

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.

June 11, 2024 – 7 p.m.

Agenda

- I. Call to order of the regular meeting
- II. Public Comments*
- III. Presentation from Director of IT, Derek Brown on Technology Updates and Recommendation for 2025
- IV. Minutes of regular meeting on May 14, 2024
- V. Treasurer’s Report for May 2024
- VI. Monthly bills for May 2024 in the amount of \$500,781.99
- VII. Communications
 - a. Customer Comments
 - b. Press Coverage
- VIII. Reports
 - a. Library Director
 - b. Statistical Report
- IX. Committee Updates
- X. Other Business
 - a. Centennial Gala Update
 - b. Requests to hold candidate meet and greets at the library
 - c. Update the Approved List of Single-Signature Vendors
- XI. Board Comments
- XII. Questions and Comments 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**

May 14, 2024

- I. The Board of Trustees of the Rochester Hills Public Library held a regular meeting on Tuesday, May 14, 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 Oakland Township Library Board President, Michael Tyler. City of Rochester Liaison, Alice Moo, completed her liaison term and did not attend.

- II. Public Comments – none

- III. Minutes

- A. On a motion by Mr. Bonam, which Ms. Kucher seconded, the board unanimously approved the regular meeting minutes from April 9, 2024 with one correction regarding the date of the meeting.

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

- V. Monthly Bills

- A. On a motion by Mr. Bonam, which Ms. Reyes seconded, the board unanimously approved the monthly bills for April 2024, which totaled \$363,175.04.

- VI. Communications

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

- VII. Director’s Report and Statistical Report

- A. The board reviewed and filed the director’s report and statistical report, with some discussion regarding the volunteer luncheon in 2025. The Board asked Ms. Morian to enhance the recognition of volunteers, and to engage the Friends’ board to discuss ways the library might recognize Friends volunteers who make a significant impact and contribute to the library’s success.
- B. The board reviewed and filed the 2024 RHPL Community Survey Report and the 2024 Public Library Association Conference Summary.

- VIII. Committee Reports

- A. Centennial Committee – The board identified Saturday, October 12th at 6:00pm as the ideal day and date for a major library centennial celebration and engaged in a

conversation about how to structure it as an event. Ms. Morian will convene the Centennial Committee to discuss the board's preference that it be a ticketed event on Saturday with music, ample appetizers, speakers, dignitaries, and include with a ribbon cutting of the enhanced adult services floor. The Board also requested a non-ticketed community event on Sunday, October 13th with light refreshments for the community at large. Ms. Morian was directed to present a budget regarding these events at a future meeting.

- B. Finance Committee – the Finance Committee did not meet, but established a date for their next meeting on July 1st.
- C. Policy Committee – no updates.

IX. Other Business

A. Summer reading incentive prizes

1. On a motion by Ms. Kucher, seconded by Mr. Bonam, the board unanimously approved three coupons for summer reading prizes (in sets of 5, for a total of 15) that would allow a temporary suspension of policy and permit the holder to: jump to the top of the holds queue, waive up to \$5.00 in fines (on one account at one time), or receive a free 3D print from the makerspace (up to \$5.00).

B. Building Updates

1. Ms. Morian presented an update with visuals for changes planned for the storyroom expansion and Adult Services department.
2. On a motion from Ms. Reyes, which Ms. Lawson seconded, the board unanimously approved spending up to \$60,000 on storyroom expansion (noting that \$20,000 was funded by an ARPA grant and \$10,000 was a contribution from the Friends of RHPL) and authorized the director to accept the quote from Kazak Building Company, LTD to complete the work.
3. On a motion from Ms. Kucher, seconded by Mr. Bonam, the board unanimously approved spending up to \$400,000 on furnishings replacements on the Adult & Teen Services floor and authorized the director to accept the quote from Library Design Associates to complete the work.

C. Millage Update

1. Ms. Morian provided an update on behalf of the City of Rochester regarding their response to the millage rate question posed to Rochester Hills residents, since they are a contract community with the Rochester Hills Public Library. She appeared before Rochester City Council on May 13, 2024 and presented an overview of what led to the millage request and how annual contract fees could increase if the voters in Rochester Hills approve a new, additional millage on August 6th. The Rochester City Council expressed resounding support for library operations and continuing as a contract community. They did not resolve to put a millage question on August 6th ballot for a dedicated millage and instead stated that they were inclined to pay any increase in contract fees from their general fund (as has been their practice since 1967).

2. Mr. Tyler provided an update on behalf of the Oakland Township Library Board (OTLB). This past month, he relayed to the OTLB that the RHPL Board of Trustees authorized conversations with the contract communities regarding a different, but equitable formula for contract fees and that RHPL Trustees requested that OTLB resolve to place a millage question on the August 6th ballot. Only a small quorum of four board members stated they could attend a special meeting on May 6th in advance of the ballot certification deadline to approve language for a ballot question. After discussing the matter with a municipal finance attorney, Mr. Tyler learned that OTLB could not propose a millage question in his municipality that only went into effect based on if another municipality approved their ballot question (as was the preference). As a result, Mr. Tyler was concerned that there would not be enough support within the quorum of OTLB to approve a ballot question for an OTLB millage on the August 6th ballot, and thus canceled the special meeting. He stated that he has notified the OTLB that he will call a special meeting on Thursday, August 8th to consider ballot language for the November 5th ballot, should the millage be approved by Rochester Hills voters on August 6th.
3. Mr. Tyler also provided news on a related matter that due to a technicality in filling out the candidate affidavit of identity for the Oakland Township Library Board of Trustees election, three incumbent trustees and two residents (running for a first-term) were disqualified by Oakland County Clerk and would have to run as write-in candidates in order to be elected to the OTLB in November.

X. Board Comments

- A. Ms. West commended Ms. Morian and the staff at RHPL on a job well done with communicating complicated information about the August 6 millage while simultaneously keeping major renovations and the furnishings refresh on schedule.
- B. Ms. Deel reiterated that she too was pleased with the hard work of the library director and observed that April was an incredibly busy but rewarding month of events for the library. She commented that the volunteer luncheon was a lovely afternoon and events surrounding Authors in April were delightful. She also conveyed kudos to the Friends of RHPL for hosting another amazing event in Wine, Wit, and Wisdom this past month.
- C. Ms. Reyes stated that she was pleased that the library attended the Rochester Area Prayer Breakfast and appreciated attending as a board trustee.
- D. Ms. Kucher stated that she is eager to recognize the Friends of RHPL in broader way for their individual contribution to the library's operations.

