



Royal Oak
PUBLIC LIBRARY

BOARD MEETING

Tuesday, February 27, 2024

7:00 PM

Friends Auditorium

Library Board of Trustees

Friends Auditorium, Royal Oak Public Library 222 E 11 Mile Rd. Royal Oak, MI 48067

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

February 27, 2024, 6:45pm
Policy Committee Work Session

- I. Review of proposed revisions to policies:
 - A. 3.30 Patron Behavior Policy (to be formerly known as the Code of Conduct)
 - B. 5.101 - Circulation Parameters

7:00pm
Regular Meeting Agenda

- I. Call to Order/Roll Call
- II. Announcements/communications
 - A. TLN Annual Report
- III. Public comment
- IV. Approval of the Agenda
- V. Approval of the Minutes
 - A. 01-23-24 Policy committee
 - B. 01-23-24 Annual and regular meeting
- VI. Financial Reports
- VII. Library Director's Report
- VIII. Committee & Liaison Reports
 - A. Budget
 - B. Friends of the Library
- IX. New Business
 - A. Discussion Items
 - i. Library materials vending machine - potential location; machine on sale
 - B. Action Items
 - i. Policy Updates
 - a) 3.30 Patron Behavior Policy (fka Code of Conduct)
 - b) 5.101 Circulation Parameters
 - ii. Adjournment

Committee Assignments (bold denotes committee chair, up to 4 trustees may serve)

Board Officer Nominating	Dyer , Tierney
Budget/Finance	Jones , Dyer, Sipes
Facilities/Space Utilization	Cook , Jones, Tierney
Fundraising	Jasinski , Carlson, Tierney
Policy Review	Carlson , Cook, Jasinski
Strategic Planning	Sipes , Jasinski, Macey
Director Goals and Evaluation	Macey , Dyer (completed annually by Director's hiring anniversary in September)
<i>Liaison Opportunities</i>	Friends of the ROPL Meetings : 3rd Monday (except July & Dec), 6:30pm (Rotating. The Director also attends) RO City Commission Meetings : 2nd & 4th Mondays, 7:30, Attend as needed.



Committees on Hiatus

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.

**Royal Oak Public Library Board
Policy Committee Meeting Minutes**

January 23, 2024

I. Call to order at 6:43pm

Trustees Carlson, Macey and Director Irwin were present.

II. The committee reviewed and discussed proposed revisions to policies and a new policy proposal

a. 3.10 Auditorium and Meeting/Study Room Policy

a. Agreed to forward the revision to the Board at the 01/23/24 meeting

b. 3.30 Patron Behavior Policy (to be formerly known as the Code of Conduct)

a. Postponing the revision until the February 27 meeting

c. 3.70 Library Violations and Appeal

a. Agreed to propose the new policy to the Board at the 01/23/24 meeting and
delay implementation until 3/1/24

III. Meeting adjourned by Carlson at 7:02 pm.

Respectfully submitted:

Sandy Irwin

Director

Royal Oak Public Library

Royal Oak Public Library Board Meeting Minutes January 23, 2024

- I. Call to Order/Roll Call
 - Called to order at 7:02 p.m.
 - Trustees Carlson, Cook, Dyer, Jasinski, Jones, Macey, Sipes, Tierney and Library Director Irwin present.
- II. Annual Meeting
 - A. Board Officer Nominating Report
 - B. Election of Officers
 - 1. President – Trustee Macey
 - a) Jasinski nominated. Dyer seconded. Unanimous support.
 - 2. Vice-President – Trustee Carlson
 - a) Jasinski nominated. Dyer seconded. Unanimous support.
 - 3. Secretary – Trustee Sipes
 - a) Jasinski nominated. Carlson seconded. Unanimous support.
 - C. Committee Assignments
 - 1. Board Officer Nominating – **Dyer**, Tierney
 - 2. Budget/Finance – **Jones**, Dyer, Sipes
 - 3. Facilities/Space Utilization – **Cook**, Jones, Tierney
 - 4. Fundraising – **Jasinski**, Carlson, Tierney
 - 5. Policy Review – **Carlson**, Jasinski, Cook
 - 6. Strategic Planning – **Sipes**, Jasinski, Macey
 - 7. Director Goals and Evaluation – **Macey**, Dyer
- III. Announcements/communications
 - A. None
- IV. Public Comment
 - A. None
- V. Approval of the agenda
 - A. Motion to add item IX: Committee and Liaison Reports
 - B. Sipes moved. Dyer seconded. Passed unanimously.
- VI. Approval of the minutes
 - A. December 12, 2023: Regular ROPL meeting: Cook moved. Dyer seconded. Passed unanimously.
- VII. Financial Reports
- VIII. Library Director's Report
- IX. Committee and Liaison Reports
 - A. Friends of the Library

X. New Business

A. Discussion items

1. 2023 Security Incident Annual Report

B. Action Items

1. Policy Updates

- a) 3.10 Auditorium and Meeting/Study Room Policy
Carlson moved to approve. Dyer seconded. Passed unanimously.

- b) 3.30 Patron Behavior Policy (to be formerly known as the Code of Conduct)

Discussion/approval postponed until February 27, 2024 Library Board Meeting

2. New Policy

- a) 3.70 Library Violations and Appeal

Carlson moved to approve effective March 1, 2024. Dyer seconded. Passed unanimously.

3. Adjournment

Jasinski moved, Dyer seconded.

Meeting adjourned at 8:37 p.m.

