

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

**Mission:**

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

**January 8, 2024 – 7 p.m.**

**Agenda**

- I. Call to order of the regular meeting
- II. Public Comments\*
- III. Minutes of regular meeting on December 11, 2023
- IV. Treasurer’s Report for December 2023
- V. Monthly bills for December 2023 in the amount of \$547,533.38
- VI. Communications
  - a. Correspondence to patron regarding a staff review of A Court of Thorns and Roses
  - b. Correspondence from Nadia Cherup
  - c. Customer Comments
  - d. Press Coverage
- VII. Reports
  - a. Library Director
  - b. Statistical Report
  - c. 2023 RHPL Strategic Plan Update
- VIII. Committee Updates
  - a. Finance
    - i. Summary of Finance Committee meeting from December 21, 2023
    - ii. Assignment of fund balance for roof replacement
  - b. Policy
    - i. First reading GOV-6 Library Board Ethics and Conflict of Interest Policy
    - ii. First reading of BENR-3 Legal Insurance Policy
- IX. Other Business

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

- 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**

**December 11, 2023**

- I. The Board of Trustees of the Rochester Hills Public Library held a regular meeting on Monday, December 11, 2023. The President called the meeting to order at 7:00 pm in the boardroom of the library. The presiding officer was Madge Lawson.

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

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

No members of the public were present.

- II. Public Comments – none

- III. Welcome

- A. Ms. Lawson welcomed new trustee, Harper West to the board. Ms. West thanked Ms. Lawson and said she was excited to begin her term.

- IV. Minutes

- A. On a motion by Mr. Bonam, seconded by Ms. Deel, the board unanimously approved the minutes as presented from November 13, 2023 with minor discussion on the ways to cite a reason for entering closed session.
- B. On a motion by by Mr. Bonam, seconded by Ms. Reyes, the board unanimously approved minutes from the closed session with no discussion.

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

- VI. Monthly Bills

- A. On a motion by Mr. Bonam, which Ms. Deel seconded, the board unanimously approved the monthly bills for November 2023, which totaled \$417,936.95 with no discussion.

- VII. Communications

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

- VIII. Director’s Report and Statistical Report

- A. The board reviewed the director’s reports and statistical report with minor discussion.
  1. Ms. Morian shared a portfolio of work submitted by Quinn-Evans a prospective architecture firm for renovation work at RHPL. Discussion ensued on the list of major capital projects that need updating. Ms. Morian said she would draft a list and estimates for replacement and present to the finance committee for projections on how to fund those projects.

2. Ms. Morian presented the Centennial webpage to the board and discussed some of the marketing materials and swag designed for giveaways in 2024 as part of the centennial celebration.

IX. Committee Reports

- A. Finance Committee – the finance committee did not meet but discussed over email the prospective amended budget that was favorable to library operations and expenses, and did not see a need to adopt an amended budget in 2023.
- B. Nominating Committee – Ms. Kucher chaired the committee and reported the proposed slate of officers to be voted on in January:
  - 1. President – Melinda Deel
  - 2. Vice-President – Bob Bonam
  - 3. Secretary – Anne Kucher
  - 4. Treasurer – Madge Lawson
- C. Policy Committee – Ms. Morian reported that the Policy Committee did receive a new version of GOV-6 Trustee Code of Conduct from the attorney. She said that the attorney renamed it a Code of Ethics and proposed new wording for the policy. As a result, the Policy Committee will meet again in December to review and consider a new policy to bring before the full board.

X. Other Business

- A. The board reviewed the draft version of the 2024 planning calendar, noting changes that Ms. Morian highlighted, and provided suggestions that may influence the final calendar of events presented for approval at the board’s annual meeting in January.

XI. Board Comments

- A. Ms. Deel shared that she attended the Rochester Area Youth Association’s annual meeting on behalf of the library. She relayed that they are in need of additional volunteers to assist as board members or program chairs.

XII. Questions from the Liaisons

- A. Mr. Tyler asked if the library’s computer system can filter based on residential address in order to send out targeting mailings, and Ms. Morian confirmed that it can.

XIII. The regular meeting adjourned at 8:30 pm

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Anne Kucher, Secretary

# Treasurer's Report



ROCHESTER HILLS  
PUBLIC LIBRARY

**ROCHESTER HILLS PUBLIC LIBRARY**  
**Balance Sheet**  
**December 31, 2023**

**ASSETS**

**Current Assets**

Circ Registers/Coin	\$	2,020.00
<b>PNC</b>		
Payroll		250.30
New Operating Fund PNC		103,717.62
<b>UBS</b>		
Operating - UBS		2,932,231.92
OTBS		0.00
Plant		114,853.94
Roof		440,927.05
Self-Insurance		7,778.66
Vanguard		15,289.75

Total Current Assets 3,617,069.24

**Other Current Assets**

Prepaid Expenses 9,205.00

Total Other Current Assets 9,205.00

**TOTAL ASSETS** **\$ 3,626,274.24**

**LIABILITIES AND FUND BALANCE**

**Current Liabilities**

Staff Cash (pop cans)	\$	122.10
Flexible Spending W/H Payable		991.65
Supplemental Ins W/H Payable		530.16
Deferred Income - Roch Hills		426,357.38
Deferred Income - Rochester		287,751.53
Deferred Income - Oakland Twp		241,078.63

Total Current Liabilities 956,831.45

**Fund Balance**

Prior Years' Balance		1,883,356.60
Current Year Operations		786,086.19

Total Fund Balance 2,669,442.79

**TOTAL LIABILITIES & FUND BALANCE** **\$ 3,626,274.24**

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

	Current Month	YTD Actual	YTD Budget	YTD Variance	Annual Budget
<b>Revenues</b>					
Rochester Hills	0	3,075,811	3,037,230	38,581	3,037,230
City of Rochester	0	556,593	537,680	18,913	537,680
Oakland Twp	0	953,832	966,100	(12,268)	966,100
State Aid	0	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	3,594	61,067	50,000	11,067	50,000
Interest	2,461	22,779	2,000	20,779	2,000
Gains/Losses	18,216	115,105	0	115,105	0
Designated Gifts	925	6,140	10,000	(3,860)	10,000
Undesignated Gifts	17,542	47,003	37,800	9,203	37,800
Undesignated Gifts-Friends	0	171,000	171,000	0	171,000
Grants	0	1,618	4,000	(2,382)	4,000
Miscellaneous Revenue	1,000	55,053	4,190	50,863	4,190
Transfer-ReservedOTBS	0	0	0	0	0
Transfer-ReservedPlant	0	0	0	0	0
<b>Total Revenues</b>	<b>43,738</b>	<b>5,515,243</b>	<b>5,270,900</b>	<b>244,343</b>	<b>5,270,900</b>
<b>Expenditures</b>					
Payroll	275,428	2,348,090	2,557,800	(209,710)	2,557,800
Employee Benefits	50,339	539,342	578,700	(39,358)	578,700
Books	59,884	339,835	360,000	(20,165)	360,000
Print Subscriptions	12	15,900	15,000	900	15,000
Electronic Materials	93,030	368,895	319,100	49,795	319,100
Innovative Items	6,712	25,087	26,000	(913)	26,000
Audiovisual	8,813	76,743	119,900	(43,157)	119,900
Bookmobile Operation	731	11,657	25,000	(13,343)	25,000
OTBS	667	5,378	6,500	(1,122)	6,500
Voice and Data Services	694	14,891	26,000	(11,109)	26,000
Utilities	14,082	169,803	164,000	5,803	164,000
Insurance	0	21,854	19,000	2,854	19,000
Professional/Contract Services	4,606	60,596	70,000	(9,404)	70,000
Supplies	3,413	25,763	28,500	(2,737)	28,500
Promotion and Printing	104	55,973	50,800	5,173	50,800
Mileage	264	1,176	5,000	(3,824)	5,000
Postage	503	26,615	21,000	5,615	21,000
Staff Development/Membership Programs	2,222 3,296	34,217 48,583	35,500 53,000	(1,283) (4,417)	35,500 53,000
Facilities Maintenance	6,811	223,439	231,000	(7,561)	231,000
IT Maintenance	3,897	99,204	95,000	4,204	95,000
Staff/Volunteer Recognition	(200)	3,760	8,500	(4,740)	8,500
Gift and Grant Expense	666	11,631	0	11,631	0
Tax Tribunal Refunds	0	0	500	(500)	500
Equipment/Fixed Assets	0	76,926	86,500	(9,574)	86,500
Furnishings	3,326	12,589	12,800	(211)	12,800
Bookmobile Improvements	0	20,442	180,000	(159,558)	180,000
Capital Improvements	0	90,771	75,800	14,971	75,800
Contingency	0	0	100,000	(100,000)	100,000
<b>Total Expenditures</b>	<b>539,300</b>	<b>4,729,160</b>	<b>5,270,900</b>	<b>(541,740)</b>	<b>5,270,900</b>
<b>Revenue Over Expenditures</b>	<b>(495,562)</b>	<b>786,083</b>	<b>0</b>	<b>786,083</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>Jan 11, 2024</b>		
New Balance	Minimum Payment Due	
<b>\$10,077.89</b>	<b>\$100.00</b>	
<p><b>LATE PAYMENT WARNING:</b> If we do not receive your minimum payment by your due date, you may have to pay a \$39.00 late fee and your APRs may be increased up to the Penalty APR of 34.65%.</p> <p><b>MINIMUM PAYMENT WARNING:</b> If you make only the minimum payment each period, you will pay more in interest and it will take you longer to pay off your balance. For example:</p>		
If you make no additional charges using this card and each month you pay...	You will pay off the balance shown on this statement in about...	And you will end up paying an estimated total of...
Minimum Payment	31 Years	\$32,228
\$407	3 Years	\$14,664
Estimated savings if balance is paid off in about 3 years: \$17,564		
If you would like information about credit counseling services, call 1-888-326-8055.		

