



Royal Oak

Agenda

Royal Oak Public Library Board of Trustees

Tuesday, August 27, 2024, 7:00 p.m.

City Hall Commission Chambers Room 121

203 South Troy Street

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.

	Pages
1. Call to Order	
2. Announcements/Communications	
a. Library of Things and Adult Video Games update Librarian Megan Novak will share an update on the Library of Things and the Adult Video Game collection.	
3. Public Comment	
4. Approval of Agenda	
5. Approval of Minutes	2
6. Financial Reports	4
7. Director and Staff Report	6
8. Subcommittee/Program Reports	
a. Friends of the Library liaison	
9. New Business	
a. Budget Subcommittee recommendation Recommendation on the addition of a new part-time library aide position.	
b. Policy Committee Recommendation Recommendation on the update to Policy 5.11 Registration.	
c. Policy Committee Recommendation Recommendation on the update to Policy 5.101 Circulation Parameters.	
d. Declare items surplus Declare two monitors and one computer as surplus.	15
10. Adjournment	



Royal Oak

Minutes

Royal Oak Public Library Board of Trustees

July 23, 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 Tierney Christine Jones Lauren Jasinski Amanda Woods
Absent:	Shannon Carlson Michelle Cook

1. Call to Order

The meeting was called to order at 7:04 pm.

2. Announcements/Communications

None

3. Public Comment

None

4. Approval of Agenda

Motion to approve the agenda.

Moved by: Christine Jones

Seconded by: Matthew Dyer

Motion Adopted

5. Approval of Minutes

Moved by: Lauren Jasinski

Seconded by: Matthew Dyer

Approve the minutes of the 06-25-24 Facilities Subcommittee

Motion Adopted

Moved by: Lauren Jasinski
Seconded by: Matthew Dyer

Approve the minutes of the 06-25-24 Budget Subcommittee

Motion Adopted

Moved by: Lauren Jasinski
Seconded by: Matthew Dyer

Approve the minutes of the 06-25-24 Library Board of Trustees Meeting

Motion Adopted

6. Financial Reports

7. Director and Staff Report

8. Old Business

8.a LibCabinet at Woodward Corners Market

9. Adjournment

The meeting was adjourned at 7:28pm.

