	Invoice: 060724	638.55	
		1123-00	Operating - PNC	FEDEX OFFICE		1,751.93
6/11/24	73445	6200-50	Systemwide Program	Invoice: 062724	1,500.00	
		1123-00	Operating - PNC	JIM GILL INC.		1,500.00
6/11/24	73446	8002-00	Capital Improvement	Invoice: 060324	12,064.00	
		1123-00	Operating - PNC	MICHIGAN BRICKSCAPE COMPANY		12,064.00
6/11/24	73447	6402-10	Maintenance Supplie	Invoice: 90036	265.19	
		1123-00	Operating - PNC	VANGUARD CLEANING SYSTEMS		265.19
6/11/24	73448	5401-00	Basic Phone	Invoice: 9965299132	237.53	
		1123-00	Operating - PNC	VERIZON WIRELESS		237.53
6/28/24	73449	5301-10	Adult Books	ACT #C019265	444.02	
		5301-10	Adult Books	ACT #L410629	919.47	
		5301-50	Materials Processing	PROCESSING	44.24	
		5301-10	Adult Books	ACT #L424469	6,713.07	
		5301-50	Materials Processing	PROCESSING	576.25	
		1123-00	Operating - PNC	THE BAKER & TAYLOR COMPANY		8,697.05
6/28/24	73450	5301-30	Outreach Books	ACT #L449673	534.04	
		5301-50	Materials Processing	PROCESSING	28.39	
		5301-30	Outreach Books	ACT #L534941	186.40	
		5301-50	Materials Processing	PROCESSING	16.49	
		5301-30	Outreach Books	ACT #L395513	3,155.36	
		5301-50	Materials Processing	PROCESSING	114.87	
		5301-30	Outreach Books	ACT #L449672	259.77	
		5301-50	Materials Processing	PROCESSING	3.16	
		1123-00	Operating - PNC	THE BAKER & TAYLOR COMPANY		4,298.48
6/28/24	73451	5301-20	Youth Books	ACT #L449675	148.39	
		5301-50	Materials Processing	PROCESSING	8.69	
		5301-20	Youth Books	ACT #L554618 17	3,118.65	

**ROCHESTER HILLS PUBLIC LIBRARY**  
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**For the Period From Jun 1, 2024 to Jun 30, 2024**

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Date	Check #	Account ID	Account Descriptio	Line Description	Debit Amount	Credit Amount
		5301-50 1123-00	Materials Processing Operating - PNC	PROCESSING THE BAKER & TAYLOR COMPANY	165.78	3,441.51
6/28/24	73452	5306-10	Adult DVDs	CUSTOMER #2000005835-DVD	2,386.20	
		5303-11	Adult Audio-Music	CUSTOMER #2000005835-MUSIC	151.38	
		5303-10	Adult Audio-Kits-Gam	CUSTOMER #2000005835-AUDIO	498.89	
		5301-50 5306-10	Materials Processing Adult DVDs	PROCESSING CUSTOMER #2000005843-DVD	653.92 252.66	
		5301-50 5306-10	Materials Processing Adult DVDs	PROCESSING CUSTOMER #200014883-DVD	62.37 434.88	
		5301-50 1123-00	Materials Processing Operating - PNC	PROCESSING MIDWEST TAPE LLC	86.27	4,526.57
6/28/24	73453	5306-30	Outreach DVDs	CUSTOMER #2000005836-DVD	297.62	
		5301-50 5306-30	Materials Processing Outreach DVDs	PROCESSING CUSTOMER #2000005839-DVD	60.82 343.36	
		1123-00	Operating - PNC	MIDWEST TAPE LLC		701.80
6/28/24	73454	5306-20	Youth DVDs/Videos	CUSTOMER #2000005837-DVD	883.20	
		5301-50 1123-00	Materials Processing Operating - PNC	PROCESSING MIDWEST TAPE LLC	382.57	1,265.77
6/28/24	73455	6501-00 1123-00	Copier Contract/Main Operating - PNC	Invoice: 2530664 APPLIED INNOVATION	2,065.23	2,065.23
6/28/24	73456	6401-00 1123-00	Service Contracts Operating - PNC	Invoice: 44113 AQUARIUM DESIGN & MAINTENANCE	320.00	320.00
6/28/24	73457	5303-10 1123-00	Adult Audio-Kits-Gam Operating - PNC	Invoice: 2156543 BLACKSTONE PUBLISHING	34.99	34.99
6/28/24	73458	5301-10	Adult Books	Invoice: IN2405230551 18	86.95	

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Date	Check #	Account ID	Account Descriptio	Line Description	Debit Amount	Credit Amount
		1123-00	Operating - PNC	BLUE 360 MEDIA, LLC		86.95
6/28/24	73459	5301-30	Outreach Books	Invoice: 2100162	267.87	
		5301-30	Outreach Books	Invoice: 2100304	23.37	
		5301-30	Outreach Books	Invoice: 2105411	47.34	
		1123-00	Operating - PNC	CENTER POINT LARGE PRINT		338.58
6/28/24	73460	5306-82	Oakland Talking Boo	Invoice: 692248170	0.79	
		1123-00	Operating - PNC	CENTURY LINK		0.79
6/28/24	73461	6401-00	Service Contracts	Invoice: 4192284276	185.34	
		6401-00	Service Contracts	Invoice: 4195870352	185.34	
		1123-00	Operating - PNC	CINTAS CORPORATION #354		370.68
6/28/24	73462	5502-00	Gas	Invoice: 061324	341.25	
		1123-00	Operating - PNC	CONSUMERS ENERGY		341.25
6/28/24	73463	6200-40	Community Programs	Invoice: 240709	150.00	
		1123-00	Operating - PNC	JAMES CRAFT		150.00
6/28/24	73464	6401-00	Service Contracts	Invoice: 061724	148.80	
		1123-00	Operating - PNC	CULLIGAN OF ROMEO		148.80
6/28/24	73465	5202-40	Other Dental	Invoice:	1,622.06	
		1123-00	Operating - PNC	RIS0005779288 DELTA DENTAL PLAN OF MICHIGAN		1,622.06
6/28/24	73466	5301-50	Materials Processing	Invoice: 7492077	218.76	
		5301-50	Materials Processing	Invoice: 7492453	1,360.45	
		1123-00	Operating - PNC	DEMCO INC		1,579.21
6/28/24	73467	5302-00	Periodical/PrintSubs	Invoice: 062424	652.91	
		1123-00	Operating - PNC	MICHIGAN.COM #1008		652.91
6/28/24	73468	6200-40	Community Programs	Invoice: 240711	275.00	
		1123-00	Operating - PNC	DETROIT HISTORICAL SOCIETY		275.00
6/28/24	73469	5503-00	Electric	Invoice: 06212419	19,927.12	

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Date	Check #	Account ID	Account Descriptio	Line Description	Debit Amount	Credit Amount
		1123-00	Operating - PNC	DTE ENERGY		19,927.12
6/28/24	73470	5302-13	Electronic Materials	Invoice: 1000232320-1	3,457.00	
		1123-00	Operating - PNC	EBSCO INFORMATION SERVICES		3,457.00
6/28/24	73471	6401-00	Service Contracts	Invoice: 15691992	200.00	
		1123-00	Operating - PNC	ECOSHIELD PEST SOLUTIONS-DETRO IT		200.00
6/28/24	73472	5301-30	Outreach Books	Invoice: 84357321	198.35	
		5301-30	Outreach Books	Invoice: 84357755	14.39	
		5301-30	Outreach Books	Invoice: 84394383	124.80	
		5301-30	Outreach Books	Invoice: 84394445	214.40	
		5301-30	Outreach Books	Invoice: 84394813	27.20	
		5301-30	Outreach Books	Invoice: 84450315	399.89	
		5301-30	Outreach Books	Invoice: 84461471	28.00	
		5301-30	Outreach Books	Invoice: 84461720	545.47	
		5301-30	Outreach Books	Invoice: 84478838	339.90	
		1123-00	Operating - PNC	GALE/CENGAGE LEARNING		1,892.40
6/28/24	73473	5207-50	Legal Plan Benefit	Invoice: 31714AG20240701	558.60	
		1123-00	Operating - PNC	GIS BENEFITS		558.60
6/28/24	73474	6401-00	Service Contracts	Invoice: 66288509	390.00	
		1123-00	Operating - PNC	GREEN FOR LIFE ENVIRONMENTAL		390.00
6/28/24	73475	5201-40	Other Medical	Invoice: 100010793072	18,556.31	
		1123-00	Operating - PNC	HEALTH ALLIANCE PLAN		18,556.31
6/28/24	73476	5201-40	Other Medical	Invoice: 100010793717	2,871.08	
		1123-00	Operating - PNC	ALLIANCE HEALTH AND LIFE		2,871.08
6/28/24	73477	6403-00	Misc Repairs	Invoice: 10615	240.00	
		1123-00	Operating - PNC	HOFFMAN LAWN SPRINKLER SYSTEMS		240.00

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Date	Check #	Account ID	Account Descriptio	Line Description	Debit Amount	Credit Amount
6/28/24	73478	8002-00 1123-00	Capital Improvement Operating - PNC	Invoice: 061924 HOME DEPOT CREDIT SERVICES	204.53	204.53
6/28/24	73479	5930-00 1123-00	General Printing Operating - PNC	Invoice: 2109 JM DESIGN & PRINTING SERVICES LLC	132.00	132.00
6/28/24	73480	5302-13 1123-00	Electronic Materials Operating - PNC	Invoice: 402769-PPU KANOPY INC.	627.30	627.30
6/28/24	73481	5401-10 1123-00	Internet Connection Operating - PNC	Invoice: 74136 THE LIBRARY NETWORK	2,269.79	2,269.79
6/28/24	73482	5401-00 1123-00	Basic Phone Operating - PNC	Invoice: 33989540 LINGO COMMUNICATIONS	179.80	179.80
6/28/24	73483	5301-80 6100-50 1123-00	Interlibrary Loan (ILL) Professional Member Operating - PNC	Invoice: 366104 Invoice: 366253 MCLS	5,099.50 250.00	5,349.50
6/28/24	73484	6401-00 1123-00	Service Contracts Operating - PNC	Invoice: 1029 MDS LANDSCAPE MAINTENANCE LLC	2,945.00	2,945.00
6/28/24	73485	6200-50 1123-00	Systemwide Program Operating - PNC	Invoice: 6171 BEVERLY MEYER	200.00	200.00
6/28/24	73486	5302-13 1123-00	Electronic Materials Operating - PNC	Invoice: 505559891 MIDWEST TAPE LLC	13,283.59	13,283.59
6/28/24	73487	5703-00 1123-00	Legal Operating - PNC	Invoice: 1654407 MILLER,CANFIELD, PADDOCK & STONE,PLC	1,525.00	1,525.00
6/28/24	73488	6100-50 1123-00	Professional Member Operating - PNC	Invoice: 18690 MICHIGAN LIBRARY ASSOCIATION	1,445.00	1,445.00
6/28/24	73489	6200-40 1123-00	Community Programs Operating - PNC	Invoice: 072424 NANCY MOTRINC	200.00	200.00
6/28/24	73490	5302-13	Electronic Materials	Invoice: 21 721MA24165494	2,843.47	

