

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

MAY, 2022 LIBRARY BOARD MEETING
MONDAY, MAY 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: 4/25/2022 Meeting

DIRECTOR'S REPORT:

- CIRCULATION REPORTS—APRIL 2022
- PROGRAM STATISTICS--APRIL 2022
- INVOICES—MAY 2022

NEW BUSINESS:

- Fiscal 2022/2023 Budget
- Staff pay increases, per library director Stocker
- Proposal to require a unanimous library board and library director vote in order to ban library materials, per Vice President Robbins
- Proposal to host a "Meet Your Library Board" program, for library staff and constituents, per Secretary Yother

OLD BUSINESS:

- None

COMMITTEE REPORTS: Library of Things Committee, Strategic Planning Committee

PLANNING: Part-time Social Worker, Free Legal Aid Clinic with Judge Hartwell, DIA Mural Project

PUBLIC COMMENTS

BOARD MEMBER AND DIRECTOR COMMENTS

ADJOURNMENT



**Hazel Park District Library
May 2022 Director's Report**

Program Highlights

Be sure to join us this Wednesday (May 25) at 7:00 for Irene Miller's Holocaust survival journey. On Thursday evening (May 26), we will be hosting our first Lego Club for adults, as suggested by President Duberstein. This event begins at 6:00.

Registration for our juvenile, teen and adult summer reading programs begins on Monday, June 13. Just drop by the library and we will hook you up with everything you need to get started.

Donations

I'm pleased to announce that we received the following donations since our last meeting:

- \$318 from Hazel Park Youth Assistance, for the renovation of our teen space
- \$100 from Judy Haynes, in honor of Ruth McIlvride
- \$890 from the Hazel Park Library Friends ("HPLF") for our first two summer reading performers
- \$600 from the HPLF to reimburse us for the cost of two dumpsters
- \$250 from the HPLF for the purchase of new books to use as incentives for the teen summer reading program

Michigan Municipal League ("MML")

We received a dividend check from MML in the amount of \$958. Our premium was \$9,953, so this brings down the price tag of our liability insurance coverage to \$8,995 for the year.

Library Friends

The next meeting of the HPLF's will be held on Thursday, June 2 at 6:00 p.m. Everyone is welcome to join us.

Memorial Day Parade

Everyone is welcome to join us on Sunday the 29th at 4:00 p.m. to help decorate our float. Mary and Amber are hosting this at Amber's parents' home on 41 W. Granet. They will be grilling, so please bring a dish to pass. Please RSVP to Mary at (248)636-3182 or Amber at (248)284-3703.

We will be meeting up at 9:00 on Monday morning at the Hazel Park Junior High School and marching at 10:00; the parade itself takes about an hour. We're using the summer reading theme, which is "Oceans of Possibilities." Most of the staff will be dressing up in some nautical theme, such as mermaid, pirate, Aqua Man, etc. We're looking forward to marching with you!

April 2022						
	JULY	AUG	SEPT	OCT	NOV	DEC
ILL REQ RE	798	780	1558	1456	447	348
ILL REQ SN	1202	2017	1103	1797	422	418
VOLUNTEER HRS	74	61	48	103	45	66
PATRONS CUR YR	3510	3244	2988	3013	3053	2943
PATRONS LAST YR	4093	4098	4130	3990	3978	3987
PROG ATTN 0-5	49	16	73	85	17	32
PROG ATTN 6-11	106	0	11	22	49	14
PROG ATTN 12 UP	55	97	42	134	67	57
PROG ATTN ADULTS	118	64	117	107	80	107
PROG ATTN TOTAL	328	177	243	348	213	210
ADULT PROGRAMS	0	2	5	5	5	6
TEEN/TWEEN PROGRAMS	3	5	3	5	3	3
JUVENILE PROGRAMS	7	8	7	8	7	6
GENERAL PROGRAMS	9	1	3	2	2	2
TOTAL PROGRAMS	19	16	18	20	17	17
ITEMS LKN CUR YR	73,484	73,515	73,818	73,814	73,849	73,786
ITEMS LNK LAST YR	81,242	81,249	79,391	78,584	77,476	77,670
CIRCULATION CUR YR	2,942	1,861	1,421	1,458	1,573	1,406
CIRCULATION LST YR	1329	1,348	1,694	1,214	1,122	1,097
CIRCULATION CHANGE	121%	38%	-16%	20%	?	?
OVERDRIVE CIRCULATION	508	473	434	472	396	404
HOOPLA CIRCULATION	163	143	156	138	155	169
MATERIALS CIRC TOTAL	3613	2526	2011	2068	2124	1979
FINES	\$49.00	\$6.00	\$21.89	\$28.49	\$6.00	\$1.00
PENAL FINES	\$28,996.95	\$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	\$2,799.85	\$2,888.10	\$10,658.28	\$1,156.86	\$16,853.55	\$753.77
TOTAL INCOME	\$31,845.80	\$2,894.10	\$10,680.17	\$1,185.35	\$16,859.55	\$754.77
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	JAN	FEB	MAR	APRIL	MAY	JUNE
ILL REQ REQ RECD	500	320	465	381		
ILL REQ SENT OUT	562	578	539	596		
VOLUNTEER HOURS	42	84	106	87		
PATRONS CUR YR	2879	2807	2870	2830		
PATRONS LAST YR	4009	4028	4040	4059		
PROG ATTN 0-5	22	30	46	57		
PROG ATTN 6-11	5	0	16	42		
PROG ATTN 12 UP	49	0	85	96		
PROG ATTN ADULTS	53	50	134	192		
PROG ATTN TOTAL	129	80	281	387		
ADULT PROGRAMS	4	3	5	9		
JUVENILE PROGRAMS	4	8	8	7		
TEEN PROGRAMS	8	0	3	5		
GENERAL PROGRAMS	1	3	3	2		
TOTAL PROGRAMS	17	14	19	23		
ITEMS LKN CUR YEAR	73,936	74,154	74,418	74,646		
ITEMS LKN LST YEAR	77,607	77,756	77,296	76,789		

