

DIRECTOR MONTHLY REPORT

June 2024

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

I met with Amanda Standerfer with Fast Forward Libraries on June 17.

- ✓ We reviewed a tentative timeline for the project.
 - ✓ We discussed the make-up of the planning team and their charge.
 - ✓ I scheduled a time with our community needs assessment consultant Cindy Fesemyer for July 7 to discuss the process.
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- Short Term Goal 2- Employ and retain happy, welcoming staff and provide for their ongoing professional development.
 - June trainings: Summer reading program and the Libby move from MCLS to Download Destination
 - Short Term Goal 3- Continually maintain and enhance our physical and digital collections
 - We have been prepping for moving Libby from MCLS to Download Destination
 - The Friends paid \$17,000 so we could purchase items on hold for our patrons when we make the move
 - Short Term Goal 4- Capture community's attention and effectively communicate our available resources, programming, and services.
 - We will begin our official advertising with City Lifestyle in August.
 - Long Term Goal 1- Continuously upgrade and maintain the physical space and functionality of the library to meet the evolving needs of the community.
 - An old chair broke. I purchased some from Amazon to replace them.
 - The roof is finished. It has been inspected and they have a few items on the punch list to take care of, which should be done soon.
 - We are waiting for the railings for the loading dock.
 - Our security cameras are installed and operating. They will remove all of the old ones when we are closed on June 19, and we will do a walkthrough on June 23.
 - We have improved quality and increased views.
 - Long Term Goal 2- Invest in and make accessible innovative technologies.
 - The addition of the new projector in the small conference room was needed more than we knew. It is consistently used, and patrons find it easy to use as well.
 - Long Term Goal 3- Secure stable funding
 - Met with Senator McMorrow's legislative director to discuss IMLS funding

- Long Term Goal 4- Ensure best practices in library governance, management, and curation in all areas of the library.
 - Staff have done a great job of expending their collection funds.

Statistics

- The numbers for the year look great. We are up and down in a few areas, but I feel confident about our continued service to the public.
 - Visits: we have exceeded the YTD number from last year
 - Circulation: we have exceeded YTD in all areas
 - Database use continues to drop. Next year we will do a thorough review, once we know what is happening with the MeL databases.
 - Public PC use continues to go down while wireless logins go up.

City

- I assisted with the interviews for the new sustainability manager.
- I attended the City Commission meeting on June 9, when the budget was passed.

Professional Development

- I attended the TLN Annual meeting and picnic. We had a presentation from Ferndale on their move away from using the Dewey Decimal system in youth non-fiction.

Patron Feedback

- A patron was unhappy with two adult, LGBTQ+ graphic novels her 17-year old son checked out. She has a great, open relationship with him, but thought these books were inappropriate for the library. We had a great discussion about them. She hasn't officially challenged them, and may not.
- Many patrons are concerned about the move from MCLS to Download Destination. We are answering their questions. Adult Services is planning an event on July 1st to help people who need it.

Security Issues/Suspensions

- May 2025: 5 incidents. One man was suspended for being drunk, passed out on the floor in the restroom, and then not cooperating with police.
- On June 16, we had three teens witness a disturbing interaction between the unhoused patrons on the terrace and other teens; they filmed it, and we also captured it on our cameras. A woman chased a young teen who was on his bike and then threatened to hit him and another teen with a belt. When she asked for a belt, one of the other unhoused people took his belt off and handed it to her. We immediately called the police and had all four of the unhoused individuals trespassed from the property. They will be arrested if they return.
 - They have subsequently moved into Centennial Commons near Henry Ford.

ACCESS SERVICES MONTHLY REPORT

May and June 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
 - Cross-training the five full-time staff on most behind the scenes Access Services tasks is progressing well, with periodicals handling being the next task to address.
- Short Term Goal 4- Capture community's attention and effectively communicate our available resources, programming, and services
 - We had extra staff scheduled for the Summer Reading Kickoff, to assist with creating new card accounts and crowd management. It was an exciting, fast-paced afternoon!
 - Circulation aides will be scheduled at the Youth Desk this summer during some of the SRP programs to assist with recording reading hours and other activities.
 - We have started brainstorming ideas for Library Card Sign Up Month in September, with the goal of making it a more visible initiative and conducting several outreach card sign-up events.

