

**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.

**December 10, 2024 – 7 p.m.**

**Agenda**

- I. Call to order of the regular meeting
- II. Public Comments\*
- III. Approval of the Agenda
- IV. Early Literacy Mobile Outreach recommendation (with newly answered questions)
- V. Minutes of regular meeting on November 12, 2024
- VI. Treasurer’s Report for November 2024
- VII. Monthly bills for November 2024 in the amount of \$886,054.38
- VIII. Communications
  - a. Customer Comments
  - b. Letter from patron in Oakland Township regarding library privileges
  - c. Letter from patron regarding policies
  - d. Letter from patron regarding storyroom expansion
  - e. Press Coverage
- IX. Reports
  - a. Library Director
  - b. Statistical Report
- X. Committee Updates
  - a. Nomination Committee
- XI. Other Business
  - a. Discuss changes to RHPL Bylaws
  - b. Draft of 2025 Calendar
- XII. Board Comments

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

XIII. Questions and Comments from the Liaisons

XIV. Adjournment

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

# Early Literacy Vehicle Replacement Options

## Strategic Goals:

The mobile early literacy outreach effort meets two specific goals in the strategic plan, Nurture Developing Minds and Foster Community Collaboration.

## Objectives:

- The objective of any library outreach program is to extend the in-person library experience to patrons who cannot visit the library. It is rooted in the belief that a well-resourced library can meet patrons where they are to fulfill its mission to the community and provide frictionless engagement.
- Early literacy outreach involves staff visiting area preschools, daycares, and summer camps to serve our youngest residents, and by extension, their tax-paying parents and caregivers.

## Actions:

- Provide curriculum-based storytimes for library patrons within local daycare and preschool programs. Children under five who go to preschool during the day and cannot attend storytimes at the library, but the library can visit them.
- Allow patrons (under the supervision of their classroom teacher) to check out materials from the RHPL early literacy mobile collection.
- Focus on daycare and preschool programs that receive subsidized funds in an effort to reach low-income families in the Greater Rochester Community.
- Onboard new daycare and preschool programs (up to 22 max.) based on geographic distribution for maximum coverage. Evaluate the school participation annually and make adjustments if needed.

## Summary and Background:

To continue offering stellar service to patrons in preschools and child care centers, a new vehicle is needed. In 2023, RHPL provided services to 26,138 children and teachers and circulated over 30,000 items. From January to November 2024, those numbers are on a similar track at 25,252 children and teachers served and 23,000 items circulated. During the summer of 2024, the bus was in repair for six weeks, negatively impacting historically robust engagement and circulation statistics. Completing repairs and finding replacement parts for the 23-year-old early literacy bus has become increasingly challenging.

**The acquisition of a new early literacy bookmobile was a central promise made to the community as part of the August 2024 millage campaign, which passed with 66% support.**

## History:

The early literacy bus began service in 2012 when RHPL purchased a used 2001 Ford ELF with a bequest from the Doris & Charles Edie Estate from the Battle Creek Library System. It originally visited eight childcare centers and preschools in our service area. Currently, RHPL visits 18 facilities regularly, with the ability to add additional schools. At times, the bus has visited up to 22 schools in two weeks.

The bus is staffed by an early literacy librarian and a bookmobile driver and visits each school on a rotating two week schedule. It runs Monday through Thursday, with two morning visits each day, and a Monday afternoon visit to a different school each week. Afternoon visits are limited and difficult to schedule due to licensing requirements for quiet time and lunch and parent pick-up. To ensure an effective program when schools close for the summer, staff added the RCS Summer Camp to the weekly schedule from June to August. This extends engagement to school-aged kids and provides books and summer reading programs for students who might not otherwise get to the library, a critical step in combating the summer slide.

## Value of Mobile Outreach vs. Mini-Branch Model

When considering which service model is effective for early literacy outreach, staff consensus is that a mobile outreach vehicle is superior to an on-site mini-branch library.

1. The mini-branch model requires a separate room to be dedicated as a small library branch for the full experience. Daycares and preschools often do not have the required space for a mini-branch library, leading to a compromised approach with small classroom collections.
2. The size of the bookmobile allows for a broad collection of titles (4,500 titles) versus a classroom collection of 100-200 titles.
3. Mini-branches require additional staff who have time and training to maintain the collection with fresh titles and to keep accurate statistics. Childcare providers and preschool teachers could not be afforded this same type of training for checking out materials nor would they have the time to maintain the rigorous statistics required for public library state aid. Currently a PT salaried staff member runs five mini-branch libraries with a team of volunteers. It is estimated that RHPL would need to expand staffing with at least one FTE staff member to manage the logistics of 18 sites, if the mini-branch model was adopted.
4. Accessing the library collection via bookmobile is a special experience, well beyond an ordinary shelf of books in a classroom classroom. Children can take great pride and ownership of the book they choose. According to a Reading is Fundamental study, children are more likely to discuss and be excited about books they choose themselves versus books that are assigned to them.
5. A mobile service model allows for dynamic change if a daycare or preschool is no longer compatible with RHPL service. With an outreach vehicle, the bookmobile operates as a mobile branch of the library. It can travel to community sites beyond the daycares (when appropriate) such as the Rochester Hills Block Party or Festival in the Hills.
6. Bookmobile staff offer personalized service. They are attentive and support the center's staff when they ask for recommendations or make requests for specific materials or themes.

They make lasting connections with the staff **and the children** and represent the library to the wider community who may not use our building. Here are some quotes from locations:

- a. "...the kids at our childcare, watch in amazement as Miss Sara reads stories, sings, dances and [they] love her "visual" props. **Miss Sara stops to talk with me each time we see one another. She is attentive[and] truly cares about the kids; as well as the staff.**"
- b. "We have many "outside activities" that visit our center, but we love Miss Sara's genuineness, **care of the kids and compassion for the job she is doing.**"
- c. "We love our books! We are so lucky that, in addition to our large school library, we also get to experience the Big Blue Bus from the [Rochester Hills Public Library!](#) "
- d. "This moment between Robbie and Miss Sara is extra special because we have recently been working with Robbie to expand his attention span and interests into other areas. He was focused and engaged the whole time Miss Sara was with us."
- e. "Thank you, as always, to the [Rochester Hills Public Library](#) for providing such an **enriching experience** for us every other week!" (bold mine)

## Research & Recommendations:

Juliane Morian, Sara Pinkham-Jones (Early Literacy Outreach Librarian), Debbie Mellet (Early Literacy Bus Driver), Nick Watterson (Fleet Manager of Rochester Hills Department of Public Services, DPS), and Mary Davis met with multiple vendors to discuss options for a new early literacy vehicle. Staff requested quotes from Farber Specialty Vehicles, Mobile Specialty Vehicles, LDV, and Winnebago. RHPL stressed that the library did not need extras like a sound system or screens, that an awning was not a necessity but appreciated if it fit our budget, and that a wheelchair lift was required.

## Energy-efficient Options

In accordance with the GOV-8 Environmental Impact Policy, staff specifically inquired about environmentally conscious vehicles. The overwhelming consensus was that an exclusively EV option is not advisable as it increases the unit cost by \$50,000-\$70,000, plus an additional \$6,000-\$20,000 to install a charging station at the library. Batteries are 112 pounds each, and a vehicle would require an additional 8-12 batteries to fully power the unit for 8 hours. Adding these bulky batteries would impede the amount of space on the vehicle and not only take away space for carts and shelving, thus making the collection smaller, it adds immense weight to the vehicle.

Mobile Speciality Vehicles presented two quotes, one using a regular gas-powered generator and the other using solar panels with an inverter. The solar panels collect sunlight which is then converted to direct current (DC) electricity. The energy is sent to the battery and then travels to the inverter. The inverter converts the DC electricity from the solar panels into alternating current (AC) electricity, which is what comes through outlets and powers appliances (our laptops, air conditioning, lights, etc.). A charger controller regulates the charge to the battery and ensures the battery doesn't overcharge.

### First Choice - Winnebago

\$179,495

27' overall length, Ford 425S, gasoline

Winnebago is a trusted name in recreational vehicle manufacturing. The company was founded in 1958, and began manufacturing specialty vehicles in 1967. They are our first choice because of their reputation, flexibility, willingness to work with us on the design of the interior as well as the exterior, and their price. Because they generally always have vehicles on-site, their lead time is the quickest at **approximately three months** to deliver after final design and down payment.



