

**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.

**April 9, 2024 – 7 p.m.**

**Agenda**

- I. Call to order of the regular meeting
- II. Public Comments\*
- III. Presentation of the 2023 Audit – Greg Soule, Partner at Andrews Hooper Pavlik PLC
- IV. Minutes of regular meeting on March 12, 2024
- V. Treasurer’s Report for March 2024
- VI. Monthly bills for March 2024 in the amount of \$389,816.09
- VII. Communications
  - a. Customer Comments
  - b. Press Coverage
- VIII. Reports
  - a. Library Director
  - b. Statistical Report
- IX. Committee Updates
  - a. Finance – summary of meeting on April 1, 2024
  - b. Policy
    - i. Rochester Hills Public Library Board of Trustees Bylaws – second reading
    - ii. GSV-4 Makerspace Policy – second reading
    - iii. GSV-4 Makerspace Release Form – second reading
- X. Other Business
  - a. Update on capital projects
  - b. Future funding update
- XI. Board Comments
- XII. Questions from the Liaisons
- XIII. 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**

**March 12, 2024**

- I. The Board of Trustees of the Rochester Hills Public Library held a regular meeting on Tuesday, March 12, 2024. The President called the meeting to order at 7:01 pm in the boardroom of the library. The presiding officer was Melinda Deel.

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

Guests included Library Director Juliane Morian and City of Rochester Liaison Alice Moo. Library attorney Anne Seurnyck from Foster Swift Collins & Smith PC attended the meeting via Zoom. Oakland Township Library Board Vice-President, Mark Gerhard joined the meeting at 7:07pm.

One member of the public was present.

- II. Public Comments – Trevis Harrold introduce himself as a candidate running for State Representative of the 55<sup>th</sup> State House District. He explained about his background and military service, and outlined priorities he would focus on if elected. He stated that he was eager to learn more about how library boards operate and learn more about the RHPL.
- III. Presentation – Anne Seurnyck provided training on what board members need to know about compliance with the Open Meetings Act, Freedom of Information Requests, and the Library Privacy Act. Ms. Seurnyck left the meeting at 7:55pm.
- IV. Approval of Consent Agenda Items
  - A. On a motion from Ms. West, seconded by Ms. Lawson, the Consent Agenda items were unanimously approved:
    1. Minutes of regular meeting on February 13, 2024
    2. Treasurer’s Report for February 2024
    3. Communications
- V. Monthly Bills
  - A. On a motion by Ms. Kucher, which Mr. Bonam seconded, the board unanimously approved the monthly bills for February 2024, which totaled \$421,379.26.
- VI. Director’s Report and Statistical Report
  - A. The board reviewed and filed the director’s report and statistical report, with no discussion.
- VII. Committee Reports

- A. Finance Committee – the Finance Committee met on February 26, 2024 to evaluate an amendment to the current agreement for RHPL endowed funds held by the Greater Rochester Community Foundation. The amendment would re-characterize monies available for distribution based on the historical average earnings (over the previous three years) of growth on the principal and interest, not just the interest, as it had been characterized prior.
  - 1. On a motion from Mr. Bonam, seconded by Ms. Lawson, the board unanimously approved the amendment to the agreement for RHPL endowed funds and directed Ms. Morian to sign the Fund Agreement Amendment and return it to the Community Foundation.
  
- B. Policy Committee – the Policy Committee met on March 4, 2024 to consider policy changes. They advanced two policies for the full board to review, and continue to work on a proposed new policy called, MGT-19 Environmental Impact Policy.
  - 1. The board completed a first reading of GOV-4 Library Board Bylaws Policy. While discussing the policy, the suggestion was made that the Policy Committee review language that restricts any signs during the meeting at any time. The committee will consider the succinct language around prohibition of signs and present that as part of a second reading.
  - 2. The board completed a first reading of GSV-4 Makerspace Policy with one clerical edit, but no major discussion on this policy.

VIII. Other Business

- A. The board engaged in a discussion regarding future funding needs for the library and a possible millage request.
  - 1. Ms. Morian reported that she and Ms. Deel, as President of the Board, met with Mayor Barnett to brief him on the revenue needs of the library and cost-cutting measures already implemented. He expressed his support for an additional millage and advised on some next steps.
  - 2. Ms. Morian reported that she and Ms. Moo, as City of Rochester Liaison, met with City Manager Nik Banda to brief him on the revenue needs of the library. Mr. Banda expressed support and stated that the ideal way to accomplish this was to change the funding mechanism for how the City pays for library services. City of Rochester has a contract with the RHPL and pays for library services out of its general fund, so taxpayers have never seen a line item for library services on their tax bill. City of Rochester stated that if an additional millage is needed, it is logical to put it to a vote of the citizens as a separate, dedicated millage for library funding. They encourage Ms. Morian and Ms. Moo to submit an informational brochure with a proposed millage rate to the City of Rochester by March 23<sup>rd</sup> to be discussed at their Goals and Objectives meeting.
  - 3. Mr. Gerhard stated that the topic of additional funding was discussed at the Oakland Township Library Board’s February 15<sup>th</sup> meeting. He commented that in his opinion there is not unanimous support for an additional millage among the

board members at this point in time. Discussion ensued on the low millage rate that Oakland Township has for library service, a need for some measure of parity among the communities regarding rate of funding, and the fact Oakland Township has a millage expiring on 12/31/2025.

4. Ms. Morian stated she will follow up with the library attorney to determine if there is a legal requirement to provide uniform library service to contract communities who pay a lesser rate of funding. Ms. Morian said she would also like to offer a personal tour of RHPL for Oakland Township Library Board Trustees to foster greater understanding on the revenue needs (specifically the capital needs) of the library.

IX. Board Comments

- A. Ms. Reyes asked a clarifying question about RHPL committees conducting business, and Mr. Bonam offered perspective stating that committees are intentionally composed of only three board members to avoid a quorum of the board and the committees are entrusted to conduct work sessions and in-depth analysis on behalf of the board, but should always present policy decisions before the full board in a public meeting.
- B. Ms. Reyes commented that she was going to follow up on the email request from the RHPL Public Relations team to record a celebratory video message to the library and encouraged all board members to do the same.

X. Questions from the Liaisons – None

XI. The regular meeting adjourned at 9:40 pm.

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Anne Kucher, Secretary

# Treasurer's Report



ROCHESTER HILLS  
PUBLIC LIBRARY

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

**ASSETS**

**Current Assets**

Circ Registers/Coin	\$	2,020.00	
<b>PNC</b>			
Payroll - PNC		250.00	
Operating - PNC		35,129.44	
<b>UBS</b>			
Operating - UBS		4,889,901.34	
Plant		558,035.01	
Roof		0.00	
Self-Insurance		7,793.52	
Vanguard		16,123.39	
Total Current Assets			5,509,252.70

**Other Current Assets**

Total Other Current Assets			0.00
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<b>TOTAL ASSETS</b>			<b>\$ 5,509,252.70</b>
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**LIABILITIES AND FUND BALANCE**

**Current Liabilities**

Staff Cash (pop cans)	\$	122.10	
Flexible Spending W/H Payable		607.37	
Supplemental Ins W/H Payable		520.35	
Total Current Liabilities			1,249.82

**Fund Balance**

Fund Balance-Unrestricted		1,914,386.39	
Fund Balance - Assigned		675,000.00	
Current Year Operations		2,918,616.49	
Total Fund Balance			5,508,002.88

<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>			<b>\$ 5,509,252.70</b>
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**Rochester Hills Public Library**  
**Budget vs Actual**  
**For the Period January 1, 2024 through March 31, 2024**

