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.

April 8, 2025 – 7 p.m.

Agenda

I. Call to order of the regular meeting

II. Public Comments*

III. Approval of the Agenda

IV. Presentation of the 2024 Audit - Greg Soule, Partner at Andrews Hooper Pavlik PLC

V. Minutes of regular meeting on March 10, 2025

VI. Treasurer's Report for March 2025

VII. Monthly bills for March 2025 in the amount of $562,950.17

VIII. Communications

a. Customer Comments
b. Press Coverage

IX. Reports

a. Library Director
b. Statistical Report

X. Committee Updates

a. Finance - summary of audit meeting on March 31, 2025
b. Policy - review policies that conform to the Earned Sick Time Act (ESTA)
    i. BENA-4 Sick Leave Policy
    ii. GEN-2 Definitions

XI. Other Business

XII. Board Comments

XIII. Questions and Comments from the Liaisons

XIV. Adjournment

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

Minutes

ROCHESTER HILLS
PUBLIC LIBRARY

Rochester Hills Public Library
Board of Trustees Meeting
March 10, 2025

I. The Board of Trustees of the Rochester Hills Public Library held a regular meeting on Monday, March 10, 2025. The President called the meeting to order at 7:00 pm in the boardroom of the library. The presiding officer was Bob Bonam.

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

Madge Lawson was absent with prior notice given.

Guests included Library Director Juliane Morian, Oakland Township Library Board Liaison, Jim Kiefer, and City of Rochester Liaison Lauren Coleman.

Two members of the public were present, an additional member of the public arrived at 7:26pm.

II. Public Comments - none

III. Approval of the Agenda
   A. On a motion by Ms. West, which Ms. Deel seconded, the agenda was unanimously approved as presented with no discussion.

IV. Minutes
   A. On a motion by Ms. Kucher, which Ms. Deel seconded, the board unanimously approved the meeting minutes from February 11, 2025 with one clerical update regarding the date.

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

VI. Monthly Bills

   A. On a motion by Ms. Deel, which Ms. Reyes seconded, the board unanimously approved the monthly bills for February 2025, which totaled $463,888.05 with no discussion.

VII. Communications
   A. The board reviewed and filed the communications.

VIII. Reports
   A. The board reviewed and filed the director's report and the statistical report.
      1. There was discussion regarding the incorrect information that the Oakland Township supervisor communicated at the 2025 Community Outlook Breakfast regarding library services in Oakland Township.

2. Mr. Kiefer shared his plan to attend the March 11th meeting for the Oakland Township Board of Trustees in order to convey his thoughts on the Township Supervisor's comments and correct the facts.
3. The board engaged in a discussion on the vendors who submitted bids for the Facilities Condition Assessment, and Ms. Morian offered her final recommendation based on information she gleaned during the interview process and references she queried.
4. Ms. Morian shared updates on 2025 budget line items and her plan to add two new positions in 2025: a part-time volunteer coordinator and a new department head to oversee data analytics and emerging library services (final name to be determined). She explained that the current Head of Adult and Teen services is overwhelmingly large with too many responsibilities assigned to a single person. The library will expand and thrive if this position is split into two department head roles. Ms. Morian noted that even with the staff additions, the 2025 personnel budget is estimated to be 40% of the operations budget (and last year personnel expenses were 46%).
5. Ms. Morian noted that the library will announce changes approved by the Board of Trustees to the fines table during National Library Week in early April.

IX. Committee Reports

A. Policy Committee Update

1. The board completed a second reading of MGT-10 Meeting Room Use Policy.
    a. Ms. Morian answered one question about the proposed policy and specifically why the library prohibits outside groups from conducting story time sessions. She explained that because staff at RHPL have the professional training to conduct a curriculum-based story time session, allowing an outside group to conduct their own story time may confuse attendees on whether or not it is a library-sponsored event.
2. On a motion by Ms. West, seconded by Ms. Kucher, the board unanimously approved MGT-10 Meeting Room Use Policy with no additional discussion.

X. Other Business

A. The board engaged in a discussion on the library services agreement with Oakland Township Library Board and debated the merits of signing the temporary addendum to the 2002 contract only if the final language of the long-term library services agreement was finalized. Considerations included: outstanding clerical revisions that were still needed for the long-term library services agreement, the timing and sequence for approving contracts between boards (in compliance with the Open Meetings Act), and optics of signing a long-term agreement before a vote of the public has taken place.

1. On a motion by Ms. West, seconded by Ms. Reyes the board considered signing the temporary addendum (only). Discussion ensued, and Ms. Deel stated she would like the long-term agreement to be referenced in conjunction with the RHPL board agreeing to the temporary addendum. Ms. West declined to change her original motion.
    a. President Bonam called a roll-call vote for the current motion:

a. Ayes: West
b. Nays: Deel, Reyes, Kucher, Bonam

2. On a motion by Ms. Deel, seconded by Ms. Reyes the board considered signing the temporary addendum and concurrently requesting that the Oakland Township Library Board affirm the final language of the long-term library services agreement at their next meeting and attest their plan to sign the agreement immediately after they have secured funding for the contract fees.
    a. Hearing no additional discussion, President Bonam called for a roll-call vote for the current motion:
        a. Ayes: Deel, Reyes, West, Kucher, Bonam
        b. Nays: None

B. On a motion by Ms. Deel, seconded by Ms. Kucher, the board unanimously approved the awarding of the facilities condition assessment bid to Synergy Consulting Engineers, in an amount not to exceed $23,500. No additional discussion took place, as this item was discussed during the director's report.

XI. Board Comments

A. Ms. Deel thanked Ms. Morian for providing a welcoming environment for the international library delegation from Kazakhstan to learn about the RHPL library. She commented that she was part of the visit and tour and thought it was a lovely way for both entities to enhance library work through global connections and conversations.
B. Ms. Kucher thanked Mr. Kiefer for his diligent research and work on behalf of patrons in Oakland Township to ensure there is no disruption of library service for residents therein.
C. Ms. West stated that she has written a memo to address discourteous behavior she felt she experienced at the February board meeting, specifically citing behavior from fellow board member, Ms. Reyes. Ms. West read most of the memo verbatim and said she would email it after the meeting concluded.
D. In response, Ms. Reyes apologized to Ms. West for statements she made in February. She also apologized to the full board if anyone else felt her statements were discourteous during the February board meeting. Ms. West thanked Ms. Reyes for her apology.

XII. Questions from the Liaisons

A. Mr. Kiefer stated that he plans to convene a special meeting at the end of March to determine next steps in securing the necessary revenue to facilitate signing the long-term contract agreement between RHPL and OTLB.
B. Ms. Coleman stated that she has no additional update from the City of Rochester but praised the RHPL Board for convening a meeting of stakeholders in order to develop the framework for a long-term agreement that appears to be mutually agreeable.

XIII. The regular meeting adjourned at 9:27 pm.

_____

Julianne Reyes, Secretary

Treasurer's Report

ROCHESTER HILLS
PUBLIC LIBRARY

ROCHESTER HILLS PUBLIC LIBRARY
Balance Sheet
March 31, 2025

ASSETS

Current Assets				
Circ Registers/Coin	$	2,020.00		
Payroll - PNC		9,740.27		
Operating - PNC		31,111.51		
MI Class - Operating Fund		502,491.70		
Operating - UBS		6,781,776.61		
Plant - UBS		683,859.95		
Self-Insurance - UBS		8,035.72		
Vanguard		16,007.07		
Total Current Assets				8,035,042.83
Other Current Assets				
Total Other Current Assets				0.00
TOTAL ASSETS			**$**	**8,035,042.83**

LIABILITIES AND FUND BALANCE

Current Liabilities				
Staff Cash (pop cans)	$	20.94		
Flexible Spending W/H Payable		445.13		
Supplemental Ins W/H Payable		520.35		
Total Current Liabilities				986.42
Fund Balance				
Fund Balance-Unrestricted		2,394,916.53		
Fund Balance - Assigned		675,000.00		
Current Year Operations		4,964,139.88		
Total Fund Balance				8,034,056.41
TOTAL LIABILITIES & FUND BALANCE			**$**	**8,035,042.83**

Unaudited - For Management Purposes Only

Rochester Hills Public Library
Budget vs Actual
For the Period January 1, 2025 through March 31, 2025

