

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.

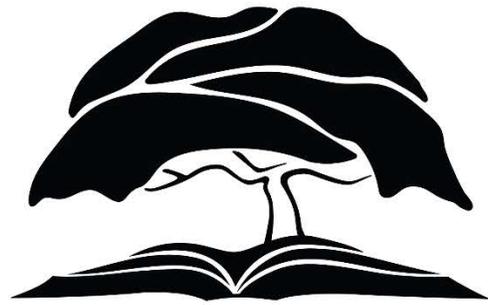
January 10, 2022 – 7p.m.

Agenda

- I. Call to order of the regular meeting
- II. Public Comments
- III. Minutes of regular meeting on December 13, 2021
- IV. Treasurer’s Report for December 2021
- V. Monthly bills for December 2021 in the amount of \$515,481.69
- VI. Communications
 - A. Customer Comment Cards
 - B. Email from J.Harvey regarding intellectual freedom at the RHPL
 - C. Letter from Foster Swift Collins & Smith PC regarding legal rates
 - D. Letter from Cathy Russ, Library Director at the West Bloomfield Township Public Library regarding RHPL’s assistance with a Director of IT job search
 - E. Press Coverage
- VII. Reports
 - A. Library Director
 - B. Statistical Report
 - C. 2021 Year-End Strategic Plan Update
- VIII. Committee Updates
 - A. Proposed board member appointment for committees:
 - 1. Finance: Bob Bonam (Chair), Julianne Reyes, Chuck Stouffer
 - 2. Policy: Madge Lawson (Chair), Melinda Deel, Anne Kucher
 - B. Policy – 2nd reading of the WORK-6a - COVID-19 Safety and Emergency Preparedness Policy
- IX. Other Business
 - A. Board Comments
- X. Questions from the Liaisons

XI. Adjournment

Minutes



ROCHESTER HILLS
PUBLIC LIBRARY

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

December 13, 2021

- I. The Board of Trustees of the Rochester Hills Public Library held a regular meeting on Monday, December 13, 2021 in the boardroom of the library. The President called the meeting to order at 7:00 pm. The presiding officer was Robert Bonam.

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

Guests included Library Director Juliane Morian and Oakland Township Liaison Michael Tyler.

Members of the public in attendance were Jim Sesi and Patrick Reyes.

- II. Mr. Bonam welcomed new trustees Ms. Deel and Ms. Reyes to the Board of Trustees.
- III. Public Comments
 - A. Mr. Sesi congratulated Ms. Reyes and Ms. Deel on their elections to the RHPL Board of Trustees. Mr. Sesi also commented that he includes the library board as part of his prayer group on a regular basis.
 - B. Mr. Reyes congratulated his wife, Ms. Reyes, and Ms. Deel on their respective elections to the RHPL Board of Trustees.
- IV. Minutes
 - A. On a motion by Ms. Lawson, which Ms. Kucher seconded, the board discussed the minutes from November 8, 2021.
 1. Mr. Tyler requested that item IX. B. 1. on the minutes be amended to read, "...the board adjourned to a closed session per Ms. Morian's request to discuss the performance review..."
 2. The board unanimously approved the regular meeting minutes of November 8, 2021 as corrected with no further discussion.
 - B. On a motion by Ms. Lawson, seconded by Mr. Stouffer, the board unanimously approved the minutes from the closed session on November 8, 2021 with no discussion.
- V. Treasurer's Report was reviewed and filed.
- VI. On a motion by Ms. Lawson, which Ms. Kucher seconded, the board unanimously approved the monthly bills for November 2021 totaling \$370,686.84 without discussion.
- VII. Communications
 - A. The board reviewed and filed the communications with some discussion.

1. Ms. Reyes asked how a patron could request a review of material in the collection and Ms. Morian explained that there is a Material Reconsideration Form available on the rhpl.org website.
2. The trustees discussed minor changes to the draft version of the 2022 Planning Calendar, noting the proposed meeting date change for February and corrections needed for the Memorial Day closure and the proposed board meeting date for June. Ms. Morian will present an updated planning calendar for approval at the RHPL Annual Meeting in January.

VIII. Director's Report and Statistical Report

- A. The board reviewed and filed the director's report and statistical report with minor discussion.
 1. Trustees engaged in conversation on the shared goal to register more cardholders in Oakland Township.
 2. Mr. Bonam inquired about the parking lot drains and asked if sediment needs to be cleaned out periodically. Ms. Morian will follow up.

IX. Committee Reports

- A. Nominating Committee – Mr. Bonam announced that the nominating committee would present the following slate of officers for 2022 at the annual meeting in January:
 1. President: Madge Lawson
 2. Vice-President: Anne Kucher
 3. Treasurer: Bob Bonam
 4. Secretary: Chuck Stouffer
- B. Finance Committee
 1. Ms. Morian presented an adjusted budget for FY 2021, it was reviewed and filed with no action or amendments to the current fiscal year budget.
- C. Policy Committee
 1. Ms. Morian provided a first reading of the Work 6a COVID-19 Safety and Emergency Preparedness Policy prepared by the library's employment attorney. Ms. Morian reported that there are 101 employees at RHPL. Corrections were noted and will be presented as part of a second reading at the next regular board meeting.

X. Other Business

- A. Ms. Morian presented a quote for projects on the Capital Replacement Schedule for 2022: replacing foot grills at (2) building entrances and expanding the corridor opening in the YS bathrooms for ADA accessibility. Ms. Morian noted that foot grills were included in the 2022 budget as a line item for \$26,000. Two quotes were obtained by RHPL staff and Ms. Morian recommended the less expensive of the two to the board for consideration.
 1. On a motion from Mr. Stouffer, which was seconded by Ms. Kucher, the board unanimously approved spending up to \$25,000 on foot grill replacement and

corridor expansion and authorized the director to accept the quote with Kazak Building Company, LTD to complete the work in FY 2022.

B. Board Comments

1. Ms. Kucher reminded the board that she will not attend at the January meeting due to a medical procedure.
2. Ms. Lawson provided an overview of standing committees to the new members and asked for trustees and liaisons to consider which committee they may want to serve on next year. Ms. Lawson commented that she had not yet received the RHPL Annual Appeal mailer. Ms. Morian will follow up with the Public Relations department to understand if there is any recourse for tracking the mailer.
3. Ms. Reyes inquired about how positions are posted at RHPL. Ms. Morian stated that some are posted internally and some are posted externally on the rhpl.org website. Ms. Reyes also commented that she looks forward to getting to know more of the trustees better.
4. Ms. Deel commented that she is happy to be at the meeting, enjoyed the behind-the-scenes tour of the library, and looks forward to serving community as a library board trustee.

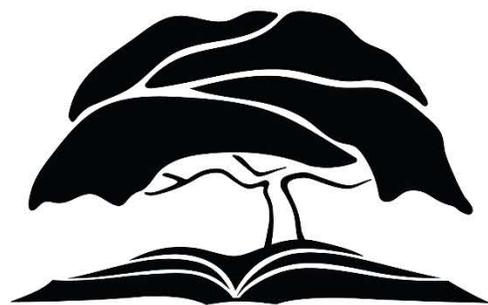
XI. Questions from the Liaisons

- A. Mr. Tyler commented that public service is unique, and that he is pleased to see new members of the community stepping up to serve. He is honored to serve on behalf of the library and as a liaison to RHPL. He also expressed gratitude to the board for allowing him to share his ideas at board meetings.

XII. The regular meeting adjourned at 8:32 pm.

Anne Kucher, Secretary

Treasurer's Report



ROCHESTER HILLS
PUBLIC LIBRARY

ROCHESTER HILLS PUBLIC LIBRARY
Balance Sheet
December 31, 2021

ASSETS

Current Assets

Circ Registers/Coin \$ 1,920.00

PNC

Operating - PNC 132,066.93

Payroll 250.00

UBS

Operating - UBS 1,643,768.96

OTBS 10,433.85

Plant 124,934.40

Roof 449,433.19

Self-Insurance 7,502.28

Vanguard 18,940.94

Total Current Assets 2,389,250.55

Other Current Assets

Prepaid Expenses 37,702.93

Total Other Current Assets 37,702.93

TOTAL ASSETS \$ 2,426,953.48

LIABILITIES AND FUND BALANCE

Current Liabilities

Staff Cash (pop cans) \$ 122.10

Flexible Spending W/H Payable 6,133.39

Supplemental Ins W/H Payable 468.91

Deferred Income - Rochester 259,326.06

Deferred Income - Oakland Twp 222,995.36

Total Current Liabilities 489,045.82

Fund Balance

Prior Years' Balance 1,257,160.85

Current Year Operations 680,746.81

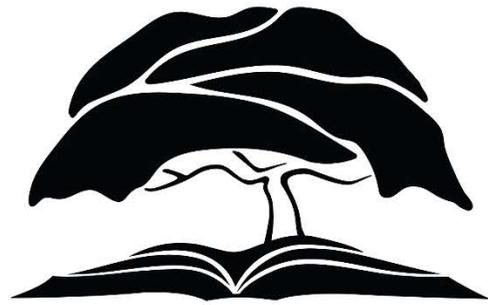
Total Fund Balance 1,937,907.66

TOTAL LIABILITIES & FUND BALANCE \$ 2,426,953.48

Rochester Hills Public Library
Budget vs Actual
For the Period January 1, 2021 through December 31, 2021

