

**DIRECTOR MONTHLY REPORT**

March 2025

**Board Subcommittees**

Board Officer Nominating	<b>Carlson</b> , Tierney
Budget/Finance	<b>Jones</b> , Sipes, Tierney, Woods
Facilities/Space Utilization	<b>Cook</b> , Asher, Jones, Woods
Fundraising	<b>Jasinski</b> , Carlson, Tierney
Policy & Bylaw Review	<b>Carlson</b> , Cook, Jasinski
Strategic Planning	<b>Sipes</b> , Asher, Jasinski, Macey
Director Goals and Evaluation	<b>Macey</b> , Asher, Cook

**Strategic Plan - Actions and Results**

- Short Term Goal 2- Employ and retain happy, welcoming staff and provide for their ongoing professional development.
  - We worked with the City’s IT staff to learn more about SharePoint and how we can use it to develop an intranet.
    - We did some initial brainstorming at a staff meeting
  - Our IT Specialist Ed completed special criminal justice training to allow him more administrative privileges in the City’s network.
  - Our Administrative Assistant Stephanie continues to work through multiple trainings from Empathy Studios (who provided our homelessness training).
  - March staff meetings included updates on our CIP projects. It is important for staff to know what we are doing and why so they can explain it to our customers.
- Short Term Goal 3- Continually maintain and enhance our physical and digital collections
  - I worked with our hoopla representative on our cost issues. We changed the maximum cost of hoopla instant borrow audiobooks from \$3.99 per borrow to \$2.84 per borrow.
    - This will potentially save us about \$50,000/year.
    - We can unblock titles on request, which I have done.
    - I had one person complain to staff over the phone (the individual chose not to speak with me directly) that they had planned to read a lot of books that had disappeared from availability and that they were unhappy about the change.
  - PressReader added Condé Nast publications. With this update, library users can read American editions of popular titles like The New Yorker, Vogue, Condé Nast Traveler, GQ, Glamour, Architectural Digest, Vanity Fair, Pitchfork, Wired, Bon Appétit and Ars Technica.
- Short Term Goal 4- Capture community’s attention and effectively communicate our available resources, programming, and services.
  - On Monday 3/17, I am meeting Brooke Allen with WWJ’s “Caffeinated Conversations” at Woodward Corner Market to talk about the LibCabinet.
  - Trevor has really taken on our social media – it is appreciated!
- 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 purchased some fabric covers for the lights in staff work areas. It reduced the harsh lighting and has brought joy to many staff.

- The reorganization of collections has opened up a lot of space in adult fiction, which was definitely needed. We have received a lot of compliments from our community.
- Long Term Goal 4- Ensure best practices in library governance, management, and curation in all areas of the library.
  - I attended our final annual meeting with MCLS for our Overdrive/Libby collection.

### **Statistics**

- Weather closures in February made a difference in our visits, circulation and computer use numbers for the month, but we are still doing well for the year overall.
- We added information on our Home Delivery program at the bottom of the page. Our staff who took this over in October began recording the numbers, so we are including them in our monthly statistics.

### **Facility**

- We passed our annual fire alarm inspection.
- I am meeting with RAM construction on Tuesday 3/18 in the morning for our loading dock repair project. It is estimated to take 5-6 weeks.

### **Programs**

- TLN and local libraries are once again partnering with Gleaners for a month-long food drive. We will be collecting non-perishable goods 3/17-4/11. We are also doing a virtual food drive, with a goal of raising \$2,000. Any monetary donations made in March are being matched by an outside donor.

### **Outreach**

- Trevor and I are attending the Chamber's Coffee Connection this Friday morning.

### **Professional Development**

- On 3/21, I will be in Lansing for the final project for the Post-Pandemic Library Director cohort. It is an all-day conference, but I will also be presenting on community engagement with 2 other librarians.
  - My program is "Thriving together – Developing Strategic Community Partnerships"

### **Security Issues/Suspensions**

- 7 incidents in February
  - 2 trespassed
    - One for repeated policy violations; had been trespassed for a year prior for the same issues.
    - One for being drunk, disorderly, and yelling a variety of discriminatory slurs.

## Access Services

March 2025

Danis has been out unexpectedly, so she will update us with more information next month.