XI. Questions and Comments from the Liaisons - none

XII. The regular meeting adjourned at 10:07 pm.

Anne Kucher, Secretary

Treasurer's Report



ROCHESTER HILLS
PUBLIC LIBRARY

ROCHESTER HILLS PUBLIC LIBRARY
Balance Sheet
May 31, 2024

ASSETS

Current Assets

Circ Registers/Coin	\$	2,020.00	
PNC			
Payroll - PNC		250.00	
Operating - PNC		55,695.44	
UBS			
Operating - UBS		4,489,693.19	
Plant		562,426.11	
Roof		0.00	
Self-Insurance		7,854.72	
Vanguard		16,237.41	
Total Current Assets			5,134,176.87

Other Current Assets

Total Other Current Assets			0.00

TOTAL ASSETS			\$ 5,134,176.87

LIABILITIES AND FUND BALANCE

Current Liabilities

Staff Cash (pop cans)	\$	122.10	
Flexible Spending W/H Payable		1,940.86	
Supplemental Ins W/H Payable		533.43	
Total Current Liabilities			2,596.39

Fund Balance

Fund Balance-Unrestricted		1,914,386.39	
Fund Balance - Assigned		675,000.00	
Current Year Operations		2,542,194.09	
Total Fund Balance			5,131,580.48

TOTAL LIABILITIES & FUND BALANCE			\$ 5,134,176.87

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

	Current Month	YTD Actual	YTD Budget	YTD Variance	Annual Budget
Revenues					
Rochester Hills	84,427	3,273,434	3,248,470	24,964	3,248,470
City of Rochester	0	287,752	283,606	4,146	575,500
Oakland Twp	0	588,503	602,040	(13,537)	1,038,000
State Aid	0	75,618	75,550	68	151,100
OTBS	0	155,365	155,365	0	155,365
Penal Fines	0	0	0	0	148,800
Fines and Fees	5,223	28,649	15,417	13,232	37,000
Interest	3,224	6,871	10,417	(3,546)	25,000
Gains/Losses	17,352	65,484	0	65,484	0
Designated Gifts	350	1,275	4,167	(2,892)	200,000
Undesignated Gifts	1,735	5,548	0	5,548	35,000
Undesignated Gifts-Friends	0	0	0	0	0
Grants	1,087	1,087	1,667	(580)	4,000
Miscellaneous Revenue	2,121	7,635	6,152	1,483	14,765
Transfer-ReservedOTBS	0	0	0	0	0
Transfer-ReservedPlant	0	0	0	0	0
Total Revenues	115,519	4,497,221	4,402,851	94,370	5,633,000
Expenditures					
Payroll	285,301	1,001,698	1,088,792	(87,094)	2,613,100
Employee Benefits	53,575	233,138	255,209	(22,071)	619,000
Books	29,170	97,432	148,834	(51,402)	357,200
Print Subscriptions	572	1,175	6,250	(5,075)	15,000
Electronic Materials	32,550	150,715	156,417	(5,702)	375,400
Innovative Items	1,280	8,594	6,667	1,927	16,000
Audiovisual	2,371	19,695	40,168	(20,473)	96,400
Bookmobile Operation	1,273	2,725	7,125	(4,400)	17,100
OTBS	1,030	1,645	2,708	(1,063)	6,500
Voice and Data Services	668	5,340	10,834	(5,494)	26,000
Utilities	15,483	73,128	72,083	1,045	173,000
Insurance	0	2,053	8,333	(6,280)	20,000
Professional/Contract Services	7,058	31,056	29,792	1,264	71,500
Supplies	2,242	13,463	13,291	172	31,900
Promotion and Printing	12,161	23,959	29,959	(6,000)	63,300
Mileage	133	999	1,667	(668)	4,000
Postage	4,420	11,546	9,167	2,379	22,000
Staff Development/Membership Programs	3,426	14,182	14,500	(318)	34,800
Facilities Maintenance	6,424	25,372	25,000	372	60,000
IT Maintenance	13,328	108,874	98,291	10,583	235,900
Staff/Volunteer Recognition	8,768	83,400	44,584	38,816	107,000
Gift and Grant Expense	81	2,907	3,125	(218)	7,500
Tax Tribunal Refunds	203	1,543	0	1,543	0
Equipment/Fixed Assets	0	0	208	(208)	500
Capital Improvements	0	0	31,792	(31,792)	76,300
Contingency	20,890	40,394	201,500	(161,106)	483,600
	0	0	41,667	(41,667)	100,000
Total Expenditures	502,407	1,955,033	2,347,963	(392,930)	5,633,000
Revenue Over Expenditures	(386,888)	2,542,188	2,054,888	487,300	0

Monthly Bills



ROCHESTER HILLS
PUBLIC LIBRARY

Payment Information		
Payment Due Date	For online and phone payments, the deadline is 8pm ET.	
Jun 11, 2024		
New Balance	Minimum Payment Due	
\$9,396.96	\$93.00	
<p>LATE PAYMENT WARNING: If we do not receive your minimum payment by your due date, you may have to pay a \$39.00 late fee and your APRs may be increased up to the Penalty APR of 34.65%.</p> <p>MINIMUM PAYMENT WARNING: If you make only the minimum payment each period, you will pay more in interest and it will take you longer to pay off your balance. For example:</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	30 Years	\$30,017
\$380	3 Years	\$13,673
Estimated savings if balance is paid off in about 3 years: \$16,344		
If you would like information about credit counseling services, call 1-888-326-8055.		

Account Summary	
Previous Balance	\$9,196.78
Payments	- \$9,196.78
Other Credits	\$0.00
Transactions	+ \$9,396.96
Cash Advances	+ \$0.00
Fees Charged	+ \$0.00
Interest Charged	+ \$0.00
New Balance	= \$9,396.96
Credit Limit	\$30,000.00
Available Credit (as of May 17, 2024)	\$20,603.04
Cash Advance Credit Limit	\$15,000.00
Available Credit for Cash Advances	\$15,000.00

Rewards Summary		Rewards as of: 05/16/2024	
Rewards Balance	\$1,084.46	Track and redeem your rewards with our mobile app or on capitalone.com	
Previous Balance	\$939.15	Earned This Period	\$145.31
		Redeemed this period	\$0.00

Account Notifications

i You can find changes to your Rewards program by logging into your account and navigating to the Rewards FAQ section.


Pay or manage your account at 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



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Payment Due Date: **Jun 11, 2024**

Account ending in 9289

New Balance	Minimum Payment Due	Amount Enclosed
\$9,396.96	\$93.00	\$ _____

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



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Pay using the Capital One mobile app



Customer Service 1-800-867-0904

Changing your mailing address?

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

Any written request on this form will not be honored.

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

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

When will you Credit My Payment?

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

Transactions

Visit capitalone.com to see detailed transactions.

