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 11, 2023 – 7 p.m.

Agenda

I. Call to order of the regular meeting

II. Public Comments*

III. Minutes of regular meeting on August 21, 2023

IV. Treasurer's Report for August 2023

V. Monthly bills for August 2023 in the amount of $376,849.86

VI. Communications

   a. Email correspondence regarding controversial groups meeting at the library
   b. Customer Comments
   c. Press Coverage

VII. Reports

   a. Library Director
   b. Statistical Report

VIII. Committee Updates

   a. Centennial Celebration
   b. Policy
      i. MGT 18 – Fund Balance Policy (new)
      ii. PAY 4 - Holiday Pay Policy (adds a personal floating holiday for regular staff)
   c. Director's Evaluation

IX. Other Business

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

August 21, 2023

I. The Board of Trustees of the Rochester Hills Public Library held a regular meeting on Monday, August 21, 2023. 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. Bob Bonam was absent and excused.

Guests included Library Director Juliane Morian and Oakland Township Library President, Michael Tyler. Alice Moo, City of Rochester liaison was absent and excused.

Two members of the public were present.

II. Public Hearing on the proposed 2024 RHPL Budget Plan
   A. Ms. Lawson opened the public hearing on the proposed 2024 RHPL Budget Plan and solicited feedback from the public. There was no public comment and the public hearing was closed at 8:02pm.

III. Public Comments – None

IV. Minutes
   A. On a motion by Mr. Stouffer, which Ms. Deel seconded, the board unanimously approved the regular meeting minutes from July 17, 2023 with no discussion.

V. Treasurer's Report was reviewed and filed.

VI. Monthly Bills
   A. On a motion by Ms. Deel, which Mr. Stouffer seconded, the board unanimously approved the monthly bills for July 2023, which totaled $376,656.48.

VII. Communications
   A. The board reviewed the communications with some discussion on programming, newsletter layout, and comments about a staff member choosing to wear a mask.

VIII. Director's Report and Statistical Report
   A. The board reviewed and filed the director's and statistical report with minor discussion on programming statistics and how youth programs showed a 105% increase in programming. Ms. Morian offered that it was likely due to the fact story time sessions resumed in the latter half of 2022, but not for the duration of the entire year like they had in 2023.

IX. Committee Reports
   A. Finance Committee

1. Mr. Tyler stated that he proposed a 2024 Budget Plan to the Oakland Township Library Board that includes $100,000 allocated for a capital project developed to increase library access to Northern Oakland Township residents.
2. On a motion by Mr. Stouffer, seconded by Ms. Deel, the board unanimously approved the budget plan for 2024 and appropriated $5,633,000 to the general fund for the 2024 fiscal year with no discussion.

B. Director's Evaluation Committee – Ms. Lawson reported that the committee is composed of Mr. Bonam, Ms. Reyes, and herself and work is underway. She stated that she would like to see the guidelines for reviewing the Library Director updated in 2023.

X. Other Business - none

XI. Board Comments

A. Ms. Deel asked for an update on progress regarding a major building improvement. Ms. Morian said she is in the process of interviewing general contractors who will assist with a significant renovation on the first floor lobby and first-floor bathrooms. A construction manager can then be tasked with providing a detailed cost-estimate and timeline for project completion, which will be presented to the board.

XII. Questions from the Liaisons - none

XIII. The regular meeting adjourned at 9:06 pm.

_____

Anne Kucher, Secretary

Treasurer's Report

ROCHESTER HILLS
PUBLIC LIBRARY

ROCHESTER HILLS PUBLIC LIBRARY
Balance Sheet
August 31, 2023

ASSETS

Current Assets			
Circ Registers/Coin	$ 2,020.00		
PNC			
Payroll	8,857.93		
New Operating Fund PNC	142,626.25		
UBS			
Operating - UBS	3,175,279.12		
OTBS	0.00		
Plant	110,579.57		
Roof	430,377.14		
Self-Insurance	7,652.24		
Vanguard	15,871.36		
Total Current Assets			3,893,263.61
Other Current Assets			
Total Other Current Assets			0.00
TOTAL ASSETS		**$**	**3,893,263.61**

LIABILITIES AND FUND BALANCE

Current Liabilities			
Staff Cash (pop cans)	$ 122.10		
Flexible Spending W/H Payable	(862.88)		
Supplemental Ins W/H Payable	523.62		
Total Current Liabilities			(217.16)
Fund Balance			
Prior Years' Balance	1,883,356.60		
Current Year Operations	2,010,124.17		
Total Fund Balance			3,893,480.77
TOTAL LIABILITIES & FUND BALANCE		**$**	**3,893,263.61**

Rochester Hills Public Library
Budget vs Actual
For the Period January 1, 2023 through August 31, 2023

	Current Month	YTD Actual	YTD Budget	YTD Variance	Annual Budget
Revenues					
Rochester Hills	162	3,075,561	3,037,230	38,331	3,037,230
City of Rochester	0	460,676	446,812	13,864	537,680
Oakland Twp	0	873,473	884,948	(11,475)	966,100
State Aid	55,860	152,014	147,800	4,214	147,800
OTBS	0	150,480	150,000	480	150,000
Penal Fines	0	146,748	153,100	(6,352)	153,100
Fines and Fees	4,936	40,867	33,333	7,534	50,000
Interest	1,553	15,676	1,333	14,343	2,000
Gains/Losses	9,706	61,990	0	61,990	0
Designated Gifts	1,540	4,315	6,667	(2,352)	10,000
Undesignated Gifts	728	7,819	0	7,819	37,800
Undesignated Gifts-Friends	0	0	0	0	171,000
Grants	0	0	2,667	(2,667)	4,000
Miscellaneous Revenue	26,429	45,749	2,793	42,956	4,190
Transfer-ReservedOTBS	0	0	0	0	0
Transfer-ReservedPlant	0	0	0	0	0
Total Revenues	100,914	5,035,368	4,866,683	168,685	5,270,900
Expenditures					
Payroll	181,115	1,515,175	1,705,201	(190,026)	2,557,800
Employee Benefits	45,660	349,540	385,798	(36,258)	578,700
Books	27,479	185,682	240,000	(54,318)	360,000
Print Subscriptions	1,507	13,395	10,000	3,395	15,000
Electronic Materials	18,886	184,178	212,733	(28,555)	319,100
Innovative Items	1,312	14,519	17,333	(2,814)	26,000
Audiovisual	5,358	45,519	79,933	(34,414)	119,900
Bookmobile Operation	1,242	9,382	16,667	(7,285)	25,000
OTBS	163	3,188	4,333	(1,145)	6,500
Voice and Data Services	873	4,308	17,334	(13,026)	26,000
Utilities	14,353	114,686	109,333	5,353	164,000
Insurance	23	2,104	12,667	(10,563)	19,000
Professional/Contract Services	2,148	43,536	51,667	(8,131)	70,000
Supplies	4,052	15,899	19,000	(3,101)	28,500
Promotion and Printing	11,809	36,727	37,325	(598)	50,800
Mileage	0	582	3,333	(2,751)	5,000
Postage	320	14,242	14,000	242	21,000
Staff Development/Membership	1,540	20,403	23,666	(3,263)	35,500
Programs	3,284	28,269	35,333	(7,064)	53,000
Facilities Maintenance	28,117	152,422	154,001	(1,579)	231,000
IT Maintenance	539	90,442	63,334	27,108	95,000
Staff/Volunteer Recognition	1	3,359	7,333	(3,974)	8,500
Gift and Grant Expense	1,021	9,393	0	9,393	0
Tax Tribunal Refunds	0	0	333	(333)	500
Equipment/Fixed Assets	13,957	76,569	57,667	18,902	86,500
Furnishings	0	0	8,533	(8,533)	12,800
Bookmobile	0	19,677	120,000	(100,323)	180,000
Capital Improvements	12,061	72,045	50,533	21,512	75,800
Contingency	0	0	66,667	(66,667)	100,000
Total Expenditures	376,820	3,025,241	3,524,057	(498,816)	5,270,900
Revenue Over Expenditures	(275,906)	2,010,127	1,342,626	667,501	0

Monthly Bills

ROCHESTER HILLS
PUBLIC LIBRARY

Spark Cash Select credit card | Visa Signature Business ending in 9289
Jul 18, 2023 - Aug 17, 2023 | 31 days in Billing Cycle

Payment Information

Payment Due Date
Sep 11, 2023

For online and phone payments, the deadline is 8pm ET.

New Balance
$7,730.00

Minimum Payment Due
$77.00

LATE PAYMENT WARNING: If we do not receive your minimum payment by your due date, you may have to pay a $39.00 late fee and your APRs may be increased up to the Penalty APR of 34.40%.

MINIMUM PAYMENT WARNING: If you make only the minimum payment each period, you will pay more in interest and it will take you longer to pay off your balance. For example:

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	29 Years	$24,460
$311	3 Years	$11,211
Estimated savings if balance is paid off in about 3 years: $13,249		

If you would like information about credit counseling services, call 1-888-326-8055.