**ROCHESTER HILLS PUBLIC LIBRARY**  
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Date	Check #	Account ID	Account Descriptio	Line Description	Debit Amount	Credit Amount
		5302-13	Electronic Materials	721MA24165494 Invoice:	9,731.00	
		1123-00	Operating - PNC	721SA24168073 OVERDRIVE INC		12,574.47
6/28/24	73491	5306-80 1123-00	Bookmobile Operatio Operating - PNC	Invoice: 060324 CITY OF ROCHESTER HILLS DPS	452.74	452.74
6/28/24	73492	6403-00 1123-00	Misc Repairs Operating - PNC	Invoice: 49942LT24 ROCHESTER PLUMBING & HEATING	259.00	259.00
6/28/24	73493	5401-00 1123-00	Basic Phone Operating - PNC	Invoice: 62082 TELNET WORLDWIDE	218.14	218.14
6/28/24	73494	5301-10 1123-00	Adult Books Operating - PNC	Invoice: 18413 TSAI FONG BOOKS INC	397.02	397.02
6/28/24	73495	5701-30 5701-30 1123-00	Collection Agency Collection Agency Operating - PNC	Invoice: 6126864 Invoice: 6126871 UNIQUE MANAGEMENT SERVICES INC	364.45 52.00	416.45
6/28/24	73496	2168-00 1123-00	Supplemental Ins W/ Operating - PNC	Invoice: 061924 UNUM LIFE INSURANCE - SUPP	42.51	42.51
6/28/24	73497	5206-40 1123-00	Other LTD Insurance Operating - PNC	Invoice: 061924 UNUM LIFE INSURANCE CO OF AMERICA	477.74	477.74
6/28/24	73498	5207-30 1123-00	Vision Insurance Operating - PNC	Invoice: 820688490 VISION SERVICE PLAN	246.82	246.82
6/28/24	73499	5301-80 1123-00	Interlibrary Loan (ILL) Operating - PNC	Invoice: 960 WEST BLOOMFIELD TWP PUBLIC LIBRARY	21.59	21.59
6/28/24	73500	5301-20	Youth Books	Invoice: 16621332	409.00	

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Date	Check #	Account ID	Account Descriptio	Line Description	Debit Amount	Credit Amount
		1123-00	Operating - PNC	WORLD BOOK INCORPORATED		409.00
6/28/24	73501	5301-30	Outreach Books	Invoice: 84505991	74.40	
		5301-30	Outreach Books	Invoice: 84544109	232.74	
		5301-30	Outreach Books	Invoice: 84544309	51.18	
		5301-30	Outreach Books	Invoice: 84552071	55.98	
		5301-30	Outreach Books	Invoice: 84564204	32.79	
		1123-00	Operating - PNC	GALE/CENGAGE LEARNING		447.09
6/28/24	73502	6402-10	Maintenance Supplie	Invoice: 90037	366.09	
		6402-10	Maintenance Supplie	Invoice: 90073	678.22	
		6401-00	Service Contracts	Invoice: 90367	6,800.00	
		1123-00	Operating - PNC	VANGUARD CLEANING SYSTEMS		7,844.31
6/5/24	EFTAZ060524	5301-10	Adult Books		1,128.23	
		6200-20	Youth Programs		215.18	
		5301-20	Youth Books		168.52	
		5805-00	IT Supplies		164.61	
		5940-00	3D Printing/Makerspa		39.16	
		6200-60	Makerspace Program		584.31	
		5306-13	Teen & Adult Video G		323.67	
		6200-21	Youth Programs-Man		213.98	
		6200-40	Community Programs		57.51	
		5303-50	Innovative Items		185.70	
		5807-00	Office Supplies		109.58	
		5802-00	Circulation Supplies		9.99	
		6200-50	Systemwide Program	SUMMER READING	31.77	
		5301-30	Outreach Books		98.70	
		5801-00	Copier Toner		75.64	
		6508-00	Minor Equip <\$2500		1,536.29	
		1123-00	Operating - PNC	AMAZON CAPITAL SERVICES		4,942.84
6/18/24	EFTVISA0618	6100-60	Workshops/Conferen		580.97	
		5302-13	Electronic Materials		275.98	
		6200-20	Youth Programs		140.85	
		5301-50	Materials Processing		200.33	
		5303-50	Innovative Items		274.99	
		6506-00	Software Support/Mai		483.84	
		5940-00	3D Printing/Makerspa		38.30	
		6100-50	Professional Member		112.00	
		6200-50	Systemwide Program	CENTENNIAL GALA	1,760.00	
		5306-80	Bookmobile Operatio		136.15	
		5950-00	Promotion	23	150.00	

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<b>Date</b>	<b>Check #</b>	<b>Account ID</b>	<b>Account Descriptio</b>	<b>Line Description</b>	<b>Debit Amount</b>	<b>Credit Amount</b>
		6200-10	Adult Programs		166.90	
		5402-00	Postage/Shipping		619.99	
		5802-00	Circulation Supplies		62.50	
		5809-00	Marketing Supplies		101.92	
		6200-30	Outreach Programs		12.00	
		5301-10	Adult Books		228.43	
		5808-00	Board Room Supplie		17.97	
		6200-60	Makerspace Program		150.93	
		6200-40	Community Programs		10.59	
		1123-00	Operating - PNC	CAPITAL ONE BK(USA), NA		5,524.64
	<b>Total</b>				<b>157,769.24</b>	<b>157,769.24</b>



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

Checks & EFT's - Operating Account			157,769.24
Payroll Account - Net Payroll			139,639.23
Employee Benefit EFTs and Misc Debits -			
Payroll Taxes		47,413.36	
Employee FSA Debits - Wage Works		1,406.23	
Employer Pension Contributions - MERS		12,501.68	
Employee Deferred Contributions		14,877.87	
Bank/Merchant Fees		388.64	
ADP & WageWorks Fees		1,763.90	
WageWorks Prefund Refund		(469.50)	
		<b>TOTAL</b>	77,882.18
			<b>\$ 375,290.65</b>

# Communications



ROCHESTER HILLS  
PUBLIC LIBRARY



P.O. Box 3009  
Monroe, WI 53566-8309  
vanguard.com

June 14, 2024

RECEIVED  
JUN 18 REC'D

0004016 01 AB 0.547 \*\*AUTO TO 2 0187 48307-204300 -C01-P040204



ROCHESTER HILLS PUBLIC LIBRARY  
BOARD OF TRUSTEES TR  
U/A 07-11-94  
EMMA CAROLYN HUNSTAD MEM TRUST  
500 OLDE TOWNE RD  
ROCHESTER MI 48307-2043



## It's time to upgrade your account

You're receiving this notice because your Vanguard mutual fund account remains on our legacy investment platform, which will be retired for retail investor accounts by the end of 2025. Going forward, our Vanguard Brokerage Account platform—a modern investing experience with access to additional investment products and services, such as Vanguard ETFs®, our advice offers, and our new Cash Plus Account—will be the only way retail clients can invest directly with Vanguard.

### Next steps for you to consider

You can likely transition your own account to a Vanguard Brokerage Account by visiting [www.vanguard.com/vbatransition](http://www.vanguard.com/vbatransition). However, as a client who maintains an account that may require additional steps and documentation (for example, trust, endowment, partnership, etc.), you're welcome to contact us for additional support.

If you don't complete the process yourself, we'll take care of the transition for you. Please note:

- Thirty days after receipt of this letter, your account will become *eligible* to automatically transition to a Vanguard Brokerage Account.
- You'll be notified approximately two weeks before your account is scheduled to transition.
- **If your account is automatically transitioned, restrictions preventing additional investments or contributions will be put in place and most account services—including automatic investment plans—will be interrupted.** After the transition, you can remove those restrictions and set up account services by logging in to your account.
- Aside from a brief period on the night of your account transition, you'll maintain access to your account, including the ability to withdraw funds, view balances, and access important documents, such as statements and tax forms.

Please carefully review the enclosed important notification and disclosures for additional details.

### Need additional support?

If you don't have online access to your account, we recommend you visit [www.vanguard.com/access](http://www.vanguard.com/access) before attempting to upgrade your account. If you need help registering online or have additional questions about this transition, we're here to help. Contact us at 877-614-7358 Monday through Friday from 8 a.m. to 8 p.m., Eastern time.



## Important legal notification and disclosures

After December 31, 2025, retail investors will need to go through a brokerage provider (for example, a Vanguard Brokerage Account) to purchase, redeem, and trade Vanguard mutual funds.

### You have options when selecting a brokerage provider

- **Transition now:** If you would like to transition your mutual fund holdings to a Vanguard Brokerage Account, visit [www.vanguard.com/vbatransition](http://www.vanguard.com/vbatransition) to get started.
- **Automatic transition:** If you do not take any action on your account by your scheduled Transition Date, you will consent to Vanguard transitioning your mutual fund holdings to a Vanguard Brokerage Account in the same registration. We will provide an additional notification approximately two weeks before your Transition Date. *If your brokerage account is opened by this automatic transition process, it will be restricted as described below until you take necessary actions.*
- **Transfer to an alternative provider:** If you would like to select a provider other than Vanguard, you will need to contact and begin the process of opening an account with that alternative provider. They will provide instructions on what steps are required to transfer your mutual fund holdings to their investment platform, which should be completed prior to your Transition Date.
- **Request a redemption:** You can redeem your shares and withdraw the entire balance of your account. We encourage you to carefully consider any tax implications of a redemption and how it could impact your investment goals.

Clients transitioning mutual fund holdings to a Vanguard Brokerage Account will be unable to access their account from 12 a.m. to 6 a.m., Eastern time, the night of the account transition.

### After the transition

If you do not take action, your mutual fund account will be upgraded to a Vanguard Brokerage Account as noted next to "Automatic transition." **At that time, your brokerage account will be restricted, preventing further purchases and exchanges. Any active account services like automatic investment plans or direct deposit will need to be reestablished, if available, and your account will default to automatically reinvest dividends.** If your accounts are currently enrolled in an advice service, these restrictions would also prevent the ongoing management of your accounts enrolled in advice.

