

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.

July 11, 2022

Agenda

- I. Call to order of the regular meeting
- II. Public Comments*
- III. Minutes of regular meeting on June 13, 2022
- IV. Treasurer's Report for June 2022
- V. Monthly bills for June 2022 in the amount of \$874,057.25
- VI. Communications
 - a. Customer Comments
 - b. Email communication in regards to diverse collections at RHPL
 - c. Letter to patron regarding statement of concern
 - d. Press Coverage
- VII. Reports
 - a. Library Director
 - b. Statistical Report
 - c. Mid-year Strategic Plan Update
- VIII. Committee Updates
 - a. Finance
 - i. Draft budget for FY 2023
 - b. Policy – met on June 27, 2022
 - i. Second Reading
 1. WORK-11 - Employee Use of Social Media Policy
 - ii. First Reading

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

1. Circ-2 Loan and Renewal Policy - allows Bookmobile items to renew up to 3 times
2. Circ-4 Fines and Fees Policy - allows refunds within 3 months
3. MGT-14 Volunteer Policy - changes length of service from 6 months to 20 hours total; removes outdated information
4. PERF 1 Positions and Standards Policy - removes specific position from document; adds chain of command for absences of library director
5. MGT-7 Materials Reconsideration Policy, Form, and Rubric – provides detail for the process for reviewing censorship requests.
6. MGT-17 Capital Asset Policy – newly proposed policy
7. GOV-7 Whistleblower Policy – new proposed policy

- IX. Other Business
- X. Board Comments
- XI. Questions from the Liaisons
- XII. Adjournment

*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**

June 13, 2022

- I. The Board of Trustees of the Rochester Hills Public Library held a regular meeting on Monday, June 13, 2022. The President called the meeting to order at 8:00 pm in the boardroom of the library. The presiding officer was Madge Lawson.

A quorum of the board was present including Robert Bonam, Anne Kucher, Julianne Reyes, and Chuck Stouffer. Melinda Deel was absent, with a previously communicated conflict.

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

Twenty members of the public were present.

- II. Approval of the Agenda

- A. On a motion by Ms. Lawson, seconded by Mr. Bonam, the board unanimously approved amending the agenda and moving the committee update to next month.

- III. Public comments:

- A. Sheryl Heyniger, a resident, commented about desire to learn more about how library boards operate and that she supports the current diversity efforts of the RHPL in its collections and program offerings.
- B. Ian Hooper, a resident, offered public comment in support of minorities and diversity of collections and program offerings.
- C. Jared Sartwell, a resident, commented that the Rochester Hills Public Library is a positive factor in the community. He stated that it counterbalances some of the privilege that special interest groups try to assert when it comes to controlling the diverse collections and programs currently offered by the library.
- D. Sylvia Halpert, a resident, commented that she has appeared before the board a number of times to speak about books she thinks should not be available at the public library. She stated that the library was well meaning, but its efforts to include so many groups in the community were not a good use of library resources in her opinion. She commented that people today are drawn into inappropriate behavior by what they are exposed to.
- E. Heidi Miller, a resident, commented that she is a member of the LGBTQ community and said that from a young age she knew her identity and was born this way, not just experimenting with a lifestyle. She said she appreciates the library including people like her and representing her in collections and programs.
- F. Jill Dunphy, a resident, addressed other public comments and said that change is hard, and it is hard to counter a belief that has been taught to you for many years, but that recognizing LGBTQ individuals is long overdue. She said that no one of the LGBTQ community is recruiting anyone to a lifestyle and instead you are born into that identity. She said she appreciate the library's efforts to help youth figure out what they are going through with trusted material and professionally curated information resources.

- G. Michelle Hooper, a resident, commented that she has family members in the LGBTQ community and want to see all children included in library programming and appreciates the RHPL Pride Crafternoon program.
 - H. William Whitworth, a resident, said he is part of the LGBTQ community and is happy to see the Pride Crafternoon program at the Rochester Hills Public Library. He expressed concern over the number of book challenges that are occurring and wished that people would stop.
 - I. Jessica Gupta, a resident, said she is a therapist and has been working with adolescents for over ten years. She said the amount of shame and embarrassment surrounding those in the LGBTQ community that she has witnessed in this role is unacceptable. She said that youth in the LGBTQ community are at a higher risk of mental health issues or self-harm because society has trouble accepting their individual lived experience. She appreciates the library offering programs that help LGBTQ youth feel loved and accepted as they are.
 - J. Erica Johnson, a teacher in Rochester Hills, expressed high praise for the library being a good resource for students especially in the summer months. She commented that some of the elementary students she teaches have revealed they are part of the LGBTQ community even at a very young age. She said not all family members support LGBTQ youth in their family units and having library resources that reflect the entire community is pivotal to the health and well-being of all adolescents.
 - K. Mercedes Wirsing, a resident, expressed concern about human trafficking in the state and nation. She said she is mostly concerned about technology and predators targeting people.
- IV. Minutes – On a motion by Mr. Bonam, which Ms. Kucher seconded, the board discussed the meeting minutes of May 10, 2022. Mr. Stouffer requested an addition to the minutes under IX.B.1 to state that he would object to any infringement of free speech on social media by employees. The board accepted the change and unanimously approved the minutes as corrected.
- V. Treasurer’s Report was reviewed and filed.
- VI. On a motion by Mr. Bonam, which Ms. Reyes seconded, the board unanimously approved the monthly bills for May 2022, which totaled \$364,365.95.
- VII. Communications
- A. The board reviewed and filed the communications with no major discussion.
- VIII. Director’s Report and Statistical Report
- A. The board review and filed the director’s report, statistical report with minor discussion regarding firearms in the library and the update on construction in the west parking lot.
- IX. Other Business
- A. The board heard a presentation from Clare Membiela, Library Law Consultant, presented a framework by which to evaluate material challenges and the legal implications therein.

The board and liaisons engaged in discussion with Ms. Membiela asking for clarification about how to handle a special interest group that wants to remove material, how to handle the request of a special interest group that wants specific material to be added to the collection, and to confirm that it is illegal to remove materials from a library based on viewpoint alone, which Ms. Membiela confirmed. Ms. Membiela further clarified that a even a library board is considered a single entity (since it operates as one public body) and cannot remove material based on board viewpoint even if it was unanimous in its belief. Ms. Membiela instructed that a statement of concern form completed by a library patron is considered a patron record and is protected by the Library Privacy Act and should be discussed only in closed session. Deliberation surrounding a material challenge should be conducted in an open meeting without revealing private information about the patron.

- B. On a motion by Mr. Stouffer, which Mr. Bonam seconded, the board adjourned to a closed session to discuss a statement of concern filed by a patron (per the Michigan Open Meetings Act privilege of considering material exempt from discussion or disclosure by state or federal statute).

A roll call vote was taken to enter into closed session: Bonam-Aye, Kucher-Aye, Stouffer-Aye, Lawson-Aye, Reyes-Aye. Passed 5 to 0.

- C. The closed session convened at 9:39 pm.
- D. The closed session adjourned at 9:48pm.
- E. The regular meeting resumed at 9:49pm in order to deliberate the appeal as part of the regular public meeting.
- F. Ms. Lawson noted that as President of the Board she assigned the task of reading the material in full to Ms. Kucher per policy and requested her recommendation and summary of that review. Ms. Kucher made a motion to deny the challenge request, seconded by Mr. Bonam, and discussion ensued.
 - 1. Ms. Kucher provided a verbal summary of the work in question, "Sexuality: A Graphic Guide" by Meg-John Barker and Jules Schelle. Ms. Kucher discussed the educational background of the authors and explained their authority to write on this subject matter. She commented that the material included scientific information and historical perspective on the topic of human sexuality. She provided examples to the group of information passages that she viewed as relevant to contemporary culture and exploration of this topic.
 - 2. Mr. Stouffer inquired if the material appealed to prurient interest. Ms. Kucher responded that it did not.
 - 3. Ms. Reyes commented that certain pictures were offensive to her and would meet the legal criteria of obscene in her view. The board discussed that the material should be viewed as a whole, not in parts, according to the legal definition of obscene material.
- G. A roll call vote was taken to retain the material in the collection and deny the challenge request to censor: Bonam-Aye, Kucher-Aye, Stouffer-Nay, Reyes-Nay, Lawson-Aye. The motion to retain the material and deny the request passed 3-2. Ms. Morian will follow up with the written decision of the board to the patron.

- H. The board engaged in a discussion regarding capital investment projects related to Outreach Services.
 - 1. Mr. Stouffer commented that when the Board decided to purchase the first community bookmobile, they expressed a desire to support the vehicle fully as an extension of the library.
 - 2. In terms of prioritizing need, the Board supported the idea of replacing the Community Bookmobile first, followed by the Early Literacy Bus, and view the locker system part of a longer-term plan.
 - 3. Mr. Tyler commented that he felt the community would be willing to support a small millage for a short duration of time if it could be packaged as a comprehensive investment in Outreach services. He felt that having a tangible capital project such as a new community bookmobile, new early literacy bus, a utility vehicle for deliveries, and a locker system would be well received as long as it could be financially justified.
- X. Board Comments
 - A. There were no additional comments from the Board of Trustees.
- XI. Questions from the Liaisons
 - A. Mr. Tyler stated that he would recommend the board consider adopting a guideline for public comments that instructs members of the public to address the board, not fellow members of the public.
- XII. The regular meeting adjourned at 10:32 pm.

Chuck Stouffer, Secretary

Treasurer's Report



ROCHESTER HILLS
PUBLIC LIBRARY

Rochester Hills Public Library
Budget vs Actual
For the Period January 1, 2022 through June 30, 2022

	Current Month Actual	YTD Actual	YTD Budget	YTD Variance	Annual Budget
Revenues					
Rochester Hills	90,884	2,941,016	2,902,800	38,216	2,902,800
City of Rochester	24,806	284,132	255,610	28,522	518,690
Oakland Twp	305,929	835,965	527,626	308,339	909,700
State Aid	0	73,922	66,250	7,672	132,500
OTBS	0	158,640	158,640	0	158,640
Penal Fines	0	0	0	0	138,400
Fines and Fees	5,754	30,609	31,000	(391)	62,000
Interest	1,355	7,497	6,000	1,497	12,000
Gains/Losses	(7,246)	(40,639)	0	(40,639)	0
Designated Gifts	5,125	6,710	0	6,710	170,000
Undesignated Gifts	1,126	4,041	0	4,041	38,345
Undesignated Gifts-Friends	0	0	0	0	0
Grants	0	2,742	2,000	742	4,000
Miscellaneous Revenue	0	25	4,000	(3,975)	8,000
Transfer-ReservedOTBS	0	0	5,000	(5,000)	10,000
Transfer-ReservedPlant	0	0	0	0	0
Total Revenues	427,733	4,304,660	3,958,926	345,734	5,065,075
Expenditures					
Payroll	248,245	1,085,118	1,240,200	(155,082)	2,480,400
Employee Benefits	48,110	284,688	345,150	(60,462)	690,300
Books	24,785	147,559	152,500	(4,941)	305,000
Print Subscriptions	591	11,570	7,750	3,820	15,500
Electronic Materials	28,214	151,407	159,300	(7,893)	318,600
Innovative Items	1,375	11,478	12,500	(1,022)	25,000
Audiovisual	8,503	40,611	67,950	(27,339)	135,900
Bookmobile Operation	1,849	9,565	13,000	(3,435)	26,000
OTBS	119	975	3,250	(2,275)	6,500
Voice and Data Services	702	6,761	13,000	(6,239)	26,000
Utilities	12,605	85,114	73,000	12,114	146,000
Insurance	0	353	9,500	(9,147)	19,000
Professional/Contract Services	8,639	38,001	39,500	(1,499)	79,000
Supplies	864	8,870	14,250	(5,380)	28,500
Promotion and Printing	133	22,659	23,300	(641)	46,600
Mileage	82	560	2,500	(1,940)	5,000
Postage	4,075	13,956	12,600	1,356	25,200
Staff Development/Membership	1,227	13,865	17,837	(3,972)	35,675
Programs	5,485	16,071	26,500	(10,429)	53,000
Facilities Maintenance	17,263	94,862	112,100	(17,238)	224,200
IT Maintenance	5,539	85,658	47,200	38,458	94,400
Staff/Volunteer Recognition	0	3,741	3,900	(159)	7,800
Gift and Grant Expense	189	7,820	0	7,820	0
Tax Tribunal Refunds	0	0	250	(250)	500
Equipment/Fixed Assets	0	6,840	59,500	(52,660)	119,000
Furnishings	0	0	5,500	(5,500)	11,000
Capital Improvements	458,269	502,236	20,500	481,736	41,000
Contingency	0	0	50,000	(50,000)	100,000
Total Expenditures	876,863	2,650,338	2,532,537	117,801	5,065,075
Revenue Over Expenditures	(449,130)	1,654,322	1,426,389	227,933	0

ROCHESTER HILLS PUBLIC LIBRARY
Balance Sheet
June 30, 2022

ASSETS

Current Assets		
Circ Registers/Coin	\$	2,020.00
PNC		
Operating - PNC		174,506.77
Payroll		250.00
UBS		
Operating - UBS		2,757,308.89
OTBS		0.00
Plant		113,676.39
Roof		431,227.73
Self-Insurance		7,502.28
Vanguard		17,926.36
		3,504,418.42
Total Current Assets		
Other Current Assets		
		0.00
TOTAL ASSETS		\$ 3,504,418.42

LIABILITIES AND FUND BALANCE

Current Liabilities		
Staff Cash (pop cans)	\$	122.10
Deferred Comp W/H Payable		3,258.60
Flexible Spending W/H Payable		5,811.10
Supplemental Ins W/H Payable		506.44
		9,698.24
Total Current Liabilities		
Fund Balance		
Prior Years' Balance		1,840,398.81
Current Year Operations		1,654,321.37
		3,494,720.18
TOTAL LIABILITIES & FUND BALANCE		\$ 3,504,418.42

Monthly Bills



ROCHESTER HILLS
PUBLIC LIBRARY

Payment Information		
Payment Due Date	For online and phone payments, the deadline is 8pm ET.	
Jul 11, 2022		
New Balance	Minimum Payment Due	
\$4,904.04	\$49.00	
<p>LATE PAYMENT WARNING: If we do not receive your minimum payment by your due date, you may have to pay a \$39.00 late fee and your APRs may be increased up to the Penalty APR of 29.65%.</p> <p>MINIMUM PAYMENT WARNING: If you make only the minimum payment each period, you will pay more in interest and it will take you longer to pay off your balance. For example:</p>		
If you make no additional charges using this card and each month you pay...	You will pay off the balance shown on this statement in about...	And you will end up paying an estimated total of...
Minimum Payment	24 Years	\$13,314
\$185	3 Years	\$6,673
Estimated savings if balance is paid off in about 3 years: \$6,641		
If you would like information about credit counseling services, call 1-888-326-8055.		

