



# Royal Oak

## Agenda

Royal Oak Public Library Board of Trustees

Tuesday, July 23, 2024, 7:00 p.m.

Royal Oak Public Library Friends Auditorium

222 East Eleven Mile Road

Royal Oak, MI 48067

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

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	Pages
1. Call to Order	
2. Announcements/Communications	
3. Public Comment	
4. Approval of Agenda	
5. Approval of Minutes	2
6. Financial Reports	8
7. Director and Staff Report	12
8. Old Business	
a. LibCabinet at Woodward Corners Market Project update from Director Irwin.	
9. Adjournment	



## Minutes

### Oak Public Library Board of Trustees Subcommittee Meeting

June 25, 2024, 6:30 p.m.  
Royal Oak Public Library Friends Auditorium  
222 East Eleven Mile Road  
Royal Oak, MI 48067

Present: Michelle Cook  
Amanda Woods  
Shannon Tierney

Absent: Christine Jones

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**1. Call to Order - Facilities Subcommittee**

**2. New Business**

**2.a Library roof replacement bid**

Moved by: Shannon Tierney  
Seconded by: Amanda Woods

Recommendation to the Board to accept the bid for \$529,486 from Royal Roofing.

Motion Adopted

**2.b Library Loading Dock - engineering**

**3. Adjournment**

Moved by: Michelle Cook  
Seconded by: Shannon Tierney

Motion Adopted



## Minutes

### Oak Public Library Board of Trustees Subcommittee Meeting

June 25, 2024, 6:45 p.m.  
Royal Oak Public Library Friends Auditorium  
222 East Eleven Mile Road  
Royal Oak, MI 48067

Present: Matthew Dyer  
Joshua Sipes  
Amanda Woods

Absent: Christine Jones

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**1. Call to order - Budget Subcommittee**

**2. New Business**

**2.a Roof replacement bid**

Moved by: Joshua Sipes  
Seconded by: Matthew Dyer

Motion to forward to the Board a recommendation to accept the bid from Royal Roofing for \$529,486.

Motion Adopted

**2.b Loading dock engineering**

**2.c FY 2024-25 Part-time pay**

Moved by: Amanda Woods  
Seconded by: Matthew Dyer

Recommending to the board adjusting the FY 2024/25 part-time staff wages to include a 4% increase for part-time staff.

Motion Adopted

**3. Adjournment**

Moved by: Matthew Dyer  
Seconded by: Amanda Woods

Motion Adopted



## Minutes

### Royal Oak Public Library Board of Trustees

June 25, 2024, 7:00 p.m.  
Royal Oak Public Library Friends Auditorium  
222 East Eleven Mile Road  
Royal Oak, MI 48067

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

Absent: Christine Jones

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#### 1. Call to Order

The meeting was called to order at 7:02 pm.

#### 2. Announcements/Communications

Public notice of tattoo business within 1,000 ft of Library.

#### 3. Public Comment

None.

#### 4. Approval of Agenda

Moved by: Michelle Cook  
Seconded by: Matthew Dyer

Motion to approve the agenda.

Motion Adopted

#### 5. Approval of Minutes

Moved by: Michelle Cook  
Seconded by: Matthew Dyer

Motion to approve the Library Policy Subcommittee meeting minutes from May 28, 2024.

Motion Adopted

Moved by: Michelle Cook

Seconded by: Matthew Dyer

Motion to approve the Library Board meeting minutes from May 28, 2024.

Motion Adopted

**6. Financial Reports**

Received \$25,000 donation from estate of Joyce Maierle.

**7. Director and Staff Report**

**8. Subcommittee Reports**

Friends of the Library had a successful book sale. the Friends are planning a teacher book giveaway for September 19.

**9. Old Business**

**9.a Hoopla Analysis**

The Board give the Director their approval to move Hoopla monthly Instant Borrows limit from 12 to 8, while maintaining flex at 8. The reduction from 15 to 12 in February had minimal effect on spending in ensuing months given ~80 new Hoopla users per month

**10. New Business**

**10.a Policy 1.30 Royal Public Library Board Ethics Policy revision**

Moved by: Michelle Cook

Seconded by: Shannon Carlson

Motion to approve the change from "he or she" to "they."

Motion Adopted

**10.b Roof replacement bid approval**

Moved by: Michelle Cook

Seconded by: Shannon Tierney

Motion to accept the bid for \$529,486 from Royal Roofing.to replace the roof.

Motion Adopted

**10.c Part-Time Staff Pay - FY 2024/25**

Moved by: Michelle Cook

Seconded by: Matthew Dyer

Motion to 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.

Motion Adopted

**11. Adjournment**

The meeting was adjourned at 7:31pm.

Moved by: Michelle Cook

Seconded by: Shannon Tierney

Motion to adjourn.

