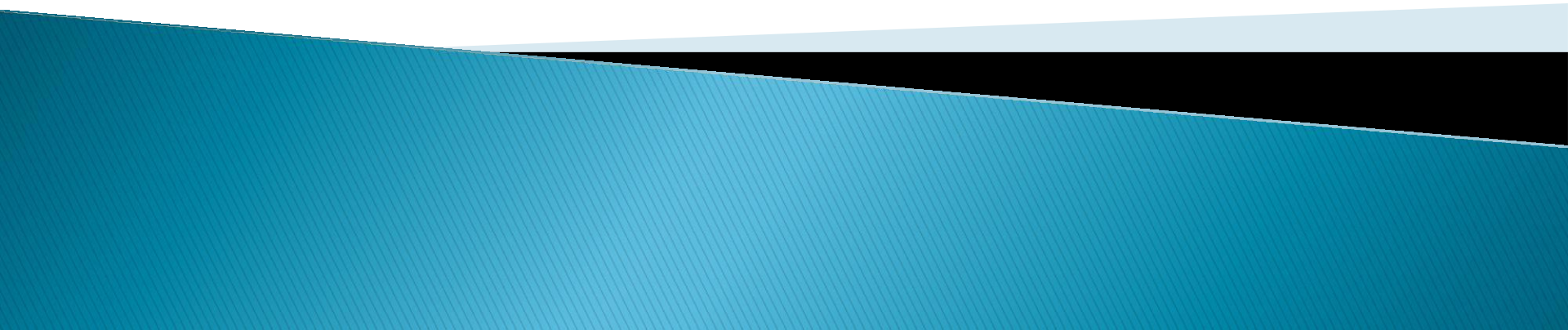


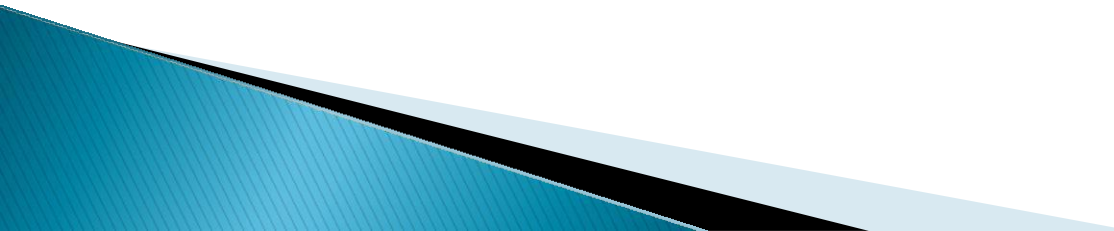
# Romulus Public Library

A Timeline to Success


2011–2013



# March 2011: Tough Times

- After two millages to support the library (together with city recreation services and public safety) failed to get voter approval, Mayor Alan Lambert regretfully declared his intent to close the library within 60 days.
  - In his communications, the Mayor also asked for suggestions and recommendations for solutions and alternatives to the budget issue.
  - The Wayne County Library System was notified of the Library's intent to withdraw from their system effective May 1.
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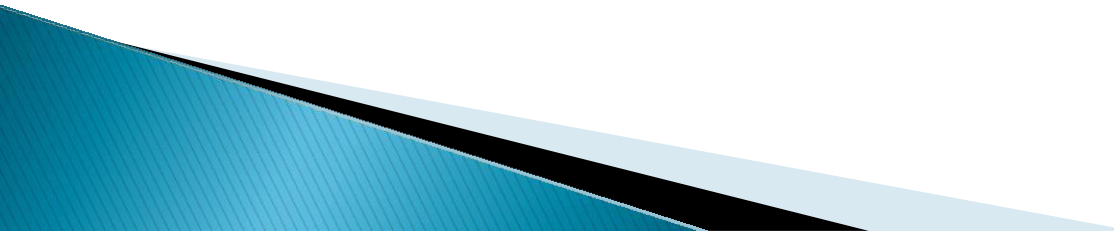
# Early April 2011: Friends Rally

- Friends of the Library and other library supporters joined forces to ensure that the library would remain open.
  - After extensive research, they put together a proposal asking for the establishment of a municipal library.
  - Friends Chairman, Sylvia Makowski presented the proposal to the Mayor and City Council.
  - The proposal included cost effective operations and ways to ensure local control.
  - Citizen support of the library was incredibly strong.
  - One twelve year old made a huge lawn sign asking the community to save the library.
  - Petition to keep the library open was signed by over 800 people in less than a week.
  - Council members were inundated with phone calls asking that they support the library.
  - Council chambers was packed with library supporters.
- 


## Late April 2011: Council on Board

- Romulus City Council approved the creation of the City of Romulus Municipal Library.
  - Romulus City Council approved the creation of the City of Romulus Municipal Library Board with appointments to be recommended by the Mayor and approved by City Council.
  - Romulus City Council approved the appointments of five members of the community to the Romulus Municipal Library Board with staggered terms, including Sylvia Makowski, Midge Prybyla, Debbie Hoffman, Jim Napiorkowski and William Wadsworth.
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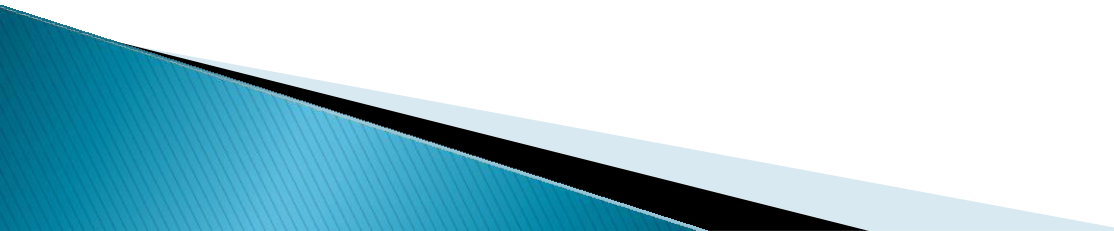
# Early May 2011: Transition Time