	Current Month	YTD Actual	YTD Budget	YTD Variance	Annual Budget
Revenues					
Rochester Hills	110,889	5,140,110	5,267,500	(127,390)	5,267,500
City of Rochester	0	304,770	300,381	4,389	609,540
Oakland Twp	277,942	537,704	266,774	270,930	1,093,336
State Aid	79,207	79,207	20,500	58,707	154,900
OTBS	0	160,026	160,000	26	160,000
Penal Fines	0	0	0	0	145,500
Fines and Fees	5,621	17,027	10,500	6,527	42,000
Interest	21,249	49,527	13,775	35,752	55,100
Gains/Losses	2,366	7,028	0	7,028	0
Designated Gifts	60	2,635	2,500	135	221,000
Undesignated Gifts	606	1,723	0	1,723	35,000
Undesignated Gifts-Friends	0	0	0	0	0
Grants	0	0	625	(625)	2,500
Miscellaneous Revenue	1,158	5,725	3,750	1,975	15,000
Transfer-ReservedPlant	0	0	0	0	0
Total Revenues	499,098	6,305,482	6,046,305	259,177	7,801,376
Expenditures					
Payroll	204,977	542,742	696,099	(153,357)	2,784,400
Employee Benefits	49,786	144,974	165,275	(20,301)	661,100
Books	27,641	82,085	103,525	(21,440)	414,100
Print Subscriptions	0	0	4,000	(4,000)	16,000
Electronic Materials	31,938	148,942	163,000	(14,058)	652,000
Innovative Items	1,102	4,425	5,750	(1,325)	23,000
Audiovisual	4,929	11,649	23,725	(12,076)	94,900
Bookmobile Operation	1,327	2,553	4,375	(1,822)	17,500
OTBS	666	1,422	1,625	(203)	6,500
Voice and Data Services	821	2,130	6,500	(4,370)	26,000
Utilities	17,125	51,197	43,750	7,447	175,000
Insurance	0	0	5,000	(5,000)	20,000
Professional/Contract Services	4,724	21,668	36,800	(15,132)	102,800
Supplies	1,781	5,860	8,050	(2,190)	32,200
Promotion and Printing	0	15,552	16,835	(1,283)	67,340
Mileage	119	339	750	(411)	3,000
Postage	520	16,360	5,500	10,860	22,000
Staff Development/Membership	2,467	8,438	9,800	(1,362)	39,200
Programs	2,137	12,315	18,750	(6,435)	75,000
Facilities Maintenance	11,109	60,879	61,625	(746)	246,500
IT Maintenance	126,513	128,655	34,500	94,155	138,000
Staff/Volunteer Recognition	0	82	1,500	(1,418)	6,000
Gift and Grant Expense	53	2,849	0	2,849	0
Tax Tribunal Refunds	0	0	125	(125)	500
Equipment/Fixed Assets	6,775	8,795	6,750	2,045	27,000
Bookmobile Improvements	65,442	65,442	75,000	(9,558)	300,000
Building Improvements	0	1,990	33,000	(31,010)	1,069,000
Contingency	0	0	25,000	(25,000)	100,000
Total Expenditures	561,952	1,341,343	1,556,609	(215,266)	7,119,040
Revenue Over Expenditures	(62,854)	4,964,139	4,489,696	474,443	682,336

Monthly Bills

ROCHESTER HILLS
PUBLIC LIBRARY

Capital One Business

Spark Cash Select credit card | Visa Signature Business ending in 9289
Feb 15, 2025 - Mar 17, 2025 | 31 days in Billing Cycle

Payment Information

Payment Due Date
Apr 11, 2025

For online and phone payments, the deadline is 8pm ET.

New Balance
$8,612.46

Minimum Payment Due
$86.00

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 33.65%.

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:

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	29 Years	$26,730
$344	3 Years	$12,367
Estimated savings if balance is paid off in about 3 years: $14,363		

If you would like information about credit counseling services, call 888-326-8055.

Account Summary

Previous Balance	$4,481.02
Payments	- $4,481.02
Other Credits	$0.00
Transactions	+ $8,612.46
Cash Advances	+ $0.00
Fees Charged	+ $0.00
Interest Charged	+ $0.00
New Balance	**= $8,612.46**
Credit Limit	$30,000.00
Available Credit (as of Mar 17, 2025)	$21,387.54
Cash Advance Credit Limit	$15,000.00
Available Credit for Cash Advances	$15,000.00

Rewards Summary — Rewards as of: 03/17/2025

Rewards Balance
$380.83

Track and redeem your rewards with our mobile app or on capitalone.com

Previous Balance	Earned This Period	Redeemed this period
$299.31	$81.52	$0.00

Account Notifications

Please visit capitalone.com for your most current Rewards Program Terms and Conditions. You can also find changes to your Rewards by logging into your account and navigating to the Rewards FAQ section.

Pay or manage your account at capitalone.com Customer Service: 800-867-0904 See reverse for Important Information

Capital One Business

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

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

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

Payment Due Date: **Apr 11, 2025** Account ending in 9289

New Balance
$8,612.46

Minimum Payment Due
$86.00

Amount Enclosed
$ _____

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.

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

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

Pay online at capitalone.com

Pay using the Capital One mobile app

Customer Service 800-867-0904

Changing your mailing address?

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

Any written request on this form will not be honored.

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

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

When will you Credit My Payment?

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

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Transactions

Visit capitalone.com to see detailed transactions.

JULIANE T MORIAN #9289: Payments, Credits and Adjustments

Trans Date	Post Date	Description	Amount
Feb 18	Feb 18	CAPITAL ONE ONLINE PYMTAuthDate 18-Feb	- $4,481.02

JULIANE T MORIAN #9289: Transactions

Trans Date	Post Date	Description	Amount
Feb 18	Feb 19	ROCHESTER REG CHAMBERRRC-MI.COMMI	$90.00
Feb 20	Feb 21	PAYPAL * DINOSAURHIL4029357733CA	$70.00
Feb 26	Feb 27	AMERICAN LIBRARY ASSOCIAT312-9446780IL	$188.10
Feb 27	Feb 28	PAPA JOES OAKLAND, LLCROCHESTER HILMI	$13.98
Mar 2	Mar 4	IN *ROCHESTER ROTARY CLUB248-6019500MI	$96.50
Mar 6	Mar 7	USI ED GOV800-243-4565CT	$110.54
Mar 12	Mar 13	CAP CITY TAVERNDENVERCO	$27.82
JULIANE T MORIAN #9289: Total Transactions			**$596.94**

ALLISON SARTWELL #6129: Payments, Credits and Adjustments

Trans Date	Post Date	Description	Amount

ALLISON SARTWELL #6129: Transactions

Trans Date	Post Date	Description	Amount
Feb 17	Feb 18	THE MURDER MYSTERY CO888-643-2583MI	$424.50
Feb 20	Feb 21	KROGER #492ROCHESTERMI	$31.14
Feb 21	Feb 22	Hotmart Sci-Fi Loot - Mem319-9477252DE	$15.00
Feb 21	Feb 22	Hotmart Fantasy Loot - Me319-9477252DE	$15.00
Feb 24	Feb 25	US.STORE.BAMBULAB.COMUS.STORE.BAMBTX	$59.96
Feb 25	Feb 26	AMAZON RETA* Q32FD0D63WWW.AMAZON.COWA	$80.00
Feb 27	Feb 27	AMAZON MARK* QQ3233QW3AMAZON.COM/MAWA	$7.99
Mar 4	Mar 5	US.STORE.BAMBULAB.COMUS.STORE.BAMBTX	$89.94
Mar 4	Mar 5	US.STORE.BAMBULAB.COMUS.STORE.BAMBTX	$59.96
Mar 10	Mar 11	CITY OF ROCHESTER PARKINGROCHESTERMI	$3.00
Mar 13	Mar 14	SP AMERICAN BUTTON MAMERICANBUTTOTX	$69.62
Mar 15	Mar 17	StickerAppAnnapolisMD	$394.00
Mar 15	Mar 17	PINT BROTHERSDENVERCO	$45.30
Mar 15	Mar 17	MARRIOTT DENVER TECH CDENVERCO	$921.36
Mar 16	Mar 17	TST* GRIFFIN TAVERN NEWDENVERCO	$44.22
ALLISON SARTWELL #6129: Total Transactions			**$2,260.99**

Additional Information on the next page

Transactions (Continued)

MARY DAVIS #9241: Payments, Credits and Adjustments

Trans Date	Post Date	Description	Amount

MARY DAVIS #9241: Transactions

Trans Date	Post Date	Description	Amount
Mar 5	Mar 6	CALENDLYCALENDLY.COMGA	$12.00
MARY DAVIS #9241: Total Transactions			**$12.00**

WENDY LEHMAN #9147: Payments, Credits and Adjustments

Trans Date	Post Date	Description	Amount

WENDY LEHMAN #9147: Transactions

Trans Date	Post Date	Description	Amount
Feb 14	Feb 15	Spotify USA877-7781161NY	$19.99
Feb 15	Feb 15	MICHIGAN LIBRARY ASSOCIA517-394-2774MI	$305.00
Feb 15	Feb 15	MICHIGAN LIBRARY ASSOCIA517-394-2774MI	$275.00
Feb 18	Feb 19	KROGER #743ROYAL OAKMI	$38.93
Mar 5	Mar 7	BAV INN LODGE-HOTELFRANKENMUTHMI	$178.68
Mar 5	Mar 7	BAV INN LODGE-HOTELFRANKENMUTHMI	$178.68
Mar 10	Mar 11	TARGET 00003517ROCHESTERMI	$200.00
Mar 14	Mar 15	Spotify USA877-7781161NY	$19.99
WENDY LEHMAN #9147: Total Transactions			**$1,216.27**

