

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

Mission:

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

December 11, 2023

Agenda

- I. Call to order of the regular meeting
- II. Public Comments*
- III. Minutes of regular meeting on November 13, 2023
- IV. Treasurer's Report for November 2023
- V. Monthly bills for November 2023 in the amount of \$417,936.95
- VI. Communications
 - a. Email correspondence from a resident regarding book fairs
 - b. Email correspondence from a resident regarding an item returned from a mini-branch
 - c. Correspondence regarding brass art donation
 - d. Correspondence from Nadia Cherup
 - e. Email correspondence from a resident regarding illumination of the flag pole
 - f. Customer Comments
 - g. Press Coverage
- VII. Reports
 - a. Library Director
 - b. Statistical Report
- VIII. Committee Updates
 - a. Finance
 - i. 2023 Amended Budget
 - b. Nominating Committee
 - c. Policy
- IX. Other Business

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

- a. Review draft 2024 RHPL Planning Calendar
- X. Board Comments
- XI. Questions from the Liaisons
- XII. Adjournment

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

Minutes



ROCHESTER HILLS
PUBLIC LIBRARY

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

November 13, 2023

- I. The Board of Trustees of the Rochester Hills Public Library held a regular meeting on Monday, November 13, 2023. The President called the meeting to order at 7:02 pm in the boardroom of the library. The presiding officer was Madge Lawson.

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

Chuck Stouffer was absent due to illness, with prior notice given.

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

No members of the public were present.

- II. Public Comments – none

- III. Resolution

- A. Ms. Lawson read a proposed resolution in honor of Chuck Stouffer whose term was ending on the library board. The full wording of the resolution is appended to the minutes.
- B. On a motion by Ms. Deel, seconded by Ms. Kucher, the board unanimously approved the resolution with no discussion.

- IV. Minutes

- A. On a motion by Ms. Kucher, seconded by Mr. Bonam, the board unanimously approved the minutes from October 9, 2023 with no discussion.

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

- VI. Monthly Bills

- A. On a motion by Mr. Bonam, which Ms. Deel seconded, the board unanimously approved the monthly bills for October 2023, which totaled \$393,842.46 with no discussion.

- VII. Communications

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

- VIII. Director's Report and Statistical Report

- A. The board reviewed and filed the director's reports, professional conference summaries, and statistical report with no significant discussion.

- IX. Committee Reports

- A. Centennial Celebration Committee – Ms. Morian stated that library history book would be available for purchase in the library store in early December. Staff members were marching in the Rochester Area Hometown Parade in December, the centennial page on the website would be available by mid-month in December, and that marketing materials would be ordered and available (some for giveaway and some for sale in the store) by January.
 - B. Nominating Committee – Ms. Lawson reported that she appointed Anne Kucher to serve as the Chair of the nominating committee with Ms. Deel assisting.
 - C. Policy Committee – Ms. Lawson reported that the policy committee met on November 6th to consider an enhancement to existing policy, Gov-6 Trustee Code of Conduct. Ms. Morian explained that the proposed enhancements came from the wording that United for Libraries (a division of the ALA) issued called the Public Library Trustee Code of Conduct. While the United for Libraries document includes a signature line as an option for Board members to sign the Code of Ethics, the policy committee felt that it was better to edit the current RHPL Trustee Code of Conduct and weave in key phrases from the United for Libraries Code of Ethics.
 - 1. The board completed a first reading of the proposed enhancements to Gov-6 Trustee Code of Conduct
 - 2. There was general discussion about ambiguity of terms in some of the statements and no stated means to enforce such a policy for elected officials.
 - 3. The board directed Ms. Morian to solicit feedback from the library attorney on proposed changes for a Trustee Code of Conduct/Ethics and provide the board with future direction.
 - D. Director’s Evaluation- Ms. Lawson reported that she has completed a report and sent it to all board members.
- X. Other Business
- A. Ms. Lawson stated that in 2024 she would like to see the Board adopt a calendar with board meeting dates occurring at a consistent time (such as 7pm) without shifting the time to later in the evening during the summer months. Discussion ensued and the board gave tacit approval to meeting on the second Tuesday of the month at 7pm. Ms. Morian will prepare a draft calendar for consideration at the December board meeting.
- XI. Board Comments – none
- XII. Questions from the Liaisons
- A. Mr. Tyler stated he supported aspects of the proposed changes to the Gov-6 Trustee Code of Conduct Policy, and specifically the point that board members respect the role of library director as their one employee and not direct staff regarding library operations.

November 2023 RHPL Board Minutes

- XIII. On a motion from Ms. Lawson, which Ms. Kucher seconded, the board unanimously approved moving to a closed session per Ms. Morian's request to discuss her annual evaluation (per the Michigan Open Meetings Act privilege of closed session for personnel business).
- A. Ms. Morian and guests left the meeting at 8:28pm.
 - B. The closed session convened at 8:30pm.
 - C. The closed session adjourned at 8:53pm.
- XIV. The regular meeting adjourned at 8:54pm

Anne Kucher, Secretary

**Rochester Hills Public Library
Board of Trustees
Resolution in honor of Charles Stouffer
November 13, 2023**

WHEREAS, Charles (Chuck) Stouffer was first elected to the Board of the Rochester Hills Public Library and started service on December 13, 1999; and

WHEREAS, Mr. Stouffer advocated on behalf of the library by attending numerous community events such as the meetings of the Public Library Trustee Association of Oakland County, Community Outlook Breakfasts, the RHPL Volunteer Luncheons, and the Community Prayer Breakfasts; and

WHEREAS, Mr. Stouffer served at least one term in each of the four offices of the Board during his tenure; and

WHEREAS, Mr. Stouffer chaired various committees such as the Long-Range Planning Committee and the Bookmobile/Facility Committee; and

WHEREAS, Mr. Stouffer pursued professional development and best practices by attending the Great American Bookmobile Conference, Patriot Act Workshops, and United for Libraries training sessions; and

WHEREAS, Mr. Stouffer has been a noted advocate for Bookmobile service investing volunteer time to research and acquire the first bookmobile vehicle at Rochester Hills Public Library in 2003-2004; and

WHEREAS, Mr. Stouffer has supported the patron experience at the library by advocating for improvements both small and large; and

WHEREAS, Mr. Stouffer was one of the first champions of a school-library partnership for virtual library cards for all students in the service area; and

WHEREAS, Mr. Stouffer was instrumental in overseeing the 2015 building expansion of the Rochester Hills Public Library and parking lot improvements; and

WHEREAS, during his tenure of service Mr. Stouffer witnessed tremendous change and growth of the library landscape. Beginning his term in the library's 75th anniversary year and culminating in the 100-year anniversary plans, during Mr. Stouffer's time as a trustee he collaborated with three different library directors, implemented thoughtful policy changes, and voted to adopt improvements in technology, material formats, and access services through the years; and

WHEREAS, the Rochester Hills Public Library Board appreciates the resolute work of Mr. Stouffer to achieve a high-quality public library system for the residents of Rochester Hills, City of Rochester, and Oakland Township during his tenure as trustee; and

NOW, THEREFORE BE IT RESOLVED THAT

The Board of Trustees of the Rochester Hills Public Library extends its sincere gratitude and appreciation to Chuck Stouffer for twenty-four years of library service, and wishes him good health and great happiness in the future.

AYES: Bonam, Deel, Kucher, Lawson, Reyes

NAYS: None

Resolution Declared Adopted

Anne Kucher, Secretary

Treasurer's Report



ROCHESTER HILLS
PUBLIC LIBRARY

ROCHESTER HILLS PUBLIC LIBRARY
Balance Sheet
November 30, 2023

ASSETS

Current Assets

Circ Registers/Coin	\$	2,020.00	
PNC			
Payroll		6,970.84	
New Operating Fund PNC		71,010.38	
UBS			
Operating - UBS		2,766,841.77	
OTBS		0.00	
Plant		110,513.40	
Roof		434,026.86	
Self-Insurance		7,745.83	
Vanguard		15,289.75	
Total Current Assets			3,414,418.83

Other Current Assets

Prepaid Expenses		88,221.75	
Total Other Current Assets			88,221.75

TOTAL ASSETS			\$ 3,502,640.58

LIABILITIES AND FUND BALANCE

Current Liabilities

Staff Cash (pop cans)	\$	122.10	
Flexible Spending W/H Payable		8.65	
Supplemental Ins W/H Payable		513.81	
Deferred Income - Rochester		95,917.18	
Deferred Income - Oakland Twp		241,078.63	
Total Current Liabilities			337,640.37

Fund Balance

Prior Years' Balance		1,883,356.60	
Current Year Operations		1,281,643.61	
Total Fund Balance			3,165,000.21

TOTAL LIABILITIES & FUND BALANCE			\$ 3,502,640.58

Rochester Hills Public Library
Budget vs Actual
For the Period January 1, 2023 through November 30, 2023

