

Board Subcommittees

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

Strategic Plan - Actions and Results

- Short Term Goal 2- Employ and retain happy, welcoming staff and provide for their ongoing professional development.
 - Staff training focused on CIP project updates.
 - Our next training session was canceled due to many people being out sick.
- Short Term Goal 4- Capture community's attention and effectively communicate our available resources, programming, and services.
 - Royal Oak City Lifestyle is giving us 2 free months of advertising this spring and is considering us to be one of their founding partners. Look for us in the May issue!
 - Metro Detroit Parent interviewed me and Megan about the Library of Things: <https://www.metroparent.com/sponsored-content/library-of-things-metro-detroit/>
 - 4/8 Fox 2 Detroit interviewed me about the IMLS cuts; this was followed up by an interview with the Associated Press, although I have not seen an article yet.
 - For me, Trevor is a lifesaver! He has taken on social media posting. I really appreciate it!
- 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 loading dock repairs began on Monday 4/7/25.
 - Resurget Engineering is visiting 1-2 times a week to ensure RAM is on track and to answer any questions. They also provide a weekly report.
 - 4/16 –They are also started the tuckpointing on the stone wall today.
 - 4/17 They poured the concrete for the slab and the stairs.
 - 4/15: Met with the roofing contractor. They have some prep work to do, but we are estimating 4/28 for a potential start date.
- Long Term Goal 2- Invest in and make accessible innovative technologies.
 - Security camera upgrade: met with the contractor on 4/8. Project began Monday 4/14. Most of the work is completed while we are closed to the public.
 - We are preparing a move from a server-based environment to SharePoint. Each department is reviewing documents, cleaning up folders, and preparing a move.
- Long Term Goal 4- Ensure best practices in library governance, management, and curation in all areas of the library.
 - We are moving from our original collection of materials at Woodward Corner Market to new bestsellers. That is what is checking out the best.

Statistics

- Circulation looks great. We are ahead in every category. eMaterials have increased with PressReader, along with more robust usage overall.
- Database use continues to drop.
- Computer lab use is down but wireless use is up. Reflects the modern transition of society to personal devices.
- The app is doing very well.
- Programs are on track to be the same as last year.
- Our volunteer stats are down, but we did take a pause on accepting teen volunteers for about 6 months.
- Woodward Corner Market has not had the usage I hoped for. However, we recently added some bestsellers to the machine and it is getting more usage.

Facility

- One of the staff noticed that they could see water in the floor drains. Thankfully they saw it because the pipes on Troy Street were backed up. The city will now clear those out annually.
- The City has put out an RFP for janitorial services. Potential bidders toured the buildings on April 3-4. We will take part in the selection process.

Outreach

- We worked with TLN and Gleaners on our food drive, which ended on 4/11.
 - We collected food but, at various times, members of the public took some of the food. Our thought is that if people need food, at least it is getting into the right hands.
 - We collected 2 large boxes of food and \$934 online.

Professional Development

- 3/20/25 MLA Advocacy Hour - Libraries and Immigration - Policy and Rights. Learned about the various immigration statuses, divisions of law enforcement, the difference between a judicial and an administrative warrant, and how libraries function in this environment.
- 3/27 American Library Association Town Hall with an update on IMLS
- 4/17 Michigan Library Association Advocacy Day training.
 - Advocacy Day is on 4/30.
 - I am leading group that will be meeting with Mallory McMorrow's staff. I am also meeting with a group with Representative Natalie Price.
- **Post-Pandemic Library Director Cohort (PPLD)**
 - March wrapped up the year of my participation in the year-long PPLD, sponsored by the Library of Michigan, the University of Michigan School of Library and Information Science, and which included funding from the Institute of Museum and Library Services (IMLS)
 - Each participant needed to present at either an online conference or in-person at the "Strong Connections, Strong Libraries" Conference in Lansing on 3/21/25.

- I presented as part of a panel of “Partnership Case Studies” with two other directors.
- I attended the following sessions:
 - Opening plenary panel – Balancing library values with community
 - Empowering staff, building capacity
 - Marketing and Publicity
 - I left with new ideas and a greater connection to my colleagues in the state.
 - Overall, the year-long learning experience was a positive one.

