

HAZEL PARK DISTRICT LIBRARY
123 EAST NINE MILE ROAD
HAZEL PARK, MICHIGAN 48030

JUNE 2025 LIBRARY BOARD MEETING
MONDAY, JUNE 23, 7:00 P.M.
HAZEL PARK DISTRICT LIBRARY
(248) 546-4095

CALL TO ORDER

ROLL CALL

CONVOCATION: PLEDGE OF ALLEGIANCE

PUBLIC COMMENTS ON AGENDA ITEMS

ADDITIONS TO AND APPROVAL OF AGENDA

APPROVAL OF MINUTES: 5/19/2025 Meeting

DIRECTOR'S REPORT:

- CIRCULATION REPORT—MAY, 2025
- PROGRAM STATISTICS—MAY, 2025
- INVOICES—JUNE, 2025

NEW BUSINESS:

- FY 2024/2025 Budget: Year-end budget adjustments
- Proposal to add four (4) cleaning hours to schedule every Friday am at a cost of \$3,600

OLD BUSINESS:

- Elevator replacement plan
- Library Logo

PUBLIC COMMENTS

BOARD MEMBER AND DIRECTOR COMMENTS

ADJOURNMENT

HAZEL PARK DISTRICT LIBRARY
123 EAST NINE MILE ROAD
HAZEL PARK, MICHIGAN 48030

MAY 2025 LIBRARY BOARD MEETING
MONDAY, MAY 19, 7:00 P.M.
HAZEL PARK DISTRICT LIBRARY
(248) 546-4095

CALL TO ORDER	7:02
ROLL CALL	
Richard Robbins- President-	Present
April Beaton-Vice President-	Absent (Excused)
Lisa Chrouch-Johnson-Secretary-	Present
Erica Bednarski – Member at Large -	Present
Jacob Makowski-Member at Large -	Present
Lori McPhee – Member at Large -	Absent
Jeffrey Olivier-Member at Large -	Absent (Excused)

Corrine Stocker – Library Director -	Present
--------------------------------------	---------

CONVOCATION: PLEDGE OF ALLEGIANCE
PUBLIC COMMENTS ON AGENDA ITEMS
None

ADDITIONS TO AND APPROVAL OF AGENDA
Adding paid bereavement leave for part-time employees of the Library

Moved	LCJ
Second	JM
Vote	Unanimous

APPROVAL OF MINUTES: 4/28/2025 Meeting

Moved	LCJ
Second	JM
Vote	Unanimous

DIRECTOR'S REPORT:

- CIRCULATION REPORT—APRIL, 2025
- PROGRAM STATISTICS—APRIL, 2025
- INVOICES—MAY, 2025

Moved	LCJ
Second	EB
Vote	Unanimous

NEW BUSINESS:

Moved
Second
Vote

- Proposed change to August 2025 meeting date from 8/25/25 to 8/18/25

LCJ
EB
Unanimous

Moved
Second
Vote

- Addition of paid bereavement leave for part-time employees

LCJ
JM
Unanimous

OLD BUSINESS:

Moved
Second
Vote

- FY 2025/2026 Budget

LCJ
JM
Unanimous

Moved
Second
Vote

- Elevator replacement plan

LCJ
LM
Unanimous

Moved
Second
Vote

- Library Logo
Tabled until further information and bids become available

LCJ
EB
Unanimous

PUBLIC COMMENTS

A member of the public has offered access to her copies of the Tribune and the Oakland Press. Director Stocker will follow up on this.

BOARD MEMBER AND DIRECTOR COMMENTS

LCJ – Thanks Bee Nectar for their generous donation, as well as their offering their retail space for use by our Library Friends Book Sale.

CS – Expresses her gratitude to Bee Nectar. The Library will seek to do further collaborations with Bee Nectar. The Director also expresses her gratitude to the Board for approving the addition of paid bereavement leave for part-time Library staff.