Moved by: Amanda Woods
Seconded by: Matthew Dyer

Motion Adopted

08/19/2024

REVENUE AND EXPENDITURE REPORT FOR CITY OF ROYAL OAK

PERIOD ENDING 08/31/2024

% Fiscal Year Completed: 16.99

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

GL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	YTD BALANCE 08/31/24	ACTIVITY FOR MONTH 08/31/2024	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	3,358,399.21	2,938,875.14	(483,600.79)	87.41				
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	30,100.08	0.00	(29,349.92)	50.63				
271-000-57405	STATE - LIBRARY PENAL FINES	69,900.00	79,960.72	79,960.72	10,060.72	114.39				
271-000-64201	LIBRARY COPIER CHARGES	4,700.00	2,060.35	725.35	(2,639.65)	43.84				
271-000-65701	LIBRARY SERVICE CHARGES & FINES	3,000.00	800.00	150.00	(2,200.00)	26.67				
271-000-65702	LIBRARY REPL MATERIALS FEES	2,400.00	895.22	113.61	(1,504.78)	37.30				
271-000-66500	INTEREST	126,120.00	0.00	0.00	(126,120.00)	0.00				
271-000-67100	MISCELLANEOUS REVENUE	1,000.00	307.04	5.00	(692.96)	30.70				
271-000-67501	DONATIONS	20,000.00	2,015.00	0.00	(17,985.00)	10.08				
271-000-67503	MEMORIAL BOOK FUND	1,000.00	1,100.00	0.00	100.00	110.00				
271-000-67570	DONATIONS - MISC LIBRARY	4,000.00	192.30	8.40	(3,807.70)	4.81				
271-000-69700	USE OF FUND BALANCE	82,875.00	0.00	0.00	(82,875.00)	0.00				
271-000-69946	TRANSFER FROM ARPA - 460	362,000.00	0.00	0.00	(362,000.00)	0.00				
Total Dept 000 - NON-DEPARTMENTAL		4,662,445.00	3,475,829.92	3,019,838.22	(1,186,615.08)	74.55				
TOTAL REVENUES		4,662,445.00	3,475,829.92	3,019,838.22	(1,186,615.08)	74.55				
Expenditures										
Dept 790 - LIBRARY										
271-790-70203	WAGES - PERMANENT	1,143,026.00	99,672.85	42,780.26	1,043,353.15	8.72				
271-790-70204	WAGES - TEMPORARY	355,000.00	25,489.16	11,041.85	329,510.84	7.18				
271-790-70300	WAGES - OVERTIME	2,000.00	62.79	0.00	1,937.21	3.14				
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	28.76	10.50	(28.76)	100.00				
271-790-70407	DUPLICATE HEALTH CARE BENEFITS PAY	2,400.00	285.73	200.00	2,114.27	11.91				
271-790-70500	DEFERRED COMP - EMPLOYER CONTRIBUTION	3,904.00	347.77	143.76	3,556.23	8.91				
271-790-70601	RETIREMENT CONTRIBUTIONS - GENERAL	15,079.00	3,404.18	1,141.14	11,674.82	22.58				
271-790-70603	OPEB CONTRIBUTIONS	24,127.00	851.05	285.28	23,275.95	3.53				
271-790-70604	PENSION - UAL - GENERAL	38,201.00	7,659.47	2,567.60	30,541.53	20.05				
271-790-70606	OPEB - UAL	34,180.00	796.59	267.03	33,383.41	2.33				
271-790-70610	DEFINED CONTRIBUTION	86,348.00	7,557.19	3,136.49	78,790.81	8.75				
271-790-70620	RETIREE HSA	36,092.00	3,358.66	1,393.98	32,733.34	9.31				
271-790-71101	FICA	98,777.00	9,364.67	4,034.56	89,412.33	9.48				
271-790-71102	UNEMPLOYMENT COMPENSATION TAX	1,077.00	42.15	12.71	1,034.85	3.91				
271-790-71201	GROUP MEDICAL INSURANCE	151,097.00	18,376.18	6,112.78	132,720.82	12.16				
271-790-71203	GROUP DENTAL INSURANCE	12,154.00	1,432.81	996.24	10,721.19	11.79				
271-790-71204	GROUP LIFE INSURANCE	3,499.00	290.63	0.00	3,208.37	8.31				
271-790-71205	VISION INSURANCE	1,475.00	152.48	106.09	1,322.52	10.34				
271-790-71206	WORKERS COMPENSATION INSURANCE	1,364.00	136.97	46.92	1,227.03	10.04				
271-790-71207	SHORT AND LONG TERM DISABILITY	4,976.00	611.04	141.86	4,364.96	12.28				
271-790-72701	OFFICE SUPPLIES	5,500.00	466.12	120.81	5,033.88	8.47				
271-790-72702	OFFICE EQUIP/FURNITURE (NON-CAPITALIZED)	15,000.00	5,748.92	3,872.17	9,251.08	38.33				
271-790-72800	COMPUTER SUPPLIES & PARTS	18,000.00	134.96	134.96	17,865.04	0.75				
271-790-73200	CLEANING & JANITORIAL SUPPLIES	8,000.00	720.90	246.44	7,279.10	9.01				
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	6,922.95	4,256.29	42,827.05	13.92				
271-790-79001	LIBRARY BOOKS	167,595.00	21,244.39	14,509.99	146,350.61	12.68				
271-790-79002	LIBRARY VIDEO & AUDIO RESOURCES	37,000.00	4,321.48	4,094.58	32,678.52	11.68				
271-790-79003	LIBRARY ELECTRONIC RESOURCES	30,840.00	8,476.00	5,251.00	22,364.00	27.48				
271-790-79004	LIBRARY SUBSCRIPTIONS	21,440.00	7,097.35	6,957.35	14,342.65	33.10				