JULIANE MORIAN #9289: Payments, Credits and Adjustments

Trans Date	Post Date	Description	Amount
Apr 22	Apr 22	CAPITAL ONE ONLINE PYMTAuthDate 22-Apr	-\$9,196.78

JULIANE MORIAN #9289: Transactions

Trans Date	Post Date	Description	Amount
Apr 16	Apr 18	NORTH GRAND RAMP TIBALANSINGMI	\$15.00
Apr 22	Apr 24	OFFICEMAX/OFFICEDEPT#6877800-463-37680H	\$1,889.55
Apr 27	Apr 29	BLN*monday.com201-7784567MA	\$511.34
Apr 28	Apr 29	ZOOM.US 888-799-9666WWW.ZOOM.USCA	\$159.90
May 2	May 3	IN *ROCHESTER ROTARY CLUB248-6019500MI	\$81.00
May 9	May 10	Staples Incstaples.comMA	\$19.09
May 14	May 16	HOLLYWOOD SUPERMARKET #6ROCHESTER HLSMI	\$24.75

JULIANE MORIAN #9289: Total Transactions **\$2,700.63**

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
Apr 18	Apr 19	CRICUTWWW.CRICUT.COUT	\$119.88
Apr 20	Apr 22	GFS STORE #0947ROCHESTER HILMI	\$15.00
Apr 21	Apr 22	Hotmart Fantasy Loot - Me319-9477252DE	\$15.00
Apr 21	Apr 22	Hotmart Sci-Fi Loot - Mem319-9477252DE	\$15.00
Apr 24	Apr 25	NOUNPROJECT.COMTHENOUNPROJECCA	\$9.99
Apr 24	Apr 25	CUTTLE.XYZHTTPSCUTTLE.XCA	\$15.00
Apr 29	Apr 29	Patreon* MembershipInternetCA	\$10.06
Apr 30	Apr 30	AMZN Mktp US*P65J89MT3Amzn.com/bilIWA	\$683.97
May 6	May 7	THE MURDER MYSTERY C0888-643-2583MI	\$424.50
May 9	May 10	anycubicLondon	\$150.00
May 13	May 14	CITY OF ROCHESTER PARKINGROCHESTERMI	\$4.00
May 16	May 17	SP BAMBULAB.USUS.STORE.BAMBTX	\$114.94

ALLISON SARTWELL #6129: Total Transactions **\$1,577.34**

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
May 2	May 3	FRIENDS LIBRARY STOREROCHESTERMI	\$30.53
May 3	May 3	AMERICAN LIBRARY ASSOC860-347-6933IL	\$500.00
May 5	May 6	CALENDLYHTTPSCALENDLYGA	\$12.00
May 14	May 15	4IMPRINT, INC4IMPRINT.COMWI	\$418.79

MARY DAVIS #9241: Total Transactions			\$961.32
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WENDY LEHMAN #9147: Payments, Credits and Adjustments

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

Trans Date	Post Date	Description	Amount
May 1	May 2	KROGER #492ROCHESTERMI	\$38.75
May 11	May 13	LAKESHORE LEARNING MATER310-537-8600CA	\$700.53
May 14	May 15	Spotify USA877-7781161NY	\$16.99

WENDY LEHMAN #9147: Total Transactions			\$756.27
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CAMILLE WESTMORE #4614: Payments, Credits and Adjustments

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

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

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

Trans Date	Post Date	Description	Amount
Apr 18	Apr 19	AMZN Mktp US*F37KK8A53Amzn.com/billWA	\$24.89
Apr 26	Apr 27	AMZN Mktp US*BJ3SS0003Amzn.com/billWA	\$46.84
May 1	May 2	AMZN Mktp US*UG0Z55CX3Amzn.com/billWA	\$29.99

STEVEN CLEMENT #7892: Total Transactions			\$101.72
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Transactions (Continued)

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
Apr 19	Apr 20	StickerAppAnnapolisMD	\$1,207.00
May 9	May 10	4IMPRINT, INC4IMPRINT.COMWI	\$844.04

ELIZABETH RACZKOWSKI #9004: Total Transactions			\$2,051.04
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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
Apr 16	Apr 17	PAYPAL *DK AGENCIES402-935-7733CA	\$572.10
Apr 18	Apr 19	SOCKETLABS484-418-1285PA	\$63.96
Apr 24	Apr 25	CDW GOVT #QW69599800-808-4239IL	\$172.60
Apr 25	Apr 27	MICRO CENTER #055-RETAILMADISON HEIGHMI	\$19.99
May 2	May 3	STAMPS.COM855-608-2677TX	\$19.99
May 3	May 4	USPS STAMPS ENDICIA888-434-0055DC	\$400.00

DEREK BROWN #8061: Total Transactions			\$1,248.64
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Total Transactions for This Period			\$9,396.96
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Fees

Trans Date	Post Date	Description	Amount
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Total Fees for This Period			\$0.00
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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

Total Interest for This Period		\$0.00
---------------------------------------	--	---------------

Totals Year-to-Date

Total Fees charged	\$0.00
---------------------------	---------------

Total Interest charged	\$0.00
-------------------------------	---------------

Interest Charge Calculation

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

Type of Balance	Annual Percentage Rate (APR)	Balance Subject to Interest Rate	Interest Charged
Purchases	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

530486-EN

ROCHESTER HILLS PUBLIC LIBRARY
Cash Disbursements Journal
For the Period From May 1, 2024 to May 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
5/7/24	73384	5402-00 1123-00	Postage/Shipping Operating - PNC	Invoice: 050724 POSTMASTER - ROCHESTER, MI	4,000.00	4,000.00
5/14/24	73385	6401-00 1123-00	Service Contracts Operating - PNC	Invoice: 4189425217 CINTAS CORPORATION #354	185.34	185.34
5/14/24	73386	7001-01 1123-00	Misc. Reimbursable Operating - PNC	Invoice: 042724 THE COMMUNITY FOUNDATION OF GREATER ROC	50.00	50.00
5/14/24	73387	6506-00 1123-00	Software Support/Mai Operating - PNC	Invoice: INV2464549918110 KASEYA US, LLC	4,510.00	4,510.00
5/14/24	73388	8002-00 6403-00 1123-00	Capital Improvement Misc Repairs Operating - PNC	Invoice: 4958 Invoice: 4960 KAZAK BUILDING COMPANY, INC.	16,730.40 1,275.00	18,005.40
5/14/24	73389	6403-00 1123-00	Misc Repairs Operating - PNC	Invoice: 11380 ROCHESTER HILLS MIRROR & GLASS INC	788.00	788.00
5/14/24	73390	5303-50 1123-00	Innovative Items Operating - PNC	Invoice: 050624 T-MOBILE	595.00	595.00
5/14/24	73391	5401-00 1123-00	Basic Phone Operating - PNC	Invoice: 9962788770 VERIZON WIRELESS	237.53	237.53
5/14/24	73392	5301-80 1123-00	Interlibrary Loan (ILL) Operating - PNC	Invoice: 952 WEST BLOOMFIELD TWP PUBLIC LIBRARY	15.26	15.26
5/31/24	73393	5301-10 5301-50 5301-10 5301-50 5301-10 5301-50 1123-00	Adult Books Materials Processing Adult Books Materials Processing Adult Books Materials Processing Operating - PNC	ACT #C019265 PROCESSING ACT #L410629 PROCESSING ACT #L424469 PROCESSING THE BAKER & TAYLOR COMPANY	789.15 0.79 1,205.77 57.67 10,603.91 784.28	13,441.57

