



Royal Oak

Agenda

Royal Oak Public Library Board of Trustees

Monday, September 30, 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.

	Pages
1. Call to Order	
2. Request to Enter Closed Session Request to Enter Closed Session under Section 8(a) of the OMA to consider a periodic personnel evaluation of a public officer, employee, staff member or individual agent who has requested a closed session.	
3. Closed Session	
4. Return to Open Session	
5. Announcements/Communications	
a. 1,000 Books Before Kindergarten Presentation by Youth Services Supervisor Leah Kenney on the rebranding of the 1,000 Books before Kindergarten program.	
6. Public Comment	
7. Approval of Agenda	
8. Approval of Minutes	
a. Approve minutes - August 27, 2024 Policy Subcommittee	3
b. Approve minutes - August 27, 2024 Budget Subcommittee	4
c. Approve minutes - August 27, 2024 Library Board Meeting	5
9. Financial Reports	7
10. Director and Staff Report	9
11. Subcommittee/Program Reports	
a. Facilities Committee	
b. Friends of the Library Liaison	

- 12. Old Business
 - a. Policy 5.11 Registration - August 27, 2024 revision - follow-up
Trustee Cook requested additional information about library cards being issued to youth under 18 years of age.

- 13. New Business
 - a. Declare items surplus
Five electronic items. 18

- 14. Adjournment



Royal Oak

Minutes

Oak Public Library Board of Trustees Subcommittee Meeting

August 27, 2024, 6:30 p.m.
Royal Oak Public Library Friends Auditorium
222 East Eleven Mile Road
Royal Oak, MI 48067

Present: Shannon Carlson
Lauren Jasinski
Michelle Cook

1. Call to Order

2. New Business

2.a Action

Recommend revisions to Policy 5.11 Registration to the Library Board.

Moved by: Lauren Jasinski

Seconded by: Shannon Carlson

Motion Adopted

2.b Action

Recommend revisions to Policy 5.101 Circulation Parameters to the Library Board.

Moved by: Shannon Carlson

Seconded by: Lauren Jasinski

Motion Adopted

3. Adjourn

Moved by: Shannon Carlson

Seconded by: Lauren Jasinski

Motion Adopted



Royal Oak

Minutes

Oak Public Library Board of Trustees Subcommittee Meeting

**August 27, 2024, 6:45 p.m.
Royal Oak Public Library Friends Auditorium
222 East Eleven Mile Road
Royal Oak, MI 48067**

Present: Christine Jones
Matthew Dyer
Joshua Sipes
Amanda Woods

- 1. Call to Order**
- 2. New Business**
 - 2.a Action**

Approve a new part-time library aide position for 13 to 20 hours a week to the Library Board.

Motion Adopted

- 3. Adjourn**



Minutes

Royal Oak Public Library Board of Trustees

**August 27, 2024, 7:00 p.m.
City Hall Commission Chambers Room 121
203 South Troy Street
Royal Oak, MI 48067**

Present: Shannon Carlson
Michelle Cook
Matthew Dyer
Melanie Macey
Lauren Jasinski
Christine Jones
Joshua Sipes
Amanda Woods

Absent: Shannon Tierney

1. Call to Order

The meeting was called to order at 7:01 pm.

2. Announcements/Communications

2.a Library of Things and Adult Video Games update

3. Public Comment

4. Approval of Agenda

Moved by: Michelle Cook
Seconded by: Matthew Dyer

Motion Adopted

5. Approval of Minutes

Approve minutes of the July 23, 2024 Library Board of Trustees meeting.

Motion Adopted

6. Financial Reports

7. Director and Staff Report

8. Subcommittee/Program Reports

8.a Friends of the Library liaison

9. New Business

9.a Budget Subcommittee recommendation

Add a part-time Library Aide position to the staff for 13-20 hours a week.

Motion Adopted

9.b Policy Committee Recommendation

Approve updates to Policy 5.11 Section E, but table the vote on remaining updates until a future meeting..

Motion Failed

Approve updates to policy 5.11, as presented.

Motion Adopted

9.c Policy Committee Recommendation

Moved by: Shannon Carlson

Seconded by: Michelle Cook

Motion Adopted

9.d Declare items surplus

Moved by: Michelle Cook

Seconded by: Matthew Dyer

Motion Adopted

9.e Move September 24, 2024 meeting date to September 30, 2024

Move the September 24, 2024 meeting to Monday September 30, 2024.