Account restrictions will be removed, and you can add or reestablish account services to your Vanguard Brokerage Account, once you furnish all information required by FINRA, the SEC, and/or other state and federal regulations and laws, as well as acknowledge and agree to the terms and conditions of relevant agreements such as the Vanguard Brokerage Account Agreement.

While your account is restricted, you can sell mutual fund shares and withdraw money from your account, but you'll be subject to the current Vanguard Brokerage Account commission and fee schedules, including, but not limited to:

- **Account service fee:** This annual \$25 fee for each brokerage account is easily avoidable. If you're the primary account owner, you can eliminate the fee on brokerage accounts by signing up for e-delivery for most Vanguard communications and account documents.<sup>1</sup>

<sup>1</sup>The fee will not be assessed for clients who hold at least \$5 million in qualifying Vanguard assets or brokerage accounts enrolled in a Vanguard-affiliated advisory service.

- **Broker-assisted commission:** Beginning July 1, 2024, consistent with our policy on trading stocks and other products, Vanguard Brokerage Services will charge a \$25 broker-assisted commission on trades placed over the phone of Vanguard mutual funds and Vanguard ETFs<sup>2</sup> and for closing transactions placed by Vanguard Brokerage Services to cover a margin call or satisfy an outstanding debt owed in your account.<sup>2</sup>
- **Account closure and full transfer out fee:** Beginning July 1, 2024, Vanguard Brokerage Services may charge a \$100 processing fee for each account closure or full transfer of account assets to another firm.<sup>3</sup>

You can access the most current Vanguard Broker-Dealer Client Relationship Summary (Form CRS) and Vanguard Brokerage Account Agreement, and our current Vanguard Brokerage Services commission and fee schedules online. Visit [www.vanguard.com/vbatransition](http://www.vanguard.com/vbatransition) and look for the documents section at the bottom of the page.

## Banking authorization

*If you currently have an active bank account on file with your Vanguard mutual fund account and are the authorized signer/bank owner of that bank account, **the following applies to you.** Unless you take action to remove the bank account ahead of your automatic transition, you then authorize the following:*

You authorize The Vanguard Group, Inc., and Vanguard Marketing Corporation, and any affiliates or subsidiaries of either (individually or collectively, "Vanguard"), to initiate credit or debit entries to the bank account on file if Vanguard, in good faith, believes that they have been initiated by an authorized person. You authorize the bank to accept any such credits or debits to your account made by Vanguard without responsibility for the correctness thereof. You acknowledge that the origination of ACH transactions to your account must comply with the provisions of U.S. law. You understand that you may terminate this authorization at any time by written notification to Vanguard and the bank. The termination request will be effective as to Vanguard as soon as Vanguard has had a reasonable amount of time to act upon it. You represent and warrant to Vanguard that You are the owner(s) or authorized signer(s) on the bank account on file and that no other owner or authorized signer of such bank account is required to sign in order to authorize the initiation of ACH entries to such bank account.

<sup>2</sup>Broker-assisted commissions will not be charged to brokerage accounts enrolled in a Vanguard-affiliated advisory service or to clients with \$1 million or more in Vanguard-qualifying assets.

<sup>3</sup>The fee will not be assessed for clients who hold at least \$5 million in qualifying Vanguard assets or brokerage accounts enrolled in a Vanguard-affiliated advisory service.





## Use of the library in our community is high and is only expected to grow in the future.

In 1924 the library was approximately 1,700 square feet, served a population of 3,870, and circulated 14,543 items annually. Today, the library is just over 75,000 square feet and serves a population of 110,000.

1.5 million items  
circulate each year

1,150 visitors  
per day

553 new library cards  
net gain each month on average

97% of patrons  
said they would use the library the same amount or with more frequency in the next five years.

20% increase in use  
of eBooks and eAudiobooks over last year

10,049 reservations  
for meeting and study rooms in 2023 and 3,900 reservations made in the first four months of 2024.

RHPL is funded mainly through property taxes.



### 86% Property Tax

- 6% Donations & gifts
- 5% Oakland County contribution
- 2% State of Michigan
- 1% Fines & miscellaneous income

## Election day is Tuesday, August 6.

Early voting takes place at Rochester Hills Public Library Saturday, July 27–Sunday, August 4

For information about polling locations, voter registration, and detailed ballot information, visit [rochesterhills.org/departments/clerk/elections](https://rochesterhills.org/departments/clerk/elections)

### Ballot language

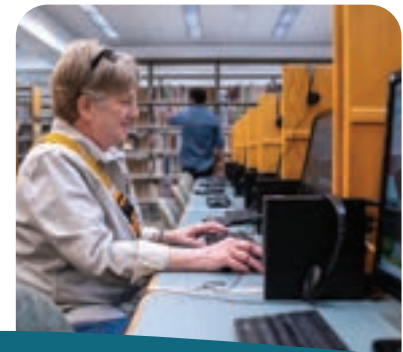
Shall the limitation on the amount of taxes which may be imposed on taxable property within the City of Rochester Hills, County of Oakland, Michigan, be increased by \$0.39 per thousand dollars (0.39 mills) of the taxable value on all taxable property in the City of Rochester Hills for a period of ten (10) years, beginning in the year 2024 and ending in the year 2033, inclusive, as new additional millage for the purpose of providing library funds for the Rochester Hills Public Library? It is estimated that 0.39 mills would raise approximately \$1,724,195 when first levied with the December 1, 2024 levy.



[rhpl.org](https://rhpl.org)  
(248) 656-2900  
500 Olde Towne Rd.  
Rochester, MI 48307



## A New Millage for a New Century



*Empowering people to explore and create with resources that enlighten, educate, entertain, and inform.*

## What is a millage?

A millage is a tax on property, levied at the local level after being approved through a popular vote on a ballot initiative.

## RHPL is asking Rochester Hills residents for a millage increase.

Established in 1924, the library's millage rate is 1 mill in perpetuity. This rate has not increased in over 100 years but has been rolled back as a result of the Headlee Amendment, meaning that for the City of Rochester Hills, the rate is currently only .7353. The current property tax raised from Rochester Hills residents is \$3,222,042.

The City of Rochester and Oakland Township contract with the library for service and have annual contracts based on the millage rate for Rochester Hills residents. If voters in Rochester Hills approve a new millage, a proportionate request will be made to these communities.

## The proposed new rate is .39 mills for 10 years.

View the chart below to find out how much it will cost based on the taxable value of your home, which is typically half of the market value.

Taxable Value of Home	Current Annual Cost	Current Monthly Cost	Proposed Additional Annual Cost	Proposed Additional Monthly Cost
\$100,000	\$73.00	\$6.08	39.00	\$3.25
\$150,000	\$109.50	\$9.12	\$58.50	\$4.87
\$200,000	\$146.00	\$12.16	\$78.00	\$6.50
\$250,000	\$182.50	\$15.20	\$97.50	\$8.12
\$300,000	\$219.00	\$18.25	\$117.00	\$9.75



## What to expect if the millage passes.

- An increased budget for new materials (\$1 million annually) and eMaterials resulting in shorter wait times for popular materials
- Enhanced services, programming, and staffing levels, including more storytimes and a new library app
- Year-round Sunday hours
- Critical infrastructure repairs, including a new roof, an updated HVAC system, greater ADA compliance, and new bookmobiles

## What to expect if the millage fails.

- Cuts to material and special service budgets
- Deferred or delayed critical infrastructure repairs
- Longer wait times and limited availability for popular materials and eMaterials
- Reduced bookmobile service, including the possibility of eliminating service to 24 local preschools
- Possible reduction in staff and operating hours

## RHPL has cut costs to save money.

### 2010-2019

- Froze staff wages for 3 years
- Cut the library's retirement contribution by 40%
- Cut back staff health care plans (medical, prescription, and dental)
- Cut budgets for supplies and specialized consulting
- Reupholstered existing furniture and relaminated existing study tables

### 2020-Present

- Reduced staff from 135 positions to 105
- Outsourced a 5-person custodial department to a nightly cleaning service
- Eliminated 2.5 full-time equivalent positions with benefits
- Deferred furniture upgrades by acquiring second-hand furniture disposed of from other libraries
- Redesigned and coded website with internal team
- Developed in-house strategic plan to defray fees for research, surveys, metrics, and tracking tools
- Managed major IT and facilities projects with internal team to eliminate consulting and installation fees
- Eliminated or rebid service contracts
- Maintained garden landscapes with volunteer gardeners at no cost to taxpayers
- Deferred replacement of the Community Bookmobile with the purchase of a small utility van to transport materials with abbreviated service
- Eliminated a long-term care insurance benefit for staff
- Installed LED lighting with internal team to reduce utility costs

## A New Millage for a New Century



RHPL is asking Rochester Hills residents for a new millage increase of .39 for 10 years.

The current millage rate of 1 mill has not increased in over 100 years of operation at RHPL. In fact, due the Headlee amendment, the millage rate has shrunk to .7353 mills.



For more information on the millage, frequently asked questions, and cuts already made, visit [rhpl.org/millage](http://rhpl.org/millage).

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Vote August 6, 2024

For information about polling locations, voter registration, and detailed ballot information, visit [rochesterhills.org/departments/clerk/elections](http://rochesterhills.org/departments/clerk/elections)



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I spoke with the patron by phone, and he was encouraged to hear that we are evaluating both machine-attached credit card readers and a browser-based system. He agreed that the browser-based system made him feel more secure regarding the possible capturing of credit card information and expressed his hope that this would be the direction we pursue. He also extended his thanks to the library for listening to the comment cards and wanted to ensure we knew how much he appreciates the library and what we do.

Derek Brown  
6-10-2024



500 Olde Towne Road  
Rochester, Michigan 48307-2043

## Comment Card

Date 6/3/24

*printing machine does not take card ;)*

(IT)  
Optional: Name

Contact No. [REDACTED]



500 Olde Towne Road  
Rochester, Michigan 48307-2043

# Comment Card

Date 6/5/24

I was visiting another local library and I noticed they had small lamps at the librarian desks, so much ambience, just a recommendation.

Patron

Optional: Name

Contact No.



Date: 6/21

Civility Project  
Workshop Program

# Comment Card

500 Olde Towne Road  
Rochester, Michigan 48307-2043



Best program I've seen since before Covid!

