

**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.

**February 13, 2024, 7:00pm**

**Agenda**

- I. Call to order of the regular meeting
  - a. Appoint temporary Secretary for this meeting
- II. Public Comments\*
- III. Minutes
  - a. Annual meeting on January 8, 2024
  - b. Regular meeting on January 8, 2024
- IV. Treasurer's Report for January 2024
- V. Monthly bills for January 2024 in the amount of \$353,321.70
- VI. Communications
  - a. 2023 Audit Engagement Letter, AHP
  - b. 2023 RHPL Endowed Fund Statement at the Community Foundation of Greater Rochester (CFGR)
  - c. 2023 RHPL Annual Report
  - d. 2023 OTBS Annual Report
  - e. News & Views Library Newsletter – Spring 2024 edition
  - f. Customer Comments
  - g. Press Coverage
- VII. Reports
  - a. Library Director
  - b. Statistical Report (new format)
- VIII. Committee Updates
  - a. Standing committee appointments
  - b. Finance

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

- c. Policy
  - i. Second reading of GOV-6 Library Board Ethics and Conflict of Interest Policy with updates:
    - 1. Removes any reference to “employee” bound by this policy
    - 2. Changes the phrase “...Board members are expected to support the decision of the Board...” to read, “...are expected to defer to the decision of the Board...”
- IX. Other Business
  - a. Permission to serve alcohol at the Friends of the Rochester Hills Public Library event, Wine, Wit, and Wisdom on April 27, 2024.
  - b. Future funding discussion follow-up
- X. Board Comments
- XI. Questions 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  
January 8, 2024**

- I. The Board of Trustees of the Rochester Hills Public Library held their annual meeting on Monday, January 8, 2023. The President called the meeting to order in boardroom at the library at 7:01 pm. The presiding officer was Madge Lawson.

A quorum of the board was present including Melinda Deel, Anne Kucher, Julianne Reyes, and Harper West.

Mr. Bonam was absent with prior notice given.

Guests included Library Director Juliane Morian, City of Rochester Liaison Alice Moo, and Oakland Township Library Board Liaison Michael Tyler.

One member of the public was present.

- II. On a motion by Ms. Lawson, which Ms. Kucher seconded, a slate of officers were presented for 2024:

- A. President: Melinda Deel
- B. Vice-President: Robert Bonam
- C. Treasurer: Madge Lawson
- D. Secretary: Anne Kucher

Ms. Lawson asked if there was any discussion and hearing none, called for a vote. The officers were unanimously elected as presented on the slate. Ms. Deel assumed the role of presiding officer at that point in the meeting.

- III. On a motion by Ms. Kucher, which Ms. Lawson seconded, the board unanimously approved the proposed depositories. They are the same depositories as last year.
- IV. On a motion by Ms. Lawson, which Ms. Reyes seconded, the board unanimously reaffirmed the library's Financial and Investment plan, reaffirmed the library's Financial Procedures, and reauthorized the Finance Committee to manage library investments.
- V. On a motion by Ms. Kucher, which Ms. West seconded, the board unanimously approved the vendor checks eligible for single signatures.
- VI. On a motion by Ms. Kucher, which Ms. West seconded, the board discussed Bylaw changes:
- A. Ms. West proposed an amendment to the wording in Article III-Meetings, Section 2. Regular Meetings/Notices, subsection B. to read, "Public comment is limited to three (3) minutes per person. Comments shall be directed to the



presiding officer, not toward other individual board members, the library director, staff, or other public person(s) in attendance. Board members shall not respond to public comments or question commenters. Individuals participating in public comment shall clearly state their name and municipality of resident. The meeting's presiding officer, with concurrence of the Board, may extend the duration of individual public comments."

- B. Discussion ensued and the board sentiment was that it would like to review the proposed changes with redline edits. Ms. Morian will confer with Ms. West to present the proposed changes at the next Board of Trustee meeting. Ms. West withdrew her motion to amend the Bylaws that evening.
  - C. Ms. Deel called for a vote on the original motion, and the board unanimously approved the Bylaws as presented with no changes.
- VII. On a motion by Ms. Lawson, which Ms. Reyes seconded, the board approved the 2024 Planning Calendar and board meeting dates.
- VIII. On a motion by Ms. West, which Ms. Lawson seconded, the board adjourned at 7:17pm

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Anne Kucher, Secretary

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

**January 8, 2024**

- I. The Board of Trustees of the Rochester Hills Public Library held a regular meeting on Monday, January 8, 2024. The President called the meeting to order at 7:18 pm in the boardroom of the library. The presiding officer was Melinda Deel.

A quorum of the board was present including Anne Kucher, Julianne Reyes, and Harper West.

Robert Bonam was absent with prior notice given.

Guests included Library Director Juliane Morian, City of Rochester Liaison Alice Moo, and Oakland Township Library Board President, Michael Tyler.

One member of the public was present.

- II. The member of the public wished the board, "Happy New Year."

III. Minutes

- A. On a motion by Ms. Kucher, which Ms. Reyes, seconded, the board unanimously approved the minutes from December 11, 2023 with no changes.

- IV. Treasurer's Report was reviewed and filed.

V. Monthly Bills

- A. On a motion by Ms. Lawson, which Ms. Kucher seconded, the board unanimously approved the monthly bills for December 2023, which totaled \$547,533.38

VI. Communications

- A. The board reviewed and filed the communications.

VII. Director's Report and Statistical Report

- A. The board reviewed and filed the director's report, statistical report, and year-end strategic plan update.

VIII. Committee Reports

A. Finance Committee

1. Ms. Deel asked Ms. Morian to provide a summary of the Finance Committee meeting since Mr. Bonam was not present. Ms. Morian explained that the Finance Committee met on December 21<sup>st</sup> and discussed infrastructure needs and fund balance. Ms. Morian presented estimated costs for necessary equipment that was nearing end of life in the building and totaled \$7M. Ms.

Morian explained that for forecasting purposes, those costs could be averaged over 10 years (acknowledging that there was no way to perfectly distribute costs over 10 years, and noting that some years could see expenses of \$1M, while other years may only see expenses of \$300,000) for a theoretical look at expenses vs. revenue. Ms. Morian then presented a forecast of revenue over the next ten years with predictions for moderate growth, but not enough to offset the infrastructure expenses. The board discussed ways that revenue could be increased and addressed ideas such as pursuing donations, grants, or appealing to the voters for a new millage. Ms. Deel asked that Ms. Morian append the slides summarizing the Finance Committee discussion to the meeting minutes as a record.

2. On a motion by Ms. Lawson, seconded by Ms. Kucher, the board assigned \$675,000 of general fund balance to the roof replacement project. Ms. Morian confirmed this was the amount RHPL received from a settlement when the roof was improperly installed in 1992, and is less than half of the \$1.5M estimated cost for replacing the roof.

#### B. Policy Committee

1. The committee presented a draft of Gov-6 Library Board Ethics and Conflict of Interest Policy. The committee felt it was best to present this as a first reading since it was crafted by the attorney at Foster Swift, and was significantly different than the previous draft of the same policy presented in November.
  - a. Ms. West pointed out that the policy included references to employees. The sentiment of the board was to strike any reference to employees from this policy and create a policy solely for board members (noting that employees have their own conflict of interest personnel policy).
  - b. Mr. Tyler asked for legal clarity about regarding the line, "...Board members are expected to support the decision of the Board even if the Board member did not vote in favor of the decision." Ms. Morian will reach out to the attorney for clarification.
  - c. Ms. Kucher stated that she would like to see additional training on the Michigan Library Privacy Act and Freedom of Information Act (both were specifically enumerated in this policy).
  - d. The board completed their first reading and will defer to the Policy Committee to make any additional edits before presenting the policy for a second reading.
2. On a motion by Ms. Kucher, seconded by Ms. West, the board unanimously approved the BENR-3 Legal Insurance Personnel Policy and vacating a need for a second reading.

#### IX. Other Business - none

X. Board Comments

- A. Ms. Deel expressed gratitude for the support from the board in unanimously being elected to the role of President. She said that she appreciated the trust placed in her.
- B. Ms. Deel stated that she was excited for an upcoming collaborative program being offered by the Rochester Hills Youth Council and hosted at the Rochester Hills Public Library called, "Exam Cram." The event will take place on Saturday, January 13<sup>th</sup> and provide refreshments and an opportunity for students to recharge before mid-term exams the following week.
- C. Ms. Kucher stated that she would not be in attendance for the February board meeting because of a travel conflict.

XI. Questions from the Liaisons

- A. Mr. Tyler stated that the Oakland Township Library Board meeting originally scheduled for January 18, 2023 will be rescheduled for a future date because there would not have been a quorum of attendees.

XII. The regular meeting adjourned at 8:39 pm.

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Anne Kucher, Secretary



# RHPL Finance Committee Summary

DECEMBER 21, 2023

# Infrastructure Needs

Infrastructure Needs	Estimated Cost
Full-size community bookmobile (35 ft)	\$ 450,000
Mid-sized early literacy bus (28 ft)	\$ 275,000
200KW whole building natural gas backup generator	\$ 330,000
New metal seamed roof	\$ 1,500,000
New flat roof (membrane)	\$ 95,000
New elevator	\$ 100,000
Automated Materials Handling system	\$ 325,000
1st floor exterior entrance, lobby & bathrooms (adding a single-use)	\$ 750,000
2nd floor bathrooms	\$ 225,000
HVAC (air handlers, compressor, controls)	\$ 200,000
Chiller System (chillers, condensers, tanks, plumbing, pumps)	\$ 1,000,000
Ceiling tile replacement/refresh (both floors)	\$ 120,000
LED upgrades for standard fixtures	\$ 125,000
Youth room renovation	\$ 750,000
MPR upgrades	\$ 75,000
Lobby furniture	\$ 60,000
South parking lot	\$ 650,000
	\$ 7,030,000
	Averaged over 10 years: <b>\$ 703,000</b>

# Budget Forecast

- ▶ Assumes conservative annual revenue growth from property taxes ~2.75%
- ▶ OTBS contract increases 3% yearly, but unclear if it will be renewed after 2028
- ▶ Fines & Fees, State Aid, Donations will remain stagnant or only increase by 1%
- ▶ Staff wages are projected to increase between 3-5% annually
- ▶ Staff benefits are projected to increase approximately 1-2%
- ▶ General maintenance and contracts typically increase 5% annually



# New millage

- ▶ 10¢ on the taxable \$1,000 of property taxes
- ▶ The average \$400,000 home would see an increase of \$20 annually
- ▶ Contract communities would be held to the same level of increase
- ▶ Expected to generate **\$703,210** in year one



# Cost cuts already implemented

- ▶ 2010 - 2019
  - ▶ Freezing staff wages for 3 years
  - ▶ Cutting the library's retirement contribution by 40%
  - ▶ Cutting back staff health care plans (medical, prescription, and dental)
  - ▶ Cutting budgets for supplies and specialized consulting
  - ▶ Reupholstered furniture and re-laminated study tables

# Cost cuts already implemented

- ▶ 2020 - present
  - ▶ Reduced staff from 135 positions to 105;
  - ▶ Outsourced 5-person custodial department to a nightly cleaning service;
  - ▶ Eliminated 2.5 FTE positions with benefits (did not replace);
  - ▶ Deferred major furniture upgrades by acquiring second-hand furniture disposed of from other libraries;
  - ▶ Redesigned and coded website with internal team (did not outsource);
  - ▶ Developed in-house strategic plan and defrayed fees for research, surveys, metrics and tracking tools;
  - ▶ Managed major IT and facilities projects with internal team and eliminated consulting and installation fees;
  - ▶ Eliminated or re-bid service contracts (maintenance, internet, supplies, etc.);
  - ▶ Garden landscapes are maintained by volunteer gardeners at no cost to taxpayers;
  - ▶ Deferred replacement of Community Bookmobile and purchased small utility van to transport materials;
  - ▶ Eliminated long-term care insurance benefit for staff;
  - ▶ Installed LED lighting with internal team as a way to reduce utility costs over time.

# Grants & Donations

The library benefits from generous donations made possible by an annual appeal in the fall. Typically the appeal yields \$35,000 in revenue. It is unlikely that the community would support a second appeal for monetary donations.

The library has pursued three major grants (\$50,000 or more), but was not awarded any of them because the community does not demonstrate enough need. It is unlikely that RHPL will be a strong candidate for grants in the future given our economic standing as one of the wealthiest communities in the state.



# Current millage rate

- ▶ The current millage rate (Headlee-reduced) is in the bottom 5 for the metro Detroit area.
  - ▶ The only libraries that have a lower millage rate are Lincoln Park, Romulus, and Chesterfield Public Library
  - ▶ Novi Public Library has an equal millage to Rochester Hills, but has fewer obligations for building infrastructure costs.
- ▶ The cost of offering a high-caliber library experience has not been updated in over 100 years.
- ▶ RHPL is operating on a 20<sup>th</sup> century millage while delivering a 21<sup>st</sup> century library experience.

# Treasurer's Report



ROCHESTER HILLS  
PUBLIC LIBRARY

**ROCHESTER HILLS PUBLIC LIBRARY**  
**Balance Sheet**  
**January 31, 2024**

**ASSETS**

<b>Current Assets</b>		
Circ Registers/Coin	\$	2,020.00
<b>PNC</b>		
Payroll - PNC		250.00
Operating - PNC		64,760.74
<b>UBS</b>		
Operating - UBS		4,089,115.30
Plant		554,653.65
Roof		0.00
Self-Insurance		7,746.22
Vanguard		16,123.39
		<hr/>
Total Current Assets		4,734,669.30
<b>Other Current Assets</b>		
		<hr/>
Total Other Current Assets		0.00
		<hr/>
<b>TOTAL ASSETS</b>	<b>\$</b>	<b>4,734,669.30</b>
		<hr/> <hr/>

**LIABILITIES AND FUND BALANCE**

<b>Current Liabilities</b>		
Accounts Payable	\$	1,351.76
Staff Cash (pop cans)		122.10
Flexible Spending W/H Payable		1,125.33
Supplemental Ins W/H Payable		526.89
		<hr/>
Total Current Liabilities		3,126.08
<b>Fund Balance</b>		
Fund Balance-Unrestricted		1,914,386.39
Fund Balance - Assigned		675,000.00
Current Year Operations		2,142,156.83
		<hr/>
Total Fund Balance		4,731,543.22
		<hr/>
<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>\$</b>	<b>4,734,669.30</b>
		<hr/> <hr/>

