

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.

March 12, 2024 – 7 p.m.

Agenda

- I. Call to order of the regular meeting
- II. Public Comments*
- III. Presentation from Anne Seuryncck regarding board training on legal topics
- IV. Approval of the Consent Agenda
 - a. Minutes of regular meeting on February 13, 2024
 - b. Treasurer’s Report for February 2024
 - c. Communications
 - i. Customer Comments
 - ii. Press Coverage
- V. Monthly bills for February 2024 in the amount of \$421,379.26
- VI. Reports
 - a. Library Director
 - b. Statistical Report
- VII. Committee Reports
 - a. Finance
 - i. Community Foundation of Greater Rochester amendment change
 - b. Policy
 - i. 1st reading of changes to RHPL Board of Trustee Bylaws
 - ii. 1st reading of changes to GSV-4 Makerspace Liability Policy
- VIII. Other Business
 - a. Future funding discussion and updates
- IX. Board Comments

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

- X. Questions from the Liaisons
- XI. Adjournment

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

Minutes



ROCHESTER HILLS
PUBLIC LIBRARY

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

February 13, 2024

- I. The Board of Trustees of the Rochester Hills Public Library held a regular meeting on Tuesday, February 13, 2024. The President called the meeting to order at 7:03 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, Madge Lawson, Julianne Reyes, and Harper West.

Anne Kucher was absent with prior notice given. President Deel appointed Ms. Reyes to serve as acting secretary in Ms. Kucher's absence.

Guests included Library Director Juliane Morian and Oakland Township Library Board President, Michael Tyler.

One member of the public was present.

- II. Public Comments - Gretchen Denton, a resident of Rochester Hills, stated that she was attending the meeting for research purposes because she was a registered parliamentarian and has been asked to consult with a neighboring library cooperative on how to run an effective board meeting. Ms. Denton also shared news about a free workshop from the Louise Saks Parliamentary Unit on April 13, 2024 and she distributed a one-page reference for Robert's Rules of Order.

- III. Minutes

- A. On a motion by Mr. Bonam, Ms. West seconded the motion while including a clerical amendment to correct the spelling of one word. The board unanimously approved the regular minutes from January 8, 2024 as corrected.
- B. On a motion by Mr. Bonam, which Ms. West seconded, the board unanimously approved the regular minutes from January 8, 2024 with no changes.

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

- V. Monthly Bills

- A. On a motion by Mr. Bonam, which Ms. Lawson seconded, the board unanimously approved the monthly bills for January 2024, which totaled \$353,321.70.

- VI. Communications

- A. The board reviewed and filed the communications.

VII. Director's Report and Statistical Report

- A. The board reviewed and filed the director's report and statistical report, with some discussion.
 - 1. Ms. Morian guided the Board through architectural renderings of a proposed shift in furniture and shelving arrangement for the second floor. Board members engaged in discussion and provided questions or opinions on items such as the placement of soft seating, direction of lighting, and making thoughtful furniture selections to minimize environmental impact. Ms. Morian recorded the feedback in order to inform the final layout with Library Design Associates.

VIII. Committee Reports

- A. President Deel appointed the following board members and liaisons to standing committees in 2024:
 - 1. Finance: Madge Lawson, Bob Bonam, Melinda Deel, and Michael Tyler
 - 2. Policy: Ann Kucher, Julianne Reyes, Harper West, and Alice Moo
- B. Finance Committee – Mr. Bonam reported that AHP contacted him for a routine interview on financial matters in 2023 as part of the audit process.
- C. Policy Committee
 - 1. On a motion by Ms. Reyes, seconded by Ms. West, the board discussed the second reading of Gov-6 Library Board Ethics and Conflict of Interest Policy with the following edit:
 - a. Change Regulations #2 from the original wording: "Board members should not engage in discrimination of any kind, including discrimination that violates state or federal law" to "Board members should not engage in discrimination that violates state or federal law."
 - b. President Deel called for a vote, and the policy, as edited, passed unanimously.

IX. Other Business

- A. On a motion by Ms. Lawson, seconded by Mr. Bonam, the board unanimously approved the Friends of the Rochester Hills Public Library serving alcohol at the library as part of their Wine, Wit, and Wisdom fundraiser on April 27, 2024.
- B. The board engaged in a discussion regarding future funding needs for the library. Ms. Morian stated that a complicating factor surrounding a discussion of increased revenue is the partnership with each contract community. The contracts are worded differently and operate with different renewal dates. Neither contract provides direction for if/when the public body (RHPL) increases revenue from the taxing base (Rochester Hills), nor does it address tiered service levels if a contract community contributes less than the tax base. She recommended visiting each of the communities for an information-only presentation of details about necessary capital improvements and corresponding cost-analysis. The

board did not object to Ms. Morian providing that information and reporting back on the conversation at a future meeting.

1. President Deel stated that an informational brochure that identifies capital needs and current pain points in the library would be effective in communicating needs to stakeholders and the public.
2. Mr. Tyler stated that the public may be more receptive to “sinking fund” style of millage request with separate accounting budget for the capital expenditures.

X. Board Comments

- A. Ms. Reyes expressed gratitude for the book plating that is completed each January for volunteer service in the previous year.
- B. Ms. West stated that any policy changes would be routed through the Policy Committee for board consideration.
- C. Ms. Deel thanked the staff at RHPL for hosting a successful community program in Winter Wonder Library and extended big kudos to all staff. Additionally, she shared praise for Deborah Larsen’s lecture program on the history of the Rochester Hills Public Library, which was a summary of her book “Necessity of Life: A History of the Rochester Hills Public Library.” Ms. Deel hoped that many members of the public would choose to watch the recording of the program on the RHPL YouTube page.

XI. Questions from the Liaisons

- A. Mr. Tyler stated that the Oakland Township Library Board meeting originally scheduled for January 18, 2024 was rescheduled for February 15, 2024. He reminded the RHPL board that the Oakland Township Board is elected differently from the RHPL board and each of the six members of the board are up for election in November of 2024.

XII. The regular meeting adjourned at 8:58 pm.

Julianne Reyes, Acting Secretary

Treasurer's Report



ROCHESTER HILLS
PUBLIC LIBRARY

ROCHESTER HILLS PUBLIC LIBRARY
Balance Sheet
February 29, 2024

ASSETS

Current Assets

Circ Registers/Coin	\$	2,020.00	
PNC			
Payroll - PNC		250.00	
Operating - PNC		57,433.18	
UBS			
Operating - UBS		5,106,260.63	
Plant		555,647.17	
Roof		0.00	
Self-Insurance		7,760.24	
Vanguard		16,123.39	
Total Current Assets			5,745,494.61

Other Current Assets

Total Other Current Assets			0.00
----------------------------	--	--	------

TOTAL ASSETS			\$ 5,745,494.61
---------------------	--	--	------------------------

LIABILITIES AND FUND BALANCE

Current Liabilities

Staff Cash (pop cans)	\$	122.10	
Flexible Spending W/H Payable		672.07	
Supplemental Ins W/H Payable		523.62	
Total Current Liabilities			1,317.79

Fund Balance

Fund Balance-Unrestricted		1,914,386.39	
Fund Balance - Assigned		675,000.00	
Current Year Operations		3,154,790.43	
Total Fund Balance			5,744,176.82

TOTAL LIABILITIES & FUND BALANCE			\$ 5,745,494.61
---	--	--	------------------------

Rochester Hills Public Library
Budget vs Actual
For the Period January 1, 2024 through February 29, 2024