### Second Choice - Mobile Specialty Vehicles

\$257,678 (traditional gas-powered generator)

\$279,097.00 (solar panels and inverter)

24' overall length, E450 Cutaway, gasoline

MSV has been in business for over 40 years. They have specialized in mobile medical units but have also begun customizing bookmobiles. MSV is our second choice for either vehicle (hybrid or generator). They are also very willing to work with us on the design and layout throughout the process. Uniquely, they insulate not only the box but the undercarriage as well which helps to maintain a comfortable temperature and protect anything stored in the underbelly storage areas. **Their lead time was fairly quick as well at eight to 11 months.**



### Third Choice - Farber Speciality Vehicles

\$375,622.44

18' Dry van body (I believe this does not include the cab),  
F550 (shown), gasoline

\$325,314.88

17' Dry van body, F450, gasoline

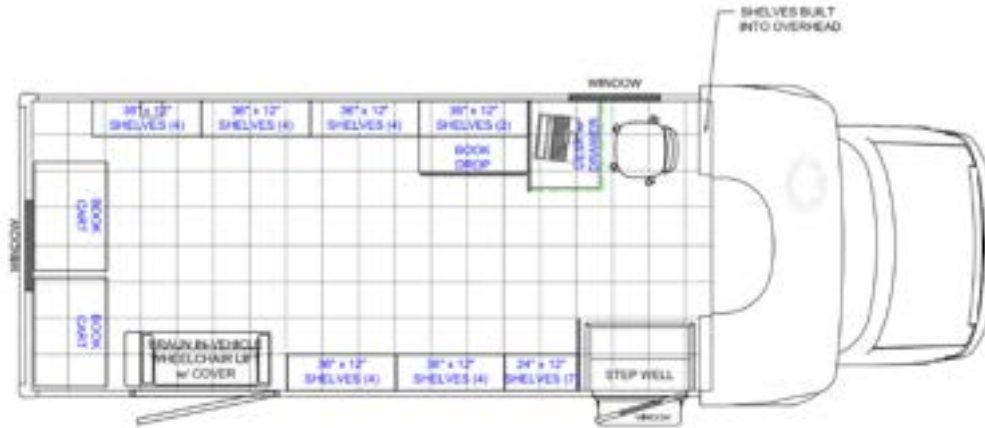
Farber is a well known and established builder of bookmobiles and other specialty vehicles. According to their website, they have been in business since the 1920s and began building recreational vehicles in the 1960s.

During their presentation, they discussed that the E450 vehicle has significant weight considerations and that they would design the build to take into account the stress on the chassis. **Their lead time is 18-20 months.**

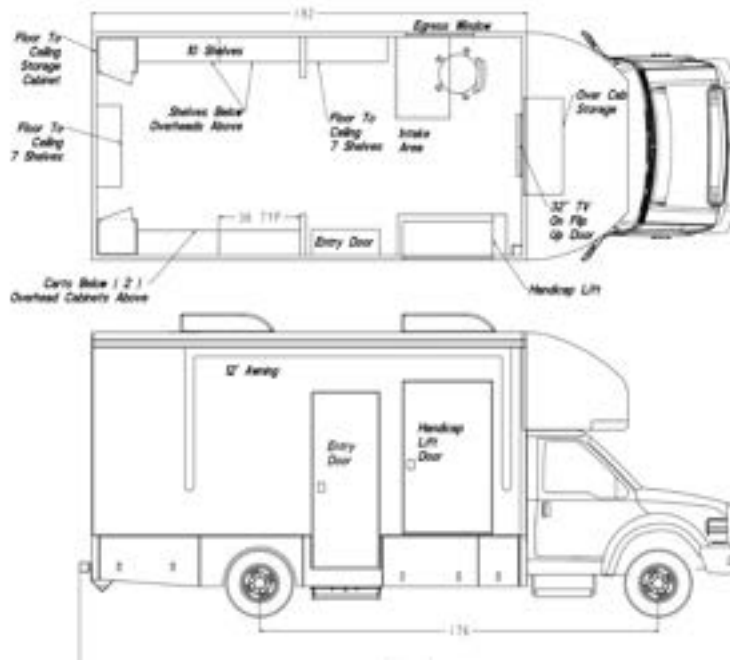


# Appendix - Floor Plans & Images

## First Choice - Winnebago



## Second Choice - Mobile Specialty Vehicles



Third Choice - Farber Speciality Vehicles





# Minutes



ROCHESTER HILLS  
PUBLIC LIBRARY

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

**November 12, 2024**

- I. The Board of Trustees of the Rochester Hills Public Library held a regular meeting on Tuesday, November 12, 2024. The President called the meeting to order at 7:00 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, and Harper West.

Madge Lawson and Julianne Reyes were absent with prior notice given.

Guests included Library Director Juliane Morian, City of Rochester Liaison, Lauren Coleman, and Oakland Township Library Board Member, Shirley Frazier.

One member of the public was in attendance.

- II. Public Comments

- A. Scott Votaw, a resident of Rochester Hills, commented on the early literacy vehicle replacement plan and asked if the Board had considered making small RHPL mini-branches in local preschools and daycares instead of operating a bookmobile.

- III. Approval of Agenda

- A. Ms. Morian stated that the Board should consider adding “Nominating Committee” to the agenda under “Committees”.
- B. On a motion by Mr. Bonam, which Ms. West seconded, the board unanimously approved the agenda as amended adding “Nominating Committee” as point IX.B with no further discussion.

- IV. Minutes

- A. On a motion by Ms. Kucher, which Mr. Bonam seconded, the board unanimously approved the special meeting minutes from October 8, 2024 with no discussion.
- B. On a motion by Ms. Kucher, which Ms. West seconded, the board unanimously approved the special meeting minutes from October 8, 2024 with no discussion.

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

- VI. Monthly Bills

- A. On a motion by Mr. Bonam, which Ms. Kucher seconded, the board unanimously approved paying the monthly bills for October 2024, which totaled \$551,734.56.
  1. Mr. Bonam asked if there were three pay periods this month (to account for the higher rate of bills) and Ms. Morian confirmed that there were.

VII. Communications

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

VIII. Director's Reports

- A. The board reviewed and filed the director's report and MLA Annual Conference Summary report with no significant discussion.
- B. The board reviewed and filed the statistical report with some discussion on the merits of seeing a visual presentation of data as trends over time. Ms. Coleman stated that identifying a few key metrics (e.g. door counts, circulation of electronic materials, etc.) to illustrate visually may aid the board in broader decision-making.
  - 1. Ms. Morian confirmed that the library staff recently acquired a data dashboard tool (in July 2024) called Library IQ to review library data in this manner and she would explore what reports can be best shared with the RHPL Board in a monthly board packet.

IX. Committee Reports

- A. The RHPL Policy Committee submitted a second reading of the GOV-8 Environmental Impact Policy, removing the statement about the responsibility of the library to follow all environmental regulations and laws (since that point is enumerated in other policies).
  - 1. On a motion by Mr. Bonam, and seconded by Ms. West, the board unanimously approved the GOV-8 Environmental Impact Policy, with no additional discussion.
- B. Nominating committee - Ms. Deel appointed Ms. Kucher to chair the nominating committee, including Mr. Bonam and Ms. West on the committee, and requested a list of potential 2025 officers to consider at the next meeting.

X. Other Business

- A. The board engaged in a discussion regarding the early literacy outreach service and reviewed preliminary quotes for replacing the early literacy bus. Ms. Morian recorded questions from the board about the differences in generators, floor plans, and specific details about energy-conscious options. She said she would provide additional information at the next board meeting.
- B. On a motion by Mr. Bonam, seconded by Ms. West, the Board passed a resolution to opt into the City of Rochester Hills' Local Development Finance Authority for the second millage (noting that the first millage already opted in).  
Roll Call Vote:
  - 1. AYES: Bonam, Deel, Kucher, West
  - 2. NAYS: NoneThe resolution was adopted.

XI. Board Comments

- A. Ms. Deel commented on how special the Centennial Gala was and praised the hard work of Ms. Morian and the RHPL staff for coordinating the event on behalf of the community.

XII. Questions and Comments from the Liaisons

November 2024 RHPL Board Minutes

- A. Ms. Coleman stated that she appreciated meeting with Ms. Morian to get more details about the proposed Library Services Agreement that was shared with the City of Rochester this month. She, in turn, shared details of that meeting with the Rochester City Council. She is aware that the Council met to discuss the Agreement, but had no additional feedback to share with the RHPL Board.
- B. Ms. Frazier shared that the current Oakland Township Library Board is meeting on Thursday, November 14, 2024 and that the current Board is seated until November 20th.

