

**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 10, 2022 - 7:00 p.m.

**Agenda**

- I. Call to order of the annual meeting
- II. Election of Officers
  - A. President: Madge Lawson
  - B. Vice President: Anne Kucher
  - C. Treasurer: Robert Bonam
  - D. Secretary: Chuck Stouffer
- 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. Reaffirmation of vendor checks eligible for single signatures.
- IV. 2022 Planning Calendar
  - A. Library board meeting dates for 2022
    - January 10, 2022; 7:00 p.m.
    - February 7, 2022; 7:00 p.m.
    - March 14, 2022; 7:00 p.m.
    - April 11, 2022; 7:00 p.m.
    - May 9, 2022; 8:00 p.m.
    - June 13, 2022; 8:00 p.m.
    - July 11, 2022; 8:00 p.m.
    - August 8, 2022; 8:00 p.m.
    - September 12, 2022; 7:00 p.m.
    - October 10, 2022; 7:00 p.m.
    - November 14, 2022; 7:00 p.m.
    - December 12, 2022; 7:00 p.m.
- V. Adjournment of the annual meeting.

**ROCHESTER HILLS PUBLIC LIBRARY  
2022 BOARD OF TRUSTEES**

**(Proposed Officer Slate)**

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President	<b>Madge Lawson</b> 1149 Sugar Creek Dr. Rochester Hills, 48307	madge.lawson@rhpl.org	Term 2023
Vice-President	<b>Anne Kucher</b> 1257 Oakwood Ct Rochester Hills, 48307	anne.kucher@rhpl.org	Term 2025
Secretary	<b>Charles Stouffer</b> 2240 S. Rochester Rd. Rochester Hills, 48307	chuck.stouffer@rhpl.org	Term 2023
Treasurer	<b>Robert Bonam</b> 709 Longford Rochester Hills, 48309	bob.bonam@rhpl.org	Term 2025
Trustee	<b>Melinda Deel</b> 704 Bliss Dr. Rochester Hills, 48307	melinda.deel@rhpl.org	Term 2027
Trustee	<b>Julianne Reyes</b> 700 Dunedin Dr. Rochester Hills, 48309	reyes.julianne@rhpl.org	Term 2027
Liaison - City of Rochester	<b>Alice Moo</b> 1471 Stony Creek Dr. Rochester, 48307	alicemoo1@gmail.com	
Liaison - Oakland Township Library Board	<b>Michael Tyler</b> 340 Oak Arbor Dr. Oakland MI 48306	mptyler340@gmail.com	
Library Director	<b>Juliane Morian</b>	248-650-7122 juliane.morian@rhpl.org	

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Finance Committee:

Policy Committee:

Updated 12/7/2021

## 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.

Approved: December 8, 2014, Reaffirmed:  
Rochester Hills Public Library Board of Trustees

**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: 2021

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 Vendors Approved for Single Signature Checks

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 most 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

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

Cornerstone – snow removal and salting company

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)

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 Seuynck)

Joann Stores – vendor 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

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.

Library Design Associates – library furniture and fixtures

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

Midwest Collaborative for Library Services (MCLS) – electronic databases

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

National Time & Signal – fire monitoring equipment & inspection

Niche Academy – vendor for online training tutorials

Overdrive – vendor that supplies ebooks, eAudiobooks, and eMagazines

Postmaster – US post office, which RHPL uses to send out our bulk mailing for the quarterly newsletter

Saber Building Services – custodial services firm, supply vendor, and building firm for carpet cleaning (annually) and window washing (bi-annually)

Scholastic Inc. – supplier of youth books

Tutor.com – vendor for online electronic subscription service

The Library Network (TLN) – cooperative RHPL uses to purchase internet connectivity through Merit network

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

TPX Communication – security network for anti-virus software, paid monthly per license

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

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

Yeo & Yeo – the firm used for the RHPL annual audit. The board authorizes the library director to sign the letter of engagement, which stipulates the fees on an annual basis

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

**ROCHESTER HILLS PUBLIC LIBRARY  
BOARD OF TRUSTEES  
2022 PLANNING CALENDAR**

**January**

- |       |  |
|-------|--|
| 1     | <b>Library closed for New Year's</b>   |
| 10    | Board of Trustees Annual and Regular Meetings,<br>7 pm   |
| 25    | Friends' Board Meeting, 7 p.m.   |
| 21-24 | ALA Midwinter Conference (virtual)   |
| 26-30 | Friends' Winter Used Book Sale <ul style="list-style-type: none"><li>• Annual Board Meeting: the election of officers</li><li>• Payment due January 1 from Rochester</li></ul> |