Motion Adopted

07/16/2024

## REVENUE AND EXPENDITURE REPORT FOR CITY OF ROYAL OAK

PERIOD ENDING 06/30/2024

% Fiscal Year Completed: 100.00

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

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 06/30/2024	ACTIVITY FOR MONTH 06/30/2024	BUDGET VS ACTUAL - DIFFERENCE	% BDGT USED
Fund 271 - LIBRARY FUND						
Revenues						
Dept 000 - NON-DEPARTMENTAL						
271-000-40200	PROPERTY TAX REVENUES	3,637,700.00	3,616,052.92	(570.68)	(21,647.08)	99.40
271-000-57300	LOCAL COMMUNITY STABILIZATION	73,600.00	35,863.00	0.00	(37,737.00)	48.73
271-000-57403	STATE - AID TO LIBRARY	58,620.00	59,030.12	0.00	410.12	100.70
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	5,151.80	0.00	751.80	117.09
271-000-65701	LIBRARY SERVICE CHARGES & FINES	800.00	3,650.00	0.00	2,850.00	456.25
271-000-65702	LIBRARY REPL MATERIALS FEES	2,000.00	2,535.88	0.00	535.88	126.79
271-000-66500	INTEREST	44,650.00	95,758.39	0.00	51,108.39	214.46
271-000-67100	MISCELLANEOUS REVENUE	1,000.00	1,104.52	0.00	104.52	110.45
271-000-67501	DONATIONS	25,000.00	13,513.90	15.00	(11,486.10)	54.06
271-000-67503	MEMORIAL BOOK FUND	1,000.00	3,460.75	300.00	2,460.75	346.08
271-000-67570	DONATIONS - MISC LIBRARY	1,000.00	58,848.97	50,650.00	57,848.97	5,884.90
271-000-69946	TRANSFER FROM ARPA - 460	22,000.00	2,051.03	0.00	(19,948.97)	9.32
Total Dept 000 - NON-DEPARTMENTAL		3,947,440.00	3,975,103.53	50,394.32	27,663.53	100.70
<b>TOTAL REVENUES</b>		<b>3,947,440.00</b>	<b>3,975,103.53</b>	<b>50,394.32</b>	<b>27,663.53</b>	<b>100.70</b>
Expenditures						
Dept 790 - LIBRARY						
271-790-70203	WAGES - PERMANENT	998,400.86	985,206.22	88,990.23	13,194.64	98.68
271-790-70204	WAGES - TEMPORARY	313,000.00	260,696.60	21,055.57	52,303.40	83.29
271-790-70300	WAGES - OVERTIME	2,000.00	950.53	0.00	1,049.47	47.53
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	400.00	309.28	24.00	90.72	77.32
271-790-70407	DUPLICATE HEALTH CARE BENEFITS PAY	2,400.00	2,314.28	200.00	85.72	96.43
271-790-70500	DEFERRED COMP - EMPLOYER CONTRIBUTION	3,525.57	3,481.35	275.48	44.22	98.75
271-790-70601	RETIREMENT CONTRIBUTIONS - GENERAL	17,100.00	16,705.88	1,932.76	394.12	97.70
271-790-70603	OPEB CONTRIBUTIONS	21,480.00	15,964.26	483.19	5,515.74	74.32
271-790-70604	PENSION - UAL - GENERAL	30,600.00	25,667.10	4,348.73	4,932.90	83.88
271-790-70606	OPEB - UAL	18,535.36	20,017.63	452.26	(1,482.27)	108.00
271-790-70610	DEFINED CONTRIBUTION	74,528.97	72,582.91	5,791.01	1,946.06	97.39
271-790-70620	RETIREE HSA	33,123.99	32,258.30	2,573.73	865.69	97.39
271-790-71101	FICA	102,373.13	94,482.74	8,244.66	7,890.39	92.29
271-790-71102	UNEMPLOYMENT COMPENSATION TAX	1,025.60	1,180.50	46.03	(154.90)	115.10
271-790-71201	GROUP MEDICAL INSURANCE	156,520.20	147,813.40	12,006.88	8,706.80	94.44
271-790-71203	GROUP DENTAL INSURANCE	12,356.40	11,606.65	981.87	749.75	93.93
271-790-71204	GROUP LIFE INSURANCE	3,498.60	3,571.33	291.31	(72.73)	102.08
271-790-71205	VISION INSURANCE	1,450.56	1,296.74	104.49	153.82	89.40
271-790-71206	WORKERS COMPENSATION INSURANCE	1,160.00	1,008.03	68.31	151.97	86.90
271-790-71207	SHORT AND LONG TERM DISABILITY	6,068.73	6,328.51	508.63	(259.78)	104.28
271-790-72701	OFFICE SUPPLIES	5,000.00	4,016.25	149.25	983.75	80.33
271-790-72702	OFFICE EQUIP/FURNITURE (NON-CAPITALIZED)	2,500.00	2,024.94	0.00	475.06	81.00
271-790-72800	COMPUTER SUPPLIES & PARTS	10,200.00	8,214.50	0.00	1,985.50	80.53
271-790-73200	CLEANING & JANITORIAL SUPPLIES	7,500.00	6,599.31	127.39	900.69	87.99
271-790-73300	BUILDING REPAIR & MAINTENANCE SUPPLIES	1,000.00	153.70	0.00	846.30	15.37
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	29,153.72	3,002.48	8,846.28	76.72
271-790-79001	LIBRARY BOOKS	153,500.00	144,947.49	20,342.39	8,552.51	94.43
271-790-79002	LIBRARY VIDEO & AUDIO RESOURCES	32,000.00	20,601.43	1,844.58	11,398.57	64.38
271-790-79003	LIBRARY ELECTRONIC RESOURCES	24,980.00	24,878.05	0.00	101.95	99.59
271-790-79004	LIBRARY SUBSCRIPTIONS	13,000.00	13,108.54	112.00	(108.54)	100.83
271-790-79011	MEMORIAL BOOKS & RESOURCES	3,000.00	2,795.92	497.67	204.08	93.20