	Current Month	YTD Actual	YTD Budget	YTD Variance	Annual Budget
Revenues					
Rochester Hills	1,235,279	3,118,170	3,076,951	41,219	3,248,470
City of Rochester	0	287,752	283,606	4,146	575,500
Oakland Twp	0	241,079	253,272	(12,193)	1,038,000
State Aid	20,536	20,536	0	20,536	151,100
OTBS	155,365	155,365	155,365	0	155,365
Penal Fines	0	0	0	0	148,800
Fines and Fees	5,563	11,586	6,167	5,419	37,000
Interest	294	1,229	4,167	(2,938)	25,000
Gains/Losses	7,580	10,834	0	10,834	0
Designated Gifts	375	475	1,667	(1,192)	200,000
Undesignated Gifts	1,776	3,195	0	3,195	35,000
Undesignated Gifts-Friends	0	0	0	0	0
Grants	0	0	667	(667)	4,000
Miscellaneous Revenue	2,271	3,509	2,461	1,048	14,765
Transfer-ReservedOTBS	0	0	0	0	0
Transfer-ReservedPlant	0	0	0	0	0
Total Revenues	<u>1,429,039</u>	<u>3,853,730</u>	<u>3,784,323</u>	<u>69,407</u>	<u>5,633,000</u>
Expenditures					
Payroll	187,132	335,970	435,517	(99,547)	2,613,100
Employee Benefits	42,185	87,829	102,084	(14,255)	619,000
Books	23,369	27,456	59,534	(32,078)	357,200
Print Subscriptions	0	0	2,500	(2,500)	15,000
Electronic Materials	64,081	72,050	62,567	9,483	375,400
Innovative Items	3,920	3,920	2,667	1,253	16,000
Audiovisual	8,614	8,764	16,068	(7,304)	96,400
Bookmobile Operation	420	420	2,850	(2,430)	17,100
OTBS	1	1	1,083	(1,082)	6,500
Voice and Data Services	473	882	4,334	(3,452)	26,000
Utilities	14,496	28,316	28,833	(517)	173,000
Insurance	0	(250)	3,333	(3,583)	20,000
Professional/Contract Services	13,411	15,740	11,917	3,823	71,500
Supplies	3,792	6,887	5,316	1,571	31,900
Promotion and Printing	11,650	11,650	14,134	(2,484)	63,300
Mileage	47	69	667	(598)	4,000
Postage	520	5,440	3,667	1,773	22,000
Staff Development/Membership Programs	1,080 2,413	4,811 8,827	5,800 10,000	(989) (1,173)	34,800 60,000
Facilities Maintenance	28,111	48,685	39,316	9,369	235,900
IT Maintenance	2,058	15,294	17,834	(2,540)	107,000
Staff/Volunteer Recognition	161	185	1,250	(1,065)	7,500
Gift and Grant Expense	713	844	0	844	0
Tax Tribunal Refunds	0	0	83	(83)	500
Equipment/Fixed Assets	0	0	12,717	(12,717)	76,300
Capital Improvements	7,762	15,152	80,600	(65,448)	483,600
Contingency	0	0	16,667	(16,667)	100,000
Total Expenditures	<u>416,409</u>	<u>698,942</u>	<u>941,338</u>	<u>(242,396)</u>	<u>5,633,000</u>
Revenue Over Expenditures	<u>1,012,630</u>	<u>3,154,788</u>	<u>2,842,985</u>	<u>311,803</u>	<u>0</u>

Communications



 **Chris Huber**
Local Guide · 54 reviews · 9 photos

★★★★★ 14 minutes ago **NEW**

Very helpful staff, clean and very organized. We've been going to the RHPL for years and have always had great experiences. If they don't have a book, they will order it for you. Go check them out.

 Like

Response from the owner just now
Thank you for your 5-star review, Chris! We're glad to offer many services for you to enjoy!

Google review, 2.15.24

 **Joe Napoleon**
Local Guide · 776 reviews · 813 photos

★★★★★ 2 days ago **NEW**

A well managed library. Lots of activities

 Like

Response from the owner a day ago
Thank you for your review, Joe. We're glad you enjoy RHPL!

Google review, 2.25.24

 **Claudine Marie Nast**
Local Guide · 295 reviews · 2,179 photos

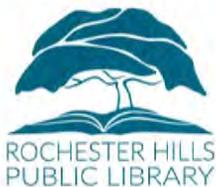
★★★★★ 10 hours ago **NEW**

Staff is Always Very Helpful and Respectful. Thank you so much!

 Like

Response from the owner just now
Thank you for your-five star review, Claudine! Our staff are always happy to assist!

Google review, 2.29.24



Date: 2-4-24

Comment Card

500 Olde Towne Road
Rochester, Michigan 48307-2043



Really enjoyed Double Play concert.
Excellent. I especially enjoy their talks about the music and the musicians

(Optional) Name: [REDACTED]

Contact #:

Email: [REDACTED]

For staff use only:



500 Olde Towne Road
Rochester, Michigan 48307-2043

Comment Card

Date 2/7/24

Thank you so much! We loved
doing this (creative way of painting
lots of fun, relaxing. Hope to do more
like this in future. Love you all.

Optional: Name

Contact No.



500 Olde Towne Road
Rochester, Michigan 48307-2043

Comment Card

Date 2/7/24

Thank you so much! It was a lot of fun
and really relaxing. Interesting to
see how our painting turned out.
Hope to do more of this. out :)

Optional: Name

Contact No.



500 Olde Towne Road
Rochester, Michigan 48307-2043

Comment Card

Date Feb 7th 2024

Thanks for the canvas swap painting event,
it was fun. I would attend again in the
future 😊

Optional: Name

Contact No.

Follow-up on your comment card

1 message

Juliane Morian <juliane.morian@rhpl.org>

Thu, Feb 22, 2024 at 1:25 PM

To: [Redacted]

Greetings Beth!

Thank you for taking the time to complete a comment card and letting us know that you would like the library to offer a disc resurfacers. Rochester Hills Public Library does own a resurfacing unit, which staff use to extend the life of DVD and compact discs, but does not have a service in place that allows members of the public to request resurfacing of their own discs. I have asked a staff member to look into this kind of a service and we have added it to the strategic plan as something we can (hopefully) offer in the future.

Thank you,

Juliane

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



Date: 2/16/24

500 Olde Towne Road
Rochester, Michigan 48307-2043

Comment Card



Is there a resurfacers that patrons can borrow for use on their own CDs/DVDs/Bluray? (Or could there be one added to the "Eureka Lab")

(Optional) Name: Beth [Redacted]

Contact #: [Redacted]

Email: [Redacted]

For staff use only:

Patron was correct in noting that the username field was not functioning properly with Envisionware. The IT department successfully made the necessary changes to the software and confirmed its functionality. However, it's worth mentioning that Vega currently does not support username creation within the My Account section. We've submitted a suggestion through Idea Exchange for its implementation but are awaiting a potential release date. For now, if a user wishes to add a username to their account, IT will have to manually input it into the username field using Microsoft SQL. I assured the patron that their previous username will work as intended during their next visit to the library. Thank you!

Derek Brown
3/4/2024



ROCHESTER HILLS
PUBLIC LIBRARY

500 Olde Towne Road
Rochester, Michigan 48307-2043

Comment Card

Date 2/23/2024

Hi! Could the library please adjust the website so we can create usernames again, rather than logging-in with barcodes? My username has stopped working. And my kids need an easier way to log-in on the computers. Thank you!

Optional: Name [REDACTED]

Contact No. [REDACTED]

Follow up on your comment card

1 message

Juliane Morian <juliane.morian@rhpl.org>
To: Beth [REDACTED]

Wed, Feb 28, 2024 at 12:51 PM

Greetings Beth,

Thank you for taking the time to share your comment on the lighting in the Youth Room. I concur that the lighting is not optimal and I will direct our facilities team to improve the brightness around the new releases section

We have been focused on documenting and prioritizing infrastructure improvements throughout the building for the past two years. I had hoped we could consolidate and address all the lighting needs (beyond the one you pointed out) in Youth Services with one major project, but your comment card accurately points out that even a small change right now could greatly improve the experience.

Thank you for your comments, we value feedback from our patrons.

Regards,

Juliane

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



Date: 2-26-2024

500 Olde Towne Road
Rochester, Michigan 48307-2043

Comment Card



If possible could you put brighter bulbs in the light fixtures over the New Releases section in the Children's Dept. It's hard to read the titles. Also brighter lighting would make it more noticeable

(Optional) Name: B. [REDACTED]

Contact #:

Email: [REDACTED]

For staff use only:

RH Public library

Ref Librarian & Board

Hi

Excuse my quick writing
I was reading:

COG Newspapers Oakland County
Special Edition 02/14/2014 pg 6A

"Many local libraries & museums
have taken the initiative to create
online databases of their communities
digital yearbook (I think high schools
back to the 1920's)

If libraries can provide 100 year
high school yearbook collection

Why can't I get online access &
print out of my deeds from 1989 (Sales)
Either at City Hall or county Bldg?