Account Summary

Previous Balance	$13,317.53
Payments	- $13,317.53
Other Credits	- $300.00
Transactions	+ $8,030.00
Cash Advances	+ $0.00
Fees Charged	+ $0.00
Interest Charged	+ $0.00
New Balance	**= $7,730.00**
Credit Limit	$30,000.00
Available Credit (as of Aug 17, 2023)	$22,270.00
Cash Advance Credit Limit	$15,000.00
Available Credit for Cash Advances	$15,000.00

Rewards Summary

Rewards as of: 08/16/2023

Rewards Balance
$543.76

Track and redeem your rewards with our mobile app or on capitalone.com

Previous Balance	Earned This Period	Redeemed this period
$432.48	$111.28	$0.00

Account Notifications

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

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, 2023** Account ending in 9289

New Balance
$7,730.00

Minimum Payment Due
$77.00

Amount Enclosed
$ _____

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.

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

1 4154177803049289 17 7730000000000077000

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.

© 2023 Capital One. Capital One is a federally registered service mark

ETC-08 07/13/2023

Pay online at capitalone.com

Pay using the Capital One mobile app

Customer Service 1-800-867-0904

Changing your mailing address?

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

Any written request on this form will not be honored.

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

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

When will you Credit My Payment?

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

Transactions

Visit capitalone.com to see detailed transactions.

JULIANE MORIAN #9289: Payments, Credits and Adjustments

Trans Date	Post Date	Description	Amount
Jul 19	Jul 19	CAPITAL ONE ONLINE PYMTAuthDate 19-Jul	- $13,317.53
Jul 28	Jul 29	SQ *BEES IN THE DDetroitMI	- $300.00

JULIANE MORIAN #9289: Transactions

Trans Date	Post Date	Description	Amount
Jul 17	Jul 19	PY *BAKEHOUSE 46 - ROCHESSHELBY TOWNSHMI	$29.04
Jul 17	Jul 19	OFFICEMAX/OFFICEDEPT#6877800-463-3768OH	$1,889.55
Jul 18	Jul 18	MICHIGAN LIBRARY ASSOCIA517-394-2774MI	$25.00
Jul 20	Jul 22	OFFICEMAX/DEPOT 6110800-463-3768MI	$17.39
Jul 28	Jul 29	SQ *BEES IN THE DDetroitMI	$300.00
Jul 31	Aug 1	IN *ROCHESTER ROTARY CLUB248-6019500MI	$65.00
Aug 4	Aug 5	STAPLES DIRECT800-3333330MA	$59.98
Aug 9	Aug 10	OAKLAND PRESS888-977-3677MI	$12.00
JULIANE MORIAN #9289: Total Transactions			**$2,397.96**

ALLISON SARTWELL #6129: Payments, Credits and Adjustments

Trans Date	Post Date	Description	Amount

ALLISON SARTWELL #6129: Transactions

Trans Date	Post Date	Description	Amount
Jul 25	Jul 25	AMERLIBASSOC ECOMMERCE866-746-7252IL	$236.00
Jul 27	Jul 28	SP AMERICAN BUTTON MAMERICANBUTTOTX	$105.96
Aug 7	Aug 8	AMAZON.COM*TA31I16T2 AMZNAMZN.COM/BILLWA	$150.00
Aug 8	Aug 9	SP AMERICAN BUTTON MAMERICANBUTTOTX	$299.95
Aug 10	Aug 11	SQ *DOCR ROCHESTERRochesterMI	$40.00
Aug 10	Aug 12	PY *BAKEHOUSE 46 - ROCHESSHELBY TOWNSHMI	$25.00
Aug 13	Aug 14	Amazon.com*TO7KV1EU0Amzn.com/billWA	$230.00
Aug 14	Aug 15	CITY OF ROCHESTER PARKINGROCHESTERMI	$4.75
Aug 14	Aug 16	MAIN STREET BILLARDSROCHESTERMI	$20.00
ALLISON SARTWELL #6129: Total Transactions			**$1,111.66**

MARY DAVIS #9241: Payments, Credits and Adjustments

Trans Date	Post Date	Description	Amount

Additional Information on the next page

Transactions (Continued)

MARY DAVIS #9241: Transactions

Trans Date	Post Date	Description	Amount
Jul 25	Jul 26	CITY OF TROY - COMM CENTE248-524-3413MI	$150.00
Aug 14	Aug 15	BOWERS FARM AND JOHNSOWWW.BLOOMFIELMI	$85.00
Aug 14	Aug 15	ROCHESTER DDAWWW.DOWNTOWNRMI	$75.00
Aug 15	Aug 15	DETROIT ZOOLOGICAL SOC248-541-5717MI	$115.00
MARY DAVIS #9241: Total Transactions			**$425.00**

WENDY LEHMAN #9147: Payments, Credits and Adjustments

Trans Date	Post Date	Description	Amount

WENDY LEHMAN #9147: Transactions

Trans Date	Post Date	Description	Amount
Aug 14	Aug 15	Spotify USA877-7781161NY	$15.99
WENDY LEHMAN #9147: Total Transactions			**$15.99**

CAMILLE WESTMORE #4614: Payments, Credits and Adjustments

Trans Date	Post Date	Description	Amount

CAMILLE WESTMORE #4614: Transactions

Trans Date	Post Date	Description	Amount

STEVEN CLEMENT #7892: Payments, Credits and Adjustments

Trans Date	Post Date	Description	Amount

STEVEN CLEMENT #7892: Transactions

Trans Date	Post Date	Description	Amount
Jul 26	Jul 28	SUPERIOR LOCK & KEY LLCROCHESTER HLSMI	$35.00
Aug 16	Aug 17	1000BULBS.COM800-624-4488TX	$240.88
Aug 17	Aug 17	AMAZON.COM*TO2UA3US0 AMZNAMZN.COM/BILLWA	$53.18
STEVEN CLEMENT #7892: Total Transactions			**$329.06**

ELIZABETH RACZKOWSKI #9004: Payments, Credits and Adjustments

Trans Date	Post Date	Description	Amount

ELIZABETH RACZKOWSKI #9004: Transactions

Trans Date	Post Date	Description	Amount

Additional Information on the next page

Transactions (Continued)

DEREK BROWN #8061: Payments, Credits and Adjustments

Trans Date	Post Date	Description	Amount

DEREK BROWN #8061: Transactions

Trans Date	Post Date	Description	Amount
Jul 18	Jul 19	SOCKETLABS484-418-1285PA	$63.96
Jul 24	Jul 26	IN *BATTERY GIANT ROCHESTROCHESTER HILMI	$51.90
Jul 25	Jul 26	eBay O*26-10325-10224408-3766151CA	$126.48
Jul 26	Jul 27	OPENPATH SECURITY844-6736728CA	$2,400.00
Jul 28	Jul 29	USPS STAMPS ENDICIA888-434-0055DC	$100.00
Jul 29	Jul 31	USPS STAMPS ENDICIA888-434-0055DC	$200.00
Aug 2	Aug 3	STAMPS.COM855-608-2677TX	$19.99
Aug 11	Aug 12	LYFT *RIDE THU 3PMLYFT.COMCA	$34.99
Aug 11	Aug 14	FULTON COFFEELAS VEGASNV	$17.68
Aug 12	Aug 14	FULTON COFFEELAS VEGASNV	$25.65
Aug 13	Aug 15	FULTON COFFEELAS VEGASNV	$17.96
Aug 14	Aug 15	HARRAH'S HOTEL LV RESERV8662094732NV	$187.08
Aug 14	Aug 15	HARRAH'S HOTEL LV RESERVLAS VEGASNV	$430.85
DEREK BROWN #8061: Total Transactions			**$3,676.54**

WENDY LEHMAN #2405: Payments, Credits and Adjustments

Trans Date	Post Date	Description	Amount

WENDY LEHMAN #2405: Transactions

Trans Date	Post Date	Description	Amount
Jul 20	Jul 21	HUNGRY HOWIES 21586-219-9471MI	$72.79
Jul 28	Jul 29	IN *VALLEY DIESEL SERVICE956-5999200TX	$1.00
WENDY LEHMAN #2405: Total Transactions			**$73.79**

Total Transactions for This Period **$8,030.00**

Fees

Trans Date	Post Date	Description	Amount

Total Fees for This Period **$0.00**

Additional Information on the next page

Transactions (Continued)

Interest Charged

Interest Charge on Purchases	$0.00
Interest Charge on Cash Advances	$0.00
Interest Charge on Other Balances	$0.00
Total Interest for This Period	**$0.00**

Totals Year-to-Date

Total Fees charged	**$0.00**
Total Interest charged	**$0.00**

Interest Charge Calculation

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

Type of Balance	Annual Percentage Rate (APR)	Balance Subject to Interest Rate	Interest Charged
Purchases	25.99% P	$0.00	$0.00
Cash Advances	27.99% P	$0.00	$0.00