	Current Month Actual	YTD Actual	YTD Budget	YTD Variance	Annual Budget
Revenues					
Rochester Hills	661	2,867,807	2,833,500	34,307	2,833,500
City of Rochester	0	512,925	507,200	5,725	507,200
Oakland Twp	0	882,249	878,600	3,649	878,600
State Aid	0	128,224	57,900	70,324	57,900
OTBS	0	154,021	154,100	(79)	154,100
Penal Fines	0	177,430	130,300	47,130	130,300
Fines and Fees	4,345	54,872	46,000	8,872	46,000
Interest	2,369	14,568	12,000	2,568	12,000
Gains/Losses	(3,118)	(21,427)	0	(21,427)	0
Designated Gifts	4,945	11,343	0	11,343	0
Undesignated Gifts	27,070	43,073	20,000	23,073	20,000
Undesignated Gifts-Friends	0	100,000	160,000	(60,000)	160,000
Grants	0	5,000	0	5,000	0
Miscellaneous Revenue	0	6,728	9,000	(2,272)	9,000
Transfer-ReservedOTBS	0	0	20,000	(20,000)	20,000
Transfer-ReservedPlant	0	0	0	0	0
Total Revenues	36,272	4,936,813	4,828,600	108,213	4,828,600
Expenditures					
Payroll	251,999	2,191,908	2,421,700	(229,792)	2,421,700
Employee Benefits	47,910	557,534	629,900	(72,366)	629,900
Books	34,246	284,133	325,000	(40,867)	325,000
Print Subscriptions	0	15,074	15,100	(26)	15,100
Electronic Materials	86,906	284,415	280,000	4,415	280,000
Innovative Items	9	19,918	20,000	(82)	20,000
Audiovisual	13,137	112,713	139,900	(27,187)	139,900
Bookmobile Operation	483	12,368	25,000	(12,632)	25,000
OTBS	783	2,113	6,500	(4,387)	6,500
Voice and Data Services	495	19,744	25,000	(5,256)	25,000
Utilities	13,936	154,877	136,200	18,677	136,200
Insurance	0	18,632	19,000	(368)	19,000
Professional/Contract Services	5,721	65,310	88,500	(23,190)	88,500
Supplies	3,742	37,685	28,500	9,185	28,500
Promotion and Printing	113	43,581	42,500	1,081	42,500
Mileage	72	761	5,000	(4,239)	5,000
Postage	627	19,579	25,000	(5,421)	25,000
Staff Development/Membership Programs	1,282	20,899	32,200	(11,301)	32,200
Facilities Maintenance	2,679	26,449	54,000	(27,551)	54,000
IT Maintenance	16,480	201,840	216,700	(14,860)	216,700
Staff/Volunteer Recognition	11,594	82,737	94,600	(11,863)	94,600
Gift and Grant Expense	598	915	7,800	(6,885)	7,800
Tax Tribunal Refunds	661	16,679	0	16,679	0
Equipment/Fixed Assets	0	0	500	(500)	500
Furnishings	6,501	22,337	0	22,337	0
Capital Improvements	918	5,507	10,000	(4,493)	10,000
Contingency	3,077	38,355	20,000	18,355	20,000
Total Expenditures	503,969	4,256,063	4,828,600	(572,537)	4,828,600
Revenue Over Expenditures	(467,697)	680,750	0	680,750	0

Monthly Bills



ROCHESTER HILLS
PUBLIC LIBRARY

ROCHESTER HILLS PUBLIC LIBRARY
Cash Disbursements Journal
For the Period From Dec 1, 2021 to Dec 31, 2021

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
12/7/21	48313V	6200-40 1121-00	Other Programs Operating - PNC	Invoice: 20211212 MATTHEW BALL	300.00	300.00
12/7/21	48313VOID	6200-40 6200-40 1121-00	Other Programs Other Programs Operating - PNC	Invoice: 20211212 Invoice: 121221CANCEL MATTHEW BALL	300.00	300.00
12/1/21	48369	7001-01 7001-01 7001-01 7001-01 7001-01 7001-01 1121-00	Misc. Reimbursable Misc. Reimbursable Misc. Reimbursable Misc. Reimbursable Misc. Reimbursable Misc. Reimbursable Operating - PNC	Invoice: REIDY Invoice: ZHOU Invoice: RAJ Invoice: LAMBERT Invoice: WEHRWEIN Invoice: ROBINSON THE COMMUNITY FOUNDATION OF GREATER ROC	250.00 100.00 25.00 250.00 100.00 50.00	775.00
12/15/21	48370	5301-10 5301-10 5301-10 5301-50 1121-00	Adult Books Adult Books Adult Books Book Processing Operating - PNC	ACT #C019265 ACT #L407916 ACT #L424469 PROCESSING THE BAKER & TAYLOR COMPANY	344.16 32.98 5,830.62 483.16	6,690.92
12/15/21	48371	5301-30 5301-50 5301-30 5301-50 5301-30 5301-50 5301-30 1121-00	Outreach Books Book Processing Outreach Books Book Processing Outreach Books Book Processing Outreach Books Operating - PNC	ACT #L534941 PROCESSING ACT #L395513 PROCESSING ACT LI449673 PROCESSING ACT #L424471 THE BAKER & TAYLOR COMPANY	1,013.05 101.48 2,906.30 60.39 6.71 2.09 8.09	4,098.11
12/15/21	48372	5301-20 5301-50 5303-20 1121-00	Youth Books Book Processing Youth Audio Operating - PNC	ACT #L554618 PROCESSING ACT #L554618 THE BAKER & TAYLOR COMPANY	8,245.33 447.70 21.25	8,714.28
12/15/21	48373	5306-10 5303-11 5303-10 5306-50	Adult DVDs Adult Audio-Music Adult Audio-Books AV Process	CUSTOMER #2000005835-DVD CUSTOMER #2000005835-MUSIC CUSTOMER #2000005835-AUDIO PROCESSING	1,598.13 215.80 628.84 496.05	

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		5306-10	Adult DVDs	CUSTOMER #2000005843-DVD	63.71	
		5306-50	AV Process	PROCESSING	14.80	
		5306-10	Adult DVDs	CUSTOMER #200014883-DVD	418.37	
		5306-50	AV Process	PROCESSING	104.95	
		1121-00	Operating - PNC	MIDWEST TAPE		3,540.65
12/15/21	48374	5306-30	Outreach DVDs	CUSTOMER #2000005836-DVD	585.43	
		5303-30	Outreach Audio & Vid	CUSTOMER #2000005836-AUDIO	197.18	
		5306-50	AV Process	PROCESSING	134.60	
		5303-30	Outreach Audio & Vid	CUSTOMER #2000005839-AUDIO	9.99	
		5303-30	Outreach Audio & Vid	CUSTOMER #2000011964-AUDIO	20.48	
		5306-50	AV Process	PROCESSING	2.40	
		5306-30	Outreach DVDs	CUSTOMER #2000005841-DVD	44.98	
		1121-00	Operating - PNC	MIDWEST TAPE		995.06
12/15/21	48375	5306-20	Youth DVDs/Videos	CUSTOMER #2000005837-DVD	409.26	
		5303-20	Youth Audio	CUSTOMER #2000005837-AUDIO	594.82	
		5303-21	Youth Music	CUSTOMER #2000005837-MUSIC	79.43	
		5306-50	AV Process	PROCESSING	120.90	
		1121-00	Operating - PNC	MIDWEST TAPE		1,204.41
12/15/21	48376	6506-00	Software Support/Mai	Invoice: 55137	2,824.59	
		1121-00	Operating - PNC	AMERINET		2,824.59
12/15/21	48377	6401-00	Service Contracts	Invoice: 40317	300.00	
		1121-00	Operating - PNC	AQUARIUM DESIGN & MAINTENANCE		300.00
12/15/21	48378	1144-00	Prepaid Expenses	Invoice: NS21110428	950.00	
		1121-00	Operating - PNC	THE BAKER & TAYLOR COMPANY		950.00
12/15/21	48379	5301-20	Youth Books	Invoice: CAL334774I	355.86	
		1121-00	Operating - PNC	CAVENDISH SQUARE		355.86
12/15/21	48380	5306-82	Oakland Talking Boo	Invoice: 254327621	0.67	
		1121-00	Operating - PNC	CENTURY LINK		0.67

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12/15/21	48381	5501-00	Water	Invoice: 113021	165.70	
		5501-00	Water	Invoice: 113021	537.60	
		1121-00	Operating - PNC	CITY OF ROCHESTER		703.30
12/15/21	48382	6401-00	Service Contracts	Invoice: 21-22 0058	1,170.00	
		1121-00	Operating - PNC	CORNERSTONE		1,170.00
12/15/21	48383	5703-00	Legal	Invoice: 3427051	132.00	
		5703-00	Legal	Invoice: 3427160	2,992.00	
		1121-00	Operating - PNC	DYKEMA		3,124.00
12/15/21	48384	5302-13	Electronic Materials	Invoice: 2022-055	893.24	
		1121-00	Operating - PNC	FARMINGTON COMMUNITY LIBRARY		893.24
12/15/21	48385	6401-00	Service Contracts	Invoice: 96214	785.00	
		1121-00	Operating - PNC	FIRE DEFENSE EQUIPMENT CO.		785.00
12/15/21	48386	5703-00	Legal	Invoice: 823278	1,449.00	
		1121-00	Operating - PNC	FOSTER SWIFT		1,449.00
12/15/21	48387	5301-30	Outreach Books	Invoice: 76193588	260.72	
		5301-30	Outreach Books	Invoice: 76198115	25.59	
		5301-30	Outreach Books	Invoice: 76203940	148.80	
		1121-00	Operating - PNC	GALE/CENGAGE LEARNING		435.11
12/15/21	48388	5302-13	Electronic Materials	Invoice:	1,757.81	
		5302-13	Electronic Materials	INV-INC30111		
		5302-13	Electronic Materials	Invoice:	5,000.00	
		5302-13	Electronic Materials	INV-INC30113		
		5302-13	Electronic Materials	Invoice:	5,291.34	
		5302-13	Electronic Materials	INV-INC30078		
		5302-13	Electronic Materials	Invoice:	21,500.00	
		1121-00	Operating - PNC	INV-INC30114 INNOVATIVE INTERFACES		33,549.15
12/15/21	48389	5306-82	Oakland Talking Boo	Invoice: 1885	380.00	
		5930-00	General Printing	Invoice: 1887	112.85	
		1121-00	Operating - PNC	JM DESIGN & PRINTING SERVICES LLC		492.85

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12/15/21	48390	5302-13 1121-00	Electronic Materials Operating - PNC	Invoice: 274591-PPU KANOPY LLC	741.95	741.95
12/15/21	48391	5302-13 1121-00	Electronic Materials Operating - PNC	Invoice: 357268 MCLS	8,863.05	8,863.05
12/15/21	48392	5302-13 5302-13 1121-00	Electronic Materials Electronic Materials Operating - PNC	Invoice: 501353215 Invoice: 501378358 MIDWEST TAPE	7,105.15 12,000.00	19,105.15
12/15/21	48393	6506-00 1121-00	Software Support/Mai Operating - PNC	Invoice: 1000180761 OCLC, INC.	329.87	329.87
12/15/21	48394	5302-13 5302-13 5302-13 1121-00	Electronic Materials Electronic Materials Electronic Materials Operating - PNC	Invoice: 721MA21476029 Invoice: 721SA21475528 Invoice: 721SV21478131 OVERDRIVE INC	3,138.12 5,063.67 14.95	8,216.74
12/15/21	48395	5306-80 1121-00	Bookmobile Operatio Operating - PNC	Invoice: 120621 CITY OF ROCHESTER HILLS DPS	476.46	476.46
12/15/21	48396	6401-00 1121-00	Service Contracts Operating - PNC	Invoice: 166294 ROCKET ENTERPRISE INC	295.00	295.00
12/15/21	48397	6401-00 6401-00 1121-00	Service Contracts Service Contracts Operating - PNC	Invoice: 38200 Invoice: 38259 SABER BUILDING SERVICES INC.	435.00 8,190.00	8,625.00
12/15/21	48398	5701-30 5701-30 1121-00	Collection Agency Collection Agency Operating - PNC	Invoice: 608172 Invoice: 608178 UNIQUE MANAGEMENT SERVICES INC	170.05 26.55	196.60
12/15/21	48399	5301-20 1121-00	Youth Books Operating - PNC	Invoice: 34930960 WESTON WOODS STUDIOS	80.88	80.88
12/15/21	48400	6401-00 1121-00	Service Contracts Operating - PNC	Invoice: 120121 WHITE BIRCH LANDSCAPE	1,686.00	1,686.00

