



# Royal Oak

## Agenda

Royal Oak Public Library Board of Trustees

Tuesday, April 23, 2024, 7:00 p.m.

Royal Oak Public Library Friends Auditorium

222 East Eleven Mile Road

Royal Oak, MI 48067

Anyone planning to attend the meeting who has need of special assistance under the Americans with Disabilities Act (ADA) is asked to contact the city clerk's office at 248-246-3050 at least two (2) business days prior to the meeting.

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	Pages
1. Call to Order	
2. Announcements/Communications	
3. Public Comment	
4. Approval of Agenda	
5. Approval of Minutes	2
03-19-24 Library Board Budget Committee Work Session minutes	
03-19-24 Library Board Regular Meeting Minutes	
6. Annual Library Board/Friends of the Library Board Discussion	
7. Financial Reports	4
Financials through 4-17-24	
8. Director and Staff Report	6
9. New Business	
a. Library Material Vending Machine	
Reviewing the RFQs for the Library Vending Machine	
10. Adjournment	

**March 19, 2024, 6:45pm – Royal Oak Public Library Budget Committee Work Session minutes**

- I. Call to Order/Roll Call  
Called to order at 6:44 p.m.  
Trustees Jones and Dyer present.
- II. Review of proposed FY 2024-25 Budget
  - A. Action Item
    1. Approve submitting the FY 2024-25 Budget Proposal to the Library Board  
Jones moved, Dyer seconded. Passed unanimously.
- III. Adjournment
  - A. Jones moved, Dyer seconded. Adjourned at 6:55pm.

Respectfully submitted,  
Sandy Irwin, Library Director

## March 19, 2024 – Royal Oak Public Library Board meeting minutes

- I. Call to Order/Roll Call  
Called to order at 7:04pm  
Trustees Macey, Carlson, Dyer, Jasinski, Jones and Library Director Irwin present. Cook joined later, Sipes and Tierney absent.
- II. Announcements/communications
  - A. Discussion of filling the current Board vacancy.
- III. Public comment
  - A. None
- IV. Approval of the Agenda
  - A. Motion by Dyer, second by Cook, passed unanimously
- V. Approval of the Minutes
  - A. 02-27-24 Policy committee
    - i. Motion by Dyer, second by Cook, passed unanimously
  - B. 02-27-24 Regular meeting
    - i. Motion by Dyer, second by Cook, passed unanimously
- VI. Financial Reports
- VII. Library Director's Report
- VIII. Committee & Liaison Reports
  - A. Friends of the Library
- IX. New Business
  - A. Action Items
    - i. FY 2024-25 Budget
      - a) Motion by Jasinski, second by Dyer, passed unanimously
    - ii. Library materials vending machine - moving forward in the process
      - a) Motion by Carlson, second by Dyer, passed unanimously
    - iii. 3.30 Patron Behavior Policy - addition of one requirement
      - a) Motion by Carlson, second by Dyer, passed unanimously
    - iv. Declare items for surplus
      - a) Motion by Jasinski, second by Dyer, passed unanimously
    - v. Adjournment
      - a) Motion by Carlson, second by Jasinski, passed unanimously.

Meeting adjourned at 8:50pm

Respectfully submitted,  
Sandy Irwin, Library Director

04/17/2024 REVENUE AND EXPENDITURE REPORT FOR CITY OF ROYAL OAK  
 PERIOD ENDING 04/30/2024  
 % Fiscal Year Completed: 83.33