**Rochester Hills Public Library**  
**Budget vs Actual**  
**For the Period January 1, 2024 through January 31, 2024**

	Current Month	YTD Actual	YTD Budget	YTD Variance	Annual Budget
<b>Revenues</b>					
Rochester Hills	1,882,891	1,882,891	2,051,409	(168,518)	3,248,470
City of Rochester	287,752	287,752	283,606	4,146	575,500
Oakland Twp	241,079	241,079	253,272	(12,193)	1,038,000
State Aid	0	0	0	0	151,100
OTBS	0	0	155,365	(155,365)	155,365
Penal Fines	0	0	0	0	148,800
Fines and Fees	6,022	6,022	3,083	2,939	37,000
Interest	936	936	2,083	(1,147)	25,000
Gains/Losses	3,255	3,255	0	3,255	0
Designated Gifts	100	100	833	(733)	200,000
Undesignated Gifts	1,420	1,420	0	1,420	35,000
Undesignated Gifts-Friends	0	0	0	0	0
Grants	0	0	333	(333)	4,000
Miscellaneous Revenue	1,238	1,238	1,230	8	14,765
Transfer-ReservedOTBS	0	0	0	0	0
Transfer-ReservedPlant	0	0	0	0	0
<b>Total Revenues</b>	<u>2,424,693</u>	<u>2,424,693</u>	<u>2,751,214</u>	<u>(326,521)</u>	<u>5,633,000</u>
<b>Expenditures</b>					
Payroll	148,839	148,839	217,758	(68,919)	2,613,100
Employee Benefits	45,645	45,645	51,041	(5,396)	619,000
Books	4,086	4,086	29,766	(25,680)	357,200
Print Subscriptions	0	0	1,250	(1,250)	15,000
Electronic Materials	7,969	7,969	31,283	(23,314)	375,400
Innovative Items	0	0	1,333	(1,333)	16,000
Audiovisual	150	150	8,032	(7,882)	96,400
Bookmobile Operation	0	0	1,425	(1,425)	17,100
OTBS	0	0	542	(542)	6,500
Voice and Data Services	409	409	2,166	(1,757)	26,000
Utilities	13,820	13,820	14,417	(597)	173,000
Insurance	(250)	(250)	1,667	(1,917)	20,000
Professional/Contract Services	2,329	2,329	5,958	(3,629)	71,500
Supplies	3,095	3,095	2,659	436	31,900
Promotion and Printing	0	0	1,691	(1,691)	63,300
Mileage	23	23	333	(310)	4,000
Postage	4,920	4,920	1,833	3,087	22,000
Staff Development/Membership	3,731	3,731	2,900	831	34,800
Programs	6,414	6,414	5,000	1,414	60,000
Facilities Maintenance	20,575	20,575	19,659	916	235,900
IT Maintenance	13,236	13,236	8,916	4,320	107,000
Staff/Volunteer Recognition	24	24	625	(601)	7,500
Gift and Grant Expense	131	131	0	131	0
Tax Tribunal Refunds	0	0	42	(42)	500
Equipment/Fixed Assets	0	0	6,358	(6,358)	76,300
Capital Improvements	7,390	7,390	40,300	(32,910)	483,600
Contingency	0	0	8,333	(8,333)	100,000
<b>Total Expenditures</b>	<u>282,536</u>	<u>282,536</u>	<u>465,287</u>	<u>(182,751)</u>	<u>5,633,000</u>
<b>Revenue Over Expenditures</b>	<u>2,142,157</u>	<u>2,142,157</u>	<u>2,285,927</u>	<u>(143,770)</u>	<u>0</u>

# Monthly Bills



ROCHESTER HILLS  
PUBLIC LIBRARY



Payment Information		
Payment Due Date	For online and phone payments, the deadline is 8pm ET.	
<b>Feb 11, 2024</b>		
New Balance	Minimum Payment Due	
<b>\$10,094.50</b>	<b>\$100.00</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	31 Years	\$32,291
\$408	3 Years	\$14,688
Estimated savings if balance is paid off in about 3 years: \$17,603		
If you would like information about credit counseling services, call 1-888-326-8055.		

Account Summary	
Previous Balance	\$10,077.89
Payments	- \$10,077.89
Other Credits	- \$10.00
Transactions	+ \$10,104.50
Cash Advances	+ \$0.00
Fees Charged	+ \$0.00
Interest Charged	+ \$0.00
<b>New Balance</b>	<b>= \$10,094.50</b>
Credit Limit	\$30,000.00
Available Credit (as of Jan 17, 2024)	\$19,905.50
Cash Advance Credit Limit	\$15,000.00
Available Credit for Cash Advances	\$15,000.00

**\*\*\*Important Notice\*\*\***

We are unable to provide your Rewards Summary on this month's statement. To review your current Rewards balance or for additional Rewards information, please log in to your account at [capitalone.com](http://capitalone.com), the Capital One Mobile Banking app, or call the customer service number on this statement.

### Account Notifications

**i** Welcome to your account notifications. Check back here each month for important updates about your account.


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



Save time, stay informed. Discover new features with the Capital One Mobile app.

Scan this QR Code with your phone's camera to download the top-rated Capital One Mobile app.

Payment Due Date: **Feb 11, 2024** Account ending in 9289

New Balance	Minimum Payment Due	Amount Enclosed
<b>\$10,094.50</b>	<b>\$100.00</b>	\$ _____

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

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. 21



**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](https://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
Dec 21	Dec 21	CAPITAL ONE ONLINE PYMTAuthDate 21-Dec	- \$10,077.89

### JULIANE MORIAN #9289: Transactions

Trans Date	Post Date	Description	Amount
Dec 21	Dec 23	JIMMY JOHNS - 231 - ECOMM248-651-3527MI	\$195.01
Dec 27	Dec 28	OAKLAND PRESS888-977-3677MI	\$12.00
Jan 2	Jan 3	IN *ROCHESTER ROTARY CLUB248-6019500MI	\$65.50
Jan 5	Jan 8	THE HOME DEPOT #2727ROCHESTERMI	\$15.90
Jan 10	Jan 11	PAYPAL *FRIENDSMICH4029357733CA	\$50.00
Jan 12	Jan 13	SP FTD.COMHTTPSCHECKOUTIL	\$57.66
Jan 15	Jan 15	ADOBE *CREATIVE CLOUD408-536-6000CA	\$359.88

**JULIANE MORIAN #9289: Total Transactions** **\$755.95**

### DEREK BROWN #8061: Payments, Credits and Adjustments

Trans Date	Post Date	Description	Amount
Dec 19	Dec 21	ROCHESTER HILLS PUBLIC LIROCHESTERMI	- \$5.00
Dec 19	Dec 21	ROCHESTER HILLS PUBLIC LIROCHESTERMI	- \$5.00

### DEREK BROWN #8061: Transactions

Trans Date	Post Date	Description	Amount
Dec 16	Dec 18	USPS STAMPS ENDICIA888-434-0055DC	\$50.00
Dec 18	Dec 19	SOCKETLABS484-418-1285PA	\$63.96
Dec 18	Dec 19	USPS STAMPS ENDICIA888-434-0055DC	\$400.00
Dec 19	Dec 21	ROCHESTER HILLS PUBLIC LIROCHESTERMI	\$5.00
Dec 19	Dec 21	ROCHESTER HILLS PUBLIC LIROCHESTERMI	\$5.00
Dec 22	Dec 26	SAGE SOFTWARE INC866-9967243CA	\$2,162.40
Jan 2	Jan 3	STAMPS.COM855-608-2677TX	\$19.99
Jan 3	Jan 4	SMK*SURVEYMONKEY.COM971-2311154CA	\$891.00
Jan 7	Jan 8	DNH*GODADDY.COMhttps://www.gAZ	\$89.97
Jan 8	Jan 9	USPS STAMPS ENDICIA888-434-0055DC	\$400.00
Jan 13	Jan 15	DNH*GODADDY.COMhttps://www.gAZ	\$449.99
Jan 13	Jan 15	CALLFIRE213-2212237CA	\$18.00
Jan 13	Jan 15	CALLFIRE213-2212237CA	\$18.00
Jan 15	Jan 15	ADOBE *CREATIVE CLOUD408-536-6000CA	\$359.88

Additional Information on the next page

### Transactions (Continued)

Trans Date	Post Date	Description	Amount
Jan 16	Jan 17	WOOBEO MAIL TESTERLYON 9EME \$5.00 EUR 0.910746812 Exchange Rate	\$5.49

**DEREK BROWN #8061: Total Transactions** **\$4,938.68**

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

Trans Date	Post Date	Description	Amount
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**ALLISON SARTWELL #6129: Transactions**

Trans Date	Post Date	Description	Amount
Dec 18	Dec 19	CRICUTWWW.CRICUT.CO.UK	\$9.99
Dec 21	Dec 22	Hotmart Sci-Fi Loot - Mem319-9477252DE	\$15.00
Dec 21	Dec 22	Hotmart Fantasy Loot - Me319-9477252DE	\$15.00
Dec 29	Dec 29	Patreon* MembershipInternetCA	\$10.06
Jan 2	Jan 3	SP FILAMENTS.CATHORNHILLON	\$46.00
Jan 3	Jan 4	AB* ABEBOOKS.CO K7NFYMHTTSPWWW.ABEBWA	\$27.07
Jan 3	Jan 4	AB* ABEBOOKS.CO K7NFYTMUNCHEN	\$98.99
Jan 3	Jan 4	AB* ABEBOOKS.CO K7NFYVMUNCHEN	\$13.25
Jan 3	Jan 4	AB* ABEBOOKS.CO K7NFYQMUNCHEN	\$17.00
Jan 3	Jan 4	AB* ABEBOOKS.CO K7NFYZMUNCHEN	\$37.88
Jan 3	Jan 4	AB* ABEBOOKS.CO K7NFYOMUNCHEN	\$29.02
Jan 3	Jan 4	AB* ABEBOOKS.CO K7NF92MUNCHEN	\$35.97
Jan 3	Jan 4	AB* ABEBOOKS.CO K7NFYNMUNCHEN	\$43.46
Jan 3	Jan 4	AB* ABEBOOKS.CO K7NFYPMUNCHEN	\$28.84
Jan 3	Jan 5	AB* ABEBOOKS.CO K7NFYRMUNCHEN	\$41.05
Jan 3	Jan 6	AB* ABEBOOKS.CO K7NFYSMUNCHEN	\$21.60
Jan 4	Jan 5	AB* ABEBOOKS.CO K7NF9XMUNCHEN	\$46.80
Jan 5	Jan 5	CALENDLYHTTSPCALENDLYGA	\$120.00
Jan 7	Jan 8	AB* ABEBOOKS.CO K7NF9WHTTSPWWW.ABEBWA	\$13.16
Jan 8	Jan 9	AMERICAN IMMERSION THEATE888-643-2583MI	\$424.50
Jan 12	Jan 12	SP BAMBULAB.USUS.STORE.BAMBTX	\$50.98

**ALLISON SARTWELL #6129: Total Transactions** **\$1,145.62**

### Transactions (Continued)

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

Trans Date	Post Date	Description	Amount
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**MARY DAVIS #9241: Transactions**

Trans Date	Post Date	Description	Amount
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**WENDY LEHMAN #9147: Payments, Credits and Adjustments**

Trans Date	Post Date	Description	Amount
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**WENDY LEHMAN #9147: Transactions**

Trans Date	Post Date	Description	Amount
Dec 20	Dec 21	LAKESHORE LEARNING MATER310-537-8600CA	\$500.91
Jan 14	Jan 15	Spotify USA877-7781161NY	\$16.99
Jan 15	Jan 17	GFS STORE #0947ROCHESTER HILMI	\$60.61

<b>WENDY LEHMAN #9147: Total Transactions</b>			<b>\$578.51</b>
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**CAMILLE WESTMORE #4614: Payments, Credits and Adjustments**

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

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

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

Trans Date	Post Date	Description	Amount
Jan 3	Jan 4	Amazon.com*TK1110C02Amzn.com/billWA	\$126.88
Jan 3	Jan 4	AMZN Mktp US*IU23C7AZ3Amzn.com/billWA	\$108.29
Jan 4	Jan 5	SP SUSTAINABLESUPPLYHTTPSSUSTAINACO	\$167.51

<b>STEVEN CLEMENT #7892: Total Transactions</b>			<b>\$402.68</b>
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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
Jan 9	Jan 10	4IMPRINT, INC4IMPRINT.COMWI	\$2,283.06

<b>ELIZABETH RACZKOWSKI #9004: Total Transactions</b>			<b>\$2,283.06</b>
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<b>Total Transactions for This Period</b>			<b>\$10,104.50</b>
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Additional Information on the next page

Transactions (Continued)			
Fees			
Trans Date	Post Date	Description	Amount
<b>Total Fees for This Period</b>			<b>\$0.00</b>
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> <table border="1"> <thead> <tr> <th>Code next to your APR(s)</th> <th>How do we calculate your APR(s)?</th> <th>When your APR(s) will change</th> </tr> </thead> <tbody> <tr> <td>P</td> <td>Prime Rate + margin</td> <td rowspan="2">The first day of the Billing Cycles that end in Jan., April, July and Oct.</td> </tr> <tr> <td>L</td> <td>3 month LIBOR + margin</td> </tr> <tr> <td>D</td> <td>Prime Rate + margin</td> <td rowspan="2">The first day of each Billing Cycle</td> </tr> <tr> <td>F</td> <td>1 month LIBOR + margin</td> </tr> </tbody> </table>				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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P	Prime Rate + margin	The first day of the Billing Cycles that end in Jan., April, July and Oct.														
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D	Prime Rate + margin	The first day of each Billing Cycle														
F	1 month LIBOR + margin															



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

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

Date	Check #	Account ID	Account Descriptio	Line Description	Debit Amount	Credit Amount
1/5/24	73115	2110-00	Accounts Payable	Invoice: EST-6916	3,430.30	
		1123-00	Operating - PNC	BALANCE FAST SIGNS		3,430.30
1/5/24	73116	5207-50	Legal Plan Benefit	Invoice:	545.30	
		1123-00	Operating - PNC	31714AG20240101 GIS BENEFITS		545.30
1/5/24	73117	2110-00	Accounts Payable	Invoice: 122023	356.86	
		1123-00	Operating - PNC	HOME DEPOT CREDIT SERVICES		356.86
1/5/24	73118	6200-40	Community Programs	Invoice: 010724	250.00	
		1123-00	Operating - PNC	MELANIE MOORE		250.00
1/15/24	73119	5301-10	Adult Books	ACT #C019265	34.78	
		5301-10	Adult Books	ACT #L410629	237.06	
		5301-50	Materials Processing	PROCESSING	11.85	
		5301-10	Adult Books	ACT #L424469	1,215.18	
		5301-50	Materials Processing	PROCESSING	86.04	
		2110-00	Accounts Payable	ACT#424469	533.64	
		1123-00	Operating - PNC	THE BAKER & TAYLOR COMPANY		2,118.55
1/30/24	73119V	5301-10	Adult Books	ACT #C019265		34.78
		5301-10	Adult Books	ACT #L410629		237.06
		5301-50	Materials Processing	PROCESSING		11.85
		5301-10	Adult Books	ACT #L424469		1,215.18
		5301-50	Materials Processing	PROCESSING		86.04
		2110-00	Accounts Payable	ACT#424469		533.64
		1123-00	Operating - PNC	THE BAKER & TAYLOR COMPANY	2,118.55	
1/15/24	73120	5301-30	Outreach Books	ACT #L395513	315.15	
		5301-50	Materials Processing	PROCESSING	12.54	
		2110-00	Accounts Payable	ACT #L395513	755.37	
		1123-00	Operating - PNC	THE BAKER & TAYLOR COMPANY		1,083.06
1/31/24	73120V	5301-30	Outreach Books	ACT #L395513		315.15
		5301-50	Materials Processing	PROCESSING		12.54
		2110-00	Accounts Payable	ACT #L395513		755.37
		1123-00	Operating - PNC	THE BAKER & TAYLOR COMPANY	1,083.06	
1/15/24	73122	5306-10	Adult DVDs	CUSTOMER	65.22	
		2110-00	Accounts Payable	#2000005835-DVD CUSTOMER	62.75	
				#2000005835-A/P		