ROCHESTER HILLS PUBLIC LIBRARY
Cash Disbursements Journal
For the Period From May 1, 2024 to May 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
5/31/24	73394	5301-30	Outreach Books	ACT #L449673	750.33	
		5301-50	Materials Processing	PROCESSING	51.25	
		5301-30	Outreach Books	ACT #L534941	980.99	
		5301-50	Materials Processing	PROCESSING	31.22	
		5301-30	Outreach Books	ACT #L395513	1,741.73	
		5301-50	Materials Processing	PROCESSING	86.81	
		5301-30	Outreach Books	ACT #L449672	491.56	
		5301-50	Materials Processing	PROCESSING	23.70	
		1123-00	Operating - PNC	THE BAKER & TAYLOR COMPANY		4,157.59
5/31/24	73395	5301-20	Youth Books	ACT #L449675	26.98	
		5301-50	Materials Processing	PROCESSING	1.58	
		5301-20	Youth Books	ACT #L554618	5,240.29	
		5301-50	Materials Processing	PROCESSING	329.14	
		1123-00	Operating - PNC	THE BAKER & TAYLOR COMPANY		5,597.99
5/31/24	73396	5306-10	Adult DVDs	CUSTOMER #2000005835-DVD	341.12	
		5303-11	Adult Audio-Music	CUSTOMER #2000005835-MUSIC	218.08	
		5303-10	Adult Audio-Kits-Gam	CUSTOMER #2000005835-AUDIO	138.97	
		5301-50	Materials Processing	PROCESSING	137.98	
		5306-10	Adult DVDs	CUSTOMER #2000005843-DVD	91.46	
		5301-50	Materials Processing	PROCESSING	19.16	
		5306-10	Adult DVDs	CUSTOMER #200014883-DVD	80.22	
		5301-50	Materials Processing	PROCESSING	19.46	
		1123-00	Operating - PNC	MIDWEST TAPE LLC		1,046.45
5/31/24	73397	5306-30	Outreach DVDs	CUSTOMER #2000005836-DVD	65.97	
		5301-50	Materials Processing	PROCESSING	14.37	
		5306-30	Outreach DVDs	CUSTOMER #2000005839-DVD	166.42	
		1123-00	Operating - PNC	MIDWEST TAPE LLC		246.76
		5306-20	Youth DVDs/Videos	CUSTOMER #2000005837-DVD	29.23	
5/31/24	73398	5301-50	Materials Processing	PROCESSING	9.58	
		1123-00	Operating - PNC	MIDWEST TAPE LLC		38.81

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

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Date	Check #	Account ID	Account Descriptio	Line Description	Debit Amount	Credit Amount
5/31/24	73399	5301-10 5301-10 1123-00	Adult Books Adult Books Operating - PNC	Invoice: 4244278 Invoice: 4244319 A RIFKIN COMPANY	623.27	59.96 563.31
5/31/24	73400	5702-00 1123-00	Audit Operating - PNC	Invoice: 205732 ANDREWS HOOPER & PAVLIK P.L.C.	4,600.00	4,600.00
5/31/24	73401	5301-20 1123-00	Youth Books Operating - PNC	Invoice: 117167 APPLE BOOKS	19.95	19.95
5/31/24	73402	6401-00 1123-00	Service Contracts Operating - PNC	Invoice: 43994 AQUARIUM DESIGN & MAINTENANCE	320.00	320.00
5/31/24	73403	5306-80 1123-00	Bookmobile Operatio Operating - PNC	Invoice: 538924 ASCENSION MICHIGAN EMPLOYER SOLUTIONS	70.00	70.00
5/31/24	73404	6200-40 1123-00	Community Programs Operating - PNC	Invoice: 062524 JOSEPH BALLOR	500.00	500.00
5/31/24	73405	5303-10 5301-50 1123-00	Adult Audio-Kits-Gam Materials Processing Operating - PNC	Invoice: 2149845 Invoice: 2149845 BLACKSTONE PUBLISHING	127.38 8.85	136.23
5/31/24	73406	5301-30 5301-30 5301-30 1123-00	Outreach Books Outreach Books Outreach Books Operating - PNC	Invoice: 2088976 Invoice: 2093528 Invoice: 2093684 CENTER POINT LARGE PRINT	24.57 168.99 118.65	312.21
5/31/24	73407	5306-82 1123-00	Oakland Talking Boo Operating - PNC	Invoice: 688260066 CENTURY LINK	0.88	0.88
5/31/24	73408	5601-00 1123-00	Workers Compensati Operating - PNC	Invoice: 051324 CHUBB	2,475.00	2,475.00
5/31/24	73409	5502-00 1123-00	Gas Operating - PNC	Invoice: 051324 CONSUMERS ENERGY	1,023.68	1,023.68
5/31/24	73410	6401-00	Service Contracts	Invoice: 051624	117.04	

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

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Date	Check #	Account ID	Account Descriptio	Line Description	Debit Amount	Credit Amount
		1123-00	Operating - PNC	CULLIGAN OF ROMEO		117.04
5/31/24	73411	5202-40	Other Dental	Invoice: RIS0005711884	1,622.06	
		1123-00	Operating - PNC	DELTA DENTAL PLAN OF MICHIGAN		1,622.06
5/31/24	73412	5301-50	Materials Processing	Invoice: 7477042	223.68	
		5301-50	Materials Processing	Invoice: 7480707	771.68	
		1123-00	Operating - PNC	DEMCO INC		995.36
5/31/24	73413	5503-00	Electric	Invoice: 052124	14,458.90	
		1123-00	Operating - PNC	DTE ENERGY		14,458.90
5/31/24	73414	6401-00	Service Contracts	Invoice: 15103521	200.00	
		1123-00	Operating - PNC	ECOSHIELD PEST SOLUTIONS-DETROIT		200.00
5/31/24	73415	8002-00	Capital Improvement	Invoice: 12156	465.00	
		8002-00	Capital Improvement	Invoice: 12191	465.00	
		1123-00	Operating - PNC	EL ELECTRICAL CONTRACTING		930.00
5/31/24	73416	5708-00	Other Professional F	Invoice: 9980	80.00	
		1123-00	Operating - PNC	ELITE FUND INC.		80.00
5/31/24	73417	5301-30	Outreach Books	Invoice: 84219513	466.28	
		5301-30	Outreach Books	Invoice: 84231106	563.94	
		5301-30	Outreach Books	Invoice: 84230841	148.80	
		5301-30	Outreach Books	Invoice: 84231200	27.20	
		5301-30	Outreach Books	Invoice: 84265808	500.67	
		5301-30	Outreach Books	Invoice: 84272177	512.66	
		5301-30	Outreach Books	Invoice: 84283171	111.97	
		5301-30	Outreach Books	Invoice: 84283282	302.31	
		5301-30	Outreach Books	Invoice: 84302947	69.58	
		1123-00	Operating - PNC	GALE/CENGAGE LEARNING		2,703.41
5/31/24	73418	5207-50	Legal Plan Benefit	Invoice: 31714AG20240601	532.00	
		1123-00	Operating - PNC	GIS BENEFITS		532.00
5/31/24	73419	6401-00	Service Contracts	Invoice: 65836893	390.00	
		1123-00	Operating - PNC	GREEN FOR LIFE ENVIRONMENTAL		390.00

