

Madison Heights Public Library

PART I: ADMINISTRATIVE ENTITY INFORMATION

1. Report Start Period	07/01/2023
2. Report End Period	06/30/2024
3. FSCS	MI0210
4. Federal Employer Identification Number (FEIN)	38-6025685
5. UEI Number	EGY3GJKYGZ83
6. Current Legal Name of Main Library	Madison Heights Public Library
7. Legal Name of Main Library at Reporting Year End	Madison Heights Public Library
8. Street Address	240 West Thirteen Mile Road
9. City	Madison Heights
10. Zip	48071
11. Mailing Address	240 W. 13 Mile Road
12. Mailing City	Madison Heights
13. Mailing ZIP Code	48071
14. County	Oakland
15. Township	City of Madison Heights
16. Cooperative	The Library Network
17. Phone Number	2485887763
18. TDD Number	
19. Director's Name	Vanessa Verdun-Morris
20. Email Address of Library Director	vanessaverdun-morris@madison-heights.org
21. Fax	2485882470
22. Web Address	www.madison-heights.org/library
23. Has Friends Group?	Yes
24. Library Class	Class 5: Serve 26,000-49,999
25. Administrative Structure Code	Administrative Entity with a Single Direct Service Outlet
26. Library Establishment Type	City Home Rule (City Dept.) 1909 PA 279
26b. ReEstablishDate	
27. ReEstablishStatute	
28. Local Governance	Municipal Government
29. Type	City

Public Library Definition

A public library is an entity that is established under state enabling laws or regulations to serve a community, district, or region, and that meets one or more of the listed criteria. Check all that apply based on the federal definition of a public library.

Library has organized collection of printed or other library materials	Yes
Library has paid staff	Yes
Library has an established schedule in which services of the staff are available to the public	Yes
Library facilities necessary to support collection, staff, and schedule	Yes
Library is supported in whole or part with public funds	Yes
Geographic Code	CI1
Was there a legal service area boundary change during the reporting period?	No

Library Fines

Does your library collect fines for overdue materials? This does not include replacement fees for damaged or lost materials.

As of the end of the reporting period, does the library charge overdue fines to any users when they fail to return physical print materials by the date due?	No
Currently Collecting overdue fines on non-print materials. (e.g. DVDs, Audiobooks, Library of things materials)	We do not collect fines for overdue materials .

PUBLIC LIBRARY SURVEY**PART II: OUTLETS****Outlet Name**

Location	State assigned identification number	Library System ID	Outlet Name
Madison Heights Public Library	MI0210-002		Madison Heights Public Library

Outlet Address

Location	Physical Street Address	City	ZIP Code	County
Madison Heights Public Library	240 West Thirteen Mile Road	Madison Heights	48071	Oakland

Outlet Phone & Codes

Location	Phone	Outlet Type Code	Metropolitan Status Code
Madison Heights Public Library	2485887763	Central Library	

Outlet Counts

Location	Area in Square Feet of outlet	Number of Bookmobiles	Public Service Hours Per Year	Number of Weeks Open
Madison Heights Public Library	16,885	0	2,659	52

Contact**Contact**

Location	Fax	Email	URL
Madison Heights Public Library	2485882470	vanessaverdun-morris@madison-heights.org	madison-heights.org/library

Contact Name

Location	Director Name	Title

Madison Heights Public Library	Vanessa Verdun-Morris	Library Director
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Current Library Schedule

Location	Open Time Monday	Closed Time Monday	Open Time Tuesday	Closed Time Tuesday	Open Time Wednesday	Closed Time Wednesday	Open Time Thursday	Closed Time Thursday	Open Time Friday	Closed Time Friday	Open Time Saturday	Closed Time Saturday	Open Time Sunday	Closed Time Sunday
Madison Heights Public Library	10 a.m.	8 p.m.	10 a.m.	8 p.m.	10 a.m.	8 p.m.	10 a.m.	8 p.m.	10 a.m.	5 p.m.	10 a.m.	5 p.m.		

Alternate Dates

Location	Alternate Start Date	Alternate End Date
Madison Heights Public Library		

Alternate Library Schedule

Location	Open Time Monday	Closed Time Monday	Open Time Tuesday	Closed Time Tuesday	Open Time Wednesday	Closed Time Wednesday	Open Time Thursday	Closed Time Thursday	Open Time Friday	Closed Time Friday	Open Time Saturday	Closed Time Saturday	Open Time Sunday	Closed Time Sunday
Madison Heights Public Library														

PART III: OPEN HOURS AND SQUARE FOOTAGE SUMMARY

The information provided here is used to verify, for State Aid purposes, that the library (or the main library and its branches) met the minimum scheduled hours during the reporting year.