- Library Board presented budget and funding requirements to operate the library to the Mayor and City Council.
  - The library withdrew from the Wayne County Library System, for a cost savings of \$60,000/year.
  - In order to transition from the Wayne County system to a municipal library, the library was closed from May 1-15, 2011.
  - During that time, an inventory was completed, employee requirements were established and penal fines were transferred.
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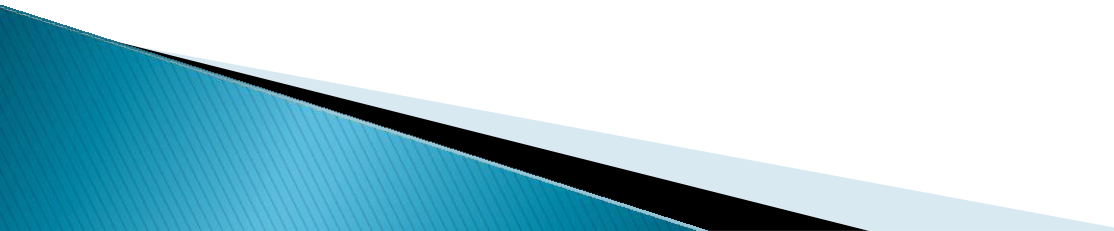
# Mid to Late May 2011: Funding Established, Friends Lend a Hand

- City administrators worked with the Library Board to establish an annual budget of \$150,000.
  - In order to avoid raising taxes to support the library, City Council approved using funds to support the library from a city assistant director position that was vacated and not filled.
  - The library re-opened two days/week as a temporary measure.
  - The Friends of the Library paid staff salaries for two months.
  - The Friends of the Library raised money to pay for items not budgeted.
  - Friends member, Gary Vardy agreed to serve as Volunteer Coordinator. A volunteer himself, Gary created a phone list of people willing to help and prepared monthly work schedules.
  - Friends of the Library began volunteering their time shelving materials and cleaning, while the remaining part time staff assisted patrons.
  - The Friends secured community sponsors to help support the library during this very lean time.
  - Library Director, Shelley Delano retired.
- 

# June 2011: A Strategic Plan

- Library Board developed a detailed strategy, bylaws and a forward plan to present to the Mayor and City Council for review and feedback.
  - Plan based on State of Michigan and TLN membership requirements as well as needs of the community.
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# July 2011: Grand Re-Opening

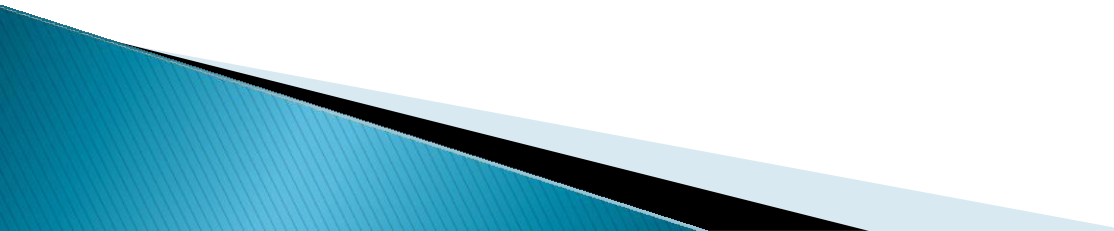
- Library hours expanded to 29 hrs/wk. (four days/week).
  - Grand re-opening celebration held on July 18, 2011 draws large crowd, including many prominent members of the community.
  - Friends member, Jan Conrad agreed to run the Summer Reading Program for youth and teens.
  - Part time interim director, Julia Casey began.
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# August 2011: Director Search Begins

- Library continued to operate with part-time interim director, two part-time staff members and many volunteers.
- Library Board began search for new director.

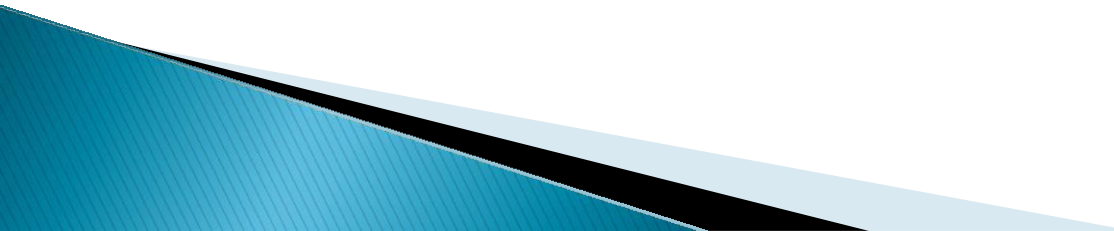
# September 2011: New Director Hired

- New part-time library director, Patty Braden was hired and began on Sept. 18, 2011.
  - Director began work on improving library services, interior environment, collections, programming and cost-saving measures.
  - City Finance Dept. agreed to pay invoices for the library.
  - Acquisitions and invoicing services through TLN were cancelled, saving the library about \$10,000/year.
  - Vendor accounts were set-up.
  - Director began ordering new books after having no new books added for many months.
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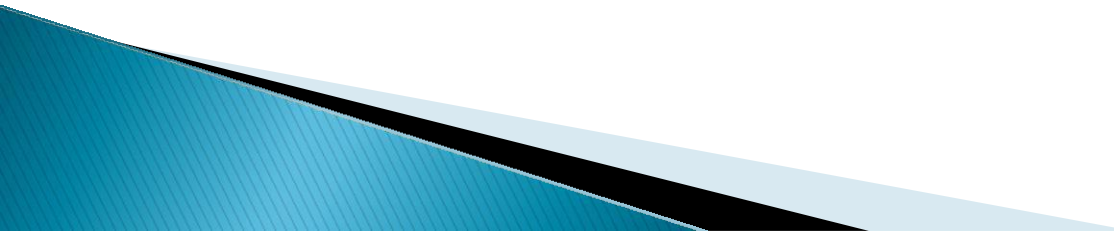
# October/November 2011: Clean-up Begins