CAMILLE WESTMORE #4614: Payments, Credits and Adjustments

Trans Date	Post Date	Description	Amount

CAMILLE WESTMORE #4614: Transactions

Trans Date	Post Date	Description	Amount

STEVEN CLEMENT #7892: Payments, Credits and Adjustments

Trans Date	Post Date	Description	Amount

STEVEN CLEMENT #7892: Transactions

Trans Date	Post Date	Description	Amount
Feb 14	Feb 17	HEARTSMART7153560712WI	$128.00
Feb 16	Feb 17	AMAZON RETA* IW62Y0JC3WWW.AMAZON.COWA	$69.88
Feb 19	Feb 19	AMAZON RETA* JF0LN2GD3WWW.AMAZON.COWA	$60.82
Feb 23	Feb 24	AMAZON MKTPL*NG3EC4X93Amzn.com/billWA	$11.98
Mar 1	Mar 3	AMAZON MKTPL*PF4JS8083Amzn.com/billWA	$86.14
STEVEN CLEMENT #7892: Total Transactions			**$356.82**

Additional Information on the next page

Transactions (Continued)

ELIZABETH RACZKOWSKI #9004: Payments, Credits and Adjustments

Trans Date	Post Date	Description	Amount

ELIZABETH RACZKOWSKI #9004: Transactions

Trans Date	Post Date	Description	Amount

DEREK BROWN #8061: Payments, Credits and Adjustments

Trans Date	Post Date	Description	Amount

DEREK BROWN #8061: Transactions

Trans Date	Post Date	Description	Amount
Feb 13	Feb 15	METROLINE INC800-9298061MI	$229.95
Feb 14	Feb 15	OPENAI *CHATGPT SUBSCROPENAI.COMCA	$20.00
Feb 14	Feb 15	PRINTIXHERLEV	$894.24
Feb 15	Feb 17	ADOBE *ADOBE408-536-6000CA	$30.00
Feb 17	Feb 18	CDW GOVT #AC79J5C800-808-4239IL	$976.50
Feb 18	Feb 19	SOCKETLABS484-418-1285PA	$63.96
Feb 25	Feb 26	DNH*GODADDY#3608252872https://www.gAZ	$1,349.97
Mar 2	Mar 3	STAMPS.COM855-608-2677TX	$19.99
Mar 6	Mar 7	USPS STAMPS ENDICIA888-434-0055DC	$100.00
Mar 7	Mar 8	USPS STAMPS ENDICIA888-434-0055DC	$400.00
Mar 12	Mar 13	SL.NORD* PASSCOMNORDPASS.COMNY	$34.83
Mar 14	Mar 15	OPENAI *CHATGPT SUBSCROPENAI.COMCA	$20.00
Mar 16	Mar 17	ADOBE *ADOBE408-536-6000CA	$30.00
DEREK BROWN #8061: Total Transactions			**$4,169.44**

Total Transactions for This Period **$8,612.46**

Fees

Trans Date	Post Date	Description	Amount

Total Fees for This Period **$0.00**

Interest Charged

Interest Charge on Purchases	$0.00
Interest Charge on Cash Advances	$0.00
Interest Charge on Other Balances	$0.00
Total Interest for This Period	**$0.00**

Additional Information on the next page

Transactions (Continued)

Totals Year-to-Date

Total Fees charged	**$0.00**
Total Interest charged	**$0.00**

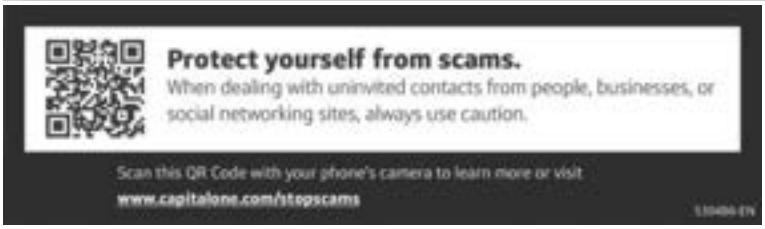
Interest Charge Calculation

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

Type of Balance	Annual Percentage Rate (APR)	Balance Subject to Interest Rate	Interest Charged
Purchases	25.24% P	$0.00	$0.00
Cash Advances	27.24% P	$0.00	$0.00

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

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



ROCHESTER HILLS PUBLIC LIBRARY
Cash Disbursements Journal
For the Period From Mar 1, 2025 to Mar 31, 2025

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
3/10/25	74014	5401-10	Internet Connection	Invoice: 686820	325.34	
		1123-00	Operating - PNC	123 NET		325.34
3/10/25	74015	6501-00	Copier Contract/Main	Invoice: 2761375	2,572.27	
		1123-00	Operating - PNC	APPLIED INNOVATION		2,572.27
3/10/25	74016	5301-10	Adult Books	Invoice: 4806205452	321.89	
		1123-00	Operating - PNC	CCH		321.89
3/10/25	74017	5306-82	Oakland Talking Boo	Invoice: 728263855	1.04	
		1123-00	Operating - PNC	CENTURY LINK		1.04
3/10/25	74018	5501-00	Water	Invoice: 022625	64.19	
		5501-00	Water	Invoice: 022625	193.05	
		1123-00	Operating - PNC	CITY OF ROCHESTER		257.24
3/10/25	74019	5302-13	Electronic Materials	Invoice: 91011016157	2,471.00	
		1123-00	Operating - PNC	EBSCO INFORMATION SERVICES		2,471.00
3/10/25	74020	8004-00	Bookmobile Improve	Invoice: QUOTE #10201-008 DEP	60,000.00	
		1123-00	Operating - PNC	GENERAL RV OF CLARKSTON		60,000.00
3/10/25	74021	5703-20	Credit Card/Bank Fe	Invoice: 022025	90.00	
		1123-00	Operating - PNC	PNC BANK		90.00
3/10/25	74022	5303-50	Innovative Items	Invoice: 022825	595.00	
		1123-00	Operating - PNC	T-MOBILE		595.00
3/10/25	74023	5401-00	Basic Phone	Invoice: 6107164260	247.74	
		1123-00	Operating - PNC	VERIZON WIRELESS		247.74
3/31/25	74024	5301-10	Adult Books	ACT #C019265	447.06	
		5301-10	Adult Books	ACT #L410629	985.41	
		5301-50	Materials Processing	PROCESSING	67.71	
		5301-10	Adult Books	ACT #L424469	7,092.37	
		5301-30	Outreach Books	ACT #L424469	28.49	
		5301-50	Materials Processing	PROCESSING	627.30	
		1123-00	Operating - PNC	THE BAKER & TAYLOR COMPANY		9,248.34

ROCHESTER HILLS PUBLIC LIBRARY
Cash Disbursements Journal
For the Period From Mar 1, 2025 to Mar 31, 2025

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Date	Check #	Account ID	Account Descriptio	Line Description	Debit Amount	Credit Amount
3/31/25	74025	5301-30	Outreach Books	ACT #L449673	501.00	
		5301-50	Materials Processing	PROCESSING	41.91	
		5301-30	Outreach Books	ACT #L534941	540.72	
		5301-50	Materials Processing	PROCESSING	35.94	
		5301-30	Outreach Books	ACT #L395513	1,505.35	
		5301-50	Materials Processing	PROCESSING	163.83	
		5301-30	Outreach Books	ACT #L449672	541.94	
		5301-20	Youth Books	ACT #L449672	52.59	
		5301-50	Materials Processing	PROCESSING	29.97	
		1123-00	Operating - PNC	THE BAKER & TAYLOR COMPANY		3,413.25
3/31/25	74026	5301-20	Youth Books	ACT #L554618	3,837.73	
		5301-50	Materials Processing	PROCESSING	282.00	
		1123-00	Operating - PNC	THE BAKER & TAYLOR COMPANY		4,119.73
3/31/25	74027	5306-10	Adult DVDs	CUSTOMER #2000005835-DVD	2,509.30	
		5303-11	Adult Audio-Music	CUSTOMER #2000005835-MUSIC	123.67	
		5303-10	Adult Audio-Kits-Gam	CUSTOMER #2000005835-AUDIO	506.89	
		5301-50	Materials Processing	PROCESSING	631.32	
		5306-10	Adult DVDs	CUSTOMER #2000005843-DVD	18.74	
		5301-50	Materials Processing	PROCESSING	4.79	
		5306-10	Adult DVDs	CUSTOMER #200014883-DVD	491.49	
		5301-50	Materials Processing	PROCESSING	137.28	
		1123-00	Operating - PNC	MIDWEST TAPE LLC		4,423.48
3/31/25	74028	5306-30	Outreach DVDs	CUSTOMER #2000005836-DVD	281.13	
		5301-50	Materials Processing	PROCESSING	29.88	
		5306-30	Outreach DVDs	CUSTOMER #2000005839-DVD	152.19	
		1123-00	Operating - PNC	MIDWEST TAPE LLC		463.20
3/31/25	74029	5306-20	Youth DVDs/Videos	CUSTOMER #2000005837-DVD	89.20	
		5303-20	Youth Audio	CUSTOMER #2000005837-AUDIO	140.96	
		5301-50	Materials Processing	PROCESSING	35.29	
		1123-00	Operating - PNC	MIDWEST TAPE LLC		265.45