Collections

- For the first 8 months of this fiscal year, our average monthly hoopla costs were \$8,740. For March, it was reduced to \$6,155, which is a 29% drop in cost.
 - Our hoopla representative is interested in seeing how our strategy for FY 2024/26 works, which is spending more on purchasing the popular titles so we don’t have to pay for the higher instant borrowing costs.

Staff

- Stephanie, our Administrative Assistant, visits Woodward Corner Market weekly and swaps out items in the collection and makes sure it is looking good and that items in the cabinet do not belong to other libraries. Her efforts are appreciated!
- Ed is working on our SharePoint site. He is also purchasing a more powerful computer for the adobe workstation in the Makerspace.

Patron Feedback

- From Becca: Vicki B., who is a regular both on her own and with her kids, stopped me in the parking lot to pass along her compliments about the improvements to the silent study room. She said it’s way more comfortable (she had done a comment card about no comfortable seating in the past) and that’s it’s nice to get work done in the presence of others without actually being disturbed by them. I told her I’d give her compliments to the chef.
- I have been contacted by multiple patrons about the cuts to IMLS funding, asking what they can do and how it will affect us.
- Via online form: How is it acceptable to allow the homeless to bring their stinky shopping carts into the library.
 - Reply: Thank you for reaching out about this issue. We do allow our unhoused population to bring their belongings into the library; we do not appreciate carts being abandoned outdoors without knowing whose they are. We would rather people keep their belongings with them so we can identify who owns them. Abandoning carts outside became an ongoing issue, with carts being stored outdoors for long periods of time.

With that being said, we allow others to bring their items into the library – parents with strollers or wagons, people with suitcases, etc. If there is an odor, please report it to the

staff and we will talk to the individual about it; odor is a nuisance and we do ask people to leave because of it.

Thank you again for checking in on this issue.

Security Issues/Suspensions

- March 2025
 - # of incidents: 7
 - # of trespassed patrons: 2
 - Threatening staff, drunk

ACCESS SERVICES MONTHLY REPORT

March and April 2025

Strategic Plan - Actions and Results

- Long Term Goal 1- Continuously upgrade and maintain the physical space and functionality of the library to meet the evolving needs of the community
 - Access Services staff have been working on clearing years' worth of clutter around the Circulation Desk and in the workroom, reorganizing necessary supplies for greater efficiency and safety. While all team members have participated in these efforts, Olivia, Keri, and Heather have spearheaded this work. Our workspaces are more pleasant and more conducive to shared spaces!
 - Keri and Mac put their energetic tendencies to work to assist the Adult Services department with weeding, reorganizing, and moving materials from several of their collections. They tackled thousands of extra items and sped up the project considerably.
- Long Term Goal 4- Ensure best practices in library governance, management, and curation in all areas of the library
 - During my medical leave, Diane and Olivia stepped up and set up our new safe, as well as established new procedures for cash handling. Ben worked on creating some new procedures and tracking documents for ongoing collection maintenance efforts. Keri began handling the coordination of adult volunteer applications.

Outreach

- Todd accompanied librarian Andrew to an Outreach event at Waltonwoods, creating new card accounts to help Andrew facilitate a new book club initiative there.
- Ben accompanied librarian Becca to the first Food Truck Rally of the season.

Staff News

- I want to express my profound gratitude to the entire Access Services Team for their extra efforts and exemplary teamwork during my recent medical leave. Knowing that the department was in their exceptionally capable hands enabled me to focus on my recovery. They really are the best!

ADULT DEPARTMENT REPORT

April 2025

Strategic Plan - Actions and Results

- Short Term Goal 3- Continually maintain and enhance our physical and digital collections
 - Megan has added a tire changing kit, snare drum, a cordless drill, children's cash register to promote math skills, and a set of children's musical instruments to our Library of Things Collection.
 - Megan has also continued to grow our Video Game collection; we now have about 69 games.
 - Donna continues to work on updating and weeding the large non-fiction collection.