XIII. The regular meeting adjourned at 8:23 pm

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Anne Kucher, Secretary

# Treasurer's Report



ROCHESTER HILLS  
PUBLIC LIBRARY

**ROCHESTER HILLS PUBLIC LIBRARY**  
**Balance Sheet**  
**November 30, 2024**

**ASSETS**

**Current Assets**

Circ Registers/Coin	\$	2,020.00	
<b>PNC</b>			
Payroll - PNC		13,583.59	
Operating - PNC		58,797.90	
<b>UBS</b>			
Operating - UBS		3,063,028.63	
Plant		673,638.89	
Roof		0.00	
Self-Insurance		8,029.43	
Vanguard		17,060.42	
Total Current Assets			3,836,158.86

**Other Current Assets**

Prepaid Expenses		13,183.30	
Total Other Current Assets			13,183.30

<b>TOTAL ASSETS</b>			<b>\$ 3,849,342.16</b>

**LIABILITIES AND FUND BALANCE**

**Current Liabilities**

Staff Cash (pop cans)	\$	20.94	
Flexible Spending W/H Payable		3,670.43	
Supplemental Ins W/H Payable		533.43	
Deferred Income - Rochester		101,589.90	
Deferred Income - Oakland Twp		259,762.04	
Total Current Liabilities			365,576.74

**Fund Balance**

Fund Balance-Unrestricted		1,914,386.39	
Fund Balance - Assigned		675,000.00	
Current Year Operations		894,379.03	
Total Fund Balance			3,483,765.42

<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>			<b>\$ 3,849,342.16</b>

**Rochester Hills Public Library**  
**Budget vs Actual**  
**For the Period January 1, 2024 through November 30, 2024**

	Current Month	YTD Actual	YTD Budget	YTD Variance	Annual Budget
<b>Revenues</b>					
Rochester Hills	0	3,275,140	3,248,470	26,670	3,248,470
City of Rochester	0	592,521	575,500	17,021	575,500
Oakland Twp	0	1,021,440	1,038,000	(16,560)	1,038,000
State Aid	0	152,725	151,100	1,625	151,100
OTBS	0	155,365	155,365	0	155,365
Penal Fines	0	150,279	148,800	1,479	148,800
Fines and Fees	4,579	59,443	33,917	25,526	37,000
Interest	8,214	45,385	22,917	22,468	25,000
Gains/Losses	374	126,119	0	126,119	0
Designated Gifts	100	196,355	199,167	(2,812)	200,000
Undesignated Gifts	11,368	21,135	17,500	3,635	35,000
Undesignated Gifts-Friends	0	0	0	0	0
Grants	0	21,087	3,667	17,420	4,000
Miscellaneous Revenue	1,284	26,282	13,535	12,747	14,765
Transfer-ReservedOTBS	0	0	0	0	0
Transfer-ReservedPlant	0	0	0	0	0
<b>Total Revenues</b>	<b>25,919</b>	<b>5,843,276</b>	<b>5,607,938</b>	<b>235,338</b>	<b>5,633,000</b>
<b>Expenditures</b>					
Payroll	297,141	2,235,502	2,395,342	(159,840)	2,613,100
Employee Benefits	54,350	527,761	567,959	(40,198)	619,000
Books	21,452	259,828	327,434	(67,606)	357,200
Print Subscriptions	6,551	17,041	13,750	3,291	15,000
Electronic Materials	38,538	369,337	344,117	(25,220)	375,400
Innovative Items	659	13,987	14,667	(680)	16,000
Audiovisual	7,149	52,029	88,368	(36,339)	96,400
Bookmobile Operation	381	11,709	15,675	(3,966)	17,100
OTBS	1	3,173	5,958	(2,785)	6,500
Voice and Data Services	852	14,873	23,834	(8,961)	26,000
Utilities	14,354	171,333	158,583	12,750	173,000
Insurance	0	23,750	18,333	5,417	20,000
Professional/Contract Services	4,575	56,542	65,542	(9,000)	71,500
Supplies	1,611	26,513	29,241	(2,728)	31,900
Promotion and Printing	16,434	54,547	61,609	(7,062)	63,300
Mileage	641	2,573	3,667	(1,094)	4,000
Postage	970	35,951	20,167	15,784	22,000
Staff Development/Membership Programs	5,006 2,062	38,589 53,122	31,900 55,000	6,689 (1,878)	34,800 60,000
Facilities Maintenance	14,002	203,354	216,241	(12,887)	235,900
IT Maintenance	28,204	121,215	98,084	23,131	107,000
Staff/Volunteer Recognition	0	3,348	6,875	(3,527)	7,500
Gift and Grant Expense	240	6,597	0	6,597	0
Tax Tribunal Refunds	0	0	458	(458)	500
Equipment/Fixed Assets	0	10,045	69,942	(59,897)	76,300
Furnishings	374,457	411,993	0	411,993	0
Capital Improvements	80,512	224,177	443,300	(219,123)	483,600
Contingency	0	0	91,667	(91,667)	100,000
<b>Total Expenditures</b>	<b>970,142</b>	<b>4,948,889</b>	<b>5,167,713</b>	<b>(218,824)</b>	<b>5,633,000</b>
<b>Revenue Over Expenditures</b>	<b>(944,223)</b>	<b>894,387</b>	<b>440,225</b>	<b>454,162</b>	<b>0</b>

# Monthly Bills



ROCHESTER HILLS  
PUBLIC LIBRARY



Payment Information		
Payment Due Date	For online and phone payments, the deadline is 8pm ET.	
<b>Dec 11, 2024</b>		
New Balance	Minimum Payment Due	
<b>\$7,425.73</b>	<b>\$74.00</b>	
<p><b>LATE PAYMENT WARNING:</b> If we do not receive your minimum payment by your due date, you may have to pay a \$39.00 late fee and your APRs may be increased up to the Penalty APR of 34.15%.</p> <p><b>MINIMUM PAYMENT WARNING:</b> If you make only the minimum payment each period, you will pay more in interest and it will take you longer to pay off your balance. For example:</p>		
If you make no additional charges using this card and each month you pay...	You will pay off the balance shown on this statement in about...	And you will end up paying an estimated total of...
Minimum Payment	28 Years	\$23,309
\$298	3 Years	\$10,734
Estimated savings if balance is paid off in about 3 years: \$12,575		
If you would like information about credit counseling services, call 888-326-8055.		

Account Summary	
Previous Balance	\$10,657.06
Payments	- \$10,657.06
Other Credits	- \$5.10
Transactions	+ \$7,430.83
Cash Advances	+ \$0.00
Fees Charged	+ \$0.00
Interest Charged	+ \$0.00
<b>New Balance</b>	<b>= \$7,425.73</b>
Credit Limit	\$30,000.00
Available Credit (as of Nov 16, 2024)	\$22,574.27
Cash Advance Credit Limit	\$15,000.00
Available Credit for Cash Advances	\$15,000.00

Rewards Summary		Rewards as of: 11/16/2024	
<b>Rewards Balance</b>	<b>\$791.30</b>	Track and redeem your rewards with our mobile app or on <a href="https://capitalone.com">capitalone.com</a>	
<b>Previous Balance</b>	<b>Earned This Period</b>	<b>Redeemed this period</b>	
\$677.61	\$113.69	\$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](https://capitalone.com)

Customer Service: 800-867-0904

See reverse for Important Information



JULIANE T MORIAN  
 ROCHESTER HILLS PUBLIC LIBRARY  
 500 OLDE TOWNE RD  
 ROCHESTER, MI 48307-2043



Save time, stay informed.  
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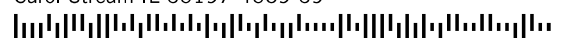
Payment Due Date: **Dec 11, 2024**

Account ending in 9289

New Balance	Minimum Payment Due	Amount Enclosed
<b>\$7,425.73</b>	<b>\$74.00</b>	\$ _____

Capital One  
 P.O. Box 4069  
 Carol Stream IL 60197-4069-69

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 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 T MORIAN #9289: Payments, Credits and Adjustments

Trans Date	Post Date	Description	Amount
Oct 22	Oct 22	CAPITAL ONE ONLINE PYMTAuthDate 22-Oct	-\$10,657.06

### JULIANE T MORIAN #9289: Transactions

Trans Date	Post Date	Description	Amount
Oct 18	Oct 21	RAYS - BBQ BREWS & B989-3481515MI	\$20.96
Oct 18	Oct 21	GTR - FOOD & BEV231-5348700MI	\$14.25
Oct 19	Oct 21	GRAND TRAV RESORTACMEMI	\$309.08
Oct 26	Oct 28	AMERLIBASSOC ECOMMERCE866-746-7252IL	\$280.00
Nov 2	Nov 4	IN *ROCHESTER ROTARY CLUB248-6019500MI	\$112.00
Nov 5	Nov 5	MICHIGAN LIBRARY ASSOCIA517-394-2774MI	\$1,960.00
Nov 7	Nov 9	ROCHESTER DDA RETAILROCHESTERMI	\$400.00
Nov 9	Nov 9	PANERA BREAD #601116 0248-853-7430MI	\$67.44
Nov 9	Nov 9	PANERA BREAD #601116 0248-853-7430MI	\$632.04
Nov 10	Nov 11	AMAZON RETA* BD4V87CB3WWW.AMAZON.COWA	\$79.98
Nov 12	Nov 13	PAPA JOES OAKLAND, LLCROCHESTER HILMI	\$9.98
Nov 15	Nov 16	CITY OF BIRMINGHAMBIRMINGHAMMI	\$2.00
Nov 15	Nov 16	STAPLES INC 00209908staples.comMA	\$63.49

**JULIANE T MORIAN #9289: Total Transactions** **\$3,951.22**

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

Trans Date	Post Date	Description	Amount
Nov 1	Nov 2	JOSTENS INC.800-854-7464MN	-\$5.10