Respectfully submitted,

Joshua Sipes

Secretary

Royal Oak Public Library Board of Trustees

02/19/2024

REVENUE AND EXPENDITURE REPORT FOR CITY OF ROYAL OAK

PERIOD ENDING 02/29/2024

% Fiscal Year Completed: 66.67

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

GL NUMBER	DESCRIPTION	2023-24		ACTIVITY FOR MONTH	BUDGET VS ACTUAL - DIFFERENCE		% BDGT USED			
		AMENDED BUDGET	YTD BALANCE 02/29/2024		ACTUAL - DIFFERENCE					
Fund 271 - LIBRARY FUND										
Revenues										
Dept 000 - NON-DEPARTMENTAL										
271-000-40200	PROPERTY TAX REVENUES	3,637,700.00	3,544,646.07	5,566.01	(93,053.93)	97.44				
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	29,722.18	0.00	(28,897.82)	50.70				
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	3,209.30	412.45	(1,190.70)	72.94				
271-000-65701	LIBRARY SERVICE CHARGES & FINES	800.00	1,875.00	225.00	1,075.00	234.38				
271-000-65702	LIBRARY REPL MATERIALS FEES	2,000.00	2,176.78	703.87	176.78	108.84				
271-000-66500	INTEREST	44,650.00	56,010.17	0.00	11,360.17	125.44				
271-000-67100	MISCELLANEOUS REVENUE	1,000.00	605.50	4.75	(394.50)	60.55				
271-000-67501	DONATIONS	25,000.00	13,438.90	0.00	(11,561.10)	53.76				
271-000-67503	MEMORIAL BOOK FUND	1,000.00	2,800.00	0.00	1,800.00	280.00				
271-000-67570	DONATIONS - MISC LIBRARY	1,000.00	6,754.67	55.21	5,754.67	675.47				
Total Dept 000 - NON-DEPARTMENTAL		3,925,440.00	3,755,904.90	6,967.29	(169,535.10)	95.68				
TOTAL REVENUES		3,925,440.00	3,755,904.90	6,967.29	(169,535.10)	95.68				
Expenditures										
Dept 790 - LIBRARY										
271-790-70203	WAGES - PERMANENT	998,400.86	595,179.24	38,394.98	403,221.62	59.61				
271-790-70204	WAGES - TEMPORARY	313,000.00	154,616.06	9,754.12	158,383.94	49.40				
271-790-70300	WAGES - OVERTIME	2,000.00	533.03	146.52	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	181.53	12.50	(181.53)	100.00				
271-790-70407	DUPLICATE HEALTH CARE BENEFITS PAY	2,400.00	1,514.28	200.00	885.72	63.10				
271-790-70500	DEFERRED COMP - EMPLOYER CONTRIBUTION	3,525.57	2,103.95	137.74	1,421.62	59.68				
271-790-70601	RETIREMENT CONTRIBUTIONS - GENERAL	17,100.00	9,976.63	668.02	7,123.37	58.34				
271-790-70603	OPEB CONTRIBUTIONS	21,480.00	13,082.82	334.01	8,397.18	60.91				
271-790-70604	PENSION - UAL - GENERAL	30,600.00	10,622.11	1,489.70	19,977.89	34.71				
271-790-70606	OPEB - UAL	16,300.36	17,320.62	312.63	(1,020.26)	106.26				
271-790-70610	DEFINED CONTRIBUTION	74,528.97	44,009.09	2,855.10	30,519.88	59.05				
271-790-70620	RETIREE HSA	33,123.99	19,559.08	1,268.90	13,564.91	59.05				
271-790-71101	FICA	102,373.13	57,350.77	3,611.96	45,022.36	56.02				
271-790-71102	UNEMPLOYMENT COMPENSATION TAX	1,025.60	692.92	138.70	332.68	67.56				
271-790-71201	GROUP MEDICAL INSURANCE	156,520.20	91,745.61	6,524.70	64,774.59	58.62				
271-790-71203	GROUP DENTAL INSURANCE	12,356.40	7,669.61	991.83	4,686.79	62.07				
271-790-71204	GROUP LIFE INSURANCE	3,498.60	2,090.81	0.00	1,407.79	59.76				
271-790-71205	VISION INSURANCE	1,450.56	860.77	117.50	589.79	59.34				
271-790-71206	WORKERS COMPENSATION INSURANCE	1,160.00	642.14	37.64	517.86	55.36				
271-790-71207	SHORT AND LONG TERM DISABILITY	6,068.73	3,820.86	132.31	2,247.87	62.96				
271-790-72701	OFFICE SUPPLIES	5,000.00	1,573.38	360.00	3,426.62	31.47				
271-790-72702	OFFICE EQUIP/FURNITURE (NON-CAPITALIZED)	2,500.00	1,775.83	234.99	724.17	71.03				
271-790-72800	COMPUTER SUPPLIES & PARTS	15,000.00	8,214.50	31.74	6,785.50	54.76				
271-790-73200	CLEANING & JANITORIAL SUPPLIES	7,500.00	4,756.96	420.24	2,743.04	63.43				
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	19,138.29	1,670.82	18,861.71	50.36				
271-790-79001	LIBRARY BOOKS	153,500.00	90,562.25	13,927.55	62,937.75	59.00				
271-790-79002	LIBRARY VIDEO & AUDIO RESOURCES	32,000.00	12,523.12	2,153.92	19,476.88	39.13				
271-790-79003	LIBRARY ELECTRONIC RESOURCES	24,980.00	16,497.25	1,972.00	8,482.75	66.04				
271-790-79004	LIBRARY SUBSCRIPTIONS	12,900.00	12,550.64	623.91	349.36	97.29				
271-790-79011	MEMORIAL BOOKS & RESOURCES	1,000.00	289.81	14.99	710.19	28.98				