GL NUMBER	DESCRIPTION	2024-25 AMENDED	YTD BALANCE	ACTIVITY FOR	BUDGET VS
		BUDGET	08/31/24	MONTH 08/31/2024	ACTUAL - DIFFERENCE
271-790-79011	MEMORIAL BOOKS & RESOURCES	1,000.00	122.57	100.37	877.43 12.26
271-790-79012	REPLACEMENT BOOKS & RESOURCES	600.00	50.00	50.00	550.00 8.33
271-790-79102	DOWNLOADABLES - AUDIO, VIDEO, ETC.	211,500.00	55,506.97	11,174.96	155,993.03 26.24
271-790-79900	MISCELLANEOUS OPERATING SUPPLIES	16,800.00	578.12	485.91	16,221.88 3.44
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
271-790-80302.ARI	TELECOMMUNICATIONS SERVICES	0.00	447.73	447.73	(447.73) 100.00
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	90.00	90.00	990.00 8.33
271-790-81201	PROPERTY & CASUALTY INSURANCE SERVICES	55,500.00	40,031.37	40,031.37	15,468.63 72.13
271-790-82500	MISC CONTRACTED SERVICES	28,850.00	8,467.50	299.00	20,382.50 29.35
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	6,623.00	6,598.00	46,877.00 12.38
271-790-83301	HEATING/COOLING REPAIR & MAINT SERVICES	25,000.00	1,866.66	933.33	23,133.34 7.47
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	3,265.69	3,265.69	31,734.31 9.33
271-790-85101	ELECTRIC	70,000.00	6,823.04	0.00	63,176.96 9.75
271-790-85103	GAS	19,000.00	706.84	706.84	18,293.16 3.72
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	773.31	773.31	2,826.69 21.48
271-790-85600	PRINTING & DOCUMENT DUPLICATING	2,000.00	67.90	67.90	1,932.10 3.40
271-790-85800	POSTAGE & MAILING SERVICES	6,500.00	1,600.00	0.00	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	470.00	220.00	4,005.00 10.50
271-790-87501	ADVERTISING & LEGAL NOTICES	4,500.00	302.75	302.75	4,197.25 6.73
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	117.72	0.00	2,382.28 4.71
271-790-96800	MISCELLANEOUS EXPENDITURES	10,000.00	258.93	226.59	9,741.07 2.59
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	363,224.30	179,636.39	4,299,220.70 7.79
TOTAL EXPENDITURES		4,662,445.00	363,224.30	179,636.39	4,299,220.70 7.79
Fund 271 - LIBRARY FUND:					
TOTAL REVENUES		4,662,445.00	3,475,829.92	3,019,838.22	74.55
TOTAL EXPENDITURES		4,662,445.00	363,224.30	179,636.39	7.79
NET OF REVENUES & EXPENDITURES		0.00	3,112,605.62	2,840,201.83	100.00
BEG. FUND BALANCE		657,642.15	657,642.15		
NET OF REVENUES/EXPENDITURES - 2023-24			844,324.68		
END FUND BALANCE		657,642.15			



DIRECTOR MONTHLY REPORT
AUGUST 2024

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

Strategic Plan - Actions and Results

- Short Term Goal 2- Employ and retain happy, welcoming staff and provide for their ongoing professional development.
 - I took time off from July 26 – August 4, although I did work remotely when the power went out on Friday 8/2.
 - We canceled staff trainings for August. We had new staff coming on board and I am making an adjustment to the days we do the training (which involves various calendar invites and such).
- Short Term Goal 3- Continually maintain and enhance our physical and digital collections
 - Woodward Corner Market materials are purchased.
 - Each item in the initial collection will have a bookplate to acknowledge the Royal Oak Civic foundation donation.
 - We have vinyl stickers for the outside of the machine with library information & QR codes, logos (ROCF, Woodward Cornet market) and an acknowledgement of Victoria Dickinson's estate donation.
- Long Term Goal 1- Continuously upgrade and maintain the physical space and functionality of the library to meet the evolving needs of the community.
 - Blinds for the silent study room were installed on 8/22.
- Long Term Goal 2- Invest in and make accessible innovative technologies.
 - LibCabinet delayed by the manufacturer. Hoping for the end of September/beginning of October.

