

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

DECEMBER 2023 LIBRARY BOARD MEETING  
MONDAY, DECEMBER 18, 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: 11/27/2023 Meeting

DIRECTOR'S REPORT:

- CIRCULATION REPORT—NOVEMBER, 2023
- PROGRAM STATISTICS—NOVEMBER, 2023
- INVOICES—SEPTEMBER, DECEMBER, 2023

NEW BUSINESS:

- Proposal to appoint Caitlyn Shinn as Trustee Emeritus (Duberstein)
- Proposal to allow the Library Director to explore the potential purchase and installation of permanent outdoor LED holiday strip lights on the library's roofline (Robbins)

OLD BUSINESS:

- Circulation staff request to discontinue use of Unique Management Services, our collection agency

COMMITTEE REPORTS: Strategic Planning Committee

PLANNING: DIA Mural Project

PUBLIC COMMENTS

BOARD MEMBER AND DIRECTOR COMMENTS

ADJOURNMENT

November 2023						
	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23
ILL REQ RE	365	493	427	353	365	
ILL REQ SN	655	771	695	770	596	
VOLUNTEER HRS	52	87	76	104	135	
PATRONS CUR YR	2935	2978	3015	3037	3055	
PATRONS LAST YR	2692	2433	2427	2479	2523	2531
PROG ATTN 0-5	94	58	61	211	50	
PROG ATTN 6-11	143	8	47	194	82	
PROG ATTN 12 UP	96	84	48	106	27	
PROG ATTN ADULTS	262	123	182	451	274	
PROG ATTN TOTAL	595	273	338	962	433	
ADULT PROGRAMS	7	5	5	7	5	
TEEN/TWEEN PROGRAMS	4	4	2	4	2	
JUVENILE PROGRAMS	13	8	8	11	8	
GENERAL PROGRAMS	8	3	5	2	5	
TOTAL PROGRAMS	32	20	20	24	20	
ITEMS LKN CUR YR	77,344	77,508	77,758	77,754	77,893	
ITEMS LNK LAST YR	75,223	75,459	73,818	73,814	73,849	73,786
CIRCULATION CUR YR	3,273	3,400	3,216	2,982	2,689	
CIRCULATION LST YR	2942	3,194	3,018	2806	2,904	1,406
CIRCULATION CHANGE	11%	6%	7%	6%	-7%	
OVERDRIVE CIRCULATION	473	686	656	884	696	
HOOPLA CIRCULATION	187	253	219	217	184	
MATERIALS CIRC TOTAL	3933	4329	4091	4083	3569	
FINES	\$0.00	\$0.80	\$35.00	\$0.00	\$39.97	
PENAL FINES	\$22,388.60	\$0.00	\$0.00	\$0.00	\$0.00	
STATE AID	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
MISC INCOME	2151,94	\$675.34	\$1,297.13	\$890.66	\$685.42	
TOTAL INCOME	\$22,388.60	\$676.14	\$1,332.13	\$890.66	\$725.39	
....						
	JAN	FEB	MAR	APRIL	MAY	JUNE
ILL REQ REQ RECD						
ILL REQ SENT OUT						
VOLUNTEER HOURS						
PATRONS CUR YR						
PATRONS LAST YR	2879	2807	2870	2930	2685	2615
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	73,936	74,154	74,418	74,646	74,945	74,955

# November 2023 Program Statistics

Program Name	Date	Type	Age 0-5	Age 6-11	Age 12-17	Adult	Total
Senior Outreach HP Manor	11/2/2023	Adult				6	6
Author Jeneva Rose	11/2/2023	Adult				90	90
Tiny Tales	11/3/2023	Juvenile	9			9	18
Fun Friday	11/3/2023	Tweens/Teens			12		12
Harry Potter Party	11/4/2023	General		42		38	80
Lego Club	11/7/2023	Juvenile	1	3		3	7
Baby Storytime	11/8/2023	Juvenile	4			4	8
Senior Trivia: Baldwin	11/8/2023	Adult				4	4
Ham Radio Club	11/8/2023	Adult				31	31
Pokemon Go!	11/9/2023	General	1	5		5	11
Tiny Tales	11/10/2023	Juvenile	8			9	17
Fun Friday	11/10/2023	Tweens/Teens			12		12
Lighthouses of the Great	11/13/2023	Adult				25	25
Family Fun w/Wild Wings	11/14/2023	General	12	23	2	26	63
Baby Storytime	11/15/2023	Juvenile	2			2	4
Tiny Tales	11/17/2023	Juvenile	11			11	22
Literacy Night @ Hoover	11/21/2023	Juvenile		7	1	6	14
Family Fun Night	11/28/2023	General		2		2	4
Baby Storytime	11/29/2023	Juvenile	2			2	4
Pokemon Go!	11/30/2023	General				1	1
<b>Grand Totals</b>			<b>50</b>	<b>82</b>	<b>27</b>	<b>274</b>	<b>433</b>

## INVOICES December 2023

978 Baker & Taylor (November 23)	\$1,026.91
978 Library CC (8/23)	\$655.37
978 Library CC (10/23)	\$730.59
720 MML Workers' Compensation Fund	\$797.00
728 Library CC (10/23)	\$735.96
728 Quill	\$41.18
728 Quill	\$45.18
728 Quill	\$188.01
756 Library CC (8/23)	\$306.92
756 Library CC (10/23)	\$28.18
756 Tony's Ace Hardware	\$40.08
756 Tony's Ace Hardware	\$10.60
804 First Book Marketplace	\$81.24
804 Library CC (8/23)	\$120.98
804 Library CC (10/23)	\$1,799.42
818 Hoopla (November 23)	\$364.56
818 T Mobile (10/26/23-11/25/23)	\$171.74
818 Millennium Business Systems	\$15.00
818 Fire King Company (Annual Inspec. Fire extinguishers)	\$154.00
818 Michigan Office Solutions	\$4.58
818 Michigan Office Solutions	\$99.49
818 Michigan Office Solutions	\$59.69
818 Unique Management Services, Inc. (11/23)	\$186.40
818 Library CC (8/23)	\$61.98
818 Library CC (10/23)	\$36.99
818 Goyette Quarterly Maintenance (11/1/23-1/31/24)	\$584.00
818 Goyette (Troubleshoot Boiler)	\$269.00
921 DTE (11/4/23-12/6/23))	\$578.87
923 Consumers Energy (10/21/23-11/18/23)	\$515.62
927 Hazel Park Water Dept. (10/2/23-11/1/23)	\$85.45
931 Goyette Mechanical (Boiler Repair)	\$657.00
931 Able Plumbing & Contracting, Inc.	\$1,572.00
957 Library CC (8/23)	\$90.00
958 Library CC (10/23)	\$55.00
982 Library CC (10/23)	\$548.99
<b>Total</b>	<b>\$12,717.98</b>