



Royal Oak
PUBLIC LIBRARY

BOARD MEETING

Tuesday, March 19, 2024

7:00 PM

Friends Auditorium



222 E 11 Mile Road
Royal Oak, MI 48067
248.246.3727
www.ropl.org

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.

March 19, 2024, 6:45pm - Budget Committee Work Session

- I. Review of proposed FY 2024-25 Budget
 - A. Action Item
 - 1. Approve submitting the FY 2024-25 Budget Proposal to the Library Board
- II. Adjournment

7:00pm - Regular Meeting Agenda

- I. Call to Order/Roll Call
- II. Announcements/communications
- III. Public comment
- IV. Approval of the Agenda
- V. Approval of the Minutes
 - A. 02-27-24 Policy committee
 - B. 02-27-24 Regular meeting
- VI. Financial Reports
- VII. Library Director's Report
- VIII. Committee & Liaison Reports
 - A. Friends of the Library
- IX. New Business
 - A. Action Items
 - i. FY 2024-25 Budget
 - ii. Library materials vending machine - moving forward in the process
 - iii. 3.30 Patron Behavior Policy - addition of one requirement
 - iv. Declare items for surplus
 - v. 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

Millage Planning	July 2031
Arts Committee	
Grounds Beautification	

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.

LIBRARY MILLAGE FUND/LIBRARY FUND

FISCAL YEAR 2024-2025 ANNUAL BUDGET/FISCAL BUDGET

MISSION STATEMENT

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

OVERVIEW

The Royal Oak Public Library provides opportunities for all to learn, connect, create, and innovate. The Public Library of the City of Royal Oak is administered by a library board of nine members whose duties are fixed by ordinance and whose members are appointed for fixed terms by the Mayor with City Commission approval. The board appoints the Library Director and subordinate employees of the library and determines their compensation within the budget adopted by the City Commission. The total amount expended by the board in any one year for compensation of employees, purchases and other expenses cannot exceed the appropriation allowed for library purposes in the annual budget. The Library staff continue to be successful in developing a library collection, programs and overall environment that is diverse, interesting, and welcoming to everyone in the community. The Library has reached and, in some cases, exceeded pre-pandemic levels of service.

In FY 2024-25, the Library will embark on an update to the strategic plan. Based on the results of the plan, future goals and objectives will be identified and will align with the City's strategic plan goals. A dedicated one mill secures the operating funds restricted for Royal Oak Public Library purposes through June 2033, which was approved by the citizens in August 2022. **The full allowable rate is budgeted to be levied for this fiscal year.**

STRATEGIC PLAN GOALS AND OBJECTIVES

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

Strategic Plan Alignment: Welcoming, Engaged, and Livable Community / Environmental Leadership / Reliable Infrastructure

Short-term Objectives:

- FY 2024 - 2026: Review the 2020 Facilities Assessment Report to identify and prioritize future capital projects

Performance Measures:

- *FY 2023-24: Waterproof the boiler room – in progress*
- *FY 2023-24: Exterior building concrete and railing repairs.*
- *FY 2023-24: Library Board of Trustees approved a 6-year capital improvements plan*
 - *FY 2024-25: Replace the roof.*
 - *FY 2024-25: Utilizing the City's American Rescue Plan Act (ARPA) funds, solar panels will be installed on the Library's roof.*
 - *FY 2024-25: Replace security camera system*
 - *FY 2025-26: Install an automated materials return*
 - *FY 2026-27: Replace the HVAC system and the metal fence around the chiller*

- *FY 2027-28: Upgrades to plumbing, restrooms, and electrical systems*
- *FY 2028-29: Exterior and interior improvements, including removing/replacing the 11 Mile Rd canopy; improved signage; repairing/replacing the stone retaining wall; replacing the garage door.*
- *FY 2029-30: Replacing windows.*

Long-term Goal 2: Invest in and make accessible innovative technologies.

Strategic Plan Alignment: Welcoming, Engaged, and Livable Community / Efficient and Effective Services
 Short-term Objectives:

- *FY 2024 - 2026: Expand technology in all areas of the library.*
- *FY 2024 - 2026: Build programming centered on leveraging new technologies.*
- *FY 2024 - 2026: Provide training for both the staff and the public.*

Performance Measures:

- *Ongoing - Increase technology and electronics available to lend to the public in the Library of Things.*
- *Ongoing - Offer quarterly programs in the makerspace.*
- *Ongoing – Offer access via appointment to the equipment in the makerspace, including the new Digital Imaging and Audio Lab.*

Long-term Goal 3: Secure stable funding.

Strategic Plan Alignment: Long-Term Fiscal Health

Short-term Objectives:

- *FY 2024 - 2026: Optimize existing funding.*
- *FY 2024 - 2026: Explore new sources of revenue.*

Performance Measures:

- *Completed - With the passage of the 10-year millage starting in July 2023, the Library has achieved the primary objective in this long-term goal.*
- *Ongoing – seek grants and other sources of funding*

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

Strategic Plan Alignment: Welcoming, Engaged, and Livable Community / Efficient and Effective Services / Safe, Healthy, and Just City

Short-term Objectives:

- *FY 2024 - 2026: Employ and retain happy, welcoming staff and provide for their ongoing professional development.*
- *FY 2024 - 2026: Review the Library Use study and develop changes to services provided based on the feedback received.*
- *FY 2024 - 2026: Continually maintain and enhance the library's physical and digital collections.*
- *FY 2024 - 2026: Increase the monetary investment in the library's physical and digital collections.*
- *FY 2024 - 2026: Review the collection for outdated and worn materials, using industry standards for guidance.*
- *FY 2024 - 2026: Provide at least one quarterly program that promotes physical and mental health.*