Financial Report

- Penal Fines came in \$10,060.72 higher than we expected. We will need to do a budget adjustment later this year.

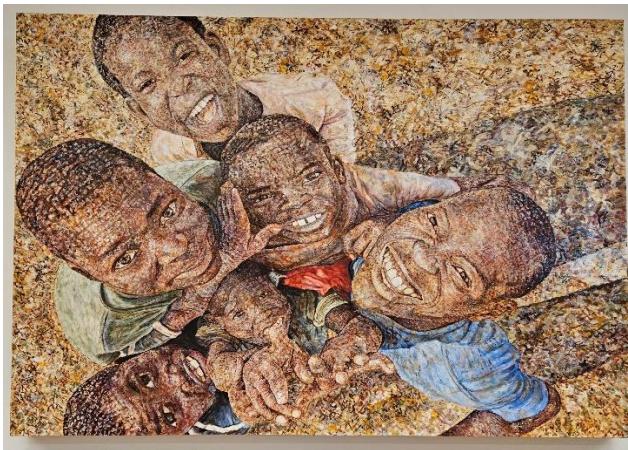
Statistics

- Database vendor NewsBank continues to have issues retrieving their monthly statistics. We are missing the stats from June and July.
 - This delays our 2023/24 statistical report.
- PressReader is being used extensively. We had 217 unique users open 24,015 articles.

- We connected our New York Times subscription to PressReader. So far, we have not had a reduction on people accessing the NYT directly.
- Most people connect through the app rather than the web.
- While most publications are read in English, the other languages that have been accessed are French, Arabic, Spanish, German, Italian, Greek, and Turkish.
- Publications from 46 countries were accessed in July.
- Circulation is up, as are a few other categories. Areas where we are down are not a concern at this time. We will look at trends as each month goes by.

Collaboration

- In July an “Art Explored” painting purchased by the City/Commission for the Arts was installed by the main level study rooms. A plaque with the artist information will be installed soon.



Facility

- The roof bid had not been reviewed for the responsible contractor ordinance. The DPS staff (Matt Exley, who left the City on 8/2) had thought the contractor was already approved prior to this project. Aaron Filipski, the DPS Director, is working to get the required paperwork. We are anticipating the City Commission to receive it at their September 9 meeting.
- Power outage on 8/2
 - Has caused some ongoing issues with the HVAC.
 - Closed on 8/2; reopened on Sat 8/3, but the chiller wasn't working. Our vendor came and fixed it.
 - The boiler was not operating, meaning it was not counteracting the chiller and we had extremely cold temperatures in the building (hovering around 60 degrees).
 - A partial fix has it working so we are not freezing. As of the time of this report, they are working on it again.

- Our annual fire sprinkler system test was on 8/19. We were losing pressure, so they contacted the Fire Marshal who contacted the City right away. A valve had been turned off sometime recently. It was turned back on and we passed our inspection.

Professional Development

- 8/9 Michigan Library Director meeting
- 8/15 I attended a Michigan Library Association Connect Advocacy Hour to learn more about Project 2025 and the potential consequences for libraries if it is implemented. Examples include:
 - Funding for the Institute of Museum and Library Services would be eliminated.
 - Provides funding for state libraries, the LSTA (Library services and Technology Act) grants, which fund our statewide databases, and more.
 - Civil servants would be replaced by party loyalists.
 - This loss of institutional knowledge would be catastrophic.
 - The definition of what is considered pornography would be changed. If librarians or teachers share a book deemed as pornographic under this new definition, we would have to register as sex offenders.

Programs

- I arranged for a program with Oakland County Health and Human Services on Suicide Prevention 101 on Tuesday September 17 @4pm. I have encouraged staff to attend. I have attended a similar training previously and found it to be very valuable.
 - It is intended for high-school aged teens and adults.

TLN

- TLN has proposed their updated plan of service, which has to be filed annually with the State. The change they proposed was moving the Shared System information out of the plan and into an appendix, which would remove the requirement for all libraries to vote on Shared System items that are in the plan (when not all TLN libraries are in it).

