



# Royal Oak

## Agenda

### Royal Oak Public Library Board of Trustees Subcommittee Meeting

Tuesday, June 25, 2024, 6:45 p.m.

Royal Oak Public Library Friends Auditorium  
222 East Eleven Mile Road  
Royal Oak, MI 48067

#### Subcommittee:

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

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#### Pages

1. Call to order - Budget Subcommittee
2. New Business
  - a. Roof replacement bid 2
  - b. Loading dock engineering
  - c. FY 2024-25 Part-time pay 3
3. Adjournment



To: Royal Oak Public Library Board of Trustees Facilities and Budget Committees  
From: Sandy Irwin, Library Director  
Date: June 14, 2024  
Re: FY 2024/25 Capital Improvement Projects – Library Roof, Loading Dock

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For the FY 2024/25, the Library Board approved a \$500,000 **Capital Improvement Project for the replacement of the Library roof**. The Royal Oak Department of Public Services (DPS) worked with The Garland Company to complete an assessment of the roofs at the Library and the Salter Center and to complete the bidding process for each project. Garland reviewed the bids and returned the information to DPS, along with a recommendation for each level of bids. The information is being shared with you for your review.

Matt Exley, the City's Facilities Supervisor, and I reviewed the bids. They included a base bid and an alternate bid, with the primary difference in the projects being the lifespan of the roof itself. The alternate bids also came in at a much higher cost.

Matt and I agree that the base bid from Royal Roofing, in the amount of \$529,486, meets the needs of the roof, including the future installation of solar,

I recommend that both the Facilities and Budget Committees approve the Royal Roofing proposal, which will then be submitted to the Library Board at the 6/25/24 meeting for a vote for approval, and then to the City Commission for their approval at their first meeting in July. We will not need a budget adjustment at this time since there will be other capital funds already allocated in our budget, but it may require an adjustment as other projects come in.

The **Loading Dock Improvement project** was moved from FY 2023/24 to FY 2024/25, as DPS was not successful in finding an engineering firm to propose structural engineering and consulting services for the project. They have recently found a firm who shared a proposal with a fee of \$9500. While the fee is higher than DPS expected, we are satisfied with the thorough proposal. With the CIP funds for this project being carried over into FY 2024/25, I gave Matt the go-ahead to contract with Resurget Engineering. After their project is complete, then we will have the ability to bid out the project for the actual work which, depending on the needs, may come in higher than expected and require a budget adjustment.

To: Royal Oak Public Library Budget Committee  
From: Sandy Irwin, Library Director  
Date: June 25, 2024  
Re: FY 2024/25 Part-Time Staff Wages

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As voted on in March, the base rate for the Part-Time Library and Computer Aide positions is \$15/hour. Part-Time Librarians follow the pay scale used for Full-Time Librarians.

As part of the budget approval process, the Board included a 2.5% hourly rate increase for all part-time staff, which was the assumed pay raise at that time. Full-time staff are receiving a 4% increase, among other benefits.

Raising the Part-Time Library/Computer Aide wages by 4% only affects 4 individuals who would be above \$15/hour. Overall, for all part-time staff, we had budgeted \$355,000 for part-time wages; the 4% increase for all is estimated at \$351,742. By moving from a 2.5% increase to a 4% increase, it will help ease the compression issues we had discussed. However, I want to respect that our full-time staff had to negotiate for their benefits. Therefore, I am only requesting that our part-time staff receive the base percentage increase agreed upon with the city. Any additional improvements negotiated by our full-time staff would not apply to part-time staff.

I am requesting that the Board adjust the FY 2024/25 part-time staff wages to include a 4% increase, and for the Part-Time Librarian wages to reflect the full-time librarian scale, with the minimum wage for library/computer aides being \$15/hour. It will not require any budget adjustment, but the board decision should be on the record.