- Director began weeding the collection.
  - Director began counting and properly tracking incoming monies for fines and printing and taking to City Treasurer's office regularly.
  - Work began to make the library more functional and compliant with the American Disabilities Act.
  - Old, overgrown plants removed, study tables moved out of aisles, other unused furniture moved or removed.
  - Director began regularly attending TLN cooperative meetings.
  - Staff began removing 2-3 year old magazines housed in staff area, freeing up much needed space.
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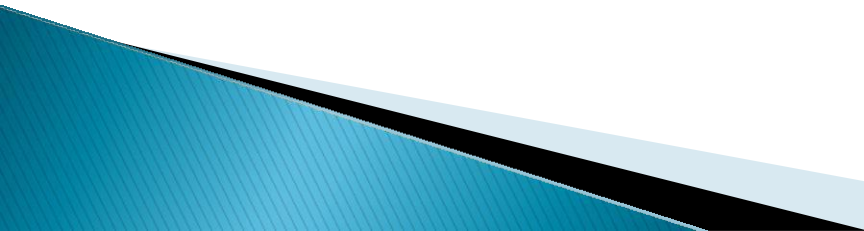
# December 2011: Improvements Abound

- Subscription to TumbleBooks e-books for youth ordered.
  - New DVDs and audio books ordered for first time in many months.
  - Began taking purchase requests from patrons.
  - Reorganization of collections and removal of excess furniture in public areas continues.
  - Director began holding regularly scheduled staff meetings.
  - Five new public computers from BTOP grant installed.
  - Began providing earbuds for sale to patrons.
  - Provided TLN delivery driver entrance to the library so ILL materials are no longer left in outside delivery area. This was also a safety issue, since staff had to lift very heavy totes while holding open the heavy door to get them in the building.
  - Clean-up of staff area continued providing a better working environment for staff.
  - Friends members repaired and cleaned broken puppet theater in youth area.
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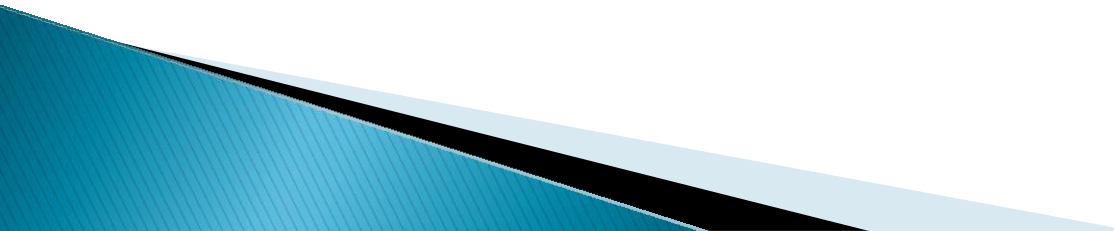
# January 2012: Services Added

- Premier issue of Library Newsletter completed and distributed to community.
  - Staff began work on backlog of materials awaiting processing.
  - Friends purchased two receipt printers for printing date due slips and receipts for fines paid.
  - Online Bill Pay activated, allowing patrons to pay fines and lost item fees using PayPal by credit card.
  - First of three author visits held with record-breaking attendance as part of 2012 Winter Author Series.
  - Friends began discussing possible millage vote for fiscal year 2012-13 to keep the library running.
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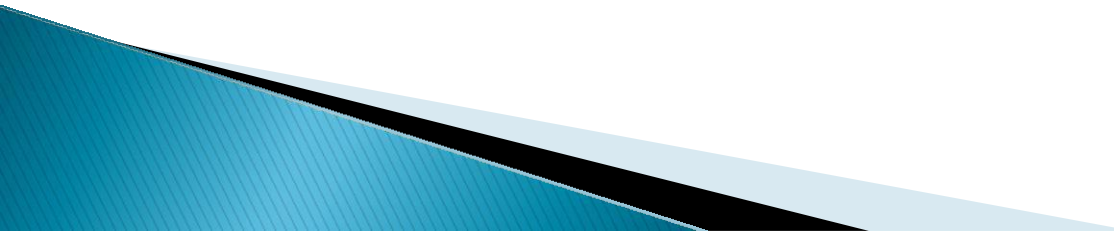
# February 2012: Budget Plans and Improvements Continue

- Library Board, director and city administrators began working on proposed library budget for 2012-13 fiscal year.
  - Decision made to not pursue another millage.
  - Library Board agreed to ask the City Council to levy .3 mils for the library and return the .12 mils that was allocated to the library last year from the vacated city administrator position.
  - Name badges ordered for staff.
  - Wireless printing installed on public machines.
  - Began offering free computer classes taught by one staff member and one volunteer. Savings of about \$1,100 to date.
  - Director continued working with Friends to provide items not in library budget.
  - First of three author visits held for 2012 Spring Authors Series.
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# March 2012: Moving Forward

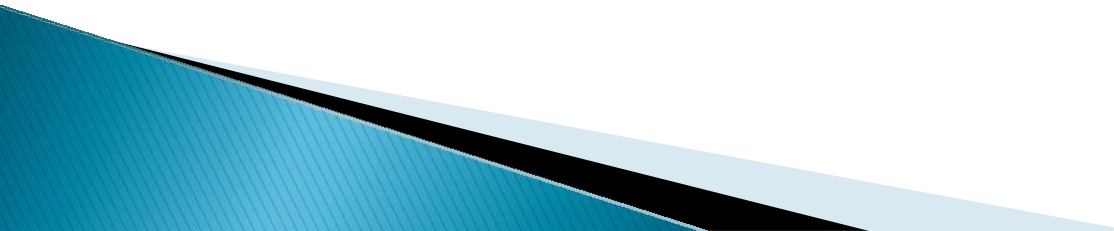
- Working session held with the Mayor and City Council to review a proposed library budget for fiscal year 2012-13.
  - Board president, Sylvia Makowski presented the library's accomplishments during the past nine months, the library's present shortfall in qualifying for State Aid, the desire to build a five-year strategic plan and to qualify for the state's Quality Services Audit Checklist at the Essential Level, and plans for moving forward. They included increasing library hours, properly staffing the library, increasing the materials budget, increasing electronic offerings and programming, and an action plan to address the needs of the community.
  - Director and Library Board president began work on Quality Services Audit Checklist, Essential Level.
  - Director completed job descriptions for all current staff and number of staff to be hired in new fiscal year.
  - Director arranged agreement with Mission Based Books to inventory and sell books that do not sell in book sales on behalf of the Friends.
  - Programming continued with high attendance.
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# April 2012: Money Saving Measures