ROCHESTER HILLS PUBLIC LIBRARY
Cash Disbursements Journal
For the Period From Mar 1, 2025 to Mar 31, 2025

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Date	Check #	Account ID	Account Descriptio	Line Description	Debit Amount	Credit Amount
3/31/25	74030	5301-20	Youth Books	Invoice: 118492	310.69	
		1123-00	Operating - PNC	APPLE BOOKS		310.69
3/31/25	74031	8001-00	Equipment/Fixed Ass	Invoice: A171009-001-0	785.00	
		1123-00	Operating - PNC	APPLIED INNOVATION		785.00
3/31/25	74032	6401-00	Service Contracts	Invoice: 45223	320.00	
		1123-00	Operating - PNC	AQUARIUM DESIGN & MAINTENANCE		320.00
3/31/25	74033	5703-00	Legal	Invoice: 118381	687.50	
		1123-00	Operating - PNC	BEIER HOWLETT, PC		687.50
3/31/25	74034	5303-10	Adult Audio-Kits-Gam	Invoice: 2190567	72.00	
		5301-50	Materials Processing	Invoice: 2190567	5.90	
		1123-00	Operating - PNC	BLACKSTONE PUBLISHING		77.90
3/31/25	74035	5301-30	Outreach Books	Invoice: 2153317	47.94	
		5301-30	Outreach Books	Invoice: 2154226	714.33	
		5301-30	Outreach Books	Invoice: 2154622	50.34	
		1123-00	Operating - PNC	CENTER POINT LARGE PRINT		812.61
3/31/25	74036	5502-00	Gas	Invoice: 031325	3,303.61	
		1123-00	Operating - PNC	CONSUMERS ENERGY		3,303.61
3/31/25	74037	6401-00	Service Contracts	Invoice: 031725	172.56	
		1123-00	Operating - PNC	CULLIGAN OF ROMEO		172.56
3/31/25	74038	5202-40	Other Dental	Invoice: RIS0006302319	1,725.27	
		1123-00	Operating - PNC	DELTA DENTAL PLAN OF MICHIGAN		1,725.27
3/31/25	74039	5301-50	Materials Processing	Invoice: 7620442	1,084.03	
		5301-50	Materials Processing	Invoice: 7623272	20.38	
		1123-00	Operating - PNC	DEMCO INC		1,104.41
3/31/25	74040	5503-00	Electric	Invoice: 032125	13,564.16	
		1123-00	Operating - PNC	DTE ENERGY		13,564.16

ROCHESTER HILLS PUBLIC LIBRARY
Cash Disbursements Journal
For the Period From Mar 1, 2025 to Mar 31, 2025

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Date	Check #	Account ID	Account Descriptio	Line Description	Debit Amount	Credit Amount
3/31/25	74041	5703-00	Legal	Invoice: 364032	1,269.00	
		1123-00	Operating - PNC	DYKEMA GOSSETT PLLC		1,269.00
3/31/25	74042	5301-30	Outreach Books	Invoice: 86898868	55.98	
		5301-30	Outreach Books	Invoice: 86889709	143.15	
		5301-30	Outreach Books	Invoice: 86966723	742.96	
		5301-30	Outreach Books	Invoice: 86973363	599.01	
		5301-30	Outreach Books	Invoice: 86974269	91.17	
		5301-30	Outreach Books	Invoice: 86986864	27.99	
		5301-30	Outreach Books	Invoice: 87009596	89.56	
		5301-30	Outreach Books	Invoice: 87009921	22.39	
		1123-00	Operating - PNC	GALE/CENGAGE LEARNING		1,772.21
3/31/25	74043	6200-40	Community Programs	Invoice: 040625	175.00	
		1123-00	Operating - PNC	LEONARDO GIANOLA		175.00
3/31/25	74044	5207-50	Legal Plan Benefit	Invoice: 31714AG20250401	545.30	
		1123-00	Operating - PNC	GIS BENEFITS		545.30
3/31/25	74045	6401-00	Service Contracts	Invoice: 68881110	424.36	
		1123-00	Operating - PNC	GREEN FOR LIFE ENVIRONMENTAL		424.36
3/31/25	74046	5301-80	Interlibrary Loan (ILL)	Invoice: 032425	32.99	
		1123-00	Operating - PNC	HAMBURG TOWNSHIP LIBRARY		32.99
3/31/25	74047	5201-40	Other Medical	Invoice: 100011466813	21,411.45	
		1123-00	Operating - PNC	HEALTH ALLIANCE PLAN		21,411.45
3/31/25	74048	5201-40	Other Medical	Invoice: 100011467474	3,772.55	
		1123-00	Operating - PNC	ALLIANCE HEALTH AND LIFE		3,772.55
3/31/25	74049	6502-00	Circ System Polaris	Invoice: INV-INC36524		0.02
		6502-00	Circ System Polaris	Invoice: INV-INC36524		0.02
		6502-00	Circ System Polaris	Invoice: INV-INC38987	2,882.00	

ROCHESTER HILLS PUBLIC LIBRARY
Cash Disbursements Journal
For the Period From Mar 1, 2025 to Mar 31, 2025

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
		6502-00	Circ System Polaris	Invoice: INV-INC38999	109,285.06	
		6502-00	Circ System Polaris	Invoice: INV-INC38999	1,920.95	
		1123-00	Operating - PNC	INNOVATIVE INTERFACES		114,087.97
3/31/25	74050	1123-00	Operating - PNC	VOID		
3/31/25	74051	5306-82	Oakland Talking Boo	Invoice: 2156	665.00	
		1123-00	Operating - PNC	JM DESIGN & PRINTING SERVICES LLC		665.00
3/31/25	74052	5302-13	Electronic Materials	Invoice: 441774-PPU	813.45	
		1123-00	Operating - PNC	KANOPY INC.		813.45
3/31/25	74053	6506-00	Software Support/Mai	Invoice: CI_1545673	3,924.00	
		6506-00	Software Support/Mai	Invoice: CI_1545673	360.00	
		6506-00	Software Support/Mai	Invoice: CI_1545673	1,200.00	
		1123-00	Operating - PNC	KASEYA US, LLC		5,484.00
3/31/25	74054	5401-00	Basic Phone	Invoice: 34372270	225.53	
		1123-00	Operating - PNC	LINGO COMMUNICATIONS		225.53
3/31/25	74055	6200-20	Youth Programs	Invoice: 040425	100.00	
		1123-00	Operating - PNC	MARIA MICELI		100.00
3/31/25	74056	6200-20	Youth Programs	Invoice: 082025 DEPOSIT	125.00	
		1123-00	Operating - PNC	MIDWEST SCHOOL SHOWS		125.00
3/31/25	74057	5302-13	Electronic Materials	Invoice: 506823320	13,312.23	
		1123-00	Operating - PNC	MIDWEST TAPE LLC		13,312.23
3/31/25	74058	5302-13	Electronic Materials	Invoice: 721MA25067678	13,921.30	
		5302-13	Electronic Materials	Invoice: 721MA25063045	1,380.82	
		5302-13	Electronic Materials	Invoice: 721SV25067033	8.97	
		1123-00	Operating - PNC	OVERDRIVE INC		15,311.09
3/31/25	74059	5306-80	Bookmobile Operatio	Invoice: 030625	1,320.65	
		1123-00	Operating - PNC	CITY OF ROCHESTER HILLS		1,320.65

ROCHESTER HILLS PUBLIC LIBRARY
Cash Disbursements Journal
For the Period From Mar 1, 2025 to Mar 31, 2025