### ALLISON SARTWELL #6129: Transactions

Trans Date	Post Date	Description	Amount
Oct 18	Oct 19	ADOBE *ADOBE408-536-6000CA	\$699.47
Oct 19	Oct 21	GRAND TRAV RESORT2315346050MI	\$45.04
Oct 21	Oct 22	Hotmart Sci-Fi Loot - Mem319-9477252DE	\$15.00
Oct 21	Oct 22	Hotmart Fantasy Loot - Me319-9477252DE	\$15.00
Nov 6	Nov 7	SP HEAT PRESS NATIONHEATPRESSNATICA	\$69.70
Nov 6	Nov 7	COSTCO WHSE #0376AUBURN HILLSMI	\$111.23
Nov 8	Nov 9	KROGER #492ROCHESTERMI	\$28.47
Nov 12	Nov 13	SP XTOOL STOREXTOOL.COMCA	\$21.60

**ALLISON SARTWELL #6129: Total Transactions** **\$1,005.51**

### 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
Oct 29	Oct 30	AMERLIBASSOC ECOMMERCE866-746-7252IL	\$210.00
Nov 5	Nov 6	CALENDLYHTTPSCALENDLYGA	\$12.00

<b>MARY DAVIS #9241: Total Transactions</b>			<b>\$222.00</b>
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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
Oct 17	Oct 18	TARGET 00008193CLINTON TOWNSMI	\$63.66
Oct 19	Oct 21	VERELLEN ORCHARDSWASHINGTONMI	\$79.04
Oct 23	Oct 25	GFS STORE #0947ROCHESTER HILMI	\$3.99
Nov 7	Nov 9	JOE RANDAZZO'S FRUIROSEVILLEMI	\$42.28
Nov 14	Nov 15	Spotify USA877-7781161NY	\$19.99

<b>WENDY LEHMAN #9147: Total Transactions</b>			<b>\$208.96</b>
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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
Oct 31	Oct 31	AMAZON MKTPL*AD2EY2Y23Amzn.com/billWA	\$10.99
Nov 12	Nov 12	AMAZON RETA* 7E2XT8SE3WWW.AMAZON.COWA	\$81.20
Nov 14	Nov 14	AMAZON MKTPL*1B0E07KH3Amzn.com/billWA	\$37.60

<b>STEVEN CLEMENT #7892: Total Transactions</b>			<b>\$129.79</b>
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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
Oct 30	Oct 30	AMERLIBASSOC ECOMMERCE866-746-7252IL	\$210.00
Nov 12	Nov 13	ROCHESTER DDADOWNTOWNROCHEMI	\$225.00

<b>ELIZABETH RACZKOWSKI #9004: Total Transactions</b>			<b>\$435.00</b>
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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
Oct 17	Oct 18	USPS STAMPS ENDICIA888-434-0055DC	\$100.00
Oct 18	Oct 19	SOCKETLABS484-418-1285PA	\$63.96
Oct 22	Oct 23	DNH*GODADDY.COM480-505-8855AZ	\$299.40
Oct 24	Oct 25	USPS STAMPS ENDICIA888-434-0055DC	\$50.00
Oct 25	Oct 26	USPS STAMPS ENDICIA888-434-0055DC	\$200.00
Nov 2	Nov 4	STAMPS.COM855-608-2677TX	\$19.99
Nov 7	Nov 8	USPS STAMPS ENDICIA888-434-0055DC	\$200.00
Nov 12	Nov 12	INNOVATIVE USERS GROUP513-652-7898OH	\$125.00
Nov 14	Nov 15	OPENAI *CHATGPT SUBSCRHTTPOPENAI.CCA	\$20.00
Nov 15	Nov 16	USPS STAMPS ENDICIA888-434-0055DC	\$400.00

<b>DEREK BROWN #8061: Total Transactions</b>			<b>\$1,478.35</b>
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<b>Total Transactions for This Period</b>			<b>\$7,430.83</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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**Transactions (Continued)**

**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	25.74% P	\$0.00	\$0.00
Cash Advances	27.74% 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	



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**For the Period From Nov 1, 2024 to Nov 30, 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
11/12/24	73742V	5402-00	Postage/Shipping	Invoice: 102424 -PERMIT 69		15,000.00
		1123-00	Operating - PNC	POSTMASTER - ROCHESTER, MI	15,000.00	
11/4/24	73754	7001-01	Misc. Reimbursable	Invoice: 110124	560.41	
		1123-00	Operating - PNC	NAIMA B. ABDUR-RAHIM		560.41
11/5/24	73755	6100-40	Other - Staff Develop	Invoice: 110824	250.00	
		1123-00	Operating - PNC	DENISE LAYTON		250.00
11/12/24	73756	5703-00	Legal	Invoice: 118079	1,675.00	
		1123-00	Operating - PNC	BEIER HOWLETT, PC		1,675.00
11/12/24	73757	5703-00	Legal	Invoice: 3620839	235.00	
		1123-00	Operating - PNC	DYKEMA GOSSETT PLLC		235.00
11/12/24	73758	5930-00	General Printing	Invoice:	287.97	
		1123-00	Operating - PNC	47100092986 FEDEX OFFICE		287.97
11/12/24	73759	8002-00	Capital Improvement	Invoice: 11564QB-01	60,521.76	
		1123-00	Operating - PNC	FRANK REWOLD AND SON INC		60,521.76
11/12/24	73760	8001-01	Furnishings	Invoice: 24-203-02	348,792.00	
		8001-01	Furnishings	Invoice: 24-203-03	25,000.00	
		8002-00	Capital Improvement	Invoice: 24-203-04	1,385.00	
		8001-01	Furnishings	Invoice: 24-210-02	665.00	
		1123-00	Operating - PNC	LIBRARY DESIGN ASSOC		375,842.00
11/12/24	73761	6401-00	Service Contracts	Invoice: 133028921	303.00	
		1123-00	Operating - PNC	SUMMIT FIRE PROTECTION		303.00
11/12/24	73762	8002-00	Capital Improvement	Invoice: 58040	2,970.00	
		1123-00	Operating - PNC	TMP ARCHITECTURE INC		2,970.00
11/12/24	73763	5401-00	Basic Phone	Invoice: 9977421258	247.86	
		1123-00	Operating - PNC	VERIZON WIRELESS		247.86

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Date	Check #	Account ID	Account Descriptio	Line Description	Debit Amount	Credit Amount
11/12/24	73764	5805-00 1123-00	IT Supplies Operating - PNC	Invoice: INV-202164 WEST NETWORKS LLC	1,033.20	1,033.20
11/12/24	73765	5402-00 1123-00	Postage/Shipping Operating - PNC	Invoice: 102424 -PERMIT 69 POSTMASTER - ROCHESTER, MI	15,000.00	15,000.00
11/21/24	73766	6200-40 1123-00	Community Programs Operating - PNC	Invoice: 120124 STUART TUCKER	1,000.00	1,000.00
11/29/24	73767	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	76.08 807.20 41.89 6,933.50 581.28	8,439.95
11/29/24	73768	5301-30 5301-50 5301-30 5301-50 5301-30 5301-50 5301-30 5301-50 5303-20 1123-00	Outreach Books Materials Processing Outreach Books Materials Processing Outreach Books Materials Processing Outreach Books Materials Processing Youth Audio Operating - PNC	ACT #L449673 PROCESSING ACT #L534941 PROCESSING ACT #L395513 PROCESSING ACT #L449672 PROCESSING ACT #L449672 THE BAKER & TAYLOR COMPANY	498.26 40.69 120.57 9.30 2,649.95 94.64 304.50 16.33 495.35	4,229.59
11/29/24	73769	5301-20 5301-50 1123-00	Youth Books Materials Processing Operating - PNC	ACT #L554618 PROCESSING THE BAKER & TAYLOR COMPANY	2,308.32 159.49	2,467.81
11/29/24	73770	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 24 #200014883-DVD	2,342.06 221.07 940.78 691.22 267.62 62.27 686.78	



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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	237.05	5,448.85
11/29/24	73771	5306-20	Youth DVDs/Videos	CUSTOMER #2000005837-DVD	200.14	
		5301-50 1123-00	Materials Processing Operating - PNC	PROCESSING MIDWEST TAPE LLC	95.33	295.47
11/29/24	73772	5306-30	Outreach DVDs	CUSTOMER #2000005836-DVD	219.66	
		5301-50 5306-30	Materials Processing Outreach DVDs	PROCESSING CUSTOMER	22.41 193.42	
		1123-00	Operating - PNC	#2000005839-DVD MIDWEST TAPE LLC		435.49
11/29/24	73773	5301-20 1123-00	Youth Books Operating - PNC	Invoice: 221152 ALL ABOUT BOOKS	421.20	421.20
11/29/24	73774	6401-00 1123-00	Service Contracts Operating - PNC	Invoice: 44731 AQUARIUM DESIGN & MAINTENANCE	320.00	320.00
11/29/24	73775	1144-00 1123-00	Prepaid Expenses Operating - PNC	Invoice: NS24110297 THE BAKER & TAYLOR COMPANY	950.00	950.00
11/29/24	73776	5302-00 1123-00	Periodical/PrintSubs Operating - PNC	Invoice: 112224 BARRON'S MAGAZINE	359.88	359.88
11/29/24	73777	5303-10 5301-50 1123-00	Adult Audio-Kits-Gam Materials Processing Operating - PNC	Invoice: 2176923 Invoice: 2176923 BLACKSTONE PUBLISHING	75.99 2.95	78.94
11/29/24	73778	5301-30 5301-30 5301-30 1123-00	Outreach Books Outreach Books Outreach Books Operating - PNC	Invoice: 2129818 Invoice: 2129966 Invoice: 2131923 CENTER POINT LARGE PRINT	100.68 200.16 97.68	398.52
11/29/24	73779	5306-82 1123-00	Oakland Talking Boo Operating - PNC	Invoice: 712270475 CENTURY LINK	1.25	1.25