Account Summary	
Previous Balance	\$20,859.93
Payments	- \$20,859.93
Other Credits	- \$770.83
Transactions	+ \$5,674.87
Cash Advances	+ \$0.00
Fees Charged	+ \$0.00
Interest Charged	+ \$0.00
New Balance	= \$4,904.04
Credit Limit	\$30,000.00
Available Credit (as of Jun 16, 2022)	\$25,095.96
Cash Advance Credit Limit	\$15,000.00
Available Credit for Cash Advances	\$15,000.00

Rewards Summary		Rewards as of: 06/15/2022	
Rewards Balance	\$727.35	Track and redeem your rewards with our mobile app or on capitalone.com	
Previous Balance	Earned This Period	Redeemed this period	
\$629.09	\$98.26	\$0.00	

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

Customer Service: 1-800-867-0904

See reverse for Important Information



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



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

Account ending in 9289

New Balance	Minimum Payment Due	Amount Enclosed
\$4,904.04	\$49.00	\$ _____

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 16 4904040000000049008

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



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Pay using the Capital One mobile app



Customer Service 1-800-867-0904

Changing your mailing address?

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

Any written request on this form will not be honored.

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

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

When will you Credit My Payment?

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

Transactions

Visit capitalone.com to see detailed transactions.

JULIANE MORIAN #9289: Payments, Credits and Adjustments

Trans Date	Post Date	Description	Amount
May 20	May 20	CAPITAL ONE ONLINE PYMTAuthDate 20-May	-\$20,859.93
May 23	May 24	BLN*monday.com866-3127733MA	-\$23.64
Jun 16	Jun 16	CREDIT-CASH BACK REWARD	-\$727.35

JULIANE MORIAN #9289: Transactions

Trans Date	Post Date	Description	Amount
May 18	May 18	AMZN Mktp US*1L14Y9VPOAmzn.com/billWA	\$21.92
May 18	May 19	STAPLES DIRECT800-3333330MA	\$89.86
May 23	May 24	AMZN Mktp US*1R13R50P2Amzn.com/billWA	\$51.98
Jun 1	Jun 2	AMZN Mktp US*1X45X3G32Amzn.com/billWA	\$67.40
Jun 1	Jun 2	Amazon.com*RH1HI8943Amzn.com/billWA	\$18.72
Jun 1	Jun 2	PACK N TAPE888-262-1988CO	\$58.01
Jun 1	Jun 2	IN *ROCHESTER ROTARY CLUB248-6019500MI	\$30.00
Jun 1	Jun 2	IN *ROCHESTER ROTARY CLUB248-6019500MI	\$50.00
Jun 5	Jun 6	AMAZON.COM*7A00P59Y3 AMZNAMZN.COM/BILLWA	\$343.07
Jun 5	Jun 6	AMAZON.COM*385DP44Z3 AMZNAMZN.COM/BILLWA	\$521.24
Jun 6	Jun 7	FEDEX OFFIC47100004713ROCHESTERMI	\$204.75
Jun 9	Jun 9	BRODART SUPPLIES570-326-2461PA	\$73.45
Jun 9	Jun 10	MICHAELS STORES 4827ROCHSTR HLLSMI	\$168.54
Jun 14	Jun 15	AMAZON.COM*N442I7013 AMZNAMZN.COM/BILLWA	\$31.98
Jun 15	Jun 16	OAKLAND PRESS888-977-3677MI	\$12.00

JULIANE MORIAN #9289: Total Transactions **\$1,742.92**

ALLISON SARTWELL #6787: Payments, Credits and Adjustments

Trans Date	Post Date	Description	Amount
Jun 4	Jun 6	Amazon.comAmzn.com/billWA	-\$19.84

ALLISON SARTWELL #6787: Transactions

Trans Date	Post Date	Description	Amount
May 17	May 18	AMZN Mktp US*1L80X7H92Amzn.com/billWA	\$14.99
May 18	May 19	AMZN Mktp US*1R2RZ12F1Amzn.com/billWA	\$13.95
May 24	May 24	PRO WORLD856-406-1020NJ	\$296.07
May 26	May 27	AMAZON.COM*9U4PM6K13 AMZNAMZN.COM/BILLWA	\$35.00
May 26	May 27	AMZN MKTP US*1R2MS18FO AMAMZN.COM/BILLWA	\$11.97
May 31	Jun 1	SP SMOKO INC.SMOKO.MYSHOPICA	\$164.30
May 31	Jun 1	Amazon.com*1X5VR9A00Amzn.com/billWA	\$19.84

Additional Information on the next page

Transactions (Continued)

Trans Date	Post Date	Description	Amount
May 31	Jun 1	KRUSE & MUER GIFT CARD E-248-6523896MI	\$60.00
May 31	Jun 1	AMZN Mktp US*1X4QU0A10Amzn.com/billWA	\$83.09
Jun 2	Jun 3	SQ *DESSERT OASIS COFFEERochesterMI	\$20.00
Jun 2	Jun 4	BAKEHOUSE 46 - ROCHESTERSHELBY TOWNSHMI	\$25.00
Jun 5	Jun 6	AMAZON.COM*379C938W3 AMZNAMZN.COM/BILLWA	\$13.78
Jun 5	Jun 6	Amazon.com*SS62L97L3Amzn.com/billWA	\$100.00
Jun 5	Jun 6	AMZN Mktp US*V959C7TC3Amzn.com/billWA	\$32.39
Jun 8	Jun 9	AMZN Mktp US*1N4XY46L3Amzn.com/billWA	\$16.49
Jun 9	Jun 9	AMZN Mktp US*KX80X9FK3Amzn.com/billWA	\$24.96
Jun 12	Jun 13	AMZN Mktp US*YD4OE92W3Amzn.com/billWA	\$30.49
Jun 12	Jun 13	AMZN MKTP US*1U4SY1E13 AMAMZN.COM/BILLWA	\$45.00
Jun 13	Jun 15	MAIN STREET BILLARDSROCHESTERMI	\$20.40
Jun 15	Jun 15	Amazon.com*KT21994R3Amzn.com/billWA	\$27.40
Jun 15	Jun 16	AMZN Mktp US*NP5QF2DQ3Amzn.com/billWA	\$16.49
ALLISON SARTWELL #6787: Total Transactions			\$1,071.61

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
Jun 8	Jun 10	GFS STORE #0947ROCHESTER HILMI	\$59.80

MARY DAVIS #9241: Total Transactions			\$59.80
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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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Additional Information on the next page

Transactions (Continued)

STEVEN CLEMENT #7892: Transactions

Trans Date	Post Date	Description	Amount
May 23	May 24	Amazon.com*1X0HG4P11Amzn.com/billWA	\$99.99
May 23	May 24	Amazon.com*1X7LU6GS1Amzn.com/billWA	\$59.88
Jun 1	Jun 2	AMZN Mktp US*1X31L6GG2Amzn.com/billWA	\$102.88

STEVEN CLEMENT #7892: Total Transactions **\$262.75**

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
May 25	May 25	AMZN Mktp US*1R54Y1PFOAmzn.com/billWA	\$34.18
May 25	May 26	AMZN Mktp US*TU5F29MM3Amzn.com/billWA	\$652.03
May 26	May 27	Amazon.com*1R12U7BIOAmzn.com/billWA	\$121.58
May 26	May 27	AMZN Mktp US*1R25Q0KG2Amzn.com/billWA	\$40.98
May 26	May 27	SVK*Hooked On Phonics888-6055055CT	\$59.85
Jun 16	Jun 16	AMZN Mktp US*P96K34UA3Amzn.com/billWA	\$32.89

ELIZABETH RACZKOWSKI #9004: Total Transactions **\$941.51**

DEREK BROWN #8061: Payments, Credits and Adjustments

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

Trans Date	Post Date	Description	Amount
May 25	May 26	AMZN Mktp US*1R5132M20Amzn.com/billWA	\$26.80
Jun 2	Jun 3	STAMPS.COM855-608-2677CA	\$17.99
Jun 6	Jun 7	AMAZON.COM*MM5JK42N3 AMZNAMZN.COM/BILLWA	\$205.31
Jun 6	Jun 7	DNH*GODADDY.COM480-5058855AZ	\$179.94
Jun 6	Jun 8	DELTA AIR 0062320491046DELTA.COMCA TK#: 0062320491046PSGR: BROWN/DEREK VAU ORIG: DTW, DEST: LAS, S/O: O, CARRIER: DL, SVC: Q ORIG: LAS, DEST: DTW, CARRIER: DL, SVC: K	\$501.80
Jun 7	Jun 8	TECHSOUP4156339300CA	\$78.00
Jun 7	Jun 9	DELTA AIR 0062320512595DELTA.COMCA TK#: 0062320512595PSGR: BROWN/DEREK VAU ORIG: DTW, DEST: AUS, S/O: O, CARRIER: DL, SVC: U ORIG: AUS, DEST: DTW, CARRIER: DL, SVC: X	\$300.00
Jun 8	Jun 8	AMZN Mktp US*3171079N3Amzn.com/billWA	\$41.89

Additional Information on the next page

Transactions (Continued)

Trans Date	Post Date	Description	Amount
Jun 13	Jun 14	AMZN Mktp US*QG1M49ED3Amzn.com/billWA	\$61.38
Jun 14	Jun 14	AMZN Mktp US*OH1VXOWL3Amzn.com/billWA	\$61.38
Jun 14	Jun 15	USPS STAMPS ENDICIA888-434-0055DC	\$50.00
DEREK BROWN #8061: Total Transactions			\$1,524.49
DEREK BROWN #9234: Payments, Credits and Adjustments			
Trans Date	Post Date	Description	Amount
DEREK BROWN #9234: Transactions			
Trans Date	Post Date	Description	Amount
May 18	May 19	SOCKETLABS484-418-1285PA	\$71.79
DEREK BROWN #9234: Total Transactions			\$71.79
Total Transactions for This Period			\$5,674.87
Fees			
Trans Date	Post Date	Description	Amount
Total Fees for This Period			\$0.00
Interest Charged			
Interest Charge on Purchases			\$0.00
Interest Charge on Cash Advances			\$0.00
Interest Charge on Other Balances			\$0.00
Total Interest for This Period			\$0.00
Totals Year-to-Date			
Total Fees charged			\$0.00
Total Interest charged			\$0.00

Additional Information on the next page

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	21.24% P	\$0.00	\$0.00
Cash Advances	23.24% P	\$0.00	\$0.00

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

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

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Date	Check #	Account ID	Account Descriptio	Line Description	Debit Amount	Credit Amount
6/6/22	48802	8002-00 1121-00	Capital Improvement Operating - PNC	Invoice: 060622 G.E.M.	2,500.00	2,500.00
6/15/22	48803	5301-10 5301-10 5301-50 5301-10 5301-50 1121-00	Adult Books Adult Books Materials Processing Adult Books Materials Processing Operating - PNC	ACT #C019265 ACT #L410629 PROCESSING ACT #L424469 PROCESSING THE BAKER & TAYLOR COMPANY	412.62 169.56 8.69 3,864.02 272.72	4,727.61
6/15/22	48804	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	418.04 23.14 235.79 15.75 351.94 25.18 318.14 0.79	1,388.77
6/15/22	48805	5301-20 5301-50 1121-00	Youth Books Materials Processing Operating - PNC	ACT #L554618 PROCESSING THE BAKER & TAYLOR COMPANY	3,217.22 130.38	3,347.60
6/15/22	48806	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	1,422.03 120.65 474.88 395.90 126.68 27.25 555.54 105.50	3,228.43
6/15/22	48807	5306-30 5303-30 5301-50 5306-30	Outreach DVDs Outreach Audio & Vid Materials Processing Outreach DVDs	CUSTOMER #2000005836-DVD CUSTOMER #2000005836-AUDIO PROCESSING CUSTOMER #2000005839-DVD	102.70 66.72 25.55 136.44	