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12/30/21	48401	7001-01	Misc. Reimbursable	ACT# L406562	79.36	
		5301-10	Adult Books	ACT #L407916	14.99	
		5301-10	Adult Books	ACT #L424469	2,427.86	
		5301-50	Book Processing	PROCESSING	190.69	
		1121-00	Operating - PNC	THE BAKER & TAYLOR COMPANY		2,712.90
12/30/21	48402	5301-30	Outreach Books	ACT #L534941	946.11	
		5301-50	Book Processing	PROCESSING	63.33	
		5301-30	Outreach Books	ACT #L395513	1,625.27	
		5301-50	Book Processing	PROCESSING	32.32	
		5301-30	Outreach Books	ACT #L449673	114.72	
		5301-50	Book Processing	PROCESSING	8.92	
		1121-00	Operating - PNC	THE BAKER & TAYLOR COMPANY		2,790.67
12/30/21	48403	5301-20	Youth Books	ACT #L554618	3,672.70	
		5301-50	Book Processing	PROCESSING	179.55	
		5303-20	Youth Audio	ACT #L554618	21.59	
		5301-20	Youth Books	ACT #L449675	89.92	
		1121-00	Operating - PNC	THE BAKER & TAYLOR COMPANY		3,963.76
12/30/21	48404	5306-10	Adult DVDs	CUSTOMER #2000005835-DVD	633.32	
		5303-11	Adult Audio-Music	CUSTOMER #2000005835-MUSIC	45.72	
		5303-10	Adult Audio-Books	CUSTOMER #2000005835-AUDIO	746.78	
		5306-50	AV Process	PROCESSING	186.55	
		5306-10	Adult DVDs	CUSTOMER #2000005843-DVD	128.19	
		5306-50	AV Process	PROCESSING	22.55	
		5306-10	Adult DVDs	CUSTOMER #200014883-DVD	305.15	
		5306-50	AV Process	PROCESSING	109.90	
		1121-00	Operating - PNC	MIDWEST TAPE		2,178.16
12/30/21	48405	5306-30	Outreach DVDs	CUSTOMER #2000005836-DVD	358.27	
		5303-30	Outreach Audio & Vid	CUSTOMER #2000005836-AUDIO	782.30	
		5306-50	AV Process	PROCESSING	128.75	
		5303-30	Outreach Audio & Vid	CUSTOMER #2000005839-AUDIO	34.98	
		1121-00	Operating - PNC	MIDWEST TAPE		1,304.30

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12/30/21	48406	5306-20	Youth DVDs/Videos	CUSTOMER #2000005837-DVD	248.09	
		5303-20	Youth Audio	CUSTOMER #2000005837-AUDIO	116.96	
		5303-21	Youth Music	CUSTOMER #2000005837-MUSIC	38.96	
		5306-50	AV Process	PROCESSING	81.85	
		1121-00	Operating - PNC	MIDWEST TAPE		485.86
12/30/21	48407	8002-00	Capital Improvement	Invoice: 134850	1,062.20	
		1121-00	Operating - PNC	ANDERSON, ECKSTEIN & WESTRICK INC.		1,062.20
12/30/21	48408	6501-00	Copier Contract/Main	Invoice: 1863251	1,328.15	
		1121-00	Operating - PNC	APPLIED IMAGING		1,328.15
12/30/21	48409	6200-40	Other Programs	Invoice: 122121	20.00	
		1121-00	Operating - PNC	ASCAP		20.00
12/30/21	48410	6200-20	Youth Programs	Invoice: 121721	1,400.00	
		1121-00	Operating - PNC	AUTHORS IN APRIL, INC.		1,400.00
12/30/21	48411	1144-00	Prepaid Expenses	Invoice: 011622	500.00	
		1121-00	Operating - PNC	OINDRILA BHAR		500.00
12/30/21	48412	5303-10	Adult Audio-Books	Invoice: INV2014210	217.80	
		1121-00	Operating - PNC	BLACKSTONE PUBLISHING		217.80
12/30/21	48413	6401-00	Service Contracts	Invoice: 4102253115	137.97	
		1121-00	Operating - PNC	CINTAS CORPORATION #354		137.97
12/30/21	48414	7001-01	Misc. Reimbursable	Invoice: RADAKICHENIN	50.00	
		7001-01	Misc. Reimbursable	Invoice: 121921 MCKAY	50.00	
		7001-01	Misc. Reimbursable	Invoice: 122021 CLINE	100.00	
		1121-00	Operating - PNC	THE COMMUNITY FOUNDATION OF GREATER ROC		200.00
12/30/21	48415	5502-00	Gas	Invoice: 121621	2,989.70	
		1121-00	Operating - PNC	CONSUMERS ENERGY		2,989.70

ROCHESTER HILLS PUBLIC LIBRARY
Cash Disbursements Journal
For the Period From Dec 1, 2021 to Dec 31, 2021

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
				ENERGY		
12/30/21	48416	1144-00 1121-00	Prepaid Expenses Operating - PNC	Invoice: 011322 JAMES CRAFT	200.00	200.00
12/30/21	48417	5202-40 1121-00	Other Dental Operating - PNC	Invoice: RIS0003868869 DELTA DENTAL PLAN OF MICHIGAN	1,222.96	1,222.96
12/30/21	48418	5803-00 5803-00 1121-00	Processing Supplies Processing Supplies Operating - PNC	Invoice: 7055887 Invoice: 7056397 DEMCO INC	290.44 1,541.79	1,832.23
12/30/21	48419	5503-00 1121-00	Electric Operating - PNC	Invoice: 122121 DTE ENERGY	10,242.70	10,242.70
12/30/21	48420	1144-00 1121-00	Prepaid Expenses Operating - PNC	Invoice: 7760-22-01 ENGAGEDPATRON S.ORG	795.00	795.00
12/30/21	48421	5201-40 1121-00	Other Medical Operating - PNC	Invoice: 100007531251 HEALTH ALLIANCE PLAN	19,230.88	19,230.88
12/30/21	48422	5201-40 1121-00	Other Medical Operating - PNC	Invoice: 100007533106 ALLIANCE HEALTH AND LIFE	3,740.91	3,740.91
12/30/21	48423	1144-00 1121-00	Prepaid Expenses Operating - PNC	Invoice: 010622 HEALTHFUL SOLUTIONS	300.00	300.00
12/30/21	48424	1144-00 1121-00	Prepaid Expenses Operating - PNC	Invoice: 011122 COURTNEY JONES	100.00	100.00
12/30/21	48425	1144-00 1121-00	Prepaid Expenses Operating - PNC	Invoice: 4628 KAZAK BUILDING COMPANY, INC.	7,243.80	7,243.80
12/30/21	48426	6506-00 1121-00	Software Support/Mai Operating - PNC	Invoice: 1225 TOG DEVELOPMENT LLC dba LOCALHOP	5,362.50	5,362.50
12/30/21	48427	6403-00	Misc Repairs	Invoice: 147250	1,608.25	

ROCHESTER HILLS PUBLIC LIBRARY
Cash Disbursements Journal
For the Period From Dec 1, 2021 to Dec 31, 2021

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	NATIONAL TIME & SIGNAL CORP		1,608.25
12/30/21	48428	5302-13	Electronic Materials	Invoice: 721SA21496629	3,536.67	
		5302-13	Electronic Materials	Invoice: 72121498806	12,000.00	
		1121-00	Operating - PNC	OVERDRIVE INC		15,536.67
12/30/21	48429	6406-01	HVAC Repair	Invoice: 99789	244.00	
		6406-01	HVAC Repair	Invoice: 99872	1,631.99	
		1121-00	Operating - PNC	TECH MECHANICAL, INC.		1,875.99
12/30/21	48430	6506-00	Software Support/Mai	Invoice: 151308244-0	1,054.81	
		1121-00	Operating - PNC	TPX COMMUNICATIONS		1,054.81
12/30/21	48431	2168-00	Supplemental Ins W/	Invoice: 122021	42.51	
		1121-00	Operating - PNC	UNUM LIFE INSURANCE - SUPP		42.51
12/30/21	48432	5206-40	Other LTD Insurance	Invoice: 122021	401.83	
		1121-00	Operating - PNC	UNUM LIFE INSURANCE CO OF AMERICA		401.83
12/30/21	48433	5209-40	LTC	Invoice: 122021	105.00	
		2168-00	Supplemental Ins W/	Invoice: 122021	54.10	
		1121-00	Operating - PNC	UNUM LIFE INSURANCE CO OF AMERICA		159.10
12/30/21	48434	5207-30	Vision Insurance	Invoice: 813937501	225.95	
		1121-00	Operating - PNC	VISION SERVICE PLAN		225.95
12/30/21	48435	5401-00	Basic Phone	Invoice: 32140489	167.85	
		1121-00	Operating - PNC	LINGO COMMUNICATIONS		167.85
12/30/21	48436	5401-00	Basic Phone	Invoice: 9893851612	292.87	
		1121-00	Operating - PNC	VERIZON WIRELESS		292.87
12/31/21	EFTA Z123121	5301-10	Adult Books		2,905.60	
		5301-20	Youth Books		593.90	
		5306-13	Teen Video Games		2,741.43	

ROCHESTER HILLS PUBLIC LIBRARY
Cash Disbursements Journal
For the Period From Dec 1, 2021 to Dec 31, 2021

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
		5303-30	Outreach Audio & Vid		406.89	
		5306-11	Teen Anime		19.96	
		5303-50	Innovative Items		8.99	
		1121-00	Operating - PNC	AMAZON		6,676.77
12/31/21	EFTVISA1231	6402-10	Maintenance Supplie			3.23
		6200-20	Youth Programs		1,083.38	
		5805-00	IT Supplies		1,406.73	
		6506-00	Software Support/Mai		693.84	
		5940-00	3D Printing/Makerspa		81.11	
		6100-50	Professional Member		1,295.00	
		5803-00	Processing Supplies		31.76	
		5807-00	Office Supplies		89.92	
		6200-10	Adult Programs		456.78	
		5402-00	Postage/Shipping		626.79	
		5802-00	Circulation Supplies		63.99	
		5809-00	Marketing Supplies		161.10	
		5301-10	Adult Books		1,485.20	
		8002-00	Capital Improvement	SOIL EROSION/OC/PARKI NG LOT PROJECT	2,015.00	
		8001-01	Furnishings	(6) DESK CHAIRS - AMAZON	917.94	
		7009-60	Volunteer Recognitio		47.70	
		5808-00	Board Room Supplie		8.99	
		8001-00	Equipment/Fixed Ass	(3) MAKERSPACE LAPTOPS - AMAZON	2,950.99	
		8001-00	Equipment/Fixed Ass	(10) DESKTOP COMPUTERS - AMAZON	3,550.00	
		5306-82	Oakland Talking Boo		401.93	
		1121-00	Operating - PNC	CAPITAL ONE BK(USA), NA		17,364.92
	Total				239,241.10	239,241.10

Payment Information		
Payment Due Date	For online and phone payments, the deadline is 8pm ET.	
Jan 11, 2022		
New Balance	Minimum Payment Due	
\$17,364.92	\$173.00	
<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 29.40%.</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	35 Years	\$47,958
\$654	3 Years	\$23,549
Estimated savings if balance is paid off in about 3 years: \$24,409		
If you would like information about credit counseling services, call 1-888-326-8055.		

