

**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.

**September 12, 2022 – 7 p.m.**

**Agenda**

- I. Call to order of the regular meeting
- II. Public Comments\*
- III. Minutes of regular meeting on August 8, 2022
- IV. Treasurer's Report for August 2022
- V. Monthly bills for August in the amount of \$334,955.31
- VI. Communications
  - a. Customer Comments
  - b. National library card month sign up flyer
  - c. Press Coverage
- VII. Reports
  - a. Library Director
  - b. Statistical Report
- VIII. Committee Updates
  - a. Finance – Audit engagement for 2023
  - b. Policy – 2<sup>nd</sup> reading
    - i. GOV-7 Whistleblower Policy
    - ii. MGT-17 Capital Asset Policy
    - iii. MGT-7 Reconsideration of Library Materials Policy
    - iv. MGT-7 Statement of Concern form
  - c. Update from labor attorney and quote for employee handbook review
- IX. Other Business
  - a. New Community Bookmobile

\*Each individual should state their name and are permitted 3 minutes of comment time

- X. Board Comments
- XI. Questions from the Liaisons
- XII. Adjournment

\*Each individual should state their name and are permitted 3 minutes of comment time

# Minutes



ROCHESTER HILLS  
PUBLIC LIBRARY

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

**August 8, 2022**

- I. The public hearing for the 2023 RHPL Budget plan was opened at 8:00 pm by the Board of Trustees president, Madge Lawson. There were no comments and the public hearing was closed at 8:01 pm.
- II. The Board of Trustees of the Rochester Hills Public Library held a regular meeting on Monday, August 8, 2022. The President called the meeting to order at 8:01 pm in the boardroom of the library. The presiding officer was Madge Lawson.

A quorum of the board was present including Melinda Deel, Anne Kucher, Julianne Reyes, and Chuck Stouffer. Mr. Bonam arrived at 8:04 pm.

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

No members of the public were present.

- III. Public comments: none

- IV. Minutes

- A. On a motion by Ms. Kucher, which Mr. Stouffer seconded, the board discussed adopting the minutes from July 11, 2022.
  1. Mr. Stouffer requested that in point VIII. E. the phrase “need for” be modified to read, “appropriateness of”.
  2. Ms. Reyes requested that point VI.A.1 be changed from “questioned if the board should exert control” to “requested more board awareness”.
  3. Both changes were accepted and the minutes were approved with unanimous consent.
- B. On a motion by Mr. Bonam, seconded by Ms. Deel, the board unanimously approved the minutes from the June 13, 2022 with no change from the original minutes presented.

- V. Treasurer’s Report was reviewed and filed.

- VI. Monthly Bills

- A. On a motion by Ms. Kucher, which Mr. Bonam seconded, the board unanimously approved the monthly bills for July 2022, which totaled \$321,937.05.

- VII. Communications

- A. The board reviewed and filed the communications with minor discussion.

VIII. Director's Report and Statistical Report

- A. The board reviewed and filed the director's report, statistical report with discussion regarding the investment in a new community bookmobile. Ms. Morian said she intends to present quotes for bookmobile options at one of the next meetings and walk the board through funding options such as fund balance, endowed funds at the Community Foundation of Greater Rochester, sponsorship, or community appeal.

IX. Committee Reports

A. Finance committee

- 1. On a motion by Mr. Stouffer, seconded by Mr. Bonam, the board unanimously approved the budget plan for 2023 and appropriated \$5,270,900 to the general fund for the 2023 fiscal year with no discussion.

B. Policy committee

- 1. Ms. Morian commented that she sought out a second opinion on WORK-11 Employee Use of Social Media policy. She relayed that the second opinion resulted in the same answer, and that the labor attorney recommended a standalone social media policy. Ms. Morian also stated that the labor attorney recommended a review of all personnel policies as part of a comprehensive review of best practices in modern labor law.
  - a. Mr. Stouffer requested a statement from the labor attorney on why a social media policy for employees was necessary.
  - b. Ms. Deel expressed concern that at this point the board has received two separate attorney opinions stating the need for a personnel policy regarding employee use of social media and is potentially ignoring it.
  - c. Ms. Morian will follow up with the labor attorney regarding costs associated with a full review of personnel policies and report back to the Policy Committee.
- 2. The board completed a first reading of MGT-7 Materials Reconsideration Policy and form. There was some discussion and changes suggested for the duration of time one board's decision on material challenges should be in effect before a patron could submit a new statement of concern, discussion regarding limiting the policy to residents only, and the need to cite the law referenced on the Statement of Concern form.
- 3. The board completed a first reading of MGT-17 Capital Asset Policy with clarifying changes suggested.
- 4. The board completed a first reading of GOV-7 Whistleblower Policy with minor discussion.
  - a. Mr. Stouffer requested that the Whistleblower Policy be expanded to include any inappropriate action in the workplace, not just fraudulent behavior.

August 2022 RHPL Board Minutes

X. Other Business

- A. The board reviewed a preview draft of the RHPL newly designed website. Ms. Morian will relay any feedback to the website team and send a digital link to board members.

XI. Board Comments

- A. Ms. Reyes shared information about Auburn Hills Public Library announcing that they are fine free as part of a national movement and noted that she thought it would generate goodwill and positive public relations.

XII. Questions from the Liaisons

- A. Ms. Moo asked about the ability to create lists in the online catalog, such as “To be read”. Ms. Morian said the current online catalog supports this.
- B. Mr. Tyler said that he is still considering the pros and cons of broaching the topic of a small millage increase with the OTLB at their September 18, 2022 meeting.
- C. Mr. Tyler encouraged the RHPL Board to consider assigning fund balance to major projects like the roof replacement from the general fund balance.
- D. Mr. Tyler requested the library consider making liaisons designated agents particularly in regards to material challenge appeals.
- E. Mr. Tyler requested that the Board consider keeping the board meeting time set to 7pm but change the day for next year’s summer months (when the board typically changes to an 8pm start time).

XIII. The regular meeting adjourned at 9:50 pm.

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Chuck Stouffer, Secretary

# Treasurer's Report



ROCHESTER HILLS  
PUBLIC LIBRARY

**ROCHESTER HILLS PUBLIC LIBRARY**  
**Balance Sheet**  
**August 31, 2022**

**ASSETS**

**Current Assets**

Circ Registers/Coin	\$	2,020.00	
<b>PNC</b>			
Operating - PNC		47,673.63	
Payroll		250.00	
<b>UBS</b>			
Operating - UBS		2,662,308.30	
OTBS		0.00	
Plant		113,315.82	
Roof		429,055.20	
Self-Insurance		7,502.42	
Vanguard		16,601.60	
Total Current Assets			3,278,726.97
 <b>Other Current Assets</b>			
Total Other Current Assets			0.00
<b>TOTAL ASSETS</b>			<b>\$ 3,278,726.97</b>

**LIABILITIES AND FUND BALANCE**

**Current Liabilities**

Staff Cash (pop cans)	\$	122.10	
Flexible Spending W/H Payable		5,649.65	
Supplemental Ins W/H Payable		495.18	
Total Current Liabilities			6,266.93
 <b>Fund Balance</b>			
Prior Years' Balance		1,840,398.81	
Current Year Operations		1,432,061.23	
Total Fund Balance			3,272,460.04
<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>			<b>\$ 3,278,726.97</b>



**Rochester Hills Public Library**  
**Budget vs Actual**  
**For the Period January 1, 2022 through August 31, 2022**

	Current Month Actual	YTD Actual	YTD Budget	YTD Variance	Annual Budget
<b>Revenues</b>					
Rochester Hills	603	2,941,619	2,902,800	38,819	2,902,800
City of Rochester	0	463,360	431,031	32,329	518,690
Oakland Twp	0	835,965	833,285	2,680	909,700
State Aid	54,137	148,596	132,500	16,096	132,500
OTBS	0	158,640	158,640	0	158,640
Penal Fines	163,476	163,476	138,400	25,076	138,400
Fines and Fees	5,418	40,029	41,333	(1,304)	62,000
Interest	1,479	10,240	8,000	2,240	12,000
Gains/Losses	(8,185)	(42,846)	0	(42,846)	0
Designated Gifts	970	7,930	0	7,930	0
Undesignated Gifts	482	5,211	0	5,211	38,345
Undesignated Gifts-Friends	0	0	0	0	170,000
Grants	0	2,742	2,667	75	4,000
Miscellaneous Revenue	0	63	5,333	(5,270)	8,000
Transfer-ReservedOTBS	0	0	6,667	(6,667)	10,000
Transfer-ReservedPlant	0	0	0	0	0
<b>Total Revenues</b>	<b>218,380</b>	<b>4,735,025</b>	<b>4,660,656</b>	<b>74,369</b>	<b>5,065,075</b>
<b>Expenditures</b>					
Payroll	167,459	1,418,537	1,653,600	(235,063)	2,480,400
Employee Benefits	43,603	372,190	460,199	(88,009)	690,300
Books	24,564	196,774	203,332	(6,558)	305,000
Print Subscriptions	1,272	13,409	10,333	3,076	15,500
Electronic Materials	26,169	197,776	212,400	(14,624)	318,600
Innovative Items	884	15,678	16,667	(989)	25,000
Audiovisual	5,033	51,250	90,600	(39,350)	135,900
Bookmobile Operation	466	11,292	17,333	(6,041)	26,000
OTBS	1	977	4,333	(3,356)	6,500
Voice and Data Services	405	7,875	17,333	(9,458)	26,000
Utilities	14,722	113,481	97,333	16,148	146,000
Insurance	0	353	12,667	(12,314)	19,000
Professional/Contract Services	2,938	43,209	52,666	(9,457)	79,000
Supplies	914	11,835	19,000	(7,165)	28,500
Promotion and Printing	11,414	34,269	31,067	3,202	46,600
Mileage	65	687	3,333	(2,646)	5,000
Postage	418	15,018	16,800	(1,782)	25,200
Staff Development/Membership	1,631	20,878	23,784	(2,906)	35,675
Programs	4,653	23,002	35,333	(12,331)	53,000
Facilities Maintenance	14,932	130,693	149,467	(18,774)	224,200
IT Maintenance	6,790	93,507	62,934	30,573	94,400
Staff/Volunteer Recognition	89	3,888	5,200	(1,312)	7,800
Gift and Grant Expense	5,874	14,013	0	14,013	0
Tax Tribunal Refunds	0	0	333	(333)	500
Equipment/Fixed Assets	0	6,840	79,333	(72,493)	119,000
Furnishings	0	0	7,333	(7,333)	11,000
Capital Improvements	0	505,532	27,333	478,199	41,000
Contingency	0	0	66,667	(66,667)	100,000
<b>Total Expenditures</b>	<b>334,296</b>	<b>3,302,963</b>	<b>3,376,713</b>	<b>(73,750)</b>	<b>5,065,075</b>
<b>Revenue Over Expenditures</b>	<b>(115,916)</b>	<b>1,432,062</b>	<b>1,283,943</b>	<b>148,119</b>	<b>0</b>