	Current Month	YTD Actual	YTD Budget	YTD Variance	Annual Budget
Revenues					
Rochester Hills	250	3,075,811	3,037,230	38,581	3,037,230
City of Rochester	0	556,593	537,680	18,913	537,680
Oakland Twp	0	953,832	966,100	(12,268)	966,100
State Aid	0	152,014	147,800	4,214	147,800
OTBS	0	150,480	150,000	480	150,000
Penal Fines	0	146,748	153,100	(6,352)	153,100
Fines and Fees	6,155	57,473	45,833	11,640	50,000
Interest	1,549	20,318	1,833	18,485	2,000
Gains/Losses	23,197	96,888	0	96,888	0
Designated Gifts	650	5,215	9,167	(3,952)	10,000
Undesignated Gifts	19,570	29,461	18,900	10,561	37,800
Undesignated Gifts-Friends	0	171,000	171,000	0	171,000
Grants	1,000	1,618	3,667	(2,049)	4,000
Miscellaneous Revenue	5,589	54,053	3,841	50,212	4,190
Transfer-ReservedOTBS	0	0	0	0	0
Transfer-ReservedPlant	0	0	0	0	0
Total Revenues	57,960	5,471,504	5,246,151	225,353	5,270,900
Expenditures					
Payroll	192,730	2,072,661	2,344,650	(271,989)	2,557,800
Employee Benefits	45,253	489,001	530,473	(41,472)	578,700
Books	32,566	279,950	330,000	(50,050)	360,000
Print Subscriptions	1,390	15,888	13,750	2,138	15,000
Electronic Materials	27,856	275,864	292,508	(16,644)	319,100
Innovative Items	1,414	18,375	23,833	(5,458)	26,000
Audiovisual	5,671	67,930	109,908	(41,978)	119,900
Bookmobile Operation	600	10,926	22,917	(11,991)	25,000
OTBS	431	4,711	5,958	(1,247)	6,500
Voice and Data Services	641	14,197	23,834	(9,637)	26,000
Utilities	12,298	155,723	150,333	5,390	164,000
Insurance	5,623	22,066	17,417	4,649	19,000
Professional/Contract Services	7,474	55,991	65,417	(9,426)	70,000
Supplies	4,350	22,351	26,125	(3,774)	28,500
Promotion and Printing	16,992	55,870	50,025	5,845	50,800
Mileage	241	912	4,583	(3,671)	5,000
Postage	930	26,112	19,250	6,862	21,000
Staff Development/Membership Programs	1,510	31,994	32,541	(547)	35,500
Facilities Maintenance	7,320	45,287	48,583	(3,296)	53,000
IT Maintenance	21,553	216,629	211,751	4,878	231,000
Staff/Volunteer Recognition	969	95,308	87,084	8,224	95,000
Gift and Grant Expense	275	3,748	8,208	(4,460)	8,500
Tax Tribunal Refunds	373	10,964	0	10,964	0
Equipment/Fixed Assets	0	0	458	(458)	500
Furnishings	356	76,926	79,292	(2,366)	86,500
Bookmobile Improvements	8,415	9,263	11,733	(2,470)	12,800
Capital Improvements	765	20,442	165,000	(144,558)	180,000
Contingency	18,726	90,771	69,483	21,288	75,800
	0	0	91,667	(91,667)	100,000
Total Expenditures	416,722	4,189,860	4,836,781	(646,921)	5,270,900
Revenue Over Expenditures	(358,762)	1,281,644	409,370	872,274	0

Monthly Bills



ROCHESTER HILLS
PUBLIC LIBRARY

Payment Information		
Payment Due Date	For online and phone payments, the deadline is 8pm ET.	
Dec 11, 2023		
New Balance	Minimum Payment Due	
\$8,489.35	\$84.00	
<p>LATE PAYMENT WARNING: If we do not receive your minimum payment by your due date, you may have to pay a \$39.00 late fee and your APRs may be increased up to the Penalty APR of 34.65%.</p> <p>MINIMUM PAYMENT WARNING: If you make only the minimum payment each period, you will pay more in interest and it will take you longer to pay off your balance. For example:</p>		
If you make no additional charges using this card and each month you pay...	You will pay off the balance shown on this statement in about...	And you will end up paying an estimated total of...
Minimum Payment	30 Years	\$27,087
\$343	3 Years	\$12,353
Estimated savings if balance is paid off in about 3 years: \$14,734		
If you would like information about credit counseling services, call 1-888-326-8055.		

Account Summary	
Previous Balance	\$10,472.91
Payments	- \$10,472.91
Other Credits	- \$1,851.70
Transactions	+ \$10,341.05
Cash Advances	+ \$0.00
Fees Charged	+ \$0.00
Interest Charged	+ \$0.00
New Balance	= \$8,489.35
Credit Limit	\$30,000.00
Available Credit (as of Nov 16, 2023)	\$21,510.65
Cash Advance Credit Limit	\$15,000.00
Available Credit for Cash Advances	\$15,000.00

Rewards Summary		Rewards as of: 11/15/2023	
Rewards Balance	\$267.85	Track and redeem your rewards with our mobile app or on capitalone.com	
Previous Balance	Earned This Period	Redeemed this period	
\$146.49	\$121.36	\$0.00	

Account Notifications

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



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Payment Due Date: **Dec 11, 2023**

Account ending in 9289

New Balance	Minimum Payment Due	Amount Enclosed
\$8,489.35	\$84.00	\$ _____

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.



1 4154177803049289 16 8489350000000084001

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

In your letter, give us the following information:

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

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

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

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

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ETC-08 07/13/2023



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Pay using the Capital One mobile app



Customer Service 1-800-867-0904

Changing your mailing address?

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

Any written request on this form will not be honored.

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

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

When will you Credit My Payment?

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

Transactions

Visit capitalone.com to see detailed transactions.

JULIANE MORIAN #9289: Payments, Credits and Adjustments

Trans Date	Post Date	Description	Amount
Oct 23	Oct 23	CAPITAL ONE ONLINE PYMTAuthDate 23-Oct	- \$10,472.91
Oct 23	Oct 24	MARITZ AT&L* ALAFENTONMO	- \$1,623.00

JULIANE MORIAN #9289: Transactions

Trans Date	Post Date	Description	Amount
Oct 17	Oct 18	AMZN Mktp US*TP4G74191Amzn.com/billWA	\$548.49
Oct 18	Oct 19	ONLINE LABELS, INC.407-936-3900FL	\$33.68
Oct 18	Oct 19	RADISSON PARKINGKALAMAZOOMI	\$15.00
Oct 19	Oct 20	AMZN Mktp US*435LF24K3Amzn.com/billWA	\$70.04
Oct 19	Oct 20	Staples Incstaples.comMA	\$163.83
Oct 20	Oct 23	HOME2SUITES - KALAMAZOOKALAMAZOOMI	\$459.58
Oct 26	Oct 27	AMZN Mktp US*1J4M501B3Amzn.com/billWA	\$11.67
Oct 27	Oct 27	AMZN Mktp US*8I2XB8OZ3Amzn.com/billWA	\$26.83
Nov 1	Nov 2	OAKLAND PRESS888-977-3677MI	\$12.00
Nov 2	Nov 2	AMAZON.COM*TQ1U43MQ3SEATTLEWA	\$22.04
Nov 2	Nov 3	IN *ROCHESTER ROTARY CLUB248-6019500MI	\$77.50
Nov 8	Nov 10	ROCHESTER DDA RETAILROCHESTERMI	\$275.00
Nov 9	Nov 10	ROCHESTER CHAMBERSAN JOSEMI	\$45.00
Nov 9	Nov 11	GFS STORE #0947ROCHESTER HILMI	\$25.57
Nov 11	Nov 11	PANERA BREAD #601116 0248-853-7430MI	\$697.36
Nov 11	Nov 11	PANERA BREAD #601116 0248-853-7430MI	\$75.49
Nov 13	Nov 14	PAPA JOES OAKLAND, LLCROCHESTER HILMI	\$33.98
Nov 16	Nov 16	AMERLIBASSOC ECOMMERCE866-746-7252IL	\$218.00
Nov 16	Nov 16	AMERLIBASSOC ECOMMERCE866-746-7252IL	\$218.00
Nov 16	Nov 16	AMERLIBASSOC ECOMMERCE866-746-7252IL	\$218.00
Nov 16	Nov 16	AMERLIBASSOC ECOMMERCE866-746-7252IL	\$218.00
Nov 16	Nov 16	AMERLIBASSOC ECOMMERCE866-746-7252IL	\$218.00
Nov 16	Nov 16	AMERLIBASSOC ECOMMERCE866-746-7252IL	\$218.00

JULIANE MORIAN #9289: Total Transactions **\$3,901.06**

MARY DAVIS #9241: Payments, Credits and Adjustments

Trans Date	Post Date	Description	Amount
Nov 10	Nov 13	THE HOME DEPOT 2727ROCHESTER HILMI	- \$228.70

Additional Information on the next page

Transactions (Continued)

MARY DAVIS #9241: Transactions

Trans Date	Post Date	Description	Amount
Oct 20	Oct 21	SP THE SWIVEL SHOPRICHMONDBC	\$764.98
Nov 3	Nov 6	THE HOME DEPOT 2727ROCHESTER HILMI	\$244.57
Nov 7	Nov 8	QUALITY LUBRICATION AUTOAUBURN HILLSMI	\$84.77
Nov 8	Nov 9	ROCHESTERRESAN JOSEMI	\$30.00

MARY DAVIS #9241: Total Transactions **\$1,124.32**

ALLISON SARTWELL #6129: Payments, Credits and Adjustments

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

Trans Date	Post Date	Description	Amount
Oct 16	Oct 18	MAIN STREET BILLARDSROCHESTERMI	\$20.00
Oct 17	Oct 18	CITY OF ROCHESTER PARKINGROCHESTERMI	\$4.75
Oct 18	Oct 19	CRICUTWWW.CRICUT.COUT	\$9.99
Oct 18	Oct 19	ADOBE *CREATIVE CLOUD408-536-6000CA	\$381.47
Oct 28	Oct 30	IKEA 445105025888-434-4532MD	\$1,963.40
Nov 8	Nov 8	SP LETSTICKTOGETHERLETSTICKTOGETNY	\$48.34
Nov 9	Nov 9	YEARBOOK877-723-6344MO	\$76.25

ALLISON SARTWELL #6129: Total Transactions **\$2,504.20**

WENDY LEHMAN #9147: Payments, Credits and Adjustments

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

Trans Date	Post Date	Description	Amount
Oct 20	Oct 23	YATES CIDER MILLROCHESTER HILMI	\$46.50
Oct 24	Oct 24	AMERLIBASSOC ECOMMERCE866-746-7252IL	\$123.00
Oct 25	Oct 26	KROGER #743ROYAL OAKMI	\$27.26
Nov 14	Nov 15	Spotify USA877-7781161NY	\$16.99

WENDY LEHMAN #9147: Total Transactions **\$213.75**

CAMILLE WESTMORE #4614: Payments, Credits and Adjustments

Trans Date	Post Date	Description	Amount
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Additional Information on the next page