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

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

ROCHESTER HILLS PUBLIC LIBRARY
Cash Disbursements Journal
For the Period From Aug 1, 2023 to Aug 31, 2023

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
8/1/23	72746	5303-50	Innovative Items	Invoice: 073123	622.76	
		1123-00	New Operating Fund	T-MOBILE		622.76
8/1/23	72747	5401-00	Basic Phone	Invoice: 15273	209.77	
		1123-00	New Operating Fund	TELNET WORLDWIDE		209.77
8/10/23	72749	5602-00	Building/Contents	Invoice: 073123	23.26	
		1123-00	New Operating Fund	AUTO-OWNERS INSURANCE		23.26
8/10/23	72750	5401-00	Basic Phone	Invoice: 9940721294	260.28	
		1123-00	New Operating Fund	VERIZON WIRELESS		260.28
8/18/23	72751	5301-10	Adult Books	ACT #C019265	111.54	
		5301-10	Adult Books	ACT #L410629	400.52	
		5301-50	Materials Processing	PROCESSING	19.75	
		5301-10	Adult Books	ACT #L424469	5,655.37	
		5301-50	Materials Processing	PROCESSING	442.54	
		1123-00	New Operating Fund	THE BAKER & TAYLOR COMPANY		6,629.72
8/18/23	72752	5301-30	Outreach Books	ACT #L449673	650.63	
		5301-50	Materials Processing	PROCESSING	35.17	
		5301-30	Outreach Books	ACT #L534941	193.09	
		5301-50	Materials Processing	PROCESSING	6.04	
		5301-30	Outreach Books	ACT #L395513	1,286.56	
		5301-50	Materials Processing	PROCESSING	74.83	
		5301-30	Outreach Books	ACT #L449672	1,155.03	
		5301-50	Materials Processing	PROCESSING	49.49	
		1123-00	New Operating Fund	THE BAKER & TAYLOR COMPANY		3,450.84
8/18/23	72753	5301-20	Youth Books	ACT #L554618	7,192.87	
		5301-50	Materials Processing	PROCESSING	336.74	
		1123-00	New Operating Fund	THE BAKER & TAYLOR COMPANY		7,529.61
8/18/23	72754	5306-10	Adult DVDs	CUSTOMER #2000005835-DVD	1,063.30	
		5303-11	Adult Audio-Music	CUSTOMER #2000005835-MUSIC	94.42	
		5303-10	Adult Audio-Books	CUSTOMER #2000005835-AUDIO	468.88	
		5301-50	Materials Processing	PROCESSING	357.27	
		5306-10	Adult DVDs	CUSTOMER #2000005843-DVD	235.39	

ROCHESTER HILLS PUBLIC LIBRARY
Cash Disbursements Journal
For the Period From Aug 1, 2023 to Aug 31, 2023

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
		5301-50	Materials Processing	PROCESSING	56.03	
		5306-10	Adult DVDs	CUSTOMER #200014883-DVD	445.34	
		5301-50	Materials Processing	PROCESSING	118.69	
		1123-00	New Operating Fund	MIDWEST TAPE LLC		2,839.32
8/18/23	72755	5306-30	Outreach DVDs	CUSTOMER #2000005836-DVD	185.15	
		5303-30	Outreach Audio & Vid	CUSTOMER #2000005836-AUDIO	129.97	
		5301-50	Materials Processing	PROCESSING	56.87	
		5306-30	Outreach DVDs	CUSTOMER #2000005839-DVD	221.90	
		1123-00	New Operating Fund	MIDWEST TAPE LLC		593.89
8/18/23	72756	5306-20	Youth DVDs/Videos	CUSTOMER #2000005837-DVD	192.62	
		5303-20	Youth Audio	CUSTOMER #2000005837-AUDIO	403.87	
		5303-21	Youth Music	CUSTOMER #2000005837-MUSIC	22.48	
		5301-50	Materials Processing	PROCESSING	111.61	
		1123-00	New Operating Fund	MIDWEST TAPE LLC		730.58
8/18/23	72757	5301-20	Youth Books	Invoice: 186191	395.10	
		1123-00	New Operating Fund	ALL ABOUT BOOKS		395.10
8/18/23	72758	6401-00	Service Contracts	Invoice: 42890	320.00	
		1123-00	New Operating Fund	AQUARIUM DESIGN & MAINTENANCE		320.00
8/18/23	72759	7005-16	Designated Gifts - Hu	Invoice: 2113789	59.80	
		1123-00	New Operating Fund	BLACKSTONE PUBLISHING		59.80
8/18/23	72760	5302-00	Periodical/PrintSubs	Invoice: S80244	1,080.00	
		1123-00	New Operating Fund	BOOKPAGE		1,080.00
8/18/23	72761	5301-30	Outreach Books	Invoice: 2033145	217.53	
		1123-00	New Operating Fund	CENTER POINT LARGE PRINT		217.53
8/18/23	72762	5306-82	Oakland Talking Boo	Invoice: 652375382	1.17	
		1123-00	New Operating Fund	CENTURY LINK		1.17

ROCHESTER HILLS PUBLIC LIBRARY
Cash Disbursements Journal
For the Period From Aug 1, 2023 to Aug 31, 2023

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
8/18/23	72763	6401-00	Service Contracts	Invoice: 4160889266	164.80	
		1123-00	New Operating Fund	CINTAS CORPORATION #354		164.80
8/18/23	72764	5301-50	Materials Processing	Invoice: 7339050	393.48	
		1123-00	New Operating Fund	DEMCO INC		393.48
8/18/23	72765	6401-00	Service Contracts	Invoice: 12730903	200.00	
		1123-00	New Operating Fund	ECOSHIELD PEST SOLUTIONS-DETRO IT		200.00
8/18/23	72766	5302-13	Electronic Materials	Invoice: 2024-012	2,848.23	
		1123-00	New Operating Fund	FARMINGTON COMMUNITY LIBRARY		2,848.23
8/18/23	72767	5301-30	Outreach Books	Invoice: 81619800	103.17	
		5301-30	Outreach Books	Invoice: 81664230	678.23	
		5301-30	Outreach Books	Invoice: 81679326	72.00	
		5301-30	Outreach Books	Invoice: 81679585	455.08	
		5301-30	Outreach Books	Invoice: 81690075	27.99	
		1123-00	New Operating Fund	GALE/CENGAGE LEARNING		1,336.47
8/18/23	72768	5301-80	Interlibrary Loan (ILL)	Invoice: 072623	17.04	
		1123-00	New Operating Fund	IONIA COMMUNITY LIBRARY		17.04
8/18/23	72769	5930-00	General Printing	Invoice: 2043	15.00	
		1123-00	New Operating Fund	JM DESIGN & PRINTING SERVICES LLC		15.00
8/18/23	72770	5302-13	Electronic Materials	Invoice: 359212-PPU	627.30	
		1123-00	New Operating Fund	KANOPY INC.		627.30
8/18/23	72771	8002-00	Capital Improvement	Invoice: 4809	4,075.00	
		8002-00	Capital Improvement	Invoice: 4810	5,586.00	
		1123-00	New Operating Fund	KAZAK BUILDING COMPANY, INC.		9,661.00
8/18/23	72772	6501-00	Copier Contract/Main	Invoice: IN4622468	305.49	
		1123-00	New Operating Fund	MICHIGAN OFFICE SOLUTIONS		305.49
8/18/23	72773	5302-13	Electronic Materials	Invoice: 72701		450.00

ROCHESTER HILLS PUBLIC LIBRARY
Cash Disbursements Journal
For the Period From Aug 1, 2023 to Aug 31, 2023