Account Summary	
Previous Balance	\$8,489.35
Payments	- \$8,489.35
Other Credits	- \$602.18
Transactions	+ \$10,680.07
Cash Advances	+ \$0.00
Fees Charged	+ \$0.00
Interest Charged	+ \$0.00
<b>New Balance</b>	<b>= \$10,077.89</b>
Credit Limit	\$30,000.00
Available Credit (as of Dec 17, 2023)	\$19,922.11
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** Renewal Notice - This periodic statement provides important information about your rate(s) and how your interest charge is calculated.

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.

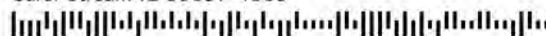
Scan this QR Code with your phone's camera to download the top-rated Capital One Mobile app.

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

New Balance	Minimum Payment Due	Amount Enclosed
<b>\$10,077.89</b>	<b>\$100.00</b>	\$ _____

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

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



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

In your letter, give us the following information:

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

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

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

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

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ETC-08 07/13/2023



Pay online at [capitalone.com](https://capitalone.com)



Pay using the Capital One mobile app



Customer Service 1-800-867-0904

## Changing your mailing address?

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

Any written request on this form will not be honored.

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

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

**When will you Credit My Payment?**

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

## Transactions

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

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

Trans Date	Post Date	Description	Amount
Nov 21	Nov 21	CAPITAL ONE ONLINE PYMTAuthDate 21-Nov	-\$8,489.35

### JULIANE MORIAN #9289: Transactions

Trans Date	Post Date	Description	Amount
Nov 14	Nov 17	PAYPAL *ROCHROTCHAR4029357733CA	\$380.00
Nov 20	Nov 21	USPS KIOSK 2580709552ROCHESTERMI	\$10.20
Nov 21	Nov 22	X STAMPER SHACHIHATATORRANCECA	\$147.15
Nov 26	Nov 27	Staples Incstaples.comMA	\$68.11
Nov 29	Nov 30	OAKLAND PRESS888-977-3677MI	\$12.00
Dec 1	Dec 2	AMZN Mktp US*YR1CL5ID3Amzn.com/billWA	\$38.67
Dec 4	Dec 5	IN *ROCHESTER ROTARY CLUB248-6019500MI	\$112.00
Dec 5	Dec 6	SP FTD.COMHTTPSCHECKOUTIL	\$63.60
Dec 10	Dec 12	HOLLYWOOD SUPERMARKET #6ROCHESTER HLSMI	\$18.98
Dec 14	Dec 14	AMAZON.COM*DW2ZP9PP3SEATTLEWA	\$303.60
Dec 14	Dec 15	SP WEXEL ARTWEXEL.MYSHOPITX	\$117.61

**JULIANE MORIAN #9289: Total Transactions** **\$1,271.92**

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

Trans Date	Post Date	Description	Amount
Nov 18	Nov 18	IKEA 4451050258884344532MD	-\$104.40
Nov 18	Nov 20	STORE.CREALITYHONG KONG	-\$492.15
Nov 20	Nov 22	CRICUTWWW.CRICUT.COUT	-\$5.63

### ALLISON SARTWELL #6129: Transactions

Trans Date	Post Date	Description	Amount
Nov 18	Nov 20	CRICUTWWW.CRICUT.COUT	\$9.99
Nov 20	Nov 21	CRICUTWWW.CRICUT.COUT	\$107.53
Nov 20	Nov 21	SP BAMBULAB.USUS.STORE.BAMBTX	\$827.29
Nov 20	Nov 21	SP XTOOL STOREHTTPSWWW.XTOOCA	\$44.99
Nov 20	Nov 21	SP XTOOL STOREHTTPSWWW.XTOOCA	\$279.47
Nov 20	Nov 21	SP XTOOL STOREHTTPSWWW.XTOOCA	\$481.36
Nov 20	Nov 21	PYN*RevopointOnline	\$735.00
Nov 20	Nov 21	anycubicLondon	\$1,168.00
Nov 21	Nov 22	SP AMERICAN BUTTON MAMERICANBUTTOTX	\$730.36
Nov 21	Nov 22	Hotmart LootStudiosScifi312-5102623DE	\$7.50
Nov 21	Nov 22	Hotmart LootStudFantasy312-5102623DE	\$7.50

Additional Information on the next page

### Transactions (Continued)

Trans Date	Post Date	Description	Amount
Nov 21	Nov 22	STLFLIX.COMJOINVILLE	\$299.00
Nov 22	Nov 24	SP HEAT PRESS NATIONHTTPSHEATPRESCA	\$113.40
Nov 28	Nov 29	Patreon* MembershipInternetCA	\$10.06
Dec 11	Dec 12	SP BAMBULAB.USUS.STORE.BAMBTX	\$65.97
Dec 11	Dec 12	CRICUTWWW.CRICUT.CO.U.T	\$102.85
Dec 11	Dec 12	SP XTOOL STOREHTTPSWWW.XTOOCA	\$109.18
Dec 11	Dec 13	MAIN STREET BILLARDSROCHESTERMI	\$20.00
Dec 11	Dec 13	CITY OF ROCHESTER PARKINGROCHESTERMI	\$5.00
Dec 13	Dec 14	SP BAMBULAB.USUS.STORE.BAMBTX	\$59.98
<b>ALLISON SARTWELL #6129: Total Transactions</b>			<b>\$5,184.43</b>

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

Trans Date	Post Date	Description	Amount
<b>MARY DAVIS #9241: Transactions</b>			
Trans Date	Post Date	Description	Amount
Dec 8	Dec 11	KRUSE & MUER ON MAINROCHESTERMI	\$317.00
<b>MARY DAVIS #9241: Total Transactions</b>			<b>\$317.00</b>