Sincerely (Must pay
FOIA fees)

Nadya Cherny

copy City Hall & County

RHPL 100th ANNIVERSARY

Rochester Hills Public Library commemorates an illustrious past and looks forward to a bright future

By Leah Wheeler

2024 marks the 100th anniversary of Rochester Hills Public Library. What began in 1872 as a literature discussion club has grown into a cornerstone of the community.

The Rochester Literary Society founded Rochester's first library in 1872. In 1918, the Rochester Women's Club opened a lending library in the Rosso Building on Main Street in Rochester. Recognizing the need for public support to enable the library to grow, voters approved a millage to build a public library in 1924. The library, known then as the Avon Township Free Public Library, opened on February 7, 1925, in the Rochester National Bank Building at Fourth Street and Main Street.

The library relocated several times over the years to meet the needs of the growing community. The



Library Director Juliane Morian

current 75,000-square-foot structure situated at 500 Olde Towne Road in Rochester was dedicated in 1992. It currently houses a collection of over 360,000 titles and serves as a sophisticated multipurpose resource for residents of Rochester/Rochester Hills and Oakland Township as well as

residents throughout Oakland County.

RHPL's board, staff, friends and supporters are planning a year-long celebration of the library's illustrious history that highlights the various buildings that have served as its home, staff members past and

present, and library traditions both long-standing and new. Throughout the year, there will be displays in the library detailing the library's past as well as celebratory programs, all open

to the public free of charge.

RHPL is an extraordinarily busy library, serving over 1000 patrons a day. "We stay relevant by solving the right problems," said Juliane Morian, RHPL's

library director.

"Of course, people come to the library to select, read and check out books, and we can help them find whatever they may be looking for. But the container for learning, especially life-long learning, is continually changing," she said. "Today, the driving factor is experience-based learning, learning by doing, and this applies to people of all ages."



Matt Grayvin, Makerspace specialist, and Juliane Morian, library director, in the RHPL Makerspace

*Continued
on page 4*

RHPL 100th ANNIVERSARY

The library provides experienced-based, hands-on learning in a wide variety of ways – some that might surprise you. For example, there is the Innovative Items Collection, aka the Library of Things. Here you can borrow a vast array of non-traditional library items from musical instruments (maybe you'd like to try out an otamatone or a steel tongue drum or learn to strum a ukulele?) to tools and household items, to cooking and baking equipment (a paella pan, perhaps?), science and health learning aids (an anatomically correct skeleton or body organ?), to mobile hot-spots and much more. The most frequently requested item from this collection is a metal detector, according to Morian.

Another specialty

Continued from cover

department at the library is the Makerspace, where users of all ages can create DIY projects, experiment, and explore new hobbies, methods and concepts. In the Makerspace, people engage in activities such as sewing, soap making, screen printing, or laser engraving. The library has a 3D scanner and a 3D printer, equipment for digitization, a Cricut machine, and a wide range of technological equipment for honing skills such as coding or use of specialty software.

“The Makerspace collection offers abundant options for hobbyists or entrepreneurs,” said Morian. “Sometimes people learn a skill or acquire a hobby in the Makerspace and then go on to develop it into a successful business.”

Morian emphasizes that every department in the library has tools to help patrons carry out their lifelong learning goals. In addition



Library Director Juliane Morian surveys a display with Adult Services Librarian Mariah Hoover

to the Innovative Items and Makerspace collections, the library serves niche demographics throughout Oakland County through its Outreach Services Department, which houses an expansive large print collection for patrons with print disability (visual impairment) and staffs two bookmobiles that make regular stops at designated locations including preschools and childcare centers, in the community.

“We are always looking for innovative ways to continue to inform, educate, enlighten and entertain visitors,” said Morian. “This is a community that is passionate about learning, education, and knowledge, and our aim is to grow and evolve with the community. We are an incredibly unique institution in that we serve six generations of patrons simultaneously – and we do it well,” Morian continued. “We have cracked the code that enables all six generations to experience lifelong learning through our services.”



Upgrade your library card!

Rochester Hills Public Library provides lifelong learning opportunities and offers equal access to information to over 110,000 patrons. The library serves as a community center where visitors enjoy innovative ways to learn through a variety of programs, including an annual summer reading challenge, parent-child workshops, and weekly lectures. The library's expansive and user-friendly database allows its cardholders to use eBooks, movies, and music downloads, language and genealogy services, and consumer reports at no cost.

For more information about Rochester Hills Public Library's unique offerings, visit rhpl.org. For details on special centennial events, limited-edition swag, a 100-book reading challenge, an interactive timeline, and historical artifacts showcasing the library's history, visit rhpl.org/centennial.

COMMUNITY

THINGS TO DO

Things to do in metro Detroit, Feb. 2 and beyond

- Amy Ridings and Patrick Sciannella, flute and tuba: 2 p.m. Feb. 4, Rochester Hills Public Library, 500 Olde Towne Road, Rochester. Open to the public, registration is required at calendar.rhpl.org or call 248-656-2900.

The Voice, February 1, 2024

Feb 15 – Rochester Hills Library Screening “Warrior Lawyers: Defenders of Sacred Justice”

Rochester Hills, MI – Rochester Hills Public Library will host a screening of “Warrior Lawyers: Defenders of Sacred Justice” on February 15th at 7 p.m.

This film is a one-hour PBS documentary focusing on the stories of Michigan Native American Lawyers, Tribal Judges and their colleagues who work with Native Nations, their citizens and mainstream institutions to achieve healing and Sacred Justice.

These unseen role models strive daily to address, repair and resolve unique and complicated historical, governmental, legal, judicial and social welfare issues, which are most often rooted in discrimination, historical trauma and cultural destruction. Come take a journey into past and present-day Indian Country to learn of untold stories that shine a light on Native Americans rising up to create a new path for today and for the next Seven Generations.

This event is open to the public. Registration is required. To register, visit calendar.rhpl.org or call 248-656-2900.

Oakland County Times, February 1, 2024

Senior citizens can find long lost yearbooks online

By: Mary Genson | Metro | Published February 1, 2024

METRO DETROIT — Cherished memories come from receiving a yearbook on the last day of school and having friends and teachers sign it with personalized messages. Not only are they personal keepsakes of time spent in school, but they can also act as historical records for decades to come.

Many local libraries and museums have taken the initiative to create online databases of their communities' digital yearbooks.

...

Rochester Hills

The Rochester Hills Public Library has a digital collection of resources for the community to browse through.

"It gives us a snapshot of the history of our community," said Hilary Maurin, the adult services librarian at Rochester Hills Public Library. "Our community, specifically, has always been very focused on education. So, especially those older yearbooks going back to the 1920s, it is so great to see the legacy of 100 years now that's been going on with Rochester High School."

Maurin added that the digital versions make it easier to keep copies safe. They have had some celebrities come through the school system, so digital copies keep these photos preserved. For example, Madonna is featured in one of the yearbooks from her time in Rochester Hills, but it is no longer available because someone cut her photo out of the physical edition.

C&G News, February 1, 2024

LOCAL NEWS

Oakland County community calendar Feb. 4 and beyond

• Rochester Hills Public Library is hosting a Preschool Fair at the library, 500 Olde Towne Road in Rochester. Parents are invited to drop in and visit with representatives from local preschools and child care centers. Adults only, no registration required. For information, call 248-650-7149 or visit rhpl.org.

Oakland Press, February 4, 2024

LOCAL NEWS

Things to do in metro Detroit, Feb. 9 and beyond

- “Warrior Lawyers: Defenders of Sacred Justice”: Feb. 15, Rochester Hills Public Library, 500 Olde Towne Road, Rochester, open to the public. Registration is required at calendar.rhpl.org or call 248-656-2900.

Oakland Press, February 8, 2024

LOCAL NEWS

Oakland County community calendar Feb. 11 and beyond

- Screening of “Warrior Lawyers: Defenders of Sacred Justice”, a documentary about Michigan Native American Lawyers is 7 p.m. Feb. 15, Rochester Hills Public Library, 500 Olde Towne Road, Rochester, open to the public. Registration is required at calendar.rhpl.org or call 248-656-2900.

Oakland Press, February 11, 2024

LOCAL NEWS

Oakland County community calendar Feb. 25 and beyond

- Rochester Hills Public Library celebrates Centennial Year with displays throughout the library, detailing the library’s past with celebratory programs throughout the year. Visit rhpl.org/centennial for details on special events, limited-edition swag, a 100-book reading challenge, an interactive timeline, and historical artifacts, 500 Olde Towne Road, Rochester, 248-656-2900.