GL NUMBER	DESCRIPTION	2023-24		BUDGET VS		
		AMENDED BUDGET	YTD BALANCE 02/29/2024	ACTIVITY FOR MONTH	ACTUAL - DIFFERENCE	% BDGT USED
271-790-79012	REPLACEMENT BOOKS & RESOURCES	600.00	19.95	19.95	580.05	3.33
271-790-79102	DOWNLOADABLES - AUDIO, VIDEO, ETC.	177,600.00	125,669.88	11,525.84	51,930.12	70.76
271-790-79900	MISCELLANEOUS OPERATING SUPPLIES	10,000.00	7,368.58	894.28	2,631.42	73.69
271-790-80301	DATA PROCESSING SERVICES	49,400.00	24,279.51	0.00	25,120.49	49.15
271-790-80302	TELECOMMUNICATIONS SERVICES	12,720.00	3,371.25	429.81	9,348.75	26.50
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	630.00	90.00	450.00	58.33
271-790-81201	PROPERTY & CASUALTY INSURANCE SERVICES	49,900.00	38,566.60	0.00	11,333.40	77.29
271-790-82500	MISC CONTRACTED SERVICES	32,250.00	22,001.52	0.00	10,248.48	68.22
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	26,793.00	3,574.00	26,707.00	50.08
271-790-83301	HEATING/COOLING REPAIR & MAINT SERVICES	25,000.00	9,667.43	2,701.35	15,332.57	38.67
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	20,201.72	60.00	9,798.28	67.34
271-790-85101	ELECTRIC	64,000.00	38,585.26	4,162.75	25,414.74	60.29
271-790-85103	GAS	19,000.00	10,621.89	2,126.73	8,378.11	55.90
271-790-85105	WATER	5,000.00	2,774.24	0.00	2,225.76	55.48
271-790-85300	BUILDING SECURITY SERVICES	3,100.00	2,207.07	735.69	892.93	71.20
271-790-85600	PRINTING & DOCUMENT DUPLICATING	1,500.00	67.11	0.00	1,432.89	4.47
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	1,702.30	25.00	8,297.70	17.02
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	3,000.00	0.00	3,000.00	50.00
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	3,955.00	0.00	2,825.00	58.33
271-790-92600	ADMINISTRATIVE CHARGES	91,540.00	53,398.31	0.00	38,141.69	58.33
271-790-92800	INFORMATION SYSTEMS SERVICE CHARGES	74,590.00	43,510.81	0.00	31,079.19	58.33
271-790-96400	BANK SERVICE CHARGES & FEES	2,500.00	1,372.44	0.00	1,127.56	54.90
271-790-96800	MISCELLANEOUS EXPENDITURES	10,000.00	4,521.31	136.52	5,478.69	45.21
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	21,305.04	0.00	20,694.96	50.73
271-790-99536	OPEB DEBT INTEREST	116,000.00	59,141.17	0.00	56,858.83	50.98
Total Dept 790 - LIBRARY		3,925,440.00	1,949,187.35	115,020.94	1,976,252.65	49.66
TOTAL EXPENDITURES		3,925,440.00	1,949,187.35	115,020.94	1,976,252.65	49.66
Fund 271 - LIBRARY FUND:						
TOTAL REVENUES		3,925,440.00	3,755,904.90	6,967.29	(169,535.10)	95.68
TOTAL EXPENDITURES		3,925,440.00	1,949,187.35	115,020.94		49.66
NET OF REVENUES & EXPENDITURES			1,806,717.55			100.00
BEG. FUND BALANCE		657,642.15				
END FUND BALANCE		657,642.15				

LIBRARY DIRECTOR MONTHLY REPORT

February 2024

Strategic Plan - Actions and Results

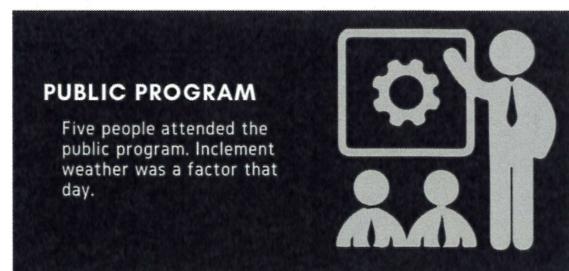
Royal Oak Public Library provides opportunities for all to learn, connect, create, and innovate.

- Short Term Goal 2- Employ and retain happy, welcoming staff and provide for their ongoing professional development
 - Staff training in February
 - New Library Violations and Appeal Policy
 - Makerspace/DIAL (Digital Imaging and Audio Lab)
- Short Term Goal 4- Capture community's attention and effectively communicate our available resources, programming, and services
 - New calendar software begins 3/4/24
 - People will use it to reserve:
 - Study Rooms
 - Small conference room
 - Friends auditorium
 - Makerspace equipment
 - The new Digital Imaging and Audio (DIAL) equipment will also premiere on this date
 - 2/14/24 Detroit Free Press article titled "Michigan libraries lend more than books: Kayaks, canoes, tools, pans and a sewing machine" included the Royal Oak Public Library. I was interviewed last summer, and she did a quick fact-check on Monday.
 - 2/14/24 Judy Davids (City's Community Engagement Specialist) happened to be updating the guide for new residents when I reached out to ask for more of a presence in the booklet. She added a page for us.
- Long Term Goal 2- Invest in and make accessible innovative technologies
 - The Makerspace DIAL equipment will become available. We are excited about this offering.
 - Received an email from Envisionware (who provides our self-checks, RFID, etc.) about a library vending machine they installed in



CLASSROOM VISITS

Three fourth-grade classrooms visited the exhibit, with 83 students, teachers & parents/guardians in attendance.



PUBLIC PROGRAM

Five people attended the public program. Inclement weather was a factor that day.



Kent County. I asked about it and got some pricing. There is a discounted price on it for the next 3 months.

- I did some exploring of the north end of town by driving around and looking for potential locations.
 - 2/16/24 Reached out to Woodward Corner Market via email about the possibility of a library vending machine inside.
 - We will be setting up a meeting soon to discuss the potential partnership.
- Long Term Goal 3- Secure stable funding
 - Re: 2023/24 Donations. From our Administrative Assistant: I have been logging donors/donations into a database since 2016. This is the first year (around the Christmas holiday) that we haven't sent out a fund letter. I really didn't expect to see many donations coming in, especially considering the millage passing earlier in the year. What I discovered after receiving the list of December donations is that many of them switched over from sending a donation check after the fund letter would go out, now are donating online. Many of these donors have been donating since at least 2011- maybe earlier.

Financial Report

- Revenues
 - Donations – combining the two lines, we are only short \$5,806.43 for the year.
 - 2022/23 Budget was \$18,000 – if we subtract the Victoria Dickinson \$50,000 donation, we received \$31,074 total
 - In the Feb 2023 financial report, we had collected \$13,684 YTD
- Expenditures
 - We are 66% through the fiscal year (through February) and have 49.66% of our budget left, so we are in good shape for the year.

City News

- The City is considering instituting a rate of a flat \$5 parking fee after 5pm. How does this affect the library?
 - 2023: 166,307 visitors; with 30,288 visiting after 5pm, Monday - Saturday. That is 18% of the total library traffic.

Statistics

- I added a column to include the year-to-date numbers from the previous year, just to see the month-to-month and the YTD numbers. I think it provides more of an apples-to-apples comparison.
- January put us 58% through the fiscal year.