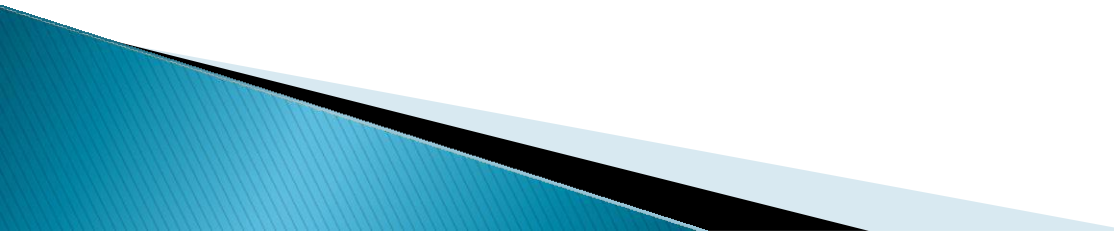
- Two more City Council working sessions were held to discuss the proposed library budget and answer questions the Council and the Mayor might have.
  - Received donation of two free DVD shelving units saving the library \$900.
  - Purchased several items from the vacated Dearborn Snow Branch Library for a cost savings of about \$15,000.
  - University of Michigan library science student, Leah Williams began summer internship at no cost to the library, saving the library about \$4,400.
  - Completed project to clean-up patron records.
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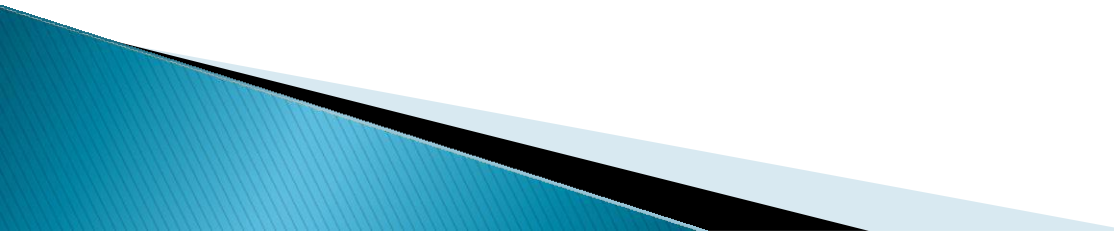
## May 2012: City Council Support

- City Council approved the 2012-13 budget, including .3 mil for the library.
  - Interviews for new library assistants began.
  - Overdrive (e-books), SAM (computer software) and Ancestry.com ordered.
  - Library Intern began work on revamping the library website.
  - Director was guest speaker at the Romulus Rotary Club meeting and received check to support the Summer Reading Program.
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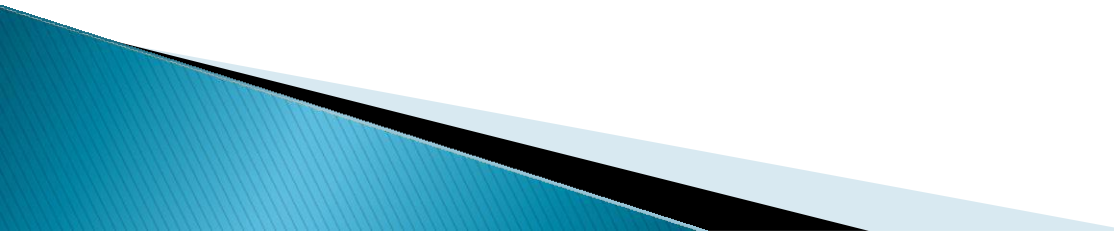
# June 2012: Staff Hired

- Two new part-time library assistants hired.
  - Library Intern completed revamping library website, improving look and feel and providing easier access to information.
  - Library Intern began work on updating information running on cable.
  - Relabeling projects began on picture books, early readers, music CDs and DVDs, improving accessibility for patrons and staff.
  - Changed time frame for notifying patrons about overdue items, shortening time for fines to accumulate and encouraging patrons to return materials on time.
- 


# July 2012: Hours and Services Expand

- Hours of operation expanded from 29 to 35 hours/week.
  - Summer Reading Program run by Friends member, Jan Conrad and Library Intern, Leah Williams.
  - All staff trained in basic book repair techniques.
  - Circulation procedures streamlined to improve consistency and alleviate confusion.
  - A third part-time library assistant was hired.
  - Ancestry.com activated.
  - Overdrive (e-books) activated.
  - OpenDNS software installed on all computers, allowing the library to be CIPA compliant and receive substantial discount on telecommunications costs.
  - Moved the library from T-1 line to fiber optic for telecommunications. Cost savings of over \$5,000/yr.
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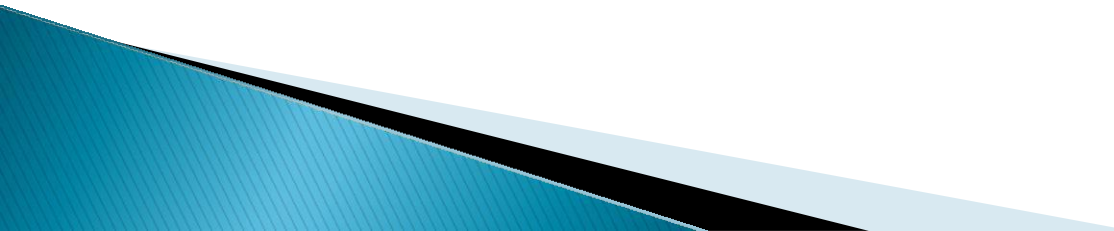
# August 2012: Hours and Services Expand Even More

- Library hours expanded to 45 hours/week.
  - Reciprocal borrowing with Canton Public Library restored.
  - Hired part-time library page.
  - Began interviews for part-time Youth Librarian.
  - Ordered new computer and printer for Youth Librarian.
  - Weeding and updating collection continued.
  - Circulation Policy approved by Library Board.
  - Circulation Policy brochure made available to patrons at the circulation desk.
- 