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		1121-00	Operating - PNC	#2000005839-DVD MIDWEST TAPE		331.41
6/15/22	48808	5306-20	Youth DVDs/Videos	CUSTOMER	467.78	
		5303-20	Youth Audio	#2000005837-DVD CUSTOMER	92.96	
		5303-21	Youth Music	#2000005837-AUDIO CUSTOMER	112.41	
		5301-50	Materials Processing	#2000005837-MUSIC PROCESSING	132.95	
		1121-00	Operating - PNC	MIDWEST TAPE		806.10
6/15/22	48809	8002-00	Capital Improvement	Invoice: 137613	6,078.90	
		1121-00	Operating - PNC	ANDERSON, ECKSTEIN & WESTRICK INC.		6,078.90
6/15/22	48810	6401-00	Service Contracts	Invoice: 41116	300.00	
		1121-00	Operating - PNC	AQUARIUM DESIGN & MAINTENANCE		300.00
6/15/22	48811	5301-30	Outreach Books	Invoice: 1938682	47.34	
		1121-00	Operating - PNC	CENTER POINT LARGE PRINT		47.34
6/15/22	48812	5306-82	Oakland Talking Boo	Invoice: 296609802	0.79	
		1121-00	Operating - PNC	CENTURY LINK		0.79
6/15/22	48813	6401-00	Service Contracts	Invoice: 4118667173	137.97	
		1121-00	Operating - PNC	CINTAS CORPORATION #354		137.97
6/15/22	48814	5302-13	Electronic Materials	Invoice:	3,243.00	
		1121-00	Operating - PNC	1000184056-1 EBSCO INFORMATION SERVICES		3,243.00
6/15/22	48815	6403-00	Misc Repairs	Invoice: 10929	2,150.42	
		1121-00	Operating - PNC	EL ELECTRICAL CONTRACTING		2,150.42
6/15/22	48816	8002-00	Capital Improvement	Invoice: 2099-5590	196.52	
		6404-00	Facilities Improveme	Invoice: 2099-5636	309.63	
		1121-00	Operating - PNC	FAST SIGNS		506.15
6/15/22	48817	6200-50	Summer Reading	Invoice: I-L-81802	50.00	

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		1121-00	Operating - PNC	FAST SIGNS LIVONIA		50.00
6/15/22	48818	8002-00 1121-00	Capital Improvement Operating - PNC	Invoice: 21-099-003 FK ENGINEERING ASSOCIATES	64.25	64.25
6/15/22	48819	5703-00 1121-00	Legal Operating - PNC	Invoice: 834120 FOSTER SWIFT	720.00	720.00
6/15/22	48820	5301-30 5301-30 5301-30 5301-30 5301-30 1121-00	Outreach Books Outreach Books Outreach Books Outreach Books Outreach Books Operating - PNC	Invoice: 77817353 Invoice: 77828683 Invoice: 77835202 Invoice: 77868688 Invoice: 77869059 GALE/CENGAGE LEARNING	535.07 74.38 109.57 143.96 74.38	937.36
6/15/22	48821	8002-00 1121-00	Capital Improvement Operating - PNC	Invoice: PAY ESTIMATE #2 JAMES P. CONTRACTING INC.	423,980.23	423,980.23
6/15/22	48822	5930-00 5930-00 5930-00 1121-00	General Printing General Printing General Printing Operating - PNC	Invoice: 1929 Invoice: 1931 Invoice: 1934 JM DESIGN & PRINTING SERVICES LLC	15.00 42.00 32.00	89.00
6/15/22	48823	5302-13 1121-00	Electronic Materials Operating - PNC	Invoice: 300211-PPU KANOPY LLC	662.40	662.40
6/15/22	48824	5301-80 1121-00	Interlibrary Loan (ILL) Operating - PNC	Invoice: 8027 KENT DISTRICT LIBRARY	48.00	48.00
6/15/22	48825	5303-20 5303-20 1121-00	Youth Audio Youth Audio Operating - PNC	Invoice: 89468 Invoice: 89553 LIBRARY IDEAS LLC	44.95 527.40	572.35
6/15/22	48826	6506-00 6200-10 6200-20 1121-00	Software Support/Mai Adult Programs Youth Programs Operating - PNC	Invoice: 70126 Invoice: 70100 Invoice: 70100 THE LIBRARY NETWORK	125.00 735.00 735.00	1,595.00
6/15/22	48827	5301-80	Interlibrary Loan (ILL)	Invoice: 5262022	18.95	

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Date	Check #	Account ID	Account Descriptio	Line Description	Debit Amount	Credit Amount
		1121-00	Operating - PNC	LIVONIA PUBLIC LIBRARY		18.95
6/15/22	48828	5700-10 6100-50 1121-00	Operational Professional Member Operating - PNC	Invoice: 358581 Invoice: 358862 MCLS	4,910.00 250.00	5,160.00
6/15/22	48829	5302-13 1121-00	Electronic Materials Operating - PNC	Invoice: 502191921 MIDWEST TAPE	7,422.30	7,422.30
6/15/22	48830	5302-13 1121-00	Electronic Materials Operating - PNC	Invoice: 721SA22178770 Invoice: 721SV22177214 OVERDRIVE INC	6,855.03 17.94	6,872.97
6/15/22	48831	6200-40 1121-00	Other Programs Operating - PNC	Invoice: 063022 ROCHESTER HILLS MUSEUM-VAN HOUSEN FARM	250.00	250.00
6/15/22	48832	5306-80 1121-00	Bookmobile Operatio Operating - PNC	Invoice: 060322 CITY OF ROCHESTER HILLS DPS	1,828.16	1,828.16
6/15/22	48833	6402-10 6401-00 1121-00	Maintenance Supplie Service Contracts Operating - PNC	Invoice: 39493 Invoice: 39571 SABER BUILDING SERVICES INC.	473.00 8,190.00	8,663.00
6/15/22	48834	5303-50 1121-00	Innovative Items Operating - PNC	Invoice: 060622 T-MOBILE	733.80	733.80
6/15/22	48835	6406-01 6406-01 1121-00	HVAC Repair HVAC Repair Operating - PNC	Invoice: 901529 Invoice: 901758 TECH MECHANICAL, INC.	1,336.18 270.00	1,606.18
6/15/22	48836	5301-80 1121-00	Interlibrary Loan (ILL) Operating - PNC	Invoice: 0446.6142022 TROY PUBLIC LIBRARY	16.00	16.00
6/15/22	48837	5802-00 1121-00	Circulation Supplies Operating - PNC	Invoice: 149788107 ULINE SHIPPING SUPL SPECIALIST	223.25	223.25

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Date	Check #	Account ID	Account Descriptio	Line Description	Debit Amount	Credit Amount
6/15/22	48838	5701-30 1121-00	Collection Agency Operating - PNC	Invoice: 6101652 UNIQUE MANAGEMENT SERVICES INC	61.75	61.75
6/15/22	48839	5401-00 1121-00	Basic Phone Operating - PNC	Invoice: 9907569334 VERIZON WIRELESS	291.65	291.65
6/15/22	48840	6401-00 1121-00	Service Contracts Operating - PNC	Invoice: 060122 WHITE BIRCH LANDSCAPE	2,130.00	2,130.00
6/15/22	48841	5807-00 1121-00	Office Supplies Operating - PNC	Invoice: 8634 WOODLANDS LIBRARY COOPERATIVE	51.00	51.00
6/15/22	48842	5702-00 1121-00	Audit Operating - PNC	Invoice: 559766 YEO & YEO, P.C.	1,000.00	1,000.00
6/30/22	48843	5301-10 5301-10 5301-50 5301-10 5301-50 1121-00	Adult Books Adult Books Materials Processing Adult Books Materials Processing Operating - PNC	ACT #C019265 ACT #L410629 PROCESSING ACT #L424469 PROCESSING THE BAKER & TAYLOR COMPANY	205.18 171.12 8.69 3,420.86 511.20	4,317.05
6/30/22	48844	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	402.69 41.11 131.72 8.41 2,063.21 87.83 104.72 4.97	2,844.66
6/30/22	48845	5301-20 5301-50 5303-20 1121-00	Youth Books Materials Processing Youth Audio Operating - PNC	ACT #L554618 PROCESSING ACT #L554618 THE BAKER & TAYLOR COMPANY	3,345.80 177.79 7.77	3,531.36
6/30/22	48846	5306-10	Adult DVDs	CUSTOMER #2000005835-DVD	559.23	

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Date	Check #	Account ID	Account Descriptio	Line Description	Debit Amount	Credit Amount
		5303-11	Adult Audio-Music	CUSTOMER	101.16	
		5303-10	Adult Audio-Books	#2000005835-MUSIC CUSTOMER	812.79	
		5301-50	Materials Processing	#2000005835-AUDIO PROCESSING	185.35	
		5306-10	Adult DVDs	CUSTOMER	78.71	
		5301-50	Materials Processing	#2000005843-DVD PROCESSING	14.80	
		5306-10	Adult DVDs	CUSTOMER	296.13	
		5301-50	Materials Processing	#200014883-DVD PROCESSING	57.20	
		1121-00	Operating - PNC	MIDWEST TAPE		2,105.37
6/30/22	48847	5306-30	Outreach DVDs	CUSTOMER	357.58	
		5303-30	Outreach Audio & Vid	#2000005836-DVD CUSTOMER	209.16	
		5301-50	Materials Processing	#2000005836-AUDIO PROCESSING	83.90	
		5306-30	Outreach DVDs	CUSTOMER	95.95	
		1121-00	Operating - PNC	#2000005839-DVD MIDWEST TAPE		746.59
6/30/22	48848	5306-20	Youth DVDs/Videos	CUSTOMER	590.68	
		5303-20	Youth Audio	#2000005837-DVD CUSTOMER	696.76	
		5301-50	Materials Processing	#2000005837-AUDIO PROCESSING	265.60	
		1121-00	Operating - PNC	MIDWEST TAPE		1,553.04
6/30/22	48849	6200-20	Youth Programs	Invoice: 162508	545.56	
		1121-00	Operating - PNC	ALL ABOUT BOOKS		545.56
6/30/22	48850	8002-00	Capital Improvement	Invoice: 138053	17,575.70	
		1121-00	Operating - PNC	ANDERSON, ECKSTEIN & WESTRICK INC.		17,575.70
6/30/22	48851	6501-00	Copier Contract/Main	Invoice: 1976790	1,494.82	
		1121-00	Operating - PNC	APPLIED IMAGING		1,494.82
6/30/22	48852	6200-40	Other Programs	Invoice: 062722	33.00	
		1121-00	Operating - PNC	ASCAP		33.00
6/30/22	48853	6200-40	Other Programs	Invoice: 072022	500.00	
		1121-00	Operating - PNC	JOSEPH BALLOR		500.00
6/30/22	48854	5301-30	Outreach Books	Invoice: 1940241	70.11	
		1121-00	Operating - PNC	CENTER POINT LARGE PRINT		70.11

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				LARGE PRINT		
6/30/22	48855	5502-00 1121-00	Gas Operating - PNC	Invoice: 061422 CONSUMERS ENERGY	231.26	231.26
6/30/22	48856	5202-40 1121-00	Other Dental Operating - PNC	Invoice: RIS0004233816 DELTA DENTAL PLAN OF MICHIGAN	1,340.52	1,340.52
6/30/22	48857	5302-00 1121-00	Periodical/PrintSubs Operating - PNC	Invoice: FP0002461/062422 MICHIGAN.COM #1008	590.95	590.95
6/30/22	48858	5503-00 1121-00	Electric Operating - PNC	Invoice: 062122 DTE ENERGY	12,374.45	12,374.45
6/30/22	48859	6200-40 1121-00	Other Programs Operating - PNC	Invoice: 072622 AMANDA FELK	100.00	100.00
6/30/22	48860	8002-00 1121-00	Capital Improvement Operating - PNC	Invoice: 21-099-004 FK ENGINEERING ASSOCIATES	736.50	736.50
6/30/22	48861	8002-00 1121-00	Capital Improvement Operating - PNC	Invoice: 061722 G.E.M.	7,000.00	7,000.00
6/30/22	48862	5301-30 5301-30 5301-30 5301-30 5301-30 5301-30 5301-30 5301-30 1121-00	Outreach Books Outreach Books Outreach Books Outreach Books Outreach Books Outreach Books Outreach Books Outreach Books Operating - PNC	Invoice: 77947478 Invoice: 77941526 Invoice: 77947723 Invoice: 77952742 Invoice: 77987188 Invoice: 78019344 Invoice: 78027311 Invoice: 78034754 GALE/CENGAGE LEARNING	130.36 20.79 102.37 20.79 703.01 193.54 210.35 77.57	1,458.78
6/30/22	48863	6401-00 1121-00	Service Contracts Operating - PNC	Invoice: 55970092 GREEN FOR LIFE ENVIRONMENTAL	208.00	208.00
6/30/22	48864	5201-40 1121-00	Other Medical Operating - PNC	Invoice: 100008201088 HEALTH ALLIANCE PLAN	20,519.07	20,519.07