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

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Date	Check #	Account ID	Account Descriptio	Line Description	Debit Amount	Credit Amount
5/31/24	73420	5201-40	Other Medical	Invoice:	18,556.31	
		1123-00	Operating - PNC	100010722494 HEALTH ALLIANCE PLAN		18,556.31
5/31/24	73421	5201-40	Other Medical	Invoice:	2,871.08	
		1123-00	Operating - PNC	100010723684 ALLIANCE HEALTH AND LIFE		2,871.08
5/31/24	73422	6403-00	Misc Repairs	Invoice: 10338	833.00	
		1123-00	Operating - PNC	HOFFMAN LAWN SPRINKLER SYSTEMS		833.00
5/31/24	73423	5910-00	Newsletter	Invoice: 2102	11,650.00	
		5306-82	Oakland Talking Boo	Invoice: 2104	400.00	
		5306-82	Oakland Talking Boo	Invoice: 2105	210.00	
		1123-00	Operating - PNC	JM DESIGN & PRINTING SERVICES LLC		12,260.00
5/31/24	73424	5302-13	Electronic Materials	Invoice: 398950-PPU	635.80	
		1123-00	Operating - PNC	KANOPY INC.		635.80
5/31/24	73425	5303-20	Youth Audio	Invoice: 112966	563.40	
		1123-00	Operating - PNC	LIBRARY IDEAS LLC		563.40
5/31/24	73426	5401-00	Basic Phone	Invoice: 33948464	179.80	
		1123-00	Operating - PNC	LINGO COMMUNICATIONS		179.80
5/31/24	73427	6401-00	Service Contracts	Invoice: 1017	1,445.00	
		1123-00	Operating - PNC	MDS LANDSCAPE MAINTENANCE LLC		1,445.00
5/31/24	73428	6501-00	Copier Contract/Main	Invoice: IN5196157	320.68	
		1123-00	Operating - PNC	MICHIGAN OFFICE SOLUTIONS		320.68
5/31/24	73429	5302-13	Electronic Materials	Invoice: 505411386	12,628.57	
		1123-00	Operating - PNC	MIDWEST TAPE LLC		12,628.57
5/31/24	73430	6100-50	Professional Member	Invoice: 18293	2,663.00	
		1123-00	Operating - PNC	MICHIGAN LIBRARY ASSOCIATION		2,663.00

ROCHESTER HILLS PUBLIC LIBRARY
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Date	Check #	Account ID	Account Descriptio	Line Description	Debit Amount	Credit Amount
5/31/24	73431	5302-13	Electronic Materials	Invoice: 721MA24130839	3,409.60	
		5302-13	Electronic Materials	Invoice: 721SA24134861	9,123.74	
		5302-13	Electronic Materials	Invoice: 721SV24133420	8.97	
		5302-13	Electronic Materials	Invoice: 721SA24150738	6,557.92	
		1123-00	Operating - PNC	OVERDRIVE INC		19,100.23
5/31/24	73432	8002-00 1123-00	Capital Improvement Operating - PNC	Invoice: 169810 PANNIER	3,230.00	3,230.00
5/31/24	73433	6200-40 1123-00	Community Programs Operating - PNC	Invoice: 061324 ROCHESTER HILLS MUSEUM-VAN HOUSEN FARM	500.00	500.00
5/31/24	73434	5306-80 1123-00	Bookmobile Operatio Operating - PNC	Invoice: 050624 CITY OF ROCHESTER HILLS DPS	1,123.15	1,123.15
5/31/24	73435	5303-50 1123-00	Innovative Items Operating - PNC	Invoice: 053024 T-MOBILE	595.00	595.00
5/31/24	73436	5401-00 1123-00	Basic Phone Operating - PNC	Invoice: 58019 TELNET WORLDWIDE	216.47	216.47
5/31/24	73437	5701-30 5701-30 1123-00	Collection Agency Collection Agency Operating - PNC	Invoice: 6125756 Invoice: 6125765 UNIQUE MANAGEMENT SERVICES INC	236.40 52.00	288.40
5/31/24	73438	2168-00 1123-00	Supplemental Ins W/ Operating - PNC	Invoice: 052024 UNUM LIFE INSURANCE - SUPP	42.51	42.51
5/31/24	73439	5206-40 1123-00	Other LTD Insurance Operating - PNC	Invoice: 052024 UNUM LIFE INSURANCE CO OF AMERICA	474.34	474.34
5/31/24	73440	6402-10 6402-10 6401-00	Maintenance Supplie Maintenance Supplie Service Contracts	Invoice: 89623 Invoice: 90013 Invoice: 89929	341.78 1,138.75 6,222.47	