# Monthly Bills



ROCHESTER HILLS  
PUBLIC LIBRARY

Payment Information		
Payment Due Date	For online and phone payments, the deadline is 8pm ET.	
<b>Sep 11, 2022</b>		
New Balance	Minimum Payment Due	
<b>\$4,244.38</b>	<b>\$42.00</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 30.90%.</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	23 Years	\$11,901
\$163	3 Years	\$5,874
Estimated savings if balance is paid off in about 3 years: \$6,027		
If you would like information about credit counseling services, call 1-888-326-8055.		

Account Summary	
Previous Balance	\$9,318.49
Payments	- \$9,318.49
Other Credits	\$0.00
Transactions	+ \$4,244.38
Cash Advances	+ \$0.00
Fees Charged	+ \$0.00
Interest Charged	+ \$0.00
<b>New Balance</b>	<b>= \$4,244.38</b>
Credit Limit	\$30,000.00
Available Credit (as of Aug 17, 2022)	\$25,755.62
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: **Sep 11, 2022**

Account ending in 9289

New Balance	Minimum Payment Due	Amount Enclosed
<b>\$4,244.38</b>	<b>\$42.00</b>	\$ _____

Capital One  
 P.O. Box 6492  
 Carol Stream IL 60197-6492

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



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

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

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

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

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

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

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

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

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

**How can I Avoid Membership Fees?** If a Renewal Notice is printed on this statement, you may avoid paying an annual membership Fee by contacting Customer Service no later than 45 days after the last day in the Billing Cycle covered by this statement 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 10/01/2020



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
Jul 22	Jul 22	CAPITAL ONE ONLINE PYMTAuthDate 22-Jul	- \$9,318.49

### JULIANE MORIAN #9289: Transactions

Trans Date	Post Date	Description	Amount
Jul 16	Jul 18	AMAZON.COM*P963P8P93 AMZNAMZN.COM/BILLWA	\$6.97
Jul 18	Jul 19	AMZN Mktp US*C39TK4103Amzn.com/billWA	\$78.00
Jul 18	Jul 19	THE UPS STORE 211586-2168779MI	\$10.00
Jul 29	Jul 30	AMZN Mktp US*LV6AN0JQ3Amzn.com/billWA	\$117.65
Aug 1	Aug 2	IN *ROCHESTER ROTARY CLUB248-6019500MI	\$80.00
Aug 5	Aug 6	STAPLES DIRECT800-3333330MA	\$24.43
Aug 10	Aug 11	OAKLAND PRESS888-977-3677MI	\$12.00
Aug 15	Aug 16	AMAZON.COM*GZ4QY9F63 AMZNAMZN.COM/BILLWA	\$24.95

**JULIANE MORIAN #9289: Total Transactions** **\$354.00**

### 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
Jul 28	Jul 29	AMAZON.COM*KY4197B13 AMZNAMZN.COM/BILLWA	\$2.72

**MARY DAVIS #9241: Total Transactions** **\$2.72**

### 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
Jul 18	Jul 19	AEDLAND.COM641-220-6670IA	\$120.00
Jul 23	Jul 23	AMZN Mktp US*0C4E90G63Amzn.com/billWA	\$109.00
Jul 28	Jul 28	Amazon.com*YQ59066X3Amzn.com/billWA	\$93.80
Jul 29	Jul 30	AMZN Mktp US*1G8FT1YC2Amzn.com/billWA	\$71.75

Additional Information on the next page

### Transactions (Continued)

Trans Date	Post Date	Description	Amount
Aug 3	Aug 3	AMZN Mktp US*BL5616Y33Amzn.com/billWA	\$22.99
Aug 10	Aug 11	SP FIGHTING CHANCE SHTTSPFIGHTINGIA	\$65.99
Aug 10	Aug 11	NIGHTLOCK855-6444856MI	\$63.12
<b>STEVEN CLEMENT #7892: Total Transactions</b>			<b>\$546.65</b>

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

Trans Date	Post Date	Description	Amount
<b>ELIZABETH RACZKOWSKI #9004: Transactions</b>			
Trans Date	Post Date	Description	Amount
Jul 18	Jul 18	AMZN Mktp US*130PH8IY3Amzn.com/billWA	\$40.01
Jul 24	Jul 25	Amazon.com*5Q3BCOYY3Amzn.com/billWA	\$41.07
Jul 28	Jul 29	HUNGRY HOWIES 21586-219-9471MI	\$39.09
Aug 7	Aug 8	AMZN Mktp US*2018L5R33Amzn.com/billWA	\$37.99
Aug 7	Aug 8	AMZN Mktp US*M326E6533Amzn.com/billWA	\$26.69
Aug 10	Aug 11	AMZN Mktp US*YA48W3MY3Amzn.com/billWA	\$96.88
Aug 14	Aug 15	Spotify USA877-7781161NY	\$15.99
<b>ELIZABETH RACZKOWSKI #9004: Total Transactions</b>			<b>\$297.72</b>

#### ALLISON SARTWELL #6787: Payments, Credits and Adjustments

Trans Date	Post Date	Description	Amount
<b>ALLISON SARTWELL #6787: Transactions</b>			
Trans Date	Post Date	Description	Amount
Jul 18	Jul 18	AMZN Mktp US*Z02TP3SQ3Amzn.com/billWA	\$11.99
Jul 18	Jul 18	AMZN Mktp US*E16809L03Amzn.com/billWA	\$14.92
Aug 1	Aug 2	AMZN Mktp US*GN1YA33H3Amzn.com/billWA	\$10.87
Aug 2	Aug 2	BARNES&NOBLE.COM800-843-2665NY	\$232.63
Aug 2	Aug 3	AMZN Mktp US*SG7KR7DM3Amzn.com/billWA	\$22.00
Aug 5	Aug 6	AMZN Mktp US*ZI3H05N43Amzn.com/billWA	\$18.99
Aug 7	Aug 8	AMZN Mktp US*2D7IZOX63Amzn.com/billWA	\$21.99
Aug 7	Aug 8	AMZN Mktp US*UT6QP1OP3Amzn.com/billWA	\$16.99
Aug 8	Aug 8	AMZN Mktp US*CD9QY0CQ3Amzn.com/billWA	\$74.97
Aug 8	Aug 8	AMZN Mktp US*WR1QQ91C3Amzn.com/billWA	\$197.99
Aug 8	Aug 10	MAIN STREET BILLARDSROCHESTERMI	\$20.40

Additional Information on the next page

### Transactions (Continued)

Trans Date	Post Date	Description	Amount
Aug 10	Aug 10	AMERLIBASSOC ECOMMERCE866-746-7252IL	\$228.00
Aug 12	Aug 13	AMZN Mktp US*G060D9KG3Amzn.com/billWA	\$33.22
Aug 15	Aug 16	AMZN Mktp US*9F2V15N73Amzn.com/billWA	\$18.89
<b>ALLISON SARTWELL #6787: Total Transactions</b>			<b>\$923.85</b>