1. Number of Central Libraries	1
2. Average Hours per Week, Central(s)	54
3. Annual Scheduled Public Service Hours, Central(s)	2,652
4. Actual Annual Public Service Hours, Central(s)	2,639
5. Central Library(ies) Weeks Open	52
6. Number of Branch Libraries	0
7. Unduplicated Average Hours per Week, Branch(es)	
8. Annual Scheduled Public Service Hours, Branch(es)	
9. Actual Annual Public Service Hours, Branch(es)	
10. Branch(es) Weeks Open	
11. Number of Bookmobiles	0
12. Annual Scheduled Public Service Hours, Bookmobile(s)	
13. Actual Annual Public Service Hours, Bookmobile(s)	
14. Bookmobile(s) Weeks Open	
15. Total Number of Outlets	1
16. Total Unduplicated Average Hours per Week	54
17. Total Annual Scheduled Public Service Hours	2,652
18. Total Annual Public Service Hours	2,639
19. Total Outlet Weeks Open	52
20. Central Library(ies) Square Feet	16,885
21. Branch(es) Square Feet	0
22. Total Square Feet	16,885

Legislative Districts

	District #	Name
MI Representative	8; 57	Mike McFall; Thomas Kuhn
MI Senate	3	Stephanie Chang

PART IV: PAID STAFF

Report figures as of the last day of the reporting year. Include all employees paid with library funds to do library work or to maintain the library building for the main library, all branches, bookmobiles, and other service outlets. All employees, whether or not they are certified by the Library of Michigan, are included. This should not include volunteers, since these figures may be used to determine average staff expenditures. To ensure comparable data, 40 hours per week has been set as the measure of full-time employment. The Full Time Equivalent (FTE) staff is automatically figured by adding the total number of hours worked by all employees in each category, then dividing the total staff hours by 40 and rounding to two decimal places.

1. Number of ALA-MLS Librarians ¹	10
2. Total Hours per Week worked by ALA-MLS Librarians	198.00
3. ALA-MLS FTE (40 Hours/wk)	4.95
4. Number of Other Librarians	0
5. Total Hours per Week worked by Other Librarians	0.00
6. Other Librarians FTE (40 Hours/wk)	0.00
7. Number of Total Librarians	10
8. Total Hours per Week worked by Total Librarians	200.00
9. Total Librarians FTE (40 Hours/wk)	5.00
10. Number of All Other Paid Staff ²	13
11. Total Hours per Week worked by All Other Paid Staff	136.00
12. All Other Paid Staff FTE (40 Hours/wk)	3.40
13. Number of Total Paid Employees	23
14. Total Hours per Week worked by Total Paid Employees	336.00
15. Total Paid Employees FTE (40 Hours/wk)	8.40

PART V: OPERATING INCOME

Report income used for operating expenditures as defined below. DO NOT include capital income, contributions to endowments, income passed through to another agency, or funds unspent in the previous fiscal year. This section provides detail of local, state and federal income for your library's reporting year. Include federal, state, or other grants, except for grants for capital expenditures. It is important to keep accurate financial records for each reporting year and to be able to track local, state, and federal funds separately. Although there must be a realistic relationship between total operating income and total operating expenditures, the figures will probably not balance exactly. It is important to report accurately, since the library must be able to verify any financial information with audited figures. For purposes of this report, INCOME is defined as actual cash or a documented monetary transfer to the library fund. Do not include in-kind services, pledges and grants not received. Total Local Operating Income is used to meet the 3/10 mill match requirement for State Aid. If your library's total service area does not meet this state aid standard, revenues from the total legal service area and the individual contracted municipalities will be reviewed. For this reason, the Operating Income section provides entry for each municipality served by your library. When completing the form: - If your legal service area is comprised of more than one municipality (for example, a whole county, a school district of two or more municipalities), the legal area income can be reported with the first service area data. - If you cannot break down miscellaneous "other public local income" by municipality, report it all in the first Legal Service Area listed. - Only local income needs to be broken down by municipality.

A. Legal Service Area

Sum	1	\$38,186	\$0	\$855,408	\$0	\$8,978		1	1	28,468	100.00%	1	
	LSA Municipality	LSA Local Penal Fine Revenues	LSA Income from Voted Millage	LSA Appropriated Tax Income	LSA Other Local Government Income	LSA Total Local Government Income	LSA Fines, Fees, Donations	LSA Verified Info	LSA Municipality ID	LSA Municipality County	LSA Population Served	LSA Population Percent	LSA Service Area ID
	Madison Heights City	\$38,186	\$0	\$855,408	\$0		\$8,978		659	Oakland	28,468	100.00%	447

Subtotals

1. Subtotal Legal Service Area Population Served	28,468
2. Subtotal Local Penal Fine Revenues	\$38,186
3. Subtotal Income From Voted Millage	\$0
4. Subtotal Appropriated Tax Income	\$855,408
5. Subtotal Other Local Government Income	\$0
6. Subtotal Total Local Government Income	\$893,594
7. Subtotal Other Local Operating Income	\$8,978