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Date	Check #	Account ID	Account Descriptio	Line Description	Debit Amount	Credit Amount
		5303-10	Adult Audio-Kits-Gam	#2000005835-A/P CUSTOMER	144.97	
		5301-50	Materials Processing	#2000005835-AUDIO PROCESSING	23.34	
		5306-10	Adult DVDs	CUSTOMER	22.49	
		5301-50	Materials Processing	#2000005843-DVD PROCESSING	4.79	
		5306-10	Adult DVDs	CUSTOMER	31.49	
		5301-50	Materials Processing	#200014883-DVD PROCESSING	6.71	
		1123-00	Operating - PNC	MIDWEST TAPE LLC		361.76
1/31/24	73122V	5306-10	Adult DVDs	CUSTOMER		65.22
		2110-00	Accounts Payable	#2000005835-DVD CUSTOMER		62.75
		5303-10	Adult Audio-Kits-Gam	#2000005835-A/P CUSTOMER		144.97
		5301-50	Materials Processing	#2000005835-AUDIO PROCESSING		23.34
		5306-10	Adult DVDs	CUSTOMER		22.49
		5301-50	Materials Processing	#2000005843-DVD PROCESSING		4.79
		5306-10	Adult DVDs	CUSTOMER		31.49
		5301-50	Materials Processing	#200014883-DVD PROCESSING		6.71
		1123-00	Operating - PNC	MIDWEST TAPE LLC	361.76	
1/15/24	73123	5303-20	Youth Audio	CUSTOMER	95.97	
		5301-50	Materials Processing	#2000005837-AUDIO PROCESSING	8.97	
		1123-00	Operating - PNC	MIDWEST TAPE LLC		104.94
1/31/24	73123V	5303-20	Youth Audio	CUSTOMER		95.97
		5301-50	Materials Processing	#2000005837-AUDIO PROCESSING		8.97
		1123-00	Operating - PNC	MIDWEST TAPE LLC	104.94	
1/15/24	73124	6506-00	Software Support/Mai	Invoice: 56557	7,440.78	
		6506-00	Software Support/Mai	Invoice: 56558	1,764.00	
		1123-00	Operating - PNC	AMERINET		9,204.78
1/15/24	73125	6401-00	Service Contracts	Invoice: 43506	320.00	
		6403-00	Misc Repairs	Invoice: 43506	675.00	
		1123-00	Operating - PNC	AQUARIUM DESIGN & MAINTENANCE		995.00



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Date	Check #	Account ID	Account Descriptio	Line Description	Debit Amount	Credit Amount
				& MAINTENANCE		
1/15/24	73126	2110-00 1123-00	Accounts Payable Operating - PNC	Invoice: 4177979842 CINTAS CORPORATION #354	185.34	185.34
1/15/24	73127	2110-00 7001-01 1123-00	Accounts Payable Misc. Reimbursable Operating - PNC	Invoice: 123123 Invoice: 010424 THE COMMUNITY FOUNDATION OF GREATER ROC	200.00 100.00	300.00
1/15/24	73128	2110-00 1123-00	Accounts Payable Operating - PNC	Invoice: 121823 CULLIGAN OF ROMEIO	130.96	130.96
1/15/24	73129	2110-00 1123-00	Accounts Payable Operating - PNC	Invoice: 13900175 ECOSHIELD PEST SOLUTIONS-DETRO IT	200.00	200.00
1/15/24	73130	2110-00 1123-00	Accounts Payable Operating - PNC	Invoice: 11961 EL ELECTRICAL CONTRACTING	9,595.40	9,595.40
1/15/24	73131	5302-13 1123-00	Electronic Materials Operating - PNC	Invoice: 7760-24-01 ENGAGEDPATRON S.ORG	795.00	795.00
1/15/24	73132	2110-00 1123-00	Accounts Payable Operating - PNC	Invoice: 010124 FEDEX OFFICE	140.00	140.00
1/15/24	73133	2110-00 1123-00	Accounts Payable Operating - PNC	Invoice: 8710 FIRE DEFENSE EQUIPMENT CO.	1,014.36	1,014.36
1/15/24	73134	2110-00 2110-00 5301-30 1123-00	Accounts Payable Accounts Payable Outreach Books Operating - PNC	Invoice: 83070306 Invoice: 83075498 Invoice: 83111227 GALE/CENGAGE LEARNING	724.59 36.78 93.58	854.95
1/15/24	73135	6401-00 1123-00	Service Contracts Operating - PNC	Invoice: 63988274 GREEN FOR LIFE ENVIRONMENTAL	242.42	242.42
1/15/24	73136	6100-60	Workshops/Conferen	Invoice: E1048	3,590.00	

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		1123-00	Operating - PNC	INNOVATION USER GROUP		3,590.00
1/15/24	73137	2110-00 1123-00	Accounts Payable Operating - PNC	Invoice: 381006-PPU KANOPY INC.	702.10	702.10
1/15/24	73138	6506-00 1123-00	Software Support/Mai Operating - PNC	Invoice: 1438 TOG DEVELOPMENT LLC dba LOCALHOP	8,704.00	8,704.00
1/15/24	73139	2110-00 1123-00	Accounts Payable Operating - PNC	Invoice: 7745 MCCLELLAND LANDSCAPE	499.35	499.35
1/15/24	73140	6100-60 1123-00	Workshops/Conferen Operating - PNC	Invoice: 17154 MICHIGAN LIBRARY ASSOCIATION	25.00	25.00
1/15/24	73141	6200-20 1123-00	Youth Programs Operating - PNC	Invoice: 1418 OPENSLOT THEATRE	150.00	150.00
1/15/24	73142	2110-00 1123-00	Accounts Payable Operating - PNC	Invoice: 010524 CITY OF ROCHESTER HILLS DPS	347.06	347.06
1/15/24	73143	5301-10 1123-00	Adult Books Operating - PNC	Invoice: IN0001665 SAWA BOOKS	510.58	510.58
1/15/24	73144	2110-00 1123-00	Accounts Payable Operating - PNC	Invoice: 10224 T-MOBILE	592.03	592.03
1/15/24	73145	6401-00 1123-00	Service Contracts Operating - PNC	Invoice: 3007666347 TK ELEVATOR	644.96	644.96
1/15/24	73146	2110-00 2110-00 1123-00	Accounts Payable Accounts Payable Operating - PNC	Invoice: 6121188 Invoice: 6121198 UNIQUE MANAGEMENT SERVICES INC	246.25 68.25	314.50
1/15/24	73147	6200-11 1123-00	Teen Programs Operating - PNC	Invoice: 010924 UPDOG YOGA	60.00	60.00
1/15/24	73148	2110-00 6402-10	Accounts Payable Maintenance Supplie	Invoice: 87794 Invoice: 87799	638.06 643.13	

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Date	Check #	Account ID	Account Descriptio	Line Description	Debit Amount	Credit Amount
		1123-00	Operating - PNC	VANGUARD CLEANING SYSTEMS		1,281.19
1/15/24	73149	2110-00 1123-00	Accounts Payable Operating - PNC	Invoice: 9952876214 VERIZON WIRELESS	237.61	237.61
1/15/24	73150	2110-00 2110-00 1123-00	Accounts Payable Accounts Payable Operating - PNC	Invoice: 56170166 Invoice: 56181257 WESTON WOODS STUDIOS	29.66 29.66	59.32
1/25/24	73151	6200-50  1123-00	Systemwide Program  Operating - PNC	Invoice: CENTENNIAL PLAQUE HISTORICAL SOCIETY OF MICHIGAN	630.00	630.00
1/31/24	73152	6200-20  1123-00	Youth Programs  Operating - PNC	Invoice: 2025 PROGRAM AUTHORS IN APRIL, INC.	2,000.00	2,000.00
1/31/24	73153	5301-80 1123-00	Interlibrary Loan (ILL) Operating - PNC	Invoice: 011824 BALDWIN PUBLIC LIBRARY	16.99	16.99
1/31/24	73154	5301-10 1123-00	Adult Books Operating - PNC	Invoice: 4806038300 CCH	297.89	297.89
1/31/24	73155	2110-00 1123-00	Accounts Payable Operating - PNC	Invoice: 2061474 CENTER POINT LARGE PRINT	142.62	142.62
1/31/24	73156	2110-00 1123-00	Accounts Payable Operating - PNC	Invoice: 672190723 CENTURY LINK	1.00	1.00
1/31/24	73157	6200-40 1123-00	Community Programs Operating - PNC	Invoice: 020624 CURTIS CHIN	800.00	800.00
1/31/24	73158	6401-00 1123-00	Service Contracts Operating - PNC	Invoice: 4180797075 CINTAS CORPORATION #354	185.34	185.34
1/31/24	73159	7001-01	Misc. Reimbursable	Invoice: 012924POLINSKY	200.00	

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		1123-00	Operating - PNC	012924POLINSKY THE COMMUNITY FOUNDATION OF GREATER ROC		200.00
1/31/24	73160	5502-00 1123-00	Gas Operating - PNC	Invoice: 011224 CONSUMERS ENERGY	2,614.91	2,614.91
1/31/24	73161	6401-00 1123-00	Service Contracts Operating - PNC	Invoice: 011724 CULLIGAN OF ROMEO	96.36	96.36
1/31/24	73162	5202-40 1123-00	Other Dental Operating - PNC	Invoice: RIS0005442717 DELTA DENTAL PLAN OF MICHIGAN	1,587.66	1,587.66
1/31/24	73163	5503-00 1123-00	Electric Operating - PNC	Invoice: 012224 DTE ENERGY	11,205.47	11,205.47
1/31/24	73164	6403-00 1123-00	Misc Repairs Operating - PNC	Invoice: 9151 FIRE DEFENSE EQUIPMENT CO.	615.72	615.72
1/31/24	73165	5703-00 1123-00	Legal Operating - PNC	Invoice: 875708 FOSTER SWIFT	235.00	235.00
1/31/24	73166	5301-30 5301-30 5301-30 1123-00	Outreach Books Outreach Books Outreach Books Operating - PNC	Invoice: 83183918 Invoice: 83361888 Invoice: 83398792 GALE/CENGAGE LEARNING	859.78 539.84 29.59	1,429.21
1/31/24	73167	6200-40 1123-00	Community Programs Operating - PNC	Invoice: 021524 AUDREY GEYER	500.00	500.00
1/31/24	73168	5207-50 1123-00	Legal Plan Benefit Operating - PNC	Invoice: 31714AG20240201 GIS BENEFITS	545.30	545.30
1/31/24	73169	6401-00 1123-00	Service Contracts Operating - PNC	Invoice: 64297643 GREEN FOR LIFE ENVIRONMENTAL	358.80	358.80
1/31/24	73170	5201-40 1123-00	Other Medical Operating - PNC	Invoice: 100010437621 HEALTH ALLIANCE PLAN	18,556.31	18,556.31

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**For the Period From Jan 1, 2024 to Jan 31, 2024**

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

Date	Check #	Account ID	Account Descriptio	Line Description	Debit Amount	Credit Amount
				PLAN		
1/31/24	73171	5201-40	Other Medical	Invoice: 100010438808	2,165.31	
		1123-00	Operating - PNC	ALLIANCE HEALTH AND LIFE		2,165.31
1/31/24	73172	6402-10	Maintenance Supplie	Invoice: 011924	128.20	
		1123-00	Operating - PNC	HOME DEPOT CREDIT SERVICES		128.20
1/31/24	73173	6200-50	Systemwide Program	Invoice: 144476	909.00	
		1123-00	Operating - PNC	JANWAY COMPANY USA INC		909.00
1/31/24	73174	8002-00	Capital Improvement	Invoice: 290067	7,390.00	
		1123-00	Operating - PNC	KVM DOOR SYSTEMS INC.		7,390.00
1/31/24	73175	2110-00	Accounts Payable	Invoice: 73471	2,320.69	
		1123-00	Operating - PNC	THE LIBRARY NETWORK		2,320.69
1/31/24	73176	5401-00	Basic Phone	Invoice: 33758386	176.91	
		1123-00	Operating - PNC	LINGO COMMUNICATIONS		176.91
1/31/24	73177	5301-10	Adult Books	Invoice: 3467-1705529151419	150.42	
		5301-10	Adult Books	Invoice: 3468-1705529394714	287.10	
		1123-00	Operating - PNC	MULTI-CULTURAL BOOKS & VIDEOS		437.52
1/31/24	73178	5303-10	Adult Audio-Kits-Gam	Invoice: 4518952	149.99	
		1123-00	Operating - PNC	PLAYAWAY PRODUCTS		149.99
1/31/24	73179	5402-00	Postage/Shipping	Invoice: BULK PERMIT P69	4,500.00	
		1123-00	Operating - PNC	POSTMASTER - ROCHESTER, MI		4,500.00
1/31/24	73180	5301-10	Adult Books	Invoice: RSL188984I	584.30	
		1123-00	Operating - PNC	ROSEN PUBLISHING		584.30

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

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

Date	Check #	Account ID	Account Descriptio	Line Description	Debit Amount	Credit Amount
1/31/24	73181	6200-40 1123-00	Community Programs Operating - PNC	Invoice: 020424 PATRICK SCIANNELLA	250.00	250.00
1/31/24	73182	6406-00 1123-00	HVAC Maintenance Operating - PNC	Invoice: 906550 TECH MECHANICAL, INC.	292.00	292.00
1/31/24	73183	5401-00 1123-00	Basic Phone Operating - PNC	Invoice: 41162 TELNET WORLDWIDE	209.21	209.21
1/31/24	73184	5301-10 1123-00	Adult Books Operating - PNC	Invoice: 17231 TSAI FONG BOOKS INC	370.78	370.78
1/31/24	73185	5207-40 1123-00	Unemployment Operating - PNC	Invoice: L0139423552 UNEMPLOYMENT INSURANCE AGENCY	18.44	18.44
1/31/24	73186	2168-00 1123-00	Supplemental Ins W/ Operating - PNC	Invoice: 011924 UNUM LIFE INSURANCE - SUPP	42.51	42.51
1/31/24	73187	5206-40 1123-00	Other LTD Insurance Operating - PNC	Invoice: 011924 UNUM LIFE INSURANCE CO OF AMERICA	480.35	480.35
1/31/24	73188	6401-00 1123-00	Service Contracts Operating - PNC	Invoice: 88150 VANGUARD CLEANING SYSTEMS	7,955.00	7,955.00
1/31/24	73189	5207-30 1123-00	Vision Insurance Operating - PNC	Invoice: 819653761 VISION SERVICE PLAN	246.82	246.82
1/31/24	73190	2110-00 1123-00	Accounts Payable Operating - PNC	Invoice: 2017227 WAVELENGTH VIDEO PRODUCTIONS	615.00	615.00
1/31/24	73191	2110-00 1123-00	Accounts Payable Operating - PNC	Invoice: 1657318 WORLD BOOK INCORPORATED	1,199.00	1,199.00

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

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

Date	Check #	Account ID	Account Descriptio	Line Description	Debit Amount	Credit Amount
				INCORPORATED		
1/31/24	73192	5301-80 1123-00	Interlibrary Loan (ILL) Operating - PNC	Invoice: 011224 HENRY FORD COMMUNITY COLLEGE	22.34	22.34
1/8/24	EFTAZ010824	2110-00 1123-00	Accounts Payable Operating - PNC	AMAZON CAPITAL SERVICES	2,701.35	2,701.35
1/24/24	EFTVISA0124	5301-10 2110-00 6402-10 6200-20 5805-00 6506-00 5940-00 6100-50 6200-50 5807-00 6200-10 5402-00 5809-00 5302-13 6200-11 7009-70 1123-00	Adult Books Accounts Payable Maintenance Supplie Youth Programs IT Supplies Software Support/Mai 3D Printing/Makerspa Professional Member Systemwide Program Office Supplies Adult Programs Postage/Shipping Marketing Supplies Electronic Materials Teen Programs Staff Recognition Operating - PNC		454.09 3,434.33 402.68 16.99 365.37 1,430.96 50.98 115.50 2,359.57 36.00 46.00 419.99 359.88 120.00 424.50 57.66	10,094.50
	<b>Total</b>			CAPITAL ONE BK(USA), NA	<u><b>138,572.79</b></u>	<u><b>138,572.79</b></u>

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

Checks & EFT's - Operating Account			131,236.17
Payroll Account - Net Payroll			143,547.88
Employee Benefit EFTs and Misc Debits -			
Payroll Taxes		47,965.90	
Employee FSA Debits - Wage Works		1,070.14	
Employer Pension Contributions - MERS		12,994.89	
Employee Deferred Contributions		14,412.55	
Bank/Merchant Fees		322.17	
ADP & WageWorks Fees		1,772.00	
NSF Checks		-	
		<b>TOTAL</b>	78,537.65
			<b>\$ 353,321.70</b>



# Communications



ROCHESTER HILLS  
PUBLIC LIBRARY

January 26, 2024

Board of Trustees  
Rochester Hills Public Library

This letter sets forth the planned scope of our audit of the financial statements of Rochester Hills Public Library (Library) for the year ending December 31, 2023. Professional standards require that we provide you with the following information related to our audit. We would also appreciate the opportunity to meet with you to discuss this information further since a two-way dialogue can provide valuable information for the audit process.