Account Summary	
Previous Balance	\$10,623.18
Payments	- \$10,623.18
Other Credits	- \$1,197.45
Transactions	+ \$18,562.37
Cash Advances	+ \$0.00
Fees Charged	+ \$0.00
Interest Charged	+ \$0.00
New Balance	= \$17,364.92
Credit Limit	\$30,000.00
Available Credit (as of Dec 17, 2021)	\$12,635.08
Cash Advance Credit Limit	\$15,000.00
Available Credit for Cash Advances	\$12,635.08

Rewards Summary		Rewards as of: 12/16/2021	
Rewards Balance	\$821.62	Track and redeem your rewards with our mobile app or on capitalone.com	
Previous Balance	Earned This Period	Redeemed this period	
\$148.51	\$673.11	\$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



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

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

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

Account ending in 9828

New Balance	Minimum Payment Due	Amount Enclosed
\$17,364.92	\$173.00	\$ _____

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.



Transactions

Visit capitalone.com to see detailed transactions.

JULIANE MORIAN #9828: Payments, Credits and Adjustments

Trans Date	Post Date	Description	Amount
Nov 24	Nov 24	CAPITAL ONE ONLINE PYMTAuthDate 24-Nov	-\$10,623.18

JULIANE MORIAN #9828: Transactions

Trans Date	Post Date	Description	Amount
Nov 15	Nov 17	MICRO CENTER #055-RETAILMADISON HEIGHMI	\$354.47
Nov 18	Nov 19	STAPLES DIRECT800-3333330MA	\$63.99
Nov 18	Nov 19	PANTONE LLC616-803-2000MI	\$136.74
Nov 19	Nov 20	USPS KIOSK 2580709550ROCHESTERMI	\$8.80
Nov 22	Nov 23	AMZN Mktp US*4M8AF9B73Amzn.com/billWA	\$16.66
Nov 22	Nov 24	Freedom to Read Foundatio312-280-4226IL	\$100.00
Nov 23	Nov 23	AMAZON.COM*2A7KC8MQ3 AMZNAMZN.COM/BILLWA	\$15.10
Nov 23	Nov 24	Amazon.com*4R8RQ4HQ3Amzn.com/billWA	\$24.36
Nov 23	Nov 24	STAPLES DIRECT800-3333330MA	\$4.99
Nov 24	Nov 30	OAKLAND COUNTY SOIL EROSI248-8584939MI	\$2,015.00
Dec 2	Dec 3	FTD.COM800-736-3383IL	\$47.70
Dec 2	Dec 4	STAPLES 00104059ROCHESTER HILMI	\$19.38
Dec 2	Dec 7	IN *ROCHESTER ROTARY CLUB248-6019500MI	\$50.00
Dec 2	Dec 7	IN *ROCHESTER ROTARY CLUB248-6019500MI	\$30.00
Dec 4	Dec 4	AMERLIBASSOC ECOMMERCE866-746-7252IL	\$201.00
Dec 4	Dec 4	AMERLIBASSOC ECOMMERCE866-746-7252IL	\$201.00
Dec 4	Dec 4	AMERLIBASSOC ECOMMERCE866-746-7252IL	\$201.00
Dec 4	Dec 4	AMERLIBASSOC ECOMMERCE866-746-7252IL	\$201.00
Dec 4	Dec 4	AMERLIBASSOC ECOMMERCE866-746-7252IL	\$201.00
Dec 12	Dec 13	AMAZON.COM*AJ1HI0WW3 AMZNAMZN.COM/BILLWA	\$46.80
Dec 13	Dec 14	HOLLYWOOD SUPERMARKET #6ROCHESTER HLSMI	\$8.99
JULIANE MORIAN #9828: Total Transactions			\$3,947.98

DEREK BROWN #9234: Payments, Credits and Adjustments

Trans Date	Post Date	Description	Amount
Nov 17	Nov 18	Amazon.comAmzn.com/billWA	-\$184.99
Nov 30	Dec 1	AMAZON.COM AMZN.COM/BILLAMZN.COM/BILLWA	-\$999.00

Additional Information on the next page

Transactions (Continued)

DEREK BROWN #9234: Transactions

Trans Date	Post Date	Description	Amount
Nov 17	Nov 17	AMZN Mktp US*B08K24N33Amzn.com/billWA	\$839.96
Nov 18	Nov 19	SOCKETLABS484-418-1285PA	\$63.96
Nov 20	Nov 20	INNOVATIVE USERS GROUP513-652-7898OH	\$110.00
Nov 21	Nov 22	AMZN Mktp US*WS9AV6KZ3Amzn.com/billWA	\$28.98
Nov 22	Nov 23	USPS STAMPS ENDICIA888-434-0055DC	\$300.00
Nov 23	Nov 23	AMAZON.COM*A976B5U03 AMZNAMZN.COM/BILLWA	\$999.00
Nov 27	Nov 29	DIALPAD MEETINGS415-842-9989CA	\$254.40
Nov 28	Nov 29	AMZN Mktp US*AI6742NW3Amzn.com/billWA	\$48.48
Nov 28	Nov 29	AMZN Mktp US*3H9MK1403Amzn.com/billWA	\$9.98
Nov 30	Dec 1	AMAZON.COM*072YI9FV3 AMZNAMZN.COM/BILLWA	\$917.94
Nov 30	Dec 1	PAYPAL *DK AGENCIES402-935-7733CA	\$1,490.00
Dec 3	Dec 4	STAMPS.COM855-608-2677CA	\$17.99
Dec 3	Dec 4	AMZN Mktp US*897WU0GV3Amzn.com/billWA	\$730.00
Dec 3	Dec 4	TRTAX&ACTGPROFESSIONAL800-249-7348MI	\$510.00
Dec 3	Dec 4	Dropbox*MBDQSD6H9G1Bdb.tt/cchelpDE	\$119.88
Dec 4	Dec 4	AMZN Mktp US*895XB88R3Amzn.com/billWA	\$821.00
Dec 4	Dec 6	AMZN Mktp US*S06AS40L3Amzn.com/billWA	\$78.90
Dec 4	Dec 6	AMZN Mktp US*SA35V3L03Amzn.com/billWA	\$1,399.99
Dec 4	Dec 6	AMZN Mktp US*0Q2LY7T03Amzn.com/billWA	\$46.78
Dec 4	Dec 6	USPS STAMPS ENDICIA888-434-0055DC	\$100.00
Dec 6	Dec 7	AMZN Mktp US*VM6G11GZ3Amzn.com/billWA	\$3,550.00
Dec 8	Dec 9	AMAZON.COM*EU5RE17D3 AMZNAMZN.COM/BILLWA	\$83.99
Dec 9	Dec 10	AMZN Mktp US*MJ2ST8303Amzn.com/billWA	\$497.21
Dec 9	Dec 10	USPS STAMPS ENDICIA888-434-0055DC	\$200.00
Dec 12	Dec 13	AMAZON.COM*J44RC1PI3 AMZNAMZN.COM/BILLWA	\$59.86
Dec 15	Dec 16	AMZN Mktp US*ES5J35V03Amzn.com/billWA	\$198.08
DEREK BROWN #9234: Total Transactions			\$13,476.38

STEVEN CLEMENT #7892: Payments, Credits and Adjustments

Trans Date	Post Date	Description	Amount
Dec 2	Dec 3	AMZN Mktp USAmzn.com/billWA	- \$8.66

STEVEN CLEMENT #7892: Transactions

Trans Date	Post Date	Description	Amount
Dec 4	Dec 6	AMZN Mktp US*MT2PR33K3Amzn.com/billWA	\$5.43
STEVEN CLEMENT #7892: Total Transactions			\$5.43

Additional Information on the next page

Transactions (Continued)

ALLISON SARTWELL #6787: Payments, Credits and Adjustments

Trans Date	Post Date	Description	Amount
Nov 22	Nov 23	JOSTENS INC.800-854-7464MN	-\$4.80