Facility

- Boiler: 3 failed blower motors. Replaced. Cost of \$1,632

Professional Development

- Post-pandemic library cohort began on 1/26/24.
 - We have weekly homework
 - One part was doing a SOAR analysis (Strengths, Opportunities, Aspirations, Results)
 - Next session is Friday 2/23/24
- 2/21/24 Level Up Your Library with AI: Practical Uses for Library Staff and Patrons
 - AI is very powerful
 - I think that we need to figure out how best to use it... at least the free versions

Programs

- Saturday 3/23/24 2-4pm Local Author Fair
 - Authors will be announced on 3/8/24

Outreach

- Worked with the City's Economist Development Specialist and the City Manager's Office fellow to review the A to Z Business Database (provided by MeL) and help them figure out how to narrow and tailor their search results.

Administration Staff Updates

- Ed, our IT Specialist, arranged for us to get a refresh of the content of our digital kiosk, located near the park side of the lobby.
- Ed has also been hard at work getting our new library calendar ready.
- Stephanie, our Administrative Assistant, has been working on the room reservation side of the calendar.
 - Stephanie will be approving the room reservations, which are moving to a fully online system.
 - She moved all of the public room reservations over to the new system.
- Megan, our Substitute Librarian, picked up additional hours, taking her from 20 to 24 hours per week. One of our part-time adult librarians dropped some hours; Megan will help on the Adult Reference Desk with her additional time.

Patron Feedback

- We received a negative Google review from someone who is unhappy with our capacity limits for story time.
 - We have explained that we are limited due to the fire codes, but she did not respond except to suggest we hold story time in the public area.

Security Issues/Suspensions

- Jan 2024
 - 5 total recorded incidents
 - 3 on weekdays before 6pm
 - 2 on weekday evenings
 - None that were serious



Monthly Statistics

January 2024

	Jan 2024	Jan 2023	% change	Year to Date	22/23 YTD	22/23 Year-End	% of total
Visits	13,145	12,514	5.0%	102,623	88,116	155,456	66.0%
# of cardholders	28,504	26,634	7.0%			27,959	
Circulation (includes renewals)							
Children	14,040	14,165	-0.9%	105,664	102,312	179,455	58.9%
Teen	1,183	948	24.8%	8,948	8,414	14,087	63.5%
Adult	11,239	11,507	-2.3%	76,203	75,972	130,248	58.5%
eMaterials	16,557	14,278	16.0%	106,780	94,108	248,472	43.0%
Total	43,019	40,898	5.2%	297,595	280,806	572,262	52.0%
Database use	1,692	2,208	-23.4%	14,634	17,020	27,762	52.7%
Inventory							
Physical Items	132,301	134,269	-1.5%			134,605	
Reference Transactions	1,425	1,842	-22.6%	10,073	11,336	20,386	49.4%
InterLibrary Loans							
Lending	2,229	2,648	-15.8%	14,804	17,598	29,621	50.0%
Borrowing	5,061	4,594	10.2%	33,167	30,194	54,097	61.3%
Public Internet, Wireless & Website							
Uses (sessions) of public PCs	1,748	1,180	48.1%	10,948	8,528	14,802	74.0%
Uses of wireless logins	1,531	1,022	49.8%	11,227	8,628	14,954	75.1%
Website hits	12,342	13,478	-8.4%	80,352	86,734	145,877	55.1%
Library App							
# of new devices	112	n/a		1,155	n/a	n/a	
Launches	4,007	n/a		20,605	n/a	n/a	
Programs & Outreach							
# of Programs & Outreach Ages 0-5	11	13	-15.4%	78	72	124	62.9%
Attendance Ages 0-5	378	586	-35.5%	2,622	2,596	4,550	57.6%
# of Programs & Outreach Ages 6-11	7	6	16.7%	30	62	100	30.0%
Attendance Ages 6-11	124	87	42.5%	377	1,359	5,545	6.8%
# of Programs & Outreach Teen	3	3	0.0%	17	18	35	48.6%
Attendance Teen	30	32	-6.3%	292	443	594	49.2%
# of Programs & Outreach Adults	13	9	44.4%	113	89	175	64.6%
Attendance Adults	147	141	4.3%	1,026	1,056	2,213	46.4%
# of Programs & Outreach All Ages	12	n/a		35			
Attendance All Ages	628	n/a		3,951			
# of Volunteers	35	34	2.9%	291	321	543	53.6%
# of Volunteer Hours	245	255	-3.9%	1,969	1,951	3,250	60.6%

ACCESS SERVICES MONTHLY REPORT

January - February 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
 - Danis has been meeting with staff individually
 - Various training needs have been identified
 - Closing procedures were updated.
- Short Term Goal 3- Continually maintain and enhance our physical and digital collections
 - Shifted Large Print collection.
 - Requested the change to make the Chromebooks and Hot Spots Royal Oak patrons only.
- Short Term Goal 4- Capture community's attention and effectively communicate our available resources, programming, and services
 - Issued library cards in January to the 4th grade classes that visited the Achievement exhibit.
 - Hosted a table at the Royal oak Schools Family Opportunities Fair

Library Shared System/Catalog

- 1/24/24 Installed updates on staff computer stations
- Danis serves as the Secretary for the TLN Shared System working group, which helps keep us apprised of what is happening and helps us be involved more with TLN.
- Technical Services
 - July 2023 – January 2024: 11,034 items added to the collection.
 - 10,915 items have been withdrawn during the same time frame, so we have been on track this year for a one-to-one added/withdrawn ratio.
 - Megan, our Substitute Librarian, is learning how to catalog items for the Library of Things, and has been working with Nancy in technical services to learn the ropes.

Professional Development

- Ben will attend the Public Library Association Conference in April.
- Staff are learning the new library calendar system to prepare for the new study room reservation system.
- Danis attended TLN's "Conversations on Race" series of programs, which will be coming to our library in May.
- Heather attended the CARL Item Maintenance training.
- Danis attended "Managing Employee Performance Using the SBI Method"

Staff News

- With the addition of the two library aides this fall, we have been able to have sufficient coverage for illnesses and time off.

Volunteers

- Danis is working with Gillian (Adult Services) and Emily (Youth Services) and laying the groundwork to start an adult volunteer program that uses volunteers for adult services projects.