Oakland Press, February 25, 2024

Monthly Bills



ROCHESTER HILLS
PUBLIC LIBRARY

Payment Information		
Payment Due Date	For online and phone payments, the deadline is 8pm ET.	
Mar 11, 2024		
New Balance	Minimum Payment Due	
\$4,380.12	\$43.00	
<p>LATE PAYMENT WARNING: If we do not receive your minimum payment by your due date, you may have to pay a \$39.00 late fee and your APRs may be increased up to the Penalty APR of 34.65%.</p> <p>MINIMUM PAYMENT WARNING: If you make only the minimum payment each period, you will pay more in interest and it will take you longer to pay off your balance. For example:</p>		
If you make no additional charges using this card and each month you pay...	You will pay off the balance shown on this statement in about...	And you will end up paying an estimated total of...
Minimum Payment	24 Years	\$13,730
\$177	3 Years	\$6,373
Estimated savings if balance is paid off in about 3 years: \$7,357		
If you would like information about credit counseling services, call 1-888-326-8055.		

Account Summary	
Previous Balance	\$10,094.50
Payments	- \$10,094.50
Other Credits	- \$846.07
Transactions	+ \$5,226.19
Cash Advances	+ \$0.00
Fees Charged	+ \$0.00
Interest Charged	+ \$0.00
New Balance	= \$4,380.12
Credit Limit	\$30,000.00
Available Credit (as of Feb 15, 2024)	\$25,619.88
Cash Advance Credit Limit	\$15,000.00
Available Credit for Cash Advances	\$15,000.00

*****Important Notice*****

We are unable to provide your Rewards Summary on this month's statement. To review your current Rewards balance or for additional Rewards information, please log in to your account at capitalone.com, the Capital One Mobile Banking app, or call the customer service number on this statement.

Account Notifications

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

Pay or manage your account at capitalone.com

Customer Service: 1-800-867-0904

See reverse for Important Information



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



Save time, stay informed.
 Discover new features with the Capital One Mobile app.

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

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

Account ending in 9289

New Balance	Minimum Payment Due	Amount Enclosed
\$4,380.12	\$43.00	\$ _____

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

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



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

In your letter, give us the following information:

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

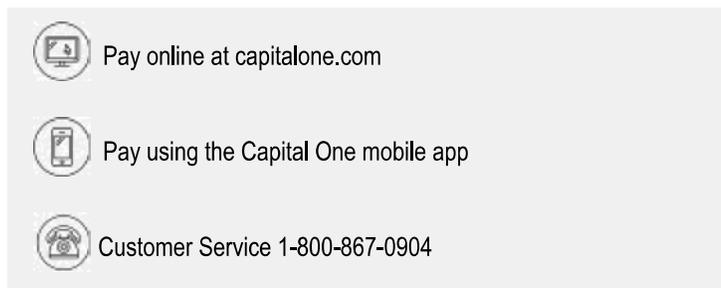
Your Rights If You Are Dissatisfied With Your Purchase: If you are dissatisfied with the goods or services that you have purchased with your credit card, and you have tried in good faith to correct the problem with the merchant, you may have the right not to pay the remaining amount due on the purchase.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

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

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

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

ETC-08 07/13/2023



Pay online at capitalone.com

Pay using the Capital One mobile app

Customer Service 1-800-867-0904

Changing your mailing address?

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

Any written request on this form will not be honored.

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

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

When will you Credit My Payment?

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

Transactions

Visit capitalone.com to see detailed transactions.

JULIANE MORIAN #9289: Payments, Credits and Adjustments

Trans Date	Post Date	Description	Amount
Jan 24	Jan 24	CAPITAL ONE ONLINE PYMTAuthDate 24-Jan	- \$10,094.50
Feb 5	Feb 6	MARITZ AT&L* ALAFENTONMO	- \$641.00

JULIANE MORIAN #9289: Transactions

Trans Date	Post Date	Description	Amount
Jan 18	Jan 20	MICHAELS STORES 4827ROCHSTR HLLSMI	\$10.05
Jan 19	Jan 20	HUNGRY HOWIES 21586-219-9471MI	\$183.09
Jan 22	Jan 24	ROCHESTER DINER & GRILLROCHESTERMI	\$39.25
Jan 23	Jan 24	SP FTD.COMHTTPSCHECKOUTIL	\$63.60
Jan 23	Jan 24	KNAPPS DONUTS INCROCHESTERMI	\$36.00
Jan 23	Jan 25	COSLA859-5149150KY	\$89.00
Jan 24	Jan 25	Staples Incstaples.comMA	\$68.11
Jan 24	Jan 25	OAKLAND PRESS888-977-3677MI	\$12.00
Jan 31	Jan 31	ULINE *SHIP SUPPLIES800-295-5510WI	\$237.86
Feb 2	Feb 3	IN *ROCHESTER ROTARY CLUB248-6019500MI	\$81.00
Feb 3	Feb 5	Staples Incstaples.comMA	\$84.87
Feb 5	Feb 7	ROCHESTER CHAMBERSAN JOSEMI	\$45.00
Feb 7	Feb 9	ROCHESTER CHAMBERSAN JOSEMI	\$45.00
Feb 9	Feb 10	SP FTD.COMHTTPSCHECKOUTIL	\$63.60
Feb 10	Feb 12	Staples Incstaples.comMA	\$38.29
Feb 13	Feb 14	KNAPPS DONUTS INCROCHESTERMI	\$39.33
Feb 14	Feb 15	ROCHESTER CHAMBERSAN JOSEMI	\$45.00

JULIANE MORIAN #9289: Total Transactions **\$1,181.05**

STEVEN CLEMENT #7892: Payments, Credits and Adjustments

Trans Date	Post Date	Description	Amount
Feb 11	Feb 12	BORDINE ROCHESTER QPSROCHESTERMI	- \$17.99

STEVEN CLEMENT #7892: Transactions

Trans Date	Post Date	Description	Amount
Jan 18	Jan 18	TRADE PRESS MEDIA GROU414-228-7701TX	\$199.00
Jan 24	Jan 25	AMZN Mktp US*R01CZ14E2Amzn.com/billWA	\$68.59
Jan 24	Jan 25	AMZN Mktp US*R07NW8DS0Amzn.com/billWA	\$788.50
Feb 2	Feb 3	BORDINE ROCHESTER QPSROCHESTER HILMI	\$250.28

Additional Information on the next page

Transactions (Continued)

Trans Date	Post Date	Description	Amount
Feb 6	Feb 7	BORDINE ROCHESTER QPSROCHESTER HILMI	\$211.29
Feb 9	Feb 10	1000BULBS.COM800-624-4488TX	\$629.95
Feb 12	Feb 13	AMZN Mktp US*RB6XU6X81Amzn.com/billWA	\$69.50
STEVEN CLEMENT #7892: Total Transactions			\$2,217.11

DEREK BROWN #8061: Payments, Credits and Adjustments

Trans Date	Post Date	Description	Amount
Feb 6	Feb 7	HARRAH'S HOTEL LV RESERV8662094732NV	- \$187.08

DEREK BROWN #8061: Transactions

Trans Date	Post Date	Description	Amount
Jan 18	Jan 19	SOCKETLABS484-418-1285PA	\$63.96
Jan 26	Jan 27	USPS STAMPS ENDICIA888-434-0055DC	\$100.00
Jan 29	Jan 30	MERIT EVENTS-MEMBER CONF734-764-8450MI	\$235.00
Jan 29	Jan 30	USPS STAMPS ENDICIA888-434-0055DC	\$400.00
Jan 31	Feb 1	DUO*COM866-760-4247MI	\$360.00
Feb 2	Feb 3	STAMPS.COM855-608-2677TX	\$19.99
Feb 8	Feb 10	PAYPAL *AOLSTECFGN619926842664	\$64.53
Feb 12	Feb 13	CDW GOVT #PN61034800-808-4239IL	\$161.05
DEREK BROWN #8061: Total Transactions			\$1,404.53

ALLISON SARTWELL #6129: Payments, Credits and Adjustments

Trans Date	Post Date	Description	Amount
------------	-----------	-------------	--------