\*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 04/30/2024	ACTIVITY FOR	BUDGET VS	% BDGT USED
				MONTH 04/30/2024	ACTUAL - DIFFERENCE	
Fund 271 - LIBRARY FUND						
Revenues						
Dept 000 - NON-DEPARTMENTAL						
271-000-40200	PROPERTY TAX REVENUES	3,637,700.00	3,566,106.17	0.00	(71,593.83)	98.03
271-000-57300	LOCAL COMMUNITY STABILIZATION	73,600.00	16,584.08	0.00	(57,015.92)	22.53
271-000-57403	STATE - AID TO LIBRARY	58,620.00	59,030.12	0.00	410.12	100.70
271-000-57405	STATE - LIBRARY PENAL FINES	75,670.00	78,082.25	0.00	2,412.25	103.19
271-000-64201	LIBRARY COPIER CHARGES	4,400.00	4,014.10	0.00	(385.90)	91.23
271-000-65701	LIBRARY SERVICE CHARGES & FINES	800.00	2,850.00	0.00	2,050.00	356.25
271-000-65702	LIBRARY REPL MATERIALS FEES	2,000.00	2,301.83	0.00	301.83	115.09
271-000-66500	INTEREST	44,650.00	73,911.13	0.00	29,261.13	165.53
271-000-67100	MISCELLANEOUS REVENUE	1,000.00	1,084.88	250.25	84.88	108.49
271-000-67501	DONATIONS	25,000.00	13,453.90	0.00	(11,546.10)	53.82
271-000-67503	MEMORIAL BOOK FUND	1,000.00	2,960.75	0.00	1,960.75	296.08
271-000-67570	DONATIONS - MISC LIBRARY	1,000.00	8,061.67	0.00	7,061.67	806.17
271-000-69946	TRANSFER FROM ARPA - 460	0.00	2,051.03	2,051.03	2,051.03	100.00
Total Dept 000 - NON-DEPARTMENTAL		3,925,440.00	3,830,491.91	2,301.28	(94,948.09)	97.58
TOTAL REVENUES		3,925,440.00	3,830,491.91	2,301.28	(94,948.09)	97.58
Expenditures						
Dept 790 - LIBRARY						
271-790-70203	WAGES - PERMANENT	998,400.86	745,588.61	38,515.48	252,812.25	74.68
271-790-70204	WAGES - TEMPORARY	313,000.00	194,422.15	8,899.51	118,577.85	62.12
271-790-70300	WAGES - OVERTIME	2,000.00	533.03	0.00	1,466.97	26.65
271-790-70401	LONGEVITY PAY	17,030.10	17,030.08	0.00	0.02	100.00
271-790-70402	SICK LEAVE PAY	3,610.00	0.00	0.00	3,610.00	0.00
271-790-70404	SHIFT DIFFERENTIAL PAY	0.00	234.78	16.00	(234.78)	100.00
271-790-70407	DUPLICATE HEALTH CARE BENEFITS PAY	2,400.00	1,914.28	200.00	485.72	79.76
271-790-70500	DEFERRED COMP - EMPLOYER CONTRIBUTION	3,525.57	2,654.91	137.74	870.66	75.30
271-790-70601	RETIREMENT CONTRIBUTIONS - GENERAL	17,100.00	12,569.84	655.00	4,530.16	73.51
271-790-70603	OPEB CONTRIBUTIONS	21,480.00	14,379.43	327.50	7,100.57	66.94
271-790-70604	PENSION - UAL - GENERAL	30,600.00	16,404.97	1,460.66	14,195.03	53.61
271-790-70606	OPEB - UAL	16,300.36	18,534.22	306.54	(2,233.86)	113.70
271-790-70610	DEFINED CONTRIBUTION	74,528.97	55,215.00	2,877.62	19,313.97	74.09
271-790-70620	RETIREE HSA	33,123.99	24,539.37	1,278.92	8,584.62	74.08
271-790-71101	FICA	102,373.13	71,541.61	3,547.66	30,831.52	69.88
271-790-71102	UNEMPLOYMENT COMPENSATION TAX	1,025.60	1,003.27	38.78	22.33	97.82
271-790-71201	GROUP MEDICAL INSURANCE	156,520.20	117,616.57	6,248.16	38,903.63	75.14
271-790-71203	GROUP DENTAL INSURANCE	12,356.40	9,764.60	1,041.29	2,591.80	79.02
271-790-71204	GROUP LIFE INSURANCE	3,498.60	2,692.19	0.00	806.41	76.95
271-790-71205	VISION INSURANCE	1,450.56	1,087.87	108.68	362.69	75.00
271-790-71206	WORKERS COMPENSATION INSURANCE	1,160.00	783.07	33.18	376.93	67.51
271-790-71207	SHORT AND LONG TERM DISABILITY	6,068.73	4,836.59	132.68	1,232.14	79.70
271-790-72701	OFFICE SUPPLIES	5,000.00	2,513.40	369.89	2,486.60	50.27
271-790-72702	OFFICE EQUIP/FURNITURE (NON-CAPITALIZED)	2,500.00	2,024.94	249.11	475.06	81.00
271-790-72800	COMPUTER SUPPLIES & PARTS	15,000.00	8,214.50	0.00	6,785.50	54.76
271-790-73200	CLEANING & JANITORIAL SUPPLIES	7,500.00	6,102.96	525.40	1,397.04	81.37
271-790-73300	BUILDING REPAIR & MAINTENANCE SUPPLIES	1,000.00	153.70	0.00	846.30	15.37
271-790-73800	ELECTRICAL & LIGHTING SUPPLIES	1,000.00	0.00	0.00	1,000.00	0.00
271-790-74500	TREES, SHRUBS & PLANTS	500.00	259.50	0.00	240.50	51.90
271-790-78900	PROGRAM SUPPLIES AND RELATED EXP	38,000.00	23,453.98	3,087.66	14,546.02	61.72
271-790-79001	LIBRARY BOOKS	153,500.00	107,355.29	9,209.50	46,144.71	69.94
271-790-79002	LIBRARY VIDEO & AUDIO RESOURCES	32,000.00	15,634.80	2,063.34	16,365.20	48.86
271-790-79003	LIBRARY ELECTRONIC RESOURCES	24,980.00	18,104.05	1,606.80	6,875.95	72.47
271-790-79004	LIBRARY SUBSCRIPTIONS	12,900.00	12,938.64	89.00	(38.64)	100.30
271-790-79011	MEMORIAL BOOKS & RESOURCES	1,000.00	541.37	236.57	458.63	54.14
271-790-79012	REPLACEMENT BOOKS & RESOURCES	600.00	19.95	0.00	580.05	3.33