	Current Month	YTD Actual	YTD Budget	YTD Variance	Annual Budget
<b>Revenues</b>					
Rochester Hills	70,264	3,188,434	3,248,470	(60,036)	3,248,470
City of Rochester	0	287,752	283,606	4,146	575,500
Oakland Twp	0	241,079	253,272	(12,193)	1,038,000
State Aid	55,082	75,618	20,500	55,118	151,100
OTBS	0	155,365	155,365	0	155,365
Penal Fines	0	0	0	0	148,800
Fines and Fees	5,811	17,397	9,250	8,147	37,000
Interest	218	1,447	6,250	(4,803)	25,000
Gains/Losses	20,716	31,550	0	31,550	0
Designated Gifts	150	625	2,500	(1,875)	200,000
Undesignated Gifts	334	3,529	0	3,529	35,000
Undesignated Gifts-Friends	0	0	0	0	0
Grants	0	0	1,000	(1,000)	4,000
Miscellaneous Revenue	1,000	4,509	3,691	818	14,765
Transfer-ReservedOTBS	0	0	0	0	0
Transfer-ReservedPlant	0	0	0	0	0
<b>Total Revenues</b>	<b>153,575</b>	<b>4,007,305</b>	<b>3,983,904</b>	<b>23,401</b>	<b>5,633,000</b>
<b>Expenditures</b>					
Payroll	189,875	525,845	653,275	(127,430)	2,613,100
Employee Benefits	45,991	133,821	153,125	(19,304)	619,000
Books	22,673	50,128	89,300	(39,172)	357,200
Print Subscriptions	12	12	3,750	(3,738)	15,000
Electronic Materials	17,616	89,676	93,850	(4,174)	375,400
Innovative Items	1,760	5,680	4,000	1,680	16,000
Audiovisual	4,347	13,109	24,100	(10,991)	96,400
Bookmobile Operation	519	939	4,275	(3,336)	17,100
OTBS	588	589	1,625	(1,036)	6,500
Voice and Data Services	470	1,353	6,500	(5,147)	26,000
Utilities	13,367	41,683	43,250	(1,567)	173,000
Insurance	0	(250)	5,000	(5,250)	20,000
Professional/Contract Services	3,837	19,578	17,875	1,703	71,500
Supplies	1,019	7,793	7,975	(182)	31,900
Promotion and Printing	148	11,798	15,825	(4,027)	63,300
Mileage	123	192	1,000	(808)	4,000
Postage	966	6,406	5,500	906	22,000
Staff Development/Membership Programs	1,609	6,421	8,700	(2,279)	34,800
Facilities Maintenance	1,791	10,718	15,000	(4,282)	60,000
IT Maintenance	25,930	74,615	58,975	15,640	235,900
Staff/Volunteer Recognition	53,228	68,523	26,750	41,773	107,000
Gift and Grant Expense	300	485	1,875	(1,390)	7,500
Tax Tribunal Refunds	396	1,239	0	1,239	0
Equipment/Fixed Assets	0	0	125	(125)	500
Equipment/Fixed Assets	0	0	19,075	(19,075)	76,300
Capital Improvements	3,184	18,336	120,900	(102,564)	483,600
Contingency	0	0	25,000	(25,000)	100,000
<b>Total Expenditures</b>	<b>389,749</b>	<b>1,088,689</b>	<b>1,406,625</b>	<b>(317,936)</b>	<b>5,633,000</b>
<b>Revenue Over Expenditures</b>	<b>(236,174)</b>	<b>2,918,616</b>	<b>2,577,279</b>	<b>341,337</b>	<b>0</b>



# Monthly Bills



ROCHESTER HILLS  
PUBLIC LIBRARY



**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
Feb 20	Feb 20	CAPITAL ONE ONLINE PYMTAuthDate 20-Feb	- \$4,380.12

### JULIANE MORIAN #9289: Transactions

Trans Date	Post Date	Description	Amount
Feb 17	Feb 19	Staples Incstaples.comMA	\$81.13
Feb 21	Feb 22	OAKLAND PRESS888-977-3677MI	\$12.00
Feb 27	Feb 28	ZOOBEAN, INC.202-3216267VA	\$2,395.00
Mar 2	Mar 4	IN *ROCHESTER ROTARY CLUB248-6019500MI	\$112.00
Mar 5	Mar 6	HAMILTON HOTEL DC202-6820111DC	\$762.96
Mar 7	Mar 8	AU BON PAIN HOBWASHINGTONDC	\$12.04
Mar 7	Mar 9	HAMILTON HOTEL DCWASHINGTONDC	\$6.60
Mar 8	Mar 9	TST* AIR VENTURES - GRILLARLINGTONVA	\$38.28
Mar 12	Mar 13	PAPA JOES OAKLAND, LLCROCHESTER HILMI	\$11.98

**JULIANE MORIAN #9289: Total Transactions** **\$3,431.99**

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

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

Trans Date	Post Date	Description	Amount
Feb 16	Feb 17	anycubicLondon	\$50.00
Feb 18	Feb 19	CRICUTWWW.CRICUT.COUT	\$9.99
Feb 21	Feb 22	Hotmart Sci-Fi Loot - Mem319-9477252DE	\$15.00
Feb 21	Feb 22	Hotmart Fantasy Loot - Me319-9477252DE	\$15.00
Feb 22	Feb 23	Amazon.com*RW2108WEOAmzn.com/billWA	\$100.00
Feb 22	Feb 23	<b>AMZN</b> Mktp US*RI2SM39R1Amzn.com/billWA	\$114.97
Feb 29	Feb 29	Patreon* MembershipInternetCA	\$10.06
Feb 29	Mar 1	SP BAMBULAB.USUS.STORE.BAMBTX	\$67.96
Mar 4	Mar 5	anycubicLondon	\$100.00
Mar 9	Mar 11	GLOWFORGE.COMGLOWFORGE.COMWA	\$239.40
Mar 11	Mar 12	CITY OF ROCHESTER PARKINGROCHESTERMI	\$4.00
Mar 12	Mar 13	SP BAMBULAB.USUS.STORE.BAMBTX	\$126.94

**ALLISON SARTWELL #6129: Total Transactions** **\$853.32**

Additional Information on the next page

**Transactions (Continued)**
**MARY DAVIS #9241: Payments, Credits and Adjustments**

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

Trans Date	Post Date	Description	Amount
Feb 26	Feb 28	THE HOME DEPOT #2727ROCHESTERMI	\$73.50
Mar 4	Mar 5	OLDER PERSONS COMMISSIONROCHESTERMI	\$150.00
Mar 5	Mar 6	CALENDLYHTTPSCALENDLYGA	\$12.00
MARY DAVIS #9241: Total Transactions			\$235.50

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

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

Trans Date	Post Date	Description	Amount
Feb 23	Feb 24	JOANN STORES*JOANN.COM888-739-41200H	\$12.70
Feb 27	Feb 28	JOANN STORES*JOANN.COM888-739-41200H	\$12.70
Mar 14	Mar 15	Spotify USA877-7781161NY	\$16.99
WENDY LEHMAN #9147: Total Transactions			\$42.39

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

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

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

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

Trans Date	Post Date	Description	Amount
Feb 20	Feb 21	AMZN Mktp US*RB4NF9R21Amzn.com/billWA	\$88.68
Mar 5	Mar 6	AMAZON.COM*RN7CZ02JOSEATTLEWA	\$169.32
STEVEN CLEMENT #7892: Total Transactions			\$258.00

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

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

**ELIZABETH RACZKOWSKI #9004: Transactions**

Trans Date	Post Date	Description	Amount
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**DEREK BROWN #8061: Payments, Credits and Adjustments**

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

Trans Date	Post Date	Description	Amount
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Feb 18	Feb 19	SOCKETLABS484-418-1285PA	\$63.96
Feb 22	Feb 23	Staples Incstaples.comMA	\$171.74
Feb 25	Feb 26	USPS STAMPS ENDICIA888-434-0055DC	\$100.00
Feb 26	Feb 27	SP DEF CON MERCHANDIHTTPSSHOP.DEFWA	\$480.00
Feb 29	Mar 1	USPS STAMPS ENDICIA888-434-0055DC	\$50.00
Mar 2	Mar 4	STAMPS.COM855-608-2677TX	\$19.99
Mar 4	Mar 5	USPS STAMPS ENDICIA888-434-0055DC	\$400.00
Mar 5	Mar 5	INNOVATIVE USERS GROUP513-652-78980H	\$50.00
Mar 7	Mar 8	STAM PS.COM855-608-2677TX	\$395.70
Mar 7	Mar 8	CDW GOVT #QB13211800-808-4239IL	\$2,254.70
Mar 12	Mar 13	PRINTIXHERLEV	\$894.24

<b>DEREK BROWN #8061: Total Transactions</b>			<b>\$4,880.33</b>
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<b>Total Transactions for This Period</b>			<b>\$9,701.53</b>
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#### Fees

Trans Date	Post Date	Description	Amount
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<b>Total Fees for This Period</b>			<b>\$0.00</b>
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#### 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>
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#### 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.

