



**CITY OF MADISON HEIGHTS**  
**LIBRARY - FLEX SPACE, 240 W. 13 MILE ROAD**  
**LIBRARY ADVISORY BOARD MEETING AGENDA**  
**JANUARY 28, 2026 AT 6:30 PM**

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**CALL TO ORDER**

**ROLL CALL**

**ADDITIONS/DELETIONS**

**APPROVAL OF MINUTES**

- [1.](#) Approve minutes from October 2025.

**MEETING OPEN TO THE PUBLIC**

**REPORTS**

- [2.](#) Friends of the Library Report - Mentzer
- [3.](#) Library Director's Report - Verdun-Morris
- [4.](#) Work Plan Review: Policy - May, Speakers - Aaron, Promotion - Nagle

**UNFINISHED BUSINESS**

**NEW BUSINESS**

- [5.](#) Create Creative Techspace Policy.

**ANNOUNCEMENTS**

**ADJOURNMENT**

NOTICE: Persons with disabilities needing accommodations for effective participation through electronic means in this meeting should contact the City Clerk at (248) 583-0826 or by email: [clerks@madison-heights.org](mailto:clerks@madison-heights.org) at least two working days in advance of the meeting. An attempt will be made to make reasonable accommodations.

Library Advisory Board Meeting  
 Madison Heights, Michigan  
 October 22, 2025

A Library Advisory Board Meeting was held on Wednesday, October 22, 2025 at 6:30 PM at  
 Library - Flex Space, 240 W. 13 Mile Road

## **CALL TO ORDER**

## **ROLL CALL**

### **PRESENT**

Chair Becky Hill  
 Vice Chair Jennifer Nagle  
 Toya Aaron  
 Jennifer Eritano  
 Amanda May  
 Kristina Mentzer  
 Jeffrey Scott  
 Alternate Andrea Marek  
 Staff Liaison & Library Director Vanessa Verdun-Morris

### **ABSENT**

Council Representative David Soltis  
 Council Representative Alternate Bill Mier  
 Regina Juska-Svoba  
 City Manager Melissa Marsh

## **ADDITIONS/DELETIONS**

None.

## **APPROVAL OF MINUTES**

1. Approve minutes of July 23, 2025.

Motion made by Mentzer, Seconded by Scott. Passed unanimously.

## **MEETING OPEN TO THE PUBLIC**

No public present.

## **REPORTS**

2. Friends of the Library Report - Mentzer

Book Sale went well but wasn't quite as much in sales as usual.

3. Library Director's Report - Verdun-Morris

New app called Madison Heights Public Library will replace MyLibro app in December, with a publicity push in January. Board members can test app before public debut. Winter Reading Program is called Winter Reading Rewind and will take place for an extra month this year, running December through January.

4. Work Plan Review 2025 - May, Mentzer

May reported that internet safety policy was combined with wireless policy. Since internet users must abide by other library policies, the other policies were only referenced generally rather than individually, and rules from those policies were not repeated in this policy.

Mentzer reported that tween events in December and January include Mask Decorating, D&D One Shots, Sewing, and DIY Spa Night.

## **UNFINISHED BUSINESS**

5. Policy Review & Updates - Combine Internet and Wireless policies into one policy.

Motion to adopt the revised Internet Safety Policy.

Motion made by Vice Chair Nagle, Seconded by Mentzer. Passed unanimously.

## **NEW BUSINESS**

6. Elect chair and vice-chair.

Current officers:

Chair: Becky Hill

Vice-chair: Jennifer Nagle

Motion to elect Becky Hill as Chair, and Jennifer Nagle as Vice Chair.

Motion made by Aaron, Seconded by Mentzer. Passed unanimously.

7. Set 2026 meeting schedule.

Suggested dates: January 28, April 22, July 22, October 28.

Motion to set meeting schedule as recommended.

8. Work Plan 2026

Motion to create Library Advisory Board Work Plan with following goals:

Policy Review will review one policy quarterly. Subcommittee to consist of Chair May, Scott, Juska-Svoba, Staff Liaison Verdun-Morris.

Speaker Series will arrange bimonthly speakers beginning March 2026 with snacks provided by library. Subcommittee to consist of Chair Aaron, Marek, Eritano, & Mentzer. Heather Hames is recommended staff liaison.

