

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.

December 12, 2022 – 7 p.m.

Agenda

- I. Call to order of the regular meeting
- II. Public Comments*
- III. Minutes of regular meeting on November 14, 2022
- IV. Treasurer’s Report for November 2022
- V. Monthly bills for November 2022 in the amount of \$384,686.96
- VI. Communications
 - a. Customer Comments
 - b. Auditor engagement and scope letters
 - c. Email response to S.Harras regarding services and programs
 - d. Email to patron inquiring about book banning history at RHPL
 - e. Letter to Nadia Cherup in response to second letter about security policy
 - f. Press Coverage
- VII. Reports
 - a. Library Director
 - b. Statistical Report
- VIII. Committee Updates
 - a. Finance
 - i. FY 2022 RHPL Budget Amendments
 - b. Policy
 - i. Personnel policies bulk review for clerical/clarifying edits
 1. GEN-2 Definitions
 2. GEN-3 Equal Opportunity Employer Policy
 3. GEN-4 Hiring Policy

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

4. WORK-1 Employee Conduct Policy
5. WORK-2 Harassment Policy
6. WORK-3 Accommodation of Disabilities Policy
7. WORK-4 Grievance Policy
8. WORK 6a COVID 19 Safety and Emergency Policy
9. WORK-7 Use of Technology Policy
10. WORK-8 Use of Personal Vehicles Policy
11. PAY-1 Wage and Salary Administration Policy
12. PAY-2 Scheduled Policy
13. PAY-6 Furlough Day Policy
14. PERF-1 Positions and Standards Policy
15. PERF-5 Separation from Service Policy
16. BENA-1 Workers' Compensation Insurance Policy
17. BENR-1 Health Insurance Policy
18. BENR-9 Disability Insurance Policy
19. MISC-1 Personnel Records Policy
20. Acknowledgement of Access and/or Receipt

ii. Other personnel policies for review

1. BENR-11 Long-Term Care Insurance Policy (remove)
2. WORK-11 Employee Use of Social Media Policy (second reading)
3. WORK-12 Drug Free Workplace Policy (first reading)

c. Nominating

- 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**

November 14, 2022

- I. The Board of Trustees of the Rochester Hills Public Library held a regular meeting on Monday, November 14, 2022. The President called the meeting to order at 7:02 pm in the boardroom of the library. The presiding officer was Madge Lawson.

A quorum of the board was present including Bob Bonam, Melinda Deel, Anne Kucher, and Chuck Stouffer. Julianne Reyes joined the meeting at 7:05 pm.

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

No members of the public were present.

- II. Public comments: none

- III. Minutes

- A. On a motion by Ms. Kucher, which Mr. Stouffer, seconded, the board unanimously approved the minutes from October 10, 2022 with no changes.

- IV. Treasurer's Report was reviewed and filed.

- V. Monthly Bills

- A. Monthly bills were reviewed with minor discussion: Mr. Tyler suggested it would be beneficial to document how credit card rewards points are applied as a statement credit. Ms. Morian noted the suggestion and confirmed that policy states that any benefits derived from the use of the credit card becomes the property of the library.
- B. On a motion by Mr. Bonam, which Ms. Deel seconded, the board unanimously approved the monthly bills for October 2022, which totaled \$431,255.74.

- VI. Communications

- A. The board reviewed and filed the communications with minor discussion about the benefits of publicizing the date when registration opens for events at the library.

- VII. Director's Report and Statistical Report

- A. The board reviewed and filed the director's report, statistical report, and the 2022 Michigan Library Association Conference Summary Report.

- VIII. Committee Reports

- A. The Policy Committee met on November 14, 2022 at 6:30pm. They discussed the legal review of the employee handbook. The library's labor attorney reviewed forty-four

existing policies, and suggested changes on twenty-three policies. The majority of corrections were clerical in nature. The labor attorney suggested some additional policies that the Board of Trustees could consider adding, but noted they were not glaring omissions. Ms. Lawson said that the Policy Committee will meet again in December to discuss how to best present this information to the full board.

- B. Finance Committee – no updates
 - C. Nominating Committee – Ms. Lawson appointed Ms. Kucher and Ms. Deel to this committee and charged them with presenting a slate of officers for next year at the December board meeting.
- IX. Other Business
- A. The board reviewed a proposal from the Royal Park Hotel to utilize the library parking lot on peak dates for valet parking. The hotel proposed \$1,000/month in compensation for the use of the lot, noting that Friday and Saturday evenings were their highest demand for valet service. Discussion ensued regarding ongoing issues with hotel guests parking in the library lot without consent, questions of liability and insurance, and the pros and cons of additional signage in the lot. The board directed Ms. Morian pursue a draft of an agreement with the hotel that they can formally consider at a future board meeting.
- X. Board Comments
- A. Mr. Bonam shared that he attended the staff In-Service on Friday, November 11th and spoke in appreciation of the staff on behalf of the library board. Mr. Bonam also expressed a desire to see a program lineup on the community television channel in order to view library events that are televised there. Ms. Deel commented that all program videos are available on the RHPL's YouTube channel. Ms. Morian commented that she would look into this request.
- XI. Questions from the Liaisons
- A. Mr. Tyler stated that the Oakland Township Library Board had a scheduled meeting on Thursday, November 17, 2022. Mr. Tyler anticipated discussing the merits of the OTLB funding a library locker installation (at a location to be determined) in Oakland Township, with the understanding that RHPL would fulfill hold requests via a delivery system.
- XII. The regular meeting adjourned at 8:30 pm.

Chuck Stouffer, Secretary

Treasurer's Report



ROCHESTER HILLS
PUBLIC LIBRARY

ROCHESTER HILLS PUBLIC LIBRARY
Balance Sheet
November 30, 2022

ASSETS

Current Assets

Circ Registers/Coin	\$	2,020.00	
PNC			
Operating - PNC		117,301.43	
Payroll		250.00	
UBS			
Operating - UBS		2,135,653.91	
OTBS		0.00	
Plant		109,673.64	
Roof		424,976.34	
Self-Insurance		7,492.29	
Vanguard		15,612.87	

Total Current Assets			2,812,980.48
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Other Current Assets

Prepaid Expenses		7,835.64	
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Total Other Current Assets			7,835.64
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TOTAL ASSETS			\$ 2,820,816.12
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LIABILITIES AND FUND BALANCE

Current Liabilities

Staff Cash (pop cans)	\$	122.10	
Flexible Spending W/H Payable		1,359.44	
Supplemental Ins W/H Payable		513.81	
Deferred Income - Rochester		89,613.96	
Deferred Income - Oakland Twp		229,446.49	

Total Current Liabilities			321,055.80
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Fund Balance

Prior Years' Balance		1,840,398.81	
Current Year Operations		659,361.51	

Total Fund Balance			2,499,760.32
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TOTAL LIABILITIES & FUND BALANCE			\$ 2,820,816.12
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Rochester Hills Public Library
Budget vs Actual
For the Period January 1, 2022 through November 30, 2022

	Current Month Actual	YTD Actual	YTD Budget	YTD Variance	Annual Budget
Revenues					
Rochester Hills	0	2,941,619	2,902,800	38,819	2,902,800
City of Rochester	0	552,974	518,690	34,284	518,690
Oakland Twp	0	912,447	909,700	2,747	909,700
State Aid	0	148,596	132,500	16,096	132,500
OTBS	0	158,640	158,640	0	158,640
Penal Fines	0	163,476	138,400	25,076	138,400
Fines and Fees	4,596	53,018	56,833	(3,815)	62,000
Interest	2,039	16,063	11,000	5,063	12,000
Gains/Losses	11,105	(48,916)	0	(48,916)	0
Designated Gifts	900	9,530	0	9,530	0
Undesignated Gifts	17,103	26,090	19,173	6,917	38,345
Undesignated Gifts-Friends	170,000	170,000	170,000	0	170,000
Grants	0	2,742	3,667	(925)	4,000
Miscellaneous Revenue	3,767	9,429	7,333	2,096	8,000
Transfer-ReservedOTBS	0	0	9,167	(9,167)	10,000
Transfer-ReservedPlant	0	0	0	0	0
Total Revenues	209,510	5,115,708	5,037,903	77,805	5,065,075
Expenditures					
Payroll	182,525	1,946,395	2,273,701	(327,306)	2,480,400
Employee Benefits	42,669	496,750	632,774	(136,024)	690,300
Books	20,520	283,334	279,582	3,752	305,000
Print Subscriptions	286	17,011	14,208	2,803	15,500
Electronic Materials	16,736	261,278	292,050	(30,772)	318,600
Innovative Items	450	19,443	22,917	(3,474)	25,000
Audiovisual	5,680	73,444	124,575	(51,131)	135,900
Bookmobile Operation	4,605	26,893	23,833	3,060	26,000
OTBS	726	1,972	5,958	(3,986)	6,500
Voice and Data Services	709	12,168	23,833	(11,665)	26,000
Utilities	13,320	154,321	133,833	20,488	146,000
Insurance	491	19,495	17,417	2,078	19,000
Professional/Contract Services	6,506	54,340	72,416	(18,076)	79,000
Supplies	7,182	17,520	26,125	(8,605)	28,500
Promotion and Printing	13,939	53,153	42,717	10,436	46,600
Mileage	970	1,976	4,583	(2,607)	5,000
Postage	418	24,871	23,100	1,771	25,200
Staff Development/Membership	5,265	29,968	32,702	(2,734)	35,675
Programs	650	26,762	48,583	(21,821)	53,000
Facilities Maintenance	17,012	184,947	205,517	(20,570)	224,200
IT Maintenance	1,526	109,311	119,259	(9,948)	130,100
Staff/Volunteer Recognition	150	4,063	7,150	(3,087)	7,800
Gift and Grant Expense	30	15,462	0	15,462	0
Tax Tribunal Refunds	0	0	458	(458)	500
Equipment/Fixed Assets	0	32,428	109,083	(76,655)	119,000
Furnishings	13,875	14,053	10,083	3,970	11,000
Bookmobile	16,625	77,770	0	77,770	0
Capital Improvements	3,498	497,221	37,583	459,638	41,000
Contingency	0	0	91,667	(91,667)	100,000
Total Expenditures	376,363	4,456,349	4,675,707	(219,358)	5,100,775
Revenue Over Expenditures	(166,853)	659,359	362,196	297,163	(35,700)

Monthly Bills



ROCHESTER HILLS
PUBLIC LIBRARY

Payment Information		
Payment Due Date	For online and phone payments, the deadline is 8pm ET.	
Dec 11, 2022		
New Balance	Minimum Payment Due	
\$15,079.90	\$150.00	
<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 32.40%.</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	34 Years	\$45,493
\$592	3 Years	\$21,296
Estimated savings if balance is paid off in about 3 years: \$24,197		
If you would like information about credit counseling services, call 1-888-326-8055.		

Account Summary	
Previous Balance	\$7,506.33
Payments	- \$7,506.33
Other Credits	- \$32.08
Transactions	+ \$15,111.98
Cash Advances	+ \$0.00
Fees Charged	+ \$0.00
Interest Charged	+ \$0.00
New Balance	= \$15,079.90
Credit Limit	\$30,000.00
Available Credit (as of Nov 16, 2022)	\$14,920.10
Cash Advance Credit Limit	\$15,000.00
Available Credit for Cash Advances	\$14,920.10

Rewards Summary	Rewards as of: 11/15/2022	
Rewards Balance	Track and redeem your rewards with our mobile app or on capitalone.com	
\$744.35		
Previous Balance	Earned This Period	Redeemed this period
\$519.91	\$224.44	\$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: **Dec 11, 2022** Account ending in 9289

New Balance	Minimum Payment Due	Amount Enclosed
\$15,079.90	\$150.00	\$ _____

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

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 0000007506330150003

How can I Avoid Paying Interest Charges? If you pay your New Balance in full by the due date **each month**, we will not charge interest on new transactions that post to the purchase balance. If you have been paying in full **without** Interest Charges, but fail to pay your next New Balance in full, we will charge interest on the unpaid balance. Interest Charges on Cash Advances and Special Transfers start on the transaction date. Promotional offers may allow you to pay less than the total New Balance and avoid paying interest on new transactions that post to your purchase balance. See the front of your statement for additional information.

How is the Interest Charge Determined? Interest Charges accrue from the date of the transaction, date the transaction is processed or the first day of the Billing Cycle. Interest accrues daily on every unpaid amount until it is paid in full. Interest accrued during a Billing Cycle posts to your account at the end of the Billing cycle and appears on your next statement. You may owe Interest Charges even if you pay the entire New Balance one month, but did not do so the prior month. Once you start accruing Interest Charges, you generally must pay your New Balance in full two consecutive Billing Cycles before Interest Charges stop being posted to your Statement. Interest Charges are added to the corresponding segment of your account.

Do you assess a Minimum Interest Charge? We may assess a minimum Interest Charge of \$0.00 for each Billing Cycle if your account is subject to an Interest Charge.

How do you Calculate the Interest Charge? We use a method called Average Daily Balance (including new transactions).

1. First, for each segment we take the beginning balance each day and add in new transactions and the periodic Interest Charge on the previous day's balance. Then we subtract any payments and credits for that segment as of that day. The result is the daily balance for each segment. However, if your previous statement balance was zero or a credit amount, new transactions which post to your purchase segment are not added to the daily balance.

2. Next, for each segment, we add the daily balances together and divide the sum by the number of days in the Billing Cycle. The result is the Average Daily Balance for each segment.

3. At the end of each Billing Cycle, we multiply your Average Daily Balance for each segment by the daily periodic rate (APR divided by 365) for that segment, and then we multiply the result by the number of days in the Billing Cycle. We add the Interest Charges for all segments together. The result is your total Interest Charge for the Billing Cycle.

The Average Daily Balance is referred to as the Balance Subject to Interest Rate in the Interest Charge Calculation section of this Statement.

NOTE: Due to rounding or a minimum Interest Charge, this calculation may vary slightly from the Interest Charge actually assessed.

How can I Avoid Membership Fees? If a Renewal Notice is printed on this statement, you may avoid paying an annual membership Fee by contacting Customer Service no later than 45 days after the last day in the Billing Cycle covered by this statement to request that we close your account. To avoid paying a monthly membership Fee, close your account and we will stop assessing your monthly membership Fee.

How can I Close My Account? You can contact Customer Service anytime to request that we close your account.

How do you Process Payments? When you make a payment, you authorize us to initiate an ACH or electronic payment that will be debited from your bank account or other related account. When you provide a check or check information to make a payment, you authorize us to use information from the check to make a one-time ACH or other electronic transfer from your bank account. We may also process it as a check transaction. Funds may be withdrawn from your bank account as soon as the same day we process your payment.

How do you Apply My Payment? We generally apply payments up to your Minimum Payment first to the balance with the lowest APR (including 0% APR), and then to balances with higher APRs. We apply any part of your payment exceeding your Minimum Payment to the balance with the highest APR, and then to balances with lower APRs.

Billing Rights Summary (Does not Apply to Small Business Accounts)

What To Do If You Think You Find A Mistake On Your Statement: If you think there is an error on your statement, write to us at:
P.O. Box 30285, Salt Lake City, UT 84130-0285.

In your letter, give us the following information:

- Account information: Your name and account number.
- Dollar amount: The dollar amount of the suspected error.
- Description of Problem: If you think there is an error on your bill, describe what you believe is wrong and why you believe it is a mistake. You must contact us within 60 days after the error appeared on your statement. You must notify us of any potential errors in writing. You may call us or notify us electronically, but if you do we are not required to investigate any potential errors and you may have to pay the amount in question. We will notify you in writing within 30 days of our receipt of your letter. While we investigate whether or not there has been an error, the following are true:
 - We cannot try to collect the amount in question, or report you as delinquent on that amount. The charge in question may remain on your statement, and we may continue to charge you interest on that amount. But, if we determine that we made a mistake, you will not have to pay the amount in question or any interest or other fees related to that amount.
 - While you do not have to pay the amount in question until we send you a notice about the outcome of our investigation, you are responsible for the remainder of your balance.
 - We can apply any unpaid amount against your credit limit. Within 90 days of our receipt of your letter, we will send you a written notice explaining either that we corrected the error (to appear on your next statement) or the reasons we believe the bill is correct.

Your Rights If You Are Dissatisfied With Your Purchase: If you are dissatisfied with the goods or services that you have purchased with your credit card, and you have tried in good faith to correct the problem with the merchant, you may have the right not to pay the remaining amount due on the purchase. To use this right, the following must be true:

- 1) You must have used your credit card for the purchase. Purchases made with cash advances from an ATM or with a check that accesses your credit card account do not qualify; and
- 2) You must not yet have fully paid for the purchase.

If all of the criteria above are met and you are still dissatisfied with the purchase, contact us in writing at: P.O. Box 30285, Salt Lake City, UT 84130-0285. While we investigate, the same rules apply to the disputed amount as discussed above. After we finish our investigation, we will tell you our decision. At that point, if we think you owe an amount and you do not pay we may report you as delinquent.