**ADULT SERVICES MONTHLY REPORT
JANUARY – FEBRUARY 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.

Library Calendar, the new booking software, is gearing up for a March start time. In the meantime preparation, training and transfers of events is in full swing. Both one on one instruction and group classes are offered. The system is for room rentals as well as program booking unlike our previous system. But just like Evanced it consists of filling out detailed forms.

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

A discussion of a possible genre collection resulted in a much more expansive consideration of the entire adult book collection. In summary certain collections should be consolidated such as career and test books. Genre collections were rejected. A project team will work on proposals to improve the layout of the print collection.

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

At the request of an ESL student, we are looking into the possibility of Zoom hybrid programming. This would accommodate attendees who like a live performance as well as those who because of weather or health prefer the comfort of their own home.

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

The storage room has always been used as a dumping ground for both the library and city hall. It's gotten to the point though that something needs to be done about it. A clean out is planned in the future starting with the bound magazines including Life, National Geographic and Michigan History. Disposal is a problem as other libraries do not want them nor does our bookshop customers. Only the Bresser Street Index for Detroit seems to be desirable.

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

The new memory lab consists of technology designed to transfer analog to digital formats. VHS and audio tapes are examples of obsolete technology which can be reformatted onto a thumb drive or DVD. Although the equipment is not quite ready yet for public use people are already asking about it. The training of adult staff – computer aides as well as adult librarians -- has started on a one to one basis. The new library calendar would be used to sign up users,

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

Hoopla's usage has increased to the point where it is no longer sustainable. Ways to remedy the problem are varied, but the two leading options are lowering the monthly allotment.

Adult January 2024 Programs

- | | |
|----|-----------------------|
| 8 | Queerdos |
| 9 | Meditation |
| 10 | Rain barrels |
| 11 | Community book club |
| 14 | Possoms |
| 16 | Plant propagation |
| 16 | ESL lit |
| 16 | Thurs book club |
| 22 | Fright book club |
| 25 | Conversation |
| 25 | Earrings |
| 39 | Short story book club |

Matthew Day

Head of Adult Services

14 February 2024

YOUTH SERVICES MONTHLY REPORT

January 2024 – February 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.**
 - Tracy will continue working an additional 4 to 8 hours a week to help maintain adequate staffing in the youth department. Barb returned from her leave but will be on leave again starting March 5th. She will return on April 16th. Megan will also continue to cover the youth desk an average of 10 hours a week and all other team members are taking on additional responsibilities to sustain service levels.
- **Short Term Goal 3- Continually maintain and enhance our physical and digital collections.**
 - The video game collection remains popular and we're continuing to build it. The collection has grown to nearly 100 games since we started the collection in October 2022. A few of the original games we purchased have circulated over 60 times.
 - Currently weeding JE (Picture Books) and Teen Fiction.
 - Finished weeding J Audiobooks, J PB Series, and J Graphics
- **Short Term Goal 4- Capture community's attention and effectively communicate our available resources, programming, and services.**
 - The Winter Reading Bingo challenge ended January 20th. Our first all ages winter reading challenge was tremendously successful. 369 people participated. They completed 774 activities, earned 2,814 badges, and read 127,268 minutes. 145 participants completed the challenge and earned a free skate rental to the Rink at Royal Oak.
 - Hosted Preschool and Child Care Information Night at the Farmers Market. Nearly 20 organizations participated and over 100 people attended the event. The inclement weather negatively impacted our turnout.
 - Sent our digital newsletter for February and released our February youth program and teen program fliers. We are currently working on our digital newsletter and program flyer for March but have encountered some challenges in getting Library Aware and Library Market's LibraryCalendar to communicate effectively. Our previous event management system, Signup worked more seamlessly with Library Aware's newsletter and flyer templates.
 - We collaborated with the Motor City Rockers, the City, and the Rink at Royal Oak to provide a Hockey story time that included free skating.
- **Long Term Goal 2- Invest in and make accessible innovative technologies.**
 - We will officially transition to our new event and room management software suite, Library Market's Library Calendar, on March 4th. All team members have completed the training and we've added all our scheduled programs to the system. We are still working out best practices for the new system and we are working together to create consistent and effective templates for each of our events.

- **Long Term Goal 4- Ensure best practices in library governance, management, and curation in all areas of the library.**
 - We've changed the Hoopla borrowing limits to control costs. The platform continues to be popular, but their purchasing models are difficult to account for with our budget. Patrons are now limited to 12 instant borrows and 8 flex borrows a month. This change will not impact most of our users and is necessary to stay within the budget.
 - Staff attended training to go over the policy update for 3.70 Library Violations and Appeal Policy.

Programs

- Not Too Late to Hibernate! Scavenger Hunt
- Read to the Dogs – 1/8
- Mother Goose on the Loose (Family Story Time) – 1/9, 1/16, 1/23, 1/30 & 2/6
- Toddler Story Time – 1/10, 1/17, 1/24, 1/31 & 2/7
- Silent Library for Teens – 1/10
- Baby Size Special: Fit, Play, and Read! – 1/11
- Final Exams: Study Support – 1/16
- Family Lego Time – 1/17
- Baby Size – 1/18, 1/25, 2/1 & 2/8
- Kam Komics Comic Book/Manga Workshop – 1/19
- Family Movie – 1/20
- Preschool and Child Care Information Night – 1/22
- Minecraft Block Buster – 1/23
- Sloan Museum: Wizards, Wands, & Potions – 1/27
- Groundhog Day Shadow Play Story Time with Author A. Kidd – 1/31
- Family Story Time with Children's Author, Shona Darin – 2/3
- Love is Lit: Valentine's Day Circuits – 2/6
- Hockey Story Time with the Motor City Rockers – 2/7
- Baby Size Special: Feeding Your Baby with Emily Silver, IBCLC - 2/8
- Story Time with Modern Dentistry of Royal Oak – 2/8
- Valentine Sensory Play – 2/10
- Secret Admirer Scavenger Hunt

Outreach

- We hosted three classroom visits in January. Three 4th grade classes from Addams Elementary explored the Automotive Hall of Fame exhibit, learned about the library, signed up for library cards, completed the scavenger hunt, and checked out materials. The field trips are the first we've hosted since the COVID pandemic, and we look forward to being able to host more classes in the future.
- One book bin at Upton Elementary was swapped for a new one.