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
		5302-13	Electronic Materials	Invoice: 504148390	10,474.38	
		1123-00	New Operating Fund	MIDWEST TAPE LLC		10,024.38
8/18/23	72774	5302-13	Electronic Materials	Invoice: 721MA23273950	608.97	
		5302-13	Electronic Materials	Invoice: 721SA23276132	1,803.30	
		5302-13	Electronic Materials	Invoice: 721SV23275095	8.97	
		1123-00	New Operating Fund	OVERDRIVE INC		2,421.24
8/18/23	72775	5306-80	Bookmobile Operatio	Invoice: 080323	918.60	
		1123-00	New Operating Fund	CITY OF ROCHESTER HILLS DPS		918.60
8/18/23	72776	6402-10	Maintenance Supplie	Invoice: 42537	1,075.00	
		6401-00	Service Contracts	Invoice: 42610	8,190.00	
		6401-00	Service Contracts	Invoice: 42610	333.00	
		1123-00	New Operating Fund	SABER BUILDING SERVICES INC.		9,598.00
8/18/23	72777	5302-00	Periodical/PrintSubs	Invoice: M7410202 1	54.90	
		1123-00	New Operating Fund	SCHOLASTIC INC		54.90
8/18/23	72778	6405-00	Maintenance	Invoice: 99R2304088	310.00	
		1123-00	New Operating Fund	STATE OF MICHIGAN		310.00
8/18/23	72779	5701-30	Collection Agency	Invoice: 6115665	157.60	
		5701-30	Collection Agency	Invoice: 6115674	26.00	
		1123-00	New Operating Fund	UNIQUE MANAGEMENT SERVICES INC		183.60
8/18/23	72780	6401-00	Service Contracts	Invoice: 080123	6,560.00	
		1123-00	New Operating Fund	WHITE BIRCH LANDSCAPE		6,560.00
8/31/23	72781	5301-10	Adult Books	ACT #C019265	250.13	
		5301-10	Adult Books	ACT #L410629	265.75	
		5301-50	Materials Processing	PROCESSING	14.22	
		5301-10	Adult Books	ACT #L424469	1,954.94	
		5301-50	Materials Processing	PROCESSING	134.31	
		1123-00	New Operating Fund	THE BAKER & TAYLOR COMPANY		2,619.35

ROCHESTER HILLS PUBLIC LIBRARY
Cash Disbursements Journal
For the Period From Aug 1, 2023 to Aug 31, 2023

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
8/31/23	72782	5301-30	Outreach Books	ACT #L449673	538.61	
		5301-50	Materials Processing	PROCESSING	29.97	
		5301-30	Outreach Books	ACT #L534941	311.24	
		5301-50	Materials Processing	PROCESSING	23.09	
		5301-30	Outreach Books	ACT #L395513	1,048.72	
		5301-50	Materials Processing	PROCESSING	60.15	
		5301-30	Outreach Books	ACT #L449672	609.65	
		5301-50	Materials Processing	PROCESSING	27.60	
		1123-00	New Operating Fund	THE BAKER & TAYLOR COMPANY		2,649.03
8/31/23	72783	5306-10	Adult DVDs	CUSTOMER #2000005835-DVD	924.47	
		5303-10	Adult Audio-Books	CUSTOMER #2000005835-AUDIO	301.93	
		5301-50	Materials Processing	PROCESSING	291.79	
		5306-10	Adult DVDs	CUSTOMER #2000005843-DVD	29.98	
		5301-50	Materials Processing	PROCESSING	9.58	
		5306-10	Adult DVDs	CUSTOMER #200014883-DVD	53.98	
		5301-50	Materials Processing	PROCESSING	15.42	
		1123-00	New Operating Fund	MIDWEST TAPE LLC		1,627.15
8/31/23	72784	5306-30	Outreach DVDs	CUSTOMER #2000005836-DVD	37.48	
		5303-30	Outreach Audio & Vid	CUSTOMER #2000005836-AUDIO	124.97	
		5301-50	Materials Processing	PROCESSING	18.55	
		5306-30	Outreach DVDs	CUSTOMER #2000005839-DVD	145.44	
		1123-00	New Operating Fund	MIDWEST TAPE LLC		326.44
8/31/23	72785	5306-20	Youth DVDs/Videos	CUSTOMER #2000005837-DVD	286.32	
		5303-20	Youth Audio	CUSTOMER #2000005837-AUDIO	79.98	
		5301-50	Materials Processing	PROCESSING	116.15	
		1123-00	New Operating Fund	MIDWEST TAPE LLC		482.45
8/31/23	72786	8001-00	Equipment/Fixed Ass	Invoice: 070123M	5,575.50	
		8001-00	Equipment/Fixed Ass	Invoice: 070123M	1,376.70	
		8001-00	Equipment/Fixed Ass	Invoice: 070123M	3,190.20	
		8001-00	Equipment/Fixed Ass	Invoice: 070123M	1,041.82	
		8001-00	Equipment/Fixed Ass	Invoice: 070123M	772.78	

ROCHESTER HILLS PUBLIC LIBRARY
Cash Disbursements Journal
For the Period From Aug 1, 2023 to Aug 31, 2023

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
		8001-00	Equipment/Fixed Ass	Invoice: 070123M	2,000.00	
		1123-00	New Operating Fund	AMERINET		13,957.00
8/31/23	72787	6200-40	Other Programs	Invoice: 082423	49.57	
		1123-00	New Operating Fund	ASCAP		49.57
8/31/23	72788	5302-00	Periodical/PrintSubs	Invoice: 082823	359.88	
		1123-00	New Operating Fund	BARRON'S MAGAZINE		359.88
8/31/23	72789	6200-40	Other Programs	Invoice: 092423	750.00	
		1123-00	New Operating Fund	BLUE WATER RAMBLERS		750.00
8/31/23	72790	6200-40	Other Programs	Invoice: 091223	200.00	
		1123-00	New Operating Fund	DALE A. CARLSON		200.00
8/31/23	72791	5502-00	Gas	Invoice: 081523	99.56	
		1123-00	New Operating Fund	CONSUMERS ENERGY		99.56
8/31/23	72792	5202-40	Other Dental	Invoice: RIS0005121471	1,705.16	
		1123-00	New Operating Fund	DELTA DENTAL PLAN OF MICHIGAN		1,705.16
8/31/23	72793	5503-00	Electric	Invoice: 082123	14,252.94	
		1123-00	New Operating Fund	DTE ENERGY		14,252.94
8/31/23	72794	5301-30	Outreach Books	Invoice: 81723820	137.56	
		5301-30	Outreach Books	Invoice: 81789419	121.57	
		1123-00	New Operating Fund	GALE/CENGAGE LEARNING		259.13
8/31/23	72795	6401-00	Service Contracts	Invoice: 62270340	358.80	
		1123-00	New Operating Fund	GREEN FOR LIFE ENVIRONMENTAL		358.80
8/31/23	72796	5201-40	Other Medical	Invoice: 100009864049	21,021.07	
		1123-00	New Operating Fund	HEALTH ALLIANCE PLAN		21,021.07
8/31/23	72797	5201-40	Other Medical	Invoice: 100009864980	3,307.49	
		1123-00	New Operating Fund	ALLIANCE HEALTH AND LIFE		3,307.49

ROCHESTER HILLS PUBLIC LIBRARY
Cash Disbursements Journal
For the Period From Aug 1, 2023 to Aug 31, 2023

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
8/31/23	72798	6100-40	Other - Staff Develop	Invoice: 4425	500.00	
		1123-00	New Operating Fund	HENNES COMMUNICATIONS		500.00
8/31/23	72799	6200-40	Other Programs	Invoice: 090923	600.00	
		1123-00	New Operating Fund	ARIFA JAVED		600.00
8/31/23	72800	5910-00	Newsletter	Invoice: 2046	11,794.00	
		1123-00	New Operating Fund	JM DESIGN & PRINTING SERVICES LLC		11,794.00
8/31/23	72801	5401-00	Basic Phone	Invoice: 33519880	172.86	
		1123-00	New Operating Fund	LINGO COMMUNICATIONS		172.86
8/31/23	72802	5302-13	Electronic Materials	Invoice: 1000314133	546.01	
		5302-13	Electronic Materials	Invoice: 1000314133	109.20	
		1123-00	New Operating Fund	OCLC, INC.		655.21
8/31/23	72803	5302-13	Electronic Materials	Invoice: 721SA23289641	2,309.26	
		1123-00	New Operating Fund	OVERDRIVE INC		2,309.26
8/31/23	72804	6401-00	Service Contracts	Invoice: 42709	350.00	
		1123-00	New Operating Fund	SABER BUILDING SERVICES INC.		350.00
8/31/23	72805	6401-00	Service Contracts	Invoice: SM133020270	290.00	
		1123-00	New Operating Fund	SUMMIT FIRE PROTECTION		290.00
8/31/23	72806	5303-50	Innovative Items	Invoice: 083023	624.75	
		1123-00	New Operating Fund	T-MOBILE		624.75
8/31/23	72807	6406-01	HVAC Repair	Invoice: 905173	4,177.14	
		6406-01	HVAC Repair	Invoice: 905730	5,406.66	
		1123-00	New Operating Fund	TECH MECHANICAL, INC.		9,583.80
8/31/23	72808	5401-00	Basic Phone	Invoice: 19607	207.36	
		1123-00	New Operating Fund	TELNET WORLDWIDE		207.36
8/31/23	72809	5301-10	Adult Books	Invoice: 16105	456.66	
		1123-00	New Operating Fund	TSAI FONG BOOKS INC		456.66

ROCHESTER HILLS PUBLIC LIBRARY
Cash Disbursements Journal
For the Period From Aug 1, 2023 to Aug 31, 2023