# September 2012: Library Fully Staffed

- Library hours expanded again to 50 hours/wk.
  - Library open six days/week for the first time in its history.
  - New part-time Youth Librarian, Julie Sebest was hired and began work on Sept. 10, 2012.
  - Youth Librarian began weeding and updating youth collections.
  - A second Library Page was hired.
  - Library fully staffed with nine staff members.
  - Carpet cleaned for first time in many years. Friends paid half of the cost.
  - 2012 Fall Author Series began.
  - Fall youth programming began.
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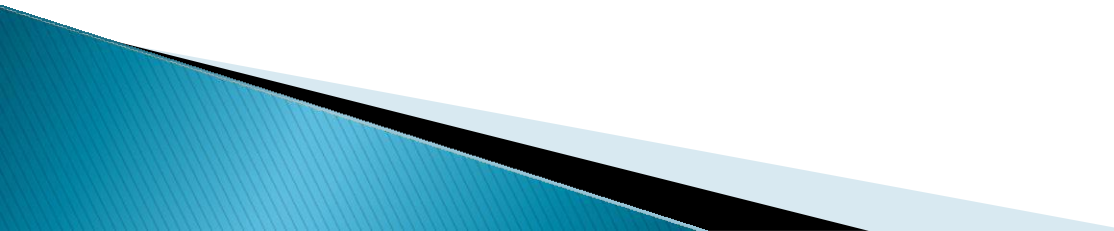
# October 2012: Praise for Success

- Director gave presentation to City Council and received high praise for a job well done.
  - Articles in area newspapers reported library success.
  - Glowing editorial appeared in Romulus Roman newspaper congratulating the library on success.
  - Political cartoon depicting the success of the library appeared in Romulus Roman newspaper.
  - Director gave presentation to Huron Township Board of Trustees.
  - Director and Library Board President continued work on Quality Services Audit Checklist.
  - Director created performance evaluation form for staff.
  - SAM software for public computers installed to track use.
  - Adult and youth programming going strong.
- 

# November 2012: Improvements Continue


- Completed ergonomic improvements at public computer workstations.
  - Director requested and received full inspection of library from Fire Chief ensuring that all procedures for safety are being followed.
  - Received large donation to begin digitizing 40+ years of the Romulus Roman newspaper.
  - Ordered new custom made library cards with photo of library and key tag.
  - Youth Librarian attended Parent Advisory Group at local elementary school.
  - Weeding and shifting collections continued providing better accessibility.
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## December 2012: Repairs and Upgrades

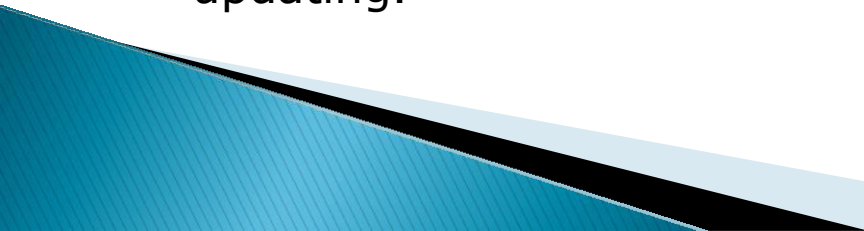
- All inside and outside lighting repaired or replaced.
  - Bike rack sanded and repainted.
  - Purchased one inside and one outside book return from Pinckney Library. Cost savings were about \$3,500.
  - Sidewalk in front of library replaced.
  - Newspaper digitization project underway. News release sent out to solicit additional funds.
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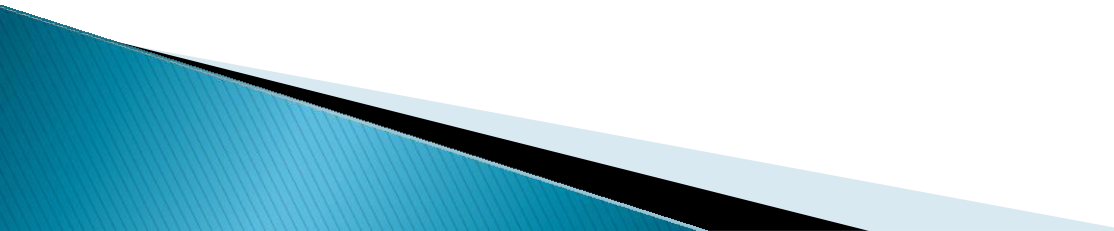
## January 2013: Praise from Mayor

- Library included in Mayor's State of the City Address as success story. Received praise from Mayor and those in attendance for good work.
  - All repairs on fire safety list completed.
  - Contracted with collection agency to recover library materials not returned.
  - Continued to expand collection offerings including adult fiction, audio books, large print, young adult fiction and DVDs.
  - First Adult Winter Reading program began.
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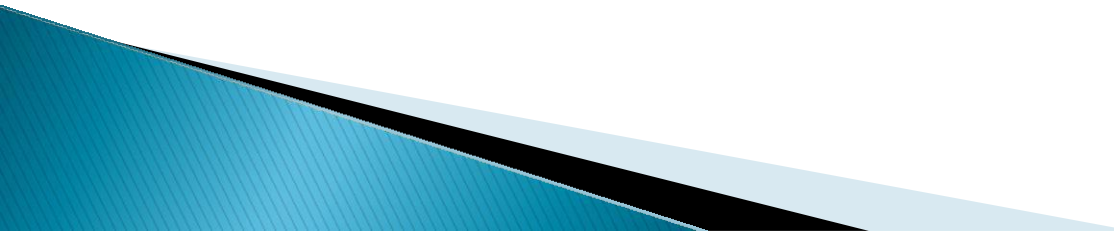
# February 2013: Policies Written