ADJOURNMENT

Moved
Seconded
Vote

7:33 pm
LCJ
JM
Unanimous

May 2025						
	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24
ILL REQ RE	420	366	560	327	314	349
ILL REQ SN	690	765	607	719	545	533
VOLUNTEER HRS	43	56	89	75	86	71
PATRONS CUR YR	3220	3257	3340	3406	3398	3417
PATRONS LAST YR	2935	2978	3015	3037	3055	3053
PROG ATTN 0-5	166	74	75	147	72	70
PROG ATTN 6-11	194	56	94	88	74	61
PROG ATTN 12 UP	120	120	36	155	144	141
PROG ATTN ADULTS	342	192	4	298	230	225
PROG ATTN TOTAL	822	442	209	688	520	497
ADULT PROGRAMS	6	4	8	4	7	7
TEEN/TWEEN PROGRAMS	2	4	4	6	7	6
JUVENILE PROGRAMS	9	8	9	6	9	7
GENERAL PROGRAMS	11	5	5	3	2	4
TOTAL PROGRAMS	28	21	26	19	25	24
ITEMS LKN CUR YR	77,651	77,585	77,662	77,822	77,889	77,936
ITEMS LKN LAST YR	77,344	77,508	77,758	77,754	77,893	77,687
CIRCULATION CUR YR	3,202	2,998	3,259	3,152	2,576	2,968
CIRCULATION LST YR	4059	3,400	3,126	2982	2,689	2,343
CIRCULATION CHANGE	-22%	-12%	1%	6%	-4%	27%
OVERDRIVE CIRCULATION	747	716	667	657	622	648
HOOPLA CIRCULATION	298	273	258	246	281	291
MATERIALS CIRC TOTAL	4247	3987	4184	4055	3749	3907
FINES	\$15.50	\$11.00	\$5.00	\$77.17	\$61.00	\$18.10
PENAL FINES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
STATE AID	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
MISC INCOME	\$876.05	\$1,022.58	\$665.81	\$8,999.67	\$639.35	\$4,880.82
TOTAL INCOME	\$891.55	\$1,033.58	\$670.81	\$9,076.84	\$700.35	\$4,898.92
....						
	25-Jan	25-Feb	25-Mar	25-Apr	25-May	25-Jun
ILL REQ REQ RECD	468	364	459	456	446	
ILL REQ SENT OUT	612	614	734	604	504	
VOLUNTEER HOURS	56	87	66	91	127	
PATRONS CUR YR	3443	3478	3534	3576	3617	
PATRONS LAST YR	3099	3151	3177	3207	3214	3224
PROG ATTN 0-5	66	87	187	253	121	
PROG ATTN 6-11	65	70	48	70	41	
PROG ATTN 12 UP	187	159	194	127	180	
PROG ATTN ADULTS	152	151	247	258	252	
PROG ATTN TOTAL	470	467	676	708	594	0
ADULT PROGRAMS	6	5	10	8	7	
JUVENILE PROGRAMS	11	5	11	12	10	
TEEN PROGRAMS	7	6	8	5	6	
GENERAL PROGRAMS	2	1	2	1	4	
TOTAL PROGRAMS	26	17	31	26	27	0
ITEMS LKN CUR YEAR	78,081	78,216	78,319	78,202	78,067	
ITEMS LKN LST YEAR	77,904	78,066	77,843	77,731	77,862	77,457

[illegible]