Transactions (Continued)

CAMILLE WESTMORE #4614: Transactions

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

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

Trans Date	Post Date	Description	Amount
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Oct 24	Oct 25	GREAT LAKES ELECTRIC SAUBURN HILLSMI	\$54.63
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Nov 5	Nov 6	AMAZON.COM*703W88E93SEATTLEWA	\$96.31
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STEVEN CLEMENT #7892: Total Transactions			\$150.94
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ELIZABETH RACZKOWSKI #9004: Payments, Credits and Adjustments

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

Trans Date	Post Date	Description	Amount
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Nov 7	Nov 8	USPS PO 2580700308ROCHESTERMI	\$310.00
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Nov 8	Nov 9	FASTSIGNS 381201248-6023702MI	\$65.00
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Nov 9	Nov 10	KROGER #492ROCHESTERMI	\$18.94
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Nov 13	Nov 14	4IMPRINT, INC4IMPRINT.COMWI	\$719.86
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ELIZABETH RACZKOWSKI #9004: Total Transactions			\$1,113.80
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DEREK BROWN #8061: Payments, Credits and Adjustments

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

Trans Date	Post Date	Description	Amount
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Oct 18	Oct 19	SOCKETLABS484-418-1285PA	\$63.96
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Oct 24	Oct 26	THE HOME DEPOT #2708UTICAMI	\$13.03
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Oct 31	Nov 1	USPS STAMPS ENDICIA888-434-0055DC	\$200.00
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Nov 1	Nov 2	TRTAX&ACTGPROFESSIONAL800-249-7348MI	\$636.00
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Nov 2	Nov 3	STAMPS.COM855-608-2677TX	\$19.99
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Nov 13	Nov 15	USPS STAMPS ENDICIA888-434-0055DC	\$400.00
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DEREK BROWN #8061: Total Transactions			\$1,332.98
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Total Transactions for This Period			\$10,341.05
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Transactions (Continued)			
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
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													
<p>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.</p> <table border="1"> <thead> <tr> <th>Code next to your APR(s)</th> <th>How do we calculate your APR(s)?</th> <th>When your APR(s) will change</th> </tr> </thead> <tbody> <tr> <td>P</td> <td>Prime Rate + margin</td> <td rowspan="2">The first day of the Billing Cycles that end in Jan., April, July and Oct.</td> </tr> <tr> <td>L</td> <td>3 month LIBOR + margin</td> </tr> <tr> <td>D</td> <td>Prime Rate + margin</td> <td rowspan="2">The first day of each Billing Cycle</td> </tr> <tr> <td>F</td> <td>1 month LIBOR + margin</td> </tr> </tbody> </table>				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
Code next to your APR(s)	How do we calculate your APR(s)?	When your APR(s) will change														
P	Prime Rate + margin	The first day of the Billing Cycles that end in Jan., April, July and Oct.														
L	3 month LIBOR + margin															
D	Prime Rate + margin	The first day of each Billing Cycle														
F	1 month LIBOR + margin															



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ROCHESTER HILLS PUBLIC LIBRARY
Cash Disbursements Journal
For the Period From Nov 1, 2023 to Nov 30, 2023

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Date	Check #	Account ID	Account Descriptio	Line Description	Debit Amount	Credit Amount
11/1/23	72955	6100-40 1123-00	Other - Staff Develop New Operating Fund	Invoice: 111023 CHRISTIE DESANO	75.00	75.00
11/14/23	72955V	6100-40 1123-00	Other - Staff Develop New Operating Fund	Invoice: 111023 CHRISTIE DESANO	75.00	75.00
11/1/23	72956	6100-40 1123-00	Other - Staff Develop New Operating Fund	Invoice: 111023 ANGELA LOWRY	75.00	75.00
11/1/23	72957	6100-40 1123-00	Other - Staff Develop New Operating Fund	Invoice: 111023 ROCHESTER HILLS MUSEUM-VAN HOUSEN FARM	150.00	150.00
11/2/23	72958	5402-00 1123-00	Postage/Shipping New Operating Fund	Invoice: P 69 PERMIT FEE 2023 POSTMASTER - ROCHESTER, MI	310.00	310.00
11/20/23	72958V	5402-00 1123-00	Postage/Shipping New Operating Fund	Invoice: P 69 PERMIT FEE 2023 POSTMASTER - ROCHESTER, MI	310.00	310.00
11/15/23	72959	5301-10 5301-50 5301-10 5301-50 1123-00	Adult Books Materials Processing Adult Books Materials Processing New Operating Fund	ACT #L410629 PROCESSING ACT #L424469 PROCESSING THE BAKER & TAYLOR COMPANY	642.95 31.60 4,973.77 327.85	5,976.17
11/15/23	72960	5301-30 5301-50 5301-30 5301-50 5301-30 5301-50 5301-30 5301-50 1123-00	Outreach Books Materials Processing Outreach Books Materials Processing Outreach Books Materials Processing Outreach Books Materials Processing New Operating Fund	ACT #L449673 PROCESSING ACT #L534941 PROCESSING ACT #L395513 PROCESSING ACT #L449672 PROCESSING THE BAKER & TAYLOR COMPANY	417.41 31.22 347.33 23.37 2,463.15 96.29 495.07 7.90	3,881.74
11/15/23	72961	5301-20 5301-50 5301-20 5301-50 1123-00	Youth Books Materials Processing Youth Books Materials Processing New Operating Fund	ACT #L449675 PROCESSING ACT #L554618 PROCESSING THE BAKER & TAYLOR COMPANY	42.72 2.37 2,866.29 131.96	3,043.34

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11/15/23	72962	5306-10	Adult DVDs	CUSTOMER #2000005835-DVD	617.69	
		5303-11	Adult Audio-Music	CUSTOMER #2000005835-MUSIC	51.71	
		5303-10	Adult Audio-Kits-Gam	CUSTOMER #2000005835-AUDIO	471.88	
		5301-50	Materials Processing	PROCESSING	269.28	
		5306-10	Adult DVDs	CUSTOMER #2000005843-DVD	59.97	
		5301-50	Materials Processing	PROCESSING	14.37	
		5306-10	Adult DVDs	CUSTOMER #200014883-DVD	26.24	
		5301-50	Materials Processing	PROCESSING	6.71	
		1123-00	New Operating Fund	MIDWEST TAPE LLC		1,517.85
11/15/23	72963	5306-30	Outreach DVDs	CUSTOMER #2000005836-DVD	118.44	
		5303-30	Outreach Audio & Vid	CUSTOMER #2000005836-AUDIO	79.98	
		5301-50	Materials Processing	PROCESSING	45.97	
		5306-30	Outreach DVDs	CUSTOMER #2000005839-DVD	137.94	
		1123-00	New Operating Fund	MIDWEST TAPE LLC		382.33
11/15/23	72964	5306-20	Youth DVDs/Videos	CUSTOMER #2000005837-DVD	115.40	
		5303-20	Youth Audio	CUSTOMER #2000005837-AUDIO	405.87	
		5303-21	Youth Music	CUSTOMER #2000005837-MUSIC	247.99	
		5301-50	Materials Processing	PROCESSING	194.89	
		1123-00	New Operating Fund	MIDWEST TAPE LLC		964.15
11/15/23	72965	6401-00	Service Contracts	Invoice: 43259	320.00	
		1123-00	New Operating Fund	AQUARIUM DESIGN & MAINTENANCE		320.00
11/15/23	72966	5303-10	Adult Audio-Kits-Gam	Invoice: 2126326	47.00	
		1123-00	New Operating Fund	BLACKSTONE PUBLISHING		47.00
11/15/23	72967	5301-80	Interlibrary Loan (ILL)	Invoice: 110623	13.95	
		1123-00	New Operating Fund	BLOOMFIELD TWP PUBLIC LIBRARY		13.95

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11/15/23	72968	5301-50 1123-00	Materials Processing New Operating Fund	Invoice: 632587 BRODART CO.	90.75	90.75
11/15/23	72969	5301-30 1123-00	Outreach Books New Operating Fund	Invoice: 2054404 CENTER POINT LARGE PRINT	448.83	448.83
11/15/23	72970	5306-82 1123-00	Oakland Talking Boo New Operating Fund	Invoice: 664246732 CENTURY LINK	1.04	1.04
11/15/23	72971	6401-00 1123-00	Service Contracts New Operating Fund	Invoice: 4172211694 CINTAS CORPORATION #354	185.34	185.34
11/15/23	72972	6200-50 1123-00	Systemwide Program New Operating Fund	Invoice: 67069011 COLOR HOUSE GRAPHICS	812.39	812.39
11/15/23	72973	5301-50 1123-00	Materials Processing New Operating Fund	Invoice: 7390395 DEMCO INC	184.08	184.08
11/15/23	72974	5703-00 1123-00	Legal New Operating Fund	Invoice: 3552555 DYKEMA	5,057.00	5,057.00
11/15/23	72975	6401-00 1123-00	Service Contracts New Operating Fund	Invoice: 13552669 ECOSHIELD PEST SOLUTIONS-DETRO IT	200.00	200.00
11/15/23	72976	6200-10 1123-00	Adult Programs New Operating Fund	Invoice: 090723 CLAIRE EVANS	137.50	137.50
11/15/23	72977	5301-30 5301-30 5301-30 5301-30 5301-30 1123-00	Outreach Books Outreach Books Outreach Books Outreach Books Outreach Books New Operating Fund	Invoice: 82849373 Invoice: 82849590 Invoice: 82934604 Invoice: 82950753 Invoice: 82950829 GALE/CENGAGE LEARNING	67.18 585.42 19.99 147.96 444.67	1,265.22
11/15/23	72978	6401-00 1123-00	Service Contracts New Operating Fund	Invoice: 17535 HOFFMAN LAWN SPRINKLER SYSTEMS	253.00	253.00
11/15/23	72979	5930-00	General Printing	Invoice: 2066	4,527.17	