B. Contracted Municipality

Sum													
	Contracted Municipality	Contract Municipality Local Penal Fine Revenues	Contract Municipality Income From Voted Millage	Contract Municipality Appropriated Tax Income	Contract Municipality Contract Fee Income	Contract Municipality Total Local Government Income	Contract Municipality Other Local Operating Income	Contracted Verified Info	Contracted Municipality ID	Contracted Municipality County	Contract Municipality Population Served	Contract Population Percent	Service Area ID

Subtotals

1. Contracted Municipality Population Served	0
2. CM Penal Fine Revenues	\$0
3. CM Income From Voted Millage	\$0
4. CM Appropriated Tax Income	\$0
5. Contract Fee Income	\$0
6. CM Total Local Government Income	\$0

7. CM Other Local Operating Income	\$0
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C. Operating Income Summary

1. Total Local Government Income	\$893,594
2. Total Other Local Operating Income	\$8,978
3. Total Local Operating Income	\$902,572
4. State Government Operating Income	\$29,053
5. Federal Government Operating Income	\$0
6. Total Operating Income	\$931,625

PART VI: CAPITAL INCOME

1. Federal Capital Income	\$0
2. State Capital Income	\$0
3. Local Capital Income	\$0
4. Private Capital Income	\$0
5. Total Capital Income	\$0
6. Total Population Served	28,468

PART VII: OPERATING EXPENDITURES

Operating expenditures are the costs necessary to support the provision of library services. List only expenditures paid from library operating budgets for the fiscal year.

A. Staff Expenditures

1. Salaries and Wages	\$470,431
2. Employee Benefits	\$163,652
3. Total Staff Expenditures	\$634,083

B. Collection Expenditures

4. Print Materials Expenditure	\$66,468
5. Other Physical Materials Expenditure	\$7,906
6. Electronic Content Expenditures	\$40,814
7. Total Collection Expenditures	\$115,188

C. Other Operating Expenditures

8. Other Operating Expenditures	\$178,689
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D. Total Operating Expenditures

9. Total Operating Expenditures	\$927,960
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PART VIII: CAPITAL OUTLAY

Include expenditures paid from your library capital budget for the acquisition of or additions to fixed assets such as building sites, new building additions, equipment, initial book stock, furnishings for new or expanded buildings, or vehicles, and other onetime, extraordinary projects. This excludes replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation.

1. Capital Expenditures for Electronic Access	\$3,665
2. Furnishings and Equipment Expenditures	
3. Building Expenditures	
4. Other Capital Expenditures	
5. Total Capital Expenditures	\$3,665

PART IX: LIBRARY COLLECTION

For each category, report the number of units (items) owned at the end of the reporting year. Items which are packaged together as a unit, e.g. two compact disks, two films, or two videocassettes, and which are generally checked out as a unit, should be counted as one physical unit. Subscriptions should be counted by number of subscriptions and not the number of issues.

1. Number of Print Materials	55,908
2. Audio (Physical Units)	2,122
3. Video (Physical Units)	5,821
4. Subscriptions (Non-electronic)	27
5. Other Circulating Physical Items	143

New Library Collection Data Elements

Electronic Books

E-books are the digital equivalent of printed books that may be accessed online from an electronic device. E-books also include e-comics. Do not consider resources available for free in the public domain when answering the following questions.

1. Did the administrative entity provide access to e-books purchased solely by the administrative entity?	Yes
2. Did the administrative entity provide access to e-books purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?	Yes
3. Did the administrative entity provide access to e-books provided by the state library agency or another state agency at no or minimal cost to the administrative entity?	Yes

Electronic Serials

E-serials are periodic digital publications equivalent to printed newspapers, magazines, and similar media that are viewed as entire issues rather than as single articles returned from a research query. Do not consider resources available for free in the public domain when answering the following questions.

1. Did the administrative entity provide access to e-serials purchased solely by the administrative entity?	No
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2. Did the administrative entity provide access to e-serials purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?	Yes
3. Did the administrative entity provide access to e-serials provided by the state library agency or another state agency at no or minimal cost to the administrative entity?	Yes

Electronic Audio

E-audio are digital files of sound only (e.g., audiobooks, music) that may be accessed online from an electronic device. Do not consider resources available for free in the public domain when answering the following questions

1. Did the administrative entity provide access to e-audio purchased solely by the administrative entity?	Yes
2. Did the administrative entity provide access to e-audio purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?	Yes
3. Did the administrative entity provide access to e-audio provided by the state library agency or another state agency at no or minimal cost to the administrative entity?	Yes

Electronic Video

E-videos are digital files of moving visual images with or without sound (e.g., movies, television shows) that may be accessed online from an electronic device. Do not consider resources available for free in the public domain when answering the following questions.

1. Did the administrative entity provide access to e-video purchased solely by the administrative entity?	Yes
2. Did the administrative entity provide access to e-video purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?	No
3. Did the administrative entity provide access to e-video provided by the state library agency or another state agency at no or minimal cost to the administrative entity?	Yes

Research Databases

Research databases are organized collections of electronic data or records (e.g., facts, abstracts, articles, bibliographic data, texts, photographs) that can be searched to retrieve information. Do not consider resources available for free when answering the following questions.