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
8/31/23	72810	2168-00	Supplemental Ins W/	Invoice: 082123	42.51	
		1123-00	New Operating Fund	UNUM LIFE INSURANCE - SUPP		42.51
8/31/23	72811	5206-40	Other LTD Insurance	Invoice: 082123	459.91	
		1123-00	New Operating Fund	UNUM LIFE INSURANCE CO OF AMERICA		459.91
8/31/23	72812	6200-20	Youth Programs	Invoice: 52029	150.00	
		1123-00	New Operating Fund	Village Trophy Shop Inc.		150.00
8/31/23	72813	5207-30	Vision Insurance	Invoice: 818584186	269.58	
		1123-00	New Operating Fund	VISION SERVICE PLAN		269.58
8/2/23	EFTAZ080223	6200-20	Youth Programs		144.00	
		6508-00	Minor Equip <$2500		170.22	
		5306-80	Bookmobile Operatio		322.91	
		5940-00	3D Printing/Makerspa		421.09	
		5805-00	IT Supplies		1,036.89	
		6200-10	Adult Programs		121.83	
		5301-10	Adult Books		352.20	
		5303-22	Youth Kits		24.18	
		5303-50	Innovative Items		64.57	
		5306-11	Teen Anime		333.60	
		5306-13	Teen & Adult Video G		119.87	
		6200-50	Summer Reading		180.82	
		5306-82	Oakland Talking Boo		11.49	
		5807-00	Office Supplies		156.96	
		5809-00	Marketing Supplies		16.69	
		5301-20	Youth Books		415.91	
		5808-00	Board Room Supplie		12.29	
		1121-00	Operating - PNC	AMAZON CAPITAL SERVICES		3,905.52
8/23/23	EFTVISA0823	6100-60	Workshops/Conferen		739.21	
		6402-10	Maintenance Supplie		380.96	
		6200-20	Youth Programs		88.78	
		5805-00	IT Supplies		126.48	
		6506-00	Software Support/Mai		63.96	
		5940-00	3D Printing/Makerspa		299.95	
		6100-50	Professional Member		301.00	
		6200-50	Summer Reading		720.00	
		6200-10	Adult Programs		148.10	
		5402-00	Postage/Shipping		319.99	

ROCHESTER HILLS PUBLIC LIBRARY
Cash Disbursements Journal
For the Period From Aug 1, 2023 to Aug 31, 2023

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
		5808-00	Board Room Supplie		89.02	
		5801-01	Copier Paper		1,889.55	
		8002-00	Capital Improvement	OPENDOOR SECURITY	2,400.00	
		7001-01	Misc. Reimburseable		1.00	
		5302-00	Periodical/PrintSubs		12.00	
		5306-82	Oakland Talking Boo		150.00	
		1123-00	New Operating Fund	CAPITAL ONE BK(USA), NA		7,730.00
	Total				**175,179.60**	**175,179.60**

Rochester Hills Public Library				
Supplemental Information				
August 2023				
Checks & EFT's - Operating Account				174,729.60
Payroll Account - Net Payroll				132,719.61
Employee Benefit EFTs and Misc Debits -				
	Payroll Taxes		44,047.28	
	Employee FSA Debits - Wage Works		737.29	
	Employer Pension Contributions - MERS		8,607.93	
	Employee Deferred Contributions		14,044.60	
	Bank/Merchant Fees		245.05	
	ADP & WageWorks Fees		1,718.50	
	NSF Checks		-	
			TOTAL	69,400.65
				$ 376,849.86

Communications

ROCHESTER HILLS
PUBLIC LIBRARY

Contact Library Director [#633]

2 messages

MachForm <no-reply@rhpl.org> Thu, Aug 24, 2023 at 8:13 AM
Reply-To: MachForm [redacted]
To: juliane.morian@rhpl.org

Name	Robert Tilove
Email	[redacted]

Message
I adore RHPL and the outstanding services you provide.

If EVER an organization such as Moms For Liberty, or any similar group, attempts to influence you based on their peculiar political or religious beliefes, or attempts to hold a meeting at the library, please inform me so that I might help organize a peaceful protest.

Thank you

Dr. Robert B. Tilove
[redacted]

Juliane Morian <juliane.morian@rhpl.org> Fri, Aug 25, 2023 at 11:01 AM
To: MachForm [redacted]

Dear Dr. Tilove,

Thank you for sharing your opinion about the services at the Rochester Hills Public Library (RHPL). I appreciate that you describe our work as outstanding.

RHPL supports intellectual freedom and has endorsed the American Library Association's Library Bill of Rights and Freedom to Read/View statements, which in turn influences various policies at the library. These same policies uphold the right of established civic, nonprofit, or educational groups (even potentially controversial groups like Moms for Liberty) to meet at the library, but also permits citizens like yourself to assemble a protest. However, rather than pre-planning for a peaceful protest, I encourage you to join me and attend the League of Women Voters Forum on September 20th at the library where you can learn more about the candidates running for library board in 2023. We encourage you to become an informed voter for the local election on November 7th.

Your message will be shared with the RHPL Board of Trustees at their next meeting.

Sincerely,

Juliane

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

[Quoted text hidden]

Comment Card

ROCHESTER HILLS PUBLIC LIBRARY
500 Olde Towne Road
Rochester, Michigan 48307-2043

Date_____

Please go back to the old email system or a similar one that lists all the items out rather than one at a time. Thank you! Love this library!

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

Gmail

Derek Brown <derek.brown@rhpl.org>

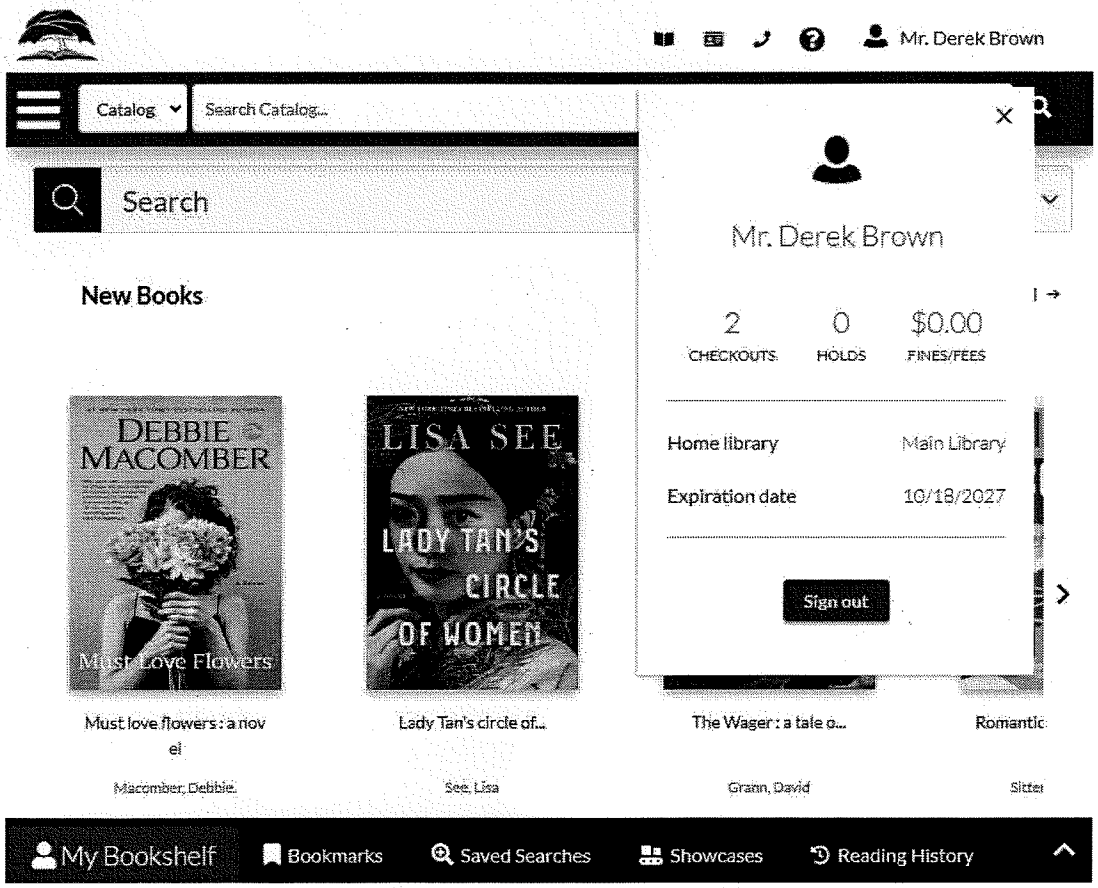
Comment Card

Derek Brown <derek.brown@rhpl.org> Mon, Aug 21, 2023 at 1:17 PM
To: [redacted]
Bcc: Juliane Morian <juliane.morian@rhpl.org>, IT <IT@rhpl.org>