Scan this QR Code with your phone's camera to learn more or visit [www.capitalone.com/stopscams](http://www.capitalone.com/stopscams)

530486-EN

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

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

Date	Check #	Account ID	Account Descriptio	Line Description	Debit Amount	Credit Amount
3/12/24	73260	6403-00 1123-00	Misc Repairs Operating - PNC	Invoice: 49872 BUTCHER & BUTCHER CONSTRUCTION	12,500.00	12,500.00
3/12/24	73261	5306-82 1123-00	Oakland Talking Boo Operating - PNC	Invoice: 680238992 CENTURY LINK	0.83	0.83
3/12/24	73262	5501-00 5501-00 1123-00	Water Water Operating - PNC	Invoice: 022924 Invoice: 022924 CITY OF ROCHESTER	62.03 193.75	255.78
3/12/24	73263	5302-13  1123-00	Electronic Materials  Operating - PNC	Invoice: 1000226372-1 EBSCO INFORMATION SERVICES	2,387.00	2,387.00
3/12/24	73264	6401-00 1123-00	Service Contracts Operating - PNC	Invoice: 64578364 GREEN FOR LIFE ENVIRONMENTAL	512.98	512.98
3/12/24	73265	6506-00  6506-00  6506-00  6506-00  6506-00  6506-00  6506-00  6506-00  1123-00	Software Support/Mai  Software Support/Mai  Software Support/Mai  Software Support/Mai  Software Support/Mai  Software Support/Mai  Software Support/Mai  Operating - PNC	Invoice: INV-INC36524 Invoice: INV-INC36524 Invoice: INV-INC36524 Invoice: INV-INC36524 Invoice: INV-INC36524 Invoice: INV-INC36524 Invoice: INV-INC36524 Invoice: INV-INC36524 INNOVATIVE INTERFACES	23,407.60  15,457.00  630.63  1,568.65  142.27  252.27  1,576.60	43,035.02
3/12/24	73266	6506-00  1123-00	Software Support/Mai  Operating - PNC	Invoice: INV2464549209309 KASEYA US, LLC	3,924.00	3,924.00
3/12/24	73267	5401-00 1123-00	Basic Phone Operating - PNC	Invoice: 33810157 LINGO COMMUNICATIONS	179.80	179.80



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

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Date	Check #	Account ID	Account Descriptio	Line Description	Debit Amount	Credit Amount
3/12/24	73268	8002-00 1123-00	Capital Improvement Operating - PNC	Invoice: 165728-38 PANNIER	3,155.00	3,155.00
3/12/24	73269	5807-00 1123-00	Office Supplies Operating - PNC	Invoice: 022024 PNC BANK	90.00	90.00
3/12/24	73270	5303-50 1123-00	Innovative Items Operating - PNC	Invoice: 030124 T-MOBILE	572.18	572.18
3/12/24	73271	5401-00 1123-00	Basic Phone Operating - PNC	Invoice: 9957802798 VERIZON WIRELESS	267.59	267.59
3/29/24	73272	5301-10 5301-10 5301-50 5301-10 5301-50 1123-00	Adult Books Adult Books Materials Processing Adult Books Materials Processing Operating - PNC	ACT #C019265 ACT #L410629 PROCESSING ACT #L424469 PROCESSING THE BAKER & TAYLOR COMPANY	453.35 803.28 39.50 8,077.08 590.03	9,963.24
3/29/24	73273	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 Operating - PNC	ACT #L449673 PROCESSING ACT #L534941 PROCESSING ACT #L395513 PROCESSING ACT #L449672 PROCESSING THE BAKER & TAYLOR COMPANY	351.26 9.48 320.73 18.63 1,320.52 104.32 848.34 18.17	2,991.45
3/29/24	73274	5301-20 5301-50 1123-00	Youth Books Materials Processing Operating - PNC	ACT #L554618 PROCESSING THE BAKER & TAYLOR COMPANY	4,470.12 203.19	4,673.31
3/29/24	73275	5306-10 5303-11 5303-10 5301-50 5306-10 5301-50 5306-10	Adult DVDs Adult Audio-Music Adult Audio-Kits-Gam Materials Processing Adult DVDs Materials Processing Adult DVDs	CUSTOMER #2000005835-DVD CUSTOMER #2000005835-MUSIC CUSTOMER #2000005835-AUDIO PROCESSING CUSTOMER #2000005843-DVD PROCESSING CUSTOMER #200014883-DVD	1,602.58 119.91 571.87 536.99 155.17 38.32 179.95	

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Date	Check #	Account ID	Account Descriptio	Line Description	Debit Amount	Credit Amount
		5301-50 1123-00	Materials Processing Operating - PNC	#200014883-DVD PROCESSING MIDWEST TAPE LLC	52.04	3,256.83
3/29/24	73276	5306-30	Outreach DVDs	CUSTOMER	143.18	
		5301-50 5306-30	Materials Processing Outreach DVDs	#2000005836-DVD PROCESSING CUSTOMER	33.53 310.36	
		1123-00	Operating - PNC	#2000005839-DVD MIDWEST TAPE LLC		487.07
3/29/24	73277	5306-20	Youth DVDs/Videos	CUSTOMER	133.46	
		5301-50 1123-00	Materials Processing Operating - PNC	#2000005837-DVD PROCESSING MIDWEST TAPE LLC	47.90	181.36
3/29/24	73278	6506-00 1123-00	Software Support/Mai Operating - PNC	Invoice: 56665 AMERINET	1,781.98	1,781.98
3/29/24	73279	6401-00 1123-00	Service Contracts Operating - PNC	Invoice: 43748 AQUARIUM DESIGN & MAINTENANCE	320.00	320.00
3/29/24	73280	6200-40 1123-00	Community Programs Operating - PNC	Invoice: 041424 MATTHEW BALL	325.00	325.00
3/29/24	73281	5301-30 1123-00	Outreach Books Operating - PNC	Invoice: 2080854 CENTER POINT LARGE PRINT	314.61	314.61
3/29/24	73282	6401-00 1123-00	Service Contracts Operating - PNC	Invoice: 4183654647 CINTAS CORPORATION #354	185.34	185.34
3/29/24	73283	7009-60 1123-00	Volunteer Recognitio Operating - PNC	Invoice: 042624 CLASSIC WINDS	300.00	300.00
3/29/24	73284	5502-00 1123-00	Gas Operating - PNC	Invoice: 031524 CONSUMERS ENERGY	2,104.81	2,104.81
3/29/24	73285	6401-00 1123-00	Service Contracts Operating - PNC	Invoice: 031824 CULLIGAN OF ROMEIO	125.96	125.96

**ROCHESTER HILLS PUBLIC LIBRARY**  
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Date	Check #	Account ID	Account Descriptio	Line Description	Debit Amount	Credit Amount
3/29/24	73286	5202-40	Other Dental	Invoice: RIS0005577601	1,587.66	
		1123-00	Operating - PNC	DELTA DENTAL PLAN OF MICHIGAN		1,587.66
3/29/24	73287	5301-50	Materials Processing	Invoice: 7450322	650.39	
		1123-00	Operating - PNC	DEMCO INC		650.39
3/29/24	73288	5503-00	Electric	Invoice: 032124	11,006.33	
		1123-00	Operating - PNC	DTE ENERGY		11,006.33
3/29/24	73289	6401-00	Service Contracts	Invoice: 14259132	200.00	
		1123-00	Operating - PNC	ECOSHIELD PEST SOLUTIONS-DETRO IT		200.00
3/29/24	73290	6405-00	Maintenance	Invoice: 12050	437.00	
		1123-00	Operating - PNC	EL ELECTRICAL CONTRACTING		437.00
3/29/24	73291	6200-50	Systemwide Program	Invoice: 020124	31.06	
		6200-10	Adult Programs	Invoice: 020124	31.06	
		6200-50	Systemwide Program	Invoice: 020124	51.76	
		6200-50	Systemwide Program	Invoice: 020124	119.04	
		5703-20	Credit Card/Bank Fe	Invoice: 020124	25.00	
		8002-00	Capital Improvement	Invoice: 030124	29.32	
		5930-00	General Printing	Invoice: 030124	15.53	
		5703-20	Credit Card/Bank Fe	Invoice: 030124	25.00	
		1123-00	Operating - PNC	FEDEX OFFICE		327.77
3/29/24	73292	5703-00	Legal	Invoice: 880078	882.00	
		1123-00	Operating - PNC	FOSTER SWIFT		882.00
3/29/24	73293	5301-30	Outreach Books	Invoice: 83962260	183.18	
		5301-30	Outreach Books	Invoice: 84002220	547.06	
		5301-30	Outreach Books	Invoice: 84009002	685.44	
		5301-30	Outreach Books	Invoice: 84015253	27.99	
		5301-30	Outreach Books	Invoice: 84021970	79.18	
		5301-30	Outreach Books	Invoice: 84051636	102.37	
		5301-30	Outreach Books	Invoice: 84052722	367.91	
		5301-30	Outreach Books	Invoice: 84063828	120.00	
		1123-00	Operating - PNC	GALE/CENGAGE LEARNING		2,113.13
3/29/24	73294	5207-50	Legal Plan Benefit	Invoice: 31714AG20240401	532.00	
		1123-00	Operating - PNC	GIS BENEFITS		532.00