ROCHESTER HILLS PUBLIC LIBRARY
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Date	Check #	Account ID	Account Descriptio	Line Description	Debit Amount	Credit Amount
		1123-00	Operating - PNC	VANGUARD CLEANING SYSTEMS		7,703.00
5/31/24	73441	5207-30 1123-00	Vision Insurance Operating - PNC	Invoice: 820487046 VISION SERVICE PLAN	240.84	240.84
5/31/24	73442	5301-30 5301-30 1123-00	Outreach Books Outreach Books Operating - PNC	Invoice: 84317390 Invoice: 84336409 GALE/CENGAGE LEARNING	74.40 364.80	439.20
5/9/24	EFTAZ050924	6200-60 5301-10 6508-00 5807-00 6200-10 5303-50 5306-13 5940-00 5303-30 5301-20 5802-00 6200-20 7009-60 5809-00 6200-30 6200-50 1123-00	Makerspace Program Adult Books Minor Equip <\$2500 Office Supplies Adult Programs Innovative Items Teen & Adult Video G 3D Printing/Makerspa Outreach Audio & Vid Youth Books Circulation Supplies Youth Programs Volunteer Recognitio Marketing Supplies Outreach Programs Systemwide Program Operating - PNC	SUMMER READING AMAZON CAPITAL SERVICES	432.79 862.15 3,872.82 5.99 34.11 90.35 342.84 25.97 207.13 55.96 7.73 13.99 9.99 60.94 23.55 594.41	6,640.72
5/21/24	EFTVISA0521	6100-60 5302-13 6402-10 6200-20 5805-00 6506-00 5940-00 6100-50 6200-50 5950-00 6200-10 5402-00 6200-30 5302-00 5801-01 6100-40	Workshops/Conferen Electronic Materials Maintenance Supplie Youth Programs IT Supplies Software Support/Mai 3D Printing/Makerspa Professional Member Systemwide Program Promotion Adult Programs Postage/Shipping Outreach Programs Periodical/PrintSubs Copier Paper Other - Staff Develop	ALA-COURTNEY PIPER	174.90 184.93 71.73 55.74 192.59 63.96 29.99 81.00 2,790.10 511.34 19.00 419.99 42.53 572.10 1,889.55 500.00	

ROCHESTER HILLS PUBLIC LIBRARY
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Date	Check #	Account ID	Account Descriptio	Line Description	Debit Amount	Credit Amount
				PIPER		
		6200-11	Teen Programs		424.50	
		6200-60	Makerspace Program		228.94	
		6200-21	Youth Programs-Man		700.53	
		5808-00	Board Room Supplie		24.75	
		5306-82	Oakland Talking Boo		418.79	
		4093-00	Grant Income			1,086.55
		1123-00	Operating - PNC	CAPITAL ONE BK(USA), NA		8,310.41
	Total				<u><u>187,973.15</u></u>	<u><u>187,973.15</u></u>

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

Checks & EFT's - Operating Account			186,826.64
Payroll Account - Net Payroll			209,356.50
Employee Benefit EFTs and Misc Debits -			
Payroll Taxes		70,193.19	
Employee FSA Debits - Wage Works		1,286.73	
Employer Pension Contributions - MERS		8,588.41	
Employee Deferred Contributions		22,440.66	
Bank/Merchant Fees		325.26	
ADP & WageWorks Fees		1,764.60	
NSF Checks		-	
		TOTAL	104,598.85
			\$ 500,781.99

Communications



ROCHESTER HILLS
PUBLIC LIBRARY

IT has edited the self-check displays to include an additional image regarding DVD unlocking on the final checkout screen. While we are limited in what we can control on the Express Check software (through Polaris), we have made efforts to grab users' attention with the imagery. Additionally, we are planning to beta test the newest Polaris Express Check software in the coming months with the Clarivate development team. During this testing phase, we will emphasize the need for warnings at the end of checkouts when a DVD requires unlocking.

We have sent the following email (below) to the patron.

Derek Brown
(5/13/2024)

Good afternoon Laura,

Thank you for your feedback regarding the express check display. We have taken your suggestion into consideration and have added an additional image to the checkout screen. Please note that we are limited in what we can control on this software as it is proprietary to our library software vendor. We hope that the new imagery is satisfactory and will help grab your attention when checking out DVDs at our location.

We appreciate your comment and hope you have a great rest of your week.

Thanks!

Derek Brown, Director of IT



Date: 4/27/04

500 Olde Towne Road
Rochester, Michigan 48307-2043

Comment Card



Please modify the ~~self~~ self check-out system so that the reminder to unlock ~~a~~ a DVD is more noticeable (ie red box ?!) or ~~requires~~ requires a click to confirm that you've done it.

(Optional) Name: LAURA

Contact #:

Email:

For staff use only:



500 Olde Towne Road
Rochester, Michigan 48307-2043

Potpouri Program
Comment Card

Date May 9th 2024

Making your own Potpourri was
fun and easy. Thankyou for having
us. Heartful Thankyou RHP.
love

Optional

Contact No.

The IT department has begun testing LibData, an alternative to Envisionware for public PC reservation and printing software. We aim to make a determination within the next month and a half. This new solution will enable print release management with integrated online payment processing, eliminating the need for a physical credit card machine at the print release station. All transactions will be securely handled through a web browser. While this marks a significant shift from Envisionware, many other public libraries have successfully transitioned to LibData in recent years.

Derek Brown
5/30/2024



500 Olde Towne Road
Rochester, Michigan 48307-2043

Comment Card

Date 5/14/24

May you please update the printers to have them be creditcard acceptable.

Optional: Name

Contact No.

Our stand-up copiers are unable to print larger format documents, and we do not plan on making that change in the foreseeable future. Copiers are expensive to maintain, even with long-term contracts like the one we have with Applied Imaging. I believe the library's budget would be better spent elsewhere rather than on niche printing services for the general public. We have already transitioned away from managing our own banner printer, opting instead to use the local FedEx for large prints, which is more cost-effective than maintaining and purchasing supplies for a large printer.

The Makerspace might be better suited to handle these types of one-off prints, whether on canvas or metal sheets. I plan to reach out to the Makerspace with this suggestion. We've communicated our thanks to Gary Grobson by phone for his suggestion. However, at this time, it is neither within our budget nor necessary to expand our printing capabilities to include niche printing.

Derek Brown
5/30/24



500 Olde Towne Road
Rochester, Michigan 48307-2043

Comment Card

Date 5.14.24

LARGE FORMAT (11x17) (17x23)? COLOR PRINTER
LIKE NOVI LIBRARY (PHOTO)
THEY CHARGE \$6 / PRINT

Optional: Name

copy [REDACTED]

Contact No [REDACTED]

RHPL Comment Card

Derek Brown <derek.brown@rhpl.org>

Thu, May 30, 2024 at 1:55 PM

To: [Redacted]

Good afternoon Sabrina,

Thank you for submitting your well-thought-out comment card regarding the need for additional information in our patron SMS notifications. RHPL has been working with our third-party vendor to ensure the best possible SMS experience for our patrons. We planned to release a new build that will include additional details for patrons to browse by phone. One of these enhancements is the ability to see all items in their holds queue. Although this feature isn't ready for public release yet, we were able to activate single title hold displays via text this afternoon. An example of what that message will look like is listed below:

Single hold message:

Message from Rochester Hills Public Library. Your hold is ready. You may pick up %TITLE% at the main library until %DATE%. For details, please view your account at https://discover.rhpl.org. Thank you.

We hope to have more details soon regarding a patron-initiated option to see all items ready for pickup (e.g., press 1 to see the list), as well as the ability to suspend holds or request an additional day or two for pickup (if no one else is waiting). These features will hopefully be released in the summer or, at the latest, in the fall.

