



Royal Oak
PUBLIC LIBRARY

BOARD MEETING

Tuesday, September 27, 2016

7:00 PM

Friends Auditorium

**Royal Oak Public Library - Board of Trustees
Tuesday, September 27, 2016
Friends Auditorium
Agenda -Regular Meeting: 7:00 PM**

The mission of the Royal Oak Public Library is to be an informational, intellectual, cultural and recreational resource for all people, to inspire the spirit, educate the mind, and be a center of community pride.

- I. Call to Order/Roll Call
- II. Public Comment
- III. Announcements/Communications
- IV. Approval of the Agenda
- V. Acceptance of the Minutes – August 23, 2016
- VI. Financial Statements
- VII. Library Director’s Report
- VIII. Action Items
 - a. Director evaluation
- IX. Discussion Items
 - a. Policy Review: 5.20 Reference Service
 - b. Policy Review: 5.30 Association with Other Libraries
 - c. Library Hours and Holidays for 2017
 - d. Library Board meeting schedule for 2017

X. Committee and Liaison Reports and Assignments

- | | |
|--|---------------------------------------|
| a. Strategic Planning Progress | JK, SWO, RP |
| b. ROOTS Foundation Liaison | MH, FH |
| c. Friends Liaison | Rotating |
| d. City Commission Liaison | Rotating |
| e. DDA Liaison | DR, SWA, MH |
| f. Director Goals and Evaluation Committee | SWA, RP, DV |
| g. Fundraising Committee | JK, RP, PK |
| h. Budget/Finance Committee | SWO, DR, FH |
| i. Art Committee | JK, Ann Barbour, Nancy Hollyer |
| j. Community Relations | FH, DR, SWA, PK |
| k. Policy Review Committee | RP, DR, SWA |
| l. Nominating Committee (reports in October) | MH, FH, SWA |

Adjournment

8/22/16 Royal Oak Chamber of Commerce ⁽²⁾
Monday Morning Memo

In The News

Thursday, August 25 @ 6:30p. Arts Du Jour returns to the **ROPL**, providing a sneak peek of the food, music and art of Arts, Beats, and Eats while supporting great metro Detroit charities. See ArtsDuJour.org for details about the 35 area restaurants providing food samples, the four musical performers, and the four featured artists. Tickets can be purchased at the library for \$75. The tickets purchased from the library circulation desk are a donation to the library. Tickets purchased online support the other sponsoring charities.

Beginning Tuesday, September 6, the **Royal Oak Public Library** will once again be open on Tuesday and Thursday mornings. The new hours will be Monday through Thursday, 10a - 9p and Friday and Saturday, 10a - 6p.

8/29/16 Monday Morning Memo

Wednesday, September 7 at 7p, actor and author Lisa Peers will share theater concepts, games, and techniques to create engaging, multi-faceted characters and stories at the **ROPL**. If you're battling writer's block, this lively workshop will help jumpstart your process. Introverts welcome! Registration is encouraged. Visit ropl.org/events or call the Adult Reference Desk at 248-246-3727 to sign up for this free program.

Beginning Tuesday, September 6, the **Royal Oak Public Library** will once again be open on Tuesday and Thursday mornings. The new hours will be Monday through Thursday, 10a - 9p and Friday and Saturday, 10a - 6p.

Detroit Free Press

SUNDAY
8/28/16

PG 6A

**ROYAL OAK
Local novelist to talk about his latest detective book at city library**

Meet local novelist Donald Levin from 7:30 p.m. Sept. 12 in the Friends Auditorium of the Royal Oak Public Library to learn more about Levin's detective series featuring a fictional Ferndale police detective. The third novel in the series, "Guilt in Hiding: A Martin Preuss Mystery," was published this year by Poison Toe Press.

According to librarian Mary Ann DeKane's news release, the latest book has Detective Preuss "searching for a van that disappeared from the streets of Ferndale while carrying a young man with multiple handicaps." It's a

case that "has a particular urgency for Preuss because the detective has a handicapped son Toby," DeKane's release said.

Levin, who divides his time between Ferndale and Florida, is professor emeritus of English at Marygrove College in Detroit. Copies of his new book and his previous detective novels — "Crimes of Love" and "The Baker's Men" — will be available for purchase with the author's inscription, DeKane said.

Registration is encouraged. Call 248-246-3727 to sign up for the free event. The library is at 222 E. 11 Mile Road.

Weekend Spotlight from the Royal Oak Chamber of Commerce

FRIDAY ③
9/9/2016

Saturday, September 17 @2p. The Royal Oak Public Library continues its Independent Film Series with the showing of *Mad Tiger*. Appropriate for ages 18 and older. Admission is free. For more info, call 248.246.3727 or visit ropl.org/events.

Monday Morning Memo

9/12/16 R.O. Chamber of Commerce

Thursday, September 22 at 6:30p at the ROPL. Middle and high school students can make one-of-a-kind necklaces, bracelets and baubles with chain, charms, ribbon and a few non-traditional items, too. Registration limited to 20. Visit ropl.org/events or call Youth and Teen Services at 248-246-3725 to sign up for this free program.

Weekend Spotlight

FRI 9/16/16

Saturday, September 17 @2p. The Royal Oak Public Library continues its Independent Film Series with the showing of *Mad Tiger*. Appropriate for ages 18 and older. Admission is free. For more info, call 248.246.3727 or visit ropl.org/events.

9/19/16 Monday Morning Memo

Thursday, September 22 at 6:30p at the ROPL. Middle and high school students can make one-of-a-kind necklaces, bracelets and baubles with chain, charms, ribbon and a few non-traditional items, too. Registration limited to 20. Visit ropl.org/events or call Youth and Teen Services at 248-246-3725 to sign up for this free program.

Royal Oak Review

8/17/16

Pg. 12A

Tuesday, Aug. 23
Teen volunteers needed at library
Teens can volunteer at the Royal Oak Public Library from 7 to 8 p.m. Tuesdays during the summer to earn community service hours for school. The library is located at 222 E. 11 Mile Road. For more information, call (248) 246-3725 or visit www.ropl.org.

Royal Oak Review

9/7/16

Pg. 11A

(4)

COMMUNITY CALENDAR

Wednesday, Sept. 7

Writing workshop

The Royal Oak Public Library, located at 222 E. 11 Mile Road, will hold a writing workshop at 7 p.m. with actor and author Lisa Peers. Advance registration is encouraged. To register or for more information, call (248) 246-3727 or visit www.ropl.org.