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		1123-00	New Operating Fund	JM DESIGN & PRINTING SERVICES LLC		4,527.17
11/15/23	72980	5302-13 1123-00	Electronic Materials New Operating Fund	Invoice: 373139-PPU KANOPY INC.	632.40	632.40
11/15/23	72981	5602-00 1123-00	Building/Contents New Operating Fund	Invoice: 110823 MACOMB-GERLACH AGENCY INC	5,623.00	5,623.00
11/15/23	72982	5301-50 1123-00	Materials Processing New Operating Fund	Invoice: 156409 METCOM	2,299.65	2,299.65
11/15/23	72983	6501-00 1123-00	Copier Contract/Main New Operating Fund	Invoice: IN4824001 MICHIGAN OFFICE SOLUTIONS	269.02	269.02
11/15/23	72984	5302-13 1123-00	Electronic Materials New Operating Fund	Invoice: 504577289 MIDWEST TAPE LLC	10,601.50	10,601.50
11/15/23	72985	6403-00 1123-00	Misc Repairs New Operating Fund	Invoice: 156532 NATIONAL TIME & SIGNAL CORP	245.00	245.00
11/15/23	72986	5302-13 5302-13 5302-13 1123-00	Electronic Materials Electronic Materials Electronic Materials New Operating Fund	Invoice: 721SA23402651 Invoice: 721MA23398612 Invoice: 721SV23401125 OVERDRIVE INC	627.69 1,824.22 11.96	2,463.87
11/15/23	72987	5306-80 1123-00	Bookmobile Operatio New Operating Fund	Invoice: 110723 CITY OF ROCHESTER HILLS DPS	420.40	420.40
11/15/23	72988	6200-50 1123-00	Systemwide Program New Operating Fund	Invoice: 20316 #2 SHINE OF WEST OAKLAND COUNTY	3,250.00	3,250.00
11/15/23	72989	5303-50 1123-00	Innovative Items New Operating Fund	Invoice: 111323 T-MOBILE	610.87	610.87
11/15/23	72990	8001-01 1123-00	Furnishings New Operating Fund	Invoice: 170289929 ULINE SHIPPING SUPL SPECIALIST	2,655.94	2,655.94

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				SUPL SPECIALIST		
11/15/23	72991	5701-30	Collection Agency	Invoice: 6118925	206.85	
		5701-30	Collection Agency	Invoice: 6118934	45.50	
		1123-00	New Operating Fund	UNIQUE MANAGEMENT SERVICES INC		252.35
11/15/23	72992	6401-00	Service Contracts	Invoice: 86426	7,955.00	
		1123-00	New Operating Fund	VANGUARD CLEANING SYSTEMS		7,955.00
11/15/23	72993	5401-00	Basic Phone	Invoice: 9947965705	237.59	
		1123-00	New Operating Fund	VERIZON WIRELESS		237.59
11/15/23	72994	5301-20	Youth Books	Invoice: 54278843	118.63	
		5301-20	Youth Books	Invoice: 54278996	691.95	
		5301-20	Youth Books	Invoice: 54405191	29.66	
		1123-00	New Operating Fund	WESTON WOODS STUDIOS		840.24
11/15/23	72995	6401-00	Service Contracts	Invoice: 110123	1,340.00	
		1123-00	New Operating Fund	WHITE BIRCH LANDSCAPE		1,340.00
11/15/23	72996	5301-20	Youth Books	Invoice: 1655882	919.90	
		5301-20	Youth Books	Invoice: 1655888	129.99	
		1123-00	New Operating Fund	WORLD BOOK INCORPORATED		1,049.89
11/22/23	72997	6200-40	Community Programs	Invoice: 112123	125.00	
		1123-00	New Operating Fund	ROCHESTER HILLS MUSEUM-VAN HOUSEN FARM		125.00
11/30/23	72998	5301-10	Adult Books	ACT #C019265	462.76	
		5301-50	Materials Processing	PROCESSING	0.79	
		5301-10	Adult Books	ACT #L410629	334.75	
		5301-50	Materials Processing	PROCESSING	16.59	
		5301-10	Adult Books	ACT #L424469	3,482.16	
		5301-50	Materials Processing	PROCESSING	264.34	
		1123-00	New Operating Fund	THE BAKER & TAYLOR COMPANY		4,561.39
11/30/23	72999	5301-30	Outreach Books	ACT #L534941	267.44	
		5301-50	Materials Processing	PROCESSING	17.61	

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		5301-30	Outreach Books	ACT #L395513	703.39	
		5301-50	Materials Processing	PROCESSING	35.12	
		1123-00	New Operating Fund	THE BAKER & TAYLOR COMPANY		1,023.56
11/30/23	73000	5301-20	Youth Books	ACT #L554618	1,706.63	
		5301-50	Materials Processing	PROCESSING	111.04	
		1123-00	New Operating Fund	THE BAKER & TAYLOR COMPANY		1,817.67
11/30/23	73001	5306-10	Adult DVDs	CUSTOMER #2000005835-DVD	371.10	
		5303-10	Adult Audio-Kits-Gam	CUSTOMER #2000005835-AUDIO	213.94	
		5301-50	Materials Processing	PROCESSING	114.29	
		5306-10	Adult DVDs	CUSTOMER #2000005843-DVD	18.74	
		5301-50	Materials Processing	PROCESSING	4.79	
		5306-10	Adult DVDs	CUSTOMER #200014883-DVD	143.95	
		5301-50	Materials Processing	PROCESSING	33.80	
		1123-00	New Operating Fund	MIDWEST TAPE LLC		900.61
11/30/23	73002	5306-30	Outreach DVDs	CUSTOMER #2000005836-DVD	62.22	
		5303-30	Outreach Audio & Vid	CUSTOMER #2000005836-AUDIO	44.99	
		5301-50	Materials Processing	PROCESSING	19.03	
		5306-30	Outreach DVDs	CUSTOMER #2000005839-DVD	52.48	
		1123-00	New Operating Fund	MIDWEST TAPE LLC		178.72
11/30/23	73003	5303-20	Youth Audio	CUSTOMER #2000005837-AUDIO	63.98	
		5303-21	Youth Music	CUSTOMER #2000005837-MUSIC	43.44	
		5301-50	Materials Processing	PROCESSING	25.33	
		1123-00	New Operating Fund	MIDWEST TAPE LLC		132.75
11/30/23	73004	1144-00	Prepaid Expenses	Invoice: NS23110317	950.00	
		1123-00	New Operating Fund	THE BAKER & TAYLOR COMPANY		950.00
11/30/23	73005	6200-40	Community Programs	Invoice: 120623	530.00	
		1123-00	New Operating Fund	BACKYARD BIRDS & BEYOND		530.00

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				& BEYOND		
11/30/23	73006	8002-00 1123-00	Capital Improvement New Operating Fund	Invoice: 49027 BUTCHER & BUTCHER CONSTRUCTION	3,525.00	3,525.00
11/30/23	73007	7001-01 7001-01 7001-01 7001-01 1123-00	Misc. Reimbursable Misc. Reimbursable Misc. Reimbursable Misc. Reimbursable New Operating Fund	Invoice: 111523 ORTIZ Invoice: 111623 CHEN Invoice: 112723 BAADEKAR Invoice: 112923 WOLENTER THE COMMUNITY FOUNDATION OF GREATER ROC	100.00 100.00 200.00 50.00	450.00
11/30/23	73008	5502-00 1123-00	Gas New Operating Fund	Invoice: 111423 CONSUMERS ENERGY	1,689.01	1,689.01
11/30/23	73009	5301-80 1123-00	Interlibrary Loan (ILL) New Operating Fund	Invoice: 110723 CRAWFORD COUNTY LIBRARY	17.99	17.99
11/30/23	73010	6401-00 1123-00	Service Contracts New Operating Fund	Invoice: 111723 CULLIGAN OF ROMEO	134.88	134.88
11/30/23	73011	5202-40 1123-00	Other Dental New Operating Fund	Invoice: RIS0005310892 DELTA DENTAL PLAN OF MICHIGAN	1,640.34	1,640.34
11/30/23	73012	5503-00 1123-00	Electric New Operating Fund	Invoice: 111723 DTE ENERGY	10,608.92	10,608.92
11/30/23	73013	8002-00 8002-00 6405-00 1123-00	Capital Improvement Capital Improvement Maintenance New Operating Fund	Invoice: 11879 Invoice: 11896 Invoice: 11902 E.L. ELECTRICAL CONTRACTING INC	11,830.00 3,370.88 416.00	15,616.88
11/30/23	73014	5302-13 1123-00	Electronic Materials New Operating Fund	Invoice: 2024-08 FARMINGTON COMMUNITY LIBRARY	3,021.56	3,021.56

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				LIBRARY		
11/30/23	73015	5703-00 1123-00	Legal New Operating Fund	Invoice: 871632 FOSTER SWIFT	164.50	164.50
11/30/23	73016	5301-30 5301-30 5301-30 5301-30 5301-30 5301-30 5301-30 5301-30 1123-00	Outreach Books Outreach Books Outreach Books Outreach Books Outreach Books Outreach Books Outreach Books Outreach Books New Operating Fund	Invoice: 82956634 Invoice: 82960585 Invoice: 82965379 Invoice: 82978277 Invoice: 82978321 Invoice: 82983187 Invoice: 82991301 Invoice: 82994156 GALE/CENGAGE LEARNING	217.55 223.14 156.75 108.77 743.79 108.77 99.17 108.80	1,766.74
11/30/23	73017	6401-00 1123-00	Service Contracts New Operating Fund	Invoice: 63401066 GREEN FOR LIFE ENVIRONMENTAL	575.18	575.18
11/30/23	73018	5201-40 1123-00	Other Medical New Operating Fund	Invoice: 100010211807 HEALTH ALLIANCE PLAN	18,556.31	18,556.31
11/30/23	73019	5201-40 1123-00	Other Medical New Operating Fund	Invoice: 100010212464 ALLIANCE HEALTH AND LIFE	4,025.26	4,025.26
11/30/23	73020	6402-10 8001-01 5306-80 1123-00	Maintenance Supplie Furnishings Bookmobile Operatio New Operating Fund	Invoice: 111923 Invoice: 111923 Invoice: 111923 HOME DEPOT CREDIT SERVICES	171.61 3,246.96 74.63	3,493.20
11/30/23	73021	5306-82 5910-00 5809-00 1123-00	Oakland Talking Boo Newsletter Marketing Supplies New Operating Fund	Invoice: 2070 Invoice: 2071 Invoice: 2072 JM DESIGN & PRINTING SERVICES LLC	430.00 11,650.00 1,225.00	13,305.00
11/30/23	73022	6403-00 1123-00	Misc Repairs New Operating Fund	Invoice: 4898 KAZAK BUILDING COMPANY, INC.	712.00	712.00
11/30/23	73023	5301-20	Youth Books	Invoice: 200097	298.84	