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

Trans Date	Post Date	Description	Amount
<b>WENDY LEHMAN #9147: Transactions</b>			
Trans Date	Post Date	Description	Amount
Dec 5	Dec 6	TARGET 00002824MADISON HEIGHMI	\$48.13
Dec 14	Dec 15	Spotify USA877-7781161NY	\$16.99
<b>WENDY LEHMAN #9147: Total Transactions</b>			<b>\$65.12</b>

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

Trans Date	Post Date	Description	Amount
<b>CAMILLE WESTMORE #4614: Transactions</b>			
Trans Date	Post Date	Description	Amount

#### STEVEN CLEMENT #7892: Payments, Credits and Adjustments

Trans Date	Post Date	Description	Amount

Additional Information on the next page

### Transactions (Continued)

**STEVEN CLEMENT #7892: Transactions**

Trans Date	Post Date	Description	Amount
Nov 17	Nov 17	AMZN Mktp US*H01Y53UI3Amzn.com/billWA	\$119.96
Dec 13	Dec 13	AMZN Mktp US*H51RU3K73Amzn.com/billWA	\$28.70

**STEVEN CLEMENT #7892: Total Transactions** **\$148.66**

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

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

Trans Date	Post Date	Description	Amount
Nov 20	Nov 21	SP WIZARDPINS.COMHTTPSWIZARDPIMA	\$1,630.00
Nov 20	Nov 21	StickerAppAnnapolisMD	\$433.60
Dec 8	Dec 11	ROCHESTER DDA RETAILROCHESTERMI	\$225.00

**ELIZABETH RACZKOWSKI #9004: Total Transactions** **\$2,288.60**

**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
Nov 17	Nov 18	ZOHO-DESKHTTPSWWW.ZOHOCA	\$151.20
Nov 18	Nov 20	SOCKETLABS484-418-1285PA	\$63.96
Nov 27	Nov 28	SP FREEDOM SCI STOREHTTPSVFOPGROUPFL	\$95.00
Nov 27	Nov 28	DIALPAD MEETINGS415-842-9989CA	\$254.40
Dec 2	Dec 4	STAMPS.COM855-608-2677TX	\$19.99
Dec 5	Dec 6	STAMPS.COM855-608-2677TX	\$197.85
Dec 5	Dec 6	USPS STAMPS ENDICIA888-434-0055DC	\$50.00
Dec 6	Dec 7	USPS STAMPS ENDICIA888-434-0055DC	\$25.00
Dec 7	Dec 8	USPS STAMPS ENDICIA888-434-0055DC	\$100.00
Dec 8	Dec 9	DNH*GODADDY.COM480-505-8855AZ	\$221.94
Dec 11	Dec 12	USPS STAMPS ENDICIA888-434-0055DC	\$100.00
Dec 12	Dec 12	INNOVATIVE USERS GROUP513-652-7898OH	\$125.00

**DEREK BROWN #8061: Total Transactions** **\$1,404.34**

**Total Transactions for This Period** **\$10,680.07**

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

Interest Charge Calculation			
Your Annual Percentage Rate (APR) is the annual interest rate on your account.			
Type of Balance	Annual Percentage Rate (APR)	Balance Subject to Interest Rate	Interest Charged
Purchases	26.24% P	\$0.00	\$0.00
Cash Advances	28.24% P	\$0.00	\$0.00

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

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



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

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530486-CA

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

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Date	Check #	Account ID	Account Descriptio	Line Description	Debit Amount	Credit Amount
12/15/23	73040	5301-10	Adult Books	ACT #C019265	110.33	
		7001-01	Misc. Reimbursable	ACT# L406562	12.01	
		5301-10	Adult Books	ACT #L410629	48.60	
		5301-50	Materials Processing	PROCESSING	2.37	
		5301-10	Adult Books	ACT #L424469	4,099.19	
		5301-50	Materials Processing	PROCESSING	307.62	
		1123-00	New Operating Fund	THE BAKER & TAYLOR COMPANY		4,580.12
12/15/23	73041	5301-30	Outreach Books	ACT #L449673	518.94	
		5301-50	Materials Processing	PROCESSING	30.76	
		5301-30	Outreach Books	ACT #L534941	687.28	
		5301-50	Materials Processing	PROCESSING	13.38	
		5301-30	Outreach Books	ACT #L449672	244.27	
		5301-50	Materials Processing	PROCESSING	12.64	
		1123-00	New Operating Fund	THE BAKER & TAYLOR COMPANY		1,507.27
12/15/23	73042	5301-20	Youth Books	ACT #L554618	3,649.95	
		5301-50	Materials Processing	PROCESSING	196.24	
		1123-00	New Operating Fund	THE BAKER & TAYLOR COMPANY		3,846.19
12/15/23	73043	5306-10	Adult DVDs	CUSTOMER #2000005835-DVD	48.72	
		5303-11	Adult Audio-Music	CUSTOMER #2000005835-MUSIC	157.38	
		5303-10	Adult Audio-Kits-Gam	CUSTOMER #2000005835-AUDIO	557.86	
		5301-50	Materials Processing	PROCESSING	129.51	
		5306-10	Adult DVDs	CUSTOMER #2000005843-DVD	56.23	
		5301-50	Materials Processing	PROCESSING	12.25	
		5306-10	Adult DVDs	CUSTOMER #200014883-DVD	221.19	
		5301-50	Materials Processing	PROCESSING	90.52	
		1123-00	New Operating Fund	MIDWEST TAPE LLC		1,273.66
12/15/23	73044	5306-30	Outreach DVDs	CUSTOMER #2000005836-DVD	22.49	
		5303-30	Outreach Audio & Vid	CUSTOMER #2000005836-AUDIO	77.98	
		5301-50	Materials Processing	PROCESSING	10.77	
		5306-30	Outreach DVDs	CUSTOMER #2000005839-DVD	44.98	
		1123-00	New Operating Fund	MIDWEST TAPE LLC		156.22



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Date	Check #	Account ID	Account Descriptio	Line Description	Debit Amount	Credit Amount
12/15/23	73045	5306-20	Youth DVDs/Videos	CUSTOMER #2000005837-DVD	71.92	
		5303-20	Youth Audio	CUSTOMER #2000005837-AUDIO	247.93	
		5303-21	Youth Music	CUSTOMER #2000005837-MUSIC	20.98	
		5301-50	Materials Processing	PROCESSING	64.93	
		1123-00	New Operating Fund	MIDWEST TAPE LLC		405.76
12/15/23	73046	6506-00	Software Support/Mai	Invoice: 56509	1,720.74	
		1123-00	New Operating Fund	AMERINET		1,720.74
12/15/23	73047	6401-00	Service Contracts	Invoice: 43380	320.00	
		1123-00	New Operating Fund	AQUARIUM DESIGN & MAINTENANCE		320.00
12/15/23	73048	5301-20	Youth Books	Invoice: ERG14145	997.99	
		5301-20	Youth Books	Invoice: ERG14146	924.65	
		5301-20	Youth Books	Invoice: ERG14147	551.10	
		1123-00	New Operating Fund	BOOK FARM LLC		2,473.74
12/15/23	73049	1144-00	Prepaid Expenses	Invoice:	300.00	
		1123-00	New Operating Fund	RHILLIB23-24-001 BRIGHT LORITOS		300.00
12/15/23	73050	5301-80	Interlibrary Loan (ILL)	Invoice: 120523	23.99	
		1123-00	New Operating Fund	CANTON PUBLIC LIBRARY		23.99
12/15/23	73051	6401-00	Service Contracts	Invoice: 12588512	415.80	
		1123-00	New Operating Fund	CERTASITE, LLC		415.80
12/15/23	73052	6401-00	Service Contracts	Invoice: 4174940970	185.34	
		1123-00	New Operating Fund	CINTAS CORPORATION #354		185.34
12/15/23	73053	5501-00	Water	Invoice: 113023	687.69	
		5501-00	Water	Invoice: 113023	212.86	
		1123-00	New Operating Fund	CITY OF ROCHESTER		900.55
12/15/23	73054	5301-50	Materials Processing	Invoice: 7400530	732.56	
		1123-00	New Operating Fund	DEMCO INC		732.56
12/15/23	73055	5703-00	Legal	Invoice: 3557897	1,698.00	