Event Promotion will work to amplify promotion of library events in community with printing provided by library. Subcommittee to consist of Chair Nagle, Hill, Eritano. Communications Department is recommended as staff liaison.

Motion made by May, Seconded by Aaron. Passed unanimously.

## **ANNOUNCEMENTS**

Discussion of student representative recruitment occurred. If individual students are identified, Verdun-Morris can facilitate appointment process.

## **ADJOURNMENT**

at 7:23 p.m. by Chair Hill.



# MICHIGAN LIBRARY ESTABLISHMENT TYPES

Establishment Type	Public Act & MCL Cite	Establishment Process	Formation Documents	Governance	Board Type	Board Seating	# Trustees	Trustee Term	Trustee Compensation	Funding	Millage Limit	Library Autonomy
PA 164 Section I City Library	<a href="#">City, Village Township Libraries Act, 1877 PA 164, section 1, MCL 397.201</a>	City Council adopts resolution to establish library and passes appropriate charter or ordinance sections to govern operation.	City Council Resolution, Ordinance or Charter section, along with applicable meeting minutes.	Board	Governing	Appointed	5, but city can expand to 7 or 9 (must be odd number no less than 5, no more than 9).	Not less than 2 years nor more than 5. Set by city in establishing charter or ordinance.	None	City may levy a non-voted millage up to 1 mil. An additional voted millage of 1 mil may be added. City may also opt for funding by appropriation.	2 mils total	Section I city library is largely autonomous due to statutory powers of governing board. However, appointed board and city ordinances on library grant city some authority over library operations.
PA 164 Section 10a City Library	<a href="#">City, Village Township Libraries Act, 1877 PA 164, section 10a, MCL 397.210a</a>	50 city electors present petition to city clerk for ballot proposal of millage for public library. City government may or may not be involved (if involved there would be a resolution).	Ballot Proposal and certified election results. City Council resolution if applicable.	Board	Governing	Initial board is an appointed provisional, then members are only elected.	6	Cities with annual city officer elections: 3-year terms; Cities with biennial city officer elections: 6-year terms; Cities that hold city elections every 4 years: 4-year terms.	None	A voted millage is part of establishment. Once initial millage has expired, funding can be via renewed millage or other options.	2 mils	Section 10a city library is very autonomous thanks to elected board and broad board powers and authority granted by the act. Municipality holds and disburses library funds in treasury, but generally has limited input or authority over library operations and expenditures.
Home Rule City Library	<a href="#">Home Rule Cities Act, 1909 PA 279, MCL 117.4e</a>	City Council adopts Charter (and probably ordinance sections) provision establishing library	City Charter and Ordinances, and a City Resolution, if applicable.	City Council Governs library	Municipal Governing board. Could have additional advisory board, but not required.	N/A	N/A	N/A	N/A	City Appropriations. City can have a voted library millage, but millage would apply towards city millage limit.	N/A	A Home Rule City Library is considered a city department. The library has as much autonomy as the city delegates.

PART I: ADMINISTRATIVE ENTITY INFORMATION

1. Report Start Period	07/01/2024
2. Report End Period	06/30/2025
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. Current 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 provides at least the following 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	2,666	52

Contact

Contact

Location	Fax	Email	URL
Madison Heights Public Library	2485882470	vanessaverdun-morris@madison-heights.org	<sup>1</sup> madison-heights.org/library

Contact Name

Location	Director Name	Title
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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)	2,669
4. Actual Annual Public Service Hours, Central(s)	2,666
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	2,669
18. Total Annual Public Service Hours	2,666
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 <sup>2</sup>	10
2. Total Hours per Week worked by ALA-MLS Librarians	200.00
3. ALA-MLS FTE (40 Hours/wk)	5.00
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	14
11. Total Hours per Week worked by All Other Paid Staff	168.00
12. All Other Paid Staff FTE (40 Hours/wk)	4.20
13. Number of Total Paid Employees	23
14. Total Hours per Week worked by Total Paid Employees	368.00
15. Total Paid Employees FTE (40 Hours/wk)	9.20

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	39104.00000		911547.00000			13988.00000		1	1	28468.00000	100.00000	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	\$39,104		\$911,547			\$13,988		659	Oakland	28,468	100.00%	447