Outreach

- Todd, Keri, and Yaz joined several Youth and Adult Services staff at the Family Pride event at the Farmers Market. Keri reported that they helped dozens of people with their library card questions!

Professional Development

- Keri and Todd attended TLN's CARL Reports training, so all five full-time Access Services staff have completed that training. Additionally, Todd attended the CARL Item Maintenance training, which he will use when he begins cataloging new items for our Vinyl collection in July.

ADULT DEPARTMENT MONTHLY REPORT

June 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
 - Megan has been adding many interesting items to our Library of Things, including an additional Sensory Kit, Toniebox Kit, children's puzzles and puppets to help discuss feelings and emotions, a Radon Detector, a Leather Punch, and replaced our old camp chairs with new lightweight models that are more compact when stored.
 - Gillian is weeding the fiction collection.
 - Megan is also updating our popular book club kits with new titles!

- Short Term Goal 4- Capture community's attention and effectively communicate our available resources, programming, and services
 - Leah and Trevor were interviewed by the *Royal Oak Review* to talk about Summer Reading Program – check out the article published June 16!
- 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 have made some additional shelf space to expand the book club collection. They are popular and spreading them out will allow for easier browsing.
- Long Term Goal 4- Ensure best practices in library governance, management, and curation in all areas of the library.
 - With the approach of the new fiscal year and upcoming staffing changes we have been evaluating the division of department responsibilities and have coordinated ordering procedures and timelines. We have made some changes which will ensure better intra-department budget tracking and providing some new opportunities for staff looking to diversify their responsibilities. We will also be focusing on the library's historical collection and local history room, including honing our scope and updating the room's procedures starting in July.

Programs

- Summer Reading Program Kickoff Party was a resounding success! We had upwards of 700 attendees and registered 150 adults during the two-hour event; over 360 adults have registered during the first seven days of the program! I am very proud of the adult department staff for creating what I believe is the best Summer Reading program for adults that we've hosted at ROPL in a long time.
- Andrew's poetry workshops each month continue to be popular; he will continue to offer creative writing opportunities for patrons, with some new events planned for summer and fall.
- Gabby delivered 62 items in May to 18 patrons in our Home Delivery Program.
- Our Summer programs and activities are already proving popular! Our first set of 100 Take & May kits lasted 5 days; Megan's VHS conversion class filled completely, as did Gabby's upcycling fashion class later in June.
- Our Smartphone Photography class on June 3 was also very popular!
- The Makerspace continues to be well-used, with 19 reservations in May. Megan will be increasing the promotion of this space and our available equipment.
- We enjoyed hosting Dane Baker in late May, who shared his experience running and finishing the Iditarod earlier this year! We appreciate him making time for us during his visit to Michigan.

Outreach

- We did a lot of outreach to local businesses leading up to Summer Reading Program. Every business we asked to participate in our SRP scavenger hunt for adults said yes, and the window clings are installed around town and ready to be found! We also had generous donations from

local businesses that are included as SRP prizes, in addition to our Grand Prize, which was provided by Vibe Credit Union.

- Andrew & Gillian visited the Senior Center on May 28 to lead a Technology Assistance session. These classes allow for very personalized service for residents, which they appreciate! We are repeating this class in June.
- Family Pride at the Farmer's Market was a big success. Kudos to Becca for leading this city-wide event; members of each department were represented that evening at our table.

Professional Development

- Gillian has attended two Booklist webinars focusing on graphic novels and new youth titles.

Patron Feedback

- We have had several patrons express their gratitude to Bray and Ivoire for their superior customer service in the computer lab. Technology is so frustrating for so many, and we are fortunate to have Bray and Ivoire's patience and kindness when assisting patrons with their printing and online tasks.
- I want to also recognize Donna for her continued efforts to maintain an attractive and popular Seed Library and Plant propagation station! Patrons regularly share positive comments in the binder on the seed cabinet, and another patron recently highlighted all the great plant clippings on Instagram.
- Patrons also expressed their thanks for our recent Therapy Dogs event for adults arranged by Gillian and asked when we might have this event again. Adults love these events, too!
- We hosted puppy yoga not long ago, and it was a big hit. We partnered with a puppy rescue and Pawsitive Stretch yoga and patrons were overjoyed with the session, which included 6-8 adorable puppies. It garnered comments like "this was the best part of my week" and "I really needed this."