Staff News

- Andrew Field started on 8/12 as our new part-time adult services librarian.
- Susan Sheiner, another part-time adult services librarian, is retiring effective August 23. We wish her the best of luck in her retirement!
 - Gabby Stangis will start on 8/26.

Security Issues/Suspensions

- Only 1 incident in July of a man possibly doing drugs near the butterfly garden. Police were called but he left before they arrived.

ACCESS SERVICES MONTHLY REPORT

July and August 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
 - Keri Roberts, our new Municipal Clerk I, started on August 2nd. Keri has previously worked here as a Circulation Aide, and we are delighted to have her back on staff.
- Short Term Goal 4- Capture community's attention and effectively communicate our available resources, programming, and services
 - September is Library Card Sign-Up Month, so we are working on various promotional materials and activities. Stay tuned for details!
- Long Term Goal 1- Continuously upgrade and maintain the physical space and functionality of the library to meet the evolving needs of the community
 - We received the new book drop cart to replace the one that had finally broken beyond repair. Access Services staff are all enjoying the shiny new cart and how smoothly it operates. Because the second cart is still functional, I will hold off on ordering that replacement until later this fiscal year.
- Long Term Goal 2- Invest in and make accessible innovative technologies
 - In addition to the regular materials orders, the Tech Services team has been receiving and processing the nearly 200 books ordered for the inaugural Library Cabinet collection at Woodward Corner Market, so they'll be ready to load when the Cabinet arrives this fall.
- Long Term Goal 4- Ensure best practices in library governance, management, and curation in all areas of the library
 - TLN/SAS has released a revision to the School Card type, which means our School and Teacher Card registration policy and procedures need to be updated. The new procedures and online form will be launched the week of August 18th, and Sandy will request the appropriate policy revision at the August Board Meeting.

Outreach

- Access Services staff joined/will be joining Youth Services staff at two back-to-school events for Royal Oak Public Schools: the Tools For Schools breakfast event for school staff on August 20th, and the Back To School Family Fair on August 29th.

Professional Development

- New staff member Keri has completed several MeLCat webinars and will be attending a variety of TLN/SAS and other MeLCat training sessions over the next few weeks as part of her onboarding.

Staff News

- We are so excited to welcome Keri Roberts back as our new Municipal Clerk, restoring the team to full staffing levels after several months without a fifth full-time team member. Diane, Ben, Olivia, and Todd have done a wonderful job of filling the schedule gaps, and our part-time Circulation Aides – Vilma, Kathy, Josh, Robert, Sharon, Heather, and Yaz – have been invaluable in their support of the Municipal Clerks.

Patron Feedback

- We were all extremely touched by and grateful for all the patrons who extended their condolences for our loss of Lori Boden. Attendance at her public memorial service was extraordinary and we appreciate it deeply.

ADULT SERVICES MONTHLY REPORT

July – August 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 drawing to a close for one part time librarian candidate. He started Monday 12 August going through the onboarding process which will probably take a number of days, this position consists of managing the physical media and the 800s collection among other tasks
- **Short Term Goal 3- Continually maintain and enhance our physical and digital collections**
 - Any change in personnel is an opportunity to look at who's doing what and how their knowledge and interests can be best be utilized. Smaller collections have been reassigned and we continue to look for best practices for the enhancement of the collection.
- **Short Term Goal 4- Capture community's attention and effectively communicate our available resources, programming, and services.**
 - In the summer we captured the public's attention through the SRP or Summer Reading Program. In the fall it will be the Library Cabinet at Woodward Commons. The adult and youth collection have their own budgets and staff are working on collection development in anticipation of a slightly delayed opening.
- **Long Term Goal 1- Continuously upgrade and maintain the physical space and functionality of the library to meet the evolving needs of the community.**
 - Susan's departure has raised the whole question of the deposition of the Local History collections. A number of suggestions and ideas have been put forth but with the infusion of fresh blood I'm hoping that we can make some progress towards writing a plan.
- **Long Term Goal 2- Invest in and make accessible innovative technologies.**
 - Usually, our database offerings do not attract much attention from the public and you don't know if people find it useful. Press Reader though continues to receive accolades and although I think the foreign periodicals are fascinating what people like are the US magazines and newspapers.

