

**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 11, 2022 – 7 p.m.**

**Agenda**

- I. Call to order of the regular meeting
- II. Public Comments\*
- III. Minutes of regular meeting on March 14, 2022
- IV. Treasurer's Report for March 2022
- V. Monthly bills for March 2022 in the amount of \$430,456.16
- VI. Communications
  - a. Customer Comments
  - b. Email to patron in regards to intellectual freedom and collection development at RHPL
  - c. Press Coverage
- VII. Reports
  - a. Library Director
  - b. Statistical Report
  - c. 2022 PLA National Conference Summary Report
- VIII. Committee Updates
  - a. Finance
  - b. Policy
    - i. Review outdated policies that can be removed
      - 1. BENR-3 Life Insurance Policy (this benefit was discontinued in 2013)
      - 2. BENR-5a Emergency Sick Leave Policy (this was a temporary policy mandated by the Department of Labor in response to COVID-19)

\*Each individual should state their name and are permitted 3 minutes of comment time



# Minutes



ROCHESTER HILLS  
PUBLIC LIBRARY

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

**March 14, 2022**

- I. The Board of Trustees of the Rochester Hills Public Library held a regular meeting on Monday, March 14, 2022. The President called the meeting to order at 7:00 pm in the multipurpose room of the library. The presiding officer was Madge Lawson.

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

Guests included Library Director Juliane Morian, City of Rochester Liaison Alice Moo, and Oakland Township Library Board Vice-President, Henry Carels.

Twelve members of the public were present

- II. Public comments:

- A. Frank Cao, a resident, said that when he read the March 2022 board packet he felt that virtually all of the patron requests to move books from the library had to do with homosexuality and felt that it was singled-out. He expressed that it was important to have a range of sexuality and gender topics included in the library's collection.
- B. Rod Bierlson, a resident, said that he has been coming to the library since his daughter could walk and has been pleased with library operations. He said that he appreciated that the administration and Board of Trustees follows the RHPL guidelines already in place when it comes to collection development and adding new titles. When it comes to the option to ban books, he supports current policy as it is written, and does not believe in book banning.
- C. Bruce Fealk, a resident, said that he wanted to thank the Board of Trustees and staff for their hard work in navigating challenges to intellectual freedom, and for following established RHPL policies. He said he objects to an effort that he calls the "American Taliban" and the desire of a small group to censor materials. He supports hiring professional librarians with LIS degrees to make decisions about the collection not fellow members of the public.
- D. Julie O., a resident, said she supports a full range of books in the library and making collections as inclusive as possible. She values finding books that broaden her mindset. She requested that the Library Board of Trustees not ban books.
- E. Marilyn Trent, a resident, said that since the library serves 110,000 people, it could not make everyone happy. She appreciates that staff who have a degree in collection development make the decisions on what to acquire and she has found that those collection decisions have been very beneficial as a patron. She appreciates the current criteria for acquiring material in the library and does not want to see it changed.

- III. Minutes – On a motion by Mr. Bonam, which Mr. Stouffer seconded, the board unanimously approved the meeting minutes of February 7, 2022.

- IV. Treasurer's Report was reviewed and filed.
- V. On a motion by Ms. Kucher, which Mr. Stouffer seconded, the board unanimously approved the monthly bills for February 2022, which totaled \$345,034.59
- VI. Communications
  - A. The board reviewed and filed the communications with no major discussion.
- VII. Director's Report and Statistical Report
  - A. The board review and filed the director's report and statistical report with minor discussion:
    - 1. Mr. Stouffer suggested that UV light might be a useful strategy for cleaning parts of the library such as youth area educational toys.
    - 2. The board discussed the top considerations for Rochester Rotary Club to address as part of a rental agreement for private use of the Rotary Gateway Park: parking other than the library parking lot, enforcing private use of the park and no alcohol consumption, and liability insurance. Ms. Morian will convey those top issues to the Rochester Rotary Club for further discussion.
- VIII. Committee Reports
  - A. Finance committee will convene in April for a preliminary review of audit documents, followed by a full audit presentation at the May Board of Trustees' meeting.
  - B. Policy committee may convene in the next month to consider the following new policies: Social Media Policy and Capital Asset Policy.
- IX. Other Business
  - A. There was no other business.
  - B. Board Comments
    - a. Ms. Reyes and Ms. Lawson both stated that they would not be present at the April 11<sup>th</sup> board meeting. Ms. Lawson confirmed that Ms. Kucher, as Vice-President, would be the presiding officer at the April meeting.
  - C. There were no additional comments from board members.
- X. Questions from the Liaisons
  - A. There were no comments from liaisons.
- XI. The regular meeting adjourned at 8:00 pm.

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Chuck Stouffer, Secretary

# Treasurer's Report



ROCHESTER HILLS  
PUBLIC LIBRARY

**Rochester Hills Public Library**  
**Budget vs Actual**  
**For the Period January 1, 2022 through March 31, 2022**

	Current Month Actual	YTD Actual	YTD Budget	YTD Variance	Annual Budget
<b>Revenues</b>					
Rochester Hills	87,175	2,850,132	2,872,901	(22,769)	2,902,800
City of Rochester	0	259,326	255,610	3,716	518,690
Oakland Twp	0	222,995	221,967	1,028	909,700
State Aid	20,536	20,536	23,956	(3,420)	132,500
OTBS	0	158,640	158,640	0	158,640
Penal Fines	0	0	0	0	138,400
Fines and Fees	5,178	15,038	15,500	(462)	62,000
Interest	1,287	3,342	3,000	342	12,000
Gains/Losses	(13,506)	(23,281)	0	(23,281)	0
Designated Gifts	975	1,300	0	1,300	170,000
Undesignated Gifts	203	2,080	0	2,080	38,345
Undesignated Gifts-Friends	0	0	0	0	0
Grants	0	2,742	1,000	1,742	4,000
Miscellaneous Revenue	15	15	2,000	(1,985)	8,000
Transfer-ReservedOTBS	0	0	2,500	(2,500)	10,000
Transfer-ReservedPlant	0	0	0	0	0
<b>Total Revenues</b>	<b>101,863</b>	<b>3,512,865</b>	<b>3,557,074</b>	<b>(44,209)</b>	<b>5,065,075</b>
<b>Expenditures</b>					
Payroll	171,307	490,242	620,101	(129,859)	2,480,400
Employee Benefits	45,354	140,377	172,575	(32,198)	690,300
Books	30,580	69,492	76,250	(6,758)	305,000
Print Subscriptions	875	1,123	3,875	(2,752)	15,500
Electronic Materials	22,426	89,049	79,650	9,399	318,600
Innovative Items	2,323	4,322	6,250	(1,928)	25,000
Audiovisual	11,695	20,334	33,975	(13,641)	135,900
Bookmobile Operation	490	5,052	6,500	(1,448)	26,000
OTBS	1	34	1,625	(1,591)	6,500
Voice and Data Services	4,232	5,722	6,500	(778)	26,000
Utilities	15,486	44,355	36,500	7,855	146,000
Insurance	353	353	4,750	(4,397)	19,000
Professional/Contract Services	18,389	24,732	19,750	4,982	79,000
Supplies	2,616	8,067	7,125	942	28,500
Promotion and Printing	10,228	10,648	11,650	(1,002)	46,600
Mileage	313	419	1,250	(831)	5,000
Postage	618	5,545	6,300	(755)	25,200
Staff Development/Membership	1,042	8,090	8,918	(828)	35,675
Programs	2,380	6,540	13,250	(6,710)	53,000
Facilities Maintenance	32,722	60,147	56,050	4,097	224,200
IT Maintenance	41,644	69,928	23,600	46,328	94,400
Staff/Volunteer Recognition	75	218	1,950	(1,732)	7,800
Gift and Grant Expense	307	6,787	0	6,787	0
Tax Tribunal Refunds	0	0	125	(125)	500
Equipment/Fixed Assets	6,840	6,840	29,750	(22,910)	119,000
Furnishings	0	0	2,750	(2,750)	11,000
Capital Improvements	7,851	15,434	10,250	5,184	41,000
Contingency	0	0	25,000	(25,000)	100,000
<b>Total Expenditures</b>	<b>430,147</b>	<b>1,093,850</b>	<b>1,266,269</b>	<b>(172,419)</b>	<b>5,065,075</b>
<b>Revenue Over Expenditures</b>	<b>(328,284)</b>	<b>2,419,015</b>	<b>2,290,805</b>	<b>128,210</b>	<b>0</b>

**ROCHESTER HILLS PUBLIC LIBRARY**  
**Balance Sheet**  
**March 31, 2022**

**ASSETS**

**Current Assets**

Circ Registers/Coin	\$	2,020.00	
<b>PNC</b>			
Operating - PNC		84,396.76	
Payroll		250.00	
<b>UBS</b>			
Operating - UBS		3,587,857.81	
OTBS		10,047.39	
Plant		119,069.85	
Roof		436,788.81	
Self-Insurance		7,502.28	
Vanguard		18,708.30	

Total Current Assets 4,266,641.20

**Other Current Assets**

Total Other Current Assets 0.00

**TOTAL ASSETS** **\$ 4,266,641.20**

**LIABILITIES AND FUND BALANCE**

**Current Liabilities**

Staff Cash (pop cans)	\$	122.10
Flexible Spending W/H Payable		6,843.59
Supplemental Ins W/H Payable		489.49

Total Current Liabilities 7,455.18

**Fund Balance**

Prior Years' Balance	1,840,172.23
Current Year Operations	2,419,013.79

Total Fund Balance 4,259,186.02

**TOTAL LIABILITIES & FUND BALANCE** **\$ 4,266,641.20**

# Monthly Bills



ROCHESTER HILLS  
PUBLIC LIBRARY

Payment Information		
Payment Due Date	For online and phone payments, the deadline is 8pm ET.	
<b>Apr 11, 2022</b>		
New Balance	Minimum Payment Due	
<b>\$11,656.30</b>	<b>\$116.00</b>	
<p><b>LATE PAYMENT WARNING:</b> 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 29.40%.</p> <p><b>MINIMUM PAYMENT WARNING:</b> If you make only the minimum payment each period, you will pay more in interest and it will take you longer to pay off your balance. For example:</p>		
If you make no additional charges using this card and each month you pay...	You will pay off the balance shown on this statement in about...	And you will end up paying an estimated total of...
Minimum Payment	31 Years	\$32,052
\$439	3 Years	\$15,807
Estimated savings if balance is paid off in about 3 years: \$16,245		
If you would like information about credit counseling services, call 1-888-326-8055.		

Account Summary	
Previous Balance	\$4,074.51
Payments	- \$4,074.51
Other Credits	- \$755.50
Transactions	+ \$12,411.80
Cash Advances	+ \$0.00
Fees Charged	+ \$0.00
Interest Charged	+ \$0.00
<b>New Balance</b>	<b>= \$11,656.30</b>
Credit Limit	\$30,000.00
Available Credit (as of Mar 17, 2022)	\$18,343.70
Cash Advance Credit Limit	\$15,000.00
Available Credit for Cash Advances	\$15,000.00

**\*\*\*Important Notice\*\*\***

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

### Account Notifications

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

Pay or manage your account at [capitalone.com](http://capitalone.com)

Customer Service: 1-800-867-0904

See reverse for Important Information



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



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

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

Payment Due Date: **Apr 11, 2022**

Account ending in 9289

New Balance	Minimum Payment Due	Amount Enclosed
<b>\$11,656.30</b>	<b>\$116.00</b>	\$ _____

Capital One  
 P.O. Box 6492  
 Carol Stream IL 60197-6492

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



1 4154177803049289 17 0000004074510116002

**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 no later than 45 days after the last day in the Billing Cycle covered by this statement 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 10/01/2020



Pay online at [capitalone.com](https://capitalone.com)



Pay using the Capital One mobile app



Customer Service 1-800-867-0904

## Changing your mailing address?

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

Any written request on this form will not be honored.

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

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

**When will you Credit My Payment?**

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

## Transactions

Visit [capitalone.com](https://capitalone.com) to see detailed transactions.