- *FY 2024 - 2026: Increase outreach and service to senior living facilities as well as homebound residents.*

Performance Measures:

- *Ongoing - Per policy, all staff to receive at least three hours of professional development annually.*
- *Ongoing - Increase the budget for physical and digital materials by at least two percent annually.*
- *Ongoing - Increase annual lending transactions by at least two percent.*
- *Ongoing - expand the home delivery service for homebound residents.*
- *Ongoing - Visit senior living facilities once per quarter.*
- *FY 2024-26: Reduce the physical collection inventory by at least five percent, withdrawing outdated and worn materials to make room for new materials on the shelves. The collection inventory should become level within the next three years.*

SIGNIFICANT PROGRAM NOTES - FISCAL YEAR 2024-2025

Revenues:

- Tax/millage revenue looks strong
- Penal fines continue to drop, so the proposal decreases them by 10.5%, which is what the decrease was this year over the previous year.

Expenditures:

Staffing:

- Multiple full-time staff are eligible to move up a level in their positions on their hiring anniversary dates:
 - Three Librarian IIs become Librarian IIs
 - Three Municipal Clerk IIs become Municipal Clerk IIs
- Part-Time wages: Any part-time staff earning less than \$15/hour will begin earning \$15/hour.

Library Programs:

- The programming budget is being increased from \$38,000 to \$49,750 to provide more robust programming to the community.

Materials:

- 9% increase to the print book budget
- \$5,000 increase in the audio-visual budget to begin an adult video game collection
- Adding PressReader for online newspapers & magazines in multiple languages and eliminating digital subscriptions to the Wall Street Journal and the Washington Post
- 19% increase to the eMaterials budget due to the high costs and the extensive use

Repair and Maintenance:

- \$15,000 Increase in elevator repair costs, which we learned we needed to do the hard way when the elevator broke down in December 2023.

Training and Education and Travel Costs:

- Kept as-is; will be proposing a staff in-service day

Dues & Memberships:

- Adding professional membership costs (basic membership) to all full-time librarians in the American Library Association and the Michigan Library Association.

Capital Improvement Plans:

- Replacing the roof; adding solar panels
- \$25,000 mandatory elevator compliance cost
- Replacing the security camera system
- Strategic Planning

GL NUMBER	DESCRIPTION	2023-24 Projected	2024-25 Proposed
Revenues			
Dept 000 - NON-DEPARTMENTAL			
271-000-40200	PROPERTY TAX REVENUES	3,610,000.00	\$3,763,500
271-000-53099	MISCELLANEOUS FEDERAL GRANTS	0.00	\$0
271-000-57300	LOCAL COMMUNITY STABILIZATION	49,000.00	\$49,000
271-000-57403	STATE - AID TO LIBRARY	58,620.00	\$59,450
271-000-57405	STATE - LIBRARY PENAL FINES	78,085.00	\$69,900
271-000-64201	LIBRARY COPIER CHARGES	4,400.00	\$4,700
271-000-65701	LIBRARY SERVICE CHARGES & FINES	2,400.00	\$3,000
271-000-65702	LIBRARY REPL MATERIALS FEES	2,180.00	\$2,400
271-000-66500	INTEREST	47,400.00	\$126,120
271-000-67100	MISCELLANEOUS REVENUE	800.00	\$1,000
271-000-67501	DONATIONS	20,000.00	\$20,000
271-000-67503	MEMORIAL BOOK FUND	3,000.00	\$1,000
271-000-67570	DONATIONS - MISC LIBRARY	7,960.00	\$4,000
Total Dept 000 - NON-DEPARTMENTAL		3,883,845.00	\$4,104,070

TOTAL REVENUES	3,883,845.00	\$4,104,070
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GL NUMBER	DESCRIPTION	2023-24 Projected	2024-25 Proposed
Expenditures			
Dept 000 - NON-DEPARTMENTAL			
271-790-70203	WAGES - PERMANENT	1,011,850.00	\$1,089,924
271-790-70204	WAGES - TEMPORARY	256,640.00	\$355,000
271-790-70300	WAGES - OVERTIME	2,000.00	\$2,000
271-790-70401	LONGEVITY PAY	17,030.00	\$17,456
271-790-70402	SICK LEAVE PAY	3,610.00	\$2,640
271-790-70404	SHIFT DIFFERENTIAL PAY	330.00	\$0
271-790-70407	DUPLICATE HEALTH CARE BENEFITS PAY	2,400.00	\$2,400
271-790-70500	DEFERRED COMP - EMPLOYER CONTRIBUTION	3,550.00	\$3,751
271-790-70601	RETIREMENT CONTRIBUTIONS - GENERAL	17,447.00	\$14,977
271-790-70603	OPEB CONTRIBUTIONS	15,789.00	\$24,002
271-790-70604	PENSION - UAL - GENERAL	31,302.00	\$37,155
271-790-70606	OPEB - UAL	21,004.00	\$33,026
271-790-70610	DEFINED CONTRIBUTION	74,530.00	\$82,383
271-790-70620	RETIREE HSA	32,950.00	\$34,927
271-790-71101	FICA	97,460.00	\$94,715
271-790-71102	UNEMPLOYMENT COMPENSATION TAX	1,030.00	\$1,077
271-790-71201	GROUP MEDICAL INSURANCE	161,160.00	\$159,255
271-790-71203	GROUP DENTAL INSURANCE	12,150.00	\$12,154
271-790-71204	GROUP LIFE INSURANCE	3,720.00	\$3,499
271-790-71205	VISION INSURANCE	1,390.00	\$1,475
271-790-71206	WORKERS COMPENSATION INSURANCE	1,070.00	\$1,317
271-790-71207	SHORT AND LONG TERM DISABILITY	6,530.00	\$4,852
271-790-72701	OFFICE SUPPLIES	5,000.00	\$5,500
271-790-72702	OFFICE EQUIP/FURNITURE (NON-CAPITALIZED)	2,500.00	\$15,000
271-790-72800	COMPUTER SUPPLIES & PARTS	15,000.00	\$18,000
271-790-73200	CLEANING & JANITORIAL SUPPLIES	7,500.00	\$8,000
271-790-73300	BUILDING REPAIR & MAINTENANCE SUPPLIES	1,000.00	\$1,000
271-790-73800	ELECTRICAL & LIGHTING SUPPLIES	1,000.00	\$4,600
271-790-74500	TREES, SHRUBS & PLANTS	500.00	\$500
271-790-78900	PROGRAM SUPPLIES AND RELATED EXP	38,000.00	\$49,750