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6/30/22	48865	5201-40	Other Medical	Invoice: 100008201774	3,740.91	
		1121-00	Operating - PNC	ALLIANCE HEALTH AND LIFE		3,740.91
6/30/22	48866	6200-50	Summer Reading	Invoice: 188597	250.80	
		1121-00	Operating - PNC	JH CORPORATION		250.80
6/30/22	48867	5930-00	General Printing	Invoice: 1938	44.00	
		1121-00	Operating - PNC	JM DESIGN & PRINTING SERVICES LLC		44.00
6/30/22	48868	6200-40	Other Programs	Invoice: 071922	100.00	
		1121-00	Operating - PNC	COURTNEY JONES		100.00
6/30/22	48869	6506-00	Software Support/Mai	Invoice: 70188	2,524.29	
		1121-00	Operating - PNC	THE LIBRARY NETWORK		2,524.29
6/30/22	48870	5401-00	Basic Phone	Invoice: 32580185	167.85	
		1121-00	Operating - PNC	LINGO COMMUNICATIONS		167.85
6/30/22	48871	5301-80	Interlibrary Loan (ILL)	Invoice: 9614809	13.95	
		5301-80	Interlibrary Loan (ILL)	Invoice: 9614826	19.95	
		1121-00	Operating - PNC	OAKLAND COMMUNITY COLLEGE		33.90
6/30/22	48872	5302-13	Electronic Materials	Invoice: 721MA22175312	4,201.54	
		5302-13	Electronic Materials	Invoice: 721SA22194440	5,811.89	
		1121-00	Operating - PNC	OVERDRIVE INC		10,013.43
6/30/22	48873	5402-00	Postage/Shipping	Invoice: 062922	4,000.00	
		1121-00	Operating - PNC	POSTMASTER - ROCHESTER, MI		4,000.00
6/30/22	48874	6403-00	Misc Repairs	Invoice: 11022	1,493.00	
		1121-00	Operating - PNC	ROCHESTER HILLS MIRROR & GLASS INC		1,493.00
6/30/22	48875	6100-50	Professional Member	Invoice: 19996A	45.00	
		6100-50	Professional Member	Invoice: 19930A	50.00	

ROCHESTER HILLS PUBLIC LIBRARY
Cash Disbursements Journal
For the Period From Jun 1, 2022 to Jun 30, 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	ROCHESTER ROTARY INC		95.00
6/30/22	48876	5401-00 1121-00	Basic Phone Operating - PNC	Invoice: 248854 TELNET WORLDWIDE	207.88	207.88
6/30/22	48877	6506-00 1121-00	Software Support/Mai Operating - PNC	Invoice: 158243390-0 TPX COMMUNICATIONS	1,064.90	1,064.90
6/30/22	48878	2168-00 1121-00	Supplemental Ins W/ Operating - PNC	Invoice: 062022 UNUM LIFE INSURANCE - SUPP	42.51	42.51
6/30/22	48879	5206-40 1121-00	Other LTD Insurance Operating - PNC	Invoice: 062022 UNUM LIFE INSURANCE CO OF AMERICA	415.49	415.49
6/30/22	48880	5209-40 2168-00 1121-00	LTC Supplemental Ins W/ Operating - PNC	Invoice: 062022 Invoice: 062022 UNUM LIFE INSURANCE CO OF AMERICA	93.42 30.80	124.22
6/30/22	48881	5207-30 1121-00	Vision Insurance Operating - PNC	Invoice: 815390546 VISION SERVICE PLAN	222.07	222.07
6/30/22	48882	5301-20 1121-00	Youth Books Operating - PNC	Invoice: 40251233 WESTON WOODS STUDIOS	26.96	26.96
6/21/22	EFTAZ062122	5301-10 5301-20 5301-30 5306-13 5303-50 5301-50 1121-00	Adult Books Youth Books Outreach Books Teen Video Games Innovative Items Materials Processing Operating - PNC	AMAZON	443.86 267.07 22.98 348.83 640.93 30.49	1,754.16
6/21/22	EFTVISA0621	6100-60 6200-20 5301-50 5805-00 6506-00 5940-00	Workshops/Conferen Youth Programs Materials Processing IT Supplies Software Support/Mai 3D Printing/Makerspa		801.80 154.47 73.45 164.65 329.73 44.44	

ROCHESTER HILLS PUBLIC LIBRARY
Cash Disbursements Journal
For the Period From Jun 1, 2022 to Jun 30, 2022

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

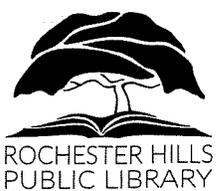
Date	Check #	Account ID	Account Descriptio	Line Description	Debit Amount	Credit Amount
		6100-50	Professional Member		80.00	
		6200-50	Summer Reading		1,476.52	
		5807-00	Office Supplies		281.24	
		6200-10	Adult Programs		545.56	
		6402-00	Cleaning Supplies		262.75	
		5402-00	Postage/Shipping		67.99	
		5802-00	Circulation Supplies		89.86	
		5809-00	Marketing Supplies			23.64
		5301-80	Interlibrary Loan (ILL)		35.00	
		5303-20	Youth Audio		59.85	
		5306-82	Oakland Talking Boo		118.10	
		8002-00	Capital Improvement	(2) OUTDOOR WASTE RECEPTACLES	864.31	
		7001-01	Misc. Reimbursable		205.31	
		8002-00	Capital Improvement	VISA REWARDS CREDIT		727.35
		1121-00	Operating - PNC	CAPITAL ONE BK(USA), NA		4,904.04
	Total				605,695.28	605,695.28

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

Checks & EFT's - Operating Account			604,944.29
Net Payroll - Direct Deposit			189,685.32
Employee Benefit EFTs and Misc Debits -			
Payroll Taxes		62,319.54	
Employee FSA Debits - Wage Works		1,286.66	
Employer Pension Contributions - MERS		7,305.51	
Employee Deferred Contributions		6,568.97	
Bank/Merchant Fees		376.14	
ADP & WageWorks Fees		1,570.82	
NSF Checks		-	
		TOTAL	79,427.64
			\$ 874,057.25

Communications





Date: 6-10-2022

Comment Card

500 Olde Towne Road
Rochester, Michigan 48307-2043



I am so grateful for the electric carts now available. It is very difficult for me to walk very far or stand for long periods. Thank you. Even so, I recommend that a few carts be placed by the piano/ + bicycle cart. If returning books or just juggling a

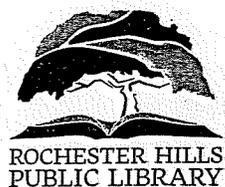
(Optional) Name:

Contact #:

Email:

For staff use only:

*a purse, cane + trying to manage anything more, I find it challenging! Having a cart to use at the start makes it easier.
Thank you*



500 Olde Towne Road
Rochester, Michigan 48307-2043

Comment Card

Date 6/11/2022

There has been concern expressed about the appropriateness of the subject matter of some of the books in the current library collection. Effective citizenship requires an understanding of many issues we know and will face as we go about our daily lives. This understanding entails not only understanding the basis for our personal beliefs but, within reasonable bounds, understanding and respecting the basis of the beliefs of others. Our families look to our libraries as a source for accurate, thoughtful, balanced and age-appropriate information. Of course, in the primary and secondary grade levels there is an important role for the parent to guide this process. We all need to continue to encourage and support our Rochester Hills Public Library in helping us achieve those goals.

Optional: Name

Concerned Citizens Roch Hills

Contact No.



500 Olde Towne Road
Rochester, Michigan 48307-2043

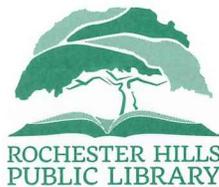
Comment Card

Date 6/25

I had a wonderful time with Tierney and Holly! The events in the Maker Space are always so much fun and fill me with joy. As an adult it's hard to do the crafts I adored as a kid so it's amazing that I can do them at the RHPL! Tierney and Holly do a fantastic job with events! I've been to several and each time it has been incredible! ♥♥♥

Optional: Name

Contact No.



500 Olde Towne Road
Rochester, Michigan 48307-2043

Comment Card

Date 6/25/2022

Tierney and Holly are very friendly and wonderful. Me and my daughter love to coming to their classes. Adult classes are good for Mothers & daughters. Thanks.

Optional: Name

Contact No.

Holly - helped in the sun catcher program. She is great Librarian and



500 Olde Towne Road
Rochester, Michigan 48307-2043

Comment Card

always helped. 6-25-22

Tierney is amazing. My daughter + I attend many of her popular class. We enjoy all of them. She is kind and helpful + she even helped me with making T shirts for my daughter's STEAM group.

Optional: Name

Contact No.

Find messages, documents, photos or people



Home

Compose

To Rochester Hills Public Library BCC



Inbox 999+

Unread

Starred

Drafts 33

Sent

Archive

Spam

Trash

Less

Views Hide

Photos

Documents

Subscriptions

Deals

Groceries

Receipts

Travel

Folders Show

"Pride Crafternoon" Teen Program on Sat. June 25, 2022, 2-4 pm, Confe...

What a lovely way for our teens to celebrate "Pride Month",

where they can "create beautiful rainbow-colored buttons, wallets, and keychains" to show their support for the gay and lesbian lifestyle.

I will be cutting up my RH library card, as I do not believe that the RHPL should be encouraging the normalization of an aberrant lifestyle choice.

A Concerned RH Parent

Send



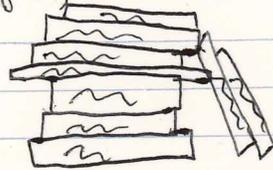
Dear Rochester Hills Public Library,

Thank you so much for serving us as citizens of Rochester Hills. Reading and writing are two of my favorite activities, and the library is an amazing place. I'm sure I've saved over \$1000 through your services. Again, thank you so much! Have a wonderful day.

Love



8th grader



Be Kind.

Leave a happy note
and this token in a
public place.

(Pass this kindness
on to someone else.)

PASS IT ON!



Alexander Mirashi

★★★★★ 2 days ago

Awesome experience like always and what's expected from the great city of Rochester! Great teamwork, great helpful... [More](#)



Rochester Hills Public Library (owner)

1 min ago

Thank you, Alexander, for your review and kind words! Your comment will be shared with the staff who all greatly appreciate when patrons take the time to share their thoughts about the library and their visits. RHPL is proud to serve the community and grateful for the opportunity to assist patrons.

Google review, 6.4.22

Contact Library Director [#497]

2 messages

MachForm <no-reply@rhpl.org>

Mon, Jun 13, 2022 at 10:12 AM

Reply-To: MachForm [REDACTED]

To: juliane.morian@rhpl.org

Name

[REDACTED]

Email

[REDACTED]

Message

Hello! As a longtime resident of Rochester Hills, and a future library professional, I would like to once again reiterate my support for, and applaud your commitment to A DIVERSE COLLECTION FOR A DIVERSE COMMUNITY. I know that book challenges can be disheartening, so I absolutely want you to know that many, many, many people in our community value and appreciate your commitment to defending your patrons' right to read and access to books. LIVES ARE SAVED when young people have access to relatable stories and representation. Keep up the good work. Thank you.

Juliane Morian <juliane.morian@rhpl.org>

Thu, Jun 16, 2022 at 9:04 AM

To: MachForm <[REDACTED]>

Thank you for sharing your opinion on the value of diverse collections.

--Juliane

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

[Quoted text hidden]



500 Olde Towne Road
Rochester, Michigan
48307-2043

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

Juliane Morian
Director

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

June 15, 2022

Dear [REDACTED]:

As requested, your Statement of Concern regarding the material, "Sexuality: A Graphic Guide" by Meg-John Barker and Jules Schelle in Rochester Hills Public Library's Adult Graphic Novel collection was brought to the attention of the library Board of Trustees at their June 13, 2022, meeting. The Board reviewed your objection, discussed the work in question, and reaffirmed that it should be retained in RHPL's collection. Case law prohibits the content-based removal of a title from a library collection based on viewpoint or based on excerpts and not the work as a whole.

Professional librarians curate collections by evaluating each title in its entirety and select materials of interest to the community. The library's statistics show that 72 patrons have borrowed this title since July 2021 when it was first available to the community. No other patrons have expressed concern over this title.

The RHPL Board of Trustees is legally obligated to make constitutionally protected material available to members of the community. The inclusion of an item in RHPL's collection is not an endorsement of a particular point of view, or philosophy.

RHPL respects personal tastes in materials and encourages all patrons to ask librarians to recommend titles that match their interests.

Sincerely,

Juliane Morian
Library Director

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

THINGS TO DO

Oakland County community calendar June 5 and beyond

- Rochester Hills Public Library summer reading challenge for RHPL card holders is June 11-Aug. 13. It begins with an outdoor party at the library, 1-3 p.m. June 11, featuring arts and crafts activity stations, family entertainment and food. Attendees are encouraged to bring canned food items for a food drive benefiting Neighborhood House, rhpl.beanstack.org, 248-656-2900.

Oakland Press, June 5, 2022

THINGS TO DO

Metro Detroit entertainment June 10 and beyond

- 4th Annual Rochester Author Fair is Nov. 26, at the library's Multipurpose Room. Applications are due by 5 p.m. July 29 at rhpl.org/authors. Twenty local authors will be selected and notified by early September.