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		1123-00	New Operating Fund	DYKEMA GOSSETT PLLC		1,698.00
12/15/23	73056	6401-00 1123-00	Service Contracts New Operating Fund	Invoice: 13752069 ECOSHIELD PEST SOLUTIONS-DETRO IT	200.00	200.00
12/15/23	73057	5301-50 1123-00	Materials Processing New Operating Fund	Invoice: 62938 ELM USA INC.	3,674.95	3,674.95
12/15/23	73058	7001-01 5301-20 5930-00 1123-00	Misc. Reimbursable Youth Books General Printing New Operating Fund	Invoice: 120123 Invoice: 120123 Invoice: 120123 FEDEX OFFICE	490.20 25.88 15.53	531.61
12/15/23	73059	6403-00 1123-00	Misc Repairs New Operating Fund	Invoice: 068-1592620 THE FLYING LOCKSMITHS DET NORTH	900.00	900.00
12/15/23	73060	5703-00 1123-00	Legal New Operating Fund	Invoice: 873303 FOSTER SWIFT	352.50	352.50
12/15/23	73061	5301-30 5301-30 1123-00	Outreach Books Outreach Books New Operating Fund	Invoice: 83013024 Invoice: 83019871 GALE/CENGAGE LEARNING	152.80 25.60	178.40
12/15/23	73062	5302-13 5302-13 1123-00	Electronic Materials Electronic Materials New Operating Fund	Invoice: INV-INC36090 Invoice: INV-INC36091 INNOVATIVE INTERFACES	8,777.55 5,625.00	14,402.55
12/15/23	73063	5930-00 1123-00	General Printing New Operating Fund	Invoice: 2076 JM DESIGN & PRINTING SERVICES LLC	88.00	88.00
12/15/23	73064	5302-13 1123-00	Electronic Materials New Operating Fund	Invoice: 377383-PPU KANOPY INC.	717.40	717.40
12/15/23	73065	6401-00 1123-00	Service Contracts New Operating Fund	Invoice: 7703 MCCLELLAND LANDSCAPE	571.35	571.35

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Date	Check #	Account ID	Account Descriptio	Line Description	Debit Amount	Credit Amount
12/15/23	73066	5806-00 1123-00	Library Cards New Operating Fund	Invoice: 157059 METCOM	2,655.00	2,655.00
12/15/23	73067	5302-13 1123-00	Electronic Materials New Operating Fund	Invoice: 504720291 MIDWEST TAPE LLC	10,517.87	10,517.87
12/15/23	73068	6100-40 1123-00	Other - Staff Develop New Operating Fund	Invoice: 2212 MORNING MIST LLC	950.00	950.00
12/15/23	73069	6401-00 1123-00	Service Contracts New Operating Fund	Invoice: 156839 NATIONAL TIME & SIGNAL CORP	1,688.75	1,688.75
12/15/23	73070	5301-50 1123-00	Materials Processing New Operating Fund	Invoice: 1000350788 OCLC, INC.	360.22	360.22
12/15/23	73071	5302-13 5302-13 5302-13 1123-00	Electronic Materials Electronic Materials Electronic Materials New Operating Fund	Invoice: 721MA23434174 Invoice: 721SA23436832 Invoice: 721SV23436555 OVERDRIVE INC	3,208.18 2,908.35 5.98	6,122.51
12/15/23	73072	6100-50 1123-00	Professional Member New Operating Fund	Invoice: 31946 ROCHESTER REGIONAL CHAMBER OF	150.00	150.00
12/15/23	73073	6401-00 1123-00	Service Contracts New Operating Fund	Invoice: 181892 ROCKET ENTERPRISE INC	350.00	350.00
12/15/23	73074	5303-50 1123-00	Innovative Items New Operating Fund	Invoice: 120523 T-MOBILE	594.01	594.01
12/15/23	73075	6401-00 1123-00	Service Contracts New Operating Fund	Invoice: 3007501201 TK ELEVATOR	644.96	644.96
12/15/23	73076	5701-30 5701-30 1123-00	Collection Agency Collection Agency New Operating Fund	Invoice: 6120076 Invoice: 6120085 UNIQUE MANAGEMENT SERVICES INC	354.60 74.75	429.35
12/15/23	73077	6200-20 1123-00	Youth Programs New Operating Fund	Invoice: 120723 UPDOG YOGA	50.00	50.00

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Date	Check #	Account ID	Account Descriptio	Line Description	Debit Amount	Credit Amount
12/15/23	73078	5401-00 1123-00	Basic Phone New Operating Fund	Invoice: 9950404610 VERIZON WIRELESS	987.58	987.58
12/15/23	73079	5301-20 1123-00	Youth Books New Operating Fund	Invoice: 55394038 WESTON WOODS STUDIOS	65.90	65.90
12/14/23	73080	8001-01  1123-00	Furnishings  New Operating Fund	Invoice: EST-6916 DEPOSIT FAST SIGNS	3,430.31	3,430.31
12/29/23	73081	5301-10 7001-01 5301-10 5301-50 5301-10 5301-50 1123-00	Adult Books Misc. Reimbursable Adult Books Materials Processing Adult Books Materials Processing New Operating Fund	ACT #C019265 ACT# L406592 ACT #L410629 PROCESSING ACT #L424469 PROCESSING THE BAKER & TAYLOR COMPANY	117.52 29.19 78.25 3.95 20,453.47 460.40	21,142.78
12/29/23	73082	5301-30 5301-50 5301-30 5301-50 5301-30 5301-50 5301-30 5301-50 1123-00	Outreach Books Materials Processing Outreach Books Materials Processing Outreach Books Materials Processing Outreach Books Materials Processing New Operating Fund	ACT #L449673 PROCESSING ACT #L534941 PROCESSING ACT #L395513 PROCESSING ACT #L449672 PROCESSING THE BAKER & TAYLOR COMPANY	38.80 4.97 105.59 3.95 2,119.09 41.29 719.52 41.87	3,075.08
12/29/23	73083	5301-20 5301-50 5301-20 5301-50 1123-00	Youth Books Materials Processing Youth Books Materials Processing New Operating Fund	ACT #L449675 PROCESSING ACT #L554618 PROCESSING THE BAKER & TAYLOR COMPANY	1,930.05 112.97 9,674.81 249.25	11,967.08
12/29/23	73084	5306-10  5303-11  5303-10  5301-50 5306-10	Adult DVDs  Adult Audio-Music  Adult Audio-Kits-Gam  Materials Processing Adult DVDs	CUSTOMER #2000005835-DVD CUSTOMER #2000005835-MUSIC CUSTOMER #2000005835-AUDIO PROCESSING CUSTOMER #2000005843-DVD	1,656.67  66.70  354.91  568.84 106.45	