**ROCHESTER HILLS PUBLIC LIBRARY**  
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Date	Check #	Account ID	Account Descriptio	Line Description	Debit Amount	Credit Amount
3/29/24	73295	5201-40	Other Medical	Invoice: 100010581139	18,556.31	
		1123-00	Operating - PNC	HEALTH ALLIANCE PLAN		18,556.31
3/29/24	73296	5201-40	Other Medical	Invoice: 100010581819	2,153.31	
		1123-00	Operating - PNC	ALLIANCE HEALTH AND LIFE		2,153.31
3/29/24	73297	5201-40	Other Medical	Invoice: 100010580494	1,871.95	
		1123-00	Operating - PNC	ALLIANCE HEALTH & LIFE		1,871.95
3/29/24	73298	5930-00	General Printing	Invoice: 2091	88.00	
		5930-00	General Printing	Invoice: 2092	44.00	
		1123-00	Operating - PNC	JM DESIGN & PRINTING SERVICES LLC		132.00
3/29/24	73299	5302-13	Electronic Materials	Invoice: 390367-PPU	740.35	
		1123-00	Operating - PNC	KANOPY INC.		740.35
3/29/24	73300	6401-00	Service Contracts	Invoice: 7841	1,079.35	
		1123-00	Operating - PNC	MCCLELLAND LANDSCAPE		1,079.35
3/29/24	73301	5302-13	Electronic Materials	Invoice: 505127454	11,804.07	
		1123-00	Operating - PNC	MIDWEST TAPE LLC		11,804.07
3/29/24	73302	5301-10	Adult Books	Invoice: 24-0085	287.10	
		1123-00	Operating - PNC	MULTI-CULTURAL BOOKS & VIDEOS		287.10
3/29/24	73303	6200-20	Youth Programs	Invoice: 1439	150.00	
		1123-00	Operating - PNC	OPENSPOT THEATRE		150.00
3/29/24	73304	5303-30	Outreach Audio & Vid	Invoice: 457125	720.92	
		1123-00	Operating - PNC	PLAYAWAY PRODUCTS		720.92
3/29/24	73305	5306-80	Bookmobile Operatio	Invoice: 030424	424.49	
		1123-00	Operating - PNC	CITY OF ROCHESTER HILLS DPS		424.49

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

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Date	Check #	Account ID	Account Descriptio	Line Description	Debit Amount	Credit Amount
				DPS		
3/29/24	73306	6406-01 6406-01 1123-00	HVAC Repair HVAC Repair Operating - PNC	Invoice: 907146 Invoice: 907534 TECH MECHANICAL, INC.	362.00 432.00	794.00
3/29/24	73307	5301-10 1123-00	Adult Books Operating - PNC	Invoice: 17583 TSAI FONG BOOKS INC	55.84	55.84
3/29/24	73308	5701-30 5701-30 1123-00	Collection Agency Collection Agency Operating - PNC	Invoice: 6123503 Invoice: 6123513 UNIQUE MANAGEMENT SERVICES INC	354.60 48.75	403.35
3/29/24	73309	6200-40 1123-00	Community Programs Operating - PNC	Invoice: 040924 UNITED JEWISH FOUNDATION	250.00	250.00
3/29/24	73310	2168-00 1123-00	Supplemental Ins W/ Operating - PNC	Invoice: 031924 UNUM LIFE INSURANCE - SUPP	42.51	42.51
3/29/24	73311	5206-40 1123-00	Other LTD Insurance Operating - PNC	Invoice: 031924 UNUM LIFE INSURANCE CO OF AMERICA	473.06	473.06
3/29/24	73312	6402-10 6402-10 6401-00 1123-00	Maintenance Supplie Maintenance Supplie Service Contracts Operating - PNC	Invoice: 88725 Invoice: 89116 Invoice: 89034 VANGUARD CLEANING SYSTEMS	810.13 794.02 7,955.00	9,559.15
3/29/24	73313	5207-30 1123-00	Vision Insurance Operating - PNC	Invoice: 820079605 VISION SERVICE PLAN	246.82	246.82
3/29/24	73314	5301-20 5301-20 5301-20 1123-00	Youth Books Youth Books Youth Books Operating - PNC	Invoice: 53025080 Invoice: 53249844 Invoice: 58417949 WESTON WOODS STUDIOS	59.31 29.66 29.66	118.63
3/29/24	73315	5301-80	Interlibrary Loan (ILL)	Invoice: 489	29.95	

**ROCHESTER HILLS PUBLIC LIBRARY**  
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Date	Check #	Account ID	Account Descriptio	Line Description	Debit Amount	Credit Amount
		1123-00	Operating - PNC	YPSILANTI DISTRICT LIBRARY		29.95
3/5/24	EFTAZ030524	5809-00	Marketing Supplies		27.95	
		6508-00	Minor Equip <\$2500		1,274.39	
		6200-10	Adult Programs		89.66	
		5303-50	Innovative Items		1,188.07	
		5306-13	Teen & Adult Video G		519.71	
		6200-30	Outreach Programs		48.93	
		5807-00	Office Supplies		54.76	
		5802-00	Circulation Supplies		6.66	
		5301-10	Adult Books		840.20	
		5303-22	Youth Kits		72.72	
		5805-00	IT Supplies		81.02	
		6200-20	Youth Programs		201.33	
		6200-60	Makerspace Program		22.99	
		5940-00	3D Printing/Makerspa		202.38	
		5808-00	Board Room Supplie		31.99	
		5301-30	Outreach Books		138.37	
		5306-82	Oakland Talking Boo		436.99	
		5306-80	Bookmobile Operatio		20.98	
		1123-00	Operating - PNC	AMAZON CAPITAL SERVICES		5,259.10
3/20/24	EFTVISA0320	6100-60	Workshops/Conferen		1,349.88	
		5302-13	Electronic Materials		2,684.45	
		6402-10	Maintenance Supplie		216.30	
		6200-20	Youth Programs		42.39	
		6506-00	Software Support/Mai		3,212.90	
		5940-00	3D Printing/Makerspa		389.70	
		6100-50	Professional Member		112.00	
		5306-80	Bookmobile Operatio		73.50	
		5807-00	Office Supplies		41.70	
		6200-10	Adult Programs		218.97	
		5402-00	Postage/Shipping		965.69	
		5802-00	Circulation Supplies		81.13	
		6200-30	Outreach Programs		12.00	
		5302-00	Periodical/PrintSubs		12.00	
		5306-82	Oakland Talking Boo		150.00	
		5808-00	Board Room Supplie		11.98	
		6200-60	Makerspace Program		126.94	
		1123-00	Operating - PNC	CAPITAL ONE BK(USA), NA		9,701.53
	<b>Total</b>				<b>176,481.21</b>	<b>176,481.21</b>

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

Checks & EFT's - Operating Account			176,481.21
Payroll Account - Net Payroll			139,440.28
Employee Benefit EFTs and Misc Debits -			
Payroll Taxes		46,176.62	
Employee FSA Debits - Wage Works		1,268.52	
Employer Pension Contributions - MERS		8,424.08	
Employee Deferred Contributions		15,523.71	
Bank/Merchant Fees		261.77	
ADP & WageWorks Fees		2,239.90	
NSF Checks		-	
		<b>TOTAL</b>	73,894.60
			<b>\$ 389,816.09</b>

# Communications







500 Olde Towne Road  
Rochester, Michigan 48307-2043

# Comment Card

Date: 3/20/24

Patron stated her children are ages 3 and 8 and she loves coming to the library ~~for~~ for our Launch Pads. They are great for car rides!

Optional: Name

Contact No.



500 Olde Towne Road  
Rochester, Michigan 48307-2043

Date: 3-24-24

Terra Voce  
concert

# Comment Card



Terra Voce - beyond superb! The presentation of women composers was particularly interesting. Thank you for spot lighting female composers.  
Thank you Rochester Hills Public Library - you ALWAYS exceed my expectations. I am so fortunate!!

(Optional) Name:

Contact #:

Email:

For staff use only:



500 Olde Towne Road  
Rochester, Michigan 48307-2043

Date: 3/24/24

Terra Voce  
concert

# Comment Card



Terra Voce Ensemble was excellent. I enjoyed this program very much. Again, I especially appreciate the history and details provided along with the wonderful music.  
The best program yet!