### JULIANE MORIAN #9289: Payments, Credits and Adjustments

Trans Date	Post Date	Description	Amount
Feb 22	Feb 22	CAPITAL ONE ONLINE PYMTAuthDate 22-Feb	-\$4,074.51
Mar 12	Mar 14	ADOBE PRODUCTS4085366000CA	-\$21.59
Mar 12	Mar 14	ADOBE PRODUCTS4085366000CA	-\$21.59

### JULIANE MORIAN #9289: Transactions

Trans Date	Post Date	Description	Amount
Feb 15	Feb 16	AMZN Mktp US*8S00Y3VJ3Amzn.com/billWA	\$20.32
Feb 16	Feb 17	AMZN Mktp US*XQ3HI6VA3Amzn.com/billWA	\$13.68
Feb 16	Feb 17	AMZN Mktp US*HC45589V3Amzn.com/billWA	\$28.02
Feb 17	Feb 18	AMZN Mktp US*262IC2963Amzn.com/billWA	\$221.20
Feb 21	Feb 22	AMZN Mktp US*5H58Q5ED3Amzn.com/billWA	\$28.80
Feb 21	Feb 22	AMAZON.COM*3Y2ZG6CI3 AMZNAMZN.COM/BILLWA	\$182.20
Mar 1	Mar 2	AMZN Mktp US*1W7XL7081Amzn.com/billWA	\$22.97
Mar 2	Mar 3	AMZN Mktp US*1I1WD4DU2Amzn.com/billWA	\$5.00
Mar 3	Mar 4	Amazon.com*1I4U76KW2Amzn.com/billWA	\$61.36
Mar 16	Mar 17	QUILL CORPORATION800-982-3400SC	\$178.07

**JULIANE MORIAN #9289: Total Transactions** **\$761.62**

### ALLISON SARTWELL #6787: Payments, Credits and Adjustments

Trans Date	Post Date	Description	Amount
Feb 17	Feb 19	BARNES&NOBLE.COMWESTBURYNY	-\$0.96
Feb 28	Mar 1	AMAZON.COM AMZN.COM/BILLAMZN.COM/BILLWA	-\$16.02

### ALLISON SARTWELL #6787: Transactions

Trans Date	Post Date	Description	Amount
Feb 18	Feb 19	AMAZON.COM*N68Z55743 AMZNAMZN.COM/BILLWA	\$16.02
Feb 20	Feb 21	AMZN Mktp US*1I41V0NA1Amzn.com/billWA	\$10.99
Feb 21	Feb 22	AMZN Mktp US*M06816BX3Amzn.com/billWA	\$5.99
Feb 21	Feb 22	AMZN Mktp US*1B7K53IPOAmzn.com/billWA	\$8.59
Feb 21	Feb 23	MAIN STREET BILLARDSROCHESTERMI	\$20.40
Feb 22	Feb 22	PARKMOBILE770-818-9036MI	\$3.58
Feb 24	Feb 25	HOBBY LOBBY ECOMM405-745-1100OK	\$66.38
Feb 25	Feb 25	MICHIGAN LIBRARY ASSOCIA517-394-2774MI	\$25.00
Feb 25	Feb 26	HOBBY LOBBY ECOMM405-745-1100OK	\$112.35
Feb 26	Feb 28	AMZN Mktp US*1I2K928A0Amzn.com/billWA	\$48.88
Feb 27	Feb 28	AMZN Mktp US*1I74H2ZG2Amzn.com/billWA	\$45.96

Additional Information on the next page

### Transactions (Continued)

Trans Date	Post Date	Description	Amount
Feb 27	Feb 28	AMZN Mktp US*1W15R8OT1Amzn.com/billWA	\$101.88
Feb 28	Mar 1	AMZN Mktp US*1I1PB3RR0Amzn.com/billWA	\$4.99
Mar 1	Mar 2	AMZN Mktp US*1W3K08E01Amzn.com/billWA	\$31.95
Mar 3	Mar 3	AMZN Mktp US*1W6LC2E00Amzn.com/billWA	\$53.97
Mar 3	Mar 3	AMZN Mktp US*1W33T6A00Amzn.com/billWA	\$17.99
Mar 3	Mar 4	W. Atlee Burpee Company215-6744900PA	\$12.59
Mar 3	Mar 4	AMAZON.COM*1W3UG0B21 AMZNAMZN.COM/BILLWA	\$41.34
Mar 8	Mar 9	AMZN Mktp US*1W5JE1XN2Amzn.com/billWA	\$16.99
Mar 9	Mar 10	GLOWFORGE.COMGLOWFORGE.COMWA	\$239.40
Mar 11	Mar 12	ROCHESTER DDA RETAILROCHESTERMI	\$50.00
Mar 11	Mar 14	BARNES & NOBLE #3318ROCHESTER HILMI	\$50.00
Mar 14	Mar 15	AMZN Mktp US*1Z1TW4W61Amzn.com/billWA	\$26.00
Mar 14	Mar 15	AMZN Mktp US*1N2GG0CQ1Amzn.com/billWA	\$14.79
Mar 14	Mar 15	AMZN MKTP US*1Z6LC8Y51 AMAMZN.COM/BILLWA	\$27.98
Mar 15	Mar 15	AMZN Mktp US*1Z3919DB0Amzn.com/billWA	\$33.19
Mar 15	Mar 15	AMZN Mktp US*1N2CH7O41Amzn.com/billWA	\$33.94
Mar 16	Mar 17	JOANN STORES*JOANN.COM888-739-41200H	\$150.95

**ALLISON SARTWELL #6787: Total Transactions** **\$1,272.09**

#### DEREK BROWN #8061: Payments, Credits and Adjustments

Trans Date	Post Date	Description	Amount
Mar 12	Mar 14	PURCHASE ADJUSTMENT	-\$98.80
Mar 15	Mar 17	PURCHASE ADJUSTMENT	-\$81.12
Mar 16	Mar 16	AMZN Mktp USAmzn.com/billWA	-\$73.95

#### DEREK BROWN #8061: Transactions

Trans Date	Post Date	Description	Amount
Mar 14	Mar 15	AMZN Mktp US*1Z2H906V0Amzn.com/billWA	\$73.95
Mar 15	Mar 16	AMZN Mktp US*1Z2GM9PF2Amzn.com/billWA	\$73.95
Mar 16	Mar 17	TONER BUZZ180-020-3841NJ	\$74.83
Mar 17	Mar 17	AMZN Mktp US*1Z9699HR2Amzn.com/billWA	\$6.96

**DEREK BROWN #8061: Total Transactions** **\$229.69**

#### DEREK BROWN #9234: Payments, Credits and Adjustments

Trans Date	Post Date	Description	Amount
Mar 8	Mar 9	ADOBE CREATIVE CLOUD4085366000CA	-\$419.88

Additional Information on the next page

### Transactions (Continued)

**DEREK BROWN #9234: Transactions**

Trans Date	Post Date	Description	Amount
Feb 14	Feb 15	AMZN Mktp US*HJ6VR3L13Amzn.com/billWA	\$74.80
Feb 17	Feb 18	MERIT EVENTS-MEMBER CONF734-764-8450MI	\$178.00
Feb 18	Feb 19	SOCKETLABS484-418-1285PA	\$115.95
Feb 21	Feb 22	AMZN Mktp US*UI9V72PA3Amzn.com/billWA	\$16.99
Feb 23	Feb 23	AMZN Mktp US*1I2RA5ZS0Amzn.com/billWA	\$281.49
Feb 23	Feb 24	AMZN Mktp US*1I4RN1BN1Amzn.com/billWA	\$1,104.00
Feb 23	Feb 24	AMZN Mktp US*1B7151SP2Amzn.com/billWA	\$3,489.80
Feb 23	Feb 24	ESRI888-3774675CA	\$106.00
Feb 24	Feb 24	INNOVATIVE USERS GROUP513-652-7898OH	\$50.00
Feb 25	Feb 26	Amazon.com*1B7N16YF2Amzn.com/billWA	\$59.29
Feb 26	Feb 28	USPS STAMPS ENDICIA888-434-0055DC	\$300.00
Feb 28	Mar 1	AMAZON.COM*1I5SI8U10 AMZNAMZN.COM/BILLWA	\$29.33
Feb 28	Mar 1	AMAZON.COM*1I3M610L2 AMZNAMZN.COM/BILLWA	\$66.06
Mar 1	Mar 2	AMAZON.COM*1W5X61L60 AMZNAMZN.COM/BILLWA	\$53.98
Mar 2	Mar 3	'NINITE.COM 866.925.0825866-9250825NY	\$240.00
Mar 3	Mar 4	STAMPS.COM855-608-2677CA	\$17.99
Mar 3	Mar 4	Spiceworks Inc512-6288284TX	\$199.00
Mar 3	Mar 5	PAYPAL *INGRAMIMAGE35314369001	\$99.00
Mar 4	Mar 5	HYATT PLACE AUSTIN DTWNAUSTINTX	\$525.16
Mar 4	Mar 5	USPS STAMPS ENDICIA888-434-0055DC	\$300.00
Mar 8	Mar 9	LOGMEIN*LastPasslogmein.comMA	\$36.00
Mar 8	Mar 9	AMZN Mktp US*1Z8AS0AR1Amzn.com/billWA	\$26.98
Mar 8	Mar 9	AMZN Mktp US*1Z8FD9CJOAmzn.com/billWA	\$19.78
Mar 8	Mar 9	AMZN Mktp US*1Z1R92AH1Amzn.com/billWA	\$11.59
Mar 8	Mar 9	AMZN MKTP US*1Z9VK4C40 AMAMZN.COM/BILLWA	\$26.99
Mar 10	Mar 11	AMAZON.COM*1W95D1QJ2 AMZNAMZN.COM/BILLWA	\$1,909.32
Mar 12	Mar 14	VETSOURCE877-738-4443OR	\$98.80
Mar 15	Mar 16	VETSOURCE877-738-4443OR	\$81.12

**DEREK BROWN #9234: Total Transactions** **\$9,517.42**

**JULIANE MORIAN #9828: Payments, Credits and Adjustments**

Trans Date	Post Date	Description	Amount
Mar 11	Mar 12	ADOBE PRODUCTS4085366000CA	-\$21.59

Additional Information on the next page

### Transactions (Continued)

**JULIANE MORIAN #9828: Transactions**

Trans Date	Post Date	Description	Amount
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**MARY DAVIS #9241: Payments, Credits and Adjustments**

Trans Date	Post Date	Description	Amount
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**MARY DAVIS #9241: Transactions**

Trans Date	Post Date	Description	Amount
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Mar 8	Mar 8	Amazon.com*1Z8MX93Q1Amzn.com/billWA	\$41.76
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Mar 14	Mar 15	AMAZON.COM*1Z1K58T12 AMZNAMZN.COM/BILLWA	\$11.58
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Mar 15	Mar 15	AMZN Mktp US*1Z1U56DLOAmzn.com/billWA	\$6.99
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<b>MARY DAVIS #9241: Total Transactions</b>			<b>\$60.33</b>
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**CAMILLE WESTMORE #4614: Payments, Credits and Adjustments**

Trans Date	Post Date	Description	Amount
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**CAMILLE WESTMORE #4614: Transactions**

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

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

Trans Date	Post Date	Description	Amount
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Feb 28	Mar 1	AMZN Mktp US*1I0K11UY0Amzn.com/billWA	\$40.60
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<b>STEVEN CLEMENT #7892: Total Transactions</b>			<b>\$40.60</b>
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**ELIZABETH RACZKOWSKI #9004: Payments, Credits and Adjustments**

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

Trans Date	Post Date	Description	Amount
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Feb 16	Feb 17	ZOOM.US 888-799-9666WWW.ZOOM.USCA	\$15.89
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Mar 2	Mar 3	AMZN MKTP US*1W3700V21 AMAMZN.COM/BILLWA	\$19.90
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Mar 2	Mar 3	AMZN MKTP US*1I10L56M2 AMAMZN.COM/BILLWA	\$150.41
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Mar 5	Mar 7	LAKESHORE LEARNING MATER310-537-8600CA	\$343.85
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<b>ELIZABETH RACZKOWSKI #9004: Total Transactions</b>			<b>\$530.05</b>
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<b>Total Transactions for This Period</b>			<b>\$12,411.80</b>
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Transactions (Continued)			
Fees			
Trans Date	Post Date	Description	Amount
<b>Total Fees for This Period</b>			<b>\$0.00</b>
Interest Charged			
Interest Charge on Purchases			\$0.00
Interest Charge on Cash Advances			\$0.00
Interest Charge on Other Balances			\$0.00
<b>Total Interest for This Period</b>			<b>\$0.00</b>
Totals Year-to-Date			
<b>Total Fees charged</b>			<b>\$0.00</b>
<b>Total Interest charged</b>			<b>\$0.00</b>

