

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

APRIL, 2021 LIBRARY BOARD MEETING  
MONDAY, MAY 24, 2021, 6:30 P.M.  
HAZEL PARK MEMORIAL 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: 4/26/2021 MEETING

DIRECTOR'S REPORT:

- CIRCULATION REPORTS—APRIL, 2021
- PROGRAM STATISTICS— APRIL, 2021
- INVOICES FOR MAY 2021

NEW BUSINESS:

- Proposal to move to Phase II of our re-opening plan on 6/7/2021 and change the building use time from one hour per day to 30 minutes per day, with the exception of those who need to do business on the computer.
- Proposal to lift masking requirement for fully vaccinated staff and patrons, effective immediately.
- Proposal to change library name to Hazel Park District Library, per Trustee Duberstein.
- Proposal to include email links of Trustees on library's website, per Trustee Duberstein.
- Proposal to continue using Zoom indefinitely for future Library Board Meetings, even those that are not held virtually, per Trustee Robbins.
- Procedure for filling future Library Board vacancies, per Trustee Robbins.
- Proposal to allow the Library Director the ability to delay the inclusion of the Circulation Statistics report and the Library Director's Narrative Report on the library's website for up to one week after the meeting, per Trustee Robbins.

OLD BUSINESS:

- FY 2021-2022 Budget
- Proposal from Adam Duberstein to explore the possibility of a legal clinic with Judge Hartwell
- Proposal from Adam Duberstein to explore the possibility of getting a social work, counseling, or psychology student to assist library patrons
- Proposal from Adam Duberstein to discuss ways of supporting local food pantries.
- Coping with COVID programming is coming (from Adam)

COMMITTEE REPORTS:

PLANNING:

PUBLIC COMMENTS

BOARD MEMBER AND DIRECTOR COMMENTS

ADJOURNMENT



## **Hazel Park District Library May 2021 Director's Report**

### **Hazel Park Library Friends**

HP Library Friends President Brad Gurgul spent a huge portion of his two-week vacation volunteering at the library. He spent most of his time painting the library's windows in our summer reading theme. He also ran a pop-up booksale out on the patio, which raised about \$300.

The Friends will be meeting in person at the library and via Zoom on Thursday, May 27 at 6:30. Everyone is welcome to attend. Please let me know if you wish to attend virtually, and I will send you a link.

### **Lending Libraries of Things**

Trustee Duberstein proposed that we look into creating a tool lending library and a cooking tools library, which I happen to think is a fantastic idea. I started researching what it will take to put both potential collections together and I hope to get back to you by next month with a proposal.

### **Donation**

I recently approached Linda Simms about funding the repainting of the library's interior, which is something that we have discussed for several years. She agreed to give us \$1,000 and Tom has started the project. Please drop by and check it out when you have an opportunity.

### **School District Collaboration**

Our librarians have been working very closely with the Hazel Park School District to deliver three high quality literacy-based programs to the children in our community this summer. Each experience will include a literacy component, crafts, and food. Programs include:

Maker-Space program at Scout Park on June 30 at 1:00. Participating children will learn how to use 3D printers, make jewelry out of resin, and make a book using materials from Arts and Scraps. They will also receive either a book about robotics or Tech DIY projects.

On July 7 at 1:00, author/artist Mark Crilley will be teaching manga art at Scout Park. In addition to the group teaching, Mr. Crilley will offer individual instruction. Each participant will receive a sketch book, a pencil, and charcoal.

On July 17-18, there will be a teen overnight party at Camp Hazelwood in Holly, which will include a nature hike, archery lessons, a scavenger hunt, crafts, a campfire, rockets, fishing and games.

Lastly, there will be an oral storyteller/storytellers who will tell stories and teach the art of storytelling at one of the local parks, date and time to be determined.