Thursday, Sept. 8

Adult coloring program

The Royal Oak Public Library, located at 222 E. 11 Mile Road, will hold an evening coloring program for adults from 6:30 to 8 p.m. All materials will be provided. The event is free, but registration is required. To register or for more information, call (248) 246-3727 or go to www.ropl.org.

Tuesday, Sept. 13

Lego time at the library

Elementary school students ages 5-12 are invited to assemble a Lego scene and write a story about it at 7 p.m. at the Royal Oak Public Library, 222 E. 11 Mile Road. The creations and stories will be displayed at the

library until the next Lego session. The event is free, but registration is required. For more information or to register, call (248) 246-3725 or visit www.ropl.org.

Minutes of Royal Oak Public Library Board of Trustees 8/23/2016 Meeting

- I. **Call to Order:** The meeting was called to order at 7:03 p.m by Board President Mitzi Hoffman. All Library Board members except for Joan Koelsch, who had an excused absence, were present.
- II. **Public Comment:** There was no public comment.
- III. **Announcements/Communications:** There were no announcements or communications.
- IV. **Approval of the Agenda:** Stacie Woodward moved to approve the agenda, Dave Richards seconded the motion, and all Board members approved.
- V. **Acceptance of the July 26, 2016 Minutes:** Karla Goetz moved to approve the July 26, 2016, meeting minutes, Roxane Plater seconded the motion, and all Board members approved.
- VI. **Financial Statements:** The Library Director spoke about the end of the fiscal year and the start of the new fiscal year and answered questions from the Board about the monthly financial statements.
- VII. **Library Director's Report:** The Director announced that the City had approved the hiring of a new Librarian III position. The job has been posted and hopefully will be filled soon. Mary completed her training on the City's new website and informed the Board of issues the City had with the launch of the site. The Library will need to do additional work to get its website back to its previous pre-update state. In the meantime, the Library will attempt to keep its current (i.e., pre-update) website for at least some period of time. Finally, Mary informed the Board that the Library would soon be getting new vending machines.

VII. Action Items

- a-d: Dave Richards moved to approve the proposed revisions to Policies 5.10, 5.101, 5.11 and 5.13. Scott Warheit seconded the motion. All Board members approved.
- e: Stacie Woodward moved to approve Library Policy 5.50, Schedule of Fees, after the Director crossed out items that are no longer available

Minutes of Royal Oak Public Library Board of Trustees 8/23/2016 Meeting

at the Library. Roxanne Plater seconded the motion. All Board members approved.

f: Stacie Woodward moved to declare a SAM Payment Machine surplus. Roxanne Plater seconded the motion. All Board members approved.

g: Roxanne Plater moved to make the discussion of the Library Bylaws an action item and to approve the proposed revisions to the Library Bylaws. Paul Kanan seconded the motion. All Board members approved.

XI. Discussion Items: There were no discussion items.

X: Committee and Liaison Reports and Assignments

a: **Strategic Planning:** The committee is working on compiling survey data which will be used in the forthcoming revisions to the strategic plan.

b: **ROOTS Foundation:** Mitzi Hoffman says that ROOTS approved a format for a grant proposal. Library to submit a proposal by September 15.

c: **Friends Liaison:** Karla Goetz went to the last meeting. The Library Board was encouraged to attend the Friends' Annual Meeting in September where Joan Koelsch would be receiving an award. Mitzi Hoffman said she would try to schedule a joint meeting for the Board and the Friends.

d: **City Commission Liaison:** No report.

e: **DDA Liaison:** No report.

f: **Director Goals and Evaluation:** Scott Warheit received the last of the reviews from the staff and plans to have a report in September.

g: **Fundraising Committee:** No report.

h: **Budget/Finance Committee:** No report.

i: **Art Committee:** No report.

Minutes of Royal Oak Public Library Board of Trustees 8/23/2016 Meeting

j: **Community Relations Committee:** No report.

k: **Policy Review Committee:** No report.

Stacie Woodward moved to adjourn the meeting. Roxane Plater seconded the motion. The meeting was adjourned at 8:05 p.m.