1. Did the administrative entity provide access to research databases purchased solely by the administrative entity?	Yes
2. Did the admin entity provide access to research databases purchased via a consortium, coop, or other similar group at the local, regional, or state level?	No
3. Did the admin entity provide access to research databases provided by the state library agency or another state agency at no or minimal cost to the admin entity?	Yes

Online Learning Platforms

Online learning platforms primarily provide instruction, tools, and resources to enhance education, lifelong learning, and skill building. Platforms may offer homework assistance, language learning, test preparation, professional development, resume assistance, hobby instruction, etc. Do not consider resources available for free when answering the following questions.

1. Did the admin entity provide access to online learning platforms purchased solely by the admin entity?	Yes
2. Did the admin entity provide access to online learning platforms purchased via a consortium, coop, or other similar group at the local, regional, or state level?	No
3. Did the admin entity provide access to online learning platforms provided by the state library agency or another state agency at no or minimal cost to the admin entity?	Yes

PART X: LIBRARY SERVICES

If exact amount is unknown, enter an estimate. If an actual count of the data element is unavailable, determine an annual estimate by an actual count during a typical week in October and multiplying the count by 52. A "Typical week" is a time that is neither unusually busy nor unusually slow. Avoid holiday times, vacation periods for key staff, or days when unusual events are taking place in the community or the library. Choose a week in which the library is open its regular hours. Include seven consecutive calendar days, from Sunday through Saturday (or whenever the library is usually open). This technique can be used to estimate library visits, circulation transactions, reference transactions, interlibrary loans and number of users of electronic resources.

A. Library Visits

1. Library Visits ³	78,495
Are physical visits counted or estimated?	Counted

B. Summer Reading Participation

1. Do You Offer a Structured Summer Education and Enrichment Program for Children?	Yes
2. How Many Children Signed Up For This Program	85
3. How Many Children Completed This Program	25
4. Do You Offer a Structured Summer Education and Enrichment Program for Teens?	Yes
5. How Many Teens Signed Up For This Program?	19
6. How Many Teens Completed This Program	4
Total Participation	104

C(a). Summer Reading Events

Count all summer reading programs targeted at audiences from 0-18, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude programs sponsored by other groups that use library facilities. If programs are offered as a series, count each program in the series. For example, a film series offered once a week for eight weeks should be counted as eight programs. Note: Exclude library activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, resume writing assistance, homework assistance, and mentoring activities.

	Total	Onsite	Offsite	Virtual
Number of Summer Reading Events For Children Ages 0-5	0			
Attendance at (Live: In Person or Virtual) Summer Reading Events For Children Ages 0-5	0			
Number of (Live: In Person or Virtual) Summer Reading Events For Children Ages 6-11	0			
Attendance at (Live: In Person or Virtual) Summer Reading Events For Children Ages 6-11	0			
Number of (Live: In Person or Virtual) Summer Reading Events For Teens Ages 12-18	0			

Attendance at (Live: In Person or Virtual) Summer Reading Events For Teens Ages 12-18	0			
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-C(b). Programming (non summer reading)

A program is any library planned event which introduces the group attending to any of the broad range of library services or activities or which directly provides information to participants. Programs may cover use of the library, library services, or library tours. Programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include film showings, lectures, story hours, literacy, English as a second language, citizenship classes, and book discussions.

Do not count Summer Reading Events again here.

Count all programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude programs sponsored by other groups that use library facilities. If programs are offered as a series, count each program in the series. For example, a film series offered once a week for eight weeks should be counted as eight programs. Note: Exclude library activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, resume writing assistance, homework assistance, and mentoring activities.

	Total	Onsite	Offsite	Virtual
Number of (Live: In Person or Virtual) Program Sessions For Children Ages 0-5	64	64		
Attendance at (Live: In Person or Virtual) Programs For Children Ages 0-5	786	786		
Number of (Live: In Person or Virtual) Program Sessions For Children Ages 6-11	25	21	4	
Attendance at (Live: In Person or Virtual) Programs For Children Ages 6-11	789	392	397	
Teen Programs (Live: In Person or Virtual) Ages 12-18	3	3		
Teen Program Attendance (Live: In Person or Virtual) Ages 12-18	38	38		
Adult Programs (Live: In Person or Virtual)	71	60	11	
Adult Program Attendance (Live: In Person or Virtual)	669	510	159	
General Programs (Live: In Person or Virtual)	56	46	10	
General Program Attendance (Live: In Person or Virtual)	2,311	1,286	1,025	

C(c). Alternate Activities and Early Literacy

The number of Library Created Virtual Recorded On Demand Content	0
Total Views of Recorded Library Created Virtual On Demand Content (within 30 days of release date)	0
The number of self directed activities (also known as passive programming) provided	139
The Total Usage of Self Directed Activity Opportunities	3,898
Do any of your programs focus on early literacy for ages 0-5?	Yes
How many of the Children's Programs reported in the sections above were focused on Early Literacy?	64
Report Total Early Literacy Program Attendance for the programs reported in the sections above.	786

Program Totals (All)

This section consists entirely of automatically calculated fields. If totals do not appear to be correct, refresh your report using CTRL + F5 or your browser's refresh button.

