

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

APRIL 2023 LIBRARY BOARD MEETING MONDAY, APRIL
24, 7:00 P.M.
HAZEL PARK DISTRICT LIBRARY
(248) 546-4095

CALL TO ORDER

7:05 pm

ROLL CALL

President Adam Rubenstein	Present
Vice-President Jordan Wright	Present
Secretary Lisa Chrouch-Johnson	Present
April Beaton	Present
Jeffrey Oliver	Present
Richard Robbins	Present
Barbara Winters	Absent

Library Director Corrine Stocker	Present
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CONVOCATION: PLEDGE OF ALLEGIANCE

PUBLIC COMMENTS ON AGENDA ITEMS

None

ADDITIONS TO AND APPROVAL OF AGENDA APPROVAL OF

A motion was introduced by Corrine Stocker to ensure that the presentation by Laci Christiansen be the first New Business looked at.

Motion	RR
Second	LC
Vote	Unanimous

Motion to accept Agenda.

Motion	RR
Seconded	AB
Vote	Unanimous

MINUTES: 3/27/2023 Meeting

Approval of Minutes

Motion	RR
Seconded	LC
Vote	Unanimous

DIRECTOR'S REPORT:

- CIRCULATION REPORTS—MARCH 2023
- PROGRAM STATISTICS—MARCH 2023 ● INVOICES—APRIL 2023

Approval of Director's Report

Motion	LC
Seconded	AB
Vote	Unanimous

NEW BUSINESS:

- Fiscal year 2022/2023 Audit Statement presented by Laci Christiansen ● Fiscal year 2023/2024 Budget

Laci Christiansen explained the Fiscal Year budgets for 2022-2023 & 2023-2024 and answered questions about the \$100,000.00 dollars reserved for building maintenance, as well as the \$10,000.00 reserved for payments to previous pensions. Ms. Christiansen explained that upcoming Pension Relief Fund will be of material assistance in removing the budget's ongoing deficit.

Motion to approve budgets

Motion	AB
Seconded	RR
Vote	Unanimous

- Request to purchase two (2) new staff computers

Director Stocker has asked Board approval for the purchase of two new laptop computers to be used by the Director and the Head of Circulation

Motion to approve

Motion	AB
Seconded	RR
Vote	Unanimous

- Building a partnership with the Madison Heights Chamber of Commerce (Duberstein)

Discussion on this subject tabled

- Building a storage building, or having storage space given to the Library by the city.

Mr. Robbins put forward the Library's need for greater storage. He suggested that the City should either make land available for a storage building or should designate a greater portion of the existing facilities for the Library's use. This will be looked into.

OLD BUSINESS:

- Proposal to pursue partnerships with Oakland Community College, Michigan State University and the University of Michigan (Duberstein)

Tabled until further notice.

COMMITTEE REPORTS: Library of Things Committee, Strategic Planning Committee

Tabled until further notice.

PLANNING: DIA Mural Project

It was put forward that this should be removed from future consideration due to the lack of response from the DIA.

PUBLIC COMMENTS

None

BOARD MEMBER AND DIRECTOR COMMENTS

AB – Thanked Amy Beem for her visit to Webster Elementary school. She praised Amy for the quality of the program and the prizes offered to the students.

JW – Offered congratulations on Amy Beem’s work toward gaining a RIF grant to support a Battle of the Books.

JO – Offered particulars on the Trunk Sale on May 20th.

LC – Also, thanked Amy Beem for her visit to Webster.

RR – Pointed out the value a partnership/programming from the Science Center would be for the Library.

AD – Praised the efforts of the new Building Monitor Aaron Plunquett in particular the new podcast and work on creating Library swag items.

CS – Thanked staff.

ADJOURNMENT 7:55 pm

Motioned	RR
Seconded	LC
Vote	Unanimous



Hazel Park District Library April 2023 Director's Report

Hazel Park Library Friends

The next meeting will be held at the library on Thursday, May 11 at 6:30 p.m. Everyone is welcome to join us and pizza will be served.