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

GL NUMBER	DESCRIPTION	2016-17 AMENDED BUDGET	YTD BALANCE 09/30/2016 NORM (ABNORM)	ACTIVITY FOR MONTH 09/30/16 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDDT USED	PREV YEAR & BDDT USED
Fund 271 - LIBRARY FUND							
Revenues							
Dept 000-NON-DEPARTMENTAL							
271-000-40200	PROPERTY TAX REVENUES	2,156,000.00	1,882,294.46	36,971.14	273,705.54	87.30	87.70
271-000-57403	STATE - AID TO LIBRARY	33,000.00	18,837.96	0.00	14,162.04	57.08	63.01
271-000-57405	STATE - LIBRARY PENAL FINES	100,000.00	121,061.30	0.00	(21,061.30)	121.06	144.56
271-000-60800	EXPRESS READS FINES	0.00	0.00	0.00	0.00	0.00	0.00
271-000-64201	LIBRARY COPIER CHARGES	7,500.00	1,595.22	356.03	5,904.78	21.27	22.34
271-000-64220	DVD RENTAL CHARGES	12,000.00	697.00	29.00	11,303.00	5.81	23.71
271-000-65701	LIBRARY SERVICE CHARGES & FINES	45,000.00	10,486.81	1,813.24	34,513.19	23.30	23.21
271-000-65702	LIBRARY REPL MATERIALS FEES	3,500.00	201.60	7.00	3,298.40	5.76	31.49
271-000-66500	INTEREST	8,200.00	(2,844.52)	0.00	11,044.52	(34.69)	8.91
271-000-67100	MISCELLANEOUS REVENUE	6,500.00	5,185.22	959.74	1,314.78	79.77	22.56
271-000-67501	DONATIONS	0.00	0.00	0.00	0.00	0.00	0.00
271-000-67503	MEMORIAL BOOK FUND	3,000.00	50.00	0.00	2,950.00	1.67	8.04
271-000-67570	DONATIONS - MISC LIBRARY	0.00	0.00	0.00	0.00	0.00	0.00
271-000-69400	CASH OVER AND SHORT	0.00	0.00	0.00	0.00	0.00	0.00
271-000-69700	USE OF FUND BALANCE	41,140.00	0.00	0.00	41,140.00	0.00	0.00
271-000-69800	BOND PROCEEDS	0.00	0.00	0.00	0.00	0.00	0.00
271-000-69911	TRANSFER FROM GENERAL FUND	0.00	0.00	0.00	0.00	0.00	0.00
271-000-69929	TRANSFER FROM ROOTS	20,000.00	0.00	0.00	20,000.00	0.00	0.00
271-000-69943	TRANSFER FROM CAPITAL PROJECTS	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 000-NON-DEPARTMENTAL		2,435,840.00	2,037,565.05	40,136.15	398,274.95	83.65	81.13
TOTAL Revenues		2,435,840.00	2,037,565.05	40,136.15	398,274.95	83.65	81.13
Expenditures							
Dept 790-LIBRARY							
271-790-70203	WAGES - PERMANENT	442,920.00	77,680.81	30,646.40	365,239.19	17.54	19.62
271-790-70204	WAGES - TEMPORARY	383,650.00	70,388.77	25,642.78	313,261.23	18.35	20.28
271-790-70300	WAGES - OVERTIME	40.00	0.00	0.00	40.00	0.00	0.00
271-790-70401	LONGEVITY PAY	15,890.00	0.00	0.00	15,890.00	0.00	0.00
271-790-70402	SICK LEAVE PAY	15,000.00	0.00	0.00	15,000.00	0.00	0.00
271-790-70407	DUPLICATE HEALTH CARE BENEFITS PAY	0.00	0.00	0.00	0.00	0.00	19.08
271-790-70500	DEFERRED COMP - EMPLOYER CONTRIBUTIO	2,060.00	256.74	99.90	1,803.26	12.46	20.30
271-790-70601	RETIREMENT CONTRIBUTIONS - GENERAL	125,200.00	22,778.92	9,545.09	102,421.08	18.19	18.67
271-790-70603	OPER CONTRIBUTIONS	278,430.00	38,859.03	24,914.92	239,570.97	13.96	19.03
271-790-70610	DEFINED CONTRIBUTION	7,120.00	694.98	277.56	6,425.02	9.76	100.00
271-790-70620	RETIREE HSA	960.00	87.88	40.00	872.12	9.15	100.00
271-790-71101	FICA	64,450.00	11,103.00	4,219.03	53,347.00	17.23	15.38
271-790-71102	UNEMPLOYMENT COMPENSATION TAX	1,730.00	220.09	56.03	1,509.91	12.72	51.61
271-790-71201	GROUP MEDICAL INSURANCE	61,200.00	10,578.39	4,106.28	50,621.61	17.28	19.48
271-790-71203	GROUP DENTAL INSURANCE	6,500.00	952.97	443.23	5,547.03	14.66	18.01
271-790-71204	GROUP LIFE INSURANCE	1,650.00	360.15	120.05	1,289.85	21.83	24.39
271-790-71205	VISION INSURANCE	540.00	77.56	36.03	462.44	14.36	100.00
271-790-71206	WORKERS COMPENSATION INSURANCE	2,720.00	708.68	274.99	2,011.32	26.05	19.19
271-790-72701	OFFICE SUPPLIES	3,000.00	550.65	0.00	2,449.35	18.36	25.35
271-790-72702	OFFICE EQUIP/FURNITURE (NON-CAPITALI	500.00	0.00	0.00	500.00	0.00	0.00
271-790-72800	COMPUTER SUPPLIES & PARTS	6,000.00	743.68	623.98	5,256.32	12.39	55.26
271-790-73200	CLEANING & JANITORIAL SUPPLIES	2,400.00	365.88	0.00	2,034.12	15.25	29.16
271-790-73300	BUILDING REPAIR & MAINTENANCE SUPPLI	500.00	43.89	0.00	456.11	8.78	0.00
271-790-73800	ELECTRICAL & LIGHTING SUPPLIES	2,200.00	424.40	0.00	1,775.60	19.29	12.79