(Optional) Name:

Contact #:

Email:

For staff use only:



Date: March 26

500 Olde Towne Road  
Rochester, Michigan 48307-2043

Samantha Lawrence  
RHM at VHF  
"Uncovering Stories  
of Rochester Women"  
program

# Comment Card



Fine turns of phrase and interesting stories. Bertha and Sarah V H Jones given fresh treatment. Piquing our interest beyond "just understanding local history"

Enjoyed shout outs to Pioneer Society, Tuesday Musicals and Rochester Business Women's Club

(Optional) Name: [Redacted]

Contact#: [Redacted]

Email: [Redacted]

For staff use only:

Well Done, Samantha  
I'm glad I came to  
see you!



500 Olde Towne Road  
Rochester, Michigan 48307-2043

# Content Card

Date 3/26/21

Opens ~~pot~~ class

CT says "I had fun." Lucy enjoyed the improv the best. Wonderful fun times! Multiple activities. Teachers kept children engaged and involved

Optional: Name [Redacted]

Contact No. [Redacted]



**Yvonne Harris**

Local Guide · 122 reviews · 24 photos

★★★★☆ a week ago **NEW**

Love the library. The employees need retraining. One girl talks about the people she waits on she smiles a lot pretentious person she relays her insults to a guy with dark hair and a older lady with blonde hair. They think its funny. Today i am on my phone walking around. I hear from the front desk she's walking again and talking to herself. No I am on the PHONE! Last week it was some pictures they saw on the internet. You are serving the public. This is a multi cultural multi ethnic area, you treat everyone with respect. The things they should be concerned about limited reference materials no paper in the bathroom children running around and that noisy heater instead of passing opinions about people shame on you!!

Like

**Response from the owner** a week ago

Thank you for taking the time to leave a review, we will keep your comments in mind. We apologize that you were disappointed with your latest visit.

Google review, 3.2.24



**Joe Z**

Local Guide · 257 reviews · 3 photos

★★★★★ a week ago **NEW**

Often times crowded, but not impossible to find a place to sit. Nice facility and adjacent to a cute trail along the creek

Like

**Response from the owner** a week ago

Thank you for your review, Joe. We're glad you enjoy our library and grounds!

Google review, 3.4.24



**Tina H**

4 reviews



37 minutes ago

**NEW**

Librarians are kind and helpful.



Like

**Response from the owner** just now

Thank you for your 5-star review, Tina. Our staff is always happy to help!

Google review, 3.19.24

## **Oakland County community calendar March 10 and beyond**

- Rochester Hills Public Library presents “Vaping 101”, an informational program presented by Oakland County Health, 7 p.m. March 21, Rochester Hills Public Library. Registration is required. To register, visit [calendar.rhpl.org](http://calendar.rhpl.org) or call 248-656-2900.

Daily Tribune, March 10, 2024

### LOCAL NEWS

## **Oakland County community calendar March 17 and beyond**

- Rochester Hills Public Library presents “Vaping 101”, an informational program presented by Oakland County Health, 7 p.m. March 21, Rochester Hills Public Library. Registration is required. To register, visit [calendar.rhpl.org](http://calendar.rhpl.org) or call 248-656-2900.

- Rochester Hills Public Library presents Terra Voce quartet for a concert at 3 p.m. March 24, featuring works by female composers, in observance of Women's History Month, Open to the public. Registration is required at [calendar.rhpl.org](http://calendar.rhpl.org) or call 248-656-2900.

Oakland Press, March 17, 2024

LOCAL NEWS

## Things to do in metro Detroit, March 22 and beyond

- Terra Voce quartet: 3 p.m. March 24, featuring works by female composers, in observance of Women's History Month, at Rochester Hills Public Library. Open to the public. Registration is required at [calendar.rhpl.org](http://calendar.rhpl.org) or call 248-656-2900.

Macomb Daily, March 21, 2024

LOCAL NEWS

## Oakland County community calendar March 24 and beyond

- Rochester Hills Public Library presents "What She Left Behind-Uncovering the Stories of Rochester Women", 7 p.m. March 26, at the library, 500 Olde Towne Rd, Rochester, featuring photographs, diaries, scrapbooks, and more found in the archives of the Rochester Hills Museum at Van Hoosen Farm, open to the public, registration is required at [calendar.rhpl.org](http://calendar.rhpl.org) or call 248-656-2900.
- "Auto Industry History" informational program presented in partnership with Smart Towns, is 7 p.m. March 28, at 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, March 24, 2024

LOCAL NEWS

## Oakland County community calendar March 31 and beyond

- "Prescription Drug Disposal and Opioids" an informational program presented with Oakland County Health, at 7 p.m. April 4, at Rochester Hills Public Library, 500 Olde Towne Road, Rochester, open to the public. Registration is required at [calendar.rhpl.org](http://calendar.rhpl.org) or call 248-656-2900.

Royal Oak Tribune, March 31, 2024

# Library Director's Report



ROCHESTER HILLS  
PUBLIC LIBRARY

# Director's Report

April 9, 2024

**1. 2024 RHPL Community Survey Update**

The 2024 RHPL Community Survey has closed. After emailing the survey to 43,701 cardholders, offering a print-only version in the library, and cross-promoting across social media channels, the library received 3,633 responses (an 8% response rate). I will prepare a formal report at a future date, but the high-level summary is that RHPL has a ninety-seven percent (97%) satisfaction rate for both library operations and satisfaction with staff. Eight-nine percent (89%) agree that residents get a good value for the property taxes they pay at the library and ninety-three percent (93%) agree that they trust staff at the RHPL. Since trust and satisfaction can be in short supply with public service, these strong numbers are very gratifying.

**2. Battle of the Books Summary**

The Rochester Hills Public Library Youth Services team held the annual 5th Grade Battle of the Books on Saturday March 9, 2024 and the awards ceremony on Monday, March 11, 2024. Celebrating its ninth season, Battle of the Books provides a fun reading competition for all local fifth-graders. Students form teams, select an adult coach to guide them, spend four months reading twelve books selected by the RHPL youth librarians, then come together on a Saturday afternoon in March to participate in a 50 questions "battle." Working with both public and private schools, RHPL's Head of Youth Services, Wendy Lehman, visited each of the elementary schools to promote the program. Wendy was able to partner with Rochester Community Schools to reserve the gymnasium at Hart Middle School for both the battle and the awards ceremony at no charge. This year, RHPL welcomed 160 fifth-graders and almost 300 spectators in the stands, made up of friends and family of the students.

**3. 100 Days of Summer**

In honor of the 100-year anniversary of the Rochester Hills Public Library, the library will launch an initiative on May 3<sup>rd</sup> called 100 Days of Summer. Capitalizing on previous summer reading programs that date back to the 1970s (when the first summer reading program launched), RHPL will engage the community in sharing library joy throughout the community. Individuals who sign up for the summer reading challenge between May 3<sup>rd</sup> and June 10<sup>th</sup> will be entered into an early-bird drawing for prizes as an incentive to register readers. Participants in the summer reading program can earn badges throughout the 100 days of summer for completing reading-related challenges. Households will receive a lawn sign where they can show off their badges earned. Our staff will randomly select 50 participants to receive prizes over the summer months. In a fun twist on the concept of sharing library love, those selected to receive the random prize will receive a second prize with the instruction to share it to someone else in the community who has the lawn sign in their front yard.

The summer reading program will conclude with a finale party on Friday, August 10<sup>th</sup>. Staff have made plans to make it a "sunset" party at 6pm and in order to plan for it, it would be beneficial



to close the library early at 5pm on that day. It will be billed as a Summer Reading Sunset block party. RHPL plans to reach out to other community agencies (like the Fire Department and Police) to have vehicles present as part of a “touch a truck” station, which is always a popular attraction for kids and families.

**4. Civility Project**

The Civility Project is coming to the Rochester Hills Public Library on June 20, 2024. This is a speaking series initiated by Nolan Finley and Stephen Henderson. It seeks to help community members build civility in workplaces, in political spheres, and in any societal gathering of people from different origins and perspectives. In a large and diverse community like Rochester Hills, a program like this is well-suited for the public library to host. Library staff intentionally programmed this event to occur in June.

**5. Out of Office**

I will be out of the office on May 22-24, 2024 attending a 2-day conference on Mackinac Island as part of the Michigan Library Association conference, Think Space.

