

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

Our Mission:

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

January 8, 2024 - 7:00 p.m.

Agenda

- I. Call to order of the annual meeting
- II. Election of Officers
 - A. President: Melinda Deel
 - B. Vice President: Robert Bonam
 - C. Treasurer: Madge Lawson
 - D. Secretary: Anne Kucher
- III. Approval of Depositories
- IV. Reaffirmation
 - A. Financial and Investment Plan
 - B. Financial Procedures
 - C. Reauthorization of the Finance Committee to manage library investments
- III. Approval of vendor checks eligible for single signatures
- IV. Approval of Bylaws
- V. 2024 Planning Calendar
 - A. Library board meeting dates for 2024
 1. January 8, 2024 at 7:00 p.m.
 2. February 13, 2024 at 7:00 p.m.
 3. March 12, 2024 at 7:00 p.m.
 4. April 9, 2024 at 7:00 p.m.
 5. May 14, 2024 at 7:00 p.m.
 6. June 11, 2024 at 7:00 p.m.
 7. July 9, 2024 at 7:00 p.m.
 8. August 6, 2024 at 7:00 p.m.
 9. September 10, 2024 at 7:00 p.m.
 10. October 8, 2024 at 7:00 p.m.
 11. November 12, 2024 at 7:00 p.m.
 12. December 10, 2024 at 7:00 p.m.
 13. January 14, 2024 at 7:00 p.m.
- VI. Adjournment of the annual meeting.

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

President	Melinda Deel 704 Bliss Dr. Rochester Hills, 48307	melinda.deel@rhpl.org	Term 2027
Vice-President	Robert Bonam 709 Longford Rochester Hills, 48309	bob.bonam@rhpl.org	Term 2025
Secretary	Anne Kucher 1257 Oakwood Ct Rochester Hills, 48307	anne.kucher@rhpl.org	Term 2025
Treasurer	Madge Lawson 1149 Sugar Creek Dr. Rochester Hills, 48307	madge.lawson@rhpl.org	Term 2029
Trustee	Julianne Reyes 700 Dunedin Dr. Rochester Hills, 48309	reyes.julianne@rhpl.org	Term 2027
Trustee	Harper West 155 Arizona Ave Rochester Hills, 48309	harper.west@rhpl.org	Term 2029
Liaison - City of Rochester	Alice Moo 1471 Stony Creek Dr. Rochester, 48307	alicemoo1@gmail.com	
Liaison - Oakland Township Library Board	Michael Tyler 340 Oak Arbor Dr. Oakland MI 48306	mptyler340@gmail.com	
Library Director	Juliane Morian	248-650-7122 juliane.morian@rhpl.org	

Finance Committee:

Policy Committee:

FINANCIAL INSTITUTIONS FOR ROCHESTER HILLS PUBLIC LIBRARY

UBS

2301 W. Big Beaver Ste. 800
Troy, MI 48084-3321
248/643-9200

CHASE BANK

339 Main Street
Rochester 48307
248/652-8400

CITIZENS BANK

439 N. Main St.
Rochester, MI 48307
248/656-4200

COMERICA BANK

4980 N. Adams
Rochester, MI 48306
248/371-5000

TCF BANK

70 W. Tienken
Rochester Hills, MI 48306
800-823-2265

FLAGSTAR BANK

1001 N. Main Street
Rochester 48307
652-9792

HUNTINGTON NATIONAL BANK

255 E. Second
Rochester 48307
651-5460

PNC

2101 S. Rochester Rd
Rochester Hills 48307
248/852-9000

CHEMICAL BANK

440 S. Main St.
Rochester, MI 48307
248/608-5100

FIFTH-THIRD

1383 S. Rochester Road
Rochester Hills 48307
248/652-4010

BANK OF AMERICA

6800 N. Rochester Rd.
Rochester, MI 48306
248/650-9762

All local branches of the above financial institutions are also approved for use by the Library.

FINANCIAL PLAN FOR THE ROCHESTER HILLS PUBLIC LIBRARY

Purpose

The Financial Plan helps the library operate in a fiscally responsible way, documents fiscal strategies, and focus its efforts toward financial goals, while complying with all state statutes. Safety of principal is the foremost objective of the financial plan.