- Becca is working with Christie at the Farmers Market to plan the Family Pride event scheduled there on Wednesday, June 12th. They will continue to have monthly meetings to organize the large-scale and well-attended celebration.

Professional Development

- I attended Hoopla dashboard training and participated in *Conversations for Action Webinar: Creating Your First Black History Month Program* presented by the Rural Library Network.
- Becca attended the TLN Youth and Teen Services meeting at Plymouth Public Library. At the meeting, she was able to participate in a presentation on *Native American Children's Literature*. She shared the presentation and her notes with us at our department meeting.

Staff News

- **Volunteers**
 - We have 13 weekly volunteers with 24 weekly hours.
 - Volunteers completed 48 shifts for a total of 106.33 hours.



LibCabinet Brings Services Closer to Home for Kent District Library Residents

Library services are now a lot closer to home for residents of Grattan Township. Part of Kent District Library (KDL), Grattan community members had to travel ten miles to visit the closest KDL branch. Now Grattan Township residents have local access to library materials through EnvisionWare's LibCabinet.

With the LibCabinet, patrons can check out books, pick up holds and return items at their convenience. The unit holds over 200 items and is easy to use. To check out a book, a patron simply scans their library card and the door unlocks. Books are checked out automatically when removed from the shelves. The patron closes the door when finished and takes their receipt. Returning items is just as easy — scan, return and go.



The LibCabinet is installed at the township hall, which is easily accessible to the community. "We want to provide the best library service that we can offer to all KDL patrons," said KDL Executive Director Lance Werner. "We are excited to deliver services where Grattan Township residents live, work and play, making it easier for people to use and enjoy the library."

Grattan Township loves the Express Library!

"It's wonderful to see residents swinging by and perusing the wonderful selection of books, movies and video games. The cabinet holds something for everyone in our family. Whether it's a DVD for movie night, a new Switch game or a new bedtime story for our four-year-old, the access to the LibCabinet has been incredibly exciting. We love that we now have more access to the great library services in our community," said Michelle Alberts, Grattan Township Clerk and Patron.



The new service in Grattan Township will be the 21st KDL location in Kent County, 22 counting a Bookmobile. KDL services nearly 440,00 residents of 27 different municipalities throughout Kent County.

BACK

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www.envisionware.com



Royal Oak Public Library Lib-Cabinet Pricing



This integrated product line provides a consistent and intuitive user experience, while also making it easier for staff to install and maintain products through a single vendor partner

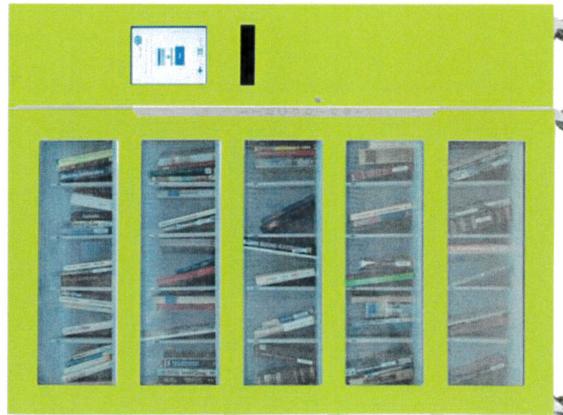


Contact: Peton Nielsen

LibCabinet

Access to Books 24/7

With the Lyngsoe LibCabinet™, you can offer an independent mini library at an indoor location of your choice; your patrons can have access to your books 24/7. With a combined check-in, check-out and holds function, all you need is a network cable and power outlet. The LibCabinet allows you to significantly extend the library's reach.



Fast and Easy Return of Books

The stylish, transparent doors allow for browsing of available materials, and is equipped with an electronic lock that can easily be opened by presenting a patron card to a card reader. The patron simply grabs the books he or she wants and closes the door again. After closing the door, the LibCabinet prints out a receipt, which tells the patron exactly which books he or she has taken and when they need to be returned. Returning a book is equally simple: present the card - open the door - return the book.

Full Inventory Overview

The LibCabinet communicates over the industry protocol SIP; all lending traffic is fed back to your library management system. The LibCabinet software has a full feature maintenance mode. While in maintenance mode you can perform a full inventory and print out the inventory result. LibCabinet can be connected to our Centralized Management software, which provides reporting and remote-control functionalities.

Technical Specifications, LibCabinet

Capacity	Approximately 200+ books on 5 shelves
LibCabinet size	76 x 53 x 20 inches (1920 x 1351 x 500mm)
Colors	White
Enclosure material	Powder coated steel Color selection available
Power / Data	120vac, LAN RJ45 available within 8 feet
Languages	Many available and configurable

Royal Oak Public Library - LibCabinet		Price
<u>LibCabinet</u>	<ul style="list-style-type: none"> • Qty (1) LibCabinet • Standard Color (white) • Parts Warranty (Standard 12 month) • Hotline (24/7) (Standard 12 month) 	
	LibCabinet pricing	\$36,650
	Discount	(\$9,995)
	Hardware Subtotal	\$27,655
	Shipping to Library	\$1,750
	Onsite Installation	\$4,175
	Total USD	\$32,580

Payment terms

50% on receipt of order
50% at beneficial use
net 30 days

Sales tax, or other state and local taxes have not been included unless specifically stated.

Preliminary Project Schedule

This project schedule represents a framework schedule for each site.

Contract Signature/Letter of Authorization	: Receipt of PO (ARO)
Shipment	: 12 weeks ARO
System Delivery	: 24 weeks ARO
Set Up Completed	: 24 weeks ARO
Final Acceptance (Start of Warranty)	: 24 weeks ARO

This Proposal Is Valid Until May 14th, 2024

Owner's Responsibilities

- a) Envisionware Inc is responsible for the installation of the LibCabinet.
- b) Shipping requirements
 - a. Crate dimensions 80" x 29" x 64"(H), weight 800lbs
 - i. 2-way entry crate. Requires min. of 80" clearance to deliver inside.
 - ii. If 80" not available needs to be delivered and uncrated outside the library.
- c) Provide any necessary permits and/or licenses.
- d) Provide power to a location near the device and any coordinated points (within 8 feet) 120V single phase.
- e) Provide one network drop per device to a location near the device and any coordinated points (within 8 feet) 120V single phase.
- f) If required to fasten device to floor, provide details of structural, or imbedded obstructions within floor or ceiling structures. X-ray or other methods is not included unless otherwise specified.
- g) Provide one SIP license. Prior to the installation, Library must provide SIP2 IP address, port, and user credentials (if any).
- h) Allow for TeamViewer remote desktop or site to site VPN (IPSEC) for commissioning and ongoing hotline support. Additional details contained in LS Remote Customer Support document.