Motion Adopted

10. Adjournment

The meeting was adjourned at 8:18pm.

09/24/2024 REVENUE AND EXPENDITURE REPORT FOR CITY OF ROYAL OAK
 PERIOD ENDING 09/30/2024
 % Fiscal Year Completed: 25.21

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

GL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	YTD BALANCE 09/30/24	ACTIVITY FOR MONTH 9/30/2024	BUDGET VS ACTUAL - DIFFERENCE	% BDGT USED
Fund 271 - LIBRARY FUND						
Revenues						
Dept 000 - NON-DEPARTMENTAL						
271-000-40200	PROPERTY TAX REVENUES	3,842,000.00	3,470,230.98	31,578.03	(371,769.02)	90.32
271-000-57300	LOCAL COMMUNITY STABILIZATION	84,000.00	0.00	0.00	(84,000.00)	0.00
271-000-57403	STATE - AID TO LIBRARY	59,450.00	30,100.08	0.00	(29,349.92)	50.63
271-000-57405	STATE - LIBRARY PENAL FINES	69,900.00	79,960.72	0.00	10,060.72	114.39
271-000-64201	LIBRARY COPIER CHARGES	4,700.00	2,431.00	370.65	(2,269.00)	51.72
271-000-65701	LIBRARY SERVICE CHARGES & FINES	3,000.00	1,553.57	753.57	(1,446.43)	51.79
271-000-65702	LIBRARY REPL MATERIALS FEES	2,400.00	1,055.45	160.23	(1,344.55)	43.98
271-000-66500	INTEREST	126,120.00	6,639.28	0.00	(119,480.72)	5.26
271-000-67100	MISCELLANEOUS REVENUE	1,000.00	70,409.04	70,102.00	69,409.04	7,040.90
271-000-67501	DONATIONS	20,000.00	2,030.00	0.00	(17,970.00)	10.15
271-000-67503	MEMORIAL BOOK FUND	1,000.00	1,100.00	0.00	100.00	110.00
271-000-67570	DONATIONS - MISC LIBRARY	4,000.00	2,222.30	10.00	(1,777.70)	55.56
271-000-69700	USE OF FUND BALANCE	82,875.00	0.00	0.00	(82,875.00)	0.00
271-000-69946	TRANSFER FROM ARPA - 460	362,000.00	0.00	0.00	(362,000.00)	0.00
Total Dept 000 - NON-DEPARTMENTAL		4,662,445.00	3,667,732.42	102,974.48	(994,712.58)	78.67
TOTAL REVENUES		4,662,445.00	3,667,732.42	102,974.48	(994,712.58)	78.67
Expenditures						
Dept 790 - LIBRARY						
271-790-70203	WAGES - PERMANENT	1,143,026.00	223,245.20	83,695.58	919,780.80	19.53
271-790-70204	WAGES - TEMPORARY	355,000.00	57,911.32	20,754.11	297,088.68	16.31
271-790-70300	WAGES - OVERTIME	2,000.00	628.49	565.70	1,371.51	31.42
271-790-70401	LONGEVITY PAY	17,456.00	0.00	0.00	17,456.00	0.00
271-790-70402	SICK LEAVE PAY	2,640.00	0.00	0.00	2,640.00	0.00
271-790-70404	SHIFT DIFFERENTIAL PAY	0.00	54.64	16.13	(54.64)	100.00
271-790-70407	DUPLICATE HEALTH CARE BENEFITS PAY	2,400.00	485.73	200.00	1,914.27	20.24
271-790-70500	DEFERRED COMP - EMPLOYER CONTRIBUTION	3,904.00	779.05	287.52	3,124.95	19.96
271-790-70601	RETIREMENT CONTRIBUTIONS - GENERAL	15,079.00	6,719.44	2,179.52	8,359.56	44.56
271-790-70603	OPEB CONTRIBUTIONS	24,127.00	1,679.88	544.89	22,447.12	6.96
271-790-70604	PENSION - UAL - GENERAL	38,201.00	12,341.34	4,903.94	25,859.66	32.31
271-790-70606	OPEB - UAL	34,180.00	1,424.99	510.02	32,755.01	4.17
271-790-70610	DEFINED CONTRIBUTION	86,348.00	17,389.09	6,552.71	68,958.91	20.14
271-790-70620	RETIREE HSA	36,092.00	7,728.35	2,912.28	28,363.65	21.41
271-790-71101	FICA	98,777.00	21,057.57	7,849.05	77,719.43	21.32
271-790-71102	UNEMPLOYMENT COMPENSATION TAX	1,077.00	98.28	38.04	978.72	9.13
271-790-71201	GROUP MEDICAL INSURANCE	151,097.00	33,019.14	12,116.23	118,077.86	21.85
271-790-71203	GROUP DENTAL INSURANCE	12,154.00	2,493.85	1,061.04	9,660.15	20.52
271-790-71204	GROUP LIFE INSURANCE	3,499.00	930.65	327.15	2,568.35	26.60
271-790-71205	VISION INSURANCE	1,475.00	258.77	106.29	1,216.23	17.54
271-790-71206	WORKERS COMPENSATION INSURANCE	1,364.00	276.32	91.25	1,087.68	20.26
271-790-71207	SHORT AND LONG TERM DISABILITY	4,976.00	1,616.27	571.64	3,359.73	32.48
271-790-72701	OFFICE SUPPLIES	5,500.00	592.84	126.72	4,907.16	10.78
271-790-72702	OFFICE EQUIP/FURNITURE (NON-CAPITALIZED)	15,000.00	5,748.92	0.00	9,251.08	38.33
271-790-72800	COMPUTER SUPPLIES & PARTS	18,000.00	1,497.46	1,362.50	16,502.54	8.32
271-790-73200	CLEANING & JANITORIAL SUPPLIES	8,000.00	1,760.14	1,039.24	6,239.86	22.00
271-790-73300	BUILDING REPAIR & MAINTENANCE SUPPLIES	1,000.00	0.00	0.00	1,000.00	0.00
271-790-73800	ELECTRICAL & LIGHTING SUPPLIES	4,600.00	0.00	0.00	4,600.00	0.00
271-790-74500	TREES, SHRUBS & PLANTS	500.00	0.00	0.00	500.00	0.00
271-790-78900	PROGRAM SUPPLIES AND RELATED EXP	49,750.00	10,310.13	3,387.18	39,439.87	20.72
271-790-79001	LIBRARY BOOKS	167,595.00	30,800.07	9,555.68	136,794.93	18.38
271-790-79002	LIBRARY VIDEO & AUDIO RESOURCES	37,000.00	6,125.99	1,804.51	30,874.01	16.56
271-790-79003	LIBRARY ELECTRONIC RESOURCES	30,840.00	16,248.00	7,772.00	14,592.00	52.68
271-790-79004	LIBRARY SUBSCRIPTIONS	21,440.00	8,030.57	933.22	13,409.43	37.46