May 2025 Program Statistics

Program Name	Date	Type	Age 0-5	Age 6-11	Age 12-17	Adult	Total
Stitch & Knit	5/1/2025	Adult				8	8
Senior Outreach HP Manor	5/1/2025	Adult				5	5
Murder Mystery Dinner	5/1/2025	Adult			6	20	26
Tiny Tales	5/2/2025	Juvenile	10			11	21
Fun Friday	5/2/2025	Twens/Teens			23	1	24
Lego/Pokemon Club	5/6/2025	Juvenile		5	5	4	14
Middle School Library Club	5/6/2025	Twens/Teens			27	1	28
Baby Storytime	5/7/2025	Juvenile	4			3	7
Fun Friday	5/9/2025	Twens/Teens			21	1	22
Tiny Tales	5/9/2025	Juvenile	10			11	21
FFN: Dog Man Party	5/14/2025	General	5	22	9	20	56
Pokemon Go	5/14/2025	General		1	1	19	21
Ham Radio Club	5/14/2025	Adult				25	25
Baby Storytime	5/14/2025	Juvenile	5			5	10
9th Grade Library Field Trip	5/16/2025	Adult			30	3	33
Tiny Tales	5/16/2025	Juvenile	11			11	22
Fun Friday	5/16/2025	Twens/Teens			30	1	31
Middle School Library Club	5/20/2025	Twens/Teens			26	1	27
Baby Storytime	5/21/2025	Juvenile	5			5	10
FFN: Bees with ReLeaf MI	5/22/2025	General	2	11	2	7	22
Pokemon Go	5/27/2025	General		2		16	18
Webster Preschool	5/28/2025	Juvenile	52			7	59
Baby Storytime	5/28/2025	Juvenile	4			4	8
Between the Covers	5/28/2025	Adult				11	11
Adult Craft Club	5/29/2025	Adult				16	16
Tiny Tales	5/30/2025	Juvenile	13			12	25
Fun Friday	5/30/2025	Twens/Teens				24	24
Grand Totals			121	41	180	252	594

INVOICES JUNE 2025

978 Baker & Taylor (5/25)	\$760.16
978 Amazon	\$573.40
728 Amazon	\$429.46
756 Amazon	\$533.81
804 Amazon	\$305.10
804 Library CC	\$337.38
804 Alex Thomas and Friends (Puppet show)	\$550.00
818 Hoopla (5/25)	\$1,007.24
818 TLN Movie Licensing 4/25-3/26	\$807.00
818 T Mobile	\$145.60
818 Michigan Office Solutions	\$679.69
818 Kanopy	\$45.90
853 AT&T	\$141.62
921 DTE	\$594.61
923 Consumers Energy	\$408.37
927 Hazel Park Water Dept	\$76.57
957 Library CC	\$69.00
958 Michigan Library Association (Thru 6/30/26)	\$791.00
Total	\$8,255.91