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

GL NUMBER	DESCRIPTION	2016-17 AMENDED BUDGET	YTD BALANCE 09/30/2016 NORM (ABNORM)	ACTIVITY FOR MONTH 09/30/16 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED	PREV YEAR & BDGT USED
Fund 271 - LIBRARY FUND							
Expenditures							
271-790-74500	TREES, SHRUBS & PLANTS	500.00	0.00	0.00	500.00	0.00	0.00
271-790-79001	LIBRARY BOOKS	125,000.00	21,260.64	314.91	103,739.36	17.01	21.90
271-790-79002	LIBRARY VIDEO & AUDIO RESOURCES	40,000.00	7,175.57	1,081.84	32,824.43	17.94	14.70
271-790-79003	LIBRARY ELECTRONIC RESOURCES	30,000.00	1,972.00	1,972.00	28,028.00	6.57	79.65
271-790-79004	LIBRARY SUBSCRIPTIONS	7,500.00	977.60	0.00	6,522.40	13.03	17.74
271-790-79011	MEMORIAL BOOKS & RESOURCES	3,000.00	46.37	0.00	2,953.63	1.55	8.10
271-790-79012	REPLACEMENT BOOKS & RESOURCES	0.00	0.00	0.00	0.00	0.00	0.00
271-790-79102	DOWNLOADABLES - AUDIO, VIDEO, ETC.	45,000.00	5,224.16	0.00	39,775.84	11.61	60.60
271-790-79900	MISCELLANEOUS OPERATING SUPPLIES	8,000.00	141.17	15.00	7,858.83	1.76	18.18
271-790-80301	DATA PROCESSING SERVICES	38,000.00	8,445.06	0.00	29,554.94	22.22	20.72
271-790-80302	TELECOMMUNICATIONS SERVICES	10,500.00	0.00	0.00	10,500.00	0.00	0.00
271-790-80800	AUDIT SERVICES	1,310.00	0.00	0.00	1,310.00	0.00	0.00
271-790-80999	MISC FINANCIAL SERVICES	1,100.00	270.00	90.00	830.00	24.55	24.55
271-790-81201	PROPERTY & CASUALTY INSURANCE SERVIC	29,200.00	25,962.29	0.00	3,237.71	88.91	67.77
271-790-81401	CONSTRUCTION ENGINEERING SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
271-790-82500	MISC CONTRACTED SERVICES	25,000.00	4,618.99	129.21	20,381.01	18.48	28.64
271-790-82701	COPIER REPAIR & MAINTENANCE SERVICES	12,000.00	0.00	0.00	12,000.00	0.00	7.33
271-790-82799	OFFICE EQUIP/FURN REPAIR & MAINT SER	500.00	0.00	0.00	500.00	0.00	0.00
271-790-82801	COMPUTER EQUIP REPAIR & TECH SUPPORT	750.00	0.00	0.00	750.00	0.00	32.33
271-790-83200	CLEANING & JANITORIAL SERVICES	35,000.00	4,311.00	0.00	30,689.00	12.32	15.97
271-790-83301	HEATING/COOLING REPAIR & MAINT SERVI	30,000.00	2,961.77	812.00	27,038.23	9.87	8.32
271-790-83302	PLUMBING REPAIR & MAINTENANCE SERVIC	600.00	338.00	0.00	262.00	56.33	0.00
271-790-83303	ELEVATOR REPAIR & MAINTENANCE SERVIC	7,200.00	0.00	0.00	7,200.00	0.00	0.00
271-790-83399	MISC BUILDING REPAIR & MAINT SERVICE	4,000.00	496.75	0.00	3,503.25	12.42	2.40
271-790-85103	GAS	56,000.00	5,247.06	0.00	50,752.94	9.37	23.46
271-790-85105	WATER	20,000.00	1,561.51	0.00	18,438.49	7.81	15.36
271-790-85107	TELEPHONE SERVICE	5,200.00	1,309.62	0.00	3,890.38	25.19	23.19
271-790-85200	TAXES	9,000.00	253.50	64.70	8,746.50	2.82	29.97
271-790-85300	BUILDING SECURITY SERVICES	600.00	115.18	89.77	484.82	19.20	15.58
271-790-85600	PRINTING & DOCUMENT DUPLICATING	2,200.00	698.00	0.00	1,502.00	31.73	15.09
271-790-85800	POSTAGE & MAILING SERVICES	7,000.00	340.00	0.00	6,660.00	4.86	4.36
271-790-86101	TRAINING & EDUCATION	4,000.00	1,174.00	0.00	2,826.00	29.35	30.60
271-790-86300	TRAVEL COSTS	1,000.00	0.00	0.00	1,000.00	0.00	3.00
271-790-86500	DUES & MEMBERSHIPS	1,000.00	85.21	0.00	914.79	8.52	9.25
271-790-87501	ADVERTISING & LEGAL NOTICES	2,000.00	1,953.07	0.00	46.93	97.65	95.45
271-790-89271	LIBRARY FACILITY LEASE	1,000.00	0.00	0.00	1,000.00	0.00	0.00
271-790-89700	OFFICE EQUIP/FURNITURE LEASES & RENT	0.00	0.00	0.00	0.00	0.00	0.00
271-790-90200	OPER COST DISTRIBUTION	0.00	0.00	0.00	0.00	0.00	0.00
271-790-90201	GROUP MEDICAL INSURANCE (RETIREMENT)	0.00	0.00	0.00	0.00	0.00	0.00
271-790-92600	ADMINISTRATIVE CHARGES	104,350.00	26,087.49	8,695.83	78,262.51	25.00	25.00
271-790-92800	INFORMATION SYSTEMS SERVICE CHARGES	50,670.00	12,667.50	4,222.50	38,002.50	25.00	25.12
271-790-93498	TRANSFER TO CAPITAL PROJECTS	0.00	0.00	0.00	0.00	0.00	0.00
271-790-93636	TRANSFER TO INFORMATION SYSTEMS	0.00	0.00	0.00	0.00	0.00	0.00
271-790-94000	PAYMENT TO ESCROW AGENT	0.00	0.00	0.00	0.00	0.00	0.00
271-790-96400	BANK SERVICE CHARGES & FEES	2,000.00	187.80	0.00	1,812.20	9.39	17.11
271-790-96800	MISCELLANEOUS EXPENDITURES	10,000.00	18.34	0.00	9,981.66	0.18	4.67
271-790-96901	INCREASE IN FUND BALANCE	0.00	0.00	0.00	0.00	0.00	0.00
271-790-96901	CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00	0.00
271-790-97001	CAPITAL OUTLAY-NON-QUALIFIED	0.00	0.00	0.00	0.00	0.00	0.00
271-790-99208	LIBRARY BOND PRINCIPAL EXP	239,000.00	0.00	0.00	239,000.00	0.00	0.00
271-790-99608	LIBRARY BOND INTEREST EXP	42,000.00	0.00	0.00	42,000.00	0.00	0.00
271-790-99800	LONG-TERM DEBT AGENCY FEES	0.00	0.00	0.00	0.00	0.00	0.00

User: MaryK
DB: Royal Oak

PERIOD ENDING 09/30/2016

% Fiscal Year Completed: 25.21

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

GL NUMBER	DESCRIPTION	2016-17 AMENDED BUDGET	YTD BALANCE 09/30/2016 NORM (ABNORM)	ACTIVITY FOR MONTH 09/30/16 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDTG USED	PREV YEAR % BDTG USED
Fund 271 - LIBRARY FUND							
Expenditures							
	Total Dept 790-LIBRARY	2,435,840.00	372,776.12	118,534.03	2,063,063.88	15.30	18.85
	TOTAL Expenditures	2,435,840.00	372,776.12	118,534.03	2,063,063.88	15.30	18.85
Fund 271 - LIBRARY FUND:							
	TOTAL REVENUES	2,435,840.00	2,037,565.05	40,136.15	398,274.95	83.65	81.13
	TOTAL EXPENDITURES	2,435,840.00	372,776.12	118,534.03	2,063,063.88	15.30	18.85
	NET OF REVENUES & EXPENDITURES	0.00	1,664,788.93	(78,397.88)	(1,664,788.93)	100.00	100.00