<b>APRIL 2021</b>						
	<b>JULY</b>	<b>AUG</b>	<b>SEPT</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>
ILL REQ RE	512	543	670	637	559	547
ILL REQ SN	417	883	1151	1450	1275	1529
VOLUNTEER HRS	0	0	0	0	12	0
PATRONS CUR YR	4093	4098	4129	3990	3978	3987
PATRONS LAST YR	4402	4327	4414	4501	4548	4309
PROG ATTN 0-5	69	62	53	74	55	59
PROG ATTN 6-11	69	64	16	19	32	0
PROG ATTN 12 UP	5	12	0	60	9	0
PROG ATTN ADULTS	81	90	60	107	78	52
PROG ATTN TOTAL	224	228	129	260	174	111
ADULT PROGRAMS	0	0	0	1	0	0
TEEN/TWEEN PROGRAMS	0	1	0	1	1	0
JUVENILE PROGRAMS	17	15	11	12	2	9
GENERAL PROGRAMS	4	5	4	3	8	0
TOTAL PROGRAMS	21	21	15	17	11	9
ITEMS LKN CUR YR	81,242	81,249	79,367	78,584	77,476	77,670
ITEMS LNK LAST YR	81,252	81,550	81,512	81,752	81,876	81,901
CIRCULATION CUR YR	1,329	1,348	1,694	1214	1,122	1,097
CIRCULATION LST YR	4003	3,748	3,528	3759	3,332	3,030
CIRCULATION CHANGE	-67%	-64%	-52%	-68%	-66%	-64%
OVERDRIVE CIRCULATION	660	322	453	427	368	384
RB DIGITAL CIRCULATION	107	118	122	106	145	122
HOOPLA CIRCULATION	22	201	160	159	141	164
MATERIALS CIRC TOTAL	2118	1989	2072	1906	1776	1767
FINES	\$3.80	\$3.04	\$0.00	\$37.00	\$13.50	\$72.94
PENAL FINES	\$28,282.15	\$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	\$154.70	\$420.89	\$209.54	\$321.99	\$3,494.65	\$20,976.26
TOTAL INCOME	\$28,440.65	\$423.93	\$209.54	\$358.99	\$3,508.15	\$21,049.20
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	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APRIL</b>	<b>MAY</b>	<b>JUNE</b>
ILL REQ REQ RECD	687	457	632	498		
ILL REQ SENT OUT	1676	1695	2117	1722		
VOLUNTEER HOURS	15	92	54	36		
PATRONS CUR YR	4009	4028	4040	4059		
PATRONS LAST YR	4283	4236	4259	4260		
PROG ATTN 0-5	58	60	56	51		
PROG ATTN 6-11	0	0	9	0		
PROG ATTN 12 UP	0	0	25	17		
PROG ATTN ADULTS	53	62	44	39		
PROG ATTN TOTAL	111	122	134	107		
ADULT PROGRAMS	0	1	0	0		
JUVENILE PROGRAMS	10	11	12	10		
TEEN PROGRAMS	0	0	4	4		
GENERAL PROGRAMS	0	0	0	1		
TOTAL PROGRAMS	10	12	16	15		
ITEMS LKN CUR YEAR	77,607	77,756	77,296	76,789		



## April 2021 Program Statistics

Program Name	Date	Type	Age 0-5	Age 6-11	Age 12-17	Adult	Total
Pokemon Go!	4/1/2021	General					0
Zoom Storytime	4/5/2021	Juvenile	7			6	13
Baby Storytime	4/6/2021	Juvenile	1			1	2
Zoom Storytime	4/9/2021	Juvenile	5			5	10
Fun Friday	4/9/2021	Tween/Teen			8		8
Kindergarten Homeschool	4/15/2021	Juvenile	5			4	9
Zoom Storytime	4/16/2021	Juvenile	8			5	13
Fun Friday	4/16/2021	Tween/Teen	5				5
Zoom Storytime	4/19/2021	Juvenile	5			4	9
Fun Friday	4/23/2021	Tween/Teen			4		4
Zoom Storytime	4/23/2021	Juvenile	5			4	9
Zoom Storytime	4/26/2021	Juvenile	5			5	10
Baby Storytime	4/27/2021	Juvenile	1			1	2
Fun Friday	4/30/2021	Tween/Teen			5		5
Zoom Storytime	4/30/2021	Juvenile	4			4	8
			51	0	17	39	107



## April 2021 Program Statistics

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## INVOICES MAY 2021

978 Baker & Taylor April 2021 Orders	\$2,236.11
978 Amazon	\$1,238.72
978 Sterling Heights Public Library	\$30.00
728 Amazon	\$139.88
728 Library CC (4/21)	\$39.50
728 TLN	\$112.00
756 Tony's Ace Hardware	\$34.99
756 Amazon	\$388.06
756 Library CC (4/21)	\$520.00
804 Amazon	\$198.04
804 Library CC (4/21)	\$25.94
818 TLN EAP	\$216.00
818 Library CC (4/21)	\$123.99
818 Unique (April collections)	\$53.70
818 Rose Pest Solutions	\$250.00
818 Rose Pest Solutions	\$74.00
818 Hoopla April 2021 Usage	\$326.76
818 5 Points Elevator	\$275.00
827 Woodlands Library Cooperative	\$17.00
853 I.T.I.	\$361.20
921 DTE due 6/1/21	\$995.33
923 Consumers Energy due 5/18/21	\$395.63
927 Hazel Park Water Dept. 3/2/21-4/1/21	\$40.63
927 Tringali Sanitation, Inc. 4/1/21-5/31/21	\$140.00
957 Library CC (4/21)	\$17.20
<b>Total</b>	<b>\$8,249.68</b>