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 04/30/2024	ACTIVITY FOR	BUDGET VS	% BDGT USED
				MONTH 04/30/2024	ACTUAL - DIFFERENCE	
271-790-79102	DOWNLOADABLES - AUDIO, VIDEO, ETC.	177,600.00	150,744.49	15,728.34	26,855.51	84.88
271-790-79900	MISCELLANEOUS OPERATING SUPPLIES	10,000.00	7,666.81	113.49	2,333.19	76.67
271-790-80301	DATA PROCESSING SERVICES	49,400.00	48,874.27	12,536.19	525.73	98.94
271-790-80302	TELECOMMUNICATIONS SERVICES	12,720.00	3,868.43	0.00	8,851.57	30.41
271-790-80800	AUDIT SERVICES	1,570.00	1,626.80	0.00	(56.80)	103.62
271-790-80999	MISC FINANCIAL SERVICES	1,080.00	810.00	90.00	270.00	75.00
271-790-81201	PROPERTY & CASUALTY INSURANCE SERVICES	49,900.00	38,810.12	243.52	11,089.88	77.78
271-790-82500	MISC CONTRACTED SERVICES	32,250.00	25,397.73	726.21	6,852.27	78.75
271-790-82801	COMPUTER EQUIP REPAIR & TECH SUPPORT SVC	500.00	0.00	0.00	500.00	0.00
271-790-83200	CLEANING & JANITORIAL SERVICES	53,500.00	34,241.00	3,724.00	19,259.00	64.00
271-790-83301	HEATING/COOLING REPAIR & MAINT SERVICES	25,000.00	11,299.43	1,632.00	13,700.57	45.20
271-790-83302	PLUMBING REPAIR & MAINTENANCE SERVICES	7,000.00	0.00	0.00	7,000.00	0.00
271-790-83303	ELEVATOR REPAIR & MAINTENANCE SERVICES	9,770.00	500.00	0.00	9,270.00	5.12
271-790-83399	MISC BUILDING REPAIR & MAINT SERVICES	30,000.00	20,321.72	0.00	9,678.28	67.74
271-790-85101	ELECTRIC	64,000.00	46,405.48	4,013.30	17,594.52	72.51
271-790-85103	GAS	19,000.00	14,977.42	1,988.70	4,022.58	78.83
271-790-85105	WATER	5,000.00	4,115.88	0.00	884.12	82.32
271-790-85300	BUILDING SECURITY SERVICES	3,100.00	2,207.07	0.00	892.93	71.20
271-790-85600	PRINTING & DOCUMENT DUPLICATING	1,500.00	135.01	0.00	1,364.99	9.00
271-790-85800	POSTAGE & MAILING SERVICES	5,000.00	1,580.00	0.00	3,420.00	31.60
271-790-86101	TRAINING & EDUCATION	10,000.00	1,921.30	120.00	8,078.70	19.21
271-790-86300	TRAVEL COSTS	5,000.00	9.00	0.00	4,991.00	0.18
271-790-86500	DUES & MEMBERSHIPS	6,000.00	4,723.00	1,723.00	1,277.00	78.72
271-790-87501	ADVERTISING & LEGAL NOTICES	3,300.00	3,019.00	0.00	281.00	91.48
271-790-92200	MOTOR POOL VEHICLE RENTALS	6,780.00	4,520.00	0.00	2,260.00	66.67
271-790-92600	ADMINISTRATIVE CHARGES	91,540.00	61,026.64	0.00	30,513.36	66.67
271-790-92800	INFORMATION SYSTEMS SERVICE CHARGES	74,590.00	49,726.64	0.00	24,863.36	66.67
271-790-96400	BANK SERVICE CHARGES & FEES	2,500.00	1,652.77	0.00	847.23	66.11
271-790-96800	MISCELLANEOUS EXPENDITURES	10,000.00	5,708.13	695.42	4,291.87	57.08
271-790-96901	INCREASE IN FUND BALANCE	591,806.93	0.00	0.00	591,806.93	0.00
271-790-97000	CAPITAL OUTLAY	60,000.00	0.00	0.00	60,000.00	0.00
271-790-97001	CAPITAL OUTLAY-NON-QUALIFIED	35,000.00	0.00	0.00	35,000.00	0.00
271-790-99131	PENSION PRINCIPAL	53,000.00	52,670.07	0.00	329.93	99.38
271-790-99136	OPEB PRINCIPAL	147,000.00	146,153.85	0.00	846.15	99.42
271-790-99531	PENSION DEBT INTEREST	42,000.00	41,793.17	20,488.13	206.83	99.51
271-790-99536	OPEB DEBT INTEREST	116,000.00	116,015.49	56,874.32	(15.49)	100.01
Total Dept 790 - LIBRARY		3,925,440.00	2,413,184.24	203,959.29	1,512,255.76	61.48
TOTAL EXPENDITURES		3,925,440.00	2,413,184.24	203,959.29	1,512,255.76	61.48
Fund 271 - LIBRARY FUND:						
TOTAL REVENUES		3,925,440.00	3,830,491.91			97.58
TOTAL EXPENDITURES		3,925,440.00	2,413,184.24			61.48
NET OF REVENUES & EXPENDITURES		0.00	1,417,307.67			100.00
BEG. FUND BALANCE		657,642.15	657,642.15			
END FUND BALANCE		657,642.15	2,074,949.82			