271-790-79001	LIBRARY BOOKS	153,500.00	\$167,595
271-790-79002	LIBRARY VIDEO & AUDIO RESOURCES	32,000.00	\$37,000
271-790-79003	LIBRARY ELECTRONIC RESOURCES	23,500.00	\$30,840
271-790-79004	LIBRARY SUBSCRIPTIONS	12,900.00	\$21,440
271-790-79011	MEMORIAL BOOKS & RESOURCES	1,000.00	\$1,000
271-790-79012	REPLACEMENT BOOKS & RESOURCES	600.00	\$600
271-790-79102	DOWNLOADABLES - AUDIO, VIDEO, ETC.	177,600.00	\$211,500
271-790-79900	MISCELLANEOUS OPERATING SUPPLIES	10,000.00	\$16,800
271-790-80301	DATA PROCESSING SERVICES	49,400.00	\$51,935
271-790-80302	TELECOMMUNICATIONS SERVICES	12,720.00	\$8,400
271-790-80800	AUDIT SERVICES	1,630.00	\$1,640
271-790-80999	MISC FINANCIAL SERVICES	1,080.00	\$1,080
271-790-81201	PROPERTY & CASUALTY INSURANCE SERVICES	47,790.00	\$55,500
271-790-82500	MISC CONTRACTED SERVICES	32,250.00	\$28,850
271-790-82801	COMPUTER EQUIP REPAIR & TECH SUPPORT SVC	100.00	\$500
271-790-83200	CLEANING & JANITORIAL SERVICES	53,500.00	\$53,500
271-790-83301	HEATING/COOLING REPAIR & MAINT SERVICES	25,000.00	\$25,000
271-790-83302	PLUMBING REPAIR & MAINTENANCE SERVICES	7,000.00	\$7,000
271-790-83303	ELEVATOR REPAIR & MAINTENANCE SERVICES	9,770.00	\$25,800
271-790-83399	MISC BUILDING REPAIR & MAINT SERVICES	30,000.00	\$35,000
271-790-85101	ELECTRIC	64,000.00	\$70,000
271-790-85103	GAS	19,000.00	\$19,000
271-790-85105	WATER	5,000.00	\$6,000
271-790-85107	TELEPHONE SERVICE	0.00	\$0
271-790-85200	TAXES	0.00	\$0
271-790-85300	BUILDING SECURITY SERVICES	3,100.00	\$3,600
271-790-85600	PRINTING & DOCUMENT DUPLICATING	500.00	\$2,000
271-790-85800	POSTAGE & MAILING SERVICES	5,000.00	\$6,500
271-790-86101	TRAINING & EDUCATION	10,000.00	\$10,000
271-790-86300	TRAVEL COSTS	5,000.00	\$5,000
271-790-86500	DUES & MEMBERSHIPS	6,000.00	\$4,475
271-790-87501	ADVERTISING & LEGAL NOTICES	3,300.00	\$4,500
271-790-92200	MOTOR POOL VEHICLE RENTALS	6,780.00	\$3,640
271-790-92600	ADMINISTRATIVE CHARGES	91,540.00	\$104,200
271-790-92800	INFORMATION SYSTEMS SERVICE CHARGES	74,590.00	\$75,980
271-790-96400	BANK SERVICE CHARGES & FEES	2,500.00	\$2,500
271-790-96800	MISCELLANEOUS EXPENDITURES	10,000.00	\$10,000
271-790-97000	CAPITAL OUTLAY	38,000.00	
271-790-97001	CAPITAL OUTLAY-NON-QUALIFIED	35,000.00	
271-790-99131	PENSION PRINCIPAL	53,000.00	\$55,000
271-790-99136	OPEB PRINCIPAL	147,000.00	\$151,000
271-790-99531	PENSION DEBT INTEREST	42,000.00	\$41,000
271-790-99536	OPEB DEBT INTEREST	116,000.00	\$112,000
Total Dept 790 - LIBRARY		3,264,092.00	\$3,547,710
TOTAL REVENUES		3,883,845.00	\$4,104,070
TOTAL EXPENDITURES		3,264,092.00	\$3,547,710
NET OF REVENUES & EXPENDITURES		619,753.00	\$556,360

2024/25 Proposed CIP

Security Camera upgrade	\$160,848
Roof replacement	\$500,000
Strategic Plan	\$35,000
Mandatory elevator compliance	\$25,000
Total	\$720,848

Royal Oak Public Library Board Policy Committee Meeting Minutes February 27, 2024

I. Call to Order/Roll Call

Called to order at 6:45 p.m.

Trustees Carlson, Cook, and Library Director Irwin present.