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	20.99% P	\$0.00	\$0.00
Cash Advances	22.99% P	\$0.00	\$0.00
<p><b>Variable APRs:</b> If you have a letter code displayed next to any of the above APRs, this means they are variable APRs. They may increase or decrease based on one of the following indices (reported in The Wall Street Journal) as described below.</p>			
Code next to your APR(s)	How do we calculate your APR(s)?	When your APR(s) will change	
P	Prime Rate + margin	The first day of the Billing Cycles that end in Jan., April, July and Oct.	
L	3 month LIBOR + margin		
D	Prime Rate + margin	The first day of each Billing Cycle	
F	1 month LIBOR + margin		

**ROCHESTER HILLS PUBLIC LIBRARY**  
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Date	Check #	Account ID	Account Descriptio	Line Description	Debit Amount	Credit Amount
3/2/22	47017V	5301-80 1121-00	Interlibrary Loan (ILL) Operating - PNC	Invoice: 022620 WSU LIBRARY SYSTEM	10.00	10.00
3/1/22	48578	6401-00 1121-00	Service Contracts Operating - PNC	Invoice: 21-22 0061 CORNERSTONE	4,480.00	4,480.00
3/15/22	48579	5301-10 5301-10 5301-10 5301-50 5301-10 5301-50 1121-00	Adult Books Adult Books Adult Books Materials Processing Adult Books Materials Processing Operating - PNC	ACT #C019265 ACT #L407916 ACT #L410629 PROCESSING ACT #L424469 PROCESSING THE BAKER & TAYLOR COMPANY	380.27 36.57 327.14 16.59 4,456.55 395.52	5,612.64
3/15/22	48580	5301-30 5301-50 5301-30 5301-50 5301-30 5301-50 5301-30 5301-50 1121-00	Outreach Books Materials Processing Outreach Books Materials Processing Outreach Books Materials Processing Outreach Books Materials Processing Operating - PNC	ACT #L449673 PROCESSING ACT #L534941 PROCESSING ACT #L395513 PROCESSING ACT #L449672 PROCESSING THE BAKER & TAYLOR COMPANY	772.62 66.62 215.62 16.82 1,403.87 106.99 159.93 0.79	2,743.26
3/15/22	48581	5301-20 5301-50 1121-00	Youth Books Materials Processing Operating - PNC	ACT #L554618 PROCESSING THE BAKER & TAYLOR COMPANY	2,883.29 173.33	3,056.62
3/15/22	48582	5306-10 5303-11 5303-10 5301-50 5306-10 5301-50 5306-10 5301-50 5306-10 5301-50 1121-00	Adult DVDs Adult Audio-Music Adult Audio-Books Materials Processing Adult DVDs Materials Processing Adult DVDs Materials Processing Adult DVDs Materials Processing Operating - PNC	CUSTOMER #2000005835-DVD CUSTOMER #2000005835-MUSIC CUSTOMER #2000005835-AUDIO PROCESSING CUSTOMER #2000005843-DVD PROCESSING CUSTOMER #200014883-DVD PROCESSING MIDWEST TAPE	1,715.64 55.45 649.82 491.15 322.79 44.75 222.67 40.40	3,542.67
3/15/22	48583	5306-30	Outreach DVDs	CUSTOMER #2000005836-DVD	520.01	

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Date	Check #	Account ID	Account Descriptio	Line Description	Debit Amount	Credit Amount
		5303-30	Outreach Audio & Vid	#2000005836-DVD CUSTOMER	205.44	
		5301-50	Materials Processing	#2000005836-AUDIO PROCESSING	98.10	
		5306-30	Outreach DVDs	CUSTOMER	158.93	
		1121-00	Operating - PNC	#2000005841-DVD MIDWEST TAPE		982.48
3/15/22	48584	5306-20	Youth DVDs/Videos	CUSTOMER	160.38	
		5303-20	Youth Audio	#2000005837-DVD CUSTOMER	417.85	
		5303-21	Youth Music	#2000005837-AUDIO CUSTOMER	48.70	
		5301-50	Materials Processing	#2000005837-MUSIC PROCESSING	93.85	
		1121-00	Operating - PNC	MIDWEST TAPE		720.78
3/15/22	48585	6401-00	Service Contracts	Invoice: 40724	300.00	
		1121-00	Operating - PNC	AQUARIUM DESIGN & MAINTENANCE		300.00
3/15/22	48586	5602-00	Building/Contents	Invoice: 021722AUTO	1,153.29	
		1121-00	Operating - PNC	AUTO-OWNERS INSURANCE		1,153.29
3/15/22	48587	6403-00	Misc Repairs	Invoice: 20220302	250.00	
		1121-00	Operating - PNC	CAL CHAMPINE, RPT		250.00
3/15/22	48588	5301-30	Outreach Books	Invoice: 1917128	113.85	
		1121-00	Operating - PNC	CENTER POINT LARGE PRINT		113.85
3/15/22	48589	5306-82	Oakland Talking Boo	Invoice: 284326515	1.02	
		1121-00	Operating - PNC	CENTURY LINK		1.02
3/15/22	48590	6401-00	Service Contracts	Invoice: 14601628	137.97	
		1121-00	Operating - PNC	CINTAS CORPORATION #354		137.97
3/15/22	48591	5501-00	Water	Invoice: 022822	165.70	
		5501-00	Water	Invoice: 022822	59.70	
		1121-00	Operating - PNC	CITY OF ROCHESTER		225.40
3/15/22	48592	5302-13	Electronic Materials	Invoice: 1000176986-1	1,830.00	

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Date	Check #	Account ID	Account Descriptio	Line Description	Debit Amount	Credit Amount
		1121-00	Operating - PNC	1000176986-1 EBSCO INFORMATION SERVICES		1,830.00
3/15/22	48593	5301-30	Outreach Books	Invoice: 77280735	549.46	
		5301-30	Outreach Books	Invoice: 77280637	143.96	
		5301-30	Outreach Books	Invoice: 77291286	311.11	
		5301-30	Outreach Books	Invoice: 77320032	52.78	
		5301-30	Outreach Books	Invoice: 77341522	27.19	
		5301-30	Outreach Books	Invoice: 77392699	313.51	
		5301-30	Outreach Books	Invoice: 77392565	202.34	
		5301-30	Outreach Books	Invoice: 77403747	81.58	
		5301-30	Outreach Books	Invoice: 77403891	30.39	
		1121-00	Operating - PNC	GALE/CENGAGE LEARNING		1,712.32
3/15/22	48594	6401-00	Service Contracts	Invoice: 53977531	208.00	
		1121-00	Operating - PNC	GREEN FOR LIFE ENVIRONMENTAL		208.00
3/15/22	48595	5910-00	Newsletter	Invoice: 1903	10,038.00	
		5930-00	General Printing	Invoice: 1903	84.00	
		1121-00	Operating - PNC	JM DESIGN & PRINTING SERVICES LLC		10,122.00
3/15/22	48596	5302-13	Electronic Materials	Invoice: 287691-PPU	603.00	
		1121-00	Operating - PNC	KANOPY LLC		603.00
3/15/22	48597	8002-00	Capital Improvement	Invoice: 4647	7,850.70	
		1121-00	Operating - PNC	KAZAK BUILDING COMPANY, INC.		7,850.70
3/15/22	48598	5303-20	Youth Audio	Invoice: 87955	476.45	
		1121-00	Operating - PNC	LIBRARY IDEAS LLC		476.45
3/15/22	48599	5302-13	Electronic Materials	Invoice: 69714	559.30	
		1121-00	Operating - PNC	THE LIBRARY NETWORK		559.30
3/15/22	48600	5302-13	Electronic Materials	Invoice: 501757865	6,745.12	
		1121-00	Operating - PNC	MIDWEST TAPE		6,745.12
3/15/22	48601	5302-13	Electronic Materials	Invoice: 721MA22068720	2,040.96	
		5302-13	Electronic Materials	Invoice: 721SA22068194	817.15	

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Date	Check #	Account ID	Account Descriptio	Line Description	Debit Amount	Credit Amount
		5302-13	Electronic Materials	Invoice: 721SV22070617	11.96	
		1121-00	Operating - PNC	OVERDRIVE INC		2,870.07
3/15/22	48602	5807-00	Office Supplies	Invoice: 070-00694-00051/20 22	82.00	
		1121-00	Operating - PNC	PNC BANK		82.00
3/15/22	48603	6402-10	Maintenance Supplie	Invoice: 38853	527.00	
		6401-00	Service Contracts	Invoice: 38932	8,190.00	
		1121-00	Operating - PNC	SABER BUILDING SERVICES INC.		8,717.00
3/15/22	48604	5401-10	Internet	Invoice: 030122	786.11	
		1121-00	Operating - PNC	T-MOBILE		786.11
3/15/22	48605	6406-01	HVAC Repair	Invoice: 100068	712.96	
		1121-00	Operating - PNC	TECH MECHANICAL, INC.		712.96
3/15/22	48606	5301-10	Adult Books	Invoice: 846032077	274.00	
		1121-00	Operating - PNC	WEST PAYMENT CENTER		274.00
3/15/22	48607	5701-30	Collection Agency	Invoice: 6098764	187.15	
		5701-30	Collection Agency	Invoice: 6098772	26.00	
		1121-00	Operating - PNC	UNIQUE MANAGEMENT SERVICES INC		213.15
3/15/22	48608	5301-20	Youth Books	Invoice: 36481261	26.96	
		5301-20	Youth Books	Invoice: 36836119	242.64	
		5301-20	Youth Books	Invoice: 36849806	53.92	
		1121-00	Operating - PNC	WESTON WOODS STUDIOS		323.52
3/15/22	48609	5702-00	Audit	Invoice: 551659	14,000.00	
		1121-00	Operating - PNC	YEO & YEO, P.C.		14,000.00
3/31/22	48610	5301-10	Adult Books	ACT #C019265	43.17	
		7001-01	Misc. Reimburseable	ACT# L406562	18.07	
		5301-10	Adult Books	ACT #L407916	68.96	
		5301-10	Adult Books	ACT #L410629	767.21	
		5301-50	Materials Processing	PROCESSING	40.29	
		5301-10	Adult Books	ACT #L424469	4,120.30	
		5301-50	Materials Processing	PROCESSING	313.73	
		1121-00	Operating - PNC	THE BAKER & TAYLOR COMPANY		5,371.73