- With that being shared, the Access Services team really steps up to keep things going. Their combined experience and support for each other is inspiring.
- Short Term Goal 4- Capture community's attention and effectively communicate our available resources, programming, and services.
  - On 2/27, Keri & Mac joined Becca (youth services) at the Community Resource Fair.
- Long Term Goal 1- Continuously upgrade and maintain the physical space and functionality of the library to meet the evolving needs of the community.
  - Mac and Keri were critical to the reorganization of the collections. We could not have done it without them.

## Professional Development

- Our Municipal Clerk III, Diane, has been training the other Municipal Clerks on cash handling procedures.

## Adult Department Report

March 2025

### 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
  - Gabby attended a CARL training hosted by TLN.
- Short Term Goal 3- Continually maintain and enhance our physical and digital collections
  - A very large and complex transformation of the ground floor collections was completed last week, which involved every collection minus Nonfiction, and was a big team effort between the Adult and Access Services Departments. Collections were extensively updated and shifted, which resulted in a considerable amount of additional shelf space for each collection to grow. We also responded to patron and staff requests to move books off the lowest shelf, which was a goal that was not possible until this project. Kudos to Keri and Mac from Access Services for shifting and processing most of the collections – we could not have completed this project in a matter of weeks without their help!
  - Donna continues to weed and update our large nonfiction collection, and Gabby has done the same for Large Print
  - Megan continues to learn new Cricut machine features so the new Mug Press can be added to the Makerspace collection; she is planning to lead programs and event with the new equipment.
  - Donna has placed our annual bulk order of seeds, and residents are loving the seed library, it must be re-stocked several times each week!

- Computer Aides have continued cleaning all public PCs and keyboards each day.
  - Megan continues to weed and update the Biography collection.
  - Gabby purchased new archival equipment to preserve library scrapbooks and additional bags to support our Home Delivery Program.
  - Gillian has weeded and updated our McNaughton Collection.
- Short Term Goal 4- Capture community's attention and effectively communicate our available resources, programming, and services
    - Residents continue to be very responsive to the social content we publish promoting upcoming programs and services, as well as photos of events after they happen.
    - The FB post announcing the winner of the Tiny Art Contest was viewed over 27,000 times, and most notably, 92% of the viewers do not follow the library. So, this program had the added effect of exposing new residents to the fun activities our staff plans.

### **Programs**

- The adult department is well on our way organizing our activities, programs, and sponsors for Summer Reading Program 2025! I am so pleased with the team's ingenuity and advanced planning – it will be a fun and engaging summer that will integrate traditional library activities and provide opportunities to explore city businesses!
- ROPL was selected by the Library of Michigan as a host library for the 2025 Michigan Notable Book state-wide tour: We will host Detroit Poet Brittany Rogers on Wednesday, May 7 at 6:00 pm. The state library pays the author to attend, and we've partnered with Sidetrack Books to sell copies of Rogers' book during the event.
- Donna hosted three successful programs over the past month, focusing on local history, a fun concert celebrating Women's History Month, and another great cooking class with Chef Val.
- The Tiny Art Show competition was VERY popular: Over 400 people voted for their winner of choice and everyone loved viewing the entries!
- Andrew's last poetry workshop group went well, and the upcoming class is full! He also continues to help patrons with their cover letter and resume questions.
- Andrew, Gillian, and Yaz have settled on Saturday, December 13 for ROPL's first Art Fair. More details on that later in the year.

### **Outreach**

- Ivoire and Trevor visited Woodward Corner Market to offer tech help to seniors while they shopped "Senior Day" at Meijer.
- We've added a new senior living building, Royal Oak Manor Co-op, to our growing list of area book club groups; Megan is the liaison for that group.
- Our Home Delivery program delivered 108 items to 24 people in February.

### **Professional Development**

- Megan is in the process of training the entire Adult Department staff to use the large laminator so patrons can request to use it during business hours, with or without a reservation.

### **Patron Feedback**

- Patron let us know she appreciated us removing books from the bottom shelves in the adult fiction collection – it is hard for some residents to bend over.
- Megan received some great feedback about her growing Library of Things collection and how she responds to patron requests for items!
- Patrons really appreciated Gillian's Name Change clinic with Wayne State's OUTLaw organization!
- A Facebook post promoting our popular Seed Library has seen significant attention – residents love to plant and appreciate the free service!
- We added a Printing Guide to our service desks to centralize the multiple ways patrons can print, which has received positive feedback.
- Patrons loved the Tiny Art Show and it was suggested that we offer a similar event for youth and/or teens.