GL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	YTD BALANCE 09/30/24	ACTIVITY FOR	BUDGET VS	% BDGT USED
				MONTH 9/30/2024	ACTUAL - DIFFERENCE	
271-790-79011	MEMORIAL BOOKS & RESOURCES	1,000.00	373.03	250.46	626.97	37.30
271-790-79012	REPLACEMENT BOOKS & RESOURCES	600.00	50.00	0.00	550.00	8.33
271-790-79102	DOWNLOADABLES - AUDIO, VIDEO, ETC.	211,500.00	67,079.06	11,572.09	144,420.94	31.72
271-790-79900	MISCELLANEOUS OPERATING SUPPLIES	16,800.00	1,260.71	682.59	15,539.29	7.50
271-790-80301	DATA PROCESSING SERVICES	51,935.00	0.00	0.00	51,935.00	0.00
271-790-80302	TELECOMMUNICATIONS SERVICES	8,400.00	0.00	0.00	8,400.00	0.00
271-790-80302.ARPA0	TELECOMMUNICATIONS SERVICES	0.00	457.73	10.00	(457.73)	100.00
271-790-80800	AUDIT SERVICES	1,640.00	661.50	661.50	978.50	40.34
271-790-80999	MISC FINANCIAL SERVICES	1,080.00	180.00	90.00	900.00	16.67
271-790-81201	PROPERTY & CASUALTY INSURANCE SERVICES	55,500.00	36,508.44	0.00	18,991.56	65.78
271-790-82500	MISC CONTRACTED SERVICES	28,850.00	9,151.98	684.48	19,698.02	31.72
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	11,697.00	5,074.00	41,803.00	21.86
271-790-83301	HEATING/COOLING REPAIR & MAINT SERVICES	25,000.00	3,997.83	2,131.17	21,002.17	15.99
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	25,800.00	0.00	0.00	25,800.00	0.00
271-790-83399	MISC BUILDING REPAIR & MAINT SERVICES	35,000.00	3,328.69	63.00	31,671.31	9.51
271-790-85101	ELECTRIC	70,000.00	14,096.35	7,273.31	55,903.65	20.14
271-790-85103	GAS	19,000.00	1,614.87	908.03	17,385.13	8.50
271-790-85105	WATER	6,000.00	0.00	0.00	6,000.00	0.00
271-790-85300	BUILDING SECURITY SERVICES	3,600.00	773.31	0.00	2,826.69	21.48
271-790-85600	PRINTING & DOCUMENT DUPLICATING	2,000.00	191.01	123.11	1,808.99	9.55
271-790-85800	POSTAGE & MAILING SERVICES	6,500.00	1,600.00	0.00	4,900.00	24.62
271-790-86101	TRAINING & EDUCATION	10,000.00	0.00	0.00	10,000.00	0.00
271-790-86300	TRAVEL COSTS	5,000.00	0.00	0.00	5,000.00	0.00
271-790-86500	DUES & MEMBERSHIPS	4,475.00	640.00	170.00	3,835.00	14.30
271-790-87501	ADVERTISING & LEGAL NOTICES	4,500.00	302.75	0.00	4,197.25	6.73
271-790-92200	MOTOR POOL VEHICLE RENTALS	3,640.00	606.66	0.00	3,033.34	16.67
271-790-92600	ADMINISTRATIVE CHARGES	104,200.00	17,366.66	0.00	86,833.34	16.67
271-790-92800	INFORMATION SYSTEMS SERVICE CHARGES	75,980.00	12,663.34	0.00	63,316.66	16.67
271-790-96400	BANK SERVICE CHARGES & FEES	2,500.00	232.27	0.00	2,267.73	9.29
271-790-96800	MISCELLANEOUS EXPENDITURES	10,000.00	1,053.75	794.82	8,946.25	10.54
271-790-97000	CAPITAL OUTLAY	1,057,848.00	0.00	0.00	1,057,848.00	0.00
271-790-97001	CAPITAL OUTLAY-NON-QUALIFIED	0.00	9,400.00	9,400.00	(9,400.00)	100.00
271-790-99131	PENSION PRINCIPAL	55,000.00	0.00	0.00	55,000.00	0.00
271-790-99136	OPEB PRINCIPAL	151,000.00	0.00	0.00	151,000.00	0.00
271-790-99531	PENSION DEBT INTEREST	41,000.00	0.00	0.00	41,000.00	0.00
271-790-99536	OPEB DEBT INTEREST	112,000.00	0.00	0.00	112,000.00	0.00
Total Dept 790 - LIBRARY		4,662,445.00	666,539.43	211,152.70	3,995,905.57	14.30
TOTAL EXPENDITURES		4,662,445.00	666,539.43	211,152.70	3,995,905.57	14.30
Fund 271 - LIBRARY FUND:						
TOTAL REVENUES		4,662,445.00	3,667,732.42			78.67
TOTAL EXPENDITURES		4,662,445.00	666,539.43			14.30
NET OF REVENUES & EXPENDITURES		0.00	3,001,192.99			100.00
BEG. FUND BALANCE		657,642.15	657,642.15			
NET OF REVENUES/EXPENDITURES - 2023-24			851,838.05		851,838.05	
END FUND BALANCE		657,642.15				