GL NUMBER	DESCRIPTION	2023-24 AMENDED	YTD BALANCE	ACTIVITY FOR	BUDGET VS	% BDGT
		BUDGET	06/30/2024	MONTH 06/30/2024	ACTUAL - DIFFERENCE	
271-790-79012	REPLACEMENT BOOKS & RESOURCES	600.00	41.90	0.00	558.10	6.98
271-790-79102	DOWNLOADABLES - AUDIO, VIDEO, ETC.	198,500.00	183,821.11	15,915.56	14,678.89	92.61
271-790-79900	MISCELLANEOUS OPERATING SUPPLIES	10,000.00	9,415.23	36.76	584.77	94.15
271-790-80301	DATA PROCESSING SERVICES	49,400.00	48,874.27	0.00	525.73	98.94
271-790-80302	TELECOMMUNICATIONS SERVICES	1,820.00	1,817.40	0.00	2.60	99.86
271-790-80302.7	TELECOMMUNICATIONS SERVICES	22,000.00	3,283.77	430.50	18,716.23	14.93
271-790-80800	AUDIT SERVICES	1,630.00	1,626.80	0.00	3.20	99.80
271-790-80999	MISC FINANCIAL SERVICES	1,080.00	1,080.00	180.00	0.00	100.00
271-790-81201	PROPERTY & CASUALTY INSURANCE SERVICES	49,900.00	38,810.12	0.00	11,089.88	77.78
271-790-82500	MISC CONTRACTED SERVICES	35,950.00	27,197.68	1,649.95	8,752.32	75.65
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	41,714.00	3,724.00	11,786.00	77.97
271-790-83301	HEATING/COOLING REPAIR & MAINT SERVICES	25,000.00	13,471.09	933.33	11,528.91	53.88
271-790-83302	PLUMBING REPAIR & MAINTENANCE SERVICES	2,000.00	0.00	0.00	2,000.00	0.00
271-790-83303	ELEVATOR REPAIR & MAINTENANCE SERVICES	9,770.00	10,489.03	380.00	(719.03)	107.36
271-790-83399	MISC BUILDING REPAIR & MAINT SERVICES	25,000.00	24,120.72	3,348.00	879.28	96.48
271-790-85101	ELECTRIC	65,100.00	63,853.36	7,190.14	1,246.64	98.09
271-790-85103	GAS	20,000.00	19,801.84	2,986.31	198.16	99.01
271-790-85105	WATER	5,600.00	4,115.88	0.00	1,484.12	73.50
271-790-85300	BUILDING SECURITY SERVICES	3,100.00	2,942.76	735.69	157.24	94.93
271-790-85600	PRINTING & DOCUMENT DUPLICATING	500.00	135.01	0.00	364.99	27.00
271-790-85800	POSTAGE & MAILING SERVICES	5,000.00	1,580.00	0.00	3,420.00	31.60
271-790-86101	TRAINING & EDUCATION	6,590.00	2,170.54	0.00	4,419.46	32.94
271-790-86300	TRAVEL COSTS	4,000.00	3,811.35	0.00	188.65	95.28
271-790-86500	DUES & MEMBERSHIPS	6,000.00	4,723.00	0.00	1,277.00	78.72
271-790-87501	ADVERTISING & LEGAL NOTICES	3,300.00	3,063.05	0.00	236.95	92.82
271-790-92200	MOTOR POOL VEHICLE RENTALS	6,780.00	6,215.00	0.00	565.00	91.67
271-790-92600	ADMINISTRATIVE CHARGES	91,540.00	83,911.63	0.00	7,628.37	91.67
271-790-92800	INFORMATION SYSTEMS SERVICE CHARGES	74,590.00	68,374.13	0.00	6,215.87	91.67
271-790-96400	BANK SERVICE CHARGES & FEES	2,500.00	2,371.25	111.79	128.75	94.85
271-790-96800	MISCELLANEOUS EXPENDITURES	10,000.00	7,040.07	402.79	2,959.93	70.40
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	54,765.00	38,000.00	5,235.00	91.28
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	41,793.17	0.00	206.83	99.51
271-790-99536	OPEB DEBT INTEREST	116,015.00	116,015.49	0.00	(0.49)	100.00
Total Dept 790 - LIBRARY		3,947,440.00	3,068,495.24	250,479.72	878,944.76	77.73
TOTAL EXPENDITURES		3,947,440.00	3,068,495.24	250,479.72	878,944.76	77.73
Fund 271 - LIBRARY FUND:						
TOTAL REVENUES		3,947,440.00	3,975,103.53			100.70
TOTAL EXPENDITURES		3,947,440.00	3,068,495.24			77.73
NET OF REVENUES & EXPENDITURES		0.00	906,608.29			100.00
BEG. FUND BALANCE		657,642.15	657,642.15			
END FUND BALANCE		657,642.15	1,564,250.44			