### **Youth Services Monthly Report February – March 2025**

#### **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.
  - We weeded the Reference Caldecott collection and shifted Juvenile Biographies over to use the two empty shelves. We kept some of the items and reincorporated them into other juvenile collections.
  - We added Martin Luther King Junior Day to our Juvenile Holiday Collection. We pulled items from our nonfiction and catchall holiday collection to create it.
  - The Elephant and Piggie series books were moved to the Beginner Reader collection.
  - We're continuing to weed J600s and YA Fiction and are almost done with inventorying nearly 4,000 items in J500s.
- Short Term Goal 4- Capture community's attention and effectively communicate our available resources, programming, and services.
  - We sent our digital newsletter for March and released our March youth program flyer. We are currently working on our digital newsletter and program flyer for April.
  - All programs through the end of April have been published on our event calendar. We are nearly done scheduling our summer events and have started creating our four summer reading challenges in Beanstack.
  - Oakland County Parks confirmed our Recreation Assistance Partnership Program grant for our Summer Reading Kickoff Party in Centennial Commons on Friday, June 13<sup>th</sup> from 3:30 – 5:30pm. They will be providing the Blast-Off Bouncer, Go! Games, and Fun-Struction packages.

- Long Term Goal 1- Continuously upgrade and maintain the physical space and functionality of the library to meet the evolving needs of the community.
  - Ed moved the public print release station to one of the carrels near the tween seating. He moved one public access computer there as well. We now have seven public computers available on the lower level and two of the grouped computer carrel spaces are empty to allow for convenient personal device use.

### **Programs**

- Secret Admirer Scavenger Hunt
- Family Story Time – 2/11, 2/18, 2/25 & 3/4
- Maker Baby: Heart Art – 2/11
- Toddler Special Play & Learn: Picky Eating – 2/12
- Baby Size Story Time – 2/13, 2/20, 2/27 & 3/6
- Switch It Up Gaming Lounge – 2/13
- Story Time with Stagecrafters Youth Theatre – 2/15
- Toddler Story Time – 2/19, 2/26 & 3/5
- Reptiles at the Library: Presented by The Reptarium – 2/19
- Book Buddies Book Club – 2/20
- 1000 Books Before Kindergarten Party (1 Graduate!) – 2/22
- Read to the Dogs – 2/24
- Make & Mingle: Color Your World – 2/25
- Story Time with Modern Dentistry of Royal Oak – 2/26
- City Shapes with the Sloan Museum (2 sessions) – 3/4
- ROMS Half-Day Matinee – 3/6
- Peppa Pig Party – 3/8
- March Gold Coin Scavenger Hunt

### **Outreach**

- 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 Addams and Upton so far.
- Becca and Mac attended the Dav Pilkey event at Royal Oak Music Theatre on Monday, February 17<sup>th</sup>.
- Becca, Keri and Mac hosted a table at the Community Resource Fair at the Farmers Market on Thursday, February 27<sup>th</sup>. They issued library cards, made buttons, and connected with the community about library programs, resources, and services.
- Becca continues to attend monthly meetings to plan Family Pride and the 2025 version of the local library passport.
- Tracy has finalized the Royal Oak Schools Art Show plans. Art teachers will be here Thursday, March 20<sup>th</sup> to display art throughout the library. The Opening Party is Saturday, March 22<sup>nd</sup> from 2 – 5:30 pm. The student art will be on display until Friday, April 25<sup>th</sup>.

### **Professional Development**

- Emily completed Ryan Dowd's training sessions, "Jerks with Homes: How to Deal with Members of the Public Who are Being Jerks About Homeless Folks" and "Autism: A Conversation with Carly Danesh-Jones."
- Jennifer attended the webinar "Disney Publishing 2025 Preview" presented by Booklist.
- Tracy, Barb, Becca and I completed the city required "KnowBe4 Security Awareness Training".

### **Staff News**

- **Volunteers**
  - We have 4 weekly volunteers with 12 weekly hours.
  - Volunteers completed 12 shifts for a total of 30 hours.