DIRECTOR MONTHLY REPORT

September 2024

Board Subcommittees

Board Officer Nominating	Tierney, Vacant
Budget/Finance	Jones, Sipes, Woods
Facilities/Space Utilization	Cook, Jones, Tierney, Woods
Fundraising	Jasinski, Carlson, Tierney
Policy Review	Carlson, Cook, Jasinski
Strategic Planning	Sipes, Jasinski, Macey
Director Goals and Evaluation	Macey, Vacant

Strategic Plan - Actions and Results

- Short Term Goal 2- Employ and retain happy, welcoming staff and provide for their ongoing professional development.
 - 9/10 Peer recognition
 - In September, the American Library Association (ALA) reduced their membership fees. In our budget, we budgeted ALA and MLA (Michigan Library Association) memberships for full-time librarians. Staff are joining and will in turn receive more connections to their profession and to learning opportunities.
- Short Term Goal 3- Continually maintain and enhance our physical and digital collections
 - Increased the number of Kanopy tickets from 10 to 14
- Short Term Goal 4- Capture community’s attention and effectively communicate our available resources, programming, and services.
 - When we closed as a precautionary measure when the bugs came out of the DVD case, I didn’t expect it to go viral. I either did an in-person or phone interview with or responded to ABC, CBS, FOX, WWJ, Detroit Free Press, Detroit News, C&G Newspapers, and People Magazine.
- Long Term Goal 2- Invest in and make accessible innovative technologies.
 - 11/14 is the target date for the installation of the library vending machine, aka Vickie.