ALLISON SARTWELL #6787: Transactions

Trans Date	Post Date	Description	Amount
Nov 18	Nov 19	AMZN Mktp US*YV2079GP3Amzn.com/billWA	\$29.98
Nov 19	Nov 20	AMZN Mktp US*VA5IZ5QG3Amzn.com/billWA	\$26.89
Nov 24	Nov 26	AMZN Mktp US*VC9S13ET3Amzn.com/billWA	\$9.99
Dec 2	Dec 3	AMZN Mktp US*GC9E48J13Amzn.com/billWA	\$24.99
Dec 2	Dec 3	AMZN Mktp US*148AM47A3Amzn.com/billWA	\$29.98
Dec 2	Dec 3	AMZN MKTP US*ZO5117SK3 AMAMZN.COM/BILLWA	\$5.65
Dec 2	Dec 3	AMZN MKTP US*F72AQ4CW3 AMAMZN.COM/BILLWA	\$9.99
Dec 5	Dec 6	AMZN Mktp US*GN4G54B93Amzn.com/billWA	\$12.32
Dec 5	Dec 6	AMZN Mktp US*2G04I5NX3Amzn.com/billWA	\$17.18
Dec 5	Dec 6	AMAZON.COM*8928N3FZ3 AMZNAMZN.COM/BILLWA	\$19.90
Dec 7	Dec 7	AMZN Mktp US*H02C43EX3Amzn.com/billWA	\$11.99
Dec 7	Dec 7	AMZN Mktp US*M78QJ48L3Amzn.com/billWA	\$18.66
Dec 7	Dec 8	AMZN Mktp US*XT4AT1AR3Amzn.com/billWA	\$27.49
Dec 8	Dec 8	AMZN Mktp US*SV1GZ4HK3Amzn.com/billWA	\$12.99
Dec 8	Dec 9	JOANN STORES*JOANN.COM888-739-41200H	\$54.30
Dec 10	Dec 11	ADAFRUIT INDUSTRIES646-465-3692NY	\$13.05
Dec 12	Dec 13	AMAZON.COM*5B4NK61T3 AMZNAMZN.COM/BILLWA	\$11.05
Dec 12	Dec 13	AMZN Mktp US*538W22VX3Amzn.com/billWA	\$18.74
Dec 13	Dec 14	CITY OF ROCHESTERROCHESTERMI	\$3.75
Dec 13	Dec 15	MAIN STREET BILLARDSROCHESTERMI	\$25.50
Dec 15	Dec 16	AMZN Mktp US*DF72W2K93Amzn.com/billWA	\$75.58
Dec 16	Dec 17	AMZN Mktp US*VA2RW8DV3Amzn.com/billWA	\$14.70
Dec 16	Dec 17	AMZN Mktp US*908ZC2ND3Amzn.com/billWA	\$7.58
Dec 16	Dec 17	Amazon.com*RO9573XK3Amzn.com/billWA	\$55.64

ALLISON SARTWELL #6787: Total Transactions **\$537.89**

MARY DAVIS #9241: Payments, Credits and Adjustments

Trans Date	Post Date	Description	Amount
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Additional Information on the next page

Transactions (Continued)

MARY DAVIS #9241: Transactions

Trans Date	Post Date	Description	Amount
Dec 6	Dec 7	TOWNE SQUARE PIZZAROCHESTER HILMI	\$93.23
Dec 6	Dec 7	TOWNE SQUARE PIZZAROCHESTER HILMI	\$7.50
Dec 9	Dec 10	AMZN Mktp US*U25UX9GQ3Amzn.com/billWA	\$51.31
Dec 15	Dec 16	AMZN Mktp US*QE2ZG1853Amzn.com/billWA	\$14.24

MARY DAVIS #9241: Total Transactions **\$166.28**

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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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
Nov 16	Nov 17	ZOOM.US 888-799-9666WWW.ZOOM.USCA	\$15.89
Nov 23	Nov 23	Amazon.com*IB52F2QK3Amzn.com/billWA	\$27.88
Dec 10	Dec 10	Amazon.com*OV9E11K13Amzn.com/billWA	\$29.76
Dec 13	Dec 14	AMZN Mktp US*672WZ9PB3Amzn.com/billWA	\$22.22
Dec 14	Dec 15	AMZN Mktp US*5I67M9WR3Amzn.com/billWA	\$26.42
Dec 15	Dec 15	AMZN Mktp US*2Z0BJ8CA3Amzn.com/billWA	\$5.97
Dec 15	Dec 16	AMZN Mktp US*CZ3NX56D3Amzn.com/billWA	\$132.22
Dec 15	Dec 16	AMZN Mktp US*BR9PC6I03Amzn.com/billWA	\$45.99
Dec 15	Dec 16	AMZN Mktp US*GV3HB9EY3Amzn.com/billWA	\$33.22
Dec 15	Dec 16	AMZN Mktp US*7V69Q0GH3Amzn.com/billWA	\$5.99
Dec 16	Dec 16	AMZN Mktp US*CL25Z36W3Amzn.com/billWA	\$17.00
Dec 16	Dec 17	AMZN Mktp US*RJ3QW6BA3Amzn.com/billWA	\$36.99
Dec 16	Dec 17	ZOOM.US 888-799-9666WWW.ZOOM.USCA	\$15.89
Dec 16	Dec 17	AMZN Mktp US*BU47M5I23Amzn.com/billWA	\$12.97

ELIZABETH RACZKOWSKI #9004: Total Transactions **\$428.41**

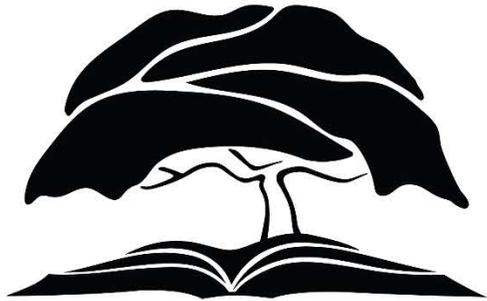
Total Transactions for This Period **\$18,562.37**

Transactions (Continued)			
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

Interest Charge Calculation			
Your Annual Percentage Rate (APR) is the annual interest rate on your account.			
Type of Balance	Annual Percentage Rate (APR)	Balance Subject to Interest Rate	Interest Charged
Purchases	20.99% P	\$0.00	\$0.00
Cash Advances	22.99% P	\$0.00	\$0.00
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		

Rochester Hills Public Library				
Supplemental Information				
December 2021				
Checks & EFT's - Operating Account				238,337.87
Net Payroll - Direct Deposit				191,169.86
Employee Benefit EFT's and Misc Debits -				
	Payroll Taxes		64,985.01	
	Employee FSA Debits - Wage Works		410.95	
	Employer Pension Contributions - MERS		7,387.21	
	Employee Deferred Contributions		11,150.72	
	Bank/Merchant Fees		412.35	
	ADP & WageWorks Fees		1,527.72	
	NSF Checks		100.00	
			TOTAL	85,973.96
				\$ 515,481.69

Communications



ROCHESTER HILLS
PUBLIC LIBRARY

Assigned to Facilities Specialist to inspect. Confirm all touchless sensors are working properly; could not replicate the problem.



Will consult with PR department to determine if patrons need signage for assistance.

Comment Card

ROCHESTER HILLS PUBLIC LIBRARY

500 Olde Towne Road
Rochester, Michigan 48307-2043

12/7/21

Date 12-6-21

Please fix new WATER fountains
OR

Replace them with the old ones

Optional: Name

They turn on when they want to

Contact No.

Sign, upset person

Contact Library Board of Directors [#30]

2 messages

MachForm <no-reply@rhpl.org>

Tue, Dec 14, 2021 at 3:04 PM

Reply-To: MachForm [REDACTED]

To: juliane.morian@rhpl.org

Name Jacalynn Harvey

Email [REDACTED]

Telephone Number [REDACTED]

Message

I would like to thank the Library Board of Directors for their hard work, dedication and commitment to the Rochester Hills Public Library and the freedom to access information and literature. I also want to express my support to Library Director Juliane Morian in her role as the leader of one of the best libraries in the country. The Rochester Hills Public Library is my public library and has been since I was a young child. I am writing to express my concern about the actions being taken locally (and across the country) by individuals encouraged by political groups to limit the access of literature and information in the library. While there are items on the shelves of our library that I choose not to read, that choice is mine. It is not the right of any member of the public or the Board to take that choice away from me. Library users have different faiths, political views, cultural identities, races and sexual/gender identities. The library's collection must reflect all of those wonderful differences, not just those of one political or religious group or one board member. My best to all of you.

Juliane Morian <juliane.morian@rhpl.org>

Thu, Dec 16, 2021 at 8:50 AM

To: MachForm [REDACTED]

Dear Ms. Harvey,

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

Sincerely,

Juliane

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

[Quoted text hidden]

Anne M. Seuryncck
ASeuryncck@fosterswift.com
P: 616.726.2240 F: 517.367.719

Suite 200
1700 East Beltline, NE
Grand Rapids, MI 49525

December 9, 2021

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

Re: Hourly Rate

Dear Juliane:

Foster Swift Collins & Smith PC is grateful for our ongoing relationship with Rochester Hills Public Library and other public sector clients. We continue to be committed to providing excellent legal services for our clients in a prompt and efficient manner at reasonable rates.

As part of our business plan, we periodically review our billing rates for our clients. Due to increased business expenses, we have found it necessary to adjust our hourly billing rate for Rochester Hills Public Library to \$225 effective February 1, 2022. The hourly billing rate for employee benefit work will remain capped at \$250. These rates will be effective through December 31, 2022. After 2022, there will be a yearly hourly rate increase of not more than 5% unless otherwise agreed to by the Library and the firm. The rate for bond work, if necessary, will be discussed with the Library at the time such work is required; the Library will obviously have the opportunity to discuss and agree to any bond related work. For certain matters, fees will be billed on a flat fee basis as agreed to between the firm and the Library. We would be happy to provide an estimate for any specific project. We believe that the new rate is still very reasonable, especially given our expertise and experience in providing legal services to Rochester Hills Public Library and other libraries throughout Michigan.

We value our client relationship with Rochester Hills Public Library. We will continue to work as efficiently as possible while providing outstanding legal services.

We ask that you present the increased rate to your board and send a signed copy of this letter back to us. If you have any questions, please do not hesitate to contact me.

Sincerely,

FOSTER SWIFT COLLINS & SMITH PC

Anne M. Seuryncck

Anne M. Seuryncck

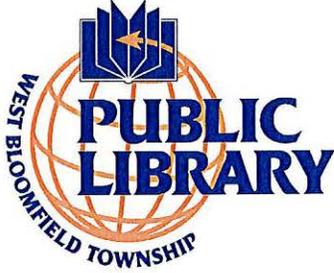
Rochester Hills Public Library

By: *Juliane Morian*
Signature

Name: Juliane Morian
Please print name

Title: Library Director
Please print title

Date: December 15, 2021



Rochester Hills Public Library Board of Trustees
Rochester Hills Public Library
500 Olde Towne Road
Rochester, MI 48307

December 29, 2021

Dear Rochester Hills Public Library Board of Trustees,

I am writing to let you know how incredibly helpful Library Director Juliane Morian and Director of Information Technology Derek Brown were to me during my recent search for a new Director of Information Technology for the West Bloomfield Township Public Library.

Our IT Director departed for a job in the private sector with somewhat less than the usual amount of notice. Derek Brown is nationally known for his library technology expertise, so I called him for advice. Derek offered suggestions for creating a new and improved job description for the position that reflected current best practices and must-have knowledge. He also put me in touch with an IT company that could help us manage until we filled the position. Derek even contributed his time by helping me create insightful interview questions and by consulting on the interviews themselves. We were able to identify and hire the very best candidate as a result of Derek's assistance. As an administrator and steward of public tax dollars, this gave me a great deal of comfort.