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Date	Check #	Account ID	Account Descriptio	Line Description	Debit Amount	Credit Amount
				TAYLOR COMPANY		
3/31/22	48611	5301-30	Outreach Books	ACT #L449673	745.59	
		5301-50	Materials Processing	PROCESSING	56.45	
		5301-20	Youth Books	ACT #L449673	40.83	
		5301-30	Outreach Books	ACT #L534941	426.96	
		5301-50	Materials Processing	PROCESSING	32.80	
		5301-30	Outreach Books	ACT #L395513	2,873.95	
		5301-50	Materials Processing	PROCESSING	129.97	
		5301-30	Outreach Books	ACT #L449672	244.11	
		5301-50	Materials Processing	PROCESSING	3.16	
		1121-00	Operating - PNC	THE BAKER & TAYLOR COMPANY		4,553.82
3/31/22	48612	5301-20	Youth Books	ACT #L554618	3,402.31	
		5301-50	Materials Processing	PROCESSING	154.16	
		5301-20	Youth Books	ACT #L449675	28.99	
		1121-00	Operating - PNC	THE BAKER & TAYLOR COMPANY		3,585.46
3/31/22	48613	5306-10	Adult DVDs	CUSTOMER #2000005835-DVD	1,587.81	
		5303-11	Adult Audio-Music	CUSTOMER #2000005835-MUSIC	55.45	
		5303-10	Adult Audio-Books	CUSTOMER #2000005835-AUDIO	717.81	
		5301-50	Materials Processing	PROCESSING	457.65	
		5306-10	Adult DVDs	CUSTOMER #2000005843-DVD	112.43	
		5301-50	Materials Processing	PROCESSING	25.90	
		5306-10	Adult DVDs	CUSTOMER #200014883-DVD	473.81	
		5301-50	Materials Processing	PROCESSING	101.00	
		1121-00	Operating - PNC	MIDWEST TAPE		3,531.86
3/31/22	48614	5306-30	Outreach DVDs	CUSTOMER #2000005836-DVD	419.78	
		5303-30	Outreach Audio & Vid	CUSTOMER #2000005836-AUDIO	269.41	
		5301-50	Materials Processing	PROCESSING	99.95	
		5306-30	Outreach DVDs	CUSTOMER #2000005839-DVD	44.98	
		5303-30	Outreach Audio & Vid	CUSTOMER #2000005839-AUDIO	59.95	
		5306-30	Outreach DVDs	CUSTOMER #2000005841-DVD	26.24	
		1121-00	Operating - PNC	MIDWEST TAPE		920.31

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Date	Check #	Account ID	Account Descriptio	Line Description	Debit Amount	Credit Amount
3/31/22	48615	5306-20	Youth DVDs/Videos	CUSTOMER #2000005837-DVD	1,098.15	
		5303-20	Youth Audio	CUSTOMER #2000005837-AUDIO	693.77	
		5303-21	Youth Music	CUSTOMER #2000005837-MUSIC	45.69	
		5301-50	Materials Processing	PROCESSING	306.80	
		1121-00	Operating - PNC	MIDWEST TAPE		2,144.41
3/31/22	48616	5702-00	Audit	Invoice: 170538	450.00	
		1121-00	Operating - PNC	ANDREWS HOOPER & PAVLIK P.L.C.		450.00
3/31/22	48617	6401-00	Service Contracts	Invoice: 40856	300.00	
		1121-00	Operating - PNC	AQUARIUM DESIGN & MAINTENANCE		300.00
3/31/22	48618	6200-40	Other Programs	Invoice: 040422	22.00	
		1121-00	Operating - PNC	ASCAP		22.00
3/31/22	48619	5303-10	Adult Audio-Books	Invoice: 2029064	75.80	
		1121-00	Operating - PNC	BLACKSTONE PUBLISHING		75.80
3/31/22	48620	6200-40	Other Programs	Invoice: 041022	300.00	
		1121-00	Operating - PNC	GARY BRANDT		300.00
3/31/22	48621	5306-80	Bookmobile Operatio	Invoice: 813619	76.13	
		1121-00	Operating - PNC	C & C RENTALL		76.13
3/31/22	48622	6401-00	Service Contracts	Invoice: 20220314	250.00	
		1121-00	Operating - PNC	CAL CHAMPINE, RPT		250.00
3/31/22	48623	6200-40	Other Programs	Invoice: 042822	325.00	
		1121-00	Operating - PNC	DEBORAH CHUD		325.00
3/31/22	48624	5502-00	Gas	Invoice: 031622	4,596.43	
		1121-00	Operating - PNC	CONSUMERS ENERGY		4,596.43
3/31/22	48625	6401-00	Service Contracts	Invoice: 21-22 0062	1,170.00	
		1121-00	Operating - PNC	CORNERSTONE		1,170.00
3/31/22	48626	5202-40	Other Dental	Invoice:	1,508.54	
		1121-00	Operating - PNC	RIS0004059853 DELTA DENTAL PLAN OF MICHIGAN		1,508.54

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Date	Check #	Account ID	Account Descriptio	Line Description	Debit Amount	Credit Amount
				PLAN OF MICHIGAN		
3/31/22	48627	5803-00	Processing Supplies	Invoice: 7096926	591.66	
		5803-00	Processing Supplies	Invoice: 7097118	99.63	
		1121-00	Operating - PNC	DEMCO INC		691.29
3/31/22	48628	6200-40	Other Programs	Invoice: 041422	250.00	
		1121-00	Operating - PNC	RUSSELL DORE'		250.00
3/31/22	48629	5503-00	Electric	Invoice: 032222	10,665.14	
		1121-00	Operating - PNC	DTE ENERGY		10,665.14
3/31/22	48630	5302-13	Electronic Materials	Invoice: 2022-069	588.95	
		5302-13	Electronic Materials	Invoice: 2022-069	2,528.00	
		1121-00	Operating - PNC	FARMINGTON COMMUNITY LIBRARY		3,116.95
3/31/22	48631	6100-50	Professional Member	Invoice: 1337	25.00	
		1121-00	Operating - PNC	FRIENDS OF MICHIGAN LIBRARIES		25.00
3/31/22	48632	5703-00	Legal	Invoice: 828853	1,485.00	
		1121-00	Operating - PNC	FOSTER SWIFT		1,485.00
3/31/22	48633	5301-30	Outreach Books	Invoice: 77425262	99.20	
		5301-30	Outreach Books	Invoice: 77447289	230.34	
		5301-30	Outreach Books	Invoice: 77456281	287.09	
		5301-30	Outreach Books	Invoice: 77507074	182.35	
		1121-00	Operating - PNC	GALE/CENGAGE LEARNING		798.98
3/31/22	48634	6401-00	Service Contracts	Invoice: 54555093	208.00	
		1121-00	Operating - PNC	GREEN FOR LIFE ENVIRONMENTAL		208.00
3/31/22	48635	5201-40	Other Medical	Invoice:	21,323.60	
		1121-00	Operating - PNC	100007866387 HEALTH ALLIANCE PLAN		21,323.60
3/31/22	48636	5201-40	Other Medical	Invoice:	3,740.91	
		1121-00	Operating - PNC	100007867637 ALLIANCE HEALTH AND LIFE		3,740.91
3/31/22	48637	6200-40	Other Programs	Invoice: 042122	225.00	

**ROCHESTER HILLS PUBLIC LIBRARY**  
**Cash Disbursements Journal**  
**For the Period From Mar 1, 2022 to Mar 31, 2022**

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
		1121-00	Operating - PNC	LISA HOWARD		225.00
3/31/22	48638	6506-00	Software Support/Mai	Invoice: INV-INC30852	22,063.91	
		6506-00	Software Support/Mai	Invoice: INV-INC30852	14,569.71	
		6506-00	Software Support/Mai	Invoice: INV-INC30852	594.43	
		6506-00	Software Support/Mai	Invoice: INV-INC30852	134.11	
		6506-00	Software Support/Mai	Invoice: INV-INC30852	1,478.60	
		6506-00	Software Support/Mai	Invoice: INV-INC30852	237.79	
		6506-00	Software Support/Mai	Invoice: INV-INC30852	1,486.10	
		1121-00	Operating - PNC	INNOVATIVE INTERFACES		40,564.65
3/31/22	48639	5930-00	General Printing	Invoice: 1905	15.00	
		5930-00	General Printing	Invoice: 1906	42.00	
		5930-00	General Printing	Invoice: 1908	49.00	
		1121-00	Operating - PNC	JM DESIGN & PRINTING SERVICES LLC		106.00
3/31/22	48640	5401-10	Internet	Invoice: 69885	2,524.29	
		1121-00	Operating - PNC	THE LIBRARY NETWORK		2,524.29
3/31/22	48641	5401-00	Basic Phone	Invoice: 32364406	167.89	
		1121-00	Operating - PNC	LINGO COMMUNICATIONS		167.89
3/31/22	48642	5302-00	Periodical/PrintSubs	Invoice: 595712/MAR22	875.00	
		1121-00	Operating - PNC	OAKLAND PRESS		875.00
3/31/22	48643	5302-13	Electronic Materials	Invoice: 721SA22088212	6,701.12	
		1121-00	Operating - PNC	OVERDRIVE INC		6,701.12
3/31/22	48644	6100-60	Workshops/Conferen	Invoice: 2022 RRC	40.00	
		1121-00	Operating - PNC	ROCHESTER REGIONAL CHAMBER OF		40.00
3/31/22	48645	5306-80	Bookmobile Operatio	Invoice: 030922	345.10	

**ROCHESTER HILLS PUBLIC LIBRARY**  
**Cash Disbursements Journal**  
**For the Period From Mar 1, 2022 to Mar 31, 2022**

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Date	Check #	Account ID	Account Descriptio	Line Description	Debit Amount	Credit Amount
		1121-00	Operating - PNC	CITY OF ROCHESTER HILLS DPS		345.10
3/31/22	48646	6402-10 6401-00 1121-00	Maintenance Supplie Service Contracts Operating - PNC	Invoice: 39191 Invoice: 39096 SABER BUILDING SERVICES INC.	497.00 8,190.00	8,687.00
3/31/22	48647	5401-10 1121-00	Internet Operating - PNC	Invoice: 033122 T-MOBILE	731.00	731.00
3/31/22	48648	6406-01 6406-01 6406-01 6406-01 1121-00	HVAC Repair HVAC Repair HVAC Repair HVAC Repair Operating - PNC	Invoice: 901023 Invoice: 99909 Invoice: 900825 Invoice: 901036 TECH MECHANICAL, INC.	1,340.28 1,273.62 2,340.96 1,080.00	6,034.86
3/31/22	48649	5301-80 1121-00	Interlibrary Loan (ILL) Operating - PNC	Invoice: 031522 THOMAS E FLESCHNER MEMORIAL LIBRARY	12.00	12.00
3/31/22	48650	6401-00 1121-00	Service Contracts Operating - PNC	Invoice: 3006500203 TK ELEVATOR	615.00	615.00
3/31/22	48651	6506-00 1121-00	Software Support/Mai Operating - PNC	Invoice: 154784906-0 TPX COMMUNICATIONS	1,065.92	1,065.92
3/31/22	48652	2168-00 1121-00	Supplemental Ins W/ Operating - PNC	Invoice: 032122 UNUM LIFE INSURANCE - SUPP	42.51	42.51
3/31/22	48653	5206-40 1121-00	Other LTD Insurance Operating - PNC	Invoice: 032122 UNUM LIFE INSURANCE CO OF AMERICA	416.91	416.91
3/31/22	48654	5209-40 2168-00 1121-00	LTC Supplemental Ins W/ Operating - PNC	Invoice: 031822 Invoice: 031822 UNUM LIFE INSURANCE CO OF AMERICA	92.20 30.80	123.00
3/31/22	48655	5207-30	Vision Insurance	Invoice: 814657489	240.01	

**ROCHESTER HILLS PUBLIC LIBRARY**  
**Cash Disbursements Journal**  
**For the Period From Mar 1, 2022 to Mar 31, 2022**

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
		1121-00	Operating - PNC	VISION SERVICE PLAN		240.01
3/31/22	48656	5301-20	Youth Books	Invoice: 36997031	26.96	
		5301-20	Youth Books	Invoice: 36997093	26.96	
		1121-00	Operating - PNC	WESTON WOODS STUDIOS		53.92
3/31/22	48657	6401-00	Service Contracts	Invoice: 040122	610.00	
		1121-00	Operating - PNC	WHITE BIRCH LANDSCAPE		610.00
3/22/22	EFTAZ032222	5301-10	Adult Books		264.72	
		5301-20	Youth Books		306.76	
		5306-13	Teen Video Games		547.92	
		5303-30	Outreach Audio & Vid		512.62	
		5303-50	Innovative Items		2,323.29	
		5301-50	Materials Processing		373.33	
		6200-20	Youth Programs		7.96	
		5306-80	Bookmobile Operatio		69.11	
		1121-00	Operating - PNC	AMAZON		4,405.71
3/22/22	EFTVISA0322	6100-60	Workshops/Conferen		977.16	
		6402-10	Maintenance Supplie		40.60	
		6200-20	Youth Programs		530.05	
		5805-00	IT Supplies		264.44	
		6506-00	Software Support/Mai		13.30	
		5940-00	3D Printing/Makerspa		496.55	
		8001-00	Equipment/Fixed Ass	(1) STAFF MONITOR	158.64	
		8001-00	Equipment/Fixed Ass	(3) STAFF PC'S	1,104.00	
		8001-00	Equipment/Fixed Ass	(10) STAFF PC'S	3,489.80	
		8001-00	Equipment/Fixed Ass	(12) STAFF MONITORS	1,909.32	
		8001-00	Equipment/Fixed Ass	(1) STAFF CHAIR	178.07	
		5803-00	Processing Supplies		22.97	
		5807-00	Office Supplies		414.18	
		6200-10	Adult Programs		701.33	
		5402-00	Postage/Shipping		617.99	
		5809-00	Marketing Supplies		248.37	
		6200-30	Outreach Programs		18.57	
		5801-01	Copier Paper		221.20	
		5301-10	Adult Books			0.96
		5804-00	Other/Public Supplies		26.99	
		7009-60	Volunteer Recognitio		74.95	
		5801-00	Copier Toner		148.78	
		1121-00	Operating - PNC	CAPITAL ONE BK(USA), NA		11,656.30