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Date	Check #	Account ID	Account Descriptio	Line Description	Debit Amount	Credit Amount
		5301-50	Materials Processing	#2000005843-DVD PROCESSING	23.95	
		5306-10	Adult DVDs	CUSTOMER	944.00	
		5301-50	Materials Processing	#200014883-DVD PROCESSING	379.04	
		1123-00	New Operating Fund	MIDWEST TAPE LLC		4,100.56
12/29/23	73085	5306-30	Outreach DVDs	CUSTOMER	182.16	
		5303-30	Outreach Audio & Vid	#2000005836-DVD CUSTOMER	72.98	
		5301-50	Materials Processing	#2000005836-AUDIO PROCESSING	49.09	
		5306-30	Outreach DVDs	CUSTOMER	143.92	
		1123-00	New Operating Fund	#2000005839-DVD MIDWEST TAPE LLC		448.15
12/29/23	73086	5306-20	Youth DVDs/Videos	CUSTOMER	1,110.92	
		5303-20	Youth Audio	#2000005837-DVD CUSTOMER	384.89	
		5303-21	Youth Music	#2000005837-AUDIO CUSTOMER	25.48	
		5301-50	Materials Processing	#2000005837-MUSIC PROCESSING	342.03	
		1123-00	New Operating Fund	MIDWEST TAPE LLC		1,863.32
12/29/23	73087	5301-20	Youth Books	Invoice: 196291	323.10	
		1123-00	New Operating Fund	ALL ABOUT BOOKS		323.10
12/29/23	73088	6501-00	Copier Contract/Main	Invoice: 2383086	1,738.94	
		1123-00	New Operating Fund	APPLIED INNOVATION		1,738.94
12/29/23	73089	6200-40	Community Programs	Invoice: 122123	48.00	
		1123-00	New Operating Fund	ASCAP		48.00
12/29/23	73090	5301-20	Youth Books	Invoice: CAL345255I	372.06	
		1123-00	New Operating Fund	CAVENDISH SQUARE		372.06
12/29/23	73091	5306-82	Oakland Talking Boo	Invoice: 668310287	0.61	
		1123-00	New Operating Fund	CENTURY LINK		0.61
12/29/23	73092	7001-01	Misc. Reimbursable	Invoice:	50.00	
		7001-01	Misc. Reimbursable	EDWARDS120623 Invoice: XIA121023	50.00	

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		7001-01	Misc. Reimbursable	Invoice: SINGH	100.00	
		7001-01	Misc. Reimbursable	Invoice: RANJAN	50.00	
		1123-00	New Operating Fund	THE COMMUNITY FOUNDATION OF GREATER ROC		250.00
12/29/23	73093	5502-00	Gas	Invoice: 121323	2,616.81	
		1123-00	New Operating Fund	CONSUMERS ENERGY		2,616.81
12/29/23	73094	5202-40	Other Dental	Invoice:	1,705.16	
		1123-00	New Operating Fund	RIS0005376296 DELTA DENTAL PLAN OF MICHIGAN		1,705.16
12/29/23	73095	5301-50	Materials Processing	Invoice: 7412370	133.64	
		1123-00	New Operating Fund	DEMCO INC		133.64
12/29/23	73096	5503-00	Electric	Invoice: 122023	10,563.54	
		1123-00	New Operating Fund	DTE ENERGY		10,563.54
12/29/23	73097	5301-30	Outreach Books	Invoice: 83034609	989.36	
		5301-30	Outreach Books	Invoice: 83039349	127.97	
		5301-30	Outreach Books	Invoice: 83042467	27.19	
		5301-30	Outreach Books	Invoice: 83046128	195.95	
		1123-00	New Operating Fund	GALE/CENGAGE LEARNING		1,340.47
12/29/23	73098	5201-40	Other Medical	Invoice:	18,556.31	
		1123-00	New Operating Fund	100010352122 HEALTH ALLIANCE PLAN		18,556.31
12/29/23	73099	5201-40	Other Medical	Invoice:	4,025.26	
		1123-00	New Operating Fund	100010354373 ALLIANCE HEALTH AND LIFE		4,025.26
12/29/23	73100	5301-80	Interlibrary Loan (ILL)	Invoice: 8268	12.25	
		1123-00	New Operating Fund	KENT DISTRICT LIBRARY		12.25
12/29/23	73101	5303-20	Youth Audio	Invoice: 103814	478.28	
		5303-10	Adult Audio-Kits-Gam	Invoice: 105577	43.96	
		1123-00	New Operating Fund	LIBRARY IDEAS LLC		522.24
12/29/23	73102	5401-00	Basic Phone	Invoice: 33703564	176.91	
		1123-00	New Operating Fund	LINGO COMMUNICATIONS		176.91

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Date	Check #	Account ID	Account Descriptio	Line Description	Debit Amount	Credit Amount
				COMMUNICATIONS		
12/29/23	73103	5302-13 1123-00	Electronic Materials New Operating Fund	Invoice: 504812714 MIDWEST TAPE LLC	20,000.00	20,000.00
12/29/23	73104	5302-13  5302-13 1123-00	Electronic Materials  Electronic Materials New Operating Fund	Invoice: 721SA23453279 Invoice: 72123456659 OVERDRIVE INC	11,036.06  30,000.00	41,036.06
12/29/23	73105	5301-30 1123-00	Outreach Books New Operating Fund	Invoice: 448175 PLAYAWAY PRODUCTS	839.65	839.65
12/29/23	73106	5306-80 1123-00	Bookmobile Operatio New Operating Fund	Invoice: 121123 CITY OF ROCHESTER HILLS DPS	535.01	535.01
12/29/23	73107	5401-00 1123-00	Basic Phone New Operating Fund	Invoice: 36895 TELNET WORLDWIDE	209.84	209.84
12/29/23	73108	5301-10 1123-00	Adult Books New Operating Fund	Invoice: 16831 TSAI FONG BOOKS INC	34.84	34.84
12/29/23	73109	2168-00 1123-00	Supplemental Ins W/ New Operating Fund	Invoice: 121923 UNUM LIFE INSURANCE - SUPP	42.51	42.51
12/29/23	73110	5206-40 1123-00	Other LTD Insurance New Operating Fund	Invoice: 121923 UNUM LIFE INSURANCE CO OF AMERICA	468.54	468.54
12/29/23	73111	5207-30 1123-00	Vision Insurance New Operating Fund	Invoice: 819441300 VISION SERVICE PLAN	263.39	263.39
12/29/23	73112	5301-20 5301-20 5301-20 5301-20 1123-00	Youth Books Youth Books Youth Books Youth Books New Operating Fund	Invoice: 53750044 Invoice: 55853355 Invoice: 55990693 Invoice: 56142628 WESTON WOODS STUDIOS	29.66 32.95 65.90 29.66	158.17

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Date	Check #	Account ID	Account Descriptio	Line Description	Debit Amount	Credit Amount
12/29/23	73113	5301-20 1123-00	Youth Books New Operating Fund	Invoice: 1656007 WORLD BOOK INCORPORATED	59.99	59.99
12/29/23	73114	6402-10 1144-00 1123-00	Maintenance Supplie Prepaid Expenses New Operating Fund	Invoice: 87362 Invoice: 87648 VANGUARD CLEANING SYSTEMS	1,064.70 7,955.00	9,019.70
12/11/23	EFTAZ121123	5301-10 6200-20 5306-80 5306-13 6402-10 5807-00 5940-00 5301-30 5303-22 5303-30 6200-30 5306-11 5805-00 5303-50 5306-10 5303-10 6200-50 1123-00	Adult Books Youth Programs Bookmobile Operatio Teen & Adult Video G Maintenance Supplie Office Supplies 3D Printing/Makerspa Outreach Books Youth Kits Outreach Audio & Vid Outreach Programs Teen Anime IT Supplies Innovative Items Adult DVDs Adult Audio-Kits-Gam Systemwide Program New Operating Fund		1,046.80 178.72 195.70 1,229.67 321.58 72.76 151.50 180.58 11.75 219.48 7.57 243.33 443.05 1,405.84 28.64 157.29 310.53	6,204.79
12/23/23	EFTVISA1221	6402-10 6200-20 5301-50 5303-50 6506-00 5940-00 6100-50 6200-50 5807-00 6200-10 5402-00 5802-00 8001-01 5302-13 5306-82 5302-00 5808-00	Maintenance Supplie Youth Programs Materials Processing Innovative Items Software Support/Mai 3D Printing/Makerspa Professional Member Systemwide Program Office Supplies Adult Programs Postage/Shipping Circulation Supplies Furnishings Electronic Materials Oakland Talking Boo Periodical/PrintSubs Board Room Supplie		148.66 65.12 489.42 4,711.98 437.10 237.00 2,288.60 380.00 202.00 503.04 68.11 334.05 666.40 12.00 136.59	497.78 104.40
				Makerspace		