## DIRECTOR MONTHLY REPORT

April 2024

### Strategic Plan - Actions and Results

- Short Term Goal 2- Employ and retain happy, welcoming staff and provide for their ongoing professional development.
  - 4/8 I met with the Labor Attorney and Human Resources to discuss the labor negotiations with the union that covers a majority of the full-time staff.
- Short Term Goal 3- Continually maintain and enhance our physical and digital collections
  - 3/20/24 I attended the MCLS Overdrive Consortium annual meeting. We voted to increase our collection budget by 10% and to renew our magazine access.
    - This was already budgeted for in our request.
      - 4/12/24 One of the libraries is leaving the consortium. This affects the budget we voted on. The consortium will meet in May to make an adjustment.
- Short Term Goal 4- Capture community's attention and effectively communicate our available resources, programming, and services.
  - 4/1/24 While it wasn't really promoting the library, we did host Governor Whitmer's team to sign some reproductive freedom bills into law.
  - 4/1/24 The city was contacted for an article about solar eclipse scams, and they included the library, along with a picture of our staff wearing eclipse glasses, and shared that we have glasses available.
    - In addition, a local optometrist dropped some off for us to give away.
  - 4/5/24 The Royal Oak Tribune did a story on the eclipse glasses, with our library featured.
  - 4/2/24 Our substitute librarian Megan and I visited with staff from Baker College – 29 people visited our table
  - 4/10/24 the Farmer's Market "In Harvest 2024-2025" booklet was released. They gave us a free ad – check it out on p. 15.
- Long Term Goal 2- Invest in and make accessible innovative technologies.
  - We issued a Request for Quote for the Library Vending Machine. It closes on 4/19/24.
    - If we accept a proposal, we will make an adjustment at the end of the fiscal year.
- Long Term Goal 3- Secure stable funding
  - 4-10-24 With City staff Jill Martin, Grants Coordinator and Angela Fox, Sustainability Manager, we completed a grant application to EBSCO for our solar project, requesting \$100,000. We also received support from Matt Exley with the Department of Public Services.
  - 4/16/24 I received notice from Comerica about the Joyce Maierle Revocable Trust. She was a long-time Friend of the Library who passed away in September 2022. She had bequeathed \$25,000 to the Library in her will. I have sent in the paperwork they requested.

- Long Term Goal 4- Ensure best practices in library governance, management, and curation in all areas of the library.
  - We are reviewing a few collections that have special areas/cataloging. Our goal is to integrate them into the regular non-fiction collection.
  - History collection: we do not have any statement on the purpose of the local history collection, and there are quite a few items that are more suited for other organizations. We will be conducting a review of the collection.
    - I am working on setting up a meeting with the curator at the Royal Oak Historical Society.
    - We have already committed to sending our old Bressers City Directories from Detroit to the City of Detroit's Parks and Recreation Archivist. They use them here and asked if it were possible for us to transfer the collection to them.

### **Financial Report**

- Hoopla expenses will definitely go over budget. We will work with Finance on a budget adjustment when the fiscal year ends.

### **Statistics**

- Both February and March statistics are included in the report.
- Looking at the year-to-date numbers, we are exceeding last year in multiple categories.
- I found an error in the reported numbers for eMaterial circulation from February of 2023; it was way too high. I have fixed it, which is why the number looks less than what was previously reported. I highlighted it in yellow.

### **Facility**

- 3/29/24 The sliding glass doors were not operating properly.; one would not close all the way. Service call placed and the sensor was adjusted.
- 4/22/24 Boiler room waterproofing: engineering is done, permits are approved and the project is set to begin. Should take about a week to complete.
- Exterior concrete and railing repairs: it is such a small project that we are having trouble finding someone to engineer/design it. Will carry over into 2024/25.
- A light switch in the bay below the elevator is faulty. Working with the City on fixing it.

### **Professional Development**

- 3/22/24 Library Cohort training on crisis communication
- 3/26/24 As part of the cohort, we are using appreciative inquiry to interview people. I met with Kim Johnson with Teen Clean Closet.
- 4/16/24 I attended the Michigan Library Association (MLA) Advocacy Day at the Capital. I met with the staff of Senator Mallory McMorrow and Representative Helena Scott. Between my local library colleagues and I, we advocated for:

- The MLA-drafted Freedom to Read legislation, which would protect all Michigan libraries from book challenges.
- Increasing State Aid.
- Creating a competitive grant-funding process for capital improvements for libraries.
  - The above were the primary objectives. We also discussed protecting penal fines for libraries and Headlee reform.