**ROCHESTER HILLS PUBLIC LIBRARY**  
**Cash Disbursements Journal**  
**For the Period From Mar 1, 2022 to Mar 31, 2022**

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
3/2/22	VOID 47017	5301-80	Interlibrary Loan (ILL)	Invoice: 022620	10.00	
		5301-80	Interlibrary Loan (ILL)	Invoice: CR022620		10.00
		1121-00	Operating - PNC	WSU LIBRARY		
				SYSTEM		
<b>Total</b>					<b>239,156.19</b>	<b>239,156.19</b>

**Rochester Hills Public Library  
Supplemental Information  
March 2022**

Checks & EFT's - Operating Account			239,125.23
Net Payroll - Direct Deposit			130,192.96
Employee Benefit EFTs and Misc Debits -			
Payroll Taxes		42,804.68	
Employee FSA Debits - Wage Works		297.23	
Employer Pension Contributions - MERS		7,785.70	
Employee Deferred Contributions		8,009.33	
Bank/Merchant Fees		322.46	
ADP & WageWorks Fees		1,918.57	
NSF Checks		-	
		<b>TOTAL</b>	61,137.97
			<b>\$ 430,456.16</b>

# Communications



ROCHESTER HILLS  
PUBLIC LIBRARY



Date: 3-10-22

# Comment Card

500 Olde Towne Road  
Rochester, Michigan 48307-2043



Amalia ran the 7pm Women of the Holocaust program flawlessly. The welcome, the technical, the acoustics, the seating arrangement, the facilitation was very professional. "Flawless" does mean alot. Also the Speaker was knowledgeable & amazing. We all learned so much.

(Optional) Name: Thank-you! Contact #: Thank-you! Email: Thank-you!

For staff use only: Shared this comment card with Amalia and her immediate supervisor. -Juliane 03/14/22



Date: March 15, 2022

# Comment Card

500 Olde Towne Road  
Rochester, Michigan 48307-2043

Always enjoy RHPH Programs.



Subject: Bob Segar (book author) Last Tues. night.  
It was fun looking back, and remembering those days (saw Segar several times for only 71.00 cost of admission! Learned his manager Punch is still around. Met him as well, back in the day. Will be 'playing Segar 45's again!

(Optional) Name: [REDACTED] Contact #: [REDACTED] Email: ON FILE

For staff use only:

Called to thank Rebecca for the positive feedback. -Juliane 3/28/22



Date: 3-27-22

# - Comment Card

500 Olde Towne Road  
Rochester, Michigan 48307-2043



Bonnie Woopie Boy - TERRIFIC! Extremely talented,  
Enjoyed very much

(Optional) Name: [REDACTED] Email:

For staff use only:



ROCHESTER HILLS PUBLIC LIBRARY

Date: 3/27/22

500 Olde Towne Road  
Rochester, Michigan 48307-2043

# Comment Card



Would like to thank you for your lovely Breeze Woody music, Brought Back my wonderful memories and I hope you come back real soon.  
 It was excellent

(Optional) Name: \_\_\_\_\_ Contact #: \_\_\_\_\_ Email: \_\_\_\_\_

For staff use only:

Called and discussed this with the patron. She was using the chairs by the magazines. I explained that they were reupholstered in 2015 to extend life, but they are due for replacement soon.



500 Olde Towne Road  
Rochester, Michigan 48307-2043

Juliane

# Comment Card

Date 3-29-22

I like comment about the height of your chairs in the sitting area. I am a senior and I found that the chairs are slow low that I have trouble getting out of them. So if I am to read I ~~can~~ have to sit in the harder table style chairs. Maybe get some higher comfortable chairs.

Optional: Name \_\_\_\_\_ Contact \_\_\_\_\_



**Robin Ryan**

★★★★★ 3 days ago

Great library. Book, magazine, kids events, second to none. I use the kanopy television program & overdrive app. Staff is knowledgeable and friendly.



Rochester Hills Public Library (owner)

2 mins ago

*Hi Robin! Thanks so much for your five-star review for RHPL! Your kind comments are appreciated and will be shared with our staff. We are glad to know patrons love the library and we look forward to your next visit.*

### Google Review, 3.9.22



**Paul Kaiser**

★★★★☆ 1 week ago

Well stocked. Not busy at all, the staff was more than willing to answer questions.



Rochester Hills Public Library (owner)

Just now

*Thank you, Paul, for sharing your review of RHPL. We appreciate it and your comments will be shared with our staff. We are glad to be of service and we hope you visit again soon!*

### Google Review, 3.12.22



**Marlene De Andrade**

★★★★★ 11 hours ago

Friendly staff, great selection of books, wonderful environment, great illumination and temperature. The bookmobile is also awesome. Good for kids, teens and adults.



Rochester Hills Public Library (owner)

Just now

*Hi Marlene! Thanks so much for the five-star review and complimentary comment. We're so glad you enjoy the bookmobile and the main library! We appreciate taking the time to tell us.*

### Google Review, 3.28.22



Juliane Morian <juliane.morian@rhpl.org>

---

## Contact Library Director [#488]

2 messages

---

**MachForm** <no-reply@rhpl.org>

Fri, Apr 1, 2022 at 10:00 AM

Reply-To: MachForm <[REDACTED]>

To: juliane.morian@rhpl.org

---

**Name**

Lisa M Lawson

---

**Email**

[REDACTED]

---

**Message**

I would like to express my appreciation for the Rochester Hills Public Library and its leadership to continue to promote and support a wide and diverse range of materials for the Rochester/Rochester Hills/Oakland Twp community. I appreciate and value your commitment to intellectual freedom and the freedom to read. Thank you for your diligent efforts to maintain a diverse collection for our community.

---

**Juliane Morian** <juliane.morian@rhpl.org>

Mon, Apr 4, 2022 at 7:47 AM

To: MachForm <[REDACTED]>

Dear Ms. Lawson,

Thank you for sharing your opinion about the collection at the Rochester Hills Public Library (RHPL). RHPL supports intellectual freedom and has endorsed the American Library Association's *Library Bill of Rights* and *Freedom to Read/View* statements, which in turn informs the RHPL [collection development policy](#). Your message will be shared with the RHPL Board of Trustees at their next meeting.

Sincerely,

Juliane

---

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

[Quoted text hidden]

LOCAL NEWS

## **Southeast Michigan entertainment calendar March 11 and beyond**

- “Turn the Page: The Bob Seger Story”: 7 p.m. March 15, Rochester Hills Public Library, 500 Olde Towne Road, Rochester, open to RHPL cardholders, register at [calendar.rhpl.org](http://calendar.rhpl.org), 248-656-2900.

Royal Oak Tribune, March 10, 2022

LOCAL NEWS

## **Oakland County community calendar March 13 and beyond**

- Rochester Hills Public Library, 500 Olde Towne Road, Rochester, “Turn the Page: The Bob Seger Story”: 7 p.m. March 15, open to RHPL cardholders, register at [calendar.rhpl.org](http://calendar.rhpl.org), 248-656-2900.

Oakland Press, March 16, 2022

LOCAL NEWS

## **Oakland County community calendar March 20 and beyond**

- Rochester Hills Public Library, “Legendary Women of Ancient Mesopotamia,” presented by Weam Namou, executive director of the Chaldean Cultural Center, at 7 p.m. March 24 at the library to highlight Women’s History Month. This program is open to RHPL cardholders. Registration is required. To register, visit [calendar.rhpl.org](http://calendar.rhpl.org) or call 248-656-2900.

Oakland Press, March 21, 2022

LOCAL NEWS

## **Oakland County community calendar March 27 and beyond**

- “A Woman of Significance to Me” essay contest open to eighth-grade students in the Rochester and Avondale school districts. The contest is sponsored by the AAUW-Rochester, Rochester Hills Public Library, and the Auburn Hills Public library. Prizes of \$100, \$75, and \$50 will be awarded to the first, second, and third-place winners. Entry forms and instructions are available at [Rochester-mi.aauw.net](http://Rochester-mi.aauw.net). A request can also be sent to [AAUWL@gmail.com](mailto:AAUWL@gmail.com). Essays are due on or before April 14.

**Royal Oak Tribune, March 28, 2022**

LOCAL NEWS

## **Metro Detroit entertainment, April 1 and beyond**

- Jackie Davidson and Gary Brandt: 2 p.m. April 10 at Rochester Hills Public Library, 500 Olde Towne Road, Rochester, open to RHPL cardholders. Registration is required, [calendar.rhpl.org](http://calendar.rhpl.org), 248-656-2900.

**Macomb Daily, April 1, 2022**

# Community Connections

By Leah Wheeler

Olivia Dear (nee Olivia Millerschin), a Rochester Hills, Michigan native, began her love affair with music at age seven. Today at 26, she is a highly acclaimed professional singer/songwriter who has played venues ranging from restaurants to concert halls around the world; written scores for television shows, movies and advertising; sung at the

Olympics; and even written a children's book/CD. She wrote her first original song at age 14.

Recently, Olivia and her partner, trombonist and back-up singer, James Pyne, delighted an audience at the Rochester Hills Public Library with a menu of original and cover pop and folk songs.

Acclaimed for her melt-ingly beautiful voice, Olivia credits her grandmother

for nurturing her passion for music and the people of her hometown for enduring support of her career. "What would I like to say to the people of Rochester Hills? Thank you for giving me a caring, comfortable, loving environment to grow up in. People here have supported me, held me up, made my career possible, and I am truly grateful."

Prior to the COVID pandemic, Olivia averaged 150+

shows annually. In her short career, she has won two John Lennon Song-writing Awards, the Great American Song Contest, and was a quarterfinalist on America's got Talent.

Olivia is online at [www.oliviadear.com](http://www.oliviadear.com). There you can also purchase her book and CD, *Cactus on a Ledge*.



## School board trustee resigns; candidates encouraged to apply

The Board of Education of the Rochester Community School District is actively seeking to fill a vacant posi-

tion following the resignation of Trustee Mike Zabat.

The Board will follow the Revised School Code

and Michigan Election Law in appointing an eligible candidate to fill the trustee position. When the appoin-

tee takes the oath of office, his or her term will begin immediately and continue through December 31, 2022.

For consideration, applications must be received by the president of the Board of Education of the Rochester Community School District by 12 p.m. on Wednesday, March 16, 2022. Postmark dates will not be considered.

Methods of return include: Online (preferred method): To access the application, go to [form.jotform.com/220617874553158](http://form.jotform.com/220617874553158); or via hard copy: Drop off or mail to: Rochester Community School District Administration Building, 501 W. University Drive, Rochester, MI 48307. All packets should be addressed: "To the Attention of Kevin Beers, president, Board of Education of the Rochester Community School District."

A special meeting will be

held on Wednesday, March 23, at 501 W. University Drive, Rochester, Michigan, to meet candidates, conduct interviews, and select a trustee. The meeting is tentatively scheduled for 6:30 p.m. The time may be adjusted depending on the number of applications.

Eligibility requirements, general duties and responsibilities, and commitments of a board member are available on the district's website, [rochester.k12.mi.us](http://rochester.k12.mi.us). Additionally, candidates must be at least 18 years of age, a citizen of the United States, a resident of the state of Michigan for at least 30 days, and a resident of the Rochester Community School District.