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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>
		1123-00	New Operating Fund	CAPITAL ONE BK(USA), NA		10,077.89
	<b>Total</b>				<u><b>245,687.99</b></u>	<u><b>245,687.99</b></u>

**Rochester Hills Public Library  
Supplemental Information  
December 2023**

Checks & EFT's - Operating Account			245,085.81
Payroll Account - Net Payroll			203,973.92
Employee Benefit EFTs and Misc Debits -			
Payroll Taxes		66,733.24	
Employee FSA Debits - Wage Works		403.90	
Employer Pension Contributions - MERS		8,617.43	
Employee Deferred Contributions		20,593.24	
Bank/Merchant Fees		344.14	
ADP & WageWorks Fees		1,781.70	
NSF Checks		-	
		<b>TOTAL</b>	98,473.65
			<b>\$ 547,533.38</b>

# Communications





500 Olde Towne Road  
Rochester, Michigan  
48307-2043

248-656-2900  
Fax 248-650-7121  
www.rhpl.org

Juliane Morian  
Director

Board of Trustees:  
Robert Bonam  
Madge Lawson  
Anne Kutcher  
Melinda Deel  
Julianne Reyes  
Harper West

December 13, 2023



Dear [REDACTED],

Thank you for taking the time to inquire about the series, "A Court of Thorns and Roses" which is a fantasy series by Sarah J. Maas located in the Teen section of the Rochester Hills Public Library (RHPL). You stated that you felt that the series had merit but should not be shelved in the Teen department because of explicit sexual content.

After completing a staff review, I have concluded that this title was acquired and originally assigned a collection in accordance with the library's INF-1 Material Selection Collection Development Policy based on the first volumes of the series; when the series started it was intended for a teen audience. Newer titles have been released in the series that have been reviewed by professionals as holding interest for both older teens and new adults. It is my conclusion that this title will be retained in the Rochester Hills Public Library collection but moved to the Adult Services department, located on the same floor as the Teen department. RHPL's MGT-7 Reconsideration of Library Materials Policy provides a protocol to appeal this decision.

Although not every item the library will be enjoyed by every reader, listener, or viewer, there is something for everyone at the public library and we look forward to serving you in the future.

Sincerely,

Juliane Morian

A community library  
for Rochester,  
Rochester Hills, and  
Oakland Township

Subject

A letter from the library Director

Date

12/02/2023

Dear Ms Mancini,

500 Old Towne Rd  
Roch Mt  
48307

RE: Celebrating RHPL Centennial

As long as you are director of RHPL There is very little to celebrate.

RHPL is not a "high-caliber library system".

As an older librarian I've watched our libraries become a reflection of the lowering of academic standards and its concomitant lowering of public health standards.

Your actions - ignoring a real medical emergency - in favor of removing chairs for public seating - for a pretend emergency - to be grounds for your removal.

I attended a library Board meeting. I prefer a written response - from both you and The Board.

Sincerely,  
Nadia Chernig

cc RHPL, BOD, Secretary Kucher  
Mayor Barnett

P.O. Box 41132

Thank you for your positive comments

1 message

Juliane Morian <juliane.morian@rhpl.org>

Fri, Dec 15, 2023 at 8:48 AM

To: [Redacted]

Amy,

Thank you for taking the time to write a comment card that praised Aaron's work. Aaron is a valued member of our team, and your comments give me a chance to share a 'staff kudos' within the organization. I am so pleased to hear he exceeded your expectations for good customer service.

I hope to see you again soon at the library.

Regards,

Juliane

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



Date: 12.14.23

500 Olde Towne Road  
Rochester, Michigan 48307-2043

Comment Card



Please share my thanks with Aaron - he was working upstairs helping with the computer printer. Aaron had 5 people all wanting his attention. He was kind, prompt, and attentive to all of us. Aaron, you made my day!

(Optional) Name: Amy

Contact #: [Redacted]

Email: [Redacted]

For staff use only:

I attempted to contact the phone number provided on the comment card on four separate occasions, spanning different days, but unfortunately, my efforts yielded no success. The calls would go through, but eventually, they would disconnect without offering a voicemail prompt. It appears that the individual who left the comment may have been concerned about the duration of time available at the quiet room stations in comparison to the open air spaces. We have communicated with Adult Services/Tech Assistance to ensure if patrons wish to extend their time in the quiet rooms, they are encouraged to do so. Specifically, they are granted an initial 240 minutes (identical to other zones), with the option for 15-minute extensions, provided no one else is waiting to use the desktop. It's worth noting that both of these desktops experience minimal usage, with patrons rarely utilizing these particular machines. The majority of our computer usage occurs in the open air PC zones.

Derek Brown  
12/29/2023



500 Olde Towne Road  
Rochester, Michigan 48307-2043

## Comment Card

Date 12-21-23

IT:

PLEASE INCOMPATIBLE SAME IT FORMAT IN "QUIET ROOMS" AS  
CURRENTLY COMMENTED IN PUBLIC COMPUTER AREA AS PEOPLE  
TALK LOUD AND DISRUPTING OTHERS WORKING!

Optional: Name

[REDACTED]

Contact No.

[REDACTED]



Date: 12/6/23

500 Olde Towne Road  
Rochester, Michigan 48307-2043

# Comment Card



Let's Go Birding - Gred Bodker



great!

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

For staff use only:



Date: 12/6/23

500 Olde Towne Road  
Rochester, Michigan 48307-2043

# Comment Card



GREAT PRESENTATION  
VERY KNOWLEDGABLE

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

For staff use only:



Date: 12/6/23

500 Olde Towne Road  
Rochester, Michigan 48307-2043

# Comment Card



Loved it. always enjoy  
lectures on birds.

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

For staff use only:





ROCHESTER HILLS  
PUBLIC LIBRARY

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

500 Olde Towne Road  
Rochester, Michigan 48307-2043

# Comment Card



Good talk Greg!

I've been  
Birding in FL the  
last 12 winters



(Optional) Name:



Contact #:



For staff use only:



ROCHESTER HILLS  
PUBLIC LIBRARY

500 Olde Towne Road  
Rochester, Michigan 48307-2043

# Comment Card

Date 12/4/23

Excellent Talk  
would love to go on a tour w/ Greg



Optional: Name



Contact No.



ROCHESTER HILLS  
PUBLIC LIBRARY

500 Olde Towne Road  
Rochester, Michigan 48307-2043

# Comment Card

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



BIRDING PROGRAM  
Great Speaker!!



(Optional) Name:

Contact #:

Email:

For staff use only:




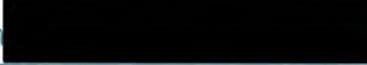
Date: \_\_\_\_\_

500 Olde Towne Road  
Rochester, Michigan 48307-2043

# Comment Card



Great for first time birders experts of  - maybe do a summer bird theme?

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

For staff use only:




Date: 07 DEC 2023

500 Olde Towne Road  
Rochester, Michigan 48307-2043

# Comment Card



GREAT JOB WITH THE DETAILS OF THE PACIFIC WAR. LOTS OF INFORMATIVE SLIDES.