### **Staff News**

- It is with a broken heart that I am sharing the news that Lori Boden, a 46-year veteran of the library, passed away over the weekend of 4/12/24.
  - The city's Employee Assistance Program (EAP) counselors will be meeting with staff on Tuesday 4/23 and Wednesday 4/24.
  - We are working the Go Team Therapy Dogs to bring in some dogs for the staff to interact with.

### **Security Issues/Suspensions**

- March 2024
  - # of weekday incidents: 13
  - # of evening incidents (6-8pm): 1
  - # of weekend incidents (Sat& Sun): 3
  - Suspensions:
    - 3/26/24 One patron was suspended for theft of CDS (they were found at a crime scene in his backpack) and subsequently drinking in the computer lab. Both incidents happened within days of each other and, once he was identified, he was suspended for 1 year.
    - 3/26/24 One patron was suspended for instigating an argument with another patron who inadvertently woke him up while he was asleep, and then reaching into the patron's lap, grabbing their food (crab dip) and throwing it. Patron had been in a previous incident where he had fallen asleep and another person disturbed him, and he got in a verbal altercation with them. Suspended for 6 months.
- Recurring issues
  - People are coming in with very strong odors and hygiene issues. In April, one couple was suspended for repeated violations. With these incidents, we are having to clean our upholstered furniture which have had both odors and bodily fluids on them. We are taking precautions (gloves, masks) and have had to clean 6 chairs since mid-March.
    - Kudos to our Administrative Assistant Stephanie for helping me clean these up!



## **ACCESS SERVICES MONTHLY REPORT**

**March and April 2024**

### **Strategic Plan - Actions and Results**

**Royal Oak Public Library provides opportunities for all to learn, connect, create, and innovate.**

Long Term Goal 1- Continuously upgrade and maintain the physical space and functionality of the library to meet the evolving needs of the community

Librarian Megan Novak picked up where Ben and I left off on the reorganization of the Library of Things and she has completed the project. Megan's reorganization is beautifully and thoughtfully done, creating intuitive access for both patrons and staff. Megan not only did a magnificent job with this project, but she has also taken on the challenging task of providing original cataloging for new items in the LoT collection, easing Nancy's and my workloads.

Long Term Goal 2- Invest in and make accessible innovative technologies

The return of a batch of super smelly books in early March led to the realization that we did not have a procedure in place for handling such items. I purchased racks and activated charcoal bags and placed them in two unused Rubbermaid bins to create our new "Destinkers," along with guidelines for handling smelly items in the future. It took about 10 days to remove the musty odor from the dozen or so books, but they are now odor-free and back in circulation!

### **Outreach**

- March 20<sup>th</sup> was Oakland Elementary's Family Literacy Night; Ben and I participated in the event, talking with families about the library's services, especially our new app. We spoke with almost two dozen children and parents, and all but one of them already had library cards. We made a new card account for that one child, a delighted first-grader. It was a fun event, and we look forward to participating again next year!
- Sandy, Blair, and I conducted a careful review of the Van Delivery Program's usage statistics and patron feedback and concluded that the program was not viable. We did our last van delivery run on April 11<sup>th</sup>.

### **Professional Development**

- Two librarians (Megan, Emily) and one circ aide (Heather) have completed TLN's basic cataloging training and are now assisting the Tech Services staff on special collections cataloging, i.e., vinyl records and Library of Things, both of which require substantial original cataloging because these items generally do not have existing catalog records to copy. Original cataloging of non-book items is typically very time-consuming, leading to backlogs in our overall processing workload. Having additional professional librarians reviewing these special items and creating their catalog records provides the most accurate and searchable information for our patrons and other librarians. Heather's assistance on copy cataloging will further reduce workload backlogs.

## **Staff News**

- On Sunday, April 14<sup>th</sup> we learned that our beloved colleague, Lori Boden, had passed away suddenly. Our entire department is devastated, and it will take us quite some time to adjust.

## **ADULT SERVICES MONTHLY REPORT**

**March – April 2024**

### **Strategic Plan - Actions and Results**

**Royal Oak Public Library provides opportunities for all to learn, connect, create, and innovate.**

Short Term Goal 2- Employ and retain happy, welcoming staff and provide for their ongoing professional development.