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

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

Trans Date	Post Date	Description	Amount
Jul 19	Jul 20	AMZN Mktp US*VY1RA01L3Amzn.com/billWA	\$124.41
Jul 21	Jul 22	USPS STAMPS ENDICIA888-434-0055DC	\$200.00
Jul 21	Jul 23	THE HOME DEPOT #2727ROCHESTERMI	\$3.84
Jul 27	Jul 27	AMZN Mktp US*PN4Y207Y3Amzn.com/billWA	\$271.62
Jul 27	Jul 29	IN *BATTERY GIANT ROCHESTROCHESTER HILMI	\$55.01
Aug 2	Aug 2	AMZN Mktp US*178H81LB0Amzn.com/billWA	\$92.07
Aug 2	Aug 3	STAMPS.COM855-608-2677CA	\$17.99
Aug 5	Aug 6	USPS STAMPS ENDICIA888-434-0055DC	\$200.00
Aug 8	Aug 9	EB GRRCON 2022801-413-7200CA	\$160.76
Aug 10	Aug 11	AMAZON.COM*VQ9Y48KJ3 AMZNAMZN.COM/BILLWA	\$88.68
Aug 12	Aug 12	LYFT RIDE THU 2PM855-865-9553CA	\$34.70
Aug 12	Aug 13	TAKOPALAS VEGASNV	\$28.43
Aug 12	Aug 15	FULTON STREET FOOD HALLLAS VEGASNV	\$12.63
Aug 12	Aug 15	SHANG ARTISAN NOODLELAS VEGASNV	\$28.68
Aug 13	Aug 15	FULTON STREET FOOD HALLLAS VEGASNV	\$12.83
Aug 13	Aug 15	COSMOPOL-MOMFUKULAS VEGASNV	\$18.17
Aug 15	Aug 16	SHANG ARTISAN NOODLELAS VEGASNV	\$17.28
Aug 15	Aug 17	HARRAH'S HOTEL LAS VEGASLAS VEGASNV	\$647.39
Aug 16	Aug 17	LYFT RIDE MON 4AM855-865-9553CA	\$40.99
<b>DEREK BROWN #8061: Total Transactions</b>			<b>\$2,055.48</b>

#### DEREK BROWN #9234: Payments, Credits and Adjustments

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

#### DEREK BROWN #9234: Transactions

Trans Date	Post Date	Description	Amount
Jul 18	Jul 19	SOCKETLABS484-418-1285PA	\$63.96
<b>DEREK BROWN #9234: Total Transactions</b>			<b>\$63.96</b>

Additional Information on the next page

Transactions (Continued)			
<b>Total Transactions for This Period</b>			<b>\$4,244.38</b>
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	22.49% P	\$0.00	\$0.00
Cash Advances	24.49% P	\$0.00	\$0.00
<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.			
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		



**ROCHESTER HILLS PUBLIC LIBRARY**  
**Cash Disbursements Journal**  
**For the Period From Aug 1, 2022 to Aug 31, 2022**

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
8/30/22	48945	5301-10	Adult Books	ACT #C019265	118.11	
		5301-10	Adult Books	ACT #L410629	702.78	
		5301-50	Materials Processing	PROCESSING	35.55	
		5301-10	Adult Books	ACT #L424469	7,465.11	
		5301-50	Materials Processing	PROCESSING	567.26	
		5301-10	Adult Books	ACT #L424471	48.00	
		1121-00	Operating - PNC	THE BAKER & TAYLOR COMPANY		8,936.81
8/30/22	48946	5301-30	Outreach Books	ACT #L449673	1,033.76	
		5301-50	Materials Processing	PROCESSING	137.22	
		5301-30	Outreach Books	ACT #L534941	738.81	
		5301-50	Materials Processing	PROCESSING	58.95	
		5301-30	Outreach Books	ACT #L395513	3,118.39	
		5301-50	Materials Processing	PROCESSING	130.80	
		5301-30	Outreach Books	ACT #L449672	505.22	
		5301-50	Materials Processing	PROCESSING	21.33	
		1121-00	Operating - PNC	THE BAKER & TAYLOR COMPANY		5,744.48
8/30/22	48947	5301-20	Youth Books	ACT #L554618	5,300.05	
		5301-50	Materials Processing	PROCESSING	252.46	
		1121-00	Operating - PNC	THE BAKER & TAYLOR COMPANY		5,552.51
8/30/22	48948	5306-10	Adult DVDs	CUSTOMER #2000005835-DVD	1,065.21	
		5303-11	Adult Audio-Music	CUSTOMER #2000005835-MUSIC	88.42	
		5303-10	Adult Audio-Books	CUSTOMER #2000005835-AUDIO	279.93	
		5301-50	Materials Processing	PROCESSING	284.30	
		5306-10	Adult DVDs	CUSTOMER #2000005843-DVD	37.48	
		5301-50	Materials Processing	PROCESSING	7.40	
		5306-10	Adult DVDs	CUSTOMER #200014883-DVD	354.61	
		5301-50	Materials Processing	PROCESSING	65.50	
		1121-00	Operating - PNC	MIDWEST TAPE		2,182.85
8/30/22	48949	5306-30	Outreach DVDs	CUSTOMER #2000005836-DVD	481.76	
		5303-30	Outreach Audio & Vid	CUSTOMER #2000005836-AUDIO	116.96	
		5301-50	Materials Processing	PROCESSING	101.40	
		5306-30	Outreach DVDs	CUSTOMER #2000005839-DVD	199.40	
		5303-30	Outreach Audio & Vid	CUSTOMER #2000005839-AUDIO	65.95	

**ROCHESTER HILLS PUBLIC LIBRARY**  
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Date	Check #	Account ID	Account Descriptio	Line Description	Debit Amount	Credit Amount
		1121-00	Operating - PNC	#2000005839-AUDIO MIDWEST TAPE		965.47
8/30/22	48950	5306-20	Youth DVDs/Videos	CUSTOMER	667.15	
		5303-20	Youth Audio	#2000005837-DVD CUSTOMER	383.86	
		5303-21	Youth Music	#2000005837-AUDIO CUSTOMER	38.22	
		5301-50	Materials Processing	#2000005837-MUSIC PROCESSING	182.45	
		1121-00	Operating - PNC	MIDWEST TAPE		1,271.68
8/30/22	48951	6100-60	Workshops/Conferen	Invoice: 4706	250.00	
		1121-00	Operating - PNC	ABOS		250.00
8/30/22	48952	6506-00	Software Support/Mai	Invoice: 55592	6,468.00	
		1121-00	Operating - PNC	AMERINET		6,468.00
8/30/22	48953	6401-00	Service Contracts	Invoice: 41371	320.00	
		1121-00	Operating - PNC	AQUARIUM DESIGN & MAINTENANCE		320.00
8/30/22	48954	5306-80	Bookmobile Operatio	Invoice: 476603	60.00	
		1121-00	Operating - PNC	ASCENSION MICHIGAN EMPLOYER SOLUTIONS		60.00
8/30/22	48955	6200-40	Other Programs	Invoice: 2817	2,500.00	
		1121-00	Operating - PNC	AUTHORS UNBOUND		2,500.00
8/30/22	48956	6200-40	Other Programs	Invoice: 092922	475.00	
		1121-00	Operating - PNC	BACKYARD BIRDS & BEYOND		475.00
8/30/22	48957	5302-00	Periodical/PrintSubs	Invoice: 082622	299.88	
		1121-00	Operating - PNC	BARRON'S MAGAZINE		299.88
8/30/22	48958	5302-00	Periodical/PrintSubs	Invoice: S61225	972.00	
		1121-00	Operating - PNC	BOOKPAGE		972.00
8/30/22	48959	5703-00	Legal	Invoice:	150.68	
		1121-00	Operating - PNC	WI-0001-2231 C & G NEWSPAPERS		150.68

**ROCHESTER HILLS PUBLIC LIBRARY**  
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Date	Check #	Account ID	Account Descriptio	Line Description	Debit Amount	Credit Amount
8/30/22	48960	6401-00 1121-00	Service Contracts Operating - PNC	Invoice: 20220825 CAL CHAMPINE, RPT	225.00	225.00
8/30/22	48961	7005-01 1121-00	Designated Gift - Mis Operating - PNC	Invoice: CINV15158 CANDID	4,995.00	4,995.00
8/30/22	48962	5301-30 5301-30 1121-00	Outreach Books Outreach Books Operating - PNC	Invoice: 1949981 Invoice: 1951882 CENTER POINT LARGE PRINT	234.90 112.45	347.35
8/30/22	48963	5306-82 1121-00	Oakland Talking Boo Operating - PNC	Invoice: 3044305352 CENTURY LINK	1.19	1.19
8/30/22	48964	6401-00 1121-00	Service Contracts Operating - PNC	Invoice: 412475868 CINTAS CORPORATION #354	137.97	137.97
8/30/22	48965	7001-01  1121-00	Misc. Reimbursable  Operating - PNC	Invoice: LAMBERT/HOPALU K THE COMMUNITY FOUNDATION OF GREATER ROC	500.00	500.00
8/30/22	48966	5502-00 1121-00	Gas Operating - PNC	Invoice: 081522 CONSUMERS ENERGY	91.63	91.63
8/30/22	48967	5202-40  1121-00	Other Dental  Operating - PNC	Invoice: RIS0004370206 DELTA DENTAL PLAN OF MICHIGAN	1,439.74	1,439.74
8/30/22	48968	5503-00 1121-00	Electric Operating - PNC	Invoice: 081922 DTE ENERGY	14,630.29	14,630.29
8/30/22	48969	6401-00 1121-00	Service Contracts Operating - PNC	Invoice: 9992551 ECOSHIELD PEST SOLUTIONS-DETRO IT	200.00	200.00
8/30/22	48970	5302-13 5302-13 1121-00	Electronic Materials Electronic Materials Operating - PNC	Invoice: 2023-018 Invoice: 2023-018 FARMINGTON COMMUNITY LIBRARY	3,674.48 2,874.00	6,548.48