Financial Report

- Revenues
 - 271-000-67100 MISCELLANEOUS REVENUE \$70,000 grant from EBSCO for the solar project was deposited here.
- Expenditures
 - 271-790-97001 CAPITAL OUTLAY-NON-QUALIFIED This was for the engineering of the loading dock area

Statistics

- The final statistics for FY 2023/24 are included in the agenda packet; we were just waiting on database numbers.
- FY 2024/25: Overall, we are fairly consistent with last year. I don’t see any trends in one direction or the other, with the exception of databases being much higher due to the tremendously popular PressReader.

TLN

- I will be representing the Class VI Libraries on the TLN Steering committee for the next 2 years.
 - Libraries cycle through the steering committee alphabetically within their class size.

City

- I participated in a group discussion with a consultant whose firm is conducting the search for the next City manager.

Facility

- Over the Labor Day weekend, the staffer who was emptying the book drops heard a loud noise from the boiler room. I contacted the Department of Public Services who came in and shut it down.
 - 9/9/24 Our contractor, Johnson & Wood, said the burners are clogged. The theory is that it happened when we waterproofed the boiler room (there was a lot of dust from jackhammering concrete), but we cannot say for sure.
 - We ordered burners. We are waiting for them to arrive. Anticipating Tuesday 10/1.
 - We had a glycol leak which caused us to shut down the chiller. It was repaired on 9/25. The chiller is running again, but we are keeping it off until the boiler is fixed, unless it starts getting warm. We've gotten lucky with the weather.
 - I met with the engineer and Aaron Filipski, the head of DPS, to review the engineering needed for the concrete and railing repairs. We are targeting spring 2025 for the repairs.
 - The estimate from the Engineer is much higher than we budgeted for. I will meet with the Budget Committee to discuss this and any adjustments we need to make to our CIP plan.
 - I signed an agreement for a monthly canine inspection of the building, which will detect bedbugs.

Outreach

- 9/10 Adult Services Librarian Donna Garbarino and I visited a group of state retirees to talk about library programs and resources.

Professional Development

- Fri 9/27 Post-pandemic library cohort training – change management is the topic.

Staff

- Our computer aide Brandy resigned. Her position was posted and closed on 9/9/24. We received 38 applicants, which I believe is a record number of applicants here at the library (at least while I have been here).

- An offer has been made, and they are going through the background and drug testing process.
- I started a new peer-to-peer recognition effort. We have some notecards that people can use to thank or compliment a co-worker.
 - I have asked staff for their feedback on this and ideas for other ways we can recognize each other.
- Mac Dingeldey, the intern we have been working with from Michigan Works this summer and into October, has been hired as our new part-time library aide that was approved by the Board in August.

Friends of the Library

- The Friends met on September 16 for both their annual meeting and their regular meeting. I made the following requests from them for their new fiscal year:
 - \$17,000 for Overdrive/Libby materials
 - This is designed to help us with the transition from the MCLS Overdrive consortium to TLN's Download Destination in July 2025.
 - \$2,000 for programs
 - \$1,000 for archival materials
 - A Wayne State University graduate student reviewed some of the library's history collection – specifically library scrapbooks – and recommended various archival materials to preserve what we own.

Security Issues/Suspensions

- August 2024 - 5 total incidents, 1 suspension
 - On multiple occasions, a woman had been leaving her belongings unattended outside while leaving the property. We asked her not to do that, but she did it again. When we went to speak with her and suspend her for a month, she refused to share her name and began yelling at staff. We did let her know that, until she shares her name, as per our policy, she is not welcome back.

ACCESS SERVICES MONTHLY REPORT

August and September 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
 - The Board's approval of hiring an additional part-time Library Aide will allow me to fully cover our operating hours with regular Circulation Aide shifts, e.g., shelving, collection maintenance, and Circulation Desk support, as well as to expand cross-training among the aides to assist with Technical Services tasks and other department initiatives.