**6. Upcoming Events**

April 16, 2024	Advocacy Day at the Michigan State Legislature, all day
April 23, 2024	Friends of the Rochester Hills Public Library meeting, 7pm
April 26, 2024	Volunteer Luncheon, Great Oaks Country Club, 12 noon
April 27, 2024	Friends of RHPL fundraiser, Wine, Wit, and Wisdom, 6:00 – 9:30pm
April 29, 2024	Authors in April Banquet Dinner, Palazzo Grande, 6pm
May 14, 2024	RHPL Board of Trustees Meeting, 7pm



# ROCHESTER HILLS PUBLIC LIBRARY

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

<i>Circulation</i>	<b>LY Month</b>	<b>Month</b>	<b>MTM</b>	<b>Last YTD</b>	<b>YTD</b>	<b>YTY</b>
Checkouts	48,341	47,472	-1.8%	134,013	134,492	0.4%
Renewals	54,547	51,730	-5.2%	151,145	145,933	-3.4%
e-Materials	21,010	30,028	42.9%	62,722	91,046	45.2%
Bookmobile	3,292	4,009	21.8%	9,643	11,697	21.3%
Mini-Branch	1,597	1,377	-13.8%	4,559	4,423	-3.0%
OTBS Circ	6,504	5,378	-17.3%	18,815	16,267	-13.5%
MeLCat Borrowed	1,437	1,358	-5.5%	4,460	4,286	-3.9%
MeLCat Loaned	2,266	1,349	-40.5%	6,931	4,299	-38.0%
<b>Total Circulation</b>	<b>138,994</b>	<b>142,701</b>	<b>2.7%</b>	<b>392,506</b>	<b>412,561</b>	<b>5.1%</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	38,142	40,807	7.0%	105,876	121,363	14.6%
Room Reservations	874	993	13.6%	2,497	2,970	18.9%
Adult Programs	22	41	86.4%	58	115	98.3%
--Attendance	423	674	59.3%	1,251	2,451	95.9%
Teen Programs	4	4	0.0%	13	13	0.0%
--Attendance	19	16	-15.8%	63	73	15.9%
Youth Programs	25	15	-40.0%	80	89	11.3%
--Attendance	2,028	1,800	-11.2%	4,103	3,428	-16.5%
Outreach Attendance	0	151	..	0	417	..
Makerspace Use	0	337	..	0	1160	..
Computer Use	1,934	1,727	-10.7%	5,124	5,004	-2.3%
Wireless Use	5,631	6,515	15.7%	16,720	18,054	8.0%
Database Use	5,942	6,063	2.0%	17,223	18,746	8.8%
Volunteer Hours	328	329	0.3%	1,052	904	-14.1%

### Number of Library Card Holders

### Number of Items

<i>Municipality</i>	<b>LY Month</b>	<b>Month</b>	<b>% Total</b>	<i>Type</i>	<b>LY Month</b>	<b>Month</b>
Rochester Hills	48,947	45,059	59.3%	Print	253,016	271,808
Rochester	10,626	10,151	13.4%	Audio	18,701	19,383
Oakland	10,422	9,227	12.1%	Video	45,718	47,670
Non-residents	4,815	4,330	5.7%	Other	429	440
Virtual Students	0	7,257	9.5%	E-Material	24,759	27,062
<b>Total Card</b>	<b>74,810</b>	<b>76,024</b>	<b>100%</b>	<b>Total</b>	<b>342,623</b>	<b>366,363</b>

## **Committee Updates**



ROCHESTER HILLS  
PUBLIC LIBRARY

**BYLAWS FOR THE BOARD OF TRUSTEES  
ROCHESTER HILLS PUBLIC LIBRARY**

**ARTICLE I  
NAMES AND RIGHTS OF AUTHORITY**

**Section 1. NAME** – This organization shall be called “The Board of Trustees of the Rochester Hills Public Library, “ hereinafter referred to as the Board, existing by virtue of the provisions of Public Act 164, as amended, of the laws of the State of Michigan, 1877, and exercising the powers and authority and assuming the responsibilities delegated to it under the statute.

**Section 2. MEMBERSHIP** - The Board shall consist of six Trustees who are voting residents of Rochester Hills, Oakland County, Michigan. Trustees shall be elected as provided by the laws of the State of Michigan (MCL 397.211). The term of office shall be six years.

**Section 3. VACANCIES** - In the event of a vacancy, the Board shall appoint a person to hold the vacant office until the next general city election. This appointment must be made by majority vote of the Board, as soon as possible, but no later than the second regular meeting after the vacancy occurs.

**ARTICLE II  
OFFICERS**

**Section 1. ENUMERATION AND TITLES** - The officers of the Board shall be a President, a Vice President, a Secretary, and a Treasurer.

**Section 2. NOMINATION AND ELECTION** - At the regular November meeting the President shall appoint a nominating committee, who will present a slate of officers at the annual meeting. Additional nominations may be made from the floor. The officers shall be elected by a majority vote of the Board at their annual meeting.

**Section 3. TERM** - Officers shall serve a term of one year from the annual meeting at which they are elected and until their successors are duly elected. No officer shall serve longer than three consecutive years in the same office, except that annual extensions may be approved by a two-thirds vote of the Board.

**Section 4. VACANCIES** - in office shall be filled no later than the next regular meeting after the vacancy occurs.

**Section 5. DUTIES**

- A. The **President** shall prepare the agenda with the Library Director and shall preside at all meetings of the Board, authorize calls for any special meetings and, subject to confirmation by the Board, appoint members of

all standing committees and establish special committees as deemed necessary.

The President may execute documents authorized by the Board, and generally perform all duties associated with that office.

The President is a voting member of the Board.

- B. The **Vice President**, in the event of the absence or disability of the President, or of a vacancy in that office, shall assume and perform the duties and functions of the President.
- C. The **Secretary** shall be responsible for certifying a true and accurate record of all meetings of the Board, and shall perform such other duties as are generally associated with that office. The Board will designate a recording secretary, such as the Library Director or other member present at the meeting, to keep a true and accurate account of the proceedings of the board meeting.
- D. The **Treasurer** shall be responsible for keeping permanent accounts, according to accepted standards, of all income and expenditures of the Board. The Treasurer shall chair the Finance Committee, which is responsible for preparing and submitting to the Board a monthly financial statement of all library accounts. The Finance Committee shall be responsible for investment of library funds as prescribed by the laws of the State of Michigan. The Treasurer shall notify the President in the event that he or she is unable to perform the duties of the Treasurer. In the event of the absence or disability of the Treasurer, or of a vacancy in that office, the President shall assume and perform the duties and functions of the Treasurer until the vacancy is filled.

### **ARTICLE III MEETINGS**

**Section 1. OPEN MEETINGS/NOTICES** - All meetings of the Board shall be open to the public and notice of meetings shall be given in accordance with the provisions of P.A. 267 of 1976, as amended.

**Section 2. REGULAR MEETINGS/NOTICES** - The regular meetings shall be held each month, the date and hour to be set by the Board at its annual meeting. Within ten days following the annual meeting, a notice shall be posted in the library setting forth the dates, times and places of all regular meetings scheduled for the ensuing year.

## Rochester Hills Public Library Board Bylaws

- A.** Order of Business - The order of business for regular meetings shall include, but not be limited to, the following items which shall be covered in the sequence shown so far as circumstances will permit:
1. Call to order
  2. Public Comments
  3. Approval of the agenda (or approval of a consent agenda, comprised of routine business)
  4. Minutes
  5. Treasurer's Report
  6. Monthly Bills
  7. Communications
  8. Director's Reports
  9. Committee Reports
  10. Other Business
  11. Questions and comments from the Liaisons
- B.** Public comment is limited to three (3) minutes per person. Comments should be directed to the presiding officer, not toward other individual board members, the library director, staff, or other public person(s) in attendance. Board members shall not respond to public comments or question commenters. Signs are not permitted at any time during a meeting. Individuals participating in public comment shall clearly state their name and municipality of residence. The meeting's presiding officer, in concurrence with the Board, may extend the length of individual public comments.
- C.** The President may cancel a regular meeting if there is insufficient business, an anticipated lack of a quorum, or a facility issue. The Board may also cancel a meeting by a majority vote of the board in accordance with the provisions of P.A. 267 of 1976, as amended.
- D.** Rescheduled or Recessed Meeting Notice - The Board may reschedule or recess a regular meeting by majority vote. If a regular meeting is rescheduled, or if the schedule of the regular meetings is changed, the notice of such change must be posted in accordance with the provisions of P.A. 267 of 1976, as amended.

**Section 3. SPECIAL MEETINGS/NOTICE** – The President may call a special meeting with notification given to all Board members. The Board may also call a special meeting by request of a majority. Notice of a special meeting shall include the purpose for which the meeting has been called and also state whether the meeting may include consideration of other library matters in accordance with the provisions of P.A. 267 of 1976, as amended. The Board may recess a special meeting by majority vote.