**ROCHESTER HILLS PUBLIC LIBRARY**  
**Cash Disbursements Journal**  
**For the Period From Aug 1, 2022 to Aug 31, 2022**

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Date	Check #	Account ID	Account Descriptio	Line Description	Debit Amount	Credit Amount
				LIBRARY		
8/30/22	48971	5703-00 1121-00	Legal Operating - PNC	Invoice: 839060 FOSTER SWIFT	360.00	360.00
8/30/22	48972	5301-30 5301-30 5301-30 5301-30 5301-30 5301-30 5301-30 5301-30 1121-00	Outreach Books Outreach Books Outreach Books Outreach Books Outreach Books Outreach Books Outreach Books Outreach Books Operating - PNC	Invoice: 78251836 Invoice: 78282116 Invoice: 78282265 Invoice: 78294296 Invoice: 78295499 Invoice: 78321140 Invoice: 78321216 Invoice: 78338095 GALE/CENGAGE LEARNING	102.37 599.85 220.74 72.00 297.52 267.13 83.98 55.98	1,699.57
8/30/22	48973	6401-00 1121-00	Service Contracts Operating - PNC	Invoice: 56833731 GREEN FOR LIFE ENVIRONMENTAL	208.00	208.00
8/30/22	48974	5201-40 1121-00	Other Medical Operating - PNC	Invoice: 100008426421 ALLIANCE HEALTH AND LIFE	3,021.53	3,021.53
8/30/22	48975	6200-40 1121-00	Other Programs Operating - PNC	Invoice: 091522 HEALTHFUL SOLUTIONS	300.00	300.00
8/30/22	48976	6403-00 1121-00	Misc Repairs Operating - PNC	Invoice: 8031 HOFFMAN LAWN SPRINKLER SYSTEMS	313.00	313.00
8/30/22	48977	6402-10 1121-00	Maintenance Supplie Operating - PNC	Invoice: 081922 HOME DEPOT CREDIT SERVICES	17.48	17.48
8/30/22	48978	6200-40 1121-00	Other Programs Operating - PNC	Invoice: 092022 LISA HOWARD	250.00	250.00
8/30/22	48979	5930-00 5930-00 5930-00 5930-00 5930-00 5930-00 5910-00	General Printing General Printing General Printing General Printing General Printing General Printing Newsletter	Invoice: 1921 Invoice: 1932 Invoice: 1936 Invoice: 1949 Invoice: 1950 Invoice: 1952 Invoice: 1954	23.50 30.00 15.00 15.00 44.00 44.00 11,226.64	

**ROCHESTER HILLS PUBLIC LIBRARY**  
**Cash Disbursements Journal**  
**For the Period From Aug 1, 2022 to Aug 31, 2022**

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Date	Check #	Account ID	Account Descriptio	Line Description	Debit Amount	Credit Amount
		5930-00 1121-00	General Printing Operating - PNC	Invoice: 1956 JM DESIGN & PRINTING SERVICES LLC	15.00	11,413.14
8/30/22	48980	5302-13 1121-00	Electronic Materials Operating - PNC	Invoice: 307133-PPU KANOPY INC.	622.20	622.20
8/30/22	48981	5303-20 1121-00	Youth Audio Operating - PNC	Invoice: 92036 LIBRARY IDEAS LLC	539.40	539.40
8/30/22	48982	5401-00 1121-00	Basic Phone Operating - PNC	Invoice: 32745418 LINGO COMMUNICATIONS	167.85	167.85
8/30/22	48983	5700-10 1121-00	Operational Operating - PNC	Invoice: 359936 MCLS	62.86	62.86
8/30/22	48984	6501-00 1121-00	Copier Contract/Main Operating - PNC	Invoice: IN3771591 MICHIGAN OFFICE SOLUTIONS	257.98	257.98
8/30/22	48985	6200-20 1121-00	Youth Programs Operating - PNC	Invoice: 100267006 BALANCE MICHIGAN SCIENCE CENTER	187.50	187.50
8/30/22	48986	5302-13 1121-00	Electronic Materials Operating - PNC	Invoice: 502469867 MIDWEST TAPE	8,080.42	8,080.42
8/30/22	48987	6100-50 1121-00	Professional Member Operating - PNC	Invoice: 13112 MICHIGAN LIBRARY ASSOCIATION	70.83	70.83
8/30/22	48988	7005-01 1121-00	Designated Gift - Mis Operating - PNC	Invoice: 081522 JEANNINE MORELAND	402.81	402.81
8/30/22	48989	5302-13	Electronic Materials	Invoice: 721SA22289982	3,191.88	
		5302-13	Electronic Materials	Invoice: 721MA22288714	2,590.39	
		5302-13	Electronic Materials	Invoice: 721SV22292199	5.98	
		5302-13	Electronic Materials	Invoice: 721SA22306553	5,129.17	
		1121-00	Operating - PNC	OVERDRIVE INC		10,917.42

**ROCHESTER HILLS PUBLIC LIBRARY**  
**Cash Disbursements Journal**  
**For the Period From Aug 1, 2022 to Aug 31, 2022**

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Date	Check #	Account ID	Account Descriptio	Line Description	Debit Amount	Credit Amount
8/30/22	48990	5306-80 1121-00	Bookmobile Operatio Operating - PNC	Invoice: 080222 CITY OF ROCHESTER HILLS DPS	405.67	405.67
8/30/22	48991	6403-00 6403-00 6403-00 1121-00	Misc Repairs Misc Repairs Misc Repairs Operating - PNC	Invoice: 46600KC22 Invoice: 47063WD22 Invoice: 47158WD22 ROCHESTER PLUMBING & HEATING	259.00 129.00 337.00	725.00
8/30/22	48992	6200-40 1121-00	Other Programs Operating - PNC	Invoice: 091822 DARRYL ROENICKE	400.00	400.00
8/30/22	48993	5301-80 1121-00	Interlibrary Loan (ILL) Operating - PNC	Invoice: 31512003435788 ROMEO DISTRICT LIBRARY	34.97	34.97
8/30/22	48994	7005-01 1121-00	Designated Gift - Mis Operating - PNC	Invoice: 081522 NANCY RUSSELL	127.18	127.18
8/30/22	48995	6402-10 6401-00 6401-00 1121-00	Maintenance Supplie Service Contracts Service Contracts Operating - PNC	Invoice: 40057 Invoice: 39955 Invoice: 39955 SABER BUILDING SERVICES INC.	991.00 8,190.00 333.00	9,514.00
8/30/22	48996	5301-20 1121-00	Youth Books Operating - PNC	Invoice: M7275635 6 SCHOLASTIC INC	54.90	54.90
8/30/22	48997	5301-80 1121-00	Interlibrary Loan (ILL) Operating - PNC	Invoice: SPL 334 SOUTHFIELD PUBLIC LIBRARY	29.00	29.00
8/30/22	48998	5303-50 1121-00	Innovative Items Operating - PNC	Invoice: 080322 T-MOBILE	634.67	634.67
8/30/22	48999	5401-00 1121-00	Basic Phone Operating - PNC	Invoice: 253312 TELNET WORLDWIDE	213.83	213.83
8/30/22	49000	5701-30 5701-30 1121-00	Collection Agency Collection Agency Operating - PNC	Invoice: 6103567 Invoice: 6103576 UNIQUE MANAGEMENT SERVICES INC	275.80 68.25	344.05

**ROCHESTER HILLS PUBLIC LIBRARY**  
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Date	Check #	Account ID	Account Descriptio	Line Description	Debit Amount	Credit Amount
8/30/22	49001	2168-00 1121-00	Supplemental Ins W/ Operating - PNC	Invoice: 081922 UNUM LIFE INSURANCE - SUPP	42.51	42.51
8/30/22	49002	5206-40 1121-00	Other LTD Insurance Operating - PNC	Invoice: 081922 UNUM LIFE INSURANCE CO OF AMERICA	416.28	416.28
8/30/22	49003	5209-40 2168-00 1121-00	LTC Supplemental Ins W/ Operating - PNC	Invoice: 081822 Invoice: 081822 UNUM LIFE INSURANCE CO OF AMERICA	97.60 30.80	128.40
8/30/22	49004	5207-30 1121-00	Vision Insurance Operating - PNC	Invoice: 815846927 VISION SERVICE PLAN	222.07	222.07
8/30/22	49005	6401-00 1121-00	Service Contracts Operating - PNC	Invoice: 080122 WHITE BIRCH LANDSCAPE	2,670.00	2,670.00
8/30/22	49006	5201-40  1121-00	Other Medical  Operating - PNC	Invoice: 100008425459 HEALTH ALLIANCE PLAN	17,045.49	17,045.49
8/25/22	EFTAMAZON0	5301-10 5301-20 5301-30 5306-13 5306-10 5306-20 5303-30 5303-50 5301-50 5807-00 1121-00	Adult Books Youth Books Outreach Books Teen Video Games Adult DVDs Youth DVDs/Videos Outreach Audio & Vid Innovative Items Materials Processing Office Supplies Operating - PNC		685.12 624.62 79.90 359.94 45.99 9.89 361.39 249.22 85.49 18.38	2,519.94
8/25/22	EFTVISA0825	6100-60 6402-10 6200-20 5301-50 5805-00 6506-00 5940-00	Workshops/Conferen Maintenance Supplie Youth Programs Materials Processing IT Supplies Software Support/Mai 3D Printing/Makerspa		1,001.86 507.86 200.84 102.95 488.10 63.96 226.97	

