



# CITY of EASTPOINTE

EASTPOINTE

LIBRARY DIRECTOR  
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## EASTPOINTE MEMORIAL LIBRARY COMMISSION

REGULAR MEETING  
Tuesday, February 16, 2021  
4:00 p.m.

Eastpointe Memorial Library  
15875 Oak

**Zoom virtual meeting ID: 574 703 3654**

### AGENDA:

- I. Call to order
- II. Approval of minutes: January 19, 2021 & January 26, 2021 Special Meeting
- III. Reports/Communications
  - A. Monthly Report: January 2021
  - B. Financial Report: January 2021
  - C. Commissioner Concerns:
  - D. Staff Report:
  - E. Friends Report:
  - F. SLC Report:
- IV. Old Business
  - A.
  - B.
- V. New Business
  - A.
  - B.
- VI. Hearing of the Public
- VII. Commissioner Reports
- VIII. Next Meeting: Tuesday, March 16, 2021
- IX. Adjournment



## EASTPOINTE MEMORIAL LIBRARY COMMISSION

Eastpointe Memorial Library  
15875 Oak, Eastpointe, Michigan

Regular Meeting  
Tuesday, January 19, 2021

4:00 p.m.

### SUMMARY OF THE MINUTES

The meeting was called to order at 4:02 p.m. by Chairman Glassco in the Library Community Room.

Commissioners present: Curley (Zoom), Glassco, Murphy, Wodecki (Zoom).

Commissioners absent, excused: Leyva

Staff present: Sterling, Todd

#### Approval of Minutes

The December 2020 minutes were approved as printed.

#### Reports/Communications

The Director's monthly report to the Library Commission for December 2020 was approved as printed.

The financial report for December 2020 was accepted as printed.

Commissioners Concerns: None

Staff: All doing Ok. No one has had vaccines as yet.

Friends Report: Fundraising with bottles and cans continues. Raffle of themed basket went very well. They will do a Valentine's day basket next. The Friday book/media sales will start up again Friday January 29. They will be adding a Saturday Book/Media sale once a month the second Saturday of each month, before the friends meeting.

SLC report: Some libraries will open up the beginning of February, still with limited services.

#### Old Business

##### A. Heating & Cooling Project Special meeting

1. Motion by Wodecki to schedule A special meeting to go over bids, and timeline for Heating & cooling projects Tuesday, January 26, 2021 at 4:00. Support by Murphy. Motion carried.

#### New Business

There was none.

#### Hearing of the Public

Chairman Glassco announced the Hearing of the Public. There was none.

#### Commissioners Reports

There were none.

#### Next Meeting

The next meeting will be held on Tuesday, February 16, 2021 at 4:00 p.m. in the Library Community Room.

#### Adjournment

Upon proper motion made, supported and carried, the meeting was adjourned at 4:20 p.m.

## **EASTPOINTE MEMORIAL LIBRARY COMMISSION**

Eastpointe Memorial Library  
15875 Oak, Eastpointe, Michigan

Special Meeting  
Tuesday, January 26, 2021

4:00 p.m.

### **SUMMARY OF THE MINUTES**

The meeting was called to order at 4:03 p.m. by Chairman Glassco in the Library Community Room.

Commissioners present: Curley (Zoom), Glassco, Leyva (Zoom), Murphy, Wodecki (Zoom).

Commissioners absent: None

Staff present: Sterling, Todd

Others present: Merucci, Todd

#### **Heating & Cooling Project:**

##### **A. Heating & Cooling Project Special meeting**

1. Motion by Wodecki to accept bid of Temperature Services, Inc., Livonia MI. at the amount of \$118,149.00 which includes condenser, air handler unit and alternate of 2 furnaces. Support by Murphy. Motion carried.

#### **Hearing of the Public**

Chairman Glassco announced the Hearing of the Public. There was none.

#### **Next Meeting**

The next regular meeting of the library board of commissioners will be held on Tuesday, February 16, 2021 at 4:00 p.m. in the Library Community Room.

#### **Adjournment**

Upon proper motion made, supported and carried, the meeting was adjourned at 4:14 p.m.