April 2022 Program Statistics

Program Name	Date	Type	Age 0-5	Age 6-11	Age 12-17	Adult	Total
Tiny Tales	4/1/2022	Juvenile	6			4	10
Baby Storytime	4/6/2022	Juvenile	4			5	9
Senior Trivia Baldwin	4/6/2022	Adult				14	14
Stitch & Knit	4/7/2022	Adult				7	7
Senior Outreach HP Manor	4/7/2022	Adult				5	5
Tiny Tales	4/8/2022	Juvenile	6			5	11
Fun Friday	4/8/2022	Twensns/Teens			18		18
Bevin Cohen on Seed Saving	4/9/2022	Adult				23	23
Family Fun Night	4/11/2022	General	18	33	3	47	101
Baby Storytime	4/13/2022	Juvenile	7			4	11
Ham Radio Club	4/13/2022	Adult				32	32
Yoga	4/14/2022	Adult				2	2
Fun Friday	4/15/2022	Twensns/Teens			21		21
Baby Storytime	4/20/2022	Juvenile	5			5	10
Senior Outreach Baldwin	4/21/2022	Adult				5	5
Senior Book Club Baldwin	4/21/2022	Adult				3	3
Tiny Tales	4/22/2022	Juvenile	4			3	7
Fun Friday	4/22/2022	Twensns/Teens			15		15
Game Day	4/23/2022	Adult			19	1	20
Family Fun Night	4/26/2022	General	3	9		11	23
Baby Storytime	4/27/2022	Juvenile	4			4	8
Fun Friday	4/30/2022	Twensns/Teens			20		20
Book Club	5/17/2022	Adult				12	12
Grand Totals			57	42	96	192	387

INVOICES MAY 2022

978 Baker & Taylor (3/22)	\$1,216.09
978 Baker & Taylor (4/22)	\$1,415.10
978 Library CC (4/22)	\$10.99
730 Staples	\$351.60
756 Library CC (4/22)	\$618.00
756 Tony's Ace Hardware	\$2.31
756 Tony's Ace Hardware	\$19.97
804 Corrine Stocker	\$264.47
804 NYT Bestselling Author Jeneva Rose (1st installment)	\$300.00
804 Library CC (4/22)	\$949.18
804 Books Galore Inc.	\$441.37
804 Collaborative Summer Library Program (CSLP)	\$225.04
818 Hoopla (April 2022)	\$350.85
818 T Mobile	\$125.77
818 SenSource	\$360.00
818 5 Points Elevator	\$302.00
818 Rose Pest Solutions (4/22)	\$77.00
818 Rose Pest Solutions (4/22) K9	\$250.00
818 Michigan Office Solutions	\$76.34
818 Library CC (4/22)	\$113.98
827 Library CC (4/22)	\$75.00
921 DTE due 5/31/22	\$991.16
923 Consumers Energy	\$617.48
927 Hazel Park Water Dept.3/3/22-4/4/22	\$56.37
931 National Door Systems	\$426.96
931 5 Points Elevator	\$825.00
957 Library CC (4/22)	\$45.55
975 Solar Solutions of America Inc.	\$7,394.33
Total	\$17,901.91