Grants and Donations

Amy Beem and Roland Ernst-Myer were awarded a competitive grant from Reading is Fundamental to host a Battle of the Books competition! The library also had to come up with a donation of \$1,000 in matching funds. I'm very pleased to announce that we received a \$1,000 check from Able Plumbing for that purpose, as well as \$100 donation from Adam Duberstein. Randy and I also visited several businesses to ask for funds, and we will be receiving a check from Breeze, although we don't yet know the amount.

Upcoming Programs

Speaker Andrew Kercher will be delivering a presentation about shipwrecks and the maritime history of the Great Lakes on Monday, May 1 at 6:30 pm.

Patron Behavior Incidents

The library has been experiencing less problems on a daily basis due to the presence of the new building monitor as well as the warmer weather, which has the junior high students returning to Scout Park. However, we did have a few serious issues over the past month. A group of tweens cut the cord on one of our security cameras upstairs. We have good camera footage of them cutting the cord, but we haven't been able to identify the teens involved, or get a hold of Office Piper to help us identify them. We will continue to pursue it and request that the parents be contacted by the police, once they are identified.

We also had an incident involving a senior resident who feels that libraries should be completely silent spaces. Last week, staff members witnessed her heckling a group of teens who were quietly playing chess. After her third scolding, the teens left the building. The next day, another staff member and I approached the teens to apologize for the woman, and discovered that they thought that she works here. I intend to talk to the senior patron about the incident the next time that she comes in, and if she interferes with patrons again in the future, she will be banned. Lastly, we discovered and disposed of a crack pipe in the adult section of the library last Thursday.

Building Update

The carpeting was cleaned and scotch guarded last Saturday.

March 2023									
	Juf.22	Au -22	Se -22	Oct.22	Nov-22	Dec.22			
ILL REQ RE		399	396	369	344	283			
ILL REQ SN	655	793	763	738	556	547			
VOLUNTEER HRS	52	61	74		55	31			
PATRONS CUR YR	2692	2433	2427	2479	2523	2531			
PATRONS LAST YR	3510	3244	2988	3013	3053	2943			
PROG ATTN 0-5	94	45	55	151	83	83			
PROG ATTN 6-11	143	32	59	259	51				
PROG ATTN 12 UP	96	81	126	247	105	54			
PROG ATTN ADULTS	262	82		444	220	219			
PROG ATTN TOTAL	595	240	396	1065	459	453			
ADULT PROGRAMS	7	3	7		5	4			
TEEN/TWEEN PROGRAMS	4	5	5	6	3	2			
JUVENILE PROGRAMS	13	9	10	12		5			
GENERAL PROGRAMS	8	2	5	3	3				
TOTAL PROGRAMS	32	19		29	20	14			
ITEMS LKN CUR YR	75,233	75,459	75,191	75,221	75,463	75,721			
ITEMS LKN LAST YR	73,484	73,515	73,818	73,814	72,849	73,786			
CIRCULATION CUR YR	3,273	3,194	3,018	2806		1,406			
CIRCULATION 1ST YR	2942	1,831	1,421	145B	11573	11406			
CIRCULATION CHANGE		72%	112%						
OVERDRIVE CIRCULATION	473	547	526	473	570				
HOOPLA CIRCULATION	187	153	173	172	172	178			
MATERIALS CIRC TOTAL	3933	3894	3717	3451	3646	2120			
FINES	so.00	\$0.00	\$18.75	\$1.00	\$1.00	sc,0c			
PENAL FINES	\$22,388.60	\$0.00	\$0.00	sc,00	\$0.00	\$0.00			
STATE	\$0.00	\$0.00	\$0.00			\$0.00			
MISC INCOME	2151,94	\$8,866.56	\$654.02	\$27,952.32	\$530.02	\$616,10			
TOTAL INCOME	\$22,388.60	\$8,836.56	\$672.77	\$27,953.32	\$531.02	\$616.10			
	JAN	FEB	MAR	APRIL	MAY	JUNE			
REQ REQ RECD	520	431	459						
ILL REQ SENT OUT	671	801	839						
VOLUNTEER HOURS	106	187	74						
PATRONS CUR YR	2595	2656	2728						
PATRONS LAST YR	2879	2807	2870	2930	2685	2615			
PROG ATTN 0-5	74	81	139						
PROG ATTN 6-11	22	12	289						
PROG ATTN 12 UP	27	56	75						
PROG ATTN ADULTS	156	153	372						