07/16/2024

## REVENUE AND EXPENDITURE REPORT FOR CITY OF ROYAL OAK

PERIOD ENDING 07/31/2024

% Fiscal Year Completed: 8.49

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

GL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	YTD BALANCE 07/31/24	ACTIVITY FOR MONTH 07/31/2024	BUDGET VS ACTUAL - DIFFERENCE	% BDGT USED
Fund 271 - LIBRARY FUND						
Revenues						
Dept 000 - NON-DEPARTMENTAL						
271-000-40200	PROPERTY TAX REVENUES	3,842,000.00	8,451.03	8,451.03	(3,833,548.97)	0.22
271-000-57300	LOCAL COMMUNITY STABILIZATION	84,000.00	0.00	0.00	(84,000.00)	0.00
271-000-57403	STATE - AID TO LIBRARY	59,450.00	0.00	0.00	(59,450.00)	0.00
271-000-57405	STATE - LIBRARY PENAL FINES	69,900.00	0.00	0.00	(69,900.00)	0.00
271-000-64201	LIBRARY COPIER CHARGES	4,700.00	1,335.00	1,335.00	(3,365.00)	28.40
271-000-65701	LIBRARY SERVICE CHARGES & FINES	3,000.00	350.00	350.00	(2,650.00)	11.67
271-000-65702	LIBRARY REPL MATERIALS FEES	2,400.00	781.61	781.61	(1,618.39)	32.57
271-000-66500	INTEREST	126,120.00	0.00	0.00	(126,120.00)	0.00
271-000-67100	MISCELLANEOUS REVENUE	1,000.00	40.40	40.40	(959.60)	4.04
271-000-67501	DONATIONS	20,000.00	2,000.00	2,000.00	(18,000.00)	10.00
271-000-67503	MEMORIAL BOOK FUND	1,000.00	100.00	100.00	(900.00)	10.00
271-000-67570	DONATIONS - MISC LIBRARY	4,000.00	153.90	153.90	(3,846.10)	3.85
271-000-69700	USE OF FUND BALANCE	82,875.00	0.00	0.00	(82,875.00)	0.00
271-000-69943	TRANSFER FROM CAPITAL PROJECTS	362,000.00	0.00	0.00	(362,000.00)	0.00
Total Dept 000 - NON-DEPARTMENTAL		4,662,445.00	13,211.94	13,211.94	(4,649,233.06)	0.28
<b>TOTAL REVENUES</b>		<b>4,662,445.00</b>	<b>13,211.94</b>	<b>13,211.94</b>	<b>(4,649,233.06)</b>	<b>0.28</b>
Expenditures						
Dept 790 - LIBRARY						
271-790-70203	WAGES - PERMANENT	1,143,026.00	39,665.87	39,665.87	1,103,360.13	3.47
271-790-70204	WAGES - TEMPORARY	355,000.00	10,707.77	10,707.77	344,292.23	3.02
271-790-70300	WAGES - OVERTIME	2,000.00	146.52	146.52	1,853.48	7.33
271-790-70401	LONGEVITY PAY	17,456.00	0.00	0.00	17,456.00	0.00
271-790-70402	SICK LEAVE PAY	2,640.00	0.00	0.00	2,640.00	0.00
271-790-70404	SHIFT DIFFERENTIAL PAY	0.00	10.00	10.00	(10.00)	100.00
271-790-70407	DUPLICATE HEALTH CARE BENEFITS PAY	2,400.00	200.00	200.00	2,200.00	8.33
271-790-70500	DEFERRED COMP - EMPLOYER CONTRIBUTION	3,904.00	140.56	140.56	3,763.44	3.60
271-790-70601	RETIREMENT CONTRIBUTIONS - GENERAL	15,079.00	1,234.46	1,234.46	13,844.54	8.19
271-790-70603	OPEB CONTRIBUTIONS	24,127.00	308.62	308.62	23,818.38	1.28
271-790-70604	PENSION - UAL - GENERAL	38,201.00	2,777.54	2,777.54	35,423.46	7.27
271-790-70606	OPEB - UAL	34,180.00	288.87	288.87	33,891.13	0.85
271-790-70610	DEFINED CONTRIBUTION	86,348.00	3,015.12	3,015.12	83,332.88	3.49
271-790-70620	RETIREE HSA	36,092.00	1,340.06	1,340.06	34,751.94	3.71
271-790-71101	FICA	98,777.00	3,781.07	3,781.07	94,995.93	3.83
271-790-71102	UNEMPLOYMENT COMPENSATION TAX	1,077.00	15.51	15.51	1,061.49	1.44
271-790-71201	GROUP MEDICAL INSURANCE	151,097.00	6,275.58	6,275.58	144,821.42	4.15
271-790-71203	GROUP DENTAL INSURANCE	12,154.00	1,018.65	1,018.65	11,135.35	8.38
271-790-71204	GROUP LIFE INSURANCE	3,499.00	0.00	0.00	3,499.00	0.00
271-790-71205	VISION INSURANCE	1,475.00	108.30	108.30	1,366.70	7.34
271-790-71206	WORKERS COMPENSATION INSURANCE	1,364.00	54.83	54.83	1,309.17	4.02
271-790-71207	SHORT AND LONG TERM DISABILITY	4,976.00	138.78	138.78	4,837.22	2.79
271-790-72701	OFFICE SUPPLIES	5,500.00	0.00	0.00	5,500.00	0.00
271-790-72702	OFFICE EQUIP/FURNITURE (NON-CAPITALIZED)	15,000.00	0.00	0.00	15,000.00	0.00
271-790-72800	COMPUTER SUPPLIES & PARTS	18,000.00	1,362.50	1,362.50	16,637.50	7.57
271-790-73200	CLEANING & JANITORIAL SUPPLIES	8,000.00	0.00	0.00	8,000.00	0.00
271-790-73300	BUILDING REPAIR & MAINTENANCE SUPPLIES	1,000.00	0.00	0.00	1,000.00	0.00
271-790-73800	ELECTRICAL & LIGHTING SUPPLIES	4,600.00	0.00	0.00	4,600.00	0.00
271-790-74500	TREES, SHRUBS & PLANTS	500.00	0.00	0.00	500.00	0.00
271-790-78900	PROGRAM SUPPLIES AND RELATED EXP	49,750.00	0.00	0.00	49,750.00	0.00
271-790-79001	LIBRARY BOOKS	167,595.00	0.00	0.00	167,595.00	0.00
271-790-79002	LIBRARY VIDEO & AUDIO RESOURCES	37,000.00	0.00	0.00	37,000.00	0.00
271-790-79003	LIBRARY ELECTRONIC RESOURCES	30,840.00	0.00	0.00	30,840.00	0.00
271-790-79004	LIBRARY SUBSCRIPTIONS	21,440.00	0.00	0.00	21,440.00	0.00
271-790-79011	MEMORIAL BOOKS & RESOURCES	1,000.00	0.00	0.00	1,000.00	0.00