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
				ROCHESTER HILLS DPS		
3/31/25	74060	5301-80	Interlibrary Loan (ILL)	Invoice: zv78702014.32125	15.94	
		1123-00	Operating - PNC	TROY PUBLIC LIBRARY		15.94
3/31/25	74061	5301-10	Adult Books	Invoice: 20421	722.73	
		5301-10	Adult Books	Invoice: 20518	231.59	
		1123-00	Operating - PNC	TSAI FONG BOOKS INC		954.32
3/31/25	74062	5701-30	Collection Agency	Invoice: 6136942	285.65	
		5701-30	Collection Agency	Invoice: 6136949	48.75	
		1123-00	Operating - PNC	UNIQUE MANAGEMENT SERVICES INC		334.40
3/31/25	74063	5206-40	Other LTD Insurance	Invoice: 031925	503.38	
		2168-00	Supplemental Ins W/	Invoice: 031925	42.51	
		1123-00	Operating - PNC	UNUM LIFE INSURANCE CO OF AMERICA		545.89
3/31/25	74064	6402-10	Maintenance Supplie	Invoice: 94136	1,195.97	
		6402-10	Maintenance Supplie	Invoice: 94504	684.00	
		6401-00	Service Contracts	Invoice: 94436	7,955.00	
		1123-00	Operating - PNC	VANGUARD CLEANING SYSTEMS		9,834.97
3/31/25	74065	5207-30	Vision Insurance	Invoice: 822483498	279.78	
		1123-00	Operating - PNC	VISION SERVICE PLAN		279.78
3/31/25	74066	8004-00	Bookmobile Improve	Invoice: INV-203909	1,844.10	
		8004-00	Bookmobile Improve	Invoice: INV-203972	3,598.00	
		1123-00	Operating - PNC	WEST NETWORKS LLC		5,442.10
3/31/25	74067	5301-30	Outreach Books	Invoice: 87016389	27.99	
		5301-30	Outreach Books	Invoice: 87045388	191.13	
		5301-30	Outreach Books	Invoice: 87045615	29.59	
		5301-30	Outreach Books	Invoice: 87055183	495.84	
		1123-00	Operating - PNC	GALE/CENGAGE LEARNING		744.55

ROCHESTER HILLS PUBLIC LIBRARY
Cash Disbursements Journal
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Date	Check #	Account ID	Account Descriptio	Line Description	Debit Amount	Credit Amount
3/7/25	EFTAZ030725	5301-10	Adult Books		2,661.02	
		5301-20	Youth Books		1,280.50	
		8001-00	Equipment/Fixed Ass	Makerspace/IT Capital Asset Project	5,990.26	
		5303-50	Innovative Items		507.26	
		5940-00	Makerspace Expense		87.14	
		6508-00	Minor Equip <$2500		948.75	
		6200-20	Youth Programs		376.34	
		5807-00	Office Supplies		169.30	
		5808-00	Board Room Supplie		66.18	
		5303-30	Outreach Audio & Vid		183.97	
		5306-13	Teen & Adult Video G		358.94	
		6200-10	Adult Programs		110.65	
		6200-50	Systemwide Program		339.98	
		5809-00	Marketing Supplies		57.16	
		5301-30	Outreach Books		21.75	
		5805-00	IT Supplies		219.03	
		5802-00	Circulation Supplies		43.89	
		5306-80	Bookmobile Operatio		5.96	
		5301-50	Materials Processing		34.67	
		1123-00	Operating - PNC	AMAZON CAPITAL SERVICES		13,462.75
3/31/25	EFTVISA0331	6100-60	Workshops/Conferen		2,224.16	
		5302-13	Electronic Materials		30.00	
		6402-10	Maintenance Supplie		356.82	
		6200-20	Youth Programs		278.91	
		5805-00	IT Supplies		229.95	
		6506-00	Software Support/Mai		3,419.50	
		5940-00	Makerspace Expense		279.48	
		6100-50	Professional Member		96.50	
		5807-00	Office Supplies		180.54	
		6200-10	Adult Programs		546.63	
		5402-00	Postage/Shipping		519.99	
		5809-00	Marketing Supplies		394.00	
		6200-30	Outreach Programs		12.00	
		7001-01	Misc. Reimburseable		30.00	
		5808-00	Board Room Supplie		13.98	
		1123-00	Operating - PNC	CAPITAL ONE BK(USA), NA		8,612.46
	Total				**332,753.66**	**332,753.66**

Rochester Hills Public Library				
Supplemental Information				
March 2025				
Checks & EFT's - Operating Account***				332,753.62
Payroll Account - Net Payroll				153,198.66
Employee Benefit EFTs and Misc Debits -				
	Payroll Taxes		50,150.33	
	Employee FSA Debits - Wage Works		2,086.49	
	Employer Pension Contributions - MERS		9,490.27	
	Employee Deferred Contributions		12,927.74	
	Bank/Merchant Fees		408.96	
	ADP & WageWorks Fees		1,934.10	
	Other		-	
			TOTAL	76,997.89
		TOTAL CASH DISBURSEMENTS		**$ 562,950.17**
		***Adjustments to Accts. Payable	0.04	
		Total Cash Disbursement Report	332,753.66	

Communications

ROCHESTER HILLS
PUBLIC LIBRARY

ROCHESTER HILLS PUBLIC LIBRARY

Date: 2-18-25

Comment Card

500 Olde Towne Road
Rochester, Michigan 48307-2043

The Library service is very beneficial and appreciated. I have appreciated both the large print and the books on tape. I am a pharmacist and Health care administrator as well as a science teacher. My grandchildren have enjoyed your service since they were 4 years old. They are now 8 of M graduates. Their parents also appreciate you also.

(Optional) Name; Contact #: Email:

For staff use only:

Given to Karen Mount 2

*Admin received card at the end of March 2025.

ROCHESTER HILLS PUBLIC LIBRARY

Date: 3/6/25

Comment Card

500 Olde Towne Road
Rochester, Michigan 48307-2043

Rebecca L was a DELIGHT to interact with! She was pleasant, helpful, fast... I wish everyone I interacted with had her great, helpful attitude!

(Optional) Name: Contact #: Email: fiuta@hotmail

For staff use only:

Drop-In Genealogy Help

ROCHESTER HILLS PUBLIC LIBRARY

Comment Card

500 Olde Towne Road
Rochester, Michigan 48307-2043

Date 3-8-25

Genealogy program was great. Thanks so much to Hilary & Heather. Lots of info, lots of patience with research newbies. Will come again

Optional: Name Contact No.

ROCHESTER HILLS PUBLIC LIBRARY
500 Olde Towne Road
Rochester, Michigan 48307-2043

Date: 3/11/25 How to Catch a leprechaun w/ Ms. Lucia

Comment Card

We always love these events! My daughter had a blast! Thank you!

(Optional) Name: Contact #: Email:

For staff use only:

ROCHESTER HILLS PUBLIC LIBRARY
500 Olde Towne Road
Rochester, Michigan 48307-2043

Date: 3/11/25 How to Catch a leprechaun

Comment Card

The kids loved this activity. It was very creative and fun!

(Optional) Name: Megan Gatto Contact #: Email:

For staff use only:

ROCHESTER HILLS PUBLIC LIBRARY
500 Olde Towne Road
Rochester, Michigan 48307-2043

Date: 3/12/25

Comment Card

Ms. Kim ... You are the kindest and sweetest of all the librarians I have met! Thank you for taking time understand my kid's temperament and recommed such awesome books!

(Optional) Name: Contact #: Email:

For staff use only:

ROCHESTER HILLS PUBLIC LIBRARY

Date: 3/20/25

500 Olde Towne Road
Rochester, Michigan 48307-2043

Comment Card

I remember several years ago, you sponsored a book (paperback) trade prior to summer topic based read trade. It was an night for about 2 hours. Folks brought 1's to offer in trade and given a "voucher" equal to their donation. I haven't seen this in recent years and would welcome its return.

(Optional) Name: Contact #: Email:

For staff use only:

Called and followed up w/patron. Shared idea to programming committee.

ROCHESTER HILLS PUBLIC LIBRARY

Date: 3/20/25 "Electric Cars: Past, Present, + Future" program

500 Olde Towne Road
Rochester, Michigan 48307-2043

Comment Card

Great slides; very good summary of the topic! Thank you for your work in putting together the excellent presentation.

(Optional) Name: Contact #: Email:

For staff use only:

ROCHESTER HILLS PUBLIC LIBRARY

Date: 3/30 "Diane Westin Band" concert

500 Olde Towne Road
Rochester, Michigan 48307-2043

Comment Card

Just want to tell you how much I enjoyed Diane Westin and her group today. Please have them back soon! Awesome!

(Optional) Name: Contact #: Email:

For staff use only:

Ji-Eun Mun
Local Guide • 15 reviews • 180 photos

★★★★★ 2 days ago NEW

📚 Rochester Hills Public Library – A Warm and Inviting Place for Families 🎶

During my trip to Michigan, I visited the Rochester Hills Public Library for the second time. My kids absolutely love this place, so we couldn't resist coming back. The library has an old, timeless charm, carrying the marks of years gone by, but this only adds to its warm and cozy atmosphere.

One of the highlights of this library is the old piano near the entrance on the first floor. My kids were so excited about playing it that they even practiced at home before coming. When they finally sat down to play, it felt like they were performing on a real stage. What made the experience even better was the kind encouragement from passersby—people would stop for a moment to listen and offer words of praise. Seeing my children's joy and confidence grow in that moment was truly special.

📖 Well-Organized Spaces with Plenty of Books

The library is thoughtfully organized, making it easy to find books for all ages.
✔️ First Floor – This area is dedicated to children's books. There are plenty of tables and chairs scattered throughout, making it an inviting space for young readers.
✔️ Second Floor – This section caters to adults and offers a vast selection of books across various genres.