Thanks again for reaching out to us with your suggestion.

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



ROCHESTER HILLS PUBLIC LIBRARY

Date: 5/22/24

500 Olde Towne Road
Rochester, Michigan 48307-2043

Comment Card



The new text message notification system doesn't tell you the name of the title on hold. It would be great if the text messages said the title, because sometimes I'm more eager to pick up certain books. Thanks!

(Optional) Name:

Sabrina [Redacted]

act #:

[Redacted]

Email:

[Redacted]

For staff use only:

Oakland County community calendar May 12 and beyond

• Registered Nurse Vicki Klanke to present “The Art of Caregiving and Prevention of Burnout” program at 7 p.m. May 16 at Rochester Hills Public Library, 500 Olde Towne Road, Rochester, open to the public. Registration is required at calendar.rhpl.org or call 248-656-2900

Oakland Press, May 12, 2024

LOCAL NEWS

Oakland County community calendar May 26 and beyond

• In honor of their 100th Anniversary, the Rochester Hills Public Library is hosting 100 Days of Summer Reading from May 3 to Aug. 10, all ages are encouraged to read and enjoy reading activities for a chance to win prizes. A kickoff event is noon-2 p.m. June 8, at the library, 500 Olde Towne Road in Rochester, 248-656-2900 or visit rhpl.org. To register for 100 Days of Summer Reading, visit rhpl.beanstack.org or download the Beanstack app, and sign up using an active RHPL card.

Oakland Press, May 26, 2024

Aug 6 Ballot – Rochester Hills Library Millage

Aug 6 Ballot – Rochester Hills Library Millage

Rochester Hills, MI – Shall the limitation on the amount of taxes which may be imposed on taxable property within the City of Rochester Hills, County of Oakland, Michigan, be increased by \$0.39 per thousand dollars (0.39 mills) of the taxable value on all taxable property in the City of Rochester Hills for a period of ten (10) years, beginning in the year 2024 and ending in the year 2033, inclusive, as new additional millage for the purpose of providing library funds for the Rochester Hills Public Library? It is estimated that 0.39 mills would raise approximately \$1,724,195 when first levied with the December 1, 2024 levy.

Several communities have proposals on the ballot. For the full list and more election information visit the [Oakland County Clerk's website](#).

Oakland County Times, May 28, 2024

Library Director's Report



ROCHESTER HILLS
PUBLIC LIBRARY

Director's Report

June 11, 2024

1. Garden Updates

The new garden concrete path is complete. The path is wider which makes it much safer to traverse. The alphabet flagstone was salvaged and will be installed as a path to one of the donor benches. One redbud tree did not survive the winter and will be removed and replaced. Permanent story walk signs will be installed along the outer edge of the library's property along the Riverwalk. This project is coming in under budget, which may allow for the additional purchase of picnic tables, estimated at \$1500 each. Since WiFi extends to the garden, it makes this an ideal spot for enjoying library amenities outdoors.

2. Story room progress

The building contractor began work on the story room on Wednesday, May 22nd. There were no significant issues discovered during the demolition phase. Since this is a grant-funded project, we aim to keep the budget lean and reuse items when possible. Doors and some cabinetry will be reused; however new furniture and technology will be purchased by the Friends of the RHPL for the room. Signage will be printed in-house for initial installation and permanent signage will be added at a future date. A dedication is tentatively planned for the week of July 19th.

3. Library Presentations

I spoke at the Rochester City Council meeting on May 13th and then at the Rochester Hills City Council meeting on May 20th to provide a library update regarding centennial celebrations and overview of the millage request. Rochester City Council expressed support for the library and are aware that there could be an increase in contract fees if residents of Rochester Hills approve a new millage. While Rochester City Council took no action on May 13th, council members stated publicly that they would prefer to pay any difference in fees through general fund. City of Rochester Hills presented the library with a proclamation in honor of the library's 100 years of service to the community. I presented a millage overview and the library received praise from Rochester Hills Council Members. One council member asked how citizens would track progress on what was pledged as part of the millage request. She wanted to know if promises would be enumerated in the ballot language, and while that is not commonly added to ballot language, her question was a good reminder that accountability and tracking progress of millage promises is important pillar of fiscal transparency.

I presented information about the millage to the Friends of RHPL Board at their May meeting. Additionally, I have been asked to speak to the Rochester Rotary Club in June and to the Rochester Democrats meeting in July to discuss the library millage.

4. Millage information-only campaign

The library has a millage web page and frequently asked questions available at rhpl.org/millage. FAQs will be updated as more questions are asked and answered. An informational brochure is available at the front desk kiosk and at each of the service points in the library. Additionally a

millage overview table top display is located outside of the multi-purpose room and will be available through early voting in July/August.

News about the millage was included in the printed version of News & Views (Summer 2024) and will be included in the RHPL Monthly Current's slated for June and July. One additional general communication was sent on June 4th announcing the millage increase and press releases were sent to the local news outlets.

Bookmarks will be printed this month and distributed at local outreach events and included in hold requests picked up at the library and on the bookmobile.

5. Think Space 2023-24 Recap

I attended the Michigan Library Association's directors-only conference called "Think Space" on Mackinac Island, MI in May 2024. The theme for this year was future-proof libraries. Highlights of the two-day conference included sessions on how to leverage AI in routine library tasks, develop succession plans for departing staff, and how to use design thinking in library operations. One major takeaway for me is the idea to use the staff In-Service day in November to share ideas among the staff at large on how we might improve the patron experience. This would then inform the strategic plan goal setting and update of the action plan that takes place every December.

6. Oakland Talking Book Service Update

The previous librarian who managed the Oakland Talking Book Service (OTBS), Alice Cruz, accepted a full-time job at the Orion Township Public Library. The role of the OTBS librarian will be reassigned to a full-time librarian within Outreach Services. 22.5 of her time will be devoted to OTBS work and the rest focused on Outreach and Bookmobile Services.

7. Out of Office

I will be out of the office on July 3rd and 5th. Staff members in charge are: Mary Davis and Derek Brown, respectively.