Royal Oak Tribune, June 9, 2022

Seeking Local Authors for the Fourth Annual Rochester Author Fair

Are you a published local author? If so, apply to be a part of the Fourth Annual Rochester Author Fair and share your traditionally published or indie published titles with the public. This year's fair is on Small Business Saturday, November 26, 2022, in the library's Multipurpose Room.

"Rochester Writers is pleased to collaborate with the Rochester Hills Public Library again to organize the fourth annual Rochester Author Fair," said Michael Dwyer of Rochester Writers. "We're looking for published authors in the area to join us – all genres welcome. Whether you are a new indie author or an established author with several books, we'd like you to apply."

To apply, visit www.rhpl.org/authors and fill out the application. Tables and chairs provided to the accepted authors and there is no fee for authors. Accepted authors should be ready to display, sign, and sell their books on the day of the event. Applications are due by 5:00 p.m. on July 29, 2022. Twenty local authors will be



Rochester Writers

Rochester Writers serves local authors and freelance writers by hosting groups, contests, and conferences. Their events are family-friendly, available to all ages, and open to new writers, working journalists, and published authors.

Rochester Hills Public Library

Rochester Hills Public Library is located at 500 Olde Towne Road in Rochester, MI, and serves to provide lifelong learning opportunities, instill a love of reading, and offer equal access to information. 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.



Rochester Media, June 7, 2022

Pedal the Past History Bike Tour June 30

Bike Riders and History Lovers Unite

The Rochester Hills Public Library (RHPL) and the Rochester Hills Museum host a bike ride through Rochester's past and visit historical sites around downtown. Each turn and trail will reveal another chapter of Rochester's story.

Attendees may register for one of six time slots between 6:00-7:30 p.m. on June 30. Each slot will accommodate up to 12 riders. Tours are approximately three miles long. Helmets are strongly encouraged. Space is limited.

Registration is open to RHPL cardholders. To register, visit calendar.rhpl.org or call 248-656-2900.



Pedal the Past

Rochester Media, June 8, 2022



Michigan Library Association · 2h ...

Beautiful!



Rochester Hills Public L... · 6h

RHPL is pleased to announce new exterior signs have been installed at the south & west entrances to the parking lots. The new signs complement the library's contemporary interior signs & colors & include the updated logo. Repairs to the 30-year-old monuments are next!



Twitter retweet, June 9, 2022

Library opens the book on summer reading program June 11

BY MARY BETH ALMOND
malmond@candnews.com

ROCHESTER/ROCHESTER HILLS/OAKLAND TOWNSHIP — As the school year comes to a close, the Rochester Hills Public Library is hoping to keep books open for people of all ages.

The library's summer reading program kicks off June 11, giving kids, teens and adults a chance to participate in summer reading challenges and activities online for a chance to win prizes. The library is hosting an outdoor summer reading kickoff event 1-3 p.m. June 11 with arts and crafts activity stations, family entertainment,

food and more. This year's summer reading program celebrates kindness and community, so those who attend the event are also encouraged to bring canned goods for a food drive benefiting Neighborhood House.

Following the kickoff, patrons are encouraged to read every day and track their progress online to earn virtual reading badges for the chance to win prizes. Everyone who participates in the library's summer reading program through Aug. 13 will receive a free book, but there is also a chance to win many other prizes by reading. All forms of reading count — articles, print books, e-books, audiobooks, graphic novels and magazines

— and earn people virtual reading badges from the program's website and app, offered through Beanstack.

One of the biggest goals of the summer reading program, according to library head of youth ser-

vices Betsy Raczkowski, is to help youth maintain their reading skills.

"Summer reading is an important time of year, not just because we're doing our part to avoid the summer slide, but because we get to take extra time to champion

the idea of reading just for fun. Kids typically have more freedom and choice in what they read this time of year, and studies have shown this is one of the best ways to keep kids interested in reading

See **READING** on page 13A

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any purchase of
\$1000 or more**
expires 12/31/2022

Salvador Dali (1904-1989)
Divine Comedy
101 Wood Engravings

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1004-2224

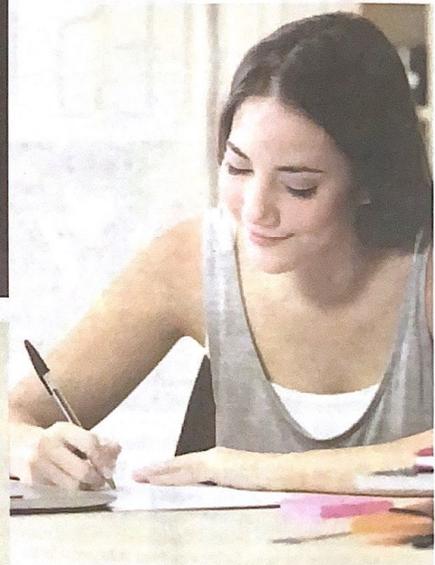
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0555-2224

Reading

from page 12A

long term," she said in a statement.

"We hope that by joining the summer reading program, the summer slide won't occur, so they will be able to maintain and maybe even build their abilities throughout the summer so they don't go back to school in the fall having lost some of that," said Mary Davis, the head of outreach services.

Library Director Juliane Morian said reading and lifelong learning are priorities at the library.

"Libraries support learners and readers of all ages and continually strive to help patrons find joy and discovery through reading. RHPL's summer reading challenge is the best way to find all of the resources and activities the library offers," Morian said in a statement.

While reading this summer, patrons are also encouraged to think of ways to help spread kindness across the community. For every helpful activity they complete

— and there are several suggested activities listed at rhpl.beanstack.com — readers may earn virtual activity badges. When five out of 10 activities are completed, readers will earn a raffle ticket for a chance to win additional prizes.

"Some of the challenges are being kind to the environment by picking up litter — safely, of course; maybe donating pet supplies to local animal shelters; donating to Rochester Area Neighborhood House; helping elderly neighbors, anything like that," said Davis. "We are trying to focus on kindness to neighbors, to family, to animals and to the environment."

Registration for the summer reading program kicks off June 1. With an active RHPL card, patrons may continue using an existing account at rhpl.beanstack.org or register for the first time online. A mobile app is also available from the Apple or Google Play app stores. Parents of participating children can register themselves first and then add readers to their accounts to keep track of all readers

in one spot.

The Rochester Hills Public Library is located at 500 Olde

Towne Road in downtown Rochester. For more information, call (248) 656-2900, visit www.rhpl.org.

org or email help@rhpl.org. Call Staff Writer Mary Beth Almond at (586) 498-1060.

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0513-2224

Olivia Dear Opens Rochester Hills Public Library's Outdoor Summer Concert Series

Rochester Hills Public Library (RHPL) is pleased to host singer/songwriter Olivia Dear in concert on Thursday, June 23 at 6:00 p.m. on the library's West Lawn in front of the iconic rotunda. Dear, a Rochester Adams High School graduate and former *America's Got Talent* contestant, returns to RHPL to perform her blend of modern pop and folk songwriting.



Singer/Songwriter Olivia Dear opens Rochester Hills Public Library's Outdoor Summer Concert Series on June 23 at 6 p.m.

Space is limited. Attendees are encouraged to bring a blanket or low-back lawn chairs. In case of inclement weather, performances will move inside to the library's Multipurpose Room.

RHPL's Outdoor Summer Concert Series continues on July 20 with the Royal Oak Blues Band and concludes on August 25 with the local folk duo, Jackamo.

All concerts are open to the public. Registration is required. Registration opens one month prior to the concert date. To register, visit calendar.rhpl.org or call 248-656-2900.

Rochester Media, June 14, 2022

COMMUNITY

Rochester Hills Public Library programs



Pedal the Past History Bike Tour

If you love local history, join Rochester Hills Public Library and the Rochester Hills Museum on June 30 for a bike ride through Rochester's past and visit historical sites around downtown. Each turn and trail will reveal another chapter of Rochester's story. Attendees may register for one of six time slots between 6-7:30 p.m. on June 30. Each time slot accommodates up to 12 riders. Tours are approximately three miles long. Helmets are strongly encouraged. Space is limited.

Registration is open to RHPL cardholders. To register, visit calendar.rhpl.org or call 248-656-2900. This program is subject to change or cancellation.

American Red Cross Blood Drive



American Red Cross

Visit Rochester Hills Public Library on Monday, July 18 anytime between noon and 6 p.m., and donate blood with the Ameri-

can Red Cross. According to the Red Cross, donors must be in good health and feeling well, at least 16 years of age, and weigh at least 110 lbs. For more information about donating blood, visit redcrossblood.org.

Seeking local authors for the fourth annual Rochester Author Fair

Are you a published local author? If so, Rochester Hills Public Library and Rochester Writers invite you to apply to be a part of the Fourth Annual Rochester Author Fair, to share your traditionally published or self-published titles with the public. This year's fair is on Small Business Saturday, November 26, in the library's Multipurpose Room.

"Rochester Writers is pleased to collaborate with Rochester Hills Public Library again to organize the Fourth Annual Rochester Author Fair," said Michael Dwyer of Rochester Writers. "We're looking for published authors in the area to join us. All genres are welcome. Whether you are a new indie

author or an established author with several books, we'd like you to apply."

To apply, visit rhpl.org/authors for an application. Applications are due by 5 p.m. July 29, 2022. Twenty local authors will be selected and notified by early September.



Continued on page 14

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Outdoor summer concert series

St. Paul's United Methodist Church, 620 Romeo Street in Rochester, is hosting a free outdoor concert series in the Garden of Hope. In case of inclement weather, the concerts will be held indoors.

Wednesday, June 22, at 7:30 p.m. Susan Clark Joul & Friends present "Tango in the Garden," an evening of dance music for string quartet. Susan Clark Joul, principal cellist of the Rochester Symphony Orchestra, will be joined by Zeljko Milicevic, David Reed, and James Greer for a free one-hour program of dance music from around the world.

Wednesday, July 13 at 7:30 p.m. Sam Wright, Associate Music Director at St. Paul's, will present "Too Darn Hot! A Summer Cabaret." The concert will feature musical theater artists from the area performing a variety of Broadway styles and favorites accompanied by Susan Clark Joul, piano and David Reed, violin.

Wednesday, August 17 at 7 p.m. Jennifer Westwood and The Handsome Devils will present an evening of blues and gospel tunes with a few surprises. This award-winning band performs all over the country from New York to Arizona to Texas. Join us for this exciting show.

For more information, visit stpaulsrochester.org.

Rochester Hills Library programs *Continued from page 11*

Rochester Hills Public Library, located at 500 Olde Towne Road in Rochester, serves to provide lifelong learning opportunities, instill a love of reading, and 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.

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THINGS TO DO

Oakland County community calendar June 19 and beyond

• Rochester Hills Public Library, 500 Olde Towne Road, Rochester. Olivia Dear concert is 6 p.m. June 23, on the library's West Lawn, bring a blanket or low-back lawn chairs. If inclement weather, performances will be inside the library. Royal Oak Blues Band is July 20 and Jackamo is Aug. 25. Concerts are open to the public, registration is required at calendar.rhpl.org or call 248-656-2900.

Oakland Press, June 20, 2022

THINGS TO DO

Metro Detroit entertainment June 24 and beyond

• 4th Annual Rochester Author Fair is Nov. 26, at the library's Multipurpose Room. Applications are due by 5 p.m. July 29 at rhpl.org/authors. Twenty local authors will be selected and notified by early September.

Macomb Daily, June 23, 2022

THINGS TO DO

Metro Detroit entertainment July 1 and beyond

• 4th Annual Rochester Author Fair is Nov. 26, at the library's Multipurpose Room. Applications from authors are due by 5 p.m. July 29 at rhpl.org/authors. Twenty local authors will be selected and notified by early September.

Macomb Daily, June 30, 2022

Learn “How to Journal for Meditation” at Rochester Hills Public Library

Learn “How to Journal for Meditation” at
Rochester Hills Public Library
on July 19 at 7 p.m.

(ROCHESTER, MI – June 21, 2022) Rochester Hills Public Library will host a workshop on “How to Journal for Meditation” with local life coach and yoga instructor Courtney Jones on Tuesday, July 19, at 7 p.m. in the library’s Multipurpose Room. Jones will show attendees the many benefits of journaling and will provide journal prompts and discuss ways to set up a daily practice.

This program is open to RHPL cardholders and requires registration. To register, visit calendar.rhpl.org or call 248-656-2900.

About:

Rochester Hills Public Library is located at 500 Olde Towne Road in Rochester, MI, 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](https://www.tutor.com), and consumer reports at no cost. For more information about Rochester Hills Public Library’s unique offerings, visit rhpl.org.

THINGS TO DO

Rochester Hills festival to feature family activities, food trucks and fireworks

The city of Rochester Hills is hosting its Annual Festival of the Hills, Wednesday, June 29, featuring free family activities and fireworks in celebration of Independence Day.

The festival will be held at Borden Park, 1400 E. Hamlin Road, on the southeast corner of Hamlin and John R. Roads.

It begins at 6 p.m. with youth activities including a petting zoo, inflatables, a climbing wall, and a take-and-make craft provided by the Rochester Hills Public Library.

Food truck vendors will offer food to purchase, including cotton candy, fried oreos, hot dogs, elephant ears, mac-n-cheese, pulled pork sandwiches, chicken tenders and more.