Subtotals

1. Subtotal Legal Service Area Population Served	28,468
2. Subtotal Local Penal Fine Revenues	\$39,104
3. Subtotal Income From Voted Millage	\$0
4. Subtotal Appropriated Tax Income	\$911,547
5. Subtotal Other Local Government Income	\$0
6. Subtotal Total Local Government Income	\$950,651
7. Subtotal Other Local Operating Income	\$13,988

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	Item 3.
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C. Operating Income Summary

1. Total Local Government Income	\$950,651
2. Total Other Local Operating Income	\$13,988
3. Total Local Operating Income	\$964,639
4. State Government Operating Income	\$30,928
5. Federal Government Operating Income	\$0
6. Total Operating Income	\$995,567

PART VI: CAPITAL INCOME

1. Federal Capital Income	\$23,006
2. State Capital Income	\$0
3. Local Capital Income	\$0
4. Private Capital Income	\$0
5. Total Capital Income	\$23,006
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	\$513,617
2. Employee Benefits	\$117,646
3. Total Staff Expenditures	\$631,263

B. Collection Expenditures

4. Print Materials Expenditure	\$61,532
5. Other Physical Materials Expenditure	\$6,743
6. Electronic Content Expenditures	\$54,755
7. Total Collection Expenditures	\$123,030

C. Other Operating Expenditures

8. Other Operating Expenditures	\$172,911
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D. Total Operating Expenditures

9. Total Operating Expenditures	\$927,204
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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	\$31,367
2. Furnishings and Equipment Expenditures	
3. Building Expenditures	
4. Other Capital Expenditures	
5. Total Capital Expenditures	\$31,367

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	53,043
2. Audio (Physical Units)	1,946
3. Video (Physical Units)	5,940
4. Subscriptions (Non-electronic)	27
5. Other Circulating Physical Items	749

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	Item 3.
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	85,164
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	76
3. How Many Children Completed This Program	44
4. Do You Offer a Structured Summer Education and Enrichment Program for Teens?	Yes
5. How Many Teens Signed Up For This Program?	13
6. How Many Teens Completed This Program	2
Total Participation	89

### 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	2	2	0	
Attendance at (Live: In Person or Virtual) Summer Reading Events For Children Ages 0-5	36	36	0	
Number of (Live: In Person or Virtual) Summer Reading Events For Children Ages 6-11	0	0	0	
Attendance at (Live: In Person or Virtual) Summer Reading Events For Children Ages 6-11	0	0	0	
Number of (Live: In Person or Virtual) Summer Reading Events For Teens Ages 12-18	0	0	0	

-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	101	95	6	
Attendance at (Live: In Person or Virtual) Programs For Children Ages 0-5	1,829	1,703	126	
Number of (Live: In Person or Virtual) Program Sessions For Children Ages 6-11	13	11	2	
Attendance at (Live: In Person or Virtual) Programs For Children Ages 6-11	425	345	80	
Teen Programs (Live: In Person or Virtual) Ages 12-18	18	13	5	
Teen Program Attendance (Live: In Person or Virtual) Ages 12-18	537	64	473	
Adult Programs (Live: In Person or Virtual)	68	65	3	
Adult Program Attendance (Live: In Person or Virtual)	608	565	43	
General Programs (Live: In Person or Virtual)	58	46	12	
General Program Attendance (Live: In Person or Virtual)	1,468	617	851	

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	70
The Total Usage of Self Directed Activity Opportunities	2,203
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?	101
Report Total Early Literacy Program Attendance for the programs reported in the sections above.	1,829

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)	232
Total Attendance at In-Person Onsite Programs	3,330
Total Number of In-Person Offsite Program Sessions (A total of the programs reported above that were held Offsite)	28
Total Attendance at In-Person Offsite Programs	1,573
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	103
Attendance at Live Programs For Children Ages 0-5 <sup>3</sup>	1,865
Total Number of Live Program Sessions For Children Ages 6-11	13
Attendance at Live Programs For Children Ages 6-11	425
Total Children's Programs	116
Total Children's Program Attendance	2,290
Total Teen Programs	18
Total Teen Program Attendance	537
Total Number of Live Program Sessions	260
Total Attendance at Live (Virtual or In Person) Programs	4,903