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		1123-00	New Operating Fund	LIGHTBOX LEARNING INC.		298.84
11/30/23	73024	5401-00 1123-00	Basic Phone New Operating Fund	Invoice: 33655956 LINGO COMMUNICATIONS	176.91	176.91
11/30/23	73025	5804-00 1123-00	Other/Public Supplies New Operating Fund	Invoice: 156729 METCOM	2,865.00	2,865.00
11/30/23	73026	5302-00 1123-00	Periodical/PrintSubs New Operating Fund	Invoice: 595712/11-12-23 OAKLAND PRESS	979.00	979.00
11/30/23	73027	5302-13 1123-00	Electronic Materials New Operating Fund	Invoice: 721SA23419915 OVERDRIVE INC	10,745.22	10,745.22
11/30/23	73028	5303-30 1123-00	Outreach Audio & Vid New Operating Fund	Invoice: 444466 PLAYAWAY PRODUCTS	1,440.90	1,440.90
11/30/23	73029	5301-20 1123-00	Youth Books New Operating Fund	Invoice: RSL187347I ROSEN PUBLISHING	1,415.97	1,415.97
11/30/23	73030	6200-40 1123-00	Community Programs New Operating Fund	Invoice: 121723 CURTIS TAYLOR	600.00	600.00
11/30/23	73031	5401-00 1123-00	Basic Phone New Operating Fund	Invoice: 32602 TELNET WORLDWIDE	203.01	203.01
11/30/23	73032	2168-00 1123-00	Supplemental Ins W/ New Operating Fund	Invoice: 112023 UNUM LIFE INSURANCE - SUPP	42.51	42.51
11/30/23	73033	5206-40 1123-00	Other LTD Insurance New Operating Fund	Invoice: 112023 UNUM LIFE INSURANCE CO OF AMERICA	468.54	468.54
11/30/23	73034	5302-00 1123-00	Periodical/PrintSubs New Operating Fund	Invoice: 112023 USA TODAY	399.25	399.25
11/30/23	73035	5207-30 1123-00	Vision Insurance New Operating Fund	Invoice: 819236582 VISION SERVICE PLAN	253.32	253.32

ROCHESTER HILLS PUBLIC LIBRARY
Cash Disbursements Journal
For the Period From Nov 1, 2023 to Nov 30, 2023

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

Date	Check #	Account ID	Account Descriptio	Line Description	Debit Amount	Credit Amount
11/30/23	73036	6200-50 1123-00	Systemwide Program New Operating Fund	Invoice: 2017221 WAVELENGTH VIDEO PRODUCTIONS	850.00	850.00
11/30/23	73037	5301-20 5301-20 5301-20 5301-20 5301-20 5301-20 1123-00	Youth Books Youth Books Youth Books Youth Books Youth Books Youth Books New Operating Fund	Invoice: 54748303 Invoice: 54762463 Invoice: 55205383 Invoice: 55205412 Invoice: 55356193 Invoice: 55374955 WESTON WOODS STUDIOS	711.84 59.32 32.95 59.32 29.66 29.66	922.75
11/30/23	73038	6401-00 1123-00	Service Contracts New Operating Fund	Invoice: 112023 WHITE BIRCH LANDSCAPE	885.00	885.00
11/30/23	73039	6401-00 1123-00	Service Contracts New Operating Fund	Invoice: 87216 VANGUARD CLEANING SYSTEMS	7,955.00	7,955.00
11/21/23	EFT112123VI	6100-60 6402-10 6200-20 5301-50 6506-00 6100-50 5306-80 5950-00 6200-10 5402-00 5802-00 8001-01 8001-01 5302-13 8004-00 5302-00 7009-70 5930-00 6100-40 5808-00 1123-00	Workshops/Conferen Maintenance Supplie Youth Programs Materials Processing Software Support/Mai Professional Member Bookmobile Operatio Promotion Adult Programs Postage/Shipping Circulation Supplies Furnishings Furnishings Electronic Materials Bookmobile Improve Periodical/PrintSubs Staff Recognition General Printing Other - Staff Develop Board Room Supplie New Operating Fund	FURNITURE - MAKERSPACE FURNITURE - DIRECTOR'S OFFICE INSULATION CAPITAL ONE BK(USA). NA	163.97 90.75 164.26 699.96 1,508.50 100.64 749.86 149.34 929.99 163.83 1,963.40 548.49 391.46 764.98 12.00 275.00 65.00 817.36 33.98	1,103.42 8,489.35

ROCHESTER HILLS PUBLIC LIBRARY
Cash Disbursements Journal
For the Period From Nov 1, 2023 to Nov 30, 2023

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
				BK(USA), NA		
11/2/23	EFTAZ110223	5303-50	Innovative Items		802.84	
		6200-10	Adult Programs		150.29	
		6200-20	Youth Programs		365.66	
		5303-10	Adult Audio-Kits-Gam		198.93	
		6402-10	Maintenance Supplie		41.83	
		5301-10	Adult Books		1,045.11	
		5306-13	Teen & Adult Video G		707.51	
		5807-00	Office Supplies		43.14	
		5303-22	Youth Kits		9.79	
		6200-30	Outreach Programs		108.63	
		6200-50	Systemwide Program		112.88	
		8001-00	Equipment/Fixed Ass	MAKERSPACE EQUIPMENT	356.47	
		5940-00	3D Printing/Makerspa		18.99	
		1123-00	New Operating Fund	AMAZON CAPITAL SERVICES		3,962.07
11/20/23	VOID72958	5402-00	Postage/Shipping	Invoice: P 69 PERMIT FEE 2023	310.00	
		5402-00	Postage/Shipping	Invoice: CR110223		310.00
		1123-00	New Operating Fund	POSTMASTER - ROCHESTER, MI		
11/14/23	VOIDINVOICE	6100-40	Other - Staff Develop	Invoice: 111023	75.00	
		6100-40	Other - Staff Develop	Invoice: 111023CR		75.00
		1123-00	New Operating Fund	CHRISTIE DESANO		
	Total				205,014.10	205,014.10

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

Checks & EFT's - Operating Account			202,755.68
Payroll Account - Net Payroll			141,839.35
Employee Benefit EFTs and Misc Debits -			
Payroll Taxes		47,673.60	
Employee FSA Debits - Wage Works		820.50	
Employer Pension Contributions - MERS		8,653.80	
Employee Deferred Contributions		14,273.96	
Bank/Merchant Fees		256.66	
ADP & WageWorks Fees		1,663.40	
NSF Checks		-	
		TOTAL	73,341.92
			\$ 417,936.95

Communications



Contact Library Board of Trustees [#62]

2 messages

MachForm <no-reply@rhpl.org>

Wed, Nov 8, 2023 at 5:25 PM

Reply-To: MachForm <[REDACTED]>

To: juliane.morian@rhpl.org

Name Margo Javelov**Email** [REDACTED]**Telephone Number** [REDACTED]

Message

Please read the information taken from a Fox article. Please protect the children, and use our tax dollars for good. We do not want our taxes spent on innapropriate, dangerous items. Thank you.

FIRST ON FOX: Author and actor Kirk Cameron is helping to launch an ambitious new project to give parents and schools a "healthy, wholesome" alternative to book fairs flooded with what he and other parents feel is "pornography."

SkyTree Book Fairs was recently founded as a direct challenge, Cameron said, to Scholastic Book Fairs, an entity that enjoys a near-monopoly on school book-fair programs across the United States.

"It's obvious that Scholastic is committed to indoctrinating our youth with harmful messages," Cameron, a father of six, told Fox News Digital in an exclusive interview.

The company has been embroiled in recent controversy over what many parents believe is explicit language, overtly sexual content and graphic images of genitalia and more found in some of its children's books.

A book called "Welcome to St. Hell: My Trans Teen Misadventure" by Lewis Hancox, for example, offers graphic content, language and images of a high school girl, Lois, who is transitioning to become a boy.

It is marketed to children as young as 14.

The story details how the character Lois learns the word "transgender" from her high school art teacher, which leads her to search the internet to find out how to remake her body into that of man.

"I had my top surgery last month!" a smiling girl says while showing off her breast removal scars.

One illustration boasts of "clitoris growth ... up to 2 inches!"

Another shows a hand gripping a penis-shaped object with the quote, "This is my packer. I wear it in my boxers."

A full-frontal nude drawing of the pubescent teenager refers to her exposed vagina as "my imaginary willy."

She's also shown in bed with another girl with naked breasts.

"Don't go inside!!!" says the sexually confused Lois, who is later a man named Lewis. "Treat me like a guy."

A Scholastic book titled "Melissa" (previously published as "George") outlines for pre-teens how to disrupt the natural growth process and make life-altering changes to their bodies.

"A boy could become a girl. She had since read on the internet that you could take girl hormones ... and you could get a bunch of surgeries if you wanted them and had the money," author Alex Gino writes.

"This was called transitioning. You could even start before you were 18 with pills called androgen blockers that stopped the boy hormones already inside you from turning your body into a man's."

Scholastic markets "Melissa" to children ages 8 to 12. The title character is a child in fourth grade.

The narrative includes a confrontational relationship between George and "her" mother — and suggests ways to proceed with gender transitioning without parental input.