### **Responsibilities**

As stated in our engagement letter dated January 26, 2024, our responsibility, as described by professional standards, is to express an opinion about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles (U.S. GAAP). Our audit of the financial statements does not relieve you or management of your responsibilities.

### **Supplementary Information**

Our responsibility for the supplementary information accompanying the financial statements, as described by professional standards, is to evaluate the presentation of the supplementary information in relation to the financial statements as a whole and to report on whether the supplementary information is fairly stated, in all material respects, in relation to the financial statements as a whole and does not extend beyond the other supplementary information identified in our report.

### **Planned Scope and Timing**

We will conduct our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

In an audit of financial statements, the auditor's judgment as to matters that are material to users of financial statements is based on consideration of the needs of users as a group; the auditor does not consider the possible effect of misstatements on specific individual users, whose needs may vary widely. Misstatements, whether resulting from errors or irregularities, are considered to be material only if their magnitude, individually or in aggregate with others, are such that a user group relying on the presentation of your financial statements would be influenced by their inclusion or omission. Judgments about materiality are made in light of surrounding



circumstances, and involve both qualitative and quantitative consideration. Materiality is applied on an annual basis. Materiality is a concept that applies to the engagement and client overall.

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

Our risk assessment procedures for the December 31, 2023 audit will include a study and evaluation of the Library and its environment, including the system of internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Material misstatements may result from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. We will generally communicate our significant findings at the conclusion of the audit. However, some matters could be communicated sooner, particularly if significant difficulties are encountered during the audit where assistance is needed to overcome the difficulties or if the difficulties may lead to a modified opinion. We will also communicate any internal control related matters that are required to be communicated under professional standards and other significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures specifically to identify such matters.

We will address the risk assessment related to fraud by making inquiries of the Board of Trustees, management, and others within the Library, evaluating fraud programs and controls; completing comprehensive checklists; and gathering other information (financial and other) to help us develop fraud risk factors that will be referenced during our fieldwork and wrap-up procedures.

Our planned scope for the December 31, 2023 audit is based on our understanding of the Library developed during prior audits, pre-engagement planning, and our experience as auditors of other similar institutions. We recognize that all institutions are unique and each year presents new challenges, new accounting and auditing issues, and new reporting requirements that must be considered. Accordingly, our current year audit plan will address these issues in order to meet the needs of the Library.

We will begin performing pre-engagement planning during January 2024. Year-end procedures are scheduled to begin the week of February 5, 2024.

## **Summary of Significant Accounting and Auditing Issues**

### Significant Risks

We have identified the following significant risks of material misstatement as part of our audit planning. These are required under professional standards.

- Management override of internal control
- Improper revenue recognition



These are areas that we have identified through our understanding of your industry or as part of our planning procedures. We have designed our audit approach taking into consideration these risks.

### Internal Controls

As part of our audit, we will obtain an understanding of internal control sufficient to plan the audit and to determine the nature, timing, and extent of further audit procedures to be performed, and not to provide an opinion on internal control. An audit is not designed to provide assurance on internal control or to identify significant deficiencies in the design or operation of internal control. However, during the audit, if we become aware of such significant deficiencies or other significant matters related to the financial statements, we will communicate them in a separate letter.

### COVID-19

COVID-19 has had a significant impact on the local and State economy, as well as the national and international economies. Our procedures will include consideration of the current and long-term financial impact on the Library. If the current financial impact has been significant and/or the long-term financial impact could be significant, we will discuss potential financial statement disclosures and related auditor report changes regarding the Library's ability to continue as a going concern.

### Other Matters

We would be pleased to discuss any matters you believe would be significant to the audit or that we should be aware of. These matters may include, but not be limited to the following:

- Governance related matters
- Communications from regulatory bodies
- Internal control matters
- Fraud risks
- Recent legal, regulatory, or accounting related matters

### New Accounting Pronouncements

We will review all new accounting pronouncements and any future accounting pronouncements that may have an effect on the Library. It is management's responsibility to ensure the Library applies all accounting pronouncements correctly in the financial statements. We will assist management with the adoption of accounting pronouncements and keep them informed of those that may apply to the Library.

### **Other Services Provided**

In addition to our audit of the financial statements of the Library for the year ended December 31, 2023, we will also perform the following services:

- Assist management in preparing the financial statements.
- Assist management in preparing certain closing entries, based on information provided to us.
- File the Auditing Procedures Report with the State of Michigan.

## Independence

We have reviewed our relationship with the Library and the services we perform. We confirm that we are independent with respect to the Library.

## Staffing

Services provided by Andrews Hooper Pavlik PLC to Rochester Hills Public Library will be performed by the following team of professionals:

Greg Soule	Engagement executive responsible for overall services provided to Rochester Hills Public Library
Jamie Rabe	Independent Review Partner
Kate Farwell	Audit Senior Manager

\* \* \*

This is intended solely for the use of the Board of Trustees and management of the Library and is not intended to be, and should not be, used by anyone other than these specified parties.

We look forward to serving the auditing needs of Rochester Hills Public Library and would be pleased to discuss our approach to the audit and respond to any questions you may have.

Sincerely,

*Andrews Hooper Pavlik PLC*



January 26, 2024

Juliane Morian, Library Director  
Board of Trustees  
Rochester Hills Public Library

We are pleased to confirm our understanding of the public accounting services performed by Andrews Hooper Pavlik PLC (AHP) as your CPA, which we are to provide for Rochester Hills Public Library (Library) for the year ended December 31, 2023. In order to better understand each party's obligations, the terms "we," "us," and "our" will identify the firm of AHP. The terms "entity," "you," "your," and "client" will apply to management and those charged with governance of Rochester Hills Public Library. This engagement letter and addendum embody the entire agreement regarding the services to be rendered by our firm to Rochester Hills Public Library.

We will audit the Governmental Fund Balance Sheet/Statement of Net Position of Rochester Hills Public Library as of December 31, 2023, and the related Statements of General Fund Revenues, Expenditures, and Changes in Fund Balance/Statement of Activities for the year then ended and the disclosures. Services will be performed in accordance with the Professional Standards promulgated by the American Institute of Certified Public Accountants.

- 1) Accounting standards generally accepted in the United States provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the financial statements. Such information, although not a part of the financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Rochester Hills Public Library's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the financial statements, and other knowledge we obtained during our audit of the financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by accounting principles generally accepted in the United States of America and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion and Analysis
2. Budgetary Comparison Schedule



## **Objectives and Audit Scope**

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America (U.S. GAAP). Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with auditing standards generally accepted in the United States of America (GAAS) will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

We will conduct our audit in accordance with GAAS and will include tests of your accounting records and other procedures we consider necessary to enable us to express such an opinion. As part of an audit in accordance with GAAS, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the Library or to acts by management or employees acting on behalf of the Library.

## **Audit Procedures**

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts. These procedures may, for example, include tests of the physical existence of inventories and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected customers, creditors, legal counsel, and financial institutions. Since we may determine such procedures are not appropriate under the circumstances, alternative procedures may be required. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with GAAS. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or government regulations that come to our attention, unless clearly inconsequential.



We have advised you of the limitations of our audit regarding the detection of fraud and the possible effect on the financial statements (including misappropriation of cash or other assets). At this time, you have not engaged us to perform extended procedures specifically designed to detect fraud.

Our responsibility as auditors is for the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will obtain an understanding of the entity and its environment, including the system of internal control, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audit, we will communicate to you and those charged with governance internal control related matters that are required to be communicated under professional standards.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Library's ability to continue as a going concern for a reasonable period of time.

### **Reporting**

We will issue a written report upon completion of our audit of the Rochester Hills Public Library's financial statements. Our report will be addressed to the Board of Trustees of the Rochester Hills Public Library. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinion, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinion is other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion, we may decline to express an opinion or withdraw from this engagement.

### **Financial Statement Materiality**

In an audit of financial statements, the auditor's judgment as to matters that are material to users of financial statements is based on consideration of the needs of users as a group; the auditor does not consider the possible effect of misstatements on specific individual users, whose needs may vary widely. Misstatements, whether resulting from errors or irregularities, are considered to be material only if their magnitude, individually or in aggregate with others, are such that a user group relying on the presentation of your financial statements would be influenced by their inclusion or omission. Judgments about materiality are made in light of surrounding circumstances, and involve both qualitative and quantitative consideration. Materiality is applied on an annual basis. Materiality is a concept that applies to the engagement and client overall.



## **Client Responsibilities**

We understand that you will provide us with the basic information required for our audit and that you are responsible for the accuracy and completeness of that information.

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, and maintaining internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with accounting principles generally accepted in the United States of America. You are also responsible for making drafts of financial statements, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the Entity from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Management is responsible for adjusting the financial statements to correct material misstatements and confirming to us in the representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the Entity involving (a) management, (b) employees who have significant roles in internal control, and (c) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the entity received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws and regulations. You are responsible for the preparation of the supplementary information in conformity with U.S. GAAP. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon.

We will provide copies of our reports to the entity; however, management is responsible for distribution of the reports and the financial statements, except that we will provide copies of our reports to the State of Michigan as part of filing the Library's Auditing Procedures Report. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.



Your staff will prepare and supply all supporting documentation to the financial statements prior to February 5, 2024, the expected commencement date of our fieldwork. Your supporting documentation will include all items on the coordination schedule and any other schedules we deem necessary. These records remain your property and will be returned to you at the completion of our engagement. It is your responsibility to maintain and preserve these records. Your records are provided to us only as needed to complete our engagement. We understand that your employees will type all confirmations we request and will locate any documents selected by us for testing.

### **AHP Responsibilities**

We are responsible for forming and expressing an opinion about whether the financial statements that have been prepared by management with the oversight of those charged with governance are presented fairly, in all material respects, in conformity with U.S. GAAP.

Greg Soule will lead the team assigned to service your account and will serve as the primary contact with client for our services. We will provide services as requested by your representative, Juliane Morian. Client authorizes us to accept instruction from your representative and we may rely upon the instructions we receive as being the instruction of client. Customer satisfaction is an important aspect of our service. If, during the course of the engagement, you would like to discuss our service with us or wish to change or expand the services we have agreed to perform, you agree to contact Greg Soule at this office, who is the executive in charge of your engagement.

### **Timing of Fieldwork**

We expect to begin the fieldwork for this engagement on or about February 5, 2024. Our scheduling is based on your completion of the year-end closing and/or adjusting process prior to our arrival to begin the fieldwork. Efficient use of our staff benefits both client and our firm, which allows for timely completion of our work. Delays in rendering services may occur due to staff availability or if your closing and adjusting process is delayed. We will work with you to coordinate completion of our work, realizing that any such delays will also delay completion of our work and the delivery of our work product. Our services will be concluded upon delivery to you of our report on your financial statements for the year ending December 31, 2023.

### **Accounting (Nonattest) Services**

As part of this engagement, we will perform the following accounting services:

We will assist the Library in preparing the December 31, 2023 financial statements and assist with certain closing entries based on information provided to us, and in filing the Auditing Procedures Report with the State of Michigan.

As you are aware, we have not been engaged to prepare any tax returns.

### **Fee Summary**

We estimate that our fees for these services will be \$14,600 for the Library's financial statement audit and assistance in preparing the financial statements specifically mentioned above. This fee includes expenses. This fee is based upon the complexity of the work to be performed and our professional time to complete the work. Additionally, this fee is dependent on the availability, quality, and completeness of your records. You agree that your staff will deliver all records



requested by our staff to complete this engagement on a timely basis and will submit a trial balance and depreciation schedules for client no later than February 5, 2024. In the event your records are not submitted timely, are incomplete or unusable, or if we have to reschedule the timing of our procedures due to you not being ready for us to start the audit, we reserve the right to charge additional fees and expenses for services required to correct the problem. If significant additional time is necessary, we will discuss the related circumstances with management and arrive at a new fee estimate, which may or may not occur before we incur the additional time.

Our fees are expected to be paid in U.S. currency unless agreed to in writing.

Many financial institutions are outsourcing the confirmation process to a third-party service provider. These service providers are charging to respond to these confirmation requests; therefore, all costs incurred related to these confirmation requests will be billed in addition to the above fees.

The above fees do not include any taxes or charges that could be assessed on the fees by a governmental agency. If at any time, a sales tax or similar charge is assessed on the above fees, we will add those to our fees and you will be responsible for the payment of those taxes or charges.

Progress invoices will be issued and are payable on presentation.

In the event that payment is not received when due, you will be assessed service charges of 1¼% per month, or such lesser percentage if this exceeds the amount allowed by law, on the unpaid balance. We reserve the right to suspend or terminate our work due to nonpayment. In the event that our work is suspended or terminated as a result of nonpayment, you agree that we will not be responsible for your failure to meet government and other filing deadlines or for penalties or interest that may be assessed against you resulting from your failure to meet said deadlines. If we elect to terminate our services for nonpayment, you will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenses through the date of termination. If your failure to pay for our services results in AHP having to engage in further collection efforts, you agree that the past-due amounts will be increased by 33%.

### **Limitation of Liability**

Parties to this engagement have agreed that, in recognition of the relative risks and benefits of the engagement to both parties, the risks have been allocated such that you agree to limit the liability of our firm to you for any and all claims, losses, costs, damages, or claims expenses from any cause or causes, including attorney's fees and all costs of litigation, so that the total aggregate liability of our firm to you shall not exceed three (3) times our firm's total fee related to the specific service where the alleged liability occurred. It is intended that this limitation apply to any and all liability or cause of action, however alleged or arising, unless otherwise prohibited by law.

Further, because of the difficulties inherent in recalling communications and preserving all relevant information, you further agree that, notwithstanding the applicable period of limitations for bringing a lawsuit based upon services performed under this engagement, any such lawsuit, except actions brought by us to enforce payment of our invoices, must be brought within 12 months from the date of the completion of the services giving rise to such claim, unless you,

within this same 12 month period provide us with a written notice of the specific defect in our services that forms the basis of the claim.

In the event that we become obligated to pay any penalties, assessments, judgments, or similar awards related to, arising out of, or resulting from inaccurate or incomplete information that you provided us in the course of the engagement, you agree to pay, indemnify, defend, and hold us harmless against all such obligations and costs.