At 6:45 p.m., attendees can view the movie Disney's "Encanto" from the blue diamond field, according to a statement from the city of Rochester Hills.

The Rochester Avon Recreation Authority will be hosting cornhole games on the tennis courts and a dodgeball game on the roller hockey rink.

Last, but not least, choreographed fireworks start at 10:06 p.m.

The event is free to attend, sponsored by businesses including GFL, Papa Joes, Beaumont Health, Pro-Line, Bolyard Lumber, and Meijer.

For more information visit [rochesterhills.org](https://www.rochesterhills.org).

Oakland Press, June 27, 2022

Library Director's Report



ROCHESTER HILLS
PUBLIC LIBRARY

Director's Report

July 11, 2022

1. 50 Books in a Year

In January of 2022, RHPL launched a year-round reading challenge aimed at adults. The pilot program is called "50 Books in a Year" and encourages adults to set aspirational reading goals. Readers track their progress through the Beanstack app (the same tracking software used for the summer reading program). As part of the strategic mission to inspire lifelong learning, the Adult Services librarian team devised reading prompts to suggest new kinds of books patrons might choose to read. Categories range from "Journey through a Different Time" to "Conversation Starters" with activity challenges like, read a book from the year you were born or read a novel that blends genres (such as science fiction and horror). Presently, 528 adults have registered for the program at the six-month mark.

2. My Library Is Now

"My Library is Now" is the awareness campaign for the MI-83 ARPA Grant Project that highlights the essential nature and evolution of libraries to meet the needs of the public. The American Rescue Plan Act of 2021 (ARPA) designated \$200 million in pandemic response funding for the Institute of Museum and Library Services (IMLS). Michigan's total allotment was just over \$4 million. Through the MI-83 Project, public libraries in all 83 Michigan counties are eligible for increased digital eContent from Overdrive, and technology tools and equipment to help facilitate recovery from the economic and health effects of COVID-19.

Rochester Hills Public Library received an outdoor programming kit comprised of speakers and a tent and received an online programming kit comprised of a laptop, commercial-grade microphone, and green screen. The equipment will foster digital inclusion by safely convening groups of patrons online or outdoors during the COVID-19 pandemic.

3. Michigan Library Association Annual Conference

The Michigan Library Association's annual conference will take place in Port Huron, MI from October 19 – 21, 2022. The proximity of venue means that many librarians and board members can make day trips to the site without the costly expense of lodging. The theme for 2022 is "Bridging the Divide" and featured speakers include Nolan Findley and Stephen Henderson and their work with the Civility Project.

Tierney Czartoski, the RHPL Makerspace Librarian was selected as a speaker and will present on the topic of innovative items and best practices for circulating equipment.

4. Dementia Friendly Library

The City of Rochester approached the library as a partner organization in their comprehensive plan to become the 3rd named Dementia-Friendly city in Michigan. To achieve this status, key organizations go through advanced training on how to interact with residents living with

dementia, the unique needs of and accommodations for dementia, and how to assist a resident with dignity, not difficulty when they use a facility like the library.

5. Personnel Updates

We have recently filled two open librarian positions. Lydia Jacobsen has been a staff member at the library since 2014. Initially starting as an entry-level shelver, Lydia then assumed more responsibility as a circulation assistant and then graduated up to work as a substitute librarian while obtaining her Masters in Library Science. Lydia was recently hired into a permanent librarian position as the part-time, regular School Outreach Librarian. Additionally, Carolyn Sherrill has joined the RHPL team as a youth services librarian. Carolyn has over 20 years’ experience as a professional librarian and most recently worked at the Sterling Heights Public Library. Her passion is early childhood development and will be a welcome addition to the team.

6. Out of the Office

I will be out of the office from August 13th – August 20th. I will present a list of staff members in charge at the next RHPL Board of Trustee’s meeting.

7. Upcoming Events

July 18, 2022	American Red Cross Blood Drive, 1pm – 6pm, RHPL multipurpose room
July 27 -30, 2022	Friends of RHPL Summer Used Book Sale
August 8, 2022	RHPL Board of Trustees Meeting, 8pm (Public Hearing for the FY 2023 Budget)
August 13, 2022	End of Summer Reading Program
August 23, 2022	Friends of RHPL Board Meeting, 7pm
September 3-5, 2022	RHPL closed in observance of Labor Day
September 11, 2022	RHPL resumes Sunday hours
September 12, 2022	RHPL Board of Trustees Meeting, 7pm

Statistical Report - Usage for the month of June 2022

Circulation

Main Library	Previous YTD	Current YTD	This Month LY	This Month	MTM Change
Staff-Assisted Checkouts	91,053	78,997	16,098	14,463	-10.2%
Self Checkouts	153,029	173,955	36,593	36,255	-0.9%
Renewals	243,095	296,225	44,632	47,334	6.1%
e-Materials Circ	102,198	119,375	13,753	19,813	44.1%
Outreach	Previous YTD	Current YTD	This Month LY	This Month	MTM Change
Bookmobile Circ	5,979	24,889	2,818	3,353	316.3%
Mini-Branch Circ	5,945	9,041	1,030	1,498	45.4%
OTBS Circ	44,761	42,111	8,117	6,739	-16.9%
OTBS Polaris	371	413	43	103	139.5%
Interlibrary Loans	Previous YTD	Current YTD	This Month LY	This Month	MTM Change
MelCat borrowed	9,208	9,136	1,551	1,357	-12.5%
MelCat loaned	5,412	12,842	1,230	2,095	70.3%
Total Circulation	661,051	766,984	125,865	133,010	5.7%

Other Usage Statistics

	Previous YTD	Current YTD	This Month LY	This Month	MTM Change
In-Person Visits	79,584	170,356	20,936	27,127	29.6%
Public Room Bookings	0	239	0	21	∞
Study Room Bookings	0	3,713	0	583	∞
Programs for Adults	96	88	17	10	-41.2%
Attendance (Adults)	2,221	2,134	417	235	-43.6%
Programs for Children	65	53	11	14	27.3%
Attendance (Children)	3,386	3,382	449	783	74.4%
Computer Signups	4,273	7,609	1,100	1,378	25.3%
Wireless Users	13,363	30,684	3,739	5,457	45.9%
Unique Website Hits	96,002	99,673	14,017	16,339	16.6%
Social Media Follows	73,737	78,433	12,404	13,259	6.9%
Social Media Engage	799,320	1,133,503	163,172	200,002	22.6%
Database Hits	35,160	34,878	5,667	5,067	-10.6%
Volunteer Hours	1,725	2,329	313	356	13.7%

Number of Library Card Holders

Number of Items

Municipality	This Month LY	This Month	% Total	Type of Material	This Month LY	This Month
Rochester Hills	43,215	45,702	65.6%	Print Materials	224,485	240,039
Rochester	7,524	9,543	13.7%	Audio Materials	17,368	18,288
Oakland Township	8,811	10,137	14.5%	Video Materials	44,936	44,426
Michicard	161	268	0.4%	Other Materials	431	430
Non-residents	3,516	4,046	5.8%	E-Material	22,965	22,676
Total Card Holders	63,227	69,696	100%	Total Holdings	310,185	325,859

RHPL Strategic Plan: 2022 Mid-Year Update

Inspire Lifelong Learners

Encourage reading, listening, and viewing opportunities that match an individual's personal taste and preferences.

- Librarian departments engaged in advanced training on acquisitions (staff training in March 2022) and collection development priorities based on community demographics (staff training session in May 2022).
- Items are deselected (or weeded) on an annual basis to improve the quality of the collection and foster greater discoverability of popular titles. At mid-year, professional staff have weeded 2.90% of the collection, which is on pace with the goal of weeding 5% of the collection annually.

Provide easy access to materials that support reading as a hobby and habit.

- Adult Services librarians have been trained on how to renew library card accounts at the reference desk (as opposed to sending them to another desk) to provide easy access to materials with minimal friction.

Create opportunities to experience, discuss, and reflect on stories that enhance self-awareness and broaden perspectives.

- Adult Services librarians launched a year-round reading challenge called “50 Books in a Year.” It encourages adults to set aspirational reading goals and read broadly. At the mid-year mark, 528 adults have registered for this program.



- RHPL developed a commemorative calendar to recognize month-long celebrations and major holidays as part of the “Explore with RHPL initiative” such as Juneteenth. In addition, the Public Relations team coordinates professionally curated titles on the “Libraries Respond” page for unplanned major events that affect the community at large such as mass shootings or natural disasters. In the first half of 2022, 764 individuals followed links to explore these topics.
- PR developed a framework to display artifacts and library resources in the display cases that reflect major cultural days/months on the commemorative calendar of events.

Offer experience-based opportunities, equipment, and technologies that foster productivity or creative self-expression.

- The Innovative Items Committee developed guidelines and acquired equipment for patrons to borrow that support the pursuit of hobbies, productive work, and other interests. This collection launched on September 6, 2021 and presently includes 250 items. These items have circulated 803 times in the first six months 2022.

- The Eureka Lab is now open for additional hours since hiring a makerspace assistant in 2022. 270 patrons made appointments in 2022 to use equipment in the makerspace in the first six months of 2022, which exceeds the total number of reservations in all of 2021.

Provide programs that facilitate learning and discussion about popular interest topics and foster various literacies (reading literacy, digital literacy, financial literacy, health literacy, etc.).

- Four professional staff members attended the Public Library Association annual conference in spring of 2022. Collectively, staff attended more than 25 programs and compiled a report with high-level action items to the Library Board in April 2022.

Provide formal skill-building opportunities with an emphasis on those that support career and life-readiness.

- The Oakland Talking Book Services (OTBS) offered 150 adaptive technology instruction sessions for visually impaired patrons in the first six months of 2022. Additionally, OTBS staff hosted 14 general-audience programs and served 138 patrons who attended those programs.
- RHPL offered a partner program in May entitled, “Assisting Individuals with Disabilities Obtain Employment”

Nurture Developing Minds

Engage parents, caregivers, and educators about techniques for building literacy skills.

- RHPL hosted an in-person preschool fair in April and hosted a field trip for both students and parents from the Lowry Center for Early Childhood Education in May of 2022.
- At the six-month mark in 2022, approximately 1,250 patrons have registered for summer reading at the six-month mark. Last year, the total registrations were 1,533, so the library is on pace to meet or exceed that goal at the end of summer.



Create inclusive environments to enable developing minds to find stimulating materials and services that match their interest and practice social interaction.

- A permanent Mini-branch Coordinator was hired in 2022 to ensure that RHPL items can be accessed in senior residences and community centers throughout the service area.
- Youth Services has designed all programs to include all abilities. There are times where there are programs that are intentionally designed to be specifically welcoming to patrons with unique needs. In the summer of 2022, the Youth Services department offered a one-day, inclusive theater program designed to complement all abilities. Seven youths attended with their parents and caregivers.

Advocate Critical Thinking

Offer programming that encourage deep thinking and articulation of ideas.

- RHPL offered 28 lecture-based programs in the first six months of 2022; 5 were virtual presentations and 23 were in-person.
- Program committee prioritized over 60 programs in the first half of the year that foster personal expressions such as writing, art creation, video, and audio production.

Teach individuals how to evaluate information based on currency, accuracy, authority, reliability, and purpose.

- In spring of 2022, the library director spoke to the middle and high school students on contemporary librarianship as a public service career. As part of that presentation, the director spoke on the need for students to be aware about misinformation and utilize the SMELL test to avoid research pitfalls (source, motivation, expertise, logic, and what is left out)
- In April of 2022, the library hosted a partner program with Rochester Area Youth Assistance (RAYA) called “Public & Permanent” to help build awareness about the impact of digital tools and social media and to promote safe and responsible use for teenagers and their parents.

Provide outreach to local schools and develop services that support student activities and research needs.

- RHPL hired a permanent, part-time School Outreach Librarian in June 2022 and initiated an email communication to school principals and information literacy specialists in the Rochester Community Schools before the end of the school year.
- PR and Outreach teams send program announcements to Rochester Community Schools for promotion to parents and caregivers.

Provide library services and programs that stimulate connections between history and contemporary life at the local, regional, state, and world level

- Public Relations team collaborated with the RHPL Local History librarian to promote flashback Friday (#FBF) campaign on social media.

Foster Community Collaboration

Cultivate partnerships to advance the library's mission.

- RHPL collaborated with the Rochester Area Youth Association (RAYA), Ascension, Rochester Pollinators, Dinosaur Hill and Smart Towns to cohost and provide space for thirteen (13) partner-programs in the first half of the year.
- The Community Foundation of Greater Rochester collaborated with the library to underwrite the cost of the Foundation Directory Online for a second year. This is a premium resource that provides information on grants and funding opportunities to nonprofits in the area.

Promote convenient access to the library by meeting customers where they are.

- Online room reservation was implemented and used exclusively for room reservations since August 2021. Patrons reserved conference rooms 155 times and the nine study rooms were reserved 3,645 times in the first six months of the year.

Expand the presence of the library outward in the community to improve engagement and use of library services and materials.