(Optional) Name:

Contact #:

Email:

For staff use only:



Date: June 24 / 2024

500 Olde Towne Road  
Rochester, Michigan 48307-2043

# Comment Card



This library is perfect! Best service

(Optional) Name:

Contact #:

Email:

For staff use only:

## **Oakland County community calendar June 2 and beyond**

• “D-Day Revisited: 80 Years Later” is 7 p.m. June 6, presented by historian Frank Cardimen, hosted by the Rochester Hills Public Library, 500 Olde Towne Road, Rochester, open to the public, registration is required at [calendar.rhpl.org](http://calendar.rhpl.org) or call 248-656-2900

Royal Oak Tribune, June 2, 2024

## **Oakland County community calendar June 9 and beyond**

• “The Civility Project Workshop” is at 7 p.m. June 20, hosted by the Rochester Hills Public Library, 500 Olde Towne Road, Rochester, The project was created by celebrated journalists Nolan Finley and Stephen Henderson to bring people of opposing viewpoints together for healthy disagreement and constructive conversations. Registration is required at [calendar.rhpl.org](http://calendar.rhpl.org) or call 248-656-2900

Oakland Press, June 9, 2024

# Library challenges patrons with 100 days of summer reading

By: [Mary Beth Almond](#) | Rochester Post | Published June 5, 2024

ROCHESTER — In honor of its 100th anniversary, the Rochester Hills Public Library is challenging community members to read for 100 days this summer.

The library opened registration for its summer reading program earlier than ever before, on May 3, but the official kickoff event will be held noon-2 p.m. June 8 at the library. Patrons can visit a nonprofit fair in the multipurpose room to learn more about services and volunteer opportunities in the community, play old-timey games courtesy of the Rochester Hills Museum at Van Hoosen Farm, and enjoy sweet treats and surprise giveaways.

The only rule for summer reading is to read every day — whether it's an article, a book, an e-book, an audiobook, a graphic novel, a magazine or even a cereal box — and track the progress online to earn virtual reading badges for the chance to win prizes. Reading badges earn entries for the end-of-summer grand prize drawing. For every activity badge earned, readers can place a sticker on the sign to show off their summer reading skills.

"We, basically, encourage people to read every day during the summer — that allows each individual family to kind of set their own goals," said Betsy Raczkowski, the head of communications and community engagement.

The summer reading program allows patrons to enjoy books of their choice, at their own pace, and it also helps youth maintain their reading levels.

"We really want to stress the idea of reading for fun and reading for entertainment and enjoyment to keep that interest alive," Raczkowski added.

Reading and lifelong learning are priorities at the library, according to Library Director Juliane Morian.



"The library's strategic plan highlights and supports learners of all ages, along with nurturing young minds and helping patrons find joy and discovery at the library. Summer reading is a perfect time to discover all the library has to offer, inside and out," she said in a statement.

To register for summer reading, visit [rhpl.beanstack.org](http://rhpl.beanstack.org) or download the Beanstack app and sign up using an active library card. Households can make one account and add readers all in one spot. Library staff encourage parents of children participating to register themselves first and then add readers to their accounts.

Upon signing up, all participants are also eligible for a free "Spread Your Library Love" lawn sign and stickers pack, which, if displayed at their residence, could earn them a prize from the library's prize patrol.

"There are still a lot of people who think the summer reading program is just for kids, but we have great participation from adults. For parents, it's important to model reading for their children, but for adults, who maybe don't have children, it's also a really nice way to expand your horizons and continue learning, even when you're not in school," said Mary Davis, the head of adult services.

In addition to being eligible for the grand prizes, everyone who participates in the library's summer reading challenge through Aug. 10 will also receive a free book.

The Rochester Hills Public Library is located at 500 Olde Towne Road in downtown Rochester. For more information, call (248) 656-2900 [📞](tel:248-656-2900), visit [www.rhpl.org](http://www.rhpl.org) or email [help@rhpl.org](mailto:help@rhpl.org).

**C&G News, June 5, 2024**



if the millage increase passes, library officials say new bookmobiles would be put into service for the 70-square-mile service area.

Photo provided by the Rochester Hills Public Library

## Rochester Hills Public Library seeks tax increase Aug. 6

***Library director: 'For this library to thrive in its next century of service, we would need additional funding'***

By: [Mary Beth Almond](#) | Rochester Post | Published July 1, 2024

ROCHESTER/ROCHESTER HILLS/OAKLAND TOWNSHIP — The Rochester Hills Public Library is asking Rochester Hills voters to consider a millage hike in the August primary election.

"What is most apparent to us is that the building has critical infrastructure needs that will go unmet with the current funding that we have in place," Library Director Juliane Morian said.

The proposal is for a 0.39-mill tax levy for 10 years. One mill is \$1 per \$1,000 of a home's taxable value. The current annual cost for a \$150,000 home is \$109.50. If the proposal passes, they would pay an additional \$58.50, for a total of \$168 annually, according to the library's website.

Although the costs to run the library have risen over the years, Morian said, the library's millage has not changed since it was approved by voters a century ago, in 1924.

The 1924 millage that was passed by the then-residents of Avon Township was for 1 mill in perpetuity — which means it does not have to be renewed. However, the library did not levy that entire mill until 1978, because the Headlee Amendment came in. In a nutshell, Headlee requires a local unit of government to reduce its millage when annual growth on existing property values is greater than the rate of inflation, according to the Michigan Municipal League.

As the library looks forward to its next century of service, Morian said it is apparent to the library board that delivering a 21st century library experience with a 20th century millage is no longer sustainable.

"The building is more than 30 years old, and we are operating off of the same millage that was approved back in 1924. The operational dollars have not increased since then," she said. "We're proud of the fact that we've been able to live within our means for 100 years, but we feel it is important for the voters to understand that, for this library to thrive in its next century of service, we would need additional funding and additional investment from the community."

The Rochester Hills Public Library began in 1924 as a 1,700-square-foot building for a population of 3,870 and has evolved into a nearly 75,000-square-foot building with over 1,100 visitors daily. It issues 553 new library cards on average each month. The library circulates 1.5 million items annually, and staff said they have seen demand for electronic materials such as e-books and e-audiobooks grow 20% in use over the last year. Meeting and study room use has also risen, resulting in 10,049 reservations in 2023, and 3,900 reservations in the first four months of 2024.

The library serves residents of Rochester, Rochester Hills and Oakland Township. While all three municipalities pay tax money — 1 mill — to operate the library, the communities of Rochester and Oakland Township do not have a vote on the library board, since they contract with the library for services.

In Rochester Hills, the 1 mill is currently levied at 0.7353 mills due to the Headlee rollback. The new millage asks for an additional levy of 0.39 mills for library funding for 10 years.

"It's essentially 39 cents per \$1,000 of taxable value on your house, which would bring the total levied amount to 1.12 mills," Morian said. "The current rate of 0.7353 is in the bottom five of our region of local support for libraries, so there are only five libraries that pay a lesser millage rate than the citizens of Rochester Hills do."

Rochester and Oakland Township contract with the library for service and have annual contracts based on the millage rate for Rochester Hills residents. If voters in Rochester Hills approve a new millage, library staff said a proportionate request would be made to these communities.

"Recognizing the uniqueness of how RHPL operates, the Board of Trustees works collaboratively to build consensus among all stakeholders, especially from the contract communities, and has devised a formula to propose equitable library funding based on a per capita fee," Library Board President Melinda Deel said in a statement.

Library officials said that, if approved, the millage would generate an additional \$1,724,195 in funding for the library.

The additional investment of property tax revenue and the updated contracts, Morian said, would allow the materials budget to expand to over \$1 million annually, with priority given to popular materials and e-books. Sunday hours would be added year-round, program offerings would increase, building renovations would begin — with a possible new café — the building would obtain greater Americans with Disabilities Act accessibility, the roof would be replaced, the heating and cooling systems would be modernized, and new bookmobiles would be put into service for the 70-square-mile service area.

"Our library is thriving in terms of demand and volume and foot traffic, and we want to be able to meet the needs and expectations of our community members," Morian said.



If the millage does not pass, library staff said funds normally used to expand and develop material and service budgets would need to be rerouted to fund critical infrastructure repairs in the next 10 years — like a new roof and updated HVAC systems. Budgets for new items, electronic materials and special services would be cut, limiting availability and increasing wait times. Staff and operating hours may also be reduced, the community bookmobile would not be able to return to a full-service bookmobile that allows for patron browsing and a larger collection, and the 23-year-old early literacy bus may not be replaced, eliminating service to 24 local preschools.

"At the end of the day, the building will persist, and it needs to be maintained like any commercial building, and those expenses, we will have to figure out how to fund them in our budget, and they will have to come at the expense of some soft portions of the budget that have more flexibility, but regrettably, that's what the patrons will feel, in terms of materials, programs and services," Morian added.

Cost reductions and cuts have been enacted at the library since 2010, Morian said, and include freezing staff wages for three years and reducing or eliminating staff positions, benefits, and health care plans. The library has cut back budgets for supplies and specialized consulting, deferred critical updates to infrastructure and furnishings, managed major projects and updates with internal teams, and downsized the community bookmobile to a utility van with abbreviated services when the used vehicle became too costly to repair.

For more information, visit [www.rhpl.com](http://www.rhpl.com).

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#### **Rochester Hills Library Millage Proposal**

Shall the limitation on the amount of taxes which may be imposed on taxable property within the City of Rochester Hills, County of Oakland, Michigan, be increased by \$0.39 per thousand dollars (0.39 mills) of the taxable value on all taxable property in the City of Rochester Hills for a period of ten (10) years, beginning in the year 2024 and ending in the year 2033, inclusive, as new additional millage for the purpose of providing library funds for the Rochester Hills Public Library? It is estimated that 0.39 mills would raise approximately \$1,724,195 when first levied with the December 1, 2024 levy.

**C&G News, July 1, 2024**

# Library Director's Report



ROCHESTER HILLS  
PUBLIC LIBRARY

# Director's Report

July 9, 2024

## 1. Storyroom Expansion

Storyroom construction continues with good progress. The contractor encountered an issue in unifying two different ceilings (the original ceiling and the portion of the ceiling annexed from the youth service department). In the interest of long-term aesthetics, I approved adding a new drop-ceiling as opposed to reusing current. As a result, portions of the fire suppression system had to be reconfigured so that sprinkler heads were placed in equidistant locations throughout the room. This resulted in an additional expense of \$6,500, but there are cost-savings elsewhere that should deliver the final project within budget.

## 2. Hunstad Trust

The Hunstad Trust was established in 1994 to honor the life and legacy of Emma Carolyn Hunstad. The Board of Trustees at the Rochester Hills Public Library are legally entrusted with the care and custody of all aspects of the trust and have faithfully effectuated it for thirty years. The principal of the trust remains untouched and the annual interest earned is used to purchase children's material and adult audiobooks. The Board of Trustees have received a letter from the financial firm that manages the trust stating that it will revert from a legacy investment platform to a brokerage account where dividends will be automatically reinvested. Additionally, there are fees associated with the brokerage account that are not assessed in the current platform. It is my recommendation to move the Hunstad Trust to its own fund at the Community Foundation of Greater Rochester or combine it with the current endowed funds already held at the Community Foundation.