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ETC-08 10/01/2020



Pay online at capitalone.com



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
Oct 27	Oct 27	CAPITAL ONE ONLINE PYMTAuthDate 27-Oct	-\$7,506.33

JULIANE MORIAN #9289: Transactions

Trans Date	Post Date	Description	Amount
Oct 18	Oct 19	AMZN Mktp US*HT3MZ3PV2Amzn.com/billWA	\$26.99
Oct 24	Oct 25	PAYPAL *ROCHROTHCHAR402-935-7733CA	\$380.00
Oct 26	Oct 27	PERSONALIZED PAPER STORE800-9211322NM	\$781.02
Oct 28	Oct 29	STAPLES DIRECT800-3333330MA	\$39.11
Nov 1	Nov 2	IN *ROCHESTER ROTARY CLUB248-6019500MI	\$80.00
Nov 2	Nov 2	AMERLIBASSOC ECOMMERCE866-746-7252IL	\$211.00
Nov 2	Nov 2	AMERLIBASSOC ECOMMERCE866-746-7252IL	\$211.00
Nov 2	Nov 2	AMERLIBASSOC ECOMMERCE866-746-7252IL	\$211.00
Nov 2	Nov 2	AMERLIBASSOC ECOMMERCE866-746-7252IL	\$211.00
Nov 2	Nov 2	AMERLIBASSOC ECOMMERCE866-746-7252IL	\$211.00
Nov 2	Nov 3	OAKLAND PRESS888-977-3677MI	\$12.00
Nov 2	Nov 4	FEDEX OFFICE 800000836800-4633339TX	\$77.63
Nov 4	Nov 5	AMZN Mktp US*H02P40S02Amzn.com/billWA	\$7.98
Nov 4	Nov 5	STAPLES DIRECT800-3333330MA	\$67.98
Nov 8	Nov 10	ROCHESTER DDA RETAILROCHESTERMI	\$250.00
Nov 9	Nov 10	FEDEX OFFIC47100004713ROCHESTERMI	\$31.50
Nov 9	Nov 11	FEDEX OFFICE 800000836800-4633339TX	\$64.68
Nov 12	Nov 12	PANERA BREAD #601116 0248-853-7430MI	\$691.81
Nov 13	Nov 14	AMAZON.COM*HB9AZOTX2 AMZNAMZN.COM/BILLWA	\$13.64
Nov 14	Nov 15	ROCHESTER DDAWWW.DOWNTOWNRMI	\$225.00
Nov 15	Nov 16	TST* NOTHING BUNDT CAKESROCHESTER HILMI	\$24.00

JULIANE MORIAN #9289: Total Transactions **\$3,828.34**

ELIZABETH RACZKOWSKI #9004: Payments, Credits and Adjustments

Trans Date	Post Date	Description	Amount
Nov 14	Nov 15	AMZN Mktp USAmzn.com/billWA	-\$25.98

ELIZABETH RACZKOWSKI #9004: Transactions

Trans Date	Post Date	Description	Amount
Oct 26	Oct 27	Amazon.com*H840D3VT2Amzn.com/billWA	\$29.48
Oct 28	Oct 29	AMZN Mktp US*H06BP8EK1Amzn.com/billWA	\$76.98
Nov 4	Nov 5	IN *OPENSPT THEATRE, LLC313-2794801MI	\$154.50

Additional Information on the next page

Transactions (Continued)

Trans Date	Post Date	Description	Amount
Nov 9	Nov 9	AMZN Mktp US*HB3HF1A80Amzn.com/billWA	\$155.66
Nov 14	Nov 15	Spotify USA877-7781161NY	\$15.99
Nov 15	Nov 16	AMZN Mktp US*HI3JV9ZM0Amzn.com/billWA	\$12.00

ELIZABETH RACZKOWSKI #9004: Total Transactions **\$444.61**

ALLISON SARTWELL #6787: Payments, Credits and Adjustments

Trans Date	Post Date	Description	Amount
Oct 26	Oct 27	JOSTENS INC.800-854-7464MN	-\$5.10

ALLISON SARTWELL #6787: Transactions

Trans Date	Post Date	Description	Amount
Oct 21	Oct 24	GFS STORE #0947ROCHESTER HILMI	\$8.49
Oct 26	Oct 26	AMZN Mktp US*H87HL3PF2Amzn.com/billWA	\$35.98
Oct 27	Oct 28	AMAZON.COM*H838J6SB2 AMZNAMZN.COM/BILLWA	\$50.00
Oct 28	Oct 29	TARGET 00003517ROCHESTERMI	\$5.83
Oct 30	Oct 31	AMZN Mktp US*H061X18R1Amzn.com/billWA	\$17.20
Oct 30	Oct 31	AMZN Mktp US*H04TE8I60Amzn.com/billWA	\$33.48
Oct 31	Nov 1	AMAZON.COM*H013C7US1 AMZNAMZN.COM/BILLWA	\$4.17
Nov 14	Nov 15	CITY OF ROCHESTER PARKINGROCHESTERMI	\$4.25

ALLISON SARTWELL #6787: Total Transactions **\$159.40**

DEREK BROWN #8061: Payments, Credits and Adjustments

Trans Date	Post Date	Description	Amount
Oct 23	Oct 25	ROCHESTER HILLS PUBLIC LIROCHESTERMI	-\$1.00

DEREK BROWN #8061: Transactions

Trans Date	Post Date	Description	Amount
Oct 18	Oct 19	AMZN Mktp US*HT9HK2W61Amzn.com/billWA	\$232.06
Oct 18	Oct 19	SOCKETLABS484-418-1285PA	\$63.96
Oct 19	Oct 19	AMZN Mktp US*HT23J1X52Amzn.com/billWA	\$37.49
Oct 19	Oct 20	ADOBE *800-833-6687ADOBE.LY/ENUSCA	\$381.47
Oct 20	Oct 21	USPS STAMPS ENDICIA888-434-0055DC	\$200.00
Oct 23	Oct 25	ROCHESTER HILLS PUBLIC LIROCHESTERMI	\$1.00
Oct 26	Oct 27	LOWES #00907*866-483-7521NC	\$290.44
Oct 27	Oct 28	BUILD.COM800-375-3403CA	\$3,497.88
Oct 28	Oct 29	TOKEN2 SARL VERSOIXVERSOIX	\$2,050.94
Nov 1	Nov 1	AMZN Mktp US*H06RV4751Amzn.com/billWA	\$330.31
Nov 1	Nov 2	AMZN Mktp US*H08JH7RT1Amzn.com/billWA	\$46.92

Additional Information on the next page

Transactions (Continued)

Trans Date	Post Date	Description	Amount
Nov 1	Nov 2	AMZN Mktp US*H07R01RL1Amzn.com/billWA	\$249.00
Nov 2	Nov 3	AMZN Mktp US*H23GV74N1Amzn.com/billWA	\$24.99
Nov 2	Nov 3	STAMPS.COM855-608-2677CA	\$17.99
Nov 3	Nov 4	FS *appnitro877-3278914CA	\$49.00
Nov 4	Nov 7	ENVISION WARE678-5845911GA	\$2,280.00
Nov 5	Nov 7	USPS STAMPS ENDICIA888-434-0055DC	\$200.00
DEREK BROWN #8061: Total Transactions			\$9,953.45

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
Oct 20	Oct 21	BP#6896120TOMA & SONS ENROCHESTERMI	\$77.06
Oct 24	Oct 26	MEIJER # 057877-363-4537MI	\$95.37
Nov 15	Nov 16	Amazon.com*HI7VQ0ZZ0Amzn.com/billWA	\$124.95

MARY DAVIS #9241: Total Transactions			\$297.38
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CAMILLE WESTMORE #4614: Payments, Credits and Adjustments

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

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

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

Trans Date	Post Date	Description	Amount
Oct 25	Oct 26	AMZN Mktp US*H896V0IQ1Amzn.com/billWA	\$123.76
Oct 25	Oct 26	AMZN Mktp US*H85YM3I31Amzn.com/billWA	\$49.96
Oct 26	Oct 27	AMZN Mktp US*H08KO70H0Amzn.com/billWA	\$207.09
Oct 27	Oct 28	AMZN Mktp US*H06QI4NF1Amzn.com/billWA	\$47.99

STEVEN CLEMENT #7892: Total Transactions			\$428.80
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Total Transactions for This Period			\$15,111.98
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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	23.99% P	\$0.00	\$0.00
Cash Advances	25.99% P	\$0.00	\$0.00
<p>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.</p>			
Code next to your APR(s)	How do we calculate your APR(s)?	When your APR(s) will change	
P	Prime Rate + margin	The first day of the Billing Cycles that end in Jan., April, July and Oct.	
L	3 month LIBOR + margin		
D	Prime Rate + margin	The first day of each Billing Cycle	
F	1 month LIBOR + margin		

ROCHESTER HILLS PUBLIC LIBRARY
Cash Disbursements Journal
For the Period From Nov 1, 2022 to Nov 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
11/9/22	49138	6100-40 1121-00	Other - Staff Develop Operating - PNC	Invoice: 11112022 AMY METZ	125.00	125.00
11/14/22	49139	8004-00 1121-00	Bookmobile Operating - PNC	Invoice: 1-37147 DEPOSIT NATIONAL LADDER & SCAFFOLD CO.	16,624.94	16,624.94
11/15/22	49140	5301-10 5301-50 5301-10 5301-50 5301-10 5301-50 1121-00	Adult Books Materials Processing Adult Books Materials Processing Adult Books Materials Processing Operating - PNC	ACT #C019265 PROCESSING ACT #L410629 PROCESSING ACT #L424469 PROCESSING THE BAKER & TAYLOR COMPANY	122.41 0.79 452.33 22.91 4,537.55 345.56	5,481.55
11/15/22	49141	5301-30 5301-30 5301-50 5301-30 5301-50 5301-30 5301-50 1121-00	Outreach Books Outreach Books Materials Processing Outreach Books Materials Processing Outreach Books Materials Processing Operating - PNC	ACT #L449673 ACT #L534941 PROCESSING ACT #L395513 PROCESSING ACT #L449672 PROCESSING THE BAKER & TAYLOR COMPANY	44.98 19.78 2.88 1,189.72 58.34 10.25 0.79	1,326.74
11/15/22	49142	5301-20 5301-50 5301-20 5301-50 1121-00	Youth Books Materials Processing Youth Books Materials Processing Operating - PNC	ACT #L554618 PROCESSING ACT #L449675 PROCESSING THE BAKER & TAYLOR COMPANY	3,043.82 157.45 346.16 54.16	3,601.59
11/15/22	49143	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	1,064.48 29.23 745.82 343.40 98.20 18.50 527.81 100.85	2,928.29

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

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Date	Check #	Account ID	Account Descriptio	Line Description	Debit Amount	Credit Amount
11/15/22	49144	5306-30	Outreach DVDs	CUSTOMER #2000005836-DVD	114.69	
		5303-30	Outreach Audio & Vid	CUSTOMER #2000005836-AUDIO	99.71	
		5301-50 1121-00	Materials Processing Operating - PNC	PROCESSING MIDWEST TAPE	35.20	249.60
11/15/22	49145	5306-20	Youth DVDs/Videos	CUSTOMER #2000005837-DVD	505.81	
		5303-20	Youth Audio	CUSTOMER #2000005837-AUDIO	21.99	
		5303-21	Youth Music	CUSTOMER #2000005837-MUSIC	8.24	
		5301-50 1121-00	Materials Processing Operating - PNC	PROCESSING MIDWEST TAPE	322.85	858.89
11/15/22	49146	6401-00 1121-00	Service Contracts Operating - PNC	Invoice: 41749 AQUARIUM DESIGN & MAINTENANCE	320.00	320.00
11/15/22	49147	5306-82 1121-00	Oakland Talking Boo Operating - PNC	Invoice: 616338674 CENTURY LINK	0.77	0.77
11/15/22	49148	6401-00 1121-00	Service Contracts Operating - PNC	Invoice: 4135753346 CINTAS CORPORATION #354	164.80	164.80
11/15/22	49149	7001-01	Misc. Reimbursable	Invoice: 111322 ORTIZ	100.00	
		7001-01 1121-00	Misc. Reimbursable Operating - PNC	Invoice: SANTOS THE COMMUNITY FOUNDATION OF GREATER ROC	100.00	200.00
11/15/22	49150	5301-30 1121-00	Outreach Books Operating - PNC	Invoice: 7209456 DEMCO INC	133.50	133.50
11/15/22	49151	1144-00 1121-00	Prepaid Expenses Operating - PNC	Invoice: 2023-030 FARMINGTON COMMUNITY LIBRARY	7,456.14	7,456.14
11/15/22	49152	5301-30	Outreach Books	Invoice: 79256367	151.16	
		5301-30	Outreach Books	Invoice: 79546110	211.14	
		5301-30	Outreach Books	Invoice: 79576347	74.40	
		1121-00	Operating - PNC	GALE/CENGAGE LEARNING		436.70

ROCHESTER HILLS PUBLIC LIBRARY
Cash Disbursements Journal
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Date	Check #	Account ID	Account Descriptio	Line Description	Debit Amount	Credit Amount
				LEARNING		
11/15/22	49153	5930-00	General Printing	Invoice: 1979	675.00	
		5930-00	General Printing	Invoice: 1980	310.00	
		5930-00	General Printing	Invoice: 1980	450.00	
		5930-00	General Printing	Invoice: 1982	47.00	
		1121-00	Operating - PNC	JM DESIGN & PRINTING SERVICES LLC		1,482.00
11/15/22	49154	5302-13 1121-00	Electronic Materials Operating - PNC	Invoice: 321428-PPU KANOPY INC.	532.95	532.95
11/15/22	49155	6506-00 1121-00	Software Support/Mai Operating - PNC	Invoice: INV2464545189551 KASEYA US, LLC	108.90	108.90
11/15/22	49156	5950-00 1121-00	Promotion Operating - PNC	Invoice: 30363 MAILTEK, INC.	1,229.68	1,229.68
11/15/22	49157	5301-50 1121-00	Materials Processing Operating - PNC	Invoice: 151134 METCOM	229.02	229.02
11/15/22	49158	6406-00 1121-00	HVAC Maintenance Operating - PNC	Invoice: BLR473641 MICH DEPT OF LIC & REG AFFAIRS	250.00	250.00
11/15/22	49159	6501-00 1121-00	Copier Contract/Main Operating - PNC	Invoice: IN4003225 MICHIGAN OFFICE SOLUTIONS	288.58	288.58
11/15/22	49160	5302-13 1121-00	Electronic Materials Operating - PNC	Invoice: 502901662 MIDWEST TAPE	7,962.56	7,962.56
11/15/22	49161	6100-60 1121-00	Workshops/Conferen Operating - PNC	Invoice: 13663 MICHIGAN LIBRARY ASSOCIATION	1,595.00	1,595.00
11/15/22	49162	5302-13 5302-13 5302-13 1121-00	Electronic Materials Electronic Materials Electronic Materials Operating - PNC	Invoice: 721MA22395219 Invoice: 721SA22398018 Invoice: 721SV22396886 OVERDRIVE INC	4,269.64 2,398.81 5.98	6,674.43
11/15/22	49163	5306-80 1121-00	Bookmobile Operatio Operating - PNC	Invoice: 110422 CITY OF ROCHESTER HILLS	4,527.71	4,527.71

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

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Date	Check #	Account ID	Account Descriptio	Line Description	Debit Amount	Credit Amount
				ROCHESTER HILLS DPS		
11/15/22	49164	6402-10	Maintenance Supplie	Invoice: 40571	530.00	
		6401-00	Service Contracts	Invoice: 40656	8,190.00	
		6401-00	Service Contracts	Invoice: 40656	333.00	
		1121-00	Operating - PNC	SABER BUILDING SERVICES INC.		9,053.00
11/15/22	49165	6401-00	Service Contracts	Invoice: 999999999	198.62	
		1121-00	Operating - PNC	SHRED-IT, C/O STERICYCLE INC.		198.62
11/15/22	49166	5701-30	Collection Agency	Invoice: 6105531	246.25	
		5701-30	Collection Agency	Invoice: 6105540	48.75	
		5701-30	Collection Agency	Invoice: 6106522	265.95	
		5701-30	Collection Agency	Invoice: 6106530	42.25	
		1121-00	Operating - PNC	UNIQUE MANAGEMENT SERVICES INC		603.20
11/15/22	49167	5302-00	Periodical/PrintSubs	Invoice: UT3753568 22/23	398.48	
		1121-00	Operating - PNC	USA TODAY		398.48
11/15/22	49168	5401-00	Basic Phone	Invoice: 9919267535	292.37	
		1121-00	Operating - PNC	VERIZON WIRELESS		292.37
11/15/22	49169	6401-00	Service Contracts	Invoice: 110122	1,585.00	
		1121-00	Operating - PNC	WHITE BIRCH LANDSCAPE		1,585.00
11/30/22	49170	5301-10	Adult Books	ACT #C019265	478.66	
		5301-10	Adult Books	ACT #L410629	364.83	
		5301-50	Materials Processing	PROCESSING	18.96	
		5301-10	Adult Books	ACT #L424469	2,221.83	
		5301-50	Materials Processing	PROCESSING	184.17	
		1121-00	Operating - PNC	THE BAKER & TAYLOR COMPANY		3,268.45
11/30/22	49171	5301-30	Outreach Books	ACT #L449673	13.82	
		5301-50	Materials Processing	PROCESSING	2.88	
		5301-30	Outreach Books	ACT #L534941	11.99	
		5301-50	Materials Processing	PROCESSING	2.09	
		5301-30	Outreach Books	ACT #L395513	438.82	
		5301-50	Materials Processing	PROCESSING	27.17	
		5301-30	Outreach Books	ACT #L449672	10.23	