# **HAZEL PARK MEMORIAL DISTRICT LIBRARY**

## **PLAN FOR RE-OPENING ON 6/15/2020**

The COVID-19 novel coronavirus pandemic has changed all of our lives. The library's leadership team are preparing to serve our community in new ways once we are allowed to reopen. We are working together to keep our patrons, our coworkers, and our community safe and healthy. This will mean changes to how we provide library services and building access as we move through the transition from being fully closed to being fully open, as well as every phase in-between. We are planning a tightly-controlled, phased opening, and will move to ease those restrictions as indicated by staffing levels, the availability of protective equipment and supplies, our capacity to manage each phase safely and successfully, and any local/state/federal restrictions on physical distancing, sanitization, and maximum building occupancy ratios. We will communicate those plans to you as each phase unfolds.

### **Phase 1: Curbside**

- Physical meetings, events, and programs are canceled;
- Building closed to the public but open to staff;
- Library will provide curbside delivery, with a ten-item limit per card; patrons can place orders for materials through our online catalog (when available), over the phone, via email or messenger;
- Library hours will initially be limited at the discretion of the director;
- Staff will wear masks while inside the building and curbside;
- Staff will continue frequent cleaning procedures;
- Staff shifts will be staggered to limit the number of people in the building at a given time;
- Staff will use the same computer for the duration of their shift;
- Whenever possible, only one staffer will fulfill an individual patron's order from start to finish; they will wash their hands, pull the items, check them out, wash hands again, bag materials, and deliver them to the curb. Every transaction will be logged to enable contact tracing, in the event that a staff member contracts a case of COVID;
- Returned materials will be quarantined for a minimum of 72 hours and disinfected.

## Phase 2: Grab & Go

- Plexiglas barriers are in place at both the reference and circulation desks to limit person-to-person contact with staff and patrons;
- Library hours will possibly be reduced or modified at the discretion of the director;
- Patrons will be required to wear a face mask or adequate face covering to access the building, unless they are unable to due to a medical condition. We will have disposable masks for those who do not have one; we reserve the right to refuse entrance to patrons who refuse to wear a mask;
- Number of patrons permitted in the building will be limited to about two (2) per 1,000 square feet, or a maximum of 30; patron visits will be limited to one (1) hour per day. A building monitor will be in place to count patrons, keep track of each patron's time in the building, and ensure that social distancing guidelines are being followed.
- Markings will be added to the floors 6ft apart to prompt social distancing; the number of chairs around tables/computers/etc. will be limited to prompt social distancing;
- Markings will be added to the concrete outside of the building to prompt social distancing as people wait in line to pick up their orders;
- Signs encouraging social distancing and best practices will be prominently posted throughout the building;
- Staff will wear masks and gloves when interacting with the public;
- Staff will continue frequent cleaning procedures, including a mid-day cleaning of public restrooms;
- Computer stations for public use will be limited to insure adequate social distancing and will include Plexiglas barriers;
- Patron computer use will be by appointment only and limited to one hour per day for business use only (applying for jobs, government services, etc.); the two maker space computers will be reserved for use by people filing for unemployment benefits, who will have a maximum of two (2) hours per day;
- Computer stations will be disinfected in between users;
- The Monroe room will remain closed;
- All returned items must go into the outdoor drop box, with the exception of music cd's and items that will not fit into the book drop; no other returns will be accepted at the circulation desk;
- Returned materials will be quarantined for a minimum of 72 hours and disinfected;
- Staff will scan patron cards without touching them whenever possible;
- Patrons will not be allowed use of the library's phones; library employees can place a call for them in the event of an emergency;
- Toys, newspapers and new issues of magazines will not be available to patrons.