- Short Term Goal 3- Continually maintain and enhance our physical and digital collections
 - The inaugural collection of over 200 items for the Woodward Corner Market library vending machine has been received and processed.
- Short Term Goal 4- Capture community's attention and effectively communicate our available resources, programming, and services
 - There were a few bumps in the transition to the new Teacher Card policy and procedures, but they have been addressed. Circ and reference staff have been processing new cards for teachers and students steadily all month.
 - We are in the midst of Library Card Sign-Up Month, offering some library bags and origami bookmarks to those who sign up for a new card this month.

Outreach

- Ben joined the Youth Services team at the ROMS Back to School staff breakfast on August 20th. Olivia and Keri joined the Youth Services team at Back to School Family Fair at ROHS on August 29th.

Professional Development

- Keri has been steadily attending both Shared System and MeLCat trainings all month. Todd has begun the MeLCat trainings as well.

Staff News

- Mac Dingledey, currently our Youth Services Intern, will be filling the newly approved Library Aide position.

**ADULT SERVICES MONTHLY REPORT
August -September 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.**
 - The hiring and training of new staff in Access Services and Adult services is winding down now. Adult Services had two openings for part time librarians and one for computer aide. The two librarians received our onboarding program, and they settled right into their new jobs without needing prolonged training. The computer aide is still in the screening phase. All in all I think our selections are outstanding.
- **Short Term Goal 3- Continually maintain and enhance our physical and digital collections**
 - Adult Services staff continues to weed vigorously. New staff have invigorated the process and are receiving practical hands-on experience in collection management. Due partly to weeding but also due to an uptake in donations the Friends have a greatly increased workload.

- **Short Term Goal 4- Capture community’s attention and effectively communicate our available resources, programming, and services.**
 - The spring of this year featured an Authors Fair program spotlighting local literary talent for adult teen and youth writers. It was a smashing event that drew people from all over the region. The drawback of course was the amount of extra work and coordination required. In the end it’s well worth it.
 - Thanks to Sidetrack Bookshop for hosting the graphic novel authors on August 2 when we had to close due to HVAC issues.

- **Long Term Goal 1- Continuously upgrade and maintain the physical space and functionality of the library to meet the evolving needs of the community.**
 - At least one staff member has shared concerns about patrons not showing up on time for their study room which can impact others who want to use the room. The management team discussed and determined that if a person has a reservation, it will be kept despite them not showing up.
 - We all have times when we are late for an appointment.
 - We encouraged people to cancel if they cannot make it on the room reservation site.
 - This will keep the staff monitoring of room vacancies at a minimum.

- **Long Term Goal 2- Invest in and make accessible innovative technologies.**
 - Subsections to online Library Aware newsletters were begun some years ago by Rosemary as a publicity tool. The system has built in flexibility so that you can append as limited or as much staff time as you want. She did a great deal of time editing it. We will consider adding more topical newsletters straight from Library Aware.

- **Long Term Goal 4- Ensure best practices in library governance, management, and curation in all areas of the library.**
 - Traditionally sick time is used only if you’re sick which has been reinforced by allocating a fixed amount of time. Since COVID attitudes have changed especially of younger workers. The trend now is to use sick and vacation time off interchangeably, There may be no solution as It’s a generational difference, but HR and the union may look at it in the future.

AUGUST 2024 PROGRAMS

- 2 Anderson & Raza
- 5 Queerdos
- 8 Community Book Club
- 9 Mixed media
- 11 Chef Val
- 15 Thursday Book club
- 29 Wild rehab
- 27 Short story book club