**Section 4. CLOSED MEETINGS** - The Board may call a closed meeting by a two-thirds (2/3<sup>rds</sup>) roll call vote of the members of the Board present at the meeting. Presence at the meeting can be in person or by conference telephone or any similar communications equipment through which all persons participating at the meeting can communicate with each other. Closed meetings may be called only for the purposes set forth in P.A. 267 of 1976, as amended.

**Section 5. ANNUAL MEETINGS** - The annual meeting shall be held immediately prior to the time of the regular meeting in January. The purpose of the annual meeting shall be for election of officers; set the dates, times and places for all regular meetings; and the designation of depositories for library funds in the ensuing year.

**Section 6. QUORUM** - A quorum for the transaction of business at any meeting shall consist of a majority of the members serving on the board.

**Section 7. VOTING** - An affirmative vote of the majority of all members of the Board present at the time shall be necessary to approve any action before the Board. The President may not move or second a proposal before the Board. Unless a vote is unanimous, those who voted yes or no will be recorded.

**Section 8. MINUTES** - Minutes of all meetings of the Board are required to be kept and must contain at least the following information: date, time, place, members present, members absent, decisions made, purposes for which a closed meeting is called and all roll call votes taken.

Minutes of the public meetings are subject to the following rules regarding public inspection:

- A. Proposed minutes must be available for public inspection not more than eight (8) business days following the meeting.
- B. Approved minutes must be available for public inspection not later than five (5) business days following the meeting at which they are approved.

#### **ARTICLE IV LIBRARY DIRECTOR**

**Section 1. APPOINTMENT** - The Library Director shall be appointed by the Board and shall be considered the executive officer of the library.

**Section 2. DUTIES** The Library Director shall have sole charge of the administration of the library under the direction and review of the Board. Among other things the Library Director shall be responsible for:

1. the care of the building and equipment;

2. the employment and direction of the staff;
3. efficient library service to the community;
4. support of Board and its committees;
5. representation of the library in community organizations; and
6. the operation of the library under the financial conditions set forth in the annual budget.

The Library Director shall attend all regular and annual meetings of the Board and other meetings as the Board shall direct. The Library Director shall submit to the Board a written annual report of the state of the library no later than March of each year.

## **ARTICLE V COMMITTEES**

**Section 1. APPOINTMENT AND TERM** – At the February board meeting the President shall appoint one or more members to all standing committees. The President may be appointed to committees.

The President may also create special committees and appoint one or more members each for such specific purposes as the business of the Board shall require from time to time. A special committee shall be considered to be discharged upon the completion of the purpose for which it was created after the final report is made to the Board.

The creation of committees and the appointment and removal of members thereto are subject to Board confirmation.

**Section 2. DUTIES** - All committees shall make a progress report to the library board.

**Section 3. POWERS** - A committee shall have only advisory powers unless, by majority vote of the Board, it is granted specific power to act.

## **ARTICLE VI FINANCE**

**Section 1. FISCAL YEAR** - The fiscal year of the library shall be January 1 through December 31.

**Section 2. DEPOSITORIES** - All funds of the library shall be deposited in financial institutions which are members of the Federal Deposit Insurance



## Rochester Hills Public Library Board Bylaws

Corporation or Securities Investor Protection Corporation. The library may maintain a safe deposit drawer for the purpose of safeguarding library documents.

**Section 3. APPROVED SIGNATURES** - The Library Director and all board members may be authorized to sign on all library accounts.

**Section 4. REQUIRED SIGNATURES** - Two approved signatures shall be required on all checks exceeding \$1,000, unless the check is needed to correct a payroll error, and written withdrawals from library accounts.

**Section 5. BONDING** - All persons having access to or major responsibilities for the handling of library funds shall be bonded.

**Section 6. DISBURSEMENTS** – Prior to disbursement, the Board, by majority vote, shall approve all disbursements of library funds in accordance with Board adopted financial procedures.

**Section 7. BUDGET** - The Director shall be responsible for the presentation to the Board no later than July of each year of a preliminary budget for the maintenance and operation of the library for the ensuing fiscal year. The Board shall adopt a preliminary budget for presentation to the electorate at a public hearing. Following the public hearing, the Board shall adopt by resolution a final operating budget for the ensuing fiscal year.

**Section 8. TAX CERTIFICATION** - The Board shall certify to the Clerk and Mayor of the City of Rochester Hills, on or before the first Monday of September in each year, the amount of money necessary for the support and maintenance of the library for the ensuing year not exceeding one (1) mill on the dollar of the taxable property of the City.

**Section 9. AUDIT** - The Board shall authorize the annual or special audit of all library accounts by an independent certified public accountant.

**Section 10. INDEMNIFICATION** - In the event of civil or criminal action brought against the Board as a whole, a Board member, or the library director, acting within the scope of the Board or library director's authority, the cost of legal representation will be paid by the Library. In the event of a judgment for damages being awarded in a civil or criminal suit, the Library shall provide indemnification for Board members and the library director.

## ARTICLE VII

### STATUTORY AND PARLIAMENTARY AUTHORITY AND AMENDMENTS

#### Section 1. STATUTORY AUTHORITY

## Rochester Hills Public Library Board Bylaws

Statutory authority is provided through the provisions of Public Act 164 of 1877, as amended, and by the laws of the State of Michigan.

**Section 2. PARLIAMENTARY AUTHORITY** - The rules contained in Roberts Rules of Order Newly Revised shall be the parliamentary authority governing all meetings of the Board in all cases to which they are applicable and in which they are not inconsistent with these Bylaws or procedural rules adopted by the Board.

**Section 3. SUSPENSION OF RULES** - Any rule or resolution of the Board, whether contained in these Bylaws or otherwise, may be suspended temporarily in connection with business at hand, but such suspension, to be valid, may be taken only at a meeting at which a quorum of the Board shall be present and two-thirds of those present shall so approve.

**Section 4. AMENDMENTS** - The Bylaws may be amended by a two-thirds (2/3<sup>rd</sup>'s) vote of the members of the Board provided written notice of the proposed amendment shall have been provided to all members at least ten days prior to the meeting at which such action is proposed to be taken. Amendments shall become effective immediately following the approval of the Board.

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Approved: January 8, 2024 Rochester Hills Library Board of Trustees  
Rochester Hills Library Board of Trustees

## Makerspace Policy

### Policy Statement

The Rochester Hills Public Library (“Library”) offers makerspace equipment (“Makerspace”) within the Library so the community can access technology that encourages the design and creation of innovative projects and strengthens experiential learning opportunities. Any Library patron may use the Makerspace pursuant to the requirements of this policy.

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### Regulations

1. Library use or Library programming has priority over the use of Makerspace. When not being used by the Library, it may be used by patrons as follows:
  - a. *Reservations*. Patrons over the age of 18 may reserve Makerspace. Reservations may not be scheduled more than one month or less than twenty-four hours in advance.
  - b. *First-Come; First-Served*. If equipment is not reserved, it will be made available on a first-come, first-served basis, subject to staff availability.
  - c. *Check in*. Patrons must check in and show photo ID prior to use.
2. The Makerspace is open to the public during published hours (available on the website). The Library has the right to limit or cancel any available time even if it has been published on the website.
3. Prior to using the Makerspace or equipment, patrons must sign a Release of Liability Agreement. The patron will be considered the “User” for the purpose of the Release of Liability Agreement. If the patron is under the age of 18, a parent or legal guardian must sign the Release of Liability Agreement. If the patron is under the age of 18, for the purposes of this policy, “patron” includes the minor and parent/guardian.
4. Library staff has designated rules for using equipment based on the amount of advance training or staff supervision that is required before using each tool. Patrons shall refer to the Makerspace Rules posted in the room and only operate tools and equipment in accordance with the stated rules of use. All equipment in the Makerspace must stay in the Makerspace.
5. The Library Director and designated staff reserve the right to:
  - a. Refuse any request/service.
  - b. Review and approve all materials before using equipment in the Makerspace. If there is a problem with a design and/or production that is readily identifiable by the Library staff, the patron may be informed. Review and approval does not guarantee a successful completion of the project.