# Eastpointe Memorial Library

## Monthly Report To The Library Commission

### January 2021

<b>Circulation of Library Material:</b>	<b>2021</b>	<b>2020</b>	<b>Difference</b>
Total	6,415	8,145	-1,730
Books	5,651		
Audio Visual	445		
Miscellaneous (Magazines/Zinio)	317		
Overdrive	232		
Freegal	84		

<b>Patron Visits</b>	<b>2021</b>	<b>2020</b>	<b>Difference</b>
Total	2,836	6,510	-3,674
# of Days	23	25	
Average Day	123	280	
Highest Day (19th)	149	319	
WIFI	722		

<b>Registrations:</b>	<b>2021</b>		
Patrons Added	31		
Patrons Deleted	0		

<b>Reference Desks:</b>	<b>2021</b>	<b>2020</b>	<b>Difference</b>
Total	803	1,252	-449
Adult	1,026		
Young Adult/Juvenile	820		
Telephone	40		
Holds Placed	877		
Holds Filled	700		

<b>Interlibrary Loans</b>	<b>2021</b>		
Books Borrowed	1,593		
Books Loaned	1,443		

<b>Collection Development:</b>	<b>2021</b>		
Adult Books Added	194		
Adult Books Withdrawn	1		
Juvenile Books Added	51		
Juvenile Books Withdrawn	2		
Audio-Visual Added	16		
Audio-Visual Withdrawn	19		

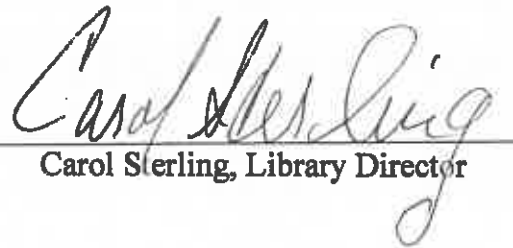
<b>Program Attendance:</b>	<b>2021</b>		
Internet Public Access Center	388	hours	
Children's Computer Center	8	hours	
Virtual Storytime (5)	898	views	
Take Home Crafts	7		
Total Youth Programs: 5 Programs	898		
Virtual Book Club (2)	20		
Virtual Game Night	15		
Bean Stack Reading Club Participants	15		
Facebook Posts	1702	views	
Total Adult Programs: 3 Programs	35		

## January Activities

The adult services department started a monthly virtual game night in January. A rotation of Spin the Wheel, Library Feud, and Trivia games will happen each month. Participants enjoyed playing Spin the Wheel from the comfort of their homes. Book clubs held steady attendance. Beanstack reading and activity software is a hit with adult patrons. The latest was a Mindfulness challenge, which had patrons doing more online activities than reading. It was a nice change from what we offered in the past and the patrons enjoyed it. We are still reaching out to patrons in the virtual world of Facebook and our website. Our online presence adds to what we do in the library. Librarians continue to create engaging displays to encourage patrons to pick up a book in a different genre or subject area.

For the month of January, the Youth Services Department did several virtual storytimes and take-home crafts for children. In planning for February, we prepared a guessing game for Valentine's Day with a jar filled with candy. The child closest to the correct number will win the contents of the jar.

Also, we moved the Winnie the Pooh table out of the easy book area to make social distancing easier in the Youth Services area.