PROG ATTN TOTAL	279	302	875						
ADULT PROGRAMS	4	5	5						
JUVENILE PROGRAMS		8	14						
TEEN PROGRAMS	2	4	5						
GENERAL PROGRAMS	4	3	4						
TOTAL PROGRAMS	19	20	28						
ITEMS LKN CUR YEAR	76,250	76,393	76,564						
ITEMS CKN 1ST YEAR	73,936	74,154	74,418	74,646	74,945	74,955			
CIRCULATION CUR YR	3,281	2921	3174						
CIRCULATION LSTYR	2669	2179	2869	2856	1071	3082			
CIRCULATION CHANGE			11%						
OVERDRIVE CIRCULATION	609	478	535						
HOOPLA CIRCULATION	194	161	211						
MATERIALS CIRC TOTAL	4084	3560	3950						
FINES	\$0.00 50,00	\$5.09	\$7.60						
PENAL FINES		\$0.00	\$0.00						
STATE AID	\$0.00	\$0.00	\$0.00						
MISC INCOME	\$692.95	\$1,318.62	\$2,101.88						
TOTAL INCOME	\$692.95	\$1,323.71	\$2,109.48						
FISCAL YEAR TO DATE									
CIRCULATION CUR YR	25977								
CIRCULATION 1ST YR ADULT CIRCULATION									
JUVENILE CIRCULATION PROGRAMS ATTND	4654								

March 2023 Program Statistics

Program Name	Date	Type	Age 0-5	Age 6-11	Age 12-17	Adult	Total
Baby Storytime	3/1/2023	Juvenile	8			7	15
Senior Outreach HP Manor	3/2/2023	Adult				5	5
United Oaks Literacy	3/2/2023	Juvenile		60		45	105
Tiny Tales	3/3/2023	Juvenile	14			13	27
Fun Friday	3/3/2023	1weens/1eens			12		12
Lego Club	3/7/2023	Juvenile	2	9	3	10	24
Ham Radio Club	3/8/2023	Adult				45	45
Baby Storytime	3/8/2023	Juvenile	7			6	13
Fun Friday	3/10/2023	1weens/1eens			11		11
Tiny Tales	3/10/2023	Juvenile	15			14	29
United Oaks Literacy	3/11/2023	Juvenile		20		18	38
Cult Movie Night	3/13/2023	General			3	4	7
Family Fun Night	3/14/2023	General	7	8	6	11	32
Baby Storytime	3/15/2023	Juvenile	6			5	11
Hoover Elementary	3/16/2023	Juvenile		55		4	59
Adult Craft Night	3/16/2023	Adult				23	23
Senior Outreach Baldwin	3/16/2023	Adult				8	8
Senior Book Club @ Baldwin	3/16/2023	Adult				5	5
Fun Friday	3/17/2023	1weens/1eens			15		15
Tiny Tales	3/17/2023	Juvenile	17			21	38
HP District Resource Fair	3/18/2023	General		42	5	6	53
Hoover Elementary	3/20/2023	Juvenile		53		5	58
Baby Storytime	3/22/2023	Juvenile	9			9	18
HP Junior High Literacy Nite	3/23/2023	1weens/1eens			5	21	26
Fun Friday	3/24/2023	1weens/1eens			15		15
Tiny Tales	3/24/2023	Juvenile	13			11	24
Family Fun Night	3/28/2023	General	35	42		71	148
Baby Storytime	3/29/2023	Juvenile	6			4	10
Grand Totals			139	289	75	371	874