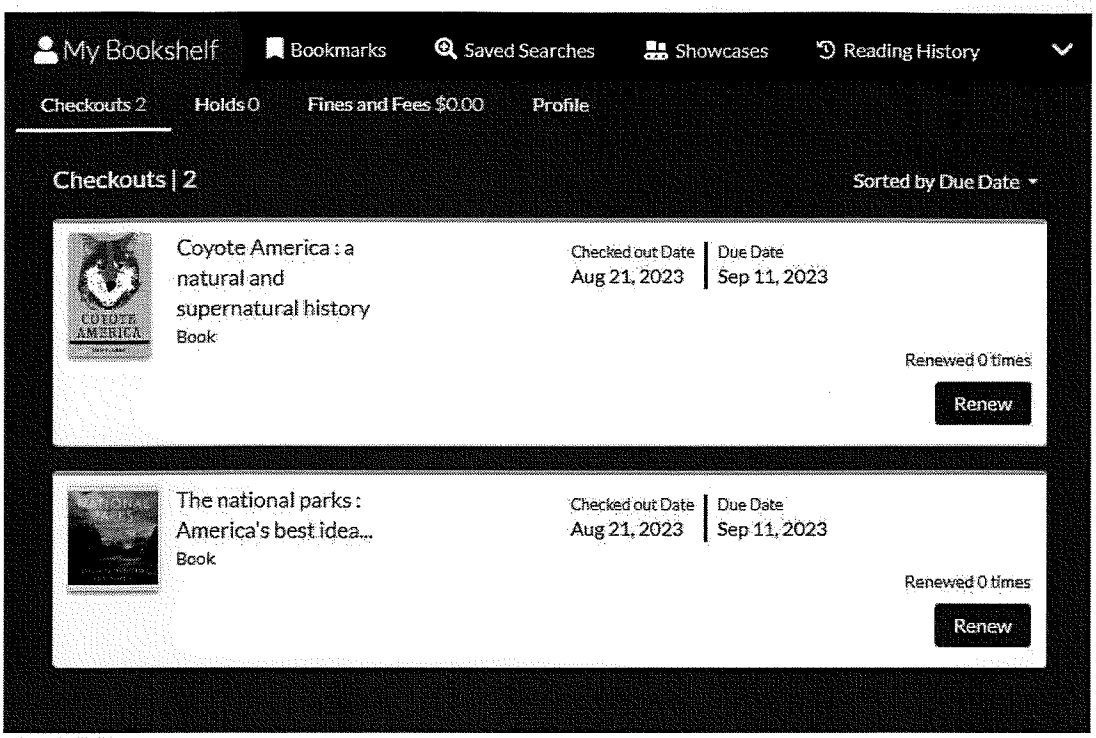
Good afternoon [redacted]

Thank you for your feedback on the library notification system. We've noted your input and submitted it as a potential enhancement request to our library lending software vendor. While we can't guarantee the addition of this feature, we'll actively advocating for a solution that would allow patrons to choose between receiving complete account details with every email or streamlined notifications.

If you wish to view all activity on your RHPL account, please access it through our catalog by clicking 'My Account' at the top right to sign in (see image below).



Once logged in, you can explore our catalog for more electronic materials or place holds for library pick-up. When you go to your checkouts, you'll find a list of all materials with their due dates (see image below).



Please feel to reply with any questions or concerns.

Thanks!
Derek Brown, Director of IT
Rochester Hills Public Library
500 Olde Towne Road
Rochester, MI 48307
Office: 248-650-7123

Baby Prom

ROCHESTER HILLS PUBLIC LIBRARY
500 Olde Towne Road
Rochester, Michigan 48307-2043

Comment Card

Date 08/26/2023

Very fun event
Happy to have it often!

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

ROCHESTER HILLS PUBLIC LIBRARY
500 Olde Towne Road
Rochester, Michigan 48307-2043

Comment Card

Date 8/26/23

Baby Prom!!
We loved it ♡

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

Baby Prom

ROCHESTER HILLS PUBLIC LIBRARY
500 Olde Towne Road
Rochester, Michigan 48307-2043

Comment Card

Date 8/26/23

Great Idea for event. Please repeat Baby Prom yearly. Request to have more Kid songs. Disney Maid songs, etc.

Optional: Name

Contact No.

Baby Prom

ROCHESTER HILLS PUBLIC LIBRARY
500 Olde Towne Road
Rochester, Michigan 48307-2043

Comment Card

Date 8/26/23

fun event! Thank you.

Optional: Name

Contact No.

Baby Prom

ROCHESTER HILLS PUBLIC LIBRARY
500 Olde Towne Road
Rochester, Michigan 48307-2043

Comment Card

Date Aug 2023

Great Job! So Fun!

thx

Optional: Name

Contact No.

Baby Prom

ROCHESTER HILLS PUBLIC LIBRARY
500 Olde Towne Road
Rochester, Michigan 48307-2043

Comment Card

Date Aug. 26, 2023

Great JOB! We had so much fun. Thank you!

Optional: Name

Contact No.

ROCHESTER HILLS PUBLIC LIBRARY
500 Olde Towne Road
Rochester, Michigan 48307-2043

Comment Card

Date _____

BABY Prom: Amazing Idea & was Better than Expected!

Optional: Name [redacted] Co [redacted]

Baby Prom

ROCHESTER HILLS PUBLIC LIBRARY
500 Olde Towne Road
Rochester, Michigan 48307-2043

Comment Card

Date 8-26-23

Fun! I'd appreciate the crafts + snacks! My 2 year old liked the music.

Optional: Name [redacted] Contact No.

Baby Prom

ROCHESTER HILLS PUBLIC LIBRARY
500 Olde Towne Road
Rochester, Michigan 48307-2043

Comment Card

Date _____

It was wonderful event—
My memorable first prom ever

Optional: Name [redacted]

Contact No. [redacted]

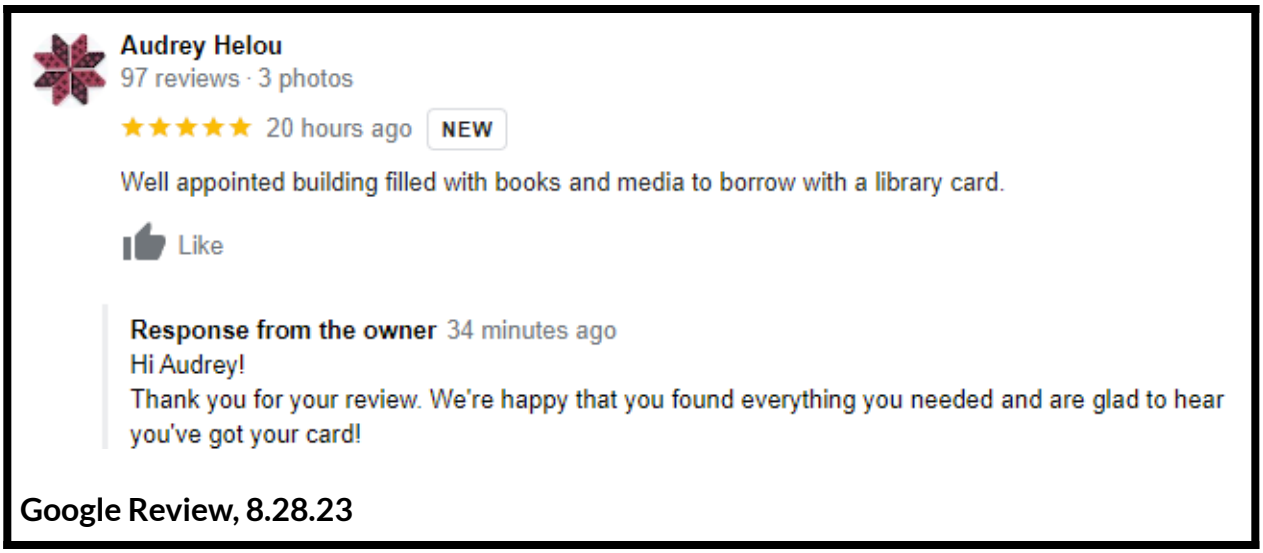
ROCHESTER HILLS PUBLIC LIBRARY
500 Olde Towne Road
Rochester, Michigan 48307-2043