### **Phase 3: Slow Return to Full Access**

- As CDC social distancing guidelines are relaxed, more public computers will be made available to allow for recreational and walk-in computer access;
- Library programs resume but with limits on attendance.
- More staff can safely be in the building without the necessity of staggering shifts.

GL Number	Description	2019-20 Amended Budget	2019-20 Activity	03/31/2021 Amended Budget	YTD As Of 03/31/2021	2021-22 Requested
<b>--- Estimated Revenue ---</b>						
271-000-402.000	CURRENT PROPERTY TAX	451,540.00	451,492.05	475,500.00	446,864.67	480,000.00
271-000-405.000	PROPERTY TAXES - BRN 20%	10,000.00	12,043.46	11,000.00	0.00	8,800.00
271-000-407.000	DELINQUENT REAL PROPERTY TAX	(6,000.00)	(4,755.89)	(5,000.00)	(17.36)	(4,000.00)
271-000-417.000	DEL PERSONAL PROPERTY TAX	500.00	273.75	500.00	241.96	500.00
271-000-425.000	PAYMENT IN LIEU OF TAXES	3,000.00	2,881.21	3,000.00	0.00	3,000.00
271-000-501.000	FEDERAL GRANTS	0.00	0.00	0.00	0.00	0.00
271-000-528.000	OTHER FEDERAL GRANTS	0.00	0.00	0.00	3,500.00	0.00
271-000-566.000	GRANTS - LIBRARY	0.00	0.00	0.00	0.00	0.00
271-000-567.000	STATE AID - LIBRARY	13,055.00	19,572.38	13,000.00	27,158.06	27,000.00
271-000-573.000	LOCAL COMMUNITY STABILIZATION SHARE APPR	5,394.00	5,393.63	6,000.00	5,393.63	5,394.00
271-000-581.000	LIBRARY PENAL FINES	38,067.00	38,067.26	35,000.00	28,323.84	32,000.00
271-000-627.000	DUPLICATING & PHOTO SERVICE	5,750.00	5,741.62	7,500.00	1,377.42	5,000.00
271-000-633.000	NSF CHECK CHARGES	50.00	50.00	50.00	0.00	0.00
271-000-656.000	LIBRARY BOOK FINES	575.00	574.25	2,000.00	914.72	500.00
271-000-665.000	INTEREST ON INVESTMENTS	1,025.00	1,085.03	900.00	236.62	200.00
271-000-673.020	SALE OF BOOKS	31.00	31.20	100.00	20.62	0.00
271-000-675.000	CONTRIBUTION FROM PRIVATE SOUR	17,415.00	17,415.11	16,000.00	275.70	17,000.00
271-000-676.000	INSURANCE CLAIMS	0.00	0.00	0.00	0.00	0.00
271-000-689.000	FORGIVENESS OF DEBT	0.00	0.00	0.00	0.00	0.00
271-000-690.000	SUNDRY	1,650.00	1,623.50	1,500.00	4,584.23	1,600.00
271-000-696.000	APPROPRIATED FUND BALANCE	0.00	0.00	0.00	0.00	0.00
<b>Total Estimated Revenue:</b>		<b>542,052.00</b>	<b>551,488.56</b>	<b>567,050.00</b>	<b>518,874.11</b>	<b>576,994.00</b>
<b>--- Appropriations ---</b>						
271-790-706.000	WAGES - PERMANENT	180,972.00	180,248.78	175,668.00	114,682.80	180,778.00
271-790-707.000	WAGES - TEMPORARY	104,220.00	103,522.23	134,157.00	59,746.81	110,127.00
271-790-709.000	LONGEVITY PAY	0.00	0.00	0.00	0.00	0.00
271-790-711.000	WAGES - OVERTIME	0.00	0.00	0.00	0.00	0.00
271-790-712.000	EMPLOYER'S SOCIAL SECURITY	21,798.00	21,689.93	27,370.00	13,343.91	22,559.00
271-790-713.000	RETIREMENT FUND CONTRIBUTION	36,921.00	43,988.04	32,508.00	23,242.48	43,268.00
271-790-716.000	HOSPITALIZATION INSURANCE	20,182.00	20,343.57	24,829.00	10,414.20	26,670.00
271-790-716.100	BLUE CARE NETWORK	0.00	0.00	0.00	0.00	0.00
271-790-716.200	PRESCRIPTIONS	3,964.00	4,192.19	3,300.00	2,448.68	3,029.00
271-790-716.300	HEALTH RETIREMENT SAVINGS	3,120.00	2,839.59	3,120.00	1,988.52	3,120.00