\* \* \*

This agreement is effective as of the date of this letter. This letter includes the terms in the addendum to engagement letter. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us. You should also keep a copy for your records. If one or more of the provisions in this agreement shall be determined to be illegal, invalid, or unenforceable, such provision shall be modified to the extent necessary to be legal, valid, and enforceable, or if not capable of being modified, shall be severed while the remaining provisions will continue in full force and effect.

We appreciate the opportunity to be of service to Rochester Hills Public Library and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know.

Sincerely,

*Andrews Group Pavlik PLC*

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Acknowledged:

Rochester Hills Public Library

*Julianne Morison*  
Library Director

*Julianne Morison*  
Printed Name

**Community Foundation of Greater Rochester**

**Fund Statement- Endowed**

**December 31, 2023  
Rochester Hills Public Library Endowed**

Beginning Total Fund Balance	\$341,851.57
Beginning Fund Balance - Principal	\$301,369.50
Revenue & Additions	
Gifts	\$1,675.00
Interfund Gifts-Principal	\$0.00
Realized Gain on Investments	\$24,383.20
Unrealized gain or loss	\$13,013.08
<b>Total Revenue &amp; Additions</b>	<b>\$39,071.28</b>
Principal Transfers	\$0.00
<b>YTD Fund Balance - Principal</b>	<b>\$340,440.78</b>

=====

Beginning Fund Balance - Income	\$40,482.07
Revenue & Additions	
Gifts to Income	\$0.00
Interfund Gifts	\$0.00
Dividends	\$9,383.55
Interest Income	\$109.34
<b>Total Revenue &amp; Additions</b>	<b>\$9,492.89</b>
Expenses & Distributions	
Grants from Income	\$0.00
Interfund Grants	\$0.00
Admin. Fees Charged	\$7,195.07
Financial Fees Charged	\$1,799.22
Misc. Fund Expenses	\$0.00
<b>Total Expenses &amp; Distributions</b>	<b>\$8,994.29</b>
Income Transfers	\$0.00
<b>YTD Fund Balance - Income</b>	<b>\$40,980.67</b>
<b>YTD FUND BALANCE (PRIN+INC)</b>	<b>\$381,421.45</b>

**Rochester Hills Public Library Endowed**

<b>Type</b>	<b>Name</b>	<b>Date</b>	<b>Amount</b>
Gift	Rochester Hills Public Library	01/23/2023	75.00
Gift	Rochester Hills Public Library	05/03/2023	200.00
Gift	Carmela C. Ioppolo	06/12/2023	50.00
Gift	Rochester Hills Public Library	07/13/2023	25.00
Gift	Rochester Hills Public Library	08/03/2023	250.00
Gift	Mr. and Mrs. Michael S. Bommarito	08/03/2023	25.00
Gift	Barbara A. Wolak	08/03/2023	100.00

**Community Foundation of Greater Rochester**

**Fund Statement- Endowed**

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**Rochester Hills Public Library Endowed**

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<b>Type</b>	<b>Name</b>	<b>Date</b>	<b>Amount</b>
Gift	Rochester Hills Public Library	11/05/2023	500.00
Gift	Rochester Hills Public Library	12/14/2023	450.00
		<b>Gifts Total</b>	<b>\$1,675.00</b>



# 2023 ANNUAL REPORT



**79,838**  
Cardholders

**421,646**  
Annual Visitors

**360,661**  
Items in Circulation

**302,737**  
eMaterials Circulation

**125,910**  
Bookmobile &  
Outreach Circulation

**1,557,534**  
Total Circulation

**11,399**  
Youth Program  
Attendance

**4,465**  
Adult & Teen  
Program Attendance

**19,329**  
Computer  
Reservations

**3,546**  
Volunteer Hours

**\$171,000**  
Friends of RHPL  
Contribution

*Our family is forever indebted to the library for making it possible to learn at home. The library has provided us with an incredible amount of diverse and meaningful resources. The range and depth of books, programs, and other unique opportunities have helped me create and provide a truly authentic and interesting education for my child. We have an excellent relationship with the librarians, who are the kindest, friendliest, and most helpful individuals. We are so grateful for their recommendations and care.*

— Rachael S., January 2023

# Thank you to our 2023 donors:

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Mark J. Albrecht  
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Ms. Laura Arens  
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Kathryn Galetto  
Marlene Gardner  
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Nancy Gaydos  
Brian & Kathy Geib  
Timothy Geister  
Ron Gellish  
Joe & Bonnie Gentilia  
Mr. & Mrs. Rick Gentry  
Thomas & Anne Giroux  
Frank & Mary Lee Glasgow  
Michael Gluckstein  
Ted & Rita Golden  
Phyllis Googasian  
Garry & Nicole Gordon  
Doug & Judy Gordon  
Gerald & Nancy Greve  
Arthur & Joanne Griggs  
Monica Grogan  
Diantha B. Guessous  
Lionel & Dolores Haberek  
Christine & Bob Hage  
Laurian Hasselwander  
Christina Haylett  
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Thomas Murday  
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April Myzienski  
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Patricia & Robert Nolan  
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John & Janice Oleson  
Gloria Olman  
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Terry & Kathleen Pennell  
Patricia Pietrzak  
Pamela Pitchford  
Clifton F. & Victoria Powell  
Barbara Randall  
The Reidy Family  
Mr. & Mrs. Jack D. Relyea

Beverly Rewold  
Lesa & Matt Reynolds  
Michael & Stephanie Riley  
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Wesley & Claudia Williams  
Shirley & Forrest Wing  
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Verna Worden  
Kenneth York & Heidi Josephson  
Mary & Gary Zaleski  
Tom & Annette Zebracki

*"One of my favorite places, whether I am shopping in the library store, checking out books, or working in a conference room, everybody there is helpful and kind."*

— Nancy D., October 2023





## 2023 Annual Report to Oakland County

### Oakland Talking Book Service (OTBS) at Rochester Hills Public Library

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On February 16, 2023 the Oakland County Board of Commissioners pledged to continue supporting the library's Oakland Talking Book Service with a 3% annual increase through Dec. 31, 2027. Throughout the renewal process, staff at RHPL learned that educating stakeholders and marketing the service to fellow libraries was of paramount importance. As a result, much of the 2023 year was focused on marketing and outreach. Attendance and outreach increased by 33%. RHPL created an online module for training new library staff about the program, and the Advisory and Outreach Librarian was asked to speak about the service at In-Service day for six local libraries.

#### Financial Report

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	2023 Budget	2023 Actual
State aid	\$ 41,073	\$ 41,073
Monetary donations	\$ 500	\$ 210
Local revenue from Oakland County	\$ 150,840	\$ 150,840
<b>Total Revenue for Operations</b>	<b>\$ 192,413</b>	<b>\$ 192,123</b>
Personnel (no medical/dental/vision benefits)	\$ 177,613	\$ 178,510
Materials and Equipment	\$ 1,500	\$ 1,100
Programming and Printing	\$ 4,000	\$ 4,927
Professional Development	\$ 2,250	\$ 1,695
Additional Expenses	\$ 7,050	\$ 5,987
<b>Total Cost of Local Library Service</b>	<b>\$ 192,413</b>	<b>\$ 192,229</b>
<b>Difference</b>	<b>\$ -</b>	<b>\$ (106)</b>

#### Program and Operations Report

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	2021	2022	2023
State Funds	41,073	41,073	41,073
County Funds to OTBS	154,201	158,640	150,840
Hours of service per week	69	69	69
Onsite visitors	50	55	162
Programs offered	35	31	32
Program attendance & outreach	425	399	533
Registered borrowers	1,075	955	961
Total Circulation	91,331	88,558	81,257*

Reporting date: 1/30/2024



# NEWS & VIEWS 100

ROCHESTER HILLS PUBLIC LIBRARY NEWSLETTER | SPRING 2024



## **BRINGING THE LIBRARY TO YOU**

*Learn more about our  
mobile branches*

## **WINE, WIT, & WISDOM**

*An evening that  
benefits RHPL*

## **READ WITH RHPL**

*And win all year long*



Cover: A photo of the newly planted Camperdown Elm in 1992, held in front of the same tree in the spring of 2017.

# GENERAL INFORMATION

**Juliane Morian, Library Director**  
juliane.morian@rhpl.org

- General ..... 248-656-2900
- Adult ..... 650-7130
- Youth ..... 650-7140
- Outreach/Bookmobile ..... 650-7150
- TDD ..... 650-7153
- Hours ..... 650-7170
- Item Renewals ..... 650-7174
- Friends Membership ..... 650-7160
- Friends Events ..... 650-7176
- Friends Book Sales ..... 650-7178
- Friends Gift Shop ..... 650-7179

## LIBRARY BOARD

- Melinda Deel ..... President
- Bob Bonam ..... Vice President
- Anne Kucher ..... Secretary
- Madge Lawson ..... Treasurer
- Julianne Reyes ..... Trustee
- Harper West ..... Trustee

- City of Rochester Liaison:  
Alice Moo
- Oakland Township Liaison:  
Michael Tyler

The library board meets monthly on the second Tuesday. Meetings are open to the public. Reasonable auxiliary aids & services are available.

## NEWS & VIEWS STAFF

Betsy Raczkowski  
Editor

Michele Dimond  
Layout Design

Contributors: Mary Davis,  
Rebecca LaFave, Wendy Lehman,  
Allison Sartwell

## REGISTRATION & LIBRARY CARD INFORMATION

Many programs require registration with an active RHPL card unless otherwise noted. To apply for an RHPL card, visit [rhpl.org/get-a-library-card/](http://rhpl.org/get-a-library-card/)



# A LETTER FROM THE LIBRARY DIRECTOR

In this edition of *News & Views*, we invite you to learn more about our enterprising Outreach Department and celebrate 20 years of bookmobile service at Rochester Hills Public Library. Outreach is a key cornerstone of this institution and fully embodies the philosophical principle of “connecting people to ideas.”

Outreach services at RHPL allow patrons to experience the full-fledged library out in the community with materials for checkout, access to librarians, WiFi connectivity, and programming right where our patrons need it most. Did you know that Rochester Hills Public Library maintains five mini-branches in local senior living facilities and at the OPC Social & Activity Center? Library staff manage these mini-branches and stock them with new materials and contemporary collections for members of the community who may not have easy access to the main library. Outreach staff also maintains an electric cargo vending bike that we affectionately call the “Book Peddler” to travel around the community. Be it the Rochester farmer’s market, Wet & Wild Wednesdays at the RH Museum at Van Hoosen Farm, or concerts in the park, the library provides a collection of popular materials for patrons to check out and enjoy outside our four walls. Our student virtual card program maintained by Outreach allows each kindergarten through college student in the area access to RHPL premium databases for homework and advanced research from the comfort of school, home, or work.

The Outreach Department is as dynamic as it is hard-working and is so much more than rolling in the hills with a bookmobile (but we do relish that endeavor as well). It is being daring with library services and unapologetically solution-oriented when turning all the reasons for not visiting the library into opportunities for access and delight. Outreach at RHPL is not defined as reaching out only to pull in, but as reducing or eliminating any friction in the library experience to meet patrons exactly where they are.

*Juliane Morian*



### Wine, Wit, and Wisdom

*Saturday, April 27, 6-9:30 p.m.*

The 8th annual Friends of RHPL Wine, Wit & Wisdom fundraiser is sure to wow you this spring with a Roaring 20s theme in honor of RHPL's 100th anniversary. Attendees can choose from speaker presentations on jazz, distilling spirits, fashion, and local history and enjoy a buffet dinner and drinks (wine, beer, and soft drinks), a silent auction, and 50/50 raffle. 1920s attire is encouraged!

Tickets go on sale March 1 and are \$80 (or \$90 after April 17). Registration forms may be picked up at the circulation desk. Completed forms may be dropped off into the Wine, Wit, and Wisdom box on the Circulation Desk along with a check made out to Friends of RHPL. Online registrations may be completed at [rhpl.org/friends-of-rhpl](http://rhpl.org/friends-of-rhpl).

Tickets will be emailed to registered guests. If an email address is not indicated on the form, guests' names will be on a list at the entrance upon arrival.



*Wine Wit  
& Wisdom*

### Hundredth Anniversary Raffle

*Early bird drawing dates: February 27, March 26, April 23, May 28, June 25, September 24, 7:00 p.m.*

2024 is RHPL's centennial year and we are celebrating with an anniversary raffle. Over the years, the Friends have donated well over \$1 million to support library needs and year 100 is a special opportunity to beat that total. Winning tickets from each drawing will remain eligible for all subsequent drawings and will have the potential to be a multi-drawing winner!

The grand prize drawing will be held on Thursday, October 24 at 6:00 p.m. at the Friends annual meeting for 40% of all ticket revenue minus total early bird winnings. You could win big!

Tickets are \$100 each and can be purchased online at [rhpl.org/friends-of-rhpl](http://rhpl.org/friends-of-rhpl). Early bird drawings will take place at the beginning of the Friends board meetings.

### Friends Spring Used Book Sale

*Thursday, April 18-Sunday, April 21*

The Friends of Rochester Hills Public Library is getting the new year off to a big start with its Spring Used Book Sale. From history books to popular fiction to puzzles and games, the bargains are all in the upstairs used book sale room. Presale opportunities for Friends members will be Wednesday, April 17 from 5:30-8 p.m. (New member sign-ups and renewals are available at the door. See [rhpl.org/friends-of-rhpl](http://rhpl.org/friends-of-rhpl) for details.) All proceeds benefit the library.

Thursday, April 18, 10 a.m.-8 p.m.

Friday, April 19, 10 a.m.-5 p.m.

Saturday, April 20, 10 a.m.-5 p.m.

Sunday, April 21, 1:30-4:30 p.m.

(Bag Day - all you can fit in a standard grocery bag for \$5)

OUTREACH	7
ADULT	8
TEEN	12
MAKERSPACE	13
YOUTH	14



*"The Bookmobile is the best! The staff know us and it is easy to pick up our holds and browse for books. Going to BoB is one of the kids' highlights each week."*

*"It's a much appreciated service... kudos to you all."*

*"Bookmobile personnel have been exceptionally helpful and friendly."*



## Bringing the library to you since 2004

*November 8th through November 13, 2004, 544 people toured our new bookmobile. At the dedication ceremony on November 13, David Bates, President of the Friends presented Madge Lawson, President of the Library Board of Trustees, with a check for \$30,000 as an installment on payment for the bookmobile. Then together they proudly cut the blue ribbon to officially dedicate the bookmobile... Watching the people come in and admire our new mobile library, it was interesting to see how comfortable people appeared on the vehicle and how excited they were about the service."*

*"To help identify the bookmobile driver or other attendants, they should have some identifying clothing such as a short cape, etc. which would be a take off on Batman."*

*"This was my first time hearing about/ using the bookmobile service, and it was wonderful."*



*"I have learned so much, not just about big trucks and generators, but how to enhance service to anyone who might not be able to come into the library easily. I honestly think I have the coolest job in libraries."*

**Mary Davis,  
Head of Outreach Services**

*"Mondays at All Seasons have never been better since the bookmobile resumed service!"*

*"I love the convenience."*

Chances are you've sat behind it in traffic. You may have seen it sitting in the parking lot during your last grocery run. You may have even spotted it parked at your child's school during the summer months. While it seems like the RHPL bookmobile is everywhere all at once, it actually follows a strict schedule and pops in and out of a total of 24 weekly stops all over the community. And it isn't just there to look cool (although it does) its main job is bringing the public library directly to the public.