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Date	Check #	Account ID	Account Descriptio	Line Description	Debit Amount	Credit Amount
11/29/24	73780	6401-00 1123-00	Service Contracts Operating - PNC	Invoice: 4207316845 CINTAS CORPORATION #354	211.44	211.44
11/29/24	73781	5502-00 1123-00	Gas Operating - PNC	Invoice: 111424 CONSUMERS ENERGY	1,359.61	1,359.61
11/29/24	73782	6401-00 1123-00	Service Contracts Operating - PNC	Invoice: 111824 CULLIGAN OF ROMEO	172.56	172.56
11/29/24	73783	5202-40 1123-00	Other Dental Operating - PNC	Invoice: RIS0006079047 DELTA DENTAL PLAN OF MICHIGAN	1,725.27	1,725.27
11/29/24	73784	5301-50 5301-50 1123-00	Materials Processing Materials Processing Operating - PNC	Invoice: 7558396 Invoice: 7567178 DEMCO INC	172.27 93.50	265.77
11/29/24	73785	5503-00 1123-00	Electric Operating - PNC	Invoice: 111824 DTE ENERGY	12,993.89	12,993.89
11/29/24	73786	6405-00 1123-00	Maintenance Operating - PNC	Invoice: 12499 E.L. ELECTRICAL CONTRACTING INC	355.61	355.61
11/29/24	73787	5302-00 1123-00	Periodical/PrintSubs Operating - PNC	Invoice: 1727192 EBSCO INFORMATION SERVICES	5,790.31	5,790.31
11/29/24	73788	5302-13 5302-13 1123-00	Electronic Materials Electronic Materials Operating - PNC	Invoice: 2025-020 Invoice: 2025-027 FARMINGTON COMMUNITY LIBRARY	3,733.17 3,082.10	6,815.27
11/29/24	73789	8002-00 1123-00	Capital Improvement Operating - PNC	Invoice: 68-1711696 THE FLYING LOCKSMITHS DET NORTH	636.00	636.00
11/29/24	73790	5301-30 5301-30 5301-30	Outreach Books Outreach Books Outreach Books	Invoice: 85891611 Invoice: 85891870 Invoice: 85928020	51.20 104.00 323.92	

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Date	Check #	Account ID	Account Descriptio	Line Description	Debit Amount	Credit Amount
		5301-30	Outreach Books	Invoice: 85933547	247.12	
		5301-30	Outreach Books	Invoice: 85933352	131.17	
		5301-30	Outreach Books	Invoice: 85933885	388.79	
		5301-30	Outreach Books	Invoice: 85938769	142.36	
		5301-30	Outreach Books	Invoice: 85976490	407.09	
		5301-30	Outreach Books	Invoice: 85993250	79.18	
		1123-00	Operating - PNC	GALE/CENGAGE LEARNING		1,874.83
11/29/24	73791	5207-50	Legal Plan Benefit	Invoice: 31714AG20241201	532.00	
		1123-00	Operating - PNC	GIS BENEFITS		532.00
11/29/24	73792	5301-80	Interlibrary Loan (ILL)	Invoice: 112024	60.00	
		1123-00	Operating - PNC	GRACE HAUENSTEIN LIBRARY		60.00
11/29/24	73793	6401-00	Service Contracts	Invoice: 67676931	422.16	
		1123-00	Operating - PNC	GREEN FOR LIFE ENVIRONMENTAL		422.16
11/29/24	73794	5201-40	Other Medical	Invoice: 100011143727	21,411.45	
		1123-00	Operating - PNC	HEALTH ALLIANCE PLAN		21,411.45
11/29/24	73795	5201-40	Other Medical	Invoice: 100011144276	3,772.55	
		1123-00	Operating - PNC	ALLIANCE HEALTH AND LIFE		3,772.55
11/29/24	73796	6200-40	Community Programs	Invoice: 121024	400.00	
		1123-00	Operating - PNC	HEALTHFUL SOLUTIONS		400.00
11/29/24	73797	6502-00	Circ System Polaris	Invoice: INV-INC38351	2,000.00	
		6502-00	Circ System Polaris	Invoice: INV-INC38351	1,500.00	
		6502-00	Circ System Polaris	Invoice: INV-INC38351	5,000.00	
		6502-00	Circ System Polaris	Invoice: INV-INC38352	18,867.09	
		1123-00	Operating - PNC	INNOVATIVE INTERFACES		27,367.09
11/29/24	73798	1123-00	Operating - PNC	VOID 27		

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Date	Check #	Account ID	Account Descriptio	Line Description	Debit Amount	Credit Amount
11/29/24	73799	5930-00 5910-00 1123-00	General Printing Newsletter Operating - PNC	Invoice: 2143 Invoice: 2144 JM DESIGN & PRINTING SERVICES LLC	4,426.07 11,650.00	16,076.07
11/29/24	73800	5302-13 1123-00	Electronic Materials Operating - PNC	Invoice: 423961-PPU KANOPY INC.	619.65	619.65
11/29/24	73801	8002-00 1123-00	Capital Improvement Operating - PNC	Invoice: 5029 KAZAK BUILDING COMPANY, INC.	6,375.00	6,375.00
11/29/24	73802	5401-00 1123-00	Basic Phone Operating - PNC	Invoice: 34209589 LINGO COMMUNICATIONS	225.53	225.53
11/29/24	73803	1144-00 1123-00	Prepaid Expenses Operating - PNC	Invoice: AR-132582 MCLS	9,685.20	9,685.20
11/29/24	73804	6401-00 1123-00	Service Contracts Operating - PNC	Invoice: 1085 MDS LANDSCAPE MAINTENANCE LLC	1,705.00	1,705.00
11/29/24	73805	6200-20 1123-00	Youth Programs Operating - PNC	Invoice: 122024 MARIA MICELI	100.00	100.00
11/29/24	73806	6501-00 1123-00	Copier Contract/Main Operating - PNC	Invoice: IN5539616 MICHIGAN OFFICE SOLUTIONS	453.80	453.80
11/29/24	73807	5302-13 1123-00	Electronic Materials Operating - PNC	Invoice: 506272371 MIDWEST TAPE LLC	13,396.97	13,396.97
11/29/24	73808	5302-13 5302-13 5302-13 5302-13 1123-00	Electronic Materials Electronic Materials Electronic Materials Electronic Materials Operating - PNC	Invoice: 721SA24341598 Invoice: 721MA24337413 Invoice: 721SV24340955 Invoice: 721SA24357024 OVERDRIVE INC	7,045.35 2,573.52 11.96 7,346.01	16,976.84
11/29/24	73809	5303-20 5303-20	Youth Audio Youth Audio	Invoice: 479570 Invoice: 47978828	180.22 61.74	

**ROCHESTER HILLS PUBLIC LIBRARY**  
**Cash Disbursements Journal**  
**For the Period From Nov 1, 2024 to Nov 30, 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
		5303-30 1123-00	Outreach Audio & Vid Operating - PNC	Invoice: 482379 PLAYAWAY PRODUCTS	55.09	297.05
11/29/24	73810	5306-80 1123-00	Bookmobile Operatio Operating - PNC	Invoice: 110624 CITY OF ROCHESTER HILLS DPS	341.61	341.61
11/29/24	73811	5303-50 1123-00	Innovative Items Operating - PNC	Invoice: 111424 T-MOBILE	595.00	595.00
11/29/24	73812	8002-00 1123-00	Capital Improvement Operating - PNC	Invoice: MW4100424-1 TECH MECHANICAL, INC.	8,647.25	8,647.25
11/29/24	73813	5401-00 1123-00	Basic Phone Operating - PNC	Invoice: 82005 TELNET WORLDWIDE	344.30	344.30
11/29/24	73814	5701-30 5701-30 1123-00	Collection Agency Collection Agency Operating - PNC	Invoice: 6132510 Invoice: 6132520 UNIQUE MANAGEMENT SERVICES INC	305.35 52.00	357.35
11/29/24	73815	5206-40 2168-00 1123-00	Other LTD Insurance Supplemental Ins W/ Operating - PNC	Invoice: 111924 Invoice: 111924 UNUM LIFE INSURANCE CO OF AMERICA	469.46 42.51	511.97
11/29/24	73816	5302-00 1123-00	Periodical/PrintSubs Operating - PNC	Invoice: 111824 USA TODAY	400.34	400.34
11/29/24	73817	6401-00 6402-10 6402-10 6401-00 1123-00	Service Contracts Maintenance Supplie Maintenance Supplie Service Contracts Operating - PNC	Invoice: 92351 Invoice: 92328 Invoice: 92345 Invoice: 92654 VANGUARD CLEANING SYSTEMS	510.00 391.91 1,330.58 7,955.00	10,187.49
11/29/24	73818	5207-30 1123-00	Vision Insurance Operating - PNC	Invoice: 821674294 VISION SERVICE PLAN	279.78	279.78