Mike Zabat has honorably served as a trusted member of the Board of Education of the Rochester Community School District since 2012 where he held officer positions at multiple junctures.

Superintendent Dr. Robert Shaner acknowledged Zabat's contributions to the district. "We thank Mike for his visionary leadership, sound judgment, integrity, and kind heart. He is truly a servant leader who has made a difference in our community. We wish him all the best," said Dr. Shaner.

# LHR

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## COMMUNITY

## March must-sees at Rochester Hills Public Library



Weam Namou

### “Legendary Women of Ancient Mesopotamia” with Weam Namou

To highlight Women’s History Month, Rochester Hills Public Library will present “Legendary Women of Ancient Mesopotamia” with Weam Namou, executive director of the Chaldean Cultural Center, on March 24 at 7 p.m. in the library’s Multipurpose Room.

**The Chaldean Cultural Center** is located in West Bloomfield and is a Michigan Activity Pass participant. RHPL cardholders can reserve complimentary tickets to the center using a library card. For more information, visit [plymouth-rockets.com/michiganactivitypass](http://plymouth-rockets.com/michiganactivitypass).

This program is open to all RHPL cardholders. Registration is required. To register, visit [calendar.rhpl.org](http://calendar.rhpl.org) or call 248-656-2900.

### Piano player Matthew Ball, the “Boogie Woogie Kid,” in Concert

Rochester Hills Public Library welcomes piano player Matthew Ball, known as the “Boogie Woogie Kid,” for his masterful playing of the American songbook and music from the swing dance era, on Sunday, March 27 at 2 p.m. in the library’s Multipurpose Room.

This event is open to all RHPL cardholders. Registration is required. To register, visit [calendar.rhpl.org](http://calendar.rhpl.org) or call 248-656-2900.

### “Owls in Michigan,” hosted by Amanda Felk

Rochester Hills Public Library welcomes Amanda Felk of Dinosaur Hill on March 29 at 7 p.m. in the library’s Multipurpose Room for “Owls in Michigan,” a fun program where all ages can learn about the species of owls commonly and uncommonly found in Michigan. Bring a coat as attendees may go outside, weather permitting.

This event is open to all RHPL cardholders. Registration is required. To register, visit [calendar.rhpl.org](http://calendar.rhpl.org) or call 248-656-2900.

### How to Prepare Your Garden for Spring Planting

Rochester Hills Public Library will welcome members of Rochester Pollinators on March 31 at 7 p.m. in the library’s Multipurpose Room for the program “How to Prepare Your Garden for Spring Planting.” Learn ways to get your garden ready for spring with native plants and container designs.

This event is open to all RHPL cardholders. Registration is required. To register, visit [calendar.rhpl.org](http://calendar.rhpl.org) or call 248-656-2900.

### “The History of Stagecrafters”

Rochester Hills Public Library will welcome members of Stagecrafters, a theatrical troupe from Royal Oak, on April 5 at 7 p.m. in the library’s Multipurpose Room. The troupe will share their history and experiences working in Royal Oak’s Baldwin Theater.

This program is open to the public. Registration is required. To register, visit [calendar.rhpl.org](http://calendar.rhpl.org) or call 248-656-2900.

*Rochester Hills Public Library is located at 500 Olde Towne Road in Rochester, and serves to provide lifelong learning opportunities, instill a love of reading, and offer equal access to information to over 110,000 patrons. The library serves as a community town square where visitors enjoy innovative ways to learn and socialize through a variety of programs, including an annual summer reading challenge, parent-child workshops, and weekly lectures. The library’s expansive and user-friendly database allows its cardholders to use eBooks, movies, and music downloads, language and genealogy services, tutor.com, and consumer reports at no cost. For more information about Rochester Hills Public Library’s unique offerings, visit [rhpl.org](http://rhpl.org).*



Matthew Ball



Owls in Michigan



How to Prepare Your Garden for Spring Planting



The History of Stagecrafters



## RRC UPGRADES

### Conference Room Tech & New Coffee Cart!

Rochester, MI – The Rochester Regional Chamber of Commerce (RRCC) appreciates the generous sponsors for recent office updates that will enhance membership benefits. The latest addition to the Chamber technology is located inside the Conference room, allowing for easy hybrid meetings. Thanks to Chief Financial Credit Union, the Chamber has a Meeting Owl Pro, our 360-degree camera, mic, and speaker combined into one easy-to-use device.

The Meeting OWL Pro creates the experience of in-person participation for hybrid teams and integrates seamlessly with the conferencing platforms you already use.

#### This tech features:

- Plug-and-play setup
- 360-degree views with 1080 pixel camera
- Audio Tri-speaker and WiFi-enabled
- Automatic zoom that responds to who’s speaking
- Integrates with Zoom, Google Hangouts, Slack, GoToMeeting, and more!

Also, another addition to the Chamber is our first **Coffee Cart**, thanks to our sponsor First State Bank, to welcome members and visitors when they first walk in the office. Utilize the Keurig Machine to get a boost of productivity when you book your next meeting in the Chamber Conference room! Call the Chamber office at (248) 651-6700 to utilize your member benefit and schedule conference room use!

Interested in learning more about these member benefits? Join the Chamber’s monthly **Member Orientation 101 class**, sponsored by Erika Sklar of Benebiz Plus, to learn how the Chamber can help grow your business! Join the next class at: <https://business.rrc-mi.com/events/mc/chamber-events-6%20>

#### More about the Chamber

The Rochester Regional Chamber of Commerce is privileged to have fourteen community-minded businesses and organizations that are significant partners of the Chamber. Thank you: Ascension Providence Rochester Hospital, Oakland University, Chief Financial Credit Union, Bellbrook, Mattina, Kent & Gibbons P.C.; PAR Pharmaceutical, Shelton Buick GMC, Rochester University, Mocerri Companies, First State Bank, Beaumont, Auger Klein Aller Architects, Trent Creative & Revenue Refinery. We appreciate your support.

*The Mission of the Rochester Regional Chamber of Commerce is to provide leadership and resources to advance business development in partnership with civic, cultural and educational interests for the benefit of its members and the community.*

Visit our website: [www.rrc-mi.com](http://www.rrc-mi.com)

**Our Address:**  
71 Walnut, Suite 110  
Rochester, MI 48307

Phone: (248) 651-6700  
Email: [info@rrc-mi.com](mailto:info@rrc-mi.com)

# Library Director's Report



ROCHESTER HILLS  
PUBLIC LIBRARY

# Director's Report

April 11, 2022

**1. COVID Update on Library Operations**

In Oakland County, the community spread of the virus increased slightly in one month from a positivity rate of 4.4% to 6.0%. The overall community level remains low according to CDC metrics. RHPL has restored services and removed Plexiglas shields at most public service desks. Staff and volunteers can assess risk tolerance and wear a mask based on personal preference.

**2. Capital Replacement of Technology**

The FY 2022 budget allocates \$23,000 for technology replacements. The Director of IT has developed a road map for upgrading a select number of staff workstations in 2022 (in conjunction with the release of Windows 11). However, I believe it would be more efficient to expand the technology replacement plan and upgrade all staff workstations, which necessitates additional funds. RHPL was able to pre-pay for a catalog upgrade from Polaris ILS in FY 2021 and as a result, I plan to move \$22,000 from Other Electronic Services (part of the Materials Budget) to technology replacements. This would not affect the total amount appropriated in the FY 2022 budget. Additionally, I plan to approve \$12,000 for a new next-generation firewall with security upgrades utilizing contingency funds already included in the budget.

**3. Website Redesign Update**

Work is progressing on a public website update in conjunction with a new and enhanced online catalog. There have been some unexpected delays since the parent company reprioritized key enhancements that were planned in 2022. Despite the delays, the RHPL team is moving ahead with user testing of the proposed navigation on the new homepage. I will share a preview with the Board of Trustees at a future meeting with the goal of launching the new website mid-year.

**4. 2022 RHPL Community Survey Update**

The 2022 RHPL Community Survey has closed. After sending the survey to 38,455 cardholders and 500 non-cardholder residents, the library received 3,975 responses (a 10% response rate). I will prepare a formal report for the Library Board, but the high-level takeaway is that RHPL has a 96% satisfaction level with residents (in terms of both library operations and satisfaction with staff). Ninety-one percent (91%) agree that they get a good value for the property taxes they pay at the library and 96% agree that they trust RHPL. Since trust and satisfaction can be in short supply with public service, and these strong numbers are very gratifying.

**5. Summer of Kindness and Community**

RHPL will adopt an unofficial theme of Kindness and Community this summer. Elements of the summer reading program will be designed with this theme in mind. We are also pursuing a participatory art installation for individuals to contribute to a community art piece. As part of this initiative, RHPL has agreed to host a Red Cross Blood Drive on Monday, July 18, 2022.

**6. Digitization of Historical Board Meeting Minutes**

At a prior Board of Trustee’s meeting, the suggestion to digitize past library board minutes and making them free-text searchable was discussed. This project has been assigned one staff member who will work on digitizing materials between other duties. I anticipate the bulk of this project will be completed by the end of this year. Not only is this beneficial from a research perspective, it ensures safety of valuable library documents dating back to the early nineteenth century.

**7. Upcoming Events**

April 17, 2022	Library closed for Easter Sunday
April 22, 2022	Volunteer Luncheon – recognition for contributions in 2021, 12pm
April 26, 2022	Friends of RHPL board meeting, 7pm
April 30, 2022	Wine, Wit, and Wisdom annual fundraiser (library closes early at 5:00pm, for 6:30 event)
May 5, 2022	(Proposed date) All staff luncheon with the Board of Trustees
May 8, 2022	Library open for Mother’s Day (new in 2022)
May 9, 2022	RHPL Board of Trustees Meeting, 8pm (note the later start time)
May 28-30, 2022	Library closed for Memorial Day weekend

## Statistical Report - Usage for the month of March 2022

### Circulation

Main Library	Previous YTD	Current YTD	This Month LY	This Month	MTM Change
Staff-Assisted Checkouts	47,956	40,257	17,200	14,845	-13.7%
Self Checkouts	65,392	87,390	29,892	33,470	12.0%
Renewals	107,134	146,390	44,522	51,124	14.8%
e-Materials Circ	58,739	60,251	19,847	20,216	1.9%
Outreach	Previous YTD	Current YTD	This Month LY	This Month	MTM Change
Bookmobile Circ	260	11,826	52	5,398	∞
Mini-Branch Circ	2,911	4,502	911	1,510	65.8%
OTBS Circ	21,870	21,655	8,261	7,592	-8.1%
OTBS Polaris	208	188	86	95	10.5%
Interlibrary Loans	Previous YTD	Current YTD	This Month LY	This Month	MTM Change
MelCat borrowed	4,869	4,805	1,868	1,682	-10.0%
MelCat loaned	2,266	6,705	713	2,325	226.1%
<b>Total Circulation</b>	<b>311,605</b>	<b>383,969</b>	<b>123,352</b>	<b>138,257</b>	<b>12.1%</b>

### Other Usage Statistics

	Previous YTD	Current YTD	This Month LY	This Month	MTM Change
In-Person Visits	27,823	80,093	16,566	30,798	85.9%
Public Room Bookings	0	156	0	54	∞
Study Room Bookings	0	1,861	0	683	∞
Programs for Adults	46	48	15	15	0.0%
Attendance (Adults)	1,088	1,154	283	652	130.4%
Programs for Children	33	19	12	5	-58.3%
Attendance (Children)	1,754	1,846	786	1,340	70.5%
Computer Signups	1,522	3,699	881	1,510	71.4%
Wireless Users	3,737	14,518	1,664	5,367	222.5%
Unique Website Hits	49,661	52,503	16,703	16,051	-3.9%
Social Media Follows	36,677	38,863	12,289	13,041	6.1%
Social Media Engage	395,603	541,110	150,942	161,391	6.9%
Database Hits	17,954	18,102	6,413	5,927	-7.6%
Volunteer Hours	816	1,180	402	409	1.7%

### Number of Library Card Holders

Municipality	This Month LY	This Month	% Total
Rochester Hills	42,721	44,938	65.7%
Rochester	7,354	9,307	13.6%
Oakland Township	8,663	10,014	14.6%
Michicard	154	241	0.4%
Non-residents	3,384	3,939	5.8%
<b>Total Card Holders</b>	<b>62,276</b>	<b>68,439</b>	<b>100%</b>

### Number of Items

Type of Material	This Month LY	This Month
Print Materials	220,114	235,766
Audio Materials	17,075	18,003
Video Materials	44,471	46,508
Other Materials	437	431
E-Material	23,154	22,119
<b>Total Holdings</b>	<b>305,251</b>	<b>322,827</b>

## 2022 PLA National Conference Summary (Portland, OR)

The Public Library Association (PLA), a division of the American Library Association (ALA), convened for its biennial national conference on March 23, 2022 in Portland, OR. RHPL staff attended this first major library conference since the COVID-19 pandemic. The conference typically draws 8,000 library workers, but given pandemic concerns, approximately 4,000 library workers attended in person. The education sessions and keynote speakers focused heavily on topics of intellectual freedom, outreach, and serving unique populations.