User: MaryK

PERIOD ENDING 09/30/2016

% Fiscal Year Completed: 25.21

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

DB: Royal Oak

GL NUMBER	DESCRIPTION	2016-17 AMENDED BUDGET	YTD BALANCE 09/30/2016 NORM (ABNORM)	ACTIVITY FOR MONTH 09/30/16 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BGD USED	PREV YEAR & BGD USED
Fund 295 - ROOTS FUND							
Revenues							
Dept 000-NON-DEPARTMENTAL							
295-000-66500	INTEREST	2,200.00	(1,281.86)	0.00	3,481.86	(58.27)	(6.47)
295-000-67501	DONATIONS	0.00	457.00	202.00	(457.00)	100.00	100.00
295-000-67504	DONATIONS - ANIMAL SHELTER	10,000.00	125.00	0.00	9,875.00	1.25	1.17
295-000-67507	DONATIONS - PARKS & RECREATION	13,000.00	0.00	0.00	13,000.00	0.00	237.24
295-000-67525	DONATIONS - HOSP FIN AUTHORITY	0.00	0.00	0.00	0.00	0.00	0.00
295-000-67528	DONATIONS- COMMISSION FOR THE ARTS	30,000.00	9,600.00	0.00	20,400.00	32.00	36.46
295-000-67530	POLICE - HONOR GUARD	0.00	0.00	0.00	0.00	0.00	0.00
295-000-67531	DONATIONS - MISC POLICE	500.00	0.00	0.00	500.00	0.00	0.00
295-000-67545	DONATIONS - MISC FIRE	0.00	500.00	0.00	(500.00)	100.00	0.00
295-000-67551	DONATIONS - FARMERS MARKET	1,100.00	0.00	0.00	1,100.00	0.00	0.00
295-000-67570	DONATIONS - MISC LIBRARY	20,000.00	1,220.10	0.10	18,779.90	6.10	12.33
295-000-67571	DONATIONS - LIBRARY RIF	2,500.00	0.00	0.00	2,500.00	0.00	120.04
295-000-67575	DONATIONS - SENIOR CENTER	25,000.00	0.00	0.00	25,000.00	0.00	91.04
295-000-67580	DONATIONS - WROK	0.00	0.00	0.00	0.00	0.00	0.00
295-000-67590	DONATIONS - ENDOWMENT	0.00	0.00	0.00	0.00	0.00	0.00
295-000-69700	USE OF FUND BALANCE	69,210.00	0.00	0.00	69,210.00	0.00	0.00
295-000-69901	TRANSFER FROM GENERAL FUND	15,000.00	0.00	0.00	15,000.00	0.00	100.00
Total Dept 000-NON-DEPARTMENTAL		188,510.00	10,620.24	202.10	177,889.76	5.63	27.65
TOTAL Revenues		188,510.00	10,620.24	202.10	177,889.76	5.63	27.65
Expenditures							
Dept 790-LIBRARY							
295-790-79001	LIBRARY BOOKS	6,000.00	0.00	0.00	6,000.00	0.00	16.14
295-790-79002	LIBRARY VIDEO & AUDIO RESOURCES	0.00	0.00	0.00	0.00	0.00	0.00
295-790-79900	MISCELLANEOUS OPERATING SUPPLIES	100,000.00	0.00	0.00	100,000.00	0.00	0.00
295-790-93271	TRANSFER TO LIBRARY FUND	20,000.00	0.00	0.00	20,000.00	0.00	0.00
295-790-93498	TRANSFER TO CAPITAL PROJECTS	0.00	0.00	0.00	0.00	0.00	0.00
295-790-96400	BANK SERVICE CHARGES & FEES	0.00	0.00	0.00	0.00	0.00	100.00
295-790-96800	MISCELLANEOUS EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0.00
295-790-96901	INCREASE IN FUND BALANCE	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 790-LIBRARY		126,000.00	0.00	0.00	126,000.00	0.00	0.77
TOTAL Expenditures		126,000.00	0.00	0.00	126,000.00	0.00	0.77
Fund 295 - ROOTS FUND:							
TOTAL REVENUES		188,510.00	10,620.24	202.10	177,889.76	5.63	27.65
TOTAL EXPENDITURES		126,000.00	0.00	0.00	126,000.00	0.00	0.77
NET OF REVENUES & EXPENDITURES		62,510.00	10,620.24	202.10	51,889.76	16.99	64.59



User: MaryK
 DB: Royal Oak

PERIOD ENDING 09/30/2016

% Fiscal Year Completed: 25.21
 *NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2016-17		YTD BALANCE		ACTIVITY FOR		AVAILABLE		PREV YEAR	
		AMENDED BUDGET	09/30/2016	NORM (ABNORM)	MONTH 09/30/16	INCR (DECR)	NORM (ABNORM)	BALANCE	% BDTG	% BDTG	USED
	TOTAL REVENUES - ALL FUNDS	2,624,350.00	2,048,185.29		40,338.25		576,164.71		14.55		17.96
	TOTAL EXPENDITURES - ALL FUNDS	2,561,840.00	372,776.12		118,534.03		2,189,063.88		14.55		17.96
	NET OF REVENUES & EXPENDITURES	62,510.00	1,675,409.17		(78,195.78)		(1,612,899.17)		2,680.23		1,718.67

Director's Report – September 2016

New Hours in Effect

The library is now open at 10 AM on Tuesday and Thursday mornings. This is a return to our pre-recession hours. As a result of the added morning hours, an additional story time was added and one was shifted from Thursday afternoon to Thursday morning. The new Tuesday morning story time is directed toward the very youngest library users, infants through 15 month olds and their caregivers. We have called it "Baby Size!" From the outset this story time is attracting many participants. Family story times on Mondays and Wednesdays draw large numbers. The shift of Four and Five Year Old Story Times from Thursday afternoon to Thursday morning has not increased the numbers yet. There is a good amount of customer traffic on both Tuesday and Thursday mornings. Our public is appreciating the expanded hours.

Budget and Finance

Nothing new to report. The general ledger figures are included in this report.

Staffing

We currently have four open positions: part time computer aide, part time page, part time adult librarian, and full time head of youth services (librarian III). It is taking much longer to fill these than anticipated. Computer aide was filled but the new hire resigned after two days, so we reconsidered the candidates we had interviewed. All were capable candidates, so we were able to offer the job to one of them and we are now awaiting the results of the city required physical before we can start the new computer aide. This has meant that Stephanie Caimotto, who has been a computer aide but is making a lateral transfer to the part time library clerk, has been continuing to put in hours as computer aide and only handling an hour or two a week as library clerk.

Olivia Marsh has officially left ROPL employment to do post graduate studies at the University of Leicester in England. Olivia was one of the first hires (as page) after the renovation and she had continued to do some essential clerical tasks (invoices and supplies) until she departed for England earlier this month.

Interviews for adult part time librarian have been held. A decision should be reached soon. Finding times when Mary Ann DeKane, Matthew Day, and I can all be here and not on the reference or circulation desk has been problematic. That is what has delayed the library page interviews and head of youth services interviews. We have reviewed the applications but not found blocks of time for the interviews. That should happen very soon.

Website

The new city website went live on September 9. The library's current website is linked from the city's website. After meeting with Mike Kirby, the city's head of information services, we agreed to pay for an additional component from CivicPlus that will give us additional capabilities with the library's webpage. It still does not solve how to handle program registrations. We are exploring popular commercial software used by many libraries for this purpose.

A committee consisting of Ed Pank, Melanie Nielsen, Jessica Remington, Melissa Smith, Barb Szutkowski, Rosemary Mirsky, Matthew Day, Mary Ann DeKane and I have met to work on the layout of the library webpage. We have reached a general consensus on how we would like the information organized. Actually transferring and updating the content is going to be a lengthier process.