8. Upcoming Events

June 25, 2024	Friends of RHPL Board Meeting, 7pm
July 4, 2024	Library closed in observance of Independence Day
July 9, 2024	RHPL Board of Trustees Meeting, 7pm
August 7, 2024	RHPL Board of Trustees Meeting, 7pm (public hearing on the FY 2025 budget)
August 9, 2024	End of Summer Reading "Sunset Block Party", 6pm in the west parking lot
Aug 31 st – Sept 2 nd	Library is Closed in observance of Labor Day



Statistical Report - Usage for the month of May 2024

<i>Circulation</i>	LY Month	Month	MTM	Last YTD	YTD	YTY
Checkouts	35,870	37,041	3.3%	208,494	213,791	2.5%
Renewals	50,660	49,356	-2.6%	253,895	246,393	-3.0%
e-Materials	29,295	29,182	-0.4%	113,124	148,893	31.6%
Bookmobile	3,995	3,900	-2.4%	17,351	20,436	17.8%
Mini-Branch	1,584	1,403	-11.4%	7,653	7,333	-4.2%
OTBS Circ	6,901	5,377	-22.1%	31,344	28,112	-10.3%
MeLCat Borrowed	1,240	1,327	7.0%	6,983	7,048	0.9%
MeLCat Loaned	1,291	1,350	4.6%	9,770	7,078	-27.6%
Total Circulation	130,836	128,936	-1.5%	648,928	679,286	4.7%

<i>Other Statistics</i>	LY Month	Month	MTM	Last YTD	YTD	YTY
In-Person Visits	31,528	33,507	6.3%	172,483	195,960	13.6%
Room Reservations	798	974	22.1%	4,121	4,945	20.0%
Adult Programs	16	54	237.5%	92	218	137.0%
--Attendance	382	600	57.1%	1,994	3,672	84.2%
Teen Programs	5	5	0.0%	22	23	4.5%
--Attendance	21	38	81.0%	109	130	19.3%
Youth Programs	10	12	20.0%	107	113	5.6%
--Attendance	471	690	46.5%	5,366	4,745	-11.6%
Outreach Attendance	0	336	∞	0	976	∞
Makerspace Use	0	367	∞	0	1879	∞
Computer Use	1,424	1,433	0.6%	8,182	8,150	-0.4%
Wireless Use	5,081	5,808	14.3%	27,306	29,928	9.6%
Database Use	6,834	6,739	-1.4%	30,011	31,718	5.7%
Volunteer Hours	289	285	-1.4%	1,663	1,516	-8.8%

Number of Library Card Holders

<i>Municipality</i>	LY Month	Month	% Total
Rochester Hills	45,811	44,953	59.1%
Rochester	9,904	10,198	13.4%
Oakland	9,560	9,202	12.1%
Non-residents	4,426	4,401	5.8%
Virtual Students	6,116	7,280	9.6%
Total Card	75,817	76,034	100%

Number of Items

<i>Type</i>	LY Month	Month
Print	256,442	274,353
Audio	18,788	19,439
Video	46,061	47,980
Other	429	440
E-Material	24,932	27,218
Total	346,652	369,430

Committee Updates



ROCHESTER HILLS
PUBLIC LIBRARY

Other Business



ROCHESTER HILLS
PUBLIC LIBRARY

Library Vendors Approved for Single Signature Checks

Andrew Hooper Pavlik (AHP) – the firm used for the RHPL annual audit. The board authorizes the library director to sign the letter of engagement, which stipulates fees on an annual basis.

Applied Imaging – vendor used for photocopy equipment and service

Alliance Health – part of employee benefit program and provides the PPO portion of HAP medical insurance coverage. RHPL provides coverage for the HMO and employees pay the difference if they upgrade to the PPO coverage.

Amerinet – supplies anti-virus software and Palo Alto firewall

Authors in April – Nonprofit organization in the greater Rochester Area that coordinates author visits to local schools and an annual book signing event at the public library

Auto Owners – insurance company that provides liability and property insurance coverage.

Baker & Taylor – vendor used to order most print materials. Library staff verify packing slips against invoices before approving payment/issuing checks.

Book Farm – supplier of youth books.

Center Point Large Print – supplies large print books for the Outreach Department

CHUBB – insurance company that provides worker’s compensation insurance coverage.

City of Rochester – supplies water utility to the Main Library

City of Rochester Hills – maintains and provides repair service for two bookmobiles, sells fuel for the bookmobiles, and parking for bookmobiles in their facility on Auburn Road.

Consumers Energy – supplies gas utility to the Main Library

Delta Dental – part of employee benefit program and monthly premiums are paid.

Demco – national library supply vendor and supplier of book jackets, book tape, glue, etc.

DTE – supplies electrical utility to the Main Library building

Dykema – labor attorney (Melvin Muskovitz)

E.L. Electrical Contracting –contractor for routine electrical repairs and replacement of light fixtures.

Farmington Community Library – fiscal agent for Metro Net Consortium. RHPL pays annual dues and subscribes to several databases through Metro Net for cost-sharing purposes.

Fast Signs – interior and exterior signage company

Foster Swift Collins & Smith PC – general attorney (Anne Seuryneck)

Gale Cengage – vendor through which RHPL purchase several licensed databases

Health Alliance Plan (HAP) – part of the employee benefit program, this is the health care insurance provided for eligible employees. Premiums are paid monthly.

RHPL Board of Trustees Approved: January 8, 2024

Innovative Interface, Inc. – provides the Polaris integrated library system (ILS/computer software). RHPL has an annual contract with them and purchase a few pieces of software through them.

Joann Stores – vendor of a premium licensed database, purchased annually

JM Design – general printer for quarterly newsletter and brochures. Their invoice covers the cost of printing and sorting prior to mailing

Kaseya – security network vendor for anti-virus software and Google Workspace maintenance.

Library Design Associates – library furniture and fixtures

McClelland Landscape – snow removal and salting company

MDS Landscaping – lawn mowing, trimming, mulch, and seasonal clean-ups

Metcom – statewide library supply vendor and supplier of barcode labels, tote bags, and library card/fobs

Michigan Library Association – professional association for board members, librarians, and host of multiple workshops and conferences for the library field.

Midwest Collaborative for Library Services (MCLS) – electronic databases

Midwest Tapes – vendor that supplies A/V; also includes the processing and cataloging of DVDs

National Time & Signal – fire monitoring equipment & inspection

Newsbank Database – vendor of premium licensed newspaper database, purchased annually

Niche Academy – vendor for online training tutorials

Overdrive – vendor that supplies ebooks, eAudiobooks, and eMagazines

Playaway – vendor for Playaway audiobooks, youth Launchpads, and Wonder Books (audiobooks designed for multiple literacy levels).

Postmaster – US post office, which RHPL uses to send out bulk mailing

Tech Mechanical –contractor for routine repairs of the HVAC system.

The Library Network (TLN) – RHPL purchases internet connectivity through Merit network

TOG Development (DBA Local Hop) – scheduling calendar for events and website hosting/maintenance

Vanguard Cleaning Systems – custodial services firm, supply vendor, and building firm for carpet cleaning (annually) and window washing (bi-annually)

~~White Birch Landscaping – lawn mowing, trimming, mulch and seasonal/parking lot clean-ups~~

WT Cox – vendor that supplies print periodical subscriptions. The bill is generally paid once a year

Zoobean – vendor for the summer and winter reading logging challenges, purchased annually