"George had been reading websites about transitioning since Scott had taught her how to clear the web browser history on Mom's computer," the book says.

"Melissa" received enthusiastic praise from mainstream media, including Entertainment Weekly, The New York Times Book Review and Kirkus Reviews, which named it a Best Book of the Year.

"A required purchase," said the School Library Journal, which also named "Melissa" a Best Book of the Year.

The literary community's celebration of books that many moms and dads find inappropriate for their children suggests

a widespread network of interests attempting to sexualize children, according to some parents.
"We want to do a better job of providing wholesome books to kids," he said.

"We want a better alternative that puts good age-appropriate books in the hands of our children," Cameron also said.

SkyTree Book Fairs is a 501(c)(3) nonprofit organization. It says it is "leading the way with book fairs that promote literacy while protecting childhood innocence."

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

Fri, Nov 10, 2023 at 4:00 PM

Thank you for your comments, Margo. They will be shared with the Board of Trustees at an upcoming meeting.

The library does not offer book fairs within the public library, but I am noting your preference to work with SkyTree Book Fairs for the community if we did.

Juliane

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

[Quoted text hidden]



Juliane Morian <juliane.morian@rhpl.org>

Contact Library Board of Trustees [#63]

3 messages

MachForm <no-reply@rhpl.org>

Wed, Nov 15, 2023 at 9:52 AM

Reply-To: MachForm <[REDACTED]>

To: juliane.morian@rhpl.org

Name Nick Impastato

Email [REDACTED]

Telephone Number [REDACTED]

Message

I would encourage the Rochester Hills public library to make sure they are properly, returning items to the library, in which they came from instead of placing them back on their shelves to avoid miscommunication between the patron and the library in which they came from. I have experienced this problem several times where I have returned items to the library only to learn later that they weren't properly checked in. I should not be responsible for a late fee due to the fact that The library did not check the material in an appropriate fashion And or using the Avon Tower drop box mini branch

Juliane Morian <juliane.morian@rhpl.org>

Fri, Nov 17, 2023 at 1:50 PM

To: MachForm [REDACTED]

Dear Nick,

Your message will be shared with the Board of Trustees at an upcoming meeting.

Upon checking your account, it appears the item in question has been successfully checked in using standard procedures. I know we have already discussed this, but it is worth calling attention to the fact that when items are returned to a mini-branch location, there is a delay in check in at the Main Library, however, the patron will not be penalized. In reviewing your account, you have never incurred an overdue fee. Our team is very diligent in taking care of material and erring on the side of patrons, especially our mini-branch residents because we recognize that circulation to and from mini-branches is unique.

Kind regards,

Juliane

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

Juliane Morian
Library Director
Rochester Hills Public Library

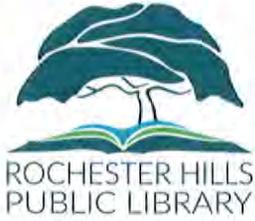
Juliane:

I am a resident of Grosse Ile, where the sculptor, Pam Stump, once had her art studio. Approximately 20 years ago, she held a sale of her work at St. James Church on Grosse Ile. It was there that I purchased a brass sculpture for \$150.00 that was a prototype for a much larger sculpture that had been commissioned for Pam Stump to create. Several years later, I had a party at my home and one of my guests, a young boy, pointed to the sculpture and said, "That's the same sculpture that's at my library in Rochester." Recently I visited your library, I saw the final artwork, and discovered that the boy was correct.

I'd like to donate my much smaller model to the Rochester Hills Public Library. Possibly you will have an appropriate place for it to hang or be put on display.

I'm sure this beautiful piece of art will be appreciated by the patrons and staff of your library.

Collie Hooper-Yan
[REDACTED]
[REDACTED]



500 Olde Towne Road
Rochester, Michigan
48307-2043

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

Juliane Morian
Director

Board of Trustees:
Robert Bonam
Madge Lawson
Anne Kucher
Melinda Deel
Julianne Reyes
Charles Stouffer

November 28, 2023

Collie Hooper-Yan
[REDACTED]
[REDACTED]

Dear Mr. Hooper-Yan:

I want to thank you on behalf of the Board of Trustees, staff and patrons of the Rochester Hills Public Library for your generous donation of a brass sculpture that was a likely prototype of the statue commissioned for the Rochester Hills Public Library. Our records show that Pam Stump (Walsh) was commissioned to create a sculpture called "Five Children" in 1976 and was initially placed in the Youth Services room of the Avon Township Public Library to commemorate the memory a library board trustee who passed away. Your donated art is valued at a minimum price of \$150.

We appreciate you thinking of the public library as the recipient of this piece. The Rochester Hills Public Library is celebrating our 100 year anniversary in 2024, and we will be looking back at pivotal milestones throughout the year. This art piece by Pamela Stump will be a treasured conversation piece within the administration wing.

Sincerely,

Juliane Morian
Library Director

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

PO Box 71132
Rochester MI
48307-0021

November 23, 2023

Juliane Moray, Director
RHPL
500 OLIVE TOWER ROAD
Rochester MI 48307

RE: Thanks giving

Dear Ms Moray & BOD:

Did you notice that the vote to allow
pot shops in Rochester lost?

I also noticed you have never had a
program on drug abuse.

Tell me are you now going to promote
the pro POT vote?

As I told you & The BOD you have
factually inaccurate books on POT -
(That say its safe for pregnant women)
You refused to tell me you would stock
TELL YOUR CHILDREN THE TRUTH ABOUT MARIJUANA
mental illness and violence by Alex Berenson,
© 2019 (with ABSTRACTS NOW) 9781982103675 #17⁰⁰

(lower
IQ)
of
child
schiz
phren
ia

As I told Ryan Deel & his wife - both
former members of The Library Board &
his family - UNLESS you're for re-criminalization
of pot, mandatory testing for all staff -
including The BEDS. (+ Everyone in a
teaching field) - I think parents should be
aware that The RHPL is FURTH & so are you.
Sincerely,
Nadira Cherup

cc: RH City Council

Rochester Hills Public Library American flag NOT illuminated at night

4 messages

Erin Pruitt [REDACTED]

Fri, Nov 24, 2023 at 10:01 AM

Hello Mayor Barnett, Rochester Hills City Council Members, Rochester Council Members and Library Director Juliane Morian,

I was surprised to see that the American flag at the Rochester Hills Public Library is not illuminated after dark. This is improper display of our American flag.

Please have someone correct this. It has already been brought to the attention of the desk library staff months ago. This disrespect to our flag is inexcusable. How was this not noticed during voting at the library?

If anyone of you is interested in American flag etiquette, you can read this <https://www.aflag.com/flag-etiquette/>

"It is the universal custom to display the **American flag** only from sunrise to sunset on buildings and on stationary flagstaffs in the open. However, when a patriotic effect is desired, **the flag may be displayed twenty-four hours a day if properly illuminated during the hours of darkness.**"

Thank you

Erin Pruitt
Rochester Hills

Sent with [Proton Mail](#) secure email.

Juliane Morian <juliane.morian@rhpl.org>

Mon, Nov 27, 2023 at 8:38 AM

To: Erin Pruitt [REDACTED]

Greetings Ms. Pruitt,

I regret that this was so distressing. The symbol of the flag is important and I share your concern.

The update I have for you today is that our facilities manager escalated this issue to our electrical contractor and we await a necessary part to repair the spotlight. If you'd like, someone from my team can notify you once it is fixed.

In the future, you are welcome to message directly if you have comments or concerns about the library. We have a great relationship with each of the municipalities we serve, and I welcome their input, but it is worth noting that the library is not a department of any municipality. The Rochester Hills Public Library is a government entity unto itself with an independent, elected board. Emailing me is the most direct way to get a resolution.

Regards,

Juliane

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



Date: 11/9/2023

Comment Card

500 Olde Towne Road
Rochester, Michigan 48307-2043



Very important topic "Anxiety" Effective, delightful! speaker

(Optional) Name:

Contact #:

Email:

For staff use only:

Spoke to the patron and had a productive conversation about the pros and cons of changing the "consequence" for not returning items on time. -Juliane 11/13/2023



500 Olde Towne Road
Rochester, Michigan 48307-2043

Date _____

Comment Card

I wish Rochester could avoid the fines. My kids and me, we read a lot and as family, we sometimes return items late. But we always return them. TPL (Troy) never charge fines →

Optional: Name

Contact No.

and we love that.

Remember not all families have the possibilities to pay for late fees.

Thank you.



Date: 11/9 [redacted]
 ~ 1:30pm
 500 Olde Towne Road
 Rochester, Michigan 48307-2043

Comment Card



Last time I was here the small study room smelled REALLY BAD from someone that was there before me. So I asked for another room which I went to do some work and two people were constantly talking. I took the key back to the girl at the adult reference desk and told
 (Optional) Name: the girl there Contact #: and she just Email: shrugged her

For staff use only: shoulder and offer nothing else, I thought she was very rude



Date: 11/21/23
 500 Olde Towne Road
 Rochester, Michigan 48307-2043

Comment Card



Loved the shower steamer class! Instructor was very friendly.
 (Optional) Name: [redacted] Contact #: [redacted] Email: [redacted]

For staff use only: called to thank patron for positive feedback. 11/27/2023
Juliane

Called and spoke to patron about their positive feedback on programming. -Juliane 11/27/2023



500 Olde Towne Road
 Rochester, Michigan 48307-2043

Comment Card

Date: Nov 22, 2023

Dr came in today to add a voice of positive support for your upcoming speaker Curtis Chin talking about his book "Every Thing Dr learned, Dr learned at ~~the~~ a Chinese Restaurant". Dr heard his speak at OH.
 (Optional) Name: [redacted] Contact No. very impressive

 **Terri Berbatiotis**
Local Guide · 109 reviews · 321 photos

★★★★☆ 6 days ago **NEW**

Always a pleasant experience. Quiet, clean, easy to access what you're looking for. Plenty of kiosks. In and out with solid book options.

 Like

Response from the owner 6 days ago
Thank you for your review, Terri! We're so glad you have great experiences at RHPL.