Community Connections

For the first time, the library will have a table at the Senior Tribute and Health Expo at the Farmers Market on October 10.

Books were included in the Royal Oak Environmental Advisory Board's semi-annual scrap metal and electronics recycling event held at the DPS yard at Campbell and Twelve Mile Road on Saturday, Sept. 24. There was a good turnout of people bringing used books, electronics, etc. The Friends of ROPL had two volunteers, along with myself, who presorted on the spot so that unusable books and magazines could be sent straight to recycling and the usable books will be brought back to the library for sorting and potential sale.

Arts Du Jour was held at and around the library on Thursday, August 25. It appeared to be quite well attended.

TLN's Shared Automation System

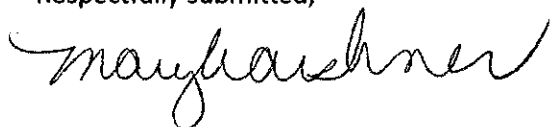
ROPL is part of The Library Network's Shared Automation System which is currently provided by Sirsi Dynix. Two years ago TLN began a process of looking at other potential Integrated Library Systems (ILS) because the Siri Dynix contract was going to expire in a couple of years and there has been some discontent with our current ILS. Because of the size of our system (over 30 libraries and millions of bibliographic records, check outs/returns annually, etc.) there are not many companies who can provide the needed software systems and support. Two years ago many of us attended presentations by two other ILS providers but because those companies had recently either merged (in one case) or recently been bought by venture capitalists (the other case), TLN felt it was prudent to see how these changed circumstances affected the products of the two companies and also give Sirsi Dynix some time to add some promised improvements to our current ILS. TLN has just issued an RFP for a new shared automation system. In early October there will be meetings about this and we are planning to have a number of staff attend one at Berkley Public Library on Oct. 4.

Friends of ROPL

The Friends held their annual meeting on Monday, September 19. This year, the Joyce Ann Maierle Award, which is given annually for exceptional contributions to the Friends over a period of years, was presented to Joan Koelsch for her long term and varied commitments with the Friends. Joan has a monthly Friends Shop shift; she is part of the Friends Annual Book Sale committee; and she helps with scanning books for online sales; and she regularly volunteers for many of the Friends outreach activities like the craft table at the Clay, Glass, and Metal Festival.

The Friends elected officers and adopted their annual budget. They continue to search for someone to coordinate the Friends Shop and help with some other areas like the online sales. Roxanne Plater is stepping down from those activities.

Respectfully submitted,



SUPPORT SERVICES DEPT. REPORT AUGUST 2016

WHAT HAPPENS IN MELCAT STAYS IN MELCAT : NO LONGER

As reported recently we do not add brief titles for Melcat inter-loan. The Melcat system functions separately from the TLN shared system and there is no communication between the two circulation systems which is a long standing problem. Melcat is based on Innovative while TLN is based on Sirsi. When requested items arrive from Melcat patrons are notified and the book is checked out to the patron on Melcat and when returned its also checked back in on Melcat. Patrons can access both their Mel and TLN records online but have to do so separately as do staff. A bigger problem with separate systems is the mechanism for automatically assessing fines and for notifying patrons more than once is absent from Melcat. The workaround for this problem would assess fines, provide periodic notification and allow patrons to see all of their Melcat checkouts on their TLN record. This is the "brief title" option performed through workflows which is also referred to as a quick MARC record consisting of four lines to be filled in: book title, home location and item type as Melcat and the book barcode or id. This function creates a bibliographic record on Sirsi which then allows staff to check the item out on workflows. When the book is returned it has to be checked back in on TLN and the brief title record deleted. However there are still two systems giving each other the "cold shoulder" so staff would have to check the book out and back in on both systems. We have started to implement brief records which is very simple and required minimal training although the extra steps involved create extra work for staff who all agree that Sirsi should be fining patrons for overdue Mel books. Because of the extra work I plan to cross train additional circulation staff to process Melcat inter loans once staff get used to the new process and it is running smoothly.

Also as I mentioned last month we formally notified TLN of our decision to not lend or borrow media through Melcat. However as of this point in time it appears that isn't happening yet. Although we do not lend media patrons can still request media and check it out on Mel same as always.

MUSICAL CHAIRS

There are really three interconnected parts: the expansion of Tuesday and Thursday hours, changes in staff schedules and the filling of vacant positions outside the department. At the circulation aide level I will have coverage provided by a long term staff member who currently only works every other Saturday. She will work the additional morning hours on Tuesday and Thursdays and, I hope, will be available as a substitute in circulation. Vacancies in the computer lab have opened up opportunities for existing staff to increase their hours and receive a promotion. One of our monitors will take on extra hours as a computer aide. Due to his own scheduling constraints however he cannot work the two mornings when we need additional coverage. Other monitors will shift their schedules and take on the extra four hours which leaves me with no slack in the monitor scheduling. That could pose a problem in the future when a monitor takes time off. Meanwhile one of our pages who has been filling in as a computer aide "out of class" will be promoted permanently to a computer aide thus opening up a page position. (Staff cannot work out of class

downwards in a lower paying job.) All of this is to take place on September 6th when we reopen after the holiday weekend with the expanded hours. Unfortunately that is very soon, much too soon to fill the page opening which has yet to be posted plus there are other jobs that won't be filled by then either: part time adult librarian, a computer aide job and head of Youth Services are all pending. Given the long drawn out hiring process I don't expect to see full staffing until sometime in October.

Matthew Day
1 September 2016

**PUBLIC SERVICES MONTHLY REPORT
AUGUST 2016**

Adult Services

August was a time for adult librarians to catch up and get ready for the new hours and fall programming.

I created a new schedule in conjunction with our reopening on Tuesday and Thursday mornings after Labor Day, and I thought we would have enough coverage. However, the new schedule didn't last long as Jordan Wright accepted a full-time position at Ferndale Area District Library; Jordan's last day was September 1st. We will be interviewing for his replacement on September 20th. Until we hire a replacement we continue to struggle to cover the adult reference desk.

Ed Pank was promoted to Library Technology Specialist on 8/28/16 leaving his computer aide position open. Thomas Browning has been working extra hours in the computer lab to cover some of Ed's computer lab hours. We hired a computer aide on September 14th, however he resigned on the 16th, so we will need to hire a new computer aide. Computer aide Stephanie Caimotto moved into the new office assistant position effective 8/28/16, however, she continues to work as a computer aide until we hire another aide. Brandy Dzingel was promoted from library page to computer aide so she is now working in the computer lab and also continuing to do two shifts as library monitor. Library monitor Todd Richardson is now working as both library monitor and compute aide. Hopefully the scheduling will run smoother once a new computer aide is hired.