II. The committee reviewed and discussed proposed revisions to policies.

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

B. 5.101 Circulation Parameters

Carlson made a motion to approve; Cook seconded. All in favor.

III. Carlson made a motion to adjourn; second by Cook. All in favor. Meeting adjourned at 6:49pm.

Respectfully submitted:

Sandy Irwin

Director

Royal Oak Public Library

Royal Oak Public Library Board Meeting Minutes February 27, 2024

- I. Call to Order/Roll Call
Called to order at 7:00 p.m.
Trustees Carlson, Cook, Dyer, Jones, Macey, Sipes, Tierney and Library Director Irwin present.
- II. Announcements/communications
 - A. Library 101: Trustee Cook attended recent session and encouraged us to continue to provide opportunity, especially for newer trustees
 - B. TLN Annual Report
- III. Public Comment
 - A. None
- IV. Approval of the agenda
 - A. Cook moved. Dyer seconded. Passed unanimously.
- V. Approval of the minutes
 - A. January 23, 2024 Policy Committee: Cook moved. Dyer seconded. Passed unanimously.
 - B. January 23, 2024 Annual and regular meeting: Cook moved. Dyer seconded. Passed unanimously.
- VI. Financial Reports
- VII. Library Director's Report
- VIII. Committee and Liaison Reports
 - A. Budget
 - B. Friends of the Library
- IX. New Business
 - A. Discussion items
 - 1. Library materials vending machine - potential location; machine on sale
 - B. Action Items
 - 1. Policy Updates
 - a) 3.30 Patron Behavior Policy (fka Code of Conduct)
Cook moved to approve. Carlson seconded. Passed unanimously.
 - b) 5.101 Circulation Parameters
Cook moved to approve. Jones seconded. Passed unanimously.
 - 2. Adjournment
Cook moved, Dyer seconded. Passed unanimously.

Meeting adjourned at 7:58 p.m.

Respectfully submitted,
Joshua Sipes
Secretary
Royal Oak Public Library Board of Trustees

03/13/2024 REVENUE AND EXPENDITURE REPORT FOR CITY OF ROYAL OAK

PERIOD ENDING 03/31/2024

% Fiscal Year Completed: 75.14

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

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 03/31/2024	ACTIVITY FOR MONTH 03/31/2024		BUDGET VS ACTUAL - DIFFERENCE	% BDGT USED					
				MONTH	ACTUAL - DIFFERENCE							
Fund 271 - LIBRARY FUND												
Revenues												
Dept 000 - NON-DEPARTMENTAL												
271-000-40200	PROPERTY TAX REVENUES	3,637,700.00	3,566,048.37	15,224.41	(71,651.63)	98.03						
271-000-57300	LOCAL COMMUNITY STABILIZATION	73,600.00	16,584.08	0.00	(57,015.92)	22.53						
271-000-57403	STATE - AID TO LIBRARY	58,620.00	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	4,014.10	804.80	(385.90)	91.23						
271-000-65701	LIBRARY SERVICE CHARGES & FINES	800.00	1,950.00	0.00	1,150.00	243.75						
271-000-65702	LIBRARY REPL MATERIALS FEES	2,000.00	2,301.83	125.05	301.83	115.09						
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	834.63	229.13	(165.37)	83.46						
271-000-67501	DONATIONS	25,000.00	13,453.90	0.00	(11,546.10)	53.82						
271-000-67503	MEMORIAL BOOK FUND	1,000.00	2,960.75	110.75	1,960.75	296.08						
271-000-67570	DONATIONS - MISC LIBRARY	1,000.00	8,061.67	0.00	7,061.67	806.17						
Total Dept 000 - NON-DEPARTMENTAL		3,925,440.00	3,780,023.93	16,494.14	(145,416.07)	96.30						
TOTAL REVENUES		3,925,440.00	3,780,023.93	16,494.14	(145,416.07)	96.30						
Expenditures												
Dept 790 - LIBRARY												
271-790-70203	WAGES - PERMANENT	998,400.86	669,726.93	36,757.29	328,673.93	67.08						
271-790-70204	WAGES - TEMPORARY	313,000.00	175,323.86	10,757.39	137,676.14	56.01						
271-790-70300	WAGES - OVERTIME	2,000.00	533.03	0.00	1,466.97	26.65						
271-790-70401	LONGEVITY PAY	17,030.10	17,030.08	0.00	0.02	100.00						
271-790-70402	SICK LEAVE PAY	3,610.00	0.00	0.00	3,610.00	0.00						
271-790-70404	SHIFT DIFFERENTIAL PAY	0.00	207.78	8.50	(207.78)	100.00						
271-790-70407	DUPLICATE HEALTH CARE BENEFITS PAY	2,400.00	1,714.28	200.00	685.72	71.43						
271-790-70500	DEFERRED COMP - EMPLOYER CONTRIBUTION	3,525.57	2,379.43	137.74	1,146.14	67.49						
271-790-70601	RETIREMENT CONTRIBUTIONS - GENERAL	17,100.00	11,259.84	693.10	5,840.16	65.85						
271-790-70603	OPEB CONTRIBUTIONS	21,480.00	13,724.43	346.55	7,755.57	63.89						
271-790-70604	PENSION - UAL - GENERAL	30,600.00	13,483.65	1,545.61	17,116.35	44.06						
271-790-70606	OPEB - UAL	16,300.36	17,921.14	324.36	(1,620.78)	109.94						
271-790-70610	DEFINED CONTRIBUTION	74,528.97	49,565.08	2,684.79	24,963.89	66.50						
271-790-70620	RETIREE HSA	33,123.99	22,028.35	1,193.21	11,095.64	66.50						
271-790-71101	FICA	102,373.13	64,453.18	3,547.69	37,919.95	62.96						
271-790-71102	UNEMPLOYMENT COMPENSATION TAX	1,025.60	911.86	93.57	113.74	88.91						
271-790-71201	GROUP MEDICAL INSURANCE	156,520.20	104,876.17	6,589.62	51,644.03	67.00						
271-790-71203	GROUP DENTAL INSURANCE	12,356.40	8,723.31	1,053.70	3,633.09	70.60						
271-790-71204	GROUP LIFE INSURANCE	3,498.60	2,383.64	0.00	1,114.96	68.13						
271-790-71205	VISION INSURANCE	1,450.56	979.19	118.42	471.37	67.50						
271-790-71206	WORKERS COMPENSATION INSURANCE	1,160.00	716.63	38.59	443.37	61.78						
271-790-71207	SHORT AND LONG TERM DISABILITY	6,068.73	4,328.30	127.06	1,740.43	71.32						
271-790-72701	OFFICE SUPPLIES	5,000.00	1,720.58	147.20	3,279.42	34.41						
271-790-72702	OFFICE EQUIP/FURNITURE (NON-CAPITALIZED)	2,500.00	1,775.83	0.00	724.17	71.03						
271-790-72800	COMPUTER SUPPLIES & PARTS	15,000.00	8,214.50	0.00	6,785.50	54.76						
271-790-73200	CLEANING & JANITORIAL SUPPLIES	7,500.00	4,985.57	228.61	2,514.43	66.47						
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	19,908.48	770.19	18,091.52	52.39						
271-790-79001	LIBRARY BOOKS	153,500.00	93,997.34	3,435.09	59,502.66	61.24						
271-790-79002	LIBRARY VIDEO & AUDIO RESOURCES	32,000.00	12,955.11	431.99	19,044.89	40.48						
271-790-79003	LIBRARY ELECTRONIC RESOURCES	24,980.00	16,497.25	0.00	8,482.75	66.04						
271-790-79004	LIBRARY SUBSCRIPTIONS	12,900.00	12,550.64	0.00	349.36	97.29						
271-790-79011	MEMORIAL BOOKS & RESOURCES	1,000.00	304.80	14.99	695.20	30.48						