One of my favorite spots in the entire library is a small table near the large windows. My kids love sitting there, flipping through their books while soaking in the natural light. Outside the windows, there's a beautiful walking path, and every time I visit, I feel tempted to take a stroll. If time allows on my next visit, I'd love to explore that scenic path.

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📚 A Library Worth Visiting Again and Again

Beyond the books and the serene reading spots, there's something truly special about this library. It has a charm that makes you want to return, whether you're a local or just passing through like me.

The library is more than just a place to borrow books—it's a welcoming community space where people of all ages can come together, read, play music, and enjoy a quiet escape. For families, it offers a wonderful environment where children can develop a love for reading in a setting that feels safe and inspiring.

I highly recommend visiting Rochester Hills Public Library if you're ever in the area. Whether you're looking for a great selection of books, a cozy place to read, or even a small stage to showcase your piano skills, this library has something for everyone. I'll definitely be coming back again! 😊📖🎶

Rochester Hills Public Library
Owner

Yesterday

Hi Ji-Eun,
Thank you so much for your heartfelt and generous review. We are honored to be such an enjoyable and important place for you and your family. Let us know the next time you stop by, we'd love to hear your kids play! We're also very happy to help you plot out your walk on the Paint Creek Trail! Take care.

Google review, 3.11.25

Arthur B
Local Guide • 25 reviews • 1 photo

★★★★★ 4 days ago NEW

My favorite library. The creator space invites exploration into new hobbies, the staff is always accommodating, and the variety of spaces available meets all my needs (meeting with friends, studying, taking a business call, etc.). Great hours too, especially on weekdays! This doesn't even begin to address the recent renovations and the digital access provided by this library. I'm glad to be a patron to this library and be able to receive such services from my library.

Rochester Hills Public Library
Owner

Yesterday

Hi Arthur,
Thank you for your five star review! We are happy to hear that RHPL is a meaningful space to you and are glad that you gain so much from the services we offer. We're happy to have you here. See you again soon!

Google review, 3.28.25

Oakland Township to Continue Rochester Hills Library Services Thanks to Temporary Agreement

Oakland Township to Continue Rochester Hills Library Services Thanks to Temporary Agreement

(RHPL, March 15, 2025)

Rochester Hills, MI – Rochester Hills Public Library (RHPL) and the Oakland Township Library Board (OTLB) have reached a temporary agreement to extend library services using the current contract parameters through 2025.

Director of RHPL Juliane Morian championed the agreement, saying, "RHPL is one of the best examples of collaborative partnerships in the greater Rochester area. By pooling resources, the library serves as a shining example of investing in a public good that one community could not achieve on its own. We are excited to modernize our agreements and create mutually agreeable contracts."

In August 2024, 66% of Rochester Hills voters approved a new, additional millage of .39 mills for 10 years. To bring Rochester and Oakland Township into parity with Rochester Hills, contracts for both communities need to be revised to update the approved millage rate. The City of Rochester contract has a renewal date in the summer of 2025, so the current focus has been avoiding service disruptions to Oakland Township patrons as the original contract was set to expire on April 1, 2025.

When RHPL initially approached voters in Rochester Hills asking them to consider new funding to supplement the existing millage, the RHPL board delivered the same request to the two partner communities. When both contract communities elected not to bring a millage before their voters, the RHPL Board communicated that the same request would be made in proportion to what Rochester Hills residents pay (on a per capita basis) with a new contract for service. Updating these contracts allows all parties to modernize their agreements to keep them in line with contemporary costs for library services, bring contracts for two communities into parity with one another, and align renewal terms with the calendar year.

Acknowledging that both boards are still in discussion about final, long-term contracts, OTLB president Jim Kiefer stated, "This temporary unanimous agreement is a testimony to the positive working relationship between the two boards and affirms the forward momentum desired between all parties to reach a final agreement for service."

When the library was first formed in 1924, voters agreed to set funding to 1.0 mill in perpetuity. Both contract agreements, beginning in 1967 for Oakland Township and 1968 for Rochester, were set up in the same manner – 1.0 mill in perpetuity based on the taxable value of property. The contracts meant that the three communities received, and still receive to this day, equal access to library services and materials even though the actual amount paid varies.

Currently, due to Headlee rollbacks, the millage rates used as the basis of contract fees are .68 for the City of Rochester and .57 for Oakland Township. (Oakland Township has two millages for their combined rate).

"The RHPL Board has a fiduciary obligation, first to the residents of Rochester Hills to ensure proper funding of the library for long-range needs, and second to ensure contract communities receive full access to all library services by paying an equitable amount," said RHPL board president Bob Bonam. "We were pleased that the 2024 independent survey issued by the previous Oakland Township Library Board found that 65% of Oakland Township voters surveyed support staying with the library, even if it means an increase in taxes. We remain confident and encouraged that we can continue to work together for a final agreement"

Audits and financial information for the past three years are posted on the Board of Trustees page of the RHPL website. RHPL includes monthly financial statements as part of the RHPL Trustee board packet to make all transactions as transparent as possible. Financial audits are conducted annually by varying firms.

About:

Rochester Hills Public Library (RHPL) empowers people to explore and create with resources that enlighten, educate, entertain, and inform. Serving the communities of Rochester, Rochester Hills, and Oakland Township since 1924, RHPL provides lifelong learning opportunities, instills a love of reading, and offers equal access to information to over 110,000 patrons. The library serves as a community center where visitors enjoy innovative ways to learn and socialize through a variety of programs, including an annual summer reading challenge, parent-child workshops, concerts, and weekly lectures. Its expansive and user-friendly collections allow cardholders to use physical materials, eBooks, tools and technology, database subscriptions, movie and music downloads, language and genealogy services, business and investment reports, and national news sources at no cost.

Oakland County Times, March 16, 2025

Oakland County community calendar March 16 and beyond

• Rochester Hills Public Library presents "Electric Cars: Past, Present, and Future" at 7 p.m. March 20, at the library, 500 Olde Towne Road, Rochester. Registration is required at calendar.rhpl.org or 248-656-2900, open to the public.

Oakland Press, March 16, 2025

Oakland Township has reached a temporary agreement with the Rochester Hills Public Library for library services, extending library services for the township through the end of 2025.

File photo by Patricia O'Blenes

Oakland Township reaches temporary contract agreement with library

Library plans to present contract extension to Rochester this spring

By: Mary Beth Almond | Rochester Post | Published March 18, 2025

ROCHESTER HILLS/ROCHESTER/OAKLAND TOWNSHIP — Oakland Township has reached a temporary agreement with the Rochester Hills Public Library for library services.

Rochester Hills Public Library Director Juliane Morian said the temporary agreement extends library services for Oakland Township through the end of 2025, using the current contract parameters.

When the library was first formed in 1924, Rochester Hills voters agreed to set funding to 1.0 mill in perpetuity. Both contract agreements for the library's partner communities, beginning in 1967 for Oakland Township and 1968 for Rochester, were set up in the same manner – 1.0 mill in perpetuity based on the taxable value of property, according to officials.

The library serves the residents of Rochester, Rochester Hills and Oakland Township. While all three municipalities pay tax money to operate the library, Morian said the communities of Rochester and Oakland Township do not have a vote on the library board, according to the charter, since they contract with the library for services.

She further explained that the contracts mean the three communities receive equal access to library services and materials, even though the actual amount paid by each municipality varies.

In the two contract communities, Morian said, the annual payment adjusted for the Headlee Amendment is currently levied at less than a mill — a 0.68 mill for Rochester and a 0.57 mill in Oakland Township, paid for via two millages. In Rochester Hills, the annual payment is levied at 0.73 mill due to the Headlee rollback. One mill is $1 per $1,000 of a home's taxable value.

The Headlee Amendment to the Michigan Constitution requires local governments to reduce their millage rates if taxable values go up higher than the rate of inflation.

Although the costs to run the library have risen over the years, Morian said the library's millage rate had not changed since it was approved by voters in 1924. So last year, the library asked voters in Rochester Hills to consider additional funding. On Aug. 6, 2024, Rochester Hills voters approved a 0.39 mill increase for 10 years.

At that time, the library delivered the same request to Oakland Township and Rochester, which each elected not to bring a millage before their voters. So the Rochester Hills Public Library Board communicated that the same funding request would be made in proportion to what Rochester Hills residents pay — on a per capita basis — with a new contract for service.

"The RHPL Board has a fiduciary obligation, first to the residents of Rochester Hills to ensure proper funding of the library for long-range needs, and second to ensure contract communities receive full access to all library services by paying an equitable amount," Rochester Hills Public Library Board President Bob Bonam said in a statement.

The agreement to extend library services for both Oakland Township and the city of Rochester was approved by the Rochester Hills Library Board at their February meeting.

"We are just pulling forward the old contract terms for both (the) Oakland Township Library Board and for the city of Rochester for the remainder of this year, so that we can create a little more space where we can then finalize the long-term agreement that we hope will commence on Jan. 1, 2026, for both communities," Morian explained.