ALLISON SARTWELL #6129: Transactions

Trans Date	Post Date	Description	Amount
Jan 18	Jan 19	CRICUTWWW.CRICUT.COUT	\$9.99
Jan 21	Jan 22	Hotmart Fantasy Loot - Me319-9477252DE	\$15.00
Jan 21	Jan 22	Hotmart Sci-Fi Loot - Mem319-9477252DE	\$15.00
Jan 29	Jan 29	Patreon* MembershipInternetCA	\$10.06
Jan 30	Jan 31	anycubicLondon	\$102.45
Feb 12	Feb 13	CITY OF ROCHESTER PARKINGROCHESTERMI	\$5.00
Feb 12	Feb 14	MAIN STREET BILLARDSROCHESTERMI	\$20.00
ALLISON SARTWELL #6129: Total Transactions			\$177.50

Additional Information on the next page

Transactions (Continued)

MARY DAVIS #9241: Payments, Credits and Adjustments

Trans Date	Post Date	Description	Amount
------------	-----------	-------------	--------

MARY DAVIS #9241: Transactions

Trans Date	Post Date	Description	Amount
------------	-----------	-------------	--------

WENDY LEHMAN #9147: Payments, Credits and Adjustments

Trans Date	Post Date	Description	Amount
------------	-----------	-------------	--------

WENDY LEHMAN #9147: Transactions

Trans Date	Post Date	Description	Amount
Jan 17	Jan 19	HOLLYWOOD SUPERMARKET #6ROCHESTER HLSMI	\$49.75
Feb 2	Feb 5	THE HOME DEPOT #2727ROCHESTERMI	\$58.26
Feb 14	Feb 15	Spotify USA877-7781161NY	\$16.99

WENDY LEHMAN #9147: Total Transactions			\$125.00
---	--	--	-----------------

CAMILLE WESTMORE #4614: Payments, Credits and Adjustments

Trans Date	Post Date	Description	Amount
------------	-----------	-------------	--------

CAMILLE WESTMORE #4614: Transactions

Trans Date	Post Date	Description	Amount
------------	-----------	-------------	--------

ELIZABETH RACZKOWSKI #9004: Payments, Credits and Adjustments

Trans Date	Post Date	Description	Amount
------------	-----------	-------------	--------

ELIZABETH RACZKOWSKI #9004: Transactions

Trans Date	Post Date	Description	Amount
Jan 26	Jan 27	BORDINE ROCHESTER QPSROCHESTER HILMI	\$121.00

ELIZABETH RACZKOWSKI #9004: Total Transactions			\$121.00
---	--	--	-----------------

Total Transactions for This Period			\$5,226.19
---	--	--	-------------------

Fees

Trans Date	Post Date	Description	Amount
------------	-----------	-------------	--------

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

Interest Charged

Interest Charge on Purchases			\$0.00
Interest Charge on Cash Advances			\$0.00
Interest Charge on Other Balances			\$0.00

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

Additional Information on the next page

Transactions (Continued)

Totals Year-to-Date	
Total Fees charged	\$0.00
Total Interest charged	\$0.00

Interest Charge Calculation

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

Type of Balance	Annual Percentage Rate (APR)	Balance Subject to Interest Rate	Interest Charged
Purchases	26.24% P	\$0.00	\$0.00
Cash Advances	28.24% P	\$0.00	\$0.00

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

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



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

Scan this QR Code with your phone's camera to learn more or visit www.capitalone.com/stopscams

530486-EN

ROCHESTER HILLS PUBLIC LIBRARY
Cash Disbursements Journal
For the Period From Feb 1, 2024 to Feb 29, 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
2/9/24	73193	7001-01 1123-00	Misc. Reimbursable Operating - PNC	Invoice: 020924 LUCIA MODESTINO-ULME R	790.50	790.50
2/13/24	73194	5301-30 5301-50 5301-30 5301-50 5301-30 5301-50 2110-00 5301-30 5301-50 1123-00	Outreach Books Materials Processing Outreach Books Materials Processing Outreach Books Materials Processing Accounts Payable Outreach Books Materials Processing Operating - PNC	ACT #L449673 PROCESSING ACT #L534941 PROCESSING ACT #L395513 PROCESSING ACT #L395513 PROCESSING ACT #L449672 PROCESSING THE BAKER & TAYLOR COMPANY	288.99 13.43 258.05 10.78 2,355.98 120.07 755.37 129.46 7.62	3,939.75
2/13/24	73195	5301-20 5301-50 5301-20 5301-50 1123-00	Youth Books Materials Processing Youth Books Materials Processing Operating - PNC	ACT #L449675 PROCESSING ACT #L554618 PROCESSING THE BAKER & TAYLOR COMPANY	2,602.87 138.25 210.10	1,074.51 1,876.71
2/13/24	73196	5306-10 5303-11 5303-10 5301-50 2110-00 5306-10 5301-50 5306-10 5301-50 1123-00	Adult DVDs Adult Audio-Music Adult Audio-Kits-Gam Materials Processing Accounts Payable Adult DVDs Materials Processing Adult DVDs Materials Processing Operating - PNC	CUSTOMER #2000005835-DVD CUSTOMER #2000005835-MUSIC CUSTOMER #2000005835-AUDIO PROCESSING CUSTOMER #2000005835 - AP CUSTOMER #2000005843-DVD PROCESSING CUSTOMER #200014883-DVD PROCESSING MIDWEST TAPE LLC	1,954.01 105.66 966.78 588.35 62.75 22.49 4.79 472.32 217.19	4,394.34
2/13/24	73197	5306-30 5301-50 5306-30 1123-00	Outreach DVDs Materials Processing Outreach DVDs Operating - PNC	CUSTOMER #2000005836-DVD PROCESSING CUSTOMER #2000005839-DVD MIDWEST TAPE LLC	86.21 19.16 25.48	130.85

ROCHESTER HILLS PUBLIC LIBRARY
Cash Disbursements Journal
For the Period From Feb 1, 2024 to Feb 29, 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
				LLC		
2/13/24	73198	5306-20	Youth DVDs/Videos	CUSTOMER #2000005837-DVD	63.72	
		5303-20	Youth Audio	CUSTOMER #2000005837-AUDIO	318.90	
		5303-21	Youth Music	CUSTOMER #2000005837-MUSIC	13.48	
		5301-50	Materials Processing	PROCESSING	55.29	
		1123-00	Operating - PNC	MIDWEST TAPE LLC		451.39
2/13/24	73199	6401-00	Service Contracts	Invoice: 43630	320.00	
		1123-00	Operating - PNC	AQUARIUM DESIGN & MAINTENANCE		320.00
2/13/24	73200	5306-82	Oakland Talking Boo	Invoice: 676209191	1.10	
		1123-00	Operating - PNC	CENTURY LINK		1.10
2/13/24	73201	6401-00	Service Contracts	Invoice: 14102868	200.00	
		1123-00	Operating - PNC	ECOSHIELD PEST SOLUTIONS-DETRO IT		200.00
2/13/24	73202	5302-13	Electronic Materials	Invoice:	1,309.77	
		1123-00	Operating - PNC	INV-US-69483 ENVISIONWARE		1,309.77
2/13/24	73203	5302-13	Electronic Materials	Invoice: 2024-052	3,661.51	
		5302-13	Electronic Materials	Invoice: 2024-052	431.93	
		5302-13	Electronic Materials	Invoice: 2024-052	3,892.49	
		5302-13	Electronic Materials	Invoice: 2024-052	829.38	
		5302-13	Electronic Materials	Invoice: 2024-052	2,371.29	
		5302-13	Electronic Materials	Invoice: 2024-052	2,130.73	
		5302-13	Electronic Materials	Invoice: 2024-052	9,548.37	
		1123-00	Operating - PNC	FARMINGTON COMMUNITY LIBRARY		22,865.70
2/13/24	73204	5301-30	Outreach Books	Invoice: 83213685	291.12	
		5301-30	Outreach Books	Invoice: 83595972	196.80	
		5301-30	Outreach Books	Invoice: 83618069	60.78	
		1123-00	Operating - PNC	GALE/CENGAGE LEARNING		548.70
2/13/24	73205	5301-80	Interlibrary Loan (ILL)	Invoice: 013124	32.00	
		1123-00	Operating - PNC	GROSSE POINTE PUBLIC LIBRARY		32.00