05/20/2022		BUDGET REPORT FOR CITY OF HAZEL PARK						
GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	2020-21 ACTIVITY	2021-22 ORIGINAL BUDGET	2021-22 ACTIVITY THRU 06/30/22	2022-23 REQUESTED BUDGET		
ESTIMATED REVENUES								
Dept 000								
271-000-402.000	CURRENT PROPERTY TAX	475,066	475,066	480,000	454,864	500,000		
271-000-405.000	PROPERTY TAXES - BRN 20%	0	0	8,800	0	0		
271-000-407.000	DELINQUENT REAL PROPERTY TAX	8	29	(4,000)	43	0		
271-000-417.000	DEL PERSONAL PROPERTY TAX	253	348	500	8	500		
271-000-425.000	PAVMENT IN LIEU OF TAXES	2,800	2,819	3,000	0	0		
271-000-528.000	OTHER FEDERAL GRANTS	0	21,017	0	0	0		
271-000-566.000	GRANTS - LIBRARY	3,500	0	0	0	0		
271-000-567.000	STATE AID - LIBRARY	27,158	19,935	27,000	13,127	22,000		
271-000-573.000	LOCAL COMMUNITY STABILIZATION SHARE A	5,394	5,394	5,394	7,277	7,500		
271-000-581.000	LIBRARY PENAL FINES	28,512	28,516	32,000	29,110	32,000		
271-000-627.000	DUPLICATING & PHOTO SERVICE	1,891	2,121	5,000	3,626	5,000		
271-000-656.000	LIBRARY BOOK FINES	1,164	1,318	500	134	500		
271-000-665.000	INTEREST ON INVESTMENTS	287	330	200	202	200		
271-000-673.020	SALE OF BOOKS	21	21	0	61	0		
271-000-675.000	CONTRIBUTION FROM PRIVATE SOUR	10,459	10,496	17,000	99,582	20,000		
271-000-690.000	SUNDRY	4,721	1,620	1,600	1,637	1,600		
Totals for dept 000 -		561,234	569,030	576,994	609,671	589,300		
TOTAL ESTIMATED REVENUES		561,234	569,030	576,994	609,671	589,300		
APPROPRIATIONS								
Dept 790								
271-790-706.000	WAGES - PERMANENT	184,006	180,943	180,778	159,131	186,578		
271-790-707.000	WAGES - TEMPORARY	98,423	96,601	110,127	66,199	106,484		
271-790-712.000	EMPLOYER'S SOCIAL SECURITY	21,606	21,232	22,559	17,377	23,145		
271-790-713.000	RETIREMENT FUND CONTRIBUTION	37,492	45,592	43,268	31,625	45,000		
271-790-716.000	HOSPITALIZATION INSURANCE	21,328	20,422	26,670	13,630	28,003		
271-790-716.200	PRESCRIPTIONS	5,429	5,536	3,029	9,615	7,000		
271-790-716.300	HOSP - EMPLOYER	3,120	3,009	3,120	2,580	3,120		
271-790-717.000	OPTICAL INSURANCE	559	477	559	391	559		
271-790-718.000	EMPLOYEES LIFE INSURANCE	363	356	363	356	363		
271-790-719.000	SHORT TERM DISABILITY	1,000	676	300	386	750		
271-790-720.000	WORKER'S COMPENSATION INSURANC	2,000	951	2,000	32	2,000		

271-790-723.000	DENTAL INSURANCE	4,198	3,573	4,198	2,719	4,198
271-790-728.000	OFFICE SUPPLIES	8,722	7,991	5,000	6,922	7,000
271-790-730.000	POSTAGE	750	60	500	60	200
271-790-756.000	MISC OPERATING SUPPLIES	6,090	6,028	5,000	6,156	7,500
271-790-804.000	COMPLIANCE PLANNING COSTS	7,800	8,385	8,000	11,110	10,000
271-790-808.000	INDEPENDENT AUDIT	6,000	6,000	6,000	0	6,000
271-790-818.000	CONTRACTUAL SERVICES	75,408	66,557	70,000	54,429	68,000
271-790-827.000	LEGAL EXPENSES	1,000	722	1,000	92	500
271-790-853.000	TELEPHONE	4,000	3,380	1,700	1,041	2,000
271-790-864.000	CONF. WORKSHOPS & TRAINING	600	138	500	0	250
271-790-870.000	MILEAGE	250	169	250	29	250
271-790-914.000	LIABILITY INSURANCE	9,200	9,160	9,500	8,995	10,000
271-790-921.000	ELECTRIC	10,000	11,644	12,000	11,119	8,000
271-790-923.000	HEAT	5,000	4,810	4,500	5,159	5,000
271-790-927.000	WATER	3,000	2,006	2,800	950	2,000
271-790-931.000	BUILDING MAINTENANCE	24,000	20,600	14,173	23,218	20,000
271-790-933.000	EQUIPMENT MAINTENANCE	1,500	0	0	0	0
271-790-957.000	PERIODICALS, MAGAZINES, ETC	3,000	1,650	1,500	815	800
271-790-958.000	MEMBERSHIPS & DUES	823	823	600	155	600
271-790-965.101	CONTRIBUTION TO GENERAL FUND	9,000	9,000	9,000	0	9,000
271-790-975.000	BUILDING IMPROVEMENTS	0	0	0	55,457	0
271-790-978.000	BOOKS	25,000	22,077	20,000	16,130	20,000
271-790-982.000	MACHINERY & EQUIPMENT	13,800	12,447	8,000	1,697	5,000
Totals for dept 790 -		594,467	573,015	576,994	507,575	589,300
TOTAL APPROPRIATIONS		594,467	573,015	576,994	507,575	589,300
NET OF REVENUES/APPROPRIATIONS - FUND 271		(33,233)	(3,985)	0	102,096	0