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	ACTIVITY FOR		BUDGET VS	
			YTD BALANCE 03/31/2024	MONTH 03/31/2024	ACTUAL - DIFFERENCE	% BDGT USED
271-790-79012	REPLACEMENT BOOKS & RESOURCES	600.00	19.95	0.00	580.05	3.33
271-790-79102	DOWNLOADABLES - AUDIO, VIDEO, ETC.	177,600.00	125,669.88	0.00	51,930.12	70.76
271-790-79900	MISCELLANEOUS OPERATING SUPPLIES	10,000.00	7,480.57	111.99	2,519.43	74.81
271-790-80301	DATA PROCESSING SERVICES	49,400.00	36,338.08	12,058.57	13,061.92	73.56
271-790-80302	TELECOMMUNICATIONS SERVICES	12,720.00	3,371.25	0.00	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	0.00	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	26,818.00	25.00	26,682.00	50.13
271-790-83301	HEATING/COOLING REPAIR & MAINT SERVICES	25,000.00	9,667.43	0.00	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	20,261.72	60.00	9,738.28	67.54
271-790-85101	ELECTRIC	64,000.00	42,392.18	3,806.92	21,607.82	66.24
271-790-85103	GAS	19,000.00	12,988.72	2,366.83	6,011.28	68.36
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	0.00	892.93	71.20
271-790-85600	PRINTING & DOCUMENT DUPLICATING	1,500.00	135.01	67.90	1,364.99	9.00
271-790-85800	POSTAGE & MAILING SERVICES	5,000.00	1,580.00	0.00	3,420.00	31.60
271-790-86101	TRAINING & EDUCATION	10,000.00	1,702.30	0.00	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	1,447.61	0.00	1,052.39	57.90
271-790-96800	MISCELLANEOUS EXPENDITURES	10,000.00	4,674.44	153.13	5,325.56	46.74
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	2,104,609.08	89,895.60	1,820,830.92	53.61
TOTAL EXPENDITURES		3,925,440.00	2,104,609.08	89,895.60	1,820,830.92	53.61
<hr/>						
Fund 271 - LIBRARY FUND:						
TOTAL REVENUES		3,925,440.00	3,780,023.93			96.30
TOTAL EXPENDITURES		3,925,440.00	2,104,609.08			53.61
NET OF REVENUES & EXPENDITURES		0.00	1,675,414.85			100.00
BEG. FUND BALANCE		657,642.15	657,642.15			
END FUND BALANCE		657,642.15	2,333,057.00			

DIRECTOR MONTHLY REPORT

March 2024

Strategic Plan - Actions and Results

- Short Term Goal 2- Employ and retain happy, welcoming staff and provide for their ongoing professional development.
 - 3/1 & 3/6/24 – Staff attended an Ethics training provided by the Michigan Municipal League, which was organized by Human Resources. If staff could not attend, they will be provided with a recording. All staff are required to watch.
 - 3/12 Training on new Patron Behavior Policy
- Short Term Goal 3- Continually maintain and enhance our physical and digital collections
 - Changes to hoopla's borrowing limits really did not change the usage.
- Short Term Goal 4- Capture community's attention and effectively communicate our available resources, programming, and services.
 - Emagine's marketing partner for some of their films has been sharing free passes for our patrons for upcoming films. It has been very popular – they get great responses for it. I am glad to offer this easy bonus to our residents.
 - 3/6/24 Presented to the Aetna Medicare members group meeting
 - 3/18 – 4/26 Through a partnership between Gleaners and TLN, we are collecting non-perishable food here at the Library as well as doing a virtual drive to help support Gleaners purchase fresh food.
 - May 2, 9 & 16 @6pm – We will be hosting Conversations on Race. Registration will open on April 1.
- Long Term Goal 1- Continuously upgrade and maintain the physical space and functionality of the library to meet the evolving needs of the community.
- Long Term Goal 2- Invest in and make accessible innovative technologies.
- Long Term Goal 3- Secure stable funding
- Long Term Goal 4- Ensure best practices in library governance, management, and curation in all areas of the library.