GL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	YTD BALANCE 07/31/24	ACTIVITY FOR MONTH 07/31/2024	BUDGET VS	
					ACTUAL - DIFFERENCE	% BDGT USED
271-790-79012	REPLACEMENT BOOKS & RESOURCES	600.00	0.00	0.00	600.00	0.00
271-790-79102	DOWNLOADABLES - AUDIO, VIDEO, ETC.	211,500.00	0.00	0.00	211,500.00	0.00
271-790-79900	MISCELLANEOUS OPERATING SUPPLIES	16,800.00	0.00	0.00	16,800.00	0.00
271-790-80301	DATA PROCESSING SERVICES	51,935.00	0.00	0.00	51,935.00	0.00
271-790-80302	TELECOMMUNICATIONS SERVICES	8,400.00	0.00	0.00	8,400.00	0.00
271-790-80800	AUDIT SERVICES	1,640.00	0.00	0.00	1,640.00	0.00
271-790-80999	MISC FINANCIAL SERVICES	1,080.00	0.00	0.00	1,080.00	0.00
271-790-81201	PROPERTY & CASUALTY INSURANCE SERVICES	55,500.00	0.00	0.00	55,500.00	0.00
271-790-82500	MISC CONTRACTED SERVICES	28,850.00	0.00	0.00	28,850.00	0.00
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	0.00	0.00	53,500.00	0.00
271-790-83301	HEATING/COOLING REPAIR & MAINT SERVICES	25,000.00	0.00	0.00	25,000.00	0.00
271-790-83302	PLUMBING REPAIR & MAINTENANCE SERVICES	7,000.00	0.00	0.00	7,000.00	0.00
271-790-83303	ELEVATOR REPAIR & MAINTENANCE SERVICES	25,800.00	0.00	0.00	25,800.00	0.00
271-790-83399	MISC BUILDING REPAIR & MAINT SERVICES	35,000.00	0.00	0.00	35,000.00	0.00
271-790-85101	ELECTRIC	70,000.00	0.00	0.00	70,000.00	0.00
271-790-85103	GAS	19,000.00	0.00	0.00	19,000.00	0.00
271-790-85105	WATER	6,000.00	0.00	0.00	6,000.00	0.00
271-790-85300	BUILDING SECURITY SERVICES	3,600.00	0.00	0.00	3,600.00	0.00
271-790-85600	PRINTING & DOCUMENT DUPLICATING	2,000.00	0.00	0.00	2,000.00	0.00
271-790-85800	POSTAGE & MAILING SERVICES	6,500.00	1,600.00	1,600.00	4,900.00	24.62
271-790-86101	TRAINING & EDUCATION	10,000.00	0.00	0.00	10,000.00	0.00
271-790-86300	TRAVEL COSTS	5,000.00	0.00	0.00	5,000.00	0.00
271-790-86500	DUES & MEMBERSHIPS	4,475.00	0.00	0.00	4,475.00	0.00
271-790-87501	ADVERTISING & LEGAL NOTICES	4,500.00	0.00	0.00	4,500.00	0.00
271-790-92200	MOTOR POOL VEHICLE RENTALS	3,640.00	0.00	0.00	3,640.00	0.00
271-790-92600	ADMINISTRATIVE CHARGES	104,200.00	0.00	0.00	104,200.00	0.00
271-790-92800	INFORMATION SYSTEMS SERVICE CHARGES	75,980.00	0.00	0.00	75,980.00	0.00
271-790-96400	BANK SERVICE CHARGES & FEES	2,500.00	0.00	0.00	2,500.00	0.00
271-790-96800	MISCELLANEOUS EXPENDITURES	10,000.00	0.00	0.00	10,000.00	0.00
271-790-97000	CAPITAL OUTLAY	1,057,848.00	0.00	0.00	1,057,848.00	0.00
271-790-99131	PENSION PRINCIPAL	55,000.00	0.00	0.00	55,000.00	0.00
271-790-99136	OPEB PRINCIPAL	151,000.00	0.00	0.00	151,000.00	0.00
271-790-99531	PENSION DEBT INTEREST	41,000.00	0.00	0.00	41,000.00	0.00
271-790-99536	OPEB DEBT INTEREST	112,000.00	0.00	0.00	112,000.00	0.00
Total Dept 790 - LIBRARY		4,662,445.00	74,190.61	74,190.61	4,588,254.39	1.59
TOTAL EXPENDITURES		4,662,445.00	74,190.61	74,190.61	4,588,254.39	1.59
Fund 271 - LIBRARY FUND:						
TOTAL REVENUES		4,662,445.00	13,211.94			0.28
TOTAL EXPENDITURES		4,662,445.00	74,190.61			1.59
NET OF REVENUES & EXPENDITURES		0.00	(60,978.67)			100.00
BEG. FUND BALANCE		657,642.15	657,642.15			
NET OF REVENUES/EXPENDITURES - 2023-24			906,608.29			
END FUND BALANCE		657,642.15	1,503,271.77			