Total Number of In-Person Onsite Program Sessions (A total of the programs reported above that were held at the library)	194
Total Attendance at In-Person Onsite Programs	3,012
Total Number of In-Person Offsite Program Sessions (A total of the programs reported above that were held Offsite)	25
Total Attendance at In-Person Offsite Programs	1,581
Total Number of Live Virtual Program Sessions (A total of the programs reported above that were held Live virtually)	0
Attendance at Live Virtual Program Sessions	0
Total Number of Live Program Sessions For Children Ages 0-5 ⁴	64
Attendance at Live Programs For Children Ages 0-5 ⁵	786
Total Number of Live Program Sessions For Children Ages 6-11	25
Attendance at Live Programs For Children Ages 6-11 ⁶	789
Total Children's Programs	89
Total Children's Program Attendance	1,575
Total Teen Programs	3
Total Teen Program Attendance	38
Total Number of Live Program Sessions	219
Total Attendance at Live (Virtual or In Person) Programs	4,593

D. Circulation Transactions

Does The Library Provide "Outside Services" for the Circulation of Physical Materials at any Outlet?	Yes
Does your library circulate electronic devices capable of providing remote internet access (Hotspots, laptops with mobile broadband, etc)	Yes
Circulation of Internet Devices	488
Did your library offer automatic renewal for any physical materials during the reporting period?	
1. Circulation of Physical Children's Materials	21,788
2. Circulation of Physical Non-Children's Materials	24,770
3. Circulation of Other Physical Items	713
4. E-Book Circulation	11,340
5. E-serial Circulation	2,544
6. E-audio Circulation	18,927
7. E-video Circulation	1,780
Total Physical Circulation	47,271

E. Reference Transactions

8. Reference Transactions	4,654
Are Reference transactions Counted or Estimated?	Counted

F. Interlibrary Loans

9. Number of items loaned to other libraries	16,194
10. Number of items borrowed from other libraries	15,158
Does your library participate in MeLCAT?	Yes
Does your library offer AV borrowing through MeLCat?	Yes
Does your library participate in MeL's Visiting Patrons services?	Yes

G. Uses (Sessions) of Public Internet Computers Per Year

11. Uses (Sessions) of Public Internet Computers Per Year ⁷	1,171
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Reporting Method for Number of Uses of Public Internet Computers Per Year	Annual Count
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H. Uses of Wireless Logins Per Year

12. Uses of Wireless Logins Per Year	7,673
Reporting Method for Wireless Sessions	Annual Count
Does the Library Intentionally Provide WI-FI Internet Access to Users Outside The Building at One or More Outlet After Normal Operating Hours?	No

I. Number of active registered borrowers

13. Number of active registered borrowers	4,886
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J. Internet Terminals

Click on Outlet's name to enter internet information for each outlet. Do not include service outlets that are not administered by the library system. Use a Speed Test (Oookla <https://www.speedtest.net/> Google Fiber Speedtest <http://speedtest.googlefiber.net/> etc...) to complete the connection speeds portion using current data.

Sum	1	1	1		
Library Name	Connection Download Speed	Connection Upload Speed	Connection Type	Public Terminals	Staff Terminals
	50.1-100 Mbps (Broadband Speed)	50.1 Mbps or Greater	Fiber		

Total

14. Total Staff Terminals ⁸	14
15. Total Public Terminals ⁹	29

PART XI: CERTIFICATION OF PUBLIC LIBRARY PERSONNEL

This section verifies that appropriate numbers and levels of staff worked at the library during the reporting year to meet the minimum standards for State Aid. Only staff that are CERTIFIED by the Library of Michigan and worked during the REPORTING YEAR need to be listed on this page. If a new CERTIFIED staff member was hired during the reporting year, please provide a hire date. If a certified staff member (including the director) left during the reporting year, please provide a departure date. For example, if the directorship changed during the reporting year, list the previous director with his or her departure date and the current director immediately below with his or her date of hire.

A. Director Certification Information

Please enter the information for your current director.