This plan applies to all financial assets of the library. Library assets include the self-insurance, operating, plant, roof and named endowment funds and any other funds established by the board.

Financial Assumptions

It is assumed that financial stability is a function of adequate and dependable revenues from diverse sources. As a public service organization, the library uses some of these revenues to provide benefits and services to the citizens; however, some fund balances are allocated to cover unexpected expenses and revenue shortfalls.

In order to insure that sufficient funds are available, the board has identified the following potential uses of the fund balance including, but not limited to:

- Facility expenses,
- Technology upgrades, and
- Self-insurance funds.

Each year, as part of the budgeting process, fund levels are evaluated.

Sources of Funding

The primary source of operating funds for the library is a one (1) mil, Headlee-reduced property tax collected in Rochester Hills. The voters of Avon Township (now Rochester Hills) approved one (1) mill in perpetuity for library operation in 1924. Additional revenue is generated through contracts with Oakland Township and the City of Rochester equivalent to one (1) mil, Headlee-reduced.

Additional revenue sources come from:

- A service contract with Oakland County for the OTBS@RHPL,
- Friends of the Rochester Hills Public Library,
- Penal fines,
- State aid,
- Bequests, gifts, donations, and grants,

- Fines and fees, and
- Interest from the library's endowment at the Community Foundation of Greater Rochester.

Financial Principles

The library operates on an accrual accounting method. An annual financial report is prepared by staff and audited by a CPA firm engaged by the board according to state statutes.

The board reviews its Investment Policy (MGT – 4) annually.

Rochester Hills Public Library
Financial Procedures

1. All checks received by the library must be stamped "For Deposit Only" and stored in a secure place until the next bank deposit is made.
2. All revenue needs to be recorded regardless of its source.
3. Cash drawers will be balanced to \$100 daily. Remaining money will be given to the bookkeeper for reconciliation and deposit.
4. Cash drawer receipts will be balanced at least three times a week.
5. Bank deposits will be made at least weekly.
6. Accounts payable checks are only issued against original invoices that have been approved by an authorized staff member.
7. The staff member authorized to make the purchase must approve and voucher the invoice. The bookkeeper will check the authenticity of all vendors before they are entered into the bookkeeping software.
8. Accounts payable checks will be issued every two weeks.
9. Blank checks will be stored in an area that is not accessible to authorized check signers.
10. The library will adopt a charge card usage policy.
11. A \$350 petty cash balance will be maintained by the bookkeeper.
12. Single signature checks will be allowed for up to \$1,000. Checks exceeding \$1,000 and not on the single signature approved list, require two approved signatures, unless the check is needed to correct a payroll problem.
13. The library board will annually approve a list of Single Signature Approved Vendors, which are consistently used by the library. Vendors may be added or removed throughout the year with board approval. All checks for over \$1,000 and not on the approved list will require two approved signatures.
14. The library board must approve all purchases and expenses over \$2,500 and outside of the approved budget plan.
15. After review, the finance committee will recommend an annual budget to the full board.
16. After review, the treasurer will recommend payment of monthly bills to the full board.
17. Any contracts of \$10,000 or more must be approved by the Library Board before they are signed. All contracts \$50,000 or over will be sent for legal review before

RHPL Financial Procedures

Adopted 2005, Amended or reaffirmed: 2023

being presented to the library board for approval. Other contracts may be reviewed by an attorney at the board's discretion.

18. Employees will be encouraged to use automatic deposit for payroll purposes.
19. Items over \$2,500 will be added to the library's fixed assets list and depreciated accordingly.

Library Procedure for Automated Clearing House (ACH) Arrangements and Electronic Transactions of Funds

The following policy shall govern the use of electronic transactions and ACH arrangements for Rochester Hills Public Library:

1. Definitions

"Automated clearing house" or "ACH" means a national and governmental organization that has authority to process electronic payments, including, but not limited to, the national automated clearing house association and the Federal Reserve System.

An "ACH arrangement" means the agreement between the originator of the ACH transaction and the receiver of an ACH transaction.

An "ACH transaction" means an electronic payment, debit, or credit transfer processed through an automated clearinghouse.

An "ACH policy" means the procedures and internal controls as determined under this written policy developed and adopted by the library board.