ROCHESTER HILLS PUBLIC LIBRARY
Cash Disbursements Journal
For the Period From Feb 1, 2024 to Feb 29, 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
2/13/24	73206	6401-00 1123-00	Service Contracts Operating - PNC	Invoice: 23127213 GUARDIAN ALARM	610.62	610.62
2/13/24	73207	6100-40 1123-00	Other - Staff Develop Operating - PNC	Invoice: 2024-001 ATHER JAMMOA	350.00	350.00
2/13/24	73208	5302-13 1123-00	Electronic Materials Operating - PNC	Invoice: 385921-PPU KANOPY INC.	614.55	614.55
2/13/24	73209	6401-00 6401-00 1123-00	Service Contracts Service Contracts Operating - PNC	Invoice: 7800 Invoice: 7799 MCCLELLAND LANDSCAPE	2,427.80 5,071.70	7,499.50
2/13/24	73210	6501-00 1123-00	Copier Contract/Main Operating - PNC	Invoice: IN5006638 MICHIGAN OFFICE SOLUTIONS	366.05	366.05
2/13/24	73211	5302-13 1123-00	Electronic Materials Operating - PNC	Invoice: 020124 MIDWEST TAPE LLC	3,479.90	3,479.90
2/13/24	73212	5303-50 1123-00	Innovative Items Operating - PNC	Invoice: 020124 T-MOBILE	590.04	590.04
2/13/24	73213	6406-01 1123-00	HVAC Repair Operating - PNC	Invoice: 906937 TECH MECHANICAL, INC.	764.80	764.80
2/13/24	73214	5701-30 5701-30 1123-00	Collection Agency Collection Agency Operating - PNC	Invoice: 6122425 Invoice: 6122435 UNIQUE MANAGEMENT SERVICES INC	315.20 42.25	357.45
2/13/24	73215	6402-00 1123-00	Cleaning Supplies Operating - PNC	Invoice: 88264 VANGUARD CLEANING SYSTEMS	1,124.53	1,124.53
2/13/24	73216	5401-00 1123-00	Basic Phone Operating - PNC	Invoice: 9955347811 VERIZON WIRELESS	237.59	237.59
2/15/24	73217	5302-13 1123-00	Electronic Materials Operating - PNC	Invoice: INV-INC36075 INNOVATIVE INTERFACES	22,145.00	22,145.00

ROCHESTER HILLS PUBLIC LIBRARY
Cash Disbursements Journal
For the Period From Feb 1, 2024 to Feb 29, 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
				INTERFACES		
2/29/24	73218	5301-10	Adult Books	ACT #C019265	1,257.32	
		7001-01	Misc. Reimbursable	ACT# L406562	69.80	
		5301-10	Adult Books	ACT #L410629	1,446.51	
		5301-50	Materials Processing	PROCESSING	71.89	
		5301-10	Adult Books	ACT #L424469	762.36	
		5301-50	Materials Processing	PROCESSING	1,196.57	
		2110-00	Accounts Payable	ACT #L424469	533.64	
		1123-00	Operating - PNC	THE BAKER & TAYLOR COMPANY		5,338.09
2/29/24	73219	5301-30	Outreach Books	ACT #L449673	146.14	
		5301-50	Materials Processing	PROCESSING	7.11	
		5301-30	Outreach Books	ACT #L534941	284.45	
		5301-50	Materials Processing	PROCESSING	14.73	
		5301-30	Outreach Books	ACT #L395513	1,792.61	
		5301-50	Materials Processing	PROCESSING	64.15	
		5301-30	Outreach Books	ACT #L449672	49.19	
		5301-50	Materials Processing	PROCESSING	0.79	
		1123-00	Operating - PNC	THE BAKER & TAYLOR COMPANY		2,359.17
2/29/24	73220	5301-20	Youth Books	ACT #L449675	156.64	
		5301-50	Materials Processing	PROCESSING	8.69	
		5301-20	Youth Books	ACT #L554618	1,740.24	
		5301-50	Materials Processing	PROCESSING	97.71	
		1123-00	Operating - PNC	THE BAKER & TAYLOR COMPANY		2,003.28
2/29/24	73221	5306-10	Adult DVDs	CUSTOMER #2000005835-DVD	800.32	
		5303-11	Adult Audio-Music	CUSTOMER #2000005835-MUSIC	35.97	
		5303-10	Adult Audio-Kits-Gam	CUSTOMER #2000005835-AUDIO	607.86	
		5301-50	Materials Processing	PROCESSING	281.99	
		5306-10	Adult DVDs	CUSTOMER #2000005843-DVD	108.69	
		5301-50	Materials Processing	PROCESSING	28.74	
		1123-00	Operating - PNC	MIDWEST TAPE LLC		1,863.57
2/29/24	73222	5306-30	Outreach DVDs	CUSTOMER #2000005836-DVD	132.69	
		5301-50	Materials Processing	PROCESSING	28.74	
		5306-30	Outreach DVDs	CUSTOMER #2000005839-DVD	142.44	

ROCHESTER HILLS PUBLIC LIBRARY
Cash Disbursements Journal
For the Period From Feb 1, 2024 to Feb 29, 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
		1123-00	Operating - PNC	MIDWEST TAPE LLC		303.87
2/29/24	73223	5306-20	Youth DVDs/Videos	CUSTOMER #2000005837-DVD	1,158.17	
		5301-50	Materials Processing	PROCESSING	357.19	
		1123-00	Operating - PNC	MIDWEST TAPE LLC		1,515.36
2/29/24	73224	5702-00	Audit	Invoice: 200799	10,000.00	
		1123-00	Operating - PNC	ANDREWS HOOPER & PAVLIK P.L.C.		10,000.00
2/29/24	73225	5301-20	Youth Books	Invoice: 116443	2,522.55	
		1123-00	Operating - PNC	APPLE BOOKS		2,522.55
2/29/24	73226	5802-00	Circulation Supplies	Invoice: 20766	580.00	
		1123-00	Operating - PNC	BUDGET LIBRARY SUPPLIES		580.00
2/29/24	73227	5301-30	Outreach Books	Invoice: 2076506	240.90	
		1123-00	Operating - PNC	CENTER POINT LARGE PRINT		240.90
2/29/24	73228	5502-00	Gas	Invoice: 021424	3,218.48	
		1123-00	Operating - PNC	CONSUMERS ENERGY		3,218.48
2/29/24	73229	6401-00	Service Contracts	Invoice: 9662	138.80	
		1123-00	Operating - PNC	CULLIGAN OF ROMEIO		138.80
2/29/24	73230	5301-50	Materials Processing	Invoice: 7436199	960.38	
		1123-00	Operating - PNC	DEMCO INC		960.38
2/29/24	73231	5503-00	Electric	Invoice: 022124	11,277.64	
		1123-00	Operating - PNC	DTE ENERGY		11,277.64
2/29/24	73232	6403-00	Misc Repairs	Invoice: 12042	255.00	
		1123-00	Operating - PNC	EL ELECTRICAL CONTRACTING		255.00
2/29/24	73233	5302-13	Electronic Materials	Invoice: 2024-061	734.40	
		1123-00	Operating - PNC	FARMINGTON COMMUNITY LIBRARY		734.40

ROCHESTER HILLS PUBLIC LIBRARY
Cash Disbursements Journal
For the Period From Feb 1, 2024 to Feb 29, 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
2/29/24	73234	5301-30	Outreach Books	Invoice: 83816207	798.99	
		5301-30	Outreach Books	Invoice: 83816578	188.71	
		5301-30	Outreach Books	Invoice: 83829900	631.02	
		5301-30	Outreach Books	Invoice: 83843376	27.99	
		5301-30	Outreach Books	Invoice: 83854343	86.38	
		5301-30	Outreach Books	Invoice: 83857080	24.00	
		5301-30	Outreach Books	Invoice: 83930673	174.35	
		5301-30	Outreach Books	Invoice: 83939121	54.38	
		1123-00	Operating - PNC	GALE/CENGAGE LEARNING		
2/29/24	73235	5207-50	Legal Plan Benefit	Invoice: 31714AG20240301	518.70	
		1123-00	Operating - PNC	GIS BENEFITS		518.70
2/29/24	73236	5201-40	Other Medical	Invoice: 100010510072	18,556.31	
		1123-00	Operating - PNC	HEALTH ALLIANCE PLAN		18,556.31
2/29/24	73237	5201-40	Other Medical	Invoice: 100010510662	2,141.31	
		1123-00	Operating - PNC	ALLIANCE HEALTH AND LIFE		2,141.31
2/29/24	73238	5910-00	Newsletter	Invoice: 2086	11,650.00	
		1123-00	Operating - PNC	JM DESIGN & PRINTING SERVICES LLC		11,650.00
2/29/24	73239	8002-00	Capital Improvement	Invoice: 4934	1,761.60	
		1123-00	Operating - PNC	KAZAK BUILDING COMPANY, INC.		1,761.60
2/29/24	73240	6200-40	Community Programs	Invoice: 031424	300.00	
		1123-00	Operating - PNC	BRUCE KOPYTEK		300.00
2/29/24	73241	5303-20	Youth Audio	Invoice: 110535	555.88	
		1123-00	Operating - PNC	LIBRARY IDEAS LLC		555.88
2/29/24	73242	5302-13	Electronic Materials	Invoice: 73571	559.30	
		1123-00	Operating - PNC	THE LIBRARY NETWORK		559.30
2/29/24	73243	5302-13	Electronic Materials	Invoice: 365311	5,632.03	
		1123-00	Operating - PNC	MCLS		5,632.03
2/29/24	73244	8002-00	Capital Improvement	Invoice: PROPOSAL 2-27-24	6,000.00	