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

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Date	Check #	Account ID	Account Descriptio	Line Description	Debit Amount	Credit Amount
		5301-50 1121-00	Materials Processing Operating - PNC	PROCESSING THE BAKER & TAYLOR COMPANY	0.79	507.79
11/30/22	49172	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	1,242.18 66.54 47.49	1,356.21
11/30/22	49173	5306-10 5303-11 5303-10 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 Operating - PNC	CUSTOMER #2000005835-DVD CUSTOMER #2000005835-MUSIC CUSTOMER #2000005835-AUDIO PROCESSING CUSTOMER #2000005843-DVD PROCESSING CUSTOMER #200014883-DVD PROCESSING MIDWEST TAPE	228.61 72.69 154.96 77.60 74.96 14.80 101.96 26.45	752.03
11/30/22	49174	5306-30 5303-30 5301-50 5306-30 1121-00	Outreach DVDs Outreach Audio & Vid Materials Processing Outreach DVDs Operating - PNC	CUSTOMER #2000005836-DVD CUSTOMER #2000005836-AUDIO PROCESSING CUSTOMER #2000005839-DVD MIDWEST TAPE	67.47 47.48 15.75 89.96	220.66
11/30/22	49175	5306-20 5301-50 1121-00	Youth DVDs/Videos Materials Processing Operating - PNC	CUSTOMER #2000005837-DVD PROCESSING MIDWEST TAPE	221.13 46.15	267.28
11/30/22	49176	5602-00 1121-00	Building/Contents Operating - PNC	Invoice: 95-843865-03 112922 AUTO-OWNERS INSURANCE	549.83	549.83
11/30/22	49177	5301-30 5301-30 5301-30	Outreach Books Outreach Books Outreach Books	Invoice: 1968251 Invoice: 1968748 Invoice: 1971102	70.11 291.24 242.10	

ROCHESTER HILLS PUBLIC LIBRARY
Cash Disbursements Journal
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Date	Check #	Account ID	Account Descriptio	Line Description	Debit Amount	Credit Amount
		1121-00	Operating - PNC	CENTER POINT LARGE PRINT		603.45
11/30/22	49178	6401-00 1121-00	Service Contracts Operating - PNC	Invoice: 12504141 CERTASITE, LLC	408.19	408.19
11/30/22	49179	7001-01 7001-01 1121-00	Misc. Reimbursable Misc. Reimbursable Operating - PNC	Invoice: RAJ 11/26/22 Invoice: 112822 GOVIL THE COMMUNITY FOUNDATION OF GREATER ROC	25.00 100.00	125.00
11/30/22	49180	5502-00 1121-00	Gas Operating - PNC	Invoice: 111522 CONSUMERS ENERGY	1,821.08	1,821.08
11/30/22	49181	5202-40 1121-00	Other Dental Operating - PNC	Invoice: RIS0004541979 DELTA DENTAL PLAN OF MICHIGAN	1,526.82	1,526.82
11/30/22	49182	5503-00 1121-00	Electric Operating - PNC	Invoice: 112122 DTE ENERGY	11,499.01	11,499.01
11/30/22	49183	5703-00 5703-00 5703-00 1121-00	Legal Legal Legal Operating - PNC	Invoice: 3470799 Invoice: 3481781 Invoice: 3487474 DYKEMA	1,610.00 1,932.00 460.00	4,002.00
11/30/22	49184	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 Operating - PNC	Invoice: 79607339 Invoice: 79621725 Invoice: 79627818 Invoice: 79628274 Invoice: 79632358 Invoice: 79638212 Invoice: 79642757 GALE/CENGAGE LEARNING	52.78 49.58 389.49 103.96 1,043.72 28.79 28.79	1,697.11
11/30/22	49185	6401-00 1121-00	Service Contracts Operating - PNC	Invoice: 58247919 GREEN FOR LIFE ENVIRONMENTAL	311.22	311.22
11/30/22	49186	5201-40 1121-00	Other Medical Operating - PNC	Invoice: 100008774821 HEALTH ALLIANCE PLAN	18,786.45	18,786.45

ROCHESTER HILLS PUBLIC LIBRARY
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Date	Check #	Account ID	Account Descriptio	Line Description	Debit Amount	Credit Amount
				PLAN		
11/30/22	49187	5201-40	Other Medical	Invoice: 100008775946	2,108.55	
		1121-00	Operating - PNC	ALLIANCE HEALTH AND LIFE		2,108.55
11/30/22	49188	5306-82	Oakland Talking Boo	Invoice: 1964	295.00	
		5910-00	Newsletter	Invoice: 1983	11,226.64	
		5306-82	Oakland Talking Boo	Invoice: 1984	430.00	
		1121-00	Operating - PNC	JM DESIGN & PRINTING SERVICES LLC		11,951.64
11/30/22	49189	8001-01	Furnishings	Invoice: 4723	13,875.00	
		1121-00	Operating - PNC	KAZAK BUILDING COMPANY, INC.		13,875.00
11/30/22	49190	5401-00	Basic Phone	Invoice: 32978282	172.86	
		1121-00	Operating - PNC	LINGO COMMUNICATIONS		172.86
11/30/22	49191	6200-20	Youth Programs	Invoice: 121322	75.00	
		1121-00	Operating - PNC	MARIA MICELI		75.00
11/30/22	49192	5302-13	Electronic Materials	Invoice: 721SA22416277	1,566.39	
		1121-00	Operating - PNC	OVERDRIVE INC		1,566.39
11/30/22	49193	6403-00	Misc Repairs	Invoice: 47869LT22	4,002.00	
		1121-00	Operating - PNC	ROCHESTER PLUMBING & HEATING		4,002.00
11/30/22	49194	5401-00	Basic Phone	Invoice: 259744	220.80	
		1121-00	Operating - PNC	TELNET WORLDWIDE		220.80
11/30/22	49195	6506-00	Software Support/Mai	Invoice: 164086168-0	1,014.74	
		1121-00	Operating - PNC	TPX COMMUNICATIONS		1,014.74
11/30/22	49196	2168-00	Supplemental Ins W/	Invoice: 112122	42.51	
		1121-00	Operating - PNC	UNUM LIFE INSURANCE - SUPP		42.51
11/30/22	49197	5206-40	Other LTD Insurance	Invoice: 112122	435.26	
		1121-00	Operating - PNC	UNUM LIFE INSURANCE CO OF		435.26

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Date	Check #	Account ID	Account Descriptio	Line Description	Debit Amount	Credit Amount
				INSURANCE CO OF AMERICA		
11/30/22	49198	5207-30 1121-00	Vision Insurance Operating - PNC	Invoice: 816532968 VISION SERVICE PLAN	234.24	234.24
11/30/22	EFTAZ113022	5301-10 5301-20 5301-30 5306-13 5303-50 5301-50 5940-00 1121-00	Adult Books Youth Books Outreach Books Teen & Adult Video G Innovative Items Materials Processing 3D Printing/Makerspa Operating - PNC		469.64 206.91 91.24 1,358.03 450.44 60.88 67.91	2,705.05
				AMAZON		
11/29/22	EFTVISA1129	6402-10 6200-20 5805-00 6506-00 5940-00 6100-50 5306-80 5807-00 6200-10 6402-00 5402-00 5802-00 5809-00 6200-30 5801-00 8002-00 6100-40 5808-00 1144-00 7009-70 5301-30 1121-00	Maintenance Supplie Youth Programs IT Supplies Software Support/Mai 3D Printing/Makerspa Professional Member Bookmobile Operatio Office Supplies Adult Programs Cleaning Supplies Postage/Shipping Circulation Supplies Marketing Supplies Outreach Programs Copier Toner Capital Improvement Other - Staff Develop Board Room Supplie Prepaid Expenses Staff Recognition Outreach Books Operating - PNC	DOOR SMARTLOCKS IN SERVICE DAY CAPITAL ONE BK(USA), NA	621.29 264.13 4,777.49 112.96 421.62 1,135.00 77.06 1,530.32 114.15 97.95 417.99 52.75 96.18 173.00 143.91 3,497.88 699.79 91.98 379.50 250.00 124.95	15,079.90
Total					178,106.53	178,106.53

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

Checks & EFT's - Operating Account			178,106.53
Net Payroll - Direct Deposit			141,479.65
Employee Benefit EFTs and Misc Debits -			
Payroll Taxes		46,393.37	
Employee FSA Debits - Wage Works		387.10	
Employer Pension Contributions - MERS		8,093.48	
Employee Deferred Contributions		8,325.48	
Bank/Merchant Fees		285.91	
ADP & WageWorks Fees		1,615.44	
NSF Checks		-	
		TOTAL	65,100.78
			\$ 384,686.96

Communications



ROCHESTER HILLS
PUBLIC LIBRARY



BELLE ISLE PRESENTATION:

I HAVE A HEARING IMPAIRMENT AND RELY ON LIP READING AND CLOSE CAPTIONING FOR MY PARTICIPATION. THE PRESENTER WAS WEARING A MASK, I SUSPECT THERE IS TECHNOLOGY AVAILABLE TO PROJECT C.C. OF AN AUDIO PRESENTATION. IT WOULD HELP ME AND OTHERS IF R.H.P.L. WOULD FACILITATE THAT.

(Optional) Name: [REDACTED]

Contact #:

Email: [REDACTED]

For staff use only:

Thank you for filling out a comment card after the last night's presentation of "Our Island Jewel: Detroit's Belle Isle Park." The technology is certainly available to help project closed captioning on a screen during live presentations. However, RHPL does not have this technology, and purchasing it would be costly and out of budget for the library. Library staff will evaluate the current audio system in the multipurpose room and research options for providing hearing impairment/assistive listening aids to patrons in the future.

Thank you for your suggestions.



ROCHESTER HILLS
PUBLIC LIBRARY

500 Olde Towne Road
Rochester, Michigan 48307-2043

Comment Card

Date Nov. 28. 2022

Kim and Wendy are so helpful and knowledgeable. They make such personal connections & remember my boys names. for almost a decade! I don't know how they find the time to read so many books! We ♥ our librarians!

Optional: Name

Contact No.



ROCHESTER HILLS
PUBLIC LIBRARY

500 Olde Towne Road
Rochester, Michigan 48307-2043

Comment Card

Date 12/5/22

2nd floor helper Cameron

For an over 70 patron, he gave me immense time & patience, & when someone else needed help & I said go ahead & help them, I can wait, he immediately returned to my aid.

Optional: Name

Contact No.



Marvin The Martian

Local Guide · 111 reviews



★★★★★ 32 minutes ago **NEW**

Always have a computer to use. Open for visitors. I had to fill out an application for Meijer on their computer. My phone wouldn't allow me to do it.

 Like

Response from the owner just now

Thank you for your five-star review, Patrick! We're glad to provide computers and we're glad to be of assistance.

Google Review, 11/14/22

December 7, 2022

Juliane Morian, Library Director
Board of Trustees
Rochester Hills Public Library

We are pleased to confirm our understanding of the public accounting services performed by Andrews Hooper Pavlik PLC (AHP) as your CPA, which we are to provide for Rochester Hills Public Library (Library) for the year ended December 31, 2022. In order to better understand each party's obligations, the terms "we," "us," and "our" will identify the firm of AHP. The terms "entity," "you," "your," and "client" will apply to management and those charged with governance of Rochester Hills Public Library. This engagement letter and addendum embody the entire agreement regarding the services to be rendered by our firm to Rochester Hills Public Library.

We will audit the Governmental Fund Balance Sheet/Statement of Net Position of Rochester Hills Public Library as of December 31, 2022, and the related Statements of General Fund Revenues, Expenditures, and Changes in Fund Balance/Statement of Activities for the year then ended and the disclosures. Services will be performed in accordance with the Professional Standards promulgated by the American Institute of Certified Public Accountants.

- 1) Accounting standards generally accepted in the United States provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the financial statements. Such information, although not a part of the financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Rochester Hills Public Library's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the financial statements, and other knowledge we obtained during our audit of the financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by accounting principles generally accepted in the United States of America and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion and Analysis
2. Budgetary Comparison Schedule

Objectives and Audit Scope

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditors' report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America (U.S. GAAP). Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with auditing standards generally accepted in the United States of America (GAAS) will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

We will conduct our audit in accordance with GAAS and will include tests of your accounting records and other procedures we consider necessary to enable us to express such an opinion. As part of an audit in accordance with GAAS, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the Library or to acts by management or employees acting on behalf of the Library.

Audit Procedures

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts. These procedures may, for example, include tests of the physical existence of inventories and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected customers, creditors, legal counsel, and financial institutions. Since we may determine such procedures are not appropriate under the circumstances, alternative procedures may be required. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with GAAS. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the

appropriate level of management of any violations of laws or government regulations that come to our attention, unless clearly inconsequential.

We have advised you of the limitations of our audit regarding the detection of fraud and the possible effect on the financial statements (including misappropriation of cash or other assets). At this time, you have not engaged us to perform extended procedures specifically designed to detect fraud.

Our responsibility as auditors is for the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will obtain an understanding of the entity and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audit, we will communicate to you and those charged with governance internal control related matters that are required to be communicated under professional standards.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Library's ability to continue as a going concern for a reasonable period of time.

Reporting

We will issue a written report upon completion of our audit of the Rochester Hills Public Library's financial statements. Our report will be addressed to the Board of Trustees of the Rochester Hills Public Library. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinion, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditors' report, or if necessary, withdraw from this engagement. If our opinion is other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion, we may decline to express an opinion or withdraw from this engagement.

Financial Statement Materiality

In an audit of financial statements, the auditor's judgment as to matters that are material to users of financial statements is based on consideration of the needs of users as a group; the auditor does not consider the possible effect of misstatements on specific individual users, whose needs may vary widely. Misstatements, whether resulting from errors or irregularities, are considered to be material only if their magnitude, individually or in aggregate with others, are such that a user group relying on the presentation of your financial statements would be influenced by their inclusion or omission. Judgments about materiality are made in light of surrounding

circumstances, and involve both qualitative and quantitative consideration. Materiality is applied on an annual basis. Materiality is a concept that applies to the engagement and client overall.

Client Responsibilities

We understand that you will provide us with the basic information required for our audit and that you are responsible for the accuracy and completeness of that information.

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, and maintaining internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with accounting principles generally accepted in the United States of America. You are also responsible for making drafts of financial statements, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the Entity from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Management is responsible for adjusting the financial statements to correct material misstatements and confirming to us in the representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the Entity involving (a) management, (b) employees who have significant roles in internal control, and (c) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the entity received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws and regulations. You are responsible for the preparation of the supplementary information in conformity with U.S. GAAP. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon.

We will provide copies of our reports to the entity; however, management is responsible for distribution of the reports and the financial statements, except that we will provide copies of our reports to the State of Michigan as part of filing the Library's Auditing Procedures Report. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

Your staff will prepare and supply all supporting documentation to the financial statements prior to February 6, 2023, the expected commencement date of our fieldwork. Your supporting documentation will include all items on the coordination schedule and any other schedules we deem necessary. These records remain your property and will be returned to you at the completion of our engagement. It is your responsibility to maintain and preserve these records. Your records are provided to us only as needed to complete our engagement. We understand that your employees will type all confirmations we request and will locate any documents selected by us for testing.

AHP Responsibilities

We are responsible for forming and expressing an opinion about whether the financial statements that have been prepared by management with the oversight of those charged with governance are presented fairly, in all material respects, in conformity with U.S. GAAP.

Greg Soule will lead the team assigned to service your account and will serve as the primary contact with client for our services. We will provide services as requested by your representative, Juliane Morian. Client authorizes us to accept instruction from your representative and we may rely upon the instructions we receive as being the instruction of client. Customer satisfaction is an important aspect of our service. If, during the course of the engagement, you would like to discuss our service with us or wish to change or expand the services we have agreed to perform, you agree to contact Greg Soule at this office, who is the executive in charge of your engagement.

Timing of Fieldwork

We expect to begin the fieldwork for this engagement on or about February 6, 2023. Our scheduling is based on your completion of the year-end closing and/or adjusting process prior to our arrival to begin the fieldwork. Efficient use of our staff benefits both client and our firm, which allows for timely completion of our work. Delays in rendering services may occur due to staff availability or if your closing and adjusting process is delayed. We will work with you to coordinate completion of our work, realizing that any such delays will also delay completion of our work and the delivery of our work product. Our services will be concluded upon delivery to you of our report on your financial statements for the year ending December 31, 2022.

Accounting (Nonattest) Services

As part of this engagement, we will perform the following accounting services:

We will assist the Library in preparing the December 31, 2022 financial statements and assist with certain closing entries based on information provided to us, and in filing the Auditing Procedures Report with the State of Michigan.

As you are aware, we have not been engaged to prepare any tax returns.

Fee Summary

We estimate that our fees for these services will be \$14,400 for the Library's financial statement audit and assistance in preparing the financial statements specifically mentioned above. This fee includes expenses. This fee is based upon the complexity of the work to be performed and our professional time to complete the work. Additionally, this fee is dependent on the availability,

quality, and completeness of your records. You agree that your staff will deliver all records requested by our staff to complete this engagement on a timely basis and will submit a trial balance and depreciation schedules for client no later than February 6, 2023. In the event your records are not submitted timely, are incomplete or unusable, or if we have to reschedule the timing of our procedures due to you not being ready for us to start the audit, we reserve the right to charge additional fees and expenses for services required to correct the problem. If significant additional time is necessary, we will discuss the related circumstances with management and arrive at a new fee estimate, which may or may not occur before we incur the additional time.

Many financial institutions are outsourcing the confirmation process to a third-party service provider. These service providers are charging to respond to these confirmation requests; therefore, all costs incurred related to these confirmation requests will be billed in addition to the above fees.

The above fees do not include any taxes or charges that could be assessed on the fees by a governmental agency. If at any time, a sales tax or similar charge is assessed on the above fees, we will add those to our fees and you will be responsible for the payment of those taxes or charges.

Progress invoices will be issued and are payable on presentation.

In the event that payment is not received when due, you will be assessed service charges of 1¼% per month, or such lesser percentage if this exceeds the amount allowed by law, on the unpaid balance. We reserve the right to suspend or terminate our work due to nonpayment. In the event that our work is suspended or terminated as a result of nonpayment, you agree that we will not be responsible for your failure to meet government and other filing deadlines or for penalties or interest that may be assessed against you resulting from your failure to meet said deadlines. If we elect to terminate our services for nonpayment, you will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenses through the date of termination.