## 3. Library IQ database

The library is piloting a product for data analysis, primarily for collection development insights and allocation of resources. Current budgeting is tracked with internal spreadsheets and reports. Decisions around the allocation of budgets is based on trends in circulation data along with the goal of maintaining a core collection of perennial information sources. Librarian department heads utilize relative use reports to analyze subsets of the collection and what types of titles are circulating relative to others within the same set. As a result, librarians can determine with a high-degree of specificity what nonfiction ranges, what sub-genres of fiction, or what kinds of formats are in demand and those that are not. Library IQ provides real-time data on relative use and has a prescriptive component to guide librarians towards evidenced-based purchases. By subscribing to this database, librarian staff can generate customized reports for physical and electronic content.

LibraryIQ also offers extensive demographic analytics through Claritas, an industry leader, to identify deficits in collections. Patron demographic data can overlap with collection points to then recommend titles related to diversity, equity, and inclusion for purchase. All of this coalesces into actionable insights that collection managers can use to be proactive rather than reactive.

**4. Library App research**

On the 2024 RHPL Community Survey, 76% of respondents said they would download and use an app. This is a clear mandate that our patrons desire an app as an additional service point. To that end, Derek Brown, Director of IT has researched three products we could implement. Library apps typically cost \$2,000 - \$5,000 for initial implementation and then an annual hosting fee in subsequent years that range from \$3,000 - \$8,000 per year. The following is a list of apps RHPL is researching:

- Solus (Innovative Mobile App): A product demonstration by Clarivate was conducted. Real-world testing used sample cards provided by Orion Township.
- Communico: A product demonstration was conducted previously. A more recent test used sample cards to directly compare usability provided by Clinton-Macomb Public Library.
- BiblioCommon Mobile App: The product demonstration was positive, but requires the full BiblioCommon suite for effective patron use. This is because it leverages their discovery portal for browsing the library catalog.
- OCLC CapiraMobile: A previous product demonstration was not compelling enough to warrant further testing in 2024. The app primarily functioned as a collection of links directing users outside the app, unless they were for OCLC-integrated products.

**5. Out of Office**

I will be out of the office from August 12<sup>th</sup> – August 23<sup>th</sup>. Staff members in charge are as follows:

- Wendy Lehman, Head of Youth Services: August 12<sup>th</sup> and 13<sup>th</sup>
- Allison Sartwell, Head of Adult Services: August 14<sup>th</sup> and August 21<sup>st</sup>
- Jenny Doetsch, Cataloging Manager: August 15<sup>th</sup> and 16<sup>th</sup>
- Brittany Christofel, Circulation Manager: August 19<sup>th</sup> and 20<sup>th</sup>
- Derek Brown, Director of IT: August 22<sup>nd</sup>
- Mary Davis, Head of Outreach Services: August 23<sup>rd</sup>

**6. Upcoming Events**

July 27 <sup>th</sup> – August 4 <sup>th</sup>	RHPL serves as an early voting site for residents in Rochester Hills and Oakland Township
August 6, 2024	Election Day
August 7, 2024	RHPL Board of Trustees Meeting, 7pm (public hearing on the FY 2025 budget)
August 9, 2024	End of Summer Reading “Sunset Block Party”, 6pm in the west parking lot
August 27, 2024	Friends of RHPL board meeting, 7pm
August 31 <sup>st</sup> – Sep 2 <sup>nd</sup>	Library is Closed in observance of Labor Day
September 10, 2024	RHPL Board of Trustees Meeting, 7pm



## Statistical Report - Usage for the month of June 2024

<i>Circulation</i>	LY Month	Month	MTM	Last YTD	YTD	YTY
Checkouts	50,000	49,391	-1.2%	258,494	263,182	1.8%
Renewals	43,773	47,667	8.9%	297,668	294,060	-1.2%
e-Materials	22,025	29,019	31.8%	135,149	177,912	31.6%
Bookmobile	2,575	3,064	19.0%	19,960	23,500	17.7%
Mini-Branch	1,541	1,421	-7.8%	9,194	8,754	-4.8%
OTBS Circ	6,144	5,997	-2.4%	37,413	34,065	-8.9%
MeLCat Borrowed	1,245	1,308	5.1%	8,228	8,356	1.6%
MeLCat Loaned	1,324	1,277	-3.5%	11,094	8,355	-24.7%
<b>Total Circulation</b>	<b>128,627</b>	<b>139,144</b>	<b>8.2%</b>	<b>777,589</b>	<b>818,430</b>	<b>5.3%</b>

<i>Other Statistics</i>	LY Month	Month	MTM	Last YTD	YTD	YTY
In-Person Visits	37,489	36,335	-3.1%	209,972	232,295	10.6%
Room Reservations	740	874	18.1%	4,861	5,819	19.7%
Adult Programs	15	53	253.3%	107	271	153.3%
--Attendance	441	1,391	215.4%	2,435	5,063	107.9%
Teen Programs	3	3	0.0%	25	26	4.0%
--Attendance	17	14	-17.6%	126	144	14.3%
Youth Programs	19	20	5.3%	126	133	5.6%
--Attendance	1,243	871	-29.9%	6,609	5,616	-15.0%
Outreach Attendance	0	688	∞	0	1664	∞
Makerspace Use	0	0	∞	0	1879	∞
Computer Use	1,640	1,479	-9.8%	9,822	9,629	-2.0%
Wireless Use	5,640	5,603	-0.7%	32,946	35,531	7.8%
Database Use	5,457	5,762	5.6%	35,468	37,480	5.7%
Volunteer Hours	230	275	19.6%	1,893	1,791	-5.4%

### Number of Library Card Holders

<i>Municipality</i>	LY Month	Month	% Total
Rochester Hills	46,118	44,517	59.2%
Rochester	9,997	10,028	13.3%
Oakland	9,595	8,987	12.0%
Non-residents	4,469	4,461	5.9%
Virtual Students	6,038	7,195	9.6%
<b>Total Card</b>	<b>76,217</b>	<b>75,188</b>	<b>100%</b>

### Number of Items

<i>Type</i>	LY Month	Month
Print	257,589	275,695
Audio	18,834	19,479
Video	46,224	48,061
Other	429	440
E-Material	24,951	27,542
<b>Total</b>	<b>348,027</b>	<b>371,217</b>

# RHPL Strategic Plan: 2024 Mid-Year Update

## Inspire Lifelong Learners

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

Reassess and develop consistent manner for displaying the library's artwork including appropriate placards and background information on each piece	2024	AS/Local History librarian	Progressing	Hilary M. has been working on locating artwork from records and matching pieces up with their provenance, with the goal of making a website and/or pamphlet.
Update makerspace furnishings, flooring, and equipment with innovative products that maximize self-expression and personal productivity.	2024	AS/Makerspace Librarian	Finalizing	Many renovations (new shelving, cupboard, equipment) were initiated at the end of 2023 and then finalized in January of 2024.
Attend Public Library Association Annual Conference in 2024 on how to grow multiple literacies within the library.	2024	Department Heads	Completed	Five staff members attended the national conference in April 2024. Report was finalized and included in May board packet.

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

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.	2024	UX/CS		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.
Automate the process of recommending titles based on reading history data (while maintaining patron privacy)	2024	UX/IT	Progressing	IT has had a discussion with Ill to include this in Vega Promote/Vega Discover Premium

RHPL Strategic Plan: 2024 Mid-Year Update

Add bi-weekly curated lists to Libby to promote reading, based on certain themes and holidays.	2024	Digital Services Librarian	ongoing	There are 3 new lists a month on Libby, for all age groups in fiction and non-fiction.
Promote a library-curated music playlist to go with certain themes.	2024	Digital Services Librarian	ongoing	Playlists can be completed on Hoopla
Investigate and add outdoor equipment such as picnic tables, solar benches, etc.	2024	Director	Finalizing	Three picnic tables and complementary umbrellas/stands have been ordered for RHPL back garden.
Provide a staff training session on Canva and how it can be used to update end cap signage and reader's advisory publications within each department.	2024	PR	Completed	PR trained salaried staff ahead of schedule in 2023. PR team added book labels, bookmark, and booklet templates for staff to use in spring 2024

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

Explore ways to expand programming that appeals to young(ish) adults.	2024	AS, PR	ongoing	CR - Looking into partnering with Dessert Oasis to provide coffee at programs, hosted a Plant Parenthood workshop in partnership with Bordines in January 2024, planning for an after-hours " <a href="#">Reading party</a> " in spring 2025, planning an independent movie series in winter 24/25 AS - hosted "speed friending" events in January and June, Bridgerton costume tea party in April; planning graphic novel and LGBTQIA+ book discussions, as well as an online asynchronous book club, for late summer/fall
Launched "Explore with RHPL" Reading Challenge that includes librarian- curated lists for each of our explore topics	2024	PR	Completed	345 participants as of June 2024 after soft launch in January

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

Add more visual display/signage to indicate what can be produced in makerspace	2024	AS, Makerspace	Started	Additional shelving request for display of objects 4/10/2024
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***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.	2024	Digital services librarian	Started	Emily W. has scheduled time to start recording videos.
Launch a one-on-one technology assistance service for patrons.	2024	Digital services librarian	ongoing	As of June 30, Emily W. has completed 27 appointments.
Launch Try it Out Tuesdays for demonstrating innovative items available for loan and to pique interest in borrowing them.	2024	IIC committee chairs	Progressing	Scheduled for summer 2024, starting in July.

***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.	2024	Teen	Started	Summer 2024 line-up features 2 paid outside speakers. YTD teen attendance is up 19%.
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## Nurture Developing Minds

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

Evaluate the effectiveness of 100 books before kindergarten and if it evolves, expand to include early literacy outreach service.	2024	Early Literacy Outreach Librarian/YS	Started	6/27/24-Sara J.P. completed preliminary research on what other libraries in the area are doing.
Develop a YS department-specific newsletter that can be scaled up to include other departments or specialized services (such as makerspace or popular reading materials).	2024	PR/AS/OS/YS/CS	Started	Started in spring 2024 with OTBS and the Blue Bus using Vega Promote.

***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.	2024	YS, AS, OS, PR	Progressing	Launched "Spread Library Love" campaign with prize patrol incentives - 541 signs distributed as of June 27 (34% of registrants). YS created an "Ultimate Grand Prize" for those patrons that participate up to the end. 67% engagement rate as of June 27.
Add new permanent storywalk signs to the grounds.	2024	YS	Finalizing	The storywalk signs were installed in June 2024 and Wendy L. is adding an all-ages story to each of the signs for enjoyment of reading even outside of traditional library experiences.