- RHPL launched a system for community organizations to request members of the library be present at a community event. In May, the library participated in the Rochester Hills Youth Council Cultural Togetherness Fair on May 21, 2022. The library and bookmobile will be attending the Festival in the Hills (fireworks show) on June 29, 2022, and the library will be attending two concerts hosted by Oakland Township's Parks and Recreation program at Bear Lake Nature Preserve in July and August.
- The library director presented a "Roadmap for Outreach Services" to the Library Board in June 2022 to facilitate discussion and prioritization of large scale investment in outreach services and vehicles.

Encourage good citizenship and respectful discourse through active and passive programming.

- RHPL initiated a community-based art project as part of the 2022 Summer Reading Program. The unofficial theme for 2022 is Community & Kindness and members of the community were encouraged to write a wish for the community on a ribbon that was tied to garden arbors on the library grounds.
- RHPL offered display windows for Flag Day on June 14th and the historical perspective of Juneteenth (a new federal holiday in 2022).
- Community Relations has coordinated with local elected officials to offer RHPL space as office hours to meet with constituents. State Representative Mark Tisdell continues to hold regular office hours at RHPL.



Provide a Welcoming Space for Enjoyment and Discovery

Provide sufficient space that allows individuals to be productive in their work, study, and hobby pursuits.

- Shelving was moved within the Adult Services area to create more opportunities for patrons to use study tables. Currently the library offers 75 study tables (either shared, or private carel space) for patrons, however the 2022 Community Survey feedback indicated that patrons would like more study space options.

Create a usable, accessible online library experience that provides easy access to digital materials and online resources.



- User experience interviews have been conducted with approximately 50+ patrons to gain feedback on the proposed redesign of the RHPL website, scheduled for release by October 2022.

Create inclusive, barrier-free facilities that maximize independent use of the library regardless of ability.

- The library director completed a capital replacement schedule to establish priorities with maintaining a 30-year old building. The capital replacement schedule was presented to the Board's finance committee for discussion of major projects prior to the annual budget process.
- Completed a major capital project regarding upgrades to west and south parking lots.
- Assistive Technology Trainer, Marsha Katona, reviewed all the braille signage in the library to ensure it was accurate and sufficient for ADA compliance.
- Public Relations and Adult Services team are exploring ways to use the 360-degree camera in the Innovative Items collection to highlight key spaces in the library (such as the Eureka Lab).

Provide self-service opportunities that reflect a modern library facility.

- The Eureka Lab expanded hours on Tuesday and Thursday afternoon to accommodate more evening appointments and drop-in users.
- Library staff returned furniture to the Youth Services room with a new configuration that improved navigation and use of the space.
- Adult Services is in the beginning stages of rearranging furniture to match demand for computers and create a more welcoming navigation of the second floor collections.

Provide programming and services that help new citizens navigate the community

- Departments have begun planning for a citizenship corner with a pilot location planned for the area by the international language items in Adult Services.
- RHPL staff hosted 67 English-language discussion programs in the first six months of 2022 and 387 people attended.

Submitted by: Juliane Morian, Library Director

Committee Updates



ROCHESTER HILLS
PUBLIC LIBRARY

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.

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.

Board Approved:

Loan and Renewal Policy

Policy Statement

To make materials available to all patrons on an equal basis, the Rochester Hills Public Library (RHPL) sets limits on loan periods and on the number of renewals allowed. Some library materials may have shorter loan periods or fewer numbers of holds or renewals due to high demand, limited collection size, material type or lending source.

Regulations

1. Patrons with accounts in good standing may check out or renew materials.
2. The loan or renewal of library materials owned by RHPL may be done in person, by telephone or online. See also *Interlibrary Loan* policy for limits and regulations on items not owned by RHPL.

<u>Library Material Type</u>	Loan in Days	Renewals Allowed	Holdings Allowed	Maximum Number of Checkouts
<u>Print Materials</u>				
Authors in April	7	0	20	100
Books	21	8	20	100
Books on display	14	1	20	100
Book Discussion Kits	56	1	2	2
Books in demand	7	0	1	100
Circulating periodicals	7	8	20	100
Interlibrary loans	Set by lender	Set by lender	70	100
Reference books	1	0	0	With permission
<u>Non-Print Materials</u>				
Audiobooks (CD)	21	8	20	100
DVDs – feature length	7	8	20	100
DVDs – television series	21	8	20	100
Hooked on Phonics	42	8	1	1
Low vision aids	21	8	1	100
Music CDs	21	8	10	10
Playaway Audiobooks	21	8	10	10
Playaway Launchpads	7	8	10	10
Playaway Views	7	8	10	10
Puppets	21	8	20	100

Loan and Renewal Policy

Video games	7	1	10	10
<u>Experiential Learning Kits</u>				
Adventure Kits	14	1	2	2
Game Kits	14	1	2	2
Hobby Kits	14	1	2	2
Outreach MYLE kits	21	8	2	2
Puzzles Kits	14	8	2	2
Steam Kits	21	1	2	2
Story kits	21	1	2	2
Tech Kits	14	1	1	1

3. Renewals may be done in person, by telephone or online. Many items [at the Main Library](#) may be renewed up to eight times, as long as no one else is waiting. [Items on the bookmobile may be renewed no more than three times.](#)
4. Extended loan periods may be available upon request at the time of checkout. Any item that is on a holds list cannot be renewed.
5. Fines due at the time of renewal are still due.
6. In compliance with the Library Privacy Act¹ only authorized users, parents or legal guardians will be provided detailed information on any library account.
7. The library reserves the right to make some materials non-circulating and only available for in-library use.

Approved: November 2006, 2007, 2008, 2009, 2010, 2018, September 14, 2020
Rochester Hills Public Library Board of Trustees

¹ MCL 397.603 *et seq.* Library Privacy Act.
Rochester Hills Public Library Policies

Fines and Fees Policy

Policy Statement

A public library exists to serve the community and is based on the concept of sharing resources. When one person violates that principle by retaining materials beyond the established limits, that person takes unfair advantage of the community as a whole.

Regulations

1. To encourage the prompt return of materials, the library charges a per day overdue fine based on the type of item:

<u>Library Material Type</u>	Daily Overdue Fine	Maximum Fine
<u>Print Materials</u>		
Books	25¢	\$10
Book discussion kits	\$1	\$100
Circulating periodicals	25¢	\$3
Interlibrary loans	\$1	\$25
<u>Non-Print Materials</u>		
Audiobooks (CD)	25¢	\$25
Bob Book Kits	25¢	\$10
Music CDs	25¢	\$10
DVDs – feature length	\$1	\$15
DVDs – Television Series	\$1	\$40
Game Kits	\$1	\$100
Hooked on Phonics	\$1	\$100
Low vision aids	25¢	\$10
Puppets	25¢	\$10
Playaway Audiobooks	25¢	\$25
Playaway Launchpads	\$1	\$50
Playaway Views	\$1	\$50
Video game	\$1	\$10
<u>Experience-Based Learning Kits</u>		
Adventure Kits	\$1	\$100
Game Kits	\$1	\$100
Puzzle Kits	25¢	\$10

Fines and Fees Policy

Hobby Kits	\$1	\$35
Outreach MYLE kits	\$1	\$100
Steam Kits	\$1	\$50
Story kits	\$1	\$100
Tech Kits	\$5	\$100

2. On the day after the due date, all materials will be considered overdue if they have not been renewed or returned.
3. Patrons should alert library staff if an item is thought to be returned (or never checked out in the first place) though still showing out on a patron's account and library staff will initiate the misplaced items workflow. Library staff and patrons will search for misplaced items for four months; during that time no overdue fees will accrue. If the item is not located at the end of the search period, a \$10 nonrefundable search fee will be applied to the patron's account.
4. No fines will accrue on days that the library is closed.
5. The library's computer system will notify patrons of the overdue materials via email, text message or United States Postal Service in compliance with state law.¹
6. Any patron with an account balance of \$15 or more shall forfeit borrowing, renewing, reserving computers, program registration, proctoring and meeting room privileges until fines are paid. Patrons experiencing unusual difficulty in returning their materials or paying their fines should contact the library circulation staff.
7. Accounts with a balance of \$15 or more for over 42 days shall be turned over to a collection recovery agency. A nonrefundable service fee will be automatically added to the account. Written notification will be sent to patrons before the account is turned over to the library's collection agency.
8. Patrons should resolve disputed fees before paying for them. After three (3) months, the library will not issue refunds. ~~Once payment for library fees has been accepted, monetary refunds will not be issued.~~

Approved: November 13, 2006, July 2008, November 2008, June 2009, December 2009, August 2012, March 2013, June 2014, March 2018, September 14, 2020

Rochester Hills Public Library Board of Trustees

¹ MCL 397.603 *et seq.* Library Privacy Act
Rochester Hills Public Library Policies

Volunteers Policy

Policy Statement

The library has established a volunteer program that strives to reach a maximum level of public service to the community. Volunteers give support services to paid staff and provide assistance with special, unusual or supplemental services and tasks that further the library's mission.

Regulations

1. The library director shall designate a volunteer coordinator to oversee the volunteer program. The volunteer coordinator may enlist other staff or volunteers to assist in volunteer training and volunteer program administration.
2. Library volunteers are identified as persons who regularly perform duties or tasks for the library for a period of ~~time six months or longer~~ without wages or benefits. Community service workers who are requesting a limited or specific number of service hours shall serve under the same guidelines as all library volunteers. The Friends of the Library volunteers are governed by their own policies and bylaws and, as such, are not regulated by this personnel policy. Any conflicts between the policies or practices of the Friends and the library will be resolved by the library director and the Friends Board.
3. Applicants, who must be age 12 or older, and must complete one of the following applications and submit it to the volunteer coordinator:
 - A. Volunteer Application & Agreement – For those requesting to serve as a library volunteer for ~~at least six months and,~~ typically, at least twenty hours over multiple weeks ~~once each week for two to four hours~~. Specific terms of service may depend on the area of volunteer interest.
 - B. Community Service Application & Agreement – For those requesting a limited or particular number of service hours to satisfy a specific obligation, such as a court order, school honors program or service organization requirement. Community service applicants must be residents of the library's legal service area.
 - C. Persons under 18 years of age must have written permission from a parent or legal guardian to serve in any volunteer or community service capacity with the library. Any volunteers under the age of 14 must be accompanied by a parent or legal guardian at all times during volunteer orientation or service hours.
 - D. If there is no suitable volunteer service match with the applicant's skills and interests or location, schedule and transportation requests the applicant will be notified. The application will be kept on file for one (1) year and the

Volunteers Policy

applicant will be contacted if there is an appropriate opening during that time.

- E. Volunteers will be pre-screened with a background check. The library retains the right to use discretion in accepting court-ordered community service volunteers based on library needs and the nature of the volunteer's offense. Serious criminal charges, such as offenses related to theft, assault, or weapons-related charges will not be accepted for court-ordered community service.
4. When the library accepts a volunteer or community service member's offer of service per application, they volunteers will be required to attend an orientation session. Community service applicants may be exempt from formal orientation attendance. At an orientation the volunteer coordinator will:
- A. Provide an orientation tutorial ~~Supply an orientation packet and name tag.~~
 - B. Review the volunteer policy.
 - C. Provide instruction about sign-in and sign-out procedures.
 - D. Conduct a tour of the library with introduction to library staff at that time.
 - E. Review duties and confirm volunteer commitment.
 - F. Discuss personal and building safety matters.
 - G. Specify appropriate responses to other library patrons.
 - H. Initiate or schedule training as needed and define task responsibilities.
5. Volunteers and community service workers are recognized by the public as representatives of the library and shall be guided by the same work and behavior code as library employees. This will include, but not be limited to:
- A. Dress and grooming appropriate for a business environment and tasks assigned.
 - B. Name tags worn at all times while volunteering in the library.
 - C. Adherence to sign-in and sign-out procedures with advance notice to the volunteer coordinator or designee in the event of absence or lateness for a scheduled time.
 - D. Courteous and proper interaction with other library patrons. All patron questions other than directional (Where are the restrooms? Where is the computer lab? etc.) should be referred to a library staff member.
 - E. Responsibility for updating personal data (such as change of address, telephone number or emergency contact information) with the volunteer coordinator.

Volunteers Policy

- F. Observance of the library's drug free workplace status. Use of alcohol, illegal drugs or tobacco products in the library is prohibited as is the abuse of drugs or alcohol or reporting for service under the influence of these substances.
 - G. Immediately reporting to a library staff supervisor any occurrence of injury, minor or serious. If any assignment appears to cause physical discomfort or could lead to personal injury, the volunteer should, without delay, report this to the volunteer coordinator or the staff supervisor in the assignment area.
 - H. Harassment or improper advances toward another person in the library or on library grounds is strictly prohibited. This includes unreasonably interfering with anyone's work or creating an intimidating, hostile or offensive environment. Any concerns or questions about the behavior of library patrons, staff or other volunteers should be referred or addressed to staff supervision or the volunteer coordinator. Under no circumstances should a volunteer or community service worker initiate a confrontation with library patrons, staff or other volunteers.
 - I. Volunteers and community service workers are not allowed to sit at public service desks or use staff computers unless specifically assigned to an area by the volunteer coordinator or a staff supervisor.
 - ~~J. Personal telephone calls are prohibited except in the case of an emergency and then must be kept brief and not made at a public desk. Long distance calls are not allowed.~~
 - ~~K.~~J. Library owned equipment, such as copiers/printers, fax machines, computers, supplies, etc. are for library use only and may not be used for personal business. No equipment or material should be removed from the library without prior submission of a written request by the volunteer and prior written approval from the library director, volunteer coordinator or staff supervisor.
 - ~~L.~~K. All transactions between library patrons, staff and/or volunteers and community service workers are completely confidential. This includes any information about materials a patron has looked at, asked for, requested or checked out, as well as questions asked by library patrons¹.
6. Volunteers may participate in a regular evaluation process in a formal or informal manner, written or verbal. Volunteers and community service workers serve under an at-will status and may be discharged with or without cause or notice by the library director or volunteer coordinator.
 7. Volunteers and community service workers who wish to end their tenure with RHPL should notify the volunteer coordinator about the decision and the effective date.