271-790-717.000	OPTICAL INSURANCE	559.00	476.64	559.00	317.76	559.00
271-790-718.000	EMPLOYEES LIFE INSURANCE	363.00	208.26	363.00	249.20	363.00
271-790-719.000	SHORT TERM DISABILITY	0.00	206.91	0.00	275.88	300.00
271-790-720.000	WORKER'S COMPENSATION INSURANC	1,446.00	1,446.00	2,000.00	951.00	2,000.00
271-790-722.000	WORKER'S COMPENSATION	0.00	0.00	0.00	0.00	0.00
271-790-723.000	DENTAL INSURANCE	3,604.00	3,309.38	4,198.00	2,098.98	4,198.00
271-790-724.000	UNEMPLOYMENT COMPENSATION	0.00	0.00	0.00	0.00	0.00
271-790-728.000	OFFICE SUPPLIES	5,703.00	6,114.86	5,000.00	6,291.54	5,000.00
271-790-730.000	POSTAGE	702.00	584.89	750.00	51.27	500.00
271-790-756.000	MISC OPERATING SUPPLIES	4,000.00	7,480.32	4,000.00	3,971.99	5,000.00
271-790-804.000	COMPLIANCE PLANNING COSTS	10,060.00	11,078.58	6,000.00	4,844.35	8,000.00
271-790-808.000	INDEPENDENT AUDIT	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00
271-790-818.000	CONTRACTUAL SERVICES	68,597.00	65,575.25	52,000.00	52,203.51	70,000.00
271-790-827.000	LEGAL EXPENSES	0.00	0.00	1,000.00	705.00	1,000.00
271-790-853.000	TELEPHONE	1,670.00	1,672.07	0.00	1,668.19	1,700.00
271-790-864.000	CONF, WORKSHOPS & TRAINING	1,160.00	1,450.00	600.00	99.00	500.00
271-790-870.000	MILEAGE	270.00	269.65	250.00	0.00	250.00
271-790-914.000	LIABILITY INSURANCE	8,846.00	8,846.00	9,000.00	9,160.00	9,500.00
271-790-921.000	ELECTRIC	12,000.00	11,652.11	10,000.00	8,283.59	12,000.00
271-790-923.000	HEAT	5,000.00	4,375.53	5,000.00	3,926.77	4,500.00
271-790-927.000	WATER	2,700.00	2,723.21	3,000.00	1,598.21	2,800.00
271-790-931.000	BUILDING MAINTENANCE	127,071.00	127,071.04	10,000.00	17,491.47	14,173.00
271-790-933.000	EQUIPMENT MAINTENANCE	0.00	0.00	1,500.00	0.00	0.00
271-790-934.000	OFFICE EQUIPMENT MAINTENANCE	0.00	0.00	0.00	0.00	0.00
271-790-943.000	EQUIPMENT RENTAL OR LEASE	0.00	0.00	0.00	0.00	0.00
271-790-957.000	PERIODICALS, MAGAZINES, ETC	3,000.00	1,574.12	3,000.00	1,520.32	1,500.00
271-790-958.000	MEMBERSHIPS & DUES	1,000.00	145.00	500.00	822.81	600.00
271-790-965.101	CONTRIBUTION TO GENERAL FUND	9,000.00	9,000.00	9,000.00	0.00	9,000.00
271-790-969.000	CONTINGENCIES	0.00	0.00	0.00	0.00	0.00
271-790-975.000	BUILDING IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00
271-790-978.000	BOOKS	18,000.00	17,913.49	25,000.00	13,829.57	20,000.00
271-790-978.001	BOOKS - DONATIONS	0.00	0.00	0.00	0.00	0.00
271-790-982.000	MACHINERY & EQUIPMENT	13,335.00	13,334.79	5,000.00	11,403.79	8,000.00
271-790-984.271	EQUIPMENT PURCHASE - LIBRARY	0.00	0.00	0.00	0.00	0.00
<b>Total Appropriations:</b>		<b>675,263.00</b>	<b>679,332.43</b>	<b>564,672.00</b>	<b>373,631.60</b>	<b>576,994.00</b>
<b>Net of Revenues &amp; Appropriations: Net of Revenues &amp; Appropriations:</b>		<b>(133,211.00)</b>	<b>(127,843.87)</b>	<b>2,378.00</b>	<b>145,242.51</b>	<b>0.00</b>