ROCHESTER HILLS PUBLIC LIBRARY
Cash Disbursements Journal
For the Period From Feb 1, 2024 to Feb 29, 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
		1123-00	Operating - PNC	2-27-24 MICHIGAN BRICKSCAPE COMPANY		6,000.00
2/29/24	73245	5302-13 1123-00	Electronic Materials Operating - PNC	Invoice: 9313 NICHE ACADEMY	4,200.00	4,200.00
2/29/24	73246	5302-13 1123-00	Electronic Materials Operating - PNC	Invoice: 26424 PRONUNCIATOR, LLC	2,500.00	2,500.00
2/29/24	73247	6200-40 1123-00	Community Programs Operating - PNC	Invoice: 032624 CITY OF ROCHESTER HILLS	125.00	125.00
2/29/24	73248	5306-80 1123-00	Bookmobile Operatio Operating - PNC	Invoice: 020724 CITY OF ROCHESTER HILLS DPS	344.36	344.36
2/29/24	73249	6200-40 1123-00	Community Programs Operating - PNC	Invoice: 032424 KELLY ROENICKE	500.00	500.00
2/29/24	73250	6406-01 1123-00	HVAC Repair Operating - PNC	Invoice: 907159 TECH MECHANICAL, INC.	6,780.76	6,780.76
2/29/24	73251	5401-00 1123-00	Basic Phone Operating - PNC	Invoice: 45378 TELNET WORLDWIDE	212.44	212.44
2/29/24	73252	5301-10 1123-00	Adult Books Operating - PNC	Invoice: 849765753 THOMSON REUTERS	332.00	332.00
2/29/24	73253	5301-10 1123-00	Adult Books Operating - PNC	Invoice: 17376 TSAI FONG BOOKS INC	436.93	436.93
2/29/24	73254	2168-00 1123-00	Supplemental Ins W/ Operating - PNC	Invoice: 021924 UNUM LIFE INSURANCE - SUPP	42.51	42.51
2/29/24	73255	5206-40 1123-00	Other LTD Insurance Operating - PNC	Invoice: 021924 UNUM LIFE INSURANCE CO OF AMERICA	472.64	472.64

ROCHESTER HILLS PUBLIC LIBRARY
Cash Disbursements Journal
For the Period From Feb 1, 2024 to Feb 29, 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
		5805-00	IT Supplies		64.53	
		6506-00	Software Support/Mai		585.01	
		5940-00	3D Printing/Makerspa		112.51	
		6100-50	Professional Member		81.00	
		5807-00	Office Supplies		648.24	
		6200-10	Adult Programs		146.00	
		5402-00	Postage/Shipping		519.99	
		5802-00	Circulation Supplies		305.97	
		6200-50	Systemwide Program	WWL	242.89	
		6100-40	Other - Staff Develop		75.25	
		7009-70	Staff Recognition		127.20	
		5808-00	Board Room Supplie		39.33	
		1123-00	Operating - PNC	CAPITAL ONE BK(USA), NA		4,380.12
	Total				210,996.81	210,996.81

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

Checks & EFT's - Operating Account			208,923.90
Payroll Account - Net Payroll			140,277.30
Employee Benefit EFTs and Misc Debits -			
Payroll Taxes		45,394.74	
Employee FSA Debits - Wage Works		1,627.08	
Employer Pension Contributions - MERS		8,627.02	
Employee Deferred Contributions		13,445.71	
Bank/Merchant Fees		297.71	
ADP & WageWorks Fees		2,785.80	
NSF Checks		-	
		TOTAL	72,178.06
			\$ 421,379.26

Library Director's Report



Director's Report

March 12, 2024

1. **Federal Advocacy Day**

I was selected to be part of the Michigan delegation of library directors to visit Washington D.C. and advocate for more federal funding for libraries. On March 6th, I attended an education day that deepened my understanding of the federal appropriations process and learned more about the Library Services and Technology Act (LSTA). LSTA funding has been flat for a number of years, and library proponents like myself are asking for an increase of \$21M for libraries across the nation. The Library of Michigan receives about \$4.4M of appropriated funds, the majority of which is allocated for resource sharing in Michigan eLibrary services (MeLCat and MeL databases). My trip included one-on-one meetings with the offices of Senator Gary Peters, Senator Debbie Stabenow, Representative Shri Thanendar, and Representative John James.

2. **Facilities Updates**

I continue to coordinate and refine plans to refresh the adult services department with new furniture to replace the 50-year old furniture still in use. Over the past month, staff and board members were encouraged to provide feedback on the layout propose. The goal is to finalize the design plan by mid-March and once the layout is locked for editing, RHPL will receive and updated price quote. Concurrent with plans to update furnishings, we are working with an architecture firm on two projects. Enhancing architectural elements was the focus of the first design meeting in February. Additionally, the grant-funded expansion of the story time room is moving forward with plans to expand the footprint as soon as May/June of this year.

3. **Exterior Enhancements**

RHPL will upgrade the small sidewalk that winds through the back gardens in April. Upgrading from flagstone to poured concrete, the walkway will expand from 3ft. to 4ft, keeping the charm of the path while making it safer for individuals to traverse while walking, biking, or using a stroller or wheelchair. While exposed aggregate was proposed and quoted in the initial plan, the contractor advised against it due to the mature vegetation and potential damage it would cause to the surrounding plants. The plan, instead, is to decorate the concrete with in-laid metal elements such as alphabet letters (which also aligns with the current design).

Additionally, the library's back gardens have been selected as a site for a 2024 DIA Inside|Out installation of art. The artwork chosen is '*Saint Jerome in His Study*' by Jan Van Eyck.

4. **Historical Recognition**

The Historical Society of Michigan recognized the Rochester Hills Public Library with the Michigan Milestone Award in honor of our 100 years of service. We received a framed certificate and will soon receive a permanent, brass plaque that we can place inside the building.

5. **Community Input and Feedback**

In March, we will conduct three rounds of community conversations with community members. Broad invitation to participate in focus groups garnered quite a few volunteers. Best practice is

to convene no more than 6-10 individuals. One group was vetted to include parents or caregivers of young children and the other group was defined as a general library user. In an effort to hear from new voices, I prioritized those persons with whom I have had no engagement or interaction in the past. I contacted patrons that were not selected for the focus group and offered to meet with them one on one for any additional feedback they wanted to provide. One patron was dismayed to not be included, however, others were very understanding about the criteria and offered to take me up on the one-on-one conversations.

Additionally, in late March, RHPL will launch the biennial survey to patrons in the service area.