- I am attempting to foster teamwork whenever possible. My latest effort involved having staff team up and work together on different aspects of the Summer Reading Program. So far staff seem willing to try a cooperative approach instead of having me impose and assign it to them.
- During the first week of April, Gillian and two other staff members attended the weeklong conference of the Public Library Association in Columbus, Ohio. Their report should be forthcoming,

Short Term Goal 3- Continually maintain and enhance our physical and digital collections

- During a recent discussion with Chelsey, we discussed physical media collections in view of the impact of technology and future space planning. The DVD collection is holding its own and is still in demand. The music CDs and CD book usage is in decline and some libraries have even gotten rid of the latter. The location of the new video game collection is currently undecided as is the reconfiguration of those collections.

Short Term Goal 4- Capture community's attention and effectively communicate our available resources, programming, and services

- The Summer Reading Program (SRP) is still first and foremost an outreach effort involving virtually every staff member, I am conducting a series of special meetings to get everything ready for the June 14 start time. To facilitate the work, I have broken it down into more manageable segments such as budget, publicity, scavenger hunt, prizes and so on.

Long Term Goal 1- Continuously upgrade and maintain the physical space and functionality of the library to meet the evolving needs of the community.

- Additional deliberation of the uses of the Local History Room has ensued lately. Many good ideas were put forth during the last departmental meeting on how to best utilize the room and accommodate both users and nonusers of the room and its contents. Some ideas involve having patrons reserve the room on the library calendar.

Long Term Goal 2- Invest in and make accessible innovative technologies

- Our newest technologies are in full swing, and the publicity is starting to attract notice. Blair has been hosting craft programs in the Makerspace and has attracted some public participation. The sewing machines in particular seem to be popular.

Long Term Goal 4- Ensure best practices in library governance, management, and curation in all areas of the library

- Gillian is our adult volunteer coordinator. That project is still in the development phase. The work currently is focused on revising the application forms. Meanwhile, some work assignments have been shifted to free up their time. Also in process is the organization of the volunteer tasks which would consist of weeding assistance to start.

### **Professional Development**

- During the first week of April, Gillian and two other staff members attended the weeklong conference of the Public Library Association in Columbus, Ohio,

### **ADULT MARCH 2024 PROGRAMS**

4	Leprechaun crafts
4	Queerdos
6	Medicare
12	Retirement
13	Author visit
14	Community book club
15	Collage art
18	Food waste
18	ESL
19	Yiddish theater
18	ID theft
21	Thursday book club
21	DIA women artists
23	Local author fair
25	Fright club
25	Native plants
26	Short story club
27	Author Visit
28	ESL

### **Matthew Day**

Head of Adult Services

18 April 2024

### **YOUTH SERVICES MONTHLY REPORT**

**March 2024 – April 2024 (3/10 – 4/6)**

### **Strategic Plan - Actions and Results**

**Royal Oak Public Library provides opportunities for all to learn, connect, create, and innovate.**

Short Term Goal 2- Employ and retain happy, welcoming staff and provide for their ongoing professional development.

- Becca attended the Public Library Association 2024 Conference in Columbus, Ohio April 2<sup>nd</sup> through the 6<sup>th</sup>. She will be sharing her experience and notes with the rest of the youth team at

our next department meeting. PLA is one of the best professional conferences to attend to discover new ideas, services and products and a great place to discuss best practices with experienced colleagues from all over the country. Some of the highlights she shared with me include how to best fight censorship, and how to serve teens specifically in our community and meet them on their level.

- Barb returned from her leave on April 3<sup>rd</sup>. We're all happy to have her back and to have the department staffing levels back at full strength. Tracy's willingness to take on additional hours and Megan's help with desk coverage were instrumental in making sure we could maintain service levels while Barb was on leave.

Short Term Goal 3- Continually maintain and enhance our physical and digital collections.

- Currently weeding J Bios and YA Fiction.
- Finished weeding JE (Picture Books) Round 2 and J 700.
- Started inventory in J Fiction and Holidays.
- Finished updating item record call numbers in J Nonfiction and currently updating JE (Picture Book) collections. We are replacing the author's first letter of their last name with their entire last name.
- Continuing to level Beginner Readers by adding spine labels and updating item record call numbers. We are nearing the end of the S's.
- Finished correcting item record location field for the remaining Holiday JE Books.

Short Term Goal 4- Capture community's attention and effectively communicate our available resources, programming, and services.

- Sent our digital newsletter for April and released our April youth program flyer. We sent the flyer to Royal Oak Schools for distribution via Peachjar. We're currently working on our digital newsletter for May.
- The youth and adult departments hosted a Local Author Fair on Saturday March 23, 2 – 4 pm. Our first author fair was a success and brought in 200 visitors. We hosted 8 adult, 4 teen and 7 children's authors. Our committee had a wrap-up meeting on April 17 to discuss ways we can improve the event and better plan the next time we host an author fair.
- Becca's work on the local library passport project is nearing completion. The passport will be used to encourage area residents to visit neighboring TLN libraries in Berkley, Clawson, Ferndale, Hazel Park, Huntington Woods, Madison Heights, and Oak Park. Patrons who complete the passport by visiting all eight libraries will receive a vinyl sticker provided by TLN.
- Finishing our Summer Reading challenge programs in Beanstack and are finalizing our slate of summer events, including the Summer Reading Kickoff party on Friday, June 14<sup>th</sup> in Centennial Commons and on the Library Terrace.

