

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

OCTOBER, 2021 LIBRARY BOARD MEETING  
WEDNESDAY, OCTOBER 27, 2021, 7:00 P.M.  
HAZEL PARK MEMORIAL DISTRICT LIBRARY  
(248) 546-4095

CALL TO ORDER  
ROLL CALL  
CONVOCAATION: PLEDGE OF ALLEGIANCE  
PUBLIC COMMENTS ON AGENDA ITEMS  
ADDITIONS TO AND APPROVAL OF AGENDA  
APPROVAL OF MINUTES: 9/27/2021 MEETING

DIRECTOR'S REPORT:

- CIRCULATION REPORTS—SEPTEMBER 2021
- PROGRAM STATISTICS--SEPTEMBER 2021
- INVOICES—OCTOBER 2021

NEW BUSINESS:

- Appointment of Interim Trustee

OLD BUSINESS:

- None

COMMITTEE REPORTS: Library of Things Committee, Strategic Planning Committee

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

PUBLIC COMMENTS

BOARD MEMBER AND DIRECTOR COMMENTS

ADJOURNMENT



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

**Trustee Biographies and Photos**

So far, we have received them from Adam, Jordan and Richard. If you would like to have yours included, please get it to us as soon as possible. If you don't wish to have yours included, please let me know.

**Program Highlights**

Our Overnight Teen Halloween Party is this Friday. We are allowing 30 teens to participate and so far, we have 26 registered. We are still seeking volunteers for all or part of the night. Please let me know if you are willing to help out with this event.

**Hazel Park Library Friends**

The Friends will be meeting in person at 6:00 on Thursday, November 4 in the library. Everyone is welcome to attend, and pizza will be served. If you haven't attended a meeting, I strongly encourage you to do so.

At their October meeting, the Friends voted to give us \$2,900 for the following causes:

\$1,000 for a new staff refrigerator

\$300 for performers at the Teen Overnight Halloween Party

\$100 in reimbursement for food our Camp Hazelwood Teen Overnighter

\$600 in reimbursement for Summer Reading Picnic food expenses

\$600 to replenish our stock of books that we gift to children at our Santa event

\$300 for Family Fun Night food for the rest of the year

**Building Maintenance**

I'm in the process of gathering quotes for maintenance projects that can't be deferred much longer and I just wanted to share what I have so far for planning purposes.

The most urgent repair is the upper masonry façade on the building's exterior. I only have one estimate so far for the tuck-pointing and it is \$14,950.

The exterior emergency exit doors on the 9 Mile side of the building are in desperate need of replacement; they are very difficult to open and properly close. I had the guys from Metro Door and Hardware give me an estimate when they were here to replace the custodian door; their estimate was \$6,825.

September 2021						
	JULY	AUG	SEPT	OCT	NOV	DEC
ILL REQ RE	798	780	1558			
ILL REQ SN	1202	2017	1103			
VOLUNTEER HRS	74	61	48			
PATRONS CUR YR	3510	3244	2988			
PATRONS LAST YR	4093	4098	4130			
PROG ATTN 0-5	49	16	73			
PROG ATTN 6-11	106	0	11			
PROG ATTN 12 UP	55	97	42			
PROG ATTN ADULTS	118	64	117			
PROG ATTN TOTAL	328	177	243			
ADULT PROGRAMS	0	2	5			
TEEN/TWEEN PROGRAMS	3	5	3			
JUVENILE PROGRAMS	7	8	7			
GENERAL PROGRAMS	9	1	3			
TOTAL PROGRAMS	19	16	18			
ITEMS LKN CUR YR	73,484	73,515	73,818			
ITEMS LNK LAST YR	81,242	81,249	79,391			
CIRCULATION CUR YR	2,942	1,861	1,421			
CIRCULATION LST YR	1329	1,348	1,694			
CIRCULATION CHANGE	121%	38%	-16%			
OVERDRIVE CIRCULATION	508	473	434			
HOOPLA CIRCULATION	163	143	156			
MATERIALS CIRC TOTAL	3613	2526	2011			
FINES	\$49.00	\$6.00	\$21.89			
PENAL FINES	\$28,996.95	\$0.00	\$0.00			
STATE AID	\$0.00	\$0.00	\$0.00			
MISC INCOME	\$2,799.85	\$2,888.10	\$10,658.28			
TOTAL INCOME	\$31,845.80	\$2,894.10	\$10,680.17	\$0.00	\$0.00	\$0.00
....						
	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						
ITEMS LKN LST YEAR						