## ROCHESTER HILLS PUBLIC LIBRARY

### Cash Disbursements Journal

#### For the Period From Nov 1, 2024 to Nov 30, 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
11/29/24	73819	1144-00 1123-00	Prepaid Expenses Operating - PNC	Invoice: 34060 ZOOBEAN INC	2,323.10	2,323.10
11/6/24	EFTAZ110624	5301-10 8002-00	Adult Books Capital Improvement	YOUTH STORY ROOM RENOVATION	2,361.02	22.77
		5306-13	Teen & Adult Video G		1,124.51	
		5303-30	Outreach Audio & Vid		232.83	
		5301-20	Youth Books		414.91	
		5807-00	Office Supplies		86.81	
		5303-50	Innovative Items		64.47	
		5805-00	IT Supplies		462.36	
		6402-10	Maintenance Supplie		114.43	
		6200-50	Systemwide Program	CENTENNIAL	129.85	
		6200-10	Adult Programs		43.55	
		5306-80	Bookmobile Operatio		27.80	
		6200-60	Makerspace Program		21.99	
		6200-20	Youth Programs		42.33	
		5940-00	3D Printing/Makerspa			183.93
		1123-00	Operating - PNC	AMAZON CAPITAL SERVICES		4,920.16
11/19/24	EFTVISA1119	6100-60 5302-13 6402-10 6200-20 6506-00 5402-00 5802-00 6200-30 5930-00 6100-40 5808-00 5301-10 6200-60 1144-00	Workshops/Conferen Electronic Materials Maintenance Supplie Youth Programs Software Support/Mai Postage/Shipping Circulation Supplies Outreach Programs General Printing Other - Staff Develop Board Room Supplie Adult Books Makerspace Program Prepaid Expenses	IN SERVICE DAY WWL 2025 - ROCH DDA	2,351.33 729.47 209.77 166.68 383.36 969.99 63.49 12.00 69.70 1,281.46 9.98 21.60 225.00	5.10
		6100-50 1123-00	Professional Member Operating - PNC	CAPITAL ONE BK(USA), NA	937.00	7,425.73
<b>Total</b>					<b>687,395.95</b>	<b>687,395.95</b>



# Communications







Date: 11/7/24

RAYA program  
"connected but  
Disconnected"

500 Olde Towne Road  
Rochester, Michigan 48307-2043

# Comment Card



Great program. Bring in more like this  
Good time of night 7pm.

(Optional) Name:

Contact #:

Email:

For staff use only:



Date: 11/7

RAYA program:  
"connected but  
Disconnected"

500 Olde Towne Road  
Rochester, Michigan 48307-2043

# Comment Card



Nice presentations.  
Copies or location to find it would be good.

(Optional) Name:

Contact #:

Email:

For staff use only:



Date: 11/10/24

500 Olde Towne Road  
Rochester, Michigan 48307-2043

# Comment Card



Jackie & Gary

Loved it. They are wonderful entertainers and excellent.  
He can really sound like Gordon Lightfoot, too.

(Optional) Name:

Contact #:

Email:

For staff use only:



Date: 11-10-24

# Comment Card

500 Olde Towne Road  
Rochester, Michigan 48307-2043



Jackie Et Gary - Superb! Personable, Relatable  
AND wonderful musicians et performers, Please  
bring them back.  
Amalia is superb in this position.

(Optional) Name:

Contact #:

Email:

For staff use only:



500 Olde Towne Road  
Rochester, Michigan 48307-2043

# Comment Card

Date 11-11-24

Emily West is an incredible mentor on the Computer.  
I Am very pleased with her training + am looking  
forward to our next session  
Thank you Emily

Optional: Name

Contact No.



Date: 11/14/24

# Comment Card

500 Olde Towne Road  
Rochester, Michigan 48307-2043



I just want to say that Matt and Hunter in the Makerspace are so  
nice and very helpful! Very personable and fun to work with!

(Optional) Name:

Contact #:

Email:

For staff use only:



500 Olde Towne Road  
Rochester, Michigan 48307-2043

*Very Helpful!*

## Comment Card

Date 11-21-21

I would love to let you know what an asset your employee Connie F. is. She was so patient with me and answered all my questions, and I had many! Connie was also so very kind, pleasant, soft spoken and just an all around delight to work with. I just believe she deserves a huge kudos! I hope she stays part of your team for many years to come. So thank you!

Optional: Name

Contact No

RE: 'ANCESTRY LIBRARY EDITION FOR BEGINNERS' PROGRAM



500 Olde Towne Road  
Rochester, Michigan 48307-2043

## Comment Card

Date Nov 23, 2024

Hilary,  
You inspired me!  
Thank you!

Optional: Name

Contact No.

Follow up on your recent comment card

1 message

Juliane Morian <juliane.morian@rhpl.org>

Wed, Nov 20, 2024 at 8:30 AM

To:

Dear

Thank you for taking the time to complete a comment card at the Rochester Hills Public Library. I appreciate that you are eager to see the library open a cafe within the library. I will let you know that we are researching the feasibility of doing so -- some libraries with similar size and demographics have opened cafes with success and others piloted one only to close it soon after. We want to make sure there is enough demand from the patrons to offer this kind of service and support the space it would require. We will be conducting space analysis and patron interest for this feature in the coming months.

Thank you for sharing your enthusiasm regarding library services with me.

Kind regards,

Juliane

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



Date: 11/17/2024

500 Olde Towne Road  
Rochester, Michigan 48307-2043

Comment Card



A Cafe in the library would be Amazing  
Thank you 😊

(Optional) Name:

Contact #:

Email:

For staff use only:

**Follow up on your recent comment card**

1 message

Juliane Morian <juliane.morian@rhpl.org>

Tue, Nov 19, 2024 at 8:00 AM

To:

Dear

Thank you for taking the time to complete a comment card at the Rochester Hills Public Library. I appreciate that you are eager to see the library open a cafe within the library. I will let you know that we are researching the feasibility of doing so -- some libraries with similar size and demographics have opened cafes with success and others piloted one only to close it soon after. We want to make sure there is enough demand from the patrons to offer this kind of service and support the space it would require. We will be conducting space analysis and patron interest for this feature in the coming months.

Thank you for sharing your enthusiasm regarding library services with me.

Kind regards,

Juliane

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



Date: 11/17/24

500 Olde Towne Road  
Rochester, Michigan 48307-2043

Comment Card



Please Open a Cafe in the library!! 😊

(Optional) Name:

Contact #:

Email:

For staff use only:

Dear Who it may concern,  
I am writing this letter because  
I want to be a part of MY library.  
I have lived in Oakland Township  
my whole life the Library is a great  
place and tons of families love  
the experience for their kids and  
some grownups love books for  
them selves. I've grown to love  
reading since I was young I think  
this is a great place for like last  
minute play dates or something.  
I remember the first time I  
was old enough to realize I was  
at the library I loved it! I loved  
reading. It feels like you're on a  
roller coaster at Disney except the  
ride doesn't end! At school when  
ever our teacher says "read or free  
write in our wonder book" I would rush  
to my book bin. Please DO NOT take  
the Library away from us.

From a girl that  
loves to read,

Kyla Baldwin  
School  
Student

Rochester Hills  
Public Library  
500 Old Towne

Rochester, MI  
48307-2643

RE: Policies,  
Collection Development  
Posts

Dear Director:

Please post all your policies on a Board  
for easy access and reading

Your "gifts and donations" policy doesn't include a  
memorial book policy,

Your collection policy doesn't include an  
innovation (ive) objects policy description or  
collectible description

Your library Director is described as The final  
arbiter of The collection. Please aid Residents,  
ie taxpayers, especially noting parents.

Please post "Statement of Concern Regarding  
Library Resources"

Re: "Reconsideration of Library Materials" what  
percent of books are removed? Thank you,  
Sincerely, Nadia Chrus

Nov 13, 2024

Rochester Hills Public Library  
500 Old Towne Road  
Rochester MI 48307

Dear Director Morian:

I was sorry to hear your millage passed,  
I voted against it.

Rochester, City of Newsletter  
RE: children's storyroom: Fall Winter, 2024 pg 5

Why do you need a storyroom to accommodate  
49 people? Why are you calling the librarian  
a caregiver?

If the caregiver is not a librarian, what are  
their qualifications? How much are they  
being paid? What is the ratio of child to  
adult?

Please remember people consider parents  
most the primary caretakers. If they are  
being working let them pay for baby sitters.  
If they are not working let them be required  
to accompany their children.

As a taxpayer please remember  
the state is failing to provide a stable  
dollar and destabilizing families

Sincerely,  
N Cheryl,

P.S. Technology is "bed" for children  
Not able to do the research?