INVOICES April 2023

978 Madison Heights Public Library	\$13.95
978 Baker & Taylor (March 23)	\$1,460.28
728 Library CC	\$70.97
756 Library CC	\$8.48
756 Tony's Ace Hardware	\$9.39
804 Library CC	\$274.58
804 Andrew Kerscher	\$250.00
818 Library CC	\$204.16
818 Hoopla (March 23)	\$495.69
818 5 Points Elevator	\$302.00
818 5 Points Elevator	\$260.00
818 5 Points Elevator	\$333.00
818 TLN Telecom Shared Fiber 1/23-3/23	\$1,285.22
818 Unique Management Services, Inc. (March 2023)	\$116.50
818 Michigan Office Solutions	\$554.23
818 Goyette Mechanical	\$583.50
818 T Mobile (3/23)	\$56.67
818 SenSource (6/30/23-6/30/24)	\$396.00
921 DTE due 5/1/23	\$312.57
927 Hazel Park Water Dept. 2/2/23-4/3/23	\$130.95
957 Library CC	\$94.00
958 Library CC	\$110.00
958 Michigan Library Association	\$791.00
958 Library CC	\$7,322.14
975 TreeTopProducts.com	\$5,338.85
982 TLN Equipment	\$866.23
Total	\$13,961.05

BUDGET REPORT FOR CITY OF HAZEL PARK
Fund: 271 LIBRARY FUND

GL NUMBER	DESCRIPTION	2021-22 AMENDED BUDGET	2021-22 ACTIVITY	2022-23 AMENDED BUDGET	2022-23 ACTIVITY THRU 12/31/22	2023-24 REQUESTED BUDGET
ESTIMATED REVENUES						
Dept 000						
271-000-402.000	CURRENT PROPERTY TAX	498,655	498,982	500,000	473,692	504,088
271-000-407.000	DELINQUENT REAL PROPERTY TAX	43	39	0	(524)	0
271-000-417.000	DEL PERSONAL PROPERTY TAX	8	17	500	1	500
271-000-425.000	PAYMENT IN LIEU OF TAXES	2,800	2,776	0	0	2,800
271-000-566.000	GRANTS - LIBRARY	75,000	75,000	0	0	0
271-000-567.000	STATE AID - LIBRARY	19,127	20,439	22,000	7,414	22,000
271-000-573.000	LOCAL COMMUNITY STABILIZATION SHAI	7,277	7,289	7,500	11,305	7,500
271-000-581.000	LIBRARY PENAL FINES	29,110	29,116	32,000	22,407	30,000
271-000-627.000	DUPPLICATING & PHOTO SERVICE	3,626	3,983	5,000	1,807	4,000
271-000-636.000	LIBRARY BOOK FINES	134	584	500	139	500
271-000-665.000	INTEREST ON INVESTMENTS	200	265	200	2,756	2,000
271-000-673.020	SALE OF BOOKS	0	61	0	31	50
271-000-675.000	CONTRIBUTION FROM PRIVATE SOUR	24,582	24,746	20,000	22,675	22,000
271-000-690.000	SUNDRY	1,637	1,726	1,600	979	1,600
	Totals for dept 000 -	662,199	665,023	589,300	542,682	597,038
TOTAL ESTIMATED REVENUES		662,199	665,023	589,300	542,682	597,038
APPROPRIATIONS						
Dept 790						
271-790-706.000	WAGES - PERMANENT	187,926	184,867	186,578	89,858	201,426
271-790-707.000	WAGES - TEMPORARY	77,769	76,086	106,484	38,056	79,900
271-790-712.000	EMPLOYER'S SOCIAL SECURITY	22,559	19,825	23,145	10,312	21,522
271-790-713.000	RETIREMENT FUND CONTRIBUTION	37,386	55,279	45,000	18,314	60,807
271-790-716.000	HOSPITALIZATION INSURANCE	26,670	21,700	28,003	14,139	24,168
271-790-716.200	PRESCRIPTIONS	12,040	11,770	7,000	2,502	4,663
271-790-716.300	HOSP - EMPLOYER	3,120	2,940	3,120	3,120	6,240
271-790-717.000	OPTICAL INSURANCE	559	470	559	234	562
271-790-718.000	EMPLOYEES LIFE INSURANCE	427	427	363	178	528
271-790-719.000	SHORT TERM DISABILITY	600	464	750	170	750
271-790-720.000	WORKER'S COMPENSATION INSURANC	2,000	868	2,000	689	1,000
271-790-723.000	DENTAL INSURANCE	4,198	3,574	4,198	1,424	3,419
271-790-728.000	OFFICE SUPPLIES	8,382	8,408	7,000	5,396	7,000
271-790-730.000	POSTAGE	500	60	200	60	200
271-790-756.000	MISC OPERATING SUPPLIES	6,775	8,018	7,500	3,098	7,500
271-790-804.000	COMPLIANCE PLANNING COSTS	13,904	15,984	10,000	4,264	10,000
271-790-808.000	INDEPENDENT AUDIT	6,000	6,000	6,000	0	6,000
271-790-818.000	CONTRACTUAL SERVICES	63,571	62,594	68,000	27,988	68,000
271-790-827.000	LEGAL EXPENSES	500	692	500	0	500
271-790-853.000	TELEPHONE	3,291	3,701	2,000	3,527	3,500
271-790-864.000	CONF, WORKSHOPS & TRAINING	0	0	250	0	250
271-790-870.000	MILEAGE	250	29	250	98	250
271-790-914.000	LIABILITY INSURANCE	9,500	8,995	10,000	0	10,000
271-790-921.000	ELECTRIC	13,707	12,564	8,000	2,471	12,000
271-790-923.000	HEAT	5,916	5,521	5,000	1,303	5,000
271-790-927.000	WATER	1,109	1,017	2,000	2,175	2,000
271-790-931.000	BUILDING MAINTENANCE	26,959	6,659	20,000	8,253	10,000
271-790-957.000	PERIODICALS, MAGAZINES, ETC	1,500	976	800	301	800
271-790-958.000	MEMBERSHIPS & DUES	600	155	600	0	600
271-790-965.101	CONTRIBUTION TO GENERAL FUND	9,000	9,000	9,000	0	10,000
271-790-975.000	BUILDING IMPROVEMENTS	55,457	73,937	0	0	0
271-790-978.000	BOOKS	22,541	22,642	20,000	7,377	22,000
271-790-982.000	MACHINERY & EQUIPMENT	1,697	1,697	5,000	1,140	2,500
	Totals for dept 790 -	626,413	626,919	589,300	246,447	583,085