- Short Term Goal 4- Capture community's attention and effectively communicate our available resources, programming, and services
 - We have been actively informing our residents about the impacts of IMLS funding here in Michigan, including state-wide resources that we use right here in Royal Oak. Our proactive approach has been incredibly valuable – we have received many questions over the past few weeks, and because of the information provided by Sandy to staff and residents, we are well-versed and providing clear messaging. Many residents have told us they have reached out to their representatives in Congress to share their views.

- Long Term Goal 1- Continuously upgrade and maintain the physical space and functionality of the library to meet the evolving needs of the community
 - Wayfinding signage for every collection on the ground floor has been updated to reflect current locations and printed with a consistent style. We intentionally increased the font to make the labels clearer from farther away.

Programs & Services

- We've partnered with Vibe Credit Union to host two events: Preventing Elder Financial Abuse, which will take place in May, and another in June focused on Protecting your Identity Online.
- Andrew's Poem Contest had many great submissions, and the winners will be announced at our Poetry Reading and Open Mic event on April 16. His monthly Poetry Workshop is also growing and has very active poets and writers in attendance.
- We had great attendance for our event with author and retired Judge Rosen, who recently published a book about the Detroit bankruptcy, *The Grand Bargain*.
- Donna hosted another popular cooking event, this time focusing on using healthy oils.
- Our Seed Library is also keeping Donna, Keri, and Mac busy separating and packing seeds – we are trying to keep up with demand! Donna has also been purchasing new bottles and vases for the propagation station, as sometimes our glassware is taken with the cuttings.

Outreach

- Senior Center Technology Assistance Class: Megan and Trevor visited the Senior Center on March 26 and were busy with seniors for over an hour helping with technology and device issues. Andrew and Megan are next visiting on April 23 to focus on our eResources.
- Vibe Credit Union has generously committed to a \$1,000 Summer Reading Program sponsorship, which will be divided between the Youth and Adult Departments. We appreciate Vibe's support!
- In March, Gabby delivered 45 items to 22 of our Home Delivery patrons.
- The Adult SRP team will soon be reaching out to local businesses to ask if they want to participate in our 2025 SRP "scavenger hunt" around the city. An SRP message to businesses in the DDA is also being planned.

Professional Development

- Staff continue to complete the KnowBe4 safety training.
- Megan and Trevor are planning visit to Auburn Hills Public Library to tour their Library of Things collection and learn from their presentation and storage methods.

Staff News

- Megan, our Library of Things coordinator, was recently featured in a story by MetroParent. The article highlighted our growing collection of items and their popularity. Megan does an excellent job of managing this collection and responding to the needs of our residents.

Patron Feedback

- Reservations for the Makerspace and DIAL equipment have continued to increase, particularly our PC with the suite of Adobe software, and our digitization equipment.
- We've had great feedback from the new book club at Royal Oak Manor. Megan is delivering more books as the new club grows.
- A patron let Gabby know how helpful Ivoire was to them in the computer lab!
- Patrons continue to be very supportive of the library via our social media accounts and were so pleased to see Sandy interviewed by Fox 2!

YOUTH SERVICES MONTHLY REPORT

March – April 2025

Strategic Plan - Actions and Results

- Short Term Goal 2- Employ and retain happy, welcoming staff and provide for their ongoing professional development.
 - Our new part-time youth librarian, Erin Kelly, completed TLN's SAS CARL Basic Reports Training, hosted her first program, and is busy developing programs for tweens and teens this summer.
 - Becca continues to attend the TLN Youth and Teen Services Committee meetings and updates the rest of the team at our department meetings. The last meeting she

attended was hosted by Huntington Woods Public Library. We will be hosting the May meetings on Friday, May 9.