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

- Soon after we interviewed and hired Andrew, Susan announced her retirement. We liked all five candidates we interviewed so it was a simple and fast matter to offer the 2nd job (Susan's job) to one of the interviewees.

ADULT JULY 2024 PROGRAMS

- 7/1/2024 Queerdos: A literary and just plain social club
- 7/1/2024 Writer's Workshop
- 7/8/2024 Summer Scares
- 7/9/2024 Women of the Watch, Keepers of the Light
- 7/11/2024 Community Book Club
- 7/16/2024 Antisemitism Today
- 7/18/2024 Thursday Night Book Club: The Boys in the Boat
- 7/30/2024 The Hamer Family: Royal Oak Pioneers

Matthew Day

Head of Adult Services

08/15/2024

YOUTH SERVICES MONTHLY REPORT

July – August 2024

Strategic Plan - Actions and Results

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

- **Short Term Goal 3- Continually maintain and enhance our physical and digital collections.**
 - Finished weeding J900s and J & YA Magazines. Continuing to weed J Bios, J Graphic, and YA Fiction.
 - Adding last 4 digits of the item number to the hub stickers of the JBlu-Rays and JDVDs and weeding the collection for condition throughout the project.
 - Finished J Fiction inventory. Currently doing inventory for J500s, J900s, and JBios.
 - Updating J Series item record call numbers to include series volume numbers and distinguishing call number series names so series are shelved together in volume order.
 - We're continuing to sort our vinyl collection into genres. We've finished Blues, Classical, Country, Holiday, Jazz, Pop, R&B/Soul, Rap/Hip Hop, and are halfway through Rock. We've added a third bin to store our growing LP collection.
 - Reincorporated circulating materials from the defunct Parent Teacher and Big Questions collections. Books from the Parent Teacher collection were returned to the adult nonfiction collection. Items from the Big Questions collection were returned to the JE (picture book) and juvenile nonfiction collections.

- **Short Term Goal 4- Capture community's attention and effectively communicate our available resources, programming, and services.**
 - The Summer Reading Challenge ended on Monday, August 12th. We had 64 Babies and Toddlers, 187 Read-to-Me, 349 Readers, and 82 Teens participate in the Summer Reading Challenge. We awarded nearly 500 prizes and participants read 529,260 minutes. Grand prizes were awarded to 40 lucky participants.
 - We sent out our digital August newsletter and we released our September youth program flyer and fall teen program flyer. The fliers will be sent to Royal Oak Schools families via Peachjar early next week.
 - We're finishing up our schedule of events for September through November. Most of the programs have been published on Library Market.
- **Long Term Goal 2- Invest in and make accessible innovative technologies.**
 - We selected and ordered nearly 200 new and popular materials to establish the youth and teen portion of the Library Cabinet collection at Woodward Corner Market.
 - We've purchased a subscription to PressReader. Patrons now have unlimited access to 7000+ digital newspapers and magazines.
 - Ed installed a RFID pad at the youth reference desk.
- **Long Term Goal 4- Ensure best practices in library governance, management, and curation in all areas of the library.**
 - We worked with Danis to implement the new TLN School user registration procedures for teachers and students.

Programs

- People of Pride Scavenger Hunt
- Girls Who Code – 7/8 & 7/15
- Summer Story Time – 7/9, 7/16, 7/23 & 7/30
- Toddler Story Time – 7/10 & 7/17
- Baby Size Special: Baby and Me Yoga – 7/11
- Summer Sensory Play – 7/13
- Miraculous Ladybug Party – 7/17
- Baby Size Story Time – 7/18 & 7/25
- Temporary Tattoo Parlor – 7/18
- Cops and Cookies Story Time – 7/19
- Alice in Wonderland Tea Party – 7/20
- Pirate Party with Sloan Museum of Discovery (2 sessions) – 7/23
- Toddler Special: Wiggles Workout – 7/24
- Book Buddies Book Club – 7/24
- A Night at Camp ROPL – 7/25
- Kids Book Club – 7/30
- Toddler Dance Party – 7/31
- Baby Size Special: Stroller and a Story – 8/1
- Back to School Scavenger Hunt

Outreach

- Tracy and I attended the Sights & Sounds Concert and Food Truck Rally at the Farmers Market on Wednesday, July 10th. We brought crafts, issued library cards, and shared information about the library's programs, resources, and services.
- Becca and Barb participated in the RO Pride event on Friday, July 26th. They hosted a crafting area for the kids in City Hall's parking lot.