Derek's assistance would not have been possible without Juliane's support and approval, which went above and beyond the usual professional courtesy. Juliane was genuinely interested and invested in helping us be successful in finding the right candidate in a timely manner. I appreciate her collaborative and partnership-oriented attitude, and I can't thank her enough for her professionalism and kindness.

The high caliber of expertise, exemplary professional courtesy, and true kindness that Juliane and Derek demonstrated to me and to WBTPPL are noteworthy and I wanted to make you aware of how special and extraordinary they are—but I am sure you already know!

If I or the staff of West Bloomfield Township Public Library can ever assist you or the RHPL staff with anything, you have only to ask. It would be a sincere pleasure to return the amazing courtesy and assistance that Juliane and Derek extended to us.

Best wishes,

A handwritten signature in cursive script that reads "Cathleen Russ".

Cathleen Russ
Library Director

theoaklandpress.com

Oakland County community calendar Dec. 5 and beyond

- Rochester Hills Public Library welcomes storyteller, author Steve Daut, for the program "Telling Twain" 7 p.m. Dec. 9 in the library's Multipurpose Room. This event is open to RHPL cardholders. Registration is required at calendar.rhpl.org or call 248-656-2900.

dailytribune.com

Oakland County community calendar Dec. 12 and beyond

- Rochester Hills Public Library welcomes storyteller, author Steve Daut, for the program "Telling Twain" 7 p.m. Dec. 9 in the library's Multipurpose Room. This event is open to RHPL cardholders. Registration is required at calendar.rhpl.org or call 248-656-2900.

patch.com

Locals Help With COVID-19 Testing +\$8.5B To Fraudulent UIA Claims

- **Rochester Hills Public Library:** "The library will be closed on December 31 & January 1 for the New Year holiday. Visit rhpl.org for online reads & resources. Happy New Year!" ([Facebook](#))

Oxford Comedy Benefit Concert + Oxford's Norris Hockey Finds Hope

Hey, Rochester-Rochester Hills! It's Wednesday, so let's get you started with everything you need to know going on today in Rochester-Rochester Hills.

This Newsletter will run Tuesday, Wednesday, Thursday, Friday and Saturday each week.

Today's Rochester-Rochester Hills Daily is brought to you in part by our friends at **GoodRx** — the best way to save money on your prescriptions. GoodRx helps you locate the lowest prices for medications at local pharmacies, so you're not overpaying. Works for pet medications too! To see how much you can save, go to GoodRx.com.

Today in Rochester-Rochester Hills:

- All Aboard! Model Railroad Exhibit ([12:00 PM](#))

From my notebook:

- **Rochester Hills Public Library:** "How did you spend this wintry day? Here's a view of the snow-covered trees at the library this morning." ([Facebook](#))

Vision Boarding at the Library

DECEMBER 26, 2021 BY ROCHESTER MEDIA [LEAVE A COMMENT](#)

[Facebook](#)

[Twitter](#)

[LinkedIn](#)

Rochester Hills Public Library will present “Vision Boarding” with Courtney Jones on January 11 at 7:00 p.m. in the library’s Multipurpose Room. Ring in 2022 by setting an intention around your health and well-being with a vision board to remind you of your goals and intentions throughout the year.



This event is open to RHPL cardholders. Registration is required. To register, visit calendar.rhpl.org or call 248-656-2900. The library will provide supplies.

FILED UNDER: [ROCHESTER HILLS PUBLIC LIBRARY](#), [THE COMMUNITY EDGE](#)

The 19th Century Evolution of Football

DECEMBER 29, 2021 BY ROCHESTER MEDIA [LEAVE A COMMENT](#)

[Facebook](#)

[Twitter](#)

[LinkedIn](#)

Rochester Hills Public Library will present “The 19th Century Evolution of Football” with historian Jim Craft on January 13, 2022, at 7:00 p.m. in the library’s Multipurpose Room. Craft will recount the history of football’s early forms, beginning with folk football, through how the game was played between 1863 and 1913, and on to the three most major forms of football known today: Soccer, Rugby Union, and Gridiron (American).



This event is open to RHPL cardholders (if there is room, the program will open to the public one week before). Registration is required. To register, visit calendar.rhpl.org or call 248-656-2900.

FILED UNDER: ROCHESTER HILLS PUBLIC LIBRARY, THE COMMUNITY EDGE

Interactive Indian Classical Dance

DECEMBER 26, 2021 BY ROCHESTER MEDIA [LEAVE A COMMENT](#)

[Facebook](#)

[Twitter](#)

[LinkedIn](#)

Rochester Hills Public Library will present “Interactive Indian Classical Dance,” a session and performance with Oindrila Bhar on Sunday, January 16, 2022, at 2:00 p.m. in the library’s Multipurpose Room. Bhar will perform and explain the history of Odissi, an ancient classical dance that originated in the Hindu temples of the eastern coastal state of Odisha in India.

This event is open to RHPL cardholders (if there is room, the program will open to the public one week before). Registration is required. To register, visit calendar.rhpl.org or call 248-656-2900.



FILED UNDER: [ROCHESTER HILLS PUBLIC LIBRARY, THE COMMUNITY EDGE](#)

TAGGED WITH: [OINDRILA BHAR](#)

Augmented Reality – What is it All About?

Smart Towns will host Dr. Khalid Mirza, founding director of Oakland University's Augmented Reality Center (ARC), at Rochester Hills Public Library's Multipurpose Room on Thursday, January 20 at 7:00 p.m. In this program, Dr. Mirza will explain augmented reality and how it may be on the verge of changing our lives.



ARC was founded with the support and expertise of an Industrial Advisory Board, and Oakland University and College for Creative Studies faculty to provide a learning platform where engineering and art intersect. ARC founding member companies include Epic Games/Unreal Engine, GM, Nvidia, Siemens, Magna, Continental, ABB, KUKA, Hirotec, Mahle, AM General, Rave Computer, and the US Army Ground Vehicle Systems Center.

As the university's Director of the Chrysler Lab and Industrial Robotics Lab in the Electrical and Computer Engineering Department, Dr. Mirza's research has focused on collaborative robots (machine vision, sensor integration, teaching interfaces), industrial mobile robots (modular scalable platforms, reliable indoor autonomous navigation, safety standards), and cloud robotics (Machine learning, big data, IOT, Industry 4.0, part-centric robot programming).

This program is free and open to the public. Registration is required. Register by visiting calendar.rhpl.org or calling 248-656-2900.

Library Director's Report



ROCHESTER HILLS
PUBLIC LIBRARY

Director's Report

January 10, 2021

1. COVID Update on Library Operations

In Oakland County, the community spread of the virus increased in one month from a positivity rate of 14% to 29%. Managers have begun advance planning on how to maintain services even if significant number of staff has to quarantine. The priority order of service is as follows: drive-thru service, Main Library lobby, Main Library browsing collection, in-person reference and reader's advisory, bookmobile services, tech assistant service, in-person programs, and makerspace services. The goal is to keep the library open for public access, but simultaneously protect the health of staff and volunteers by mitigating the transmissibility of the virus. As a result, I will approve work from home requests when feasible, encourage 6ft distance and electronic meetings, shift from in-person to virtual programs when feasible, and will purchase and distribute KN95 masks among staff and volunteers during acute COVID surges.

On Friday, December 17, 2021, the Sixth Circuit for the U.S. Court of Appeals dissolved the stay from the lower court regarding the Occupational Safety and Health Administration's (OSHA's) emergency temporary standard (ETS), and the new standards will be enforced by February 9, 2022. A second reading of the personnel policy that complies with the ETS is included for board review. The library currently has 98 employees, but six open positions, which will bring the cumulative count to 104.

2. Professional Conferences

In 2021, I had the privilege of chairing the LibLearnX subcommittee for the American Library Association. This new conference was created in the footprint of the ALA Mid-Winter Annual Conference. It emphasizes quality over quantity and creates new learning experiences for library professionals. This conference was designed to be in-person, but pivoted to virtual due to the COVID-19 pandemic. Not only was this experience rewarding because it pushes the boundaries of professional development in new directions, it is was a beneficial networking opportunity and helps reinforce the Rochester Hills Public Library as a national library leader.

Librarian department heads and myself are planning to attend the Public Library Association conference in Portland, OR in March. Currently this conference is slated to be in-person with a strong virtual track for individuals who are uncomfortable convening in large group settings.

3. Update on Grants

RHPL was awarded a grant for \$2,742 from the Huizenga Endowment Fund to cover the cost of two new AED devices. RHPL also received an equipment grant valued at \$2,783 from the Library of Michigan to conduct online programming and programming outdoors as a way to mitigate risk and spread of the COVID virus.

I am researching a grant from the Michigan Department of Environment, Great Lakes and Energy (EGLE) called the Michigan Clean Diesel Program. There is a possibility that the library may be eligible to receive 35%-45% of a replacement bookmobile vehicle (up to \$325,000) if it has low or no tailpipe emissions. There are many variables to research and consider when

transitioning to a hybrid or all electric vehicle and my goal is to make a recommendation at the February board meeting in advance of the February 18, 2022 grant deadline.

4. Staff Changes

Like many industries, the library region in southeastern Michigan has seen unprecedented turnover of library workers. Three librarians left the library in fall of 2022 to pursue other career opportunities. Additional key staff members that departed from the library include Meggie Brody, Circulation and User Experience Manager, and Tyler Chapiewski, System Administrator. I believe in succession planning, so despite losing pivotal staff, my goal is to fill most vacancies with internal promotions. Some part-time librarian and circulation assistant positions may be posted and filled with outside candidates as needed. Additionally, with the popularity of the makerspace, it is evident that the community would benefit from additional open hours for this service and I would like to add at least one part-time makerspace assistant in 2022.

5. Out of the Office

I am plan to take a personal vacation from February 16th – February 20th. This will take place after next month’s board meeting and I will identify managers in charge.