Limitation of Liability

Parties to this engagement have agreed that, in recognition of the relative risks and benefits of the engagement to both parties, the risks have been allocated such that you agree to limit the liability of our firm to you for any and all claims, losses, costs, damages, or claims expenses from any cause or causes, including attorney's fees and all costs of litigation, so that the total aggregate liability of our firm to you shall not exceed three (3) times our firm's total fee related to the specific service where the alleged liability occurred. It is intended that this limitation apply to any and all liability or cause of action, however alleged or arising, unless otherwise prohibited by law.

Further, because of the difficulties inherent in recalling communications and preserving all relevant information, you further agree that, notwithstanding the applicable period of limitations for bringing a lawsuit based upon services performed under this engagement, any such lawsuit, except actions brought by us to enforce payment of our invoices, must be brought within 12 months from the date of the completion of the services giving rise to such claim, unless you, within this same 12 month period provide us with a written notice of the specific defect in our services that forms the basis of the claim.

In the event that we become obligated to pay any penalties, assessments, judgments, or similar awards related to, arising out of, or resulting from inaccurate or incomplete information that you provided us in the course of the engagement, you agree to pay, indemnify, defend, and hold us harmless against all such obligations and costs.

* * *

This agreement is effective as of the date of this letter. This letter includes the terms in the addendum to engagement letter. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us. You should also keep a copy for your records. If one or more of the provisions in this agreement shall be determined to be illegal, invalid, or unenforceable, such provision shall be modified to the extent necessary to be legal, valid, and enforceable, or if not capable of being modified, shall be severed while the remaining provisions will continue in full force and effect.

We appreciate the opportunity to be of service to Rochester Hills Public Library and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know.

Sincerely,

Andrews Hooper Pavlik PLC

Acknowledged:

Rochester Hills Public Library

Juliane Morian, Library Director

Addendum to Engagement Letter

General Provisions

Ownership of Records

At the conclusion of this engagement, we will return, at no charge, all Client-provided records you supplied to us. These are your records provided to us by you to perform our services. These records are the primary records for your operations and comprise the backup and support for your financial reports and tax returns. It is your responsibility to retain and protect your records for possible future use, including potential examination by any governmental or regulatory agency.

AHP-prepared records are accounting or other records that we were not specifically engaged to prepare, that are not in your books and records or available to you, which result in your financial information being incomplete. Examples include adjusting, closing, combining, or consolidating journal entries (including computations supporting such entries) and supporting schedules and documents proposed by us as part of our engagements. AHP-prepared records relating to a completed and issued work product will be provided to you at your request provided the fees associated with preparing these records have been paid in full. If these fees have not been paid in full, we can hold these records until the fees are fully paid, regardless of the due dates of such items.

AHP's work products are deliverables as set forth in the terms of this engagement letter, such as tax returns or reports. We will provide our work product to you at your request, except it may be withheld for the following:

- Fees have not been paid in full related to the work product;
- The work product is incomplete;
- For purposes of complying with professional standards; and/or
- There is threatened or outstanding litigation concerning the engagement of our work.

Until the above requirements are met, we can hold on to the work product and not provide it to you.

AHP workpapers include, but are not limited to, audit programs, analytical review schedules, statistical sampling results, analyses, schedules prepared by the Client at our request, and any other schedules not meeting the definition of Client-provided records, AHP-prepared records, or AHP's work product discussed above. These are our records and we are under no obligation to provide these records to you.

We reserve the right to charge a reasonable fee for the time and expense incurred to retrieve and copy any of the above records or work product and require that this fee be paid in advance. We may provide these records or work product in any format usable by you, and make and retain copies of any records or work product retained by or provided to you. We are not required to convert records to an electronic format or a different type of electronic format. However, we will provide these records in the format you requested if they are available in such format and within our custody and control.

All the records discussed above and held by us are not a substitute for your own records. Our firm destroys the records discussed above in accordance with the firm's record retention policy, generally four to seven years. Audit documentation will be retained for seven years after the conclusion of the audit. After this time these items will no longer be available. Catastrophic events or physical deterioration may result in our firm's records being unavailable.

Fee Estimates

Unless otherwise noted in the Engagement Letter or Addendum, the fee estimates should not be construed as or deemed to be a minimum or maximum fee quotation. Although we believe the suggested fees are accurate, our actual fees may vary from the estimates.

Hiring of AHP Employees

During the course of the performance of our services, AHP employees will be present at your place of business to provide on-site services and will become familiar with your business, operations, and personnel. You acknowledge that AHP employees are highly trained, constitute a valuable asset to AHP, and play an important role in AHP's

ongoing business. Therefore, during the term of this Agreement and for a period of one (1) year after the latter of (a) the termination of this Agreement or (b) the date when the last AHP employee has stopped performing services for you, you agree to pay to AHP the sum of 25% of the employee's total annual compensation anticipated in their first year of employment with you, if you directly or indirectly, for yourself or on behalf of any other related entity, employ any employee of AHP (as an employee or an independent contractor). Total annual compensation includes base salary, car allowance, bonuses, signing bonuses, commissions, and any guaranteed annual incentive. The payment representing 25% of total annual compensation is due and payable on the employee's first day of employment with you.

Notwithstanding the foregoing, an AHP employee's response to a general non-targeted advertisement for employment shall not be deemed solicitation for purposes of this agreement and, under those circumstances, no fee or payment required.

Reproduction of Our Report and Electronic Dissemination of Audited Financial Statements

You are also responsible to notify us in advance of your intent to print our report, in whole or in part, and to give us the opportunity to review such printed matter before the issuance.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your Internet website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in those sites or to consider the consistency of other information in the electronic site with the original document.

Nonreliance on Oral Audit, Accounting, or Tax Advice

Oral responses to your questions are intended to provide informal guidance. Should the matter be important to you and you desire to rely upon it, you agree to request that we issue written advice on the matter.

Waiver of Privilege

You should be aware that certain communications involving tax advice between you and members of our firm who are authorized tax practitioners or their agents may be privileged from disclosure to the IRS. The privilege may be waived; however, by voluntarily disclosing the contents of those communications to the third party. The privileged information might be used by you in preparing your financial statements and, consequently, disclosed to us in auditing those statements. In addition, professional standards require us to discuss matters that affect the audit with our firm personnel responsible for tax services, who may disclose the privileged information to us. We hereby inform you that the IRS might take the position that such communication results in a waiver of privilege.

Conflicts of Interest

If during the course of the engagement a conflict of interest or potential breach of professional standards presents itself, we will inform you of the problem and attempt to resolve it to allow us to complete the engagement. If, in our opinion, we cannot properly resolve such problems, we may be compelled to withdraw from the engagement and will not render a report or provide you with a completed work product. Additionally, we reserve the right to withdraw from the engagement and terminate our services should we encounter circumstances that conflict with the ethical standards of our firm. If this occurs, we will not render a report or provide you with a completed work product.

Use of Internet E-mail or Text Messaging

Client acknowledges that: (a) AHP, Client, and others participating in this engagement may correspond or convey documentation via Internet e-mail or text messaging unless Client expressly requests otherwise; (b) no party has control over the performance, reliability, availability, or security of Internet e-mail or text messaging; and (c) AHP shall not be liable for any loss, damage, expense, harm, or inconvenience resulting from the loss, delay, interception, corruption, or alteration of any Internet e-mail or text messaging due to any reason beyond the reasonable control of AHP.

Consent to Use in Promotional/Proposal Materials

Unless we are informed in writing not to, the Client consents to Andrews Hooper Pavlik PLC's use of Client's name and a factual description of the services performed by AHP under this agreement in AHP's advertising, proposals, and other promotional materials.

Use of Third-Party Service Providers

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

Also, when AHP is requested by Client through an Engagement Letter or Addendum to provide assistance with third-party products, AHP will use commercially reasonable efforts (as defined by AHP) to research, learn, and assist Client in the use of third-party products. However, AHP shall not be held liable for software or other products or services that have been written, produced, or provided by third parties. Client accepts all responsibility for, and risk-of-loss associated with, Client's use of third-party software, hardware, and products.

Additional Services

You may request that we perform additional services not contemplated by this engagement letter. If this occurs, we will communicate with you regarding the scope and estimated cost of these additional services. Engagements for additional services may necessitate that we issue a separate engagement letter to reflect the obligation of both parties. In the absence of any other written communications from us documenting such additional services, our services will be governed by the terms of this engagement letter.

Our fees for other accounting, tax, consulting, and planning services will be based on the standard hourly rates for each of our professionals (varying with their experience) extended by the number of hours incurred. These services, plus out-of-pocket expenses, will be billed monthly as incurred.

Resolution of Disputes

If a dispute arises, then (a) within ten (10) business days of a written request by either party, the duly appointed representative of Client and AHP's Engagement Executive shall meet and attempt to resolve the issue amicably and expeditiously, and (b) if these individuals cannot resolve the issue within ten (10) business days following such meeting, then the issue shall be submitted to Client's duly appointed representative and AHP's Executive Committee. If the parties are still unable to resolve their dispute within ten (10) business days following such second meeting, the parties shall proceed to resolve the dispute as set forth below.

For a period of sixty (60) days following AHP's receipt of formal written notice from Client claiming AHP's nonperformance, breach, and/or default in AHP's obligations under an Engagement Letter and/or any Addendum, Client's sole and exclusive remedy shall be AHP's repair, replacement, and/or re-performance of AHP's services relating to the Engagement Letter (or any portion thereof). During such period, AHP shall have a full and fair opportunity to repair, replace, and/or re-perform and Client shall cooperate in good faith with AHP's remedial efforts including providing reasonable access to Client's necessary facilities and personnel.

If the dispute is not fully resolved after the informal mediation, then the parties to this engagement agree that any dispute that may arise regarding the meaning, performance, or enforcement of this engagement will, prior to resulting in litigation, be submitted to mediation upon the written request of any party to the engagement. All mediations initiated as a result of this engagement shall be administered by, and follow the rules of, the American Arbitration Association (AAA) unless otherwise agreed upon by the parties. The results of this mediation shall be binding only

upon agreement of each party to be bound. Costs of any mediation proceeding shall be shared equally by both parties.

Use of Our Services

You hereby inform us that our professional accounting services are intended solely for your use. If you have a primary intent that our professional accounting services are to be used to benefit or influence others, you will so inform us in writing.

Legal Fees

In the event AHP or any of its employees or agents is called as a witness or requested to provide any information whether oral, written, or electronic in any judicial, quasi-judicial, or administrative hearing, investigation, or trial regarding information or communications that you have provided to AHP or any documents and workpapers prepared by AHP in accordance with the Engagement Letter, Client agrees to pay our expenses, including fees and costs for our time at our regular hourly rates as well as any legal or other fees that we incur as a result of such appearance or production of documents.

Access to Workpapers

We may receive requests for information in our possession arising out of this engagement. The requests may come from governmental agencies, courts, or other tribunals. If permitted, we will notify you of any request for information prior to responding. In certain proceedings an accountant-client privilege may exist. You agree that we are not under any obligation to assert any privilege to protect the release of information. You may, prior to our response to any request, initiate legal action to prevent or limit our response. Unless you promptly initiate such action after we notify you at your last known address as reflected in our files, we will release the information requested.

If our workpapers are allowed or required to be reviewed by others, we reserve the right to bill you for our time incurred related to the review of our workpapers. This includes the time incurred to get our workpapers ready for review, answer questions, make copies, and any other time related to this service, including expenses. In some circumstances we may require payment prior to allowing our workpapers to be reviewed.

Peer Review

AHP, as well as other major accounting firms, participates in a "peer review" program covering our audit and accounting practices. This program requires that once every three years we subject our quality assurance practices to an examination by another accounting firm. As part of the process, the other firm will review a sample of our work. It is possible that the work we perform for the entity may be selected by the other firm for their review. If it is, they are bound by professional standards to keep all information confidential. If management objects to having the work we do for the entity reviewed by our peer reviewer, please notify us in writing.

Exempt Offerings

Client may wish to include our report on the financial statements in an exempt offering document. Client agrees that Client will not include our report or reference our firm in any such offering without our permission or consent. Any agreement to perform work in connection with an exempt offering document, including an agreement to provide permission or consent, will be a separate engagement.

Accounting (Nonattest) Services

Related to the accounting services referred to in this letter and any subsequent engagement letter addendum, you are responsible for making all management decisions and performing all management functions; for designating an individual with suitable skill, knowledge, or experience to oversee the accounting services we provide; and for evaluating the adequacy and results of those services and accepting responsibility for them. We will not perform management functions or make management decisions. Also, we will not perform any services that we deem would impair our independence with respect to the attest services provided by AHP.

Tax Responsibilities

Client shall pay and be solely and exclusively liable for all sales, use, ad valorem, excise, or other taxes, or governmental charges imposed on the installation, implementation, licensure, or sale of goods or services by AHP or third parties to Client related to the Engagement Letter.

Client shall and hereby does indemnify, defend, and hold AHP harmless from and against all taxes (other than income taxes payable by AHP on the revenue generated by AHP fees) assessed against the project and/or any goods or services to be delivered by AHP in connection with the Engagement Letter including, without limitation, any penalties, interest, or other amounts relating to the non-payment or late payment of such taxes.

User of AHP's Secure Portal

As part of using the AHP Secure Portal, notwithstanding any existing legal or contractual obligations regarding confidentiality between you and AHP, you undertake to treat all knowledge relating to business secrets, which come into your possession, as confidential. You shall assure that any protected data, which comes into your possession through the use of the portal, is not transmitted to any unauthorized person. You shall notify AHP of any documents or communications that require password protection if all individuals with access to your portal should not have access to such information. In partial consideration of the opportunity to access the resources of the portal concerning your account, you agree to maintain the strict confidentiality of access of the portal and its data to you and your authorized employees and to indemnify and hold harmless AHP and its officers, shareholders, and employees and their heirs, successors, and assigns from and against any and all claims, actions, demands, losses, damages, judgments, costs, and expenses, including without limitation, reasonable attorneys' fees and liabilities of every kind that may arise from your or your employees' use of the portal or because of violation of these terms and conditions of use. You should immediately notify the AHP portal administrator of any users whose access should be eliminated.

December 7, 2022

Board of Trustees
Rochester Hills Public Library

This letter sets forth the planned scope of our audit of the financial statements of Rochester Hills Public Library (Library) for the year ending December 31, 2022. Professional standards require that we provide you with the following information related to our audit. We would also appreciate the opportunity to meet with you to discuss this information further since a two-way dialogue can provide valuable information for the audit process.

Responsibilities

As stated in our engagement letter dated December 7, 2022, our responsibility, as described by professional standards, is to express an opinion about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles (U.S. GAAP). Our audit of the financial statements does not relieve you or management of your responsibilities.

Supplementary Information

Our responsibility for the supplementary information accompanying the financial statements, as described by professional standards, is to evaluate the presentation of the supplementary information in relation to the financial statements as a whole and to report on whether the supplementary information is fairly stated, in all material respects, in relation to the financial statements as a whole and does not extend beyond the other supplementary information identified in our report.

Planned Scope and Timing

We will conduct our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

In an audit of financial statements, the auditor's judgment as to matters that are material to users of financial statements is based on consideration of the needs of users as a group; the auditor does not consider the possible effect of misstatements on specific individual users, whose needs may vary widely. Misstatements, whether resulting from errors or irregularities, are considered to be material only if their magnitude, individually or in aggregate with others, are such that a user group relying on the presentation of your financial statements would be influenced by their inclusion or omission. Judgments about materiality are made in light of surrounding circumstances, and involve both qualitative and quantitative consideration. Materiality is applied on an annual basis. Materiality is a concept that applies to the engagement and client overall.

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

Our risk assessment procedures for the December 31, 2022 audit will include a study and evaluation of the Library and its environment, including its internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Material misstatements may result from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. We will generally communicate our significant findings at the conclusion of the audit. However, some matters could be communicated sooner, particularly if significant difficulties are encountered during the audit where assistance is needed to overcome the difficulties or if the difficulties may lead to a modified opinion. We will also communicate any internal control related matters that are required to be communicated under professional standards and other significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures specifically to identify such matters.

We will address the risk assessment related to fraud by making inquiries of the Board of Trustees, management, and others within the Library, evaluating fraud programs and controls; completing comprehensive checklists; and gathering other information (financial and other) to help us develop fraud risk factors that will be referenced during our fieldwork and wrap-up procedures.

Our planned scope for the December 31, 2022 audit is based on our understanding of the Library developed during prior audits, pre-engagement planning, and our experience as auditors of other similar institutions. We recognize that all institutions are unique and each year presents new challenges, new accounting and auditing issues, and new reporting requirements that must be considered. Accordingly, our current year audit plan will address these issues in order to meet the needs of the Library.

We will begin performing pre-engagement planning during January 2023. Year-end procedures are scheduled to begin the week of February 6, 2023.

Summary of Significant Accounting and Auditing Issues

Significant Risks

We have identified the following significant risks of material misstatement as part of our audit planning. These are required under professional standards.

- Management override of internal control
- Improper revenue recognition

These are areas that we have identified through our understanding of your industry or as part of our planning procedures. We have designed our audit approach taking into consideration these risks.

Internal Controls

As part of our audit, we will obtain an understanding of internal control sufficient to plan the audit and to determine the nature, timing, and extent of further audit procedures to be performed, and not to provide an opinion on internal control. An audit is not designed to provide assurance on internal control or to identify significant deficiencies in the design or operation of internal control. However, during the audit, if we become aware of such significant deficiencies or other significant matters related to the financial statements, we will communicate them in a separate letter.

COVID-19

COVID-19 has had a significant impact on the local and State economy, as well as the national and international economies. Our procedures will include consideration of the current and long-term financial impact on the Library. If the current financial impact has been significant and/or the long-term financial impact could be significant, we will discuss potential financial statement disclosures and related auditor report changes regarding the Library's ability to continue as a going concern.