**ROCHESTER HILLS PUBLIC LIBRARY**  
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<b>Date</b>	<b>Check #</b>	<b>Account ID</b>	<b>Account Descriptio</b>	<b>Line Description</b>	<b>Debit Amount</b>	<b>Credit Amount</b>
		6100-50	Professional Member		308.00	
		6200-50	Summer Reading		193.85	
		5807-00	Office Supplies		171.05	
		6200-10	Adult Programs		139.28	
		6402-00	Cleaning Supplies		93.80	
		5402-00	Postage/Shipping		417.99	
		6200-30	Outreach Programs		6.56	
		5301-10	Adult Books		232.63	
		7001-01	Misc. Reimbursable		88.68	
		1121-00	Operating - PNC	CAPITAL ONE BK(USA), NA		4,244.38
	<b>Total</b>				<b>143,930.34</b>	<b>143,930.34</b>



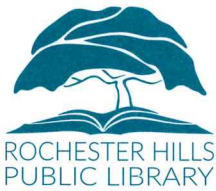
**Rochester Hills Public Library  
Supplemental Information  
August 2022**

Checks & EFT's - Operating Account			143,930.34
Net Payroll - Direct Deposit			126,454.98
Employee Benefit EFTs and Misc Debits -			
Payroll Taxes		42,124.62	
Employee FSA Debits - Wage Works		656.16	
Employer Pension Contributions - MERS		11,412.67	
Employee Deferred Contributions		8,356.81	
Bank/Merchant Fees		405.83	
ADP & WageWorks Fees		1,613.90	
NSF Checks		-	
		<b>TOTAL</b>	64,569.99
			<b>\$ 334,955.31</b>

# Communications



ROCHESTER HILLS  
PUBLIC LIBRARY



Date: 8-8-22

# Comment Card

500 Olde Towne Road  
Rochester, Michigan 48307-2043

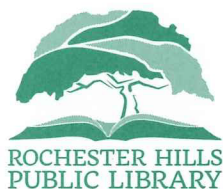


TOOL LENDING IS A GREAT IDEA. ♪ LAPTOP/HOT SPOT

IMPROVE: INCREASE QUANTITY of SOME OF THE TOOLS ♪ LAPTOPS/  
THAT HAVE HIGH DEMAND /WAIT LIST HOT SPOT

(Optional) Name: \_\_\_\_\_ Contact #: \_\_\_\_\_ Email: \_\_\_\_\_

For staff use only:



500 Olde Towne Road  
Rochester, Michigan 48307-2043

# Comment Card

Date 8/9/2022

Hi Aaron,

Thanks so much for helping us with sorting out our reservations at the Innovative Items / Help Desk counter! You were so attentive and we really appreciated how you took the extra time to double check that all the parts in the boxes were accounted for. HUGE KUDOS!

Optional: Name \_\_\_\_\_ Contact No. \_\_\_\_\_



Date: 8-25-22

# Comment Card

500 Olde Towne Road  
Rochester, Michigan 48307-2043



This group, Jackamo, was fabulous.  
Please have them back!

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

For staff use only:



500 Olde Towne Road  
Rochester, Michigan 48307-2043

# Comment Card

Date 9-6-22

To: JULIANE MORIAN,

I WISH TO EXPRESS MY APPRECIATION FOR THE SERVICE OF TIERNEY CZARTOSKI & HER ASSISTANT & THE PRODUCT OF THE 3D PRINTER THAT MADE AN INTERIOR PART FOR MY 1983 BUICK RIVERA THAT I COULD NOT OBTAIN ANYWHERE ELSE.

TIERNEY & ISAAC WERE VERY HELPFUL & MOST PLEASANT TO WORK WITH. I LOOK FORWARD TO THE NEXT OPPORTUNITY TO WORK WITH THEM AGAIN.

Optional: Name [REDACTED]

Contact No.



500 Olde Towne Road  
Rochester, Michigan 48307-2043

# Comment Card

Date \_\_\_\_\_

AARIN / COMPUTER ROOM

AARIN IS VERY HELPFUL, COURTEOUS, AND KNOWLEDGEABLE, HE IS A VERY GOOD EMPLOYEE

Optional: Name [REDACTED]

[REDACTED]

Follow up on your RHPL comment card

1 message

Juliane Morian <juliane.morian@rhpl.org>

Wed, Aug 10, 2022 at 11:41 AM

To: [Redacted]

Hi [Redacted]

Thank you for taking the time to complete a comment card at the Rochester Hills Public Library and conveying your thoughts about the Pride Month display in Teen Services. Your support of this display is noted. One of the library's strategic goals is to create a welcoming space for enjoyment and discovery.

I will share your feedback with the Board of Trustees at their next meeting.

--Juliane

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



ROCHESTER HILLS  
PUBLIC LIBRARY

Date: 8-9-2022

500 Olde Towne Road  
Rochester, Michigan 48307-2043

Comment Card



Hello, I was thrilled today to see your exclusive and affirming "Pride Month" Display. The placement is so effective in the Teen Area. I was also moved by the statement "BE Yourself". You will never know what life you have saved by this brave and appropriate

(Optional) Name:

Contact #

Email

For staff use only: action: Everyone must be accepted et included. Every person is a valued life.

Juliane,

Just wanted to thank  
you and your team for  
sending and starting the  
Bookmobile for the State of  
the City Black Party. The  
library is such an asset to  
our community.





**Kevin Palmer**

★★★★★ 3 days ago

It's the library! How can it not be the best?!?!



**Rochester Hills Public Library (owner)**

1 min ago

*Thank you for your five-star review, Kevin! It makes our day. :)*

**Google review, 8.13.22**



**Jake Sus**

★★★★★ 29 mins ago

Great library with a nice garden to read in when the weather permits. If you come here to talk on your phone, I loathe everything about you.



**Rochester Hills Public Library (owner)**

Just now

*Thanks, Jake, for your five-star review. RHPL certainly has one of the most beautiful gardens in the Rochester area. While we hope patrons are respectful about noise, libraries are community centers and gathering spaces for all. Study rooms offer a quiet space. Thanks again for your review; we're glad you enjoy visiting the library.*

**Google review, 8.25.22**



**Dick Amacher**

★★★★★ 4 days ago

The Rochester Hills Public Library supported by Rochester Hills, Rochester and Oakland Township, Michigan. This beautiful building and expansive collection is a great place to look for hard copies, read periodicals or just hang out to do quiet work.



**Rochester Hills Public Library (owner)**

4 mins ago

*Thank you, Dick, for your five-star review and great summary about the library! We appreciate it.*

**Google review, 8.26.22**



Parastoo Rahimi

★★★★★ 4 days ago

Nice seating areas. Has coffee and vending machine. Sometimes people do speak loud but for the most part it's quite. 5min walking distance from restaurants.



Rochester Hills Public Library (owner)

Just now

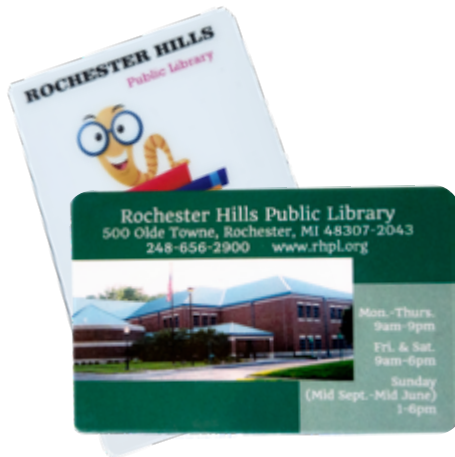
*Thank you, Parastoo, for your five-stars and lovely review of the library. :)*

**Google review, 8.26.22**





# September is National Library Card Signup Month!



**Rochester Hills Public Library would like to partner with downtown businesses, retailers, and restaurants on a special promotion for the month of September.**

RHPL patrons who show their library card during the month of September would receive a discount or other offer from your business, shop, or restaurant. RHPL will promote the offers on our website, social media accounts, and in our monthly eNewsletter that is sent to over 37,000 subscribers.

**Please let us know if you are interested in participating by filling out this online form before August 29:**  
[bit.ly/3QH5WMc](https://bit.ly/3QH5WMc)

Questions? Call RHPL's PR team at 248-650-7124 or send an email to [publicrelations@rhpl.org](mailto:publicrelations@rhpl.org).

## Garden Club scholarships *Continued from page 16*

Kelly is majoring in Environmental Studies and Sustainability at Michigan State University and, upon graduating, would like to work for either the public or private sectors as an environmental specialist or a policy analyst. Kelly's love of nature and plants was nurtured in her grandmother's garden when she was a little girl. Her teacher in AP Environmental Science, Mr.

Shurter, encouraged her interest in this field. She is passionate about helping the environment and working to address the problem of climate change.