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	571
Did your library offer automatic renewal for any physical materials during the reporting period?	Yes
1. Circulation of Physical Children's Materials	25,150
2. Circulation of Physical Non-Children's Materials	27,369
3. Circulation of Other Physical Items	1,525
4. E-Book Circulation	12,285
5. E-serial Circulation	3,058
6. E-audio Circulation	18,878
7. E-video Circulation	2,040
Total Physical Circulation	54,044

E. Reference Transactions

8. Reference Transactions	4,300
Are Reference transactions Counted or Estimated?	Counted

F. Interlibrary Loans

9. Number of items loaned to other libraries	16,044
10. Number of items borrowed from other libraries	12,447
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	4,203
---	-------

Reporting Method for Number of Uses of Public Internet Computers Per Year	Annual Count	Item 3.
---	--------------	---------

## H. Uses of Wireless Logins Per Year

12. Uses of Wireless Logins Per Year	9,790
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	5,754
---	-------

## 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 ( Ookla <https://www.speedtest.net/> Google Fiber Speedtest <http://speedtest.googlefiber.net/> etc... ) to complete the connection speeds portion using current data.

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

## Total

14. Total Staff Terminals <sup>4</sup>	14
15. Total Public Terminals <sup>5</sup>	32

## 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	4	4	4	38.0000038.00000C	4	4	4	4	4	4
	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 Stolloff		38	II			FALSE		

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/individual
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	32
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	\$92,153
3. MLS Director Maximum Salary	\$101,898
4. MLS Director Minimum Hourly Wage	47.26
5. MLS Director Maximum Hourly Wage	52.26
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 <sup>6</sup>	38
12. MLS Department/Branch Head Minimum Salary	\$61,738
13. MLS Department/Branch Head Maximum Salary	\$70,095
14. MLS Department/Branch Head Minimum Hourly Wage	31.66
15. MLS Department/Branch Head Maximum Hourly Wage	35.95
16. MLS Senior Level Librarian Average Hrs/Wk <sup>7</sup>	38
17. MLS Senior Level Librarian Minimum Salary	\$58,880
18. MLS Senior Level Librarian Maximum Salary	\$66,702
19. MLS Senior Level Librarian Minimum Hourly Wage	30.20
20. MLS Senior Level Librarian Maximum Hourly Wage	34.21
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	
27. MLS Entry Level Librarian Minimum Salary	
28. MLS Entry Level Librarian Maximum Salary	
29. MLS Entry Level Librarian Minimum Hourly Wage	20.75
30. MLS Entry Level Librarian Maximum Hourly Wage	21.50

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		Item 3.
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 <sup>8</sup>	38
2. Computer/Technology Specialist Minimum Salary	\$49,277
3. Computer/Technology Specialist Maximum Salary	\$55,696
4. Computer/Technology Specialist Minimum Hourly Wage	25.27
5. Computer/Technology Specialist Maximum Hourly Wage	28.56
6. Library Clerk Average Hrs/Wk	
7. Library Clerk Minimum Salary	
8. Library Clerk Maximum Salary	
9. Library Clerk Minimum Hourly Wage	14.75
10. Library Clerk Maximum Hourly Wage	21.50
11. Library Page Average Hrs/Wk	9
12. Library Page Minimum Salary	
13. Library Page Maximum Salary	
14. Library Page Minimum Hourly Wage	12.50
15. Library Page Maximum Hourly Wage	13.00

## 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 <sup>9</sup>	Yes
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	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

Item 3.