Comment Card

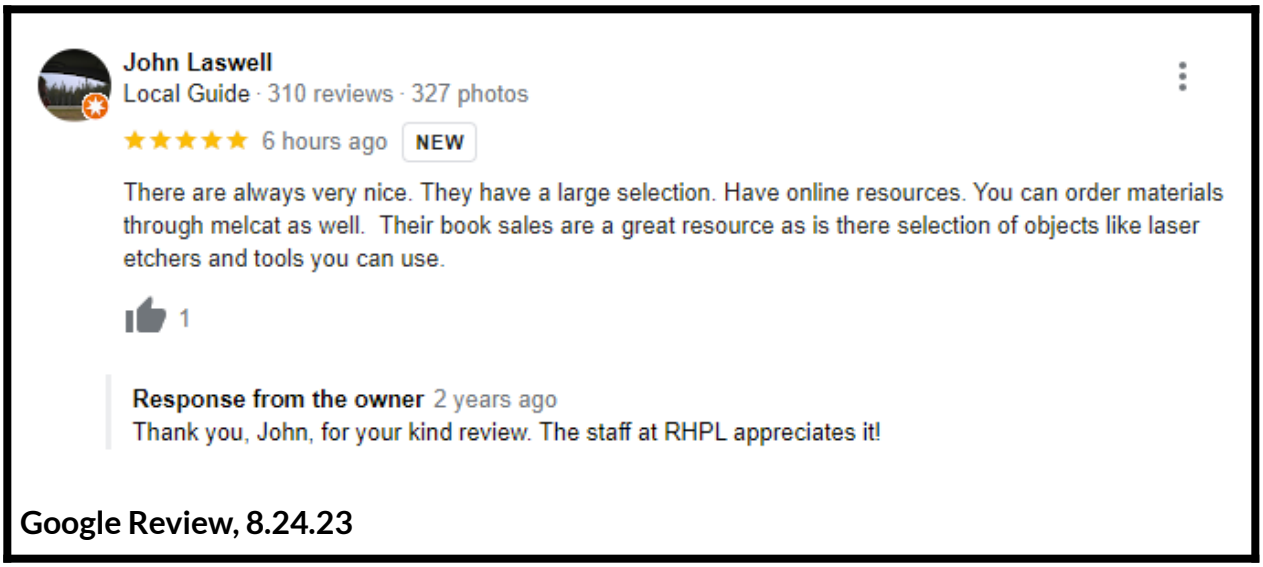
Date 8/30/23

CAROLYN W. GOLD STAR
FOR HELPING & BEING AWESOME

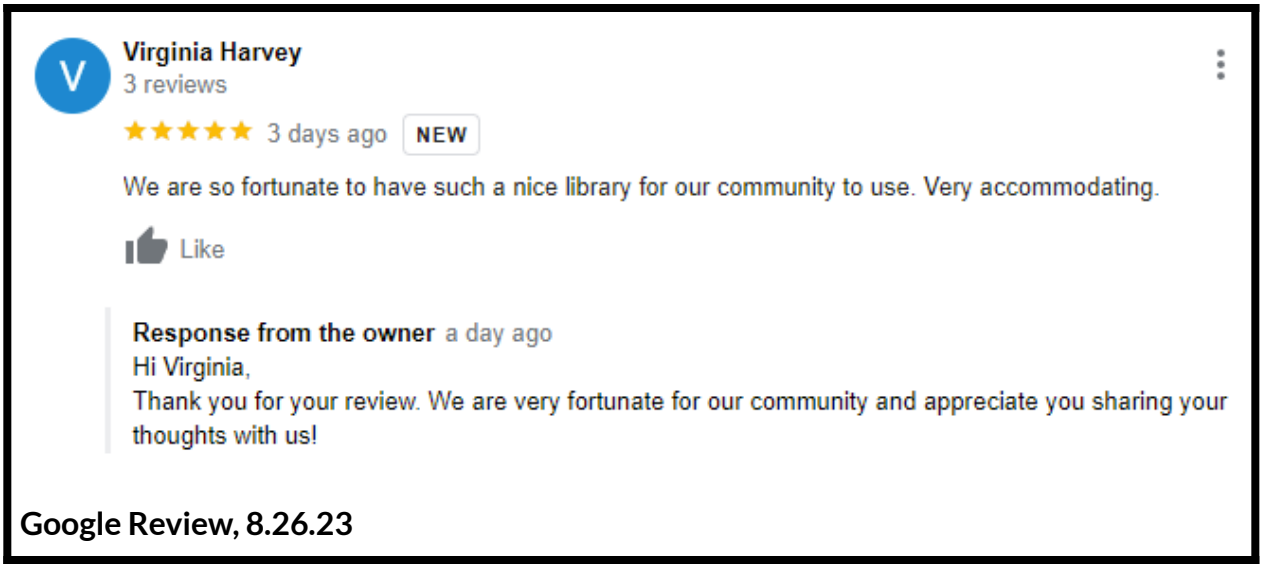
Optional: Name [redacted] Contact No.



Google Review, 8.28.23



Google Review, 8.24.23



Google Review, 8.26.23

The Record

The Swing Syndicate Big Band

Upcoming event on Wednesday, August 23. Rochester Hills Public Library welcomes The Swing Syndicate Big Band for a live jazz concert. The Michigan-based band serves up jazz classics with a fresh, hip sound. Their repertoire includes tunes from the Great American Songbook, big band classics, funky blues, and scorching hot swing. This event is open to RHPL cardholders. Registration is required. To register, visit calendar.rhpl.org or call 248-656-2900.

The Record, August 9, 2023

Sept 20 – League of Women Voters Hosting Forum for Rochester Hills Library Board Candidates

Rochester Hills, MI – On Wednesday, September 20, 2023 at 7:00pm the League of Women Voters Oakland Area will host a forum for Rochester Hills Library Board candidates. The event will be held at Rochester Hills Public Library, 500 Olde Towne Rd, Rochester, MI There are 5 candidates running for a six year term. Vote for 2: Terry Hetrick, Madge Lawson, Pamela Olesen, Chuck Stouffer, Harper West.

Candidates will answer questions submitted by the audience.

More info: www.lwv.org

Oakland County Times, August 13, 2023

David & Alice Adventure in Michigan
4d ·

The most beautiful libraries in Michigan you can visit to read books with the kids!
They also have a lot of toys.

من اجمل المكتبات تكدرون تاخذون الاطفال عليها وعدهم فعاليات ونشاطات على مدار السنه

1-Rochester Hills Public Library
2-Southfield Public Library
3-West Bloomfield Township Public Library
4-Sterling Heights Public Library
#kids #Michigan #libraries

See Translation

25 7 comments 1 share

Facebook, April 14, 2023

Things to do in metro Detroit this weekend

• The Swing Syndicate Big Band: 6 p.m. Aug. 23, Rochester Hills Public Library, open to RHPL library card holders. Registration is required at calendar.rhpl.org or call 248-656-2900.

Oakland Press, August 17, 2023

Library Director's Report

ROCHESTER HILLS
PUBLIC LIBRARY

Director's Report

September 11, 2023

1. **Capital Projects Update**

   I met with three construction firms for informal interviews and high-level discussions on lobby renovations planned for 2024. The preferred vendor list for construction management I developed is based one or more of the following: past experience working with RHPL, a reputable list of library projects, participation as an exhibitor at conferences, or high recommendations from trusted colleagues in the region. Each firm has conducted a walk-through of the space and will return an estimate of cost for the current scope of the program. I have also solicited assistance from TMP Architects to redesign restrooms on the first floor in order to modernize and meet the needs of a contemporary public library. I plan to present a more detailed update in October regarding the feasibility of capital projects in 2024.

2. **Bookmobile satisfaction survey**

   RHPL will send a satisfaction survey out to bookmobile patrons (those who have used either the mini-bookmobile or the retired full-size bookmobile in the past 12 months) on September 18th. The survey will be online and in printed form. The goal of the survey is to assess the strengths and weaknesses of offering a smaller bookmobile for mobile library service.

3. **"Wonder Media" Advisory Group**

   The Rochester Hills Public Library was selected to be a member of an advisory group for a pilot project sponsored by the Library of Michigan and Western Michigan University. The group is pursuing IMLS grant funding to develop programming around media literacy for young people. The inspiration behind this project comes from the "Wonder Media: Ask the Questions!" exhibit at the Kalamazoo Valley Museum designed by Western Michigan University's School of Communication's Presidential Innovation Professor Sue Ellen Christian. The content of "Wonder Media" has been designed to teach critical lessons in media and news literacy to youths ages 10+ through gamification, dynamic exhibitions and participatory digital tools. Recognizing the potential of transforming "Wonder Media" concepts into interactive library programming, WMU faculty and youth services experts at the Library of Michigan have invited our Teen Librarian, Matt Kessler, to attend a 2-day retreat this September to brainstorm ways to bring this to libraries across the state.

4. **IT Conference Updates**

   Derek Brown, Director of IT, routinely attends technology and security conferences in order to stay abreast of best practices in IT management. These conferences are not specific to the library field, and instead focus on IT issues within the larger business community. Most recently Derek attended the Defcon security conference and the SpiceWorld, trends in IT conference, in 2023. The Director of IT prepares a comprehensive report on sessions attended and anticipated impact on RHPL at the conclusion of each conference.