1. Director's Name	Vanessa Verdun-Morris
2. Title	Library Director
3. Director's SSN (last 4 digits)	
4. Director's Avg Hrs Worked/Week	38
5. Director's Certification Level (I, II, III, or IV)	I
6. Director's Hire Date	03/28/2022
7. Director's Departure Date	

B. Library Personnel Certification Information

Sum	3	3	2	114	3	2	2	3	2	2
Title	Name	Last 4 Digits Social Security Number	Avg. Hours Worked Per Week	Certification Level RECEIVED from Library of Michigan	Hire Date if New in Reporting Year	Departure Date in Reporting Year	Head of Entity	Verified Information?	Certification Expiration Date	
Director	Vanessa Verdun Morris		38	I			TRUE	TRUE		
Coordinator	Heather Hames		38	I			FALSE	TRUE		
Community Engagement Librarian	Rae Stoloff		38	II			FALSE			

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PART XII: CURRENT NONRESIDENT FEES INFORMATION

1. Non-Resident Fee	Yes
2. NR Fee Annual or One Time	Annual
3. Fee schedule or non-resident rate (Example: \$35/family;\$25/individual)	100
4. Full Library Service for Contracted Municipalities	NA

PART XIII: TECHNOLOGY

1. Total number of computers that the library provides for use by staff only	14
2. Total number of computers that the library provides for public use	29
3. Is your library circulation system automated?	Yes
4. Total income budgeted for the library's Integrated Library System	\$32,587
5. Circulation System Vendor Name	The Library Corporation
6. Is your card catalog automated?	Yes
7. Card Catalog Vendor Name	The Library Corporation
8. Patron Initiated ILL	Yes
9. Do you offer a Remote Catalog?	Yes
10. Do you provide Self Checkout?	Yes
11. Is your Circulation System Shared?	Yes
12. Do you provide Wireless Internet Access to Patrons?	Yes

PART XIV: SALARY AND BENEFIT INFORMATION

Using the library's current pay scale for each position, indicate the average hours worked per week, the minimum and maximum salary range and the minimum and maximum hourly rate earned for one year for the classifications listed for the main library. Report salary information for filled and vacant positions. Position titles may not reflect exact titles used at your library; use the closest match.

MLS Librarians Salary Information

Please complete this section for all library employees under the categories listed if the staff members hold accredited masters degrees in library science

1. MLS Director Average Hrs/Wk	38
2. MLS Director Minimum Salary	\$90,125
3. MLS Director Maximum Salary	\$99,655
4. MLS Director Minimum Hourly Wage	46.22
5. MLS Director Maximum Hourly Wage	51.11
6. MLS Assistant Director Average Hrs/Wk	
7. MLS Assistant Director Minimum Salary	
8. MLS Assistant Director Maximum Salary	
9. MLS Assistant Director Minimum Hourly Wage	
10. MLS Assistant Director Maximum Hourly Wage	
11. MLS Department/Branch Head Average Hrs/Wk	38
12. MLS Department/Branch Head Minimum Salary	\$60,378
13. MLS Department/Branch Head Maximum Salary	\$68,541
14. MLS Department/Branch Head Minimum Hourly Wage	30.96
15. MLS Department/Branch Head Maximum Hourly Wage	35.14
16. MLS Senior Level Librarian Average Hrs/Wk	38
17. MLS Senior Level Librarian Minimum Salary	\$55,634
18. MLS Senior Level Librarian Maximum Salary	\$63,284
19. MLS Senior Level Librarian Minimum Hourly Wage	28.53
20. MLS Senior Level Librarian Maximum Hourly Wage	32.45
21. MLS Mid Level Librarian Average Hrs/Wk	
22. MLS Mid Level Librarian Minimum Salary	
23. MLS Mid Level Librarian Maximum Salary	
24. MLS Mid Level Librarian Minimum Hourly Wage	
25. MLS Mid Level Librarian Maximum Hourly Wage	
26. MLS Entry Level Librarian Average Hrs/Wk	20
27. MLS Entry Level Librarian Minimum Salary	
28. MLS Entry Level Librarian Maximum Salary	
29. MLS Entry Level Librarian Minimum Hourly Wage	21.00
30. MLS Entry Level Librarian Maximum Hourly Wage	

Non MLS Librarians Salary Information

Please complete this section for all library employees under the categories listed if staff members DO NOT hold accredited masters degrees in library science

1. Non MLS Director Average Hrs/Wk	
2. Non MLS Director Minimum Salary	
3. Non MLS Director Maximum Salary	
4. Non MLS Director Minimum Hourly Wage	
5. Non MLS Director Maximum Hourly Wage	
6. Non MLS Assistant Director Average Hrs/Wk	
7. Non MLS Assistant Director Minimum Salary	
8. Non MLS Assistant Director Maximum Salary	
9. Non MLS Assistant Director Minimum Hourly Wage	
10. Non MLS Assistant Director Maximum Hourly Wage	
11. Non MLS Department/Branch Head Average Hrs/Wk	
12. Non MLS Department/Branch Head Minimum Salary	
13. Non MLS Department/Branch Head Maximum Salary	
14. Non MLS Department/Branch Head Minimum Hourly Wage	
15. Non MLS Department/Branch Head Maximum Hourly Wage	
16. Non MLS Senior Level Librarian Average Hrs/Wk	
17. Non MLS Senior Level Librarian Minimum Salary	
18. Non MLS Senior Level Librarian Maximum Salary	
19. Non MLS Senior Level Librarian Minimum Hourly Wage	
20. Non MLS Senior Level Librarian Maximum Hourly Wage	
21. Non MLS Mid Level Librarian Average Hrs/Wk	
22. Non MLS Mid Level Librarian Minimum Salary	
23. Non MLS Mid Level Librarian Maximum Salary	
24. Non MLS Mid Level Librarian Minimum Hourly Wage	
25. Non MLS Mid Level Librarian Maximum Hourly Wage	
26. Non MLS Entry Level Librarian Average Hrs/Wk	