6. Upcoming Events

January 15, 2022	Snow Fest – all ages program at RHPL, 12 noon
January 21-24, 2022	American Library Association’s new conference, LibLearnX
January 25, 2022	Friends of RHPL Board meeting, 7pm
January 26-30, 2022	Friends of RHPL Winter Used Book Sale
February 7, 2022	RHPL Board of Trustees meeting (note this is the 1 st Monday in the month), 7pm
February 15, 2022	Friends of RHPL early bird raffle drawing
February 22, 2022	Friends of RHPL Board meeting, 7pm
March 14, 2022	RHPL Board of Trustees meeting, 7pm
March 15, 2022	Friends of RHPL grand prize raffle drawing
March 22, 2022	Friends of RHPL board meeting, 7pm
March 23-25, 2022	Public Library Association Conference (Portland, OR)

Statistical Report - Usage for the month of December 2021

Circulation

Main Library	Previous YTD	Current YTD	This Month LY	This Month	MTM Change
Staff-Assisted Checkouts	159,735	168,513	13,757	11,476	-16.6%
Self Checkouts	237,057	335,435	6,900	26,296	281.1%
Renewals	485,919	555,090	38,926	45,649	17.3%
e-Materials Circ	223,595	196,720	18,327	15,923	-13.1%
Outreach	Previous YTD	Current YTD	This Month LY	This Month	MTM Change
Bookmobile Circ	20,379	22,515	262	2,209	∞
Mini-Branch Circ	11,666	14,773	1,156	1,600	38.4%
OTBS Circ	84,587	85,887	6,536	5,695	-12.8%
OTBS Polaris	623	656	60	41	-31.7%
Interlibrary Loans	Previous YTD	Current YTD	This Month LY	This Month	MTM Change
MelCat borrowed	11,183	17,613	1,350	1,210	-10.4%
MelCat loaned	8,477	16,473	721	1,710	137.2%
Total Circulation	1,243,221	1,413,675	87,995	111,809	27.1%

Other Usage Statistics

	Previous YTD	Current YTD	This Month LY	This Month	MTM Change
In-Person Visits	167,188	233,015	4,574	21,920	379.2%
Public Room Bookings	178	170	0	29	∞
Study Room Bookings	2,100	2,857	0	523	∞
Programs for Adults	106	173	6	12	100.0%
Attendance (Adults)	2,416	3,882	171	185	8.2%
Programs for Children	199	133	10	4	-60.0%
Attendance (Children)	4,569	5,317	446	102	-77.1%
Computer Signups	13,610	11,114	0	1,132	∞
Wireless Users	32,703	43,025	982	4,526	360.9%
Unique Website Hits	180,012	193,852	16,190	16,517	2.0%
Social Media Follows	139,027	149,749	12,123	12,792	5.5%
Social Media Engage	851,422	2,147,673	107,991	165,980	53.7%
Database Hits	68,789	68,903	6,018	5,429	-9.8%
Volunteer Hours	3,839	3,825	8	341	∞

Number of Library Card Holders

Municipality	This Month LY	This Month	% Total
Rochester Hills	42,314	44,422	66.0%
Rochester	7,257	9,037	13.4%
Oakland Township	8,529	9,840	14.6%
Michicard	149	208	0.3%
Non-residents	3,282	3,790	5.6%
Total Card Holders	61,531	67,297	100%

Number of Items

Type of Material	This Month LY	This Month
Print Materials	215,985	234,846
Audio Materials	16,898	17,986
Video Materials	44,010	46,683
Other Materials	403	431
E-Material	22,874	20,691
Total Holdings	300,170	320,637

RHPL Strategic Plan: 2021 Year-End Update

Inspire Lifelong Learners

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

- Departments developed reports in 2021 to identify popular items that are in the Main Library collections, but not by the bookmobile (and vice versa) and a report that summarizes MeLCat borrowing to detect patterns of interest and items to acquire.
- Items are deselected (or weeded) on an annual basis to improve the quality of the collection and foster greater discoverability of popular titles. Library staff weeded 5.9% of the collection, which exceeded the goal of weeding 5% of the collection annually.
- Public Relations collaborated with the outreach department to re-launch a quarterly OTBS newsletter that reaches 1,100 individuals by mail.
- Youth Services and Adult Services enhanced an online form to allow patrons to specify details on the materials they want a librarian select for a bulk checkout, called Book Bundles.
- Circulation has cross-trained team members as it relates to receiving MeLCat materials to reduce processing time and get items onto shelves faster.

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

- Books by Mail participation increased by 50% in 2021 with 45 active patrons registered.
- The electronic content committee recommended a transition of digital content in January 2021 to increase usability, eliminate redundancies, and simplifying platforms when possible. RBdigital magazines were added to the Overdrive platform in February of 2021 and 3,000 titles were moved from Cloud Library to Overdrive in May 2021. Both transitions create a one-stop browsing experience for patrons and greater familiarity with one interface.
- Mary Davis, Head of Outreach Services, completed an evaluation of current and emerging trends in outreach vehicle services to maximize return on investment. She submitted a comprehensive report to the RHPL Board of Trustees in June 2021 that recommended short-term, mid-range, and long-term options for expanding mobile library services in the community.
- The web team researched and recommended moving to the next generation online catalog offered by the Polaris ILS; this will be implemented in 2022 along with a new website launch.

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

- The Inclusion, Diversity, Equity, and Accessibility (IDEAs) committee researched a guest speaker as part of RHPL In-Service to provide foundational training in implicit bias among staff.
- The program committee devised a variety of learning experiences that provide insight into IDEA concepts: these include the screening of a documentary in September, and Indian dance performance in January, two programs related to Black History month in February.

- Youth Services is evaluating and updating the "100 books to Experience" list to ensure concepts of diversity, inclusion, and accessibility are available for patrons who wish to explore more.
- RHPL developed a commemorative calendar to recognize month-long celebrations and major holidays as part of the "Explore with RHPL initiative". In addition, the Public Relations team coordinates "Libraries Respond" resources for unplanned major events that affect the community at large such as the tragedy in Oxford High School or the capital insurrection. 15,338 individuals followed distinct links to explore these topics in 2021.

Acquire materials in a variety of formats in sufficient quantities to meet demand.

- Managers reassessed holds to copy ratios for various collections. Most collections will operate with a 3 to 1 holds ratio, but some audio visual and electronic collections may be higher.
- Evaluated the merits of patron-driven acquisitions for eContent purchases and enabled patrons to provide suggested copies for libraries to purchase for eBooks and eAudio.

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 includes 154 items. These items have circulated 203 times in the first 4 months of being available in 2021.
- The Eureka Lab reopened without restrictions in spring 2021. 195 patrons made appointments in 2021 to use equipment in the makerspace in 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.).

- The Adult Services team launched a collection called Buzz Reads on June 1, 2021. Buzz Reads are displayed on tables at the top of the stairs (on the second floor) as a way to merchandise the collection. These titles reflect up and coming titles or emerging authors that RHPL librarians predict will be breakout hits in the publishing world. This collection is comprised of approximately 450 titles that have circulated 2,614 times in the past 7 months.

Provide opportunities for text-based learning, online self-guided tutorials, and in-person instruction.

- The Public Relations department promoted remote access to Ancestry.com, Tutor.com, and online local history resources throughout 2021.
- RHPL staff developed training videos for Oakland County Historical Resources and the Foundation Directory Online.

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

- The Oakland Talking Book Services (OTBS) offered 316 adaptive technology instruction sessions for visually impaired patrons in 2021.
- RHPL collaborated with a variety of groups that serve cognitively impaired individuals such as On My Own of Michigan, Dutton Farm, and New Horizons Rehabilitation Services.

Nurture Developing Minds

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

- RHPL promoted a text-based system called “Bright by Text” for parents to sign up for early literacy services and tips (two messages per month to each age group). The text channel also provides a unique opportunity to promote library programming through the service. 73 patrons have signed up for the service since the launch in September 2021.
- Led by the Youth Services team, RHPL rebooted the summer reading program (for all ages) during the summer of 2021. 1,533 patrons participated which was a 58% increase over the prior summer. Participants read 33,500 books as part of the program, and over 2,500 library or reading-related activities were logged.

Offer passive and active programs that teach the building blocks of literacy: singing, playing, talking, reading, and writing.

- Youth Services updated the Phone-A-Story line with multi-lingual experiences and developed a procedure to welcome community members to participate and record stories.

Provide access to circulating materials, including play-based learning collections, for use outside of the library.

- Youth Services department launched play-based kits designed to engage infants at every stage of development. There are 8 kits in circulation and each is aimed at a specific stage of development based on age, ranging from 13 months to 36 months.

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

- Youth Services department offered inclusive story time sessions on a monthly basis to all families, but focused on those with extra needs. Staff training videos and webinars were compiled in an effort to cross-train all staff on inclusive practices.
- IT team engaged in training on accessibility standards with an outside trainer (Local Hop).

Advocate Critical Thinking

Offer programming that encourage deep thinking and articulation of ideas.

- RHPL offered 52 lecture-based programs in 2021; 35 were virtual presentations and 17 were in-person.
- RHPL collaborated with the Troy Public Library to offer an author interview with notable author, Lily King in June 2021. Forty-five (45) attendees participated in the virtual program.
- Program committee prioritized over 15 programs that foster personal expressions such as writing, art creation, video, and audio production.
- RHPL hosted the 3rd Annual Author Fair featuring 20 local authors from the community.

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

- Youth Services department engaged in full training on collection development best practices regarding the SMELL test principle (Source, Motivation, Evidence, Logic, (what is) Left out).

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

- RHPL hired an experienced School Outreach Librarian who spearheaded outreach to local schools in January 2021.
- The outreach team researched the educational landscape in the greater Rochester area and submitted a synopsis to the Board of Trustees on the number of students in the service area, which included a list of public school districts (Rochester, Avondale, Lake Orion, and Romeo schools) and eight private schools (with approximately 2,000 students).
- School Outreach librarian sent promotional information to elementary school through their weekly school newsletters.

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 and Smart Towns to cohost and provide space for seventeen (17) 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, a premium resource that provides information on grants and funding opportunities to nonprofits in the area.
- RHPL expanded the local author collection across all departments; a collection donation form has been created online and both Adult Services and Youth Services designated a specific space on shelves to house this collection.
- RHPL utilized consultation services from Rochester Pollinators to develop a pollinator café near the west entrance and enhancing the landscape around the exterior of the building.

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

- LocalHop Room Reservation was implemented and will be used exclusive for room reservations in August 2021 and after. After utilizing the service for 5 months, patrons reserved conference rooms 165 times and the nine study rooms were reserved 2,857 times.

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

- RHPL deployed public Wi-Fi from the Community Bookmobile in May 2021 offering free wireless access for any individual in its radius.
- Community Relations created a graphics package for distribution with the Rochester Regional Chamber to promote the business library card in fall 2021.
- The Rochester Area Historical Society invited the local history librarian to speak about the library's resources at an upcoming meeting.