### Big Ideas with Luvvie Ajayi Jones

- There are four types of good troublemakers: truth tellers, bridge builders, heart helpers, and intellectual seers. To show up and authentically advocate for a cause you believe in, ask yourself three questions: do I mean it, can I defend it, can I say it thoughtfully?
- **Next steps: RHPL can foster a culture of listening when someone raises a concern.**

### Big Ideas with Brittany K. Barnett

- Brittany K Barnett is a lawyer and author and share stories about the perils of mass incarceration and inequities of our legal system. Most notable quote, “Stop worrying about the challenges and imagine the possibilities instead.”
- **Next steps: RHPL can investigate leads from the related session summary of, “Ready Access: Reentry Services for Decarcerated Populations”**

### Building a Dynamic World Languages Collection for Your Multilingual Community

- A well-developed, relevant, visible world language collection is necessary for every library and speaks directly to the ALA Bill of Rights, a library’s mission statement and collection development policy, and community data.
- Librarians should be purposeful and flexible when finding materials and recommendations, seeking input from the community, staff, and local and national organizations. Librarians should conduct community assessments to determine the makeup of the collection.
- **Next steps: RHPL should analyze the 2022 RHPL Community Survey foreign language interest questions to determine which languages to focus on. Work directly with vendors to develop a relevant world language collection and add as a project to the strategic plan.**

### Serving Patrons with Dementia

- Presenters encouraged attendees to be wary of infantilizing individuals with dementia, and encouraged accommodation for them instead. Older adults are typically well served with health & wellness talks, brain stimulation, and social connection via library programming.
- **Next Steps: RHPL can explore hosting a memory café, which is an accessible safe space where individuals with dementia and their caregivers can come to be themselves. Some of the most successful memory cafes offer brief sessions on things like travel, historical topics, or even singing and music sessions.**

### Removing Bias and Barriers from your cataloging

- Dewey can be problematic and limited in its ability to classify “other” histories and experiences.
- Auditing the collection is not only crucial for correcting any bias, but helps keep the collection current. Moving these to the 900s makes them more accessible to people who regularly browse

the 900s for new history reading and puts histories of marginalized groups in the context of world history rather than isolating and further marginalizing them.

- Numbers of particular interest - 305 (social groups), 306 (culture & institutions), 325 (migration), 326 (slavery), 327 (international relations) - in the presenter's library, histories of Eastern Europe and the Middle East tended to end up in the numbers for espionage and international relations, respectively
- **Next steps: Building on projects in progress, such as moving books about enslaved Africans in the Civil War era from the 300s (commerce) to the history section and beginning the process of moving Indigenous books from the 900s to the 300s. RHPL ordering librarians should be encouraged to pay close attention to how NF books are being classified and make sure the suggested call numbers from our vendors are not biased.**

### The Library's Role in Equitable College Prep for Teens

- Be informed and keep a baseline knowledge of current college practices Make sure supporting collections and equipment are relevant (i.e. which test(s) are offered most frequently around you, what AP classes are available), weeded often, accessible (and findable!), and accurate. Also, computers, wifi, printing etc. are all useful for college apps – make sure teens know they're there and they can use them
- **Next steps: AS department can consider putting test prep books somewhere more obvious for teens to access; make sure collection of test prep and college info books are up to date**

### Fostering Equity and Inclusion by Promoting Employee Wellbeing

- Everyone is experiencing collective trauma. Recognize your own and other's positionality (how you relate to, experience, and are impacted by the world) to be able to show up fully for yourself and others - and by extension, the community you serve.
- Advancing justice and equity cannot happen if we are not actively healing. It is necessary to have structures in place to support and ensure the success and comfort of underrepresented staff - the process cannot simply end at hiring.
- **Next steps: RHPL should continue to offer an EAP with a pivot to a culturally responsive approach. RHPL should investigate Shine and consider piloting a program similar to Denver Public Library's approach that offers paid wellness hours and a learning plan to ensure staff feel supported. RHPL could look for grants to fund this initiative.**

### Data Warehouse 101 & Information Power: Get Your Staff to Love Library Data

- Prioritize the datasets you collect - what questions do you want to answer? Is it actionable?
- Be sure to consider your audience (e.g. state official, Board, city council, public, staff)
- Use data to validate staff observations
- Tips for Excel/Google Sheets - use formulas including combining them, use conditional formatting to catch errors, group rows, dependent drop downs (choices based on other data/selections), pivot tables, macros for bulk formatting and buttons, forms, interactive charts/dashboards, save time with automation
- **Next steps for RHPL: Make sure the data RHPL collects provides the information to take action and make decisions; consider better centralizing & visualizing big data.**

### Prepare Your Library for Today's Censorship Battles

- Six communities in United States have had attempts to censor material by challengers filing criminal charges. None of these incidents progressed beyond the filing; in each case, officials deemed the charges were erroneous and would not stand up in court.

- Library professionals should understand the law: if the work is available for purchase it is not obscene, publishers want to avoid that liability. However, it is important for librarians to know their community.
- Libraries have a strong legacy of working with parents and children and creating safe spaces.
- **Next steps: RHPL librarians must continuously research what it means to “know your community” and acquire material that matches the needs of patrons in the community.**

### Welcoming Everyone - Creating Equitable and Inclusive Library Policies

- Library policies have to be legal both in writing and enforcement.
- It is necessary to understand that policy is written from the perspective of the writer, which would include any implicit biases a writer may or may not be aware of. Policies to be aware of: any policy that requires calling the police, dress code policies, cell phone restrictions, ID policies for library cards, inaccessible website and social media practices/policy, limiting access to materials by age, ADA procedure (undue burdens on disabled individuals), collection development policies that ignore interests of community. Inequity and inequality often depends on how and when a policy is enforced or not enforced, or when a policy is enforced unequally (noise violations for teens vs. small children).
- Know your community before you create policy to make sure you are not alienating or othering various community cultures. Challenge misconceptions and approach policy making from a historically-informed perspective.
- **Next steps: RHPL should continue to review and evolve policy as necessary. RHPL should consider the needs, characteristics, and concerns of all community members when creating or revising policy to make sure that every patron feels welcome and safe in the library.**

### The Pursuit of Happiness: Community Wellbeing as a Library Outcome

- Libraries have the ability to be cultivators of community wellbeing and to help community members live their best lives
- Libraries should work with the community to determine what wellbeing looks like for that specific community - pay attention to wellbeing indicators like economic wellbeing, housing opportunities, school effectiveness, institutional connections, cultural assets, ethnic diversity, economic diversity, health access
- **Next steps: RHPL should work community indicator data collection into the strategic plan and should use that data to inform further services and programs.**

### Ready Access: Reentry Services for Decarcerated Populations

- Oftentimes the people that need community services most have no idea how to access them. Libraries are places that can compile resources and provide valuable assistance to special populations, including decarcerated individuals.
- Michigan has 599,000 incarcerated individuals – similar proportion as the number of incarcerated individuals in the entire country. Studies have shown that recidivism is greatly reduced when decarcerated individuals have support from community. The library is already a place that has programming and services in place for people re-entering the community.
- Ready Access has created a toolkit - complete with customizable website - that libraries can use to reach hard-to-reach populations.
- **Next steps: In addition to investigating prison data (US Census was inconclusive) RHPL should use the same approach that Ready Access outlines to reach all special populations and connect them with information.**

### Facilitating EDI Conversations in Professional Settings and Public Programming

- Libraries can structure equitable and successful conversations surrounding EDI by paying attention to the tone set for these conversations and should provide a structure for the learning environment.
- Libraries should have community formed and endorsed agreements in place before any conversations begin. They should also eliminate power dynamics in a space, provide an opportunity to engage before the discussion, offer self-care opportunities throughout, and create a warm, welcoming and safe atmosphere. They should also be prepared to call in or call out with course adjustment procedures should a conversation be derailed.
- **Next steps: RHPL would benefit immediately from adopting shared agreements (such as ground rules) and expectations for programming to help our community understand that working toward making this building a safe space for all is a priority.**

### Beyond Late Fees: Eliminating Access Barriers for All Community Members

- Presenters encouraged attendees to ask themselves, “What are you willing to give up to have the library you keep pretending you want?” Meaning, libraries should decide what they actually care about and what to give up (that may be preventing them from getting there).
- Libraries should recognize that fees and fines and other punitive measures disproportionately affect a certain segment of their population. If a public library is indeed for the public, it should serve everyone with fairness and equity. Libraries should review any kind of restriction and see if it serves their purpose, or hinders it (not only fees and fines, but unattended child policies, library card requirements, holiday closures, cost for services, etc.)
- The cost of alienating patrons is infinitely higher than any money that could be earned collecting fees and fines.
- **Next steps: RHPL should work toward eliminating late fees, but should also seriously consider a cost-benefit analysis of eliminating replacement fees, printing fees, and any other seriously restrictive practice.**

Virtual Sessions:

### On a Dime: Pivoting to a New Summer Learning Approach

- If summer reading programs are not meeting goals or are not reaching the populations you’d like to reach, it is possible to completely re-do how you approach summer reading/learning. Traditional programs do not always reach underserved populations.
- Partnering with local organizations that already have relationships with low-income or underserved patrons is a great way to reach them where they are.
- **Next steps: RHPL should reach out to local organizations (RAYA, Parks and Rec., summer school, etc.) to bring summer reading/learning programs to patrons who do not typically use the building.**

### Meeting the Needs of Our Disability Community: Building Inclusive Spaces

- The needs of *all* users should be taken into consideration when designing or updating library spaces. You should not always provide separate spaces and programs for disabled patrons, all programs should be accessible to disabled patrons.
- Make spaces welcoming. Make it *very clear* where patrons should go if they require any kind of accommodation. Consider making all employees able to provide these or pass on the information for a future program.

- Survey participant commented, “Access is, in my understanding, a welcoming way of joining a group, a space. Not a ticket to a dominant culture.”
- **Next steps: RHPL can streamline the accommodations process. Examine the larger library and programming spaces to see where accessibility issues arise. Investigate ALA accessibility grants to purchase any needed furniture and enhance spaces.**

### Rising Circulation in the Time of Covid

- Improve user experience with the collection. Each of these made the library easier to use and more stress free.
- Improve the image of the library
- Capitalizing on found opportunities during Covid
- **Next steps for RHPL: staff can re-evaluate the image being presented to the public and find ways to share personalities and a sense of humor.**

### Leveraging Staff Talent to Create Strategic Vision

- A strategic plan should be a living document and not static. Staff members from all areas of the library could participate in meetings to help form it.
- The presenters acknowledged the libraries’ proximity and relationship with the history of Charleston Harbor, that of being a major slave port, and they mentioned the [International Institute for Restorative Practices](#). They had originally started with three visions, but to implement restorative practices, they added a fourth-Equity.
- **Next steps: Recognize the importance of leaning on all staff when preparing goals for the strategic plan. Staff from all points of service have important opinions and ideas to share and should be acknowledged.**

### After the Collection Diversity Audit

- Consider changing some subject headings. Although the Library of Congress may be behind, one library has already started to update.
  - For instance, instead of “Illegal Aliens”, they’ve changed it to “Noncitizen” or “Illegal Citizens”
    - One useful website is [Catalog Lab](#)
  - [Diverse book finder](#) is a great source to audit picture books (only)
  - Ingram, Baker & Taylor, and Collection HQ each have a service to run an audit for libraries. These can get pricey.
- Be intentional in displays by being inclusive
- **Next steps: Complete diversity audits and continue to work towards selecting inclusive materials as well as intentional displays. Also consider updating some subject headings.**

## **Committee Updates**



ROCHESTER HILLS  
PUBLIC LIBRARY

## Life Insurance Policy

### **Policy Statement**

The library provides term life insurance to eligible employees as a benefit to attract high quality employees.