As previously mentioned, weeding the collection is a continual process; a total of 341 items were discarded from the collection in August. There was a grand total of 2147 questions in August; 1950 reference and 197 directional.

August Adult Services Programs

The Adult Summer Reading Program ended in August. The theme was *Exercise Your Mind – Read*. The Adult Service librarians hosted many mind and physical exercise related programs over the summer. The final program was Art Therapy held on August 3rd; 18 people attended the program. Two summer reading raffles were held; 56 adults entered the raffle and four happy winners received \$50 gift cards. The Salter Book group drew 21 people on August 15th. Seven people attended Rosemary Mirsky's Third-Thursday Book Discussion and Melanie Nielsen hosted the Independent Film Series and four people attended. Nine volunteers helped out in the Butterfly Garden in August.

Rosemary Mirsky attended TLN's Adult Services Meeting at Bacon Memorial Library in Wyandotte. Rosemary reported that there was a discussion held about all the activities and programs being held at TLN libraries, including tapping into the Pokémon Go phenomenon.

I attended the OverDrive Meeting in Lansing on August 24th and Melanie Nielsen attended a two-day training on editing/updating the new city website.

Adult Services Website Contributions and Book Displays

Book, movie, dvd, and music cd displays included: Celebrating the Life of Elie Wiesel; Books to Understand the Modern World; Cocktails Anyone? New books featuring the art of making and enjoying cocktails; Read the Book: Uncover the Facts; Short Books for Busy People; and books for Summer Reading Displays.

Rosemary Mirsky continues to update Booksite topics on the website. Ed Pank adds all library events to the Facebook page. Jessica Hayes handles the social media for the library website. She posts pictures of library events on Facebook and she and Melissa Smith continue to update the library's Pinterest, Tumblr; and Instagram pages.

Youth and Teen Services

In August, families, children and tweens enjoyed many programs including: *Ready, Set, Go! Community Partners: Police; Art Therapy; and Kids' Book Club*. The final summer Tuesday evening program *Where the Wild Things Are*, was presented by the *Magic Carpet Theater*. The Summer Reading Program ended with the Summer Readers' Fair on August 5th. Families enjoyed games, activities, a train ride with Dan Dan the Choo Choo Man, the Chaos Obstacle Course, and a Tropical Maze.

Teens enjoyed many programs including: *Art Expression Session; Book Distribution Volunteer Opportunities; Henna Tattoos; Summer Readers' Fair Volunteer Opportunities; and the Teen Summer Reading Finale* which included games, crafts, ice cream sundaes and prizes.

Mary Ann DeKane
Head of Public Services

Board Summary

Collection Activity	Circulation	Circ Renewals	Circ Self Checkout	Interlibrary Borrowing	Interlibrary Lending
July	36,777	6,707	12,749	3,127	1,380
August	37,157	7,500	12,543	3,068	1,567
September	0	0	0	0	0
October	0	0	0	0	0
November	0	0	0	0	0
December	0	0	0	0	0
January	0	0	0	0	0
February	0	0	0	0	0
March	0	0	0	0	0
April	0	0	0	0	0
May	0	0	0	0	0
June	0	0	0	0	0
2015 - 2016 Totals	73,934	14,207	25,292	6,195	2,947
Avg. Per Month	6,161	1,184	2,108	516	246
% Yearly Change	-80.3%	13.1%	20.0%	16.2%	0.4%

Program Activity	Visits	# of Programs	Program Attendance	Michigan Activity Pass	Reference Services
July	55,639	72	1,859	17	2,687
August	56,701	23	797	15	3,318
September	0	0	0	0	0
October	0	0	0	0	0
November	0	0	0	0	0
December	0	0	0	0	0
January	0	0	0	0	0
February	0	0	0	0	0
March	0	0	0	0	0
April	0	0	0	0	0
May	0	0	0	0	0
June	0	0	0	0	0
2015 - 2016 Totals	112,340	95	2,656	32	6,005
Avg. Per Month	9,362	8	221	3	500
% Yearly Change	94.1%	40.7%	29.9%	0	25.4%

Resources and Services Cumulative Statistics

New Registrations	Total Inventory	Computer Uses	Website Page Views	Database Usage
396	182,223	2,697	31,526	7,390
364	173,778	2,897	29,866	7,978
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
760	356,001	5,594	61,392	15,368
63	29,667	466	5,116	1,281
-4.2%	-0.8%	-8.7%	10.5%	21.1%

Outreach Attendance	Days Open	Auditorium Paid Uses	Volunteer Hours
13	27	0	496
21	27	3	552
0	0	0	0
0	0	0	0
0	0	0	0
0	0	0	0
0	0	0	0
0	0	0	0
0	0	0	0
0	0	0	0
0	0	0	0
0	0	0	0
0	0	0	0
0	0	0	0
34	54	3	1,047
3	5	0	87
#DIV/0!	8.7%	-52.6%	4.0%

Royal Oak Public Library Policies

^{IX}
Discussion Item A. (21)

Services Section 5.20 - Reference Service

- A. Reference Services encompasses reference and reader's advisory service.
- * B. Reference inquiries may be received in person, ~~by virtual reference via the Library's website (Live Chat)~~, telephone, email, fax or letter. All requests will be given equal consideration.
- C. The source of information will always be cited. Sources are quoted verbatim, with no interpretation on the librarian's part, especially for medical, financial, legal or tax questions.
- D. Time spent by librarians on a question may vary depending on the pace of activity in the reference area, the number of available staff and the resources readily available. Librarians will respond to requests as soon as possible, with questions being answered within two working days unless specific arrangements are made with the patron.
- E. Librarians will assist patrons with their research needs but cannot conduct extensive research projects, do students' homework or create documents for patrons.
- F. Referrals to other agencies may be made when appropriate.
- G. Librarians will assist patrons in placing holds and interloan requests, with a limit of four items.
- H. Patron's identification will be held at the reference desk for materials held at the reference desk, the ready reference shelves behind the reference desk, materials brought from storage, and to gain access to the Local History Room.
- I. In telephone or email inquiries, only the information for the given address will be checked and verified in *Bresser's Cross Index Directory*. No information for nearby addresses will be given.
- J. All transactions will remain confidential. Librarians respect and safeguard all patrons' privacy and identity.