## September 2021 Program Statistics

Program Name	Date	Type	Age 0-5	Age 6-11	Age 12-17	Adult	Total
Baby Storytime	9/1/2021	Juvenile	2			2	4
Senior Outreach Trivia	9/2/2021	Adult				10	10
Senior "Book Mobile"	9/2/2021	Adult				5	5
Ham Radio Club	9/8/2021	Adult				26	26
Baby Storytime	9/8/2021	Juvenile	2			2	4
Storytime	9/10/2021	Juvenile	4			3	7
Fun Friday	9/10/2021	Tweens/Teens			11		11
Family Fun Night	9/15/2021	General	4	7	1	8	20
Baby Storytime	9/15/2021	Juvenile	1			2	3
Meditation	9/16/2021	Adult				2	2
Fun Friday	9/17/2021	Tweens/Teens			14		14
Baby Storytime	9/22/2021	Juvenile	2			4	6
Senior Book Club	9/23/2021	Adult				3	3
Storytime	9/24/2021	Juvenile	1			1	2
Fun Friday	9/24/2021	Tweens/Teens			16		16
Family Fun Night	9/28/2021	General	4	4		8	16
Baby Storytime	9/29/2021	Juvenile	2			3	5
United Oaks Family Night	9/30/2021	General	51	11	42	38	89
			73	11	42	117	243

**INVOICES OCTOBER 2021**

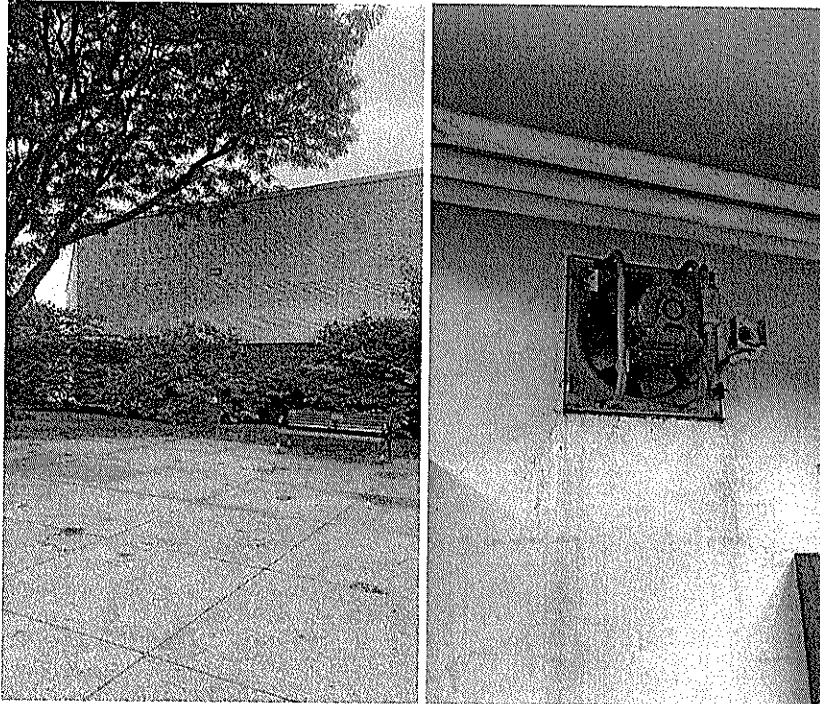
978 Baker & Taylor September 2021 Orders	\$1,841.69
978 Amazon (August 2021 Orders)	\$1,843.38
978 TLN Bookbilling September 2021	\$24.95
728 Amazon (August 2021 Orders)	\$44.43
728 Library CC (7/21)	\$105.93
730 Library CC (7/21)	\$5.15
756 Library CC (7/21)	\$99.87
756 Amazon (August 2021 Orders)	\$83.30
756 Library CC (8/21)	\$1,275.14
756 Darlene Shaughnessy	\$77.71
756 Big D Lock & Key	\$43.00
756 Tony's Ace Hardware	\$15.76
756 Tony's Ace Hardware	\$22.58
756 Petty Cash	\$11.94
756 C. Stocker	\$119.98
804 Library CC (7/21)	\$876.06
804 Library CC (8/21)	\$339.80
804 Amazon (August 2021 Orders)	\$45.00
804 Natalie Grits--The Pinwheel Sideshow	\$150.00
804 David Baile	\$150.00
804 Petty Cash	\$130.87
804 Books Galore Inc.	\$200.00
804 C. Stocker	\$19.99
818 TLN Tech Svcs SAM 10/1/21-9/30/22	\$766.82
818 TLN Tech Svcs Annual Licenses 10/1/21-9/30/22	\$1,202.00
818 TLN Telecom Shared Fiber Optic 7/1/21-9/30/21	\$1,310.67
818 TLN Shared Automation 10/1/21-12/31/21	\$7,214.39
818 TLN Annual Delivery Services 10/1/21-9/30/22	\$2,097.00
818 Hoopla (September 2021 Usage)	\$295.65
818 Michigan Office Solutions	\$402.84
818 Library CC (7/21)	\$24.99
818 Library CC (8/21)	\$24.99
921 DTE due 10/29/21	\$1,192.57
923 Consumers Energy due 10/15/21	\$306.80
927 Hazel Park Water Dept. 8/3/21-9/2/21	\$181.42
931 Metro Door and Hardware Inc.	\$1,825.00
931 Royal Roofing Company, Inc.	\$200.00
957 Library CC (7/21)	\$25.60
957 Library CC (8/21)	\$195.60
<b>Total</b>	<b>\$24,597.27</b>