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

For staff use only:



Please Allow A grace period between room reservations to allow for sanitizing & tidying up. Thank you for your consideration. The rooms have had debris & odor, along with food wrapping.

(Optional) Name:

Contact #:

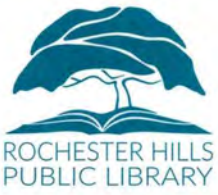
Email:



*For staff use only:* emailed patron to say we were not able to @gmail.com

clean rooms between even reservation, but that they were cleaned in →

the evening and any issues should be brought to staff immediately so that we may contact the previous reservation. Beth 12/14



Date: 12/17/23

500 Olde Towne Road  
Rochester, Michigan 48307-2043

# Comment Card



We really enjoyed the jazz concert today. The music was wonderful and the musicians also shared with us ideas and concepts of their art which was also wonderful.

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

*For staff use only:* 12/21 - emailed [REDACTED] to thank them for their feedback & let them know we would keep their comments in mind when =>

booking future concerts - BR



500 Olde Towne Road  
Rochester, Michigan 48307-2043

# Comment Card

Date 12/28/23

Thank you for allowing a young student to show her hard work.

Attended the reading of a play written by Mikel Hall

Optional: Name



Contact No.



500 Olde Towne Road  
Rochester, Michigan 48307-2043

# Comment Card

Date Dec 28, 2023

The reading was wonderful! Thank you for putting this on!

Optional: Name



Contact No.



Date: December 28, 2023  
500 Olde Towne Road  
Rochester, Michigan 48307-2043

# Comment Card



The young man in the creative studio is extremely polite and courteous. Such a welcoming spirit! Thanks to him & Rachel for their help today!!!

(Optional) Name:

Contact #:

Email:

For staff use only:



**Ted Jordan**

Local Guide · 821 reviews · 588 photos

★★★★★ a day ago **NEW**

Really nice library. Great internet. Lots of study tables and quiet section

 Like

**Response from the owner** just now

Thank you for your five-star review, Ted! We're happy to offer many things for you to enjoy.

Google Review, 12.4.23





**TAG**

83 reviews · 19 photos

★★★★★ a day ago **NEW**

Very nice library with wide selection of not only books, but also Movie DVDs and TV Series DVDs. Computers internet, printers, copiers are also available.

 Reply  Like

**Response from the owner** just now

Thank you for your five-star review! We are glad you enjoy our collection and facilities!

Google Review, 12.5.23

LOCAL NEWS

## Oakland County community calendar Dec. 24 and beyond

- “Neighbors Helping Neighbors- National Day of Service” presented by Michael Dreon, executive director of Rochester’s Neighborhood House, is 7 p.m. Jan. 9, at Rochester Hills Public Library, 500 Olde Towne Road, Rochester, open to the public, registration is required, visit [calendar.rhpl.org](http://calendar.rhpl.org) or call 248-656-2900.

Oakland Press, December 27, 2023

THINGS TO DO

## Things to do in metro Detroit, Dec. 29 and beyond

- CAME: 2 p.m. Jan. 7, Rochester Hills Public Library, 500 Olde Towne Road, Rochester, open to the public. Registration is required at [calendar.rhpl.org](http://calendar.rhpl.org) or call 248-656-2900.

Oakland Press, December 28, 2023

# Library Director's Report



ROCHESTER HILLS  
PUBLIC LIBRARY



# Director's Report

January 8, 2024

## 1. Rochester Hills Nonprofit Assistance Grant

The Rochester Hills Public Library was selected as a recipient of the Nonprofit Assistance Grant program administrated by the City of Rochester Hills (distributing ARPA funds). The \$20,000 award will have matching dollars from the library and be dedicated to the goal of enhancing community education. As such, the library will be expanding the Youth Services storytime room in spring of 2024 with a target completion date of June 2024. I am researching and evaluating two architecture firms that could be utilized for this project.

## 2. Marketing and Communication Updates

On January 1<sup>st</sup> the public relations team sent out a general email communication that announced the centennial year and invited patrons to participate in various ways such as attending a themed program or selecting a new commemorative library card. The launch of new library cards has been a popular choice and numerous patrons upgraded their cards in the first week it was offered. Additionally, the IT team and the PR team worked on a personalized email for patrons aged 13 and over to share how they used their library over the previous year entitled "Your Library Year in Review". Finally, the web team is working on a small, strategic upgrade to the website to make popular links easier to access based on data from our first six months of the new website. Enhancements include a new moving image for our header graphic, making digital collections more prominent on the homepage, and streamlining our events promotions.

## 3. Community Conversations

Staff from the Rochester Hills Public Library continuously seek input from community members to inform strategic direction and action items. One new channel of feedback we are trying in 2024 is to invite patrons to participate in informal focus groups. Community members who are interested in providing feedback are encouraged to sign up to participate in one of four focus groups in early March – one focused on parents and caregivers, one focused on teen services, and two dedicated to general community members. Focus groups are a useful tool for inspiring ideas that can then be tested on a broader scale through the biennial community survey, slated to go out in late March of 2024.

## 4. Freedom to Read Act

Representatives Veronia Paiz (D-11) and Carol Glanville (D-84) plan to introduce legislation to safeguard constitutionally protected materials in public libraries. Polling data from the Michigan Library Association's EPIC-MRA survey conducted in May 2023, found that a majority of respondents (83% overall, and 67% strongly) stated they would "support state legislation that would protect the right of the public to read what they wish to read in local public libraries and not have books banned." The bill balances local governance while upholding civil rights protections. If approved, local public library boards are required to adopt a policy about material

selection and include a provision for staff review of reconsideration requests. Only patrons from the service area can submit a request for reconsideration and the reason for the reconsideration cannot be in conflict with protected classes enumerated in the Elliott Larsen Civil Rights Act.

**5. Think Space 2023-24 Recap**

I attended the Michigan Library Association’s directors-only conference called “Think Space” in Grand Rapids, MI in December 2023. The theme for this year was future-proof libraries. Highlights of the two-day conference included a session on how to reach Millennial and Gen Z patrons to the library, with advice given to focus on building community through fandom topics and social issues as a driving force for either/both group. Additionally, the conference took a deep dive into generative AI and discussed ways it can be utilized within the library setting while also discussing some of the ethical dilemmas of using it. Attendees benefitted from speakers who addressed trends with demographics changing in the state (with an aging population, and fewer younger people moving in permanently) and trends within physical library spaces. The conversations and networking with fellow library directors is the most rewarding part of the conference, and I especially appreciated when the group brainstormed ways libraries should adapt in order to address the epidemic of loneliness. The second part of the conference takes place in May 2024 on Mackinac Island.