27. Non MLS Entry Level Librarian Minimum Salary	
28. Non MLS Entry Level Librarian Maximum Salary	
29. Non MLS Entry Level Librarian Minimum Hourly Wage	
30. Non MLS Entry Level Librarian Maximum Hourly Wage	

Library Support Staff Salary Information

Please complete this section for all library support staff not listed in the sections above regardless of MLS/Non MLS designation.

1. Computer/Technology Specialist Average Hrs/Wk	38
2. Computer/Technology Specialist Minimum Salary	\$46,234
3. Computer/Technology Specialist Maximum Salary	\$52,513
4. Computer/Technology Specialist Minimum Hourly Wage	23.71
5. Computer/Technology Specialist Maximum Hourly Wage	26.93
6. Library Clerk Average Hrs/Wk	20
7. Library Clerk Minimum Salary	
8. Library Clerk Maximum Salary	
9. Library Clerk Minimum Hourly Wage	14.75
10. Library Clerk Maximum Hourly Wage	21.00
11. Library Page Average Hrs/Wk	9
12. Library Page Minimum Salary	
13. Library Page Maximum Salary	
14. Library Page Minimum Hourly Wage	12.75
15. Library Page Maximum Hourly Wage	

Director Benefit Information

22. Director Health Insurance	Yes
23. Director Dental Insurance	Yes
24. Director Life Insurance	Yes
25. Director Pension	Yes
26. Director Vision Insurance	Yes
27. Director Paid Sick Leave	Yes
28. Director Paid Vacation	Yes
29. Director Paid Holidays	Yes
30. Director Deferred Compensation	Yes
31. Director Disability	Yes
32. Director Paid Personal Days	Yes
33. Director Longevity	No
34. Director Other Benefits	

Full Time Employee Benefits

35. FT Health Insurance	Yes
36. FT Dental Insurance	Yes
37. FT Life Insurance	Yes
38. FT Pension	Yes
39. FT Vision Insurance	Yes
40. FT Paid Sick Leave	Yes
41. FT Paid Vacation	Yes
42. FT Paid Holidays	Yes
43. FT Deferred Compensation	Yes
44. FT Disability	Yes
45. FT Paid Personal Days	Yes
46. FT Longevity	No
47. FT Other Benefits	

Part Time Employee Benefits

48. PT Health Insurance	No
49. PT Dental Insurance	No
50. PT Life Insurance	No
51. PT Pension	No
52. PT Vision Insurance	No
53. PT Paid Sick Leave	No
54. PT Paid Vacation	No
55. PT Paid Holidays	No
56. PT Deferred Compensation	No
57. PT Disability	No
58. PT Paid Personal Days	No
59. PT Longevity	No
60. PT Other Benefits	PTO based on average hours worked from April through March; Free-of-charge health center access for employee.

PART XV: CURRENT MILLAGE INFORMATION

Provide current millage information as of the date you are filing out the survey rather than by fiscal year reporting period.

1. Millage Rate	
2. Millage Authorization Date	
3. Millage Rate Levied	
4. Millage Expiration Date	
5. Millage Voted in Perpetuity	No
6. Millage is for Operating, Debt, or Both?	
7. Millage Rate (2)	
8. Millage Authorization Date (2)	
9. Millage Rate Levied (2)	
10. Millage Expiration Date (2)	
11. Millage Voted in Perpetuity (2)	No
12. Millage is for Operating, Debt, or Both? (2)	
13. Millage Rate (3)	
14. Millage Authorization Date (3)	
15. Millage Rate Levied (3)	
16. Millage Expiration Date (3)	
17. Millage Voted in Perpetuity (3)	No
18. Millage is for Operating, Debt, or Both? (3)	

PART XVI: TRUSTEES REPORT

List the names of the Trustees who are serving at the time this report is filed. Be sure to complete the "Term Expires" column. DO NOT LIST TRUSTEES WHOSE TERMS HAVE EXPIRED AT THE TIME OF FILING THIS REPORT. Library Staff Members may not be voting members of the Board of Trustees. School District Libraries organized under Public Act 451, 1976, must report both their legal School Board and their Library Advisory Board. If a Board position is vacant at the time of filing, make an entry for the vacant position to verify that your Board will have the appropriate number of Trustees. When the position is filled, contact Joseph Hamlin to report the new Board member and term at hamlinj2@michigan.gov or (517) 335-1501.