Approved 08/22/00; rev. 05/25/04; rev. 05/23/06; rev. 9/22/09; reviewed 9/28/10; reaffirmed 12/6/2011)

revised 9/27/2016

Royal Oak Public Library Policies

IX
Discussion Item B (22)

Services Section 5.30 - Association with Other Libraries

Background

The Royal Oak Public Library Board feels that in order to serve the people of Royal Oak, arrangements may be necessary to allow them to use as wide a range of neighboring libraries as possible. Accordingly, agreements have been reached and shall be pursued with appropriate library systems.

TLN Cooperative Member Libraries

Registered patrons of TLN libraries that are shared automation system participants have full borrowing privileges by means of the TLN shared system and TLN delivery system, as well as use of the computer lab. Walk-in TLN library patrons may borrow new materials generally reserved for residents of Royal Oak. All TLN patrons must show a valid home library card.

Troy Public Library

Registered patrons of Troy Public Library may borrow books and media (with rental media at non-resident rates).

* They may use the computer lab, ~~with payment of visitor fee~~. All Troy Public Library patrons must show their valid home library card. For a Troy Public Library patron to register at ROPL, their valid home library card barcode must be entered in the ROPL system.

MILibraryCard

MILibraryCard patrons (designated by stickers on their home library cards) may borrow print format books only, not media or e-books, from Royal Oak Public Library. They may use the computer lab with a visitor pass. They may not borrow from other libraries via the shared system. ROPL registered patrons will be provided a MILibraryCard sticker for their library card on request for use at other MILibraryCard libraries.

Adopted 03/27/01; Revised 07/27/04; 08/22/06; Revision for review 9/22/09; Revised 12/06/11; Revised 12/03/13

Revised 8/27/2016

IX
Discussion Item
D (23)



**Board of Trustees Meeting Schedule
2017**

Meetings are held in the Friends Auditorium at 7 PM on the fourth Tuesday of each month except November and December, unless otherwise indicated.

January 24, 2017

February 28, 2017

March 28, 2017

April 25, 2017

May 23, 2017

June 27, 2017

July 25, 2017

August 22, 2017

September 26, 2017

October 24, 2017

December 5, 2017

Approved:

Summary of Activity
06/30/16

24

Sum of Amount		Flow					
Main Category	Subcategory	Received	Interest	Expense	Transfer	Grand Total	
Animal Shelter	(blank)	380,755.35	2,807.24	(7,235.31)	(376,327.28)	(0.00)	
	Medical	1,108.00	87.00		(1,195.00)	-	
	Washer/Dryer	1,248.50	72.00	(120.59)	(1,199.95)	-	
	Capital Improvements	25,064.36	1,413.14	(13,159.11)	(9,835.00)	3,483.39	
	As Day Planner	17,207.00	701.67	(7,195.63)		10,713.04	
Endowment	(blank)	100.00	24.93			124.93	701
	Senior Center	100.00	23.82			123.82	701
Farmers Market	(blank)	7,529.01	728.72	(3,824.27)		4,433.46	
	Kitchen	1,184.00	193.22	(1,377.22)		-	
	Brick pavers	4,535.00	75.19	(175.00)		4,435.19	
	Sound System	634.00	10.29			644.29	
Fire Department	(blank)	32,081.67	1,508.82	(23,098.41)		10,492.08	
	Fire Safety Smoke House	65,793.00	5,702.96	(66,657.00)		4,838.95	
	Technical Rescue equipment	3,000.00	315.44	(1,000.00)		2,315.44	
	Computer	300.00	30.01			330.01	
Library	(blank)	553,335.61	10,772.43	(140,260.57)	(251,407.92)	172,439.55	
	RIF	12,857.00	240.72	(3,967.84)		9,129.88	
	Butterfly Garden	1,195.00	28.78	(575.79)		647.99	
Parks & Recreation	(blank)	6,722.88	193.85	(6,258.98)		657.75	
	Equipment for skate park	2,500.00	430.35	(1,500.00)		1,430.35	
	Dog Park	38,711.01	324.45	(36,989.43)		2,046.03	
	Park Fest	1,000.00	6.70	(560.00)		446.70	
	Dog Fountain	1,000.00	0.92	(1,000.84)		0.08	
	Pickleball	11,765.48	24.69	(11,787.02)		3.15	
	Grant Park Improvements	1,500.00	7.96			1,507.96	
	Carousel	5,000.00	4.85	(171.72)		4,833.13	
Police Department	(blank)	6,188.22	70.77	(111.30)		6,147.69	
	Child Safety	1,510.00	150.79	(926.88)		733.91	
	Royal Oak Citizens Police Academy	20.00	4.32			24.32	
	Community Policing	200.00	6.99			206.99	
	Honor Guard	4,070.34	42.69	(96.85)		4,016.18	
RO Historical Commis	(blank)	7,660.38	464.63	(6,317.12)	31,671.70	33,479.59	701
	Plaques	1,406.21	48.17	(215.53)	(1,238.85)	0.00	701
RO Nature Society	(blank)	79,122.25	2,305.13	(59,324.13)		22,103.25	701
	Membership	180.00	19.78			199.78	701
	2nd Saturday Workshop	10.00	0.78			10.78	701
Senior Center	(blank)	43,555.57	484.97	(9,265.02)	(2,406.33)	32,369.19	
	Transportation	105,846.37	25,007.39			130,853.76	
Star Dream	Fountain Maintenance	500.00	97.10			597.10	
Unrestricted	(blank)	5,032.16	354.74	-		5,386.90	701
Veterans War Memor	(blank)	45,485.24	2,439.08	(45,204.42)		2,719.90	701
WROK	(blank)	8,735.52	131.29	(8,247.53)		619.28	
	Arena Wiring	3,200.00	71.65	(3,271.65)		-	
Youth Programs	(blank)	165.00	35.54			200.54	
Roundtable Organizat	Book	49,427.00	3,077.08	(25,853.63)	(26,650.45)	(0.00)	701.00
	Calendar	2,949.00	168.73		(3,117.73)	-	701.00
Hospital Finance Auth	(blank)	225,554.05	2,979.28	(91,436.05)	(40,064.67)	97,032.61	
	General	(blank)	9,338.00	184.30	(1,490.00)		8,032.30
Commission for the A	(blank)	75,152.75	109.33	(54,108.60)		21,153.48	
SmartPark	(blank)	128,926.53			(128,926.53)	-	
Grand Total		1,980,461.46	63,984.71	(632,783.44)	(810,698.01)	600,964.72	

DO NOT DELETE
Endowment
RO Historical Commission
RO Nature Society
Unrestricted
Veterans War Memorial
Roundtable Organization

701 64148.95
295 600,964.72 536815.77
600964.72 600964.72