Long Term Goal 1- Continuously upgrade and maintain the physical space and functionality of the library to meet the evolving needs of the community.

- Added new and additional signage to the Teen area to ensure Teens have "a safe, supportive, and positive space that is uniquely their own." We're hoping the additional signs will help encourage adult patrons to find seating and computers in the adult areas of the library.

Long Term Goal 4- Ensure best practices in library governance, management, and curation in all areas of the library.

- Staff attended training to review and discuss the 3.30 Patron Behavior Policy update. The new policy replaces the previous 3.30 Code of Conduct.

### Programs

- March Gold Coin Scavenger Hunt
- Graphic Novel Book Club – 3/11
- Teen Café – 3/12
- Mother Goose on the Loose (Family Story Time) – 3/12, 3/19, 3/26 & 4/2
- Toddler Story Time – 3/13, 3/20, 3/27 & 4/3
- Author Visit with Jack Cheng – 3/13
- Baby Size Special: Zumbini – 3/14
- ROMS Half-Day Matinee – 3/14
- Kids Yoga – 3/19
- Pasta Story Time with Noodles & Company – 3/20
- Baby Size – 3/21, 3/28 & 4/4
- Family Lego Time – 3/21
- Local Author Fair – 3/23
- Read to the Dogs – 3/25
- Minecraft Block Busters – 3/26
- Pokémon Meet Up – 3/27
- March Madness with Noodles & Company – 3/28
- The Upcoming Eclipse – 3/28
- 1000 Books Before Kindergarten Party – 4/6
- Book Bunny Scavenger Hunt

### Outreach

- Becca hosted seven teens from GiGi's Playhouse on Saturday, March 16<sup>th</sup>. The teens and their caregivers had an opportunity to tour the library, learn about how they can use libraries and how we're here to help them. GiGi's Playhouse also displayed their *ArtExplosion* pieces in the glass display case near the south entrance during the month of March. The art pieces on display were part of their Down Syndrome Acceptance Display.
- Becca attended Wellness Wednesday at Royal Oak Middle School on March 20<sup>th</sup>. She was there to meet with each of the classes during their lunch breaks. She issued library cards, had crafts for them, and spent time letting them know about the library's teen services and resources. We've also been delivering library cards to ROMS as a part of this collaboration with Jill Hill, Teaching and Learning Specialist.
- Tracy's finalized the Royal Oak Schools Art Show plans. About 10 teachers will be here on April 18<sup>th</sup> to display the art throughout the top floor of the library and to complete a technology run-

through in preparation for the Opening Party scheduled on Saturday, April 20<sup>th</sup> from 2 – 5:30 pm. The student art will be on display until May 18<sup>th</sup>.

- Jennifer delivered and picked up three school book bins. We delivered a bin to Lamplighters Preschool for the first time.

### **Professional Development**

- Jennifer attended Person-in-Charge training with Sandy.
- Tracy completed the Smart Money MI Kids training with Kelly Masters of the MI Financial Wellness Network.

### **Staff News**

- **Volunteers**
  - We have 6 weekly volunteers with 14 weekly hours.
  - Volunteers completed 41 shifts for a total of 75.75 hours.
  - Our newest volunteer, Annalise, has completed the orientation.

### **Patron Feedback**

- ROMS parents expressed gratitude regarding our ROMS Half-Day Matinee. We had a great turnout and hit room capacity for the low cost of 11 Hot & Ready pizzas.
- A patron marveled at how wonderful the library looked. 'It did not look like this 50 years ago.' She remembered her school 'taking students to the library as punishment!'