- Collection Development Policy and Meeting Room Policy drafted and approved by Library Board.
  - Internet and Computer Use Policy amended for CIPA compliancy .
  - Donation received from Chamber of Commerce in support of the newspaper digitization project.
  - Director toured other libraries in preparation for staff area renovation project.
  - Director was guest speaker at Chamber of Commerce luncheon. Made contacts with community business people interested in working with the library.
  - 2013 Spring Author Series began.
  - Newly formed Knit, Crochet, Etc. group began meeting.
  - New youth programming held to full house.
  - Adult non-fiction collection continued to receive much needed updating.
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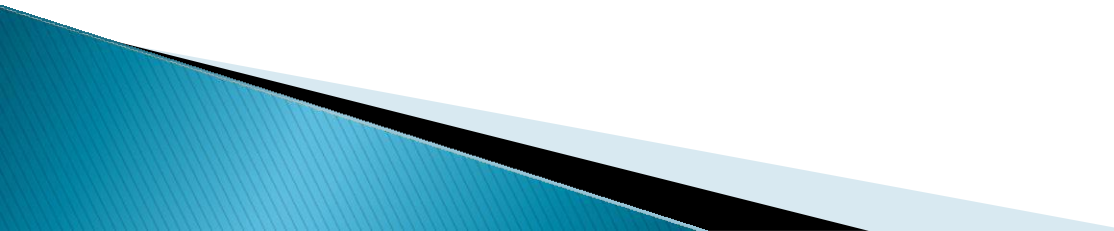
# March 2013: New Ways to Improve

- Locking DVD cases acquired from Pinckney and Novi Libraries. Cost savings of about \$4,800.
  - Lightweight flip-top tables on wheels ordered for library Meeting Room to replace old, heavy tables.
  - Outreach to community continued. Youth Librarian attended Parent Expo at local charter school and director met with local business people about potential programming.
  - Solicited bid from local graphic design company to outsource Library Newsletter to provide a more professional looking product and better exposure.
  - Friends of the Library made presentation to Romulus Rotary. Rotary agreed to assist with setting up/taking down Book Sales.
  - Staff attended Customer Service Workshop to help improve service to patrons.
  - Director gave library tour and met with newly elected Huron Township Supervisor, David Glaab and his assistant, Kathy Beh.
  - Computer inventory taken and five new computers ordered for staff and public.
  - More updates to website made, providing better access to information for patrons.
  - Youth program attendance continued to rise. Began offering two sessions for special programs.
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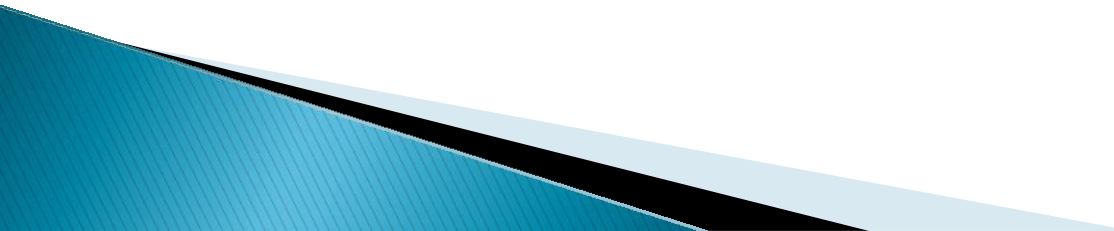
## April 2013: Looking Forward

- Director and staff continue looking for ways to improve the collections, services and facility.
  - Renovation of staff and public spaces planned.
  - New staff space will include an office for the Director, more private work space for Youth Librarian, more efficient use of space and modernization of space.
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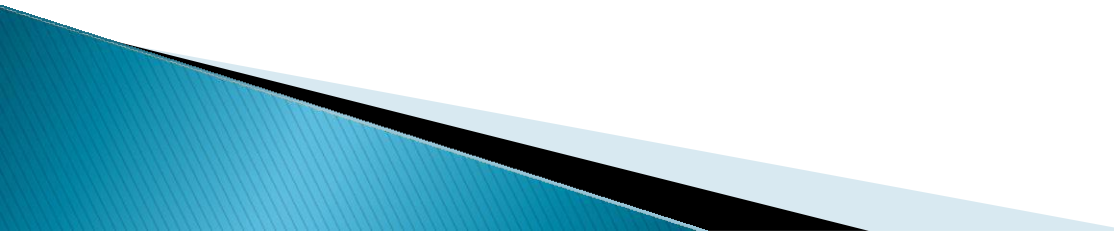
## April 2013 – December 2013

- Completion of telecommunications cabling in staff/public areas.
  - Additional public computer installed and updated three older computers.
  - In November a public copier was acquired.
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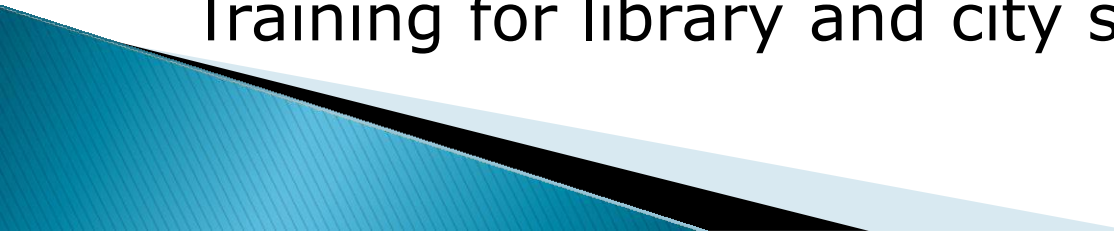
# 2014 Highlights

- Extensive renovation of staff area was completed.
  - Upgraded wireless router installed.
  - First monthly electronic newsletter was published.
  - Detroit Institute of Arts Inside / Out program was hosted by the City of Romulus and the Library.
  - Library received \$6700 in grants.
  - Read boxes installed.
  - Improved several projects to improve patron access to collections.
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# 2015 Highlights