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	15	15	12	15	12	15	15	15	15	12	12	15
	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		Yes			Madison Heights	MI	48071		2028-08-31	Yes
	Member	Kristina Mentzer		Yes			Madison Heights	MI	48071		08/31/2026	Yes
	Member	Amanda May		Yes			Madison Heights	MI	48071		08/31/2025	Yes
	Member	Jeffrey Scott		Yes			Madison Heights	MI	48071		2028-08-31	Yes
	Member	Regina Juska-Svoba		Yes			Madison Heights	MI	48071		08/31/2026	Yes
	Member	Rebecca Hill		Yes			Madison Heights	MI	48071		2028-08-31	Yes
	Member	Jennifer Eritano		Yes			Madison Heights	MI	48071		08/31/2026	Yes
	Council Representative	Toya Aaron	toyaaaron@madison-heights.org	Yes	300 W. 13 Mile Road		Madison Heights	MI	48071	2485830829	2028-11-13	Yes
	Council Alternate	Bill Mier	billmier@madison-heights.org	No	300 W. 13 Mile Road		Madison Heights	MI	48071	2485830829	2028-11-13	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
	Alternate	Andrea Marek		No			Madison Heights	MI	48071		2028-08-31	Yes
	Student Representative	Vacant		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	2026-01-13
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 DateNo Notes 12/23/24
10. Contact Person Sign Date	2026-01-13
11. Director Name	Vanessa Verdun-Morris
12. Director Phone Number	2488372852
13. Director Email	vanessaverdun-morris@madison-heights.org
14. Director Sign Date	2026-01-13
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, URL & email extension to change to a .gov address later this year. (0-2025-12-18)
- 2, 1. FT: director, coordinator, community engagement PT: techspace, info, youth, 4 subs (0-2025-12-26)
- 3, Increased number of programs for this 0-5 age group by 37%. (0-2026-01-13)
- 4, 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 (0-2026-01-13)
- 5, 15. 14 circulating chromebooks (including lost/unpaid) 4 in-library chromebooks 4 in-library youth kindle tablets 3 ipad catalog/multi-use tablets 1 in-library surface pro 1 in-library ipad 1 quick-print pc 1 makerspace pc 2 circulating kindle fire 1 circulating youth kindle fire (0-2026-01-13)
- 6, 11. Library Coordinator (0-2026-01-13)
- 7, 16. Community Engagement Librarian (0-2026-01-13)
- 8, 1 Technician (0-2026-01-13)
- 9, 53. Earned Sick Time (0-2026-01-13)

## Library Advisory Board Work Plan 2026

<b>Project/ Goal</b>	<b>Policy Review</b>	<b>Speaker Series</b>	<b>Event Promotion</b>
<b>Benefit</b>	Updated policies	Community Awareness	Community Awareness
<b>Subcommittee Members</b>	Chair May, Scott, Juska-Svoba, Staff Liaison Verdun-Morris	Chair Aaron, Marek, Eritano, & Mentzer. Heather Hames is recommended staff liaison	Chair Nagle, Hill, Eritano. Communications Department is recommended staff liaison
<b>Resources Needed</b>	Policies	Snacks, Staff Liaison for facility scheduling	Copies for distribution at local businesses, Staff liaison for branding consistency
<b>Measures of Success</b>	One policy updated quarterly	Bimonthly events beginning in March	Increased event attendance
<b>Priority</b>	1	2	3
<b>January Update</b>			
<b>April Update</b>			
<b>July Update</b>			
<b>October Update</b>			

### Board and Commission Work Plan Guidelines and Process

The City Council will vote on the board and commission work plans annually. Work plans are due by January each year and should consist of up to three priorities. The City Council will ask the Board or Commission Chair to present the work plan to the City Council.

- Review purpose of the Board or Commission (from Code of Ordinances)
  - The board shall study and make a written recommendation to the city council concerning short and long-term improvements to the city's library system, including:
    - (A) To analyze the community's library service needs including but not limited to physical space, technological requirements, staffing, and hours of operation; and
    - (B) When appropriate, generate a report outlining goals and objectives and a related plan (including timelines and cost) for implementation.
  - The board exists to promote an outstanding library program for the citizens of the city. In pursuit of this objective, it shall serve as:
    - (A) A forum for the careful consideration of policy matters related to the operation of the library system; and
    - (B) A voice for the department in the community and a voice for the community in the department; and
    - (C) An advisor to the director when requested by him/her; and
    - (D) A recommending body to the city council on matters of general department policy.
- Discuss any City Council priorities for the Board or Commission.
- Discuss existing and possible projects, priorities, and goals. Order from high priority to low priorities.
- Finalize work plan for City Council review.
- Use approved work plan as a guide to focus the board and commission work throughout the term of the work plan.
- Present report to the City Council annually and include: List of priorities, projects, and goals; Status updates; If items are not complete, include why and any other additional details to share with the Council.



# Creative Techspace Policy

Madison Heights Public Library.

Effective: DRAFT. V1.