Since 2004, Rochester Hills Public Library has provided mobile service to Rochester, Rochester Hills, and Oakland Township. Our original bookmobile was purchased in 2003 with a generous donation from the Friends of RHPL and our new vehicle—named BoB (Books on Board) by our enthusiastic patrons—began service on March 6, 2023. This mobile branch of the library covers our nearly 72 square mile service area and is a frequent special guest at community events, summer school clubs, and a neighborhood near you. With nearly 30,000 visits from patrons last year and over 40,000 checkouts, the bookmobile is an indispensable part of the library and provides a convenient and fun way to visit.

And if all of that wasn't amazing enough, the bookmobile is just one in a fleet of vehicles maintained by the Outreach Department. Our book bike regularly attends the farmers market and leads historical tours throughout downtown Rochester in the summer. Our early literacy bus—known affectionately as "The Blue Bus" because of its cheerful exterior—has been visiting local preschools to provide storytimes and mobile browsing collections for some of our littlest patrons since 2012.

While our mobile service has gone through many changes over the years, its purpose remains the same. No matter what it looks like, we'll continue to provide service to our patrons, even when that means hitting the road to bring the library to you, wherever you are.

To celebrate the bookmobile's 20th year of service, we've shared quotes and observations from our patrons collected over the last two decades. Whether they are glowing or sartorial (capes?), one thing remains constant, patrons can't get enough of our mobile service.

*"I never dreamed they would have anything like this. I come in and get large print books sometimes; I like detective novels."*



**To find bookmobile stops and sign-up for updates, visit [rhpl.org/bookmobiles](http://rhpl.org/bookmobiles)**



## Where can I find the bookmobile?

You can find our schedule online at [rhpl.org/bookmobiles](http://rhpl.org/bookmobiles) or you can pick up a copy at the Main Library.

## Can I visit any stop I want to?

Yes! You can visit any stop on the schedule; one near home, one on your errand route, one after work, whatever works for you!

## Can I renew bookmobile materials?

Yes, as long as no one else has them on hold.

## Do you have stuff for kids on the van?

You bet! Picture books, board books, youth and teen fiction, nonfiction, graphic novels, audio-enabled books, video games, and movies are always available.

## Can I return Main Library items to the bookmobile?

Yes. They will be checked in once they are brought back to the Main Library.

## Can I pick up items from the Main Library on the bookmobile?

Absolutely! You can place a hold through our website and select "Bookmobile (van)" as the pick-up location or give us a call at 248-656-2900 to place your items on hold.

## Can patrons come on the van?

You can! It can be a tight squeeze, so we like to keep a limit of about five patrons at a time.

## Can I place a hold on bookmobile items?

All the items that are currently physically on the van may be placed on hold, but they have to be picked up on the bookmobile.

## Can I return bookmobile items to the Main library?

Yes. We will make sure they're routed back to the van.

# FAQs



## OUTREACH SERVICES

For a complete listing of all of our programs, detailed descriptions, and to register, visit [calendar.rhpl.org](http://calendar.rhpl.org) or scan the QR code. Registration opens one month in advance of the program. Questions? Call 248-650-7150 or email [help@rhpl.org](mailto:help@rhpl.org).

### Memory Cafe

*Thursdays, February 29, March 28, April 25, May 23, 2-3 p.m. Multipurpose Room*

Memory Cafe is a welcoming place for people with memory challenges and their care partners to socialize in a safe and friendly environment. Please note that this is not a respite program. Questions? Call Outreach Services at 248-650-7150 or send an email to [outreach@rhpl.org](mailto:outreach@rhpl.org). Registration is required.



### Beginner ELL Book Club: *London Eye Mystery* by Siobhan Dowd

*Wednesdays, March 6-May 29, 10-11:30 a.m. Conference Room B*

If you have tried the book club before and it was too hard, this group is for you. Meet with Rebecca and other English language learners to read and discuss a book in a friendly setting. Copies of the book will be available at the first meeting. Contact [rebecca.lafave@rhpl.org](mailto:rebecca.lafave@rhpl.org) with questions. Registration is required.

### ELL Book Club: *Remarkably Bright Creatures* by Shelby Van Pelt

*Thursdays, March 14-May 30, 10-11:30 a.m. Conference Room B*

Meet with Rebecca and other English language learners to read and discuss a book in a friendly setting. Copies of the book will be available at the first meeting. Contact [rebecca.lafave@rhpl.org](mailto:rebecca.lafave@rhpl.org) with questions. Registration is required.

### English Matters: ELL Conversation Group

*Tuesdays, April 2-May 28, 10-11:30 a.m. Thursdays, April 4-May 30, 7-8:30 p.m. Saturdays, April 6-June 1, 10-11:30 a.m. Conference Room A*

Our conversation groups are a time to come together and discuss hometowns, food, hobbies, jobs, and other informal topics. Joining a group will introduce you to new friends and a great time! Classes are ongoing, join any time. For further information, contact [Mariano.Cadiz@rhpl.org](mailto:Mariano.Cadiz@rhpl.org). Registration is required.

### Libby 101

*Friday, April 12, 2 p.m. Conference Room A*

Learn how to use Libby to borrow ebooks, e-audiobooks, and magazines using your RHPL card. Bring your mobile device. Registration is required.



### American Culture

*Mondays, May 6-May 27, 10-11:30 a.m. Conference Room A*

Join Mariano for an informal group discussion. This group is open to all ELL students and newcomers. We will discuss and share our own experiences and observations regarding the customs and manners of American culture. For further information, contact [Mariano.Cadiz@rhpl.org](mailto:Mariano.Cadiz@rhpl.org). Registration is required.

### Books From BoB

*Friday, March 1-Tuesday, April 30. All ages. Bookmobile*

Read this spring with Books From BoB! To participate, visit the bookmobile to check out your books. Track your reading of any four books from BoB on the Beanstack app or at [rhpl.beanstack.org](http://rhpl.beanstack.org) (or pickup a paper form from the bookmobile) and enter to win fabulous prizes in our spring reading raffle.





## ADULT PROGRAMS

For a complete listing of all of our programs, detailed descriptions, and to register, visit [calendar.rhpl.org](http://calendar.rhpl.org) or scan the QR code. Registration opens one month in advance of the program. Questions? Call 248-650-7130 or email [help@rhpl.org](mailto:help@rhpl.org).



## COMMUNITY PARTNERS

### Basic Technology Help for Seniors

*Saturdays: March 9, April 20, May 18, 12-1 p.m.*  
Conference Room A.

New to computers, smartphones, tablets, email, or Microsoft Office? Meet up with a group of patient and friendly teen volunteers who can show you the basics here at the library, on your device or a library computer. Registration is required.

### Vaping 101

*Thursday, March 21, 7 p.m. Multipurpose Room*

Gain insights on e-cigarettes, health risks, and resources for effective student guidance from experts from the Oakland County Health Division. Registration is required.

### What She Left Behind: Uncovering the Stories of Rochester Women

*Tuesday, March 26, 7 p.m. Multipurpose Room*

Archivist Samantha Lawrence explores the stories of local women who have played a significant role in shaping the history of the greater Rochester area through photographs, diaries, and scrapbooks stored in the Rochester Hills Museum at Van Hoosen Farm archives. Registration is required.

### Prescription Drug Disposal & Technical Support

*Thursday, April 4, 7 p.m. Multipurpose Room*

Learn about opioids, the opioid crisis, statistics on opioid misuse in Oakland County, and how to properly dispose of unwanted medications from experts at the Oakland County Health Division. Registration is required.

### RAYA Speaker Series

*Thursdays, April 11, and May 2, 7 pm.*  
Multipurpose Room

The Rochester Area Youth Assistance League's Family Education Committee presents speakers relevant to Rochester community parents and caregivers. Visit our program calendar for more information. Registration is required.

### What You Want to Know About Your Retirement

*Tuesday, April 16, 7 p.m. Multipurpose Room*

Learn about retirement planning items such as income planning, when to take social security, Medicare decisions, tax implications, and estate planning from private wealth advisory experts.



Lifelong learning for all. Join RHPL and community partners Rochester Hills Museum at Van Hoosen Farm, Rochester University, Oakland University, and Ascension Health for a series of lectures from community experts. Events take place in the Multipurpose Room. Registration is required.

### Patton, American Warrior General

*Tuesday, March 19, 7 p.m.*

Learn the history of General Patton's military career and the successes and failures in WW II that lead to a career as a 4-Star General.

### Auto Industry History

*Thursday, March 28, 7 p.m.*

We know about the auto barons of the past, but do you know of the unsung heroes who helped make these auto giants successful? Join Chris Maliszewski for an evening of auto history that you may have never heard before.

### The Man Who Never Was

*Thursday, May 30, 7 p.m.*

Hear the story of the incredible British deception that convinced the Germans that the invasion of Europe would advance through Greece or Sardinia rather than through Sicily.

# HISTORY, ART, & CULTURE

## Drop-In Genealogy Help

Saturdays, March 9, April 13, May 11, 2 p.m.

Conference Room B or Virtual

Need a little help jump-starting your family research? Stop by and get tips and tricks from our volunteer genealogist, Heather! Registration is required.



## Hudson's: Detroit's World-Famous Department Store

Thursday, March 14, 7 p.m.

Multipurpose Room

Join architect and historian Bruce Allen Kopytek as he leads you on an intoxicating journey of exploration through this lost

Detroit landmark. Along the way, you'll discover the rags-to-riches story of Joseph L. Hudson, the culinary delights of Hudson's restaurants, and the stories of people who made it all happen. Registration is required.

## The First 100 Years of Jewish Detroit: 1850-1950

Tuesday, April 9, 7 p.m. Multipurpose Room

In the span of a century, Detroit's Jewish population grew from 51 people to more than 80,000. Join Archivists Laura Gottlieb and Robbie Terman from the Joan Meyers Jampel Center for Michigan Jewish Heritage as they explore why Jewish people flocked to Detroit and how they created a thriving community. Registration is required.

## Bridgerton Costume Tea Party

Saturday, April 20, 1-3 p.m. Multipurpose Room

Dearest Readers: Please join us for the Bridgerton Costume Tea Party (dressing up is optional, but highly encouraged). Enjoy a discussion from Tonia of Tonia's Victorian Rose, create a craft, visit the photo station, and of course, drink tea! Registration is required.



## National Poetry Month with the Rochester Poet Society

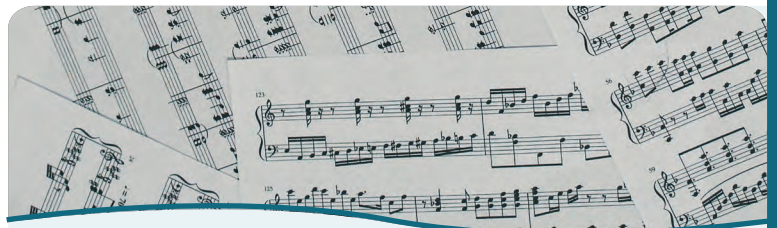
Tuesday, April 23, 7 p.m. Multipurpose Room

Enjoy a poetry recital from the Rochester Poet Society. There will also be the opportunity to recite your own poetry during their open mic session. Registration is required.

## Film: Cross Culture and Religion: Indian Christians in America.

Tuesday, May 7, 7 p.m. Multipurpose Room

Fourth in the *Peoples of India* series, this documentary tells the personal story of Indian Christians in America and focuses on their identity emerging from a unique combination of race, religion, and culture. Registration is required.



## CONCERTS

In the Multipurpose Room.

Registration is required for each concert.

\*Please note the new start time.

### Terra Voce Ensemble: A Lyrical Afternoon

Sunday, March 24, 3 p.m.

Celebrating Women in Music. Join the Terra Voce Ensemble for a concert featuring works by female composers such as Clara Schumann, Amy Beach, Cecile Chaminade, and others.

### The Music of New Orleans & Swing with Matthew Ball The Boogie Woogie Kid!

Sunday, April 14, 3 p.m.

Matthew Ball, aka The Boogie Woogie Kid, performs New Orleans songs, boogie-woogie piano, and swing dance era favorites from the Great American Songbook.

### Sweet Beats

Sunday, May 19, 3 p.m.

Enjoy great music and fun vibes from the OPC ukelele group.



## BOOK CLUBS

### Between the Lines

**Tuesdays: March 19, April 16, May 21 at 2 p.m.**  
**Thursdays: March 21, April 18, May 23 at 7 p.m.**  
**Tuesdays in Conference Room A and Thursdays in Conference Room B**

Join RHPL's lively monthly book discussion. Pick up a copy of the book at the Adult Reference Desk or download an audiobook edition using the Libby app. Registration is required.

**March 19:** *Natural Disaster: I Cover Them. I am One.* by Ginger Zee

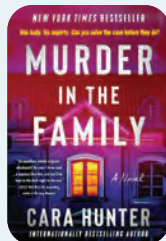
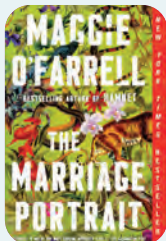
**March 21:** *The Marriage Portrait* by Maggie O'Farrell

**April 16:** *Rabbit Hutch* by Tess Gunty

**April 18:** *Murder in the Family* by Cara Hunter

**May 21:** *The Marriage Portrait* by Maggie O'Farrell

**May 23:** *Natural Disaster: I Cover Them. I am One.* by Ginger Zee



### Books on Tap

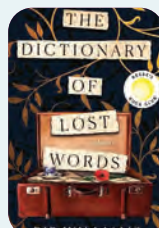
**Monday, January 8, 7 p.m.**

**Main Street Billiards, VIP room**

Meet at Main Street Billiards (215 S. Main St) for a casual book club in a relaxed setting. We'll talk about books and enjoy Main Street Billiards' delicious food and drinks. Copies of the book are available at the Adult Reference desk upon registration. Registration is required.



**March 11:** *Uncultured: A Memoir* by Daniella Mestyanek Young



**May 13:** *The Dictionary of Lost Words* by Pip Williams

## SCIENCE & THE ENVIRONMENT

### Pickling Around the World

**Monday, April 15, 7 p.m. Multipurpose Room**

Pickling season is almost here! Join us for an overview of pickling recipes and techniques from around the world. Guests will be able to sample a few recipes and will go home with a recipe book. Registration is required.



### The Art of Caregiving and Prevention of Burnout

**Thursday, May 16, 7 p.m. Multipurpose Room**

Caregiver burnout is the mental, emotional, and physical exhaustion that may develop along with the responsibilities of supporting and caring for another individual. Registered Nurse Vicki Klanke shares how caregivers can take care of themselves and practice how to ask for assistance and support. Registration is required.

## WRITING & BOOKS

### 50 Books in a Year

**January 2024 - December 2024**

Make 2024 your best reading year ever by challenging yourself to read more. Keep a log of your reading using the Beanstack app or [rhpl.beanstack.org](http://rhpl.beanstack.org) to win prizes.



**Extra challenge for 2024:** Celebrate 100 years of RHPL and unlock more prizes by reading 100 books! Registration is required.

### Scribes Writers Workshop

**Wednesdays, March 13 and 27, April 10 and 24, May 8 and 22, 1-4 p.m. Conference Room B**

This drop-in workshop is for those who love to write, want to learn from experienced writers, or want to let their writing ideas flow. Members will write on a given topic or thought starter and give and take positive feedback. No registration required.





## POP CULTURE & GAMES

### Know-It-All Trivia Smackdown!

Monday, April 8, 7 p.m.

Main Street Billiards, solarium area

Meet up with us at Main Street Billiards (215 S. Main St) with your team of up to 6 people and see if you have what it takes to be crowned champions! The top team will win a prize. Food and drinks are available for purchase. Registration is required.