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### **Regulations**

1. The library will provide a term life insurance policy for all regular full-time employees. Employees will be insured for one hundred percent (100%) of their base annual salary.
  2. Information regarding the life insurance plan may be obtained from the accountant/benefits coordinator.
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Approved: February 14, 2011

Rochester Hills Public Library Board of Trustees

## Policy Statement

Families First Coronavirus Response Act (FFCRA) provides emergency paid sick leave as a means of ensuring that all employees have time off with pay as it relates to the COVID-19 pandemic.

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## Regulations

Employees may use sick leave for all purposes covered by the Families First Coronavirus Response Act (FFCRA)<sup>1</sup>, set out below:

1. Employees receive up to two weeks (80 hours for full-time, or a part-time employee's two-week equivalent) of emergency paid leave based on their regular rate of pay if the employee is:
  - A. Subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
  - B. Has been advised by a health care provider to self-quarantine related to COVID-19;
  - C. Is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
  - D. Seeking or awaiting the results of a diagnostic test for, or a medical diagnosis of, COVID-19 because they have been exposed or because the Library has requested the test or diagnosis;
  - E. Obtaining a COVID-19 vaccination or recovering from any injury, disability, illness, or condition related to the vaccination.
2. Employees receive up to two weeks (80 hours for full-time, or a part-time employee's two-week equivalent) of emergency paid leave based on two-thirds their regular rate of pay if the employee is:
  - A. Unable to work because of a bona fide need to care for an individual subject to a Federal, State, or local quarantine or isolation order related to COVID-19;

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<sup>1</sup> The Families First Coronavirus Response Act (FFCRA) took effect April 1, 2020 in response to the COVID-19 pandemic. These provisions reset as of April 1, 2021 and are in effect until July 12, 2021.

## Emergency Paid Sick Leave Policy

- B. Unable to work because of a bona fide need to care for an individual who has been advised by a health care provider to self-quarantine related to COVID-19;
  - C. Is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services.
3. Emergency paid sick leave pay is not accrued, and will not result in a payout if unused.
  4. Employees will not accrue vacation, holiday or sick leave time while receiving emergency paid sick leave. Pension benefit contributions will not be made on emergency paid sick leave.
  5. Emergency paid sick leave cannot be used intermittently.
  6. The accounting/benefits coordinator will keep a permanent record of each employee's emergency paid sick leave.
  7. Provisional employees are not eligible for accrued sick leave but are eligible for emergency paid sick leave.

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Approved: May 11, 2020, Amended: January 11, 2021, April 12, 2021  
Rochester Hills Public Library Board of Trustees

## Leaves of Absence Policy – Expanded Family and Medical Leave Act

### Policy Statement

The Expanded Family and Medical Leave Act (eFMLA)<sup>1</sup> provides eligible employees with paid leave for certain family and medical reasons related to the COVID-19 pandemic. This policy sets out the employee's rights and obligations.

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### Regulations

1. Subject to the provisions of this policy and the eFMLA (under the Families First Coronavirus Response Act), an eligible employee may take leave for any one (1), or a combination of, the following eFMLA reasons:
  - Reason A: is caring for an individual subject to an order described below in (1) or self-quarantine as described in (2);
    1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
    2. has been advised by a health care provider to self-quarantine related to COVID-19;
  - Reason B: is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons;
  - Reason C: is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services.
  - Reason D: any eligible reason as outlined in the BENR-5a Emergency Sick Leave Policy.
2. Definitions. The following terms are defined in Appendix A at the end of this Policy.
3. To be eligible for eFMLA leave, an employee must be in a position covered under the eFMLA and:
  - A. have worked for the Library for at least thirty (30) days;
  - B. be actively scheduled for work.
  - C. Have exhausted applicable emergency paid sick leave benefits
4. Expanded FMLA is calculated at sixty (60) percent of the employee's regular rate of pay.
5. Employees will not accrue vacation, holiday or sick leave time while receiving eFMLA pay. Pension benefit contributions will not be made on eFMLA pay.

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<sup>1</sup> The Families First Coronavirus Response Act (FFCRA) took effect April 1, 2020 in response to the COVID-19 pandemic. These provisions reset on April 1, 2021 and will expire on July 12, 2021.

## Leaves of Absence Policy - Expanded Family and Medical Leave Act

6. Employees may use accrued vacation, sick leave or compensatory time they have accrued to supplement eFMLA pay.
7. Amount of FMLA leave
  - A. An eligible employee is entitled to up to twelve (12) work weeks of eFMLA (2/3 pay) leave in a 12-month period. Leave can be taken intermittently.
    - i. An eligible employee may take up to two (2) weeks leave for eFMLA reason A or C.
    - ii. An eligible employee may take up to ten (10) weeks leave for eFMLA reason B.

**Leaves of Absence Policy - Expanded Family and Medical Leave Act****APPENDIX A**

CHILD (SON OR DAUGHTER) – a biological, adopted, or foster child, a stepchild, a legal ward, 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.

## Leaves of Absence Policy – Expanded Family and Medical Leave Act

SERIOUS INJURY OR ILLNESS - The term “serious injury or illness” means:

- a. 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/or
- b. 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 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.

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Approved: May 11, 2020, Amended: January 11, 2021, April 12, 2021

## Social Media Policy

### Policy Statement

Rochester Hills Public Library ("Library") operates and maintains social media sites as a public service to ensure effective promotion and discussion of the library's services, resources, and events, and to ensure a reputation for outstanding community engagement and customer service on social media.

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### Regulations

1. Although the Library welcomes the comments, posts, and messages of other social media users that relate to the Library and the Library recognizes and respects differences in opinion, the social media sites are limited public forums and are subject to review by library staff members. Comments, posts, and messages from individuals or groups who do not reside within the Library's service area may be removed.
2. Social media is defined as electronic communication through which users create online communities to share information, ideas, personal messages, and other content. Social media includes any webpage or app through which the Library has an account and interacts with other users.
3. The Library Director has the authority to determine whether a particular social media account is used by the library. This policy only applies to official Library social media accounts. The social media accounts of individual employees or Library Board members are not subject to this policy.
4. Users should have no expectation of privacy when commenting on Library posts or tagging the Library. Comments and posts may be read by anyone once posted, regardless of one's friends, followers, or subscribers list. The Library advises users against posting their personal information or contact information on social media sites. Comments and posts may also be subject to disclosure under the Freedom of Information Act.
5. The Library reserves the right to reproduce comments and posts tagging the Library in other public venues (ex: testimonials). Reproductions of this nature may be edited for space or content, but the original intent of the comment or post will be maintained.
6. The Library is not responsible for the content of posts made by third parties, including patrons, reviewers, advertisers, and others who may post comments. Public posts by third parties do not reflect the positions of the Library, its employees, or any individual Board member.

## Social Media Policy

7. The Library reserves the right to (but is not required to) remove any comment, post, or message that it deems in violation of this Policy. To ensure a healthy, safe space to discuss library services, resources, and events, content containing any of the following may be removed immediately from any library social media forum:
  - Obscene, illegal, sexually harassing, threatening, or abusive speech or nudity in pictures.
  - Potentially libelous information
  - Any post that affects the safety and security of the library, its property, patrons, and staff or creates a hostile work environment.
  - Private or personal information, including phone numbers and addresses, or requests for personal information.
  - Any statement by a user under a false name or any falsification of identity.
  - Comments, links, or information unrelated to the purpose of the given post, forum, or discussion.
  - Spam or other commercial messages.
  - Any postings that would violate the Michigan Campaign Finance Act, the Library Privacy Act, or other Michigan or federal laws.
  - Solicitation of funds.
  - Any comment, post, or other content that violates any person's intellectual property rights, including but not limited to violations of the Copyright Act.
  - Any information deemed harmful to minors in violation of the Michigan Library Privacy Act.
  - Any post that violates any library policy.
  - Any images, links, or other content that falls into the above categories.
  - Any post that requires immediate action because the library does not monitor its social media 24 hours a day.
  - Any document, information, or image that would be considered a library record that is posted without permission of the patron or person identified in that record.

## Social Media Policy

8. In addition, users are expected to abide by the terms and conditions set by third party social media platforms as well as follow appropriate federal and state law.
9. The Library reserves the right to ban or block users who have posted in violation of this Policy or to delete posts or comments. To the extent the Library has sufficient contact information and the Library will message users who have been blocked or whose content is deleted to explain the issue and notify the person of the action. Any resident of the service area who has been blocked or whose post or comment has been deleted has the right to appeal that decision to the Library Board. The appeal should be sent to the Library Director within 10 business days of the (1) decision to block or ban or (2) deletion of the post or comment, whichever is applicable. The Library Board shall decide the appeal.
10. The Library asks that individual user complaints be sent directly to the Library Director so that they can be addressed efficiently. Social media is not the mechanism used by the Library to document or address library user problems and concerns, or influence Library policy, procedures, or programs.

## Employee Use of Social Media Policy

### Purpose

This policy ensures that employees' postings on social media are consistent with Rochester Hills Public Library ("Library") policies which prohibit unlawful discrimination and harassment. "Social Media" includes all means of communicating or posting information or content of any sort on the Internet, including to social networking websites, bulletin boards, forums, or one's own or someone else's blog or personal website, whether associated or affiliated with the Library. Common examples of Social Media include but are not limited to Facebook, Twitter, YouTube, Wikipedia, LinkedIn, and Instagram.

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### Regulations

1. Rochester Hills Public Library's Employee Use of Social Media Policy ("Social Media Policy") applies to Library employees whenever using Social Media, including when not at work, not on work time, using their own personal computers or electronic devices, or posting to their own personal social media accounts.
2. Employees may not use Social Media for purposes unrelated to their job duties while on work time and in work areas if, in the sole discretion of management, such use interferes with the employee's job performance.
3. Employees may not use Library email addresses to register on social networks, blogs, or other online tools utilized for personal use.
4. Before creating online content, employees should consider some of the risks and rewards that are involved. When posting content on social media as a private citizen regarding a matter of public concern, employees should keep in mind that conduct which adversely affects the efficiency of the Library's public service, impairs workplace discipline, or destroys harmony with co-workers may result in disciplinary actions up to and including termination.
5. Inappropriate postings that include discriminatory remarks, harassment, threats of violence, or similar inappropriate or unlawful conduct will not be tolerated and may subject employees to disciplinary action up to and including termination.
6. Employees should be respectful, fair, and courteous to fellow employees, constituents, suppliers, or people who work on behalf of the Library. If deciding to post complaints or criticism, employees should not use statements, photographs, video, or audio that disparages constituents, employees, or suppliers, that might constitute harassment or bullying, or that reasonably could be viewed as malicious, obscene, threatening, or intimidating. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, color, sex, religion, national origin, creed,

disability, height, weight, pregnancy, marital status, or age.

7. Unless authorized to do so by RHPL, employees should never represent themselves as spokespersons for the Library. If the Library is a subject of the content employees create, they should be clear and open about the fact that they are employees and make clear that their views do not represent those of the Library.
8. Do not disclose the Library's confidential and proprietary information, including all patron information and any information that is still in draft form or is confidential.
9. Regardless of any other provision of this Social Media Policy, the Library's Social Media Policy does not prohibit employees from engaging in social media usage, nor prohibit any other activity that is protected by the National Labor Relations Act.
10. Failure to comply with this Social Media Policy may be grounds for disciplinary action up to and including termination. In addition, the Library will report any illegal activities to the appropriate law enforcement authorities.

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Board Approved:

## Other Business



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