Other Matters

We would be pleased to discuss any matters you believe would be significant to the audit or that we should be aware of. These matters may include, but not be limited to the following:

- Governance related matters
- Communications from regulatory bodies
- Internal control matters
- Fraud risks
- Recent legal, regulatory, or accounting related matters

New Accounting Pronouncements

We will review all new accounting pronouncements and any future accounting pronouncements that may have an effect on the Library. It is management's responsibility to ensure the Library applies all accounting pronouncements correctly in the financial statements. We will assist

management with the adoption of accounting pronouncements and keep them informed of those that may apply to the Library.

Other Services Provided

In addition to our audit of the financial statements of the Library for the year ended December 31, 2022, we will also perform the following services:

- Assist management in preparing the financial statements.
- Assist management in preparing certain closing entries, based on information provided to us.
- File the Auditing Procedures Report with the State of Michigan.

Independence

We have reviewed our relationship with the Library and the services we perform. We confirm that we are independent with respect to the Library.

Staffing

Services provided by Andrews Hooper Pavlik PLC to Rochester Hills Public Library will be performed by the following team of professionals:

Greg Soule	Engagement executive responsible for overall services provided to Rochester Hills Public Library
Jamie Rabe	Independent Review Partner
Kate Farwell	Audit Senior Manager

* * *

This is intended solely for the use of the Board of Trustees and management of the Library and is not intended to be, and should not be, used by anyone other than these specified parties.

We look forward to serving the auditing needs of Rochester Hills Public Library and would be pleased to discuss our approach to the audit and respond to any questions you may have.

Sincerely,

Andrews Hooper Pavlik PLC



Juliane Morian <juliane.morian@rhpl.org>

Fwd: Contact Library Board of Directors [#35]

2 messages

----- Forwarded message -----
From: **MachForm** <no-reply@rhpl.org>
Date: Thu, Nov 10, 2022 at 4:00 PM
Subject: Contact Library Board of Directors [#35]
To: <tiffany.stozicki@rhpl.org>

Name	Sabrina Harras
Email	snvalenti@gmail.com
Telephone Number	12692083939

Message

Hello. I am an avid library user, often placing books on hold for pickup at a later date. I would love to see the library add a few 10 minute parking spots for book pickup. I find it's faster for me to run into the library and get my book, instead of using the drive up window. It would be great to allow for a faster trip.

I would also love to see the Polar Express winter program return to the library. This was our family's favorite Christmas activity and it's so sad that it has not returned since COVID. It was one of our first activities through the library when we moved to Michigan and I will never forget the look on my son's face when he saw the trolley. I would love for other families to get to have that same experience. Thank you for your time.

Sabrina Harras

<https://mail.google.com/mail/u/0/?ik=05aa8b38fe&view=pt&search=all&permthid=thread-f%3A1749480673503993055&simpl=msg-f%3A17494806735...>

Juliane Morian <juliane.morian@rhpl.org>
To: snvalenti@gmail.com

Mon, Nov 14, 2022 at 10:53 AM

Dear Sabrina Harras,

Thank you for sharing your feedback regarding the Rochester Hills Public Library services and programs. Your message will be shared with the RHPL Board of Trustees at their next meeting.

There are no immediate plan to add a 10-minute parking spot for patrons since the drive-up window is intended for quick transactions. Your feedback is helpful and I will share this with the team who staff the window to determine if we can streamline transactions so they are faster.

As to your question about Polar Express, it is gratifying to hear that you liked this event. After ten years of offering the same event, the staff at RHPL decided to pursue the challenge of offering something new in 2023. In conjunction with the Fire and Ice celebration in downtown Rochester, which involves the multicolored lights on buildings and fireworks display at night, the library will be open for an after-hours event. We plan to build on the success of Polar Express and offer a marquee event that is family friendly and inter-generational. Details are still being finalized, but are expected to include live music, craft stations, a sweet treat, and a warming station/watch party for the fireworks on Friday night, January 20th. We hope to see your family there.

Kind regards,

Juliane

[Quoted text hidden]



Juliane Morian <juliane.morian@rhpl.org>

Contact Library Director [#525]

3 messages

MachForm <no-reply@rhpl.org>
Reply-To: MachForm <[REDACTED]>
To: juliane.morian@rhpl.org

Fri, Nov 11, 2022 at 8:59 AM

Name [REDACTED]

Email [REDACTED]

Message

Hello,

I would like to know if, in this year of banning books nationwide, the RHPL has found any books inappropriate to be on their shelves? I have read the guidelines concerning materials and just wondered what my library has done.

Thank you,
[REDACTED]

Juliane Morian <juliane.morian@rhpl.org>
To: MachForm <[REDACTED]>

Mon, Nov 14, 2022 at 10:35 AM

Dear [REDACTED]:

Thank you for your inquiry. As you most likely know from reading the guidelines, 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](#). Professional librarians curate a collection of titles by evaluating each title as a whole before adding it to the collection.

Since January of 2022, five community members have requested a review of eleven titles that the Rochester Hills Public Library circulates. Material review is not a new phenomenon for the Rochester Hills Public Library. The RHPL Board of Trustees approved a [material reconsideration policy](#) and method for reviewing materials upon request. When staff complete a professional review materials it includes a close reading of the work as a whole, an examination into the number of times it has circulated, reviews of the work in professional journals, awards and accolades the title may have received, and if the assigned collection (i.e. where it is shelved) matches the expectation of the greater Rochester community of where to find the material within the library. The materials reviewed this year were determined to be in compliance with the material selection policy and retained in their current collections. One community member appealed to the Board of Trustees regarding the professional staff review and her continued objection to one title, but by majority vote, the Board chose to retain the title and not to censor it from the community.

The Board of Trustees has a legal obligation to make constitutionally protected material available to members of the community. The inclusion of an item in the RHPL collection is not an endorsement of any particular point of view, or philosophy. While anyone is free to personally reject materials of which they do not approve, they may not exercise censorship to restrict the freedom of others.

Please let me know if you have further questions.

Sincerely,

Juliane

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

[Quoted text hidden]

[REDACTED] <[REDACTED]@comcast.net>
To: Juliane Morian <juliane.morian@rhpl.org>

Mon, Nov 14, 2022 at 12:28 PM

Juliane,

Thank you so much for your thorough and clear answer. I respect the RHPL's decisions and it is clear all reviews are taken seriously. It is wonderful that they have a process in place. Keep up the wonderful work.

Thank you for your time.

Sincerely,

██████████

Sent from my iPhone

On Nov 14, 2022, at 10:34 AM, Juliane Morian <juliane.morian@rhpl.org> wrote:

[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

November 17, 2022

Nadia Cherup
P.O. Box 71132
Rochester, MI 48307-0021

Dear Ms. Cherup:

Your second letter about security policies at the Rochester Hills Public Library was shared with the Board of Trustees at their November board meeting.

We thank you for your feedback. Staff will review patron de-escalation and safety training to ensure they are aware of the fact that the CUS-2 Code of Conduct is posted in the lobby of the Main Library.

The Board has elected not to create a public security policy, but has dictated through personnel policies that staff are expected to be trained on building safety, security, and management of the patron experience as part of the employee handbook.

Sincerely,

Juliane Morian
Library Director

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

Clarke, Reed & Meadows in concert

Revisit the folk era with a performance from Clarke, Reed & Meadows (CRM) at Rochester Hills Public Library on Sunday, December 11 at 2 p.m. in the Multipurpose Room. Singer-songwriter Ryne Clarke, guitarist/frontman David Reed of Short



Panic, and classically-trained vocalist/violinist Megan Meadows perform their folk originals, as well as folk covers from the 1960s and 70s. CRM is a folk trio based in West Michigan. Together, their three-part harmonies and tight arrangements all wrap up into a lush sound that recalls the classic folk music from over 50 years ago. This event is open to the public. Registration required; visit calendar.rhpl.org or calling 248-656-2900.

Holiday House Tour *Continued from cover*

Here are brief descriptions of the stops:

First stop: Welcome to Tree City. The hosts decorate 12 trees, with the main one being a rotating, 7.5' model. Snowmen and Christmas villages adorn several rooms of the house. There's also a Star Wars-themed tree with the musical Death Star tree-topper.

Second stop: This house salutes wanderlust with a main tree, filled with souvenir items from their travels. There's a tree festooned with medals from their various running exploits, plus the homeowners share their collection of Rochester's downtown store replicas in a Christmas village.

Third stop: Take the word of this homeowner's teenaged niece, "I love coming to your home at Christmas. It feels so magical and I feel so special." The 9' Olde World-style tree boasts ornaments from the family collection, with tinsel lovingly strung one strand at a time, plus a tree in the kitchen features bird ornaments.

Fourth stop: If you are a connoisseur of Waterford Crystal, this is the stop for you. The host has dressed up the home's main tree - one of six - with

an exquisite Waterford ornament collection. All of the crystal is in a Mocerri custom-designed home, which was once the builder's personal residence, and has been featured in several local magazines.

Fifth stop: "I have a copy of my father's storyboards from the Coca-Cola Christmas commercial he created as the senior art director at Ross Roy years ago. It means so much to me, because we watched him create this in his studio and as kids, we couldn't wait to see his drawings come to life on the screen." The main tree is 10' tall, decorated



with ornaments from special friends and family - mostly all red, with some gold and fur. There is a collection of musical ornaments in the piano room.

Sixth stop: The Holiday Boutique at the Rochester Hills Museum's Van Hoosen Dairy Barn boasts vendors with holiday items; plus, cider and donuts for each person with an HHT ticket. Holiday Home Tour-goers will also get free admission to the site's annual model train display.

For more information, visit rhpl.org/connect/visit-the-friends-of-rhpl.

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Saturday November 26 SHOP SMALL Prizes & Refreshments!

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\$200 OFF Any Memorial Pillow or Half Blanket With Coupon. No Limit Expires 12-11-22	\$500 OFF Any Fresh-cut Christmas Tree \$25.00 & up With Coupon. No Limit Expires 12-11-22	20% OFF Any One Regular Priced Garden Tool With Coupon. Expires 12-11-22

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Friends roll out their best

Shop for unique gifts at the Friends of the Rochester Hills Public Library's Quality Used Book Sale, December 1-3, in the first-floor multi-purpose room of the library, 500 Olde Towne Road, in downtown Rochester. Every year, the Friends receive donations that are new or like-new; some still in the original shrink-wrap, and these are saved for the Quality Sale. Hours are: Thursday, December 1, from 3-8:30 p.m.; Friday, December 2 from 9:30 a.m. to 5:30 p.m.; and Saturday, December 3, from 9:30 a.m. to 4:30 p.m. Visit rhpl.org/connect/visit-the-friends-of-rhpl.

Did you know?

You can insert your cards, brochures and fliers for just pennies. Choose your zip code and date for insertion. **Call 248-651-8700 for details!**

SMALL BUSINESS SATURDAY

November 26, 2022

Rochester Hills Public Library

Fourth Annual Rochester Author Fair on Saturday, November 26, 10 a.m. to 3 p.m.

Hosted by RHPL and Rochester Writers, the Rochester Author Fair is on Small Business Saturday and is an opportunity to discover local writers who are traditionally published and self-published and represent many genres. Registration is not required.

500 Olde Towne Road rhpl.org

DDA "Small Business Saturday" mention

THINGS TO DO

Oakland County community calendar Nov. 6 and beyond

- Rochester Hills Public Library presents “Our Island Jewel: Detroit’s Belle Isle Park” at 7 p.m. Nov. 15, at the library, 500 Olde Towne Road, Rochester. It is open to the public, registration is required at calendar.rhpl.org or call 248-656-2900.
- Rochester Hills Public Library presents “A Child’s Journey Through Grief” workshop in partnership with SandCastles and Rochester Area Youth Assistance, 7 p.m. Nov. 17 at the library, 500 Olde Towne Road, Rochester. The program explores techniques to address grief and loss with children. It is open to the public, registration is required at calendar.rhpl.org or call 248-656-2900.

Oakland Press, November 6, 2022

THINGS TO DO

Oakland County community calendar Nov. 13 and beyond

- Rochester Hills Public Library presents “Our Island Jewel: Detroit’s Belle Isle Park” at 7 p.m. Nov. 15, at the library, 500 Olde Towne Road, Rochester. It is open to the public, registration is required at calendar.rhpl.org or call 248-656-2900.
- Rochester Hills Public Library presents “A Child’s Journey Through Grief” workshop in partnership with SandCastles and Rochester Area Youth Assistance, 7 p.m. Nov. 17 at the library, 500 Olde Towne Road, Rochester. The program explores techniques to address grief and loss with children. It is open to the public, registration is required at calendar.rhpl.org or call 248-656-2900.

Oakland Press, November 13, 2022

THINGS TO DO

Metro Detroit entertainment calendar Nov. 18 and beyond

- 4th Annual Rochester Author Fair: 10 a.m.-3 p.m. Nov. 26, at the Rochester Hills Public Library, 500 Olde Towne Road, Rochester, Multipurpose Room. calendar.rhpl.org.

Royal Oak Tribune, November 17, 2022

Adventure, Mystery, Romance, Fantasy, and more Featured at Author Fair

NOVEMBER 18, 2022 BY ROCHESTER MEDIA [LEAVE A COMMENT](#)

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Rochester Hills Public Library & Rochester Writers host the fourth annual Rochester Author Fair on Small Business Saturday, November 26, from 10:00 a.m. to 3:00 p.m.

Booklovers from across metro Detroit can delight in finding new authors, meeting with favorite writers, and perhaps catching some writing inspiration of their own at the fourth annual Author Fair hosted by Rochester Writers and Rochester Hills Public Library (RHPL). This popular local literary event takes place in the library's Multipurpose Room from 10:00 a.m. to 3:00 p.m. on Small Business Saturday, November 26, on Shop Small Saturday — as part of Downtown Rochester celebrating local small businesses.



Twenty Michigan authors will be on hand to discuss their books and love of writing. The event features a mix of traditionally published and indie published authors, with a variety of genres including Adventure, Mystery, Romance, Fantasy, Historical, Memoir, and more for readers of all ages. This event is free and open to the public.



“Each year gets better and better,” said Michael Dwyer of Rochester Writers. “We’re delighted to once again collaborate with the Rochester Hills Public Library to bring authors and readers together. The Rochester Author Fair puts local authors in front of area residents to meet in person, talk about the stories in their books, and to autograph their books – a signed book makes a wonderful holiday gift.”

“Public libraries not only encourage reading but also experience-based learning opportunities to foster productivity and creativity,” said Morian. “RHPL has a

number of writer programs ... The Rochester Author Fair is one way RHPL inspires reading and lifelong learning by connecting writers and readers within the community.”

Featured authors Include

- Suzanne Jacobs Lipshaw – Waterford
- Rhonda Accardo – Northville
- Donovan Neal – Commerce
- Lisabeth Posthuma – Huntington Woods
- A. Kidd – Berkley
- Grayson McKinney – Rochester Hills
- Kate MacInnis – Clarkston
- Patricia Montemurri – Dearborn
- Donald Levin – Ferndale
- Natcole Staskiewicz – New Baltimore
- Catherine Ulrich Brakefield – Leonard
- Linda Solomon – Birmingham
- Jon David – Macomb Township
- Kathy Kalmar – Macomb
- Wendy Thompson – Bloomfield Hills
- Fred Buchalter – Troy
- Marci Grossman – West Bloomfield
- Natasha Hughes Smith – Auburn Hills
- Shelly Edwards Jorgensen – Clarkston
- Erik Bean – Farmington Hills



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.



Presented by Rochester Writers & RHPL

Photos, by Michael Dwyer, are from the 2021 Rochester Author Fair

Rochester Media, November 18, 2022

THINGS TO DO

Metro Detroit entertainment calendar Nov. 25 and beyond

- 4th Annual Rochester Author Fair: 10 a.m.-3 p.m. Nov. 26, at the Rochester Hills Public Library, 500 Olde Towne Road, Rochester, Multipurpose Room. calendar.rhpl.org.

Macomb Daily, November 24, 2022

THINGS TO DO

Oakland County community calendar Dec. 4 and beyond

- Rochester Hills Public Library welcomes Dinosaur Hill's Amanda Felk at 7 p.m. Dec. 13, as she discusses some of the adaptations that all-weather wildlife use to keep warm and stay fed during the winter. Registration is required, visit calendar.rhpl.org or call 248-656-2900.

Oakland Press, December 4, 2022

Library welcomes new minibookmobile

Mini-bookmobile to hit the road in 2023

By: Mary Beth Almond | Rochester Post | Published November 21, 2022

ROCHESTER — The Rochester Hills Public Library is hoping to get back on the road again sometime in the new year, after maintenance issues forced officials to retire its bookmobile in October.

The library bought and refurbished its current, used, 31-foot bookmobile from another library in Ohio for \$14,500 in 2018 to be used as a temporary vehicle for outreach services in Rochester, Rochester Hills and Oakland Township. The bookmobile has been on the road and heavily used since then, but over the past several months, Outreach and Bookmobile Services Manager Mary Davis said, the vehicle has had maintenance issues that mechanics cannot replicate, diagnose or fix.

“It is now 30 years old, because we had already purchased it used as a kind of a stopgap until we could research and, hopefully, get a new bookmobile,” Davis explained. “This summer we ran into a few different issues and, unfortunately, our mechanics were unable to replicate any of the problems we were having, so we couldn’t diagnose what was wrong with it. It just got to the point where it was a better choice to take it off the road and retire it.”

To replace the community bookmobile, the library has purchased a new Dodge ProMaster 3500 utility van, which officials hope will serve as a more reliable minibookmobile.

“A van was always in our long-range plans,” Davis said. “It takes a couple of years to order and build a bookmobile, so we wanted to have something that was going to be reliable and on the road consistently.”