Carol Sterling, Library Director

PERIOD ENDING 02/28/2021

\*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2020-21		YTD BALANCE		ACTIVITY FOR		AVAILABLE BALANCE	% BDTG USED
		AMENDED BUDGET	NORMAL (ABNORMAL)	02/28/2021	NORMAL (ABNORMAL)	MONTH 02/28/2021	INCREASE (DECREASE)		
Fund 271 - LIBRARY									
Expenditures									
Dept 790 - LIBRARY									
271-790-705.000	DEPARTMENT HEAD	90,762.00		53,420.51		3,491.53		37,341.49	58.86
271-790-706.000	SUPERVISOR-NON UNION	138,349.00		66,925.68		4,374.23		71,423.32	48.37
271-790-708.000	CLERICAL-UNION	80,283.00		49,057.35		3,222.85		31,225.65	61.11
271-790-710.000	LABOR & TRADE UNION	255.00		0.00		0.00		255.00	0.00
271-790-713.000	ICMA/401A/HSA CONTRIBUTIONS	35,700.00		16,624.62		1,092.28		19,075.38	46.57
271-790-714.000	OVERTIME	306.00		0.00		0.00		306.00	0.00
271-790-715.000	PART-TIME WAGES	115,169.00		65,808.74		3,889.26		49,360.26	57.14
271-790-717.000	FRINGE BENEFITS ALLOCATION	341.00		0.00		0.00		341.00	0.00
271-790-719.000	LONGEVITY AND VACATION	21,000.00		17,602.69		0.00		3,397.31	83.82
271-790-721.000	SOCIAL SECURITY	33,034.00		19,996.82		1,130.05		13,037.18	60.53
271-790-721.500	MESA-REIMBURSEMENT	0.00		420.99		0.00		(420.99)	100.00
271-790-722.000	RETIREMENT CONTRIBUTION %	145,813.73		218,798.02		69.61		(72,984.29)	150.05
271-790-722.100	RETIREMENT CONTRIBUTION FXKD	0.00		0.00		(60.67)		24,637.12	52.37
271-790-723.000	HOSPITALIZATION PREMIUM	51,731.00		27,093.88		77.00		2,903.13	51.49
271-790-724.000	DENTAL, OPTICAL & LIFE	5,985.00		3,081.87		0.00		0.00	0.00
271-790-725.400	UNIFORM & CLOTHING ALLOWANCE	0.00		0.00		0.00		0.00	0.00
271-790-725.550	HEALTHY LIVING INCENTIVE	1,250.00		1,250.00		0.00		0.00	100.00
271-790-727.000	OFFICE SUPPLIES	3,000.00		1,191.19		402.12		1,808.81	39.71
271-790-730.000	POSTAGE	200.00		67.60		0.00		132.40	33.80
271-790-740.000	OPERATING SUPPLIES	4,000.00		405.58		145.29		3,594.42	10.14
271-790-740.215	PRE EMPLOYMENT EXPENSE	500.00		0.00		0.00		500.00	0.00
271-790-740.271	OPERATING-PUBLIC COPIER	3,000.00		1,103.93		561.77		1,896.07	36.80
271-790-801.000	PROFESS & CONTRACT SERVIC	60,000.00		32,529.91		9,657.38		27,470.09	54.22
271-790-801.300	CONTRACT-DEBT COLLECTION	2,000.00		572.80		277.45		1,427.20	28.64
271-790-803.000	CONTRACTUAL CUSTODIAL	4,000.00		0.00		0.00		4,000.00	0.00
271-790-874.100	HOSPITALIZATION-RETIRES	32,700.00		24,524.64		0.00		8,175.36	75.00
271-790-900.000	PRINTING & PUBLISHING	0.00		0.00		0.00		0.00	0.00
271-790-912.000	WORKERS COMPENSATION	2,462.00		794.00		306.00		1,668.00	32.25
271-790-913.010	LIABILITY INS. PREMIUM	10,140.00		9,943.40		0.00		196.60	98.06
271-790-920.000	LIABILITY INS. STOP LOSS	2,200.00		1,500.00		0.00		700.00	68.18
271-790-921.000	PUBLIC UTILITIES	25,000.00		12,353.01		922.77		12,646.99	49.41
271-790-931.000	TELECOMMUNICATIONS	10,000.00		7,151.32		1,034.19		2,848.68	71.51
271-790-938.000	BUILDING & SITE MAINTN.	15,000.00		10,602.43		5,448.00		4,397.57	70.68
271-790-943.000	OFFICE EQUIPMENT MAINTEN	0.00		0.00		0.00		0.00	0.00
271-790-957.000	MOTOR POOL RENTAL	0.00		0.00		0.00		0.00	0.00
271-790-958.000	MEMBERSHIP AND DUES	2,000.00		0.00		0.00		2,000.00	0.00
271-790-960.000	SUBSCRIPTIONS & SERVICE	5,000.00		2,193.00		1,120.60		2,807.00	43.86
271-790-970.299	EDUCATION/TRAINING/SEMINARS	1,000.00		0.00		0.00		1,000.00	0.00
271-790-975.271	SICK & VACATION PAYOUT	0.00		0.00		0.00		0.00	0.00
271-790-980.000	BLDG ADD & IMPROVE-LIBRARY	115,000.00		8,770.00		1,900.00		106,230.00	7.63
271-790-982.000	OPERATING EQUIPMENT	0.00		0.00		0.00		0.00	0.00
271-790-982.100	BOOKS	55,000.00		24,131.39		8,006.00		30,868.61	43.88
271-790-999.402	AUDIO/VISUAL RECORDINGS	15,000.00		9,402.83		8,514.94		5,597.17	62.69
	TRANSFER OUT-EQUIP REPLACE	0.00		0.00		0.00		0.00	0.00
Total Dept 790 - LIBRARY		1,087,180.73		687,318.20		55,582.65		399,862.53	63.22
TOTAL EXPENDITURES		1,087,180.73		687,318.20		55,582.65		399,862.53	63.22