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

- RHPL hosted a 20th Anniversary of September 11th poster display and offered a reflective writing program where community members could contribute memories of their personal 9/11 experience. Representative Haley Stevens participated in the reflective memories component and Representative Elissa Slotkin visited RHPL in person to tour the display.
- RHPL offered display windows for Constitution Week in September 2021.
- The Pam Jaslove concert was offered as a Veteran's Day tribute celebration in November 2021.
- Community Relations has coordinated with local elected officials to offer RHPL space as office hours to meet with constituents. State Representative Mark Tisdell holds regular office hours at RHPL.

Create mutually beneficial volunteer opportunities for individual community members who can support the library's mission.

- RHPL collaborated with Dutton Farm to provide workforce development for small teams of participants from Dutton Farm.
- The volunteer coordinator revised the onboarding checklist for new volunteers and completely digitized the process, adapting it for unique needs during the pandemic and shifting to online learning modules when possible.
- The lobby carts that feature community donations for sale by the Friends of the Library were moved to a new location for ease of browsing. The new location is monitored but not actively staffed and relies on the honor system for purchasing materials, but has proved to be successful in generating revenue for the library.

Provide a Welcoming Space for Enjoyment and Discovery

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

- RHPL updated the public bathroom aesthetics and modernized them with touchless utilities in March 2021.
- RHPL updated all public drinking fountains with touchless sensors and bottle fillers in June 2021.
- The Facilities and IT team converted the computer lab into an open-air lab, which yielded a second, reservable conference room on the second-floor.

- The Quiet Room was relocated to a section of the library where excessive noise could be controlled more than the previous location that was next to study rooms, Eureka Lab, and open-air computers/printers.

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

- IT researched a new discovery layer to the online catalog in the hopes of integrating the new look and feel of the catalog currently with a new website design. The current plan for deployment is spring 2022.
- Circulation and User Experience Manager, Meggie Brody, launched a community survey sent to 1,200 individuals to determine the best navigation scheme for a new RHPL website.
- The Youth Services and IT teams launched Beanstack for reading-tracking software. This application will be used year-round for school year and summer challenges through 2023 at least.

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.
- The Facilities and IT team coordinated changes to the legacy part of the circulation desk that was unused and space is now utilized for accessible amenities such as the electric scooters, wheelchairs, and shopping carts.

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

- Self-checkout screens were enhanced with new verbiage and updated logo and color scheme.
- Youth Services researched reporting methods for reference interactions in order to track and evaluate how to empower self-directed learning.

Advance work on future projects

2022 Goals

- Youth Services is implementing a reference interview tracker to compile data on frequently asked questions, which inform ways to achieve the 2022 goal: "Investigate ways to rearrange collections and room layout to support natural wayfinding."
- IT and Outreach services are working with the Rochester Hills MIS team to improve addresses in the library database in order to achieve the 2022 goal of "Invest in GIS mapping of cardholders to determine who is using the main library and/or bookmobile stops."
- Staff is researching the MI Diaries Project (from the Library of Michigan) as a collaborative way to achieve the 2022 goals of "Record video oral history interviews with longtime Rochester area residents" and "Circulate patron stories collections for a human library."

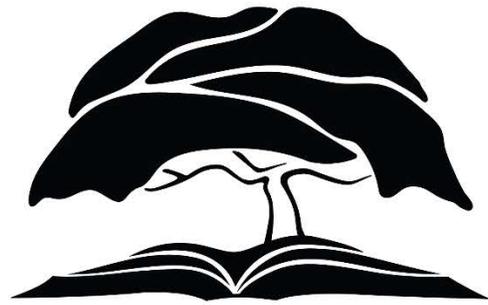
RHPL Strategic Plan: 2021 Year-End Update

- Youth Services researched participation in Snow Glow program with the Downtown Development Authority (DDA), which complements the 2022 goal to “Expand DDA partnership.”
- RHPL is collaborating with Paint Creek Center for the Arts (PCCA) on two lecture programs in the summer of 2021 and RHPL gardens will be the location for PCCA's outdoor painting workshop in June 2021. This is the first step to creating a long-term partnership with PCCA, which complements the 2022 goal to “Explore an artist in residence program.”

2023 Goals

- The Cradlepoint WiFi access point installed on bookmobile in 2021 has built in GPS tracking and it may be possible to leverage this for real-time updates of location. This complements the 2023 goal to “Consider adding a real-time location/map to a mobile app.”
- Youth Services purchased kits filled with activities designed to engage infants at every stage of development, which complements two future goals: “Explore circulating an educational games collection (feasibility study)” and “Pilot one new program based on professional development research related to literacy building blocks.”

Committee Updates



ROCHESTER HILLS
PUBLIC LIBRARY

Policy Statement

Rochester Hills Public Library (RHPL) will make every reasonable effort to provide a safe workplace while operating during the COVID-19 pandemic. RHPL encourages all employees and volunteers to be fully vaccinated as a mitigation strategy during the pandemic. Employees and volunteers who are not fully vaccinated must, except as provided below, wear a facemask while in the library and while in a library vehicle with another employee, and must comply with other library safety measures, including providing a negative COVID-19 test weekly.

Regulations

1. Employees are expected to be aware of job safety and practice appropriate procedures outlined in the RHPL COVID-19 Preparedness and Response Plan. Employees should contact their immediate supervisor if they have any questions or need additional training.
2. Employees may obtain an FDA-approved COVID-19 vaccine and booster from any approved source (e.g. pharmacy, health clinic, doctor's office, local health department, etc.) during work hours with pay, when the time away from work is approved by the supervisor.
3. Employees are considered fully vaccinated two weeks after they have received the second dose in a two-dose series, or two weeks after they have received a single-dose of COVID-19 vaccines currently approved or authorized for emergency use by the U.S. Food and Drug Administration (Pfizer-BioNTech, Moderna, and Johnson & Johnson [J&J]/Janssen COVID-19 vaccines) or COVID-19 vaccines that have been listed for emergency use by the World Health Organization (e.g., AstraZeneca/Oxford). If recommended by the CDC, or as otherwise required by the library, employees will be required to receive all booster or maintenance doses as they become available.
4. To comply with this policy, vaccinated employees must provide one of the following: (1) a copy of the record of immunization from a health care provider or pharmacy, (2) a copy of the COVID-19 Vaccination Record Card (CDC Form MLS-319813 _r, published on September 3, 2020), (3) a copy of medical records documenting the vaccination, a copy of immunization records from a public health or State immunization information system, (4) or a copy of any other official documentation verifying vaccination with information on the vaccine name, date(s) of administration, and the name of health care professional or clinic site administering vaccine, to the Library Accountant & Benefits Coordinator ~~[contact name and email]~~. Employees should not include any medical or genetic information with Proof of Vaccination. Proof of Vaccination will be maintained in a confidential manner.

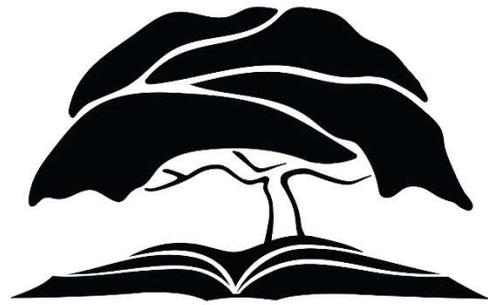
5. Employees who are not fully vaccinated must wear a mask (1) indoors, except (a) when alone in a room with floor to ceiling walls and a closed door, (b) for a limited period during which an employee is eating or drinking; or (2) when occupying a Library vehicle with another person for work purposes.
 - A. Masks must meet the following CDC requirements set out in CDC Guide to Masks: (1) Have two or more layers of washable, breathable fabric; (2) Completely cover your nose and mouth; (3) Fit snugly against the sides of your face and don't have gaps; (4) Have a nose wire to prevent air from leaking out of the top of the mask; and (5) Do not have exhalation valves or vents which allow virus particles to escape.
 - B. Masked employees may be asked to lower their masks briefly for identification purposes in compliance with safety and security requirements.
6. The library may require fully vaccinated employees to wear a mask.
7. Employees who are not fully vaccinated will be required to comply with the following testing requirements:
 - A. Employees who report to the workplace at least once every seven days: (1) must be tested for COVID-19 at least once every seven days; and (2) must provide documentation of the most recent COVID-19 test result to their immediate supervisor no later than the seventh day following the date on which the employee last provided a test result.
 - B. Any employee who does not report to the workplace during a period of seven or more days: (1) must be tested for COVID-19 within seven days prior to entering to the workplace; and (2) must provide documentation of that test result to their immediate supervisor upon return to the workplace.
 - C. A "COVID-19 test" must be a test for SARS-CoV-2 that is: (1) cleared, approved, or authorized, including in an Emergency Use Authorization (EUA), by the U.S. Food and Drug Administration (FDA) to detect current infection with the SARS-CoV-2 virus (e.g., a viral test); (2) administered in accordance with the authorized instructions; and (3) not both self-administered and self-read.
 - D. If an employee does not provide documentation of a COVID-19 test result as required by this policy, they ~~will be removed from~~ must leave the workplace until they provide a test result.
 - E. Employees are responsible for obtaining the COVID-19 test.
8. To the extent practicable, individuals who are not fully vaccinated should maintain a distance of at least six feet from others at all times, including in offices, conference rooms, and all other communal and workspaces.

9. Employees in need of an exemption from ~~this policy~~ testing and or facemask requirements due to a medical reason, or because of a sincerely held religious belief, practice of observance, must submit a completed request for accommodation form to the Library Director to begin the interactive accommodation process as soon as possible. Accommodations will be granted where they do not cause the library undue hardship or pose a direct threat to the health and safety of employees, patrons, volunteers, and others.
10. The Library Director is responsible for administering and enforcing this policy. Questions about this policy or about health and safety issues that are not addressed in this policy should be addressed to the Library Director.
11. Government and public health guidelines and restrictions, and business and industry best practices regarding COVID-19 and COVID-19 vaccines, are changing rapidly as new information becomes available, and additional vaccines are approved and distributed. The Library Board of Trustees reserves the right to modify this policy at any time in its sole discretion to adapt to changing circumstances and business needs, consistent with its commitment to maintaining a safe and healthy workplace and community facility.
12. Failure to comply with or to enforce this policy may result in discipline, up to and including termination of employment. Further, all employees are required to report their vaccination status and, if vaccinated, provide proof of vaccination. Employees must provide truthful and accurate information about their COVID-19 vaccination status, and, if not fully vaccinated, their testing results. Employees not in compliance with this policy will be subject to discipline.
13. The library prohibits any form of discipline, reprisal, intimidation, or retaliation for requesting an accommodation, or for reporting a violation of this policy or any other health and safety concern.

Approved: ~~June 8, 2020~~

Rochester Hills Public Library Board of Trustees

Other Business



ROCHESTER HILLS
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