Sum	16	16	11	16	11	16	16	16	16	11	12	16
	Trustee Title	Trustee Name	Trustee Email	Trustee Voting Member?	Trustee Address 1	Trustee Address 2	Trustee City	Trustee State	Trustee Zip Code	Trustee Phone	Trustee Term Expires	Trustee Verified Info
	Member	Jennifer Nagle	jen42k@gmail.com	Yes	30187 Alger		Madison Heights	MI	48071	(734) 5783024	08/31/2025	Yes
	Member	Kristina Mentzer	mentzerkristina743@gmail.com	Yes	25529 Miracle Dr.		Madison Heights	MI	48071	2482292288	08/31/2026	Yes
	Member	Amanda May	arosemay6@gmail.com	Yes	27786 Osmun		Madison Heights	MI	48071	2487603393	08/31/2025	Yes
	Member	Jeffrey Scott	beeker367@gmail.com	Yes	27037 Brettonwoods		Madison Heights	MI	48071	2488902236	08/31/2025	Yes
	Member	Regina Juska-Svoba	rjuskasvoba@cs.com	Yes	1594 Beaupre		Madison Heights	MI	48071	2485472859	08/31/2026	Yes
	Member	Rebecca Hill	beckyhil@gmail.com	Yes	28809 Delton St		Madison Heights	MI	48071	7342490206	08/31/2025	Yes
	Member	Toya Aaron	toyaden@gmail.com	Yes	29006 Spoon		Madison Heights	MI	48071	2486773133	08/31/2026	Yes
	Council Representative	Dave Soltis	davidsoltis@madison-heights.org	Yes	300 W. 13 Mile Road		Madison Heights	MI	48071	2485830829	2025-11-10	Yes
	Council Alternate	Bill Mier	billmier@madison-heights.org	No	300 W. 13 Mile Road		Madison Heights	MI	48071	2485830829	2025-11-10	Yes
	Ex-Officio, City Manager	Melissa Marsh	melissamarsh@madison-heights.org	No	300 W. 13 Mile Road		Madison Heights	MI	48071	2485830829	Permanent	Yes
	Ex-Officio, Library Director	Vanessa Verdun-Morris	vanessaverdun-morris@madison-heights.org	No	240 W. 13 Mile Road		Madison Heights	MI	48071	2488372852	Permanent	Yes
	Member	Vacant		Yes			Madison Heights	MI	48071		2026-08-31	Yes
	Alternate	Vacant		No			Madison Heights	MI	48071			Yes
	Student Representative	Zebediah Pritchett		No			Madison Heights	MI	48071			Yes
	Student Representative	Vacant		No			Madison Heights	MI	48071			Yes
	Student Representative	Vacant		No			Madison Heights	MI	48071			Yes

Select the option which describes how your library Board members are designated

The Library Trustees are:	Appointed
Is this a governing or advisory library board?	Advisory

PART XVII: CERTIFICATION OF INFORMATION

Please complete the fields below

1. Authorized Official Name	Vanessa Verdun-Morris
2. Authorized Official Title	Library Director
3. Authorized Official Phone Number	2488372852
4. Authorized Official Email	vanessaverdun-morris@madison-heights.org
5. Authorized Official Sign Date	12/23/24
6. Contact Person Name	Vanessa Verdun-Morris
7. Contact Person Title	Library Director
8. Contact Person Phone Number	2488372852
9. Contact Person Email	vanessaverdun-morris@madison-heights.org
10. Contact Person Sign Date	12/23/24
11. Director Name	Vanessa Verdun-Morris
12. Director Phone Number	2488372852
13. Director Email	vanessaverdun-morris@madison-heights.org
14. Director Sign Date	12/23/24
I certify that the information provided on this application truly represents the library's activities, that the financial information can be verified by audit and the reported information is made available to the library board.	Yes
I certify that state aid funds were used for expenses that are consistent with at LEAST ONE of the purposes AND ONE of the priorities of the Library Services & Technology Act (20 USC Chapter 72 Subchapter II). Click on this text to see the full list	Yes

¹, 1. FT: director, coordinator, community engagement PT: community services, reference, youth, 4 subs (0-2024-11-11)

², 10. 1 FT Technician, 10 PT Assistants, 2 PT Pages (0-2024-11-11)

³, 1. Renovation completed in May 2023. (0-2024-11-20)

⁴, Renovation in FY22-23 (0-2024-11-27)

⁵, Renovation in FY22-23 (0-2024-11-27)

⁶, Renovation in FY22-23 (0-2024-11-27)

⁷, 11. Count may be off. Post-renovation in FY22-23, computers did not require sign-in, and this may have affected statistics. (0-2024-11-27)

⁸, 14. 4 FT staff laptops 3 PT librarian laptops 2 circ desk PC 1 techspace PC 1 youth desk PC 2 processing PC 1 page PC (0-2024-11-27)

⁹, 15. 4 in-library chromebooks 1 in-library surface pro 12 circulating chromebooks 4 in-library youth kindle tablets 2 ipad catalog/multi-use tablets 1 quick-print pc 1 production pc 1 production mac 2 circulating kindle fire 1 circulating youth kindle fire (0-2024-11-27)