YOUTH SERVICES MONTHLY REPORT

May – June 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 finished weeding the J600s and J Holiday Collection. We are continuing to weed YA Fiction, J500s, J700s, and Board Books. We also started to weed our picture book collection (JE).
 - Jennifer reorganized our video game cartridge binders by adding alphabet binder dividers. These dividers make finding the games easier.
- **Short Term Goal 4- Capture community's attention and effectively communicate our available resources, programming, and services.**
 - We sent our digital newsletter for June. We are currently working on our digital newsletter and program flyer for July.

- All of our summer events are published on our event calendar, and we're starting to plan our slate of fall programs.
- We published our four summer reading challenges in Beanstack and opened registration on Tuesday, June 10th. We currently have 55 Babies and Toddlers, 143 Read-to-Me, 294 Readers, and 76 Teens registered.
- We decorated the youth area to promote and celebrate the start of summer reading, and the grand prizes are currently on display near the terrace entrance.
- We updated our SRP webpages to share an overview of how each challenge will work and what prizes they will win for participating.
- Jennifer posted summer reading yard signs at the local schools to publicize our challenges and all of the upcoming events.
- Tracy attended the JEDI Ceremony hosted by Royal Oak Schools Diversity, Equity and Inclusion Coordinator, Ashley Phillips, on Tuesday, May 20th. Royal Oak Schools teachers and members of the community received certificates honoring the work they do in support of DEI. Our library and the Youth Services Team were honored at the event, and we received a reward for "Exhibiting Equity, Excellence, and Empowerment in Education".
- Tracy met with the Director of Development and Marketing at Stagecrafters, Sara Carolin, to discuss partnership opportunities. Stagecrafters regularly schedules Family Story Times with us to promote their upcoming youth theatre shows. Their next library performance will be Wednesday, July 9th at 6:30 pm to promote *Beetlejuice Jr.*
- Becca's work on the local library passport project is complete and live. The passport encourages area residents to visit neighboring TLN libraries in Berkley, Clawson, Ferndale, Hazel Park, Huntington Woods, Madison Heights, Oak Park and Royal Oak Township. Patrons who visit 4 out of 9 libraries will earn a Color Our World sticker and patrons who visit all 9 libraries will be entered into a grand prize drawing.
- **Long Term Goal 2- Invest in and make accessible innovative technologies.**
 - Using Beanstack to manage our summer reading challenges makes summer reading easy for our staff and patrons. This is the sixth year we used the reading platform and every year we use it, summer reading becomes more manageable for staff because they've grown comfortable using it and are confident when they introduce it to patrons. It makes tracking reading and activities and awarding prizes simple.

Outreach

- Becca attended weekly Family Pride meeting towards the end of May and into early June. The meetings have increased from the monthly meetings she's been attending since January in preparation for Family Pride on Wednesday, June 11th at the Farmers Market. The C&G News featured an article about the event, and they interviewed Becca. Becca did a great job illustrating the importance of this family-friendly event to our community.
- Jennifer and Keri attended the Food Truck Rally at the Farmers Market on Wednesday, May 14th. They brought crafts, issued library cards, and shared information about the library's programs, resources, and services.

- Jennifer visited over 400 students at Oak Ridge Elementary on Tuesday, May 27th to promote our summer reading challenges and events.
- Becca and Erin attended Royal Oak Middle School's "Safe Summer Lunch" on Thursday, May 29th. They promoted summer reading and networked with other local organizations.

Professional Development

- We attended our all-staff training day, "Everything DISC Workplace" presented by Dion Leadership, and learned about each others' communication styles, priorities, and motivations.
- We completed I.T.'s required cybersecurity awareness training from KnowBe4, "2025 Danger Zone".
- Emily completed Niche Academy's Mental Illness Part 1 Webinar and watched Booklist's webinar, "2025 Fall Youth Preview".

Staff News

- **Volunteers**
 - We have 6 weekly volunteers who are here 14 hours a week.
 - Volunteers completed 23 shifts for a total of 48 hours.
 - Our volunteers have been busy creating our weekly take & make craft kits. We're providing 150 kits each week for six weeks.