### Jigsaw Puzzle Tournament

Saturday, March 16, 1 p.m. Multipurpose Room

Grab some family or friends and join us for a jigsaw puzzle tournament! Teams of no more than 6 people will compete to see who can finish a 1000-piece jigsaw. Refreshments and prizes provided! Registration is required.



### Open Board Gaming

Sundays, March 10, April 14, May 12,  
1:30-5:30 p.m., Conference Room B

Calling all tabletop board gamers! We will have different games available to play but feel free to bring one of your favorites from home! No registration required.



## CRAFTS

### Paint with Your Pet Take & Make

Monday, March 4, 9 a.m.

Your pet can become an artist! Each kit comes with a mini canvas, paint, ziplock bag, and a mini easel to display your pet's artwork. Registration is required.

### Make Your Own Potpourri

Thursday, May 9, 7 p.m. Conference Room A



Learn how to make a spring-themed potpourri using dried flowers, herbs, and essential oils. All supplies provided. Registration is required.

# Favorite Authors Club

Are you withering without the latest Ware?  
Are you ravenous for the next Roberts?  
Are you scared to miss the latest Steel?

Worry no longer! Sign up online to automatically be placed on hold for new books by some of your favorite authors.

See [rhpl.org/adult-services](http://rhpl.org/adult-services) for more information.



# Behind the Scenes Tour

Thursday, March 14, 2:00 p.m.

Wednesday, April 17, 10:00 a.m.

Tuesday, May 7, 2:00 p.m.

Join library director Juliane Morian for a behind-the-scenes look at RHPL's inner workings. Registration is required.





## TEEN PROGRAMS

For a complete listing of all of our programs, detailed descriptions, and to register, visit [calendar.rhpl.org](http://calendar.rhpl.org) or scan the QR code. Registration opens one month in advance of the program. Questions? Call 248-650-7130 or email [help@rhpl.org](mailto:help@rhpl.org)

### REGULAR TEEN PROGRAMS

Wednesdays, 7-8:30 p.m. Email [teen@rhpl.org](mailto:teen@rhpl.org) for more information. No registration required.

#### Video Game Evening

March 6, April 3, May 8. Multipurpose Room/Conference Room A.

#### Teen Advisory Board (TAB)

March 13, April 10, May 15. Conference Room A.

#### RHPL Players Guild (RPG)

March 27, April 24, May 29. Conference Room A.

#### Basic Technology Help for Seniors

Saturdays, March 9, April 20, May 18, 12-1 p.m. Conference Room A

Interested in earning community service hours for NHS or Key Club? Contact the teen librarian at [teen@rhpl.org](mailto:teen@rhpl.org) to volunteer.

#### School Aged Mental Health Series

Saturdays, March 9, April 6, May 4, 1-3 p.m. Multipurpose Room

Come learn about the mental health issues facing high school and college students from a professional specialist. Each Saturday will focus on a different topic for students and parents to learn. Registration is required.

#### Murder Mystery Party

Friday, May 10, 6:45-9 p.m. Multipurpose Room

It's an 80's themed whodunnit. Enjoy a murder mystery show where you're part of the show. Round up the usual suspects and deduce who the murderer is. Registration is required.



### Did you know that before 2005, RHPL didn't have a dedicated teen section?

Through the hard work of our very first teen librarian, Megan Johnson, and a group of teens that met monthly to advise library staff on programming, events, and collections (sound familiar?), this special place came to be a fixture for RHPL patrons. Read some of the historical comments below and celebrate the fact that the library is for everyone!

"The Teen Programs at RHPL have gotten a lot cooler recently. Megan's tried to make teen programming appeal to a wider range of teens and to bring more teens to the library. That's awesome."

April 2007

"The Book-Loving Teens make up the library's Teen Advisory Group and Teen Volunteers. The group was formed to give teens the opportunity to participate in and influence teen services at RHPL. BLTeen meetings are held on the second Tuesday of the month during the school year. Registration forms are available in the Youth Room."

November 2004

"We recently added two new collections, video games and Anime DVDs...During the month of February we owned 157 video games and 287 Anime DVDs in our Teen Collection. The video games had 525 checkouts and the Anime had 713 checkouts for the month of February."

February 2006







# the Makerspace

at Rochester Hills Public Library

The Makerspace houses tools, software, and technology to help you learn a new skill, grow your hobbies, or build pieces and parts from scratch. Visit [rhpl.org/makerspace](http://rhpl.org/makerspace) for a list of equipment, a 360° tour, and to make an appointment.



For a complete listing of all of our programs, detailed descriptions, and to register, visit [calendar.rhpl.org](http://calendar.rhpl.org) or scan the QR code. Registration opens one month in advance of the program. Questions? Call 248-650-7130 or email [help@rhpl.org](mailto:help@rhpl.org).

## Creating Your Own Personalized Mugs

*Wednesday, March 6, 6-8 p.m. Ages 8 and up.*

Make your own personalized ceramic mugs! Come with access to a digital photo, either on your phone or something you have access to through a computer. Registration is required.

## Creating Laser Cut Puzzle Pieces

*Wednesday, March 20, 6-8 p.m. Ages 8 and up.*

Build your own puzzle from your favorite fandoms. We will be creating these using the new Xtool laser cutter and 1/8" thick birch plywood. Come prepared to share your favorite nerdy passion! Registration is required.

## Adults Only Paper Folding

*Wednesday, April 3, 6-8 p.m. Ages 18 and up.*

Leave the kids at home and join us for this adults-only event making origami or folded book art. Registration is required.

## Candle Making

*Wednesday, April 17, 6-8 p.m. Ages 8 and up.*

Make some candles and use our Cricut to give them cool see-through labels. Registration is required.

## Creating Your Own Photo Puzzle

*Wednesday, May 1, 6-8 p.m. Ages 8 and up.*

Learn how to create a puzzle out of a photo. Come with access to a digital photo, either on your phone or something you have access to through a computer. Registration is required.

## Color-Changing Vinyl Glasses

*Wednesday, May 15, 6-8 p.m. Ages 8 and up.*

Make a cool design on color-changing vinyl to add to a provided glass. Registration is required.



## Check out the Makerspace's laser cutter upgrade!

Our new Xtool P2 55W CO2 laser cutter can engrave objects like drinking glasses, rings, and Yetis. It can also engrave items up to up to 119 inches long! Sign up for an appointment at [rhpl.org/makerspace](http://rhpl.org/makerspace).



## YOUTH SERVICES

For a complete listing of all of our programs, detailed descriptions, and to register, visit [calendar.rhpl.org](http://calendar.rhpl.org) or scan the QR code. Registration opens one week in advance of the program. Questions? Call 248-650-7140 or email [help@rhpl.org](mailto:help@rhpl.org).

### Dramatic Play for Literacy

*Saturdays, March 9 and May 11, 10:30 a.m.*

*Ages 3-5 with a caregiver. Multipurpose Room*

Join Ms. Kim in this hour of play where preschoolers discover literacy concepts with their caregivers via themed dramatic play. Younger siblings are welcome, but the activity will be limited to those ages 3-5. Separate registration is required for each date.



### Early Lit Group: Big Fun in the Big Room

*Mondays, March 18, 25, April 1, 8, 10:30 a.m. OR  
Tuesdays, March 19, 26, April 2, 9, 10:30 a.m. OR  
Wednesdays, March 20, 27, April 3, 10, 10:30 a.m. OR  
Thursdays, March 21, 28, April 4, 11, 10:30 a.m.*

*Ages Birth-5 with a caregiver.*

*Multipurpose Room*

Join your favorite Youth Librarians in the big room for some big fun! We'll read stories, sing songs, and enjoy a lot of active play & movement! Registration is required.

### PAWS for Reading

*Wednesdays, March 13, 27, April 10, 24,  
May 8, 22, 6:30 p.m. Ages 4 and up. Youth Room*



Practice your reading with a therapy dog. Registration is required.



### Tween Book Club

*Wednesdays, March 27, April 24, May 22, 6 p.m.*

*Ages 9-12. Storyroom*

Join our new Tween Book Club. Talk about books, eat snacks, and play a game. Pick up books at the Youth Services Desk one month in advance. Registration is required.

March 27: *Long Distance* by Whitney Gardner

April 24: *Willodeen* by Katherine Applegate

May 22: *Fish In a Tree* by Lynda Mullaly Hunt

### Space Scavenger Hunt

*Monday, March 25-Saturday, March 30, all day.*

*All Ages. Youth Room.*

Join us for a space-themed scavenger hunt just in time for the solar eclipse! Receive your complimentary eclipse glasses upon completing the hunt (while supplies last). Stop by the youth reference desk for directions. No registration is required.



### Open Spot Theater

*Friday, March 29, 11 a.m. Ages 5 and up.*

*Multipurpose Room*



A theater class for all abilities. Learn singing, acting, and dancing from the professionals at Open Spot Theater and put on a showcase at the end of the program. Registration is required.

## Letter Hunt!

*April 1-30, all day. All ages. Youth Room*

Can you find all 26 letters of the alphabet that are hiding around the youth room? Locate them all and claim a cute reward! Stop by the youth reference desk for directions. No registration required.



## Lego Club

*Saturday, April 6, 10:30 a.m. and Tuesday, May 14, 6 p.m. Ages 4 and up with a caregiver. Multipurpose Room*

Calling all LEGO™ lovers! Whether you're a seasoned enthusiast or a first-time builder, everyone is welcome. The Library provides the LEGOs™, please leave your bricks at home. Separate registration is required for each date.

## Earth Day Bird Feeder

*Wednesday, April 17, 6 p.m. Ages 7-12. Storyroom*

Paint a birdfeeder to celebrate Earth Day. Registration is required.

## Authors in April Autograph Party

*Wednesday, May 1, 4-6 p.m. All Ages. Multipurpose Room*

Our 2024 authors, Mika Song (K-1), Kevin Sherry (2-3), Jessica Khoury (4-5), and Steve Sheinkin (Middle School) will be on hand to sign books. Limited quantities and titles will be available for purchase. Visit [authorsinapril.org](http://authorsinapril.org) for more information. No registration required.



## Mother's Day Craft Kit

*Wednesday, May 1-Tuesday, May 7, all day. Ages 5-12. Youth Room*

Create the perfect flower arrangement for your Mom with our Mother's Day Craft Kit. Pick up your kit at the Youth Services Desk. Registration is required.

## Storytime @ Rotary Park

*Monday, May 6, Tuesday, May 14, Wednesday, May 22, Thursday, May 30, 11 a.m. All Ages. Rotary Park*

Join your favorite youth librarians for a fun storytime in the park! No registration required.

## Free Play Saturday!

*Saturday, May 18, 10 a.m. Ages 1-5 with a caregiver. Multipurpose Room*

Join Wendy for a fun-filled hour of play-based learning for toddlers and preschoolers. Registration is required.



## Feather Pens Take & Make

*Monday, May 20-Sunday, May 26, all day. Ages 5-12. Youth Room*

Collect a kit to make your own feather pen. Instructions will be provided. Registration is required.





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Permit #69

## POSTAL PATRON LOCAL

# SERVING ROCHESTER, ROCHESTER HILLS, AND OAKLAND TOWNSHIP

### LIBRARY HOURS

Sunday.....1 p.m.-6 p.m.  
Monday-Thursday.....9 a.m.-9 p.m.  
Friday-Saturday.....9 a.m.-6 p.m.  
Visit [rhpl.org](http://rhpl.org) for hours & holiday closures.

### SIGN UP FOR EMAIL COMMUNICATIONS

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





Date: 1/7/24

# Comment Card

500 Olde Towne Road  
Rochester, Michigan 48307-2043



We enjoyed Came very much, They are excellent. Thank you for these programs.

(Optional) Name:



Contact #:



Email:



For staff use only:



500 Olde Towne Road  
Rochester, Michigan 48307-2043

# Comment Card

Date 1-11-24

Loved meeting new people  
you should do this again.

Optional: Name



Contact No.



500 Olde Towne Road  
Rochester, Michigan 48307-2043

# Comment Card

Date 01.11.24.

It was a great idea to organize  
a greeting meeting. We would like  
to have another one in the near future  
Thank you Julie K ♡

Optional: Name



Contact No.







Date: 16 Jan 2023

# Comment Card

500 Olde Towne Road  
Rochester, Michigan 48307-2043



Whosvr is responsible for cleaning the parking lot needs to be fired! I love the RHPL + they take out over 100 books ~~away~~ every year, but the snow cleaning pay ~~is~~ is embarrassing!

(Optional) Name: [redacted] Contact #: [redacted] Email: [redacted]

For staff use only:

Spoke with patron and thanked him for feedback. I explained that we forwarded his displeasure to our contractor.



Date: 01/19/2024

# Comment Card

500 Olde Towne Road  
Rochester, Michigan 48307-2043



Matt K. An Adult Librarian. Spoke to him yesterday and he helped me. Came in today for follow up help. Matt is very knowledgeable, helpful, and patient. He is an ~~asset~~ asset to patrons and library.

(Optional) Name: [redacted] Contact #: [redacted] Email: [redacted]

For staff use only:



Date: 1/23/24

# Comment Card

500 Olde Towne Road  
Rochester, Michigan 48307-2043



Enjoyed this so much! Heather is a wonderful speaker. Can she come back and do a seminar on perennials?

(Optional) Name: [redacted] Contact #: [redacted] Email: [redacted]

For staff use only:

Warming Center

2 messages

Mon, Jan 22, 2024 at 7:43 PM

To: "juliane.morian@rhpl.org" <juliane.morian@rhpl.org>

Hi Juliane, I hope you are doing well!!

Do you think we could have a conversation about creating a warming center for the winter season? I have some thoughts and ideas I would love to share with you, and hope you have some free time in your schedule on January 23. Please advise, and we could have a 15 minute in person meeting, schedule permitting.

Kind regards,  
Cynthia

Comment Card

Date Jan 22, 2024

Establish a warming center for the winter season for those in need. I would love to volunteer & help coordinate efforts around this initiative. Utilizing the small table/chair space outside of the gates along w/ the restroom area would serve as a huge resource to the community. Currently, we are limited in our resources or a way so thinking outside of the box is critical to providing immediate solutions

Optional: Name Cynthia [redacted] Contact No. [redacted]

Hi Cynthia,

Tue, Jan 23, 2024 at 9:09 AM

Thank you for sharing your feedback. The RHPL Board of Trustees has discussed this and I met with both the Police Chief and Fire Chief in Rochester in the summer of 2023 to explore what is feasible. The general consensus is that Rochester already has a municipal community center and a fire station with a large community meeting room. Given the City's relationship with both of those entities, they are identified as places where individuals would go if there was a local emergency (or a major disaster). The library does not have a backup generator, so ours is not a building that can scale up operations for helping people beyond our traditional open hours. We are a place of respite, recharge, and free WiFi when patrons need it, and I am comfortable not over-extending beyond our primary mission of providing a library experience. We have an amazing emergency response team that we would turn to for major incidents in the community.

Regarding your desire to volunteer, I would like to refer you to the Community Emergency Response Team (CERT program in Rochester) and thank you in advance for donating your time there.

Kind regards,

Juliane

Juliane Morian  
Library Director, Rochester Hills Public Library  
500 Olde Towne Road  
Rochester, MI 48307-2043  
248-650-7122

(Quoted text hidden)

THINGS TO DO

## Things to do in metro Detroit, Jan. 5 and beyond

- CAME: 2 p.m. Jan. 7, 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.