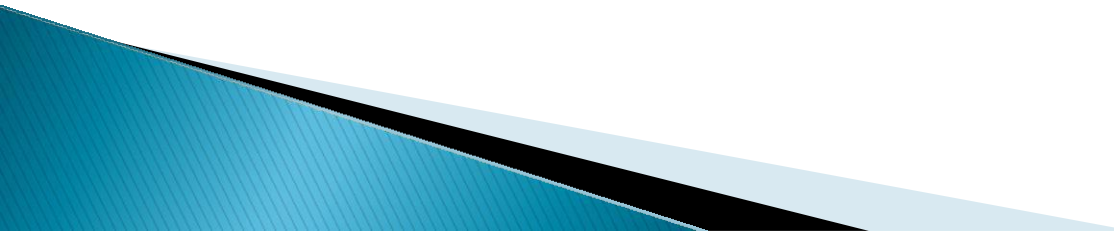
- Created and implemented the 2015-2018 Technology Plan.
  - Launched an Adult Literacy program.
  - Launched the new library website.
  - Established early childhood literacy program.
  - Prepared and presented library Five-Year Plan to City Council.
  - Partnered with Gleaners to collect 183 lbs. of food for Food for Fines program.
  - Provided additional study space for patrons.
  - Began to offer email checkout receipts.
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# 2016 Highlights

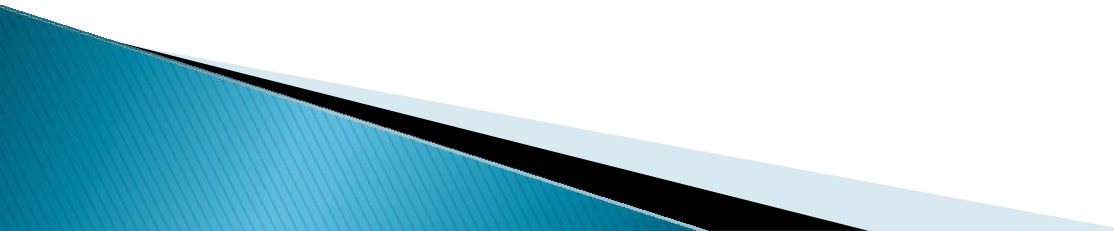
- Expanded library hours by opening at 10 a.m. on Friday.
  - Acquired new color copier.
  - Library connected to city computer system.
  - Improved and updated collections.
  - Provided Black History Month programs.
  - Developed a Seed Library.
  - Established the Romulus Garden Club in partnership with City staff.
  - Established new Teen Anime Club and Lego Club for youth.
  - Hosted CPR and Emergency preparedness Training for library and city staff.
- 




# 2017 Highlights

- Completed Library Safety Plan and received approval from the Fire Chief.
  - Director served as Chair of The Library Network Steering Committee and Membership Committee.
  - Created new computer tutoring brochures for patrons.
  - Completed several major collection weeding / updating projects.
  - Created new grant-funded STEAM Kit Collection.
  - Updated and improved library website with new theme and faster speed.
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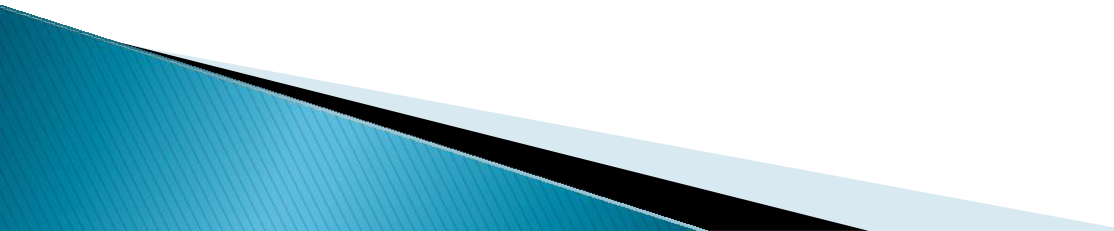
# 2017 Highlights

- Began promoting the library using Facebook Live and Instagram.
  - Introduced new community jigsaw puzzle in adult area for patrons.
  - Replaced library roof.
  - Designated bulletin board in lobby to support local businesses.
  - Library Director elected to serve as President, Greater Romulus Chamber of Commerce.
  - Installed emergency exit signage on back exit door in staff area and east exit doors.
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# 2018 Highlights

- Installed automatic sliding doors at main entrance.
  - Launched Hoopla for downloadable books, audiobooks, movies, and music.
  - Completed library website redesign.
  - Youth Librarian began new assignment as Assistant Director/Youth Services Librarian.
  - Initiated 1,000 Books Before Kindergarten program.
  - Formed a Strategic Planning Committee, held Community Forums, and prepared a community survey to gather input for a three-year strategic plan.
  - Promoted the Library with several articles in local newspapers.
  - Migrated to a new integrated library system.
  - Installed a new fire suppression system.
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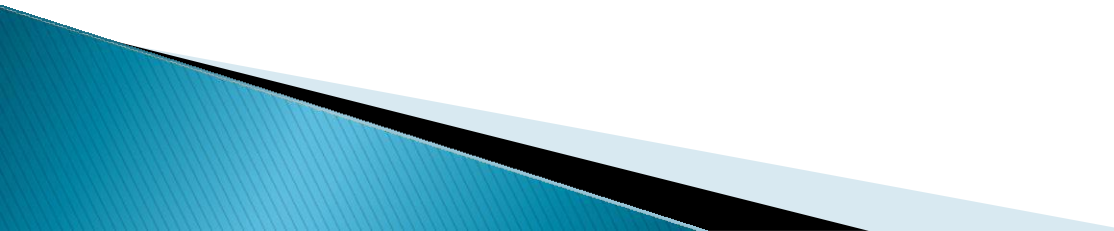
# 2018 Highlights

- Hosted several school tours at the Library and reinstated calendar distribution in all area schools.
  - Installed new outdoor bench in front of the Library.
  - Installed new eco-friendly drinking fountain.
  - Updated and improved Teen Collections, Juvenile Non-Fiction and Fiction Collections, Early Reader Collection, and Adult Non-Fiction Collection.
  - Provided screen reading software on website.
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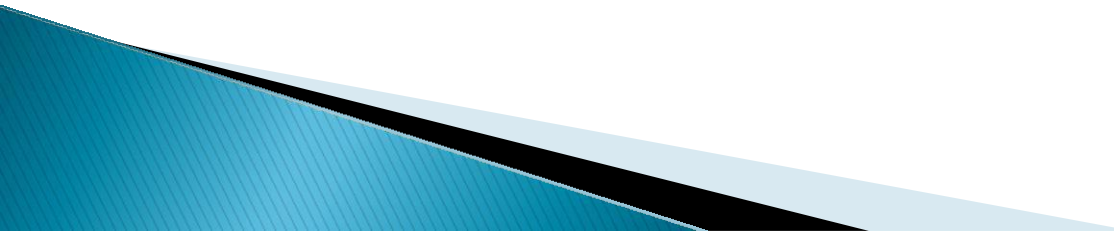
# 2019 Highlights