¹ MLC 397.601 *et seq.* Library Privacy Act

Volunteers and community service workers may be asked to participate in an exit interview. Volunteer and community service worker files will be retained for two years.

Approved: September 13, 2010
Rochester Hills Public Library Board of Trustees

Policy Statement

The library organizes employees into positions and classifications to determine job requirements, duties and supervisory relationships.

Regulations

1. Classifications are determined by a written job description
 - A. A job description gives the employee a definition of his/her place within the library organization.
 - B. It defines areas of responsibility and accountability based on the jobs to be performed.
 - C. The library director's job description is approved by the library board. All other job descriptions are approved by the library director.
2. Job descriptions and an organizational chart are available on the staff intranet.
3. Performance standards have been written to encourage employees to perform their job duties to their fullest potential. Copies are available on the staff intranet.
4. The library director is responsible for the day-to-day operations of the library.
 - A. For scheduled absences, the library director shall designate a staff member to be in charge.
 - B. For unscheduled absences or if the library director is unavailable, the first staff member available in the order below shall be designated as the staff member in charge:
 - i. Director of IT
 - ii. Librarian Department Head with the longest term of employment at the library
 - iii. Manager with the longest term of employment at the library
 - iv. Salaried Librarian with the longest term of employment at the library
 - v. Sunday Supervisor
 - vi. Hourly Librarian with the longest term of employment at the library
 - vii. Provisional librarian with the longest term of employment at the library.
 - C. Staff members are expected to carry out the policies, guidelines and procedures established by the library board, library director and management team. Staff members should also be able to respond to routine customer complaints, medical incidents, and code of conduct violations. The

staff member in charge should be able to respond to more serious situations and to consult with a library board member as appropriate.

~~4. Job classifications:~~

- ~~A. Library Director~~
- ~~B. Associate Director~~
- ~~C. Department Manager~~
- ~~D. Librarian II~~
- ~~E. Librarian I~~
- ~~F. Community Relations Specialist~~
- ~~G. Facilities Manager~~
- ~~H. Facilities Assistant~~
- ~~I. Custodian~~
- ~~J. Technology Manager~~
- ~~K. Technology Assistant~~
- ~~L. Accountant/Benefits Coordinator~~
- ~~M. Head of Circulation~~
- ~~N. Associate Head of Circulation~~
- ~~O. Head of Technical Services~~
- ~~P. Bookmobile Driver~~
- ~~Q. Administrative Assistant~~
- ~~R. Circulation Assistant~~
- ~~S. Circulation Assistant II~~
- ~~T. Processing Assistant~~
- ~~U. Page~~

Approved: February 14, 2011
Rochester Hills Public Library Board of Trustees

Reconsideration of Library Materials Policy

Policy Statement

The library board recognizes the right of individuals to question materials in the library collection. The board of trustees further recognizes that democracy functions only if a range of human ideas is accessible to the people and if proponents of various points of view are able to fully and openly make their cases, however popular or unpopular they may be. This principle is guaranteed in the First Amendment of the Constitution of the United States which protects the free expression of ideas. It is exemplified by public libraries which provide access to those ideas in accordance with the American Library Association's Library Bill of Rights. Thus, the library collection, protected by the First Amendment, is a marketplace of ideas which are contained in varied and divergent materials.

Regulations

1. The inclusion of an item or resource in the Library's collections is not an endorsement of a particular point of view or philosophy and the patron's choice of library materials for personal use is an individual matter. While a person may reject materials for himself or herself and for his or her children, he or she cannot exercise censorship to restrict materials access to any others. Responsibility for the use of materials by children and adolescents rests with their parents or legal guardians.
2. A resident who objects to an item already in the collection or made electronically accessible by the library should discuss the reasons with a librarian for an explanation of the library's criteria for selection, acquisition or access.
3. Members of the public may not relocate books or other materials to which they object in an attempt to limit access for other patrons. The harassment of library staff regarding material objections will be considered a violation of the Library's Code of Conduct. Residents will be directed to the appropriate procedure to address their concerns.
- 2-4. Residents in the service area can request a professional staff evaluation of material, which will be completed by a minimum of two librarians who are familiar with the collection and the intended audience, appointed by the library director. Professional staff evaluation of materials will be completed within 14 days per title and will be communicated in writing to the resident. Evaluation will consist of, but is not limited to, a close reading of the entire work, professional reviews, item usage statistics, press coverage and critical acclaim, and awards.
5. The item in question will be retained in the library's circulating collection until the professional staff, the library director, or the library board completes the review process and makes a determination.
6. The library director will evaluate if the material in question was acquired according to policy and makes the final decision to retain, remove, or re-catalog the item. The library director will communicate that decision in writing to the resident. ~~If a resident's concern remains unresolved, The resident~~ any patron in the library's

Reconsideration of Library Materials Policy

service area may appeal the decision to the library board ~~address an objection to the presence or absence of a work~~ by completing the *Statement of Concern Regarding Library Resources* form in full. Incomplete forms will be referred back to the resident.

A. Items must be evaluated as a complete work, not excerpts.¹

A.B. Items cannot be banned from a library collection based on personal viewpoint as the only criteria for the request for removal.²

7. The library director, professional staff, and a minimum of one the library trustee, appointed by the board president, will review the material in question and the resident's patron's Statement of Concern Regarding Library Resources. Within 90 days of both receipt of the form and a copy of the title for evaluation, the reviewers will complete the Materials Reconsideration Rubric and provide a recommendation to the board. The board will discuss the Statement of Concern Regarding Library Resources in closed session and deliberate the appeal in public session.

3.8. The patron will be informed of the trustees' decision regarding the appeal request for reconsideration. The decision of the library board is final.

4.9. Items previously reviewed and retained by the library board shall not be reconsidered for removal.

5.10. The library collection will be organized and maintained to facilitate access. Any labeling, sequestering or alteration of materials because of controversy surrounding the materials will not be sanctioned.

Approved: ~~October 13, 2008~~

Rochester Hills Public Library Board of Trustees

¹ Michigan Compiled Laws Public Act 343 of 1984

² Board of Education, Island Trees Union Free School District No. 26 v. Pico, 457 U.S. 853

Rochester Hills Public Library Statement of Concern Regarding Library Resources

The Board of Trustees of Rochester Hills Public Library has authorized the use of this form as part of its *Reconsideration of Library Materials* policy. Completed forms should be returned to the library director. Incomplete forms will be sent back to the resident. ~~typically within three months.~~

Name: _____
_____ Date: _____

Address: _____
_____ Phone _____

Resident represents: ___Self___ Organization: _____

Title of Item: _____

Author/Composer, etc.: _____

Format (e.g., book, CD, DVD, eBook): _____

Have you already received a professional staff evaluation of this material? Yes
(Professional staff evaluation of the material precedes any appeal to the library board.)

Did you read, view or listen to the entire work? ___Yes___
(Residents must read, hear, or view, the entire work to have their appeal considered by the board.)

What specifically concerns you about this material? Note specific page number(s) or time stamp(s) on audiovisual items. _____

In its place, what work of equal literary quality would you recommend the library purchase that would cover the same subject or content?

Do you wish to have this form reviewed in private, closed session by the Board?

Yes, closed session No, I waive my right to library privacy for this matter

Signature of resident: _____

Capital Asset Policy

Policy Statement

The Rochester Hills Public Library (“Library”) has established a capital asset policy to provide accountability and safeguard capital assets owned by the library. Capital assets are those used in daily operations and have an estimated useful life of two or more years.

Regulations

1. The Board of Trustees confirms a monetary threshold for capitalizing assets in the Financial Guidelines to determine whether a given asset should be reported on the Library’s balance sheet.
2. In compliance with Governmental Accounting Standards Board Statement 34 (GASB 34), the library’s material collection – the aggregate of all books, CDs, DVDs, and other materials with a useful life of more than two years – regardless of the original cost of individual items, will be considered a capital asset.
3. The Library Director is responsible for the overall management of the capitalization procedures and ensures a strong internal controls environment.
4. Capital assets will be recorded at actual cost and include all ancillary costs, such as shipping, professional services that can be directly related to the asset.
5. Donated or grant-contributed items are assigned values for accounting and asset management purposes. Donated items or contributed assets should be recorded at their fair market value on the date donated or acquired.
 - A. Items donated for the materials collection are handled differently than other assets. *(See MGT-5 Gifts and Donations Policy.)*
6. Estimation of useful life for capital assets is based on the Library’s past experience, industry standards, and warranty expirations. Useful life is defined for each asset class as follows:

Category	Useful Life
Land	Not Depreciated
Buildings and Improvements	30-40 years
Improvements Other Than Buildings	5-40 years
Appliances	12 years
Furniture, Fixtures	5-8 Years
Electronic/Other Equipment	3-10 years
Computer/Electronic/Small Equipment	3-5 years

Capital Asset Policy

Vehicles	5-10 years
Materials Collections	4 years

7. Capital assets will be assigned a property number and records will be maintained that include identifying information and location.
8. Capital assets shall not be transferred or decommissioned, disposed of, or destroyed without prior approval of the library director. Items with any remaining useful life will be transferred to the Friends of RHPL for public sale, offered for public sale as part of a library sale (separate from the Friends of RHPL), or offered as donated assets to other libraries and/or local organizations.
9. In the event that a capital asset is suspected stolen, staff members should notify the library director and file a police report.
10. An inventory of capital assets will be conducted by the Library Accountant/HR Coordinator's department at least every other year as practical to fiscal year-end.
11. For assets under construction, costs will be accumulation in a Construction in Progress account and will be reported as such on financial statements.
12. The Library will evaluate prominent events or changes in circumstances on an annual basis to determine whether an impairment of a capital asset has occurred. A capital asset generally should be considered impaired if both a) the decline in service utility of the asset is large in magnitude and b) the event or change in circumstance is outside the normal life cycle of the capital asset. If a library asset is determined to be impaired, the loss/gain, separate from any insurance recoveries, will be recorded and reported on the Library's financial statements as indicated by GASB 42 (Governmental Accounting Standards Board Statement 42).

Policy Statement

The Rochester Hills Public Library (“Library”) is committed to the highest standards of conduct and ethics. It is the responsibility of all trustees, officers and employees to report violations of the law or applicable rule or regulation or suspected violations in accordance with Michigan Whistle Blowers Policy Act (PA 469 of 1980). The Library will investigate suspected inappropriate use of Library resources by employees, trustees, or volunteers, communicate a reporting process, and provide safeguards against retaliation for the reporting entity.

Regulations

1. Fraudulent or dishonest use or misuse of Library resources or property with the intent of obtaining an unauthorized benefit is included, but not limited to the following:
 - a. Forgery or alteration of documents
 - b. Unauthorized alteration or manipulation of files
 - c. Fraudulent financial reporting
 - d. Misappropriation or misuse of resources, such as funds, supplies, or other assets
 - e. Authorizing or receiving compensation for goods not received or services not performed
 - f. Authorizing or receiving compensation for hours not worked
 - g. Theft at the Point of Sale
2. All Library staff, trustees, and volunteers are encouraged to report concerns about actual or potential fraudulent or dishonest use or misuse of Library resources or property to the Library Director or to a Board member. A person reporting a concern may request anonymity, but where a concern is reported anonymously, it must be in writing.
3. All reports will be followed up promptly and an investigation will be conducted.
4. Any person reporting, receiving, or knowing of a report shall take reasonable care to avoid baseless allegations, violations of a person’s legal rights or premature notice to others outside of the investigation of a person’s suspected misconduct. Any allegations which prove to have been made maliciously or where the employee knew or should have known that the information reported or provided is false or frivolous will be viewed as a serious disciplinary offense.

5. The Library Director shall communicate any actual or potential fraudulent or dishonest use or misuse of Library resources or property to the President of RHPL Board of Trustees, or to another Board member.
6. The Library, at its discretion, may work with an auditor, attorney, or other independent persons in reviewing and analyzing the report.
7. The Library Director or Board of Trustees shall document a summary of the receipt, retention, investigation, outcome of the initial report and any corrective action taken. The whistleblower entity will be updated as appropriate.
8. The Library shall use its best efforts to protect the reporting entity against retaliation. Whistleblowing reports shall be handled with sensitivity, discretion, and confidentiality to the extent allowed by circumstances and the law. Whistleblowers who believe that they have been retaliated against may file a written grievance with the Library Director or President of the RHPL Board of Trustees. The Library may take disciplinary action, up to and including termination of employment, against an employee who is found to have engaged in retaliatory conduct in violation of this policy.

Approved: XXXX XX, XXXX

Rochester Hills Public Library Board of Trustees

Other Business



ROCHESTER HILLS
PUBLIC LIBRARY