5. **Benefits for Staff**

   The RHPL board approved a budget in 2024 that includes a line item for an additional staff benefit. This was a hold-over from when the library offered an Employee Assistance Plan to

employees, but after completing a staff satisfaction survey in 2022 discontinued it (mostly due to low use/demand). Recently, I attended a webinar on benefits in the workplace that appeal to a diverse, multi-generational workforce. One statistic shared by presenters is that by 2025, almost 75% of the workforce will be part of the Millennial or Gen Z generations and that satisfaction with benefits helps retain talent (as opposed to necessarily attracting new). Top trends for employee benefits included: flexible paid time off, assistance with paying off student loans, affordable and quality healthcare benefits, voluntary/value-added benefits, financial wellness, and flexible working conditions. RHPL excels in many of these categories, but I am exploring an optional benefit that provides legal assistance on a wide variety of legal matters to employees and their partners/dependents for a small premium.

6. <u>Out of the Office</u>

I will be out of the library attending the Michigan Library Association conference October 18, 2023 – October 20, 2023 in Kalamazoo, MI. Derek Brown will serve as the staff member in charge those days.

7. <u>Upcoming Events</u>

September 20, 2023	League of Women Voters – Oakland Area library board candidate forum, 7pm (Candidates should arrive around 6pm)
September 26, 2023	Friends of the RHPL board meeting, 7pm
October 6, 2023	Sunrise Pinnacle Awards, 7:30am (Royal Park Hotel)
October 9, 2023	RHPL Board of Trustees meeting, 7pm
October 24, 2023	Friends of RHPL board meeting, 7pm
October 26, 2023	Friends of RHPL Annual Meeting, 7pm
October 27, 2023 – November 5, 2023	Early voting site at RHPL

ROCHESTER HILLS PUBLIC LIBRARY

Statistical Report - Usage for the month of August 2023

Circulation	LY Month	Month	MTM	Last YTD	YTD	YTY
Staff-Assisted	13,934	13,725	-1.5%	106,689	105,519	-1.1%
Self Check	34,165	31,978	-6.4%	243,922	247,332	1.4%
Renewals	56,263	52,975	-5.8%	408,610	402,895	-1.4%
e-Materials	20,862	24,863	19.2%	160,836	183,589	14.1%
Bookmobile	1,781	3,429	92.5%	29,522	26,541	-10.1%
Mini-Branch	1,438	1,520	5.7%	11,969	12,272	2.5%
OTBS Circ	7,893	38	-99.5%	56,050	43,728	-22.0%
MeLCat Borrowed	1,655	1,528	-7.7%	12,124	11,105	-8.4%
MeLCat Loaned	2,533	1,418	-44.0%	17,283	13,827	-20.0%
Total Circulation	**140,524**	**131,474**	**-6.4%**	**1,047,621**	**1,047,288**	**0.0%**

Other Statistics	LY Month	Month	MTM	Last YTD	YTD	YTY
In-Person Visits	32,969	38,786	17.6%	234,235	288,205	23.0%
Meeting Rooms	32	40	25.0%	286	388	35.7%
Study Rooms	634	753	18.8%	4,869	5,957	22.3%
Adult Programs	8	8	0.0%	106	126	18.9%
--Attendance	196	250	27.6%	2,554	2,901	13.6%
Teen Programs	5	3	-40.0%	37	31	-16.2%
--Attendance	23	13	-43.5%	152	151	-0.7%
Youth Programs	5	13	160.0%	74	155	109.5%
--Attendance	284	834	193.7%	4,111	8,326	102.5%
Computer Use	1,571	1,765	12.3%	10,526	13,312	26.5%
Wireless Use	6,263	6,433	2.7%	41,893	46,056	9.9%
Database Use	5,051	5,630	11.5%	45,061	46,677	3.6%
Volunteer Hours	360	276	-23.3%	3,045	2,447	-19.6%

Number of Library Card Holders

Municipality	LY Month	Month	% Total
Rochester Hills	47,200	46,817	59.9%
Rochester	10,027	10,231	13.1%
Oakland	10,250	9,643	12.3%
Non-residents	4,477	4,594	5.9%
Virtual Students	0	6,836	8.8%
Total Card	**71,954**	**78,121**	**100%**

Number of Items

Type	LY Month	Month
Print	243,421	261,409
Audio	18,382	18,958
Video	44,804	46,604
Other	430	442
E-Material	23,003	25,105
Total	**330,040**	**352,518**

Committee Updates

ROCHESTER HILLS
PUBLIC LIBRARY

Fund Balance Policy

Purpose

The Library recognizes that the maintenance of a fund balance is essential to the preservation of the financial health of the Library. This policy provides guidance concerning the desired level of fund balance maintained by the Library to manage financial risk that can occur from unforeseen cash flow shortages, unanticipated expenditures, and provide a minimum level of cash flow reserves for day-to-day operations. This policy complies with Governmental Accounting Standards Board (GASB) Statement No. 54, Fund Balance Reporting and Governmental Fund Definitions.

Regulations

1. The library shall maintain a fund balance in order to:
    A. Provide sufficient cash flow for daily financial needs.
    B. Offset significant economic downturns or temporary revenue shortfalls.
    C. Provide funds for unforeseen expenditures related to emergencies.
    D. Accumulate sufficient funds for major future capital improvements.
2. The following definitions shall be used in reporting activity in governmental funds. The library may or may not report all fund types in any given reporting period, based on actual circumstances and activity.
    A. General Fund - for all financial resources not accounted for and reported in another fund.
    B. Special Revenue Fund - for proceeds of specific revenue sources that are restricted or committed to expenditure for specific purposes other than debt service or capital projects.
    C. Debt Service Fund - for all financial resources restricted, committed or assigned to expenditure for principal and interest.
    D. Capital Projects/Bond Fund - for all financial resources restricted, committed or assigned to expenditure for the acquisition or construction of capital assets.
    E. Permanent Fund - for resources restricted to the extent that only earnings, and not principal, may be used for purposes that support library purposes.
3. The fund balance will be reported in governmental funds under the following categories using the definitions provided by GASB Statement No. 54:
    A. Non-spendable Fund Balance: resources that cannot be used to liquidate current liabilities because the related assets are either not in spendable form (e.g. prepaids, inventory, and long-term receivables) or because the

related assets are required to be maintained intact (e.g. the corpus of an endowment).

B. Restricted Fund Balance: amount that is restricted to use for a specific purpose by externally imposed requirement or enable legislation.

C. Committed Fund Balance: amount that is designated to be used for specific purposes as determined by formal action of the library board. Such action must occur prior to the end of the fiscal year for which such amounts are being reported.

D. Assigned Fund Balance: in the General Fund represents amounts that are intended to be used for specific purposes as designated by the library director and which may be subject to final approval by the library board.

E. Unrestricted Fund Balance: all residual amounts, after the assignment of all the foregoing categories, in the General Fund.

4. As required by GASB 54, the library board establishes that when multiple classifications are available and appropriate for particular expenditures, fund balance will be "spent" first from the most restrictive category working toward unassigned fund balance. Relative "restrictiveness" of fund balance shall proceed from most to least in order of the five classifications listed in this policy, from A to E above.
5. The library will strive to maintain an Unrestricted Fund Balance that will be no less than 15% of the General Fund expenditures, except in the case of emergency or financial distress.
6. The Library Director shall present the Library Board with a report on the fund balance in conjunction with the annual budget recommendation and in conjunction with the annual financial audit. Furthermore, at regular Board meetings, library staff will present a financial statement that shows fluctuations in fund balance during the fiscal year.

Approved:
Rochester Hills Public Library Board of Trustees

Policy Statement
The Library compensates eligible employees for major holidays as a benefit in recruiting and retaining high quality employees.

Regulations

1. Regular full and part-time employees shall receive one (1) day[1] of holiday time for the pay period in which the following holidays occur:
   A. New Year's Day
   B. Memorial Day
   C. Independence Day
   D. Labor Day
   E. Thanksgiving Day
   F. Christmas Eve Day
   G. Christmas Day
   H. New Year's Eve Day
   ~~H.~~I. Personal Floating Holiday
2. For holidays occurring on a Saturday or Sunday an eligible employee not scheduled on that day may take one (1) day[2] off within a ~~week before or after the holiday~~ time period set by the library director and as approved by the employee's immediate supervisor.
3. Holidays occurring during the employee's vacation, sick or bereavement leave are not charged against the employee's accrued benefit time.
4. Personal holidays will be scheduled considering both the wishes of the employee and the work load requirements at the library. Supervisors must approve scheduled absences for staff in their department and the employee should request such with as much advance notice as possible. Employees receive their personal floating holiday bank on January 1st of the calendar year or on the first day of their employment. Personal floating holiday banks that are unused at the end of the calendar year are forfeited.

~~4.~~5. Employees shall not receive holiday pay while on approved leave other than as set out in number 3 above.

~~5.~~6. Provisional employees are not eligible for paid holidays.

Approved: February 14, 2011
Rochester Hills Public Library Board of Trustees

[1] One day is the equivalent of 7.5 hours for regular full-time employees, 6 hours for 30-hour regular part-time employees and 4.5 hours for 22.5 hour regular part-time employees.
[2] Ibid.

Other Business

ROCHESTER HILLS
PUBLIC LIBRARY