Professional Development

- Becca watched two Booklist webinars: "Daring YA Debuts from Zando Young Readers" and "YA All Day: Upcoming Titles for Fall, Winter, & Beyond".
- Jennifer attended School Library Journal's fourth annual all-day virtual event, "Picture Book Palooza".
- Barb completed Library Market's "Event + Registration" training.

Staff News

- **Volunteers**
 - We have 6 weekly volunteers who are here 16 hours a week.
 - Volunteers completed 56 shifts for a total of 110.5 hours.
 - One of our previous volunteers, Shannon, returned to help throughout the summer.



Monthly Statistics July 2024

	Jul 2024	Jul 2023	% change	Year to Date	23/24 YTD	23/24 Year-End	% of total
Visits	18,488	16,320	13.3%	18,488	16,320	185,907	9.9%
# of cardholders	26,301	28,445	-7.5%			26,851	
Circulation (includes renewals)							
Children	19,281	17,319	11.3%	19,281	17,319	185,742	10.4%
Teen	1,731	1,551	11.6%	1,731	1,551	15,433	11.2%
Adult	12,068	11,033	9.4%	12,068	11,033	132,494	9.1%
eMaterials	16,258	15,406	5.5%	16,258	15,406	189,599	8.6%
Total	49,338	45,309	8.9%	49,338	45,309	523,268	9.4%
Database use	25,835	1,924	1242.8%	25,835	1,924	26,334	98.1%
Inventory							
Physical Items	131,534	137,355	-4.2%			130,993	
Reference Transactions	1,508	1,388	8.6%	1,508	1,388	17,899	8.4%
InterLibrary Loans							
Lending	2,289	2,067	10.7%	2,289	2,067	26,288	8.7%
Borrowing	5,543	4,367	26.9%	5,543	4,367	58,059	9.5%
Public Internet, Wireless & Website							
Uses (sessions) of public PCs	1,568	1,426	10.0%	1,568	1,426	18,011	8.7%
Uses of wireless logins	1,790	1,680	6.5%	1,790	1,680	20,162	8.9%
Website hits	11,486	12,183	-5.7%	11,486	12,183	138,051	8.3%
Library App							
# of new devices	116	11	954.5%	116	11	1,754	6.6%
Launches	7,022	201	3393.5%	7,022	201	46,503	15.1%
Programs & Outreach							
# of Programs & Outreach Ages 0-5	12	17	-29.4%	12	17	120	10.0%
Attendance Ages 0-5	477	264	80.7%	477	264	4,410	10.8%
# of Programs & Outreach Ages 6-11	5	6	-16.7%	5	6	51	9.8%
Attendance Ages 6-11	18	128	-85.9%	18	128	1,744	1.0%
# of Programs & Outreach Teen	1	6	-83.3%	1	6	27	3.7%
Attendance Teen	7	61	-88.5%	7	61	431	1.6%
# of Programs & Outreach Adults	9	9	0.0%	9	9	181	5.0%
Attendance Adults	78	93	-16.1%	78	93	1,879	4.2%
# of Programs & Outreach All Ages	7	4	75.0%	7	4	60	11.7%
Attendance All Ages	207	227	-8.8%	207	227	6,745	3.1%
# of Volunteers	45	47	-4.3%	45	47	515	8.7%
# of Volunteer Hours	292	302	-3.3%	292	302	3,466	8.4%

1. Dell OptiPlex GX620



2. Dell Monitor E172FP7



3. Dell Inspiron 20 Model 3052 Series = AIO