Survey Results and Follow-Up

- As I shared previously, for my Post-Pandemic Library course, they offer surveying the public.
 - I have reviewed the survey, and it covers much of what we asked in our 2022 Library Use survey.
 - We are going to be embarking on strategic planning, so I hesitate to include another survey.

Financial Report

- Finances look good.

Statistics

- We do not have all of our statistics together from February. I will share the February report next month.

Outreach

- 3/6 I presented at the Aetna Medicare member meeting to 66 people.

Professional Development

- Post-Pandemic Library Cohort
 - We learned more about appreciative inquiry. I will be setting up interviews with community members throughout the year.

Patron Feedback

- A patron shared his interest in us bringing back our summer concerts.
 - I shared his email with Matthew Day.
 - I also shared information about the Chamber of Commerce summer concert series and the Farmer's Market Food Truck rallies and how we are trying not to duplicate events, especially since we are right next to Centennial Commons.

Security Issues/Suspensions

- February Incidents:
 - 3 weekdays; 1 weekend; 1 non-specific time
 - Nothing that required suspension
- 3/2/24 and 3/7/24: A patron printed our photos of topless women on 3/2/24 and was warned not to do so again and given a copy of Policy 5.40 - Internet Use Policy. He did so again on 3/7/24. His computer/internet privileges have been suspended for 3 months, through 6/7/24.
 - He was given a copy of Policy 3.70 Library Violations and Appeal with the letter. He threw the letter and policy into the recycling bin.
 - As per our policy, he has ten (10) days to appeal this to the Board.

Note: This survey is only available to those over 18 years of age.

- 1) What library (system) do you most often use? If your library is not on this list, we are not collecting data about it and you may exit the survey.
 - a) Drop-down list of options by library name
- 2) Some libraries have more than one location (branch). If this is the case, which branch do you visit most regularly?
 - a) Open answer (non-required)
- 3) How often do you visit the library, check out materials, use its online resources, or attend library events?
 - a) Daily
 - b) Weekly
 - c) Monthly
 - d) Less than once a month
 - e) Never
- 4) Do you have a library card?
 - a) Yes
 - b) No
 - c) Don't know
- 5) On a scale of 1 (not at all satisfied) to 5 (very satisfied), how satisfied are you with the library overall?
- 6) Check all that describe the library's atmosphere.
 - a) Friendly
 - b) Noisy
 - c) Safe
 - d) Comfortable
 - e) Unwelcoming
 - f) Fun
 - g) Helpful
 - h) Quiet
 - i) Boring
 - j) Exciting
 - k) Clean
 - l) Other _____
- 7) What do you, or would you like to, use the library for? (check all that apply)
 - a) Borrow physical materials
 - b) Borrow digital materials (ebooks, streaming movies, streaming music etc.)
 - c) Use public meeting room (if available)
 - d) Meet with friends
 - e) Study, read, or do research
 - f) Use computers
 - g) Attend adult programs
 - h) Attend children's programs
 - i) Use photocopier, printer, and/or fax machine

j) None of the above

k) Other _____

8) On a scale of 1 (poor) to 5 (excellent), how do you rate the quality of the following library services?

- a) Physical library collections (books, movies, video games, etc.)
- b) Digital library collections (eBooks,, streaming movies, streaming music,`` etc.)
- c) Technology (computers, printers, scan, & fax)
- d) Library events & programs
- e) Staff's customer service
- f) Staff's ability to select materials to include in the library collection
- g) Building facility and maintenance

9) What is your age?

- a) 18-22 years old
- b) 23-29 years old
- c) 30-39 years old
- d) 40-49 years old
- e) 50-59 years old
- f) 60-69 years old
- g) 70 years or older
- h) Prefer not to answer

10) Complete the sentence: The biggest challenge my community is facing right now is...

11) Complete the sentence: One thing that would make my community an even more amazing place to live would be ...

12) What is the best thing about your community's library?

13) If you change one thing about your community's library, what would it be?

**ADULT SERVICES MONTHLY REPORT
FEBRUARY -- MARCH 2024**

Strategic Plan - Actions and Results

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

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

The Public Library Association is holding its national conference in Columbus, Ohio, this year. Its proximity will allow staff to attend. Gillian from adult services, Becca from teen/youth and Ben from access services will be attending the week long event, The benefits include networking on a national scale, idea sharing and innovation and knowledge which can be utilized to improve our own services.

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

As part of our ongoing effort to keep pace with insatiable public demand, we are adding small dyslexia print book collection for adults.

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

The Summer Reading Program (SRP) still remains our main venue for reaching out to the community although the Author Fair this month may be considered a close second. The SRP's theme this year is *Adventure Begins at Your Library* and there likely will be a scavenger hunt for adults plus drawings and prizes also for adults, This year will be an all-staff inclusive effort with everyone pulling together to make it the best SRP ever.