Mena is attending the University of Michigan's College of Engineering and is interested in ultimately pursuing a PhD in either environmental, biomechanical or mechanical engineering. She has shown strong leadership skills through her high school years and is committed to using her talents to better our world.

Funds for these college scholarships and all the other charitable donations made by the Rochester Garden Club are from the annual Gifts and Greens Market, a Rochester holiday tradition for over 70 years. This year, the market will be held at Abiding




Kelly Dunn



Mena Nasiri

Presence Lutheran Church on Walton Boulevard. To learn more, visit [RochesterGardenClub.org](http://RochesterGardenClub.org) or our Facebook page for details on this friendly, fun and vital local organization.



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## Ms. Senior Michigan 2022 receives proclamation from Mayor

By Lynne Cobb

On July 25, Rochester Hills Mayor Bryan Barnett presented Madhuri Agarwal, a Rochester Hills resident and Ms. Senior Michigan 2022, a proclamation on behalf of the city.

During the city council meeting at City Hall, with many Rochester Hills residents present, along with Madhuri's husband, Arun Agarwal, and her sister, Deb Lines, in attendance, the proclamation was read:

"In search for the gracious lady who best exemplifies the dignity, maturity and inner beauty of all Michigan senior citizens and Ms. Senior Michigan women who

have reached the "Age of Elegance." Mayor Barnett also stated that he has seen Madhuri at many events.

"It was a great feeling," shared Madhuri, as she received the proclamation.

"I was at Borden Park for the fireworks, wearing my crown and banner," she said, "enjoying the evening. Our mayor was there, too."

Madhuri was also at the Clarkston Fourth of July Parade, and was in the second car leading, waving to the crowds along the parade route.

"I have been extremely busy on a daily basis, either going to events and doing



appearances, even entertaining in a nursing home. I've also been helping with charitable events, such as collecting school supplies as well as sleepers for a neonatal intensive care unit (NICU) at a hospital in Detroit, and so much more." Madhuri also celebrated India Independence Day by participating in parade in Novi.

## Rochester Hills Public Library presents "Autumn Serenade"

The Rochester Hills Public Library invites you to spend an afternoon with Kelly and Darryl Roenicke, a husband-and-wife violin and piano duo, for a performance of classical works by American composers Amy Beach, Clara Schumann, and George Gershwin on Sunday, September 18 at 2 p.m. in the library's Multipurpose Room. Kelly is a teacher and performer in metro Detroit who has appeared in concert with Richard

Marx, Divo, Manheim Steamroller, and Amy Grant, among others. Darryl is a regular performer in metro Detroit and can be seen playing piano at the Franklin Hills Country Club and Cliff Bell's.

This event is open to RHPL cardholders. Registration is required. To register, visit [calendar.rhpl.org](http://calendar.rhpl.org) or call 248-656-2900.

See more RHPL programs on page 21





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**248.274.6516**  
[drjanellemackowiak@gmail.com](mailto:drjanellemackowiak@gmail.com)

Doctor of Naturopathic Medicine  
Chiropractor  
Certified Functional Medicine Practitioner

Where Your Health Blooms!

COMMUNITY

# Rochester Grangers Vintage Base Ball Match

The Rochester Grangers will play a vintage base ball match against the Royal Oak Wahoos on Saturday, September 17 at 1 p.m. at the Rochester Hills Museum at Van Hoosen Farm, 1005 Van Hoosen Road, off Tien-

ken Road in Rochester Hills. There is no cost or need to register to attend the game. Please note: Always verify date and time as match day approaches, as date is subject to change.

The Rochester Grangers

existed as a base ball club as early as 1871. Vintage base ball is played representing a time period when gentlemen played for leisure and not for competition. You will not see any spitting, sliding, or wagering at these

matches. Home matches are played at the museum and guests should bring their own chairs or blankets, cool drinks, and sun protection. For more information, call 248-656-4663 or visit [rochesterhills.org/museum](http://rochesterhills.org/museum).



Grangers Vintage Base Ball

## Rochester Hills Public Library programs

### "My Amazing Journey" with author and speaker Ron Sandison

Rochester Hills Public Library welcomes Ron Sandison, author, speaker, and mental healthcare worker, on Thursday, September 8, at 7 p.m. in the Multipurpose Room for the program, "My Amazing Journey," where he'll share his experiences with autism and the challenges of learning social skills and handling sensory issues. Sandison uses humor in his presentations and stories about being a dad with autism and having three nationally published books. Attendees will receive practical insight into helping individuals with autism learn skills for employment and relationships. Copies of his books are available for checkout at RHPL.



### Living with Dementia, Part III

The Rochester Hills Public Library presents the third program in the series, "Living with Dementia," with Vicki Klanke, RN, CDP, on September 15 at 7 p.m. in the library's Multipurpose Room. Klanke will explain the positive physical approach to dementia, which incorporates current knowledge about the neuropsychology of dementia.

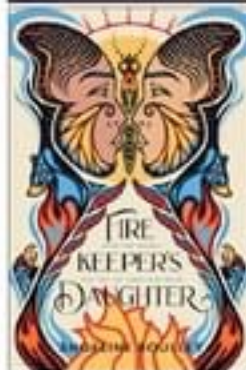
Klanke is a nurse consultant/educator with over 43 years of experience as a registered nurse and is a certified Teepa Snow dementia trainer and dementia practitioner NCCDP.

These programs are open to RHPL cardholders. Registration is required. To register, visit [calendar.rhpl.org](http://calendar.rhpl.org) or call 248-656-2900. To apply for a library card, visit [rhpl.org/services/get-library-card](http://rhpl.org/services/get-library-card).

### An Evening with Angeline Bouley

Rochester Hills Public Library is pleased to present, "An Evening with Angeline Bouley," at 7 p.m. on September 20, hosted on the online Zoom platform. Bouley is a Michigan author, young adult novelist, and a Native American education advocate. Her debut novel, *Firekeeper's Daughter*, was an instant #1 New York Times bestseller. You won't want to miss this engaging interview and discussion with Ms. Bouley about her life, writing career, and becoming a bestselling author. She will also give insight about adapting the novel into a Netflix series with President Barack Obama and Michelle Obama's production company, Higher Ground.

This program is open to the public. Registration is required. To register, visit [calendar.rhpl.org](http://calendar.rhpl.org) or call 248-656-2900.



More programs at [rhpl.prg](http://rhpl.prg)

COME THIS WEEKEND SEPT. 3, 4 & 5

# Viking Invasion

Beard Competition • Tattoo Contest  
Wine Tastings • Full Armored Contact Joust  
Meet the New Royals • Costume Contest  
The Great Blake Wallenda

## Blood Drive!

FREE Ticket BOTH WEEKENDS when you donate BLOOD @ the festival, to help save a life!

## Food Drive!

BUY 1, GET 1 FREE Ticket! BOTH WEEKENDS when you donate 4 cans of food @ the festival box office!

2022 MICHIGAN Renaissance Festival

Weekends & Labor Day • Aug. 20 - Oct. 2

Festival Friday, Sept. 30

10am - 7pm • Rain or Shine!

FREE Parking! • 248.634.5552

MichRenFest.com • #MichRenFest

DISCOUNT TICKETS AVAILABLE AT PARTICIPATING:

THINGS TO DO

## **Oakland County community calendar Aug. 7 and beyond**

- Rochester Hills Public Library, 500 Olde Towne Road, Rochester, to host Jerry Chevrier of the Oakland Astronomy Club presenting “Cool Things in the Universe,” at 7 p.m. Aug. 11, open to RHPL cardholders. Registration is required at [calendar.rhpl.org](http://calendar.rhpl.org) or call 248-656-2900.

**Oakland Press, August 7, 2022**

THINGS TO DO

## **Oakland County community calendar Aug. 14 and beyond**

- Rochester Hills Public Library, 500 Olde Towne Road, Rochester, Summer Concert Series: Jackamo, 6 p.m. Aug. 25 Rochester Hills Public Library, 500 Olde Towne Road, Rochester, on the library’s West Lawn, bring a blanket or low-back lawn chairs. If inclement weather, performances will be inside the library, open to the public, registration is required at [rhpl.org/localhop-calendar#/events](http://rhpl.org/localhop-calendar#/events) or call 248-656-2900.

**Oakland Press, August 14, 2022**

# The 10 Best Libraries in Michigan!

By Steve Anderson

## Rochester Hills Public Library, Rochester Hills, MI

From book signings and other special events to a community bookmobile, the Rochester Hills Public Library in Rochester Hills is one of Michigan's leading lights in libraries. They've even got a string of downloadable books and magazines, which can be downloaded or read as part of a web browser. The eBooks actually return themselves automatically at the end of the lending duration, so there's never an overdue fee involved. That combination of technology and old-fashioned community devotion makes Rochester Hills a winner.

Best Things in Michigan (Americantowns Media), August 18, 2022

### THINGS TO DO

## Metro Detroit entertainment Aug. 19 and beyond

- Jackamo: Aug. 25, Rochester Hills Public Library, 500 Olde Towne Road, Rochester, on the library's West Lawn, bring a blanket or low-back lawn chairs. If inclement weather, performances will be inside the library, open to the public, registration is required at [calendar.rhpl.org](http://calendar.rhpl.org) or call 248-656-2900.