#### **Board Subcommittees**

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

### **DIRECTOR MONTHLY REPORT** **July 2024**

#### **Strategic Plan - Actions and Results**

***I am currently working on a strategic plan update, outlining the accomplishments, achievements and areas for improvement.***

- Short Term Goal 3- Continually maintain and enhance our physical and digital collections
  - Opened ordering for the new fiscal year.
- Long Term Goal 1- Continuously upgrade and maintain the physical space and functionality of the library to meet the evolving needs of the community.
  - 7/8 met with Annette from Huntington Window Fashions to get a quote on new blinds for the silent study room. We've measured and will be getting some ordered.
- Long Term Goal 2- Invest in and make accessible innovative technologies.
  - LibCabinet planning has begun.
  - Installation date is set for 8/28
    - We will do a soft opening
    - We will start marketing in earnest mid-September
- Long Term Goal 3- Secure stable funding
  - We received a \$70,000 grant from EBSCO, one of our database providers, for our solar roof.
    - The rest is to be covered by ARPA funds
  - We received \$2,000 from the Royal Oak Civic Foundation for the LibCabinet collection.

#### **Financial Report**

- The City eliminated the print shop, without providing any funds for unexpected printing costs. We may need a budget adjustment for printing this year.
- We should be fairly close on our 2023/24 budget being spent. Our income came in higher and we were under in expenditures, which will help with the larger capital improvement projects coming up.
- The new fiscal year has just begun, so I don't have much to say about the July report!

## **Statistics**

- 2023/24 year-end and comparison between 23/24 & 22/23
  - 19.5% increase in visits
  - 8% increase in circulation
  - InterLibrary Loans – decrease in lending, increase in borrowing
    - Much of that has to do with when pull lists are printed at the TLN libraries
  - Computer & Website Use
    - 21.7% increase in computer use
    - 34.8% increase in wireless use
    - 5.7% decrease in website hits, but our app picked up much of that traffic.
  - Programs
    - Since we moved all ages to a separate category, it looks like we are down across age groups. However, we stayed nearly the same overall but had an increase in attendance:
      - 2022/23 – 434 programs, 12,902 attendees
      - 2023/24 – 349 programs, 15,209 attendees
  - As of the time of this report, the statistics are incomplete. One database vendor was having some issues with their stats, so you'll have a more complete look next month.

## **Facility**

- We passed our annual fire alarm inspection.
- 7/9 the boiler was not firing correctly, and the building was freezing cold. Repair was done.
  - We had some leaks in the pipes due to the boiler not being pressurized. Had a couple of repairs due to that.

## **Professional Development**

- Post-pandemic Library Cohort – we discussed customer service.