**February**

- |    |   |
|----|---|
| 1  | State aid application due to the Library of Michigan  |
| 7  | Board of Trustees Meeting, 7:00 p.m.  |
| 15 | Friends' Event – Early Bird Raffle Drawing  |
| 22 | Friends' Board Meeting, 7 p.m. <ul style="list-style-type: none"><li>• Board committee appointments</li></ul> |

**March**

- |       |  |
|-------|--|
| 14    | Board of Trustees Meeting, 7:00 p.m.   |
| 15    | Friends' Event – Grand Prize Raffle Drawing  |
| 22    | Friends' Board Meeting, 7 p.m.   |
| 23-25 | PLA Annual Conference (Portland, OR) <ul style="list-style-type: none"><li>• First state aid payment</li></ul> |

**April**

- |       |   |
|-------|---|
| 11    | Board of Trustees Meeting, 7:00 p.m.  |
| 17    | <b>Library closed in observance of Easter</b>   |
| 20-24 | Friends' Spring Used Book Sale  |
| 22    | Volunteer Luncheon  |
| 26    | Friends' Board Meeting, 7 p.m.  |
| 30    | Friends' Event – Wine, Wit, & Wisdom (library closes early<br>at 5pm) <ul style="list-style-type: none"><li>• Audit presentation</li><li>• Payment due April 1 from Oakland Township</li><li>• National Library Week – April 3-9, 2022</li><li>• Authors in April banquet Monday, April 25<sup>th</sup></li></ul> |

## May

- TBD ALA Legislative Day
- 9 Board of Trustees meeting, 8 p.m.
- 24 Friends' Board Meeting
- May 28-30 **Library closed for Memorial Day weekend**
- Flowers for Eva Parker Woodward gravesite

## June

- 13 Board of Trustees Meeting, 8:00 p.m.
- Library closed on Sundays 6/5 through 9/4**
- 23-28 ALA Annual Conference (Washington, DC)
- 28 Friends' Board Meeting, 7 p.m.
- Finance Committee reviews proposed 2023 budget with Director
  - Final state aid payment

## July

- 4 **Library closed for Independence Day**
- 11 Board of Trustees Meeting, 8:00 p.m.
- 27-30 Friends' Summer Used Book Sale
- No Friends' Board Meeting in July
  - Payment due July 1 from Rochester & Oakland Twp.
  - Finance Committee presents proposed 2023 budget to Board

## August

- 8 Board of Trustees Meeting, 8:00 p.m.
- 23 Friends' Board Meeting
- Public Hearing on proposed 2023 budget
  - Penal fines received from Oakland County

## September

- 3-5 **Library closed for Labor Day**
- 9-11 Art and Apples
- 12 Board of Trustees Meeting, 7:00 p.m.
- 27 Friends' Board Meeting
- Annual Insurance Review
  - Director's Evaluation Committee Formed (every other year)

## October

- 10 Board of Trustees Meeting, 7:00 p.m.  
19-23 Friends' Fall Used Book Sale  
25 Friends' Board Meeting
- Payment due October 1 from Rochester and Oakland Twp.
  - Library investments review

## November

- 8 Election Day  
14 Board of Trustees Meeting, 7:00 p.m.  
11 **Veteran's Day/Library closed staff in-service**  
22 Friends' Board Meeting  
23 **The library closes at 6 p.m. - Thanksgiving Eve**  
24 **Library closed - Thanksgiving Day**
- Engage Auditor
  - Fundraising annual appeal mailed
  - Board President appoints Nominating Committee
  - 2022 Budget revision recommendations prepared for December Board meeting
  - Director Evaluation presented to the board (odd years only)

## December

- 11 Friends' Event - Holiday Home Tour  
12 Board of Trustees Meeting, 7:00 p.m.  
24-25 **Library closed in observance of the Christmas holiday**  
31-Jan 1 **Library closed in observance of the New Year's holiday**
- Board adopts a revised 2022 Budget if necessary
  - No Friends' Board Meeting in December
  - Roof inspection every three years (Phenolic foam inspection: 2023)
  - Director's Evaluation Presented (odd years only)