**6. Upcoming Events**

January 19, 2024	Winter Wonder Library event, 6:00pm – 8:00pm (library closes early at 5:00pm)
January 23, 2024	Friends of the Rochester Hills Public Library meeting, 7pm
February 13, 2024	RHPL Board of Trustees regular meeting, 7pm ( <u>note the change to Tuesday</u> )
February 27, 2024	Friends of the Rochester Hills Public Library meeting, 7pm
March 12, 2024	RHPL Board of Trustees regular meeting, 7pm



## Statistical Report - Usage for the month of December 2023

<i>Circulation</i>	<b>LY Month</b>	<b>Month</b>	<b>MTM</b>	<b>Last YTD</b>	<b>YTD</b>	<b>YTY</b>
Staff-Assisted	11,372	11,484	1.0%	154,239	153,869	-0.2%
Self Check	23,883	24,094	0.9%	346,391	351,772	1.6%
Renewals	50,881	48,772	-4.1%	613,219	598,393	-2.4%
e-Materials	20,088	27,733	38.1%	241,676	292,240	20.9%
Bookmobile	3,090	3,365	8.9%	38,989	40,556	4.0%
Mini-Branch	1,032	1,368	32.6%	16,377	18,234	11.3%
OTBS Circ	5,987	5,375	-10.2%	81,122	67,120	-17.3%
MeLCat Borrowed	1,131	926	-18.1%	17,558	15,784	-10.1%
MeLCat Loaned	1,883	1,118	-40.6%	25,388	18,899	-25.6%
<b>Total Circulation</b>	<b>119,347</b>	<b>124,235</b>	<b>4.1%</b>	<b>1,535,889</b>	<b>1,557,534</b>	<b>1.4%</b>

<i>Other Statistics</i>	<b>LY Month</b>	<b>Month</b>	<b>MTM</b>	<b>Last YTD</b>	<b>YTD</b>	<b>YTY</b>
In-Person Visits	24,529	29,792	21.5%	349,403	421,646	20.7%
Meeting Rooms	36	74	105.6%	430	705	64.0%
Study Rooms	639	753	17.8%	7,582	9,344	23.2%
Adult Programs	12	12	0.0%	168	178	6.0%
--Attendance	194	238	22.7%	3,734	4,419	18.3%
Teen Programs	5	5	0.0%	52	46	-11.5%
--Attendance	21	26	23.8%	223	242	8.5%
Youth Programs	9	19	111.1%	160	246	53.8%
--Attendance	246	647	163.0%	7,126	11,399	60.0%
Computer Use	1,264	1,473	16.5%	15,977	19,329	21.0%
Wireless Use	4,822	5,494	13.9%	61,727	69,394	12.4%
Database Use	5,610	5,925	5.6%	67,420	72,467	7.5%
Volunteer Hours	319	256	-19.7%	4,371	3,546	-18.9%

### Number of Library Card Holders

<i>Municipality</i>	<b>LY Month</b>	<b>Month</b>	<b>% Total</b>
Rochester Hills	47,934	47,689	59.7%
Rochester	10,328	10,498	13.1%
Oakland	10,305	9,636	12.1%
Non-residents	4,581	4,793	6.0%
Virtual Students	0	7,222	9.0%
<b>Total Card</b>	<b>73,148</b>	<b>79,838</b>	<b>100%</b>

### Number of Items

<i>Type</i>	<b>LY Month</b>	<b>Month</b>
Print	248,927	267,035
Audio	18,573	19,266
Video	45,304	47,168
Other	423	440
E-Material	24,464	26,752
<b>Total</b>	<b>337,691</b>	<b>360,661</b>

# RHPL Strategic Plan: 2023 Points of Pride



## Interior Facility Improvements

---

- Added a 10<sup>th</sup> study room for public use
- Removed tall shelving from the first floor to enhance line of sight and visuals in the space. Added way-finding kiosks with floor maps on the first and second floor.
- Enhanced lighting in main lobby near the circulation counter and the DVD shelving, converting old fixtures to LED and increasing the luminosity.
- Added new soft seating and side table to the lobby.
- Upgraded doors with new proximity passes, and introduced a method of self-service access to study rooms using a PIN that is emailed with the reservation confirmation. This cuts down on patrons needing to wait in line to receive a physical key for a study room.
- Added new soffit signage on the second floor for Tech Assistant Desk and Teen collections, and added Friends' signage for Book Nook sales.
- Renovated the administrative corridor, boardroom, and added another office; improved furnishings in the makerspace.
- In-Person visits increased year over year by more than 20%
- Study room and meeting room reservations increased year over year by 25%

## Exterior Facility Improvements

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- Removed a significant number of dead or decaying trees and added new landscaping to the west entrance, with a mix of native plants and blooming flowers.
- Piloted a revenue-producing cooperative agreement with the Royal Park Hotel that allows use of the library parking lots during off-peak hours for overflow valet parking at the hotel.
- Exterior holiday light were added to the back garden. The decoration was sponsored by the Friends of RHPL and kicked off the celebratory year of 2024, which is the library's centennial.

## Community Engagement

---

- Participated in the Rochester Area Hometown Parade after a multi-year hiatus.
- Spearheaded the return of Smart Towns lectures, with RHPL serving as the anchor institution for convening community collaborators.
- Participated as an early voting site, and pledged site services throughout all of 2024 for general elections.

## Outreach

---

- Began rolling in the hills (March 1, 2023) with a new mini-bookmobile. As the result of a public contest, it was dubbed the "BoB" or Books on Board. The new service transformed lobby stops in a positive way with new levels of engagement for individuals living in assisted living facilities.
- Attended more library pop-up events than the year prior and recorded some of the strongest engagement at local community events like festivals and Trunk or Treat.

## New collections and services

---

- Launched a new website and upgraded online catalog experience (May 1, 2023).
- Adopted a highly responsive method of purchasing more copies of materials when holds exceed 3:1 copy for books, 5:1 copy for AV, and 8:1 copy for electronic material.
- Added more electronic materials and circulation of e-materials increased by 20%.
- Developed a citizenship corner in Adult Services to provide resources for new Americans or marketing materials for local citizens regarding municipalities and elected officials' initiatives.
- Expanded the innovative items to include adaptive equipment to borrow for persons living with unique needs and disabilities.

## Organizational health

---

- Conducted training sessions for regular and part-time salaried staff on a monthly basis, which increased mastery of skills and fostered strong morale.
- Encouraged cross-departmental knowledge sharing and spearheaded marquee programs through specialized committee work.
- Increased network security by upgrading to multi-factor authentication, single-sign on for applications, and migrated to the Google Suite of applications for file sharing and productivity.
- Hosted an all-staff In-Service on the history of the library and region, and trained on practical ways we can enhance our service to individuals living with vision impairments/blindness or who are hard of hearing.
- Offered small discussion groups to staff to facilitate group discussion about the challenges of public service work in contemporary culture.
- Successfully navigated an election season for library board candidates, fostering a culture of respect for differing ideas and championing an informed electorate. The library retained one incumbent and welcomed a newly elected member of the community to the board.

## Goals for 2024

---

- Plan programs for each month of centennial year in 2024 including celebratory swag, a portion of the website devoted to a historic century of service, a 1920s themed fundraiser in the spring, and a ticketed gala in the fall;
- Research and implement a plan to expand eligibility for books by mail service and increase participation by 15%;
- Implement a plan to replace the early literacy bus with a new vehicle;
- Renovate the story time room (with a grant) and upgrade the second floor furnishings;
- Enhance the outdoor garden area with ADA accessible walk and new elements for community gathering and engagement;
- Recommend training opportunities for Board of Trustees;
- Professional development for staff: Innovative Users Group Conference (Detroit, MI), Public Library Association Biennial Conference (Columbus, OH), American Library Association Annual Conference (San Diego, CA), Michigan Library Association Annual Conference (Traverse City, MI).

## **Committee Updates**



ROCHESTER HILLS  
PUBLIC LIBRARY

## Library Board Ethics and Conflict of Interest Policy

### Policy Statement

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

---

### Regulations

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

## Library Board Ethics and Conflict of Interest Policy

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



## Library Board Ethics and Conflict of Interest Policy

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

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

The undersigned acknowledges:

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

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

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

---

Approved:  
Rochester Hills Public Library Board of Trustees

**Policy Statement**

The library provides legal insurance to eligible employees as a benefit to attract high quality employees.

---

**Regulations**

1. The library will provide a legal insurance policy for all regular employees and eligible family members. Coverage is available on the first day of the month after sixty (60) days of employment as a regular employee. The cost of an employee’s coverage is paid by the library.
  2. Information regarding the legal insurance plan may be obtained from the accountant/benefits coordinator.
- 

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

## Other Business



ROCHESTER HILLS  
PUBLIC LIBRARY