Matthew Day

Head of Adult Services

YOUTH SERVICES MONTHLY REPORT

August – September 2024

Strategic Plan - Actions and Results

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

- **Short Term Goal 3- Continually maintain and enhance our physical and digital collections.**
 - Continuing to clean up and correct item records for consistent call numbers, location and media codes.
 - Adding last 4 digits of the item number to the hub stickers of the JBlu-Rays and JDVDs and weeding the collection for condition throughout the project.
 - Finished weeding J Bios and currently weeding J Graphic, J600s, and YA Fiction.
 - Working on inventory for J500s and we're almost done with the J900s inventory. We are also inventorying the Beginner Readers, adding reading level stickers and weeding for condition while completing the inventory.
 - Updating J Series item record call numbers to include series volume numbers and distinguishing call number series names so series are shelved together in volume order.
 - We are almost done with the vinyl collection genre project. The only albums left to do are those that are currently checked out.
- **Short Term Goal 4- Capture community's attention and effectively communicate our available resources, programming, and services.**
 - We sent out our digital September newsletter and we released our October youth program flyer. The flyer will be sent to Royal Oak Schools families via Peachjar later this week.
 - Jennifer emailed local school principals to promote online teacher library card registration and our school book bin delivery.
 - The rebranding of our 1000 Books Before Kindergarten is complete. We purchased new book bags featuring our newly designed logo that Becca created. Becca also designed a Badge Book, new reading logs, and a display board to highlight participants' progress as well as bring attention to the program. Patrons will continue to use Beanstack to track their reading. The program is a nationwide initiative that encourages reading to newborns, toddlers, and preschoolers to foster a love of books and prepare them for school. Families are awarded a sticker for each 100 books read, the custom book bag at 500 books, and 10 books for completing the program. We also host 2 parties each year to celebrate our participants' reading accomplishments.
 - We've started to plan programs for our 2025 Winter/Spring session (January through April).

Programs

- Back to School Scavenger Hunt
- Parent and Child Drawing Workshop with Local Author and Illustrator Amy Nielander – 8/14
- Foam Party in Centennial Commons – 8/16
- Library Card Sign Up Month Scavenger Hunt

Outreach

- Jennifer and I attended the Sights & Sounds Concert and Food Truck Rally at the Farmers Market on Wednesday, August 14th. We brought crafts, issued library cards, and shared information about the library's programs, resources, and services.
- Becca, Jennifer and Ben attended Royal Oak School's all-staff Welcome Back Breakfast on Tuesday, August 20th. They issued library cards, promoted our school book bin delivery service, talked about our newest services and made connections with the staff and other community organizations.
- Becca, Jennifer, Keri and Olivia attended Royal Oak School's Family Welcome Back Night at Royal Oak High School on Thursday, August 29th. This inaugural event took place before their varsity football game and was well attended.

Professional Development

- Becca attended *SLJTeen Live!*, on Thursday, August 22nd. This is a virtual event highlighting forthcoming titles for teens and tweens.
- Barb watched the recorded staff training, "Computer Security Policy and the Freedom of Information Act."

Staff News

- **Volunteers**
 - We have 6 weekly volunteers who are here 16 hours a week.
 - Volunteers completed 26 shifts for a total of 46.5 hours.

**Monthly Statistics
June 2024**

	Jun 2024	Jun 2023	% change	23/24 Year-End	22/23 Year-End	% of total
Visits	18,017	15,431	16.8%	185,907	155,456	119.6%
# of cardholders	26,851	27,959	-4.0%	26,851	27,959	96.0%
Circulation (includes renewals)						
Children	16,590	15,480	7.2%	185,742	179,455	103.5%
Teen	1,559	1,256	24.1%	15,433	14,087	109.6%
Adult	10,799	10,814	-0.1%	132,494	130,248	101.7%
eMaterials	15,858	13,887	14.2%	189,599	160,792	117.9%
Total	44,806	41,437	8.1%	523,268	484,582	108.0%
Database use	2,054	2,489	-17.5%	26,455	27,762	95.3%
Inventory						
Physical Items	130,993	134,605	-2.7%	130,993	134,605	97.3%
Reference Transactions	1,759	1,941	-9.4%	17,899	20,386	87.8%
InterLibrary Loans						
Lending	2,080	2,147	-3.1%	26,288	29,621	88.7%
Borrowing	4,668	4,619	1.1%	58,059	54,097	107.3%
Public Internet, Wireless & Website						
Uses (sessions) of public PCs	1,344	1,231	9.2%	18,011	14,802	121.7%
Uses of wireless logins	1,953	1,473	32.6%	20,162	14,954	134.8%
Website hits	11,110	12,724	-12.7%	138,051	145,877	94.6%
Library App						
# of new devices	144	n/a	n/a	1,754	n/a	
Launches	3,715	n/a	n/a	46,503	n/a	
Programs & Outreach						
# of Programs & Outreach Ages 0-5	7	8	100.0%	120	124	96.8%
Attendance Ages 0-5	318	316	100.0%	4,410	4,550	96.9%
# of Programs & Outreach Ages 6-11	5	8	-37.5%	51	100	51.0%
Attendance Ages 6-11	60	924	-93.5%	1,744	5,545	31.5%
# of Programs & Outreach Teen	1	2	-50.0%	27	35	77.1%
Attendance Teen	19	49	-61.2%	431	594	72.6%
# of Programs & Outreach Adults	12	25	-52.0%	181	175	103.4%
Attendance Adults	144	313	-54.0%	1,879	2,213	84.9%
# of Programs & Outreach All Ages	7	n/a	n/a	60		
Attendance All Ages	1,417	n/a	n/a	6,745		
# of Volunteers	47	287	-83.6%	515	543	94.8%
# of Volunteer Hours	320	42	661.9%	3,466	3,250	106.6%