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 mission of the Local History Room has been reaffirmed. For some time it has been used or misused as a backup study room. The room contains rare collections of historical documents pertaining to Royal Oak's development as a city and many of the drawers and cupboards do not lock. Oaks and Acorns is a publication of the Oakland County Historical Society which ceased publication recently. By request of the Society this like a lot of the other historical material is for in room use only as it needs to be protected.

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

The Memory Lab opened to the public once staff received training, Clear well written documentation is also provided to staff and users of the equipment, The transfer is to SD cards or thumb drives but the library does not provide blank media, There is an application process involving registration in advance using Library Market and the application itself must be approved by staff.

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

The Memorial Book Collection has long been a staple of our public service. proving the public with a way to honor loved ones while at the same time enhancing the print book collection. But many things have changed through the years such as a switch to Ingram as our print book vendor. An overhaul was needed and Sandy has taken that task upon herself.

PROFESSIONAL DEVELOPMENT

I attended a webinar from Niche Academy titled *Becoming a Better Listener at Work*. It just takes 7 seconds of contact for a stranger to form 11 impressions of you and your organization. This course covers such topics as making a good impression, active listening, identifying positive words, communication from the customers perspective and much more, It was a thoughtful and useful lesson.

Adult February 2024 Programs

- 1 Craft
- 5 Queerdos
- 5 Writing
- 7 Book exchange
- 8 Community book club
- 12 Therapy dogs
- 13 Financial emergencies
- 15 Author
- 15 Thurs book club
- 19 ESL
- 21 Black holes
- 22 ESL
- 28 Fright club
- 28 Detroit black Business

Matthew Day

Head of Adult Services

14 March 2024

YOUTH SERVICES MONTHLY REPORT

February 2024 – March 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 is currently on leave until April 13th. 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.
 - The monthly one-on-one meetings with the youth librarians are going well and help to ensure the team is getting the support they need. These hour-long meetings offer an opportunity to review their efforts in collection development, program planning, and their specialized areas of responsibility.
- **Short Term Goal 3- Continually maintain and enhance our physical and digital collections.**
 - Currently weeding JE (Picture Books), J Audiobooks Round 2, J Bios, and J 800.
 - Finished weeding Teen Fiction (Creation Date) and J Audiobooks.
 - Updating item record call numbers in J Nonfiction, Fairy Tale, and JE (Picture Book) collections. We are replacing the author's first letter of their last name with their entire last name. This will improve patrons' ability to use the catalog to find items on the shelf and make it easier to analyze and inventory our collections.
 - Continuing to add genre labels to the YA Fiction collection and Board Book concept and subject stickers.
 - Correcting item record location field for the remaining Holiday JE Books.
- **Short Term Goal 4- Capture community's attention and effectively communicate our available resources, programming, and services.**
 - Sent our digital newsletter for March and released our March youth program and teen program flyers. We sent the March program flyers via Peachjar and included a flyer promoting the Friends' Teacher Book Giveaway.
 - We are currently working on our digital newsletter and program flyer for April. Creating these marketing materials requires more time than it did when we were using Signup. Library Aware and Library Market's LibraryCalendar are not as well-integrated.
 - The youth and adult departments have been working together to plan and coordinate a Local Author Fair scheduled on Saturday March 23, 2 – 4 pm. Becca, Tracy, and I have been meeting with Susan, Matt, Gillian, and Chelsey since December to develop the event. We will be hosting 8 adult, 4 teen, and 7 children's authors.
 - Gillian and Becca are committing to biweekly social media meetings to film content so they can be more consistent with their posts. Their latest two videos had 103K views and 40.8 k views at this time last week.
- **Long Term Goal 2- Invest in and make accessible innovative technologies.**
 - We officially transitioned to our new event and room management software suite, Library Market's Library Calendar, on March 4th. The change has been relatively seamless, and we've encountered minimal challenges with its use both staff and patron-side.
 - Staff attended training about the Makerspace and the new Digital Imaging and Audio Lab (DIAL). Blair provided a thorough overview of the equipment that's available, its use, and how the public will be able to make reservations to use the equipment.

- **Long Term Goal 4- Ensure best practices in library governance, management, and curation in all areas of the library.**
 - Procedures for fulfilling Memorial Book Collection donations have been updated and clearly defined. The biggest change is the purchasing of these materials will be handled by the appropriate selecting librarian.

Programs

- Not Too Late to Hibernate! Scavenger Hunt
- Teen Café – 2/12
- Mother Goose on the Loose (Family Story Time) – 2/13, 2/20, 2/27 & 3/5
- Toddler Story Time – 2/14, 2/21, 2/28 & 3/6
- Baby Size – 2/15, 2/22, 2/29 & 3/7
- Itty Bitty Maker Baby: Snow Painting – 2/17
- Frozen Party – 2/20
- Conversation Heart Sugar Cookies – 2/21
- Read to the Dogs – 2/24
- Minecraft Block Busters – 2/27
- Cat Kid Comic Club Celebration – 2/28
- Book Buddies Book Club – 2/29
- Reptiles at the Library: Presented by Reptarium – 3/2
- Women's History Month Scrapbooking – 3/6
- Read to the Dogs – 3/9
- March Gold Coin Scavenger Hunt

Outreach

- We hosted a Developmental Kindergarten class from Oakland Elementary on Friday, March 8th. They learned about the library, signed up for library cards, completed the scavenger hunt, and checked out materials. The entire class was able to checkout materials with their new library cards.
- Becca is working with Jill Hill, Teaching and Learning Specialist, at Royal Oak Middle School to promote March is Reading Month and the Royalbery. We are offering library card signup online and will be delivering the cards monthly until the end of the school year. Becca will be attending Wellness Wednesday on March 20th to promote the library's teen services and resources.
- March is Reading Month themed displays for all our local elementaries are up.
- Jennifer is scheduling Summer Reading promotion visits. We've scheduled visits with Oak Ridge, Addams, Upton, and St. Paul's so far.
- Becca is working with Ferndale Area District Library and The Library Network on a local library passport program for this summer.
- One book bin was delivered to ROMS, another was picked up from Northwood, and another is being prepared for delivery to Lamplighters Preschool.
- Tracy is working with Hedy Blatt, Fine Arts Consultant, Oakland Schools; Alesha Beistline, Art Teacher, Northwood & Oakland Elementary Schools, Nancy Sly, Art Department Visual Arts Teacher at Royal Oak High School and other art teachers to plan and develop a Royal Oak Schools Art Show at the library at the end of April. They are working out the logistics for displaying the art, a timeline for the event, and coordinating promotion throughout the community.