- **Short Term Goal 3- Continually maintain and enhance our physical and digital collections.**
 - We added Holi to our Juvenile Holiday Collection. We pulled items from our nonfiction and catchall holiday collection to create it.
 - We also created a nonfiction section in our Beginner Reader collection. Patrons have been asking for a designated area for early reader nonfiction materials, and we will continue to build this collection to meet their needs.
 - Emily is working on RFID tagging our vinyl collection. This collection continues to be popular with our patrons. She receives quite a few purchase suggestions and fills those requests when possible.
 - We weeded and inventoried our J Magazine collection and also finished the J500s inventory.
 - We finished weeding the J Series collection and are continuing to weed J600s and YA Fiction.
- **Short Term Goal 4- Capture community's attention and effectively communicate our available resources, programming, and services.**
 - We sent our digital newsletter for April, released our April youth program flyer, and sent the flyer via Peachjar to Royal Oak School families. We are currently working on our digital newsletter for May.
 - Tracy's collaboration with the Royal Oak Schools Art Department was once again tremendously successful. We had 817 people in the building from 2 – 5:30 pm during the Opening Party. The show organized by Tracy, Alesha Beistline, and Nancy Sly features over 200 pieces created by students from all of Royal Oak Schools. The art on display was created by students in kindergarten through the 12th grade. The art show will close Friday, April 25.
 - We've finished scheduling all of our summer events and almost all of our June events have been published on our event calendar. We are currently working on publishing the July events.
 - Emily and Becca are continuing to fine-tune our four summer reading challenges in Beanstack and Jennifer has been busy working with local businesses to collect food and activity vouchers for some of our summer reading prizes.
 - Jennifer started to use Microsoft Forms to survey her Baby Size participants in order to find out what our patrons are looking for. She's received a lot of positive feedback about her program.
- **Long Term Goal 2- Invest in and make accessible innovative technologies.**
 - The team is working on cleaning up their files on the H drive to prepare for the transition to SharePoint and OneDrive for file storage and sharing.

Programs

- March Gold Coin Scavenger Hunt
- Family Story Time – 3/11, 3/18, 3/25 & 4/1
- Toddler Special: Yoga with Alice – 3/12
- Pasta Story Time – 3/12
- Baby Size Special: Pilates & Play with Megan – 3/13
- March Madness with Noodles & Company – 3/13
- Minecraft Block Party – 3/18
- Toddler Story Time – 3/19, 3/26 & 4/2
- Baby Size Story Time – 3/20, 3/27 & 4/3
- Family Lego Time – 3/20
- Art Show Opening – 3/22
- Read to the Dogs – 3/24
- Make & Mingle: Needlepoint Earrings – 3/25
- Kids Yoga with Juliana – 3/26
- Middle School Graphic Novel Book Club – 3/27
- Bringing History to Life: The Hamer Family’s Journey – 3/29
- Ms. Rachel Party – 4/3
- April Book Bunnies Scavenger Hunt

Outreach

- Becca continues to attend monthly meetings to plan Family Pride. They will begin meeting weekly at the end of April. She is also meeting monthly to plan the second edition of the local library passport with colleagues at TLN, Ferndale Area District Library, and Madison Heights Public Library.
- School book bin delivery has been busy. Jennifer made multiple deliveries to St. Mary’s, Upton, and Addams.
- We hosted two elementary class visits for March is Reading month. Mrs. Danford and Mrs. Devin brought their ASD classes from Addams on Friday, March 14 and Mrs. Fitzpatrick brought her developmental kindergarten class on Friday, March 21. We issued library cards, gave them a tour, and hosted a story time introducing them to all the library has to offer.
- Becca and Erin connected with ROMS students on Wednesday, March 26 during their lunch breaks. They surveyed the students, made buttons with them, and shared information about new book releases and upcoming library events.
- Becca and Barb will be attending Keller Elementary’s International Food and Fun festival on Friday, May 2 from 6:30 – 8:30 pm.

Professional Development

- Emily completed the following webinars: “Kicked Out: How to Safely Ask People to Leave Your Building”, “Ornerly Teenagers” from Library of Michigan’s Niche Academy, and Booklist’s “Magnificent Middle Grade” and “Summer Scares Middle Grade”.

- Jennifer attended two webinars presented by Booklist: "DK's Summer 2025 School & Library Preview" and "Random House Children's Books 2025 Summer Preview".
- Emily, Erin, and Jennifer completed the city required "KnowBe4 Security Awareness Training".

Staff News

- **Volunteers**
 - We have 2 new volunteers, and our 5 weekly volunteers are here 14 hours a week.
 - Volunteers completed 26 shifts for a total of 52.5 hours.
 - We received 3 new volunteer applications and are working to schedule their orientations.