2. Authority to Enter into ACH Arrangements and Electronic Transfers of Public Funds

The library treasurer may enter into an ACH arrangement as provided by Public Act 738 of 2002, effective December 30, 2002.

The Rochester Hills Public Library shall not be a party to an ACH arrangement unless the Library Board has adopted a resolution to authorize electronic transactions and the Treasurer has presented a written ACH policy to the board.

An ACH arrangement under PA 738 of 2002 is not subject to the Revised Municipal Finance Act, Public Act 34 of 2001 (MCL 141.2101, *et seq.*), or to provisions of law or charter concerning the issuance of debt by a local unit.

3. Responsibility for ACH Agreements

The Rochester Hills Public Library Bookkeeper or Library Director is responsible for Library's ACH agreements, including payment approval, accounting, reporting, and generally overseeing compliance with the ACH policy.

The Bookkeeper shall submit to the library board documentation detailing the goods or services purchased, the cost of the goods or services, the date of the payment, and the department levels serviced by each payment of public funds made by electronic transfer. This report may be contained in the library's electronic general ledger software system.

4. Internal Accounting Controls to Monitor Use of ACH Transactions Made by Library

The following system of internal accounting controls will be used to monitor the use of ACH transactions made by Rochester Hills Public Library:

- 1) The bookkeeper shall be authorized to process ACH transactions with the following: ADP, Inc.; PNC Financial Services Group, Inc.; UBS AG; Municipal Employees Retirement System of Michigan; Health Equity, Inc., Capital One Financial Corporation, Amazon.com Corporate Credit Line (through Synchrony Bank).
- 2) The bookkeeper initiates the transaction upon receipt of appropriate documentation from firms included on the authorized ACH list approved by the Library Board.
- 3) The bookkeeper presents a monthly balance sheet, and supplemental information including total disbursements and net payroll for library board approval. The board approves all transactions in accordance with pre-approved library financial procedures.
- 4) The bookkeeper shall retain all ACH transaction documents for audit purposes.
- 5) The bookkeeper shall retain all invoices for audit purposes.

Library Vendors Approved for Single Signature Checks

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

Applied Imaging – vendor used for photocopy equipment and service

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

Amerinet – supplies anti-virus software and Palo Alto firewall

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

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

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

Book Farm – supplier of youth books.

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

[CHUBB – insurance company that provides worker’s compensation insurance coverage.](#)

[City of Rochester – supplies water utility to the Main Library](#)

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

Consumers Energy – supplies gas utility to the Main Library

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

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

DTE – supplies electrical utility to the Main Library building

Dykema – labor attorney (Melvin Muskovitz)

[E.L. Electrical Contracting –contractor for routine electrical repairs and replacement of light fixtures.](#)

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

Fast Signs – interior and exterior signage company

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

Gale Cengage – vendor through which RHPL purchase several licensed databases

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

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

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

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

[Kaseya – security network vendor for anti-virus software and Google Workspace maintenance.](#)

Library Design Associates – library furniture and fixtures

McClelland Landscape – snow removal and salting company

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

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

Midwest Collaborative for Library Services (MCLS) – electronic databases

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

National Time & Signal – fire monitoring equipment & inspection

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

Niche Academy – vendor for online training tutorials

Overdrive – vendor that supplies ebooks, eAudiobooks, and eMagazines

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

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

[Tech Mechanical –contractor for routine repairs of the HVAC system.](#)

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

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

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

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

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

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

**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. Public Comments
2. Minutes
3. Treasurer's Report
4. Monthly Bills
5. Communications
6. Director's Report
7. Committee Reports
8. Other Business
9. Questions from the Liaisons

B. Public comment is limited to three (3) minutes per person. Comments should be directed to the full Board, not a single individual or to public person(s) in attendance. 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 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 1. APPOINTMENT - The Library Director shall be appointed by the Board and shall be considered the executive officer of the library.

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

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

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

ARTICLE V COMMITTEES

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

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

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

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

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

ARTICLE VI FINANCE

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

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

Board Bylaws--7

Amended 1971, 1987, 1991, 2003, 2004, 2006, 2012, 2014, 2018, January 2023

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.

**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 <ul style="list-style-type: none">• 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. <ul style="list-style-type: none">• 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 <ul style="list-style-type: none">• 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) <ul style="list-style-type: none">• 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.
12 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 **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.