BUDGET REPORT FOR CITY OF HAZEL PARK
Fund: 271 LIBRARY FUND

GL NUMBER	DESCRIPTION	2021-22 AMENDED BUDGET	2021-22 ACTIVITY	2022-23 AMENDED BUDGET	THRU
APPROPRIATIONS					
TOTAL APPROPRIATIONS		626,413	626,919	589,300	
NET OF REVENUES/APPROPRIATIONS - FUND 271		35,786	38,104	0	

Latitude 5540 w/ i7, 16 gb RAM



Price:

\$1,179.00 Product:

New Latitude 5540

Category:

Notebooks

Created by:

Dell

New Latitude 5540

Base

Dell Latitude 5540 BTX Base Processor

13th Generation Intel® Core™ i7-1355U, (12 MB cache, 10 cores, up to 5.0 GHz)

Operating System

Windows 11 Pro, English, Spanish, French, Brazilian Portuguese

Office Productivity Software

No Microsoft Office License included

Base Options

Intel 13th Generation i7-1355U Trans., Intel Integrated Graphics, TBT4

Systems Management

Intel vPro Management Disabled

Memory

16 GB, 2 x 8 GB, DDR4, 3200 MT/s

Hard Drive

M.2 2230 PCIe Gen4x4 256GB SSD Class 35

Additional Hard Drive

No Additional Hard Drive

LCD

15.6" PHD (1920x1080) Non-Touch, AG, IPS, 250 nits, FHD IR cam, WLAN/WWAN(4G)

Camera

FHD/IR Camera, Temporal Noise Reduction, Camera Shutter, Mic

Keyboard

English US backlit keyboard with numeric keypad, 99-key

Mouse

No Mouse

Wireless Driver