## **Oakland County community calendar Nov. 24 and beyond**

- The Luddites concert is 2 p.m. Dec. 1, Rochester Hills Public Library, 500 Olde Towne Road, Rochester, free, open to the public. Registration is required at [calendar.rhpl.org](http://calendar.rhpl.org) or call 248-656-2900.
- The Rochester Hills Public Library presents “The Conversation Project” at 7 p.m. Dec. 10, at the library, 500 Olde Towne Road, Rochester. Registered Nurse Vicki Klanke explains how The Conversation Project can help every person’s wish for end-of-life care be expressed and respected, open to the public. Registration is required at [calendar.rhpl.org](http://calendar.rhpl.org) or call 248-656-2900.

Oakland Press, November 24, 2024

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

- The Luddites: 2 p.m. Dec. 1, Rochester Hills Public Library, 500 Olde Towne Road, Rochester, free, open to the public. Registration is required at [calendar.rhpl.org](http://calendar.rhpl.org) or call 248-656-2900.

Macomb Daily, November 28, 2024

## **Dec 10 – Rochester Hills Library Discussion on “The Conversation Project” for End of Life Care**

Rochester Hills, MI- Rochester Hills Public Library presents “The Conversation Project” on December 10 at 7 p.m.

Registered Nurse Vicki Klanke explains how The Conversation Project can help every person’s wish for end-of-life care be expressed and respected.

This program provides tools, guidance, and resources to begin “the conversation” with people you love. This event is open to the public.

Registration is required.

To register, visit [calendar.rhpl.org](http://calendar.rhpl.org) or call 248-656-2900.

Oakland County Times, November 29, 2024

LOCAL NEWS

# New Oakland Township library board will look to mend fences with Rochester Hill library

Residents not in jeopardy of losing library access yet



The Oakland Township library board will begin working on a new contract with the Rochester Public Library now that a new board is in place. Their current contract with the library expires on March 31, 2025. Photo by Steve Frye Media News Group



By **MATTHEW FAHR** | [mfahr@medianewsgroup.com](mailto:mfahr@medianewsgroup.com) | The Oakland Press

UPDATED: November 26, 2024 at 5:59 PM EST

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A new six-person library board is now in place in Oakland Township and their first task will be finding a way to continue giving residents access to the Rochester Hills Public Library.

All six seats on the board were contested in the November general election with 11 people running – the four incumbents remaining on the board and seven challengers.

All of the candidates except for Jim Kiefer were write-in candidates.

Some candidates who filled out their ballot applications were rejected for an incorrect entry as general election candidates instead of primary, because there were more than six candidates. Others joined the race later in the summer. The 10 candidates that filed as official write-ins did so between May 1 and Sept. 24.

Kiefer, Heidi Miller, David Youngman, Kathy Pritchard, Kristin Syverson and Margaret Willard-Traub were the top six vote getters and now make up the township library board. They ran as a slate, sending out mailers to township voters after news that access to the library was at risk.

Incumbents Mark Gerhard, Henry Carels, Marisa Kallie and Shirley Ann Frazier all lost, with former board President Michael Tyler finishing last in the final vote tally.

AD

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after the ad

Kiefer said he is trying to get all the new members sworn in as soon as possible to begin work on options to pay for a proposed increase in the township's contribution to the library.

“What we aim to do is to reestablish the relationship with the Rochester Hills Public Library and we have some work to do before the contract ends on March 31,” said Kiefer.

The two millages township residents currently pay for the library — a 0.459 millage set to expire Dec. 31, 2029 and a 0.114 millage set to expire Dec. 31, 2025 — generate almost \$1.1 million annually.

In August, Rochester Hills residents approved their first library millage increase in 100 years. They approved a 0.39 mill increase on the taxable value on all city property for 10 years, beginning December this year and ending in 2033.

It is estimated it will raise \$1.7 million in its first year.



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New amenities that will be added with the influx of new funding include, expanded hours, a new roof and new bookmobiles will be put into service for the 70-square-mile service area. File photo by Stephen Frye (MediaNews Group)

Once Rochester Hills approved their increase, Oakland Township and Rochester were expected to do the same.

Former Oakland Township library board President Michael Tyler proposed putting an additional 0.14 mill question on the November general election ballot to cover their increase. Tyler estimated the new millage would collect around \$275,000.

The library board opted not to go that route and voted down the idea to await a contract offer from the library. Rochester also opted not to put a proposal on the November ballot.

The contract offer to Oakland Township, presented to the board and the township on Oct. 25, is a three-year contract with annual payments of \$1.37 million, more than what the current two millages and the proposed new millage would cumulatively raise.

There would be a 4% increase in the annual township payment and the contract would be automatically extended at the end of the three-year term.

The current contract between the township and the library expires on March 31, 2025 and without a method for meeting terms of the new contract, township residents will lose library privileges on April 1. The current contract between Rochester and the library runs through June 31, 2025. Both municipalities are negotiating separate contract offers.

The next regular meeting of the township library board is scheduled for January. Kiefer said he is hoping to

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The Oakland Township library board has been filled out with six new members after the Nov. 5 general election. They will now get to work on contract negotiations with the Rochester Public Library. Photo by Matt Fahr

“All the candidates that won are all in agreement that the township should have been allowed to vote on the 0.14 increase in November,” said Kiefer. “We are all in agreement on that, plus we all do want to reestablish the relationship with the library.”

“A special election could be held in February, but we will be looking at all possibilities.”

It appears as though there is a lot of work to be done on a contract that Gerhard did not see as feasible for the township.

“We went through the proposed contract with a fine-toothed comb and we picked out many salient points, probably close to a dozen, that we had severe issues with,” said Gerhard. “They (the library) felt they were in a strong negotiating position, and they swung for the fences with this offer.”

Gerhard, who took over as board president in October after Tyler resigned, said communication between the township and the library leading up to the contract offer was an issue. He said Tyler, who was the board liaison to the library, was at the heart of the problem.

“We were relying on Michael to give us information on what was happening and what was being discussed and I am 100% convinced that was not happening,” said Gerhard. “The communication was broken and Michael was the primary link that broke the whole cycle. There could have been communication and negotiation ongoing for a year before all the drama that it caused.”

He added, “The lack of communication caused a mistrust between both parties. It was not vindictive, but it was just a mistrust that each side was not acting in good faith, when in actuality we all wanted the same thing.”

Tyler did not agree with Gerhard’s assessment.

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Both Oakland Township and the city of Rochester are in contract negotiations with the Rochester Public library on new contracts set to expire next year. File photo by Stephen Frye (MediaNews Group)

“I was always available and they (the board) were certainly aware of what was going on,” said Tyler. “It is hard to say that they were not informed, and I was certainly available to answer questions. I know for a fact that he (Gerhard) was aware there were consequences, and I know for a fact that I was ready to explain it to the board if they had asked me.”

Even after all the delays and miscommunication, it is now up to the new six-member township board to work out a contract with the library within the next four months.

“The six that are there I think are pro-library, but it is up to them now,” said Tyler. “I think they are going to act favorably to correct the situation.”

“Moving forward, I wish the new board well, and I hope they are effectively negotiating with the library in terms of services that aren't going to cost Oakland Township taxpayers a significant amount of money, which is currently what is being proposed by the library,” said Gerhard.

The millage increases from the three municipalities will pay for improvements that include expanding the storytime space, replacing old furniture and signs, modernizing the multipurpose room, and adding a full-time digital services librarian and a library app for online services. The library would increase its materials acquisition budget to \$1 million in 2025 with priority given to popular materials and e-books, expand hours to be open on Sundays year-round, and create a long-range building and service plan.

Township residents can weigh in through an online survey at <https://www.cobaltcommunityresearch.org/ot.html>. If a resident did not receive the survey or lost it, contact [wsaintamour@cobaltcommunityresearch.org](mailto:wsaintamour@cobaltcommunityresearch.org). The deadline for completing the survey is Dec. 2.



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# Library Director's Report



ROCHESTER HILLS  
PUBLIC LIBRARY

# Director's Report

## December 10, 2024

### 1. Furniture Update

There are three, relatively minor, repairs needed on furniture that was newly acquired in October. Our furniture vendors repaired most of these issues onsite already, causing no major impact on the patron over the past week. The repairs include reupholstering the teen benches so the upholstery pattern is properly aligned; stretching fabric on six of the large chairs that are positioned in front of the fireplace, and securing some of the decorative elements on the study table chairs that have come loose. The teen benches will be sent off site for two weeks in December for repairs. December was the preferable date for all repairs since it typically has the lowest volume of foot traffic and January is one of the busiest months.

### 2. Investment Options

The RHPL Finance Policy allows for a variety of investment options for money held in reserve. The policy allows for diversification of investment options as a way to maximize returns. Two options RHPL could consider utilizing are Certificate of Deposit Account Registry Service (CDARS) and Michigan CLASS investments. CDARS allows the library to work with one banking institution, but distribute the deposit across multiple banks, thus ensuring the FDIC insurance for each deposit. Michigan CLASS is an investment pool for local municipalities, school districts, libraries, etc. that can provide a safe, liquid, and competitive investment option. Michigan CLASS is utilized by each of the three municipalities in our service area.