## Purpose:

The Creative Techspace provides community members with access to tools, technology, and creative resources to encourage learning, innovation, and collaboration. This policy establishes guidelines for safe, equitable, and responsible use of the space and its equipment.

## Eligibility and Access:

1. All library policies apply to all activities and use of the Creative Techspace.
2. The Creative Techspace is available for general public use, but the library reserves the right to grant priority use to Madison Heights residents.

## Equipment Use and Restrictions:

1. Lawful Use:
  - Equipment in the Creative Techspace may be used only for lawful purposes. The public will not be permitted to use the equipment to create material that is:
    - Prohibited by local, state, or federal law or regulation.
    - Unsafe, harmful, dangerous, or poses an immediate threat to the well-being of others.
    - Obscene, sexually explicit, or harmful to minors, as defined in Michigan Compiled Laws, Act 343 of 1984.
    - Weapons or real world weapon replicas of any kind.
    - Produced in bulk quantities.
    - In violation of another's intellectual property rights. Users are responsible for compliance with all intellectual property laws, including patent, trade dress, trademark, and copyright laws. The Library disclaims any responsibility or liability resulting from such violations.
2. Equipment Skill Levels:

- Green: Patrons can operate independently. Staff or instructional resources are available for guidance.
- Yellow: Patrons must review manuals or have an orientation with a staff member before use.
- Red: Equipment may only be operated by or with Creative Techspace staff.

### 3. Reservations and Use:

- Users must register for equipment use.
- Equipment in the Creative Techspace is available for use on a reservation basis. If no reservations exist, a first-come, first-served basis is used for available equipment. Not all equipment may be available depending on staffing, maintenance schedules, or other unforeseen issues.
- Sessions may be limited to a maximum of 2 hours depending on demand.
- Projects left unattended for more than 10 minutes may be cleared for other users.
- Techspace stops accepting new projects 30 minutes prior to library closing and fully closes 15 minutes before the library closes.

### 4. Materials and Supplies:

- Patrons must supply their own materials unless otherwise noted. Some materials may be available for purchase.
- Patrons are financially responsible for any and all damage done in the Creative Techspace and its equipment resulting from misuse or failure to follow all rules, policies, procedures, and restrictions. Users agree to pay for the loss or damage to any items and accept the Library staff's assessment of fair restitution for damage, dirtiness, delinquency, and/or loss of library's items in part or total.

## Safety and Conduct:

### 1. Safety Procedures:

- Follow all equipment safety procedures as documented in the provided instructions, training sessions, programs, and/or as detailed in the available manufacturer's manuals.
- Discontinue use of the tool if the tool or piece of equipment becomes unsafe or in a state of disrepair. Notify library staff immediately.

- Report any accident/incident that occurs to Library staff at the time of the accident/incident.
- Return items in the same condition as they were issued, barring normal wear and tear.
- Take precautions to avoid causing unnecessary mess, agree to clean up the workspace following use, and inform Library staff of any issues.

## 2. Liability and Damages:

- The Library is not responsible for:
  - Any manufacturing defects, issues with quality of workmanship, safety, or flaws or failures in materials associated with the use of the Creative Techspace's tools or equipment.
  - Any loss of digital data or damage to materials provided by users.
  - A project that is destroyed, does not print correctly, or does not work.
  - Refunds for purchased materials.
  - A user's personal equipment (e.g., USB drives, DVDs) or materials if damaged or destroyed while using the tools or equipment in the Creative Techspace.
  - Any object created with the use of the equipment, including any harm or injury incurred as a result of any usage of the equipment.
  - The content or items created in the Techspace do not reflect the views of Madison Heights Public Library.
- Library staff reserve the right to:
  - Stop a request due to time or equipment capabilities.
  - Set a limit on the maximum number of projects per user.
  - Close down the Creative Techspace at any time for programs or maintenance with little or no notice.
  - Review and approve all users' materials before using specific equipment in the Creative Techspace.
  - Refuse any request/service. If denied, a user may appeal that decision to the Library Director by sending a written notice of appeal to the Library Director within 10 business days of the initial denial.

- As previously noted, all Library policies apply to the usage of the Creative Techspace. Failure to comply with Creative Techspace or Library policies may result in the loss of Creative Techspace or Library privileges.

### Policy Review:

This policy will be reviewed as needed and updated to reflect new technologies, safety standards, and community needs.