Macomb Daily, August 18, 2022

THINGS TO DO

## Oakland County community calendar Aug. 21 and beyond

- Rochester Hills Public Library, 500 Olde Towne Road, Rochester, Summer Concert Series: Jackamo, 6 p.m. Aug. 25, Rochester Hills Public Library, 500 Olde Towne Road, Rochester, on the library's West Lawn, bring a blanket or low-back lawn chairs. If inclement weather, performances will be inside the library, open to the public, registration is required at [rhpl.org/localhop-calendar#/events](https://rhpl.org/localhop-calendar#/events) or call 248-656-2900.

Oakland Press, August 21, 2022

THINGS TO DO

## Oakland County community calendar Aug. 28 and beyond

- Rochester Hills Public Library (RHPL), 500 Olde Towne Road, Rochester. September is Library Card Sign-Up Month when libraries nationwide join the American Library Association to remind the public that signing up for a library card is the first step on the path to academic achievement and lifelong learning. RHPL has partnered with several downtown Rochester businesses to provide special offers and discounts to library cardholders during the month of September. Simply show your RHPL card when shopping to receive special offers. For information, visit [rhpl.org](https://rhpl.org). To sign up for a library card or to learn more about the library's resources and programs, visit [rhpl.org/services/get-library-card](https://rhpl.org/services/get-library-card). call 248-656-2900

Oakland Press, August 28, 2022

# Library Director's Report



ROCHESTER HILLS  
PUBLIC LIBRARY

# Director's Report

## September 12, 2022

### 1. RHPL Summer Reading summary

1,491 patrons signed up for summer reading in 2022, which was flat growth compared to the prior year. There was a dramatic increase in engagement, however, which was up by 72%. Engagement measures how much the individual interacted with the logging app. Patrons were able to log daily reading, rate books and provide reviews, and complete non-reading challenges in order to earn other badges and prizes.

One of the best way to measure the success of a summer reading program is to track how many people continued to participate after initially signing up for summer reading, given the goal to keep people, especially school-aged children, reading all summer long so that they can maintain or improve their reading abilities. In 2022, we saw strong logging in the first six weeks of the summer that then tapered off in the final three weeks. The overall completion rate was low compared to prior years, with only 216 people earning the completion badge, but the data may be skewed because patrons needed to read every day in order to earn it. Staff examined patterns of reading and logging and determined that if we had relaxed the metric to a more bite-sized goal (for example requiring 3-4 days within the week to read instead of 7) the completion rate would be approximately 30% which is a standard rate in most years. This analysis will help make a stronger program next summer when staff develop new goals for summer reading metrics.

### 2. Public Library Impact, Communication, and Responsiveness Cohort

I was invited to join a cohort of library directors serving Class IV-VI libraries that will discuss contemporary issues in public librarianship over the next year. While there will be a common theme of crisis management running throughout the sessions and individuals topics range from how to leverage social media effectively to telling our story with data visualization. This group is sponsored by the Library of Michigan in conjunction with the UM School of Information science. I am one of 25 members and my training culminates in professional media training session (with an estimated value of \$625).

### 3. Library Card Sign Up Month

RHPL has collaborated with a variety of Rochester businesses through the Downtown Development Authority to partner in promoting National Library Card Signup Month in September. By showing one's library card, the individual can receive a discount at the participating business. Participating businesses are listed on the website and highlighted through various social media promotions.

### 4. Collaborations with the Rochester Regional Chamber of Commerce

The Rochester Hills Public Library is a member of the Rochester Regional Chamber (RRC). I will be attending the Rochester Regional Chamber's Sunrise Pinnacle Award ceremony in October. RHPL is a past recipient of the Pinnacle Award for "Outstanding Community Service" in 2014.



Additionally, I have been encouraged to apply for the RRC Greater Rochester Leadership program, which has been dormant for the past two years due to the pandemic. Leadership Rochester is back in 2023 with an elite class size of 15 members.

**5. Upcoming Events**

September 20, 2022	Author presentation with Angeline Bouley, “Fire-Keeper’s Daughter”
September 27, 2022	Friends of RHPL Board Meeting, 7pm
October 7, 2022	Rochester Regional Chamber Sunrise Pinnacle Award Ceremony, 7:30am
October 10, 2022	RHPL Board of Trustees Meeting, 7pm
October 19-21, 2022	Michigan Library Association Conference (Port Huron)
October 25, 2022	Friends of RHPL Board Meeting, 7pm
October 27, 2022	Friends of RHPL Annual Meeting, 6:30pm (Conference Room A)
November 11, 2022	Library Closed for RHPL Staff In-Service (all day)
November 14, 2022	RHPL Board of Trustees Meeting, 7pm

## Statistical Report - Usage for the month of August 2022

### Circulation

Main Library	Previous YTD	Current YTD	This Month LY	This Month	MTM Change
Staff-Assisted Checkouts	120,894	106,689	14,574	13,934	-4.4%
Self Checkouts	224,698	243,922	33,790	34,165	1.1%
Renewals	356,178	408,610	59,103	56,263	-4.8%
e-Materials Circ	133,573	160,836	16,228	20,862	28.6%
Outreach	Previous YTD	Current YTD	This Month LY	This Month	MTM Change
Bookmobile Circ	12,097	29,522	2,996	1,835	-38.8%
Mini-Branch Circ	8,736	11,969	1,452	1,438	-1.0%
OTBS Circ	59,419	56,050	7,027	7,791	8.1%
OTBS Polaris	465	616	48	102	112.5%
Interlibrary Loans	Previous YTD	Current YTD	This Month LY	This Month	MTM Change
MelCat borrowed	12,396	12,124	1,689	1,655	-2.0%
MelCat loaned	9,087	17,283	2,027	2,533	25.0%
<b>Total Circulation</b>	<b>937,543</b>	<b>1,047,621</b>	<b>138,934</b>	<b>140,578</b>	<b>1.2%</b>

### Other Usage Statistics

	Previous YTD	Current YTD	This Month LY	This Month	MTM Change
In-Person Visits	134,592	234,235	27,910	32,969	18.1%
Public Room Bookings	3	286	3	32	∞
Study Room Bookings	689	4,869	453	634	40.0%
Programs for Adults	118	106	8	8	0.0%
Attendance (Adults)	2,618	2,554	176	196	11.4%
Programs for Children	87	74	8	5	-37.5%
Attendance (Children)	4,235	4,111	489	284	-41.9%
Computer Signups	6,707	10,526	1,319	1,571	19.1%
Wireless Users	23,436	41,893	5,519	6,263	13.5%
Unique Website Hits	124,827	131,290	14,499	16,094	11.0%
Social Media Follows	98,845	105,289	12,602	13,522	7.3%
Social Media Engage	1,291,683	1,525,347	271,672	204,623	-24.7%
Database Hits	46,012	45,061	5,379	5,051	-6.1%
Volunteer Hours	2,378	3,045	351	360	2.6%

### Number of Library Card Holders

### Number of Items

Municipality	This Month LY	This Month	% Total	Type of Material	This Month LY	This Month
Rochester Hills	44,736	47,200	65.6%	Print Materials	228,005	243,421
Rochester	7,828	10,027	13.9%	Audio Materials	17,607	18,382
Oakland Township	9,262	10,250	14.2%	Video Materials	45,867	44,804
Michicard	174	285	0.4%	Other Materials	431	430
Non-residents	3,656	4,192	5.8%	E-Material	23,610	23,003
<b>Total Card Holders</b>	<b>65,656</b>	<b>71,954</b>	<b>100%</b>	<b>Total Holdings</b>	<b>315,520</b>	<b>330,040</b>

## **Committee Updates**



ROCHESTER HILLS  
PUBLIC LIBRARY

## Whistleblower Policy

### Policy Statement

The Rochester Hills Public Library (“Library”) is committed to the highest standards of conduct and ethics. It is the responsibility of all trustees, officers and employees to report violations of the law or applicable rule or regulation or suspected violations in accordance with Michigan Whistle Blowers Policy Act (PA 469 of 1980). The Library will investigate suspected inappropriate behavior or misuse of Library resources by employees, trustees, or volunteers, communicate a reporting process, and provide safeguards against retaliation for the reporting entity.

---

### Regulations

1. Inappropriate workplace behavior as enumerated in *Work-1 Employee Conduct Policy*, fraudulent or dishonest use or misuse of Library resources or property with the intent of obtaining an unauthorized benefit includes (but is not limited to) the following:
  - a. Rude or inappropriate behavior to or harassment of customers and other employees.
  - b. Possessing, using or being impaired by or having one’s performance affected by intoxicating beverages, narcotics or controlled or illegal substances on library property.
  - c. Engaging in criminal conduct whether or not related to job performance.
  - d. Forgery or alteration of documents
  - e. Unauthorized alteration or manipulation of files
  - f. Fraudulent financial reporting
  - g. Misappropriation or misuse of resources, such as funds, supplies, or other assets
  - h. Authorizing or receiving compensation for goods not received or services not performed
  - i. Authorizing or receiving compensation for hours not worked
  - j. Theft at the Point of Sale
2. All Library staff, trustees, and volunteers are encouraged to report concerns about actual or potential inappropriate behavior, fraudulent or dishonest use or misuse of Library resources or property to the Library Director or to a Board member. A person reporting a concern may request anonymity, but where a concern is reported anonymously, it must be in writing.
3. All reports will be followed up promptly and an investigation will be conducted.