### 3. Oakland County Historical Resources

A consortium of seven member libraries comprises the Oakland County Historical Resources group. Orion Township Public Library (OTPL) has been the server host and fiscal agent for over 15 years, however there have been technical issues with hosting the digital artifacts for the past 2-3 years. OTPL recently made the decision to no longer host a physical server after 2024. This affects our 2000+ digital artifacts and some records held by the Rochester Hills Museum at Van Hoosen. RHPL, in collaboration with Samantha Lawrence, the museum's archivist, is researching new solutions for digital preservation and hosting. The most promising option right now is to move our data to the Library of Michigan's repository, even as an initial stopgap measure.

### 4. Think Space 2024-25 Recap

I attended the Michigan Library Association's directors-only conference called "Think Space" in Plymouth, MI in December 2024. The theme for this year was intentional leadership and modern workplace management. Highlights of the two-day conference included a session entitled, "From human resources to human communities: Where your people are more than means to an end." The theme of this year's workshop focused on developing the capabilities of others by assigning meaningful work and holding staff accountable. The second part of the conference takes place in May 2025 on Mackinac Island.



**5. Out of Office**

will be out of the office from December 23rd - January 1st, but available if needed. Staff members serving in charge are as follows:

- Monday, December 23, 2024 - Mary Davis, Head of Outreach Services
- Thursday, December 26, 2024 - Brittany Chrisofel, Circulation Manager
- Friday, December 27, 2024 - Derek Brown, Director of IT
- Monday, December 30, 2024 - Derek Brown, Director of IT

**6. Upcoming Events**

December 24 - 25, 2024	Library closed all day in observance of Christmas holiday
December 31 - January 1, 2025	Library closed all day in observance of New Year holiday
January 14, 2025	RHPL Board of Trustees Meeting, 7pm
January 17, 2025	Winter Wonder Library, 6pm - 8pm
January 21, 2025	Friends of RHPL Board Meeting, 7pm
February 11, 2025	RHPL Board of Trustees Meeting, 7pm



# ROCHESTER HILLS PUBLIC LIBRARY

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

<i>Circulation</i>	LY Month	Month	MTM	Last YTD	YTD	YTY
Checkouts	38,432	38,870	1.1%	470,063	471,389	0.3%
Renewals	48,045	47,328	-1.5%	549,621	539,559	-1.8%
e-Materials	28,048	25,383	-9.5%	264,507	325,723	23.1%
Bookmobile	3,803	4,161	9.4%	37,191	40,835	9.8%
Mini-Branch	1,532	1,268	-17.2%	16,866	15,712	-6.8%
OTBS Circ	6,434	4,428	-31.2%	67,592	58,533	-13.4%
MeLCat Borrowed	1,197	1,296	8.3%	14,858	14,963	0.7%
MeLCat Loaned	1,217	1,363	12.0%	17,781	15,008	-15.6%
<b>Total Circulation</b>	<b>128,708</b>	<b>124,097</b>	<b>-3.6%</b>	<b>1,439,102</b>	<b>1,481,722</b>	<b>3.0%</b>

<i>Other Statistics</i>	LY Month	Month	MTM	Last YTD	YTD	YTY
In-Person Visits	33,966	46,154	35.9%	391,854	447,598	14.2%
Room Reservations	941	888	-5.6%	9,222	9,997	8.4%
Adult Programs	12	38	216.7%	166	456	174.7%
--Attendance	423	418	-1.2%	4,181	8,559	104.7%
Teen Programs	3	4	33.3%	41	48	17.1%
--Attendance	19	16	-15.8%	216	242	12.0%
Youth Programs	21	30	42.9%	227	287	26.4%
--Attendance	1,032	1,603	55.3%	10,752	11,926	10.9%
Outreach Attendance	0	90	∞	0	3,348	∞
Makerspace Use	0	360	∞	0	3,666	∞
Computer Use	1,522	1,211	-20.4%	17,856	16,934	-5.2%
Wireless Use	5,846	6,002	2.7%	63,900	64,394	0.8%
Database Use	6,737	6,089	-9.6%	66,542	67,655	1.7%
Volunteer Hours	276	262	-5.1%	3,290	3,328	1.2%

### Number of Library Card Holders

### Number of Items

<i>Municipality</i>	LY Month	Month	% Total	<i>Type</i>	LY Month	Month
Rochester Hills	47,436	45,521	58.6%	Print	265,727	282,782
Rochester	10,428	10,357	13.3%	Audio	19,272	19,701
Oakland	9,614	9,025	11.6%	Video	47,131	48,603
Non-residents	4,733	5,031	6.5%	Other	440	441
Virtual Students	7,230	7,725	9.9%	E-Material	26,155	28,057
<b>Total Card</b>	<b>79,441</b>	<b>77,659</b>	<b>100%</b>	<b>Total</b>	<b>358,725</b>	<b>379,584</b>

## **Committee Updates**



ROCHESTER HILLS  
PUBLIC LIBRARY

## Other Business



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.

## Rochester Hills Public Library Board Bylaws

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.

**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 I. 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**

Rochester Hills Public Library Board Bylaws

**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 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**

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: April 9, 2024  
Rochester Hills Library Board of Trustees

**ROCHESTER HILLS PUBLIC LIBRARY  
BOARD OF TRUSTEES  
2025 PLANNING CALENDAR**

**January**

- 1 **Library closed in observance of New Year's Day**
- 14 Board of Trustees Annual and Regular Meetings, 7:00 p.m.
  - Annual Board Meeting: the election of officers
- 17 Winter Wonder Library (closes for setup at 5:00pm) 6:00 p.m.
- 28 Friends' Board Meeting, 7:00 p.m.
- 29-Feb 2 Friends' Winter Used Book Sale

**February**

- 11 Board of Trustees Meeting, 7:00 p.m.
  - Board committee appointments
- 25 Friends' Board Meeting, 7:00 p.m.

**March**

- 11 Board of Trustees Meeting, 7:00 p.m.
- 25 Friends' Board Meeting, 7:00 p.m.

**April**

- 6-12 National Library Week
- 8 Board of Trustees Meeting, 7:00 p.m.
  - Audit presentation
- 20 **Library closed in observance of Easter Sunday**
- 22 Friends' Board Meeting, 7:00 p.m.
- 26 Friends' Event – Wine, Wit, & Wisdom (library closes at 4:30pm)
- 28 Author's In April Banquet, 6:00 p.m.
- 30 Library Advocacy Day
- 30-May 4 Friends' Spring Used Book Sale

**May**

- 13 Board of Trustees meeting, 7:00 p.m.
- 27 Friends' Board Meeting, 7:00 p.m.
- May 24-26 **Library closed in observance of Memorial Day**

**June**

- 10 Board of Trustees Meeting, 7:00 p.m.
  - Finance Committee reviews proposed 2025 budget
- 24 Friends' Board Meeting, 7:00 p.m.

## July

- 4 **Library closed in observance of Independence Day**
- 8 Board of Trustees Meeting, 7:00 p.m.
- Finance Committee presents proposed 2025 budget
- 26-Aug 3 Early Voting Site
- 23-27 Friends' Summer Used Book Sale
- No Friends' Board Meeting in July

## August

- 5 Board of Trustees Meeting, 7:00 p.m.
- Public Hearing on proposed 2025 budget
  - Director's Evaluation Committee formed (odd years only)
- 26 Friends' Board Meeting, 7:00 p.m.

## September

- Aug 30-1 **Library closed in observance of Labor Day**
- 5-7 Art and Apples
- 9 Board of Trustees Meeting, 7:00 p.m.
- 23 Friends' Board Meeting, 7:00 p.m.

## October

- 14 Board of Trustees Meeting, 7:00 p.m.
- 22-26 Friends' Fall Used Book Sale
- 28 Friends' Board Meeting, 7:00 p.m.
- 30 Friends' Annual Meeting, 6:00 p.m.
- 25-Nov 2 Early Voting Site

## November

- 4 Election Day
- 14 **Library closed staff in-service**
- 11 Board of Trustees Meeting, 7:00 p.m.
- Board President appoints Nominating Committee
  - Director Evaluation presented to the board (odd years only)
- 24 Lagniappe
- 25 Friends' Board Meeting
- 26 **The library closes at 6 p.m. - Thanksgiving Eve**
- 27 **Library closed in observance of Thanksgiving Day**

## December

- 4-6 Friends' Quality Used Book Sale
- 9 Board of Trustees Meeting, 7:00 p.m.
- Board adopts a revised 2024 budget plan (if necessary)
- 14 Friends' Event - Holiday Home Tour
- 23 **The library closes at 6 p.m. - Holiday Eve**

24-25 **Library closed in observance of the Christmas holiday**  
30 **The library closes at 6 p.m. - Holiday Eve**  
31-Jan 1 **Library closed in observance of the New Year's holiday**

- No Friends' Board Meeting in December

**January 2026**

13 Board of Trustees Annual and Regular Meetings, 7 p.m.

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