- Created a new collection of non-circulating oversized children's books.
  - Began accepting donations through the Library website.
  - New parking lot and sidewalk completed.
  - Installed new public printer with color and duplexing options.
  - Increased library hours—now open until 6 p.m. on Fridays and open Saturday before Memorial Day and Saturday before Labor Day.
  - Added history of the Library from 1923—1971 (from Romulus Historical Museum) and 2011—2013 to website.
  - Installed television screen for patrons to view upcoming library events using donated funds.
  - Acquired new artwork with donated funds. The work by local artist, Sharlene Welton is entitled, Dare to Dream.
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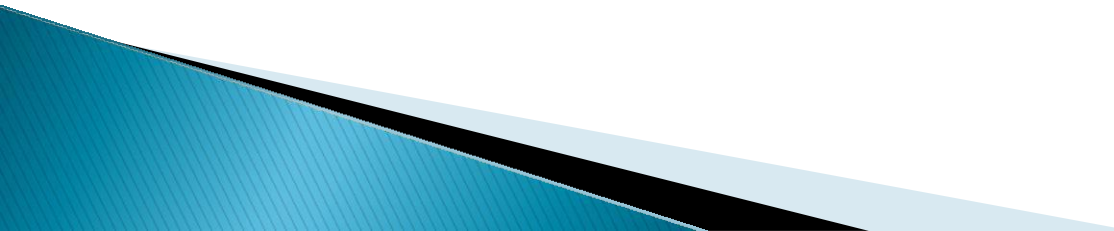
# 2020 Highlights

- Hosted multiple job fairs to support the 2020 U.S. Census.
  - Upgraded all computers to Windows 10 and MS Office 2019
  - Hosted Joe Grimm, author of The Faygo Book.
  - Partnered with leaders from local youth organizations and schools to discuss youth and teen service goals.
  - Reached 130% of 2019 Checkout Challenge goal.
  - Hosted Coffee Hour with State Representative Alex Garza.  
Completed major Adult Collection review and move.
  - Partnered with Five Points Church for Family Movie Night at the Library.
  - Completed 36 of 74 Strategic Plan goals.
- 

# 2020 Highlights


- Engaged a design firm to provide a Space Utilization Plan.
  - Renovated the print magazine area with new shelving and more space.
  - Launched Saturday Tech Time.
  - Launched new Tween Book Club and Teen Book Club.
  - Created Grab and Go Activity Kits for youth and teens available for pickup.
  - Provided training opportunities for staff.
  - Created COVID-19 resources page on Library website.
  - Connected with library leaders state-wide to share information.
  - Provided PPE for staff and patrons.
  - Automatic renewal of library materials began Oct. 1, 2020.
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# 2021 Highlights

- Completed upgrade of magazine area.
  - Added virtual STEAM programs, Homeschooling 101, and Story Time Craft.
  - Completed 56 out of 74 Strategic Plan goals to date.
  - Changed part-time Youth Services Librarian to full-time.
  - Finalized building lease agreement with the City.
  - Completed review and reorganization of all Adult Collections.
  - Selected construction manager and began preparations for library renovation project.
  - Established partnership with Romulus Schools for programming.
  - Completed digitizing over 40 years of local newspapers.
  - Created Head of Adult Services and Outreach position.
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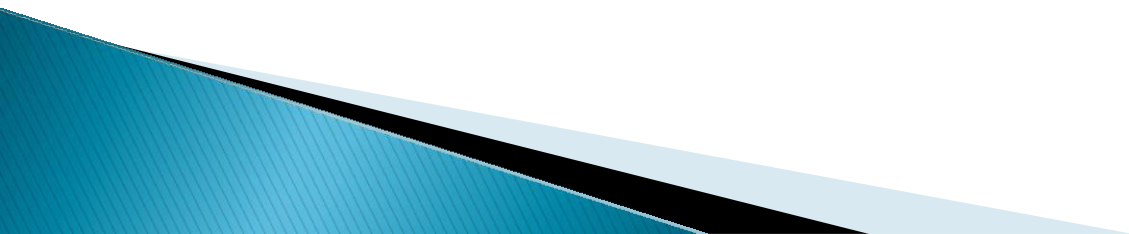


# 2021 Highlights

- Mango Language Learning subscription
  - Kindles and Launchpads for checkout (grant-funded).
  - Mobile hotspots for checkout (grant-funded).
  - Grab and Go Activity Kits for youth, teens and adults.
  - Virtual Story Time Craft via Facebook.
  - Curbside Service for copying and faxing.
  - Online library card registration.
  - Remote computer assistance on all public computers to assist patrons.
  - TumbleBooks and TumbleMath subscription.
  - Youth TV Series Collection.
  - TALK: Text to Learn Kindergarten readiness program.
  - Little Free Pantry (in partnership with Romulus Rotary).
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# 2021 Highlights

- Lastly, the library began a capital improvement project on October 25, 2021. The project will last until February and will see an additional meeting room added. We will also be getting a brand new circulation desk and computer area.



# Summary

- Staff at the Romulus Public Library are continually looking for ways to improve services and collections, utilize available technology and make the library more comfortable and more functional for patrons. Service to the community is our top priority. With that in mind, we have been able to provide the following in the last year and a half:
  - Library open six days/week for first time in its history.
  - Fully staffed with experienced, well-trained librarians and support staff.
  - Many new services added.
  - Collections greatly improved.
  - New programs introduced.
  - Policies and procedures written and approved by Library Board.
  - Numerous cost saving measures.
  - Upgrades to technology.
  - Outreach to the community.
  - Numerous facility improvements.