## Monthly Statistics February 2024

	Feb 2024	Feb 2023	% change	Year to Date	22/23 YTD	22/23 Year-End	% of total
<b>Visits</b>	15,533	12,712	22.2%	118,156	100,828	155,456	76.0%
<b># of cardholders</b>	28,856	26,920	7.2%			27,959	
<b>Circulation (includes renewals)</b>							
Children	15,967	14,454	10.5%	121,631	116,766	179,455	67.8%
Teen	1,156	1,087	6.3%	10,104	9,501	14,087	71.7%
Adult	11,440	10,574	8.2%	87,643	86,546	130,248	67.3%
eMaterials	17,677	12,902	37.0%	124,457	104,310	160,792	77.4%
<b>Total</b>	<b>46,240</b>	<b>39,017</b>	<b>18.5%</b>	<b>343,835</b>	<b>317,123</b>	<b>484,582</b>	<b>71.0%</b>
<b>Database use</b>	2,015	1,786	12.8%	16,649	18,806	27,762	60.0%
<b>Inventory</b>							
Physical Items	132,256	134,286	-1.5%			134,605	
<b>Reference Transactions</b>	1,503	1,859	-19.2%	11,576	13,195	20,386	56.8%
<b>InterLibrary Loans</b>							
Lending	2,343	2,594	-9.7%	17,147	20,192	29,621	57.9%
Borrowing	5,048	4,531	11.4%	38,215	34,725	54,097	70.6%
<b>Public Internet, Wireless &amp; Website</b>							
Uses (sessions) of public PCs	1,459	1,371	6.4%	12,407	9,899	14,802	83.8%
Uses of wireless logins	1,769	1,293	36.8%	12,996	9,921	14,954	86.9%
Website hits	11,783	11,722	0.5%	92,135	98,456	145,877	63.2%
<b>Library App</b>							
# of new devices	139	n/a		1,294	n/a	n/a	
Launches	5,015	n/a		25,620	n/a	n/a	
<b>Programs &amp; Outreach</b>							
# of Programs & Outreach Ages 0-5	11	14	-21.4%	89	86	124	71.8%
Attendance Ages 0-5	496	489	1.4%	3,118	3,085	4,550	68.5%
# of Programs & Outreach Ages 6-11	0	6	-100.0%	30	68	100	30.0%
Attendance Ages 6-11	0	110	-100.0%	377	1,469	5,545	6.8%
# of Programs & Outreach Teen	2	6	-66.7%	19	24	35	54.3%
Attendance Teen	9	24	-62.5%	301	467	594	50.7%
# of Programs & Outreach Adults	7	13	-46.2%	120	102	175	68.6%
Attendance Adults	33	109	-69.7%	1,059	1,165	2,213	47.9%
# of Programs & Outreach All Ages	1	n/a		36	n/a		
Attendance All Ages	46	n/a		3,997	n/a		
<b># of Volunteers</b>	48	47	2.1%	339	368	543	62.4%
<b># of Volunteer Hours</b>	293	279	5.0%	2,262	2,230	3,250	69.6%



**Monthly Statistics**  
**March 2024**

	Mar 2024	Mar 2023	% change	Year to Date	22/23 YTD	22/23 Year-End	% of total
<b>Visits</b>	16,344	15,199	7.5%	134,500	116,027	155,456	86.5%
<b># of cardholders</b>	28,294	27,429	3.2%			27,959	
<b>Circulation (includes renewals)</b>							
Children	17,581	19,236	-8.6%	139,212	136,002	179,455	77.6%
Teen	1,183	1,275	-7.2%	11,287	10,776	14,087	80.1%
Adult	11,616	12,046	-3.6%	99,259	98,592	130,248	76.2%
eMaterials	18,375	102,439	-82.1%	140,302	119,069	160,792	87.3%
<b>Total</b>	<b>48,755</b>	<b>134,996</b>	<b>-63.9%</b>	<b>390,060</b>	<b>364,439</b>	<b>484,582</b>	<b>80.5%</b>
<b>Database use</b>	2,431	2,013	20.8%	19,086	20,819	27,762	68.7%
<b>Inventory</b>							
Physical Items	131,093	134,250	-2.4%			134,605	
<b>Reference Transactions</b>	1,418	2,078	-31.8%	12,994	15,273	20,386	63.7%
<b>InterLibrary Loans</b>							
Lending	2,463	2,766	-11.0%	19,610	22,958	29,621	66.2%
Borrowing	5,133	5,355	-4.1%	43,348	40,080	54,097	80.1%
<b>Public Internet, Wireless &amp; Website</b>							
Uses (sessions) of public PCs	1,606	1,533	4.8%	14,013	11,432	14,802	94.7%
Uses of wireless logins	1,768	1,261	40.2%	14,764	11,182	14,954	98.7%
Website hits	12,291	12,633	-2.7%	104,426	111,089	145,877	71.6%
<b>Library App</b>							
# of new devices	108	n/a		1,402	n/a	n/a	
Launches	5,923	n/a		31,543	n/a	n/a	
<b>Programs &amp; Outreach</b>							
# of Programs & Outreach Ages 0-5	12	17	-29.4%	101	103	124	81.5%
Attendance Ages 0-5	500	621	-19.5%	3,618	3,706	4,550	79.5%
# of Programs & Outreach Ages 6-11	7	11	-36.4%	37	79	100	37.0%
Attendance Ages 6-11	146	371	-60.6%	523	1,840	5,545	9.4%
# of Programs & Outreach Teen	5	4	25.0%	24	28	35	68.6%
Attendance Teen	98	34	188.2%	399	501	594	67.2%
# of Programs & Outreach Adults	19	12	58.3%	139	114	175	79.4%
Attendance Adults	324	178	82.0%	1,383	1,343	2,213	62.5%
# of Programs & Outreach All Ages	5	n/a	n/a	41	n/a		
Attendance All Ages	271	n/a	n/a	4,268	n/a		
<b># of Volunteers</b>	40	41	-2.4%	379	409	543	69.8%
<b># of Volunteer Hours</b>	292	237	23.2%	2,554	2,467	3,250	78.6%