Oakland Press, January 2, 2024

## The Record

### Winter Wonder Library

**Jan 19 - 6:00 pm**

RHPL is ushering in our centennial year with a whole host of activities celebrating the beauty of Michigan in the wintertime.

Enjoy a warm beverage, hear a winter story, try your hand at crafts for all ages, and SNOW much more at RHPL's winter marquee event. This event is open to the public. Registration is required. To register, visit [calendar.rhpl.org](http://calendar.rhpl.org) or call 248-656-2900.

The Record, January 10, 2024



## Macaroni KID®

Rochester Hills Public Library (500 Olde Town Rd) - Winter Wonder Library on Friday, January 19, 6 - 8 pm

Come together for seasonal fun as our garden becomes a magically brighter place. Warm up with some hot cocoa, capture memories at our "best in snow" photo booth, and enjoy crafts, games, and entertainment for the whole family.

Macaroni KID, January 13, 2024

## Oakland County community calendar Jan. 21 and beyond

• Rochester Hills Public Library presents "Houseplant Parenthood", 7 p.m. Jan. 23, presented by Heather Glenday and Bordine's, open to the public. Registration is required at [calendar.rhpl.org](http://calendar.rhpl.org) or call 248-656-2900.

Oakland Press, January 21, 2024

### THINGS TO DO

## Things to do in metro Detroit, Jan. 26 and beyond

• Amy Ridings and Patrick Sciannella, flute and tuba: 2 p.m. Feb. 4, 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.

Oakland Press, January 25, 2024



Patrons line up to check items out at the library in 1986.  
Photo provided by the Rochester Hills Public Library

## Library celebrates 100-year anniversary this year

By: Mary Beth Almond | Rochester Post | Published January 24, 2024

ROCHESTER — The Rochester Hills Public Library hit a major milestone this year, celebrating a century of service.

The library has deep roots in Rochester, dating back to 1924, when the residents of Avon Township voted to support a library and the first library board was appointed.

"2024 is our 100th year. The voters of what was then known as Avon Township approved a millage in 1924 to build a public library, and that is basically what we are celebrating — from that day on. We're celebrating our current location, our original location on Main Street, and everything we've been throughout the years," said Betsy Raczkowski, the head of communications and community engagement at the library.

The library has a number of plans spanning the entire year to pay homage to the library's hundred-year history, buildings that served as home to the library, staff members past and present, and library traditions both long-standing and new.

There will be displays throughout the library detailing its past, plus celebratory programs and special events, limited-edition swag, a 100-book reading challenge, and more.

Patrons can upgrade their library card in honor of the anniversary by visiting the circulation desk to choose between five designs, including three limited edition centennial cards available only in 2024.

"Our graphic designer did a complete redesign of all our library cards, so there are five new designs — three of which are only available this year — and they speak to our history. There is some historical imagery there and some celebratory imagery just celebrating our 100th birthday," Raczkowski said.

Community members can visit a dedicated centennial page on the library website — [rhpl.org/centennial](http://rhpl.org/centennial) — for a kickoff video, an interactive timeline, before and after photos, a "share your story" feature, an archive of historic library board meeting minutes, and more.



"On the homepage, we've got our 100-year logo, and it leads you to our centennial page," said Library Director Juliane Morian. "The centennial web page itself is a really cool destination for people who want to dig in on the history of the library."

According to the timeline, the "Avon Township Free Public Library" opened to the public on Feb. 7, 1925, in the first portion of the First National Bank, at the corner of Fourth and Main streets. After outgrowing their initial space, the library board purchased the Griggs residence at 210 W. University Drive to remodel for use as the library. When Eva Parker Woodward — daughter of Avon Township pioneer Lysander Woodward — passed, she left most of her estate to her housekeeper, Mary Louise Welters, with the condition that when she, too, passed, the entire estate was to be used for the construction of a new library building, the timeline states. The library board officially adopted the estate in January of 1948 and held a groundbreaking for the newly named "Woodward Memorial Library" in 1950.

In November of 1984, following an election, the city of Rochester Hills was born, marking the end of the Township of Avon. The library's official name became the "City of Rochester Hills Public Library," or the "Rochester Hills Public Library" for short, according to the timeline.

After once again outgrowing its space, the library board decided on a new location on a property between Paint Creek and Olde Towne Road, directly across from the post office, where the library sits today. The timeline states the new 70,000-square-foot library building opened to the public on Nov. 1, 1992.

For an even deeper dive into the library's history, the public can purchase "A Necessity of Life: The History of Rochester Hills Public Library," by Deborah Larsen, which is for sale at the Friends' Library Store inside the library. Larsen — a historian, librarian and writer — said the book takes the library's story from a predecessor organization founded in 1872 to the present day.

"When I wrote the book, I was struck by a quotation by Henry Ward Beecher. He wrote in 1859, 'A library is not a luxury but a necessity of life.' When we were going through the COVID and the shutdown and there was a lot of discussion about who were essential workers and what were essential services, and things like that, I was reaching out electronically to the library every single day to get materials to do research and to watch videos. It was a lifeline. And I think that COVID really showed us how truly important that library was — and always has been. When push came to shove, there was so much that the library had to offer. It really was a necessity of life, and I wanted to show that in the book," Larsen said.

"The thing that has remained constant over the years is the library's responsiveness and our ability to be ready for whatever is coming in the future," added Raczowski. "I think that's a big part of what we're celebrating."

Library staff have been planning for the centennial celebration for the past six months.

"We're leading up to a gala in October where we are going to be celebrating our yearlong events for the centennial, and, if there are any major renovations in the library — which we are slated to have — that would be an opportunity for a grand unveiling of some of our updated spaces within the library," Morian shared.

At press time, the two main areas that were slated for an upgrade this year include the storytime room in the youth services department, which will be expanded, and a furnishings refresh for the second floor adult services area, plus "a surprise new element" that Morian said will be added to the second floor.

"I feel very fortunate to be the 10th head librarian to lead this organization," said Morian. "It brings me pride to know that I get to be the privileged caretaker overseeing the library entering its second century of service, and I am committed to ensuring the library's success and longevity by providing resources that entertain, inform and empower lifelong learning."

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

# Library Director's Report



ROCHESTER HILLS  
PUBLIC LIBRARY

## Director's Report

February 13, 2024

### 1. Winter Wonder Library

On Friday, January 19, 2024, the library hosted a marquee event for the community and welcomed 775 attendees to the library. The event ran from 6:00pm – 8:00pm and the library closed early at 5:00pm to setup. Attendees enjoyed nine different stations: refreshments & kid-friendly dance floor in the multi-purpose room, family crafts in the youth services room, celebrity story time in outreach services room, a photo booth in the lobby, games & obstacle courses on the second floor, sensory table & drawing station on the second floor, a teen/young adult craft at the nonfiction study tables, Euchre tournament in a conference room, and makerspace open house. The event was a kick-off to the 100<sup>th</sup> anniversary year for the library, and while each of the stations had a STEAM learning or library component woven into it, the night provided a chance to socializing with community members. Guests received a free commemorative mug marking the 100<sup>th</sup> year for the library and could earn prizes for some of the centennial swag as well. Additionally Friends of RHPL sold fancier mugs for \$5.00 each with the centennial logo on it and advertised for their raffle. The concluding sentiment is that the night was a rousing success and should be an annual event in winter.

### 2. HVAC Repairs

As a result of the power surge/brown out the library experienced on Saturday, January 27, 2024, there were some HVAC mechanical failures that were irreparably damaged. RHPL lost one (of two) motors off of the compressor and adjoining contactors as well. I determined that it unwise to acquire and replace the old style of motor and contactors at a cost of \$4500 when we could upgrade the 30-year old compressor (\$6200), including new motors and contactors as well. The benefit is that the compressor and motors are now a modern variety, which will aid in replacement costs or repairs moving forward. The compressor was replaced on February 5, 2024 using contingency in the repair budget to cover the costs. Our Facilities Manager filed a claim with DTE since the issue was a result of a power surge and not routine wear and tear.

### 3. Facilities Updates

I met with architects from TMP regarding expansion of the story time room. They provided a brochure of their work along with a quote for services. Since this is grant funded, we will need to make a selection on an architecture firm in the next couple of weeks.

Additionally, I have been working with Library Design Associates (LDA) to mockup some furniture arrangements and shelving relocations as it pertains to a furnishings refresh in Adult Nonfiction. We are making good progress with a redesign that maximizes natural light, moves shelves to create more logical aisles for patrons to utilize the expansive second floor, and creates strong line of sights for staff to monitor the space.

Finally, we are progressing with plans to make the garden sidewalk ADA accessible. Along with the garden refresh, we will be adding a new story walk experience to replace the old one that was at end of life. If there is room in the budget, I am considering upgrading the signage along the sidewalk and possibly adding a musical element for an enhanced sensory experience.

**4. March training sessions**

For the RHPL board meeting in March of 2024, I am working to arrange training for library trustees with Foster Swift on the topics of Freedom of Information Act, the Michigan Library Privacy Act, and specifics on how the Headlee Act affects taxable value. Additionally, in March, we are slated to hear from our Director of IT on the pros and cons of moving library data to a cloud based solution, circumventing the need to maintain a large farm of servers on site.

**5. Out of the Office**

I will be attending a federal advocacy day, arranged by the Chief Officers of the State Library Association (COSLA) from March 6<sup>th</sup> – March 7<sup>th</sup>. Derek Brown, Director of IT, will be in charge while I am out of the library.

I will be taking a vacation from March 25<sup>th</sup> – March 28<sup>th</sup>, 2024. While I am out of office, the following staff members will be in charge:

- Monday, March 25th - Wendy Lehman, Head of Youth Services
- Tuesday, March 26th - Mary Davis, Head of Outreach Services
- Wednesday, March 27th - Mary Davis, Head of Outreach Services
- Thursday, March 28th - Allison Sartwell, Head of Adult Services

**6. Upcoming Events**

February 17, 2024 – February 25, 2024	Early voting site at RHPL
February 27, 2024	Friends of the Rochester Hills Public Library meeting, 7pm
February 29, 2024	Community Outlook Breakfast, OU, 8:30am
March 12, 2024	RHPL Board of Trustees regular meeting, 7pm
March 26, 2024	Friends of the Rochester Hills Public Library meeting, 7pm
April 2, 2024 – April 5, 2024	Public Library Association Conference, Columbus, OH



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

<i>Circulation</i>	LY Month	Month	MTM	Last YTD	YTD	YTY
Checkouts	44,921	43,627	-2.9%	44,921	43,627	-2.9%
Renewals	50,234	47,428	-5.6%	50,234	47,428	-5.6%
e-Materials	21,384	31,640	48.0%	21,384	31,640	48.0%
Bookmobile	3,441	3,528	2.5%	3,485	3,528	1.2%
Mini-Branch	1,509	1,555	3.0%	1,509	1,555	3.0%
OTBS Circ	6,777	5,804	-14.4%	6,704	5,764	-14.0%
MeLCat Borrowed	1,649	1,534	-7.0%	1,649	1,534	-7.0%
MeLCat Loaned	2,522	1,588	-37.0%	2,522	1,588	-37.0%
<b>Total Circulation</b>	<b>132,437</b>	<b>136,704</b>	<b>3.2%</b>	<b>132,481</b>	<b>136,704</b>	<b>3.2%</b>

<i>Other Statistics</i>	LY Month	Month	MTM	Last YTD	YTD	YTY
In-Person Visits	36,072	35,995	-0.2%	36,072	35,995	-0.2%
Room Reservations	805	988	22.7%	805	988	22.7%
Adult Programs	17	33	94.1%	17	33	94.1%
--Attendance	397	1,134	185.6%	397	1,134	185.6%
Teen Programs	4	5	25.0%	4	5	25.0%
--Attendance	20	35	75.0%	20	35	75.0%
Youth Programs	30	32	6.7%	30	32	6.7%
--Attendance	1,419	669	-52.9%	1,419	669	-52.9%
Outreach Attendance	0	106	∞	0	106	∞
Makerspace Use	0	400	∞	0	400	∞
Computer Use	1,679	1,576	-6.1%	1,679	1,576	-6.1%
Wireless Use	5,464	5,935	8.6%	5,464	5,935	8.6%
Database Use	5,868	6,609	12.6%	5,868	6,609	12.6%
Volunteer Hours	391	288	-26.3%	391	288	-26.3%

### Number of Library Card Holders

<i>Municipality</i>	LY Month	Month	% Total
Rochester Hills	48,290	44,306	59.1%
Rochester	10,445	9,957	13.3%
Oakland	10,344	9,165	12.2%
Non-residents	4,669	4,179	5.6%
Virtual Students	0	7,305	9.8%
<b>Total Card</b>	<b>73,748</b>	<b>74,912</b>	<b>100%</b>

### Number of Items

<i>Type</i>	LY Month	Month
Print	250,015	268,829
Audio	18,635	19,318
Video	45,398	47,369
Other	423	440
E-Material	24,483	26,831
<b>Total</b>	<b>338,954</b>	<b>362,787</b>



## **Committee Updates**



ROCHESTER HILLS  
PUBLIC LIBRARY

## Policy Statement

The Rochester Hills Public Library Board understands that the trust of its community is crucial to achieving its mission. Therefore, all Board members must conduct business on behalf of the Rochester Hills Public Library with the highest level of integrity avoiding any impropriety or the appearance of impropriety.

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## Regulations

1. Board members must perform their duties diligently. Board members should understand their fiduciary obligation to act in the best interests of the Library.
2. Board members should not engage in discrimination of any kind, including discrimination that violates state or federal law.
3. Board members should understand and follow the requirements of the United States and Michigan Constitution. Board members shall also follow all federal, state, and applicable local laws, including but not limited to the Michigan Library Privacy Act and the Freedom of Information Act.
4. Board members and employees should avoid situations in which their personal interests, activities or financial affairs are, or are likely to be, perceived as being in conflict with the best interests of the Library.
  - a. A conflict of interest shall include, but is not limited to, a matter pending before the Library Board in which the Board member has a direct financial interest.
  - b. The Board member has an obligation to notify the Board President if there is a matter that is or may be a conflict of interest.
  - c. If the Library Board determines a legal conflict of interest exists, the Board member shall not participate in the discussion or decision involving the matter.
5. Board members should not use or attempt to use their position with the Library to obtain unwarranted privileges or advantages for themselves or others. Board members should adhere to all procedures and policies of the Library and shall not attempt to obtain special privileges relating to the use of the Library.
6. Board members should engage in civil discussions on Library Board issues and agenda items. Once a decision is made, Board members are expected to defer to the decision of the Board even if the Board member did not vote in favor of the decision.
7. The Library Board should conduct its business in such a way as to minimize risk of liability and call upon the advice of professionals (legal, financial, architectural, and insurance, etc.) as appropriate.

8. Board members shall not interfere with the routine management responsibilities of the director or the supervision of library staff.
9. The library may cover expenses for Board members to attend events and library related conferences subject to approval by the Library Board. Rotation of opportunity among Board members will be determined by the Library Board.
10. Neither Board members nor their immediate family members are eligible for consideration as a prospective employee until two years beyond his/her date of last service as a member on the Library Board of Trustees.
11. Conflict of Interest Statement - Upon taking the oath of office, each Board member shall read this policy and sign a statement agreeing to comply with the policy.

By signing this document, I agree to follow the policy and adhere to the standards set forth in policy.

Name: \_\_\_\_\_

The undersigned acknowledges:

1. Receipt of the Rochester Hills Public Library Board Ethics and Conflict of Interest Policy, and
2. Board member obligations under this Policy.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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Approved:  
Rochester Hills Public Library Board of Trustees



## Other Business



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