While the van is smaller than the retired bookmobile — and temporary until the library can purchase a larger bus — it will be outfitted with shelving and will be on the road in a few months.

“We’re actually entering the next phase, so we are taking it to a local company, National Ladder, and they will be adding the shelving and the workspace and that kind of stuff ... and we hope to be on the road in early 2023,” said Davis.



The library has purchased a new Dodge ProMaster 3500 utility van, which officials hope will serve as a more reliable minibookmobile. Photo provided by the Rochester Hills Public Library

The new minibookmobile will provide similar service with some minor adjustments. Although holds cannot be placed on bookmobile items, cardholders can still request to have main library materials delivered to a bookmobile stop close to their home or work. They can also return any item checked out from the main library to the bookmobile staff.

“The hallmark of a strong library is one that is convenient for its patrons,” Library Director Juliane Morian said in a statement. “We are committed to turning the library outward into the community, meeting patrons where they are, and evolving this service for the greatest good.”

The library’s community bookmobile was previously on the road Mondays-Thursdays and Saturdays, making stops in places people can easily walk to in Rochester, Rochester Hills and Oakland Township. While Davis said the stop schedule for the minibookmobile has not been finalized, she said it will travel to the same locations as the bus, just maybe at different times.

Since the van is smaller than the bus, its drivers are not required to have a chauffeur’s license, which Davis said will allow more library staff to potentially drive it to community events.

Morian said the library will continue to work toward purchasing a larger, bus-sized bookmobile, which is a part of the library’s strategic plan.

Purchasing a larger bus, however, requires a two-year turnaround before the vehicle can be outfitted and on the road.

“Our board is very on board with outreach services and maintaining the bookmobile service. We had actually looked at a couple of other vendors who build bookmobiles, so that is something that is definitely still on the table,” said Davis. “Certainly, when and if we get a new bookmobile, the van will be so much more versatile and able to go to community events.”

To help celebrate the new vehicle, the library is asking the public to help name it. The naming contest is only open to Rochester Hills Public Library cardholders in good standing, and only one entry per library card number will be accepted. The contest is open to all ages.

Officials said proposed names for the new minibookmobile should reflect the service it provides the community.

The winner will receive a dictionary/thesaurus and a downtown Rochester gift card. If there are multiple submissions of the same winning name, the library will conduct a random drawing to decide the winner.

To enter, visit <https://bit.ly/3T9HJ2Q> and fill out the contest form by 5 p.m. Dec. 31. The library will announce the winning entry on Jan. 16, on the library’s website and on its Facebook, Twitter and Instagram pages.

For more information on the bookmobile, visit www.rhpl.org/bookmobile or call (248) 650-7150. The Rochester Hills Public Library’s main branch is located at 500 Olde Towne Road.

C&G News, November 21, 2022

Library Director's Report



ROCHESTER HILLS
PUBLIC LIBRARY

Director's Report

December 12, 2022

1. Oakland Talking Book Service Update

Oakland County issued an RFP for Oakland Talking Book Service (OTBS) renewal in October. Only RHPL responded to the RFP, proposing the same level of service, staffing, programming, and expenditures that patrons had come to enjoy over the past 10 years and holding to the same annual cost (~\$158,000) and same rate of increase (3%). I met with Oakland County staff on November 16th to discuss the specifics of the RFP that RHPL submitted, they asked if RHPL could reduce the costs in keeping with a county edict to cut costs by 4%. Knowing that cost saving was a goal of the County and that predictability was a goal of most public libraries, I submitted two revised proposals for their consideration. One proposal cut overhead costs by 2% if they agreed to a 5-year contract, and a second cut overhead costs by 4.5% if they agreed to a 10-year contract. I am cautiously optimistic that we will reach an agreement, and if so, this service will be codified in a purchase agreement (not an interlocal agreement as was the previous norm).

2. Updates to Personnel Policies

The Dykema Law firm completed a review of forty-four (44) personnel policies. Twenty (20) policies were marked with edits. The vast majority of edits are clerical or clarifying in nature and did not change the substance of the policy. RHPL's policy committee met to review the suggested changes and with the intention of presenting a batch of policies to approve in bulk, and discussing other policies that may require removal or first/second readings.

Dykema Law is encouraging all employers to review their employee sick leave policies in advance of an appeals court ruling that is slated to take effect in February 2023. It is likely that paid sick leave will be expanded in Michigan to require that all employees accrue one hour of sick leave for every thirty hours of regular work completed, with corresponding maximum limits. I will prepare a modified version of BENR-5 Sick Leave Policy for the RHPL Policy Committee to consider when and if changes are made to the Michigan Paid Medical Leave Act early next year.

In the course of reviewing the employee handbook, Dykema Law suggested additional policies to consider. The RHPL Policy evaluated the suggestions and recommends adding a personnel policy that establishes RHPL as a drug free workplace, primarily because this policy is required if RHPL were to be awarded federal funded grants or other monies.

3. Annual Appeal update

RHPL annual appeal mailing was sent to home in the service area the week of November 7th. The response has been very positive, despite projections across nonprofit organizations and charitable communities who forecasted a downturn in donations for 2022. There have been some individual donation in significant amounts that may inspire rethinking the best way to acknowledge said gifts. MGT-5 Gifts and Donations Policy states that donations in excess of \$1,000 will be added to the donor plaque.

4. Staff wellness

Approximately 80 staff members attended the RHPL In-Service on November 11th. In addition to training on safety and emergency response, the topic of trauma in the workplace was addressed in the afternoon. The afternoon speaker was Amy Metz, a licensed therapist. As a potential replacement for the Employee Assistance Program (EAP) that RHPL discontinued in 2022, I have arranged for Ms. Metz to provide a limited number of group facilitation sessions in 2023. These represent a new approach to offering a unique benefit to public service staff who are dealing with increasingly irritated patrons – this group session will provide staff the opportunity to discuss their personal challenges in the workplace with a trained professional.

5. Out of the Office

I will be out of the office from December 23, 2022 – January 1, 2023. The following staff members will be in charge:

- Monday, December 26th - Brittany Christofel
- Tuesday, December 27th - Jenny Doetsch
- Wednesday, December 28th - Betsy Raczkowski
- Thursday, December 29th - Allison Sartwell
- Friday, December 30th - Betsy Raczkowski

6. Upcoming Events

December 24 – 25, 2022	Library closed both day in observance of the Christmas holiday
Dec 31 – Jan 1, 2023	Library closed both days in observance of the New Year’s holiday
January 9, 2022	RHPL Board of Trustees annual and regular meetings, 7pm
January 24, 2022	Friends of RHPL board meeting, 7pm
January 27 – 30, 2022	ALA – LibLearnX Conference in New Orleans, LA
February 13, 2022	RHPL Board of Trustees meeting, 7pm

Statistical Report - Usage for the month of November 2022

Circulation

Main Library	Previous YTD	Current YTD	This Month LY	This Month	MTM Change
Staff-Assisted Checkouts	157,037	142,867	11,414	11,973	4.9%
Self Checkouts	309,139	322,508	28,146	26,121	-7.2%
Renewals	509,441	562,338	49,467	48,414	-2.1%
e-Materials Circ	180,797	221,588	15,887	19,773	24.5%
Outreach	Previous YTD	Current YTD	This Month LY	This Month	MTM Change
Bookmobile Circ	20,306	35,869	3,208	3,364	4.9%
Mini-Branch Circ	13,173	15,345	1,498	1,411	-5.8%
OTBS Circ	80,192	75,235	6,932	6,144	-11.4%
OTBS Polaris	615	830	35	55	57.1%
Interlibrary Loans	Previous YTD	Current YTD	This Month LY	This Month	MTM Change
MelCat borrowed	16,403	16,427	1,271	1,290	1.5%
MelCat loaned	14,763	23,505	1,729	2,096	21.2%
Total Circulation	1,301,866	1,416,512	119,587	120,641	0.9%

Other Usage Statistics

	Previous YTD	Current YTD	This Month LY	This Month	MTM Change
In-Person Visits	211,095	324,874	26,099	29,103	11.5%
Public Room Bookings	141	394	48	42	-12.5%
Study Room Bookings	2,334	6,943	559	671	20.0%
Programs for Adults	161	156	11	15	36.4%
Attendance (Adults)	3,697	3,540	258	270	4.7%
Programs for Children	129	151	6	23	283.3%
Attendance (Children)	5,215	6,880	233	1,265	442.9%
Computer Signups	9,982	14,713	1,099	1,382	25.8%
Wireless Users	38,499	56,905	4,874	4,767	-2.2%
Unique Website Hits	177,335	178,111	16,548	16,447	-0.6%
Social Media Follows	136,957	146,641	12,767	14,032	9.9%
Social Media Engage	1,981,693	2,106,667	266,689	196,325	-26.4%
Database Hits	63,474	61,810	5,624	5,482	-2.5%
Volunteer Hours	3,484	4,052	376	325	-13.6%

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	44,255	47,659	65.5%	Print Materials	233,767	247,724
Rochester	8,964	10,249	14.1%	Audio Materials	17,936	18,566
Oakland Township	9,816	10,285	14.1%	Video Materials	46,502	45,116
Michicard	199	314	0.4%	Other Materials	431	425
Non-residents	3,740	4,215	5.8%	E-Material	20,439	24,318
Total Card Holders	66,974	72,722	100%	Total Holdings	319,075	336,149

Committee Updates



ROCHESTER HILLS
PUBLIC LIBRARY

**Rochester Hills Public Library
Proposed Budget Revisions**

Year Ending December 31, 2022

	Annual Budget	Projected	Adjustment	Revised Budget
Revenues				
Rochester Hills	2,902,800	2,941,619	38,819	2,941,619
City of Rochester	518,690	552,974	34,284	552,974
Oakland Twp	909,700	912,447	2,747	912,447
State Aid	132,500	148,596	16,096	148,596
OTBS	158,640	158,640	0	158,640
Penal Fines	138,400	163,476	25,076	163,476
Fines and Fees	62,000	55,000	(7,000)	55,000
Interest	12,000	16,063	4,063	16,063
Gains/Losses	0	(50,000)	(50,000)	(50,000)
Designated Gifts	0	9,500	9,500	9,500
Undesignated Gifts	38,345	32,000	(6,345)	32,000
Undesignated Gifts-Friends	170,000	170,000	0	170,000
Grants	4,000	2,742	(1,258)	2,742
Miscellaneous Revenue	8,000	9,445	1,445	9,445
Transfer-ReservedOTBS	10,000	10,000	0	10,000
Transfer-ReservedPlant		50,000	50,000	50,000
Total Revenues	\$ 5,065,075	\$ 5,182,502	\$ 117,427	\$ 5,182,502

Expenditures				
Payroll	2,480,400	2,215,000	(265,400)	2,215,000
Employee Benefits	690,300	545,000	(145,300)	545,000
Books	305,000	305,000	0	305,000
Print Subscriptions	15,500	17,500	2,000	17,500
Electronic Materials	318,600	318,600	0	318,600
Innovative Items	25,000	25,000	0	25,000
Audiovisual	135,900	116,000	(19,900)	116,000
Bookmobile Operation	26,000	28,000	2,000	28,000
OTBS	6,500	3,500	(3,000)	3,500
Voice and Data Services	26,000	18,000	(8,000)	18,000
Utilities	146,000	170,000	24,000	170,000
Insurance	19,000	19,500	500	19,500
Prof/Contract Services	79,000	59,000	(20,000)	59,000
Business Supplies	28,500	22,000	(6,500)	22,000
Promotion and Printing	46,600	55,000	8,400	55,000
Mileage	5,000	3,500	(1,500)	3,500
Postage	25,200	26,000	800	26,000
Staff Development	35,675	32,000	(3,675)	32,000
Programs	53,000	30,000	(23,000)	30,000
Facilities Maintenance	224,200	205,000	(19,200)	205,000
IT Maintenance	94,400	130,000	35,600	130,000
Staff/Volunteer Recognition	7,800	4,500	(3,300)	4,500
Gift and Grant Expense	0	16,000	16,000	16,000
Tax Tribunal Refunds	500	500	0	500
Equipment/furnishings	119,000	34,000	(85,000)	34,000
Furnishings	11,000	15,000	4,000	15,000
Capital Improvements	41,000	600,000	559,000	600,000
Bookmobile Capital		95,145		95,145
Contingency	100,000	0	0	0

Total Expenditures				
[Appropriation]	\$ 5,065,075	\$ 5,108,745	\$ 48,525	\$ 5,108,745
Revenue Over Expenditures				\$ 73,757

Definitions

Policy Statement

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

Regulations

ANNIVERSARY DATE – The first day worked as an employee.

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

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

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

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

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

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

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

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

7.5 hours for 37.5-hour regular full-time employees

6 hours for 30-hour regular part-time employees

4.5 hours for 22.5-hour regular part-time employees

EMPLOYEE – Any current library staff member.

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

IMMEDIATE FAMILY – A biological, adopted or foster child, stepchild or legal ward, or a child to whom the eligible employee stands in loco parentis.

A biological parent, foster parent, stepparent, or adoptive parent or a legal guardian of an eligible employee or an eligible employee's spouse or an individual who stood in loco parentis when the eligible employee was a minor child.

An individual to whom the eligible employee is legally married under the laws of any state.

A grandparent.

A grandchild.

A biological, foster, or adopted sibling.

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

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

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

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

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

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

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

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

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

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

SERIOUS HEALTH CONDITION – an illness, injury, impairment or physical or mental condition that involves inpatient care or continuing treatment by a health care provider as defined by FMLA.

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

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

Approved: February 14, 2011, Amended May 13, 2019
Rochester Hills Public Library Board of Trustees

Equal Opportunity Employer Policy

Policy Statement

The library believes that building a diverse workforce enhances its ability to provide the best service to the community.

Regulations

1. The library is an equal opportunity employer. It is the library's policy that all decisions affecting employment are made without regard to an individual's race, color, religion, marital status, [gender](#), gender identity ([including gender expression](#)), sexual orientation, familial status, family responsibilities, veteran status, age, sex, height, weight, national origin, [genetic information](#), disability or other classification protected under federal, state or local law.
-

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

Hiring Policy

Policy Statement

The library believes that recruiting a high quality workforce is critical to delivering the best service to the community.

Regulations

1. Recruitment

- A. The library director shall approve all job postings before they are distributed.
- B. Notice of the opening of a position with the appropriate job description will be sent via electronic or digital means to the entire staff.
- C. Postings may be listed on the library's website, on electronic discussion lists, ~~or~~ on other organizations' websites as appropriate, [or elsewhere as determined by the library director](#).

2. General requirements for employment may include some or all of the following:

- A. Work experience, including library work.
- B. Special training, skills, and/or education.
- C. Ability to work effectively with associates, superiors and the general public.
- D. Ability and willingness to work a varied schedule including some evening and weekend hours.

3. Application procedures

- A. Prospective candidates should submit a resume and/or fill out an application form, complete with references. This information is to be filed with the library director or his/her designated representative.
- B. [Resumes and/or Applications-applications](#) will be screened to select the applicants who will be interviewed. References will be verified for those persons selected for an interview.
- C. Participants in the interview may include, but are not limited to, the candidate, the library director and/or a representative(s) from the department in which the opening exists. Interviews will be conducted in accordance with the *Hiring* guidelines.
- D. Following the interviews, the library director and/or other staff participants will select the candidate to fill the position. A background check of the candidate will be conducted before offering the position.

E. Unsuccessful applicants will be notified by phone, e-mail or letter.

4. Appointment

A. A written job offer to the successful candidate will serve as official notice of appointment and will include:

- i. Position title, job description, classification and location of the place of employment
- ii. Beginning salary [or hourly rate](#), and benefits
- iii. Name and title of the person's immediate supervisor
- iv. Date on which and where to report to work
- v. Request for written acceptance of the position

5. Online access to the library's *Personnel Policies Manual* (including the Employee Acknowledgement form) will be provided on the employee's first day of work.

6. In order to avoid any conflict of interest, it is the practice of the library not to hire immediate family members of current employees or members of the library board. If two staff members become married while currently employed at the library they shall be exempt from this provision as long as one is not the immediate supervisor of the other. If a supervisory relationship exists, an attempt will be made to reassign one of the employees to another department of the library. Absent reassignment, one of the employees will be terminated.

7. A library board trustee is not eligible for consideration as a prospective employee until two years beyond the date of last service as a member of the library board.

Approved: February 14, 2011

Rochester Hills Public Library Board of Trustees

Employee Conduct Policy

WORK-1

Policy Statement

To assure orderly operations, offer quality service to the public, provide the best possible work environment, and protect the interests and safety of all employees and the employer, the library expects employees to follow certain rules of conduct. It is not possible, however, to list all rules or forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions or rules of conduct that may result in disciplinary action, up to and including termination of employment.

Regulations

1. While on duty and/or on library property, employees are expected to avoid the conduct listed below and to observe “common sense” and socially acceptable standards of conduct.
 - A. Excessive, unexcused absenteeism.
 - B. Unexcused or excessive tardiness.
 - C. Theft or inappropriate removal or possession of library/other employee/~~customer-patron~~ property.
 - D. Providing false information on an employment application, time cards or any other record.
 - E. Insubordination, which includes not only refusal to carry out directions given by a supervisor, but also receiving such directions in an insolent manner.
 - F. Inefficiency, negligence, or non-performance of assigned duties.
 - G. Rude or inappropriate behavior to or harassment of ~~customers-patrons, and~~ other employees, or others.
 - H. Use of profanity or other inappropriate references to another individual’s race, color, religion, marital status, age, sexual orientation, gender identity, height, weight, national origin or disability, or any other characteristic protected by law.
 - I. Possessing, using or being impaired by or having one’s performance affected by intoxicating beverages, narcotics or controlled or illegal substances on library property.