## **Staff News**

- All of the part-time staff expressed their gratitude to the Board for their raises.
- A part-time Adult Services Librarian moved to a full-time position at another library. The position was posted and closed on July 15. We are interviewing 4 candidates.
- As noted in the Access Services report, Danis and I are interviewing for the Municipal Clerk I position.

## **Miscellaneous**

- 7/10 interviewed by a Wayne State grad student for one of her classes.

## **Patron Feedback**

- A patron wrote an email that stated:
  - The library's south entrance has been rendered useless by the Tacofest.

A diesel fueled electric generator sits at the base of the entrance stairs that emits a drone loud enough to prevent normal conversation. This is compounded by the general din of the 'Fest which is poorly positioned between two health care facilities (not to mention a library! LOL).

But worse are the diesel fumes making the air unbreathable for me, a retiree with cardiovascular problems. I wonder how it affects the many young children I witnessed breathing the same fumes as they entered the library.

The library is a great asset and I hate seeing it impaired by this situation. I ask that you speak up to prevent this from happening in the future.

### **Security Issues/Suspensions**

- June: 6 incidents
- On 6/29, a man was seen by another patron masturbating in the computer lab. He used a guest pass, so we were unaware of who he was. The patron reported it to us and the police. In my follow-up with the police, they stated that they knew who he was and would be trespassing him from the library. The man is also attending a court ordered appearance where they will issue something stronger than a trespass.
- We have had multiple unhoused patrons sleeping overnight in the landscaping and then leaving their belongings and trash in the bushes. Our janitorial service reported that he saw people having sexual relations out there as well. I spoke with them on multiple occasions, letting them know that they cannot engage in sexual relations, and that they cannot store their belongings in the landscaping and need to take them with them when they leave the property or else they would be discarded. I also left them a warning letter with their belongings, telling them if their items were not removed that they would be discarded. Several days later, their items were still there. We did have to discard everything just before TacoFest.
- 7/3: a patron reported that someone was doing drugs in the butterfly garden. I called the police. When I went outside, a man was pacing erratically and smoking. He and his partner made a move to leave before the police came, abandoning their belongings on the bench. I stopped them, told him he could not smoke on library property, and to take their belongings with them or they would be placed in the dumpster. They left with their stuff. They police arrived and I sent the officer in their direction.

### **ACCESS SERVICES MONTHLY REPORT**

#### **June and July 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

- Sandy and I have reviewed all the candidates on the Civil Service Board's Eligibility List for the open Municipal Clerk I position. We sent a screening email to the candidates in the upper half of the list and interviewed 14 candidates the week of July 15<sup>th</sup>.
- Long Term Goal 1- Continuously upgrade and maintain the physical space and functionality of the library to meet the evolving needs of the community
  - At the end of June, I updated our materials fund codes for our Ingram processing grids and cleaned up outstanding orders with the Fiscal Year 2023-2024 codes. We were ready for new fiscal year orders on July 8<sup>th</sup>.
- Long Term Goal 2- Invest in and make accessible innovative technologies
  - Sandy, Ed, and I met with TLN staff to determine how to encode items for the upcoming Library Cabinet at Woodward Corner Market. We are very excited about bringing easy access to popular materials to the north end of our service area.

## **ADULT SERVICES MONTHLY REPORT**

### **June - July 2024**

#### **Strategic Plan - Actions and Results**

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

- Short Term Goal 2- Employ and retain happy, welcoming staff and provide for their ongoing professional development.
  - The hiring process is well underway in both Adult Services and Access Services. The adult opening is part time, and the application deadline was the 15<sup>th</sup> with the interviews on the 19<sup>th</sup> and 22<sup>nd</sup>. We have at least a few promising candidates.
- Short Term Goal 3- Continually maintain and enhance our physical and digital collections
  - The library cabinet project will of course include a large section of high demand adult books. The management of that new collection requires a wide array of detailed decisions be made. We are currently in the midst of that decision making. The intent is to treat that like a lucky day collection,
- Short Term Goal 4- Capture community's attention and effectively communicate our available resources, programming, and services.
  - New to the Summer Reading Program is Books and Brews. Patrons get the brochure stamped at local bars and when they have at least 4 stamps they are entitled to a tote bag. After the summer there has been talk of developing this into a book club as part of an outreach effort.
- Long Term Goal 1- Continuously upgrade and maintain the physical space and functionality of the library to meet the evolving needs of the community.
  - Donna G. is responsible for much of the adult nonfiction collection. She buys books for a large part of the print collection and as new books are acquired old ones need to be unacquired to make space. Lately though with the slowdown in spending prompted by the end of the FY she has concentrated on weeding. Under discussion id the moment is heavy weeding and merging the small, dated test collection with the 300s.
- Long Term Goal 2- Invest in and make accessible innovative technologies.

- Also under consideration is an adult newsletter which would be online. This idea was originally concocted by a currently retired Adult Services librarian. My concern is with staff time requirements and how large a readership we would attract, There would likely be some overlap with other online publicity we offer.
- Long Term Goal 4- Ensure best practices in library governance, management, and curation in all areas of the library.
  - Although the budget was settled long ago some management decisions remain. The programming budget, for example, needs to be divided between staff members with a cushion in case of overruns. There's also the next Summer Reading Program's allotment from the current programming budget. The book budget may likewise need some refinements as we go along.