Oakland Township's temporary contract was presented first and signed by the Oakland Township Library Board, because the old contract would have expired at the end of March.

The temporary agreement with Oakland Township gives the township's library board and the library more time to discuss a final, long-term contract, without any disruption of library service for residents this year.

"This temporary unanimous agreement is a testimony to the positive working relationship between the two boards and affirms the forward momentum desired between all parties to reach a final agreement for service," Oakland Township Library Board President Jim Kiefer said in a statement.

This spring, Morian said the Rochester Hills Public Library Board will present the addendum to extend Rochester's contract with the library until the end of the year. Rochester's contract does not expire until July 1, so she said there is more time to finalize their temporary agreement.

The library, Morian explained, has "a great, positive working relationship with both the Oakland Township Library Board and the stakeholders at the city of Rochester."

"Everyone agrees that we go farther when we work together, and we want to see library services continue for both communities. A change like this does take time and we needed to create that space where we could figure out what were the questions that both communities had for the library, how we could best answer and (address) those, but also come up with a fair method of charging for municipal services that the citizens of Rochester Hills would be comfortable with as well," she said.

Updating the contracts, Morian explained, allows all parties to modernize their agreements to keep them in line with contemporary costs for library services, bring contracts for all communities into parity with one another, and align renewal terms with the calendar year.

For more information, visit www.rhpl.com.

C&G News, March 18, 2025

Oakland County community calendar March 30 and beyond

• Rochester Hills Public Library is offering an intergenerational book club for middle school age participants and adults. The book club meets at 1 p.m. April 12, to discuss "Healer of the Water Monster"by Brian Young, at the library, 500 Olde Towne Road, Rochester, calendar.rhpl.org.

Oakland Press, March 30, 2025

Library Director's Report

ROCHESTER HILLS
PUBLIC LIBRARY

Director's Report

April 8, 2025

1. **Partner Community Update**
   The Oakland Township Library Board affirmed the language of the long-term contract presented to them after the RHPL March board meeting. I have been in communication with the City of Rochester administration regarding renewal of their contract before July 1st.

2. **Institute for Museum and Library Services (IMLS) Uncertain Future**
   President Trump's executive order on March 14, 2025, Continuing the Reduction of the Federal Bureaucracy, shuttered the Institute of Museum and Library Services. Support for libraries at the federal level may disappear within the next six months. The Institute of Museum and Library Services was created in 1996 with bipartisan support in Congress and is obligated by statute to provide library support for each state in the union. Funding is secure through September 30, 2025, but the likelihood of congressional appropriation for the IMLS in next year's budget year is incredibly volatile. The predominant service that IMLS has funded in Michigan is the Michigan eLibrary (MeL) comprising MeL research databases and MeLCat interlibrary loan. While the purpose of the executive order is to reduce the national deficit by eliminating purported waste, the IMLS receives just 0.0046% of the federal budget. Furthermore, MeL is one of the best examples of government efficiency since 430+ libraries share materials and databases without needless redundancy. It is estimated that for every $1 dollar invested in MeL it produces $27 dollars of realized benefit to libraries and the patrons they serve. There are renewed calls for preserving MeL at the statewide level if the federal government abdicates support for libraries.

   At a local level in Rochester, MeLCat interlibrary loan provided more than 16,000 titles to patrons in 2024. To emphasize this a different way, that was 16,000 titles that RHPL did not have to purchase because fellow libraries lent materials to us for an estimated savings of $240,000. MeL databases are among the most popular online resources for local students needing homework help, teens and college students completing test prep, and adults conducting marketing research or medical research. In analyzing the most used MeL databases at RHPL, I project that we would have to spend $26,000 to replace a minimum of 5 of the 72 databases MeL offers.

3. **Battle of the Books Summary**
   The Rochester Hills Public Library Youth Services team held the 10th annual 5th Grade Battle of the Books on Saturday March 8, 2025 and an awards ceremony on March 10, 2025. Battle of the Books is a reading competition for all area fifth-graders. Students form their own teams of 3-5 members, select an adult coach to guide them, spend four months reading 12 books selected by the RHPL youth librarians, then come together to participate in a 50 questions "battle." Working with the Rochester Community Schools, Wendy Lehman and the team of YS librarians select noteworthy books each fall, visit 13 local elementary schools to promote the event, secure the sites and use of A/V equipment (at no charge). In 2025, 170 fifth-graders and almost 300 spectators made up of friends and family of the students in what was a fun tradition for local students and families.

4. **Professional Development Updates**

I have been attending an ALA four-week class on the topic of sustainability in libraries. After the RHPL board adopted the GOV-8 Environmental Impact Policy it spurred me to learn more about ways to improve operations at RHPL. The professional expertise I gained will help to shape and guide an RHPL Green Committee and inform future training sessions for staff in order to foster a mindset of sustainability.

The Clarivate/Innovative Users Group conference in Denver, CO was very informative and provided practical knowledge for RHPL staff in attendance. The director's summit I was invited to helped to reinforce our library's position as an influential customer voice as well.

This spring I plan to attend the Library Journal Design Institute in May and forgo attending the American Library Association conference, primarily for cost-saving reasons.

5. **Spring Break - Break Out Summary**

In addition to adult programs and concerts, and a Teen escape room, the Youth Services department coordinated 11 different programs during Spring Break (March 24-28) this year. There was a mix of regular and novel programming including Wildlife in Your Backyard with the Howell Nature Center, The Music Lady Concert, & KABOOMISTRY with The Michigan Science Center. RHPL youth programs drew over 500 people to the library.

6. **Out of Office**

I will be attending the Michigan Library Association Advocacy Day on Wednesday, April 30th. Additionally, I will be taking a personal vacation, May 1-3.

I am attending the Library Journal Design Institute in Winter Park, FL on May 8th.

7. **Upcoming Events**

April 21 - 26, 2025	Volunteer Appreciation Week
April 22, 2025	Friends of RHPL Board Meeting, 7:00pm
April 24, 2025	Rochester Area Prayer Breakfast, 7:00am (Oakland University)
April 26, 2025	Wine, Wit, and Wisdom Fundraiser, 6:00pm
April 28, 2025	Authors in April Banquet, 5:30pm (Palazzo Grande Banquet Center)
May 13, 2025	RHPL Board of Trustees Meeting, 7:00pm
May 16, 2025	Volunteer Appreciation Open House, 4:00 - 6:00pm

ROCHESTER HILLS PUBLIC LIBRARY

Statistical Report - Usage for the month of March 2025

Circulation	LY Month	Month	MTM	Last YTD	YTD	YTY
Checkouts	47,472	46,370	-2.3%	134,492	128,762	-4.3%
Renewals	51,730	49,624	-4.1%	145,933	138,398	-5.2%
e-Materials	30,028	32,416	8.0%	91,046	96,764	6.3%
Bookmobile	3,959	4,921	24.3%	11,697	12,099	3.4%
Mini-Branch	1,377	1,354	-1.7%	4,423	3,939	-10.9%
OTBS Circ	5,378	5,000	-7.0%	16,267	14,157	-13.0%
MeLCat Borrowed	1,358	1,374	1.2%	4,286	4,043	-5.7%
MeLCat Loaned	1,349	1,422	5.4%	4,299	4,304	0.1%
Total Circulation	**142,651**	**142,481**	**-0.1%**	**412,561**	**402,571**	**-2.4%**

Other Statistics	LY Month	Month	MTM	Last YTD	YTD	YTY
In-Person Visits	40,807	39,266	-3.8%	121,363	103,186	-15.0%
Room Reservations	993	1,011	1.8%	2,970	2,996	0.9%
Adult Programs	41	41	0.0%	115	135	17.4%
--Attendance	674	652	-3.3%	2,451	1,511	-38.4%
Teen Programs	4	6	50.0%	13	18	38.5%
--Attendance	16	29	81.3%	73	135	84.9%
Youth Programs	15	32	113.3%	89	107	20.2%
--Attendance	1,800	2,254	25.2%	3,428	4,322	26.1%
Outreach Attendance	151	313	107.3%	417	657	57.6%
Makerspace Use	337	378	12.2%	1160	1442	24.3%
Computer Use	1,727	1,736	0.5%	5,004	4,638	-7.3%
Wireless Use	6,515	6,456	-0.9%	18,054	18,678	3.5%
Database Use	6,063	8,266	36.3%	18,746	21,144	12.8%
Volunteer Hours	329	248	-24.6%	904	854	-5.5%

Number of Library Card Holders

Municipality	LY Month	Month	% Total
Rochester Hills	45,059	46,197	58.5%
Rochester	10,151	10,765	13.6%
Oakland	9,227	9,186	11.6%
Non-residents	4,330	5,352	6.8%
Virtual Students	7,257	7,418	9.4%
Total Card	**76,024**	**78,918**	**100%**

Number of Items

Type	LY Month	Month
Print	271,808	289,038
Audio	19,383	19,864
Video	47,670	49,245
Other	440	441
E-Material	27,062	31,618
Total	**366,363**	**390,206**

Committee Updates

ROCHESTER HILLS
PUBLIC LIBRARY

Policy Statement

Accrued sick leave is a means of ensuring that an employee has time off with pay subject to accrual limits, in the event of personal illness or illness of a family member or child.[1]

Except as otherwise provided herein, all Library employees, including full-time, part-time, substitute and provisional employees are eligible to accrue paid sick time. Excluded from this Policy and not eligible for Paid Sick Time are unpaid interns/trainees, employees covered under the Youth Employment Standards Act, and employees who are allowed to schedule their own hours on an adhoc basis, and who are not subject to an adverse personnel action for failing to meet a minimum number of hours.