**Monthly Statistics
August 2024**

	Aug 2024	Aug 2023	% change	Year to Date	23/24 YTD	23/24 Year-End	% of total
Visits	16,745	16,331	2.5%	35,233	32,651	185,907	19.0%
# of cardholders	25,866	28,857	-10.4%			26,851	
Circulation (includes renewals)							
Children	17,075	16,493	3.5%	36,356	33,812	185,742	19.6%
Teen	1,489	1,864	-20.1%	3,220	3,415	15,433	20.9%
Adult	11,127	11,729	-5.1%	23,195	22,762	132,494	17.5%
eMaterials	15,744	15,400	2.2%	32,002	30,806	189,599	16.9%
Total	45,435	45,486	-0.1%	94,773	90,795	523,268	18.1%
Database use	21,290	1,939	998.0%	47,182	3,863	26,455	178.3%
Inventory							
Physical Items	135,160	137,042	-1.4%			130,993	
Reference Transactions	1,542	1,565	-1.5%	3,050	2,953	17,899	17.0%
InterLibrary Loans							
Lending	2,123	2,122	0.0%	4,412	4,189	26,288	16.8%
Borrowing	5,204	5,059	2.9%	10,747	9,426	58,059	18.5%
Public Internet, Wireless & Website							
Uses (sessions) of public PCs	1,382	1,680	-17.7%	2,950	3,106	18,011	16.4%
Uses of wireless logins	1,872	1,630	14.8%	3,662	3,310	20,162	18.2%
Website hits	11,187	12,393	-9.7%	22,673	24,576	138,051	16.4%
Library App							
# of new devices	104	409	-74.6%	220	420	1,754	12.5%
Launches	7,022	2,493	181.7%	14,044	2,694	46,503	30.2%
Programs & Outreach							
# of Programs & Outreach Ages 0-5	1	0		13	17	120	10.8%
Attendance Ages 0-5	49	0		526	264	4,410	11.9%
# of Programs & Outreach Ages 6-11	1	1	0.0%	6	7	51	11.8%
Attendance Ages 6-11	15	18	-16.7%	33	146	1,744	1.9%
# of Programs & Outreach Teen	0	1	-100.0%	1	7	27	3.7%
Attendance Teen	0	0		7	61	431	1.6%
# of Programs & Outreach Adults	11	15	-26.7%	20	24	181	11.0%
Attendance Adults	180	166	8.4%	258	259	1,879	13.7%
# of Programs & Outreach All Ages	3	3	0.0%	10	7	60	16.7%
Attendance All Ages	459	374	22.7%	666	601	6,745	9.9%
# of Volunteers	42	48	-12.5%	87	95	515	16.9%
# of Volunteer Hours	232	326	-28.8%	524	628	3,466	15.1%

1. Sony CD/DVD Player DVP-SR210P



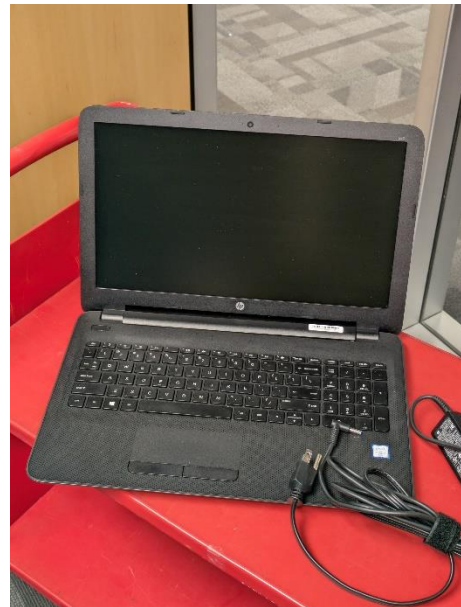
2. Kodak Ektagraphic III Slide Projector (projector, tray, remote, 4 replacement bulbs)



3. Epson WUXGA PowerLite 2255U Projector (not functioning)



4. HP 250 G4 Laptop



5. Dell AIO Inspiron 20 Laptop