6. Out of Office

I will be taking a vacation from March 25th – March 28th, 2024. While I am out of office, the following staff members will be in charge:

- Monday, March 25th - Wendy Lehman, Head of Youth Services
- Tuesday, March 26th - Mary Davis, Head of Outreach Services
- Wednesday, March 27th - Mary Davis, Head of Outreach Services
- Thursday, March 28th - Allison Sartwell, Head of Adult Services

I will be attending the Public Library Association Conference in Columbus, OH from April 2nd – April 5th. While I am out of the office, the following staff members will be in charge:

- Tuesday, April 2nd – Brittany Christofel, Circulation Manager
- Wednesday, April 3rd – Jenny Doetsch, Cataloging Manager
- Thursday, April 4th – Derek Brown, Director of IT
- Friday, April 5th – Derek Brown, Director of IT

7. Upcoming Events

March 26, 2024	Friends of the Rochester Hills Public Library meeting, 7pm
April 2, 2024 – April 5, 2024	Public Library Association Conference, Columbus, OH
April 9, 2024	RHPL Board of Trustees Meeting, 7pm
April 16, 2024	Advocacy Day at the Michigan State Legislature, all day
April 23, 2024	Friends of the Rochester Hills Public Library meeting, 7pm
April 26, 2024	Volunteer Luncheon, Great Oaks Country Club, 12noon
April 27, 2024	Friends of RHPL fundraiser, Wine, Wit, and Wisdom, 6:00 – 9:30pm
May 14, 2024	RHPL Board of Trustees Meeting, 7pm



Statistical Report - Usage for the month of February 2024

<i>Circulation</i>	LY Month	Month	MTM	Last YTD	YTD	YTY
Checkouts	40,751	43,393	6.5%	85,672	87,020	1.6%
Renewals	46,364	46,775	0.9%	96,598	94,203	-2.5%
e-Materials	20,328	29,378	44.5%	41,712	61,018	46.3%
Bookmobile	2,767	4,160	50.3%	6,299	7,688	22.1%
Mini-Branch	1,453	1,491	2.6%	2,962	3,046	2.8%
OTBS Circ	5,752	5,203	-9.5%	12,390	10,943	-11.7%
MeLCat Borrowed	1,374	1,394	1.5%	3,023	2,928	-3.1%
MeLCat Loaned	2,143	1,362	-36.4%	4,665	2,950	-36.8%
Total Circulation	120,932	133,156	10.1%	253,460	269,860	6.5%

<i>Other Statistics</i>	LY Month	Month	MTM	Last YTD	YTD	YTY
In-Person Visits	31,662	44,561	40.7%	67,734	80,556	18.9%
Room Reservations	818	989	20.9%	1,623	1,977	21.8%
Adult Programs	19	41	115.8%	36	74	105.6%
--Attendance	431	643	49.2%	828	1,777	114.6%
Teen Programs	5	4	-20.0%	9	9	0.0%
--Attendance	24	22	-8.3%	44	57	29.5%
Youth Programs	25	42	68.0%	55	74	34.5%
--Attendance	656	959	46.2%	2,075	1,628	-21.5%
Outreach Attendance	0	160	∞	0	266	∞
Makerspace Use	0	423	∞	0	823	∞
Computer Use	1,511	1,701	12.6%	3,190	3,277	2.7%
Wireless Use	5,625	5,604	-0.4%	11,089	11,539	4.1%
Database Use	5,413	6,074	12.2%	11,281	12,683	12.4%
Volunteer Hours	333	287	-13.8%	724	575	-20.6%

Number of Library Card Holders

<i>Municipality</i>	LY Month	Month	% Total
Rochester Hills	48,641	44,709	59.2%
Rochester	10,527	10,049	13.3%
Oakland	10,393	9,193	12.2%
Non-residents	4,739	4,240	5.6%
Virtual Students	0	7,301	9.7%
Total Card	74,300	75,492	100%

Number of Items

<i>Type</i>	LY Month	Month
Print	251,432	270,157
Audio	18,655	19,336
Video	45,489	47,573
Other	429	439
E-Material	24,656	26,967
Total	340,661	364,472

Committee Updates



ROCHESTER HILLS
PUBLIC LIBRARY



January 15, 2024

Juliane Morian
Rochester Hills Public Library

Sent Via Email: juliane.morian@rhpl.org

Dear Juliane,

In 2023, the Foundation's Investment Committee worked to make adjustments to the Foundation's investing priorities to help ensure that we are meeting the income needs of our Endowed Funds. With the increase in interest rates over the past year, the Foundation has realized a better balance between principal growth and income. However, more needs to be done, and we want to position the Community Foundation for the next decrease in interest rates.

I am writing to recommend that we update the Rochester Hills Public Library Fund Agreement's distribution provision, currently tied to "net income," to align it with the Foundation's Spending Policy, quoted below. The language in many endowed Fund Agreements signed before 2010 was drafted with the belief that interest rates would earn the Fund enough income to pay its costs and make annual distributions. A prolonged period of low interest rates, however, interfered.

The Community Foundation's Investment Policy follows the guidelines contained in the Uniform Prudent Management of Institutional Funds Act (UPMIFA) which includes rules governing the spending or accumulation of monies in endowment funds. Former guidelines limited spending from an endowed fund to the amount in excess of its historical gift value.

The Community Foundation's Spending Policy, found in paragraph VIII of its Investment Policy, states:

VIII. Spending Policy

Income available for spending is determined by a total return system and will be calculated using a per unit measure as highlighted below.

The income/unit that may be spent annually, notwithstanding the historical gift amount, shall not exceed 5% of the average fair market/unit value of the individual endowment fund's assets as measured as the average year-end value over rolling three-year periods.

The Center for Philanthropy

Newly established endowment funds shall be fully invested for four quarters before distributions may be made from the funds.

On an annual basis, the Investment Committee shall examine the effect the spending policy may have on those funds where the market value has dropped below the original gift amounts, and may adjust downward the spendable amount for the coming fiscal year as deemed appropriate.

In accordance with UPMIFA, decisions to appropriate or accumulate an endowment fund must consider, if relevant:

- a) The duration and preservation of the endowment fund;
- b) The purposes of the institution and the endowment fund;
- c) General economic conditions;
- d) The possible effect of inflation or deflation;
- e) The expected total return from income and the appreciation of investments;
- f) Other resources of the institution; and
- g) CFGR's Investment Policy.

For Funds that follow the updated distribution provision, the Foundation's Investment Committee makes a recommendation to the Foundation Board during the 1st quarter of each year as to the percentage available to spend, and the Foundation automatically moves that amount from principal to income. Note, this does not require that the entire income balance be spent each year.

Enclosed is a proposed Fund Agreement Amendment for your review. If this change is agreeable, please sign and date the Amendment and return it to the Foundation.

Please contact me if you wish to discuss the proposed Fund Agreement Amendment, have any questions, concerns, or general comments. I always welcome an opportunity to talk about the Community Foundation!

Thanks,



Jo Allen
President

First Amendment to Fund Agreement
The Rochester Hills Public Library Fund

The April 8, 1993 Fund Agreement for the above named Fund (the “Agreement”) is hereby amended as follows.

FIRST: The first paragraph of Paragraph B., RECOMMENDED AUTHORIZATION FOR DISTRIBUTION, is deleted and replaced with:

Distributions from the Fund shall be in accordance with the Foundation’s spending policy in effect at the time of the distribution (which may include expenditures of principal and income). Authorization for distributions shall come in the form of a letter showing authorization from the Agency’s governing board signed by the Agency’s president.

SECOND: The term “net income” shall be replaced with “income” anywhere net income appears in the Agreement.

THIRD: Except as changed by this Amendment, the undersigned ratify and confirm the Agreement.

Rochester Hills Public Library

_____ Date: _____
By: Juliane Morian
Its: Executive Director

Community Foundation of Greater Rochester

_____ Date: _____
By: Johanna H. Allen
Its: President

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

**ARTICLE I
NAMES AND RIGHTS OF AUTHORITY**

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

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

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

**ARTICLE II
OFFICERS**

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

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

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

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

Section 5. DUTIES

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

all standing committees and establish special committees as deemed necessary.

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

The President is a voting member of the Board.

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

ARTICLE III MEETINGS

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

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

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.~~full Board, not a single individual or to public person(s) in attendance.~~ Board members shall not respond to public comments or question commenters. Individuals ~~Such person~~ 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^{rds}) 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

- 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 (2/3rd'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.

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

Makerspace Policy

Policy Statement

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

Regulations

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

Makerspace Policy

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

Makerspace Policy

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

Makerspace Policy

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

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

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

RELEASE OF LIABILITY AGREEMENT

THIS AGREEMENT made this ___ day of _____ 20 __, by and between the **Rochester Hills Public Library** (“Library”) and _____ (“User”).

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

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

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

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

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

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

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

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

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

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

User Name (printed) _____

Parent/Legal Guardian Name (printed)(if under 18) _____

User or Legal Parent/Guardian signature _____

Library Authorized Representative: _____

84078:00001:6419003-2

Other Business



ROCHESTER HILLS
PUBLIC LIBRARY