***Provide access to circulating materials, including play-based learning collections, for use outside of the library***

Explore circulating an educational games collection (feasibility study)	2024	YS	Progressing	6/27/24-some educational games/materials have been added to the IIC, Julie K. has consulted with youth on purchases
Host a mini-branch story exchange	2024	OS/Mini-branch Coordinator	Started	Successfully hosted at OPC with interest in another.

***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.	2024	YS	ongoing	All librarians are using sign language in storytimes and have made programs welcome to those with differing abilities.
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## Advocate Critical Thinking

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

Attend WonderMedia training (grant-funded and provided by the Library of Michigan) to learn best practices on teach media literacy skills to tweens and teens.	2024	Teen	Completed	Matt K. 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 banner in teen area of library.
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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.*

Develop new community partnerships for programming and workshops	2024	PR	Started	Formed new partnerships with DTE and IRS, and began discussions with RCS regarding their mental health workshops. Established programs with Age Ways (area agency on aging).
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*Motivate STEAM (Science, Technology, Engineering, Arts, Math)-based learning and computational thinking.*

Develop new programs for makerspace and collaborate with YS, AS on experience-based learning programs.	2024	Makerspace	Finalizing	Due to the popularity of makerspace programs, this is now tracked on monthly statistical report, 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.
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## Foster Community Collaboration

***Cultivate partnerships to advance the library's mission.***

Explore the possibility in partnering with another organization to host (or co-host) a low vision expo for the community.	2024	OTBS	Progressing	Confirmed Leader Dogs of Rochester as a site location. As of May 2024, 13 organizations are set to have a table at the fair, and 2 speakers are confirmed.
Host a non-profit fair for patrons	2024	PR	Completed	Held a successful fair in the MPR during SRP kickoff. 15 organizations attended and were very pleased and saw between 100-200 people. Will become 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.	2024	OTBS/Outreach Services		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%	2024	Outreach	ongoing	Attendance for March-May 2023=823; Attendance for the same period in 2024=1357
Develop concrete policies about minibranches, so our partnership with the organizations is clear.	2024	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%	2024	OS/Mini-branch Coordinator	Progressing	

***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	2024	Outreach Librarian	Started	Kathryn B. and Matt G. have a program scheduled for fall 2024 for homeschool families.
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.)	2024	PR	Completed	The Story Exchange launched in April 2024 - a phone was placed in the lobby to collection patron stories for the 100 Stories Project. A phone line was also established to call in from outside the building. Stories are being archived and shared on social media.
Work with communications team to create a BoB quarterly newsletter.	2024	PR/Outreach	Completed	Sara Pinkham-Jones is working with community engagement and will pilot using Vega Promote. 5/7/24: The first newsletter went out in April.
Begin process of replacing the blue bus (early literacy bus).	2024	Director, OS Department Head	Started	Researched pricing on new and used vehicles in advance of budget preparation plans for FY 2025.
Develop in-house literature to distribute at events	2024	PR	ongoing	Created millage webpage, brochure, bookmark for public distribution. created a bookmark for summer reading sign up, redesigned planned giving brochure
Initiate a feedback survey for a minimum of 4 programs from each department (consider PLA's Project Outcome as a resource/tool) every other year	2024	PR/YS/AS	ongoing	(Slated for Fall 2024)

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

Develop intentional programming around the general election of 2024 (November)	2024	all departments	Progressing	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%	2024	PR	Progressing	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.	2024	Digital Services Library	Progressing	Emily W. and Courtney P. presented the first training at Samaritas for May 2024. Avon Tower is tentatively scheduled for July 2024, and remaining 3 mini-branches will be scheduled for the Fall. Might want to consider utilizing Marsha K. (assistive technology trainer) as well.
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*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.	2024	PR	Completed	Small edits were made to the website in May 2024 to enhance the homepage. Positive feedback was recorded.
Implement a favorite author's club (automatic holds for perennial authors)	2024	UX/IT	Completed	This launched in January of 2024 and was announced in the News & Views winter newsletter.
Enhance the digital library catalog experience for younger patrons, makerspace enthusiasts, and other specialized collections by crafting a visually captivating interface.	2024	IT, PR, YS, AS, Makerspace	ongoing	RHPL moved from Beta partner to Spotlight library leveraging Clarivate's Vega Children's catalog. We are continuing to develop additional "closed collection" catalogs.
Explore the feasibility of migrating our library patron data to a cloud-hosted solution.	2024	IT	Finalizing	RHPL will begin the migration to the Clarivate cloud through the summer and fall.
Ensure digital services librarian is well versed on current resources and watch for trending ones by having her attend one professional	2024	Digital Services Library	ongoing	Emily W. has been empowered to join the Metro Net Electronic Services group and is

development conference and join the Metro Net Electronic Services group.				aware that there is RHPL funding to underwrite her professional development goals.
Bring information about library events and services directly to patrons	2024	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 34-57% open rate. 72.58% March/April survey respondents reported getting their library news from the monthly current, started including program promotions in account notifications
Enhance library website to streamline access to information	2024/ 2025	PR	Progressing	Updated department pages, database page, working on seamless design update for 2025 including a easier to use menu and more visual elements

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

In conjunction with PR, develop an updated tri-fold brochure to help educate new patrons on library offerings and procedures.	2024	CS/PR	Started	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.	2024	CS	Progressing	Small dry erase boards / erasers ordered for service desks. Staff is evaluating further options.

***Provide 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.	2024	CS	Started	Collecting feedback through a form from all circulation staff about slow-downs they experience, and what could help reduce that friction.
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Introduce a self-service room reservation system by integrating digitally enhanced security doors and synchronizing them with third-party software.	2024	IT/Facilities	Finalizing	OpenPath/LocalHop integration completed and four public rooms are live in production. Waiting on carpenters to assist with the framing/trim on new deployments.
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***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).	2024	OS	Progressing	First session was started in the spring of 2024.
Offer programming that increases visibility of world language collections and language-learning databases (e.g. film night, intro to language learning resources)	2024	AS, Digital Services Librarian	Progressing	Emily W. has a program in December teaching patrons about Pronunciator (new database).

***Provide touchpoints for unexpected delight***

Expand and enhance the story time room to modernize it and create more space for patrons.	2024	YS	Finalizing	Grant funded from City of Rochester Hills. Remodel should be completed in July 2024.
Reintroduce new and early literacy focused writing center	2024	YS	Progressing	Acquired new play based learning equipment for Explorer Zone learning materials but waiting on a dedicated writing table. 6/27/24-Put this idea on hold until we decide if we will be remodeling the youth room, currently have a passive writing/coloring area at one of the public tables in youth

Submitted by: Juliane Morian, Library Director

## **Committee Updates**



ROCHESTER HILLS  
PUBLIC LIBRARY



ROCHESTER HILLS  
PUBLIC LIBRARY

## **Budget Plan**

Year Ending December 31, 2025

## Budget Summary

	2023 Audited	2024 Budget	2024 Projected	2025 Proposed	Details
<b>Revenue</b>					
Rochester Hills	3,075,811	3,248,470	3,273,434	3,443,460	
Rochester	556,593	575,500	575,500	609,540	
Oakland Township	953,832	1,038,000	1,039,048	1,093,336	
State Aid	152,014	151,100	151,236	154,900	(Assumes small increase)
Oakland County	297,228	304,165	304,165	305,500	
Library fines & fees	61,067	37,000	55,000	42,000	(Recommend reducing overdue fees on A/V items from \$1.00 to \$.50)
Other income	409,307	278,765	340,800	348,504	
Fund balance transfer	0	0	0	0	
<b>Total Revenue</b>	<b>\$ 5,505,852</b>	<b>\$ 5,633,000</b>	<b>\$ 5,739,183</b>	<b>\$ 5,997,240</b>	
<b>Expenditures</b>					
Personnel	2,394,284	2,613,100	2,575,000	2,685,800	(4% COLA increase for staff, increase in sub librarian hours for AS)
Benefits	542,800	619,000	619,000	658,600	(New opt-ins; medical, dental, and vision increased ~ 4.5%)
Library Materials	832,488	860,000	860,000	860,000	(No increase, materials are 14% of revenue)
Facilities and Equipment	572,508	579,000	574,500	607,000	
Capital Outlay	206,778	559,900	700,000	690,000	(LED lighting upgrades, purchase pre-owned bookmobile as replacement for 2001 early literacy bus, HVAC upgrades, MPR upgrades)
Prof/Contractual Serv	60,911	71,500	71,500	87,800	
Programs	50,098	60,000	60,000	60,000	
Other Operating	166,209	270,500	170,600	266,840	(\$100K in contingency, added to fund balance if unused)
<b>Total Expenses</b>	<b>\$ 4,826,076</b>	<b>\$ 5,633,000</b>	<b>\$ 5,630,600</b>	<b>\$ 5,916,040</b>	
Beginning fund balance	<b>\$1,840,171</b>	<b>\$1,892,987</b>	<b>\$2,589,386</b>	<b>\$2,697,969</b>	
Revenue over expense	<b>\$52,816</b>	<b>\$0</b>	<b>\$108,583</b>	<b>\$81,200</b>	*see assigned fund balance note
Ending fund balance	<b>\$1,892,987</b>	<b>\$1,892,987</b>	<b>\$2,697,969</b>	<b>\$2,779,169</b>	
<i>Assigned fund balance</i>				<i>\$756,200</i>	(\$675,000 was assigned in 2024 for roof replacement, excess revenue of \$81,200 would be assigned for infrastructure replacement costs.)
Unrestricted fund balance				<b>\$2,022,969</b>	Target fund balance is a minimum of 17% of expenditures or \$1,005,727

**Rochester Hills Public Library**

**Budget Plan**

	<b>Year Ending December 31, 2025</b>			
	2023 Actual	2024 Budget	2024 Projected	2025 Budget
<b>Revenue</b>				
Property Taxes (City of Rochester Hills)	\$3,075,811	\$3,248,470	\$3,273,434	\$3,443,460
Service Contracts:				
City of Rochester	556,593	575,500	575,500	609,540
Oakland Township	953,832	1,038,000	1,039,048	1,093,336
Total Service Contracts	<u>\$1,510,425</u>	<u>\$1,613,500</u>	<u>\$1,614,548</u>	<u>\$1,702,876</u>
State Aid	152,014	151,100	151,236	154,900
Oakland Talking Book Service	150,480	155,365	155,365	160,000
Oakland County (penal fines)	146,748	148,800	148,800	145,500
Library Fines and Fees	61,067	37,000	55,000	42,000
Investment Income	138,718	25,000	75,000	75,000
Gifts:				
Designated Gifts - General	2,264	10,000	5,000	10,000
Designated Gifts - Friends of RHPL	171,000	190,000	190,000	211,000
Undesignated Gifts	50,879	35,000	37,800	35,000
Total Gifts	<u>\$224,143</u>	<u>\$235,000</u>	<u>\$232,800</u>	<u>\$256,000</u>
Other Income:				
Miscellaneous & Grants	46,446	18,765	33,000	17,504
Total Other Income	<u>\$46,446</u>	<u>\$18,765</u>	<u>\$33,000</u>	<u>\$17,504</u>
Fund balance transfer				
Total fund balance transfer			<u>\$0</u>	
<b>Total Revenue</b>	<u><u>\$5,505,852</u></u>	<u><u>\$5,633,000</u></u>	<u><u>\$5,739,183</u></u>	<u><u>\$5,997,240</u></u>