Google Review, 11.22.23

 **Don Sienkiewicz**
12 reviews

★★★★★ a day ago **NEW**

Great facility!

 Reply  Like

Response from the owner just now
Thank you for your five-star review, Don! We're glad you enjoy your time at the library.

Google Review, 11.29.23

Nov 9 – Youth Assistance Program on Anxiety, Angst and Coping at Rochester Hills Library

Rochester Hills, MI – Community members are invited to a free presentation on Anxiety, Angst and Options for Coping, presented by [Rochester Area Youth Assistance](#) and the [Rochester Hills Public Library](#). This family education speaker series features Tara Michener, a two-time TEDx speaker, author, counselor and expert in child and adolescent therapy.

Join RAYA on Thursday, Nov. 9 at 7 p.m. at the Rochester Hills Public Library. Participation is free, but registration is required at: <https://rhpl.org/program-calendar/>

Oakland County Times, November 3, 2023

Nov 16 – Presentation on Water and Drainage Infrastructure at Rochester Hills Library

Water Infrastructure 101: “What You Need to Know Below and Beyond” discussion entitled “Preparing the Road Ahead”

with Senior Communications Manager Craig Bryson of the Road Commission for Oakland County joining Water

Resources Commissioner Jim Nash to discuss water and drainage infrastructure, among other topics. This discussion will

be held Thursday, November 16, 2023, at 7 p.m. in partnership with the Rochester Hills Public Library, located at 500

Olde Town Road, Rochester, Michigan. For more information, contact 248-656-2900.

Oakland County Times, November 4, 2023

THINGS TO DO

Oakland County community calendar Nov. 12 and beyond

- “Water Infrastructure 101: What You Need to Know Below and Beyond” is 7-8:30 p.m. Nov. 16, 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, November 12, 2023

LOCAL NEWS

Water: 101 and road infrastructure meeting coming this week

Oakland County water resources, road commission partner for community meeting

Oakland County’s water resources officials and county road commission officials will co-host a public meeting on how water and roads interact, and what is being done to limit damage.

This is part of the water resources commission’s ongoing Water Infrastructure 101: What you need to know below and beyond series. The educational program won 2020 innovation honors from the National Association of Counties.

The meeting starts at 7 p.m. Thursday, Nov. 16 at the Rochester Hills Public Library, 500 Olde Towne Road in Rochester.

Speakers will include Craig Bryson, the road commission's senior communications manager and Jim Nash, the county's water resources commissioner.

They'll discuss water, drain and road infrastructure, among other issues and answer attendees' questions.

For more information, call the Rochester Hills Public Library's adult services desk at (248) 656-2900.

Nash said it's important for people to know that systems are being redesigned to handle the larger storms expected as a consequence of climate change."

"It is important that the people of our region understand our infrastructure and how we are building resilience for the future," he said.

Bryson will talk about how drainage is being improved for roads, which affects residents in many ways they don't realize, he said.

The next event in the Water Infrastructure 101 series is a Smithsonian Institution traveling exhibit, Water/Ways featuring all the ways water affects life, society, and other aspects of existence. The exhibit will be at 7 p.m. Wednesday, Dec. 13 at the Oxford Public Library, 530 Pontiac St. in Oxford. Nash will be the guest speaker. Call Oxford Public Library at (248) 628-3034 for details.

The series resumes with an Earth Day event on rain gardens at 2 p.m. Saturday, April 20, in the Auburn Hills Public

Library, 3400 East Seyburn Drive, Auburn Hills. For details call (248) 370-9353.

Water Infrastructure 101 started in 2018 as a partnership with local libraries and the water resources commission.

To learn more about the county's water resources commission, visit oakgov.com/water; the road commission is online at www.rcocweb.org.

Oakland Press, November 13, 2023

Library Director's Report



ROCHESTER HILLS
PUBLIC LIBRARY

Director's Report

December 11, 2023

1. Facilities Updates

I continue to work with firms to discuss ways to renovate the second floor space to create a more contemporary experience with improved layout, new furniture, and enhanced aesthetics. My intention is to provide a more detailed plan by January with a timeline and preliminary budget as soon as possible.

As the library closes out this fiscal year, there are three final projects that we will complete before the end of December. Each of these have been approved in the 2023 budget.

- December 18th - 22nd: Roof and gutter repairs (\$12,500)
- December 18th & 19th: Lobby lights above the DVDs and switches (\$12,000)
- December 11th - 15th: Staff door replacement (\$7,400)

2. Parking Lot Updates

The Michigan Department of Health and Human Services (MDHHS) has requested use of the RHPL (west) parking lot for three days in January and I approved 12 spaces near Rotary Park for this endeavor from January 17th – 19th. The MiChEM project is the first statewide effort to gather data on the concentrations of certain chemicals in the blood and urine of Michiganders, including lead, mercury, and per- and polyfluoroalkyl substances (PFAS). Their goal is to find the statewide average level of exposure to 197 environmental chemicals and understand more about the chemical exposures of Michigan residents. MDHHS randomly selected 66 areas of Michigan to include in the MiChEM project including the Rochester Hills area. On January 17th there will be an RV-style mobile laboratory situated in the lot in order to collect samples from invited participants.

On a related note, the parking lot arrangement that RHPL piloted with Royal Park Hotel has been mutually beneficial. The hotel has requested to extend the agreement to allow for overflow valet parking during off-peak hours of library operations beyond the first year pilot. I directed our attorney update the contract to an auto-renew, unless notice is given 30 days in advance. The contract renews on March 1st of each year.

3. Centennial Update

The Centennial page of the website launched on December 1st to spotlight a variety of information for the coming year. It features an interactive timeline, a trailer announcing the anniversary year, before and after pictures of the building, and a link to digitized minutes from the library dating back to 1924. The Friends of RHPL will bring back their 60/40 raffle in 2024, in part, to celebrate the library's centennial. New this year, the Friends will have six winners of \$100 monthly prizes in addition to the grand prize drawing at their annual meeting.

4. Technology Considerations

Derek Brown, Director of IT is conducting in-depth research into the possibility of moving RHPL data to an exclusively hosted (cloud) solution. This would include all staff files and patron data.

Moving to the cloud is considered an eventual evolution for data repositories that used to be kept in on-site servers. This proposed change is anticipated to significantly enhance our security, and ultimately lead to an improved overall user experience over time. The proposed strategy involves leveraging the flexibility of Google Chrome OS to meet diverse user needs and transitioning to a Polaris hosted environment, reducing on premise servers. This aligns with current cloud-based trends, promising improved scalability, efficiency, and a streamlined IT infrastructure.

5. Library Statistical Data

The library has approximately 5,000 patron accounts that have not had activity on them in the past five years. These accounts were first identified in 2020 and were slated for purging then. I approved of updating the accounts in a manner that would conform to new data standards (suitable for GIS mapping). RHPL sent a final message to them in December those account holders encouraging them then to update their account and then purge them on January 30th.

Additionally in 2024, the library will add drive-thru visits as a data point on the statistical report. This will most likely be grouped with in-person visits to the library.

6. Out of the Office

I will be out of the office on December 26th – December 29th and the following staff members will be in charge:

- Tuesday, December 26, 2023: Brittany Christofel, Circulation Manager
- Wednesday, December 27, 2023: Wendy Lehman, Head of Youth Services
- Thursday, December 28, 2023: Allison Sartwell, Head of Adult Services
- Friday, December 29, 2023: Derek Brown, Director of IT

7. Upcoming Events

December 24 – 25, 2022	Library closed both days in observance of the Christmas holiday
Dec 31 – Jan 1, 2023	Library closed both days in observance of the New Year’s holiday
January 8, 2023	RHPL Board of Trustees annual and regular meetings, 7pm
January 19, 2024	Winter Wonder Library event, 6:00pm – 8pm (library closes early at 5:00pm)
January 23, 2024	Friends of the Rochester Hills Public Library meeting, 7pm
February 13, 2024	RHPL Board of Trustees regular meeting, 7pm



Statistical Report - Usage for the month of November 2023

<i>Circulation</i>	LY Month	Month	MTM	Last YTD	YTD	YTY
Staff-Assisted	11,973	11,934	-0.3%	142,867	142,385	-0.3%
Self Check	26,121	26,498	1.4%	322,508	327,678	1.6%
Renewals	48,414	48,045	-0.8%	562,338	549,621	-2.3%
e-Materials	19,773	28,048	41.8%	221,588	264,507	19.4%
Bookmobile	3,307	3,843	16.2%	35,869	37,191	3.7%
Mini-Branch	1,411	1,532	8.6%	15,345	16,866	9.9%
OTBS Circ	6,199	6,434	3.8%	75,235	61,789	-17.9%
MeLCat Borrowed	1,290	1,197	-7.2%	16,427	14,858	-9.6%
MeLCat Loaned	2,096	1,217	-41.9%	23,505	17,781	-24.4%
Total Circulation	120,584	128,748	6.8%	1,416,512	1,433,299	1.2%

<i>Other Statistics</i>	LY Month	Month	MTM	Last YTD	YTD	YTY
In-Person Visits	29,103	33,966	16.7%	324,874	391,854	20.6%
Meeting Rooms	42	100	138.1%	394	631	60.2%
Study Rooms	671	841	25.3%	6,943	8,591	23.7%
Adult Programs	15	12	-20.0%	156	166	6.4%
--Attendance	270	423	56.7%	3,540	4,181	18.1%
Teen Programs	3	3	0.0%	47	41	-12.8%
--Attendance	14	19	35.7%	202	216	6.9%
Youth Programs	23	21	-8.7%	151	227	50.3%
--Attendance	1,265	1,032	-18.4%	6,880	10,752	56.3%
Computer Use	1,382	1,522	10.1%	14,713	17,856	21.4%
Wireless Use	4,767	5,846	22.6%	56,905	63,900	12.3%
Database Use	5,482	6,737	22.9%	61,810	66,542	7.7%
Volunteer Hours	325	276	-15.1%	4,052	3,290	-18.8%