## Makerspace Policy

- c. Stop a request due to time or equipment capabilities or other reason, such as violation of Library policy.
  - d. Set a limit as to the maximum time or number of projects.
- 6. Makerspace equipment may not be left unattended while it is in use; a patron aged 18 and older must always stay with the Makerspace equipment. Patrons aged 13 and under must have their parent or legal guardian always supervise and remain with minors when using the Makerspace.
- 7. No food or beverages are allowed in the Makerspace or while using Makerspace equipment.
- 8. All Library policies, including the *Code of Conduct*, apply to the use of the Makerspace. Failure to comply with Makerspace or Library policies may result in losing Makerspace or Library privileges.
- 9. Patrons may not disrupt another patron's work already in progress.
- 10. All patrons shall clean their work area and all equipment before leaving the Makerspace. Patrons agree to take precautions to avoid causing an unnecessary mess during use. Patrons must inform a Library staff member if they cannot return a work surface, tool, or equipment to its original state.
- 11. The patron agrees to follow the safety policies and procedures involved with the Makerspace, including the following:
  - a. *Procedures*. The Patron will follow all equipment safety procedures as documented in either a training session, workshop and/or detailed in the owner's manuals. Owner's manuals will be available for review by the User.
  - b. *Unsafe or Damaged Equipment; notification*. The patron agrees that if any tool or piece of equipment becomes unsafe or in a state of disrepair, he/she will immediately discontinue use of the tool and notify Library staff.
  - c. *Report of Accident or Incident*. The patron must report any accident/incident that occurs to a Library staff member, at the time of the accident/incident.
- 12. The Makerspace may be used only for lawful purposes. Patrons are prohibited from using the Makerspace equipment to create material that is:
  - a. *Violations of Law*. Prohibited by local, state, or federal law or regulation.
  - b. *Unsafe*. Unsafe, harmful, dangerous or poses an immediate threat to the well-being of others (such use may violate the terms of use of the manufacturer).
  - c. *Harmful to Minors*. Obscene, sexually explicit, or harmful to minors.

## Makerspace Policy

- d. *Intellectual Property Rights.* In violation of another's intellectual property rights. The copyright law of the United States (Title 17, U.S. Code) governs the making of copies or other reproductions of copyrighted material. Users of the Makerspace or its equipment are solely liable for any infringement or copyright claims. Patrons will be responsible for compliance with all intellectual property laws, including patent, trade dress, trademark, and copyright laws. Responsibility for possible copyright or any other intellectual property infringement lies solely with the user, and the Library disclaims any responsibility or liability resulting therefrom. The patron using Makerspace equipment is liable for any infringement.
13. The Makerspace is not a place to manufacture for commercial purposes and has not been approved for that purpose.
14. Patrons will not damage or modify the Makerspace's hardware or software. Patrons may not install new programs onto the computers.
15. Access to the Makerspace is free but consuming library-provided materials (e.g. filament, vinyl, button making supplies) may come with a fee. See Makerspace Fee Schedule for current rates.
16. Approval and payment of the total fee is due before an item is printed. The Library will not offer refunds for supplies used.
17. Patrons shall consult with the Library staff to obtain permission to use their own materials with Makerspace equipment.
18. The Library does not guarantee the use of any supplies. If using Library supplies, patrons agree to avoid wasting supplies and only use them for their indicated use.
19. The Library operates the Makerspace with the following disclaimers:
  - a. Hold Harmless. The Library is not responsible for any injuries caused during use of equipment or the Makerspace. Patrons are responsible for following all safety guidelines and exercising appropriate caution with makerspace equipment. Patrons use the Makerspace and equipment at their own risk. User agrees to release and hold the Library harmless from any and all claims for personal injury or property damage.
  - b. Damage or Loss of Patron Materials or Data. The Library is not responsible for any damage to a patron's materials or files or for any manufacturing defects. The Library is not responsible for any damage, loss, or security of data arising from the use of its computers, or network,

## Makerspace Policy

and is not responsible for the functionality or quality of content produced on Makerspace equipment. The Library will not be responsible for any failed prints.

- c. Damage to Makerspace. If the Makerspace or its equipment is found to be damaged or missing when a patron is finished using it, the patron will be liable for the damage and shall promptly reimburse the Library for any losses incurred.
- d. Responsibility for Saving Work. It is the responsibility of the patron to delete and/or remove any files (digital or print) from the equipment in the Makerspace. The Library is not responsible for equipment or files (digital or print) left behind by patrons. Any work saved on Library computers will be deleted once the computer is turned off and cannot be recovered. Patrons must save their files on an external storage device.
- e. No Endorsement. While the Library makes every effort to oversee the use of the equipment, usage of the equipment is not under the direction or control of the Library. Approval to use the Makerspace does not constitute endorsement by Library of the uses to which the space is put or the products produced therein. The Library is not responsible for any object created with the use of the equipment, including any harm or injury incurred because of any use of the equipment.

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

## RELEASE OF LIABILITY AGREEMENT

**THIS AGREEMENT** made this \_\_\_ day of \_\_\_\_\_ 20\_\_\_, by and between the **Rochester Hills Public Library** ("Library") and \_\_\_\_\_ ("User").

In consideration for User's participation in the use of the Library's Makerspace, User agrees as follows:

1. **Conditions of Use.** The User agrees that (a) the User has reviewed the Library's Makerspace Policy ("Policy") and agrees to its terms, which are incorporated by reference into this Agreement, and (b) the User has been trained by Library staff or participated in a Library workshop regarding the use of the Makerspace. The User agrees to comply with all Library policies, including the payment of any fees associated with the use of the Makerspace. If the User is under the age of 18, a parent or legal guardian agrees to this Release of Liability on behalf of the minor child and the term "User" applies to both the minor child and any parent or legal guardian.

2. **Assumption of Risk.** User acknowledges the risks in the use of tools, equipment, devices, and hazardous materials of any kind commonly used in electronics construction, fabrication, software design and other technology related activities and that User's participation in such activities and/or use of the Makerspace may result in injury, illness, or death to User or damage to User's personal property. Further, such risks and dangers may be caused by User or other Users. Such injury, illness death or damage to User or User's personal property may arise from foreseeable or unforeseeable causes. User, and the User's heirs, family, estate, personal representatives and assigns, fully assumes all such risks (known, unknown and/or unforeseen) and any other risks which arise in connection with the use of the Library's Makerspace.

3. **Release of Liability.** User, including the User's heirs, family, estate, personal representatives and assigns, releases the Rochester Hills Public Library, its staff, board members, exhibitors, guests, fellow Makerspace users/patrons, employees, agents, guests and assigns from any and all liabilities, claims, losses, demands, and causes of action arising or that could arise out of loss or injury to User or damage to User's property while using the Makerspace of the Library and/or using any equipment owned by the Library or another user or guest of the Library, regardless of whether such loss or injury is as a result of negligence of the Library or its users, guests, agents and assigns, or is a result of some other cause. This release includes all damages, costs, medical costs, expenses, attorney fees and any other losses.

4. **Covenant Not to Sue.** User agrees that User will not, under any circumstances, initiate any legal action or administrative proceeding against the Library, its staff, board members, exhibitors, fellow Library users/patrons, employees, agents, guests, and assigns and User will not assist in the prosecution of any legal action filed by another, arising out of an injury to the person or property of User while participating in the use of the Makerspace in the

Library. This covenant extends to include the family, estate, heirs, personal representatives, administrators and assigns of User.

5. **Third Party Indemnification.** User will defend, indemnify, save and hold harmless the Library, its staff, board members, exhibitors, guests, fellow Makerspace users/patrons, employees, agents, guests and assigns from any and all losses, claims, demands, damages, causes of actions or proceedings of every kind and character which may be initiated by any other persons or organizations, and which arise directly or indirectly from the actions of User while engaged in the use of the Makerspace by using the Library's tools, equipment, materials, space, or educational opportunities. User acknowledges that User has carefully read all the above provisions, fully understands same, and voluntarily signs this document as a condition of use of the Makerspace.

6. **Damage of Tools and Equipment.** If User damages the Makerspace tools or equipment, the User will be liable for the damage, which may include replacement costs.

7. **Intellectual Property.** User agrees that he/she has the copyright and other intellectual property rights for materials made on the Makerspace printer and is not violating any other person's intellectual property rights. User shall indemnify and hold harmless the Library against any intellectual property violation claims.

8. **Use of Facilities, Tools, and Materials.** User agrees to use the facilities, tools, and materials in a safe and careful way, and to alert the Library staff, and/or program leaders when facilities, tools, and materials are being used in a way that could cause harm to themselves or others.

User Name (printed) \_\_\_\_\_

Parent/Legal Guardian Name (printed)(if under 18) \_\_\_\_\_

User or Legal Parent/Guardian signature \_\_\_\_\_

**Library Authorized Representative:** \_\_\_\_\_

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## Other Business



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