BUDGET REPORT FOR CITY OF HAZEL PARK

CODED REPORT FOR CITY OF HAZEL PARK									
		2023-24	2023-24	2024-25	2024-25				
		AMENDED	ACTIVITY	AMENDED	ACTIVITY				
GL NUMBER	DESCRIPTION	BUDGET		BUDGET	THRU 06/30/25	Projected	Amendment needed		
Fund 271 - LIBRARY FUND									
ESTIMATED REVENUES									
Dept 000									
271-000-402.000	CURRENT PROPERTY TAX	590,232	590,232	558,588	587,472	634,853	76,265		
271-000-407.000	DELINQUENT REAL PROPERTY TAX	(100)	(102)	0	(757)	(1,000)	(1,000)		
271-000-417.000	DEL PERSONAL PROPERTY TAX	873	1,308	500	700	700	200		
271-000-425.000	PAYMENT IN LIEU OF TAXES	3,118	3,118	2,800	0	3,600	800		
271-000-566.000	GRANTS - LIBRARY	0	50,000	0	0	-	-		
271-000-567.000	STATE AID - LIBRARY	19,506	19,550	22,000	8,002	16,102	(5,898)		
271-000-569.000	OTHER STATE GRANTS	0	134,613	0	0	-	-		
271-000-573.000	LOCAL COMMUNITY STABILIZATION SHARE APPR	18,478	18,478	18,500	28,546	28,546	10,046		
271-000-581.000	LIBRARY PENAL FINES	30,000	21,203	25,000	20,502	20,502	(4,498)		
271-000-627.000	DUPLICATING & PHOTO SERVICE	4,178	4,747	4,000	4,366	4,763	763		
271-000-633.000	NSF CHECK CHARGES	100	100	0	50	50	50		
271-000-656.000	LIBRARY BOOK FINES	500	537	500	588	588	88		
271-000-665.000	INTEREST ON INVESTMENTS	14,851	15,400	5,000	11,930	14,316	9,316		
271-000-673.020	SALE OF BOOKS	50	19	0	262	262	262		
271-000-675.000	CONTRIBUTION FROM PRIVATE SOUR	11,495	11,723	22,000	10,405	10,405	(11,595)		
271-000-690.000	SUNDRY	2,000	2,936	2,000	5,670	5,670	3,670		
Totals for dept 000 -		695,281	873,862	660,888	677,736	739,357	78,469		
TOTAL ESTIMATED REVENUES		695,281	873,862	660,888	677,736	739,357	78,469		
APPROPRIATIONS									
Dept 790									
271-790-706.000	WAGES - PERMANENT	189,110	187,342	197,936	169,961	197,936	-		
271-790-707.000	WAGES - TEMPORARY	106,077	103,050	95,000	85,738	96,921	9,240		
271-790-712.000	EMPLOYER'S SOCIAL SECURITY	23,200	22,257	18,363	20,288	26,518	6,000		
271-790-713.000	RETIREMENT FUND CONTRIBUTION	47,485	180,802	60,807	42,348	60,807	-		
271-790-716.000	HOSPITALIZATION INSURANCE	28,945	28,483	26,062	25,836	28,185	2,133		
271-790-716.200	PRESCRIPTIONS	10,513	10,288	5,100	7,588	10,117	2,500		
271-790-716.300	HCSP- EMPLOYER	6,240	6,240	6,240	5,760	6,240	-		
271-790-717.000	OPTICAL INSURANCE	562	561	564	554	564	-		
271-790-718.000	EMPLOYEES LIFE INSURANCE	528	492	396	528	600	205		
271-790-719.000	SHORT TERM DISABILITY	750	556	492	378	492	-		
271-790-720.000	WORKERS COMPENSATION INSURANC	1,000	30	1,000	752	1,000	-		
271-790-723.000	DENTAL INSURANCE	3,419	3,464	3,600	3,010	3,600	-		
271-790-728.000	OFFICE SUPPLIES	12,132	14,014	8,000	14,359	17,231	3,000		
271-790-730.000	POSTAGE	200	0	200	0	200	-		
271-790-756.000	MISC OPERATING SUPPLIES	8,000	7,121	7,500	2,796	7,500	-		
271-790-804.000	COMPLIANCE PLANNING COSTS	19,364	17,368	12,000	4,963	12,000	-		
271-790-808.000	INDEPENDENT AUDIT	6,000	6,000	6,000	6,000	6,000	-		
271-790-818.000	CONTRACTUAL SERVICES	68,000	64,233	80,000	66,590	80,000	-		

271-790-827.000	LEGAL EXPENSES	500	358	500	75	500	-	
271-790-853.000	TELEPHONE	5,598	6,331	3,500	1,602	3,500	-	
271-790-864.000	CONF. WORKSHOPS & TRAINING	1,250	20	1,250	0	1,250	-	
271-790-870.000	MILEAGE	250	0	250	0	250	-	
271-790-914.000	LIABILITY INSURANCE	17,369	14,474	16,000	10,803	16,000	-	
271-790-921.000	ELECTRIC	6,157	6,344	10,000	5,889	10,000	-	
271-790-923.000	HEAT	6,498	5,711	5,000	6,343	6,920	1,920	
271-790-927.000	WATER	618	730	2,000	650	2,000	-	
271-790-931.000	BUILDING MAINTENANCE	40,000	6,032	41,538	1,232	41,538	-	
271-790-957.000	PERIODICALS, MAGAZINES, ETC	800	980	800	538	800	-	
271-790-958.000	MEMBERSHIPS & DUES	1,200	1,694	1,200	55	1,200	-	
271-790-965.101	CONTRIBUTION TO GENERAL FUND	10,000	10,000	10,000	0	10,000	-	
271-790-978.000	BOOKS	25,585	24,043	22,000	16,698	22,000	-	
271-790-982.000	MACHINERY & EQUIPMENT	17,500	59,841	17,500	48,337	70,972	53,472	Pillar booth
Totals for dept 790 -		664,840	788,859	660,888	549,671	742,941	78,469	
TOTAL APPROPRIATIONS		664,840	788,859	660,888	549,671	742,941	78,469	