

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

JANUARY, 2021 LIBRARY BOARD MEETING
MONDAY, JANUARY 25, 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: 12/14/2020 MEETING

DIRECTOR'S REPORT:

- CIRCULATION REPORTS—DECEMBER, 2020
- PROGRAM STATISTICS— DECEMBER, 2020
- INVOICES FOR JANUARY 2021

NEW BUSINESS:

- Proposal to increase DVD/Blu-ray and music CD checkout limit from 5 to 10 per library card.
- Proposal to provide all of our employees that receive a positive Coronavirus diagnosis up to five (5) days of paid time off before we require the employee to utilize their own sick and vacation time. This will only be granted if the library has the positive diagnosis on file from the employee's medical provider.

OLD BUSINESS:

- NONE

COMMITTEE REPORTS:

PLANNING:

PUBLIC COMMENTS

BOARD MEMBER AND DIRECTOR COMMENTS

ADJOURNMENT

Hazel Park Memorial District Library Board

Meeting Minutes

December 14, 2020

Draft Pending Approval at next meeting

Opening

The regular meeting of the Hazel Park Memorial District Library Board was called to order at 6:36pm on December 14, 2020 via Zoom Video Conference by Board President Rich Robbins.

Present

Ben Acha	Richard Robbins
Barbara Winter	Caitlyn Yother
Jordan Wright	Adam Duberstein
Linda Zeiss	

Approval of Agenda, Minutes, and Directors Report

The motion of approval of the agenda was created by Adam Duberstein and supported by Caitlyn Yother. There were no public comments on the agenda.

The motion to receive and file the meeting minutes from November meeting was created by Barbara Winter and supported by Adam Duberstein.

The motion to receive and file Corrine Stocker's Library Director Report was created by Caitlyn Yother, supported by Adam Duberstein.

All items unanimously approved as distributed.

New Business

1) Library Board Dates

Proposed meeting dates were accepted. Dates will be posted on website before end of year. Motion was made by Barbara Winter with support from Jordan Wright.

Old Business

1) Fund Balance Commitments

City Finance Department required a signed letter of commitment for fund balance changes made at June Meeting with a stated beginning date. Board committed \$100 thousand to maintenance/ repairs and \$40 thousand to retiree healthcare. Motion created by Caitlyn Yother, support from Linda Zeiss.

2) DIA Mural

Barbara Winter is going to look further into requirements and application status for this project. Motion to table topic created by Caitlyn Yother, support from Adam Duberstein.

Public Comments and Committee Reports

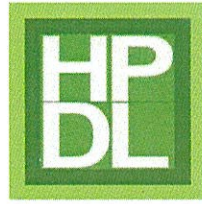
None

Adjournment

Meeting was adjourned at 7:01pm by Board President Rich Robbins after motion made by Caitlyn Yother and supported by Adam Duberstein. The next general meeting will be at 6:30pm on January 25, 2021 via Zoom Video Conference.

Minutes submitted by: Caitlyn Yother

Approved by: Pending



**Hazel Park District Library
January 2021 Director's Report**

Grant Updates

We received a total of \$17,017 from Oakland County's Covid Grants for libraries. The second round of funding covered several things that we would not have otherwise been able to afford, including: five (5) touchless sinks, a high pressure flushing toilet (to replace the only one in the building that's not), touchless soap and paper towel dispensers for all four (4) of our restrooms, new wireless routers, five (5) Chromebooks and four (4) Dell laptops. All of the new equipment has been received and all of the new fixtures were installed.

I recently spoke to a representative from the Library of Michigan and we should be receiving our \$3,500 grant by the end of the month; this covers the cost of our nine (9) mobile hotspots for one year, as well as \$500 worth of PPE.

Lastly, we received our annual e-rate reimbursement check for our Fiber optic internet service. The amount of the check was \$6,244, which reflects a 90% discount.

Program Highlights

We will be launching a virtual Winter Reading Challenge on February 1 through March 19 using READsquared. It will allow children to record their reading hours online, earn badges, play games and participate in challenges. Ultimately, it will allow kids to earn weekly prizes. We will also offer a non-virtual method of participation for those who do not have in-home internet access.

Building Updates

I recently became aware that there are holes and cracks on the West side of the buildings that are resulting in leaks in the staff work room. I am in the process of obtaining quotes to have tuck-pointing done as soon as the weather permits.

Tom is in the process of replacing the paneling up in the mezzanine that was water damaged prior to the roofs being replaced. He took down the shelving, cut out the damage, installed and reinforced a new panel, and is going to cover it with veneer that can be stained to match the existing panels, so it should all blend in. The damage occurred along the seam where the two roofs meet.

December 2020						
	JULY	AUG	SEPT	OCT	NOV	DEC
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	1,214	1,122	1,097
CIRCULATION LST YR	4003	3,748	3,528	3,759	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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	JAN	FEB	MAR	APRIL	MAY	JUNE
ILL REQ REQ RECD						
ILL REQ SENT OUT						
VOLUNTEER HOURS						
PATRONS CUR YR						
PATRONS LAST YR						
PROG ATTN 0-5						
PROG ATTN 6-11						
PROG ATTN 12 UP						
PROG ATTN ADULTS						
PROG ATTN TOTAL						
ADULT PROGRAMS						
JUVENILE PROGRAMS						
TEEN PROGRAMS						
GENERAL PROGRAMS						
TOTAL PROGRAMS						
ITEMS LKN CUR YEAR						

December 2020 Program Statistics

Program Name	Date	Type	Age 0-5	Age 6-11	Age 12-17	Adult	Total
Zoom Storytime	12/2/2020	Juvenile	6			5	11
Zoom Storytime	12/4/2020	Juvenile	7			6	13
Zoom Storytime	12/7/2020	Juvenile	7			7	14
Kindergarten Homeschool	12/9/2020	Juvenile	5			5	10
Zoom Storytime	12/11/2020	Juvenile	7			6	13
Zoom Storytime	12/16/2020	Juvenile	7			6	13
Zoom Storytime	12/18/2020	Juvenile	6			5	11
Zoom Storytime	12/21/2020	Juvenile	8			7	15
Kindergarten Homeschool	12/23/2020	Juvenile	6			5	11
			59	0	0	52	111

INVOICES JANUARY 2021

978 Baker & Taylor December 2020 Orders	\$1,489.69
978 Thompson Reuters	\$27.00
728 Midwest Tape	\$211.98
728 Staples	\$236.09
730 Library CC	\$22.00
756 Library CC	\$197.49
804 Library CC	\$389.98
818 T. Drury	\$485.00
818 TLN Telecom (Fiber Optic 10/1/20-12/31/20)	\$1,668.00
818 Library CC	\$236.98
818 TLN Shared Automation 1/1/21-3/31/21	\$6,870.67
818 Rose Pest Solutions	\$74.00
818 Hoopla December Usage	\$329.16
818 Michigan Office Solutions	\$66.98
827 MI Dept of Licensing & Regulatory Affairs (Elevator)	\$250.00
914 Michigan Municipal League Liability & Property Pool	\$9,771.00
921 DTE due 1/4/21	\$1,007.02
923 Consumers Energy due 1/19/21	\$677.99
927 Hazel Park Water Dept. 11/3/20-12/2/20	\$45.95
957 Library CC	\$10.00
958 Library CC	\$95.96
982 Library CC	\$257.98
Total	\$24,420.92