October 12th, 2021

Corrine Stocker  
Library Director  
123 E. 9 Mile Rd,  
Hazel Park, MI 48030  
cstocker@hazel-park.lib.mi.us

**RE: Miscellaneous Masonry Work at 123 E. 9 Mile Rd, Hazel Park MI**



**Scope A) Miscellaneous Masonry**

- ❖ Mobilize the area utilizing an aerial manlift.
- ❖ Go around the upper masonry facade and tuckpoint brick as necessary.
- ❖ Wash the tuckpointed areas.
- ❖ Remove the fan from the masonry wall. Electrical to be shut off by others.
- ❖ Infill the fan opening.
- ❖ Remove all debris offsite.

**Total Cost: \$14,950.00**

This proposal includes all labor, materials and taxes and will remain in effect for sixty (60) days from the above date.

Sincerely,

Brenden Cislo  
JMD Building Restoration  
Brenden.Cislo@jmdbuildingrestoration.com

JMD Building Restoration llc  
18370 Fitzpatrick St Detroit MI 48228  
O:734-743-3903 F:734-956-5903 C:734-751-5978

• \* **METRO DOOR AND HARDWARE INC\***

449 Coldiron Dr

\*\*\*PROPOSAL: #2627\*\*\*

Rochester Hills MI 48307

Office# (586)925-0815

Fax# (248)608-0775

**\*COMMERCIAL DOOR SOLUTIONS\* EXPERT SERVICE\***

• EMAIL- metrodoor@yahoo.com

• SITE CONTACT: Corrine

DATE: 10-22-2021

PROPOSAL SUBMITTED TO: Hazel Park Library

• ADDRESS: 123 E 9 Mile Rd

PHONE: 586-322-0693

• CITY-STATE-ZIP: Hazel Pk Mi. 48030

**SCOPE OF WORK: FURNISH AND INSTALL**

**MK: FRONT ENTRANCE 9 MILE RD**

2ea- DARK BRONZE MEDIUM STYLE FULL GLASS DOORS W/ 1/4" TEMPERED GLASS

2ea- FULL MORTISE DARK BRONZE CONTINUOUS HINGES

2ea- COMMERCIAL GRADE #1 DOOR CLOSER DARK BRONZE FINISHFINISH

2ea- GRADE #1 EXIT DEVICE x EXIT ONLY

2ea- SWEEPS

**NOTE: REUSE EXISTING FRAME.**

**TOTAL PRICE: \$6825.00 (SIX THOUSAND EIGHT HUNDRED TWENTY-FIVE DOLLARS)**

**METRO DOOR AND HARDWARE PROPOSES TO FURNISH AND INSTALL ABOVE MATERIAL DURING REGULAR BUISNESS HOURS M-F 8am-4:30pm. WE ARE NOT RESPONSIBLE FOR PAINTING OR ELECTRICAL INCLUDING ALARM CONTACTS.TOTAL BALANCE DUE AT COMPLETION OF JOB. WE ACCEPT CASH OR CHECK. ESTIMATED LEAD TIME 6-8 WEEKS. LEAD TIME BEGINS AFTER METRO DOOR RECEIVES WRITTEN ACCEPTANCE OF PROPOSAL. THIS PROPOSAL IS GOOD FOR 15 DAYS.**

**ALL CREDIT CARD TRANSACTIONS PLEASE ADD 4% TO THE TOTAL.**

**Metro Door is here by authorized to supply all material and labor to complete the above-mentioned project. By signing this document you agree to all the terms above. Thank you for giving Metro Door And Hardware Inc. the oppportunity to bid your project.**

**SIGNATURE: \_\_\_\_\_**

**DATE: \_\_\_\_\_**