Regulations

1. Accrued sick leave should be used only as needed. Employees may use sick leave for all purposes covered by the Michigan Earned Sick Time Act (ESTA) with rules and regulations promulgated, from time to time, by the State of Michigan. To the extent that any provision conflicts with the ESTA or rules and regulations, compliance with the ESTA and/or rules and regulations therein, shall control.

2. All eligible employees shall accrue one (1) hour of paid sick time for every twenty-six (26) hours worked.

3. Paid sick time can be used in fifteen (15) minute minimum increments.

4. Paid sick time can be used for any of the following reasons as provided for in the ESTA:
    a. For the employee's mental or physical illness, injury, or health condition; medical diagnosis, care, or treatment of the employee's mental or physical illness, injury, or health condition; or preventative medical care for the employee.
    b. For the employee's family member's mental or physical illness, injury, or health condition; medical diagnosis, care, or treatment of the employee's family member's mental or physical illness, injury, or health condition; or preventative medical care for a family member of the employee.
    c. If the employee or the employee's family member is a victim of domestic violence or sexual assault, for medical care or psychological or other counseling for physical or psychological injury or disability; to obtain services from a victim services organization; to relocate due to domestic violence or sexual assault; to obtain legal services; or to participate in any civil or criminal proceedings related to or resulting from the domestic violence or sexual assault;

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[1] See GEN-2 Definitions for definition of family member and child

d. For meetings at a child's school or place of care related to the child's health or disability, or the effects of domestic violence or sexual assault on the child; and
e. For closure of the employee's place of business by order of a public official due to a public health emergency; for an employee's need to care for a child whose school or place of care has been closed by order of a public official due to a public health emergency; or when it has been determined by the health authorities having jurisdiction or by a health care provider that the employee's or employee's family member's presence in the community would jeopardize the health of others because of the employee's or family member's exposure to a communicable disease, whether or not the employee or family member has actually contracted the communicable disease.

5. Employees must notify their supervisor when using paid sick time for an ESTA related reason.
    a. When the need to use paid sick time for an ESTA reason is foreseeable, employees are required to provide their supervisor seven (7) days' advance notice before the date the ESTA time is to begin, or as soon as the need is known, if less than seven (7) days.
    b. When the need to use paid sick time for an ESTA reason is not foreseeable, employees must contact their supervisor with as much notice as possible, and no later than one-half (1/2) hour before the scheduled report time or present an excuse acceptable for not doing so.
    c. If at the time notice is given, the employee knows that he or she will be absent for more than one (1) day, the employee is required to notify his/her supervisor of the longer absence.
    d. Failure to provide appropriate notice for the use of ESTA time may result in discipline up to and including discharge.

6. When ESTA time is used on more than three (3) consecutive working days, an employee may be required to provide reasonable documentation that the time off was for an ESTA related reason.

7. Paid sick time accumulates without limitation.

8. Earned sick time can be used as it is accrued. There is no limitation on the amount of accrued earned sick time that can be used in a calendar year. Earned sick time may be used only on scheduled shifts and may not be used in lieu of vacation.

9. With the exception of employees terminated for conduct as set out in Section 1 in the Library's *Employee Conduct Policy*, accrued earned sick time will be paid upon termination of employment to employees as follows:
    a. Provisional (hourly) staff – up to thirty (30) hours;
    b. Part-time regular staff – up to forty-five (45) hours;
    c. Full-time staff – up to seventy-five (75) hours.

10. Employees will not be penalized or retaliated against in any way for requesting or using ESTA Time.

11. Paid sick time used with respect to an employee's medical condition will be coordinated and run concurrently with FMLA or short-term disability.

12. Earned sick time is not accrued while an employee is on disability leave, but is accrued for all other hours worked/reported on timecards (i.e. work from home, accrued vacation time leave, jury reporting, sick time leave, etc.)

Approved:
Rochester Hills Public Library Board of Trustees

Policy Statement

The following terms are used throughout the personnel policies and guidelines and shall serve as the basis for meaning, interpretation and application.

Regulations

ANNIVERSARY DATE – The first day worked as an employee.

ACCUMULATED BENEFIT TIME – The total of vacation, sick or compensatory time accrued by an employee.

BANK – The amount of time an employee has accrued for a leave of absence with pay.

BOARD OF TRUSTEES – The governing body of the library will be referred to as the Board of Trustees in all library records and individuals on that board will be referred to as trustees to differentiate them from the library director.

CLASSIFICATION – The level of position on the salary or wage schedule.

CHILD (SON OR DAUGHTER) – a biological, adopted, or foster child, a stepchild, a legal ward, child of a domestic partner, or a child of a person standing in loco parentis, who is either under age 18, or age 18 or older and incapable of self-care because of a mental or physical disability.

COVERED ACTIVE DUTY- In the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country; and in the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty.

COVERED SERVICEMEMBER - A member of the Armed Forces (including a member of the National Guard or Reserves) who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or a veteran who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness and who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the period of 5 years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy.

DAY – The number of hours worked per week divided by five (5). Based on a 37.5 hour work week one day equals:

- 7.5 hours for 37.5-hour regular full-time employees
- 4.5 hours for 22.5-hour regular part-time employees

EMPLOYEE – Any current library staff member.

GRIEVANCE – Any dispute regarding the meaning, interpretation, or application of the terms of any policy within the personnel policies manual or any complaint an employee has related to his/her employment.

IMMEDIATE FAMILY – Biological, adopted or foster child, stepchild, or legal ward, a child of a domestic partner, or a child to whom the employee stands in loco parentis;

- Biological parent, foster parent, stepparent, or adoptive parent or a legal guardian of an employee or an employee's spouse or domestic partner or a person who stood in loco parentis when the employee was a minor child;
- A person to whom the employee is legally married under the laws of any state or a domestic partner;
- A grandparent;
- A grandchild;
- A biological, step, foster or adopted sibling; and
- Any other individual related by blood or affinity whose close association with the employee is the equivalent of an immediate family relationship.

IMMEDIATE SUPERVISOR – The person to whom the employee typically reports to or who scheduled the employee to work on a given day.

LEGAL SERVICE AREA – City of Rochester Hills, Oakland Township and the City of Rochester

LENGTH OF SERVICE – The difference between the current date and the anniversary date appearing in library personnel records. If a regular employee terminates employment and later returns, the length of service will be the total of the previous length of service plus the new length of service. Unless required by law, the length of service for determining benefits shall not include time served as an hourly employee.

LIBRARY – The Rochester Hills Public Library Board of Trustees acting through its designated library director.

LIBRARY BOARD TRUSTEE – Any current member of the governing body of the library.

NEW HIRE – An employee who has been employed for the library less than ninety (90) days.

PAY PERIOD – A two (2)-week period of time commencing on a Monday and designated for the purposes of receiving compensation and accruing benefit time.

PROVISIONAL EMPLOYEE – An employee who normally works less than 22.5 hours per week, either on a definite or indefinite basis.

REGULAR FULL-TIME EMPLOYEE – An employee who is regularly scheduled to work 37.5 hours per week.

REGULAR PART-TIME EMPLOYEE – An employee who is regularly scheduled to work at least 22.5 hours a week, but less than 37.5 hours a week.

SERIOUS HEALTH CONDITION – an illness, injury, impairment or physical or mental

condition that involves inpatient care or continuing treatment by a health care provider as defined by FMLA.

SERIOUS INJURY OR ILLNESS - In the case of a member of the Armed Forces (including a member of the National Guard or Reserves), means an injury or illness that was incurred by the member in line of duty on active duty in the Armed Forces (or existed before the beginning of the member's active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating; and in the case of a veteran who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the period of 5 years preceding the date of treatment, recuperation or therapy, means a qualifying (as defined by the Department of Labor) injury or illness that was incurred by the member in line of duty on active duty in the Armed Forces (or existed before the beginning of the member's active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that manifested itself before or after the member became a veteran.

WORK WEEK – A seven (7)-day period of time commencing on a Monday and ending on the following Sunday.

Approved: ~~December 12, 2022~~

Rochester Hills Public Library Board of Trustees

Other Business

ROCHESTER HILLS
PUBLIC LIBRARY