3.30 Patron Behavior Policy

I. Introduction

The Royal Oak Public Library (the “Library”) is open for specific and designated civic, educational, and cultural uses, including reading, studying, writing, participating in scheduled Library programs, and using Library materials. In order to provide resources and services to all people who visit the Library facilities in an atmosphere of courtesy, respect, and excellent service, the Library Board has adopted this Patron Behavior Policy. The purpose of the Patron Behavior Policy (“Policy”) is to assist the Library in fulfilling its mission to provide opportunities for all to learn, connect, create and innovate.

The following rules of conduct shall apply to the Library’s interior and exterior, all grounds controlled and operated by the Library (“Library Property”), and to all persons entering in or on the premises, unless otherwise specified.

II. Rules for a Safe Environment

- A. Violations of Law. Committing or attempting to commit an activity in violation of federal, state, or local law, ordinance, or regulation (including but not limited to assault, indecent exposure, larceny, removing Library material from Library Property without authorization through the approved lending procedures, vandalism, or copyright infringement) is prohibited.
- B. Weapons. Carrying guns, pistols, or other weapons, except as specifically permitted and exempt from local regulation by law, on Library Property is prohibited.
- C. Alcohol; Drugs. Possessing, selling, distributing, or consuming any alcoholic or intoxicating beverage, illegal drug, or drug paraphernalia is prohibited; provided that alcohol may be permitted at certain Library-sponsored events if specifically approved by the Library. Persons noticeably under the influence of any controlled substance or alcoholic or intoxicating liquor are not allowed on Library property.
- D. Recreational Equipment and Personal Transport Devices. Use of skateboards, rollerblades, roller skates, wheeled footwear, hoverboards, one-wheels, scooters or other wheeled forms of recreational equipment (including toys that can be ridden) is not allowed in the Library or on Library Property. Library patrons must park bicycles or other recreational vehicles only in authorized areas. Wheelchairs, scooters, and other power-driven mobility devices are permitted for those individuals with disabilities in accordance with Library rules, unless a particular type of device cannot be accommodated because of legitimate safety requirements.
- E. No Blocking of Doors, Aisles or Entrances. All doors, aisles and entrances must remain obstacle-free. This includes a prohibition of running power cords across aisles or other areas that are used for walking.
- F. Animals. Animals are not permitted in the Library other than service animals (as defined by law) for those individuals with disabilities, those used in law enforcement, or for Library programming. Animals may not be left unattended or be off-leash on Library Property.
- G. Incendiary devices. The use of incendiary devices, such as candles, matches, and lighters, is prohibited inside the Library. Charging vape pens, ecigarettes or other rechargeable smoking devices on library property is prohibited.
- H. Staff Only Areas. Patrons shall not be permitted in any areas designated as “staff only” unless otherwise permitted by the Library Director.

II. Rules for Personal Behavior

- A. Personal Property. Personal property brought into the Library is subject to the following:
 - a. The Library staff may limit the number of and size of parcels carried into the Library.
 - b. The Library is not responsible for personal belongings left unattended and Library staff is not permitted to guard or watch personal belongings.
 - c. The Library does not guarantee storage for personal property.
 - d. Personal possessions must not be left unattended or take up seating or space if needed by others.
- B. Food and Beverages. Food and beverages are only permitted in designated areas. Beverages must be in a spill-resistant container (i.e. cups with lids or screw tops). No food is allowed by any library-owned computers. Patrons are required to dispose of trash properly.
- C. Unauthorized Use. Patrons must leave the Library Property promptly at closing time and may not be in the Library when it is not open to the public. Further, any patron whose privileges to use the Library have been denied may not enter the Library or be on Library Property. Any patron whose privileges have been limited may not use the Library in any manner that conflicts with those limits placed on the patron by the Library Director, their designee, or the Library Board.
- D. Appropriate and Considerate Use. Patrons shall be engaged in activities associated with the use of the Library while in the building or on Library Property. The following behavior is prohibited in the Library or on Library Property:
 - a. Sleeping on the floor, in a study or conference room, or at a library-provided computer;
 - b. Gathering in large groups and being disruptive;
 - c. Loud or boisterous conduct inappropriate to the Library location;
 - d. Spitting;
 - e. Running, pushing, shoving, fighting, throwing items, provoking a fight or other unsafe physical behavior;
 - f. Using obscene or threatening language or gestures;
 - g. Engaging in sexual behavior (1) that is a violation of the law, (2) which can reasonably be expected to disturb Library users or staff while such staff or patrons are in the Library or on Library property, or (3) that interferes with the Library patrons' use of the Library or the ability of the staff person to do their job.
 - h. Placing one's shoes or feet on any Library furniture.
- E. Panhandling or Soliciting for Money, Products, and Services. Panhandling or soliciting Library staff or patrons for money, products, or services inside the Library or on Library property is prohibited. Sales of products or services that are incidental to Library programming may be permitted if approved in advance by the Library Director.
- F. Interference with Staff. Patrons may not interfere with the staff's performance of duties in the Library or on Library property. This includes engaging in conversation or behavior that monopolizes or forces the attention of staff for an inappropriate period, inappropriate personal comments, sexual advances, or physical and/or verbal harassment.
- G. Campaigning, Petitioning, Interviewing and Similar Activities. As a limited public forum, the Library reserves the right to regulate the time, place, and manner for campaigning, petitioning, interviewing, survey-taking, pamphleteering, canvassing and soliciting on Library grounds as follows:
 - a. Campaigning, petitioning, interviewing, survey-taking, pamphleteering, canvassing, and soliciting are prohibited inside the Library building.
 - b. Campaigning, petitioning, interviewing, survey-taking, pamphleteering, canvassing, and soliciting outside the Library building but on Library property are subject to the following requirements:

- i. Persons or groups are requested to sign in at the Circulation Desk in advance.
- c. Use of the Library property does not indicate the Library's opposition or endorsement of the candidate or issue that is the subject of the petition, interview, campaign or discussion.
- d. No person shall block ingress or egress from the Library building.
- e. Permitted times will be limited to the operating hours of the Library.
- f. Campaign material, literature or petitions may not be brought into the Library, posted at the Library or left on Library property.
- H. Distributions; Postings. Distributing or posting printed materials/literature on Library Property not in accordance with Library policy is prohibited.
- I. Restrooms. Misuse of restrooms, including laundering, sleeping, shaving, excessive personal grooming, hair cutting or trimming, hair coloring, bathing, and sexual activity is prohibited. Unless a parent or guardian is assisting a child or a patron is assisting a person with a disability, there shall only be one person to a stall and only one person at a time in the individual use restrooms in the youth area. Library materials may not be taken into restrooms.
- J. Harassment. Staring, photographing, video recording, audio recording, following, stalking, harassing, arguing with, threatening, talking or behaving in a manner (1) which can reasonably be expected to disturb Library users or staff while such staff or patrons are in the Library or on Library property; (2) that interferes with the Library patrons' use of the Library or the ability of the staff person to do their job is prohibited; (3) would create or may result in a hostile work environment for Library staff; and/or (4) that violates Michigan or federal law.
- K. Odor. Offensive odor, including but not limited to, body odor due to poor personal hygiene, overpowering perfume or cologne, or odors from items brought into the Library, that causes a nuisance is prohibited. (For example, if the patron's odor interferes with staff or other patrons' use of the Library, the patron violates this Policy).
- L. Library Policies. Patrons must adhere to all Library Policies.
- M. Identification; Masks. Patrons must provide identification to Library staff when requested. A mask, hood, blanket, or device by which any portion of the face is so hidden, concealed, or covered as to conceal the identity of the wearer is prohibited on Library Property, except for persons wearing head covering or veils pursuant to religious beliefs or customs or those wearing a mask for health and safety reasons.
- N. Tables or Structures on Library Property. No person may use or set up a table, stand, sign or similar structure on Library Property without permission from the Library Director or their designee. This does not apply to Library-sponsored or co-sponsored events.
- O. Smoking; Tobacco or Marijuana Use. Smoking any substance, using e-cigarettes, vape pens or electronic nicotine delivery systems, chewing tobacco, or rolling/prepping tobacco or marijuana for consumption is prohibited on Library Property, including all outdoor areas.
- P. Leaving debris or waste anywhere except designated waste receptacles.

IV. Rules for the Use and Preservation of Library Materials and Property

- A. Care of Library Property. Patrons must not deface, vandalize, damage, or improperly use or improperly remove Library materials, equipment, furniture, or buildings. Patron shall not load or install any programs or software on Library computers. Patrons shall be responsible to reimburse the Library for costs incurred by the Library for violating this provision. Patrons shall not cause damage by returning library materials containing insects, such as bedbugs and cockroaches, or bringing insects into the Library.
- B. Internet Use. Patrons must abide by established time limitations and all other provisions of the Library Internet Use Policy.

- C. Equipment. Library staff computers are for staff use only. Staff desk phones at public service may be used with permission for a maximum of five (5) minutes.
- D. Authorized Lending. Library materials may only be removed from the premises with authorization through established lending procedures.

V. Violations and Appeal

The Library Director or the Director's designee may restrict access to Library facilities pursuant to the terms of Policy 3.70 Library Violations and Appeal.

Adopted by the Royal Oak Public Library Board of Trustees on 02/27/24, effective 04/01/2024.

5.101 - Circulation Parameters

Material	Loan Period	2 Renewals If Not On Hold	Holds Allowed
Book Club Kits	9 weeks	No	Yes
Books (Adult, Teen and Juvenile)	3 weeks	Yes	Yes
Books, New	3 weeks	Yes	Yes
McNaughton Leased Titles	3 weeks	Yes	Yes (Royal Oak only)
Audiobooks	3 weeks	Yes	Yes
New Audiobooks	3 weeks	Yes	Yes
CD (Music & Spoken)	3 weeks	Yes	Yes
New Music CD	3 weeks	Yes	Yes
Chromebooks	3 weeks	Yes	Yes (Royal Oak only)
DVD/Blu-Ray	3 weeks	Yes	Yes
DVD — One Week Watches	1 week	Yes	Yes
JDVD & J Blu-Ray	3 weeks	Yes	Yes
New JDVD/Blu-Ray	1 week	Yes	Yes
TV Series	3 weeks	Yes	Yes
Library of Things Collection	3 weeks	Yes	Yes (Royal Oak only)
Magazines	3 weeks	Yes	Yes
Mobile HotSpots	3 weeks	Yes	Yes (Royal Oak only)

Playaways	3 weeks	Yes	Yes
Playaway Launchpads	3 weeks	Yes	Yes
Playaway Views	3 weeks	Yes	Yes
Story Time Together Bags	3 weeks	Yes	Yes
Video Games	1 week	Yes	Yes (Royal Oak only)
Vinyl Records	3 weeks	Yes	Yes (Royal Oak only)
Vox Books	3 weeks	Yes	Yes

Adopted 05/23/00; rev. 02/27/01; rev. 04/24/01; rev. 06/26/01; rev. 01/22/02; rev. 03/25/03; rev. 04/22/03; rev. 09/23/03; rev. 10/26/04; rev. 11/23/04; rev. 06/25/06; rev. 10/24/06; 02/27/07; rev. 08/26/08; 03/24/09; 06/23/09; 08/25/09; revised 04/27/10; revised 04/26/11; revised 05/24/11; revised 07/22/14; revised 08/23/16; revised 04/25/17; revised 06/27/17; revised 09/26/17; revised 04/24/18; revised 05/28/19; revised 10/22/19; revised 01/26/21; revised 09/28/21; revised 07/26/22; revised 09/27/22; revised 06/27/23; revised 02/27/24.