Number of Library Card Holders

<i>Municipality</i>	LY Month	Month	% Total
Rochester Hills	47,659	47,436	59.7%
Rochester	10,249	10,428	13.1%
Oakland	10,285	9,614	12.1%
Non-residents	4,529	4,733	6.0%
Virtual Students	0	7,230	9.1%
Total Card	72,722	79,441	100%

Number of Items

<i>Type</i>	LY Month	Month
Print	247,724	265,727
Audio	18,566	19,272
Video	45,116	47,131
Other	425	440
E-Material	24,318	26,155
Total	336,149	358,725

Committee Updates



ROCHESTER HILLS
PUBLIC LIBRARY

Rochester Hills Budget Plan
Year Ending December 31, 2023

	Annual Budget	YTD Actual	Adjustment	Revised Budget
Revenues				
Rochester Hills	\$ 3,037,230	\$ 3,075,811	\$ 38,581	\$ 3,075,811
City of Rochester	\$ 537,680	\$ 556,593	\$ 18,913	\$ 556,593
Oakland Twp	\$ 966,100	\$ 953,832	\$ (12,268)	\$ 953,832
State Aid	\$ 147,800	\$ 152,014	\$ 4,214	\$ 152,014
OTBS	\$ 150,000	\$ 150,480	\$ 480	\$ 150,480
Penal Fines	\$ 153,100	\$ 146,748	\$ (6,352)	\$ 146,748
Fines and Fees	\$ 50,000	\$ 57,473	\$ 8,000	\$ 58,000
Interest	\$ 2,000	\$ 20,318	\$ 18,000	\$ 20,000
Gains/Losses	\$ -	\$ 96,888	\$ 96,000	\$ 96,000
Designated Gifts	\$ 10,000	\$ 5,215	\$ (4,000)	\$ 6,000
Undesignated Gifts	\$ 37,800	\$ 29,761	\$ 200	\$ 38,000
Undesignated Gifts-Friends	\$ 171,000	\$ 171,000	\$ -	\$ 171,000
Grants	\$ 4,000	\$ 1,618	\$ (2,400)	\$ 1,600
Miscellaneous Revenue	\$ 4,190	\$ 54,053	\$ 49,810	\$ 54,000
Total Revenues	\$ 5,270,900	\$ 5,471,804	\$ 209,178	\$ 5,480,078
Expenditures				
Payroll	\$ 2,557,800	\$ 2,425,000	\$ (132,800)	\$ 2,425,000
Employee Benefits	\$ 578,700	\$ 550,000	\$ (23,700)	\$ 555,000
Books	\$ 360,000	\$ 310,000	\$ (45,000)	\$ 315,000
Print Subscriptions	\$ 15,000	\$ 15,888	\$ 1,000	\$ 16,000
Electronic Materials	\$ 319,100	\$ 320,000	\$ 75,900	\$ 395,000
Innovative Items	\$ 26,000	\$ 19,000	\$ (7,000)	\$ 19,000
Audiovisual	\$ 119,900	\$ 75,000	\$ (39,900)	\$ 80,000
Bookmobile Operation	\$ 25,000	\$ 13,000	\$ (12,000)	\$ 13,000
OTBS	\$ 6,500	\$ 4,800	\$ (1,000)	\$ 5,500
Voice and Data Services	\$ 26,000	\$ 14,197	\$ (7,000)	\$ 19,000
Utilities	\$ 164,000	\$ 170,000	\$ 6,000	\$ 170,000
Insurance	\$ 19,000	\$ 22,066	\$ 3,100	\$ 22,100
Professional/Contract Services	\$ 70,000	\$ 56,000	\$ (14,000)	\$ 56,000
Supplies	\$ 28,500	\$ 22,500	\$ (4,000)	\$ 24,500
Promotion and Printing	\$ 50,800	\$ 55,870	\$ 5,200	\$ 56,000
Mileage	\$ 5,000	\$ 1,500	\$ (3,500)	\$ 1,500
Postage	\$ 21,000	\$ 26,112	\$ 6,000	\$ 27,000
Staff Development/Memberships	\$ 35,500	\$ 32,000	\$ (3,500)	\$ 32,000
Programs	\$ 53,000	\$ 45,500	\$ (3,000)	\$ 50,000
Facilities Maintenance	\$ 231,000	\$ 230,000	\$ 9,000	\$ 240,000
IT Maintenance	\$ 95,000	\$ 95,500	\$ 500	\$ 95,500
Staff/Volunteer Recognition	\$ 8,500	\$ 4,000	\$ (4,500)	\$ 4,000
Gift and Grant Expense	\$ -	\$ 11,000	\$ 11,000	\$ 11,000
Tax Tribunal Refunds	\$ 500	\$ -	\$ -	\$ 500
Equipment/Fixed Assets	\$ 86,500	\$ 77,000	\$ -	\$ 86,500
Furnishings	\$ 12,800	\$ 10,000	\$ (2,800)	\$ 10,000
Bookmobile Improvements	\$ 180,000	\$ 20,100	\$ (159,900)	\$ 20,100
Capital Improvements	\$ 75,800	\$ 91,000	\$ 34,700	\$ 110,500
Contingency	\$ 100,000	\$ -	\$ (100,000)	\$ -
Total Expenditures	\$ 5,270,900	\$ 4,717,033	\$ (411,200)	\$ 4,859,700
Revenue Over Expenditures	\$ 1,892,987	\$ 1,892,987		\$ 620,378
Fund Balance (Projection Only)				\$ 2,513,365

Other Business



ROCHESTER HILLS
PUBLIC LIBRARY

**ROCHESTER HILLS PUBLIC LIBRARY
BOARD OF TRUSTEES
2024 PLANNING CALENDAR**

January

- 1 **Library closed for New Year's Day**
- 8 Board of Trustees Annual and Regular Meetings, 7:00 p.m.
- 19 Winter Wonder Library (close early for setup at 5:00pm) 6:00 p.m.
- 23 Friends' Board Meeting, 7 p.m.
- 24-28 Friends' Winter Used Book Sale
 - Annual Board Meeting: the election of officers
 - Payment due January 1 from Rochester

February

- 1 State aid application due to the Library of Michigan
- 13 Board of Trustees Meeting, 7:00 p.m.
- 17-25 Early Voting Site (equipment set up and take down occurs one day before and after)
- 27 Friends' Board Meeting, 7 p.m.
 - Board committee appointments

March

- 12 Board of Trustees Meeting, 7:00 p.m.
- 26 Friends' Board Meeting, 7 p.m.
- 31 **Library closed in observance of Easter Holiday**
 - First state aid payment

April

- 2-5 Public Library Association Conference (Columbus, OH)
- 9 Board of Trustees Meeting, 7:00 p.m.
- 16 ALA Legislative Day
- 17-21 Friends' Spring Used Book Sale
- 23 Friends' Board Meeting, 7 p.m.
- 26 Volunteer Luncheon
- 27 Friends' Event – Wine, Wit, & Wisdom (library closes early at 4:30pm)
 - Audit presentation
 - Payment due April 1 from Oakland Township
 - National Library Week – April 7-13th, 2023
 - Authors in April banquet Monday, April 29th

May

- 14 Board of Trustees meeting, 7:00 p.m.
28 Friends' Board Meeting
May 25-27 **Library closed for Memorial Day weekend**
- Flowers for Eva Parker Woodward gravesite

June

- Library closed on Sundays 6/2 through 9/1**
11 Board of Trustees Meeting, 7:00 p.m.
28-July 2 ALA Annual Conference (San Diego, CA)
25 Friends' Board Meeting, 7 p.m.
- Finance Committee reviews proposed 2024 budget with Director
 - Final state aid payment

July

- 4 **Library closed for Independence Day**
9 Board of Trustees Meeting, 7:00 p.m.
27-Aug 4 Early Voting Site (equipment set up and take down occurs one day before and after)
17-20 Friends' Summer Used Book Sale
- No Friends' Board Meeting in July
 - Payment due July 1 from Rochester & Oakland Twp.
 - Finance Committee presents proposed 2024 budget to Board

August

- 6 Board of Trustees Meeting, 7:00 p.m.
27 Friends' Board Meeting
- Public Hearing on proposed 2024 budget
 - Penal fines received from Oakland County
 - Director's Evaluation Committee Formed (every other year)

September

- Aug 31-2 **Library closed for Labor Day weekend**
6-8 Art and Apples
10 Board of Trustees Meeting, 7:00 p.m.
24 Friends' Board Meeting

October

- 8 Board of Trustees Meeting, 7:00 p.m.
- 13 Centennial Celebration Gala (tentative)
- 16-20 Friends' Fall Used Book Sale
- 22 Friends' Board Meeting
- 24 Friends' Annual Meeting
- 25-Nov 3 Early Voting Site (equipment set up and take down occurs one day before and after)
 - Payment due October 1 from Rochester and Oakland Twp.
 - Library investments review
 - Annual Insurance Review

November

- 5 Election Day
- 8 **Veteran's Day/Library closed staff in-service**
- 12 Board of Trustees Meeting, 7:00 p.m
- 25 Lagniappe
- 26 Friends' Board Meeting
- 27 **The library closes at 6 p.m. - Thanksgiving Eve**
- 28 **Library closed - Thanksgiving Day**
 - Engage Auditor
 - Fundraising annual appeal mailed
 - Board President appoints Nominating Committee
 - Director Evaluation presented to the board (odd years only)

December

- 5-7 Friends' Quality Used Book Sale
- 10 Board of Trustees Meeting, 7:00 p.m.
- 15 Friends' Event - Holiday Home Tour
- 23 **The library closes at 6 p.m. – Holiday Eve**
- 24-25 **Library closed in observance of the Christmas holiday**
- 30 **The library closes at 6 p.m. - Holiday Eve**
- 31-Jan 1 **Library closed in observance of the New Year's holiday**
 - Board adopts a revised 2024 budget plan if necessary
 - No Friends' Board Meeting in December
 - Roof inspection every three years (Phenolic foam inspection: 2026)

January 2025

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