Professional Development

- Becca will be attending the Public Library Association Conference in Columbus, Ohio April 3rd – 5th.
- All staff have or will be attending the required city training on *Ethics, Civility, and Public Leadership* presented by the Michigan Municipal League.

Staff News

- **Volunteers**
 - We have 8 weekly volunteers with 19 weekly hours.
 - Volunteers completed 48 shifts for a total of 106.33 hours.
 - Three of our weekly volunteers, Diane, Deborah, and Apoorva are no longer able to volunteer with us.
 - Three new volunteers have completed their orientations: Arjun, Ive, and Mariah.

Patron Feedback

- A family who visited in February was delighted with how bright both floors appeared from the renovation. They were also happy about the 2 hours of free parking in the structure and free parking on Sundays.
- We continue to receive compliments about our Library of Things collections and the video game collection. Patrons enjoy trying these items out before deciding to purchase things for themselves.

Library Vending Machine Proposal

March 2024

Royal Oak Public Library - LibCabinet		Price
LibCabinet		
• 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	

Additional Costs

Collection: \$4,000 initial collection

- Would use the collection at the Main Library to refill as it is used
 - We are proposing increasing the collection budget in FY 2024/25, so this is easily covered in current budget figures
- This would be an annual cost

Annual Maintenance (starting Year 2): \$5,723

Total cost year 1: \$36,580

Total cost year 2 and beyond: \$10,000

Other Considerations

- Can connect via wireless, but it is not recommended by Envisionware due to the unstable nature of wireless connections.
- Woodward Corner Market is very interested in hosting.
 - They would not charge us anything to host it in their space.
 - They shared that their wireless connection is stable.
 - Their book sales are very popular in the store due to being near the hospital.
 - The connection has led us to considering other ways to partner with them.
 - They would work with us on marketing, which could reach more people than we traditionally reach.
 - They are open 7 days a week, 7am-10pm. This greatly expands the availability of the collection.

Pros	Cons
We would be reaching the north end of town in ways we have not previously.	The machine holds a small collection.
We would develop a positive partnership with Woodward Corner Market.	Funds could be used for other, more popular and easily accessible collections (such as hoopla)
Would honor Victoria Dickinson's donation by reaching the area where she lived.	Staff capacity to refill it may not be able to keep up with the use if it is popular.
Is less expensive than a branch library (although I would not rule that out in the future).	
Would help us gauge the desire for residents on the north end to receive more direct services.	

Library Strategic Plan Goals

- Short Term Goal 3- Continually maintain and enhance our physical and digital collections.
- Short Term Goal 4- Capture community's attention and effectively communicate our available resources, programming, and services.
- Long Term Goal 1- Continuously upgrade and maintain the physical space and functionality of the library to meet the evolving needs of the community.
- Long Term Goal 2- Invest in and make accessible innovative technologies.

Director Recommendation

Innovative Library Access for the North End

Library vending machines are taking hold nationwide, and I am excited to explore bringing this service to the north end of town. It's a perfect solution to expand access in a convenient and cost-effective way.

- **Availability:** The vending machine would be available during Woodward Corner Market's hours, providing library materials beyond our current operating times.
- **Effortless Service:** This option frees up staff time typically dedicated to off-site outreach events.
- **Strong Community Partnership:** Woodward Corner Market is a well-established business with a positive reputation, making it a perfect partner to connect with residents.

I believe a library vending machine at Woodward Corner Market is an innovative way to better serve our north end patrons. I recommend taking the steps toward establishing this partnership, which would include:

- Drafting legal agreements with Woodward Corner Market
- Completing any RFPS or RFQs with Finance.

- Requesting a budget adjustment for 2023/24 and 2024/25.
- Ordering the machine by mid-May (to keep the discounted price)
 - Includes signing a waiver with Envisionware to use wireless rather than a wired connection.

After Agreements

- Developing a collection.
- Working with TLN to add the machine as a location/branch.
- Setting up access to the machine on our end.
- Working with the Management Team to schedule review of the use and filling the machine with materials as needed, which would involve scheduling staff.
- Working on marketing with Woodward Corner market – branding the machine, advertising.
- Setting up outreach events to sign people up for cards.

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.

III. 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.
 - ii. 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.
 - iii. No person shall block ingress or egress from the Library building.
 - iv. Permitted times will be limited to the operating hours of the Library.
 - v. 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.
- Q. **Shoes. Patrons need to wear shoes while in the building.**

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.

Royal Oak Public Library items for surplus

3-19-24

Chairs and their dimensions listed left to right:

3 red metal chairs (11"D x 11.75"W x 21"H)

1 blue, 1 red, and 1 yellow (12"D x 12"W x 23"H)

7 green plastic chairs (10.5"D x 12.5"W x 21"H)

1 blue and black plastic chair (10.5"D x 13"W x 22"H)