# Rochester Hills Public Library

## Budget Plan

Expenditures	Year Ending December 31, 2025			
	2023 Actual	2024 Budget	2024 Projected	2025 Budget
Personnel:				
Salaries and Wages	2,394,284	2,613,100	2,575,000	2,685,800
Employee Benefits	542,800	619,000	619,000	658,600
Total Personnel	<u>\$2,937,084</u>	<u>\$3,232,100</u>	<u>\$3,194,000</u>	<u>\$3,344,400</u>
Library Materials:				
Books	344,328	322,000	315,000	305,000
Audiovisual	76,651	96,400	95,000	84,200
Print & Electronic Subscriptions, Innovative Items	411,509	441,600	450,000	470,800
Total Library Materials	<u>\$832,488</u>	<u>\$860,000</u>	<u>\$860,000</u>	<u>\$860,000</u>
Facilities and Equipment:				
Bookmobile Maintenance	17,899	17,100	15,000	17,500
IT Equipment Maintenance	104,309	107,000	100,000	122,000
Facilities Maintenance	226,147	235,900	236,000	246,500
Insurance	21,854	20,000	22,000	20,000
Voice and Data Services	32,496	26,000	26,000	26,000
Utilities	169,803	173,000	175,500	175,000
Total Facilities and Equipment	<u>\$572,508</u>	<u>\$579,000</u>	<u>\$574,500</u>	<u>\$607,000</u>
Capital Outlay	\$206,778	\$559,900	\$700,000	\$690,000
Professional and Contractual Services	\$60,911	\$71,500	\$71,500	\$87,800
Programs (underwritten by Friends of RHPL)	\$50,098	\$60,000	\$60,000	\$60,000
Other Operating Expenses:				
Postage	26,615	22,000	22,000	22,000
Promotion and Printing (underwritten by FRHPL)	58,343	63,300	63,300	63,340
Staff Memberships & Development (underwritten by FRHPL)	34,217	38,800	38,800	42,100
Supplies	24,292	31,900	31,000	26,400
Miscellaneous (OTBS supplies, tax refunds)	22,742	14,500	15,500	13,000
Contingency	0	100,000	0	100,000
Total Other Operating Expenditures	<u>\$166,209</u>	<u>\$270,500</u>	<u>\$170,600</u>	<u>\$266,840</u>
<b>Total Expenditures</b>	<u><u>\$4,826,076</u></u>	<u><u>\$5,633,000</u></u>	<u><u>\$5,630,600</u></u>	<u><u>\$5,916,040</u></u>

**Rochester Hills Public Library**

**Budget Plan**

**Year Ending December 31, 2025**

		<u>Amount</u>	<u>Budget</u>
<b>Rochester Hills</b>			
General Levy			
2024 Taxable Value	\$4,721,565,543		
Brownfield Capture	(18,365,610)		
Captured Value of LDFA	(33,095,300)		
Total Taxable Value	<u>\$4,670,104,633</u>		
2024 Headlee Adjusted Tax Rate	<u>0.0007310</u>	\$3,413,847	
Revenue Amount			
2024 Taxable Value / Industrial Facilities Tax (IFT)-New	\$7,053,310		
(less Local Development Finance Authority [LDFA])	4,563,330		
Total Taxable Value	<u>\$ 11,616,640</u>		
2024 Adjusted Tax Rate @50%	<u>0.0003655</u>	\$4,246	
Revenue Amount			
2024 Taxable Value / IFT - Rehab	\$1,100,000		
2024 Adjusted Tax Rate	<u>0.0007310</u>	\$805	
Anticipated Personal Property Tax Reimbursement		<u>\$24,563</u>	
<b>Total Rochester Hills Revenue</b>		<u>\$3,443,461</u>	<b>\$3,443,460</b>
<b>City of Rochester</b>			
Service Contract (July 1 - June 30)			
2024 Taxable Value	\$1,010,507,964		
DDA Captured Value	(116,099,410)		
Total Taxable Value	<u>\$894,408,554</u>		
2024 Headlee Adjusted Tax Rate	<u>0.0006815</u>	\$609,540	
<b>Total Rochester Revenue</b>			<b>\$609,540</b>
<i>Note 1: January - June 2025 bill is calculated based on the 2024 taxable value</i>			
<i>July - December 2025 amount will be calculated on 2025 taxable value.</i>			
<b>Oakland Township</b>			
Service Contract (January 1 - March 30)			
2023 Taxable Value	\$1,807,164,980		
2023 Headlee Adjusted Tax Rate	<u>0.0005744</u>	\$259,509	
Service Contract (April 1 - December 31)			
2024 Taxable Value	\$1,940,599,250		
2024 Headlee Adjusted Tax Rate	<u>0.0005729</u>	\$833,827	
<b>Total Oakland Township Revenue</b>			<b>\$1,093,336</b>
<i>Note 2: January - March 2025 bill is calculated based on 25% on the 2023 taxable value</i>			
<i>April - December 2025 amount is calculated based on 75% of 2024 taxable value</i>			

<b>State Aid</b>				
(Estimated amount per capita)		1.04		
Service Population				
City of Rochester Hills	76,300	79,400		
City of Rochester	13,035	13,600		
Oakland Township	20,067	20,900		
OTBS State Aid		<u>41,000</u>	\$154,900	<b>\$154,900</b>
<b>County Revenue</b>				
Penal Fines				
(Estimated amount per capita)		\$1.33		
Service Population				
City of Rochester Hills	76,300	101,500		
City of Rochester	13,035	17,300		
Oakland Township	20,067	<u>26,700</u>	145,500	
Oakland Talking Book Service		<u>160,000</u>	<u>160,000</u>	
<b>Total Revenue from Oakland County</b>			<u>\$305,500</u>	<b>\$305,500</b>
<b>Library Fines &amp; Fees (includes copier revenue)</b>			# \$42,000	<b>\$42,000</b>
<b>Gifts and Donations</b>				
Investment Income on operating fund, trust funds, and plant fund			\$75,000	<b>\$75,000</b>
Designated gifts - General		10,000		
Designated gifts - Friends		211,000		
Undesignated gifts		<u>35,000</u>		
<b>Total Gifts</b>			<u>\$256,000</u>	<b>\$256,000</b>
Miscellaneous (vending machine, & reimbursable income)		15,004		
Grants		2,500		
<b>Total Other Income</b>			\$17,504	<u><b>\$17,504</b></u>
<b>Total Revenue</b>				<u><u><b>\$5,997,240</b></u></u>



**Rochester Hills Public Library**

**Budget Plan**

Account #		Year Ending December 31, 2025		
	Personnel	Salaries	Wages	Budget
	<b>Salaries and Wages</b>			
	Salaries and Wages	2,073,933	527,946	2,601,900
	Sunday Staff		59,912	59,900
	Employment Payouts			24,000
	<b>Total Salaries and Wages</b>			<b>\$2,685,800</b>
	<b>Employee Benefits</b>	Rates		
	FICA (Social Security & Medicare)			
	Payroll	2,685,800		
	Medical Incentive	4,000		
		<u>2,689,800</u>		
5208-40	Rate:			
	Medicare	0.0145	39,002	
	Social Security	0.062	166,768	
	Total FICA Payments	<u>0.0765</u>	<u>205,770</u>	205,800
5203-40	Pension Contributions			
	Pension Eligible Payroll	2,073,933		
	Rate	<u>0.0600</u>		
	Total Pension Contributions		124,436	124,500
5202-40	Dental Insurance Benefits		18,583	18,600
5202-50	Vision care Benefits		3,229	3,300
5201-40	Health Insurance Benefits		281,201	
	Medical Incentives		4,000	
			<u>285,201</u>	285,300
5209-40	Legal Benefits for Employees		6,500	6,500
5601-00	Workers' Compensation Insurance		6,500	6,500
	Unemployment - Self Insured		0	0
	Short Term Disability - Self Insured		0	0
5206-40	Long-Term Disability, per \$100 Total			
	Total Salaries	2,685,800		
	Rate/\$100	<u>0.3000</u>	8,057	<u>8,100</u>
	<b>Total Employee Benefits</b>			<b>\$658,600</b>
	<b>Total Personnel:</b>			<b>\$3,344,400</b>

<b>Library Materials</b>			<u>Amount</u>	<u>Budget</u>
	Books			
5301-10	Adult & Teen	141,000		
5301-30	Outreach & Bookmobile	68,000		
5301-20	Youth	<u>96,000</u>	305,000	<b>305,000</b>
	Audiovisual Materials			
	Audio Recordings - Book			
5303-10	Adult Talking Books & Kits	15,000		
5303-30	Outreach & Bookmobile	5,900		
5303-20	Youth audio books and kits	<u>13,000</u>	33,900	
	Total Audio Recordings - Book			
	Audio Recordings - Music			
5303-11	Adult	1,500		
5303-20	Youth	<u>1,000</u>	2,500	
	Total Audio Recordings - Music			
	DVD's			
5306-10 & 12	Adult	25,000		
5306-30	Outreach & Bookmobile	7,000		
5306-20	Youth	<u>7,000</u>	39,000	
	Total DVD's			
	Teen materials			
5306-13	Video Games	7,900		
5306-11	Anime	<u>900</u>	8,800	<b>84,200</b>
	Total Audiovisual Materials			
5301-50	Processing, Interlibrary loan, binding	34,400	34,400	<b>34,400</b>
5302-13	Electronic Materials - (eBooks, licensed databases, online resources)	404,400	404,400	<b>404,400</b>
5303-50	Innovative Items (WiFi hotspots, experiential learning)	16,000	16,000	<b>16,000</b>
5302-00	Print Subscriptions	<u>16,000</u>	16,000	<b>16,000</b>
	<b>Total Library Materials</b>			<b><u>\$860,000</u></b>
	<b>Programs (underwritten by Friends of RHPL)</b>			
6200-10	Adult	3,000		
6200-11	Teen	3,000		
NEW	Makerspace	3,000		
6200-20	Youth	15,000		
6200-21	Youth Program Materials - toys and manipulatives	500		
6200-30	Outreach	3,000		
6200-40	Community Relations Programs	17,000		
6200-50	Systemwide (SRP, Winter Fun)	<u>15,500</u>		
	<b>Total Programs</b>		60,000	<b><u>\$60,000</u></b>