- J. Smoking in the library's facilities.¹
 - K. Divulging confidential information².
 - L. Destruction of or defacing library property, or the property of a [customer patron](#) or other employee.
 - M. Possession of dangerous or unauthorized materials, such as weapons, but not limited to, firearms, knives with blades longer than 3" or other weapons on library property.
 - N. Provoking a fight or fighting during working hours, on library property or while conducting library business.
 - O. Engaging in criminal conduct whether or not related to job performance.
 - P. Causing, creating or participating in a disruption of any kind during working hours, on Library property or while conducting Library business.
 - Q. Sleeping or malingering on the job.
 - R. Working overtime without authorization or refusing to work assigned overtime.
 - S. Wearing extreme, unprofessional or inappropriate styles of dress or hair while working.
 - T. Acts of sabotage or other interference with library operations.
 - U. Fraud committed by knowingly accepting pay for operations not performed or time not worked.
 - V. Use of phones, e-mail, texting, instant messaging or social networking sites for personal business unless on a break or in case of an emergency, ~~which interfere with an employee's performance of duties.~~
 - W. Acceptance of monetary gifts.
 - X. Violation of any policy contained in this manual.
2. Engaging in any of the above conduct can result in discipline, up to and including discharge, at the sole discretion of the library director.
 3. Further, the library director retains the right to terminate employees for failure to perform work to the satisfaction of the library director.
 4. Notwithstanding the above, including the listing of standards of conduct and/or the issuance of corrective disciplinary action, [employees are employed at will and can be terminated with or without cause, with or without notice.](#)

¹ Michigan Clean Air Act, P.A. 198 of 1986

² Including but not limited to MLC 397.601 et seq. Library Privacy Act

5. These rules are not intended to and should not be interpreted to interfere with any rights accorded to employees under local, state or federal law, including the right to organize [and to engage in protected activity \(e.g., discussion of wages and other terms and conditions of employment\).](#)

Approved: February 14, 2011

Rochester Hills Public Library Board of Trustees

Anti-~~Harrasment~~ Harassment Policy

WORK-2

Policy Statement

The library is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices, including, but not limited to, harassment. Therefore, the library expects that all relationships among persons in the workplace will be business-like, professional and free of bias, prejudice and harassment.

Regulations

1. The library prohibits harassment of its employees based on any characteristic protected by federal, state or local law.
2. The library specifically prohibits sexual harassment. Sexual harassment constitutes discrimination and is illegal under federal and state laws. For the purposes of this policy, sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example:
 - A. Submission to such conduct or communication is made either explicitly or implicitly a term or condition of an individual's employment;
 - B. Submission to or rejection of such conduct or communication by an individual is a factor in decisions affecting such individual's employment; or
 - C. Such conduct or communication has the purpose or effect of unreasonably interfering with an individual's work performance, has the purpose or effect of creating an intimidating, hostile or offensive working environment or otherwise adversely affects an individual's employment opportunities.
3. Sexual harassment includes a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, catcalls or touching; insulting or obscene comments or gestures; display or circulation in the workplace of sexually suggestive objects or pictures (including through e-mail); and other physical, verbal or visual conduct of a sexual nature.
4. Harassment on the basis of any other protected characteristic or classification is also strictly prohibited. Under this policy, harassment is verbal or physical conduct that

denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, sex, gender, gender identity (including gender expression), age, national origin, disability, height, weight, marital status, familial status, or any other characteristic protected by federal, state or local law, including characteristics of the individual's relatives, friends or associates, and that:

- A. Has the purpose or effect of creating an intimidating, hostile or offensive work environment;
 - B. Has the purpose or effect of unreasonably interfering with an individual's work performance; or
 - C. Otherwise adversely affects an individual's employment opportunities.
5. Harassing conduct includes, but is not limited to, epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group (including through e-mail).
 6. Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace.
 7. The library prohibits retaliation against any individual who reports discrimination or harassment, who participates in an investigation of such reports, or who engages in conduct protected by statute. Retaliation against an individual is a serious policy violation and, like harassment or discrimination itself, will be subject to disciplinary action, including but not limited to, immediate termination.

Approved: February 14, 2011

Rochester Hills Public Library Board of Trustees

Accommodation of Disabilities Policy

Policy Statement

The library is committed to complying with all applicable provisions of the Americans with Disabilities Act (“ADA”) as well as similar state and local laws. It is the library’s policy not to discriminate against any qualified employee with regard to any terms or conditions of employment because of such employee’s disability or perceived disability. Consistent with this policy, the library will provide a reasonable accommodation to a qualified employee with a disability, who has made the library aware of his or her disability, provided that such accommodation does not constitute an undue hardship on the library.

Regulations

1. Any employee who has a disability and believes that he or she needs a reasonable accommodation to perform the essential functions of his or her job should contact their supervisor and the library director and request such an accommodation ~~in writing within 182 days of the date the employee knew or reasonably should have known that an accommodation was needed.~~ Upon receipt of an accommodation request, a member of management will meet with the employee to discuss and identify the limitations resulting from the disability and the potential accommodation that the library might make to help the employee perform the essential functions of the position.
2. The library will determine the feasibility of the requested accommodation considering various factors as required by law and a member of management will inform the employee of the library’s decision as soon as possible. In some situations, the specific request may not be granted but the library may suggest alternative accommodations, or may not provide an accommodation if such accommodation would constitute an undue hardship. The library is under no obligation to provide personal use items to employees such as eyeglasses, hearing aids, or wheelchairs.

Commented [1]: While this is part of state law, it is not part of the ADA. Further, as a practical matter the Library would not want to rely on this language to not provide an accommodation that was reasonable.

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

Complaint Procedure ~~Grievance~~ Policy

Policy Statement

The library believes in proactively dealing with conflict and other work-related problems especially before they turn into major issues.

Regulations

1. If an employee believes (s)he has been subjected to discrimination, harassment or retaliation, or ~~have been~~ denied a reasonable accommodation, the employee should provide a written complaint to notify his/her supervisor or to a member of management, regardless of the offender’s identity or position. If the matter involves the library director, the employee should notify any member of the library board. Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of discrimination, harassment or retaliation. Therefore, the library strongly urges the prompt reporting of complaints or concerns so that rapid and constructive action can be taken.
2. An employee complaint should be specific and should include the names of the individuals involved and the names of any witnesses. The library will undertake an investigation and attempt to resolve the situation. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. Confidentiality will be maintained throughout the investigation to the extent consistent with conducting an adequate investigation and taking appropriate corrective action.
3. If the library determines that inappropriate conduct has occurred, remedial action will be taken

Commented [2]: While written notice would be preferred, employees should be given the option of verbally reporting the issue. They can always be asked to follow up in writing, or they can be presented with a written summary and ask to verify that it is accurate and complete. The addition regarding reporting complaints about the library director to the board protects you from a situation where an employee claims they didn’t report conduct to their supervisor because “nothing would be done”.

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

COVID-19 Safety and Emergency Preparedness

Policy Statement

The library will make every reasonable effort to provide a safe workplace while operating during the COVID-19 pandemic.

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 shall practice safe work habits including but not limited to:
 - A. Accurately pre-screening health before entering the library facility.
 - B. Maintaining mandated social distance (according to federal, state, county, and local guidelines).
 - C. Wearing the appropriate personal protective equipment when working with other individuals in a communal or public space, [as determined by the library](#).
 - D. Avoiding the spread of illness by practicing proper hygiene and calling in sick as appropriate.
3. Any unsafe working conditions should be reported immediately to the staff member in charge.

Approved: May 11, 2020, Reaffirmed February 7, 2022
Rochester Hills Public Library Board of Trustees

Use of Technology Policy

Policy Statement

Technology is an integral part of the library's operations. Proper use is a necessity to protect the library's substantial investment as well as to ensure the maximum productivity of employees.

Regulations

1. The appropriate and regular use of technology is considered an important part of every employee's job. Employees are expected to read, and as appropriate, respond to job-related electronic or digital messages on a timely basis.
2. Use of technology shall be for job-related or other approved purposes and minimal personal use that does not result in added cost to the library or in any way impair operation of systems. Employees are responsible for reimbursing the library for any personal use of the library's technology such as copying or printing.
3. All credentials (logins, usernames, and passwords), keycards, and keys are the property of the library. No employee may use a credential, keycard, or key that has not been issued to that employee or that is not made known in advance to the appropriate manager. No employee shall permit another person to use another's credentials, keycard, or key without the permission of the employee's immediate supervisor, [or make a copy of a card or key card](#). Passwords must be created and changed as established by the technology manager. No password may be used which is not known to the technology manager. [Lost keys and key cards must immediately be reported to the library director](#).
4. Employees should have no expectation of privacy in connection with the use of library technology including stored e-mail, files, web browsing history or voicemail messages. All messages and files created, sent, received or stored in the library's systems as well as all other data generated on library technology are property of the library. Malicious destruction or unauthorized access to messages, files or data will not be tolerated and may subject the violator to discipline including termination.
5. To assure compliance with licensing provisions, the technology manager must approve all installations, transfers or removals of software programs on library computers. Library employees are not to make or acquire unauthorized copies of computer software. The electronic communications and Internet systems must not be used to send (upload) or receive (download) protected copyrighted materials.

6. Employees must obtain permission from the technology manager before connecting personal hardware to library equipment.
7. Staff shall only access and disclose library records as set forth in the *Confidentiality of Library Records* policy and guidelines in the Service Policy manual.
8. All staff communications must comply with the provisions of the *Conflict of Interest* policy.
9. The library's systems must not be used to create any offensive or disruptive messages or communications. Among those which are considered offensive are any messages which contain sexual implications, racial or ethnic slurs, gender-specific comments, or any other comment that offensively addresses someone else's age, sexual orientation, [gender identification](#), religious beliefs, race, national origin, disability or any other characteristic protected by federal, state or local law. Moreover, the library's systems cannot be used to view or transmit profane, obscene, or pornographic materials [or offensive messages or communications](#) at any time.
10. Any misuse of technology within the library shall be reported to the library director.

Approved: February 14, 2011

Rochester Hills Public Library Board of Trustees

Use of Personal Vehicles Policy

Policy Statement

Since the library does not maintain any vehicles of its own, employees may use their personal vehicles from time to time to conduct library business.

Regulations

1. Employees must receive permission from their immediate supervisor before using a personal vehicle for library business.
2. All drivers must have a valid driver's license in good standing.
3. The employee's personal auto liability insurance is the primary payer. The library's insurance is in excess of the employee's coverage.
4. Employees shall carry automobile liability coverage as mandated by Michigan law. Evidence of coverage should be provided to the library annually by a copy of the employee's policy's declaration page or a certificate of insurance. The library is not responsible for any physical damage done to an employee's vehicle.
5. The library may reimburse employees for parking and mileage as determined in the annual budget for travel on library business except between an employee's home and the library. For long distances, the library may limit reimbursement to the minimum cost of a round-trip airline ticket or gasoline only. The library director must approve all long distance travel.
6. Requests for reimbursement shall include the date, miles and reason for travel and shall be submitted to the accounting/benefits coordinator at least bi-monthly and prior to the end of the fiscal year.
7. Carpooling is encouraged whenever possible when on library business.
8. In the case of an accident while on library business, do not assume or admit fault. Report the incident to the library director immediately.
9. When operating a motor vehicle while on library business, the use of cell phones and other hand-held devices is prohibited except for navigation purposes. Cell phones and similar devices must not be used to make or receive telephone calls, receive or respond to text messages or emails, surf the Internet, or engage in any other activity while the vehicle is being operated. To use a cell phone or other device for one of these purposes, employees are required to exit the road and park the vehicle in a safe and appropriate location, such as a parking lot, before using the device.

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

Wage and Salary Administration Policy

Policy Statement

In order to ensure that employees are properly compensated on a timely basis, the library has established this policy to govern pay and salary administration.

Regulations

1. Employees are paid on Friday every other week. Should a payday fall on a holiday, employees shall be paid on the preceding day. Employees may elect to have their pay directly deposited into an account of their choosing. If an employee elects automatic deposit, (s)he will receive an itemized pay stub.
2. Compensation
 - A. The library board establishes and authorizes the salary and wage schedules.
 - B. The library's salary schedule establishes wage ranges and hourly rates.
 - B.C. Employees with a start date later on or after July 1st of a calendar year are eligible for cost of living wage increases, but not for step increases in the next fiscal year.
3. Electronic time cards
 - A. An employee's time card is the official record of:
 - i. Hours and schedule worked
 - ii. Sick leave, vacation, holiday and compensatory time used
 - B. Time cards shall reflect a two-week pay period.
 - C. An employee shall be paid for the hours reflected on the most recent time card as approved by the immediate supervisor.
 - D. An employee is responsible for submitting completed electronic time cards to the immediate supervisor by the last day of the pay period.
 - E. Failure to submit a time card on a timely basis may result in the delay of payment.

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

Schedules Policy

Policy Statement

The library expects employees to provide a day's work for a day's pay.

Regulations

1. Work week

- A. The normal work week is 37.5 hours per week.
- B. The *Compensatory* policy governs any hours worked in a work week in excess of 37.5.
- C. The library retains the right to change the number of hours in a work week.

2. Schedules

- A. Schedules, including lunch and dinner periods and relief periods, are developed as to ensure continuous service to the public.
- B. Schedules may vary by position or department based on the needs of the library.
- C. Supervisors make all schedules and must ensure that service desks are staffed during all of the hours that the library is open.
- D. An employee's weekly work schedule may vary from week to week.
- E. Employees are regularly expected to work some weekends and evenings.
- F. Employees shall not work more than thirty (30) minutes before or after the library is open to the public without written permission from the employee's immediate supervisor or the library director.
- G. Provisional employees are not guaranteed a minimum number of work hours in a given week.
- H. At the discretion of an employee's supervisor, schedules will be adapted to personal needs such as academic schedule, dependent care needs, religious observances, etc.
- I. Employees are expected to notify their immediate supervisor of scheduling needs or requested changes on a timely basis so that any necessary adjustments may be considered.
- J. Some employees may be required to be on-call because of their position. Such employees shall be compensated at their regular rate of pay for their time

handling library business while on-call as approved by the employee's immediate supervisor or the library director.

3. Breaks

- A. Each employee may take one (1) paid fifteen (15)-minute paid relief break for each three and three quarter (3.75) hours worked.
 - B. Each employee ~~may~~ must take one (1) thirty (30)-minute minimum lunch or dinner break for every seven and one half (7.5) hours worked. The employee is not paid for this time. Employees are not to perform library work during their break.
 - C. Break periods may not be combined nor may they be used at the beginning or the end of the employee's work day.
 - D. Exceptions to these regulations require the approval of the employee's immediate supervisor or the library director.
4. Generally employees may not work at home since most job duties require a physical presence in the library and/or coverage on a service desk. Exceptions may be made by the library director based on the staffing needs of the library and the nature of the employee's job duties.

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

Furlough Day Policy

Policy Statement

The library may use furlough days to reduce expenditures on salaries and wages while giving eligible employees time off and possibly reducing the need for layoffs.

Regulations

1. The library board may designate unpaid furlough days.
 2. Regular full and part-time employees shall receive one less day³ of compensation per furlough day for the pay period in which the furlough day occurs.
 3. Regular full and part-time employees shall accrue vacation time and sick leave time.
 4. Employees may not use vacation time, sick leave time or [compensation compensatory](#) time in lieu of taking a reduction in compensation.
 5. Employees on furlough who are called in to handle a building emergency will be paid for a full day's work, even if they work a partial day, and will be required to take another furlough day.
 6. Employees may volunteer to take up to 10 furlough days a year subject to prior approval from the library director. The above regulations will apply to voluntary furlough days. Voluntary furloughs will be scheduled considering both the wishes of the employees and the work load requirements at the library.
-

Approved: February 14, 2011

Rochester Hills Public Library Board of Trustees

³ One day is the equivalent of 7.5 hours for regular full-time employees, 6 hours for 30-hour regular part-time employees and 4.5 hours for 22.5 hour regular part-time employees.

Positions and Standards Policy

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
2. A job description gives the employee a definition of his/her place within the library organization.
3. It defines areas of responsibility and accountability based on the jobs to be performed.
4. The Library Director's job description is approved by the Library Board. All other job descriptions are approved by the Library Director.
5. Job descriptions and an organizational chart are available on the staff intranet.
6. Performance standards have been written to encourage employees to perform their job duties to their fullest potential. Copies are available on the staff intranet.
7. The Library Director is responsible for the day-to-day operations of the Library.
8. For scheduled absences, the Library Director shall designate a staff member to be in charge.
9. 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:
 - a. Director of IT
 - b. Librarian Department Head with the longest term of employment at the library, followed by other Librarian Department Heads accordingly.
 - c. Manager with the longest term of employment at the library, followed by other managers accordingly.
 - d. Salaried Librarian with the longest term of employment at the library, followed by other librarians accordingly.
 - e. Sunday Supervisor

f. Hourly Librarian with the longest term of employment at the library, followed by other hourly librarians accordingly.

10. 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 [customers-patrons](#) 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.

Approved: July 11, 2022

Rochester Hills Public Library Board of Trustees

Separation from Service Policy

Policy Statement

The library strives to provide a smooth transition when separation from service occurs.

Regulations

1. Resignation or termination

- A. Any employee absent for three (3) consecutively scheduled working days without prior approval by their immediate supervisor is considered to have voluntarily resigned without notice. Exceptions may be made based on extenuating circumstances.
- B. Any employee absent from his/her position for a period of one (1) year will be considered terminated. Employees actively serving in the military will be given leaves of up to five years.
- C. The library director can terminate an employee at any time, with or without cause, with or without notice.
- D. The employee's final paycheck shall include payment for work performed through the last hour worked, unused benefit time and incentives in accordance with the library's policies.
- E. To ensure the consistent and equitable treatment of terminating regular employees, the library will provide exit interviews arranged by the library director, or the supervisor of the employee's supervisor, which will cover the following:
 - i. Review of group insurance conversion privileges and other pertinent employee benefits; matters
 - ii. Reclaiming of any keys or library property;
 - iii. Arranging for distribution of final paycheck;-
 - iv. Where applicable, the reason the employee resigned employment and comments the employee has about employment at the library.