### **PROFESSIONAL DEVELOPMENT**

- I graduated from the webinar series on sensitivity and diversity in the workplace. The tenth and last webinar in the series dealt with conflict resolution. I found the series to be informative and useful and diverse. Unlike other webinars this one spent ample time on ageism. Another thing I liked was the emphasis they placed on contemplation and how you need to be self-aware and introspective to overcome your conditioning. They were very careful to avoid blaming individuals or groups.

### **ADULT JUNE 2024 PROGRAMS**

2	Holocaust
3	Writer workshop
3	Queerdos
6	Poetry
10	Energy
13	Community book club
17	Home energy efficiency
18	Reading
20	Enchanted Season
20	Thurs book club
24	Fright club
25	Short story club

**Matthew Day**

Head of Adult Services

07/22/24

### **YOUTH SERVICES MONTHLY REPORT**

**June 2024 – July 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.

- Our Michigan Works' Work Experience Intern, Mac Dingeldey, has been a tremendous help during this very busy summer. They're spending most of their time at the youth reference desk assisting patrons with checkout and awarding summer reading prizes. While on desk they've been working on collection maintenance projects like weeding, inventory and item record corrections. They will be working with the youth department until early October.
- Short Term Goal 3- Continually maintain and enhance our physical and digital collections.
  - Weeding Beginning Readers, J Biographies, J Graphic Novels, J Holidays, J 900's and Media Kits.
  - Nearing the end of inventory for the Juvenile Fiction collection.
  - We're continuing to sort our vinyl collection into genres and will be updating their item records to reflect the new organization system. We've finished the Blues, Classical, Country, Holiday, Jazz, Pop, and R&B/Soul.
- Short Term Goal 4- Capture community's attention and effectively communicate our available resources, programming, and services.
  - Hosted our Summer Reading Kickoff Party on Friday, June 14<sup>th</sup> from 4 – 6 pm. Nearly 600 attended. Lots of fun was had by all at the various activities that included a rock-climbing wall and bounce houses sponsored by the RAPP grant from Oakland County Parks, coloring, facepainting and glitter tattoos, button making, the Friends book sale, and summer reading registration. Trader Joe's sponsored light refreshments. OUR Credit Union gave out free popcorn, had crafts to make, and brought their mascot Oakey Dokey. Goldfish Swim School attended and gave out promotional giveaways.
  - We currently have 60 Babies and Toddlers, 179 Read-to-Me, 319 Readers, and 79 Teens participating in the Summer Reading Challenge. We've awarded over 200 prizes and participants have read 260,525 minutes.
  - We released our July youth program flyer and sent it to Royal Oak Schools' families via Peachjar. We're finalizing our digital newsletter for August.
  - Creating our schedule of events for September through November.
- Long Term Goal 2- Invest in and make accessible innovative technologies.
  - The management team continues to work through implementation plans in preparation for the addition of a Library Cabinet that will be available at Woodward Corner Market. We've discussed what this collection will contain and how it will be integrated with the rest of our catalog. We're working out details like item processing, item record templates, circulation parameters, a unique location code, a restocking schedule, and collection maintenance reports.

### **Programs**

- People of Pride Scavenger Hunt
- Summer Reading Kickoff – 6/14
- Family Story Time with Stagecrafters Youth Theatre – 6/15
- Readers Theatre – 6/17 & 6/24
- Summer Story Time – 6/18, 6/25 & 7/2

- Dragon Party – 6/18
- Baby Size Special: Stroller and a Story – 6/20
- Camp Half-Blood Escape Room – 6/20
- Music and Movement with Early On Oakland – 6/22
- Girls Who Code – 6/24 & 7/1
- Meet the Kids with Bowers Farm – 6/25
- Toddler Special Play and Learn: Toilet Training – 6/26
- Stitch Day Celebration – 6/26
- Baby Size Story Time – 6/27
- Baby and Me Art: Art Crawl – 6/29
- Toddler Time Special: Playdate – 7/3
- Summer Reading Scavenger Hunt

### **Outreach**

- Becca and Barb attended the Family Pride event on Wednesday, June 14<sup>th</sup> at the Farmers Market. They worked with staff from the Access and Adult Departments to promote the library and connect with the community. This is Becca's third year facilitating the event with the Farmer's Market and Royal Oak First Methodist. They worked together to create the itinerary for the event and to organize participating community groups. Becca planned two sessions of Drag Queen Story Time.

### **Professional Development**

- All youth department team members took Ryan Dowd's *Unattended Children – How to Talk to Parents About Their Children's Behavior* training.
- Tracy attended *Introduction to Mobile Print Service, Powered by Princh*.

### **Staff News**

- **Volunteers**
  - We have 6 weekly volunteers with 16 weekly hours.
  - Volunteers completed 21 shifts for a total of 45.5 hours.
  - Completed orientation for six new volunteers: Tylar, Olivia, Ada, Lillian, Joey, and Lilly.