Whistleblower Policy

4. Any person reporting, receiving, or knowing of a report shall take reasonable care to avoid baseless allegations, violations of a person’s legal rights or premature notice to others outside of the investigation of a person’s suspected misconduct. Any allegations which prove to have been made maliciously or where the employee knew or should have known that the information reported or provided is false or frivolous will be viewed as a serious disciplinary offense.
5. The Library Director shall communicate any actual or potential fraudulent or dishonest use or misuse of Library resources or property to the President of RHPL Board of Trustees, or to another Board member.
6. The Library, at its discretion, may work with an auditor, attorney, or other independent persons in reviewing and analyzing the report.
7. The Library Director or Board of Trustees shall document a summary of the receipt, retention, investigation, outcome of the initial report and any corrective action taken. The whistleblower entity will be updated as appropriate.
8. The Library shall use its best efforts to protect the reporting entity against retaliation. Whistleblowing reports shall be handled with sensitivity, discretion, and confidentiality to the extent allowed by circumstances and the law. Whistleblowers who believe that they have been retaliated against may file a written grievance with the Library Director or President of the RHPL Board of Trustees. The Library may take disciplinary action, up to and including termination of employment, against an employee who is found to have engaged in retaliatory conduct in violation of this policy.

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Approved: XXXX XX, XXXX  
 Rochester Hills Public Library Board of Trustees

## Capital Asset Policy

### Policy Statement

The Rochester Hills Public Library (“Library”) has established a capital asset policy to provide accountability and safeguard capital assets owned by the library. Capital assets are those used in daily operations and have an estimated useful life of two or more years.

### Regulations

1. The Board of Trustees confirms a monetary threshold for capitalizing assets in the Financial Guidelines to determine whether a given asset should be reported on the Library’s balance sheet.
2. The Library Director is responsible for the overall management of the capitalization procedures and ensures a strong internal controls environment.
3. Capital assets will be recorded at actual cost and include all ancillary costs, such as shipping, professional services that can be directly related to the asset.
4. In compliance with Governmental Accounting Standards Board Statement 34 (GASB 34), the library’s material collection – the aggregate of all books, CDs, DVDs, and other materials with a useful life of more than two years – regardless of the original cost of individual items, will be considered a capital asset.
5. Donated or grant-contributed items are assigned values for accounting and asset management purposes. Donated items or contributed assets should be recorded at their fair market value on the date donated or acquired.
  - A. Items donated for the materials collection are handled differently than other assets. *(See MGT-5 Gifts and Donations Policy.)*
6. Estimation of useful life for capital assets is based on the Library’s past experience, industry standards, and warranty expirations. Useful life is defined for each asset class as follows:

Category	Useful Life
Land	Not Depreciated
Buildings and Improvements	30-40 years
Improvements Other Than Buildings	5-40 years
Appliances	12 years
Furniture, Fixtures	5-8 Years
Electronic/Other Equipment	3-10 years
Computer/Electronic/Small Equipment	3-5 years

Capital Asset Policy

Vehicles	5-10 years
Materials Collections	4 years

7. For assets under construction, costs will be accumulation in a Construction in Progress account and will be reported as such on financial statements.
8. Capital assets will be assigned a property number and records will be maintained that include identifying information and location.
9. An inventory of capital assets will be conducted by the Library Accountant/HR Coordinator at least every other year as practical to fiscal year-end.
10. The Library will evaluate prominent events or changes in circumstances on an annual basis to determine whether an impairment of a capital asset has occurred. A capital asset generally should be considered impaired if both a) the decline in service utility of the asset is large in magnitude and b) the event or change in circumstance is outside the normal life cycle of the capital asset. If a library asset is determined to be impaired, the loss/gain, separate from any insurance recoveries, will be recorded and reported on the Library’s financial statements as indicated by GASB 42 (Governmental Accounting Standards Board Statement 42).
11. Capital assets shall not be transferred or decommissioned, disposed of, or destroyed without prior approval of the library director. Decommissioned items with any remaining useful life will be transferred to the Friends of RHPL for public sale, offered for public sale as part of a library sale (separate from the Friends of RHPL), or offered as donated assets to other libraries and/or local organizations.
12. In the event that a capital asset is suspected stolen, staff members should notify the library director and file a police report.

## Reconsideration of Library Materials Policy

### Policy Statement

The library board recognizes the right of individuals to question materials in the library collection. The board of trustees further recognizes that democracy functions only if a range of human ideas is accessible to the people and if proponents of various points of view are able to fully and openly make their cases, however popular or unpopular they may be. This principle is guaranteed in the First Amendment of the Constitution of the United States which protects the free expression of ideas. It is exemplified by public libraries which provide access to those ideas in accordance with the American Library Association's Library Bill of Rights. Thus, the library collection, protected by the First Amendment, is a marketplace of ideas which are contained in varied and divergent materials.

---

### Regulations

1. The inclusion of an item or resource in the Library's collections is not an endorsement of a particular point of view or philosophy and the patron's choice of library materials for personal use is an individual matter. The Library's Material Selection Policy governs the criteria and manner of selection. While a person may reject materials for himself or herself and for his or her children, he or she cannot exercise censorship to restrict materials access to any others. Responsibility for the use of materials by children and adolescents rests with their parents or legal guardians.
2. A resident who objects to an item already in the collection or made electronically accessible by the library should discuss the reasons with a librarian for an explanation of the library's criteria for selection, acquisition or access.
3. Members of the public may not relocate books or other materials to which they object in an attempt to limit access for other patrons. Members of the public are subject to all policies of the Library, including the Code of Conduct, while pursuing any challenge to Library materials.
4. Residents in the service area can request a professional staff evaluation of material, which will be completed by a minimum of two librarians who are familiar with the collection and the intended audience, appointed by the library director. Professional staff evaluation of materials will be completed within 14 days per title and will be communicated in writing to the resident. Evaluation will consist of, but is not limited to, a close reading of the entire work, professional reviews, item usage statistics, press coverage and critical acclaim, and awards.
5. The item in question will be retained in the library's circulating collection until the professional staff, the library director, or the library board completes the review process and makes a determination.
6. The library director will evaluate if the material in question was acquired according to all Library policies, including the Material Selection Policy, and makes the final decision to retain, remove, or re-catalog the item. The library director will



## Reconsideration of Library Materials Policy

communicate that decision in writing to the resident. The resident in the library's service area may appeal the decision to the library board by completing and signing the *Statement of Concern Regarding Library Resources* form in full. Incomplete forms will be referred back to the resident

- A. Items must be evaluated as a complete work, not excerpts.<sup>1</sup>
  - B. Items cannot be banned from a library collection based on personal viewpoint as the only criteria for the request for removal.<sup>2</sup>
7. The library director and a minimum of one library trustee, appointed by the board president, will review the material in question and the resident's *Statement of Concern Regarding Library Resources*. Within 90 days of both receipt of the form and a copy of the title for evaluation, the reviewers will provide a recommendation to the board.
  8. The patron will be informed of the trustees' decision regarding the appeal. The decision of the library board is final.
  9. Items previously reviewed and retained by the library board shall not be reconsidered for removal for two years.
  10. The library collection will be organized and maintained to facilitate access. Any labeling, sequestering or alteration of materials because of controversy surrounding the materials will not be sanctioned.

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Approved:

Rochester Hills Public Library Board of Trustees

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<sup>1</sup> Michigan Compiled Laws Public Act 343 of 1984

<sup>2</sup> Board of Education, Island Trees Union Free School District No. 26 v. Pico, 457 U.S. 853

Rochester Hills Public Library
Statement of Concern Regarding Library Resources

The Board of Trustees of Rochester Hills Public Library has authorized the use of this form as part of its Reconsideration of Library Materials policy and pursuant to all applicable laws at the state and federal level. Completed forms should be returned to the Library Director. Incomplete forms will be sent back to the resident.

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

Address: \_\_\_\_\_

\_\_\_\_\_ Phone/email \_\_\_\_\_

Resident represents: \_\_\_Self\_\_\_ Organization: \_\_\_\_\_

Title of Item: \_\_\_\_\_

Author/Composer, etc.: \_\_\_\_\_

Format (e.g., book, CD, DVD, eBook): \_\_\_\_\_

Have you already received a professional staff evaluation of this material? \_\_\_ Yes
(Professional staff evaluation of the material precedes any appeal to the library board.)

Did you read, view or listen to the entire work? \_\_\_ Yes
(Residents must read, hear, or view, the entire work to have their appeal considered by the board.)

What specifically concerns you about this material? Note specific page number(s) or time stamp(s) on audiovisual items.

\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

(Optional) In its place, what work of equal literary quality would you recommend the library purchase that would cover the same subject or content?

\_\_\_\_\_

Do you wish to have this form reviewed in private, closed session by the Board?
\_\_\_ Yes, closed session \_\_\_ No, I waive my right to library privacy for this matter

Signature of resident: \_\_\_\_\_

1 Michigan Compiled Laws Public Act 343 of 1984

## Other Business



ROCHESTER HILLS  
PUBLIC LIBRARY