2. Layoff

- A. Circumstances may exist when, at the sole discretion of the library director, it is necessary to lay off one or more employees for a definite or indefinite period of time.

- B. Before any layoffs are made, a request for voluntary separation may be made to the staff.
- C. In the event that a reduction in the workforce becomes necessary, the library director shall determine the balance of staff levels necessary to meet the operational needs of the library. The library director may eliminate or consolidate positions, reassign or transfer employees, or reduce work schedules, all of which is determined at the library director's sole discretion.
- D. Employees shall be laid off or recalled according to the operational needs of the library and on an employee's ability to do the work in the classification. The library director shall decide whether employees can do the available work as stipulated in this policy.
- E. At the discretion of the library director, employees may be transferred to other positions.
- F. Employees laid off will have the option of taking their earned vacation days. No laid-off employee will accrue any benefits during the layoff period.
- G. An employee shall be terminated if (s)he is laid off for one (1) year or the length of his/her service whichever is less.
- H. At its discretion, the library may give affected employees one (1)-month's advance written notification of a layoff.
- I. Notwithstanding the above, employees are at-will and can be terminated with or without cause, with or without notice.

3. Recall

- A. Employees will be recalled in the order most advantageous to the library and determined by the library director.
- B. If an employee fails to respond to a recall notice within five (5) working days, a second notice of recall shall be sent by certified or registered mail at the last address registered with the library director.
- C. If the employee fails to respond to the second recall notice within ten (10) working days after delivery of notice, the employee shall be considered as terminated.
- D. Notwithstanding the above, employees are at-will and can be terminated with or without cause, with or without notice.

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

Workers' Compensation Insurance Policy

Policy Statement

The library purchases workers' compensation insurance in compliance with Michigan law.

Regulations

1. Employees are covered by the library's workers' compensation insurance policy while employed by the library. The policy covers employees in the event of work related injury or illness and provides certain wage loss benefits for time lost from work and the cost of medical treatment in accordance with state law. This protection starts on the day the employee begins work. All work related injuries or illness, no matter how minor, must be immediately reported to the employee's supervisor, or to whoever is in charge of the library if the supervisor is not present.

An employee injured by reason of his/her intentional and willful misconduct is not entitled to receive workers' compensation benefits.

2. An employee injured on the job to the extent that medical treatment by a professional is required, will be paid through the end of the scheduled day of work of the injury. An employee may use sick leave time, if available, for subsequent follow-up medical treatment.
 3. Employees with questions about workers' compensation benefits should contact the accounting/benefits coordinator.
 4. Volunteers, trustees and members of the public are not covered under the library's workers' compensation insurance.
-

Approved: February 14, 2011

Rochester Hills Public Library Board of Trustees

Health Insurance Policy

Policy Statement

The library provides health insurance to eligible employees recognizing that a healthy workforce is a more productive workforce and that such insurance is a significant factor in recruiting high quality employees.

Regulations

1. The library offers medical insurance and prescription drug coverage to regular full-time employees and their eligible family members. The cost of an employee's coverage is paid by the library. The library will pay for fifty (50) percent of family coverage.
 2. The library will not pay for duplicate coverage (coverage by a spouse or other family member's employer) for any employee or family member.
 3. Coverage is available on the first day of the month after thirty (30) days of employment as a regular full-time employee.
 4. The library may offer regular full-time employees a cash incentive if the employee declines the library's coverage and is covered elsewhere. Incentives shall be paid on the second pay period in November and shall be pro-rated based on the number of months the eligible employee declined coverage during that year. Pension benefits shall not be paid on incentives. Employees declining health insurance must sign an annual waiver to confirm eligibility.
 5. The library offers dental and vision insurance only to regular full-time employees and their family members. Coverage is available on the first day of the month after sixty (60) days of employment as a regular full-time employee. The total cost of the coverage is paid by the library.
 6. Regular part-time employees may participate in the library's health insurance plans by paying for the full cost of coverage.
 7. Information regarding the health insurance plans may be obtained from the accountant/benefits coordinator.
 8. Provisional employees are not eligible to participate in the health insurance plan.
-

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

Disability Insurance Policy

Policy Statement

The library provides disability insurance [for non-work related injuries and illnesses](#) to eligible employees to help reduce the financial impact of a short or long-term disability and as a benefit to attract high quality employees.

Regulations

2. The library provides both short-term and long-term disability insurance for regular full and part-time employees who are unable to engage in their regular work and are under the care of a licensed physician.
3. Employees are responsible for the first twenty-eight (28) days of a disability and are encouraged to accrue sufficient vacation and sick leave time.
4. Short-term disability
 - A. Employees who become disabled should apply for benefits by completing the *Application for FMLA Leave* form.
 - B. All requests for the library's self-insured short-term disability benefits are subject to the library director's approval.
 - C. Short-term disability pay commences after twenty-eight (28) consecutive days of full disability for up to twenty-two (22) weeks.
 - D. Short-term disability pay is calculated at sixty (60) percent of an employee's regular rate of pay on the date the disability commences.
 - E. Employees will be eligible for any step increases, if applicable, when they return to work after a short-term disability.
2. Long-term disability
 - A. Information about the long-term disability insurance is available from the accounting/benefits coordinator.
 - B. Employees whose disability continues beyond twenty-two (22) weeks should apply for long-term disability benefits by completing the appropriate forms which are available from the accounting/benefits coordinator.
 - C. All requests for long-term disability benefits are subject to the approval by the library's long-term disability insurance carrier.
 - D. Long-term disability commences after six (6) months.

- E. The library may terminate the employment of those employees once they are on long-term disability. Unused benefit time will be paid at the rate in effect when the disability commenced in accordance with the *Separation from Service* policy.
5. The library will pay medical, dental, and vision premiums for employees on short-term disability. Employees will not accrue vacation, holiday or sick leave time while receiving disability pay. Pension benefit contributions will not be made on disability pay.
 6. Employees may use accrued vacation, sick leave or compensatory time they have accrued to supplement disability pay.
 7. When a disability leave ends, the library director will determine the position to which the employee will return, if any, consistent with federal and/or state law.
 8. A letter from the health care provider stating that the employee can resume work, with any restrictions noted, is required before the employee returns to work.
 9. Provisional employees are not eligible for short-term or long-term disability insurance.

Approved: February 14, 2011

Revised: November 13, 2017

Rochester Hills Public Library Board of Trustees

MISC-1

Authorization and Release Form

I hereby authorize, direct and request that you provide:

or its representatives or agents with any information, including copies of documents regarding my employment, and to discuss my employment with such persons. I understand and acknowledge that you may provide such persons with personal opinions and evaluations at my request. I forever release and discharge the library and its directors, officers, employees, attorneys and agents, past, present and future, from any and all liability for any claims or damages of whatever kind arising directly or indirectly out of this *Authorization and Release* form or furnishing of any information concerning my employment.

Date: _____

Signature: _____

Print Name: _____

Witness: _____

Date: _____

Signature: _____

Print Name: _____

Approved: February 14, 2011

Rochester Hills Public Library Board of Trustees

Personnel Records Policy

Policy Statement

Maintaining proper personnel records is required to comply with federal and state law as well as to document an employee's performance on the job.

Regulations

1. Materials that comprise an employee's personnel record may include:
 - A. Forms related to hiring, reassignment, promotion and termination
 - B. Professional certification forms
 - C. Requests for leave, [which are filed separately from the regular personnel file if the request includes health/medical information.](#)
 - D. Performance evaluations
 - E. Reports of disciplinary actions
 - F. Written grievances
 - G. Commendations, letters, memoranda and e-mail messages relating to performance
 - H. ~~Memoranda relating to~~ [Documents that contain health or, medical information](#) which are filed separately from the regular personnel file.
 - I. Records of attendance at work
 - J. Records of attendance or participation in professional development activities that are job-related
 - K. Compensation authorization
 - L. Voluntary information from the employee
2. Access to an employee's non-medical record shall be limited to:
 - A. Library director
 - B. Employee's supervisor
 - C. Accounting/benefits coordinator
 - D. Employee or employee's attorney
 - E. Library legal counsel
 - F. Agents or representatives of the library

G. Law enforcement as required by a court order

G-H. Those to whom the library has a legitimate business reason to disclose.

3. All personnel records will be kept in locked files in the accounting/benefits coordinator's office. All medical records will be kept separate from an employee's personnel records and in a locked cabinet. Only those employees who have a need to know medical information about an employee will have access to such information (e.g., employees who need to know about an employee's work restrictions or necessary accommodations, or if an employee's disability might require emergency treatment or special procedures).

~~4.~~ Written authorization is required from each employee for the rRelease of information in an employee's personnel file will be governed by the Michigan Bullard Plawecki Employee Right to Know Act regarding the employee's employment unless otherwise allowed⁴.

~~4-5.~~ Without written such authorization by the employee, only confirmation of employment and salary will be given to credit investigators, prospective employers and others who may seek a reference. Employees requesting release of their personnel records must use the Authorization and Release form.

~~5-6.~~ Employees are responsible for notifying the accounting/benefits coordinator in writing as soon as possible whenever changes occur in the following areas:

- A. Home address
- B. Phone number
- C. Birth or death in the employee's immediate family
- D. Legal change of name
- E. Changes in citizenship status
- F. Changes affecting insurance programs, such as desired beneficiaries
- G. Any health issues or disabilities which require accommodation for the employee's job

~~6-7.~~ Employees are encouraged, but not required, to provide additional information that may be valuable in case of an emergency. By providing this information the employee agrees to hold harmless the library for any disclosure of information which may otherwise be prohibited by law⁵. Employees are required to notify the accounting/benefits coordinator of any changes. The library cannot be held responsible for the accuracy of medical information disclosed in case of an emergency, such as

Commented [4]: The Bullard Plawecki Right to Know Act allows for release of information in some cases without the employee's approval. In some, but not all cases, an employee has to be provided advance notice. Rather than getting into the nuances of the statute, this more generic language is the best approach. Requests are seldom revived from someone other than an employee. When that happens, a determination can take place at that time as to what should be released, and whether notice must be given.

⁴PA 397, 1978 Bullard Plawecki Right to Know Act

⁵ HIPAA

- A. Names and phone numbers of contacts in case of an emergency.
- B. Health information that would be valuable in case of an emergency such as medications taken, allergies, blood type.
- C. Contact numbers for the automated notification system if the library closes.

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

ACKNOWLEDGEMENT OF ACCESS AND/OR RECEIPT

I acknowledge that I have been advised that the library's personnel policies are located on the Rochester Hills Public Library Staff Intranet, to which I have access. I understand and agree that it is my responsibility to read and familiarize myself with the policies and procedures contained therein and that if there is any policy or procedure that I do not understand, it is my responsibility to seek clarification from the library director. I agree to abide by the policies and procedures and with future revisions as notified.

I further understand and agree that:

- The library is an "at will" employer and as such employment with the library is not for a fixed term or definite period and may be terminated at the will of either myself or the library, with or without cause, and with or without prior notice, unless expressly prohibited by law.
- No representative of the library (except the library director) has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the at-will status described above. Any such agreement modifying the at-will relationship must be in writing and signed by the library director.
- The policies and benefits are continually evaluated and may be added to, amended, modified, deviated from or terminated at any time, with or without notice, except as otherwise provided herein. As such, they shall not be construed as creating a promise of future benefits or a binding contract with the library for benefits or for any other purpose.
- The policies, procedures and benefits supersede any prior policies, procedures and benefits.

The policies and procedures are not intended to, will not be applied by the library, and should not be construed by employees, to prohibit or restrict employees from engaging in conduct protected by the Michigan Public Employment Relations Act, or any other federal, state or local law or regulation, including the right to discuss wages and other terms and conditions of employment.

Employee's Signature: _____ Date: _____

Print Name: _____

Commented [5]: Under the Michigan Public Employment Relations Act, which applies to both union and non-union employees, employees have the right to discuss wages and other terms and conditions of employment. Some employer policies have been interpreted as potentially "chilling" an employee's ability to do so (e.g., prohibition against insubordination, duty to maintain confidentially, etc.). This highlighted language is used to counteract such an argument.

BENR-11

LongTerm Care Insurance Policy

Policy Statement

The library provides long-term care (LTC) insurance to eligible employees to help reduce the financial impact of long-term care and as a benefit to attract high quality employees.

Commented [3]: Is coverage provided to all eligible employees or do employees have to elect and pay for coverage?

Regulations

1. The library will provide a long term care insurance policy for all regular full-time librarians.
2. Information regarding the LTC insurance plan may be obtained from the accountant/benefits coordinator.

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

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 by way of example, 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 unless authorized in writing by their supervisor.
3. Employees may not use Library email addresses to register on social networks, blogs, or other online tools utilized for personal use.
4. When posting to social media, employees are required to abide by the Library's policies, including without limitation, the Library's Equal Opportunity Employer, Anti-Harassment, Employee Conduct, and Conflict of Interest Policies. Postings that violate a Library policy, or that include disparaging, malicious, hostile, obscene, intimidating, threatening or bullying statements, or similar inappropriate or unlawful conduct directed toward or about the Library, and/or the Library's employees, board members, patrons, or others who work for or provide services to the Library, will result in discipline, up to and including discharge of employment.
5. Unless authorized to do so in writing by the Library Director, employees should never represent themselves as spokespersons for the Library. If the Library is a

subject of the content employees create and the employee identifies as a Library employee, they should make clear that their views do not represent those of the Library.

6. Employees may not use any Library logo, trademark or proprietary graphic without written authorization from the Library Director.
Employees may 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.
7. 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.
8. Failure to comply with this Social Media Policy may be grounds for disciplinary action up to and including termination.

Board Approved:

Drug Free Workplace Policy

Policy Statement

In compliance with the Drug-Free Workplace Act of 1988, the library is dedicated to maintaining a safe and drug free workplace. Alcohol and drug misuse poses a threat to the health of library employees, and to the safety of library employees and patrons.

Regulations

1. Employees may not use, distribute, manufacture, dispense, or possess controlled substances as specified in Schedules I and II of the Controlled Substances Act¹ while on work time or in the workplace.
2. Controlled substances, as specified in Schedules III-V of the Controlled Substances Act are permitted on the library's property only if they have been prescribed for an employee by a licensed health care professional and only if use does not affect an employee's ability to safely and effectively perform their job duties.
3. Employees may not consume alcohol on library premises except during a fund raising or other event approved by the library Board. With the exception of bottles of alcohol used in conjunction with events approved by the library Board (e.g., silent or live auction), employees are not to bring alcohol onto the library premises. In such an instance, bottles must be sealed and given to the library Director.
4. Employees may not come to work under the influence of, or when their ability to safely and effectively perform their job duties is affected by, alcohol or any drug, including a drug for which an employee has a properly authorized prescription.
5. Employees must notify the library Director of any drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.
6. As a condition of continued employment, employees may be required to submit to drug and/or alcohol screening for the following circumstances:
 - a. Following an occurrence of an on-the-job injury or accident or damage to library, employee and/or patron property;
 - b. When the library has reasonable suspicion that an employee is using or is under the influence of alcohol or drugs during the work day or is in the possession of alcohol, drugs, or drug paraphernalia at work;
 - c. During, at the conclusion of, and/or following a leave of absence or suspension imposed for a positive alcohol or drug test, and
 - d. Prior to return to work from medical leave of absence.

¹ Title 21 CFR – Part 1308, Schedules of Controlled Substances under the Controlled Substances Act [www.deadiversion.usdoj.gov/21cfr/cfr/2108cfrt.htm]

7. Before an alcohol or drug test is administered, employees will be asked to sign a consent form authorizing the test and permitting release of test results to those library officials with a need to know. At the time of testing, employees will have the opportunity to provide a list of those medications that he or she is currently using, or has recently used. This list of medications shall only be disclosed to the testing laboratory who will determine whether a positive test result could be the result of the lawful use of any of the listed medications. Any employee who refuses to give written consent or who engages in conduct that prevents or obstructs the testing process or tampers with test samples or results, is subject to discipline up to and including termination.
8. The library reserves the right to search all areas of the library if the library has a reasonable suspicion that this policy may have been violated. Such searches may be initiated without prior announcement and will be conducted at such times and locations as the library deems appropriate.
9. Violation of any of the above rules is grounds for disciplinary action up to and including immediate termination.
10. The library recognizes alcoholism and drug dependency as an illness for which there is effective treatment and rehabilitation. Employees who suspect that they may have an alcoholism or drug dependency problem, even in its early stages, are encouraged to seek diagnosis and follow through with the treatment that may be prescribed by qualified professionals in order to arrest the problem as early as possible.
11. Any employee having these problems will receive the same careful consideration and offer of treatment that is presently extended to those having other physical disabilities or diseases under our existing benefit plans. The same benefits and insurance coverages that are provided for all other diseases under the established benefit plan will be available for individuals who accept medically approved treatment of alcoholism or drug dependency according to our health plan.
12. Nothing in this statement of policy is to be interpreted as constituting a waiver of the library's responsibility to maintain discipline, or the right to take disciplinary measures in the case of poor performance or misconduct that may result from alcoholism or drug dependency. Further, this policy does not alter the fact that the library is an at-will employer and as such may terminate the employment relationship at any time, with or without cause or reason and with or without notice.

Board approved:

Other Business



ROCHESTER HILLS
PUBLIC LIBRARY