<b>Facilities and Equipment</b>		<u>Amount</u>	<u>Budget</u>
5306-80	Bookmobile Operation (includes insurance, and maintenance)	17,500	<b>17,500</b>
6500 to 6508	IT Equipment & Equipment Leases		
	IT Minor Equipment (\$500 - \$2,500)	15,000	
	ILS Maintenance-includes LEAP & Overdrive connection	70,000	
	Copier maintenance	7,000	
6506-00	Software Maintenance & Support (Palo Alto, Deep Freeze, etc.)	<u>30,000</u>	<b>122,000</b>
6401-00	Facilities Maintenance (service contracts)		
	Aquarium (Aquarium Design)	3,900	
	Boiler inspections	0	
	Cleaning services (includes window and carpet cleaning)	110,000	
	Elevator (TK)	2,600	
	Grounds (White Birch)	20,000	
	Miscellaneous (flag maintenance, piano)	600	
	Pest Remediation (EcoShield)	2,400	
	Security system (Guardian Alarm)	2,500	
	Snow removal (McClelland)	15,000	
	Trash collection (GFL)	5,000	
	Water treatment (Culligan)	<u>2,000</u>	
		164,000	164,000
6402-00	Cleaning Supplies (for public areas & bathrooms)	15,500	15,500
6402-10	Maintenance Supplies (water softener salt, light bulbs, basic materials)	5,000	5,000
6403-00	General Maintenance and Repairs		
	Specialized cleaning every other year (asphalt striping or sandblasti	12,000	
	Fire alarm inspection/extinguishers	3,500	
	HVAC repairs	26,000	
	Roof inspection (Butcher & Butcher)	2,000	
	Sprinkler system	2,000	
	Windows,doors, and seals	6,000	
	Miscellaneous	<u>10,500</u>	
		62,000	<u>62,000</u>
			<b>\$246,500</b>
5602-00	Insurance (liability for building, contents, and D&O)	23,000	20,000
	Voice & Data Services		
5401-05	Phone Connection (basic and mobile services)	14,500	
5401-10	Internet Connection	<u>11,500</u>	<b>26,000</b>
	Utilities		
5503-00	Electric	146,000	
5502-00	Gas	26,000	
5501-00	Water	<u>3,000</u>	
		175,000	<u>175,000</u>
<b>Total Facilities and Equipment</b>			<b>\$607,000</b>

8000	<b>Capital Outlay</b>			
	Technology replacements (public desktops)	15,000		
	Digital Signs/network	12,000		
	Early Literacy Bus (used)	275,000		
	Emergency lighting & LED lighting improvements	33,000		
	HVAC airhandlers and controls	250,000		
	Furnishings and signage	8,000		
	MPR upgrades	97,000		
			690,000	<u><u>\$690,000</u></u>
	<b>Professional and Contractual Services</b>			
5702-00	Audit	14,800		
5701-30	Collection Agency	5,000		
5709-00	Consultants (architects, building consultants)	25,000		
5704-00	MeLCat Delivery & Cataloging Service	6,100		
5703-20	Credit Card & Banking Fees	4,800		
5703-11	Flexible Spending Administration Fees	1,100		
5703-00	Legal	9,000		
5703-10	Payroll (includes ACA reporting)	22,000	87,800	<u><u>\$87,800</u></u>
	<b>Other Operating Expenditures</b>			
6000-40	Mileage \$0.67 per mile (adjusted annually as per IRS rate)		3,000	<b>3,000</b>
5402-00	Postage (includes quarterly newsletter)	3400	22,000	<b>22,000</b>
	Promotion and Printing (underwritten by Friends of RHPL)			
5910-00	Newsletter Printing and Delivery	43,000		
5930-00	Special Printing (brochures, business cards, letterhead, checks, name tags)	8,500		
5950-00	Software, licensing, and miscellaneous (includes Vega Promote)	11,840	63,340	<b>63,340</b>
	Professional Development (underwritten by Friend of RHPL)			
6100-50	Memberships in Professional Associations	17,200		
6100-60	Workshops and Conferences	21,865	39,065	<b>39,100</b>
5800-00	Supplies (items under \$500)			
5809-00	Marketing	2,000		
5940-00	Makerspace	3,200		
5801 to 5807	Circ, processing, copier paper & toner, office & other supplies	21,200	26,400	<b>26,400</b>
	Miscellaneous			
5306-82	OTBS office supplies, newsletter, outreach module	6,500		
7009-50	Tax Tribunal Refunds	500		
7009-70	Staff In-Service Day Training and staff recognition (underwritten by FRP)	2,500		
7009-60	Volunteer Recognition (underwritten by FRPL)	3,500	13,000	13,000
7202-00	Contingency (fund balance allocation for replacement roof and bookmobile vehicle)		100,000	100,000
	<b>Total Other Operating Expenditures</b>			<u><u>\$266,840</u></u>
	<b>Total Expenditures</b>			<u><u>\$5,916,040</u></u>

## Volunteers Policy

### Policy Statement

The library has established a volunteer program that strives to reach a maximum level of public service to the community. Volunteers give support services to paid staff and provide assistance with special, unusual or supplemental services and tasks that further the library's mission.

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### Regulations

1. The library director shall designate a volunteer coordinator to oversee the volunteer program. The volunteer coordinator may enlist other staff or volunteers to assist in volunteer training and volunteer program administration.
2. Library volunteers are identified as persons who regularly perform duties or tasks for the library for a period of time without wages or benefits. Community service workers who are requesting a limited or specific number of service hours shall serve under the same guidelines as all library volunteers. The Friends of the Library volunteers are governed by their own policies and bylaws and, as such, are not regulated by this personnel policy. Any conflicts between the policies or practices of the Friends and the library will be resolved by the library director and the Friends Board.
3. Applicants, who must be age ~~14~~ or older, and must complete one of the following applications and submit it to the volunteer coordinator:
  - A. Volunteer Application & Agreement – For those requesting to serve as a library volunteer for typically, at least twenty hours over multiple weeks. Specific terms of service may depend on the area of volunteer interest.
  - B. Community Service Application & Agreement – For those requesting a limited or particular number of service hours to satisfy a specific obligation, such as a court order, school honors program or service organization requirement. Community service applicants must be residents of the library's legal service area.
  - C. Persons under 18 years of age must have written permission from a parent or legal guardian to serve in any volunteer or community service capacity with the library. ~~Any volunteers under the age of 14 must be accompanied by a parent or legal guardian at all times during volunteer orientation or service hours.~~
  - D. If there is no suitable volunteer service match with the applicant's skills and interests or location, schedule and transportation requests the applicant will be notified. The application will be kept on file for one (1) year and the applicant will be contacted if there is an appropriate opening during that time.

## Volunteers Policy

- E. Volunteers will be pre-screened with a background check. The library retains the right to use discretion in accepting court-ordered community service volunteers based on library needs and the nature of the volunteer's offense. Serious criminal charges, such as offenses related to theft, assault, or weapons-related charges will not be accepted for court-ordered community service.
4. When the library accepts a volunteer or community service member's offer of service per application, they will be required to attend an orientation session. At an orientation the volunteer coordinator will:
- A. Provide an orientation tutorial
  - B. Review the volunteer policy.
  - C. Provide instruction about sign-in and sign-out procedures.
  - D. Conduct a tour of the library with introduction to library staff at that time.
  - E. Review duties and confirm volunteer commitment.
  - F. Discuss personal and building safety matters.
  - G. Specify appropriate responses to other library patrons.
  - H. Initiate or schedule training as needed and define task responsibilities.
5. Volunteers and community service workers are recognized by the public as representatives of the library and shall be guided by the same work and behavior code as library employees. This will include, but not be limited to:
- A. Dress and grooming appropriate for a business environment and tasks assigned.
  - B. Name tags worn at all times while volunteering in the library.
  - C. Adherence to sign-in and sign-out procedures with advance notice to the volunteer coordinator or designee in the event of absence or lateness for a scheduled time.
  - D. Courteous and proper interaction with other library patrons. All patron questions other than directional (Where are the restrooms? Where is the computer lab? etc.) should be referred to a library staff member.
  - E. Responsibility for updating personal data (such as change of address, telephone number or emergency contact information) with the volunteer coordinator.
  - F. Observance of the library's drug free workplace status. Use of alcohol, illegal drugs or tobacco products in the library is prohibited as is the abuse of drugs or alcohol or reporting for service under the influence of these substances.

## Volunteers Policy

- G. Immediately reporting to a library staff supervisor any occurrence of injury, minor or serious. If any assignment appears to cause physical discomfort or could lead to personal injury, the volunteer should, without delay, report this to the volunteer coordinator or the staff supervisor in the assignment area.
  - H. Harassment or improper advances toward another person in the library or on library grounds is strictly prohibited. This includes unreasonably interfering with anyone's work or creating an intimidating, hostile or offensive environment. Any concerns or questions about the behavior of library patrons, staff or other volunteers should be referred or addressed to staff supervision or the volunteer coordinator. Under no circumstances should a volunteer or community service worker initiate a confrontation with library patrons, staff or other volunteers.
  - I. Volunteers and community service workers are not allowed to sit at public service desks or use staff computers unless specifically assigned to an area by the volunteer coordinator or a staff supervisor.
  - J. Library owned equipment, such as copiers/printers, fax machines, computers, supplies, etc. are for library use only and may not be used for personal business. No equipment or material should be removed from the library without prior submission of a written request by the volunteer and prior written approval from the library director, volunteer coordinator or staff supervisor.
  - K. All transactions between library patrons, staff and/or volunteers and community service workers are completely confidential. This includes any information about materials a patron has looked at, asked for, requested or checked out, as well as questions asked by library patrons<sup>1</sup>.
6. Volunteers may participate in a regular evaluation process in a formal or informal manner, written or verbal. Volunteers and community service workers serve under an at-will status and may be discharged with or without cause or notice by the library director or volunteer coordinator. Two absent shifts in a row without advanced notice will result in being removed from the schedule.
7. Volunteers and community service workers who wish to end their tenure with RHPL should notify the volunteer coordinator about the decision and the effective date. Volunteers and community service workers may be asked to participate in an exit interview. Volunteer and community service worker files will be retained for two years.

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Approved: July 11, 2022

Rochester Hills Public Library Board of Trustees

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<sup>1</sup> MLC 397.601 *et seq.* Library Privacy Act

## Other Business



ROCHESTER HILLS  
PUBLIC LIBRARY